

**AGENDA - CITY OF CARTER LAKE  
COUNCIL MEETING  
CITY HALL – 950 LOCUST ST.  
MONDAY, MARCH 20, 2017 – 7:00 PM**

Pledge of Allegiance

- I. Roll Call
- II. Approval of the Agenda
  1. Additions
  2. Deletions
- III. Consent Agenda
- IV. New Business
1. Approve Liquor Licenses: Dollar General, Best Western and Carter Lake Lounge
- V. Communications from the Public
  1. Shirley Wier
  2. Crystal Fetter
  3. Bill Dalheimer
- VI. Communications from
  1. **Mayor Waltrip**
    - a. Lakeside Auto Recycler Fence Application
    - b. Lakeside Auto Recycler Project
  2. **Council Member Cumberledge**
    - a. Splash Pad
    - b. Community Center
  3. **Council Member Paterson**
    - a. Residential Building Inspector
    - b. Grease Interceptors
    - c. DNR Application for Beach at Mabrey Park
  4. **Barb Melonis**
  5. **Jason Gunderson**
  6. **City Attorney Michael O’Bradovich**
    - a. Resolution to approve assignment of OMA2 Lodging TIF payments
  7. **Clerk Stender**
    - a. Carter Lake Newsletter Advertising Fees
  8. **Ray Pauly**
    - a. Planning Board Update
- VII. **Resolutions and Ordinances**
  - a.
- VIII. Comments from Mayor, Council and Public (3 Minutes)

Adjourn

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**CONSENT AGENDA - COUNCIL MEETING  
CITY OF CARTER LAKE  
MONDAY, MARCH 20, 2017 – 7:00 P.M.**

- A. City Council Minutes
- B. Financial Reports
- C. Claims Report
- D. OT Reports
- E. Department Supervisors Monthly Reports

City of Carter Lake City Hall  
950 Locust St.  
Regular City Council Meeting  
Monday, February 20, 2017 – 7:00 p.m.

#### The Pledge of Allegiance

Mayor Waltrip called the regular meeting to order at 7:00 p.m.

Roll Call: Present: Mayor Gerald Waltrip, and Council members: Pat Paterson, Ron Cumberledge, and Barb Melonis, Frank Corcoran. Also present – Attorney Mike O’Bradovich and City Clerk Jackie Stender

Approval of the Agenda – Moved by Melonis, seconded by Corcoran; Ayes: Unanimous.

Consent agenda – Moved by Melonis seconded by Paterson to approve the consent agenda items, 01/18/17 Council minutes, January Financial reports, Abstract of Claims for January, Overtime reports, and Department Supervisors monthly reports. Ayes: Unanimous.

#### New Business:

Cumberledge moved to appoint Jason Gundersen to fill the vacancy for the late Mary Schomer, seconded by Corcoran. Ayes: Unanimous.

Public Hearing was held to hear public comments concerning the Development Agreement with Williams Enterprise, L.L.C. a/k/a Tighton Tools. No comments or written statements have been made to the Clerk’s office or the Council. Melonis motioned to close public hearing, seconded by Cumberledge. Ayes: Unanimous.

Cumberledge moved to appoint Mike Fitzpatrick and Terry “TJ” Hite to fill the vacancy on the Board of Adjustments, seconded by Melonis. Ayes: Unanimous.

Mike Werks, developer of the Hampton Inn project was present to appeal the Planning Board’s decision to deny installation of a 21 foot sign. Current zoning code does not allow for pole signs, 8 foot monument signs are allowed. Melonis motioned to grant the sign, and not force them to take the extra step going to the Board of Adjustments, seconded by Cumberledge. Ayes: Unanimous. The Council agreed they would like the Planning to revise the sign ordinance.

Cumberledge motioned to take no action to approve the Union Supposal that requested a three year extension to the current contract, seconded by Paterson. Ney: Corcoran Ayes: Melonis, Cumberledge, Paterson

Victor Skinner, Library Board member, requests the Council to approve the new job description for the Assistant Library Director and approve Genevieve Hawkins for the new position with pay increase to 12.50 per hours, request that the pay be retroactive January 1, 2017. Corcoran motioned to approve request, seconded by Melonis; Ayes: Unanimous.

#### Communications from Councilman Cumberledge.

The City currently has \$703,000 in savings from Hotel/Motel tax collection for the Community Center Fund and \$150,000 set aside for SplashPad Project. Ron would like to schedule a public workshop inviting the public to come provide input for future planning for the projects. Meeting will be schedule for Wednesday March 14 at 6:30 p.m.

#### Communication from Councilman Paterson

Paterson motioned to move forward with hiring JAS Pacific to handle residential building inspection services for the City. Motion died for lack of a second. Paterson wants to be on record to hire a certified inspector to handle permits.

Paterson requested an update on Grease Interceptors, the Mayor mailed letters 5 businesses, notifying each business of the code requirement that interceptors be installed for any food service business.

Communications from City Attorney O’Bradovich. The OMA2 Lodging Developer Agreement has a mistake in the agreement and a resolution is necessary to correct the name of the hotel and the number of rooms inside the

hotel. Cumberledge motioned to approve the resolution amending the OMA2 Lodging Development Agreement, seconded by Paterson. Ayes: Unanimous

Communication from Ray Pauly, Planning Board

Pauly thanked City Attorney for the informative letter concerning Lakeside for the next meeting on next Monday night. The other item was already answered earlier that the Board would like the Planning Board to review the sign ordinance and he will get it on the next regular agenda.

Melonis motioned to approve and authorize execution of the Development Agreement by and between the City of Carter Lake and Williams Enterprise, L.L.C., seconded by Corcoran. Ayes: Unanimous.

Paterson motioned to approve Resolution designating Schroer and Associates as Auditor for required audit for the 2016-17 Budget year, seconded by Corcoran. Ayes: Unanimous.

Cumberledge motioned to approve Resolution designating Daily Nonpareil of Council Bluffs as the main newspaper for publication requirements for the City of Carter Lake for 2017, seconded by Paterson. Ayes: Unanimous.

Melonis motioned to approve Resolution designating Gerald Waltrip, Ron Cumberledge and Jackie Stender as authorized signers for banking purposes, seconded by Corcoran. Ayes: Unanimous. Cumberledge abstained

Paterson motioned to approve Resolution approving depository for investments, funds shall be deposited with American National Bank of Carter Lake and Banker's Trust in amounts not to exceed \$10 million each and city shall invest funds with American National Bank and Banker's Trust in amounts not to exceed \$10 million each, seconded y Melonis. Ayes: Unanimous.

Resolution approving a public hearing to be scheduled for Monday, March 6 at 6 p.m. to receive public comments for the 2017-18 Budget, seconded by Melonis. Ayes: Unanimous.

Melonis motioned to approve and place on file the Audit Report for Fiscal Year Ending 06-30-2016, seconded by Corcoran. Ayes: Unanimous.

Melonis motioned to approve and place on file the 2015-16 Storm Water Report, seconded by Cumberledge. Ayes: Unanimous.

