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

DATE: July 9, 2020

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **June 15 and June 24, 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) – **June 29, 2020**
5. Parks, Recreation & Cultural Advisory Board (meets 3rd Monday of January, March, May, July, September and November) – **July 6, 2020**
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) –
7. Carroll Historic Preservation Commission (no regular meeting dates) –
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) – **June 22, 2020**

Library Board Minutes

June 15, 2020

The Carroll Board of trustees met via-teleconference. Trustees present: Lisa Auen, Brenda Hogue, Summer Parrott, Paul Reicks, Dale Schmidt, Carol Shields, Ralph von Qualen, and Director Rachel Van Erdewyk. Trustees absent: Thomas Parrish 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 Schmidt and seconded by Auen to approve the agenda. All voted aye. Absent: Parrish and Ulveling. It was moved by Shields and seconded by von Qualen to approve the minutes of the May meeting. All voted aye. Absent: Parrish and Ulveling. It was moved by Auen and seconded by von Qualen to approve the bills. All voted aye. Absent: Parrish and Ulveling.

Director's Report: Curbside pick-ups and on-line services remain high. Miss Diane continues with her daily Facebook live story readings. Book clubs were hosted on a conference call by Donna Evans. Total program attendance was 2,484. Total resources utilized was 22,262.

Board Education: None.

Old Business: None.

New Business: Discussion was held on COVID-19 library re-opening plan. No action taken. Discussion was held on nomination of officers for the coming year. Current officers will continue pending vote at next regular meeting. Pogge-Weaver and Dirkx left the meeting at 5:57. It was moved by Shields and seconded by Parrott to go into closed session pursuant to Iowa Code 21.5(l)(i)—annual library director performance review at 5:59. On approval by Van Erdewyk. On roll call, all aye. Absent: Parrish and Ulveling. It was moved by Parrott and seconded by Hogue to go back into open session at 6:16. On roll call, all voted aye. Absent: Ulveling and Parrish. Van Erdewyk was given a satisfactory review.

It was moved by von Qualen and seconded by Auen to adjourn. All voted aye. Absent: Ulveling and Parrish. Meeting adjourned at 6:17. Next regular meeting will be August 17, 2020.

Paul Reicks—President

Judy Behm—Recording Secretary

Library Board Minutes

June 24, 2020

The Carroll Board of Trustees met via tele-conference. Trustees present were: Summer Parrott, Carol Shields, Ralph von Qualen, Kyle Ulveling, Thomas Parrish, Dale Schmidt, Lisa Auen, Paul Reicks (5:21),and Director Rachel Van Erdewyk. Trustee absent was Brenda Hogue.

Parrott called the meeting to order at 5:18. It was moved by Schmidt and seconded by von Qualen to approve the agenda. All voted aye. Absent: Reicks and Hogue. It was moved by Parrott and seconded by Auen to approve the bills. All voted aye. Absent: Hogue.

Discussion was held on the summer reading program and hours at the library.

It was moved by Schmidt and seconded by Parrish to adjourn at 5:28. All voted aye. The next regular meeting will be August 17, 2020.

Paul Reicks-President

Carol Shields, Secretary

Minutes of Special Airport Commission Meeting 6-29-2020

A special meeting of the Carroll Airport Commission was held at Siemann Law Firm at 801 North Adams in Carroll, Iowa at 10:00 am on Monday, June 29, 2020 pursuant to public notice publicly posted in the Carroll City Hall since Thursday June 25, 2020.

All Commission members were present in person, namely Chairman Norm Hutcheson, Gene Vincent, Greg Siemann, Kevin Wittrock and Dick Fulton. At 10:00 am the meeting was called to order by Commission Chairman Hutcheson.

The first order of business was to approve a resolution to approve the method of payment for the Airport Sign Contract. Commissioner Vincent explained that the actual construction of the Airport Sign at the entrance to the Carroll Airport is completed and appears to be in total compliance with the terms of the contract. Commissioner Vincent recommended that the final contract payment be made but that there be a 10% retainage withheld just to make sure that the electrical portions of the project continued to be in good working order for a few weeks. A motion was made that the resolution be approved by Commissioner Vincent and seconded by Commissioner Fulton. All member voted to approve.

The following bills were presented for payment approval to be paid prior to the end of the fiscal year ending 6-30-2020 from the regular Airport Commission 2019-2020 budget.

