

PLANNING BOARD MEETING
City Hall - 950 Locust St., Carter Lake, Iowa
Monday, February 8, 2021 7:00 P.M.

AGENDA

Roll Call

Approval of the Agenda

1. Consent Agenda
 - a. Building Permits listing
 - b. City Council Minutes
 - c. Planning Board Minutes
2. New Business
 - a. Mark Hunter 4x8 advertising sign at 13th and Locust Street
 - b. Nichole Schultes with TACKarchitects will present an overview of the Community Center project based on preliminary design with the intent of obtaining conceptual approval from the Board
 - c. Election for the Board Chairperson
 - d. Election for the Board Vice Chairperson
3. Comments

Adjourn

02/05/21

jmc

FOR OFFICE USE: CASE# _____ Receipt # _____
Z.B.A. Public Hearing: _____ Amount \$ _____
Signs Issued: _____/_____/by _____ By _____ Date _____

=====

APPLICATION FOR PLANNING BOARD AGENDA

1. APPLICANT: MARIL Hunter Phone: 402-968-681
Address: 120 MARINA CT. *Status: _____
2. REPRESENTED BY: same Phone: _____
Address: _____
3. STREET ADDRESS/LOCATION: 13th + Locust (South Side)
4. LEGAL DISCRIPTION: _____
5. OWNERS NAME: Mike Leveille
6. OWNERS ADDRESS: 2813 North 9th
DARTER LAKE IA
7. REASONS FOR REQUEST AND INTENDED USES: _____
4x8 Advertising sign
8. ZONING DISTRICT: _____
9. PRESENT USE: _____
10. COPY OF BLUEPRINTS OF INTENDED STRUCTURE.
11. ADMINISTRATIVE DECISION ISSUED: _____

FOR OFFICE USE

12. ATTACHED TO THE APPLICATION ARE:
a. Denied "Building Permit Application" form.....
b. Approves.....
c. Restrictions.....

THE FACTS PRESENTED ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE:

13. SIGNATURE: [Signature] Date: 1/13/21
TYPED OR PRINTED NAME: _____ *Status: _____

*NOTE: P.O. = Property Owner
O.H. = Legal Optionholder

C.P. = Contract Purchaser
A. = Owner's authorized agent



Residential Building Permit Application

@ Carter Lake - IA, COV

Accessory Structure, Decks, Paving, Doors & Windows, Roofing,
Siding, Pools, other misc. Exterior & Interior construction

City of Carter Lake

950 Locust Street
Carter Lake, IA 51510

Office (712) 847-0535 Fax (712) 347-5454

Address of Project:

13TH + Locust (South Side)

Owner of Property:

Mike Leveille

Phone: (402) 698-4087

Address:

2813 N. 9TH

Carter Lake

(City, State, Zip)

General Contractor:

Mark Hunter

Phone: (402) 968-6181

Address:

120 MARINA CT

Carter Lake 51510

(City, State, Zip)

Description of Work / Nature of Construction:

4x8 Advertising Sign

TOTAL: Value of Finished Product \$

420.00

Required Field

The property shall comply with all applicable City of Carter Lake zoning ordinances. All neighborhood covenants and easements are the responsibility of the builder or homeowner.

I hereby state that the information submitted on this application is accurate and correct. I recognize that the issuance of this building permit shall not grant approval to violate any of the provisions of the building codes or zoning ordinances enforced by this jurisdiction, state or federal law; and that this permit shall not prevent the building official from requiring construction to be in compliance with all applicable code provisions during field inspections. This building permit is issued for the express purpose of work stated on this application and shown on the approved plans. Any changes to the construction plans that effect area or scope of work shall be approved by the building official's prior to construction and may require another permit application. No building shall be occupied until a certificate of occupancy has been issued by the Building Official.

All property owners, HOA and others having interest in this project been contacted: Yes X No

Applicant Name:

MARK HUNTER

(Print Clearly)

Mark Hunter

(Signature)

Date:

11/20/21

Documents Needed for Construction:

1. Three sets of plans and specifications. Drawn to scale (1/4").
2. A certified certificate of survey of the property.
3. A plot plan drawn to scale showing building location on the lot.

