CITY OF PRAIRIE CITY
MINUTES
SEPTEMBER 19, 2018

The City Council of the City of Prairie City, Jasper County, Iowa, met on September 19, 2018, at City Hall in regular session at 6:30 P.M. Mayor Chad D. Alleger called the meeting to order and asked everyone to rise for the Pledge of Allegiance.

Roll was called showing members present and absent as follows: Present: Mayor Alleger; Councilors: Beiner, Kuecker, Lee, Lindsay and Taylor. Also in attendance: City Manager/Chief of Police Bartello, City Clerk Kane.

Agenda Approval: Items 7B, C, D and 7H struck. Councilor Kuecker moved to approve the agenda as amended, and Councilor Lindsay seconded the motion. On a roll call vote, the motion carried unanimously.

Public Comment: None

Consent Agenda:

Approval of Council, Boards and Commissions Minutes; August 15, 2018 Regular Council Meeting Minutes; August 6, 2018 Special Council Meeting Minutes; August 21, 2018 Library Board Meeting Minutes; June 25, 2018 Hometown Pride Meeting Minutes; August 14, 2018 Board of Adjustment Minutes; Department Reports; Police Report August 2018; Public Works August 2018; Building Permit Reports; Bills and Transfers: RESOLUTION 09-19-18 #1 Approving Bills and Transfers; Mediacom Rate Adjustments; MidAmerican Energy Company Certificate of Verification; K and A, Inc., Prairie City Foods Liquor License Renewal. Councilor Beiner moved to approve, and Councilor Kuecker seconded the motion. On a roll call vote, the motion carried unanimously.

Petitions and Communications: None

Introduction and Adoption of Ordinances, Resolution, Public Hearings:

Resolution 09-19-2018 #2: Mayor Alleger addressed Council setting the date for the next Council meeting on Wednesday, October 10, 2018, at 6:30 P.M. Councilor Beiner moved to approve, and Councilor Taylor seconded the motion. On a roll call vote, the motion carried unanimously.

Ordinance 360: City Administrator/Chief of Police Bartello presented Council with the second reading of Ordinance 360, amending Chapter 155, to add the Fire Code. Councilor Kuecker moved to approve the second reading. Councilor Taylor seconded the motion. On a roll call vote, the motion carried unanimously.

Ordinance 361: City Administrator/Chief of Police Bartello presented Council with the second reading of Ordinance 361, amending the building code for permit requirements on remodels, based on recommendations from the Planning and Zoning Commission. Councilor Beiner made a motion to approve. Councilor Kuecker seconded the motion. On a roll call vote, the motion was approved. Councilor Taylor moved to waive the third reading. Councilor Lindsay seconded the motion. On a roll call vote, the motion carried unanimously.

Councilor Kuecker moved to set a Public Hearing on Wednesday, October 10, 2018, 6:30 P.M. for Ordinance No. 363, amending the Building Code for the 28E agreement with Jasper County Inspection Services, and Taylor seconded the motion. On a roll call vote, the motion carried unanimously.

RESOLUTION 09-19-18#4: City Administrator/Chief of Police Bartello presented Council with the survey plat for three lots; 701, 703 and 705 S. Norris Street. The Planning and Zoning Commission, previously approved the survey plat. Councilor Taylor moved to approve the survey plat. Councilor Kuecker seconded the motion. On a roll call vote, the motion carried unanimously.

6:50 P.M. Councilor Lindsay made a motion to move to closed session.
7:13 P.M. Open session.

Mayor Alleger stated that the City property located at 701, 703 and 705 S. Norris will be sold by closed bids with the end date of October 10, 2018, at noon. Each bid must be a minimum of $25,000 per lot and a structure of $175,000 assessed value must be completed within two years. Each bid must be hand delivered to City Hall and will be date and time stamped. Councilor Beiner moved to approve the bid process. Councilor Taylor seconded the motion. One a roll call vote, the motion carried unanimously.

Mayor Alleger read a letter of resignation from Councilor Beiner stating he would be moving out of the area. Councilor Taylor moved to approve the resignation with regrets. Councilor Lindsay seconded the motion. On a roll call vote, the motion carried unanimously.

RESOLUTION 9-19-18#8 – Councilor Taylor moved to set the date for a Special Council meeting for the vacant council member position on Wednesday, October 3, 2018, at 6:30 P.M. at City Hall. Councilor Kuecker moved to approve. On a roll call vote, the motion carried unanimously.

Old Business:

City Administrator/Chief of Police Bartello opened the discussion on the addition of informational street signs that would provide direction to City attractions; school, parks, business district. Councilor Lindsay stated several towns in the area have informational street signs, and they were good for visitors. Administrator Bartello will review the number of signs required. No action.

City Administrator/Chief of Police Bartello provided the Master Services Agreement with MSA Professional Engineering Services. Councilor Kuecker moved to approve the Agreement. Beiner seconded the motion. One a roll call vote, the motion carried unanimously.

City Administrator/Chief of Police Bartello provided Council with an update on the abandoned residential properties.

New Business:

Fire Department Car Show Road Closures – Councilor Kuecker moved to approve. Councilor Lindsay seconded the motion. On a roll call vote, the motion carried unanimously.

City Administrator/Chief of Police Bartello provided Council with details on Public Works Safety Equipment. Councilor Taylor moved to approve the purchase. Councilor Kuecker seconded the motion. On a roll call vote, the motion carried unanimously.

City Administrator/Chief of Police Bartello led the discussion on the open Public Works Position. The full-time position would be an entry level starting wage would be based upon experience. The closing date would be Friday, October 12, 2018. Councilor Kuecker moved to approve the posting. Councilor Taylor seconded the motion. On a roll call vote, the motion carried unanimously.

Prairie City resident, Chad Smith, addressed Council regarding harboring bees in City limits. Smith requested interest in hives at his residence. No action was taken.

City Administrator/Chief of Police Bartello addressed Council on the possibility of replacing a police car. After a lengthy discussion. No action was taken.

Mayor Alleger provided Council with several options for Beggar's Night for Halloween. Councilor Lindsay moved to approve Tuesday, October 30, 2018, 6:00-8:00 P.M. Councilor Taylor seconded the motion. On a roll call vote, the motion carried unanimously.

With no further business to discuss, Councilor Kuecker moved to adjourn the meeting at 8:15 P.M. Councilor Beiner seconded the motion. On roll call, the motion carried unanimously.

Chad D. Alleger
Mayor

ATTESTED TO:

Cindy Kane
City Clerk

Prairie City Library Board Meeting Minutes

9-18-18

Meeting called to order at 6:30 pm

Present: Arnie Sohn, Ginny Dalton, Linda Frazier, Sue Ponder

Minutes of August meeting were reviewed. Motion by Arnie to approve the minutes, second by Ginny, motion carried.

Librarian's report:

-Sue had communicated with the Vermilion Group. Ed clarified for her that the projected costs for their plan were based on 3-5 years out from the present date, thus costs would be less is building happened sooner. Sue had also shared the proposed plan with those at the librarian's meeting. Comments made by Mary Ann of the state library office included making shelves movable to enable opening up space and to also reconsider access to the restrooms. Sue will chat with the architects about this and also about storm shelter requirements.

-Sue had attended the ARSL conference for rural librarians in Springfield, Illinois. She reported that it was a valuable conference and she came back with ideas re: weeding older books, hosting escape rooms, digital marketing and newsletters, adulting 101 classes, coding clubs and community outreach.

-She has renewed her notary certificate

-A grant application to the Clement Trust for $2270 has been applied for. Money would be used for a laptop to use with the projector and a portable sound system.

-Statistics of library use and purchasing were reviewed,

-Sue will send the financial update from City Hall when she receives it

Planning for the community meeting to be held to share information on the expansion plan:

-The Friends will provide snacks

-Linda will write up a statement to be made at the meeting that will explain the processes that have led us to this point. Linda and Sue will meet on Thursday the 20th to finalize presentation for the meeting.

Next meeting of the Board was set for Oct. 23rd at 6:30.

Meeting adjourned at 7:30

Submitted by Linda Frazier

Prairie City Hometown Pride Committee Minutes
August 27, 2018

The meeting was called to order at 6 p.m. by Chairman Tony Ladehoff.

Present: Tony Ladehoff, Joan Van Gorp, Linda Frazier, Sue Ponder, Dianne Taylor, Joe Bartello, Chad Alleger and Hometown Pride Community Coach Jeff Davidson.

Chad moved that the June 25 minutes be approved. Sue seconded the motion. Motion passed unanimously.

Red Rock Prairie Trail Development

We currently have $1.2 million and will need $2.1 million for the project.
Jeff helped Keri Van Zante submit a State Recreation Trails grant application for $250,000.
REAP grant applications were submitted for Prairie City and for Monroe for $75,000 each.
The Federal Recreation Trails grant is due October1. Jeff is working with Keri on applying for a $600,000 grant. The grant is administered by the Iowa DOT.
The trail will start in Prairie City and Monroe and meet in the middle. If we are lacking funds, the middle part will be chip sealed.
Rich from Snyder will have design by spring and hope to begin bidding at that time.
Mitchellville is still working to get grants to connect to the Des Moines metro trail system.
We will start our "friends" group when we know the funding for the project is in place.

Garden Square Bandstand Rehab

The City Council agreed to spend $7000 toward the project. Darrin Pendroy, DP Construction is getting ready to shingle the building.
We received a $5000 Community Betterment grant from Prairie Meadows. Applied for $10,000.
We applied for and received a $3350 grant from the Jasper County Foundation.

Old Business

Co-op Mural: Linda shared information on the murals and brought us up-to-date on her progress so far contacting various artists. Christy Lindsey made Linda aware of another mural she recently saw on Ingersoll.
Senior/LMI Housing: Two companies have been looking at co-op housing. There is no time to do it this year. DCI Group said that they need a 60% commitment to come in and do a project similar to what they have in Pella.
Housing: Jeff shared information on some housing in Maquokata. Jackson County donated the property for the houses. $160,000 – 170,000 range. Target 80% of median income and below. Pocket neighborhood.
PCBA: No report
Electronic Sign: There was presentation to some of the PCBA and EDC members.
Farmers' Market: Kirsten wasn't at the meeting, but others reported on the positive vibe and success of this year's market.

Library Expansion: Sue reported that they met with the architect and got plans last week. There will be a meeting September 24 at the Community Building at 7 p.m. Want input from the community on the project. Jeff mentioned considering a cultural levy for the library project.
Grain elevator light project: No update.
Downtown WIFI: No update
Status of opening up more residential subdivision ground: Interest, but no disclosure.
EDC: Have narrowed a couple of properties to purchase, one on the square and one off the square (old gas station).
Community Survey: MSA Professional will help us put together a survey. Remove this item from future agendas.

Grant Status
2016 REAP grant in the amount of $75,000 has been closed out.
2018 TAP grant was awarded to Jasper County Conservation in the amount of $240,000. Prairie City has a $20,000 match for the grant.
2018 Prairie Meadows grant for Garden Square Park Bandstand was $5000.
2018 Jasper Community Foundation grant received in the amount of $3350 for Garden Square Park Bandstand.
Christy Lindsey got a grant for paint for the Community Building from Paint Iowa Beautiful.
2018 REAP grant application submitted for the trail ($75,000).
Keri Van Zante and Jeff are working on a 2018 Federal Rec Trails grant that is due on October 1.

Community Coach Information/Other Business
The Park Board wants to find a grant for field conversion which is a $17,000 project.
Jeff mentioned a Catalyst grant that is issued by Iowa Economic Development. The grants are $50,000 – 100,000 and are for external space projects. It might work if the grocery store wanted to add apartments in the upper level.
Monroe Old Settlers received a volunteer grant from the Pella WalMart.
We can solicit money for projects. Checks should be made payable to Keep Iowa Beautiful Prairie City Hometown Pride or put Prairie City Hometown Pride on the memo line so that we can deposit the check locally.

The next meeting will be Monday, September 24 at 6 p.m. at the Community Building because of the Library expansion public meeting which follows.

The meeting was adjourned at 7:05 p.m.

Dianne Taylor
Recording Secretary

Park Board Minutes August 15, 2018

Wednesday, September 19, 2018
12:34 PM

Prairie City Park Board Commission
Wednesday, August 15, 2018
5:30 pm
Meeting Minutes

Meeting Called to Order: 5:30 pm by Natalie Owens
Present: Natalie Owens, Tom Schendel, Scott Steenhoek, Brent Berger, Joe Bartello-City, James Clark-Public Works, Christy Lindsay-City Council

Minutes-July Minutes were not available for Approval. Will need to be approved during the September meeting.

Little League Update

- N/A

Soccer Update

- N/A

Public Works

- Sprayed and dug the ball fields
- They are in need of some additional gold material being added. According to the I-Cubs turf management they need 3-4 in of material added to keep the growth down.
- SE Field is washing out and the SW field has a dip in it from the heavy rains the end of June
- They are trimming trees in the parks and new trees added. There were 2 dead trees and replacements were added by the playground and by a bench.
- 2 Trees were put in the berm by Great Western.
- Bushes on the NE edge of the community park have been removed. They were all dying out and it was hard to mow around it.
- Pond-Dan Wilson looked at the pond and he works with ponds so he went and looked and he found water running in a tile that should not be. This could have been the source of the leak. He did a minimal fix on it so we will see if that solves the issue. They also discussed the cattails and he advised dredging it out will not work they will come back. Different types of sprays/chemicals are being looked at to see if they can get them controlled. They have also reached out to get quotes on aeration systems it is around $1900 for a windmill type system. It will help with the algae and muskrats since they do not like moving water.
- Buffalo Statue area- there is an overgrowth of weeds. Someone from Neil Smith looked and talked about what to do. They need to move it down before they seed so they will work to get that done.
- Agreed the codes need changed on the buildings the end of September since teams are already using for fall and then access should be cut off during the late fall/winter.

New Business

- We need to invite CIARAD to a meeting to discuss their visions and funding

Old Business

- NW Field Conversion: Scott and Tom met with I-Cubs Turf management and they recommend to do the all-inclusive as then it will take them 2 days and it is insured that it is not correctly and

mistakes do not add to the cost of the project. Discussion was had on purchasing materials on our own but they would likely come from the same supplies and they would get a better deal on materials. Plus, they would coordinate the delivery on their schedule. They could not schedule the work until spring. The cost is $17,150 and we discussed the funding. If we apply for the Casey's grant and they require half matching funds Joe was confident that we would be able to find the money.

- **Budget/Grants:** Agreed we will proceed with applying for the Casey's grant formally to get that process going. It was discussed on the Jasper Community Foundation Grant and we will look into that for next year and look at the community park. The shelters need some work to them (roofs, electrical, etc.) and there is a need for new picnic tables to replace the aging and damaged ones.
- **Prairie Days**: There are some expenses that need submitted and we will work to improve next year and move activities to the square to draw more people/interest.

Discussion Items

- Christy had received an email from Joey Davis on a program that is offered by Wellmark that he felt we need to look into. It was agreed that Natalie would reach out to him and try and obtain information.

Adjournment

- Meeting was adjourned at 6:15. Motion by Steenhoek and 2nd by Berger

Next Meeting:

- Wednesday, September 19, 2018 at 5:30 at Council Chambers.

203 E Jefferson
Prairie City, IA 50228

Phone: 515-994-2649

Memorandum

5B1

TO: **Mayor and Council**

FROM: **Joe Bartello City Administrator and Chief of Police**

DATE: **October 5, 2018**

SUBJ: **September 2018 Monthly Police Report**

Mayor and Council:

This month the Prairie City Police Department responded 470 calls for service. Please see the attached document for a complete breakdown of September's calls for service.

