

**AGENDA  
CITY OF CARTER LAKE  
REGULAR CITY COUNCIL MEETING  
CITY HALL – 950 LOCUST ST.  
MONDAY, JUNE 21, 2021 AT 7:00 P.M.**

PUBLIC HEARING on the authorization of a Loan Agreement and the issuance of Notes to evidence the obligation of the City thereunder. (Not to exceed \$2,300,000 Sewer Revenue Capital Loan Notes)

- I. Pledge of allegiance
- II. Roll Call
- III. Approval of the agenda
  - A. Additions or deletions
- IV. Consent agenda
- V. New business
  - A. Communications from public
    1. Risa Putnam - request street closure for July 4th
    2. Tiffany Peck- request street closure for July 3<sup>rd</sup>
    3. Jessica Lode – legalize side by sides (UTVs)
  - B. Approve Tobacco Permits
  - C. Approve Liquor License for Jonesy's
  - D. Approve Liquor License for JumpStart
  - E. Approve ICAP Policy renewal
  - F. Communications from:
    1. Department Supervisors
    2. Mayor Ronald Cumberledge
      - a. Community center updates
      - b. Appointment to Board of Adjustments
      - c. Appointment to Planning Board
      - d. Appointments to Library Board
        - i. Patricia Midkiff
        - ii. Delbert Settles
      - e. Appointment to Parks and Rec Board
        - i. Keebie Kessler thru February 2022
        - ii. Bob Wahl thru February 2023
        - iii. Barb Hawkins thru February 2024
    3. Planning Board update
      - a. Recommendation for rezoning and hearing set

VI. ORDINANCES AND RESOLUTIONS:

- A. Resolution instituting proceedings to take additional action for the authorization of a loan agreement and the issuance of not to exceed \$2,300,000 sewer revenue capital loan notes
  - B. Resolution to approve contract and bond documents for SJ LOUIS CONSTRUCTION, INC.
  - C. Resolution to approve contract with CB schools regarding well field under community center
  - D. Resolution to approve engagement agreement with Ahlers & Cooney for community center
  - E. Resolution ordering construction of the Carter Lake Community Center Project, and fixing a date for hearing thereon and taking of bids therefor.
  - F. Resolution to approve contract for audit services by Schroer
  - G. Resolution to approve new job descriptions
  - H. Resolution to approve contract for water distribution operator
  - I. First reading to approve amendment to matrix and definition for the C-1 zoning district
  - J. Approve By-Laws and Constitution for the Carter Lake Fire Department
  - K. Approve wage resolution for Randy Smith
  - L. Approve wage resolution for Isaiah Caldwell
  - M. Approve wage resolution for Izaiah Warner
  - N. Approve wage resolution for Lexi Phillips
  - O. Approve wage resolution for Treveon Hansen
  - P. Approve wage resolution for employees for 2021-2022 budget
- VII. Comments from the mayor, city council members and citizens (3 minutes each)

Adjourn

Consent agenda

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

NOTICE OF MEETING OF THE CITY COUNCIL OF THE  
CITY OF CARTER LAKE, STATE OF IOWA, ON THE  
MATTER OF THE PROPOSED AUTHORIZATION OF A  
LOAN AGREEMENT AND THE ISSUANCE OF NOT TO  
EXCEED \$2,300,000 SEWER REVENUE CAPITAL LOAN  
NOTES, AND THE HEARING ON THE ISSUANCE THEREOF

PUBLIC NOTICE is hereby given that the City Council of the City of Carter Lake, State of Iowa, will hold a public hearing on the 21st day of June, 2021, at \_\_\_\_\_ .M., in the Council Chambers, City Hall, 950 Locust Street, Carter Lake, Iowa, at which meeting the Council proposes to take additional action for the authorization of a Loan Agreement and the issuance of not to exceed \$2,300,000 Sewer Revenue Capital Loan Notes, to provide funds to pay the costs of acquisition, construction, reconstruction, extending, improving, repairing and equipping of all or part of the Municipal Sewer Utility, including repairing and relining sewer collection system piping, repairs to manholes, and related site improvements, and refunding any outstanding Project Notes with accrued interest thereon issued in payment for said project. The Notes will not constitute general obligations or be payable in any manner by taxation, but will be payable from and secured by the Net Revenues of the Municipal Sewer Utility.

The proceeds of the Sewer Revenue Capital Loan Notes may be applied to pay project costs directly or to pay interim Project Notes which the City will issue in the approximate amount of not to exceed \$2,300,000 in anticipation of the future receipt of funds or note proceeds applicable to the foregoing project and purpose.

At the above meeting the Council shall receive oral or written objections from any resident or property owner of the City to the above action. After all objections have been received and considered, the Council will at the meeting or at any adjournment thereof, take additional action for the authorization of a Loan Agreement and the issuance of the Notes to evidence the obligation of the City thereunder or will abandon the proposal to issue said Notes.

This notice is given by order of the City Council of the City of Carter Lake, State of Iowa, as provided by Sections 384.24A and 384.83 of the Code of Iowa.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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City Clerk, City of Carter Lake, State of Iowa

(End of Notice)

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

**Name:**

Tiffany Peck

**Address:**

4337 N 14th St

**Phone:**

712 435 9489

June 16<sup>th</sup>

**Meeting Date Requested:**

June 21<sup>st</sup> meeting

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](mailto:jackie.carl@carterlake-ia.gov)

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

I need street blocked off for  
July 3<sup>rd</sup> party

**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:**

Tiffany Peck

**Date:**

6/16/21

**For Office Use Only:**

**Date received in Clerk's office:** \_\_\_\_\_

**Received by:** \_\_\_\_\_



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

**Name:**

Jessica Lode

**Address:**

15316 Murray  
Ave Carter Lake

**Phone:**

402-990-3712

**Meeting Date Requested:**

6-21-2021

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](mailto:jackie.carl@carterlake-ia.gov)

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

I would like to discuss legalizing  
the use of side by sides in Carter  
Lake. To be used in accordance with  
all traffic laws & by licensed drivers  
only.

**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:**

Jessica Lode

**Date:**

6-15-2021

**For Office Use Only:**

**Date received in Clerk's office:** \_\_\_\_\_

**Received by:** \_\_\_\_\_













**DIRT LEGAL**







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

Name:

RISA

Address:

11th And O

Phone:

712-324-7675

Meeting Date Requested:

June

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](mailto:jackie.carl@carterlake-ia.gov)

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

Close 11th & O For July 4

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:

Risa N. Paul

Date:

June 7, 2021

**For Office Use Only:**

Date received in Clerk's office: \_\_\_\_\_

Received by: \_\_\_\_\_



**SEE INSTRUCTIONS ON THE REVERSE SIDE**

For period (MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_ through June 30, \_\_\_\_

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

**Business Information:**

Trade Name/DBA: Jumpstart  
Physical Location Address: 109 E Locust St City: Carter Lake ZIP: 51510  
Mailing Address: 109 E Locust St City: Carter Lake State: IA ZIP: 51510  
Business Phone Number: (712) 847-0086

**Legal Ownership Information:**

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐  
Name of sole proprietor, partnership, corporation, LLC, or LLP: Dhaval Naik, Kirtikumar Patel  
Mailing Address: 2901 S 179th Plaza Apt 214 City: Omaha State: NE ZIP: 68130  
Phone Number: (402) 203-1704 Fax Number: (\_\_\_\_) \_\_\_\_\_ Email: jcarterlake@gmail.com

**Retail Information:**

Types of Sales: Over-the-counter ☒ Vending machine ☐  
Types of Products Sold: (Check all that apply)  
Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☒ Vapor Products ☒

**Type of Establishment: (Select the option that best describes the establishment)**

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☒ Drug store ☐  
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐  
Has vending machine that assembles cigarettes ☐ Other ☐ \_\_\_\_\_

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

**SIGNATURE OF OWNER(S), PARTNER(S), OR CORPORATE OFFICIAL(S)**

Name (please print): Dhaval Naik Name (please print): Kirti Kumar Patel  
Signature: [Signature] Signature: [Signature]  
Date: 6/8/2021 Date: 6/8/2021

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

**FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE**

- Fill in the amount paid for the permit: \_\_\_\_\_
- Fill in the date the permit was approved by the council or board: \_\_\_\_\_
- Fill in the permit number issued by the city/county: \_\_\_\_\_
- Fill in the name of the city or county issuing the permit: \_\_\_\_\_

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: [iapledge@iowaabd.com](mailto:iapledge@iowaabd.com)
- Fax: 515-281-7375





SEE INSTRUCTIONS ON THE REVERSE SIDE

For period (MM/DD/YYYY) 07 / 01 / 2021 through June 30, 2022

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

**Business Information:**

Trade Name/DBA: Shoreline Golf Course  
Physical Location Address: 210 E. Locust City: Carter Lake ZIP: 51510  
Mailing Address: 210 E. Locust City: Carter Lake State: IA ZIP: 51510  
Business Phone Number: (712) 347-5173

**Legal Ownership Information:**

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☐ LLC ☒ LLP ☐  
Name of sole proprietor, partnership, corporation, LLC, or LLP: Shoreline Golf, LLC  
Mailing Address: 1201 Aries Drive City: Lincoln State: NE ZIP: 68516  
Phone Number: (402) 423-6653 Fax Number: (402) 423-4487 Email: luzdille@landscapesgolf.com

**Retail Information:**

Types of Sales: Over-the-counter ☒ Vending machine ☐  
Types of Products Sold: (Check all that apply)  
Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☐ Vapor Products ☐

**Type of Establishment: (Select the option that best describes the establishment)**

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☐ Drug store ☐  
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☒ Tobacco store ☐  
Has vending machine that assembles cigarettes ☐ Other ☐

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

**SIGNATURE OF OWNER(S), PARTNER(S), OR CORPORATE OFFICIAL(S)**

Name (please print): Tom Everett Name (please print): \_\_\_\_\_  
Signature: Thomas Everett Signature: \_\_\_\_\_  
Date: 6.11.2021 Date: \_\_\_\_\_

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

**FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE**

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- Fill in the name of the city or county issuing the permit: \_\_\_\_\_

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- Email: [iapledge@iowaabd.com](mailto:iapledge@iowaabd.com)
- Fax: 515-281-7375



SEE INSTRUCTIONS ON THE REVERSE SIDE

For period (MM/DD/YYYY) 07 / 01 / 2021 through June 30, 2022

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

Business Information:

Trade Name/DBA: SPEARMINT RHINO GENTLEMEN'S CLUB

Physical Location Address: 2449 N 13TH STREET City: CARTER LAKE ZIP: 51510

Mailing Address: 1875 TANDEM WAY City: NORCO State: CA ZIP: 92860

Business Phone Number: (951) 371-3788

Legal Ownership Information:

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☐ LLC ☒ LLP ☐

Name of sole proprietor, partnership, corporation, LLC, or LLP: SARIE'S LOUNGE LLC

Mailing Address: 1875 TANDEM WAY City: NORCO State: CA ZIP: 92860

Phone Number: (951) 371-3788 Fax Number: (951) 280-4378 Email: avanderheul@spearmintrhino.com

Retail Information:

Types of Sales: Over-the-counter ☒ Vending machine ☐

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☐ Alternative Nicotine Products ☐ Vapor Products ☐

Type of Establishment: (Select the option that best describes the establishment)

Alternative nicotine/vapor store ☐ Bar ☒ Convenience store/gas station ☐ Drug store ☐  
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐

Has vending machine that assembles cigarettes ☐ Other ☐

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

SIGNATURE OF OWNER(S), PARTNER(S), OR CORPORATE OFFICIAL(S)

Name (please print): KATHY VERCHER

Name (please print): \_\_\_\_\_

Signature: [Signature]

Signature: \_\_\_\_\_

Date: 06-08-2021

Date: \_\_\_\_\_

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

FOR CITY CLERK/COUNTY AUDITOR ONLY - MUST BE COMPLETE

- Fill in the amount paid for the permit: \_\_\_\_\_
- Fill in the date the permit was approved by the council or board: \_\_\_\_\_
- Fill in the permit number issued by the city/county: \_\_\_\_\_
- Fill in the name of the city or county issuing the permit: \_\_\_\_\_

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: [japledge@iowaabd.com](mailto:japledge@iowaabd.com)
- Fax: 515-281-7375



**SEE INSTRUCTIONS ON THE REVERSE SIDE**

For period (MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_ through June 30, \_\_\_\_

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

**Business Information:**

Trade Name/DBA: \_\_\_\_\_

Physical Location Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Business Phone Number: (\_\_\_\_) \_\_\_\_\_

**Legal Ownership Information:**

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☐ LLC ☐ LLP ☐

Name of sole proprietor, partnership, corporation, LLC, or LLP: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Retail Information:**

Types of Sales: Over-the-counter ☐ Vending machine ☐

Types of Products Sold: (Check all that apply)

Cigarettes ☐ Tobacco ☐ Alternative Nicotine Products ☐ Vapor Products ☐

**Type of Establishment: (Select the option that best describes the establishment)**

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☐ Drug store ☐  
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐

Has vending machine that assembles cigarettes ☐ Other ☐ \_\_\_\_\_

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

**SIGNATURE OF OWNER(S), PARTNER(S), OR CORPORATE OFFICIAL(S)**

Name (please print): \_\_\_\_\_ Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

**FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE**

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- Fill in the permit number issued by the city/county: \_\_\_\_\_
- Fill in the name of the city or county issuing the permit: \_\_\_\_\_

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: [iapledge@iowaabd.com](mailto:iapledge@iowaabd.com)
- Fax: 515-281-7375

July - June 6.30.22

Iowa Department of  
**REVENUE**

Carter Lake City of  
950 Forest St  
Carter Lake, IA 51510

**Iowa Retail Permit Application  
for Cigarette/Tobacco/Nicotine/Vapor**

<https://tax.iowa.gov>

**Instructions on the reverse side**

For period (MM/DD/YYYY) 07 / 01 / 2021 through June 30, 2022

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products.

**Business Information:**

Trade Name/DBA DOLLAR GENERAL STORE # 9365

Physical Location Address 3000 N 13TH ST City CARTER LAKE ZIP 51510-1438

Mailing Address 100 MISSION RIDGE City GOODLETTSVILLE State TN ZIP 37072

Business Phone Number 7122481920

**Legal Ownership Information:**

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☐ LLC ☒ LLP ☐

Name of sole proprietor, partnership, corporation, LLC, or LLP DOLGENCORP, LLC

Mailing Address 100 MISSION RIDGE City GOODLETTSVILLE State TN ZIP 37072

Phone Number 615-855-4000 Fax Number 877-364-4130 Email tax-beerandwinelicense@dollargeneral.com

**Retail Information:**

Types of Sales: Over-the-counter ☒ Vending machine ☐

Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes ☐ No ☒

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☐ Vapor Products ☐

**Type of Establishment: (Select the option that best describes the establishment)**

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☐ Drug store ☐  
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐  
Has vending machine that assembles cigarettes ☐ Other ☒ Retail - General Merchandise

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

**Signature of Owner(s), Partner(s), or Corporate Official(s)**

Name (please print) Ashley Byszowski

Signature Ashley Byszowski

Date 5/18/21

Vendor #309906 ☒

Invoice #202209365TOBCITY33 ☒

Batch #20923 ☒ \$ 75.00

Date Separate Check

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

**FOR CITY CLERK/COUNTY AUDITOR ONLY - MUST BE COMPLETE**

- Fill in the amount paid for the permit: \_\_\_\_\_
- Fill in the date the permit was approved by the council or board: \_\_\_\_\_
- Fill in the permit number issued by the city/county: \_\_\_\_\_
- Fill in the name of the city or county issuing the permit: \_\_\_\_\_
- New ☐ Renewal ☐

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: [iapledge@iowaabd.com](mailto:iapledge@iowaabd.com)
- Fax: 515-281-7375

RECEIVED MAY 18 2021

**Instructions on the reverse side**

For period (MM/DD/YYYY) 7 / 1 / 2021 through June 30, 2022

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

**Business Information:**

Trade Name/DBA CASEY'S MARKETING COMPANY/DBA-CASEY'S #3509

Physical Location Address 1650 E LOCUST ST City CARTER LAKE ZIP 51510

Mailing Address PO BOX 3001 City ANKENY State IA ZIP 50021

Business Phone Number 7123472307

**Legal Ownership Information:**

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐

Name of sole proprietor, partnership, corporation, LLC, or LLP CASEY'S GENERAL STORES, INC.

Mailing Address PO BOX 3001 City ANKENY State IA ZIP 50021

Phone Number 515-446-6404 Fax Number 515-965-6205 Email JESSICA.FISHER@CASEYS.COM

**Retail Information:**

Types of Sales: Over-the-counter ☒ Vending machine ☐

Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes ☐ No ☒

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☒ Vapor Products ☒

**Type of Establishment: (Select the option that best describes the establishment)**

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☒ Drug store ☐

Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐

Has vending machine that assembles cigarettes ☐ Other ☐

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

**Signature of Owner(s), Partner(s), or Corporate Official(s)**

Name (please print) JULIA L. JACKOWSKI, CASEY'S MARKETING SECRETARY

Signature 

Date 4/20/2021

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

**FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE**

☐ Fill in the amount paid for the permit: \_\_\_\_\_

☐ Fill in the date the permit was approved by the council or board: \_\_\_\_\_

☐ Fill in the permit number issued by the city/county: \_\_\_\_\_

☐ Fill in the name of the city or county issuing the permit: \_\_\_\_\_

• New ☐ Renewal ☐

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

☐ Email: [iapledge@iowaabd.com](mailto:iapledge@iowaabd.com)

☐ Fax: 515-281-7375

**Instructions on the reverse side**

For period (MM/DD/YYYY) 07 / 01 / 2021 through June 30, 2022

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

**Business Information:**

Trade Name/DBA KWIK SHOP # 520

Physical Location Address 1202 Locust St City Carter Lake ZIP 51510

Mailing Address 165 FLANDERS ROAD City WESTBOROUGH State MA ZIP 01581

Business Phone Number 508-270-1400

**Legal Ownership Information:**

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐

Name of sole proprietor, partnership, corporation, LLC, or LLP KWIK SHOP, INC.

