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: December 5, 2019

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) – **November 18 and 22, 2019**
5. Parks, Recreation & Cultural Advisory Board (meets 3rd Monday of January, March, May, July, September and November) – **November 18, 2019**
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) –
7. Carroll Historic Preservation Commission (no regular meeting dates) –
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

CARROLL AIRPORT COMMISSION

Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, November 18, 2019, 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 and Carol Schoeppner, recording secretary. Mr. Don Mensen, airport manager, attended by phone. 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. Fulton and seconded by Comm. Wittrock was made to approve the minutes. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

AIR METHODS
Comm. Vincent reported the mobile home is in place and staffed and should be in business the following Wednesday. Comm. Vincent helped with installation of the utilities. There will be skirting around the mobile home and the Commission discussed pouring cement around the exterior which should be Air Methods expense. Comm. Vincent thanked the Commission for their help in this project.

AIRPORT SIGN
The sign is on hold because of weather. Mr. Crawford will check with the State to make sure the grant will still be available in the spring. Mr. Crawford suggested to apply for partial payment from the State grant to show the project is in progress.

CIP FEDERAL PROGRAM
Mr. Crawford presented the Commission with the draft version of the 5yr Capital Improvement Program. The Commission discussed the 5yr needs along with future needs. The Commission will approve the CIP next meeting.

5 YEAR ENGINEERING
Comm. Siemann requested engineering services from several firms. Only McClure Engineering returned the application. A motion by Comm. Vincent and seconded by Comm. Siemann was made to accept the resolution approving the 5yr engineering services from December 2019 through November 2014 from McClure Engineering. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

2019/2020 BUDGET
The Commission discussed the 2019/2020 budget. A motion by Comm. Vincent and seconded by Comm. Siemann was made to approve the 2019/2020 re-estimated budget in the amount of $239,200.00. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

2020/2021 BUDGET
The Commission discussed the 2020/2021 budget. A motion by Comm. Siemann and seconded by Comm. Fulton was made to approve the 2020/2021 budget in the amount of $217,400.00. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

FARM REPORT
Comm. Vincent reported the beans made 49.04 bushels per acre and sold to Landus for the amount of $11,688.19. The corn made 198.7 bushels per acre and sold to New Cooperative for the amount of $19,131.57. The hay was sold to Chad Steinkamp for $1,150.00 and the rent from Russell Behrens will be $2,562.75.

TOPICS DISCUSSED:
The DNR will require a completion form for the airport sign project 30 days after completion. Comm. Wittrock will file this.

Comm. Vincent suggested a study for a growth plan, alternative funding sources, hanger needs and other issues. Comm. Fulton said he would help Comm. Vincent with this study.

BILLS

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

Carroll Aviation	contract	$6,700.00
Performace Plus	tractor tires	3,000.00
Wittrock Motor	Oct car rental	349.00
Rueter's	equipment repair	51.80
Midwest Wholesale	door repair	201.80
Rueter's	rental equipment	720.00
Siemann Law	publishing	52.51
Carroll Refuse	Oct garbage	57.00
Ecowater	cooler rent/water	97.07
Carroll Aviation	paid Seton Products	215.62
Raccoon Valley Elec	Oct electric service	1,160.57
Carol Schoeppner	secretary contract	350.00

A motion by Comm. Siemann 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. Wittrock amd seconded by Comm. Siemann was made to adjourn at 7:06 P.M..

The next regular meeting of the Carroll Airport Commission will be December 9, 2019 at the Arthur Neu Airport.

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Chairman/Vice-Chairman

ATTEST:

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CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, December 9, 2019

5:30 P.M.

Arthur Neu Airport

AGENDA

Approve minutes from previous meeting

Air Methods

Approve CIP 5YR Plan

New Business

Approve monthly bills

Carroll Airport Commission

Special Meeting

A special meeting of the Carroll Airport Commission was held on Friday, November 22, 2019, at the office of Siemann Law Firm, Carroll, Iowa. Commission members in attendance were Norman Hutcheson, Greg Siemann, Gene Vincent, Kevin Wittrock and Dick Fulton. Also attending via telephone were Pete Crawford and Jay Pudenz, of MClure Engineering Co and Brian Tompkins FAA Airport Engineer.

The meeting was called to order at 1:34 PM.

The commission discussed the scope of the proposed FY 2020 project of rehabilitation of Runway 3/21 and taxiway, rehabilitation of the Runway 3 turnaround and partial parallel taxiway, and terminal apron. The timing and funding of the project was discussed.

There being no further business, a motion by Comm. Wittrock and seconded by Comm. Vincent was made to adjourn at 2:36 P.M.

PARKS, RECREATION AND CULTURAL BOARD MEETING MINUTES
November 18, 2019 @ 5:15 P.M.
City Hall – Council Chambers

The Parks, Recreation and Cultural Board met on this date at 5:38 P.M. at the City Hall Council Chambers. Members Present: Jeff Aden, Summer Boes, Brook Mikkelsen Ryan Milligan, and Clay Netusil. Absent: Matt Hodges, Christine Dirkx and Lois Neu. Staff Present: Jack Wardell, Director of Parks and Recreation and Joel Cortum, Recreation Center Superintendent.

The meeting was called to order at 5:38 P.M.

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It was moved by Milligan and seconded by Aden to approve the November 18, 2019 agenda as presented. All present voted Aye.

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It was moved by Mikkelsen and seconded by Milligan to approve the September 16, 2019 minutes. All present voted Aye.

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Wardell discussed the possible new location of the Pickleball Courts. West of the current tennis courts on the property gifted by the Schaben Family. Wardell recommended the City should look at four courts to start with and to save costs. Committee agreed to reduce costs and get a favorable bid by constructing four courts.

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Wardell reviewed the Carroll Recreation Center Building Improvements Plan that has been presented to the Building Committee. No action taken.

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Netusil discussed an idea that the City Council consider adjusting the Carroll Recreation Center Membership rates annually according to the inflation rate. If Parks and Recreation staff feel there is a need for larger increase, they could bring that to the City Council for their consideration. No action taken.

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It was moved by Milligan seconded by Boes to adjourn at 6:28 P.M. All present voted Aye.