# CITY OF PRAIRIE CITY COUNCIL SPECIAL COUNCIL MEETING AND WORKSHOP MINUTES MAY 6, 2020

The City Council of the City of Prairie City, Jasper County, Iowa, met on May 6, 2020, at City Hall (via electronic conferencing) for a Special Council Meeting and Workshop at 6:00 P.M.

Those present were: Mayor Alleger, Council Members: Berger, Townsend, Lindsay, and McDonald. Absent: Taylor. Also in attendance: City Administrator Lloyd and City Clerk Kane.

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

Council moved into a workshop discussion. No Action.

8:49 P.M. Mayor Alleger requested Council move into closed session regarding discussion of real-estate. Councilor Mc Donald moved to approve, and Councilor Taylor seconded the motion. On a roll call vote, the approval passed unanimously.

8:58 P.M. Council moved into open session.

City Clerk

Councilor Taylor moved to accept the real-estate bid for properties located at 701 and 705 S. Norris Street to Jeff Davis in the amount of \$35,000 for both properties. Councilor Mc Donald seconded the motion. On a roll call vote, the approval passed unanimously.

With no further business to discuss, Councilor Taylor moved to adjourn the meeting at 9:01 P.M. Councilor Lindsay.

	Chad Alleger Mayor	
	Mayor	
Cindy Kane		

# CITY OF PRAIRIE CITY MINUTES MAY 13, 2020

The City Council of the City of Prairie City, Jasper County, Iowa, met on May 13, 2020, in regular session at 6:00 P.M. Mayor Alleger called the meeting to order and asked everyone to rise for the Pledge of Allegiance.

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, Police Chief Joe Bartello, Fire Chief Ryan Van Der Kamp, Library Director Sue Ponder and City Clerk Kane.

Councilor Berger moved to approve the agenda. Councilor Townsend seconded the motion. On a roll call vote, the motion passed unanimously.

#### Public Comments:

Kirsten Weiland, Prairie Wellness Center, Myo Massage owner and PCBA President, addressed Council requesting the City donate fund to the Jasper County Small Business Assistance Program. She stated 14 local businesses have been impacted by the COVID-20 shutdown. Weiland stated PCBA donated \$500 to assist the eight businesses that do not qualify for State assistance.

Scott DeVries, EDC Committee Chair, echoed Weiland's request. He mentioned surrounding towns had committed funds to the Jasper County Small Business Assistance Program; Colfax \$5,000; Sully \$5,000; Monroe \$2,000.

# Consent Agenda:

Special Council Meeting Minutes: April 22, 2020; Department Reports: Parks and Recreation Board Meeting April 15, 2020; Library Board Meeting May 11, 2020; March 2020 Financials; RESOLUTION 5-13-20#1; Approving Bills and Transfers; May 2020 Financials. Councilor Mc Donald moved to approve the agenda. Councilor Taylor seconded the motion. On a roll call vote, the motion carried unanimously.

# Introduction and Adoption of Ordinances, Resolution, Public Hearings

#### New Business:

Park and Recreation Summer Recreation Director. City Administrator, John Lloyd addressed Council regarding the summer recreation program. Lloyd stated with the uncertainty of parks opening and summer programs, the position would only be filled if restrictions were lifted by the Governor. Councilor Mc Donald moved to approve the two-week posting of summer position. Councilor Lindsay seconded the motion. On a roll call vote, the motion passed unanimously.

Investment Policy. Councilor Taylor stated that she had reviewed the 2020 Investment Policy and made minimal changes. Townsend moved to approve the policy. Councilor Berger seconded the motion. On a roll call vote, the motion passed unanimously.

Jasper County Small Business Assistance Program – 2020 Community Business Grant Program. Jeff Davidson, Director of JEDCO, addressed Council explaining the Jasper County Small Business Assistance Program for local businesses. Davidson requested the City of Prairie City donate to the grant program. Councilor Lindsay moved to approve \$5000.00 to be donated to the program for the eight local

MINUTES May 13, 2020 Page 2

businesses affected by the mandated shutdown. Councilor Mc Donald seconded the motion. On a roll call vote, the motion passed unanimously.

City Administrator John Lloyd addressed Council regarding the proposal for the City of Prairie City sponsoring the Economic Development Corporation project to route water and sanitary sewer to their property located at West Second Street. Councilor Berger requested the City move forward with MSA project. Councilor Townsend seconded the motion. On a roll call vote, the motion passed unanimously.

Library Director Sue Ponder addressed Council regarding the proposed design and expansion contract for the city building located at 100 S. Marshall Street. Ponder stated the City Attorney had reviewed the contract with Vermillion Architectural firm for design phase one, \$3,202.50, for total design phase in the amount of \$21,350.00 plus reimbursables being funded from the Library trust. Councilor Taylor moved to approve on behalf of the Prairie City Public Library Board. Councilor Townsend seconded the motion. On a roll call vote, the motion passed unanimously.

Ryan Van Der Kamp, Walnut Creek Fire Department Chief, addressed Council requesting additional radios, pagers, and batteries in the amount of \$6,724.80 and \$578.00. Councilor Mc Donald moved to approve. Councilor Townsend seconded the motion. On a roll call vote, the motion passed unanimously.

## Petitions and Communications: None

# Old Business:

City Administrator John Lloyd brought forth the request for street closure by Whiskey Barrel for Wednesday Bike Night. After discussion, the item was tabled for additional information. No action.

City Administrator John Lloyd stated he met with MSA Engineer Andrew Inhelder regarding the north side of the downtown sidewalk. Over years the concrete curb has settled, causing varying levels. Lloyd proposed removing the outer narrow section and repairing it to sidewalk level. After discussion Council requested additional information. No action.

City Administrator John Lloyd stated the April water usage report accounted for 88.5% metered sales. He stated that a 10% water loss was expected. MSA Engineer Andrew Inhelder spoke regarding the earlier usage report may have been miscalculated. After a lengthy discussion, Lloyd suggested that the water reports continue to be monitored on a monthly basis. No action.

RESOLUTION 05-13-20#2: Setting the Prairie City Special Council Meeting for May 22, 2020, located at City Hall 12:00 P.M.; setting the Prairie City Public Hearing on Budget Amendment #3 FY2019-2020 for May 22, 2020, located at City Hall 12:00 P.M.; setting Prairie City Council Workshop for June 10, 2020, located at City Hall 6:00 P.M.; setting the regular Prairie City Council Meeting for June 24, 2020, located at City Hall 6:00 P.M.; Councilor Townsend moved to approve. Councilor Lindsay seconded the motion. On a roll call vote, the motion passed unanimously.

RESOLUTION 05-13-20#3 setting FY 2020-2021 Employee Wages. Councilor Mc Donald moved to freeze wages for FY 2020-2021. Councilor Townsend seconded the motion. On a roll call vote, Mc Donald, yes, Townsend, yes, Lindsay, No, Berger No, Taylor No. On a roll call vote, the motion failed, 2 yes and 3 no.

Councilor Taylor made a motion to provide employees a 2% cost-of-living increase for FY2020-2021. Councilor Berger seconded the motion. On a roll call vote, Lindsay yes, Mc Donald no, Townsend no, Berger yes, Taylor yes. On a roll call vote, the motion passed, 3 yes and 2 no.

ORDINANCE NO. 375 Setting FY 2020-2021 Water Rates 2% increase as proposed by PFM Financial Advisors. Councilor Taylor moved to approve the 2% increase on the first reading. Councilor Berger seconded the motion. On a roll call vote, the motion passed unanimously.

ORDINANCE NO. 376 Setting FY 2020-2021 Sewer Rates for a zero increase. Councilor Lindsay moved to approve the first reading. Councilor Berger seconded the motion. On a roll call vote, the motion passed unanimously.

ORDINANCE NO. 377 Setting FY 2020-2021 Solid Waste Rates. Councilor Lindsay moved to approve zero increase on the first reading. Councilor Mc Donald 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 8:50 P.M. Councilor Lindsay seconded the motion. On roll call, the motion carried unanimously.

Chad D. Alleger Mayor

ATTESTED TO:	
Cindy Kane	
City Clerk	

# CITY OF PRAIRIE CITY Special Session MINUTES MAY 22, 2020

The City Council of the City of Prairie City, Jasper County, Iowa, met at 6:00 P.M. on May 22, 2020, at City Hall for a special session via virtual meeting.

Roll was called showing members present 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.

Councilor Townsend moved to approve the agenda. Councilor Berger seconded the motion. On a roll call vote, the motion passed unanimously.

Public Hearing open at 12:05 P.M. No comments, no communication. Public Hearing closed at 12:06 P.M.

Resolution 5-22-20#1 Amendment to City Budget. City Administrator John Lloyd presented the Third Amendment to the FY2019-2020 City Budget. Councilor Mc Donald made a motion to approve the Budget Amendment. Councilor Townsend seconded the motion. On a roll call vote, the motion passed unanimously.

City Administrator John Lloyd led the discussion on a proposed Bike Night sponsored by the Prairie City Celebration Committee. Lloyd stated he met with Travis Cullen, owner of the Whiskey Barrel Councilor Berger and Council Lindsay asked for clarification on Bike Night with local businesses, street closures and entertainment for events. After Council discussion, Berger made a motion to approve Bike Nights starting June 19, 2020. Councilor Mc Donald 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 12:43 P.M. Councilor Lindsay seconded the motion. On roll call, the motion carried unanimously.

	Chad D. Alleger Mayor	
ATTESTED TO:	·	
Cindy Kane City Clerk		

# CITY OF PRAIRIE CITY Special Session MINUTES MAY 29, 2020

The City Council of the City of Prairie City, Jasper County, Iowa, met at 12:00 P.M. on May 29, 2020, at City Hall for a special session via virtual meeting.