Mailing Address 165 FLANDERS ROAD City WESTBOROUGH State MA ZIP 01581

Phone Number 508-270-1400 Fax Number N/A Email GBach@cumberlandfarms.com

**Retail Information:**

Types of Sales: Over-the-counter ☒ Vending machine ☐

Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes ☐ No ☒

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☒ Vapor Products ☒

**Type of Establishment: (Select the option that best describes the establishment)**

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☒ Drug store ☐  
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐

Has vending machine that assembles cigarettes ☐ Other ☐

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

**Signature of Owner(s), Partner(s), or Corporate Official(s)**

Name (please print) Nicholas Unkovic

Name (please print) \_\_\_\_\_

Signature 

Signature \_\_\_\_\_

Date 6/1/2021

Date \_\_\_\_\_

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

**FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE**

- Fill in the amount paid for the permit: \_\_\_\_\_
- Fill in the date the permit was approved by the council or board: \_\_\_\_\_
- Fill in the permit number issued by the city/county: \_\_\_\_\_
- Fill in the name of the city or county issuing the permit: \_\_\_\_\_
- New ☐ Renewal ☐

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: [iapledge@iowaabd.com](mailto:iapledge@iowaabd.com)
- Fax: 515-281-7375

## Jackie Carl

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**From:** Phill Newton  
**Sent:** Friday, June 18, 2021 1:30 PM  
**To:** Jackie Carl; Denise Teeple; Jackie Carl; Jackie Wahl; Jason Gundersen; Keebie Kessler; Lisa Ruehle; Pat Paterson; Pat Paterson; ron cumberledge; Ronald Cumberledge  
**Subject:** Fire Inspections

Inspections were performed as requested at Jonesy's Tacos and Jump Start. I stopped yesterday at both and they are both have a few things to do that I requested. These issues they are completing would "not" fail the inspections. They have only had a week to do these so I will do follow ups to make sure the rest is completed in the next week or 2. At this time I would recommend the approval for Both of them to receive their year liquor license renewal. Thanks for your time on this matter.

Phillip J. Newton  
Fire Department & Safety Coordinator

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



## Jackie Carl

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**From:** Chief Kannedy  
**Sent:** Tuesday, June 15, 2021 8:14 AM  
**To:** Jackie Carl  
**Subject:** RE: Application App-141380 Ready for Review

They have no violations and none pending

---

**From:** Jackie Carl <jackie.carl@carterlake-ia.gov>  
**Sent:** Friday, June 11, 2021 8:41 AM  
**To:** Chief Kannedy <chief.kannedy@clpd.carterlake-ia.gov>; Josh Driscoll <josh.driscoll@clpd.carterlake-ia.gov>; Phill Newton <phill.newton@carterlake-ia.gov>  
**Subject:** FW: Application App-141380 Ready for Review

Chief and Phill

Please check on Jonesy for liquor license renewal

---

**From:** [noreply@salesforce.com](mailto:noreply@salesforce.com) <[noreply@salesforce.com](mailto:noreply@salesforce.com)> **On Behalf Of** IOWA ABD Licensing Support  
**Sent:** Wednesday, June 2, 2021 2:45 PM  
**To:** Jackie Carl <[jackie.carl@carterlake-ia.gov](mailto:jackie.carl@carterlake-ia.gov)>  
**Subject:** Application App-141380 Ready for Review

Hello,

Application Number App-141380 has been set to "Submitted to Local Authority" status and is currently ready for 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:** Cameron Burt <CBurt@holmesmurphy.com>  
**Sent:** Monday, June 14, 2021 10:05 AM  
**To:** Jackie Carl  
**Cc:** Mary Fischer  
**Subject:** 2021-2022 Property Casualty Insurance Renewal Terms  
**Attachments:** 21 ART Report - City of Carter Lake.pdf; SUMMER 2021 HMA Market Report\_CIAB Commercial Property Casualty Market Index.pdf

Jackie,

Good morning. Attached are your negotiated renewal terms for the City's 2021-2022 Property Casualty Insurance policies. In summary, annual premiums will increase 14% from \$122,786 to \$140,578. The increase is being driven by two primary causes:

1. Property Insurance – Weather related Property claims severely impacted ICAP and the various insured entities in the pool across the State. The "Derecho" storm alone caused significant losses, which ultimately increased the cost of ICAP's reinsurance and the eventual property insurance premiums to all members. Outside of ICAP, Property Insurance premiums have experienced average increases of 12% so the rest of the industry is not doing much better.
2. No Credit Voucher – ICAP's credit voucher is designed to return premiums when the pool's claims are less than the premiums collected. Again, the "Derecho" storm wiped out insurance surplus from the pool, resulting in an inability to provide credit vouchers for the 2021-2022 policy year, ICAP has only failed to issue a credit voucher one other time, which was back in 1992, so you can imagine the decision was made after extreme consideration. Hopefully ICAP performs much better this year and the voucher program can be returned at renewal.

Aside from the challenging ICAP renewal, the City performed at, or below expected claim levels on all policies with the exception of workers' compensation, which is provided through the IMWCA. Work comp claims exceeded premiums (182% loss ratio), however IMWCA maintained a fairly consistent renewal, 1% net increase. Based on how claims eventually impact your experience modification factor, we need to be prepared at next year's renewal for a decent increase in your factor.

If you would like me to come to City Hall to meet with you I am glad to do so. Every client we serve is taking a different approach due to COVID so we wanted to ask vs. attempting to schedule a meeting up front.

Please let me know if you have any questions. We are ready to send out auto id cards and insurance certificates once you confirm coverage be bound.

Sincerely, cb



**Cameron Burt, CIC, ARM, CPCU**  
**Senior Vice President, PC/Shareholder**  
13810 FNB Parkway, Suite 300  
Omaha, NE 68154  
402-697-4756  
CBurt@holmesmurphy.com  
www.holmesmurphy.com

**COVID-19 developments are changing daily. Stay informed by visiting our [COVID-19 Resource Center](#).**

PLANNING BOARD MEETING  
Monday, June 14, 2021 7:00 P.M.

Roll Call: Present: Kathy Dueling, Ray Pauly, Tim Podraza, Jay Gundersen and Ed Palandri; Absent: Nate Bradburn, Scott Crowder. Podraza moved to approve of the agenda, seconded by Pauly; unanimous approval; Pauly moved to approve the consent agenda with the planning board minutes for April and May along with the building permit report, seconded by Dueling; approved unanimously.

New Business

Board reviewed the proposed draft to rezone a portion of the C/L district and C/A district: Gundersen moved to approve the proposed language (included below) and set public hearing for July 12 at 7 p.m., seconded by Pauly; Roll Call: Yes-Pauly, Gundersen, Dueling, Palandri, Podraza.

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 "I" 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 may be 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.

Gundersen moved to adjourn at 7:30 p.m. seconded by Pauly; unanimous approval.

---

Ed Palandri, Chairman

---

Jackie Carl, City Clerk

Council Member \_\_\_\_\_ introduced the following Resolution entitled "RESOLUTION APPROVING CONSTRUCTION CONTRACT AND BOND", and moved its adoption. Council Member \_\_\_\_\_ seconded the motion to adopt. The roll was called and the vote was,

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

\_\_\_\_\_

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

Whereupon, the Mayor declared the following Resolution duly adopted:

RESOLUTION APPROVING CONSTRUCTION CONTRACT  
AND BOND

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

That the construction contract and bond executed and insurance coverage for the construction of certain public improvements described in general as Sewer Collection System Improvements, and as described in detail in the plans and specifications heretofore approved, and which have been signed by the Mayor and Clerk on behalf of the City be and the same are hereby approved as follows:

Contractor: \_\_\_\_\_ of \_\_\_\_\_

Date of contract: \_\_\_\_\_

Bond surety: \_\_\_\_\_

Date of bond: \_\_\_\_\_

Portion of project: \_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_

The City Council of the City of Carter Lake, State of Iowa, met in \_\_\_\_\_ Session, at \_\_\_\_\_ .M., on the above date.

- ☐ The Council met in person in the Council Chambers, City Hall, 950 East Locust Street, Carter Lake, Iowa 51510.
- ☐ The Council determined that it is impossible and impractical for all members of the Council, other City personnel, and members of the public to be physically present at this meeting due to the COVID-19 pandemic, and that it is necessary to conduct the meeting by electronic means. The Council has provided public access to the electronic meeting.

There were present Mayor \_\_\_\_\_, in the chair, and the following named Council Members:

\_\_\_\_\_

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

Vacant: \_\_\_\_\_

\* \* \* \* \*

## CONSTRUCTION AND HOLD HARMLESS AGREEMENT

WHEREAS, the City of Carter Lake (hereinafter referred to as "City") has undertaken the planning and construction of a project known as the Community Center, (hereinafter referred to as "Center"); and

WHEREAS, the project known as the Center, is in the final process of being engineered and the plans for said Center are attached hereto, marked Exhibit A and incorporated herein by reference for the purposes of disclosing the design of the project and the general location of items which are affected by this project; and

WHEREAS the parties have determined that the formation of this Agreement is in the best interests of all the named and affected parties to assign the relative rights and obligations arising from the planning, construction, and post-construction phase of the Center.

BE IT THEREFORE AGREED THAT THE FOLLOWING TERMS AND CONDITIONS SHALL APPLY TO THE ABOVE-NAMED PROJECT (the Center):

The construction of the building and patio will cover geothermal wells installed and owned by the District used for the benefit of the School.

It has been determined that although the entire Center structure is on real property owned by the City. The structure will be built on top of 4 existing wells and a new exterior canopy and patio attached to the Center which will be installed over 3 existing wells owned and operated by the District. Thus, the construction of the Center will encroach upon real property used by the Council Bluffs Community School District (hereinafter and before referred to as "District") near Carter Lake Elementary School in Carter Lake, Iowa, (hereinafter referred to as "School") since the location of the said geothermal wells are east of the existing School and north of the existing Carter Lake Library (hereinafter referred to as "Library") and are approximately 5'-0" deep or deeper.

The District has a continuing interest in maintaining and protecting the said geothermal wells that are in place and which will need to be in full operation during and after construction of the Center is complete.

The City understands that any construction occurring on said property is a risk to the District and an obligation of the City and, as such, the City has taken steps to note the existing well field on their construction documents and will do so on all of the civil, architectural, structural, and mechanical drawings. As a part of the construction contract, the City will require the chosen contractor to protect the wells throughout the construction period, which includes the obligation that a surveyor complete a survey for the site and hire a private locate company to locate the wells during design.

The City will hire a bonded and insured construction company for the purposes of constructing the Center and will require the construction process and final product to meet any and all necessary industry standards during the time of construction to protect the geothermal wells to the satisfaction of the District.

The City engineers have noted in their drawings and specifications for this project for the General Contractor to "field verify" the well locations prior to the start of construction.

The City recognizes it has a continuing obligation, once the construction is completed, to protect, indemnify, and hold harmless the District from any damages done to the geothermal wells.

The District shall have the right to request and receive access to construction documents and the right to discuss any post construction issues which may arise, to the extent that the geothermal wells are to be affected.

All parties wish to have this agreement reduced to writing and to be binding upon each political subdivision.

HOLD HARMLESS AGREEMENT

The City of Carter Lake, Iowa assumes the entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any damage, or alleged damage, to property of the Council Bluffs Community School District sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance of the work or operations of the City of Carter Lake, any general contractors it retains, its subcontractors, agents, and employees, including losses, expenses or damages sustained by the Council Bluffs Community School District and agrees to indemnify and hold harmless the Council Bluffs Community School District from any and all such losses, expenses, damages, demands and claims and agrees to defend any suit or action brought against them, or any of them, based on any such alleged injury or damage, and to pay all damages, cost and expense in connection therewith or resulting therefrom.

That within the confines of a governmental function of the City of Carter Lake, the City assumes the entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any damage, or alleged damage to property of the District, sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or operations of the City as a governmental function, its agents, and employees, including losses, expenses or damages sustained by the Council Bluffs Community School District, and agrees to indemnify and hold harmless the Council Bluffs Community School District, any and all such losses, expenses, damages, demands and claims and agrees to defend any suit or action brought against them, or any of them, based on, any such alleged damage, and to pay all damages, cost and expenses in connection therewith or resulting therefrom.

_____ Mayor, City of Carter Lake, Iowa	_____ At test: City Clerk of the City of Carter Lake, Iowa
_____ Printed Name of Mayor	_____ Printed name of City Clerk
_____ Date	_____ Date

ACCEPTED BY:

_____ Authorized Representative of the Council Bluffs Community School District	_____ Date
_____ Printed Name of Authorized Representative	

Project Number: 2222-0022-00  
Date: 2022/7/7







**Ahlers & Cooney, P.C.**  
*Attorneys at Law*

100 Court Avenue, Suite 600  
Des Moines, Iowa 50309-2231

**Phone:** 515-243-7611

**Fax:** 515-243-2149

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

Kristine Stone

515.246.0314

[kstone@ahlerslaw.com](mailto:kstone@ahlerslaw.com)

June 11, 2021

VIA EMAIL AND U.S. MAIL

Honorable Mayor and Members of the City Council  
City of Carter Lake  
950 Locust Street  
Carter Lake, Iowa 51510

RE: Engagement Agreement - 2021 Public Improvement Contract Proceedings

Dear Mayor and Members of the City Council:

The purpose of this Engagement Agreement ("Agreement") is to disclose and memorialize the terms and conditions under which Ahlers & Cooney, P.C. will represent the City of Carter Lake (the "City") in connection with the preparation of the necessary contract proceedings for public improvement projects commenced in 2021 and specifically the Carter Lake Community Center Project.

**SCOPE OF ENGAGEMENT**

When City staff requests that we prepare the necessary proceedings for Council action on public improvement projects in 2021, we will perform the following services:

1. Review the engineer's Notice of Public Hearing and Notice to Bidders for compliance with Iowa law;
2. Prepare letters of instructions for Council proceedings;
3. Answer questions and advise City staff and Council throughout the public improvement contract (bidding and letting) process;
4. Prepare Notices of Meetings and partial agendas
5. Prepare proceedings and documents for initiation of the public improvement project, including:
  - a. Resolution ordering construction of certain public improvements, and fixing a date for hearing thereon and taking of bids therefor

6. Prepare proceedings to be used on the date fixed for the hearing on the proposed plans, specifications, contract, and estimated total cost of the public improvement project, including:
  - a. Resolution adopting plans, specifications, form of contract and estimated cost
  - b. Resolution making award of contract
  - c. Resolution approving contract and bond.
7. Prepare proceedings to be used upon completion of the public improvement project, including:
  - a. Resolution accepting public improvements

Our duties under this particular engagement are limited to those expressly set forth above. Absent a separate engagement agreement regarding one or more of the following services, our duties under this Agreement do not include:

1. Defending any legal challenges to or arising out of the particular public improvement project;
2. Reviewing, revising, or negotiating the City's contract with outside consultants - architects or engineers;
3. Reviewing and revising the terms and conditions of the City's contract for construction of the public improvements; and
4. Any bond (finance) related services.

Please be advised that we recommend that the City have legal counsel review all public improvement contracts and outside professional consultant (architects and engineers) contracts well in advance of posting the Notice to Bidders and publication of the Notice of Public Hearing for each particular project. The standard form contracts commonly used for public improvement contracts and professional consultant contracts do not provide sufficient protection for municipal owners in the event disputes arise concerning workmanship, delay, payment, and / or design related issues.

#### **ATTORNEY-CLIENT RELATIONSHIP**

Upon execution of this Agreement, the City will be our client and an attorney-client relationship will exist between us for public improvement projects commenced in 2021 for which the City staff requests our assistance. Our services are limited to those contracted for in this letter and the City's execution of this Agreement will constitute an acknowledgement of those limitations. Our representation of the City and the attorney-client relationship established by this Agreement will be concluded upon payment of our final invoice.

## **FEEES**

We will charge a flat fee of \$1,800 per project for services rendered under this Agreement. If we determine that an adjustment of our fee is necessary, we will advise you. Such adjustment might be necessary in the event that unusual or unforeseen circumstances arise which require a significant increase in the services rendered, such as the rejection of all bids and the need to re-bid, personal attendance at meetings or unexpected revision of the above referenced documents. Typically, personal attendance at Council meetings is not necessary in order to provide the services outlined above. We will, however, attend Council meetings in the event that circumstances require. In addition to the flat fee quoted above, we will bill the City for all expenses incurred on its behalf, such as photocopying, deliveries, and other related expenses. We estimate that such charges will not exceed \$100. We will contact you prior to incurring expenses that exceed that amount.

Our statement for services and expenses will be sent after the hearing on the plans, specifications, form of contract and estimate of costs is held. Payment is due and payable within thirty (30) days of receipt of the invoice.

If, for any reason, the City terminates the engagement governed by this Agreement before a particular public improvement contract is awarded or, if a particular project is cancelled, we will bill the City for the services rendered as of the date of termination based on the hourly rates of those who provided services. The fee charged by the Firm for this representation will be based in part on the current hourly rate of the person performing the service at the time services are performed. We will also bill you for all expenses we have incurred as outlined above. My 2021 hourly rate is \$250. Services performed on your behalf by legal assistants will be billed at \$125 per hour. The Firm's billing rates are reviewed, and sometimes revised, annually in January. Accordingly, these rates are subject to change in January of each year and we expect to submit a new agreement for the Council's consideration annually at that time.

## **RECORDS**

At the City's request, any documents furnished by the City will be returned promptly upon receipt of payment for outstanding fees and client charges. Our own files, including lawyer work product, pertaining to the above referenced project will be retained by us. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to dispose of any documents or other material retained by us after the termination of this engagement.

## APPROVAL

Please carefully review the terms and conditions of this Agreement. **If this Agreement accurately reflects the terms of this particular engagement, please obtain approval by the city council, and execute, date and return to me the enclosed copy of this Agreement. Please retain the original for your file.**

If you have questions regarding any aspect of the above or our representation, please do not hesitate to contact me. As always, we appreciate the opportunity to represent the City of Carter Lake and we look forward to working with you on the City's 2021 public improvement projects.

Sincerely,

AHLERS & COONEY, P.C.

By */s/ Kristine Stone*

Kristine Stone

KS:aes

Accepted and approved on behalf of the City Council\*

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Title: Mayor

\*Authorized by Resolution \ Motion \_\_\_\_\_ approved on \_\_\_\_\_, 2021.



**Ahlers & Cooney, P.C.**  
*Attorneys at Law*

100 Court Avenue, Suite 600  
Des Moines, Iowa 50309-2231

**Phone:** 515-243-7611

**Fax:** 515-243-2149

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

Kristine Stone

515.246.0314

[kstone@ahlerslaw.com](mailto:kstone@ahlerslaw.com)

June 11, 2021

VIA EMAIL AND U.S. MAIL

Ms. Jackie Carl  
City Clerk  
City of Carter Lake  
950 Locust Street  
Carter Lake, Iowa 51510

RE: Carter Lake Community Center Project  
**Proceedings for Ordering Construction**

Dear Jackie:

Enclosed are proceedings with respect to Council action setting a hearing on plans, specifications and form of contract and a date for the receiving of bids for the above project.

