CITY OF CARLISLE REGULAR CITY COUNCIL MEETING MINUTES

July 13, 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 was absent. Also present; City Admin. Deven Markley, Finance Mgr Taheton Stephens, Atty Robert Stuyvesant, Electric Sup. Don Miller, Police Chief Matt Koch, Public Works Dir. Tony Rhinehart, Fire Chief Cory Glover, Lib. Dir. Stacy Goodhue Parks. Mayor Carver called the meeting to order at 6:30 P.M.

PLEDGE OF ALLEGIANCE

CITIZEN PARTICIPATION

No comments received.

DEPARTMENT REPORTS & OTHER PRESENTATIONS

Glover reported the new ambulance was put into service just before the 4th of July. All full-time positions are filled. County's new computer aided dispatch software is up and running. Received the Prairie Meadows Grant for 10K for the new cascade system. Total calls so far in calendar year 2026 is 458 and total transports is 217.

CONSENT AGENDA & POSSIBLE ACTION Motion by Carter, seconded by Cataldo, to approve consent agenda with changes to the minutes. Motion carried unanimously on a roll call vote 4-0.

Approval of Bills in Amount of $417,616.83

Approval of Temporary Liquor License for Watering Hole For Carlisle Hometown Pride Pool Party Subject To Proper Documentation Filed with ABD

Approval Of Task Order 26-01 For Strand Associates For School Street Reconstruction Phase 3 Administration Services In Amount Not To Exceed $271,000.00

Approval of Pay Application #10 For Carlisle Public Library Renovation Project To DDVI Inc. In Amount Not To Exceed $221,894.76

Approval of Hiring Joshua Harding As Part-time Firefighter Paramedic At Hourly Rate Of $19.54 Effective July 13, 2026

Approval Of Resolution 20260713001 Appointing Lauren Gardner As City Clerk

Approval of Resolution 20260713002 Approving Certain Transfers of Funds To Fund Joint Fuel Depot Project According To 28E Agreement With Carlisle Community School District

Approval of Purchase of TAPCO Stand-Alone Message Sign In Amount Not To Exceed $10,386.66

Approval of Purchase of TAPCO Message Sign Trailer In Amount Not To Exceed $18,954.40

Approval of N. 2nd Street/Columbia Street Asphalt Paving Project Costs Up To $28,200.00

Approval of Water Plant Asphalt Paving Quote From Parking Lot Specialties In Amount Not To Exceed $34,560.00

Approval of Change Order #1 For School Street Rehabilitation – Phase 3 For A Deduction Of $132,150.56

OLD AND NEW BUSINESS & POSSIBLE ACTION

Mayor Carver provided initial background on the Allen Township ownership discussion. Sauter commented on this being an ongoing discussion for several years. Allen Township has come to Council Meetings at least 5 times in the last 2 years. Sauter mentioned previous talk of committees, of meeting with the cemetery board, and claimed none of which happened. Allen Township asked for correspondence from the City on status, Carter and Sauter both reached out, however, they have been in limbo on their end. Sauter noted she would like the City to purchase the Township. Sauter said the City should at least give the Township an

