City of Carroll

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MEMO TO: Honorable Mayor and Members of the City Council

FROM: Gerald L. Clausen, City Manager

DATE: June 23, 2016

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **June 20, 2016**
2. Board of Adjustment (meets 1st Monday of month) –
3. Planning and Zoning Commission (meets 2nd Wednesday of month) –
4. Carroll Airport Commission (meets 2nd Monday of month) – **June 13, 2016**
5. Parks, Recreation & Cultural Advisory Board (meets 3rd Monday of January, March, May, July, September and November) –
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) –
7. Historical Preservation Commission (no regular meeting dates) –
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

Library Board Minutes

June 20, 2016

The Carroll Board of Trustees met in the Mayor's Conference Room of City Hall. Trustees present were: John Brockelsby, Jacob Fiscus, Pat Hartley, Tom Louis, Summer Parrott (5:19), Sondra Rierson (5:17), Marilyn Setzler, and Director Brandie Ledford. Trustees absent were: Bill Polking and Carol Shields.

Fiscus called the meeting to order at 5:15. It was moved by Brockelsby and seconded by Louis to approve the agenda. All voted aye. It was moved by Setzler and seconded by Hartley to approve the minutes of the May meeting. All voted aye. It was moved by Louis and seconded by Brockelsby to approve the corrected statement for Baker & Taylor from the May bills. All voted aye. It was then moved by Louis and seconded by Hartley to approve the current bills. All voted aye.

Director's Report: The end of May was busy as staff geared up for Summer Reading. There were numerous outreach visits and library visits made to classes and daycares with information about summer reading activities and requirements. Programs have been well-attended offsite at Adams Elementary. Trophies Plus donated a cup trophy for use in the program. Adult programs are still well-attended. Story times—adult, toddler, and daycare—have been well attended. The selection committee scored proposals from four architects for possible library expansion. OPN was selected based on the results of the scoring and the contract for services is currently being negotiated and subject to city council approval.

Old Business: Discussion was held on the architect selection process and final choice. A discussion was held about the Personnel policy and approval was tabled until the next meeting to get further information. In a matter previously approved, Misty Gray plans to attend the August trustee meeting to begin the Planning for Results process to update the library's strategic plan.

New Business: Discussion was held on data security. It was moved by Rierson and seconded by Parrott to approve the purchase of an SSL certificate to redirect patrons to an https site to access the library's online databases. All voted aye. Other security measures including blocking potentially dangerous sites and Wi-Fi password protection will be discussed at the next meeting.

It was moved by Hartley and seconded by Rierson to adjourn. All voted aye. Meeting adjourned at 6:25. Next regular meeting will be August 15, 2016.

Jacob Fiscus—President

Judy Behm—Recording Secretary

CARROLL AIRPORT COMMISSION

Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, June 13, 2016, at the Arthur Neu Airport. Commission members in attendance were Norman Hutcheson, Greg Siemann, Gene Vincent, Kevin Wittrock and Dick Fulton. Also attending were Don Mensen. airport manager and Carol Schoeppner, recording secretary. Chairman Hutcheson conducted the 5:30 P.M. meeting.

MINUTES
The minutes of the previous meeting were reviewed by the Commission. A motion by Comm. Fulton and seconded by Comm. Vincent was made to approve the minutes. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

DANNER GRAIN LEG ISSUE
The trial scheduled for June 28, 2016 has been rescheduled to March 2017.

FARM REPORT
Comm. Vincent reported there are 58 acres of corn, 70 acres of beans and 12 acres of hay. Seventeen acres of corn was replanted because of wet grounds.

FLIGHT BREAKFAST & AIRSHOW
Commissioners Wittrock and Fulton reported plans are in place and are now in the promotional phase with a web site and face book page. All the waivers are in place.

SOLAR REC PLOTS
The small plot at end of runway 31 would not work for the solar plot because the REC would not put the panels on a gravel road. Taking a small amount of land off another area would not work either and the Commission could not sign a 30 year lease.

TOPICS DISCUSSED:
Chairman Hutcheson and Don did not go to the State Airport meeting. Chairman Hutcheson received information concerning the topics at the meeting which included drones and obstacles near runways.

The DOT has requested approval from the FAA to erect a 400 ft tower near the DOT garage.

Don reported the tractor needs repair because of mowing issues.

BILLS
The following bills were presented to the Carroll Airport Commission for approval:

Carroll Aviation	contract	$ 6,450.00
Sloth Painting	upstairs terminal	3,614.00
Kitt Plumbing	furnace filters	147.00
Electronic Engineer	unicom/terminal	2,309.00
Tigges Doors	equip bld door repair	165.00
Rueter's	tractor repair	62.10
Rueter's	tractor repair	6,000.00
Community Oil	equipment fuel	827.70
Midwest Wholesale	sheleves/equip bld	252.48
Unified Contraction	fuel system repair	1,830.99
Wittrock Motor	May car rental	375.00
Bomgaars	weed killer/flowers	62.96
Raccon Valley Elec	May electric service	1,007.00
Carroll Refuse	May garbage	57.00
EcoWater	cooler rent/water	98.64
Haley Equipment	lawn sweeper	300.00
Agri-Associates	farm chemicals	875.55
Carol Schoeppner	secretary contract	350.00

A motion by Comm. Siemann and seconded by Comm. Fulton was made to approve the bills. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

There being no further business, a motion by Comm. Wittrock and seconded by Comm. Siemann was made to adjourn at 6:30 P.M..

The next regular meeting of the Carroll Airport Commission will be July 11, 2016, at the Arthur Neu Airport.

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Chairman/Vice-Chairman

ATTEST:

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CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, July 11, 2016

5:30 P.M.

Arthur Neu Airport

Agenda

Approve minutes from previous meeting

2015/2016 Budget Report

2016/2017 Budget Report

Flight Breakfast

New Business

Approve monthly bills