

REGULAR CITY COUNCIL MEETING AGENDA Monday, April 8, 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

Chamber of Commerce Update – Linda Freese

Municipal Energy Agency of Nebraska (MEAN) Update – Todd Kielkopf

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 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)
- Approval of Tax Abatement Application for 730 Linden St. Carlisle, IA 50047
- Approval of Tax Abatement Application for 500 Commons Dr. Carlisle, IA 50047
- Approval of Tax Abatement Application for 1020 Commons Ct. Carlisle, IA 50047
- Approval of Tax Abatement 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



Discussion and Possible Action On Carlisle Area Historical Society Request For Financial Support

Discussion and Possible Action On RESOLUTION 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

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

Possible Action on Waiving Second and Third Reading

Discussion and Possible Action Of Disposal of Fire Department Attack Truck By Transfer to Water/Sewer Department

Discussion and Possible Action on Adding a Van Accessible Parking Spot at South Park

Public Hearing FY2025 Budget

Discussion and Possible Action on Approving Budget for FY25 Budget

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?

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 **

Memo

Date: April 8, 2024

To: Carlisle Mayor and City Council

From: Todd Kielkopf Re: MEAN update

Background Information:

- The Carlisle Municipal Electric Utility contracts to its purchase wholesale electricity, which is then re-sold to its retail customers at lower voltages, from the Municipal Energy Agency of Nebraska (MEAN). This 4-state, 65+ member consortium collectively purchases fractional ownership in generating resources, primarily financed by long-term bonds secured by the annual retail revenues of its community members.
- By being a resource-owning member of a joint action agency, Carlisle's utility's
 electricity is produced using multiple fuel sources (coal, natural gas, hydro, wind etc.)
 located at multiple electric plants. This provides more long-term cost stability than
 purchasing at hourly market prices or at a single source.
- MEAN is a chartered Nebraska municipal corporation, subject to Nebraska laws and federal regulations. In-person meetings are held in Kearney and Lincoln, Nebraska with some committee meetings having virtual options.
- Carlisle has an independent vote on the MEAN Board of Directors at each quarterly meeting, and a voice to influence matters pertaining to power supply, finance, rates, and risk management.
- Annual wholesale cost and rate components include-
 - Pro-rata share of annual debt service and capacity from generating sources
 - Market purchases of hourly energy, net of sales from generation sources
 - Fuel input and other production costs from generating sources compared to net energy sales
 - Pro-rata share of capital projects at generation sources
 - Pro-rata costs to transmit energy from generation sources to Carlisle
- Most of these factors that impact wholesale rates are allocated to each member community through policies, formulas, and contracts that are drafted, debated, and evaluated by Board-level committees. Then voted on at board meetings.

- The three main Carlisle MEAN rate components are-
 - Pro-rata recovery of fixed costs
 - Energy cost recovery for hourly energy delivered to Carlisle
 - Pass-thru transmission costs from MidAmerican Energy to Carlisle for energy delivered by MEAN on the MidAmerican transmission system

Current and Next Fiscal Year Status:

- High-level financial overview-
 - \$61 million in cash, required reserves, and rate stabilization reserves
 - \$116 million in energy production capacity
 - o \$124 million of long-term debt to be recovered by future revenues
- Year to date net income is negative, however that loss is within 1% of total year to date revenues.
- There were fall/winter concerns about increased net market purchase costs and a projected loss of 2.9% of revenues, primarily due to higher-than-expected wholesale natural gas rates relative to energy revenues. A mild winter and other favorable cost factors may mitigate that loss.
- \$124 million revenue budgeted for FY 2025 (that starts April 1)-
 - Carlisle's portion to pay is \$1.45 million (55% fixed costs, 45% energy costs). Rose
 4% in total from the current year budget.
 - Energy portion of the cost budget rose 7%, which may or may not materialize due to weather conditions. Stable fixed costs to be recovered through rates.

Alternative Full Requirements Contract:

- Full requirements participants, like Carlisle, signed "life of project" contracts that were primarily drafted in the late 1970's; most of the annual fixed costs are reduced when debt is fully repaid (2042). Some legacy liabilities accrue for decommissioning, to be offset by continued operations after debt repayment.
- A Governance Committee recommended that the board offer a "modernized" alternative contract for communities to consider. Many technical aspects were streamlined and updated for current practices.
- It includes a formal "opt-out" process to determine net financial commitments for communities that choose to find alternate generation sources. This may limit future liabilities for a community, but also strands cash reserves built up and a share of future generating plant earnings.

PAGE: 1

GENERAL FUND	TOWN TAW ENDODGEMENT AGADEMY		
	IOWA LAW ENFORCEMENT ACADEMY	PD MMPI	150.00
	NORRIS AUTOMOTIVE SERVICE INC	PD 105 BRAKES	760.86
		PF 108 OIL CHANGE	94.67
		PD 112 OIL CHANGE	134.42
	LASER RESOURCES LLC	PD MAR PRINTING	76.72
	CYBER SOLUTIONS, LLC	PD MAR SERVICES	4,221.51
	AMAZON CAPITAL SERVICES	AMAZON CAPITAL SERVICES	33.97
		AMAZON CAPITAL SERVICES	38.37
	HAWKEYE POLYGRAPH	PD APPLICANT POLYGRAPH	350.00
	CALL'S INC	PD VENTO BOOTS	135 96
	ONDE 5 INC.	PD PAIMER ROOTS	145 00
		PD VENTO UNIFORM SHIRT	145.00 133.88
		PD KINMONTH PANTS & SHIRTS	295.00
	STANARD & ASSOCIATES INC	PD APPLICANT TESTING	10.00
		TOTAL:	6 , 820.05
GENERAL FUND	CYBER SOLUTIONS, LLC	FIRE TT	1.344.45
0211211112 1 0112	AMAZON CAPITAL SERVICES	FIRE AUTO EJECT REPAIR 461	136.13
	ETC GRAPHICS INC	FIRE NEW BRUSH 466 LETTERI	291.60
		TOTAL:	1,772.18
GENERAL FUND	SAFE BUILDING COMPLIANCE AND TECHNOLOG	MARCH BLDG PERMITS	2,225.97
021121212 10112		TOTAL:	2,225.97
CENEDAT FIIND	ETC CDADHICS INC	DADKS ACHATIC SIGNACE	2,744.00
GENERAL FOND	ETC GRAINICS INC		_
			,
GENERAL FUND	CYBER SOLUTIONS, LLC	MASON & DON LAPTOP	1,552.49
	AMAZON CAPITAL SERVICES	PARKS SUMMER REC WRISTBAND	18.48
	CHECKERED FLAG EMBROIDERY & SCREEN PRI		_
		TOTAL:	1,689.97
GENERAL FUND	AMAZON CAPITAL SERVICES	COMM BLDG SINK REPAIR	39.89
	JEFFRIES CLEANING LLC	COMM BLD CLEANING	375.00
		TOTAL:	414.89
GENERAL FUND	FOX STRAND	GEN ON CALL ENG	832.00
		NPDES	1,443.75
		TOTAL:	2,275.75
GENERAL FUND	AHLERS & COONEY PC	CH GENERAL SERVICES	258.00
ODIVERULE TOND	IMBERO & GOORET TO		68.00
		TOTAL:	326.00
ODNEDAT DINE	LADDUG WINDOW GEDVILGE TWO	ON MINDOMO	60.00
GENERAL FUND	LARRYS WINDOW SERVICE INC		60.00 45.00
	CVDED COLUMNOMS IIC		3,435.39
	CIBER SOLUTIONS, LLC		762.00
	AMAZON CAPITAL SERVICES		48.83
			275.00
	02.0.102 1.00.122.00 1.00001.1120.0	TOTAL:	4,626.22
ROAD HSE TAY	GRIMES ASPHALT & PAVING CORP	ST PATCH	447.00
TOTAL OOD TIM			613.10
	GENERAL FUND GENERAL FUND GENERAL FUND GENERAL FUND	LASER RESOURCES LLC CYBER SOLUTIONS, LLC AMAZON CAPITAL SERVICES HAWKEYE POLYGRAPH BOB'S CUSTOM TROPHIES GALL'S INC. STANARD & ASSOCIATES INC GENERAL FUND CYBER SOLUTIONS, LLC AMAZON CAPITAL SERVICES ETC GRAPHICS INC GENERAL FUND SAFE BUILDING COMPLIANCE AND TECHNOLOG GENERAL FUND CYBER SOLUTIONS, LLC AMAZON CAPITAL SERVICES CHECKERED FLAG EMBROIDERY & SCREEN PRI GENERAL FUND AMAZON CAPITAL SERVICES JEFFRIES CLEANING LLC GENERAL FUND AMAZON CAPITAL SERVICES JEFFRIES CLEANING LLC GENERAL FUND AHLERS & COONEY PC GENERAL FUND LARRYS WINDOW SERVICE INC CYBER SOLUTIONS, LLC AMAZON CAPITAL SERVICES SERVICE PROVIDERS ASSOCIATION	GENERAL FUND CYBER SOLUTIONS, LLC AMAZON CAPITAL SERVICES ETC GRAPHICS INC GENERAL FUND SAFE BUILDING COMPLIANCE AND TECHNOLOG GENERAL FUND ETC GRAPHICS INC FIRE AUTO EJECT REPAIR 461 FIRE AUTO EJECT REPAIR 461 FIRE NEW BRUSH 466 LETTERI TOTAL: TOTAL: GENERAL FUND ETC GRAPHICS INC FARKS AQUATIC SIGNAGE TOTAL: GENERAL FUND CYBER SOLUTIONS, LLC AMAZON CAPITAL SERVICES CHECKERED FLAG EMBROIDERY & SCREEN PRI GENERAL FUND AMAZON CAPITAL SERVICES CHECKERED FLAG EMBROIDERY & SCREEN PRI GENERAL FUND AMAZON CAPITAL SERVICES JEFFRIES CLEANING LLC COMM BLD CLEANING TOTAL: GENERAL FUND FOX STRAND GEN ON CALL ENG NPDES TOTAL: GENERAL FUND AHLERS & COONEY FC CH GENERAL SERVICES CH URBAN REVIT UPDATE TOTAL: GENERAL FUND LARRYS WINDOW SERVICE INC CH WINDOWS CH FOLDERS & INDEX TABS CH MONTHLY CLEANING TOTAL: ROAD USE TAX GRIMES ASPHALT & PAVING CORP ST PATCH

