

**AGENDA**  
**CITY OF CARTER LAKE**  
**CITY COUNCIL WORKSHOP**  
**CITY HALL – 950 LOCUST ST.**  
**MONDAY, MAY 20, 2019 – 5:30 P.M.**

1. Q & A session with Kevin Strehle of BCDM  
Regarding the Community Center planning project

**AGENDA**  
**City of Carter Lake**  
**Regular City Council Meeting**  
**City Hall – 950 Locust St.**  
**Monday, May 20, 2019 AT 7:00 P.M.**

- I. Pledge Of Allegiance
- II. Roll Call
- III. Approval Of The Agenda
  - A. Additions
  - B. Deletions
- IV. Consent Agenda
- V. New Business
  - A. Approve Transfer of Liquor License – Carter Lake Improvement Club (Festival)
  - B. Approve Liquor License for Jonesys (06/05/19)
  - C. Approve Liquor License for Jumpstart (6/30/19)
  - D. Communications From Public
    - a. Keebie Kessler – Parade and Festival Update
  - E. Communications From
    - 1. Department Supervisors
      - a. Lem Sheard
        - i. Building Condemnations/Abatements
    - 2. Mayor Ron Cumberledge
      - a. Assignments
      - b. 13<sup>th</sup> and Hiatt proposal
      - c. Community Center Proposal
    - 3. Aaron Grell
      - a. Amend ordinance for Flag Poles
    - 4. Jason Gundersen
      - a. MP Next Level
    - 5. Pat Paterson
      - a. Rental Housing Inspection Program
      - b. Donation to Carter Lake Elementary
    - 6. Jackie Carl – City Clerk
      - a. Iowa Community Assurance Pool (ICAP) renewal
      - b. Select accounting firm to complete the required annual audit
- VI. Ordinances and Resolutions
  - A. Resolution to approve assignment from Bankers Trust to UMB Bank
  - B. Resolution to approve Tax Abatement Application for 1218 Willow Drive
  - C. Resolution to write off uncollectible utility bills
  - D. Resolution to assess utility liens
  - E. Resolution to write off uncollectible weed mowing bills
  - F. Resolution to assess weed mowing bills

- VII. Comments Mayor, City Council And Public (3 Minutes)
- VIII. Executive Session to discuss litigation 21.5 (1)(c)(j)
- IX. Adjourn

**CONSENT AGENDA**

- 1. City Council Minutes
- 2. Planning Board Minutes
- 3. Abstract of Claims for Approval – April
- 4. Receipts for Approval – April
- 5. Overtime and Comp time reports – April
- 6. Financial Reports as submitted to the council – April
- 7. Department Head Reports – April

## **CARTER LAKE PARKS AND RECREATION BOARD**

### **MEETING SUNDAY APRIL 14, 2019 4:00 P.M.**

The Carter Lake Parks and Recreation board met on Sunday April 14, 2019, 4:00 P.M. at City Hall. Those in attendance were Secretary Cheryl Calabretto, Barb Hawkins, Kendra Hollenbeck, Chairman Keebie Kessler, Ricky Komor and Bob Wahl. Absent was Wayne Piper. Also in attendance were Bill Dahlheimer and Jackie Wahl.

Chairman Keebie called the meeting to order at 4:05 P.M.

Additions to the agenda: Approval of last meeting and concessions will be added to item 2. New Director.

Barb made a motion to approve the minutes of the November 4, 2018 board meeting as written. Bob seconded the motion and the motion passed.

Ricky made a motion to accept the additions to the agenda. The motion was seconded by Barb and the motion passed.

#### **1. The board reviewed the Park's Budget.**

- a.) Bill Dahlheimer asked if he could volunteer to purchase trees with the money in the budget and plant them. Keebie responded that we don't have the authority to give that permission but he will ask the mayor tomorrow.
- b.) Kendra asked about money for projects. Keebie explained that the money in the budget has already been designated for projects such as a new dock at Mabrey Park, a practice infield behind field 1 and a shelter at the Splash Park.
- c.) It was asked if we make recommendations to the City Council. Answer was No; we make recommendations to the Parks and Rec Director when we have one.
- d.) It was asked if we can apply for grants. Keebie will talk to mayor about that too.

- e.) Do we rent the fields? Answer...not much this year because of issue with no director.
2. Progress with hiring a new director was discussed.
- a.) It doesn't seem to be going well. Someone was interested, city made an offer, applicant chose a different career. There seems to be differences of opinion on whether the new director will be part time or full time and whether they will be Parks and Recreation Director or just Recreation Director.
- b.) Concessions were discussed. There have been 6 people tentatively hired pending physical and drug test results. Not nearly as many games this year as in times past so the year will prove interesting.
3. Cheryl passed out copies of the "5 year Plan" from 2010-2014. She encouraged everyone to read it thoroughly because it contains a lot of interesting material. Everyone was asked to be thinking about a new "5 year plan" and bring their thoughts to the next meeting.
4. The next meeting will be Sunday May 19, 2019 4:00 P.M at City Hall.

Meeting was adjourned at 5:24 P.M.

Respectfully submitted by

A handwritten signature in dark ink, appearing to read "Cheryl J. Calabretto". The signature is fluid and cursive, with a large, stylized initial "C".

Cheryl J. Calabretto

Secretary for Parks and Recreation Board

CARTER LAKE PARKS AND RECREATION

BOARD MEETING SUNDAY NOVEMBER 4, 2018 4:00 P.M.

The Carter Lake Parks and Recreation Board met at City Hall on Sunday November 4, 2018 at 4:00 P.M.

Those in attendance were: Secretary Cheryl Calabretto, Chairman Keebie Kessler and Ricky Komor. Also in attendance: Parks Director Chris Ethen and Kendra Hollenbeck. Absent was Barb Hawkins.

Additions to agenda: Kendra Hollenbeck, Wayne Piper and a short history.

Chris called the meeting to order at 4:01 P.M. He introduced Kendra and had Keebie give a short history of the parks board. Keebie explained that the Parks and Recreation Board is a recommending board only and we are here to help Chris with events and to give suggestions and ideas. Chris can accept or reject any recommendations.

