

## **CITY OF CARLISLE REGULAR CITY COUNCIL MEETING MINUTES**

**Monday, September 28<sup>th</sup> 2020 6:30 P.M**

**Carlisle City Hall 195 N 1<sup>st</sup> 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 September 14, 2020
- Receive and File City Administrator's Report
- Receive and File Electric Department Monthly Report
- Approval of August Treasurers Report
- Approval of Hiring Chris Freier as Part-time Firefighter/Driver at an Hourly Rate of \$8.36 Effective September 28, 2020
- Approval of Hiring Xavier Sivels as Part-time Firefighter/Driver at an Hourly Rate of \$8.36 Effective September 28, 2020
- Approval of Hiring Andrew Simoni as Part-time Firefighter/Paramedic at an Hourly Rate of \$16.75 Effective September 28, 2020
- Approval of Promoting Nathaniel Robinson to Fire/EMS Lieutenant Effective September 28, 2020

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 \$59,055.41.

Motion carried unanimously on roll call vote.

Motion by Goodhue, seconded by Randleman to approve Preauthorized Disbursements from July 14-August 14 2020 in the amount of \$140,175.57. Motion carried unanimously on roll call vote.

### **CITIZEN PARTICIPATION**

Tony Rhinehart, public works, let Council know that the flagpoles at North Park have been removed and new ones will be coming in October 12<sup>th</sup> 2020.

### **OLD AND NEW BUSINESS & POSSIBLE ACTION**

Caleb Frost, 745 Sunview Drive, Carlisle IA, Boy Scout Troop 133 spoke to Council regarding a fundraiser he would like to hold for AHeinz57 Pet Rescue and Transport for his Eagle Scout. Frost explained that they would use North Park as a dog park in the ball field. AHeinz57 will bring dogs that are up for adoption and citizens can make a donation to the shelter and bring their dogs to the ball field for off leash play time. Frost noted that there will be volunteers to clean up trash and waste. Motion by Randleman, seconded by Van Ryswyk to approve the use of North Park for a Dog Park on October 10, 2020 from 10:00 a.m. to 12:00 p.m. Motion carried unanimously on roll call vote.

Dana Pederson, Ethos Design Group, 119 S 2<sup>nd</sup> Polk City IA, reviewed the bids for the City Hall renovation project with Council. Pederson explained that there were 11 bids submitted and that DDVI

1817 N 7<sup>th</sup> Street, Indianola, IA came in with the low bid in the amount of \$1,350,000.00. Pederson also explained that there were three add alternates in the bid process which included a wireless microphone system, signage and removal and replacement of EIFS on the building. DDVI's bid for the add alternates were \$14,250 for the wireless microphone system, \$14,300 for the signage and \$99,700 for the removal and replacement of the EIFS. Council, Markley and Pederson discussed the estimated cost of the project and the soft cost summary that included items such as furniture, appliances, asbestos and design fees. Markley reviewed three options for the project noting that the base bid includes a version of all alternates except alternate #2. Alt. #1 is for wireless microphones in the council chambers, Alt. #2 is for signage throughout the project (Markley noted that if this were not accepted, the complete cost does not go away as there are several signage items required by code) and Alt. #3 to replace the EIFS on the building with metal panels. Markley pointed out that the base bid includes EIFS improvements and painting so the building will have a different look with either improvement. Staff and Ethos recommend approval of the base bid and bid alternate #2 at this time. Additionally, Markley asked for Council approval to move forward with change orders that may come up during the renovation rather than bring to Council meetings each time to avoid delays in the project timeline as well as additional costs that can occur with delays. Markley would like to have the change order threshold set at \$5,000.00 and anything more than that will come to Council for approval. Motion by Goodhue, seconded by Randleman to approve the Contract for City Hall Renovation and Relocation Project with DDVI, with Add Alternate #2 and base bid in the amount of \$1,364,300.00. Motion carried unanimously on roll call vote. Motion by Goodhue, seconded by Van Ryswyk to give City Administrator authorization to pre-approve change orders not to exceed \$5,000.00. Motion carried unanimously on roll call vote.

Taylor Hopper, Fox Engineering, 414 S. 17<sup>th</sup> St #107, Ames, IA spoke to Council regarding the Water System Risk & Resilience Assessment and Emergency Response Plan and explained that the Risk and Resilience Assessment is required in order to stay in compliance with AWIA and the EPA. Tony Rhinehart, public works noted that staff felt it would be best to have Fox Engineering fill out the assessment to ensure all information was correct. The contract with Fox Engineering will be paid for out of the water fund. Motion by Goodhue, seconded by McCulloch to approve Contract for Water System Risk & Resilience Assessment and Emergency Response Plan with Fox Engineering. Motion carried unanimously on roll call vote.

