

**CITY OF PRAIRIE CITY
MINUTES
OCTOBER 5, 2016**

The City Council of the City of Prairie City, Jasper County, Iowa, met on October 5, 2016, at the City Hall in regular session at 6:00 p.m. Mayor Chad D. Alleger called the meeting to order and asked everyone to rise for the Pledge of Allegiance. Roll was called showing members present and absent as follows:

Present: Mayor Alleger; Councilors: Beiner, Burkett, Downey, Engle, and Kuecker
Also in attendance: City Administrator Martin, Utility Clerk Voeller and Public Works Employees Samson and Van Der Kamp

Agenda: Administrator Martin asked that item 8F Street Finance Report be struck from the agenda. She also explained a typo in Item 10F, it should state Iowa Code Chapter 21.5(c). Councilor Downey moved to approve the Agenda. Councilor Kuecker seconded the motion and on roll call vote, the motion carried unanimously.

Public Comment:

Mayor Alleger recognized Jason Van Ausdall, the City's building inspector. Mr. Van Ausdall stated that he works for Veenstra & Kimm. He noted that several questions were asked during the last council meeting regarding building permits, and he felt it important to inform the council and the public, on the reason and need for building permits. He stated that building codes were put in place due to prior tragedies and a desire to prevent further tragedies.

Consent Agenda

5A Minutes Received: City Council minutes: Regular minutes dated 9/7/16; Library Board 9/13/16; Special Council minutes dated 9/22/16; Public Safety Workshop dated 9/22/16 and PC Ambulance (EMS) Report;

5B City Management Reports: Building Permit Reports; Public Works Report; and the Police Report including: September's activity report, update on SPEAR training, the final sTEP waive and GTBS Grant for 2 in car radar units.

5C Bills and Transfers Resolution 10-05-2016#1

5D Licenses & Permits: Class C Beer Permit for Wilkie's Garage

Councilor Burkett suggested pulling the bill related to building permit services from the claims presented. Martin explained that the payment to Veenstra & Kimm covered \$84.80 for Building Permit Inspection services and \$243.00 for engineering services on the Sanitary Sewer Lining Project. No action taken. Council Kuecker moved to approve the Consent Agenda. Councilor Downey seconded the motion and on roll call vote, the motion carried unanimously.

Petitions and Communications:

Brian Leimbacher – 101 W Eighth St: Brian Leimbacher reiterated his concern over the building permit process and his question to council as to where the authority in this process lies.

Karen Burkett – 106 N West St: Karen Burkett asked for permission to speak during discussion on the Building Code Ordinance.

PC News-Local Sponsorship of PCM: Following brief discussion Councilor Beiner moved to approve a signature line sponsorship ad being paid from enterprise funds. Councilor Downey seconded the motion and on roll call vote the motion carried 4 ayes 1 nay (Burkett).

League of Cities-Upcoming Workshop and Living Roadways-Invitation provided to Council.

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Introduction and Adoption of Ordinances, Resolution, Public Hearings:

Councilor Downey introduced and moved for the adoption of Resolution No. 10-5-2016#2, “A RESOLUTION SETTING THE NEXT REGULAR MEETING FOR WEDNESDAY, NOVEMBER 9, 2016, AT 6:00 P.M. AT CITY HALL.” Councilor Engle seconded the motion and on roll call vote, the motion carried unanimously.

Ordinance 341 “AN ORDINANCE AMENDING THE BUILDING CODE” Councilor Kuecker introduced and moved that this constitutes the third and final reading. Lengthy discussion followed over minimum code, enforcement of code, interpretation of the code and building fees associated with the permitting process. Attorney Judisch noted that it appears the Council is discussing practice and policy versus the Building Code. Councilor Downey seconded the motion and on roll call vote, Ordinance 341 was adopted, by a vote of 4 ayes to 1 nay (Burkett). Discussion continued on interpretation and implementation of the code as it specifically relates to remodeling. Emily Voeller, Utility Billing Clerk, shared with the council how the process is currently being handled at City Hall.

Ordinance 342 “AN ORDINANCE REPEALING AND AMENDING CHAPTER 69 PERTAINING TO PARKING REGULATIONS” This ordinance would repeal the angle parking on the north side of Jefferson between Main and Monroe streets. Councilor Beiner introduced and moved that this constitutes the second reading. Councilor Downey seconded the motion and on roll call vote, the motion carried unanimously.

Ordinance 343 “AN ORDINANCE AMENDING THE ELECTRIC AND NATURAL GAS FRANCHISE BY IMPLEMENTING A ONE (1) PERCENT FRANCHISE FEE.” This ordinance would repeal the previous ordinance which established a zero (0) percent franchise fee and add language implementing a one (1) percent franchise fee. Councilor Downey introduced and moved that this constitutes the second reading. Councilor Engle seconded the motion and on roll call vote, the motion carried unanimously.

