

## PRAIRIE CITY COUNCIL AGENDA AND ZOOM MEETING

WEDNESDAY, JUNE 12, 2024, AT 6:00 P.M.

CALL TO ORDER: The City Council of the City of Prairie City, Jasper County, Iowa, met on Wednesday, June 12, 2024, in regular session at the City Hall and via ZOOM. At 6:00 pm Mayor Pro Tem Deb Townsend called the meeting to order.

ROLL CALL: Council members present: Joe Disney, Phil Holland, Derek Ingle, Emily Simmons, 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; Jody Van Der Kamp, Ambulance Director; Dylan Cornelison, public works; Dan Riemersma, Assistant Ambulance Director; Harry Brannen; Steve Zimmerman; Steve Wilkie; Scott DeVries. Attending via Zoom: Jamee Pendroy, NDN; Konii Thomas; connection listed as 'Oma.' Intermittent internet outages led to interruption of Zoom link multiple times throughout the meeting.

AGENDA APPROVAL: Simmons requested moving old business item M and new business items A, C, K, and M to consent. Motion by Disney to approve agenda with requested changes. Seconded by Ingle. On roll call vote motion carried unanimously.

PUBLIC COMMENT: Steve Wilkie, 403 E 8<sup>th</sup> and 114-116 E Jefferson: Requested conversation be started with council's advise on how to proceed with liquor license for Prairie Days. It was stated that this needs to be communication with the Celebration Committee. Holland stated he will reach out to the committee.

CONSENT AGENDA: Motion by Simmons to approve. Seconded by Ingle. On roll call vote motion carried unanimously. Items approved: a) April Financials; b) May Claims; c) Celebration Committee Meeting Minutes from April 17, 2024 & May 15, 2024; d) Library Board Meeting Minutes from April 16, 2024; e) Park Board Meeting Minutes from April 8, 2024; f) City Staff Safety Committee Meeting Minutes from April 24, 2024; g) City Council Meeting Minutes May 8, 2024; h) Special City Council Meeting Minutes from May 30, 2024; i) Bill Payment for Accurate Commercial for \$23,884.90; j) Bill Payment for Everlast Contractors for \$175; k) Bill Payment for Pella Tree Service for \$9925; l) Bill Payment for MB Construction for \$49,398.24; m) Bill Payment for MB Construction for \$4000; n) Bill Payment for MGA for \$10,368.74; o) Invoice for Septagon Const Co. for \$1975; p) Cigarette Sales License for Prairie City Food; q) Resolution 6-12-24-1 Approving Bills and Transfers; r) Resolution 6-12-24-2 TIF Transfers. Added m) Discussion and Consideration of Employee Manual Revision; a) Discussion and Consideration of Volunteer Firefighter Application from Harry Brannen; c) Discussion and Consideration of City Staff Salary Ranges; k) Discussion and Consideration of Resolution 6-12-24-3 Hiring New Public Works Employee and City Hall Intern; m) Discussion and Consideration of Library Board's Recommendation to Increase Library Director's Vacation Bank Maximum to 240 hours.

### OLD BUSINESS

MSA Update (Preston) – Discussion on update document provided in packet. Communication with Moore on fiscal year 25 projects has begun.

Public Works Update (Jake) – Finishing up with debris cleanup from storms and Jake thanked the community volunteers that assisted his team. Generator rented for the well field has now been returned. Will be contacting street contractor to get project dates set up. Tested for Grade 3 licensing and missed passing grade so have set up tutoring and working with DNR for an extension. Simmons thanked the public works team for all their efforts during the recent storms.

Police Update (Chief Gott) – Discussion on update provided in packet. Clarified the May 17<sup>th</sup> ATE bill signed by the Governor is requiring some signage be moved to be compliant on distances from cameras and the cameras are able to remain operational during the permitting process according to the bill's language.

Library Update (Sue) – Discussion on update provided in packet. 70 new library cards issued, and 323 public computer usages logged.

City Administrator Update (Jerry) – Introduce Harry Brannen, new public works employee starting June 25. Mayor, Deb and Moore attended Governor's meeting in Newton today regarding storm related issues. Jasper County has requested all residents to report any damages received to assist with disaster proclamation determination. City staff met with Jasper County Ema to discuss the siren assessment and cost to upgrade is over \$102,000, document in packet. Simmons requested the city staff to review if there were surplus funds to possibly allocate to fund the upgrade.

Fire Dept Update (Ryan) – No Update provided

EMS Dept Update (Jody) – received 90 calls to date, 16 in May and 12 in June. EMS State audit today and passed; brick fundraiser waiting on artwork; Prairie Days 5k fun information will be coming soon; crew will be setting up a table at the Farmers Markets for recruitments.

