

CITY OF CARLISLE REGULAR CITY COUNCIL MEETING MINUTES

Monday, August 24th 2020; 6:30 P.M

Carlisle City Hall 195 N 1st Street, Carlisle, IA

Elected Officials present were Mayor Drew Merrifield, Eric Goodhue, Ruth Randleman, Rob Van Ryswyk and Dan McCulloch constituting a quorum. Doug Hammerand was absent. Also present were City Attorney Robert Stuyvesant, City Clerk Martha Becker, City Administrator Deven Markley, Police Chief Matt Koch, Library Director Stacy Goodhue, Library Assistant Dee Shalon-Deur and Parks and Recreation Superintendent Ronda Frost. Fire Chief Cory Glover was present via Zoom conference call. Mayor Merrifield called the meeting to order at 6:30 P.M.

PRESENTATIONS

Stacy Goodhue and Dee Shalon-Deur presented FY2020 library statistics and updates to Council. Goodhue highlighted information regarding the summer reading program, electronic usage, circulation of the library resources and programming. Goodhue explained that the numbers look different from last year due to COVID-19 but the library was able to shift to on-line and virtual options.

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

Markley requested that two items, be removed from Approval of Bills Payable, Change orders and Pay Requests and added to the Consent Agenda.

The items are:

- Approval of Hiring Luke Burgett as Library Aide at an Hourly Rate of \$10.50 Per Hour Effective August 18, 2020
- Approval of Hiring Kendra Wilcox as Library Aide at an Hourly Rate of \$11.00 Per Hour Effective August 18, 2020

Motion by Randleman, seconded by Goodhue to approve the Following Consent Agenda Items with addition of new hire approval-

- Receive and File City Administrator Report
- Receive and File Police Department Monthly Report
- Approve Resolution 2020082401 Tax Abatement Application for Property Located at 845 Linden Street, Carlisle IA, SDW Trust.

Motion carried Unanimously on roll call vote.

APPROVAL OF BILLS PAYABLE, CHANGE ORDERS AND PAY REQUESTS

Motion by Goodhue, seconded by Van Ryswyk to approve bills in Amount of \$104,212.16.

Motion carried unanimously on roll call vote.

Motion by Goodhue, seconded by McCulloch to approve Preauthorized Bills from 6-13 to 7-13 in the Amount of \$356,017.48. Motion carried unanimously on roll call vote.

CITIZEN PARTICIPATION

Bruce Selby, 7322 SE 52nd Street Carlisle, IA informed Council and staff that PDM has an active investigation from the DNR for outdoor painting. Markley said he will look into it.

Casey Goodhue, 4584 178th Ave, Carlisle, IA spoke on behalf of the Booster Club regarding the upcoming softball tournament that will be held at South Park. Goodhue went over precautions

they will be taking for sanitation and noted that they will be following the IDPH protocol for handling food. Council discussed current and future events that are to be held in Carlisle. Council reviewed conversations from the last meeting regarding events and there was consensus that group organizers would approach Council to make them aware of upcoming events.

OLD AND NEW BUSINESS & POSSIBLE ACTION

Markley asked that the order of the agenda be changed by moving Discussion and Possible Action on City Hall Site Plan and Approval of RESOLUTION ORDERING BIDS, APPROVING PLANS, SPECIFICATIONS AND FORM OF CONTRACT AND NOTICE TO BIDDER, FIXING AMOUNT OF BIDDER'S CHECK AND ORDERING CLERK TO PUBLISH NOTICE FOR A PUBLIC HEARING ON PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COSTS FOR THE REMODEL FOR: CARLISLE CITY HALL RENOVATION PROJECT to the beginning of the agenda.

Dana Pederson, Ethos Design Group, 119 S 2nd St, Polk City, IA 50226 spoke to Council and reviewed the City Hall Site plan. Pederson went over logistics regarding the renovation and walked Council through the site plan. She also reviewed the cost estimates and timelines for the project. Pederson answered questions regarding the roof, windows and walking ramps.