FUND

DEPARTMENT

VENDOR NAME

DESCRIPTION

2

AMOUNT

		·		
		INTERSTATE BATTERY SYSTEM OF DES MOINE	ST.WTR.SWR BATTERIES #509	138.95
		CAPITAL ONE TRADE CREDIT	ST.WTR.SWR WELDING HELMENT	56.67
		DES MOINES IRON & SUPPLY	ST, WTR, SWR WELDING HELMENT ST ROAD GRADER WEAR SHOES	195.44
		IOWA PRISON INDUSTRIES	ST STOP SIGNS AND HARDWARE	234.74
		O'REILLY AUTO PARTS	ST, WTR, SWR STARTING FLUID	4.53
			TOTAL:	1,690.43
ARPA BROADBAND	ARPA BROADBAND	FOX STRAND	STORMWATER FEASIBILITY	1,121.00
		I & S GROUP, INC.	LIB MASTER PLANNING	7,875.00
			TOTAL:	8,996.00
SCOTCHRIDGE NATURE PRO	SCOTCHRIDGE NATURE	ROBERTS HEATING & COOLING	PARKS BATHROOM PLUMBING	5,640.00
			TOTAL:	5,640.00
CAPITAL PROJECTS	SCOTCH RIDGE HWY 5	MCCLURE ENGINEERING	SCOTCH RIDGE LANE #2	2,620.00
			TOTAL:	2,620.00
DEPARTMENTAL EXPENDITU	AVON WATERMAIN	FOX STRAND	AVON WATER PROJECT	107.00
			TOTAL:	107.00
WATER DEPARTMENT	WATER FUND	ELECTRIC PUMP	WATER SWR PLNT PANEL REPAI	437.75
		AMERICAN WATER WORKS	WTR MEMBERSHIP DUES	430.00
		CORE & MAIN	WTR METER FOR PDM BUILDING	1,665.70
		INTERSTATE BATTERY SYSTEM OF DES MOINE	ST, WTR, SWR BATTERIES #509	138.95
		CAPITAL ONE TRADE CREDIT	ST, WTR, SWR WELDING HELMENT EL, WA ANNUAL DUES	56.67
		IOWA ASSOCIATION OF MUNICIPAL UTILITIE	EL, WA ANNUAL DUES	815.50
		IOWA ONE CALL	WTR SWR NOVEMBER LOCATES	23.80
		MENARDS	WTR MAIN TRAILER	31.62
		O'REILLY AUTO PARTS	ST, WTR, SWR STARTING FLUID	4.53
			TOTAL:	3,604.52
SEWER DEPARTMENT	SEWER FUND	ELECTRIC PUMP	WATER SWR PLNT PANEL REPAI	437.75
		CORE & MAIN	SWR AVON CHECK VALUE ADAPT	206.19
		AMAZON CAPITAL SERVICES	SWR AVON CHECK VALUE ADAPT SWR AVON CHECK VALUES	173.94
		INTERSTATE BATTERY SYSTEM OF DES MOINE	ST, WTR, SWR BATTERIES #509	138.95
		CAPITAL ONE TRADE CREDIT	ST, WTR, SWR BATTERIES #509 ST, WTR, SWR WELDING HELMENT SWR RHINEHART CLOTHING ALL	56.68
		OHITIME ONE TRUBE ONEBIT	SWR RHINEHART CLOTHING ALL	21.20
		IOWA ONE CALL	WTR SWR NOVEMBER LOCATES	23.80
		MENARDS	SWR DRILL BIT	26.99
		O'REILLY AUTO PARTS	ST,WTR,SWR STARTING FLUID	4.52
		o refer horo finato	TOTAL:	1,090.02
ELECTRIC DEPARTMENT	ELECTRIC UTILITY F	SPRINGER PEST SOLUTIONS	EL PEST CONTROL	41.80
		CYBER SOLUTIONS, LLC	MASON & DON LAPTOP	1,552.49
		CYBER SOLUTIONS, LLC INDOFF INC	EL OFFICE SUPPLIES STOCK	50.99
		INDOFF INC IOWA ASSOCIATION OF MUNICIPAL UTILITIE	EL, WA ANNUAL DUES	5,404.50
		IOWA ASSOCIATION OF MONICIPAL UTILITIES	EL LOCATE	22.60
		TOWN ONE CALL	TOTAL:	7,072.38
			TOTAL.	1,012.30

04-03-2024 01:20 PM	COUNCIL BILLS TO BE APPROVE 4/08/2024	PAGE:	3
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DESCRIPTION

AMOUNT

====	======= FUND TOTALS =	
001	GENERAL FUND	22,895.03
110	ROAD USE TAX	1,690.43
301	ARPA BROADBAND	8,996.00
304	SCOTCHRIDGE NATURE PARK	5,640.00
354	SCOTCH RIDGE HWY 5	2,620.00
373	AVON WATERMAIN	107.00
600	WATER FUND	3,604.52
610	SEWER FUND	1,090.02
630	ELECTRIC UTILITY FUND	7,072.38
	GRAND TOTAL:	53,715.38

VENDOR NAME

TOTAL PAGES: 3

DEPARTMENT

FUND

PAGE: 1

VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	<u>AMOUNT</u>
AHLERS & COONEY PC	CH GENERAL SERVICES	GENERAL FUND	LEGAL SERVICES	258.00
	CH URBAN REVIT UPDATE	GENERAL FUND	LEGAL SERVICES	68.00
			TOTAL:	326.00
AMAZON CAPITAL SERVICES	AMAZON CAPITAL SERVICES	GENERAL FUND	POLICE	33.97
	AMAZON CAPITAL SERVICES	GENERAL FUND	POLICE	38.37
	FIRE AUTO EJECT REPAIR 461		FIRE DEPARTMENT	136.13
	PARKS SUMMER REC WRISTBAND		PARKS	18.48
	COMM BLDG SINK REPAIR	GENERAL FUND	COMMUNITY CENTER	39.89
	CH FOLDERS & INDEX TABS SWR AVON CHECK VALUES	GENERAL FUND SEWER FUND	CITY HALL SEWER DEPARTMENT	48.83
	SWR AVON CHECK VALUES	SEWER FUND	TOTAL:	173.94 489.61
MEDICAN MARED MODEC	MED MEMBERCHIE DHEC	מתוזם מפחתה	мишер реруримени	430 00
AMERICAN WATER WORKS	WTR MEMBERSHIP DUES	WATER FUND	WATER DEPARTMENT TOTAL:	430.00 430.00
			IOIAL:	430.00
BARCO MUNICIPAL PRODUCTS INC	ST EMERGENCY SIGN LIGHT BR	ROAD USE TAX	STREET DEPARTMENT	613.10
			TOTAL:	613.10
BOB'S CUSTOM TROPHIES	PD LOCKER PLATE - VENTO	GENERAL FUND	POLICE	10.00
			TOTAL:	10.00
CAPITAL ONE TRADE CREDIT	ST, WTR, SWR WELDING HELMENT	ROAD USE TAX	STREET DEPARTMENT	56.67
	ST, WTR, SWR WELDING HELMENT	WATER FUND	WATER DEPARTMENT	56.67
	ST, WTR, SWR WELDING HELMENT		SEWER DEPARTMENT	56.68
	SWR RHINEHART CLOTHING ALL	SEWER FUND	SEWER DEPARTMENT	21.20 191.22
			TOTAL:	191.22
CHECKERED FLAG EMBROIDERY & SCREEN PRI	PARKS REC PROGRAM T SHIRTS	GENERAL FUND	PARKS	119.00
			TOTAL:	119.00
CORE & MAIN	WTR METER FOR PDM BUILDING		WATER DEPARTMENT	1,665.70
	SWR AVON CHECK VALUE ADAPT	SEWER FUND	SEWER DEPARTMENT	206.19
			TOTAL:	1,871.89
CYBER SOLUTIONS, LLC	PD MAR SERVICES	GENERAL FUND	POLICE	4,221.51
	FIRE IT	GENERAL FUND	FIRE DEPARTMENT	1,344.45
	MASON & DON LAPTOP		PARKS	1,552.49
	CH, PW.EL, & PARKS MONTHLY CH PRINTER TONER	GENERAL FUND GENERAL FUND	CITY HALL CITY HALL	3,435.39 762.00
	MASON & DON LAPTOP		'ELECTRIC DEPARTMENT	1,552.49
	MASON & DON LAFTOF	EDECIRIC UIIDIII F	TOTAL:	12,868.33
DES MOINES IRON & SUPPLY	ST ROAD GRADER WEAR SHOES	RUTU IISE TAV	STREET DEPARTMENT	195.44
SEO MOINED INON & SOFFEE	of none order while onone	NOND ODE TIM	TOTAL:	195.44
ELECTRIC PUMP	WATER SWR PLNT PANEL REPAI	WATER FUND	WATER DEPARTMENT	437.75
	WATER SWR PLNT PANEL REPAI	SEWER FUND	SEWER DEPARTMENT	437.75
			TOTAL:	875.50
ETC GRAPHICS INC	FIRE NEW BRUSH 466 LETTERI	GENERAL FUND	FIRE DEPARTMENT	291.60
	PARKS AQUATIC SIGNAGE	GENERAL FUND	AQUATIC CENTER	2,744.00
			TOTAL:	3,035.60
FOX STRAND	GEN ON CALL ENG	GENERAL FUND	PLANNING & ZONING	832.00
	NPDES	GENERAL FUND	PLANNING & ZONING	1,443.75

DESCRIPTION

FUND

VENDOR NAME

2

AMOUNT

	STORMWATER FEASIBILITY AVON WATER PROJECT	ARPA BROADBAND AVON WATERMAIN	ARPA BROADBAND DEPARTMENTAL EXPENDITU _ TOTAL:	
GALL'S INC.	PD VENTO BOOTS PD PALMER BOOTS PD VENTO UNIFORM SHIRT PD LARSON DUTTY BELT & PAN PD KINMONTH PANTS & SHIRTS	GENERAL FUND GENERAL FUND	POLICE POLICE POLICE POLICE POLICE TOTAL:	135.96 145.00 133.88 229.69 295.00 939.53
GRIMES ASPHALT & PAVING CORP	ST PATCH	ROAD USE TAX	STREET DEPARTMENT	447.00
GAIMES ASTRABL & FAVING CORF	31 FAICH	NOAD USE TAX	TOTAL:	447.00
HAWKEYE POLYGRAPH	PD APPLICANT POLYGRAPH	GENERAL FUND	POLICE TOTAL:	350.00 350.00
I & S GROUP, INC.	LIB MASTER PLANNING	ARPA BROADBAND	ARPA BROADBAND _ TOTAL:	7,875.00 7,875.00
INDOFF INC	EL OFFICE SUPPLIES STOCK	ELECTRIC UTILITY F	ELECTRIC DEPARTMENT _ TOTAL:	50.99 50.99
INTERSTATE BATTERY SYSTEM OF DES MOINE	ST,WTR,SWR BATTERIES #509 ST,WTR,SWR BATTERIES #509 ST,WTR,SWR BATTERIES #509	WATER FUND	STREET DEPARTMENT WATER DEPARTMENT SEWER DEPARTMENT TOTAL:	138.95 138.95 138.95 416.85
IOWA ASSOCIATION OF MUNICIPAL UTILITIE	•		WATER DEPARTMENT 'ELECTRIC DEPARTMENT _ TOTAL:	815.50 5,404.50 6,220.00
IOWA LAW ENFORCEMENT ACADEMY	PD MMPI	GENERAL FUND	POLICETOTAL:	150.00 150.00
IOWA ONE CALL	WTR SWR NOVEMBER LOCATES WTR SWR NOVEMBER LOCATES EL LOCATE	SEWER FUND	WATER DEPARTMENT SEWER DEPARTMENT ELECTRIC DEPARTMENT TOTAL:	23.80 23.80 22.60 70.20
IOWA PRISON INDUSTRIES	ST STOP SIGNS AND HARDWARE	ROAD USE TAX	STREET DEPARTMENT _ TOTAL:	234.74 234.74
JEFFRIES CLEANING LLC	COMM BLD CLEANING	GENERAL FUND	COMMUNITY CENTER _ TOTAL:	375.00 375.00
LARRYS WINDOW SERVICE INC	CH WINDOWS CH WINDOWS	GENERAL FUND GENERAL FUND	CITY HALL CITY HALL TOTAL:	60.00 45.00 105.00
LASER RESOURCES LLC	PD MAR PRINTING	GENERAL FUND	POLICE _ TOTAL:	76.72 76.72
MCCLURE ENGINEERING	SCOTCH RIDGE LANE #2	SCOTCH RIDGE HWY 5	CAPITAL PROJECTS _ TOTAL:	2,620.00 2,620.00

FUND

DESCRIPTION

DEPARTMENT

3	
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AMOUNT

PAGE:

MENARDS	WTR MAIN TRAILER	WATER FUND	WATER DEPARTMENT	31.62
	SWR DRILL BIT	SEWER FUND	SEWER DEPARTMENT	26.99
			TOTAL:	58.61
NORRIS AUTOMOTIVE SERVICE INC	PD 105 BRAKES	GENERAL FUND	POLICE	760.86
	PF 108 OIL CHANGE	GENERAL FUND	POLICE	94.67
	PD 112 OIL CHANGE	GENERAL FUND	POLICE	134.42
			TOTAL:	989.95
O'REILLY AUTO PARTS	ST, WTR, SWR STARTING FLUID	ROAD USE TAX	STREET DEPARTMENT	4.53
	ST, WTR, SWR STARTING FLUID	WATER FUND	WATER DEPARTMENT	4.53
	ST, WTR, SWR STARTING FLUID	SEWER FUND	SEWER DEPARTMENT	4.52
			TOTAL:	13.58
ROBERTS HEATING & COOLING	PARKS BATHROOM PLUMBING	SCOTCHRIDGE NATURE	SCOTCHRIDGE NATURE PRO	5,640.00
			TOTAL:	5,640.00
SAFE BUILDING COMPLIANCE AND TECHNOLOG	MARCH BLDG PERMITS	GENERAL FUND	BUILDING INSPECTIONS	2,225.97
			TOTAL:	2,225.97
SERVICE PROVIDERS ASSOCIATION	CH MONTHLY CLEANING	GENERAL FUND	CITY HALL	275.00
			TOTAL:	275.00
SPRINGER PEST SOLUTIONS	EL PEST CONTROL	ELECTRIC UTILITY F	ELECTRIC DEPARTMENT	41.80
			TOTAL:	41.80
STANARD & ASSOCIATES INC	PD APPLICANT TESTING	GENERAL FUND	POLICE	10.00
			TOTAL:	10.00

====	======= FUND TOTALS	
001	GENERAL FUND	22,895.03
110	ROAD USE TAX	1,690.43
301	ARPA BROADBAND	8,996.00
304	SCOTCHRIDGE NATURE PARK	5,640.00
354	SCOTCH RIDGE HWY 5	2,620.00
373	AVON WATERMAIN	107.00
600	WATER FUND	3,604.52
610	SEWER FUND	1,090.02
630	ELECTRIC UTILITY FUND	7,072.38
	GRAND TOTAL:	53,715.38

TOTAL PAGES: 3

VENDOR NAME

CITY OF CARLISLE REGULAR CITY COUNCIL MEETING MINUTES

February 26, 2024; 6:30 P.M.

