City of Carroll

112 E. 5th Street Carroll, Iowa 51401-2799 (712) 792-1000 FAX: (712) 792-0139

MEMO TO: Honorable Mayor and Members of the City Council

FROM: Mike Pogge-Weaver, City Manager MPW

DATE: January 21, 2021

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **January 19, 2021**
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) – **January 11, 2021**
5. Parks, Recreation & Cultural Advisory Board (meets 1st Monday of January, March, May, July, September and November) – **January 4, 2021**
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) – **January 13, 2021 (Executive Board Meeting and Annual Board Meeting)**
7. Carroll Historic Preservation Commission (no regular meeting dates) –
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

Library Board Minutes

January 19, 2021

The Carroll Board of Trustees met in the Community Meeting Room at the Carroll Public Library. Trustees present: Lisa Auen (5:19), Brenda Hogue, Thomas Parrish, Summer Parrott, Julie Perkins, Dale Schmidt, Kyle Ulveling, and Director Rachel Van Erdewyk. Trustees absent: Carol Shields and Ralph von Qualen.

Parrott called the meeting to order at 5:17. It was moved by Ulveling and seconded by Schmidt to approve the agenda. All voted aye. Absent: Auen, Shields, and von Qualen. It was moved by Perkins and seconded by Parrish to approve the minutes of the December meeting. All voted aye. Absent: Auen, Shields, and von Qualen. Auen joined the meeting at 5:19. It was moved by Ulveling and seconded by Auen to approve the bills. All voted aye. Absent: Shields and von Qualen.

Director's Report: Children's programming continued with Diane's daily Facebook live video. Patrons continue to pick up a Grab and Go craft from Rookies at Home virtual story time. Adult programming continued with Crafty Library Ladies and Book Clubs. Jacob Fiscus produced a 3D Virtual Tour of the library which is posted on Google Maps. Curbside service continues for patrons wishing to check out but not come into the building. Total program attendance was 2,560. Monthly door count was 2,064. Total resources utilized was 23,770.

Board Education: None.

Old Business: Action item: FY 2021-2022 Budget Revisions. After discussion, it was moved by Parrish and seconded by Auen to approve the revised budget. All voted aye. Absent: Shields and von Qualen.

New Business: Action item: Revised Donor Wall Proposal. After discussion, it was moved by Ulveling and seconded by Perkins to approve the revised Donor Wall Proposal, which added another level of giving and to reflect donations only to the 2017 Library/City Hall project. All voted aye. Absent: Shields and von Qualen.

It was moved by Schmidt and seconded by Perkins to adjourn. All voted aye. Absent: Shields and von Qualen. Meeting adjourned at 5:47. Next regular meeting will be February 15, 2021.

Summer Parrott—President

Judy Behm—Recording Secretary

CARROLL AIRPORT COMMISSION

Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, January 11, 2021, at the Arthur Neu Airport. Commission members in attendance were Greg Siemann, Gene Vincent, Kevin Wittrock and Dick Fulton. Norman Hutcheson attended via phone. Also attending were Don Mensen, airport manager and Carol Schoeppner, recording secretary. Vice-Chairman Siemann 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. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

FUEL DELIVERY SYSTEM
At the last meeting Don explained what was going on with leak detection system which is about 20years old. So far Unified Contracting Services have been able to keep this in service but it is only a matter of time this system will have to be replaced. There is an electronic leak detection system coming out in the fall for about $24,000.00. There could be a State Grant for this but due to engineering services required for a grant it could cost $27,000.00. A new manual system would cost about $7,000.00. Discussion followed and with Don's approval a motion by Comm. Vincent and seconded by Comm. Wittrock was made to install the manual leak detection system. Motion carried by Commissioners Siemann, Vincent, Wittrock, Fulton and Hutcheson.

TOPICS DISCUSSED:
Credit card usage and liability. A chip reader was discussed but will be addressed at a later date.