Annual Chief's Conference: This month was the annual Iowa Police Chief's Association Conference. This is the first year I have been able to attend the conference. I was able to bring back additional knowledge of new trends and practices in law enforcement as well as policy updates that are being required with the passing of new legislation.

Drug Endangered Children (DEC Conference): This month our local DEC Foundation held a conference in Newton. They discussed tactics and trends for dealing with incidents involving drug endangered children. I was also voted on as a board member for their organization to represent Prairie City within our County.

sTEP Wave: This month was the last sTEP Wave for this year's grant cycle. I am working to finalize our hours and submit all of our documents to close out this year's grant. As a reminder this year we applied for funding to go towards overtime hours for our officers to work the sTEP Waves as extra patrol. Unfortunately we did not get as many hours into the program as I was hoping for and we will not be utilizing the full funding we had been authorized for. With this experimental year completed, I have decided to focus again more towards applying for funding equipment as opposed to funding extra hours of coverage.

Nuisance Abatements: This month I sent out three nuisance abatements as well as spoke with several other properties to address some site sore issues around town. So far we have had very good compliance with these contacts and almost all of the properties have either abated their issue and began work to start resolving the issue.

End Notes: This month we started to see some changes in the weather. As we begin to plan for the upcoming winter months I am planning on releasing our snow removal information sheet later in October. As a reminder to Council our Snow Ordinance goes into effect on November 1, each year.

Prairie City Police Department

Initial Contacts/Complaints by Type For the Month of September, 2018

Reporting Period: 9/1/2018 Through 9/30/2018

470 total Contacts/Complaints broke down as follows:

Category	Count	Type
Citizen Contact		
	1	Animal Complaint
	5	Civil
	1	Extra Patrol
	2	Interview/Investigation
	3	Municipal Infraction
	5	Other
	3	Public Assist
	8	Suspicious Activity
	1	Vacation Watch
	2	Welfare Check
Category Total:	**31**	
Business Contact		
	1	Alarm
	14	Extra Patrol
	1	Open Door
	1	Other
	1	School Activities
	119	Security Check
Category Total:	**137**	
Government Contact		
	20	City Assist
	7	Colfax PD Assist
	1	DHS Assist
	3	EMS Assist
	12	Extra Patrol
	1	Ia. State Patrol Assist
	7	JCSO Assist
	2	Law Enforcement Assist
	14	Monroe PD Assist
	2	Open Door
	20	School Assist
	65	Security Check
Category Total:	**154**	

Category	Count	Type
Investigation		
	1	Disorderly Conduct
	5	Driving Under Suspension
	1	Driving While Barred
	1	Driving While Revoked
	2	Public Intoxication
	1	Theft
	1	Trespassing
Category Total:	**12**	
Traffic Violation		
	43	Citation
	1	Parking Violation
	32	Verbal Warning
	36	Written Warning
Category Total:	**112**	
Disturbance		
	2	Loud Music
Category Total:	**2**	
Motorist Assist		
	1	Dangerous Driver
	4	Disabled Vehicle
	1	Object in Road
	1	Welfare Check
Category Total:	**7**	
Traffic Accident		
	1	Other
Category Total:	**1**	
PCPD		
	13	Information
Category Total:	**13**	
Administrative		
	1	Other
Category Total:	**1**	

Prairie City

203 E Jefferson
Prairie City, IA 50228

Phone: 515-994-2649

Memorandum

5B2

TO: **Mayor and Council**

FROM: **Joe Bartello City Administrator and Chief of Police**

DATE: **October 5, 2018**

SUBJ: **September 2018 Public Works Monthly Report**

Mayor and Council:

Projects/Tasks Completed:
-Weeds in the Rec Pond received a first round of spray application
-Seasonal mowing staff are done for the year
-Monthly tests and reports have been completed
-Staff was able to attend a Waste Water Training session in Marshalltown

Mater Main Breaks: This month we had four water main breaks (all on Fridays). We were able to determine all of the breaks occurred on our older 2" lines in several different areas around town. While we have repaired the breaks, we are currently exploring options to try to reduce this issue in the future. Staff has prepared two proposals for Council consideration that we feel will help address the water main problem. They include the purchase of equipment that will help limit pressure surges traveling through the mains and the other is the first step in the process of replacing outdated lines.

Water Tower Cleaning: This month we had our water tower cleaned by our contracted company. While we ran into a few issues with our mercury switches which reads the water levels in the tower, we were able to get the tower drained and cleaned.

Seal Coating Project: This month Blacktop Services was able to complete the patching portion of the seal coat project. They have been in town waiting for cooperative weather to finish the project and apply the seal coat material.

Water Plant: This month we discovered we were getting an error from our mercury switches (which were approximately 50 years old). We were able to get them replaced and we have tied the new ones into our Omni System, which helps our Staff to better monitor and control the water levels in the water tower.

Waste Water Plant: This month we had another pump give a failure alarm at the Waste Water Plant. We were able to successfully remove the pump from the tank and send it in for maintenance. Currently, we are still waiting for water levels in our ponds to recede, so we can focus on draining the tank and servicing all of our pumps on the bottom of the tank.

Prairie City

203 E Jefferson
Prairie City, IA 50228
Phone: 515-994-2649

Memorandum

TO: **Honorable Mayor and Council of Prairie City**

FROM: **Emily Voeller, Utility Billing Clerk**

DATE: **October 1, 2018**

SUBJ: **Building Permits**

September 2018

BUILDING PERMITS

Michael Streeter	506 E Hugh	Roof Mount Solar Array
Garrett Brierly	207 N Marshall	Fence
Patrick Frantz	600 W South	Fence

TRADE PERMITS

203 E Jefferson
Prairie City, IA 50228

Phone: 515-994-2649

Memorandum

5D

TO: **Mayor and Council**

FROM: **Joe Bartello, City Administrator/Chief of Police**

DATE: **October 4, 2018**

SUBJ: **Wilkies Garage Liquor License Renewal**

Mayor and Council:

Background: The liquor license for Wilkies Garage is set to expire on October 24, 2018. The license includes a Class C Liquor License (LC) (Commercial), Outdoor Service, and Sunday Sales.

Discussion: All documentation has been filed with the Alcoholic Beverages Division along with dram shop liability insurance.

Recommendation: Staff recommends the Honorable Mayor and Council approve the liquor license renewal.

Applicant License Application (LC0041265)

Name of Applicant: Wilkies Garage, LLC

Name of Business (DBA): Wilkies Garage

Address of Premises: 116 East Jefferson

City Prairie City **County:** Jasper **Zip:** 50228

Business (515) 778-8337

Mailing 403 e 8th st.

City Prairie City **State** IA **Zip:** 50228

Contact Person

Name steve wilkie

Phone: (515) 778-8337 **Email** Swilkie01@gmail.com

Classification Class C Liquor License (LC) (Commercial)

Term: 12 months

Effective Date: 10/24/2018

Expiration Date: 10/23/2019

Privileges:

Class C Liquor License (LC) (Commercial)

Outdoor Service

Sunday Sales

Status of Business

BusinessType: Limited Liability Company

Corporate ID Number: XXXXXXXXX **Federal Employer ID** XXXXXXXXX

Ownership

steve wilkie

First Name: steve **Last Name:** wilkie

City: Prairie City **State:** Iowa **Zip:** 50228

Position: owner

% of Ownership: 100.00% **U.S. Citizen:** Yes

Insurance Company Information

Insurance Company: Cincinnati Insurance Company

Policy Effective Date: 10/24/2018 **Policy Expiration** 10/24/2019

Bond Effective **Dram Cancel Date:**

Outdoor Service Effective **Outdoor Service Expiration**

Temp Transfer Effective Date **Temp Transfer Expiration Date:**

Prairie City

203 E Jefferson
Prairie City, IA 50228
Phone: 515-994-2649

Memorandum

6A

TO: **Mayor and Council**

FROM: **Joe Bartello City Administrator and Chief of Police**

DATE: **October 5, 2018**

SUBJ: **Des Moines Roll-Off Update and Burning Request**

Mayor and Council:

This month I spoke with a representative at Des Moines Roll-Off, formally Greene Acres. I initially made contact with them as they were doing dirt work on the south side of their lot that encroached on City owned property where the Red Rock Prairie Trail is set to go through. It appears the work done was likely superficial, but I did forward the information onto the engineering firm handling the Trail design so they were aware.

During my discussion with this representative, he advised they were looking to do a large scale cleanup project around their grounds by pulling trees and brush. I was advised they are licensed by the Iowa DNR to use a device called an air curtain to burn off trees and brush. We spoke about the Code Council recently passed and that it does allow for burning under authorization of the Fire Department. In speaking with the Fire Chief, he advised he preferred if Council gave their opinion on the use of such a device as an air curtain for the purpose of reducing smoke and debris from entering into the air before he gave authorization for the burning to take place. Attached Council will find the permit paperwork from the DNR and below is a link for a video showing how the air curtain works.

Staff would recommend approval of burning the tree and brush material with the DNR permitting and utilizing an air quality control devise and upon approval of the Fire Chief. We believe such practice is in compliance with our new code and would set an appropriate standard for precedence for any future requests.

The video link is below:

https://www.youtube.com/watch?v=gce3cPI_1gg&feature=youtu.be

Iowa Department of Natural Resources
Title V Operating Permit

Name of Permitted Facility: Ram Development
Facility Location: Portable
Air Quality Operating Permit Number: 18-TV-005
Expiration Date: June 10, 2023
Permit Renewal Application Deadline: December 10, 2022

EIQ Number: 92-6984
Facility File Number: PP-183-000

Responsible Official
Name: Mr. Andy Holt
Title: President
Mailing Address: 2507 East 21st Street, Des Moines, IA 50317
Phone #: (515) 371-3239

Permit Contact Person for the Facility
Name: Mr. Andy Holt
Title: President
Mailing Address: 2507 East 21st Street, Des Moines, IA 50317
Phone #: (515) 371-3239

This permit is issued in accordance with 567 Iowa Administrative Code Chapter 22, and is issued subject to the terms and conditions contained in this permit.

For the Director of the Department of Natural Resources

Lori Hanson — Supervisor of Air Operating Permits Section — 6/11/18 — Date

Table of Contents

I. Facility Description and Equipment List 4

II. Plant - Wide Conditions 5

III. Emission Point Specific Conditions 8

IV. General Conditions 12

G1. Duty to Comply
G2. Permit Expiration
G3. Certification Requirement for Title V Related Documents
G4. Annual Compliance Certification
G5. Semi-Annual Monitoring Report
G6. Annual Fee
G7. Inspection of Premises, Records, Equipment, Methods and Discharges
G8. Duty to Provide Information
G9. General Maintenance and Repair Duties
G10. Recordkeeping Requirements for Compliance Monitoring
G11. Evidence Used in Establishing That a Violation Has or Is Occurring
G12. Prevention of Accidental Release: Risk Management Plan Notification and Compliance Certification
G13. Hazardous Release
G14. Excess Emissions and Excess Emissions Reporting Requirements
G15. Permit Deviation Reporting Requirements
G16. Notification Requirements for Sources That Become Subject to NSPS and NESHAP Regulations
G17. Requirements for Making Changes to Emission Sources That Do Not Require Title V Permit Modification
G18. Duty to Modify a Title V Permit
G19. Duty to Obtain Construction Permits
G20. Asbestos
G21. Open Burning
G22. Acid Rain (Title IV) Emissions Allowances
G23. Stratospheric Ozone and Climate Protection (Title VI) Requirements
G24. Permit Reopenings
G25. Permit Shield
G26. Severability
G27. Property Rights
G28. Transferability
G29. Disclaimer
G30. Notification and Reporting Requirements for Stack Tests or Monitor Certification
G31. Prevention of Air Pollution Emergency Episodes
G32. Contacts List

V. Appendix A: Links to Standards 26

Abbreviations

acfm.....actual cubic feet per minute
CFR.....Code of Federal Regulation
CE.....control equipment
CEM.....continuous emission monitor
°F.....degrees Fahrenheit
EIQ.....emissions inventory questionnaire
EP.....emission point
EU.....emission unit
gr./dscf.....grains per dry standard cubic foot
IAC.....Iowa Administrative Code
DNR.....Iowa Department of Natural Resources
MVAC.....motor vehicle air conditioner
NAICS.....North American Industry Classification System
NSPS.....new source performance standard
NESHAP.....National Emission Standards for Hazardous Air Pollutants
ppmv.....parts per million by volume
lb./hr.....pounds per hour
lb./MMBtu.....pounds per million British thermal units
SCC.....Source Classification Codes
scfm.....standard cubic feet per minute
SIC.....Standard Industrial Classification
TPY.....tons per year
USEPA.....United States Environmental Protection Agency

Pollutants

PM.....particulate matter
PM_{10}.....particulate matter 10 microns or less in diameter
$PM_{2.5}$.....particulate matter 2.5 microns or less in diameter
SO_2.....sulfur dioxide
NO_x.....nitrogen oxides
VOC.....volatile organic compound
CO.....carbon monoxide
HAP.....hazardous air pollutant

I. Facility Description and Equipment List

Facility Name: Ram Development
Permit Number: 18-TV-005

Facility Description: Refuse Systems - Incinerator Operation (SIC 4953)

Equipment List [1]

Emission Point Number	Emission Unit Number	Emission Unit Description	DNR Construction Permit Number
EP 1	EU 1	Air Curtain Incinerator	14-A-464

[1] Pursuant to 567 IAC 22.101(1)"c" and 101(2) any source that is required to obtain a Title V operating permit solely because of an NSPS requirement, and which is not a major source, is required to obtain a Title V permit only for the emission unit(s) and related equipment causing the source to be subject to the Title V program. There may be other emission units at this facility that are not included in the Title V operating permit.

II. Plant-Wide Conditions

Facility Name: Ram Development
Permit Number: 18-TV-005

Permit conditions are established in accord with 567 Iowa Administrative Code rule 22.108

Permit Duration

The term of this permit is: Five Years form permit issuance
Commencing on: June 11, 2018
Ending on: June 10, 2023

Amendments, modifications and reopenings of the permit shall be obtained in accordance with 567 Iowa Administrative Code rules 22.110 - 22.114. Permits may be suspended, terminated, or revoked as specified in 567 Iowa Administrative Code Rules 22.115.

