

City of Prairie City
City Council Minutes
July 12, 2023 6:00 pm

CALL MEETING TO ORDER: The City Council of Prairie City, Jasper County, Iowa met on July 12, 2023 at City Hall and via Zoom. Mayor Chad Alleger called the meeting to order at 6:00pm.

OATH OF OFFICE: Joe Disney, newly appointed council member was sworn into office by Mayor Chad Alleger in front of all those in attendance.

ROLL CALL

ROLL CALL: Present: Mayor Chad Alleger, Councilors Disney, Ingle, Holland, Simmons, Townsend. Also present: City Administrator Jerry Moore; City Clerk/Finance Officer Christie Busby; Police Chief Gott; Public Works Superintendent Carl Van Der Kamp; Library Director Sue Ponder; Fire Chief Ryan Van Der Kamp; MSA representative Preston Moon; Business owner/resident Steve Wilkie and residents Kellie Disney, Amy Witte, Sam Mastin, Steve Zimmerman. Via Zoom: Dianne Taylor, Jamee Pierson.

AGENDA APPROVAL: Simmons motioned to approve the agenda. Seconded by Ingle. Motion passed unanimously.

CONSENT AGENDA: Townsend requested to move item K to new business as item H and move new business item H to I. Townsend motioned approve the consent agenda with change. Motion seconded by Holland. Motion carried unanimously.

a) May Financials; b) June Claims; c) Resolution 7-12-23-1 Approving Bills and Transfers; d) City Council Meeting Minutes from June 28, 2023; e) Celebration Committee Meeting Minutes from April 18, 2023; f) 1st Bill Payment of \$140,741.41 to Accurate Commercial for Library Project; g) Certificate of Substantial Completion and Punch List for Alley Project South of City Hall; h) 2nd Bill Payment of \$77,836.58 to TK Concrete for Alley Project; i) Reimbursement of \$143.66 for Expenses for Prairie Days; j) Vermilion Design Group Bill Payment of \$4000.00 for Library Project; k) Ryan Martin, Public Works Department, Annual Pay Increase (See Memo); l) Request for Partial Exemption from Taxation from Dana and Ryen Allen, 600 W. North Street Under the City's Urban Revitalization Area based on the City's 2016 Amended Urban Revitalization Plan

PUBLIC COMMENT: Councilor Townsend, 604 E Plainsman Rd, mentioned today's passing of former Mayor and business owner Lambert Vander Beek.

OLD BUSINESS:

a) MSA Update (Preston Moon): Request for rundown of city projects. Moon stated Chris Janson spoke with Moore about Comprehensive Plan and it is on the agenda. Regarding Fire/EMS building, had good meeting between MSA, MGA, contractor, Moore, Carl Vander Kamp and Fire Chief Vander Kamp. Water main project has DNR permit approval and is waiting on natural gas permitting. The city has been sent the library site plan from MSA and is on agenda. Alleyway should have final documents this week with substantial completion date is this week and this and pay application is on agenda. Jefferson St survey was done last week with mapping put together this week for project design should begin. Phase 2 water main improvements and road reconstruction are on the agenda.

b) Public Works Update (Carl V): Trimming trees is in progress with North St and Eighth St complete. Focused on the upcoming parade route then went to other streets as time permits. Worked on patching streets and potholes. Also patched cracks on rec complex trail and tennis courts by filling cracks with sand then coating. Performed water tests and special water tests performed this week and sent to processing. Continued weed eating of city properties. The electric motor on grit pump at wastewater plant was rebuilt and replaced a float that monitors spiral stream. Installed residential meters in new developments. Attended several meetings due to projects happening. Removed bushes in front of city hall then did grading and seeded. Working with MSA on natural gas crossing of new water line at Colfax well area and easement. Lift station work is ongoing so

pipes are still exposed, but fenced off. Wastewater plant is now being controlled remotely with system upgrade.

