

## NOTICE OF MEETING OF THE CARTER LAKE CITY COUNCIL

City Council agendas are available at [www.cityofcarterlake.com](http://www.cityofcarterlake.com)

You are hereby notified that there is a meeting of the City Council, Carter Lake, Iowa,

**Tuesday, January 27, 2026, at 7:00 p.m.,**

in the City Hall Council Chambers, 950 East Locust Street, Carter Lake, Iowa,

for the purpose of taking official action on the agenda items shown hereinafter and for such other business that may properly come before the Council. This is a formal meeting during which the Council may take official action on various items of business. If you wish to speak on an item, please follow the seven participation guidelines adopted by the Council for speakers:

1. Anyone may address the Council on any agenda item.
2. Speakers should approach the microphone one at a time and be recognized by the mayor.
3. Speakers should give their name, spell their name, give their address, and then their statement.
4. Everyone should have an opportunity to speak. Therefore, please limit your remarks to three minutes on any one item.
5. At the beginning of the discussion on any item, the mayor may request statements in favor of an action to be heard first, followed by statements in opposition to the action.
6. Any concerns or questions you may have which do not relate directly to a scheduled item on the agenda will also be heard under "Citizen Concerns".
7. For the benefit of all in attendance, please turn off all cell phones and other communication devices while in the City Council Chambers.

- 
1. Pledge of allegiance
  2. Roll call
  3. Approval of the agenda
    - a. additions or deletions
  4. CONSENT AGENDA
    - a. Department head reports
      1. Library, Community Center, Maintenance/Parks, Police, Fire/EMS
    - b. City council minutes – DECEMBER
    - c. Planning board minutes – None
    - d. Overtime and comp time reports – DECEMBER
    - e. Abstract of claims – DECEMBER
    - f. Receipts – DECEMBER
    - g. Financial reports – DECEMBER
    - h. Salvage License renewals
      1. Lakeside Auto Recyclers
      2. Fett's City Super Shop
      3. D&R Auto Sales

---END OF CONSENT AGENDA---

### NEW BUSINESS\

5. Resolution to appoint new council member to fill vacancy.
6. Appointments
  - a. City Attorney (1 year)
  - b. City Clerk (2 years)
  - c. Mayor Pro Tem (1 year)
7. Elizabeth Hunter, Snyder & Associates
  - a. Monitoring Manhole project
  - b. 4430 17<sup>th</sup> Street – stormwater drain

8. COMMUNICATION FROM:

- a. Department Supervisors
- b. Mayor Jason Gundersen
  - 1. Assignments and Updates
  - 2. Appointment to the Library Board
    - 1. Jenny Chibuis
  - 3. Appointment to Fire Department
    - 1. Jared Dressman
- c. City Administrator, Cameron Gales
  - 1. Monthly report
    - 1. Appointment to the Planning Board
      - 1. Jay Gundersen
    - 2. Engagement letter for professional services
    - 3. Policy regarding credit cards
    - 4. Policy regarding background checks
- d. Clint Fichter, City Attorney
  - 1. 122 Carter Lake Club update
  - 2. Ordinance vacating a portion of a north/south alley between Ave P and Ave Q (1<sup>st</sup> Consideration)
  - 3. Stray Cat Issues

9. ORDINANCES AND RESOLUTIONS:

- a. Consider resolution approving contract with Water Distribution Operator
- b. Consider resolution designating signatures for banking purposes
- c. Consider resolution designating depositories for city funds
- d. Consider resolution designating auditor for fiscal year June 30, 2026
- e. Consider resolution designating newspaper for publications
- f. Consider resolution authorizing tax abatement for 506 Redick Blvd
- g. Consider resolution authorizing tax abatement for 4407 N 6<sup>th</sup> Street
- h. Consider wage resolution for Ronnie Maynard
- i. Consider wage resolution for Dale Sillik

10. Communications from the public –

- a. Tim Mandolfo – Reply to comments made at the workshop regarding the open council seat

11. CITIZEN CONCERNS (3 minutes per resident)

12. COUNCIL CONCERNS (3 minutes per member)

13. ADJOURNMENT

**ADA AND INCLUSIVE LANGUAGE NOTICE**

The City of Carter Lake does not discriminate based on disability in admission to, access to, or operations of its programs, services, or activities. Individuals who need auxiliary aid for effective communication in programs and services of the City of Carter Lake are invited to make their needs and preferences known to the ADA Compliance Officer, City Hall, 950 East Locust Street, (712) 347-6320. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990. The City of Carter Lake promotes equity and inclusion of protected classes including sex, ethnicity, color, familial status, gender identity, age, marital status, national origin, geographic background, race, creed, religious and spiritual beliefs, sexual orientation, socioeconomic status, mental and physical disability, or veteran status in admission to, access to, or operations of its programs, services, or activities. This notice applies to all departments, employees, commissions, boards, and volunteers that work with the City of Carter Lake.

# SENIOR ACTIVITY ATTENDANCE FOR December, 2025

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	
<b>Weekly</b>																																	
Bingo	15	14	18	/	/	/	14	20	20	20	20	15	19	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	
Cards Daily	10	11	8	6	6	/	8	8	11	7	9	/	6	7	13	9	9	9	9	9	9	8	6	10	10	13	13	14	8	7	10	172	
Monthly																																	
Wal-mart																																	
Birthday Night																																	
Bingo night																																	
Outing																																	
<b>Daily Meals</b>																																	
Meals in house	9	9	9	10	/	/	9	8	7	10	/	9	8	10	/	9	8	10	/	9	8	10	/	8	8	8	8	8	8	8	8		
Meals delivered	6						6						6								6												
Pick ups	14	4	3	2	3	/	3	3	3	3	/	4	3	3	3	2	2	2	2	2	3	3	2	2	2	2	2	4	3	3	109		
Dr. Appts				1				1							1																		
Events																																	
Family Meal																																	

Hot dog lunch

Soup lunch

Christmas lunch

28

## CARTER LAKE CITY COUNCIL MEETING

Monday, December 15, 2025

Mayor Cumberledge begins the meeting by remembering Emil Houser, a long-time community supporter, and asks for a moment of silence. Mayor Cumberledge calls for the roll call, Aaron Grell, Jacob Hanika, Jason Gundersen, Victor Skinner, and Jackie Wahl. Also present, City Administrator Cameron Gales, City Attorney Clint Fichter, City Clerk Jackie Carl.

Mayor Cumberledge asks for approval of the agenda. Councilmember Wahl requests to add a discussion about the planning board's packet receipt. Cameron Gales suggests removing a no-show item from the agenda. Gundersen moved to approve the agenda with the changes, seconded by Grell; unanimously approved.

Mayor Cumberledge calls for approval of the consent agenda. Councilmember Wahl asked to discuss issues with overtime and comp time records. Mayor Cumberledge suggests pulling overtime and comp time for further discussion. Gundersen moved to approve the agenda seconded by Hanika; unanimously approved.

Mayor Cumberledge conducts the swearing-in ceremony for new city officials, including Mayor Jason Gundersen, along with Victor Skinner and Matthew Seminara as city council members.

Engineer Elizabeth Hunter discusses the manhole bids, noting that only one bid was received, which was significantly higher than the estimated cost. The bid from Backland Plumbing was 42% higher than the engineer's estimate. Elizabeth suggests negotiating with the bidder to bring down the cost and mentions USDA's approval is pending. The council decides to table the issue to allow for further negotiations. Motion by Grell, seconded by Hanika, unanimously approved.

Engineer Elizabeth Hunter presents photos and information about the storm water drain issue, noting erosion and a sinkhole. Jeffrey Gales explains the history of the repairs and the issues with the corrugated section installed by the city. The council discusses potential solutions, including replacing the pipe and improving the seawall. The issue is tabled to allow for further investigation and cost estimates.

City Attorney Clint Fichter provides an update on the alley vacation process, noting the need for county approval and the involvement of six property owners. The council discusses the possibility of the city covering the costs and the potential need for new legal descriptions. The issue is tabled to allow for further discussion and approval at the next meeting.

Gundersen moved to approve Travis Shaw as new fire department volunteer, seconded by Skinner; unanimously approved.