Bob Wahl and Wayne Piper arrived at 4:03

1. December 16, 2018 was set as the date to judge the Christmas lights. We will meet at 6:00 for a potluck dinner and head out for judging at 6:30 P.M. Cheryl will bring a soup, Wayne Chili, Chris drinks, Bob pizza, Keebie treats, Ricky something pasta from HyVee and Kendra can bring whatever.
2. For our next budget, Chris is going to ask for a truck for himself, a new mower, new playground equipment at Mabrey and if that is turned down; maybe Rosenbaugh Park and a drinking fountain at Rosenbaugh.
3. Street Hockey has been a big hit with about 40 kids in attendance for the first 2 weeks. It was canceled today because of the wet field. The city is providing all the equipment. We would like to start earlier in the season next year. Cheryl asked about release forms for those that didn't sign up earlier and Chris noted he has forms in his truck.
4. Update on parks and rec: Mark Murray is on vacation, Ronnie Fisher is mowing and Chris and Charlie are cutting back ornamental grasses. December 10<sup>th</sup> through the end of March there will be recreation at the school gym on Mondays and Wednesdays 6-8:30 with one night for grades 1-3 and the other for grades 4-6. Fridays will be ball fundamental classes. In the spring he might start a flag football league or street hockey.
5. Chris asked Kendra and Wayne if they are willing to serve on the Parks Board. Both answered in the affirmative. Chris will give their names to the mayor.
6. Chris asked if anyone had anything else they wanted to discuss. No one responded.

Next meeting will be Sunday December 16, 2018 6:00 P.M. during the Christmas Light judging contest.

Respectfully submitted by



Cheryl J. Calabretto

# **Carter Lake Fire Department Monthly Report**

## **Proudly Serving since 1956**

**Department Head: Chief Eric Bentzinger**

**Report done by: Coordinator Phillip Newton**

**Contact information: Station # 712-347-5900**

**Email: [clfire@carterlake-ia.gov](mailto:clfire@carterlake-ia.gov)**

**\*\*\* Check us out on Facebook—Carter Lake Fire & Rescue \*\*\***

**Month: April 2019**

**Budget Performance:**

**Continuous Issues:**

**Employee and Organization Development:**

**Pancake Breakfast: Pancake Breakfast is October 6th, 2019 at the Fire Station**

4-2	Meetings:	6:30-Done	Officers: 8 members, Mass: 24 members, Smoke Eaters, 17 members
4-6	Fire training:	9-noon	Radios, driving, 8 members
4-9	Fire training:	7-10pm	Radios, driving, 11 members
4-16	EMS Meeting/training:	7-10pm	Driving, Safety, Pediatrics, Research 14 members

**Safety and Response Report:** Please see safety minutes attached to email

Safety Committee: Next Safety Meeting is May 8th - 13:00 at City Hall.

Total Calls for the month:	2018 – 494 Total Calls	2016 - 384 Total Calls	2015 - total calls, 367
		2017 – 484 Total Calls	2014 - Total calls, 372

EMS (ambulance) calls: 28

Fire/Other calls: 8

**Other:** Additional Information for Mayor, City Council & Citizens:

### **1. Looking for In Town Volunteers, Call Phill at station number listed above**

2. New Breakfast schedule starting in October. Public breakfasts will now be 3 times a year for the public. Breakfasts will be in February, May & October. We will also continue to do the breakfast in July for pancakes in the park. This will be held only in the park and only for the attendees of the church service.
3. Thank You For Supporting Our Annual Fish Fry!!!

Library Board Meeting  
Brooks-Fennell Multi-Purpose Room  
April 29, 2019  
6:00 p.m.

Attendees: Viki Hawkins, Bonnie Freeman, Patti Midkiff, Jo Chullino and Library Director, Theresa Hawkins. Absent: Assistant Director Genevieve Hawkins, Victor Skinner, Tyke Darveaux and Delbert Settles

Bonnie called the meeting to order.

Minutes: Patti made the motion to accept the minutes. Jo seconded. Motion passed.

Financial Report: No report from the city.

Action on Bills: Viki made the motion to approve the bills. Patti seconded. Motion passed.

Librarian' Report: Viki made the motion to accept the report. Patti seconded. Motion passed.

**March 2019 Statistics**

Door Count	987
Circulation	900
Patron Computer Usage	178
WIFI Usage (Patron Devices)	131
Materials added to Collection	47
Materials deleted from Collection	475
New Adult Cards	8
New Juvenile Cards	6
Makerspace Usage	72 Juvenile
Book Club	10 Adults
Preschool Storytime	13 Adults 12 Juvenile
Craft Night	11 Adults 1 Juvenile
Homebound Service	3
Notary	1
Tech Help	13
Other Meetings/Events	
Supervised Visits	3 Adults 2 Juvenile
Tutor	4 Adult 5 Juvenile
Senior Center	28 Adults
Legislative Coffee	3 Adult

Painting – Brush & Roll Painting finished the outdoor work (Multi-purpose room door and drop box) and inside doors.

Windows – Omaha Door and Window took measurements and template of windows. Will be approximately 4 to 6 weeks before scheduling installation.

Cleaning – Andre Pro Clean has started cleaning on Thursday mornings before the library opens at noon - and doing an excellent job.

Little Libraries – The little library at the old bus stop – 13<sup>th</sup> & Q – is up. The other Little Library will be by the benches in front of the library so that it can be under video surveillance.

Looking into the Grow with Google Partner program. The program helps libraries across the United States make information and resources more accessible for job seekers, students and small businesses.

2020 Census will be doing training at the library August 8,9,10 & 15,16,17.

**Unfinished Business:**

Adopt Circulation Policy – Patti made the motion to adopt the Circulation policy with changes to wording in fines. Bonnie seconded. Motion passed.

**New Business:**

Trustee training – Discussed upcoming training schedule webinars. Theresa will contact mayor about Trustee terms expiring in June 30, 2019.

Viki made the motion to adjourn. Patti seconded. Meeting adjourned 7:00 p.m.

