

CITY COUNCIL

203 E. Jefferson
PO Box 607
Prairie City, IA 50228
www.prairiecityiowa.us
515/994-2649 phone
515/994-2376 fax



Members

Members
Mayor
Eric Inerman

Council Members
(Pro Tem)
Dianne Taylor
Deb Townsend
Emily Simmons
Derek Ingle
Chris Laidig

PRAIRIE CITY AGENDA
CITY HALL AND ZOOM MEETING
6:00 PM WEDNESDAY, SEPTEMBER 14, 2022

AMERICANS WITH DISABILITIES ACT COMPLIANCE: IF THERE IS ANYONE WISHING TO ATTEND THE MEETING THAT MAY REQUIRE SPECIAL ASSISTANCE IN BEING ABLE TO PARTICIPATE IN THIS MEETING, PLEASE ADVISE CITY HALL OF YOUR NEEDS 48 HOURS PRIOR TO THE MEETING.

You are hereby notified that members of the City Council for Prairie City, Iowa, may be present and a quorum may exist even though this is a video-style meeting. The Council will discuss the following items during the Regular Council Meeting.

CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE

ROLL CALL

AGENDA APPROVAL

CONSENT AGENDA

- a) Council Meeting Minutes from August 10, 2022
- b) Library Board Meeting Minutes from July 18, 2022
- c) Celebration Committee Minutes from July 12, 2022
- d) August Financials
- e) Resolution 9-14-22-1 Approving Bills and Transfers
- f) Building Permit Report
- g) Liquor License renewal for Whiskey Barrel Pub & Eatery
- h) 2022 Council Appointments
- i) AfterShock Contract for Prairie Days 2023

PUBLIC COMMENT

OLD BUSINESS

- a) Discussion and possible action to modify Ordinance on beekeeping
- b) Update from Library Director, Sue Ponder, on Library project

NEW BUSINESS

- a) Resolution 9-14-22-2 Setting the Time and Dates for Future Council Meetings
- b) Approval of the first reading of Ordinance 394 amending the Code of Ordinances of the City of Prairie City, Iowa, to update UTV operations
- c) Resolution 9-14-22-4 waiving the second and third readings of Ordinance 394
- d) Approval of expenses for Coffee & Carnations Facade Improvement Program
- e) Resolution 9-14-22-3 Naming Depositories
- f) Approval of Prairie City Water Works Sanitary Survey dated July 21, 2022
- g) Discussion and possible action to approve James Sickels as a reserve police officer
- h) Resolution 9-14-22-5 approving the City Street Finance Report
- i) Approval of Racom quote for five new ambulance pagers, one nylon holster, and one English bridle leather holster \$4,027.50
- j) Approval of Jody Van Der Kamp from Interim Ambulance Director to Ambulance Director
- k) Discussion and possible action regarding the acceptance of Council Member Dianne Taylor's resignation
- l) Discussion and possible action regarding the acceptance of City Administrator/City Clerk, Jodie Wyman's resignation
- m) Motion to approve advertising for the City Administrator/City Clerk Position(s)

ADJOURNMENT

**CITY OF PRAIRIE CITY
CITY COUNCIL MINUTES
AUGUST 10, 2022**

CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE: The City Council of Prairie City, Jasper County, Iowa, met on August 10, 2022, in regular session at the Prairie City Council Chambers at City Hall and via Zoom. At 6:00 p.m. Mayor Inerman 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 Inerman; Councilors: Simmons, Taylor, Ingle, and Laidig. Absent: Councilor Townsend. Also in attendance: City Administrator and City Clerk, Jodie Wyman; Interim Police Chief, Matthew Davenport; Water/Sewer Superintendent, Carl Van Der Kamp; Library Director, Sue Ponder; and City Engineer, Andrew Inhelder.

AGENDA APPROVAL: Laidig moved to approve the agenda and was seconded by Simmons. The motion passed all ayes.

CONSENT AGENDA: Taylor moved to approve the consent agenda and was seconded by Simmons. The motion passed all ayes.