City Administrator Cameron Gales provides an update on the splash pad, noting the high cost of repairs and plans to seek future grant funding for improvements. Cameron explains the reorganization of the Public Works department, focusing on fleet management and building and grounds maintenance. Skinner moved to approve the appointment of Jeremiah Poole as the maintenance supervisor, seconded by Grell; unanimously approved.

Wahl suggests adopting the planning board's recommendation to receive agendas a week earlier. The council discusses the possibility of receiving complete packets with all necessary documents in one package. The issue is tabled to allow for further discussion and implementation at the next meeting.

Attorney Clint Fichter provides an update 122 Carter Lake Club, trial date for 6/22/2026 the case covers the whole property. The homeowner has agreed to allow inspections on the home interior and exterior. This will create a compliance list of what needs to be done to remedy that property and to bring it into code compliance, which is the requirements for the action that we have scheduled for trial. The owner will have to address this list to be successful at the trial. It was asked if there was an update on the cat house issue, noting the need for further follow-up.

Gundersen moved to approve hydrant meter policy, seconded by Wahl; unanimously approved; Gundersen moved to approve the annual urban renewal report, Clerk explaining its purpose and the status of various TIF funds, seconded by Grell; unanimously approved.

The council tables the memorandum of understanding with Landscapes Unlimited for further review. The meeting concludes with public comments, including thanks to Mayor and Jackie for their service and condolences for the recent passing of Johnny Pinkerton and Mike Hawkins.

Grell moved to go into closed session pursuant to Iowa Code 21.5(j) for confidential discussions related to real estate transactions, followed by any appropriate action, seconded by Gundersen; unanimously approved at 8 p.m. Gundersen moved to come out of closed session, seconded by Grell at 8:20 p.m. Skinner moved to adjourn.

**CC ANALYSIS, 22 OVERTIME REPORT**  
**12/12/2025 THRU 12/12/2025**

COST CENTER	OVERTIME HOURS	OVERTIME PAY	COMP TIME HRS
43101 CHARLES R BENNE 43040 OT WAGES/PARKS	11.00	291.39	
EMP TOT 43101	11.00	291.39	
11013 NATHANIEL A BEN 11040 OT POLICE WAGES	10.00	529.20	
EMP TOT 11013	10.00	529.20	
41009 SHARON N CARR 41040 OT WAGES/LIBRAR	.75	25.62	
EMP TOT 41009	.75	25.62	
11002 GARY D CHAMBERS 11040 OT POLICE WAGES	3.75	247.05	
EMP TOT 11002	3.75	247.05	
11012 NICHOLAS R DARG 11040 OT POLICE WAGES	13.00	729.89	
EMP TOT 11012	13.00	729.89	
11003 JOSHUA J DRISCO 11040 OT POLICE WAGES	10.75	759.49	
EMP TOT 11003	10.75	759.49	
11006 RYAN P GONSIOR 11010 POLICE WAGES 11042 OT TO COMP TIME	.75		20.00
EMP TOT 11006	.75		20.00
11010 JACOB S HUSCROF 11040 OT POLICE WAGES 11041 STEP OT/POLICE	10.00 2.00	586.65 117.33	
EMP TOT 11010	12.00	703.98	
43007 MARK B PARSON 43040 OT WAGES/PARKS	11.50	276.00	
EMP TOT 43007	11.50	276.00	
21009 JEREMIAH J POOL 81040 OT WAGES/WATER 81042 OT TO COMP TIME	21.00 20.00	630.00	
EMP TOT 21009	41.00	630.00	

**CC ANALYSIS, 22 OVERTIME REPORT**  
 12/12/2025 THRU 12/12/2025

COST CENTER	OVERTIME HOURS	OVERTIME PAY	COMP TIME HRS
11015 ELIZABETH A SAN			
11010 POLICE WAGES			12.50
11040 OT POLICE WAGES	10.00	450.50	
11041 STEP OT/POLICE	11.00	479.00	
	-----	-----	-----
EMP TOT 11015	21.00	929.50	12.50
41006 MARGARET H SCHM			
41040 OT WAGES/LIBRAR	.75	25.03	
	-----	-----	
EMP TOT 41006	.75	25.03	
21002 RANDY C SMITH			
81040 OT WAGES/WATER	20.75	933.75	
	-----	-----	
EMP TOT 21002	20.75	933.75	
11008 ADAM W SWINARSK			
11040 OT POLICE WAGES	20.00	1173.30	
	-----	-----	
EMP TOT 11008	20.00	1173.30	
46014 BRANDO TAPIA			
46040 OT/COMM CENT	1.50	40.50	
	-----	-----	
EMP TOT 46014	1.50	40.50	
62005 LAURINE K WILHI			
62010 ADMIN WAGES			2.00
62040 OT WAGES/ADMIN	4.25	149.30	
	-----	-----	-----
EMP TOT 62005	4.25	149.30	2.00
Report Total	182.75	7444.00	34.50
Employee Count	16		

**CC ANALYSIS, 22 OVERTIME REPORT**  
**12/26/2025 THRU 12/26/2025**

COST CENTER	OVERTIME HOURS	OVERTIME PAY	COMP TIME HRS
11013 NATHANIEL A BEN 11010 POLICE WAGES			2.50
			-----
EMP TOT 11013			2.50
43005 ETHAN G CHAMBER 43040 OT WAGES/PARKS	1.50	46.58	
	-----	-----	
EMP TOT 43005	1.50	46.58	
11003 JOSHUA J DRISCO 11040 OT POLICE WAGES	1.00	70.65	
	-----	-----	
EMP TOT 11003	1.00	70.65	
11010 JACOB S HUSCROF 11040 OT POLICE WAGES	9.50	557.32	
	-----	-----	
EMP TOT 11010	9.50	557.32	
15001 PHILLIP J NEWTO 15040 OT FIRE DEPT	.50	24.35	
	-----	-----	
EMP TOT 15001	.50	24.35	
21009 JEREMIAH J POOL 81040 OT WAGES/WATER	9.75	292.50	
	-----	-----	
EMP TOT 21009	9.75	292.50	
62001 LISA M RUEHLE 62040 OT WAGES/ADMIN 81040 OT WAGES/WATER	5.25 5.25	289.88 289.88	
	-----	-----	
EMP TOT 62001	10.50	579.76	
11015 ELIZABETH A SAN 11010 POLICE WAGES 11040 OT POLICE WAGES			2.50
	2.00	96.84	
	-----	-----	-----
EMP TOT 11015	2.00	96.84	2.50
41006 MARGARET H SCHM 41040 OT WAGES/LIBRAR	1.25	41.72	
	-----	-----	
EMP TOT 41006	1.25	41.72	
21002 RANDY C SMITH 81040 OT WAGES/WATER	.25	11.25	
	-----	-----	
EMP TOT 21002	.25	11.25	
11008 ADAM W SWINARSK			

**CC ANALYSIS, 22 OVERTIME REPORT**  
 12/26/2025 THRU 12/26/2025

COST CENTER	OVERTIME HOURS	OVERTIME PAY	COMP TIME HRS
11010 POLICE WAGES			5.00
EMP TOT 11008			----- 5.00
46014 BRANDO TAPIA			
46040 OT/COMM CENT	1.50	40.50	
EMP TOT 46014	----- 1.50	----- 40.50	
62005 LAURINE K WILHI			
62010 ADMIN WAGES			2.00
62040 OT WAGES/ADMIN	3.75	131.74	
EMP TOT 62005	----- 3.75	----- 131.74	----- 2.00
Report Total	41.50	1893.21	12.00
Employee Count	13		

APPLICATION FOR  
SALVAGE PERMIT

TO: Mayor and City Council  
Carter Lake, Iowa 51510

Gentlemen:

I hereby apply for a permit to operate a salvage yard at 2813 N 9<sup>th</sup>

Street in Carter Lake, Iowa.