Submitted

Viki Hawkins, Secretary

April, 2019



Meeting Date: \_\_\_\_\_ Location: \_\_\_\_\_

Location: \_\_\_\_\_


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# SAFETY ACTION PLAN

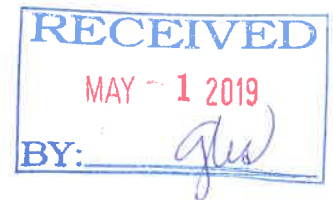
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Person Responsible	
Estimated Completion Date	
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Person Responsible	
Estimated Completion Date	
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Senior Center Monthly Report for April 2019

Meals served 611

Volunteer Hours Performed 14

Activity Reports Attached



Needs for Center-

Meetings—Site Council Meeting at Center was April 18th

Break down of meals= We served 611 meals in 22 days, 217 in house, 396 were homebound that avg. about 27.5 meals per. day. We had 20 people for Aprils Bingo Night.

**MONTHLY SENIOR CENTER ACTIVITY REPORT**  
**SOUTHWEST 8 SENIOR SERVICES, INC.**  
**3319 NEBRASKA AVENUE**  
**COUNCIL BLUFFS, IOWA 51501**

SENIOR CENTER: Carter Lake DATE April 2019  
 MANAGER'S SIGNATURE Linda Lin

Date	Nutrition Program/Topic	Program Length	# Persons Attending
4-10	Lipid Profile	.75	6
4-24	Menu Labeling Law	.75	6
Date	Nutrition Handouts for Homebound Participants/Topic		# Sent
4-12	Lipid Profile		19
	Menu Labeling Law		19
Date	Wellness Programs/Topic: Blood Pressure, Exercise, etc.	Program Length	# Persons Attending
4-5	Flex class	1.0	7
12	Flex class	1.0	6
15	Angels Blood Pressure	<del>1.0</del>	Cancel
19	Flex class	1.0	7
26	Flex class	1.0	7
		4.0	27

**TOTALS**





## Jackie Carl

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**From:** Licensing@IowaABD.com  
**Sent:** Wednesday, May 15, 2019 1:35 AM  
**To:** Jackie Carl  
**Cc:** Licensing@IowaABD.com  
**Subject:** Liquor License Submitted to Local Authority

Insurance coverage/bond certification has been completed for the following application(s). The application(s) is awaiting local authority review. After local authority approval, the application will be submitted to the Iowa Alcoholic Beverages Division for review.

License #	License Status	Business Name
LC0030349	Submitted to Local Authority	Carter Lake Improvement Club (4328 N. 9th St Carter Lake Iowa, 51510)

Please do not respond to this email.

To check the status of your application follow these steps:

1. Click <https://elicensing.iowaabd.com>
2. Log in to your eLicensing account
3. After reading the 'Beginning April 1st' statement, click ok
4. Click the View Completed Applications link to see your status



## Jackie Carl

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**From:** Carter Lake Fire Department  
**Sent:** Tuesday, May 07, 2019 8:01 AM  
**To:** Jackie Carl  
**Subject:** Jonesy's inspection

Jonesy's has completed all deficiencies asked of them. At this time I would recommend approval of liquor license renewal.

Thanks,

Phillip J. Newton  
Fire Department & Safety Coordinator

Carter Lake, Iowa Fire Department  
950 Locust Street  
Carter Lake, Iowa 51510  
[clfire@carterlake-ia.gov](mailto:clfire@carterlake-ia.gov)  
Station # 712-347-5900  
Cell# 402-657-8976

## Jackie Stender

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**From:** Chief Kannedy  
**Sent:** Thursday, April 04, 2019 9:11 AM  
**To:** Jackie Stender  
**Subject:** RE: Liquor License Renewal Sent

Jackie,

Jonesy's has not had a liquor violations and does not have any pending. This department have NO reason to deny their license.

Shawn

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**From:** Jackie Stender  
**Sent:** Friday, March 29, 2019 9:50 AM  
**To:** Phill Newton <phill.newton@carterlake-ia.gov>; Chief Kannedy <chief.kannedy@clpd.carterlake-ia.gov>; City of Carter Lake Inspector <inspector@carterlake-ia.gov>  
**Subject:** FW: Liquor License Renewal Sent

Please follow up on this license for renewal.

**From:** [Licensing@IowaABD.com](mailto:Licensing@IowaABD.com) [<mailto:Licensing@IowaABD.com>]  
**Sent:** Friday, March 29, 2019 2:34 AM  
**To:** Jackie Stender <[jackie.stender@carterlake-ia.gov](mailto:jackie.stender@carterlake-ia.gov)>  
**Cc:** [Licensing@IowaABD.com](mailto:Licensing@IowaABD.com)  
**Subject:** Liquor License Renewal Sent

The following license(s)/permit(s) will expire in 70 days. Iowa law states that all licensees must receive a 60 day renewal reminder.

License #	License Status	Expiration Date	Business Name
LC0042635	Renewal Sent	06/05/2019	Jonesys (1116 locust st Carter Lake Iowa, 51510)

Please do not respond to this email.

To check the status of your application follow these steps:

1. Click <https://elicensing.iowaabd.com>
2. Log in to your eLicensing account
3. After reading the 'Beginning April 1st' statement, click ok
4. Click the View Completed Applications link to see your status

**AGREEMENT TO PERFORM  
PROFESSIONAL SERVICES  
FOR THE  
CARTER LAKE COMMUNITY CENTER  
MASTER PLANNING PROJECT  
(BCDM #5347-00)**

Beringer Ciaccio Dennell Mabrey, Inc., a/k/a BCDM Architects, (BCDM) enters into this agreement for professional services with the City of Carter Lake, Iowa, (CLIENT) for the Carter Lake Community Center Master Planning Project located in Carter Lake, Iowa.