Council Meeting Minutes from July 13, 2022:

Council Meeting Minutes from July 19, 2022:

Library Board Meeting Minutes from June 21, 2022:

Celebration Committee Minutes from June 6, 2022:

Economic Development Committee Minutes from June 22, 2022:

Park Board Meeting Minutes from June 16, 2022:

July Financials:

Resolution 8-10-22-1 Approving Bills and Transfers:

Building Permit Report:

Liquor License approval for K and A, Inc (Prairie City Foods):

PUBLIC COMMENT: Scott DeVries, 6675 S 68th Ave W, addressed the Council during Public Comment regarding National Farmer's Market Week. On behalf of the Prairie City Farmer's Market, Scott expressed his sincere gratitude to members of the Council, attendees, and vendors for efforts made to support the events this year.

OLD BUSINESS:

NEW BUSINESS:

Resolution 8-10-22-2 Setting the Time and Dates for Future Council Meetings: Simmns moved to approve Resolution 8-10-22-2 setting the time and dates for a future Council meeting on September 14, 2022, at 6:00 p.m. at City Hall and via Zoom. Laidig seconded the motion. The motion passed all ayes.

Approval of the third reading of Ordinance 389 Sidewalks: Taylor moved to approve the third reading of the amended Ordinance 389 Amending the Code of Ordinances of the City of Prairie City, Iowa, to update sidewalks. Simmons seconded the motion. On a roll call vote, the motion passed all ayes.

Public Hearing amending the Code of Ordinances of the City of Prairie City, Iowa, by adding provisions pertaining to UTV operations: Simmons moved to open the Public Hearing for changes to Ordinance 394 amending the Code of Ordinances of the City of Prairie City, Iowa, to update UTV operations and was seconded by Laidig. On a roll call vote, the motion passed all ayes. The Public Hearing opened at 6:11 p.m.

Many residents shared concerns regarding the proposed UTV operations changes, including operations during daylight savings time and sunrise to sunset, restricted streets, special requirements of flags and slow moving signs, and not allowing towing.

Taylor motioned to close the Public Hearing and was seconded by Simmons. The motion passed all ayes. The Public Hearing closed at 6:28 p.m.

Approval of the first reading of Ordinance 394 amending the Code of Ordinances of the City of Prairie City, Iowa, to update UTV operations: No action was taken by Council. The proposed Ordinance is to be reviewed by Chief Davenport and brought back to the September 14, 2022, meeting after revision requests are provided to Administrator Wyman.

Discussion and possible action regarding Red Rock Prairie Trail ribbon cutting September 8, 2022: Taylor made a motion to allocate up to \$500.00 toward the Red Rock Prairie Trail ribbon cutting ceremony on September 8, 2022, and was seconded by Simmons. The motion passed all ayes.

Discussion and possible action to increase full-time police wages to \$30.00/hr and part-time police wages to \$26.50/hr: Taylor moved to approve the wage increase for full-time police to \$30.00 per hour and part-time police wages to \$26.50 per hour and was seconded by Ingle. The motion passed with votes of yes by Councilors: Simmons, Taylor, and Ingle. Councilor Laidig voted no.

Discussion and possible action regarding EDC recommendation on wayfinding signs: Simmons moved to approve the proposed wayfinding sign package upon recommendation of the EDC and was seconded by Laidig. The motion passed all ayes.

Discussion to set date for Prairie City's Trick or Treating: Laidig moved to set Saturday, October 29, 2022, in observance of Prairie City's Trick-Or-Treat night and was seconded by Simmons. The motion passed all ayes.

Discussion and possible action to approve street closure for Fire Department Car Show: Taylor moved to approve the Special Event Application with street closure for the Fire Department Car Show on Sunday, September 25, 2022. The motion was seconded by Simmons. The motion passed all ayes on a roll call vote.

Approval of expenses for Coffee & Carnations Facade Improvement Program : No action was taken by Council. This will be brought back to the September Council meeting, after the project has been completed.

Approval of Pay Application #4 to Absolute Concrete Construction for the Marshall Street Reconstruction \$13,709.04: Simmons moved to approve pay application #4 for \$13,709.04 from Absolute Concrete Construction and was seconded by Laidig. The motion passed all ayes.

