



CITY COUNCIL WORKSHOP AGENDA
 6:00 P.M. WEDNESDAY, MAY 6, 2020
 VIDEO CONFERENCE MEETING

Mayor:
 Chad Allegor

Council Members:
 Dianne Taylor
 (Pro Tem)
 Brent Berger
 Christy Lindsay
 Ann McDonald
 Deb Townsend

City Administrator
 John Lloyd

City Clerk
 Cindy Kane

Deputy Clerk
 Emily Voeller

Library Director
 Sue Ponder

Police Chief
 Joe Bartello

Fire Chief
 Ryan Van Der Kamp

Ambulance Director
 Cody Wenthe

City Attorney
 John H. Judisch

AMERICANS WITH DISABILITIES ACT COMPLIANCE: IF THERE IS ANYONE WISHING TO ATTEND THE MEETING THAT MAY REQUIRE SPECIAL ASSISTANCE IN BEING ABLE TO PARTICIPATE IN THIS MEETING, PLEASE ADVISE CITY HALL OF YOUR NEEDS 48 HOURS PRIOR TO THE MEETING.

PUBLIC NOTICE

You are hereby notified that members of the City Council for Prairie City, Iowa, may be present and a quorum may exist even though this is a video conference style meeting. The Council will discuss items to be addressed during the following Regular Council Meeting.

This is a public meeting and the public is welcome to attend. Please understand that this is a workshop, and the purpose is to allow the committee members to work without interruptions. Members of the public will not be allowed to address the Council during this workshop.

1. ROLL CALL
2. AGENDA APPROVAL. ACTION MAY BE TAKEN ON ANY OF THE ITEMS LISTED IN THE AGENDA
3. CONSENT AGENDA
 - a. Minutes from April 22, 2020, Special Council Meeting
 - b. Minutes from April 15, 2020, Park and Recreation Board Meeting
 - c. Minutes from April 27, 2020, Library Board Meeting
 - d. March 2020 Financials
4. NEW BUSINESS:
 - a. Park & Recreation Summer Recreation Director
 - b. Investment Policy
 - c. Jasper County Small Business Assistance Program
5. OLD BUSINESS
 - a. Street Closing for Whiskey Barrel Bike Night
 - b. Downtown Sidewalk update
 - c. Thermogas building
6. INTRODUCTION AND ADOPTION OF ORDINANCES, RESOLUTIONS, PUBLIC HEARINGS
 - a. Resolution Setting the Prairie City Council Workshop on June, 3 2020, and June 10, 2020, as the Prairie City Council Meeting, both meetings at 6:00 p.m.
 - b. Ordinance Setting Water Rates
 - c. Ordinance Setting Sewer Rates
 - d. Ordinance Setting Solid Waste Rate
 - e. Ordinance Setting Employee Wages
 - f. Budget Amendment Resolution
 - a. Public hearing regarding the sale of property of 701 & 705 South Norris
 - b. Closed Session
 - c. Resolution Directing Sale of Real Estate
7. ADJOURNMENT

203 E. Jefferson
 PO Box 607
 Prairie City, IA 50228
www.prairiecityiowa.us
 515/994-2649 phone
 515/994-2376 fax

**CITY OF PRAIRIE CITY
MINUTES
APRIL 22, 2020**

The City Council of the City of Prairie City, Jasper County, Iowa, met on April 22, 2020, in regular session at 6:00 P.M. Mayor Alleger called the meeting to order.

Roll was called showing members present virtually and absent as follows: Present: Mayor Alleger; Councilors: Berger, Lindsay, Mc Donald, Taylor, and Townsend. Also in attendance: City Administrator John Lloyd, and City Clerk Kane.

Public Comments:

Tom Schendel addressed Council regarding the sale of land located at 202 South State Street. Schendel requested additional open communication from the Council to the citizens when property transactions are proposed. He stated he was excited for the medical clinic; however, he expressed his frustration for lack of communication from Council.

Councilor Taylor moved to approve the agenda. Councilor Mc Donald seconded the motion. On a roll call vote, the motion passed unanimously.

Introduction and Adoption of Ordinances, Resolution, Public Hearings:

RESOLUTION 4-8-20#1; City Administrator John Lloyd informed Council of the possible sale of the property located at 202 South State Street (Old Ballfields) to Pella Regional Health Center for \$1.00. Councilor Mc Donald moved to approve the sale. Councilor Taylor seconded the motion. On a roll call vote, the motion passed unanimously.

Councilor Mc Donald addressed questions to citizens regarding the property sale that were requested at the public hearing held in March 2020.

6:21 PM Public Hearing Open Amending the Prairie City Code of Ordinances for real-estate located at West Second Street and Poplar Street Prairie City, Iowa

6:22 PM Public Hearing closed. No communication.

ORDINANCE 374 - Rezoning of City property from A1 to C1. City Administrator John Lloyd informed Council of the proposed change of the Prairie City Code of Ordinances by amending the provision pertaining to rezoning of residential property to commercial. Councilor Townsend made a motion to approve. Councilor Berger seconded the motion. On a roll call vote, the motion passed unanimously.

Councilor Mc Donald made a motion to waive the second and third reading of ORDINANCE 374. Councilor Lindsay seconded the motion. On a roll call vote, the motion passed unanimously.

Petitions and Communications: None

New Business:

Finance Committee – Cindy Kane, City Clerk, requested Council to approve transfer of funds. Councilor Mc Donald made a motion to approve. Councilor Berger seconded the motion. On a roll call vote, the motion passed unanimously.

