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: February 8, 2017

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **January 18, 2017**
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) –
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) – **January 18, 2017**
7. Historical Preservation Commission (no regular meeting dates) – **January 19, 2017**
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

Library Board Minutes

January 18, 2017 (Rescheduled)

The Carroll Board of Trustees met in the Mayor's Conference Room of City Hall. Trustees present were: Janet Auge, Jacob Fiscus, Tom Louis, Paul Reicks, Sondra Rierson, Carol Shields, Kyle Ulveling, Ralph von Qualen, and former director Brandie Ledford (phone-in). Trustee Summer Parrott was absent. Also in attendance were City Manager Mike Pogge-Weaver, Manning library director Linda Muhlbauer, and Glidden library director Erin Wolf.

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

Director's Report: The January report will be included with the director's report for the February meeting.

Old Business: None.

New Business: Ledford reviewed the FY2018 proposed budget which will be put before the city council at their next meeting. After discussion, it was moved by Shields and seconded by Auge to accept the FY2018 proposed budget. All voted aye. Muhlbauer and Wolf then presented information about last year's combined county library program, "Everybody on the Same Page." It will run from March 1st to May 1st and has a theme of World War I. Last year's program (book discussions, school programs, guest speakers) was made possible by a grant obtained by the libraries of Carroll County as well as a donation from Carroll County State Bank. Muhlbauer and Wolf requested some financial assistance from the Carroll library. After discussion, it was moved by Rierson and seconded by Louis to allocate up to $800 from the program budget for this program. All voted aye. With the library having no director at present, it was moved by Louis and seconded by Auge to hire Ledford on an hourly basis (retroactive to the past week) at her previous hourly wage until after a transition of a new director. All voted aye.

It was moved by Ulveling and seconded by Rierson to adjourn. All voted aye. Meeting adjourned at 6:20. Next regular meeting will be February 20, 2017.

Jacob Fiscus—President

Judy Behm—Recording Secretary

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

January 18, 2017

1. The meeting was called to order at 6:00 p.m. by Chairman Marty Danzer, in the offices of the solid waste commission. Others in attendance were Dr. Eric Jensen, City of Carroll; Jeff Anthofer, City of Coon Rapids; Harvey Dales, City of Manning; and Mike Schwabe, City of Breda. Also attending were Mary Wittry, Director, and Dan Halbur, Office Manager.

2. Agenda: Under "Other," Wittry requested the addition of the fire at the Recycling Center. With the change, Dales made the motion to approve the agenda and Dr. Jensen 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 December 13, 2016. Motion carried, all voting aye.

4. Dales reviewed the Bills Payable--see attached. Wittry went over the following: Carroll Refuse Service SGS LLC--$3915.65—2 months bills; Foth--$9199.01—general consulting, sampling, Force Main project, and annual water quality report; Gehling Welding & Repair--$1178.94—work on glass crusher; Metro Waste Authority--$4527.48—quarterly payment for household hazardous material program; Regional Transit Authority (Midas)--$408.00—inmate transportation; Polking Law Office--$48.75—liability release; Rupiper Grinding--$1640.00—compost grinding; Stone Printing--$799.58—scale tickets, toner and statements; VT Industries--$973.19—refund for overpayment. 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. Anthofer made the motion and Dr. Jensen seconded to approve the financial report as presented. Motion carried, all voting aye.

6. Discussion/decision on Safety Management Certificate Program: DMACC in Des Moines will be hosting a Safety class at a cost of $750. Schwabe made the motion and Dr. Jensen seconded to approve Mary Wittry or an alternate to attend the Safety Management Certificate Program. Motion carried, all voting aye.

7. Discussion/decision on forklift quote: Wittry discussed 2 quotes by Forklifts of Des Moines to trade in a 2005 forklift for either a new propane or electric forklift. Dales made the motion and Dr. Jensen seconded to approve the quote for the propane forklift at $16,800. Motion carried, all voting aye.

8. Discussion/decision on Employment Resources rate increase: Wittry reported that Employment Resources has increased their client rates by $0.60 per hour for work performed on the commingle line and stated that it has been 6 years since the last rate increase. Anthofer made the motion and Schwabe seconded to approve the rate increase with Employment Resources. Motion carried, all voting aye.

9. Leachate Force Main/gravity sewer update: Wittry reported that there will be a meeting Friday morning at the Recycling Center with King Construction, Foth, and the City of Carroll to discuss the remaining items of the project.

10. Landfill update: Wittry reported that Ross Rupiper sanded the landfill road and that prisoners were here last week to pick up litter.

