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: May 18, 2017

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) – **May 10, 2017**
4. Carroll Airport Commission (meets 2nd Monday of month) – **May 8, 2017**
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) – **May 9, 2017**
7. Historical 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 MAY 10, 2017

The Carroll Planning and Zoning Commission met in regular session on May 10, 2017, 5:15 PM, in the Farner Government Building, Mayor's Office. Present: John Horbach, Ron Juergens, Katie McQueen, Jayne Pietig and Pat Venteicher. Absent: Lisa Lampe, Thomas Loeck, Jean Ludwig and Pat Macke. Also present: Michel Pogge-Weaver, City Manager, David Bruner, City Attorney and Greg Schreck, Building/Fire Safety Official. Commissioner Katie McQueen presided.

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MOTION by Juergens, second by Venteicher, to approve the minutes of the April 12, 2017 as mailed. All present voted aye. Absent: Lampe, Loeck, Ludwig and Macke. Motion carried.

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A final plat for The Danzer Subdivision was submitted for review of the Commission. No one present supported or opposed the request. MOTION by Juergens, second by Venteicher to recommend to City Council approval of the final plat as presented. All present voted aye. Absent: Lampe, Loeck, Ludwig and Macke. Motion carried.

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A final plat for Northridge Fourth Subdivision Phase Three was submitted for review of the Commission. Marty Steffes was present to represent the request but did not speak. No one present opposed the request. MOTION by Juergens, second by Venteicher, to recommend to the City Council approval of the final plat as presented. All present voted aye. Absent: Lampe, Loeck, Ludwig and Macke. Motion carried.

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A preliminary and final plat for Auen MidAmerican Subdivision was submitted for review of the Commission. No one present supported or opposed the request. MOTION by Juergens, second by Pietig to recommend to City Council approval of the preliminary and final plat as presented. All present voted aye. Absent: Lampe, Loeck, Ludwig and Macke. Motion carried.

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DRAFT

MOTION by Juergens, second by Venteicher, to adjourn at 5:17 PM. All present voted Aye. Absent: Lampe, Loeck, Ludwig and Macke. Motion carried.

Katie McQueen, Chairperson

Michel J. Pogge-Weaver, City Manager

DRAFT

CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, June 12, 2017

5:30 P.M.

Arthur Neu Airport

Agenda

Approve minutes from previous meeting

Drive Reconstruction Project

Tall Structure Issue

New Business

Approve monthly bills

CARROLL AIRPORT COMMISSION

Reconstructon of Drive Project
Public Opening of Bids

The public opening of bids for the reconstruction of the drive project was held on May 8, 2017, at 4:00 P.M.. Chairman Norman Hutcheson, Mr. Pete Crawford, engineer and Don Mensen, airport manager were present.

Bids submitted:

Caliber Concrete Adair, Iowa	$ 363,574.34
Godberson-Smith Construction Ida Grove, Iowa	$ 298,036.20
Wicks Construction Decorah, Iowa	$ 284,409.44

Mr. Crawford reviewed the bid and the Carroll Airport Commission will award the bid to Wicks Construction at the regular meeting at 5:30 P.M..

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Chairman

ATTEST:

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CARROLL AIRPORT COMMISSION

Public Hearing and
Regular Meeting

The public hearing for the Drive Reconstruction Project was opened at 5:30 P.M. at the Arthur Neu Airport. There being no comments a motion by Comm. Siemann and seconded by Comm. Fulton was made to close the hearing at 5:31 P.M.. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

The regular meeting of the Carroll Airport Commission was held on Monday, May 8, 2017, 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, engineer, Don Mensen, airport manger and Carol Schoeppner, recording secretary. Chairman Hutcheson conducted the 5:31 P.M. meeting.

MINUTES

The minutes of the previous meeting were reviewed by the Commission A motion by Comm. Wittrock and seconded by Comm. Fulton was made to approve the minutes. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

RECONSTRUCTION OF DRIVE PROJECT

Mr. Crawford reviewed the bids and concluded the paper work was in order. All materials were to be American made. A motion by Comm. Wittrock and seconded by Comm. Siemann was made to approve the resolution approving the plans and specifications and form of contract was made and to have Chairman Hutcheson sign said contract. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton. A motion by Comm. Fulton and seconded by Comm. Wittrock was made to award the contract to Wicks Construction in the amount of $284,409.44 subject to FAA approval. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton. A motion by Comm. Siemann and seconded by Comm. Fulton was made to adopt the DBE (Disadvantaged Business Enterprise Program) and implement all aspects of the program for Federal assisted projects and have Chairman Hutcheson sign the DBE Program

for Carroll County, Iowa. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton. A motion by Comm. Vincent and seconded by Comm. Wittrock was made to approve the revised engineering contract for McClure Engineering subject to FAA approval. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

TOPICS DISCUSSED:
The Judge has not ruled on the tall structure issue.

