City of Carroll

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MEMO TO: Honorable Mayor and Members of the City Council MKP-W

FROM: Mike Pogge-Weaver, City Manager

DATE: August 22, 2018

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **August 20, 2018**
2. Board of Adjustment (meets 1st Monday of month) –
3. Planning and Zoning Commission (meets 2nd Wednesday of month) – **August 8, 2018**
4. Carroll Airport Commission (meets 2nd Monday of month) – **August 13, 2018**
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) – **August 14, 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

August 20, 2018

The Carroll Board of Trustees met in the Mayor's Conference Room of City Hall. Trustees present were: Jacob Fiscus, Tom Louis, Summer Parrott, Sondra Rierson, Carol Shields, Kyle Ulveling, Ralph von Qualen, and Director Rachel Van Erdewyk. Trustees absent were: Janet Auge and Paul Reicks. Also present was City Councilman LaVern Dirkx.

Rierson called the meeting to order at 5:15. It was moved by Fiscus and seconded by Ulveling to approve the agenda. All voted aye. Absent: Auge and Reicks. It was moved by Shields and seconded by Ulveling to approve the minutes of the July meeting. All voted aye. Absent: Auge and Reicks. It was moved by Louis and seconded by Parrott to approve the bills. All voted aye. Absent: Auge and Reicks.

Director's report: Children's programming continued with Rookie Readers, Diane's Read-Aloud, Pet Readers, Summer Storytimes, and outreach events. Summer Reading shows, and program attendance, included Drum Safari (386) and Macaroni Soup (310). Total program attendance for the Summer Reading shows was 2,072. Carroll Summer Fun Camp came to the library for special storytimes with Miss Diane and Ashley Collins, with the Science Booster Club of western Iowa, came on a Saturday to do a family science activity with 30 participants. The library had it's first Adopt a Book Night program, hosted with Availa Bank and New Opportunities, with 47 participants. Regular meetings included Crafty Library Ladies, Teen Advisory, Poetry Group, and Yu-Gi-oh! Duel Club. Total regular program attendance was 1,656. Monthly door count was 9,104. Total resources utilized was 25, 537.

Old Business: Discussion on the Library/City Hall project.

New Business: Discussion item: Due to a page leaving for college and a page position not filled from an earlier resignation, Van Erdewyk will be looking into merging two page positions into one position of part-time library assistant/part-time page. Action item: Reviewing ADA checklist for library recertification. It was moved by Parrott and seconded by Fiscus to table action until October so Van Erdewyk can contact OPN and the State Library about the ADA certification. All voted aye. Absent: Auge and Reicks. Action item: Tentative closing dates for the library move. It was moved by Ulveling and seconded by Louis to approve the recommendation of closing the library on Friday, September 14th (as City Hall will be moving that day) to Saturday, September 29th, and reopening at the new location on Monday, October 1st, with permission for Van Erdewyk to make changes to close dates as needed. All voted aye. Absent: Auge and Reicks.

It was moved by Fiscus and seconded by Ulveling to adjourn. All voted aye. Absent: Auge and Reicks. Meeting adjourned at 5:57. Due to the move, next regular meeting will be October 15, 2018 at Region 12 Training Room.

Sondra Rierson—President

Judy Behm—Recording Secretary

PLANNING AND ZONING COMMISSION

MINUTES OF AUGUST 8, 2018

The Carroll Planning and Zoning Commission met in regular session on August 8, 2018, 5:16 PM, in the Farner Government Building, Mayor's Office. Present: John Horbach, Ron Juergens, Jean Ludwig, Katie McQueen, Dan Messerich, Jayne Pietig and Pat Venteicher. One Commissioner Position vacant. Absent: Pat Macke. Also present: Mike Pogge-Weaver, David Bruner, City Attorney and Greg Schreck, Building/Fire Safety Official. Commissioner McQueen presided.

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MOTION by Juergens, second by Horbach, to approve the minutes of the July 11, 2018 as mailed. All present voted aye. Absent: Macke. Motion carried.

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A request from the City Council asked that the Commission review the Urban Renewal Plan for Rolling Hills South Condominiums. The area to be developed contains 3.63 acres of land and is located between Highway 71 and Meadow Lane. The development will contain 6 duplex buildings for a total of 12 residential dwelling units. MOTION by Juergens, second by Venteicher to recommend to the City Council approval of the Urban Renewal Plan for Rolling Hills South Condominiums as being in conformity with the general plan for the development of the City at a whole. All present voted aye. Absent: Macke. Motion carried.

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A request from the City Council asked that the Commission review the Urban Renewal Plan for Carroll Park Apartments. The area to be developed contains 6.05 acres of land and is located immediately east of Bella Vista Drive and is approximately 550 feet west of Griffith Road. The development will contain 8 duplex buildings on the north side of the property for a total of 16 units and on the south side of the property two 30-unit market rate apartment buildings. There are a total of 76 residential dwelling units proposed in the development. MOTION by Juergens, second by Venteicher to recommend to the City Council approval of the Urban Renewal Plan for Carroll Park Apartments as being in conformity with the general plan for the development of the City at a whole. All present voted aye. Absent: Macke. Motion carried.

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DRAFT

MOTION by Juergens, second by Messerich, to adjourn at 5:27 PM. All present voted Aye. Absent: Macke. Motion carried.

Katie McQueen, Vice-Chairperson

Michel J. Pogge-Weaver, City Manager

DRAFT

CARROLL AIRPORT COMMISSION

Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, August 13, 2018, at the Arthur Neu Airport. Commission members in attendance were Norman Hutcheson, Greg Siemann, Gene Vincent, Kevin Wittrock and Dick Fulton. Also attending were Mike Pogge-Weaver, city manager, Randy Krauel, city engineer, Mr. Pete Crawford, airport engineer 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. Wittrock was made to approve the minutes. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

DANNER GRAIN LEG LITIGATION
Comm. Siemann reported there is no decision from the court of appeals at this time.

