

AGENDA
CITY OF CARTER LAKE
REGULAR CITY COUNCIL MEETING
CITY HALL – 950 LOCUST ST.
MONDAY, NOVEMBER 15, 2021 AT 7:00 P.M.

- I. Pledge of allegiance
- II. Roll call
- III. Approval of the agenda
 - A. Additions or deletions
- IV. Consent agenda
- V. New business
 - A. Approve liquor license renewal for Casey's General Store
 - B. Approve new membership for Fire Department
 - a. Sara Walker
 - B. Communications from:
 - 1. Department Supervisors
 - 2. Mayor Ronald Cumberledge
 - a. community center update
 - b. management of community center
 - 3. Pat Paterson
 - a. City Attorney Annual Review
 - 4. Jackie Wahl
 - a. golf cart ordinance
 - b. wage survey contract
 - c. employee evaluations
 - 5. Planning Board update
- VI. ORDINANCES AND RESOLUTIONS:
 - A. Third reading of amendment to matrix and definition for the C-1 zoning district
 - B. Resolution to amendment JDW Midwest, LLC contract to add zoning code reviews
 - C. Resolution to approve pay request #002 for community center project
 - D. Resolution to approve pay request #003 for SJ LOUIS construction of sewer lining
 - E. Resolution to approve pay request #004 for USDA reimbursement for sewer project
 - F. Resolution to approve wage for Theresa Hawkins
 - G. Resolution to approve wage for Nate Bentzinger
 - H. Resolution to approve wages per audit review – Jordan Andreessen, Phil Newton and Lisa Ruehle
 - I. Resolution to increase the bank depository limits
 - J. Resolution to approve annual report
 - K. Resolution to approve Road Use Tax Report
 - L. Resolution to approve Annual Urban Renewal Report
- VII. Comments from the mayor, city council members and citizens (3 minutes each)
- Adjourn

Consent agenda

1. City council minutes – OCTOBER
2. Planning board minutes – OCTOBER
3. Board of adjustments - none
4. Abstract of claims for approval – OCTOBER
5. Receipts for approval – OCTOBER
6. Overtime and comp time reports – OCTOBER
7. Financial reports as submitted to the council – OCTOBER
8. Department head reports – OCTOBER

Jackie Carl

From: Phill Newton
Sent: Wednesday, November 10, 2021 8:48 AM
To: Denise Teeple; Jackie Carl; Jackie Wahl; Jason Gundersen; Keebie Kessler; Lisa Ruehle; Pat Paterson; Pat Paterson; ron cumberledge; Ronald Cumberledge
Subject: Casey's Fire inspection, Fire & safety reports
Attachments: Monthly Council Report Master.docx; Safety Minutes Master.pdf

Here are the safety minutes, fire report and Casey's general store inspection recommendation. At this time I would recommend approval of Casey's liquor license renewal.

Phillip J. Newton
Fire Department & Safety Coordinator

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

Jackie Carl

From: Chief Kannedy
Sent: Wednesday, November 3, 2021 10:41 AM
To: Jackie Carl
Subject: RE: Application App-148061 Requires Review

Casey's does not have any violation and has none pending.

Chief Kannedy

-----Original Message-----

From: Jackie Carl <jackie.carl@carterlake-ia.gov>
Sent: Tuesday, November 2, 2021 2:05 PM
To: Chief Kannedy <chief.kannedy@clpd.carterlake-ia.gov>; Phill Newton <phill.newton@carterlake-ia.gov>
Subject: FW: Application App-148061 Requires Review

Check on this license for Nov meeting

-----Original Message-----

From: noreply@salesforce.com <noreply@salesforce.com> On Behalf Of IOWA ABD Licensing Support
Sent: Monday, November 1, 2021 3:00 AM
To: Jackie Carl <jackie.carl@carterlake-ia.gov>
Cc: licensingnotification@iowaabd.com
Subject: Application App-148061 Requires Review

Hello,

Application App-148061 is awaiting your review.
Corp Name Casey's Marketing Company
DBA Casey's General Store #3509
License Number LE0002807
Application Number App-148061
Tentative Effective Date 11/21/2021
Licence Type Class E Liquor License (LE) Application Type: Renewal Amendment Type:

Please navigate to <https://iowaabd.force.com/> to complete your review.

Thank you.

CAUTION: This email originated from OUTSIDE of the organization. Please use caution when clicking links or opening attachments. Call the sender by phone if there is any uncertainty.

Jackie Carl

From: Carter Lake Fire Department
Sent: Wednesday, November 3, 2021 7:07 AM
To: Denise Teeple; Jackie Carl; Jackie Wahl; Jason Gundersen; Keebie Kessler; Lisa Ruehle; Pat Paterson; Pat Paterson; ron cumberledge; Ronald Cumberledge
Subject: new fire applicant

Good Morning Jackie

Can I get a new applicant added to the Council agenda pretty please and thanks. Her name is Sara Walker (8-20-1985). She lives here in town , is an EMT and was on the department for 10 years from 04-2014. Thanks

Phillip J. Newton
Fire Department & Safety Coordinator

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



Proposal to City of Carter Lake for City Employee Compensation Study

Contact Information:

Brandon M. Fitzsimmons, Shareholder Attorney

Karina G. Patino, Legal Analyst

525 Park Street, Suite 470

Saint Paul, MN 55103

Phone: (651) 225-8840

Email: kpatino@flaherty-hood.com

Website: www.flaherty-hood.com

September 13, 2021

September 13, 2021

Jackie Carl, City Clerk
RE: Study of Employee Wages and Benefits
Jackie.carl@carterlake-ia.gov

VIA EMAIL

Re: City of Carter Lake City Employee Compensation Study Proposal

Dear Jackie:

Providing legal, analytical, and lobbying services to public sector entities has been Flaherty & Hood, P.A.'s primary focus since the firm's inception nearly 30 years ago. We are, therefore, pleased to submit this proposal to the City of Carter Lake for a City Employee Compensation Study.

Why Should the City of Carter Lake Hire Flaherty & Hood?

There are many reasons why the City of Carter Lake should hire Flaherty & Hood, P.A. (Flaherty & Hood or firm), including:

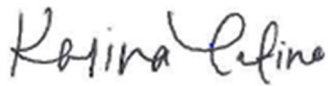
1. **Customized**. Flaherty & Hood will not view the City of Carter Lake as just another client among many; instead, the City of Carter Lake study will be tailored to the City's circumstances, given high priority, and the timing of the study will be discussed early in order to meet deadlines set by the City.
2. **Comprehensive**. No other firm offers the same comprehensive services that Flaherty & Hood provides—including labor relations, employment law, human resources, and legal services. For example, Flaherty & Hood developed and utilizes the ***Flaherty & Hood Job Evaluation System*** for classification and compensation purposes and ***Cluster Analysis*** to identify comparable entities for public sector entities. In addition, Flaherty & Hood **advises and represents public sector entities** in complying with or claims made by employees under discrimination, disability, and wage and hour laws and labor contract negotiations and grievances, which is valuable in implementing classification and compensation changes.
3. **Comprehensible**. Flaherty & Hood strongly believes that the advice and work product it provides to clients must be comprehensible. The firm has a proven record of communicating advice and recommendations on complex legal, human resources, and job classification and compensation issues in a manner its clients understand. Flaherty & Hood provides user-friendly electronic documents for public sector entities to review and update job analyses, job descriptions, job evaluation ratings, and the base pay structure.
4. **Cost-Effective**. Because Flaherty & Hood has dedicated its practice to serving the needs of public entities, we can provide significantly reduced public rates to our clients, while maintaining the highest quality services.

Enclosed is Flaherty & Hood's proposal to conduct a City Employee Compensation Study for the City of Carter Lake. The proposal includes the information requested in the *City of Carter Lake's City Employee Compensation Study Request for Proposals*.

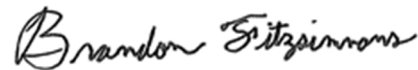
We are confident that Flaherty & Hood will provide the highest quality compensation services to the City of Carter Lake. Should you desire to discuss our services in more detail or need additional information, please contact us. Thank you for your consideration, and we look forward to hearing from you soon.

Very truly yours,

FLAHERTY & HOOD, P.A.



Karina G. Patino
Legal Analyst



Brandon M. Fitzsimmons
Shareholder Attorney

TABLE OF CONTENTS

Project Manager, Statement of Qualifications, and Resumes	1
Approach.....	12
References.....	15
Proposed Work Plan, Identification of Deliverables, and Project Schedule.....	17

PROJECT MANAGER, STATEMENT OF QUALIFICATIONS, AND RESUMES

The project manager will be: Karina G. Patino, Legal Analyst.

Description of Firm

Flaherty & Hood, P.A. is a unique law firm that effectively integrates the disciplines of law, government relations, fiscal and human resources analysis, and communications to provide high-quality, timely and cost-effective services to our clients.

Tim Flaherty established the law firm nearly 30 years ago dedicated to serving local governments. Through the years, the firm has grown from exclusively providing legislative and regulatory advocacy services from its office in St. Paul to providing a full range of legal and human resources services.

Flaherty & Hood, P.A. has 14 attorneys, 2 analysts, and 11 other professional staff who primarily provide legal, analytical, and legislative advocacy services for municipalities. The firm's labor, employment, and human resources practice area provides related legal, analytical, and representation services. Flaherty & Hood, P.A. is, therefore, uniquely positioned and has the comprehensive knowledge, experience, and tools to provide full service job classification and compensation analysis and implementation strategies for its municipal clients.

Job Classification and Compensation System Services

With nearly 30 years in serving governments, Flaherty & Hood, P.A. understands public sector entities' unique **job classification and compensation** needs and provides the following services:

Job Analysis

- Review job classification systems
- Conduct incumbent and supervisor interviews
- Prepare and analyze job questionnaires
- Observe jobs
- Draft and update job descriptions
- Determine FLSA status and ADA requirements

Job Evaluation

- Prepare comparisons of jobs to determine job worth using internal and external methods

Compensation

- Identify market entities and sources utilizing statistical analysis
- Conduct market surveys and analyze market data
- Draft classification and compensation systems
- Establish pay structures and compensation packages
- Provide training and user-friendly electronic tools to implement job classification systems
- Presentations to City Councils, management, employees, and union groups

Pay Equity

- Review, analyze, and recommend changes to ensure legal compliance
- Prepare any required pay equity report for the state and/or federal government
- Advise and provide representation in any contested matter involving legal compliance'

To meet the classification and compensation needs of our local government clients, Flaherty & Hood, P.A. developed and utilizes its own **job analysis questionnaires and job evaluation system** for job classification purposes and **sophisticated statistical methods** to identify a city's comparable entities and to develop a customized classification and compensation system. Flaherty & Hood, P.A. establishes classification and compensation systems that are **customizable, comprehensive, comprehensible, competitive in the market, and cost-effective**. Finally, Flaherty & Hood provides classification and compensation **plans and policies and user-friendly electronic documents** for public sector entities to review and update job analyses, job descriptions, job evaluation ratings, and the base pay structure.

Labor, Employment Law, and Human Resources Services

Flaherty & Hood, P.A. also provides the following related **labor, employment law, and human resources** services to dozens of public entities:

- Labor Law
 - Contract negotiations
 - Grievances
 - Mediations
 - Arbitrations
 - Unfair labor practices
 - Strikes
 - Labor agency proceedings
- Employment Law
 - Representation and advocacy in state and federal courts, administrative, civil service, mediation, arbitration, and unemployment insurance hearings
 - Advice on hiring, performance improvement, legal claims, disciplinary matters, and reorganizing
 - Training seminars for supervisors and employees
 - Investigations
 - Legal compliance
- Human Resources
 - Personnel policies and practices
 - Hiring and disciplinary processes
 - Performance appraisal systems
 - Organizational reviews addressing direction and alignment of an organization as a whole, individual departments, employees and the services they provide; work flow processes and organizational structure; workforce staffing, productivity, and retention; workplace environment; and communication, innovation, and collaboration.

Job Classification and Compensation Clients

Flaherty & Hood, P.A. has performed, or is currently performing, classification and compensation services for public entities that follow on the next pages (in alphabetical order):

Entity	Scope of Work	Entity	Services Performed
City of Albert Lea	Market Study and Job Evaluation System Review and Modified Pay Structure, including: (1) selection of comparable entities; (2) survey comparable entities on relevant compensation and benefit data; (3) provide analysis on market data; (4) provide analysis on current job evaluation system; and (5) compensation system/structure development.	City of Alexandria	Market Compensation Study, including: (1) selection of comparable entities; (2) survey comparable entities on relevant compensation and benefit data; (3) provide analysis on market data; (4) compensation system/structure development; (5) compensation system testing for pay equity compliance; (6) preparation and presentation of final results and report; and (7) system implementation.
City of Austin	Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) drafting of updated and new job descriptions; (3) position classification and job evaluation; (4) conducting salary survey; (5) compensation system/ structure development; (6) compensation system testing for pay equity compliance; (7) preparation and presentation of final results and report; and (8) system implementation.	Austin Utilities	Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) drafting of updated and new job descriptions; (3) position classification and job evaluation; (4) conducting salary survey; (5) compensation system/ structure development; (6) compensation system testing for pay equity compliance; (7) preparation and presentation of final results and report; and (8) system implementation.
City of Bagley	Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) drafting of updated and new job descriptions; (3) position classification and job evaluation; (4) conducting salary survey; (5) compensation system/ structure development; (6) compensation system testing for pay equity compliance; (7) preparation and presentation of final results and report; and (8) system implementation.	City of Detroit Lakes	Job Classification and Compensation System Review, including: (1) provide analysis on current job evaluation system; (2) compensation system testing for pay equity compliance; and (3) review of compensation system/structure.

