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 MJP-W

DATE: November 7, 2018

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) –
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) –
5. Parks, Recreation & Cultural Advisory Board (meets 3rd Monday of January, March, May, July, September and November) – **October 29, 2018**
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) – **October 17, 2018**
7. Historical Preservation Commission (no regular meeting dates) – **October 18, 2018**
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) – **October 29, 2018**

PARKS, RECREATION AND CULTURAL BOARD MEETING MINUTES
October 29, 2018 @ 5:15 P.M.
Carroll Recreation Center - Crafts Room

The Parks, Recreation and Cultural Board met on this date at 5:15 p.m. at the Farner Government Building – Council Chambers. Members Present: Jeff Aden, Summer Boes, Christine Dirkx, Matt Hodges, Brook Mikkelsen, Ryan Milligan, Clay Netusil and Lois Neu. Absent: None. Staff Present: Jack Wardell, Director of Parks and Recreation, Joel Cortum, Recreation Program Specialist.

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

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It was moved by Milligan and seconded by Aden to approve the October 29, 2018 agenda. All present voted Aye.

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It was moved by Boes and seconded by Neu to approve the July 16, 2018 minutes. All present voted Aye.

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Wardell reviewed the Pickleball Court Complex project. City Council has directed City Staff to look at alternative locations for the courts. Wardell asked committee to give any suggestions for possible locations. No action required.

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Wardell reviewed the Northeast Park Master Plan. No action required.

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Wardell discussed the City Council approved a resolution to enter into a Professional Services Agreement with Shive-Hattery for design of the two trails project which are extension of the trail from Veterans Park then proceeding across Grant Road to the Municipal Golf Course then north to 30th Street. Second trail would go around the Youth Sports Complex and Soccer Fields. Wardell will bring back both completed designs and cost estimates to the board for their recommendations to the City Council. No action required.

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Wardell and Cortum reviewed the Aquatic Center 2018 season. No action required.

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Cortum reviewed the fall recreation programs, No action required.

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During committee discussion it was recommended the City should look at a Study of the Aquatic Center to investigate the need for structural changes. The group for this study should include youth members on the committee. Example of changes would be changing out or adding a new slide. No action required.

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It was moved by Milligan and seconded by Aden to adjourn at 6:45. All present voted Aye.

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

October 17, 2018

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

2. Agenda: Schwabe made the motion and Dr. Jensen seconded to approve the agenda as presented. 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 18, 2018. Motion carried, all voting aye.

4. Danzer reviewed the Bills Payable--see attached. Wittry went over the following: Bauer Built--$523.75—tires & repairs; City of Carroll--$1213.92—jet lift station and leachate line; Foth--$19304.70—consulting, groundwater, cell design, maintenance building; Iowa Communities Assurance Pool--$14061.53—liability insurance; MasterCard--$200.00—ad for compactor; O'Halloran International--$8636.72—hook lift truck repairs; Rotert Construction--$92836.37—maintenance building pay app #4; Mike Schultes Construction--$1614.91—base for electronic sign; TJ's Hauling--$5277.36—two months billing and freight on residue; West Central Iowa Rural Water Association--$2037.02—connection to maintenance building. Dr. Jensen made the motion and Schwabe seconded to approve the bills as presented. Motion carried, all voting aye.

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

6. Discuss/approve North Central Correctional Facility contract change: Schwabe made the motion to accept Wittry's recommendation to increase inmate incentive pay to $30.00 per day and Dr. Jensen seconded. Motion carried, all voting aye.

7. Wittry discussed the need to sell the 816F II Compactor: Dr. Jensen made the motion to sell the compactor and Schwabe seconded. Motion carried, all voting aye.

8. Discuss/approve solar project contractor: Wittry discussed the 2 bids received for the solar project. Schwabe made the motion and Dr. Jensen seconded to approve the Lifetime Solar bid of $74990.00. Motion carried, all voting aye.

9. Wittry stated the warranty period is running out on the current 973 track loader: Dr. Jensen made the motion and Schwabe seconded to approve the purchase of the 973 track loader. Motion carried, all voting aye.

10. Wittry discussed estimates for the commingle line/air infiltration upgrades. Schwabe made the motion to proceed with the commingle line/air infiltration upgrades and Dr. Jensen seconded. Motion carried, all voting aye.

11. Wittry informed the board that Dan Henkenius received the "Outstanding Professional Achievement" award at the Fall Conference.

12. Building update: Wittry reported that concrete work will be completed this week and construction of the building will start next week.

