



**REGULAR CITY COUNCIL MEETING
AGENDA**

Monday, April 22, 2024

6:30 P.M

Carlisle City Hall Council Chamber, 100 N. 1st St.

Join Zoom Meeting - <https://zoom.us/j/9951930479>

Meeting ID: 995 193 0479

One tap mobile – Call 1-312-626-6799, enter 995 193 0479# when prompted

We encourage all videoconferencing or calling in to let staff know who you are for the record and then mute your microphone or phone until you would like to speak to provide a better overall experience.

The following agenda items will be considered:

CALL MEETING TO ORDER / ROLL CALL BY CITY CLERK

PLEDGE OF ALLEGIANCE

CITIZEN PARTICIPATION

(Participants are asked to use podium and state name and address. Comments limited to 3 minutes.)

PRESENTATIONS

Arbor Day Proclamation

Cross Connection & Backflow Prevention – John Lins with Iowa Rural Water Association

CONSENT AGENDA & POSSIBLE ACTION (Council may pull any item on consent agenda for separate action)

- Approval of Bills in Amount of \$53,715.38
- Approval of Council Minutes for April 8, 2024
- Approval of Resolution 20240422001 Tax Abatement 395 Commons Dr. Carlisle, IA 50047
- Approval of Resolution 20240422002 Tax Abatement 415 Commons Dr. Carlisle, IA 50047
- Approval of Resolution 20240422003 Tax Abatement 425 Commons Dr. Carlisle, IA 50047
- Approval of Resolution 20240422004 Tax Abatement 435 Commons Dr. Carlisle, IA 50047
- Approval of Resolution 20240422005 Tax Abatement 445 Commons Dr. Carlisle, IA 50047
- Approval of Resolution 20240422006 Tax Abatement 1000 Commons Ct. Carlisle, IA 50047
- Approval of Setting Public Hearing For FY24 Budget Amendment For May 13, 2024 At 6:30 PM
- Approval of Kussmaul Charger System Purchase And Repair For Auto-eject On Engine 461
- Approval of Dump Box And Lighting Purchase For 2002 Chevrolet In Amount Not To Exceed \$19,534.00

OLD AND NEW BUSINESS & POSSIBLE ACTION

Discussion and Possible Action On Site Plan for Parking Lot Specialties – South Building

Discussion and Possible Action On Plat of Survey For Parcel 2024-66

Public Hearing On Adoption Of A Proposed Amended And Restated Carlisle Cite-wide Urban Revitalization Plan For The Carlisle City-wide Urban Revitalization Area



Discussion and Possible Action On Resolution For Adoption Of A Proposed Amended And Restated Carlisle Cite-wide Urban Revitalization Plan For The Carlisle City-wide Urban Revitalization Area

Discussion and Possible Action On Ordinance 798 Creating Chapter 124: Mobile Food Units – Remove From Table

Possible Action on Waiving Second and Third Reading

Discussion and Possible Action On Ordinance 799 Amending Stop Signs To Allow Roll-out Stop Signs

Possible Action on Waiving Second and Third Reading

Discussion and Possible Action on Resolution 20240422007 Approving Petition for Voluntary Annexation By Betty J. Warren Estate and Danamere Farms, Inc.

Discussion and Possible Action on Tire Purchase For Brush Truck 466

Discussion and Possible Action On Sewer Forgiveness Request for Carlisle VFW In The Amount Of \$936.40

DEPARTMENT REPORTS

2024 Planning & Zoning Submission Schedule

CITY ATTORNEY REPORT

UPCOMING EVENTS AND INFORMATION OF NOTE TO COUNCIL

ADJOURNMENT

** PLEASE NOTE THAT THIS AGENDA MAY CHANGE UP TO 24 HOURS PRIOR TO THE MEETING **



*** OFFICIAL PROCLAMATION ***

WHEREAS in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

WHEREAS this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

WHEREAS Arbor Day is now observed throughout the nation and the world, *and*

WHEREAS trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

WHEREAS trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

WHEREAS trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

WHEREAS trees — wherever they are planted — are a source of joy and spiritual renewal.

NOW, THEREFORE, I, _____, Mayor of the City of _____, do hereby proclaim _____ as **ARBOR DAY**

In the City of _____, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

DATED THIS _____ day of _____, _____

Mayor _____



Backflow Prevention Program

Introduction

The city of Carlisle is responsible for the quality of water it provides to its customers and is dedicated to maintaining that quality throughout the distribution system.

According to the Environmental Protection Agency cross-connections and backflow represent a significant public health risk. The EPA publishes guidance to assist communities in the implementation and management of a backflow prevention program.

The city of Carlisle Backflow Prevention Program follows EPA guidelines and protects the public water supply from contamination through unprotected cross-connections. This is accomplished by assessing the customers' type of use and requiring the installation and annual testing of approved backflow prevention assemblies.

All costs associated with the installation, maintenance and testing of all backflow assemblies are the responsibility of the customer.

The city will notify customers by mail when the annual backflow assembly test is due. This will consist of a First Notice mailed 40 days prior to the annual test due date and a Final Notice mailed 5 days after the due date.

All backflow assembly test reports must be submitted to the website: <https://aquaresource.app>

Backflow assembly test reports submitted in any other manner will not be accepted and will be considered non-compliant.



Backflow Prevention Program

The Backflow Prevention Program consists of the following components:

- Identification of all connections that present an actual or potential risk of contamination to the distribution system.
- Require installation of approved backflow assembly at the water service entrance.
- Maintain records of all testable backflow prevention assemblies.
- Notify customers annually of the required test due date.
- Enforce compliance of installation and annual testing by terminating customers that do not comply.

Links & Resources:

https://www.epa.gov/sites/default/files/2015-09/documents/epa816r03002_0.pdf

https://www.epa.gov/sites/default/files/2015-09/documents/2007_05_18_disinfection_tcr_issuepaper_tcr_crossconnection-backflow.pdf

<https://www.epa.gov/dwreginfo/drinking-water-distribution-system-tools-and-resources#crossconnections>

<https://www.awwa.org/Portals/0/AWWA/Education/Courses/EL219EPACrossConnectionControlManual.pdf?ver=2016-05-13-113217-010>

<https://www.awwa.org/portals/0/files/publications/documents/m14lookinside.pdf>

<https://www.awwa.org/Policy-Advocacy/AWWA-Policy-Statements/Cross-Connection>

<https://www.youtube.com/watch?v=IXBCrJ7uCkk&t=509s>

Cross-Connection Control: A Best Practices Guide

Introduction

| | |
|------------------------|--|
| <i>Purpose</i> | This Guide discusses the importance of controlling cross-connections and preventing backflow occurrences from unprotected cross-connections in the water system. |
| <i>Target Audience</i> | This Guide is intended for owners and operators of all public water systems serving fewer than 10,000 persons. |

Key Cross-Connection Terms and Definitions

| <i>Term</i> | <i>Definition</i> |
|------------------|--|
| Cross-connection | Any actual or potential connection between the public water supply and a source of contamination or pollution. |
| Backflow | The flow of water or other liquids, mixtures, or substances into the distributing pipes of a potable supply of water from any source or sources other than its intended source. Backsiphonage is one type of backflow. |
| Backpressure | Backflow that occurs when the pressure in an unprotected downstream piping system exceeds the pressure in the supply piping. |
| Backsiphonage | Resulting from negative pressures in the distributing pipes of a potable water supply. |

Where Can Cross-Connections Occur?

Cross-connections can occur at many points throughout a distribution system and a community's plumbing infrastructure. Cross-connections can be identified by looking for physical interconnections (or arrangements) between a customer's plumbing and the water system. Some specific examples of backflow incidents that can occur are:

- ◆ Lawn chemicals backflowing (backsiphoning) through a garden hose into indoor plumbing and potentially into the distribution system.
- ◆ Backsiphonage of "blue water" from a toilet into a building's water supply.
- ◆ Carbonated water from a restaurant's soda dispenser entering a water system due to backpressure.
- ◆ Backsiphonage of chemicals from industrial buildings into distribution system mains.
- ◆ Backflow of boiler corrosion control chemicals into an office building's water supply.



Cross-Connection Control and Backflow Prevention Programs

Why is it Important to Have a Cross-Connection Control and Backflow Prevention Program?

Having a program in place to control cross-connections and prevent backflow is critical to ensuring the safety of the drinking water you provide to your customers:

- ◆ Cross-connections are ever-present dangers that exist in most water systems and can result in serious chemical or microbiological contamination events in drinking water systems.
- ◆ Cross-connections should be protected in order to prevent backflow, which can be hard to detect.
- ◆ In any distribution system, potential cross-connections and therefore sources of contamination can be numerous, varied, and unpredictable.
- ◆ Having these programs in place can help you avoid the costs of responding to a contamination incident.

What Do Cross-Connection Control and Backflow Prevention Programs Involve?

Cross-Connection Control and Backflow Prevention Programs vary by state and municipality. For more information, talk with your state primacy drinking water program, state building code or plumbing authority, or health department. Cross-Connection Control Programs may involve:

- ◆ Authority to implement and enforce a Cross-Connection Control Program.
- ◆ Compliance with state or primacy agency plumbing and building codes or plumbing authority and local ordinances.
- ◆ Public education programs.
- ◆ Training for water system operators and other personnel on hazard surveys; cross-connection identification; and backflow device installation, testing, repair, and maintenance.
- ◆ Record keeping and reporting.
- ◆ Installation and testing of devices that prevent backflow consistent with the level of hazard.
- ◆ Periodic inspection and testing of devices by certified testers.

How Can I Start Implementing a Cross-Connection Control and Backflow Prevention Program?

You are responsible for ensuring that the water you provide to customers meets all federal and state standards and that its quality is not compromised within your distribution system. Developing a comprehensive Cross-Connection Control and Backflow Prevention Program is one way to ensure the quality of your water and prevent any problems that could occur in your distribution system. If you do not already have a program in place, consider taking the following steps:

- ◆ Contact your state primacy or other agency for more information on the basic concepts of cross-connection control and backflow prevention and information on other water systems in your area that have developed a program.
- ◆ Determine if you will have to take any legal steps to establish local cross-connection control and backflow prevention ordinances, with assistance from your state and local government.
- ◆ List the goals for your program in order of priority. For example, is it more important to develop a public education campaign or to conduct a survey of backflow devices at industrial and commercial facilities served by your system?
- ◆ Develop a proposed timeline for implementing your program.
- ◆ Review the plan with your local government, state, and any other key stakeholders.
- ◆ Hold public meetings and send notices to customers to educate the community about the need for a program and how it may affect them.
- ◆ Plan to monitor your progress in implementing your program and protecting public health.
- ◆ Conduct initial hazard testing, as required.

How Can I Reduce and Prevent Cross-Connections?

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| <p>Plumbing and Distribution System Operation Practices</p> | <ul style="list-style-type: none"> ◆ Hire approved personnel for the installation of any contaminant backflow prevention devices to ensure that local codes and manufacturer's recommendations are met. ◆ Use only assemblies or devices approved by the appropriate state or local authority. ◆ Test all backflow prevention devices at the frequencies recommended or required by your state. ◆ Provide backflow prevention in new construction through coordination with the local building inspector's office. |
| <p>Inspections</p> | <ul style="list-style-type: none"> ◆ For existing buildings, develop a program in-house or with plumbing or water system personnel to inspect for the adequacy of cross-connection control. Prioritize inspections based upon the expected degree of risk. ◆ Make sure that a backflow inspector conducts inspections for hazards to be controlled. ◆ For both new construction and existing buildings, require continued inspection and testing of backflow devices. |
| <p>Fire Hydrant Connection Procedures</p> | <ul style="list-style-type: none"> ◆ Ensure that construction contractors or anyone using a hydrant to fill a tank intended to carry potable water exercises safe fire hydrant connection procedures to prevent backflow. |

What Technologies are Available to Control Cross-Connections and Prevent Backflow?

The type of backflow that is most likely to occur in your system (either from backpressure or backsiphonage) and the related health effects will determine which backflow prevention technology is best for your water system. The available technologies are described briefly below.

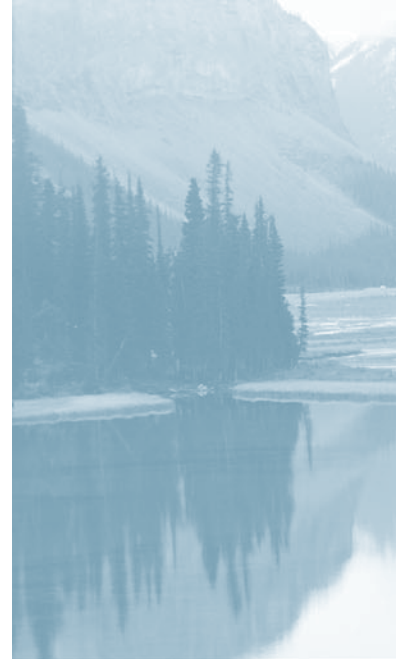
| Technology | Description |
|---|---|
| <p>Atmospheric Vacuum Breaker</p> | <ul style="list-style-type: none"> ◆ Consists of float check, check seat, air inlet port, and possibly a shutoff valve immediately upstream. ◆ Allows air to enter the downstream water connection to prevent backsiphonage. ◆ Used for backsiphonage conditions only. |
| <p>Pressure Vacuum Breaker Devices</p> | <ul style="list-style-type: none"> ◆ Consist of vacuum breakers with a loaded check valve and a loaded air inlet valve. ◆ Used for backsiphonage conditions only. |
| <p>Double Check Valve Devices</p> | <ul style="list-style-type: none"> ◆ Consist of two independently acting, tightly closing, resilient seated check valves in series with test ports. ◆ Have tightly closing, resilient seated shutoff valves attached at each end of the assembly. ◆ Prevent backflow under backsiphonage and backpressure conditions. ◆ Typically approved for only low to medium hazards. |
| <p>Air Gaps</p> | <ul style="list-style-type: none"> ◆ Physical separation between a potable water system and a receiving vessel or source of contamination. ◆ Air gap between the outlet of the potable system and the flood level rim of the receiving vessel or any source of contamination must be at least twice as large as the diameter of the potable water outlet and never smaller than 1 inch. ◆ May require additional pumping downstream of air gap. ◆ Safest and simplest means under backsiphonage and backpressure conditions. ◆ Useful for all hazard levels. |
| <p>Reduced Pressure Zone Backflow Devices</p> | <ul style="list-style-type: none"> ◆ Similar to the double check valve devices, but also contain an independently acting pressure relief valve between the two check valves (which sits lower than the first check valve). ◆ Protect against high water pollution hazards. ◆ Protect against backsiphonage and backpressure. |

What Should I Do in Case of a Backflow Event?

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| Step 1 | <ul style="list-style-type: none"> ◆ Stop the pressure differential that caused backflow of contamination, if possible. ◆ Identify and remove the cross-connection. |
| Step 2 | <ul style="list-style-type: none"> ◆ Contact appropriate state or local authorities to report the incident. ◆ In areas where public exposure to harmful contaminants is suspected, provide immediate notice to affected consumers regarding water usage and consumption and contact appropriate state or local authorities to report the incident. Public notice should explain the cause of the contamination and corrective actions that are underway and should include any appropriate health effects language. ◆ Provide updated public notification as appropriate during and after removal of contamination from the system. |
| Step 3 | <ul style="list-style-type: none"> ◆ If the contamination is limited to a small area, proceed to step 6. ◆ If the extent of the contamination is unknown or is extensive, proceed to step 4. (If sampling and testing of the water can be arranged immediately, the results could be used to determine the extent of the contaminants involved.) |
| Step 4 | <ul style="list-style-type: none"> ◆ Develop a plan for systematic cleaning or flushing of the system to minimize the risk of drawing contaminants into uncontaminated areas. ◆ The plan should indicate the amount of water and the length of time needed to completely flush the system. The direction of flow should draw clean water through the contaminated site and prevent any contaminated water from entering uncontaminated areas. Depending upon the nature of the contamination, some wastes may be discharged into the sanitary sewer system and some may need special handling or treatment. |
| Step 5 | <ul style="list-style-type: none"> ◆ Throughout the situation, continue to sample within and outside the suspected contaminated area to assess the extent of the damage. Skip step 6. |
| Step 6 | <ul style="list-style-type: none"> ◆ Perform system flushing and, where necessary, cleaning of the customer's system. |
| Step 7 | <ul style="list-style-type: none"> ◆ After flushing and any necessary cleaning, test the drinking water in affected areas to ensure the contamination has been removed. |
| Step 8 | <ul style="list-style-type: none"> ◆ Ensure that the source of contamination has been removed or that the risk of contamination has been eliminated using backflow prevention measures that meet local and state requirements. |

For additional information:

Call the Safe Drinking Water Hotline at 1-800-426-4791, visit the EPA Web site at www.epa.gov/safewater/smallsys.html, or contact your State drinking water representative.



Cross-Connection Control Frequently Asked Questions

QUESTION: What is a cross-connection?

ANSWER: Any actual or potential connection or arrangement, physical or otherwise, between a potable water supply system and any plumbing fixture or tank, receptacle, equipment, or device, through which may make it possible for non-potable, used, unclean, polluted, contaminated water, or other substance, to enter any part of such potable water system under any condition.

QUESTION: What is backflow?

ANSWER: Backflow is the undesirable reversal of flow of non-potable water or other substances through a cross-connection and into the piping of a public water system or consumer's internal potable water system. There are two types of backflow... backpressure backflow and backsiphonage.

QUESTION: What is backpressure backflow?

ANSWER: Backflow caused by water pressure in a facility that is higher than the pressure of the public drinking water supply. This may be caused by pumps, boilers, gravity or other sources of pressure.

QUESTION: What is backsiphonage?

ANSWER: The reverse flow of used, contaminated, or polluted water from a plumbing fixture or device into the public drinking water due to reduced pressure. This can be caused by nearby firefighting, water main breaks or repairs.

QUESTION: Why do water suppliers need to identify unprotected cross-connections and protect their public water systems against backflow?

ANSWER: Backflow into a public water system can pollute or contaminate the water in that system creating a public health risk. Water suppliers are responsible for providing water that is always safe to drink. Consumers have an expectation that water delivered to them through a public water system is always safe to drink.

QUESTION: What are common backflow hazards in a residential system and what type of protection is needed?

ANSWER: Most plumbing fixtures in a residence such as sinks, tubs and hose bibs have an air gap or vacuum breaker built in for protection. The most common residential hazards would be submerged hoses, boiler heating systems, and in ground lawn irrigation. Making sure hoses are not left submerged is an easy solution and boilers or irrigation would require the installation of a testable backflow preventer to eliminate the possibility of contaminating the water in the residence and the distribution system.

QUESTION: Why am I required to install backflow prevention now when I have been in business for many years without it?

ANSWER: Once the city has knowledge of unprotected cross connections it is responsible for taking measures to protect the public water supply. Historically municipal water systems have assumed that plumbing codes were followed when work was performed in their system. However, it has been found that this is rarely the case. We follow E.P.A. guidelines for protecting our public water supply.

QUESTION: What is Containment?

ANSWER: Installation of an approved testable backflow preventer on the water service line immediately following the meter or at the service entrance to the building.

QUESTION: What is Isolation

ANSWER: Installation of a backflow preventer at the cross connection on each piece of water-using equipment, such as a boiler, mortuary aspirator, lawn irrigation, chemical mixer/dispenser, etc.

QUESTION: What is thermal expansion?

ANSWER: The volumetric increase of water pressure due to heating resulting in increased pressure in a closed system.

QUESTION: How is thermal expansion addressed?

ANSWER: Any time a system is closed with the installation of containment a thermal expansion tank must be installed to absorb the pressure fluctuations and protect the internal plumbing of the building.

QUESTION: Who can install a backflow prevention assembly?

ANSWER: Assembly's must be installed by a plumber licensed in the state of Iowa.

QUESTION: What are some examples of business types that would require backflow prevention? (List is not exhaustive)

ANSWER:

- Agriculture Chemical mixing
- Agriculture livestock operations
- Breweries
- Buildings with central heating & cooling systems (boilers, chillers)
- Car Wash
- Food manufacturing
- Funeral Homes
- Exterminators
- Golf Courses
- Grocery & Convenience Stores
- Industrial customers
- Lawn Care chemical applicators
- Medical & Dental Clinics
- Manufacturing
- Multiple commercial tenants served by one meter
- Nail Salons
- Private wells
- Restaurants

QUESTION: What is a backflow preventer?

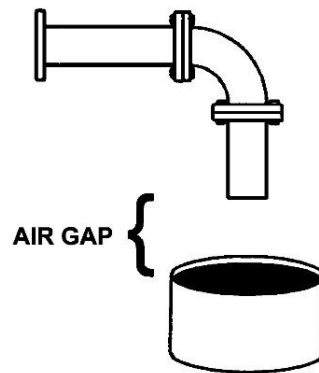
ANSWER: A backflow preventer is a means or mechanism to prevent backflow. The basic means of preventing backflow is an air gap, which either eliminates a cross-connection or provides a barrier to backflow. The basic mechanism for preventing backflow is a mechanical backflow preventer, which provides a physical barrier to backflow. The principal types of mechanical backflow preventer are the reduced-pressure principle assembly, the pressure vacuum breaker assembly, and the double check valve assembly. A secondary type of mechanical backflow preventer is the residential dual check valve.

QUESTION: What is an approved backflow prevention assembly?

ANSWER: An assembly that has been approved by the University of Southern California Foundation for Cross Connection Control and Hydraulic Research (USC)

QUESTION: What is an air gap?

ANSWER: An air gap is a vertical, physical separation between the end of a water supply outlet and the flood-level rim of a receiving vessel. This separation must be at least twice the diameter of the water supply outlet and never less than one inch. An air gap is considered the maximum protection available against backpressure backflow or backsiphonage but is not always practical and can easily be bypassed.



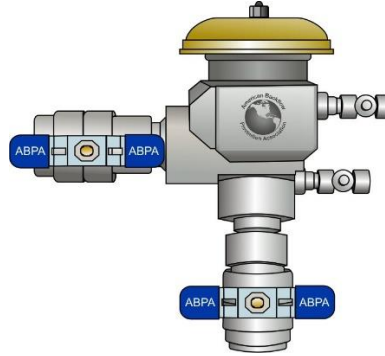
QUESTION: What is a Reduced Pressure Backflow Prevention Assembly (RP)?

ANSWER: An RP (Primarily used for containment) is a mechanical backflow preventer that consists of two independently acting, spring-loaded check valves with a hydraulically operating, mechanically independent, spring-loaded pressure differential relief valve between the check valves and below the first check valve. It includes shutoff valves at each end of the assembly and is equipped with test cocks. An RP is effective against backpressure backflow and backsiphonage and may be used to isolate health or nonhealth hazards.



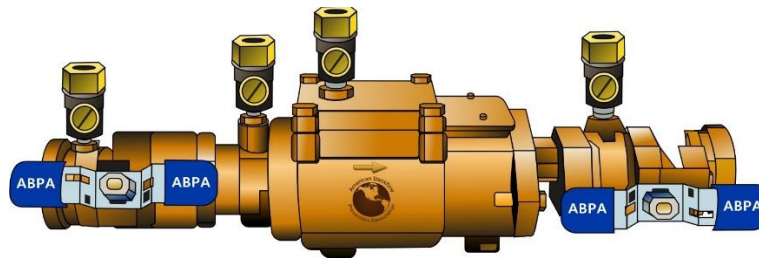
QUESTION: What is a Pressure Vacuum Breaker Assembly(PVB)?

ANSWER: A PVB (only used as an isolation device) is a mechanical backflow preventer that consists of an independently acting, spring-loaded check valve and an independently acting, spring-loaded, air inlet valve on the discharge side of the check valve. It includes shutoff valves at each end of the assembly and is equipped with test cocks. The PVB may be used to isolate health or nonhealth hazards but is effective against backsiphonage only.



QUESTION: What is a double check valve assembly (DC)?

ANSWER: A DC (only used in low hazard fire protection systems) is a mechanical backflow preventer that consists of two independently acting, spring-loaded check valves. It includes shutoff valves at each end of the assembly and is equipped with test cocks. A DC is effective against backpressure backflow and backsiphonage but should be used to isolate **only non-health hazards**.



QUESTION: What is a Spill-Resistant Pressure Vacuum Breaker Assembly (SVB)?

ANSWER: An SVB (only used as an isolation device) assembly contains an independently operating internally loaded check valve and independently operating loaded air inlet valve located on the discharge side of the check valve. The assembly is to be equipped with a properly located resilient seated test cock, a properly located bleed/vent port, and tightly closing resilient seated shutoff valves attached at each end of the assembly.

This assembly is designed to **protect against a non-health hazard** (i.e., pollutant) **or a health hazard** (i.e., contaminant) under a backsiphonage condition only.



QUESTION: Why do backflow preventers have to be tested annually?

ANSWER: Mechanical backflow preventers have internal seals, springs, and moving parts that are subject to fouling, wear, or fatigue. Also, mechanical backflow preventers and air gaps can be bypassed. Therefore, all backflow preventers have to be tested periodically to ensure that they are functioning properly. A visual check of air gaps is sufficient, but mechanical backflow preventers have to be tested with properly calibrated gauge equipment.

QUESTION: Who can perform the annual test to backflow preventers?

ANSWER: All backflow devices must be tested by a technician registered with the Iowa Department of Public Health.

| DEPARTMENT | FUND | VENDOR NAME | DESCRIPTION | AMOUNT |
|------------------|--------------|--|----------------------------|------------------|
| POLICE | GENERAL FUND | MIDWEST AUTOMATIC FIRE SPRINKLER | PD ANNUAL SPRINKLER INSPEC | 204.00 |
| | | SERVICE PROVIDERS ASSOCIATION | PD APRIL CLEANING | 235.00 |
| | | NATIONAL TACTICAL OFFICERS ASSOCIATION | PD SPOERRY TRAINING | 834.00 |
| | | BOB'S CUSTOM TROPHIES | PD OWI AWARD | 90.00 |
| | | | PD 2023 AWARD NAME PLATES | 8.50 |
| | | PRESTO X LLC | PD BIANNUAL BUG SPRAY | 56.71 |
| | | SCHUMACHER ELEVATOR CO | PD ANNUAL ELEVATOR TEST | <u>685.00</u> |
| | TOTAL: | | 2,113.21 | |
| FIRE DEPARTMENT | GENERAL FUND | MIDWEST AUTOMATIC FIRE SPRINKLER | FIRE SPRINKLER INSPECTION | 204.00 |
| | | AMAZON CAPITAL SERVICES | FIRE AIR FILTERS/WINCH 466 | 369.95 |
| | | SECTOR TECHNOLOGY GROUP | ST,WTR,SWR,FIRE 2002 CHEVY | 7,978.65 |
| | | O'REILLY AUTO PARTS | FIRE TRAILER WHEEL | 33.99 |
| | | | FIRE DEF | <u>65.94</u> |
| | TOTAL: | | 8,652.53 | |
| EMS | GENERAL FUND | BOUND TREE MEDICAL LLC | EMS MED RESTOCK | 581.20 |
| | | FIRST MEDICAL INC | EMS MED RESTOCK | 181.36 |
| | | | EMS MED RESTOCK | 8.59 |
| | | AIRGAS USA LLC | EMS MED RESTOCK | 435.55 |
| | | O'REILLY AUTO PARTS | EMS LUG NUT 235 | <u>5.05</u> |
| | TOTAL: | | 1,211.75 | |
| SOLID WASTE | GENERAL FUND | METRO WASTE AUTHORITY | MARCH CURB IT! | 7,318.48 |
| | | | MARCH SOLID WASTE GARBAGE | <u>18,233.31</u> |
| | | | TOTAL: | 25,551.79 |
| LIBRARY SERVICES | GENERAL FUND | MICRO MARKETING LLC | LIB BOOKS | 32.20 |
| | | | LIB DBD'S | 53.27 |
| | | | LIB BOOKS | 33.00 |
| | | | LIB BOOKS | 24.00 |
| | | THE LIBRARY STORE INC | LIB BOOK COVERING SUPPLIES | 195.67 |
| | | | LIB BOOK COVERING SUPPLIES | 141.42 |
| | | OVERDRIVE INC | LIB EBOOKS AND AUDIO | 1,828.31 |
| | | CYBER SOLUTIONS, LLC | LIB IT | 902.14 |
| | | DAVIDSON PEST CONTROL | LIB PEST CONTROL | 45.00 |
| | | INGRAM LIBRARY SERVICES | LIB BOOKS | 77.98 |
| | | | LIB BOOKS | 30.83 |
| | | | LIB BOOKS | 24.19 |
| | | | LIB BOOKS | 109.44 |
| | | | LIB BOOKS | 154.28 |
| | | | LIB BOOKS | 30.11 |
| | LIB BOOKS | 64.97 | | |
| | LIB BOOKS | 54.42 | | |
| | LIB BOOKS | 337.85 | | |

| DEPARTMENT | FUND | VENDOR NAME | DESCRIPTION | AMOUNT |
|--------------------------|----------------|--|----------------------------|-----------------|
| | | | LIB PROGRAMS AND BOOKS | 86.55 |
| | | | LIB OFFICE SUPPLIES | 45.96 |
| | | | LIB BOOKS AND PROGRAMS | 27.10 |
| | | | LIB BOOKS AND PROGRAMS | 135.09 |
| | | LIBRARY FURNITURE INTERNATIONAL | LIB LFI | 293.00 |
| | | JEFFRIES CLEANING LLC | LIB JEFFRIES CLEANING | <u>410.00</u> |
| | | | TOTAL: | 5,526.82 |
| PARKS | GENERAL FUND | WASTE SOLUTIONS OF IOWA | PARKS PORTABLE RESTROOM | 197.00 |
| | | | PARKS PORTABLE RESTROOM | 121.00 |
| | | | PARKS PORTABLE RESTROOM | 318.00 |
| | | | PARKS PORTABLE RESTROOM | <u>121.00</u> |
| | | | TOTAL: | 757.00 |
| COMMUNITY CENTER | GENERAL FUND | PRESTO X LLC | COMM BLDG PEST CONTROL | <u>84.52</u> |
| | | | TOTAL: | 84.52 |
| PLANNING & ZONING | GENERAL FUND | FOX STRAND | DEVELOPMENT | 840.00 |
| | | | GENERAL ENGINEERING | 2,772.00 |
| | | | SR PLAT 3 | 1,544.50 |
| | | | HWY 5 WATERMAIN #1 | <u>5,550.00</u> |
| | | | TOTAL: | 10,706.50 |
| CITY HALL | GENERAL FUND | CYBER SOLUTIONS, LLC | CITY ADMIN LAPTOP | 1,607.49 |
| | | | LAPTOP UPDATE | 207.21 |
| | | CONVERGINT TECHNOLOGIES LLC | CH MONITORING | 385.20 |
| | | THE CARLISLE CITIZEN | PUBLIC HEARING NOTICE | 169.10 |
| | | | APRIL PUBLICATIONS | <u>391.84</u> |
| | | | TOTAL: | 2,760.84 |
| STREET DEPARTMENT | ROAD USE TAX | TITAN MACHINERY - CONSTRUCTION DIVISIO | ST,WTR,SWR BACK HOE WINDOW | 71.67 |
| | | NICHOLS EQUIPMENT LLC | ST,WTR,SWR MULCHING MOWER | 247.60 |
| | | ATCHER SERVICE TOWING | ATCHER SERVICE TOWING | 185.00 |
| | | SECTOR TECHNOLOGY GROUP | ST,WTR,SWR,FIRE 2002 CHEVY | 2,666.22 |
| | | CONCENTRA MEDICAL CENTERS | RANDOM DRUG SCREENINGS | 110.00 |
| | | JAMES OIL COMPANY | ST,WTR,SWR SHOP KEROSENE | <u>74.28</u> |
| | | | TOTAL: | 3,354.77 |
| DEPARTMENTAL EXPENDITURE | AVON WATERMAIN | FOX STRAND | AVON WATER PROJECT | <u>297.00</u> |
| | | | TOTAL: | 297.00 |
| WATER DEPARTMENT | WATER FUND | TITAN MACHINERY - CONSTRUCTION DIVISIO | ST,WTR,SWR BACK HOE WINDOW | 71.67 |
| | | HAWKINS WATER TREATMENT | WATER TREATMENT CHEMICALS | 1,429.02 |
| | | NICHOLS EQUIPMENT LLC | ST,WTR,SWR MULCHING MOWER | 247.60 |
| | | SECTOR TECHNOLOGY GROUP | ST,WTR,SWR,FIRE 2002 CHEVY | 2,666.22 |

| DEPARTMENT | FUND | VENDOR NAME | DESCRIPTION | AMOUNT |
|------------|------|--|----------------------------|--------------|
| | | | SWR AVON CHECK VALVES | 464.00 |
| | | CORE & MAIN | SEWER METER PARTS | 177.70 |
| | | VRY ENTERPRISE LLC DBA POE ENTERPRISES | SWR SAMPLE DELIVERY | 279.25 |
| | | NICHOLS EQUIPMENT LLC | ST,WTR,SWR MULCHING MOWER | 247.60 |
| | | SECTOR TECHNOLOGY GROUP | ST,WTR,SWR,FIRE 2002 CHEVY | 2,666.22 |
| | | CAPITAL CITY EQUIPMENT | SEWER SEEDER | 135.00 |
| | | CONCENTRA MEDICAL CENTERS | RANDOM DRUG SCREENINGS | 30.00 |
| | | IOWA ASSOCIATION OF MUNICIPAL UTILITIE | 2024 QTR 1 ISEP | 464.67 |
| | | JAMES OIL COMPANY | ST,WTR,SWR SHOP KEROSENE | 74.29 |
| | | MICROBAC LABORATORIES, INC. | SWR WATE WATER TESTING | 2,178.50 |
| | | MENARDS - DES MOINES | SWR SHOP SUPPLIES | 47.31 |
| | | MUNICIPAL SUPPLY INC | SWR PIPE FITTINGS | 724.58 |
| | | O'REILLY AUTO PARTS | SEWER DEF FLUID | <u>21.98</u> |
| | | | TOTAL: | 9,758.36 |

| | | | | |
|---------------------|--------------------|--|----------------------------|---------------|
| ELECTRIC DEPARTMENT | ELECTRIC UTILITY F | SAUTER AUTOMOTIVE LLC | EL SERVICE UNIT 208 | 95.58 |
| | | ARAMARK UNIFORM SERVICES | EL CLEANING | 144.09 |
| | | STUART C IRBY COMPANY | EL LOCATE FLAGS STOCK | 400.00 |
| | | AMAZON CAPITAL SERVICES | EL STREET LIGHT FUSEHOLDER | 586.20 |
| | | SERVICE PROVIDERS ASSOCIATION | EL CLEANING | 214.00 |
| | | CONCENTRA MEDICAL CENTERS | RANDOM DRUG SCREENINGS | 60.00 |
| | | IOWA ASSOCIATION OF MUNICIPAL UTILITIE | 2024 QTR 1 ISEP | 464.67 |
| | | MISCELLANEOUS V S. CONINGSBY | S. CONINGSBY: REPAIR DENT | <u>125.00</u> |
| | | | TOTAL: | 2,089.54 |

