City of Carroll

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MEMO TO: Honorable Mayor and Members of the City Council

FROM: Mike Pogge-Weaver, City Manager

DATE: March 23, 2017

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **March 21, 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) – **March 9 and 13, 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) – **March 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

March 21, 2017

The Carroll Board of Trustees met in the Mayor's Conference Room of City Hall. Trustees present were: Janet Auge, Jacob Fiscus, Tom Louis, Summer Parrott, Paul Reicks, Sondra Rierson (5:20), Carol Shields, Kyle Ulveling, Ralph von Qualen, and former director Brandie Ledford (phone-in). No trustees were absent. Also present was Rachel Van Erdewyk.

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 Ulveling and seconded by Parrott to approve the minutes of the February meeting. All voted aye. It was moved by Louis and seconded by Shields to approve the bills. All voted aye.

Director's Report: Activities have kept the library a busy place. Children's librarian, Diane Tracy, has kept busy with Story Times and outreach programming. Her open adult story reading on Monday afternoons have become very popular. She is starting some additional story times to preschoolers, and will continue until the end of school as other classes visit. The STEM program continues on Monday afternoons with librarians Donna Evans and Kelsey Hall and trustee Janet Auge. The kids are enjoying the activities and experiences with materials and equipment. Everybody on the Same Page has kicked off with book checkouts and programs which have been well attended. For March the total library program attendance was 1,429; monthly door count was 5,572; and total resources utilized was 15, 276.

Old Business: Discussion was held about the proposed library project.

New Business: At the February meeting, city manager Mike Pogge-Weaver asked the trustees to look at changing the personnel policy for the library director vacation hours. After discussion a motion was made by Louis and seconded by Auge to recommend the library director vacation hours and time frame match that of the other city department managers. All voted aye.

It was moved by Rierson and seconded by Louis to adjourn. All voted aye. Meeting adjourned at 6:45. Next regular meeting will be April 17, 2017.

Jacob Fiscus—President

Judy Behm—Recording Secretary

CARROLL AIRPORT COMMISSION

Special Meeting

The Special Meeting of the Carroll Airport Commission was held on Thursday, March 9, 2017, at the Carroll County Court House. Commission members in attendance were Greg Siemann, Gene Vincent, Kevin Wittrock and Dick Fulton. Also attending was Don Mensen, airport manager. Vice-Chairman Siemann started the meeting at 6:45 P.M..

The Board of Adjustments met to discuss the application of Loren Danner to approve a variance to allow his grain leg to extend 60 ft into the airports protected airspace. Vice-Chairman Siemann explained to the Board the zoning laws that were violated and the safety issue. Mr. Danner did not get Commission approval before erecting the grain leg as required. The Carroll County Board of Adjustments voted 3-1 to reject the request to keep the grain distribution tower that protrudes into the protected airspace.

There being no further business, a motion by Comm. Wittrock and seconded by Comm. Vincent was made to adjourn at 7:25 P.M..

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Chairman/Vice-Chairman

ATTEST:

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CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, April 10, 2017

5:30 P.M.

Arthur Neu Airport

Agenda

Approve minutes from previous meeting and special meeting

Tall Structure Issue/Trial

Drive entrance project

Spray operation on the airport

New Business

Approve monthly bills

CARROLL AIRPORT COMMISSION

Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, March 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, Mr. Jeff Minnich, attorney, 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 and special meetings were reviewed by the Commission. A motion by Comm. Fulton and seconded by Comm. Wittrock was made to approve the previous meeting and special meetings minutes. Motion carried by Commissioners Siemann, Vincent Wittrock and Fulton.

GRAIN LEG ISSUE

Mr. Minnich went over procedures of the trail being held the next day, March 14th, beginning at 9:00 P.M. at the Carroll County Court House. Commission members testifying at the trial will be Siemann and Wittrock. Also testifying for the Carroll Airport Commission will be Mr. Pete Crawford, engineer, Don Mensen, airport manager and Mr. John McLaughlin, meteorologist.

