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: November 18, 2020

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) – **November 11, 2020**
4. Carroll Airport Commission (meets 2nd Monday of month) – **November 9, 2020**
5. Parks, Recreation & Cultural Advisory Board (meets 1st Monday of January, March, May, July, September and November) –
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) – **November 8, 2020**
7. Carroll Historic Preservation Commission (no regular meeting dates) – **October 23, 2020**
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

PLANNING AND ZONING COMMISSION

MINUTES OF NOVEMBER 11, 2020

The Carroll Planning and Zoning Commission met in regular session on November 11, 2020, 5:15 PM, in the Council Chambers, City Hall, 627 N Adams Street. Present: Ron Juergens, Angelo Luis, Katie McQueen, Dan Messerich, Jayne Pietig and Pat Venteicher. Absent: Dawn Bonham and Shelley Diehl. Also present: Mike Pogge-Weaver, City Manager and Greg Schreck, Building/Fire Safety Official. Commissioner McQueen presided.

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MOTION by Juergens, second by Venteicher, to approve the minutes of the June 10, 2020 as mailed. All present voted aye. Absent: Bonham and Diehl. Motion carried.

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A preliminary plat for Wendl Subdivision Plat 2 was submitted for review of the Commission. A. Eric Neu was present to represent and support the request. No comments from the public, written or verbal, were presented and no one present opposed. MOTION by Juergens, second by Luis to recommend to the Carroll City Council approval of the preliminary plat and to waive any platting irregularities and subject to changing the proposed zoning on the Preliminary Plat for Lot 3 to "R-6 and B-2" and removing the zoning information from the Final Plat. All present voted aye. Abstain: Messerich. Absent: Bonham and Diehl. Motion carried.

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A final plat for Wendl Subdivision Plat 2 was submitted for review of the Commission. A. Eric Neu was present to represent and support the request. No comments from the public, written or verbal, were presented and no one present opposed. MOTION by Juergens, second by Pietig, to recommend to the Carroll City Council approval of the final plat and to waive any platting irregularities and subject to changing the proposed zoning on the Preliminary Plat for Lot 3 to "R-6 and B-2" and removing the zoning information from the Final Plat. All present voted aye. Abstain: Messerich. Absent: Bonham and Diehl. Motion carried.

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MOTION by Juergens, second by Venteicher, to adjourn at 5:17 PM. All present voted Aye. Absent: Bonham and Diehl. Motion carried.

Katie McQueen, Commissioner

Mike Pogge-Weaver, City Manager

DRAFT

CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, December 14, 2020

5:30 P.M.

Arthur Neu Airport

AGENDA

Approve minutes from previous meeting

Jason Schumann

Approve 21/22 Budget

Approve 5 Year CIP Plan

New Business

Approve monthly bills

CARROLL AIRPORT COMMISSION

Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, November 9, 2020, 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 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. Vincent and seconded by Comm. Siemann was made to approve the minutes. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

3/21 RE-HAB PROJECT
Mr. Crawford discussed the change order for the 3/21 Re-Hab Project. The change order was for extra crack filling and extra slab replacement in the amount of $2,836.63. A motion by Comm. Wittrock and seconded by Comm. Fulton was made to accept the change order and have Chairman Hutcheson sign said contract. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton. A motion by Comm. Vincent and seconded by Comm. Fulton was made to have Comm. Wittrock and Chairman Hutcheson sign the resolution accepting the work and the final contract price of $289,167.59 as determined by the Engineer's Statement of Completion dated October 13, 2020. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton. A motion by Comm. Wittrock and seconded by Comm. Siemann was made to approve the final payment of $45,354.77 to Fahrner Asphalt Sealers. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

5 year CIP PLAN
LED lighting of the runways and taxiway is a separate three year CIP project. It was discussed that it would be cheaper to do this as one project. Funding was discussed until all AIP funds would be available. Comm. Siemann will check with the FAA.

TOPICS DISCUSSED:
Don reviewed the fuel delivery system. Some of the equipment has been there for over 20years. The leak detection system has been problematic. Some of the repairs and upgrades will be required after the first of the year. Due to the cost of this a motion by Comm. Siemann and seconded by Comm. Vincent was made to increase the budget by $10,000.00 and approve the re-estimated amount of the 2020/2021 budget of $227,400.00. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

Comm. Vincent reported corn was sold to New Cooperative for $15,172.70.

The bulbs in the hanger need to be replaced with LED bulbs. The REC has a $1,200.00 rebate for LED bulbs and Mr. Crawford thought there might be a State Grant for fixture replacement.

Location for a corporate hanger.

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

Carroll Aviation	contract	$ 6,800.00
ECHO Group	electrical repair	32.47
NAPA Auto Parts	dump truck supplies	12.48
Wittrock Motor	October car rental	349.00
Inified Contracting	leak detector/valve check	954.37
Carroll Cleaning	cleaning supplies	9.00
Performance Tire	dump truck repair	1,639.67
Rueter's	Kubota repair	52.78
Wittrock Electric	pole light/lighting	766.00
Iowa Small Engine	equipment repair	18.70
Carroll Refuse	October garbage	72.00
Ecowater	cooler rent/water	117.18
Raccoon Valley Elec	(AM) October electric	276.76
Raccoon Valley Elec	October electric service	1,244.10
McClure Engineering	3/21 Re-Hab Project	19,306.83
Fahrner Asphalt Sealers,LLC	payment #2 3/21 Re-Hab	45,354.77
Carol Schoeppner	secretary contract	350.00

A motion by Comm. Fulton 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.