Entity	Scope of Work	Entity	Services Performed
City of Dilworth	Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) position classification and job evaluation; (3) conducting salary survey; (4) compensation system/structure development; (5) compensation system testing for pay equity compliance; (6) preparation and presentation of final results and report; and (7) system implementation.	City of Goodview	Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) position classification and job evaluation; (3) conducting salary survey; (4) compensation system/structure development; (5) compensation system testing for pay equity compliance; (6) preparation and presentation of final results and report; and (7) system implementation.
City of La Crescent	Organizational Study, including: (1) review the services the city provides, the functions of city employees necessary to provide the services, their organization and reporting structures, their job classifications, and the amount of staffing needed; (2) compare these items to comparable communities; and (3) determine any appropriate changes to make to its organization.	City of Lewiston	Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) position classification and job evaluation; (3) conducting salary survey; (4) compensation system/structure development; (5) compensation system testing for pay equity compliance; (6) preparation and presentation of final results and report; and (7) system implementation.
City of International Falls	Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) position classification and job evaluation; (3) conducting salary survey; (4) compensation system/structure development; (5) compensation system testing for pay equity compliance; (6) preparation and presentation of final results and report; and (7) system implementation.	City of Melrose	Salary Survey, including: (1) selection of comparable municipal utilities and municipal utilities; (2) survey comparable municipal utilities and municipal utilities on all relevant compensation and benefit data; (3) analyze and regress compensation data with job evaluation points; and (4) determine any appropriate changes to make to its compensation rates and structure.
Mesa Arizona Public Schools	Compensation Study for Classified Supervisors, including: (1) position analysis and review of job descriptions; (2) position classification and job evaluation; (3) compensation system/structure development; (4) compensation system testing for pay equity compliance; (5) preparation and presentation of final results and report and (6) system implementation.	Minnesota Valley Transit Authority Contract	Job Classification and Compensation Study, including: (1) job analysis; (2) update job descriptions; (3) identify comparable organizations; (4) external market survey; (5) job evaluation; (6) pay schedule; and (7) establish a job description scoring system for determining job evaluation point rankings of newly established or changing positions.

Entity	Scope of Work	Entity	Services Performed
City of Moorhead	Job Classification and Compensation Study, including: (1) review of job descriptions; (2) review internal classification hierarchy; (3) conducting market survey; (4) compensation system/structure update; (5) compensation system testing for pay equity compliance; (6) preparation and presentation of final results and report; and (7) compensation plan maintenance.	Moorhead Public Service	<ul style="list-style-type: none"> • Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) drafting of updated and new job descriptions; (3) position classification and job evaluation; (4) conducting salary survey; (5) compensation system/structure development; (6) compensation system testing for MLGPEA; (7) preparation and presentation of final results and report and (8) system implementation. • Organizational, Job Classification, and Compensation Study, including: (1) position analysis and review of job descriptions; (2) conducting salary survey; (3) compensation system/structure update and modification; (4) review the services the utility provides, the utility employees necessary to provide the services, their organization and reporting structures, and the amount of staffing needed; (5) elicit input from the Board of Commissioners regarding the municipal utility's organization; and (6) determine any appropriate changes to make to its organization; (7) preparation and presentation of final results and report and (8) system implementation.

Entity	Scope of Work	Entity	Services Performed
City of Oakdale	Job Classification and Compensation Study, including: (1) review of job descriptions; (2) review internal classification hierarchy; (3) conducting market survey; (4) compensation system/structure update; (5) compensation system testing for pay equity compliance; (6) preparation and presentation of final results and report; and (7) compensation plan maintenance.	City of Park Rapids	Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) drafting of updated and new job descriptions; (3) position classification and job evaluation; (4) conducting salary survey; (5) compensation system/structure development; (6) compensation system testing for pay equity compliance; (7) preparation and presentation of final results and report; and (8) system implementation.
City of Pelican Rapids	Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) drafting of updated and new job descriptions; (3) position classification and job evaluation; (4) conducting salary survey; (5) compensation system/structure development; (6) compensation system testing for pay equity compliance; (7) preparation and presentation of final results and report; and (8) system implementation.	City of Perham	Job Evaluation Study, including: (1) position analysis and review of job descriptions; (2) drafting of updated and new job descriptions; (3) position classification and job evaluation; (4) conducting salary survey; (5) compensation system/structure development; (6) compensation system testing for pay equity compliance; (7) preparation and presentation of final results and report; and (8) system implementation.

Entity	Scope of Work	Entity	Services Performed
City of Plainview	<ul style="list-style-type: none"> • Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) drafting of updated and new job descriptions; (3) position classification and job evaluation; (4) conducting salary survey; (5) compensation system/structure development; (6) compensation system testing for pay equity compliance; (7) preparation and presentation of final results and report; and (8) system implementation. • Job Study, including: (1) review structure of the municipal utility's administration and finance department and the job duties and experience requirements of each position in the department; (2) compare these items to comparable communities; and (3) determine any appropriate changes to make to the department's positions and organization. • Organizational Study, including: (1) review the services the city provides, the city employees necessary to provide the services, their organization and reporting structures, and the amount of staffing needed; (2) elicit input from the City Council regarding the municipal utility's organization; and (3) determine any appropriate changes to make to its organization. 	City of St. Charles	Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) drafting of updated and new job descriptions; (3) position classification and job evaluation; (4) conducting salary survey; (5) compensation system/structure development; (6) compensation system testing for pay equity compliance; (7) preparation and presentation of final results and report; and (8) system implementation.

Entity	Scope of Work	Entity	Services Performed
St. Cloud Area Planning Organization	Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) conducting salary survey; (3) compensation system/structure development; (4) preparation and presentation of results; and (5) compensation structure implementation.	City of St. Joseph	Job Classification and Compensation Review, including: (1) position analysis and review of job descriptions; (2) position classification and job evaluation; (3) compensation system/structure development; (4) compensation system testing for pay equity compliance; (5) preparation and presentation of final results and report; and (6) system implementation.
City of Stillwater	Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) position classification and job evaluation; (3) conducting salary survey; (4) compensation system/structure development; (5) compensation system testing for pay equity compliance; (6) preparation and presentation of final results and report; and (7) system implementation.	City of Wadena	Market Survey, including: (1) selection of comparable municipal entities; (2) survey comparable municipal entities on all relevant compensation and benefit data; (3) analyze and regress compensation data with job evaluation points; and (4) determine any appropriate changes to make to its compensation rates and structure.
City of Waseca	Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) drafting of updated and new job descriptions; (3) position classification and job evaluation; (4) conducting salary survey; (5) compensation system/ structure development; (6) compensation system testing for pay equity compliance; (7) preparation and presentation of final results and report; and (8) system implementation.	City of Wells	Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) drafting of updated and new job descriptions; (3) position classification and job evaluation; (4) conducting salary survey; (5) compensation system/ structure development; (6) compensation system testing for pay equity compliance; (7) preparation and presentation of final results and report; and (8) system implementation.

Entity	Scope of Work	Entity	Services Performed
City of Windom	Job Classification and Compensation Study, including: (1) position analysis and position description review; (2) position classification/ranking/grades/evaluation; (3) wage/labor benchmarks/ market pricing; (4) pay structure analysis of current system and recommended revisions or development of a new pay plan; (5) system testing for internal equity and external marketplace fairness; and (6) training on system maintenance and updating.	City of Winona	Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) drafting of updated and new job descriptions; (3) position classification and job evaluation; (4) conducting salary survey; (5) compensation system/structure development; (6) compensation system testing for MLGPEA; (7) preparation and presentation of final results and report; and (8) system implementation.
City of Winsted	<ul style="list-style-type: none"> • Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) drafting of updated and new job descriptions; (3) position classification and job evaluation; (4) conducting salary survey; (5) compensation system/ structure development; (6) compensation system testing for pay equity compliance; (7) preparation and presentation of final results and report; and (8) system implementation. • Market Compensation Study, including: (1) position review; (2) conducting salary survey; (3) preparation of final results and report; and (4) compensation system testing for pay equity compliance. 	City of Worthington	Market Study and Job Evaluation System Review, including: (1) selection of comparable entities; (2) survey comparable entities on relevant compensation and benefit data; (3) provide analysis on market data; and (4) provide analysis on current job evaluation system.

Resumes

The following qualified and experienced Flaherty & Hood, P.A. personnel would provide classification and compensation services to the City of Carter Lake.



Brandon M. Fitzsimmons is a shareholder attorney with the law firm of **FLAHERTY & HOOD, P.A.** Brandon provides legal advice and representation services for public entities in labor relations, employment law, and human resources matters. Brandon has his Bachelor of Arts in Political Science with Distinction, *cum laude*, from Creighton University and his Doctor of Jurisprudence (J.D.) from William Mitchell College of Law. Brandon is a member of the National and Minnesota Public Employer Labor Relations Associations, SHRM, and MSBA–Labor and Employment Law Section.

Work Experience

FLAHERTY & HOOD, P.A.

St. Paul, Minnesota

Shareholder and Associate and Senior Attorney

Responsibilities include providing consultation, legal representation, and administrative agency representation for municipal clients before the District Court and state agencies, including the Minnesota Bureau of Mediation Services and Office of Administrative Hearings.

HONORABLE RENEE L. WORKE

Waseca, Minnesota

Judicial Clerk

Researched, consulted, and wrote orders and memorandums for Chief Judge and other Third Judicial District judges in south central Minnesota. Ran conciliation court settlement conference hearings and facilitated settlement agreements.

Education

William Mitchell College of Law

St. Paul, Minnesota

Juris Doctor

Creighton University

Omaha, Nebraska

B.A., Political Science with Distinction, *cum laude*

Bar Admissions

Minnesota

Honors and Awards

2013 and 2014 Super Lawyers-Rising Stars

Professional Associations

National and Minnesota Public Employer Labor Relations Associations

Society for Human Resources Management

Labor and Employment Law, Public Law and Administrative Law Sections of the Minnesota State Bar Association



Karina G. Patino is a Legal Analyst with the law firm of **FLAHERTY & HOOD, P.A.** Karina compiles, reviews, researches, and develops analysis in the areas of job classification and compensation, labor law, and employment law for public sector clients. Karina has a Bachelor of Science degree in Paralegal Studies from the Minnesota School of Business. She is a member of the Twin Cities Compensation Network, Society for Human Resources Management, World at Work Compensation Institute, and the Minnesota Paralegal Association.

Work Experience

FLAHERTY & HOOD, P.A.

St. Paul, Minnesota

Legal Analyst

Conducts job classification and compensation work, including conducting job analyses, drafting job descriptions, assigning job evaluation ratings, conducting salary surveys, and creating compensation structures. Performs organizational studies, including reviewing services provided by the city, reviewing staffing, organization, and reporting structures, surveying comparable entities, and preparing related analysis and recommendations.

SHAPIRO & ZIELKE

Burnsville, Minnesota

Legal Assistant

Drafted and e-filed foreclosure pleadings, motions, and notices; reviewed and organized land and property title searches; constructed case summaries for litigation; performed legal research; maintained and coordinated billing and accounting services; reviewed and submitted foreclosure publications.

THE BARBRI GROUP

Eagan, Minnesota

Team Lead Content Developer (Contract)

Reviewed Bar review content for online database; collaborated with team to organize and prioritize content; entered Bar review questions for various states into the Learnosity database; created assessments from the Bar review questions; completed final reviews of the product.

Education

Minnesota School of Business

St. Paul, Minnesota

Bachelor of Science Degree in Paralegal Studies

Professional Associations

Twin Cities Compensation Network

World at Work Compensation Institute Minnesota

Society for Human Resources Management

Paralegal Association (MPA)

APPROACH

Background

With nearly 30 years in serving public sector entities, Flaherty & Hood, P.A. understands public sector's unique job evaluation, compensation, and organizational needs. Over the years, we have provided labor relations, employment law, and human resource services to numerous public entities serving populations from 1,000 to 293,000. To meet the classification and compensation needs of our city clients, Flaherty & Hood, P.A. developed and utilizes its own **job analysis questionnaires and job evaluation system** for job classification purposes and **sophisticated statistical methods** to identify a city's comparable entities and to develop a customized classification and compensation system. In addition, Flaherty & Hood provides classification and compensation clients **user-friendly electronic documents** for clients to review and update job analyses, job descriptions, job evaluation ratings, and the base pay structure. Finally, Flaherty & Hood drafts and provides **resolutions and pay and options for implementation documents** for city councils and boards of commissions for approval.

Classification and Compensation Systems

Flaherty & Hood fully understands the complexities public sector entities need to be aware of and address in their classification and compensation program. Flaherty & Hood, P.A. approaches related studies in an objective, methodical, and customized manner.

An employer's success depends on its employees' performance. To recruit and retain a productive and reliable workforce, public sector entities need to sufficiently compensate employees. In establishing employee compensation, public sector entities must ensure that each job in the organization interrelate to each other so that the entity can: optimize achievement of the organization's mission, goals, and objectives; determine the relative worth and appropriate pay rate, other pay, and benefits for jobs; and comply with the State Pay Equity Compensation Standards, which requires an employer to pay an employee of the opposite sex the same rate for the same quantity and quality of work within the same classification. In order to achieve these objectives, employers need to establish job classification and compensation systems that appropriately value jobs within the organization. In order to achieve these objectives, public sector entities need to establish job classification and compensation systems that appropriately value jobs within the organization.

Job classification involves the systematic study of jobs to determine which activities and responsibilities they include, the personal qualifications necessary for performance of the jobs, the conditions under which the work is performed, and each job's relative importance and worth to other jobs internally and externally. Flaherty & Hood developed and utilizes its own job analysis questionnaires and Flaherty & Hood Job Evaluation System for job classification purposes which consistently and equitably measure the skill, effort, responsibility, and working conditions required of each job class. Information collected in the job analysis process is compared using a variety of uniform factors and sub-factors to systematically assign numerical ratings for each job class.

We are also able to utilize other systems that are in place if the organization has enough access to the system to fully evaluate a position. Flaherty & Hood, P.A. has reviewed, analyzed, and made recommendations related to the following job evaluation systems: Hay, Modified Princeton

Evaluation System, Springsted's Systematic Analysis and Factor Evaluation (SAFE) System, State Job Match, and Decision Band Method (DBM). If the City decides to maintain their current job factor evaluation system, Flaherty & Hood, P.A. will be able to work with the City to evaluate its positions systematically and effectively.

Compensation includes the wages and salary paid by employers to employees in exchange for work (a.k.a. base pay); variable pay in the form of short- and long-term incentives, such as promotions and pay increases; other pay, such as premium pay above regular wages and salary for doing additional work or working additional hours; and the monetary value of benefits. Compensation establishes the standard of living for employees and is the primary indication of the value the city places on a position within the organization. A compensation system involves establishing how the city manages compensating employees. Flaherty & Hood, P.A. utilizes sophisticated statistical methods to identify a city's comparable organizations and to develop a compensation system.

In addition, employers must consider its total rewards. World at Work defines total rewards as: "All of the tools available to the employer that may be used to attract, motivate, and retain employees. Total rewards include everything the employee perceives to be of value resulting from the employment relationship." These tools include work-life effectiveness, recognition, performance management, and talent development. Flaherty & Hood, P.A. facilitates an employer's development of its total rewards through developing a policy, plan, and strategy for establishing and modifying, communicating, and implementing such rewards.

