

CITY OF CARLISLE REGULAR CITY COUNCIL MEETING MINUTES

Monday, November 9th 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, Dan McCulloch and Doug Hammerand constituting a quorum. Councilmember Rob Van Ryswyk was absent. Also present were City Attorney Robert Stuyvesant, City Clerk Martha Becker, Police Chief Matt Koch, Parks and Recreation Superintendent Ronda Frost, Tony Rhinehart, Public Works 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)

Motion by McCulloch, seconded by Goodhue to approve the following consent agenda items.

- Approve City Council Minutes for Regular Council Minutes October 26, 2020
- Approval of Authorizing Tony Rhinehart, Jon Meek, and Shawn McKeever to Authorize Purchases According to the City's Purchasing Policy On Behalf of Public Works Sup. Tommy Thompson From November 20, 2020 Until January 1, 2021
- Approve Tax Abatement Application for Property Located at 650 S. 8th Carlisle, IA
- Discussion and Possible Action on Waiving City's Portion of Building Permit Fees for City Hall and Police Department Renovation Projects

Motion carried unanimously on roll call vote

APPROVAL OF BILLS PAYABLE, CHANGE ORDERS AND PAY REQUESTS

Motion by McCulloch, seconded by Goodhue to approve bills in Amount of \$67,002.89

Motion carried unanimously on roll call vote.

Motion by Goodhue, seconded by McCulloch to approve Change Order #1 for City Hall Renovation Project for storm, vent and condensate piping in the amount of -\$3,000.00. Motion carried unanimously on roll call vote

Motion by Goodhue, seconded by Randleman to approve Change Order #2 for City Hall Renovation Project for ERV unit in the amount of -\$8,500.00. Motion carried unanimously on roll call vote.

Motion by Goodhue, seconded by McCulloch to approve Change Order #3 for City Hall Renovation Project for deducting building permit fee from contract in the amount of -\$6,000.00. The building permit fee will be paid directly from City Hall to Safe Building. Motion carried unanimously on roll call vote.

Motion by Goodhue, seconded by Hammerand Approval of Change Order #4 for City Hall Renovation Project for addition of an electric pull station in the amount of \$480.79. Motion carried unanimously on roll call vote.

Motion by McCulloch, seconded by Randleman to approve Pay Request #1 from DDVI for City Hall Renovation Project in the Amount of \$58,118.78. Motion carried unanimously on roll call vote.

CITIZEN PARTICIPATION

Kathryn Thorson, BrownWinick Law, 666 E Grand Ave. #2000, Des Moines, IA spoke on behalf of Park Holdings LC via open Zoom conference. Thorson explained that the Development agreement for Park Holdings LC needs a public hearing on for the November 23rd Council Meeting. Council discussed times to meet to set the public hearing for November 23rd and agreed to have a special meeting on November 11th at 12:00 pm at City Hall. Thorson inquired about the financial incentive payment for the Park Holding Development agreement in the amount of \$13,000.00 as well as the certificate of completion. She would also like the records to file condemnation petition this week. Staff will have the incentive payment completed for approval at the next Council meeting. Motion carried unanimously on roll call vote.

