City of Carroll

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MEMO TO: Honorable Mayor and Members of the City Council

FROM: Mike Pogge-Weaver, City Manager

DATE: July 19, 2017

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **July 17, 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) – **July 10, 2017**
5. Parks, Recreation & Cultural Advisory Board (meets 3rd Monday of January, March, May, July, September and November) – **July 17, 2017**
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) – **July 13, 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

July 17, 2017

The Carroll Board of Trustees met in the Mayor's Conference Room of City Hall. Trustees present were: Janet Auge (5:20), Jacob Fiscus, Tom Louis, Summer Parrott (5:17), Paul Reicks, Sondra Rierson, Carol Shields, Kyle Ulveling, and Director Rachel Van Erdewyk. Trustee absent was Ralph von Qualen. Also in attendance were city manager Mike Pogge-Weaver and Lavern Dirkx.

Fiscus called the meeting to order at 5:16. It was moved by Shields and seconded by Rierson to approve the agenda. All voted aye. It was moved by Rierson and seconded by Reicks to approve the minutes of the June meeting. All voted aye. It was moved by Rierson and seconded by Parrott to approve the bills. All voted aye.

Director's Report: The library continues to be busy. Summer Reading programs, held at Holy Spirit gym, have netted an attendance of 1,510 to date. Dr. Whoot has been involved with a race at Merchants Park, sponsored by CYP and DMACC, and a story time at Relay for Life, along with the programs at Holy Spirit gym. Children's librarian, Diane Tracy, continues her regular story times, along with additional story times and outreach to day cares. A mini STEM Camp, run by Director Rachel Van Erdewyk and librarians Donna Evans and Kelsey Hall, netted 37 3rd -5th grade children. Total program attendance held in the library was 2,602. Total resources utilized was 29,515, of which 18,281 were print items. Upcoming events will be the last Summer Reading Program on July 25th with IPTVs Dan Wardell, a Makerspace Demo on July 27th, and 3 STEM camps in August.

Old Business: OPN Library Project and update on Library Steering Committee and upcoming vote.

New Business: Discussion of nomination of officers. It was moved by Ulveling and seconded by Louis to approve the slate of officers made in the June meeting. All voted aye. Discussion on changes to patron computer time. After discussion it was moved by Louis and seconded by Auge to change the patron computer time limit to 3 sessions per day of 1 hour maximum, if someone were waiting for a computer, with additional time of 15 minute increments. All voted aye.

It was moved by Louis and seconded by Shields to adjourn. All voted aye. Meeting adjourned at 5:50. Next regular meeting will be August 21, 2017.

DRAFT

Jacob Fiscus—President

Judy Behm—Recording Secretary

CARROLL AIRPORT COMMISSION

Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, July 10, 2017, 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, Carol Schoeppner, recording secretary, Jay Pudenz and Justin Ness from McClure Engineering. 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. Fulton and seconded by Comm. Siemann was made to approve the minutes. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

DRIVE ENTRANCE PROJECT

There was a pre-construction meeting with Wicks Construction before the regular meeting. Gavin Wicks represented Wicks Construction and Mr. Crawford went over the plans including materials, sub-contractors and completion date. Wicks said they would work this project in around August 20th and finish the first week in October. Mr. Crawford had the contract from Terracon Testing for soil compaction testing, sub-based work and other soil testing in the amount of $4,159.00. A motion by Comm. Siemann and seconded by Comm. Fulton was made to approve the contract and have Chairman Hutcheson sign said contract. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton. Entrance lighting was discussed. The Commission would like to see different styles of fixtures to choose from. Mr. Crawford will look into the needed lighting and fixtures. The lighting project is not included in the FAA grant. The Commission has applied for a State Grant and if that is denied the money would come from the next fiscal year of FAA entitlement money. The engineering and fixtures would be about $45,000.00.

MASTER PLAN
Jay Pudenz and Justin Ness from McClure Engineering discussed in detail the specifications of completing a new master plan or a lay out plan. The AGIS (airport geographic information system) and a new ALP update was also discussed. The Commission will have a conference call with the FAA to determine which plan they would be willing to fund.

TALL STRUCTURE ISSUE
There may be a new trial which could go to the Iowa Supreme Court.

