City of Carroll

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MEMO TO: Honorable Mayor and Members of the City Council

FROM: Mike Pogge-Weaver, City Manager

DATE: July 18, 2018

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **July 16, 2018**
2. Board of Adjustment (meets 1st Monday of month) –
3. Planning and Zoning Commission (meets 2nd Wednesday of month) – **July 11, 2018**
4. Carroll Airport Commission (meets 2nd Monday of month) – **July 9, 2018**
5. Parks, Recreation & Cultural Advisory Board (meets 3rd Monday of January, March, May, July, September and November) – **July 16, 2018**
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) – **July 9, 2018**
7. Historical Preservation Commission (no regular meeting dates) –
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

Library Board Minutes

July 16, 2018

The Carroll Board of Trustees met in the Mayor's Conference Room of City Hall. Trustees present were: Janet Auge, Jacob Fiscus, Summer Parrott, Paul Reicks, Sondra Rierson, Carol Shields (5:20), Ralph von Qualen and Director Rachel Van Erdewyk. Trustees absent were: Tom Louis and Kyle Ulveling. Also present were Mike Pogge-Weaver (City Manager), Glenn Babb (Friends of the Library), Doug Burns (Foundation), Marilyn Setzler (Foundation), and Mitch Hiscocks (Foundation).

Fiscus called the meeting to order at 5:15. It was moved by Rierson and seconded by Reicks to approve amending the agenda and moving old business up for discussion. All voted aye. Absent: Louis, Shields, and Ulveling.

Old Business: Discussion on Library/City Hall project and CAT Grant meeting. Shields arrived (5:20). Von Qualen left (5:55).

It was then moved by Rierson and seconded by Parrott to approve the minutes of the June meeting. All voted aye. Absent: Louis, Ulveling, and von Qualen. It was moved by Rierson and seconded by Auge to approve the bills. All voted aye. Absent: Louis, Ulveling, and von Qualen.

Director's Report: Summer Reading Program is underway. Children's Librarian Diane Tracy is busy with her regular programming along with extra programs for summer. Toddler story time, outreach, and read-aloud numbers totaled 428. Extra in-library story times totaled 127. Summer programming at the Rec Center included: Henry Doorly Zoo—788, Will Stuck—271, and Chad Elliott—317. The library hosted Dan Wardell, from IPTV, who filmed part of a film segment with some of the local children for his Kids Clubhouse program. Parents and children involved totaled 27. Adult and teen programming included Crafty library ladies, Tech help, Teen Advisory and Poetry. The library is hosting a Yu-Gi-Oh! Duel club initiated by Taylor Harrington. Total for the month on that program is 31. The library hosted programs with Iowa author Loretta Ellsworth and Carroll County Extension. Total program attendance was 2,116. Total resources utilized was 28,728. Monthly door count was 9,949.

New Business: Election of officers. It was moved by Parrott and seconded by Shields to approve the slate of officers to be Rierson—President, Auge—Vice President, and Shields—Secretary. All voted aye. Absent: Louis, Ulveling, and von Qualen. As the new President, Rierson took over of the meeting from Fiscus.

It was moved by Fiscus and seconded by Auge to adjourn. All voted aye. Absent: Louis, Ulveling, and von Qualen. Meeting adjourned at 6:15. Next regular meeting will be August 20, 2018.

Sondra Rierson—President

Judy Behm—Recording Secretary

PLANNING AND ZONING COMMISSION

MINUTES OF JULY 11, 2018

The Carroll Planning and Zoning Commission met in regular session on January 10, 2018, 5:16 PM, in the Farner Government Building, Mayor's Office. Present: Ron Juergens, Jean Ludwig, Pat Macke, Dan Messerich and Pat Venteicher. One Commissioner Position vacant. Absent: John Horbach, Katie McQueen and Jayne Pietig. Also present: Mike Pogge-Weaver, David Bruner, City Attorney and Greg Schreck, Building/Fire Safety Official. Commissioner Venteicher presided.