ADJOURNMENT: Taylor moved to adjourn the Council meeting and was seconded by

Simmons. The August 10, 2022, Prairie City Council Meeting adjourned at 7:30 p.m.

Eric Imerman, Mayor

ATTESTED TO:

Jodie Wyman, City Clerk

Prairie City Library Board Meeting Minutes

July 18, 2022

Meeting called to order by Ginny Dalton at 6:03.

Present: Arnie Sohn, Linda Frazier, Jennifer Ladehoff, Sue Ponder, Edd and Millie from Vermilion Design Group.

Minutes from 6-21-11 were reviewed. Motion by Arnie, second by Jennifer to approve the minutes as presented. Motion carried.

Director's report:

-Sue explained that after having the city attorney review the bidding documents, he advised against taking electronic bids via email. Jennifer made a motion to approve the modification of the bidding package by: 1. Removal of that section allowing submittal of bids by email; and 2. Approval in advance of any minor adjustment to the bidding schedule that may be necessitated by time required to secure Council and/or Board approvals. Motion seconded by Arnie. Motion carried.

Other information from the library director: Monthly statistics and financial reports were reviewed. Sue reported that circulation is up over 1000 again.

Fundraising updates: Friends of the Library will be doing breakfast for Prairie Days on Saturday morning, bean bag toss, selling cookbooks, selling bookmarkers, and the quilt raffle. The board thanks Ginny Dalton for her donation of the quilt and thanks all who continue to work to raise funds for the library.

The next meeting date will be set once we know the final dates to be included in the bid package.

Motion by Jennifer to adjourn at 6:50, second by Arnie. Motion carried.

Submitted by Linda Frazier

Prairie Days Celebration Minutes
Tuesday July 12, 2022 6:00pm

Old Business:

- Circus
 - August 26, 2022
- Farmers Market
 - July 21st
- Farmer's Market
 - Dates confirmed
- Agenda
 - Confirmed & Emily will finalize so we may post
- Food Purchase
 - Confirmed with committee
- Donation banner proof confirmed
- 50/50 raffle declined
- Scott Devries to supply coffee items for Sunday breakfast.
- Placement of Church Pie stand
 - Needs confirmed word they want off the concrete
- Prairie Escape Wellness
 - Tabbatha Miller will be contacted for a statement. We have confirmed statements from other awards/achievements.

Prairie City Police Department

Initial Contacts/Complaints by Type For the Month of August, 2022

Reporting Period: 8/1/2022 Through 8/31/2022

163 total Contacts/Complaints broke down as follows:

Category	Count	Type
Citizen Contact		
	4	Animal Complaint
	1	Burglary
	1	Civil
	1	Harassment
	1	Incomplete 911
	1	NCO Violation
	1	Noise Complaint
	1	Other
	1	Parking Violation
	3	Phone Message
	6	Public Assist
	1	Reckless Driver
	2	Salvage Inspections
	4	Suspicious Activity
	1	Trespassing
	1	Vacation Watch
	2	Welfare Check
Category Total:	32	
Business Contact		
	1	Alarm
	1	Extra Patrol
	4	Salvage Inspections
	55	Security Check
Category Total:	61	

Category	Count	Type
Government Contact		
	1	City Assist
	3	Colfax PD Assist
	2	EMS Assist
	1	Fire Department Assist
	5	Monroe PD Assist
	1	School Assist
	5	School Patrol
	1	Search Warrant
	19	Security Check
Category Total:	38	
Arrest		
	2	Other
	1	OWI
	1	Warrant From Other Agency
Category Total:	4	
Traffic Violation		
	5	Citation
	1	Parking Violation
	1	Verbal Warning
	4	Written Warning
Category Total:	11	
Disturbance		
	1	Domestic Disturbance
	1	Public Fighting
Category Total:	2	
Motorist Assist		
	1	Animal in Road
	4	Disabled Vehicle
Category Total:	5	
Traffic Accident		
	1	Non-Reportable
	1	Other
	2	Reportable P.I.
Category Total:	4	