OLD AND NEW BUSINESS & POSSIBLE ACTION

Markley explained to Council that thirty letters were sent to properties that had code violations for their driveways. He went on to explain that there were two topics regarding the driveway permit violations; code violation for width of driveway and no permits were pulled. Markley noted that the notices were asking that the non-compliant portion of the driveway be removed and failure to do so would result in a civil penalty with action from the city to remove. Markley reviewed the code sections with Council that pertained to the violations. Todd Fatino, 1130 Juniper Dr, Dan Hamm, 1005 Juniper Dr, Gerhard and Michelle Lourens, 1065 Juniper Dr, Brian Carlyle, 1065 Bellflower Dr, Ann Shaffer, 40 School Street, Gary and Laura Guttenfelder, 1050 Juniper Dr, Mike Killen, 1679 140th Ave, John Kamerick, 1135 Juniper Dr, Ryan and Amy Dickson, 1200 Juniper Dr, Daniel and Michel Schmidt, 1205 Blue Bonnet Dr, Wendy and Chad Cline, 1220 Blue Bonnet, Joe Batten, 1320 Blue Bonnet, Deanna Watters, 1315 Blue Bonnet, Angela Knowler, 680 S 8th St, Dean Flaws, 930 Juniper Dr, were present to speak with Council regarding Driveway Permit Violations letters they received. Fatino explained to Council that his driveway permit for the occupancy agreement was signed off by Safe Building. Hamm explained that he spoke with Safe Building and was told he was okay to pour his section of driveway. Waters explained that the driveway was that way when she purchased her property. Kamrick read a collection of statements by property owners to Council. As expressed in the letter, property owners noted that the extension makes it convenient to pull in and out of their driveway. They also expressed concerns that the enforcement was not comprehensive. It was noted that no curb was cut into and they feel that the addition to the driveway did not hurt or cause danger nor will it affect water run-off.

There was discussion between Council and public about the city's permit policy and it was brought up that in code section 125 if the area being poured is less than 150' a permit is not needed. The public inquired about possible changes to the ordinance and would like more clear definitions to avoid future confusion. Council explained that they need to be thoughtful on the reasoning of why the ordinances have width guidelines before making changes to code. There was continued discussion between Council and public. Motion by Hammerand, seconded by McCulloch to rescind the letters Driveway Permit Violations that were sent out for reasons brought up at the meeting and check on the properties that had valid reasons for the driveway extension. Motion carried unanimously on roll call vote

Markley explained that the Carlisle Care Center has requested a waiver of the late fee charged to their three accounts due to forgetting to deliver the payment on time. Motion by Goodhue, seconded by Hammerand to not waive Late Fees for Carlisle Care Center/Via Health Services. Motion carried unanimously on roll call vote.

Motion Goodhue, seconded by Randleman to remove Approval of Resolution Approving Form and Acceptance of 28E Agreement with Polk County for Avon Lake Service Agreement from table. Motion carried unanimously on roll call vote.

Kyle Riley, Polk County Assistant Engineer, Public Works, 111 Court Avenue, Des Moines, IA spoke to Council regarding the 28E Agreement with Polk County for Avon Lake Service Agreement. There was discussion regarding language in Attachment “C” of the agreement pertaining to connection and meter charges up to the calendar year 2040. There was concern that the city would front load the cost of connection and meter fees for Avon Lake Residents until the year 2040. There was continued discussion between Council and Riley with an agreement to change the language to read calendar year 2030 instead of 2040. Motion by Randleman seconded by Hammerand to approve Resolution 2020110902, A Resolution Approving Form and Acceptance of 28E Agreement with Polk County for Avon Lake Service Agreement with changes to the language pertaining to connection and meter fees to read calendar year 2030. Motion carried unanimously on roll call vote.

Motion by Goodhue, seconded by Randleman to remove Approve Tax Abatement Application for Property Located at 80 Columbia Street, Carlisle, IA from Table. Motion carried unanimously on roll call vote.

Markley explained that the item was placed back on the agenda per the request of Council so staff could investigate if the work done to the property would be considered new construction as a house was moved onto the property and not built in place there. Staff reached out other cities for input and there was feed back that it would be treated as new construction. Markley also reviewed a section of the Urban Revitalization Plan pertaining to eligibility with Council. Motion by Goodhue, seconded by Randleman to approve Resolution 2020110902, Tax Abatement Application for Property Located at 80 Columbia Street, Carlisle, IA as new construction. Motion carried unanimously on roll call vote.

Motion by Randleman, seconded by McCulloch to remove Quote for Water Treatment Plant OmniBeacon Upgrade from Table. Motion carried unanimously on roll call vote.

Tony Rhinehart, Public Works, requested that the water plant be upgraded to OmniBeacon which is a dialer that will make the water plant wireless for emergency notifications, call outs to staff and website services. Omni Beacon will replace Century Link that is currently being used. The quote includes equipment and one-year standard service contract with OmniSite in the amount of \$1,030.00. Motion by Randleman, seconded by Goodhue to approve Quote for Water Treatment Plant OmniBeacon Upgrade in the amount of \$1,030.00. Motion carried unanimously on roll call vote.