There being no further business, a motion by Comm. Wittrock and seconded by Comm. Fulton was made to adjourn at 7:16 P.M..

The next regular meeting of the Carroll Airport Commission will be December 14, 2020, 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

November 8, 2020

1. The meeting was called to order at 6:30 a.m. by Vice-Chair Dr. Eric Jensen at the Carroll County Recycling Center. Others in attendance were: Richard Ruggles, Carroll County Board of Supervisors; Harvey Dales, City of Manning; Dan Snyder, Mayor of Breda (arrived at 6:47 a.m.) and Mary Wittry, Director.
2. Dales moved and Ruggles seconded to approve the agenda as presented. Motion carried, all voting aye.
3. Ruggles moved and Dales seconded to approve the minutes of the October 14, 2020. Motion carried, all voting aye.
4. Dales reviewed the Bills Payable-see attached. Wittry discussed the following bills: Foth Infrastructure and Environments, $5,247.75 - general consulting; ICAP – $25,492.98 – liability insurance; Kolbeck Grinding, $3785.50 – tree and pallet grinding; Visa - $1488.47 – new accounting software and miscellaneous; Ziegler - $4,944.03 – preventative maintenance, parts and repairs. Dales moved and Ruggles seconded to approve the bills as presented. Motion carried, all voting aye.
5. Wittry presented the financial report. A Certificate of Deposit for $135,624.88 was put in the expansion account for September waste deliveries. Ruggles moved and Dales seconded to approve the financial report as presented. Motion carried, all voting aye.
6. A request was received from the City of Carroll to annex the office and recycling facility. Currently the office and sorting facility is within the City of Carroll two-mile zoning area. No functional change would occur by annexing into the City of Carroll. This would allow Olsen Outdoor Power to connect to city services. Dales moved and Ruggles seconded to approve the request. Motion carried, all voting aye.
7. Staff have been looking for a used replacement vehicle to replace a 1993 Ford with over 200,000 miles. Members present looked at a 2005 Ford with 66,000 miles equipped with a compartment box, torch and air compressor. Dales moved and Snyder seconded to purchase the vehicle for $16,000. Motion carried, all voting aye.
8. The Commission was notified of an ammonia spike at the waste water treatment plant on Tuesday, October 20th. Ammonia kills the bacteria needed for the process. A letter from the City was distributed to Board Members. No action was taken and a meeting will be held in the future to plan for the next steps in treating leachate produced by the landfill.
9. Wittry provided the annual review for the Environmental Management System (EMS) program.
10. The Spooktacular Landfill Adventure drew 257 vehicles who drove around the site while listening to an educational narrative on a radio station. Positive feedback was received from the event.
11. Discussion was held on budget items including raises, yard waste, and other services. No action taken.
12. The office remains closed for the foreseeable future with all cash sales using the deposit box on the scale.
13. Staff are expecting the 973D track loader back on site after a rebuild on tracks.
14. Market prices for processed recyclables materials remain low other than #8 newsprint.
15. Upcoming events were discussed.
16. Next Board meeting will be held on Tuesday, December 15 at 6:30 a.m.
17. No other discussed.
18. Snyder moved and Ruggles seconded to adjourn the meeting at 7:50 a.m.

Respectfully submitted:

Mary Wittry

Carroll Historic Preservation Commission
City of Carroll
Meeting Minutes
Friday, October 23, 2020

Venue: City Hall Conference Room
Members of the City of Carroll Historic Preservation Commission met in Carroll City Hall on Friday, October 23, 2020 at 10:00 am. Members present were: Chairperson Barbara Hackfort, Vicki Gach, Mary Baumhover, Carolyn Siemann and new member, John Steffes. The meeting was called to order by Chairperson Barbara Hackfort.

The agenda was approved by consensus. The minutes of the July 16, 2020 meeting were unanimously approved on motion by Vicki Gach, seconded by John Steffes. New member, John Steffes was welcomed by committee members. John will serve out the term of vacated by Jacob Fiscus.

The second agenda item was the review of the completed 2020 project, the Iowa Site Inventory of Certified Local Government (CLG) Annual Report for 2019. The 2020 report was completed in a computer program by Vice-President, Vicki Gach with the initial participation of all committee members at a previous meeting. The subject of the site inventory was the Carroll City Cemetery and its environs.

Members reviewed all sections of the report and concluded with a motion to unanimously approve the report pending the addition of final details and send it to Paula Mohr, the chairperson of the Certified Local Government Committee in the Iowa Historical Commission. Motion was made by John Steffes, seconded by Carolyn Siemann and unanimously approved. Vicki Gach noted that completing the inventory was the first step to placing the cemetery on the National Historic Sites Register.

Members discussed a procedure for making a report re the Site Inventory to the Carroll City Council. Carolyn Siemann noted that the completion of the Inventory was an action to be proud of as the City Preservation Commission marks its 20th year of reactivation in Carroll. President Barbara Hackfort cited a list of Commission activities and projects over the years. She noted that the Annual Report for the state commission is due in March. John Steffes suggested an idea for an activity would be a scavenger hunt with an historical theme that might gain public attention for the local commission.

President Hackfort and Secretary Baumhover indicated that their current terms on the commission will expire December 31, 2020 and they would not be applying for new terms.

The meeting was adjourned on motion by Vicki Gach, seconded by John Steffes.
The next meeting time and place will be announced.

Respectfully submitted,
Mary Baumhover, Secretary

Note: These minutes will be officially approved at the next meeting.