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: November 3, 2021

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **October 18, 2021**
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 1st Monday of January, March, May, July, September and November) – **November 1, 2021**
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) –
7. Carroll Historic Preservation Commission (no regular meeting dates) – **September 13, 2021**
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

Library Board Minutes
October 18, 2021

The Carroll Board of Trustees met in the Community Meeting Room at the Carroll Public Library. Trustees present: Lisa Auen, Marcie Hircock, Brenda Hogue, Summer Parrott, Dale Schmidt, Thomas Parrish, Julie Perkins, and director Rachel Van Erdewyk. Trustees absent: Ralph von Qualen, Kyle Ulveling.

Parrott called the meeting to order at 5:15. Van Erdewyk introduced Parveen Karim, the new Public Services Librarian. 5:17 von Qualen arrived. It was moved by Schmidt and seconded by von Qualen to approve the agenda. All voted aye. Absent: Ulveling. It was moved by Perkins and seconded by von Qualen to approve the September 20 meeting minutes. All voted aye. Absent: Ulveling. A thank you card from Judy for the retirement party and a thank you card from St Anthony hospital for letting them use the space for meetings was the correspondence from last month. It was moved by Hircock and seconded by Schmidt to approve the bills. All voted aye. Absent: Ulveling.

Director's Report: Van Erdewyk let us know that the Facebook read along program has ended with in person programming starting again. The library has also hosted tour groups, recently the class of 1961 from Kuemper and a local PEO group. There was a Maker Monday event on no school days and there are plans to host future maker space days on non-school days. A new group has been started headed by Parrott, Embrace Neurodiversity Group, which supports a group of specific children who are neurodivergent and their caregivers.

Board Education: Van Erdewyk educated the board on the library needing a five year strategic plan for the upcoming re-accreditation cycle through the State Library of Iowa. The strategic plan needs to be based on community data and community needs. The board reviewed the requirements of the Strategic Plan based on the Iowa Library Trustee's Handbook. Van Erdewyk presented the current strategic plan.

Old Business: Discussion continued with options on Sunday hours and whether there is a need. More information is being gathered and will be discussed at a later meeting. No action taken.

The Library Personnel Policy was discussed again. Van Erdewyk will bring back an updated policy for review and approval to the next meeting. No action taken.

The strategic plan was discussed again. The current strategic plan will be reviewed by library staff to determine if more data from the community needs to be gathered. No action taken.

New Business: FY 22-23 budget initiatives were discussed. No action taken.

It was moved by von Qualen and seconded by Parrish to adjourn. All voted aye. Absent: Ulveling. Meeting adjourned at 6:37. Next regular meeting will be November 15, 2021.

Summer Parrott—Vice President

Brenda Hogue—Recording Secretary

PARKS, RECREATION AND CULTURAL BOARD MEETING MINUTES
November 1, 2021 @ 5:15 PM
Activities Room – Carroll Recreation Center

The Parks, Recreation and Cultural Board met in person on this date at 5:16 p.m. Members Present: Jeff Aden, Mary Bruner (by Zoom), Matt Hodges, Brook Mikkleson and Deb Quandt. Absent: Dr. Casey Berlau, Lois Neu, Chad Ross and Josh Sporrer. Staff Present: Mike Pogge-Weaver, Chad Tiemeyer and Jack Wardell

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The meeting was called to order at 5:16 P.M.

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It was moved by Hodges and seconded by Quandt to approve the November 1, 2021 agenda as presented. All present voted Aye.

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It was moved by Aden and seconded by Hodges to approve the July 19, 2021 minutes. All present voted Aye.

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Wardell updated the Board on the Northeast Park Parking Lot Improvements Project. This project is scheduled to start construction next spring. No action taken.

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Wardell updated the board on the progress of the Merchants Park Grant Application Project the city is applying for. A cost estimate of improvements is needed for the application. No action taken.

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Wardell reviewed the options for the Graham Park Pedestrian Bridge Cost Options. No action required.

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Wardell proposed to the board a Professional Services Agreement – Amphitheatre Study which will provide a statement of probable cost for proposed corrections as identified in the site investigation. It was moved by Quandt and seconded by Mikklesen to recommend to the City Council to enter into a Professional Services Agreement with Shive Hattery, Inc. for the Amphitheatre Study, all present voted Aye.

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Wardell reviewed the latest Carroll Recreation Center Building Improvements plan to the board. No action required.

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It was moved by Hodges and seconded by Mikklesen to adjourn at 5:54 P.M. All present voted Aye.

Carroll Historic Preservation Commission
City of Carroll
Meeting Minutes
Monday, September 13, 2021

Venue: City Hall City Council Chambers
Members present: President John Steffes, Tim Fitzpatrick, Vicki Gach, Denis Bormann, Carolyn Siemann, Jonathon Pogge-Weaver, Marilyn Barta

Chairperson John Steffes called meeting to order at 7:00 a.m.

The minutes of the August 5, 2021 meeting were presented and approved on motion by Bormann, seconded by Barta.

The only item of business was the National Register cemetery nomination review and recommendation. Carolyn and Vicki gave a brief overview of the nomination's status. There will be a meeting in Des Moines on October 8, 2021, at 9:55 a.m. for this nomination review and at this time possibly a virtual event. Carolyn and Vicki will attend. Others are certainly welcome.
On motion by Fitzpatrick and seconded by Pogge-Weaver the Commission voted to approve the cemetery nomination.

Chairman Steffes completed Item #1, the Commission's portion of the review form. Mayor Jensen will also be signing the form.

The meeting was adjourned on motion by Pogge-Weaver and seconded by Gach.

The next meeting will be Thursday, October 21, 2021 at 4:30 p.m. at City Hall.

Respectfully submitted,
Tim Fitzpatrick, Secretary