Carlisle 100 N 1st Street, Carlisle, IA

Roll Call: Elected Officials present; Mayor Drew Merrifield, Krista Beck, Doug Hammerand, Beth Sauter, and Dan Carver, constituting a quorum, Justin Brower was absent. Also present; City Clerk Shalee Crispen, City Admin. Deven Markley, City Attorney Robert Stuyvesant and Terry Krapfl, Police Chief Matt Koch, Electric Sup. Don Miller, Fire Chief Cory Glover, and Public Works Sup. Tony Rhinehart. Mayor Merrifield called the meeting to order at 6:31 P.M.

PLEDGE OF ALLEGIANCE

CITIZEN PARTICIPATION

Cody Evison with Hawkeye Auto was there to represent the Carlisle Chamber of Commerce.

PRESENTATIONS

None

<u>CONSENT AGENDA & POSSIBLE ACTION</u> (Council may pull any item on consent agenda for separate action) Motion by Hammerand, seconded by Beck, to approve the following consent agenda items. Motion passed unanimously on a roll call vote.

Approval of Council Minutes From February 12, 2024

Approval of Bills in Amount of \$181,611.71

Approval of Annual Electric Reliability Plan

Approval of Lift Station Cleaning Quote From Accu Jet In Amount Not To Exceed \$4,205.87 Approval of Class E Alcohol License for Casey's Store #3404

OLD AND NEW BUSINESS & POSSIBLE ACTION

Council discussed the reasoning by the change for adding the no parking on Pennsylvania St at the corner of Pennsylvania St and N 5th St. Motion by Hammerand, seconded by Beck to approve Ordinance Amending Chapter 69: Parking Regulations waiving the second and third reading. Motion carried unanimously on a roll call vote.

Public Works Superintendent Tony Rhinehart explained how we had a snow plow got totaled out during one of the last snow storms. Tony explained a replacement truck from the City of Urbandale. The amount from insurance pay out of \$30,000.00 would cover the cost of purchase from Urbandale. Motion by Hammerand, seconded by Carver to Purchase of 2010 International Plow Truck In Amount Not To Exceed \$20,500.00. Motion carried unanimously on a roll call vote.

Motion by Hammerand, seconded by Carver to Table Discussion and Possible Action On Appointment to BRAVO of Greater Des Moines Board. Motion carried unanimously on a roll call vote.

DEPARTMENT REPORTS

Deven gave an update on hiring and department heads wanting to set up an employee engagement group.

Tony gave an update on tree companies using the yard waste facilities and having to turn them away. He is working on a solution to try to get a stop to the illegal dumping and will have more to come.

Drew will be at the legislature if there are any bills that are of concern to let him know, also spoke about the dispatch issue being on going.

CITY ATTORNEY REPORT

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N	lon	16

<u>UPCOMING EVENTS AND INFORMATION OF NOTE TO COUNCIL</u>

Dan Carver and Deven will be going to the Goodwill tour for the Iowa League of Cities.

PRESENTATIONS

Relocate to Fire Department for Facility Tour at 7:12 P.M.

Motion by Beck, seconded by Hammerand to Adjourn at 8:38 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

CITY OF CARLISLE REGULAR CITY COUNCIL MEETING MINUTES

March 11, 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, Electric Sup. Don Miller, and Public Works Sup. Tony Rhinehart. Mayor Merrifield called the meeting to order at 6:30 P.M.

PLEDGE OF ALLEGIANCE

CITIZEN PARTICIPATION

Bruce Selby 7322 SE 52nd St had a question on why no parking signs have been placed on SE 52nd. It was explained that it was part of a 2021 ordinance change.

PRESENTATIONS

None

<u>CONSENT AGENDA & POSSIBLE ACTION</u> (Council may pull any item on consent agenda for separate action) Motion by Carver, seconded by Beck, to approve the following consent agenda items and pulling Bills in the Amount of \$164,338.24 from the consent agenda. Motion passed unanimously on a roll call vote.

Approved Resolution 20240311001 tax abatement application 800 N 5th St. Approved Resolution 20240311002 tax abatement application 5550 SE 64th Ave Approved Resolution 20240311003 tax abatement application 1295 Meadow View Approval of Change Order #4 for School Street – Phase 2 Project In Amount Not To Exceed \$9,014.28

Approval to Authorize City Staff to Sign the Notice of Acceptability of Work for Avon Water Main Improvement Project And Submit Drawdown Request to State Revolving Fund (SRF) Approval of Task Order #24-01 with Strand Associates, Inc. for IA Highway 5 Water Main Crossing Project

Beck had a question on the Cyber Solutions bill and paying for a service monthly. Staff explained that Office 365 has to be paid monthly we do not have the option to pay them annually for this service with Office 365. Beck had a question on the goodwill charge on the McClure bill. Alex Schlader with McClure explained it was for the door hangers on S 8th and Juniper during the no parking during the construction season of Scotch Ridge Rd. The charge was to help pay for the Morning Glory Coffee gift certificates on the door hangers.

Motion by Beck, seconded by Brower to approve the bills in the amount of \$164,338.24, motion carried unanimously on a roll call vote.

OLD AND NEW BUSINESS & POSSIBLE ACTION

Council discussed Creating A Sick Time Donation Bank for employees to use during extreme circumstances should they arise and the employee not having enough time off to be used. Hammerand brought up looking at the States policy and other cities. Brower asked if there would be a cap. Beck asked about cap and if it would be per employee or an overall bank for employees to donate to or use from. Council gave staff direction to move forward with getting one created. No action was taken.

Council discussed Upgrade To 0.3 Section of Trail Along Gateway Drive Connecting Carlisle Nature Trail To Karras-Kaul Connector Trail. Deven spoke about the .3 mile section on Gateway drive that is currently asphalt. Denny Woodruff 520 Pleasant St. spoke on upgrading it to concrete versus the current asphalt. Hammerand asked why we would take out and put

something different and doesn't see an issue with what is already there. Brower does not see it as a sidewalk and using LOSST funds for it doesn't seem to fit. Beck also did not see why we would tear up what is there. There was a bid of \$90,000.00 to take out current asphalt and replace with concrete. Mitch Holtz from Strand also gave a rough estimate of \$35,000.00 to overlay and fix current drainage issues. Cassandra Halls 3094 140th Ave. Carlisle also spoke on seeing the trail is a sidewalk. Motion by Hammerand, seconded by Brower to table. Motion carried unanimously on a roll call vote.

Motion by Hammerand, seconded by Beck to Set Public Hearing for Levy Rate Notice for March 25, 2024 at 6:00 p.m. Motion carried unanimously on a roll call vote.

Mothion by Hammerand, seconded by Beck to Set Public Hearing for FY25 Budget for April 8, 2024 at 6:30 p.m.

DEPARTMENT REPORTS

Deven gave an update On State Property Tax Mailing that is to come from the county due to HF718.

Progress Report On Highway 5 Turn Lane (Report In Packet)

Library Cost Estimate Nearing Completion should have by the end of the week.

Sauter asked about an Ash tree policy and treating them wanting to know if the City has a policy. It was noted that the City does not treat. Deven followed up with the concerned citizen and got it answered for them.

Carver asked about where we were at with getting the Chicken Ordinance put together and Annexation. Both will be coming up.

Drew will be going to the Capitol about House Files and Senate Files.

CITY ATTORNEY REPORT

None

UPCOMING EVENTS AND INFORMATION OF NOTE TO COUNCIL

Chamber Government Coffee – March 16 – 10-11:30 am – Council Chambers

Chamber Lunch & Learn – Childcare – March 19 – Noon – St. Elizabeth Church

Municipal Leadership Academy Class 3 – April 20 – 10am-2pm - Ankeny

Motion by Beck, seconded by Sauter to Adjourn at 9:10 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

CITY OF CARLISLE REGULAR CITY COUNCIL MEETING MINUTES

March 25, 2024; 6:00 P.M.

Carlisle 100 N 1st Street, Carlisle, IA

Roll Call: Elected Officials present; Mayor Drew Merrifield, Krista Beck, Beth Sauter, and Dan Carver, constituting a quorum. Absent was Doug Hammerand and Justin Brower. Also present; City Clerk Shalee Crispen, City Admin. Deven Markley, City Attorney Terry Krapfl. Mayor Merrifield called the meeting to order at 6:30 P.M.

CITIZEN PARTICIPATION

None.

OLD AND NEW BUSINESS & POSSIBLE ACTION

Public Hearing for Levy Rate Notice; No written or oral comments were received.

Motion by Carver, seconded by Sauter to close Public Hearing and Adjourn at 6:10 P.M.

	Drew Merrifield, Mayor	
Shalee Crispen, City Clerk		

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

eCITY OF CARLISLE REGULAR CITY COUNCIL MEETING MINUTES

March 25, 2024; 6:30 P.M.

Carlisle 100 N 1st Street, Carlisle, IA

Roll Call: Elected Officials present; Mayor Drew Merrifield, Justin Brower at 6:34 P.M. via zoom, Krista Beck, Beth Sauter, and Dan Carver, constituting a quorum. Absent was Doug Hammerand. Also present; City Clerk Shalee Crispen, City Admin. Deven Markley, City Attorney Terry Krapfl, Public Works Sup. Tony Rhinehart, Parks & Rec Director Mason McMillen, Police Chief Matt Koch, and Sgt. Dave Larson. Mayor Merrifield called the meeting to order at 6:30 P.M.

PLEDGE OF ALLEGIANCE

CITIZEN PARTICIPATION

None.

PRESENTATIONS

Layton Freeman 847 Main St. Carlisle, IA spoke to council asking for them to consider changing the driving age for golf carts from 18 to 14.

<u>CONSENT AGENDA & POSSIBLE ACTION</u> (Council may pull any item on consent agenda for separate action) Motion by Carver, seconded by Sauter, to approve the following consent agenda items. Motion carried unanimously on a roll call vote.

Approval of Bills in Amount of \$42,337.55

Approval of Transfer of 2017 Ford Explorer From Police Department to Parks & Recreation Department

Approval of Hiring Matthew Elliot As Water/Wastewater Operator Effective April 9, 2024 at the rate of \$20.00 per hour, pending background and pre-employment physical and drug screen. Approval of Hiring Andrew Hockins As Water/Wastewater Operator Effective March 26, 2024 at the rate of \$20.00 per hour, pending background and pre-employment physical and drug screen.

Approval of Hiring Josh Vento As Reserve Officer Effective March 25, 2024.

Approval of Mark True As BRAVO Representative For City Of Carlisle

Approval of Resolution Approving MPO Representatives Effective April 1, 2024

Approval of Alcohol License Class C renewal for Stadium View at 130 S 1st St. Carlisle, IA 50047

PRESENTATIONS

Mayor Merrifield swore in Josh Vento as reserve officer.