Flaherty & Hood, P.A. ensures that each city's classification and compensation system is:

- Internally equitable among all classifications
- Compatible with market conditions
- Affordable and cost-effective
- Legal, defensible, and compliant with pay equity
- Understandable
- Flexible
- Appropriate for the employer
- A tool for employee development

Market Analysis

Flaherty & Hood conducts market surveys to effectively collect and evaluate data from the comparable market entities and sources. We developed and utilize a ***Cluster Analysis*** to identify comparable entities for public sector entities. The market survey includes determining factors for each benchmarked position. The data collected is reviewed and organized in a user-friendly spreadsheet. Job classifications with usable market pay rates are utilized in the regression analysis (i.e., statistical approach to show the relationship between two variables, in this case the market pay and job evaluation points).

Communication

Given our extensive experience with serving local government entities, we understand the importance of open and honest communication with management and staff regarding classification and compensation issues and will maintain the highest degree of professionalism while working with these groups. Flaherty & Hood will continually consult with management throughout each stage of studying the classification and compensation system.

Management

We encourage management to give input and ask questions throughout the process. At each step of the process, we will provide the City of Carter Lake with draft documents, recommendations, and alternative actions to address the respective step, considering feedback from the City and best practices. After each step of the process is completed, management will be asked to approve the step before moving to the next step. We find this leads to a better incorporation of the city's classification and compensation philosophy. Flaherty & Hood will work with management to ensure that all classification and compensation system projects are completed at the highest quality and in a timely and cost-effective manner.

Employees and Unions Involvement

Flaherty & Hood, P.A. has a great deal of experience working with unionized public sector workplaces. We allow all parties to have a say in the classification and compensation process while following all applicable laws related to cooperating with unions and employees.

We can engage employees in the study through:

- Holding meetings with employees and/or drafting for them an explanation of the study at the start or conclusion of a study so they can become informed of the system and ask any questions.
- Having a representative number of employees (both union and non-union) from each job class complete one of our thorough Job Analysis Questionnaires and/or provide feedback on the accuracy and completeness of their job descriptions. By having employees participate in this manner, we ensure the most accurate data is obtained.
- Providing management with responses to Frequently Asked Questions (FAQs) to use in responding to questions from employees and unions during the process.
- Establishing a working group that includes city management and employees to provide feedback on the system and/or recommendations for job descriptions, job evaluation points, market entities, and/or compensation structure.
- Developing a process for employees to request a review of their position's job description, job evaluations points and/or placement in the compensation structure.

Flaherty & Hood, P.A. will draft the following communication to incumbent employees explaining the job evaluation points review process:

- Timeline outline
- Forms
- Execution guide for city management to related communications
- Notification for employees
- Template responses for city management

REFERENCES

Flaherty & Hood, P.A. encourages you to contact the following city officials that have implemented and are currently utilizing the compensation system being proposed or a similar system designed, developed, and implemented by Flaherty & Hood, P.A.

Entity	Services Performed	Reference
City of Austin	Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) drafting of updated and new job descriptions; (3) position classification and job evaluation; (4) conducting salary survey; (5) compensation system/ structure development; (6) compensation system testing for pay equity compliance; (7) preparation and presentation of final results and report; and (8) system implementation.	<p>Craig Clark City Administrator 500 4th Avenue NE Austin, MN 55912 (507) 437-9940 craigc@ci.austin.mn.us</p> <p>Implementation Date: 2019</p> <p>Personnel assigned to the project: Brandon M. Fitzsimmons Karina G. Patino</p>
City of Dilworth	Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) position classification and job evaluation; (3) conducting salary survey; (4) compensation system/structure development; (5) compensation system testing for pay equity compliance; (6) preparation and presentation of final results and report; and (7) system implementation.	<p>Peyton Mastera City Administrator 2 First Avenue SE Dilworth, MN 56529 (218) 287-2313 peyton.mastera@ci.dilworth.mn.us</p> <p>Implementation Date: 2019</p> <p>Personnel assigned to the project: Brandon M. Fitzsimmons Karina G. Patino</p>
City of Goodview	Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) drafting of updated and new job descriptions; (3) position classification and job evaluation; (4) conducting salary survey; (5) compensation system/structure development; (6) compensation system testing for pay equity compliance; (7) preparation and presentation of final results and report; and (8) system implementation.	<p>Dan Matejka City Administrator 4140 West 5th Street Goodview, MN 55987 (507) 452-1630 dmatejka@goodviewmn.com</p> <p>Implementation Date: 2019</p> <p>Personnel assigned to the project: Brandon M. Fitzsimmons Karina G. Patino</p>

Entity	Services Performed	Reference
City of St. Charles	Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) drafting of updated and new job descriptions; (3) position classification and job evaluation; (4) conducting salary survey; (5) compensation system/ structure development; (6) compensation system testing for pay equity compliance; (7) preparation and presentation of final results and report; and (8) system implementation.	<p>Nick Koverman City Administrator 830 Whitewater Avenue St. Charles, MN 55972 507-932-3020 nkoverman@stcharlesmn.org</p> <p>Implementation Date: 2018</p> <p>Personnel assigned to the project: Brandon M. Fitzsimmons Karina G. Patino</p>
City of Wells	Job Classification and Compensation Study, including: (1) position analysis and review of job descriptions; (2) drafting of updated and new job descriptions; (3) position classification and job evaluation; (4) conducting salary survey; (5) compensation system/ structure development; (6) compensation system testing for pay equity compliance; (7) preparation and presentation of final results and report; and (8) system implementation.	<p>CJ Holl (Previously City of Wells' City Administrator) Mahnomen County Administrator 311 North Main Street Mahnomen, MN 56557 218-936-3560 cj.holl@co.mahnomen.mn.us</p> <p>Implementation Date: 2019</p> <p>Personnel assigned to the project: Brandon M. Fitzsimmons Karina G. Patino</p>

PROPOSED WORK PLAN, IDENTIFICATION OF DELIVERABLES, AND PROJECT SCHEDULE

Flaherty & Hood, P.A.'s City Employee Compensation Study services for the City of Carter Lake will include the following services for the approximately 24 classifications referenced in the RFP that will be billed at an hourly rate of \$145 per hour.

Phase	Services	Timeline after Start
1.	<p>Introduction and Project Orientation</p> <ul style="list-style-type: none"> Review the City of Carter Lake's current classification and compensation system, which includes: <ul style="list-style-type: none"> Classification and compensation-related policies and plans Job descriptions Job evaluation system and ratings Organizational chart Compensation and structure Pay equity report Draft communication to incumbent employees explaining the Job Classification and Compensation System Study, execution guides and responses to FAQs for City of Carter Lake's management 	0 - 6 Weeks
2.	<p>Position Analysis</p> <ul style="list-style-type: none"> Draft and distribute job questionnaires to specified incumbent employees addressing the skill, effort, responsibility, and working conditions of the job Management reviews and comments on completed questionnaires Review and analyze completed questionnaires and management comments 	2-12 Weeks
3.	<p>Updates to Job Descriptions</p> <ul style="list-style-type: none"> Evaluate existing job descriptions to ensure they are current, accurate, and complete and provide written evaluation to management Draft a uniform job description template and Job Description Drafting Guide Analyze descriptions to ensure compliance with Federal and State regulations pertaining to compensation standards, including but not limited to Americans with Disabilities Act (ADA), FLSA, and pay equity law 	11-15 Weeks

Phase	Services	Timeline after Start
4.	<p>Position Classification Evaluation</p> <ul style="list-style-type: none"> Review current process used to evaluate skill, effort, responsibility, working conditions, and other relevant work-related criteria for each job General <ul style="list-style-type: none"> Using City's current job evaluation system or Flaherty & Hood's Job Evaluation System: <ul style="list-style-type: none"> Define uniform compensable factors and subfactors Establish points for factors and subfactors Draft internal outline and external summary for City of Carter Lake on communicating and/or presenting in person proposed job evaluation system with/to employees Job specific <ul style="list-style-type: none"> Establish and draft spreadsheet that systematically and objectively assigns points for each job using factors and subfactors Management reviews, comments, and makes any necessary changes on job evaluation system and job specific points Determine Fair Labor Standards Act exempt status of jobs 	13-20 Weeks
5.	<p>Labor Market Selection and Compensation Analysis: Salaries and Benefits</p> <ul style="list-style-type: none"> Establish market entities and sources based on statistical analysis, available compensation data, and Market Selection Questionnaire submitted to City Determine benchmark jobs to compare Compile, review and analyze market compensation data for benchmarked job classifications, including: <ul style="list-style-type: none"> Wages: base pay and pay structure Insurance: health, dental, disability, life Draft market comparison data spreadsheets and discuss with City of Carter Lake's management 	4-14 Weeks
6.	<p>Pay Structure</p> <ul style="list-style-type: none"> Utilizing statistical analysis and Base Pay Development Questionnaire submitted to City of Carter Lake, analyze internal job evaluation points compared to external market survey data to develop basis on which to update or build pay structure Draft proposed modifications to pay structure and schedule that include pay ranges based on job points Draft analysis of City-wide cost and individual employee wage impact of the proposed pay structure 	21-24 Weeks

Phase	Services	Timeline after Start
7.	Classification & Compensation System/Compliance Testing <ul style="list-style-type: none"> Utilizing statistical analysis, ensure proposed job points and pay are internally and externally equitable and legally compliant Provide and submit any required communications and reports to federal and/or state agencies 	24-26 Weeks
8.	Preparation of Final Documents/Updated Compensation Policies <ul style="list-style-type: none"> Prepare a final report describing the study results and implementation recommendations with union and non-union employees Present on findings and recommendations, including written and/or oral reports to City of Carter Lake Council, employee groups, and/or unions Draft <ul style="list-style-type: none"> Recommended revisions to policies Compensation plan to manage compensation clearly, effectively, consistently, and efficiently How-to and execution guides and usable electronic spreadsheets for updating job descriptions, job evaluation ratings, and compensation, including methodology for determining the validity for requests for reclassification and/or compensation changes 	26-30 Weeks
9.	System Implementation <ul style="list-style-type: none"> Recommend the best possible approach to coordinating the recommended pay plan with current collective bargaining agreements and wage plans, including timelines for implementation, and communicating it with employees and unions 	26-30 Weeks
10.	Job Evaluation Point Review Process <ul style="list-style-type: none"> Draft process, forms, execution guide, and template responses for requested reviews by employees of job descriptions and/or job evaluation ratings. Advise on handling specific reviews. 	31-34 Weeks
11.	Training on System Maintenance and Updating <ul style="list-style-type: none"> Conduct training for the City of Carter Lake's management on maintaining and updating job descriptions, job evaluation points, and adjusting the pay structure by utilizing the compensation plan, job evaluation and compensation how-to guides and electronic spreadsheets 	31-34 Weeks
Total Not-to-Exceed		\$20,000

Fees and expenses incurred by Flaherty & Hood, P.A. in providing all services to the City of Carter Lake shall be billed as incurred on a monthly basis.

Other Services

Flaherty & Hood, P.A. can provide the following other services to the City of Carter Lake:

Service	Total Cost
Prepare PowerPoint and present to incumbent employees explaining the Job Classification and Compensation Study	\$750
Interview using position questionnaires for incumbent employees addressing the skill, effort, responsibility and working conditions of their position	\$3,000
Establish supplemental variable pay system, such as performance pay, merit pay, and/or skills or competency pay	\$2,000
Compile, review, and analyze organizational or market compensation data not identified in Proposed Work Plan	\$600 per category
Draft new job descriptions for all positions in new format	\$3,000

Additional Job Classifications or Same Job Classifications after Study is Complete

Service	Total Cost
Draft, review, and analyze position questionnaires for incumbent employee, if any, and management addressing the skill, effort, responsibility and working conditions of the position, and draft new or updated job description and establish points after initial job classification pointed	\$800
Establish points after initial job classification pointed	\$400
Compile, review and analyze market compensation data, including wages, wage structure, and health insurance benefits	\$800
Compile, review and analyze market compensation data other than wages, wage structure, and health insurance contributions	\$600 per category

Items in addition to those above or other labor relations, employment law, and human resources services are available to City of Carter Lake and will be billed at the hourly rates of \$175 per hour.

Any travel time will be billed at one-half of the applicable hourly rate, along with mileage reimbursement at the I.R.S. rate if a personal or firm vehicle is used to travel.

Flaherty & Hood, P.A. will submit promptly a proposed contract for services consistent with this proposal upon request by the City of Carter Lake or after it approves retaining our firm for this project.



PROPOSAL OF CITY CODE REVIEW SERVICES

This JDW Midwest, LLC requested on November 5th, 2021, Proposal of professional Planning & Zoning City Code Project Review services for the City of Carter Lake, Iowa. This service be for the preliminary design reviews of commercial and other assigned projects requested by the city. The service will comprise of code plan review of all City Zoning Codes as they pertain to each project including a written report any code deficiencies and/or further City Code regulations to be addressed for the project. The final report will be presented to the City Planning & Zoning Board for their final decision and/or approval.

PROPOSED SERVICE RATE

The proposed professional service rates are based on the regional area and the subsequent standard building and safety code enforcement personnel by way of hourly services is as follows:

Building Official/Administrational Service Rate	
Certified Building & Zoning Code Official/Administrator	\$115.00/Hour
Plan Review Service Rates	
Zoning Code Review*	\$80.00/Hour
*All fees listed under Plan Review Service Fees include plan(s)/document(s) pickup, delivery & exchange charges.	

Upon a signed agreement of this proposed project service and start date has begun. JDW Midwest, LLC will provide an invoice at the beginning of each month, in which the hourly services were rendered in the previous months' or until the project has been completed and the final assessment report has been delivered.

This is a proposed services description and estimated rates and can be negotiated upon a joint service agreement/contract within one year of this dated proposal.

