

AGENDA
City of Carter Lake
CITY COUNCIL WORKSHOP
City Hall – 950 Locust St.
Monday, March 12, 2025, at 5:30 p.m.

- 1. Discuss withholding payment for the Trail Project**
 - 2. Plans/updates for the water and sewer projects**
 - 3. Garbage contract bids**
 - 4. Broken water stop-boxes**
 - 5. Changes to the municipal code**
 - 6. Plans for hiring city administrator**
 - 7. Discuss the city administrator ordinance**
 - 8. Plans for selecting a new city attorney**
 - 9. Changes to the municipal code**
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AGENDA
City of Carter Lake
Special City Council Meeting
City Hall – 950 Locust St.
Wednesday, March 12, 2025, at 6:30 p.m.
or immediately after the workshop concludes

- 1. Moving forward with the city attorney search**
- 2. First reading of the ordinance for a city administrator**

CITY ADMINISTRATOR

01 PURPOSE. The purpose of this chapter is to create the office of City Administrator and to set forth the duties and powers relative thereto. Carter Lake is a Mayor-Council city pursuant to Iowa Code section 372.4.

02 OFFICE OF CITY ADMINISTRATOR. The office of City Administrator is hereby created.. The Administrator shall be a person competent by education and experience to perform the duties imposed upon such person by this chapter.

03 APPOINTMENT AND TERM. The City Administrator is to be appointed by a majority vote of the Council, shall hold office at the pleasure of the Council, and shall be subject to removal by majority vote of the Council. The Mayor shall supervise the City Administrator's daily work, duties and obligations.

04 COMPENSATION. The City Administrator shall receive an annual salary that the Council shall determine annually during the city budget.

05 POWERS AND DUTIES.

1. Subject to the direction of the Mayor and Council, supervise enforcement and execution of City laws.
2. In coordination with the City Clerk, prepare an agenda and attend all meetings of the Council unless excused by the council.
3. Recommend to the Council such measures as the Administrator may deem necessary or expedient for the good government and welfare of the City.
4. Supervise the official conduct of all employees of the City who are appointed by the City Administrator, and take active control of the departments of the City.

Supervise the performance of all contracts for work to be done for the City, make all purchases of material and supplies, and see that such material and supplies are received, and are of the quality and character called for by the contract.

5. Supervise the construction, improvement, repair, maintenance, and management of all city property, capital improvements, and undertakings of the city, including the making and preservation of all surveys, maps, plans, drawings, specifications, and estimates for capital improvements.

6. Communicate and advise the City Council of any such communication with any administrative agency or board of trustees.
7. Provide for and cause records to be kept of the issuance and revocation of licenses and permits authorized by City law.
8. Keep the Council fully advised of the financial and other conditions of the City, and of its future needs.
9. Prepare and submit to the Council annually the required budgets with a message describing the important features.
10. Conduct the business affairs of the City and cause accurate records to be kept by modern and efficient accounting methods; supervise and direct purchasing activities
11. Make to the Council monthly itemized financial reports in writing, showing the receipts and disbursements for the preceding month. Copies of financial reports must be available at the Clerk's office for public distribution.
12. Appoint administrative staff, with the approval of the Council.
13. Serve as chief personnel officer of the City; employ, reclassify, or discharge all employees (except the city clerk, deputy city clerk, and city attorneys) and fix their compensation, subject to Council approval and Chapter 35C of the *Code of Iowa*.
14. Appoint or employ persons to fill all places for which no other mode of appointment is provided, and administer oaths of office.
15. Suspend or discharge, subject to applicable law and process any officer, appointee, or employee that the Administrator has power to appoint or employ, subject to City Council concurrence.
16. Investigate the affairs and conduct of any department, agency, officer, or employee under the Administrator's supervision, and compel the production of evidence and attendance of witnesses.
17. Administer oaths.
18. Study the City's operating procedures, organizations, and facilities and recommend fiscal and other policies to the Council as necessary.
19. Inform the Council on the progress of its programs and status of its policies. All departmental activity requiring the attention of the council shall be brought before the body by the administrator, and all council involvement in administration initiated by the council shall be coordinated through the city administrator.