===== FUND TOTALS =====

| | | |
|-----|-----------------------|-----------|
| 001 | GENERAL FUND | 57,364.96 |
| 110 | ROAD USE TAX | 3,354.77 |
| 373 | AVON WATERMAIN | 297.00 |
| 600 | WATER FUND | 11,384.83 |
| 610 | SEWER FUND | 9,758.36 |
| 630 | ELECTRIC UTILITY FUND | 2,089.54 |

| | |
|--------------|-----------|
| ----- | |
| GRAND TOTAL: | 84,249.46 |
| ----- | |

| VENDOR NAME | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|-----------------------------|----------------------------|--------------------|---------------------|---------------|
| AIRGAS USA LLC | EMS MED RESTOCK | GENERAL FUND | EMS | <u>435.55</u> |
| | | | TOTAL: | 435.55 |
| AMAZON CAPITAL SERVICES | FIRE AIR FILTERS/WINCH 466 | GENERAL FUND | FIRE DEPARTMENT | 369.95 |
| | LIB PROGRAMING | GENERAL FUND | LIBRARY SERVICES | 99.90 |
| | LIB OFFICE, PROGRAMS, AND | GENERAL FUND | LIBRARY SERVICES | 17.76 |
| | LIB OFFICE, PROGRAMS, AND | GENERAL FUND | LIBRARY SERVICES | 5.00 |
| | LIB OFFICE, PROGRAMS, AND | GENERAL FUND | LIBRARY SERVICES | 24.95 |
| | LIB BOOK CREDIT | GENERAL FUND | LIBRARY SERVICES | 15.98- |
| | LIB BOOK, PROGRAMS | GENERAL FUND | LIBRARY SERVICES | 20.68 |
| | LIB BOOK, PROGRAMS | GENERAL FUND | LIBRARY SERVICES | 42.58 |
| | LIB PROGRAMS AND BOOKS | GENERAL FUND | LIBRARY SERVICES | 20.69 |
| | LIB PROGRAMS AND BOOKS | GENERAL FUND | LIBRARY SERVICES | 86.55 |
| | LIB OFFICE SUPPLIES | GENERAL FUND | LIBRARY SERVICES | 45.96 |
| | LIB BOOKS AND PROGRAMS | GENERAL FUND | LIBRARY SERVICES | 27.10 |
| | LIB BOOKS AND PROGRAMS | GENERAL FUND | LIBRARY SERVICES | 135.09 |
| | EL STREET LIGHT FUSEHOLDER | ELECTRIC UTILITY F | ELECTRIC DEPARTMENT | <u>586.20</u> |
| | | | TOTAL: | 1,466.43 |
| ARMARK UNIFORM SERVICES | EL CLEANING | ELECTRIC UTILITY F | ELECTRIC DEPARTMENT | <u>144.09</u> |
| | | | TOTAL: | 144.09 |
| ATCHER SERVICE TOWING | ATCHER SERVICE TOWING | ROAD USE TAX | STREET DEPARTMENT | <u>185.00</u> |
| | | | TOTAL: | 185.00 |
| BOB'S CUSTOM TROPHIES | PD OWI AWARD | GENERAL FUND | POLICE | 90.00 |
| | PD 2023 AWARD NAME PLATES | GENERAL FUND | POLICE | <u>8.50</u> |
| | | | TOTAL: | 98.50 |
| BOUND TREE MEDICAL LLC | EMS MED RESTOCK | GENERAL FUND | EMS | <u>581.20</u> |
| | | | TOTAL: | 581.20 |
| CAPITAL CITY EQUIPMENT | SEWER SEEDER | SEWER FUND | SEWER DEPARTMENT | <u>135.00</u> |
| | | | TOTAL: | 135.00 |
| CONCENTRA MEDICAL CENTERS | RANDOM DRUG SCREENINGS | ROAD USE TAX | STREET DEPARTMENT | 110.00 |
| | RANDOM DRUG SCREENINGS | WATER FUND | WATER DEPARTMENT | 30.00 |
| | RANDOM DRUG SCREENINGS | SEWER FUND | SEWER DEPARTMENT | 30.00 |
| | RANDOM DRUG SCREENINGS | ELECTRIC UTILITY F | ELECTRIC DEPARTMENT | <u>60.00</u> |
| | | | TOTAL: | 230.00 |
| CONVERGINT TECHNOLOGIES LLC | CH MONITORING | GENERAL FUND | CITY HALL | <u>385.20</u> |
| | | | TOTAL: | 385.20 |
| CORE & MAIN | SEWER METER PARTS | SEWER FUND | SEWER DEPARTMENT | <u>177.70</u> |

| VENDOR NAME | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|---|---------------------------|-----------------------|--------------------------|-----------------|
| | SWR AVON CHECK VALVES | SEWER FUND | SEWER DEPARTMENT | <u>464.00</u> |
| | | | TOTAL: | 2,639.60 |
| FIRST MEDICAL INC | EMS MED RESTOCK | GENERAL FUND | EMS | 181.36 |
| | EMS MED RESTOCK | GENERAL FUND | EMS | <u>8.59</u> |
| | | | TOTAL: | 189.95 |
| FOX STRAND | DEVELOPMENT | GENERAL FUND | PLANNING & ZONING | 840.00 |
| | GENERAL ENGINEERING | GENERAL FUND | PLANNING & ZONING | 2,772.00 |
| | SR PLAT 3 | GENERAL FUND | PLANNING & ZONING | 1,544.50 |
| | HWY 5 WATERMAIN #1 | GENERAL FUND | PLANNING & ZONING | 5,550.00 |
| | AVON WATER PROJECT | AVON WATERMAIN | DEPARTMENTAL EXPENDITURE | <u>297.00</u> |
| | | | TOTAL: | 11,003.50 |
| HAWKINS WATER TREATMENT | WATER TREATMENT CHEMICALS | WATER FUND | WATER DEPARTMENT | <u>1,429.02</u> |
| | | | TOTAL: | 1,429.02 |
| INGRAM LIBRARY SERVICES | LIB BOOKS | GENERAL FUND | LIBRARY SERVICES | 77.98 |
| | LIB BOOKS | GENERAL FUND | LIBRARY SERVICES | 30.83 |
| | LIB BOOKS | GENERAL FUND | LIBRARY SERVICES | 24.19 |
| | LIB BOOKS | GENERAL FUND | LIBRARY SERVICES | 109.44 |
| | LIB BOOKS | GENERAL FUND | LIBRARY SERVICES | 154.28 |
| | LIB BOOKS | GENERAL FUND | LIBRARY SERVICES | 30.11 |
| | LIB BOOKS | GENERAL FUND | LIBRARY SERVICES | 64.97 |
| | LIB BOOKS | GENERAL FUND | LIBRARY SERVICES | 54.42 |
| | LIB BOOKS | GENERAL FUND | LIBRARY SERVICES | 337.85 |
| | LIB BOOKS | GENERAL FUND | LIBRARY SERVICES | 46.93 |
| | LIB BOOKS | GENERAL FUND | LIBRARY SERVICES | 89.33 |
| | LIB BOOKS | GENERAL FUND | LIBRARY SERVICES | <u>38.20</u> |
| | | | TOTAL: | 1,058.53 |
| IOWA ASSOCIATION OF MUNICIPAL UTILITIES | 2024 QTR 1 ISEP | WATER FUND | WATER DEPARTMENT | 464.66 |
| | 2024 QTR 1 ISEP | SEWER FUND | SEWER DEPARTMENT | 464.67 |
| | 2024 QTR 1 ISEP | ELECTRIC UTILITY FUND | ELECTRIC DEPARTMENT | <u>464.67</u> |
| | | | TOTAL: | 1,394.00 |
| JAMES OIL COMPANY | ST,WTR,SWR SHOP KEROSENE | ROAD USE TAX | STREET DEPARTMENT | 74.28 |
| | ST,WTR,SWR SHOP KEROSENE | WATER FUND | WATER DEPARTMENT | 74.28 |
| | ST,WTR,SWR SHOP KEROSENE | SEWER FUND | SEWER DEPARTMENT | <u>74.29</u> |
| | | | TOTAL: | 222.85 |
| JEFFRIES CLEANING LLC | LIB JEFFRIES CLEANING | GENERAL FUND | LIBRARY SERVICES | <u>410.00</u> |
| | | | TOTAL: | 410.00 |
| LIBRARY FURNITURE INTERNATIONAL | LIB LFI | GENERAL FUND | LIBRARY SERVICES | <u>293.00</u> |

| VENDOR NAME | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|--|----------------------------|--------------------|---------------------|-----------------|
| | | | TOTAL: | <u>4,000.00</u> |
| MICRO MARKETING LLC | LIB BOOKS | GENERAL FUND | LIBRARY SERVICES | 32.20 |
| | LIB DBD'S | GENERAL FUND | LIBRARY SERVICES | 53.27 |
| | LIB BOOKS | GENERAL FUND | LIBRARY SERVICES | 33.00 |
| | LIB BOOKS | GENERAL FUND | LIBRARY SERVICES | <u>24.00</u> |
| | | | TOTAL: | 142.47 |
| MICROBAC LABORATORIES, INC. | SWR WATE WATER TESTING | SEWER FUND | SEWER DEPARTMENT | <u>2,178.50</u> |
| | | | TOTAL: | 2,178.50 |
| MIDWEST AUTOMATIC FIRE SPRINKLER | PD ANNUAL SPRINKLER INSPEC | GENERAL FUND | POLICE | 204.00 |
| | FIRE SPRINKLER INSPECTION | GENERAL FUND | FIRE DEPARTMENT | <u>204.00</u> |
| | | | TOTAL: | 408.00 |
| MISCELLANEOUS V S. CONINGSBY | S. CONINGSBY: REPAIR DENT | ELECTRIC UTILITY F | ELECTRIC DEPARTMENT | <u>125.00</u> |
| | | | TOTAL: | 125.00 |
| MUNICIPAL SUPPLY INC | STR WELL 6 REPAIRS | WATER FUND | WATER DEPARTMENT | 1,661.38 |
| | SWR PIPE FITTINGS | SEWER FUND | SEWER DEPARTMENT | <u>724.58</u> |
| | | | TOTAL: | 2,385.96 |
| NATIONAL TACTICAL OFFICERS ASSOCIATION | PD SPOERRY TRAINING | GENERAL FUND | POLICE | <u>834.00</u> |
| | | | TOTAL: | 834.00 |
| NICHOLS EQUIPMENT LLC | ST,WTR,SWR MULCHING MOWER | ROAD USE TAX | STREET DEPARTMENT | 247.60 |
| | ST,WTR,SWR MULCHING MOWER | WATER FUND | WATER DEPARTMENT | 247.60 |
| | ST,WTR,SWR MULCHING MOWER | SEWER FUND | SEWER DEPARTMENT | <u>247.60</u> |
| | | | TOTAL: | 742.80 |
| O'REILLY AUTO PARTS | FIRE TRAILER WHEEL | GENERAL FUND | FIRE DEPARTMENT | 33.99 |
| | FIRE DEF | GENERAL FUND | FIRE DEPARTMENT | 65.94 |
| | EMS LUG NUT 235 | GENERAL FUND | EMS | 5.05 |
| | SEWER DEF FLUID | SEWER FUND | SEWER DEPARTMENT | <u>21.98</u> |
| | | | TOTAL: | 126.96 |
| OVERDRIVE INC | LIB EBOOKS AND AUDIO | GENERAL FUND | LIBRARY SERVICES | <u>1,828.31</u> |
| | | | TOTAL: | 1,828.31 |
| PRESTO X LLC | PD BIENNIAL BUG SPRAY | GENERAL FUND | POLICE | 56.71 |
| | COMM BLDG PEST CONTROL | GENERAL FUND | COMMUNITY CENTER | <u>84.52</u> |
| | | | TOTAL: | 141.23 |
| SAUTER AUTOMOTIVE LLC | EL SERVICE UNIT 208 | ELECTRIC UTILITY F | ELECTRIC DEPARTMENT | <u>95.58</u> |
| | | | TOTAL: | 95.58 |

| VENDOR NAME | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|---|---|--------------------|---------------------|---------------|
| | EL CLEANING | ELECTRIC UTILITY F | ELECTRIC DEPARTMENT | <u>214.00</u> |
| | | | TOTAL: | 449.00 |
| STUART C IRBY COMPANY | EL LOCATE FLAGS STOCK | ELECTRIC UTILITY F | ELECTRIC DEPARTMENT | <u>400.00</u> |
| | | | TOTAL: | 400.00 |
| THE CARLISLE CITIZEN | PUBLIC HEARING NOTICE | GENERAL FUND | CITY HALL | 169.10 |
| | APRIL PUBLICATIONS | GENERAL FUND | CITY HALL | <u>391.84</u> |
| | | | TOTAL: | 560.94 |
| THE LIBRARY STORE INC | LIB BOOK COVERING SUPPLIES | GENERAL FUND | LIBRARY SERVICES | 195.67 |
| | LIB BOOK COVERING SUPPLIES | GENERAL FUND | LIBRARY SERVICES | <u>141.42</u> |
| | | | TOTAL: | 337.09 |
| THE UNIVERSITY OF IOWA | WTR PFAS TESTING | WATER FUND | WATER DEPARTMENT | <u>740.00</u> |
| | | | TOTAL: | 740.00 |
| TITAN MACHINERY - CONSTRUCTION DIVISIO | ST,WTR,SWR BACK HOE WINDOW ROAD USE TAX | | STREET DEPARTMENT | 71.67 |
| | ST,WTR,SWR BACK HOE WINDOW WATER FUND | | WATER DEPARTMENT | 71.67 |
| | ST,WTR,SWR BACK HOE WINDOW SEWER FUND | | SEWER DEPARTMENT | <u>71.66</u> |
| | | | TOTAL: | 215.00 |
| WVRY ENTERPRISE LLC DBA POE ENTERPRISES | SWR SAMPLE DELIVERY | SEWER FUND | SEWER DEPARTMENT | <u>279.25</u> |
| | | | TOTAL: | 279.25 |
| WASTE SOLUTIONS OF IOWA | PARKS PORTABLE RESTROOM | GENERAL FUND | PARKS | 197.00 |
| | PARKS PORTABLE RESTROOM | GENERAL FUND | PARKS | 121.00 |
| | PARKS PORTABLE RESTROOM | GENERAL FUND | PARKS | 318.00 |
| | PARKS PORTABLE RESTROOM | GENERAL FUND | PARKS | <u>121.00</u> |
| | | | TOTAL: | 757.00 |
| ===== FUND TOTALS ===== | | | | |
| 001 | GENERAL FUND | 57,364.96 | | |
| 110 | ROAD USE TAX | 3,354.77 | | |
| 373 | AVON WATERMAIN | 297.00 | | |
| 600 | WATER FUND | 11,384.83 | | |
| 610 | SEWER FUND | 9,758.36 | | |
| 630 | ELECTRIC UTILITY FUND | 2,089.54 | | |
| ----- | | | | |
| | GRAND TOTAL: | 84,249.46 | | |
| ----- | | | | |

CITY OF CARLISLE REGULAR CITY COUNCIL MEETING MINUTES

April 8, 2024; 6:30 P.M.

Carlisle 100 N 1st Street, Carlisle, IA

Roll Call: Elected Officials present; Mayor Drew Merrifield, Justin Brower, Krista Beck, Doug Hammerand, Beth Sauter, and Dan Carver, constituting a quorum. Also present; City Clerk Shalee Crispen, City Admin. Deven Markley, City Attorney Robert Stuyvesant and Terry Krapfl, Public Works Sup. Tony Rhinehart, Parks & Rec Director Mason McMillen, Police Chief Matt Koch, Electric Sup. Don Miller. Mayor Merrifield called the meeting to order at 6:30 P.M.

PLEDGE OF ALLEGIANCE

CITIZEN PARTICIPATION

Todd Fatino 1130 Juniper Dr. Carlisle, IA spoke on not wanting to see tax abatement go away for single family residential dwellings. Stated how it is an equity drop for homes.

Matt Mauro 9417 Coneflower Circle Norwalk, IA spoke on not wanting tax abatement to go away and he was the one working with Kimberly for the Commons development. There are 19 lots left up there to be developed and it's moving slow. Does not want to see it go away for those remaining lots and wants to be grandfathered in.

Eric Goodhue 7530 SE 52nd St. Carlisle, IA with Sandridge Nursery spoke on wanting to connect to City water for the nursery and is asking that a reduced rate be created instead of having to do a rate reduction request every year as it would negatively impact budget for him. Eric is asking for an Ag rate to be created so that the rate reduction request is not something that has to be asked for on an annual basis.

Denny Woodruff 520 Pleasant St. Carlisle, IA spoke on wanting to take out the .3 miles of asphalt trail and making it concrete. Denny spoke on the competitive quotes that were to be coming back and knows one will be \$15,000 to \$20,000 higher than the original one given. It was stated that the friends of the Carlisle parks would be donating \$30,000 towards changing it over to concrete.

It was noted by staff that the bid opening is April 10, 2024 at 2:00 P.M. and special Council meeting on Thursday April 11, 2024 at 6:30 P.M.

PRESENTATIONS

Chamber of Commerce Update – Linda Freese spoke about the chamber's upcoming pub crawl and her new business Twisted Mane on Vine St in the old Steve's Saw Shop building.

Municipal Energy Agency of Nebraska (MEAN) Update – Todd Kielkopf 606 W. Orchard Indianola, IA gave an overview of how the whole sale power works. Stated winter can be hard on rates for MEAN but the budget is looking better than expected.

CONSENT AGENDA & POSSIBLE ACTION (Council may pull any item on consent agenda for separate action) Motion by Beck, seconded by Carver, to approve the following consent agenda items.

Motion carried unanimously on a roll call vote.

Approval of Bills in Amount of \$53,715.38

Approval of Council Minutes for February 26, 2024, March 11, 2024, March 25, 2024 and March 25, 2024

Approval of Alcohol License Class C renewal for Paper Street Pub LLC (Sisters Place) at 3 School St. Carlisle, IA 50047

Approval of Conflict Waiver With Ahlers & Cooney For 28E With Carlisle Community School District

Approval of Setting Public Hearing date for Scotch Ridge Road & Hwy 5 Intersection Project for April 22, 2024 at 6:30 P.M.

Approval of Amendment No. 1 to Agreement for technical services with Strand Associates Inc. (Formerly Fox Strand)

Approved Tax Abatement 20240408001 Application for 730 Linden St. Carlisle, IA 50047

Approved Tax Abatement 20240408002 Application for 500 Commons Dr. Carlisle, IA 50047

Approved Tax Abatement 20240408003 Application for 1020 Commons Ct. Carlisle, IA 50047
Approved Tax Abatement 20240408004 Application for 1010 Commons Ct. Carlisle, IA 50047
Approval of Proposal For Service Providers Association For Cleaning Services For Public Works For \$260.00 Monthly
Approval of hiring Alayna Atkin Library Intern at a rate of \$11.00 per hour effective April 8, 2024

OLD AND NEW BUSINESS & POSSIBLE ACTION

Council discussed Carlisle Area Historical Society Request For Financial Support. Deven spoke that Mike Kinter is requesting help with snow removal, mowing, water & sewer relief for the Carlisle Area Historical Society. City Attorney Robert noted that it would be a new liability for the city and they are not the only nonprofits in the City. No action was taken.

Staff noted this sets date. Dan asked how it works. It is a formality of approving the date and for clarification on the plan. Public hearing date is set for April 22, at 6:30 P.M. Motion by Carver, seconded by Sauter to approve RESOLUTION 20240408005 DETERMINING THE NECESSITY AND FIXING A DATE FOR A PUBLIC HEARING ON THE MATTER OF THE ADOPTION OF A PROPOSED AMENDED AND RESTATED CARLISLE CITY-WIDE URBAN REVITALIZATION PLAN FOR THE CARLISLE CITY-WIDE URBAN REVITALIZATION AREA. Motion carried unanimously on a roll call vote.

Motion by Carver, seconded by Brower to remove Discussion and Possible Action On Ordinance Creating Chapter 124: Mobile Food Units from the table. Motion carried unanimously on a roll call vote. Deven spoke to Council about for the past two years Carlisle Hometown Pride has been bringing in food trucks and there has been no set rules regarding them. There was a committee formed to put the ordinance together. Chief Koch went over the permitting process, insurance needs of the food truck, time, location, and fee process. It was noted that it would apply to graduation parties if they were wanting to bring in a food truck for the event. Alfonso Gumucio 14586 Scotch Ridge Rd. spoke on looking at the Ordinance that Norwalk has created. Council would like to see and exemption for Farmer's Markets put in. Motion by Carver, seconded by Beck to approve the first reading, not waiving the second or third. Motion carried unanimously on a roll call vote.

Tony PW sup. Spoke on the Fire Department moving over the attack truck that is being decommissioned to the Water/Sewer department. Getting a new truck would be \$72,000 and by switching this one to the Water/Sewer departments it would be around \$27,000 in the truck when it is complete. Motion by Beck, seconded by Brower to approve Disposal of Fire Department Attack Truck By Transfer to Water/Sewer Department. Motion carried unanimously on a roll call vote.

Beth asked if we could put some signage up for this year as we look into moving forward with a more permanent solution for Adding a Van Accessible Parking Spot at South Park. No action taken at this time.

Public Hearing FY2025 Budget opened. No written or oral comments have been received. Motion by Beck, seconded by Hammerand to close Public Hearing at 8:12 P.M. Motion carried unanimously on a roll call vote.

Motion by Hammerand, seconded by Brower Approving Budget for FY25 Budget Resolution 20240408006. Motion carried unanimously on a roll call vote.

DEPARTMENT REPORTS

Police Department Monthly Report

Parks & Rec Adult Programming Report

Carlisle Earned Tree City Designation

Finance Manager Reviewing Purchasing Policy – Council Volunteers For Initial Feedback Krista and Brower

Tony Rhinehart PW sup. Spoke on concerns for water levels and may be having to do some water conservation this year due to the draught.

Doug spoke on the TNR whiskers program we used for feral cats and asking we look into it and what amount the City is willing to pay as there have been a couple more new cats come in.

Krista asked for a project list and what we could do to get that in front of Council.

Drew spoke on legislative talks going on. ATV/UTV bill for state parks is waiting to be signed by the governor. Gender balance for boards is now signed. Talks about the storm water top soil bill.

Deven asked Council to bring recommendations for the openings on the boards that the City has.

Justin will not be here for the April 11, 2024 special council meeting.

CITY ATTORNEY REPORT

Robert spoke on another resolution about the annexation will be coming next meeting.

UPCOMING EVENTS AND INFORMATION OF NOTE TO COUNCIL

Motion by Beck, seconded by Brower to Adjourn at 9:37 P.M. Motion carried unanimously on roll call vote.

Drew Merrifield, Mayor

Shalee Crispen, City Clerk

NOTE: Minutes are unofficial until approved by Council-final approval may include corrections as necessary

RESOLUTION 20240422001 TO APPROVE TAX ABATEMENT FOR
CONSTRUCTION OF A NEW RESIDENTIAL DWELLING

WHEREAS, on May 29, 1990 the City of Carlisle, Warren County, Iowa did adopt an Urban Revitalization Plan with a tax abatement provision to encourage improvements to single family dwellings and commercial property; and

WHEREAS, Benchmark Builders Iowa has submitted an application for tax abatement for construction of a new residential dwelling within the City of Carlisle, Warren County, Iowa, in conformance with the City's Plan.

NOW, THEREFORE, be it resolved by the City Council of Carlisle Iowa, that tax abatement be granted to Benchmark Builders Iowa for the property located in Carlisle, Iowa and legally described as follows, to-wit:

Lot 8, CARLISLE COMMONS an Official Plat now included in and forming a part of the City of Carlisle, Warren County, Iowa

Locally known as: 395 Commons Drive, Carlisle, Iowa 50047

BE IT FURTHER RESOLVED that a certified copy of this resolution with copy of Benchmark Builders Iowa's application for abatement attached thereto shall be forwarded to the Warren County Assessor.

PASSED AND APPROVED this _____ day of _____, 2024.

Drew Merrifield, MAYOR

ATTEST:

Shalee Crispen, CITY CLERK

RESOLUTION 20240422002 TO APPROVE TAX ABATEMENT FOR
CONSTRUCTION OF A NEW RESIDENTIAL DWELLING

WHEREAS, on May 29, 1990 the City of Carlisle, Warren County, Iowa did adopt an Urban Revitalization Plan with a tax abatement provision to encourage improvements to single family dwellings and commercial property; and

WHEREAS, Benchmark Builders Iowa has submitted an application for tax abatement for construction of a new residential dwelling within the City of Carlisle, Warren County, Iowa, in conformance with the City's Plan.

NOW, THEREFORE, be it resolved by the City Council of Carlisle Iowa, that tax abatement be granted to Benchmark Builders Iowa for the property located in Carlisle, Iowa and legally described as follows, to-wit:

Lot 10, CARLISLE COMMONS an Official Plat now included in and forming a part of the City of Carlisle, Warren County, Iowa

Locally known as: 415 Commons Drive, Carlisle, Iowa 50047

BE IT FURTHER RESOLVED that a certified copy of this resolution with copy of Benchmark Builders Iowa's application for abatement attached thereto shall be forwarded to the Warren County Assessor.

PASSED AND APPROVED this _____ day of _____, 2024.

Drew Merrifield, MAYOR

ATTEST:

Shalee Crispen, CITY CLERK

RESOLUTION 20240422003 TO APPROVE TAX ABATEMENT FOR
CONSTRUCTION OF A NEW RESIDENTIAL DWELLING

WHEREAS, on May 29, 1990 the City of Carlisle, Warren County, Iowa did adopt an Urban Revitalization Plan with a tax abatement provision to encourage improvements to single family dwellings and commercial property; and

WHEREAS, Benchmark Builders Iowa has submitted an application for tax abatement for construction of a new residential dwelling within the City of Carlisle, Warren County, Iowa, in conformance with the City's Plan.

NOW, THEREFORE, be it resolved by the City Council of Carlisle Iowa, that tax abatement be granted to Benchmark Builders Iowa for the property located in Carlisle, Iowa and legally described as follows, to-wit:

Lot 11, CARLISLE COMMONS an Official Plat now included in and forming a part of the City of Carlisle, Warren County, Iowa

Locally known as: 425 Commons Drive, Carlisle, Iowa 50047

BE IT FURTHER RESOLVED that a certified copy of this resolution with copy of Benchmark Builders Iowa's application for abatement attached thereto shall be forwarded to the Warren County Assessor.

PASSED AND APPROVED this _____ day of _____, 2024.

Drew Merrifield, MAYOR

ATTEST:

Shalee Crispen, CITY CLERK

RESOLUTION 20240422004 TO APPROVE TAX ABATEMENT FOR
CONSTRUCTION OF A NEW RESIDENTIAL DWELLING

WHEREAS, on May 29, 1990 the City of Carlisle, Warren County, Iowa did adopt an Urban Revitalization Plan with a tax abatement provision to encourage improvements to single family dwellings and commercial property; and

WHEREAS, Benchmark Builders Iowa has submitted an application for tax abatement for construction of a new residential dwelling within the City of Carlisle, Warren County, Iowa, in conformance with the City's Plan.

NOW, THEREFORE, be it resolved by the City Council of Carlisle Iowa, that tax abatement be granted to Benchmark Builders Iowa for the property located in Carlisle, Iowa and legally described as follows, to-wit:

Lot 12, CARLISLE COMMONS an Official Plat now included in and forming a part of the City of Carlisle, Warren County, Iowa

Locally known as: 435 Commons Drive, Carlisle, Iowa 50047

BE IT FURTHER RESOLVED that a certified copy of this resolution with copy of Benchmark Builders Iowa's application for abatement attached thereto shall be forwarded to the Warren County Assessor.

PASSED AND APPROVED this _____ day of _____, 2024.

Drew Merrifield, MAYOR

ATTEST:

Shalee Crispen, CITY CLERK

RESOLUTION 20240422005 TO APPROVE TAX ABATEMENT FOR
CONSTRUCTION OF A NEW RESIDENTIAL DWELLING

WHEREAS, on May 29, 1990 the City of Carlisle, Warren County, Iowa did adopt an Urban Revitalization Plan with a tax abatement provision to encourage improvements to single family dwellings and commercial property; and

WHEREAS, Benchmark Builders Iowa has submitted an application for tax abatement for construction of a new residential dwelling within the City of Carlisle, Warren County, Iowa, in conformance with the City's Plan.

NOW, THEREFORE, be it resolved by the City Council of Carlisle Iowa, that tax abatement be granted to Benchmark Builders Iowa for the property located in Carlisle, Iowa and legally described as follows, to-wit:

Lot 13, CARLISLE COMMONS an Official Plat now included in and forming a part of the City of Carlisle, Warren County, Iowa

Locally known as: 445 Commons Drive, Carlisle, Iowa 50047

BE IT FURTHER RESOLVED that a certified copy of this resolution with copy of Benchmark Builders Iowa's application for abatement attached thereto shall be forwarded to the Warren County Assessor.

PASSED AND APPROVED this _____ day of _____, 2024.

Drew Merrifield, MAYOR

ATTEST:

Shalee Crispen, CITY CLERK

RESOLUTION 20240422006 TO APPROVE TAX ABATEMENT FOR
CONSTRUCTION OF A NEW RESIDENTIAL DWELLING

WHEREAS, on May 29, 1990, the City of Carlisle, Warren County, Iowa did adopt an Urban Revitalization Plan with a tax abatement provision to encourage improvements to single family dwellings and commercial property; and,

WHEREAS, Benchmark Builders Iowa, has submitted an application for tax abatement for new construction of residential property within the City of Carlisle, Warren County, Iowa, in conformance with the City's Plan.

NOW, THEREFORE, be it resolved by the City Council of Carlisle, Iowa, that tax abatement be granted to Benchmark Builders Iowa, for the property located in Carlisle, Iowa and legally described as follows, to-wit:

Lot 9, CARLISLE COMMONS an Official Plat now included in and forming a part of the City of Carlisle, Warren County, Iowa

Locally known as: 1000 Commons Court, Carlisle, Iowa 50047

BE IT FURTHER RESOLVED that a certified copy of this resolution with a copy of Benchmark Builders Iowa's application for abatement attached thereto shall be forwarded to the Warren County Assessor.

PASSED AND APPROVED this _____ day of _____, 2024.

Drew Merrifield, MAYOR

ATTEST:

Shalee Crispen, CITY CLERK



Business of the City Council
Agenda Statement

For the meeting of: Click or tap to enter a date.

Item Title: **Kussmaul Charger system for Brush 466 and repair for auto Eject on Engine 461**

Contact Person: **Cory Glover**

SUMMARY EXPLANATION & HISTORY:

With the transition of the old chief 450 truck to Brush 466. Brush 466 will need a on board charging system to keep everything charged in the station when the truck is not running. The air auto inject is to repair the broken air eject valve on engine 461.

FUNDING:

I would like to use money from our fire Vehicle Maintenance fund to pay the \$1,844.72

PROFESSIONAL REVIEW/OPINION (IF REQUIRED):

It is my recommendation to purchase the need Kussmaul charger system. With out this charging system the battery in the truck runs down and we have to jump start the vehicle when we need it. All our other trucks have the same system on them.

ALTERNATIVES:

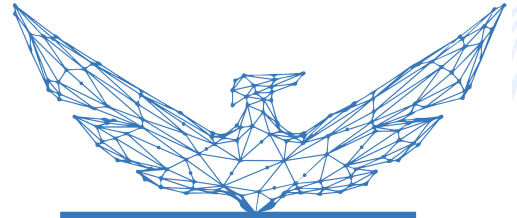
1. Approve the item.
2. Deny the request.
3. Staff should conduct further research.
4. No action at this time.

RECOMMENDATION:

ATTACHMENTS:

QUOTE

Estimate# EST-10853



SECOR

2900 Justin Drive
Suite L
Urbandale Iowa 50322-3877 U.S.A

Estimate Date : 04.09.2024
Reference# : Carlisle FD - Kussmaul
Addition

Bill To
Carlisle Fire Department
135 N 2nd St
Carlisle, 50047, IA

| # | Item & Description | Qty | Item Cost | Discount | Amount |
|--------------------------------|---|--------------|-----------|----------|--------|
| 1 | Kussmaul Air Eject SKU : SCTR-091-28 140 and 175 PSI Truck side mount pneumatic connector accepts standard air hose adapters to maintain pressure on vehicle brake system when in station Upon engine start coupler disconnects and ejects air line, preventing hazardous and damaging drive-off with hose connected Minimum 20 PSI required for eject 2 year warranty | 1.00 Each | 338.00 | 10.00% | 304.20 |
| Vehicle - 2022 Ram 1500 | | | | | |
| 2 | Kussmaul LPC 20 Charger w/ Deluxe Status Center SKU : SCTR-091-207-12-194B 20A, 12V* charge rating Light weight, small low profile size Clean output poses no interference with radios and other mobile electronics Auxiliary 15A output circuit with power source selector switch for operating accessory loads: air compressor pumps, hand lights or handheld radios Front panel connections for remote display and auxiliary loads Designed for rigors of emergency vehicle use; heavy duty aluminum case Compatible with Super Auto Eject with 091-55-234-XXX (Bar Graph Display) or 091-55-194B-XXX (Digital Display) *Available in 24V 3 year warranty | 1.00 Each | 898.10 | 10.00% | 808.29 |
| 3 | Kussmaul Super 20 Auto Eject SKU : SCTR-091-55-20-120 | 1.00 Each | 404.70 | 10.00% | 364.23 |

| # | Item & Description | Qty | Item Cost | Discount | Amount |
|---|---|-----|-----------|----------|--------|
| | 120 Volts AC, 20 Amps Automatically disconnects shoreline Completely sealed Designed specifically for emergency vehicles Eliminates broken shoreline 2 year warranty Can use a Standard Waterproof Cover, Deluxe Bar Graph or Deluxe Digital Display Default color for covers is yellow Optional Colors: Red, Black, Yellow, Blue, White, and Grey Black Faceplate Requested | | | | |

| | | | | | |
|---|--|-------------|--------|------|--------|
| 4 | Sector Pro Services - Vehicle Retro Installation SKU : SCTR-Retro Onsite @ Sector | 1.00 Box | 368.00 | 0.00 | 368.00 |
|---|--|-------------|--------|------|--------|

Sub Total 1,844.72

| | |
|--------------|-------------------|
| Total | \$1,844.72 |
|--------------|-------------------|

Notes

We are pleased to provide this proposal and quote for your project listed above.

Terms & Conditions

The parties do not intend for the above terms to be a binding agreement among the parties with respect to the subject matter hereof. Product, available inventory, additional fees and pricing data are updated frequently and may change without notice. Pricing is not finalized until purchase order is made by department. All prices are displayed in USD.



Business of the City Council
Agenda Statement

For the meeting of: **04/22/2024**

Item Title: **2002 Chevy Dump Box**

Contact Person: **Tony Rhinehart**

SUMMARY EXPLANATION & HISTORY:

Attached is a quote from Truck Equipment for the dump box and installation for the 2002 Chevy we acquired from the Fire Department. It was quoted through the Department of Administrative Services purchasing program making it fall under the State Bid. Total cost with installation \$16,500. The vendor suggests we place the order now so we can ensure delivery in July/August. We will pay for it once it is installed.

FUNDING:

This purchase was budgeted for 2024/2025.

PROFESSIONAL REVIEW/OPINION (IF REQUIRED):

Click or tap here to enter text.

ALTERNATIVES:

1. Approve the item.
2. Deny the request.
3. Staff should conduct further research.
4. No action at this time.

RECOMMENDATION:

Staff recommends placing the order with Truck Equipment.

ATTACHMENTS:

Quote from Truck Equipment



Quote ID: Q17599

Rev: 0

Quote Date: 1/18/2024

Quote Valid Until: 1/25/2024

P.O. Box 3265
Des Moines, IA 50316

Phone: (515) 266-5189 Toll Free: (800) 373-2887 Fax:(515) 266-7878

Page 1 of 1

Customer: 70036

Carlisle, City Of
P.O. Box 430

Carlisle, IA 50047

Contact: Tony Rhinehart

Phone: 989-3224

Email:

Salesperson: Scott Odendahl

| | | | |
|------------------------|----------------------|-----------------------|----------------------------|
| Make: Chevrolet | Model: 2500HD | Year: 2006 | Single/Dual: Single |
| Cab Type: | Wheelbase: 0 | Cab-to-Axle: 0 | VIN: |

FURNISH AND INSTALL

1 - WESTERN MOUNT AND WIRING for LED plow lights

OPTIONS INCLUDED IN THE PRICE

- Everything truck side except the receivers

NET PRICE FOB DES MOINES: \$3,034.00

Customer must fill out the information below before the order can be processed...

| | |
|--------------|--|
| Accepted by: | |
| Date: | |
| P.O. Number: | |

* Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.

* Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis.

* Sales Tax is not included unless otherwise noted.



