City of Carroll

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MEMO TO: Honorable Mayor and Members of the City Council

FROM: Gerald L. Clausen, City Manager

DATE: May 18, 2016

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **May 16, 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) – **May 9, 2016**
5. Parks, Recreation & Cultural Advisory Board (meets 3rd Monday of January, March, May, July, September and November) – **May 16, 2016**
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) – **May 10, 2016**
7. Historical Preservation Commission (no regular meeting dates) –
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

Library Board Minutes

May 16, 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, Bill Polking, Sondra Rierson (5:18), Marilyn Setzler, Carol Shields, and Director Brandie Ledford. No trustees were absent.

Fiscus called the meeting to order at 5:16. It was moved by Setzler and seconded by Shields to approve the agenda. All voted aye. It was moved by Louis and seconded by Polking to approve the minutes of the April meeting. All voted aye. It was moved by Rierson and seconded by Setzler to approve the bills. All voted aye.

Director's Report: The county-wide reading initiative, Everybody on the Same Page, was concluded in April with a folk concert by Adam Miller and book discussions on *The Orphan Train* and *A Family Apart.* The Carroll winner of the Boone Scenic Valley Railroad passes was Sherry Studebaker. The county reading initiative was a big success and plans are underway to apply for grant funds for next year. The library, in conjunction with DMACC, hosted a special Earth Day event. SOAR brought two owls to educate children and DMACC students read stories and helped children color owl coloring pages. Library staff have been busy promoting the Summer Reading Program. Registration begins on May 31st and members of the Friends of the Library agreed to help with registration this year.

Old Business: Trustees were provided with information from Kimberly Bolan & Associates and gave feedback on proposed technology updates.

New Business: Ledford proposed hiring a seasonal intern (shared with Carroll Chamber of Commerce) to help plan and promote CarrollCon and to work on logistics and advertising. It was moved by Louis and seconded by Brockelsby to approve placing an intern on staff for the summer. All voted aye. Ledford proposed several strategic planning options for the board to conduct a planning session to update the required plan for accreditation with the State Library of Iowa. It was moved by Rierson and seconded by Setzler to have southwest district consultant, Misty Gray, facilitate Planning for Results with the board before the end of the calendar year. All voted aye. Ledford then presented information on the personnel policy update required now that the city council approved the new Public Works Union contract. It was moved by Louis and seconded by Brockelsby to table the discussion until the June meeting. All voted aye.

It was moved by Hartley and seconded by Parrott to adjourn. All voted aye. Meeting adjourned at 6:27. Next regular meeting will be June 20, 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, May 9, 2016, at the Arthur Neu Airport. Commission members in attendance were Norman Hutcheson, Greg Siemann, Gene Vincent, Dick Fulton and Kevin Wittrock via telephone. 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. Vincent and seconded by Comm. Fulton was made to approve the minutes after correcting the policy for spray operators to self fueling policy. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

SELF FUELING POLICY

The policy that was introduced at the April meeting was discussed. It was determined not to have a self fueling policy at this time.

AIRPORT MANAGER CONTRACTS

The airport managers facilities lease and operators agreement was discussed that would begin June 1, 2016 until June 30 2017. The changes as follows:

Airport Facilities Lease change would increase $200.00 monthly.

Airport Operators Agreement change would increase $200.00 monthly.

This would make the airport manager cost to $2,200.00 monthly and the airport operators contract to $6,450.00 monthly. A motion by Comm. Siemann and seconded by Comm. Fulton was made to approve the Airport Facilities Lease for 13 months starting June 1, 2016 until June 30, 2017. Motion carried by Commissioners Hutcheson, Siemann, Vincent and Fulton. Comm. Wittrock approved via telephone. A motion by Comm. Siemann and seconded by Comm. Fulton was made to approve the Airport Operators Contract starting June 1, 2016 until June 30, 2017.

Motion carried by Commissioners Hutcheson, Siemann, Vincent and Fulton. Comm. Wittrock approved via telephone.

DANNER GRAIN LEG LITIGATION
Comm. Siemann handed out documentation concerning the grain leg litigation. Contents of the handout was discussed. The trial will be June 28, 2016.

TOPICS DISCUSSED:
Don did not get a chance to check with the REC concerning the solar plots.

Don suggested looking into a new unicom because of issues with the current one.

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

Carroll Aviation	contract	$ 6,250.00
Wittrock Motor	April car rental	375.00
Electronic Eng	equipment repair	77.34
True Value Hdw	supplies/air show	429.20
Bomgaars	posts/snow fence	131.71
Raccoon Valley Elec	April electric service	1,121.59
Carroll Refuse	April garbage	57.00
EcoWater	cooler rent/water	106.55
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, Fulton and Wittock via telephone.

There being no further business a motion by Comm. Vincent and seconded by Comm. Siemann was made to adjourn at 6:37 P.M..