Discussion and Consideration of Status Update from Mound Prairie Ventures Regarding Catalyst Grant – DeVries present and stated due to several factors the project will not reach substantial completion by the end of June as needed. He has reserves on hand to repay the State once their request comes in and to repay the city. DeVries will continue to work on the project to reach completion.

Public Hearing for Amendments to the City's Code of Ordinances – Motion by Simmons to open public hearing. Seconded by Holland. On roll call motion carried unanimously. With no comments and no correspondence received, motion by Holland to close the public hearing. Seconded by Simmons. On roll call vote motion carried unanimously.

Discussion and Consideration of Ordinance No. 400 Amending City's Code of Ordinances – Request to update item E to state "...140' south of E Kayla Lane..." by striking the word north from the sentence. Motion by Ingle to approve first reading of Ordinance No. 400 with change requested. Seconded by Holland. On roll call vote motion carried unanimously.

Discussion and Consideration of Ordinance No. 401 Amending City's Code of Ordinances – After discussion on multiple sections, tabled for corrections and to be brought back before council at later meeting.

Discussion and Consideration of Phase 3 Water Main and Street Project – MSA Concept Drawing of Sidewalks North and West Sides of Town Square provided in packet. Simmons would like more input from businesses affected by the changes before a decision is made. Tabled for additional research with business owners.

#### NEW BUSINESS

Discussion and Consideration of City's Siren from Resident Dustin Engle – Resident not in attendance. Ingle stated the concerns echoed those made by other residents. No action was taken.

Discussion and Consideration of Revised Peddlers, Solicitors, and Transient Merchants Application – Simmons requested wording be added stating that if vendor is part of an event, they do not also need to pay city permit fee. Motion by Ingle to approve application changes. Seconded by Disney. On roll call vote motion carried unanimously.

Discussion and Consideration of Audio Equipment Requested for Prairie Days – Request for longer cord to extend distance from mixer equipment allow better hearing of sound from speaker to emcee. Motion by Ingle to approve purchase of cord from Amazon. Seconded by Simmons. On roll call vote motion carried unanimously.

Discussion and Consideration of Solar Energy Program Information – Discussion on information in packet. Council requested Moore set up a time for them to present during the August meeting. No action taken.

Discussion and Consideration of Snow Blade Purchase – Budgeted \$6,000 and received three quotes: Truck Equipment \$8,820, Hawkeye Truck Equipment \$9,389.00 and two Shuling Hitch \$10,016 and \$10,094. Simmons motioned to approve Truck Equipment quote with additional funds from iPait balance. Seconded by Disney. On roll call vote motion carried unanimously.

Discussion and Consideration of Laptops for Mayor and City Council – After discussion on council needs and preferences, motion by Simmons to approve purchasing for council members five HP laptops from Staples at \$349.99 each with up to \$150 case for each laptop. Seconded by Disney. On roll call vote motion carried unanimously.

Discussion and Consideration of Reserve List of Part-time Mower Staff – Motion by Simmons to approve setting up a reserve list for on-call basis. Seconded by Ingle. On roll call vote motion carried unanimously.

Discussion and Consideration of Concession Stand Quote – Received estimates from Everlast Construction \$3,350 for one side repair and DP Construction \$4750 for three side repair. The estimates for storm damage have been sent to insurance and are waiting for a response. Tabled until more research done on comparable quotes and insurance response.

Discussion and Consideration of Siren Activation Protocol – Jasper County EMA recommends aligning Prairie City protocol with revised WEA alert protocol, documentation provided in packet. Simmons requested Moore reach out to Jasper County EMA and ask if Prairie City must align with new standard or if the city can keep protocol as it currently stands. No action taken.

Discussion and Consideration of Purchase of Gazebo for Cemetery – City staff met with American Legion representative Larry Wenthe to discuss location of a gazebo at Waveland and determined best location would be to place the gazebo to the east of the monument. Motion by Simmons to purchase a 12'x12' gazebo from Lowe's. Seconded by Ingle. On roll call vote motion carried unanimously.

Discussion and Consideration of the City's Certificate of Deposit Renewal – Simmons motioned to move the \$3,775 Westview Perpetual CD from Bank Iowa to a 19-month term CD 4.69% APR and APY 4.75% with Leighton State Bank.

ADJOURNMENT – Motion by Townsend to adjourn at 9:34 pm. Seconded by Simmons. On roll call vote motion carried unanimously.

ATTESTED TO:

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Debbie J Townsend, Mayor Pro Tem

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Christie Busby, City Clerk/Finance Officer