1.	Echo Group	$27.00
2.	Echo Group	$436.67
3.	Carroll Refuse	$72.00
4.	Community Oil	$580.50
5.	Wittrock Motors	$349.00
6.	R & R Septic	$483.33
7.	Schroeder Construction	$2,000.00

The following bills were presented for payment approval to be paid from the City of Carroll Capital Improvements Budget;

1. I Saw the Sign $13,694.25

This bill is requested to be paid prior to 6-30-2020 to insure compliance with the State of Iowa DOT sign grant of $10,000.00.

2. McClure Engineering $5,475.75

This bill is part of the Runway 3-21 Rehabilitation Project and is fully reimbursable as part of the FAA CARES ACT which pays 100% of Eligible costs. This bill is 100% qualified for reimbursement.

A motion was made that the bills be approved for payment by Commissioner Vincent and seconded by Commissioner Siemann. All member voted to approve.

A motion was made that the meeting be adjourned by Commissioner Fulton and seconded by Commissioner Wittrock. All member voted to approve and the meeting was adjourned at 10:30 am

Respectfully Submitted

K. Wittrock Digitally signed by Kevin Wittrock Date: 2020.06.29 13:36:00 -05'00'

Kevin Wittrock, Board Secretary

PARKS, RECREATION AND CULTURAL BOARD MEETING MINUTES
July 6, 2020 @ 5:45 P.M.
Crafts Room – Carroll Recreation Center

The Parks, Recreation and Cultural Board had the option of meeting via GoToMeeting.com or in person on this date at 5:45 p.m. Members present at Carroll Recreation Center: Jeff Aden, Matt Hodges and Josh Sporrer. Members present via GoToMeeting were: Mary Bruner, Brook Mikkelsen and Chad Ross. Absent: Summer Boes and Lois Neu. Staff Present: Jack Wardell, Director of Parks and Recreation.

The meeting was called to order at 5:53 P.M.

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Wardell introduced Chad Ross and Josh Sporrer to the Parks, Recreation and Cultural Board. No action taken.

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It was moved by Hodges and seconded by Sporrer to approve the July 6, 2020 agenda as presented. All present voted Aye.

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It was moved by Aden and seconded by Hodges to approve the May 4, 2020 minutes. All present voted Aye.

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During the Director of Parks and Recreation Report, Wardell discussed park hours and noted additional discussion will be needed during the September 2020 meeting. No action taken.

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

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Wardell discussed the Pickleball Courts Project will move forward with the City Council consideration of bids at the August 10, 2020 council meeting. It was moved by Aden and seconded by Hodges to recommend City Council to move forward with the construction of at least 4 pickleball courts in Graham Park. All present voted Aye.

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Wardell reviewed the Carroll Recreation Center Building Improvements Plan that has been presented to the City Council and the date of bond referendum for the project is September 8, 2020. There is a committee looking for more volunteers. No action taken.

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It was moved by Hodges seconded by Sporrer to adjourn at 6:51 pm. All present voted Aye.

CIVIL SERVICE COMMISSION
MINUTES OF JUNE 22, 2020

The City of Carroll Civil Service Commission met on Monday, June 22, 2020 at 8:07 A.M. in Carroll Police Department Training Room. Members present: Phil Markway, Chairperson, Todd Bierl, and Sheri Mertz. Absent: None. Also present: Police Chief Brad Burke and City Clerk Laura Schaefer.

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It was moved by Mertz, seconded by Bierl, to approve the minutes of the May 13, 2019 meeting, as written. All present voted aye. Absent: None. Motion carried.

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It was moved by Mertz, seconded by Bierl, to elect Phil Markway as Chairperson. All present voted aye. Absent: None. Motion carried.

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It was moved by Mertz, seconded by Markway, to go into Executive Closed Session at 8:08 A.M. per Iowa Code 21.5(1)(i) – Civil Service interviews for entry level police officer. All present voted aye. Absent: None. Motion carried.

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It was moved by Markway, seconded by Mertz, to go back into open session at 9:49 A.M. All present voted aye. Absent: None. Motion carried.

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It was moved by Mertz, seconded by Bierl, to approve the following eligibility list for the position of Police Officer:

Nicholas Johnson
Walter Pacheco Belen
All present voted aye. Absent: None. Motion carried.

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It was moved by Markway, seconded by Mertz, to adjourn at 9:53 A.M. All present voted aye. Absent: None. Motion carried.

Phil Markway, Chairperson

ATTEST:

Laura A. Schaefer, Secretary

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