Impervious Coverage:

Total (sq ft) of Property:

Total (sq ft) of All Structures:

Total (sq ft) of Impervious Paving:

Impervious Coverage Percentage:

PERMITS MASTER FILE LISTING

| Permit # | Contractor | Description | | Appl Date | | Fee(s) |
|----------------------------------|--|-------------------------------|-----|---------------------------------|-----------------|---|
| Status Appl Type | Owner Location | Sub-Division Type of Use | Lot | Issued Date Expire Date | Cost of Work | Paid Amount Due |
| MR218-20 Issued Contractor | OWNER AS GEN CONTRACTOR WILLIAM SEATON 1409 NEPTUNE DR | REMODEL HOUSE | | 12-18-20 12-18-20 6-15-21 | 23,000.00 | 230.50 .00 230.50 |
| | | MR218-20 | | | 23,000.00 | FEE PAID DUE 230.50 .00 230.50 |
| RM048-20 Issued Contractor | SERVICE ONE WACHOVIA BANK 1013 HIATT ST | INSTALL FURNACE | | 10-15-20 10-15-20 | 5,500.00 | 28.50 .00 28.50 |
| | | RM048-20 | | | 5,500.00 | FEE PAID DUE 28.50 .00 28.50 |
| RM053-20 Issued Contractor | FRED'S HEATING & AIR ROBERT PETERSON 570 CORONADO CIR | REPLACE FURNACE AND AIR COND. | | 11-24-20 11-24-20 | 5,700.00 | 42.00 .00 42.00 |
| | | RM053-20 | | | 5,700.00 | FEE PAID DUE 42.00 .00 42.00 |
| RM057-20 Issued Contractor | SERVICE ONE RON BARBER 1114 DORENE BLVD | INSTALL FURNACE AND AIR | | 12-09-20 12-09-20 | 5,000.00 | 43.50 .00 43.50 |
| | | RM057-20 | | | 5,000.00 | FEE PAID DUE 43.50 .00 43.50 |
| RM059-21 Issued Contractor | SERVICE ONE CANNON, KATHLEEN S 1334 JANBROOK BLVD | INSTALL NEW FURNACE | | 1-06-21 1-06-21 | 5,000.00 | 28.50 .00 28.50 |
| | | RM059-21 | | | 5,000.00 | FEE PAID DUE 28.50 .00 28.50 |
| RP085-20 Issued Contractor | SERVICE ONE RON BARBER 1114 DORENE BLVD | INSTALL WATER HEATER | | 12-09-20 12-09-20 3-08-21 | 3,000.00 | 25.00 .00 25.00 |
| | | RP085-20 | | | 3,000.00 | FEE PAID DUE 25.00 .00 25.00 |
| **GRAND TOTAL** | | | | ===== 6 | ===== 47,200.00 | ===== FEE PAID DUE 398.00 .00 398.00 |

PLANNING BOARD MEETING

Monday, October 12, 2020 7:00 P.M.

The Planning Board meeting was called to order at 7:00 p.m. by Chairman Ed Palandri.

Roll Call: Present: Tim Podraza, Nate Bradburn, Ray Pauly, Jay Gundersen and Ed Palandri; Absent: Kathy Dueling and Scott Crowder.

Podraza moved to approve the agenda, seconded by Bradburn; Unanimous approval.

Pauly moved to approve consent agenda items building permit listing and planning board minutes, seconded by Bradburn; Unanimous approval.

New Business:

Tim Chullino has requested to vacate a portion of city property to add to his adjoining lots. Gundersen moved to approve as presented, seconded by Pauly; unanimous approval.

Terry Cronin has requested a parcel split. He owns two parcels on corner of 15th and Hiatt Street. His desire is to split the two lots into three to develop new homes. Gundersen moved to approve request, seconded by Bradburn; unanimous approval.

With no further comments, Gundersen moved to adjourn seconded by Pauly at 7:15 p.m.

Ed Palandri, Chairman

Jackie Carl, City Clerk

CARTER LAKE CITY COUNCIL MEETING

MONDAY, OCTOBER 19, 2020

Meeting was called to order by Mayor Ronald Cumberledge at 7:00 p.m. The council rose for the pledge of allegiance. Mayor called the roll of the council, present: Jackie Wahl, Jason Gundersen, Pat Paterson, Keebie Kessler and Denise Teeple; also city attorney Mike O'Bradovich and city clerk Jackie Carl were present.

