

PRAIRIE CITY COUNCIL AGENDA AND ZOOM MEETING
WEDNESDAY, MARCH 13, 2024, AT 6:00 P.M.

CALL TO ORDER: The City Council of the City of Prairie City, Jasper County, Iowa, met on Wednesday, March 13, 2024, in regular session at the City Hall and via ZOOM. At 6:00 pm Mayor Chad Alleger called the meeting to order with Pledge of Allegiance.

ROLL CALL: Council members present: Joe Disney, Derek Ingle, Emily Simmons, Phil Holland. Council members absent: Deb Townsend. Also attending: City Administrator Jerry Moore; City Clerk/Finance Officer Christie Busby; Police Chief Kevin Gott; Interim Public Works Superintendent Jake Farlow; Library Director Sue Ponder; Ryan Van Der Kamp, Fire Chief; Jody Van Der Kamp, EMS Director; Teresa Smith, Reserve Police Officer; Carl Van Der Kamp; Dan and Jessica Riemersma; Brian Stark, MGA; Melanie Umble, Shomo-Madsen- Umble Ins; Attending via Zoom: one connection listed as citizen.

AGENDA APPROVAL: Motion by Simmons to approve agenda with revisions: correct Old Business item J hearing date to 4/23/24 and bid letting set to 4/18/24 at 2pm; strike New Business M; correct consent J wording MSG to MGA. Seconded by Ingle. On roll call vote motion carried unanimously.

PUBLIC COMMENT: No comments

CONSENT AGENDA: Motion by Ingle to approve. Seconded by Holland. On roll call vote motion carried unanimously. Items approved: a) January Financials; b) February Claims; c) Celebration Committee Meeting Minutes from January 17, 2024; d) Library Board Meeting Minutes from January 16, 2024; e) Park Board Meeting Minutes from January 22, 2024; f) PCEDC Meeting Minutes from January 24, 2024; g) City Council Meeting Minutes from February 14, 2024; h) City Council Special City Council Meeting (CIP & Budget) Minutes from February 27, 2024; i) Resolution 3-13-24-1 Approving Bills and Transfers; j) Bill Payment Request of \$3000 for MGA for EMS/Fire Building Project; k) Ariana's Tex-Mex Bar and Grill 112 E Jefferson St Liquor License

OLD BUSINESS

A) MSA Update (Preston) – Preston unable to be present, update provided in packet

B) Public Works Update (Jake) – Pump motor at well shorted due to mouse, contractor has repaired; Working on pothole repairs with cold patch; Continue to sweep sand from north side of square; Received quotes for street repairs and working on getting snowplow and equipment quotes and will provide all to Jerry.

C) Police Update (Chief Gott) – Discussion on update provided in packet.

D) Library Update (Sue) – Discussion on update provided in packet.

E) City Administrator Update (Jerry) – Simmering Cory will be submitting CDBG application in July, waiting on DOT review; Special council meeting on April 23; Held first IMWCA Safety Committee meeting on March 7, next meeting March 24; Posting for seasonal mowing and recreation positions; 2023 Work Program items will be before council soon.

F) Fire Dept Update (Ryan) – Had 6 calls, three in a row on Sunday; Burn ban is in place and met with Neil Smith Wildlife Refuge on fire plan due to them not having a department now; New volunteer achieved Fire Fighter One, working on next certification; Met with Trustees and will be signing updated 28E agreement; While assisting on Colfax call, one truck sustained minor damage so getting that fixed.

G) EMS Dept Update (Jody) – Discussion on update provided in packet.

H) Discussion & Consideration of EMS/Fire Building Project Cost Increase – Fire Department fundraiser of engraved bricks on building façade adds \$23,000 in construction costs to the project and additional MGA architectural and construction administration costs. Motion by Ingle to approve additional four months of speed camera revenues to fund additional construction, engineering or architect costs and send project to bid. Seconded by Holland. On roll call vote motion carried unanimously.

I) Discussion & Consideration of Building Plans for EMS/Fire Building Project – Addition of brick façade to building, adding width to footings and depth of building wall; removal from project plans the \$10,000 in flooring coverings, furniture, and appliances, and those being paid for by the Fire Association; removal of \$2000 airline install to be done by qualified volunteer; and MSA reduced approximately \$19,000 of unneeded rock base. After reductions the total project estimated at \$2,460,000. Discussion and action in conjunction with previous discussion item H.