Casey' General Store #2237 Cigarette renewal. City Administrator John Lloyd informed Council of the application for a Cigarette permit by Casey's General Store #2237. Councilor Lindsay made a motion to approve. Councilor Taylor seconded the motion. On a roll call vote, the motion passed unanimously.

City Administrator John Lloyd informed Council of the offer for two parcels of land located on South Norris Street. Jeff Davis offered \$30,000 for both properties. Davis stated one properties layout was not ideal. After a brief discussion, Council requested the action be tabled.

MINUTES

April 22, 2020

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Councilor Townsend made a motion to set a Public Hearing on Wednesday, May 6th, 2020 at 6:00 P.M. for disposal of real-estate on South Norris Street. Councilor Berger seconded the motion. On a roll call vote, the motion passed unanimously.

With no further business to discuss, Councilor Townsend moved to adjourn the meeting at 6:50 P.M. Councilor Taylor seconded the motion. On roll call, the motion carried unanimously.

Chad D. Alleger
Mayor

ATTESTED TO:

Cindy Kane
City Clerk

Prairie City Park Board Commission
Wednesday, April 15, 2020
6:00 p.m.
Meeting Minutes

*Meeting held via Zoom due to Coronavirus pandemic.

Call to Order: 6:01 p.m. by Natalie Owens
Present: Natalie Owens, Scott Steenhoek, Tom Schendel, Trishia Johannes, Emily Simmons, John Lloyd, Christy Lindsey

Approval of Agenda & Minutes:

- Motion to approve agenda and March meeting minutes by Johannes; second by Simmons.
Motion approved.

Little League / Bam Bam Update:

- No updates have been received from Little League. The national Little League organization recommended the season doesn't start until mid-May. Sierra DeVoe (Bam Bam) confirmed the same recommendation has been made for Bam Bam.
- No updates/changes have been made to the Little League schedule previously provided to Park Board.

Soccer:

- No updates have been communicated to Park Board by Arica and Josh Brinegar. The assumption is the soccer league is following the same guidelines as Little League.

Public Works Update:

- Public Works has received most of the new aerator approved by City Council. The remaining parts were to arrive Thursday, April 16. Public Works will get it assembled and start aerating the grounds in Prairie City.
- With all parks technically closed, none of the bathrooms are currently open. Public Works will make them accessible once the parks are open.
- The community building floor covering work has been completed and the baseboard surround has been applied. The community building will be deep cleaned on Friday, April 17 and available for rent once the park is open.
- Public Works has started mowing in Prairie City. The rec complex grounds have been mowed once already. The new equipment (aerator and spreader) will be used to aerate and seed the grounds and other areas in Prairie City. Public Works will also work on spraying the ball fields.
- A tree was lost at the rec complex due to wind. It has been removed and will be replaced in the future.
- The cat tails in and around the pond at the rec complex are currently dead. Public Works will try to remove/cut down as many as possible, as well as spray to continue killing the cat tails.
- Public Works is looking to bring someone out within the next few weeks to trap any muskrats. A few have been spotted.

- Public Works will move gold material left over from last year back out to the complex and will fill in low spots on the infields as time allows.

New Business

Trail Signage:

- Schendel raised a discussion point regarding possible trail signage at the rec complex to remind residents the trail is for walking/biking only. With the approval of golf carts on city streets in town, we want to ensure the rec complex paths are reserved for those walking and riding bikes.
- Currently only aware of two golf cart licenses purchased. We will continue to discuss and address if golf carts and other motorized vehicles become a problem.

Dog Park:

- Simmons raised a discussion point about adding a dog park – something a few residents have asked her to bring to a meeting. A dog park has been a discussion point from time to time with questions around where it would be located, how much materials (fencing, benches, garbage cans, etc.) would cost and when it could become a reality.
- Discussion will continue on the dog park. We encourage those asking for a dog park to consider donating funds towards the cost of materials needed to make it a reality.

Old Business

Tennis Courts:

- John Lloyd has contacted all of the resources provided by Simmons but has not heard back from any of them. We will continue to work towards determining the type of work needed and quotes – whether those are done in person, via video, etc.

Budget:

- We reviewed the budget lines associated with the Park Board. These are the account numbers with "440" in the middle.
- We have requested John Lloyd and Cindy Kane provide us an update on all accounts assigned and/or associated with the Park Board, and which ones carry over dollars from one fiscal year to the next and which ones must be spent down each year. We are looking for verification on the following:
 - For the "440" accounts, the Park Board has the understanding all must be spent down with the exception of 001-440-6597 (Park Board Trust Purchase).
 - There is another account (170-000-1110) which appears to be an IPAIT account. We believe this is year private donations are stored.
 - We have a number of "Equipment Revolving Accounts" – tennis courts, playground. We also requested, in 2019, the creation of an Equipment Revolving Account for the bunker rake. This was at the guidance of Cindy Kane, City Clerk.
- We will, most likely, have expenses yet this year which will need to come out of the Ball Diamond/Parks Maintenance account (001-440-6320). Items include wood chips, materials needed for baseball/softball tournaments

- Goal is to determine at May meeting what needs purchased during the current fiscal year, and then we will look to assign remaining funds to one or more Equipment Revolving Accounts for future projects.

Pond Pump:

- This is currently on hold. Public Works is still waiting on one or two individuals to come look at the current state of the pond to determine the best course of action.