The Agenda was reviewed, upon motion duly made by Gundersen, and seconded by Kessler, the agenda was approved; the motion was passed unanimously. Upon motion of Kessler seconded by Teeple, the consent agenda was approve, motion was approved unanimously.

Kessler moved to approve fire membership for Nate Bradburn and John Gabler, seconded by Gundersen; motion was approved unanimously. Kessler moved to approve a new liquor license for the Drunken Chicken pending receipt of the required DCI background check by the City Clerk, seconded by Gundersen; motion was approved unanimously. Gundersen moved to approve liquor license renewal for Casey's General Store; motion was approved unanimously

Tim Chullino was present to request permission to vacate a portion of 17th Street. Gundersen moved to set public hearing for Monday, November 16, 2020 at 7 p.m.; Teeple seconded the motion; motion was approved unanimously.

Communication from the public: Lisa Lima is running for Pottawattamie County Supervisor so she attended to introduce herself to the City Council.

Paterson provided a proposed set of rules to add user fees for Mabrey Park and Wavecrest Parks. The council has reviewed and asked City Attorney to look into the legalities that are allowed for such rules and fees.

Paterson moved to approve job description and evaluation form for City Clerk, seconded by Gundersen; motion was approved unanimously.

Wahl presented updated job descriptions for senior center positions, Gundersen moved to approve, and was seconded by Paterson; motion was approved unanimously.

Clerk Carl provided an explanation of the 10% increase in health insurance premiums. Teeple moved to approve the policy and seconded by Gundersen; motion was approved unanimously.

Gundersen moved to approve the Annual Urban Renewal Report, seconded by Teeple; motion was approved unanimously. Gundersen moved to approve resolution to adopt chain saw policy and return to work policy to be added to the employee safety manual; seconded by Kessler; motion was approved unanimously.

Gundersen moved to approve the first reading of ordinance to regulate registration of golf carts, seconded by Wahl; motion was approved unanimously. Council tabled ordinance regarding animal control.

At 7:45 p.m. Gundersen moved to adjourn, seconded by Paterson; motion was approve unanimously.

Jackie Carl
Carter Lake City Clerk

Ron Cumberledge
Mayor

CARTER LAKE CITY COUNCIL MEETING
MONDAY, NOVEMBER 16, 2020

The Mayor opened the meeting with the public hearing: The following described City Right of Way in Carter Lake, Iowa, shall be hereby vacated and closed from public use: A parcel of land being part of North 17th Street formerly known as O.C. Redick Boulevard all lying westerly of Block 23 of Wavecrest Addition to Carter Lake, Iowa more particularly described as follows: Beginning at the Southwest corner of Block 23 of Wavecrest Addition, thence along the westerly line of Block 23 of Wavecrest Addition N8°56'05"E 246.02 feet, thence departing said westerly line on a curve an arc length of 104.44 feet, central angle 28°54'52", radius 206.96 feet having a chord bearing S31°02'59"W 103.34 feet, thence S16°35'34"W 108.95 feet, thence S4°25'54"W 46.37 feet, thence S85°34'06"E 49.94 feet to the southwest corner of Block 23 of Wavecrest Addition and point of beginning. The parcel described contains 9587.4 square feet.

Clerk has not received any written or public comments pertaining to this request. No one in the audience voiced any concerns. Kessler moved to close hearing and Paterson seconded, motion was approved unanimously.

Meeting was called to order by Mayor Ronald Cumberledge at 7:05 p.m. The council rose for the pledge of allegiance. Mayor called the roll of the council, present: Jackie Wahl, Pat Paterson, Keebie Kessler and Denise Teeple; Jason Gundersen was absent; city attorney Mike O'Bradovich and city clerk Jackie Carl were present.

The Agenda was reviewed, upon motion duly made by Paterson, and seconded by Kessler, the agenda was approved; the motion was passed unanimously. Upon motion of Kessler seconded by Wahl, the consent agenda was approved without the reports for claims, receipts and financial reports for October, motion was approved unanimously.