Legally described as: Lakeside Auto Recyclers

Kind of Building: Recycling Facility

Total area in Square Feet: \_\_\_\_\_

Proposed Use of Building: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Will sales or retail be made on the premises? \_\_\_\_\_

Owner's Name: Mike Levell

Owner's Address: 2810 N 7<sup>th</sup> St Carter Lake, IA, 51510

Owner's Phone Number: 402.690.4087 / 712.347.6561

Firm? \_\_\_\_\_ Partnership? \_\_\_\_\_ Corporation? X

Name and addresses of all associates, partners or officers: \_\_\_\_\_

Date of Application 10/23/2025

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

Signature of Owner: 

## Lisa Ruehle

---

**From:** Phill Newton  
**Sent:** Monday, January 26, 2026 2:52 PM  
**To:** Lisa Ruehle  
**Cc:** City Administrator  
**Subject:** FW: Lake Side Auto salvage Inspection

PHILLIP J. NEWTON  
FIRE & SAFETY COORDINATOR

950 LOCUST STREET  
CARTER LAKE, IOWA 51510  
712-347-5900

---

**From:** Phill Newton  
**Sent:** Tuesday, December 16, 2025 1:14 PM  
**To:** Jackie Carl <jackie.carl@carterlake-ia.gov>  
**Cc:** outbound@lakesideautorecyclers.com  
**Subject:** Lake Side Auto salvage Inspection

Jackie,

A general onsite walk-through training/inspection took place on Saturday December 6<sup>th</sup> with Myself and several members of the fire department. There were no areas of concern. I would recommend approval of their salvage permit at this time.

THANKS

PHILLIP J. NEWTON  
FIRE & SAFETY COORDINATOR

950 LOCUST STREET  
CARTER LAKE, IOWA 51510  
712-347-5900

**APPLICATION FOR  
SALVAGE PERMIT**

TO: Mayor and City Council  
Carter Lake, Iowa 51510

Gentlemen:

I hereby apply for a permit to operate a salvage yard at 1103 E LASCUST ST  
Street in Carter Lake, Iowa.

Legally described as:

See attachment

Kind of Building: Office & Shop

Total area in Square Feet: 135,907

Proposed Use of Building: Repair shop

Nature of Business: repairs

Will sales or retail be made on the premises? yes

Owner's Name: Gary L Fett

Owner's Address: 3111 W 13th St, Carter Lake IA 51510

Owner's Phone Number: 402-707-3388

Firm?  Partnership?  Corporation?

Name and addresses of all associates, partners or officers:  
Gary Fett - owner

Date of Application 12/10/25

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

Signature of Owner: [Signature] (Agd)

"Beginning at a point, said point being the Southwest corner of Lot J in Auditor's Subdivision of Lot 13 in Auditor's Subdivision, thence East along the South line of said Lot J to the Southeast corner of said Lot J; thence East along the South line of said Lot K to the Southeast corner of said Lot K; thence North along the East line of said Lot K to the Northeast corner of said Lot K; thence North along the East line of said Lot D to the Northeast corner of said Lot D; thence West along the North line of said Lot D to the Northwest corner of said Lot D; thence West along the North line of said Lot D to the Northwest corner of said Lot D; thence West along the North line of said Lot E to the Northwest corner of said Lot E; thence South along the West line of said Lot E to the Southwest corner of said Lot E; thence South along the West line of said Lot J to the point of beginning; all located in Auditor's Subdivision of Lot 13, all in Auditor's Subdivision of Section 21, Township 75, Range 44. The West 115 feet of the East 230 feet of the North 295 feet of Auditor's Lot 13 and the West 115 feet of the East 345 feet of the North 295 feet, Auditor's Lot 13, all in Section 21, Township 75 North, Range 44 West of the 5th P.M. in the Town of Carter Lake, Pottawattamie County, Iowa, also known as Lots B and C in Auditor's Subdivision of Lot 13 in Auditor's Subdivision located in the SW1/4 NW 1/4 of section 21, Township 75 North, Range 44 West, Pottawattamie County, Iowa.

## Lisa Ruehle

---

**From:** Phill Newton  
**Sent:** Monday, January 26, 2026 2:52 PM  
**To:** Lisa Ruehle  
**Cc:** City Administrator  
**Subject:** FW: Fett's City Motors Salvage Inspection

PHILLIP J. NEWTON  
FIRE & SAFETY COORDINATOR

950 LOCUST STREET  
CARTER LAKE, IOWA 51510  
712-347-5900

---

**From:** Phill Newton  
**Sent:** Wednesday, January 7, 2026 11:10 AM  
**To:** Jackie Carl <jackie.carl@carterlake-ia.gov>  
**Subject:** Fett's City Motors Salvage Inspection

Jackie

A general fire inspection was performed at Fett's business located at 1103 Locust street in reference to their yearly salvage permit. I met with Aaron and did a full walkthrough of the grounds and buildings. The fire extinguishers are due this month so he is calling today to get them done. I will follow up with him next week. During the walkthrough, I noticed a significant improvement of cleanup of the building and property. At this time, I would recommend the renewal of their salvage permit.

Thanks

PHILLIP J. NEWTON  
FIRE & SAFETY COORDINATOR

950 LOCUST STREET  
CARTER LAKE, IOWA 51510  
712-347-5900

APPLICATION FOR  
SALVAGE PERMIT

TO: Mayor and City Council  
Carter Lake, Iowa 51510

Gentlemen:

I hereby apply for a permit to operate a salvage yard at 511 Locust St.

Street in Carter Lake, Iowa.

Legally described as:

Kind of Building: Metal

Total area in Square Feet: Ground 103,430 Building 4448

Proposed Use of Building: DBA D&R Auto Sales (Sales & Salvage)

Nature of Business: Salvage & Sales

Will sales or retail be made on the premises? yes

Owner's Name: Dan Cumberledge

Owner's Address: 1022 Ave K

Owner's Phone Number: 712 347 6535 / 402 680 3757

Firm?  Partnership?  Corporation?

Name and addresses of all associates, partners or officers: \_\_\_\_\_

Date of Application 1-26-26

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

Signature of Owner: 

[Zoom Out](#) [Zoom In](#)



600ft x 600ft

Click any parcel to go to its web page

Spring 2024 aerial

See [more maps](#) at the [County GIS Department](#).

As of:

**CITY OF CARTER LAKE  
LICENSE**

**NO. 003-25**

BUSINESS NAME: D & R AUTO SALES  
ADDRESS: 511 EAST LOCUST STREET  
CARTER LAKE, IA 51510  
PHONE: 712-347-6535

THIS LICENSE IS HEREBY GRANTED FOR THE FOLLOWING PURPOSE: **SALVAGE PERMIT**  
PROVIDED THE SAID: **D & R AUTO SALES**  
ATTENTIVELY OBSERVES ALL LIMITATIONS AND RESTRICTIONS TO BE FOUND IN THE  
ORDINANCES RELATING TO SALVAGE YARD PERMITS MADE BY THE CITY COUNCIL OF CARTER LAKE.

THIS LICENSE WILL BE IN FORCE **FROM: 01/01/2025 TO: 12/31/2025.**

ATTEST:

*Joshee Carl*, CLERK

DATE: **02/17/2025**

The following resolution was offered by Councilperson \_\_\_\_\_, who moved its adoption.

**RESOLUTION NO. 26- \_\_\_\_\_**

**A RESOLUTION APPOINTING \_\_\_\_\_ AS A MEMBER  
OF THE CITY COUNCIL OF THE CITY OF CARTER LAKE, IOWA**

WHEREAS, there is a vacancy on the City Council for the City of Carter Lake, Iowa, due to the resignation of councilperson Jason Gundersen after he was elected to the office of Mayor of Carter Lake, and

WHEREAS, Section 372.13(2) of the Iowa Code authorizes the City Council to fill said vacancy by appointment or by calling for a special election, and

WHEREAS, the City Council believes said vacancy should be filled by appointment, to save the citizens of Carter Lake the cost of a special election, and

WHEREAS, a public notice of the Council’s intention to fill the vacancy on the Council by appointment was published in the *Daily Nonpariel*, as required by said statute, and

WHEREAS, after considering interested and well qualified applicants for said position, the City Council believes \_\_\_\_\_ should be appointed to serve as a member of the City Council until the next pending election, pursuant to the authority and direction of said Section 372.13(2) of the Iowa Code.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby appoints \_\_\_\_\_ as a member of the City Council of the City of Carter Lake, Iowa.