OLD AND NEW BUSINESS & POSSIBLE ACTION

Council discussed Ordinance Amending Chapter 55: Animal Protection and Control by Updating the Livestock Section To Allow Chickens. Mayor read comments from Facebook post into record for 1420 S 5th St., 1100 Sunset, 510 Lexington, 90 Elm St, 335 N 2nd, Norann Keller email all in favor for chickens to be allowed. Carver brought up changing subsection 5 instead of 6 in #1. Deven went over the highlights of the changes, chicken coop, hutches, or confinements need to be 25 feet from a neighboring residence, need to be free of odors, insects, and rodents, well-kept and ventilated, have to be fed within the confinements of the enclosure, food in rodent proof container, 6 females and no males, pigeons and quail, and not maintained inside a dwelling. Exemptions would need to be granted by the Council as stated in Section 9. Motion by

Brower, seconded by Beck waiving second and third reading. Motion carried unanimously on a roll call vote.

Staff recommend tabling for more information incoming. Motion by Beck, seconded by Sauter to table Ordinance Creating Chapter 124: Mobile Food Units. Motion carried unanimously on roll call vote.

Motion by Carver, seconded by Sauter to remove Discussion And Possible Action On Upgrade To 0.3 Section of Trail Along Gateway Drive Connecting Carlisle Nature Trail To Karras-Kaul Connector Trail from table. Motion carried unanimously on a roll call vote. Ruth Randleman 15797 Carter St. Carlisle, IA spoke on the value in the trail dating back to 2005 and would like to see the asphalt changed to concrete. Randleman also stated that she thinks the use of LOSST funds would be viable in this situation and there is prediction that 150,000 rides on the trail will come to town. Cassandra Halls 3094 140th Ave. spoke on research on usage of the trail and also stated 150,000 rides into town are expected. Denny Woodruff 520 Pleasant St. asked if there had been a level taken out to check the current grade. Mitch with Strand Associates has not been asked to go to that extent yet. Mike Killen 1679 140th Ave. Carlisle, IA did go out as asked by Denny to check greenway and stated the \$90,000 quote was a good price. Deven stated per state code that vertical infrastructure has to go to competitive bid for projects over \$196,000 and competitive quote for projects over \$81,000.00. Friends of Carlisle Parks will still make a donation to changing it out if it is decided that way no matter whom the contractor is. Council directed staff to move forward with the competitive quote process.

Alex Schlader with McClure engineering gave update on Highway 5 turn lane plans being at what is considered 95% plans. Alex also spoke to Council about the school zone concept drawings that were sent to the DOT. The DOT has agreed to the plans for placement of signs. Drew noted that the City has a maintenance agreement with DOT. DOT will be the ones doing the signage.

Staff spoke about creating a sick time donation bank and the donation of vacation and sick time. Beck asked about not wanting it to come across as a favoritism situation. Staff explained it is kept anonymous and reviewed by a committee before an employee can use the donated time. Motion by Carver, seconded by Sauter for Policy Creating A Sick Time Donation Bank. Motion carried unanimously on a roll call vote.

Opened Public Hearing On Petition for Voluntary Annexation By Betty J. Warren Estate and Danamere Farms, Inc. at 8:11 P.M.. No written or oral comments were received. No one came to the consultations that were held. Motion by Beck, seconded by Carver to close Public Hearing. Motion carried unanimously on a roll call vote.

Motion by Carver, seconded by Beck to receive and file map for annexation. Motion carried unanimously on a roll call vote.

Motion by Carver, seconded by Sauter approving resolution Petition for Voluntary Annexation By Betty J. Warren Estate and Danamere Farms, Inc. amending it to say John Paul Williams. Carver, Sauter, and Brower Ayes while Beck abstained.

DEPARTMENT REPORTS

Library – in packet

Deven spoke on being at the MEAN conference last week, noting that our contact Carol has retired and we have a new contact Nicole.

Sauter had a question on how bills were received and approved and what the process was. Staf	f
explained the bill process.	

CITY ATTORNEY REPORT

None

<u>UPCOMING EVENTS AND INFORMATION OF NOTE TO COUNCIL</u>

Motion by Carver, seconded by Beck to Adjourn at 9:02 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



Applicant

NAME OF LEGAL ENTITY NAME OF BUSINESS(DBA) BUSINESS

Paper Street Pub LLC Sisters Place (970) 977-9965

ADDRESS OF PREMISES PREMISES SUITE/APT NUMBER CITY COUNTY ZIP

3 School St Carlisle Warren 50047

MAILING ADDRESS CITY STATE ZIP

Po box 71 CARLISLE Iowa 50047

Contact Person

NAME PHONE EMAIL

Brandon Polito (970) 977-9965 sistersplacecarlisle@gmail.com

License Information

LICENSE NUMBER LICENSE/PERMIT TYPE TERM STATUS

LC0046303 Class C Retail Alcohol License 12 Month Submitted

to Local Authority

EFFECTIVE DATE EXPIRATION DATE LAST DAY OF BUSINESS

Apr 10, 2024 Apr 9, 2025

SUB-PERMITS

Class C Retail Alcohol License



PRIVILEGES

Outdoor Service

Status of Business

BUSINESS TYPE

Limited Liability Company

Ownership

Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Brandon Polito	Hartford	Iowa	50118	Owner	100.00	Yes

Insurance Company Information

INSURANCE COMPANY	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE
Badger Mutual Insurance Company	Apr 1, 2024	Apr 1, 2025
DRAM CANCEL DATE	OUTDOOR SERVICE EFFECTIVE DATE	OUTDOOR SERVICE EXPIRATION DATE
	Aug 11, 2022	
BOND EFFECTIVE DATE	TEMP TRANSFER EFFECTIVE DATE	TEMP TRANSFER EXPIRATION DATE



Business of the City Council Agenda Statement

For the meeting of: **04/08/2024**

Item Title: Conflict Waiver

Contact Person: **Deven Markley**

SUMMARY EXPLANATION & HISTORY:

The City of Carlisle and the Carlisle Community School District have shared a fuel contract as well as use of a fuel depot/island located on School property at the Bus Barn for many years. There is little to no documentation on the original agreement for installation, maintenance, or use of the depot. In speaking with Sup. Anderson at CCSD, there is some vague documentation that the installation was a joint venture. Since that time, the School has maintained oversight and managed a joint fuel contract. Amount of fuel used has been tracked and billed to the City and verified on our end. There have been some ongoing conversations about an interest in updating the pump and tracking equipment for the depot. This has led to conversation between Sup. Anderson and myself in formalizing the agreement into a 28e to help clarify roles and responsibilities. A conversation last week spurred some movement on getting that 28e created. Assuming this letter passes, you will be seeing that 28e come up at a later date.

Ahlers & Cooney represents both the City and the School District. They require the attached letter be passed by Council and the School Board so they can work on drafting the language of the 28e. I have also noted that we will use Stuyvesant, Strong, Krapfl, and Carda, PLLC for our representation to help resolve the issue.

FUNDING:

No funding regarding the 28e agreement. Review will be covered by legal portion of budget.

Unknown impacts of contents of 28e agreement at this time. The core portion of the agreement will not change how operations work today. Long-term maintenance and upgrades may have budgetary impacts.

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 approval of the letter. This would make Bob the City's main attorney for review of the document.

ATTACHMENTS:

Letter from Ahlers & Cooney



Ahlers & Cooney, P.C. Attorneys at Law

100 Court Avenue, Suite 600 Des Moines, Iowa 50309-2231 Phone: 515-243-7611 Fax: 515-243-2149 www.ahlerslaw.com

Conner L. Wasson 515.246.0341 cwasson@ahlerslaw.com

April 1, 2024

Via Email <u>dmarkley@carlisleiowa.org</u> Deven Markley, City Administrator City of Carlisle 100 N. 1st St. Carlisle, IA 50047

Dear Deven:

We were recently asked to represent the Carlisle Community School District (the "District") with to the drafting and negotiation of a 28E agreement for the joint development of a fuel island between the City of Carlisle ("City") and the District. Because our firm also currently represents the City on certain matters unrelated to this transaction, including urban revitalization and labor matters ("City Representations"), we must first inform the City of the representation requested by the District and request the City's consent to that representation. The purpose of this letter is to inform you that the proposed representation of the District and the City Representations present an ethical conflict of interest for our firm, and to seek the consent of the City to our representation of the District in this matter.

While this work is not within the scope of the City Representations, this representation is a concurrent conflict of interest under the ethical standards governing the practice of law in Iowa. From a legal perspective, a concurrent conflict of interest exists under Iowa rules if (1) the representation of one client will be directly adverse to another client; or (2) there is a significant risk that the representation of one or more clients will be materially limited by the lawyer's responsibilities to another client, a former client, or a third person or by a personal interest of the lawyer. We know that the second condition stated above does not apply to this situation, but our firm's representation of the District on these transactions will be directly adverse to City because they are concurrent representations.

The state's ethical rules allow a law firm to concurrently represent two adverse parties if (1) the lawyer reasonably believes that the lawyer will be able to provide competent and diligent representation to each affected client; (2) the representation is not prohibited by law; (3) the representation does not involve the assertion of a claim by one client against another represented by the lawyer in the same litigation or other proceeding before a tribunal; and (4) each affected client gives informed consent, confirmed in writing. We believe confidently that our attorneys will be able to provide competent and diligent representation to each of their affected clients as the matters being addressed are totally unrelated, the representation is not prohibited by law, and there will not be an assertion of a claim as described. The purpose of this letter is to seek the written consent of the City to proceed with our representation of the District on these transactions. We are requesting the same from the District.

Please be aware that the Rules of Professional Conduct require that we represent all our clients with diligence and that we protect and maintain their confidences. Accordingly, we will not disclose or use any confidential information that we may have acquired about either party to the other in our prior or ongoing representation of the parties.

In deciding whether to consent, you should consider how our representation as described above could or may affect you. For example, clients that are asked to waive or consent to conflicts should consider whether there is any material risk that their attorney will be less diligent on their behalf due to the conflict. Similarly, clients should consider whether there is any material risk that their confidential information or other proprietary matters will be used adversely to them due to the conflict. Although you are not required to do so, we recommend that you seek the advice of a lawyer outside of our Firm if you have any questions or concerns about whether you should sign this conflict waiver.

Please feel free to contact me with any questions or concerns. If the City consents to the concurrent representation, please so indicate below and return a copy of this fully executed letter to my attention. Thank you.

Sincerely,

Ahlers & Cooney, P.C.

Conner L. Wasson

April	1,	2024
Page	3	

, and the second	ctual, potential, or perceived conflict of interest
•	resentation of the Carlisle Community School District
with respect to the above-referenced transact	ion and the City Representations.
Dated this day of, 20	24.

CITY OF CARLISLE

By: _____

By: ______City Clerk

02330404\16780-000

RESOLUTION 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, Richard Linderman and Lisa Linderman, 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 Richard Linderman and Lisa Linderman, for the property located in Carlisle, Iowa and legally described as follows, to-wit:

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

Locally known as: 730 Linden Street, Carlisle, Warren County, Iowa 50047

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

PASSED	O AND APPROVED this	day of	, 2024.
		Drew Merrifield, N	MAYOR
ATTEST:			
Shalee Crisnen	CITY CLERK		
Shalee Crispen	, CITY CLERK		



Excellence in EngineeringSM



AMENDMENT NO. 1 TO

AGREEMENT FOR TECHNICAL SERVICES

CITY OF CARLISLE, IOWA AND STRAND ASSOCIATES, INC.® (FORMERLY FOX STRAND)

This is Amendment No. 1 to the June 1, 2022, Agreement between the City of Carlisle, Iowa (OWNER) and Strand Associates, Inc.® (ENGINEER) for Technical Services.

Under Schedule, REPLACE two years with "five years."

IN WITNESS WHEREOF the parties hereto have made and executed this Amendment.

