CITY OF CARLISLE REGULAR CITY COUNCIL MEETING MINUTES

May 26, 2026; 6:30 P.M.
Carlisle 100 N 1st Street, Carlisle, IA

Elected Officials present; Mayor Dan Carver, Andrya Carter, Beth Sauter, and Tracey McAvoy constituting a quorum. Krista Beck joined at 7:19 pm. Also present; City Admin. Deven Markley, Finance Mgr Taheton Stephens, Atty Robert Stuyvesant, Electric Sup. Don Miller, Police Chief Matt Koch, Fire Chief Cory Glover, Parks and Rec Dir. Mason McMillen, Lib. Dir. Stacy Goodhue, Utility Billing Clerk Gabby Breheny. Mayor Carver called the meeting to order at 6:30 P.M.

PLEDGE OF ALLEGIANCE

CITIZEN PARTICIPATION

Shar Pardubsky with the Carlisle Chamber provided an update of upcoming events including Coffee at the Kiln Room on June 9, Movie Night in the Park on June 12, and Golf Outing on June 20.

DEPARTMENT REPORTS & OTHER PRESENTATIONS

Miller provided an update for the department. He noted that the IC inspection went well, all paperwork was in good order. He also noted that he was working on looking into a new meter reading system. Council asked about some details on that. Cataldo commanded the electric department on how fast power was restored on the recent Ash St. power outage.

CONSENT AGENDA & POSSIBLE ACTION Motion by Cataldo, seconded by Carter, to approve consent agenda. Motion carried unanimously on a roll call vote 4-0.
Approval of Bills in Amount of $121,848.69
Approval of Council Minutes for May 11, 2026 Regular Council Meeting
Approval of Tentative Collective Bargaining Agreement with AFSCME Local 61
Approval of Tentative Collective Bargaining Agreement with Teamsters Local 238
Approval of Resolution 20260526001 Setting Credit Card Limits
Approval of Accepting Resignation of Electric Lineman Denny Caraveo Effective May 29, 2026
Approval of Accepting Resignation For Retirement For Youth Services Librarian Sherry Schlundt Effective July 17, 2026
Approval of Setting Public Hearing Date For FY2026 Budget Amendment For June 22, 2026 at 6:30pm
Approval of Pay Application #9 For Public Library Renovation Project To DDVI Inc. In Amount Not To Exceed $743,547.91

OLD AND NEW BUSINESS & POSSIBLE ACTION

Markley noted the resolution would appoint the agents for the 2026A Bond and this was part of the regular bonding process. Motion by Cataldo, second by McAvoy, to approve Resolution Appointing Paying Agent, Note Registrar, and Transfer Agent, Approving the Paying Agent and Note Registrar and Transfer Agent Agreement and Authorizing the Execution of the Agreement. Motion carried unanimously on a roll call vote 4-0.

Markley noted the resolution would finalize the 2026A Bond and amend some required items for the 2025A Bond in conjunction with the Library Project. Motion by Cataldo, second by Carter, to approve Resolution Amending the Resolution Approving and Authorizing a Form of Loan Agreement and Authorizing and Providing For the Issuance, and Levying a Tax To Pay the Notes; Approval of the Tax Exemption Certificate and Continuing Disclosure Certificate. Motion carried unanimously on a roll call vote 4-0.

Chief Koch provided some information on the potential Memorandum of Understanding to provide a hiring incentive. He noted the department only had 3 applications on the job posting. He noted the proposed agreement would pay out over 3 years and be $15,000 for certified or $7,500 for non-certified. Markley noted this would give authority to approach the Union for an agreement and they expected the Union would be receptive as there was similar agreements in the past. McAvoy asked if there was requirements for the officer to stay. Koch noted the amounts were pro-rated and a contract is signed but there is no requirement past the 3 years. Motion by Carter, second by Cataldo to provide Chief Koch authority to present the Memorandum of Understanding to the Union. Motion carried unanimously on a roll call vote 4-0.

Markley noted staff went through and updated items reflecting state law changes. He also mentioned he had a conversation for final direction with Sauter about changing the language to 25 days. Carter asked if council could be provided an update on emergency usage in those instances. Motion by Sauter, second by Carter, to approve Resolution Approving Updates To Vehicle Use Section of Employee Handbook. Motion carried unanimously on a roll call vote 4-0.