answer and move on. McAvoy asked for clarification on what was meant by "purchasing" the cemetery. Sauter clarified she meant transfer ownership and not purchase. Kelly Penman, Jr. said on behalf of the Trustees that they would be willing to pay for the current year's mowing (2026). Markley noted the Cemetery Board had met and had questions based on staff concerns. He and the City Clerk were directed to reach out to the Iowa Insurance Division (IID) to answer some questions about cemetery transfers. Markley noted the chief concern was perpetual care and internment rights agreements for the plots that have been sold due to different rules regarding perpetual care and non-perpetual care cemeteries. Peggy Fogle noted the Allen Township Cemetery was not perpetual care. Markley noted that the IID said the cemeteries could be kept separate and have different rules but if they were joined, the entire cemetery would need to be perpetual care. Markley noted the other concerns for staff and the Cemetery Board included how to transfer ownership of the property, any records, internment rights agreements, the fence at the east end in disrepair, and potential sinkholes. It was noted that the Township had gone through their requirements to transfer ownership. The City likely needed to publish notice and potentially pass a resolution declaring intent to acquire. McAvoy asked about the number of plots that were sold but unused. Fogle noted maybe a couple dozen. McAvoy asked if those plots would need to pay perpetual care. Stuyvesant noted they would likely be grandfathered in. Markley noted if the cemeteries were combined, perpetual care would need to be collected on any new sales. Carter mentioned the topic being going on for a year and asked why the process is taking so long. Markley noted expertise in transfers was limited at the State with the last employee with experience in it retiring several years ago. Carter asked if someone buys a plot in our cemetery and they have no records, what do we do. Markley said the City has never ran into that. Carter asked if there was a quote to remove the fence? Fogle said there was none and asked if the fence was necessary. Carter asked if there were problems with not being able to identify a sold plot. Fogle said several years ago a spreadsheet was created, in addition to an old map and no issues have been identified. She noted purchasers are encouraged to record their deed at the Recorder's Office. McAvoy clarified that that City was currently mowing the Allen Township Cemetery. Penmen commented on these being the same concerns he heard last time. He mentioned the lack of communication, and not being able to get concerns addressed because of it and explained his frustration with the City not putting enough time into it. Sauter said she made the motion to acquire the Township, and it was seconded, and was stalled by the prior mayor because he wanted to do a committee, and it was never set up. Mayor Carver brought up previous minutes to clarify how the vote took place, and the process that was set up to work through the purchase of the Township. McMillen noted that at the FY27 budget workshops showed challenges with revenues not meeting expenses for most departments. He noted that deciding to take ownership would impact the General Fund budget and tax payers. He asked what benefit does this have for the tax payers? McAvoy asked for the cost of mowing. McMillen reported approximately $8,000. Sauter mentioned talking to the mower of the cemetery and said it takes about 8 hours to mow approximately 1 day per week. She noted rough math of 24 weeks mowing divided into $8,000 is around $333 a week. McMillen noted he had a spreadsheet that provided the amount and included the full cost of maintenance, trimming, equipment, picking up decorations, etc. Sauter acknowledged that this will affect the budget, however thinks there are other ways to get revenues like from reserves. Rhinehart asked Sauter what reserves she is talking about. Sauter mentioned the electric reserves. Rhinehart commented on taking from utility reserves leading to not making improvements in electric or public works. Mayor Carver clarified that the Township did drop their levy rates this year. Fogle and Penman confirmed and noted this was due to not budgeting for the Allen Township Cemetery as the Trustees thought it would be transferred. McAvoy asked if there were other

township cemeteries that were within city limits but not owned by the City. Markley noted that the Avondale Cemetery in Allen Township (Polk County) was within Des Moines city limits but owned by the Township. Stuyvesant noted that annexation and ownership are separate topics and not dependent on the other. Motion by Sauter, second by Carter for the City of Carlisle to take ownership of the Allen Township Cemetery with payment of $10,250 for maintenance in Fiscal Year 26-27 from the Allen Township Trustees. Motion passed 3-0-1 with McAvoy abstaining.

Chief Koch provided an brief update on the ordinance changing the alley south of School Street downtown between 1st Street and Garfield Street to one way traffic. Motion by Sauter, second by Carter to approve the ordinance waiving third reading. Motion carried unanimously on a roll call vote 4-0.

Chief Koch provided a brief update on no parking in the alley south of School Street downtown between 1st Street and Garfield Street. Motion by Cataldo, second by Carter to approve the ordinance waiving third reading. Motion carried unanimously on a roll call vote 4-0.