**I. BASIC SCOPE OF SERVICES**

BCDM will perform the following Basic Scope of Services:

- A. Gather from CLIENT existing plans and other information for the City Library and Existing Senior Center.
- B. Develop draft space program based upon previous community project completed by BCDM and from information gathered from CLIENT.
- C. Meet with CLIENT to review preliminary program and receive input. Discuss and determine time and location of community input meeting.
- D. Revise preliminary program based on input received from CLIENT.
- E. Based upon revised program, develop concept floor plan and site plan of Community Center.
- F. Meet with CLIENT to review revised program and concept floor plan and site plan of Community Center. Receive input. Finalize agenda for community input meeting.
- G. Assist CLIENT with community input meeting to receive input on concept floor plan and site plan of Community Center.
- H. Meet with CLIENT to review input received at community meeting.
- I. Based upon CLIENT input, revise concept floor plan and site plan.
- J. Develop opinion of probable cost.
- K. Meet with CLIENT to review revised floor plan, site plan and opinion of probable cost. Receive input. Discuss timing of second community meeting to present Master Plan for the Community Center.
- L. Finalize floor plan, site plan and opinion of probable cost.
- M. Assist CLIENT with community input meeting to review Master Plan for Community Center.
- N. Meet with CLIENT to review input received from community meeting and determine if any revisions are required.
- O. Prepare and provide final deliverables to CLIENT. Deliverables will include site plan, floor plan exterior perspective and opinion of probable cost. Deliverables will be in digital format. If CLIENT desires any copies plotted out and mounted on foam-core boards, these will be charged at actual cost plus 15%.

## **II. CLIENT RESPONSIBILITIES**

- A. CLIENT shall designate a representative authorized to act on the CLIENT's behalf with respect to the Project. CLIENT's designated representative shall render decisions in a timely manner pertaining to documents submitted by BCDM in order to avoid unreasonable delay in the orderly and sequential process of BCDM's services.

## **III. FEE AND TIMING**

- A. The above Basic Scope of Services will be performed for the Lump Sum Fee of Twenty-Nine Thousand, Two Hundred Fifty and no/100's Dollars (\$29,250.00).
- B. Reimbursable and Miscellaneous Expenses will be billed in addition to the Basic Services Fee above in accordance with the Rate Schedule (Exhibit 'A') attached hereto.
- C. The above Basic Scope of Services will be performed upon BCDM's receipt of written authorization to proceed (signed copy of this agreement) from the CLIENT.
- D. Any additional services shall be authorized in writing by the CLIENT prior to initiation and compensated in accordance with the attached Rate Schedule (Exhibit 'A'). The CLIENT shall reimburse BCDM for additional expenses accrued.

## **IV. PAYMENT**

- A. Invoices for services performed will be sent monthly. Terms of payment for all work performed under this Agreement shall be net thirty (30) days from date of invoice.
- B. All fees due BCDM will be payable within thirty (30) days of receipt of such invoice showing work completed and the cost of said work. To each statement not paid within thirty (30) days, a service charge of one and one-half percent (1-1/2%) per month will be added to the unpaid balance.

## **V. INDEMNITY AND LIMITATION OF LIABILITY**

- A. The CLIENT agrees, at its own expense, to indemnify and hold harmless BCDM, its successors and assigns and its shareholders, officers, directors, agents and employees, against any and all losses, costs, liabilities, damages and/or expenses brought against BCDM by any third party to the extent based on or arising from the Project or on any claim of breach of this Agreement by BCDM ("Third Party Claims"), excluding Third Party Claims that are the sole fault of BCDM.
- B. Neither CLIENT nor BCDM shall be liable under this agreement, for any indirect, incidental, special, punitive or consequential damages. In no event will the total aggregate liability of BCDM for any claims, losses or damages arising out of this agreement exceed the total amount of fees and other consideration actually received by BCDM under this agreement. The foregoing limitation of liability and exclusion of certain damages shall apply regardless of the success or effectiveness of any other remedies.

## **VI. OWNERSHIP AND USE OF THE MATERIALS**

- A. CLIENT acknowledges and agrees that the drawings, sketches, designs and other documentation (the "Materials") prepared by BCDM for the provision of Services contemplated in this Agreement are instruments of BCDM's Services and are for use solely with respect to this Project and, unless otherwise provided in writing by BCDM, BCDM shall be deemed the author of these Materials and shall retain all rights, title and interest therein. The Materials shall not be used by the CLIENT or others on other projects, for additions to this Project or for completion of this Project by others without permission from BCDM. Any unauthorized use of the Materials shall be at the CLIENT's sole risk and without liability to BCDM and BCDM's consultants.

**VII. TERMINATION**

- A. This Agreement may be terminated upon ten (10) days written notice by either party. In the event of termination, the CLIENT will pay BCDM due compensation as specified herein for services performed up to the termination date including reimbursable expenses.

**VIII. DISPUTE RESOLUTION**

- A. Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to the institution of legal or equitable proceedings by either party.
- B. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

**IX. APPLICABLE LAW**

- A. The parties shall comply with and apply Nebraska law, without reference to the conflicts of laws provisions thereof, in the performance and interpretation of this agreement.

CITY OF CARTER LAKE  
950 Locust Street  
Carter Lake, Iowa 51510  
(712) 347-6535

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name / Title

BERINGER CIACCIO DENNELL MABREY INC.  
1015 North 98<sup>th</sup> Street, Suite 300  
Omaha, Nebraska 68114  
(402) 391-2211 (402) 391-8721 Fax

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

Kevin G. Strenle, Principal

**BCDM Architects  
2019 RATE SCHEDULE**

**ADDITIONAL SERVICES - HOURLY RATES & CLASSIFICATIONS**

Senior Principal .....	\$275/Hr.
Principal .....	\$200/Hr.
Senior Project Manager .....	\$155/Hr.
Project Manager .....	\$125/Hr.
Project Architect .....	\$100/Hr.
Architect-In-Training .....	\$90/Hr.
Contract Administrator/Construction Manager .....	\$105/Hr.
Engineer-In-Training .....	\$90/Hr.
Interior Designer .....	\$90/Hr.
Administrative Staff .....	\$72/Hr.
Intern Architect or Engineer .....	\$55/Hr.