15 year Kubota traded within 2 years.

Corporate hanger placement.

$1,500.00 rebate from Raccoon Valley Electric for new hanger lights.

Terminal updates

Don's contract

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

Carroll Aviation	contract	$ 6,800.00
Community Oil	equipment fuel	485.75
Carpet One	blinds/terminal	290.00
Wittrock Motor	Dec car rental	349.00
Climate Solutions	heater/snowplow bldg	217.00
Wittrock Electric	hanger lights replace	3,610.38
Unified Contracting	fueldelivery repair testing	1,587.25
Kitt Plumbing	HVAC repair	105.50
Carroll Refuse	December garbage	72.00
Ecowater	cooler rent/water	109.18
Raccoon Valley Elec	Dec electric service	1,622.63
Raccoon Valley Elec	(AM) electric Dec	409.77
McClure Engineering	closeout/3/21 Re-hab	2,366.00
Carol Schoeppner	secretary contract	350.00

A motion by Comm. Comm. Fulton and seconded by Comm. H Hutcheson 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 buniness, a motion by Comm. Wittrock and seconded by Comm. Vincent was made to adjourn at 6:27 P.M..

The next regular meeting of the Carroll Airport Commission will be February 8, 2021, at the Arthur Neu Airport.

Chairman/Vice-Chairman

ATTEST:

CARROLL AIRPORT COMMISSION

JANUARY 11, 2021

$ 18,374.46

Carroll Aviation	contract	$ 6,800.00
Community Oil	equipment fuel	485.75
Carpet One	blinds/terminal	290.00
Wittrock Motor	Dec car rental	349.00
Climate Solutions	heater/snowplow bldg	217.00
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CARROLL AIRPORT COMMISSION

Regular Meeting

February 8, 2021

5:30 P.M.

Arthur Neu Airport

Agenda

Approve previous meeting minutes

Fuel Delivery System

Airport Manager Contract

New Business

Approve monthly bills

PARKS, RECREATION AND CULTURAL BOARD MEETING MINUTES
January 4, 2021 @ 5:15 P.M.
Carroll Recreation Center – Activities Room

The Parks, Recreation and Cultural Board met via gomeeting.com on this date at 5:15 P.M. Members Present: Jeff Aden, Dr. Casey Berlau, Mary Bruner, Brook Mikkelsen, Lois Neu and Josh Sporrer. Absent: Summer Boes, Matt Hodges and Chad Ross. Staff Present: Jack Wardell

The meeting was called to order at 5:17 P.M.

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It was moved by Sporrer and seconded by Ross to approve the January 4, 2021 agenda as presented. All present voted Aye.

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It was moved by Ross and seconded by Sporrer to approve September 8, 2020 minutes. All present voted Aye.

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Wardell reviewed the Director of Parks and Recreation report.

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Wardell reviewed the Carroll Trails Phase III plan and what steps are next. No action required.

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Wardell updated the board on the progress of the Graham Park Pickleball Court Complex. No action taken.

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Wardell updated the board on the Recreation Center Building Project. No action taken.

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Wardell discussed the financial impact and attendance numbers due to COVID 19. No action taken

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Wardell discussed the F.Y 22 budget proposals. No action needed.

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It was moved by Sporrer and seconded by Ross to adjourn at 6:14 P.M.. All present voted Aye.

