

Carlisle City Council

Drew Merrifield, Mayor
 Eric Goodhue, Councilmember
 Doug Hammerand, Councilmember
 Dan McCulloch, Councilmember
 Ruth Randleman, Councilmember
 Robert Van Ryswyk, Councilmember



Carlisle City Hall

195 N. 1st Street,
 Carlisle, Iowa 50047

Website: carlisleiowa.org
 Facebook: City of Carlisle, Iowa

March 11, 2020

To the Citizens of Carlisle,

I am writing this letter to you on behalf of Mayor Merrifield and the Carlisle City Council. We would like to thank the citizens of Carlisle for voting to approve our Police Department Renovation and City Hall Renovation referendums on March 3, 2020. The approval of the renovation projects marks an important date in the development and growth of Carlisle as we move forward. We feel it sends a strong message that Carlisle is willing to invest in our future growth and development. We look forward to bringing the vision of these buildings together into a reality that the community can be proud of.

To make sure the community stays informed, we want to pass on some information to you on the plan to tackle these large projects. As we move along through these projects, we will be providing periodic updates.

Timeline

Council voted on March 9, 2020 to move forward with design, construction plan development, and construction administration services with Ethos Design Group, the architectural firm that helped develop the space needs analysis and facilities master plan. Moving forward on the two projects, there will be 5 phases for each project:

- Schematic design: review of the master plan with any final large-scale changes to the plan being made
- Design development: finalize general layout and selection of building materials, finishes, lighting, mechanical equipment, etc. This phase also includes receiving initial cost estimates with a construction firm to ensure good bids
- Construction documents: finalize construction drawings of the building, create schematics and specifications for structural, mechanical, plumbing, IT, etc.
- Bidding phase: Public bidding process with a contract for each building
- Construction phase: Actual construction of the projects, biweekly contractor meetings, and regular updates on progress to the community on the city's website

Each building is on a separate construction timeline. To help save costs, the schematic and design development phases of each project will happen at the same time. This will help cut down on staff time as well as the time Ethos' team will need to commit to developing the plans. Staff has worked with Ethos to develop the rough timeline of the projects seen below. We want to reiterate that these timelines are rough at this point and final dates are yet to be determined. As you can see, we are hoping to be moving into City Hall in May or June 2021 and moving into the Police Department by the end of the same year.

Project Schedule

	2020												2021											
	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December		
City Hall	SD	DD			CD	Bidding	Construction																	
Police	SD	DD						CD	Bidding					Construction										

Recreation Center

During discussions regarding the planning stages of the projects, staff and Ethos were instructed to look at opportunities to save costs. One of those ways was previously mentioned in this letter: consolidate the schematic and design development phases of the two projects. Another opportunity to help save costs was identified: entirely vacating the current City Hall/Police Department to allow for better access to the entire building during construction. Staff worked with a small team of elected officials to brainstorm options and possible buildings in the community to relocate temporarily to. Options discussed included staying in the building during construction, moving to the Recreation Center or the new City Hall, and utilizing one of several buildings downtown. After thoroughly discussing the pros and cons of each option, the option that made the most sense financially and logistically was temporarily moving the Police Department to the Recreation Center near the Aquatic Center.

Why would the police department need to move before construction? Due to the complexities involved with the police department including transferring items from the evidence room and moving and settling eight employees, being able to move and get settled is important in maintaining the professional level of service the community has come to expect. The goal is to have the core operational items in place and employees getting used to the new setup at least two months prior to construction. This gives them time to work out any issues that may arise.

We currently have 2 “types” of rentals at the Recreation Center, short and long-term rentals. Short-term rentals last between a few hours and a day. Long-term rentals cover ongoing use of the building at a set day and time by organizations in the community. Long-term rentals include Three Rivers Church, Two Rivers Martial Arts, the Girl Scouts, and the Arts Council.

There are currently a few short-term rentals scheduled and ongoing long-term rentals. Council has instructed staff to stop renting the Recreation Center starting January 1, 2021. At that time, the Police Department will be doing minor renovations to make sure their operations out of the building are effective and efficient. We are expecting them to move into the building and start their daily operations from that location around February 2021. We will be providing more specific information on that move as the plan is further solidified and the date approaches.

Timeline Targets

Police department temporary relocation to 1221 S. 5th Street- January 2021

City hall move into new facility- May 2021

Police department moves into new facility- December 2021

How to Stay Informed

We will be sending updates out to the community in several ways:

- Articles in the Carlisle Citizen
- Through posts on the City Construction Projects portion of the website
 - carlisleiowa.org/your-city-government/city-hall/construction-projects/
- Facebook posts on our “City of Carlisle, Iowa” and “Carlisle Police Department” page

We are also working with the Chamber of Commerce to provide a few opportunities for the business community and the public to be involved including ground breaking ceremonies and open houses for the buildings. Watch for those dates in the Carlisle Citizen and on our Facebook pages.

If there are any questions regarding the building projects or the process moving forward, please feel free to reach out to me at dmarkley@carlisleiowa.org or 515-989-3224.

Regards,

Deven Markley,
City Administrator