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: January 5, 2017

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) –
2. Board of Adjustment (meets 1st Monday of month) – **January 3, 2017**
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) – **December 27, 2016**
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) –
7. Historical Preservation Commission (no regular meeting dates) –
8. Safety Committee (no regular meeting dates) – **December 16, 2016**
9. Civil Service Commission (as needed) –

BOARD OF ADJUSTMENT

MINUTES OF JANUARY 3, 2017

The Board of Adjustment met in regular session on this date at 5:15 PM in the Farner Government Building, City Council Chambers. Members present: Aaron Juergens, Ruth Nellesen, Mark O'Leary, Donna Pudenz and Nick Topf. Absent: Marion Burns and John Wessling. Also present: David Bruner, City Attorney, Mike Pogge-Weaver, City Manager, Greg Schreck, Building/Fire Safety Official and Perry Johnson, Building Official.

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O'Leary served as interim chairperson to elect a chairperson. MOTION by Pudenz second by Nellesen to elect O'Leary as chairperson. All present voted aye. Absent: Burns and Wessling. Motion carried. O'Leary assumed the chair. MOTION by Topf, second by Nellesen to elect Pudenz as vice-chairperson. All present voted aye. Absent: Burns and Wessling. Motion carried.

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MOTION by Juergens, second by Topf, to approve the minutes of the December 5, 2016 meeting as mailed. All present voted aye. Absent: Burns and Wessling. Motion carried.

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Case 01-17-01, a request for a special use permit, home occupation, from Jason W. and Aubrey Kemerling, 526 Lakewood Drive, legally described as Lot 8, Block 1, Collison's First Addition to the City of Carroll, Carroll County, Iowa, was presented for consideration by the Board. Jason proposes to store, upgrade and sell golf carts in his garage. All adjacent property owners were provided written notice via USPS. Jason Kemerling appeared to support the request. Mr. Kemerling stated all activities would be carried out within the garage. No other persons appeared to support or oppose the request. MOTION by Pudenz, second by Nellesen, to approve the request as presented for a special use permit, home occupation. All present voted aye. Absent: Burns and Wessling. Motion carried.

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Case 02-15-01 a request from Nicole I. Goecke (Johnson), for a special use permit, home occupation, for 739 Troy Drive, legally described as Lot 17, except the West 25 feet; and the West 29 feet of Lot 16, all in Block 7, Bierl's Addition, Carroll, Carroll County, Iowa was presented for consideration. Nicole proposes to have a dog daycare/boarding facility in her garage. All adjacent property owners were provided written notice via USPS. Nicolle Goecke

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(Johnson) appeared to support the request. No other persons appeared to support or oppose the request. MOTION by Nellesen, second by Juergens, to grant the request as presented for a special use permit, home occupation. All present voted aye. Absent: Burns and Wessling. Motion carried.

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MOTION by Juergens, second by Pudenz, to adjourn at 5:24 PM. All present voted aye. Absent: Burns and Wessling. Motion carried.

Mark O'Leary, Chairperson

Greg Schreck, Building/Fire Safety Official

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PARKS, RECREATION AND CULTURAL BOARD MEETING MINUTES
December 27, 2016 @ 4:00 P.M.
Farner Government Building – Council Chambers

The Parks, Recreation and Cultural Board meet on this date at 4:00 p.m. at the Farner Government Building – Council Chambers. Members Present: LaVern Dirkx, Cara Greteman, Brook Mikkelsen, Ryan Milligan, Clay Netusil and Lois Neu. Absent: Jeff Aden, Summer Boes 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 4:00 P.M.

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It was moved by Milligan and seconded by Greteman to approve the December 27, 2016 agenda as presented. All present voted Aye.

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It was moved by Neu and seconded by Greteman to approve the minutes of the November 21, 2016 meeting. All present voted Aye.

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Carl Rodgers, Chad Hunter and Alex Robinson from Iowa State University presented to the board the latest version of the Graham Park District Plan. The committee will review sections of the plan when presented by the City Staff for future park projects. No action taken.

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It was moved by Greteman and seconded by Neu to adjourn at 4:53 pm. All voted Aye.

SAFETY COMMITTEE MEETING MINUTES

December 16, 2016

The Safety Committee met on the above date at 7:30 A.M. at the Fire Station.

Members Present:

Safety Director Greg Schreck	McKenzie Kiger (Rec Center)
Sean Kleespies (WWTP)	Tom Weber (Public Works)
Jeff Warnke (At-Large Employee)	Andy Snyder (Rec Center)
Scott Haakenson (Golf Course)	Terry Kluver (Water)
Laura Schaefer (City Hall)	Brad Burke (Police)

The meeting was called to order by Schreck at 7:30 A.M.

Motion by Warnke, second by Weber, to approve the minutes of the March 19, 2016 meeting, as written. All present voted aye. Motion carried

The Committee reviewed work-related injuries since the last meeting with no serious injuries reported. The Committee was reminded of the Return-To-Work Policy for work related injuries and working with employees to know their own physical limitations.

The Committee discussed being aware of their surroundings and take necessary precautions to avoid slips, trips and falls.

IMWCA will conduct a workshop in Carroll on February 16, 2017, 9-11AM, at the fire station. Safety Director Greg Schreck plans to attend.

Scott Smith, IMWCA, will be conducting a site visit on January 5, 2017.

The City will schedule training sessions for all employees that need CPR training and to use the AED machines. We will plan to work with Recreation Superintendent McKenzie Kiger to get sessions scheduled in January or February 2017.

Contact Police Chief Brad Burke to get more information about IMWCA's online university. This is a very good resource for bloodborne pathogens training.

ICAP is offering $1,000 grants in 2017 to all members for safety upgrades. Committee members were asked to review their work locations for possible upgrades so we can apply for the grant.

Safety Director Greg Schreck is working to schedule another safety refresher course. More information to follow.

Motion by Snyder, second by Burke to adjourn at 7:50 A.M. All present voted aye. Motion carried.

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Laura Schaefer, City Clerk