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

Carroll Aviation	contract	$ 6,450.00
Wittrock Motor	June car rental	375.00
Drees Company	stove & dishwasher	1,663.00
Tigges Overhead Door	hanger repair	305.00
New Cooperative	farm chemicals	1,194.49
Chad Steinkamp	farm seed/chemicals	5,894.75
True Value Hdw	machine rent/paint	143.93
Carroll Refuse	June garbage	57.00
Ecowater	cooler rent/water	136.37
Ace Hardware	misc'l supplies	22.97
Raccoon Valley Elec	June electric service	925.96
McClue Engineering	Entrance Drive Project	3,705.32
Carol Schoeppner	secretary contract	350.00

A motion by Comm. Vincent and seconded by Comm. Siemann 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 adjourn at 7:10 P.M..

The next regular meeting of the Carroll Airport Commission will be Monday, August 14, 2017, at the Arthur Neu Airport.

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Chairman/Vice-Chairman

ATTEST:

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CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, August 14, 2017

5:30 P.M.

Arthur Neu Airport

Agenda

Approve minutes from previous meeting

Entrance Drive Project

Entrance Lighting Project

Master Plan Update

Tall Structure Issue

New Business

Approve monthly bills

PARKS, RECREATION AND CULTURAL BOARD MEETING MINUTES
July 17, 2017 @ 5:15 P.M.
Farner Government Building – Council Chambers

The Parks, Recreation and Cultural Board meet on this date at 5:15 p.m. at the Farner Government Building – Council Chambers. Members Present: Jeff Aden, Summer Boes, Cara Greteman, Matt Hodges, Brook Mikkelsen, Clay Netusil and Lois Neu. Absent: Jen Munson and Ryan Milligan. Staff Present: Jack Wardell, Director of Parks and Recreation, McKenzie Kiger, Recreation Superintendent and Mike Pogge-Weaver, City Manager.

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The meeting was called to order at 5:15 P.M.

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It was moved by Greteman and seconded by Boes to approve the July 17, 2017 agenda as presented. All present voted Aye.

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It was moved by Aden and seconded by Hodges to approve the minutes of the May 24, 2017 meeting. All present voted Aye.

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Wardell reviewed the Director of Parks and Recreation Report. No action taken.

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It was moved by Greteman and seconded by Boes to recommend to the City Council Option 1 – Off Street Trail along N Grant Road to 30th St. All present voted Aye.

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It was moved by Aden and seconded by Boes to adjourn at 5:52 PM. All present voted Aye.

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

July 13, 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 Harvey Dales, City of Manning and Dr. Eric Jensen, City of Carroll. Also attending were Mary Wittry, Director and Dan Halbur, Office Manager.

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

3. Dales made the motion and Dr. Jensen seconded to approve the minutes of the Executive Board meeting on June 13, 2017. Motion carried, all voting aye.

4. Dales reviewed the Bills Payable--see attached. Wittry went over the following: Foth--$13999.50— consulting, eastern and western sampling; Jerico--$1732.50—dust control; Lovegreen Industrial Services--$1450.00—baler parts; Polking Law Office--$1072.50—review and recommended changes to policy manual; Rehrig Pacific--$2903.00—recycling bins; Seidl Electric--$2132.45—hooking up compactor and exit lights ; and True Value--$799.95—EMS project, refrigerator at Community of Concern. Dr. Jensen made the motion and Dales 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 Dr. Jensen seconded to approve the financial report as presented. Motion carried, all voting aye.

6. Discussion/decision on Rotochopper grinder: Wittry informed the board on the status of the Rotochopper grinder. Dales made the motion to quit grinding mulch and sell the Rotochopper and Dr. Jensen seconded. Motion carried, all voting aye.

7. Discussion/decision transportation for inmates: Wittry reported that the Commission is looking at a used van to transport inmates between sites on Commission property. Dales made the motion to submit a sealed bid and Dr. Jensen seconded. Motion carried, all voting aye.

8. Training opportunities: Wittry discussed multiple trainings that are occurring later this year.

9. Financial Audit with Olsen, Muhlbauer: Wittry reported that the Commission is preparing for its annual audit.

10. Landfill update: Waste sort is completed and results are expected in October.

11. Recycling update: Single stream study kick-off meeting will be Wednesday and a new market for brown glass has been found.

12. Other: NEXT MEETING: August 8, 2017 at 7:30 a.m.

13. Dr. Jensen made the motion and Dales seconded to adjourn the meeting at 8:29 a.m. Motion carried, all voting aye.

Dan Halbur