City of Carroll

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MEMO TO: Honorable Mayor and Members of the City Council

FROM: Laura Schaefer, Finance Director/City Clerk

DATE: September 22, 2016

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) –**September 19, 2016**
2. Board of Adjustment (meets 1st Monday of month) –
3. Planning and Zoning Commission (meets 2nd Wednesday of month) – **September 14, 2016**
4. Carroll Airport Commission (meets 2nd Monday of month) – **August 18 and September 12, 2016**
5. Parks, Recreation & Cultural Advisory Board (meets 3rd Monday of January, March, May, July, September and November) – **September 19, 2016**
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) – **August 9 and September 13, 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

September 19, 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, Tom Louis, Summer Parrott, Sondra Rierson, Marilyn Setzler, Carol Shields (5:20), and Director Brandie Ledford. No trustees were absent.

Fiscus called the meeting to order at 5:15. It was moved by Setzler and seconded by Hartley 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 provided in-house and outreach programming to 731 children during August. She continued her help with an Autism camp on Tuesdays during August. CarrollCon had 75 attendees during Carroll Fest on August 6th. The venue was not ideal for the program and another CarrollCon is not in the foreseeable future. The summer reading program came to an end on August 27th (children) and 31st (adults, teens). The Miss Sapphire challenge was met so Tracy and Ledford, along with Dr. Whoot, will be running on obstacle course at the Rec Center on September 29th. Prizes will soon be awarded for the conclusion of the reading program. Technology updates were made, starting with new monitors, keyboards, and database upgrades. Freegal Music was upgraded to a streaming service, and downloads have more than doubled. A visioning meeting with OPN Architects was held on August 16th.

Old Business: The board discussed data security. After discussion, it was moved by Brockelsby and seconded by Louis to table the Mediacom issue until the next meeting. All voted aye. The board discussed personnel policy. After discussion, it was moved by Hartley and seconded by Rierson to table the policy decision until the next meeting. All voted aye. Planning for results meeting will be October 3rd.

New Business: Director Ledford asked for the library to be closed for the day on October 6th for in-staff training and a murder-mystery theatre production. It was moved by Louis and seconded by Brockelsby to close the library on October 6th for in-staff training and the mystery theatre production. All voted aye. Ledford provided information from Kim Bolan & Associates on short term space planning.

It was moved by Rierson and seconded by Setzler to adjourn. All voted aye. Meeting adjourned at 6:15. Next regular meeting will be October 17, 2016.

Jacob Fiscus—President

Judy Behm—Recording Secretary

PLANNING AND ZONING COMMISSION

MINUTES OF SEPTEMBER 14, 2015

The Carroll Planning and Zoning Commission met in regular session on September 14, 2016, 5:15 PM, in the Farner Government Building, City Council Chambers. Present: Jan Abbe, John Horbach, Ron Juergens, Lisa Lampe, Thomas Loeck, Katie McQueen and Pat Venteicher. Absent: Pat Macke and Jayne Pietig. Also present: David Bruner, City Attorney and Greg Schreck, Building/Fire Safety Official. Commissioner Thomas Loeck presided.

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MOTION by Juergens, second by McQueen, to approve the minutes of the June 8, 2016 as mailed. All present voted aye. Absent: Macke and Pietig. Motion carried.

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A preliminary plat for Re-Subdivision of Part Outlot "B" Southwest Development Park to the City of Carroll, Carroll County, Iowa, Exc. Lot 7 said Southwest Development Park was submitted for review of the Commission. At the time of the meeting no one was present to represent and support the request. No one present opposed the request. MOTION by Juergens, second by Venteicher to recommend to City Council approval of the preliminary plat as presented. All present voted aye. Absent: Macke and Pietig. Motion carried.

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A final plat for Re-Subdivision of Part Outlot "B" Southwest Development Park to the City of Carroll, Carroll County, Iowa, Exc. Lot 7 said Southwest Development Park was submitted for review. At the time of the meeting no one was present to represent and support the request. No one present opposed the request. MOTION by Juergens, second by Venteicher, to recommend to the City Council approval of the final plat as presented. All present voted aye. Absent: Macke and Pietig. Motion carried.

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In other business Commission Member Jan Abbe announced her resignation from the Planning and Zoning Commission. Jan will be moving out of town and will no longer be able to serve.