Member present VIA virtual meeting: Councilors: Berger, Taylor. Also in attendance: City Administrator John Lloyd, Chief of Police John Bartello, Library Director Sue Ponder and City Clerk Kane.

No Meeting – No Quorum		
ATTESTED TO:		
Cindy Kane		
City Clerk		

# CITY OF PRAIRIE CITY Special Session MINUTES JUNE 1, 2020

The City Council of the City of Prairie City, Jasper County, Iowa, met at 6:15 P.M. on June 1, 2020, at City Hall for a special session via virtual meeting.

Member present VIA virtual meeting: Councilors: Berger, Mc Donald, Lindsay, Taylor, Townsend and Mayor Alleger. Also in attendance: City Administrator John Lloyd.

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

City Administrator John Lloyd led the discussion on the retirement of City Clerk, Cindy Kane effective July 3, 2020. Councilor Taylor made a motion to approve the retirement resignation letter. Councilor Berger seconded the motion. On a roll call vote, the motion passed unanimously.

Councilor Mc Donald made the motion to post the City Clerk position until June 19, 2020 at 4:30 P.M., Councilor Lindsay seconded the motion. On a roll call vote, the motion passed unanimously.

With no further business to discuss, Councilor Taylor moved to adjourn the meeting at 6:21 P.M. Councilor Berger 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 looked to 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 works 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:
  - o For the "440" accounts, the Park Board has the understanding all must be spent down with the exception of oo1-440-6597 (Park Board Trust Purchase).
  - o There is another account (170-000-1110) which appears to be an IPAIT account. We believe this is year private donations are stored.
  - o We have a number of "Equipment Revolving Accounts" tennis courts, playground. We also requested, in 2019, the creation of an Equipment Revolving Account fore 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 lowa 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 Park Board Commission Wednesday, May 20, 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, Trishia Johannes, Emily Simmons, Tom Schendel, John Lloyd, Brent Berger, Christy Lindsay, Todd Downing

# Approval of Agenda & Minutes:

 Motion to approve agenda and May meeting minutes by Steenhoek; second by Owens. Motion approved.

### Little League / Bam Bam Update:

- Confirmed there will be no Little League or Bam Bam this year due to the pandemic. Schendel will get the Bam Bam tees back from the DeVoes. Schendel will also get the pitching screen from Christian James or have him take it back to the batting cages.
- Johannes will reach out to Mindy Shaver to see if Park Board can buy or have the chalk and/or field dry material, assuming it all belongs to Little League.

#### 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 and there will not be a Spring season in 2020.

#### **Public Works Update:**

- Sprayed the parks with 2-4D and aerated.
- Have sprayed some of the fences and infields with Round-Up. Will look to spray more in the coming weeks.
- Put dye in the pond in hopes it stops some of the moss and cat tails.
- Found a product to help control cat tails and have tried a sample.
- Working on old fields east field is gone and beginning work on west field.
- All dugout benches are in good condition and metal bleachers are usable (in good condition).
- Fridges can be removed from concession stand at old city ball fields. They will probably be disposed of at the upcoming appliance trash day/drop-off.
- Facilities will go through shed and save what is salvageable. There should be a pitching mount, line chalker, maybe some chalk, tarps and a few rakes.
- Facilities will work on straightening gates at the rec complex.
- Trying to find a place to store fencing and dugout benches from old fields.

#### **New Business**

Old Field Equipment:

- Discussed putting bleachers and maybe dugout benches on the soccer fields.
- Will plan to keep everything we know will be re-used and move it to the rec complex.

# Use of soccer fields by ICE Peformance (owner Todd Downing present):

- Looking for off-site places where the business can still work with kids.
- Would like to use the parks a couple of days per week to provide a service encouraging activity and performance improvement.
- Ages 11 through college-aged.
- Length of time: start ASAP for 8 weeks (summer session for sure, maybe a fall session).
- 45 minutes sessions 2-3 times per week, 10:00 a.m. (maybe 11:00); normally runs 20-24 kids per session but would limit to 10 for current situation.
- No need to store anything. Business has it's own covered trailer and would provide everything each day.
- Need to clear liability hurdle to ensure City is covered.
- Propose we allow the first 8 week session for free (or a very small fee) and then charge a fee for each additional session; rental agreement must be signed for each session (\$75/8-week session).

#### Old Business

#### Tennis Courts:

- Lloyd Received one quote it was \$194K; there's not much of a base left.
- Might look to just put a sealer on it and repaint lines, maybe to include pickle ball lines.
- Sealing would cost about \$10K.

### Budget:

- IPAIT \$14,074.44
- Donations: \$2,810
- IPAIT Equip \$5,223.93
- Regular budge money
- Schendel requested we get a full understanding and clarity around the Park Board's budget lines, where donations go, all equipment revolving funds, etc. Lloyd will arrange a meeting with himself, Cindy Kane, Schendel and Johannes to discuss.

# Pond Pump:

• No update.

#### Tournament(s) Update:

- Availability of complex is unknown at this time but the assumption is it will become available
  within a few weeks. Still some work to be done setting rubbers, getting some additional
  equipment.
- Governor of lowa has not approve youth sports as of the date of this meeting. It is expected the governor will provide additional details the week of May 25.

- Concessions will be minimal and could be an influx to our city businesses will they be prepared?
- May look to businesses to serve food if allowed by youth sports organizations.
- Committing to specific dates is difficult due to everyone's schedules constantly changing.
- Could pay help to take care of fields ("paid" volunteer positions"
- A lot of unknowns and still waiting on additional guidelines we will schedule a workshop on June 3<sup>rd</sup> to discuss updates and provide clarity.

#### Summer Rec:

- Discussion about cancelling program due to timing.
- Motion to cancel by Steenhoek, second by Johannes, vote carried 5-o

#### Trail Signage:

• Continue to monitor. Signs not needed at this time.

**Discussion Items** – no additional items were discussed.

# Adjournment

• Motion to adjourn meeting at 8:30 by Johannes, second by Steenhoek.

# May 26, 2020

# **Prairie City Library Board Meeting Minutes**

Meeting via Zoom called to order at 7:04 p.m. by Ginny Dalton

Present: Linda Frazier, Arnie Sohn, Jennifer Ladehoff, Ginny Dalton, Sue Ponder, Christy Lindsay, architects Millie and Ed from Vermilion Group.

Linda made a motion to approve the minutes from April and special May meeting. Second by Arnie. Motion carried.

Update from Vermilion: They are starting to put the drawings into the computer and are continuing to look for ways to cut costs without impacting the needs of the library plan. They will also take into account the new social distancing recommendations as they work on the plan and design. There will be a meeting on Friday May 29 with Sue and Millie and Ed to take another look at the building and discuss more. Board members are welcome to attend also.

Sue presented the board with a 5 phase plan for reopening the library after the Covid 19 shutdown. Curbside delivery of library items will begin on June 1. There are no other firm dates at this time due to the uncertainty of the course this virus could take.

Sue will contact Dan McAdams to clean the carpets before reopening to patrons.

The board presented the results of Sue's annual job performance evaluation. Based on this and what the city has proposed for other employees, motion made by Arnie and seconded by Jennifer to recommend 3% raises in hourly wages for all library employees. Motion carried.

Next meeting scheduled for June 23 at 7 pm. Location will be determined at a later date if it is decided to try to move from a Zoom meeting to one where we meet in person.

Submitted by Linda Frazier

# John Lloyd

From:

Licensing2, ABD < licensing2@iowaabd.com > on behalf of licensing@iowaabd.com

Sent:

Thursday, May 28, 2020 3:01 AM

To:

Info

Cc:

Licensing@lowaABD.com

Subject:

Liquor License Pending Dram Shop

The following application(s) is complete and awaiting dramshop insurance endorsement by the appropriate insurance carrier. After the insurance carrier has endorsed coverage, the application(s) will be submitted to the local authority for review.

# License # License Status Business Name

LC0041265 Pending Dram Shop Wilkies Garage (116 East Jefferson Prairie City Iowa, 50228)

Please do not respond to this email.

To check the status of your application follow these steps:

- 1. Click https://elicensing.iowaabd.com
- 2. Log in to your eLicensing account
- 3. After reading the 'Beginning April 1st' statement, click ok
- 4. Click the View Completed Applications link to see your status

This email was scanned by Bitdefender

# John Lloyd

From:

Licensing2, ABD <a href="mailto:ABD">Licensing2@iowaabd.com</a> on behalf of licensing@iowaabd.com

Sent:

Saturday, May 30, 2020 3:02 AM

To:

John Lloyd

Cc:

Licensing@IowaABD.com

Subject:

Liquor License Pending Dram Shop

The following application(s) is complete and awaiting dramshop insurance endorsement by the appropriate insurance carrier. After the insurance carrier has endorsed coverage, the application(s) will be submitted to the local authority for review.

License # License Status Business Name

LC0046003 Pending Dram Shop Whiskey Barrel (112 E Jefferson Prairie City Iowa, 50228)

Please do not respond to this email.

To check the status of your application follow these steps:

- 1. Click https://elicensing.iowaabd.com
- 2. Log in to your eLicensing account
- 3. After reading the 'Beginning April 1st' statement, click ok
- 4. Click the View Completed Applications link to see your status

This email was scanned by Bitdefender



City of Prairie City, IA

**CLIENT LIAISON:** 

Andrew Inhelder, PE Phone: 515-635-3403 ainhelder@msa-ps.com DATE:

May 27, 2020

#### 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 #4 - DEVELOPMENT REVIEW & PART TIME CONSTRUCTION **OBSERVATION - PLAT 3 ROLLING PRAIRIE ESTATES**

City of Prairie City is interested in MSA reviewing construction documents, plat information, and construction observation for the proposed subdivision to the southeast of town. MSA previously attended a pre-application meeting with the developer to review the project on September 28, 2018. Proposed scope of work & fee presented is based on an assumed number of reviews and site visits to confirm that infrastructure is built in accordance with SUDAS specifications and the City Code of Ordinances. As the actual amount of time spent observing construction and reviewing documents will vary depending on the developer and contractor's schedules, actual fees may vary and are based on the hourly rate schedule attached to the scope of work.

