

**AGENDA
CITY OF CARTER LAKE
REGULAR CITY COUNCIL MEETING
CITY HALL – 950 LOCUST ST.
MONDAY, DECEMBER 20, 2021 AT 7:00 P.M.**

- I. Public Hearing – Warehousing
- II. Public Hearing – Large Garages
- III. Pledge of allegiance
- IV. Roll call
- V. Approval of the agenda
 - A. Additions or deletions
- VI. Consent agenda
- VII. New business
 - A. Swearing in Ceremony
 - a. Mayor Ronald Cumberledge
 - b. Councilmembers: Victor Skinner and Jackie Wahl
 - B. Parks and Rec Department - presentation of team rings
 - C. Re-appoint Tim Podraza to Planning Board
 - D. Approve liquor license renewal for Casey's General Store
 - E. Approve salvage yard permit for Lakeside Auto Recyclers
 - F. Approve salvage yard permit for City Super Shop
 - G. Approve new membership for Fire Department
 - a. Emma Stenner
 - b. Nathaniel Lidgett
 - c. Dexter Johnson
 - H. Communication from the public:
 - a. Mike Radik
 - I. Communications from:
 - 1. Department Supervisors
 - 2. Mayor Ronald Cumberledge
 - a. Community Center Project
 - i. change orders
 - ii. establish name
 - iii. management of community center
 - 3. Keebie Kessler
 - a. Employee wages
 - b. Parks and Recreation
 - 4. Denise Teeple
 - a. Golf Course Lease – Real Estate attorney bid
 - b. Replacement of Maintenance Supervisor
 - c. Review and discuss job descriptions for
 - i. Community Center Director
 - ii. Parks and Rec Coordinator
 - iii. Senior Center Coordinator
 - 5. Planning Board update
- VIII. ORDINANCES AND RESOLUTIONS:
 - A. First reading of amendment for warehousing
 - B. First reading for amendment for large garages added to residential areas
 - C. First reading of ordinance to adopt reprecinting maps and set public hearing
 - D. Second reading of ordinance to amend golf cart ordinance

- E. Resolution to set Max Levy hearing for January meeting
 - F. Resolution to approve pay request #003 for community center project
 - G. Resolution to approve pay request #004 for SJ LOUIS construction of sewer lining
 - H. Resolution to approve pay request #005 for USDA reimbursement for sewer project
 - I. Resolution to accept Sewer Agreement with the City of Omaha
 - J. Resolution regarding Iowa Public Information Board - open records
 - IX. Comments from the Mayor, City Council members and citizens (3 minutes each)
- Adjourn

CONSENT AGENDA

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

NOTICE OF PUBLIC HEARING:

The City Council of the City of Carter Lake shall hold a public hearing at 7:00 p.m. on November 15, 2021 at City Hall, 950 Locust Street, Carter Lake, Iowa, for the purposes of considering the following issue:

The proposed draft to rezone a portion of the C/L district and C/A district: The Land Use Development Ordinances adopted by the City of Carter Lake, Iowa on August 28, 2006, shall be amended as follows: REZONE A PORTION OF THE C/L DISTRICT AND C/A DISTRICT as described below: Beginning at the Southeastern corner of the intersection at 9th Street and Locust in Carter Lake, Iowa, continuing East to the State boundary line with Nebraska, thence in a southwesterly direction along the State boundary line with Nebraska to Avenue J in Carter Lake, Iowa, thence West to 13th Street in Carter Lake, Iowa, thence North to Wood Avenue in Carter Lake, Iowa, thence West to 9th Street in Carter Lake, Iowa, thence north to the point of beginning, known as the Southeastern corner of the intersection at 9th Street and Locust in Carter Lake, Iowa; To now be included in the C-1 Zoning District in the City of Carter Lake.

AND

Amend the approved use of C-1 District to now include warehousing (enclosed) as a Conditional Use in the C-1 Zoning District of the Unified Land Use Development Ordinances to read as follows:

Warehousing (Enclosed) shall be defined as set forth on page 36, paragraph "1" of said Ordinance as applied to this use.

Minimum Terms for Conditional Use Permit:

1. As a part of the eligibility to obtain a Conditional Use Permit, at least 10% of the enclosed warehouse building space shall be exclusively designated for retail space only, as defined on page 32, paragraph "z" OF THE Unified Land Use Development Ordinances and for no other use. Said retail space shall be open to and face the main public street adjacent to the front of the building or maybe open to and face the end side of the building should a drive through lane be in use.

2. The site plan, structure, landscaping, and screening of loading docks, loading doors and other service area, shall meet all other requirements of the City of Carter Lake Zoning ordinances and the Unified Land Use Development Ordinances.

3. Compliance with the Uniform Land Development Ordinance's Section 23 Supplemental Use Regulations pertaining to Subsection 2307 "Performance Standards in Industrial Districts." The most restrictive performance standard for the both the M-1 Limited Industrial District and M-2 General Industrial District shall apply.

4. Landscaping/fencing and other means of screening of traffic circulation areas or truck and/or trailer parking areas (as defined here) will be required as is to be properly maintained to meet the screening standards of the Uniform Land Development Ordinance.

5. Landscaping/fencing and other means of screening of loading docks, loading doors and other service areas (as defined here) will be required and is to be properly maintained to meet the screening standards of the Uniform Land Development Ordinance.

6. Avenue H is designated as a Truck Route. Access to Ave H via 5th Street. Locust Street is not designated as a Truck Route. The Applicant shall consult the Chief of Police for options of truck routes.

7. The parking and storage of trucks and trailers which are not currently capable of being operated on public roadways are not allowed.

AND

that the TABLE 4-1 "Use Matrix for C-1 type in the Code shall be amended as an approved use for "Warehousing" (enclosed) allowed through a Conditional Use permit (C) in the C-1 Zoning District.

It is contemplated that the Council will act on this request either at the public hearing or at its regularly scheduled meeting to be held at 7:00 p.m. on the same date at the same location. Public comments and questions are welcome and encouraged. This publication is made by Order of the City Council.

Ronald Cumberledge, Mayor of the City of Carter Lake, Iowa

NOTICE OF PUBLIC HEARING

The City Council of the City of Carter Lake shall hold a public hearing at 7:00 p.m. on December 20, 2021 at City Hall, 950 Locust Street, Carter Lake, Iowa, for the purposes of considering the following issue:

Whether to amend the Ordinances of the City of Carter Lake
to alter the allowed size of detached garages on certain large-sized
residential lots within the City to allow garages no larger than 4%
of the size of the lot and no larger than the square foot of the
existing house

It is contemplated that the Council will act on this request either at the public hearing or at its regularly scheduled meeting to be held at 7:00 p.m. on the same date at the same location. Public comments and questions are welcome and encouraged.