This motion was seconded by Councilperson \_\_\_\_\_, and, upon roll call, was carried by an aye and nay vote, as follows:

AYE: \_\_\_\_\_

NAY: \_\_\_\_\_

ABSENT: \_\_\_\_\_

WHEREUPON, the Mayor declared the Resolution duly adopted this 27<sup>th</sup> day of January, 2026.

\_\_\_\_\_  
Jason Gundersen, Mayor

ATTEST: \_\_\_\_\_  
Lisa Ruehle, Deputy City Clerk



## EAGLE ENGINEERING GROUP

12100 West Center Road, Suite 803 Omaha, Nebraska 68144  
(402) 399-0227 | [www.eagleengineeringgroup.com](http://www.eagleengineeringgroup.com)

January 8, 2026

Mayor and City Council  
c/o Cameron Gales, City Administrator  
CITY OF CARTER LAKE  
950 East Locust Street  
Carter Lake, Iowa 51510

RE: Engagement Letter for Professional City Engineering Services  
Carter Lake, Iowa

Dear Mayor and City Council,

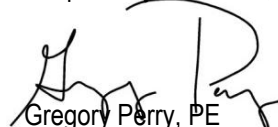
Eagle Engineering Group, LLC (Eagle) is pleased to submit our engagement letter and proposed Master Agreement for Professional Engineering Services to the City of Carter Lake for City Engineering Services.

Eagle appreciates the opportunity to provide engineering services to the City of Carter Lake. The partners of our firm have dedicated their careers to providing engineering services to municipal clients in western and southwestern Iowa.

Eagle values the potential relationship with the City of Carter Lake to provide long term value to the community. Eagle's team of professionals possess the knowledge to understand the City's infrastructure and capable of performing the range of services requested by the City of Carter Lake.

We are thankful for the opportunity to provide engineering services and excited to work with the City of Carter Lake.

Respectfully submitted,



Gregory Perry, PE  
President



## **SCOPE OF SERVICES**

Eagle will work with the City of Carter Lake and alongside City Staff to perform city engineering services on an as-needed basis:

### **Part 1 – Administrative Services – Hourly Rates**

1. Consult with City Staff about any general engineering inquiry from the citizens of Carter Lake.
2. Consult with Developers or Builders regarding land entitlement questions or inquiries alongside the Building & Zoning Department
3. Review development proposals including preliminary and final plats, construction drawings and studies for compliance with City of Carter Lake Subdivision Regulations for recommendation to Planning Commission and City Council.
4. Review site plan including construction drawings, drainage studies for compliance with City of Carter Lake Subdivision Regulations and Zoning Regulations for building permit.
5. Assist City Staff with budgeting, allocating funds and project prioritization for capital improvements projects (CIP) and long-range planning.
6. Compile mapping data for record keeping and asset management database for the City.
7. Assist City Staff with the annual Municipal Separate Storm Sewer System (MS4).
8. Consult with State agencies or utility stakeholders regarding any regulatory compliance
9. Assist City Staff in preparing ordinances or technical standards related to public infrastructure.
10. Attend City Council, Planning Commission and staff meetings as requested.

### **Part 2 – Specific Project Services – Lump Sum Fee**

1. Prepare preliminary engineering reports (PER)
2. Perform pre-condition topographic survey
3. Preparation of design engineering for construction drawings for sanitary sewer collection, lift stations, water distribution, roadway transportation or storm drainage.
4. Develop project manual and technical specifications
5. Provide project solicitation and bidding services
6. Obtain construction permits from authorities having jurisdiction (AHJ).
7. Provide construction engineering for construction contract administration, on-site project representation, construction staking, and project closeout including record “as-built” drawings.
8. Projects may require additional specialized services that do not fall under EAGLE’s area of expertise and may not be included in every City project. These services include geotechnical investigations, wetland evaluations and delineations, environmental services, and licensed land surveying. EAGLE will utilize a local sub-contractor to perform these services.



Cameron Gales  
City Administrator  
950 E Locust St  
Carter Lake, IA 51510  
Phone: 712-797-3205

Email: [Cameron.Gales@carterlake-IA.gov](mailto:Cameron.Gales@carterlake-IA.gov)

The City of Carter Lake credit card policy outlines proper use of credit cards by city staff. The policy is designed to provide guidance, procedures, and regulations for department directors and their designees who have authority and responsibility for purchasing goods and safeguarding the city's credit card.

### **Procedures**

The City Council may authorize the use of credit cards by department heads or by individuals within a department whose primary job duties require them to make purchases of goods or services on behalf of the city. A Department director who makes or directs a purchase by credit card that is not approved by the City Administrator, the director or employee is personally liable for the purchase. A purchase credit card must otherwise comply with all statutes, rules, or city policies applicable to city purchases.

#### **A. Responsibility & Accountability**

1. All cardholders must always safeguard the credit card and the credit card number.
2. The cardholder must keep the card in a secure location at all times.
3. Card numbers shall never be stored on vendor websites or shared with non-cardholders. Shipping addresses must be City facilities.
4. Use of the city credit card for personal purchases is strictly prohibited.
5. Lost/stolen/compromised credit cards must be reported immediately to the City Administrator or City Clerk.
6. The cardholder may be personally liable for purchases that don't have a receipt or proper approvals.

#### **B. Process for Card Use**

1. All credit card purchases must have the approval of the Department Director.
2. Every effort to procure goods under the city's tax-exempt status
3. The credit card accounts are not to be used for carrying a debit, and the entire balance on the account must be paid promptly monthly, unless disputing charges, to avoid interest.



Cameron Gales  
City Administrator  
950 E Locust St  
Carter Lake, IA 51510  
Phone: 712-797-3205

Email: Cameron.Gales@carterlake-IA.gov

- 4. It is the responsibility of the cardholder to dispute any incorrect charges made to the account for which he/she is responsible. If there are disputed charges, the cardholder must notify the credit card agency and the city clerk.

**C. Credit Card Use Acknowledgement**

- 1. The employees holding the following authorized positions will be provided with credit cards with a credit limit per cardholder as listed below.
- 2. When authority holds a credit card is issued to a department head or supervisor, he /she shall complete the acknowledgment form, Attachment A to this policy.

**Authority & Approval Chart**

Purchase Amount	Required Action	Approval Authority
\$0 – \$2,999		Department Head
\$3,000 – \$9,999	Line-item budgeted expenses	Department Head
\$10,000 – \$24,999	Previously Budgeted Improvements	City Administrator
\$25,000 – \$49,999	Previously Budgeted Improvements	City Administrator
\$50,000 and above	Competitive sealed bids; Council approval	City Council

**D. Card Access**

Any cardholder who violates this policy may have their credit card access revoked. The Department Director should monitor credit card use, act promptly to stop any misuse or abuse, and notify the City Administrator.

**This Policy Specifically Creates, Repeals, and Replaces Any Prior City Procedures for  
Credit Card Use**



Cameron Gales  
City Administrator  
950 E Locust St  
Carter Lake, IA 51510  
Phone: 712-797-3205

Email: Cameron.Gales@carterlake-IA.gov

X

---

Jason Gunderson  
Mayor, Carter Lake IA

X

---

Cameron Gales  
City Administrator

## Attachment A

### Credit Card Holder Acknowledgement

As the \_\_\_\_\_ of the City of Carter Lake, Iowa, I accept responsibility for use of the city credit card, actions while using the credit card, and strict and diligent adherence to the Credit Card Policy and Procedures.

It is understood that the credit card authorization may be revoked for violation of the policy or if the card is misused or abused in any manner. I accept responsibility for monitoring the charges made on this card and agree to inform the credit card agency and Finance Department immediately of any fraudulent charges, loss, or theft of the card. I understand that I will be held personally responsible for any unauthorized purchases and will adhere to the monthly credit limit.

I hereby acknowledge receipt and acceptance of the City of Carter Lake, Iowa Credit Card Use Policy.

