City of Carroll

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MEMO TO: Honorable Mayor and Members of the City Council

FROM: Gerald L. Clausen, City Manager

DATE: March 23, 2016

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **March 21, 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) – **March 14, 2016**
5. Parks, Recreation & Cultural Advisory Board (meets 3rd Monday of month) – **March 21, 2016**
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) – **March 19, 2016**
9. Civil Service Commission (as needed) –

Library Board Minutes

March 21, 2016 - DRAFT

The Carroll Board of Trustees met in the Mayor's Conference Room of City Hall. Trustees present were: John Brockelsby, Jacob Fiscus, Pat Hartley (5:18), Tom Louis, Summer Parrott, Sondra Rierson (5:18), Marilyn Setzler, Carol Shields (5:30), and Director Brandie Ledford. Trustee absent was Bill Polking. Also present was Kim Cullin from Kim Bolan & Associates.

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 Brockelsby to approve the minutes of the February meeting. All voted aye. It was moved by Louis and seconded by Rierson to approve the bills. All voted aye.

Director's Report: Children's librarian Diane Tracy continues with story times and outreach programming. Romp & Read, in conjunction with the Rec Center, is proving to be a hit. The library was mentioned in an Omaha World Herald article about Ivan the Reading Dog and handler Mark Skillen. Tracy promoted the 1,000 Books before Kindergarten at Fairview Literacy Day and Kuemper Kindergarten Roundup. New programs (and attendance) beginning in February were: Tiny Concert in the library (57), Artist Trading Cards (10), and Read 'em and Eat book club (10). The Carroll County reading initiative, Everybody on the Same Page, kicked off March 1st, and is proving to be popular. The library will host another Carroll Con at Carroll Fest this summer. Teen Tech week proved entertaining; teens worked with Ledford and Carroll High Hyperstream Club learning code, making robots, and filming a green screen commercial for Carroll Con. Ledford has applied for the Governor's STEM grant. All events can be found on the library website's Calendar of Events.

Old Business: Space planning with Kim Boland & Associates.

New Business: Discussion on upcoming Carroll Con and possible library intern. Information on Moehn and Milligan families' property gift to the city of Carroll. After discussion, a motion was made by Rierson and seconded by Hartley to endorse trustee support for the generous gift of the current Commercial Savings Bank property, made by the Moehn and Milligan families, for the purpose of library expansion. All voted aye.

It was moved by Louis and seconded by Hartley to adjourn. All voted aye. Meeting adjourned at 6:00. Next regular meeting will be April 18, 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, March 14, 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 Mr. Pete Crawford, engineer, Don Mensen, airport manager, Carol Schoeppner, recording secretary and Mr. Jeff Minnich, attorney for the Commission. 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. Siemann was made to approve the minutes. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

TALL STRUCTURE ISSUE
Mr. Minnich discussed the upcoming trial on the Danner grain leg issue. Many options were discussed.

STATE APPLICATION
Mr. Crawford informed the Commission that the State funding application is due the end of April. Security projects were discussed but it was decided not to apply at this time.

TOPICS DISCUSSED:
Don had a policy from the Spencer Airport concerning spray operators bringing fuel on the airport. Comm. Siemann will determine the verbiage for the Carroll Airport Commission to adopt a policy. The Commission wishes to protect the airport manager and the City of Carroll.

Having a letter on file to allow heavy aircraft to use the Carroll Airport.

Comm. Vincent will contact Chad Steinkamp to plant oats on the 11 acres north of the hangers and follow up with rye grass for parking for the Flight Breakfast and Airshow.