20. Coordinate and direct all municipal services provided through the various departments.
21. Inform the council on insurance matters and lawsuits.
22. Assist the Council and the Planning and Zoning Commission in the carrying out of the comprehensive plan and assist in all other forms of planning within the City government.
23. Carry on the management of any present board or commission if such board or commission is abolished or ceases to exist.
24. In case of an emergency, coordinate and supervise all city departments and activities.
25. Perform other duties at the Council's direction, including but not limited to Treasurer duties under Chapter 19 of this Code.

From: Chris McMillen <CMcmillen@peopleservice.com>

Sent: Tuesday, January 28, 2025 8:59 AM

To: Jackie Carl <jackie.carl@carterlake-ia.gov>

Subject: Curb Stop Issues

Good Morning Jackie – I had a crew go out and physically touch all curb stops and do what they could with other senior personnel to try and locate ones that previously could not be found, they found some and fixed a few. Attached is a revised vetted list of curb stops that do not work and those that cannot be found. We are not going to bother with these anymore so turnoffs with one of these addresses will be ignored. If you locate and/or fix them please send me the address and then we can update our list and include in turn-offs moving forward.

For those that are located pictures or GPS coordinates/ measurements will be helpful.

Working on now: We went ahead and door tagged meter issues one final time and gave them 2 weeks to connect with us. When Feb 3rd comes I will forward that list to you of those that have not responded so the city can use your leverage to get things done. I had notes that were old so I cleaned slated it and had them go through each one, take a picture and add notes so the data I give you is reliable.

Thanks

Not Working

Last date of info	Account Number	CS Notes	General Notes
7/26/2024	05-410050-08	CS lid stripped unable to shut off due to non pymt	Lid Broken
3/27/2024	05-213000-03	Key to Curb Stop Lid Stripped	CS nut stripped
2/28/2024	05-212900-13	Can't get key to valve - full of something	Needs new top
12/30/2024	05-215850-10	CS Tube full of stuff	No Top on CS and cant get key on curb stop
4/25/2024	05-215900-02	Cannot get key on - spins	Full of Ice
7/26/2024	05-202700-03	CS lid seized unable to shut off due to non pymt	Curbstop does not move
7/26/2024	05-204200-02	CS lid seized unable to shut off due to non pymt	Cant get Curbstop lid off
7/26/2024	05-319370-07	CS broken needs repaired unable to shut off due to no pymt	Has Dirt in bottom needs cleaned out
7/26/2024	05-317000-10	CS needs replaced unable to shut off due to no pymt	Hole top of curbstop spins cant get open
2/28/2024	05-315600-10	CS siezed stuck unable to open	Top needs replaced
4/25/2024	05-302200-05	Cs lid stripped	Nut broken, new top
12/30/2024	05-301800-03	Cant get key on CS	Top broken off
1/29/2024	05-106100-10	Could not get to shut off in meter pit. CS full of Dirt & Rock	top broken off
7/26/2024	05-306500-04	CS lid stripped unable to shut off due to non pymt	Not an Address
7/26/2024	05-308450-04	CS lid needs replaced unable to shut off due to non pymt	Has dirt in curbstop needs cleaned out to get on curbstop
7/26/2024	05-301500-08	CS broken needs repaired unable to shut off due to no pymt	Full of Ice
7/26/2024	05-309800-01	CS filled with debris unable to shut of due to non pymt	Top Broken filled with dirt.
7/26/2024	05-105700-02	curb stop is shared so tech cannot shut off for non pymt	Shared line
7/26/2024	05-410000-07	Unable to locate CS unable to shut off due to non pymt	Found, CS cap was stripped
1/25/2024	05-311150-08	Ground too rough to probe	Found and Marked, Lid Stripped
7/26/2024	05-202800-06	Unable to locate CS unable to shut off due to non pymt	needs replaced, whole cs moves when trying to take cap off
7/26/2024	05-318800-18	Unable to locate CS unable to shut off due to non pymt	Found, CS lid stripped
7/26/2024	05-204600-08	Unable to locate CS unable to shut off due to non pymt	no cap and filled with dirt
3/27/2024	05-210600-12	Cannot Locate	no cap and filled with dirt
7/26/2024	05-305500-10	Unable to locate CS unable to shut off due to non pymt	Found, add cap full of debris
2/28/2024	05-101750-04	Cannot locate Curb Stop	Found, Lid Stripped
3/27/2024	05-408150-03	Looks like they redid the CS and now we cannot locate	CS pipe bent, needs replaced.