Tournament(s) Update:

- On Sunday, April 5, a few Park Board members and a number of volunteers set bases at the appropriate distances of 60 ft, 70 ft and 80 ft on the NE and SE fields. This group, or a subset of the group, will work to update the SW field to 60 ft and 65 ft in preparation of upcoming tournaments once the complex is open.
- All non-school tournaments (USSSA, AAU, etc.) are currently on hold – most of them until early-to-mid May, and possibly longer. Bob Egr, Iowa USSSA Baseball State Director, has verified his budget for games. His counterpart for softball (Kelly Thorne) also verified rates. They will pay \$25 for each fastpitch/softball game and \$40 for each baseball game. For the average tournament, this will equate to approximately \$1300. The Park Board agrees with these costs and will look to update its rental agreement to fall in line with these rates as future tournament agreements will most likely follow these rates.
- The City of Prairie City/Park Board will be responsible for setting up and maintaining fields before, during and after the tournament, concessions stand(s), etc.
- We need to ensure we are ready to go with the necessary materials to run a successful tournament. Schendel volunteered to develop a list of needed field/grounds materials, and Steenhoek volunteered to develop a list for the concession stand(s).
- A quote to complete additional work to the NE, SE and SW fields was provided by Iowa Sports Turf and discussed. The primary work involved adding gold material to raise the level of the fields and cutting the infields back where necessary. The cost is higher than desired so we may look to complete one field this year and do another next year – this way the fields are on a rotating basis.
- City Council member Lindsey stated we need three quotes due to the cost of the project being over \$5,000. Steenhoek will contact those same companies used as part of the NW field conversation quoting process last year to try and obtain quotes for this year.
- Discussion was also held on groups which could assist in running the concession stand(s). the Park Board feels we need to first determine what percentage of proceeds will go to assisting groups. This decision will then lead to further discussion.

Summer Rec:

- The position(s) has not been posted yet. John will look to get that done as soon as possible, with Owens providing any additional wording for the job description to John.

Discussion Items – no additional items were discussed.

Adjournment

- Motion to adjourn meeting at 8:00 by Steenhoek, second by Simmons.

Prairie City Library Board Meeting

April 28, 2020

Meeting called to order at 7:08 by Ginny Dalton. Meeting was held online, via Zoom, due to COVID 19 pandemic. Members present: Ginny Dalton, Arnie Sohn, Jennifer Ladehoff, Linda Frazier. Also present: Sue Ponder, Christy Lindsay, John Lloyd, and Millie and Ed from Vermillion architect group.

Minutes from March 10 meeting were reviewed. Motion by Arnie, second by Linda to approve the minutes. Motion carried.

Discussion was held about the contract presented by Vermillion Group to proceed with plans for the Marshall Street building conversion to a library. It was clarified that the engineering firm mentioned in the contract is a group that Vermillion has used in the past and that they would do electrical and mechanical part of the drawings, if Vermillion contracts with them. It is not a commitment to have them do the actual work if the building is converted. Motion by Linda, second by Arnie to pass on this contract to the city to have it reviewed by the city attorney.

Financial report from the city was reviewed. Due to the library being closed to patrons for the past month, Sue did not have a statistics report, but will have one at the next meeting. Despite being closed, there have been many items returned and she has worked at collecting and cleaning the returned items. In addition to doing this type of work, Sue has started to learn about the new website set up that the state library is rolling out for all state libraries. The new webpage design is called Concrete 5. Sue has also been investigating grants and has been in touch with Ver Meer. The mayor has extended the closure of City Hall and the library through the end of May. Sue and Jenny will begin to work together some during this time to clean, weed and sort and rearrange books.

An update on the Marshall St. building reported that the building is almost empty and that some concrete removal is still happening.

Next meeting: Tues. May 19 at 7 pm via another Zoom meeting.

Meeting adjourned at 7:50. Submitted by Linda Frazier.

SUMMER RECREATION DIRECTOR

Position: Summer Recreation Director

Reports to: City Administrator

Revision Date: May 1, 2020

FLSA Classification: Exempt

POSITION SUMMARY

Under direction of the Park Board, plans, coordinates, organizes and directs the operations and programming of the Summer Recreation, according to goals set by the Park Board, within parameters set by local, state and federal authorities, and in response to community needs. This is a temporary part-time position. Hours can vary from week to week.

ESSENTIAL JOB DUTIES

- Plans, develops, coordinates and implements the scheduling of two, one-hour sessions, per week, (divided by age) to teach children games that they will enjoy while promoting healthy active lifestyles.
- Collect permission/waiver form from participants.
- Maintain and report records of attendance to the Park Board.
- Reports to the Park Board following completion of the program regarding necessary program enhancements.
- Create and distribute summer recreation informational flyers and schedules to all students at the Prairie City Elementary prior to school dismissal for summer break.
- Hires two temporary employees to help supervise the summer recreation program.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Knowledge of the principles and practices of public recreation planning and development.
- Knowledge of applicable local, state and federal laws and regulations governing recreation program.
- Ability to work independently and in consultation with public officials and boards.
- Knowledge of safety precautions relating to recreational activities.
- Knowledge of a wide variety of sports and recreational activities and skill in assessing community needs and interest in such activities.
- Knowledge of accessibility and safety standards relating to programs and park equipment.
- Ability to plan, organize and supervise the activities and personnel part of a recreational program.

- Ability to establish and maintain effective and courteous relationships with citizens of all ages, employees, board members and other city officials.
- Ability to safely perform tasks requiring bending, stooping, kneeling, lifting, standing, climbing, throwing, twisting, walking, carrying and other physical exertion.
- Maintains adequate communication with children's families regarding cancellations due to weather, etc.
- Maintains Summer Recreation Facebook page as a form of communication with the community and participants' families.