Chief Koch requested disposal of surplus for the 2020 Ford Explorer that was involved in an accident in October 2020. Koch explained that insurance totaled out the vehicle however, most equipment inside the vehicle will transition over to the replacement car. Motion by Goodhue,

seconded by Hammerand to approve Disposal of Surplus Request for 2020 Ford Explorer. Motion carried unanimously on roll call vote.

Motion by Hammerand, seconded by Goodhue to approve Purchase of 2020 Ford Explorer for \$36,380.00. Motion carried unanimously on roll call vote.

Markley went over the employee health renewal options provided by Benefit Source with Council. Markley explained if we continue with our current plans the insurance company's risk factor brings a 15% increase. Switching our PPO to one with a slightly higher co-pay would bring the increase down to 12%. Information for two other alternative ACA plans was provided as well. Council expressed concerns about employees paying a higher co-pay. Motion by McCulloch, seconded by Hammerand to approve the renewal of the current employee health insurance package for 2021. Motion carried unanimously on roll call vote.

Frost spoke to Council regarding allowing Recreational Burning in Burn Pit at Scotch Ridge Nature Park. There was brief discussion between Council and Frost and it was noted that only the allowed items permitted in the code of ordinances were to be used in the fire pit. Motion by Randleman, seconded by Goodhue to approve allowing Recreational Burning in Burn Pit at Scotch Ridge Nature Park. Motion carried unanimously on roll call vote.

Motion by Randleman, seconded by McCulloch to receive and file information regarding the street sweeper. Motion carried unanimously on roll call vote.

Markley requested the approval to purchase a used Elgin Pelican Streetsweeper for the public works department. Markley reviewed information about the sweeper with Council and explained that after discussion with public works they felt that purchasing a used sweeper would help them determine the actual usage of a sweeper for the city and help identify the need for a possible future purchase of a new sweeper. Cost of new sweepers is over \$200,000. The city pays around \$6,000.00 annually for street cleaning. A \$5,000.00 deposit will be paid in the spring and the remaining balance will be paid in FY22. Motion by Randleman, seconded by Goodhue to approve the purchase of Elgin Pelican Streetsweeper not to exceed \$25,000.00. Motion carried unanimously on roll call vote.

There was discussion between Council regarding current COVID-19 information. Markley noted that number of cases were going up locally and nationally. He also shared statistics from Warren County Environmental Health. Council inquired if numbers hit a certain high if City Hall would close down. Markley answered that there has been general discussion about that but they have not landed on anything specifically. Markley explained that he, the Fire Chief and Police Chief make recommendations to the mayor for final say and if needed bring in the Mayor Pro Tem. It was noted that all city employees must wear a mask when in contact with the public and suggested to wear masks when in contact with other departments. The agenda item was discussion only.

Motion by Randleman, seconded by Hammerand to approve Special Events Permit for Neighborhood Bonfire at 520 Pleasant Street. Motion carried unanimously on roll call vote.

CITY ADMINISTRATOR REPORT

Markley updated Council on progress of the renovation project at the new city hall. Markley noted that when the Derecho went through Mid-American Energy used parts from the uninstalled Highway 5 lights. Parts have been located and they hope to get to the lights the week after Thanksgiving.

MAYOR AND COUNCIL REPORTS

Hammerand explained that even though letters went out, with the new information that was presented during the Driveway Permit Violations discussion he feels there are issue that need resolved before moving forward and there should be further discussions.

CITY ATTORNEY REPORT

Stuyvesant updated Council on the Trial for Scotch Ridge and the condemnation for Casey’s frontage road.

UPCOMING MEETINGS AND EVENTS

Special Meeting Wednesday at 12:00 at City Hall.

INFORMATION

None

Motion by McCulloch, seconded by Randleman to adjourn at 10:07 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