Category	Count	Type
PCPD	2	Other
	1	Vehicle Maintenance
Category Total:	3	
Administrative	1	Monthly Meeting
	2	Other
Category Total:	3	

Prairie City Police Department

Summary of Department Activity

Reporting Period: 8/1/2022 Through 8/31/2022

Total Number of Calls For Service:	163
(Persons):	46
(Businesses):	62
(Government Agencies):	28
(Other):	0

Traffic Accidents Investigated:	4
Traffic Citations Issued:	2
Criminal Investigations Initiated:	0

Number of Individuals Cited: 1

Total Criminal Charges Filed:	0
Number of Charges Filed on Adults:	0
Number of Charges Filed on Juveniles:	0

Total Number of Offenders Charged:	0
Number of Adults Offenders:	0
Number of Juvenile Offenders:	0

Arrests Made:	0
Arrests For Other Jurisdictions:	4
Arrests Warrants Issued:	0
(Unserved at time of Report)	

Prairie City Police Department

Activity Summary For the Month of August, 2022

Reporting Period: 8/1/2022 Through 8/31/2022

Activity	211	294	296	297	298	Totals
Administrative	0	3	0	0	0	3
Arrest	0	3	1	0	0	4
Business Contact	10	0	46	0	5	61
Citizen Contact	0	12	18	0	2	32
Disturbance	0	1	1	0	0	2
Government Contact	3	6	20	4	5	38
Motorist Assist	0	3	2	0	0	5
PCPD	0	3	0	0	0	3
Traffic Accident	0	1	3	0	0	4
Traffic Violation	3	8	0	0	0	11
Totals:	16	40	91	4	12	163

Month: July 2022					
Badge #	Rank	Name	Hours	Rate	Total Per Officer
291	Officer	Choat, Adam		37.50 \$	-
211	Officer	Backstrom, Mark		37.50 \$	-
294	Officer	Gott, Kevin		40.17 \$	-
295	Officer	Kinmonth, Kameron		37.50 \$	-
296	Officer	Sickels, William	13.00	40.17 \$	522.21
Interim					
297	Chief	Davenport, Matthew	59.00	44.45 \$	2,622.55
298	Officer	Johns, Steven	3.00	37.50 \$	112.50
212	Officer	St Ores, Heather	5.00	37.50 \$	187.50
293	Officer	Clingan, Chris	4.25	37.50 \$	159.38
299	Officer	Highland, Mason		37.50 \$	-
213	Officer	Walters, MaKennah		37.50 \$	-
214	Officer	Martin, Ryan		37.50 \$	-
Grand Total					3,604.14

Month: July 2022

Incidents	Exceptions	Spoiled	Admin	Valid Citations	Paid Citations
5474	672	140	18	4644	2251
					48.47%

Quantity	Amount	Total
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Paid Citations 10-14 MPH 2242 \$ 100.00 \$ 224,200.00

Paid Citations 15-20 MPH 9 \$ 200.00 \$ 1,800.00

Paid Citations 21+ MPH 0 \$ 400.00 \$ -

Partial Payments 362 \$ 54,153.90 \$ 54,153.90

Credit Card Fee Payments 1855 \$ 5.90 \$ 10,944.50

Refunds/Chargebacks 0 \$ - \$ -

Total Collections 2251 \$ 291,098.40

Credit Card Processing Fees \$ (10,944.50)

\$ 280,153.90

Processing Fees \$ 4.50 \$ -

Violation Information Sheet \$ 2.00 \$ -

\$ -

Total Collections Subject to Revenue Share

\$ 280,153.90

60%

Agency Revenue Share (Per Contract) \$ 168,092.34

Deduction for Citations paid on City Website \$ (200.00)

Officer Reimbursement \$ 3,604.14

Total Revenue Due to Prairie City **\$ 171,496.48**

BLUE LINE SOLUTIONS STATEMENT

FY 2022-2023

For the Month Ending July 31, 2022

Incidents	Exceptions	Spoiled	Admin Void	Valid Citations	Paid Citations	
5,474	672	140	18	4,644	2,251	48.47%

