City of Carroll

112 E. 5th Street Carroll, Iowa 51401-2799 (712) 792-1000 FAX: (712) 792-0139

MEMO TO: Honorable Mayor and Members of the City Council

FROM: Mike Pogge-Weaver, City Manager MJPW

DATE: March 4, 2021

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **February 15, 2021**
2. Board of Adjustment (meets 1st Monday of month) – **March 1, 2021**
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) –
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) –

Library Board Minutes

February 15, 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, Thomas Parrish, Summer Parrott, Julie Perkins, Dale Schmidt, Kyle Ulveling (5:19), Ralph von Qualen, and Director Rachel Van Erdewyk. Trustees absent: None.

Parrott called the meeting to order at 5:15. New trustee, Marcie Hircock, who is replacing Carol Shields, was introduced to the trustees. It was moved by von Qualen and seconded by Perkins to approve the agenda with an addendum to nominate and vote for secretary position (upon further review, since this item was not originally listed on the agenda, this item will be brought back for action at the March 15 trustee meeting). All voted aye. Absent: Ulveling. Ulveling arrived at 5:19. It was moved by Hogue and seconded by Schmidt to approve the minutes of the January meeting. All voted aye. It was moved by Ulveling and seconded by Auen to approve the bills. All voted aye.

Director's Report: Adult programming continues with the Crafty Library Ladies and Book Clubs. Children's programming continued with Miss Diane's Facetime Live, Rookies at Home Storytime with Grab and Go crafts, and book drop-offs to area daycares. Friends of the Library held a book sale January 13-16, with plans to have one every other month going forward. Total program attendance was 3,510. Total resources utilized was 32,473. Monthly door count was 2,527.

Board Education: None.

Old Business: Update on Donor Wall.

New Business: Discussion item—Meeting Room and Social Stairs usage information. After discussion, it was moved by Ulveling and seconded by Perkins for Van Erdewyk to amend the Meeting Room Use Policy to include discussion items of the board and to be brought back to the board for review and approval. All voted aye. A policy on the Social Stairs is tabled for now. It was moved by Perkins and seconded by Schmidt to appoint Hogue to replace Shields as Secretary on the board (upon further review, since this item was not originally listed on the agenda, this item will be brought back for action at the March 15 trustee meeting). All voted aye.

It was moved by Ulveling and seconded by Parrish to adjourn. All voted aye. Meeting adjourned at 5:58. Next regular meeting will be March 15, 2021.

Summer Parrott—President

Judy Behm—Recording Secretary

BOARD OF ADJUSTMENT

MINUTES OF MARCH 1, 2021

The Board of Adjustment met in regular session on this date at 5:15 PM in the Council Chambers, City Hall, 627 N Adams Street. Members present: Jonathan Campbell, Aaron Juergens, Ruth Nellesen, Mark O'Leary and John Wessling. Absent: Donna Pudenz and Nick Topf. Also present: Mike Pogge-Weaver, City Manager, Greg Schreck, Building/Fire Safety Official and Perry Johnson, Building Official.

* * * * * * *

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

* * * * * * *

The minutes of the September 8, 2020 meeting were inadvertently left out of the agenda packet and will be presented for approval at the next meeting.

* * * * * * *

Case 03-21-01, a request for a special use permit, home occupation, from Michael and Marchelle Kots, 1629 Oakwood Drive, legally described as Lot 11, Block 1, Oak Park Subdivision to the City of Carroll, Carroll County, Iowa, was presented for consideration by the Board. Michael Kots has applied for his Federal Firearms License and once obtained he proposes to process the legal transfer of handgun, rifles and shotguns at this residence. Mr. Kots does not plan to have inventory on hand or a retail location. He has also applied for his license to produce (load/re-load) ammunition, which he currently does, and plans to fill orders on a requested basis and not stock ammunition either. All adjacent property owners were provided written notice via USPS. Michael Kots appeared to support the request. No other persons appeared to support or oppose the request. MOTION by Campbell, second by O'Leary, to approve the request as presented for a special use permit, home occupation. Aye: Campbell, Juergens, Nellesen and O'Leary. Nay: Wessling. Absent: Pudenz and Topf. Motion carried..

* * * * * * *

Case 03-21-02, a request for a variance from Samuel Yetmar, 303 S Maple Street, legally described as the East 85 feet of the West 90 feet of Out Lot "A", Heims Addition to Carroll,

DRAFT

Carroll County, Iowa, was presented for consideration by the Board. Samuel is planning on building a 24-foot by 24-foot two car attached garage to the east side of his house. He is requesting a variance to build due to the property's lot size being smaller than required. All adjacent property owners were provided written notice via USPS. Samuel Yetmar and his contractor, Curt Kirsch appeared to support the request. No other persons appeared to support or oppose the request. MOTION by Wessling, second by Campbell, to deny the request as presented for a variance. All present voted aye. Absent: Pudenz and Topf. Motion carried.

* * * * * * *

MOTION by Juergens, second by Campbell, to adjourn at 5:40 PM. All present voted aye. Absent: Pudenz and Topf. Motion carried.

Mark O'Leary, Chairperson

Michel J. Pogge-Weaver, City Manger

DRAFT