Adjourn at 8:20 p.m.

Jackie Stender  
City Clerk

Gerald Waltrip  
Mayor

# OVERTIME AND COMPTIME REPORT

February 13, 2017

<u>MAINTENANCE OVERTIME</u>	<u>HOURS</u>	<u>AMOUNTS</u>
STANLEY OLSEN		
02/09/17      Water break 17th St	1	\$ 26.12
DAMIAN ROTHMEYER - <b>1/2 Water / 1/2 Sewer</b>		
02/09/17      Water break 17th St	1	\$ 20.78
RANDY SMITH		
02/09/17      Water break 17th St	1	\$ 20.79
<b>TOTAL MAINT OVERTIME:</b>	<b>3</b>	<b>\$ 67.69</b>
<b>TOTAL ALL OVERTIME:</b>	<b>3</b>	<b>\$ 67.69</b>

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<u>COMPTIME USED:</u>	<u>HOURS</u>
GARY CHAMBERS	
02/03/17	1
BROCK GENTILE	
02/05/17	1
<b>TOTAL COMPTIME USED:</b>	<b>2 HRS</b>

<u>COMPTIME BALANCES:</u>	<u>HOURS</u>
GARY CHAMBERS	1 1/4
JOSH DRISCOLL	30
BROCK GENTILE	2
RYAN GONSIOR	13 1/4
JON MEYER	1 1/2
RAY OHL	3 1/4
MATT OWENS	26 3/4
ADAM SWINARSKI	5 1/2
<b>TOTAL COMP BALANCES:</b>	<b>83.50</b>

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<u>ADMIN HOURS USED:</u>	<u>HOURS</u>
RON ROTHMEYER	
02/10/17	6
<b>TOTAL ADMIN HOURS USED:</b>	<b>6</b>

<u>ADMIN BALANCES:</u>	<u>HOURS</u>
SHAWN KANNEDY	80
RON ROTHMEYER	18
<b>TOTAL ADMIN BALANCES:</b>	<b>98</b>

# OVERTIME AND COMPTIME REPORT

February 26, 2017

<u>MAINTENANCE OVERTIME</u>		<u>HOURS</u>	<u>AMOUNTS</u>
RONNIE FISHER			
02/25/17	Sidewalks	2.5	\$ 50.03
MARK MURRAY			
02/25/17	Sidewalks	2.5	\$ 69.45
<b>TOTAL MAINT OVERTIME:</b>		<b>5</b>	<b>\$ 119.48</b>
<b>TOTAL ALL OVERTIME:</b>		<b>5</b>	<b>\$ 119.48</b>

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<u>COMPTIME EARNED:</u>		<u>HOURS</u>
RAY OHL		
02/15/17	Late call	1 = 1.5
<b>TOTAL COMPTIME EARNED:</b>		<b>1.5 HRS</b>

<u>COMPTIME USED:</u>		<u>HOURS</u>
RAY OHL		
02/24/17		1
ADAM SWINARSKI		
02/23/17		3
<b>TOTAL COMPTIME USED:</b>		<b>4 HRS</b>

<u>COMPTIME BALANCES:</u>		<u>HOURS</u>
GARY CHAMBERS		1 1/4
JOSH DRISCOLL		30
BROCK GENTILE		2
RYAN GONSIOR		13 1/4
JON MEYER		1 1/2
RAY OHL		3 3/4
MATT OWENS		26 3/4
ADAM SWINARSKI		2 1/2
<b>TOTAL COMP BALANCES:</b>		<b>81.00</b>

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<u>ADMIN HOURS USED:</u>		<u>HOURS</u>
RON ROTHMEYER		
02/15/17		8
02/16/17		8
<b>TOTAL ADMIN HOURS USED:</b>		<b>16</b>

<u>ADMIN BALANCES:</u>		<u>HOURS</u>
SHAWN KANNEDY		80
RON ROTHMEYER		2
<b>TOTAL ADMIN BALANCES:</b>		<b>82</b>

Library Board Meeting  
Brooks-Fennell Multi-Purpose Room  
February 27, 2017 6:00 p.m.

Attendees: Bonnie Freeman, Viki Hawkins, Kim Smith, Patti Midkiff and Tyke Darveaux. Library Director, Theresa Hawkins. Absent: Delbert Settles and Victor Skinner.

Bonnie called the meeting to order.

Minutes: Kim made the motion to accept the January minutes. Tyke seconded. Motion passed.

Financial Report: Patty made the motion to approve the financial report with the correction to \$150.80 and \$82.97 to the correct departments (Administration and Police). Viki seconded. Motion passed.

Action on Bills: Discussion on having Administration sign and date when receiving invoices. Viki made the motion to approve the bills. Bonnie seconded. Motion passed.

Librarian' Report: Patty made the motion to accept the report. Kim seconded. Motion passed.

	<b>January Statistics</b>
Door Count	1298
Patron Computer Usage	219
WIFI Usage	114
Library Revenue Photocopies	\$13.55 (135 pages)
Library Revenue Computer Printouts	\$42.40 (424 pages)
Library Revenue Faxes	\$24.75 (99 pages)
Library Donations	\$92.55

In March the Book Club will read a "Banned Book" and will discuss why they think that the book was "banned". Theresa will have the actual reasons why and will discuss them.

Dr. Seuss Birthday celebration will be March 2<sup>nd</sup> from 5:00 to 6:00 p.m. Staff will dress up and there will be activity packets, cookies and prizes for patrons.

Representative Charlie McConkey will be holding legislative coffee sessions in the Multi-Purpose room on Saturday, March 4<sup>th</sup> and 18<sup>th</sup> at 10:00 a.m.

Love on a Leash will be at the Library on Tuesday, March 14<sup>th</sup> from 3:30 to 4:30 p.m.

John Schreier, the author of the book "Carter Lake – A slice of Iowa in Nebraska" will be speaking to the Book Club on April 3<sup>rd</sup> at 11:30 a.m. Will try to schedule him for a Tuesday or Thursday evening at 6:30 p.m. later in April or May.

Theresa has started scheduling hours on Saturday so that her and Gen don't have to be working all 4 hours every week. If one works mornings – the other will come in and work afternoons and will alternate times the next week. Starting in March Gen will work some Saturdays by herself. Theresa has started a folder with all of the usernames and passwords for all library vendors and accounts for Gen and will show her how bills are coded and submitted, Inter-library loan requests are filled, where contracts are filed and a list of due dates for reports and submissions to the State Library and Pott. Co. Everything has been working well - Busy days go quickly and slow days are now filled with training.

Old Business: None

New Business: Library Personnel Policy was reviewed and updated. Library Assistant Director was added to job classifications with wage matrix. Changes were made to meal break as paid time for salaried employees and Veteran's Day was added as a holiday and Columbus Day was removed. Bonnie made the motion and Kim seconded. Motion passed.

Patty adjourned and Tyke seconded. Meeting adjourned.