Motion by Sauter, second by Carter to remove item from table. Motion carried unanimously on a roll call vote 4-0. Chief Koch noted an updated quote from Baycom came in at $32,781 and Sector did not submit an updated quote. Lynn Schattner with Cyber Solutions mentioned the depreciation of the current server and that the software won't be supported next year. He noted the current server is segmented and runs GIS, several PD services, Incode, and other City departments. He noted as the city grows and video capturing requirements grow, storage space needs to be increased. McAvoy asked about data growth. Schattner noted that City was calculated at 23-25% and the proposal would cover 5-6 years of growth. Cataldo asked Koch what the recommended option is? Koch said Cyber Solutions, since it meets the needs of all departments and was the cheapest quote at the 18 terabyte level. He noted the PD could go with Sector, but all departments wouldn't be taken care of. Miller asked if the electric department could buy it. Mayor Carver noted the proposal was for it to be paid out of LOSST funds. Motion by McAvoy, second by Cataldo to go with Cyber Solutions for the whole city in amount not to exceed $26,133.93 as proposed. Seconded by Cataldo. Carter asked Miller to clarify why electric would pay for it. Miller noted because they use it and to help other departments. Carter asked if funding has been talked about for other departments chipping in. Markley noted it hadn't been discussed. Motion carried unanimously on a roll call vote 4-0.

Sauter asked about removing the "report a concern" icon since two citizens said they never heard anything back. She reported a concern and it wasn't addressed. She also wants to add pictures of all elected officials and department heads to be more personable. Markley mentioned that no concerns have been brought to him with the "report a concern" icon. He noted the button sends an email to him and then he reviews it and gets it to the appropriate department. He mentioned was off the week Sauter submitted the concern and came back to back to 400 emails due to multiple outages so he hadn't responded to the email quickly. He thinks the "report a concern" button has been generally working and is a helpful tool for citizens. Carter asked if Sauter received an answer. Sauter noted she had. Carter asked if someone else could help monitor them. Markley noted he intended to have the City Clerk assist with that and voicemails. Carter mentioned that some information was from several years ago. Markley mentioned staff had to make the changes. Sauter mentioned that not all staff had access. Markley said that they should but some departments goes through Markley instead of adding items themselves. Carver mentioned that no one has website maintenance in their job description. Markley agreed. McMillen noted that certain information didn't port over correctly in the transition to the new website which caused additional work throughout the entire website. He noted that he sat down with most departments heads to go over trainings and conversions but they may not have caught every item. Carter mentioned finding someone on staff who has the time to add this to their job description. Mayor Carver asked if there was any action wanted on the topic. Sauter said no action.

CITY STAFF REPORTS

Markley noted Mayor Carver has been jumping into economic development throughout the summer. They had met with PFM and about TIF and Upcoming FY28 Valuations due to several state law changes this year. If the City can get TIF areas designated and voted on this year, and addition $0.50 can be locked into TIF revenue. That would allow the city to be more aggressive on TIF deals compared to what the rules will change to. There is also a change with the Homestead credit switching to an exemption. This is projected to mean a negative 2-4% valuation for the City. Markley noted that the City has generally seen a 2% increase but this would mean -2% or -4%, meaning the amount of money coming into the General Fund would go down approximately 4-6% from expectations. Markley noted that no city knows exactly what the law will do to their final budget as all are waiting for some prediction tools being worked on but that it means a significant change for the FY28 budget discussion. McAvoy asked how doable is locking in TIF areas. Deven mentioned having a conversation with Ahlers & Cooney to understand the timeline. It takes about a month and a half to two months. Ahlers will need some lead time. Carter asked to start looking into budget starting in October. Markley recommended doing it sooner. Markley highlighted City Hall staff stepping up to the plate for the last two months as well as department heads helping to respond to outages and getting notices out for citizens.
Rhinehart apologized for an earlier outburst. He mentioned School Street pavement removal starting last week, water main started 7/13, storm water starting 7/14. They are moving along fast. He brought up ADA access on 1st Street and School Street.

COUNCIL REPORTS

Carter mentioned her and Sauter would be at the 7/25 farmer's market. McAvoy noted 4th of July went well and thanked staff for their efforts that day. Carver thanked Home Town Pride for putting on the event. The American legion brought the flags to the nursing home and visited vets. He noted several meetings with MEAN, PFM, and MIALG. Negotiations for Fire are still ongoing. Thanked PD for their involvement with the train derailment.

Motion by Carter, seconded by Cataldo, to adjourn the meeting at 8:02 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.