Can't Locate

Last date of info	Account Number	CS Notes	General Notes
7/26/2024	05-105800-06	CS lid seized unable to shut off due to non pymt	Cant Find
7/26/2024	05-208850-04	CS lid stripped unable to shut off due to non pymt	Cant Find
12/30/2024	05-402700-01	Cant get CS lid off	Cant Find
7/26/2024	05-413100-01	CS lid stripped unable to shut off due to non pymt	Cant Find
3/27/2024	05-102950-02	Curb stop is broken The metal has been sheared off. Needs to be replaced	Cant Find
4/25/2024	05-414450-01	Can't get on CS	unable to find
7/26/2024	05-304400-02	Unable to locate CS unable to shut off due to non pymt	unable to find
4/25/2024	05-211550-12	Cannot locate	unable to find
4/25/2024	05320700-05	Unable to locate	cant locate
7/26/2024	05-208150-04	Unable to locate CS unable to shut off due to non pymt	cant locate
4/25/2024	05-320550-04	Unable to locate	cant locate
4/25/2024	05-305300-06	Unable to locate (eff 12/30/24 lid to CS is in tube)	cant locate
3/27/2024	05-317050-04	Cannot locate Cs	cant locate
2/28/2024	05-317950-02	Cannot locate Curb Stop	cant locate
1/25/2024	05-316950-02	Cannot Locate	cant locate
4/25/2024	05-102800-01	Cannot locate Curb Stop- Cannot detect under gravel & metenal chunks	cant locate
3/27/2024	05-413350-02	Unable to locate	cant locate
7/26/2024	05-207450-03	Unable to locate CS unable to shut off due to non pymt	cant locate
4/25/2024	05-208250-01	Cannot locate	cant locate
7/26/2024	05-209950-02	Unable to locate CS unable to shut off due to non pymt	cant locate
4/25/2024	05-208350-10	Cannot locate	cant locate
4/25/2024	05-313800-03	Unable to locate CS	cant locate
7/26/2024	05-307900-03	Unable to locate CS unable to shut off due to non pymt	cant locate


Meters

From Chris McMillen <CMcmillen@peopleservice.com>

Date Wed 2/26/2025 8:34 AM

To Jackie Carl <jackie.carl@carterlake-ia.gov>

Cc Billing Department <billing@peopleservice.com>

 1 attachment (16 KB)

Carter Lake WO's (2.18.25).xlsx;

Good Morning Jackie - attached is a list of meters we need to replace/look at and have not been able to make any progress, so I need the city to flex your muscles to get something done. I went through the list and there was junk in there that was well over a year old, I was not going to go to you with that much of old outdated info. This is a fresh revised list of meters we cannot get to for a variety of reasons as we do not have any leverage, nor can we inflict any 'pain' that motivates the resident to comply. We attached door tags and were able to get a few appointments but we have to officially tap out from attempting anything further.

I propose the city send a certified letter. A couple of ideas that we kicked around: Add a 'broken meter' penalty of \$30, or we can estimate on the higher side for each of these which will motivate them to call and make an appointment. We can set a standard appointment time M-Thurs from 10am to 2pm.

