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: March 16, 2021

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

CARROLL AIRPORT COMMISSION

Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, March 8, 2021, at the Arthur Neu Airport. Commission members in attendance were Norman Hutcheson, Greg Siemann, Gene Vincent, Kevin Wittrock and Dick Fulton. Also attending were Don Mensen, airport manager and Carol Schoeppner, recording secretary. Chairman Hutcheson conducted the 5:30 P.M. meeting.

MINUTES

The minutes of the previous meeting were reviewed by the commission. A motion by Comm. Siemann and seconded by Comm. Vincent was made to approve the minutes. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton. A motion by Comm. Vincent and seconded by Comm. Fulton was made to approve the minutes of the special meeting held at the Siemann Law Firm on March 5, 2021. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock, and Fulton.

FUEL DELIVERY

Don reported the fuel in the tank needs to be reduced before United can install the new leak detection system.

TOPICS DISCUSSED

Mr. Crawford has submitted the papers for the City to be reimbursed for the FAA 3/21 Re-Hab Project.

Air Methods will not be renewing the contract at the airport. The business will be moving to the Audubon Airport.

A building permit issued near Breda will not interfere with airport traffic.

BILLS

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

Carroll Aviation	contract	$ 6,800.00
IA Dept of Agriculture	2 gas tags	9.00
Community Oil	equipment fuel	452.75
Drees Oil	propane	523.31
Kitt Plumbing	shower repair	16.25
Wittrock Motor	Feb car rental	349.00
Carroll Cleaning	cleaning supplies	64.00
Blueglobes	runway lights repair	1,010.58
Ecowater	cooler rent/water	119.96
Raccoon Valley Electric	Feb electric service	1,499.30
Raccoon Valley Electric	(AM) electric service	455.91
Carroll Refuse	Feb garbage	72.00
Carol Schoeppner	secretary contract	350.00

A motion by Comm. Vincent and seconded by Comm. Siemann 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 business, a motion by Comm. Siemann and seconded by Comm. Wittrock was made to adjourn at 6:30 P.M..

The next regular meeting of the Carroll Airport Commission will be April 12, 2021 at the Arthur Neu Airport.

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Chairman/Vice-Chairman

ATTEST:

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CARROLL AIRPORT COMMISSION

Regular Meeting

April 12, 2021

5:30 P.M.

Arthur Neu Airport

AGENDA

Approve previous meeting minutes

Fuel Delivery System

New business

Approve monthly bills

PARKS, RECREATION AND CULTURAL BOARD MEETING MINUTES
March 1, 2021 @ 5:45 PM
Carroll Recreation Center – Activities Room

The Parks, Recreation and Cultural Board met in person or via Zoom.com on this date at 5:45 p.m. Members Present: Jeff Aden, Mary Bruner, Brook Mikkelsen, Lois Neu and Chad Ross Absent: Dr. Casey Berlau, Summer Boes, Matt Hodges and Josh Sporrer. Staff Present: Jack Wardell

The meeting was called to order at 5:45 P.M.

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It was moved by Bruner and seconded by Neu to approve the March 1, 2021 agenda as presented. All present voted Aye.

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It was moved by Mikkleson and seconded by Bruner to approve January 4, 2021 minutes. All present voted Aye.

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Wardell reviewed the Director of Parks and Recreation report.

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Pat Tigges via Zoom updated the board on the progress of Northeast Park – Miracle Field status and future plans for the park. No action required.

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Wardell updated the board on the Parks Department's on priority of snow removal. Unfortunately, because of the location and unpredictable weather, it is unfeasible for city staff to open and reopen the trails on a daily or weekly basis. This is also due to time constraints with other maintenance and seasonal duties that need to be completed in the off season. Going forward the City will not remove the snow around the north trails at the Youth Sports Complex and the Carroll Soccer Complex. However, the City will continue to remove the snow on the trail from E 18th to the Carroll High School. No action taken.

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Wardell updated the board on the Recreation Center Building Project. It was moved by Ross and seconded by Mikkleson to recommend to the City Council the proposal from

RDG and to move forward with the updated Recreation Center Building Improvements Plan. All present voted Aye.

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Wardell discussed the summer soccer tournament that will be held June 19-20, 2021 at the soccer field complex. No action required.

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Wardell discussed the boards meeting structure and frequency. Board members recommended to keep meeting every other month but understand a special meeting may be necessary from time to time. No action taken.

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It was moved by Bruner and seconded by Mikkleson to adjourn at 6:56. All present voted Aye.

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

March 9, 2021

1. The meeting was called to order at 6:30 a.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 as presented. Motion carried, all voting aye.
3. Dales moved and Johnson seconded to approve the minutes of the February 9, 2021 meeting as presented. Motion carried, all voting aye.
4. Dales reviewed the Bills Payable-see attached. Wittry discussed the following bills: Foth Infrastructure and Environment, $21,783.15 - general consulting, leachate treatment options and annual water quality report; and Gehling Welding- $978.00-973 bucket. Snyder moved and Dr. Jensen seconded to approve the bills as presented. Motion carried, all voting aye.
5. Wittry presented the financial report including financial assurance payment information directing $169,877 into closure/post-closure account by June 30, 2021, CD rates, and funding the landfill expansion accounts. Snyder moved and Dr. Jensen seconded to approve the financial report as presented. Motion carried, all voting aye.
6. An agreement for actuary services with SilverStone Group for determining the Commission's other post-employment benefits for the 2020-21 financial audit was presented. Dales moved and Dr. Jensen seconded to approve the agreement as presented. Motion carried, all voting aye.
7. Information on the sewer rate study, data requests and monitoring the gallons of leachate sent to the waste water treatment plant were discussed with no action taken.
8. The final payment for the EMS grant on social media was received and grant applications for the next round of funds are due by April 1, 2021. No action taken.
9. Remaining airspace, daily operations and rock quotes were discussed with no action taken.
10. Market prices for processed recyclables materials were attached to the financial report.
11. Other - Next Board meeting will be held on Tuesday, April 13, 2021 at 6::30 a.m.
12. Dales moved and Dr. Jensen seconded to adjourn at 7:45 a.m. Motion carried, all voting aye.

Respectfully submitted:

Mary Wittry