As a first step in the contract procedure, the plans, specifications, form of contract and the engineer's preliminary estimate of costs should be placed on file in the Clerk's office. When the filing has taken place, the Council should proceed to adopt the resolution ordering construction of the work which covers the setting of a date for a hearing on plans and specifications and the receipt of bids.

The Council is required by law to:

1) hold a public hearing on the plans, specifications, form of contract and estimate of costs, and to publish a notice of the public hearing, in a newspaper published at least once weekly and having general circulation in the city, not less than four nor more than twenty clear days before the hearing; and

2) to **post** a notice to bidders once not less than **thirteen** nor more than forty-five clear days before the date for filing bids:

- a) in a relevant contractor plan room service with statewide circulation, and
- b) in a relevant construction lead generating service with statewide circulation, and
- c) either on an internet site sponsored by the city or a statewide association that represents the city.

June 11, 2021

Page 2

An extra copy of the procedure is enclosed to be completed as the original and certified back to our office, together with a copy of the agenda, proof of publication of the notice of hearing and proof of posting of the notice to bidders.

If you have any questions concerning the above procedure, please contact me.

Sincerely,

AHLERS & COONEY, P.C.

By */s/ Kristine Stone*

Kristine Stone

KS:aes

Enclosures

01900131-1\16086-063

**ITEM TO INCLUDE ON AGENDA**

**CITY OF CARTER LAKE, IOWA**

- Resolution ordering construction of the Carter Lake Community Center Project, and fixing a date for hearing thereon and taking of bids therefor.

NOTICE MUST BE GIVEN PURSUANT TO CHAPTER 21,  
CODE OF IOWA, AND THE LOCAL RULES OF THE CITY.

June 21, 2021

The City Council of the City of Carter Lake, State of Iowa, met in \_\_\_\_\_ session, in the Council Chambers, City Hall, 950 Locust Street, Carter Lake, Iowa, at 7:00 P.M., on the above date. There were present Mayor \_\_\_\_\_, in the chair, and the following named Council Members:

\_\_\_\_\_

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

Vacant: \_\_\_\_\_

\* \* \* \* \*



Council Member \_\_\_\_\_ introduced the following Resolution entitled "RESOLUTION ORDERING CONSTRUCTION OF THE CARTER LAKE COMMUNITY CENTER PROJECT, AND FIXING A DATE FOR HEARING THEREON AND TAKING OF BIDS THEREFOR," and moved that the same be adopted. Council Member \_\_\_\_\_ seconded the motion to adopt. The roll was called, and the vote was:

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

\_\_\_\_\_

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

Whereupon, the Mayor declared the following Resolution duly adopted:

RESOLUTION ORDERING CONSTRUCTION OF THE  
CARTER LAKE COMMUNITY CENTER PROJECT, AND  
FIXING A DATE FOR HEARING THEREON AND TAKING OF  
BIDS THEREFOR

WHEREAS, it is deemed advisable and necessary to construct certain public improvements described in general as the Carter Lake Community Center Project; and

WHEREAS, the City has caused to be prepared plans, specifications and form of contract, together with estimate of cost, which are now on file in the office of the City Clerk for public inspection, for the construction of the public improvements; and

WHEREAS, the plans, specifications and form of contract are deemed suitable for the making of the public improvements; and

WHEREAS, before the plans, specifications, form of contract and estimate of cost may be adopted, and a contract for the construction of the public improvements is entered into, it is necessary, pursuant to Chapter 26, Code of Iowa, to hold a public hearing and to advertise for bids:

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

Section 1. That it is hereby determined that it is necessary and advisable to construct certain public improvements described in general as the Carter Lake Community Center Project, in the manner set forth in the plans and specifications and form of contract, above referred to, the cost thereof to be paid in accordance with the provisions as set out in the posted Notice to Bidders and published Notice of Public Hearing; the public improvements being more generally described as follows:

The project consists of the construction of a new 13,500 SF facility that is an addition to the current public library and includes the following amenities within the facility: Full size gym with bleachers, fitness room, restrooms, multi-purpose room and warming kitchen. There will also be a minor renovation consisting primarily of finish upgrades to the existing library space. The project is located at 1120 Willow Dr, Carter Lake, Iowa 51510.

Section 2. That the amount of the bid security to accompany each bid shall be in an amount which shall conform to the provisions of the notice to bidders approved as a part of the specifications.

BE IT FURTHER RESOLVED, that the City Clerk be and is hereby directed to post a notice to bidders once in a relevant contractor plan room service with statewide circulation and a relevant construction lead generating service with statewide circulation and on an internet site sponsored by either the City or a statewide association that represents the City. Posting shall be not less than thirteen clear days nor more than forty-five days prior to July 12, 2021, which is hereby fixed as the date for receiving bids. The bids are to be filed prior to 4:00 P.M., on such date.

The City Council hereby delegates to the City Clerk or her designee the duty of receiving, opening and tabulating bids for construction of the Project. Bids shall be received and opened as provided in the public notice and the results of the bids shall be considered at the meeting of this Council on July 19, 2021, at 7:00 P.M.

BE IT FURTHER RESOLVED, that the City Clerk be and is hereby directed to publish notice of hearing once in a legal newspaper, printed wholly in the English language, published at least once weekly and having general circulation in this City. Publication shall be not less than four clear days nor more than twenty days prior to the date hereinafter fixed as the date for a public hearing on the plans, specifications, form of contract and estimate of costs for the project, the hearing to be at 7:00 P.M. on July 19, 2021.

PASSED AND APPROVED this 21st day of June, 2021.

---

Mayor

ATTEST:

---

City Clerk

# CERTIFICATE

STATE OF IOWA )  
 ) SS  
COUNTY OF POTTAWATTAMIE )

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

WITNESS my hand and the seal of the City hereto affixed this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

City Clerk, City of Carter Lake, State of Iowa

(SEAL)

STATE OF IOWA )  
 ) SS  
COUNTY OF POTTAWATTAMIE )

I, the undersigned, do hereby certify that I am now and was at the times hereinafter mentioned, the duly qualified and acting Clerk of the City of Carter Lake, in the County of Pottawattamie, State of Iowa, and that as such Clerk and by full authority from the Council of the City, I have caused a

NOTICE TO BIDDERS  
(Carter Lake Community Center Project)

of which a copy/screenshot annexed to the poster's affidavit hereto attached is in words and figures a correct and complete copy, to be posted as required by law in a relevant contractor plan room service with statewide circulation and a relevant construction lead generating service with statewide circulation and on an internet site sponsored by the City or a statewide association that represents the City, and that the Notice was posted and circulated on the following date:

\_\_\_\_\_, 2021.  
\_\_\_\_\_, 2021.  
\_\_\_\_\_, 2021.

WITNESS my official signature at Carter Lake, Iowa, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
City Clerk, City of Carter Lake, State of Iowa

(SEAL)

STATE OF IOWA )  
 ) SS  
COUNTY OF POTTAWATTAMIE )

I, the undersigned, do hereby certify that I am now and was at the times hereinafter mentioned, the duly qualified and acting Clerk of the City of Carter Lake, in the County of Pottawattamie, State of Iowa, and that as such Clerk and by full authority from the Council of the City, I have caused a

NOTICE OF PUBLIC HEARING  
(Carter Lake Community Center Project)

of which the clipping annexed to the publisher's affidavit hereto attached is in words and figures a correct and complete copy, to be published as required by law in the "\_\_\_\_\_", a legal newspaper published at least once weekly, printed wholly in the English language, published regularly and mailed through the post office of current entry for more than two years and which has had for more than two years a bona fide paid circulation recognized by the postal laws of the United States, and has a general circulation in the City, and that the Notice was published in all of the issues thereof published and circulation on the following date:

\_\_\_\_\_, 2021.

WITNESS my official signature at Carter Lake, Iowa, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
City Clerk, City of Carter Lake, State of Iowa

(SEAL)



Diane McGrain, CPA  
Jim Menard, CPA  
Kelsey Peterson, CPA

May 6, 2021

City of Carter Lake  
Attn: Jackie Carl, City Clerk  
950 Locust Street  
Carter Lake, IA 51510

RE: City of Carter Lake

We would like to make the following proposal to to audit the City of Carter Lake's financial statements for the years ending June 30, 2021, 2022 and 2023.

We will audit the financial statements of the City of Carter Lake, as of and for the years ending June 30, 2021, 2022 and 2023.

#### **Audit Objectives**

The objective of our audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with the cash basis of accounting, and to report on the fairness of the additional information when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America, the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the City of Carter Lake and other procedures we consider necessary to enable us to express such an opinions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add an emphasis-of-matter or other-matter paragraph. If our opinion on the financial statements is other than unmodified we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express opinions or to issue a report as a result of this engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Audit Standards*.

omni business centre  
42 n. 2<sup>nd</sup> street  
council bluffs, iowa 51503  
712•322•8734 / fax 712•322•4699  
www.schroer-cpa.com

The report on internal control and compliance and other matters will each include a paragraph that states that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance. The paragraph will also state that the report is not suitable for any other purpose.

### **Audit Procedures--General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluation the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements, compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures--Internal Controls**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal

acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards and *Government Auditing Standards*.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Carter Lake's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Other Services**

We will also assist in preparing the financial statements and related notes of the City of Carter Lake in conformity with the cash basis of accounting based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with preparation of your financial statements and related notes. You are responsible for making all management decisions and performing all management decisions. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities for any nonattest services we provide; oversee the services by designating an individual, preferably from senior management, who possess suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; to help ensure that appropriate goals and objectives are met; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with the cash basis of accounting.



Management is responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the City complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, illegal acts, violations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

Management is responsible for establishment and maintenance of a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous audits or other engagements or studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, and the timing and format related thereto.

### **Audit Fees and Administration**

The fee for our services will be \$11,000. We will include an option to extend the engagement for two more years at the same fee. If a single audit is required under the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) (federal funds expended exceed \$750,000), our fee will be \$12,000. 50% of our fee will be billed upon completion of the fieldwork, 50% will be billed upon completion of the report. This fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent quality control review report.

We appreciate the opportunity to be of service to the City of Carter Lake and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

SCHROER & ASSOCIATES, P.C.



Diane McGrain  
Shareholder

DM/sh

RESPONSE:

This letter correctly sets forth the understanding of the **CITY OF CARTER LAKE**.

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF CARTER LAKE  
JOB DESCRIPTION**

**POSITION:** Maintenance Superintendent

**DEPARTMENT:** Maintenance

**IMMEDIATE SUPERVISOR:** City Council

**KNOWLEDGE AND EDUCATION:**

- Preferred college degree as it relates to public works, construction and maintenance activities and/or High School Diploma with five years' experience in public works construction, water distribution operation, maintenance activities and supervisory experience or an equivalent of training and experience which provides the required knowledge, skills and abilities.
- Must have a current valid driver's license and be able to obtain a CDL should it become necessary.
- Must hold an Iowa DNR Certification as a Level 2 Water Distribution Operator.
- Knowledge of the principles and practices of public works administration and knowledge of the municipal public works facilities and equipment.
- Knowledge of local, state, and federal laws pertaining to municipal public works.
- Have the ability to establish and maintain effective working relationships within the department and with other departments as well as the public.
- Knowledge of methods, equipment and materials used in surface and underground construction and maintenance work

**FUNCTIONS OF POSITION:**

**Maintenance**

- Directs and oversees department operations and capital budgeting.
- Responsible for planning, design, construction and maintenance of City public works to include water and sewer systems.
- Completes required testing, prepares and develops work schedules for water and sewer infrastructure maintenance, and oversees City and outsourced crews, meeting all DNR water distribution requirements.
- Read engineering plans and specifications and interpret them to others and the ability to develop working diagrams and plans for the guidance of the work crew.
- General repairs/maintenance of public buildings.
- Checks paved and unpaved surfaces or sidewalks and determines work procedures necessary to repair or patch surfaces.

- Directs or performs job functions related to the water and sewer utility as directed by the City Council such as but not limited to meter installations for new construction, meter repairs and water turn offs and turn ons.

### **Supervisory**

- Schedules, inspects and/or works with the crew on repair and maintenance of projects and equipment
- Reviews subordinates in the completion of their assigned tasks and supervises a citywide program of street and sidewalk construction and maintenance.
- Oversees the selection, training, work assignments, performance evaluations, and discipline of all department employees.

### **Communications**

- Confers with and advises the City Council and others concerning public works matters.
- Attends Council meetings and required workshops to provide updates or project information as directed by the Mayor or City Council.
- Builds and maintains positive and cooperative relationships with other City departments.
- Responds to emergency situations as appropriate.
- Prepares and communicates with DNR all required reports and information regarding water distribution operation, maintenance and testing.

### **Administration**

- Prepares or directs the preparation of regular or special reports.
- Prepares departmental budget
- Maintains maintenance records on City owned maintenance equipment.
- Completes all reports, maintains records, and updates GIS system for all City infrastructure, water testing, and requirements by DNR pertaining to water distribution operation.

The Maintenance Superintendent position is hired by the City Council and is evaluated for merit review by the City Council. The Maintenance Superintendent position is full time with full time benefits as outlined in the personnel manual. The position is a salary position with no overtime paid.

This form is used to provide a general description of job duties. It is not intended to be used as a training device or to define the limits of the job duties performed by the employee.

## **CITY OF CARTER LAKE JOB DESCRIPTION**

**POSITION:** Field Maintenance Lead

**DEPARTMENT:** Maintenance

**IMMEDIATE SUPERVISOR:** Maintenance Superintendent

### **NATURE OR WORK:**

Shall possess knowledge of methods, equipment and materials used in surface and underground construction and maintenance work. Must have the ability to read engineering plans and specifications and interpret them to others for the guidance of the work crew. Must have the ability to establish and maintain effective working relationships within the department and with other departments as well as the public.

**EDUCATION STANDARDS:** High School Diploma or G.E.D and five years' experience in public works construction and maintenance activities and supervisory experience or an equivalent of training and experience which provides the required knowledge, skills and abilities. Must have a current valid driver's license and be able to obtain a CDL should it become necessary.

### **FUNCTIONS OF POSITIONS:**

#### **Maintenance**

- Operation, maintenance and use of City vehicles, equipment and the performance of skilled and semi-skilled functions related to maintenance, repair and replacement of streets, water mains, sewers and facilities including construction of new facilities and system.
- Provides field oversight and leadership to maintenance crews and contracted crews.
- Responsible for general repairs/maintenance of public buildings.
- Checks paved and unpaved surfaces or sidewalks and determines work procedures necessary to repair or patch surfaces.
- Directs or performs job functions related to the water and sewer utility as directed by the Maintenance Superintendent such as but not limited to meter installations for new construction, meter repairs and water turn offs and turn ons.

#### **Leadership**

- Oversee the crew on repair and maintenance of projects and equipment
- Provides insight into the performance of field employees to the Maintenance Superintendent as to the completion of assigned tasks.
- Works as field lead with work crews with the installation of sidewalks, retaining walls, curbs and gutters, street grading and seal coating.

- Provides direction and helps with snow removal and sanding.

### **Communications**

- Confers with and reports to the Maintenance Superintendent information concerning public works matters.

### **Administration**

- Prepares or directs the preparation of regular or special reports as directed by Maintenance Superintendent.

The Field Maintenance Lead position is hired by and evaluated by the Maintenance Superintendent. The Field Maintenance Lead position is full time with full time benefits as outlined in the personnel manual.

This form is used to provide a general description of job duties. It is not intended to be used as a training device or to define the limits of the job duties performed by the employee.

**ORDINANCE NO. 681**

**AN ORDINANCE AMENDING THE LAND USE DEVELOPMENT ORDINANCES  
ADOPTED BY THE CITY OF CARTER LAKE, IOWA ON AUGUST 28, 2006,**

**SHALL BE ENACTED BY the City Council of the City of Carter Lake, Iowa:**

Approved use in C-1 Limited Commercial District shall now include Amend the definition of 307 (a) Agricultural Sales and Services to read as follows:

Establishments or places of business engaged in sale from the premises of feed, feed supplements, grain, fertilizers, farm equipment, pesticides and similar goods or in the provision of agriculturally related services with incidental storage on lots other than where the service is rendered. Or enclosed warehousing including the storage, distribution and handling of feed and feed supplements. Typical uses include nurseries, hay, farm implement dealerships, feed and grain stores, and tree service firms.

And that the TABLE 4-1 "Use Matrix for "Ag Sales/Services" type in the Code shall be amended as an approved use that requires a Conditional Use permit (C) in the C-1 Zoning District.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021

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

ATTEST:

\_\_\_\_\_  
Jackie Carl, City Clerk

FIRST CONSIDERATION: \_\_\_\_\_

SECOND CONSIDERATION: \_\_\_\_\_

THIRD CONSIDERATION: \_\_\_\_\_

The undersigned as City Clerk of Carter Lake, Iowa does hereby certify that on \_\_\_\_\_, 2021, I posted true and exact copies of the foregoing ordinance public places to wit: City Hall, Carter Lake Senior Citizens' Center, and Owen Memorial Library all within the limits of the City of Carter Lake, Iowa.

\_\_\_\_\_  
Jackie Carl, City Clerk



# **BY-LAWS OF THE CARTER LAKE FIRE DEPARTMENT**

## **ARTICLE I     MEETINGS**

The Carter Lake Iowa Fire Department shall meet regularly on the first Tuesday of each month at 7:30 p.m. and shall meet in special session upon the order of the Chief or any two Officers. The meeting of the Officer Board shall be held on the, first Tuesday of each month at 6:30 p.m., unless rescheduled by the Chief or the Chiefs designee with at least three day notice provided to all officers.

## **ARTICLE II     DISCIPLINARY BOARD AND HEARINGS**

Section 1.     The Disciplinary Board shall consist of the Officers of the Fire Department and shall conduct all disciplinary hearings as provided below.

Section 2.     Any member shall be referred to the Disciplinary Board for further proceedings upon receipt of a complaint alleging any of the following:

- A.     That said member is an active member who failed to respond to at least fifty (50) percent of assigned training drills and special authorized projects during the previous twelve (12) months.
- B.     For any act, issue, or incident deemed by the Officer Board to be detrimental to the Department, or to any Department member.
- C.     That said member has been cited for any moving violation alleged to have been committed while the member was acting on behalf of the Fire Department.

Section 3.     The Officer in Charge has the authority to take disciplinary action at any - Fire Department function, including suspension of any member until such time as the Disciplinary Board conducts its hearing as provided below. The Officer in Charge shall immediately notify the Chief upon suspending a member.