April 8, 2024

Mr. Deven Markley, City Administrator
City of Carlisle
100 North 1st Street
Carlisle, IA 50047

Re: Parking Lot Specialties–South Building
Site Plan Review No. 2
City of Carlisle, Iowa (City)

Dear Mr. Markley:

Strand Associates, Inc.® (Strand) has completed the second review for the Parking Lot Specialties–Addition Site Plan Amendment dated March 25, 2024, and has the following comments and questions:

General Comments

1. The City reserves the right to field review site improvements from the previous two site plans to verify that the site generally conforms with the approved site plans. The City may withhold site plan approval and/or occupancy permits in the event that the site is non-compliant with the approved site plans. Any found discrepancies will be issued to Parking Lot Specialties (Developer) via a letter, with subsequent expectations for how to address said discrepancies. The Gateway Drive street repave was to be completed on April 5, 2024, but there may be other items. City staff or an assigned agent must observe the improvements for general compliance with the City Specifications.
2. The Fire Chief has yet to comment on the site plan. Additional comments may be forthcoming.
3. Safe Building has yet to comment on the site plan. Additional comments may be forthcoming.
4. Please clarify whether this addition will generate additional traffic at the site. Will there be the potential for additional maintenance on the gravel roadway in front of the original structure?
5. Please update the standard notes for the site plans (enclosed).
6. The Developer has stated there will be no mechanical units for the proposed building.

Sheet C2.1–Layout Plan

1. The hydrant and water main layout on this sheet does not match the other sheets. Please revise.

Sheet C3.2–Grading and Utility Plan

1. Roof drains shall discharge to a pipe, hard surface, or splash block. Please clarify how erosion is mitigated at the downspouts shown.
2. Will there be any servicing of vehicles in this building or other need for a sand/oil separator? Please clarify.

Mr. Deven Markley, City Administrator
City of Carlisle
Page 2
April 8, 2024

Elevation Plans

1. Please clarify that the proposed structure will look the same as the previous structures.
2. It is highly recommended that the City brings detailed building materials and color schemes to Planning & Zoning and the City Council for discussion.

Lighting Plans

1. Please clarify whether lighting is proposed for this site.

Please provide a response letter addressing all comments from this review letter and/or state what was modified to address Strand’s comments.

Site Plan Review Schedule

| | |
|---------------------|--|
| Planning and Zoning | April 15, 2024, at 7 P.M. at Carlisle City Hall |
| Council Meeting | April 22, 2024, at 6:30 P.M. at Carlisle City Hall |

If you have any questions or concerns, please call 515-233-0000. Strand reserves the right to modify and/or add to these comments.

Sincerely,

STRAND ASSOCIATES, INC.®



Mitch S. Holtz, P.E.

Enclosure

c/enc.: Brad Kuehl, Bishop Engineering

City of Carlisle Standard Notes for Site Plans:

1. General Notes:

- a. All work shall be done in accordance with the current version of the Urban Standards Specifications for Public Improvements on the date of approval and the City of Carlisle Supplemental Specifications.
- b. A preconstruction meeting is required prior to the start of construction. The Contractor shall be responsible to coordinate this meeting with the City of Carlisle. General Contractor and major subs shall be present at the meeting. The City of Carlisle must be notified by all Contractors 48 hours prior to commencing work. Please contact the following Staff:
 - i) Tony Rhinehart – Public Works Superintendent - 515-249-2055
- c. All permits (IDNR, IDOT, Army Corp., etc.) shall be obtained prior to the start of construction.
- d. All Utility Contractors and/or Owners shall be responsible to provide the City of Carlisle with "As-Built" Drawings of all Public improvements where necessary.
- e. A signage list should be submitted by the contractor to the City of Carlisle. Public works will verify the list and order the signs from a list of approved vendors. The contractor will then be responsible for picking up the signs once delivered to public works and placing them in the locations identified on the signage plan. The cost of signs and related hardware will be billed to the contractor.
- f. All site lighting shall not spill onto adjacent properties or right-of-ways.
- g. We encourage you to contact the City of Carlisle with information on any significant work being done or potential issues as they generally get the first calls from neighbors with questions or concerns. Keeping the City informed of progress or significant issues can help you avoid potential conflicts or issues with surrounding property owners.
- h. A post-construction walk-thru is required by City Staff and/or the City's designated engineer. All engineering review fees for the walk-thru and follow-up correspondence must be paid for by the Owner prior to issuance of an occupancy permit.
- i. A Knox box is required by the fire department and shall be obtained by the Owner.

2. Sanitary Sewer Notes:

- a. The Contractor is required to place a temporary plug in the existing downstream sanitary sewer manhole prior to the start of construction. The plug shall be removed following approval of construction by the City of Carlisle.
- b. Sanitary gravity pipe material shall be PVC SDR 26 or Truss (8" to 15").
- c. Sanitary gravity service pipe material shall be PVC SDR 23.5 (4" to 6").
- d. All sanitary sewer manholes castings shall be sealed with interior chimney seals.
 - i) 3-piece castings shall have interior chimney seals.
 - ii) 2-piece castings shall have I&I Barrier (aka top hat) chimney seals, or equal. In addition, the minimum spacer ring size is 4-inches and the maximum number of spacer rings shall not exceed 12-inches.
- e. All sanitary sewer manholes shall have steps.
- f. All sanitary sewer manhole castings located within pavement shall be boxed out.
- g. Mandrel and pressure tests are required for all sanitary sewer lines (8" and above) prior to paving. In addition, all sanitary sewer lines shall be televised. The sewer system shall be flushed with water prior to televising.

3. Water Main Notes:

- a. All fire hydrants shall be American Flow Control-Waterous Pacer WB-67-250, Mueller Super Centurion 250 (3-way A-423), or Clow Medallion F-2545. All hydrants shall have the following: 6" MJ Shoe, 2-1/2" Hose Nozzle, 4-1/2" Steamer Nozzle, NST Threads, Pentagon Operating Nut, Chain on cap, open left, 5-1/2' bury, and factory painted red. The minimum spool pipe length from auxiliary valve to hydrant shoe shall be 2.0'.
- b. All hydrants shall be painted red.
- c. All hydrants will immediately be covered with a black plastic bag (or equivalent) once the hydrant is installed. The City of Carlisle will notify the Contractor when the bags can be removed.
- d. All hydrants shall have a 5" Storz nozzle.
- e. A tracer wire receptacle shall be installed at each hydrant (flush mount Valvco or approved equal). Tracer wire testing is required and must be witnessed by City Staff.
- f. Tracer wire shall be added to all water main & hydrant leads.
- g. All valves shall be resilient wedge gate valves.
- h. Water service shall be 1-inch minimum type K copper within Public Right of Way. Water services between curb stop and structure may be 1-inch type K copper or 1-inch PEX. Any PEX used must also have tracer wire attached.
- i. The Contractor is responsible for pressure testing, chlorination, and bacteria test.

4. Storm Sewer Notes:

- a. All storm sewer in the ROW shall be RCP, unless otherwise approved by the City.
- b. All flared end sections shall have footings and apron grates. The last 3 pipe sections and the flared end section on all culverts shall be tied. All storm sewer joints shall be wrapped with engineering fabric.
- c. The Contractor is responsible for repairing any field tile damaged during construction. The tile should be directed to public storm sewer if possible. The Contractor shall record the elevation and location of all tiles.
- d. All sump service lines shall have tracer wire.
- e. All rip-rap shall be underlain with engineering fabric as specified in the Urban Specifications.
- f. Contractor should develop and communicate their plan and timeline to the City for both installation and removal of all SWPP protection.

Updated 1/4/23

Deven Markley

From: Brad Kuehl <bkuehl@bishopengr.com>
Sent: Thursday, April 18, 2024 8:34 PM
To: Holtz, Mitch
Cc: richard@parkinglotspecialties.com; Deven Markley; Gade, John
Subject: [EXTERNAL] RE: Safe Building and Fire Department comments - Parking Lot Specialties Phase 3

Thanks Mitch

Brad Kuehl | BISHOP Engineering Company, Inc.
3501 104th Street | Des Moines, Iowa 50322
O: 515-276-0467 | M: 515-208-9021

From: Holtz, Mitch <mitch.holtz@strand.com>
Sent: Thursday, April 18, 2024 1:16 PM
To: Brad Kuehl <bkuehl@bishopengr.com>
Cc: richard@parkinglotspecialties.com; dmarkley@carlisleiowa.org; Gade, John <John.Gade@strand.com>
Subject: Safe Building and Fire Department comments - Parking Lot Specialties Phase 3

Brad,

I've heard back from Safe Building and the Fire Chief regarding comments on the Parking Lot Specialties expansion project that is on its way to Council for approval, subject to our review letter.

Safe Building has no comments.

The Fire Chief has commented that the access drive to the rear building should be hard surface (concrete or asphalt).

Let me know if you have any questions.

Thanks,



Mitch Holtz, P.E.

Strand Associates, Inc.®

515.233.0000 ext. 8124

mitch.holtz@strand.com | www.strand.com

P.E. (IA)

Excellence in EngineeringSM

Links contained in this email have been replaced by MailProtect Link Protection. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is



April 10, 2024

Parking Lot Specialties – SITE PLAN – 210106-1

Response to City Review Comments for Site Plan received 4/08/2024

General Comments

1. We understand the City reserves the right to review site improvements. A note has been added to the Utility Sheet (C4.1) for the patching of pavement around the existing manhole in Gateway Drive to be completed as part of the proposed site improvements with City staff observation
2. We understand the Fire Chief may have review comments
3. We understand Safe Building may have additional review comments. Previous review comments per email dated 10/10/2023 (attached) responded below:
 - a. Fire hydrant location has been added along the main access road near the proposed building
 - b. A proposed paved access has been provided with a width of 26-foot
 - c. We understand additional requirements may be included once the use / occupancy is finalized
 - d. We understand the gate shall be approved and comply with section 503.6 of the 2015 IFC. A Knox box has been called out
4. There may be additional traffic to this site. A note has been added to the site plan Layout Sheet (C2.1) for coordination of maintenance of the existing gravel roadway as needed
5. Standard Notes have been updated on the Cover Sheet (C0.1)
6. There are no external mechanical units proposed

Sheet C2.1 – Layout Plan

1. The utilities on the Layout Plan have been updated to match the other sheets

Sheet C3.2 – Grading & Utility Plan

1. Splash blocks have been called out for the roof drain discharge
2. There is no vehicle servicing planned in this building that would require a sand/oil separator

Building Elevations

1. The proposed structure is planned to look the same as the previous structure.
2. Pictures to be provided if materials are not available for the meetings

Lighting Plans

7. No site lighting is proposed

PARKING LOT SPECIALTIES - ADDITION

SITE PLAN AMENDMENT

C2.SHEET INDEX:

- C0.1 COVER SHEET
- C1.1 EXISTING CONDITIONS
- C2.1 LAYOUT PLAN
- C3.1 OVERALL GRADING PLAN
- C3.2 GRADING & UTILITY PLAN
- C5.1 LANDSCAPE PLAN
- C5.2 LANDSCAPE PLAN
- C7.1 SWPPP

PROPERTY DESCRIPTION:

(QUIT CLAIM DEED BOOK 2017, PAGE 05299)
 LOT 1, SCHRIER SUBDIVISION, AN OFFICIAL PLAT IN WARREN COUNTY, IOWA EXCEPT THAT PART THEREOF DEEDED TO THE STATE OF IOWA AS SHOWN IN WARRANTY DEED FILED IN BOOK 259 PAGE 510 IN THE OFFICE OF THE WARREN COUNTY RECORDER.

EXCEPT ROADS (BOOK 85, PAGE 285)
 SUBJECT TO AND TOGETHER WITH ANY AND ALL EASEMENT OF RECORD

AREA: 489,124 SQUARE FEET, 11.23 ACRES

ADDRESS:

1054 150TH AVE
 CARLISLE, IOWA

OWNER:

BROWN'S ENTERPRISES LLC
 600 HOLCOMB AVE, SUITE A
 DES MOINES, IA 50313
 515-262-1155

PREPARED FOR:

PARKING LOT SPECIALTIES, LLC
 600 HOLCOMB AVE, SUITE A
 DES MOINES, IA 50313
 515-262-1155

ZONING:

INFORMATION OBTAINED FROM CITY OF CARLISLE WEB PAGE
 M-1 - LIGHT INDUSTRIAL DISTRICT
 FOR AN OFFICIAL ZONING REPORT PLEASE CALL CITY OF CARLISLE AT 515-989-3224

SETBACKS:

FRONT YARD 45 FEET
 REAR YARD 45 FEET/50 FEET ADJ. TO R DISTRICT
 SIDE YARD 10 FEET/50 FEET ADJ. TO R DISTRICT
 PARKING 10 FEET MIN. ADJ. TO R DISTRICT

PARKING REQUIREMENTS:

REQUIRED PARKING: 1 SPACE PER 200 S.F. OFFICE SPACE PLUS 1 PER OFFICE, AND 1 SPACE PER 1,000 S.F. FLOOR AREA (WAREHOUSE USE)
 1 PER OFFICE = 5 SPACES
 1,115 S.F. OFFICE SPACE: 1,115/200 = 6 SPACES
 8,005 S.F. WAREHOUSE SPACE: 8,005/1,000 = 8 SPACES
 6,000 S.F. WAREHOUSE SPACE: 6,000/1,000 = 6 SPACES
 7,200 S.F. WAREHOUSE SPACE: 7,200/1,000 = 8 SPACES
 TOTAL REQUIRED SPACES = 34 SPACES

EXISTING/PROPOSED PARKING = 35 SPACES INCL. 2 ADA SPACES

OPEN SPACE REQUIREMENTS:

TOTAL AREA 489,124 S.F. (100%)(11.23 AC)
 EXISTING OPEN SPACE ± 369,827 S.F. (75.6%)(8.49AC)
 PROPOSED OPEN SPACE 396,466 S.F. (81.1%)(9.10AC)

SITE CHARACTERISTICS:

LOT AREA 489,124 S.F. (100%)(11.23 AC)
 EXISTING IMPERVIOUS PRIOR TO DEMOLITION ±119,297 S.F. (24.4%)(2.74 AC)
 EXISTING BUILDINGS TO REMAIN 15,397 S.F. (3.1%)(0.35AC)
 EXISTING PAVING TO REMAIN ± 36,271 S.F. (7.4%)(0.83AC)

PROPOSED BUILDING 9,000 S.F. (1.8%)(0.21AC)
 PROPOSED PAVEMENT 31,990 S.F. (6.5%)(0.73AC)
 TOTAL IMPERVIOUS 92,658 S.F. (18.9%)(2.13AC)
 TOTAL IMPERVIOUS AREA HAS BEEN DECREASED BY 26,639 S.F. WITH NEW SITE IMPROVEMENTS

GENERAL NOTES:

- ALL WORK SHALL BE DONE IN ACCORDANCE WITH 2019 SUDAS STANDARD SPECIFICATIONS AND ANY AND ALL CITY/COUNTY SUPPLEMENTAL SPECIFICATIONS. THE CITY OF CARLISLE MUST BE NOTIFIED BY ALL CONTRACTORS 48 HOURS PRIOR TO COMMENCING WORK.
- IN EVENT OF A DISCREPANCY BETWEEN THE QUANTITY ESTIMATES AND THE DETAILED PLANS, THE DETAILED PLANS SHALL GOVERN.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOCATION OF ALL UTILITIES. ANY DAMAGE TO SAID UTILITIES SHALL BE REPAIRED AT THE CONTRACTORS EXPENSE.
- ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CURRENT O.S.H.A. CODES AND STANDARDS. NOTHING INDICATED ON THESE PLANS SHALL RELIEVE THE CONTRACTOR FROM COMPLYING WITH THE APPROPRIATE SAFETY REGULATIONS.
- ALL NECESSARY CONSTRUCTION SIGNS, BARRICADES AND OTHER TRAFFIC CONTROL DEVICES REQUIRED DURING CONSTRUCTION WILL BE FURNISHED BY THE CONTRACTOR. SIGNS, BARRICADES AND OTHER TRAFFIC CONTROL DEVICES MUST BE IN CONFORMANCE WITH THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS."
- BISHOP ENGINEERING SHALL NOT BE LIABLE FOR ANY INJURIES THAT HAPPEN ON SITE. THIS SHALL INCLUDE BUT NOT BE LIMITED TO TRENCH COLLAPSES FROM VARYING SOIL CONDITIONS OR INJURIES CAUSED BY UNDERGROUND UTILITIES INCLUDING UTILITIES THAT ARE NOT SHOWN ON PLAN.
- THE CONTRACTOR IS LIABLE FOR ALL DAMAGES TO PUBLIC OR PRIVATE PROPERTY CAUSED BY THEIR ACTION OR INACTION IN PROVIDING FOR STORM WATER FLOW DURING CONSTRUCTION. DO NOT RESTRICT FLOWS IN EXISTING DRAINAGE CHANNELS, STORM SEWER, OR FACILITIES.
- THE CONTRACTOR SHALL SUBMIT TO THE ENGINEER A SCHEDULE FOR PERFORMANCE OF WORK ITEMS. THIS SCHEDULE SHALL BE PROVIDED BY THE CONTRACTOR AT THE PROJECT PRECONSTRUCTION CONFERENCE. NO WORK SHALL BEGIN UNTIL A SCHEDULE HAS BEEN SUBMITTED AND ACCEPTED. THE CONTRACTOR SHALL THEN PERFORM WORK TO CONFORM TO THE ACCEPTED SCHEDULE.
- LABORATORY TESTS SHALL BE PERFORMED BY THE OWNER UNLESS OTHERWISE NOTED. THE CONTRACTOR SHALL PROVIDE SAMPLES OF MATERIAL REQUIRED FOR LABORATORY TESTS AND TESTING IN ACCORDANCE WITH THE URBAN STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENTS.
- SOIL IMPORT OR EXPORT ON THIS PROJECT SHALL BE CONSIDERED INCIDENTAL AND WILL NOT BE MEASURED OR PAID FOR SEPARATELY.
- THE CONTRACTOR SHALL PROTECT ALL STRUCTURES NOT SHOWN AS REMOVALS ON THE PLANS.
- THE CONTRACTOR SHALL OBTAIN ANY AND ALL NECESSARY PERMITS PRIOR TO ANY CONSTRUCTION. CONTRACTOR SHALL WORK WITH OWNER OR OWNERS REPRESENTATIVE ON ALL REQUIRED STORM WATER DISCHARGE PERMITS FROM THE IOWA DEPARTMENT OF NATURAL RESOURCES AND THE CITY OF CARLISLE.
- GRADING AND EROSION CONTROL SHALL BE DONE IN ACCORDANCE WITH THE APPROVED GRADING PLAN, SWPPP, NPDES DOCUMENTS, AND IOWA DEPARTMENT OF NATURAL RESOURCES REQUIREMENTS.
- THE CONTRACTOR SHALL PICK UP ANY DEBRIS SPILLED ONTO THE ADJACENT RIGHT OF WAY OR ABUTTING PROPERTIES AS THE RESULT OF CONSTRUCTION, AT THE END OF EACH WORK DAY.
- THE CONTRACTOR IS RESPONSIBLE FOR THE PROMPT REMOVAL OF ALL MUD THAT HAS BEEN TRACKED OR WASHED UNTO ADJACENT PROPERTY OR RIGHT OF WAY UNTIL SUCH TIME THAT PERMANENT VEGETATION HAS BEEN ESTABLISHED.
- DISPOSE OF ALL EXCESS MATERIALS AND TRASH IN ACCORDANCE WITH FEDERAL, STATE, AND LOCAL REQUIREMENTS. PROVIDE WASTE AREAS OR DISPOSAL SITES FOR EXCESS MATERIALS NOT DESIRABLE FOR INCORPORATION INTO THE PROJECT.

PAVING NOTES:

- THE PAVING/ GRADING CONTRACTOR SHALL BACKFILL THE PAVING SLAB AND FINE GRADE THE RIGHT OF WAY AS SOON AFTER THE PAVING AS POSSIBLE. ALL AREAS SHALL BE SEEDED IN ACCORDANCE WITH CITY OF CARLISLE STANDARD SPECIFICATIONS AND THE CURRENT VERSION OF SUDAS.
- SUBGRADE PREPARATION AND PAVEMENTS WILL BE CONSTRUCTED FOLLOWING RECOMMENDATIONS IN THE SOILS REPORT. APPROVED SOILS ENGINEER MUST SIGN OFF ON SUBBASE PRIOR TO ANY PAVEMENT BEING PLACED.
- SEE DETAILS FOR ALL PAVEMENT THICKNESS.
- ALL PEDESTRIAN WALKWAYS THAT UNLOAD INTO A VEHICLES TRAVELED PATH MUST HAVE A.D.A. DETECTABLE WARNING PANEL(S) AS PER A.D.A. REGULATIONS. PANEL TYPE & COLOR SHALL BE PER CITY STANDARD.
- ALL WALKS, PARKING LOTS, HANDICAP PARKING, RAMPS, ETC. SHALL COMPLY WITH ALL A.D.A. AND CITY CODES. HANDICAP PARKING SIGNAGE IS REQUIRED FOR ALL HANDICAP STALLS AND SHALL BE CONSIDERED INCIDENTAL. IN EVENT OF A DISCREPANCY BETWEEN THE PLANS AND THE A.D.A./CITY CODES THE A.D.A./CITY CODES SHALL GOVERN. CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING A.D.A. CODES ARE MET.

UTILITY NOTES:

- QUANTITY CALLOUTS ON PIPE LENGTHS ARE APPROXIMATE AND SHOULD BE USED FOR REFERENCE ONLY.
- THE CONTRACTOR SHALL PROVIDE AS-BUILTS OF ALL UTILITIES, INCLUDING DEPTH AND LOCATION OF ALL SERVICES.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION AND ALL COSTS ASSOCIATED WITH AS-BUILT TOPO OF DETENTION POND & DETENTION POND STORM SEWER. CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING BISHOP ENGINEERING (DAVID BENTZ AT 515-276-0467) TO PERFORM SAID AS-BUILT SURVEY. IF DETENTION PONDS HAVE BEEN GRADED INCORRECTLY, CONTRACTOR SHALL BE RESPONSIBLE FOR ALL SUBSEQUENT AS-BUILT TOPO SURVEYS UNTIL ISSUES HAVE BEEN RECTIFIED.
- THE CONTRACTOR SHALL COORDINATE THE ADJUSTMENT OF ANY AND ALL EXISTING AND PROPOSED UTILITIES TO PROPOSED GRADES. EXISTING UTILITIES SHALL BE RAISED OR LOWERED IN ACCORDANCE WITH THE UTILITY OWNER REQUIREMENTS. ANY NECESSARY ADJUSTMENTS SHALL BE CONSIDERED INCIDENTAL TO CONSTRUCTION.
- ACTIVE EXISTING FIELD TILES ENCOUNTERED DURING CONSTRUCTION SHALL BE REPAIRED, REROUTED, OR CONNECTED TO PUBLIC OR PRIVATE STORM SEWER TO REMAIN IN SERVICE.
- ALL PROPOSED RCP STORM SEWER PIPE JOINTS SHALL BE FABRIC WRAPPED AND THE LAST 3 PIPE SECTIONS ON THE APRON SHALL BE TIED WITH RF-14 TYPE II CONNECTORS. ALL APRONS SHALL HAVE A STANDARD FOOTING AND APRON TRASH GUARD.
- ALL RIP RAP CALLED OUT ON PLANS SHALL BE UNDERLAIN WITH ENGINEERING FABRIC.
- SANITARY SEWER SERVICE CONNECTIONS SHALL BE PLACED AT A SLOPE OF NO LESS THAN 2%. SERVICES SHALL MAINTAIN 18" OF VERTICAL SEPARATION FROM THE WATERMAIN WITH 18" OF COMPACTED LOW PERMEABILITY SOIL BETWEEN THE UTILITIES WITHIN 10' OF THE CROSSING.
- MANDREL AND PRESSURE TESTS SHALL BE REQUIRED FOR ALL PROPOSED SANITARY LINES. TELEVISION OF THE SANITARY SEWER SYSTEM SHALL BE COMPLETED PRIOR TO PAVING UNLESS OTHERWISE APPROVED BY JURISDICTION.
- WATERMANS SHALL BE C-900. SIZE OF WATERMAIN AS SHOWN ON PLANS.
- THRUST BLOCKS SHALL BE INSTALLED AS REQUIRED AND SHALL BE CONSIDERED INCIDENTAL TO WATERMAIN CONSTRUCTION.
- PROPOSED WATERMAIN SHALL BE PRESSURE TESTED, BACTERIA TESTED AND CHLORINATED. THE FILLING OF THE WATER MAIN SHALL BE DONE BY THE CITY OF CARLISLE.
- TRACER WIRE SHALL BE ADDED TO ALL WATER MAIN, AND BROUGHT TO THE SURFACE AT EVERY HYDRANT.
- ALL HYDRANTS WILL IMMEDIATELY BE COVERED WITH A BLACK PLASTIC BAG (OR EQUIVALENT) ONCE THE HYDRANT IS INSTALLED. THE CITY OF CARLISLE WILL NOTIFY THE CONTRACTOR WHEN THE BAGS CAN BE REMOVED.
- THE MINIMUM HYDRANT LEAD SHALL BE 3.5 FEET.

SIDEWALK NOTE:

THE OWNER OF THE LOT IS RESPONSIBLE FOR THE COSTS ASSOCIATED WITH PLACING FUTURE SIDEWALKS. THE SIDEWALKS SHALL BE INSTALLED WITHIN 3 MONTHS OF NOTIFICATION FROM THE CITY.

LIGHTING NOTE:

THE LIGHTING FIXTURES, INCLUDING WALL PACKS SHALL BE SODIUM HALOGEN OR METAL HALIDE, AND SHALL BE SHARP CUT OF FIXTURES. MAXIMUM POLE HEIGHT SHALL BE 35 FEET PER THE CARLISLE CITY CODE SECTION 165.06.51.

SIGNAGE NOTE:

SIGN PERMIT IS A SEPARATE PERMIT, AND IS NOT INCLUDED WITH THIS SITE PLAN.

DUMPSTER NOTE:

DUMPSTER WILL BE LOCATED INSIDE THE BUILDING, AND ROLLED OUT FOR PICK-UP.

UTILITY CONFLICT NOTES:

- UTILITY CONFLICTS MAY EXIST ACROSS THE SITE WITH NEW UTILITIES, GRADING, PAVING ETC. MOST UTILITY CONFLICTS HAVE BEEN CALLED OUT FOR CONTRACTOR CONVENIENCE.
- CONTRACTOR IS RESPONSIBLE FOR ALL UTILITY CONFLICTS THAT ARE EITHER CALLED OUT ON THE PLANS OR THAT CAN BE SEEN ON THE PLANS BETWEEN AN EXISTING UTILITY AND PROPOSED CONSTRUCTION

WETLAND NOTES:

- BISHOP ENGINEERING DOES NOT PERFORM WETLAND STUDIES OR WETLAND MITIGATION. IT IS THE OWNER'S RESPONSIBILITY TO DETERMINE IF ANY WETLANDS ARE LOCATED ON THE PROJECT SITE AND PERFORM ANY NECESSARY MITIGATION PRIOR TO THE COMMENCEMENT OF CONSTRUCTION ACTIVITIES.

SURVEY NOTES:

- SURVEY WORK WAS COMPLETED BY BISHOP ENGINEERING ON 5/9/2019 AND 4/27/2021. SEE EXISTING CONDITIONS PROVIDED AS PART OF THIS SET OF PLANS FOR EXISTING SITE CONDITIONS AND BOUNDARY INFORMATION.

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CITY OF CARLISLE STANDARD NOTES:

- GENERAL NOTES:**
 - ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CURRENT VERSION OF THE URBAN STANDARDS SPECIFICATIONS FOR PUBLIC IMPROVEMENTS ON THE DATE OF APPROVAL AND THE CITY OF CARLISLE SUPPLEMENTAL SPECIFICATIONS.
 - A PRECONSTRUCTION MEETING IS REQUIRED PRIOR TO THE START OF CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE TO COORDINATE THIS MEETING WITH THE CITY OF CARLISLE. GENERAL CONTRACTOR AND MAJOR SUBS SHALL BE PRESENT AT THE MEETING. THE CITY OF CARLISLE MUST BE NOTIFIED BY ALL CONTRACTORS 48 HOURS PRIOR TO COMMENCING WORK. PLEASE CONTACT THE FOLLOWING STAFF:
 - TONY RHINEHART - PUBLIC WORKS SUPERINTENDENT - 515-249-2055
 - ALL PERMITS (IDNR, IDOT, ARMY CORP., ETC.) SHALL BE OBTAINED PRIOR TO THE START OF CONSTRUCTION.
 - ALL UTILITY CONTRACTORS AND/OR OWNERS SHALL BE RESPONSIBLE TO PROVIDE THE CITY OF CARLISLE WITH "AS-BUILT" DRAWINGS OF ALL PUBLIC IMPROVEMENTS WHERE NECESSARY.
 - A SIGNAGE LIST SHOULD BE SUBMITTED BY THE CONTRACTOR TO THE CITY OF CARLISLE. PUBLIC WORKS WILL VERIFY THE LIST AND ORDER THE SIGNS FROM A LIST OF APPROVED VENDORS. THE CONTRACTOR WILL THEN BE RESPONSIBLE FOR PICKING UP THE SIGNS ONCE DELIVERED TO PUBLIC WORKS AND PLACING THEM IN THE LOCATIONS IDENTIFIED ON THE SIGNAGE PLAN. THE COST OF SIGNS AND RELATED HARDWARE WILL BE BILLED TO THE CONTRACTOR.
 - ALL SITE LIGHTING SHALL NOT SPILL ONTO ADJACENT PROPERTIES OR RIGHT-OF-WAYS.
 - WE ENCOURAGE YOU TO CONTACT THE CITY OF CARLISLE WITH INFORMATION ON ANY SIGNIFICANT WORK BEING DONE OR POTENTIAL ISSUES AS THEY GENERALLY GET THE FIRST CALLS FROM NEIGHBORS WITH QUESTIONS OR CONCERNS. KEEPING THE CITY INFORMED OF PROGRESS OR SIGNIFICANT ISSUES CAN HELP YOU AVOID POTENTIAL CONFLICTS OR ISSUES WITH SURROUNDING PROPERTY OWNERS.
 - A POST-CONSTRUCTION WALK-THRU IS REQUIRED BY CITY STAFF AND/OR THE CITY'S DESIGNATED ENGINEER. ALL ENGINEERING REVIEW FEES FOR THE WALK-THRU AND FOLLOW-UP CORRESPONDENCE MUST BE PAID FOR BY THE OWNER PRIOR TO ISSUANCE OF AN OCCUPANCY PERMIT.
 - A KNOX BOX IS REQUIRED BY THE FIRE DEPARTMENT AND SHALL BE OBTAINED BY THE OWNER.

2. SANITARY SEWER NOTES:

- THE CONTRACTOR IS REQUIRED TO PLACE A TEMPORARY PLUG IN THE EXISTING DOWNSTREAM SANITARY SEWER MANHOLE PRIOR TO THE START OF CONSTRUCTION. THE PLUG SHALL BE REMOVED FOLLOWING APPROVAL OF CONSTRUCTION BY THE CITY OF CARLISLE.
- SANITARY GRAVITY PIPE MATERIAL SHALL BE PVC SDR 26 OR TRUSS (8" TO 15").
- SANITARY GRAVITY SERVICE PIPE MATERIAL SHALL BE PVC SDR 23.5 (4" TO 6").
- ALL SANITARY SEWER MANHOLES CASTINGS SHALL BE SEALED WITH INTERIOR CHIMNEY SEALS.
 - 3-PIECE CASTINGS SHALL HAVE INTERIOR CHIMNEY SEALS.
 - 2-PIECE CASTINGS SHALL HAVE I&I BARRIER (AKA TOP HAT) CHIMNEY SEALS, OR EQUAL.
 IN ADDITION, THE MINIMUM SPACER RING SIZE IS 4-INCHES AND THE MAXIMUM NUMBER OF SPACER RINGS SHALL NOT EXCEED 12-INCHES.
- ALL SANITARY SEWER MANHOLES SHALL HAVE STEPS.
- ALL SANITARY SEWER MANHOLE CASTINGS LOCATED WITHIN PAVEMENT SHALL BE BOXED OUT. MANDREL AND PRESSURE TESTS ARE REQUIRED FOR ALL SANITARY SEWER LINES (8" AND ABOVE) PRIOR TO PAVING. IN ADDITION, ALL SANITARY SEWER LINES SHALL BE TELEVIEWED. THE SEWER SYSTEM SHALL BE FLUSHED WITH WATER PRIOR TO TELEVISIONING.

3. WATER MAIN NOTES:

- ALL FIRE HYDRANTS SHALL BE AMERICAN FLOW CONTROL-WATEROUS PACER WB-67-250, MUELLER SUPER CENTURION 250 (3-WAY A-423), OR CLOW MEDALLION F-2545. ALL HYDRANTS SHALL HAVE THE FOLLOWING: 6" MU SHOE, 2-1/2" STEAMER NOZZLE, NST THREADS, PENTAGON OPERATING NUT, CHAIN ON CAP, OPEN LEFT, 5-1/2" BURY, AND FACTORY PAINTED RED. THE MINIMUM SPOOL PIPE LENGTH FROM AUXILIARY VALVE TO HYDRANT SHOE SHALL BE 2.0'.
- ALL HYDRANTS SHALL BE PAINTED RED.
- ALL HYDRANTS WILL IMMEDIATELY BE COVERED WITH A BLACK PLASTIC BAG (OR EQUIVALENT) ONCE THE HYDRANT IS INSTALLED. THE CITY OF CARLISLE WILL NOTIFY THE CONTRACTOR WHEN THE BAGS CAN BE REMOVED.
- ALL HYDRANTS SHALL HAVE A 5" STORZ NOZZLE.
- A TRACER WIRE RECEPACLE SHALL BE INSTALLED AT EACH HYDRANT (FLUSH MOUNT VALVCO OR APPROVED EQUAL). TRACER WIRE TESTING IS REQUIRED AND MUST BE WITNESSED BY CITY STAFF. TRACER WIRE SHALL BE ADDED TO ALL WATER MAIN & HYDRANT LEADS.
- ALL VALVES SHALL BE RESILIENT WEDGE GATE VALVES.
- WATER SERVICE SHALL BE 1-INCH MINIMUM TYPE K COPPER WITHIN PUBLIC RIGHT OF WAY. WATER SERVICES BETWEEN CURB STOP AND STRUCTURE MAY BE 1-INCH TYPE K COPPER OR 1-INCH PEX. ANY PEX USED MUST ALSO HAVE TRACER WIRE ATTACHED.
- THE CONTRACTOR IS RESPONSIBLE FOR PRESSURE TESTING, CHLORINATION, AND BACTERIA TEST.

