

**CITY OF PRAIRIE CITY
MINUTES
APRIL 14, 2021**

The City Council of Prairie City, Jasper County, Iowa, met on April 14, 2021, in regular session at the Prairie City Council Chambers at City Hall and via Zoom. At 6:02 p.m. Mayor Alleger called the meeting to order, and all joined in reciting the Pledge of Allegiance.

Roll Call: Roll was called showing members present and absent as follows: Present: Mayor Alleger; Councilors: Townsend, Berger, Lindsay, McDonald, and Taylor. Also in attendance: Interim City Administrator and City Clerk, Jodie Wyman; Police Chief, Mike German; City Water and Sewer Operator, Carl Van Der Kamp; Library Director, Sue Ponder, and City Engineer, Andrew Inhelder.

Agenda Approval: Taylor moved to approve the agenda and was seconded by Lindsay. The motion passed all ayes.

Consent Agenda: Taylor moved to approve the consent agenda and was seconded by Berger. The motion passed all ayes.

Public Comments: Rob Hoffman, on behalf of The Dodge Garage, addressed Council to reiterate how refreshing it is to work with the Interim City Administrator on the Marshall Street project. It is very nice to have such an open communication with the city.

Old Business: Andrew Inhelder with MSA presented a map of the Marshall Street reconstruction project. As presented, the project scope encompasses Marshall Street, both lanes of traffic, parking areas on both sides of Marshall Street, new sidewalk on both sides of Marshall Street, storm sewer through the E. Jefferson and Marshall Street intersection, current six inch water line with new eight inch water lines, services and curb stops for the three buildings on the east side of the street, and electric pole being moved from the southeast corner of E. Jefferson to the northeast corner of E. Jefferson. The Marshall Street reconstruction project is anticipated to begin June 11, 2021, and wrap up approximately August 30, 2021. Concerns of a detour route were discussed with Andrew with specific regard to truck deliveries to the businesses located on the square. Andrew will provide a map with suggested detours for the businesses to distribute to delivery drivers who will be affected by the closure.

The estimated total cost of the project is \$660,000. Matt Stoffel with PFM presented information that the proposed funding could come from LOST revenues. The city has identified \$300,000 of the current LOST account balance to be applied directly to the project. In addition, the city will obtain a five-year loan from a local lending institution for the remaining balance, which will be repaid annually with LOST funds. With the estimated costs, the annual payments will be approximately \$70,000, which is 36% of the annual LOST distribution. No action was taken by Council.

Townsend moved to approve the setting of May 10, 2021, at 2:00 p.m. as the date and time for sealed bids for Marshall Street reconstruction project to be due and was seconded by McDonald. The motion passed all ayes.

McDonald moved to approve the Resolution Setting a Public Hearing for May 12, 2021, at 6:00 p.m. at City Hall and via Zoom for the approval of the Plans and Specifications and potential award of contract for Marshall Street reconstruction project and was seconded by Townsend. The motion passed all ayes.

McDonald moved to approve the Resolution Setting a Public Hearing for May 12, 2021, at 6:00 p.m. at City Hall and via Zoom for 2020 - 2021 Budget Amendment and was seconded by Berger. The motion passed all ayes.

Andrew with MSA presented a memo to Council outlining the existing conditions of the lift station. Pre-April of 2020 all data is pretty consistent. The car wash came online in April of 2020, reflected by an increase in the run times, but the data is still showing the lift station is within capacity. January of 2021, the run times increased drastically. After pulling the pumps, it was discovered that there was about a foot and a half of sand at the bottom of the lift station, which had completely worn out the pumps. A company was brought in to vacuum out the sand, and new pumps were installed. The lift station was back in operation. However, the car wash continues to release sand into the system. A discussion is needed between the city and the car wash owners to stop this immediately. Carl and Andrew will set up a meeting with the owners. Andrew will continue to gather data through the month of April and return to the May meeting with a recommendation to Council for next steps on the lift station. No action was taken by Council.

