

CITY OF MONDAMIN
REGULAR CITY COUNCIL MEETING MINUTES
Mondamin City Hall
Monday, June 2, 2025
7:00 P.M.

1. Opening of Meeting

- a. Mayor Jamie Howrey called the meeting to order at 7:02 p.m., leading those present in the Pledge of Allegiance.
- b. Roll Call Council members present: Mary Seago, John Glennie, Chad Wilson, Jim Rains, and Karen Breyfogle. Absent: None. Staff present: Alyx Hirst and Mike Kelley. Public present: Christi Jones and Emilie Favinger.
- c. Approval of Agenda Motion to approve the agenda by K. Breyfogle with a second by J. Glennie. Motion carried 5-0.
- d. Approval of Minutes Motion to approve May 5, 2025 meeting minutes by J. Glennie and seconded by M. Seago. Motion carried 5-0.
- e. Approval of All Claims as Presented J. Rains made a motion to approve all claims as presented, and K. Breyfogle seconded them. Motion carried 5-0.

2. Public Comments None

3. Community Center/Facility Report None

4. Library Report The librarian emailed her report to the city council.

5. Fire Department Report None

6. Property Maintenance Report (John Harrison, Bluffs Inspection Service)

- a. Update on progress at 401 Cedar Street Emilie Favinger stated that the electrical work in the kitchen and bathroom was completed. She mentioned that the floors in these areas had also been removed, and the floor joists repaired. Emilie also reported that repairs on the roof above the kitchen and the utility roof have begun.

7. Old Business

- a. Update: Tree Inventory Project Alyx stated that when the DNR surveyed the trees for our tree inventory project, they were all marked with GPS locations, so her main priority was to ensure she recorded the correct trees for removal in the contractor's bid packets. A few trees Alyx noticed were not the property of the city. Alyx mentioned that she and Mike would identify each tree and measure them for property line accuracy. Initial discussions indicated that the bidding award date would be during the August 4th council meeting. The council also wants each bidder to provide their approximate deadline.

8. New Business

- a. Council review and consideration of Change Order No. 5, Project 180263.01, Water Treatment Plant Upgrade, changing the substantial completion date to February 25, 2025 and final payment date to May 31, 2025. Change Order No. 5 is subject to USDA review and concurrence. K. Breyfogle motioned to approve Change Order No. 5, pending review and approval from USDA. J. Rains seconded the motion. Motion passed 5-0.
- b. Council review and consideration of Pay Application No. 18, Project 180263.01, in the amount of \$113,560.16. Pay Application subject to USDA review and concurrence (water plant) K. Breyfogle motioned to approve Pay Application No. 18 in the amount of \$113,560.16 to RP Constructors, subject to review and concurrence from USDA. J. Glennie seconded the motion. Motion carried 5-0.
- c. Council review and consideration of Pay Application No. 19, Project 180263.01, in the amount of \$191,037.27. Pay Application subject to USDA review and concurrence. This is the final payment (retainage) to RP Constructors for the 2020 Water Treatment Plant Upgrade. Alyx stated that RP Constructors checklist from JEO Engineering was completed. The seeding was also completed. J. Rains motioned to approve the final Pay Application No. 19 in the amount of \$191,037.27 to RP Constructors, subject to review and concurrence from USDA. J. Glennie seconded the motion. Motion carried 5-0.

d. USDA Statement of Final Completion and Owner's Acceptance of Work for the Water Treatment Plant Upgrade by RP Constructors K. Breyfogle motioned to approve the Statement of Final Completion and Owner's Acceptance of Work from RP Constructors for the 2020 Water Treatment Plant Upgrade. The motion was seconded by J. Rains. Motion carried 5-0.

e. Requests for proposals for auditing services Unfortunately, Clerk Hirst received no bids or proposals for audit services needed for the allocation of federal funds related to the water treatment plant upgrade. This audit is required whenever \$750,000 or more of federal dollars are spent in a single fiscal year. Clerk Hirst said she would reach out to her contacts at SWIPCO, IEDA, and the Iowa League of Cities to help find an auditor.

f. City Insurance Coverage FY 25/26 After multiple discussions and meetings between Kevin Brenneis Insurance and ICAP Insurance, K. Breyfogle made a motion to continue with Iowa Communities Assurance Pool (ICAP Insurance) for the upcoming 2025/2026 fiscal year. M. Seago seconded the motion. Clerk Hirst requested a roll-call vote. All ayes. Motion carried 5-0.

g. Chicken Permit for 205 Cedar Street Alyx stated that the owners filled out and paid for their permit. Mike mentioned that he reviewed the permit and took pictures for the council to evaluate. Karen said that the chicken coop looked great and motioned to approve the chicken permit for 205 Cedar Street. The motion was seconded by M. Seago. The motion passed unanimously.

h. Heritage Day: Prizes for the Parade J. Glennie proposed that the prizes for the parade be \$100 for first place, \$75 for second, \$50 for third, and \$25 for fourth. The motion was seconded by K. Breyfogle. The motion passed 5-0.

i. Harrison County Crimestoppers Donation Clerk Hirst explained that she double-checked with the Iowa League of Cities, and generally, donations are not permitted by a city government to a non-government organization. Donations must serve the public purpose of the entire community. Although the organization benefits our community, it is still discouraged to donate public funds to any organization, according to the state auditor. The council tabled this item.

j. Update: Planned Maintenance for the Water Tower Mike stated that he is waiting for a call back from Utility Service Group to schedule the maintenance on the water tower.

k. Discussion: Development of city-owned lots, 109 and 111 Maple, and 107 S Main St. M. Seago and J. Rains stated that they would like to sell the above-referenced city-owned lots. A discussion was held. No action was taken.

l. Grant Discussion: Generator M. Seago stated that she would like to apply for a grant for a generator. M. Kelley said he would work on finding the right one we needed.

m. Update: Public Works Water and Wastewater Certification Mike stated that the wastewater class has been completed, and he is signed up for the water class scheduled for October.

n. Employee Evaluations: Appoint Committee & Set Date The committee this year will include Mayor Howrey, John Glennie, and Jim Rains. The reviews will be held on June 23rd at 5:30 and 6:00 p.m.

9. Mayor's Report None

10. Clerk's Report Alyx reported that she has been adjusting to the new utility billing system, which has caused some headaches, but she discussed how great the program is for accuracy, time management, and will be for handling resident inquiries once all the issues are resolved.

11. Public Works Report Mike reported that he sprayed the lagoon while also keeping up with the daily rounds and mowing.

12. Commissioner Reports None

13. Other Business None

14. Adjourn Having no further business to conduct, K. Breyfogle made a motion to adjourn the meeting. Seconded by M. Seago. Motion carried 5-0. The meeting was adjourned at 9:01 p.m.

These minutes are as recorded by the Mondamin City Clerk and subject to approval at the next regular city council meeting.

Attest: Alyx Hirst, City Clerk, City of Mondamin