City of Carroll

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MEMO TO: Honorable Mayor and Members of the City Council

FROM: Mike Pogge-Weaver, City Manager MSPW

DATE: September 22, 2021

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **September 20, 2021**
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) – **September 13, 2021**
5. Parks, Recreation & Cultural Advisory Board (meets 1st Monday of January, March, May, July, September and November) – **No September meeting due to lack of quorum**
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) – **September 14, 2021**
7. Carroll Historic Preservation Commission (no regular meeting dates) – **August 5, 2021**
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

Library Board Minutes
September 20, 2021

The Carroll Board of Trustees met in the Community Meeting Room at the Carroll Public Library. Trustees present: Lisa Auen, Marcie Hircock, Brenda Hogue, Summer Parrott, Dale Schmidt, Ralph von Qualen, Julie Perkins (5:17), Kyle Ulveling (5:19) and director Rachel Van Erdewyk. Trustees absent: Thomas Parrish.

Parrott called the meeting to order at 5:15. It was moved by von Qualen and seconded by Schmidt to approve the agenda. All voted aye. Absent: Parrish, Perkins and Ulveling. It was moved by Schmidt and seconded by von Qualen to approve the August 16 meeting minutes. All voted aye. Absent: Parrish, Perkins, and Ulveling. Perkins joined the meeting at 5:17. Ulveling joined the meeting at 5:19. It was moved by von Qualen and seconded by Auen to approve the September bills. All voted aye. Absent: Parrish.

Director's Report: Children's program continued with Miss Diane's Facebook live, drop offs to local daycares and her virtual Rookies at Home with Grab and Go crafts pickup. Adult programs continued with Crafty Library Ladies, Poetry Group, Book Clubs, and Miss Diane's senior book drop offs. Maker Mondays continued with an attendance of 173. Summer Reading Program wrapped up in August with 793 participants and 338 completing the program. For August, total program attendance was 3,673. Monthly door count 4,031. Total resources utilized was 38,310.

Board Education: Van Erdewyk asked for recommendations on topics including budget, strategic planning, board relationships, public library standards, evaluating services and library law and legal matters. Van Erdewyk to look for resources on these topics(webinars) to view during meetings or outside of meetings.

Old Business: None.

New Business: Sunday Hours were discussed. Van Erdewyk will gather more data to determine if adequate staff is available for Sundays. Ulveling left the meeting at 5:47. COVID-19 Protocols were discussed. von Qualen moved and Perkins seconded the motion to allow Van Erdewyk to follow the city COVID-19 protocols. All voted aye. Absent: Parrish and Ulveling. The Library Personnel Policy was discussed whether to adopt the city' personnel policy or continue to keep a separate personnel policy. Information was provided for Trustees to compare policies. The library's strategic plan was discussed on how to collect community data for the new strategic plan. Van Erdewyk will draft a survey to be distributed to the community. von Qualen left the meeting at 6:24. A library staff in-service day was discussed. Hogue motioned and Schmidt seconded to have the library closed on November 2, 2021, for staff in-service day. All voted aye. Absent Parrish, von Qualen and Ulveling

It was moved by Auen and seconded by Hircock to adjourn. All voted aye. Absent: Parrish, Ulveling, and von Qualen. Meeting adjourned at 6:27. Next regular meeting will be October 18, 2021.

Summer Parrott—President

Brenda Hogue—Recording Secretary

CARROLL AIRPORT COMMISSION

Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, September 13, 2021, at the Arthur Neu Airport. Commission member in attendance were Norman Hutcheson, Greg Siemann, Gene Vincent, Kevin Wittrock and Dick Fulton. 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. Vincent was made to approve the minutes. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

RUNWAY REPAIR
Ten Point Construction completed the repair on the runway. They had to do extra repair because of a crack next to the damaged area. The runway was only closed for a day.

FLIGHT BREAKFAST
The Masons served 900 and there were 20 airplanes that were flown in. Don had the parking lot marked so people knew where to go. The golf carts were very useful which were provided by CAPA/Carroll Aviation.

TOPICS DISCUSSED:
The HUEY crew were very pleased with the service from Carroll Aviation. They would like to come back again.

Scott Clean Energy would like to discuss the tall wind turbins next meeting.

Have Don do fall spraying.

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

Carroll Aviation	contract	$ 6,800.00
New Cooperative	chemicals/grounds	528.69
Rueter's	equipment repair	77.70
R&R Septic Service	septic repair	48.15
Westmor Fluid Solut	fuel delivery repair	674.89
Wittrock Motor	August car rental	349.00
Kitt Plumbing	sewer maintenance	374.00
Wittrock Electric	remove electrical (AM)	1,851.07

Raccoon Valley Elec	August electric	939.74
Raccoon Valley Elec	(AM) August electric	29.45
Ecowater	cooler rent/water/repair	414.06
Carroll Cleaning	cleaning supplies	18.00
Carroll Refuse	August refuse	72.00
Bomgaars	misc'l supplies	23.97
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 6:01 P.M.

The next regular meeting of the Carroll Airport Commission will be October 11, 2021 at the Arthur Neu Airport.

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Chairman/Vice-Chairman

ATTEST:

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CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, October 11, 2021

5:30 P.M.

