City of Carroll

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MEMO TO: Honorable Mayor and Members of the City Council

FROM: Mike Pogge-Weaver, City Manager MJP-W

DATE: February 8, 2018

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) –
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 17 and 18, 2018**
7. Historical Preservation Commission (no regular meeting dates) – **October 12, 2017 and January 18, 2018**
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

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

January 17, 2018

1. The meeting was called to order at 6:00 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; and Mike Schwabe, City of Breda. Also attending were Mary Wittry, Director, and Dan Halbur, Office Manager.

2. Agenda: Wittry requested the approval of bills to be included with the approval of financial report. With the change, Dales made the motion to approve the agenda and Schwabe seconded. Motion carried, all voting aye.

3. Dales made the motion and Dr. Jensen seconded to approve the minutes of the Executive Board meeting on December 12, 2017. Motion carried, all voting aye.

4. Halbur presented the financial report --see attached. Dales reviewed the Bills Payable--see attached. Wittry went over the following: Bomgaars--$720.62—steel toe boots and supplies; Foth--$13746.50—general consulting, single stream study, and annual water quality report; Ray's Refuse--$1295.72—cost share on mailing. Schwabe made the motion and Dr. Jensen seconded to approve the financial report and bills as presented. Motion carried, all voting aye.

5. Landfill update: Wittry informed the board that a conceptual design of the new maintenance building will be presented in February and a grant application will be submitted for solar power at the new maintenance building.

6. Recycling update: Wittry reported on market conditions for recyclable materials.

7. Environmental Management System (EMS) update: Wittry informed the board that the Commission was awarded a $24268 grant for an LED sign at the Recycling Center and a recycling trailer at Swan Lake. The Commission would be responsible for the remaining cost of $9590. Anthofer made the motion and Schwabe seconded to approve the purchase of an LED sign and recycling trailer. Motion carried, all voting aye.

8. Next meeting date: MONDAY, February 12, 2018 at 8:00 a.m.

9. Other: None

10. Dr. Jensen made the motion and Anthofer seconded to adjourn the meeting at 6:23 p.m. Motion carried, all voting aye.

Respectfully submitted by:

Daniel J Halbur

CARROLL COUNTY SOLID WASTE MANAGEMENT COMMISSION
ANNUAL BOARD MEETING--APPROVED 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 audit 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, October 12, 2017

Venue: City Hall, Mayor's Office
Members of the City of Carroll Historic Preservation Commission met at the Mayor's Office in Carroll City Hall. Members present were: Barbara Hackfort, Chairperson, Vicki Gach, Carolyn Siemann and Mary Baumhover. Absent: John DeBolt. Phil Phillips had previously resigned.

The agenda was approved by consensus. The minutes of the August 17, 2017 meeting were unanimously approved as emailed on motion by Vicki Gach, seconded by Carolyn Siemann.

Agenda:

1. **Approval of Minutes from August 17, 2017 Meeting**
2. **Update on the 2018 HPC Project: City Cemetery Chapel**
3. **Progress on Marketing the Postcard Book**
4. **Related Business Accounts**
5. **Adjournment. Next Meeting: January 18, 2019**

In the update of the 2018 HPC Project, the City Cemetery Chapel, it was reported that repair and installation of new glass in the windows has been completed and the area around the building cleared. The structure of the building has been examined by a building engineer and approved. Committee members will check out replacing the garage door with carriage doors as believed originally installed. It was noted that the rock frame around the door opening is still there. It appears that minimal repair is needed as the building is in near original condition.
It was reported that Councilman Clay Haley has offered to donate the cement bench to be installed in front of the building. A plaque will be included on the bench. Cemetery Director John Snyder will take care of the landscaping. The Historical Museum will donate church pews for the interior of the chapel. Progress of donations and expense costs were discussed. It is planned that all arrangements for the Chapel will be completed so that the building can be opened to the public on Memorial Day, 2018.