Viki Hawkins, Secretary  
February 28, 2017

## **Introduction**

This policy manual contains the current **personnel policy** for the Edward F. Owen Memorial Library and supersedes any prior handbook or manual. In the case of a policy issue not covered by this manual or question of interpretation, the Library Director shall make a working determination and recommend a policy update or change to the Library Board of Trustees. Policy may be reviewed or changed by the Library Board of Trustees at any time. Revised policy pages will be supplied to all current staff and Library Board members and shall be clearly labeled as to manual pages being replaced. All staff shall be supplied a copy of this manual and should sign a copy of the Employment Acknowledgement Form. A copy of the form will be kept in their personnel file.

## **Employee Professionalism**

The library is a public institution supported by taxation, and therefore, belongs to the people. Each customer, whatever his/her age, sex, race, appearance, social, or intellectual status, should be given prompt, efficient, impartial, and courteous service. Staff members should bear in mind that they are immediate representatives of the library in all instances, including social media, and do much to form public opinion regarding the library. As an employee of the Edward F. Owen Memorial Library, I will:

- Protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
- Distinguish clearly, in my actions and statements, differences between my personal philosophy and attitudes and those of the library.
- Not speak or act in ways that are detrimental to my fellow staff, the Board, or the library.
- Always be alert and approachable to customers seeking assistance.
- Show children the same courtesy as adults.

## **Recruitment and Selection of Staff**

The Library Director is hired by and is responsible to the Library Board of Trustees. The Library Director recommends the employment of all staff members for approval by the Library Board of Trustees. The library may do a background check on prospective or current employees. It is the policy of the Edward F. Owen Memorial Library not to discriminate in its service programs or employment practices on the basis of race, color, religion, sex, national origin, age, or disability. It is imperative that the library recruits, hires and maintains highly capable and productive employees. To do this, the library needs to attract qualified individuals, ensure that employees are acknowledged for their contributions, and encourage employees to achieve their full potential.

## **Probationary Period**

New staff members are in a probationary period for three (3) months. This period is designed to determine whether the employee is suited to the job and capable of satisfactorily performing the work assigned. After the probationary period, the supervisor will evaluate the employee's work performance. A satisfactory evaluation will qualify the employee as a regular staff member. An unsatisfactory evaluation at any time during the probationary period may result in the employee's immediate termination. The evaluation reports will be maintained in the personnel file.

## **Definitions**

- "Full-time" is defined as working a regular scheduled 40-hour week.
- "Part-time" is defined as working 29 hours or less a week.

Updated February 2017

## **Personnel File**

Personnel files are confidential. They are located in the Library Director's office and are maintained for all current employees of the Edward F. Owen Memorial Library. The Library Director will have access to these files. The library will release the following information about an employee:

Dates of employment

Positions(s) held

Verify employment and salary to financial institutions with staff member's prior approval

Included in the personnel files are the following items:

- Forms related to hiring
- Evaluations
- Reprimands
- Statements of grievance (problem resolution)
- Emergency contact numbers
- Background check information
- Copies of certification

All employees have the right to inspect their personnel files. Files are available during business hours by making arrangements with the Library Director. It is the responsibility of each employee to promptly notify the Library Director of any changes in personal data. Personal mailing addresses, telephone numbers, emergency contacts and numbers, and other such status reports should be accurate and current at all times.

## **Classification of Positions & Certification**

All positions are classified, as detailed below, for the purposes of assigning them to the salary scale:

### **Classification Level I** (Hourly \$10.50 - \$14.00)

Janitor – part-time

Library Clerk – part-time

### **Classification Level II** (Hourly \$11.50 - \$16.00)

Program Coordinator – full-time

### **Classification Level III** (Salaried Exempt - \$12.50 - \$20.00)

Assistant Library Director

### **Classification Level IV** (Salaried Exempt - \$18.00 - \$25.00)

Library Director

## **Job Descriptions**

Employees will receive a copy of their job descriptions when hired. Job descriptions outline the major duties and responsibilities of each position in the library and are intended to guide employees in the performance of their work. These descriptions are revised and updated as necessary to coincide with changes and improvements in library operations.

## **Evaluation**

Employees are strongly encouraged to discuss job performance and goals on an informal day-to-day basis. A formal written performance evaluation will be conducted at the end of an employee's three (3) month probationary period. Additional formal performance evaluations are conducted annually to provide both supervisor and employee the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive purposeful approaches for meeting goals. The Library Board of Trustees is responsible for evaluating the Library Director annually. Evaluation records become a regular part of the employee's personnel file. Employees will receive a copy of their evaluation upon request.

## **Disciplinary Action**

The purpose of this section is to state the library's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels. The library's best interests lie in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any such action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

## **Procedure**

Disciplinary actions will be explained to and discussed with the employee at each step in the procedure stated below. All disciplinary action documents will be placed in the employee's personnel file.

## **Verbal Warning**

For most infractions, the employee will be warned verbally. A notation will be placed in the employee's personnel file. If the situation is not corrected in the time frame specified by the Library Director, the Library Director will proceed with a written warning.

## **Written Warning**

The employee will be warned verbally and in writing, and the written warning will be placed in the employee's personnel file. This written record notifies the employee that his/her performance of conduct is unacceptable and documents the specific acts or omissions upon which the discipline is based as well as the expected corrective action and time frame.

## **Termination for Cause**

Except as otherwise provided for in union contracts, employees are at-will and may be terminated with or without cause at any time. Employees terminated for just cause shall not receive any of their accrued benefits. Employees who are terminated under these circumstances shall not be reemployed by the Library.

**Immediate dismissal may occur. Some instances for dismissal may include but are not limited to:**

- Physical or verbal abuse and/or sexual harassment of a library customer or employee
- Theft of or deliberate damage to library property or the property of a library customer or employee
- Gross misconduct, which may include off-premise conduct which is illegal
- Possession or use of alcohol or illegal drugs in the workplace or while working
- Insubordination
- Falsification of library records
- Possession of explosives or weapons in the library

Updated February 2017

### **Exit Procedure**

All employees ending employment with the Edward F. Owen Memorial Library should return all keys and nametags to the Library Director on or before the employee's final workday. All personal property should be removed from the employee's work area. The library will take all action deemed appropriate to recover or protect its property.

### **Workweek**

The workweek is defined as beginning Monday and ending Saturday. All full-time employees working on Saturday will take equivalent time off during the workweek to keep the total scheduled hours at 40 or under. No employee will be allowed to work more than 40 hours in any week.

### **Breaks**

An employee is allowed a paid 15-minute break during each consecutive four (4) hour shift worked, if working conditions allow.

### **Meal Breaks**

Any employee working more than six (6) hours is allowed a thirty (30) minute meal break. This meal break is **paid time** for salaried employees.

