

City of Prairie City  
City Council Minutes  
June 14, 2023 6:00pm

CALL MEETING TO ORDER: The City Council of Prairie City, Jasper County, Iowa met on June 14, 2023 at City Hall and via Zoom. Mayor Pro Tem Deb Townsend called the meeting to order at 6:03pm.

ROLL CALL: Present: Mayor Pro Tem Townsend; Councilors Holland, Ingle. Councilor Simmons via Zoom, Also attending: City Administrator Jerry Moore; City Clerk Christie Busby; Police Chief Gott; Public Works Superintendent Carl Van Der Kamp; Library Director Sue Ponder; Fire Chief Ryan Van Der Kamp; EMS Director Jody Van Der Kamp; MSA representative Preston Moon; PFM representatives Matt Stoffel and Carrie Swartz; Mandy Bright, Joe Disney; Resident Steve Zimmerman also in attendance. Via Zoom: Ryan Martin, NDN rep Jamee Pierson, Scott DeVries, Cheryl Wiggins. Absent: Mayor Alleger.

AGENDA APPROVAL: Holland motioned to approve the agenda. Motion seconded by Ingle. Motion carried.

CONSENT AGENDA: Townsend asked for clarification on the number of Microsoft licenses, Busby stated she is working with company to get accurate count which should be lower. Ingle motioned to approve the consent agenda. Motion seconded by Holland. Motion carried.

- a) City Council Meeting Minutes May 10, 2023; b) April Financials; c) May Claims; d) Resolution 6-14-23-1 Approving Bills and Transfers; e) Cigarette Licenses for Dollar General Store, 1102 Popular Ave & Prairie City Foods, 120 E Jefferson St; f) Park Commission Meeting Minutes 4-24-23; g) Bill Payment to RK Dixon (Xerox) for Services to Transition from Server to Cloud and Microsoft 365; h) Bill Payment Request #1 to TK Concrete for Alley Project

PUBLIC COMMENT: No comments, no written correspondence received

OLD BUSINESS:

MSA UPDATE (Andrew/Preston): Preston asked if there were any questions on the update supplied in the packet, no questions presented. Councilor Simmons asked for update on 8<sup>th</sup> Street progress. Response that all work is done, seeding needs rain. No action by council needed.

PUBLIC WORKS UPDATE (Carl Van Der Kamp): Carl advised the council after Westrum Leak Detection was here to listen to water lines and detected possible leaks in fire hydrants two have been fixed and the repair of the hydrant at water tower will be coordinated with tower painting/cleaning so new valve can be put in. Electric Pump will be scheduled to upgrade computer. Alley almost finished with final cement to be poured. Working on the library project and the well project. Cemetery looked great over the Memorial Day weekend. Townsend asked about gazebo and Carl stated it's on the public works list. Have also had numerous cemetery locates lately. No action by council.

POLICE DEPARTMENT UPDATE (Chief Gott): Chief Gott gave report of 293 calls and issued 55 citations and 62 warnings that included 16 GTSB citations and 3 GTSB warnings for May. Speed camera recorded 5049 validations which was double April's numbers. BLS provided information on habitual speed offenders showing numerous violators with 13+ tickets. Performed 90 salvage inspections in May. Assisted on 9 fire/EMS calls. Responded to six animal complaints, two being bite calls. Speed trailer is being utilized to gather data on problem areas in town. No action by council.

CITY ADMINISTRATOR UPDATE (Jerry Moore): Moore stated he had received a petition in support of the chicken ordinance and letters regarding speed cameras. The steering committee for the comprehensive plan met and went through information and the matrix and requested feedback from the city committees and boards. He met with the admin committee and the employee manual is ready for employee review. Working on USDA low interest loan application and Townsend commented the League of Cities has federal grant help, as well. The public works project list has been posted to the city website so the public can see what is planned. Library construction has started, and

we are holding meetings with all involved to discuss electrical work, storage, and cost concerns. The work program is almost ready and will be a fluid document. It's on agenda for approval. Well field purchase extended for plat issues and plan for July meeting. The Celebration Committee asked for assistance to fill dunk tank for Prairie Days, anyone interested in helping can contact Jerry. No action by council.