Emission Limits
Unless specified otherwise in the Source Specific Conditions, the following limitations and supporting regulations apply to all emission points at this plant:

Opacity (visible emissions): 40% opacity
Authority for Requirement: 567 IAC 23.3(2)"d"

Sulfur Dioxide (SO_2): 500 parts per million by volume
Authority for Requirement: 567 IAC 23.3(3)"e"

Particulate Matter:
No person shall cause or allow the emission of particulate matter from any source in excess of the emission standards specified in this chapter, except as provided in 567 – Chapter 24. For sources constructed, modified or reconstructed on or after July 21, 1999, the emission of particulate matter from any process shall not exceed an emission standard of 0.1 grain per dry standard cubic foot of exhaust gas, except as provided in 567 – 21.2(455B), 23.1(455B), 23.4(455B) and 567 – Chapter 24.
For sources constructed, modified or reconstructed prior to July 21, 1999, the emission of particulate matter from any process shall not exceed the amount determined from Table I, or amount specified in a permit if based on an emission standard of 0.1 grain per standard cubic foot of exhaust gas or established from standards provided in 23.1(455B) and 23.4(455B).
Authority for Requirement: 567 IAC 23.3(2)"a"

Fugitive Dust: Attainment and Unclassified Areas - A person shall take reasonable precautions to prevent particulate matter from becoming airborne in quantities sufficient to cause a nuisance as defined in Iowa Code section 657.1 when the person allows, causes or permits any materials to be handled, transported or stored or a building, its appurtenances or a construction haul road to

be used, constructed, altered, repaired or demolished, with the exception of farming operations or dust generated by ordinary travel on unpaved roads. Ordinary travel includes routine traffic and road maintenance activities such as scarifying, compacting, transporting road maintenance surfacing material, and scraping of the unpaved public road surface. (the preceding sentence is State Only) All persons, with the above exceptions, shall take reasonable precautions to prevent the discharge of visible emissions of fugitive dusts beyond the lot line of the property on which the emissions originate. The public highway authority shall be responsible for taking corrective action in those cases where said authority has received complaints of or has actual knowledge of dust conditions which require abatement pursuant to this subrule. Reasonable precautions may include, but not be limited to, the following procedures.

1. Use, where practical, of water or chemicals for control of dusts in the demolition of existing buildings or structures, construction operations, the grading of roads or the clearing of land.
2. Application of suitable materials, such as but not limited to asphalt, oil, water or chemicals on unpaved roads, material stockpiles, race tracks and other surfaces which can give rise to airborne dusts.
3. Installation and use of containment or control equipment, to enclose or otherwise limit the emissions resulting from the handling and transfer of dusty materials, such as but not limited to grain, fertilizer or limestone.
4. Covering, at all times when in motion, open-bodied vehicles transporting materials likely to give rise to airborne dusts.
5. Prompt removal of earth or other material from paved streets or to which earth or other material has been transported by trucking or earth-moving equipment, erosion by water or other means.
6. Reducing the speed of vehicles traveling over on-property surfaces as necessary to minimize the generation of airborne dusts.

Authority for Requirement: 567 IAC 23.3(2)"c"

Notification of Equipment Relocation:
When portable equipment is to be transferred from one location to another, the Department shall be notified by writing:

1. At least fourteen (14) days before equipment relocation if the equipment will be located in a nonattainment area for the National Ambient Air Quality Standards (NAAQS) or a maintenance area for the NAAQS;
2. At least seven (7) days before equipment relocation.

Authority for Requirement: Iowa DNR Construction Permit 14-A-464
567 IAC 22.3(3)"f"

Prohibited Locations:
This portable air curtain incinerator cannot be relocated to or operated in Polk County or Linn County unless the following conditions are met.

1. Polk County: Apply for and obtain a Polk County Operating Permit prior to relocating to or operating in Polk County.

   It shall be unlawful for any person, as defined in this chapter, to sell within the county, or to install within the county, any device intended for use as a refuse burner or incinerator, except when the owner or operator of such device has met the provisions herein and those specified in article X of this chapter.

Authority for Requirements: Polk County Board of Health Rules and Regulations - Chapter V, Air Pollution, Article III. Incineration and Open Burning, Section 5-5 Incinerators Prohibited.

2. Linn County: Apply for and obtain a Linn County construction (authorization to install) permit and a final operating (permit to operate) permit prior to relocating to or operating in Linn County.

Authority for Requirements: Linn County Code of Ordinances, Chapter 10 - Environment, Article III - Air Quality, Section 10-58 - Locally Required Permits, subsections (b) and (e).

III. Emission Point-Specific Conditions

Facility Name: Ram Development
Permit Number: 18-TV-005

Emission Point ID Number: EP 1

Associated Equipment

Associated Emission Unit ID Numbers: EU 1

Emission Unit vented through this Emission Point: EU 1
Emission Unit Description: Air Curtain Incinerator
Raw Material/Fuel: Wood Waste, Untreated Wood and Wood Product
Rated Capacity: 8 ton/hr

Applicable Requirements

Emission Limits (lb./hr, gr./dscf, lb./MMBtu, % opacity, etc.)
The emissions from this emission point shall not exceed the levels specified below.

Pollutant: Opacity
Emission Limit(s): 10% [1]
Authority for Requirement: Iowa DNR Construction Permit 14-A-464
40 CFR 60 Subpart CCCC
567 IAC 23.1(2)"yyy"

[1] Except during startup, the opacity shall not exceed 10% on a six-minute average. The opacity limit is 35% (on a 6-minute average) during the startup period that is within the first 30 minutes of operation. The opacity limits apply at all times except during malfunctions.

Pollutant: Particulate Matter ($PM_{2.5}$)
Emission Limit(s): 3.8 lb/hr
Authority for Requirement: Iowa DNR Construction Permit 14-A-464

Pollutant: Particulate Matter (PM_{10})
Emission Limit(s): 4.2 lb/hr
Authority for Requirement: Iowa DNR Construction Permit 14-A-464

Pollutant: Particulate Matter (PM)
Emission Limit(s): 0.2 gr/dscf adjusted to 12% carbon dioxide
Authority for Requirement: Iowa DNR Construction Permit 14-A-464
567 IAC 23.4(12)

Pollutant: Sulfur Dioxide (SO_2)
Emission Limit(s): 500 ppmv
Authority for Requirement: Iowa DNR Construction Permit 14-A-464
567 IAC 23.3(3)"e"

Pollutant: Nitrogen Oxides (NO_x)
Emission Limit(s): 32 lb/hr
Authority for Requirement: Iowa DNR Construction Permit 14-A-464

Pollutant: Carbon Monoxide (CO)
Emission Limit(s): 56 lb/hr
Authority for Requirement: Iowa DNR Construction Permit 14-A-464

Operational Limits & Requirements

The owner/operator of this equipment shall comply with the operational limits and requirements listed below.

Operating Limits

A. The emissions unit shall operate only between the hours of 6:00 am to 8:00 pm.
B. This unit shall not operate more than 500 hours within 1300 feet of any location where this unit has operated within the last 12 months.
C. This number of hours this unit is operated shall not exceed 2000 hours per 12-month rolling period.
D. The emissions unit shall be used to burn only 100% wood waste, 100% clean lumber or 100% mixture of wood waste, clean lumber and/or yard waste. Wood waste is untreated wood and untreated wood products, including tree stumps (whole or chipped), trees, tree limbs (whole or chipped), bark, sawdust, chips, scraps, slabs, millings and shavings. Clean lumber means wood or wood products that have been cut or shaped and include wet, air-dried, and kiln-dried wood products. Yard waste means grass, grass clippings, bushes, shrubs and clippings from bushes and shrubs. Only yard waste incidental to land clearing is allowed.
E. The emissions unit shall not burn the following materials:
    a. Construction, renovation or demolition wastes.
    b. Treated wood and treated wood products, including wood products that have been painted, pigment-stained, or pressure treated by compounds such as chromate copper arsenate, pentachlorophenol, and creosote or manufactured wood products that contain adhesives or resins (e.g. plywood, particle board, flake board, and orientated strand board.)
F. The unit shall be installed, operated, and maintained in accordance with the recommendations and directions of the manufacturer.
G. The unit shall be operated only by operators who have been properly trained.

Reporting and Recordkeeping

All records as required by this permit shall be kept on-site for a minimum of five (5) years and shall be available for inspection by the DNR. Records shall be legible and maintained in an orderly manner.

A. The owner or operator shall maintain a daily record of the hours of operation (i.e. waste burning).
B. The owner or operator shall maintain a record of the location and hours of operation (i.e. waste burning).

C. The owner or operator shall maintain a record of the hours of operation. Calculate and record monthly and 12-month rolling totals.
D. The owner or operator shall maintain a daily record on the types of materials burned in the unit.
E. The owner or operator shall maintain a record of the initial and annual opacity tests for at least 5 years. These records must be maintained on site for at least 2 years and may be maintained off site for the remaining 3 years.
F. The owner or operator must submit the results of initial opacity test to the Iowa DNR Air Quality Bureau no later than 60 days following the initial test. The owner or operator must submit annual opacity test reports within 12 months following the previous report.

Authority for Requirement: Iowa DNR Construction Permit 14-A-464

NSPS Subpart CCCC Applicability
This emissions unit is subject to the requirements of 40 CFR Part 60, Subpart CCCC, Standards of Performance for Commercial and Industrial Solid Waste Incineration Units. In accordance with §60.2245(b), because the unit will burn only wood waste, clean lumber, and a combination of wood waste, clean lumber and yard waste, the unit is required to meet only the requirements in §60.2245 through §60.2260 and is exempt from all other requirements of subpart CCCC. In accordance with §60.2242, the owner/operator of this air curtain incinerator is subject to the requirements of obtaining a Title V operating permit.

Authority for Requirement: Iowa DNR Construction Permit 14-A-464
40 CFR 60 Subpart CCCC
567 IAC 23.1(2)"vvv"

Emission Point Characteristics
The emission point shall conform to the specifications listed below.

Stack Height, (ft. from the ground): 6
Stack Opening, (inches, dia.): 144×48
Exhaust Flow Rate (scfm): 9,400
Exhaust Temperature (°F): 900
Discharge Style: Vertical, Unobstructed
Authority for Requirement: Iowa DNR Construction Permit 14-A-464

The temperature and flowrate are intended to be representative and characteristic of the design of the permitted emission point. The Department recognizes that the temperature and flow rate may vary with changes in the process and ambient conditions. If it is determined that either the temperature or flowrate above are different than the values stated, the owner or operator shall submit a request to the Department within thirty (30) days of the discovery to determine if a permit amendment is required or submit a permit application requesting to amend the permit.

Monitoring Requirements

The owner/operator of this equipment shall comply with the monitoring requirements listed below.

Stack Testing:

Pollutant – Opacity

The facility shall conduct annual testing on opacity. This test shall be conducted no more than 12 months following the date of the previous test. If the unit has been out of operation more than 12 months following the date of the previous test, a test for opacity must be conducted upon startup.

Test Method - 40 CFR 60, Appendix A, Method 9

Averaging Time - The average of three 1-hour blocks consisting of ten 6-minute average opacity values

Authority for Requirement: Iowa DNR Construction Permit 14-A-464
40 CFR 60 Subpart CCCC
567 IAC 23.1(2)"vvv"

The owner of this equipment or the owner's authorized agent shall provide written notice to the Director, not less than 30 days before a required stack test or performance evaluation of a continuous emission monitor. Results of the test shall be submitted in writing to the Director in the form of a comprehensive report within 6 weeks of the completion of the testing. 567 IAC 25.1(7)

Agency Approved Operation & Maintenance Plan Required?	Yes ☐ No ☒
Facility Maintained Operation & Maintenance Plan Required?	Yes ☐ No ☒
Compliance Assurance Monitoring (CAM) Plan Required?	Yes ☐ No ☒

Authority for Requirement: 567 IAC 22.108(3)

IV. General Conditions

This permit is issued under the authority of the Iowa Code subsection 455B.133(8) and in accordance with 567 Iowa Administrative Code chapter 22.

G1. Duty to Comply

1. The permittee must comply with all conditions of the Title V permit. Any permit noncompliance constitutes a violation of the Act and is grounds for enforcement action; for a permit termination, revocation and reissuance, or modification; or for denial of a permit renewal application. *567 IAC 22.108(9)"a"*

2. Any compliance schedule shall be supplemental to, and shall not sanction noncompliance with, the applicable requirements on which it is based. *567 IAC 22.105 (2)"h"(3)*

3. Where an applicable requirement of the Act is more stringent than an applicable requirement of regulations promulgated under Title IV of the Act, both provisions shall be enforceable by the administrator and are incorporated into this permit. *567 IAC 22.108 (1)"b"*

4. Unless specified as either "state enforceable only" or "local program enforceable only", all terms and conditions in the permit, including provisions to limit a source's potential to emit, are enforceable by the administrator and citizens under the Act. *567 IAC 22.108 (14)*

5. It shall not be a defense for a permittee, in an enforcement action, that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of the permit. *567 IAC 22.108 (9)"b"*

6. For applicable requirements with which the permittee is in compliance, the permittee shall continue to comply with such requirements. For applicable requirements that will become effective during the permit term, the permittee shall meet such requirements on a timely basis. *567 IAC 22.108(15)"c"*

G2. Permit Expiration

1. Except as provided in rule 567—22.104(455B), permit expiration terminates a source's right to operate unless a timely and complete application for renewal has been submitted in accordance with rule 567—22.105(455B). *567 IAC 22.116(2)*

2. To be considered timely, the owner, operator, or designated representative (where applicable) of each source required to obtain a Title V permit shall submit on forms or electronic format specified by the Department to the Air Quality Bureau, Iowa Department of Natural Resources, Air Quality Bureau, Wallace State Office Building, 502 E 9th St., Des Moines, IA 50319-0034, two copies (three if your facility is located in Linn or Polk county) of a complete permit application, at least 6 months but not more than 18 months prior to the date of permit expiration. An additional copy must also be sent to U.S. EPA Region VII, Attention: Chief of Air Permits, 11201 Renner Blvd., Lenexa, KS 66219. Additional copies to local programs or EPA are not required for application materials submitted through the electronic format specified by the Department. The application must include all emission points, emission units, air pollution control equipment, and monitoring devices at the facility. All emissions generating activities, including fugitive emissions, must be included. The definition of a complete application is as indicated in 567 IAC 22.105(2). *567 IAC 22.105*

G3. Certification Requirement for Title V Related Documents

Any application, report, compliance certification or other document submitted pursuant to this permit shall contain certification by a responsible official of truth, accuracy, and completeness. All certifications shall state that, based on information and belief formed after reasonable inquiry, the statements and information in the document are true, accurate, and complete. *567 IAC 22.107 (4)*

G4. Annual Compliance Certification
By March 31 of each year, the permittee shall submit compliance certifications for the previous calendar year. The certifications shall include descriptions of means to monitor the compliance status of all emissions sources including emissions limitations, standards, and work practices in accordance with applicable requirements. The certification for a source shall include the identification of each term or condition of the permit that is the basis of the certification; the compliance status; whether compliance was continuous or intermittent; the method(s) used for determining the compliance status of the source, currently and over the reporting period consistent with all applicable department rules. For sources determined not to be in compliance at the time of compliance certification, a compliance schedule shall be submitted which provides for periodic progress reports, dates for achieving activities, milestones, and an explanation of why any dates were missed and preventive or corrective measures. The compliance certification shall be submitted to the administrator, director, and the appropriate DNR Field office. *567 IAC 22.108 (15)"e"*

G5. Semi-Annual Monitoring Report
By March 31 and September 30 of each year, the permittee shall submit a report of any monitoring required under this permit for the 6 month periods of July 1 to December 31 and January 1 to June 30, respectively. All instances of deviations from permit requirements must be clearly identified in these reports, and the report must be signed by a responsible official, consistent with 567 IAC 22.107(4). The semi-annual monitoring report shall be submitted to the director and the appropriate DNR Field office. *567 IAC 22.108 (5)*

G6. Annual Fee
1. The permittee is required under subrule 567 IAC 22.106 to pay an annual fee based on the total tons of actual emissions of each regulated air pollutant. Beginning July 1, 1996, Title V operating permit fees will be paid on July 1 of each year. The fee shall be based on emissions for the previous calendar year.
2. The fee amount shall be calculated based on the first 4,000 tons of each regulated air pollutant emitted each year. The fee to be charged per ton of pollutant will be available from the department by June 1 of each year. The Responsible Official will be advised of any change in the annual fee per ton of pollutant.
3. The emissions inventory shall be submitted annually by March 31 with forms specified by the department documenting actual emissions for the previous calendar year.
4. The fee shall be submitted annually by July 1 with forms specified by the department.
5. If there are any changes to the emission calculation form, the department shall make revised forms available to the public by January 1. If revised forms are not available by January 1, forms from the previous year may be used and the year of emissions documented changed. The department shall calculate the total statewide Title V emissions for the prior calendar year and make this information available to the public no later than April 30 of each year.
6. Phase I acid rain affected units under section 404 of the Act shall not be required to pay a fee for emissions which occur during the years 1993 through 1999 inclusive.
7. The fee for a portable emissions unit or stationary source which operates both in Iowa and out of state shall be calculated only for emissions from the source while operating in Iowa.
8. Failure to pay the appropriate Title V fee represents cause for revocation of the Title V permit as indicated in 567 IAC 22.115(1)"d".