### **Drug Free Workplace**

It is the intent of the Edward F. Owen Memorial Library to maintain a drug free workplace. Every employee is required to abide by the prohibition above and to notify the Library Director if he or she is convicted of any criminal drug statute violation occurring on library property no later than five (5) days after such conviction. The Edward F. Owen Memorial Library may terminate employment of any employee convicted of any violation of federal or state statutes dealing with the manufacture, dispensing, possession, distribution or use of any controlled substance and/or illegal drug in the workplace. Excessive alcohol or drug use off library grounds which affects an employee's attendance or behavior while at work, and drug or alcohol use during work hours shall also be grounds for dismissal. When an employee's health or job performance declines, and this decline is attributed to or is related to alcohol or drug dependency, the employee may ask the Library Director for the opportunity to enter counseling or rehabilitation. If an employee refuses to take action to correct a problem which is affecting job performance and workplace relationships, the employee may be subject to dismissal or other appropriate personnel action.

### **Smoke/Tobacco Free Workplace**

Smoking, use of electronic smoking devices, and other tobacco use are prohibited in the interior of the Edward F. Owen Memorial Library building and on library property in compliance of the Iowa Smokefree Air Act. Iowa Code 142D

### **Family and Medical Leave Act - FMLA**

An employee may be granted up to 40 hours paid family and medical leave in a calendar year to provide temporary emergency care of ill or injured members of their immediate family.

### **Funeral Leave**

In the case of the death of a person in the immediate family of the employee, the employee may be granted up to 40 hours off with pay.

### **Maternity Leave**

If an employee has been employed full-time for more than two (2) years, the employee shall be entitled to three (3) weeks of paid maternity leave. If an employee has been employed full-time for five (5) or more years, the employee shall be entitled to six (6) weeks of paid maternity leave. While an employee is on maternity leave they will continue to receive other benefits and seniority. Once the employee has exhausted any applicable paid maternity leave, the employee may elect to use any accrued and available sick leave and vacation time. Once that has been exhausted the employee may utilize unpaid leave as allowed by the Family Medical Leave Act (FMLA) where applicable or as allowed by Iowa Code section 216.6(2)(e).

### **Military Leave**

Any employee, when ordered by proper authority to active state or federal service, is entitled to a leave of absence from employment for the period of active duty, consistent with the Uniformed Services Employment and Reemployment Rights Act (USERRA). The employee will be paid his/her normal pay for the first 30 days.

### **Personal Appearance**

Library employees are expected to be well groomed and neatly dressed. Employees of the Edward F. Owen Memorial Library should dress appropriately when working with the public to convey a positive and professional image of both oneself and of the library while remaining approachable to library costumers. No bare midriffs, spaghetti straps, skirts or shorts shorter than just above knee length, controversial clothing or accessories, or flip-flops are allowed. Clothing or accessories which are political or have abusive or demeaning language or pictures that are in poor taste including lewd, suggestive or offensive works or innuendo are prohibited. This includes items that have words or phrases that are suggestive because of the use of a double entendre. Each Friday and Saturday during the year, library employees may choose to wear more relaxed casual attire while still maintaining a professional public image. Torn, frayed or cut off clothing is not allowed. Clothing should not be tight or ill fitting. The Library Director reserves the right to deem any article of clothing or accessory to be inappropriate. On occasion, the Library Director may authorize exceptions to the dress code.

### **Telephone Calls, Cell Phones, & Text Messaging**

Lengthy and/or frequent personal telephone calls are not allowed on library business phones. Cell phones may be brought to work by library employees but must stay turned off or on vibrate while the employee is working. Personal text messaging is not allowed from the employee's personal cell phone while the employee is working. An employee may make personal phone calls and text while on break or lunch.

### **Computer Use**

Lengthy and/or frequent personal use of or social networking with library computers is discouraged while working. Employees' library e-mail accounts and computer use may be monitored.

### **Wellness Day**

An employee will receive eight (8) hours (day off with pay) every three (3) months if the employee does not use any sick time in the previous three (3) months. The wellness day must be taken in the next three (3) months from the date earned or be forfeited.

### **Holidays**

If a holiday designated as a paid holiday falls on Saturday, the preceding Friday shall be granted. If a holiday designated as a paid holiday falls on Sunday, the following Monday shall be granted. Part-time employees are not entitled to holiday pay. Designated holidays for Edward F. Owen Memorial Library personnel are:

- \*New Year's Day
- \*Presidents' Day
- \*Good Friday
- \*Memorial Day
- \*Independence Day
- \*Labor Day
- \*Veteran's Day
- \*Thanksgiving Day (and the Friday after)
- \*Christmas
- \*Birthday (must be taken within two (2) weeks before or after employee's birthday)
- \*Floating Holiday

Holiday pay for library personnel is 8 hours for each full day. (Total - 88 hours)

### **Vacation**

Vacations shall be earned from the anniversary date of employment. No unused vacation days may be carried over to the next year and no payment will be made for vacation time not used. The Library Director will have control of the scheduling of all vacations. A terminated employee shall receive pay for all accrued vacation due. There will be no vacation or sick leave accrual during leave without pay. Full-time employees shall be entitled to paid vacations at their basic rate of pay based on the following schedule.

- \*0 hours during first year of service
- \*40 hours after 1 year of service
- \*80 hours after 2 years of service
- \*80 hours after 3 years of service
- \*80 hours after 4 years of service
- \*80 hours after 5 years of service
- \*88 hours after 6 years of service
- \*96 hours after 7 years of service
- \*104 hours after 8 years of service
- \*112 hours after 9 years of service

- \*120 hours after 10 years of service
- \*128 hours after 11 years of service
- \*136 hours after 12 years of service
- \*144 hours after 13 years of service
- \*152 hours after 14 years of service
- \*160 hours after 15 years of service + an additional 8 hours for each additional year worked thereafter.

### **Sick Leave**

Full-time Edward F. Owen Memorial Library employees can earn up to 320 hours of sick leave.

- \*96 hours during the 1<sup>st</sup> year of employment
- \*108 hours after the 2<sup>nd</sup> year of employment
- \*120 hours after the 3<sup>rd</sup> year of employment
- \*132 hours after the 4<sup>th</sup> year of employment
- \*144 hours after the 5<sup>th</sup> year of employment
- \*160 hours after the 6<sup>th</sup> year of employment
- \*200 hours after the 7<sup>th</sup> year of employment
- \*240 hours after the 8<sup>th</sup> year of employment
- \*280 hours after the 9<sup>th</sup> year of employment
- \*320 hours after the 10<sup>th</sup> year of employment

### **Court Leave**

Any full-time employee who is selected for jury duty or is called as a government witness shall receive a paid leave of absence at the employee's regular rate of pay for up to forty (40) hours per week for the time spent on such duty. Compensation received by the employee from the court will be submitted to the Carter Lake City Clerk, with the exception of meal or travel expenses incurred by the employee. If the employee is summoned as a plaintiff or a defendant in a proceeding involving or arising from personal business or matters outside of employment, the employee shall not be entitled leave with pay, but may use accrued vacation, floating holiday or comp time to offset the lost time.

### **General Employee Safety**

The Edward F. Owen Memorial Library is committed to the safety and health of all employees. Safety is to be given primary importance in every aspect of planning and performing all library activities. Below are some general safety rules to assist you in making safety a regular part of your work.