**REIMBURSABLE & MISCELLANEOUS EXPENSES**

- A. **CONSULTANTS:** Additional services provided by civil, structural, mechanical, and electrical engineering and/or other consultants will be charged at actual cost plus 15%.
- B. **AUTOMOBILE TRANSPORTATION:** Local automobile transportation is included in Miscellaneous Expenses (see below). Out-of-town automobile transportation in connection with the project, authorized by CLIENT, will be charged at the current IRS standard mileage rate of fifty-eight cents (\$.58) per mile plus 15%.
- C. **COMMERCIAL TRAVEL AND SUBSISTENCE:** Airline travel, auto rentals, living expenses, and other similar direct expenses in connection with out-of-town travel, authorized by CLIENT, will be charged at actual cost plus 15%.
- D. **FILING FEES AND OTHER COSTS ADVANCED:** All filing or permit fees and other similar costs that are paid by BCDM will be charged at actual cost plus 15%.
- E. **REPRODUCTION OF DOCUMENTS:** Reproduction of documents will be charged at actual cost plus 15%.
- F. **MISCELLANEOUS EXPENSES:** All miscellaneous expenses in connection with the Project will be charged at a rate of Three Percent (3%) of the Basic Services Fee. Miscellaneous expenses include: Local automobile mileage, miscellaneous reproductions (i.e. plotting, photocopies, photographic reproductions, and all minor printing and materials); support materials (i.e. photographs, model supplies, professional rendering supplies, etc.) other than normal office supplies; and long-distance phone charges, postage charges and express mail/shipping charges.

The rates and multiples set forth above may be annually adjusted in accordance with normal salary review practices.



453 7<sup>th</sup> Street  
Des Moines, IA 50309

March 15, 2019

CITY OF CARTER LAKE  
ATTN: CITY CLERK  
950 LOCUST ST  
CARTER LAKE, IA 51510

Re: Service Transition

On behalf of Bankers Trust Company, I want to thank you for turning to us to handle your Corporate Trust needs. We appreciate the trust you've placed in us and feel fortunate to have built a strong relationship with you.

We also feel fortunate to have been presented with the opportunity to transition our Corporate Trust business to one of the industry's most experienced and respected Corporate Trust firms. I am pleased to let you know that Bankers Trust has accepted an offer from UMB Bank, n.a. to acquire our Corporate Trust business.

UMB is headquartered in Kansas City, Missouri, and is one of the largest institutions in the country in the Corporate Trust business. In addition to its demonstrated expertise in this area, UMB will have a local, familiar feel. UMB intends to open an office in Des Moines and anticipates that your account will continue to be managed at the same high level of service by familiar faces you may have worked with at Bankers Trust, but as UMB employees.

We are excited to transition administration of our Corporate Trust clients' accounts to UMB for several reasons, including UMB's:

- Demonstrated expertise and experience as a Corporate Trust fiduciary and service provider;
- Clear long-term commitment to the Corporate Trust business;
- Quality service focus that is consistent with our own;
- Employment of existing Corporate Trust team members; and
- Strong management and depth of talent.

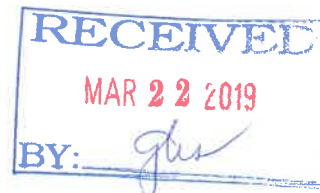
The acquisition is expected to close on or about June 10, 2019. Between now and the closing date, teams from both organizations will prepare for the transition. The mechanism for the transition will be an assignment of your Trustee, Escrow Agent and/or Paying Agent agreement(s) to UMB Bank. The acquisition agreement contemplates that following the closing of the transaction, Bankers Trust will no longer serve as Trustee, Escrow Agent and/or Paying Agent, and UMB will perform all of Bankers Trust's responsibilities and obligations under your agreement(s). Bankers Trust will cease to have any responsibilities or obligations as Trustee, Escrow Agent and/or Paying Agent. The formal written notice of this assignment is attached to this letter. To ensure you continue to receive uninterrupted service, UMB has requested you sign and return the attached Acknowledgement. This Acknowledgement is included as part of the enclosed Notice.

I am sure you will have questions and your relationship officer will reach out to you to discuss the transition. I am also available to answer any questions or concerns you may have. Be assured that both Bankers Trust and UMB are focused on providing you with a smooth transition and continued high-quality service.

Thank you for your business. It has been a pleasure to work with you.

Sincerely,

Kevin Chorniak  
Sr. Managing Director, Wealth Management & Institutional Trust Services



## NOTICE OF ASSIGNMENT

### CITY OF CARTER LAKE

This will constitute notice that contingent upon and effective as of the closing of the acquisition by UMB Bank, n.a. ("UMB") of the trust business of Bankers Trust Company, anticipated to occur on or about June 10, 2019 (the "Effective Date"), the Trustee, Escrow Agent and/or Paying Agent Agreement(s) or equivalent arrangement(s) by and between you and Bankers Trust Company will be assigned to UMB. The assignment will transfer all of Bankers Trust Company's rights, responsibilities and obligations under the Agreement(s) to UMB. As a result of this assignment, as of the Effective Date, UMB will be deemed to be the successor trustee, escrow agent and/or paying agent and will assume Bankers Trust Company's responsibilities and obligations under the Agreement(s). On the Effective Date, Bankers Trust Company will no longer be the Trustee, Escrow Agent and/or Paying Agent and will cease to have any responsibility or obligations under the Agreement(s), such responsibility having been assumed by UMB as successor to Bankers Trust Company.

#### BANKERS TRUST COMPANY

By

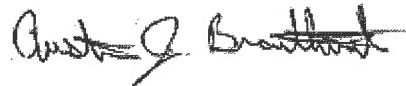


Kevin Chorniak, Senior Managing Director

Institutional & Wealth Management Services

#### UMB BANK, n.a.

By



Austin Braithwait, Executive Director

Corporate Trust

## ACKNOWLEDGMENT TO ASSIGNMENT

The undersigned hereby acknowledges the assignment of the Trustee, Escrow Agent and/or Paying Agent Agreement(s) as set forth above, including the removal of Bankers Trust Company and succession of UMB as Trustee, Escrow Agent and/or Paying Agent as of the Effective Date. From and after the Effective Date, the undersigned hereby agrees Bankers Trust Company will no longer be the Trustee, Escrow Agent and/or Paying Agent and will cease to have any responsibility or obligations under the Agreement(s), such responsibility having been assumed by UMB as successor to Bankers Trust Company.