The next regular meeting of the Carroll Airport Commission will be Monday, June 13, 2016 at the Arthur Neu Airport.

ATTEST:

CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, June 13, 2016

5:30 P.M.

Arthur Neu Airport

Agenda

Approve minutes from previous meeting

Danner Grain Leg Litigation

Flight Breakfast & Airshow

Farm Report

New Business

Approve monthly bills

PARKS, RECREATION AND CULTURAL BOARD MEETING MINUTES
May 16, 2016 @ 5:30 P.M.
Carroll Recreation Center – Crafts Room

The Parks, Recreation and Cultural Board meet on this date at 5:30 p.m. at the Carroll Recreation Center – Crafts Room. Members Present: Jeff Aden, Cara Greteman, Kyle Fesenmeyer, Brook Mikkelsen and Clay Netusil. Absent: Summer Boes, Ryan Milligan, Jen Munson and Lois Neu.

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Wardell and the board toured the new weight room addition. No action taken.

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The meeting was called to order at 5:45 P.M.

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It was moved by Aden and seconded by Greteman to approve the May 16, 2016 agenda as presented. All present voted Aye.

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It was moved by Fesenmeyer and seconded by Aden to approve the minutes of the March 21, 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 past history of the dog park discussion and asked the board if they have interest in promoting the idea of a dog park in the drainage area at the Youth Sports Complex. The board felt there is a need for a dog park but the area proposed at the Youth Sports Complex would be better served as overflow parking for baseball and softball games.

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Wardell reviewed the financial statements of the Recreation Center and asked the board for a recommendation to the City Council regarding a fee increase. The board felt there is a need for a fee increase but did not specify a percentage or dollar amount as they feel that this should be a staff recommendation. It was moved by Aden and seconded by Greteman to recommend a membership fee increase, with staff determining the percentage or dollar amount, to the City Council. All present voted Aye.

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It was moved by Greteman and seconded by Fesenmeyer to adjourn at 6:46 p.m. All present voted Aye.

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

May 10, 2016

1. The meeting was called to order at 8:00 a.m. by Chairman Marty Danzer, in the offices of the solid waste commission. Others in attendance were Mike Schwabe, City of Breda; Harvey Dales, City of Manning; and Dr. Eric Jensen, City of Carroll. Also attending were Mary Wittry, Director and Dan Halbur, Office Manager.

2. Agenda: Dales made the motion to approve the agenda as presented and Schwabe seconded. Motion carried, all voting aye.

3. Schwabe made the motion and Dales seconded to approve the minutes of the Executive Board meeting on April 12, 2016. Motion carried, all voting aye.

4. Dales reviewed the Bills Payable--see attached. Wittry went over the following: Foth--$16774—consulting, sampling, force main project; Greteman & Associates--$14540— auto/equipment insurance; Grossman & Sons Excavating--$409—blocked tile repair; Iowa Pump Works--$675—lift station repair; MasterCard--$556—conference & methane cylinder; Midwest Wholesale--$10260—landfill fence poles; Seidl Electric--$774—replacement lighting; Stones--$1167—office supplies & booklets; Vonnahme Construction--$6910—rock. Dales made the motion and Schwabe seconded to approve the bills as presented. Motion carried, all voting aye.

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

6. Discussion/decision on employee wages and benefits for 2016-2017: Wittry presented the 2016-2017 wage and benefit package. Dales made the motion to accept the 2016-2017 wage and benefit package as presented. Dr. Jensen seconded the motion. Motion carried, all voting aye.

7. Discussion/decision on CPA firm: Wittry presented the bid results for FYE 2016 audit services and an additional two years. One bid was received. Olsen, Muhlbauer & Co bid FYE 2016, 2017, 2018 for the amount of $11300, $11865, and $12450. Schwabe made the motion to accept the three year bid from Olsen, Muhlbauer & Co and Dr. Jensen seconded the motion. Motion carried, all voting aye.

8. Landfill update: Wittry reported:
   a. Leachate system update: Draft plans will be submitted to the City in the near future.
   b. Fence: The landfill fence repair has been completed.
   c. Operations: Tiefenthaler has delivered crushed concrete for stockpiling. Geologic will be installing the GPS system from the 963 in the 973.

9. Recycling update: The price for #8 news has increased $10.00 per ton from the previous month. Prices are still low, but products continue to move.

10. Chamber Coffee: Commission will be hosting Friday, June 17, 2016 from 8:00 – 9:00 a.m. at the recycling center.

11. Household hazardous material event at DMACC: Wittry reported that 3328 pounds was collected from 107 vehicles.

12. Free compost give away: Wittry reported that 28 vehicles received 21.78 tons of compost.

13. Other: Nothing new discussed.

14. Next meeting date: June 14, 2016 at 8:00 a.m.

15. Dales made the motion and Dr. Jensen seconded to adjourn the meeting at 8:43 a.m. Motion carried, all voting aye.

Respectfully submitted by:

Dan Halbur