J) Discussion & Consideration Setting Hearing for Bids 4-10-24 EMS/Fire Building Project – Motion by Holland to set public hearing for April 23, 2024 at 6pm and bid letting concludes April 18, 2024 at 2pm. Seconded by Ingle. On roll call vote motion carried unanimously.

K) Discussion & Consideration of Status Update from Mound Prairie Ventures Regarding Catalyst Grant – Discussion on update provided in packet. No Action taken.

L) Public Hearing on contract with MB Construction for Sherman St & Jefferson St Water Main Project – Motion to open public hearing at 6:43pm by Simmons. Seconded by Ingle. On roll call vote motion carried unanimously. No comments received. Motion by Ingle to close public hearing at 6:44pm. Seconded by Holland. On roll call vote motion carried unanimously.

M) Resolution 3-13-24-2 Awarding Contract to MB Construction for Sherman St and Jefferson St Water Main Project – Motion by Disney to approve MB Construction, lowest bid at \$169,701. Seconded by Simmons. On roll call vote motion carried unanimously.

N) Resolution 3-13-24-3 approving contract, performance, payment, and maintenance bonds for Sherman St and Jefferson St Water Main Project – Motion to approve by Simmons. Seconded by Disney. On roll call vote motion carried unanimously.

O) Discussion & Consideration of MSA Task Order #31 for Sherman St & Jefferson St Water Main Project – Motion by Simmons to approve Task Order #31 in amount of \$26,100 for administration over project. Seconded by Ingle. On roll call vote motion carried unanimously.

P) Public Hearing for Submitting CDBG Application for Phase 2 Water Project - Motion to open public hearing at 6:48pm by Disney. Seconded by Simmons. On roll call vote motion carried unanimously. Mayor Alleger read the following statement: The need for the proposed Prairie City Water Main Improvements Project is due to the need for the City to provide a safe, reliable, and high-quality water supply to residents within the City. The City has had a number of water main breaks within the community and there are many dead ends within the project area primarily along W. 5th, N. Madison, N. Park, N. Orchard, N. Claire, and E. 9th Streets. These breaks and dead ends impact the entire community by decreasing water pressure, impacting water quality, causing boil order notices, and increasing operational costs. The project will be funded with a combination of CDBG funds and an SRF loan. It is estimated that total project costs will be \$1,020,771 which includes construction costs and CDBG grant administration costs. In addition, the City will have costs for engineering services which will be funded by the SRF loan only. The grant application will be submitted to the Iowa Economic Development Authority no later than July 1, 2024, at midnight. The City is requesting \$500,000.00 in CDBG funds for the proposed project. The project will result in a citywide benefit and based on a targeted area Income Survey 66.08% of the City residents who will be impacted by the project are of low-and-moderate income. The proposed project activities will take place along W. 5th, N. Madison, N. Park, N. Orchard, N. Claire, and E. 9th Streets in the north portion of the community. The proposed project will not result in the displacement or relocation of any persons or businesses. No persons will be displaced by the proposed project. The nature of the proposed project involves the construction of new water main and related valves, fire hydrants, connections, and restoration of the area. No comments received. Motion by Ingle to close public hearing at 6:51pm. Seconded by Holland. On roll call vote motion carried unanimously.

Q) Resolution 3-13-24-4 Endorsing and Authorizing Submission of the CDBG Application – Motion by Disney to approve. Seconded by Simmons. On roll call vote motion carried unanimously.

R) Resolution 3-13-24-5 Committing Matching Funds for CDBG Application – Motion by Disney to approve. Seconded by Holland. On roll call vote motion carried unanimously.

S) Public Hearing on Community Development & Housing Needs Assessment for Phase 2 Water Project - Motion to open public hearing at 6:52pm by Disney. Seconded by Simmons. On roll call vote motion carried unanimously. No comments received. Motion by Disney to close public hearing at 6:53pm. Seconded by Simmons. On roll call vote motion carried unanimously.

T) Resolution 3-13-24-6 Approving the Community Development and Housing Needs Assessment – Motion by Simmons to approve. Seconded by Ingle. On roll call vote motion carried unanimously.