Section 4.     Allegations of misconduct as described in Section 2 shall be reported to the Officer in Charge. The Department having received such a complaint has seven (7) days to rectify the situation or will notify the member with written notification of the allegations and the time, date, and location of the disciplinary hearing shall be mailed by certified mail, ground or electronic mail with verification of receipt within five (5) business days to the last known mailing address of the accused member.

Section 5.     The disciplinary hearing shall be scheduled at a reasonable time and date not less than ten (10) days after the date of the notice provided for in Section 4 nor more than thirty (30)

days after the date of said notice. All Officers shall be provided no less than ten {10} day notice of a proposed disciplinary hearing.

Section 6. A simple majority of Officers must be present to conduct a disciplinary hearing. If the accused member is related by blood or marriage to one or more Officers, the related Officer(s) may not take part in the disciplinary hearing.

Section 7. The disciplinary hearing may proceed with the accused not present. If a majority of Officers present find that the member has engaged in misconduct warranting discipline the Board shall issue a written finding to that effect. If a majority of the officers conducting the hearing find that the alleged misconduct has not occurred, the complaint shall be dismissed.

Section 8. The Disciplinary Board, upon a finding that the member has engaged in misconduct warranting discipline, may issue verbal or written warnings, suspension, or may dismiss the member from membership in the Department. Member may also be placed back on probationary status.

Section 9. The accused or complainant can appeal the decision rendered by Disciplinary Board to the Mayor or City Council by sending written notice to that effect to the City Clerk within ten (10) days of the decision. Upon receipt of such notice, the Mayor or City Council shall schedule and conduct a hearing regarding the appeal.

Their decision will be final and binding.

Section 10. Any member shall be automatically dismissed from the Carter Lake Iowa Fire Department upon Suspension or Revocation of his or her driver's license. Upon reinstatement of a dismissed member's driver's license, said party may reapply for membership in the Department.

### **ARTICLE III**

Any member bringing any other person to the Fire Station shall be held responsible for any act committed by that person.

### **ARTICLE IV**

Each member of the Department shall be provided with a copy of the Constitution, the By-Laws, the SOGs "Standard Operating Guidelines", and the Department Protocols.

### **ARTICLE V**

In order that this Department may function efficiently, the following rules and regulations shall be observed and it shall be the duty of all active members to know them:

Section 1. It shall be the first duty of all members to give strict obedience to the lawful orders of their Officers.

Section 2. All work at emergencies and drills shall be done in a safe and orderly manner.

Section 3. In order to ensure that there will always be an Officer in Charge at the emergency, the following shall be the chain of command: Chief, Assistant Chief, Trainer, Captains, Lieutenants, or their designees.

Section 4. It shall be the duty of the driver of the emergency vehicle to safely drive the apparatus to and/or operate the apparatus at an emergency. The driver and officer of the apparatus shall be responsible for checking that all small equipment on the apparatus is accounted for and see that none is left at the emergency or lost. Any equipment damaged at a scene should be reported to the I.C. and the Fire Chief so it may be repaired or replaced for the next incident. The driver is required to stay with the apparatus at all times, unless otherwise directed by the Officer in Charge.

Section 5. Captains shall be appointed by the Officer in Charge to direct the operation of emergency drills in the absence of the Trainer.

Section 6. The Officer in Charge at an emergency shall see that a report of that emergency is properly recorded on current forms after returning to the station. This report may be used to conduct a discussion of the emergency at training sessions.

Section 7. It shall be the duty of the Fire Department Coordinator or Investigating Officer in Charge at an emergency scene to see that the information in the report is available to be sent to the State Fire Marshall and any other necessary agencies.

Section 8. Department members requesting any leave of absence must do so by submitting a written request in person at a regular monthly Officers meeting of the Officer Board. Leave may be taken for thirty (30), sixty (60), or ninety (90) days at one time. Once the requested time of leave has elapsed, said member must either return to full duty on the Department or submit a letter to the Officer Board requesting further leave. Any member taking a leave of absence, including extensions, that totals one hundred twenty (120) consecutive days shall be placed on Officer recommended probationary status. Any member taking a leave of absence, including extensions, that exceeds one hundred twenty (120) consecutive days shall automatically be dismissed from membership in the Department. A member dismissed from the Department for this reason may submit a new membership application to the Department pursuant to all other rules of the application process.

Section 9. If a member needs to take medical leave the member should notify the Department Coordinator and the Chief as soon as possible after the condition occurs. The Chief or designee, must notify the members at the next regular meeting of the member's medical leave. A member on medical leave must present a written release prepared by a doctor before returning to full status on the department. A member on medical leave shall attend trainings for observation and discussions if medically possible.

Section 10. The Chief may appoint certain members of the Department to care for the

apparatus for a certain period of time. All members of the Department assigned to this detail shall make a weekly inspection of the equipment and shall fill out the report sheet kept in the apparatus. The report sheet shall list all of the points on the equipment that are to be checked and provide spaces for each item provided for the inspecting member to place his/ or her check mark. The form shall also provide space for the inspecting member to sign and date each inspection.

Section 11. No member of the Department, except the Chief or designee, shall disclose any information pertaining to business conducted at official assemblies of the Department to any person not a member of the Department. Any member violating this Section in a manner deemed by the Officer Board to be detrimental to the department shall be subject to disciplinary action in accordance with Article II of these By-laws.

## **ARTICLE VI PROCEDURE FOR FAILING TO MEET MINIMUM REQUIREMENTS**

In meeting the requirements for employee discipline per the City of Carter Lake. The following procedures will be enforced for members who are chronic for not complying to meet the minimum requirements of (4) calls or (16) station hours per month.

First: (Warning). You will receive a (30) day warning. You will need to comply for the (30) day period or receive additional discipline.

Second: (Probation). If you failed to comply with the warning period, you will serve a 60 day probation period. Providing that your conduct is still in good standing.

Third: (Suspension). If you fail to meet the requirements during the probation period you will receive a (30) day suspension.

Fourth: (120 day Probation). After the (30) day suspension you will be reinstated with a (120) day probation period. If minimum requirements are not met within the (120) day period you will be terminated within that time for failure to comply.

## **ARTICLE VII TRAINING**

Section 1. Prospective Fire members shall be subject to a minimum of six (6) months not to exceed one (1) year training period. During this period, the prospective Fire member must log at least thirty-six (36) hours of training time and must obtain CPR certification or the prospective member may automatically be dismissed from the Department.

Section 2. Prospective EMS member shall be subject to a minimum of six (6) months not to exceed one (1) year training period. During this period, the prospective EMS member must log at least eighteen (18) hours of training time and must obtain CPR certification or the prospective member may be dismissed from the department.

Section 3. A prospective member may not participate at an emergency unless his or her participation is authorized by the Chief.

## **ARTICLE VIII ORDER OF BUSINESS**

- Section 1. Roll Call
- Section 2. Reading of minutes of the previous meeting and action taken
- Section 3. Report of sick or distressed
- Section 4. Unfinished business
- Section 5. New business (Elections at the December meeting on even numbered years)
- Section 6. Reports of Committees
- Section 7. Remarks for the good of the Department and discussion of the months Fire alarms.
- Section 8. Adjournment

## **ARTICLE IV RULES OF ORDER**

- Section 1. The Chief or designee, shall take the chair and members shall take their seats and, upon the sound of the gavel, there shall be general silence.
- Section 2. The business shall proceed in the manner prescribed in the By-Laws under Article VII, Order of Business.
- Section 3. No member shall be interrupted while speaking, except to call him/her to order for the purpose of explanation.
- Section 4. If a member, while speaking, shall be called to order, he/she shall take his or/ her seat at the request of the Chair until the question of order is decided. Then, if permitted, He/she may proceed again.
- Section 5. Each member, while speaking, shall address the Chair, confining comments to the question under debate and shall avoid all personal or sarcastic language.
- Section 6. No member shall speak more than twice on the same subject or question without permission of the Chair.
- Section 7. No motion shall be subject to debate until it has been duly seconded and started by the Chair.
- Section 8. Before putting the question before the group, the Chair shall ask "Is the Department ready for the question?" If no member rises to speak, the Chair shall put the question before the body for a vote and all debate shall cease unless further opportunity to be heard is granted by the Chair exercising his/her sole discretion.

Section 9. Any member may excuse himself/herself from serving on a committee if he/she is a member of two other committees.

Section 10. No committee shall be discharged until all debts contracted by it are paid.

Section 11. The Chair shall entertain a motion to adjourn once routine business has been completed.

Revised: April 26, 1992

Revised: April 17, 1997

Revised: October 28, 1997

Revised: January 5, 2021

# **CONSTITUTION OF THE CARTER LAKE FIRE DEPARTMENT**

Be it resolved, that we solemnly pledge ourselves to sustain the Officers in the discharge of their duty, and hold ourselves bound in honor to conform to and abide by, in every respect, the following constitution and by-laws:

## **ARTICLE I NAME**

This organization shall be known as the Carter Lake Iowa Fire Department.

## **ARTICLE II MISSION STATEMENT**

The Fire Department is established to prevent and extinguish fires, to protect lives and property from fires, to promote fire prevention and fire safety, to promote the prevention of other emergencies, and to answer all emergency calls for which there is no other established agency.

## **ARTICLE III MEMBERSHIP**

Section 1. The organization shall consist of not more than forty-nine (49) active members. Said membership shall include the Fire Chief, the Assistant Fire Chief, and not more than fifteen (15) persons who are not residents of Carter Lake, Iowa.

Section 2. The members of the Department shall be residents of Carter Lake, Iowa or residents of the Mutual Aid Agreement area up to ten (10) members of whom can travel from their residence and arrive in Carter Lake within fifteen (15) minutes under normal driving conditions and no more than five (5) members outside of that response time. Each member must be of sound mind and body, must have attained the age of eighteen (18) years, and must maintain a valid driver's license and current state required personal vehicle insurance for the duration of his or her membership on the department. Each member must remain in good repute within the community.

Section 3. All non-resident members must agree to one of the following.

- A. To make a minimum of four (4) calls monthly in addition to attending the minimum fifty (50) percent of all trainings, meetings, and other department functions.
- B. Spend a minimum of sixteen (16) documented hours or greater at the station to answer calls. These hours will be in addition to attending the minimum fifty (50) percent of all other department functions, including trainings, meetings and fund raising events.

Section 4. All applications for membership in this Fire Department shall be in writing and

on forms provided by the Chief. The Chief, or the Chief's designee, shall schedule for the applicant to be interviewed at a meeting of the Officer Board. Upon approval by a simple majority of the Officer Board, approval by a simple majority of the Body, and approval by a simple majority of the City Council. The applicant must then pass any medical and physical screening required by the City then the applicant shall be eligible for training as a prospective member pursuant to the training requirements provided by Article VI of the By-Laws.

Section 5. A prospective member who has successfully completed all training requirements and who meets all other membership requirements of the Department shall become eligible for appointment to active membership by a simple majority vote of the Officer Board. A prospective member approved for active membership shall be sworn in as an active member, taking an oath to faithfully execute all member duties provided by this Constitution, by the By-Laws, by State Constitution, and by any other applicable State Laws.

Section 6. Any member may be dismissed from the Department pursuant to the procedures contained in Article II of the By-Laws of the Carter Lake Iowa Fire Department.

Section 7. A former member who retired or otherwise resigned from active membership who desires to rejoin active membership must submit a written application, per Section 3. If said application is approved by the Officer Board, the body, and by the City Council. The former member shall be granted status as a probationary member. Upon successfully completing a determined probationary period, said probationary member shall be eligible to resume active membership and shall once again be sworn as a member upon approval of the Officer Board. Probationary members resuming active membership shall retain their prior years of service. No member granted probationary status shall be eligible to hold any office until completing two (2) years of service after being granted such status, unless it is a limited probationary period for disciplinary action.

#### **ARTICLE IV OFFICERS**

Section 1. The officers of this organization shall consist of a Chief, an Assistant Chief, a Training Officer, a number of Captains determined by the Officer Board, and a number of Lieutenants determined by the Officer Board. In addition to the above-enumerated officers, a Secretary shall also be elected.

Section 2. The "Line Officers" of this organization shall consist of the Chief, the Assistant Chief, the Training Officer, and all Captains. All Line Officers must live within the city limits.

Section 3. The "Officer Board" shall consist of all of the duly elected officers of this organization. The Secretary is not a member of the Officer Board. The Officer Board shall hold meetings separate from the regular Department meetings as provided in Article I of the By-Laws of the Carter Lake Iowa Fire Department.



## **ARTICLE V SELECTION OFFICERS**

Section 1. All officers, and the Secretary, shall be elected by a simple majority vote of the eligible voting membership of the Carter Lake Iowa Fire Department at the regular Department meeting in December every even numbered year.

Section 2. A member may only hold one officer positions at a time.

Section 3. The election of officers shall be subject to approval by the Carter Lake Iowa City Council.

Section 4. Nominations for every Officer position, and for the Secretary, shall be taken at the November regular Department meeting in every even-numbered year. Nominations shall be closed at the end of said meeting and shall not be reopened until the December meeting, except for emergency reasons.

Section 5. When more than two (2) persons accept nomination for election to an officer position for which only one position is available, a run-off election to determine the nominees' shall be held in November. The two candidates receiving the most votes in any such run-off election shall then be placed upon the ballot for the regular election.

## **ARTICLE VI QUALIFICATIONS AND DUTIES OF OFFICERS**

Section 1 All officers, within six (6) months minimum of election, must have completed or be enrolled in coursework which culminates in the minimum certifications required for his or her position as listed below. Officers satisfying this requirement by virtue of enrollment must successfully complete the coursework in which they are then enrolled. Any officer not satisfying this requirement is subject to removal from office by the Officer Board.

Section 2. No one may hold the Chief or Assistant Chief Position if they are a department head for another city entity or an elected City Official such as Mayor or City Council member.

Section 3. Fire Chief. The Chief shall have completed at least five (5) years fire service on the Carter Iowa Lake Fire Department and no less than two (2) years of service as a Line Officer prior to being elected. The Chief shall have Iowa Fire Fighter 1 certification and at minimum IOWA EMT or NREMT certification.

- A. The Chief shall command all operations of the Department: be responsible for the care, maintenance, and use of all vehicles, equipment, and the buildings in which the apparatus and equipment are housed, and shall fulfill all duties set out in Section 35.06 of the Carter Lake Iowa Code of Ordinances.
- B. The Chief and designee shall be responsible for the efficiency of any and all apparatus used by the Department, and they shall satisfy themselves by personal inspection at least once a week that all means of handling emergency situations are at their highest practical efficiency. They shall, at meetings and at activities,

communicate such information, facts, and remarks as the interest of the Department may require.

- C. The Chief shall have the authority, subject to the approval of the Mayor and City Council, to make Mutual Aid Agreements with other fire or public safety departments in surrounding communities. The Chief, or the Chief's designee, may take part of the Department's apparatus or members to the aid of other communities when requested.
- D. In the event that the Fire Department and/or its apparatus respond to a Mutual Aide call for another town or community, it shall be the duty of the Chief or the Chief's designee to make arrangements or provisions for suitable protection for the Carter Lake and other areas under the Department's protection.
- E. The Chief shall comply with all Federal, State, and local laws in addition to those imposed by this Constitution, this organization's By-Laws, and any applicable Departmental policies.
- F. The Chief may appoint members to temporarily fill officer vacancies if necessary, until such time as a vote may be held to fill the vacant position.

Section 3. The Assistant Chief shall have completed at least five (5) years fire service on the Carter Lake Iowa Fire Department and no less than two (2) years of service as a Line Officer. The Assistant Chief shall have Iowa Fire Fighter 1 certification and at minimum Iowa EMT certification. The Assistant Chief shall report to the Chief at Fire Department functions and shall perform the duties of the Chief in the Chiefs absence. The Assistant Chief shall act as Chief for the remainder of the current term should the office of Chief become vacant.

Section 4. The Trainer shall have completed at least five (5) years fire service on the Carter Lake Iowa Fire Department and no less than two (2) years of service as a Line Officer. The Trainer shall have Iowa Fire Fighter 1 certification and minimum Iowa EMT certification.

Iowa Instructor 1 certification is preferred. The Trainer shall be responsible for the training of all fire personnel; for maintaining records of training attendance and other training records. The Trainer, under the direction of the Chief, shall evaluate prospective members during their training period and make recommendation to the Officer Board whether to accept or reject a trainee upon completion of his or her training period.

Section 5. Fire Captains shall have completed at least two (2) years fire service on the Carter Lake Iowa Fire Department. Captains shall have Iowa Fire Fighter 1 certification. A Fire Captain, subject to the direction of the Chief or the Chief's designee, shall be in charge of his or her assigned apparatus and assigned fire personnel at the scene of any emergency situation to which said apparatus or personnel are dispatched under and until said apparatus is back in service at the Fire Station, ready for the next emergency situation. Captains are in charge of issuing Personal Protective Gear to new members in their Company. Captains may

be assigned other duties by the Chief and/or the Chiefs designated Officer.

Section 6. The EMS Captain shall have completed at least two (2) years fire and EMS service on the Carter Lake Iowa Fire Department. The EMS Captain must have a minimum of Iowa EMT certification. The EMS Captain shall, subject to the direction of the Chief or the Chiefs designee, oversee the personnel associated with EMS, provide proper EMS training, maintain EMS attendance records for emergencies, ensure that EMS vehicles are maintained in peak readiness for emergency situations, and ensure that equipment and supplies are maintained and replaced when necessary.

Section 7. Fire Lieutenants shall have completed at least two (2) years of service on the Carter Lake Fire Department. Fire Lieutenants shall enrolled in the Iowa Fire Fighter 1 certification within their first year of service as a Fire Lieutenant. Fire Lieutenants, subject to the direction of the Chief or the Chief's designated Officer and in the absence of a Fire Captain, shall be in charge his or her assigned apparatus and/or assigned fire personnel at the scene of any emergency situation to which said apparatus or personnel are dispatched until the assigned apparatus is back in service at the Fire Station, ready for the next emergency situation. Lieutenants may be assigned other duties by the Chief and/or the Chief's designated Officer.

Section 8. EMS Lieutenants shall have completed at least two (2) years of service on the Carter Lake Iowa Fire Department. An EMS Lieutenant shall have Iowa EMT certification. An EMS Lieutenant shall serve as an assistant to the EMS Captain, shall help provide proper EMS training, shall help maintain attendance records for emergencies, shall assist in ensuring that EMS vehicles are maintained in peak readiness for emergency situations, and shall assist in ensuring that equipment and supplies are maintained and replaced when necessary.