ENTRY REQUIREMENTS

Education/Training: No educational requirements for this position.

Work Experience: Previous experience working with children.

Required licenses, registrations and certifications: First Aid

Required post-offer physical examinations: Upon request of the City Administrator.

Required drug testing: Upon request of the City Administrator.

Residency requirement: None.

Other testing required: DCI background check.

WORK ENVIRONMENT

Work is performed outside and involves seasonal exposure to heat, wind, rain, and humidity conditions. Work can involve exposure to heat, extreme noise, dirt and dust, fumes and odors.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from the job description.
 2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss possible accommodations with the City.
 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.
 4. The City reserves the right to change or reassign job duties or combine positions at any time.
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**CITY OF PRAIRIE CITY
INVESTMENT POLICY**

SECTION 1. SCOPE OF INVESTMENT POLICY

The Investment Policy of the City of Prairie City shall apply to all operating funds, bond proceeds and other funds and all investment transactions involving operating funds, bond proceeds and others accounted for in the financial statements of Prairie City. Each investment made pursuant to this Investment Policy must be authorized by applicable law and this written Investment Policy.

The investment of bond funds or sinking funds shall comply not only with this Investment Policy, but also be consistent with applicable bond resolution.

This Investment Policy is intended to comply with Iowa Code Chapter 12B and 12C.

Upon passage and upon future amendment, if any, copies of this Investment Policy shall be delivered to all of the following:

1. The governing body or officer of the City of Prairie City to which the Investment Policy applies.
2. All depository institutions or fiduciaries for public funds of the City of Prairie City.
3. The auditor engaged to audit any fund of the City of Prairie City.

In addition, a copy of this Investment Policy shall be delivered to every fiduciary or third party assisting with or facilitating investments of the funds of the City of Prairie City.

SECTION 2. DELEGATION OF AUTHORITY

In accordance with Section 12B.10(1) the responsibility for the safekeeping and the appropriate investment of public funds resides with the City Treasurer. Only the City Treasurer and those authorized by resolution may invest public funds and a copy of any empowering resolution shall be attached to this Investment Policy. Pursuant to Section 12C.11 the City Treasurer is hereby delegated the powers of "Investment Officer", with the condition that Investment opportunities and decisions shall be reviewed with the City Administrator prior to finalizing the investment transaction.

All contracts or agreements with outside persons investing public funds, advising on the investment of public funds, directing the deposit or investment of public funds or acting in a fiduciary capacity for the City of Prairie City shall require said outside person(s) to notify the City of Prairie City, in writing, within thirty days of the receipt of all communication from the Auditor of the outside person or any regulatory authority of the existence of a material weakness in the internal control structure of the outside person or regulatory orders or sanctions regarding the type of services being provided to the City of Prairie City by the outside person.

The records of investment transactions made by or on behalf of the City of Prairie City are public records and are the property of the City of Prairie City whether in the custody of the City of Prairie City or in the custody of a fiduciary or other third party.

The City Treasurer shall establish a written system of internal controls and investment practices (See Exhibit A). The controls shall be designed to prevent losses of public funds, to document those officers and employees of the City of Prairie City responsible for elements of the investment process, and to address the procedures to be followed and employed in the management of the City's investments. In addition, the controls shall provide for the receipt and review of the audited financial statement and related report(s) on internal control structure of all outside persons performing any of the following for this public body.

1. Investment of public funds
2. Advising on the investment of public funds
3. Directing the deposit or investment of public funds
4. Acting in a fiduciary capacity for this public body

A Bank, Savings and Loan Association, or Credit Union providing only depository services shall not be required to provide an audited financial statement and related report on internal control structure.

The Treasurer of the City of Prairie City and all employees authorized to place investments shall be bonded in the amount of \$100,000.

SECTION 3. OBJECTIVES OF INVESTMENT POLICY

The primary objectives, in order of priority, of all investment activities involving the financial assets of City of Prairie City shall be the following:

1. **Safety:** Safety and preservation of principal in the overall portfolio is the foremost investment objective.
2. **Liquidity:** Maintaining the necessary liquidity to match expected liabilities is the second investment objective.
3. **Return:** Obtaining a reasonable return is the third investment objective.

SECTION 4. PRUDENCE

The Treasurer of the City of Prairie City when investing or depositing public funds shall exercise the care, skill, prudence and diligence under the circumstances then prevailing that a person acting in a like capacity and familiar with such matters would use to attain the Section 3 investment objectives. This standard requires that when making investment decisions, the City Treasurer shall consider the role that the investment or deposit plays within the portfolio of assets of the City of Prairie City and the investment objectives stated in Section 3.

When investing assets of the City of Prairie City for a period longer than three (3) years, the City Treasurer shall request competitive investment proposals for comparable credit and term investments from a minimum of three investment providers.

SECTION 5. INSTRUMENTS ELIGIBLE FOR INVESTMENT

Assets of Prairie City may be invested in the following, same intended to be consistent with and to include all investment options allowed by Iowa Code § 12B.10(4)(a):

1. Interest bearing savings accounts, interest bearing money market accounts, and interest bearing checking accounts at any bank, savings and loan association or credit union in the State of Iowa. Each depository shall be a federally insured depository institution approved pursuant to Chapter 12C. Each financial institution shall be properly declared as an authorized depository by the City Council of Prairie City and deposits in any financial institution shall not exceed the amount approved by the City Council of Prairie City as established by separate resolution.
2. Obligations of the United States government, its agencies and instrumentalities.
3. Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions approved and secured pursuant to Chapter 12C.
4. Commercial paper or other short-term corporate debt that matures within 270 days of purchase and is rated within the two highest classifications, as established by at least one of the standard rating services approved by the superintendent of banking.
5. Repurchase agreements, provided that the underlying collateral consists of obligations of the United States government, its agencies and instrumentalities and City takes delivery of the collateral either directly or through an authorized custodian.