- \*Safety is everyone's responsibility. Remind your co-workers about safe work methods. Immediately report any suspected hazards and all accidents.
- \*Ask for assistance when lifting or moving heavy objects. Bend your knees, get a firm grip on the object, hold it close to your body and space your feet for good balance. Lift using your stronger leg muscles, not your weaker back muscles. Stack materials only to safe heights. Keep cabinet doors and file/desk drawers closed when not in use.
- \*Keep sharp objects and dangerous substances out of the trash can. Items that require special handling should be disposed of in approved containers.
- \*To prevent slips and tripping, clean up spills and pick up debris immediately.
- \*Do not stand on a wet floor while using any electrical apparatus. Do not overload outlets.
- \*Know where fire extinguishers are and how to use them.

Updated February 2017

### **Fire Prevention**

Know the location of all alarms and fire extinguishers and familiarize yourself with the proper procedure for using them should the need arise. Notify the Library Director if an extinguisher is used or if the seal is broken. When a fire is spotted, evaluate the situation quickly to determine if evacuation is necessary or if you can fight the fire using the extinguisher.

If evacuation is necessary:

\*Dial 9-1-1

\*Warn co-workers and patrons in immediate area of fire

\*Staff will check all areas, including rest rooms and storage rooms, at early stages of evacuation

\*Handicapped individuals should be accompanied by a staff person to the nearest exit

\*Gathering point will be Willow Drive and Library west parking lot

Only when the "ALL CLEAR" is given by the Fire Department may staff re-enter the library.

### **Workshops and Conferences**

With the approval of the Library Director, the library will pay for staff attendance at job-related conferences, seminars, and continuing education opportunities. All travel time will be paid. Non-travel days spent attending meetings that require an overnight stay are considered eight (8) hour workdays. The Library Board of Trustees must authorize out-of-state travel.

### **Reimbursement**

Mileage for the use of personal vehicles will be reimbursed pursuant to Federal guidelines. To receive compensation for expenses incurred for meetings and mileage, employees must submit vouchers with receipts.

### **Policy Review and Amendments**

The Edward F. Owen Memorial Library Board of Trustees will review this personnel handbook annually. This handbook may be amended by a majority vote of the Library Board of Trustees at any meeting.

## Monthly Report for Feb.2017

Meals served 318

Volunteer Hours Performed 31

Activity Reports Attached

Needs for Center- Light outside above front entry door.

Meetings—Site Council Meeting at Center was held on Feb.15th

Break down of meals= We served 318 meals in 18 days, 162 in house and 156 were homebound that avg. about 17.5 meals per. day. The Center was closed 3 days this month, 1 due to the Holiday, and 2 due to weather.

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

SENIOR CENTER: Carter Lake

DATE Feb 2017

MANAGER'S SIGNATURE Tyula Mei

Date	Nutrition Program/Topic	Program Length	# Persons Attending
2-7	Fatty Foods: Why You can't live without them		
2-21	Staying away from fad diets	30 min	8
		45 min	8

Date	Nutrition Handouts for Homebound Participants/Topic	# Sent
2-10	Fatty Foods Why you can't live without them	9
2-10	Staying away from fad diets	9

Date	Wellness Programs/Topic-Blood Pressure, Exercise, etc.	Program Length	# Persons Attending
2-3	Flex CLASS	1 hr.	10
2-10	Flex Class	1. hr.	10
2-17	Flex Class	1. hr	10
2-24	Flex Class	1. hr	—
2-6	Tai Chi	.75	7
2-13	Tai-chi	.75	8
2-27	Tai-chi	.75	8
TOTALS		<del>4.25</del> 6.25	53









# SAFETY ACTION PLAN

Assignment Number	Assignment
Person Responsible	
Estimated Completion Date	
Completion Date	
<hr/>	
Assignment Number	Assignment
Person Responsible	
Estimated Completion Date	
Completion Date	
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Assignment Number	Assignment
Person Responsible	
Estimated Completion Date	
Completion Date	
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Assignment Number	Assignment
Person Responsible	
Estimated Completion Date	
Completion Date	
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Assignment Number	Assignment
Person Responsible	
Estimated Completion Date	
Completion Date	

Dollar general is due for annual liquor license renewal. Myself and Ron inspected it today, 3-14-17. The only things found were 1 emergency light above a door not working. She will put that in her maintenance log today to get fixed. Also cardboard box racks outside in parking area. She was told they can't be stored out there. She said the truck with new supplies will be here tomm so they will be gone. Also some general cleanliness issues that she is working on. We will be going back next week to look again.

At this time our recommendations would be to renew her license. Thanks for your time on this.

Phillip J Newton

Fire Department and Safety Coordinator  
Fire Investigator / Inspector

950 Locust Street  
Carter Lake, Iowa 51510  
Station # 712-347-5900  
Station E-mail - [clfire@carterlake-ia.gov](mailto:clfire@carterlake-ia.gov)  
Phill's E-mail - [phill.newton@carterlake-ia.gov](mailto:phill.newton@carterlake-ia.gov)

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

**Name:** Shirley Weir  
**Address:** 1107 Cachelin Dr.  
Carter Lake, IA  
51510  
**Phone:** 712-347-5085

Mail request to:  
City Clerk  
950 Locust Street  
Carter Lake, IA 51510  
  
Or Fax to: 712-347-5454  
  
Or Email to:  
[Lisa.Ruehle@carterlake-ia.gov](mailto:Lisa.Ruehle@carterlake-ia.gov)

**Meeting Date Requested:** 3-20-17

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

Veteran - Memorials - State of  
development  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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:** Shirley Weir **Date:** 3-16-17

**For Office Use Only:**

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

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

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

**Name:** Crystal Fetter  
**Address:** 3113 Surfwood Dr  
Carter Lake Ia 51510  
**Phone:** 712-326-5152  
**Meeting Date Requested:** 3/20/17

Mail request to:  
City Clerk  
950 Locust Street  
Carter Lake, IA 51510  
  
Or Fax to: 712-347-5454  
  
Or Email to:  
[Lisa.Ruehle@carterlake-ia.gov](mailto:Lisa.Ruehle@carterlake-ia.gov)

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

would like to request closing  
down 1/2 of street to have  
blow up bounce houses for  
kids birthday

**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:** Crystal Fetter      **Date:** 3/9/17

**For Office Use Only:**

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

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

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

**Name:** W.A. DAHLHEIMER

**Address:** 78 Carter Lake Club  
Carter Lake IA  
51510

**Phone:** \*N.A.

**Meeting Date Requested:** March 20, 2017

Mail request to:  
City Clerk  
950 Locust Street  
Carter Lake, IA 51510  
  
Or Fax to: 712-347-5454  
  
Or Email to:  
[Lisa.Ruehle@carterlake-ia.gov](mailto:Lisa.Ruehle@carterlake-ia.gov)

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

(U)

**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:** W.A. Dahlheimer **Date:** 3/09/17

3:05 p.m.  
(Thursday)