Markley spoke with Council regarding the Avon Lake Service Agreement with Polk County. The agreement provides service from Carlisle to the Avon area. Markley would like to address the section of the agreement that pertains to connection costs for Avon residents. This section reads that the County will cover the cost of connection up front as well as cover the cost of the water meter. It was noted that new Carlisle residents are charged for the cost of the meter at the time of connection. One concern that staff expressed is that there may be a significant number of properties that do not connect to the water system and current customers would potentially cover the cost of future connections to the system in Avon. It was also noted that Polk County wants the Avon customers to pay the same rate as current Carlisle customers and not the out of town rate. Polk County is funding 2/3 of the project and Carlisle will fund 1/3 of the project. Council and staff discussed working with Polk County to see if they would be willing to do either installation of meters or in-town rates rather than both. Motion by Hammerand, seconded by Goodhue to table Discussion and Possible Action on Agreement with Polk County for Avon Lake Service Agreement so that staff can speak with Polk county about the options. Motion carried unanimously on roll call vote.

John Gade, Fox Engineering, 414 S. 17<sup>th</sup> St #107, Ames, IA spoke to Council regarding the design services for the Avon Watermain Improvement Project. It was noted that Polk County has requested the contract be hourly instead of a lump sum. Gade reviewed fees for the project and explained that the easement acquisition phase of the project is intensive. If staff could help with the easement acquisition that would help lower the cost for that portion of the agreement. Gade explained there are 154 properties that will require easement negotiations. Motion by Goodhue, seconded by Randleman to approve Final Design Engineering Services Contract with Fox Engineering for Avon Watermain Improvement Project, not to exceed \$570,000 and contingent on Polk County Agreement.

#### Discussion and Possible Action on Final Design Engineering Services Contract with Fox Engineering for Avon Watermain Improvement Project

Tony Rhinehart, public works, spoke to Council regarding upgrades and improvements for the water and sewer systems that were approved during FY21 budget discussions. Rhinehart explained that the quotes include improvements to well #4 to allow better control of flow of the well and the installation of Omnisite for the water treatment plant as well as the Jefferson Street lift station. The Omni Site improvement will provide staff the ability to remotely monitor the water plant and lift station and help mitigate emergency situations.

Motion by Goodhue, seconded by Van Ryswyk to approve Well #4 Variable Frequency Drive Upgrade in the amount of \$2,575.00 plus labor. Motion carried unanimously on roll call vote.

Motion by Goodhue, seconded by Hammerand to approve Well #4 Magmeter Upgrade in the amount of \$3,025.00 plus labor. Motion carried unanimously on roll call vote.

Motion by Goodhue, seconded by Hammerand to approve Jefferson Street Omnisite Upgrade in the amount of \$2,685.00 plus labor. Motion carried unanimously on roll call vote.

Motion by Goodhue, seconded by Randleman to table Discussion and Possible Action on Quote for Water Treatment Plant OmniBeacon Upgrade in order to obtain a written quote. Motion carried unanimously on roll call vote.

During COVID-19 Response discussion, Ronda Frost, Parks and Recreation Superintendent, spoke to Council about Two Rivers Taekwondo and TOPS, which both rent the city buildings for their functions. Both entities would like the required additional cleaning fee waived and they will clean the buildings after they meet. Council member McCulloch expressed that he was not comfortable with the groups doing their own cleaning of the buildings. There was continued discussion regarding cleaning after each event for both long term and one-time renters. Motion by Randleman, seconded by Hammerand to approve waiving the cleaning fee for TOPS and Two Rivers Taekwondo. Ayes: Randleman, Hammerand, Van Ryswyk, Goodhue. Nays: McCulloch. Motion carried.

Markley and Mayor explained that they would be pushing the Mayor's Appreciation Dinner/Staff Holiday Party into the spring and have an outdoor event. No action taken.

#### **CITY ADMINISTRATOR REPORT**

Emails with information for the October Workshops will be sent out to Council. PFM will be adding Carlisle to the list to receive valuation estimates to help with budget preparation. Preconstruction meetings will begin for City Hall Renovation.

#### **MAYOR AND COUNCIL REPORTS**

Motion by Goodhue, seconded by Hammerand to receive and file Randleman's Council report.

**CITY ATTORNEY REPORT**

Stuyvesant is having ongoing discussions with Casey’s private attorney regarding the condemnation of the road. The trial for Scotch Ridge LLC is set for November.

**UPCOMING MEETINGS AND EVENTS**

No information.

**INFORMATION**

Motion by McCulloch, seconded by Randleman to enter into Closed Session – Pursuant to Iowa Code Section 21.5(1)(c) at 8:19 pm. Motion carried unanimously on roll call vote.

Motion by Randleman, seconded by Goodhue to enter into open session at 8:35 pm. Motion carried unanimously on roll call vote.

Mayor Merrifield asked for action. There was none.

Motion by Goodhue, seconded by Hammerand to enter into Closed Session – Pursuant to Iowa Code Section 21.5(1)(c) at 8:35 pm. Motion carried unanimously on roll call vote.

Motion by Goodhue, seconded by Hammerand to enter into open session at 9:06 pm. Motion carried unanimously on roll call vote.

Mayor Merrifield asked for action. There was none.

Motion by Goodhue, seconded by Van Ryswyk to adjourn at 9:06 pm. Motion carried unanimously on roll call vote.

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Drew Merrifield, Mayor

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Martha Becker, City Clerk

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