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MOTION by Juergens, second by Venteicher, to adjourn at 5:20 PM. All present voted Aye. Absent: Macke and Pietig. Motion carried.

Thomas Loeck, Chairperson

Greg Schreck

DRAFT

CARROLL AIRPORT COMMISSION

Special Meeting

A special meeting of the Carroll Airport Commission was held on Thursday, August 18, 2016 at the Arthur Neu Airport. Commission members present were Norman Hutcheson, Greg Siemann, Gene Vincent, Kevin Wittrock and Dick Fulton. Also attending was Don Mensen, airport manager. Chairman Hutcheson called the meeting to order at 12:00 noon.

TERMINAL BUILDING SEPTIC SYSTEM

The pump on the lift station that handles the sewer system of the terminal building displayed a warning signal. The system was checked out and it was determined that the pump needed to be replaced. The pump has been replaced and the septic tank was pumped.

SNOWPLOW BUILDING DRAINAGE SYSTEM

It has been determined that the drainage system for the snowplow building is a drainage field. As configured, this is acceptable with county codes. However, future consideration will be given to expand or modify the drainage field.

SHOP HANGER SEPTIC SYSTEM

The septic system for the shop hanger is inoperable. Investigation discovered that the line from the building to the septic tank is brittle. Lines under the shop itself are cast iron and are ok. While scoping the line, it was also discovered that a wire had been punched through the drain line. The septic tank was pumped out, but leaks. The commission discussed the alternatives for repair and/or replacement. A motion was made by Comm. Siemann and seconded by Comm. Vincent to improve the existing shop hanger drainage system by installing a new septic system and drain field with the work done by Kitt Plumbing and/or R & R Septic at a cost not to exceed $15,000. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

There being no further business, a motion by Comm. Wittrock and seconded by Comm. Vincent was to adjourn at 12:40.

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Chairman

ATTEST:

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CARROLL AIRPORT COMMISSION

Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, September 12, 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. Siemann was made to approve the minutes. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton. The minutes from the special meeting held on August 18, 2016, at the Arthur Neu Airport were reviewed by the Commission. A motion by Comm. Wittrock and seconded by Comm. Vincent was made to approve the minutes. Motion carried by Commissioners Hutcheson, Siemann, Vincent Wittrock and Fulton.

FLIGHT BREAKFAST/AIRSHOW

The Flight Breakfast and Airshow was a huge success. It was estimated 4500 people attended with the Masonic Lodge serving over 2000 breakfasts. About 80 planes flew in. The Commission thanked Don, Amy and their families for their support and work to make it a special day. The Commission commented the event had City backing and exposed many people to the well kept facilities at the airport.

SEPTIC SYSTEM

Don reported that R&R Pumping would be doing the new septic system with Kit Plumbing as a sub contractor. The new septic system should be finished before winter.

TOPICS DISCUSSED:

LED lighting was discussed. LED lighting was installed in Comm. Siemann's hanger as an experiment and he was very pleased with the results. A motion by Comm. Vincent

and seconded by Comm. Fulton was made to install LED lighting as needed. Motion carried by Commissioners Hutcheson, Vincent, Wittrock and Fulton. Comm. Siemann abstained from voting.

Don reported rock was put down on the south exit. This exit is necessary for emerency vehicles if the main entrance is blocked.

BILLS

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

Carroll Aviation	contract	$ 6,450.00
Neu, Minnich Atty	legal fees	900.00
Wittrock Motor	Aug car rental	375.00
Carroll Cleaning	cleaning supplies	11.00
Trans IA Equipment	Snow Plow repair	456.94
Community Oil	equipment fuel	776.05
Rueter's	Kubota/Loader repair	786.46
Raccoon Valley Elec	Aug electric service	1,073.26
Echo Group	bulbs	19.02
Kitt Plumbing	septic/air conditioner	1,601.30
True Value Hdw	misc'l supplies	277.09
Feld Fire	extinguisher inspe/tags	60.00
IA Small Engine	mower repair	44.90
Carol Schoeppner	stamps	47.00
EcoWater	cooler rent/water	121.46
Carroll Refuse	Aug garbage	57.00
Earl May	landscape pins	75.00
Ace Hardware	paint	44.95
Carol Schoeppner	secretary contract	350.00

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

There being no further business, a motion by Comm. Wittrock and seconded by Comm. Vincent was made adjourn at 6:25 P.M..

