

**City of Prairie Home**  
**City Hall, 416 Highway Drive, Prairie Home, MO**  
**MINUTES OF REGULAR BOARD OF ALDERMEN MEETING**

**Thursday, July 26, 2023**

The Mayor called the meeting to order at 6:05 pm.

**ROLL CALL:**

- Present: Jim Lachner, Mayor; Donald Dietzel, West Ward; Eric Kirschman, East Ward; Ray Weber, East Ward
- Absent: Cindy Lenger, West Ward
- Staff: Kim Force, City Attorney; Mary Sue Fontana, City Clerk

**APPROVAL OF AGENDA:** Mr. Kirschman made a motion to approve the agenda. Mr. Weber seconded. The motion passed unanimously.

**PUBLIC COMMENTS:** None.

**APPROVAL OF PREVIOUS MINUTES:** Mr. Kirschman made a motion to approve the minutes of the June 15 meeting. Mr. Deitzel seconded. The motion passed unanimously.

**POLICE DEPARTMENT REPORT:** None.

**WATER/SEWER DEPARTMENT:**

- **Drinking Water Operator.** Ms. Fontana reported Joe Odneal, Water Operator, had suggested DJ Schmitz, current backup operator, take over the drinking water operator duties. Mr. Odneal would retain the waste water operator duties. Mr. Lachner reported he and Ms. Fontana met with Mr. Schmitz and he was agreeable to the change. Mr. Schmitz and Mr. Odneal will serve as each other's backup operator. Mr. Kirschman made a motion to approve retention of Mr. Schmitz as drinking water operator. Mr. Deitzel seconded. The motion passed unanimously
- **Diamond Maps GIS Mapping.** Ms. Fontana reported the Missouri Rural Water Association (MRWA) is working with Diamond Maps in assisting municipalities with setting up on-line mapping of utility systems. Mr. Lachner stated the system could also be used to collect data for the EPA's required lead service line inventory. Mr. Kirschman stated the system could track work history at each location. Ms. Fontana stated MRWA would charge \$3,000 for the initial setup and an annual fee of \$180. A competitor's bid had come in at \$3,000 for the initial setup and an annual fee of \$700. Mr. Kirschman made a motion to accept the bid from MRWA for GIS mapping services. Mr. Weber seconded. The motion passed unanimously.
- **Bulk Water Dispenser/Backflow Repair.** Ms. Fontana reported the bulk water dispenser was again operational, as the backflow unit had been repaired. No progress has been made on replacing the bulk water dispenser.
- **Well Control Panels.** Mr. Lachner reported he, Mr. Schmitz, and Ms. Fontana met with Gary DeWitt from Flynn Complete Water Services regarding the previously approved work on the control panels. Mr. DeWitt verified the panels in the old well house were complete and he and Mr. Schmitz inspected and discussed the work to be done in the new well house.

### **MAYOR'S REPORT:**

- Mr. Lachner updated the Board on several discussions that have taken place, including with home owners regarding culvert replacement, one firework complaint, and several conversations regarding dogs running loose.
- Mr. Lachner stated the ditching work completed on Lacy Street appears to be well done.

### **CITY ATTORNEY'S REPORT:** None.

**CLERK'S REPORT:** Ms. Fontana presented the financial report. Mr. Kirschman made a motion to accept the report. Mr. Weber seconded. The motion passed unanimously.

### **OLD BUSINESS:**

- **Drainage and Street Repair Project Update.**
  - **Change Order Process.** The Board discussed several additional work items submitted by Walters Construction. Mr. Kirschman made a motion to postpone several street repair items that would allow for change orders up to \$27,000 and to allow the mayor to approve cumulative change orders up to that amount. Mr. Dietzel seconded. The motion passed unanimously.
  - **Culvert Responsibility Policy.** The Board briefly discussed a proposed policy related to property owner responsibilities related to culvert replacement and maintenance. Ms. Force stated the policy should be in the form of an ordinance. Mr. Lachner requested more research be completed and an ordinance be prepared for the next meeting.
  - **Jetting Culverts.** The Board approved the use of the city's jetter to clear certain culverts.
- **County Clerk Agreement for Property Taxes.** Ms. Force presented Ordinance 272C, An Ordinance to Authorize the Revocation of all Previously-Signed Agreements with the County Clerk of Cooper County and to Authorize the Signing of a New Cooperative Agreement, which included the County Clerk's agreement to provide tax extension services at no charge to the city. Mr. Weber made a motion to approve the ordinance. Mr. Dietzel seconded. The motion passed by roll call vote: Kirschman, yes. Weber, yes. Dietzel, yes.

### **NEW BUSINESS:**

- **CourtMoney Utility Payment Agreement.** Ms. Force presented Ordinance 287, An Ordinance Authorizing the Execution of the Technology Agreement with Moneta Enterprises LLC D/B/A CourtMoney, which is the company utilized by the City's utility billing system for on-line payments. Mr. Kirschman made a motion to approve the ordinance. Mr. Weber seconded. The motion passed by roll call vote: Kirschman, yes. Weber, yes. Dietzel, yes.
- **Sidewalk Grant Discussion**
  - Ms. Fontana pointed out several requirements of the grant process, including that grant payments are provided on a cost reimbursement basis and that expenditures incurred prior to the notice-to-proceed are ineligible for reimbursement.
  - **Sidewalk Plan.** The Board reviewed the sidewalk prioritizations submitted and discussed available funding. Mr. Kirschman made a motion to approve the plan citing

- Carey Street from the school to Main Street and Main Street from Carey Street to Highway Drive as priorities. Mr. Weber seconded. The motion passed unanimously.
- **OWN Engineering Agreement.** Ms. Force presented Ordinance 288, An Ordinance Authorizing the Execution of the Work Authorization Agreement with OWN, Inc. (Formerly Anderson Engineering) to Provide Professional Services Related to Sidewalk Improvements, to provide the cost estimate for the grant application. Mr. Kirschman made a motion to approve the ordinance. Mr. Weber seconded. The motion passed by roll call vote: Kirschman, yes. Weber, yes. Dietzel, yes.
  - **Grant Resolution.** Ms. Force presented Resolution 2023-006, A Resolution to Certify Funding and Support for the 2023 Application to the Missouri Department of Transportation's Transportation Alternatives Program, which is a grant application requirement. Mr. Weber made a motion to approve the resolution. Mr. Kirschman seconded. The motion passed unanimously.

**OTHER.** Due to conflicts with the scheduled August 17 meeting, the Board chose to reschedule the next meeting to August 10, 2023.

**ADJOURNMENT:** Mr. Weber made a motion to adjourn. Mr. Kirschman seconded. The motion passed unanimously. The meeting adjourned at 7:20 pm.

/s/ Mary Sue Fontana, City Clerk

/s/ James R. Lachner, Mayor