City of Carroll

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MEMO TO: Honorable Mayor and Members of the City Council

FROM: Mike Pogge-Weaver, City Manager MJPW

DATE: January 24, 2019

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **January 21, 2019**
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 14, 2019**
5. Parks, Recreation & Cultural Advisory Board (meets 3rd Monday of January, March, May, July, September and November) – **January 21, 2019**
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) – **January 9, 2019**
7. Historical Preservation Commission (no regular meeting dates) –
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

1869 Carroll 2019 150 YEARS

Library Board Minutes

January 21, 2019

The Carroll Board of Trustees met in the Region XII Training Room. Trustees present: Jacob Fiscus, Thomas Parrish, Summer Parrott, Paul Reicks, Sondra Rierson, Carol Shields, Ralph von Qualen, and Director Rachel Van Erdewyk. Trustees absent: Laurie Schenkelberg and Kyle Ulveling. Also present: city councilman LaVern Dirkx and citizen Nancy Riddle.

Rierson called the meeting to order at 5:16. Introductions were made to new trustee Thomas Parrish. It was moved by Parrott and seconded by Reicks to approve the agenda. All voted aye. Absent: Schenkelberg and Ulveling. It was moved by von Qualen and seconded by Shields to approve the minutes of the December meeting and the special meeting on January 8. All voted aye. Absent: Schenkelberg and Ulveling. It was moved by Fiscus and seconded by von Qualen to approve the bills. All voted aye. Absent: Schenkelberg and Ulveling.

Director's Report: Children's programming continued this month with regular schedule of Rookie Readers, Diane's Read-Aloud, Pet readers and outreach visits. Mike Anderson presented a program about Santa's brother, Hugo Klaus. Adult programming continued this month with Crafty Library Ladies, Tech Help Fridays, Book Clubs, and Poetry Group. Total program attendance was 759. Monthly door count was 3,934. Total resources utilized was 15,987.

Board of Education: None.

Old Business: Discussion on Library/City Hall project. The city council approved adding a family bathroom and mother's room to the library in the remodel.

New Business: Discussion on the library budget. After discussion, it was moved by Fiscus and seconded by Parrott to approve the FY 2019-2020 Library Budget. All voted aye. Absent: Schenkelberg and Ulveling.

It was moved by Parrott and seconded by von Qualen to adjourn. All voted aye. Absent: Schenkelberg and Ulveling. Meeting adjourned at 6:08. Next regular meeting will be February 18, 2018.

Sondra Rierson—President

Judy Behm—Recording Secretary

CARROLL AIRPORT COMMISSION

Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, January 14, 2019, at the Arthur Neu Airport. Commission members in attendance were Greg Siemann, Gene Vincent, Kevin Wittrock and Dick Fulton. Norman Hutcheson attended via telephone. 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.

TALL STRUCTURE ISSUE
Vice-Chairman Siemann reported that Gina Badding will present oral argument at the Supreme Court hearing on January 23rd. Martin Danner applied for a building permit to the County Zoning office for a construction of a grain bin in the area of the contested bin of Lorene Danner which was denied due to the on going litigation. The Carroll Airport Commission denied approval for the bin for the same reason some months ago.

TOPICS DISCUSSED:
Don reported the generator was fixed.

Don presented the Commission an airport T-hanger sublease for discussion. Arthur Neu Airport at this time does not have an airport T-hanger sublease. Much discussion followed. Comm. Siemann and Comm. Wittrock will check their personal aircraft insurance to see what terms should be included in this sublease.

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

Carroll Aviation	contract	$ 6,600.00
McClure Engineering	FAA funding fees	710.00
Community Oil	equipment gas	1,041.60
IA DNR	tank management fees	130.00
Wittrock Motor	Dec car rental	375.00
Drees Oil	building propane	127.93
Raccoon Valley Elec	Dec electric service	1,667.27
Ace Hardware	cleaning supplies	39.92
Blueglobes	runwau lights	256.71
Carroll Refuse	Dec garbage	57.00
Ecowater	cooler rent/water	110.92
Carroll Cleaning	door mat	383.00
Carol Schoeppner	secretary contract	350.00

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

There being no further business, a motion by Comm. Wittrock and seconded by Comm. Fulton was made to adjourn at 6:47 P.M..

The next regular meeting of the Carroll Airport Commission will be February 11, 2019 at the Arthur Neu Airport.

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ATTEST:

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CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, February 11, 2018

5:30 P.M.

Arthur Neu Airport

Agenda

Approve minutes from previous meeting

Tall Structure Issue

T-Hanger Sublease

New Business

Approve monthly bills

PARKS, RECREATION AND CULTURAL BOARD MEETING MINUTES
January 21, 2019 @ 5:15 P.M.
Carroll Recreation Center - Crafts Room

The Parks, Recreation and Cultural Board met on this date at 5:15 p.m. at the Carroll Recreation Center – Crafts Room. Members Present: Jeff Aden, Summer Boes, Matt Hodges, Brook Mikelle, Ryan Milligan, Clay Netusil and Lois Neu. Absent: None. Staff Present: Jack Wardell, Director of Parks and Recreation, Joel Cortum, Recreation Center Superintendent.