Motion by Goodhue, seconded by McCulloch to approve Resolution 2020082402, A RESOLUTION ORDERING BIDS, APPROVING PLANS, SPECIFICATIONS AND FORM OF CONTRACT AND NOTICE TO BIDDER, FIXING AMOUNT OF BIDDER'S CHECK AND ORDERING CLERK TO PUBLISH NOTICE FOR A PUBLIC HEARING ON PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COSTS FOR THE REMODEL FOR: CARLISLE CITY HALL RENOVATION PROJECT. Motion carried unanimously on roll call vote.

Wally Pelds, Pelds Design Services, 2323 Dixon St Des Moines, attending the meeting via Zoom spoke to Council regarding the Plat of Survey for Parcel "P" of SW ¼ of the SE ¼ of Section 14, Warren County, Iowa. Pelds explained that the parcel is a simple split of three acres for potential building options. It was noted that the Planning and Zoning Board recommended approval of the Plat of Survey. Motion by Goodhue, seconded by Randleman to approve Plat of Survey for Parcel "P" of SW ¼ of the SE ¼ of Section 14, Warren County, Iowa. Motion carried unanimously on roll call vote.

Markley explained to Council that Three Rivers Church will be moving their church to 90 Hwy 5 and that churches are mandated to fill out special use permits in any district. It was noted that the Planning and Zoning Committee unanimously recommended approval of the Special Use Permit. CJ Nissen, 1245 Veterans Memorial Drive, Carlisle IA was present at the meeting via Zoom and explained that there will be 27 parking spots available at 90 Hwy 5 and that they could use additional parking to the west if there was overflow parking. He noted that the Recreation Center had 35 parking spots. Motion by Goodhue, seconded by Van Ryswyk to approve Special Use Permit for Three Rivers Church at 90 Highway 5. Motion carried unanimously on roll call vote.

Markley explained to Council that Final Plat for Danamere Farms Plat 8 was recommended for approval by the Planning and Zoning Committee. Caleb Smith, McClure Engineering 1360 NW 121st St, Clive, IA 50325 and Mitch Holtz, Fox Engineering 414 S 17th St #107, Ames, IA 50010 were present via Zoom conference to answer any questions Council may have. Mayor did note that he expressed concerns regarding the width of the streets in the Danamere Farms plats and that it appears to would be difficult for firetrucks to go down the streets when there are vehicles parked on both sides. Motion by Randleman, seconded by Van Ryswyk to approve Final Plat for Danamere Farms Plat 8. Motion carried unanimously on roll call vote.

Markley gave an overview of the Preliminary Plat for Pasco Point. Markley explained that Paige Williams purchased the property at 1584 Hwy 5, Carlisle IA and that Williams is proposing a five-lot residential development on a cul-de-sac. There are waivers to consider and it comes with a unanimous vote for recommendation of approval from the Planning and Zoning Committee. The owner to the south, Danamere Farms, was present at the Planning and Zoning meeting and made comment that they do not oppose the project.

Paige Williams was present at City Hall for questions and Brad Kuehl, Bishop Engineering 3501 104th Street, Des Moines, IA 50322 was available via Zoom conference for questions from Council. Kuehl reviewed the project with Council and explained that because water and sanitary services were not readily available to the area that the lot were increased in size to 2 acres. There was discussion regarding the streets and the roadway cross section and that it is in line with the Conservation Development Land use per the Comprehensive Plan and reviewed the waivers. Holtz recommended the approval of the waivers for curb and gutter, storm water detention and sidewalks. Council member Randleman expressed concerns about the connectivity from the other properties for walkability and public safety. There was discussion between staff, engineers and Council regarding proposed streets for secondary access to Pasco Point. It was noted that a possible street could be constructed in from the east behind the school to hook up into Pasco Point. Council continued discussion regarding access to Pasco Point and the waivers. Motion by Randleman, seconded by McCulloch to approve Preliminary Plat for Pasco Point with the waivers for no curb and gutter, no storm water detention and no sidewalks, with city water and septic systems subject to the comment letter by Fox Engineering dated August 13th 2020. Chief Glover noted that he was content with the way the layout of the street was drawn. Motion carried unanimously on roll call vote.