### CITY OF CARTER LAKE

Issuer/Client

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



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

WHEREAS, the City of Carter Lake, Iowa, has declared by resolution and designation by ordinance an area of the City of Carter Lake, Iowa, as meeting the criteria for an Urban Revitalization Area, authorized by Chapter 404 of the Code of Iowa; and

WHEREAS, the City Council has approved an Urban Revitalization Plan for the Area; and,

WHEREAS, the property is located within the Carter Lake Urban Revitalization Area, as legally described on the attached application; and,

WHEREAS, the proposed improvements would be in conformance with the approved plan; and,

WHEREAS, John and Leone Robine owner of record, requests prior approval for eligibility for tax exemption for the proposed improvements as indicated on the attached application.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CARTER LAKE, IOWA:

THAT, the City Council hereby approve the request for prior approval for eligibility for tax exemption for the proposed improvements as indicated on the attached application; and

BE IT FURTHER RESOLVED:

THAT, such prior approval shall not entitle the owner to exemption from taxation until the owner apply for exemption on improvements in the year the improvements, partial or complete, are first assessed for taxation.

PASSED AND APPROVED THIS 15<sup>th</sup> DAY OF APRIL 2019.

\_\_\_\_\_  
Ronald Cumberledge, Mayor

ATTEST:

\_\_\_\_\_  
Jackie Stender – City Clerk

EXHIBIT 6

APPLICATION FOR EXEMPTION  
CARTER LAKE URBAN REVITALIZATION AREA

Please Type or Print

APPLICANT (Owner of Record) John P and Leone D Robine

ADDRESS 1218 Willow Drive

Name of other Owners of Record (if any)

ADDRESS AND LEGAL DESCRIPTION OF PROPERTY (for which an exemption is requested):

Address: THE WILLOWS WEST LT 5 (1218 Willow Drive) CARTER LAKE IA

Legal Description: Parcel # 754412 355024

CURRENT PROPERTY VALUE (from assessor's records):

Land: \$ 9100<sup>00</sup> Buildings: \$ 0

TYPE OF IMPROVEMENTS (check one):

- ☒ New Construction on Vacant Land  
☐ Addition to Existing Structure  
☐ Replacement of Existing Structure (s)  
☐ Rehabilitation of Existing Structure (s)

ESTIMATED COST OF IMPROVEMENTS: \$ 178840<sup>00</sup>

Date Started: 9-17-2018 Date Completed: 4-28-19 (estimated)

TAX EXEMPTION:

Residential – 100% tax exemption on the value added by the improvements for a period of 3 years.

Note: This form should be submitted simultaneously with the Application for building permits. Applicants are referred to the Pottawattamie County Assessor's Office for specific tax information. (2<sup>nd</sup> Floor, Pottawattamie County Courthouse, 227 South 6<sup>th</sup> Street, Council Bluffs, Iowa 51503).

**ACKNOWLEDGEMENTS:**

A copy of the pre-approval resolution for commercial projects (if applicable) is attached.

A copy of the building permit (if required) is attached.

The property to which improvements were made conform with the Carter Lake Zoning Ordinance.

The dwelling unit(s) for which improvements were made and an exemption is requested complies with the Carter Lake Minimum Dwelling Standards Ordinance.

A builder's cost breakdown of the project is attached.

The Applicant Certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining an exemption from taxes on improvements and is true and complete to the best of Applicants knowledge and belief. Verification may be obtained from any source named herein.

Signature of Applicant: John Robine Date Signed: 3/2/19

**CITY COUNCIL ACTION:**

\_\_\_\_\_ Approved (Resolution No. \_\_\_\_\_) Date: \_\_\_\_\_

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

Reason for Disapproval: \_\_\_\_\_

**COUNTY ASSESSOR ACTION:**

\_\_\_\_\_ Reviewed and Approved Date: \_\_\_\_\_

Assessed valuation of improvements: \$ \_\_\_\_\_

\_\_\_\_\_ Reviewed and Disapproved Date: \_\_\_\_\_

Reason for Disapproval: \_\_\_\_\_

Notification sent to applicant of determination. Date: \_\_\_\_\_

# ATTACHMENT TO EXHIBIT 6

## A. BUILDER'S COST BREAKDOWN

ARCHITECT	2900
SURVEY	740
EXCAVATING AND GRADING	2800
MASON	
Material	
Labor	
CONCRETE (BSMT, WALKS, DRIVE)	27,000
ORNAMENTAL	5,000
CARPENTER LABOR, LUMBER, HARDWARE	10,000
PAINTING AND DECORATING	5,000
ROOFING	6,500
HEATING AND AIR CONDITIONING	9,500
PLUMBING (INCLUDING SEWERS)	10,000
TILE	3,500
ELECTRICAL	14,000
INSULATION	4,000
DRY WALL	9,000
GLASS	5,000
BUILDING PERMITS	3,200
INSURANCE	700
CONSTRUCTION LOAN FEE AND INTEREST	
TITLE EXPENSE	
SALE EXPENSE	
ADVERTISING	
MISCELLANEOUS	10,000
OVERHEAD AND PROFIT	30,000
TOTAL BUILDING COST	\$ 158,840
PURCHASE PRICE OF LAND	\$ 20,000
TOTAL (LAND PLUS IMPROVEMENT COST)	\$ 178,840

Will all work be contracted out? ☒ YES NO If, no, describe work which will not be contracted.

Are you, the property owner, your own subcontractor? YES ☒ NO

**CERTIFICATION:** I, the undersigned, representing ownership on the above property, herewith certify that the above statement of amounts and actual values of said property is true and correct.

Subscribed and sworn to before me this 27<sup>th</sup> day of March, 2019.



Notary Public or City Clerk

John P. Reine  
Owner's Name

# RESIDENTIAL BUILDING PERMIT

PERMIT # R-123-18

## CITY OF CARTER LAKE

950 Locust Street  
Carter Lake, IA 51510

DATE: September 7, 2018

EXPIRES: April 2019

PERMISSION IS HEREBY GRANTED TO:

Ridge Construction / John Robine

TO ERECT - ENLARGE - ALTER - A STRUCTURE AT:

1218 Willow Dr.

AS FOLLOWS:

New House 1,415 sq ft

Building Fees

\$ 884.50

Electrical Fees

STATE OF IOWA

Temporary Power

Plumbing Fees

\$ 94.00

Mechanical Fees

\$ 75.00

Dirt Haul Deposit

Postage Fees

Other Fees

Water Meter/Remote

Water Hookup

\$ 250

Sewer Hookup

\$ 600.00

MUD Capital Fac Fees

TOTAL 1,903.50

Check No. 1102

\$ 1,903.50.

