City of Carroll

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MEMO TO: Honorable Mayor and Members of the City Council

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

DATE: February 22, 2017

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **February 20, 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) – **February 13 and February 14, 2017**
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) – **February 14, 2017**
7. Historical Preservation Commission (no regular meeting dates) –
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

Library Board Minutes

February 20, 2017

The Carroll Board of Trustees met in the Mayor's Conference Room of City Hall. Trustees present were: Janet Auge, Jacob Fiscus, Summer Parrott, Carol Shields, Kyle Ulveling, Ralph von Qualen, and former director Brandie Ledford (phone-in). Trustees absent were: Tom Louis, Paul Reicks, and Sondra Rierson. Also in attendance were City Manager Mike Pogge-Weaver, Ryan Milligan, Kevin Milligan, and Glenn Babb.

Fiscus called the meeting to order at 5:16. It was moved by Ulveling and seconded by Shields to amend the order of the agenda. All voted aye.

Old Business: Discussion was held about current happenings with the proposed library project. A motion was made by Shields and seconded by Auge to investigate the formation of a committee with the purpose of the promotion of and fundraising for the proposed library project. All voted aye. A motion was made by Parrott and seconded by Auge to accept Option A, with modifications which keep the costs down, but maintain the 18,000 square foot minimum, for the proposed library project. All voted aye.

It was moved by Shields and seconded by von Qualen to approve the minutes of the January meeting. All voted aye. It was moved by Auge and seconded by Shields to approve the bills. All voted aye.

Director's Report: Ledford provided reports for December and January. Total print circulation was 7,719 in December and 8,179 in January. Bridges circulations were 609 and 653. Monthly door counts were 5,528 and 4,871. Some programming was canceled in January due to poor weather conditions, but overall the library has been a busy place. Children's librarian, Diane Tracy, was busy with story times and outreach. The library is gearing up for "Everybody on the Same Page" in conjunction with the other Carroll County libraries. The STEM after school program is in full swing, with the help of librarians Donna Evans, Kelsey Hall, and trustee Janet Auge.

New Business: With around fifteen applications, and two sets of interviews, a new director has been chosen. A motion was made by Parrott and seconded by von Qualen to accept the hiring of Rachel Van Erdewyk as new library director following her graduation in May 2017. All voted aye.

A motion was made by Auge and seconded by Ulveling to adjourn. All voted aye. Meeting adjourned at 6:40. Next regular meeting will be March 20, 2017.

Jacob Fiscus—President

Judy Behm—Recording Secretary

TOPICS DISCUSSED:

Larry Behrens will sub-lease the ground he leasses from the Arthur Neu Airport to his son.

Don will replace the hanger lighting with LED fixtures. The REC offers a rebate.

Jason Schumann owner/operator of Central AG in Corsica, SD is interested in starting a base aerial operation at the airport. He would like to request an area to build a permanent loading pad (50X50) for containment and eventually a 60X80 hanger next to it. Don suggested a couple of areas that would work for him. This will be discussed at the next meeting.

BILLS

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

Carroll Aviation	contract	$ 6,450.00
McClure Engineering	Danner grain leg	1,045.00
Wittrock Motor	Jan car rental	375.00
True Value Hdw	hanger repair	78.08
Seidl Electric	LED light fixtures	721.00
Unified	fuel tank repair	2,600.85
Drees Oil	LP gas	150.61
Westmore Fluid Sol	fuel covers	133.05
New Cooperative	farm chemicals	5,553.88
EcoWater	cooler rent/water	117.37
IA Public Airports Association	annual dues	150.00
Raccoon Valley Elec	Jan electric service	1,560.78
Bomgaars	ice melt	53.44
McClure Engineering	entrance project	5,493.46
Terracon	soil testing	4,300.00
Carol Schoeppner	secretary contract	350.00

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

There being no further business a motion by Comm. Fulton and seconded by Comm. Wittrock was made to adjourn at 7:45 P.M..

The next regular meeting of the Carroll Airport Commission will be held on March 13, 2017, at the Arthur Neu Airport.

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Chairman/Vice-Chairman

ATTEST:

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CARROLL AIRPORT COMMISSION

Special Meeting

A special meeting of the Carroll Airport Commission was held on Tuesday, February 14, 2017, at the Arthur Neu Airport. Commission members in attendance were Greg Siemann, Gene Vincent, Kevin Wittrock and Dick Fulton. Also attending were Don Mensen, airport manager and Carol Schoeppner, recording secretary. Vice-Chairman Siemann conducted the 5:30 P.M. meeting

The meeting was called to discuss the upcoming Public Hearing concerning the variance to the Airport Zoning Ordinance requested by Loren Danner scheduled for March 2nd. At the regular meeting last night, it was established the Carroll Airport Commission is the Carroll Municipal Airport Zoning Commission. Vice-Chairman Siemann reported that he and Comm. Wittrock will give a deposition to Steve Hamilton, the Attorney for Loren Danner on Monday, February 20, 2017.