11. Recycling update: Wittry noted that all products continue to sell and that prices have slightly increased.

12. Next meeting date: February 14, 2017 at 8:00 a.m.

13. Other: Wittry reported the fire department was out Monday morning at the Recycling Center. The citizen convenient dumpsters were place inside over the weekend and flammable rags in one dumpster spontaneously combusted. There was no damage to the Recycling Center, just some water clean-up from sprinkler and venting smoke.

14. Dr. Jensen made the motion and Dales seconded to adjourn the meeting at 6:34 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 18, 2017

1. The meeting was called to order at 7:00 p.m. by Marty Danzer in the offices of the solid waste commission. See attached list of attendees.

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

3. Dales made the motion and Dr. Jensen seconded to approve the minutes of the January 13, 2016 annual meeting as presented. Motion carried, all voting aye.

4. Schwabe made the motion to approve the appointment of Jeff Anthofer for a five year term on the Executive Board. Dr. Jensen seconded the motion. Motion carried, all voting aye.

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

6. Wittry presented the Director's annual report, detailing the highlights of 2016 and the goals for 2017. Schwabe made the motion to accept the Director's report as presented. Dr. Jensen seconded the motion. Motion carried, all voting aye.

7. Commission CPA, Robert Muhlbauer, presented an overview of the 2015-2016 audit. Dales made a motion to accept the legal report as presented and Henkenius 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. Dr. Jensen made the motion and Schwabe seconded to accept the legal report as presented. Motion carried, all voting aye.

9. Wittry presented the amended 2016-2017 budget, which was approved by the Executive Board at the December meeting. Dales made the motion and Dr. Jensen seconded to approve the amended 2016-2017 budget as presented. Motion carried, all voting aye.

10. Wittry presented the proposed 2017-2018 budget, which was approved by the Executive Board at the December meeting. Wittry noted that this budget includes no tipping fee or assessment increase. Anthofer made the motion and Schwabe seconded to accept the proposed 2017-2018 budget as presented. Motion carried, all voting aye.

11. Other: Wittry reported the fire department was out Monday morning at the Recycling Center. The citizen convenient dumpsters were place inside over the weekend and flammable rags in one dumpster spontaneously combusted. There was no damage to the Recycling Center, just some water clean-up from sprinkler and venting smoke.

12. Dr. Jensen made the motion and Dales seconded to adjourn the meeting at 7:53 p.m. Motion carried, all voting aye.

Respectfully submitted,

Daniel J. Halbur

Historic Preservation Commission
City of Carroll
Meeting Minutes
Thursday, January 19, 2017

Venue: City Hall, Mayor's room
The meeting opened at 10:00 pm. The meeting was called to order by Chairperson, Barbara Hackfort. Members in attendance: Barbara Hackfort, Vicki Gach, Joni Rutten, Carolyn Siemann and Mary Baumhover; absent: John DeBolt.

The agenda was approved by consensus. The minutes of the October 6, 2016, meeting were unanimously approved as emailed on motion by Joni Rutten, seconded by Carolyn Siemann.

Agenda:

1. **Approval of Minutes from October 6, 2016 Meeting**
2. **Training: Preserve IA Summit in June**
3. **Status on 2015-2018 Project; 5TH Street and beyond**
4. **Related Business Accounts**
5. **Adjournment. Next Meeting: April 20, 2017**

President Barbara reported that the Preserve IA Summit Training will be held June 8-10 in Fort Dodge. Members discussed attending by days. Arrangements will be finalized in May.

In the report on the Status of the 2015-2018 Street Plaque Project, Barbara reported that the current project budget will cover W. 5th St. from Sam's Café to the Carroll Theatre and on the north side from Penny's to the Medical Clinic.

A new project idea was presented. Vicki Gach had considered updating Jim Kerwin's post card book, "Postcards From Carroll" An additional idea is to arrange copies of all the street plaques into a bound book and offer it for sale. Additional houses and business sites would be included. If published this year, the book would coincide with the 150th anniversary of the platting of the city of Carroll. The book could be ready for sale in the fall and promoted also for Christmas giving.

Various promotional plans were suggested to include pix and availability at the Chamber of Commerce, the Good News Book Store, and giving credit to the Carroll Apothecary for sales exposure and assistance. Vicki Gach suggested ideas of a panoramic view of the city for a cover, possibly pictures of the railroad, depot and other locations, using color on the covers, etc. Motion was made by Mary Baumhover and seconded by Carolyn Siemann that Vicki Gach be given credit as the Editor with her name on the cover. Motion carried. President Barbara will discuss the project with the City Manager regarding funding arrangements. Possibilities of printing 350-500 copies were discussed. Cost estimates will be secured before moving forward.

Meeting was adjourned on motion by Vicki Gach. The next meeting will be held on April 20, 2017.

Respectfully submitted,
Secretary,
Mary Baumhover

Note: These minutes have not been officially approved