9/7/18

GRS.



Building Inspector

City of Carter Lake, Iowa

(712) 847-0535

This is inside the regularly established fire limits as fixed by ordinance and all work must conform to all the regulations of said ordinance.

This permit does not include permission to obstruct any street or alley with material or machinery during construction. Scrap material must be containerized and premises maintained in an acceptable appearance.

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

WHEREAS, the City of Carter Lake, Iowa, has declared by resolution and designation by ordinance an area of the City of Carter Lake, Iowa, as meeting the criteria for an Urban Revitalization Area, authorized by Chapter 404 of the Code of Iowa; and

WHEREAS, the City Council has approved an Urban Revitalization Plan for the Area; and,

WHEREAS, the property is located within the Carter Lake Urban Revitalization Area, as legally described on the attached application; and,

WHEREAS, the proposed improvements would be in conformance with the approved plan; and,

WHEREAS, Andrew Evers owner of record, requests prior approval for eligibility for tax exemption for the proposed improvements as indicated on the attached application.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CARTER LAKE, IOWA:

THAT, the City Council hereby approve the request for prior approval for eligibility for tax exemption for the proposed improvements as indicated on the attached application; and

BE IT FURTHER RESOLVED:

THAT, such prior approval shall not entitle the owner to exemption from taxation until the owner apply for exemption on improvements in the year the improvements, partial or complete, are first assessed for taxation.

PASSED AND APPROVED THIS 20<sup>th</sup> DAY OF MAY 2019.

\_\_\_\_\_  
Ronald Cumberledge, Mayor

ATTEST:

\_\_\_\_\_  
Jackie Stender – City Clerk

EXHIBIT 6

APPLICATION FOR EXEMPTION  
CARTER LAKE URBAN REVITALIZATION AREA

Please Type or Print

APPLICANT (Owner of Record) Andrew Evers

ADDRESS 730 Key Circle, Carter Lake IA 51510

Name of other Owners of Record (if any)

ADDRESS AND LEGAL DESCRIPTION OF PROPERTY (for which an exemption is requested):

Address: 1111 Hiatt St. Carter Lake IA 51510

Legal Description: Fairlane 1st Addition Lot 31

CURRENT PROPERTY VALUE (from assessor's records):

Land: \$ 8,217.00 Buildings: \$ 52,678

TYPE OF IMPROVEMENTS (check one):

- ☐ New Construction on Vacant Land  
☐ Addition to Existing Structure  
☐ Replacement of Existing Structure (s)  
☒ Rehabilitation of Existing Structure (s)

ESTIMATED COST OF IMPROVEMENTS: \$ 48,700

Date Started: 3/25/19 Date Completed: 7/1/19

TAX EXEMPTION:

Residential – 100% tax exemption on the value added by the improvements for a period of 3 years.

Note: This form should be submitted simultaneously with the Application for building permits. Applicants are referred to the Pottawattamie County Assessor's Office for specific tax information. (2<sup>nd</sup> Floor, Pottawattamie County Courthouse, 227 South 6<sup>th</sup> Street, Council Bluffs, Iowa 51503).

**ACKNOWLEDGEMENTS:**

A copy of the pre-approval resolution for commercial projects (if applicable) is attached.

A copy of the building permit (if required) is attached.

The property to which improvements were made conform with the Carter Lake Zoning Ordinance.

The dwelling unit(s) for which improvements were made and an exemption is requested complies with the Carter Lake Minimum Dwelling Standards Ordinance.

A builder's cost breakdown of the project is attached.

The Applicant Certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining an exemption from taxes on improvements and is true and complete to the best of Applicants knowledge and belief. Verification may be obtained from any source named herein.

Signature of Applicant: Ardu A Date Signed: 5/17/19

.....  
**CITY COUNCIL ACTION:**

\_\_\_\_\_ Approved (Resolution No. \_\_\_\_\_) Date: \_\_\_\_\_

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

Reason for Disapproval: \_\_\_\_\_  
\_\_\_\_\_

**COUNTY ASSESSOR ACTION:**

\_\_\_\_\_ Reviewed and Approved Date: \_\_\_\_\_

Assessed valuation of improvements: \$ \_\_\_\_\_

\_\_\_\_\_ Reviewed and Disapproved Date: \_\_\_\_\_

Reason for Disapproval: \_\_\_\_\_  
\_\_\_\_\_

Notification sent to applicant of determination. Date: \_\_\_\_\_



# ATTACHMENT TO EXHIBIT 6

## A. BUILDER'S COST BREAKDOWN

ARCHITECT	
SURVEY	
EXCAVATING AND GRADING	
MASON	Material
	Labor
CONCRETE (BSMT, WALKS, DRIVE)	\$ 5,000
ORNAMENTAL	
CARPENTER LABOR, LUMBER, HARDWARE	12,000
PAINTING AND DECORATING	4,000
ROOFING	4,000
HEATING AND AIR CONDITIONING	4,000
PLUMBING (INCLUDING SEWERS)	5,000
TILE	1,000
ELECTRICAL	4,000
INSULATION	1,000
DRY WALL	4,000
GLASS	1,200
BUILDING PERMITS	500
INSURANCE	1,000
CONSTRUCTION LOAN FEE AND INTEREST	1,000
TITLE EXPENSE	
SALE EXPENSE	
ADVERTISING	
MISCELLANEOUS	
OVERHEAD AND PROFIT	
TOTAL BUILDING COST	\$ 48,700
PURCHASE PRICE OF LAND	\$ 45,000
TOTAL (LAND PLUS IMPROVEMENT COST)	\$ 93,700

Will all work be contracted out? YES ☒ NO If, no, describe work which will not be contracted.