Discussion and Possible Action on the Prairie City EMS 5K Run 4 Life Route: Mandy Bright with EMS provided details on route, entry fees, sponsorships received to pay for equipment rental, and proceeds will go toward new monitor. Ingle motioned to approve the 5k route, authorize permit for banner, and to extend the post office road closure. Motion seconded by Holland. Motion carried.

Discussion and Possible Action on Event Schedule for Prairie Days: No one present from committee. Townsend asked about breakfast with Wilkie's on Sunday and bingo coverage, Holland stated he wasn't sure about the breakfast, but bingo coverage was secured. Holland motioned to approve the schedule as provided with Moore getting answers to questions. Motion seconded by Ingle. Motion carried.

Discussion and Possible Action on Kids Tractor Pull for Prairie Days: Received cost estimate of \$570 for the kid's tractor pull. The committee has the funds available. Holland motioned to approve the contract with Ohana Pedal Pullers for \$570. Motion seconded by Ingle. Motion carried.

Public Hearing for Amendment to Code of Ordinances Increasing Water and Wastewater Sewer Rates: Motion to enter public hearing by Ingle, seconded by Holland. Motion carried. No public comments, no written comments. Motion to close public hearing by Holland, seconded by Ingle. Motion carried.

Discussion and Action on 2<sup>nd</sup> Consideration of Ordinance No.395 Adopting Water and Wastewater Sewer Rates: motion to approve 2<sup>nd</sup> consideration of Ordinance 395 and waive 3<sup>rd</sup> reading by Ingle, seconded by Holland. Motion carried.

Public Hearing for Amendment to Code of Ordinances Increasing Solid Waste and Recycling Rates: Motion to enter public hearing by Ingle, seconded by Holland. Motion carried. No public comments, no written comments. Motion to close public hearing by Ingle, seconded by Holland. Motion carried.

Discussion and Action on 2<sup>nd</sup> Consideration of Ordinance No.396 Adopting Solid Waste and Recycling Rates: Motion to approve 2<sup>nd</sup> consideration of Ordinance 396 and waive 3<sup>rd</sup> reading by Townsend, seconded by Holland. Motion carried.

Public Hearing on Ordinance No.397 Regulating Chickens in Residential Areas of the City: Motion to enter public hearing by Ingle, seconded by Holland. Motion carried. No public comments, no written comments. Motion to close public hearing by Holland, seconded by Ingle. Motion carried.

Discussion and Action on 1<sup>st</sup> Consideration of Ordinance No.397 Regulating Chickens in Residential Areas of the City: Moore stated the city attorney has reviewed the writing and approved it. Motion to approve the 1<sup>st</sup> consideration of Ordinance 397 by Ingle, seconded by Holland. Motion carried.

Update on Community Catalyst Building Remediation Grant (20-CTBF-021- Deadline 6-30-23 -Scott DeVries) and Possible Action Requesting City Administrator to Request an Extension from State: DeVries joined via Zoom. Stated he spoke with Jim T. at the state and if city is willing to extend extension to the project, send a letter requesting an extension. Townsend asked what had been completed since the last extension was given. DeVries stated stabilization and shore up of the first floor and stairway to allow access to upper level. Quarterly reporting is a requirement, request made for a construction timeline be submitted. Ingle motioned to approve Moore to work with DeVries on the Catalyst Grant one-year extension to June 1, 2024 with construction timeline and report back. Seconded by Holland. Motion carried.

Discussion and Possible Action on Financing Information for Phase 2 Water Main Project: PFM reps Carrie Swartz and Matt Stoffel went through presentation providing different options to do the project and options to fund the project. PFM's recommendation was to choose a general oblig3.

ation SRF loan that allows for flexibility in payment options and lowest rate increases of time versus the revenue bond options that pledge against water revenues only. Discussion with MSA representatives regarding their assistance provided in the process. Ingle would like information on LMI funds qualifications. Holland would like to see CDBG grant secured. Townsend motioned to allow MSA to move forward with Phase 2, sections 1 and 3 and Phase 3 section 2 planning and design loan application. Seconded by Holland. Motion carried.