G7. Inspection of Premises, Records, Equipment, Methods and Discharges
Upon presentation of proper credentials and any other documents as may be required by law, the permittee shall allow the director or the director's authorized representative to:
1. Enter upon the permittee's premises where a Title V source is located or emissions-related activity is conducted, or where records must be kept under the conditions of the permit;
2. Have access to and copy, at reasonable times, any records that must be kept under the conditions of the permit;
3. Inspect, at reasonable times, any facilities, equipment (including monitoring and air pollution control equipment), practices, or operations regulated or required under the permit; and
4. Sample or monitor, at reasonable times, substances or parameters for the purpose of ensuring compliance with the permit or other applicable requirements. *567 IAC 22.108 (15)"b"*

G8. Duty to Provide Information
The permittee shall furnish to the director, within a reasonable time, any information that the director may request in writing to determine whether cause exists for modifying, revoking and reissuing, or terminating the permit or to determine compliance with the permit. Upon request, the permittee also shall furnish to the director copies of records required to be kept by the permit, or for information claimed to be confidential, the permittee shall furnish such records directly to the administrator of EPA along with a claim of confidentiality. *567 IAC 22.108 (9)"e"*

G9. General Maintenance and Repair Duties
The owner or operator of any air emission source or control equipment shall:
1. Maintain and operate the equipment or control equipment at all times in a manner consistent with good practice for minimizing emissions.
2. Remedy any cause of excess emissions in an expeditious manner.
3. Minimize the amount and duration of any excess emission to the maximum extent possible during periods of such emissions. These measures may include but not be limited to the use of clean fuels, production cutbacks, or the use of alternate process units or, in the case of utilities, purchase of electrical power until repairs are completed.
4. Schedule, at a minimum, routine maintenance of equipment or control equipment during periods of process shutdowns to the maximum extent possible. *567 IAC 24.2(1)*

G10. Recordkeeping Requirements for Compliance Monitoring
1. In addition to any source specific recordkeeping requirements contained in this permit, the permittee shall maintain the following compliance monitoring records, where applicable:
   a. The date, place and time of sampling or measurements
   b. The date the analyses were performed.
   c. The company or entity that performed the analyses.
   d. The analytical techniques or methods used.
   e. The results of such analyses; and
   f. The operating conditions as existing at the time of sampling or measurement.
   g. The records of quality assurance for continuous compliance monitoring systems (including but not limited to quality control activities, audits and calibration drifts.)
2. The permittee shall retain records of all required compliance monitoring data and support information for a period of at least 5 years from the date of compliance monitoring sample, measurement report or application. Support information includes all calibration and maintenance records and all original strip chart recordings for continuous compliance monitoring, and copies of all reports required by the permit.

3. For any source which in its application identified reasonably anticipated alternative operating scenarios, the permittee shall:

a. Comply with all terms and conditions of this permit specific to each alternative scenario.

b. Maintain a log at the permitted facility of the scenario under which it is operating.

c. Consider the permit shield, if provided in this permit, to extend to all terms and conditions under each operating scenario. *567 IAC 22.108(4), 567 IAC 22.108(12)*

G11. Evidence Used in Establishing That a Violation Has or Is Occurring

Notwithstanding any other provisions of these rules, any credible evidence may be used for the purpose of establishing whether a person has violated or is in violation of any provisions herein.

1. Information from the use of the following methods is presumptively credible evidence of whether a violation has occurred at a source:

a. A monitoring method approved for the source and incorporated in an operating permit pursuant to 567 Chapter 22;

b. Compliance test methods specified in 567 Chapter 25; or

c. Testing or monitoring methods approved for the source in a construction permit issued pursuant to 567 Chapter 22.

2. The following testing, monitoring or information gathering methods are presumptively credible testing, monitoring, or information gathering methods:

a. Any monitoring or testing methods provided in these rules; or

b. Other testing, monitoring, or information gathering methods that produce information comparable to that produced by any method in subrule 21.5(1) or this subrule. *567 IAC 21.5(1)-567 IAC 21.5(2)*

G12. Prevention of Accidental Release: Risk Management Plan Notification and Compliance Certification

If the permittee is required to develop and register a risk management plan pursuant to section 112(r) of the Act, the permittee shall notify the department of this requirement. The plan shall be filed with all appropriate authorities by the deadline specified by EPA. A certification that this risk management plan is being properly implemented shall be included in the annual compliance certification of this permit. *567 IAC 22.108(6)*

G13. Hazardous Release

The permittee must report any situation involving the actual, imminent, or probable release of a hazardous substance into the atmosphere which, because of the quantity, strength and toxicity of the substance, creates an immediate or potential danger to the public health, safety or to the environment. A verbal report shall be made to the department at (515) 725-8694 and to the local police department or the office of the sheriff of the affected county as soon as possible but not later than six hours after the discovery or onset of the condition. This verbal report must be followed up with a written report as indicated in 567 IAC 131.2(2). *567 IAC Chapter 131-State Only*

G14. Excess Emissions and Excess Emissions Reporting Requirements

1. Excess Emissions. Excess emission during a period of startup, shutdown, or cleaning of control equipment is not a violation of the emission standard if the startup, shutdown or cleaning is accomplished expeditiously and in a manner consistent with good practice for minimizing emissions. Cleaning of control equipment which does not require the shutdown of the process equipment shall be limited to one six-minute period per one-hour period. An incident of excess emission (other than an incident during startup, shutdown or cleaning of control equipment) is a

violation. If the owner or operator of a source maintains that the incident of excess emission was due to a malfunction, the owner or operator must show that the conditions which caused the incident of excess emission were not preventable by reasonable maintenance and control measures. Determination of any subsequent enforcement action will be made following review of this report. If excess emissions are occurring, either the control equipment causing the excess emission shall be repaired in an expeditious manner or the process generating the emissions shall be shutdown within a reasonable period of time. An expeditious manner is the time necessary to determine the cause of the excess emissions and to correct it within a reasonable period of time. A reasonable period of time is eight hours plus the period of time required to shut down the process without damaging the process equipment or control equipment. A variance from this subrule may be available as provided for in Iowa Code section 455B.143. In the case of an electric utility, a reasonable period of time is eight hours plus the period of time until comparable generating capacity is available to meet consumer demand with the affected unit out of service, unless, the director shall, upon investigation, reasonably determine that continued operation constitutes an unjustifiable environmental hazard and issue an order that such operation is not in the public interest and require a process shutdown to commence immediately.

2. Excess Emissions Reporting

a. Initial Reporting of Excess Emissions. An incident of excess emission (other than an incident of excess emission during a period of startup, shutdown, or cleaning) shall be reported to the appropriate field office of the department within eight hours of, or at the start of the first working day following the onset of the incident. The reporting exemption for an incident of excess emission during startup, shutdown or cleaning does not relieve the owner or operator of a source with continuous monitoring equipment of the obligation of submitting reports required in 567-subrule 25.1(6). An initial report of excess emission is not required for a source with operational continuous monitoring equipment (as specified in 567-subrule 25.1(1)) if the incident of excess emission continues for less than 30 minutes and does not exceed the applicable emission standard by more than 10 percent or the applicable visible emission standard by more than 10 percent opacity. The initial report may be made by electronic mail (E-mail), in person, or by telephone and shall include as a minimum the following:

i. The identity of the equipment or source operation from which the excess emission originated and the associated stack or emission point.
ii. The estimated quantity of the excess emission.
iii. The time and expected duration of the excess emission.
iv. The cause of the excess emission.
v. The steps being taken to remedy the excess emission.
vi. The steps being taken to limit the excess emission in the interim period.

b. Written Reporting of Excess Emissions. A written report of an incident of excess emission shall be submitted as a follow-up to all required initial reports to the department within seven days of the onset of the upset condition, and shall include as a minimum the following:

i. The identity of the equipment or source operation point from which the excess emission originated and the associated stack or emission point.
ii. The estimated quantity of the excess emission.
iii. The time and duration of the excess emission.
iv. The cause of the excess emission.

v. The steps that were taken to remedy and to prevent the recurrence of the incident of excess emission.
vi. The steps that were taken to limit the excess emission.
vii. If the owner claims that the excess emission was due to malfunction, documentation to support this claim. *567 IAC 24.1(1)-567 IAC 24.1(4)*

3. Emergency Defense for Excess Emissions. For the purposes of this permit, an "emergency" means any situation arising from sudden and reasonably unforeseeable events beyond the control of the source, including acts of God, which situation requires immediate corrective action to restore normal operation, and that causes the source to exceed a technology-based emission limitation under the permit due to unavoidable increases in emissions attributable to the emergency. An emergency shall not include non-compliance, to the extent caused by improperly designed equipment, lack of preventive maintenance, careless or improper operation or operator error. An emergency constitutes an affirmative defense to an action brought for non-compliance with technology based limitations if it can be demonstrated through properly signed contemporaneous operating logs or other relevant evidence that:

a. An emergency occurred and that the permittee can identify the cause(s) of the emergency;
b. The facility at the time was being properly operated;
c. During the period of the emergency, the permittee took all reasonable steps to minimize levels of emissions that exceeded the emissions standards or other requirements of the permit; and
d. The permittee submitted notice of the emergency to the director by certified mail within two working days of the time when the emissions limitations were exceeded due to the emergency. This notice fulfills the requirement of paragraph 22.108(5)"b." – See G15. This notice must contain a description of the emergency, any steps taken to mitigate emissions, and corrective actions taken.

In any enforcement proceeding, the permittee seeking to establish the occurrence of an emergency has the burden of proof. This provision is in addition to any emergency or upset provision contained in any applicable requirement. *567 IAC 22.108(16)*

G15. Permit Deviation Reporting Requirements

A deviation is any failure to meet a term, condition or applicable requirement in the permit. Reporting requirements for deviations that result in a hazardous release or excess emissions have been indicated above (see G13 and G14). Unless more frequent deviation reporting is specified in the permit, any other deviation shall be documented in the semi-annual monitoring report and the annual compliance certification (see G4 and G5). *567 IAC 22.108(5)"b"*

G16. Notification Requirements for Sources That Become Subject to NSPS and NESHAP Regulations

During the term of this permit, the permittee must notify the department of any source that becomes subject to a standard or other requirement under 567-subrule 23.1(2) (standards of performance of new stationary sources) or section 111 of the Act; or 567-subrule 23.1(3) (emissions standards for hazardous air pollutants), 567-subrule 23.1(4) (emission standards for hazardous air pollutants for source categories) or section 112 of the Act. This notification shall be submitted in writing to the department pursuant to the notification requirements in 40 CFR Section 60.7, 40 CFR Section 61.07, and/or 40 CFR Section 63.9. *567 IAC 23.1(2), 567 IAC 23.1(3), 567 IAC 23.1(4)*

GI7. Requirements for Making Changes to Emission Sources That Do Not Require Title V Permit Modification

1. Off Permit Changes to a Source. Pursuant to section 502(b)(10) of the CAAA, the permittee may make changes to this installation/facility without revising this permit if:

a. The changes are not major modifications under any provision of any program required by section 110 of the Act, modifications under section 111 of the act, modifications under section 112 of the act, or major modifications as defined in 567 IAC Chapter 22.

b. The changes do not exceed the emissions allowable under the permit (whether expressed therein as a rate of emissions or in terms of total emissions);

c. The changes are not modifications under any provisions of Title I of the Act and the changes do not exceed the emissions allowable under the permit (whether expressed therein as a rate of emissions or as total emissions);

d. The changes are not subject to any requirement under Title IV of the Act (revisions affecting Title IV permitting are addressed in rules 567—22.140(455B) through 567 - 22.144(455B));

e. The changes comply with all applicable requirements.

f. For each such change, the permitted source provides to the department and the administrator by certified mail, at least 30 days in advance of the proposed change, a written notification, including the following, which must be attached to the permit by the source, the department and the administrator:

i. A brief description of the change within the permitted facility,

ii. The date on which the change will occur,

iii. Any change in emission as a result of that change,

iv. The pollutants emitted subject to the emissions trade

v. If the emissions trading provisions of the state implementation plan are invoked, then Title V permit requirements with which the source shall comply; a description of how the emissions increases and decreases will comply with the terms and conditions of the Title V permit.

vi. A description of the trading of emissions increases and decreases for the purpose of complying with a federally enforceable emissions cap as specified in and in compliance with the Title V permit; and

vii. Any permit term or condition no longer applicable as a result of the change. *567 IAC 22.110(1)*

2. Such changes do not include changes that would violate applicable requirements or contravene federally enforceable permit terms and conditions that are monitoring (including test methods), record keeping, reporting, or compliance certification requirements. *567 IAC 22.110(2)*

3. Notwithstanding any other part of this rule, the director may, upon review of a notice, require a stationary source to apply for a Title V permit if the change does not meet the requirements of subrule 22.110(1). *567 IAC 22.110(3)*

4. The permit shield provided in subrule 22.108(18) shall not apply to any change made pursuant to this rule. Compliance with the permit requirements that the source will meet using the emissions trade shall be determined according to requirements of the state implementation plan authorizing the emissions trade. *567 IAC 22.110(4)*

5. No permit revision shall be required, under any approved economic incentives, marketable permits, emissions trading and other similar programs or processes, for changes that are provided for in this permit. *567 IAC 22.108(11)*

G18. Duty to Modify a Title V Permit

1. Administrative Amendment.

a. An administrative permit amendment is a permit revision that does any of the following:

i. Correct typographical errors.

ii. Identify a change in the name, address, or telephone number of any person identified in the permit, or provides a similar minor administrative change at the source;

iii. Require more frequent monitoring or reporting by the permittee; or

iv. Allow for a change in ownership or operational control of a source where the director determines that no other change in the permit is necessary, provided that a written agreement containing a specific date for transfer of permit responsibility, coverage and liability between the current and new permittee has been submitted to the director.

b. The permittee may implement the changes addressed in the request for an administrative amendment immediately upon submittal of the request. The request shall be submitted to the director.

c. Administrative amendments to portions of permits containing provisions pursuant to Title IV of the Act shall be governed by regulations promulgated by the administrator under Title IV of the Act.