Anyway, I wanted to get this on your radar. I am happy to meet to discuss and kick ideas around, I am in town this week so if that works, I can swing by, or we can look at something a couple of weeks from now as I will be in MO next week.

Thank you



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People you trust.*

PeopleService.com



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Director of Business Development

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Order Number	Last Date of Info	Work Order Notes
#89493	1/21/2025	Door hanger placed on 1/20/25. Requesting an appointment for meter inspection/replacement due to not getting monthly reads. Door hanger left in mailbox due to wind and screen door being locked.
#100547	1/21/2025	Door hanger placed on 1/20/25. Requesting an appointment due to gate being locked and unable to access reader.
#96997	1/10/2025	Door hanger placed on 12/17/24. Hard to read the manual reader.
#66721	1/21/2025	Door hanger placed on 1/20/25. Requesting an appointment for meter inspection/replacement. On 1/21/25 Homeowner made an appointment. On 1/21/25 Homeowner missed an appointment, no call no show.
#100545	2/14/2025	Door hanger placed on 1/20/25. On 2/03/25 Homeowner made an appointment for 2/12/25. Homeowner no call no showed the appointment.
#94862	1/31/2025	Homeowner called and made an appointment for 1/22/25. Missed appointment due to watermain issue in MO Valley, left voicemail to reschedule with no reply.
#93225	1/21/2025	Door hanger placed on 1/20/25. Requesting an appointment for touchpad/radio install, due to client removing touchpad during renovations.
#68397	1/21/2025	Door hanger placed on 1/20/25. Requesting an appointment for meter update. Due to old style meter having issues getting accurate reads.
#94863	1/10/2025	No reads, doors locked, no phone #.
#93224	1/10/2025	TP error, reads fine per handheld. Door hanger left on 6/18/24 and 7/15/24.
#94858	1/21/2025	Door hanger placed on 1/20/25. Requesting an appointment to install touchpad/radio due to new gate installed is blocking from being able to get monthly reads.
#94853	2/5/2025	Door hanger placed on 1/20/25. Requesting an appointment for meter inspection/replacement due to inability to get monthly reads. Homeowner called in response to the door hanger, I explained that we needed to come inspect the meter to verify we are getting accurate reads/ in the event of a brass meter update to the new lpearl meter and install a radio. Homeowner did not want set an appointment because he "owns his meter". He also did not want to set an appointment because "he could read his manual reader just fine" and doesn't want to lose the ability to read his meter without having to go into his crawl space where his meter is.
#73612	1/10/2025	TP error, no phone #. (Reads fine per handheld).
#102570	1/20/2025	Door hanger placed on 1/20/25. Requesting an appoint for meter inspection/replacement, due to meter appearing to run backwards.
#66722	1/21/2025	Door hanger placed on 1/20/25. Requesting an appointment for meter check, due to zero usage reports from last few months.
#82703	2/14/2025	Door hanger placed on 1/20/25. Requesting an appointment for meter check/inspection. On 1/31/25 Client made an appointment for 2/12/25 for meter inspection/replacement and radio install. Reschedule appointment for 2/14/25.
#65010	1/20/2025	Door hanger placed on 1/20/25. Requesting an appointment for meter inspection/replacement.
#82701	1/20/2025	Door hanger placed on 1/20/25. Requesting an appointment for meter inspection/replacment. Due to error code when attempting to get monthtly reads.
#73613	1/20/2025	Door hanger placed on 1/20/25. Requesting an appointment for meter/radio inspection/replacement do to connectivity issues.

