City of Carroll

112 E. 5th Street Carroll, Iowa 51401-2799 (712) 792-1000 FAX: (712) 792-0139

MEMO TO: Honorable Mayor and Members of the City Council

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

DATE: April 22, 2020

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **April 20, 2020**
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 13, 2020**
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 14, 2020**
7. Carroll Historic Preservation Commission (no regular meeting dates) –
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

Carroll Public Library

April 20, 2020

The Carroll Board of Trustees met via tele-conference. Trustees present: Lisa Auen, Brenda Hogue, Thomas Parrish, Summer Parrott, Paul Reicks, Dale Schmidt, Carol Shields, Ralph von Qualen, and Director Rachel Van Erdewyk. Absent: Kyle Ulveling. Also present was City Manager Mike Pogge-Weaver.

Reicks called the meeting to order at 5:16. It was moved by Shields and seconded by Auen to approve the agenda. All voted aye. Absent: Ulveling. It was moved by Schmidt and seconded by von Qualen to approve the minutes of the March meeting. All voted aye. Absent: Ulveling. It was moved by Parrott and seconded by von Qualen to approve the corrected March 2020 invoices. All voted aye. Absent: Ulveling. It was moved by Schmidt and seconded by von Qualen to approve the current bills. All voted aye. Absent: Ulveling.

Director's Report: Children's programming started out with regular Story Time, Diane's Read-Aloud, Romp and Read, and outreach. Dr. Whoot visited Kuemper Preschool. Adult programming started out with Crafty Library Ladies and Book Club. Library closed to the public for the move on March 7th and due to COVID-19, has not reopened. Children's librarian, Diane Tracy, along with Adult librarian, Donna Evans, have implemented a Facebook Live read-aloud Monday through Friday. These have garnered 4,878 hits. She also implemented Carroll Critter Hunt on Facebook, and has had 334 hits with that. The library then implemented Curbside Pickup on Tuesdays and Thursdays, and have had 57 book pickups by patrons in March. Online checkouts have greatly incresed due to the quarantine. Total program attendance was 5,756. Monthly door count was 1,023. Total resources utilized was 15,928.

Board Education: None.

Old Business: COVID-19 update: The library has been making headbands for masks on the 3-D printer for Carroll County Emergency. The book return has been opened and a process is in place to sanitize returned items. Summer Reading Program plans are looking at being adapted due to COVID-19.

New Business: None.

It was moved by Schmidt and seconded by Auen to adjourn. All voted aye. Absent: Ulveling. Meeting adjourned at 5:39. Next regular meeting will be May 18, 2020.

Paul Reicks—President

Judy Behm—Recording Secretary

CARROLL AIRPORT COMMISSION

Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday April 13, 2020, 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. Siemann and seconded by Comm. Fulton was made to approve the minutes. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

3/21 RE-HAB PROJECT

Mr. Crawford explained the revised FAA construction plan requested by the FAA. Mr. Crawford was hopeful that the FAA would quickly approve the revised plans so the project would be ready for a bid letting at the next meeting. Funding was also discussed. A motion by Comm. Siemann and seconded by Comm. Wittrock was made to approve the resolution setting the bid date and public hearing date of May 12, 2020, at 3:00 P.M. at the Arthur Neu Airport. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

TOPICS DISCUSSED:

The ground is ready for cement at the Air Methods parking lot.

The ground work and completion of the airport sign will be done as weather permitting.

Don reported the pilot lounge computer needs to be replaced and by October the fuel delivery system will be able to accept chip cards.

Aircraft maintenance personnel will need to show insurance to conduct business at the airport.

BILLS

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

Carroll Aviation	contract	$	6,700.00
Wittrock Motor	March car rental		349.00
Unified Contracting	fuel system repairs		484.19
IA Dept of Agr	2 fuel tags		9.00
Raccoon Valley Elec	March electric service		1,511.61
Triple A Seeds	seed/around runways		1,286.25
Raccoon Valley Elec	(AM) March electric		336.10
Carroll Cleaning	cleaning supplies		53.45
Carroll Refuse	March garbage		72.00
Ecowater	cooler rent/water		161.62
McClure Engineering	3/21 Rehab project		13,284.90
Carol Schoeppner	secretary contract		350.00

A motion by Comm. Wittrock and seconded by Comm. Vincent 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. Wittrock and seconded by Comm. Vincent was made to adjour at 6:34 P.M..

The next regular meeting of the Carroll Airport Commission will be Monday , May 11, 2020, 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

April 14, 2020

1. The meeting was called to order at 7:04 a.m. by Chairman Jeff Anthofer at the Carroll County Recycling Center. Others in attendance were Dr. Eric Jensen, City of Carroll; Rich Ruggles, County Supervisor; Harvey Dales, City of Manning; Dan Snyder, Mayor of Breda; and Mary Wittry, Director.
2. Wittry requested to remove the 21.5 closed session – to evaluate the professional competency of an appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputations and that individual requests a closed session and replace with evaluation results. Dales moved and Ruggles second to approve the amended agenda. Motion carried, all voting aye.
3. Dales moved and Snyder seconded to approve the minutes of the March 17, 2020 meeting. Motion carried, all voting aye.
4. Dales reviewed the Bills Payable-see attached, Wittry went over the following bills: Beckstrom Repair, $2,092.69-scraper repairs; Bruening Oil, $645 – tires for van; Electronic Engineering, $718.45-radio/cases; Kolbeck Inc. $2955.75 – wood grinding; Liberty Tire, $3278.66 – tire disposal; Murphy Tractor, $558.38 – scraper parts. Jensen moved and Dales seconded to approve the bills as presented. Motion carried, all voting aye.
5. Wittry presented the financial report—see attached. Ruggles moved and Snyder seconded to accept the financial report as presented. Motion carried, all voting aye.
6. Wittry reviewed the measures that are being taken for safety of all employees and customers. The office remains closed but the landfill and recycling center are open for business.
7. Snyder moved and Jensen seconded to approve rock bids for the landfill road. Motion carried, all voting aye.
8. Wittry updated the Board about the Environmental Management System (EMS) and upcoming audits. More information regarding projects will be available at the May meeting.
9. Wittry reported that the new litter fence on the south side of the disposal area collapsed over the weekend. JB Holland has been notified and the fence will be re-installed with no cost to the Commission. Litter is a concern as the North Central Correctional Facility is not providing the inmate crew until further notice. Staff are working overtime hours to pick litter around the site. No additional information on leachate treatment was provided.
10. Market prices for #8 news is $50 per ton and cardboard is at $135 per ton. Staff have been processing on both the sorting lines.
11. A customer complaint was discussed with no action taken.
12. Board discussed the results of Director's evaluation completed by staff. No action taken.
13. Discussion regarding a credit card reader by the microphone was discussed. The next board meeting is Tuesday, May 12, 2020.
14. Dales moved and Ruggles seconded, to adjourn the meeting at 8:05 a.m. Motion carried, all voting aye.

Respectfully submitted:

Mary Wittry