The next regular meeting of the Carroll Airport Commission will be October 10, 2016, at the Arthur Neu Airport.

Chairman/Vice-Chairman

ATTEST:

CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, October 10, 2016

5:30 P.M.

Arthur Neu Airport

Agenda

Approve minutes from previous meeting

Septic System

Farm Report

New Business

Approve monthly bills

PARKS, RECREATION AND CULTURAL BOARD MEETING MINUTES
September 19, 2016 @ 5:15 P.M.
Crafts Room – Carroll Recreation Center

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, Brook Mikkelsen, Kyle Fesenmeyer, Clay Netusil and Lois Neu. Absent: Summer Boes, Cara Greteman, Ryan Milligan and Jen Munson. Staff Present: Jack Wardell, Director of Parks and Recreation.

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

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It was moved by Neu and seconded by Aden to approve the September 19, 2016 agenda as presented. All present voted Aye.

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It was moved by Neu and seconded by Fesenmeyer to approve the minutes of the July 18, 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 mentioned the dog park will be a topic of discussion at the City Council Annual planning session. If the City Council is interested in the board giving a recommendation, he will forward the information to the board to discuss a potential location. No action taken.

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Wardell reviewed the current Graham Park Recreation District plan. No action taken.

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Wardell reviewed the idea of having two separate locker room one that was more conducive to the swimmers and the other locker room to be used more by users of the

gymnasium, fitness room and weight room. The board agreed with the idea. Wardell mentioned he would get a proposal from FEH to be reviewed by the City Council. No action taken.

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Wardell mentioned there is consideration to closing off the east side for Recreation Center members and have everyone enter through the west doors for better control of who is entering and exiting the building. No action taken.

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Wardell reviewed the current plan of the Carroll Athletic Complex. No action taken

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Wardell mentioned staff will be preparing the 2018 budget and any ideas they want considered should be brought at the November 2016 meeting. No action required.

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It was moved by Neu and seconded by Mikkelson to adjourn at 6:37 pm. All voted Aye.

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

August 9, 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. Those in attendance were Executive Board members: Dr. Eric Jensen, City of Carroll; and Mike Schwabe, City of Breda. Also attending were Mary Wittry, Director; and Dan Halbur, Office Manager.

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

3. Dr. Jensen made the motion and Schwabe seconded to approve the minutes of the Executive Board meetings on July 12 and July 19, 2016. Motion carried, all voting aye.

4. Danzer reviewed the Bills Payable--see attached. Drees Oil--$8210—fuel, $2007 was oil for baler; Electric Motor Service--$994—new baler motor; Foth--$17464—consulting, groundwater project, and force main project; Kolbeck--$7324—tree grinding; Recovery Systems--$2192—service call for baler; Rueters--$8202—work on grinder; Ziegler--$7085—parts, repairs, and preventive maintenance. Schwabe 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. Dr. Jensen made the motion and Schwabe seconded to approve the financial report as presented. Motion carried, all voting aye.

6. Discussion/decision on special waste deliveries: Schwabe made the motion and Dr. Jensen seconded to approve a survey where special waste is buried and resurveyed after 30 days to determine the amount of air space used in a new process of burying special waste.

7. Discussion/decision on roll-over of skid-steer loader: Haley has offered the same deal as last year--$5000 to roll over. Dr. Jensen made the motion to accept the offer as presented and Schwabe seconded. Motion carried, all voting aye.

8. Discussion/decision on roll-over of utility vehicle: Haley has offered the same deal as last year--$3250 to roll over. Schwabe made the motion and Dr. Jensen seconded to accept the offer as presented. Motion carried, all voting aye.

9. Discussion/decision on litter fences: Dr. Jensen made the motion and Schwabe seconded to purchase 5 Bull litter fences for $24395 to collect litter close to the working face. Motion carried, all voting aye.

10. Discussion/decision on lighting project: Schwabe made the motion and Dr. Jensen seconded to update the existing lights in the Recycling Center to LED for a net cost of $15540 after rebates. Motion carried, all voting aye.

