# City of Carroll

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**MEMO TO:** Honorable Mayor and Members of the City Council

**FROM:** Mike Pogge-Weaver, City Manager MJP-W

**DATE:** July 5, 2018

**SUBJECT:** Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) –
2. Board of Adjustment (meets 1st Monday of month) – **July 2, 2018**
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) – **June 4, 2018**
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) –
7. Historical Preservation Commission (no regular meeting dates) – **June 21, 2018**
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

BOARD OF ADJUSTMENT

MINUTES OF JULY 2, 2018

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: Marion Burns, Aaron Juergens, Ruth Nellesen, Mark O'Leary, Donna Pudenz and Nick Topf. Absent: John Wessling. Also present: David Bruner, City Attorney, Greg Schreck, Building/Fire Safety Official and Perry Johnson, Building Official.

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MOTION by Juergens, second by Burns, to approve the minutes of the June 4, 2018 meeting as mailed. All present voted aye. Absent: Wessling. Motion carried.

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Case 06-18-01, a request for a variance to the rear yard requirements from Kyle Bauer, LLC – Kyle Bauer, 818-820 Quint Ave, legally described as the south half of the west 50 feet of Lot 5, and the south half of Lot 6, all in Block 2, Wattles Third Addition to Carroll, Carroll County, Iowa, was presented for consideration by the Board. Kyle proposes to expand the existing 12-foot-wide by 50-foot-deep garage. The expansion is on the back of the garage and is proposed to be 24 foot by 42 foot. All adjacent property owners were provided written notice via USPS. Kyle Bauer appeared to support the request. No other persons appeared to support or oppose the request. MOTION by Burns, second by Juergens, to approve the request as presented for a variance. Aye: Burns, Juergens, Nellesen, Pudenz and Topf. Nay: O'Leary. Absent: Wessling. Motion carried.

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MOTION by Burns, second by Juergens, to adjourn at 5:23 PM. All present voted aye. Absent: Wessling. Motion carried.

Mark O'Leary, Chairperson

Greg Schreck, Building/Fire Safety Official

**PARKS, RECREATION AND CULTURAL BOARD MEETING MINUTES**
**June 4, 2018 @ 5:15 P.M.**
**Carroll Recreation Center - Crafts Room**

The Parks, Recreation and Cultural Board met on this date at 5:15 p.m. at the Carroll Recreation Center – Crafts Room. Members Present: Jeff Aden, Matt Hodges, Brook Mikkelsen, Ryan Milligan, Clay Netusil and Lois Neu. Absent: Summer Boes. Staff Present: Jack Wardell, Director of Parks and Recreation 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 Mikkelsen to approve the June 4, 2018 agenda as presented. All present voted Aye.

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It was moved by Aden and seconded by Neu to approve the March 22, 2018 minutes. All present voted Aye.

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It was moved by Mikkelsen and seconded by Aden to recommend to the City Council the proposal from Boland Recreation option 2. All present voted Aye.

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It was moved by Aden and seconded by Milligan to adjourn at 5:56 pm. All present voted Aye.

**Carroll Historic Preservation Commission**
**City of Carroll**
**Meeting Minutes**
**Thursday, June 21, 2018**

Venue: City Hall, Mayor's Office
Members of the City of Carroll Historic Preservation Commission met at the Mayor's Office in Carroll City Hall. Members present were: Barbara Hackfort, Chairperson; Vicki Gach and Mary Baumhover. Absent were: Carolyn Siemann, Joni Rutten, Jacob Fiscus and Frank Hermsen. The meeting was called to order at 10:45 am by Chairperson, Barbara Hackfort.

The presented agenda was approved by consensus. The minutes of the April 5, 2018 meeting were unanimously approved on motion by Vicki Gach, seconded by Mary Baumhover, with the correction of the name of the Cemetery Museum, which should be correctly called City Cemetery Museum.

The first item of business was the Cemetery Museum update, specifically the concern about locking and unlocking the door. The understanding was that the Museum would be open from dusk to dawn, unlocked and locked outside of those hours by John Snyder, cemetery warden. It does not appear that this schedule is being followed. Barbara and Vicki will meet with John Snyder and also Jack Wardell, who supervises the cemetery activities. It was also noted that the carriage door of the Museum needs to be adjusted. The builder, Nate Nagl will be contacted to fix the door. Discussion was also held re the placement of the sign that gives the Museum information that currently is attached to the door and should be placed on the building.

Thank you letters for cash and in-kind donations to the rehabilitation of the City Cemetery Museum building will be sent to all donors.

The next agenda item was the Marketing of the Characters Calendar Project. It was reported that Options Ink has printed 190 of the ordered 500 calendars so far and sales are going well. Calendars have been placed at the Chamber of Commerce, Carroll City Hall, the Carroll County Historical Museum and the Apothecary.

Regarding the NAPC/Preserve Iowa Summit scheduled for July 18-22, 2018 in Des Moines, Barbara Hackfort and Vicki Gach will be attending to represent the Commission.

There were no related business accounts for discussion.

The meeting was adjourned by consensus. The next meeting will be announced by the Chairperson.

Respectfully submitted,
Mary Baumhover, Secretary

*Note: These minutes have not been officially approved.*