AIA Document G702™ – 1992

Application and Certificate for Payment

TO OWNER: Carter Lake Community Center Tack Architects, Inc. 2922 N 61st Street, Studio 1 Omaha, NE 68104		PROJECT: Carter Lake Community Center 1120 Willow Road Carter Lake, IA 51510	APPLICATION NO:	Distribution to:
FROM CONTRACTOR: Rogge General Contractors Inc. 6101 S. 58th St., Ste. A Lincoln, NE 68516		VIA ARCHITECT:	PERIOD TO: 9/30/2021	OWNER <input type="checkbox"/>
			CONTRACT FOR:	ARCHITECT <input type="checkbox"/>
			CONTRACT DATE: 9/16/2021	CONTRACTOR <input type="checkbox"/>
			PROJECT NOS: CARTER /	FIELD <input type="checkbox"/>
				OTHER <input type="checkbox"/>

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$ 4,285,650.00
2. NET CHANGE BY CHANGE ORDERS	\$ 0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$ 4,285,650.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 147,054.00
5. RETAINAGE:	
a. 5.00% of Completed Work (Columns D + E on G703)	\$ 7,352.70
b. % of Stored Material (Column F on G703)	\$
Total Retainage (Lines 5a + 5b, or Total in Column I of G703)	\$ 7,352.70
6. TOTAL EARNED LESS RETAINAGE	\$ 139,701.30
(Line 4 minus Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$ 0.00
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	\$ 139,701.30
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 minus Line 6)	\$ 4,145,948.70

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Rogge General Contractors Inc.

By: Randy Rogge

Date: 10/4/2021

State of: Iowa

County of: Pottawattamie

Subscribed and sworn to before me this

4th day of October, 2021

Notary Public: Debbie Ocken

My commission expires: 10-10-22



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: _____

Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$	\$
Total approved this month	\$	\$
TOTAL	\$	\$
NET CHANGES by Change Order	\$	

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

AIA Document G702™ – 1992. Copyright © 1953, 1963, 1965, 1971, 1978, 1983 and 1992 by The American Institute of Architects. All rights reserved. WARNING: This AIA Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. Purchasers are permitted to reproduce ten (10) copies of this document when completed. To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, copyright@aia.org.

REQUEST FOR PAYMENT DETAIL

Project: CARTER / Carter Lake Community Cente

Invoice: 3279

Draw: 1

Period Ending Date: 9/30/2021

Page 2 of 3 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
1-060	Mobilization	22,140.00		20,000.00		20,000.00	90.33	2,140.00	1,000.00
1-100	General Conditions	154,519.00		12,876.00		12,876.00	8.33	141,643.00	643.80
1-400	Bond	55,350.00		55,350.00		55,350.00	100.00		2,767.50
2-045	Termite Treatment	3,446.00						3,446.00	
2-062	Landscaping	29,944.00						29,944.00	
2-070	Selective Demolition	20,655.00						20,655.00	
2-300	Earthwork	103,330.00		44,370.00		44,370.00	42.94	58,960.00	2,218.50
2-750	Paving Sealant	1,105.00						1,105.00	
2-821	Chain-Link Fences	25,830.00						25,830.00	
3-036	Concrete Reinforcing	11,708.00		11,708.00		11,708.00	100.00		585.40
3-300	Concrete Flatwork/footings	260,672.00						260,672.00	
3-410	Precast Concrete	423,976.00						423,976.00	
3-415	Grouting	6,578.00						6,578.00	
4-810	Masonry	46,844.00						46,844.00	
5-040	Steel/Precast Erection	165,019.00						165,019.00	
5-120	Structural Steel	498,701.00						498,701.00	
6-100	Rough Carpentry	8,837.00						8,837.00	
6-200	Trim Carpentry	21,262.00						21,262.00	
6-400	Casework	13,947.00						13,947.00	
6-405	Countertops	21,649.00						21,649.00	
7-210	Building Insulation	20,611.00						20,611.00	
7-412	Wall Panels	38,659.00						38,659.00	
7-500	Weather Barrier	19,992.00						19,992.00	
7-531	Roofing	278,272.00						278,272.00	
7-900	Joint Sealant	19,846.00						19,846.00	
8-010	Doors, Frames & Hardware	82,606.00						82,606.00	
8-040	Glass & Glazing	97,861.00						97,861.00	
8-331	Coiling Doors	9,152.00						9,152.00	
9-005	Carpet/Resilient Flooring	71,298.00						71,298.00	
9-260	Drywall	265,169.00						265,169.00	
9-653	Gym Flooring	92,691.00						92,691.00	
9-900	Painting	76,379.00						76,379.00	
10-110	Visual Displays	1,877.00						1,877.00	

REQUEST FOR PAYMENT DETAIL

Project: CARTER / Carter Lake Community Cente

Invoice: 3279

Draw: 1

Period Ending Date: 9/30/2021

Page 3 of 3 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
10-155	Toilet Partitions	13,786.00						13,786.00	
10-265	Wall Protection	399.00						399.00	
10-505	Lockers	3,371.00						3,371.00	
10-520	Fire Extinguisher Cabinet	1,458.00						1,458.00	
10-651	Folding Panel Partition	34,556.00						34,556.00	
10-800	Toilet & Bath Accessories	7,298.00						7,298.00	
11-490	Gym Equipment	59,439.00						59,439.00	
12-491	Blinds	3,707.00						3,707.00	
12-760	Telescoping Stands	23,416.00						23,416.00	
15-100	Plumbing	260,926.00						260,926.00	
15-500	HVAC	457,403.00						457,403.00	
15-900	Fire Sprinkler	37,554.00						37,554.00	
16-100	Electrical	412,412.00		2,750.00		2,750.00	0.67	409,662.00	137.50
Totals		4,285,650.00		147,054.00		147,054.00	3.43	4,138,596.00	7,352.70

Contractor's Application for Payment

Owner:	CITY OF CARTER LAKE	Owner's Project No.:	NA
Engineer:	LAMP, RYNEARSON	Engineer's Project No.:	0118183.02-004
Contractor:	S.J. LOUIS CONSTRUCTION, INC.	Contractor's Project No.:	NA
Project:	SEWER COLLECTION SYSTEM IMPROVEMENTS		
Contract:	SANITARY SEWER SYSTEM IMPROVEMENTS		

Application No.:	3	Application Date:	11/3/2021
Application Period:	From 10/1/2021	to	10/31/2021

1. Original Contract Price	\$	2,359,553.90
2. Net change by Change Orders	\$	-
3. Current Contract Price (Line 1 + Line 2)	\$	2,359,553.90
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	522,707.90
5. Retainage		
a. 10% X \$ 522,707.90 Work Completed	\$	52,270.79
b. X \$ - Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	52,270.79
6. Amount eligible to date (Line 4 - Line 5.c)	\$	470,437.11
7. Less previous payments (Line 6 from prior application)	\$	253,292.31
8. Amount due this application	\$	217,144.80
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	1,836,846.00

Contractor's Certification


The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.


Contractor: S.J. Louis Construction, Inc.

Signature:  **Date:** 11/3/2021

Recommended by Engineer

By: 
Title: Senior Construction Engineer
Date: 11/3/2021

Approved by Owner

By: 
Title: City Clerk
Date: 11/3/2021

Approved by Funding Agency

By: Jessica Bass
Title: Area Specialist - Rural Development USDA
Date: 11/3/2021

By: Grant Anderson
Title: MAPA - Comm & Econ Dev. Planner
Date: 11/3/2021

Progress Estimate - Unit Price Work

Owner:	CITY OF CARTER LAKE	Owner's Project No.:	NA
Engineer:	LAMP, RYNEARSON	Engineer's Project No.:	0118183.02-004
Contractor:	S.J. LOUIS CONSTRUCTION, INC.	Contractor's Project No.:	NA
Project:	SEWER COLLECTION SYSTEM IMPROVEMENTS		
Contract:	SANITARY SEWER SYSTEM IMPROVEMENTS		

Contractor's Application for Payment

Application No.: 3		Application Period: From 10/01/21 to 10/31/21		Application Date: 11/03/21											
A	B	C	D	Contract Information		E	F	G	Work Completed		H	I	J	K	L
Bld Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Work Completed		Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)	Materials Currently Stored (not In G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)		
1	Mobilization, Bonds, Insurance	1	LS	\$135,000.00	Original Contract			0.90	121,500.00		121,500.00	90%		13,500.00	
2	Pre-Rehabilitation Pipe Cleaning and Inspection	49,366	LF	\$3.65	180,185.90			49,366.00	180,185.90		180,185.90	100%		-	
3	Portland Cement Concrete Pavement Full Depth Patches	590	SY	\$153.00	90,270.00				-			0%		90,270.00	
4	Sidewalk Removal	25	SY	\$62.00	1,550.00				-			0%		1,550.00	
5	5" PCC Sidewalk	25	SY	\$155.00	3,875.00				-			0%		3,875.00	
6	Remove 12" or Smaller Sewer Pipe - Transite Pipe	199	LF	\$86.00	17,114.00			11.00	946.00		946.00	6%		16,168.00	
7	Remove 12" or Smaller Sewer Pipe - Non Transite Pipe	339	LF	\$13.00	4,407.00			10.00	130.00		130.00	3%		4,277.00	
8	Construct 8" Sanitary Sewer Pipe	284	LF	\$700.00	198,800.00			21.00	14,700.00		14,700.00	7%		184,100.00	
9	Construct 10" Sanitary Sewer Pipe	216	LF	\$900.00	194,400.00			10.80	9,720.00		9,720.00	5%		184,680.00	
10	Construct 12" Sanitary Sewer Pipe	29	LF	\$1,500.00	43,500.00			1.45	2,175.00		2,175.00	5%		41,325.00	
11	Construct Sanitary Sewer Cleanout	24	EA	\$3,200.00	76,800.00			9.00	28,800.00		28,800.00	38%		48,000.00	
12	Construct 8" CIPP Spot Liner (24 Locations)	48	LF	\$980.00	47,040.00				-		-	0%		47,040.00	
13	Construct 10" CIPP Spot Liner (3 Locations)	6	LF	\$980.00	5,880.00				-		-	0%		5,880.00	
14	Construct 12" CIPP Spot Liner (1 Location)	2	LF	\$2,000.00	4,000.00				-		-	0%		4,000.00	
15	Construct 8" CIPP Liner	44,056	LF	\$20.00	881,120.00			7,390.00	147,800.00		147,800.00	17%		733,320.00	
16	Construct 10" CIPP Liner	2,615	LF	\$21.00	54,915.00			631.00	13,251.00		13,251.00	24%		41,664.00	
17	Construct 12" CIPP Liner	2,166	LF	\$22.00	47,652.00				-		-	0%		47,652.00	
18	Reinstate Service Lateral	809	EA	\$25.00	20,225.00			140.00	3,500.00		3,500.00	17%		16,725.00	
19	Centrifugally Cast Cementitious Mortar Manhole Liner (111)	808	VF	\$210.00	169,680.00				-		-	0%		169,680.00	
20	Centrifugally Cast Cementitious Mortar Manhole Liner With	272	VF	\$430.00	116,960.00				-		-	0%		116,960.00	
21	Manhole Invert Repairs	11	EA	\$700.00	7,700.00				-		-	0%		7,700.00	
22	Replace Perforated Manhole Cover With Solid Cover	33	EA	\$500.00	16,500.00				-		-	0%		16,500.00	
23	Rental of Loader, Fully Operated	50	HR	\$225.00	11,250.00				-		-	0%		11,250.00	
24	Rental of Skid Loader, Fully Operated	50	HR	\$195.00	9,750.00				-		-	0%		9,750.00	
25	Rental of Dump Truck, Fully Operated	50	HR	\$125.00	6,250.00				-		-	0%		6,250.00	
26	Rental of Crawler Backhoe, Fully Operated	50	HR	\$250.00	12,500.00				-		-	0%		12,500.00	
27	Conventional Seeding - Type 1	0.2	AC	\$5,000.00	1,000.00				-		-	0%		1,000.00	
28	Roll Erosion Control Product - Type 2.A	200	SY	\$6.15	1,230.00				-		-	0%		1,230.00	
Original Contract Totals					\$ 2,359,553.90			\$ 522,707.90	\$		\$	22%	\$	1,836,846.00	

Contractor's Application for Payment

Owner:	CITY OF CARTER LAKE	Owner's Project No.:	NA
Engineer:	LAMP, RYNEARSON	Engineer's Project No.:	0118183.02-004
Contractor:	S.J. LOUIS CONSTRUCTION, INC.	Contractor's Project No.:	NA
Project:	SEWER COLLECTION SYSTEM IMPROVEMENTS		
Contract:	SANITARY SEWER SYSTEM IMPROVEMENTS		

[illegible]

ESTIMATE OF FUNDS NEEDED
FOR
30-Day Period Commencing
11/02/2021

FORM APPROVED
OMB NO. 0575-0015

Name of Borrower City of Carter Lake Sewer Project

Items	Amount of Funds
Development	\$ 217,144.80
Contract or Job No.	
Contract or Job No.	
Contract or Job No.	
Land and Rights-of-Way	
Legal Services	
Engineering Fees	
Interest	
Equipment	
Contingencies	
Refinancing	
Initial O & M	
Other <u>Part200 Audit</u>	
TOTAL	\$ 217,144.80

Prepared by City of Carter Lake City Clerk

By JACKIE CARL

Name of Borrower

Date 11/15/21

Approved by

Date 11/15/21

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Contractor's Application for Payment

Owner:	CITY OF CARTER LAKE	Owner's Project No.:	NA
Engineer:	LAMP, RYNEARSON	Engineer's Project No.:	0118183.02-004
Contractor:	S.J. LOUIS CONSTRUCTION, INC.	Contractor's Project No.:	NA
Project:	SEWER COLLECTION SYSTEM IMPROVEMENTS		
Contract:	SANITARY SEWER SYSTEM IMPROVEMENTS		
Application No.:	3	Application Date:	11/3/2021
Application Period:	From 10/1/2021	to	10/31/2021

1. Original Contract Price	\$	2,359,553.90
2. Net change by Change Orders	\$	-
3. Current Contract Price (Line 1 + Line 2)	\$	2,359,553.90
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	522,707.90
5. Retainage		
a. 10% X \$ 522,707.90 Work Completed	\$	52,270.79
b. X \$ - Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	52,270.79
6. Amount eligible to date (Line 4 - Line 5.c)	\$	470,437.11
7. Less previous payments (Line 6 from prior application)	\$	253,292.31
8. Amount due this application	\$	217,144.80
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	1,836,846.00

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: S.J. Louis Construction, Inc.

