

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

**Monday, January 27, 2020; 6:30 P.M**

**Carlisle City Hall Council Chamber, 195 N. 1<sup>st</sup> St.**

Elected Officials present were Mayor Drew Merrifield, Doug Hammerand, Ruth Randleman, Eric Goodhue, Dan McCulloch and Rob Van Ryswyk constituting a quorum. Also present were City Administrator Deven Markley, City Clerk Martha Becker, Police Chief Matt Koch, Parks and Recreation Superintendent Ronda Frost and City Attorney Robert Stuyvesant.

Mayor Merrifield called the meeting to order at 6:30 P.M.

The Pledge of Allegiance was recited.

### **PRESENTATIONS**

Chief Matt Koch recognized Officer Tyler Hahn for his immediate action and effective treatment which resulted in saving an individual's life. Chief Koch presented Officer Hahn with a commendation pin.

### **CONSENT AGENDA & POSSIBLE ACTION**

Markley noted a correction to Approve City Council Minutes for Regular Council Minutes November 11, 2019. Minutes approved should be January 13<sup>th</sup> 2020. Motion by Goodhue, seconded by Randleman To APPROVE THE FOLLOWING CONSENT ITEMS with the correction to approved minutes.

- Approve City Council Minutes for Regular Council Minutes January 13<sup>th</sup> 2020
- Receive and File City Administrator's Report
- Receive and File Electric Department Monthly Report
- Receive and File Library Monthly Report
- Approval of Resolution 2020012701, A Tax Abatement Application for Stacy Jo Van Loon, 910 Linden Street, Carlisle, IA
- Approval of Resolution 2020012702, A Tax Abatement Application for Joseph and Ashley Haug, 1105 Juniper Drive Carlisle, IA
- Set Public Hearing for FY20 Budget Amendment #1 for February 10, 2020
- Approve 40 Hours of Annual Comp Time for Parks & Recreation Director
- Approval of Resolution 2020012703, Naming 2020 Depositories

Motion carried unanimously on a roll call vote.

### **APPROVAL OF BILLS PAYABLE, CHANGE ORDERS AND PAY REQUESTS**

McCulloch noted a correction to the monthly bills. Invoice 45513 in the amount of \$1,590.50 for Fox Engineering will be pulled. Fox Engineering will resend an invoice less the amount for charges for Park Holdings and will submit a site development invoice separately.

Motion by McCulloch, seconded by Van Ryswyk to approve bills in the amended amount of \$107,343.00. Motion carried unanimously on a roll call vote.

Motion by Goodhue, seconded by McCulloch to approve Preauthorized Disbursements from December 6, 2019 to January 6, 2020 in to in the Amount of \$259,686.24. Motion carried unanimously on a roll call vote.

### **CITIZEN PARTICIPATION**

Ben Hewus, 540 S 8<sup>th</sup> Street, Carlisle spoke to Council explaining he has had ongoing issues with his electric since the 8<sup>th</sup> Street reconstruction project. Hewus noted he has had loss of power and low voltage issues for the past nine months due to damage to the electric cables and junction box. Hewus brought recent pictures showing the junction box full of water and asked that Council approve a pedestal junction box vs. the tradition box that he has to avoid further damage to the cables and wiring. Motion by Goodhue, seconded by Randleman to receive and file pictures submitted by Hewus. Motion carried. Markley will speak with Electric Superintendent Don Miller regarding the issues. Eric Goodhue, Electric liaison will also speak with Miller about possible solutions.

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

Councilmember Randleman explained that she asked that discussion regarding the Metro Advisory Council (MAC) Council Appointment be discussed. Randleman explained that the Mayor and one Council member should be appointed for the board. She noted that the position was additional and not an alternate. Councilmember Goodhue offered to take position. Motion by Hammerand, seconded by Randleman to appoint Eric Goodhue as Councilmember to the MAC board. Motion carried unanimously on a roll call vote.

Markley explained that the Plat of Survey would split the parcel owned by Marcel and Mary Joyce Dubois in half. The purpose is for his son to build a home on the east side of the split. Planning and Zoning made a unanimous recommendation for approval. Council asked which portion the home would be built on. Dubois's explained it would be on the east side of the west parcel. Motion by McCulloch, seconded by Randleman to approve Plat of Survey for DuBois Property Located at 15239 Briggs Street. Motion carried unanimously on a roll call vote.

Markley noted he would be speaking about the next two agenda items in conjunction as they are both related to the reason of the Parcel Split request. The request will allow the Polk County Conservation to acquire land for Yellow Banks Park. The Planning and Zoning Committee made a unanimous recommendation for approval. Jeff Gaddis, Civil Engineers Consultant, 2400 86<sup>th</sup> Street, Suite #2 Urbandale, IA spoke to Council and explained they want to acquire and protect drainage ways that will affect the Yellow Banks pond. The land will be under the Polk County Parks system. Motion by Randleman, seconded by Goodhue to approve Plat of Survey for De Bouf Property Located Near 7409 SE 36<sup>th</sup> Street. Motion carried unanimously on a roll call vote.

Motion by Randleman, seconded by Goodhue to approve Plat of Survey for Porter Property Located Near 7409 SE 36<sup>th</sup> Street. Motion carried unanimously on a roll call vote.