11. Overview of the website: Wittry showed the board the new website.

12. Environmental Management System (EMS) grant for fencing project information: Wittry reported that additional grant funding was approved for the landfill fence repair.

13. Leachate Force Main and Gravity Sewer Installation update: Wittry reported that the lift station is being installed and waiting on supplies to move forward on the project.

14. Landfill update: 140.69 ton of brush from the windstorm was ground and removed.

15. Recycling update: Products continue to move. Price of plastic has dropped. Paper and cardboard prices are holding steady.

16. Next meeting date: September 13, 2016 at 8:00 a.m.

17. Other: Nothing new discussed.

18. Dr. Jensen made the motion and Schwabe seconded to adjourn the meeting at 8:57. Motion carried, all voting aye.

Respectfully submitted by:

Daniel J Halbur

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

September 13, 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 Harvey Dales, City of Manning; Mike Schwabe, City of Breda; Dr. Eric Jensen, City of Carroll; 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 including the addition of the Entity Authorization document and Anthofer seconded. Motion carried, all voting aye.

3. Schwabe made the motion and Dr. Jensen seconded to approve the minutes of the Executive Board Meeting on August 9 and August 15, 2016. Motion carried, all voting aye.

4. Dales reviewed the Bills Payable--see attached. Wittry went over the following: Central States Wire Products--$5241—baling wire; Foth--$13834—consulting, sampling, force main project ; Haley Equipment--$2264—parts and excavator rental to remove metal from the landfill; Jerico--$1736—dust control; King Construction --$299360—leachate force main project work completion to date less retainage; Recovery Systems--$8021—baler overhaul; Ziegler--$4684—parts and preventative maintenance. Dales made the motion and Dr. Jensen seconded to approve the bills as presented. Motion carried, all voting aye.

5. Financial Report and Entity Authorization document:
   a. Halbur presented the financial report --see attached. Schwabe made the motion and Dales seconded to approve the financial report as presented. Motion carried, all voting aye.
   b. Anthofer made the motion and Dr. Jensen seconded to approve the signing of the Entity Authorization document. Motion carried, all voting aye.

6. Leachate Force Main and Gravity Sewer Installation update: Wittry reported that the force main/gravity sewer project is progressing. By Friday, King Construction is estimating that the force main line and the gravity sewer line will be completed. Plan is to bore under the creek, Commission's north driveway, and across the road by Moorhouse Ready Mix. Due to weather conditions, King submitted a change order to move the substantial completion date. When the lines are both complete, King will route the leachate line so that the leachate system can work until the lift station is completed.

7. Discussion/decision change order #2 for construction project: Schwabe made the motion to change the substantial completion date from August 31, 2016 to September 14, 2016 and Dr. Jensen seconded. Motion carried, all voting aye.

8. Discussion/decision change order #3 for construction project: Anthofer made the motion to approve the additional charge of $10 per cubic yard for replacing the unsuitable soils along Industrial Park Road and Schwabe seconded. Motion carried, all voting aye.

9. Update on special waste: Wittry reported that EPA stopped by to collect information. The commission has submitted samples for testing of liquid that has seeped to the surface and is waiting for the results.

10. Landfill update: Wittry reported that the west slope of closed cell 2B/3 has been seeded and the wind screens have been ordered.
    a. Landfill hours: Schwabe made the motion that landfill traffic has to be across the scale by 3:30 p.m. starting October 1, 2016 and Dr. Jensen seconded. Motion carried, all voting aye.
    b. Holidays: Anthofer made the motion to close Saturday of the Labor Day and Memorial Day weekends and Dr. Jensen seconded. Motion carried, all voted aye.

11. Recycling update: All products continue to move. Prices of plastics and steel cans remain low. Prices for #8 news and cardboard are holding steady in the $90 to $100 per ton range.

12. Environmental Management System (EMS) presentation: Witty will present the Annual update of objectives and targets in October.

13. Next meeting date: October 11, 2016 at 8:00 a.m.

14. Other:
    a. Electronics recycling day: September 17, 2016 at Pella from 7:30 a.m. – 10:30 a.m. or until the trailers are full.
    b. Free compost give away: Date not set yet, will be on a Saturday in early October.
    c. Household hazardous waste day: Saturday, October 15, 2016 at the Recycling Center.

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

Submitted by:

Dan Halbur