All instruments eligible for investment are further qualified by all other provisions of this Investment Policy, including Section 7 Investment Maturity Limitations and Section 8 Diversification Requirements.

SECTION 6. PROHIBITED INVESTMENTS AND INVESTMENT PRACTICES

Assets of the City of Prairie City shall not be invested in the following, per the restrictions and consistent with Iowa Code § 12B.10(4)(a)(5) and 12B.10(4)(b):

1. Reverse repurchase agreements.
2. Futures and option contracts.

Assets of City of Prairie City shall not be invested pursuant to the following investment practices:

1. Trading of securities for speculation or the realization of short-term trading gains.
2. Pursuant to a contract providing for the compensation of an agent of fiduciary based upon the performance of the invested assets.
3. If a fiduciary or other third party with custody of public investment transaction records of City of Prairie City fails to produce requested records when requested the City of Prairie City within a reasonable time, the City of Prairie City shall make no new investment with or through the fiduciary or third party and shall not renew maturing investments with or through the fiduciary or third party.

SECTION 7. INVESTMENT MATURITY LIMITATIONS

Operating Funds must be identified and distinguished from all other funds available for investment. Operating Funds are defined as those funds which are reasonably expected to be expended during a current budget year or within 15 months of receipt.

All investments authorized in Section 5 are further subject to the following investment maturity limitations:

1. Operating Funds may only be invested in instruments authorized in Section of this Investment Policy that mature within three hundred ninety-seven (397) days.
2. The Treasurer may invest funds of City of Prairie City that are not identified as Operating Funds in investments with maturities longer than three hundred ninety-seven (397) days. However, all investments of the City of Prairie City shall have maturities that are consistent with the needs and use of the City of Prairie City.

SECTION 8. DIVERSIFICATION

Investments of City of Prairie City are subject to the following diversification requirements:

Prime banker's acceptances:

1. At the time of purchase, no more than ten percent (10%) of the investment portfolio of City of Prairie City shall be invested in prime banker's acceptances, and
2. At the time of purchase, no more than five percent (5%) of the investment portfolio of City of Prairie City shall be invested in the securities of a single issuer.

Commercial paper or other short-term corporate debt:

1. At the time of purchase, no more than ten percent (10%) of the investment portfolio of City of Prairie City shall be in commercial paper or other short-term corporate debt,
2. At the time of purchase, no more than five percent (5%) of the investment portfolio of City of Prairie City shall be invested in the securities of a single issuer, and
3. At the time of purchase, no more than five percent (5%) of all amounts invested in commercial paper and other short-term corporate debt shall be invested in paper and debt rated in the second highest classification.

When possible, it is the policy of the City of Prairie City to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities.

1. Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected so as to provide stability of income and reasonable liquidity.
2. Liquidity practices shall ensure that the next disbursement date and payroll date are covered through maturing investments, marketable U.S. Treasury bills or cash on hand.
3. Risks of market price volatility shall be controlled through maturity diversification so that aggregate price losses on Instruments with maturities approaching one year shall not be

greater than coupon interest and Investment Income received from the balance of the portfolio.

SECTION 9. SAFEKEEPING AND CUSTODY

All invested assets of City of Prairie City involving the use of a public funds custodial agreement, shall comply with all rules adopted pursuant to Section 12B.10C. All custodial agreements shall be in writing and shall contain a provision that all custodial services are provided in accordance with the laws of the State of Iowa.

All invested assets of the City of Prairie City eligible for physical delivery shall be secured by delivery to the city directly or by having them held by a third party custodian. All purchased investments shall be held pursuant to a written third party custodial agreement requiring delivery versus payment and compliance with all rules set out elsewhere, including Section 9 of this Investment Policy.

SECTION 10. REPORTING

The Treasurer shall submit monthly an investment report that summarized recent market conditions and investment strategies employed since the last investment report. The investment report shall set out the current portfolio in terms of maturity, rates of return and other features and summarize all investment transactions that have occurred during the reporting period and compare the investment results with the budgetary expectation.

SECTION 10 – ETHICS AND CONFLICT OF INTEREST

The City Treasurer and all officers and employees of the City of Prairie City involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Any conflict of interest or bias, whether in fact or by appearance, shall be disclosed in writing to the City Council of Prairie City.

SECTION 11 – REPORTING

The City Treasurer shall submit an annual investment report summarizing market conditions and investment strategies employed since the last investment report. The investment report shall set out the current portfolio in terms of maturity, rates of return and other features, and shall summarize all investment transactions that have occurred during the reporting period with a comparison of the investment results and the planned budgetary expectations.

SECTION 12 – INVESTMENT POLICY REVIEW AND AMENDMENT

This Investment Policy shall be reviewed every three (3) years or more frequently as appropriate. Notice of amendments to the Investment Policy shall be promptly given to all parties noted in Section 1.

Passed and adopted by the City Council of Prairie City this _____ day of January, 2017.

Chad D. Alleger, Mayor

ATTEST:

Cindy Kane, City Clerk

2020 COMMUNITY BUSINESS GRANT APPLICATION

Deadline: May 18th, 2020

The City of Newton, Jasper County, Newton Development Corporation, Jasper Community Foundation, JEDCO, and MANY businesses and citizens have created a fund to help businesses in Jasper County that did not receive financial assistance during the COVID-19 Pandemic.