Department Supervisors: Lem Sheard with the maintenance department explained to the council concerning the situation that had occurred at 900 Key Circle. Asked the council to help out the new resident who had experienced several issues since moving into the home. ICAP has denied the claim based on testimony from the supervisor.

The Mayor announced that Governor Reynolds has issued mandatory mask mandates along with a list of other new requirements. The Mayor stated that all city buildings will follow these mandates.

Wahl moved to approve job descriptions for the senior center employees and the city clerk's staff members, seconded by Teeple; motion was approved unanimously. Paterson voiced his concerns that the city council should not be getting involved in the day to day operations of the city, that it is not the council's job to be reviewing each employee.

Clerk Carl provided an explanation of the Annual Financial Report as prepared by the auditor, Paterson moved and Teeple seconded; motion was approved unanimously.

Kessler moved to approve the second reading of ordinance to regulate registration of golf carts, seconded by Teeple; motion was approved unanimously. Council tabled ordinance regarding animal control. Kessler moved to approve first reading of ordinance to vacate a portion of 17th Street, seconded by Teeple. Roll Call: No – Paterson Yes-Kessler, Teeple, Wahl; motion was

approved. Paterson moved to approve the first reading of ordinance to increase trash collection fees to \$10.50 in January 2021; \$11.50 in January 2022; \$12.50 January 2023 and \$13.00 January 2024, seconded by Kessler, motion was approved unanimously.

At 7:25 p.m. Kessler moved to adjourn, seconded by Paterson; motion was approve unanimously.

Jackie Carl
Carter Lake City Clerk

Ron Cumberledge
Mayor

CARTER LAKE CITY COUNCIL MEETING
MONDAY, DECEMBER 21, 2020

Meeting was called to order by Mayor Pro Tem Jason Gundersen at 7:00 p.m. Before rising for the pledge of allegiance Mayor Pro Tem asked for everyone to remain standing after the pledge to observe a moment of silence in memory of those lost in the past year and all the hardship experienced in 2020. Roll of the council, present: Jackie Wahl, Pat Paterson, Keebie Kessler and Denise Teeple; Jason Gundersen; city attorney Mike O'Bradovich and city clerk Jackie Carl were present.

The Agenda was reviewed, upon motion duly made by Teeple, and seconded by Kessler, the agenda was approved; the motion was passed unanimously. Upon motion of Kessler seconded by Teeple, the consent agenda was approve that included claims, receipts and financial reports for October and November, motion was approved unanimously.

Kessler moved to approve liquor license for Kwik Shop seconded by Teeple; motion was approved unanimously. Teeple moved to approve liquor license for Carter Lake Improvement Club seconded by Wahl; motion was approved unanimously.

There was a long debate and quite a bit of disagreement over the proposed changes to the employee handbook. Paterson moved to approve several changes to the Carter Lake employee handbook on page 30-31. The sentence that currently reads, "Every department head is required to evaluate the performance of each of their employees on an annual basis to coincide with budget negotiations. Proposed to add "and present said evaluation along with recommendations for salary increase or decreases during their budget presentation to the City Council." to the end of the sentence; seconded by Gundersen. Roll Call: Yea: Paterson, Kessler and Gundersen Ney: Wahl and Teeple.

Paterson moved to approve change the sentence that currently reads, "Supervisors and department heads are required to be evaluated in the same manner by the full City Council or a subcommittee of the city Council." Paterson moved to remove "full City Council or a subcommittee of the city Council" and add replace "Mayor." And add, 'Mayor will present his or her recommendations for salary increases or decreases to the City Council during budget negotiations." Kessler moved to second the motion. Roll Call: Yea: Paterson, Kessler and Gundersen Ney: Wahl and Teeple.

Paterson moved to add the following sentences, "Supervisors, department heads, and anyone serving in an appointed position who report to the City Council is required to be evaluated in the same manner by the full City Council or a subcommittee of the City Council. If the City Council uses a subcommittee, the subcommittee will present their evaluations and recommendations for salary increases or decreases to the full City Council for its approval before sharing the evaluation with supervisors, department heads, and anyone serving in an appointed position." Roll Call: Yea: Paterson, Kessler, Gundersen and Wahl. Ney: Teeple.