Impact7G came out and gathered samples from the city building at 801 W 2nd Street for asbestos testing. At this time the report has not been received. Once it is received, Interim Administrator Wyman will reach out to the three companies that had previously submitted quotes for demolition to ask for updated quotes to bring back to Council. No action was taken by Council.

Carl Van Der Kamp addressed Council regarding the recently repaired Colfax Well. A new, more powerful pump was installed and is working great. Public Works staff is alternating wells every few days as there is a little more iron being pulled with the increased power of the pump. Future thinking, it is recommended that research be done on how to alternate wells remotely instead of having to have staff manually alternate wells. No action was taken by Council.

Interim Administrator Wyman provided an update to Council on the replacement of the front City Hall window. The deposit check was sent to Pella Windows on March 16, 2021, to place the order for the window package. The production of the window will take approximately six to eight weeks. The final payment check will be sent this week allowing for immediate pick up and installation by M² Customs. No action was taken by Council.

Lynton Jeffrey submitted a proposal to purchase multiple properties or parcels of land owned by the City in the area of W. Jefferson Street and N. Monroe for \$5,000. The assessor's website of the properties shows a value of \$13,000, which is well above the presented offer. Council decided to hold off on selling to anyone at this time. Additionally, any city property listings will be removed from advertisement until current construction projects have been completed and city parking has been reviewed. Interim Administrator will draft a letter notifying Mr. Jeffrey of Council's decision. No action was taken by Council.

Lindsay moved to approve the Corrected Resolution to approve the Final Plat for Rolling Prairie Plat #3 and was seconded by McDonald. The motion passed all ayes.

New Business: Townsend moved to approve the Resolution Setting the Time and Dates for the next regular Prairie City Council meeting for May 12, 2021, at City Hall and via Zoom at 6:00 p.m. The motion was seconded by Berger. The Resolution passed all ayes.

Townsend moved to open the Public Hearing for changes to Ordinances 383, 384, and 385 to increase water, waste water, solid waste, and recycling rates. Councilor McDonald seconded the motion. On a roll call vote the motion passes all ayes. The Public Hearing opened at 6:47 p.m. Councilor McDonald received a phone call from a citizen inquiring about the reason behind the increases. Councilor McDonald explained that the increase will help fund the capital water project planned in the citizen's neighborhood. The Council proposed small incremental increases each year rather than no regular rate increases and then a large increase.

At 6:51 p.m. Lindsay motioned to close the Public Hearing. Councilor Townsend seconded the motion. The motion passed all ayes.

Taylor moved to approve the first reading of Ordinance 383 to increase water rates. Berger seconded the motion. The motion passed all ayes by roll call vote.

Resolution 4-14-21-4 waiving the second and third readings of Ordinance 383 failed without motion; therefore, the second reading of Ordinance 383 will be scheduled for the May 12, 2021, meeting.

Townsend moved to approve the first reading of Ordinance 384 to increase waste water rates. Taylor seconded the motion. The motion passed all ayes by roll call vote.

Resolution 4-14-21-5 waiving the second and third readings of Ordinance 384 failed without motion; therefore, the second reading of Ordinance 384 will be scheduled for the May 12, 2021, meeting.

McDonald moved to approve the first reading of Ordinance 385 to increase solid waste and recycling rates. Berger seconded the motion. The motion passed all ayes by roll call vote.

McDonald moved to approve Resolution 4-14-21-6 waiving the second and third readings of Ordinance 385. The motion was seconded by Lindsay. The motion was passed all ayes.

Interim Administrator Wyman addressed Council regarding the purchase of new agenda and meeting software, CivicClerk. This software will provide consistency in the organization and presentation of agendas, resolutions, ordinances, public notices, packets, and minutes. There is also a Council Board for meeting settings, which would allow Councilors to make private notes on their packet, take electronic roll call, and record votes. If this is not utilized by Council Members, Wyman would still use it for streamlining minutes while the meeting is in progress. This software also provides ease of distribution for notices, packet delivery, and publication of minutes and ordinances. The software has an annual recurring service fee of \$3,675.00 with the first-year cost of \$4,895.00. Wyman informed Council there are current year budget funds available in the computer support expense lines. Berger moved to approve the purchase of CivicClerk in the amount of \$4,895.00. McDonald seconded the motion. The motion was passed all ayes.