#### **COMPLETED TASKS**

- Attended project pre-application meeting on September 28, 2018.
- Reviewed construction plans, specifications, and drainage report presented by developer.
- Engineering & City letter of approval of construction plans has been sent
- Developer has begun mass grading of the site.
- Developer has stabilized the site for winter.
- Developer has mobilized to begin sanitary sewer installation. Contractor shall begin the week of March 23,
- Developer has installed sanitary sewer main and laterals and has begun backfilling of pipe.

#### **ONGOING TASKS**

- Perform part time construction observation during critical infrastructure installation (underground utility installation, & paving operations.)
- Developer has installed water main and begun backfilling of pipe. Will perform testing next.
- Updates to GIS system as new infrastructure is installed.

#### **NEXT STEPS**

- Installation of storm sewer. Paving operations.
- Conduct final visit to the project with City Staff.
- Review as-built documentation.
- Prepare notice of acceptability of work and submit to City.
- Final Plat Review.



# TASK ORDER #4 - AMENDMENT #1 - DEVELOPMENT REVIEW & PART TIME CONSTRUCTION OBSERVATION - PLAT 4 ROLLING PRAIRIE ESTATES

This task is an amendment to Task Order #4 to expand the scope to include Plat 4. This plat is the northeastern portion of the previously submitted preliminary plat. All steps that were taken in Plat 3 reviewal will be applicable to this plat as well.

#### **COMPLETED TASKS**

#### **ONGOING TASKS**

- Review preliminary plat provided by developer and recommend approval to Council.
- Review construction plans, specifications, and drainage presented by developer.
- Developer submitted a variance for the end treatment of Haley Lane. Depending on results of variance request, plans may need to be revised & reviewed again.

#### **NEXT STEPS**

- Engineering & City letter of approval of construction plans.
- Construction may begin.
- Perform part time construction observation during critical infrastructure installation (underground utility installation, & paving operations.)
- Updates to GIS system as new infrastructure is installed.
- Conduct final visit to the project with City Staff.
- · Review as-built documentation.
- Prepare notice of acceptability of work and submit to City.
- Final Plat Review.



#### TASK ORDER #6 – PLANNING & ZONING ECONOMIC MAP UPDATE

City of Prairie City is interested in updating several of the maps in their comprehensive plan, including a development limitations map, reinvestment opportunities map, and future land use map. As a first step, MSA will be setting up a work session with P&Z and City Staff to review current infrastructure and environmental conditions of the City and surrounding jurisdictional area.

#### **COMPLETED TASKS**

- Met with P&Z members and City Staff to review current infrastructure and environmental conditions on December 4, 2019.
- Create draft maps of each of the three maps identified above.
- Sent draft maps to Planning & Zoning for review and to provide feedback on 3/24/2020.

#### ONGOING TASKS

Planning and zoning reviewal of maps.

#### **NEXT STEPS**

Revise maps and create final maps based on feedback and submit finalized maps to City.

#### TASK ORDER #8 – WATER & SEWER EXTENSION TO WEST DEVELOPMENT

City of Prairie City is interested in extending water main to the west from the treatment plant and extending sanitary sewer from the existing end of main to th northwest along the south side of W 2<sup>nd</sup> Street to a potentially developable area. MSA will provide engineering services for this project along. MSA will also perform boundary survey of the existing parcel for the potential split of the property into up to 3 separate properties.

#### COMPLETED TASKS

Survey was on site May 19, 2020 to collect basemap information along with Right of Way information.
 Ongoing Tasks

#### **ONGOING TASKS**

• Creating a digital basemap for use in design of the water main & sewer extension.

#### **NEXT STEPS**

- · Water main & sewer design
- Preliminary plan review meeting with City Staff to review recommended route for water & sewer.
- Private franchise utility coordination (as necessary)
- Prepare and submit lowa DNR permits (Water & Sewer)
- · Prepare and submit Iowa DOT permits
- Finalize plans
- Bid project & potentially award.



## TASK ORDER #9 - 2020 GENERAL ENGINEERING SERVICES

Based on discussions with the City, there is a desire to have MSA provide general engineering services on a time and expense basis with a not to exceed number. This agreement would be for any minor engineering related services that come in front of the City that MSA would assist with. Such as, but not limited to, site plan reviews, cost estimating, utility mapping, engineering reviews, and other general engineering services that are authorized through written communication with the City. Any larger projects that come to light would be approached with a separate task order as done in the past.

#### **CURRENT TASKS**

# Pella Regional Health Center - Medical Clinic Site Plan Review

- Developer has submitted a conceptual layout for review (not an official submittal). MSA has provided feedback based on this.
- Developer's engineer has declined a pre-application conference.
- Developer will submit a formal submittal along with the items required in the City Ordinance for review and approval.
  - o MSA will review preliminarily and provide comments to the City for City Council approval.
  - Per City Code, once developer submits for site plan review, the City has 45 days to provide comments to Council. Once comments are provided, Council can either approve or disapprove of the site plan.
  - Once Council has approved, a building permit will be provided to the Developer for construction to commence.
- MSA reviewed the site plan and provided preliminary comments to developer on 5/19/2020.

## Marshall Building Boundary Survey

 Identify southern property corners for Marshall St building along with building corners on Marshall building and the building to the south. This was completed in order to identify if there is enough spacing to meet fire requirements.

# PHASE 1 WATER SYSTEM IMPROVEMENTS - ON HOLD

THIS PROJECT HAS BEEN PUT ON HOLD PENDING FUNDING REVIEW BETWEEN
THE CITY AND THEIR MUNICIPAL ADVISOR.

As of February 4, 2020, we are at a roughly 30% design for Phase 1 as identified in the water system study.



# 2019 WATER QUALITY REPORT FOR Water Report

# PRAIRIE CITY WATER WORKS

This report contains important information regarding the water quality in our water system. The source of our water is groundwater. Our water quality testing shows the following results:

CONTAMINANT	MCL - (MCLG)	, C	Compliance	Date	Violation	Source
		Туре	Value & (Range)		Yes/No	
Total Trihalomethanes (ppb) [TTHM]	80 (N/A)	ĻŖAA	15.00 (15 - 15)	09/30/2019	No	By-products of drinking water chlorination
Lead (ppb)	AL=15 (0)	90th	1.00 (ND - 2)	2017	No	Corrosion of household plumbing systems; erosion of natural deposits
Copper (ppm)	AL=1.3 (1.3)	90th	0.112 (0.0178 - 0.234)	2017	No	Corrosion of household plumbing systems; Erosion of natural deposits; Leaching from wood preservatives
950 - DISTRIBUTION S	SYSTEM '				•	
Chlorine (ppm)	MRDL=4.0 (MRDLG=4.0)	RAA	0.9 (0.46 - 1.65)	06/30/2019	No	Water additive used to control microbes
01 - WELLS 1_2R AFTI	ER TR	•				
Arsenic (ppb)	10 (0)	SGL	2,30	01/04/2018	No	Brosion of natural deposits; Runoff from orchards; Runoff from glass and electronic production wastes
Fluoride (ppm)	4 (4)	RAA	0.64 (0.500 - 0.700)	09/30/2019	No	Water additive which promotes strong teeth; Erosion of natural deposits; Discharge from fertilizer and aluminum factories
Barium (ppm)	2 (2)	SGL	0.0239	01/04/2018	No	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits
Sodium (ppm)	N/A (N/A)	SGL	71.4	05/02/2019	No	Erosion of natural deposits; Added to water during treatment process
Nitrate [as N] (ppm)	10 · (10)	SGL	7.100 (0.900 - 7.100)	2019	No	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits

Note: Contaminants with dates indicate results from the most recent testing done in accordance with regulations.

#### **DEFINITIONS**

- Maximum Contaminant Level (MCL) The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
- Maximum Contaminant Level Goal (MCLG) -- The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.
- ppb -- parts per billion.
- ppm -- parts per million.
- pCi/L picocuries per liter
- N/A Not applicable
- ND -- Not detected
- RAA Running Annual Average
- Treatment Technique (TT) A required process intended to reduce the level of a contaminant in drinking water.
- Action Level (AL) The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a
  water system must follow.

- Maximum Residual Disinfectant Level Goal (MRDLG) The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
- Maximum Residual Disinfectant Level (MRDL) The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
- SGL Single Sample Result
- RTCR Revised Total Coliform Rule
- NTU Nephelometric Turbidity Units

#### GENERAL INFORMATION

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water posed a health risk. More information about contaminants or potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline (800-426-4791).

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (800-426-4791).

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. PRAIRIE CITY WATER WORKS is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at http://www.epa.gov/safewater/lead.

# ADDITIONAL HEALTH INFORMATION

Nitrate in drinking water at levels above 10 ppm is a health risk for infants of less than six months of age. High nitrate levels in drinking water can cause blue baby syndrome. Nitrate levels may rise quickly for short periods of time because of rainfall or agricultural activity. If you are caring for an infant, you should ask advice from your health care provider.

#### SOURCE WATER ASSESSMENT INFORMATION

This water supply obtains its water from the sand and gravel of the Alluvial aquifer. The Alluvial aquifer was determined to be highly susceptible to contamination because the characteristics of the aquifer and overlying materials provide little protection from contamination at the land surface. The Alluvial wells will be highly susceptible to surface contaminants such as leaking underground storage tanks, contaminant spills, and excess fertilizer application. A detailed evaluation of your source water was completed by the Iowa Department of Natural Resources, and is available from the Water Operator at 515-994-2649 .

