City of Carroll

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MEMO TO: Honorable Mayor and Members of the City Council

FROM: Mike Pogge-Weaver, City Manager MJPW

DATE: June 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) – **June 10, 2020**
4. Carroll Airport Commission (meets 2nd Monday of month) – **June 8, 2020**
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) – **June 11, 2020**
7. Carroll Historic Preservation Commission (no regular meeting dates) –
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

PLANNING AND ZONING COMMISSION

MINUTES OF JUNE 10, 2020

The Carroll Planning and Zoning Commission met in regular session on June 10, 2020, 5:15 PM, in the Council Chambers, City Hall, 627 N Adams Street. Present: Dawn Bonham, Shelley Diehl, Ron Juergens, Angelo Luis, and Pat Venteicher. Absent: Katie McQueen, Dan Messerich and Jayne Pietig. Pat Macke resigned from the Commission on June 8, 2020. Also present: Mike Pogge-Weaver, City Manager. Commissioner Venteicher presided.

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MOTION by Juergens, second by Diehl, to approve the minutes of the March 11, 2020 as mailed. All present voted aye. Absent: McQueen, Messerich and Pietig. Motion carried.

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A final plat for Rolling Hills South 4th Addition, City of Carroll, Carroll County was submitted for review of the Commission. 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 final plat. All present voted aye. Absent: McQueen, Messerich and Pietig. Motion carried.

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MOTION by Venteicher, second by Diehl, to adjourn at 5:20 PM. All present voted Aye. Absent: McQueen, Messerich and Pietig. Motion carried.

Pat Venteicher, Commissioner

Mike Pogge-Weaver, City Manager

CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, July 13, 2020

5:30 P.M.

Arthur Neu Airport

AGENDA

Approve minutes from previous meeting

3/21 Re-Hab Project

2019/2020 Budget Report

2020/2021 Budget

New Business

Approve monthly bills

CARROLL AIRPORT COMMISSION

Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, June 8, 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. 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.

3/21 RE-HAB PROJECT
Chairman Hutcheson and Comm. Siemann were in negotiations with Mr. Brian Tompkins, the FAA consultant, concerning the engineering fees for the construction services for the 3/21 re/hab project. Comm. Siemann reported the summary to the Commission. A motion by Comm. Siemann and seconded by Comm. Wittrock was made to have Chairman Hutcheson sign the application for Federal Assistance for the 3/21 re-had project approving McClure Engineering. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton. The project will 100% funded by the Federal Government.

AIRPORT SIGN
Comm. Vincent reported the airport sign should be completed by the end of the month. The sign was a State project.

TOPICS DISCUSSED:
Have Mr. Crawford redo the air-space map.

Don reported another T-hanger was rented.

2022 LED lighting project.

A motion by Comm. Siemann and seconded by Comm. Vincent was made to have the Masonic Lodge prepare the Flight Breakfast. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton. The Commission will decide in August if they will have the Flight Breakfast which is held the Sunday after Labor Day.

Don reported the lights under the cabinets in the kitchen need to be replaced.

The Pawietzki Family wants to donate a concrete picnic table. The Commission decided it should be placed on the north side of the terminal on concrete. A motion by Comm. Vincent and seconded Comm. Fulton was made to pay for the concrete where the table would be placed. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton. Comm. Wittrock and Don will decide the dimensions of the pad.

Don reported that at some point the gas barrels should be placed on a concrete pad.

BILLS

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

Carroll Aviation	contract	6,700.00
Chad Steinkamp	farm seed/fertilizer	5,758.50
IA Small Engine	equipment repair	19.95
Wittrock Motor	May car rental	349.00
True Value Hdw	Shears/electrical	55.12
Kitt Plumbing	terminal plumbing	231.50
Carroll Cleaning	cleaning supplies	89.75
Ecowater	cooler rent/water	57.35
Earl May	flowers	2.98
Raccoon Valley Coop	May electric service	1,105.54
Raccoon Valley Coop	(AM) May electric	230.76
Daily Times Herald	3/21 project publishing	12.66
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 Hutycheson, Siemann, Vincent, Wittrock and Fulton.

Ther being no further business, a motion by Comm. Wittrock and seconded by Comm. Fulton was made to adjourn at 6:41 P.M..

The next regualr meeting of the Carroll Airport Commission will be July 13, 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

June 11, 2020

1. The meeting was called to order at 4:30 p.m. by Chairman Jeff Anthofer at the Carroll County Recycling Center. Others in attendance were Dr. Eric Jensen, City of Carroll; Rich Ruggles, County Supervisor; Harvey Dales, City of Manning; Dan Snyder, Mayor of Breda; and Mary Wittry, Director.
2. Dales moved and Dr. Jensen seconded to approve the agenda with the addition of fire under other. Motion carried, all voting aye.
3. Dales moved and Ruggles seconded to approve the minutes of the May 12, 2020 meeting. Motion carried, all voting aye.
4. Dales reviewed the Bills Payable-see attached. Wittry discussed the following bills: Beckstrom Repair, $1528.18 – compressor; Foth Infrastructure and Environments, $30,491.66 plan development, life cycle analysis, spring sampling, and groundwater; Iowa Municipal, $10,783 – annual premium for the workers compensation; and Rehrig Pacific, $3720- recycling containers. Dales moved and Snyder seconded to approve the bills as presented. Motion carried, all voting aye.
5. Wittry presented the financial report—see attached. Ruggles moved and Dr. Jensen seconded to accept the financial report as presented. Motion carried, all voting aye.
6. Kate Bartelt of Foth Infrastructure and Environment virtually presented the updated life cycle financial analysis. The life cycle analysis is a tool which projects tons, costs, revenues, etc. over a period of years. It also projects current and future costs per ton and annual surplus or losses.
7. Customers have dropped appliances that are no longer working at the recycling center. Staff would load them up and take them to Quandt Auto Salvage for recycling. Staff recommends to eliminate the double handling and have customers deliver directly to Quandt's. Snyder moved and Dr. Jensen seconded to discontinue accepting appliances effective immediately.
8. The office remains closed and customers continue to use the outside deposit box. Hazardous waste and electronic recycling have resumed with specified time periods. Tentative date to open the office is July 6th.
9. The Environmental Management System (EMS) external audit was completed in May. No results of the audit have been received.
10. The fence has been rebuilt after the wind destruction. The seeding that was part of the cell construction project has been completed. The leachate produced by the decomposing garbage continues to be high in biological oxygen demand (BOD). The Commission will move forward with a system to treat the BOD material prior to the leachate leaving the landfill site to be treated at the waste water treatment plant.
11. Market prices have increased for paper and cardboard. Commission staff continue to do all the processing at the recycling center
12. Other – a fire was reported at the landfill at 2:45 p.m. on Saturday and again on Sunday at 6:00 a.m. Staff believe a hot load came in on Saturday morning. Due to the dry and windy conditions, no burn barrel ash, charcoal, or fire pit ash will be accepted. A donation will be sent to the fire department. The Commission will work with the fire department to consider using foam for any future fires.
    Next meeting date is Tuesday, July 14th at 7:00 a.m. at the recycling center.
13. Dr. Jensen moved and Ruggles seconded to adjourn the meeting at 6:30 p.m.

Respectfully submitted:

Mary Wittry