2. Minor Title V Permit Modification.

a. Minor Title V permit modification procedures may be used only for those permit modifications that satisfy all of the following:

i. Do not violate any applicable requirement;

ii. Do not involve significant changes to existing monitoring, reporting or recordkeeping requirements in the Title V permit;

iii. Do not require or change a case by case determination of an emission limitation or other standard, or an increment analysis;

iv. Do not seek to establish or change a permit term or condition for which there is no corresponding underlying applicable requirement and that the source has assumed in order to avoid an applicable requirement to which the source would otherwise be subject. Such terms and conditions include any federally enforceable emissions caps which the source would assume to avoid classification as a modification under any provision under Title I of the Act; and an alternative emissions limit approved pursuant to regulations promulgated under section 112(i)(5) of the Act;

v. Are not modifications under any provision of Title I of the Act; and

vi. Are not required to be processed as significant modification under rule 567 - 22.113(455B).

b. An application for minor permit revision shall be on the minor Title V modification application form and shall include at least the following:

i. A description of the change, the emissions resulting from the change, and any new applicable requirements that will apply if the change occurs;

ii. The permittee's suggested draft permit;

iii. Certification by a responsible official, pursuant to 567 IAC 22.107(4), that the proposed modification meets the criteria for use of minor permit modification

procedures and a request that such procedures be used; and
iv. Completed forms to enable the department to notify the administrator and the affected states as required by 567 IAC 22.107(7).

c. The permittee may make the change proposed in its minor permit modification application immediately after it files the application. After the permittee makes this change and until the director takes any of the actions specified in 567 IAC 22.112(4) "a" to "c", the permittee must comply with both the applicable requirements governing the change and the proposed permit terms and conditions. During this time, the permittee need not comply with the existing permit terms and conditions it seeks to modify. However, if the permittee fails to comply with its proposed permit terms and conditions during this time period, the existing permit terms and conditions it seeks to modify may be enforced against the facility.

3. Significant Title V Permit Modification.

Significant Title V modification procedures shall be used for applications requesting Title V permit modifications that do not qualify as minor Title V modifications or as administrative amendments. These include but are not limited to all significant changes in monitoring permit terms, every relaxation of reporting or recordkeeping permit terms, and any change in the method of measuring compliance with existing requirements. Significant Title V modifications shall meet all requirements of 567 IAC Chapter 22, including those for applications, public participation, review by affected states, and review by the administrator, as those requirements that apply to Title V issuance and renewal.

The permittee shall submit an application for a significant permit modification not later than three months after commencing operation of the changed source unless the existing Title V permit would prohibit such construction or change in operation, in which event the operation of the changed source may not commence until the department revises the permit. *567 IAC 22.111-567 IAC 22.113*

G19. Duty to Obtain Construction Permits

Unless exempted in 567 IAC 22.1(2) or to meet the parameters established in 567 IAC 22.1(1)"c", the permittee shall not construct, install, reconstruct or alter any equipment, control equipment or anaerobic lagoon without first obtaining a construction permit, or conditional permit, or permit pursuant to rule 567 IAC 22.8, or permits required pursuant to rules 567 IAC 22.4, 567 IAC 22.5, 567 IAC 31.3, and 567 IAC 33.3 as required in 567 IAC 22.1(1). A permit shall be obtained prior to the initiation of construction, installation or alteration of any portion of the stationary source or anaerobic lagoon. *567 IAC 22.1(1)*

G20. Asbestos

The permittee shall comply with 567 IAC 23.1(3)"a", and 567 IAC 23.2(3)"g" when activities involve asbestos mills, surfacing of roadways, manufacturing operations, fabricating, insulating, waste disposal, spraying applications, demolition and renovation operations *(567 IAC 23.1(3)"a")*, training fires and controlled burning of a demolished building *(567 IAC 23.2)*.

G21. Open Burning

The permittee is prohibited from conducting open burning, except as provided in 567 IAC 23.2. *567 IAC 23.2 except 23.2(3)"j"; 567 IAC 23.2(3)"j" - State Only*

G22. Acid Rain (Title IV) Emissions Allowances

The permittee shall not exceed any allowances that it holds under Title IV of the Act or the regulations promulgated there under. Annual emissions of sulfur dioxide in excess of the number of allowances to emit sulfur dioxide held by the owners and operators of the unit or the

designated representative of the owners and operators is prohibited. Exceedences of applicable emission rates are prohibited. "Held" in this context refers to both those allowances assigned to the owners and operators by USEPA, and those allowances supplementally acquired by the owners and operators. The use of any allowance prior to the year for which it was allocated is prohibited. Contravention of any other provision of the permit is prohibited. *567 IAC 22.108(7)*

G23. Stratospheric Ozone and Climate Protection (Title VI) Requirements

1. The permittee shall comply with the standards for labeling of products using ozone-depleting substances pursuant to 40 CFR Part 82, Subpart E:

   a. All containers in which a class I or class II substance is stored or transported, all products containing a class I substance, and all products directly manufactured with a class I substance must bear the required warning statement if it is being introduced into interstate commerce pursuant to § 82.106.

   b. The placement of the required warning statement must comply with the requirements pursuant to § 82.108.

   c. The form of the label bearing the required warning statement must comply with the requirements pursuant to § 82.110.

   d. No person may modify, remove, or interfere with the required warning statement except as described in § 82.112.

2. The permittee shall comply with the standards for recycling and emissions reduction pursuant to 40 CFR Part 82, Subpart F, except as provided for MVACs in Subpart B:

   a. Persons opening appliances for maintenance, service, repair, or disposal must comply with the required practices pursuant to § 82.156.

   b. Equipment used during the maintenance, service, repair, or disposal of appliances must comply with the standards for recycling and recovery equipment pursuant to § 82.158.

   c. Persons performing maintenance, service, repair, or disposal of appliances must be certified by an approved technician certification program pursuant to § 82.161.

   d. Persons disposing of small appliances, MVACs, and MVAC-like appliances must comply with reporting and recordkeeping requirements pursuant to § 82.166. ("MVAC-like appliance" as defined at § 82.152)

   e. Persons owning commercial or industrial process refrigeration equipment must comply with the leak repair requirements pursuant to § 82.156.

   f. Owners/operators of appliances normally containing 50 or more pounds of refrigerant must keep records of refrigerant purchased and added to such appliances pursuant to § 82.166.

3. If the permittee manufactures, transforms, imports, or exports a class I or class II substance, the permittee is subject to all the requirements as specified in 40 CFR part 82, Subpart A, Production and Consumption Controls.

4. If the permittee performs a service on motor (fleet) vehicles when this service involves ozone-depleting substance refrigerant (or regulated substitute substance) in the motor vehicle air conditioner (MVAC), the permittee is subject to all the applicable requirements as specified in 40 CFR part 82, Subpart B, Servicing of Motor Vehicle Air Conditioners. The term "motor vehicle" as used in Subpart B does not include a vehicle in which final assembly of the vehicle has not been completed. The term "MVAC" as used in Subpart B does not include the air-tight sealed refrigeration system used as refrigerated cargo, or system used on passenger buses using HCFC-22 refrigerant.

5. The permittee shall be allowed to switch from any ozone-depleting or greenhouse gas generating substances to any alternative that is listed in the Significant New Alternatives Program (SNAP) promulgated pursuant to 40 CFR part 82, Subpart G, Significant New Alternatives Policy Program. *40 CFR part 82*

G24. Permit Reopenings

1. This permit may be modified, revoked, reopened, and reissued, or terminated for cause. The filing of a request by the permittee for a permit modification, revocation and reissuance, or termination, or of a notification of planned changes or anticipated noncompliance does not stay any permit condition. *567 IAC 22.108(9)"c"*

2. Additional applicable requirements under the Act become applicable to a major part 70 source with a remaining permit term of 3 or more years. Revisions shall be made as expeditiously as practicable, but not later than 18 months after the promulgation of such standards and regulations.

a. Reopening and revision on this ground is not required if the permit has a remaining term of less than three years;

b. Reopening and revision on this ground is not required if the effective date of the requirement is later than the date on which the permit is due to expire, unless the original permit or any of its terms and conditions have been extended pursuant to 40 CFR 70.4(b)(10)(i) or (ii) as amended to May 15, 2001.

c. Reopening and revision on this ground is not required if the additional applicable requirements are implemented in a general permit that is applicable to the source and the source receives approval for coverage under that general permit. *567 IAC 22.108(17)"a", 567 IAC 22.108(17)"b"*

3. A permit shall be reopened and revised under any of the following circumstances:

a. The department receives notice that the administrator has granted a petition for disapproval of a permit pursuant to 40 CFR 70.8(d) as amended to July 21, 1992, provided that the reopening may be stayed pending judicial review of that determination;

b. The department or the administrator determines that the Title V permit contains a material mistake or that inaccurate statements were made in establishing the emissions standards or other terms or conditions of the Title V permit;

c. Additional applicable requirements under the Act become applicable to a Title V source, provided that the reopening on this ground is not required if the permit has a remaining term of less than three years, the effective date of the requirement is later than the date on which the permit is due to expire, or the additional applicable requirements are implemented in a general permit that is applicable to the source and the source receives approval for coverage under that general permit. Such a reopening shall be complete not later than 18 months after promulgation of the applicable requirement.

d. Additional requirements, including excess emissions requirements, become applicable to a Title IV affected source under the acid rain program. Upon approval by the administrator, excess emissions offset plans shall be deemed to be incorporated into the permit.

e. The department or the administrator determines that the permit must be revised or revoked to ensure compliance by the source with the applicable requirements. *567 IAC 22.114(1)*

4. Proceedings to reopen and reissue a Title V permit shall follow the procedures applicable to initial permit issuance and shall effect only those parts of the permit for which cause to reopen exists. *567 IAC 22.114(2)*

5. A notice of intent shall be provided to the Title V source at least 30 days in advance of the date the permit is to be reopened, except that the director may provide a shorter time period in the case of an emergency. *567 IAC 22.114(3)*

G25. Permit Shield

1. The director may expressly include in a Title V permit a provision stating that compliance with the conditions of the permit shall be deemed compliance with any applicable requirements as of the date of permit issuance, provided that:

   a. Such applicable requirements are included and are specifically identified in the permit; or

   b. The director, in acting on the permit application or revision, determines in writing that other requirements specifically identified are not applicable to the source, and the permit includes the determination or a concise summary thereof.

2. A Title V permit that does not expressly state that a permit shield exists shall be presumed not to provide such a shield.

3. A permit shield shall not alter or affect the following:

   a. The provisions of Section 303 of the Act (emergency orders), including the authority of the administrator under that section;

   b. The liability of an owner or operator of a source for any violation of applicable requirements prior to or at the time of permit issuance;

   c. The applicable requirements of the acid rain program, consistent with Section 408(a) of the Act;

   d. The ability of the department or the administrator to obtain information from the facility pursuant to Section 114 of the Act. *567 IAC 22.108 (18)*

G26. Severability

The provisions of this permit are severable and if any provision or application of any provision is found to be invalid by this department or a court of law, the application of such provision to other circumstances, and the remainder of this permit, shall not be affected by such finding. *567 IAC 22.108 (8)*

G27. Property Rights

The permit does not convey any property rights of any sort, or any exclusive privilege. *567 IAC 22.108 (9)"d"*

G28. Transferability

This permit is not transferable from one source to another. If title to the facility or any part of it is transferred, an administrative amendment to the permit must be sought consistent with the requirements of 567 IAC 22.111(1). *567 IAC 22.111 (1)"d"*

G29. Disclaimer

No review has been undertaken on the engineering aspects of the equipment or control equipment other than the potential of that equipment for reducing air contaminant emissions. *567 IAC 22.3(3)"c"*

G30. Notification and Reporting Requirements for Stack Tests or Monitor Certification

The permittee shall notify the department's stack test contact in writing not less than 30 days before a required test or performance evaluation of a continuous emission monitor is performed to determine compliance with applicable requirements of 567 – Chapter 23 or a permit condition.

Such notice shall include the time, the place, the name of the person who will conduct the test and other information as required by the department. If the owner or operator does not provide timely notice to the department, the department shall not consider the test results or performance evaluation results to be a valid demonstration of compliance with applicable rules or permit conditions. Upon written request, the department may allow a notification period of less than 30 days. At the department's request, a pretest meeting shall be held not later than 15 days prior to conducting the compliance demonstration. A testing protocol shall be submitted to the department no later than 15 days before the owner or operator conducts the compliance demonstration. A representative of the department shall be permitted to witness the tests. Results of the tests shall be submitted in writing to the department's stack test contact in the form of a comprehensive report within six weeks of the completion of the testing. Compliance tests conducted pursuant to this permit shall be conducted with the source operating in a normal manner at its maximum continuous output as rated by the equipment manufacturer, or the rate specified by the owner as the maximum production rate at which the source shall be operated. In cases where compliance is to be demonstrated at less than the maximum continuous output as rated by the equipment manufacturer, and it is the owner's intent to limit the capacity to that rating, the owner may submit evidence to the department that the source has been physically altered so that capacity cannot be exceeded, or the department may require additional testing, continuous monitoring, reports of operating levels, or any other information deemed necessary by the department to determine whether such source is in compliance.

Stack test notifications, reports and correspondence shall be sent to:

Stack Test Review Coordinator
Iowa DNR, Air Quality Bureau
Wallace State Office Building
502 E 9th St.
Des Moines, IA 50319-0034
(515) 725-9545

Within Polk and Linn Counties, stack test notifications, reports and correspondence shall also be directed to the supervisor of the respective county air pollution program.

567 IAC 25.1(7)"a", 567 IAC 25.1(9)

G31. Prevention of Air Pollution Emergency Episodes

The permittee shall comply with the provisions of 567 IAC Chapter 26 in the prevention of excessive build-up of air contaminants during air pollution episodes, thereby preventing the occurrence of an emergency due to the effects of these contaminants on the health of persons.

567 IAC 26.1(1)

G32. Contacts List

The current address and phone number for reports and notifications to the EPA administrator is:

Chief of Air Permits
U.S. EPA Region 7
Air Permits and Compliance Branch
11201 Renner Blvd.
Lenexa, KS 66219
(913) 551-7020

The current address and phone number for reports and notifications to the department or the Director is:

Chief, Air Quality Bureau
Iowa Department of Natural Resources
Wallace State Office Building
502 E 9th St.
Des Moines, IA 50319-0034
(515) 725-8200

Reports or notifications to the DNR Field Offices or local programs shall be directed to the supervisor at the appropriate field office or local program. Current addresses and phone numbers are:

Field Office 1 909 West Main – Suite 4 Manchester, IA 52057 (563) 927-2640	**Field Office 2** 2300-15th St., SW Mason City, IA 50401 (641) 424-4073
Field Office 3 1900 N. Grand Ave. Spencer, IA 51301 (712) 262-4177	**Field Office 4** 1401 Sunnyside Lane Atlantic, IA 50022 (712) 243-1934
Field Office 5 7900 Hickman Road, Suite #200 Windsor Heights, IA 50324 (515) 725-0268	**Field Office 6** 1023 West Madison Street Washington, IA 52353-1623 (319) 653-2135
Polk County Public Works Dept. Air Quality Division 5885 NE 14th St. Des Moines, IA 50313 (515) 286-3351	**Linn County Public Health** Air Quality Branch 501 13th St., NW Cedar Rapids, IA 52405 (319) 892-6000

V. Appendix A

Links to Standards

A. 40 CFR Part 60 Subpart A – General Provisions
https://www.ecfr.gov/cgi-bin/text-idx?node=sp40.7.60.a

B. 40 CFR Part 60 Subpart CCCC – Standards of Performance for Commercial and Industrial Solid Waste Incineration Units
https://www.ecfr.gov/cgi-bin/text-idx?node=sp40.7.60.cccc

Prairie City

203 E Jefferson
Prairie City, IA 50228
Phone: 515-994-2649

Memorandum

7B

TO: **Mayor and Council**

FROM: **Joe Bartello City Administrator and Chief of Police**

DATE: **October 5, 2018**

SUBJ: **Strategic Planning Public Input Session**

Mayor and Council:

Staff have continued to work with MSA Professionals on the public input and survey project. Attached you will find a project update from MSA Professionals as well as a template for a flyer for the planned Strategic Planning Public Input Session. They have also completed the on-line survey, which I will have up for Council review during the meeting. I will also send a link for the survey via email ahead of time for your convenience.