# CONTACT INFORMATION

For questions regarding this information or how you can get involved in decisions regarding the water system, please contact PRAIRIE CITY WATER WORKS at 515-994-2649.

#### **ORDINANCE NO. 375**

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.
ATTEST:	Chad Alleger, Mayor
Cindy Kane, City Clerk	
First Reading: 5-/3-20 Second Reading:	Third Reading:
I certify that the foregoing was published as Ordin	nance Noon the, day of, 2020.

Cindy Kane, City Clerk

# **ORDINANCE NO. 376**

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	\$25.95 (minimum bill)
Next 8,500	\$15.08 per 1,000 gallons
Next 30,000	\$12.51 per 1,000 gallons
All over 40,000	\$5.18 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 EFFECT approval, and publication as provi		shall be in effect July 1.	, 2020 after its final	passage,
Passed by the Council the 13th day  ATTEST:	y of May, 2020, and a	approved this 13 day of M  Charleger, Mayor	flay, 2020.	
Cindy Kane, City Clerk  First Reading: 5-/3-20	- Second Reading:	Third	Reading:	
I certify that the foregoing was				, 2020.

#### **ORDINANCE NO. 377**

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.

approval, and publication as prov		^	
Passed by the Council the 13 day	of May, 2020, and ap	oproved this 13 day of May, 2020.  Chad Alleger, Mayor	
ATTEST:  Cindy Kane, City Clerk	_		
First Reading: 5./3-20	Second Reading:	Third Reading:	
I certify that the foregoing was	s published as Ordin	ance Noon the, day of, 202	:0.

Cindy Kane, City Clerk

# John Lloyd

From:

Cody Wenthe <codywenthe@gmail.com>

Sent:

Tuesday, May 5, 2020 3:53 PM

To:

John Lloyd

Cc:

Jody Van Der Kamp; Ryan Martin; Amy Kenna Krueger; Mandi Bright

Subject:

PC EMS Radio purchase/quote

Attachments:

PC EMS 2020 Radio Quote.pdf

# Council, Mayor, & City Manager

I've attached the quote from Racom for New EMS portable Raio's. After reviewing our current 2020 Budget, I believe we have enough to purchase 4 Raio's at a cost of \$6,410.00 each (\$25,640 total). With \$10,000 of that total being offset by a donation from the Prairie City Rescue Association, which they've already approved. That would leave the remaining balance (\$15,640) coming from this current years EMS Budget, which still brings us in several thousand dollars under budget overall for our current budget year.

We currently only have 4 portable radio's, and since the County switched to the new system the plan was to buy a few every year through City Funds and Fund Raising. By getting us up to 8 total, that give's our members greater flexibility, efficiency, and safety. Our long term goal is to get up to 15 portable radios, so every EMT can be issued their own, and have 1-2 back-ups in case one breaks down, or in the event of a large mass casualty type response.

Please reach out if any of you have questions.

Respectfully serving,

Cody Wenthe
EMS Director
515-490-0911
codywenthe@gmail.com

This email was scanned by Bitdefender



213 SE 16th St		
Pella, IA 50219		
Ph: 641-628-1724		
Fax 641-628-4808		
Ceil 641-780-1007		
duane.vos@racom.ne	et	
www.racom.net		

Proposal Prepared for:	City of Prairie City
Address	203 E Jefferson St
City	Prairie City
State & Zip Code	IA 50228
County	Jasper
Phone/FAX	5154900911
Contact Name	Cody Wenthe
Contact E-mail	codywenthe@gmail.com

Tax Rate

Taxes \$

30.00 6,410.00

Shipping \$
Total \$

HARRIS XL-185 Single Band Portable

			DESCRIPTION	Τ	UNIT		XTENDED
ITEM	QTY	PART NO.		\$		\$	5,742.50
1		XL-185 SBP	HARRIS XL-185 S 7 800Mhz / Multi Application Portable Radio	\$	2,071.20	\$	-
2		XS-PPS2M	PORTABLE,XL-185P,MIDNT BLK, PARTIAL,US	1		<u>φ</u>	
3	2	XS-PL4F	FEATURE P25 PHASE 2 TDMA	4		ψ	
4	2	XS-PKGPT	FEATURE PACKAGE,P25 TRUNKING	φ.		\$	
5	2	XS-PA3V	BATTERY,LI-ION,3100 MAH	\$		\$	<del></del>
6		XS-NC8D	ANTENNA, FLEX, HELICAL 1/2 WAVE , 762-870 MHZ	φ.	168.75	φ_	337.50
7	2	XS-AE9N	SPEAKER MICROPHONE, Emergency Button	\$	127.50		255.00
8	2	XS-CH4X	CHARGER,1-BAY	1 30			
9	2	XS-HC3L	BELT CLIP, METAL	1 3	22.50	<b>b</b>	45.00
9				\$	-	\$	-
10	2	3YW	3rd Year Warranty Maintenance Services Extension Included	\$		<b>&gt;</b>	-
11	2	A5	Setup / Programming / Test - as applicable	\$	-	\$	
12	2	RTI	Portable radio trade-in**	\$		\$	
13	2	SHP	Shipping Fees Estimated, Actual Apply	1\$		\$	-
14				\$	-	\$	
15		CRMC YR 1	Comprehensive Radio Maintenance Contract (X) to be added to JC 911	\$	75,00	\$	-
16			Per Radio	\$		\$	-
17	<del>                                     </del>			\$	٠,	\$	+
18				\$	-	\$	-
19	<b> </b>			\$	*	\$	
20	<b>—</b>			\$	*	\$	-
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1-2	<b> </b>	<del> </del>		\$	-	\$	-
<b> </b>	┼──			\$	-	\$	-
<u> </u>	<u> </u>	L	Total Equ	ilpn	nent Price	\$	6,380.00
			·		stallation		-
_					Subtotal	\$	6,380.00

Terms of Purchase: 3 Year Warranty Maintenance Service Extension on radio. Services performed at RACOM Pella office. No prog fees during warranty period. Warranty and services begin when radios delivered for use.

\*\* Harris Special Trade-in

242(611) De2Ctibition: HWVVID VE-1921 Bitigle Date 1/2000mile countries of a transfer transfer and the second a	P25
Trunking, PH2 TDMA. High Cap Li-Ion Battery, Fast Charger, Single band antenna, Metal Belt Clip, Speaker Microphone, Radio	setup,
programmed and tested ready for use.	

Proposal Presented By: D Vos	Date: 3/12/2020
Proposal Accepted By:	Date:

REVENUE & 5/19/20 EXPENSE 10:10

# CITY OF PRAIRIE CITY REVENUE & EXPENSE REPORT

Page 1 OPER: CSK

CALENDAR 4/2020, FISCAL 10/2020 PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	DIFFERENCE	% REALIZED
001-160-6010	SALARIES, AMBULANCE	12,000.00	165.36	2,189.21	9,810.79	18
001-160-6020	ATTENDANTS FEES	5,000.00	1,015.00	4,544.44	455.56	91
001-160-6130	IPERS, CITY SHARE	.00	.00	.00	.00	
001-160-6190	EMPLOYEE PHYSICALS	.00	.00	.00	.00	
001-160-6210	DUES/MEMBERSHIPS	500.00	.00	501.10	1.10-	100
001-160-6230	TRAINING/MILEAGE	3,500.00	.00	5,423.45	1,923.45-	155
001-160-6331	FUEL	2,500.00	82.98	1,306.15	1,193.85	52
001-160-6332	VEHICLE REPAIRS/MAINTENAN	2,000.00	.00	2,403.28	403.28-	120
001-160-6350	EQUIP & BLDG MAINT	2,000.00	.00	2,079.61	79.61-	104
001-160-6373	AMBULANCE CELL PHONE	1,100.00	26.97	242.73	857.27	22
001-160-6408	INSURANCE	2,300.00	.00	.00	2,300.00	
001-160-6409	CLEANING FEES	900.00	.00	.00	900.00	
001-160-6419	COMPUTER EXPENSES	1,000.00	202.17	857.06	142.94	86
001-160-6459	MISC CONTRACT WORK	.00	.00	.00	.00	
001-160-6506	OFFICE SUPPLIES	1,000.00	.00	593.36	406.64	59
001-160-6507	MEDICAL SUPPLIES	6,100.00	441.95	3,531.65	2,568.35	58
001-160-6510	JASPER CO, EMERGENCY MGNT	1,260.00	.00	1,260.00	.00	100
001-160-6580	REFUNDS AND TIERS	10,000.00	300.00	4,875.00	5,125.00	49
001-160-6597	AMBULANCE TRUST PURCHASES	.00	.00	.00	.00	
001-160-6710	C/E AMBULANCE	.00	.00	.00	,00	
001-160-6725	MINOR EQUIPMENT	6,000.00	.00	58.00	<b>/5,640</b> 5,942.00	1
001-160-6799	OTHER C/E EXPENSE	.00	.00	.00	.00	
	AMBULANCE TOTAL	57,160.00	2,234.43	29,865.04	27,294.96	52
			=========			=====
	GENERAL TOTAL	57,160.00	2,234.43	29,865.04	27,294.96	52 =====
		<del>-</del>				
	TOTAL OF ALL EXPENSES	57,160.00	2,234.43	29,865.04	27,294.96	52



Main Phone: 641-227-2222 Email: sales@keltekinc.com

Address: PO Box 14 Baxter, IA 50028

# QUOTATION

Quote Number:

30123A

Quote Date: 03/13/2020

Quote Total: \$12,750.91

#### **Quoted To:**

Prairie City Police 203 E Jefferson

Prairie City IA 50228 Deliver To:

Prairie City Police 203 E Jefferson

Prairie City IA 50228 Quote Notes:

Ph: 515-994-2649

	tomer Contact	Order Ref					Valid for:
Control of the Contro		SERVER			1 AS	CONTRACTOR DE LA CONTRA	
Item Code	Item Description		Quantity	List	Disc %	Unit Price	Line Total
	Ine Bartello, 515-822-4496		1				
	oe.bartello@prairiecityiowa.us		į				
	Server Upgrade & Deployment				48 - 41.11	an March	
	Cerver:			40400.04		4040004	00400.04
4T POWEREDGE	POWEREDGE T440 4. TERABYTE		1.00	\$8120.81	0.00	\$8120.81	\$8120.81
NK7-00031	Volume License Filler Sku OLP SNGL LANG IDENTITY MGR CAL		1.00	\$301.12	0.00	\$301.12	\$301.12
	SA NL USRCAL		j		• :		
DS418	Synology 4 Bay NAS Disks Station		1.00	\$369.99	0.00	\$369.99	\$369.99
ST2000NM0033	Seagate 2TB 7.2K SATA 128MB ôGB, 3.5		3.00	\$153.33	0.00	\$153.33	\$459.99
	Server Deployment:		Ì				
ARB-SERV-DEPLO	∃asic Arb Server Deployment Includes: Admin & End User		1.00	\$3499.00	0.00	\$3499.00	\$3499.00
	raining/Travel Fees		1			4 1	
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Complete Shipments ve Partials -KELTEK only ships complete orders unless partials are specifically requested (shipments may be from multiple manufacturers). Partial shipments may recult in multiple shipments and multiple invoices with payment terms starting at time of invoice.

**Returns:** Special ordernem sales are final. Returns need to be completed within 90 days of invoice. All returns are subject to a 50% restocking fee or a replacement order of 1.5 times the original order amount. Items need to be unobened and in original packaging. Please contact your inside sales replacement order of 1.5 times the original order amount. Items need to be unobened and in original packaging. Please contact your inside sales replacement or RA information.

Warranty: Please contact your inside sale rep for details.

Payment Methods: KEL. EK accepts cash, check, Visa or Mastercard. There is a 2.31% processing fee for use of a credit card. Prepayment required if new account or no terms.

Subtotal:	12,750.91
Sales ax:	0.00
Grand Total:	12,750.91
Internal Approval:	

Customer Approval:



#### MATTHEW S. BRICK SHAREHOLDER

T: 515-274-1450 F: 515-274-1488 Matt.Brick@brickgentrylaw.com

May 14, 2020

John Lloyd City of Prairie City John.lloyd@prairiecityiowa.us Via Email Only

RE: Response to Proposal for City Attorney Services

Dear John:

This letter of interest from Brick Gentry, P.C. is in response to the City of Prairie City's request for a letter of interest and qualifications to represent the City regarding legal matters. Included in these materials are the qualifications of the firm's municipal attorneys and an overview of the legal services the firm provides to other Iowa municipalities.

## A. Qualifications to Provide Services

Brick Gentry P.C. is one of Iowa's premier municipal law firms and has been providing services to cities for over fifty (50) years. The firm appreciates the opportunity to submit this proposal to represent the City and would suggest that Matthew Brick serve as the primary contact with the City—while allowing the City to draw upon the expertise of the other attorneys within the firm.

Currently, Brick Gentry P.C. provides full-service City Attorney services for the following cities: Ankeny, Bondurant, Colfax, Denison, Hartford, Huxley, Indianola, Minburn, Mitchellville, Muscatine, Newton, Nevada, Pleasant Hill, Polk City, Waukee and Windsor Heights. In addition, Brick Gentry P.C. handles prosecutions for Altoona, as well as employment and labor issues in the recent past for Council Bluffs, Grimes, Jamaica, Johnston, Keokuk, Red Oak and West Des Moines.

Along with the firm's broad depth of service to cities, Brick Gentry P.C. handles matters for a number of counties and represents many municipal corporations, such as the Buena Vista County Assessor, Council Bluffs Water Works, Dallas County Assessor, Des Moines Area Regional Transit, Des Moines Water Works, Metro Waste Authority, Neighborhood Housing Agency of Des Moines, Northwest Iowa Solid Waste Agency, Polk County Assessor, Prairie Solid Waste Agency, Rural Iowa Management Waste Agency, StoryComm and West Des Moines Water Works.

Brick Gentry P.C. has a broad area of municipal experience and acts as legal advisor to all City officials, as well as board and commission members, which covers matters such as condemnation, litigation, ordinances, prosecutions, environmental issues, labor and employment law, and

Brick Gentry, P.C. City Attorney Proposal Page 2 of 4

zoning/annexation matters. Specifically, the firm: (a) provides legal opinions regarding municipal, state and federal laws; (b) keeps municipal ordinances in compliance with relevant law; (c) prepares for Council meeting issues and reviews draft motions, resolutions and ordinances—as directed by staff; (d) attends all Council, board and commission meetings—as directed by staff; (e) handles prosecutions of misdemeanor criminal offenses and municipal infractions; (f) acts as litigation defense counsel for the City before any court or administrative agency; (g) reviews all agreements and contracts—including leases, title documents, real estate closing paperwork and title opinions; and (h) counsels City personnel on employment matters and union issues and negotiations.

As part of the services Brick Gentry P.C. currently provides its municipal clients, the firm regularly interprets and provides opinions on questions regarding a variety of legal issues; reviews and provides written legal opinions on proposed ordinances; drafts, reviews and provides recommendations for proposed ordinances and resolutions; and interprets and provides City staff and elected officials written opinions on questions interpreting City ordinances and State Code matters. More specifically, Brick Gentry P.C. developed the codes of ordinances for Ankeny and Bondurant, and periodically reviews and updates the codes of ordinances for a number of other cities—including a complete re-write of the Muscatine Code of Ordinances. The firm's municipal attorneys have a strong background advising staff with regard to code enforcement and nuisance abatement issues.

With regard to condemnation, Brick Gentry P.C. has acted as legal counsel in dozens of condemnation actions, including public right-of-way condemnations. The firm assisted with the completion of the Ankeny Aquatic Center/Middle School/Soccer Complex, which came in \$200,000 under budget. Further, Brick Gentry P.C. lawyers have worked with the Iowa Department of Natural Resources (IDNR) in the Department's update of their Iowa Code Chapter 455B environmental rules and has successfully represented municipal clients before the IDNR regarding administrative orders and fines levied against those cities by the IDNR. The firm represents the "Growing Green Communities," a non-profit 501(C) corporation organized to assist cities in the development of alternative storm water drainage systems and to obtain available State grants for that purpose.

The attorneys at Brick Gentry P.C. have years of experience providing employment and union advice to municipalities across Iowa. In the past few years alone, the attorneys have been involved in negotiating over a dozen contracts and defending current clients with dozens of grievance, civil service and civil rights complaint matters. Brick Gentry P.C. has defended current clients in employment matters before the Public Employment Relations Board, the Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, as well as both state and federal courts.

Finally, Brick Gentry P.C. has been involved in a number of different types of municipal annexations disputes before the City Development Board, including 80/20 annexations and both voluntary and involuntary annexations. In fact, the firm defended Huxley successfully against a claim brought by Ames seeking to annex land within Huxley's corporate limits. Brick Gentry P.C. has also acted as legal counsel in numerous condemnation actions and, as such, the firm's attorneys

Brick Gentry, P.C. City Attorney Proposal Page 3 of 4

are comfortable advising City staff with regard to all manner of planning and zoning issues, as well as preparing documents related to land acquisition and/or development.

## Matthew S. Brick (Partner)

For almost two decades, Matt Brick has been providing legal guidance for a number of cities in many areas including but not limited to civil rights law, public collective bargaining contract matters, and general employment law. Matthew Brick will be serving as the primary contact for the City.

# Erin M. Clanton (Partner)

The majority of Erin's practice is focused on the representation of municipalities as well as a variety of employment matters during her over ten years of legal experience. Erin Clanton will be consulted on an as-needed basis for this contract.

#### Michael W. Heilman (Partner)

Michael counsels public sector employers in employment- and labor-related issues, including antidiscrimination practices, contractual and workplace policy matters, worker's compensation and personnel management. Michael Heilman will be consulted on an as-needed basis for this contract.

These attorneys each have years of experience handling these types of matters and all work hard to establish good relationships with the staff of the various City Departments to insure the expedient and successful resolution of all issues. The profiles of all attorneys at Brick Gentry can be found at <a href="https://www.brickgentrylaw.com/areas-of-practice/municipal-law.aspx">www.brickgentrylaw.com/areas-of-practice/municipal-law.aspx</a>. Profiles and resumes of the above-referenced attorneys are attached to this proposal.

#### B. Approach to Providing Legal Services

Brick Gentry P.C.'s motto is "we put clients first," and that method of serving our clients has led us to decades of business in Iowa. Timeliness of response and accessibility to our clients are important aspects of how we operate. The firm's counsel can be promptly reached via telephone or electronic mail and are available to attend meetings in person on short notice. The firm is able to work cooperatively with the City's legal department and to coordinate with other counsel, as needed, to assure proper management of legal issues and proper transmission of information among counsel.

The attorneys of Brick Gentry P.C. have years of experience acting as legal advisors to city officials, boards and commissions and are accustomed to attending, upon request, regular and special City Council meetings to provide legal guidance. The firm's attorneys make a concerted effort to be readily available to City staff for review of materials prepared for City Council meetings and to timely confer with the City Administrator and/or staff prior to meetings regarding legal matters and potential issues. Brick Gentry P.C.'s approach to assisting in labor negotiations consists of not only being promptly available to the City and the Union's representation, but also attending the negotiations meetings and drafting and revising the collective bargaining agreement through the process.