Signature: 

Date: 11/3/2021

Recommended by Engineer

By: 

Title: Senior Construction Engineer

Date: 11/3/2021

Approved by Owner

By: 

Title: City Clerk

Date: 11/3/2021

Approved by Funding Agency

By: Jessica Bass

Title: Area Specialist - Rural Development USDA

Date: 11/3/2021

By: Grant Anderson

Title: MAPA - Comm & Econ Dev. Planner

Date: 11/3/2021

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	CITY OF CARTER LAKE	Owner's Project No.:	NA
Engineer:	LAMP, RYNEARSON	Engineer's Project No.:	0118183.02-004
Contractor:	S.J. LOUIS CONSTRUCTION, INC.	Contractor's Project No.:	NA
Project:	SEWER COLLECTION SYSTEM IMPROVEMENTS		
Contract:	SANITARY SEWER SYSTEM IMPROVEMENTS		

Application No.: 3		Application Period:				From	10/01/21 to		10/31/21		Application Date:				11/03/21					
A	B	C	D	E	Contract Information		F	G	H	I	J	K	L							
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)									
						Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)													
1	Mobilization, Bonds, Insurance	1	LS	\$135,000.00	Original Contract		0.90	121,500.00	121,500.00	90%	13,500.00									
2	Pre-Rehabilitation Pipe Cleaning and Inspection	49,366	LF	\$3.65	180,185.90		49,366.00	180,185.90	180,185.90	100%	-									
3	Portland Cement Concrete Pavement Full Depth Patches	590	SY	\$153.00	90,270.00					0%	90,270.00									
4	Sidewalk Removal	25	SY	\$62.00	1,550.00					0%	1,550.00									
5	5" PCC Sidewalk	25	SY	\$155.00	3,875.00					0%	3,875.00									
6	Remove 12" or Smaller Sewer Pipe - Transite Pipe	199	LF	\$86.00	17,114.00		11.00	946.00	946.00	6%	16,168.00									
7	Remove 12" or Smaller Sewer Pipe - Non Transite Pipe	339	LF	\$13.00	4,407.00		10.00	130.00	130.00	3%	4,277.00									
8	Construct 8" Sanitary Sewer Pipe	284	LF	\$700.00	198,800.00		21.00	14,700.00	14,700.00	7%	184,100.00									
9	Construct 10" Sanitary Sewer Pipe	216	LF	\$900.00	194,400.00		10.80	9,720.00	9,720.00	5%	184,680.00									
10	Construct 12" Sanitary Sewer Pipe	29	LF	\$1,500.00	43,500.00		1.45	2,175.00	2,175.00	5%	41,325.00									
11	Construct Sanitary Sewer Cleanout	24	EA	\$3,200.00	76,800.00		9.00	28,800.00	28,800.00	38%	48,000.00									
12	Construct 8" CIPP Spot Liner (24 Locations)	48	LF	\$980.00	47,040.00					0%	47,040.00									
13	Construct 10" CIPP Spot Liner (3 Locations)	6	LF	\$980.00	5,880.00					0%	5,880.00									
14	Construct 12" CIPP Spot Liner (1 Location)	2	LF	\$2,000.00	4,000.00					0%	4,000.00									
15	Construct 8" CIPP Liner	44,056	LF	\$20.00	881,120.00		7,390.00	147,800.00	147,800.00	17%	733,320.00									
16	Construct 10" CIPP Liner	2,615	LF	\$21.00	54,915.00		631.00	13,251.00	13,251.00	24%	41,664.00									
17	Construct 12" CIPP Liner	2,166	LF	\$22.00	47,652.00					0%	47,652.00									
18	Reinstate Service Lateral	809	EA	\$25.00	20,225.00		140.00	3,500.00	3,500.00	17%	16,725.00									
19	Centrifugally Cast Cementitious Mortar Manhole Liner (111	808	VF	\$210.00	169,680.00					0%	169,680.00									
20	Centrifugally Cast Cementitious Mortar Manhole Liner With	272	VF	\$430.00	116,960.00					0%	116,960.00									
21	Manhole Invert Repairs	11	EA	\$700.00	7,700.00					0%	7,700.00									
22	Replace Perforated Manhole Cover With Solid Cover	33	EA	\$500.00	16,500.00					0%	16,500.00									
23	Rental of Loader, Fully Operated	50	HR	\$225.00	11,250.00					0%	11,250.00									
24	Rental of Skid Loader, Fully Operated	50	HR	\$195.00	9,750.00					0%	9,750.00									
25	Rental of Dump Truck, Fully Operated	50	HR	\$125.00	6,250.00					0%	6,250.00									
26	Rental of Crawler Backhoe, Fully Operated	50	HR	\$250.00	12,500.00					0%	12,500.00									
27	Conventional Seeding - Type 1	0.2	AC	\$5,000.00	1,000.00					0%	1,000.00									
28	Roll Erosion Control Product - Type 2.A	200	SY	\$6.15	1,230.00					0%	1,230.00									
Original Contract Totals \$												\$	522,707.90	\$	\$	522,707.90	\$	22%	\$	1,836,846.00

Contractor's Application for Payment

CITY OF CARTER LAKE
LAMP, RYNEARSON
S.J. LOUIS CONSTRUCTION, INC.
SEWER COLLECTION SYSTEM IMPROVEMENTS
SANITARY SEWER SYSTEM IMPROVEMENTS

Owner's Project No.:	NA
Engineer's Project No.:	0118183.02-004
Contractor's Project No.:	NA

Application Date: 11/03/21

[illegible]

RESOLUTION NO. 2021-

Be it hereby resolved by the City Council of the City of Carter Lake, Iowa that Theresa Hawkins' salary be set at \$51,200.00 per year beginning September 3, 2021. Theresa has been employed by the Carter Lake Library for 25 years.

Recommended by: Employee Handbook - Longevity.

Passed and approved this 15th day of November, 2021.

Ron Cumberledge, Mayor

ATTEST:

Jackie Carl, City Clerk

RESOLUTION NO. 2021-

Be it hereby resolved by the City Council of the City of Carter Lake, Iowa that Nathaniel Bentzinger's wages be set at \$25.16 per hour beginning August 23, 2021. Nathaniel has graduated from the Iowa Law Enforcement Academy and is now a certified police officer with the Carter Lake Police Department.

Recommended by: Police Union Contract.

Passed and approved this 15th day of November, 2021.

Ron Cumberledge, Mayor

ATTEST:

Jackie Carl, City Clerk

RESOLUTION NO. 2021-

Be it hereby resolved by the City Council of the City of Carter Lake, Iowa that the following wages should have been approved by resolution for the dates indicated but were not due to an accidental omission which would have been otherwise approved.

Jordan Andreessen's wages be set at \$16.00 per hour beginning May 26, 2021 and ending July 1, 2021 when a new wage was approved. Jordan was hired as maintenance worker in the Carter Lake Maintenance Department.

Phillip Newton's wages be set at \$23.28 per hour beginning July 28, 2020 and ending July 1, 2021 when a new wage was approved. Phillip has been employed as the Fire Department Coordinator for 10 years.

Recommended by: Employee Handbook / Longevity.

Lisa Ruehle's wages be set at \$28.86 per hour beginning May 25, 2020 and ending July 1, 2020 when a new wage was approved. Lisa has been employed with the City of Carter Lake for 25 years. Recommended by: Employee Handbook / Longevity. Beginning July 1, 2020 and ending July 1, 2021 wage set at \$29.86 to include longevity. Beginning July 1, 2021 wage set at \$30.76 to include longevity.

Passed and approved this 15th day of November, 2021.

Ron Cumberledge, Mayor

ATTEST:

Jackie Carl, City Clerk

RESOLUTION NO. ____ - 2021

WHEREAS, the City Council has previously adopted an Investment Policy for the City of Carter Lake; and

WHEREAS, as a part of the Investment Policy the City must implement a depository resolution;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carter Lake, Iowa that

The City of Carter Lake funds shall be deposited with American National Bank, Carter Lake; and Banker's Trust

The maximum amount of City funds that shall be deposited at American National Bank and Banker's Trust shall not exceed \$15 million each; and

The City Clerk shall invest City Funds with American National Bank and Banker's Trust in an amount not to exceed the \$15 million maximum each.

PASSED AND APPROVED this 15th day of November 2021.

Ronald Cumberledge, Mayor

ATTEST:

Jackie Carl, City Clerk

RESOLUTION NO. -2021

BE IT HEREBY RESOLVED, by the City Council of the City of Carter Lake, Iowa that the Annual Financial Report as prepared by Schroer and Associates P.C. for the period July 1, 2020 through June 30, 2021 is hereby approved and the Clerk is directed to file the report with the State Auditor on behalf of the City of Carter Lake.

Passed and approved this 15th day of November 2021.

Ronald Cumberledge, Mayor

ATTEST:

Jackie Carl, City Clerk

STATE OF IOWA 2021 FINANCIAL REPORT FISCAL YEAR ENDED JUNE 30, 2021 CITY OF CARTER LAKE, IOWA DUE: December 1, 2021	16207800300000 CITY OF CARTER LAKE 950 Locust Street CARTER LAKE IA 51510-1529 POPULATION: 3791
--	--

NOTE - The information supplied in this report will be shared by the Iowa State Auditor's Office, the U.S. Census Bureau, various public interest groups, and State and federal agencies.

ALL FUNDS

Revenues and Other Financing Sources	Governmental (a)	Proprietary (b)	Total Actual (c)	Budget (d)
Taxes Levied on Property	1,922,889		1,922,889	2,052,298
Less: Uncollected Property Taxes-Levy Year	0		0	0
Net Current Property Taxes	1,922,889		1,922,889	2,052,298
Delinquent Property Taxes	0		0	0
TIF Revenues	218,523		218,523	25,000
Other City Taxes	1,000,249	0	1,000,249	1,283,996
Licenses and Permits	20,965	0	20,965	34,000
Use of Money and Property	52,551	0	52,551	80,500
Intergovernmental	751,803	0	751,803	624,869
Charges for Fees and Service	86,238	1,541,199	1,627,437	1,631,850
Special Assessments	2,944	0	2,944	0
Miscellaneous	704,480	15,224	719,704	831,200
Other Financing Sources	4,309,015	0	4,309,015	0
Transfers In	2,906,762	25,000	2,931,762	1,488,579
Total Revenues and Other Sources	11,976,419	1,581,423	13,557,842	8,052,292
Expenditures and Other Financing Uses				
Public Safety	1,311,448		1,311,448	1,432,376
Public Works	427,592		427,592	532,647
Health and Social Services	935		935	4,000
Culture and Recreation	567,827		567,827	757,645
Community and Economic Development	438,706		438,706	443,000
General Government	408,524		408,524	473,898
Debt Service	551,113		551,113	487,112
Capital Projects	83,500		83,500	5,000
Total Governmental Activities Expenditures	3,789,645	0	3,789,645	4,135,678
BUSINESS TYPE ACTIVITIES				
Total All Expenditures	3,789,645	2,006,022	5,795,667	6,118,769
Other Financing Uses	2,134,648	0	2,134,648	
Transfers Out	2,931,762	0	2,931,762	1,488,579
Total All Expenditures/and Other Financing Uses	8,856,055	2,006,022	10,862,077	7,607,348
Excess Revenues and Other Sources Over (Under) Expenditures/and Other Financing Uses	3,120,364	-424,599	2,695,765	444,944
Beginning Fund Balance July 1, 2020	8,147,600	2,497,729	10,645,329	10,629,037
Ending Fund Balance June 30, 2021	11,267,964	2,073,130	13,341,094	11,073,981

NOTE - These balances do not include the following, which were not budgeted and are not available for city operations:

Non-budgeted Internal Service Funds		Pension Trust Funds	
Private Purpose Trust Funds		Agency Funds	
Indebtedness at June 30, 2021	Amount	Indebtedness at June 30, 2021	Amount
General Obligation Debt	4,790,000	Other Long-Term Debt	0
Revenue Debt	0	Short-Term Debt	0
TIF Revenue Debt	0		
		General Obligation Debt Limit	26,013,922

CERTIFICATION

The forgoing report is correct to the best of my knowledge and belief

	Publication
Signature of Preparer	
Printed name of Preparer	Phone Number
	Date Signed
Signature of Mayor or other City official (Name and Title)	

PLEASE PUBLISH THIS PAGE ONLY

REVENUE P2
CITY OF CARTER LAKE
REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2021
NON-GAAP/CASH BASIS

Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)	
Section A - Taxes	1									1
Taxes levied on property	2	1,422,571	261,026	239,292			1,922,889		1,922,889	2
Less: Uncollected Property Taxes - Levy Year	3									3
Net Current Property Taxes	4	1,422,571	261,026	239,292	0	0	1,922,889		1,922,889	4
Delinquent Property Taxes	5									5
Total Property Tax	6	1,422,571	261,026	239,292	0	0	1,922,889		1,922,889	6
TIF Revenues	7		218,523				218,523		218,523	7
Other City Taxes										
Utility Tax Replacement Excise Taxes	8	22,387								8
Utility Franchise Tax (Chapter 364.2, Code of Iowa)	9	25,227	4,081	3,606			30,074		30,074	9
Parishmanuel Wager Tax	10									10
Gaming Wager Tax	11									11
Mobile Home Tax	12	12,436	2,273	2,005			16,714		16,714	12
Hotel / Motel Tax	13	265,708					265,708		265,708	13
Other Local Option Taxes	14	423,764	238,762				662,526		662,526	14
Total Other City Taxes	15	749,522	245,116	5,611	0	0	1,000,249	0	1,000,249	15
Section B - Licenses and Permits	16	20,965					20,965		20,965	16
Section C - Use of Money and Property	17									17
Interest	18	40,360	520				40,880		40,880	18
Rents and Royalties	19	11,671					11,671		11,671	19
Other Miscellaneous Use of Money and Property	20									20
Total Use of Money and Property	21									21
Section D - Intergovernmental	22	52,031	520	0	0	0	52,551	0	52,551	22
Federal Grants and Reimbursements	24									24
Federal Grants	26									26
Community Development Block Grants	27	95,856					95,856		95,856	27
Housing and Urban Development	28						0		0	28
Public Assistance Grants	29						0		0	29
Payment in Lieu of Taxes	30						0		0	30
	31						0		0	31
Total Federal Grants and Reimbursements	33	95,856	0	0	0	0	95,856	0	95,856	33

"See Accountants' Compilation Report"