**For Office Use Only:**

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

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

(U)

# Commercial Building Permit Application



## City of Carter Lake

950 Locust Street  
Carter Lake, IA 51510

Office (712) 847-0535 Fax (712) 347-5454

**Address of Project:** 2813 N 9TH ST, CARTER LAKE

Legal Description:	Lot	Block	Subdivision	Zoned

Property: Platted  Unplatted \_\_\_\_\_  
 Size: Width SEE Length ATTACHMEN Square Ft. 283,140 FT  
 Structure: Yes  No \_\_\_\_\_ Current Use: PARKING LOT  
 Proposed Use: METAL RECYCLING

Property Owner: LAKESIDE AUTO RECYCLERS Phone: ( 712 ) 347-6561

Address: 2813 N 9TH ST, CARTER LAKE, IA 51510  
(City, State, Zip)

General Contractor: HEARTLAND OUTDOOR SERVICES Phone: ( 402 ) 880-6959

Address: 3345 N 88 PLZ, OMAHA, NE 68134  
(City, State, Zip)

Occupant / Tenant: LAKESIDE AUTO RECYCLERS Phone: ( 712 ) 347-6561

Contact Name: MIKE LEVELL

Type of Construction / Description of Work: REPLACEMENT OF CURRENT FENCE AND GATE SURROUNDING PROPERTY TO 12 FT HIGH

**TOTAL: Value of Finished Product \$** 100,000.00 Required Field

The property shall comply with all applicable City of Carter Lake zoning ordinances. All covenants and easements are the responsibility of the builder or property owner.

All property owners, HOA and others having interest in this project been contacted: Yes  No \_\_\_\_\_

I hereby state that the information submitted on this application is accurate and correct. I recognize that the issuance of this building permit shall not grant approval to violate any of the provisions of the building codes or zoning ordinances enforced by this jurisdiction, state or federal law; and that this permit shall not prevent the building official from requiring construction to be in compliance with all applicable code provisions during field inspections. This building permit is issued for the express purpose of work stated on this application and shown on the approved plans. Any changes to the construction plans that effect area or scope of work shall be approved by the building official's prior to construction and may require another permit application. No building shall be occupied until a certificate of occupancy has been issued by the Building Official.

Applicant Name: MIKE LEVELL  
(Print Clearly)



(Signature)

Date: 2/16/2017

**Please Note that this application must be approved by the following:**

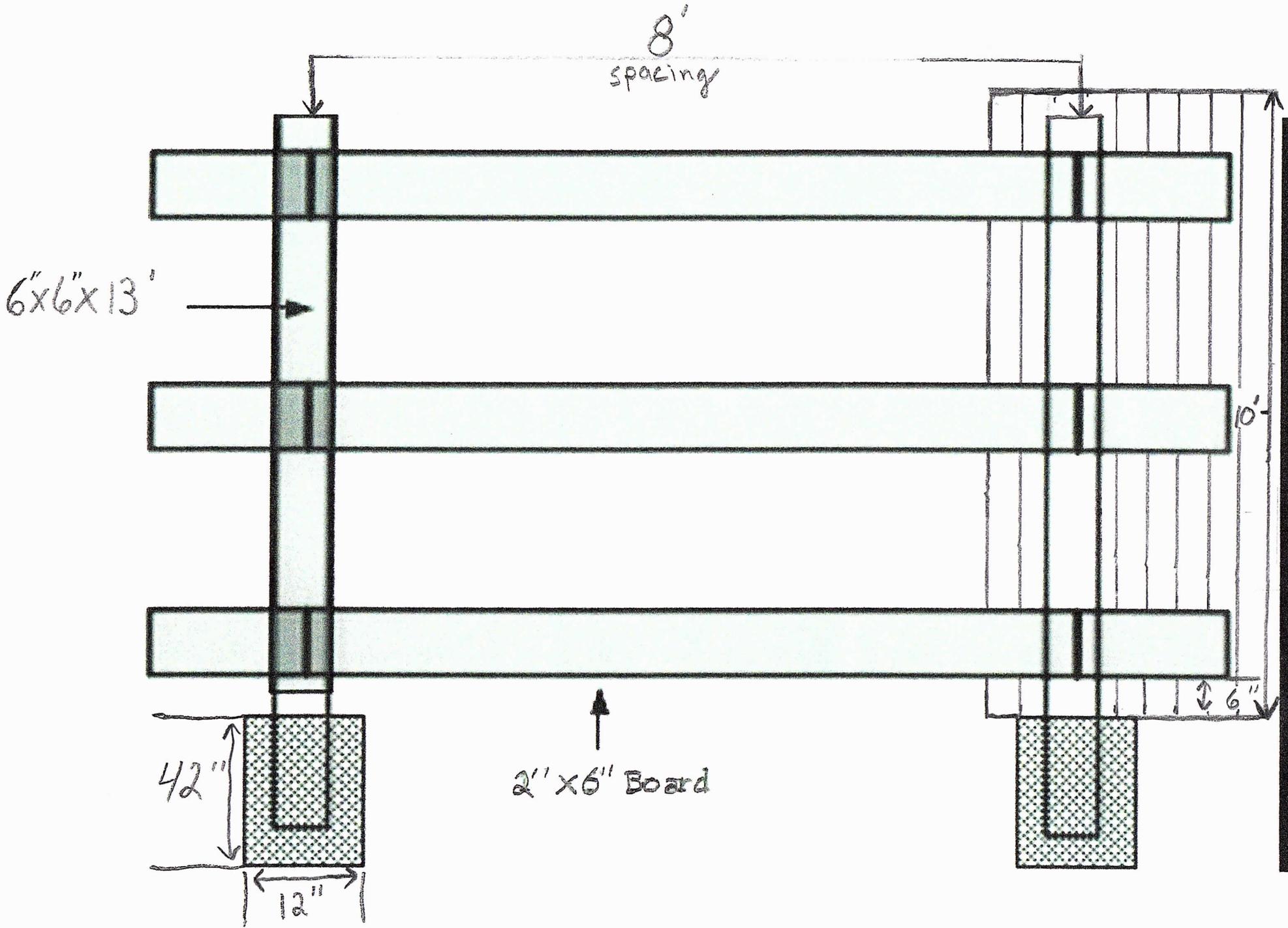
Planning Board: \_\_\_\_\_ Date: \_\_\_\_\_  
 Fire Department: \_\_\_\_\_ Date: \_\_\_\_\_  
 Building Official: \_\_\_\_\_ Date: \_\_\_\_\_