Progress on marketing the Postcard Book was discussed. Members Vicki Gach and Barbara Hackfort have been very diligent in selling the book at any and all community events and venues and to date, 274 of the 500 books have been sold. Additional meetings and events to present the book were discussed.

President Barbara Hackfort reported that proposal for a presentation from the City Historical Preservation Commission has been sent to the committee of the State Preserve Iowa Summit for participation the annual meeting to be held in the summer of 2018.

Vicki Gach presented a draft of a brochure, "Rocks of Ages" featuring many stone edifices in the city and county that were built in the 1920-1930s, some by the WPA and some by local persons. Placing copies of the brochure on the city website, at the Carroll Chamber Office and at the City Hall was discussed.

Meeting was adjourned on motion by Vicki Gach, seconded by Joni Rutten. The next meeting will be held on January 18, 2018 at 10 am.

Respectfully submitted,
Secretary,
Mary Baumhover

Note: These minutes have not been officially approved

Historic Preservation Commission
City of Carroll
Meeting Minutes
Thursday, January 18. 2018

Venue: City Hall, Mayor's Office
Members of the City of Carroll Historic Preservation Commission met at the Mayor's Office in Carroll City Hall. Members present were: Barbara Hackfort, Chairperson, Vicki Gach, Carolyn Siemann, Joni Rutten, new member, Jacob Fiscus and Mary Baumhover. Former member John DeBolt was not reappointed as a Commission member.

The agenda was approved by consensus. The minutes of the October 12, 2017 meeting were unanimously approved as emailed and with corrections noted on motion by Vicki Gach, seconded by Carolyn Siemann.

Agenda Items:

Approval of Minutes from October 12, 2017, Meeting
Closure on the 2017 HPC Project: Pictorial History Book of Carroll
Update on the 2018 HPC Project A: City Cemetery Chapel
Analysis of the 2018 HPC Project B: Characters Calendar
Related Business Accounts

Regarding the 2017 HPC Project, it was noted that $80 has been collected for the books recently and $5 for postcards. Approximately 42 books are still available out of the 500 printed.
Regarding the packets of postcards, it was noted that there have been requests for sales of single cards.
After discussion, it was decided to break up the remaining packets and sell cards singly at a cost of 50 cents each rather than printing more cards. The suggestion was made to have the books and cards available at the Chamber of Commerce Banquet in February.

Re the City Cemetery Chapel 2018 project, it was reported that large wicker vases have been acquired to hold ferns inside the chapel. Planned acquisitions are: two courthouse pews from the Carroll County Historical Museum and a communion rail. The outside cement bench donation from Clay Haley has been mentioned previously. Vicki Gach has volunteered to paint the dividers around the window panes. So far $700 has been received in donations for the chapel project. John Snyder has donated $500 labor on his own time and Carroll Glass has donated $395 in glass. Vicki will donate the front entrance door for the building. Various ideas to replace the overhead garage door with two carriage doors of the period of the building were discussed.
Before the Chapel opening in May, a sign listing donors will be prepared, plaque on the bench will be acquired, various information pieces will be prepared and landscaping will be done by volunteers.

Regarding the 2018 Characters Calendar project, Vicki Gach presented proofs of pages already sent to board members and led a review of the covers, pages and font. The sale price will be determined after estimates are received from the printer.

Chairperson Barbara Hackfort reported that training for board members is required with at least one person attending. Application had been made to present part of the Annual State Training program in Des Moines of June 18-22, but that group already had sufficient presenters. Attendance at that meeting will be confirmed.

Under Related Business Accounts, new Commission member, Jacob Fiscus was welcomed. Jacob has his own photography business located in Carroll.

Motion to adjourn was made by Joni Rutten, seconded by Jacob Fiscus and unanimously approved.
The next meeting of the Commission will be held on April 19, 2018.

Respectfully submitted,
Mary Baumhover, Secretary

Note: These minutes have not been officially approved