Order Number	Last Date of Info	Work Order Notes
#75690	1/20/2025	Door hanger placed on 1/20/25. Requesting an appointment to install new meter due to meter being full according to meter sheets.
#100544	1/21/2025	Door hanger placed on 1/20/25. Requesting an appointment due to bad reading alarms.
#98876	1/21/2025	Door hanger placed on 1/20/25. Requesting an appointment for meter inspection/replacement due to not getting monthly reads.
#63020	1/21/2025	Door hanger placed on 1/20/25. Requesting an appointment for meter inspection/replacement. Due to zero consumption readings.
#94867	2/14/2025	Appointment made for 2/03/25. Homeowner no call no showed appointment, called and left voicemail at phone number provided by client.
#94859	1/31/2025	Door hanger placed on 1/21/25. On 1/21/25 Homeowner called to make an appointment for 1/22/25. Missed appointment due to watermain issue in MO Valley, called and left message to reschedule, waiting to reschedule.
#66733	1/20/2025	Door hanger placed on 1/20/25. Requesting an appointment to install/update meter and remote install. Due to missing touchpad after deck remodel.
#94865	1/10/2025	Needs remote, unable to located CS. Door hanger placed on 11/13/25 and 12/17/24. Client has dogs.
#100539	1/20/2025	Door hanger placed on 1/20/25. Requesting an appointment to inspect/replace meter.
#59765	1/20/2025	Placed door hanger on 1/20/25. Requesting an appointment to install updated meter and radio due to aggressive dogs. Unable to post door hanger on door due to aggressive dogs.
#87840	1/10/2025	Meter communications failed.
#61473	1/20/2025	Door hanger placed on 1/20/25. Requesting an appointment for meter inspection/replacement. Due to a connection issue.
#59767	1/21/2025	Door hanger placed on 1/20/25. Requesting an appointment to install updated meter and remote due to fence.
#59762	1/21/2025	Door hanger placed on 1/20/25. Requesting an appointment for meter replacement/upgrade to radio
#61470	1/21/2025	Door hanger placed on 1/20/25. Requesting an appointment for meter inspection/replacement. Due to no change in reads since Jan of 24.
#70031	2/14/2025	Door hanger placed on 1/20/25. Requesting an appointment for meter check. Records show we were waiting for homeowner to have plumber fix interior shut off valve before replacement. On 1/31/25 Homeowner made an appointment for 2/03/25. On 2/03/25 Homeowner missed an appointment, no call no show.
#73614	2/4/2025	Door hanger placed on 1/20/25. Requesting an appoint for meter inspection/replacement for zero consumption. On 1/31/25 Homeowner made an appointment for 2/04/25. On 2/04/25 Homeowner missed an appointment, no call no show.
#94857	1/10/2025	Address has 2 meters, only able to locate 1 pit.
#87842	1/10/2025	(Apartment Building) Need access to maintenance closet to access meter. Voicemails left on 5/13/24, 5/17/24, 5/22/24.
#100542	2/14/2025	Appointment made for 2/18/25 to verify radio is hooked up properly after new meter installed by plumber.
#98875	1/20/2025	Door hanger placed on 1/20/25. Requesting an appointment to check meter/remote, unsure if we are getting reads.

Order Number	Last Date of Info	Work Order Notes
#100541	1/20/2025	Door hanger placed on 1/20/25. Requesting an appointment for meter inspection/replacement due to not getting monthly reads.
#100537	2/5/2025	Door hanger placed on 1/20/25. Appointment made for 2/03/25, full meter change out due to brass meter. Justin Nielson attempted a meter change on 2/03/25. Homes internal shut off not functioning, could not locate curbstop. Will need to wait for internal shut off to be prepared before meter replacement can occur. Homeowner notified of repairs needed.
#59763	1/10/2025	Door hanger placed on 11/13/24 and 12/17/24
#98877	1/31/2025	Door hanger placed on 1/20/25. On 1/21/25 Homeowner made an appointment for 1/27/25. Client no call no showed the appointment.
#89494	2/14/2025	Door hanger placed on 1/20/25. Appointment made for 2/13/25. Upon inspection of meter, found it's a 1" brass meter. Unable to replace at the time due to not having proper size. Will have to reschedule.
#89492	1/21/2025	Door hanger placed on 1/20/25. Requesting an appointment for meter check/replacement, due to not getting monthly reads.
#94860	1/20/2025	Door hanger placed on 1/20/25. Note on door hanger states "Appointment needed due to inability to get monthly reads because touch pad missing".
#87843	1/21/2025	Door hanger placed on 1/20/25. Requesting an appointment to inspect meter due to possible wire damage. Causing issues getting monthly reads.
#102569	1/20/2025	Door hanger placed on 1/20/25. Requesting appointment for meter/remote inspection/replacement due to damaged wires, causing inability to get monthly reads.
#75691	2/14/2025	Door hanger was given to the front desk on 1/20/25. Requesting an appointment for meter inspection due to issues getting monthly readings. Client set an appointment for 2/18/25.
#100543	1/21/2025	Homeowner called and made an appointment for 1/24/25.