- c) Police Update (Chief Gott): Department had 202 service calls with 15 citations issued and 39 warnings with one stop yielding three arrests and drug seizure. Speed camera recorded 3486 violations, down slightly. Department assists up due to more calls from Colfax. Performed 92 salvage inspections for \$3680 in revenue. Fire and Ems calls 17 assists with city and county. Animal complaints went up regarding dog calls and for a couple baby racoons. Speed trailer is still out and providing data on different locations weekly. Councilor Townsend asked if there were any solutions for the dog complaints. Mayor Alleger stated he has spoken with Chief Gott, and they are stepping up progressive discipline with municipal infractions for repeat offenders of \$250 fine for first offense and \$500 fine for second offense. Simmons asked if they checked the dogs were registered with the city before returning the animal and Chief Gott stated yes, as possible. Townsend asked at what point the animals are taken to county and Chief Gott stated they try to locate owner and if not claimed by EOD animals are taken to county. Possibility a local vet donating a chip reader to assist with reading tags.
- d) City Administrator Update (Jerry Moore): A letter regarding a speed citation , water usage report, building permit report, and handout on Home Serve have been provided to councilors. Simmons, Ingle, and Holland stated their support for the Home Serve program and asked Jerry to pursue it. The Policy and Admin committee will be meeting to discuss comments received on the draft Employee Handbook and finalize the manual. Resignation received from public works employee Ryan Martin who is taking another position with Iowa Utilities Board. Celebration Committee member Amy and Sam are looking for assistance with trash removal during Prairie Days and are also here for discussion on beer gardens for Prairie Days and the special permit application for alcohol beverage service area change for Prairie Days. The city received approval for a SRF loan up to \$350,000 for design and engineering for Phase 2 water main project. Iowa Grants website shows the city was not awarded the CAT grant for the application submittal for the second story housing above Coffee and Carnations. Xerox conversion of city email configuration and MFA is underway, and they suggest councilors convert from Gmail to city emails for security reasons. Simmons concern was on associated cost to change emails so Busby will research the cost aspect. City projects are moving along and reiterated what was mentioned in the MSA update. The Run4Life 5k route is changing slightly to comply with sanctioning requirements.
- e) Discussion and Consideration of Requests from Whiskey Barrel Pub and Eatery and Wilkies Garage to Set- up Beer Gardens at Prairie Days: Steve Wilkie, owner of Wilkies Garage 106 E Jefferson, stated he met with Chief Gott and ABD inspector to meet needs to have beer gardens during Prairie Days. Brought information back to city approval. State laws state two vendors cannot share adjacent event area. Wilkies Garage volunteered to take fenced area to be compliant with state law stating beer can go between locations, hard liquor mixed drinks cannot. Discussion of fenced area and fencing involved. Witte asked about wristbands for alcohol and Chief Gott recommended the ID compliance be left up to the establishments. Wilkie requested that if Whiskey Barrel doesn't submit special permit that Wilkies Garage be allowed to expand to the square. Motion by Holland to allow both establishments to set up beer gardens during Prairie Days, pending Whiskey Barrel submits necessary permits. Seconded by Simmons. Motion passed unanimously.
- f) Discussion and Action on Outdoor Service Application (ABD) for Wilkies Garage at 116 E Jefferson St.: Townsend motioned to approve application. Seconded by Ingle. Motion carried unanimously. Wilkie added that he is doing a dinner for the fire department on Saturday so they can be closer to the square, but he will not be doing the Sunday breakfast.
- g) Discussion and Action on Board and Commission Appointments for City Council Member Joe Disney: Townsend requested to have former Chief Davenport removed from code enforcement/animal control and

E911 boards, appointing Chief Gott. Simmons motioned to have Disney take over Laidig's represented positions. Seconded by Ingle. Motion passed unanimously.