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MOTION by Juergens, second by Macke, to approve the minutes of the June 13, 2018 as mailed. All present voted aye. Absent: Horbach, McQueen and Pietig. Motion carried.

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A request from Matthew Greteman, President of 704 Development Corp., to change the zoning from A-1, Agricultural District to P.U.D. – Planned Unit Development with the underlaying zoning of R-3, Low-Density Residential District for an area legally described as A PARCEL OF LAND IN THE SOUTHWEST QUARTER OF SECTION 25, TOWNSHIP 84 NORTH, RANGE 35 WEST OF THE 5TH P.M., CARROLL COUNTY, IOWA, WHICH EXTERIOR BOUNDARY IS MORE FULLY DESCRIBED AS FOLLOWS: REFERRING TO THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER OF SAID SECTION 25; THENCE N00°44'28"W (ASSUMED BEARING) ON THE WEST LINE OF SAID SOUTHWEST QUARTER, A DISTANCE OF 1315.06 FEET; THENCE S89°10'32"E, A DISTANCE OF 118.13 FEET TO THE EAST RIGHT OF WAY LINE OF U.S. HIGHWAY 71 AND THE NORTHWEST CORNER OF LOT 3, BLOCK 1 OF ROLLING HILLS SOUTH 3RD ADDITION, CARROLL, IOWA; THENCE S00°55'09"W ON SAID EAST RIGHT OF WAY LINE, SAID EAST RIGHT OF WAY LINE ALSO BEING THE WEST LINE OF LOTS 3, 4 AND 5 OF SAID ROLLING HILLS SOUTH 3RD ADDITION, A DISTANCE OF 359.13 FEET TO THE SOUTHWEST CORNER OF LOT 5 OF SAID ROLLING HILLS SOUTH 3RD ADDITION AND THE POINT OF BEGINNING; THENCE S00°56'00"E CONTINUING ON SAID EAST RIGHT OF WAY LINE, A DISTANCE OF 419.61 FEET; THENCE S04°13'30"W CONTINUING ON SAID EAST RIGHT OF WAY LINE, A DISTANCE OF 39.13 FEET TO THE NORTHWEST CORNER OF LOT 2, BLOCK 5 OF ROLLING HILLS SOUTH 3RD

ADDITION; THENCE S89°05'23"E ON THE NORTH LINE OF SAID LOT 2 AND THE NORTH RIGHT OF WAY LINE OF SUMMIT DRIVE, A DISTANCE OF 246.91 FEET TO THE SOUTHWEST CORNER OF LOT 6, BLOCK 2 OF ROLLING HILLS SOUTH 3RD ADDITION; THENCE N00°32'38"E ON THE WEST LINE OF LOTS 6, 5, 4, 3, 2 AND 1 OF ROLLING HILLS SOUTH 3RD ADDITION, A DISTANCE OF 460.10 FEET TO THE NORTHWEST CORNER OF SAID LOT 1; THENCE N89°27'22"W ON THE SOUTH LINE OF LOTS 8, 6 AND 5 OF ROLLING HILLS SOUTH 3RD ADDITION, A DISTANCE OF 255.21 FEET TO THE POINT OF BEGINNING. THE ABOVE DESCRIBED PARCEL CONTAINS 2.63 ACRES MORE OR LESS AND IS SUBJECT TO ANY EASEMENTS OF RECORD NOT SHOWN ON THE PLAT. 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 5:23 PM. No one spoke in favor of the request. No one appeared in opposition. The public hearing was closed at 5:24 P.M. MOTION by Juergens, second by Macke to recommend to the City Council approval of the zoning change request for the area described from A-1 Agricultural District to P.U.D., Planned Unit Development District with an underlay zoning of R-3, Low-Density Residential District. All present voted aye. Absent: Horbach, McQueen and Pietig. Motion carried.

