

CITY OF CARLISLE REGULAR CITY COUNCIL MEETING MINUTES

Monday, September 14th 2020 6:30 P.M

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

Elected Officials present were Mayor Drew Merrifield, Doug Hammerand Eric Goodhue, Ruth Randleman, Dan McCulloch Rob Van Ryswyk constituting a quorum. Also present were City Attorney Robert Stuyvesant, City Clerk Martha Becker, City Administrator Deven Markley, Police Chief Matt Koch, Tony Rhinehart, Public Works and Parks and Recreation Superintendent Ronda Frost. Mayor Merrifield called the meeting to order at 6:30 P.M.

PRESENTATIONS

None

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

Motion by Goodhue seconded by McCulloch to approve the Following Consent Agenda Items

- Approve City Council Minutes for Regular Council Minutes August 10th and 24th 2020
- Receive and File City Administrator's Report
- Approval of July Treasurers Report
- Approval of Liquor License Renewal for Fareway Stores, 1115 Bluestem Drive, Carlisle Iowa with Class B Wine, Class C Beer (Carryout Beer) and Class E Liquor License

Motion carried unanimously on roll call vote

APPROVAL OF BILLS PAYABLE, CHANGE ORDERS AND PAY REQUESTS

Motion by Goodhue, seconded by McCulloch to approve bills in Amount of \$158,706.80.

Motion carried unanimously on roll call vote.

CITIZEN PARTICIPATION

None

OLD AND NEW BUSINESS & POSSIBLE ACTION

Jim Pollak, 1235 Bellflower Drive, Carlisle IA spoke to Council regarding a high utility bill due to a possible water leak and requested forgiveness for the sewer charges. Pollak explained that the consumption totaled 72,300 gallons. He noted that they bypassed their water softener taking that out of the equation for a possible leak. He also replaced 2 of the 4 toilet valves at the property after a visit and recommendation from Tony Rhinehart, public works to replace flush valves. Rhinehart recommend this based on the type of valve that was in the toilet and that the city has historically seen issues with them. Markley reviewed two options with Council regarding the excessive water bill;

Option 1 (No forgiveness):

\$939.18 total bill / 12 month payment plan = \$78.27 / monthly.

Option 2 (Waive ½ sewer based on Council's historic actions):

\$939.18 Total – \$216.54 (1/2 sewer) = \$722.64 / 12 month plan = \$60.22 / monthly.

There was discussion between Council and Pollak regarding other areas of the property that may have contributed to the high usage such as exterior faucets being left on, a water softener or drop in toilet tank fresheners that may get stuck under the flap. Rhinehart noted that there is an irrigation meter at the property and if there were outside leaks it would run through that meter. Pollok noted that his usage is trending back to normal usage. Motion by Randleman, seconded by Van Ryswyk to approve Option #2, forgiveness of 50% of the sewer bill for a total bill of \$722.64. Motion carried unanimously on roll call vote

Motion by Goodhue, seconded by McCulloch to approve Ordinance 759, An ORDINANCE AMENDING THE CODE OF ORDINANCES IN THE CITY OF CARLISLE, IOWA BY AMENDING PROVISIONS PERTAINING TO PENALTIES FOR EXCESSIVE SPEED and waiving the third reading. Motion carried unanimously on roll call vote.

Ronda Frost, Parks and Recreation Superintendent spoke to Council regarding the purchase of a budget approved lawn mower for the parks department. Frost explained that end cost will be less than what was originally approved due to the trade in for the old mower. The cost of the mower is \$25,500.00 and trade in will be \$9,500.00 bringing the balance down to \$16,000.00.

Motion by Randleman, seconded by McCulloch to approve the purchase of a lawn mower for the parks department in the amount of \$25,500.00. Motion carried unanimously on roll call vote.

Markley explained to Council that Des Moines is leading a project to extend their trail south of Army Post Road to make a connection to our trail at Scotch Ridge Nature Park. The project is on their CIP and they have the funds. He went on to explain that they approached the City and Warren County Conservation some time back about their plans to connect. Both parties said there were no current plans budgeted and Des Moines Parks then asked for support if it was included in their project and would fund the project. There was agreement from all parties to support the project and since then, Des Moines has identified and drafted the documentation for a grant that provides them enough funds to do the complete project. This resolution would:

- Support the Des Moines Parks project to continue their extension to the Scotch Ridge Nature Trail
- Commit the City to at least 20 years of maintenance of the trail for the portions in city limits
- Take ownership of the trail within city limits in exchange for the maintenance commitment

Markley noted that the Warren County Conservation Board met on Sept. 10 and voted to provide support with the same terms presented in the agenda Resolution. Indianola will be providing a letter of support as well as it will allow people to be able to travel from Downtown Des Moines all the way to Indianola through Carlisle via trail.