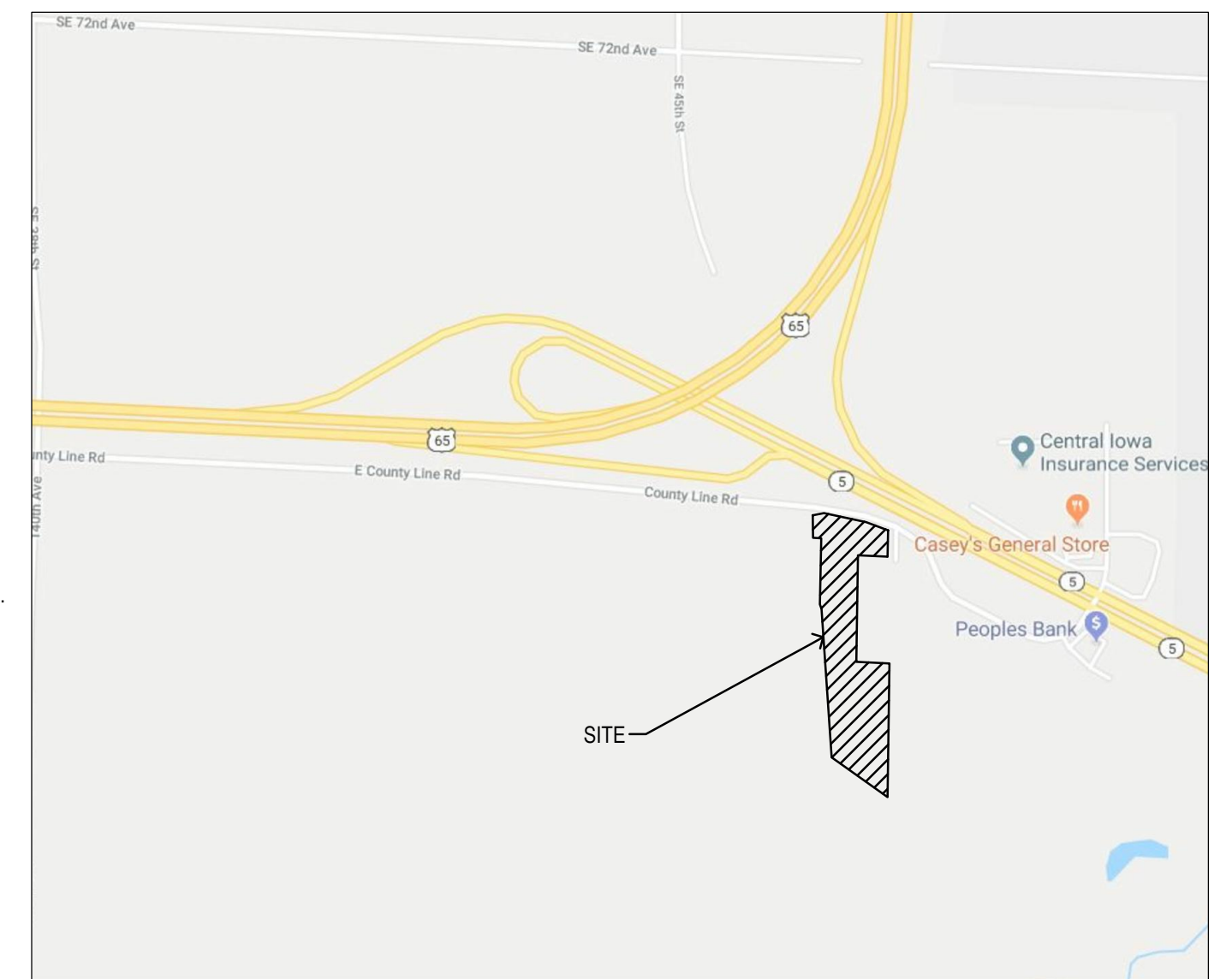
4. STORM SEWER NOTES:

- ALL STORM SEWER IN THE ROW SHALL BE RCP, UNLESS OTHERWISE APPROVED BY THE CITY.
- ALL FLARED END SECTIONS SHALL HAVE FOOTINGS AND APRON GRATES. THE LAST 3 PIPE SECTIONS AND THE FLARED END SECTION ON ALL CULVERTS SHALL BE TIED. ALL STORM SEWER JOINTS SHALL BE WRAPPED WITH ENGINEERING FABRIC.
- THE CONTRACTOR IS RESPONSIBLE FOR REPAIRING ANY FIELD TILE DAMAGED DURING CONSTRUCTION. THE TILE SHOULD BE DIRECTED TO PUBLIC STORM SEWER IF POSSIBLE. THE CONTRACTOR SHALL RECORD THE ELEVATION AND LOCATION OF ALL TILES.
- ALL SUMP SERVICE LINES SHALL HAVE TRACER WIRE.
- ALL RIP-RAP SHALL BE UNDERLAIN WITH ENGINEERING FABRIC AS SPECIFIED IN THE URBAN SPECIFICATIONS.
- CONTRACTOR SHOULD DEVELOP AND COMMUNICATE THEIR PLAN AND TIMELINE TO THE CITY FOR BOTH INSTALLATION AND REMOVAL OF ALL SWPP PROTECTION.

UPDATED 1/4/2023

FEMA NOTE:

FEMA ZONES AS INDICATED ON MAP NO. 19181C0069G. THE FLOOD ELEVATION AT THE WEST PROPERTY LINE OF THE SITE IS 785.60, PER THE FEMA FLOOD MAP. BUILDINGS AND ASSOCIATED FILL FOR OUTDOOR STORAGE COVERED BY IDNR FLOOD PLAIN DEVELOPMENT PERMIT 2021-1448FP-01



VICINITY MAP
 SCALE: 1" = 1,000'

ABBREVIATIONS:

AC ACRES
 ASPH ASPHALT
 BK BOOK
 CONC CONCRETE
 D DEEDED DISTANCE
 EX EXISTING
 ENCL ENCLOSURE
 FF FINISHED FLOOR
 FL FLOW LINE
 FRAC FRACTIONAL
 M MEASURED DISTANCE
 MH MANHOLE
 OPC ORANGE PLASTIC CAP
 P PLATTED DISTANCE
 PG PAGE
 POB POINT OF BEGINNING
 POC POINT OF COMMENCEMENT
 PRA PREVIOUSLY RECORDED AS
 PUE PUBLIC UTILITY EASEMENT
 ROW RIGHT OF WAY
 RPC RED PLASTIC CAP
 SF SQUARE FEET
 SAN SANITARY
 TYP TYPICAL
 YPC YELLOW PLASTIC CAP
 N NORTH
 S SOUTH
 E EAST
 W WEST

LEGEND:

- SAN — SANITARY SEWER
- ST — STORM SEWER
- W — WATER LINE
- G — GAS LINE
- UE — UNDERGROUND ELECTRIC
- OIE — OVERHEAD ELECTRIC
- TELE — TELEPHONE LINE
- F/O — FIBER OPTIC
- CATV — CABLE TV
- ⊙ STORM MANHOLE
- ▣ CURB INTAKE
- ⊕ SURFACE INTAKE
- ⊖ FLARED END SECTION
- ⊙ SANITARY MANHOLE
- ⊙ CLEANOUT
- ⊙ FIRE HYDRANT
- ⊙ SPRINKLER
- ⊙ IRRIGATION CONTROL VALVE
- ⊙ WATER MANHOLE
- ⊙ WELL
- ⊙ WATER VALVE
- ⊙ WATER SHUT OFF
- ⊙ YARD HYDRANT
- ⊙ ELECTRIC MANHOLE
- ⊙ ELECTRIC METER
- ⊙ ELECTRIC RISER
- ⊙ ELECTRIC VAULT
- ⊙ POWER POLE
- ⊙ TRANSFORMER POLE
- ⊙ LIGHT POLE
- ⊙ ELECTRIC JUNCTION BOX
- ⊙ ELECTRIC PANEL
- ⊙ TRANSFORMER
- ⊙ GROUND LIGHT
- ⊙ GUY WIRE
- ⊙ ELECTRIC HANDHOLE
- ⊙ GAS METER
- ⊙ GAS VALVE
- ⊙ AIR CONDITIONING UNIT
- ⊙ TELEPHONE RISER
- ⊙ TELEPHONE VAULT
- ⊙ TELEPHONE MANHOLE
- ⊙ TRAFFIC SIGNAL MANHOLE
- ⊙ FIBER OPTIC RISER
- ⊙ FIBER OPTIC FAULT
- ⊙ CABLE TV RISER
- SIGN
- BOLLARD
- ⑦ DENOTES NUMBER OF PARKING STALLS
- PROPERTY CORNER - FOUND AS NOTED
- PROPERTY CORNER- PLACED 3/4" IRON PIPE WITH YELLOW PLASTIC CAP ID #14775
- ⊙ SECTION CORNER - FOUND AS NOTED

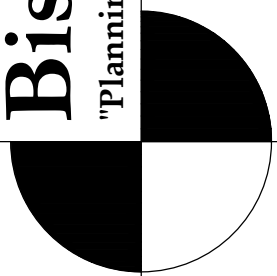
SITE CONTROL AND BENCHMARKS:

BASIS OF BEARING OBTAINED FROM GPS OBSERVATIONS
 DATUM = NAD 83, IOWA SOUTH
 BENCHMARK DATUM = NAVD88

CP # 9000
 NORTHING = 550010.00
 EASTING = 1634696.19
 ELEVATION = 788.51
 DESCRIPTION: NAIL SET IN CONCRETE, CENTRALLY BETWEEN THE THREE BUILDINGS.

TEMPORARY BENCHMARK - OFFSITE
 ELEVATION = 791.33
 DESCRIPTION: ARROW ON HYDRANT LOCATED APPROXIMATELY 90 FEET NORTHEASTERLY FROM NORTHEAST CORNER OF PROPERTY, ALONG NORTH ROW OF COUNTY LINE ROAD, NEAR THE END OF THE PAVED STREET

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 Civil Engineering & Land Surveying

PARKING LOT SPECIALTIES - SOUTH BUILDING
 CARLISLE, IOWA

COVER SHEET

REFERENCE NUMBER:
 190178
 210106

DRAWN BY:
 BK

CHECKED BY:
 DB

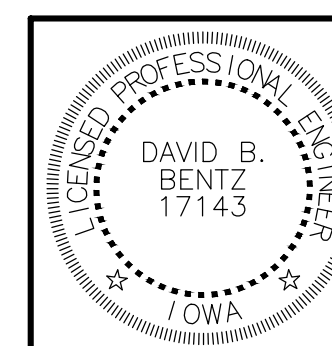
REVISION DATE:
 05/25/2023 CHECK
 07/31/2023 CHECK
 09/20/2023 CITY
 03/25/2024 CITY
 04/10/2024 CITY

PROJECT NUMBER:
 210106-1

SHEET NUMBER:
 C0.1

SIGNED: DAVID B. BENTZ, PE. 17143
 PRELIMINARY DATE: _____

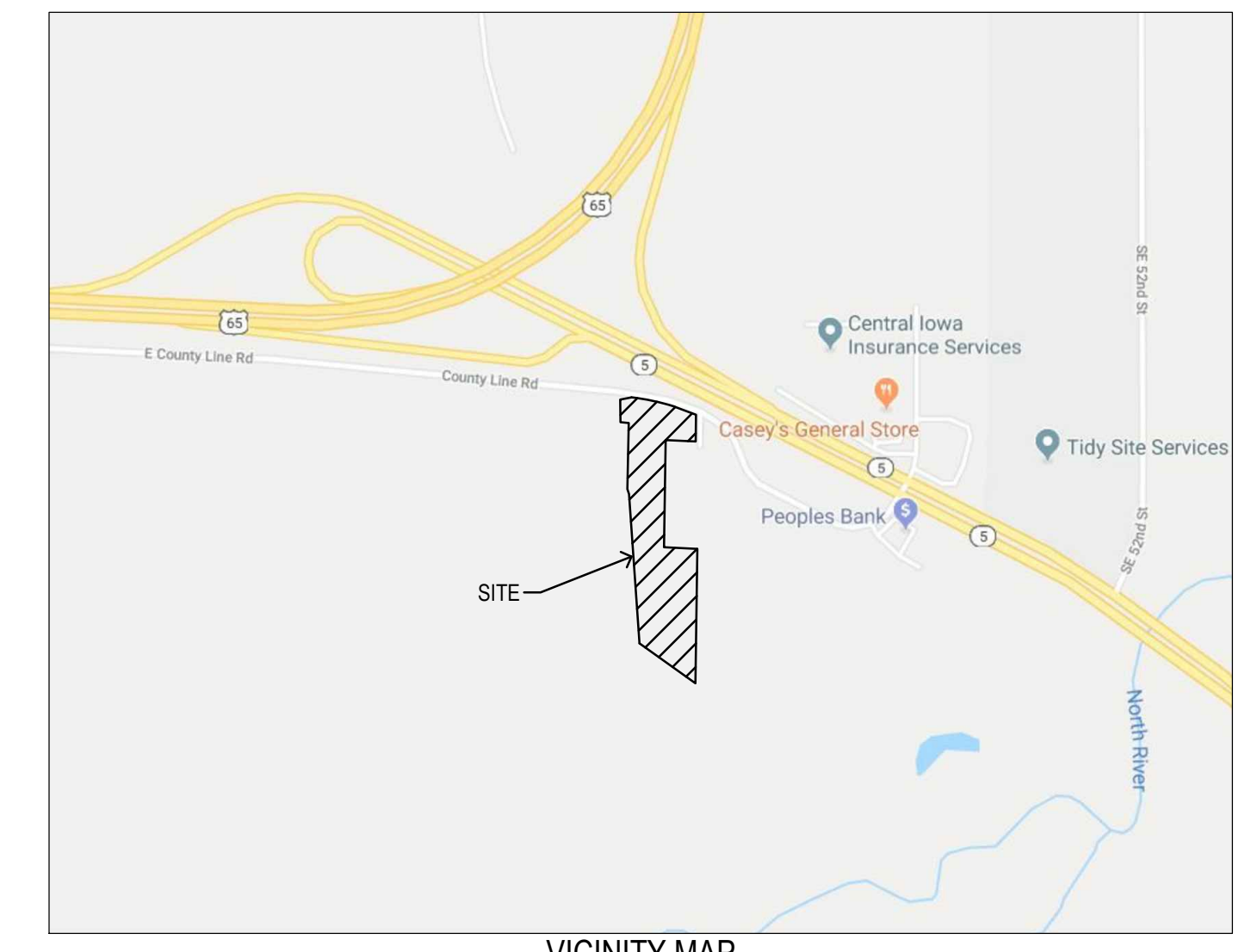
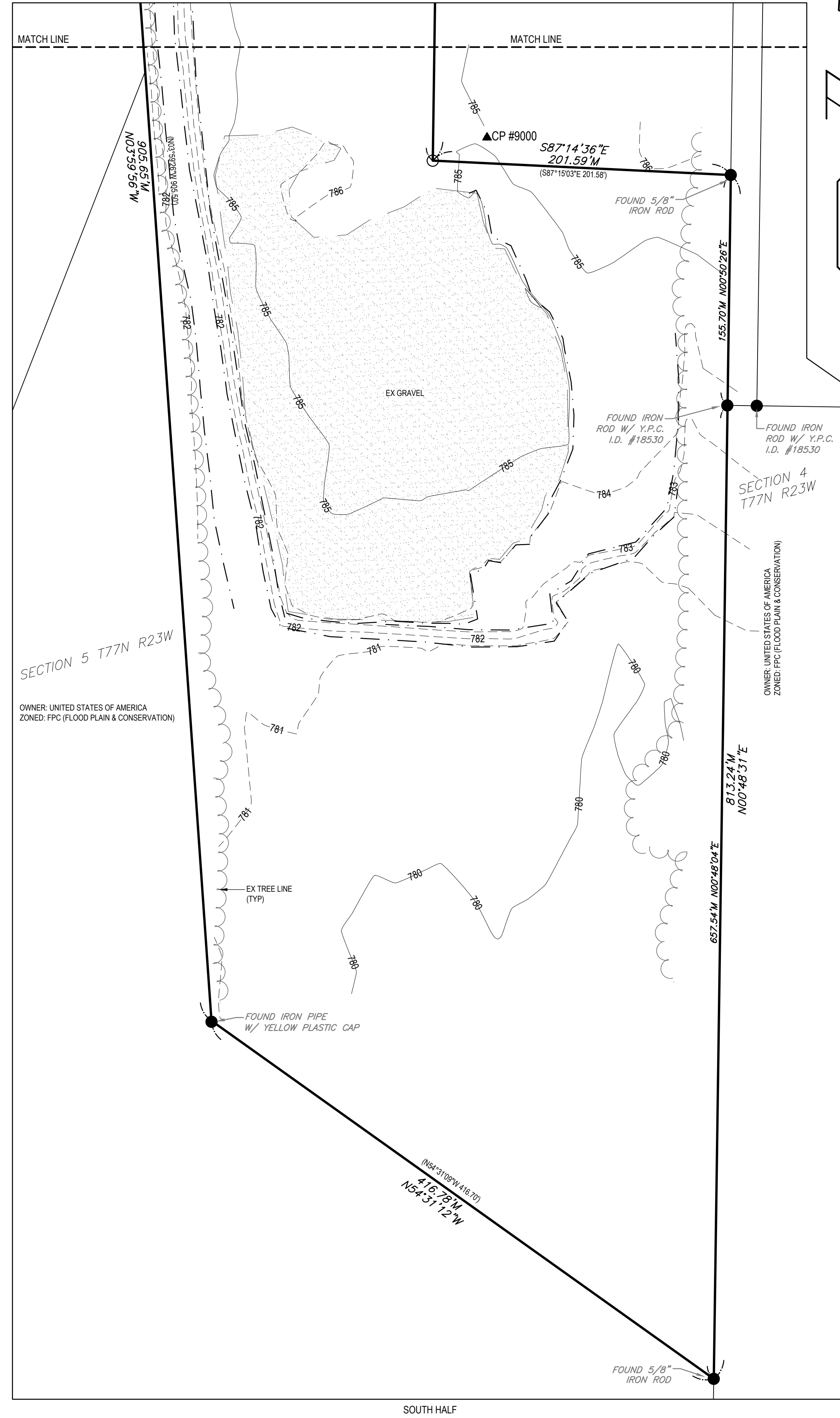
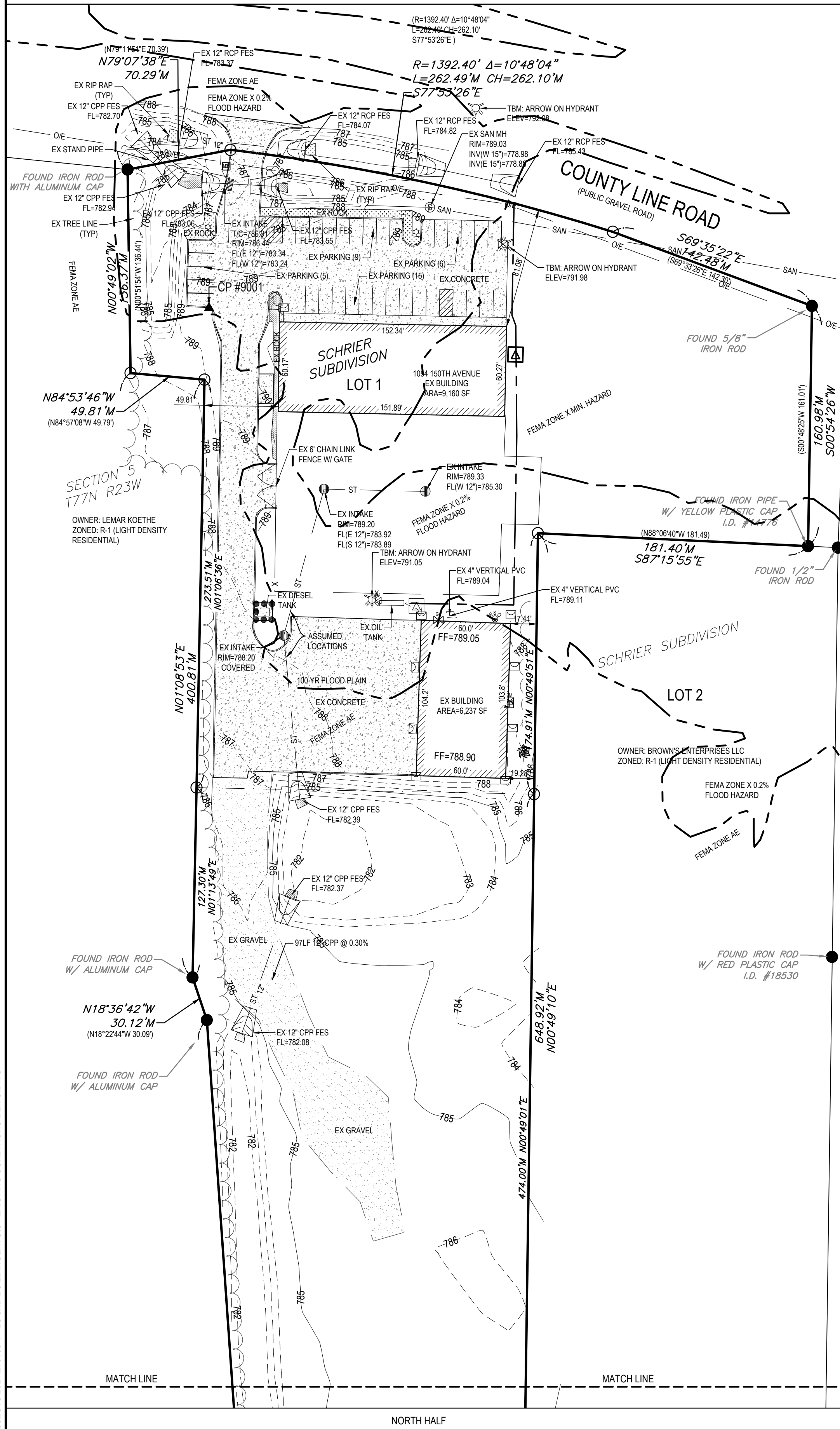
LICENSE RENEWAL DATE: DEC. 31, 2025
 PAGES OR SHEETS COVERED BY THIS SEAL: ALL SHEETS



UTILITY NOTE:

THE LOCATION OF THE UTILITIES INDICATED ON THE PLANS HAVE BEEN TAKEN FROM THE FIELD SURVEY, EXISTING PUBLIC RECORDS, AND PLANS PROVIDED BY OTHERS. SURFACE UTILITY LOCATIONS HAVE BEEN FIELD LOCATED BY BISHOP ENGINEERING, UNLESS OTHERWISE NOTED. ALL UNDERGROUND UTILITY LOCATIONS ARE APPROXIMATE LOCATIONS ONLY. BISHOP ENGINEERING DOES NOT GUARANTEE THE UNDERGROUND LOCATION OF ANY UTILITIES SHOWN. IT SHALL BE THE DUTY OF THE CONTRACTOR TO DETERMINE THE LOCATION AND DEPTH OF ANY UNDERGROUND UTILITIES SHOWN AND IF ANY ADDITIONAL UTILITIES, OTHER THAN THOSE SHOWN ON THE PLANS, MAY BE PRESENT. A REQUEST WAS MADE TO IOWA ONE CALL FOR UTILITY PROVIDERS TO VERIFY, LOCATE, AND MARK THEIR UTILITIES IN THE FIELD.

PARKING LOT SPECIALTIES EXISTING CONDITIONS



PROPERTY DESCRIPTION:
QUIT CLAIM DEED BOOK 2017, PAGE 05299
LOT 1, SCHRIER SUBDIVISION, AN OFFICIAL PLAT IN WARREN COUNTY, IOWA EXCEPT THAT PART THEREOF DEEDED TO THE STATE OF IOWA AS SHOWN IN WARRANTY DEED FILED IN BOOK 259 PAGE 510 IN THE OFFICE OF THE WARREN COUNTY RECORDER.

SUBJECT TO AND TOGETHER WITH ANY AND ALL EASEMENT OF RECORD

AREA: 489,236 SQUARE FEET, 11.23 ACRES

ADDRESS:
1054 150TH AVE
CARLISLE, IOWA

OWNER:
BROWN'S ENTERPRISES LLC
600 HOLCOMB AVE. SUITE A
DES MOINES, IA 50313
515-262-1155

PREPARED FOR:
PARKING LOT SPECIALTIES, LLC
600 HOLCOMB AVE. SUITE A
DES MOINES, IA 50313
515-262-1155

ZONING:
R-1 - LIGHT DENSITY RESIDENTIAL
FOR AN OFFICIAL ZONING REPORT PLEASE CALL CITY OF CARLISLE AT 515-989-3224

SITE CONTROL AND BENCHMARKS:
BASIS OF BEARING OBTAINED FROM GPS OBSERVATIONS
DATUM = NAD 83, IOWA SOUTH
BENCHMARK DATUM = NAVD88

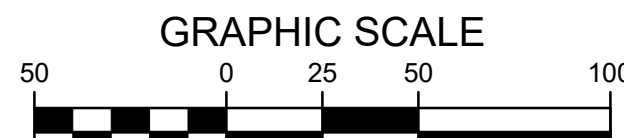
CP # 9000, 5/8" IRON ROD WITH PINK PLASTIC CAP
NORTHING = 549239.58
EASTING = 1634767.37
ELEVATION = 785.05
DESCRIPTION: LOCATED N.E. OF S.W. CORNER, LOT 2

CP # 9001, CUT "X" ON CURB
NORTHING = 550,023.80
EASTING = 1634519.46
ELEVATION = 789.76
DESCRIPTION: 48.17' N.W. OF N.W. BUILDING CORNER OF THE NORTH BUILDING

ABBREVIATIONS:

- AC ACRES
- ASPH ASPHALT
- BK BOOK
- CONC CONCRETE
- D DEEDED DISTANCE
- EX EXISTING
- ENCL ENCLOSURE
- FF FINISHED FLOOR
- FL FLOW LINE
- FRAC FRACTIONAL
- M MEASURED DISTANCE
- MH MANHOLE
- OPC ORANGE PLASTIC CAP
- PLATED DISTANCE
- PG PAGE
- POB POINT OF BEGINNING
- POC POINT OF COMMENCEMENT
- PRA PREVIOUSLY RECORDED AS
- PUE PUBLIC UTILITY EASEMENT
- ROW RIGHT OF WAY
- RPC RED PLASTIC CAP
- SF SQUARE FEET
- SAN SANITARY
- TYP TYPICAL
- YPC YELLOW PLASTIC CAP
- N NORTH
- S SOUTH
- E EAST
- W WEST

- LEGEND:**
- SAN SANITARY SEWER
 - ST STORM SEWER
 - W WATER LINE
 - G GAS LINE
 - UE UNDERGROUND ELECTRIC
 - OIE OVERHEAD ELECTRIC
 - TELE TELEPHONE LINE
 - FIO FIBER OPTIC
 - CATV CABLE TV
 - SM STORM MANHOLE
 - CI CURB INTAKE
 - SI SURFACE INTAKE
 - FE FLARED END SECTION
 - SMH SANITARY MANHOLE
 - CN CLEANOUT
 - FH FIRE HYDRANT
 - SP SPRINKLER
 - ICV IRRIGATION CONTROL VALVE
 - WM WATER MANHOLE
 - WELL WELL
 - WV WATER VALVE
 - WS WATER SHUT OFF
 - YH YARD HYDRANT
 - EM ELECTRIC MANHOLE
 - EMR ELECTRIC METER
 - ERV ELECTRIC RISER
 - EV ELECTRIC VAULT
 - PP POWER POLE
 - TRP TRANSFORMER POLE
 - LP LIGHT POLE
 - EJB ELECTRIC JUNCTION BOX
 - EP ELECTRIC PANEL
 - TR TRANSFORMER
 - GL GROUND LIGHT
 - GW GUY WIRE
 - EHC ELECTRIC HANDHOLE
 - GM GAS METER
 - GV GAS VALVE
 - AUC AIR CONDITIONING UNIT
 - TRR TELEPHONE RISER
 - TV TELEPHONE VAULT
 - TM TELEPHONE MANHOLE
 - TSM TRAFFIC SIGNAL MANHOLE
 - FOM FIBER OPTIC MANHOLE
 - FOF FIBER OPTIC FAULT
 - CR CABLE TV RISER
 - SG SIGN
 - BOLLARDS
 - DN DENOTES NUMBER OF PARKING STALLS
 - PC PROPERTY CORNER - FOUND AS NOTED
 - PCP PROPERTY CORNER - PLACED 3/4" IRON PIPE WITH YELLOW PLASTIC CAP I.D. # 14775 OR AS NOTED
 - SC SECTION CORNER - FOUND AS NOTED
 - SCM SITE CONTROL POINT - MONUMENT AS NOTED



FEMA NOTE:

FEMA ZONES AS INDICATED ON MAP NO. 19181C0069G. THE FLOOD ELEVATION AT THE WEST PROPERTY LINE OF THE SITE IS 785.60, PER THE FEMA FLOOD MAP. BUILDINGS AND ASSOCIATED FILL FOR OUTDOOR STORAGE COVERED BY IDNR FLOOD PLAN DEVELOPMENT PERMIT 2021-1448F-01

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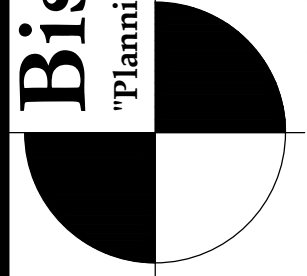
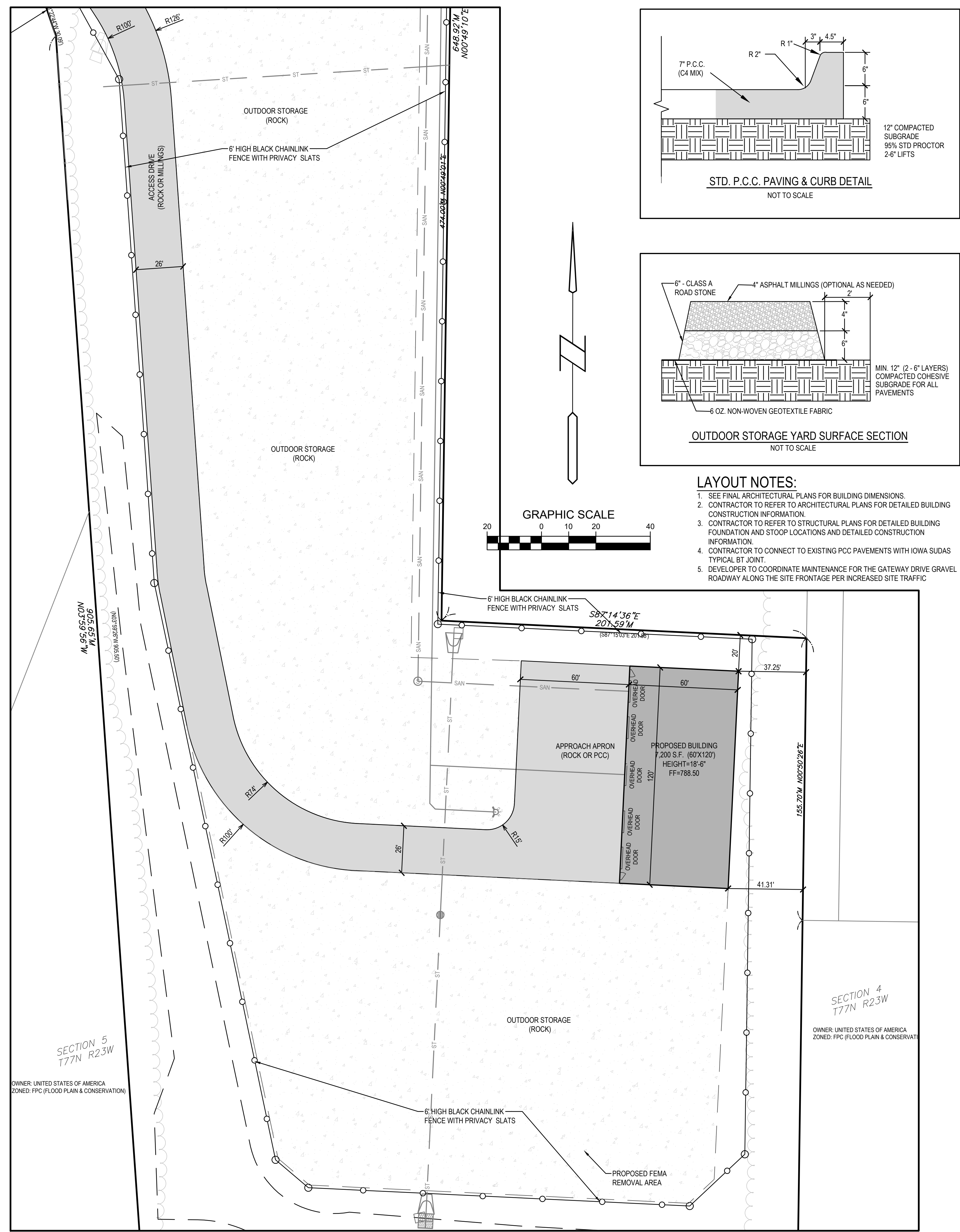
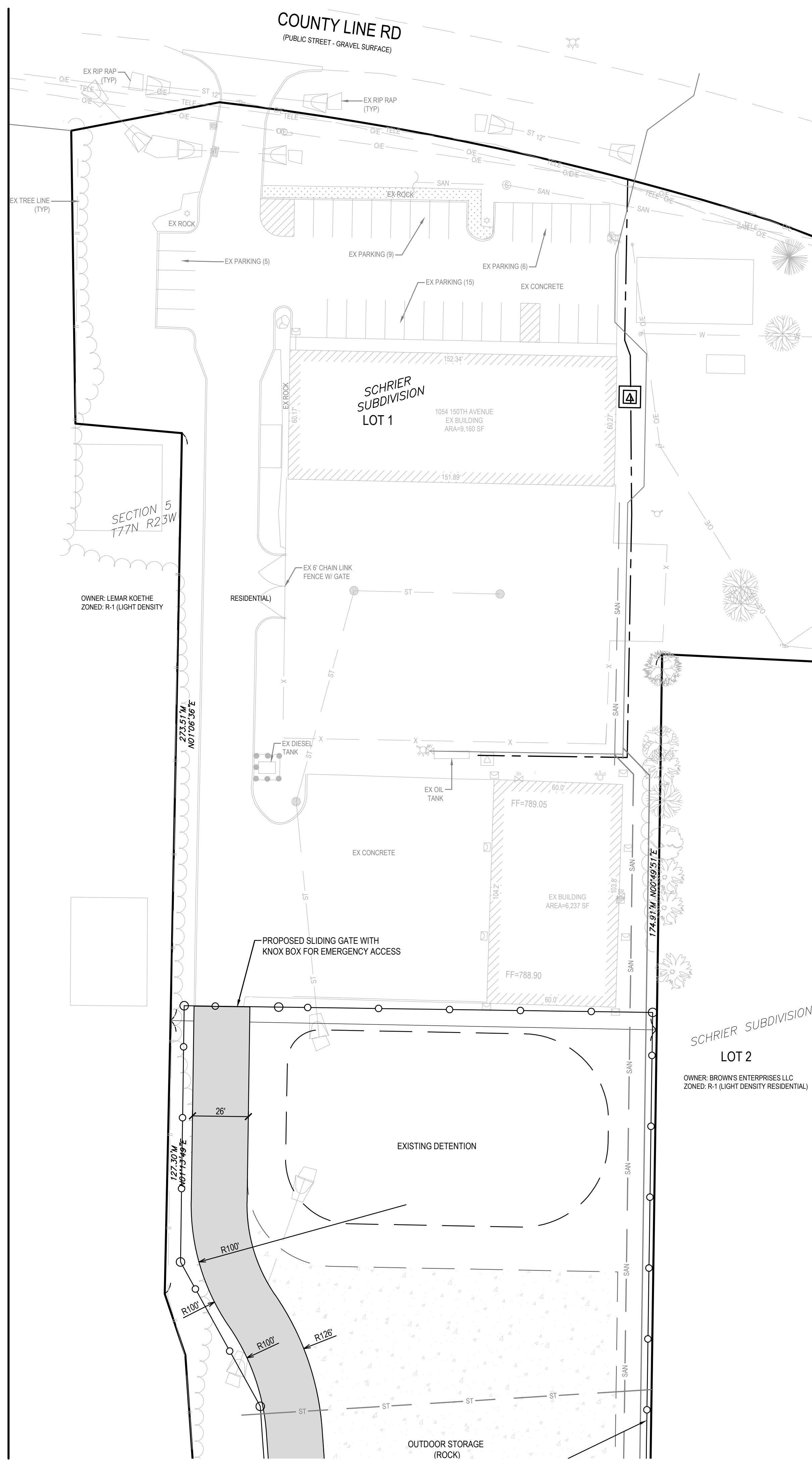
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Established 1959
Civil Engineering & Land Surveying

**PARKING LOT SPECIALTIES - SOUTH BUILDING
CARLISLE, IOWA
EXISTING CONDITIONS**

| | |
|-------------------|---|
| REFERENCE NUMBER: | 190178 210106 |
| DRAWN BY: | BK |
| CHECKED BY: | DB |
| REVISION DATE: | 05/25/2023 CHECK 07/31/2023 CHECK 09/20/2023 CITY 03/25/2024 CITY 04/10/2024 CITY |
| PROJECT NUMBER: | 210106-1 |
| SHEET NUMBER: | C1.1 |



UTILITY NOTE:
THE LOCATION OF THE UTILITIES INDICATED ON THE PLANS HAVE BEEN TAKEN FROM THE FIELD SURVEY, EXISTING PUBLIC RECORDS, AND PLANS PROVIDED BY OTHERS. SURFACE UTILITY LOCATIONS HAVE BEEN FIELD LOCATED BY BISHOP ENGINEERING, UNLESS OTHERWISE NOTED. ALL UNDERGROUND UTILITY LOCATIONS ARE APPROXIMATE LOCATIONS ONLY. BISHOP ENGINEERING DOES NOT GUARANTEE THE UNDERGROUND LOCATION OF ANY UTILITIES SHOWN. IT SHALL BE THE DUTY OF THE CONTRACTOR TO DETERMINE THE LOCATION AND DEPTH OF ANY UNDERGROUND UTILITIES SHOWN AND IF ANY ADDITIONAL UTILITIES, OTHER THAN THOSE SHOWN ON THE PLANS, MAY BE PRESENT. A REQUEST WAS MADE TO IOWA ONE CALL FOR UTILITY PROVIDERS TO VERIFY, LOCATE, AND MARK THEIR UTILITIES IN THE FIELD.