Resolution 10-05-2016#3 APPROVING THE OUTSTANDING OBLIGATION REPORT

Councilor Engle introduced and moved to approve the Outstanding Obligation Report. Councilor Kuecker seconded the motion and on roll call vote, the motion carried unanimously.

New Business:

Setting routine date for Council Meetings: Administrator Martin referenced the discussion held at the public safety meeting regarding setting a specific day of the month for council meetings. This consistency would be helpful for residents who would like to attend or address the council. She noted that city staff would recommend that council meetings be held during the second week of the month. This would allow the City time to prepare and send out water bills; and, it would also allow the City time to receive bills from the companies that it does business with. The Council informed Martin that in the past that was how meetings were scheduled. However, they had instances where they did not have a quorum. The Council chose to maintain the current policy of setting council meetings by resolution. They agreed to schedule the meetings during the second week of the month. They also agreed to implement the practice of meeting on the second Wednesday of the month at 6:00 p.m.

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Part-time Mowing: Administrator Martin explained that our part-time employees were done mowing for the season, but that the grass has not stopped growing. She reminded them that they are currently one man down, that we have a major project (sewer lining) going on, and that we have employees who have scheduled vacations. Under the circumstances she recommended that the Council look at hiring another part-time individual. Following brief discussion Councilor Downey moved to hire Larry Ross at a rate of \$11.50 per hour. Councilor Kuecker seconded the motion and on roll call voted the motion carried unanimously.

Other: Administrator Martin asked the Admin Team's availability to go over the applications for City Clerk and the Public Works Employee. The meeting was scheduled for Monday, September 17 at 6 p.m.

Old Business:

Quality Striping: Administrator Martin reported that the striping project was completed, including the added striping by the handrail on the west side of the square and "no parking" and hash marks to denote no parking in front of the alley on the east side of the square. Councilor Kuecker moved to approve payment of the bill in the amount of \$2,530. Councilor Downey seconded the motion and on roll call vote, the motion carried unanimously.

Sanitary Sewer Lining Project: Sara Kappos with Veenstra & Kimm (V&K) informed the council that the project has started. Municipal Pipe Tool (MPT) has been in town the last week cleaning and televising the lines in preparation for the lining process. She noted that there has been a couple of issues where pressure in the lines during cleaning process has forced water out of the toilets. That issue has been addressed and they have agreed to put notices on doors prior to cleaning. The notice would instruct residents of precautions which they can take, such as covering the toilet with saran, foil, or a towel, and then putting the seat lid down. She also noted that following our discussion they have stated that they are responsible for damages. They should be in town another 1-2 weeks to complete the cleaning and televising. Following that MPT, V&K and City Staff will be reviewing the videos to see if there are any changes that need to be made. The Lining Company should be in town the early in November and the project should be completed by the end of the year. Administrator Martin asked Carl Van Der Kamp to report on the televising that was done between the manhole at the corner of the middle school building, the manhole in the parking lot, and the manhole in the sidewalk to that goes between the houses south of the parking lot. He noted that they did find a deflection in the line between the manhole in the parking lot and the one in the sidewalk that goes between the houses. Once he has the measurements, he will be able to determine whether that area would be under the proposed parking lot or in the grass. He further stated that when the School chooses to pave the parking lot that one manhole would need to be raised. He also reported that there is a line on North Street with quite a sag that may need to be addressed.

Appraisal: Administrator Martin explained that she asked three companies to present proposals for services. Only one proposal was received. She asked if the Council wanted to approve that proposal or seek additional proposals. Following a brief discussion, Martin was asked to seek other proposals.

Ambulance Purchase: It was stated that information was provided to the paper and published on the website noticing a public meeting scheduled for Tuesday, October 11 at 6:00 p.m. No action taken.

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Erik Van Der Kamp, noted that this may not be necessary at this time, but he did provide a petition requesting the Council delay taking action until which time the Department has had an opportunity to vote. A brief special meeting was scheduled for 6:00 p.m. on Tuesday, October 18 to consider purchase of an ambulance.

Public Safety Building: Nothing new at this time.

Vacation Pay: Councilor Kuecker moved to go into closed session under Iowa Code Chapter 21.5(c) "to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation". Council Downey seconded the motion and on roll call vote, the motion carried unanimously.

Moved into closed session at 8:03 p.m.

Returned to open session at 8:30 p.m.

Roll Call:

Present: Mayor Alleger; Councilors: Beiner, Burkett, Downey, Engle, and Kuecker

Also in attendance: City Administrator Martin and City Attorney John Judisch

No action was taken.

Discussion:

City Administrator Update: Martin noted that she had not prepared a formal report but has been trying to keep the council up-to-date via email.

With no further business to discuss, Councilor Beiner moved to adjourn the meeting at 8:35 p.m. Councilor Kuecker seconded the motion and on roll call, the motion carried unanimously.

Chad D. Alleger
Mayor

ATTESTED TO:

Lori Martin
City Administrator