City of Carroll

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MEMO TO: Honorable Mayor and Members of the City Council

FROM: Mike Pogge-Weaver, City Manager MJPW

DATE: May 21, 2020

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **April 30 and May 18, 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) – **May 11, 2020**
5. Parks, Recreation & Cultural Advisory Board (meets 3rd Monday of January, March, May, July, September and November) – **May 4, 2020**
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) – **May 12, 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 Special Meeting

April 30, 2020

The Carroll Board of Trustees met via tele-conference. Trustees present: Lisa Auen, Thomas Parrish, Summer Parrott, Paul Reicks, Dale Schmidt, Carol Shields, Ralph von Qualen (5:17), and Director Rachel Van Erdewyk. Trustees absent: Brenda Hogue and Kyle Ulveling. Also present: City Manager Mike Pogge-Weaver and City Councilman LaVern Dirkx.

Reicks called the meeting to order at 5:15. It was moved by Parrott and seconded by Shields to approve the agenda. All voted aye. Absent: Hogue, Ulveling and von Qualen. Von Qualen entered call at 5:17.

The special meeting was called to evaluate the possibility of re-opening the library or adjusting services due to the governor's proclamation allowing certain establishments, including libraries, to reopen on a limited basis with public health measures in place. After discussion, it was moved by Parrott and seconded by Shields to keep the library closed except for limited reserved computer use and to enhance curbside service to three days, with inclusion of DVD checkouts and mobile printing, with re-evaluation possible at next regular trustee meeting. All voted aye. Absent: Hogue and Ulveling.

It was moved by Schmidt and seconded by Shields to adjourn. All voted aye. Absent: Hogue and Ulveling. Meeting adjourned at 5:45. Next regular meeting will be May 18, 2020.

Paul Reicks—President

Judy Behm—Recording Secretary

Carroll Public Library

May 18, 2020

The Carroll Board of Trustees met via tele-conference. Trustees present: Lisa Auen, Brenda Hogue, Thomas Parrish, Summer Parrott, Paul Reicks, Dale Schmidt (5:26), Carol Shields, Ralph von Qualen and Director Rachel Van Erdewyk. Trustee absent: Kyle Ulveling. Also present: City Manager Mike Pogge-Weaver.

Reicks called the meeting to order at 5:16. It was moved by Parrott and seconded by Shields to approve the agenda. All voted aye. Absent: Schmidt and Ulveling. It was moved by Shields and seconded by von Qualen to approve the minutes of the regular April and the special April 30th meetings. All voted aye. Absent: Schmidt and Ulveling. It was moved by Parrish and seconded by Auen to approve the bills. All voted aye. Absent: Schmidt and Ulveling. Schmidt entered the meeting at 5:26.

Director's Report: Due to COVID-19 the library remains closed to the public. However, curbside pick-ups and online services are doing well. Curbside pick-up was expanded to include Wednesdays 10:00—2:00 pm, mobile print pickup, and computer usage. Miss Diane continued with her daily Facebook live story readings. Adult services librarian Donna Evans has continued with an online Book Club discussion. Total monthly attendance (online hits and participation) was 4,223 and total resources utilized was 16,793.

Board Education: None.

Old Business: None.

New Business: After discussion was held on the current library cleaning service contract, it was moved by Hogue and seconded by Parrott to terminate the contract with Bewitched Cleaning Service. All voted aye. Absent: Ulveling. After discussion about a new cleaning service, it was moved by Shields and seconded by Schmidt to offer a contract to Cleaning Solutions, Inc. as of June 1st or an agreed date. All voted aye. Absent: Ulveling. Van Erdewyk explained the proposed phased re-opening plan. Each phase would be implemented dependent upon the conditions in the Carroll community and county.

It was moved by Parrott and seconded by von Qualen to adjourn. All voted aye. Absent: Ulveling. Meeting adjourned at 5:48. Next regular meeting will be June 15, 2020.