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

January 13, 2021

1. The meeting was called to order at 6:00 p.m. by Chairperson Jeff Anthofer, Mayor of Coon Rapids, at the Carroll County Recycling Center. Others in attendance were: Scott Johnson, Carroll County Board of Supervisor; Harvey Dales, City of Manning; Dan Snyder, Mayor of Breda; Dr. Eric Jensen, Mayor of Carroll and Mary Wittry, Director.
2. Dales moved and Dr. Jensen seconded to approve the agenda with the addition of signatures needed for annexation. Motion carried, all voting aye.
3. Dr. Jensen moved and Dales seconded to approve the minutes of the December 15, 2020 meeting as presented. Motion carried, all voting aye.
4. Dales reviewed the Bills Payable-see attached. Wittry discussed the following bills: Central States Wire, $4,158 – baler wire; Foth Infrastructure and Environment, $5,224 - general consulting and leachate treatment options; and Ziegler, $38,797.82 – tracks on 973D track loader, parts and preventative maintenance. Dales moved and Snyder seconded to approve the bills as presented. Motion carried, all voting aye.
5. Wittry presented the financial report. Snyder moved and Dr. Jensen seconded to approve the financial report as presented. Motion carried, all voting aye.
6. Additional information will be available at the February meeting regarding the leachate conditioning system.
7. Wittry reported that the grant application submitted on November 1, 2020 was funded. Total award was $11,110 with local match $4,542 for a total of $15,652. Grant funds will be used for education in Crawford, Guthrie and Shelby Counties, signage, tree planting, and color-coded sign project.
8. Landfill is operating smoothly and working to close the contract for last cell construction.
9. Market prices for processed recyclables materials were reviewed.
10. Other - Next Board meeting will be held on Tuesday, February 9, 2021 at 6::30 a.m. An additional form for the voluntary annexation approved in December needed to be sign and notarized by the Chair and the Secretary/Treasurer.
11. No other discussed.
12. Dr. Jensen moved and Snyder seconded to adjourn at 6:50 p.m. Motion carried, all voting aye.

Respectfully submitted:

Mary Wittry

CARROLL COUNTY SOLID WASTE MANAGEMENT COMMISSION
ANNUAL BOARD MEETING--UNAPPROVED MINUTES

JANUARY 13, 2021

1. The meeting was called to order at 7:00 p.m. by Jeff Anthofer in the office of the Carroll County Recycling Center. See attached list of attendees. Due to COVID 19, Executive Board members and Director Wittry were socially distanced in the conference room and the remaining members attended the meeting by conference call.

2. Introduction of attendees was conducted.

3. Dales made the motion and Dr. Jensen seconded to approve the agenda as presented. Motion carried, all voting aye.

4. Dr. Jensen made the motion and Snyder seconded to approve the minutes of the January 8, 2020 annual meeting as presented. Motion carried, all voting aye.

5. Dr. Jensen has been appointed to serve the five-year term as the City of Carroll representative on the Executive Board.

6. Dr. Jensen made a motion to retain all officers at their current position: Anthofer as Chairperson, Dr. Jensen as Vice-Chair, and Dales as Secretary/Treasurer. Snyder seconded the motion. Motion carried, all voting aye.

7. Wittry presented the Director's annual report, detailing the highlights of 2020 and the goals for 2021. Dr. Jensen made the motion to accept the Director's report as presented and Snyder seconded. Motion carried, all voting aye.

8. Wittry presented an overview of the 2019-2020 audit by Bowman & Miller and a brief legal report. Dales made a motion to accept the audit report as presented and Snyder seconded. Motion carried, all voting aye.

9. Wittry presented the amended 2020-2021 budget, which was approved by the Executive Board at the December meeting. Dales made the motion and Dr. Jensen seconded to approve the amended 2020-2021 budget as presented. Motion carried, all voting aye.

10. Wittry presented the proposed 2021-2022 budget, which was approved by the Executive Board at the December meeting. Wittry noted that this budget does not include a tipping fee or an assessment increase and does not include funding for a leachate conditioning or the engineering/consulting to develop the system. The budget continues to fund the expansion accounts with revenues from waste disposal from contracted counties and continues to fund the equipment replacement account. Snyder made the motion and Johnson seconded to accept the proposed 2021-2022 budget as presented. Motion carried, all voting aye.

11. Other: None

12. Dales made the motion and Dr. Jensen seconded to adjourn the meeting at 7:45 p.m. Motion carried, all voting aye.

Respectfully submitted,

Mary Wittry