Brick Gentry, P.C. City Attorney Proposal Page 4 of 4

# C. Current Practices/Conflicts of Interest

The firm is unaware of any clients and/or activities of the firm that may pose a conflict with the City. Additionally, there are no professional commitments, current or future, that would interfere with the firm's representation of the City.

# D. Proposed Costs

The standard rate charged to clients is three hundred dollars (\$300) per hour for partners, two hundred dollars (\$200) per hour for associates, and one hundred (\$100) dollars per hour for law clerks and paralegals. While this is the Firm's standard rate, we offer a reduced rate to our municipal clients—such as the City of—which would be one hundred fifty dollars (\$150) per hour for all attorney services, including civil litigation, and seventy-five dollars (\$75) per hour for all services performed by paralegals and law clerks.

Fees for services rendered will be based on the reasonable value of those services as determined in accordance with the American Bar Association and Iowa Rules of Professional Conduct. Such fees will be based primarily on our hourly billing rates. Time is billed in tenths of an hour. In an effort to reduce legal fees, we use paralegal personnel and student law clerks. Time devoted by paralegals and law clerks to client matters is charged at hourly billing rates and are specifically listed above.

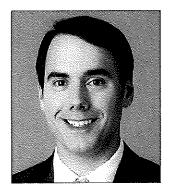
Brick Gentry P.C. understands that the City has issues and concerns unique to it and we will provide only those services actually requested. Given the distance between the City and the firm, it is expected that—similar to our practice with other municipalities located throughout Iowa—we will utilize teleconferences and electronic communication as much as possible to reduce travel costs. Ultimately, if the firm is chosen for this proposal, it is expected the scope of services and proposed costs will be further defined by the City Council prior to entering into a contract with the firm.

Should the City have any questions or need any additional information concerning this proposal, please do not hesitate to contact us. Again, thank you for considering Brick Gentry P.C. to provide labor legal services.

Sincerely,

MATTHEW BRICK

matt.brick@brickgentrylaw.com



# Attorneys Matthew S. Brick Shareholder

matt.brick@brickgentrylaw.com

"Working with clients is what I do best. Whether it's advising cities on issues or helping settle employment disputes, I always want to procure the best outcome for those I represent. I'll keep working

until I do."

Matt Brick is a shareholder of Brick Gentry P.C. His practice involves business transactions along with providing legal guidance for a number of cities and other public corporations. In addition, Matt represents both businesses and governments in a variety of labor and employment issues.

For his business clients, Matt handles a variety of matters ranging from: forming business entities such as corporations, limited liability companies and partnerships; negotiating contracts, assisting with the purchase and sale of businesses; and entering in equity sales and/or joint ventures with outside parties.

His municipal practice covers issues such as ordinance drafting, prosecutions, contract preparation, litigation defense and handling real estate issues. Matt has experience with municipal issues involving governmental immunity, open records, open meetings, constitutional rights and eminent domain.

Matt's employment practice involves advising employers on employee discipline, assisting with drafting, reviewing and revising employment policies, and handling hiring and reduction issues. Matt also works with employers on union-related matters, such as unfair labor practice charges and negotiating collective-bargaining agreements.

Prior to joining the Firm, Matt worked for the Vinson & Elkins law firm in Dallas, Texas, defending and advising clients in a wide range of labor and employment issues. Matt has extensive civil litigation experience defending public and private corporations on matters such as wrongful termination, discrimination disputes, wage and hours cases and a variety of other statutory and common-law claims.

# Areas of Practice

Labor & Employment Law, Business Law, Government Relations, Representation of Municipalities

#### Education

- University of Iowa College of Law, J.D., 2001, With High Distinction
- University of Iowa, B.S., Psychology, 1995, With Honors

#### Bar Admissions

- lowa 2001
- · District of Columbia 2001
- Minnesota 2001
- Nebraska 2001

#### Court Admissions

- · United States Supreme Court
- . U.S. Court of Appeals, 8th Circuit
- . U.S. Court of Appeals, 5th Circuit

#### Memberships

- Inns of Court
- · Iowa State Bar Association
- · Nebraska State Bar Association
- · District of Columbia Bar Association



# Attorneys Erin M. Clanton Shareholder

erin.clanton@brickgentrylaw.com

"The cornerstone of my practice is understanding that every issue matters. Whether I'm representing a municipality or handling an employment matter, I'm always doing everything I can to achieve success."

Erin Clanton is a shareholder of Brick Gentry P.C. The majority of Erin's practice is focused on the representation of municipalities. She also handles a wide variety of employment matters; performs general real estate work, including title examination and loan closing services; and assists creditors in their relations with debtors, both in and outside the bankruptcy realm. Erin also serves as the City Attorney for Nevada, lowa, and provides assistance to a number of other lowa public entities. Erin graduated from the University of lowa in 2002 with degrees in English and Finance. In 2005, she graduated from Creighton University Law School and joined Brick Gentry as an associate. Erin became a shareholder of Brick Gentry in 2009.

#### Areas of Practice

Administrative Law, Annexation, Bankruptcy Law, Creditor Rights, Labor & Employment Law, Labor Negotiations, Prosecutions, Representation of Municipalities, Zoning

# Recognitions and Publications

Co-Author with Brick Gentry Shareholder Tom Ftynn, "Iowa Commercial Lending Law," appearing in "Commercial Lending Law: A Jurisdiction-by-Jurisdiction Guide to U.S. and Canadian Law," published by the American Bar Association Commercial Finance Committee, 2016.

#### Education

- Creighton University Law School, J.D., 2005
- University of Iowa, B.B.A., Finance, B.A., English, 2002

#### Bar Admissions

lowa 2005

#### Court Admissions

- · Iowa District Courts
- · Northern District of Iowa
- · Southern District of Iowa
- . U.S. Court of Appeals, 8th Circuit

### Memberships

- · Iowa State Bar Association
- · Federal Bar Association
- · Polk County Bar Association



# Attorneys Michael W. Heilman Associate

michael.heiiman@brickgentrylaw.com

"The attorneys at Brick Gentry are committed to providing zealous advocacy while maximizing the overall client experience. As part of this team, I focus my practice on understanding the full implications

of my clients' legal issues and working tirelessly to craft an approach that best facilitates their long-term objectives."

Michael is a member of the Firm's Litigation, Real Estate, and Municipal Law divisions and focuses his practice in the areas of commercial litigation, real estate transactions and general municipal law matters.

Michael's commercial litigation practice focuses on the areas of creditors' rights, business and corporate transaction disputes, contract disputes and real estate disputes.

In addition to his litigation practice, Michael handles commercial and residential real estate matters, including lease negotiations, landlord-tenant evictions and foreclosures, quiet title actions, boundary disputes, and construction disputes.

As part of his municipal practice, Michael provides advice relating to ordinance drafting, municipal court prosecution and operations, public bidding procedures, compliance with open meeting and record law, and general litigation matters.

This varied experience allows Michael to provide legal assistance to clients in cost effective ways that minimize exposure and support long-term objectives.

Michael is licensed to practice in both the state of Iowa and the state of Nebraska. In addition, he is a member of the American Bar Association, the Iowa State Bar Association, the Nebraska State Bar Association, and the Litigation Committee for the Young Lawyers Division.

#### Areas of Practice

Business Law, Commercial and Business Litigation, Labor & Employment Law, Representation of Municipalities

#### **Recognitions and Publications**

- Brick, Matthew S. & Michael W. Heilman, "lowa," Employment at Will: A State-By-State Survey (BNA), Melinda J. Caterine ed., 2015 Supp.
- Brick, Matthew S. & Michael W. Heilman, "Iowa," Employment at Will: A State-By-State Survey (BNA), Melinda J. Caterine ed., 2016 Supp.
- Brick, Matthew S. & Michael W. Heilman, "Iowa," Employment at Will: A State-By-State Survey (BNA), Melinda J. Caterine ed., 2017 Main Volume (Publication Pending).
- 2016 Spring APWA/ISOSWO Conference, "Open Meeting Laws & HR Considerations," West Des Moines, lowa, April 2016.
- 2016 Iowa Employment Conference, "Retaliation in Employment Law: Avoiding Retaliation Litigation," Altoona, Iowa, April 2016.

#### Education

University of Iowa College of Law, J.D. Iowa State University, B.A., Political Science

#### **Bar Admissions**

State of Iowa State of Nebraska

#### **Court Admissions**

Iowa State Courts
Nebraska State Courts
U.S District Court,
Southern District of Iowa
U.S. Bankruptcy Court,
Southern District of Iowa

#### Memberships

American Bar Association

Iowa State Bar Association

Nebraska State Bar Association







Above all else, client relationships reveal the most about Brick Gentry. We value and take pride in each and every one and, ultimately, strive to excel by becoming our clients' counselor and partner. These partnerships are enhanced by our wide range of experience and uniquely broad perspective, allowing us to be completely committed to the success of our clients. At Brick Gentry, we put clients first and we will prove it.

We are a different kind of law firm.



### Greater results.

At Brick Gentry, we believe in achieving greater results for our clients. We strive for and demand success. Our attorneys are not only well educated, they provide exceptional experience and a deep commitment to the pursuit of excellence. The personal time and attention we invest on the behalf of every client is a central part to this commitment. At the end of the day, our success is our clients' success.

Quick Resolution
From start to finish and beyond, we stay
Incredibly invested, taking care of you every
step of the way. Because we have the kind
of perspective that you only achieve through
experience, our work tends to be more efficient.
We find it imperative to understand the industry
of our clients in our effort to serve them. It is this
approach to business that has earned us the
respect and frust of so many.