McDonald moved to approve the rental agreements and rules for the Community Building and Garden Square. Townsend seconded the motion. The motion passed all ayes by roll call vote.

Holly Hook, resident of 207 N. Marshall Street, addressed Council about adding a stop sign, north and south bound, at the intersection of N. Marshall Street and Sixth Street. There is currently not a stop sign in either direction at the intersection. Lindsay moved to set a public hearing for May 12, 2021, at 6:00 p.m. to add a stop sign, north and south bound, at the intersection of N. Marshall Street and Sixth Street. McDonald seconded the motion. The motion passed all ayes by roll call vote.

Sherry McGinn wrote a letter to Council regarding the four-way stop sign at the intersection of Main Street and South Street. Drivers are flying through the intersection with complete disregard, in both directions. This is a heavily traveled pathway for children walking and playing, which is a huge safety concern. Chief German responded to ensure that there has been an increased police presence in this area, even ticketing two drivers at this location just this week. Councilor McDonald requested that Chief German continue to increase the police presence in this area.

Interim Administrator Wyman received a phone call from Leona Charles requesting that Council remove the stop sign at the intersection of Eight Street and N. Claire Street. Council voted previously to add this stop sign for the blind child in the area. No action was taken by Council.

McDonald moved to approve blocking off parking on the west side and first two parking spots on the north side of Garden Square Park from 2:00 – 8:00 p.m. on Thursdays, June 3, 2021, through September

30, 2021, for Farmers' Market vendors. Taylor seconded the motion. The motion passed all ayes by roll call vote.

Carl Van Der Kamp addressed Council regarding the property split at 700 W. North. This property is recorded as Jasper County property, per the assessment that was just completed on the property. The current property owner is paying for the neighbors, Clark and Curtis, to be hooked up to rural water to eliminate the private city water line that runs through the property to be split off for their children's new home.

Jenny Morrett presented to Council regarding renting a lift for the Coop mural that is scheduled to begin June 7, 2021. The lift will cost approximately \$1,400 for a full month's rental from Sunbelt Rentals out of Des Moines. Councilor Taylor will email an additional rental option to Ms. Morrett to see if it would be a less expensive option. With previous murals the city did not pay for the lifts, the artists took care of all rentals and purchases. The Council requested to bring this back to the May meeting after investigating other lift options. No action was taken by Council.

Councilor Taylor, on behalf of the Admin Team, addressed Council about setting up a workshop to discuss the City Administrator position and what Council would like to see with the position. There has been interest in potentially transitioning the position to part-time. Jodie and the rest of staff have been tasked with determining what duties and responsibilities we truly need out of this position and bring it to the workshop to develop a job description before posting. We will bring the discussion back to the May meeting after having a month to get the new software in place and see what type of relief is given to workload and staff schedules. No action was taken by Council.

Taylor moved to approve closing the parking area and sidewalk on the north side of 101 S Main Street and the parking spaces to the east of 101 to 107 S Main Street from April 15- 22 for tuck pointing work. Lindsay seconded the motion. The motion passed all ayes by roll call vote.

McDonald moved to approve to post for a full-time Public Works position. Berger seconded the motion. The motion passed all ayes by roll call vote.

Berger moved to approve to post for a Summer Office Intern. McDonald seconded the motion. The motion passed all ayes by roll call vote.

McDonald moved to approve the job title Water/Sewer Superintendent for Carl Van Der Kamp. Taylor seconded the motion. The motion passed all ayes by roll call vote.

McDonald moved to adjourn the Council meeting and was seconded by Berger. The motion passed all ayes. The April 14, 2021, Prairie City Council meeting adjourned at 7:49 p.m.

Chad D. Alleger, Mayor

ATTESTED TO:

Jodie Wyman, City Clerk