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: October 18, 2017

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **October 16, 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) – **October 9, 2017**
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) – **October 10, 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

October 16, 2017

The Carroll Board of Trustees met in the Mayor's Conference Room of City Hall. Trustees present were: Janet Auge, Jacob Fiscus, Tom Louis, Paul Reicks, Sondra Rierson, Carol Shields, Kyle Ulveling, and Director Rachel Van Erdewyk. Trustees absent were: Summer Parrott and Ralph von Qualen. Also present were City Manager Mike Pogge-Weaver, Councilman Lavern Dirkx, Adam Schweers, Kevin Skinner, and Brian Hamacher.

Fiscus called the meeting to order at 5:16. It was moved by Louis and seconded by Shields to approve the amended agenda. All voted aye.

Old Business: Updates from Pogge-Weaver on the library/city hall project and Louis from the Steering Committee. On the business of a solution to prevention of illegal downloads from the library internet connection, Adam Schweers from Computer Concepts, Kevin Skinner and Brian Hamacher, representatives from Western Iowa Network, provided feedback to questions from the trustees. After discussion, it was moved Rierson and seconded by Shields to block Bittorent and 71 known Peer to Peer (P2P) networks identified as known offenders to contain illegal and copyrighted materials. 6 voted aye, 1 (Fiscus) voted nay. Absent: Parrott and von Qualen. Motion passed.

It was moved by Ulveling and seconded by Auge to approve the minutes of the September meeting. All voted aye. It was moved by Louis and seconded by Rierson to approve the bills. All voted aye.

Director's Report: Children's librarian Diane Tracy continues to provide excellent outreach to daycares and Head Start in the community. Her read-a-loud and Toddler story Time programs continue to bring in large numbers of adults and children from the community. She partnered with the Rec Center for a swim lesson/book reading venture. She and Dr. Whoot were easily recognized at the Carroll Band Day parade. The Carroll Young Professionals hosted a lunch and learn at the library in conjunction with a Makerspace demo held in the lobby of city hall. Van Erdewyk hosted a learning session at Carroll High School showing freshman classes how to access and use the databases from the library website. Total program attendance for the month was 962. The monthly resources utilized was 20, 655. Monthly door count was 6,300.

New Business: None.

It was moved by Ulveling and seconded by Reicks to adjourn. All voted aye. Meeting adjourned at 6:47. Next regular meeting will be November 20, 2017.

Jacob Fiscus—President

Judy Behm—Recording Secretary

CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, Noember 13, 2017

5:30 P.M.

Arthur Neu Airport

Agenda

Approve minutes from previous meeting

Entrance Drive Project

Drive Entrance Lighting

Venteicher Electric Contract

5-year Capital Improvement Program

New Business

Approve monthly bills

CARROLL AIRPORT COMMISSION

Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, October 9, 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 and Carol Schoeppner, recording secretary. Chairman Hutcheson conducted the 5:30 P.M. meeting.

MINUTES

The minutes of two specials meetings on September 20th and September 29th along with the minutes of the previous meeting were reviewed by the Commission. A motion by Comm. Siemann and seconded by Comm. Wittrock was made to approve all minutes. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

ENTRANCE DRIVE PROJECT

Mr. Crawford reported Wicks Construction had the sub base and sub grade finished and all sidewalks removed. Weather permitting they will pour concrete as soon as possible. In doing the ground work Wicks damaged the underground wire from the equipment building to the beacon and south building. It will be their responsibility to replace and repair the wire. Comm. Vincent suggested before Wicks Construction is paid the final payment an electrical engineer approve the wiring. A motion by Comm. Siemann and seconded by Comm. Fulton was made to approve the pay request for Wicks Construction in the amount of $85,134.57. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton. Mr. Crawford had the change order for the sidewalk concrete and color, After discussion a motion by Comm. Vincent and seconded by Comm. Fulton was made to approve the change order and have Chairman Hutcheson sign said change order. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton. Venteicher Electric will have a contract for the Carroll Airport Commission at the November meeting.

TOPICS DISCUSSED:
Comm. Vincent reported the beans have been harvested and sold to Landus Cooperative for $16,036.71.

The DOT will be erecting a 400ft tower 3 miles east of Templeton. This will not affect traffic at the Carroll Airport.

The Commission will look at the five year capital improvement program at the next meeting.

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

Carroll Aviation	contract	$ 6,450.00
McClure Engineering	entrance lighting	9,731.50
Neu, Minninch, Comito, Halbur Neu & Badding	Danner grain leg fees	440.52
O'Halloran	dump truck/inspection & repairs	781.09
Rueter's	tractor/mower repair	385.45
Agri Bolt	mower repair	21.05
Echo Group	bulbs	21.57
Westmore Fluid Sol	fuel tank filters	526.99
Wittrock Motor	Sept car rental	375.00
Agri Associates	weed spray	556.00
Moorhouse Ready Mix	gravel/drive	898.17
Raccoon Valley Elec	Sept electric service	1,010.88
Ecowater	cooler rent/water	139.37
Carroll Refuse	Sept garbage	57.00
McClure Engineering	entrance drive pgt	10,052.47
Wicks Construction	entrance drive pgt	85,134.57
Carol Schoeppner	secretary contract	350.00

A motion by Comm. Fulton and seconded by Comm. Siemann was made to approve the bills as presented to the Carroll Airport Commission. Motion carried by Commissioners Hurcheson, Siemann, Vincent, Wittrock and Fulton.