Paul Reicks—President

Judy Behm—Recording Secretary

CARROLL AIRPORT COMMISSION

ELECTRONIC BID LETTING
3/21 RE-HAB PROJECT
3:00 P.M. ARTHUR NEU AIRPORT

BIDS RECEIVED:

Fahrner Asphalt Sealers, LLC
$ 286,330.96

Schodeller Construction, Inc
$ 346,224.35

Henriksen Contracting
$ 377,979.50

Denco Highway Construction Corporation
$ 450,816.60

PUBLIC HEARING
5:30 P.M. ARTHUR NEU AIRPORT

The public hearing on the specs and plans at 5:30 P.M. for the 3/21 Re-hab Project proceeded with no comment and a motion by Comm. Vincent and seconded by Comm. Fulton was made to close the public hearing. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton. A motion by Comm. Vincent and seconded by Comm. Siemann was made to approve the plans and specs and award the contract to Fahrner Asphalt Sealers, LLC for the aamount of $286,330.96. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

REGULAR MEETING

MINUTES
The minutes from the previous meeting were reviewed by the Commissioners. A motion by Comm. Fulton and seconded by Comm. Wittrock was made to approve the minutes. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

3/21 RE-HAB PROJECT
Chairman Hutcheson and Secretary Wittrock executed and signed the contract for the 3/21 Re-Hab Project contingent on receiving funds from the FAA. Mr. Crawford presented the grant applicaton and a motion by Comm. Siemann and seconded by Comm. Wittrock was made to have Chairman Hutcheson and Secretary Wittrock sign said application. 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 engineering services from McClure Engineering. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton. A motion by Comm. Wittrock and seconded by Comm. Siemann was made to have Chairman Hutcheson sign sponser certification papers. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

FARM REPORT
Comm. Vincent reported there will be 58 acres of corn, 58 acres of beans and 20 acres of hay ground.

AIR METHODS
The concrete parking and grass seeding is complete. The electrical stand outside the hanger is completed. Open House for Air Methods will be at a later date.

TOPICS DISCUSSED:
The 3/21 Re-Hab Project may be totaly funded by the FAA.

The Arthur Neu Airport will be getting $30,000.00 from the CARES Grant.

The four State Conference will be in November.

Minor revisions to the zoning map.

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

Carroll Aviation	contract	$ 6,700.00
New Cooperative	farm/fertilizer/chemicals	3,670.33

Wittrock Motor	April car rental	349.00
Kitt Plumbing	HVAC repair	166.75
Nutrien Ag Solutions	farm chemicals	890.07
Carroll Aviation	Kubota repair	497.75
Tigges Overhead Door	west door repair	406.35
Carroll Aviaion	1/2 of Dish subscription	841.68
Moorhouse Ready Mix	Air Methods parking lot	2,261.50
Ace Hardware	misc'l supplies	89.45
Schroeder Construct	Air Methods parking lot	2,800.00
Earl May	flowers/supplies	157.31
Bomgaars	misc'l supplies	87.56
Raccoon Valley Elec	(AM) April electric service	281.27
Raccoon Valley Elec	April electric service	1,243.36
Ace Hardware	timer/hose/misc'l supplies	345.46
Doug Jorgensen	ground work/seeding	3,208.87
Ecowater	cooler rent/water	203.27
Daily Times Herald	notice to bidders/3/21 pgt	92.37
McClure Engineering	3/21 Re-Hab Project	9,475.10
Carol Schoeppner	secretary contract	350.00

A motion by Comm. Vincent and seconded by Comm. Fulton 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. Vincent was made to adjourn at 7:07 P.M..

The next regular meeting of the Carroll Airport Commission will be June 8, 2020, at the Arthur Neu Airport.

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Chairman/Vice Chairman

ATTEST:

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CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, June 8,2020

5:30 P.M.

Arthur Neu Airport

AGENDA

Approve minutes from previous meeting

3/21 Re-Hab Project

Air Methods

Tall Structure Zoning Ordinance

New Business

Approve monthly bills

PARKS, RECREATION AND CULTURAL BOARD MEETING MINUTES
May 4, 2020 @ 5:15 P.M.

The Parks, Recreation and Cultural Board met via gomeeting.com on this date at 5:15 p.m. Members present: Jeff Aden, Summer Boes, Mary Bruner, Matt Hodges, Brook Mikkelsen, Ryan Milligan, Clay Netusil and Lois Neu. Absent: None. Staff Present: Jack Wardell, Director of Parks and Recreation and Mike Pogge-Weaver, City Manager.

The meeting was called to order at 5:15 p.m.

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Wardell introduced Mary Bruner to the Parks, Recreation and Cultural Board. No action taken.