Goodhue provided information on two quotes received for Library furniture for the new building. She noted that staff sought single quotes from both Triplett Office Solutions for office furniture and Library Furniture International (LFI) for specialized pieces. Goodhue noted that LFI is one of the only in the Midwest that does Library furniture. Mayor Carver asked if the amount fit within the bond. Goodhue noted it did but that the intent was to use $80,000 in grant funds received to offset some of the cost. Cataldo asked if the prices came in as expected. Markley noted that the Triplett furniture was $4,000 higher than the architect's estimate. Carter asked about getting more quotes. Goodhue noted staff had previously brought it to Council to seek single quotes and got approval. Markley noted that single quotes on furniture is difficult due to the process as vendors carry different lines and finding true comparables can be a significant challenge. It was noted Triplett was used for the City Hall and Police Department renovation projects. Motion by Cataldo, Second by Sauter to approve Resolution Approving Library Furniture Quotes From Triplett Office Solutions and Library Furniture International. Motion carried on a roll call vote 4-0.

Markley noted the 28E with the DOT would add a 5 year time frame to an existing agreement that had no end date. He noted that the DOT had transition in leadership and was reviewing similar agreements. No change to responsibilities were part of the agreement. Motion by Carter, second by McAvoy to Resolution Approving 28E Agreement Between the City of Carlisle, Iowa and the Iowa Department of Transportation For Maintenance and Repair of Primary Roads in the City. Motion carried on a roll call vote 4-0.

Beck entered at 7:19pm

Markley noted the job description was needed to post the City Clerk position. He went through both the City Clerk and Finance Manager descriptions to better align the clerk to administrative functions and the finance manager to numbers. He sought input from department heads on clarifications to the positions that would help the organization and Becky Reif at Ahlers about potential changes to the physical requirements at the end. Sauter asked about seeing examples from other cities. Carter noted concerns with language in the physical requirements. Cataldo noted the desire for transparency in the duties and requirements. McAvoy asked how it relates to the City Clerk chapter in code and if we needed to be more narrow. Stuyvesant noted the code was minimum duties and a job description generally provided a more rounded view of a job. Markley asked if council could provide feedback on updated language before the next meeting to keep things going. Sauter asked for 3 comparison descriptions. Cataldo noted he would

be fine with the item on consent if council could see the description ahead of time and provide Markley feedback. Motion by Sauter, second by McAvoy to table Resolution Approving Job Description for City Clerk Position. Motion carried on a roll call vote 5-0.

Motion by Carter, second by Sauter to table Resolution Approving Job Description for Finance Manager Position. Motion carried on a roll call vote 5-0.

Markley noted that Tri-City had updated the council chambers system in December and noted an upgrade would be needed to live stream. Estimated cost was $2,000-3,000. He noted the League of Cities provided some advice and example policies on video streaming council meetings. Markley noted he had talked with Norwalk and Indianola. Both utilize Zoom to stream to Youtube. Cataldo supported this approach. McAvoy expressed concern with public comments through the video option. Markley asked Council to think about what success looks like as the conversation progresses. Council requested work start on a policy for live streaming council meetings.

CITY STAFF REPORTS

McMillen mentioned some major expenses come up. An issue with the main water supply line required new piping for $4,000-5,000. The 20-year-old water slide pump broke; quote came back at $5,600. The quote was only for the motor not the pump. Beck wanted to know why we didn't get 3 quotes. McMillen said time and urgency. Council would like a second quote sent to them. Cataldo commented on liking that the head lifeguards were posted on Facebook.

COUNCIL REPORTS

Sauter requested alleys and ebikes be on the next agenda. McAvoy mentioned Summer Kickoff on May 27. Mayor Carver recommended EMS for EMS Week

Motion by Carter, seconded by Beck, to enter into Closed Session For the Evaluation of City Administrator Under Iowa Code Section 21.5(1)(i) at 7:52 P.M. Motion carried unanimously on a roll call vote.

Motion by Beck, seconded by Cataldo to close closed session at 10:22 P.M. Motion carried on unanimous consent 5-0.

Motion by Carter, seconded by Beck, to adjourn the meeting at 10:23 P.M. Motion carried by unanimous consent 5-0.

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Dan Carver, Mayor

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Deven Markley, Acting City Clerk

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