This publication is made by Order of the City Council.

Ronald Cumberledge, Mayor of the City of Carter Lake, Iowa

**APPLICATION FOR
SALVAGE PERMIT**

TO: Mayor and City Council
Carter Lake, Iowa 51510

I hereby apply for a permit to operate a salvage yard at

2813 N 9th St

Street in Carter Lake, Iowa.

Legally described as:

Kind of Building:

Metal-Block

Total area in Square Feet:

3500 Sq Ft

Proposed Use of Building:

Commercial

Nature of Business:

Salvage Yard

Will sales or retail be made on the premises?

Yes

Owner's Name:

Michael Levell

Owner's Address:

2910 N 9th St Carter Lake IA 51510

Owner's Phone Number:

(402) 690-4087

Firm?

Partnership?

Corporation?

X

Name and addresses of all associates, partners or officers:

Michael Levell - same as above

Date of Application

11/19/21

I hereby agree to comply with all requirements set forth in the Carter Lake, Iowa City Code,
Chapter 5.12, Junk and Salvage Yards

Signature of Owner:

Michael Levell

APPLICATION FOR SALVAGE PERMIT

TO: Mayor and City Council
Carter Lake, Iowa 51510

Gentlemen:

I hereby apply for a permit to operate a salvage yard at City Super Shop

Street in Carter Lake, Iowa.

Legally described as: 1103 E Locust St

Kind of Building: Office & Shop

Total area in Square Feet: 135907

Proposed Use of Building: Shop

Nature of Business: Repairs

Will sales or retail be made on the premises? Yes

Owner's Name: GARY FETT

Owner's Address: 3711 W 13th St

Owner's Phone Number: 407-707-3388

Firm? _____ Partnership? _____ Corporation? Inc

Name and addresses of all associates, partners or officers: GARY FETT Owner

Scott Crowder, Director

Date of Application 12/16/21

I hereby agree to comply with all requirements set forth in the Carter Lake, Iowa City Code, Chapter 5.12, Junk and Salvage Yards.

Signature of Owner: [Signature]

**CITY OF CARTER LAKE
APPLICATION FOR CITY COUNCIL AGENDA**

Name: Mike Radik

Address: 4421 North 6th St.
Carter Lake, IA 51510

Phone: 402-813-8780

Mail request to:
City Clerk
950 East Locust Street
Carter Lake, IA 51510

Or Fax to: 712-347-5454

Or Email to:
jackie.carl@carterlake-ia.gov

Meeting Date Requested: 12/6/2021

Agenda Item Request (please give a detailed description of the request):

I would like to ask the city council to consider a possible change in the language used in the current fence ordinance to make it more inclusive for all property owners in Carter Lake.

SECTION 24 – Supplemental Development Regulations 2406 Fence Regulations

8. Exception for the Carter Lake Club Area – In the historic and unique district known as "The Carter Lake Club" area, fences as described above may be installed where no neighbors view of the lake is impeded by said fence.

It is my opinion that every resident with a view of the lake from their property should have the same rights and protections to protect their view of the lake. If the property is in Carter Lake it needs to be protected

Please submit any supporting documents with this application.

City Council Meetings are held the first and third Monday of each month. The City Clerk must receive agenda requests by 12:00 PM on the Wednesday prior to the meeting.

Signature: Mike Radik Date: 12/3/2021

For Office Use Only:

Date received in Clerk's office: _____

Received by: _____

CITY OF CARTER LAKE JOB DESCRIPTION

POSITION: Community Center Director

DEPARTMENT: Administration

IMMEDIATE SUPERVISOR: City Council

NATURE OF WORK: The Carter Lake Community Center is owned and operated by the City of Carter Lake. This facility features a full-size gymnasium, walking track, kitchen, Senior Center, community room, fitness room, and office. The purpose of the Community Center Director is to manage all aspects of the facility as well as the city sponsored Parks and Recreation and Senior Center activities for the City of Carter Lake.

EDUCATION STANDARDS:

- Graduation From a university or college with a minimum of bachelor's degree.
- Five years management in public recreation, elder services, or closely related field.
- One to two years' experience working in a community recreation facility desired. Experience managing large scale events/programs in a community setting/
- Ability to multitask and provide courteous customer service to the public.

KNOWLEDGE, SKILLS, ABILITIES:

- General knowledge of business, management, finance accounting, including budgeting activities.
- General knowledge and experience in planning, prioritizing, and organizing a complex workload.
- Excellent public relation and communication skills.
- Ability to balance collective user base while including the entire community.
- Extensive knowledge of operation procedures of recreation programs/activities.
- Knowledge of fitness and recreational equipment associated with related activities.
- Ability to communicate and teach recreational and leisure programs for all age groups.
- Ability to establish and maintain effective working relationships with co-workers, the public, news media, and other departments and agencies.
- Proficiency in the use of a personal computer, including word processing, copy and electronic viewing devices, phone and various other technology.
- Knowledge of basic first aid, safety protocol, mandatory reporter requirements.
- Must possess a valid motor vehicle operator's license.
- Must be available to work flexible hours, evenings, weekends, and holidays.

FUNCTIONS OF POSITION:

- Develops and monitors the Community Center's annual budget, tracks expenses and revenues generated by the facility.
- Collects all facility fees and maintains accurate financial records.
- Directs Parks and Recreation Coordinator in all duties, including coordination of activities, fitness programs, tournaments and all events within the facility or City owned recreational facilities.
- Directs Senior Center Coordinator in all duties, including coordination of Senior Center events, meals, promotions, memberships and activities.
- Solicitation, review and administration of contracts for memberships, recreational activities, and facility rentals.
- Oversees daily operations of the facility including hiring, training, discipline and evaluation of personnel.
- Provides administrative support by answering questions, maintaining correspondence with other departments, interfaces with community groups and actively promotes the facility throughout the community through speaking assignments, guest appearances and media.
- Ensures the facility is properly maintained and all public spaces are kept safe, organized, and contribute to the welcoming atmosphere for the community.
- Coordinates building rentals and approves all building rental requests in line with the outlined policies and facility availability.
- Meets regularly with the Community Center Board to revise facility policies, accept suggestions and program/activity recommendations.
- Maintains facility safety for assigned staff and members of the community using the building.
- Attend, or delegate attendance, to relevant community engagement meetings through the City.

PHYSICAL REQUIREMENTS:

- Position requires excessive walking, running, as well as some moderate lifting up to 50 pounds.
- Work is performed primarily in a City community center or related facility. Some activities may be performed outdoors, where incumbents are exposed to varying temperatures, but seldom in inclement weather. Conditions may necessitate working in or around ice and snow.

