

CITY OF PRAIRIE CITY MINUTES
NOVEMBER 8, 2023

CALL TO ORDER: The City Council of the City of Prairie City, Jasper County, Iowa, met on Wednesday, November 8, 2023, in regular session at the City Hall and via ZOOM. At 6:00 pm Mayor Chad Alleger called the meeting to order, and Pledge of Allegiance was recited.

ROLL CALL: Council members present and absent as follows: Present: Joe Disney, Derek Ingle, Emily Simmons, Deb Townsend, Phil Holland. Also attending: City Administrator Jerry Moore; Police Chief Kevin Gott; City Clerk Christie Busby; Water/Wastewater Superintendent Carl Van Der Kamp; Library Director Sue Ponder; Preston Moon, MSA Rep; Via Zoom: Sam Mastin; Amy Witte; Jamee Pierson, NDN.

AGENDA APPROVAL: Motion by Townsend to approve the agenda as presented. Seconded by Ingle. On roll call vote motion carried unanimously.

PUBLIC COMMENT: Pam St. John, 306 E Plainsman Dr, addressed the council regarding pending construction adjacent to property and long-term effects on integrity of her property structure. She would like the opportunity to take building plans to consult with her engineer. No other public comments

CONSENT AGENDA: Motion by Simmons to approve the Consent Agenda with a request to receive the gallons treated number missing on the water report. Seconded by Holland. On roll call vote motion carried unanimously. Items approved:

September Financials; October Claims; Celebration Committee Meeting Minutes from September 20, 2023; Library Meeting Minutes - September 19, 2023; Park Board Meeting Minutes - September 25, 2023; City Council Special Meeting Minutes - September 22, 2023; City Council Meeting Minutes - October 11, 2023; Resolution 11-8-23-1 Approving Bills and Transfers; Fifth Bill Payment for \$223,408.25 to Accurate Commercial for Library Project; Bill Payment for \$4000 to Vermilion Design Group; Reimbursement to Amy Witte for \$35.65 for a Holiday Event; City Street Finance Report; Revision to the Employee Manual; Fourth Bill Payment for \$28,513.46 to MGA for EMS/Fire Building Project

OLD BUSINESS

MSA UPDATE – Preston gave an overview of the update document provided in the packet. Disney asked about a timeline for duplex construction permit review and stated he would like to see sidewalk barricades taken down until permits approved for groundbreaking. Preston stated they are waiting for improved site drawings.

PUBLIC WORKS UPDATE – Carl reported on testing/reports; parks facilities shut down and winterized; working with Preston on well field project; working on library project; working on budgets; Blacktop Service finished with street project and working through some complaints. There was a missed signal leading to the water tower getting low and he would like to see additional alarms set up. Simmons asked if a customer has issue with a leak, who shuts off curb stop and about emergency contact after hours. Carl responded that only public works should touch the curb stops and will work on getting a system set up for after hour calls for future incidents.

Police Update – Police Chief Gott gave an overview of documents provided in the packet. Simmons asked about the BLS statement that was missing from packet. Busby responded it was overlooked and can be sent out.

City Administrator Update – Jerry went through agenda items and the additional items that were sent after packets went out. Municipal Leaders Academy (MLA) training brochure outlines training options for council members; discussed budget calendar and meeting dates; nuisance abatements reviewed, and changes have been made to properties with goal of working through the issues with residents; Mayor received response on census update request. Identified 91 units were missed, but appeal was denied. Simmons asked if claims payments approved last month were just now paid. Busby stated they are paid after the meeting and the claims report spans 10/12-11/2. Simmons also requested any checks received be date stamped and the chicken ordinance be added to the website's Code of Ordinances.

Discussion and Consideration with the Change to Change Order #8 Involving the Additional Appropriation by City Council at the 10-11-23 Meeting for Library Project – Motion by Ingle to keep the \$8,476.01 within the library funding until the project is finalized. Seconded by Holland. On roll call vote motion carried unanimously.

Public Hearing on Plans, Specifications, Form of Contract, and Estimate of Cost for Water Main Project at City Water Well Field Area – Motion by Simmons to open public hearing at 6:46 pm. Seconded by Townsend. With no comments voiced or received, Holland motioned to close the public hearing at 6:47 pm. Seconded by Ingle. On roll call vote motion carried unanimously.

Resolution 11-8-23-2 Discussion and Action Approving Plans, Specifications, Form of Contract, Estimate of Cost, Performance, Payment, and Maintenance Bonds for Water Main Project at City Water Well Field Area – Preston advised council of an error in contractors calculation on the presented bid reducing it by \$2,800. Motion by Simmons to approve. Seconded by Townsend. On roll call vote motion carried unanimously.