Wahl provided updated job description for the Building Inspector and evaluation form; Gundersen moved to approve, seconded by Teeple; Roll Call: Yea: Paterson, Gundersen and Wahl, Teeple; Ney: Kessler; Motion was approved unanimously.

Clerk Carl provided the proposed budget schedule for the council and explained the requirements set a public hearing for January 18, 2021 to approve "maximum property tax dollars to certify for

levy” will be published around 01-06-2021. Teeple moved to set hearing, seconded by Kessler; Motion was approved unanimously.

Paterson moved to approve the third reading of ordinance to regulate registration of golf carts with \$20 annual permit to be purchased from the police department before May 1, 2021, seconded by Wahl; motion was approved unanimously. Kessler moved to approve second reading of ordinance to vacate a portion of 17th Street, seconded by Gundersen. Roll Call: No: Paterson Yes: Kessler, Teeple, Wahl; motion was approved. Paterson moved to approve the second reading of ordinance to increase trash collection fees to \$10.50 in January 2021; \$11.50 in January 2022; \$12.50 January 2023 and \$13.00 January 2024, seconded by Kessler, motion was approved unanimously. Gundersen moved to amend ordinance regarding animal control procedures and increase fines, seconded by Paterson; ; Motion was approved unanimously. Gundersen moved to approve resolution for longevity pay for Robin Conner with new wage of \$13.81, seconded by Kessler; Motion was approved unanimously. Gundersen moved to approve resolution for application for COVID reimbursement which was awarded after the Clerk completed the lengthy application process in the amount of \$89,956.45; Motion was approved unanimously. Gundersen moved to approve resolution for legal services agreement for the USDA loan for relining of the sanitary sewers which is scheduled to take place in spring of 2021, seconded by Teeple; Motion was approved unanimously. Gundersen moved to approve resolution to approve bond counsel letter of engagement for USDA loan for sanitary project, seconded by Wahl; Motion was approved unanimously.

At 9:05 p.m. Kessler moved to adjourn, seconded by Paterson; motion was approve unanimously.

Jackie Carl
Carter Lake City Clerk

Jason Gundersen
Mayor Pro Tem

CARTER LAKE CITY COUNCIL MEETING
MONDAY, JANUARY 18, 2021

Public Hearing to hear comments and concerns regarding the notice for maximum property tax dollars to be certified for levy for 2021-2022 Budget. SF634 passed out of the Senate and then the House in April, 2019. The bill established "maximum property tax dollars" which is equal to 102% of last year's revenue for certain levies (listed below). The bill allows cities to exceed the 2% threshold with a 2/3 majority vote of council after notice, public hearing and 20 day wait as laid out in the bill. Cities are now required to have two public hearings for their annual budget.

This first public hearing is establishing our maximum property tax dollars for our 2021/2022 budget. This includes our regular general levy, liability, property & self-insurance costs, emergency levy, FICA/IPERS, and other employee benefits (insurance costs). What is not included in this hearing is our Debt Service Levy. It will be included when the final budget is approved in March. The Carter Lake City Council will have another public hearing for the final budget which includes the taxes on this first hearing.

This is not a new tax, but an additional requirement of the annual budget process. We are simply required to have two public hearings. We are NOT exceeding the 2% threshold because our need for tax dollars is no more than last year. Current year's tax levy is \$10.41. This year's tax levy will be no more than \$10.31, a decrease of 10 cents.

Gundersen moved to close the public hearing, seconded by Paterson; motion was approved.

Meeting was called to order by Mayor Ron Cumberledge at 7:00 p.m. Roll of the council, present: Jackie Wahl, Pat Paterson, Keebie Kessler, Denise Teeple and Jason Gundersen; city attorney Mike O'Bradovich and city clerk Jackie Carl were present.

The agenda was reviewed, upon motion duly made by Gundersen, and seconded by Wahl, the agenda was approved; the motion was passed unanimously. Upon motion of Kessler seconded by Teeple, the consent agenda was approved that included claims, receipts and financial reports for December, motion was approved unanimously.

