City of Carroll

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MEMO TO: Honorable Mayor and Members of the City Council

FROM: Mike Pogge-Weaver, City Manager MJP-W

DATE: September 21, 2017

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **September 18, 2017**
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) – **September 11, 2017**
5. Parks, Recreation & Cultural Advisory Board (meets 3rd Monday of January, March, May, July, September and November) – **September 18, 2017**
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) – **September 11, 2017**
7. Historical Preservation Commission (no regular meeting dates) –
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

Library Board Minutes

September 18, 2017

The Carroll Board of Trustees met in the Mayor's Conference Room of City Hall. Trustees present were: Janet Auge, Jacob Fiscus, Tom Louis, Summer Parrott, Paul Reicks, Sondra Rierson, Kyle Ulveling, Ralph von Qualen, and Director Rachel Van Erdewyk. Trustee absent was Carol Shields.

Fiscus called the meeting to order at 5:16. It was moved by Rierson and seconded by Auge to approve the agenda. All voted aye. It was moved by Rierson and seconded by Louis to approve the minutes of the August meeting. All voted aye. It was moved by Louis and seconded by Parrott to approve the bills. All voted aye.

Director's Report: Children's librarian, Diane Tracy, was busy finishing up the Summer Reading Program, along with her Toddler Story Time, Outreach, and Diane's Read-Aloud programs. Totals for Summer Reading were: Rookies—390, Champions—588, All Stars—193, and Hall of Fame—440. Two STEM Camps were held with 16 middle schoolers and 11 adults learning and experimenting with everyday objects. Suzi Parron taught a program on barn quilts, and then helped patrons paint their own. A Solar Eclipse viewing party was enjoyed by over 100 people, learning about the solar eclipse, and then viewing it through special glasses. Laura Comito assisted kids who created solar eclipse imprint artwork. Pet Readers with Diane at the Animal Rescue League is gaining in popularity. Total program attendance was 1,064, monthly door count was 9,400, and total resources utilized was 23,701.

Old Business: Discussion on Library/City Hall project.

New Business: Discussion on cleaning carpet. It was moved by Auge and seconded by Ulveling to table a decision about cleaning the carpet until Van Erdewyk can get more price quotes and details regarding the library project. All voted aye. Discussion was held on illegal downloading from the internet. It was moved by Rierson and seconded by Ulveling to table the discussion until the next meeting in order for Van Erdewyk to get additional information and bring in WIN and Computer Concept representatives to answer additional questions. All voted aye.

It was moved by Louis and seconded by Ulveling to adjourn. All voted aye. Meeting adjourned at 6:30. Next regular meeting will be October 16, 2017.

Jacob Fiscus—President

Judy Behm—Recording Secretary

CARROLL AIRPORT COMMISSION

Drive Entrance Lighting
4:00 P.M. Bid Opening

There were no bids submitted for the drive entrance Lighting Project.

Regular Meeeting

The regular meeting of the Carroll Airport Commission was held on Monday, September 11, 2017, at the Arthur Neu Airport. Commission members in attendance were Norman Hutcheson. Gene Vincent, Kevin Wittrock and Dick Fulton. Greg Siemann did not attend. Also attending were Mr. Pete Crawford, engineer, 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. Wittrock was made to approve the minutes. Motion carried by Commissioners Hutcheson, Vincent, Wittrock and Fulton.

ENTRANCE DRIVE PROJECT
Wicks Construction will start the entrance drive work on September 18th.

ENTRANCE LIGHTING PROJECT
Mr. Crawford had the resolution approving plans, specifications and form of contract for the entrance lighting project. A motion by Comm. Wittrock and seconded by Comm. Fulton was made to have Chairman Hutcheson sign said contract. Motion carried by Commissioners Hutcheson, Vincent, Wittrock and Fulton. Since there were no bids submitted for the entrance drive lighting, Mr. Crawford suggested he contract the companies he sent plans to see if they would bid by 5:00 P.M. on September 20th. The Commission suggested contacting local companies for a bid.

TALL STRUCTURE ISSUE
Mr. Danner has until May 1, 2018 to take down the grain leg.

TOPICS DISCUSSED:
Boyce Monument will take down the airport sign and install the sign at a place to be determined.

Mr. Crawford reported the FAA meeting in Kansas City was well attended with four states represented.

The Masonic Lodge served 1,023. There were 19 fly-ins and Don gave 45 rides.

The State renewed the landing certificate for the airport.

The Commission discussed the sidewalks around the terminal.

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

Carroll Aviation	contract	$ 6,450.00
Carol Schoeppner	roll stamps	49.00
Performance Tire	mower tire	28.00
Wittrock Motor	August car rental	375.00
Carroll Aviation	fuel software update	1,386.00
Mid Iowa Insurance	crop insurance	803.00
Feld Fire	extinguishers updates	90.00
Rueter's	tractor repair	81.40
Carroll Refuse	August garbage	57.00
Ecowater	cooler rent/water	135.87
True Value Hardware	weed eater/misc'l	23.97
Van Maamen Elec	REIL lights repair	300.00
Raccoon Valley Elec	August electric service	947.83
Carol Schoeppner	secretary contract	350.00

A motion by Comm. Vincent and seconded by Comm. Fulton was made to approve the bills as presented to the Carroll Airport Commission. Motion carried by Commissioners Hutcheson, Vincent, Wittrock and Fulton.