PARKING LOT SPECIALTIES - SOUTH BUILDING
CARLISLE, IOWA

LAYOUT PLAN

REFERENCE NUMBER:
190178
210106

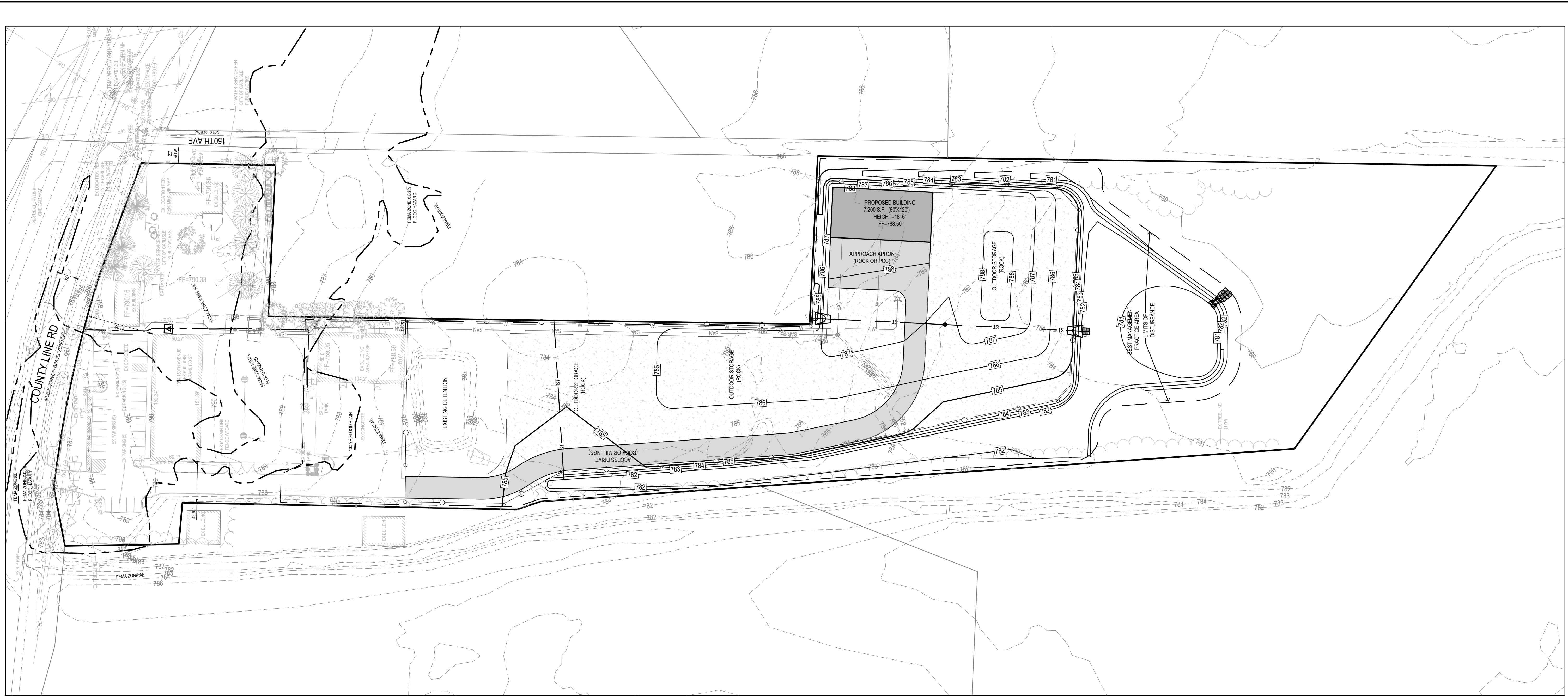
DRAWN BY:
BK

CHECKED BY:
DB

REVISION DATE:
05/25/2023 CHECK
07/31/2023 CHECK
09/20/2023 CITY
03/25/2024 CITY
04/10/2024 CITY

PROJECT NUMBER:
210106-1

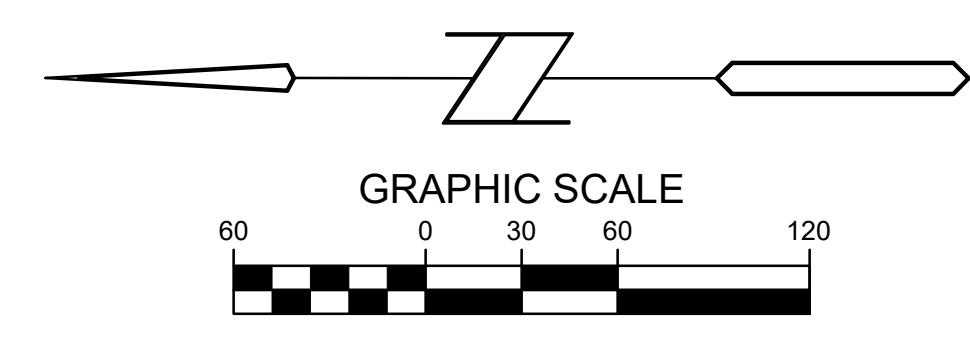
SHEET NUMBER:
C2.1



GRADING LEGEND:

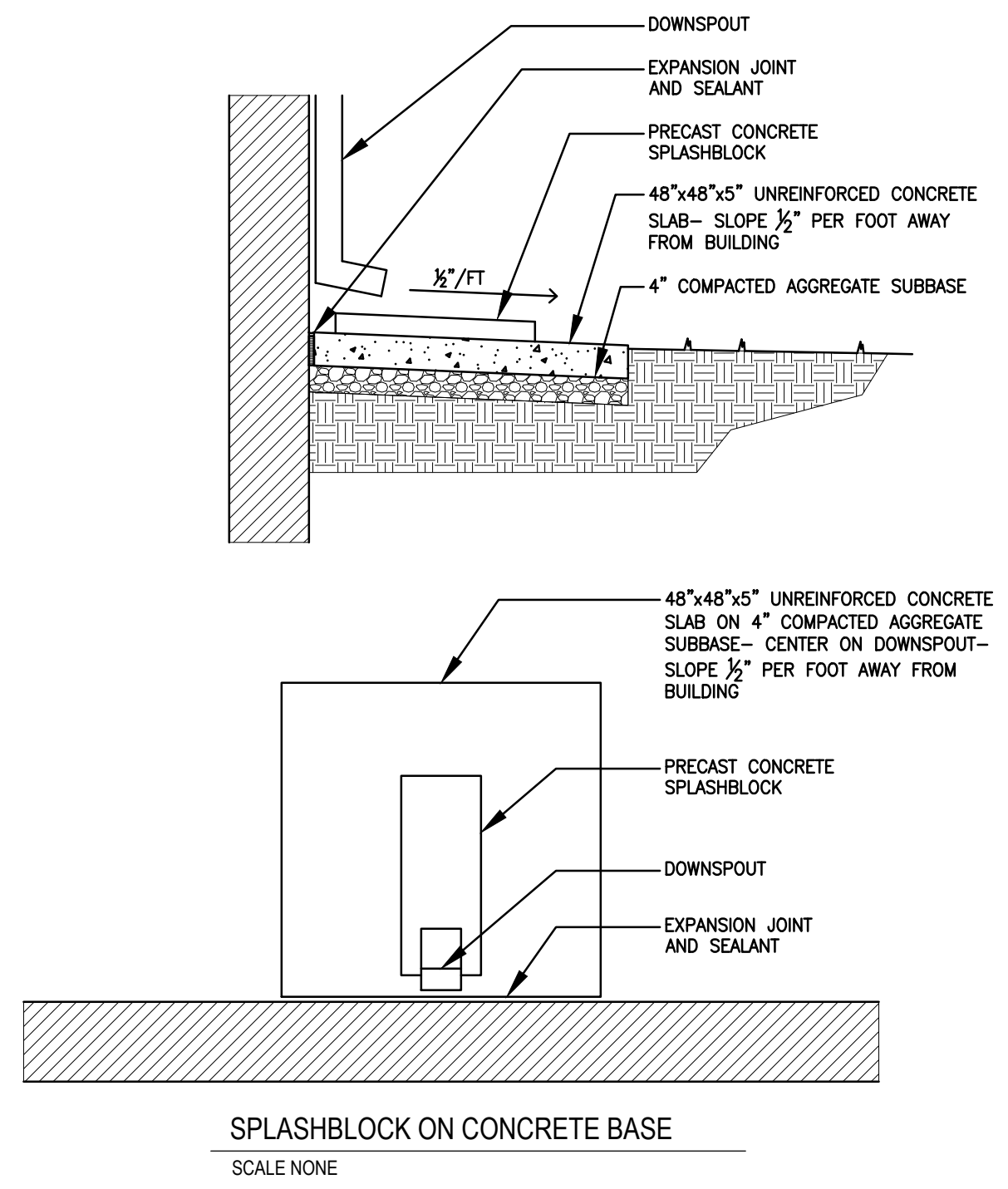
- EXISTING CONTOUR ——— 150 ———
- PROPOSED CONTOUR ——— 150 ———
- FINISHED GROUND ELEVATION ● 150.50
- TOP OF CURB ELEVATION ● 150.50/C
- GUTTER ELEVATION ● 150.50/G
- TOP OF WALL ELEVATION ● 150.50/TW
- BOTTOM OF WALL ELEVATION ● 150.50/BW
- EDGE OF WALK ELEVATION ● 150.50/EW
- TOP OF STAIR ELEVATION ● 150.50/TS
- BOTTOM OF STAIR ELEVATION ● 150.50/BS

NOTE: WALL ELEVATIONS SHOWN ON PLAN ARE FINISHED GROUND GRADES AT THE TOP AND BOTTOM OF THE WALL



FLOOD ZONE NOTE:

1. THE ORIGINAL FEMA FLOOD ZONE LINE HAS BEEN SHOWN
2. A LOMR F WAS APPROVED IN APRIL 22, 2020 REMOVING THE PROPOSED BUILDING ADDITION DESCRIBED AS PARCEL A FROM THE FLOOD AREA AT ELEVATION 786.00
3. BUILDINGS AND ASSOCIATED FILL FOR OUTDOOR STORAGE COVERED BY IDNR FLOOD PLAIN DEVELOPMENT PERMIT 2021-1448FP-01



SPLASHBLOCK ON CONCRETE BASE
SCALE NONE

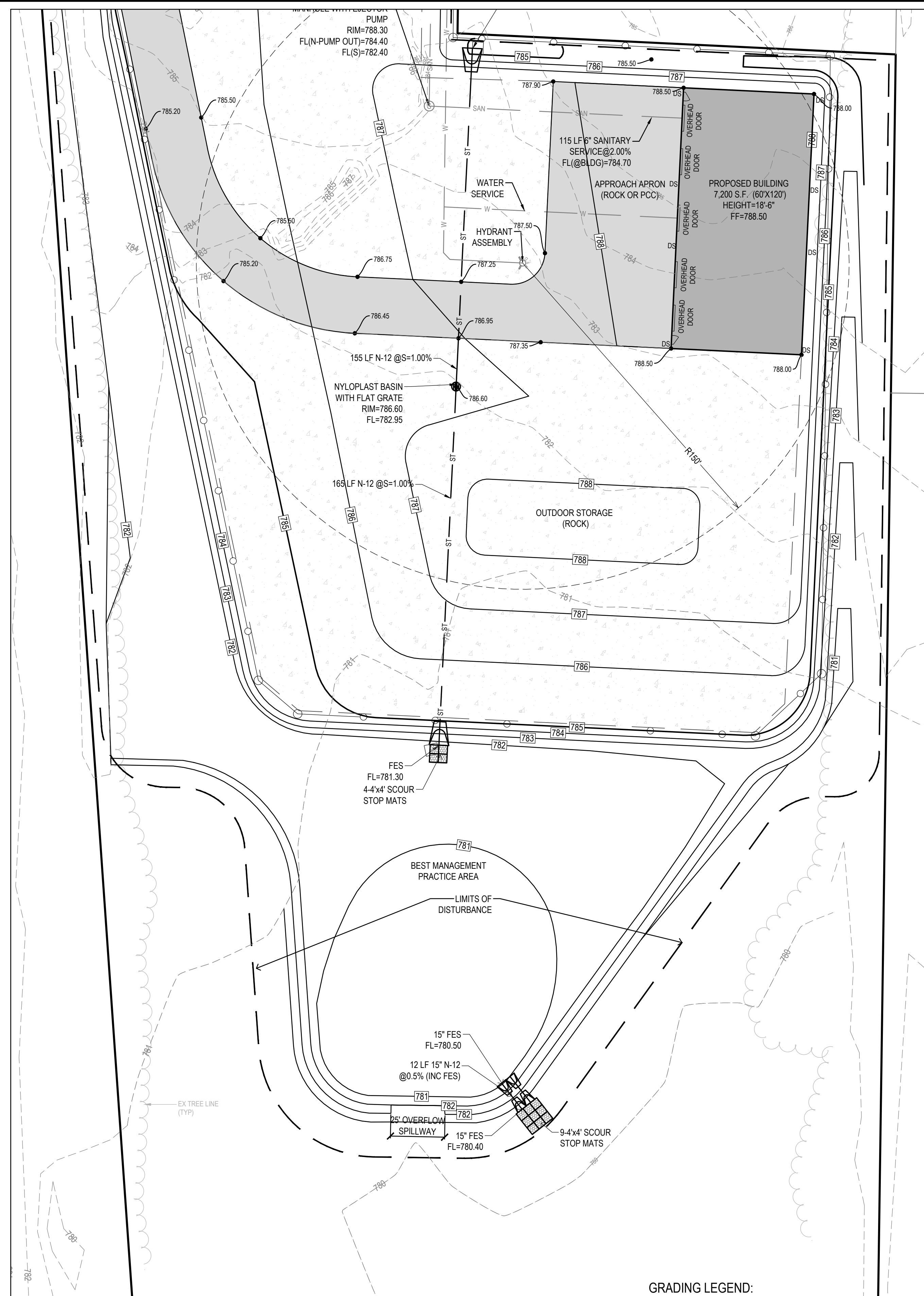
4/9/2024 3:59:56 PM L:\LAND PROJECTS 2021\210106-1.PLS 3RD BUILDING\DWG\C3 GRADING.DWG

**PARKING LOT SPECIALTIES - SOUTH BUILDING
CARLISLE, IOWA
OVERALL GRADING PLAN**

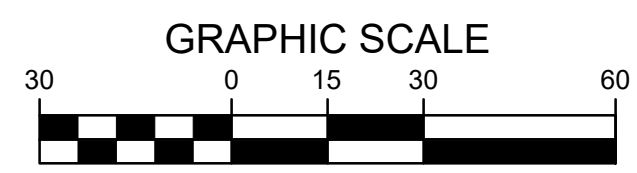
| |
|---|
| REFERENCE NUMBER: 190178 210106 |
| DRAWN BY: BK |
| CHECKED BY: DB |
| REVISION DATE: 05/25/2023 CHECK 07/31/2023 CHECK 09/20/2023 CITY 03/25/2024 CITY 04/10/2024 CITY |
| PROJECT NUMBER: 210106-1 |
| SHEET NUMBER: C3.1 |

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UTILITY NOTES:
 1. ALL STORM SEWER FLARED END SECTIONS SHALL HAVE FOOTINGS AND APRON GUARDS.
 2. DS = DOWNSPOUT LOCATION (TYP.) DISCHARGE TO CONCRETE SPLASH BLOCK. REFER TO DETAIL ON C3.1



TOPSOIL NOTES:
 1. STRIP AND STOCKPILE THE TOP 8\"/>

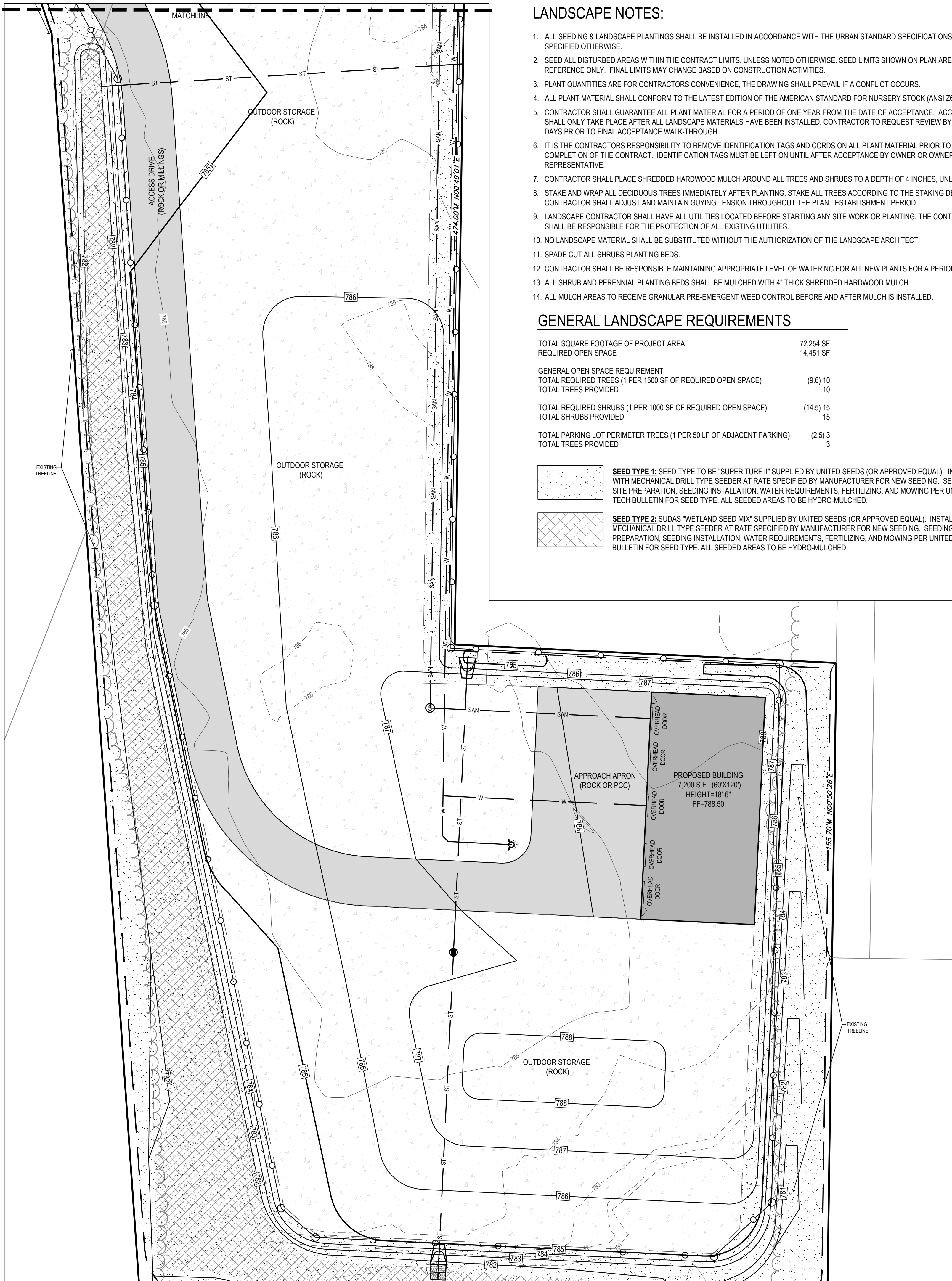
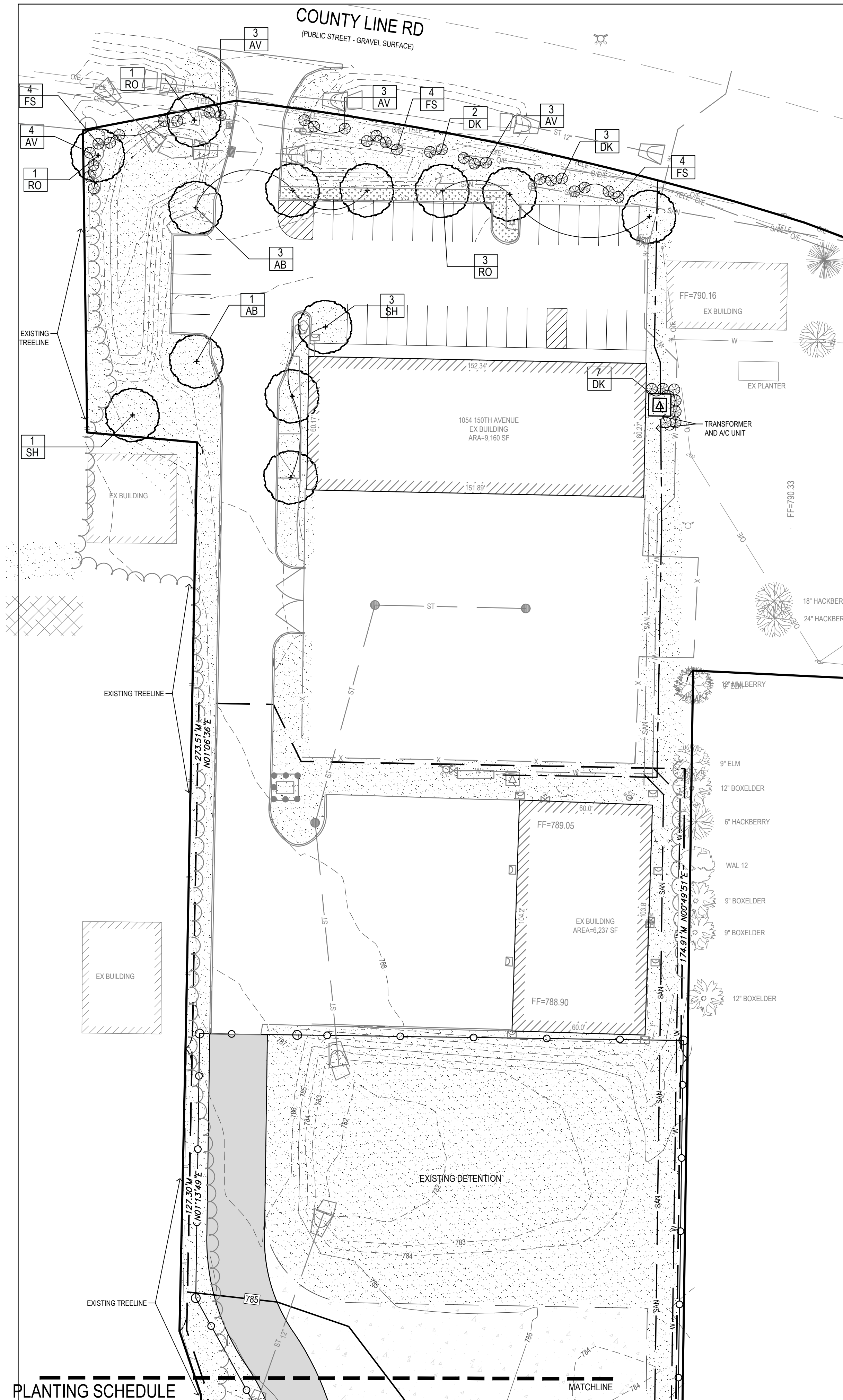
GRADING LEGEND:

| | | |
|---------------------------|-----|----------|
| EXISTING CONTOUR | --- | 150 |
| PROPOSED CONTOUR | --- | 150 |
| FINISHED GROUND ELEVATION | ● | 150.50 |
| TOP OF CURB ELEVATION | ● | 150.50TC |
| GUTTER ELEVATION | ● | 150.50G |
| TOP OF WALL ELEVATION | ● | 150.50TW |
| BOTTOM OF WALL ELEVATION | ● | 150.50BW |
| EDGE OF WALK ELEVATION | ● | 150.50EW |
| TOP OF STAIR ELEVATION | ● | 150.50TS |
| BOTTOM OF STAIR ELEVATION | ● | 150.50BS |

NOTE: WALL ELEVATIONS SHOWN ON PLAN ARE FINISHED GROUND GRADES AT THE TOP AND BOTTOM OF THE WALL.

PARKING LOT SPECIALTIES - SOUTH BUILDING
CARLISLE, IOWA
GRADING & UTILITY PLAN

| |
|---|
| REFERENCE NUMBER: 190178 210106 |
| DRAWN BY: BK |
| CHECKED BY: DB |
| REVISION DATE: 05/25/2023 CHECK 07/31/2023 CHECK 09/20/2023 CITY 03/25/2024 CITY 04/10/2024 CITY |
| PROJECT NUMBER: 210106-1 |
| SHEET NUMBER: C3.2 |

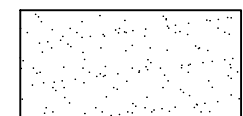
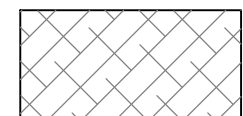


LANDSCAPE NOTES:

1. ALL SEEDING & LANDSCAPE PLANTINGS SHALL BE INSTALLED IN ACCORDANCE WITH THE URBAN STANDARD SPECIFICATIONS, UNLESS SPECIFIED OTHERWISE.
2. SEED ALL DISTURBED AREAS WITHIN THE CONTRACT LIMITS, UNLESS NOTED OTHERWISE. SEED LIMITS SHOWN ON PLAN ARE FOR REFERENCE ONLY. FINAL LIMITS MAY CHANGE BASED ON CONSTRUCTION ACTIVITIES.
3. PLANT QUANTITIES ARE FOR CONTRACTORS CONVENIENCE. THE DRAWING SHALL PREVAIL IF A CONFLICT OCCURS.
4. ALL PLANT MATERIAL SHALL CONFORM TO THE LATEST EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK (ANSI Z60.1).
5. CONTRACTOR SHALL GUARANTEE ALL PLANT MATERIAL FOR A PERIOD OF ONE YEAR FROM THE DATE OF ACCEPTANCE. ACCEPTANCE SHALL ONLY TAKE PLACE AFTER ALL LANDSCAPE MATERIALS HAVE BEEN INSTALLED. CONTRACTOR TO REQUEST REVIEW BY OWNER 7 DAYS PRIOR TO FINAL ACCEPTANCE WALK-THROUGH.
6. IT IS THE CONTRACTORS RESPONSIBILITY TO REMOVE IDENTIFICATION TAGS AND CORDS ON ALL PLANT MATERIAL PRIOR TO THE COMPLETION OF THE CONTRACT. IDENTIFICATION TAGS MUST BE LEFT ON UNTIL AFTER ACCEPTANCE BY OWNER OR OWNER'S REPRESENTATIVE.
7. CONTRACTOR SHALL PLACE SHREDDED HARDWOOD MULCH AROUND ALL TREES AND SHRUBS TO A DEPTH OF 4 INCHES, UNLESS NOTED.
8. STAKE AND WRAP ALL DECIDUOUS TREES IMMEDIATELY AFTER PLANTING. STAKE ALL TREES ACCORDING TO THE STAKING DETAILS. CONTRACTOR SHALL ADJUST AND MAINTAIN GUYING TENSION THROUGHOUT THE PLANT ESTABLISHMENT PERIOD.
9. LANDSCAPE CONTRACTOR SHALL HAVE ALL UTILITIES LOCATED BEFORE STARTING ANY SITE WORK OR PLANTING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES.
10. NO LANDSCAPE MATERIAL SHALL BE SUBSTITUTED WITHOUT THE AUTHORIZATION OF THE LANDSCAPE ARCHITECT.
11. SPADE CUT ALL SHRUBS PLANTING BEDS.
12. CONTRACTOR SHALL BE RESPONSIBLE MAINTAINING APPROPRIATE LEVEL OF WATERING FOR ALL NEW PLANTS FOR A PERIOD OF 30 DAYS.
13. ALL SHRUB AND PERENNIAL PLANTING BEDS SHALL BE MULCHED WITH 4" THICK SHREDDED HARDWOOD MULCH.
14. ALL MULCH AREAS TO RECEIVE GRANULAR PRE-EMERGENT WEED CONTROL BEFORE AND AFTER MULCH IS INSTALLED.

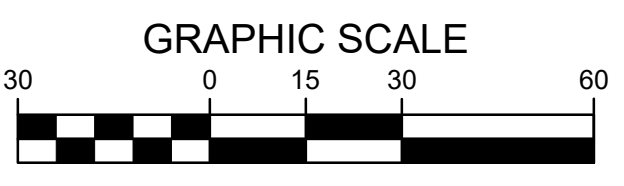
GENERAL LANDSCAPE REQUIREMENTS

| | |
|---|-----------|
| TOTAL SQUARE FOOTAGE OF PROJECT AREA | 72,254 SF |
| REQUIRED OPEN SPACE | 14,451 SF |
| GENERAL OPEN SPACE REQUIREMENT | |
| TOTAL REQUIRED TREES (1 PER 1500 SF OF REQUIRED OPEN SPACE) | (9.6) 10 |
| TOTAL TREES PROVIDED | 10 |
| TOTAL REQUIRED SHRUBS (1 PER 1000 SF OF REQUIRED OPEN SPACE) | (14.5) 15 |
| TOTAL SHRUBS PROVIDED | 15 |
| TOTAL PARKING LOT PERIMETER TREES (1 PER 50 LF OF ADJACENT PARKING) | (2.5) 3 |
| TOTAL TREES PROVIDED | 3 |

-  **SEED TYPE 1:** SEED TYPE TO BE "SUPER TURF II" SUPPLIED BY UNITED SEEDS (OR APPROVED EQUAL). INSTALL SEED WITH MECHANICAL DRILL TYPE SEEDER AT RATE SPECIFIED BY MANUFACTURER FOR NEW SEEDING. SEEDING DATES, SITE PREPARATION, SEEDING INSTALLATION, WATER REQUIREMENTS, FERTILIZING, AND MOWING PER UNITED SEEDS TECH BULLETIN FOR SEED TYPE. ALL SEEDED AREAS TO BE HYDRO-MULCHED.
-  **SEED TYPE 2:** SUDAS "WETLAND SEED MIX" SUPPLIED BY UNITED SEEDS (OR APPROVED EQUAL). INSTALL SEED WITH MECHANICAL DRILL TYPE SEEDER AT RATE SPECIFIED BY MANUFACTURER FOR NEW SEEDING. SEEDING DATES, SITE PREPARATION, SEEDING INSTALLATION, WATER REQUIREMENTS, FERTILIZING, AND MOWING PER UNITED SEEDS TECH BULLETIN FOR SEED TYPE. ALL SEEDED AREAS TO BE HYDRO-MULCHED.

PLANTING SCHEDULE

| CODE | QUAN | COMMON NAME | LATIN NAME | SIZE | ROOT | NOTES |
|------|------|---------------------|---|----------|------|---------------------|
| AB | 4 | AUTUMN BLAZE MAPLE | ACER X FREEMANI 'JEFFERS RED' | 2.0" CAL | B&B | MATCHED SPECIMENS |
| SH | 3 | SKYLINE HONEYLOCUST | GLEDTISIA TRIACANTHOS INERMIS 'SKYLINE' | 2.0" CAL | B&B | MATCHED SPECIMENS |
| RO | 5 | RED OAK | QUERCUS RUBRA | 2.0" CAL | B&B | MATCHED SPECIMENS |
| FS | 12 | FRAGRANT SUMAC | RHUS AROMATICA 'GROW LOW' | #5 | CONT | FULL FORM - MATCHED |
| AV | 13 | ARROWWOOD VIBURNUM | VIBURNUM DENTATUM | #5 | CONT | FULL FORM - MATCHED |
| DK | 11 | DWARF KOREAN LILAC | SYRINGA MEYERI 'PALABIN' | #5 | CONT | FULL FORM - MATCHED |

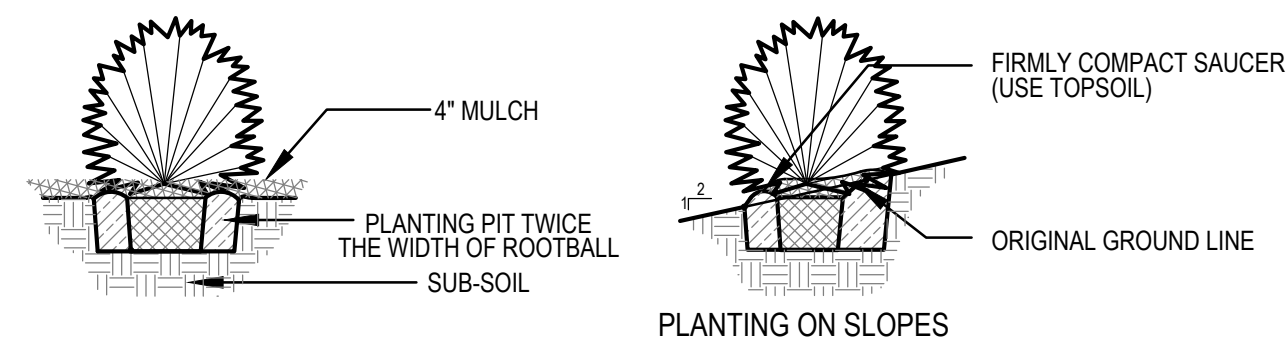


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PARKING LOT SPECIALTIES - SOUTH BUILDING
 CARLISLE, IOWA

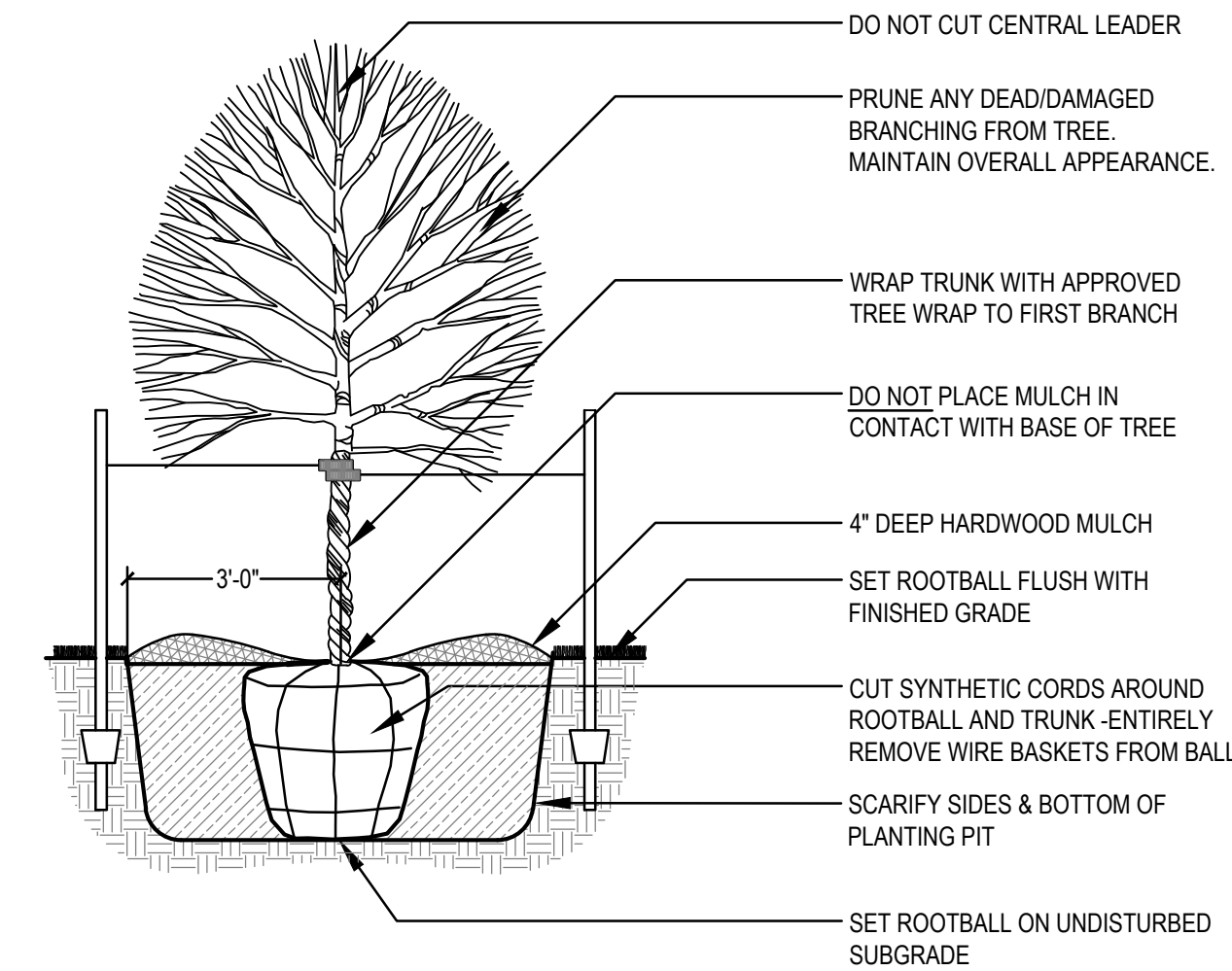
LANDSCAPE PLAN

| |
|---|
| REFERENCE NUMBER: 190178 210106 |
| DRAWN BY: BK |
| CHECKED BY: DB |
| REVISION DATE: 05/25/2023 CHECK 07/31/2023 CHECK 09/20/2023 CITY 03/25/2024 CITY 04/10/2024 CITY |
| PROJECT NUMBER: 210106-1 |
| SHEET NUMBER: C5.1 |



SHRUB PLANTING (TYP)

SCALE: NOT TO SCALE



DECIDUOUS TREE PLANTING (TYP.)

