

**PRAIRIE CITY COUNCIL AGENDA AND ZOOM MEETING
WEDNESDAY, JANUARY 10, 2024 AT 6:00 P.M.**

CALL TO ORDER: The City Council of the City of Prairie City, Jasper County, Iowa, met on Wednesday, January 10, 2024, 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; City Clerk/Finance Officer Christie Busby; Interim Public Works Superintendent Jake Farlow; Library Director Sue Ponder; Preston Moon, MSA Rep; Dan Riemersma, fire/ambulance; Scott DeVries, PCEDC. Attending via Zoom: Matt Stoffel, PFM rep; Steve Zimmerman, resident; Sam Mastin, resident.

AGENDA APPROVAL: Motion by Ingle to approve agenda striking Consent Item f, October minutes; Old Business Item 6c, Police Update; and strike and move New Business item H, Closed Session to February meeting. Seconded by Simmons. On roll call vote motion carried unanimously.

PUBLIC COMMENT: None

CONSENT AGENDA: Mayor commented for item S, Jamie Burns requested temporary appointment to Parks Commission before committing. Motion by Holland to approve. Seconded by Ingle. On roll call vote motion carried unanimously. Items approved:

a) November Financials; **b)** December Claims; **c)** Celebration Committee Meeting Minutes from November 15, 2023; **d)** Library Board Meeting Minutes from November 13, 2023; **e)** Park Board Meeting Minutes from November 27, 2023; **f)** ~~City Council Meeting Minutes from October 11, 2023;~~ **g)** City Council Meeting Minutes from December 13, 2023; **h)** City Council Special Meeting Minutes (Budget) from December 20, 2023; **i)** City Council Special Meeting Minutes from January 2, 2024; **j)** Janet Lewis Annual Performance Evaluation Pay Increase; **k)** Dylan Cornelison Passing Grade 1 Water Distribution Certification and Pay Increase; **l)** Bill Payment Request of \$204,658.50 to Mainline Construction for the Water Main Project; **m)** Library Change Orders; **n)** Resolution 1-10-24-1 Approving Bills and Transfers; **o)** Resolution 1-10-24-2 Establishing PCM Explorer and Newton Daily News as the City's Official Newspapers for Publications/Public Notices; **p)** Resolution 1-10-24-3 Setting the Time, Date, and Place for Regular City Council Meetings in 2024; **q)** General City Services Offered by MSA for 2024 at \$10,000; **r)** Revised Cost Adjustment (Task Order #23) of \$4000 to MSA for Design Changes to EMS/Fire Building Project; **s)** City Council Board, Commission, and Committee Appointments for 2024; **t)** Bill Payment 7 for Accurate Commercial for \$100,244.12 for the Library Project

OLD BUSINESS:

MSA Update (Preston): Preston went through packet documents; Advised he's working on closing task orders so billing can be submitted to council; Presented images on screen for discussion on the fire/EMS building layout and on the Jefferson Street and Main Street water project parking.

Public Works Update (Jake): Busy plowing snow, plow truck needed some repairs; Water report done, sewer plant reports in progress; Water nitrates have been up and down, but within parameters; Working on replacing old manual read meters to hopefully eliminate errors; Will be starting on lead survey review.

Police Update (Chief Gott): Struck from agenda as Chief Gott unable to attend.

Library Update (Sue): Library seeing normal traffic with 884 items checked out and 49 computer uses; Will be purchasing new computers for new library; Storytimes and Therapy dogs on Wednesdays; Four craft nights held in December; Jasper County Library Association will be making budget request presentation to supervisors on January 18; New library occupancy delayed to February 12th due to further interior construction; Working on designing donor tree project for interior wall.

City Administrator Update (Jerry): Advised Chief Gott submitted two reports in the packet for review; Thanked public works staff for their dedicated work on snow removal with the huge snowfall; On the 2023 work program, nine items completed, twelve items started, and remaining items will roll into 2024 work program with more focus placed on physical improvements, beautification of the 2nd Ave corridor, and looking into the Bison Park Transportation Enhancement Act grant; Working with MSA on CIP items; Budget planning continues as new estimated insurance increases, tax valuations, and state documents becoming available.