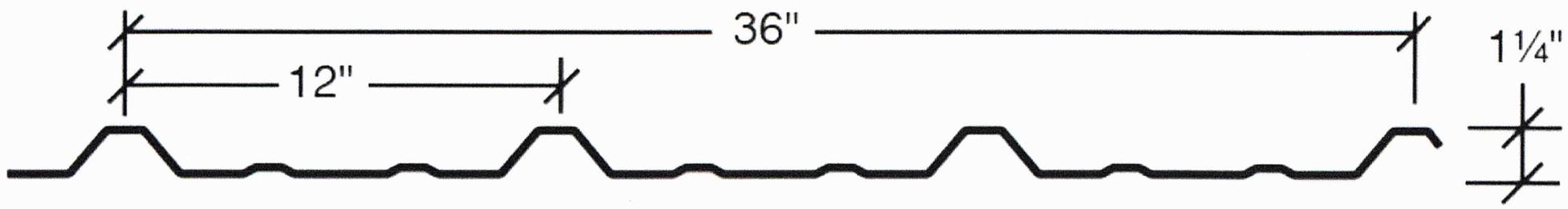
- Documents Needed for Construction:**
1. Three sets of plans and specifications. Drawn to scale (1/4").
  2. A certified certificate of survey of the property.
  3. A plot plan drawn to scale showing building location on the lot.
  4. A Copy of SWPPP (Storm Water Pollution Prevention Plan)

**Impervious Coverage:**

Total (sq ft) of Property: \_\_\_\_\_  
 Total (sq ft) of All Structures: \_\_\_\_\_  
 Total (sq ft) of Impervious Paving: \_\_\_\_\_  
 Impervious Coverage Percentage: \_\_\_\_\_

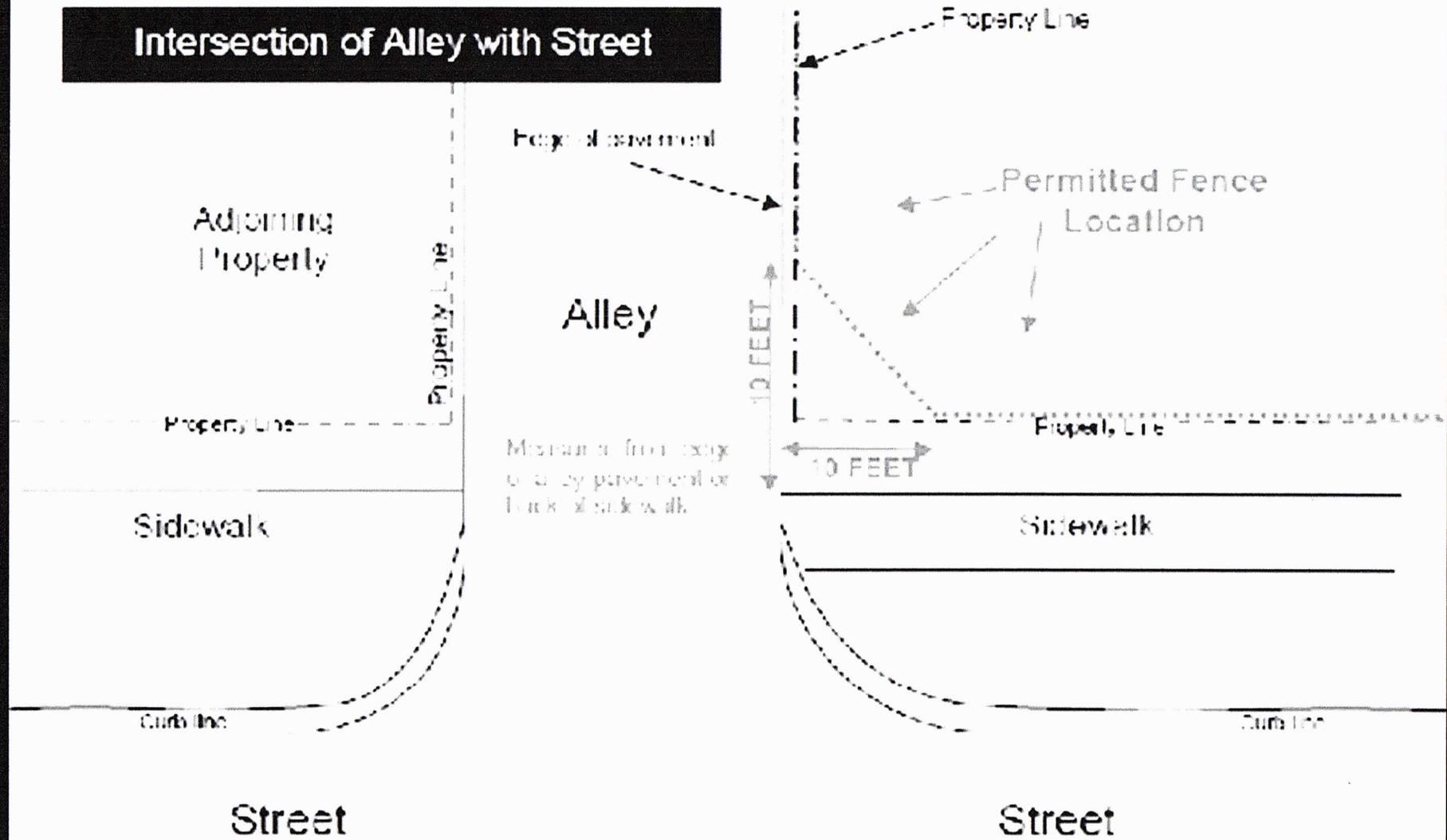








# Intersection of Alley with Street



Prepared by : Jack E. Ruesch, 25 Main Place, Suite 200, Council Bluffs, IA 51502  
Return to: Jack E. Ruesch, 25 Main Place, Suite 200, Council Bluffs, IA 51502

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## ASSIGNMENT OF RIGHTS AND OBLIGATIONS UNDER AGREEMENT FOR PRIVATE DEVELOPMENT

OMA Lodging 2, LLC, Maple Two Investments, LLC, and the City of Carter Lake, Iowa ("City"), agree as follows:

WHEREAS, OMA Lodging 2, LLC and the City entered into an agreement for private development dated June 5, 2015 (the "Development Agreement") which relates to the development by OMA Lodging 2, LLC of a Hampton Inn in Carter Lake, Iowa (the "Development Property"); and

WHEREAS, the Development Agreement required OMA Lodging 2, LLC to construct certain minimum private improvements all as described in the Development Agreement; and

WHEREAS, OMA Lodging 2, LLC did construct all of the minimum private improvements and the City executed a Certificate of Completion dated \_\_\_\_\_ whereby the City certified that all covenants and conditions of the Agreement with respect to the obligations of OMA Lodging 2, LLC to construct the

minimum private improvements were completed and performed by OMA Lodging 2, LLC; and

WHEREAS, in consideration of the obligations assumed by OMA Lodging 2, LLC under the Development Agreement, the City agreed to assume an obligation to make up to 13 consecutive annual payments of development grants to developer of 100% of the available tax increments generated upon the construction of the minimum private improvements, but not to exceed \$1,200,000.00 in the aggregate over the 13 year term, all as further described in the Development Agreement (the “Tax Increment Financing Payments”); and