STRAND ASSOCIATES, INC.®

CITY OF CARLISLE

DRAFT

Joseph M. Bunker Date Corporate Secretary

Deven Markley Date City Administrator



CITY OF CARLISLE APPLICATION FOR TAX ABATEMENT UNDER THE URBAN REVITALIZATION PLAN FOR

Address of Property: 730 Linden Street, Carlisle, IA 50047 Legal Description of Property: DANAMERE FARMS PLAT 9LOT 9 Title Holder or Contract Buyer: Lisa and Richard Linderman Address of Owner (if different than above) Phone Number (to be reached during the day)
Title Holder or Contract Buyer: Lisa and Richard Linderman Address of Owner (if different than above)
Title Holder or Contract Buyer: Lisa and Richard Linderman Address of Owner (if different than above)
Address of Owner (if different than above) Phone Number (to be reached during the day) 515-210-4491
Phone Number (to be reached during the day) 515-210-4491
Existing Property Use: Residential Commercial Industrial Vacant
Proposed Property Use: ☑ Residential ☐ Commercial ☐ Industrial
(check two)
Nature of Improvements: ☑ New Construction ☐ Addition ☐ General Improvements
If residential; choose between: 🗹 New Construction, 5-year 100% or 🗆 Renovations on Existing 5-year declining
Describe Improvements: New construction, owner-occupied townhome
Estimated or Actual Date of Completion: 2022
Estimated or Actual Cost of Improvements: \$289,000
If rental property, complete the following: Number of Units: Tenants occupying the building when purchased (or present tenants if unknown)/Date of tenant occupancy/ Relocation benefits received by eligible tenants: (to be continued on a separate page if necessary). TENANT DATE OF OCCUPANCY RELOCATION BENEFITS
SIGNED: Richard Linderman dotloop verified 02/28/24 12:51 PM CST YLTT-PSXU-Q2MF-OW6N Lisa Linderman dotloop verified 02/28/24 11:36 AM CST NWQL-LEFR-WQSQ-CMRQ
Owner Co-Owner
Application Approved/Disapproved Reason (if disapproved) CITY COUNCIL City Council (as attested by the City Clerk)
Present Assessed Value Assessed Value with Improvements Eligible or Non-Eligible for Tax Abatement (circle one) Assessor Date

RESOLUTION 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, Carlisle Community School District 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 Carlisle Community School District for the property located in Carlisle, Iowa and legally described as follows, to-wit:

Lot 19, CARLISLE COMMONS an Official Plat now included in and forming a part of the City of Carlisle, Warren County, Iowa

Locally known as: 500 Commons Drive, Carlisle, Iowa 50047

BE IT FURTHER RESOLVED that a certified copy of this resolution with copy of Carlisle Community School District'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	



CITY OF CARLISLE APPLICATION FOR TAX ABATEMENT UNDER THE URBAN REVITALIZATION PLAN FOR

☐ Prior	approval for Intended Improvements Approval of Improvements Completed
Address of	Property: 500 Commons Drive Carlile, 1A 50047
Legal Desc	cription of Property: 3-77-23 Carlisle Carlisle Commons Lot 19
Title Hold	er or Contract Buyer: Carlisle Community School District
Address of	Owner (if different than above) 430 School Street Carlisle 1A 6004
	nber (to be reached during the day) 515-989-0831
Existing P	roperty Use: Residential Commercial Industrial Vacant
Proposed I	Property Use: Residential Commercial Industrial
(check	two) Rental MOwner-Occupied
Nature of I	mprovements: New Construction
If residenti	al; choose between: New Construction, 5-year 100% or 🗆 Renovations on Existing 5-year declining
Describe In	provements: New single family ranch home, to be owner pied upon closing.
Estimated	or Actual Date of Completion: May 20, 2024
Estimated	or Actual Cost of Improvements: \$333,500
If rental pr Tenants oc	coperty, complete the following: Number of Units: cupying the building when purchased (or present tenants if unknown)/Date of tenant occupancy/ benefits received by eligible tenants: (to be continued on a separate page if necessary). TENANT DATE OF OCCUPANCY RELOCATION BENEFITS
	dottops verified
SIGNED:	Art Hill, School Board President 03/20/24 3:29 PM CDT KXHX-W0FZ-YZPY-R3NL Owner Co-Owner
•	
CITY	Application Approved/Disapproved Reason (if disapproved)
COUNC	
	(as attested by the City Clerk)
	Present Assessed Value
Aggraga	Assessed Value with Improvements
ASSESSO	
	1 Agggggg

RESOLUTION 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 7, CARLISLE COMMONS an Official Plat now included in and forming a part of the City of Carlisle, Warren County, Iowa

Locally known as: 1020 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 th	is day of	, 2024.
		d
	Drew Merrifield, MA	AYOR
ATTEST:		
Shalee Crispen, CITY CLERK		

CITY OF CARLISLE APPLICATION FOR TAX ABATEMENT UNDER THE URBAN REVITALIZATION PLAN FOR

✓ Prior a	approval for Intended Improvements Approval of Improvements Completed
Address of Pro	operty: 1020 Commons Ct.
Legal Descript	ion of Property: Lot 7 in Carlisle Commons
Title Holder or	Contract Buyer: Benchmark Builders Iowa
Address of Ow	ner (if different than above) 2785 N. Ankeny BLVD STE. 22
Phone Number	(to be reached during the day) 5159638335
	Existing Property Use: Residential Commercial Industrial Vacant
	Proposed Property Use: Residential Commercial Owner-Occupied Industrial
	Nature of Improvements: New Construction Addition General Improvements
If new residenti	al choose between: 5-year 100%
Describe improv	vements: New Residential- Single Family Construction
Estimated or Ac	tual Date of Completion: 6/07/24
Estimated or Ac	tual Cost of Improvements: \$299,900
Tenants occupyi Relocation bene	ty, complete the following: Number of Units: ng the building when purchased (or present tenants if unknown)/Date of tenant occupancy/ fits received by eligible tenants: (to be continued on a separate page if necessary). ANT DATE OF OCCUPANCY RELOCATION BENEFITS
signed:_ 7/	Narkayla Mahr Owner Co-Owner
	Owner Co-Owner
CITONY	Application Approved/Disapproved Reason (if disapproved)
CITY COUNCIL	City Council Date (as attested by the City Clerk)
	(as attested by the City Clerk)
	Present Assessed ValueAssessed Value with Improvements
ASSESSOR	Eligible or Non-Eligible for Tax Abatement (circle one)
İ	AssessorDate

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

Locally known as: 1010 Commons Court, Carlisle, Iowa 50047

BE IT FURTHER RESOLVED that a certified copy of this resolution with a copy of Benchmark Builders lowa'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		

CITY OF CARLISLE APPLICATION FOR TAX ABATEMENT UNDER THE URBAN REVITALIZATION PLAN FOR

✓ Prior a	pproval for Intended Improvements Approval of Improvements Completed
Address of Pro	perty: 1010 Commons Ct.
Legal Descript	ion of Property: Lot 8 in Carlisle Commons
Title Holder or	Contract Buyer: Benchmark Builders Iowa
Address of Ow	ner (if different than above) 2785 N. Ankeny BLVD STE. 22
Phone Number	(to be reached during the day) 5159638335
	Existing Property Use: Residential Commercial Industrial Vacant
	Proposed Property Use: Residential Commercial Industrial (check two) Commercial Owner-Occupied
	Nature of Improvements: New Construction Addition Addition
If new residenti	al choose between: 5-year 100%
Describe improv	vements: New Residential- Single Family Construction
Estimated or Ac	tual Date of Completion: 6/26/24
	tual Cost of Improvements: \$306,600
If rental propert Tenants occupyi Relocation beng	ty, complete the following: Number of Units: ng the building when purchased (or present tenants if unknown)/Date of tenant occupancy/ fits received by eligible tenants: (to be continued on a separate page if necessary). ANT DATE OF OCCUPANCY RELOCATION BENEFITS
signed: 7/	Narkayla Mahr
- A A A A A A A A A A A A A A A A A A A	Owner Co-Owner
CITY	Application Approved/Disapproved Reason (if disapproved)
COUNCIL	City Council Date (as attested by the City Clerk)
And the state of t	as attested by the City Clerk)
ASSESSOR	Present Assessed Value Assessed Value with Improvements Eligible or Non-Eligible for Tax Abatement (circle one)
	AssessorDate



Business of the City Council Agenda Statement

For the meeting of: 04	/08/	/2024
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Item Title: Public Works Cleaning

Contact Person: Tony Rhinehart

SUMMARY EXPLANATION & HISTORY:

The Public Works Building has not had professional cleaning services for office, break, and bathroom areas since the COVID pandemic. Public Works would like to contract with the Service Providers Association for weekly service at a cost of \$260.00 per month. This is the company that currently does cleaning for the other facilities within the city.

FUNDING:

This cost of this service would be split equally three ways out of each departments building maintenance line item. 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:

ATTACHMENTS:

Proposal from SPA

2024 Service Proposal

Carlisle Public Works







Cleaning for Health

Are we utilizing the best cleaning practices to keep ourselves safe? The reality is that germs are everywhere, and the rapid outbreak of COVID-19 has certainly made everyone across the globe aware of how quickly viruses spread.

- · SPA exclusively uses Green Seal Certified products
- Exclusive use of microfiber colored cloths to prevent cross contamination.
- Allergen micro filtered vacuums makes your facility virtually allergy free
- · OSHA Certified providers.
- We provide Electrostatic Disinfecting application services.





Excellent Quality control

Our customers should not be thinking about cleaning, only enjoying a clean facility. We will make sure your facility is cleaned as it should, so you have one things less to worry about.

- · We perform regular building inspections.
- · Scan for Clean. QR codes provide tracking on services, cleaning activities and allow visibility of our performance.
- · Client Online portal. Allows you an inside look into the cleaning that is being performed. Inspections, schedule...
- · Mobile APP tracking. You will have visibility on the clock in and out of cleaners. Our app has time tracking with Geofencing.
- · We will get back to you within an Hour. Our customers are our priority.





Our Agreement Current Service

Both Service Providers association INC (S.P.A) and **Carlisle Public Works** agree to all terms, conditions, cleaning schedule and pricing as outlined in this agreement. S.P.A will provide all the necessary cleaning chemicals and equipment. Client will provide all paper products, hand soap and replacement liners for trash receptacles if necessary for the job.

SERVICE

Frequency: 1 days per week service

General cleaning and Janitorial services

Monthly Billing: \$260*

SERVICE ADDRESS: 645 Railroad St, PO Box 430 Carlisle, IA 50047

Signature:		
By:		
Title:	 	
Date:		

*Note/Payment Option: This pricing includes a 5% discount for payments received on time by check or ACH. All other forms of payments such as credit cards or late payments will be billed at an additional 5%.

^{*}Taxes are not included in the price.



Terms & Conditions

This Agreement, dated _______ is made between Service Providers Association Inc ("S.P.A") and **Carlisle Public Works** ("CLIENT"). Both S.P.A and CLIENT agree that S.P.A will begin service on under the following terms and conditions.

- 1. CLIENT agrees to contract S.P.A to perform cleaning services according to the attached cleaning schedule and scope.
- 2. The S.P.A Service provider has successfully completed the S.P.A training program and carries all required certifications and insurance.
- 3. Six nationally recognized holidays have been taken into consideration during the calculation of this proposal. These include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If work is performed on these days, additional charges may apply.
- 4. S.P.A will invoice CLIENT on the first day of each month, and CLIENT agrees to pay S.P.A the amount that is due and owed under the terms of this contract by the 30th of the month. Late payments will incur service and finance charges applicable by state and federal law. In the event of default on payment, CLIENT agrees to pay S.P.A' costs for collection and/or attorney fee
- 6. This agreement may be terminated at any time with a 30 days written notice.
- 7. CLIENT agrees that during the term of this agreement and within hundred and eighty (180) days after termination of this agreement, CLIENT will not employ directly or indirectly any employees, agent representatives or Service providers of S.P.A.



