City of Carroll

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MEMO TO: Honorable Mayor and Members of the City Council

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

DATE: April 19, 2018

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **April 16, 2018**
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) – **April 9, 2018**
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) – **April 10, 2018**
7. Historical Preservation Commission (no regular meeting dates) – **April 5, 2018**
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

Library Board Minutes

April 16, 2018

The Carroll Board of Trustees met in the Mayor's Conference Room of City Hall. Trustees present were: Janet Auge, Tom Louis, Summer Parrott, Paul Reicks, Carol Shields (5:20), Ralph von Qualen, and Director Rachel Van Erdewyk. Trustees absent were: Jacob Fiscus, Sondra Rierson, and Kyle Ulveling. Also present was city councilman Lavern Dirkx.

Auge called the meeting to order at 5:15. It was moved by Louis and seconded by von Qualen to approve the agenda. All voted aye. Shields absent. It was moved by Parrott and seconded by Louis to approve the minutes of the March meeting. All voted aye. Shields absent. It was moved by von Qualen and seconded by Reicks to approve the bills. All voted aye. Shields present.

Director's Report: Regular teen and adult programming continued this month, along with a Master Gardener program presented by Ralph von Qualen, Sue Way, and Ron Morlok (19); and Fundamentals of Photography by Jacob Fiscus (34). Regular children's programming continued this month as well as Jester Puppets (197), presented as the Carroll Rec Center, in conjunction with "Everybody on the Same Page" and the theme of "Choose Kind." Children's librarian, Diane Tracy, is gearing up for summer reading and will soon be starting her field trips with the schools. Total program attendance—1,201. Monthly door count—5,838. Total resources utilized—20,179.

Old Business: An update was given on the library/city hall plans.

New Business: Review of Carroll Public Library Board of Trustee Bylaws. After review and discussion, a motion was made by Louis and seconded by Shields that no changes be made and to accept the bylaws as written. All voted aye.

It was moved by Parrott and seconded by Shields to adjourn. All voted aye. Meeting adjourned at 6:15. Next regular meeting will be May 21, 2018.

Janet Auge—Secretary

Judy Behm—Recording Secretary

CARROLL AIRPORT COMMISSION

Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, April 9, 2018, at the Arthur Neu Airport. Commission members in attendance were Norman Hutcheson, 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. 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. Vincent and seconded by Comm. Siemann was made to approve the minutes. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

DANNER GRAIN LEG LITIGATION

Mr. Loren Danner petitioned the Carroll County Supervisors for the cost of leg/tower rework in the amount of $455,657.94 for the waiver given by the Carroll County Zoning in error. Chairman Hutcheson and Comm. Siemann also attended the meeting and presented the amount of attorney fees to the Carroll County Supervisors which to date is $38,612.63 paid and $43,092.63 billed for the waiver given to Loren Danner. All other litigation is pending.

ENTRANCE DRIVE SIGN

Comm. Vincent reported the City brought 45 loads of black dirt for the mound where the airport sign will go. Various sign ideas were discussed. Mr. Crawford said a State funding application is due May 4th and the Commission discussed applying to the State for the sign. A Motion by Comm. Wittrock and seconded by Comm. Fulton was made to apply to the State for funding the 50/50 project cost of $20,000.00. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton. The Commission will gather ideas for the sign and will discuss at the next meeting.

TOPICS DISCUSSED:
State Airport Meeting will be April 25th thru the 27th. Chairman Hutcheson and Don Mensen will attend. Don is on the State Board.

Wicks Construction will do the seeding when the ground drys up.

The light for the airport sign was discussed.

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

Carroll Aviation	contract	$ 6,450.00
Neu, Minnich, Comito, Halbur, Neu & Badding	Danner grain leg	4,480.00
Carpet One	floor/bathroom	67.00
Kitt Plumbing	furnace repair	332.10
Rueter's	batwing mower hitch	175.00
Drees Oil	equip building propane	273.79
IA Dept/Agriculture	2 meter gas tags	9.00
Wittrock Motor	March car rental	375.00
Carroll Aviation	1/2 yearly tv service	644.10
Carroll Refuse	March garbage	57.00
Blueglobes	runway bulbs/repair	271.00
Raccoon Valley Co-op	March electric service	1,369.16
Alvine Associates	engineering/light pgt	638.44
McClure Engineering	entrance drive pgt	1,387.62
McClure Engineering	entrance drivepgt	974.95
Carol Schoeppner	secretary contract	350.00

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

There being no further business, a motion by Comm. Siemann and seconded by Comm. Vincent was made to adjourn at 6:45 P.M..

The next regular meeting of the Carroll Airport Commission will be May 14, 2018, at the Arthur Neu Airport.

Chairman/Vice-Chairman

ATTEST:

CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, May 14, 2018

5:30 P.M.

Arthur Neu Airport

Agenda

Approve minutes from previous meeting

Danner Grain Leg Litigation

Airport Sign & Lighting

New Business

Approve monthly bills

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

April 10, 2018

1. The meeting was called to order at 8:00 a.m. by Chairman Marty Danzer, in the boardroom of the Carroll County Recycling Center. Others in attendance were Jeff Anthofer, City of Coon Rapids; Harvey Dales, City of Manning; Mike Schwabe, City of Breda; and Dr. Eric Jensen, City of Carroll. Also attending were Mary Wittry, Director and Dan Halbur, Office Manager.