DIRECT REPORTS:

- Senior Center Coordinator
- Parks and Recreation Coordinator

SALARY RANGE:

- \$50,000 - \$60,000

This description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive. The Community Center Director

may be requested to perform job-related duties other than those outlined above and may be required to have specific job-related knowledge for successful job performance. Flexibility in scheduling will also be required.

CITY OF CARTER LAKE JOB SPECIFICATION

POSITION: Parks & Recreation Coordinator

DEPARTMENT: Parks & Recreation

IMMEDIATE SUPERVISOR: Community Center Director

NATURE OF WORK: Shall possess required skill, abilities and knowledge of principles and practices of planning and coordinating a citywide parks and recreation program, and of supervising and evaluating programs. Knowledge of community organizations and resources. Must have the ability to analyze community needs and to adopt a program to its particular requirements. Must have the ability to communicate in both oral and written forms, prepare records and reports; ability to prepare and deliver presentations and programs. Must have the ability to establish and maintain effective working relationships with the public, within the department, and with other departments.

EDUCATION STANDARDS:

- High School diploma or G.E.D., preferred college degree in recreation, physical education, or a related field courses as it relates to recreation fields.
- Knowledgeable in business and office practices to include clerical and computer work.
- Experience administering parks and recreation activities is preferred.
- Must have the ability to work with the public.
- Must possess a valid motor vehicle operator's license.
- Must have training in basic first aid.
- Must have training in Iowa's mandatory reporting

FUNCTIONS OF THE POSITION:

- Develops and coordinates a broad, diversified parks and recreational program of activities and services for all ages.
- Plans and coordinates the development and utilization of City parks and recreation facilities with other departments, schools, and civic organizations.
- Assists in the hiring of seasonal concession workers and oversees the operation of the two concessions stands.
- Assists in obtaining volunteer coaches for different sports activities and obtains umpires and referees as needed.

The Parks and Recreation Coordinator is hired by the Community Center Director and is evaluated for merit by the Community Center Director. The Parks and Recreation Coordinator is a part time position. This position is an hourly position.

This description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive. The Community Center Director may be

requested to perform job-related duties other than those outlined above and may be required to have specific job-related knowledge for successful job performance. Flexibility in scheduling will also be required.

**City of Carter Lake
Job Description**

POSITION: Senior Center Coordinator

DEPARTMENT: Senior Center

IMMEDIATE SUPERVISOR: Community Center Director

NATURE OF WORK: A Senior Citizen Coordinator is responsible for the planning, organizing, budgeting, and coordination of programs and activities at the Senior Center. The main duties include overseeing an onsite and homebound meal program, organizing and planning all recreational and educational activities for senior citizens at the facility, creating budgets, record keeping, facility maintenance, scheduling staff, and building relationships between the center and the wider community.

EDUCATION STANDARDS: High school diploma or equivalent is required along with 2-3 years of management and supervisory experience. Computer and word processing skills. Knowledge and experience working with senior citizens, CPR certification, and basic first aid skills. The job requires the ability to maintain minimum health standards for a public kitchen and food services. Must possess a valid driver's license.

The Senior Center Coordinator will be hired by the Community Center Director.

JOB DESCRIPTION:

BUDGET AND RECORDS

- Oversees and maintains the Senior Citizens Center budget for approval by the Community Center Director.
- Maintains all pertinent records and reports for the Senior Center.

SUPERVISE STAFF

- Trains Staff
- Coordinates schedule and activities.
- Recruits and supervises volunteers as needed.
- Completes an annual evaluation of each staff member.

MEAL SERVICE

- Oversees a meal service program.
- Maintains health standards in public kitchen.
- Demonstrates knowledge of nutrition standards.
- Assists with serving meals.

ACTIVITIES AND PROGRAMS

- Provides recreational and educational activities and programs in-house and outside which are suitable to seniors' interests and abilities.
- Coordinates services with agencies and resources.
- Organizes day trips, including the transportation, and makes sure there's adequate supervision at all times.
- Performs hands-on duties such as talking with seniors, participating in recreational activities, having meals with program participants, or driving them to activities.
- Plans for special occasions and works with Community Center staff to prepare space
- Attends training as available and implements programs at the Senior Center.
- Evaluates usefulness of programs and how they're received by the seniors.

COMMUNICATIONS

- Works closely with Area Agency on Aging.
- Updates Senior Center online information and posts monthly menu.
- Develops center materials to promote the center to the community and to attract new participants.
- Acts as an advocate for the Carter Lake Senior Center and for the senior citizens.
- Contributes to the Carter Lake newsletter.

This description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive. The Senior Center Coordinator may be requested to perform job-related duties other than those outlined above and may be required to have specific job-related knowledge for successful job performance. Flexibility in scheduling will also be required.

PROPOSED DRAFT

To rezone a portion of the C/L district and C/A district: The Land Use Development Ordinances adopted by the City of Carter Lake, Iowa on August 28, 2006, shall be amended as follows:

REZONE A PORTION OF THE C/L DISTRICT AND C/A DISTRICT as described below: Beginning at the Southeastern corner of the intersection at 9th Street and Locust in Carter Lake, Iowa, continuing East to the State boundary line with Nebraska, thence in a southwesterly direction along the State boundary line with Nebraska to Avenue J in Carter Lake, Iowa, thence West to 13th Street in Carter Lake, Iowa, thence North to Wood Avenue in Carter Lake, Iowa, thence West to 9th Street in Carter Lake, Iowa, thence north to the point of beginning, known as the Southeastern corner of the intersection at 9th Street and Locust in Carter Lake, Iowa; To now be included in the C-1 Zoning District in the City of Carter Lake.

AND

Amend the approved use of C-1 District to now include warehousing (enclosed) as a Conditional Use in the C-1 Zoning District of the Unified Land Use Development Ordinances to read as follows:

Warehousing (Enclosed) shall be defined as set forth on page 36, paragraph "l" of said Ordinance as applied to this use.

Minimum Terms for Conditional Use Permit:

1. As a part of the eligibility to obtain a Conditional Use Permit, at least 10% of the enclosed warehouse building space shall be exclusively designated for retail space only, as defined on page 32, paragraph "z" OF THE Unified Land Use Development Ordinances and for no other use. Said retail space shall be open to and face the main public street adjacent to the front of the building or maybe open to and face the end side of the building should a drive through lane be in use.

2. The site plan, structure, landscaping, and screening of loading docks, loading doors and other service area, shall meet all other requirements of the City of Carter Lake Zoning ordinances and the Unified Land Use Development Ordinances.

3. Compliance with the Uniform Land Development Ordinance's Section 23 Supplemental Use Regulations pertaining to Subsection 2307 "Performance Standards in Industrial Districts." The most restrictive performance standard for the both the M-1 Limited Industrial District and M-2 General Industrial District shall apply.

