

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

**Monday, October 26th 2020 6:30 P.M**

**Carlisle City Hall 195 N 1<sup>st</sup> Street, Carlisle, IA**

Elected Officials present were Mayor Drew Merrifield, Eric Goodhue, Ruth Randleman, Dan McCulloch and Rob Van Ryswyk constituting a quorum. Councilmember Doug Hammerand was absent. Also present were City Attorney Robert Stuyvesant, City Clerk Martha Becker and City Administrator Deven Markley. 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)

Goodhue requested that the Approve Tax Abatement Application for Property Located at 80 Columbia Street, Carlisle, IA be removed from the consent agenda for separate action.

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

- Approve City Council Minutes for Regular Council Minutes For October 12, 2020
- Receive and File Mayor and Council Reports
- Receive and File City Administrator’s Report
- Receive and File September Treasurers Report
- Approval of Hiring Rose Hebron as a FT Youth Services Librarian at a Wage or \$15.50/Hour Effective November 9, 2020

Motion carried unanimously on roll call vote

It was discussed that the tax abatement application for 80 Columbia Street, Carlisle, IA specified that the property was new construction however, the house was transported onto the property from another location. Council would like clarification if this is considered new construction or would it fall under improvements on the application. Motion by Goodhue, seconded by Randleman to table Approve Tax Abatement Application for Property Located at 80 Columbia Street, Carlisle, IA. 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 \$59,454.80

Motion carried unanimously on roll call vote.

Motion by Goodhue, seconded by McCulloch to approve Preauthorized Bills from August 15, 2020 to September 15, 2020 in the amount of \$284,101.28. Motion carried unanimously on roll call vote.

Brandon Polito, owner of Sisters Place, 3 School Street, spoke to Council regarding the Special Events Permit for Sister’s Place Halloween Party for October 31<sup>st</sup> 2020. Motion by Randleman, seconded by Goodhue to receive and file an email submitted by Sharon Hill dated October 26, 2020. Polito explained that he is planning to have an outdoor party with live music from 9:00 pm to midnight. They will use the back-parking lot with temporary fencing for the event. Chief Koch expressed concerns that 9 pm to midnight was late for a live band and that in the past live entertainment in the city limits went until 11:00 pm. Stuyvesant noted that Hill’s email stated the police department had been contacted more than once regarding failure to enforce COVID-19 restrictions. Koch explained that they were called once to go down to the business by a

concerned patron. Polito explained that it had gotten busy that night and it was getting crowded so they immediately spaced everyone out. Council asked if they had a capacity limit for this event to allow for proper spacing and Polito explained that the building capacity was 69 and that they are planning for an additional 30-40 people in the outside area designated for the party.

Motion by Randleman, seconded by Van Ryswyk to Approve of Temporary Outdoor Service for Sisters Place, 3 School Street, Carlisle, IA for October 31<sup>st</sup> 2020 with the additional restriction of hours from 8 pm to 11 pm. Motion carried unanimously on roll call vote.

Motion by Randleman, seconded by Van Ryswyk to approve the Special Events Permit for Sister's Place Halloween Party. Motion carried unanimously on roll call vote.

Motion by Goodhue, seconded by McCulloch to remove Discussion and Possible Action on Agreement with Polk County for Avon Lake Service Agreement from Table. Motion carried unanimously on roll call vote.

Markley explained to Council that he spoke with Kyle Riley, Polk County Engineer. They indicated that the project will come in under budget and that extra funds in the county portion of the project can be used to cover the portion of the meters. Council expressed concerns regarding future meter installation for properties that don't hook immediately and how that will affect future city finances. Markley expected Riley to be at the meeting via Zoom to answer Council questions but he was not present. Council asked if tabling the item again would delay the project. Mitch Holtz, Fox Engineering, attending the meeting via Zoom conference, noted that their agreement is contingent on the Polk County agreement. He further explained that the easement process is a large undertaking so they are waiting for the go ahead to start moving forward. Markley suggested that he and Stuyvesant work on draft language for the agreement and submit that to Polk County for approval. Motion by Goodhue, seconded by Van Ryswyk to table Discussion and Possible Action on Agreement with Polk County for Avon Lake Service Agreement. Motion carried unanimously on roll call vote.