Motion by Goodhue, seconded by Hammerand to Approve Resolution 2020091402, A RESOLUTION APPROVAL OF IOWA DEPARTMENT OF TRANSPORTATION (IDOT) FEDERAL RECREATIONAL TRAILS (FRT) COOPERATIVE GRANT APPLICATION FOR \$400,000 FOR THE CARLISLE CONNECTION MULTI-USE RECREATIONAL TRAIL PROJECT. Motion carried unanimously on roll call vote.

Markley explained that the following resolution is an engagement agreement for the 2020A bond for City Hall renovation, Scotch Ridge Road and Hwy 5 project and air packs for the fire

department. Motion by Goodhue, seconded by Randleman to approval Resolution 2020091401, A Resolution for Bond Counsel Engagement Agreement for Series 2020A Note. Motion carried unanimously on roll call vote.

Becker explained that the Employee Benefit year end transfer is part of the yearly budgeted transfers that are done at the end of the fiscal year. Motion by Goodhue, seconded by McCulloch to approve Resolution 2020091401, A Resolution for Employee Benefit Year End Transfer. Motion carried unanimously on roll call vote.

Markley explained to Council that Mayor Merrifield received a letter from the State Ombudsman's Office regarding some recommendations and a request for response on their pending inquiry into a complaint about utility late payments. It was noted that 8 accounts on agreements were charged incorrectly for late fees with a total of 15 late fee charges for those accounts. Markley explained to Council that in April of 2019 the city changed its late fee policy for those on payment plans as a result of an inquiry by the Office of Ombudsman. He also explained that the city has and will continue to refund late fees paid by customers who were timely on their payment agreements as individual complaints are filed with the city. Markley also noted that city hall staff is working to continue improving internal controls and communication. Motion by McCulloch, seconded by Hammerand to approve credit to accounts on agreements that were charged incorrect late fees. Motion carried unanimously on roll call vote.

Markley reviewed the upcoming move of the Police Department to the Recreation Center during the city hall renovation with a transition time line on how that will look. Markley explained that the cost to get the Recreation Center ready for the Police Department will be \$18,649.35. This includes renovation, software/I.T. and signage. Markley requested using LOSST revenue to pay for the temporary relocation of the police department which is allowed per the language in the LOSST referendum. Motion by Goodhue, seconded by Van Ryswyk to approve in the amount of \$18,649.35, utilizing LOSST revenue to outfit the temporary police department at the recreation center. Motion carried unanimously on roll call vote.

Discussion and Possible Action on COVID-19 Response
No action.

Ronda Frost and Janie Norton, 3723 170th Ave, Carlisle, IA spoke to Council regarding the Annual Carlisle Chambers 2020 PumpkinFest on October 24. Frost reviewed the plan for the event with Council which included a map to review the layout plan. The main question at hand was if Council was comfortable with the Chamber using public streets and city parking lot for the event. It was noted that some city employees will be participating with the event. Council wanted to make sure that there was understanding that there was no obligation for staff to participate and that it was strictly voluntary. Council noted that the city would like to strongly encourage that facemask be worn during the event. Motion by McCulloch, seconded by Randleman to approve the Carlisle Chamber of Commerce's Annual 2020 Pumpkinfest on October 24 2020. Motion carried unanimously on roll call vote.

Council discussed setting date and time for 2020 Beggar's Night. Motion by Goodhue, seconded by McCulloch to approve setting Beggars night for October 30th from 6pm to 8pm. Motion carried unanimously on roll call vote.

CITY ADMINISTRATOR REPORT

Markley noted that the electric department will be putting out an add for the hire of a Journeyman lineman position.

MAYOR AND COUNCIL REPORTS

None

CITY ATTORNEY REPORT

None

UPCOMING MEETINGS AND EVENTS

City Hall Renovation Bid Opening – 2:00 p.m. on September 15, 2020

Department Workshops October 10 and 17 2020

Chamber Pumpkinfest Tentative Date – October 24, 2020

Chamber Annual Dinner – January 23, 2021

INFORMATION

Motion by Goodhue, seconded by Hammerand to enter into Closed Session – Pursuant to Iowa Code Section 21.5(1)(c) at 7:43 pm. Motion carried unanimously on roll call vote.

Motion by Goodhue, seconded by McCulloch to enter into open session at 8:00 pm. Motion carried unanimously on roll call vote.

Mayor Merrifield asked for action. Motion by Goodhue, seconded by Hammerand to direct staff to mail notice of a dangerous and dilapidated building to the owners of 210 North 3rd Street and if no response to the letter to proceed with Iowa Code 657A, to take title of the property. Motion carried unanimously on roll call vote.

Motion by Goodhue, seconded by Randleman to Adjourn at 8:01 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