Section 9. The Officer in Charge or designee (i.e.) incident command is required to do an incident report within 24 hrs. of the incident on the department computer software as well as a paper report including all information requested on the form including, personnel on scene, responding apparatus, value of loss, and property owners information including insurance information.

Section 10. The Secretary shall be capable of keeping a true and accurate account of all proceedings of every Officer meeting and mass meeting of the members on audio record and in printed minutes. Audio recording of the meetings shall remain in the station at all times. The Secretary shall assist in the examination and auditing of all books and accounts belonging to the Department. If unable to attend any meeting, the Secretary shall ensure that the minutes are presented for use at the meeting. The Secretary shall call and record roll at all meetings, shall notify all members of special meetings, and provide all records and information to the Secretary's successor in office.

## **ARTICLE VII INSTALLATION OF OFFICERS**

Section 1. All newly elected Officers shall take office at the first regular Department

meeting subsequent to both the election and to approval by the Carter Lake City Council.

Section 2. At the meeting set for the installation of Officers, the Mayor of Carter Lake or his designee may be requested to be present and administer the Oath, Affirmation, or Pledge of Office. Each Officer shall state the office he or she is about to undertake and shall signify his or her intentions to perform all designated duties of said office as stated in the Department's Constitution and By-Laws to the best of his or her ability. Each Officer shall also swear to obey all City, County, State, and Federal laws.

## **ARTICLE VIII DUTIES OF MEMBERS**

Section 1. Upon issuance of the alarm of an emergency, unless otherwise directed by the Chief, Asst. Chief or designee, shall promptly report to the Fire Station and attend to getting the apparatus to the emergency and in operation. Upon arrival at the emergency, every active member shall serve at their assigned task and perform any work assigned by their commanding Officer. They shall not leave the scene of the emergency or Fire Station without permission of the Officer in Charge or of the Incident Commander. In absence of an Officer the Incident Commander shall be the senior most member present at the scene of the emergency.

Section 2. All active members shall assist in replacing the equipment on all apparatus once the order is given to clear the emergency scene. They shall report back to the Fire Station and, with the assistance of any members on stand-by at the station, shall help place the apparatus in ready condition for the next emergency.

## **ARTICLE IX QUORUM, VOTING AND AMENDMENTS**

Section 1. One-third {1/3} of eligible voting members of the Department at the time of the regular meeting shall constitute a quorum. Except where otherwise provided in this Constitution or in the By-Laws a simple majority vote shall govern. In all transactions not otherwise provided for a majority of vote shall govern.

Section 2. Voting privileges are restricted to sworn members with a minimum of one (1) year of service.

Section 3. At any time, any eligible voting member may request to have an issue put to a written vote. This motion must be seconded and then approved by a majority of the eligible voting members present.

Section 4. The Constitution may be amended by a vote of two-thirds {2/3} of the eligible voting members present at any regular meeting, provided the proposed amendment has been submitted in writing, with Article and Section clearly identified, at a preceding prior regular meeting. Such amendments shall, however, not be considered final until they have been submitted to and approved by the body of the Carter Lake Iowa Fire Department after three (3) regular monthly meetings and approved by the Carter Lake City Council. The Carter

Lake Fire Department Secretary shall be required to update the Constitution and/or By-laws as each amendment is passed. Copies of the Constitution and By-laws shall be distributed to every active member with the changes agreed upon at the next regular business meeting.

Section 5. The By-laws may be amended at any regular meeting by a vote of two-thirds (2/3) of the eligible voting members present, and after three (3) regular monthly readings. All proposed amendments must be submitted in writing, with Article and Section changes clearly identified. Any proposed amendment passed by the required vote shall be submitted in formal written text to the Carter Lake Iowa City Council, The Council must approve an amendment in order for it to become final.

Amended April 26, 1992

Amended April 17, 1994

Amended October 15, 1995

Amended October 28, 1997

Amended January 5, 2021

RESOLUTION NO. 2021-

Be it hereby resolved by the City Council of the City of Carter Lake, Iowa that Randy Smith's wages be set at \$17.76 per hour beginning June 13, 2021. Randy has been employed by the Carter Lake Maintenance Department for 10 years.

Recommended by: Employee Handbook - Longevity.

Passed and approved this 17<sup>th</sup> day of June, 2021.

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Ron Cumberledge, Mayor

ATTEST:

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Jackie Carl, City Clerk

RESOLUTION NO. 2021-\_\_\_\_\_

Be it hereby resolved by the City Council of the City of Carter Lake, Iowa that  
Isaiah Caldwell wages be set at \$9.27 per hour beginning May 18, 2021. Isaiah has been  
employed as a seasonal concession stand worker for the Parks and Recreation  
Department in the City of Carter Lake.

Passed and approved this 21<sup>st</sup> day of June, 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 Izaiah Warner wages be set at \$11.33 per hour beginning May 28, 2021. Izaiah has been employed as a seasonal parks maintenance worker for the Parks and Recreation Department in the City of Carter Lake.

Passed and approved this 21<sup>st</sup> day of June, 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 Lexi Phillips wages be set at \$9.27 per hour beginning May 17, 2021. Lexi has been employed as a seasonal concession stand worker for the Parks and Recreation Department in the City of Carter Lake.

Passed and approved this 21<sup>st</sup> day of June, 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 Treveon Hansen wages be set at \$9.27 per hour beginning May 17, 2021. Treveon has been employed as a seasonal concession stand worker for the Parks and Recreation Department in the City of Carter Lake.

Passed and approved this 21<sup>st</sup> day of June, 2021.

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

ATTEST:

\_\_\_\_\_  
Jackie Carl, City Clerk

RESOLUTION NO. \_\_\_\_-2021

A RESOLUTION SETTING SALARIES AND WAGES FOR APPOINTED OFFICERS AND EMPLOYEES OF THE CITY OF CARTER LAKE FOR THE FISCAL YEAR JULY 1, 2021 TO JUNE 30, 2022.

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

The following persons and positions named shall be paid the salaries or wages indicated and the Clerk is authorized to issue warrants/checks, less legally required or authorized deductions from the amounts set out below, biweekly or monthly, and make such contributions to IPERS and social security or other purposes as required by law or authorization of the Council, all subject to audit and review by the Council:

SEE ATTACHED

Overtime hours shall be paid for at a rate of one and one half times the hourly or hourly equivalent for any hours over forty per week for the job performed. In the case of Police Officers, all pay will be paid as set out in the Police Union Contract. In the case of non-management employees, all pay will be paid as set out in the Employee Union Contract.

This resolution shall be in full force and effect on July 1, 2021

Passed and approved this 21th day of June 2021.

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Ron Cumberledge, Mayor

ATTEST:

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Jackie Carl, City Clerk

## WAGES TO BE APPROVED JULY 1, 2021

Police Chief	Kannedy, S.	85,134.40	3.0%
Police Captain	Driscoll, J.	32.73	3.0%
Police Sergeant	Chamber, G	31.18	3.0%
Police Sergeant	Gonsior, R.	31.18	3.0%
Police Officer	Owens, M.	28.41	3.0%
Police Officer	Swinarski, A	27.12	3.0%
Police Officer	Sewing, M	25.16	3.0%
Police Officer	Huscroft, J	25.16	3.0%
Police Officer	Dargy, N	25.16	3.0%
Police Officer	open position	25.16	3.0%
Police Aide	Bennett, B	17.10	3.0%
Fire Dept. Coordinator	Newton, P.	24.21	4.0%
Animal Control	Walton, T	13.00	3.0%
Library Director	Hawkins, T.	24.50	2.1%
Library Coord. - Assistant	Hawkins, G.	18.50	2.8%
Maint. Supervisor	Sheard, L.	29.65	3.0%
Maint. Worker	Smith, R.	18.17	3.0%
Maint. Worker	McCloud, R	20.00	\$3.00
Maint. Worker	Andreessen, J	16.48	3.0%
Park & Rec Coordinator	Hollenbach, K	15.45	3.0%
Parks Maint.	Murray, M.	23.81	3.0%
Parks Maint.	Fisher, R.	18.54	3.0%
Parks - seasonal	Bennett, C	13.00	3.0%
Parks - seasonal	Warner, I	11.67	3.0%
Parks Concessions	Phillips, L	9.55	3.0%
Parks Concessions	Hansen T	9.55	3.0%
Parks Concessions	Caldwell, I	9.55	3.0%
Senior Ctr. Manager	Tice, L	24,223.90	2.0%
Senior Ctr. - Driver	Conner, R	15.00	\$1.82
Senior Ctr. - Kitchen/Driver	Hawkins, J	12.60	3.0%
Senior Ctr. - Kitchen	Heider, M	10.30	3.0%
Building Inspector	Sheard, L	29.65	3.0%
Admin - City Clerk	Carl, J.	65,328.64	4.0%
Admin - Deputy Clerk	Ruehle, L.	30.76	3.0%
Admin - Assistant	Wilhite, L.	17.51	3.0%

PLANNING BOARD MEETING on Monday, April 12, 2021 7:05 P.M.

Meeting was called to order at 7:05 p.m. by Chairman Ed Palandri.

Palandri opened the public hearing for comments and questions, concerning proposed text amendment to the land use development ordinances for the city of Carter Lake, Iowa. The land use development ordinances adopted by the city of Carter Lake, Iowa on August 28, 2006, shall be amended as follows:

Approved use in C-1 Limited Commercial District shall now include: Amend the definition of 307 (a) Agricultural Sales and Services to read as follows: Establishments or places of business engaged in sale from the premises of feed, feed supplements, grain, fertilizers, farm equipment, pesticides and similar goods or in the provision of agriculturally related services with incidental storage on lots other than where the service is rendered. Or enclosed warehousing including the storage, distribution and handling of feed and feed supplements. Typical uses include nurseries, hay, farm implement dealerships, feed and grain stores, and tree service firms.

And that the TABLE 4-1 "Use Matrix for "Ag Sales/Services" type in the Code shall be amended as an approved use that requires a Conditional Use permit (C) in the C-1 Zoning District.

There was no verbal or written comments received, therefore Pauly moved to close the public hearing seconded by Bradburn

Roll Call: Present: Kathy Dueling, Ray Pauly, Nate Bradburn, Tim Podraza, Jay Gundersen and Ed Palandri; Absent: Tim Podraza, Scott Crowder.

Pauly moved to approve of the agenda, seconded by Bradburn; unanimous approval; Pauly moved to approve consent agenda consisting of building permits, council minutes and previous planning board minutes from March, seconded by Bradburn; unanimous approval;

#### New Business

Representative from The Schemmer Associates, Inc. was present to review plans on behalf of Lakeside Auto Recyclers for a potential development just to the north of the shredder to be located adjacent to Locust street. 22,000 sq foot building. Commercial structure that will have some retail use facing locust and upper level offices for Lakeside Auto Recyclers. Landscaping will be planned according to the zoning ordinances to meet performance points; potential drive thru tenant on the east end. South side will have new paving and extension of what is going on in the existing business; pre-cast building with thin brick front and will be at a height to provide potential screening of the shredder. There is no potential time frame at this point. Jay stated there is no objection to the concept and the board needs to see the plans and specifications before granting approval. Ed asked for description of lower level layout. This is still up in the air at this point due to only being concept. What is the plan for south side? Metal

building similar to existing buildings at Lakeside. Would there be overhead doors or docks on south side. Ed does not see clear separation from salvage yards and this new building.

There may be a need to revise the definition of business support services. Request a review and recommendation from City Attorney regarding whether this is an expansion of business support services.

Nate Bradburn is not opposed to any of this, but wants to make sure that whatever we do is not expanding industrial on Locust Street because it is counter to what has been proposed for Locust Street for the past 9-10 years.

Ray Pauly wants to state that we want to work on what is best for the city and the business. The last thing the board wants to do is discourage business expansion.

Palandri motioned that before the board can move forward with this particular project and the development of it, we need a legal opinion from the city attorney on whether this is an expansion of the business and if it is legal or not; if it is the attorneys opinion that it is allowed that the planning board can work on addressing rezoning necessary to draft recommendation to the city council. Then the property can be rezoned and then the planning board can address our concerns with the design of the building at that time. Motion seconded by Gundersen; approve unanimously.

Regarding McGrew Real Estate Holdings, LLC 2920 N. 5<sup>th</sup> Street. The public hearing to talk about the proposed changes to the land development ordinances.

Bradburn moved to approve recommendation that council adopt the proposed changes to the zoning matrix and definition as published in the notice above. The Board will work on securing terms for the conditional use permit to protect the city and the owner. Seconded by Palandri

With no further comments, Palandri moved to adjourn seconded by Dueling at 7:40 p.m.

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Ed Palandri, Chairman

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Jackie Carl, City Clerk

Planning Board meeting on Monday, May 10, 2021 7:00 P.M.

Meeting was called to order at 7:00 p.m. by Chairman Ed Palandri. Roll Call: Present: Kathy Dueling, Ray Pauly, Tim Podraza, Jay Gundersen and Ed Palandri; Absent: Nate Bradburn, Scott Crowder. City Attorney Mike O’Bradovich was also present. Pauly moved to approve of the agenda, seconded by Dueling; unanimous approval; Podraza moved to approve consent agenda consisting of building permits and council minutes from April, seconded by Pauly; unanimous approval;

New Business: Attorney David Myers and Ben Pearson were present to request clarifications on the conditional use permit language. After discussion and negotiation the terms will be drafted to the satisfaction of both attorneys. Pauly moved to set public hearing on conditional use permit for Monday May 24 at 7 p.m. seconded by Dueling; unanimous approval.

Jason Heinz of Schemmer is present on behalf of Lakeside Auto Recyclers, Inc. plans for new building. Letter outlining more details for the concept.

Attorney O’Bradovich provided a legal opinion based on these two questions:

1. Is the proposed use, as described by the property owner, acceptable on its own merits in a C/L district?
2. And is the proposed use, as described by the property owner, a “bleed-over” of an approved C-1 zoning district usage that is not otherwise allowed in a C/L zoning district? If there is a “bleed-over”, then it is unlikely that the request to develop the real property will meet our regulations.

Gundersen moved to change C/L to C-1 and add warehousing. Rezone a portion of the C/L DISTRICT and C/A DISTRICT: *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.* Seconded by Dueling. NO-Ed; Yes-Dueling, Pauly, Podraza and Gundersen.

Discuss rezoning from commercial to residential – regarding the Creighton University property. Gundersen moved that the board is not interested in making a change at this time, seconded by Pauly, approved unanimously.

At 8:55 p.m. Gundersen moved to adjourn seconded by Dueling.

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Ed Palandri, Chairman

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Jackie Carl, City Clerk



## SPECIAL PLANNING BOARD MEETING

Monday, May 24, 2021, meeting was called to order at 7:01 p.m. Opened with the public hearing for the purposes of reviewing, evaluating, and acting upon a request for a conditional use permit for the property located at 2920 North 5th Street, Carter Lake, Iowa. The conditional use permit, as proposed, would allow the owner of the property to store, distribute and handle livestock feed and livestock feed supplies within an enclosed structure in the C-1 Zoning District in which the property is located. The proposed language for the conditional use permit has been on file with the city clerk, and reviewed by all parties involved.

There was no public comments received, Palandri moved to close hearing and seconded by Pauly. Approved unanimously.

Roll Call: Present: Kathy Dueling, Ray Pauly, Tim Podraza, Jay Gundersen and Ed Palandri; Absent: Nate Bradburn, Scott Crowder. City Attorney Mike O'Bradovich was also present. Pauly moved to approve of the agenda, seconded by Dueling; unanimous approval;

### New Business

McGrew Real Estate Holdings, LLC 2920 N. 5th Street – Conditional Use Permit. Gundersen moved to approve the proposed conditional use permit, seconded by Dueling. Attorney O'Bradovich stated that because the text change has not been adopted by the City Council it will be tentative approval subject to approval by the City council which is expected on June 7<sup>th</sup> public hearing. And second reading on June 21<sup>st</sup>. Unanimous approval.

Adjourn at 7: 13 p.m.