There being no further business, a motion by Comm. Siemann and seconded by Comm. Wittrock was made to adjourn at 6:35 P.M..

The next regular meeting of the Carroll Airport Commission will be November 13, 2017, at the Arthur Neu Airport.

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Chairman/Vice-Chariman

ATTEST:

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CARROLL AIRPORT COMMISSION

Special Meeting

A special meeting of the Carroll Airport Commission was held on Friday, September 29, 2017 at the Iowa Savings Bank, Carroll, Ia. Commission members in attendance were Norman Hutcheson, Greg Siemann, Gene Vincent and Dick Fulton. Also attending were Mr. Pete Crawford, engineer and Don Mensen, airport manager. Meeting opened at 9:30 A.M.

ENTRANCE DRIVE PROJECT

The status of the entrance drive project was discussed.

SIDEWALK

The commission reviewed the updated drawings for the sidewalks. Comm. Fulton moved, seconded by Comm. Vincent to 1) increase the depth of the sidewalk concrete to 6" to accommodate snow removal equipment, 2) approve the sidewalk configuration as presented by McClure, and 3) appoint Airport Manager Don Mensen, with assistance from Pete Crawford and one commission member to determine the color of the sidewalk borders. All members present voted Aye. Motion carried.

There being no further business, a motion by Comm. Vincent and seconded by Comm. Fulton was made to adjourn at 10:10 A.M.

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Chairman/Vice-Chairman

ATTEST:

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CARROLL AIRPORT COMMISSION

Special Meeting

A special meeting of the Carroll Airport Commission was held on Wednesday, September 20, 2017 at the Arthur Neu Airport. Commission members in attendance were Norman Hutcheson, Greg Siemann, Gene Vincent and Dick Fulton. Also attending were Mr. Pete Crawford, engineer and Don Mensen, airport manager. Meeting opened at 5:07 P.M.

ENTRANCE DRIVE LIGHTING PROJECT

The purpose of the meeting were to accept a bid for the entrance drive lights. The following bids were presented:

Brown Electric Co, Atlantic Ia	$36,000
Climate Solutions, Carroll, Ia	$25,554
Venteicher Electric, Inc, Coon Rapids, Ia	$25,362

After discussion, Greg Siemann moved, seconded by Dick Fulton to accept the bid from Venteicher Electric, Inc. All members voted aye. Motion carried.

There being no further business, a motion by Comm. Vincent and seconded by Comm. Fulton was made to adjourn at 5:30 P.M.

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Chairman/Vice-Chairman

ATTEST:

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

October 10, 2017

1. The meeting was called to order at 8:00 a.m. by Chairman Marty Danzer, in the office of the Carroll County Recycling Center. Others in attendance were Dr. Eric Jensen, City of Carroll; Mike Schwabe, City of Breda; and Jeff Anthofer, City of Coon Rapids. Also attending were Bob Muhlbauer, Commission CPA; Mary Wittry, Director and Dan Halbur, Office Manager.

2. Agenda: Schwabe made the motion to approve the agenda and Anthofer seconded. Motion carried, all voting aye.

3. Dr. Jensen made the motion and Schwabe seconded to approve the minutes of the Executive Board meeting on September 11, 2017. Motion carried, all voting aye.

4. Danzer reviewed the Bills Payable--see attached. Wittry went over the following: Bomgaars--$1071.53—pallet of filters, hi viz shirts, and supplies; Employment Resources--$10973.72—2 months New Hope labor; Foth --$42422.54—2 months: general consulting, sampling, storm water pollution prevention, single stream feasibility study, and life cycle analysis; Haley Implement--$1735.00—protection plan; TestAmerica Laboratories--$7306.50—spring and fall sampling. Anthofer made the motion and Dr. Jensen seconded to approve the bills as presented. Motion carried, all voting aye.

5. Halbur presented the financial report --see attached. Anthofer made the motion and Dr. Jensen seconded to approve the financial report as presented. Motion carried, all voting aye.

6. Bob Muhlbauer provided an overview of the preliminary draft June 30, 2017 audit. The final draft audit will be presented at the November meeting.

7. The leachate forcemain and sanitary sewer project was completed and fully operational on September 19, 2017.

8. Single steam study update: Wittry informed the board that 3 stakeholder meetings have been conducted and the design and study results will be presented in November.

9. Conference updates: Wittry discussed topics from Wastecon in Baltimore and the Fall Conference in Coralville. Wittry also informed the board that Carroll County Solid Waste Management Commission & the City of Carroll were awarded the "Outstanding Facility/Program Award " for "Outstanding Leachate Management Facility/Program" at the Fall Conference.

10. Landfill update: Wittry informed the board there has been no inmates for two weeks due to wet conditions and that fall sampling has been completed.

11. Recycling update: Wittry informed the board that prices are down.

12. Other: Next meeting date: November 14, 2017 at 8:00 am.

13. Anthofer made the motion and Schwabe seconded to adjourn the meeting at 8:47 a.m. Motion carried, all voting aye.

Dan Halbur