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 8, 2020

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) – **December 11, 2019**
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) –
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) – **December 17, 2019**
7. Carroll Historic Preservation Commission (no regular meeting dates) –
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

PLANNING AND ZONING COMMISSION

MINUTES OF DECEMBER 11, 2019

The Carroll Planning and Zoning Commission met in regular session on December 11, 2019, 5:15 PM, in the Farner Government Building, Mayor's Office. Present: Dawn Bonham, Ron Juergens, Angelo Luis, Dan Messerich, Jayne Pietig and Nancy Riddle. Absent: Pat Macke, Katie McQueen and Jayne Pietig. Also present: Mike Pogge-Weaver, David Bruner, City Attorney and Greg Schreck, Building/Fire Safety Official. Commissioner Juergens presided.

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MOTION by Juergens, second by Messerich, to approve the minutes of the June 12, 2019 as mailed. All present voted aye. Absent: Macke, McQueen and Venteicher. Motion carried.

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A request from Martin J. Steffes, Vice-President of Roman J. Steffes & Sons Construction, Inc., to change the zoning from P.U.D., Planned Unit Development with an underlay zoning of R-5, High-Density Residential District to R-3, Low-Density Residential District for an area legally described as a parcel of land located in the southeast quarter of Section 19, Township 84 North, Range 34 West of the Fifth P.M., Carroll County, Iowa being more particularly described as follows: Referring to the southeast corner of the southeast quarter of said section 19; thence N00°27'59"W, on the east line of said southeast quarter, 935.42 feet; thence S89°50'09"W on the north line of East Business Park Subdivision 552.83 feet to the point of beginning; thence N00°15'33"W, 339.98 feet to the south line of Northridge Fourth Subdivision, Phase Three; thence S89°50'21"W, on said south line, 694.67 feet to the east right of way line of Bella Vista Drive; thence S00°15'33"E, on said east line, 340.02 feet to the north line of East Business Park; thence N89°50'09"E, on said north line, 694.67 feet to the point of beginning, containing 5.42 acres, more or less. All adjacent property owners were notified of the hearing by mail and proof of public notice of a hearing was presented. The public hearing was opened at 5:18 PM. Marty Steffes was present to represent and support the request. No one appeared in opposition. The public hearing was closed at 5:18 P.M. MOTION by Messerich, second by Pietig to recommend to the City Council approval of the zoning change request for the area described from P.U.D., Planned Unit Development with an underlay zoning of R-5, High-

Density Residential District to R-3, Low-Density Residential District. All present voted aye. Absent: Macke, McQueen and Venteicher. Motion carried.

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MOTION by Messerich, second by Pietig, to adjourn at 5:19 PM. All present voted Aye. Absent: Macke, McQueen and Venteicher. Motion carried.

Ron Juergens, Commissioner

Michel J. Pogge-Weaver, City Manager

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

December 17, 2019

1. The meeting was called to order at 7:00 a.m. by Chairman Jeff Anthofer, in the office of the Carroll County Recycling Center. Others in attendance were Dr. Eric Jensen, City of Carroll, exited at 8:22 a.m.; Rich Ruggles, Carroll County Supervisor; and Harvey Dales, City of Manning, arrived at 7:15 a.m. Also attending were Mary Wittry, Director; Dan Halbur, Office Manager; and Karen Monical, Education Coordinator.

2. Agenda: Wittry added to "other" discussion on representation on board. With the addition, Ruggles made the motion to approve the agenda and Dr. Jensen seconded. Motion carried, all voting aye.

3. Dr. Jensen made the motion and Ruggles seconded to approve the minutes of the Executive Board Meeting on November 19, 2019. Motion carried, all voting aye.

4. Dales reviewed the Bills Payable--see attached. Wittry went over the following: Foth--$11073—general, groundwater, and cell 5B/C; Recovery Systems--$14244—equipment and seal kit; SilverStone Group --$2400— actuarial report. Ruggles made the motion and Dr. Jensen seconded to approve the bills as presented. Motion carried, all voting aye.

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

6. Wittry reported that no changes were made to the draft audit as presented at the November 19, 2019 board meeting. Dr. Jensen made the motion and Ruggles seconded to approve the June 30, 2019 audit as presented. Motion carried, all voting aye.

7. Wittry presented the proposed amended budget for 2019-2020. Dales made the motion and Dr. Jensen seconded to approve the proposed amended budget for 2019-2020 as presented. Motion carried, all voting aye.

8. Wittry presented the proposed budget for 2020-2021. This budget includes increases to tipping fees for demolition and construction to $50/ton, special waste to $75/ton, and processing of out of county recyclables to $57.50/ton; an increase of 8.23% to employee health insurance premiums; removal of recycling roll offs; and a 2.50% wage increase. Dales made the motion and Ruggles seconded to approve the proposed budget for 2020-2021 as presented except for the removal of recycling roll offs. Motion carried, all voting aye.

9. Wittry reported that Cathy Toms has been hired for the Office Manager position and will start January 13, 2020. Ruggles made the motion and Dales seconded to approve the new hire with the proposed wage package. Motion carried, all voting aye.

10. Wittry reported that an Iowa Municipalities Workers Compensation Association staff member conducted a safety inspection at the Recycling Center and Landfill. It was recommended that Commission staff do not lift TV's from customers' vehicles. It is now Commission policy that no staff member will assist in the removal of a TV from customers' vehicles.

11. Project updates: Wittry reported that the recycling modification project has been completed.

12. Recycling update: Wittry informed the board that prices held steady from last month and products continue to move; New Hope's last day is December 31, 2019; and that the Commission received a call from Westco Industries.

13. Landfill update: Wittry reported that the fence is being installed.

14. Next meeting date: **Executive Board on Wednesday, January 8, 2020 at 5:30 p.m.**
Annual Meeting on Wednesday, January 8, 2020 at 7:00 p.m.

15. Other: Wittry will reach out to the City of Breda regarding who will be their new representative on the Executive Board.

16. Anthofer made the motion and Ruggles seconded to adjourn the meeting at 8:42 a.m. Motion carried, all voting aye.

Respectfully submitted by:

Dan Halbur