There being no further business, a motion by Comm. Vincent and seconded by Comm. Wittrock was made to adjourn at 6:45 P.M..

The next regular meeting of the Carroll Airport Commission will be October 9, 2017, at the Arthur Neu Airport.

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Chairman/Vice-Chairman

ATTEST:

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CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, October 9, 2017

5:30 P.M.

Arthur Neu Airport

Agenda

Approve minutes from previous meeting

Entrance Drive Project

Entrance Lighting Project

New Business

Approve monthly bills

PARKS, RECREATION AND CULTURAL BOARD MEETING MINUTES
September 18 @ 5:15 P.M.
Farner Government Building – Council Chambers

The Parks, Recreation and Cultural Board meet on this date at 5:15 p.m. at the Farner Government Building – Council Chambers. Members Present: Jeff Aden, Cara Greteman, Matt Hodges, Brook Mikkelsen, Ryan Milligan, Lois Neu and Clay Netusil. Absent: Summer Boes and Jen Munson. Staff Present: Jack Wardell, Director of Parks and Recreation, McKenzie Kiger, Recreation Superintendent, and Mike Pogge-Weaver, City Manager.

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The meeting was called to order at 5:15 P.M.

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It was moved by Aden and seconded by Hodges to approve the September 18, 2017 agenda as presented. All present voted Aye.

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July 17, 2017 minutes were not approved will be presented for approval at the November 20, 2017 meeting. No action taken.

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Jon Heim and Joel Lundstrom were in attendance and presented the idea of a Miracle Field in Carroll. The board recommended that the City Council take action to pursue the idea of a Miracle Field at one of the City of Carroll open spaces. All present voted Aye.

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Wardell reviewed the presentation that Barbara Hackfort and Vicki Gach presented to the City Council at their September 11, 2017 meeting. The board was in support of the idea. No action taken.

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Wardell presented the idea of the converting the two tennis courts in North West Park to six pickleball courts. This would require complete removal of the existing courts and a new surface constructed. It was moved by Greteman and seconded by Neu ask the

City Council to consider this pickleball court idea at their planning session for the 2019 budget.

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Wardell reviewed the Parks and Recreation Director's report. No action taken.

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It was moved by Neu and seconded by Aden to adjourn at 6:25 PM. All present voted Aye.

CARROLL COUNTY SOLID WASTE MANAGEMENT COMMISSION
EXECUTIVE BOARD MEETING--UNOFFICIAL MINUTES

September 11, 2017

1. The meeting was called to order at 7:00 a.m. by Chairman Marty Danzer, in the offices of the solid waste commission. Others in attendance were Harvey Dales, City of Manning; Dr. Eric Jensen, City of Carroll; Mike Schwabe, City of Breda; and Jeff Anthofer, City of Coon Rapids. Also attending were Mary Wittry, Director and Dan Halbur, Office Manager.

2. Agenda: Dales made the motion to approve the agenda and Dr. Jensen seconded. Motion carried, all voting aye.

3. Dales made the motion and Schwabe seconded to approve the minutes of the Executive Board meeting on August 8, 2017. Motion carried, all voting aye.

4. Dales reviewed the Bills Payable--see attached. Wittry went over the following: Barker Lemar Engineering--$510.34—lodging for Wastecon; Central States Wire Products--$3452.40— baling wire; Iowa Recycling & Solid Waste Management --$500.00—fall conference registration; Jerico--$1806.75—dust control; Kolbeck--$3898.25—brush and wood grinding; Card Center--$925.47—Wastecon registration and conference call; Stone Printing--$3898.25—scale tickets, posters, and office supplies. Dales made the motion and Dr. Jensen seconded to approve the bills as presented. Motion carried, all voting aye.

5. Halbur presented the financial report --see attached. Dales made the motion and Anthofer seconded to approve the financial report as presented. Motion carried, all voting aye.

6. Discussion/decision to add office manager to manage investment accounts: Anthofer made the motion and Schwabe seconded to add office manager to manage investment accounts. Motion carried, all voting aye.

7. Discussion/decision on updated policy manual: Anthofer made the motion to approve the updated policy manual and review every two years and Dr. Jensen seconded. Motion carried, all voting aye.

8. Discussion/decision on revenue sharing: Wittry presented to the board a revenue sharing proposal for businesses delivering pure cardboard with a minimum of 200 ton annually. Dales made the motion and Schwabe seconded to approve revenue sharing when market value is at, or above, $100 per ton. Motion carried, all voting aye.

9. Environmental Management Systems (EMS) update: Wittry updated the board on the food waste diversion project and that grant applications for projects for 2018 are due by November 1, 2017.

10. Leachate forcemain and sanitary sewer installation update: Wittry informed the board on the current status of the project. No action taken.

11. Landfill update: Wittry informed the board seeding has been done at the landfill, the van works great, there is inmate training on Friday, and that Wittry will present the annual update at Buena Vista's board meeting on Friday.

12. Recycling update: Wittry informed the board of the three single stream meetings on Tuesday and Wednesday in Carroll, Crawford, and Guthrie counties.

13. Other: Next meeting date: October 10, 2017 at 8:00 am.

14. Dr. Jensen made the motion and Anthofer seconded to adjourn the meeting at 7:41 a.m. Motion carried, all voting aye.

Dan Halbur