

**CITY OF PRAIRIE CITY
MINUTES
DECEMBER 14, 2016**

The City Council of the City of Prairie City, Jasper County, Iowa, met on December 14, 2016, at 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, and Kuecker

Absent: Councilor Engle. Also in attendance: City Administrator Martin, City Clerk Kane, Police Chief Bartello, Library Director Ponder and Billing Clerk Voeller.

Agenda: Councilor Downey moved to approve the Agenda. Councilor Beiner seconded the motion. On roll call vote, the motion carried unanimously.

Public Comment: No comments made.

Consent Agenda: Approval of Council, Boards and Commissions Minutes; Nov. 9, 2016 Council Meeting Minutes; Dec. 7, 2016 Committee Minutes; Dec. 2016 Ambulance Report; Nov. 29, 2016 Library Minutes; Nov. and Dec. 2016 Fire Report; Oct. 19, 2016 Park Board; Department Reports: Dec. 2016 Police; Dec. 2016 Public Works. Bills and Transfers Resolution 12-14-2016#1. Councilor Downey moved to approve the Consent Agenda. Councilor Kuecker seconded the motion. On roll call vote, the motion carried unanimously.

Petitions and Communications:

Library Update - Library Director, Sue Ponder informed the Council that she applied for a \$1000 grant from the Albert and Vera Clement Charitable Trust for senior citizen programing. The grant was approved and presented to the Library totaling \$6,000, the additional amount resulting from a new farm evaluation.

Introduction and Adoption of Ordinances, Resolution, Public Hearings:

Councilor Downey introduced and moved for the adoption of Resolution No. 12-14-2016#2, "A RESOLUTION SETTING THE NEXT REGULAR MEETING FOR WEDNESDAY, JANUARY 11, 2017, AT 6:00 P.M. AT CITY HALL." Councilor Kuecker seconded the motion. On roll call vote, the motion carried unanimously.

Resolution 12-14-2016#3 Approving Street Finance Tax Report FY15-16. Councilor Burkett moved to approve. Councilor Beiner seconded the motion. On roll call vote, the motion carried unanimously.

Resolution Approving TIF Report FY 15-16, will be held at the Special Council meeting to be held on Wednesday, December 21, 2017, at 6:00 P.M. at City Hall.

New Business:

Brad Jermeland, PCM Superintendent, addressed the Council regarding the 2017 PCM School addition project. Mr. Jermeland stated the construction project is scheduled to begin the middle of March. He outlined the parking and student drop off locations for each of the schools during the

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construction process. Mr. Jermeland requested that the Council allow school staff to utilize the City property at old ball fields on State Street for parking. Middle school bus and parent drop off will be at the school parking lot along the south side of the middle school. PCE Elementary parent drop off will be at the Community Building parking lot. PCE Elementary bus drop off is proposed to be on East Plainsman Road. Jermeland requested the Council to temporarily rescind the “no parking resolution” for the Elementary Bus drop off. There was discussion asserting no parking in the Community Building area for snow removal and drop off flow. Resolution 12-14-2016#4 To temporarily rescind the no parking ordinance to allow temporary bus parking on E. Plainsmen Road during duration of 2017 PCM School construction project. Motion by Councilor Downey, seconded by Councilor Beiner. On roll call vote, the motion carried unanimously.

Sanitary Sewer Lining Update: Sara Kappos with Veenstra & Kimm (V&K) gave an update on Municipal Pipe Tool (MPT) work on the north side of town sewer lining. Crews have completed prep work, cleaning and televised lines. Actual lining is projected to be done the end of January depending on weather. A second crew will come back to grout and top hat/T-liner each service tech out. 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. The specific issue has been addressed and notices are placed on residence doors prior to cleaning. The notice instructs residents on precautions which they can take, such as covering the toilet with saran, foil, or a towel, and then putting the seat lid down. The school lining was completed over the weekend of December 17 with no issues. The work crew will be on a two week break from December 15 returning on January 4, 2017. Motion by Councilor Downey, seconded by Councilor Kuecker. On roll call vote, the motion carried unanimously.

Submitted Pay Request #1 - \$85,779.78 Motion by Councilor Downey, seconded by Councilor Beiner. On roll call vote, the motion carried unanimously.

CDBG – Amendment #1 Administrative Services Contract. Motion by Councilor Beiner, seconded by Councilor Kuecker. On roll call vote, the motion carried unanimously.