Mid America is changing blades on the wind turbines and the new ones will be taller. Comm. Wittrock is working with Mid America to update their no hazard letters.

Chairman Hutcheson and Don Mensen went to the IPAA meeting. Chairman Hutcheson has retired with the IPAA and Don Mensen was appointed. The IPAA presented Norman Hutcheson with a service plaque. Drones are a major problem around airports which was discussed at the meeting.

The spraying operation that will be flying off the Carroll Airport will have a temporary loading pad.

Don Mensen requested a letter from Mr. Crawford to allow over weight aircraft to use the runway. A motion by Comm. Vincent and seconded by Comm. Wittrock was made to authorize this letter. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

Don wants to put speed bumps and signs on the ramp to prevent speeding of vehicles.

The City did not allow the $10,000.00 on account of the $16,716.95 but wanted a said amount of the bill to be paid to Neu, Minnich, Comito, Halbur, Neu and Badding. The bill this month is $9,479.45 with the balance paid in the next fiscal year.

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

Carroll Aviation	contract	$ 6,450.00
McClure Engineering	State funding app	931.25
Neu, Minnich	grain leg issue	9,479.45

Echo Group	upstairs fixtures	264.00
Kitt Plumbing	air conditoner	198.75
Options Ink	fuel signs	163.50
Wittrock Motor	April car rental	375.00
Carroll Aviation	1/2 yearly dish sub	592.62
Carroll Aviation	IPAA conference	520.47
Norman Hutcheson	IPAA conference/mileage	279.83
Raccoon Valley Elec	April electric service	1,051.89
Murray's Welding	gate repair	43.00
Earl May	plants/plaque	101.89
Ecowater	cooler rent/water	117.37
Carroll Refuse	April garbage	57.00
McClure Engering	Entrance Drive Pgt	7,865.05
Carol Schoeppner	secretary contract	350.00

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

There being no further business, a motion by Comm. Fulton and seconded by Comm. Siemann was made to adjourn at 7:17 P.M..

The next regular meeting of the Carroll Airport Commission will be June 12, 2017, at the Arthur Neu Airport.

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Chairman/Vice-Chairman

ATTEST:

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

May 9, 2017

1. The meeting was called to order at 8:00 a.m. by Chairman Marty Danzer, in the offices of the solid waste commission. Others in attendance were Harvey Dales, City of Manning; Mike Schwabe, City of Breda; and Dr. Eric Jensen, City of Carroll. Also attending were Mary Wittry, Director and Dan Halbur, Office Manager.

2. Agenda: Dales made the motion to approve the agenda and Schwabe seconded. Motion carried, all voting aye.

3. Schwabe made the motion and Dales seconded to approve the minutes of the Executive Board meeting on April 11, 2017. Motion carried, all voting aye.

4. Dales reviewed the Bills Payable--see attached. Dales 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. Schwabe made the motion and Dr. Jensen seconded to approve the financial report as presented. Motion carried, all voting aye.

6. Discussion/decision employee wages and benefits: Wittry presented the proposed wages and benefits package. Schwabe made the motion and Dales seconded to approve the wages and benefits as presented. Motion carried, all voting aye.

7. Discussion/decision belt replacement: Lovegreen provided a quote of $8724.55 to replace the paper sorting line belt. Dales made the motion and Dr. Jensen seconded to approve Lovegreen's quote and Wittry to schedule. Motion carried, all voting aye.

8. Discussion/decision recycling feasibility study: Schwabe made the motion to conduct the feasibility study and Dr. Jensen seconded. Motion carried, all voting aye.

9. Landfill update: The DNR landfill inspection has been postponed and construction and demolition has increased.

10. Recycling update: All products continue to move. Saturday, September 16, 2017 will be the Electronic Waste recycling event at Pella.

11. EMS update:
    a. Results of the internal audit are not in yet and Halbur is training to be the Internal Auditor starting next year.
    b. The $25000 grant towards the purchase of a hook lift truck and recycling dumpsters has been approved.

12. Other: Next meeting date: June 13, 2017 at 8:00 a.m.

13. Schwabe made the motion and Dr. Jensen seconded to adjourn the meeting at 8:56 a.m. Motion carried, all voting aye.

Dan Halbur