Gundersen moved to approve Fire Department membership for Hunter Posey, seconded by Wahl; motion was approved unanimously. Kessler moved to approve salvage yard permit for Lakeside Auto Recyclers, seconded by Teeple; motion was approved unanimously. Salvage Yard permit for City Super Shop was tabled to February due to the inspection not being completed.

Mayor Cumberledge announced the presentation of "Citizen of the Year" to an outstanding group of volunteers. Congratulations to the members of the Carter Lake Fire and EMS. They have answered the call during pandemic and when some members were diagnosed with COVID, others stepped in to make sure the calls were answered 24 hours a day.

Mayor asked for council support for the appointments of several positions.

Kessler moved to approve Jay Gundersen to the Planning Board, seconded by Paterson, motion was approved, (Jason Gundersen abstained from voting). Gundersen moved to approve appointment of Bob Zagota to the Library Board, Paterson seconded and motion was approved unanimously. Paterson moved to appoint Jason Gundersen as Mayor Pro Tem, seconded by Kessler, motion was approve (Jason Gundersen abstained from voting). Kessler moved to appoint Michael O’Bradovich to continue as City Attorney, seconded by Gundersen, motion was approved unanimously. The Mayor explained that the council and community center committee had a workshop on 1-13-21 where CBRE and TACK were present to provide an updates and visual graphics of layout and building materials. The committee and council will continue to work together and provide updates to the community.

Clerk Jackie Carl provided the budget packets and workshop schedule: Monday, January 25th, Thursday, January 28th; Monday, February 1st; Thursday, February 4th; Monday, February 8th; Thursday, February 11th. All workshops are held in the council chambers or the training room and start at 5:30 p.m.

Kessler moved to approve third reading of ordinance to vacate a portion of 17th Street, seconded by Gundersen. Roll Call: No: Paterson Yes: Kessler, Teeple, Wahl; motion was approved. Teeple moved to approve the third reading of ordinance to increase trash collection fees to \$10.50 in January 2021; \$11.50 in January 2022; \$12.50 January 2023 and \$13.00 January 2024, seconded by Gundersen, motion was approved unanimously. Gundersen moved to approve resolution to designate auditor, seconded by Kessler; motion was approved unanimously.

Gundersen moved to approve resolution to designate newspaper, seconded by Wahl; motion was approved unanimously. Gundersen moved to approve resolution for max levy seconded by Kessler; motion was approved.,

At 7:15 p.m. Gundersen moved to adjourn, seconded by Paterson; motion was approve unanimously.

Jackie Carl
Carter Lake City Clerk

Ron Cumberledge
Mayor

CARTER LAKE SPECIAL CITY COUNCIL MEETING

Thursday, January 28, 2021

Meeting was called to order by Mayor Ron Cumberledge at 5:30 p.m. Roll of the council, present: Jackie Wahl, Pat Paterson, Keebie Kessler, Denise Teeple and Jason Gundersen; and city clerk Jackie Carl were present.

The agenda was reviewed, upon motion duly made by Paterson, and seconded by Kessler, the agenda was approved; the motion was passed unanimously. Upon

The Mayor explained that the council and community center committee had a workshop on January 13, 2021 where CBRE and TACK were present to provide updates and visual graphics of the proposed layout and building materials. The committee and council will continue to work together and provide updates to the community.

Gundersen moved to approve the following resolution and Teeple seconded the motion to approve the following language.

The City of Carter Lake has hired the services of CBRE to act as the project management firm for the development of a community center. And also hired the services of TACKarchitect to act as the architect firm for the development of the same community center.

The City Council agrees to move forward with developing plans and specifications for an approximate 15,000 square foot addition to the north side of the Edward F. Owen Memorial Library; and Council agrees to move forward with proposed option number one and an estimate cost of \$4,927,738; the City Council agrees to allow Jackie Carl, City Clerk to research and provide options for financing of up to \$2,000,000 in financing for the construction project.

That we do hereby authorize and designate Ronald Cumberledge, Mayor and or Jackie Carl, City Clerk as the Authorized Representatives for the City of Carter Lake to execute documents to continue the development of a community center, in Carter Lake, Iowa.

At 5:40 p.m. Gundersen moved to adjourn, seconded by Kessler; motion was approve unanimously.

Jackie Carl
City Clerk

Ron Cumberledge
Mayor