# City of Carter Lake, Iowa

## Pre-Employment Background Screening Policy

**Effective Date:** [Insert date]

**Approved By:** City Council

**Policy Owner:** Human Resources (HR)

### 1. Purpose and Policy Statement

The City of Carter Lake ('City') is committed to maintaining a safe, efficient, and trustworthy workforce serving the public. To support that mission, all candidates for designated positions must complete pre-employment background screening and, for safety-sensitive and other specified roles, pre-employment drug and/or alcohol testing as a condition of employment. This policy aligns with applicable federal laws and municipal best practices, and it integrates fair-chance hiring principles.

### 2. Scope

This policy applies to all applicants who receive a conditional offer of employment with the City. It also applies to interns, temporary employees, and volunteers in positions that are designated as safety-sensitive or that require access to sensitive information, critical infrastructure, or vulnerable populations.

Important municipal note: Iowa's private-sector drug testing statute (Iowa Code § 730.5) does not apply to public employers such as cities; the City voluntarily adopts several procedural safeguards from that framework (e.g., confirmatory testing standards) as best practices.

### 3. Legal Framework and References

Federal:

- Title VII, Civil Rights Act—nondiscrimination; EEOC guidance on criminal records and individualized assessments.
- Americans with Disabilities Act (ADA)—no discrimination based on disability, including past substance use disorder or participation in rehabilitation programs; current illegal drug use is not protected.
- Drug-Free Workplace Act of 1988—applies when the City receives qualifying federal grants or contracts; requires a drug-free workplace program.

State/Local (Iowa):

- Iowa Code § 730.5—private sector drug-free workplaces (City is excluded as a political subdivision; adopted herein only as best practice references).
- Iowa HHS guidance on confirmatory laboratory approvals and SAMHSA standards (best practice adoption).
- Iowa DPS Guide to Workplace Drug Testing—outlines permissible testing types and employer responsibilities (used as best-practice reference).
- Fair-chance ('ban-the-box') timing precedents in Iowa cities (e.g., Des Moines, Waterloo)—City adopts timing best practices for conditional offers.

#### **4. Definitions**

**Applicant:** Any individual who has received a conditional offer of employment from the City.

**Background Screening:** Consumer reports and checks (e.g., criminal history, motor vehicle record) obtained through a Consumer Reporting Agency (CRA).

**Drug Test:** Analysis of urine, oral fluid (saliva), hair, or blood to detect controlled substances or alcohol; includes initial screening and confirmatory testing by qualified laboratories.

**Safety-Sensitive Position:** A position designated by the City wherein an accident could cause loss of human life, serious bodily injury, or significant property/environmental damage, including immediate supervision of persons in such roles.

**Adverse Action:** A decision not to hire or to rescind a conditional offer based, in whole or part, on screening results, under FCRA procedures.

#### **5. Positions Requiring Pre-Employment Drug/Alcohol Testing**

The City requires pre-employment testing for:

- CDL/DOT-covered roles (e.g., Public Works drivers operating commercial motor vehicles).
- Safety-Sensitive positions, including (examples): Fire/EMS and Police roles; Public Works operators of heavy/motorized equipment; positions involving direct care or supervision of vulnerable populations; roles with access to evidence, narcotics, or secure facilities; roles with immediate supervision of employees in safety-sensitive duties.

Designation is made by HR in consultation with department leadership and documented in the Safety-Sensitive Position List, reviewed annually.

## **6. Timing and Applicant Consent**

Conditional Offer: Drug testing and background screening occur after a conditional offer of employment.

FCRA Disclosure and Authorization: Prior to ordering any background report, the City provides a standalone written disclosure and obtains the applicant's written authorization.

Testing Consent: Applicants for covered positions must sign a Testing Consent and Acknowledgment form.

## **7. Drug/Alcohol Testing Procedures (Best-Practice Model)**

### **7.1 Specimen Types and Panels**

Permitted specimen types: urine, oral fluid (saliva), hair, or blood (where clinically appropriate).

Standard test panel screens for commonly abused substances (e.g., amphetamines, cocaine, marijuana/THC, opiates, phencyclidine), with expansion as needed for role risk.

### **7.2 Laboratories and Medical Review**

Initial and confirmatory testing performed by SAMHSA-certified or Iowa-approved confirmatory labs; results reviewed by a Medical Review Officer (MRO).

Split specimen protocols and chain-of-custody standards are followed.

### **7.3 Positive Results, Retest, and Explanations**

Applicants with a confirmed positive may request a retest of the split specimen at a different certified/approved lab at their own expense. If the retest overturns the original result, the City will reimburse reasonable retest costs and disregard the initial positive.

Applicants may provide documentation of legitimate prescription use; MRO review will consider lawful, prescribed medications consistent with DOT and federal guidance.

### **7.4 Marijuana (THC) Considerations**

Iowa permits medical cannabidiol in limited forms; no state law requires workplace accommodation or protection from employment consequences for THC positives. Therefore, THC positives may disqualify applicants for covered positions, subject to MRO review and DOT rules (if applicable).

## **8. Notification of Results**

The City will notify applicants of confirmed results in writing. Where feasible and with applicant consent, the City may use electronic or in-person delivery as efficient alternatives to certified mail.

## **9. Background Screening Components**

For all positions (unless otherwise specified), the City may conduct:

- Criminal history check (county/state/federal as appropriate) with individualized assessment per EEOC guidance.
- Motor Vehicle Record (MVR) for driving roles.
- Employment and Education Verification via CRA.
- License/Certification Verification (e.g., EMT, CDL).
- Abuse Registry Checks when roles involve vulnerable populations (child/dependent adult), per Iowa code/regulatory frameworks.

Fair-chance timing: criminal history inquiries and checks occur after the conditional offer, except where law mandates earlier vetting.

## **10. FCRA Adverse Action Procedure**

If the City contemplates rescinding a conditional offer based on a background report:

- 1) Pre-Adverse Action Notice including a copy of the report and A Summary of Your Rights Under the FCRA.
- 2) Provide at least five business days for the applicant to dispute or explain.
- 3) After review, if the decision stands, issue the Final Adverse Action Notice with CRA contact information and rights to dispute.

## **11. Data Privacy and Records Management**

Screening data is confidential and stored with limited access consistent with FCRA and City records policies. The City follows PII safeguards appropriate for public entities with access controls and retention schedules aligned to state guidance.

## **12. Equal Opportunity and Non-Discrimination**

The City prohibits discrimination based on protected characteristics under federal and state laws. Criminal history will be evaluated using individualized assessments to avoid disparate impact and ensure job-relatedness and business necessity.

### **13. Refusal to Test or Provide Consent**

Applicants who refuse required testing or fail to complete background screening will be deemed to have withdrawn from consideration, and the conditional offer may be rescinded.

DOT-covered roles are subject to stricter federal consequences.

### **14. Fraud or Tampering**

Any attempt to cheat or defraud a drug/alcohol test (e.g., use of synthetic urine/additives) results in disqualification.

### **15. Roles and Responsibilities**

HR: Administers policy, selects CRAs/labs, ensures notices, maintains records, trains hiring managers.

Departments: Identify safety-sensitive roles; participate in individualized assessments.

Medical Review Officer (MRO): Reviews lab results, verifies prescriptions, and reports verified outcomes.

### **16. Training and Communication**

HR will train hiring managers on fair-chance timing, FCRA notices, DOT rules, and this policy's procedures. Reference guides will include sample disclosures/authorizations and adverse action templates.

### **17. Policy Review and Updates**

This policy is reviewed annually or upon changes in applicable law (e.g., DOT rules, federal grants, Iowa municipal guidance). Iowa's 2025 updates to private-sector drug testing inform best-practice refinements adopted herein.

### **18. Appendix: Forms and Notices**

- FCRA Disclosure and Authorization (standalone)
- Conditional Offer Letter with Screening Conditions
- Testing Consent and Acknowledgment
- Pre-Adverse Action Notice + Summary of Rights (FCRA)
- Final Adverse Action Notice
- Safety-Sensitive Position List

## **19. Questions**

Direct questions to HR at [HR contact info]. For DOT-covered roles, consult the City's DOT Compliance Coordinator.