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Ed Palandri, Chairman

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Jackie Carl, City Clerk

Vendor Checks: 5/01/2021- 5/31/2021

Payroll Checks: 5/01/2021- 5/31/2021

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE
	GENERAL					
	LIABILITIES					
PR20210430	CITY OF CARTER LAKE	SERVICE CHARGE	1.00	69417	5/21/21	
PR20210514	CITY OF CARTER LAKE	SERVICE CHARGE	1.00	2.00 69417	5/21/21	
PR20210430	CARTER LAKE PEACE OFFICERS	POLICE DUES	160.00	69416	5/21/21	
PR20210514	CARTER LAKE PEACE OFFICERS	POLICE DUES	160.00	320.00 69416	5/21/21	
PR20210430	COLONIAL INSURANCE CO	COLONIAL INS	183.15	1323110	5/21/21	
PR20210514	COLONIAL INSURANCE CO	COLONIAL INS	182.91	366.06 1323110	5/21/21	
PR20210430	DELTA DENTAL OF IOWA	DENTAL INS	239.90	1323115	5/21/21	
PR20210514	DELTA DENTAL OF IOWA	DENTAL INS	239.82	479.72 1323115	5/21/21	
PR20210430	FED/FICA TAXES	FED/FICA TAX	9,106.26	1323076	5/07/21	
PR20210501	FED/FICA TAXES	FED/FICA TAX	332.45	1323072	5/01/21	
PR20210514	FED/FICA TAXES	FED/FICA TAX	8,795.06	18,233.77 1323108	5/21/21	
PR20210430	IPERS	IPERS-PROTECTIV	5,932.89	1323109	5/21/21	
PR20210501	IPERS	IPERS	31.46	1323109	5/21/21	
PR20210514	IPERS	IPERS-PROTECTIV	5,839.49	11,803.84 1323109	5/21/21	
PR20210430	GIS BENEFITS	LIFE INSURANCE	127.27	1323113	5/21/21	
PR20210514	GIS BENEFITS	LIFE INSURANCE	127.19	254.46 1323113	5/21/21	
PR20210430	NEBR CHILD SUPPORT PAYMENT CNT	CHILD SUPPORT	36.01	1323077	5/07/21	
PR20210514	NEBR CHILD SUPPORT PAYMENT CNT	CHILD SUPPORT	36.01	72.02 1323116	5/21/21	
PR20210430	TREASURER, STATE OF IOWA	STATE TAXES	1,438.18	1323111	5/21/21	
PR20210501	TREASURER, STATE OF IOWA	STATE TAXES	14.00	1323111	5/21/21	
PR20210514	TREASURER, STATE OF IOWA	STATE TAX	1,389.75	2,841.93 1323111	5/21/21	
PR20210430	WELLMARK BLUE CROSS AND	MEDICAL INS	4,365.51	1323112	5/21/21	
PR20210514	WELLMARK BLUE CROSS AND	MEDICAL INS	4,363.94	8,729.45 1323112	5/21/21	
				-----		
	050	LIABILITIES TOTAL		43,103.25		
	POLICE					
5157	ALL MAKES COLLISION CNTR	PD #105 REPAIR-ICAP CLAIM	3,429.26	69357	5/06/21	
05212021	AMERICAN NATIONAL BANK	DOG FOOD	52.59	69420	5/27/21	
4/16/21	BLACK HILLS ENERGY	UTILITIES	176.79	1323094	5/06/21	
65787	DONS PIONEER UNIFORMS	OWENS, MATT	465.98	69367	5/06/21	
225263	GREAT PLAINS UNIFORMS LLC	UNIFORMS/POLICE/DARGY	29.50	69406	5/11/21	
225311	GREAT PLAINS UNIFORMS LLC	NATE BENTZINGER	186.99	69406	5/11/21	
8595	GREAT PLAINS UNIFORMS LLC	UNIFORMS/POLICE/HUSCROFT	152.48	368.97 69406	5/11/21	
317637	IA LAW ENFORCEMENT ACADEMY	N BENTZINGER	200.00	69377	5/06/21	
5/21	LIBERTY NATIONAL	Life Insurance	39.00	1323131	5/01/21	
6/21	LIBERTY NATIONAL	Life Insurance	39.00	78.00 1323137	5/26/21	
50860	MANUEL TIRE SHOP	Tire Repair	13.00	69385	5/06/21	
1937-00-997876	NAPA AUTO PARTS	BK CAR READER/GONSIOR	53.50	69389	5/06/21	
1937-00-998109	NAPA AUTO PARTS	BEARING/VEHICLE 107/POLICE	327.47	69389	5/06/21	
1937-00-998140	NAPA AUTO PARTS	BREARINGS/CAR 107	358.98	739.95 69389	5/06/21	
4/16/21	OFFICE DEPOT BUSINESS CREDIT	OFFICE SUPPLIES/POLICE	486.21	1323123	5/11/21	
5/3/21	OPPD	UTILITIES	427.84	1323132	5/25/21	
042021	RIVERSIDE AUTO WASH	Car Washes/Police	420.00	69443	5/27/21	
04292021	MATT SEWING	CAP/CELESTRONB MONOCULAR	47.02	69399	5/06/21	
41892-501-1-2A4F	STREET COP TRAINING	OFFICER TRAINING	199.00	69444	5/27/21	
4/30/21	WEX BANK	FUEL	1,853.78	1323098	5/05/21	
				-----		
	110	POLICE TOTAL		8,958.39		

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE
FIRE						
4/16/21	BLACK HILLS ENERGY	UTILITIES		33.72	1323094	5/06/21
IN1569590	MUNICIPAL EMERGENCY SERVICES	SILV-EX PLUS 5GALLONS		79.00	69388	5/06/21
5/3/21	OPPD	UTILITIES		225.90	1323132	5/25/21
5907398	PAPILLION SANITATION	DUMPSTERS	50.36		69394	5/06/21
5908142	PAPILLION SANITATION	DUMPSTERS	53.82	104.18	69394	5/06/21
4/30/21	WEX BANK	FUEL		51.01	1323098	5/05/21
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	150	FIRE TOTAL		493.81		
AMBULANCE						
2250370	EMERGENCY MEDICAL PRODUCTS	SUPPLIES/AMBULANCE		2,357.98	69368	5/06/21
63111357	459-PRAXAIR DISTRIBUTION INC	SUPPLIES/AMBULANCE	39.02		69396	5/06/21
63145978	459-PRAXAIR DISTRIBUTION INC	OXYGEN/ X7	39.33	78.35	69396	5/06/21
4/30/21	WEX BANK	FUEL		101.80	1323098	5/05/21
				-----		
	160	AMBULANCE TOTAL		2,538.13		
BUILDING INSPECTOR						
4/16/21	BLACK HILLS ENERGY	UTILITIES		10.40	1323094	5/06/21
5/3/21	OPPD	UTILITIES		37.75	1323132	5/25/21
				-----		
	170	BUILDING INSPECTOR TOTAL		48.15		
TRAFFIC						
5/3/21	OPPD	UTILITIES		125.11	1323132	5/25/21
				-----		
	240	TRAFFIC TOTAL		125.11		
LIBRARY						
446665739978	SYNCB/AMAZON	BOOKS-LIBRARY	1,358.91		69419	5/27/21
583355855433	SYNCB/AMAZON	BLGS-LIBRARY	160.49		69419	5/27/21
8676666587696	SYNCB/AMAZON	PROGRAMS-LIBRARY	309.69	1,829.09	69419	5/27/21
19	ANDRE'S PRO CLEAN	CLEANING LIBRARY		800.00	69358	5/06/21
4/16/21	BLACK HILLS ENERGY	UTILITIES		60.47	1323094	5/06/21
052421	COX BUSINESS SERVICES	TELEPHONE/INTERNET	67.03		69425	5/27/21
4/24/21	COX BUSINESS SERVICES	INTERNET/Library	96.00	163.03	1323096	5/12/21
28476	DATASERV CORPORATION	COMPUTER NETWORK		520.00	69426	5/27/21
29211863	GREAT AMERICAN FINANCIAL SERV	LIBRARY COPIER		98.60	1323128	5/20/21
26126	NOAH'S ARK ANIMAL WORKSHOP	PROGRAMS		210.88	69390	5/06/21
5/3/21	OPPD	UTILITIES		339.02	1323132	5/25/21
0571752-IN	THE PENWORTHY COMPANY	BOOKS-LIBRARY		114.58	69438	5/27/21
16002026	QUILL CORPORATION	SUPPLIES-LIBRARY	217.97		69397	5/06/21
16556096	QUILL CORPORATION	SUPPLIES-LIBRARY	32.99		69441	5/27/21
16571354	QUILL CORPORATION	SUPPLIES-LIBRARY	43.94	294.90	69441	5/27/21
				-----		
	410	LIBRARY TOTAL		4,430.57		
PARKS/RECREATION						
1613	FANCY STITCHING	UNIFORMS		40.00	69370	5/06/21
06/30/20	FED/FICA TAXES	FED/FICA COVID CORRECT 6/30/20		346.15	1323124	5/03/21
05162021	DAVID HENRICHS	UMPIRE FEES	120.00		69428	5/27/21
APRIL 2021	DAVID HENRICHS	UMPIRE FEES	40.00	160.00	69373	5/06/21
05162021	DOUGLAS HENRICHS	UMPIRE FEES	80.00		69429	5/27/21

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APRIL 2021	DOUGLAS HENRICHS	UMPIRE	40.00	120.00	69374	5/06/21
05162021	HOLLENBACH, SHANE	UMPIRE FEES	80.00	69430	5/27/21	
APRIL 2021	HOLLENBACH, SHANE	UMPIRE FEE	120.00	200.00	69375	5/06/21
05162021	ERIC HUMPHREY	UMPIRE FEES	120.00	69431	5/27/21	
APRIL 2021	ERIC HUMPHREY	UMPIRE FEES	40.00	160.00	69376	5/06/21
4/16/21	OFFICE DEPOT BUSINESS CREDIT	OFFICE SUPPLIES/PARKS	17.97	1323123	5/11/21	
5/18/21	OFFICE DEPOT BUSINESS CREDIT	OFFICE SUPPLIES/PARKS	109.99	127.96	1323123	5/11/21
05162021	ROBERT ALLEN PETERS JR	UMPIRE FEES	320.00	69440	5/27/21	
APRIL 2021	ROBERT ALLEN PETERS JR	UMPIRE FEES-9 GAMES	360.00	680.00	69395	5/06/21
430 PARKS/RECREATION TOTAL				1,834.11		
SENIOR CENTER						
4/16/21	BLACK HILLS ENERGY	UTILITIES	159.72	1323094	5/06/21	
4/24/21	COX BUSINESS SERVICES	INTERNET/Senior Center	53.60	1323096	5/12/21	
04302021	CULLIGAN OF OMAHA	SUPPLIES-SEN CNTR 561860	10.17	69365	5/06/21	
5/21	LIBERTY NATIONAL	Life Insurance	48.56	1323131	5/01/21	
6/21	LIBERTY NATIONAL	Life Insurance	48.56	97.12	1323137	5/26/21
05122021	LINCOLN AUTO AUCTION	SENIOR CENTER VAN	15,200.00	69409	5/12/21	
5/3/21	OPPD	UTILITIES	175.76	1323132	5/25/21	
4/30/21	WEX BANK	FUEL	190.82	1323098	5/05/21	
499 SENIOR CENTER TOTAL				15,887.19		
EXECUTIVE						
043021	ANYTIME TEES	SENIOR BANNORS	442.98	69359	5/06/21	
4/16/21	BLACK HILLS ENERGY	UTILITIES	10.40	1323094	5/06/21	
052021	CUMBERLEDGE, RON	PHONE REIMBURSEMENT	50.00	69366	5/06/21	
5/3/21	OPPD	UTILITIES	37.75	1323132	5/25/21	
611 EXECUTIVE TOTAL				541.13		
ADMINISTRATIVE						
05212021	AMERICAN NATIONAL BANK	CREDIT CARD PAYMENT	53.14	69420	5/27/21	
4/16/21	BLACK HILLS ENERGY	UTILITIES	67.59	1323094	5/06/21	
06/30/20	FED/FICA TAXES	FED/FICA COVID CORRECT 6/30/20	384.00	1323124	5/03/21	
3/14/21	OFFICE DEPOT BUSINESS CREDIT	OFFICE SUPPLIES/ADMIN	210.74	1323123	5/11/21	
4/16/21	OFFICE DEPOT BUSINESS CREDIT	OFFICE SUPPLIES/ADMIN	323.23	1323123	5/11/21	
5/18/21	OFFICE DEPOT BUSINESS CREDIT	OFFICE SUPPLIES/ADMIN	109.99	643.96	1323123	5/11/21
5/3/21	OPPD	UTILITIES	163.59	1323132	5/25/21	
5907398	PAPILLION SANITATION	DUMPSTERS	16.78	69394	5/06/21	
5908142	PAPILLION SANITATION	DUMPSTERS	17.93	34.71	69394	5/06/21
0037733	PEOPLESERVICE, INC	BILLING/WATER	1,232.51	69439	5/27/21	
910340	WALLACE SIGNS	SIGNAGE for rezoning	130.00	69446	5/27/21	
620 ADMINISTRATIVE TOTAL				2,709.50		
LEGAL SERVICES						
ICP045955A1	IA COMMUNITIES ASSURANCE POOL	DEDUCTIBLE FOR MOWERY CASE	2,500.00	69407	5/11/21	
640 LEGAL SERVICES TOTAL				2,500.00		

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	CITY HALL					
4/16/21	BLACK HILLS ENERGY	UTILITIES	244.38	1323094	5/06/21	
10777M0	BUG-Z TERMITE/PEST CNTRL	PEST CONTROL	107.00	69362	5/06/21	
4/24/21	COX BUSINESS SERVICES	TELEPHONE/INTERNET City Hall	679.96	1323096	5/12/21	
05/07/2021	IA DIVISION OF LABOR SERVICES	Boiler Inspections	80.00	69432	5/27/21	
3/14/21	OFFICE DEPOT BUSINESS CREDIT	OFFICE SUPPLIES/CITY HALL	78.16	1323123	5/11/21	
4/16/21	OFFICE DEPOT BUSINESS CREDIT	OFFICE SUPPLIES/CITY HALL	52.57	1323123	5/11/21	
5/18/21	OFFICE DEPOT BUSINESS CREDIT	OFFICE SUPPLIES/CITY HALL	26.24	156.97	1323123	5/11/21
201429	OMAHA COMPOUND COMPANY	TP/PAPER TOWELS	147.90	69392	5/06/21	
5/3/21	OPPD	UTILITIES	591.42	1323132	5/25/21	
136023	THERMAL HEATING AIR PLUMB	CITY HALL HVAC	251.84	69445	5/27/21	
136025	THERMAL HEATING AIR PLUMB	CITY HALL HVAC	742.86	994.70	69445	5/27/21
17271	WEBSITES TO IMPRESS	17271 PD BY MONEY/INV17423	240.00	69405	5/06/21	
17704	WEBSITES TO IMPRESS	WEBSITE	240.00	69405	5/06/21	
17800	WEBSITES TO IMPRESS	WEBSITE	300.00	780.00	69405	5/06/21
		650 CITY HALL TOTAL	3,782.33			
	MISC					
5/1/21	AUXIANT	Insurance Admin Fee	150.00	1323092	5/01/21	
06/30/20	FED/FICA TAXES	FED/FICA COVID CORRECT 6/30/20	46.98	1323124	5/03/21	
		699 MISC TOTAL	196.98			
		001 GENERAL TOTAL	87,148.65			
	COMMUNITY CENTER					
	COMM CENTER CIP					
PJM0121939P	CBRE	COMM. CENTER MANAGEMENT	3,570.00	69363	5/06/21	
11412720	S&P GLOBAL RATINGS	RATING FOR COMM CENTER BONDS	13,750.00	69398	5/06/21	
		460 COMM CENTER CIP TOTAL	17,320.00			
		003 COMMUNITY CENTER TOTAL	17,320.00			
	PARKS HOTEL/MOTEL					
	LIABILITIES					
PR20210430	COLONIAL INSURANCE CO	COLONIAL INS	54.33	1323110	5/21/21	
PR20210514	COLONIAL INSURANCE CO	COLONIAL INS	54.33	108.66	1323110	5/21/21
PR20210430	DELTA DENTAL OF IOWA	DENTAL INS	46.80	1323115	5/21/21	
PR20210514	DELTA DENTAL OF IOWA	DENTAL INS	46.80	93.60	1323115	5/21/21
PR20210430	FED/FICA TAXES	FED/FICA TAX	1,113.92	1323076	5/07/21	
PR20210514	FED/FICA TAXES	FED/FICA TAX	1,166.30	2,280.22	1323108	5/21/21
PR20210430	IPERS	IPERS	754.88	1323109	5/21/21	
PR20210514	IPERS	IPERS	767.43	1,522.31	1323109	5/21/21
PR20210430	GIS BENEFITS	LIFE INSURANCE	10.80	1323113	5/21/21	
PR20210514	GIS BENEFITS	LIFE INSURANCE	10.80	21.60	1323113	5/21/21
PR20210430	TREASURER, STATE OF IOWA	STATE TAXES	144.00	1323111	5/21/21	
PR20210514	TREASURER, STATE OF IOWA	STATE TAX	151.00	295.00	1323111	5/21/21
PR20210430	WELLMARK BLUE CROSS AND	MEDICAL INS	208.99	1323112	5/21/21	
PR20210514	WELLMARK BLUE CROSS AND	MEDICAL INS	208.99	417.98	1323112	5/21/21

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050 LIABILITIES TOTAL			4,739.37			
PARKS/RECREATION						
13651	ACCURATE LAWN & IRRIGATION	SPRINKLER REPAIR-PARKS	109.95	69418	5/27/21	
13652	ACCURATE LAWN & IRRIGATION	SPRINKLER REPAIR-PARKS	126.36	236.31 69418	5/27/21	
4/16/21	BLACK HILLS ENERGY	UTILITIES	10.40	1323094	5/06/21	
18134A	BLUFFS ELECTRIC, INC.	UNIT HEATER/LED EXT FIELD2	1,695.00	69360	5/06/21	
4/24/21	COX BUSINESS SERVICES	TELEPHONES/Parks	56.26	1323096	5/12/21	
SD86163	EYMAN PLUMBING INC	MABREY PK CK SHACK	306.08	69369	5/06/21	
327494	INDUSTRIAL CHEM LABS	TK-10	381.78	69379	5/06/21	
349375	J & J SMALL ENGINE	MOWER TIRE PARKS	139.05	69381	5/06/21	
826375	LOVELAND GRASS PAD	WEED SPRAY ETC PARKS	128.77	69384	5/06/21	
50771	MANUEL TIRE SHOP	Tire Repair	10.00	69385	5/06/21	
3867171-00	MIDWEST TURF & IRRIGATION	SPRINKLER HEADS FIELD 2&3	119.70	69387	5/06/21	
122256	ODEYS INC	FIELD SUPPLIES	1,029.95	69391	5/06/21	
5/3/21	OPPD	UTILITIES	1,199.55	1323132	5/25/21	
5907398	PAPILLION SANITATION	DUMPSTERS	50.36	69394	5/06/21	
5908142	PAPILLION SANITATION	DUMPSTERS	53.82	104.18 69394	5/06/21	
4/30/21	WEX BANK	FUEL	498.10	1323098	5/05/21	
430 PARKS/RECREATION TOTAL			5,915.13			
004 PARKS HOTEL/MOTEL TOTAL			10,654.50			
AMBULANCE FEES						
AMBULANCE						
12572	QUICK MED CLAIMS	BILLING/AMBULANCE	547.40	1323129	5/20/21	
5/20/21	QUICK MED CLAIMS	BILLING/AMBULANCE	98.60	646.00 1323130	5/20/21	
160 AMBULANCE TOTAL			646.00			
010 AMBULANCE FEES TOTAL			646.00			
FIRE DEPT FEES						
FIRE						
442905873	KONICA MINOLTA PREM FINAN	FIRE DEPT PRINTER	114.39	69434	5/27/21	
150 FIRE TOTAL			114.39			
015 FIRE DEPT FEES TOTAL			114.39			
ROAD USE TAX						
LIABILITIES						
PR20210430	FED/FICA TAXES	FED/FICA TAX	389.95	1323076	5/07/21	
PR20210514	FED/FICA TAXES	FED/FICA TAX	389.95	779.90 1323108	5/21/21	
PR20210430	IPERS	IPERS	271.72	1323109	5/21/21	
PR20210514	IPERS	IPERS	271.72	543.44 1323109	5/21/21	
PR20210430	GIS BENEFITS	LIFE INSURANCE	4.05	1323113	5/21/21	
PR20210514	GIS BENEFITS	LIFE INSURANCE	4.05	8.10 1323113	5/21/21	
PR20210430	TREASURER, STATE OF IOWA	STATE TAXES	71.25	1323111	5/21/21	