SCALE: NOT TO SCALE

STAKING ORIENTATION

NORTH NORTH

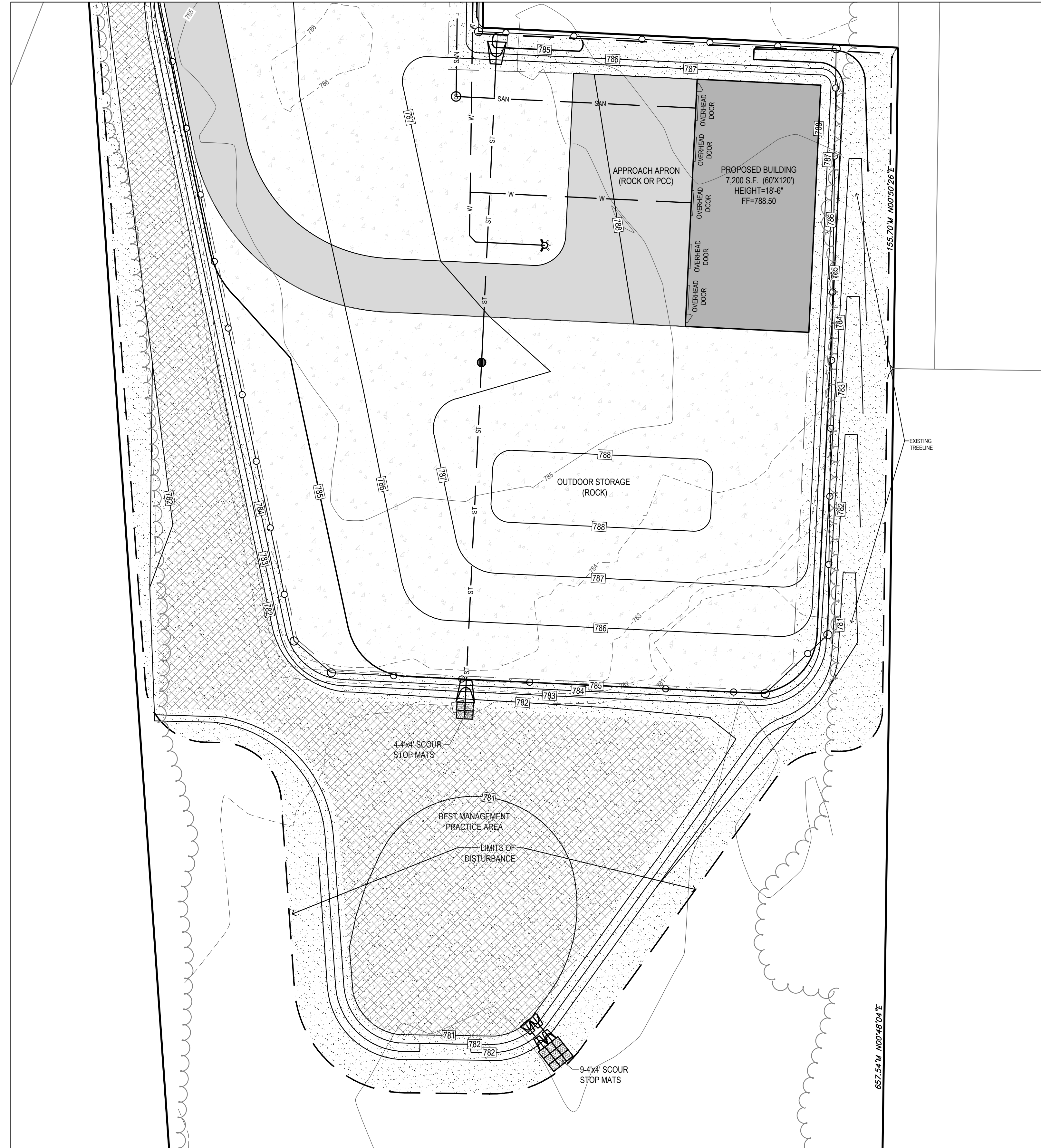
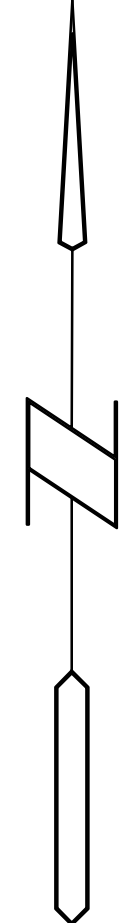
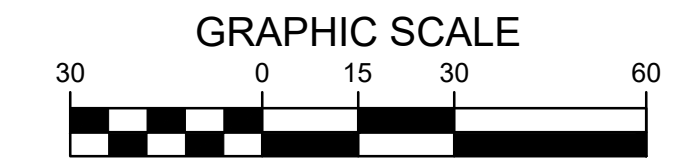
2 STAKES - 3" CAL. & LESS
3 STAKES - GREATER THAN 3" CAL.

USE HOSE GUARDS AROUND TRUNK ON STAKING WIRE. TIE WIRE TO STEEL POSTS PLACED OUTSIDE PLANT PIT.

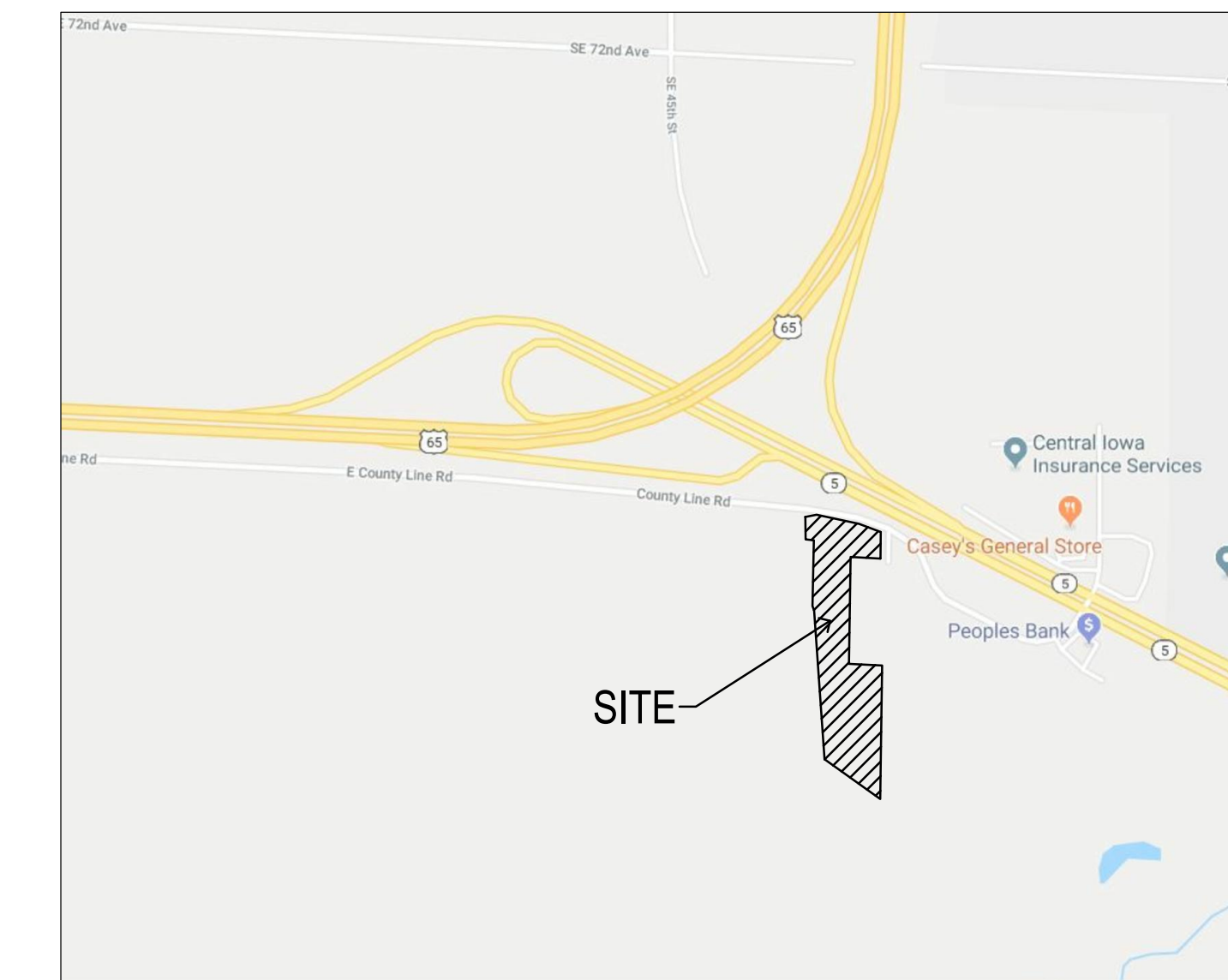
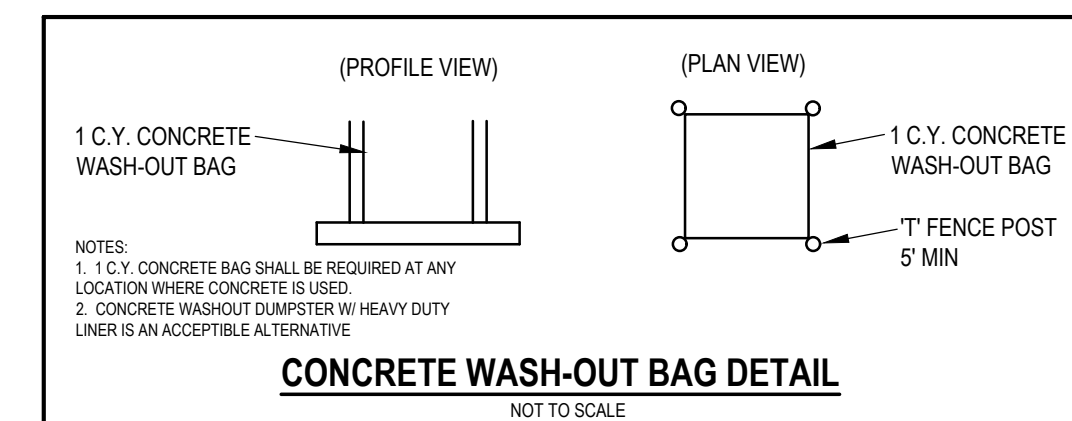
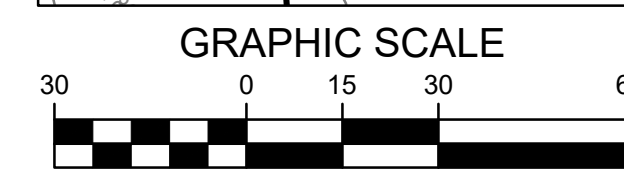
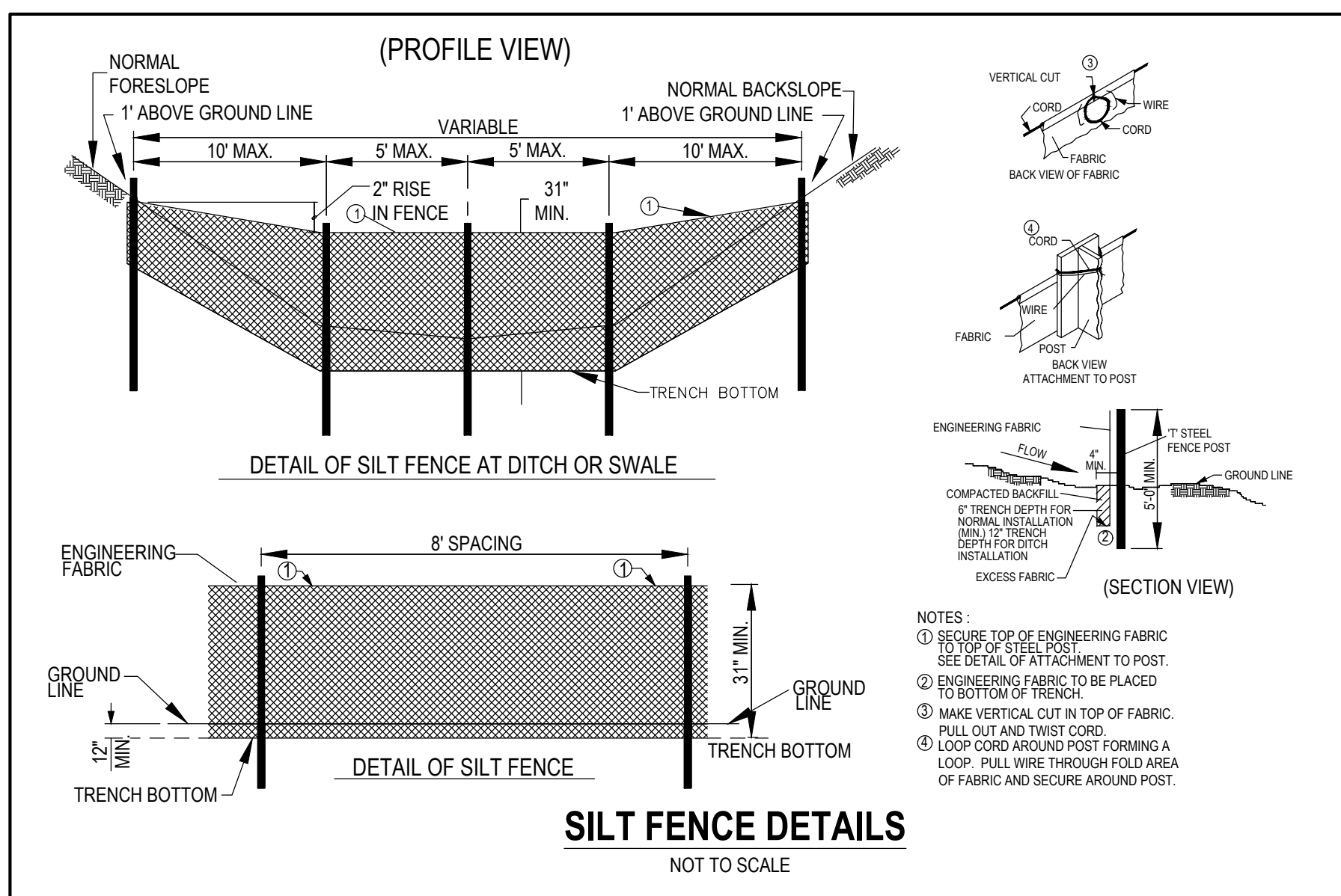
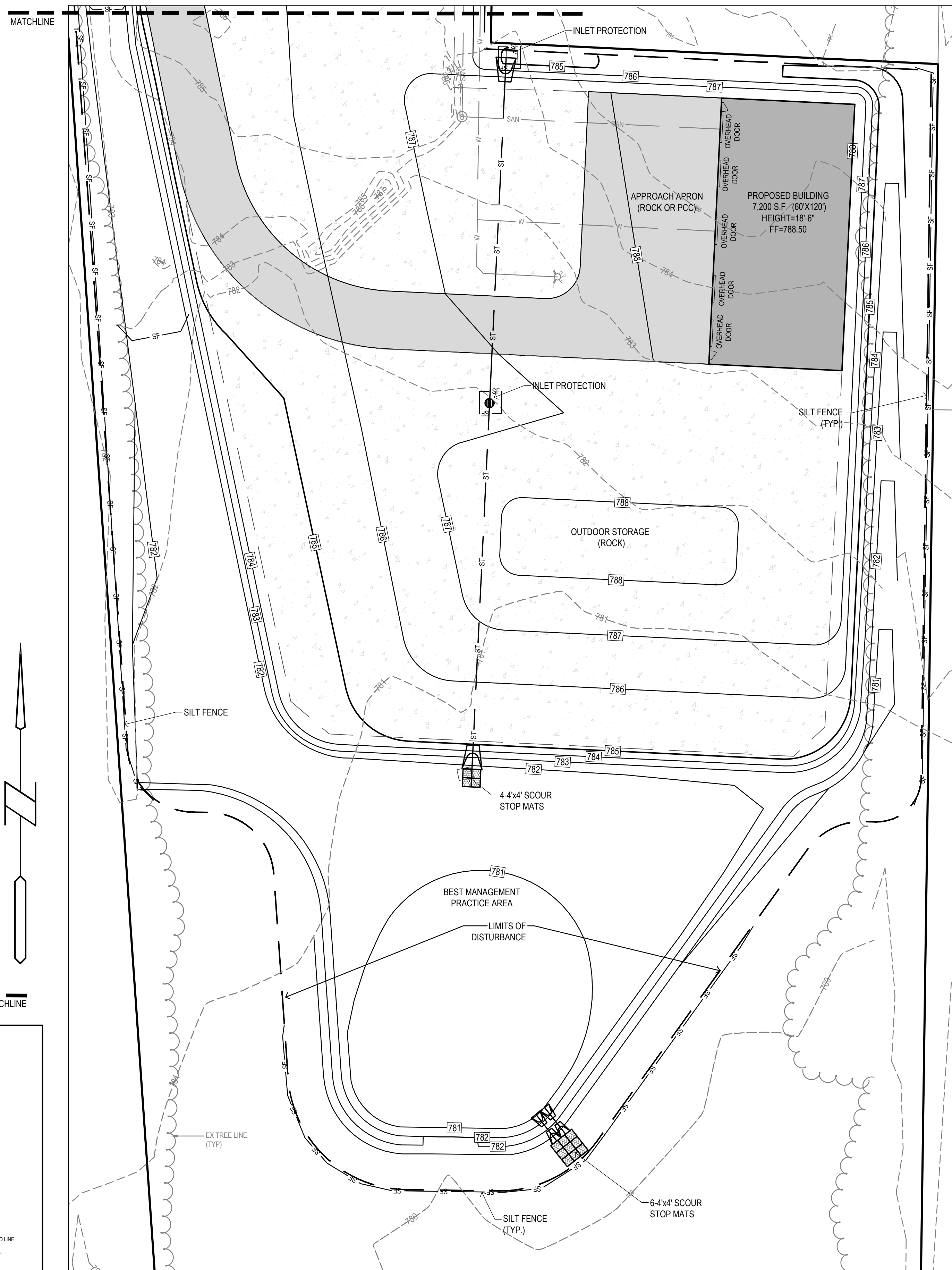
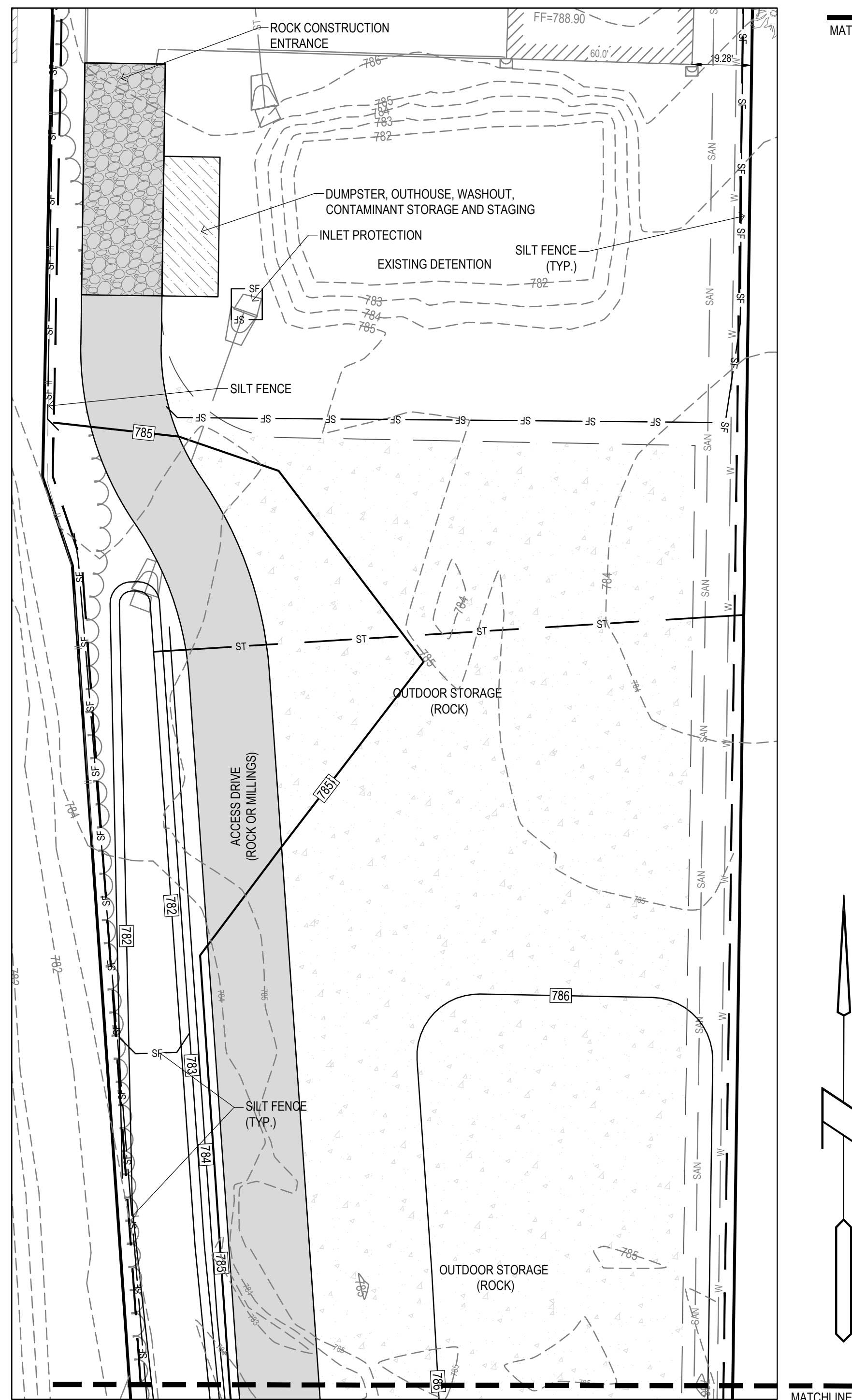
LEAVE STAKES IN PLACE NO MORE THAN 1 YEAR FROM INSTALLATION. CONTRACTOR RESPONSIBLE FOR REMOVAL.

SEED TYPE 1: SEED TYPE TO BE "SUPER TURF II" SUPPLIED BY UNITED SEEDS (OR APPROVED EQUAL). INSTALL SEED WITH MECHANICAL DRILL TYPE SEEDER AT RATE SPECIFIED BY MANUFACTURER FOR NEW SEEDING. SEEDING DATES, SITE PREPARATION, SEEDING INSTALLATION, WATER REQUIREMENTS, FERTILIZING, AND MOWING PER UNITED SEEDS TECH BULLETIN FOR SEED TYPE. ALL SEEDED AREAS TO BE HYDRO-MULCHED.

SEED TYPE 2: SUDAS "WETLAND SEED MIX" SUPPLIED BY UNITED SEEDS (OR APPROVED EQUAL). INSTALL SEED WITH MECHANICAL DRILL TYPE SEEDER AT RATE SPECIFIED BY MANUFACTURER FOR NEW SEEDING. SEEDING DATES, SITE PREPARATION, SEEDING INSTALLATION, WATER REQUIREMENTS, FERTILIZING, AND MOWING PER UNITED SEEDS TECH BULLETIN FOR SEED TYPE. ALL SEEDED AREAS TO BE HYDRO-MULCHED.



STORM WATER POLLUTION PREVENTION PLAN



PROPERTY DESCRIPTION:
QUIT CLAIM DEED BOOK 2017, PAGE 05299
LOT 1, SCHRIER SUBDIVISION, AN OFFICIAL PLAT IN WARREN COUNTY, IOWA EXCEPT THAT PART THEREOF DEEDED TO THE STATE OF IOWA AS SHOWN IN WARRANTY DEED FILED IN BOOK 259 PAGE 510 IN THE OFFICE OF THE WARREN COUNTY RECORDER.

EXCEPT ROADS (BOOK 85, PAGE 285)
SUBJECT TO AND TOGETHER WITH ANY AND ALL EASEMENT OF RECORD

ADDRESS:
1054 150TH AVE
CARLISLE, IOWA

OWNER:
BROWN'S ENTERPRISES LLC
600 HOLCOMB AVE, SUITE A
DES MOINES, IA 50313
515-262-1155

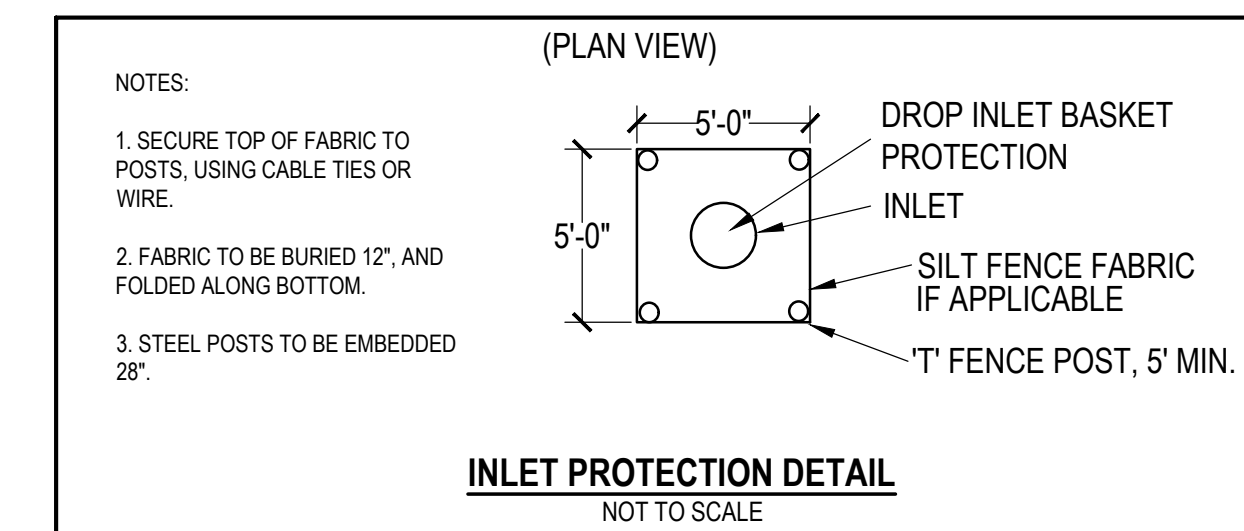
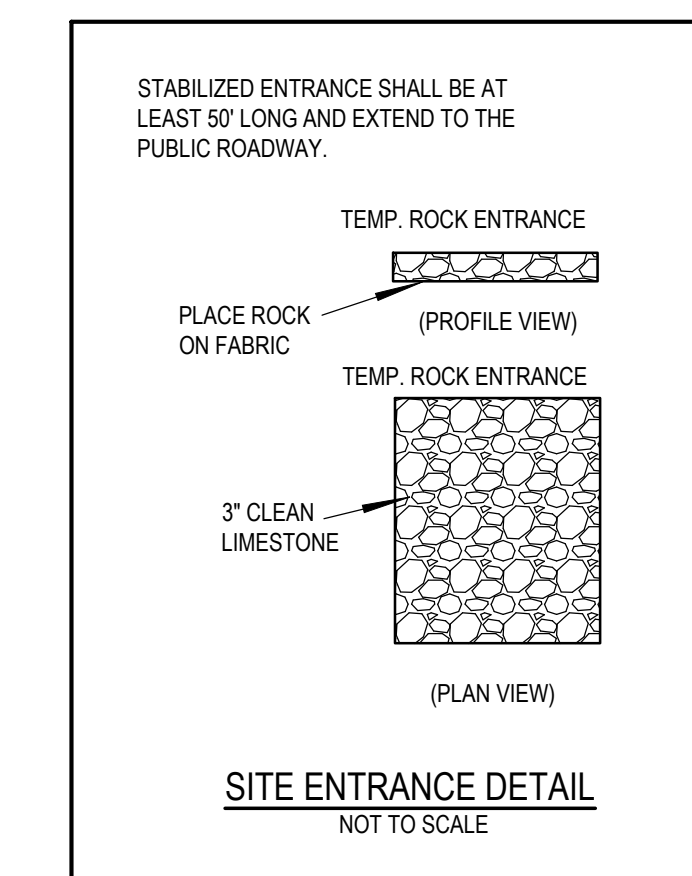
SITE AREA:
489,124 S.F. (11.23 AC)

EROSION CONTROL NOTES:

- SEE SUPPLEMENTAL DETAIL STORM WATER POLLUTION PLAN NARRATIVE FOR ALL EROSION CONTROL MEASURES. ADDITIONAL DETAILS AND NOTE. ADDITIONAL NOTES AND MEASURES IN NARRATIVE SHALL BE CONSIDERED INCIDENTAL AND SHALL BE INCLUDED IN THE ORIGINAL BID.
- SWPPP PLAN AND NARRATIVE ARE CONSIDERED A LIVING DOCUMENT AND WILL NEED PERIODIC UPDATES AND ADJUSTMENTS AS NECESSARY DEPENDING ON SITE CONDITIONS TO ASSURE COMPLIANCE WITH NPDES GENERAL PERMIT NO. 2. IT IS THE CONTRACTOR'S RESPONSIBILITY TO UPDATE THE SWPPP AND IMPLEMENT ANY AND ALL MEASURES NECESSARY TO COMPLY WITH SAID PERMIT NO. 2.
- INSTALL PERIMETER SILT FENCE AS SHOWN ON PLANS PRIOR TO CONSTRUCTION.
- INSTALL INTAKE PROTECTION WITH SILT FENCE IMMEDIATELY AFTER STORM SEWER CONSTRUCTION.
- INSTALL FINISHED PAVING INLET PROTECTION IMMEDIATELY AFTER PAVING IS COMPLETED AROUND INTAKE.
- OTHER EROSION CONTROL TYPES MAY NOT BE SUBSTITUTED FOR SILT FENCE.
- CONTRACTOR SHALL BE RESPONSIBLE FOR SUPPLYING A CONCRETE WASHOUT IN ACCORDANCE WITH NPDES GENERAL PERMIT NO. 2 DURING ALL CONCRETE WORK.
- CONTRACTOR SHALL BE RESPONSIBLE FOR SUPPLYING TEMPORARY RESTROOM FACILITIES. SANITARY WASTE SHALL BE DISPOSED OF PER ALL FEDERAL, STATE AND LOCAL REGULATIONS.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING ALL TOPSOIL REQUIREMENTS OF NPDES GENERAL PERMIT NO. 2 ARE MET.

EROSION CONTROL REMOVAL NOTES:

- AFTER FINAL STABILIZATION HAS OCCURRED, AS DEFINED IN NPDES GENERAL PERMIT NO. 2, CONTRACTOR SHALL BE RESPONSIBLE FOR THE REMOVAL OF ALL TEMPORARY EROSION CONTROL DEVICES INCLUDING, BUT NOT LIMITED TO: SILT FENCE, INLET PROTECTION, AND TEMPORARY STANDPIPES.