4. Landscaping/fencing and other means of screening of traffic circulation areas or truck and/or trailer parking areas (as defined here) will be required as is to be properly maintained to meet the screening standards of the Uniform Land Development Ordinance.

5. Landscaping/fencing and other means of screening of loading docks, loading doors and other service areas (as defined here) will be required and is to be properly maintained to meet the screening standards of the Uniform Land Development Ordinance.

6. Avenue H is designated as a Truck Route. Access to Ave H via 5th Street. Locust Street is not designated as a Truck Route. The Applicant shall consult the Chief of Police for options of truck routes.

7. The parking and storage of trucks and trailers which are not currently capable of being operated on public roadways are not allowed.

AND

that the TABLE 4-1 "Use Matrix for C-1 type in the Code shall be amended as an approved use for "Warehousing" (enclosed) allowed through a Conditional Use permit (C) in the C-1 Zoning District.

PROPOSED GARAGE SIZE ORDINANCE
REVISED 12-13-2021

2404 Setback Adjustments

(e) Maximum Size: No accessory building other than a garage shall exceed 200 square feet, or 1.5% of total lot area, whichever is larger, within the R-1, R-2, R-3, R/CC, and RM zoning districts, providing that the necessary building permit is obtained. The maximum size of a single-family attached or duplex residential uses shall not exceed 720 square feet, or 25% of the building coverage of the main residential structure, whichever is larger. All accessory buildings on a site, taken together, must comply with the building coverage requirements for the zoning district and shall not occupy more than 30% of any required rear yard. Any individual accessory structure with an area over 120 square feet shall require a building permit and shall utilize exterior materials and building design consistent with the character of the primary structure.

ADD, at the request of the Planning Board:

DETACHED GARAGES: The maximum size of a detached garage for a single-family dwelling on a residential lot being in excess of ½ acre in size, shall have a maximum garage square footage no larger than 4% of the total lot size and no larger than the square footage of the existing home.

ORDINANCE NO. _____

AN ORDINANCE TO AMEND TITLE I "POLICY AND ADMINISTRATION" OF THE MUNICIPAL CODE OF CARTER LAKE, IOWA, BY ADDING A NEW CHAPTER 23 ENTITLED "ELECTION PRECINCTS".

BE IT ORDAINED BY THE CITY COUNCIL OF
THE CITY OF CARTER LAKE, IOWA

Section 1. That TITLE I "POLICY AND ADMINISTRATION" of the Municipal Code of Carter Lake, Iowa, is hereby amended by adding thereto a new Chapter 23 entitled "ELECTION PRECINCTS".

CHAPTER 23

ELECTION PRECINCTS

Sections:

23.01 Election Precincts Established

23.01 Election Precincts Established. There are hereby established in the City of Carter Lake, Iowa, the election precincts set out in this section.

The boundaries of the precincts shall be as follows:

1. Precinct 1 includes all that part of the City contained within the following described area:

Beginning at the intersection of Avenue P and Ninth Street; thence south along Ninth Street and then south along the line of Ninth Street extended to the Canadian National Railway tracks; thence west along the Canadian National Railway tracks to the corporate limits of Carter Lake; thence following along the corporate limits of Carter Lake, Iowa, generally northwesterly, north, northeasterly, easterly, south easterly, then south to a point where the line of Avenue Q extended would intersect the Carter Lake corporate limits; thence west along that line and then along Avenue Q to 15th Street; thence south along 15th Street to Avenue P; thence west on Avenue P to the point of beginning.

2. Precinct 2 includes all that part of the city contained within the following described area:

Beginning at the intersection of Avenue P and Ninth Street ; thence east on Avenue P to 15th Street, thence north on 15th Street to Avenue Q; thence east on avenue Q and then the line of Avenue Q extended to the Carter Lake corporate limits; thence following the corporate limits of Carter Lake generally south, southwesterly, southeasterly, southwesterly, and then northwesterly to the west-most intersection of the Canadian National Railway tracks and the Carter Lake corporate limits; then east along the Canadian National Railway tracks to the line of Ninth Street extended; thence north along said line and then along Ninth Street to the point of beginning.

3. The precinct numbers and boundaries are also displayed in Exhibit A attached to the ordinance codified in this chapter.

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

SECTION 3. Severability Clause. If any of the provisions of this Ordinance are for any reason declared illegal or void, the lawful provisions of this Ordinance which are severable from said unlawful provisions shall remain in full force and effect.

SECTION 4. Effective Date. This Ordinance shall be in full force and effect from and after its final passage and publication.



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: 3 PERIOD TO: 11/30/2021 CONTRACT FOR: CONTRACT DATE: 8/16/2021 PROJECT NOS: CARTER / /	Distribution to: OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> FIELD <input type="checkbox"/> OTHER <input type="checkbox"/>
FROM CONTRACTOR: Rogge General Contractors Inc. 6101 S. 58th St., Ste. A Lincoln, NE 68516		VIA ARCHITECT:		

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)	\$ 673,249.00
5. RETAINAGE:	
a. <u>5.00</u> % of Completed Work (Columns D + E on G703)	\$ 33,662.45
b. _____ % of Stored Material (Column F on G703)	\$ _____
Total Retainage (Lines 5a + 5b, or Total in Column I of G703)	\$ 33,662.45
6. TOTAL EARNED LESS RETAINAGE	\$ 639,586.55
(Line 4 minus Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$ 397,320.40
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	\$ 242,266.15
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 minus Line 6)	\$ 3,646,063.45

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

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: [Signature]
State of: Iowa

Date: 12/7/2021

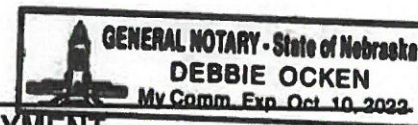
County of: Pottawattamie

Subscribed and sworn to before
me this

7th day of December

Notary Public: [Signature]

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 \$ 242,266.15

(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: [Signature]

Date: 12.9.21

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.

