City of Carroll

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MEMO TO: Honorable Mayor and Members of the City Council

FROM: Mike Pogge-Weaver, City Manager

DATE: October 21, 2020

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **October 19, 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) – **August 26 and October 12, 2020**
5. Parks, Recreation & Cultural Advisory Board (meets 1st Monday of January, March, May, July, September and November) –
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) – **October 14, 2020**
7. Carroll Historic Preservation Commission (no regular meeting dates) –
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

Library Board Minutes

October 19, 2020

The Carroll Board of trustees met via-teleconference. Trustees present: Lisa Auen, Brenda Hogue, Summer Parrott, Julie Perkins, Dale Schmidt, Carol Shields, Ralph von Qualen, and Director Rachel Van Erdewyk. Trustees absent: Thomas Parrish and Kyle Uveling. Also present was Emily Anderson.

Parrott called the meeting to order at 5:16. Julie Perkins, who is replacing member Paul Reicks, was introduced to the board. It was moved by Schmidt and seconded by Shields to approve the agenda. All voted aye. Absent: Parrish and Uveling. It was moved by Auen and seconded by Schmidt to approve the minutes of the September 21, 2020 and October 5, 2020 meetings. All voted aye. Absent: Parrish and Uveling. It was moved by Auen and seconded by von Qualen to approve the bills. All voted aye. Absent: Parrish and Uveling.

Director's Report: Children's library programs continue with Facebook Live Story Time. A Virtual Rookies at Home was started in September, along with a Grab and Go craft which can be picked up at the library. The library hosted Curt Strutz with his program "Visiting the Beyond" via Facebook Live. This program was up for one week and netted a viewing of 270. Meeting Room and Study Rooms are open for use and are being utilized. The library website and data bases are getting good hits. Total program attendance was 5,891. Monthly door count was 2,212. Total resources utilized was 28,540.

Board education: None.

Old Business: After discussion, it was moved by Hogue and seconded by Shields to approve a general template for special events as amended by City Attorney David Bruner. All voted aye. Absent: Parrish and Uveling. It was then moved by Schmidt and seconded by Auen to approve a specific special events contract between the Carroll Public Library and Emily Anderson for use of the social stairs for a wedding. All voted aye. Absent: Parrish and Uveling. Von Qualen left the meeting due to technical problems at 6:15. After discussion of the DVD policy from a previous meeting, it was moved by Schmidt and seconded by Hogue to change the DVD checkout limit from 3 to 5. All voted aye. Absent: Parrish, Uveling, and von Qualen.

New Business: Due to the resignation of Reicks, who was President, a re-election of officers was required. After discussion, it was moved by Schmidt and seconded by Shields to nominate Parrott for President. All voted aye. Absent: Parrish, Uveling, and von Qualen. After discussion, it was moved by Schmidt and seconded by Perkins to nominate Parrish for Vice President. All voted aye. Absent: Parrish, Uveling, and von Qualen. Parrott then approved to allow Perkins to serve as the library trustee to sit on the Carroll Public Library Foundation Board.

It was moved by Shields and seconded by Auen to adjourn. All voted aye. Absent: Parrish, Uveling, and von Qualen. Meeting adjourned at 6:30. No regular meeting for November. Next regular meeting will be December 21, 2020.

Summer Parrish—President

Judy Behm—Recording Secretary

Minutes of Special Airport Commission Meeting 8-26-2020

A special meeting of the Carroll Airport Commission was held at the Siemann Law Firm, 801 N Adams Street, Carroll, Iowa at 10:00 am on Wednesday, August 26th, 2020 pursuant to public notice publicly posted in the Carroll City Hall for more than 24 hours prior to the scheduled meeting.