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Established 1959

PARKING LOT SPECIALTIES - SOUTH BUILDING
CARLISLE, IOWA

SWPP

REFERENCE NUMBER:
190178
210106

DRAWN BY:
BK
CHECKED BY:
DB

REVISION DATE:
05/25/2023 CHECK
07/31/2023 CHECK
09/20/2023 CITY
03/25/2024 CITY
04/10/2024 CITY

PROJECT NUMBER:
210106-1

SHEET NUMBER:

C7.1

PLAT OF SURVEY

INDEX LEGEND

LOCATION: Part of the NW 1/4 of SW 1/4 of Section 34
T 78N, R 23W, City of Carlisle, Polk County, Iowa

OWNER: Goodhue Realty Company
PO Box 1000, Carlisle IA 50047

SURVEY FOR: (Owner)

ASSOCIATED DOCUMENT: Warranty Deed: Book 7933 Page 879

PREPARED BY: CHAD A. DANIELS
DANIELS LAND SURVEYING, 22470 18TH LN, NEW VIRGINIA IA 50210
RETURN TO: 515-577-2583

SURVEY LEGEND

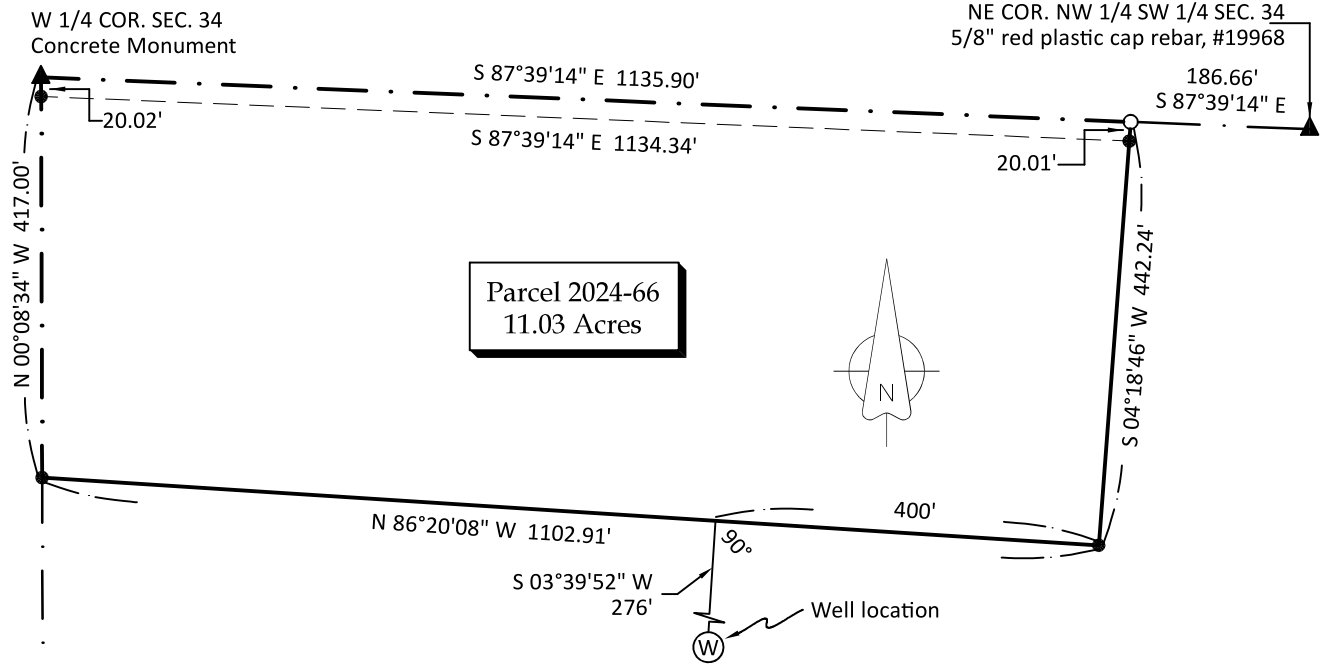
() - Recorded Distance/Bearing
--- 20' Road Easement
- - - Section line

Monuments

- ▲ - Found section corner
- - Set 1/2" red plastic capped rebar, #17532
- - Set 12" spike w/ brass washer, #17532

0 200 400 FEET

BASIS OF BEARINGS IS IA RCS ZONE 8

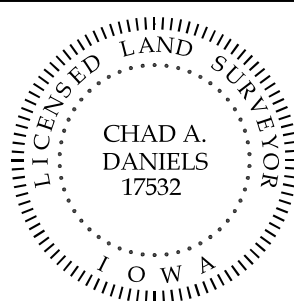


DESCRIPTION - PARCEL 2024-66:

That part of the Northwest Quarter of the Southwest Quarter of Section 34, Township 78 North, Range 23 West of the 5th P.M., City of Carlisle, Polk County, Iowa, described as follows;
Beginning at the West Quarter corner of said Section 34; thence South 87 degrees 39 minutes 14 seconds East, 1135.90 feet along the North line of said Northwest Quarter of the Southwest Quarter;
thence South 04 degrees 18 minutes 46 seconds West, 442.24 feet; thence North 86 degrees 20 minutes 08 seconds West, 1102.91 feet to the West line of said Northwest Quarter of the Southwest Quarter;
thence North 00 degrees 08 minutes 34 seconds West, 417.00 feet to the Point of Beginning, having an area of 11.03 Acres including 0.52 Acres of Road Easement.

N 00°08'34" W 914.44'

SW COR. NW 1/4
SW 1/4 SEC. 34



I hereby certify that this surveying document was prepared by me and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.

Signed  28 MAR 24
Chad A. Daniels Date

Iowa License No. 17532
My license renewal date is 12-31-2024
Page No.'s covered by this seal: 1

RESOLUTION NO. _____

RESOLUTION ADOPTING THE AMENDED AND RESTATED
CARLISLE CITY-WIDE URBAN REVITALIZATION PLAN
FOR THE CARLISLE CITY-WIDE URBAN REVITALIZATION
AREA

WHEREAS, pursuant to the provisions of Iowa Code Chapter 404, by action of the City Council in April 1990, the City of Carlisle, Iowa (the "City") adopted the Carlisle City-Wide Urban Revitalization Plan (the "Original Plan") for the Carlisle City-Wide Urban Revitalization Area (the "Urban Revitalization Area" or "Area"); and

WHEREAS, the City has subsequently amended the Original Plan several times, lastly by resolution adopted April 22, 2019; and

WHEREAS, the City established the Urban Revitalization Area by ordinance, and the Area continues to include all land within the City's corporate limits, including any land annexed into the City's corporate limits as of the effective date of the annexation; and

WHEREAS, by the foregoing actions, the Council has determined that the Urban Revitalization Area within the City can be revitalized as authorized by Iowa Code Chapter 404; and

WHEREAS, a proposed Amended and Restated Carlisle City-Wide Urban Revitalization Plan ("Amended and Restated Plan" or "Plan") has been prepared, the purpose of which is to consolidate the Original Plan and the subsequent amendments into a single document, to modify the available exemption schedules, and to amend the Plan's provisions to reflect recent legislative changes to Iowa Code Chapter 404; and

WHEREAS, after published notice was given, the City Council held a public hearing on April 22, 2024, on the Amended and Restated Plan and considered all objections, comments, and evidence presented.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CARLISLE, STATE OF IOWA:

Section 1. That all objections received, if any, at the public hearing referred to in the preamble above are found to be without sufficient merit to warrant amending the proposed Amended and Restated Plan.

Section 2. That the proposed Amended and Restated Plan is adopted in the form attached as Exhibit 1 to this Resolution; the City Clerk is hereby directed to file a certified copy of the Amended and Restated Plan and this Resolution with the County Assessor.

Section 3. That all resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed, to the extent of such conflict.

PASSED AND APPROVED this 22nd day of April, 2024.

Mayor

ATTEST:

City Clerk

**AMENDED AND RESTATED
CARLISLE CITY-WIDE URBAN REVITALIZATION PLAN
FOR THE
CARLISLE CITY-WIDE URBAN REVITALIZATION AREA**

CITY OF CARLISLE, IOWA

I. INTRODUCTION AND HISTORY

The City of Carlisle, Iowa (“City”) adopted the Carlisle City-Wide Urban Revitalization Plan (“Original Plan”) for the Carlisle City-Wide Urban Revitalization Area (the “Urban Revitalization Area” or “Area”) by action of the City Council in 1990. The Original Plan was adopted to promote the revitalization of properties in the Area by providing tax abatement on eligible improvements. The City previously amended the Original Plan several times, lastly by an amendment adopted April 22, 2019.

The City is now adopting this Amended and Restated Carlisle City-Wide Urban Revitalization Plan (the “Amended and Restated Plan” or “Plan”) in order to consolidate the Original Plan and the amendments into a single document, modify the available exemption schedules, and to amend the Plan’s provisions to reflect recent legislative changes to Iowa Code Chapter 404, the Urban Revitalization Act.

In 2021, the Iowa legislature adopted legislation to eliminate the multiresidential property assessment classification. Because of this legislation, since January 1, 2022, many properties previously assessed as “multiresidential” have been reclassified as “residential” properties. In particular, properties with three or more separate dwelling units will be assessed as “residential” properties under the new Iowa Code Section 441.21(14)(a)(6).

In 2023, the Iowa legislature adopted legislation imposing two limitations on tax abatement under Iowa Code Chapter 404, scheduled to take effect on July 1, 2024. With the adoption of this Amended and Restated Plan, the City is amending the Plan’s provisions to reflect these anticipated changes.

Upon adoption of this Amended and Restated Plan, this Amended and Restated Plan shall replace the Original Plan, as previously amended. In case of any conflict or uncertainty, the terms of this Amended and Restated Plan shall control. Any parts of the Original Plan, as previously amended, in conflict with this Amended and Restated Plan are hereby repealed.

II. DESCRIPTION OF REVITALIZATION AREA

In 1990, the City designated all property located within the corporate limits of the City as the Carlisle City-Wide Urban Revitalization Area. The Original Plan was subsequently amended to add annexed land to the Revitalization Area and to clarify that any land annexed into the City’s corporate limits in the future would be automatically included in the Revitalization Area as of the effective date of the annexation.

The Revitalization Area continues to include all land within the City's corporate limits, including any land annexed into the City's corporate limits as of the effective date of the annexation.

A map of the Revitalization Area, as of the adoption of this Amended and Restated Plan, is attached hereto as Exhibit A.

III. DESIGNATION OF REVITALIZATION AREA

Iowa Code Chapter 404 provides that the City Council may designate an area of the City as a revitalization area, if that area meets any of the criteria set forth in Iowa Code Section 404.1 In accordance with Sections 404.1, the City Council has previously designated the Area as satisfying one or more of the following:

1. An area in which there is a predominance of buildings or improvements, whether residential or nonresidential, which by reason of dilapidation, deterioration, obsolescence, inadequate provision for ventilation, light, air, sanitation, or open spaces, high density of population and overcrowding, the existence of conditions which endanger life or property by fire and other causes or a combination of such factors, is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency or crime, and which is detrimental to the public health, safety, or welfare.
2. An area which by reason of the presence of a substantial number of deteriorated or deteriorating structures, predominance of defective or inadequate street layout, incompatible land use relationships, faulty lot layout in relation to size, adequacy, accessibility or usefulness, unsanitary or unsafe conditions, deterioration of site or other improvements, diversity of ownership, tax or special assessment delinquency exceeding the actual value of the land, defective or unusual conditions of title, or the existence of conditions which endanger life or property by fire and other causes, or a combination of such factors, substantially impairs or arrests the sound growth of a municipality, retards the provision of housing accommodations or constitutes an economic or social liability and is a menace to the public health, safety, or welfare in its present condition and use.
3. An area in which there is a predominance of buildings or improvements which by reason of age, history, architecture or significance should be preserved or restored to productive use.
4. An area which is appropriate as an economic development area as defined in section 403.17.
5. An area designated as appropriate for public improvements related to housing and residential development, or construction of housing and residential development, including single or multifamily residential housing.

No change is being made to the Area's designation with the adoption of this Amended and Restated Plan. The City Council has found that the rehabilitation, conservation, redevelopment,

economic development, or a combination thereof, of the Area, is necessary in the interest of the public health, safety, and welfare of the residents of the City and that the Revitalization Area substantially meets the criteria established in Section 404.1 of the Code of Iowa for a revitalization area.

IV. EXISTING LAND USE; PROPOSED LAND USE

Existing uses of the property within the Revitalization Area include:

- R-1a Single-Family Residential District (low density)
- R-1 One- and Two-Family Residential District (medium density)
- R-2 Medium Density Residential District (medium density)
- R-3 Multi-Family Residential District (high density)
- C-1 Limited Commercial District
- C-1a Transitional Commercial/Residential District
- C-2 Highway Commercial District
- C-3 Central Business District
- C-4 Planned Office/Commercial Park District
- M-1 Light Industrial District
- M-2 Heavy Industrial District
- A-1 Agricultural District
- PUD Planned Unit Development
- RM-1 One- and Two-Family Residential/Light Industrial District
- MM-1 Modified Light Industrial District

The City's zoning ordinance(s) and a detailed zoning map are available for public inspection at City Hall. Existing land use categories are the same as the zoning classifications described above.

New, expanded, and redeveloped commercial, industrial, and residential (with three or more dwelling units) development, including improvements to and revitalization of existing structures, is proposed for the Revitalization Area, in accordance with the City's zoning ordinance(s).

V. PROPOSALS FOR EXPANDING CITY SERVICES

No extensions or upgrades to existing municipal services or infrastructure are currently planned as part of this Plan. As development and redevelopment within the Revitalization Area warrants, municipal services within the Revitalization Area will be expanded and improved, as needed and as financially feasible, to serve new and expanded development.

VI. ELIGIBLE IMPROVEMENTS

Qualified Real Estate, as used in this Plan, means all real property that is assessed as residential under Iowa Code Section 441.21(14)(a)(6) (with three or more dwelling units), commercial, or industrial, is located within the Revitalization Area, and to which Eligible Improvements have been added during the time the property was included in the designated revitalization area.

Eligible Improvements, as used in this Plan, means improvements to Qualified Real Estate, including rehabilitation of and additions to any existing structures and new construction, that increase the actual value of the Qualified Real Estate by at least 15% if assessed as commercial or industrial, or 10% if the property is assessed as residential under Iowa Code Section 441.21(14)(a)(6).

Actual Value Added by Eligible Improvements, as used in this Plan, means the actual value added to the property's assessed valuation due to the Eligible Improvements as of the first year for which the exemption was received.

All improvements, in order to be considered eligible, must be completed in conformance with all applicable ordinances and regulations for the City and must be completed during the time the Area is designated as a revitalization area.

VII. LIMITATION TO ELIGIBILITY FOR PROPERTY IN URBAN RENEWAL AREA

The City has established urban renewal areas that overlap with the Revitalization Area and, in the future, may establish additional urban renewal areas that overlap with the Revitalization Area. The City has a tax increment financing program within these urban renewal areas that is designed to provide incentives for development. Accordingly, a property that, in the determination of the City Council, is within an urban renewal area and is receiving either direct or indirect benefits that were financed through a tax increment financing program, shall not be eligible for tax abatement under this Plan absent specific approval from the City Council.

VIII. EXEMPTIONS

The following exemptions schedules are available for Qualified Real Estate with Eligible Improvements under this Plan:

Property Assessed as Commercial/Industrial

All Qualified Real Estate assessed as commercial or industrial is eligible to receive an exemption from taxation on the Actual Value Added by the Eligible Improvements per the following schedule:

- i. For the first year, eighty percent (80%)
- ii. For the second year, seventy percent (70%)
- iii. For the third year, sixty percent (60%)
- iv. For the fourth year, fifty percent (50%)
- v. For the fifth year, forty percent (40%)

This exemption is for a period of five (5) years.

Property Assessed as Residential with Three or More Separate Dwelling Units

All Qualified Real Estate assessed as residential under Iowa Code Section 441.21(14)(a)(6), having three or more separate dwelling units, is eligible to receive an exemption from taxation on the Actual Value Added by the Eligible Improvements per the following schedule:

- i. For the first year, eighty percent (80%)
- ii. For the second year, seventy percent (70%)
- iii. For the third year, sixty percent (60%)
- iv. For the fourth year, fifty percent (50%)
- v. For the fifth year, forty percent (40%)

This exemption is for a period of five (5) years; provided, however, the exemption from taxation shall not apply to property tax levies imposed by a school district for applications submitted on or after July 1, 2024, as and to the extent required by Iowa Code Section 404.3D.

IX. APPLICATION PROCEDURES

Property owners must file an application, on the form provided by the City, for each new exemption claimed. See Exhibit B attached hereto for the application approved as of the effective date of this Plan, which application may be modified by the City from time to time. The application shall be filed by the property owner with the City Council by February 1 of the assessment year for which the exemption is first claimed, but not later than the year in which all improvements included in the project are first assessed for taxation, or the following two assessment years. The application shall contain, but is not limited to the following information:

1. The nature of the improvement(s);
2. The cost of the improvement(s);
3. Estimated or actual completion date of the improvement(s);
4. The tenants that occupied the property on the date the City adopted the resolution adopting the Original Plan, if known; and
5. Identification of which exemption option the property owner is applying for under this Plan.

Additional Requirement for Properties Assessed as Commercial: To be eligible for property tax exemption under this Plan, property owners submitting applications on or after July 1, 2024 for improvements to property assessed as commercial must also enter into a written assessment agreement with the City specifying a minimum actual value for the completed improvements in a form substantially in the form attached as Exhibit C, consistent with and to the extent required by Iowa Code Section 404.3C.

Property owners may submit a proposal for an improvement project to the City Council to receive prior approval for eligibility for a tax exemption on the project. The City Council shall give its prior approval if the project is in conformance with this Plan. However, if the proposal is not

approved, the owner(s) may submit an amended proposal for the City Council to approve or reject. Such prior approval shall not entitle the owner(s) to exemption from taxation until the improvements have been completed, an application is timely submitted, and the improvements are found to be qualified for the exemption under this Plan.

X. APPLICATION REVIEW

The City Council shall, subject to review by the County Assessor, approve all applications submitted for approval if:

1. The project, as determined by the City Council, is in conformance with this Plan and all other requirements of City Code; and
2. The project is located within the Revitalization Area; and
3. The improvements were made during the time the Revitalization Area was so designated; and
4. On or after July 1, 2024, if the application is for improvements on a property assessed as commercial, the property owner shall have executed a written assessment agreement with the City, specifying a minimum actual value for the completed improvements, consistent with and to the extent required by the provisions of Iowa Code Section 404.3C in effect at the time the application is submitted to the City.

The City Council will determine which exemption is applicable to the project (if any), subject to review by the County Assessor, based upon the terms of the Plan in effect when the application is reviewed and approved by the Council.

All approved applications shall be forwarded to the County Assessor by March 1 for review, pursuant to Iowa Code Section 404.5. The County Assessor shall make a physical review of all properties with approved applications. The County Assessor shall determine the increase in actual value for tax purposes due to the improvements and notify the applicant of the determination, which may be appealed to the local board of review pursuant to the provisions of the Iowa Code. After the initial tax exemption is granted, the County Assessor shall continue to grant the tax exemption for the time period specified on the approved application. The tax exemptions for the succeeding years shall be granted without the owner(s) having to file an application for succeeding years.

XI. OTHER SOURCES OF REVITALIZATION FUNDS

The City is not aware of a federal, state, or private grant or loan program that is permanently a source of funding for residential improvements in the Revitalization Area. However, it is not the intention of the City to prohibit the use of any other appropriate federal or state revitalization or incentive programs within the Revitalization Area. The City Council encourages all property owners to investigate other public and private funding sources for improvements to real property, and to apply to those sources which are applicable to the types of improvements being proposed.

XII. RELOCATION PROVISIONS

The City does not anticipate the displacement or relocation of any persons, families, or businesses as a result of the improvements to be made in the Revitalization Area. However, if the relocation or displacement of a qualified tenant results from a property owner's action to qualify for a tax exemption under this Plan, upon the City's verification of such relocation or displacement, the City may require the property owner to compensate the qualified tenant for at least one month's rent and actual relocation expenses. A "qualified tenant" means the legal occupant of a residential dwelling unit which is located within the designated Revitalization Area and who has occupied the same dwelling unit continuously since one year prior to the adoption of the Original Plan.

XIII. ASSESSED VALUATIONS AND OWNERS OF RECORD

Listings of the names and addresses of the owners of record for all real estate in the Revitalization Area, along with the assessed valuations stated separately for land and buildings for the real estate, as of the adoption dates of the Original Plan, are maintained in the office of the City Clerk.

XIV. TIME FRAME

The Original Plan had a termination date of ten years from the date of designation. With the adoption of amendments or resolutions, the City Council extended the duration until April 29, 2024. With the adoption of this Amended and Restated Plan, the City is extending the duration of eligibility under this Plan until the City Council takes action to repeal the ordinance establishing the Area or repeals or amends the exemption benefits contained in this Plan.

The Area shall remain a designed revitalization area until the City Council repeals the ordinance designating the Area or repeals the Amended and Restated Plan. If, at any time, in the opinion of the City Council, the desired level of revitalization has been attained or economic conditions are such that the continuation of exemptions under this Plan would cease to be of benefit to the City, then the City Council may repeal the ordinance designating the Area and may terminate or amend this Amended and Restated Plan, pursuant to Iowa Code Chapter 404. In the event the ordinance is repealed, all existing exemptions shall continue until their expiration. The City reserves the right to extend, amend, terminate, or repeal the Plan and/or the ordinance to the extent allowed by law.

XV. SEVERABILITY

If any part of the Plan is determined to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity of any part of the Plan not determined to be invalid or unconstitutional.

XVI. EFFECTIVE DATE

This Amended and Restated Plan shall be effective upon the approval of a resolution by the City Council adopting the Amended and Restated Plan ("Effective Date").

Applications submitted under this Plan following the Effective Date shall be eligible to apply only for those exemptions contained in this Amended and Restated Plan, subject to the terms of the Plan; provided, however, that any project that prior to the Effective Date received prior approval

from the City Council under the Original Plan as previously amended, remains eligible for the exemptions contained in the Original Plan as previously amended. All exemptions awarded prior to the Effective Date shall continue until their expiration.

EXHIBIT A
MAP OF REVITALIZATION AREA

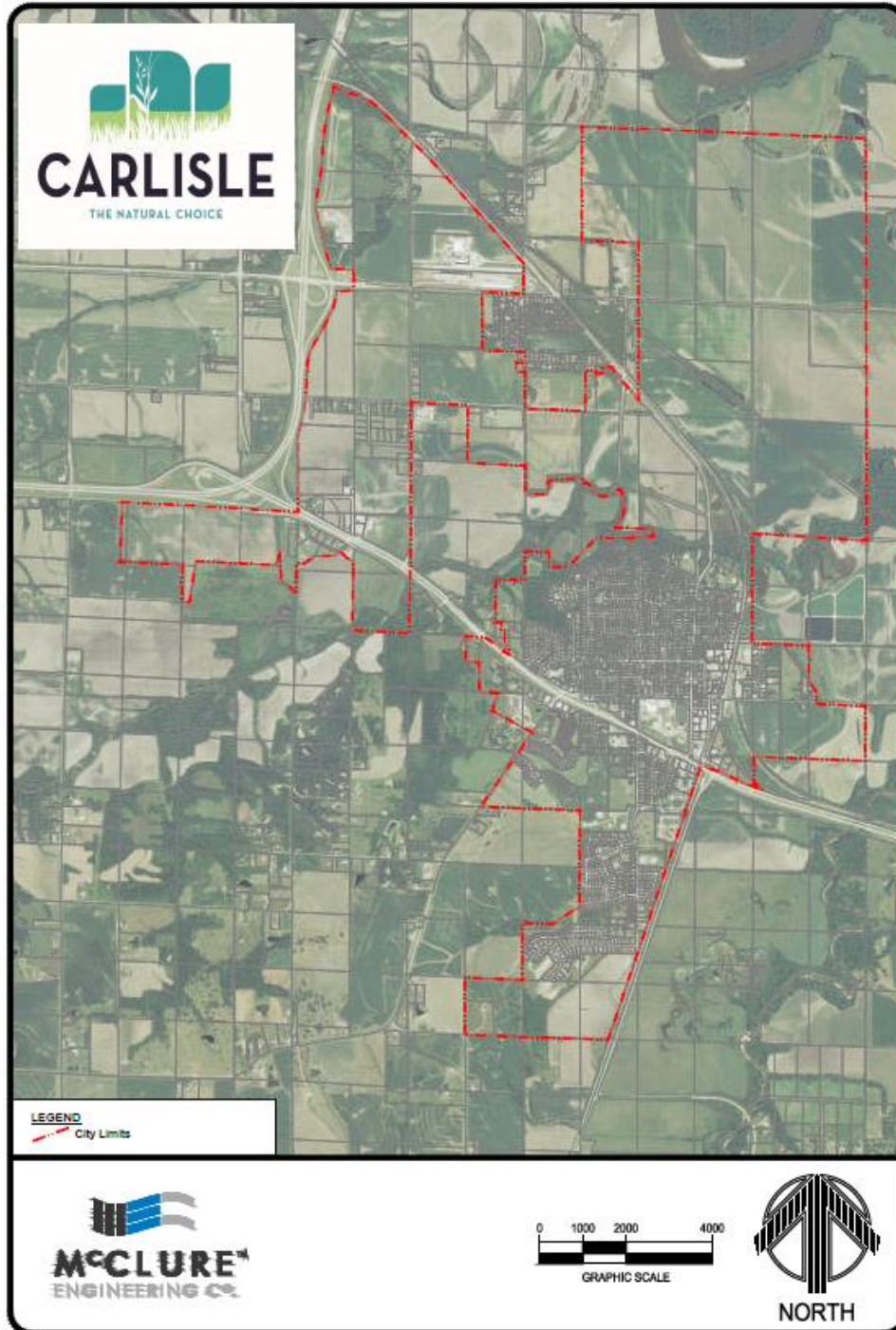


EXHIBIT B

APPLICATION FOR TAX ABATEMENT UNDER THE
CARLISLE CITY-WIDE URBAN REVITALIZATION PLAN

Applying for:

_____ Approval of Completed Improvements
_____ Prior Approval for Intended Improvements

Property Address: _____

Legal Description: _____

Name of Current Property Owner (or Contract Buyer): _____
If different than current owner, name of the tenants/occupants of the property as of April
1990 (if known): _____

Address of Owner (if different than above): _____

Phone Number (to be reached during the day): _____

Email Address: _____

Current Property Use: ___ Residential ___ Commercial ___ Industrial ___ Agricultural

Proposed Property Use: ___ Residential ___ Commercial ___ Industrial

Nature of Improvements: ___ New Construction ___ Addition/General Improvements

Describe Improvements: _____

Estimated or Actual Cost of Improvements: \$ _____

Estimated or Actual Date of Completion of Improvements: _____ / _____ /20 _____

Permit Number(s) from the City of Carlisle

Date Permit(s) Issued: _____

Permit(s) Valuation: _____

[Attach approved Building Permit to this application]

Tax Exemption Sought:

- _____ Residential w/ 3 or more dwelling units (5-year sliding scale)
- _____ Commercial (5-year sliding scale)
- _____ Industrial (5-year sliding scale)

Acknowledgments:

A copy of the building permit (if required) is attached.

The property to which improvements are made conform to all applicable city codes and anticipated improvements conform to the Carlisle City-Wide Urban Revitalization Plan as adopted.

If the Qualified Real Estate is assessed as Commercial, an executed Minimum Assessment Agreement is attached to this application.

The applicant certifies that all information in this application and all information provided in the support of this application is given for the purpose of obtaining an exemption from taxes on improvements and/or new construction, and is true and complete to the best of the applicant's knowledge.

This Application is a summary of some of the Plan terms; for complete information, read a copy of the CARLISLE CITY-WIDE URBAN REVITALIZATION PLAN, available at City Hall.

Signed: _____

Print Name: _____

Date: _____

FOR CITY USE:

| | |
|-------------------------|--|
| <p>CITY COUNCIL</p> | <p>Application: Approved/Disapproved (circle one) Reason (if disapproved): _____ _____ Date _____ Attested by the City Clerk _____</p> |
| <p>ASSESSOR</p> | <p>Assessed Value Before Improvements: \$ _____ Assessed Value With Improvements: \$ _____ Eligible or Non-eligible for Tax Abatement: _____ Assessor: _____ Date: _____</p> |

EXHIBIT C
FORM MINIMUM ASSESSMENT AGREEMENT
(REQUIRED FOR COMMERCIAL PROPERTY ONLY)

Prepared by:
Return to:

MINIMUM ASSESSMENT AGREEMENT

THIS MINIMUM ASSESSMENT AGREEMENT (“Minimum Assessment Agreement” or “Assessment Agreement”) is dated as of _____, 20____, by and between the City of Carlisle, Iowa (the “City”), an Iowa municipal corporation, and [OWNER OF QUALIFIED REAL ESTATE], a(n) Iowa _____ (“Owner”).

WHEREAS, consistent with the provisions of the City’s 2024 City-Wide Urban Revitalization Plan, as may be amended (the “Plan”), the Owner has submitted an Application for Tax Abatement dated as of _____, 20____ (the “Application”) regarding certain commercial real estate owned by Owner and located in the _____ Revitalization Area, which real estate is legally described as follows:

[LEGAL DESCRIPTION]

(the “Property”);

WHEREAS, the Application describes certain improvements that have been or are proposed to be constructed on the Property (the “Eligible Improvements”); and

WHEREAS, pursuant to Iowa Code Section 404.3C, the City and Owner desire to establish a Minimum Actual Value for the Eligible Improvements and Property following completion of the Eligible Improvements for the duration of the tax abatement requested by the Owner by submission of the Application, under the provisions of the Plan; and

WHEREAS, the Warren or Polk (as applicable) County Assessor has reviewed the preliminary plans and specifications for the Eligible Improvements that are contemplated to be constructed.

NOW, THEREFORE, the parties to this Minimum Assessment Agreement, in consideration of the promises, covenants and agreements made by each other, do hereby agree as follows:

1. Upon substantial completion of construction of the Eligible Improvements, the minimum actual value fixed for assessment purposes for the Eligible Improvements and the Property (building and land value) in the aggregate shall be not less than _____ Dollars (\$ _____), before rollback.

The Minimum Actual Value shall terminate and be of no further force or effect as of December 31, ____ (“Assessment Termination Date”). Upon the Assessment Termination Date, this Minimum Assessment Agreement shall no longer control the assessment of the Property.

2. This Minimum Assessment Agreement shall be promptly recorded by the City with the Recorder of Warren County, Iowa. Such filing shall constitute notice to any subsequent encumbrancer of the Property (or part thereof), whether voluntary or involuntary, and this Minimum Assessment Agreement shall be binding and enforceable in its entirety against any such subsequent encumbrancer, including the holder of any mortgage. The City shall pay all costs of recording.

3. This Minimum Assessment Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties hereto and their respective successors and permitted assigns.

4. Nothing herein shall be deemed to waive the rights of Owner from seeking administrative or legal remedies to reduce the actual value assignment made by the Assessor in excess of the Minimum Actual Value established herein. In no event, however, shall Owner seek to reduce the actual value to an amount below the Minimum Actual Value established herein during the term of this Agreement. This Minimum Assessment Agreement may be amended or modified and any of its terms, covenants, representations, warranties or conditions waived, only by a written instrument executed by the parties hereto, or in the case of a waiver, by the party waiving compliance.

5. If any term, condition or provision of this Minimum Assessment Agreement is for any reason held to be illegal, invalid or inoperable, such illegality, invalidity or inoperability shall not affect the remainder hereof, which shall at the time be construed and enforced as if such illegal or invalid or inoperable portion were not contained herein.

6. The Minimum Actual Value herein established shall be of no further force and effect and this Minimum Assessment Agreement shall terminate pursuant to the Assessment Termination Date set forth in Section 1 above.

[Remainder of this page is blank. Signatures start on the next page.]

(SEAL)

CITY OF CARLISLE, IOWA

By: _____
_____, Mayor

ATTEST:

By: _____
_____, City Clerk

STATE OF IOWA)
) SS
COUNTY OF WARREN)

On this _____ day of _____, _____, before me a Notary Public in and for said State, personally appeared _____ and _____, to me personally known, who being duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Carlisle, Iowa, a Municipality created and existing under the laws of the State of Iowa, and that the seal affixed to the foregoing instrument is the seal of said Municipality, and that said instrument was signed and sealed on behalf of said Municipality by authority and resolution of its City Council, and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said Municipality by it voluntarily executed.

Notary Public in and for the State of Iowa

[Signature page to Minimum Assessment Agreement – City]

CERTIFICATION OF ASSESSOR

The undersigned, having reviewed the plans and specifications for the Eligible Improvements to be constructed, and being of the opinion that the minimum actual value contained in the foregoing Minimum Assessment Agreement appears reasonable, hereby certifies as follows:

The undersigned Assessor, being legally responsible for the assessment of the above described property upon completion of the improvement to be made on it, certifies that the actual value assigned to that land and improvements upon completion shall be not less than \$_____.

Assessor for the County of _____, Iowa

Date

STATE OF IOWA)
) SS
COUNTY OF _____)

Subscribed and sworn to before me by _____, Assessor for the County of _____, Iowa on this _____ day of _____, 20____.

Notary Public for the State of Iowa

Consistent with Iowa Code §404.3C, a copy of Iowa Code §404.3C is attached, as follows:

1. For revitalization areas established under this chapter on or after the effective date of this division of this Act and for first-year exemption applications for property located in a revitalization area in existence on the effective date of this division of this Act filed on or after the effective date of this division of this Act, commercial property shall not receive a tax exemption under this chapter unless the city or county, as applicable, and the owner of the qualified real estate enter into a written assessment agreement specifying a minimum actual value until a specified termination date for the duration of the exemption period.

2. a. The assessment agreement shall be presented to the appropriate assessor. The assessor shall review the plans and specifications for the improvements to be made to the property and if the minimum actual value contained in the assessment agreement appears to be reasonable, the assessor shall execute the following certification upon the agreement:

The undersigned assessor, being legally responsible for the assessment of the above described property upon completion of the improvements to be made on it, certifies that the actual value assigned to that land and improvements upon completion shall not be less than\$

b. The assessment agreement with the certification of the assessor and a copy of this subsection shall be filed in the office of the county recorder of the county where the property is located. Upon completion of the improvements, the assessor shall value the property as required by law, except that the actual value shall not be less than the minimum actual value contained in the assessment agreement. This subsection does not prohibit the assessor from assigning a higher actual value to the property or prohibit the owner from seeking administrative or legal remedies to reduce the actual value assigned except that the actual value shall not be reduced below the minimum actual value contained in the assessment agreement. An assessor, county auditor, board of review, director of revenue, or court of this state shall not reduce or order the reduction of the actual value below the minimum actual value in the agreement during the term of the agreement regardless of the actual value which may result from the incomplete construction of improvements, destruction or diminution by any cause, insured or uninsured, except in the case of acquisition or reacquisition of the property by a public entity. Recording of an assessment agreement complying with this subsection constitutes notice of the assessment agreement to a subsequent purchaser or encumbrancer of the land or any part of it, whether voluntary or involuntary, and is binding upon a subsequent purchaser or encumbrancer.

02302142\13663-095

CERTIFICATE

STATE OF IOWA)
) SS
COUNTY OF WARREN)

I, the undersigned City Clerk of the City of Carlisle, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the records of the City showing proceedings of the Council, and the same is a true and complete copy of the action taken by the Council with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and tentative agenda, a copy of which was timely served on each member of the Council and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Council pursuant to the local rules of the Council and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective city offices as indicated therein, that no Council vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the City or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of the Council hereto affixed this _____ day of _____, 2024.

City Clerk, City of Carlisle, State of Iowa

(SEAL)

CHAPTER 124 MOBILE FOOD UNITS

| | |
|------------------------------|------------------------------|
| 124.01 Purpose | 124.05 Locational Standards |
| 124.02 Definitions | 124.06 License Requirements |
| 124.03 Exemptions | 124.07 Revocation of License |
| 124.04 Operational Standards | 124.08 Violation; Penalty |

124.01 PURPOSE.

The purpose of this chapter is to regulate the activities of mobile food units within the corporate limits of the City by requiring registration and licensing to engage in any such activities, and providing for the enforcement of and penalties for violation of this chapter.

124.02 DEFINITIONS.

For use in this chapter, the following terms are defined:

1. “License” means formal written permission issued by the City Clerk, pursuant to this chapter, to any person to sell or offer food and/or beverages for sale in a mobile foot unit or vending cart.
2. “Mobile food vendor” means a person engaged in the business of selling food and/or beverages from a mobile food unit or vending cart, and not exempted by the provisions of Chapter 124.03. A stationary mobile food vendor engages in sales in one location while a non-stationary mobile food vendor is mobile and only stops, stands or parks when engaging in sales.
3. “Mobile food unit” means motorized, a self-propelled food establishment or a trailer or vehicle towed by a motorized vehicle, that is readily movable, and which typically operates at one or more remote locations and returns to a base of operation or commissary at the end of its daily business, or upon completion of a route.
4. “Vending cart” means a non-motorized food establishment limited to serving prepared foods. Vending carts may be towed by a vehicle, but are generally capable of being moved by human power.
5. “City-Sponsored” means a single event approved by the City with significant input of time or resources put in by departments of the City. Examples of these types of events may include but are not limited to the July 4th Activities.

124.03 EXEMPTIONS.

Generally. This chapter shall not apply to any of the following:

1. Transient merchants defined and regulated in Chapter 122 of this Code of Ordinances.
2. Miscellaneous stands operated by minors for lemonade or similar sales, typically for only a day or weekend.
3. In conjunction with a city-sponsored permitted special event. The location of any mobile food unit or vending cart shall be described and/or depicted in the application and approved with the special event permit.
4. In conjunction with a permitted agricultural experience use [such as a farmer's market](#).
5. Businesses that have a permanent structure within the corporate limits of the City of Carlisle with a commercial or industrial zoning designation will still be required to obtain a permit to operate a food truck business but will be exempt from paying any permit fees.
6. [Concession stands associated with sports or recreational venues that have been approved as part of a site plan or permitted conditional use permit for the venue.](#)

124.04 OPERATIONAL STANDARDS.

1. Applicable to all mobile food vendors.

A. Mobile food units and vendor carts must be entirely self-contained. No outside source of utilities (either public or private) is permitted.