U) Discussion and Consideration of the CIP and Budget Revisions from 2-27-24 Special City Council Meeting – Discussion on CIP document provided in packet. Motion to approve CIP as revised by Ingle. Seconded by Holland. On roll call vote motion carried unanimously.

7. NEW BUSINESS

A) Discussion & Consideration of Lodging Request for Conference from Teresa Smith, Reserve Police Officer – Smith presented memo on her request for West Des Moines conference. After discussion, motion by Simmons approving one night's lodging reimbursement and no mileage reimbursement. Seconded by Ingle. On roll call vote motion carried unanimously.

B) Discussion & Consideration of Quote for \$15,823.29 from CIT for Televising and Cleaning City's Sanitary Sewer Main - Motion by Simmons to approve quote. Seconded by Disney. On roll call motion carried unanimously.

C) Discussion & Consideration of Taking Bids for Public Works Pick-up Truck and Bobcat (Tool Cat) – Motion by Holland to approve taking bids with reserve and ability to reject all bids. Seconded by Ingle. On roll call vote motion carried unanimously.

D) Discussion & Consideration of Pump for Wastewater Treatment Plant – Motion by Simmons to approve paying invoice from Electric Pump \$20,689.07 invoice with transfer of funds from iPait. Seconded by Ingle. On roll call vote motion carried unanimously.

E) Discussion & Consideration of Pump for Water Well – Motion by Simmons to approve Central Iowa Pump and Motor invoice for \$5,509.78 to fix pump motor. Seconded by Disney. On roll call vote motion carried unanimously.

F) Discussion & Consideration of Water Well Cleaning - Motion by Ingle to approve Northway Well and Pump quote of \$7,500. Seconded by Simmons. On roll call vote motion carried unanimously.

G) Discussion & Consideration Cyber Security Software Recommended by Xerox – Motion by Simmons to approve Know Be4 \$470.75 quote, but at cost required for the number of licenses city has. Seconded by Ingle. On roll call vote motion carried unanimously.

H) Discussion & Consideration of Park Board Request to Seek Bids for Concessions at Sports Complex - Motion by Ingle to allow Park Board to seek bids as requested. Seconded by Holland. On roll call vote motion carried unanimously.

I) Discussion & Consideration of New Intern Position at City Hall – Moore asked to table this item until a later date.

J) Discussion & Consideration of New Part Time Parks & Recreation Position – Motion by Simmons to update job description to include all recreation fields and post position for 10 days as a seasonal position for April through September at salary of \$7000. Seconded by Ingle. On roll call vote motion carried unanimously.

K) Discussion & Consideration of Seeking Quotes for City Attorney Services – After discussion, it was decided to work with the firm's offered adjustments for a few months and if no change bring item back before council. No action taken.

L) Discussion & Consideration of Clarification on Personnel Duties for City Clerk Position – Tabled to take before admin committee for discussion then bring back before council.

M) Discussion & Consideration of Tree Removal Services from Pella Tree Service – Struck from agenda at approval.

N) Setting Public Hearing for 4-10-24 Water and Wastewater & Solid Waste and Recycling Rate Increases – Motion by Simmons to set public hearing. Seconded by Ingle. On roll call vote motion carried unanimously.

O) Discussion & Consideration of EMC Insurance Annual Premium Cost Increase – Discussion with Melanie Umble, city insurance agent on policy details. Motion by Simmons to stay at \$2,500 deductible with \$77,882 premium cost. Seconded by Disney. On roll call vote motion carried unanimously.

P) Discussion and Consideration of 28E Agreement for Safety Coalition for Central Iowa Cities – Motion by Ingle to approve 28E agreement for SCCIC with \$184 dues. Seconded by Simmons. On roll call vote motion carried unanimously.

Q) Closed Session Under Code of Iowa 21.5 1(i) Discussion and Possible Action of City Administrator’s Annual Performance Review – Moore requested to be tabled until later date.

8. ADJOURNMENT – Motion by Simmons to adjourn at 8:08pm. Seconded by Disney. On roll call vote motion carried unanimously.

Chad Alleger, Mayor

ATTESTED TO:

Christie Busby, City Clerk/Finance Officer