Adding Value
Success is achieved by adding value.
All Brick Gentry, we are committed to utilizing
every available resource to add this value,
including state-of-the art technology and the
most qualified personnel.

Each client comes to the firm with unique legal needs. Whatever those needs may be, our clients' success and estification are of the utmost importance. It's our job to bring more to every relationship, regardless of its simplicity or complexity. We take our clients' projects to the highest level and we will advise our clients on more than the concerns of the Issue at hand, bringing both more perspective and an informed focus.





For over 40 years, Brick Gentry has been determined to set itself apart, challenging ourselves to provide clients with a higher level of service while fostering a unique environment that is truly founded on partnership.

## We are a full-spectrum law firm.

Brick Gentry provides legal services to individuals and businesses through the general practice of law and by offering them legal expertise in specific areas of the law, including healthcare, family, municipal, debtorcreditor, intellectual property, trust and estate planning, employment, real-estate, general commercial and related litigation. We don't stop there. As the needs and expectations of our clients change, we are continually expanding our own expertise and resources in order to meet those demands. We employ the latest communications technologies to stay in close contact with clients, providing them the most current information on their cases on a real-time basis.

Uniquely Broad Expertise Bick Gently is unique because of the attent of our attorneys and other personnel. We continually strive for diversity and proficiency with attorneys and staff who possess strong openties in areas that cover a troad range of the legal spectrum. This diversity enables the collaboration often needed to ensure success for our clients.

Flexibility Is Key
to singular approach provides success. At Brick
Gentry, we tailor our approach to best reach
our clients' soals and deliver solutions for even
the most uniquely complex issues. We believe
that creativity plays as important a roto as legal
analysis. By working proactively to understand
a client's unique set of circumstances and
communicating effectively with the client, we
offer the flexibility necessary to achieve success





# Municipal Law

Administrative Law • Prosecution • Zoning • Annexation • Labor Negotiations Representation of Municipalities

For lowa municipalities, the benefits of working with Brick Genthy are significant. The lawyers in our municipal law group have worked in nearly every aspect of local governance and have a wide range of experience to provide our clients with the legal support necessary to carry out their long-range goals.

Brick Gentry's municipal law group offers a valuable combination of experience for citles, counties and 25E agencies across lowa regarding a vaide variety of municipal issues. Serving the needs of small lowns, large citles and eventyting in between requires a variety of expertise that is best provided by our municipal practice group. This experienced group serves as city attorney for a number of communities, serves on an "as needed" basts for counties, 28E agencies, and provides legal support for many more citles.

Guiding cities daily through the complex legal and business issues faced by city officials

and staff is the primary responsibility of our municipal law group. Members advise minidipal clients in areas such as annexation, zoning and condemnation; land use and development; construction; inter-municipal agreementa; economic development; municipal coart prosecution and operations; ordinance drafting; employment maters; compliance with open meeting and record laws; elections; water, sewer, wastewater and effective authorities; franchises; general liligation; and ethics.

Brick Genlry's municipal law group provides communities with high quality, responsive and efficient service. The group uses a team approach that allows multiple tasks to be handled dimultaneously and a municipal attorney to be always available to assist clents when emergencies inevitably arise. The lawyers in the municipal law group work closely with the firm's other areas of practice, such as the fitigation, general business and intellectual property groups to must the needs of our clients.

# Litigation

Intellectual Property Disputes • Environmental Law • Appellate Litigation Employment Defense • Alternative Dispute Resolution • Family Law Personal Injury • Commercial and Business Litigation • Healthcare Litigation

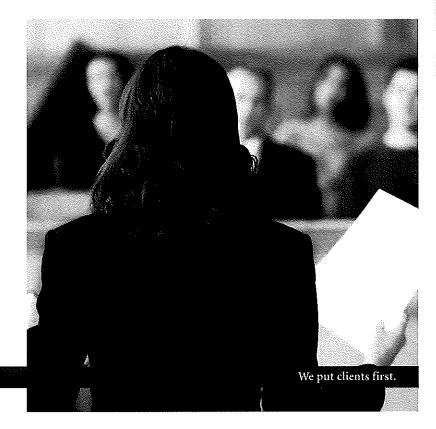
Our lidigation group handles a full range of cases in state and federal courts and before administrative agencies, with an emphasis on business-related litigation. We understand the importance of elementing what is no our clients best interest — both working with clients to first set their expectations, then working around the clock to exceed them.

Our fitigation attorneys are singularly focused on one goal: a successful result for our clients. Whether a case involves a multi-million dollar corporate contract or a small claims municipal infraction, our litigation practice group approaches each client, with the same set of skills and commitment to success for which Brick Centry Is brown.

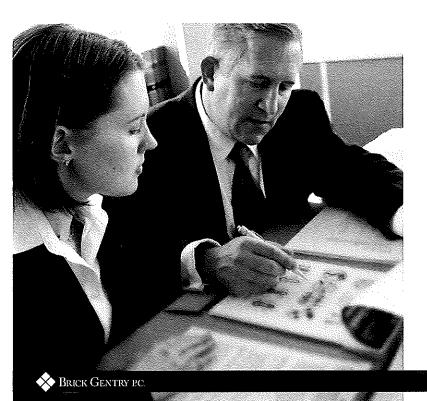
What sets our firm apart is the way in which we identify with our client's concerns and invest ourselves in solving their problems as if they were our own. To that end, we are committed to keeping our clients out of litigation whenever possible by furnishing preemptive advice to help avoid disputes and by negotiating resolutions before the need for litigation arise.

The lawyers in our fitigation group handle cases covering a wide range of subject areas, including administrative law, bankruptcy, contracts, business borks, issurance defense, intellectual property, real estate, labor and employment and environmental cases, as well as constitutional law matters. Specifically, the firm handles administrative proceedings before numerous state and federal agencies. In addition, the firm serves as litigation coursel for various municipalities and municipal organizations in cases involving everything from administrative law to zoning matters. We represent clients ranging from public and private companies to partnerships and individuals and from governmental and non-profit organizations to industry groups.

To reach our clients' goals, the litigation group provides the most effective, efficient and proactive representation it possibly can. We staff cases leanly and work closely with our clients to develop a plan for whoring or resolving matters at the certifest possible point and at the least possible expense. We never lose sight of the short and long-term business and personal interests of our clients and the many competing demands on their time and resources.







# **Intellectual Property**

Patents • Trademarks • Copyrights Intellectual Property and Technology Law

The intellectual property lawyers at Brick Gentry combine their legal expertise and technical backgrounds to provide our clients with the advice they need to protect their innovations consistent with their corporate objectives.

We manage intellectual property portfolios that Include the preparation, filing and prosecution of patent, trademark and copyright applications in the United States as well as with foreign associates around the globe. Our subject matter experties spans mechanical; computer software and technology, internet and other business methods; and chemical and biological processes. We regularly conduct patent and trademark searches and render legal opinions with respect to availability and infringement of patents as well as patent validity, freedom to operate and altate-of-the-art technology. We work closely with clients on franchise agreements and brand monagement as well as registration and lenanter of domain names and other online, social media, technology and e-commance matters.

Brick Genlay's Intellectual Property group works closely with clients and other counsel in performing intellectual property due diligence investigations pertaining to mergers and accupitations as well as other business transactions. We also assist clients in the negotiation of agreements covering the license or transier of intellectual property as well as related technology, trade secrets and confidentiality agreements. Additionally, we counsel clients in various disputes including tracting trademark, copyright, undir competition, trade secret and intellectual property ownership—taking great pride in reaching amicable resolution whenever possible.

Finally, we represent our clients in litigation matters by providing the expertise needed with respect to the questions at issue, in short, sinck Genty ruly is a full service intellectual property practice group.

## General Business Law

Banking • Employment/Labor Issues • Environmental • Healthcare • Real Estate General Business • Wills, Trusts and Estates

Brick Gentry is committed to providing clients experience through a broad range of business law - another example of how we put clients first. From the moment they walk through our doors, clients can trust that our approach to solving their unique business needs is rooted in a desire to assist them in achieving success. Our firm has a highly-skilled team of advisors who bring a unique perspective and knowledge, individually as well as collectively, to meet client needs. Simply put, we stand ready, willing and able to apply our experience and knowledge to work for the benefit of our clients.

#### Healthcare

Brick Gentry is well-recognized for its legal representation of healthcare clients throughout lows. Our clients rely upon us for advice and counsel based upon our extensive experience, knowledge and insight into the healthcare industry. Among our clients are the lowa Medical Society, physicians, physician groups and IPAs, residential care facilities, nursing homes, and other healthcare clients. Our clients seek our legal counsel on governance issues, contractual matters, regulatory concerns, such as STARK, HIPAA, or PPAGA, CON hearings, lowa Medical Board Issues, and numerous other healthcare related legal matters.

Employment/Labor Issues For business clients, we provide advice and counsel concerning employment Issues. From hiring questions to creation or review of employee handbooks to termination matters, our clients rely upon our experience in providing sound legal advice and understanding of the their business and culture. Our clients further rely upon Brick Gentry to help them navigate through labor issues or negotiations so that they can concentrate on growth.

#### Real Estate

Real estate success les in enhancing your investment through construction and development, land use modifications, financing, leasing, landlord/ tend the theoliteacuts, interioring, leasing, and route tenant relations and more. Our learn is prepared to help your learn in achieving the destred level of success by utilizing our unique experiences and collaborative approach.

Wills, Trusts and Estates
There are many facets involved with the process
of estate planning and estate administration. Our team is accomplished in all aspects of the drafting of wills and trusts as well as in the administration of trusts and estates and other estate-related or utus and estates and derive estate related matters. We stiffle to make the process a seamless one for our clients, taking them step-by-step to ensure that every detail is completed appropriately and professionally.