Markley explained that the Preliminary Plat for Summertime Potato Company went before Planning and Zoning Committee and received a unanimous vote for approval. Becky Peterson abstained from the vote. Markley noted that no written or verbal comments had been made to the city prior to the meeting. Jeff Gaddis, CEC, 2400 86<sup>th</sup> Street, Unit 12, Des Moines, IA spoke to Council on behalf of Summertime Potato and explained that they are requesting waivers until future phases of the project. The project is a multiphase project with the first phase primarily agriculture. Phase one will have storage, a wash bay and storage for potatoes with a machine shed to the south for equipment storage. The waiver request is for pavement requirement, metal facing to right of way and parking stall and handicap/sidewalk approaches. Gaddis explained the reason for the waiver in phase one is due to not knowing what direction the administrative building will face. Gaddis reviewed future phases with Council and noted they are putting a fire/ems route around the facility and plan to pave everything in Phase 3. It was also noted that Planning and Zoning recommend that Summertime Potato connect with Gateway Drive when it extends north regardless of what phase they are in. The primary drive will be off 52<sup>nd</sup> street to the east. Council requested a cement apron be installed at the gravel intersection/entrance. There was discussion to add a cement apron to the north entrance as well. Jason Wagner, site developer, Absolute Group, 505 1<sup>st</sup> Ave. N, Slater, IA, explained to Council that the north entrance would eventually be torn out and will not be an entrance. Gaddis noted that the cement apron at the east entrance will be on the spring site plan.

Bruce Selby, 7322 SE 52<sup>nd</sup> Street, Carlisle, attending the meeting via Zoom conference expressed concerns about the turn into the entrance off of 52<sup>nd</sup> street due to it being narrow and water run off to his property. Wagner explained that all construction will be to the west or south of the water way and that everything on the east and north side of the water way will remain in rotational crop. He also noted that there will be approximately 1 to 2 semi's per week at the facility. Motion by Randleman, seconded Goodhue to approve the Preliminary Plat for Summertime Potato Company with requested waiver subject to comment letter by Fox Engineering. Holtz quired if Council would like to add to the motion the paving of the gravel off of future Gateway Drive as recommended by Planning and Zoning. Randleman added the comment to her motion. Goodhue added the comment to his second. Motion carried unanimously on roll call vote.

Mitch Holtz, Fox Engineering, mentioned that the Site plan and Preliminary Plat for Summertime Potato were included in his comment letter and could have been approved at the same time. Markley noted that there were no written or oral comments received. Motion by Randleman, seconded by Goodhue, to approve the Summertime Potato Company Site Plan subject to the same letter and same requirements as the preliminary plat. Bruce Selby, expressed concerns about the width of the road and entrance and if trucks are able to make the turn.

Markley explained that the Construction Drawings for Park Holdings Plat 1 comes with unanimous vote for approval from the Planning and Zoning Committee. Monte Applegate, Snyder Associates, 2727 SW Snyder Blvd, Ankeny and Josh Rabe, Downing Construction, 509 Scenic Valley Ave, Indianola, IA attended the meeting via Zoom conference call to answer questions regarding the project. Rabe reviewed the construction drawings with Council noting that they will make the street in front of Casey's public, storm and sanitary sewer will come from the north at Norgard Circle and connect with existing storm and sanitary sewer. They will shorten the length of the road by 30' and will be required to extend in the future. Holtz noted that these construction drawings only include the water and portion of the plan. There was continued discussion and review of the Construction drawings by Council, Holtz, Rabe and Applegate. Holtz noted that they are going to connect to the existing sewer that runs along Norgard Circle bringing it down along the Scotchridge Plat 2, Lot 1, outside of the Norgard Trust Parcel so it will not interfere with the Norgard property line with an extension to the west allowing Norgard's access for hookup the future. There was discussion between Council and Holtz regarding the request to shorten the road and Holtz explained that the road will be required to be extended in the future and the asking for this to be deferred at the time. Scott Hill, Norgard Trust, attended the meeting via Zoom conference call asked for clarification on how the road will be changed coming from the west. It was explained by Rabe that the pavement will be closer to their property but the pattern of the drive won't change and access to their property will be the same. Hill inquired about the sewer line and Rabe explained that the center of the sanitary sewer pipe will be 12' off the property line and there will be a 30' public sanitary sewer easement that will start at their property line and go into the adjacent property so it won't impact their property. There was continued discussion but due to poor connection the connection with Hill was lost. Motion by Goodhue, seconded by Van Ryswyk to approve Construction Drawings for Park Holdings Plat 1. Motion carried unanimously on roll call vote.

Holtz began conversation regarding the Final Plat for Park Holdings Plat 1. He explained that Outlot X, west of the proposed vet clinic is undevelopable and will need to come back to Planning and Zoning Committee and Council in the future for platting. At that time, they will be able to extend the road. There was discussion regarding the name of the street that runs in front of the proposed vet clinic and if Council wanted to change it from Frontline Road to something different. Council decided to discuss that at another time. Motion by Goodhue, seconded by Van Ryswyk to approve Final Plat for Park Holdings Plat 1 contingent on Fox Engineering's letter. Motion carried unanimously on roll call vote.

Applegate reviewed the site plan for the Carlisle Vet Clinic with Council and Rabe went over the building layout. There was discussion regarding the Terracon report, the intakes at the west end of the project as well as the reduction of pavement by 30'. Rabe went into further detail regarding the Terracon report and explained that they met with preparers of the report for better clarification regarding findings. After review, they were able to come back with a more defined, cleaner report. There was continued discussion about the sub-base at the site. Motion by Goodhue, seconded by Randleman to approve Carlisle Vet Clinic Site Plan contingent on Fox Engineering letter. Motion carried unanimously on roll call vote.