Stuyvesant spoke to Council regarding the friendly condemnation with Hubbell Homes for Right-of-Way Acquisition Plat for Outlot "A" of Danamere Townhomes Plat 1, Parcel 1. Stuyvesant explained the condemnation hearing was on Wednesday January 15<sup>th</sup> 2020 and approved for \$100.00. Stuyvesant thanked Hubbell Homes for the letter that was sent indicating that it was a friendly condemnation, that they were not going to take action and that they would not be at the hearing. Stuyvesant noted that the purpose of the agenda was to establish that the condemnation has been approved. Motion by Goodhue, seconded by Randleman to approve Resolution 2020012704. Motion carried unanimously on a roll call vote.

Wayne Knutson, 1035 Liberty Lane, Carlisle IA spoke to Council regarding an undetected water leak at his property causing an extremely high utility bill. Knutson explained that the water softener was stuck in the backwash mode and he was unable to hear or detect the leak. Knutson asked that the sewer fee be waived for the amount over his normal usage. The total combined charges were \$2,097.07. Markley explained that the sewer portion of the bill less the monthly average sewer charge is \$895.20 and recommended approval of the waiver of sewer charges. There was discussion between Council and Knutson regarding the leak and if the water went down the sewer line. Knutson confirmed that it had. Council and staff reviewed the Utility Bill Adjustments Policy and verified that according to Section #2, Subsection B, iii, his leak was due to extraordinary circumstances beyond the resident's control. It was noted by Stuyvesant that Section #2, Subsection B, iii, had an error with the wording pertaining to water entering the sewer system. Motion by Randleman, seconded by Hammerand to approve waiving the sewer charges in the amount of \$895.20 per the corrected language in Section #2, Subsection B, iii, of the City of Carlisle Utility Bill Adjustment Policy. Motion carried unanimously on a roll call vote.

Markley asked that additional information regarding the Plow/Dump Truck bid be received and filed by Council. Motion by Randleman, seconded by Goodhue to receive and file paperwork regarding Plow/Dump Truck bid from. Motion carried unanimously on a roll call vote. Markley explained that by ordering the dump truck prior to February 27, 2020 it would lower the cost of the truck by \$1,625.00 with a total cost of \$154,503.00. Mayor inquired about bids for the truck and Markley explained that this was worked on last year and staff obtained bids. He did note that Hawkeye Truck Equipment had the state bid. Thompson also noted that they have worked with Hawkeye Truck Equipment in the past and were satisfied. Motion by Goodhue to approve bid for Dump/Plow Truck not to exceed \$156,128.00. Goodhue rescinded his motion. Motion by Goodhue, seconded by Randleman to approve the bid for the Dump/Plow Truck, not to exceed \$154,503 and order before February 27,2020. Motion carried unanimously on a roll call vote.

Markley explained that the quote for the bucket truck for the Electric Department included the chassis from Stew Hansen and equipment build from Truck Equipment Inc. The chassis cost is \$42,425.00 and total cost is \$153,882.00. Motion by Goodhue, seconded by Van Ryswyk to approve the purchase of bucket truck for the electric department in the amount of \$153,882.00. Motion carried unanimously on a roll call vote.

Per agenda item, Discussion and Possible Action on Water Connection & Installation Fees for Properties along SE 52<sup>nd</sup> Street, Markley explained that a property owner along SE 52<sup>nd</sup> Street expressed interest in connecting to City of Carlisle's water system. Markley continued to explain that there is an ordinance in place pertaining to installation fees for the water line and a city policy in place for the connection fee for the water line and are considered two separate documents which has created confusion regarding the fees for connecting into city water. He explained that per the ordinance in order for to hook up to city water it would cost roughly \$5,000.00. Markley would like clarification on how to handle the two documents moving forward. Council discussed that the original intent of the Ordinance was that new development would pay the per acre fee for connection and the policy pertained to existing residents who would only get charged the \$100.00 connection fee. Stuyvesant will make changes to the ordinance for better understanding and the item will be brought back to Council. No action, discussion only.

Ronda Frost came forward to Council with concerns regarding the Carlisle 4<sup>th</sup> of July Committee. Frost noted that she has resigned from the committee but has not received any interest for volunteers to fill her spot. Frost would like any input and ideas from Council on how to gain volunteers to keep the 4<sup>th</sup> of July Committee going for future years. Frost noted that if there were not enough volunteers that the vendor and day events may not happen for 2020 due to lack of manpower.

#### **ADMINISTRATOR REPORT**

New City Hall and Police Station renovation tours will be on Tuesday January 28<sup>th</sup> at 5:30. Dave Larson will receive the Carlisle Chamber Employee of the Year award.

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

Mayor requested that Council type up Council reports to be included in the packet as an effort to streamline the meetings.

#### **CITY ATTORNEY REPORT**

Stuyvesant spoke regarding the new condemnation and said he is waiting on a legal description from Fox Engineering. Stuyvesant briefed Council on the steps that will be taken for the condemnation.

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

New City Hall and Police Station renovation tours will be on Tuesday January 28<sup>th</sup> at 5:30.

#### **INFORMATION**

Motion by Randleman, seconded by Hammerand to Adjourn at 7:52 p.m. Motion carried unanimously on a 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