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PR20210514	TREASURER, STATE OF IOWA	STATE TAX	71.25	142.50	1323111	5/21/21
		050 LIABILITIES TOTAL		1,473.94		
	ROAD USE					
174034	ACTION BATTERIES	KUBOTA TRACTOR BATTERY		79.39	69356	5/06/21
05212021	AMERICAN NATIONAL BANK	INDEED - MAINT ADVERTISEMENT		276.02	69420	5/27/21
4/16/21	BLACK HILLS ENERGY	UTILITIES		371.48	1323094	5/06/21
CD7649	BOBCAT OF OMAHA	EQUIP REPAIR-BOBCAT	1,571.83		69361	5/06/21
CD7715	BOBCAT OF OMAHA	EQUIP REPAIR/MAINT	302.78	1,874.61	69361	5/06/21
06/30/20	FED/FICA TAXES	FED/FICA COVID CORRECT 6/30/20		458.17	1323124	5/03/21
R-11403	HEAVY INDUSTRIES	ROCK TICKET #4678	192.60		69372	5/06/21
R-11709	HEAVY INDUSTRIES	ROCK	48.16	240.76	69427	5/27/21
1924802010561	INTERSTATE ALL BATTERY CENTER	MOTOROLA 6V/5V AA PROCELL		132.15	69380	5/06/21
550307812	K&M TIRE OMAHA	SKIDSTEER 4 TIRES VEHICLE/12		380.00	69382	5/06/21
9308454677	LAWSON PRODUCTS	SUPPLIES/MAINTENANCE		205.12	69436	5/27/21
45693	MAPLE 85 PREMIUM LANDSCAPE	LANDSCAPE MATERIALS		649.70	69437	5/27/21
42952	MENARDS	5x8 STUDS	36.25		69386	5/06/21
43003	MENARDS	SUPPLIES	6.58	42.83	69386	5/06/21
ORD0103064	OMAHA DOOR & WINDOW CO.	GARAGE DOOR SWITCHES		98.03	69393	5/06/21
130426	OMNI ENGINEERING	ROAD RESURFACING		104,129.18	69408	5/11/21
5/3/21	OPPD	UTILITIES		240.49	1323132	5/25/21
5907398	PAPILLION SANITATION	DUMPSTERS	50.36		69394	5/06/21
5908142	PAPILLION SANITATION	DUMPSTERS	53.82	104.18	69394	5/06/21
236409	READY MIXED CONCRETE CO.	145 CLC	387.17		69442	5/27/21
237011	READY MIXED CONCRETE CO.	CONCRETE	562.66	949.83	69442	5/27/21
1138	SOIL DYNAMICS COMPOSTING	ST SWEEP DEBRIS		110.00	69400	5/06/21
4/30/21	WEX BANK	FUEL		254.21	1323098	5/05/21
		210 ROAD USE TOTAL		110,596.15		
	STREET LIGHTS					
5/3/21	OPPD	UTILITIES		11,105.68	1323132	5/25/21
		230 STREET LIGHTS TOTAL		11,105.68		
		110 ROAD USE TAX TOTAL		123,175.77		
	EMPLOYEE BENEFITS					
	POLICE					
5/11/21	AUXIANT	HEALTH INS/Police	30.00		1323095	5/12/21
5/18/21	AUXIANT	HEALTH INS/Police	60.00		1323127	5/20/21
5/25/21	AUXIANT	HEALTH INS/Police	72.99		1323133	5/25/21
5/4/21	AUXIANT	HEALTH INS/Police	40.00	202.99	1323093	5/06/21
6/21	DELTA DENTAL OF IOWA			31.20-	1323115	5/21/21
05/21	GIS BENEFITS		.40-		1323068	5/01/21
6/21	GIS BENEFITS		20.80-	21.20-	1323113	5/21/21
6/21	WELLMARK BLUE CROSS AND			445.67-	1323112	5/21/21
		110 POLICE TOTAL		295.08-		



INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE
5/11/21	FIRE AUXIANT	HEALTH INS/Fire	24.90	1323095	5/12/21	
		150 FIRE TOTAL	24.90			
06/30/20	PARKS/RECREATION FED/FICA TAXES	FED/FICA COVID CORRECT 6/30/20	5.02	1323124	5/03/21	
		430 PARKS/RECREATION TOTAL	5.02			
06/30/20	ADMINISTRATIVE FED/FICA TAXES	FED/FICA COVID CORRECT 6/30/20	5.57	1323124	5/03/21	
		620 ADMINISTRATIVE TOTAL	5.57			
		112 EMPLOYEE BENEFITS TOTAL	259.59-			
6/21 4688	DEBT SERVICE DEBT SERVICE UMB BANK	2015A FireTruck/Prin0185404688	117,350.00	1323134	5/27/21	
6/21 4696	UMB BANK	2015B City Hall/Prin0185404696	193,581.25	1323135	5/27/21	
6/21 9844	UMB BANK	2016-Refi2008B/Prin 0185409844	126,250.00	437,181.25	1323136	5/27/21
		710 DEBT SERVICE TOTAL	437,181.25			
		200 DEBT SERVICE TOTAL	437,181.25			
PR20210430	WATER REVENUE LIABILITIES COLONIAL INSURANCE CO	COLONIAL INS	67.63	1323110	5/21/21	
PR20210514	COLONIAL INSURANCE CO	COLONIAL INS	67.83	135.46	1323110	5/21/21
PR20210430	DELTA DENTAL OF IOWA	DENTAL INS	54.52		1323115	5/21/21
PR20210514	DELTA DENTAL OF IOWA	DENTAL INS	54.60	109.12	1323115	5/21/21
PR20210430	FED/FICA TAXES	FED/FICA TAX	758.38		1323076	5/07/21
PR20210514	FED/FICA TAXES	FED/FICA TAX	793.80	1,552.18	1323108	5/21/21
PR20210430	IPERS	IPERS	613.50		1323109	5/21/21
PR20210514	IPERS	IPERS	635.92	1,249.42	1323109	5/21/21
PR20210430	GIS BENEFITS	LIFE INSURANCE	16.71		1323113	5/21/21
PR20210514	GIS BENEFITS	LIFE INSURANCE	16.78	33.49	1323113	5/21/21
PR20210430	TREASURER, STATE OF IOWA	STATE TAXES	123.57		1323111	5/21/21
PR20210514	TREASURER, STATE OF IOWA	STATE TAX	131.00	254.57	1323111	5/21/21
PR20210430	WELLMARK BLUE CROSS AND	MEDICAL INS	1,192.42		1323112	5/21/21
PR20210514	WELLMARK BLUE CROSS AND	MEDICAL INS	1,193.96	2,386.38	1323112	5/21/21
		050 LIABILITIES TOTAL	5,720.62			
5/18/21	WATER AUXIANT	HEALTH INS/Water	30.00	1323127	5/20/21	
5/4/21	AUXIANT	HEALTH INS/Water	30.00	60.00	1323093	5/06/21
521057	BACKLUND PLUMBING	REPAIRS/HYDRANT	6,498.75		69421	5/27/21
521074	BACKLUND PLUMBING	REPAIRS/WATER LINE	3,400.00	9,898.75	69421	5/27/21
451672	COUNCIL BLUFFS WATER WORKS	WATER TESTING	100.00		69422	5/27/21

Vendor Checks: 5/01/2021- 5/31/2021

Payroll Checks: 5/01/2021- 5/31/2021

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE
05272021	EDWARDS CHEVROLET-CADILLAC	NEW MAINTENANCE TRUCK	33,360.00	69447	5/27/21	
R-11590	HEAVY INDUSTRIES	ROCK	1,947.40	69427	5/27/21	
230349	IOWA ONE CALL	LOCATES/WATER & SEWER	14.45	69378	5/06/21	
231106	IOWA ONE CALL	LOCATES/WATER & SEWER	16.65	31.10	69433	5/27/21
4/21	TREASURER, STATE OF IOWA	SALES TAX/Admin Fee Water	345.52	1323126	5/17/21	
4/21	TREASURER, STATE OF IOWA	WATER EXCISE TAX	2,156.00	1323125	5/17/21	
4/27/21	MUD	WATER ACCT 112000331048	11,707.30	1323097	5/12/21	
0037733	PEOPLESERVICE, INC	BILLING/WATER	11,614.45	69439	5/27/21	
40059444-000	UTILITY EQUIPMENT CO	HYDRANT STOCK	3,080.00	69402	5/06/21	
40059448-000	UTILITY EQUIPMENT CO	HYDRANT VALVE EXTENSIONS	417.42	69402	5/06/21	
40059491-000	UTILITY EQUIPMENT CO	HYDRANT/RISERS	136.56	3,633.98	69402	5/06/21
00000Y505W4181	UPS	POSTAGE/WATER TESTING	1.17	69403	5/06/21	
			-----			
	810	WATER TOTAL	74,855.67			
			-----			
	600	WATER REVENUE TOTAL	80,576.29			
SEWER REVENUE						
SEWER						
158538	ABLE LOCKSMITHS	KEYS FOR NEW SEWER DOORS	62.50	69355	5/06/21	
521056	BACKLUND PLUMBING	REPAIRS/SEWER/147 CLC	3,295.35	69421	5/27/21	
200168	CITY OF OMAHA CASHIER	SEWER	15.72	69423	5/27/21	
202229	CITY OF OMAHA CASHIER	SEWER	33,631.98	69364	5/06/21	
202265	CITY OF OMAHA CASHIER	PUMP MAINT	295.95	69364	5/06/21	
202266	CITY OF OMAHA CASHIER	PUMP MAINT	15.72	33,959.37	69364	5/06/21
4/24/21	COX BUSINESS SERVICES	TELEPHONES/Sewer	169.93	1323096	5/12/21	
06/30/20	FED/FICA TAXES	FED/FICA COVID CORRECT 6/30/20	962.88	1323124	5/03/21	
230349	IOWA ONE CALL	LOCATES/WATER & SEWER	14.45	69378	5/06/21	
231106	IOWA ONE CALL	LOCATES/WATER & SEWER	16.65	31.10	69433	5/27/21
4/21	TREASURER, STATE OF IOWA	SALES TAX/Sewer	457.01	1323126	5/17/21	
0118183.01-0000027	LAMP RYNEARSON & ASSOCIATES	Engineer Fees	1,309.10	69383	5/06/21	
0118183.02-0004	LAMP RYNEARSON & ASSOCIATES	Engineer Fees	7,855.50	69383	5/06/21	
0121054.01-001	LAMP RYNEARSON & ASSOCIATES	WATER SURVEY	52,039.56	61,204.16	69435	5/27/21
ORD0102255	OMAHA DOOR & WINDOW CO.	AVE P PUMP STATION	1,497.38	69393	5/06/21	
ORD0102257	OMAHA DOOR & WINDOW CO.	NEW DOORS ON SEWER STATIONS	1,497.38	2,994.76	69393	5/06/21
5/3/21	OPPD	UTILITIES	1,893.71	1323132	5/25/21	
4/30/21	WEX BANK	FUEL	382.36	1323098	5/05/21	
			-----			
	815	SEWER TOTAL	105,413.13			
			-----			
	610	SEWER REVENUE TOTAL	105,413.13			
GARBAGE FEES						
GARBAGE						
4/21	TREASURER, STATE OF IOWA	SALES TAX/Garbage	1.47	1323126	5/17/21	
CL-APRIL2021	WASTE CONNECTIONS FKA RR WASTE	GARBAGE PICKUP FEE-MONTHLY	10,977.84	69404	5/06/21	
CL-FEBRUARY2021	WASTE CONNECTIONS FKA RR WASTE	GARBAGE PICKUP FEE-MONTHLY	11,006.28	69404	5/06/21	

Vendor Checks: 5/01/2021- 5/31/2021

Payroll Checks: 5/01/2021- 5/31/2021

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL	CHECK#	CHECK DATE
CL-MARCH2021	WASTE CONNECTIONS FKA RR WASTE	GARBAGE PICKUP FEE-MONTHLY	10,968.36	32,952.48	69404	5/06/21
		840 GARBAGE TOTAL		32,953.95		
		670 GARBAGE FEES TOTAL		32,953.95		
		Accounts Payable Total		894,924.34		
	Payroll Checks					
		001 GENERAL		1,781.57		
		Total Paid On: 5/01/21		1,781.57		
		001 GENERAL		27,485.43		
		004 PARKS HOTEL/MOTEL		3,535.15		
		110 ROAD USE TAX		1,289.73		
		600 WATER REVENUE		2,613.40		
		Total Paid On: 5/07/21		34,923.71		
		001 GENERAL		25,934.56		
		004 PARKS HOTEL/MOTEL		3,870.98		
		110 ROAD USE TAX		1,289.73		
		600 WATER REVENUE		2,714.77		
		Total Paid On: 5/21/21		33,810.04		
		Total Payroll Paid		70,515.32		
		Report Total		965,439.66		

DEPT	NAME	AMOUNT
050	LIABILITIES	55,037.18
110	POLICE	42,937.58
150	FIRE	4,918.76
160	AMBULANCE	3,184.13
170	BUILDING INSPECTOR	907.97
210	ROAD USE	113,175.61
230	STREET LIGHTS	11,105.68
240	TRAFFIC	125.11
410	LIBRARY	9,392.45
430	PARKS/RECREATION	15,160.39
460	COMM CENTER CIP	17,320.00
499	SENIOR CENTER	18,510.16
610	LEGISLATIVE	903.32
611	EXECUTIVE	1,419.38
620	ADMINISTRATIVE	9,130.46
640	LEGAL SERVICES	2,500.00
650	CITY HALL	3,782.33
699	MISC	196.98
710	DEBT SERVICE	437,181.25
810	WATER	80,183.84
815	SEWER	105,413.13
840	GARBAGE	32,953.95
-----		
	TOTAL DEPARTMENTS	965,439.66

**CLAIMS REPORT**  
**WARNING REPORT**

**Payroll Checks: 5/01/2021- 5/31/2021**

ERROR MESSAGE	PAID THRU	# EMP
PAYROLL NOT UPDATED:	12/30/2009	8 CHECKS

**CITY OF CARTER LAKE  
RECEIPTS  
MAY 2021**

GENERAL FUND	134,887.32
COMMUNITY CENTER FUND	23,503.74
PARKS HOTEL/MOTEL FUND	37,605.99
LIBRARY RESERVE FUND	11.05
E OMAHA DD #21 FUND	0.07
AMBULANCE FEES FUND	9,974.60
ROAD USE TAX FUND	38,567.71
EMPLOYEE BENEFITS FUND	9,816.47
EMERGENCY TAX FUND	1,649.96
LOCAL OPTION TAX FUND	19,896.84
POLICE FORFEITURE FUND	2,424.03
DEBT SERVICE FUND	8,672.32
SEWER LINING PROJECT FUND	3,048.00
WATER REVENUE FUND	41,418.75
WATER DEPOSITS FUND	850.00
SEWER REVENUE FUND	51,415.63
GARBAGE FEES FUND	9,953.48
VILLAGE POST OFFICE FUND	166.67
<b>TOTAL REVENUE BY FUND</b>	<b>\$ 393,862.63</b>

**OVERTIME AND COMPTIME REPORT****MAY 14, 2021****MAINTENANCE OVERTIME**

		<b><u>HOURS</u></b>	<b><u>AMOUNTS</u></b>
RANDY SMITH			
05/09/21	Pumpstations	2	52.92
05/11/21	Water break	2 1/4	59.54
<b>TOTAL MAINT OVERTIME:</b>		<b>4 1/4</b>	<b>\$ 112.46</b>

**POLICE OVERTIME**

		<b><u>HOURS</u></b>	<b><u>AMOUNTS</u></b>
NATE BENTZINGER			
05/02/21	Drive to academy	2	66.06
05/07/21	Drive home	2	66.06
05/09/21	Drive to academy	2	66.06
05/14/21	Drive home	2	66.06
		8	\$ 264.24
MATT OWENS			
05/07/21	Report	1/4	10.34
5/1 to 5/14	1/2 hr x 6 days / Dog Maintenance	3	124.11
		3 1/4	\$ 134.45
<b>TOTAL POLICE OVERTIME:</b>		<b>11 1/4</b>	<b>\$ 398.69</b>

**PARKS DEPT OVERTIME**

		<b><u>HOURS</u></b>	<b><u>AMOUNTS</u></b>
CHARLES BENNETT			
05/02/21	Park cleanup	2	\$ 37.86
RONNIE FISHER			
05/01/21	Park cleanup	2	54.00
05/02/21	Park cleanup	2	54.00
		4	\$ 108.00
MARK MURRAY			
05/01/21	Park cleanup	2	\$ 69.36
<b>TOTAL PARKS OVERTIME:</b>		<b>8</b>	<b>\$ 215.22</b>

<b>TOTAL ALL OVERTIME:</b>	<b>23 1/2</b>	<b>\$ 726.37</b>
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**COMPTIME EARNED:**

		<b><u>OT HOURS</u></b>	<b><u>COMP HRS</u></b>
RYAN GONSIOR			
05/04/21	Late Arrest	1/2	3/4
05/07/21	Late call	1/4	1/2
		3/4	1 1/4
ROBERT MCCLOUD			
05/04/21		1/2	3/4
05/06/21		1/4	3/8
05/11/21	Water break	1 1/2	2 1/4
05/11/21	Call out - water break	2 1/4	3 3/8
05/12/21		1/4	1/2
		4 3/4	7 1/4
MATTHEW SEWING			
05/08/21		1 1/4	2
ADAM SWINARSKI			
05/03/21	Late Call	1/4	1/2
<b>TOTAL COMPTIME EARNED:</b>		<b>7</b>	<b>11</b>

**OVERTIME AND COMPTIME REPORT****MAY 14, 2021****COMPTIME USED:****HOURS**

JOSH DRISCOLL

05/05/21

2

05/12/21

1/22 1/2

RYAN GONSIOR

05/09/21

4

05/12/21

610

MATT OWENS

05/11/21

1

ADAM SWINARSKI

05/07/21

4 3/4

05/09/21

3/45 1/2**TOTAL COMPTIME USED:****19****COMPTIME BALANCES:****HOURS**

GARY CHAMBERS

11

NICK DARGY

37

JOSH DRISCOLL

27

RYAN GONSIOR

37 3/4

JACOB HUSCROFT

65 1/2

ROBERT MCCLOUD

19 1/2

MATT OWENS

44 3/4

MATTHEW SEWING

10 1/4

ADAM SWINARSKI

1**TOTAL COMP BALANCES:****253 3/4****ADMIN BALANCES:****HOURS**

SHAWN KANNEDY

80



# OVERTIME AND COMPTIME REPORT

MAY 28, 2021

## MAINTENANCE OVERTIME

		<u>HOURS</u>	<u>AMOUNTS</u>
RANDY SMITH			
05/15/21	Pumps	2	52.92
05/16/21	Pumps	2	52.92
05/25/21	Water break	2 1/4	59.54
05/26/21		3/4	19.85
05/27/21		1/2	13.23
<b>TOTAL MAINT OVERTIME:</b>		<b>7 1/2</b>	<b>\$ 198.45</b>