Police Department Update - Chief Bartello presented the Council with a request to hire a Reserve Officer Jeff Bokhoven pending background check. Motion by Councilor Beiner, seconded by Councilor Downey. On roll call vote, the motion carried unanimously.

Chief Bartello presented discussion regarding the speed on two residential blocks on north Highway 117. Councilor Beiner had a citizen contact him with concerns for safety. As a State Highway, the City does not have control over speed limit and signage. Chief Bartello reached out to the Iowa Department of Transportation informing them of the residential area currently at 45 mph within City Limits. After discussion, an Iowa DOT State Engineer will review and find speed survey for a possible change. Chief Bartello also informed the Council on a number of accidents at the intersection of State Street and Second Street. He requested that the Iowa DOT place signage on State Street ‘Cross Traffic Does Not Stop’. With the construction on Highway 163, Chief Bartello requests the City add a paragraph to speed regulations mirroring State of Iowa code for City enforcement in a construction zone.

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Ambulance Update - Cody Wenthe, EMS Director, presented the Council with an update regarding the Ambulance Department Election of Officers. Wenthe requested Council approval. Councilor Burkett voiced his concern. The Ambulance Department bylaws of 1993 has no verbiage for vice president or vice-chair. The practice has been the assistant director assumes role when director is absent. Councilor Burkett stated concern that the 1993 bylaws only come up when issues arise with Ambulance personnel. Wenthe informed the Council that Ambulance Department bylaws are in the process of being updated and should be complete in the first quarter of 2017. Following discussion Councilor Downey moved to Approve nominations and understanding of Ambulance Department Election of Officers vote. Seconded by Councilor Beiner, on roll call vote, the motion carried unanimously.

Health Insurance: Brad Reiman, Senior Risk Consultant, with Bearence Management Group responded to the Council request for health insurance options, including a high-deductible plan with Health Savings Account options. Council will address these options during the 2017-2018 renewal.

Administrator Martin informed the Council that changes made to the Personnel Policy effective April 2015 are now incorporated. Proposed changes dated December 14, 2016, were addressed: Verbiage adding Regular Part-time Benefit Earning; Police holiday compensatory time being added to the next pay period following December 10; Removal of 9:00 A.M. pay time; Vacation Days/Year changed to Hours/Year; Max Accumulation for Full-time Employees changed to 120 for 0-5 years of service, 160 for 6-14 years of service and 200 hours for 15 plus years of service; for Part-time Benefit Earning Employees Max Accumulation changed to 90 for 0-5 years of service, 120 for 6-14 years of service and 150 hours for 15 plus years of service; Additional verbiage clarifying exempt employee's vacation increment to either 4 hours or a full day; Verbiage clarifying non-exempt (hourly) employees. Verbiage changing employee's vacation accrual to a pay-period basis. Listing to include the new City Administrator and new City Clerk. Update of City Personnel Policy update effective December 14, 2016, following approval. Motion by Councilor Downey to approve changes as presented. Seconded by Councilor Beiner, on roll call vote, the motion carried unanimously.

Administrator Martin addressed the Council stating with the update to the City Personnel Policy, a request of a one-time employee payout for excess vacation hours to bring a senior employee into compliance with the carryover policy. Discussion followed regarding the affected employee being unable to utilize the excess hours due to scheduling. No payout will be made. Moved to allow the affected employee the year of 2017 to use the excess vacation hours. Motion by Councilor Kuecker, seconded by Councilor Beiner. On roll call vote, the motion carried unanimously.

A proposal to the Council for a comp time payout to Administrator Martin. Martin earned the comp hours while employed as City Clerk and should have been paid out when moved to her new position as Administrator. The Council was requested to payout accrued 75.5 hours at her City Clerk hourly rate of pay. Motion by Councilor Beiner, seconded by Councilor Downey, on roll call vote, the motion carried unanimously.

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Old Business:

Franchise Fee – Administrator Martin noted Council’s request for information on exempting churches from Local Tax Franchise Fee of 1%. Councilor Burkett recommended a rebate or refund rather than exempt option for local churches or non-profits being exempt from the Local Tax Franchise Fee. Administrator Martin will research the option of a possible replacement fee or rebate. Franchise Fee discussion will continue once additional research has been done.

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 Downey moved to adjourn the meeting at 8:20 PM Councilor Kuecker seconded the motion and on roll call, the motion carried unanimously.

Chad D. Alleger
Mayor

ATTESTED TO:

Cindy Kane
City Clerk