General Cleaning

Offices, Entrances, Reception Areas, Hallways, Common Areas

	FREQUENCY
Dust horizontal surfaces - desk, credenza, counter and file cabinet tops.	1x/Week
Spot clean horizontal surfaces for removal of coffee rings and spillage.	Every Clean
Entrance doors and internal glass partitions cleaned of fingerprints and smudges.	Every Clean
Empty all waste paper receptacles.	Every Clean
	-///
Disinfect light switches, light switch plate covers and door handles.	Every Clean
Walls around doors and light switches cleaned of fingerprints and smudges.	Every Clean
Replace waste receptacle liners.	Every Clean
High dusting - air vents, tops of doors, door frames, ceiling corners.	1x/Month
Low dusting - front and sides of desks, legs of chairs, tables and chair bases.	1x/Month
Furniture - vacuum fabric and wipe down other surfaces to remove dust and lint.	1x/Month



Break Areas

Break Room	
	FREQUENCY
Counters and table tops cleaned with approved disinfectant.	Every Clean
Fronts of counters and chairs cleaned.	Every Clean
Sinks cleaned with approved disinfectant.	Every Clean
Outside of refrigerator and microwave wiped down.	Every Clean
Inside of microwave cleaned.	Every Clean
Trash removed	Every Clean
Table bases and chair legs cleaned.	1x/Month

Floor Care

Carpet, Ceramic, Resilient Tile (VCT) and Concrete **FREQUENCY** Vacuum, sweep or dust mop all hard surface floors. **Every Clean** Spot Vacuum as need it all carpeted traffic areas. **Every Clean** Wet mop hard surface floors **Every Clean** Wall to wall vacuuming of carpeted areas. 1/Week Detail vacuum carpet edges and corners along walls and partitions. 1/Week Dust all baseboards. 1x/Month



Restrooms

	FREQUENCY
Clean and disinfect counter tops, wash basins, toilets, toilet seats.	Every Clean
Clean and disinfect all dispensers, fixtures and mirrors.	Every Clean
Empty trash receptacles.	Every Clean
Empty sanitary napkin receptacle and disinfect (where applicable).	Every Clean
Spot clean partitions and tile walls.	Every Clean
Restock hand soap and paper products.	Every Clean
Disinfect partition handles, door handles and light switches.	Every Clean
Clean and sanitize outsides of dispensers and trash receptacles.	Every Clean
Polish all dispensers, fixtures and mirrors.	Every Clean
Sweep and thoroughly mop floor with germicidal solution.	Every Clean
High dust - tops of partitions, air vents, mirror frames and tops of doors.	1x/Month
Clean and disinfect restroom partitions and walls around toilets and urinals.	1x/Month

RESOLUTION 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

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, before such Amended and Restated Plan can be adopted, it is necessary that a public hearing be held thereon, and that due notice be given in accordance with the requirements of Iowa Code Chapter 404.

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

Section 1. It is determined that the rehabilitation, conservation, redevelopment, economic development or a combination thereof of the Area is necessary in the interest of the public health, safety, or welfare of the residents of the City, and the Area substantially meets the criteria of Iowa Code Section 404.1 and the proposed Amended and Restated Plan, attached to this Resolution as Exhibit 1, is declared to substantially meet the criteria of Iowa Code Section 404.2.

Section 2. It is determined that it is in the best interests of the citizens of the City to hold a public hearing on the matter of the adoption of the Amended and Restated Plan at a meeting of the City Council, on April 22, 2024, at 6:30 P.M., in the Council Chambers, City Hall, 100 N. First Street, Carlisle, Iowa.

Section 3. That the City Clerk be and is hereby directed to publish a notice of a public hearing on the Amended and Restated Plan, at least once not less than seven days and not more than twenty (20) days prior to the date of said public hearing, as provided in Iowa Code Section 404.2(6); April 22, 2024 should be the next regularly scheduled City Council meeting after the publication of notice.

Section 4. Be it further resolved that copies of the Amended and Restated Plan be made available to the public through the office of the City Clerk.

Section 5. The notice of the proposed hearing shall be in substantially the following form:

NOTICE OF PUBLIC HEARING OF THE CITY COUNCIL OF THE CITY OF CARLISLE, IOWA, 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

Public notice is hereby given that the City Council of the City of Carlisle, Iowa, will hold a public hearing on April 22, 2024, at 6:30 P.M., in the Council Chambers, City Hall, 100 N. First Street, Carlisle, Iowa, at which meeting the Council proposes to take action on the adoption of an Amended and Restated Carlisle City-Wide Urban Revitalization Plan ("Amended and Restated Plan" or "Plan") for the Carlisle City-Wide Urban Revitalization Area ("Urban Revitalization Area" or "Area") described therein, under the authority of Iowa Code Chapter 404. The Urban 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.

The purpose of the Amended and Restated Plan 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.

Any persons interested may appear at said meeting of the Council and present evidence for or against the adoption of the Amended and Restated Plan. The proposed Amended and Restated Plan is on file in the office of the City Clerk and available for public inspection or copying during ordinary business hours.

This notice is given by order of the City Council of the City of Carlisle, Iowa, pursuant to

Section 404.2, Code of Io	wa.	
Dated this	day of	, 2024.
		City Clark City of Carligle State of Layre
		City Clerk, City of Carlisle, State of Iowa
	(En	nd of Notice)

PASSED AND APPROVED this 8th day of April, 2024.

	Mayor	
ATTEST:		
City Clerk		

Exhibit 1

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. <u>APPLICATION REVIEW</u>

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 stablishing 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 AMAP OF REVITALIZATION AREA

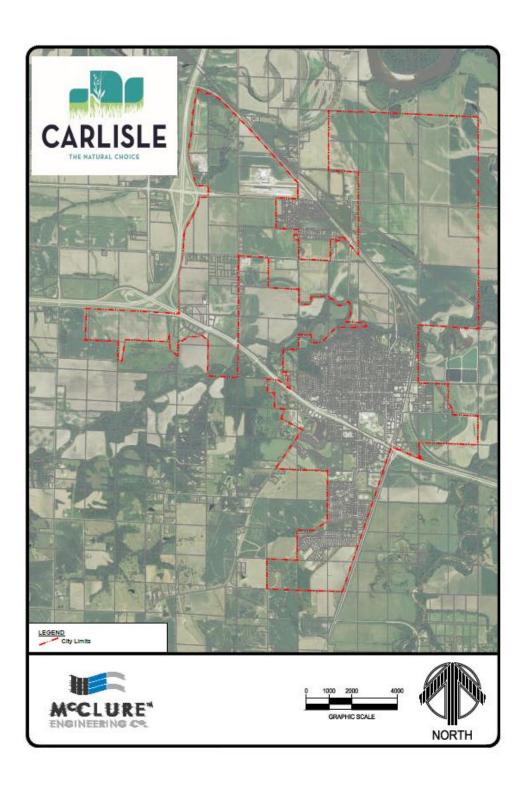


EXHIBIT B

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:ResidentialCommercialIndustrialAgricultural Proposed Property Use:ResidentialCommercialIndustrial
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 mo Commercial (5-year slidi Industrial (5-year slidi	
Acknowledgments:	
A copy of the building	g permit (if required) is attached.
	n improvements are made conform to all applicable city codes ovements conform to the Carlisle City-Wide Urban adopted.
	Estate is assessed as Commercial, an executed Minimum at is attached to this application.
provided in the suppo exemption from taxes	s that all information in this application and all information rt of this application is given for the purpose of obtaining an on improvements and/or new construction, and is true and f the applicant's knowledge.
	summary of some of the Plan terms; for complete information, RLISLE CITY-WIDE URBAN REVITALIZATION PLAN,
	Signed:
	Print Name:
	Date:

EXHIBIT C

<u>FORM MINIMUM ASSESSMENT AGREEMENT</u> (REQUIRED FOR COMMERCIAL PROPERTY ONLY)

repared by: eturn 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 STATE], a(n) Iowa ("Owner").
WHEREAS, consistent with the provisions of the City's 2024 City-Wide Urban Levitalization Plan, as may be amended (the "Plan"), the Owner has submitted an Application for Cax Abatement dated as of, 20 (the "Application") regarding certain commercial real estate owned by Owner and located in the tevitalization 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 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 f the Application, under the provisions of the Plan; and

WHEREAS, the Warren or Polk (as applicable) County Assessor has reviewed the

NOW, THEREFORE, the parties to this Minimum Assessment Agreement, in consideration

preliminary plans and specifications for the Eligible Improvements that are contemplated to be

of the promises, covenants and agreements made by each other, do hereby agree as follows:

constructed.

1.	Upon substantial completion of construction of the Elig	ible Improvements, the	he
minimum	actual value fixed for assessment purposes for the Eligible	Improvements and th	he
Property (1	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 in and for said State, personally appeared personally known, who being duly sworn, did respectively, of the City of Carlisle, Iowa, a Mu the State of Iowa, and that the seal affixed t Municipality, and that said instrument was sign authority and resolution of its City Council, and instrument to be the free act and deed of said Mu	I say that they are the Mayor and City Clerk inicipality created and existing under the laws of the foregoing instrument is the seal of said ed and sealed on behalf of said Municipality by I said Mayor and City Clerk acknowledged said
	Notary Public in and for the State of Iowa

C-3

[Signature page to Minimum Assessment Agreement – City]

	[OWNER]	
	By:	
	Print Name:	
	Its:	
STATE OF) SS COUNTY OF)	.	
COUNTY OF)		
This record was acknowledged b 20, by	efore me on this , as the	day of, of [OWNER], on behalf
of whom the record was executed.		
	Notary Pub	lic in and for said state
	•	

[Signature page to Minimum Assessment Agreement – Owner]

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:

	_	egally responsible for the assessment of the above
value assigned to that land and		mprovement to be made on it, certifies that the actual vements upon completion shall be not less than
\$		
		Assessor for the County of, Iowa
		Date
STATE OF IOWA)) SS	
COUNTY OF)	
		, Assessor for the County
of, Iowa on this	aay oi	, 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

ORD	INAN	CE	NO.	

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF CARLISLE, IOWA, BY CREATING ORDINANCE FOR MOBILE FOOD UNITS

BE IT ENACTED by the City Council of the City of Carlisle, Iowa:

SECTION 1. Whereas, the Carlisle City Council identified a need to create an ordinance within the Code of Ordinances of the City of Carlisle to provide regulations for the use and operation of Mobile Food Units commonly referred to as Food Trucks. May the following language be adopted:

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.

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 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.
- 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.

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 unless authorized by a private property owner.
- 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 foot 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. Mobile food vendors are limited to playing music or jingles when the unit or cart is in motion.

124.05 LOCATIONAL STANDARDS.

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.

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.
 - 5. License application.
- A. Each application shall be submitted a minimum of 30 days prior to the desired operation of mobile food vendor vehicle.
- B. 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.
- C. 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

- D. Any person applying for a permit shall be required to file a cash bond, surety bond, or provide proof of liability insurance in the sum of at least ten thousand dollars (\$10,000.00) conditioned upon the faithful performance of the conduct of the business for the benefit of any person defrauded or cheated or any damages as a result of the operation of the food truck business.
- E. 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.

124.07 REVOCATION OF LICENSE.

- A. 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.
- B. 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.

- C. 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.
- D. 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.

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.

SECTION 2. <u>Repealer</u>. All Ordinances or parts of Ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 3. Severability Clause. If any section, provision or part of this ordinance shall be adjudged 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 4. 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 th	is day of	, 2024
Attest:			
		Drew Merrific	eld, Mayor
Shalee C	rispen, City Clerk		
1st Read	ing Passed:		
2nd Read	ling Passed:		
3 rd Read	ling Passed:		
Publishe	ed:		



Business of the City Council Agenda Statement

For the meeting of: **04/08/2024**

Item Title: Paying portion of new lighting on Fire command vehicle in exchange for 2002 Chevrolet 3500 truck

Contact Person: Tony Rhinehart

SUMMARY EXPLANATION & HISTORY:

Fire Chief Glover and I have been in discussions for several years about transferring ownership of the Fire Department's 2002 Chevrolet 3500 attack truck to the public works department for transformation into a dump truck. Our second use 1 ton dump truck is well beyond its useful life and needs to be removed from the fleet after this summer. Considering the low miles and maintenance and upkeep of the truck I feel that 7 years of service life with minimal repair costs could be expected. In return for the truck the public works department would pay 75% of the cost of emergency lighting for the Fire Department's new command truck. (\$10,000.00) After doing research on the cost of used and new vehicles that are like this truck, the Public Works Departments would be getting a truck well below its value. To purchase a similar, new truck through the State of Iowa bidding process the cost would be \$56,038.00. Funds have been budgeted to install a new dump body on the truck in the 2024/25 budget.

FUNDING:

Public Works would use funds currently in reserves that were acquired through the sale of used trucks and equipment the last 2 years.