	Quantity	Amount	Total
Paid Citations 10-14 MPH	2242	\$ 100.00	\$ 224,200.00
Paid Citations 15-20 MPH	9	\$ 200.00	\$ 1,800.00
Paid Citations 21+ MPH	0	\$ 400.00	\$ -
Partial Payments	362	\$ 54,153.90	\$ 54,153.90
Credit Card Fee Payments	1855	\$ 5.90	\$ 10,944.50
Refunds/Chargebacks	0	\$ -	\$ -
Total Collections	2,251	\$ 54,859.80	\$ 291,098.40

Credit Card Processing Fees		\$ (10,944.50)
		\$ 280,153.90

Processing Fees	0	\$ 4.50	\$ -
Violation Information Sheet	0	\$ 2.00	\$ -
			\$ -

Total Collections Subject to Revenue Share **\$ 280,153.90**

60%

Agency Revenue Share (Per Contract)	\$ 168,092.34
Deduction for Citations paid on City Website	\$ (200.00)
Officer Reimbursement	\$ 3,604.14

Total Revenue Due to Prairie City	\$ 171,496.48
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BLUE LINE SOLUTIONS STATEMENT

Cumulative Total (2020-2023)

For the Month Ending July 31, 2022

Incidents	Exceptions	Spoiled	Admin Void	Valid Citations	Paid Citations	
24,445	3,425	403	122	20,495	11,106	54.19%

	Quantity	Amount	Total
Paid Citations 10-14 MPH	10209	\$ 100.00	\$ 1,020,900.00
Paid Citations 15-20 MPH	822	\$ 200.00	\$ 164,400.00
Paid Citations 21+ MPH	75	\$ 400.00	\$ 30,000.00
Partial Payments	433	\$ 186.00	\$ 63,593.80
Credit Card Fee Payments	6947	\$ 5.90	\$ 40,987.30
Refunds/Chargebacks	2	\$ -	\$ (3,500.00)
Total Collections	18488	\$ 891.90	\$ 1,316,381.10

Credit Card Processing Fees \$ (40,987.30)
\$ 1,275,393.80

Processing Fees 799 \$ 4.50 \$ 3,595.50
 Violation Information Sheet 799 \$ 2.00 \$ 1,598.00
\$ 5,193.50

Total Collections Subject to Revenue Share \$ 1,270,200.30

60%

Agency Revenue Share (Per Contract) \$ 762,120.18
 Deduction for Citations paid on City Website \$ (200.00)
 Officer Reimbursement \$ 78,596.51