REVENUE P3
CITY OF CARTER LAKE
REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2021
NON-GAAP/CASH BASIS

Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)	
Section D - Intergovernmental - Continued	41									41
State Shared Revenues	43									43
Road Use Taxes	44	566,471					566,471		566,471	44
Other state grants and reimbursements	48									48
State grants	49	1,620			3,048		4,668		4,668	49
Iowa Department of Transportation	50						0		0	50
Iowa Department of Natural Resources	51						0		0	51
Iowa Economic Development Authority	52						0		0	52
CEBA grants	53						0		0	53
Commercial & Industrial Replacement Claim	54	11,030		9,744			81,268		81,268	54
Liquor profits	55	1,293					1,293		1,293	55
	56						0		0	56
	57						0		0	57
	58						0		0	58
	59						0		0	59
Total State	60	63,407	0	9,744	3,048	0	653,700	0	653,700	60
Local Grants and Reimbursements	63	2,247					2,247		2,247	63
County Contributions	64						0		0	64
Library Service	65						0		0	65
Township Contributions	66						0		0	66
Fire/EMT Service	67						0		0	67
	68						0		0	68
	69						0		0	69
Total Local Grants and Reimbursements	70	2,247	0	0	0	0	2,247	0	2,247	70
Total Intergovernmental (Sum of lines 33, 60, and 70)	71	161,510	577,501	9,744	3,048	0	751,803	0	751,803	71
Section E - Charges for Fees and Service	72									72
Water	73						0	715,239	715,239	73
Sewer	74						0	693,890	693,890	74
Electric	75						0	0	0	75
Gas	76						0	0	0	76
Parking	77						0	0	0	77
Airport	78						0	0	0	78
Landfill/garbage	79						0	117,192	117,192	79
Hospital	80						0	0	0	80

REVENUE P4

CITY OF

REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30,
NON-GAAP/CASH BASIS

Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)	
Section E - Charges for Fees and Service - Continued	81									81
Transit										
Cable TV	82							0		82
Internet	83							0		83
Telephone	84							0		84
Housing Authority	85							0		85
Storm Water	86							0		86
Other:	87							0		87
Nursing Home	88							0		88
Police Service Fees	89							0		89
Prisoner Care	90	6,750	3,950				10,700			90
Fire Service Charges	91							0		91
Ambulance Charges	92	5					5			92
Sidewalk Street Repair Charges	93	59,182					59,182			93
Housing and Urban Renewal Charges	94							0		94
River Port and Terminal Fees	95							0		95
Public Scales	96							0		96
Cemetery Charges	97							0		97
Library Charges	98							0		98
Park, Recreation, and Cultural Charges	99	889					889			99
Animal Control Charges	100	14,869					14,869			100
Post Office	101							0		101
Miscellaneous	102							14,878		102
	103	593					593			103
Total Charges for Service	104	82,288	3,950	0	0	0	86,238	1,541,199		104
Section F - Special Assessments	106	2,944					2,944			106
Section G - Miscellaneous	107									107
Contributions	108	21,186	7,827				29,013			108
Deposits and Sales/Fuel Tax Refunds	109							14,374		109
Sale of Property and Merchandise	110	185					185			110
Fines	111	28,878					28,878			111
Internal Service Charges	112							0		112
Miscellaneous	113							850		113
Casino Income	114	610,000					610,000			114
Reimbursements	115	36,404					36,404			115
	116							0		116
	117							0		117
	118							0		118
	119							0		119
Total Miscellaneous	120	696,653	7,827	0	0	0	704,480	15,224		120

REVENUE P5

CITY OF

REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30,

NON-GAAP/CASH BASIS

Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental through (f) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)	
Total All Revenues (Sum of lines 6, 7, 15, 16, 22, 71, 104, 106, and 120)	121 3,188,484	1,095,940	218,523	254,647	3,048	0	4,760,642	1,556,423	6,317,065	121
Section H - Other Financing Sources	123									123
Proceeds of capital asset sales	124						0		0	124
Proceeds of long-term debt (Excluding TIF internal borrowing)	125			2,200,000	2,109,015		4,309,015		4,309,015	125
Proceeds of anticipatory warrants or other short-term debt	126						0		0	126
Regular transfers in and interfund loans	127			238,762	2,668,000		2,906,762	25,000	2,931,762	127
Internal TIF loans and transfers in	128						0		0	128
	129						0		0	129
	130						0		0	130
Total Other Financing Sources	131	0	0	2,438,762	4,777,015	0	7,215,777	25,000	7,240,777	131
Total Revenues Except for Beginning Balances (Sum of lines 121 and 131)	132	3,188,484	1,095,940	2,693,409	4,780,063	0	11,976,419	1,581,423	13,557,842	132
Beginning Fund Balance July 1, 2020	134	5,011,015	849,165	-11,104	60,249		8,147,600	2,497,729	10,645,329	134
Total Revenues and Other Financing Sources (Sum of lines 132 and 134)	136	8,199,499	1,945,105	2,682,305	4,840,312	0	20,124,019	4,079,152	24,203,171	136

EXPENDITURES P6
CITY OF CARTER LAKE
EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2021
NON-GAAP/CASH BASIS

Item Description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of g) through (f) (g)	Proprietary (h)	Grand Total (Sum of col. (g)) (i)	Line
Section A - Public Safety	1										1
Police Department/Crime Prevention	2	813,887	221,055					1,034,942		1,034,942	2
Jail	3							0		0	3
Emergency Management	4	10						10		10	4
Flood control	5							0		0	5
Fire Department	6	154,252	52,176					206,428		206,428	6
Ambulance	7	36,751						36,751		36,751	7
Building Inspections	8	17,767	3,083					20,850		20,850	8
Miscellaneous Protective Services	9							0		0	9
Animal Control	10	11,352	1,115					12,467		12,467	10
Other Public Safety	11							0		0	11
	12							0		0	12
	13							0		0	13
Total Public Safety	14	1,034,019	277,429		0	0	0	1,311,448		1,311,448	14
Section B - Public Works	15										15
Roads, Bridges, Sidewalks	16		308,780					308,780		308,780	16
Parking Meter and Off-Street	17							0		0	17
Street Lighting	18		117,311					117,311		117,311	18
Traffic Control Safety	19	1,501						1,501		1,501	19
Snow Removal	20							0		0	20
Highway Engineering	21							0		0	21
Street Cleaning	22							0		0	22
Airport (if not an enterprise)	23							0		0	23
Garbage (if not an enterprise)	24							0		0	24
Other Public Works	25							0		0	25
	26							0		0	26
	27							0		0	27
Total Public Works	28	1,501	426,091		0	0	0	427,592		427,592	28
Section C - Health and Social Services	29										29
Welfare Assistance	30							0		0	30
City Hospital	31							0		0	31
Payments to Private Hospitals	32							0		0	32
Health Regulation and Inspections	33							0		0	33
Water, Air, and Mosquito Control	34	935						935		935	34
Community Mental Health	35							0		0	35
Other Health and Social Services	36							0		0	36
	37							0		0	37
	38							0		0	38
Total Health and Social Services	39	935	0		0	0	0	935		935	39
Section D - Culture and Recreation	40										40
Library Services	41	128,229	20,983					149,212		149,212	41
Museum, Band, Theater	42							0		0	42
Parks	43	258,689	33,129					291,818		291,818	43
Recreation	44							0		0	44
Cemetery	45							0		0	45
Community Center, Zoo, Marina, and Auditorium	46	119,396	7,401					126,797		126,797	46
Other Culture and Recreation	47							0		0	47
	48							0		0	48
	49							0		0	49
Total Culture and Recreation	50	506,314	61,513		0	0	0	567,827		567,827	50

EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, -- Continued
NON-GAAP/CASH BASIS

TIF Rebates are expended out of the TIF Special Revenue Fund within the Community and Economic Development program's activity "Other"

EXPENDITURES P8

CITY OF
EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, -- Continued
NON-GAAP/CASH BASIS

Item description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g)) (i)	Line
Section I - Business Type Activities	87										87
Water - Current Operation	88								656,254	656,254	88
Capital Outlay	89									0	89
Debt Service	90									0	90
Sewer and Sewage Disposal - Current Operation	91										
Capital Outlay	92								815,934	815,934	91
Debt Service	93								349,742	349,742	92
Electric - Current Operation	94									0	93
Capital Outlay	95									0	94
Debt Service	96									0	95
Gas Utility - Current Operation	97									0	96
Capital Outlay	98									0	97
Debt Service	99									0	98
Parking - Current Operation	100									0	99
Capital Outlay	101									0	100
Debt Service	102									0	101
Airport - Current Operation	103									0	102
Capital Outlay	104									0	103
Debt Service	105									0	104
Landfill/Garbage - Current operation	106								166,186	166,186	105
Capital Outlay	107									0	106
Debt Service	108									0	107
Hospital - Current Operation	109									0	108
Capital Outlay	110									0	109
Debt Service	111									0	110
Transit - Current Operation	112									0	111
Capital Outlay	113									0	112
Debt Service	114									0	113
Cable TV, Telephone, Internet - Current Operation	115									0	114
Capital Outlay	116									0	115
Housing Authority - Current Operation	117									0	116
Capital Outlay	118									0	117
Debt Service	119									0	118
Storm Water - Current Operation	120									0	119
Capital Outlay	121								4,945	4,945	120
Debt Service	122									0	121
Other Business Type - Current Operation	123									0	122
Capital Outlay	124								12,961	12,961	123
Debt Service	125									0	124
Internal Service Funds - Specify	126									0	125
	127									0	126
	128									0	127
Total Business Type Activities	129								2,006,022	2,006,022	128
											129

EXPENDITURES P9
CITY OF CARTER LAKE
EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2021 -- Continued
NON-GAAP/CASH BASIS

Item description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g)) (i)	Line
Subtotal Expenditures (Sum of lines 84 and 129)	130	1,898,984	817,342	438,706	551,113	83,500	0	3,789,645	2,006,022	5,795,667	130
Section J - Other Financing Uses Including Transfers Out	131										131
Regular transfers out	132	2,693,000	238,762								132
Internal TIF loans/repayments and transfers out	133							2,931,762		2,931,762	133
Escrow payments for advance debt refunding	134				2,134,648			0		0	134
Total Other Financing Uses	135	2,693,000	238,762	0	2,134,648	0	0	2,134,648	0	2,134,648	135
Total Expenditures and Other Financing Uses (Sum of lines 130 and 135)	136	4,591,984	1,056,104	438,706	2,685,761	83,500	0	8,856,055	2,006,022	10,862,077	136
Ending fund balance June 30, :	137										137
Governmental:	138										138
Nonspendable	139										139
Restricted	140										140
Committed	141		889,001	2,018,092		4,756,812		7,663,905		7,663,905	141
Assigned	142							0		0	142
Unassigned	143	2,302,496									143
Total Governmental	144	1,305,019						2,302,496		2,302,496	144
Proprietary	145	3,607,515	889,001	2,018,092	-3,456	4,756,812	0	1,301,563		1,301,563	145
Total Ending Fund Balance June 30,	146							11,267,964		11,267,964	146
Total Requirements (Sum of lines 136 and 147)	147	3,607,515	889,001	2,018,092	-3,456	4,756,812	0	11,267,964	2,073,130	13,341,094	147
	148	8,199,499	1,945,105	2,456,798	2,682,305	4,840,312	0	20,124,019	4,079,152	24,203,171	148

OTHER P10

Part III Intergovernmental Expenditures Please report below expenditures made to the State or to other local governments on a reimbursement or cost sharing basis. Include these expenditures in part II. Enter amount.

Purpose	Amount paid to other local governments	Purpose	Amount paid to State
Correction	0	Highways	0
Health	0	All other	0
Highways	0		
Transit Subsidies	0		
Libraries	0		
Police protection	0		
Sewerage	0		
Sanitation	0		
All other	0		

Part IV

Wages & Salaries Report here the total salaries and wages paid to all employees of your government before deductions of social security, retirement, etc. Include also salaries and wages paid to employees of any utility owned and operated by your government, as well as salaries and wages of municipal employees charged to construction projects.

YOU ARE REQUIRED TO ENTER SALARY DOLLARS IN THE Amount areas FOR SALARIES AND WAGES PAID

Total Salaries and Wages Paid	Amount
Part V Debt Outstanding, Issued, and Retired	
Transit subsidies	1,331,504

A. Long-Term Debt

Debt During the Fiscal Year		Debt Outstanding JUNE 30, 2021							
Purpose	Line	Debt Outstanding JULY 1, 2020	Issued	Retired	General Obligation	TIF Revenue	Revenue	Other	Interest Paid This Year
Water Utility	1.								
Sewer Utility	2.								
Electric Utility	3.								
Gas Utility	4.								
Transit-Bus	5.								
Industrial Revenue	6.								
Mortgage Revenue	7.								
TIF Revenue	8.								
Other Purposes/ Miscellaneous	9.								
GO	10.	2,915,000	4,200,000	2,325,000	4,790,000				94,362
Parking	11.								
Airport	12.								
Stormwater	13.								
Section 108	14.								
Total Long-Term		2,915,000	4,200,000	2,325,000	4,790,000	0	0	0	94,362
B. Short-Term Debt Amount									

B. Short-Term Debt Amount

Outstanding as of July 1, 2020

Outstanding as of JUNE 30, 2021

DEBT LIMITATION FOR GENERAL OBLIGATIONS

Actual valuation -- January 1, 2019

Part VI		Amount	
Part VII CASH AND INVESTMENT ASSETS AS OF JUNE 30, 2021		520,278,456	x0.5 = \$ 26,013,922.8

Type of asset

Cash and investments - Include cash on hand, CD's, time, checking and savings deposits, Federal securities, Federal agency securities, State and local government securities, and all other securities. Exclude value of real property.

Amount		Amount	
Bond and interest funds (a)	Bond construction funds (b)	Pension/retirement funds (c)	Total (e)
2,025,515	264,261	11,051,318	13,341,094

If you budget on a NON-GAAP CASH BASIS, the amount in the Total above SHOULD EQUAL the above summarized amounts on the sheet All Funds P1: Ending fund balance, column C PLUS the amounts in the shaded Note area.

REMARKS

RESOLUTION NO. -2021

NOW THEREFORE be it resolved that the city council of the City of Carter Lake, Iowa does hereby approve the official financial report for city streets as the official 2021 fiscal year street finance report for the city of Carter Lake, Iowa.

PASSED AND APPROVED this 15th day of November 2021.

Ronald Cumberledge, Mayor

ATTEST:

Jackie Carl, City Clerk

RESOLUTION NO. - 2021

NOW THEREFORE be it hereby resolved that the city council of the City of Carter Lake, Iowa does hereby approve the Annual Urban Renewal Report for fiscal year 2020 - 2021 is hereby approved by the city council; and

BE it further resolved that the city clerk is hereby authorized to place the annual urban renewal report for fiscal year 2020 - 2021 on file with the State of Iowa as required by law.

PASSED AND APPROVED this 15th day of November 2021.