Discussion and Possible Action on Request for Partial Exemption from Taxation from Dana and Ryen Allen, 600 W. North Street Under the City's Urban Revitalization Area: Residence, within city limits utilizing no city services, is eligible for \$60,000 for year after project completion for five years. With a March 2024 deadline, Council would like to review the qualifications and policy information more before acting. Tabled for July meeting.

Discussion and Possible Action on Quotes for Weed & Feed Spraying of City Properties: Moore presented quotes from Tru-Green and A+ Lawn and Landscaping. Cost in quotes was dependent on applications use and number of applications. At this point in the year, applications 5 and 6 would be utilized. Carl stated that we need to spray to control weeds. Also, within the parks and rec complex with lots of foot traffic the vegetation gets stressed without fertilization. Townsend would like to see this get back to being done in-house. Simmons motioned to approve Tru-Green contract. Seconded by Holland. Motion carried.

Discussion and Possible Action on Quote for Town Square Street Cleaning and Parking Striping: Moore provided quote from QSI for street cleaning and parking line striping. QSI could get it done by Prairie Days. Townsend would like to get this task back in-house, as well, and Moore reached out to Colfax City Admin for possible sharing opportunities. Holland motioned to approve QSI contract for street cleaning and striping for \$4470. Seconded by Ingle. Ayes: Simmons, Ingle, Holland. Nays: Townsend. Motion carried.

Discussion and Possible Action on MSA Task Order #23 on Final Design, Bidding, and Construction for EMS/Fire Building and Site Project: Site across from city hall has been agreed on. Task Order 23 allows for in-depth site plan design. Ingle motioned to approve Task Order #23. Seconded by Holland. Motion carried.

Discussion and Possible Action on MSA Task Oder #28 on Design and Bidding for Water Main Project for EMS/Fire Building: Moon presented map to get water to new fire/EMS building if Phase 2, sect 2 didn't get done now. This project replaces 4" line with 8" line on Sherman St and creates a loop in the water main that ties into section 2 project. Townsend motioned to approve Task Order #28. Seconded by Holland. Motion carried.

Discussion and Possible Action on MGA Architecture Agreement, Contract, Supplemental Services, Schematic Design Opinion of Construction Cost, and DocuSign Document for EMS/Fire Building Project: This is second part relating to Task Order #28. Documents provided for review were signed by the mayor previously. Ingle motioned to move forward with the contract, subject to legal counsel approval. Seconded by Holland. Motion carried.

Discussion and Action on Directing MSA to Prepare a Revised Site Plan for the Library Project: Moore has had meetings with contractors about second access entry that was previously approved. To save costs, moving this secondary access from the north side to east side of the building requires a hallway be designed and site improvements were not included in the original bids. The city attorney provided options for moving forward stating low impact would be request bids from all contractors, high risk would be to approve current contractor to do the work. For contractors to bid requires a new site plan. Ingle motioned to approve MSA preparing a revised site plan. Seconded by Holland. Motion carried.

## NEW BUSINESS

Discussion and Action on Special Event (Reserved Parking) for Whiskey Barrel and Eatery: Request for closed parking on south side of Jefferson St and east and west side of Main St for classic cars on cruise nights. Townsend motioned to approve this special event permit, contingent on initial dated signature line. Seconded by Ingle. Motion carried.

Discussion and Action on Special Event Reserving Town Square and Parking for Farmers Market: Permit submitted with map requesting participants be able to utilize northwest corner of square for vendor access. Ingle motioned to approve this special event permit. Seconded by Holland. Motion carried.