AIRPORT SIGN
The local company that is working on a design will have specs very soon. The Commission would like to have the sign in place by the Flight Breakfast. Mr. Crawford reported the grant from the State was approved. This is a 50/50 grant agreement. Mr. Crawford will have the paper work at the next meeting.

ENTRANCE DRIVE PROJECT
The seeding sub-contractor for the entrance drive project will have to reseed some the areas because of weeds and the dry weather after seeding. Wicks Construction replaced the cracked sidewalk concrete. After the seeding is approved Mr. Crawford will close out the project. Mike Schultes Construction seal coated the sidewalk and a seconded coat should be applied next spring. There was discussion to cement a small area of grass north of the terminal building.

FARM LAND
Comm. Vincent is working on the set back acres that can be used for crops. The State requires a certain amount of set back from the runway. He is also looking into alternative low crops.

BILLION DOLLAR FUND
Mr. Crawford reported there is an new Federal Billion Dollar Fund that just came out. The Carroll Airport meets the requirements for application for this fund. This is a 100% funded program for approved projects. Several projects were discussed. The next AIP project would be replacing the runway lights with LED lighting. A motion by Comm. Siemann and seconded by Comm. Fulton was made to apply for LED lighting for the runway. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton. This application could include the approach lighting and underground wiring. Mr. Crawford said more than one project could be submitted. Chairman Hutcheson suggested to update the layout plan. An updated layout plan is required for some improvements at the airport. A motion by Comm. Siemann and seconded by Comm. Vincent was made to apply for an updated layout plan. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton. Mr. Crawford said he would like to have the application in by October 1st.

TOPICS DISCUSSED:
Julie Gore ask to have a sky diving team do jumps for a non-profit organization fund raiser at the airport. After discussion and due through the years there have been other teams selling jumps, the Commission had no objection.

Mr. Pogge-Weaver and Mr. Krauel presented the Commission with a proposal to use the airport land for excess sludge removal. The airport consists of 140 acres of city owned land. They said on a wet spring when farm land is not available they need to have a source of disposal. This would be part of their emergency planning. If used the material would be knifed in with a small amount of odor.

The FAA meeting in Kansas City is the last week of August. Not sure if anyone will be attending.

Don said he would like to have the airport sprayed for weeds this fall.

BILLS

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

Carroll Aviation	contract	$ 6,600.00
Agri Associates	farm chemicals	1,452.73
True Value Hardware	paint striper/sprayer	70.91
Tigges Overhead Door	hanger door repair	110.00
Rueter's	equipment repair	74.70
Wittrock Motor	July car rental	375.00
Blueglobes LLC	runway lights repair	808.49
Raccoon Valley Elec	July electric service	984.22
Ecowater	cooler rent/water	136.42
Carroll Refuse	July garbage	57.00
Carol Schoeppner	roll stamps	50.00
Caroll Cleaning	grounds chemicals	49.43
McClure Engineering	entrance drive project	411.60
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 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. Wittrock was made to adjourn at 6:59 P.M..

The next regular meeting of the Carroll Airport Commission will be September 10, 2018, at the Arthur Neu Airport.

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Chairman/Vice-Chairman

ATTEST:

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CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, September 10, 2018

5:30 P.M.

Arthur Neu Airport

Agenda

Approve minutes from previous meeting

Billion Dollar Fund Application

Flight Breakfast Report

New Business

Approve monthly bills

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

August 14, 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; Jeff Anthofer, city of Coon Rapids; 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 the lift station and September board meeting date. 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 July 10, 2018. Motion carried, all voting aye.

4. Dales reviewed the Bills Payable--see attached. Wittry went over the following: City of Carroll--$2136.04—two months leachate; Computer Concepts--$1414.00—new computer; Foth--$48186.73—consulting, sampling, closed landfill assessment, cell design, maintenance building; Hydro-Klean--$23770.00—cameral leachate lines; Iowa Pump Works--$2776.76—air release valve repair; Rehrig Pacific--$6366.80—recycling containers; Rotert Construction--$13153.70—second pay application for maintenance building; Tiefenthaler Ag-Lime--$5127.84—freight and rock; Ziegler--$3421.08—maintenance. Dales made the motion and Anthofer 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/approve 5B/C cell construction: Four bids were received. Dales made the motion and Schwabe seconded to approve JB Holland's bid of $1868586.75. Motion carried, all voting aye.

7. Discussion/approve maintenance building change order: Wittry tabled until next month. No action taken.

8. Wittry presented the audit agreement with Olsen, Muhlbauer & Co. Anthofer made the motion and Dr. Jensen seconded to approve the audit proposal from Olsen, Muhlbauer & Co. Motion carried, all voting aye.

9. Discussion/decision intercom system: Halbur discussed the need for an intercom system at the scale. Three estimates were received. Schwabe made the motion and Anthofer seconded to approve Bonsall TV & Appliance's estimate of $1240.00. Motion Carried, all voting aye.

10. Wittry updated the board on repairs to the hook lift truck.

11. Landfill update: Wittry reported on post closure, deconstruction of the current maintenance building and laptop batteries.

12. Recycling update: Wittry informed the board of upcoming quotes on the in-line conveyor, comingled line and ventilation system, and extending the area to the south.

13. Other: Wittry discussed maintenance on the lift station. **Next meeting date: September 18, 2018 at 8:00 a.m.**

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

Respectfully submitted by:

Daniel J Halbur