Ronald Cumberledge, Mayor

ATTEST:

Jackie Carl, City Clerk

CARTER LAKE CITY COUNCIL MEETING
MONDAY, OCTOBER 18, 2021

Mayor Cumberledge called the meeting to order at 7:00 p.m. Roll of the council, present: Jackie Wahl, Pat Paterson, Keebie Kessler, Jason Gundersen and Denise Teeple participated via telephone; and city clerk Jackie Carl and city attorney Mike O'Bradovich were present.

The agenda was reviewed, upon motion duly made by Gundersen, and seconded by Kessler, the agenda was approved unanimously. Upon motion of Gundersen seconded by Kessler, the consent agenda was approve that included minutes, department reports and overtime reports; receipts and financial reports for September; unanimously approved.

New Business: Gundersen moved to approve Bobby Peters and Shelby Griffey for appointment to the Parks and Rec Board, seconded by Kessler; unanimously approved. Gundersen moved to approve accept Amanda Cudd and Jenny Boryca for Fire Department membership; unanimously approved.

Mayor Cumberledge requested the council's guidance on how to handle the use of the employee gym regarding employees bringing a guest; Wahl moved to allow one guest per employee, no one under 18 and proper documents completed prior to use, seconded by Kessler; unanimously approved.

Mayor requested clarification on how the council would like to see commercial building permit applications handled. Currently the city is under contract with JDW Midwest for commercial plan review and site inspections. How does the council wish to handle the required city zoning code review? This review is to be included with all commercial permit applications and plan reviews at the time of presentation to the Planning Board. Council agreed and instructed the City Clerk to follow up with Darrin at JDW Midwest to verify if the company is interested in amending the contract to take over the municipal zoning review. Clerk will report to the council at a future date.

Mayor stated that the construction at the community center site is moving along with dirt work and installation of rebar and footings.

Gundersen updated the Council that the planning board discussed their previous request to make a recommendation regarding adding language to allow for increased garage sizes if the owner has the space. The Planning Board met last week and provided the following language for the council to consider: *recommends garage square footage to be no larger than 4% of the total lot size and no larger than the square footage of the existing home.* Gundersen moved to set public hearing for November 15, 2021 at 7 p.m. to hear comments regarding the proposed amendment to the ordinance, seconded by Kessler; the motion is approved unanimously; clerk will publish the required notice.

Ed Palandri updated the council regarding actions of the Planning board from last weeks meeting.

VI. ORDINANCES AND RESOLUTIONS:

Gundersen moved to approve the first reading of amendment of zoning ordinance to allow for warehousing to be added to C/L and C/A districts along Locust Street, seconded by Kessler. ROLL CALL: NO: Teeple YES: Gundersen, Kessler, Wahl, Paterson. The full text of the change is available at City Hall.

Kessler moved to approve third reading to approve update to fire code ordinance, seconded by

Gundersen; unanimously approved. Kessler moved to approve third reading to approve updates to fire ordinance, seconded by Gundersen; unanimously approved. Gundersen moved to approve third reading to approve updates to hazmat ordinance, seconded by Kessler; unanimously approved. Gundersen moved to approve renewal of employee health insurance policy for 2022, seconded by Kessler; unanimously approved. Gundersen moved to approve pay request #001 in amount of \$139,701.30 for community center project, seconded by Kessler; unanimously approved. Gundersen moved to approve resolution to approve pay request #002 for S.J. LOUIS Construction in amount of \$197,986.23 for sewer relining project seconded by Kessler; unanimously approved. Gundersen moved to approve resolution to approve pay request #003 for USDA reimbursement for sewer project in amount of \$197,986.23 seconded by Kessler; unanimously approved. Gundersen moved to approve loan resolution in amount of \$509,000 for additional funds for the sewer relining project, seconded by Kessler; unanimously approved.

Adjourn at 7:45 p.m.

Jackie Carl, City Clerk

Ronald Cumberledge, Mayor

Carter Lake Fire Department Monthly Report

Proudly Serving Carter Lake since 1956

Department Head: Chief Eric Bentzinger Report prepared by: Coordinator Phillip Newton

Contact information: Station (712) 347-5900 Email: clfire@carterlake-ia.gov

*** Check us out on Facebook - Carter Lake Fire & Rescue****

Month: October 2021

Continuous Issues/Budget: annual equipment testing going on

Employee and Organization Development: employee FIT SCBA testing going on

Pancake Breakfast: Pancake Breakfast on October 3, 2021 at the Fire Station

Monthly Meetings:	6:30-Done	Officers	9 members
		Mass	19 members
		Smoke Eaters	18 members
Fire training:	9 - noon	Public Education	16 members
Fire training:	7 - 10pm	SCBA usage	11 members
EMS training:	7 - 10pm	Pediatric emergencies	12 members

Safety Minutes: Please see safety minutes attached to email

Safety Committee: Next Employee Safety Meeting is October 6, 2021 at 13:00 at City Hall.

Total calls for the month: EMS (ambulance): 48 Fire/Other calls: 4

Yearly total of calls: 2021: 2020: 431 2019: 443 2018: 494

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

1. Looking for In Town Volunteers, Call Phill at the Fire Station 712-347-5900
2. New Breakfast schedule. Public breakfasts will now be held 3 times a year. Breakfast are scheduled for February, May & October. We will also continue with the annual breakfast in July for Pancakes in the Park. This event is hosted at Mabrey Park and ONLY for the attendees of the church service.

Meeting Date: _____ Location: _____

Location: _____

[illegible][illegible]

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

SAFETY ACTION PLAN

Assignment Number	Assignment
Person Responsible	
Estimated Completion Date	
Completion Date	
Assignment Number	Assignment
Person Responsible	
Estimated Completion Date	
Completion Date	
Assignment Number	Assignment
Person Responsible	
Estimated Completion Date	
Completion Date	
Assignment Number	Assignment
Person Responsible	
Estimated Completion Date	
Completion Date	
Assignment Number	Assignment
Person Responsible	
Estimated Completion Date	
Completion Date	

Library Board Meeting
Brooks-Fennell Multi-Purpose Room
Wednesday October 27, 2021
6:00 p.m.

Attendees: Patti Midkiff, Bonnie Freeman, Viki Hawkins, Bob Zagozda, Jo Chullino, Donna Callender, and Delbert Settles.
Library Director Theresa Hawkins and Assistant Director Genevieve Hawkins.
Patti called the meeting to order.

Minutes: Bonnie made the motion to accept the minutes of the September 27, 2021 meeting. Bob seconded. Motion passed.

Financial Report: Viki made the motion to approve the September city financial report. Bob seconded. Motion passed.

Action on Bills: Donna made the motion to approve the bills. Delbert seconded. Motion passed.

Librarian' Report: Bonnie made the motion to accept the report. Bob seconded. Motion passed.

Zoo Passes – The library will receive 10 passes quarterly. Tickets are valid for 60 days from issue date and are intended for one time use only. Each ticket admits two adults ages 12 and over, and six children.

Genevieve finished the Public Library General Information Survey on Friday, October 15 and submitted it on Saturday October 16th. Patti signed off on the report 10/20/2021.

BRIDGES Statistics	Downloaded e-books	648
	Downloaded audio recordings	492
	Downloadable periodicals	36
	Successful Retrieval of Electronic Articles	26
Inter-Library Loan Statistics	Requested from other libraries	55
	Received from other libraries	136
Door Count Annually		6,587
Computer Use Annually		846
Wireless sessions Annually (WhoFI)		905
Website visits Annually		1,822

From Programming budget:

Candy, bags, and coloring books for Trunk or Treat – Cost \$178.41.

Stanchion for Winter Festival – Cost \$181.45.

Unfinished Business:

Community Center Update – Mechanical has started laying pipe.

New Business:

Job Applications – There were two applications for Director – Board reviewed and discussed both applications. Bonnie made the motion to offer the Library Director position to Genevieve Hawkins. Genevieve accepted. Motion passed. There were 4 applications for Library Clerk. All applications were reviewed by the Library Board. Theresa and Genevieve suggested Elizabeth Byers for the position. Bob made the motion to hire Elizabeth Byers starting December 1, 2021, for training. Bonnie seconded. Motion passed.

Library Hours:

New library hours were discussed for January 1, 2022.

Sunday & Monday CLOSED. Tuesday and Thursday 12:00 pm – 6:00 pm. Wednesday and Friday 10:00 am – 6:00 pm and Saturday 10:00 am – 2:00 pm. Genevieve will work 36 – 40 hours per week. Elizabeth will work 28 hours per week. Bob made the motion to accept the hour change. Donna seconded. Motion passed.

Viki made the motion to adjourn. Bob seconded. Motion passed.

Submitted

Viki Hawkins, Secretary

October 28, 2021



Carter Lake Iowa Police Department

950 E Locust St, Carter Lake, IA 51510

Phone (712) 347-5920 Fax (712) 347-6486

CLPD Monthly Arrest Report

Printed on October 31, 2021

Case Number	Charges	Arrest Date	Last, First Name	Address
CL21-000738	Possess Drug Paraphernalia	09/22/21	BRINGSHIMBACK,	900 LOCUST STREET,
CL21-000734	POSSESSION OF CONTROLLED	09/21/21	PERTON, HANNAH	1000 WILLOW DRIVE,
CL21-000710	False Reports -- Crime Agg or Ser	09/08/21	ROCKWELL, RONALD	3510 N 9TH STREET
CL21-000689	Theft 2nd -- Possession of Stolen	09/01/21	WILSON, ISAIH	500 LOCUST STREET,
CL21-000762	Public Intoxication	09/29/21	ALFORD, HOLLY	1031 AVE H, CARTER
CL21-000761	Theft 2nd -- Possession of Stolen	09/28/21	GRANNEMAN, ALICIA	500 AVE J, CARTER
CL21-000758	POSSESSION OF CONTROLLED	09/28/21	JOHNSON, HEIDI	3510 N 9TH STREET
CL21-000748	Public Intoxication; GENERAL	09/23/21	DANIELS, PATRICK	3000 AIRPORT RD,
CL21-000744	Provide False Identification	09/22/21	COLLINS, RIKARA	800 BLOCK LOCUST
CL21-000722	UNLAWFUL POSSESSION OF	09/14/21	WATSON, KARMYN	503 AVE K, CARTER
CL21-000713	Persons ineligible to carry	09/09/21	THOMAS, JAMES	1202 E LOCUST ST,
CL21-000706	FUGITIVE FROM JUSTICE - 1989	09/05/21	DEJAYNES, ROBERT	1031 AVE H, CARTER
CL21-000702	GENERAL PURPOSE REPORT	09/04/21	MARSH, ANGELA	1540 SILVER LANE,
CL21-000702	VIOLATION OF NO	09/04/21	ROSS, RYAN	1540 SILVER LANE,

Case Number	Charges	Arrest Date	Last, First Name	Address
CL21-000701	Intent to Deliver Marij Und 50 kg	09/04/21	VIDALES, MARTIN	9TH AND REDDICK,
CL21-000769	Theft 2nd -- Possession of Stolen	09/29/21	STECHENFINGER,	
CL21-000772	FUGITIVE FROM JUSTICE - 1989	09/30/21	STUART, CRYSTAL	1001 CACHELIN DR,
CL21-000771	DRIVING WHILE BARRED -	09/30/21	DAWSON, JERRY	900 AVE J, CARTER
CL21-000767	GENERAL PURPOSE REPORT;	09/29/21	GAI, NYAKUOTH	109 LOCUST ST,
CL21-000742	Assault -- Causing Serious Injury No	09/22/21	BONHAM, BROOKE	3510 N 9TH ST LOT 35,
CL21-000686	FUGITIVE FROM JUSTICE - 1989	09/01/21	HANNAN, SHAY	3000 AIRPORT ROAD,
CL21-000703	GENERAL PURPOSE REPORT	09/05/21	HALL, SCOTT	1314 DORENE BLVD,
CL21-000699	Public Intoxication	09/04/21	JURADO, ANTHONY	2200 ABBOTT DR,
CL21-000698	Theft 5th -- All Other Larceny -	09/03/21	FREEMONT, LATOYIA	1031 AVENUE H,
CL21-000692	FUGITIVE FROM JUSTICE - 1989	09/01/21	ENCINAS, DANCING	3510 N 9TH ST LOT#
CL21-000721	POSSESSION OF A CONTROLLED	09/11/21	LINEBARGER,	1650 E LOCUST ST,
CL21-000717	Assault -- w/ Intent to Cause	09/11/21	SPIDELL, SHANDE	1031 AVENUE H,
CL21-000693	Obstruct Prosec or Defense -- Alter	09/02/21	WALLACE, PAMELA	400 BLOCK OF
CL21-000693	Theft 5th -- Shoplifting	09/02/21	THOMAS, STEPHEN	400 BLOCK OF
CL21-000693	Possess Drug Paraphernalia; Theft	09/02/21	LEVERING, LINCOLN	400 E LOCUST ST,
CL21-000693	FUGITIVE FROM JUSTICE - 1989	09/01/21	EGGERS, KENNETH	400 BLOCK OF E.