Gary Brons, McClure Engineering, 1360 NW 101<sup>st</sup> Clive, attending the meeting via Zoom by conference call. He spoke to Council regarding an Engineering Service Agreement with McClure Engineering for Wastewater Nutrient Strategy Feasibility Study and Wastewater Treatment Plant Facility Plan. He explained that the city updated information with EPA which triggered the requirement. The purpose of the feasibility study is to get the city complaint as well as start facility planning for future CIP. The deadline for the study is April 1<sup>st</sup>, 2021. There was question from Council regarding why other quotes for the study were not obtained. Motion by Goodhue, seconded by Van Ryswyk to approve the Engineering Service Agreement with McClure Engineering for Wastewater Nutrient Strategy Feasibility Study and Wastewater Treatment Plant Facility Plan not to exceed \$48,850.00. Ayes; Goodhue, Van Ryswyk, Randleman. Nays; McCulloch. Motion carried.

Susan Gerlach, PFM, reviewed the receipt of bids for \$2,950,000 (Subject to Adjustment per Terms of Offering) for the General Obligation Capital Loan Notes, Series 2020A which will include Scotch Ridge intersection improvements, new City Hall and Fire Equipment. UMB Bank, Kansas City MO, was awarded the bid coming in at 1.4297%.

Motion by Goodhue, seconded by McCulloch to approve Resolution 2020102602, A RESOLUTION DIRECTING SALE OF \$2,950,000 (Subject to Adjustment per Terms of Offering) GENERAL OBLIGATION CAPITAL LOAN NOTES, SERIES 2020A. Motion carried unanimously on roll call vote.

Mayor opened the public hearing for Development Agreement with NMDP Holding, LLC and PDM Pre Cast Inc at 8:55 pm. No written or oral comments were received. Markley explained Council is reapproving notifications that weren't timely.

Motion by Randleman, seconded by Van Ryswyk to close the public hearing at 8:55pm. Motion carried unanimously on roll call vote.

Motion by Randleman, seconded by Goodhue to approve Resolution 2020102603, Approval of RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF A DEVELOPMENT AGREEMENT BY AND AMONG THE CITY OF CARLISLE, NMDP HOLDINGS, LLC, AND PDM PRECAST, INC. AND TO RATIFY, CONFIRM, AND APPROVE PRIOR SIGNATURES ON AGREEMENT FOR PRIVATE DEVELOPMENT. Motion carried unanimously on roll call vote.

Mayor opened the Public Hearing for Amendment No. 3 to the Gateway Urban Renewal Plan at 8:55 pm. No written or oral comments were received.

Motion by Randleman, seconded by Goodhue to close the public hearing at 8:56 pm. Motion carried unanimously on roll call vote.

Motion by Randleman, seconded by Goodhue to approve Resolution 2020102604, A RESOLUTION DETERMINING AN AREA OF THE CITY TO BE AN ECONOMIC DEVELOPMENT AREA, AND THAT THE REHABILITATION, CONSERVATION, REDEVELOPMENT, DEVELOPMENT, OR A COMBINATION THEREOF, OF SUCH AREA IS NECESSARY IN THE INTEREST OF THE PUBLIC HEALTH, SAFETY OR WELFARE OF THE RESIDENTS OF THE CITY; DESIGNATING SUCH AREA AS APPROPRIATE FOR URBAN RENEWAL PROJECTS; AND ADOPTING AMENDMENT NO. 3 TO THE GATEWAY URBAN RENEWAL PLAN. Motion carried unanimously on roll call vote.

Motion by Goodhue, seconded by McCulloch to approve Ordinance 760, Approval of ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF CARLISLE, IOWA BY AMENDING PROVISIONS PERTAINING TO ZONING REGULATIONS – GENERAL PROVISIONS waiving third reading. Motion carried unanimously on roll call vote.

#### **CITY ADMINISTRATOR REPORT**

Markley touched on possibly hiring a part-time temporary person to help with snow removal. He let Council know that there was a possible buyer for the Back Alley building. He also explained Dane Wright found some possible termite issues at the Recreation Center.

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

Mayor reviewed Covid-19 statistics with Council that were provided by Warren County Health.

#### **CITY ATTORNEY REPORT**

The property on 3<sup>rd</sup> street has had action filed against it and letters have been sent to the County Attorney. Stuyvesant also reviewed the street condemnation by Casey's.

#### **UPCOMING MEETINGS AND EVENTS**

Chamber has not set a date for the Annual Meeting yet. Driveways that are non-compliant will be on the agenda November 9<sup>th</sup>,

#### **INFORMATION**

Motion by Randleman, seconded by VanRyswyk to adjourn at 9:30 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