In discussing scheduling with MSA Professionals we are planning on having the Public Input Session on October 23, 2018. This session will be focused on public input and Council will be encouraged to attend, but it will not be an issue if they do not. MSA Professionals is already planning to have a separate session with the Council for this project after the Public Session. Once the date for the Public Session is finalized, the flyer will be posted at City Hall, on-line and locally through the papers.

As we are anticipating Council members will likely be in attendance for the meeting will be posting the meeting as required by open records regulations. Staff would recommend Council approve the meeting date and time for October 23, 2018, from 6:30 p.m.-8:00 p.m. at the Community Building.

MSA **PROJECT UPDATE** | A Review of MSA Projects in Your Community

City of Prairie City, IA

CLIENT LIAISON:

Andrew Inhelder, PE

Phone: 515-635-3403

ainhelder@msa-ps.com

DATE:

October 4, 2018

PROJECT UPDATE

MSA is currently working on the projects listed below in Prairie City. Below is a summary of each project as well as a status update on the individual tasks within each project.

TASK ORDER #1 – STRATEGIC PLAN

We had our kickoff meeting with City Staff on September 25th to discuss the process and timeline of the strategic plan. These are outlined below. **What is a date that works for Council to hold a strategic planning workshop? Does a date on the week of 11/5 work?**

PROCESS & TIMELINE

Community-wide survey goes live----------10/10/2018
Public strategic planning workshop----------10/23/2018 or 10/25/2018?
City Council strategic planning workshop----------week of 11/5/2018?
Presentation of Plan----------November/December Council meeting*
*Dependent on date of workshop

COMMUNITY SURVEY

Available online at **https://www.surveymonkey.com/r/PrairieCityStrategicPlan**

FLYER

Flyers will be available for handout and posting in various locations as well as posted on the City website, City Facebook page, City Hall, etc.

Would Tuesday October 23rd or Thursday October 25th work for the public meeting?

PROPOSED TASK ORDER #2 – GPS/GIS MAPPING

MSA was asked to prepare a scope and estimated fee associated with collecting GPS locations of water system, sanitary sewer system, and storm sewer system infrastructure throughout Prairie City. This would include creating GIS maps of this system for use by City Staff. There are two versions of this proposal, one that includes online mapping and training and one that does not.

ONLINE MAPPING & TRAINING

Online mapping will allow City Staff to use a tablet or phone while in the field to look up maps of City infrastructure as well as use location services to assist in locating infrastructure. This will also allow staff to create customized inspection/maintenance reports that can be filled out in the field as the inspection is taking place. Maps can be viewed online by authorized users and edited in real time.

NO ONLINE MAPPING & TRAINING

The online mapping & training can be added in the future, however without it, city staff will be required to print off maps to take into the field with them. Any updates will be required to be made from the desktop computer terminal located in City Hall.

PROPOSED TASK ORDER #3 – WATER SYSTEM STUDY

Prairie City has experienced several water main breaks within the recent past on small 2" water mains. This is most likely due to the age of the infrastructure as well as multiple "dead ends" that encourage settlement within the system. Small water mains also do not meet today's fire flow minimums, because of this insurance premiums for individual homeowners will be higher than if adequate fire flow was available in their area.

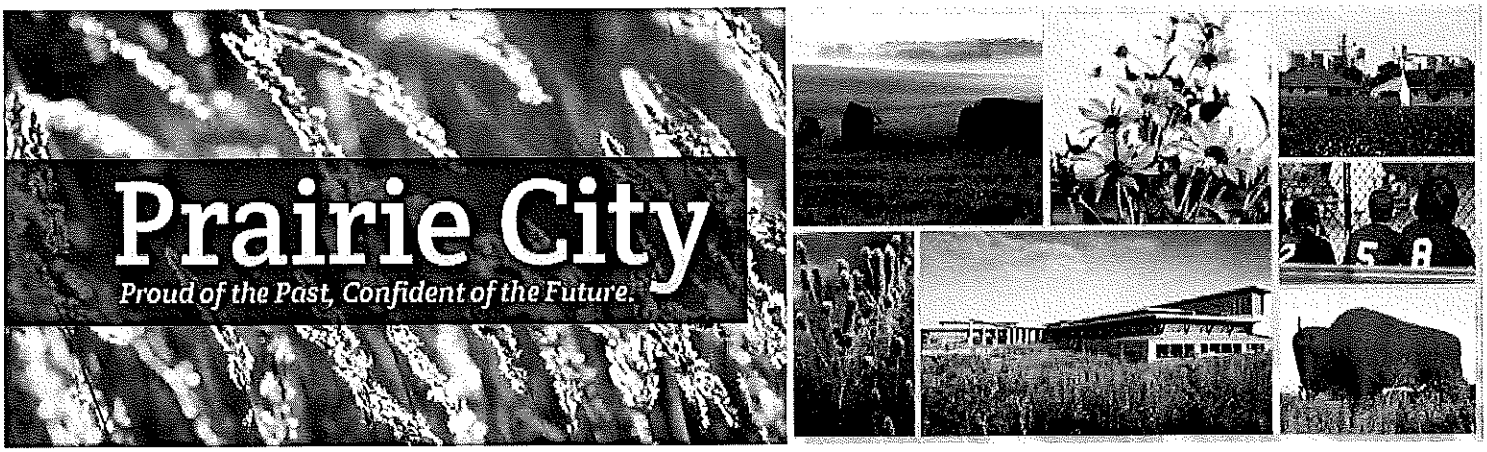
It is MSA's recommendation that a system wide study should be completed to determine the areas in need of improvement as well as identify costs associated with such improvements.

This study is the first step necessary to seek many funding sources for improvements to a water system.

After GPS survey & GIS mapping is completed in Task Order #2, the water system study typically takes 3-4 months to complete.

PUBLIC WORKSHOP

10.XX.2018



TIME 6:30-8:00 PM

LOCATION Community Building
503 S State Street in Prarie City

PRARIE CITY STRATEGIC PLAN MEETING & SURVEY

The consulting firm MSA Professional Services Inc. has been hired by the City of Prarie City to assist the City Council in developing a Strategic Plan. MSA will be facilitating a Community Strategic Planning Workshop to gather input for development of the plan. Please join us to review aspects of the plan and provide your feedback on Prarie City's future!

Additonally, MSA has developed an online survey to help identify oppotunities to improve Prarie City. The survey is avaviliable at the link below, by scanning the QR code to the right, or paper copies are availiable at City Hall.

https://www.surveymonkey.com/r/PrarieCityStrategicPlan

Prairie City

203 E Jefferson
Prairie City, IA 50228
Phone: 515-994-2649

Memorandum

7C-D

TO: **Mayor and Council**

FROM: **Joe Bartello City Administrator and Chief of Police**

DATE: **October 5, 2018**

SUBJ: **Ordinance No. 363 Building Code for the 28E Agreement with Jasper County for Building Inspection Services Public Hearing and 1st Reading**

Mayor and Council:

Attached you will find Ordinance No. 363 for the Building Code Amendment for the 28E Agreement with Jasper County for our building inspection services. This updated Ordinance includes the language from the Ordinances that were finalized and passed last month.

After Council hears public input on this Ordinance during the Public Hearing they can discuss the Ordinance and choose to adopt it at that time.

Staff would recommend the approval of Ordinance No. 363 for amending our building code, so that we can be in compliance with our 28E Agreement with the Jasper County.

ORDINANCE NO. 363

AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF PRAIRIE CITY, IOWA BY REPEALING CERTAIN SECTIONS UNDER CHAPTER 155, ENTITLED "BUILDING CODES." RENUMBERING CERTAIN SECTIONS; AND ADOPTING AND INCORPORATING FULLY THEREIN, THE JASPER COUNTY BUILDING CODE (JASPER COUNTY ORDINANCE 40C), INCLUDING ANY AND ALL DELETIONS, MODIFICATIONS OR AMENDMENTS AS MAY BE MADE FROM TIME TO TIME BY JASPER COUNTY, IOWA

BE IT ENACTED by the City Council of the City of Prairie City, Iowa as follows:

SECTION 1. NO ACTION TAKEN. No action is being taken as it pertains to Section 115.01 and 155.02, including any subsections therein.

SECTION 2. SECTIONS REPEALED. The following Sections under Chapter 155 are hereby **REPEALED**:

a. 155.03 Adoption of Building Codes
b. 155.04 Building Code, including all subsections
c. 155.05 Mechanical Code, including all subsections
d. 155.06 Plumbing Code, including all subsections
e. 155.07 Electrical Code, including all subsections
f. 155.13 Fire Code, all subsections except for subsection (4) Open Burning Prohibited
g. 155.9 Residential Code, including all subsections
h. 155.10 Energy Conservation Code, including all subsections
i. 155.12 Existing Building Code, including all subsections

SECTION 3. SECTIONS RENUMBERED. The following sections under Chapter 155 shall be renumbered as noted below in Section 6.

a. 155.08 Property Maintenance Code, including all subsections
b. 155.11 Fuel Gas Code, including all subsections

SECTION 4. SECTION MODIFIED. Section 155.03 of the Code of Ordinances of the City of Prairie City, Iowa, is repealed, as noted above, and the following adopted in lieu of:

155.03 ADOPTION OF BUILDING CODES.

1. Pursuant to published notice and public hearing, as required by law, the following codes are hereby adopted as, and constitute, the Building Codes of the City of Prairie City, Iowa to regulate the erection, construction, enlargement, removal, conversion, demolition, occupancy, equipment, use, height, and area of buildings or structures in the City and the same are by this reference incorporated herein as fully and completely as if set forth in full herein.

2. Except for subsection (3), the codes adopted herein are not applicable to the remodeling, repair, maintenance or change of occupancy of residential buildings or residential structures in the City.

3. Nothing in this Chapter prevents or preludes the voluntary application of the codes adopted herein to the remodeling, repair, maintenance, or change of occupancy of residential buildings or structures in the City.

SECTION 5. NEW / MODIFIED SECTIONS. As noted above, Section 155.04 is repealed, and the following is adopted as Section 155.04 in lieu thereof:

155.04 ADOPTION OF BUILDING CODE. Pursuant to published notice and public hearing, as required by law, the Jasper County Building Code (Ordinance No. 40C) is hereby adopted in full, including any and all deletions, modifications or amendments as may be made from time to time by Jasper County, Iowa.

SECTION 6. RENUMBERED SECTIONS. Section 155.08, including all subsections; Section 155.11, including all subsections; and Section 155.13(4), including all subsections, shall be renumbered as noted herein.

A. What had been previously identified as Section 155.08 Property Maintenance Code, including all subsections, shall be renumbered as Section 155.05 Property Maintenance Code, including all subsections, and shall be incorporated herein in its entirety.
B. What had been previously identified as Section 155.11 Fuel Gas Code, including all subsections, shall be renumbered as Section 155.06 Fuel Gas Code, including all subsections, and shall be incorporated herein in its entirety.
C. What had been previously identified as Section 155.13(4) Open Burning Prohibited, including all subsections, shall be renumbered as Section 155.11 Open Burning Prohibited, including all subsections, and shall be incorporated herein in its entirety.

SECTION 7. NEW SECTIONS. The following new sections are included herein as noted below:

155.07 CONSTRUCTION DOCUMENTS. Construction documents for all buildings and/or structures other than those covered by the International Residential Code, shall be prepared, signed and sealed by a registered design professional.

155.08 CONFLICTS. Wherever the requirements of this chapter are at variance with the requirements of any applicable and superseding law, rule, regulation, or ordinance, the most restrictive, or that imposing the higher standard, shall govern.

155.09. SEVERABILITY. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

155.10 ENFORCEMENT. Any violation of any provision of this chapter shall be enforced as a municipal infraction according to procedures established by law, as may from time to time be amended. Any person, firm or corporation violating any of the provisions of this chapter commits a municipal infraction and shall, upon a finding that a violation has occurred, be made to pay a penalty fee as then allowed by law or ordinance for each infraction, including maximum enhanced penalties for any subsequent or continuing infraction(s). Each day that an infraction is permitted to exist shall constitute a separate infraction. Enforcement of the provisions of this

chapter may also be initiated or assisted by means of an action in law or equity in the Courts of Jasper County, Iowa, as the case may be and as permitted by law.

SECTION 8. SEVERABILITY. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 9. WHEN EFFECTIVE. This Ordinance shall be in effect from and after the later to occur of its final passage, approval and publication as provided by law.

PASSED by the City Council this _____ day of _____, 2018, and APPROVED this _____ day of _____, 2018.

_____
Chad Alleger, MAYOR

ATTEST:

_____
Cindy Kane, CITY CLERK

First Reading:_____

Second Reading:_____

Third Reading:_____

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____, 2018.

of _____, 2018.

_____
City Clerk

Prairie City

203 E Jefferson
Prairie City, IA 50228
Phone: 515-994-2649

Memorandum

7E-F

TO: **Mayor and Council**

FROM: **Joe Bartello City Administrator and Chief of Police**

DATE: **October 5, 2018**

SUBJ: **Public Hearing and Possible Action for the Sale of Real-Estate on S Norris St**

Mayor and Council:

Last month Council set a public hearing to provide citizens with the opportunity to discuss the sale of City owned property on S Norris St. Council also set terms and conditions for the sale. At this point we have not received any bids on the lots that we have put for sale. After hearing public input Council can discuss and take action with this topic and vote on any potential bids that come in between now and the Council Meeting. Council will also have the option for making changes to the terms and conditions set by resolution if they feel such action is necessary to help sell the lots.

RESOLUTION NO. 10-10-18 #4

RESOLUTION PROPOSING THE DISPOSAL OF AN INTEREST IN REAL PROPERTY

BE IT RESOLVED by the Council of the City of Prairie City, Iowa:

The Council of the City of Prairie City, Iowa, hereby proposes disposal of interest in real properties by sale which are legally described as follows:

1) Lot 1 in Parcel "J" in Parcel "C" of Parcel "A" of Gov't Lot 6, Section 2-78-21, Jasper County Iowa, Prairie City, Iowa, will be locally known as: 701 S Norris St., Prairie City, Iowa,
2) Lot 2 in Parcel "J" in Parcel "C" of Parcel "A" of Gov't Lot 6, Section 2-78-21, Jasper County Iowa, Prairie City, Iowa, will be locally known as: 703 S Norris St., Prairie City, Iowa,
3) Lot 3 in Parcel "J" in Parcel "C" of Parcel "A" of Gov't Lot 6, Section 2-78-21, Jasper County Iowa, Prairie City, Iowa, will be locally known as: 705 S Norris St., Prairie City, Iowa,

and subject to the following terms, conditions and requirements:

1. Sale shall be by Sealed Bid
2. Bids must be hand delivered to Prairie City, City Hall and time stamped by City Staff upon arrival.
3. All Bids must be received in City Hall no later than the 10 day of October, 2018 at 12:00 o'clock p.m.;
4. No Bids less than the sum of $25,000.00 per lot will be accepted (Minimum Bid of $25,000.00 per lot);
5. Buyer shall construct a structure compliant with Prairie City Code and all Prairie Building and Zoning Regulations no later than two (2) years from the date the Quit Claim Deed is signed by the City;
6. Said structure shall be such size and construction such that it warrants an assessed value by the Jasper County, Iowa Assessor of not less than $175,000.00;
7. If the required structure is not built to completion within two (2) years of when the Quit Claim Deed is signed, the City may, at its sole discretion, purchase the real estate back from the Buyer for an amount equal to the accepted Bid price.
8. The City of Prairie City reserves the right to reject any and all bids.

