CITY OF CARLISLE REGULAR CITY COUNCIL MEETING MINUTES

February 9, 2026; 6:30 P.M.
Carlisle 100 N 1st Street, Carlisle, IA

Elected Officials present; Mayor Dan Carver, Krista Beck, Rudy Cataldo, Andrya Carter, Beth Sauter, and Tracey McAvoy constituting a quorum. Also present; City Admin. Deven Markley, City Clerk Shalee Crispen, Attorney Robert Stuyvesant, Fire Chief Cory Glover, Electric Sup. Don Miller, Police Chief Matt Koch, Parks and Rec Director Mason McMillen, Public Works Sup. Tony Rhinehart, and Library Director Stacy Goodhue. Mayor Carver called the meeting to order at 6:30 P.M.

PLEDGE OF ALLEGIANCE

CITIZEN PARTICIPATION

DEPARTMENT REPORTS & OTHER PRESENTATIONS

Public Works Departments Quarterly Update – Public Works Super. presented to the Council what the department does during winter.

CONSENT AGENDA & POSSIBLE ACTION (Council may pull any item on consent agenda for separate action) Motion by Carter, seconded by Beck, to approve consent agenda pulling approval of $1.00 per hour wage increase for Dylan Parsons effective February 9, 2026 for separate action. Motion carried by unanimous consent 5/0.

Approval of Bills in Amount of $168,365.34
Approval of Council Minutes for January 26, 2026 Regular Council Meeting
Approval of Corrected October 2025 Treasurer's Report
Approval of November 2025 and December 2025 Treasurer's Reports
Approval of FY2027 Warren County Nutrition Program Lease Renewal
Approval of PFM Engagement Letter For 2026A Bond Proceedings

Motion by Carter, seconded by McAvoy, to Approve $1.00 Per Hour Wage Increase For Dylan Parsons Effective February 9, 2026. Motion carried by unanimous consent 5/0.

OLD AND NEW BUSINESS & POSSIBLE ACTION

Markley explained current practice with purchasing policy and wanting to improve process for purchasing used equipment. Carter spoke on updating section 2B, adding 2C, adding wording to 2D, and needing a definition for what operational means. Filling the gap from $500-$2,499.99 for operational purchase guidelines. Carter and Markley to work on getting language buttoned up and bringing it back to Council on consent.

Sauter wants to limit and make changes to policy that has not been approved by Council. Markley spoke on past practice being that Fire and PD Chief are taking their vehicles home. The handbook allows City Administrator to make a preapproval. Sauter does not want it turned into an employee benefit for being able to take a City vehicle home and different factors that play into situations and wants to limit it so that it does not get abused. Sauter wants to have a thirty day to get this back to Council to re-present a policy per department. Council wants it on March 23, 2026 meeting with the department heads putting together language for each of their departments.

Sauter would like to see contracts for all department heads and to have all employees know what their job expectations are. Council discussed reviewing job descriptions annually along with annual employee review. Direction for department heads to work with Deven on getting

updating job descriptions and getting a standardized review process. Goal to have it back to Council by June 22, 2026.

Council discussed their goals and priorities for the upcoming year. McAvoy noted CIP, accountability for all staff with transparency with systems in place and policy and awareness. Sauter noted transparency, accountability, job descriptions, updating ordinances, and sidewalks. Carter noted job descriptions and reviews, employee acknowledgements, liability review, step by step procedures in place, policies and ordinance version control. Cataldo noted improving staffing for all departments where needed, employee retention and engagement, and economic development. Beck noted job descriptions with annual reviews, sidewalks and getting them done, website update and keeping it updated, and communication overall. Carver noted CIP, sidewalks, and electric rate study.

CITY STAFF REPORTS

Website Update Preview

Projects List

Fuel tank agreement with school and updating the tank.

COUNCIL REPORTS

Andrya – Farmer's Market ok will allowing Council to set up tent at Market

Dan – Dan and Tracey kicked off Union agreements with PD today. SRO Hauser, Chief Koch, and Deven. Dan wants to keep Tracey along as the other union groups are meeting. MIAG meeting tomorrow. Iowa league of Citiescape magazine to have Council to look at them as they get them. Chamber putting out February 28, 2026 legislative forum.

Deven – Chamber doing ribbon cutting February 24, 2026 for care center changing ownership and rebranding.

UPCOMING EVENTS AND INFORMATION OF NOTE TO COUNCIL

Budget workshops 5:30 P.M. on February 23, 2026 before Regular Council Meeting

Motion by Beck, seconded by Carter, to adjourn the meeting at 9:10 P.M. Motion carried by unanimous consent 5/0.

_____
Dan Carver, Mayor

_____
Shalee Crispen, City Clerk
NOTE: Minutes are unofficial until approved by Council-final approval may include corrections as necessary.