REQUESTING BIDS FOR GARBAGE CONTRACT

Sealed proposals will be received by the City of Carter Lake, Iowa in the office of the Clerk at the City Hall building 950 Locust Street, Carter Lake, Iowa, until 5:00 p.m. on the 17th day of March, 2025, for a contract between the City of Carter Lake, Iowa and a "Contractor" for the pickup and collection of garbage and refuse from the households in the City of Carter Lake, Iowa. Proposals will be opened and reviewed by the City Council of the City of Carter Lake, Iowa at the regular meeting scheduled for the 17th day of March, 2025 at 7:00 p.m. at City Hall. The contract will be for three years beginning service on the 1st day of May, 2025 with an additional three year extension available upon agreement of the parties. The contract will require the pickup of garbage and refuse from each subscribing household or commercial establishment in the City of Carter Lake once each week. The Contractor will be required to pick up the garbage and refuse from containers of the subscribers on the pickup day. The Contractor will be required to carry out a recycling plan as outlined in the solid waste agreement. The Contractor will be required to provide to the City of Carter Lake and its citizens two days annually, one time in the spring and one time in the fall, during the period of the contracts, a general pickup for extraordinary refuse and rubbish. The Contractor will be required to provide all labor, tools, equipment and power for the operation of the pickup service. The Contractor's equipment shall consist of a sufficient number of power type vehicles or trucks that include a mechanical device or devices for packing and compressing garbage or refuse. This equipment shall be in good operating condition at all times.

The Contractor will be required to carry insurance as follows:

Workers' Compensation	Statutory
Employers Liability	\$1,000,000 Each Accident
	\$1,000,000 Disease – Each Person

a. COMMERCIAL GENERAL LIABILITY INSURANCE

Commercial General Liability Insurance, endorsed to provide coverage for:

General Aggregate (<i>Other than Products/Completed Operations</i>)	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage	\$ 100,000
Medical Expenses (<i>any one person</i>)	\$ 10,000

b. COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE.

Comprehensive Automobile Liability Insurance which shall include coverages for all owned, non-owned and hired vehicles. Automobile Liability

\$1,000, 000 Combined Single Limit

c. EXCESS UMBRELLA LIABILITY INSURANCE.

Bodily Injury and Property Damage

\$5,000,000 Combined Single Limit (*Each Occurrence*)

The Contractor shall provide a performance bond in the amount of \$25,000 to the City of Carter Lake, to guarantee the faithful performance on the contract.

Each proposal shall be submitted in a sealed envelope and include the price per unit for curbside service with back door service considered as an alternative for residents with proven medical history that prevents them from participating in curbside service. Limitations to any extraordinary refuse and rubbish must be clearly identified in proposal. Proposal to include recycling plan and provisions for yard waste pick up. Proof of insurance must be provided. The City of Carter Lake reserves the right to reject all proposals.

Additionally, you are invited to attend the meeting to answer questions about your bids. The Council may or may not take action on the bids that evening pending a review of the documents. Your bids should also disclose whether or not your disposal of the trash will comply with the "Solid Waste Disposal Services Agreement" and plan approved by the Iowa Department of Natural Resources.

Jackie Carl, City Clerk