## POLICE OVERTIME

		<u>HOURS</u>	<u>AMOUNTS</u>
NICK DARGY			
05/20/21	Late call	1/4	\$ 9.16
JACOB HUSCROFT			
05/24/21	STEP	2	73.29
05/25/21	STEP	3	109.94
05/26/21	STEP	2	73.29
05/27/21	STEP	3	109.94
		10	\$ 366.45
MATT OWENS			
05/22/21	Late call	1/4	10.34
5/15 to 5/28	1/2 hr x 3 days / Dog Maintenance	1 1/2	62.06
		1 3/4	\$ 72.40
<b>TOTAL POLICE OVERTIME:</b>		<b>12</b>	<b>\$ 448.01</b>

## PARKS DEPT OVERTIME

		<u>HOURS</u>	<u>AMOUNTS</u>
RONNIE FISHER			
05/15/21	Park cleanup	2	54.00
05/22/21	Park cleanup	2	54.00
		4	\$ 108.00
MARK MURRAY			
05/15/21	Park cleanup	2	69.36
05/22/21	Park cleanup	4	138.72
		6	\$ 208.08
<b>TOTAL PARKS OVERTIME:</b>		<b>10</b>	<b>\$ 316.08</b>

<b>TOTAL ALL OVERTIME:</b>	<b>29 1/2</b>	<b>\$ 962.54</b>
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## COMPTIME EARNED:

		<u>OT HOURS</u>	<u>COMP HRS</u>
NATE BENTZINGER			
05/16/21	Drive to academy	2	3
05/21/21	Drive home from academy	2	3
05/23/21	Drive to academy	2	3
05/28/21	Drive home from academy	2	3
		8	12
ROBERT MCCLOUD			
05/15/21	Pumps	2	3
05/16/21	Pumps	2	3
05/21/21		1/2	3/4
05/25/21		1/2	3/4
05/26/21		3/4	1 1/8
05/27/21	Water main break	2	3
05/28/21		1/4	3/8
		8	12
MATTHEW SEWING			
05/21/21		1	1 1/2
ADAM SWINARSKI			
05/22/21	Late Call	1/4	1/2
<b>TOTAL COMPTIME EARNED:</b>		<b>17 1/4</b>	<b>26 1/2</b>

# OVERTIME AND COMPTIME REPORT

MAY 28, 2021

## COMPTIME USED:

## HOURS

RYAN GONSIOR  
05/19/21

2 1/2

TOTAL COMPTIME USED:

2 1/2

## COMPTIME BALANCES:

## HOURS

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

12  
11  
37  
27  
35 1/4  
65 1/2  
31 1/2  
44 3/4  
11 3/4  
1 1/2

TOTAL COMP BALANCES:

277 1/4

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## ADMIN BALANCES:

## HOURS

SHAWN KANNEDY

80



## Carter Lake Iowa Police Department

950 E Locust St, Carter Lake, IA 51510

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

### Monthly Offense Report

Printed on June 1, 2021

Incident Start Date/Time	Codes With Descriptions	Code With Description	Statutes/Offenses With Counts and Details	Case Number
05/01/21 04:00	ARREST - ARREST	1 : Report Taken	708.2(1) - Assault w/	CL21-000264
05/01/21 20:28	THEFT - THEFT	1 : Report Taken	714.2(4) - Theft 4th --	CL21-000265
05/01/21 22:03	TRAFFIC - TRAFFIC	1 : Report Taken	GP - GENERAL	CL21-000266
05/01/21 23:51	INTO - INTOXICATED	1 : Report Taken	723.4(1) - Disorderly	CL21-000267
05/02/21 09:14	PD - PROPERTY	1 : Report Taken	GP - GENERAL	CL21-000268
05/02/21 13:47	CWEL - CHECK THE	1 : Report Taken	GP - GENERAL	CL21-000269
05/02/21 17:11	ASSA - ASSAULT	1 : Report Taken	723.4(1) - Disorderly	CL21-000270
05/03/21 19:09	DIST - DISTURBANCE	1 : Report Taken	GP - GENERAL	CL21-000271
05/03/21 23:13	CLOC - CHECK	1 : Report Taken		CL21-000272
05/04/21 03:31	TRAFFIC - TRAFFIC	3 : Citation	GP - GENERAL	CL21-000273
05/04/21 08:34	E9 - CARDIAC OR	1 : Report Taken	GP - GENERAL	CL21-000274
05/04/21 11:47		:		
05/04/21 15:08	THEFT - THEFT	1 : Report Taken		CL21-000276
05/04/21 16:53	SHOP - SHOPLIFTER	1 : Report Taken	714.2(5) - Theft 5th --	CL21-000277
05/04/21 20:45	ANIMAL - ANIMAL	1 : Report Taken	GP - GENERAL	CL21-000278
05/05/21 08:33	THEFT - THEFT	1 : Report Taken	713.6A(2) - Burglary 3rd	CL21-000279
05/05/21 08:59		:		
05/05/21 11:00	BURG - BURGLARY	1 : Report Taken	716.6(2) - Criminal	CL21-000281
05/05/21 12:07		:		

Incident Start Date/Time	Codes With Descriptions	Code With Description	Statutes/Offenses With Counts and Details	Case Number
05/05/21 17:14	E23 -	1 : Report Taken	GP - GENERAL	CL21-000283
05/05/21 20:34	TRAFFIC - TRAFFIC	3 : Citation	GP - GENERAL	CL21-000284
05/06/21 06:52	CWEL - CHECK THE	1 : Report Taken	GP - GENERAL	CL21-000285
05/06/21 21:17	TRAFFIC - TRAFFIC	1 : Report Taken	124.401(5) -	CL21-000286
05/07/21 09:18	CLOC - CHECK	1 : Report Taken	GP - GENERAL	CL21-000287
05/07/21 19:45	PDHR - PROPERTY	1 : Report Taken	321.262 - Hit and Run --	CL21-000288
05/07/21 20:24	TRESPASS -	1 : Report Taken	GP - GENERAL	CL21-000289
05/08/21 02:34	INTO - INTOXICATED	IS : In Service - Generic	123.46(2) - Public	CL21-000290
05/08/21 03:09	SHOTF - SHOTS	1 : Report Taken	726.6(6) - Child	CL21-000291
05/09/21 04:00	THEFT - THEFT	5 : Unable to Locate	714.2(5) - Theft 5th --	CL21-000292
05/09/21 10:13	COMPLAINT -	1 : Report Taken	GP - GENERAL	CL21-000293
05/09/21 10:30	BURG - BURGLARY	1 : Report Taken	713.6A(1) - Burglary 3rd	CL21-000294
05/09/21 19:49	BURG - BURGLARY	1 : Report Taken	713.6A(1) - Burglary 3rd	CL21-000357
05/09/21 20:25	ARMED - ARMED	1 : Report Taken	GP - GENERAL	CL21-000295
05/10/21 18:52	STNV - STOLEN	7 : Handled by Officer	GP - GENERAL	CL21-000296
05/10/21 22:18	TRESPASS -	2 : Arrest	123.46(2) - Public	CL21-000297
05/11/21 10:43	ANIMAL - ANIMAL	CC : Clear Call -	GP - GENERAL	CL21-000298
05/11/21 17:20	PD - PROPERTY	1 : Report Taken	GP - GENERAL	CL21-000299
05/11/21 22:33	MPERSON - MISSING	1 : Report Taken	GP - GENERAL	CL21-000300
05/12/21 09:48		:		
05/12/21 17:52	JUV - JUVENILE	1 : Report Taken	GP - GENERAL	CL21-000303
05/13/21 07:03	DIST - DISTURBANCE	1 : Report Taken	GP - GENERAL	CL21-000304
05/13/21 12:54	FOUND - FOUND	1 : Report Taken	GP - GENERAL	CL21-000305
05/14/21 00:35	SUSP - SUSPICIOUS	1 : Report Taken	155A.21 - UNLAWFUL	CL21-000306

Incident Start Date/Time	Codes With Descriptions	Code With Description	Statutes/Offenses With Counts and Details	Case Number
05/14/21 13:23		:		
05/14/21 18:47	TRAFFIC - TRAFFIC	3 : Citation	GP - GENERAL	CL21-000308
05/15/21 12:42		:		
05/15/21 14:45	E3 - ANIMAL	1 : Report Taken	GP - GENERAL	CL21-000310
05/15/21 17:43	FOLL - FOLLOW UP	1 : Report Taken	GP - GENERAL	CL21-000311
05/15/21 17:56	STNV - STOLEN	1 : Report Taken	714.2(1) - Theft 1st --	CL21-000312
05/16/21 13:00		:		
05/16/21 16:55	MJUV - MISSING	1 : Report Taken	GP - GENERAL	CL21-000313
05/16/21 19:39	CLOC - CHECK	1 : Report Taken	GP - GENERAL	CL21-000314
05/16/21 21:47	THREAT - THREATS	1 : Report Taken		CL21-000315
05/16/21 21:47		:		
05/17/21 11:59	CLOC - CHECK	1 : Report Taken	GP - GENERAL	CL21-000318
05/18/21 09:47		:		
05/18/21 11:00	THEFT - THEFT	1 : Report Taken	714.2(2) - Theft 2nd --	CL21-000320
05/18/21 15:18	THEFT - THEFT	1 : Report Taken	714.2(5) - Theft 5th --	CL21-000321
05/19/21 09:20		:		
05/19/21 10:14		:		
05/19/21 10:39		:		
05/19/21 11:09		:		
05/19/21 12:28		:		
05/19/21 14:22		:		
05/19/21 16:38	THEFT - THEFT	1 : Report Taken	713.6A(2) - Burglary 3rd	CL21-000328
05/21/21 05:57	INTO - INTOXICATED	2 : Arrest	123.46(2) - Public	CL21-000330
05/21/21 06:18	LPERSON - LOCATED	CC : Clear Call -		CL21-000329

Incident Start Date/Time	Codes With Descriptions	Code With Description	Statutes/Offenses With Counts and Details	Case Number
05/21/21 06:56	PD - PROPERTY	1 : Report Taken	GP - GENERAL	CL21-000331
05/22/21 03:20	DIST - DISTURBANCE	1 : Report Taken	708.2A(2)(b) - Domestic	CL21-000332
05/22/21 09:49	CRIM - CRIMINAL	1 : Report Taken	716.6(1)(a)(1) - Criminal	CL21-000333
05/22/21 17:06	PD - PROPERTY	1 : Report Taken	GP - GENERAL	CL21-000334
05/22/21 23:52	CRIM - CRIMINAL	1 : Report Taken	706A.4 - Ongoing	CL21-000335
05/23/21 05:10	THEFT - THEFT	1 : Report Taken	714.2(5) - Theft 5th --	CL21-000336
05/23/21 17:23	VICE - DRUGS,	1 : Report Taken	GP - GENERAL	CL21-000337
05/24/21 15:06	PDHR - PROPERTY	CC : Clear Call -	321.262 - Hit and Run --	CL21-000338
05/24/21 21:03	WANTED - WANTED	CC : Clear Call -	820.2 - FUGITIVE	CL21-000339
05/24/21 23:20	DIST - DISTURBANCE	1 : Report Taken	726.6(5) - Child	CL21-000340
05/25/21 07:54	SUSP - SUSPICIOUS	2 : Arrest	123.46(2) - Public	CL21-000341
05/25/21 10:48	COMPLAINT -	1 : Report Taken	123.46(2) - Public	CL21-000342
05/25/21 18:18	TRAFFIC - TRAFFIC	1 : Report Taken	GP - GENERAL	CL21-000343
05/25/21 23:39	WANTED - WANTED	1 : Report Taken	GP - GENERAL	CL21-000344
05/26/21 09:36		:		
05/26/21 11:02		:		
05/26/21 11:34		:		
05/26/21 20:49	TRAFFIC - TRAFFIC	1 : Report Taken	321.277 - Reckless	CL21-000348
05/27/21 07:22	E29 - TRAFFIC	1 : Report Taken	GP - GENERAL	CL21-000349
05/27/21 10:09	SHOP - SHOPLIFTER	1 : Report Taken		CL21-000350
05/28/21 13:05		:		
05/28/21 13:26		:		
05/28/21 14:44	ADMIN -	1 : Report Taken	GP - GENERAL	CL21-000354
05/29/21 12:28	SUSP - SUSPICIOUS	2 : Arrest	716.8(1) - Trespass --	CL21-000355

Incident Start Date/Time	Codes With Descriptions	Code With Description	Statutes/Offenses With Counts and Details	Case Number
05/29/21 18:11	FOLL - FOLLOW UP	2 : Arrest	714.2(3) - Theft 3rd --	CL21-000356
05/30/21 01:23	ASLE - ASSIST LAW	2 : Arrest	321.174(1) - NO VALID	CL21-000358
05/30/21 13:16	COMPLAINT -	1 : Report Taken	GP - GENERAL	CL21-000359
05/30/21 17:08	DIST - DISTURBANCE	1 : Report Taken	GP - GENERAL	CL21-000360
05/30/21 20:36	HARR - HARASSMENT	1 : Report Taken	GP - GENERAL	CL21-000361
05/30/21 22:36	CLOC - CHECK	1 : Report Taken	123.46(2) - Public	CL21-000362
05/31/21 00:31	DIST - DISTURBANCE;	1 : Report Taken	708.2A(2)(c) - Domestic	CL21-000363
05/31/21 20:52	TRAFFIC - TRAFFIC	1 : Report Taken	GP - GENERAL	CL21-000364

**Total Records: 99**



## 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 May 31, 2021

Case Number	Charges	Arrest Date	Last, First Name	Address
CL21-000244	GENERAL PURPOSE REPORT	04/26/21	FINN, ANDREW	3510 N 9TH ST,
CL21-000244	UNLAWFUL POSSESSION OF	04/26/21	WILSON, ASHLEY	3510 N 9TH STREET,
CL21-000241	POSSESSION OF A CONTROLLED	04/25/21	HIMELIC, MATTHEW	900 LOCUST STREET,
CL21-000232	Child Endangerment, Substantial	04/19/21	WINGATE, NICOLE	1206 HIATT, CARTER
CL21-000198	Criminal Mischief 5th -- Damage	04/06/21	RICKARD, KELLY	1301 DORENE BLVD,
CL21-000254	FUGITIVE FROM JUSTICE - 1989	04/29/21	JOHNSON, CODY	950 LOCUST STREET,
CL21-000247	GENERAL PURPOSE REPORT	04/27/21	ROSS, RYAN	1540 SILVER LANE,
CL21-000235	Domestic Abuse Assault, 3rd or	04/21/21	MICKEY, RYAN	1012 CACHELIN DR,
CL21-000225	GENERAL PURPOSE REPORT	04/17/21	TOSCH, MICHAEL	1200 AVE H, CARTER
CL21-000220	Disorderly Conduct -- Loud Noise;	04/14/21	JUNEZ-RIOS, JORGE	3510 N 9TH STREET,
CL21-000219	Domestic Abuse Assault, 1st Off	04/14/21	PRESLEY, CALEB	3510 N 9TH STREET
CL21-000211	Harassment 2nd Deg -- Threaten	04/13/21	SACKETT, ANTHONY	503 AVE K, CARTER
CL21-000149	Theft 5th -- Shoplifting	04/01/21	ESPINOZA, MARIAH	923 REDICK BLVD,
CL21-000202	Trespass -- Refuse to Vacate, \$0	04/08/21	STOKES, JORDAN	161 CARTER LAKE



Case Number	Charges	Arrest Date	Last, First Name	Address
CL21-000202	Trespass -- Refuse to Vacate, \$0	04/08/21	MORGAL, CALEE	1111 HIATT ST,
CL21-000202	Trespass -- Refuse to Vacate, \$0	04/08/21	STOKES, BRADLEY	1111 HIATT ST,
CL21-000191	Public Intoxication	04/01/21	ESPINOZA, MARIAH	1200 REDDICK BLVD,
CL21-000206	FUGITIVE FROM JUSTICE - 1989;	04/10/21	GRILLS, MICHAEL	1031 AVENUE H,
CL21-000216	Theft 2nd -- Motor Vehicle Theft	04/14/21	FINERAN, KENNETH	100 E LOCUST
CL21-000205	Assault on Persons in Certain	04/09/21	RICKARD, KELLY	
CL21-000248	FUGITIVE FROM JUSTICE - 1989	04/27/21	GONZALES,	3000 AIRPORT RD,
CL21-000214	GENERAL PURPOSE REPORT;	04/13/21	JORDAN, DASEAN	3000 AIRPORT RD,
CL21-000203	Trespass -- Refuse to Vacate, \$0	04/08/21	GREELIS, STEFAN	1500 BLOCK OF AVE K,
CL21-000210	Public Intoxication; Assault Causing	04/11/21	BERGANTZEL,	
CL21-000201	Trespass -- Refuse to Vacate, \$0	04/07/21	FOOTE, JEREMY	3000 AIRPORT RD,
CL21-000223	GENERAL PURPOSE REPORT	04/16/21	MCCORMICK, MARK	500 E LOCUST ST,
CL21-000222	Public Intoxication	04/15/21	PAL, GATLUAK	1202 LOCUST STREET,

**Total Records: 27**

# **Carter Lake Fire Department Monthly Report**

## **Proudly Serving since 1956**

**Department Head: Chief Eric Bentzinger**

**Report done by: Coordinator Phillip Newton**

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

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

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

### **Month: May 2021**

**Continuous Issues/Budget:**

**Employee and Organization Development:**

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

Monthly Meetings:	6:30-Done	Officers: 10 members, Mass: 19 members, Smoke Eaters, 17 members
Fire training:	9-noon	Pumping and equipment 9 members
Fire training:	7-10pm	Pumping and equipment 6 members
EMS training:	7-10pm	CHF and Stroke care 14 members

**Safety Minutes:** Please see safety minutes attached to email

**Safety Committee:** Next Safety Meeting is July 7th 13:00 at City Hall.

**Total Calls for the month:** 2020 – 431 Total calls 2019- 443 Total Calls 2018 – 494 Total Calls

EMS (ambulance) 28

Fire/Other calls: 5

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

- 1. Looking for In Town Volunteers, Call Phill at station 712-347-5900**
2. New Breakfast schedule. Public breakfasts will now be 3 times a year. Breakfasts will be in February, May & October. We will also continue to do the breakfast in July for pancakes in the park. This will be held only in the park and only for the attendees of the church service.
3. Thank You to Ameritrade, Iowa west Foundation and Woodmen for the generous donations to our department.

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

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


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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	