Arthur Neu Airport

Agenda

Approve minutes of previous meeting

Scott Clean Engery

Fall Spraying

Farm Report

New Business

Approve monthly bills

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

September 14, 2021

1. The meeting was called to order at 6:32 a.m. by Chair Jeff Anthofer, Mayor of Coon Rapids at the Carroll County Recycling Center. Others in attendance were: Scott Johnson, Carroll County Board of Supervisor; Dan Snyder, City of Breda; Dr. Eric Jensen, Mayor of Carroll; Mary Wittry, Director and Cathy Toms, Office Manager.
2. Snyder moved and Dr. Jensen seconded to approve the agenda as presented. Motion carried, all voting aye.
3. Johnson moved and Dr. Jensen seconded to approve the minutes of the August 10, 2021 meeting as presented. Motion carried, all voting aye.
4. Harvey Dales reviewed the bills payable on Monday, September 13 -see attached. Wittry discussed the following bills: Beckstrom Repair – $1471.45, repairs on Cat 950 loader; Bobcat - $32,904.94 – new skidloader; Forklift of Des Moines - $2896.83, repairs on Forklift; Foth Infrastructure and Environment, $$7,174.06 – general engineering; sampling and covenant; Gehling Welding - $3999.12 - new sign stand; I Saw the Sign - $1,470.00, new signs; and Ziegler - $1,888.84 – parts and preventative maintenance. Snyder moved and Johnson seconded to approve the bills as presented. Motion carried, all voting aye.
5. Wittry presented the financial report, review of set aside accounts and market prices. Dr. Jensen moved and Johnson seconded to approve the financial report, review of set aside accounts and market prices as presented. Motion carried, all voting aye.
6. Wittry reported that the environment covenant for the closed eastern area has been submitted. If approved, the Closure/Post Closure on the closed area will end and no longer be regulated by the landfill rules, no longer require funds to be set aside for the closed area, and very limited monitoring.
7. Bowman and Miller P.C. will be on site on Tuesday to work on the annual fiscal audit.
8. A production staff sorter recently resigned. One application has been received to date. Several options are being considered and will be brought to the Board at a later meeting.
9. The Iowa Recycling and Solid Waste Conference will be held October 4-6 in Cedar Rapids. Lynn Wuebker will receive a professional achievement award in the landfill operator category.
10. Operations are running smoothly and no additional information available on delivery of equipment.
11. The next meeting will be held on Tuesday, October 12, 2021 at 6:30 a.m. at the Recycling Center.
12. Snyder moved and Johnson seconded to adjourn the meeting at 7:20 a.m. Motion carried, all voting aye.

Respectfully submitted,

Mary Wittry

Carroll Historic Preservation Commission
City of Carroll
Meeting Minutes
Thursday, August 5, 2021

Venue: City Hall City Council Chambers
Members present: President John Steffes, Tim Fitzpatrick, Vicki Gach, Denis Bormann
Absent: Carolyn Siemann, Jonathon Pogge-Weaver, Marilyn Barta

Chairperson John Steffes called the meeting to order at 4:35 p.m.

The minutes of the August 5, 2021, meeting were read and approved on motion by Gach, seconded by Bormann.

Gach gave a report on the June 4-6 Preserve Iowa Summit that she and Carolyn Siemann attended virtually, particularly a session on cemetery preservation.

Cemetery 2022 Sesquicentennial celebration: Vicki has met with Deb Goetzinger at City Hall about using an App on the computer. This can be found on the City of Carroll website. People can easily access the website to do a cemetery/grave search and find whom they seek. Austin Scott is no longer involved with the process and there is a suggestion to add photos and obituaries in the future. Carolyn and Vicki will visit with Deb more.

Jonathon Pogge-Weaver and Marilyn Barta will continue progress on potential performers for the cemetery walk.

Gach reported on the yearly calendars for sale. We printed 300 copies and are selling for $5.00 each. They are available at The Apothecary and the Chamber Office.

Gach led discussion on continued work on the cemetery fence painting. Cost of paint is $110/gal. for black paint before a 54% discount. We will need plenty of hands on deck to help with the painting when the fence has been sandblasted. Also, at least 80 finials on the Catholic fence are missing, bent, or broken that need attention.

The National Register nomination for the cemetery is still in progress and moves to Des Moines Friday, October 8, to defend it in front of the State Review committee. Still not sure if it will be in person or virtual.

Upkeep of cemetery museum – discussion of setting up a schedule of cleaning the museum at least twice a month. It will be in alphabetical order:
March – Barta. April – Bormann. All to help in May. June – Fitz. July – Gach. August – Pogge-Weaver. September – Siemann. October – Steffes. Bring your own wipes. Dust pan and broom are there for use.

Discussion on the "Little Red Bridge." Evidently there are posts in the water down in Rolling Hills Park showing the location of this bridge from times past. Possibly mentioned in Jim Kerwin's historical book?

The meeting was adjourned on motion by Fitzpatrick, seconded by Steffes.

The next meeting will be Thursday, October 21, 2021, in the City Hall Council Chambers at 4:30 p.m.

Respectfully submitted,
Tim Fitzpatrick, Secretary