- h) Public Hearing on Ordinance No.397 Regulating Chickens in Residential Areas of the City: Townsend motioned to open hearing. Seconded by Simmons. Motion passed. Public comments: Dianne Taylor, 202 W McMurray, mentioned with all the dog problems lately that she asked the council to vote no on the second consideration of Ordinance No 397. Some council members also participate in the community Facebook page and see the issues at hand for city officers so she urged council to vote no. No further comments. Simmons motioned to close the public hearing. Seconded by Townsend. Motion passed unanimously.
- i) Discussion and Action on 2nd Consideration of Ordinance No.397 Regulating Chickens in Residential Areas of the City: Simmons motioned to approve the second consideration of Ordinance No 397. Seconded by Ingle. Motion passed unanimously. Mayor asked if council would like to waive third reading or take it to August meeting. Simmons stated that since there was a public comment this time it should go to third consideration.
- j) Library Project – Resolution 7-12-23-2 Discussion and Action Approving Contractor for Site Improvements: Moore has kept council updated on progress. Project was initially bid for primarily the building exterior and interior improvements. Review showed exterior site improvement work was not included. The city attorney recommended reaching out to all contractors for bids for site improvement work. Only Accurate Commercial responded with a bid of \$88,976.06 . Moore recommended approving the bid. Simmons asked about LOST portion and only 50% of the available LOST funds can be utilized which would be \$91,000. Moore went through the plans to save costs where possible. Townsend asked about the Mid-American reimbursement clause, and it was explained that if additional clients utilized the 3phase Mid-American would reimburse city for part or all the \$30,789 expense. The difference between funding so far and new expenses is \$97,205. Sue asked if LOST funds could be utilized if they were allocated in a prior year, so it was discussed to use speed camera revenue to fund the site improvement portion of the project. Simmons motioned to approve the contract and resolution awarding the contractor Accurate Commercial bid for site improvements. Seconded by Ingle. Motion passed unanimously.
- k) Library Project – Resolution 7-12-23-3 Discussion and Action on Revised Site Plan, Interior Plan Change and Cost Estimate, MidAmerican Energy Plans and Cost Estimate, and Estimate of Cost for Site Improvements: Mayor asked if council would like to put additional funds up to \$120,000 for any other unforeseen expenses. Simmons motioned to allocate up to \$120,000 from speed camera revenue to cover \$97,205 plus any additional cost for completion of library site improvements. Seconded by Ingle. Motion passed unanimously.
- l) Resolution 7-12-23-4 Discussion and Action on Closing Document, Warranty Deed, and Easements for Water Well Property Project: Townsend motioned to approve the resolution. Seconded by Simmons. Motion passed unanimously.
- m) Discussion and Consideration of Adding Jefferson Street Design and Engineering to the Phase 2 Water Main Project: Townsend asked if city was applying for CDBG twice and Moon stated the city can but doesn't want to rely on getting it. MSA will be applying a second time for additional funding and is planning for 90 days on P&D loan. Townsend asked if MSA would be applying prior to yearend since survey only good for timeframe and only certain amount of time for grant application and Moon stated he thought plans needed to be done prior to submitting application. MSA stated city must go through procurement of RFQ for the P&D work as next step. The bid period is one month. P&D loan for \$350,000 approved. Adding Jefferson St to project would up the estimate to \$3.5 million for entire project. Wilkie with Wilkies Garage stated concern about the compaction rated needed to install new concrete in front of his property as the Madison St project 100 ft away caused structure cracks. Simmons motioned to add Jefferson St design and engineering to Phase 2 water main project. Seconded by Townsend. Motion passed unanimously.

n) Discussion and Action on Adding a Fourth Public Works Employee: Moore stated that due to the resignation of Martin and pending employee retirement in December there is a vacancy again. Townsend asked to make this an entry level position. Holland is concerned with hiring less skilled employee if another trained employee leaves so we should want them to get certifications eventually. Entry level employee would still be eligible for certifications in future. Simmons motioned to post position for fourth public works employee until filled. Seconded by Ingle. Motion passed unanimously.