13. Landfill update: Wittry reported that JB Holland will arrive in late October/early November.

14. Recycling update: Halbur reported on market prices.

15. Other: Bob Muhlbauer will discuss the final June 30, 2018 audit report at the November meeting.

16. Next meeting date: Tuesday, November 13, 2018 at 8:00 a.m.

17. Dr. Jensen made the motion and Schwabe seconded to adjourn the meeting at 9:17 a.m. Motion carried, all voting aye.

Respectfully submitted by:

Daniel J Halbur

Carroll Historic Preservation Commission
City of Carroll
Meeting Minutes
Thursday, October 18, 2018

Venue: City Hall Conference Room
Members of the City of Carroll Historic Preservation Commission met in Carroll City Hall.
Members present were: Barbara Hackfort, Chairperson; Vicki Gach, Jacob Fiscus and Mary Baumhover. Absent were: Carolyn Siemann, Joni Rutten, and Frank Hermsen. The meeting was called to order at 10:00 am by Chairperson, Barbara Hackfort.

The presented agenda was approved by consensus. The minutes of the June 21, 2018 meeting were presented and a correction noted in regard to the times the City Cemetery Museum is open. The minutes were corrected to read "open from dawn to dusk", rather than "dusk to dawn". The minutes were then unanimously approved as corrected on motion by Vicki Gach, seconded by Jacob Fiscus.

The first item of business was the Cemetery Museum update, specifically the concern about locking and unlocking the door. The lock currently has a code – making is inaccessible to the public. A programmed time lock is needed with a key. Barbara and Vicki will meet with Jack Wardell, who supervises the cemetery activities. The carriage door has not yet been fixed by the builder, Nate Nagle. Sweeps need to be added to the bottom of the door. Vicki Gach reported that Larry Boyce has offered to put up a Carroll City Cemetery sign on the pillar at the north gate of the cemetery.

The Marketing of the Characters Calendar Project was discussed. It was reported that of the approximately 500 copies to be printed, approximately 190 are available so far, and about 100 have been sold. Calendars have been placed at the Chamber of Commerce, Carroll City Hall, the Carroll County Historical Museum and the Apothecary. On November 26, the Carroll County Historical Museum will be featured at the Pizza Hut and calendars could be sold at that time. Vicki reported that local clubs/groups of Lions, Kiwanis and the United Way will no longer be open to sales of other group's items at their events.

Barbara Hackfort and Vicki Gach reported on the NAPC/Preserve Iowa Summit they attended in July 2018 in Des Moines. Barbara and Vicki also reported on a trip to the Winterset, Iowa Historical Museum and Country School and recommended that others to visit the site.

A proposal was discussed for the Carroll City Historic Commission to sponsor a Training Workshop in Repointing Technics at the City Cemetery Museum in Carroll. President Barbara has contacted Iowa Preservation Commission Director, Paula Mohr, to present the proposal and check requirements. The project would take place at the Carroll City Cemetery Museum and give instructions and hands-on opportunities to participate in the repointing of that building. Elements to be decided include the process of original restoration, the original mortar, contacting a mason and other details, etc. Barbara noted that this project could possibly be held in July, 2019; that it would probably be costly and a larger request for funding would be made to the city. Possible coordination with Chamber of Commerce tourism activities was discussed. Motion was made by Jacob Fiscus, seconded by Vicki Gach and unanimously approved to further explore and plan to sponsor the project.

Motion to adjourn was made by Vicki Gach, seconded by Jacob Fiscus and approved The next meeting will be announced by the Chairperson.

Respectfully submitted,
Mary Baumhover, Secretary

Note: These minutes have not been officially approved.

CIVIL SERVICE COMMISSION
MINUTES OF OCTOBER 29, 2018

The City of Carroll Civil Service Commission met on Monday, October 29, 2018 at 2:00 P.M. in the Carroll Police Department Police Chief's Office. Members present: Phil Markway, Chairperson, and Sheri Mertz. Absent: Todd Bierl. Also present: Police Chief Brad Burke and City Clerk Laura Schaefer.

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It was moved by Mertz, seconded by Markway, to approve the minutes of the July 21, 2018, meeting as written. All present voted aye. Absent: Bierl. Motion carried.

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The Commission members discussed the exams and interview scores for the entry level police officer position.

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

Dillon Feld
Blake Fiferlick
Eric Hahn
Nicholas Johnson
Steven Pudenz
Jordan Shoesmith

All present voted aye. Absent: Bierl. Motion carried.

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It was moved by Mertz, seconded by Markway, to adjourn at 2:38 P.M. All present voted aye. Absent: Bierl. Motion carried.

DRAFT

Phil Markway, Chairperson

ATTEST:

Laura A. Schaefer, City Clerk