Are you, the property owner, your own subcontractor? ☒ YES NO

**CERTIFICATION:** I, the undersigned, representing ownership on the above property, herewith certify that the above statement of amounts and actual values of said property is true and correct.

Subscribed and sworn to before me this 19 day of May, 20 19.

Jackie Carl  
Notary Public or City Clerk

Andrew  
Owner's Name

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

WHEREAS, the City of Carter Lake, Iowa has adopted ordinances allowing for charges for water, sewer, and garbage utilities; and

WHEREAS, the ordinances allow for recovering costs for the services plus administrative fees as set out by ordinance; and

WHEREAS, it has been determined that some of the outstanding balances are uncollectible and that liens cannot be assessed against property that has received the services; and

NOW THEREFORE BE IT RESOLVED that the following amounts be written off as un-collectable:

(SEE ATTACHMENT)

Passed and approved this 20th day of May 2019.

\_\_\_\_\_  
Ronald Cumberledge, Mayor

ATTEST:

\_\_\_\_\_  
Jackie Stender, City Clerk

**Utility bills to write off - May 2019**

<u>Acct #</u>	<u>Property</u>	<u>Amount</u>		
05-202600-01	1306 Mayper Dr	188.14	<b>10/24/14</b>	<b>Deceased / Property sold</b>
05-201700-03	1417 Mayper Dr	28.00	08/29/08	
05-212550-02	1214 Lindwood Dr	48.83	01/04/08	
05-317300-05	1315 Ave P	46.01	09/14/10	
05-319370-02	1507 Ave O	45.13	07/14/08	
05-401700-02	1105 Ave P	19.00	07/06/10	
05-410100-08	1014 Hiatt St	21.36	01/13/10	
05-510900-00	170 Marina Ct	30.59	08/16/11	
	<b>TOTAL</b>	<b>427.06</b>		

**\*\*Balances under \$50 are too small to send to collections or the state offset program.**

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

WHEREAS, the City of Carter Lake, Iowa has adopted ordinances allowing for charges for water, sewer and garbage utilities; and

WHEREAS, the ordinances allow for recovering costs for the services plus administrative fees as set out by ordinance; and

WHEREAS, it has been determined that tax liens will be assessed against the property that has received the services, in the event the property owners fail to pay for said services and administrative fees; and

WHEREAS, services have been provided to the properties listed and bills have been rendered to the property owner; and

WHEREAS, the bills remain outstanding;

NOW THEREFORE BE IT RESOLVED that liens be assessed against the properties listed for the amounts determined

(SEE ATTACHMENT)

BE IT FURTHER RESOLVED that the outstanding amounts be liened and collectible as follows:

\$150 or less – current tax collection (1 year to pay) – no interest

\$151 to \$500 – spread out over 3 years – 5% interest

\$501 to \$1500 – spread out over 5 years – 7% interest

\$1501 and above – spread out over 10 years – 9% interest

Passed and approved this 20th day of May 2019.

\_\_\_\_\_  
Ron Cumberledge, Mayor

ATTEST:

\_\_\_\_\_  
Jackie Stender, City Clerk

**WATER LIENS - May 2019**

05-102000-04	812 Wood Ave	68.40	<b>01/10/19</b>
05-412350-05	1024 Redick Blvd	157.17	<b>11/23/18</b>
05-213050-09	1105 Janbrook Blvd	40.43	<b>10/18</b>
05-207850-07	1402 Cedar St	71.70	<b>10/18</b>

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

WHEREAS, the City of Carter Lake, Iowa has adopted ordinances allowing for charges for weed removal; and

WHEREAS, the ordinances allow for recovering costs for the services plus administrative fees as set out by ordinance; and

WHEREAS, it has been determined that tax liens will be assessed against the property that has received the services, in the event the property owners fail to pay for said services and administrative fees; and

WHEREAS, services have been provided to the properties listed and bills have been rendered to the property owner; and

WHEREAS, the bills remain outstanding;

NOW THEREFORE BE IT RESOLVED that liens be assessed against the properties listed for the amounts determined

(SEE ATTACHMENT)

BE IT FURTHER RESOLVED that the outstanding amounts be assessed and collectible as follows:

\$150 or less – current tax collection (1 year to pay) – no interest

\$151 to \$500 – spread out over 3 years – 5% interest

\$501 to \$1500 – spread out over 5 years – 7% interest

\$1501 and above – spread out over 10 years – 9% interest

Passed and approved this 20th day of May 2019.

\_\_\_\_\_  
Ronald Cumberledge, Mayor

ATTEST:

\_\_\_\_\_  
Jackie Stender, City Clerk

## LIENS - May 2019

### Weeds

<u>Inv #</u>	<u>Property</u>	<u>Service Date</u>	<u>Amount</u>
3569	1501 Cachelin Dr	9/10/2018	225.00
3570	Ave H & Abbott	8/30/2018	300.00
			\$ 525.00

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

WHEREAS, the City of Carter Lake, Iowa has adopted ordinances allowing for charges for weed removal; and

WHEREAS, the ordinances allow for recovering costs for the services plus administrative fees as set out by ordinance; and

WHEREAS, it has been determined that some of the outstanding balances are un-collectible and that liens cannot be assessed against property that has received the services; and

NOW THEREFORE BE IT RESOLVED that the following amounts be written off as un-collectable:

(SEE ATTACHMENT)

Passed and approved this 20th day of May 2019.

\_\_\_\_\_  
Ronald Cumberledge, Mayor

ATTEST:

\_\_\_\_\_  
Jackie Stender, City Clerk



## Invoices to write off - May 2019

### WEEDS

<u>Inv #</u>	<u>Property</u>	<u>Service Date</u>	<u>Amount</u>	
3511	1110 Lindwood Dr	07/09/18	150.00	Sold 9/18
3496	1110 Lindwood Dr	05/25/18	150.00	Sold 9/18
3487	1110 Lindwood Dr	05/11/18	175.00	Sold 9/18
3512	1502 Walker St	07/20/18	150.00	Sold 12/18
3493	1502 Walker St	05/22/18	150.00	Sold 12/18
<b>TOTAL</b>			<b>775.00</b>	