Discussion and Consideration and Status Update from Mound Prairie Ventures Regarding Downtown Housing and Catalyst Grants: Discussion to continue with Catalyst Grant and withdrawal from the Downtown Housing Grant due to lack of financing. Scott DeVries met with Jim Thompson, IEDA, to discuss requirements for Catalyst Grant to be considered completed. The plan is to move forward with two commercial white spaces in the 105 and 107 S. Main locations and an apartment. Discussions ongoing securing financing and with contractors. Thompson mentioned the city has a \$30,000 façade improvement commitment. Motion by Simmons to withdraw from DHG. Seconded by Townsend. On roll call vote motion carried unanimously.

Discussion and Consideration of EMS/Fire Building USDA Requirements Update: Discussion on memo in packet on how to fully fund the project and if interest in amending Urban Renewal Plan to include the building project as an essential corporate purpose to eliminate debt cap with a public hearing. Motion by Simmons for city staff to work with Dorsey Whitney bond counsel and PFM to establish borrowing authority and securing up to a \$520,000 loan in July and use additional \$150,000 in LOST funds. Seconded by Ingle. On roll call vote motion carried unanimously.

Discussion and Consideration Setting Public Hearing for February 14 to Review and Act on Plans, Specifications & Support Contractor Bidding Process and Potential Awarding of Contract for Sherman St & Jefferson St For City Water Main Project: Motion by Townsend to set Public Hearing for February 14, 2024, at 6pm. Seconded by Ingle. On roll call vote motion carried unanimously.

NEW BUSINESS

Discussion and Consideration of Community Catalyst Building Remediation Grant Application -228079: Scott DeVries stated PCEDC reached out to business owners and decision made to have Dr. Greg Ingle's project resubmitted. Pre-application must be submitted by January 21. Motion by Townsend to submit pre-application. Seconded by Simmons. On roll call vote, ayes: Disney, Holland, Simmons, Townsend. Abstain: Ingle, for conflict of interest. Motion carried.

Discussion and Consideration of Past Practices for City Positions: Discussion on memo in packet regarding past hiring scenarios, consistency in practice, and what is considered a vacancy. Motion by Simmons to post all positions following procedures outlined in handbook and reach out to League of Cities for guidance on hiring practice requirements. Seconded by Townsend. On roll call vote motion carried unanimously.

Discussion and Consideration of Costs for gWorks Cloud Based Services: Discussion on memo in packet. Continuation of the Xerox server migration to the Azure Cloud. Motion by Disney to approve upgrade and payment of \$6,616 difference in cost. Seconded by Ingle. On roll call vote motion carried unanimously.

Discussion and Consideration of Quotes for Tree Trimming Services: Discussion on quotes from CB Tree Service and Pella Tree Service, in the packet. Motion by Holland to approve Pella Tree Service for tree trimming services. Seconded by Disney. On roll call vote motion carried unanimously.

Discussion and Consideration of Recommendation from PCEDC for Economic Development Marketing Services: Motion by Simmons to have city staff work with PCEDC to locate a marketing firm. Seconded by Holland. On roll call vote motion carried unanimously.

Resolution 1-10-24-4 Discussion and Consideration of Hiring Ryan Martin for Volunteer EMS Dept: Motion by Holland to hire Ryan Martin pending verification the Police Chief was okay with cross department work and receiving a complete application. Seconded by Disney. On roll call vote, ayes: Disney, Holland, Ingle, Simmons; nays: Townsend. Motion carried.

Resolution 1-10-24-5 Discussion and Consideration Hiring Mason Burkman for Volunteer EMS Dept: Motion by Townsend to approve. Seconded by Ingle. On roll call vote motion carried unanimously.

Closed Session Under Code of Iowa 21.5 1(i) for City Administrator Performance Review: Struck from Agenda

ADJOURNMENT: Motion by Simmons to adjourn. Seconded by Holland. On roll call vote motion carried unanimously. Adjourned at 8:07pm.