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 Center Invoice: 3309

Draw: 3

Period Ending Date: 11/30/2021

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	25,752.00	14,903.00		40,655.00	26.31	113,864.00	2,032.75
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	2,090.00	4,544.00		6,634.00	32.12	14,021.00	331.70
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		7,764.00		7,764.00	30.06	18,066.00	388.20
3-036	Concrete Reinforcing	11,708.00	11,708.00			11,708.00	100.00		585.40
3-300	Concrete Flatw/footings	260,672.00	88,000.00	48,979.00		136,979.00	52.55	123,693.00	6,848.95
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	161,073.00	113,711.00		274,784.00	55.10	223,917.00	13,739.20
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 Center Invoice: 3309

Draw: 3

Period Ending Date: 11/30/2021

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	5,864.00			5,864.00	9.87	53,575.00	293.20
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	1,275.00	52,916.00		54,191.00	20.77	206,735.00	2,709.55
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	12,200.00		14,950.00	3.63	397,462.00	747.50
Totals		4,285,650.00	418,232.00	255,017.00		673,249.00	15.71	3,612,401.00	33,662.45

Contractor's Application for Payment

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

Application No.:	<u>4</u>	Application Date:	<u>12/7/2021</u>
Application Period:	From <u>11/1/2021</u>	to	<u>11/30/2021</u>

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)	\$	812,586.90
5. Retainage		
a. 10% X \$ 812,586.90 Work Completed	\$	81,258.69
b. X \$ - Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	81,258.69
6. Amount eligible to date (Line 4 - Line 5.c)	\$	731,328.21
7. Less previous payments (Line 6 from prior application)	\$	470,437.11
8. Amount due this application	\$	260,891.10
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	1,546,967.00

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:** 12/7/2021

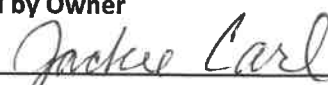
Recommended by Engineer

By: 

Title: Senior Construction Engineer

Date: 12/7/2021

Approved by Owner

By: 

Title: City Clerk

Date: 12/7/2021

Approved by Funding Agency

By: Jessica Bass

Title: Area Specialist - Rural Development USDA

Date: 12/7/2021

By: Grant Anderson

Title: MAPA - Comm & Econ Dev. Planner

Date: 12/7/2021

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.: 4				Application Period: From 11/01/21 to 11/30/21				Application Date: 12/07/21					
Bid Item No.	Description	Item Quantity	Units	Contract Information			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) (\$)	
				E	F	G	H						
								Unit Price (\$)					Value of Bid Item (C X E) (\$)
Original Contract													
1	Mobilization, Bonds, Insurance	1	LS	\$135,000.00	135,000.00	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	120.00	18,360.00		18,360.00	20%		71,910.00	
4	Sidewalk Removal	25	SY	\$82.00	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	72.00	936.00		936.00	21%		3,471.00	
8	Construct 8" Sanitary Sewer Pipe	284	LF	\$700.00	198,800.00	47.00	32,900.00		32,900.00	17%		165,900.00	
9	Construct 10" Sanitary Sewer Pipe	216	LF	\$900.00	194,400.00	40.80	36,720.00		36,720.00	19%		157,680.00	
10	Construct 12" Sanitary Sewer Pipe	29	LF	\$1,500.00	43,500.00	7.45	11,175.00		11,175.00	26%		32,325.00	
11	Construct Sanitary Sewer Cleanout	24	EA	\$3,200.00	76,800.00	15.00	48,000.00		48,000.00	63%		28,800.00	
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	16,394.00	327,880.00		327,880.00	37%		553,240.00	
16	Construct 10" CIPP Liner	2,615	LF	\$21.00	54,915.00	1,304.00	27,384.00		27,384.00	50%		27,531.00	
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	264.00	6,600.00		6,600.00	33%		13,625.00	
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	Rollod Erosion Control Product - Type 2.A	200	SY	\$6.15	1,230.00		-		-	0%		1,230.00	
				Original Contract Totals		\$	2,359,553.90	\$	812,586.90	\$	812,586.90	34%	\$ 1,546,967.00

Contractor's Application for Payment

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

[illegible]



Project Name: Sewer Collection System Improvements Project

Owner: City of Carter Lake

Report # 4 Completion Date 11/30/21

1. Key Monthly Observations and Project Progress

S.J. Louis performing sanitary sewer lining operation and Larson Backhoe Services performing spot repair operation and installing clean-outs as necessary to complete lining

2. Is the Owner satisfied with the project progress? If not, explain.

Yes

3. Is the Contractor(s) on schedule? If not, explain.

Yes

4. Have any complaints been received? If so, have they been resolved?

No.

5. Are there any expected change orders? Are there any expected cost overruns?

A change request proposal and revised plans will be submitted within the next weeks to address some additional open cut repair areas which were identified in the pre-construction CCTV inspection

This change request will also include a deduction in linear footage of lining to be performed due to sewer segment which were previously lined and lining is not necessary.

6. If events occur between reports which can or will have a significant impact upon the project, the owner will notify USDA Rural Development as soon as any of the following conditions occur:

A. Problems, delays, or adverse conditions which will materially affect the ability to attain project objectives. Include a statement of the action taken, or contemplated, and any USDA Rural Development assistance needed to resolve the situation.

B. Favorable developments or events which enable meeting time schedules and goals sooner than anticipated and/or will result in reduced project costs.

[Signature]
(Project Engineer/Architect)

12/07/2021

Date

Concurred:

[Signature]
(Owner)

12-7-2021

Date

7. RD Inspection and Comments

(Area Specialist)

Date

ESTIMATE OF FUNDS NEEDED
FOR
30-Day Period Commencing

Name of Borrower _____

Items	Amount of Funds
Development	\$
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 Part200 Audit	
TOTAL	\$

Prepared by _____
Name of Borrower

By _____

Date _____

Approved by _____

Date _____

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.



14710 W. Dodge Rd., Ste. 100
Omaha, NE 68154
[P] 402.496.2498
[F] 402.496.2730
LampRynearson.com

City of Carter Lake
950 Locust Street
Carter Lake, IA 51510

July 28, 2021

Invoice No: 0118183.02 - 0000010

Project 0118183.02 City of Carter Lake - Sewer Improvement
Professional Services through July 10, 2021

Task 004 Construction Administration

PROFESSIONAL PERSONNEL

	Hours	Rate	Amount
Principal II			
McIntosh, Michael	16.50	243.00	4,009.50
Project Administrator II			
Grandizio, Dianne	1.30	82.00	106.60
Senior Construction Engineer IV			
Kratky, Bryan	1.10	167.00	183.70
Totals	18.90		4,299.80
Total Labor			4,299.80

Reimbursable Expenses

Mileage/Fuel/Auto Rental	25.72
Postage/Shipping	34.94
Total Reimbursables	60.66

Unit Billing

Copies - 8 1/2" X 11"	
Postage/Shipping	1.04

Total this Task \$4,361.50

TOTAL INVOICE AMOUNT \$4,361.50

Outstanding Invoices

Number	Date	Balance
0000007	5/4/2021	6,775.43
Total		6,775.43

Terms: Due Upon Receipt



14710 W. Dodge Rd., Ste. 100
Omaha, NE 68154
[P] 402.496.2498
[F] 402.496.2730
LampRynearson.com

September 2, 2021

Invoice No: 0118183.02 - 0000011

City of Carter Lake
950 Locust Street
Carter Lake, IA 51510

Project 0118183.02 City of Carter Lake - Sewer Improvement
Professional Services through August 7, 2021