PROFESSIONAL REVIEW/OPINION (IF REQUIRED):

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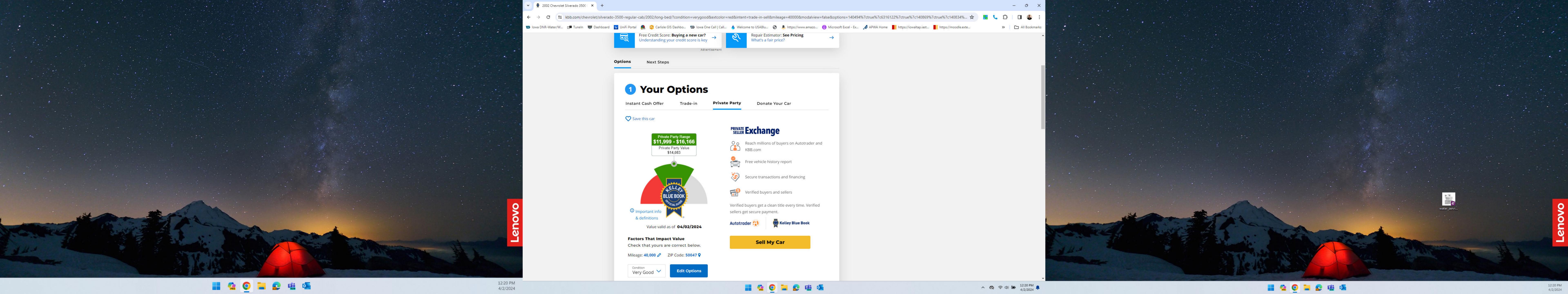
ALTERNATIVES:

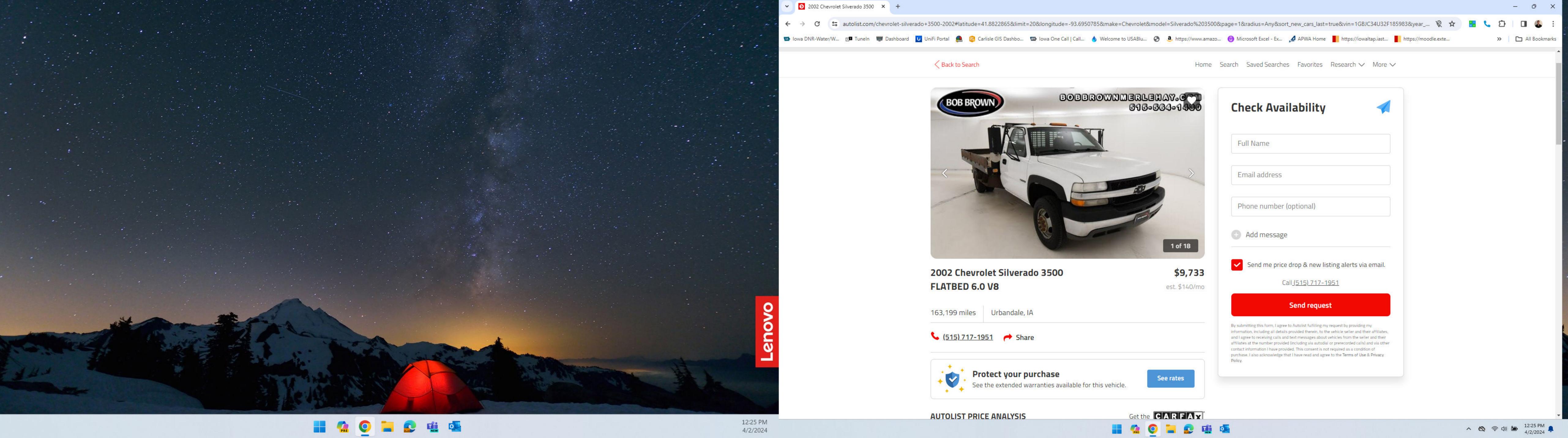
- 1. Approve the item.
- 2. Deny the request.
- 3. Staff should conduct further research.
- 4. No action at this time.

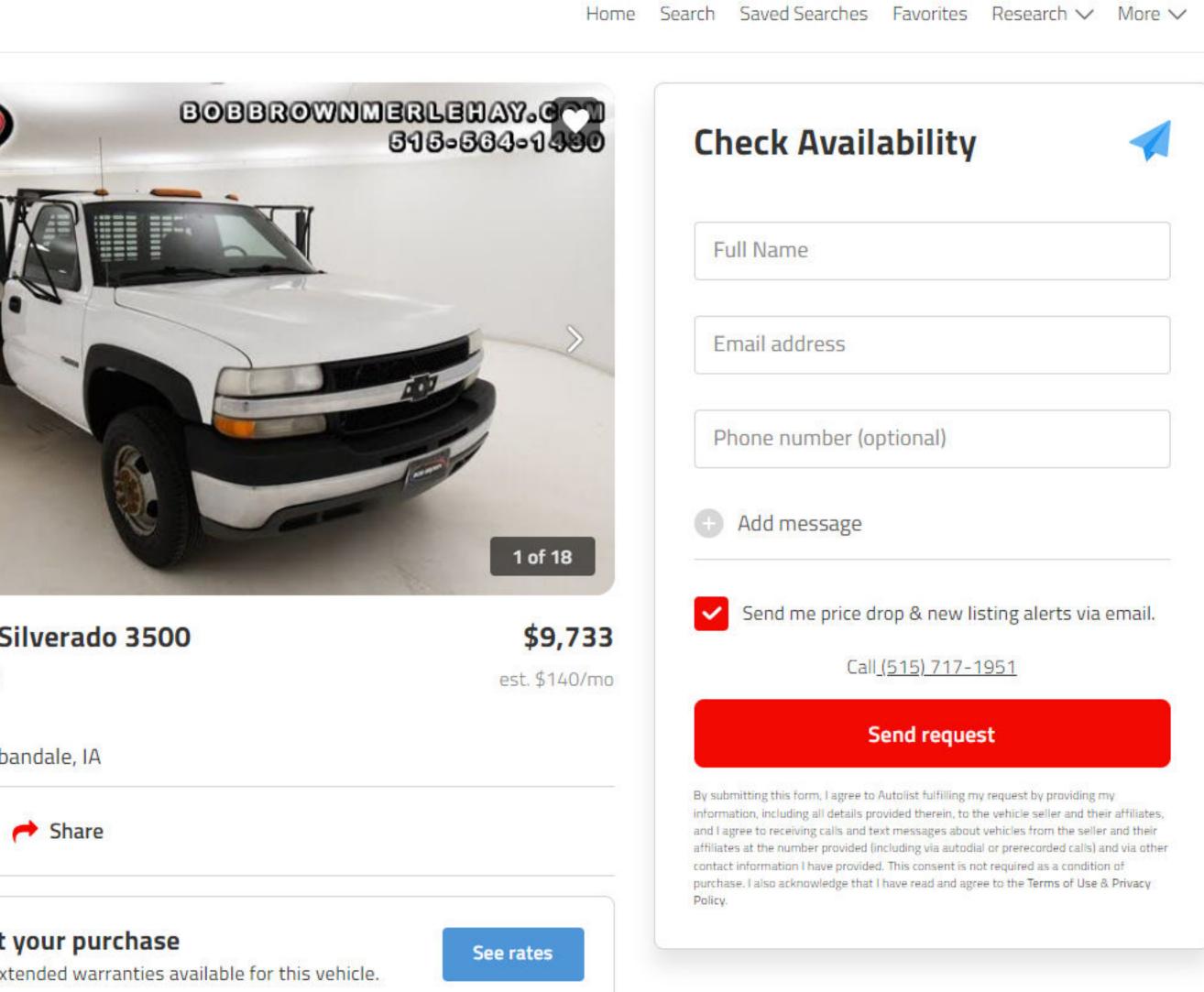
RECOMMENDATION:

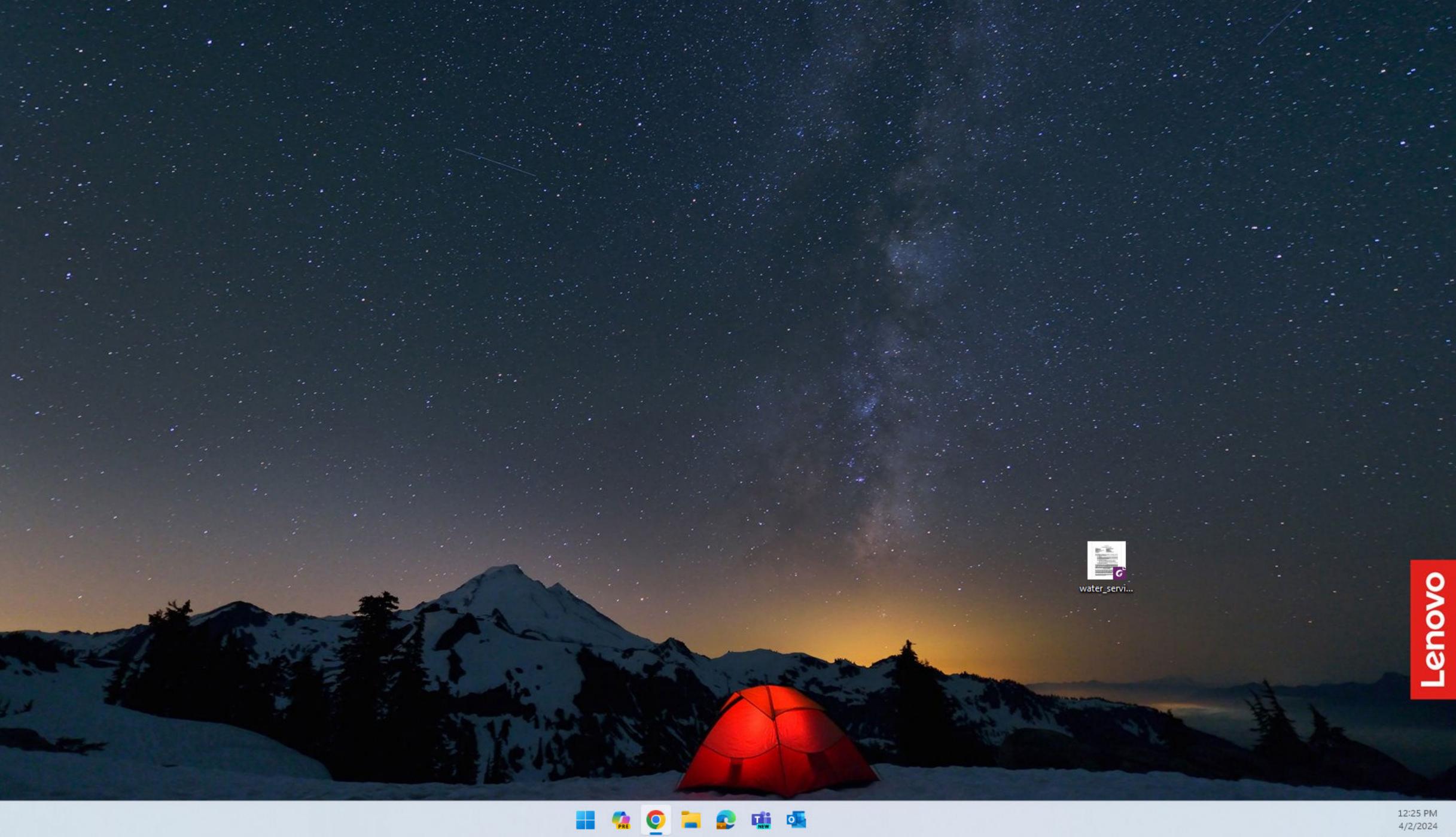
ATTACHMENTS:

Kelly Blue Book Value Estimate Used truck for sale in Urbandale State of Iowa bid price sheet



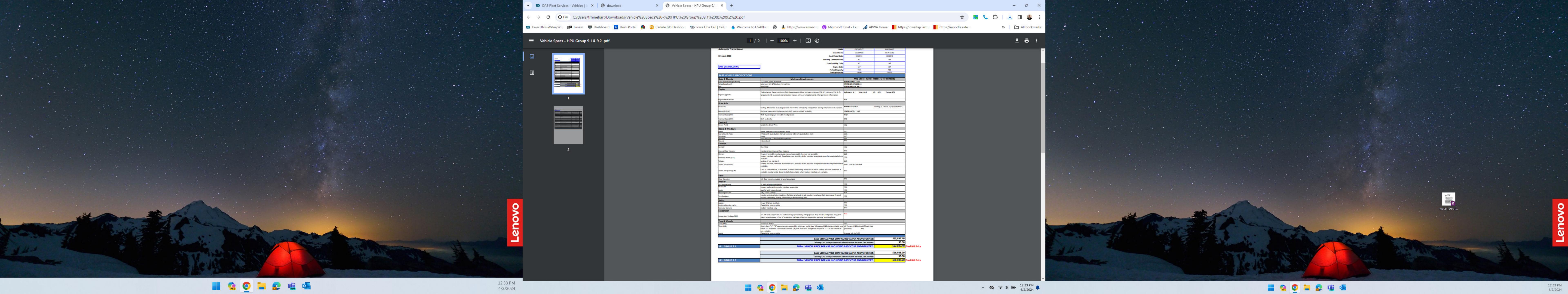












NOTICE OF PUBLIC HEARING -- PROPOSED BUDGET Fiscal Year July 1, 2024 - June 30, 2025

City of: CARLISLE

The City Council will conduct a public hearing on the proposed Budget at: Carlisle City Hall Meeting Date: 4/8/2024 Meeting Time: 06:30 PM At the public hearing any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the City Clerk and County Auditor.