DRIVE RECONSTRUCTION PROJECT

Mr. Crawford had the plans for the entrance drive. The Commission went over the plans in detail. Mr. Crawford said he had 90% of the plans completed and will be submitted to the FAA for approval. The project will be completed in two phases. The south drive will be the temporary drive for phase one and the north drive will be the temporary entrance for phase two. Mr. Crawford thought it will take four to six weeks to complete. The lighting for the drive could not be included in the FAA Grant because of the total cost of the project. Mr. Crawford suggested applying for a State Grant for the lighting. The State Grant application is due April 28th. Mr. Crawford will have the application for approval 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	450.00
True Value HDW	misc'l supplies	18.56
Wittrock Motor	Feb car rental	375.00
Performance Tire	Kubota tire repair	7.00
Drees Oil	LP gas	103.24
Raccoon Valley Elec	February electric	1,373.34
Carroll Aviation	plane rental/grain leg	87.50
EcoWater	cooler rent/water	110.87
Carroll Refuse	4 months garbage	228.00
McClure Engineering	entrance drive project	9,096.15
Carol Schoeppner	secretary contract	350.00

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

There being no further business, a motion by Comm. Wittrock and seconded by Comm. Fulton was made to adjourn at 7:22 P.M..

The next regular meeting of the Carroll Airport Commission will be April 10, 2017, at the Arthur Neu Airport.

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Chairman/Vice-Chairman

ATTEST:

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

March 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; Mike Schwabe, City of Breda; Harvey Dales, City of Manning; and Jeff Anthofer, City of Coon Rapids. Also attending were Mary Wittry, Director; Dan Halbur, Office Manager; and Jay Riesberg, Landfill Operator.

2. Agenda: Anthofer made the motion to approve the agenda and Dales seconded. Motion carried, all voting aye.

3. Schwabe made the motion and Dales seconded to approve the minutes of the Executive Board meeting on February 14, 2017. Motion carried, all voting aye.

4. Danzer reviewed the Bills Payable--see attached. Wittry went over the following: All Pro Door--$1377.00—water damage repairs from fire and door repair; Bankers Advertising--$465.48—pencils; Champion Ford--$838.05—repairs from rat damage; Forklifts of Des Moines--$18625.00— trade-in for new Clark forklift; Foth--$26185.65—general spring sampling and annual water quality report; Kolbeck --$2287.75.00—pallet grinding; Card Center--$2677.00—lunch, conference call, and belt for commingle line. Dales made the motion and Anthofer 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 Schwabe seconded to approve the financial report as presented. Motion carried, all voting aye.

6. Discussion/decision transportation of inmate labor: Wittry reported that Midas only provides transportation to and from the landfill. The Commission is responsible for transporting inmates between working sites. A used bus for sale by a local resident has been looked at. Schwabe made the motion and Dr. Jensen seconded to approve the purchase of the bus pending results of licensing requirements. Motion carried, all voting aye.

7. Discussion/decision on hook lift truck: Riesberg reported on a used truck and hook lift and Wittry discussed a compactor and roll off containers. Schwabe made the motion to approve O'Halloran's quote of $51,800 for the truck, hook lift, and tarp and Dr. Jensen seconded. Motion carried, all voting aye.

8. Discussion/decision on tarping fee: Wittry discussed the need for changing the tarping policy. Anthofer made the motion to increase the tarping fee to $25 for individuals and $100 for commercial haulers effective May 1, 2017 and Schwabe seconded. Motion carried, all voting aye.

9. Discussion/decision on road damage cost share: Wittry discussed cost sharing of the road panels that were impaired during the construction of the leachate force main/sanitary sewer project. Dales made the motion to approved the proposal of the cost sharing plan and Dr. Jensen seconded. Motion carried, all voting aye.

10. The 2017 ISOSWO Spring Conference will be held in Carroll April 6 and 7 at the Carrollton.

11. Landfill update: Wittry reported that the Annual Water Quality report has been submitted and the proposed Monitored Attenuation plan for contamination is working.
    a. Compaction/density: The density analysis results show that the Commission's compaction rate has increased from 1,235 to 1,385 pounds per cubic yard.

12. Recycling update: The belt on the commingle line has been replaced.

13. Market update: Cardboard has increased to $170/ton and #8 new has increased to $110/ton.

14. Next meeting date: April 11, 2017 at 8:00 a.m.

15. Other: None

16. Anthofer made the motion and Schwabe seconded to adjourn the meeting at 8:48 a.m. Motion carried, all voting aye.

Dan Halbur