**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE VACATING A PORTION OF A NORTH/SOUTH ALLEY IN BLOCK 12,  
POTTER AND GEORGE COMPANY’S ADDITION TO EAST OMAHA, CITY OF CARTER  
LAKE, IOWA

BE IT ENACTED by the City Council of the City of Carter Lake, Iowa:

**SECTION 1: PURPOSE.** The City of Carter Lake, Iowa, is the owner of a certain North/South alley located in Block 12, Potter and George Company’s Addition to East Omaha, City of Carter Lake, Pottawattamie County, Iowa. The City Council has determined that a portion of said alley is no longer required for public use and that vacating said alley will not adversely affect the public interest. The City Council finds that the vacation of the alley, as shown on Exhibit “A” attached hereto and incorporated by reference, is appropriate and in the best interests of the City.

**SECTION 2: VACATION OF ALLEY.** The following described portion of public right-of-way is hereby vacated:

A portion of the North/South alley located in Block 12, Potter and George Company’s Addition to East Omaha, City of Carter Lake, Pottawattamie County, Iowa, as shown and depicted on Exhibit “A”, attached hereto and incorporated herein by reference.

**SECTION 3: DISPOSITION OF VACATED RIGHT-OF-WAY.** Upon vacation, the vacated alley shall be conveyed by Quit Claim Deed to the abutting property owners as follows:

1. Michael Douglas Reese Christensen: The West Half of the vacated North/South alley abutting Lots 21, 22, 23, and 24, Block 12.
2. Karen L. Lund and Patrick J. Lund: The West Half of the vacated North/South alley abutting Lots 16, 17, 18, 19, and 20, Block 12.
3. Owen Dashner: The East Half of the vacated North/South alley abutting Lots 7 and 8, Block 12.
4. Jeremiah V. Annin and Jessica J. Annin: The East Half of the vacated North/South alley abutting Lots 9 and 10, Block 12.
5. House 3, LLC: The East Half of the vacated North/South alley abutting Lots 11 and 12, Block 12.
6. Brian Calabretto: The East Half of the vacated North/South alley abutting Lots 13, 14, and 15, Block 12.

All conveyances shall be subject to existing easements of record, if any.

**SECTION 4: AUTHORIZATION.** The Mayor and City Clerk are hereby authorized and directed to execute any documents necessary to effectuate this vacation and the conveyance of the vacated right-of-way consistent with this Ordinance.

**SECTION 5: SEVERABILITY.** If any section, provision, or part of this Ordinance is adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section not adjudged invalid.

**SECTION 6: EFFECTIVE DATE.** This Ordinance shall be in full force and effect following its passage, approval, and publication as provided by law.

First Reading Passed: DATE

Second Reading Passed: DATE/Waived

Third Reading Passed: DATE/Waived

---

Mayor

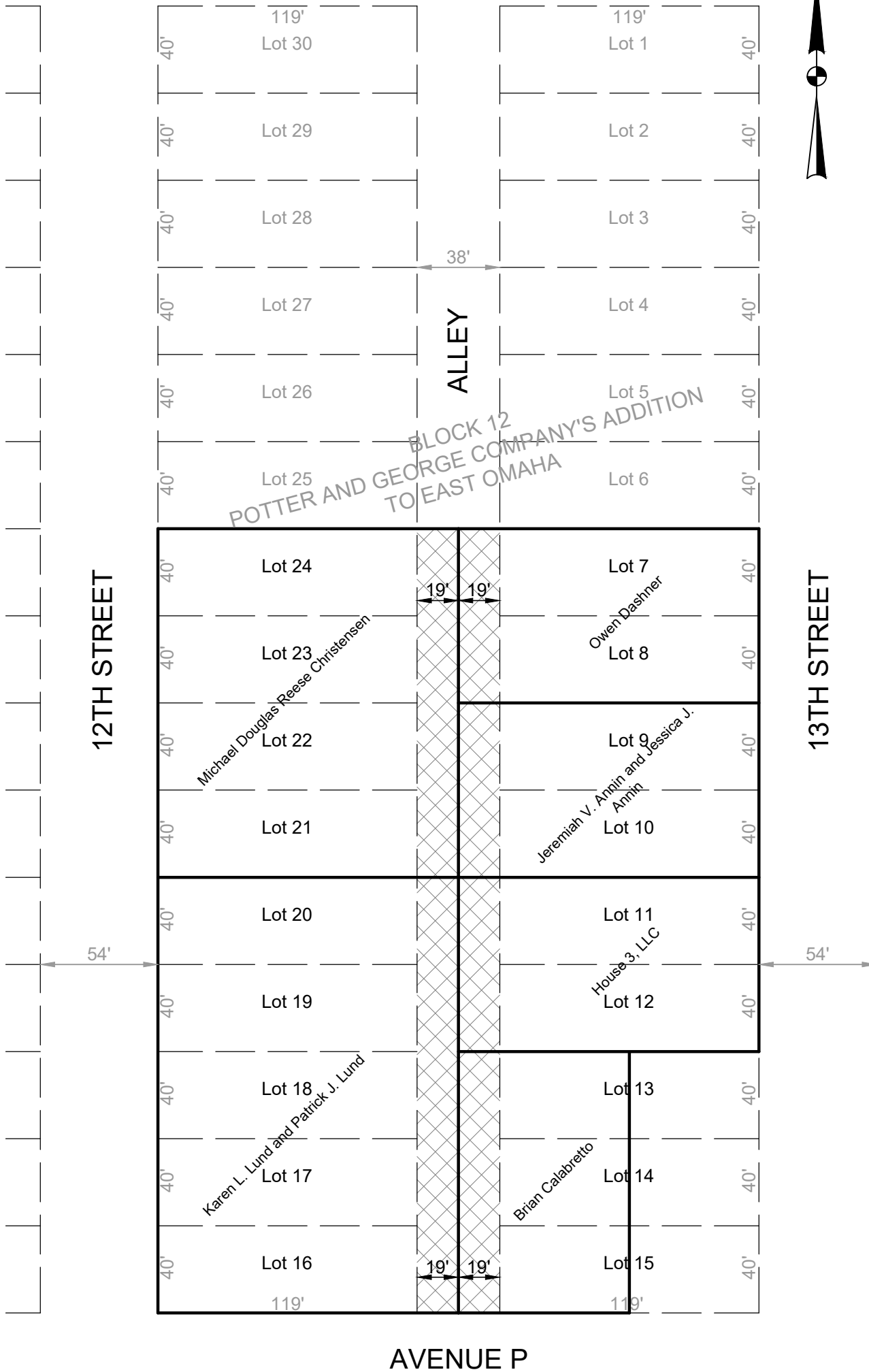
ATTEST:

---

City Clerk

# EXHIBIT "A"

AVENUE Q



BLOCK 12  
POTTER AND GEORGE COMPANY'S ADDITION  
TO EAST OMAHA

**CARTER LAKE - BLOCK 12, POTTER & GEORGE CO. ADD.**

**EXHIBIT "A"**

SHEET 1 OF 1

PN: 123.1271.10

T-R-S:T75N-R44W-16

DATE: 1/20/2026

PM/TECH: TEM



231 BENNETT AVENUE  
COUNCIL BLUFFS, IOWA 51503  
712-322-3202

# ADMINISTRATIVE SERVICES AGREEMENT

WHEREAS, GRS Xpress Water Management Services, a sole proprietorship operated by Garrett Borden, 416 S 27<sup>th</sup> Council Bluffs Iowa 51501, desires to enter into an Agreement with the city of Carter Lake, Iowa. Dated this date, for the provision of certain administrative support services.

WHEREAS, the parties desire that the agreement provide the company in the capacity of an approved operator of the city's water distribution system.

WHEREAS that the company has the necessary qualifications, experience, and abilities to provide the services to Carter Lake.

Now, therefore, the agreement made and entered into between Carter Lake and GRS Xpress Water Management Services for the provision of administrative services shall provide as follows:

GRS Xpress Water Management Services shall provide a properly certified operator to function as the Operator of the owner's water distribution system as an affidavit operator. As part of these duties, the operator will perform all required sampling requirements (any outside laboratory and shipping costs will remain the responsibility of Carter Lake), complete any permit required reporting, complete the annual consumer confidence report (any publication required will remain the responsibility of Carter Lake), and be available for after emergencies as need (addition hourly billing rate of \$60.00 per hour will apply). As part of the service, Carter Lake has installed an in-line chlorine analyzer and any monthly operating costs shall remain the responsibility of Carter Lake.