All Commission members were present in person or by telephone, namely Chairman Norm Hutcheson, Gene Vincent, Greg Siemann, Kevin Wittrock and Dick Fulton. Also present by telephone was Airport Manager Don Mensen and McClure Engineering Engineers Pete Crawford, Jay Pudenz and Austin Moran. Also present by telephone were the Contractor, Fahrner Asphalt Sealers, LLC representatives, Bob Schleuter, Brian Cox and Chris Schwarz. At 10:00 am the meeting was called to order by Commission Chairman Hutcheson.

The purpose of the meeting was for a precontruction meeting for FAA Project AIP 3-19-0011-015 (FY20) which is the Rehabilitation of Runway 3/21 (as well as certain taxiway, hanger concrete and Airport Ramp rehabilitation). The discussion held concerned the construction scope, schedule, critical project issues, operational safety, and other misc matters relating to the project. At the conclusion of the meeting McClure Engineering was asked to prepare the necessary Pre-Construction Meeting Notes for submission to the FAA as required.

A motion was made that the meeting be adjourned by Commissioner Siemann and seconded by Commissioner Vincent. All member voted to approve and the meeting was adjourned at 10:50 am

Respectfully Submitted

K. Wittrock

Kevin Wittrock, Board Secretary

CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, November 9, 2020

5:30 P.M.

Arthur Neu Airport

AGENDA

Approve minutes from previous meeting

3/21 Re-Hab Project

Corporate Hanger

Re-estimate 2020/2021 Budget

New Business

Approve monthly bills

CARROLL AIRPORT COMMISSION

Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, October 12, 2020, 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 the previous meeting and the preconstruction meeting of August 26, 2020, were reviewed by the Commission. A motion by Comm. Fulton and seconded by Comm. Wittrock was made to approve the September minutes and the preconstruction minutes. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

3/21 RE-HAB PROJECT
Mr. Crawford reported the 3/21 Re-Hab project is completed and was finished in record time. He had 42 working days in the contract and they finished in 18 days. He was pleased with their work and will have an exist meeting the next day. Mr. Crawford had a pay request of $243,812.82 and a motion by Comm. Fulton and seconded by Comm. Siemann was made to approve the amount and have Chairman Hutcheson sign said request. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

FARM REPORT
Comm. Vincent reported there are 3,984.85 bushels of corn in storage and 1,056.84 bushels of beans were sold to Landus for $10,252.67. Russell Behrens cash rent is due in November and the hay has not been settled with Chad Steinkamp. Comm. Vincent said the bean ground did not produce like it should and he will check with an agronomist.

5YEAR CIP
Mr. Crawford said a rough draft of the 5year CIP information is due November 16th. He said he will have the information at the next meeting for discussion and the final draft is due in December.

TOPICS DISCUSSED:
The Commission ask Mr. Crawford to draw plans for a couple different size corporate hangers. This would determine where a corporate could be located.

Don reported a 500ft. wind turbine is being constructed near Audubon.

Don informed the Commission they need to budget for an upgrade to the fuel delivery which would be a chip reader.

The bulbs in the big hanger are becoming dim and should be replaced with LED bulbs.

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

Carroll Aviation	contract	$ 6,800.00
Westmor Fluid Sol	fuel system repair	627.23
Bomgaars	rodent control/ Winterguard/misc'l	381.61
Wittrock Motor	Sept car rental	349.00
Echo Group	electrical supplies	21.80
Rueter's	Kubota & equipment repair	481.95
Ecowater	cooler rent/water	106.42
Gute Tree Service	tree removal	400.00
Carroll Refuse	Sept garbage	72.00
Raccoon Valley Elec	(AM) electric service	211.73
Raccoon Valley Elec	Sept electric service	1,091.76
McClure Engineering	3/21 Re-Hab project	15,765.71
Fahrner Asphalt Sealers, LLC	3/21 Re-Hab project	243,812.82
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. Wittrock was made to adjourn at 6:44 P.M..

