City of Carroll

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MEMO TO: Honorable Mayor and Members of the City Council

FROM: Mike Pogge-Weaver, City Manager

DATE: March 19, 2020

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **March 16, 2020**
2. Board of Adjustment (meets 1st Monday of month) –
3. Planning and Zoning Commission (meets 2nd Wednesday of month) – **March 11, 2020**
4. Carroll Airport Commission (meets 2nd Monday of month) – **March 9, 2020**
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) – **March 17, 2020**
7. Carroll Historic Preservation Commission (no regular meeting dates) –
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

Carroll Public Library Board Minutes

March 16, 2020

The Carroll Board of Trustees met in the City Hall Conference Room. Trustees present: Lisa Auen, Brenda Hogue, Thomas Parrish, Summer Parrott, Paul Reicks, Dale Schmidt, Carol Shields, Kyle Ulveling, Ralph von Qualen, and Director Rachel Van Erdewyk.

Reicks called the meeting to order at 5:36. It was moved by Ulveling and seconded by Auen to approve the agenda. All voted aye. It was moved by Shields and seconded by Ulveling to approve the minutes of the February meeting. All voted aye. It was moved by von Qualen and seconded by Schmidt to approve the bills. All voted aye.

Director's Report: Children's programming continued with Diane's Read Aloud, Pet Readers, Toddler Story Times, and Outreach. Adult programming continued with Crafty Library Ladies, Poetry Group, Book Clubs, and Tech Help Fridays. Total program attendance was 1,796. Total resources utilized was 26,903. Monthly door count was 4,748. Census workers have utilized the library to sign up summer workers. Census information is on the library website.

Board Education: COVID 19 update.

Old Business: Library project.

New Business: Action Item—Holiday Closings for the 2020 Year. It was moved by Parrott and seconded by Parrish to approve the corrected (due to a typo) holiday closing schedule recommended by Van Erdewyk. All voted aye.

It was moved by Ulveling and seconded by Auen to adjourn. All voted aye. Meeting adjourned at 5:59. Next regular meeting will be April 20, 2020. Trustees then proceeded to the remodeled library site for a tour.

Paul Reicks—President

Judy Behm—Recording Secretary

PLANNING AND ZONING COMMISSION

MINUTES OF MARCH 11, 2020

The Carroll Planning and Zoning Commission met in regular session on March 11, 2020, 5:15 PM, in the Council Chambers, City Hall, 627 N Adams Street. Present: Dawn Bonham, Shelley Diehl, Ron Juergens, Angelo Luis, Pat Macke, Dan Messerich, and Pat Venteicher. Absent: Jayne Pietig and Katie McQueen. Also present: Mike Pogge-Weaver, City Manager, David Bruner, City Attorney and Perry Johnson, Building Official. Commissioner Venteicher presided.

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MOTION by Juergens, second by Macke, to elect Katie McQueen as chairperson. All present voted aye. Absent: McQueen and Pietig. Motion carried.

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MOTION by Juergens, second by Macke, to elect Pat Venteicher as vice-chairperson. All present voted aye. Absent: McQueen and Pietig. Motion carried.

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MOTION by Juergens, second by Bonham, to approve the minutes of the December 11, 2019 as mailed. All present voted aye. Absent: McQueen and Pietig. Motion carried.

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A preliminary plat for Kerkhoff Korner Plat 1 SW1/4 Section 23, T84N, R35W was submitted for review of the Commission. No comments from the public, written or verbal, were presented and no one present opposed. MOTION by Juergens, second by Macke to recommend to the Carroll City Council approval of the preliminary plat and to waive all irregularities to the platting requirements. All present voted aye. Absent: McQueen and Pietig. Motion carried.

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A final plat for Kerkhoff Korner Plat 1 SW1/4 Section 23, T84N, R35W was submitted for review of the Commission. No comments from the public, written or verbal, were presented and no one present opposed. MOTION by Juergens, second by Messerich, to recommend to the Carroll City Council approval of the final plat and to waive all irregularities to the platting requirements. All present voted aye. Absent: McQueen and Pietig. Motion carried.

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A Plat of Minor Subdivision, Lot 1 of the NE1/4 SE1/4 Section 11, T84N, R35W was submitted for review by the commission. No comments from the public, written or verbal, were presented and no one present opposed. MOTION by Juergens, second by Venteicher, to recommend to the City Council approval of the Plat of Minor Subdivision. All present voted aye. Absent: McQueen and Pietig. Motion carried.

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Commissioner Messerich asked staff present how to begin the process of changing the current subdivision ordinance. Discussion was held as to the subdivision process needed when there are no utilities, roads, etc. vs. a full subdivision requiring a preliminary and final plat. Mike Schulte, land surveyor, also spoke about the need for a full subdivision within the two-mile area. John Werdern, County Attorney, spoke regarding the five (5) acre requirement in the two-mile area and the desire to preserve farmland when possible. The Commission would like staff to begin making revisions to the current subdivision ordinance.

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MOTION by Juergens, second by Venteicher, to adjourn at 5:27 PM. All present voted Aye. Absent: McQueen and Pietig. Motion carried.

