City of Carroll

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MEMO TO: Honorable Mayor and Members of the City Council

FROM: Mike Pogge-Weaver, City Manager MPW

DATE: November 22, 2017

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **November 20, 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) – **November 13, 2017**
5. Parks, Recreation & Cultural Advisory Board (meets 3rd Monday of January, March, May, July, September and November) – **November 20, 2017**
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) – **November 14, 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

November 20, 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, Summer Parrott, Paul Reicks, Sondra Rierson, Carol Shields, Ralph von Qualen, and Director Rachel Van Erdewyk. Trustee absent was Kyle Ulveling.

Fiscus called the meeting to order at 5:15. It was moved by Rierson and seconded by von Qualen to approve the agenda. All voted aye. It was moved by Louis and seconded by Parrott to approve the minutes of the October meeting. All voted aye. It was moved by Rierson and seconded by Auge to approve the bills. All voted aye.

Director's Report: Children's library programming and outreach continues to be strong. Additional programming included the Storywalk, where children read a story as they walk. This was scheduled to be held at Swan Lake, but poor weather forced the program to be held at the library. Children's librarian, Diane Tracy and Dr. Whoot greeted 51 participants. Mike Anderson presented Spooky Stories to a group of 49. A teen advisory has been set up with teen librarian, Kelsey Hall. Upcoming events include a book signing with authors Glen Braddy and Dick Tighe on November 28th and IPTV Kids Pajama Party on December 1st. Monthly door count was 6,200. Total program attendance was 1,053. Total resources utilized was 19, 938.

Old Business: Library/City Hall project update.

New Business: Discussion on holiday hours for Thanksgiving, Christmas, and New Year's. It was moved by Auge and seconded by Shields to approve the holiday hours of Thanksgiving (close at 6 p.m. on Wednesday, November 22nd and closed Thursday, November 23rd and Friday, November 24th), Christmas (close at 12:00 p.m. on Saturday, December 23rd, and closed on Monday, December 25th), and New Year's (closed Monday, January 1st). All voted aye. Trustees reviewed the "Confidentiality of Records Policy." After discussion it was moved by Rierson and seconded by Auge to accept the policy as written with no revisions. All voted aye. Trustees reviewed the "Internet and Computer Use Policy." After discussion it was moved by Parrott and seconded by Shields to remove the third paragraph and accept the rest of the policy as written. All voted aye.

It was moved by Auge and seconded by Rierson to adjourn. All voted aye. Meeting adjourned at 6:00. Next regular meeting will be December 18, 2017.

Jacob Fiscus—President

Judy Behm—Recording Secretary

CARROLL AIRPORT COMMISSION

Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, November 13, 2017, at the Arthur Neu Airport. Commission members in attendance were Norman Hutcheson, Greg Siemann, Gene Vincent and Dick Fulton. Comm. Kevin Wittrock was absent. 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 were reviewed by the Commission. A motion by Comm. Vincent and seconded by Comm. Siemann was made to approve the minutes. Motion carried by Commissioners Hutcheson, Siemann, Vincent and Fulton.

ENTRANCE DRIVE PROJECT

Mr. Crawford reported Wicks Construction has the drive paving completed and did a good job. Mr. Crawford had a change order because of added working days and sidewalk removal and color. The color concrete around the sidewalks has several cracks. It is very difficult to match the color to replace the concrete so Wicks Construction offered a $4,000.00 discount on the concrete bill. After discussion, Mr. Crawford said the $4,000.00 was a fair discount. Comm. Vincent said there is a product to seal cement that does not make it slick that he has used with good results. Wicks Construction requested payment #2 in the amount of $175,257.30. A motion by Comm. Fulton and seconded by Comm. Vincent was made to approve the payment to Wicks Construction. Motion carried by Commissioners Hutcheson, Siemann, Vincent and Fulton.

ENTRANCE LIGHTING PROJECT

Mr. Crawford had the electrical contract for the entrance drive from Venteicher Electric, Inc. along with the insurance and bonding papers. A motion by Comm. Vincent and seconded by Comm. Siemann was made to approve the contract in the amount of $25,362.00. Motion carried by Commissioners Hutcheson, Siemann, Vincent and Fulton.

Venteicher had all the underground completed and waiting for the poles. There is electric stubbed to the area where the new Carroll Airport sign will be erected.

FIVE YEAR CIP PROGRAM
The five year CIP program is due November 20th. Mr. Crawford had the application and after much discussion some changes were made. There will be no project for the 18/19 Federal entitlement program. Some of the 18/19 money will be applied to the drive entrance project. A motion by Comm. Siemann and seconded by Comm. Vincent was made to approve the CIP program and have Mr. Crawford submit this to the FAA. Motion carried by Commissioners Hutcheson, Siemann, Vincent and Fulton.

TOPICS DISCUSSED:
Don said by 2020 there will be a new leak calibrating system in effect to detect leaks in older underground tanks. He said this could be costly.