The city of Carter Lake hereby agrees to engage GRS Xpress Water Management Services to provide them with the following services:

Provide Professional Water Management Services.

## I. COMPENSATION

The monthly compensation due under this agreement shall be \$1500.00 per month, beginning on \_\_\_\_\_, 2026

## II. Term

The term of this contract will be from \_\_\_\_\_, 2026 through and including the day of \_\_\_\_\_ unless otherwise cancelled by either party, with or without cause, after giving a 30-day notice to the other party. In the event that either party breaches a material provision under this agreement, the non-defaulting party may terminate this agreement and require the defaulting party to indemnify the non-defaulting party against all reasonable damages. This agreement may be terminated at any time by mutual agreement between the parties. Except as otherwise provided in this agreement, the obligations of the operator will end upon the termination of this agreement.

## III. Notice

All notices request demands or other communications required or permitted by the terms of this agreement will be given in writing and delivered to the parties of the following addresses

- a. To City of Carter Lake: 950 E locust St. Carter lake IA 51510
- b. GRS Xpress Water Management Services: 416 S 27<sup>th</sup> Council Bluffs Iowa 51501
- c. Or to such other addresses as either party may from time to time notify the other and will be deemed to be property delivered (a) immediately upon being served peers natty (b) 2 days after being deposited with the Postal Service if service I registered mail or (c) the following day after being deposited with an overnight Courier.

## IV. Capacity/ Independent Contractor.

In providing the services under this agreement it is expressly agreed that the contractor is acting as an independent contractor and not as an employee. The contractor and the client acknowledged that this agreement does not create a partnership or joint venture between them and is exclusively a contract for service. The client is not required to pay or make any contributions to any Social Security local state or federal tax unemployment compensation workers compensation insurance premium profit sharing pension or any employee benefit from the contractor during the term. The contractor is responsible for paying and complying with reporting requirements for all local state and federal taxes related to payments made to the contractor under this agreement.

## V. No Exclusivity

The parties acknowledge that this agreement is not exclusive and that either party will be free during and after the term to engage or contract with third parties for the provision of services similar to these services.

## VI. Indemnification

Except to the extent paid and settlement from any applicable insurance policies and to the extent permitted by applicable law each party agrees to indemnify and hold harmless the other party and its respective directors shareholders affiliates officers agents employees and permitted successors and assigns against any and all claims losses damages liabilities penalties punitive damages expenses reasonable legal fees and costs of any kind or amount whatsoever which result from or a rise out of any act or omission of the identifying party its respective directors shareholders affiliates officers agents employees and permitted successors and assigns that occurs in connection with this agreement this indemnification will survive the termination of this agreement

## VII. Modification of agreement

Any amendment or modification of this agreement or additional obligation assumed by either party in connection with this agreement will only be binding if evidenced in writing signed by each party or an authorized representative of each party.

## VIII. Assignment

The contractor will not voluntarily or by operational law assign or otherwise transfer its obligations under this agreement without prior written consent of the client.

## IX. Governing Law

This agreement will be governed by and construed in accordance with the laws of the state of Iowa.

Except as otherwise provided in this agreement, the contractor will have all control over working time, methods, and decision making in relation to the provision of the services in accordance with the agreement. The contractor will work autonomously and not at the direction of the client. However, the contractor will be responsive to the reasonable needs and concerns of the client.

## X. Equipment

Except as otherwise provided in this agreement, the contractor will provide at the contractor's own expense, any and all tools, machinery, equipment, raw materials, supplies, workwear, and any other items or parts necessary to deliver the services in accordance with the agreement.

## XI. Assignment

Neither provider nor customer shall assign, in whole or in part, any of the rights, obligations or benefits of this agreement without the prior written consent of the other party, which consent shall not be unreasonable withheld.

City of Carter Lake

By: \_\_\_\_\_

Mayor

\_\_\_\_\_

Printed Name

By: \_\_\_\_\_

Operating Manager

\_\_\_\_\_

Printed Name



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

WHEREAS, it is necessary to designate signatures for banking purposes for the City of Carter Lake, Iowa:

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

That we do hereby designate Jason Gundersen, Mayor, \_\_\_\_\_, Mayor Pro-tem, and Cameron Gales, City Administrator as authorized persons for signatures on all banking matters.

Passed and approved this 27th day of January, 2016.

\_\_\_\_\_  
Jason Gundersen, Mayor

ATTEST:

\_\_\_\_\_  
Lisa Ruehle, Deputy City Clerk

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

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

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

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

The City of Carter Lake funds shall be deposited with American National Bank, Carter Lake, Iowa Public Agency Investment Trust (IPAIT) and Banker's Trust

The maximum amount of City funds that shall be deposited at American National Bank and Banker's Trust shall not exceed \$10 million each; and

The City Clerk shall invest City Funds with American National Bank, IPAIT and Banker's Trust in an amount not to exceed the \$10 million maximum each.

PASSED AND APPROVED this 27<sup>th</sup> day of January 2026.

\_\_\_\_\_  
Jason Gundersen, Mayor

ATTEST:

\_\_\_\_\_  
Lisa Ruehle, Deputy City Clerk

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

WHEREAS, the “Home Rule for Cities” became effective July 1, 1975; and

WHEREAS, under Section 11.18, Code of Iowa, it is necessary that the Auditor of the State of Iowa be notified of the accountant for the City of Carter Lake, Iowa by resolution of the City Council:

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

That under the provisions of Section 202, “Home Rule for Cities” and Section 11.18, Code of Iowa, that Schroer and Associates is hereby designated to audit the City records for the City of Carter Lake, Iowa for the fiscal year ending June 30, 2026, by this resolution. The City Clerk of the City of Carter Lake, Iowa is hereby directed to notify the State Auditor of the State of Iowa, of this resolution by mailing a certified copy of this resolution to the State Auditor of the State of Iowa.

Passed and approved this 27th day of January, 2026.

\_\_\_\_\_  
Jason Gundersen, Mayor

ATTEST:

\_\_\_\_\_  
Lisa Ruehle, Deputy City Clerk

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

WHEREAS, it is necessary to designate a newspaper for publication requirements for the City of Carter Lake, Iowa for the year 2026;

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

That we do hereby designate the Daily Nonpareil of Council Bluffs, Iowa as the main newspaper for publication requirements for the City of Carter Lake, Iowa for the year 2026.

Passed and approved this 27th day of January, 2026.

\_\_\_\_\_  
Jason Gundersen, Mayor

ATTEST:

\_\_\_\_\_  
Lisa Ruehle, Deputy City Clerk

**APPLICATION FOR EXEMPTION  
CARTER LAKE URBAN REVITALIZATION AREA**

Please Type or Print

APPLICANT (Owner of Record) Joshua & Jessica Driscoll

ADDRESS 506 Redick Blvd, Carter Lake IA 51510

Name of other Owners of Record (if any)

\_\_\_\_\_

\_\_\_\_\_

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

Address: 506 Redick Blvd, Carter Lake IA 51510

Legal Description: Carter Lake 17-75-44 A40 SUB LT 5 SE SE S 1/2 LTD  
COMM 30' N + 200' E OF SW COR OF LTD TH E 100' N 133.37'  
W 100' S 133.39 TO POB (Parcel 22078)