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A preliminary plat for Rolling Hills South Condominiums Subdivision was submitted for review of the Commission. Matt Greteman was present to support the request. MOTION by Juergens, second by Ludwig to recommend to City Council approval of the preliminary plat without staff recommendation of adding storm water intakes in the intersection of Westridge Drive and Summit Drive. Aye: Juergens, Ludwig, Macke and Venteicher. Nay: Messerich. Motion failed. After continued discussion, MOTION by Juergens, second by Ludwig to recommend to City Council approval of the preliminary plat without staff recommendation of adding storm water intakes in the intersection of Westridge Drive and Summit Drive. All present voted aye. Absent: Horbach, McQueen and Pietig. 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 R-3, Low-Density Residential District to P.U.D., Planned Unit Development with an underlay zoning of R-5, High-Density Residential District for an area legally described as A parcel of land located in the southeast quarter of Section 19,

DRAFT

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. To be known as Carroll Park Apartments Subdivision, City of Carroll, Carroll County, Iowa. 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 5:50 PM. Marty Steffes was present to represent and support the request. No one appeared in opposition. The public hearing was closed at 5:50 P.M. MOTION by Juergens, second by Macke to recommend to the City Council approval of the zoning change request for the area described from R-3, Low-Density Residential District to P.U.D., Planned Unit Development with an underlay zoning of R-5, High-Density Residential District. All present voted aye. Absent: Horbach, McQueen and Pietig. Motion carried.

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A preliminary plat for Carroll Park Apartments Subdivision was submitted for review of the Commission. Marty Steffes was present to represent and support the request. MOTION by Macke, second by Messerich to recommend to City Council approval of the preliminary plat as presented. All present voted aye. Absent: Horbach, McQueen and Pietig. Motion carried.

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MOTION by Juergens, second by Macke, to adjourn at 5:54 PM. All present voted Aye. Absent: Horbach, McQueen and Pietig. Motion carried.

DRAFT

Pat Venteicher, Vice-Chairperson

Michel J. Pogge-Weaver, City Manager

CARROLL AIRPORT COMMISSION

Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, July 9, 2018, at the Arthur Neu Airport. Commission members in attendance were Norman Hutcheson, Greg Siemann, Gene Vincent and Kevin Wittrock. Dick Fulton was not present. Also attending were Mr. Pete Crawford, engineer, Don Mensen, airport manager and Carol Schoeppner, recording secretary.

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

DANNER GRAIN LEG LITIGATION
Comm. Siemann reported the case has been transferred to the court of appeals for disposition and will be submitted without oral argument on July 2, 2018. A decision from the Court should be expected within two or three months from now. Don Mensen, Comm. Siemann and Comm. Wittrock will meet with the Board of Supervisors next week. Comm. Siemann reported the City has spent $42,330.65 on legal fees.

AIRPORT SIGN
Mr. Crawford had photos of other airport signs for the Commission to look at. Material and size was discussed. A local company has been contacted and waiting to have drawings from them. Also waiting for the 50/50 State grant approval.

TOPICS DISCUSSED:
The FAA Meeting in Kansas City is in August and Chairman Hutcheson said he would go. Don would not commit at this time because of his work schedule.

Don suggested a quicker respond to companies complying with the FAA 74/60 for a no hazard height restriction

from the Commission.

Don will look into getting golf carts for the Flight Breakfast. Golf carts worked out very well last year transporting people from the parking and flight parking areas.

The old south hanger usage was discussed.

Comm. Vincent reported there was a seconded cutting of hay.

BILLS

The following bills were presented to the Commission for approval:

Carroll Aviation	contract	$ 6,600.00
Kitt Plumbing	furnace filter	150.00
Van Maanen Electric	runway lights repair	277.36
New Cooperative	farm chemicals	200.29
Wittrock Motor	June car rental	375.00
Raccoon Valley Elec	June electric	970.44
Bomgaars	weed control	143.94
Ecowater	cooler rent/water	114.96
Carroll Refuse	June garbage	57.00
Carroll Cleaning	cleaning supplies	19.50
Carol Schoeppner	secretary contract	350.00

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

There be no further business, a motion by Comm. Wittrock and seconded by Comm. Siemann was made to adjourn at 6:39 P.M..