There being no further business, a motion by Comm. Wittrock and seconded by Comm. Vincent was made to adjourn at 6:35 P.M..

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Chairman/Vice-Chairman

ATTEST:

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CARROLL AIRPORT COMMISSION

Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, February 13, 2017, at the Arthur Neu Airport. Commission members in attendance were 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. 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 Siemann, Vincent, Wittrock and Fulton.

DRIVE RECONSTRUCTION PROJECT
After a few changes Mr. Crawford has 90% of the plans completed and will submit them to the FAA for approval. The lighting will be included in the plans. Terracon from Sioux City did the soil borings. Like the runways fly ash will be recommended for stability of the drive.

TALL STRUCTURE ISSUE
Mr. Carl Wilburn served Don Mensen a notice on February 13th on the behalf of the Carroll Municipal Airport Zoning Commission regarding a Public Hearing by the Carroll County Board of Adjustment concerning a variance to the Airport Ordinance requested by Loren Danner scheduled Thursday March 2, 2017. Vice-Chairman Siemann was also served the notice and called for a special meeting Tuesday February 14, 2017, at the Arthur Neu Airport at 5:30 P.M. to appoint a Carroll Municipal Airport Zoning Commission Board. In reviewing the Carroll County Ordinance No. 14, Airport Zoning Regulations- Chapter 329 and 330 it was discovered that the Carroll Airport Commission is the Carroll County Municipal Airport Zoning Commission Board.

CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, March 13, 2017

5:30 P.M.

Arthur Neu Airport

Agenda

Approve minutes from previous meeting

Public Hearing with the Board of Adjustments

Tall Structure Issue

Drive Reconstruction Project

New Business

Approve monthly bills

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

February 14, 2017

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 Dr. Eric Jensen, City of Carroll and Mike Schwabe, City of Breda. Also attending were Mary Wittry, Director, and Dan Halbur, Office Manager.

2. Agenda: Schwabe 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 January 18, 2017. Motion carried, all voting aye.

4. Danzer reviewed the Bills Payable--see attached. Wittry went over the following: Central States Wire--$3524.40—baling wire; Foth--$14265.50—general consulting, Force Main project, and groundwater projects; Midwest Automatic Sprinkler--$656.32—repair after fire; Napa Auto Parts--$700.83—equipment filters; RGS Snow, LLC --$420.00—salt and sand at landfill and recycling center; Ziegler--$5309.93—preventive maintenance and parts. Dr. Jensen 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. Dr. Jensen made the motion and Schwabe seconded to approve the financial report as presented. Motion carried, all voting aye.

6. Discussion/decision to install additional sprinkler heads: Wittry reported that there are no sprinkler heads between the commingle line and large overhead door to the east. Schwabe made the motion and Dr. Jensen seconded to approve the Midwest Automatic Sprinkler proposal of $3960 to install 8 sprinkler heads and replacement of 21 foot of existing galvanized pipe. Motion carried, all voting aye.

7. Discussion/decision on Iowa Society of Operations Conference: The Iowa Society of Operations Conference will be held in Carroll April 6 & 7. Schwabe made the motion to approve a $400 Silver Sponsorship and Dr. Jensen seconded. Motion carried, all voting aye.

8. Discussion/decision on single stream recycling proposal: Schwabe made the motion and Dr. Jensen seconded to approve the commission to obtain a proposal to conduct a study on single stream recycling. Motion carried, all voting aye.

9. Information on truck and compactor: Wittry reported that staff members have looked at a used hook lift truck and all agreed the truck was too big for commission needs.

10. Update on Leachate force main/ gravity sewer project: Wittry reported there are 3 unfinished items on the project.

11. Landfill update: Rock has been ordered and prisoners will be here Wednesday for litter pick up.

12. Recycling update: All products continue to sell and that prices on paper products continue to increase.

13. Next meeting date: March 14, 2017 at 8:00 a.m.

14. Other: None

15. Dr. Jensen made the motion and Schwabe seconded to adjourn the meeting at 8:41 a.m. Motion carried, all voting aye.

Dan Halbur