# City of Carroll

112 E. 5th Street Carroll, Iowa 51401-2799 (712) 792-1000 FAX: (712) 792-0139

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

**FROM:** Mike Pogge-Weaver, City Manager MTP

**DATE:** November21, 2018

**SUBJECT:** Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **November 19, 2018**
2. Board of Adjustment (meets 1st Monday of month) –
3. Planning and Zoning Commission (meets 2nd Wednesday of month) – **November 14, 2018**
4. Carroll Airport Commission (meets 2nd Monday of month) – **November 12, 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) – **November 13, 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

November 19, 2018

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

Rierson called the meeting to order at 5:16. It was moved by Louis and seconded by Parrott to approve the agenda. All voted aye. Absent: Shields. It was moved by Louis and seconded by Reicks to approve the minutes of the August meeting. All voted aye. Absent: Shields. Shields arrived at 5:18. It was moved by Auge and seconded by Fiscus to approve the bills. All voted aye. Absent: None.

Director's report: This was the first full month in the temporary location. Children's programming is continuing with Rookie Readers, Diane's Read-Aloud, Pet Readers and various outreach programs. Van Erdewyk said the Our Neighbors, the Amish program put on by Don and Diane Kramer was well received with 43 attendees. The staff is fielding many calls from people trying to find the library. Hopefully the new signage on Highway 30 will assist with that. There was some discussion on if the restrooms had changing tables and if there were a need/requirement for them. There are not any in the temporary location. However, the library did pay for the ones placed in the restrooms near the police station in the Farner Building. Perhaps some discussion could be had with the police department to purchase those from the library and a changing table could be installed in the women's restroom. It is not required by ADA to provide changing tables. The discussion was tabled.

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

New business: Since Janet Auge is moving to Springfield, MO, there is a need for a new Vice President of the Board of Trustees. Fiscus nominated Paul Reicks to fill that position. Ulveling seconded. All voted aye. Action item – Request All Day Closure on December 24, 2018. Upon discussion, it was moved by Louis and seconded by Auge to approve closing the library for the entire day of December 24. All voted aye. Action Item – Review and Approve "Patron Conduct" and "Safe Child" Policies. It was moved by Fiscus and seconded by VonQualen to approve the "Patron Conduct" policy with a revision that "Animals, except those trained <u>or registered</u> to aid persons with disabilities, are not permitted in the Library, except as part of a Library-sponsored program. <u>Staff may ask for documentation.</u> There was no change to the Safe Child Policy after discussion.

It was moved by Fiscus and seconded by Ulveling to adjourn at 5:50. All voted aye. The next regular meeting will be in the Region XII Training Room on December 17, 2018.

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Sondra Rierson-President

Carol Shields, Secretary

PLANNING AND ZONING COMMISSION

MINUTES OF NOVEMBER 14, 2018

The Carroll Planning and Zoning Commission met in regular session on November 14, 2018, 5:15 PM, in the Meeting Room, Region XII. Present: John Horbach, Ron Juergens, Jean Ludwig, Pat Macke, Dan Messerich, Jayne Pietig and Pat Venteicher. Absent: Katie McQueen. Also present: David Bruner, City Attorney, and Perry Johnson, Building Official. Vice Commissioner Pat Venteicher presided.

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MOTION by Juergens, second by Macke, to approve the minutes of the October 10, 2018 as mailed. All present voted aye. Absent: McQueen. Motion carried.

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A preliminary plat for The Third Re-Subdivision of Part of Lot 5 of Block 1 of Midwest Towne 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 subject to the following revisions: Show the existing storm sewer easement on the Preliminary, identify adjoining parcels on the Preliminary, the capacity of the signer shall be noted on the Preliminary, list the ownership of the adjoining parcels and show the public utilities that are in West Street on the Preliminary Plat. All present voted aye. Absent: McQueen. Motion carried.

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A final plat for The Third Re-Subdivision of Part of Lot 5 of Block 1 of Midwest Towne Subdivision was submitted for review of the Commission. No one present supported or opposed the request. MOTION by Juergens, second by Macke to recommend to City Council approval of the final plat subject to the following revisions: Show the existing storm sewer easement on the Preliminary, identify adjoining parcels on the Preliminary, the capacity of the signer shall be noted on the Preliminary, list the ownership of the adjoining parcels and show the public utilities that are in West Street on the Preliminary Plat. All present voted aye. Absent: McQueen. Motion carried.

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MOTION by Juergens, second by Horbach, to adjourn at 5:27 PM. All present voted Aye. Absent: McQueen. 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, November 12, 2018, at the Arthur Neu Airport. 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. Siemann and seconded by Comm. Fulton was made to approve the minutes. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

**TALL STRUCTURE ISSUE**
To date there has been no decision by the Iowa Supreme Court.

**FIVE YEAR CIP APPLICATION**
Mr. Crawford presented the draft version of the five year CIP application. The Commissioners discussed the needs of the airport and prioritized the projects. Mr. Crawford will have the finished application at the December meeting.