This Notice is given in accordance with the requirements of Sections 364.7 and 362.3 of the 2017 A public hearing will be held on the _10_ day of ___October___, 2018 at ____6:30___ o'clock p.m. at the Council Chambers at City Hall of Prairie City, Iowa, at which time the Council will hear objections to the sale from any interested part. The clerk is directed to publish notice of the hearing in conformance with State Law.

_____

Chad Alleger, MAYOR

ATTEST:

_____

Cindy Kane, CITY CLERK

Prairie City

203 E Jefferson
Prairie City, IA 50228
Phone: 515-994-2649

Memorandum

8A

TO: **Mayor and Council**

FROM: **Joe Bartello City Administrator and Chief of Police**

DATE: **October 5, 2018**

SUBJ: **Harboring Bees in City Limits**

Mayor and Council:

Last month Council heard from a resident who wished to have Council explore the option of harboring bees in City Limits. As discussed last month Prairie City has a standing Ordinance that does not allow for bee keeping in City Limits. During the meeting our resident provided information that Pella, Monroe and Newton are communities that allow for bee keeping in City limits.

Staff was able to speak with representatives from each of the three Cities listed above. All three do not have beekeeping specifically addressed in Code and the topic had not come up for official action at this time. Monroe and Pella advised they would likely have to do more work to address beekeeping in town if it came up, Pella advised they would likely consult with their attorney to determine how to address the issue. Newton advised they have allowed for beekeeping in areas zoned for agriculture, and there must be a minimum on one acre of land for them to be kept on in order to harbor them in City limits. None of the Cities were aware of anyone currently harboring bees within their City limits.

In order to allow a resident to harbor bees in Prairie City, Council must first amend our current Ordinance to address any specifications or limitations they would want to implement to allow for beekeeping in City limits.

Prairie City

203 E Jefferson
Prairie City, IA 50228
Phone: 515-994-2649

Memorandum

8B

TO: **Mayor and Council**

FROM: **Joe Bartello City Administrator and Chief of Police**

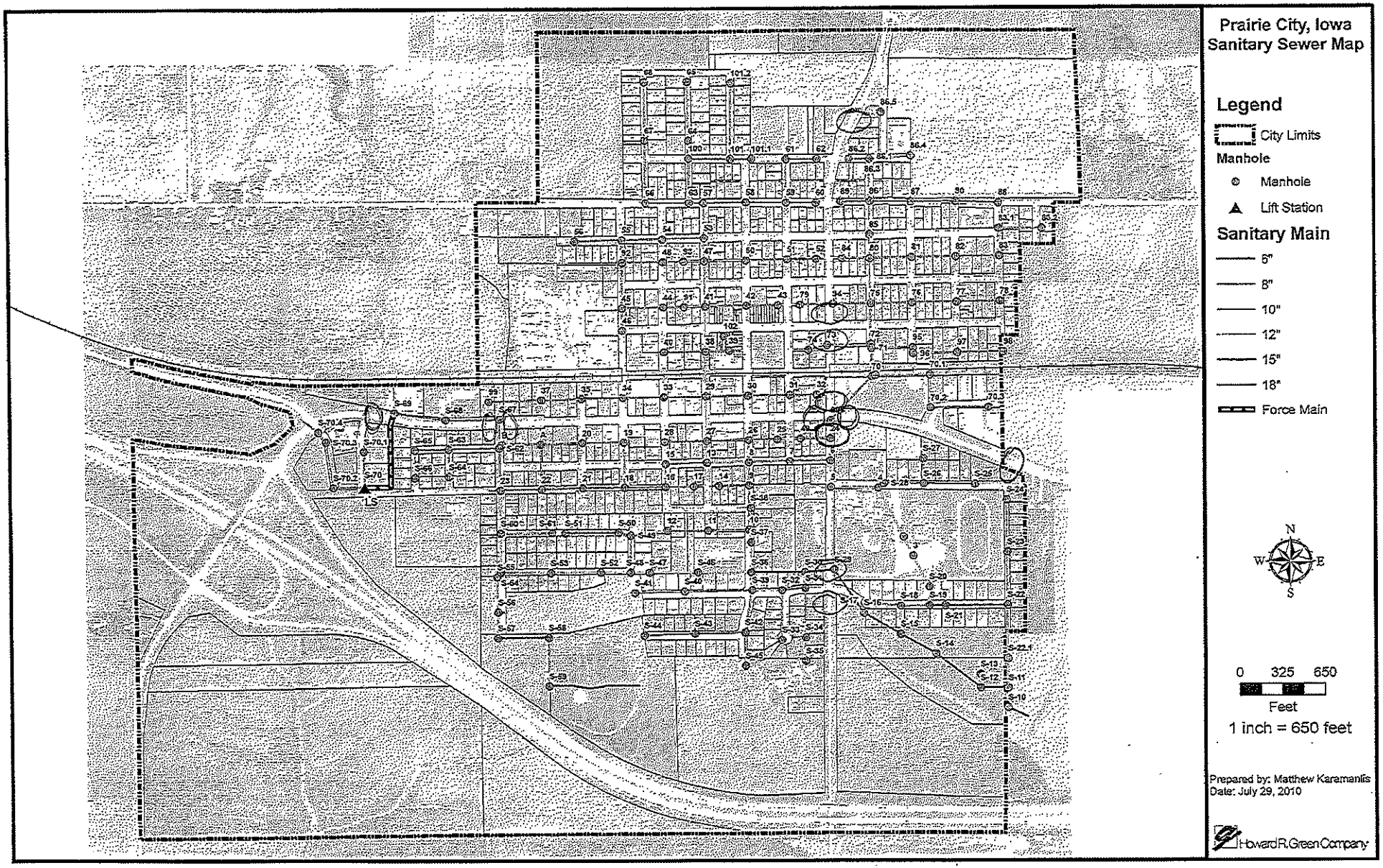
DATE: **October 5, 2018**

SUBJ: **Additional Informational Street Signs**

Mayor and Council:

Attached you will find a tentative map for the possible locations for adding informational street signs in town. The attached outline shows the addition of 13 new signs. It may be possible to reduce this number by utilizing two sided signs but that would require placement on one side of the road not both.

Staff would look to Council to review the mapping area and discuss if the placement looks good or if they would want to utilize less signage by implementing two sided signs.


Prairie City, Iowa
Sanitary Sewer Map
Legend
City Limits
Manhole
Manhole
Lift Station
Sanitary Main
6"
8"
10"
12"
15"
18"
Force Main
LS
N
W
E
S
0 325 650
Feet
1 inch = 650 feet
Prepared by: Matthew Karamanlis
Date: July 29, 2010
Howard R. Green Company

Prairie City

203 E Jefferson
Prairie City, IA 50228
Phone: 515-994-2649

Memorandum

8C

TO: **Mayor and Council**

FROM: **Joe Bartello City Administrator and Chief of Police**

DATE: **October 5, 2018**

SUBJ: **Police Department Patrol Car Management/Purchase**

Mayor and Council:

Last month Council discussed the option of replacing Unit 2 (the 2008 Crown Vic) with a new or used vehicle for the Police Department. For council reference again, below is the cost comparisons for the options of replacing Unit 2. I have also attached an outline for the projects for utilizing a three car system with our Police Department, which includes rotating each vehicle every six years. For this plan to be successful we would have to replace Unit 2 this year to keep from having to replace two vehicles one year or less apart in the future. I have also included the current mileage of each of our current patrol cars.

K-State Used Charger w/ light bar, switch controller, remainder of 5 year 100,000 mile warranty with 48,000 miles on the vehicle.
2016 Charger w/ light bar - $19,000
Emergency equipment and install - $11,000
Total - $30,000
New Charger
Vehicle - $23,000
Emergency equipment and install - $14,000
Total - $37,000
New Ford SUV
Vehicle - $28,187
Emergency Equipment and install - $14,000
Total - $42,187
Please Note: These prices do not include a new digital radio and install.

Prairie City

203 E Jefferson
Prairie City, IA 50228
Phone: 515-994-2649

Another option to discuss would be to not trade in Unit 3 (2014 Ford Explorer with approximately 84,000 miles) in the next year or two when it is up for replacement. A concern with this plan would be maintenance costs for an older, out of warranty vehicle. Currently, there is sufficient money in the Police Equipment revolving fund to complete this purchase, whether it be a new or used option.

City of Prairie City Police Department Police Vehicle Projections

Qty	New/ Existing	Description	Item Age	Replace Age	Replace Cost	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
1	Existing	Marked Car #1	2	6	$42,500.00	$ 30,000.00						$ 42,500.00		
1	Existing	Marked Car #2		6	$42,500.00					$ 42,500.00				
1	Existing	Marked Car #3		6	$42,500.00			$ 30,000.00						$ 35,000.00

Unit 1	Miles	40,281	2016
Unit 2	Miles	117,196	2010
Unit 3	Miles	86,104	2014

Prairie City

203 E Jefferson
Prairie City, IA 50228
Phone: 515-994-2649

Memorandum

9A

TO: **Mayor and Council**

FROM: **Joe Bartello City Administrator and Chief of Police**

DATE: **October 5, 2018**

SUBJ: **Employee Insurance Renewal**

Mayor and Council:

As most you are aware, we have to renew our insurance benefits each year. In speaking with our agent he has advised the costs have increased this year, and they are projecting cost increases for the next several years. Attached you will find the renewal form with several different options listed. Staff have spoken with our agent, as well as each other, and are recommending we renew the plan that closest reflects our current plan which is the Wellmark Complete Blue 2800 HMO. We feel this plan best spreads the increase evenly between employee's and the City.

Please keep in mind the renewal proposal does include confidential employee information and should not be shared publicly.

Prairie City

203 E Jefferson
Prairie City, IA 50228
Phone: 515-994-2649

Memorandum

9B

TO: **Mayor and Council**

FROM: **Joe Bartello City Administrator and Chief of Police**

DATE: **October 5, 2018**

SUBJ: **Water Treatment Plant Soft Starts Purchase**

Mayor and Council:

As you are aware, last month we had four water main breaks. All of the breaks occurred on our older 2" lines in several different places around town. Staff have been discussing several ideas to try and address and reduce the occurrence of water main breaks. One option that was brought up by Staff was to purchase soft starts and implement them in the water system. Soft Starts are equipment that is used to gradually increase pressure in the system instead of allowing it to surge at times. One potential cause for the water main breaks could be failure due to high pressure surges traveling through the old lines causing them to break at weak points. While this solution likely will not resolve all of the water main breaks in town, it will help to reduce pressure surges in the system.

Attached Council will find a quote for the soft starts. While we did not specifically budget for this equipment, we do have the funding available for the purchase. Due to Staff spending limitation we are presenting this purchase to Council before it is made. Staff would recommend the approval of purchasing this equipment.

JETCO, INC.

CONTROLS DIVISION

Monday, October 1, 2018 Quote Number: 5497C
To: Prairie City, IA Wtp
Re: Soft Starts
Attn: Corey

Per your request Jetco proposes to furnish the following equipment and services.

Equipment:

(2) Allen Bradley Soft Starts

Installed Price: $ 6,000.00

Notes:

1. Price **does not include** any materials not listed above
2. Price **does not include** any state or local sales taxes that may apply
3. Quotation valid for 60 days.

Sincerely,
Nick A. Hamann
Nick A. Hamann
Vice-President
515-967-5874
nhamann@jetcoelectric.com

Accepted by:_____ Date:_____ Total Amount: $_____
Please sign and fax to Jetco, Inc. (515) 967-4110 Option No. (If Applicable):_____

208 1ST Ave. S. Altoona, IA 50009, Ph. 515.967.5874, Fax 515.967.4110
Email: jetcoinfo@jetcoelectric.com

Prairie City

203 E Jefferson
Prairie City, IA 50228
Phone: 515-994-2649

Memorandum

9C-D

TO: **Mayor and Council**

FROM: **Joe Bartello City Administrator and Chief of Police**

DATE: **October 5, 2018**

SUBJ: **Water System Study and GIS/GPS Mapping**

Mayor and Council:

As we discussed, Staff have been working to address the issues within our water system and outdated and inefficient lines. I have spoken with MSA Professionals on ideas for addressing this issue. In our discussion they advised in order to seek out supplemental funding, through originations like the DNR and CDBG, we would need to conduct a system wide study of our water system. This would identify our areas where we are having the most issues. Attached you will find a proposal for MSA to conduct a study of our Water System.

In an effort to explore cost saving options for combining projects, Staff also spoke with MSA regarding a GIS and GPS Mapping project. The water study would require a lot of collection of GPS data that could be used to implement GIS mapping through town. Currently Staff have been discussing the need for GIS mapping and software that can be made accessible to Public Works for a multitude of functions throughout the City. The benefits of implementing including capturing and documenting employee knowledge, cost savings for engineering fees for future projects, public information sharing, and capital improvement planning. Attached you will find a proposal for GIS and GPS mapping with two options. One option includes online storage and access, which would be an important portion of the project in the future but not absolutely necessary immediately, and an option without the storage.

These projects were not specifically budgeted for this fiscal year, but due to the impact they have and the cross over between different departments in the City, we would be able to fund this project with existing funding in the operational budget as well as savings.

Task Order #3

To: **City of Prairie City**
Joe Bartello, City Manager
203 E Jefferson St.
Prairie City, Iowa 50228

Date of Issuance: **October 2nd, 2018**

MSA Project No.: **08994008**

This task order will acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project.

Project Name: Water System Preliminary Engineering Evaluation

The scope of the work authorized is: See attached Scope of Services

The lump sum fee for the work is: $9,500.00

This authorization for the work described above shall serve as an agreement between MSA and OWNER. All services shall be performed in accordance with the Master Professional Services Agreement currently in force. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a lump sum basis.

Approval: MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Agreement. A copy of this Agreement signed by the authorized representatives shall be returned for our files.

CITY OF PRAIRIE CITY

_____
Joe Bartello
City Manager
Date:_____

203 E Jefferson St.
Prairie City, IA 50228
Phone: (515) 994-2649

MSA PROFESSIONAL SERVICES, INC.

_____
Andrew Inhelder, PE
Project Manager
Date:_____

1555 SE Delaware Avenue, Suite F
Ankeny, IA 50021
Phone: (515) 964-1920

October 2, 2018

PROPOSED SCOPE OF WORK

WATER SYSTEM PRELIMINARY ENGINEERING EVALUATION

PRAIRIE CITY, IOWA

GENERAL PROJECT DESCRIPTION

MSA Professional Services, Inc. shall provide the following services in accordance with the completion of the above project:

TASK 1: PROJECT ADMINISTRATION

- Meet with Owner's representative to gather necessary background information for completion of project.
- Respond to owner's questions and concerns in a timely manner.