The next regular meeting of the Carroll Airport Commission will be August 13, 2018, at the Arthur Neu Airport.

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Chairman/Vice Chairman

ATTEST:

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CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, August 13, 2018

5:30 P.M.

Arthur Neu Airport

Agenda

Approve minutes from previous meeting

Danner Grain Leg Litigation

Airport Sign

Entrance Drive Project

Flight Breakfast

New Business

Approve monthly bills

PARKS, RECREATION AND CULTURAL BOARD MEETING MINUTES
July 16, 2018 @ 5:15 P.M.
Council Chamber - Farner Government Building

The Parks, Recreation and Cultural Board met on this date at 5:15 p.m. at the Farner Government Building – Council Chambers. Members Present: Jeff Aden, Summer Boes, Matt Hodges, Brook Mikkelsen, Ryan Milligan, Clay Netusil and Lois Neu. Absent: None. Staff Present: Jack Wardell, Director of Parks and Recreation, Joel Cortum, Recreation Program Specialist.

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The meeting was called to order at 4:00 P.M.

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Wardell introduced Joel Cortum, new Recreation Program Specialist. No action required

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It was moved by Aden and seconded by Milligan to approve the July 16, 2018 agenda as presented. All present voted Aye.

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It was moved by Aden and seconded by Mikkelsen to approve the June 4, 2018 minutes. All present voted Aye.

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It was moved by Milligan and seconded by Boes to recommend to the City Council the Northeast Park Master Plan without opinion of costs being provided. All present voted Aye.

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Wardell discussed no bids were received for the Pickleball Complex project. No action required.

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Board members recalled recommending to the City Council the trail around the Youth Sports and Soccer complexes as the next phase of the trails project. No action taken.

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

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

July 10, 2018

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

2. Agenda: Wittry added to "other" discussion of archery range. Dales made the motion and Dr. Jensen seconded to approve the agenda as presented, along with the addition. Motion carried, all voting aye.

3. Schwabe made the motion and Dr. Jensen seconded to approve the minutes of the Executive Board meeting on June 12, 2018. Motion carried, all voting aye.

4. Dales reviewed the Bills Payable--see attached. Wittry went over the following: Kolbeck--$3636.00—tree/pallet grinding; Lovegreen Industrial Services--$4417.63—baler repair; Metro Waste Authority--$4787.68—hazardous waste program; Rotert Construction--$83632.30—first pay application for maintenance building; Stone Printing--$1553.00—table, chairs, and printing. Dales made the motion and Schwabe seconded to approve the bills as presented. Motion carried, all voting aye.

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

6. Discussion/decision new computer: Schwabe made the motion to accept Wittry's recommendation for a new computer and Dr. Jensen seconded. Motion carried, all voting aye.

7. Maintenance building update: Wittry informed the board of two change orders and water and electric will be hooked up after the dirt work is completed.

8. Environmental Management System (EMS) update: Wittry presented the results of the external audit, the electronic sign has been ordered, and the recycling trailer has been moved to Swan Lake.

9. Landfill update: Wittry reported on results of the aerial survey, current conditions, eastern area, and upcoming dates for cell construction.

10. Recycling update: Wittry reported on upcoming projects and Hannah Irlbeck has been hired as a summer intern and has been working for two weeks.

11. Other: Wittry informed the board that the Conservation Board has contacted the Commission regarding the archery range.

12. Schwabe made the motion and Dr. Jensen seconded to adjourn the meeting at 8:37 a.m. Motion carried, all voting aye.

Respectfully submitted by:

Daniel J Halbur