WHEREAS, in accordance with the terms of the Development Agreement, the City and OMA Lodging 2, LLC entered into a Minimum Assessment Agreement whereby OMA Lodging 2, LLC agreed that the minimum actual taxable value to be fixed for assessment purposes for the Development Property and the minimum private improvements to be not less than \$4,250,000.00 to be effective until January 1, 2029 for the collection of taxes in fiscal year 2030 – 2031; and

WHEREAS, the Minimum Assessment Agreement provides that said agreement will not be assignable without the consent of the City and shall be binding upon and inure to the benefit of and be enforceable by the parties to the agreement and their respective successors and assigns; and

WHEREAS, Availa Bank f/k/a Council Bluffs Savings Bank, a Division of Carroll County State Bank, (the “Bank”) has previously made a loan to OMA Lodging 2, LLC which is secured by a security interest in the Tax Increment Financing Payments and an

assignment of the Tax Increment Financing Payments which was executed by the Bank, OMA Lodging 2, LLC and the City and is dated July 25, 2014; and

WHEREAS, OMA Lodging 2, LLC has entered into a purchase agreement to sell the Development Property to Maple Two Investments, LLC and to assign to Maple Two Investments, LLC all of the rights and obligations of OMA Lodging 2, LLC under the Development Agreement and Minimum Assessment Agreement, including but not limited to the right to receive the Tax Increment Financing Payments, subject to the security interest of the Availa Bank f/k/a Council Bluffs Savings Bank; and

WHEREAS, the City agrees and consents to the assignment of the rights and obligations of OMA Lodging 2, LLC to Maple Two Investments, LLC under the Development Agreement and Minimum Assessment Agreement, including but not limited to, the right of Maple Two Investments, LLC to receive the Tax Increment Financing Payments, subject to the security interest of the Availa Bank f/k/a Council Bluffs Savings Bank.

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. OMA Lodging 2, LLC does hereby assign all of its rights and responsibilities under the Development Agreement and Minimum Assessment Agreement to Maple Two Investments, LLC, including but not limited to, the right to receive the Tax Increment Financing Payments, subject to the security interest of the Availa Bank f/k/a Council Bluffs Savings Bank.
2. Maple Two Investments, LLC accepts the assignment of the rights and responsibilities of OMA Lodging 2, LLC under the Development Agreement and Minimum Assessment Agreement.



Dated: \_\_\_\_\_.

MAPLE TWO INVESTMENTS, LLC

By: \_\_\_\_\_  
[Title]

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

This record was acknowledged before me on \_\_\_\_\_,  
by \_\_\_\_\_  
as \_\_\_\_\_ of MAPLE TWO  
INVESTMENTS, LLC.

\_\_\_\_\_  
Signature of Notary Public

Prepared by : Jack E. Ruesch, 25 Main Place, Suite 200, Council Bluffs, IA 51502  
Return to: Jack E. Ruesch, 25 Main Place, Suite 200, Council Bluffs, IA 51502

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## ASSIGNMENT OF TAX INCREMENT FINANCING PAYMENTS

Availa Bank (“Bank”) and Maple Two Investments, LLC (“Owner”) and the City of Carter Lake, Iowa agree as follows:

1. Owner has or is purchasing a Hampton Inn in Carter Lake, Iowa from OMA Lodging 2, LLC (“Developer”).

2. As part of the acquisition, the Owner has accepted an assignment from Developer of the rights and obligations of Developer under an agreement for private development between Developer and the City of Carter Lake dated June 5, 2015 and has accepted an assignment of the rights and obligations under a Minimum Assessment Agreement previously entered into by Developer and the City of Carter Lake. The Development Agreement provides for a grant to Developer from a separate account within the Carter Lake Urban Renewal Tax Increment Revenue Fund #5 of the City of Carter Lake in an amount not to exceed \$1,200,000.00. Pursuant to terms of the Development Agreement, the City will make up to 13 consecutive annual payments to the Developer of 100% of the available tax increments generated. It is estimated the development grants will commence on July 1, 2018 and end on July 1, 2031 (“Grant Payments”). As a result of the assignments, Owner is now the party entitled to receive the development grants.

3. The Bank has made a loan to Owner in the amount of \$875,000.00 to be secured by the Grant Payments. Owner has granted the Bank a security interest in the Grant Payments and has agreed to assign the Grant Payments to the Bank.





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

WHEREAS, the City of Carter Lake Administration staff maintains publication of the monthly Carter Lake Newsletter; and

WHEREAS, the Code of Ordinances allows for certain fees to be charged for services; and

WHEREAS, the fees are to be designated by Council resolution;

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Carter Lake, Iowa: That we do hereby adopt the attached Exhibit "A" "Newsletter Policy"– Effective April 1, 2017 and set the fees as listed.

Passed and approved this 20<sup>th</sup> day of March, 2017.

\_\_\_\_\_  
Gerald Waltrip, Mayor

ATTEST:

\_\_\_\_\_  
Jackie Stender, City Clerk

## **EXHIBIT "A"**

### **Newsletter Policy**

**Purpose:**

The purpose of this policy is to set clear guidelines regarding publication procedures for the Carter Lake Newsletter.

**Mission:**

The mission of the Carter Lake Newsletter is to inform and connect the community, and give businesses, employees, organizations and residents an opportunity to publish informational, governmental and community items of public interest.

**Guidelines:**

The following guidelines are intended to provide equitable publication procedures to insure that publications in the Carter Lake Newsletter are accurate and reflect public and group activities of public interest that are focused on the City of Carter Lake or provide information to assist Carter Lake residents.

**Publication Procedures:**

1. Articles, advertisements and other information submitted for publication in the Carter Lake Newsletter are published at the determination of the Carter Lake Administration office.
2. All submissions intended to be printed in the Carter Lake Newsletter must be provided by the 25<sup>th</sup> of the month prior to the publication date.
3. Statements shall not be directed toward inciting disobedience or defiance of federal, state or local laws or the promotion of civil disobedience.
4. Statements shall not be profane, indecent or pornographic.
5. No statement shall promote the use of illegal drugs.
6. Statements regarding candidates, elections and political affiliations do not necessarily reflect the opinion of anyone connected with the publication of the Carter Lake Newsletter.
7. The Administration office will attempt to publish all submitted notices and articles by residents or organizations unless there is insufficient space available or if deemed unacceptable for publishing by any section of this policy.
8. Non-profits, churches, local civic clubs and organizations may advertise at no charge with an ad no larger than 1/4 of a page. Non-profit organizations are defined as those that hold a non-profit permit issued by the IRS.
9. Businesses are permitted to advertise in the Newsletter as follows:

Business Card	\$ 5.00
¼ of Page	\$10.00
½ of Page	\$20.00
¾ of Page	\$30.00
Full Page	\$40.00
10. If an insert or page is requested by an organization, group or business it will be subject to an advertising fee of \$40.00, which must be paid in full.

Disclaimer: The City of Carter Lake Administration Office and its employees shall be held harmless in the event any statement or ad, published as submitted, contains inaccurate information. The Administration or employees responsible for the publication of this newsletter have the right to refuse the dissemination of any article, statement or event they deem detrimental to the purpose of the publication.