**CURRENT PROPERTY VALUE** (from assessor's records):

Land: \$ 30,500

Buildings: \$ 0

**TYPE OF IMPROVEMENTS** (check one):

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

**ESTIMATED COST OF IMPROVEMENTS:** \$ \_\_\_\_\_

Date Started: 2-1-25

Date Completed: 12-19-25

**TAX EXEMPTION:**

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

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

**ACKNOWLEDGEMENTS:**

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

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

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

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

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

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

Signature of Applicant:  Date Signed: 1-21-26

**CITY COUNCIL ACTION:**

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

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

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

**COUNTY ASSESSOR ACTION:**

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

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

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

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

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

**ATTACHMENT**

**A. BUILDER'S COST BREAKDOWN**

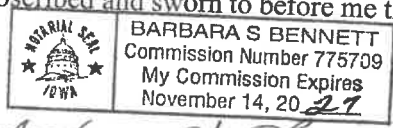
ARCHITECT	\$ 500
SURVEY	\$ 1500
EXCAVATING AND GRADING	\$ 9200
MASON	-
Material	-
Labor	-
CONCRETE (BSMT, WALKS, DRIVE)	\$ 103,339
ORNAMENTAL	-
CARPENTER LABOR, LUMBER, HARDWARE	\$ 196,889
PAINTING AND DECORATING	\$ 5808
ROOFING	\$ 18,837
HEATING AND AIR CONDITIONING	\$ 18,134
PLUMBING (INCLUDING SEWERS)	\$ 45,414
TILE	-
ELECTRICAL	\$ 31,294
INSULATION	\$ 14,950
DRY WALL	\$ 22,218
GLASS	-
BUILDING PERMITS	\$ 5000.00
INSURANCE	\$ 1200
CONSTRUCTION LOAN FEE AND INTEREST	\$ 24,290
TITLE EXPENSE	\$ 10,000
SALE EXPENSE	\$
ADVERTISING	-
MISCELLANEOUS	\$ 11,270
OVERHEAD AND PROFIT	-
<b>TOTAL BUILDING COST</b>	<b>\$ 519,845</b>
<b>PURCHASE PRICE OF LAND</b>	<b>\$ 50,000</b>
<b>TOTAL (LAND PLUS IMPROVEMENT COST)</b>	<b>\$ 569,845</b>

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

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

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

Subscribed and sworn to before me this 21 day of JAN, 2026



*Barbara S Bennett*  
Notary Public or City Clerk

*[Signature]*  
Owner's Name

**APPLICATION FOR EXEMPTION  
CARTER LAKE URBAN REVITALIZATION AREA**

**Please Type or Print**

APPLICANT (Owner of Record) Trey and Jacey Bowman  
ADDRESS 4407 N 6th Carter Lake IA 51510

Name of other Owners of Record (if any)  
\_\_\_\_\_  
\_\_\_\_\_

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

Address: 4407 N. 6th Carter Lake IA 51510

Legal Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CURRENT PROPERTY VALUE** (from assessor's records):

Land: \$ 20,000 Buildings: \$ 485,000

**TYPE OF IMPROVEMENTS** (check one):

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

**ESTIMATED COST OF IMPROVEMENTS:** \$ \$ 420,000

Date Started: 10/2025 Date Completed: 1/23/2026

**TAX EXEMPTION:**

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

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

**ACKNOWLEDGEMENTS:**

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

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

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

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

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

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

Signature of Applicant: Judy Bowman Date Signed: 1/23/26  
..... Judy Bowman 1/23/26 .....

**CITY COUNCIL ACTION:**

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

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

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

**COUNTY ASSESSOR ACTION:**

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

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

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

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

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

ATTACHMENT

*see attached*

A. BUILDER'S COST BREAKDOWN

- ARCHITECT
- SURVEY
- EXCAVATING AND GRADING
- MASON           Material
- Labor
- CONCRETE (BSMT, WALKS, DRIVE)
- ORNAMENTAL
- CARPENTER LABOR, LUMBER, HARDWARE
- PAINTING AND DECORATING
- ROOFING
- HEATING AND AIR CONDITIONING
- PLUMBING (INCLUDING SEWERS)
- TILE
- ELECTRICAL
- INSULATION
- DRY WALL
- GLASS
- BUILDING PERMITS
- INSURANCE
- CONSTRUCTION LOAN FEE AND INTEREST
- TITLE EXPENSE
- SALE EXPENSE
- ADVERTISING
- MISCELLANEOUS
- OVERHEAD AND PROFIT

\$2306.00

\$1,184.00

\$1400

\$38000

\$44,372

\$72,000 + \$80,000

Cabinets/granite \$14,500

\$10,000

\$2000 ceiling \$8000 \$2000 gutters

\$21,500

\$31,000

\$3500

\$21,000

\$11,000

\$23,000

\$32000

\$1000

\$20,000

\$1429

-

-

4

\$20,000

\$444,910

TOTAL BUILDING COST

PURCHASE PRICE OF LAND

TOTAL (LAND PLUS IMPROVEMENT COST)

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

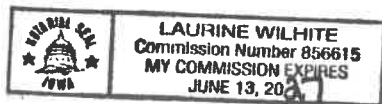
Are you, the property owner, your own subcontractor? YES NO

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

Subscribed and sworn to before me this 23 day of January, 2026

Laurine Wilhite
Notary Public or City Clerk

Treyet Jacoby Bowman
Owner's Name



Bowman, Tracie  
 From:  
 tracia.bowman@walgreer  
 To: jmoit@aol.com

Fri, Jan 23 at 11:04 AM ☆

Blueprints/Mods	\$ 3,306.00
Building permit	\$ 3,209.00
Survey	\$ 1,184.00
Excavation	\$ 1,400.00
Foundation	\$ 34,173.86
Water proof	\$ 3,565.00
Menards materials list	\$ 400.00
Beams	\$ 3,351.00
Lumber "MENARDS"	\$ 80,000.00
Frame work	\$ 36,200.00
Windows	\$ 9,815.00
Roof	\$ 8,000.00
Siding	\$ 8,000.00
Gutters	\$ 3,300.00
Flat work	\$ 44,372.00
Garage doors	\$ 5,000.00
Plumbing "Backlund"	\$ 30,600.00
Sewer/water "Gunderson"	\$ 6,000.00
Electrical "Loess Hills"	\$ 20,350.00
HVAC "KPS"	\$ 21,500.00
Insulation	\$ 11,000.00
Drywall "Lato	\$ 23,000.00
Sewer/water tap fee	
	\$ 354,419.86

Dumpsters	\$ 3,200.00
Concrete/Granite	\$ 14,500.00
Electric fixtures	\$ 1,500.00
Plumbing fixtures	\$ 5,000.00
Paint entrance	\$ 6,200.00
Stone	\$ 3,000.00
Porta potty	\$ 717.00
Bathrooms	\$ 6,000.00
Ceiling	\$ 3,024.00
Appliances	\$ 8,100.00
Floors	\$ 7,000.00
Retaining wall/Landscaping	\$ 1,500.00
Tree	\$ 3,500.00
Sod	\$ 2,000.00
Fence	
Irrigation	\$ 3,300.00
Hardware	\$ 500.00
Stair railing	\$ 1,000.00
Frost barrier	\$ 3,000.00
Trim	\$ 633.86
	\$ 78,491.00

RESOLUTION 2026-

Be it hereby resolved by the City Council of the City of Carter Lake, Iowa that Ronnie Maynard's wages be set at \$22.00 per hour beginning December 15, 2025. Mark has been hired as a full-time maintenance worker.

Recommended by: Maintenance Supervisor

Passed and approved this 27th day of January, 2026.

---

Jason Gundersen, Mayor

ATTEST:

---

Lisa Ruehle, Deputy City Clerk

RESOLUTION 2026-

Be it hereby resolved by the City Council of the City of Carter Lake, Iowa that Dale Sillik's wages be set at \$24.00 per hour beginning December 22, 2025. Dale has been hired as a full-time maintenance worker.

Recommended by: Maintenance Supervisor

Passed and approved this 27th day of January, 2026.

---

Jason Gundersen, Mayor

ATTEST:

---

Lisa Ruehle, Deputy City Clerk

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

**Name:** Tim Mando/fo

**Address:** 106 C.L.C.  
\_\_\_\_\_

**Phone:** 402-813-0942

**Meeting Date Requested:** Tues. Jan. 27

Mail request to:  
City Clerk  
950 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):**

would like to reply to  
statements made on Jan. 14  
meetings on regards to  
~~appoint ment~~ open seat.

**Please submit any supporting documents with this application.**

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

**Signature:** Tim Mando/fo

**Date:** 1-21-25

**For Office Use Only:**

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

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