Task 004 Construction Administration

PROFESSIONAL PERSONNEL

	Hours	Rate	Amount	
Principal II				
McIntosh, Michael	3.50	243.00	850.50	
Senior Project Engineer IV				
Oswald, Scott	1.80	173.00	311.40	
Project Administrator II				
Grandizio, Dianne	1.70	82.00	139.40	
Senior Construction Engineer IV				
Kratky, Bryan	16.50	167.00	2,755.50	
Observer IV				
Wight, Steve	19.00	87.00	1,653.00	
3D Application Specialist Senior I				
DeBoer, Michael	2.00	129.00	258.00	
Totals	44.50		5,967.80	
Total Labor				5,967.80

Reimbursable Expenses

Mileage/Fuel/Auto Rental	128.60	
Postage/Shipping	17.87	
Total Reimbursables	146.47	146.47

Unit Billing

Copies - 8 1/2" X 11"		
Covers		
Plots-Bond-B&W-Total SQ FT		
		137.96

Total this Task \$6,252.23

TOTAL INVOICE AMOUNT \$6,252.23

Terms: Due Upon Receipt



14710 W. Dodge Rd., Ste. 100
Omaha, NE 68154
[P] 402.496.2498
[F] 402.496.2730
LampRynearson.com

September 20, 2021

Invoice No: 0118183.02 - 0000012

City of Carter Lake
950 Locust Street
Carter Lake, IA 51510

Project 0118183.02 City of Carter Lake - Sewer Improvement
Professional Services through September 4, 2021

Task 004 Construction Administration

PROFESSIONAL PERSONNEL

	Hours	Rate	Amount	
Project Engineer I				
Seagren, Connor	6.70	94.00	629.80	
Senior Construction Engineer IV				
Kratky, Bryan	14.00	167.00	2,338.00	
Observer IV				
Wight, Steve	54.50	87.00	4,741.50	
Totals	75.20		7,709.30	
Total Labor				7,709.30

Reimbursable Expenses

Mileage/Fuel/Auto Rental	437.24	
Total Reimbursables	437.24	437.24

Total this Task \$8,146.54

TOTAL INVOICE AMOUNT \$8,146.54

Outstanding Invoices

Number	Date	Balance
0000011	9/9/2021	6,252.23
Total		6,252.23

Terms: Due Upon Receipt

On September 16, 2021, Robert Zagozda (Complainant) filed formal complaint 21FC:0090 alleging that the City of Carter Lake (City) violated Iowa Code chapters 21 and 22.

Complainant alleged that he hand-delivered a public records request to the City Clerk on August 17, 2021, requesting copies of all the minutes from all City Council workshops from January 1, 2021, through August 16, 2021, as well as a copy of the minutes of the meeting or workshop when the Mayor presented or discussed a request made by Landscapes, Inc. for a lease extension.

As of the date of the filing of the complaint, no records had been provided and Complainant had not received a response from the City.

On October 19, 2021, counsel for the City responded to the complaint stating that the City did not take minutes at meetings that are labeled ‘workshops’ until August 2021. He added that no formal action is taken at workshops.

On November 18, 2021, the IPIB accepted the complaint pursuant to Iowa Code section 23.8(1) and Iowa Administrative Rule 497-2.1(2)(a).

Pursuant to Iowa Code section 23.9, the parties negotiated and reached an informal resolution.

The parties agreed to the following terms:

- 1) The City acknowledges the facts of the complaint are accurate.*
- 2) The City will approve the informal resolution during an open meeting and include the full text of the resolution in the minutes of said meeting.*
- 3) The City shall conduct training during an open meeting for all council members and city officials on Iowa Code chapters 21 and 22. The City shall coordinate with the Iowa League of Cities to provide the training. The City shall provide proof of attendance to the IPIB.*
- 4) The terms of this informal resolution shall be completed within 60 days. Upon showing proof of compliance, the IPIB shall dismiss this complaint as successfully resolved. Proof of compliance shall be provided in the form of meeting minutes which reflect that each of the above terms has been fulfilled.*

BE IT RESOLVED that the City of Carter Lake hereby acknowledges that a complaint filed on September 16, 2021, with the Iowa Public Information Board found at Formal Complaint Number 21FC:0090 made by Robert Zagozda is accurate and the City did not comply with his request on a timely basis. The City did respond to the Complainant after the IPIB accepted the Complaint on November 18, 2021. The City of Carter Lake has entered into an informal agreement to fully resolve the contents of the Complaint and will agree that council members and city officials will undergo a training session during an open meeting of the council held at City Hall coordinated with the Iowa League of Cities within 60 days. Notice of that meeting will be properly posted.

CARTER LAKE CITY COUNCIL MEETING
MONDAY, NOVEMBER 15, 2021

Mayor pro-tem Jason Gundersen 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; and city clerk Jackie Carl and city attorney Mike O'Bradovich were present.

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

New Business: upon motion of Teeple seconded by Kessler, to approve liquor license for Casey's General Store; unanimously approved. Upon motion of Kessler and seconded Teeple moved for approve of Sara Walker for fire department membership; unanimously approved.

Paterson provided a packet of information to discuss the management of the community center. Pat spoke with Omaha Parks and Rec Department representative who is in charge of rentals for Omaha. Pat wants the community center should be under the Parks Board and there is no reason to establish another board. There is a job description that could be modified to fit Carter Lake's needs; Pat sees no reason why we should not keep the management under the Parks Director with the Parks and Rec Board; would the Mayor to start seeking candidates for the Parks Director candidates and allow them to evaluate the need for equipment. Motion to have the job description broadened to include the day-to-day activities of the community center; that person reports to the Mayor and broaden the duties of the current park board to include overseeing the Community Center operations. Wahl pointed out the Parks Board members only have experience in youth sports, wants to see expansion to include members who have experience in senior centers, ect. Teeple believes the council needs to take time and due diligence with research to evaluate options before deciding whom we place in charge of the management of the Community Center. Board member volunteers are nominated by Mayor and approved by the Council. Teeple wants to see a new board created and maybe included some members of parks board; Jason asked if we should put together some points for next workshop; motion dies for lack of second.

Paterson received a request from City Attorney Mike O'Bradovich to facilitate his review that he has asked for several times in the past. Since Mike is not a city employee, it seem appropriate to use the form that Mike provided; Paterson would like to have the review completed prior to the end of the year so he knows.

Paterson asked if there are two people who want to be part of the review committee? Keebie agreed to be part of review. Paterson moved for himself and Kessler to be the review committee and complete prior to Jan 1, 2022 seconded by Kessler. Unanimously approved.

Wahl would like to review the golf cart ordinance. Add "three wheels" to the definition; shall not be operated off road in any park, playground trail or publicly owned property; do we want to keep "golf carts should not be parked on any street or alley for any length of time" "ordinance says golf carts shall be parked in designated parking spots; Remove 77.09 concerning parking. Keep the stickers and registration is \$20 for three years. Kessler moved to approve first reading with changes, seconded by Paterson; unanimously approved.