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

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It was moved by Hodges and seconded by Aden to approve the January 21, 2019 agenda as presented. All present voted Aye.

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It was moved by Aden and seconded by Boes to approve the October 29, 2018 minutes. All present voted Aye.

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Wardell updated on the status of the pickleball courts. No action required.

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Wardell updated the board on the status of the trails design. Board recommended if the City only does one of the two segments of the trails, the City should construct the trail around Youth Sports Complex and the soccer field complex. No action required.

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Wardell asked for board members to serve on the Carroll Recreation Center Building Improvements committee. Hodges, Neu and Boes would like to be on the committee. No action taken

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Wardell updated board on the upcoming FY'20 budget highlights. No action taken.

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Neu mentioned the City should look at a caution lighted crosswalk from Graham Park to the Football Stadium.

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It was moved by Neu and seconded by Boes to adjourn at 6:15 pm. All present voted Aye.

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

January 9, 2019

1. The meeting was called to order at 5:30 p.m. by Chairman Marty Danzer, in the office at the Carroll County Recycling Center. Others in attendance were Dr. Eric Jensen, City of Carroll; Jeff Anthofer, City of Coon Rapids; Harvey Dales, City of Manning; Mike Schwabe, City of Breda; and Rich Ruggles, Carroll County Supervisor. Also attending were Mary Wittry, Director, and Dan Halbur, Office Manager.

2. Agenda: Wittry added to "other" discussion of scholarship application. With the addition, Dales made the motion to approve the agenda 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 meeting on December 11, 2018. Motion carried, all voting aye.

4. Dales reviewed the Bills Payable--see attached. Wittry updated the board on services performed on Rotert Construction's pay application #7. The Commission has not received pay application #1 from J.B. Holland. Anthofer 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. Dales made the motion and Dr. Jensen seconded to approve the financial report as presented. Motion carried, all voting aye.

6. Wittry reported on inmate transportation. No action taken

7. Wittry reported on the progress of 5B/6 construction project.

8. Wittry updated the board on the sorting line modification.

9. Recycling update: A Production Staff employee has turned in their two week notice.

10. Landfill update: Wittry informed the board that the new maintenance building will be completed next week, the disassembly and removal of the former maintenance is complete, and a landfill inspection will be conducted Friday.

11. Other: Wittry informed the board that Halbur will be submitting an application to Iowa Society of Solid Waste Operations (ISOSWO), and if selected, will receive a sponsorship from the state chapter to attend a national conference on solid waste/recycling in Boston, MA.

12. Next meeting date: MONDAY, February 11, 2019 at 7:30 a.m.
    Beginning in March, Executive Board meetings will start at 7:00 a.m.

13. Anthofer made the motion to adjourn the meeting at 6:12 p.m. Motion carried, all voting aye.

Respectfully submitted by:

Daniel J Halbur

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

JANUARY 9, 2019

1. The meeting was called to order at 7:00 p.m. by Marty Danzer in the office of the Carroll County Recycling Center. See attached list of attendees.

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

3. Schwabe made the motion and Dr. Jensen seconded to approve the minutes of the January 17, 2018 annual meeting as presented. Motion carried, all voting aye.

4. Schwabe made the motion to approve the appointment of Harvey Dales for a five year term on the Executive Board. Ruggles seconded the motion. Motion carried, all voting aye.

5. Ruggles made a motion and Dr. Jensen seconded to appoint Jeff Anthofer as Chairperson. Motion carried, all voting aye. Anthofer made a motion and Ruggles seconded to reappoint Dr. Eric Jensen as Vice-Chairperson. Motion carried, all voting aye.
Schwabe made a motion and Dr. Jensen seconded to reappoint Harvey Dales as Secretary/Treasurer. Motion carried, all voting aye.
Anthofer took over as Chairperson from here.

6. Wittry presented the Director's annual report, detailing the highlights of 2018 and the goals for 2019. Dr. Jensen made the motion to accept the Director's report as presented and Ruggles seconded. Motion carried, all voting aye.

7. Commission CPA, Robert Muhlbauer, presented an overview of the 2017-2018 audit. Dales made a motion to accept the audit report as presented and Schwabe seconded. Motion carried, all voting aye.

8. Wittry read a letter from the Polking Law Office—see attached, stating that there is no known pending litigation against the commission. Schwabe made the motion and Ruggles seconded to accept the legal report as presented. Motion carried, all voting aye.

9. Wittry presented the amended 2018-2019 budget, which was approved by the Executive Board at the December meeting. Dr. Jensen made the motion and Schwabe seconded to approve the amended 2018-2019 budget as presented. Motion carried, all voting aye.

10. Wittry presented the proposed 2019-2020 budget, which was approved by the Executive Board at the December meeting. Wittry noted that this budget includes no tipping fee or assessment increase. Schwabe made the motion and Dr. Jensen seconded to accept the proposed 2019-2020 budget as presented. Motion carried, all voting aye.

11. Other: Wittry and Board members thanked Danzer for his service to the Commission.

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

Respectfully submitted,

Daniel J. Halbur