Rent Reimbursement/Utility Program:

Eligible to receive funds to cover your April rent/lease/mortgage payment and utility bills.

Application guidelines:

- Applicant cannot have received another form of assistance for their business from State of Iowa or Federal sources.
- Independent businesses with under 25 employees
- For-Profit and Non-Profit businesses are eligible

Stipulations:

- A completed application is not a guarantee of full reimbursement
- Reimbursement payments will go out the week of May 18th (Deadline to submit May 18th)

What needs to be submitted?

- Receipts for April payment of Rent/Lease/Mortgage payment and utility bills

Name of Business: _____

Address of Business: _____

Person Submitting Application: _____

Phone Number: _____

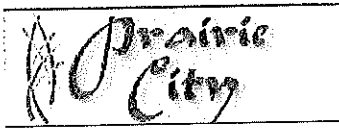
Federal Tax ID: _____

By signing below, I confirm that my business has not received any State of Iowa or Federal Government funds for COVID-19 relief:

(Signature)

Applications must be mailed to:

Newton Development Corporation
403 W 4th St N, Suite 210
Newton, Iowa 50208



BLOCK PARTIES & SPECIAL OUTDOOR EVENTS

Block Parties & Special Outdoor Events

This policy is adopted to establish guidelines for permitting and regulating street closures for neighborhood block parties and special events.

Block Parties and Special Outdoor events will be allowed in both residential and business zones, with permission, on holidays and weekends until dusk unless otherwise approved by the City Administrator and Police Chief. Streets must be opened to public traffic at dusk unless otherwise approved by the City Administrator and Police Chief. The terms hereby established are:

1. Application Fee & Process: A refundable fee of \$50.00 dollars is required for permit and shall be returned if the area of the block party and/or special outdoor event is properly cleaned of trash, garbage, and debris. For a special event which includes a non-refundable fee of \$100.00 dollars will be required for the first four (4) hours if alcoholic beverages will be served. An additional non-refundable fee of \$50.00 dollars will be required for each requested two (2) hours after. Businesses must obtain an outdoor service permit from the State of Iowa, Division of Alcoholic Beverages, application is provided online at www.iowaabd.com . First-time applicants on a through street must have official City Council approval. For future years, for cul-de-sac/dead end streets or for alleys, the application will be reviewed and approved administratively by the City Administrator and Police Chief. A formal application [Attached as Exhibit A] must be completed and signed by a representative of the neighborhood or business holding a block party of special outdoor event.

- Administrative approvals will be handled by the Police Chief in consultation with the City Administrator, Public Works Department and Fire Chief. Upon approval, copies of the accepted application will be distributed to these officials and the Jasper County Communications Center, and the same procedure will be followed for block parties that require Council approval.

2. The City of Prairie City Public Works Department will deliver barricades. The applicant on the permit shall be duly responsible for both setting up as well as the removal of barricades according to the rules and regulations of the permit.

3. Street closures for Block Parties and Special Outdoor Events are prohibited on the following arterial streets, in the interest of public safety and emergency access:

- State Street North [City Limits] to State Street South [City Limits].
- 2nd Street East [City Limits] to 2nd Street West [City Limits].
- North Street East [City Limits] to North Street West [City Limits].

4. Alcohol is prohibited on the City Rights-of-Way unless a valid liquor license is obtained by the responsible party. For block parties and/or special outdoor events covered by a valid liquor license, a fenced off area will be required for the serving and drinking area. This area shall include only one (1) entry and access point. This area shall be doubled fenced, with a minimum of four (4) feet between the double fencing.

5. The representative/applicant is responsible for all clean-up associated with the application event including: park, street, R-O-W, or sidewalk pick-up as well as proper container dumping and solid waste disposal.

6. The City of Prairie City Police Department has the right to shut down the party at any time if public disorder or nuisance is created.

7. The City reserves the right to shut-down any performing artist/event entertainment, band, or D.J. if warranted complaints are received.

8. The City of Prairie City does not accept any liability for Block Party and Special Outdoor Events-related activities and the representative [applicant] must agree to this stipulation in the application process.

9. Approval by the City Council of an application for a special event permit shall be contingent upon the special event promoter providing the City a certificate of liability insurance coverage naming the City as an "also insured" in a minimum amount of one million dollars (\$1,000,000.00).

This policy is subject to change or modifications by the Honorable Mayor and City Council of Prairie City at any time.



BLOCK PARTIES & SPECIAL OUTDOOR EVENTS PERMIT APPLICATION

NAME OF CONTACT PERSON: _____

ADDRESS OF CONTACT PERSON: _____

CONTACT PHONE NUMBER: _____

STREET TO BE BLOCKED OFF: _____ [Street/Alley] from
_____ [Street] to
_____ [Street]

ADDITIONAL NOTES:

I have read the City of Prairie City's adopted Administrative Policy for Block Parties and Special Outdoor Events, and as a representative of the neighborhood and/or business party requesting a street closure for the event, agree that I will comply with all terms listed in the policy and make all other participants aware of these terms as well. I agree we will hold the City of Prairie City harmless from insurance claims related to these activities.