B. The exterior and interior of the mobile food unit or vending cart must be maintained in a clean and sanitary manner. Mobile food vendors must provide adequate trash and/or recycling receptacles for customer use and must remove said receptacles when leaving the site. At the close of its daily business the mobile food vendor must remove all garbage from the area and properly dispose of it away from the site of its operation; the garbage shall not simply be placed in nearby public garbage receptacles provided for use to the general public at large.

C. Mobile food units, vendor carts and associated appurtenances must maintain ADA accessible routes for pedestrians and not impede the free flow vehicular traffic.

D. Mobile food units and vending carts containing cooking facilities and/or are equipped with appliances that produce smoke or grease-laden vapors shall be separated from the entrances and other exits of buildings or structures, combustible materials, vehicles, and other cooking operations by a clear space distance of 10 feet.

E. The permitted hours of operation are from 7:00 AM to 9:00PM daily.

F. The sale of alcoholic beverages is prohibited.

G. Signs attached to the mobile foot unit and vending cart are permitted.

H. No mobile food vendor shall operate in a manner that violates Chapter 56 of the City code concerning noise unless authorized under a special events permit.

2. Stationary mobile food vendors.

A. No mobile food unit or pushcart shall be left at its operating location at the end of its business day and shall be removed to its base business operation location. A mobile food unit or vendor cart shall conduct operations at one location a maximum of three consecutive days per week.

B. Mobile food vendors must provide adequate trash and recycling receptacles for customer use and must remove said receptacles when leaving the site. At the close of its daily business the mobile food vendor must remove all garbage from the area and properly dispose of it away from the site of its operation; the garbage shall not simply be placed in nearby public garbage receptacles provided for use to the general public at large.

C. In addition to signs attached mobile food unit and/or vending cart, one temporary A-frame sign a maximum of six square feet in area per side and four feet in height is permitted.

D. A mobile food vendor shall not call out to, cry out, shout out or otherwise communicate or make any noise or use any device to call attention to the unit's or cart's location and operation.

3. Non-stationary mobile food units and vending carts. A mobile food vendor shall not call out to, cry out, shout out to call attention to his or her unit's or cart's location and operation. Mobile food vendors are limited to playing music or jingles when the unit or cart is in motion.

124.05 LOCATIONAL STANDARDS.

1. Private property. Licensed mobile food vendors may operate on non-residential developed property, subject to the conditions of this chapter and with the consent of the property owner. Each mobile food unit or vending cart operating on private property, and any associated appurtenances shall be located on a paved surface, which may include non-accessible off-street parking spaces. The area devoted to the use shall not reduce the off-street parking space available to the public below the minimum number required in accordance city code.
2. No mobile food unit shall be placed on a public or private sidewalk unless approved as part of a City-sponsored special event.
3. No mobile food unit shall be located in a manner that impedes pedestrian movement, access, or impact access to ADA parking stalls or ramps/entrances.

124.06 LICENSE REQUIREMENTS.

1. Any mobile food vendor unit or pushcart, as defined in and not specifically exempted from this chapter, shall first obtain a license as provided in this chapter, prior to engaging in such business, or shall be considered to be in violation of this chapter.

2. A license issued pursuant to this chapter shall be, in all cases, issued for a period not to exceed one year. The license time period is from January 1 to December 31 of each year. Licenses may be obtained at any time during the year but will be valid only through December 31.

3. Each license shall authorize only the activity of the particular licensee to whom the license was issued for the period of the license as set out in this chapter. The license shall not be transferred.

4. The license shall be displayed at all times when operating the mobile food unit.

6. License application.

A. Filing. Application requests shall be filed with the City Clerk's Office. No application request shall be accepted for filing and processing until it is complete with all required attachments and information and payment of the appropriate fees.

B. Each application shall be submitted a minimum of 15 business days prior to the desired operation of mobile food vendor vehicle.

C. Information shall be provided in accordance with the instructions on the application form provided by the City. A license shall not be issued if the application is incomplete.

D. A license issued pursuant to this chapter shall be, in all cases, issued for a period as follows

- a. For one day..... \$50.00
- b. For one week..... \$150.00
- c. For up to six months..... \$300.00
- d. For one year or major part thereof..... \$500.00

E. Prior to issuance of the license, a license surety bond shall be provided in the amount of \$10,000.00, conditioned that the applicant shall comply fully with all ordinances of the City and laws of Iowa regulating mobile food units. Action on such bond may be brought by the City.

F. If the City determines the application conforms with this section, the license shall be issued. If the application is denied, the applicant may appeal that decision to the City Administrator. Such appeal shall be taken by filing with the City Administrator a written statement setting forth fully the grounds for the appeal. The Administrator shall set a time and place for a hearing on such appeal and notice of such hearing shall be given to the petitioner therefor. The decisions and order of the Administrator on such appeal shall be final and conclusive.

G. Transferability of Permit. Permits Issued under this article are not transferable between individuals and businesses.

124.07 REVOCATION OF LICENSE.

1. The operation of a mobile food unit is a privilege. A mobile food unit permit may be revoked or terminated at any time by order of the City Administrator, Fire Chief, Police Chief, Public Works Superintendent, or their designees if the Mobile Food Unit is deemed as being a life safety hazard towards pedestrians, vehicles or property, or if the temporary use fails to comply with the terms of the permit or other City Ordinances.
2. For minor violations, initial revocation of license may be for a period up to one calendar year, depending on the severity of the violation. Subsequent violations may be for longer than one calendar year. Staff is authorized to use discretion when determining the length of term. *Examples of minor violations may include:*
 - a. *The operator of a mobile food unit has made fraudulent statements in his/her application for the permit or in the conduct of his/her business.*
 - b. *The City has received and investigated two (2) found complaints during a 12 month period related to the manner in which the operator of a mobile food unit is conducting business.*
3. For significant violations affecting life safety hazards, licenses may be permanently revoked for a mobile food unit vendor and future licenses for the mobile food unit and the mobile food vendor denied for life safety hazard concerns. *Examples of significant violations may include:*
 - a. *The City has received and investigated three (3) or more found complaints during a 12 month period related to the manner in which the operator of a mobile food unit is conducting business.*
 - a. *The operator of a mobile food unit has violated this chapter or any other chapter of this code or has otherwise conducted his/her business in an unlawful manner.*
 - b. *The operator of a mobile food unit has conducted his/her business in such a manner as to endanger the public health, welfare, safety, order, or morals.*
4. If a license is revoked, the mobile food unit vendor may make a written request for appeal to the City Administrator within 14 calendar days. The City Administrator will then present the information to the City Council for review. The City Council will determine by a simple majority vote whether the revocation will be enforced as presented, the revocation terms will be changed, or the license will be reinstated.
5. *Any permittee who surrenders their permit prior to the date of expiration shall not be entitled to a refund of any portion of the fee.*

124.08 VIOLATION; PENALTY.

Any person violating the provisions of this chapter shall, upon conviction, be subject to the provisions of Chapter 4 of this Code of Ordinances. Nothing as provided for in this chapter shall be construed to abrogate or limit any cause of action which any private citizen may have against any licensee for conduct punishable as provided for in this chapter or otherwise.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF CARLISLE, IOWA
BY ADDING A NEW SECTION ESTABLISHING ROLL-OUT STOP SIGNS

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF CARLISLE, IOWA:

SECTION 1. The Code of Ordinance of the City of Carlisle, Iowa is amended by adding a new Section 61.06, entitled Roll-Out Stop Signs, which is hereby adopted to read as follows:

61.06 Roll-Out Stop Signs

The Chief of Police or his designee is hereby authorized to use roll-out stop sign devises at such places as traffic conditions require, where there is particular danger to pedestrians crossing the street or roadway and at such other places as traffic conditions require. A driver of a motor vehicle shall comply with a roll-out stop sign under the same requirements as a permanent stop sign and shall be subject to the same penalties as established in this code for a permanent stop sign.

SECTION 2. SEVERABILITY CLAUSE. If any section, provision or part of this Ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision or part thereof not adjudicated invalid or unconstitutional.

SECTION 3. WHEN EFFECTIVE. This Ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

PASSED AND APPROVED by the City Council this ____ day of _____ 2024.

Drew Merrifield, MAYOR

ATTEST:

Shalee Crispin, CLERK

RESOLUTION NO. 20240422007

WHEREAS, on the 11th day of March, 2024, Paula K. Sampson and Pamela J. Climpson, Co-Executors of the Betty J. Warren Estate, fee simple owner, petitioned this Council for annexation of the following described real estate, to-wit:

The Northeast Quarter (1/4) of the Northwest Quarter (1/4) and the North Ten (10) acres of the Southeast Quarter (1/4) of the Northwest Quarter (1/4) of Section Nine (9), Township Seventy-seven (77) North, Range Twenty-three (23) West 5th P.M., Iowa, EXCEPT Parcels D, P & V.

AND

The West Forty-six (46) Acres of the East Half (E ½) Southwest Quarter (SW ¼) and the South Twelve (1) Acres of the East Seventeen (17) Acres of the Southeast Quarter (SE ¼) Southwest Quarter (SW ¼) described as beginning 80 rods East of the Southwest Corner of Section 4, thence North 160 rods, thence East 46 rods, thence South 103 rods and 2 feet; thence East 34 rods; thence South 56 rods and 10 feet; thence West 80 rods to place of beginning, and the West Ten (10) acres of the Southwest Quarter (SW ¼) of the Southeast Quarter (SE 1/4) of Section 4, Township 77 North, Range 23, West 5th P.M. Iowa, EXCEPT Parcels P and Y.

WHEREAS, on the 19th day of February, 2024, Danamere Farms, Inc., fee simple owner, petitioned this Council for annexation of the following described real estate, to-wit:

The East 70 acres of the S ½ of the SE ¼ of Section 4 and the N ½ of the NE ¼ of Section 9 lying North and West of roadway, all in Township 77 North, Range 23 West of the 5th P.M., Warren County, Iowa EXCEPT the South 5 acres of the E ½ NW ¼ NE ¼ AND EXCEPT commencing at the Southwest corner of NE ¼ NE ¼ of Section 9, thence North 20 rods, thence East to center of public highway, thence in a Southwest direction along center of said highway to South line of said 40 acre tract, thence West to place of beginning; all in Township 77 North, Range 23 West of the 5th P.M., Warren County, Iowa

AND Parcel "H" of the amended survey of the SW ¼ of the SW ¼ of Section 3, and the SE ¼ of the SE ¼ of Section 4, and the NE ¼ of the NE ¼ of Section 9, all in Township 77 North, Range 23 West of the 5th P.M., Warren County, Iowa, as shown in Irregular Plat Book 19, Page 2 of 77-23 and recorded in Book 2005 Page 903 on January 31, 2005 in the office of the Warren County Recorder.

AND EXCEPT Parcel "Q" of the corrected survey of the SE ¼ of the SE ¼ of Section 4, and the SW ¼ of the SW ¼ of Section 3, all in Township 77 North, Range 23 West of the 5th P.M., Warren County, Iowa, as shown in Irregular Plat Book 18, Page 15 of 77-23 and recorded in Book 2004 Page 10442 on September 15, 2004 in the office of the Warren County Recorder

Be and it is hereby annexed to and made a part of the City of Carlisle, Iowa.

In regards to the property owned by Danamere Farms, Inc., the owner is hereby granted permission to continue its open burn on the property to clean out and sustain the vegetation located thereon with the requirement that the owner obtain the appropriate permit from the City/Fire Department. The owner is also granted the right to allow the immediate family of David Johnson to continue to hunt on the following parcels only:

South of the pond on parcel #01000040860 and all of parcel #01000090223

PASSED AND APPROVED this 22nd day of April, 2024.

Drew Merrifield, MAYOR

ATTEST:

Shalee Crispen, CITY CLERK



Business of the City Council
Agenda Statement

For the meeting of: Click or tap to enter a date.

Item Title: Tire Purchase For Brush Truck 466

Contact Person: Cory Glover

SUMMARY EXPLANATION & HISTORY:

Brush 466 will need tires that are aggressive. This truck will now be going off road into fields and woodland area. Prior to this the truck was used as the Chief vehicle and has normal highway tires on it. Since the current tires are only two years old and have 5,000 miles on them. We will keep the tires off of this truck in hopes that one of the other departments can use them.

FUNDING:

I would like to use money from our fire Vehicle Maintenance fund to pay the \$1,163.46

PROFESSIONAL REVIEW/OPINION (IF REQUIRED):

It is my recommendation to purchase the need tires to help keep the truck from getting stuck and cause us to have to tow the truck out.

ALTERNATIVES:

1. Approve the item.
2. Deny the request.
3. Staff should conduct further research.
4. No action at this time.

RECOMMENDATION:

ATTACHMENTS:

SAUTER AUTOMOTIVE LLC.

201 S GARFIELD STREET

CARLISLE, IA 50047

515-989-0089

THANK YOU FOR YOUR BUSINESS!

4/9/2024 12:50:08 PM

Estimate #17234

Page:1

FIRE DEPARTMENT,

Phone: 515-401-0374

Vehicle : 2021 Ram 2500HD 6.4 L 392 CID V8 Hemi

VIN : 3C6UR5CJ6MG581523

Tag/State : /IA

Fleet #/Driver:

Created : 4/9/2024 11:54:17 AM

Parts

| Qty | Code | Description | Condition | Unit Price | Price |
|-----|------|-------------------|-----------|------------|------------|
| 4 | | NEXEN ROADIAN MTX | | \$278.34 | \$1,113.36 |

Parts \$1,113.36

Shop Supplies \$50.10

Estimate \$1,163.46

I hereby authorize the repair work herein set forth to be done along with the necessary material and agree that you are not responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft or any other cause beyond your control. I hereby grant you and/or your employees permission to operate the vehicle herein described on streets, highways or elsewhere for the purpose of testing and/or inspection. An express garagekeeper's lien is hereby acknowledged on above vehicle to secure the amount or repairs thereto. All Vehicles left over 48 hrs. after repairs are completed WILL INCUR A \$15.00 PER DAY STORAGE FEE. 12 Month or 12,000 Mile Warranty On Repairs. ALL WHEELS SHOULD BE RE TORQUED AFTER 25 MILES.

Customer Signature _____



Load Durability and Towing Stability in One Place!

-1% \$131.97 \$132.97



Automotive › Tires & Wheels › Tires › Light Truck & SUV › All-Terrain & Mud-Terrain

Sponsored



Roll over image to zoom in



NEXEN Roadian MTX All-Terrain Radial Tire - LT275/65R18 120Q

Visit the NEXEN Store

1.0 ★★★★★ 2 ratings | Search this page

Price: \$280.58

Don't forget to check out with Pay by Invoice. The purchasing line that lets you buy now and pay later.

| | |
|--------------------------|-----------------|
| Brand | NEXEN |
| Seasons | NON_WINTER |
| Size | LT275/65R18 |
| Section Width | 275 Millimeters |
| Load Capacity | 3415 Pounds |
| Tread Depth | 19 32nds |
| Tread Type | Symmetrical |
| See more | |

Rim Size
18 Inches

Load Index
120.0

Tire Aspect Ratio
65.0

Speed Rating
Q

\$280.58

FREE delivery April 24 - 29. Order within 1 hr 1 min. Details

Deliver to City - Carlisle 50047

In Stock

Qty: 4

Buying in bulk?

Add to Cart

Qty per pack: 1 Count
Total qty: 4 Count

\$1,122.32

Secure transaction

Ships from and sold by 4Wheel Online.

Return policy: Eligible for Return, Refund or Replacement within 30 days of receipt

Add to List



Business of the City Council
Agenda Statement

For the meeting of: 04/22/2024

Item Title: Sewer Forgiveness for VFW

Contact Person: Deven Markley

SUMMARY EXPLANATION & HISTORY:

The VFW experienced a high utility bill for several months. They were on the autodraft list so the amount slipped through the cracks without anybody noticing. Recently, staff noticed the issue and brought it to the VFW's attention. After talking with Tony about possible problems, they promptly investigated. A leak in the crawl space was found. The water had not been going down the sewer. This was verified by Tony.

Our internal policy allows for sewer to be forgiven if it is found that the water did not go down the drain. With the total bill being over \$750, the amount needs to come to Council for approval. The VFW has paid their most recent bill. In speaking with Gabby, any forgiveness approved would be processed as a credit to their bill.

FUNDING:

No impact to the budget. In Gabby's calculation, sewer to be forgiven totaled \$936.40.

PROFESSIONAL REVIEW/OPINION (IF REQUIRED):

ALTERNATIVES:

1. Approve the item.
2. Deny the request.
3. Staff should conduct further research.
4. No action at this time.

RECOMMENDATION:

Staff recommends approval of the forgiveness in the form of a credit.

ATTACHMENTS:

Utility Forgiveness Policy

City of Carlisle

Section: Public Works
Title: Utility Bill Adjustments
Effective Date: 11 July 2016
(Revisions) 12 November 2018

Policy Number:

1. Purpose

The purpose of the policy is to establish the guidelines City officials shall utilize when an adjustment to a utility bill is being requested.

2. Utility Bill Adjustments

- A. A utility bill adjustment request due to a water leak may be made if substantial proof that water from the leak did not go into the sanitary sewer system.
- B. The following findings must be made to constitute evidence substantial enough to justify a utility bill adjustment:
 - i. Water was metered
 - ii. Municipal employee(s) verify evidence that water did not directly enter into the sewer system
 - iii. Metered water that did not enter into the sewer system was due to extraordinary circumstances beyond the utility account holder's control
- C. For billed water and sewer charges totaling under \$750.00
 - i. If the aforementioned criteria are met and substantial evidence is provided and documented, the City Administrator will issue a finding and may provide a credit to the sewer customer to reduce the sewer charges for the month of the leak to the average sewer charge for the past twelve (12) months.
 - ii. If the City Administrator makes the finding that the aforementioned criteria have not been met or insubstantial evidence has been provided, the utility account holder may appeal the finding in writing to the City Council. The written appeal should address the original evidence, the City Administrator's findings, and provide evidence as to factual errors in the findings. It is recommended that appellants attend the City Council Meeting that their appeal is being heard on the agenda.
- D. For billed water and sewer charges totaling over \$750.01
 - i. The utility account holder will work with the City Administrator and other city staff to provide substantial evidence for the aforementioned criteria. The City Administrator will develop a finding on the case including

recommendation as to how staff believes Council should proceed. The City Administrator will then present the findings and recommendations to the City Council at the earliest possible Regular Council Meeting. It is recommended that the utility account holder attend the City Council Meeting that their case is being heard on the agenda.

- E. Any and all credits will be issued to the customer's utility account and not as a cash credit unless approved by the City Council.

Account Number - 01-010000-00 V F W POST #2099 Service Address: 34 SCHOOL ST

Service: 200 02 WA COMM Meter: 70938745

| Month | Date | Read | | Total | Demand | | Reading | | Occupant |
|----------------------|------------|----------|---------|-------------|-----------------|-------------|---------|-----------|----------|
| | | Previous | Current | Consumption | Read | Consumption | Flag | Source | |
| Year : 2024 Total 3 | | | | | | | | | |
| Mar | 03/18/2024 | 5855 | 5911 | 5600 | | | Regular | Hand Held | 00 |
| Feb | 02/18/2024 | 5546 | 5855 | 30900 | 28,192 | | Regular | Hand Held | 00 |
| Jan | 01/18/2024 | 5255 | 5546 | 29100 | 24,392 | | Regular | Hand Held | 00 |
| Year : 2023 Total 12 | | | | | | | | | |
| Dec | 12/18/2023 | 4971 | 5255 | 28400 | 25,692 | | Regular | Hand Held | 00 |
| Nov | 11/18/2023 | 4734 | 4971 | 23700 | 20,992 | | Regular | Hand Held | 00 |
| Oct | 10/18/2023 | 4533 | 4734 | 20100 | 17,392 | | Regular | Hand Held | 00 |
| Sep | 09/18/2023 | 4354 | 4533 | 17900 | 15,192 | | Regular | Hand Held | 00 |
| Aug | 08/18/2023 | 4223 | 4354 | 13100 | 10,392 | | Regular | Hand Held | 00 |
| Jul | 07/18/2023 | 4119 | 4223 | 10400 | 7,692 | | Regular | Hand Held | 00 |
| Jun | 06/18/2023 | 4048 | 4119 | 7100 | 4,392 | | Regular | Hand Held | 00 |
| May | 05/18/2023 | 4026 | 4048 | 2200 | total - 156,328 | | Regular | Hand Held | 00 |
| Apr | 04/18/2023 | 4005 | 4026 | 2100 | | | Regular | Hand Held | 00 |
| Mar | 03/18/2023 | 3985 | 4005 | 2000 | | | Regular | Hand Held | 00 |
| Feb | 02/18/2023 | 3965 | 3985 | 2000 | | | Regular | Hand Held | 00 |
| Jan | 01/18/2023 | 3943 | 3965 | 2200 | | | Regular | Hand Held | 00 |
| Year : 2022 Total 9 | | | | | | | | | |
| Dec | 12/18/2022 | 3915 | 3943 | 2800 | | | Regular | Hand Held | 00 |
| Nov | 11/18/2022 | 3893 | 3915 | 2200 | | | Regular | Hand Held | 00 |
| Oct | 10/18/2022 | 3873 | 3893 | 2000 | | | Regular | Hand Held | 00 |
| Sep | 09/18/2022 | 3852 | 3873 | 2100 | | | Regular | Hand Held | 00 |
| Aug | 08/18/2022 | 3831 | 3852 | 2100 | | | Regular | Hand Held | 00 |
| Jul | 07/18/2022 | 3741 | 3831 | 9000 | | | Regular | Hand Held | 00 |
| Jun | 06/18/2022 | 3723 | 3741 | 1800 | | | Regular | Hand Held | 00 |
| May | 05/18/2022 | 3586 | 3723 | 13700 | | | Regular | Hand Held | 00 |
| Apr | 04/18/2022 | 3393 | 3586 | 19300 | | | Regular | Hand Held | 00 |
| | | | | Avg 10492 | | | | | |

Avg. Consumption - Pre-leak: 2,708 gallons/mo
 June 2022 - May 2023 - total - 32,500 gallons / 12 mo = 2,708 gallons

156,328 gallon difference/excess - June 2023 - February 2024
 156,328 x 5.99 - \$936,400 -



City of Carlisle Planning & Zoning Commission

2024 Meeting & Submittal Schedule (with applicable Council Dates)

P&Z Commission Meetings begin at 7:00 p.m.
in the Council Chambers, Carlisle City Hall, 100 N. 1st St.

| Month | Submission Date (5:00 p.m.) | P&Z Packet Target | P&Z Meeting | Council Date No Public Hearing | Council Date Public Hearing (rezonings) |
|-----------|-----------------------------|-------------------|-------------|--------------------------------|---|
| January | 12/25/2023 | 01/11/2024 | 01/15/2024 | 01/22/2024 | 02/12/2024 |
| February | 01/29/2024 | 02/15/2024 | 02/19/2024 | 02/26/2024 | 03/11/2024 |
| March | 02/26/2024 | 03/14/2024 | 03/18/2024 | 03/25/2024 | 04/08/2024 |
| April | 03/25/2024 | 04/11/2024 | 04/15/2024 | 04/22/2024 | 05/13/2024 |
| May | 04/29/2024 | 05/16/2024 | 05/20/2024 | 05/27/2024 | 06/10/2024 |
| June | 05/27/2024 | 06/13/2024 | 06/17/2024 | 06/24/2024 | 07/08/2024 |
| July | 06/24/2024 | 07/11/2024 | 07/15/2024 | 07/22/2024 | 08/12/2024 |
| August | 07/29/2024 | 08/15/2024 | 08/19/2024 | 08/26/2024 | 09/09/2024 |
| September | 08/26/2024 | 09/12/2024 | 09/16/2024 | 09/23/2024 | 10/14/2024 |
| October | 09/30/2024 | 10/17/2024 | 10/21/2024 | 10/28/2024 | 11/11/2024 |
| November | 10/28/2024 | 11/14/2024 | 11/18/2024 | 11/25/2024 | 12/09/2024 |
| December | 11/25/2024 | 12/12/2024 | 12/16/2024 | 12/27/2023 | 01/13/2025 |

* Meeting dates are subject to change at the discretion of the Planning & Zoning Commission and the City Council, respectively

* City staff creates the agenda and is given discretion to forego including submissions for review on the agenda after consulting with the submitting party and the P&Z Chairperson or the Mayor, respectively.

* Failure to meet any of the above deadlines with the proper submittal materials may cause the project to be delayed until the next scheduled P&Z or Council meeting. The submission schedule may be adjusted to accommodate late submission of an application if circumstances exist that are beyond the control of the applicant, as determined by city staff.

April 22, 2024

Special Notes:

Meetings Attended: PFM Rates & Bonding Mtg – 4/9, Electric Core Values Mtg – 4/11, Property Tax Podcast Mtg – 4/11, Warren Co. Managers Mtg – 4/11, Special Council Mtg – 4/11, Warren Co. Leadership Bus Tour – 4/13, Setoff Program Mtg – 4/15, P&Z Mtg – 4/15, Amendment Mtg – 4/16, Dept. Head Mtg – 4/16, School Sup. Mtg – 4/16, MEAN Membership Mtg – 4/17, Treasurer's Report Mtg 4/17, Amendment Mtg – 4/17, Software Mtg w/ Beck – 4/18, Electric Lunch – 4/19

Board Needs

I reviewed the current list of boards except for the Cemetery Board. We need to fill the following positions:

- Planning & Zoning – 1 city seat
- Board of Adjustment – 2 county seats; Drew is coordinating with Warren County
- Parks Board – 7 city seats; Mason is talking with 2 potential people
- Library Board – none needed



Carlisle Boards

All boards require the mayor to appoint and those names to be confirmed by the Council. We have an online application we would like potential members to fill out. That can be found at the QR code.

Roles & Responsibilities Handouts

A few years ago, we had a goal setting session led by Elizabeth Hanson. During that process, she provided the attached handouts about the roles and responsibilities of the different levels of the City as an organization. I don't believe many of you have seen that information yet so I thought I would provide it as another resource to use moving forward.

Project Updates

I have been working off of four main lists to get things accomplished: our master calendar of items, the 2024 Priority List you approved in February, the ARPA Project List, and the list of Comprehensive Plan takeaways.

- **Master Calendar** – we create a master calendar of ongoing items like utility billing, payroll, etc. and large required projects that need done throughout the year. These include things like the Budget, end of fiscal year items, ME-1 report, consumer confidence report, utility rate review, Urban Renewal Report, Audit, and insurance renewals. Most of these are required projects with specific due dates. Many involve multiple departments coordinating efforts. The calendar is a mixture of an outlook calendar, the Clerk's Calendar put out by the League, and staff experience.
- **2024 Priority List** – List of 18 items discussed at Council to try to accomplish in 2024.
- **ARPA Project List** – We have a list of items that the city's ARPA funds are planned for in addition to the Gateway Watermain Extension that the County's ARPA funds are going to be used for.

- **Comprehensive Plan Takeaways** – The Comp Plan provided a list of 77 items broken down into guiding principles or action items. That document has a “20 year” timeframe but acts as a main guiding document for staff. Many of the items are general principles and not necessarily to-do’s but remaining aware of the document is important.

There is a little overlap between the documents. Attached is an update on the 2024 Priority List.

Looking at My Calendar...

| Event | Date | Time | Location |
|-------------------------------------|-------------|-------------|-----------------|
| City Hall Weekly Mtg | 4/22 | 8:30 a.m. | City Hall |
| Council Wrap-up Mtg | 4/23 | 9:00 a.m. | City Hall |
| Dept. Head Mtg | 4/23 | 10:00 a.m. | City Hall |
| Warren County Leadership Graduation | 4/24 | 6:00 p.m. | Indianola |
| Vacation | 4/26 | - | - |
| City Hall Weekly Mtg | 4/29 | 8:30 a.m. | City Hall |
| Council Wrap-up Mtg | 4/30 | 9:00 a.m. | City Hall |
| Dept. Head Mtg | 4/30 | 10:00 a.m. | City Hall |

**MOST SIGNIFICANT
ROLES AND RESPONSIBILITIES
OF THE CITY COUNCIL**

1. To provide leadership, direction, and long-range planning for the city. The Council has great power when in session as a group; as an individual no power; limitations on walking quorums
2. To set the “tone” and establish the community vision
3. To determine policy as policy leaders for the city
4. To hire and monitor the performance of the City Administrator/Manager (to manage city operations)
5. To represent the collective best interests of the city and the citizens of the city
6. To help create, maintain, and strengthen the effectiveness of the local leadership team
7. To establish and approve city policies, procedures, plans, programs
8. To review and approve a comprehensive annual budget and capital improvement plan
9. To adopt legislation by Ordinances, Resolutions, and motions
10. To make appointments

**MOST SIGNIFICANT
ROLES AND RESPONSIBILITIES
OF INDIVIDUAL COUNCIL MEMBERS**

1. To represent the citizens and be accessible to them. Listen but not always respond until all the facts are known
2. To make a leadership and policy decisions for the greater good of the city
3. To be prepared for, and participate in, council meetings
4. To act professionally and listen respectfully to other council members, staff and citizens
5. To share information and communicate openly with the City Administrator/Manager and other council members
6. To communicate with citizens about vision, priorities, programs, services and community challenges
7. To relay citizen's concerns and requests and coordinate responses with staff
8. After decision is made:
 - a. To support as a team
 - b. To end disagreements
 - c. To allow staff to follow through with that action
 - d. In cases of litigation or crisis, to speak with one voice
9. To represent local government and the community while working with other governments - federal, state, school district, regionally and locally

**MOST SIGNIFICANT
ROLES AND RESPONSIBILITIES OF
THE MAYOR**

1. To preside each council meeting, which includes knowledge and understanding of parliamentary procedures, and seek a consensus toward desired outcomes
2. To facilitate discussions on agenda items and help create, maintain, and strengthen the effectiveness of the local leadership team and resolve conflict among council members
3. To make advisory committee appointments
4. To sign the city's legal documents
5. To encourage good communication with the city staff, citizens, media, and members of other local governments
6. To encourage and support the community during a crisis
7. To represent the city at public functions; serving as Spokesperson and an Ambassador of the Community; attending ribbon cuttings, ground breakings, etc....
8. To make appointments subject to council approval of city boards and certain city staff

**MOST SIGNIFICANT
ROLES AND RESPONSIBILITIES
OF THE CITY ADMINISTRATOR**

1. To prepare and provide information for the council, make policy recommendations based on the information, and implement adopted policies
2. To be a liaison between Council, staff, citizens, businesses, developers, builders, engineers and other governmental agencies
3. To provide leadership and foster a positive work environment for the city's employees
4. To develop and administer the city's annual budget
5. To recommend the appointment and terminate (when necessary) of city employees
6. To supervise, oversee and administer the daily operations of all city services
7. To carry out the policies adopted by City Council and is directly responsible to the Mayor and City Council
8. To oversee enforcement of city ordinances, resolutions, motions
9. To adhere to all federal, state and local rules and regulations for financial management, purchasing, public meetings, public records, and ethical conduct
10. To assist in the preparation and implementation of the annual operating budget and capital improvement plan
11. To develop long-range operating plans with guidance from City Council
12. To oversee local economic development, including negotiation of development and revenue deals
13. To serve as mediator and resolver, negotiator, timer, educator, evaluator and cutter

**MOST SIGNIFICANT
ROLES AND RESPONSIBILITIES OF
DEPARTMENT DIRECTORS**

1. To provide leadership and goals for their departments
2. To manage the day-to-day operations of their departments
3. To prepare and administer the department's annual budget
4. To communicate and cooperate with other entities in the city
5. To keep the City Administrator/Manager and department staff informed
6. To provide training and development opportunities for department employees
7. To recommend new hires to the City Administrator/Manager
8. To analyze issues, evaluate services, and develop professional recommendations as experts
9. To serve as researchers, planners, preparers, cutters, shock absorbers

**MOST SIGNIFICANT
ROLES AND RESPONSIBILITIES
OF ALL CITY EMPLOYEES AND CITY OFFICIALS**

1. To act professionally and in accordance with defined roles
2. To have a positive attitude towards their job and when dealing with the public
3. To be team players; to mutually respect and trust the team and value differences
4. To be fiscally responsible
5. To be a positive representatives and ambassador of the city

6. To have a strong work ethic
7. To be receptive to, and participate in, training and development opportunities
8. To be innovative problem solvers
9. To understand the relationship between the Mayor, Council, Administration and Staff
10. To encourage Civility
11. To de-personalize issues or conflict
12. To be flexible and see the other side of the issue

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| <p style="text-align: center;">MOST SIGNIFICANT ROLES AND RESPONSIBILITIES OF THE CITIZENS</p> |
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1. To vote in city elections
2. To provide fiscal support for city services and operations; I. E., to pay their taxes
3. To keep informed on issues that affect the city and to communicate their concerns to the city's elected officials and staff
4. To be involved in community affairs
5. To be positive contributors to the community

| Priority | 2 Words | Description | Status | 4/22/2024 Update |
|-----------------------------|----------------------|---|-----------|--|
| Communication | Media content | Promotion and better utilization of city website, department Facebook pages, and mass notification system | Ongoing | Minutes added, boards application, employee application, news section usage. |
| | Citizen survey | Citizen survey to assess needs and wants within the community | Hold | Initial conversation with Hometown Pride about assisting us with creating and dispersing. |
| | Infrastructure plans | Long-term infrastructure plans | Unstarted | Streets Plan, Parks Plan, Rate Conversations need completed prior. |
| | Streets plans | Annual communication on streets maintenance and repairs | Ongoing | Tony has developed initial list, will present at Council meeting, leads into CIP planning. |
| Services | Ordinance review | Ordinance review and recodification | Hold | Shalee is coordinating getting Iowa Codification 2021-2024 ordinances to give us better starting point, will coordinate meeting with them on initial steps. |
| | Accounting software | Robust accounting software to streamline internal processes | Hold | Discussed questions with Krista, Auditor, and other cities, need to decide timing and path to take. |
| | Customer portal | Online customer service portal for utilities | Unstarted | Goes with accounting software. |
| | Stormwater study | Completion of Stormwater Feasibility Study | Ongoing | Strand is working through calculations, obtaining database information, prioritized below Gateway Watermain Project. |
| | Rec programs | Review of Recreation Programming Offerings | Hold | Mason has been collecting data on programming. Parks Board can assess in early fall. |
| Continued Planning | CIP | Comprehensive Capital Improvement Plan (CIP) incorporating all departments | Unstarted | Streets Plan, Parks Plan, Rate Conversations need completed prior. |
| | Well study | Completion of well siting study | Ongoing | Finishing up agreement, expect to see in May. |
| | Downtown project | Scheduling School Street Phase 3 - Downtown | Hold | Strand has concept drawing and cost estimate complete. PFM is working on bond schedule. |
| | Parks plan | Parks & Trails System Planning including expansion of opportunities and priorities | Ongoing | Mason has draft plan, working on survey and how to disburse. Will be presented at upcoming meeting. |
| Infrastructure Improvements | Library vote | Library referendum on approval | Ongoing | Updated number received. Working on setting up stakeholder meeting to kick off in next 2 weeks. |
| | Sidewalk program | Sidewalk Program expansion - initial focus on Safe Routes To School | Unstarted | Tony and I have discussed internal plan, old plan needs reviewed and changes discussed. |
| | Gateway water | Water line looping at Gateway Drive - Warren County ARPA Funds Project | Ongoing | WCEDC reached out to Todd Isley about easement. Todd does not want to provide one. Strand is moving forward with alternate route within DOT right-of-way. Scheduling survey. |
| | Bluestem water | Bluestem Feeder Water Main | Unstarted | |
| | Sewer Improvements | Sewer System Improvements | Unstarted | |