Pat Venteicher, Commissioner

Mike Pogge-Weaver, City Manager

CARROLL AIRPORT COMMISSION

Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, March 9, 2020, 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 and Mr. Jay Pudenz engineers, Mr. Don Mensen, airport manager and Carol Schoeppner, recording secretary. 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. Vincent and seconded by Comm. Fulton was made to approve the minutes. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

3/21 RE-HAB PROJECT

Mr. Crawford and Mr. Pudenz presented the photos the drone had taken of the project and went through the pages of the repair plan. There was also a photo of the apron and hanger taxi-lane repair plan. This will be an alternate bid that will not be funded by the FAA. It was determined having the work done while the repair crew was on the field would be cheaper than going through a bid process and engineering fees. Mr. Crawford had 90% of the plan completed and will submit this to the FAA to authorize bids. The project could be ready to receive bids by the April meeting. Mr. Crawford completed the DBE Program report.

AIR METHODS

Comm. Vincent reported that Air Methods staff wanted to have a specific parking area for four vehicles. Where to place this and what product to use was discussed along with the seeding around the crew quarters.

TOPICS DISCUSSED:

Doug Jorgensen was contacted to estimate the cost of seeding and ground work around the sign and Air Methods

crew quarters. A motion by Comm. Siemann and seconded by Comm. Fulton was made to have Doug Jorgensen do the work not to exceed $3,500.00. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

The Commission looked at the monthly hanger lease and Don reported there is only one hanger that will be put on a monthly lease.

Commissioners Hutcheson, Siemann and Don Mensen will be going to the IPAA meeting.

Air Methods will be having an open house on May 22nd.

BILLS

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

Carroll Aviation	contract	$ 6,700.00
Wittrock Motor	Febraury car rental	349.00
Drees Oil	propane	280.22
Kitt Plumbing	restroom repair	40.75
IA Small Engine	equipment repair	600.15
R&R Septic Service	year filter service	225.00
Raccoon Valley Elec	Feb electric service	1,747.41
Bomgaars	misc'l supplies	64.99
Blueglobes	runway lightrs repair	1,815.78
Raccoon Valley Elec	(AM) Feb electric service	390.33
Ecowater	cooler rent/water	60.19
Carroll Refuse	Feb garbage/trash	72.00
McClure Engineering	3/21 Re-Hab project	15,470.45
Carol Schoeppner	secretary contract	350.00

A motion by Comm. Vincent and seconded by Comm. Wittrock was made to approve the bills as presented to the Carroll Airport Commission for approval. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

There being no further business, a motion by Comm. Siemann and seconded by Comm. Fulton was made to adjourn at 6:58 P.M..

The next regular meeting of the Carroll Airport Commission will be April 13, 2020 at the Arthur Neu Airport.

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Chairman/Vice-Chairman

ATTEST:

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CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, April 13, 2020

5:30 P.M.

Arthur Neu Airport

AGENDA

Approve minutes from previous meeting

3/21 Re-Hab Project

Airport Sign

Air Methods

New Business

Approve monthly bills

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

March 17, 2020

1. The meeting was called to order at 7:04 a.m. by Chairman Jeff Anthofer at the Carroll County Recycling Center. Others in attendance were Dr. Eric Jensen, City of Carroll; Rich Ruggles, County Supervisor; Harvey Dales, City of Manning; Dan Snyder, Mayor of Breda. Also attending were Mary Wittry, Director; Cathy Toms, Office Manager and Karen Monical, Education Coordinator.
2. Dales moved and Ruggles second to approve the agenda with the COVOD 19 virus added under other. Motion carried, all voting aye.
3. Dales moved and Jensen seconded to approve the minutes of the February 18, 2020 meeting. Motion carried, all voting aye.
4. Dales reviewed the Bills Payable-see attached, Wittry went over the following bills: Decker Equipment--$996.86 recycling supplies; Foth Infrastructure and Environment--$34,664.04 engineering, lifecycle update, facility plan and annual groundwater reports; Recycle Away--$5,955.81 park recycle bins. Dales moved and Jensen seconded to approve the bills as presented. Motion carried, all voting aye.
5. Wittry presented the financial report—see attached. Ruggles moved and Snyder seconded to accept the financial report as presented. Motion carried, all voting aye.
6. Wittry is working with Puck Enterprise and Foth on leachate treatment options for BOD's. Puck Enterprise will submit a proposal to the Board for evaluation.
7. Staff will be asked to complete an evaluation form on director. Anthofer will receive the sealed envelopes and tabulate the results for presentation at the April meeting.
8. Environmental Management System (EMS) update—No new grant application to apply for at this time. It will be re-evaluated before the next grant cut off on November 1, 2020. The internal audit is scheduled for April 16, 2020 and the external DNR audit on May 14, 2020. These dates are pending on the COVID 19 virus.
9. Quotes for rock needed for the landfill road will be an April agenda item. Staff recommended that when the wind is excessive and unsafe for customers and staff that the landfill is closed to all customers. The board agrees for safety purposes that the landfill will be closed for all traffic on excessive wind days. Wittry will communicate with customers when the landfill is being closed.
10. Market prices for processed recyclable materials are at all-time lows and newsprint is very difficult to move. No inmate labor is available due to COVID 19. Staff is considering other options for sorting and litter pickup.
11. Board consensus was too close to the general public for all drop-off services until April 1, 2020 and re-evaluate at that time. All charge customers will be able to use the services provided by the Commission with the office being closed to all traffic. Next meeting date: April 14, 2020
12. Ruggles moved and Dales seconded, to adjourn the meeting at 8:07 a.m. Motion carried, all voting aye.

Respectfully submitted:

Cathy Toms