Signature of Applicant: _____

Date Submitted: _____

[Please allow at least two (2) weeks in advance of the event if this date is a first time application. City Council meets once a month. A refundable fee of \$50.00 dollars is required for permit and shall be returned if the area of the block party and/or special outdoor event is properly cleaned of trash, garbage, and debris. For a special event which includes a non-refundable fee of \$100.00 dollars will be required for the first four (4) hours if alcoholic beverages will be served. An additional non-refundable fee of \$50.00 dollars will be required for each requested two (2) hours after.

Approval: The applicant is granted permission for the requested activity, within the constraints of the Block Party and Special Outdoor Events Administrative Policy adopted by City Council.

_____ Date Approved by Council

Copies to: Administrative Staff; Public Works; Police Department; Fire Department

- Completed application
- Permit Fee Refundable 50\$ min. No alcohol
- Permit Fee Non-Refundable \$100 4 hours \$50/2hrs after
- Insurance Requirement
- Certificate of Liability City as "also insured" One Million Dollar Minimum (\$1,000,000)
- Approval by Council

RESOLUTION XXXX
A RESOLUTION SETTING THE TIME AND PLACE OF COUNCIL
MEETINGS

WHEREAS, Chapter 17.04 of the Prairie City Code states "The time and place of the regular meetings of the Council shall be fixed by resolution of the Council

NOW THEREFORE BE IT RESOLVED that the City Council workshop is June 3rd, 2020. The regular Prairie City Council meeting is June 10, 2020, at 6:00 p.m. There is a Special Council meeting scheduled for April 22, 2020, p.m.

Approved and adopted this 13th Day of May, 2020.

Chad Alleger, Mayor
City of Prairie City

ATTEST

Cindy Kane, City Clerk
City of Prairie City

ORDINANCE NO. ~~XXXX~~

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF PRAIRIE CITY, IOWA, BY AMENDING PROVISIONS PERTAINING TO WATER SERVICE CHARGES

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

SECTION 1. SECTION MODIFIED. Section 92.02 of the Code of Ordinances of the City of Prairie City, Iowa, is repealed and the following adopted in lieu thereof:

RATES FOR SERVICE. Water service shall be furnished at the following monthly rates within the City:
(Code of Iowa, Sec. 384.84)

Gallons Used Per Month	Rate
First 1,500	\$16.41 (minimum bill)
Next 8,500	\$9.64 per 1,000 gallons
Next 30,000	\$7.96 per 1,000 gallons
All over 40,000	\$3.28 per 1,000 gallons

SECTION 3. SEVERABILITY CLAUSE. 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 4. WHEN EFFECTIVE. This ordinance shall be in effect July 1, 2020, after its final passage, approval, and publication as provided by law.

Passed by the Council the 13th day of May, 2020, and approved this 13th day of May, 2020.

S/C
Chad Alleger, Mayor

ATTEST:

S/C
Cindy Kane, City Clerk

First Reading: May 13, 2020
Second Reading:
Third Reading:

I certify that the foregoing was published as Ordinance No. ~~XXX~~ on the 13, day of May, 2020.

S/C
Cindy Kane, City Clerk

ORDINANCE NO. XXXXX

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF PRAIRIE CITY, IOWA, BY AMENDING PROVISIONS PERTAINING TO SEWER SERVICE CHARGES

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

SECTION 1. SECTION MODIFIED. Section 99.02 of the Code of Ordinances of the City of Prairie City, Iowa, is repealed and the following adopted in lieu thereof:

RATE. Each customer shall pay sewer service charges for the use of and for the service supplied by the municipal sanitary sewer system based upon the amount of water consumed as follows:

Gallons Used Per Month	Rate
First 1,500	\$26.47 (minimum bill)
Next 8,500	\$15.38 per 1,000 gallons
Next 30,000	\$12.76 per 1,000 gallons
All over 40,000	\$5.28 per 1,000 gallons

SECTION 3. SEVERABILITY CLAUSE. 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 4. WHEN EFFECTIVE. This ordinance shall be in effect July 1, 2020 after its final passage, approval, and publication as provided by law.

Passed by the Council the 13th day of May, 2020, and approved this 13 day of May, 2020.

S/C
Chad Alleger, Mayor

ATTEST:

S/C
Cindy Kane, City Clerk

First Reading: April 10, 2019
Second Reading: April 24, 2019
Third Reading: May 8, 2019

I certify that the foregoing was published as Ordinance No. ~~XXXXX~~ on the __, day of __, 2020.

S/C
Cindy Kane, City Clerk

ORDINANCE NO. XXXXX

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF PRAIRIE CITY, IOWA, BY AMENDING PROVISIONS PERTAINING TO SOLID WASTE COLLECTION FEES

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

SECTION 1. SECTION MODIFIED. Subsection 1- B of Section 106.08 of the Code of Ordinances of the City of Prairie City, Iowa, is repealed and the following adopted in lieu thereof:

1. Schedules of these for solid waste and recyclable material collection and disposal service, used or available, for each residential premises are:

A. Solid Waste Fees.

35-gallon container	\$11.13 per month
64-gallon container	\$15.97 per month
96-gallon container	\$20.82 per month

Additional bags set out for collection must have a solid waste sticker attached thereto and each bag shall not exceed 30 gallons in capacity or 50 pounds in weight. The fee for each solid waste sticker is \$1.00.

B. Recycling Fee - \$3.17 per month.

SECTION 3. SEVERABILITY CLAUSE. 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 4. WHEN EFFECTIVE. This ordinance shall be in effect July 1, 2020, after its final passage, approval, and publication as provided by law.

Passed by the Council the 13 day of May, 2020, and approved this 13 day of May, 2020.