Total Revenue Due to Prairie City	\$ 840,516.69
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VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
A TEAM APPAREL	SCREEN PRINTING		108.00	45044	9/07/22
ABSOLUTE CONCRETE CONSTRUCTION	PAY APPLICATION #4		13,709.04	45045	9/07/22
	Project# 2020-ST-01	13,709.04			
ACCO UNLIMITED CORPORATION	LIQUID CHLORINE		615.20	45046	9/07/22
ALTOONA FIRE DEPARTMENT	AMBULANCE TIERS		900.00	45047	9/07/22
BOUND TREE MEDICAL LLC	AMBULANCE SUPPLIES		93.46	45048	9/07/22
BRICK GENTRY P.C.	Legal Fees		1,340.00	45049	9/07/22
CAMP TOWNSHIP FIRE DEPARTMENT	Ambulance Tier		300.00	45050	9/07/22
CARGILL INC SALT DIVISION	BULK SOFTENER SALT		7,151.35	45051	9/07/22
CASH	SHIRT SALES AND CIRCUS SALES		350.00	45034	8/18/22
CENTURYLINK (LUMEN)	TELEPHONE		77.51	45052	9/07/22
CINTAS LOC22M	RUG SERVICE		3.36	45053	9/07/22
CIT SEWER SOLUTIONS	MAINTENANCE CONTRACT 2022-23		28,651.83	45054	9/07/22
COFFEE AND CARNATIONS	FACADE GRANT REIMBURSEMENT		8,473.00	45055	9/07/22
COLFAX AUTO PARTS	PARTS		252.91	45056	9/07/22
DELTA DENTAL PLAN OF IOWA	DENTAL INSURANCE PREMIUM		677.54	7082255	8/31/22
EARL MAY SEED & NURSERY L.C.	TREES		1,386.00	45057	9/07/22
LYNN EDLER DBA LE DESIGN	VINYL BANNER FOR BIKE TRAIL		100.00	45058	9/07/22
RICHARD EILANDER	CONCRETE WORK		1,200.00	45059	9/07/22
ESRI INC	ArcGIS DESKTOP SOFTWARE		600.00	45060	9/07/22
FEDERAL WITHHOLD, FICA, M/CARE	FED/FICA TAX	6,006.10		7082246	8/09/22
FEDERAL WITHHOLD, FICA, M/CARE	FED/FICA TAX	6,095.02		7082248	8/23/22
FEDERAL WITHHOLD, FICA, M/CARE	FED/FICA TAX	6,077.38	18,178.50	7082252	9/07/22
FIRST NATIONAL BANK OMAHA	CREDIT CARD		64.58	45061	9/07/22
FIRST NATIONAL BANK OMAHA	CREDIT CARD		2,783.08	45062	9/07/22
FIRST NATIONAL BANK OMAHA	CREDIT CARD		499.29	45063	9/07/22
FIRST NATIONAL BANK OMAHA	CREDIT CARD		1,358.91	45064	9/07/22
FIRST NATIONAL BANK OMAHA	CREDIT CARD		1,234.70	45065	9/07/22
FIRST NATIONAL BNK OMAHA	CREDIT CARD		256.30	45066	9/07/22
FIRST NATIONAL BANK CC	*****3469		341.06	45067	9/07/22
FST NATIONAL BNK OF OMAHA	(5286)		2,060.88	45068	9/07/22
GALLS INC DBA CARPENTER UNIFOR	POLICE UNIFORM		80.30	45069	9/07/22
GLOBAL REACH INTERNET PRODUCTI	WEBSITE FEE		124.63	45070	9/07/22
GLOBE LIFE	LIFE INSURANCE BILLING		24.96	45071	9/07/22
PROFESSIONAL OPERATIONS MGMT	WW CERTIFICATION TRAINING		270.00	45072	9/07/22
HACH COMPANY	WATER SUPPLIES		324.22	45073	9/07/22
HEARTLAND COOP	FUEL	1,041.15		7082260	9/02/22
HEARTLAND COOP	FUEL	427.64		7082261	9/02/22
HEARTLAND COOP	FUEL	1,228.50	2,697.29	7082262	9/02/22
HEIMAN FIRE EQUIPMENT	HIGH CYCLE STYLE & VALVE		2,420.15	45074	9/07/22
IEMSA	CONFERENCE REGISTRATION		100.00	45075	9/07/22
IOWA DEPT OF NATURAL RESOURCES	WASTEWATER TREATMENT 1 - NOLIN		40.00	45035	8/18/22
IOWA LAW ENFORCEMENT ACADEMY	TRAINING		100.00	45076	9/07/22
IOWA MUNICIPAL WORKERS COMP AS	PREMIUM		2,031.00	45077	9/07/22
IOWA OFFICE CLEANING	JANITORIAL		2,310.00	45078	9/07/22
IOWA ONE CALL	UTILITY LOCATES		41.60	45079	9/07/22
IOWA PUMP WORKS INC	ABS PUMP - SEWER		5,344.57	45080	9/07/22
IOWA REGIONAL UTILITIES AS	WATER		130.85	45081	9/07/22
IPERS	IPERS-POLICE		6,888.53	7082250	8/23/22
ISRLOA	SEMINAR REGISTRATION WITH MEAL		43.00	45037	8/18/22
J & G MOWERS	MOWER PARTS		286.20	45082	9/07/22
JASPER COUNTY TREASURER	2021 PROPERTY TAXES		596.00	45083	9/07/22
JETCO INC	REPAIRS TO SEWER PUMPS		270.15	45084	9/07/22
KABEL BUSINESS SERVICES	CAFETERIA PLAN-MEDICAL PAYROLL	63.00		45085	9/07/22