City budgets are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult https://dom.iowa.gov/local-budget-appeals.

The Budget Estimate Summary of proposed receipts and expenditures is shown below. Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property

14.77412

The estimated tax levy rate per \$1000 valuation on Agricultural land is

3.00375

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

Phone Number (515) 989-3224

City Clerk/Finance Officer's NAME

Shalee Crispen

		Budget FY 2025	Re-estimated FY 2024	Actual FY 2023
Revenues & Other Financing Sources				
Taxes Levied on Property	1	2,962,017	2,802,987	2,678,928
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	2,962,017	2,802,987	2,678,928
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	788,522	842,697	796,914
Other City Taxes	6	624,261	508,151	646,401
Licenses & Permits	7	252,392	283,448	322,817
Use of Money and Property	8	35,360	61,136	183,366
Intergovernmental	9	2,062,716	2,624,795	1,619,900
Charges for Fees & Service	10	5,264,741	5,274,382	5,500,409
Special Assessments	11	0	12,415	43,265
Miscellaneous	12	108,350	250,462	489,578
Other Financing Sources	13	0	0	0
Transfers In	14	1,301,686	2,702,793	1,414,201
Total Revenues and Other Sources	15	13,400,045	15,363,266	13,695,779
Expenditures & Other Financing Uses				
Public Safety	16	2,293,200	2,031,721	2,009,331
Public Works	17	874,902	877,616	855,506
Health and Social Services	18	12,500	10,000	5,099
Culture and Recreation	19	757,170	733,616	666,619
Community and Economic Development	20	903,231	954,406	996,260
General Government	21	765,686	565,633	575,088
Debt Service	22	1,117,861	1,210,744	1,214,083
Capital Projects	23	2,018,394	3,907,930	2,152,504
Total Government Activities Expenditures	24	8,742,944	10,291,666	8,474,490
Business Type / Enterprises	25	4,511,747	4,105,849	5,172,629
Total ALL Expenditures	26	13,254,691	14,397,515	13,647,119
Transfers Out	27	1,301,686	2,702,793	1,414,201
Total ALL Expenditures/Transfers Out	28	14,556,377	17,100,308	15,061,320
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-1,156,332	-1,737,042	-1,365,541
Beginning Fund Balance July 1	30	8,590,987	10,328,029	11,693,570
Ending Fund Balance June 30	31	7,434,655	8,590,987	10,328,029

EXCELLENCE
INTEGRITY
TEAMWORK
PROFESSIONALISM

March 2024

Did You Know...

✓ As a department, the officers of the Carlisle Police Department obtained over 542 hours of continuing education and training in 2023. Training included over thirty-three topic areas. The State of Iowa requires each officer to have 12 hours of in-service training in addition to the annual mandatory state training requirements. CPD officers achieved well above and beyond those criteria. In addition to continuing education hours, the Carlisle Police Department is also fortunate to have multiple state certified instructors on staff in a wide range of training areas. Those areas are driving, firearms, Taser, OC, radar/lidar and standardized field sobriety testing. Department instructors provided over 413 hours of instructional training both in house, to the Iowa Law Enforcement Academy and to other law enforcement officers and entities in 2023.

Notable Updates On Projects & Programs

- ✓ The police department submitted a Prairie Meadows Community Betterment grant application on behalf of Carlisle Public Safety for the purchase of new portable and mobile radios. The grant request is for just under \$100,000.00. The current radios used by police and fire were purchased in 2016. Generally, the expected service life is between 8-10 years. The current radio models the police department uses are no longer supported and replacement parts are no longer being manufactured. Radio replacements are currently planned through LOSST at a later time.
- ✓ The police department submitted a Warren County Philanthropic Partnership grant application for a stationary digital speed check display on Scotch Ridge Road as you enter northbound into the city limits. The grant request is for \$4,793.00. The goal is to get several of these, through various grants, to be placed in the community where traffic speeds are generally higher in those locations.
- The police department submitted a grant through the Iowa Governor's Traffic Safety Bureau for \$20,500. This grant provides overtime funding for officers to conduct extra traffic enforcement within the city. The primary focus is on OWI

enforcement, excessive speeding, seatbelt usage, and texting and driving. The grant also allows for funding towards educational opportunities as well as a mobile radar unit for a patrol car.

✓ On March 26th, officers participated in vehicle operations training as part of the department's in-service training program. Officers were able to participate in Iowa Law Enforcement Academy approved driving



courses designed to test, improve, and refresh their driving abilities.

- ✓ On March 26th, officers, along with Warren County Attorney Doug Eichholz, participated in a Q &A session with the Carlisle High School's Business Law Class.
- ✓ On March 27th, School Resource Officer Hauser attended the Carlisle School's mental health night. Officer Hauser provided information and statistics on drug, alcohol and vapes use and able to show parents what types of dangerous/illegal items they should be on the lookout for with their teens.
- ✓ The Chevrolet Tahoe that was purchased and slotted for 2023 is just now being upfitted by the vendor due to large volumes of upfits. This patrol car is expected to be completed and put into service by mid-April. The Chevrolet Tahoe that was approved, purchased, and slotted for 2024 will be upfitted in mid-April and is expected to be completed and in service the first part of May.
- ✓ The PD is still working on finding a candidate for the vacant officer position. We will continue taking applications until filled. We are scheduling testing, interviews, etc. as applications come in. This will continue to be a rolling process until filled.
- ✓ We have two officers assigned to the Waren County Task Force, in an as needed capacity, as part of the entry team. These officers continue to train once a month with members from other Warren County law enforcement.
- ✓ Administrative Assistant Cassidy Houchin's 1-year full-time anniversary with the department is April 17th.

Upcoming Police Department Training & Events

- ✓ Hosting State Drug Recognition Expert Recertifications- April 30th
- ✓ Hosting Advanced Roadside Impaired Driving Enforcement Class- May 1st and 2nd
- Department Online Training In-Service- Human Trafficking- April 2024
- ✓ Department In-Person Training- Firearms- May 29th
- ✓ Department Participation in Summer Kickoff- May 28th

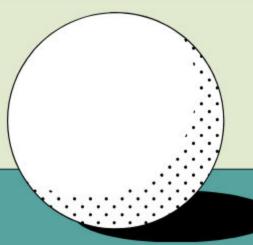
Statistics- March 2024

Total CAD Calls- 600
Suspicious Activity Calls- 16
Animal Related Calls- 21
Criminal Mischief Calls- 1
Domestic Disturbance Calls- 4
Harassment Calls-4
Disturbing the Peace & Quiet Calls- 5
City Ordinance Violations Addressed- 21

Alarm Calls- 1
Theft/ Burglary Calls- 6
Traffic Accidents-13
Contacts Involving Alcohol/ OWI's/ Drugs-13
Traffic Stops- 190
Total Arrests- 16
Vacation Check/ Building Checks- 231



ADULT RECREATION HIGHLIGHTS



2 NEW PROGRAMS

The addition of both indoor pickleball and fall Cornhole were met with full leagues.

BY THE NUMBERS

- Over 150 participants total across 4 leagues
- 100% of responses would recommend to a friend
- 100% of responses rated league
 5 out of 5 in enjoyment

Cornhole

- 8 teams of 2

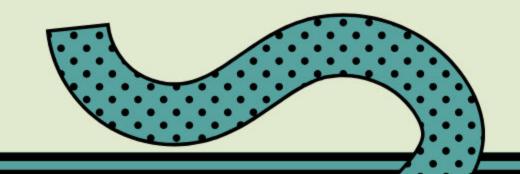
 (16 participants)
- 6 week, 12 Best of 3 series

Pickleball

- 8 teams of 2 players
- Roughly 25+ partipants with alternates.
- 7 week season with 2 week playoffs

Co-ed Volleyball

- 8 co-ed teams on Wednesday
- 6 co-ed teams on Monday
- 7 week league with 1 week playoff
- Over 100 total participants





"Excellent programs! Fun and great exercise" "Setup was great and ran smoothly" "Outdoor pickleball courts would be awesome"

"We would love to be included in the next Pickleball league! We had a very good time with all the participants" "We are ready for the next league!"

"We had a great time, thank you"



We inspire people to plant, nurture, and celebrate trees.

FOR IMMEDIATE RELEASE Contact: Jasmine Putney Arbor Day Foundation 402-216-9307 jputney@arborday.org

Arbor Day Foundation Names City Of Carlisle a 2023 Tree City USA®

LINCOLN, Nebraska (3/28/2024) – City Of Carlisle was named a 2023 Tree City USA by the Arbor Day Foundation to honor its commitment to effective urban forest management.

City Of Carlisle achieved Tree City USA recognition by meeting the program's four requirements: maintaining a tree board or department, having a tree care ordinance, dedicating an annual community forestry budget of at least \$2 per capita, and hosting an Arbor Day observance and proclamation.

The Tree City USA program is sponsored by the Arbor Day Foundation, in partnership with the U.S. Forest Service and the National Association of State Foresters.

"Tree City USA communities see the positive effects of an urban forest firsthand," said Dan Lambe, chief executive of the Arbor Day Foundation. "The trees being planted and cared for by City Of Carlisle are ensuring that generations to come will enjoy to a better quality of life. Additionally, participation in this program brings residents together and creates a sense of civic pride, whether it's through volunteer engagement or public education."

If ever there was a time for trees, now is that time. Communities worldwide are facing issues with air quality, water resources, personal health and well-being, energy use, and extreme heat and flooding. City Of Carlisle is doing its part to address these challenges for residents both now and in the future.

More information on the program is available at arborday.org/TreeCityUSA.

About the Arbor Day Foundation

Founded in 1972, the Arbor Day Foundation has grown to become the largest nonprofit membership organization dedicated to planting trees, with more than one million members, supporters and valued partners. Since 1972, almost 500 million Arbor Day Foundation trees have been planted in neighborhoods, communities, cities and forests throughout the world. Our vision is to lead toward a world where trees are used to solve issues critical to survival.

As one of the world's largest operating conservation foundations, the Arbor Day Foundation, through its members, partners and programs, educates and engages stakeholders and communities across the globe to involve themselves in its mission of planting, nurturing and celebrating trees. More information is available at <u>arborday.org</u>.



CITY OF CARLISLE



Benefits of Public Trees

Public Works

- Reduce stormwater runoff
- Combined sewer overflow reduced 10-20%
- Reduce pavement fatigue
- Prolong the length of pavement

Carlisle

- 2023 Tree Inventory
- 2009 Carlisle 15% canopy
- Annual Tree Maintenance
- Tree ordinance
- Volunteer engagement
- 98.4 acres of park

Parks/Health

- Lower levels of anxiety
- Lower BMI
- Reduced childhood asthma
- Increased physical activity
- Improved attention and helps those with ADHD

City Planning

- · Reduce traffic noise
- Reduced crime rates
- Greater sense of community
- Higher commercial spending

<u>3-30-300 rule</u>

- See 3 trees from your home
- 30% city-wide canopy cover
- 300m from a park

Grant Oppurtunities

- MidAmerican
 Trees Please
- DNR future Tree
 Canopy Funding