**AIRPORT SIGN**
Much discussion was about the height of the sign. Comm. Vincent had pictures and a motion by Comm. Fulton and seconded by Comm. Wittrock was made to go with the shorter version of the sign and have I Saw the Sign company be the contractor including the structure work, electrical and any thing else to finish the job. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton. There was also a motion by Comm. Fulton and seconded by Comm. Vincent the sign project should not exceed $35,000.00. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton. There is a $10,000.00 grant from the State for the sign.

**FARM REPORT**
Comm. Vincent reported he sold the beans to Landus for $6,390.04. The beans did not yield very good because of the wet grounds. He applied through Farm Service for crop subsidy. The corn is being stored at New Cooperative. Don requested a land use map as required by the FAA. Mr. Crawford will work on a map with new crop lines. The new crop requirements could take about five acres out of production.

**AIRPORT CAR RENTAL**
The City requested the Commission advertise for the car rental contract. Comm. Siemann will put an add in the Carroll Daily Times.

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

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| Carroll Aviation | contract | $ 6,600.00 |
| Neu, Minnich, Comito | Danner grain leg | |
| Halbur, Neu & Badding | attorney fees | 1,575.00 |
| Performance Tire | dump truck supplies and inspection | 383.22 |
| Wittrock Motor | Oct car rental | 375.00 |
| New Cooperative | drying corn | 412.88 |
| NAPA Auto Parts | generator/battery | 62.73 |
| Carroll Glass | door repair | 90.00 |
| Echo Group | electric supplies | 43.07 |
| Tigges Overhead Door | T hanger repair | 782.00 |
| Rueter's | dump truck repair | 3,165.25 |
| Blueglobes | runway lights repair | 71.44 |
| Raccoon Valley Co-op | Oct electric service | 1,029.90 |
| Bomgaars | snow fence/supplies | 603.71 |
| Midwest Wholesale | misc'l supplies | 35.30 |
| Ecowater | cooler rent/water | 92.23 |
| Carroll Refuse | Oct garbage | 57.00 |
| 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 for approval. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

There being no further business, a motion by Comm. Fulton and seconded by Comm. Wittrock was made to adjourn at 7:17 P.M..

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

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Chairman/Vice-Chairman

ATTEST:

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**CARROLL AIRPORT COMMISSION**

**Regular Meeting**

Monday, December 10, 2018

5:30 P.M.

Arthur Neu Airport

**Agenda**

Approve minutes from previous meeting

Tall Structure Issue

Airport Sign Contract

Approve CIP Five Year Plan

Open Bids For Airport Rental Car

Approve Re-estimated 2018/2019 Budget

Approve 2019/2020 Budget

New Business

Approve monthly bills

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

November 13, 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 Mike Schwabe, City of Breda; Harvey Dales, City of Manning; and Jeff Anthofer, City of Coon Rapids. Also attending were Bob Muhlbauer, Commission CPA; Mary Wittry, Director and Dan Halbur, Office Manager.

2. Agenda: Dales made the motion and Schwabe seconded to approve the agenda as presented. Motion carried, all voting aye.

3. Schwabe made the motion and Anthofer seconded to approve the minutes of the Executive Board meeting on October 17, 2018. Motion carried, all voting aye.

4. Dales reviewed the Bills Payable--see attached. Wittry went over the following: Bauer Built--$1023.10—landfill truck tires & repairs; Bomgaars--$1530.00—air compressor & supplies; Bonsall TV & Appliance--$1897.00—intercom system; Electric Motor Service--$508.80—baler motor; Foth--$29137.98—general, fall sampling, cell design, maintenance building; Haley Implement--$3329.97—4 tires & filters; Kolbeck--$3674.00—tree/pallet grinding; MasterCard--$664.30—fall conference rooms & heating system parts; Midwest Wholesale--$538.67—poles; Moorhouse Ready Mix--$743.75—concrete at recycling center; Napa--$362.78—service jack & supplies; Omaha Neon Sign--$11808.50—electronic sign; Polking Law Office--$489.45—legal services; Team Services--$529.00—density testing; Test America--$8565.50—lab fees-fall sampling. 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 Schwabe seconded to approve the financial report as presented. Motion carried, all voting aye.

6. Bob Muhlbauer provided an overview of the preliminary draft June 30, 2018 audit and regretfully notified the commission this concludes the three year agreement and will not be extended. Options will be provided for fiscal year 18/19 and beyond. Dales made the motion and Anthofer seconded to approve the June 30, 2018 draft as presented. Motion carried, all voting aye.

7. Building update: Wittry discussed services performed on pay application #5.

8. Construction update 5B/6: Wittry discussed two change orders submitted by JB Holland for expansion of south pad at the Recycling Center and leachate line repairs. Anthofer made the motion and Dales seconded to approve the two change orders. Motion carried, all voting aye.

9. Building demolition: Wittry discussed the ad to deconstruct the existing maintenance building and date bids are due, awarded and project completed.

10. Budget discussion: Wittry discussed items that will be included in the budget for next fiscal year.

11. Wittry informed the board that a request for proposal for the recycling center upgrade will be out in December and approved in January.

12. Recycling update: Wittry reported on market prices.

13. Other: None

14. Next meeting date: Tuesday, December 11, 2018 at 8:00 a.m.

15. Schwabe made the motion and Dales seconded to adjourn the meeting at 9:13 a.m. Motion carried, all voting aye.

Respectfully submitted by:

Daniel J Halbur