

CITY OF PRAIRIE CITY
CITY COUNCIL MINUTES
FEBRUARY 8, 2023

CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE: The City Council of Prairie City, Jasper County, Iowa, met on February 8, 2023, at the Prairie City Council Chambers at City Hall and via Zoom. At 6:30 p.m., Mayor Chad 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 Chad Alleger; Councilors Holland, Ingle, Laidig, Townsend. Absent: Councilor Simmons. Also in attendance: City Administrator Jerry Moore, City Clerk Christie Busby; Public Works Superintendent Carl Van Der Kamp; Library Director Sue Ponder; Police Officers Gott and Sickels; City Engineer Andrew Inhelder; fire dept rep Joe Disney. Via Zoom: Ryan Martin and Newton Daily News rep

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

CONSENT AGENDA: Townsend moved to approve the consent agenda. The motion was seconded by Ingle. The motion passed all ayes.

- a) Council Meeting Minutes from January 11th, 2023
- b) Council Meeting Minutes from January 20th, 2023 (Special Meeting)
- c) December Financials
- d) January Claims
- e) Resolution 2-8-23-1 Approving Bills and Transfers
- f) Park Commission Minutes from July 14, Sept 19, Oct 17, & Nov 21, 2022
- g) Payment of \$2768.00 to Absolute Concrete Construction, Inc. for Installing (4) Street Signs and 76 Lineal Feet of Sign Posts for Marshall Street Reconstruction Project.
- h) Casey's, 1002 W 2nd St. Alcoholic Beverage License Renewal
- i) Payment of \$465.88 to RK Dixon for Fortinet UTM Bundle Subscription Renewal

PUBLIC COMMENT: Beth James, 604 E Jefferson St, addressed the council during public comment asking to consider allowing urban chickens. She would like to have 8 hens, no roosters.

OLD BUSINESS:

MSA Update – Andrew: Asked if there were any questions, no questions voiced. No action taken by council.

Public Works Update – Carl: Water softener not in yet. Ryan and Jake continue to take certification classes; Water main break over the weekend and Monday morning it was discovered to be outside of the Coop and VanRysWyk P&H assisted with the fix. Carl provided information on sediment drainage and pumps having trouble keeping up with flow as the pumps put in are now inadequate with new businesses in the area. Requested the city upgrade to two larger pumps. Council advised him to get pricing for review at March meeting.

Police Update – Interim Police Chief Gott: 123 calls for service, assisted with more fire and EMS calls, over the month 13 traffic citation and 9 warning issued with that being impacted by weather and road conditions. Speed camera recorded 1715 violations. The department is now fully staffed allowing more continuous coverage.

City Administrator Update – Jerry: Continue to meet with council member one on one; Reviewing the employee handbook and will reach out the end of March to work on implementation; reaffirmed the importance of CIP and strategic planning for the city and will work to set up work sessions and adopting the plans. New website is almost ready to launch and will have meeting 2/16 for city staff to get a first look. Budget committee meeting is 2/16, 5pm for council and PFM requested to be present. Waste Solutions sent notice that recycling rates will be raised effective February 1st.

Discussion and Possible Action on Tool Cat Purchase: Road package was added and trade-in was removed on the quote making total \$66,650. It will be utilized by streets, snow, and parks departments. Townsend motioned to approve the purchase of Tool Cat per quote with cost split between street, parks, and snow funds. Motion seconded by Holland. The motion passed all ayes.

NEW BUSINESS

Kyle Ament and Matt Dvorak, Iowa DNR, Prairie City Source Water Protection Plan: Review and discussion of the Source Water Protection Plan documentation regarding groundwater capture zones, flood plain and drainage concerns; reviewing septic systems in proximity to wells, testing done weekly and daily. Ament and Dvorak state this plan is a working document that could be reviewed yearly and will keep in contact with the city.

Lance Oelmann, 204 E 8th Street, Prairie City Requesting Payment of \$946.40 for Reimbursement of Internet Services: Oelmann presented information regarding CenturyLink internet service that was cut by construction crew that was working on city water lines. Due to working from home and son's college classes, he couldn't wait weeks for CenturyLink to resolve and chose other option for internet access. He was advised by the engineer to track his expenses and ask to get reimbursed. Construction company says they are not liable because lines were marked. However, the markings were inaccurate. Neighboring residents were also affected and filed claims. Ingle motioned to allow Jerry to reach out to the city attorney to discuss liability and draft letter to CenturyLink to work on getting this resolved. Motion seconded by Townsend. The motion passed all ayes.

Resolution 2-8-23-2 Public Hearing approving MAX LEVY for 2023-2024 Budget: No public comments. The Mayor and City Administrator explained to the council this published notice includes a 16.74% increase on the cap as set in the levy. Townsend motioned to approve the levy as published. Motion seconded by Laidig. Motion passed all ayes.

Resolution 2-8-23-3 Setting Public Hearing for the 2023-2024 Budget: Townsend motioned to set the Public Hearing for the 2023-2024 Budget for March 8, 2023 at 6:30pm. Motion seconded by Holland. Motion passed all ayes.

Resolution 2-8-23-4 Setting Policy Requiring Employee and Passengers to Use Seatbelts: The City Administrator reviewed the policy and it is his recommendation that the City adopt the policy per IMWCA site audit. Ingle motioned to approve and incorporate the policy. Motion seconded by Townsend. Motion passed with three ayes, one nay.