Resolution 11-8-23-3 Discussion and Action Approving Contract with Mainline Construction for \$366,535.70 – Motion by Simmons to approve. Seconded by Disney. On roll call vote motion carried unanimously.

Discussion and Consideration of MSA Task Order #29 for Construction Services for Water Main at Water Well Area – Motion by Simmons to approve. Seconded by Ingle. On roll call vote motion carried unanimously.

Discussion and Consideration of MSA Services for Phases 2 & 3 Water Main Project – Motion by Simmons to approve MSA services for \$315,000. Seconded by Disney. On roll call vote motion carried unanimously.

Discussion and Consideration of Status and Recommended Action on Downtown Housing and Catalyst Grants for Mound Prairie – Motion by Ingle to table decision until December 13 meeting for further review of options. Seconded by Simmons. On roll call vote motion carried unanimously.

NEW BUSINESS

Discussion and Consideration of Quotes for Carpet and Vinyl Material for City Hall – Discussion on quotes received from Lowes and Royal Flooring. Lowes was lowest at \$7,778.72. Disney raised concern about painting after carpet installed. Motion by Simmons to approve Lowes quote minus sales tax. Seconded by Townsend. On roll call vote, Ayes: Ingle, Holland, Simmons, Townsend. Nays: Disney. Motion carried.

Discussion and Consideration of Quote for Door at Sports Complex and Window at City Hall – Received one quote from No Limit Home Solution. Motion by Disney to approve quote of \$3,584.57 with contingency for bonding and certificate of insurance documents. Seconded by Ingle. On roll call vote motion carried unanimously.

Discussion and Consideration of Purchasing New Programmable Thermostats for City Buildings – Motion by Townsend to approve the purchase of five not to exceed \$782.25. Seconded by Simmons. On roll call vote motion carried unanimously.

Discussion and Consideration of Creating a Superintendent Position for Public Works Department and Appointing Temporary Superintendent Effective January 1, 2024 – Motion by Simmons to create superintendent position appointing Jake Farlow as Interim Superintendent effective January 1, 2024, at rate of \$29.31/hr with a six-month probationary review. Seconded by Ingle. On roll call vote motion carried unanimously.

Resolution 11-8-23-4 Discussion and Consideration of Request from Sharon Doolittle, 407 S Main St to Adjust Sanitary Sewer Charges on Utility Bill – Motion by Simmons to approve with the amount to be credited being the difference of the current sewer bill minus her average bill. Seconded by Ingle. On roll call vote motion carried unanimously.

Discussion and Consideration of Plans for City's Inflatable Play Feature – Discussion on keeping versus selling. Motion by Simmons to keep it pending volunteers found to man it and permits approved. Motion failed for lack of second. Second motion by Holland to discontinue using and sell with proceeds going back into Celebration Committee fund. Seconded by Disney. On roll call vote, Ayes: Disney, Ingle, Holland, Townsend. Nays: Simmons. Motion carried.

Discussion and Consideration of Requests from Nonprofit Organization(s) – Discussion on placement of donation boxes within City Hall. Motion by Holland to approve PC Champs chemo-care request and handle requests on a case-by-case basis. Seconded by Ingle. On roll call vote motion carried unanimously.

Discussion and Consideration of List of Possible Amendments to the City's Code of Ordinances – Discussion on the seven items listed on page 30 of "Packet 2". Motion by Simmons to amend items 3, 4, 5; research items 1, 6, 7; table item 2. Seconded by Ingle. On roll call vote motion carried unanimously.

Resolution 11-8-23-5 Approving the 2023 Tax Increment Financing Report – Motion by Simmons to approve, seconded by Disney. On roll call vote motion carried unanimously.

Resolution 11-8-23-6 Approving the 2023 UARR Report - Motion by Simmons to approve, seconded by Disney. On roll call vote motion carried unanimously.

Discussion and Consideration Recommendation from PCEDC to Remove Posted Business District Sign On 2nd Street – Motion by Disney to remove square Business District signs and to also rearrange the square "Public Area" sign to below wayfinding signs. Seconded by Simmons. On roll call vote motion carried unanimously.

Discussion and Consideration of Resolution 11-8-23-7 Hiring Jeremy Stevenson as a Part-time Police Officer at \$26.50 Hr – Motion by Simmons to approve. Seconded by Holland. On roll call vote motion carried unanimously.

Discussion and Consideration of Capital Improvement Plan – Discussion on moving some projects to different fiscal years. Motion by Simmons to approve the CIP with changes discussed and work with Preston (MSA) on project costs and bring final document to December meeting. Seconded by Holland. On roll call motion carried unanimously.

ADJOURNMENT – Motion by Simmons to adjourn at 8:44 pm. Seconded by Townsend. On roll call vote motion carried.

Chad Alleger, Mayor

Attested to

Christie Busby, City Clerk/Finance Officer