Only received one bid from request for proposal to complete wage evaluation. Kessler knows that employees are grossly underpaid and spending up to \$10,000 to complete the survey; Wahl would like to see if we can knock of some of the job to reduce cost; Gundersen wants to see the survey completed to help make sure we are setting wages correctly; Teeple wants to see this completed. Teeple would like to

see negotiation of this wage survey. Wahl has been working with company, wAhl does feel comfortable Teeple motioned that city clerk, Jackie Wahl and Teeple work together to negotiate the services the council desires to achieve for this wage survey.

Paterson asked about the grant writer RFP; city clerk resent the request after receiving no response; this will be discussed at the December council meeting.

Wahl handed out the forms for employee review. Teeple will collect the forms; Gunderson moved to have Teeple manage reviews of city clerk; seconded by Teeple; unanimously approved.

Palandri reviewed the current projects and what the board needs from the building inspector in order to complete their recommendations on the projects. The commercial plan review is completed as required but the board needs to receive a city zoning code review by the inspector.

VI. ORDINANCES AND RESOLUTIONS:

Kessler moved to approve third reading of amendment to matrix and definition for the C-1 zoning district; seconded by Wahl; unanimously approved. Paterson moved to approve resolution to amendment JDW Midwest, LLC contract to add zoning code reviews, seconded by Kessler; unanimously approved. Kessler moved to approve resolution to approve pay request #002 for community center project in amount of \$257,619.10 to Rogge seconded by Wahl; unanimously approved. Kessler moved to approve resolution for pay request #003 for SJ LOUIS construction of sewer lining in amount of \$217,144.80; unanimously approved. Kessler moved to approve resolution for pay request #004 for USDA reimbursement for sewer project in amount of \$217,144.80; unanimously approved. Gundersen moved to approve resolution to set salary of \$51,200 for Theresa Hawkins; seconded by Wahl; unanimously approved. Kessler moved to approve resolution to set \$25.16 as wage for Nate Bentzinger seconded by Gundersen; unanimously approved. Gundersen moved to approve wages per audit review – Jordan Andreessen \$16.00, Phil Newton \$23.28 and Lisa Ruehle \$28.86 seconded by Kessler; unanimously approved. Kessler moved to increase the bank depository limits to \$15 million seconded by Teeple; unanimously approved. Kessler moved to approve annual report as prepared by the auditor, seconded by Teeple; unanimously approved. Kessler moved to approve annual Iowa DOT Road Use Tax Report, seconded by Paterson; unanimously approved. Kessler moved to approve Annual Urban Renewal Report seconded by Teeple; unanimously approved.

Adjourn at 7:55 p.m.

Jackie Carl, City Clerk

Jason Gundersen, Mayor Pro Tem

OVERTIME AND COMPTIME REPORT

November 26, 2021

<u>MAINTENANCE OVERTIME</u>		<u>HOURS</u>	<u>AMOUNTS</u>
BOB MCCLOUD			
11/15/21	Pot holes	1/2	15.00
11/16/21	Pot holes	1/2	15.00
11/17/21	Water main	1	30.00
11/18/21		1/2	15.00
11/19/21	Storm drains	1	30.00
11/20/21	Pumps	2	60.00
11/22/21	Pumps	1/2	15.00
11/23/21		1	30.00
11/24/21	Street signs	1	30.00
11/25/21	Pumps	2	60.00
		<u>10</u>	<u>\$ 300.00</u>
RANDY SMITH			
11/17/21	Water main	1/2	14.07
11/20/21	Pumps	2	56.28
		<u>2 1/2</u>	<u>\$ 70.35</u>
TOTAL MAINT OVERTIME:		12 1/2	\$ 370.35
<u>POLICE OVERTIME</u>		<u>HOURS</u>	<u>AMOUNTS</u>
NATE BENTZINGER			
11/20/21	Cover shift	3	113.22
RYAN GONSIOR			
11/25/21	Worked Holiday	10	\$ 469.80
JACOB HUSCROFT			
11/15/21	STEP	5	\$ 188.70
MATT OWENS			
11/13 to 11/26	1/2 hr x 4 days / Dog Maintenance	2	\$ 85.23
MATTHEW SEWING			
11/16/21	Late call	3/4	26.43
11/20/21	Late call	3/4	26.43
11/21/21	Cover shift	4	140.94
11/25/21	Worked Holiday	10	402.88
		<u>15 1/2</u>	<u>\$ 596.67</u>
ADAM SWINARSKI			
11/25/21	Worked holiday	10	\$ 417.75
TOTAL POLICE OVERTIME:		45 1/2	\$ 1,871.37
TOTAL ALL OVERTIME:		<u>58</u>	<u>\$ 2,241.72</u>

<u>COMPTIME EARNED:</u>		<u>OT HOURS</u>	<u>COMP HRS</u>
GARY CHAMBERS			
11/25/21	Holiday hours	8	8
NICK DARGY			
11/25/21	Holiday hours	8	8
JOSH DRISCOLL			
11/25/21	Holiday Hours	8	8
RYAN GONSIOR			
11/19/21	Project Harmony	2 1/2	3 3/4
11/25/21	Holiday hours	8	8
		<u>10 1/2</u>	<u>11 3/4</u>
JACOB HUSCROFT			
11/17/21	Late call	1/4	1/2
11/25/21	Holiday Hours	8	8
		<u>8 1/4</u>	<u>8 1/2</u>
TOTAL COMPTIME EARNED:		<u>42 3/4</u>	<u>44 1/4</u>