Motion by Goodhue, seconded by Van Ryswyk to approve construction drawings for Pasco Point contingent on Fox Engineering letter dated August 13th 2020. Motion carried unanimously on roll call vote.

Motion by Goodhue, seconded by Van Ryswyk to approve Final Plat for Pasco Point contingent on Fox Engineering letter dated August 13th 2020. Motion carried unanimously on roll call vote. Markley explained to Council that David Wright would like to burn fallen debris from the past storm that went through Carlisle. Council and staff discussed the item and details about the burn and possible limitations regarding how much area would be involved with the burn. It was noted that he was not burning the entirety of the acres rather fallen tree debris within the acres. Motion by Van Ryswyk, seconded by Randleman to approve the Burning Permit at 355 Crescent Drive for David Wright with approval of Fire Chief Glover prior to the burning. Motion carried unanimously on roll call vote.

Motion by Goodhue, seconded by McCulloch to remove Discussion and Possible Action on Purchase of Ambulance for EMS Department from the table. Motion carried unanimously on roll call vote.

It was noted that Council was able to connect with the Fire Chief with questions they had regarding the new ambulance. Markley also noted that there was \$260,000 set aside in the 2021 bond for the ambulance. Motion by Randleman, seconded by Van Ryswyk to approve the purchase of a new ambulance in the amount of \$257,334 from FeldFire. Motion carried unanimously on roll call vote.

Police Chief Koch explained that he is updated penalties for excessive fees and the changes will update the Ordinances. Motion by Goodhue, seconded by Randleman to approve first reading of ORDINANCE AMENDING THE CODE OF ORDINANCES IN THE CITY OF CARLISLE, IOWA BY AMENDING PROVISIONS PERTAINING TO PENALTIES FOR EXCESSIVE SPEED. Motion carried unanimously on roll call vote.

Markley discussed with Council about the relief fund reimbursement for COVID-19. Council also discussed the benchmark for COVID-19 cases and how the city will react if there is a rise in cases. There was consensus that a special meeting would be held in the event that cases rise. There was also discussion about upcoming events such as Pumpkin Fest, Trick or Treat and the annual holiday party. Markley and either Goodhue or Merrifield will be meeting with Chamber about Pumkinfest on September 1st at noon. No action was taken.

Markley explained this resolution is required for cities requesting COVID-19 reimbursement from the government. Motion by Goodhue, seconded by Randleman to approve Resolution 2020082403, A RESOLUTION REQUESTING REIMBURSEMENT FROM THE IOWA COVID-19 GOVERNMENT RELIEF FUND. Motion carried unanimously on roll call vote.

CITY ADMINISTRATOR REPORT

Markley reviewed upcoming vacation he will be taking and extended a thank you to Goodhue and Van Ryswyk for taking part in the Construction Plan meeting for the building renovations.

MAYOR AND COUNCIL REPORTS

Motion by Goodhue, seconded by McCulloch to receive and File Randleman's report. Motion carried unanimously on roll call vote. Van Ryswyk gave kudos to the electric department for all they did during and after the Derecho storm. Goodhue gave a kudos to Dave Sigmund in the parks department for his speedy involvement in starting to clear tree debris shortly after the storm passed.

CITY ATTORNEY REPORT

None. Stuyvesant did comment that the new stripping machine was doing a good job and it was a good investment. Also, he noted that two trees on S 5th by the trail need cut.

UPCOMING MEETINGS AND EVENTS

Iowa League of Cities meeting will be virtual.

INFORMATION

Motion by Goodhue, seconded by Randleman to Adjourn at 9:17 pm. Motion carried Unanimously on roll call vote.

Drew Merrifield, Mayor

Martha Becker, City Clerk

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