Total Records: 31



Carter Lake Iowa Police Department

950 E Locust St, Carter Lake, IA 51510

Phone (712) 347-5920 Fax (712) 347-6486

CFS Monthly Report

Printed on October 31, 2021

Codes With Descriptions

Totals

911 - 911 HANGUP CALL	2	2
ADMIN - ADMINISTRATIVE ASSIGNMENT	3	3
ALAA - AUDIBLE ALARM	1	1
ALAB - BUSINESS ALARM	2	2
ANIMAL - ANIMAL COMPLAINT	3	3
APANIC - HOLD UP, PANIC, DURESS, SILENT ALARM	2	2
ARES - RESIDENTIAL OR HOME ALARM	2	2
ARMED - ARMED SUBJECT	1	1
ARMED - ARMED SUBJECT; E15 - ELECTROCUTION/LIGHTNING	1	1
ARMED - ARMED SUBJECT; FSTAND - FIRE STANDBY STATUS	1	1
ASLE - ASSIST LAW ENFORCEMENT	2	2
ASSA - ASSAULT	4	4
BDC - BROADCAST	3	3
BURG - BURGLARY	4	4
CIVIL - CIVIL PAPERS, CIVIL SITUATION, KEEP THE PEACE	2	2
CLEAR - CLEAR THE LOT	4	4
CLOC - CHECK LOCATION	38	38
COMPLAINT - COMPLAINT REPORT	8	8
CRIM - CRIMINAL MISCHIEF OR VANDALISM	3	3
CWEL - CHECK THE WELFARE	21	21
DISTBAR - DISTURBANCE AT A BAR	1	1
DIST - DISTURBANCE	26	26
E17 - FALLS; BDC - BROADCAST	1	1
E21 - HEMORRHAGE/LACERATIONS; BDC - BROADCAST	1	1
E25 - PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT; CWEL - CHECK THE WELFARE	1	1
E32 - UNKNOWN PROBLEM (PERSON DOWN); ASFD - ASSIST FIRE DEPARTMENT	1	1
E9 - CARDIAC OR RESPIRATORY ARREST/DEATH; ASFD - ASSIST FIRE DEPARTMENT	1	1
E9 - CARDIAC OR RESPIRATORY ARREST/DEATH; DEAD - DEAD BODY	1	1
EMED - MEDICAL EMERGENCY; ASFD - ASSIST FIRE DEPARTMENT	1	1
EVID - EVIDENCE	1	1
FOLL - FOLLOW UP	12	12
FOUND - FOUND PROPERTY	5	5
FRAUD - FRAUD OR FORGERY	1	1
FSMOKE - CHECK AREA FOR SMOKE; ASFD - ASSIST FIRE DEPARTMENT	1	1
FWKS - FIREWORKS	1	1
HARR - HARASSMENT	4	4
INTO - INTOXICATED SUBJECT	1	1
JUV - JUVENILE PROBLEMS	1	1
MJUV - MISSING JUVENILE	1	1

Codes With Descriptions**Totals**

MOTA - MOTORIST ASSIST	3	3
MPERSON - MISSING PERSON	1	1
NOIS - NOISE COMPLAINTS	4	4
OPEN - OPEN DOOR	2	2
PARKING - PARKING PROBLEMS, CONTINUOUSLY PARKED VEHICLE	8	8
PDHR - PROPERTY DAMAGE HIT AND RUN	2	2
PD - PROPERTY DAMAGE ACCIDENT	2	2
RECO - RECOVERED PROPERTY/VEHICLE	1	1
REST - PROTECTIVE OR RESTRAINING ORDER VIOLATION	2	2
SHOP - SHOPLIFTER	2	2
SOLI - SOLICITOR OR SALES PROBLEM	1	1
STNV - STOLEN VEHICLE	4	4
SUSP - SUSPICIOUS ACTIVITY	21	21
THEFT - THEFT	12	12
THREAT - THREATS	5	5
TRAFFIC - TRAFFIC STOP	157	157
TRESPASS - TRESPASSING	11	11
WANTED - WANTED PERSON	2	2
Totals	409	409

Senior Center Monthly Report for October 2021

Meals served 664

Volunteer Hours Performed 0

Activity Reports Attached

Needs for Center-

Meetings—

Break down of meals= We served 664 meals in 20 days. 550 to Homebound and 114 Congregate. Averages out to be about 33 meals per day.

We had 14 people for bingo night, 33 people for Birthday Night/ Halloween Party.

We did a movie and pizza at City Hall for 12 plus, it was fun, we will be doing another in November. We took 9 people to Hy-Vee for flu shots, Robin and I decorated the van and handed out candy at Trick or trunk, and I have started the Holiday crafts.

Thank you, Linda Tice

Cell # 402-813-2461

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

SENIOR CENTER: Carter Lake

MANAGER'S SIGNATURE [Signature] DATE Oct 2021

Date	Nutrition Program/Topic	Program Length	# Persons Attending
10-4	Prediabetes	30 min	5
10-13	Mindful Eating	30 min	5
Date	Nutrition Handouts for Homebound Participants/Topic		# Sent
10-4	Prediabetes		27
	Mindful Eating		27
	How to manage blood sugar		27
Date	Wellness Programs/Topic: Blood Pressure, Exercise, etc.	Program Length	# Persons Attending
10-1	Flex class	30	5
10-8	Flex class	30	5
10-15	Flex class	30	5
10-18	Angels CC Blood pressure	1 hr.	5
	Flue shots	1 hr	9
10-22	Flex class	30 min	4
10-29	Flex class	30 min	5
TOTALS		4.5	38

OVERTIME AND COMPTIME REPORT

October 1, 2021

MAINTENANCE OVERTIME

		<u>HOURS</u>	<u>AMOUNTS</u>
BOB MCCLOUD			
09/20/21	Pump stations	1/2	15.00
09/22/21	Pump stations	1/2	15.00
09/23/21		1/2	15.00
09/24/21	Take trailer back to Harms	1/2	15.00
09/27/21	Manholes on Cachelin	3/4	22.50
09/28/21	Steele pumpstation	1/4	7.50
09/29/21	Steele pumpstation	3	90.00
09/30/21	Pump stations	1	30.00
		<u>7</u>	<u>\$ 210.00</u>
RANDY SMITH			
09/22/21	Steele pumpstation	1/2	14.07
10/01/21		1/4	7.04
		<u>3/4</u>	<u>\$ 21.11</u>
TOTAL MAINT OVERTIME:		7 3/4	\$ 231.11

POLICE OVERTIME

		<u>HOURS</u>	<u>AMOUNTS</u>
GARY CHAMBERS			
09/27/21	Late call	1/4	11.69
09/28/21	Late call	1/2	23.39
		<u>3/4</u>	<u>\$ 35.08</u>
JACOB HUSCROFT			
09/18/21	Late call	1/4	9.44
09/23/21	Late call	1 1/4	47.18
		<u>1 1/2</u>	<u>\$ 56.61</u>
MATT OWENS			
9/18 to 10/1	1/2 hr x 6 days / Dog Maintenance	3	\$ 127.85
ADAM SWINARSKI			
09/20/21	Late call	3/4	30.51
09/30/21		1/4	10.17
		<u>1</u>	<u>\$ 40.68</u>
TOTAL POLICE OVERTIME:		6 1/4	\$ 260.21

PARKS DEPT OVERTIME

		<u>HOURS</u>	<u>AMOUNTS</u>
CHARLES BENNETT			
09/19/21	Park cleanup	2	\$ 39.00
RONNIE FISHER			
09/19/21	Park cleanup	2	\$ 56.01
MARK MURRAY			
09/19/21	Park cleanup	2	\$ 71.43
TOTAL PARKS OVERTIME:		6	\$ 166.44

FIRE DEPT OVERTIME:

		<u>HOURS</u>	<u>AMOUNTS</u>
PHILLIP NEWTON			
09/29/21	Fire investigation	1 1/4	45.39
09/30/21	Late call	1/2	18.16
TOTAL FIRE DEPT OVERTIME:		1 3/4	\$ 63.55

TOTAL ALL OVERTIME:	<u>21 3/4</u>	<u>\$ 721.31</u>
----------------------------	----------------------	-------------------------

OVERTIME AND COMPTIME REPORT

October 1, 2021

COMPTIME EARNED:

MATTHEW SEWING
09/30/21

OT HOURS

1/2

COMP HRS

3/4

TOTAL COMPTIME EARNED:

1/2

3/4

COMPTIME USED:

GARY CHAMBERS
09/29/21

HOURS

8

JOSH DRISCOLL
09/28/21

1

RYAN GONSIOR
09/20/21
09/26/21

1

1

2

MATT OWENS
09/28/21

1/2

MATTHEW SEWING
09/29/21

5

TOTAL COMPTIME USED:

16 1/2

COMPTIME BALANCES:

NATE BENTZINGER
GARY CHAMBERS
NICK DARGY
JOSH DRISCOLL
RYAN GONSIOR
JACOB HUSCROFT
ROBERT MCCLOUD
MATT OWENS
MATTHEW SEWING
ADAM SWINARSKI

HOURS

82 1/4

19 3/4

26

57 3/4

44 3/4

71 1/4

42 1/2

41 1/4

29

22 1/4

TOTAL COMP BALANCES:

436 3/4

ADMIN BALANCES:

SHAWN KANNEDY

HOURS

80

OVERTIME AND COMPTIME REPORT

October 15, 2021

MAINTENANCE OVERTIME

	<u>HOURS</u>	<u>AMOUNTS</u>
BOB MCCLOUD		
10/04/21	1	30.00
10/05/21	3/4	22.50
10/06/21	1/4	7.50
10/07/21	1/2	15.00
10/08/21	1/2	15.00
10/13/21	1/2	15.00
10/14/21	1	30.00
10/15/21	1/4	7.50
	<u>4 3/4</u>	<u>\$ 142.50</u>
RANDY SMITH		
10/04/21	1/2	14.07
10/06/21	1/2	14.07
	<u>1</u>	<u>\$ 28.14</u>
TOTAL MAINT OVERTIME:	5 3/4	\$ 170.64

POLICE OVERTIME

	<u>HOURS</u>	<u>AMOUNTS</u>
NATE BENTZINGER		
10/11/21 Worked Holiday	10	\$ 389.10
GARY CHAMBERS		
10/11/21 Worked Holiday	8 1/2	\$ 406.22
NICK DARGY		
10/11/21 Worked Holiday	8	302.97
10/15/21 Cover shift	2	75.48
	<u>10</u>	<u>\$ 378.45</u>
JOSH DRISCOLL		
10/11/21 Worked holiday	9	\$ 442.91
JACOB HUSCROFT		
10/11/21 Worked holiday	10	\$ 388.35
MATT OWENS		
10/08/21 Late arrest	1 1/4	53.27
10/2 to 10/15 1/2 hr x 6 days / Dog Maintenance	3	127.85
	<u>4 1/4</u>	<u>\$ 181.11</u>
TOTAL POLICE OVERTIME:	51 3/4	\$ 2,186.14

FIRE DEPT OVERTIME:

	<u>HOURS</u>	<u>AMOUNTS</u>
PHILLIP NEWTON		
10/04/21 Truck repairs and pump testing with Danko	2	72.63
10/05/21 Ladder testing / hydraulic repair on aerial truck	1	36.32
TOTAL FIRE DEPT OVERTIME:	3	\$ 108.95
TOTAL ALL OVERTIME:	<u>60 1/2</u>	<u>\$ 2,465.73</u>

COMPTIME EARNED:

	<u>OT HOURS</u>	<u>COMP HRS</u>
JOSH DRISCOLL		
10/11/21 Holiday Hours	8	8
RYAN GONSIOR		
10/04/21 Late call	1/4	1/2
10/11/21 Holiday hours	8	8
	<u>8 1/4</u>	<u>8 1/2</u>
JACOB HUSCROFT		
10/11/21 Holiday Hours	8	8

OVERTIME AND COMPTIME REPORT

October 15, 2021

COMPTIME EARNED CONT.:**OT HOURS****COMP HRS**

MATTHEW SEWING

10/04/21 Late call
10/11/21 Holiday Hours

1

1 1/2

8

8

9

9 1/2

ADAM SWINARSKI

10/02/21 OWI

2

3

TOTAL COMPTIME EARNED:**35 1/4****37****COMPTIME USED:****HOURS**

NATE BENTZINGER

11/06/21

6 1/2

GARY CHAMBERS

10/02/21

8

10/05/21

2

10/06/21

1

10/12/21

3 3/4

10/13/21

1

15 3/4

JACOB HUSCROFT

10/13/21

1 1/2

MATT OWENS

10/13/21

1/2

MATTHEW SEWING

10/10/21

2 1/2

10/13/21

1 1/2

4**TOTAL COMPTIME USED:****28 1/4****COMPTIME BALANCES:****HOURS**

NATE BENTZINGER

75 3/4

GARY CHAMBERS

4

NICK DARGY

26

JOSH DRISCOLL

65 3/4

RYAN GONSIOR

53 1/4

JACOB HUSCROFT

77 3/4

ROBERT MCCLOUD

42 1/2

MATT OWENS

40 3/4

MATTHEW SEWING

34 1/2

ADAM SWINARSKI

25 1/4

TOTAL COMP BALANCES:**445 1/2****ADMIN HOURS USED:****HOURS**

SHAWN KANNEDY

10/15/21

8

TOTAL ADMIN HOURS USED:**8****ADMIN BALANCES:****HOURS**

SHAWN KANNEDY

72

OVERTIME AND COMPTIME REPORT

October 29, 2021

MAINTENANCE OVERTIME**HOURS****AMOUNTS**

BOB MCCLOUD

10/19/21	Lone Mountain	1/2	15.00
10/21/21	Pump stations	1/2	15.00
10/22/21	Pump stations	1/2	15.00
10/25/21	Valve at PVS	1/2	15.00
10/26/21	Lone Mountain	1/4	7.50
		<u>2 1/4</u>	<u>\$ 67.50</u>

RANDY SMITH

10/19/21	Lone Mountain	1/2	14.07
10/24/21	Storm pumps / Drain	4	112.56
10/26/21	Pump stations	1/2	14.07
10/27/21	Storm drains	1/2	14.07
10/28/21	Pump stations	1/2	14.07
		<u>6</u>	<u>\$ 168.84</u>

TOTAL MAINT OVERTIME:**8 1/4****\$ 236.34****POLICE OVERTIME****HOURS****AMOUNTS**

JOSH DRISCOLL

10/28/21	Trunk or Treat at school	2 1/4	\$ 110.46
----------	--------------------------	-------	-----------

TOTAL POLICE OVERTIME:**2 1/4****\$ 110.46****TOTAL ALL OVERTIME:****10 1/2****\$ 346.80****COMPTIME EARNED:****OT HOURS****COMP HRS**

RYAN GONSIOR

10/16/21	Testing	1/4	1/2
10/28/21	Late call	1 1/2	2 1/4
		<u>1 3/4</u>	<u>2 3/4</u>

MATTHEW SEWING

10/19/21	Late calls	2	3
----------	------------	---	---

TOTAL COMPTIME EARNED:**3 3/4****5 3/4****COMPTIME USED:****HOURS**

GARY CHAMBERS

10/27/21	3
----------	---

RYAN GONSIOR

10/20/21	3/4
----------	-----

JACOB HUSCROFT

10/20/21	10
----------	----

TOTAL COMPTIME USED:**13 3/4****COMPTIME BALANCES:****HOURS**

NATE BENTZINGER

75 3/4

GARY CHAMBERS

1

NICK DARGY

26

JOSH DRISCOLL

65 3/4

RYAN GONSIOR

55 1/4

JACOB HUSCROFT

67 3/4

ROBERT MCCLOUD

42 1/2

MATT OWENS

40 3/4

MATTHEW SEWING

37 1/2

ADAM SWINARSKI

25 1/4

TOTAL COMP BALANCES:**437 1/2****ADMIN BALANCES:****HOURS**

SHAWN KANNEDY

72