OVERTIME AND COMPTIME REPORT

November 26, 2021

COMPTIME USED:**HOURS**NATE BENTZINGER
11/24/21

4

GARY CHAMBERS
11/17/21

1/4

NICK DARGY
11/17/21

2

JOSH DRISCOLL
11/14/21

3 1/2

JACOB HUSCROFT
11/14/21

1

MATT OWENS
11/18/21

1/2

MATTHEW SEWING
11/24/21

5 1/2

TOTAL COMPTIME USED:**16 3/4****COMPTIME BALANCES:****HOURS**

NATE BENTZINGER

70 3/4

GARY CHAMBERS

8 3/4

NICK DARGY

32

JOSH DRISCOLL

70 1/4

RYAN GONSIOR

67

JACOB HUSCROFT

67 1/4

ROBERT MCCLOUD

42 1/2

MATT OWENS

40 1/4

MATTHEW SEWING

34 1/4

ADAM SWINARSKI

28 3/4

TOTAL COMP BALANCES:**461 3/4****ADMIN HOURS USED:****HOURS**

SHAWN KANNEDY

11/22/21

8

11/23/21

8

11/24/21

8

TOTAL ADMIN HOURS USED:**24****ADMIN BALANCES:****HOURS**

SHAWN KANNEDY

32

OVERTIME AND COMPTIME REPORT

November 12, 2021

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

BOB MCCLOUD

11/02/21 Salt spreader

1/2

15.00

11/05/21 Storm drains

1/4

7.50

3/4

\$ 22.50

RANDY SMITH

11/02/21 Locates

1/2

14.07

11/03/21 Owen Parkway sewer

1/4

7.04

3/4

\$ 21.11**TOTAL MAINT OVERTIME:****1 1/2****\$ 43.61****FIRE DEPT OVERTIME:****HOURS****AMOUNTS**

PHILLIP NEWTON

11/12/21

1/4

\$ 9.08

TOTAL FIRE DEPT OVERTIME:**1/4****\$ 9.08****ADMIN OVERTIME:****HOURS****AMOUNTS**

LAURI WILHITE

11/01/21

1/2

13.13

11/03/21

1/4

6.57

11/05/21

1/2

13.13

TOTAL ADMIN OVERTIME:**1 1/4****\$ 32.83****TOTAL ALL OVERTIME:****3****\$ 85.52****COMPTIME EARNED:****OT HOURS****COMP HRS**

JACOB HUSCROFT

11/12/21 Late call

1 1/4

2

MATTHEW SEWING

11/06/21 Late call

1 1/2

2 1/4

ADAM SWINARSKI

11/02/21 Late call

1/2

3/4

11/03/21 Late call

1/4

1/2

11/06/21 Assist with OWI

3 1/2

5 1/4

4 1/4

6 1/2**TOTAL COMPTIME EARNED:****7****10 3/4****COMPTIME USED:****HOURS**

NATE BENTZINGER

11/03/21

1

JACOB HUSCROFT

11/08/21

10

ADAM SWINARSKI

11/10/21

3

TOTAL COMPTIME USED:**14****COMPTIME BALANCES:****HOURS**

NATE BENTZINGER

74 3/4

GARY CHAMBERS

1

NICK DARGY

26

JOSH DRISCOLL

65 3/4

RYAN GONSIOR

55 1/4

JACOB HUSCROFT

59 3/4

ROBERT MCCLOUD

42 1/2

MATT OWENS

40 3/4

MATTHEW SEWING

39 3/4

ADAM SWINARSKI

28 3/4

TOTAL COMP BALANCES:**434 1/4**

OVERTIME AND COMPTIME REPORT

November 12, 2021

ADMIN HOURS USED:

SHAWN KANNEDY

11/01/21

11/02/21

11/11/21

11/12/21

HOURS

3 1/4

3/4

8

4

TOTAL ADMIN HOURS USED:

16

ADMIN BALANCES:

SHAWN KANNEDY

HOURS

56

PARKS BOARD MEETING
12/12/21

- In attendance: Keebie, Bobby and Kendra
- Our only order of business was driving and judging the Holiday Lights Contest
 - 1st place \$100: 1306 Redick Blvd
 - 2nd place \$50: 1206 Lindwood Dr
 - 3rd place \$25: 910 Avenue O

Jackie Carl

From: Carter Lake Parks and Recreation
Sent: Tuesday, December 14, 2021 7:04 PM
To: Jackie Carl
Subject: Monthly Report for November

In the month of November for the recreational part of the department- The 5th and 6th grade football team held a fundraiser at the Carter Lake Improvement Club to help raise money for their national tournament December 3-5. The total amount raised was over \$8,300. This money covered the cost of tournament entry fee, hotel and parking. Throughout the entire football season, the parks and rec department brought in over \$19,400 between sponsors, fundraisers and donations. Although our first season of football and cheer came with its ups and downs, overall it was a successful season. We look forward to growing from this year and making next year just as successful. Open gyms for strength, speed and agility training as well as baseball is being held at TJ
Sundays-4p-6p
Tuesdays-6p-8p
Wednesdays-6p-8p
Thursdays-6p-8p

A financial health and wellness program as well as CPR training will be scheduled for February/March.

The parks and rec board met in November and discussed upcoming winter events as well as voted new Parks and Rec board members. The voted positions were: CHAIR- Keebie CO-CHAIR- John SECRETARY- Shelby. The dates were set for spring sports sign ups: January 18th 6p-8p, January 27th 6p-8p and February 5th 10a-2p.

Kendra Hollenbach

Parks and Recreation Director
City of Carter Lake, IA
Work Office: 712-847-0536
Work Mobile: 402-659-4475

Library Board Meeting
Brooks-Fennell Multi-Purpose Room
Monday, November 29, 2021
6:00 p.m.

Attendees: Patti Midkiff, Bonnie Freeman, Viki Hawkins, Bob Zagozda, Donna Callender, and Delbert Settles.

Absent: Jo Chullino.

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 October 27, 2021 meeting. Bob seconded. Motion passed.

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

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

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

WIFI Usage	108
Computer Usage	73
Tech Help	13
New Cards	Adult – 1 Juvenile - 1
Patron Count	742
Circulation	434
Fontenelle Forest Pass	4
Lauritzen Garden Pass	3
Zoo	3
Grab & Go	22

New from the State Library of Iowa and the Institute of Museum and Library Services:

Brainfuse HelpNow – Homework help. Writing Lab and SkillSurfer for practice tests on SAT, ACT, GED. Live online experts for veterans, job seekers, and their families. Veteran support tools, Career tools, and learning tools for help with career-enhancing academic skills. Genevieve has added the URL to the library website.

Elizabeth (Elly) Byers will start December 1, 2021, and work 16 hours a week until Tuesday, January 4, 2022.

Next Book Club meeting will be Thursday, January 6, 2022, at noon and Pam Christensen will lead the group.

Pre-school story time will be grab & go only until after the library is remodeled and the Community Center opens.

Will contact John Wallace in December to change the library open hours for January 2022.

Unfinished Business:

Community Center Update – Bob stated getting steal up in next couple of weeks. Bob will be at the next construction meeting.

New Business:

Director Wages/Vacation/Holiday: Donna made the motion for Gen's wages at \$23.50 an hour started Jan. 1, 2022. Bob seconded. Motion passed. Gen will be taking vacation Feb. 15 to 22. Library will be closed. Bob will coordinate with construction to do inside work if possible, during that time. If library is open, Elly will work, and Theresa will volunteer to help.

New Trustee Meeting Date: Bob made the motion to move the meetings to the last Wednesday of the month starting 1/1/2022. Viki seconded. Motion passed.

Budget FY 22/23: Discussion on budget. Board will meet again December 13 to review revised budget and finalize.

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

Submitted

Viki Hawkins, Secretary

November 30, 2021