2. Agenda: Wittry added to "other" update on out of area waste. Dales made the motion and Dr. Jensen seconded to approve the agenda as presented, along with the addition. Motion carried, all voting aye.

3. Dales made the motion and Schwabe seconded to approve the minutes of the Executive Board meeting on March 13, 2018. Motion carried, all voting aye.

4. Dales reviewed the Bills Payable--see attached. Wittry went over the following: Foth--$35015.79—consulting, closed landfill assessment, EMS, permit renewal and work on maintenance building. Anthofer 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 Anthofer seconded to approve the financial report as presented. Motion carried, all voting aye.

6. Wittry discussed the household hazardous waste contract with Metro Waste Authority, which is up for renewal. This would renew for 3 years with fees increasing from ($.87/capita) to ($.92/capita), but no change in services (2 mobile events, plus assistance with business hazardous waste collections, and training). Wittry noted that several other neighboring/partnering counties are using their services. Schwabe made the motion to accept Wittry's recommendation to renew the three year contract with Metro Waste Authority and Anthofer seconded the motion. Motion carried, all voting aye.

7. Wittry presented a draft job description for an Education Coordinator position. Schwabe made the motion to move forward with the Education Coordinator position and bring more information back to the May meeting and Dales seconded. Motion carried, all voting aye.

8. Discussion/decision on quote for leachate line work: Wittry stated that 2 bids were received. Dales made the motion to approve Hydo-Klean's bid of $23,770 and Anthofer seconded. Motion carried, all voting aye.

9. Wittry discussed upcoming dates for the maintenance building.

10. Environmental Management System (EMS) update: Wittry submitted a grant through EMS for solar power to the new maintenance building. Wittry will also bring back information on a wind turbine.

11. Household hazardous material event at DMACC will be Saturday, April 21, 2018 from 9:00 a.m. to 11:00 a.m.

12. Landfill update: Wittry informed the board of the current conditions at the landfill.

13. Recycling update: Halbur informed the board that prices have decreased from last month, but all products continue to move.

14. Other: Wittry updated the board on out of area waste. **NEXT MEETING DATE**: May 8, 2018 at 8:00 a.m.

15. Dr. Jensen made the motion and Dales seconded to adjourn the meeting at 8:54 a.m. Motion carried, all voting aye.

Respectfully submitted by:

Daniel J Halbur

Carroll Historic Preservation Commission
City of Carroll
Meeting Minutes
Thursday, April 5, 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, Jacob Fiscus and Mary Baumhover. Frank Hermsen was absent.

The agenda was approved by consensus. The minutes of the January 18, 2018 meeting were unanimously approved on motion Jacob Fiscus, seconded by Vicki Gach.

Barbara announced that the main reason for the meeting was to discuss and approved the garage door for the cemetery chapel. She reported that contractor Nate Nagl quoted approximately $3,130 for the cost of the door, the labor and miscellaneous costs. Barbara noted that she had discussed the costs with City Finance Director, Laura Schaeffer who reported that the city has $10,000 in the budget for chapel expenses. Carolyn Siemann suggested that more details be collected from Mr. Nagl re the door, such as a picture, information about the finish on the door, maintenance, etc. Barbara and Vicki stated that it will be a carriage door, characteristic of the era when the chapel was built.

Motion was made by Carolyn Siemann, seconded by Jacob Fiscus to direct Nate Nagl to build the door for the cemetery chapel at the price of approximately $3,100, contingent upon providing the requested information. Motion was approved unanimously.

Vicki Gach noted that she plans to have a meeting with John Snyder, cemetery custodian, re doing the painting, scraping, and cleaning and plan to move in furniture in mid-May. She will discuss the landscaping and setting the bench and pad outside. Vicki and Barbara will take care of the details for the plaque.

On the matter of the Characters Calendar, estimates from Options, Inc. show that a cost of $2,625 for 500 calendars nets out at $5.25 cost each. On motion by Vicki Gach, seconded by Mary Baumhover, members approved setting the sale price of the Characters Calendar at $5.00. It is hoped to present copies to council members in mid-May. There are 24 of the City of Carroll business signs book left which will be sold with the books.

Barbara presented the matter of attendance at the Iowa Preservation Conference in Des Moines on July 18-22. Reservations for reduced fee is due by June 1. Vicki and Barbara plan to attend. The July meeting of the Commission was set for July 26, 2018.

For the Memorial Day opening of the cemetery chapel, Vicki will have available a new pamphlet she has created on local stone structures. Barbara suggested that Vicki take pictures as the chapel is cleaned and painted in preparation for the chapel opening and use the information for publicity articles.

After discussion, it was decided by consensus that the chapel be known as the Chapel Museum and Exhibit.
Motion to adjourn was made by Vicki Gach, seconded by Jacob Fiscus and approved.

Respectfully submitted,
Mary Baumhover, Secretary

Note: These minutes have not been officially approved.