Don reported leaks in the old bathroom upstairs. There was water leaking downstairs and the floor and drywall could be affected. Don along with Comm. Fulton will check with contractors.

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

Carroll Aviation	contract	$ 6,450.00
McClure Engineering	drive light engineer	1,350.00
Community Oil	equipment fuel	86.00
VanWall Equipment	generator filters	82.44
Rueter's	equipment filters	339.95
Wittrock Motor	Oct car rental	375.00
NAPA Auto Parts	filter	38.19
Carroll Glass	replace windbreaks	360.00
ECHO Group	bulbs	25.20
Mike Schultes Const	concrete/fuel tanks	283.13
Raccoon Valley Elec	Oct electric service	1,026.28
Carroll Refuse	Oct garbage	57.00
Ecowater	cooler rent/water	110.87
Bomgaars	misc'l supplies	58.94
Petroleum MKT Ins	underground tank ins	2,081.00
McClure Engineering	entrance drive pgt	15,953.64
Wicks Construction	entrance drive pgt	175,257.30

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 and Fulton.

There being no further business, a motion by Comm. Fulton and seconded by Comm. Siemann was made to adjourn at 7:14 P.M..

The next regular meeting of the Carroll Airport Commission will be December 11, 2017, at the Arthur Neu Airport.

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Chairman/Vice Chairman

ATTEST:

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CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, December 11, 2017

5:30 P.M.

Arthur Neu Airport

Agenda

Approve minutes from previous meeting

Entrance Drive Project

Entrance Lighting Project

Bathroom Repair

Re-estimate 2017/2018 Budget

2018/2019 Budget

New Business

Approve monthly bills

PARKS, RECREATION AND CULTURAL BOARD MEETING MINUTES
November 20, 2017 @ 5:15 P.M.
Farner Government Building – Council Chambers

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, Cara Greteman, Brook Mikkelsen, Ryan Milligan, and Clay Netusil. Absent: Matt Hodges, Lois Neu and Jen Munson. 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 Aden and seconded by Milligan to approve the November 20, 2017 agenda as presented. All present voted Aye.

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It was moved by Aden and seconded by Greteman to approve the September 18, 2017 minutes. All present voted Aye.

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Residents of Northeast Park area were present and voiced their concerns of the park being open from 6 am to 12 am (midnight). They would like to see reduced hours for the public to have use of the park. It was moved by Aden and seconded by Netusil to table the discussion so they have time to make a recommendation to the City Council about park hours. All present voted Aye.

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Adam Scott, Sales and Support Manger from Grave Discover Software presented their cemetery software program and the option of a Kiosk to be located by the new cemetery garage. It was moved by Aden and seconded by Mikkelsen to recommend to the City Council that they waive the purchasing policy and buy direct at a local dealer and not take sealed bids for the purchase of the software and hold off on the purchase of the Kiosk. All present voted Aye.

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It was moved by Greteman and seconded by Boes to adjourn at 6:59 PM. All present voted Aye.

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

November 14, 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 Harvey Dales, City of Manning. Also attending were Bob Muhlbauer, Commission CPA; Mary Wittry, Director and Dan Halbur, Office Manager.

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

3. Schwabe made the motion and Dales seconded to approve the minutes of the Executive Board meeting on October 10, 2017. Motion carried, all voting aye.

4. Dales reviewed the Bills Payable--see attached. Wittry went over the following: All Pro Door--$8520.00—new overhead door; Bauer Built--$1676.68—2 sets of new tires; Foth --$9963.42—general consulting, groundwater sampling, single stream feasibility study; Iowa Communities Assurance Pool--$13821.63—liability insurance; Metro Waste Authority--$4527.48—quarterly payment for household hazardous waste recycling; Recovery Systems--$2630.53—new electronics and power supply on big baler. Dales 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. Dales made the motion and Dr. Jensen seconded to approve the financial report as presented. Motion carried, all voting aye.

6. Muhlbauer discussed the final June 30, 2017 audit report. Schwabe made the motion and Dales seconded to approve the June 30, 2017 audit as presented. Motion carried, all voting aye.

7. Discussion/decision on farm rent: Wittry informed the board that termination notices have been sent to Jesse Baumhover and Jake Kuker prior to the September 1 deadline. Schwabe made the motion and Dr. Jensen seconded to offer all farmland for rent to Jesse Baumhover for $250.00 per acre. Motion carried, all voting aye.

8. Environmental Management System (EMS): Wittry provided an overview of the EMS program and 2017 and 2018 projects.

9. Single Stream Study: Wittry discussed preliminary results of the study. Presentation of the results will be November 29, 2017 at 5:00 p.m. at the Carrollton Centre.

10. Landfill update: Wittry informed the board that the new compactor is scheduled to arrive in January, inmates will be here Wednesday, and management from North Central Correction Facility will also be here to observe the inmates duties.

11. Recycling update: Wittry informed the board that cardboard decreased again from the previous month.

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

13. Schwabe made the motion and Dales seconded to adjourn the meeting at 8:58 a.m. Motion carried, all voting aye.

Dan Halbur