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: October 17, 2018

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **October 15, 2018**
2. Board of Adjustment (meets 1st Monday of month) –
3. Planning and Zoning Commission (meets 2nd Wednesday of month) – **October 10, 2018**
4. Carroll Airport Commission (meets 2nd Monday of month) – **October 8, 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) –
7. Historical Preservation Commission (no regular meeting dates) –
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

Library Board Minutes

October 15, 2018

The Carroll Board of Trustees met in the Region XII Training Room. Trustees present were: Jacob Fiscus, Tom Louis, Summer Parrott, Sondra Rierson, Carol Shields, Paul Reicks, Ralph Von Qualen, Janet Auge and Director Rachel Van Erdewyk. Trustees absent were Kyle Ulveling. Also present was City Manager Mike Pogge-Weaver.

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

Director's report for August and September: Children's programming is continuing with Rookie Readers, Diane's Read-Aloud, Pet Readers and various outreach programs. The summer reading program had 1,423 registered and 549 completing the program. The prizes for the All Stars, Hall of Fame, high school & adult programs were changed by having prize baskets where they put in their name after every 500 pages read with 2,500 pages being the ultimate goal to receive a yard sign. Auge mentioned at this time about the possibility of forming a committee to make suggestions on how to make it more fair for the younger kids to receive prizes since the 500 page threshold was difficult for them to attain. The Adult and Teen Programs were well received. Tim Tracy's music history program had 46 attendants. Tim also wrote a song for the library-Libraries Rock! 49 participants attended Clair Snyder's woodcarvings of birds in conjunction with Matt Wetrich's (Carroll County Conservation Naturalist) talk on what makes birds so fascinating to watch and how to identify them. Library usage was down, of course, due to the move to the temporary location. However, people have commented on how nice the temporary location is. Van Erdewyk mentioned that she attended the ILA conference and learned from PC Sweeney's program "Every Library" to advocate for funding suggestions and how to garner support for the library and changing advocacy into action.

Old business: Trustee Kyle Ulveling arrived at 5:47. Discussion on the Library/City Hall project.

New business: Action item – Complete Priority 2 of the ADA checklist – this was completed in the temporary space. Minor items were noted – no braille signs or door signs and no automatic push door. Trustee Parrott left the meeting at 5:50. Auge made a motion to approve the completion of Priority 2 of the ADA checklist, seconded by Reicks. All voted aye. Absent: Parrott.

It was moved by Louis and seconded by VonQualen to adjourn at 5:55. All voted aye. The next regular meeting will be in the Region XII Training Room on November 19, 2018.

Sondra Rierson--President

Carol Shields--Secretary

PLANNING AND ZONING COMMISSION

MINUTES OF OCTOBER 10, 2018

The Carroll Planning and Zoning Commission met in regular session on October 10, 2018, 5:15 PM, in the Farner Government Building, Mayor's Office. Present: John Horbach, Ron Juergens, Jean Ludwig, Pat Macke, Katie McQueen, Jayne Pietig and Pat Venteicher. Absent: Pat Macke and Dan Messerich. Also present: Mike Pogge-Weaver, David Bruner, City Attorney and Greg Schreck, Building/Fire Safety Official. Vice Commissioner Pat Venteicher presided.

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MOTION by Juergens, second by Horbach, to approve the minutes of the August 8, 2018 as mailed. All present voted aye. Absent: Mack and Messerich. Motion carried.

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A preliminary plat for Korwes Family Second Subdivision was submitted for review of the Commission. No one present supported or opposed the request. MOTION by Juergens, second by Horbach to recommend to City Council approval of the preliminary plat as presented. All present voted aye. Absent: Macke and Messerich. Motion carried.

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A final plat for Korwes Family Second Subdivision was submitted for review of the Commission. No one present supported or opposed the request. MOTION by Juergens, second by McQueen to recommend to City Council approval of the final plat as presented. All present voted aye. Absent: Macke and Messerich. Motion carried.

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MOTION by Juergens, second by McQueen, to adjourn at 5:18 PM. All present voted Aye. Absent: Mack and Messerich. Motion carried.

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, October 8, 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 Mr. Pete Crawford and Mr. Jay Pudenz, engineers, 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. Fulton and seconded by Comm. Siemann was made to approve the minutes. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

TALL STRUCTURE ISSUE

Comm. Siemann reported on the legal status of the tall structure proceedings. It is in the Iowa Court of Appeals waiting for a decision if the Iowa Supreme Court will hear this case.

AIRPORT SIGN

Comm. Vincent has been working with I Saw the Sign company in Carroll to work out the final details. Comm. Vincent had a drawing with dimensions and art work of the sign. It was the consensus of the Commission the wording on the sign should read:

ARTHUR N. NEU
AIRPORT
Carroll, Iowa

The I Saw the Sign company had an estimate of the cost but the Commission wanted a firm bid on the project before the order is placed for the lettering and frame work.

ENTRANCE DRIVE PROJECT

Mr. Crawford had the close out papers for the entrance drive project. There was a $4,780.50 reduction on the project cost and a motion by Comm. Vincent and seconded by Comm. Fulton was made to approve the change order.

Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton. A motion by Comm. Wittrock and seconded by Comm. Siemann was made to accept the work for the entrance drive project. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton. Mr. Crawford approved pay request #4 and the final payment to Wicks Construction for the entrance drive project. A motion by Comm. Vincent and seconded by Comm. Fulton was made to approve the final payment of $14,375.04. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton. Mr. Crawford will submit the close out papers to the FAA.

AIRPORT RENTAL CAR

The airport rental car agreement is due and the cost will be the same as the previous agreement which is $375.00 a month from Wittrock Motor. Comm. Siemann will check with the City to see if there needs to be other bids.

BILLS

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

Carroll Aviation	contract	$ 6,600.00
Neu, Minnich, Comita, Halbur, Neu & Badding	Danner legal fees	175.00
Westmore Fluid Solutions	fuel delivery system repair	521.98
Murray's Welding	hanger door repair	537.00
Echo Group Inc.	bulbs	31.50
Rueter's	Kubota repair	106.94
Feld Fire	recharge ext	190.00
R&R Septic Systems	septic repairs	310.00
Schroeder's	siding repair	75.00
Wittrock Motor	Sept car rental	375.00
Syntech	postage/repair ret'd	51.00
Raccoon Valley Elec	Sept electric service	958.30
Bomgaars	rodent control/chem	483.88
Ecowater	cooler rent/water	117.42
Jet's Outdoor Power	cart rental/ Flight Breakfast	300.00
Carroll Refuse	Sept garbage	57.00
Nutriebn Ag Soltions	grass seed	440.00
McClure Engineering	close out papers/ entrance drive pgt	2,654.70

Wicks Construction	final payment/ entrance drive pgt	14,375.04
Carol Schoeppner	secretary contract	350.00

A motion by 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, Wittrock and Fulton.

Mr. Crawford announced that McClure Engineering will close the Red Oak office.

There being no further business, a motion by Comm. Siemann and seconded by Comm. Wittrock was made to adjourn at 7:03 P.M..

The next regular meeting of the Carroll Airport Commission will be November 12, 2018, at the Arthur Neu Airport.

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Chairman/Vice-Chairman

ATTEST:

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CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, November 12, 2018

5:30 P.M.

Arthur Neu Airport

Agenda

Approve minutes from previous meeting

Tall Structure Issue

CIP Application

Airport Sign

Airport Car

New Business

Approve monthly bills