TASK 2: WATER MODELING

- Prepare model of existing water distribution and storage system for analysis of the following:
  - Existing Static Pressures throughout the distribution system.
  - Existing fire flow capabilities throughout the distribution system.
- Analyze the existing water distribution system model and prepare recommendations for improvements.
- Prepare model of proposed improvements to the water distribution and storage system for analysis of the following:
  - Proposed modifications for static pressures throughout the distribution system.
  - Proposed modifications for fire flow capabilities throughout the distribution system.

TASK 3: WATER DISTRIBUTION SYSTEM ANALYSIS

- Examine existing water distribution system drawings and correspondence to determine sizing, location and approximate age of system components, including but not limited to water mains, hydrants and valves.
- Make recommendations for improvements as determined by water modeling analysis.
- Prepare capital cost estimates for implementation of proposed modifications.

1555 SE Delaware Ave
Suite F
Ankeny, IA 50021

P (515) 964-1920
TF (800) 844-4122
F (515) 964-4003

www.msa-ps.com

© 2018 MSA Professional Services

TASK 4: REPORT PREPARATION

- Prepare Water Distribution and Storage Evaluation report for submission to the State Clean Drinking Water Revolving Loan Fund (CWSRF), as well as the Community Development Block Grant (CDBG) programs, including the following information:
  - Existing system description
  - Documentation of Historical Water Use (one year analysis of most recent data)
  - Documentation of Fire Flow capabilities
  - Evaluation of existing facilities and level of service
  - Documentation of system deficiencies
  - Projection of future conditions
  - Evaluation of improvement alternatives
  - Recommendations and prioritization of proposed improvements
  - Preparation of cost estimates for proposed improvements
  - Review of funding alternatives
  - Implementation plan
  - Complete Viability Self-Assessment with City
- Provide a draft copy of report to owner for review and comment
- Prepare 10 copies of report for owner, and present findings to Council.
- Submit report to Iowa DNR for potential funding source application (if requested)

ASSUMPTIONS

- Owner shall provide access to any and all relevant structures and equipment as necessary to complete evaluation
- No evaluations and/or discussions on source water quality, quantity or treatment are required.
- It is assumed that the existing water distribution and storage system drawings for use in subsequent modeling and report preparation will be prepared under Task Order #2. These drawings will be required to complete this Task Order #3. If these drawings are not prepared under a separate task order, they can be included under this one with a written amendment to this task order.
- Owner shall provide residual chlorine test samples for review as noted below in "Owner Provided Information"

© 2018 MSA Professional Services

OWNER PROVIDED INFORMATION

- Copies of any reports, maintenance evaluations, or other determinations performed to date.
- Most recent Iowa Department of Natural Resources Sanitary Survey
- Historic Water Quality data, including:
    - Water usage/billing records for most complete data year
- Operation control stings, reservoir water elevation settings and usages
- Ten largest water consumers in the City (by records of use)
- Residual chlorine test samples taken at 4-5 locations at areas of concern over 2-3 months, bi-weekly.

SERVICES NOT INCLUDED

(THESE CAN BE EASILY PROVIDED AS AN ADDITIONAL SERVICE IF DESIRED)

- Additional meetings. Attendance at any meetings that are not specially addressed in the scope above
- Easement negotiations, fees or compensation
- Right-of-Way negotiations, fees or compensation
- Permit application preparation, fees & submission
- Bidding assistance and construction administration/observation
- Site survey with topography, utilities and features
- Detailed construction cost estimate
- Computer 3D visualizations or renderings
- Owner changes to the plans and specifications after Owner approval has been given
- Soil borings or any testing of existing soil conditions. Concrete, material, and soil testing
- Environmental, wetland, and flood plain, investigations and analysis
- Review shop drawings
- Review and process Contractor's payment requests. Receive, review, and forward to the Owner the Contractor's record drawings, guarantees, and other close-out documentation
- Local zoning submittals and meetings
- Traffic or entrance studies
- DOT coordination or permitting

© 2018 MSA Professional Services

FEE FOR PROPOSED SERVICES

MSA shall perform the above stated services for a **lump sum** fee of:

Task	Fee
Task 1: Project Administration	$ 1,200
Task 2: Water Modeling	$ 4,500
Task 3: Water Distribution System Analysis	$ 1,300
Task 4: Report Preparation	$ 2,500
TOTAL LUMP SUM FEE	**$9,500**

Notes:

- *Services shall be performed on a lump sum basis.*
- *Fee includes all expected reimbursable expenses.*
- *Upon acceptance, a formal agreement is prepared.*
- *This proposal remains valid for 60 days.*

One of MSA's goals is to "create better places to live and work." It is our commitment to you to bring our expertise together with your needs and assist the City in developing the best and most appropriate solutions. We truly believe in making partners and not just making projects. Please contact me with any questions or comments by email or phone listed below.

Andrew J Inhelder, PE
ainhelder@msa-ps.com
(515) 635-3403

© 2018 MSA Professional Services

MSA Task Order 2 (No Online Mapping)

To: **City of Prairie City**
Joe Bartello, City Manager
203 East Jefferson Street
Prairie City, Iowa 50228

Date of Issuance: October 2nd, 2018

MSA Project No.: R08994007

This task order will acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project:

Project Name: Prairie City Drinking Water, Sanitary Sewer, and Stormwater Feature GPS Collection and GIS Mapping

The scope of the work authorized is: See Attachment A

The estimated fee for the work is: $12,700

This authorization for the work described above shall serve as the Agreement between MSA and OWNER. All services shall be performed in accordance with the Master Professional Services Agreement currently in force. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and materials basis. A list of reimbursable expenses is included on the attached rate schedule.

Approval: MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Agreement. A copy of this Agreement signed by the authorized representatives shall be returned for our files.

CITY OF PRAIRIE CITY

Joe Bartello
City Manager
Date:_____

203 East Jefferson Street
Prairie City, Iowa 50228
Phone: 515-994-2649

MSA PROFESSIONAL SERVICES, INC.

Christopher Janson, AICP
Team Leader
Date: 10/2/2018

1555 SE Delaware Avenue, Suite F
Ankeny, Iowa 50021
Phone: 515-635-3401

ATTACHMENT A:
SCOPE OF WORK
PRAIRIE CITY DRINKING WATER, SANITARY SEWER, AND STORMWATER FEATURE GPS COLLECTION AND MAPPING

MSA Professionals Services will perform the following for the estimated cost of $12,700

1. **Field Work – GPS Collection of Drinking Water, Sanitary Sewer, and Stormwater System Features**
   Time and Materials – Estimated Cost: $9,700
   a. GPS collection of approximately 69 hydrants, 102 valves, tower and public supply wells, public lift stations, 182 sanitary manholes, 100 stormwater catch basins.
   b. GPS collection of approximately 700 curbstops flagged and painted blue in advance by Prairie City Public Works.

2. **Digitize Supply Lines and Mains + Build GIS Database and Create Maps**
   Time and Materials – Estimated Cost: $3,000
   a. Populate database with all collected features from field work and digitize corresponding water main, water laterals, sanitary sewer mains, and stormwater mains.
   b. Billing and Project Management
   c. Create and plot three (3) 24"x36" maps of the Drinking Water, Sewer and Stormwater systems for review by the City.
   d. Edit the GIS Database utilizing the City's edits and plot and deliver three (3) 24"x36" maps of Drinking Water, Sewer and Stormwater systems along with digital copies of the maps and the GIS Database.

Assumptions/Exceptions:

a. MSA will GPS water, sewer and stormwater system features that are visible or flagged or painted. Features that are buried or inaccessible or unmarked will not be collected by GPS.
b. The City concurs that MSA has the right to access public right-of-way and public easements for specific locations to be documented.
c. Residents, businesses and property owners will be notified by the City ahead of GPS collection.

ATTACHMENT B:
RATE SCHEDULE

CLASSIFICATION	LABOR RATE
Architects	$127-$168/hr.
Clerical	$60-$100/hr.
CAD Technician	$68-$132/hr.
Geographic Information Systems (GIS)	$92-$136/hr.
Housing Administration	$67-$114/hr.
Hydrogeologists	$120-$144/hr.
Planners	$97-$200/hr.
Principals	$185-$230/hr.
Professional Engineers	$104-$230/hr.
Project Manager	$87-$200/hr.
Professional Land Surveyors	$90-$160/hr.
Staff Engineers	$87-$135/hr.
Technicians	$76-$120/hr.
Wastewater Treatment Plant Operator	$70-$89/hr.

REIMBURSABLE EXPENSES	
Copies/Prints	Rate based on volume
Fax	$1.00/page
GPS Equipment	$40/hour
Mailing/UPS	At cost
Automobile Mileage – (currently $0.545/mile)	Rate set by Fed. Gov.
MSA Truck Mileage	$0.70/mile
Nuclear Density Testing	$25.00/day + $10/test
Organic Vapor Field Meter	$100/day
PC/CADD Machine	Included in labor rates
Robotics Geodimeter	$30/hour
Stakes/Lath/Rods	At cost
Total Station	Included in labor rates
Travel Expenses, Lodging, & Meals	At cost
Traffic Counting Equipment & Data Processing	At cost

* Labor rates represent an average or range for a particular job classification. These rates are in effect until January 1, 2019. After January 1, 2019, these rates may increase by not more than 5% per year.

Task Order 2 (Online Mapping)

To: **City of Prairie City**
Joe Bartello, City Manager
203 East Jefferson Street
Prairie City, Iowa 50228

Date of Issuance: October 2nd, 2018

MSA Project No.: R08994007

This task order will acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project:

Project Name: Prairie City Drinking Water, Sanitary Sewer, and Stormwater Feature GPS Collection and ArcGIS Online Application

The scope of the work authorized is: See Attachment A

The estimated fee for the work is: $17,700

This authorization for the work described above shall serve as the Agreement between MSA and OWNER. All services shall be performed in accordance with the Master Professional Services Agreement currently in force. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and materials basis. A list of reimbursable expenses is included on the attached rate schedule.

Approval: MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Agreement. A copy of this Agreement signed by the authorized representatives shall be returned for our files.

CITY OF PRAIRIE CITY

Joe Bartello
City Manager
Date:_____

203 East Jefferson Street
Prairie City, Iowa 50228
Phone: 515-994-2649

MSA PROFESSIONAL SERVICES, INC.

Christopher Janson, AICP
Team Leader
Date: 10/2/2018

1555 SE Delaware Avenue, Suite F
Ankeny, Iowa 50021
Phone: 515-635-3401

ATTACHMENT A:
SCOPE OF WORK
PRAIRIE CITY DRINKING WATER, SANITARY SEWER, AND STORMWATER FEATURE GPS COLLECTION AND ARCGIS ONLINE APPLICATION

MSA Professionals Services will perform the following for the estimated cost of $17,700

1. **Field Work – GPS Collection of Drinking Water, Sanitary Sewer, and Stormwater System Features**
   Time and Materials – Estimated Cost: $9,700
   a. GPS collection of approximately 69 hydrants, 102 valves, tower and public supply wells, public lift stations, 182 sanitary manholes, 100 stormwater catch basins.
   b. GPS collection of approximately 700 curbstops flagged and painted blue in advance by Prairie City Public Works.

2. **Digitize Supply Lines and Mains + Build GIS Database**
   Time and Materials – Estimated Cost: $2,000
   a. Populate database with all collected features from field work and digitize corresponding water main, water laterals, sanitary sewer mains, and stormwater mains.
   b. Billing and Project Management

3. **Quick Start GIS Services – ArcGIS Online Application**
   Time and Materials – Estimated Cost: $2,000
   a. Create ArcGIS Online Site for the City of Prairie City and design a Gallery page that will act as a central access point for City GIS maps.
   b. Set-up user logins and GIS data access grouping.
      i. GIS "groups' are used to manage information access. (Examples are Sewer & Water, City Admin or Field Crew groups)
   c. Configure public facing property GIS apps in ArcGIS Online using data from Jasper County - If possible data will be streamed directly from the County's web GIS servers.

4. **Publish GIS content to City's ArcGIS Online site**
   Time and Materials – Estimated Cost: $4,000
   a. Publish water, sewer and stormwater system GIS data to city's ArcGIS Online site.
   b. Configure water, sewer and stormwater system web-maps with detailed information displays on all water, sewer and stormwater system assets for updating system data and tracking inspection and maintenance activities.
   c. Create interactive GIS viewer and data management apps that office users will access on desktop machines (via a web browser) and field users will access using Esri Collector for ArcGIS App on mobile devices.
   d. On-Site End User Training on AGO navigation and usage.

ArcGIS Online Annual Fee NOT INCLUDED IN ABOVE TOTAL

One ArcGIS Online editor/contributor (Level 2) user at $504/year

- This cost is NOT included in the above contract
- This cost is paid annually directly to Esri
- MSA will facilitate the purchase of the ArcGIS Online subscription with Esri

Additional Users can be added at any time -

- $504 per editor/contributor (Level 2) user
- $108 per viewer (Level 1) user

Assumptions/Exceptions:

a. MSA will GPS water, sewer and stormwater system features that are visible or flagged or painted. Features that are buried or inaccessible or unmarked will not be collected by GPS.
b. The City concurs that MSA has the right to access public right-of-way and public easements for specific locations to be documented.
c. Residents, businesses and property owners will be notified by the City ahead of GPS collection.

ATTACHMENT B:
RATE SCHEDULE

CLASSIFICATION	LABOR RATE
Architects	$127-$168/hr.
Clerical	$60-$100/hr.
CAD Technician	$68-$132/hr.
Geographic Information Systems (GIS)	$92-$136/hr.
Housing Administration	$67-$114/hr.
Hydrogeologists	$120-$144/hr.
Planners	$97-$200/hr.
Principals	$185-$230/hr.
Professional Engineers	$104-$230/hr.
Project Manager	$87-$200/hr.
Professional Land Surveyors	$90-$160/hr.
Staff Engineers	$87-$135/hr.
Technicians	$76-$120/hr.
Wastewater Treatment Plant Operator	$70-$89/hr.

REIMBURSABLE EXPENSES	
Copies/Prints	Rate based on volume
Fax	$1.00/page
GPS Equipment	$40/hour
Mailing/UPS	At cost
Automobile Mileage – (currently $0.545/mile)	Rate set by Fed. Gov.
MSA Truck Mileage	$0.70/mile
Nuclear Density Testing	$25.00/day + $10/test
Organic Vapor Field Meter	$100/day
PC/CADD Machine	Included in labor rates
Robotics Geodimeter	$30/hour
Stakes/Lath/Rods	At cost
Total Station	Included in labor rates
Travel Expenses, Lodging, & Meals	At cost
Traffic Counting Equipment & Data Processing	At cost

* Labor rates represent an average or range for a particular job classification. These rates are in effect until January 1, 2019. After January 1, 2019, these rates may increase by not more than 5% per year.

Prairie City

203 E Jefferson
Prairie City, IA 50228
Phone: 515-994-2649

Memorandum

9E

TO: **Mayor and Council**

FROM: **Joe Bartello City Administrator and Chief of Police**

DATE: **October 5, 2018**

SUBJ: **Paint Stripping parking on the Square**

Mayor and Council:

Last month we completed our seal coating project, and we treated several of the roads on the square, which covered up the paint for the parking. Staff have been discussing the options of restriping the parking areas but have been receiving some feedback that we should consider not restriping. With the nature of seal coating, paint does not last more than a few years, and we would have to wait for the new material to get fully imbedded before we start. Other options we discussed would be adding parking signs on the sidewalk area indicting parking regulations or making no changes at all.

Staff will look to Council for input and direction for how to proceed with this topic.