S/C
Chad Alleger, Mayor

ATTEST:

S/C
Cindy Kane, City Clerk

First Reading: April 10, 2019
Second Reading: April 24, 2019
Third Reading: May 8, 2019

I certify that the foregoing was published as Ordinance No. 365 on the 11, day of July, 2019.

S/C
Cindy Kane, City Clerk

FY 20-21 Cost of Living Increases 2% by Fund

Salaries	Current	Salary w/COL 2%	Ambulance	Streets	Park	Cemetery	Clerk/Admin	Road Use	Water	Sewer	Solid Waste
Lloyd, John	\$ 75,000	\$ 76,500		\$ 12,240	\$ 5,355	\$ 1,530	\$ 17,595	\$ 1,530	\$ 19,125	\$ 19,125	\$ 76,500
Kane, Cindy	\$ 49,902	\$ 50,900		\$ 5,090		\$ 5,090	\$ 14,252	\$ 6,108	\$ 10,180	\$ 10,180	\$ 50,900
Voeller, Emily	\$ 47,077	\$ 48,019		\$ 2,401	\$ 1,441	\$ 6,242	\$ 12,005		\$ 11,524	\$ 13,445	\$ 48,019
Nolin, Jake	\$ 44,310	\$ 45,196			\$ 2,712	\$ 3,616		\$ 3,616	\$ 22,598	\$ 11,751	\$ 45,196
Van Der Kamp, Carl	\$ 57,202	\$ 58,346		\$ 1,167	\$ 1,167				\$ 14,587	\$ 35,591	\$ 58,346
Clark, James	\$ 47,558	\$ 48,489		\$ 8,243	\$ 7,758	\$ 6,788		\$ 16,486	\$ 2,424	\$ 5,819	\$ 48,489
Public Works - Open	\$ 28,000	\$ 28,560		\$ 3,427	\$ 9,996			\$ 857	\$ 7,140	\$ 7,140	\$ 28,560
Parks/Cemetery PT	\$ 12,000	\$ 12,240			\$ 6,120	\$ 6,120					\$ 12,240
Salary Allocation	\$ 361,029	\$ 368,249		\$ 29,141	\$ 27,980	\$ 39,383	\$ 43,852	\$ 33,264	\$ 87,578	\$ 109,051	\$ 368,249
Salary Allocation Current	\$ 361,022	\$ 368,249		\$ 28,569	\$ 27,451	\$ 38,609	\$ 42,990	\$ 32,612	\$ 85,860	\$ 101,028	\$ 361,021
				\$ 572	\$ 549	\$ 774	\$ 862	\$ 652	\$ 1,718	\$ 2,023	\$ 7,228

Current	Salary w/COL 2%
\$ 164,228.00	\$ 167,513
\$ 41,454.00	\$ 44,157
\$ 6,950.00	\$ 6,950
\$ 212,642.00	\$ 218,620

2% COL Increase	General	Road Use	Water	Sewer	Solid Waste
\$ 2,756	\$ 652	\$ 1,718	\$ 2,023	\$ 79	\$ 7,228
\$ 3,285.00	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
\$ 2,695.00	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
\$ 8,754	\$ 652	\$ 1,718	\$ 2,023	\$ 79	\$ 13,206

RESOLUTION NO. _____

RESOLUTION DIRECTING THE SALE OF AN INTEREST IN REAL PROPERTY BY SALE
AND FOLLOWING THE PUBLIC HEARING

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

NOW on this _____ day of _____, 2020, on behalf of the City of Prairie City, Iowa, and after having held a public hearing on the matter on _____, 2020, the Mayor and Clerk shall sell and deed real estate located in Prairie City, Jasper County, Iowa, and more specifically described as follows, to-wit:

Lot 1 in Parcel J located entirely within Parcel C of Parcel A of Government Lot 6 of Section 2, Township 78 North, Range 21 West of the 5th P.M., Jasper County, Iowa as appears in plat recorded at File 2018-00005323 in the office of the Recorder of said County.

And

Lot 3 in Parcel J located entirely within Parcel C of Parcel A of Government Lot 6 of Section 2, Township 78 North, Range 21 West of the 5th P.M., Jasper County, Iowa as appears in plat recorded at File 2018-00005323 in the office of the Recorder of said County.

and locally known as 701 and 705 South Norris St., Prairie City, Iowa, to _____ for the sum of _____ dollars (\$ _____) as the City Council determines that the construction of additional lots will be of immense benefit to the City of Prairie City, Iowa and its residents.

In addition to the consideration set out herein,

1. The property shall be sold "AS IS" and title transferred by Quit Claim Deed.
2. The property would revert back to the City of Prairie City if construction does not begin within two (2) years from the date of closing.
3. The City would maintain liability insurance coverage until the date of closing.
4. The Seller would pay title opinion and closing fees.
5. The City would pay for updating the abstracts, prorated property taxes, and closing costs.

6. The City shall maintain and/or obtain and/or reserve for itself and easements regarding water, sewer or other utilities which may affect or lay upon the property.
7. Buyer and the City will enter into a separate Agreement subject to the terms set-forth in this Resolution and which may include additional terms.

The City shall issue a Quit Claim Deed to the buyers and the City Clerk shall co-sign the deed upon execution of the Agreement noted herein. The deed shall be delivered thirty (30) days after the date of this Resolution unless an appeal on this action has been made to the District Court. Action on this Resolution shall be final upon the purchasers of the deed giving evidence to the City Clerk that the deed has been recorded, and such fact noted on the official record of this Resolution.

ATTEST:

Chad D. Alleger, MAYOR

Cindy Kane, CITY CLERK