BILLS

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

Carroll Aviation	contract	$ 6,250.00
Minnich Law Firm	attorney fees	2,925.00
True Value Hardware	bulbs/misc'l	95.25
Clay's Pump & Eguip	fuel tank meter	341.57
Wittrock Motor	Feb car rental	375.00
Carpet One	repair blinds	35.00
Seidl Electric	fuel pump repair	112.00
Computer Concepts	printer/pilot lounge	106.50
New Cooperative	farm chemicals/fert	4,756.84
Drees Oil	LP gas	180.88
Raccoon Valley Coop	Feb electric service	1,310.97
Carroll Refuse	Feb garbage	57.00
EcoWater	cooler rent/water	92.14
Carol Schoeppner	secretary contract	350.00

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

There being no further business, a motion by Comm. Wittrock and seconded by Comm. Vincent was made to adjourn at 6:55 P.M..

The next regular meeting of the Carroll Airport Commission will be Monday, April 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, April 11, 2016

5:30 P.M.

Arthur Neu Airport

Agenda

Approve minutes from previous meeting

Danner Grain Leg Issue

Safety Meeting Report

Policy For Spray Operators

New Business

Approve monthly bills

PARKS, RECREATION AND CULTURAL BOARD MEETING MINUTES
March 21, 2016 @ 4:00 P.M.
Carroll Recreation Center – Crafts Room

The Parks, Recreation and Cultural Board meet on this date at 4:00 p.m. at the Carroll Recreation Center – Crafts Room. Members Present: Jeff Aden, Cara Greteman, Kyle Fesenmeyer, Brook Mikkelsen, Jen Munson, Clay Netusil and Lois Neu. Absent: Summer Boes and Ryan Milligan.

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The meeting was called to order at 4:00 P.M.

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It was moved by Aden and seconded by Neu to approve the March 21, 2016 agenda as presented. All present voted Aye.

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It was moved by Fesenmeyer and seconded by Greteman to approve the minutes of the February 15, 2016 meeting. All present voted Aye.

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

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Wardell reviewed the new initiatives that were discussed at the February 15, 2016 meeting and this will be the plan staff will be working with the over the next few years. No action taken.

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Wardell reviewed the proposed Cemetery conceptual drawing, which was reviewed by the City Council last summer, as well as contract with JEO to design the 2400 square foot building. The timeframe is to start construction late summer/early fall with completion early next year.

Not Approved

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Kiger reviewed the latest conceptual Carroll Recreation Center Indoor Pool drawing from Waters Edge. No action taken.

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Wardell reviewed the drawings of the proposed locker room changes with the committee. No action taken.

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Wardell mentioned the Carroll Athletic Field Committee has not met since the last Parks, Recreation and Cultural board meeting. No action taken

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Netusil departed at 6:05 p.m.

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It was moved by Neu and seconded by Aden to adjourn at 6:10 p.m. All present voted Aye.

Not Approved

SAFETY COMMITTEE MEETING MINUTES

March 19, 2016

The Safety Committee met on the above date at 8:00 A.M. at the Fire Station.

Members Present:

Safety Director Greg Schreck
Sean Kleespies (WWTP)
Jeff Warnke (At-Large Employee)
Scott Haakenson (Golf Course)
Laura Schaefer (City Hall)
Bob Lambertz (Rec Center)
Tom Weber (Public Works)
Scott Parcher (Parks)
Garold Sorensen (Water)

The meeting was called to order by Schreck at 8:00 A.M.

Motion by Weber, second by Warnke to approve the minutes of the last meeting, as written. All present voted aye. Motion carried

The Committee reviewed work-related injuries since the last meeting with no serious injuries reported. The Committee was also reminded of the Return-To-Work Policy for work related injuries.

The Committee discussed the responsibility of safety training for all seasonal workers either new hires or returning from last year. It was also discussed to make sure all equipment is in good working condition with all safety features operational.

Schreck discussed the importance of limiting cell phone use while operating a vehicle. It was stressed to pull the vehicle over to take or place a call.

The City will schedule training sessions for all employees that need CPR training and to use the AED machines.

The City will offer blood borne pathogens training for new hires. More information to follow.

Motion by Kleespies, second by Haakenson to adjourn at 8:35 A.M. All present voted aye. Motion carried.

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Laura Schaefer, City Clerk