City of Carroll

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MEMO TO: Honorable Mayor and Members of the City Council

FROM: Mike Pogge-Weaver, City Manager MPW

DATE: December 21, 2016

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **December 19, 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) – **December 12, 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) – **December 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

December 19, 2016

The Carroll Board of Trustees met in the Mayor's Conference Room of City Hall. Trustees present were: Janet Auge, John Brockelsby, Jacob Fiscus, Pat Hartley, Tom Louis, Sondra Rierson (5:20), Marilyn Setzler, Carol Shields, and Director Brandie Ledford (phone-in). Trustee Summer Parrott was absent. City Manager Mike Pogge-Weaver was, also, in attendance.

Fiscus called the meeting to order at 5:17. It was moved by Brockelsby and seconded by Setzler to approve the agenda. All voted aye. It was moved by Shields and seconded by Louis to approve the corrected minutes of the November meeting. All voted aye. It was moved by Brockelsby and seconded by Louis to approve the bills. All voted aye.

Director's Report: Children's librarian Diane Tracy continued her programming and outreach at the library, the Rec Center, and numerous daycares. A special story time was presented by Usborne author Michelle Nelson-Schmidt. The Reading Tree book donations, which started before Thanksgiving, were returned and distributed to area children through various agencies. The Friends of the Library provided books for the remaining tags on the tree. Adult programming remains steady with tech help, Crafty Library Ladies, and book clubs. Author Allen Eskins held a book signing on November 19th, and Linda McCann presented a program about her book, *Prohibition in Eastern Iowa*, on November 30th. The Friends of the Library Annual Book Sale was held November 3-5th. Donations from the public and retired books from the library, along with Friends volunteers, and other volunteers made this a great success.

Old Business: None.

New Business: With Ledford's move this past weekend, she was unable to finish the proposed FY2018 budget. It was moved by Setzler and seconded by Shields to table the vote on the final budget until the January meeting. All voted aye.

Fiscus thanked outgoing trustees Brockelsby, Hartley, and Setzler for their time and hard work. It was moved by Louis and seconded by Setzler to adjourn. All voted aye. Meeting adjourned at 5:30. Next regular meeting will be January 16, 2017.

Jacob Fiscus—President

Judy Behm—Recording Secretary

CARROLL AIRPORT COMMISSION

Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, December 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 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. The 40 acres of beans and 175 acres of corn was corrected to 40 bushels per acre of beans and 175 bushels of corn per acre. After the correction a motion by Comm. Wittrock and seconded by Comm. Fulton was made to approve the minutes. Motion carried by Commissioners Hutcheson, Siemann. Vincent, Wittrock and Fulton.

DRIVE RECONSTRUCTION PROJECT

After the last meeting, Mr. Crawford redid the engineering drawings of the driveway. The loop drive and a single drive was discussed. After much discussion a motion by Comm. Vincent and seconded by Comm. Fulton was made to do a single drive 30 ft. wide. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton. Mr. Crawford will submit the engineering drawings to the FAA which is due in January. Soil borings are required by the FAA and a motion by Comm. Siemann and seconded by Comm. Wittrock was made to have Terracon do the boring and soil testing for the drive. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton. The single drive will be less expensive for the City. State money was discussed for landscaping other options not covered by Federal money.

BUDGETS 2016/2017 & 2017/2018

The 2016/2017 budget was discussed and the amount of $171,500.00 will not change in this fiscal year. The 2017/2018 budget was discussed in the amount of $183,900.00. The additional funding will be used for a new sign at the driveway. The old sign is deteriorating. A motion by Comm. Siemann and seconded by Comm. Wittrock was made to approve the 2016/2017 re-estimate

budget of $171,500.00 and the 2017/2018 budget of $183,900.00. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

TOPICS DISCUSSED:
Comm. Vincent had Class B stock by Landus which will be given to the City. He also had a check for additional beans sold to Landus for $315.38.

Chairman Hutcheson will be gone for a couple of months.

Chairman Hutcheson's term will expire December 31, 2016.

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

Carroll Aviation	contract	$ 6,450.00
Feld Fire	battery	93.60
Wittrock Motor	Nov car rental	375.00
True Value Hdw	bulbs & misc'l	127.69
Carroll Aviation	fuel testing kit	767.52
Seidl Electric	exterior lights	2,387.39
Van Meter	electric repair	94.91
Westmore Fluid Sol	fuel caps	49.87
ECHO Group	bulbs	213.00
Community Oil	equipment fuel	521.10
Raccoon Valley Elec	Nov electric service	1,132.38
EcoWater	cooler rent/water	119.28
Petroleum Marketers	underground tank	
Management Insurance	insurance	1,768.00
McClure Engineering	driveway project fees	2,498.40
Carol Schoeppner	secretary contract	350.00

A motion by Comm. Fulton and seconded by Comm. Siemann 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. Fulton and seconded by Comm. Vincent was made to adjourn at 6:39 P.M..

The next regular meeting of the Carroll Airport Commission will be January 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, January 9, 2017

5:30 P.M.

Arthur Neu Airport

Agenda

Approve minutes from previous meeting

Driveway Reconstruction Project

Tall Structure Issue

New Business

Approve monthly bills

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

December 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; and Dr. Eric Jensen, City of Carroll. Also attending were Mary Wittry, Director and Dan Halbur, Office Manager.

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

3. Dales made the motion and Schwabe seconded to approve the minutes of the Executive Board Meeting on November 8, 2016. Motion carried, all voting aye.

4. Dales reviewed the Bills Payable--see attached. Wittry went over the following: Foth--$11707.55— drone flyover and force main project; Haley Implement --$3323.53—4 new Bobcat tires and repair; Kolbeck--$2435.75— tree grinding; Lohrmann Electric--$24532.00—LED lights and installation; Mid-Iowa Insurance--$18282.00—2017 property insurance; Olsen, Muhlbauer & Co --$11300.00—2015-2016 audit; Ten Point Construction --$4669.84—concrete patchwork at east exit; Test America Laboratories--$8560.75—lab fees for fall sampling. 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 Dales seconded to approve the financial report as presented. Motion carried, all voting aye.

6. Wittry presented the proposed amended budget for 2016-2017. Dr. Jensen made the motion and Schwabe seconded to approve the proposed amended budget for 2016-2017 as presented. Motion carried, all voting aye.

7. Wittry presented the proposed budget for 2017-2018. Schwabe made the motion and Dales seconded to approve the proposed budget for 2017-2018 as presented. Motion carried, all voting aye.

8. Update on leachate force main/gravity sewer project: A construction meeting was held and discussion included several items on the punch list that have not been completed. No action taken.

9. Landfill update: Wittry reported that inmate labor is done until next spring. Wittry also discussed the need for transportation on commission property for transferring inmates to different areas for litter pickup and breaks.

10. Recycling update: Prices have been holding steady and products continue to move.

11. Next meeting date: **Executive Board on January 18, 2017 at 6:00 p.m.**
Annual Meeting on January 18, 2017 at 7:00 p.m.

12. Other: None

13. Dr. Jensen made the motion and Dales seconded to adjourn the meeting at 9:31 a.m. Motion carried, all voting aye.

Respectfully submitted by:

Dan Halbur