8. NEW BUSINESS

- a) Discussion and Consideration of Changes to the City's Speed Camera Operations: Chief Gott presented letter from BLS, BLS speed study information, and memo on making the program better by setting base at 11+ mph to be more consistent with other cities versus current 10+. Chief Gott mentioned most challenges were at 11+ mph over the speed limit. Several cities have contacted Gott asking how to get a system in place. Currently have the ability of setting minimum tripped speed at different limits. BLS proposed setting up the radar mph speed signs at other locations to show motorists their speeds and adding another camera eastbound. BLS will also provide marketing info about defining what projects the revenue is being used for. BLS also sent information to Chief Gott on offenders with 13 or more unpaid citations to investigate possibly imposing municipal infractions. Ingle stated opposition to the speed cameras and preferred the base speed be left and not install additional camera. Townsend recommended going back to BLS to discuss the potential of changing the percentage of BLS allotment that was mentioned with installation and allocating the extra percentage of revenue to only safety projects. Simmons motioned to bump trip speed to 11+ and adding camera on eastbound near overpass within city limits. Seconded by Disney. Motion passed, ayes- Holland, Simmons, Townsend, Disney and nays- Ingle.
- b) Discussion and Possible Action on Revisions to the Comprehensive Plan Future Land Use Map and Implementation Matrix: Steering committee met and requested changes to the plan matrix, shown on documents in packet. Moore went through red items indicated as recent revisions. There was a new designation of business flex proposed on the map for future development and will require review by the city of permit applications for possible rezoning options. Simmons motioned to accept the changes to current with possible additional changes with subsequent meetings. Seconded by Ingle. Motion passed unanimously.
- c) Setting Public Hearing for August 9, 2023, for General Public Input on Comprehensive Plan: Ingle motioned to set public hearing for August 9, 2023 meeting at 6 pm at city hall and via zoom. Seconded by Simmons. Motion passed unanimously.
- d) Resolution 7-12-23-5 Discussion and Possible Action on Hiring Firefighter Applicant Jacob Farlow: Holland motioned to approve applicant Jacob Farlow. Seconded by Simmons. Motion passed unanimously.
- e) Resolution 7-12-23-6 Discussion and Possible Action on Hiring Firefighter Applicant Mason Burkman: Ingle motioned to approve applicant Mason Burkman. Seconded by Simmons. Motion passed unanimously.
- f) Discussion and Consideration of the City's Certificate of Deposit Renewals: Moore stated some CDs are due for renewal which prompted review of current APY rates at local financial institutions. Discussion on the documentation providing rates from Bank Iowa (Colfax), First Interstate Bank (Prairie City), and Leighton State Bank (Monroe/Pella). Simmons stated that Leighton State seems to want our business with their numerous visits. Simmons motioned to move all eligible renewals to Leighton State Bank. Seconded by Ingle. Motion passed unanimously.
- g) Resolution 7-12-23-7 Adding a New Depository for Future City Investments: Townsend motion to approve resolution naming approved depository list with amending the resolution to change First Bank to Bank Iowa, Colfax typo. Seconded by Simmons. Motion passed unanimously.

h) Consent item k) Ryan Martin, Public Works Department, Annual Pay Increase (See Memo): Townsend states that if someone is resigning from a position that a wage increase shouldn't be given based on principal of the issue. Moore stated that the 1% merit raise is for past performance, not future, and would be for remaining payroll prior to resignation of approximately \$40. No motion, item fails to pass.

i) CLOSED SESSION Under Code of Iowa 21.5 1(i) to Evaluate Professional Competency of City Administrator Who's Six Month Performance is Being Considered: Simmons motioned to go into closed session. Seconded by Townsend. Motion passed unanimously.

a. Ingle motioned to reenter into open session. Seconded by Simmons. Motion passed unanimously.

b. Simmons motioned to give Moore a 3% merit raise to salary of \$82,750. Seconded by Ingle. Motion passed unanimously.

9. ADJOURNMENT: Holland motioned to adjourn. Seconded by Ingle. Motion passed unanimously.
Meeting adjourned at 9:51pm

Chad Alleger, Mayor

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