Discussion and Possible Action on Hiring MSA to Prepare a Site Plan for New Library Property and Building Addition: Library board met and supports the request to do site plan. Andrew (MSA) gave an estimated cost of \$12,350 and will only charge for billable time. Andrew will work with the contractor and coordinate with Vermilion Design Group utilizing current drawings and surveys. Townsend motioned to approve hiring MSA to prepare the site plan. Motion seconded by Ingle. Motion passed all ayes.

Discussion and Possible Action on Request for two (2) Part-time Public Works staff at \$14 hr for 27 hrs/week: Public works department hiring for mowing, weed eating, upkeep of parks and cemetery. Holland motioned to approve the hiring of two (2) part-time public work staff at \$14 hour for 27 hours a week. Motion was seconded by Ingle. Motion passed all ayes.

Discussion and Possible Action on re-hiring one (1) full-time Public Works staff person at \$25.75, \$27.75, or \$30.90 depending on experience and certifications: Public Works is looking to be pro-active with all the changes and expansion the city has gone through having another staff member full-time would spread the workload, dependent on certifications. Would like the ability to train with current staff. Ryan and Jake attend training weekly. Most neighboring communities have four staff. Laidig requested comparison information with other communities. Townsend requested that the budget process be further determined before taking action. No action taken by council, tabled pending more information.

Discussion and Possible Action on Revised Site Plan for Sacred Willows Farms, 1120 Popular Ave:

Information was provided on the revised site plan changing access points from two to one and it was determined that this would not cause any access or hazard issues. The former gravel road to the west is also still a viable alternative for emergency access. Townsend motioned to approve the revised site plan for Sacred Willows Farms. Motion seconded by Laidig. Motion passed all ayes.

Discussion and Possible Action on Alley Reconstruction Project South of City Hall Project Update, Setting Bid Letting Date & Bid opening on March 7, 2023, at 2:00PM at City Hall: Andrew (MSA) presented aerial view of proposed drainage now to center line to one drainage point between Strum residence and City Hall. MSA had discussion of burying electrical lines for Dodge Garage and include the cost in the city's bid. Dodge Garage will reimburse the city for those costs. By utilizing the same contractor for this would ease any possible delays. Staging still on plan as previously discussed and MSA has worked with nearby homeowners. Estimated cost of \$255,000. Bids will be reviewed and presented to the council. Ingle motioned to allow bid letting and the bid opening date of March 7, 2023, at 2pm at City Hall. Motion was seconded by Holland. Motion passed all ayes.

Resolution 2-8-23-5 Setting a Public Hearing on Alley Reconstruction Project South of City Hall for March 8, 2023 at 6:30 PM to Approve Plans, Specifications, Form of Contract, and Estimate of Cost: Laidig motioned to approve setting the public hearing on alley reconstruction project south of City Hall for March 8, 2023 at 6:30pm. Motion was seconded by Ingle. Motion passed all ayes.

Discussion and Possible Action on Fire/Ems Building Access: Andrew (MSA) stated that access off State St was approved by the DOT with curb cut 10' or more from radius. The new layout provides 13' away from north end of the tennis courts now. Parking concerns were discussed with the determination that it would be similar to the current parking situation. No action taken pending funding information.

Discussion and Possible Action on Phase II Water Project - LMI survey update: Andrew (MSA) spoke with Simmering Cory regarding online survey and they had some questions on some numbers that public works is working with them on. The survey would take about a month and will determine grant eligibility and identify what parts of Phase II will be started.

Westrum Leak Detection Agreement: Agreement has been received with correct information now. Carl recommended the 5-year plan for ease of budgeting aspect. This detection discovers leaks before they become a bigger issue. Holland motion to approve the 5-year agreement at \$2500 a year. Motion seconded by Laidig. Motion carried all ayes.

Discussion and Possible Action on Wastewater Treatment Plant Communications Upgrade: Rise Broadband internet access has been established for this upgrade. It would allow control online for non-serious alarms. Currently one computer controls the headroom and one computer does the rest, which don't communicate. This replaces both PLC computers currently in use and aged. No action taken. Tabled to March meeting pending budget information.

Discussion and Possible Action on Proposed Worn USA Flag Receptacle at City Hall: Site plan provided of where the metal receptacle would be anchored and located at City Hall. PCM industrial arts class was contacted to build as part of a class and project materials will cost approximately \$300. Also reached out to Legion and they are on board for a centralized gathering location and to collect the flags as part of their ceremony. Townsend motioned to approve the proposed receptacle at City Hall using Community Beautification funds. Motion was seconded by Ingle. Motion carried all ayes.

Discussion and Possible Action on Mailer for Comp Plan Update Survey: Scott DeVries with EDC would like to use \$400 of marketing funds to distribute a postcard mailer asking residents to take the survey. Currently 97 surveys have been received and what the city paid for did not include this. Laidig motioned to allow PC EDC to spend \$400 to do mailer to 50228 residents. Ingle seconded the motion. Motion passed all ayes.

Mayor mentioned Coffee with the Mayor returns on 2/25 at 9am at the library. Special guests will be City Admin Jerry Moore, Interim Police Chief Gott, and Jasper County Supervisor Brandon Talsma. Possible guest Jasper County Supervisor Doug Cupples.

ADJOURNMENT – Townsend motioned to adjourn. Laidig seconded the motion. Motion carried all ayes. Meeting adjourned at 8:59pm.

Chad Alleger, Mayor

ATTESTED TO: _____
Christie Busby, City Clerk/Finance Officer