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It was moved by Hodges and seconded by Milligan to approve the May 4, 2020 agenda as presented. All present voted Aye.

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It was moved by Aden and seconded by Milligan to approve the January 21, 2020 minutes. All present voted Aye.

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Wardell reviewed the Director of Parks and Recreation Report and discussed COVID – 19 regarding the opening of the Carroll Recreation Center. Wardell also updated the Board on the Youth Sports Lighting Project – 2020.

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Wardell discussed the next phase of the Carroll Trails Plan - Segment III which will start at East 18th and go south to Northeast Park. No action required.

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Wardell reviewed the Carroll Recreation Center Building Improvements Plan that has been discussed with the Parks, Recreation and Cultural Board and presented to the City Council. City staff will be having a further discussion with the City Council about plans for the bond referendum. No action required.

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Wardell advised that the engineers from Shive – Hattery were onsite for the Graham Park Creek Improvements project doing preliminary design work last month and the project is progressing. No action required.

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Pickelball project design work is completed and staff is working on a budget proposal that will be presented to the City Council at a future meeting. No action required.

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Wardell mentioned the FY 21 budget has been approved by the City Council and will take effect July 1, 2020. No action required.

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Netusil recommended Jeff Aden to be Parks, Recreation and Cultural Chairperson. It was moved by Milligan and seconded by Boes. All present voted Aye.

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Summer Boes wanted to know the status of adding additional lights to NE Park as she had been asked by a resident in the area about the lighting. Wardell said the time to consider adding additional lights would be during the design phase of the projects included in the Master Plan. No action required.

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It was moved by Boes seconded by Mikkelson to adjourn at 6:35 p.m. All present voted Aye.

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

May 12, 2020

1. The meeting was called to order at 7:00 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. Snyder moved and Dales second to approve the agenda as presented. Motion carried, all voting aye.
3. Dales moved and Ruggles seconded to approve the minutes of the April 14, 2020 meeting. Motion carried, all voting aye.
4. Dales reviewed the Bills Payable-see attached. Wittry discussed the following bills: Arcadia Limestone, $4127.53 – rock for landfill road; Eurofins, $9713.20 – lab bill for spring sampling; Fusebox Marketing, $1059.00 – hosting, security, and updates; Foth Infrastructure and Environments, $45,276.25 – for two months of general, plan development, life cycle analysis, spring sampling, and groundwater; Greteman and Associates, $16,959 – equipment insurance; Murphy Tractor, $2510.23 – scraper repairs; and Tiefenthaler's $4456.14 – rock and glass delivery. Dales moved and Snyder seconded to approve the bills as presented. Motion carried, all voting aye.
5. Wittry presented the financial report—see attached. Dales moved and Jensen seconded to accept the financial report as presented. Motion carried, all voting aye.
6. Dales moved and Snyder seconded to approve the wages and benefits for FY 2021. Motion carried, all voting aye.
7. The office remains closed and the deposit box for non-charge account customers is providing service to cash and check customers. Household hazardous waste, electronic waste, appliances, and tires will not be accepted in May and will be evaluated in June.
8. Wittry has received calls regarding landfill disposal of euthanized animals due to COVID 19. No animal mortalities will be accepted for landfill disposal.
9. The EMS internal audit was completed with minor changes and the EMS external audit will take place on May 14th by a zoom meeting with DNR, Region XII and Commission staff. The regional planning area became an Environmental Management System (EMS) in 2014. As an EMS participant, objectives and targets are set each year for continuous improvement in 6 areas. Tonnage fees paid to the DNR are reduced and grant funds are available.
10. The fence on the southside of the new disposal area that went down with wind in April was re-erected with poles that were not broke and new poles. The old netting is being used until the new netting is available. The subcontractor completing the seeding will be finished this week.
11. Due to many recycle processing facilities shut down, cardboard is selling at $105 per ton and #8 news is selling for $65 per ton. Staff has no idea how long the higher prices per ton will last and have sold all material that was stored due to no market.
12. The June meeting will be held on Thursday, June 11th at 4:30 p.m. at a location to be determined. The life cycle analysis and the options analysis will be presented.
13. Jensen moved and Ruggles seconded to adjourn the meeting at 8:05 a.m.

Respectfully submitted:

Mary Wittry