CARROLL AIRPORT COMMISSION

October 12, 2020

$ 270,472.03

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CARROLL COUNTY SOLID WASTE MANAGEMENT COMMISSION
EXECUTE BOARD MEETING – UNOFFICIAL MINUTES

October 14, 2020

1. The meeting was called to order at 4:30 p.m. by Chairperson Jeff Anthofer, City of Coon Rapids. Other present: Dr. Eric Jensen, Mayor of Carroll; Rich Ruggles, Carroll County Board of Supervisors; Harvey Dales, City of Manning; Mary Wittry, Director; and Karen Monical, Education Coordinator.
2. Wittry requested to add annexation under other. Dales moved and Dr. Jensen seconded to approve the amended agenda. Motion carried, all voting.
3. Dales moved and Ruggles seconded to approve the minutes of the September 15, 2020 meeting as written. Motion carried, all voting aye.
4. Wittry discussed the following bills: Bruning Oil – 8 new Bobcat tires - $4600; Foth Infrastructure and Environment – facility planning, general consulting, semi-annual groundwater sampling and leachate conditioning system- $46307.28; Metro Waste Authority – quarterly payment for household hazardous waste -$4787.68; Midwest Sprinkler System – leak in pipe - $1645; Test America Laboratory – semi-annual testing - $16470.60; Tunning Construction- repair fence - $910 and Ziegler Inc. – preventative maintenance, repairs and supplies - $3761.90. Dales moved and Dr. Jensen seconded to approve the bills as presented. Motion carried, all voting aye.
5. Wittry presented the financial report noting that the accounts receivable balance of $199272.11 is high but all collectable. A certificate of deposit for $136156.02 was put in the expansion account for August deliveries. Dr. Jensen moved and Ruggles seconded to approve the finance report as presented. Motion carried, all voting aye.
6. Nathan Minkel with Bowman & Miller, P.C. presented the Commission 2019-2020 audit virtually. Operating revenues decreased 2.9% of $98,353 from fiscal year 2019 to fiscal year 2020. Product sales decreased while gate fee and County and City assessments remained virtually the same. Operating expenses increased 21.7% or $638,219 more in 2020 than in fiscal year 2019 due to additional employee, depreciation and payment into the closure and post closure account. The Commission's net position decreased less than one tenth of one percent, or $6171 from June 30, 2019 to June 30, 2019. Minkel reported that the Commission is in very solid financial position.
7. A virtual presentation with the Foth team consisting of Brian Harthun, Gina Wilming, and Jim Miles-Polka in regards to the leachate conditioning system was presented. Dales moved and Ruggles seconded to halt work on the leachate conditioning system and to continue to explore options with the City of Carroll. Motion carried, all voting aye.
8. The Environmental Management System (EMS) annual review was tabled until November.
9. The landfill inspection was held on September 29, 2020. The report is on file with no comments or required actions.
10. Staff continue to remain vigilant on COVID 19 policies and the office remains closed to the public. No action taken.
11. The Commission will be hosting a drive around the facilities tour from 11:00 to 1:00 p.m. on Saturday, October 24, weather permitting. A recorded presentation will be heard on FM 88.5 radio.
12. The leachate line from the lift station to the sanitary sewer line was flushed and the closed landfill and the new area will be completed next fall per the landfill permit which requires flushing every three years.
13. Market prices for processed recyclables products continue to be low other than #8 Newsprint at $195 per ton. Wittry asked the Executive Board to consider replacing the 1993 Ford flatbed truck. No action taken.
14. Upcoming events were discussed.
15. The next Executive Board meeting will be held at 6:30 a.m. on Tuesday, November 10, 2020.
16. Other – Carroll City Manager visited with Wittry about Olsen Outdoor Power requesting to annex into Carroll and asked if the Commission would be interested too. The Commission already has city utilities and there would be not tax implications. No action taken and the item will placed on the November agenda.
17. Dales moved and Ruggles seconded to adjourn the meeting at 6:50 p.m.

Respectfully submitted:

Mary Wittry