Discussion and Possible Action on Electric Fence located at 105 N Monroe Street: City ordinance doesn't allow for electric fences, unless approved by city council. Ingle stopped by the residence to inspect the way it is placed and he feels it poses no threat to the public. Tiffany Sites, tenant at location, was present to explain that it's only to keep the dogs in that continually escape. It was originally on top and bottom of an existing fence but she has since moved it to just around the bottom and it's only on when they are outside. Neighbors and kids are all aware and okay if it keeps the dogs in. Tenant also mentioned they looked into invisible fencing, but due to cost it was not an option. Ingle stated approving exceptions can be done on case-by-case basis. Ingle motioned to allow until tenants lease expires with three-month probation for any complaints of shock. Motion failed for lack of second. Tabled for legal advice from city attorney.

Discussion and Possible Action on Drop Off Program for Electronic Items: Moore stated he contacted Car Country, and they will drop off a container for free for city residents to use for disposal of electronic items. Discussion on time frame the drop off would be available, set up by city. Townsend motioned to approve the drop off program with a guarantee pickup time. Seconded by Holland. Motion carried.

Discussion and Possible Action on Internship Program and Bylaws Amendment for EMS Department: EMS director was present to discuss. The internship program would allow for a three-month trial time, good for college students and tentative hires. Also requesting an amendment to their bylaws number 8 to allow eligibility of members 18 years of age and older. Ingle motioned to approve the bylaw's amendment to article 8. Seconded by Holland. Motion carried. Ingle additionally motioned to approve the support internship program. Seconded by Holland. Motion carried.

Discussion and Possible Action on Town Square Parking and Directing City Staff to Publish Notice for Public Hearing to Amend City's Code of Ordinance on Parking: Moore was contacted by resident asking council to consider an ordinance change to 15-minute parking time limit during evening hours for one or two parking spaces outside Prairie City Foods for grocery store patrons. Discussion on parking around the square in general and the need to look at it as a whole. Townsend motioned to have Moore contact ISU for parking study for square and extending out on block radius. Seconded by Ingle. Motion carried.

Discussion and Possible Action on Options for Screening & Securing the Public Works Storage Yard at 807 W 2<sup>nd</sup> Street: Received neighboring resident complaint. Public works utilizes the site for many purposes and has already addressed some of the sight issue complaints but has also received reports of kids playing on top of the well and on bleachers setting by building. DNR has requested a fence after bike trail went in to keep people out of the area to avoid injury. No action, tabled for more information on tree program for beautification and security of the site.

Resolution 6-14-23-2 Discussion and Action on Hiring New Full-time Public Works Employee: Moore stated four candidates were interviewed. An offer letter was extended to Jacob Farlow. He has 11 years of experience and is familiar with our type of facilities. With approval, effective hire date would be June 19, 2023 at \$27 an hour. Will be relocating to Prairie City. Ingle motioned to approve the hire of Jacob Farlow. Seconded by Holland. Motion carried.

Resolution 6-14-23-3 Accepting Resignation of City Council Member Chris Laidig: Moore went through the required legal process for appointing a new council member. The council expressed their thanks to Laidig for his service to and being an asset to the council. Townsend motioned to accept Laidig's resignation and direct Moore to publish notice of intent to fill position by appointment. Seconded by Ingle. Motion carried.

Resolution 6-14-23-4 Discussion and Action on Hiring New Reserve Police Officer: Chief Gott provided background on Terry Allfree who applied to join the Prairie City police force. Currently working as a reserve with Colfax. Already has certifications and able to step right in with limited supervision. The city currently has two part-time officers and four reserves. Holland motioned to approve hiring of Terry Allfree as a reserve officer. Seconded by Ingle. Motion carried.

Discussion and Action on City Administrative Staff Work Program: Moore provided a list of tasks that have been identified of importance, timeline of completion, and identifies staff involved keeping in mind that the list will be fluid. Ingle motioned to direct Moore to continue his work program and provide monthly updates. Seconded by Townsend. Motion carried.

Discussion to set of special meeting to approve council appointment and year end transfers: Likely the last week of June to approve transfers prior to the end of the current fiscal year. After discussion, suggested date of June 28, 2023 for special meeting.

ADJOURNMENT: Ingle motioned to adjourn. Motion seconded by Townsend. Motion carried and meeting adjourned at 9:43pm.