At Brick Gentry our objective is simple: provide outstanding personal service to help our clients achieve success. It is why we love what we do and what truly sets us apart from other firms. It would be our pleasure to show you how we do business.





# CALDWELL, BRIERLY & CHALUPA, PLLC ATTORNEYS AND COUNSELORS AT LAW

211 FIRST AVENUE WEST • P.O. BOX 726 • NEWTON, IOWA 50208

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Dennis F. Chalupa (1944 - 2013)

May 12, 2020

City of Prairie City ATTN: John Lloyd P. O. Box 607 Prairie City, IA 50228

RE: City Attorney Position – Prairie City

Dear Mr. Lloyd:

Thank you for allowing us to apply for the position of Prairie City Attorney. We know this is an important position for your city and that you are looking for a firm with experience and qualifications to provide the advice and services so important to your community. We hope you will agree that our experience in municipal legal affairs provide us with the tools we need to assist you.

We are currently the City Attorneys for Baxter, Barnes City, Kellogg, Lambs Grove, Lynnville, Malcom, Maxwell, Monroe, Montezuma, Oakland Acres, and Sully. We also do a substantial amount of legal work for the City of Newton on issues related to their dangerous and dilapidated program as well as code enforcement and abandoned building cases. In representing these communities we have provided a full range of services, attended council and board meetings, and advised as to such matters as planning and zoning, nuisance abatement, annexation, condemnation, human resource issues, civil litigation, employment issues, police policies and procedures and community development. We have also drafted revisions and updates of the municipal code of ordinances for our cities.

Our firm personnel have extensive experience in municipal civil and criminal law. Randal B. Caldwell is a member of the Iowa Municipal Attorney's Association and has attended continuing education seminars sponsored by this association. He is enrolled on a statewide list of municipal attorneys and receives e-mail from across the state on various municipal issues. He has extensive experience in real estate law and general civil law. He has been involved in complicated development projects for a number of clients, including economic development corporations and cities.

City of Prairie City May 12, 2020 Page Two

Gil Caldwell III has extensive experience in general civil litigation, criminal prosecution and administrative law. He is a member of the Iowa Municipal Attorney's Association, American Association for Justice and the Iowa Association of Justice. His bachelor's degree was in urban studies and he was an intern for the City Attorney of Tulsa, Oklahoma. He has been involved with state government agencies in his work on a special Governor's task force. He has been involved in numerous abandonment cases on behalf of our municipal clients, including successful appeals. He is a City Prosecutor for criminal municipal ordinance violations, including court trials and enforcement of civil municipal infractions. The National Association of Distinguished Counsel awarded him the distinction of being in the nation's top one percent. He has been a presenter for the Iowa League of Municipalities on abandoned building legal issues.

Attorney J. Michael Boomershine, Jr. has experience in a variety of municipal law matters both in and out of court, including prosecution of municipal infractions, City Code violations and litigation dealing with abandoned buildings. Michael responds to questions Cities may have interpreting city and state code provisions.

Attorney Antonia Sicilia has experience in municipal real estate matters, including examination of abstracts, real estate offers, contracts, drafting deed packages and assisting with closings. Antonia has also assisted with dangerous and dilapidated buy-outs, zoning issues, research projects regarding questions City employees have about various issues, and corresponding with City employees. She also has experience in employment and labor law, including experience in dealing with the Equal Employment Opportunity Commission and the Iowa Civil Rights Commission.

Attached is an exhibit more fully itemizing the work our firm does on municipal real estate matters.

Again, thank you for the opportunity to be considered for this position. We have enclosed a draft fee agreement for your review. This is an agreement we like to have with all our cities and it is reviewed on a calendar year basis. We would appreciate the opportunity to be considered for legal employment with the City of Prairie City.

Very truly yours,

CALDWELL, BRIERLY & CHALUPA, PLLC

By: Randal B. Caldwell

RBC/ds Enc.

#### EXAMPLES OF MUNICIPAL REAL ESTATE SERVICES

#### Residential Real Estate

We have been assisting Cities with voluntary sale and purchase of several million dollars in property to date, providing the following services: preparing templates for an offer for City use, examination of abstracts, preparation for closing, closing statements and closing in our office.

We have been involved in the subsequent sale of City-owned property, including Notice of Hearing and other required procedures under Iowa Code Section 364.7; preparation of Warranty Deeds and Quit Claim Deeds and other necessary documents.

We have lead extensive involuntary proceedings such as seizure of tax-sale certificates under Iowa Code Chapter 446 and abandoned building procedure under Iowa Code Chapter 657A, including Petition, Notice, proposed Order and Certificate of Change of Title and subsequent sale of seized properties.

#### **Commercial Real Estate**

Preparation of Offer to Purchase, examination of abstract and closing and other necessary documents.

Preparing Requests for Proposals (RFP) for development of real estate, proposed Development Agreements, Minimum Assessment Agreements, TIF related agreements and cooperation with bonding attorneys on TIF matters. Preparation of special programs related to use of City funds for such things as sewer improvement, facade improvement, etc.

#### **Miscellaneous**

Platting procedure for City-owned real estate, Deeds of Restrictions, 28E Agreements, Planning & Zoning issues, Voluntary Annexation Agreements, assistance with Comprehensive Plan issues, enforcement of Code restrictions and Zoning restrictions, including Building Codes and nuisances, City utility issues and Code compliance.

## EMPLOYMENT AGREEMENT

#### CITY OF PRAIRIE CITY

And

# CALDWELL, BRIERLY & CHALUPA, PLLC ATTORNEYS AT LAW

THIS AGREEMENT is for the retention of legal services for the CITY OF PRAIRIE CITY to be performed by CALDWELL, BRIERLY & CHALUPA, PLLC, ATTORNEYS AT LAW.

THIS AGREEMENT is for the period beginning July 1, 2020, to December 31, 2020.

Any legal services rendered by CALDWELL, BRIERLY & CHALUPA, PLLC to the CITY OF PRAIRIE CITY will be billed at an hourly rate. The rate is herein specified at \$180.00 (One-Hundred eighty) per hour for out-of-court services, \$200.00 (Two-Hundred) per hour for in-court services, and \$160.00 (One-Hundred Sixty) per hour for legal assistant services. Costs advanced on behalf of the City will be itemized in the monthly statements.

Dated this	day of	, 2020.	
CALDWELL, BRIERY &	& CHALUPA, PLLC	CITY OF PRAIRIE CITY	
By Randal B. Caldwell	Elbred	Ву:	



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

#### Memorandum

TO:

**Mayor and Council** 

FROM:

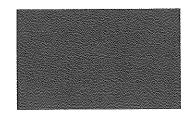
Joe Bartello, Chief of Police

DATE:

June 5, 2020

SUBJ:

Purchase Memorandum



#### Mayor and Council:

Project Summary/Benefit	GTSB Grant Award for Speed Sign
Total Project/Equipment Cost	\$2,950.00
Department/Funding Source	PCPD Minor Equipment
Year-to-Date Fund Account	\$4,137.00
Warranty Information	24 Month Warranty
Other Financial Considerations	\$2,100.00 Will Be Reimbursed through GTSB
Quote Summary	1) Stalker RADAR: \$2,950.00
, i	2) Radarsign: \$3,265.00
	3)MPH Industries: \$3,498.00

#### **Additional Information:**

For this GTSB grant cycle I had applied for and was approved for funding to go towards the purchase of a mobile speed sign. Attached you will find three quotes for a sign. I have listed on the bottom of the quotes the total numbers from each after modifying the options to fit the project needs. Part of the grant requirement is that the speed sign must collect speed and traffic data.

I was awarded the maximum amount the grant program allots for a piece of equipment of this nature, which was \$2,100.00. As a reminder this is a reimbursement grant program so we have the upfront cost of the equipment and will be reimbursed the \$2,100.00 after receiving the item. With the current state of things I am anticipating the reimbursement of these funds will likely not come in until the next fiscal year. There is currently enough funding available within my allotted budget to accommodate this expense and allow for the reimbursement in the next fiscal year.

I am requesting Council approve this expense for the Stalker RADAR for \$2,950.00.

Attachments: 3 quotes.



# **QUOTE** #2038741

applied concepts, inc.

855 E. Collins Blvd Richardson, TX 75081 Phone: 972-398-3780

National Toll Free: 1-800- STALKER

Page 1 of 1

Date: 04/28/20

Chad Mirr 214-399-0430

Fax: 972-398-3781

Inside Sales Partner:

dan@a-concepts.com

Reg Sales Mgr:

chad@stalkerradar.com

Effective From: 04/28/2020

Valid Through: 07/27/2020

Dan Troutt

972-801-4888

Lead Time:

30 working days

Bill To:

Customer ID: P44647

Ship To:

**UPS** Ground

PRAIRIE CITY City Public Works

203 E. Jefferson St.

Accounts Payable

PRAIRIE CITY City Public Works

Prairie City, IA 50228

203 E. Jefferson St.

Chief Joe Bartello

Prairie City, IA 50228

Grp	Qty	P	ackage		Description	Wrnty/Mo	Price	Ext Price
1	1	836	6-0012-00	PM	G 12 Inch Display with Traffic Analyst	24	\$2,950.00	\$2,950.00
	Ln	Qty	Part Numb	oer	Description	····	Price	Ext Price
	1	1	200-1312	-00	12"PMG w/Traffic Analyst, configured with:			\$0.00
	2	1	011-0269	-00	Pole Mount Graphics Operator Manual			\$0.00
	3	1	035-0002	-12	12" PMG Shipping Box			\$0.00
	4	1	035-0002	-00	PMG Corner Packing Foam			\$0.00
	5	1	060-1000	-24	24-Month Warranty			\$0.00
	6	1	200-1206	6-00	12" PMG Speed Display			\$0.00
	7	1	200-1206	-10	12" PMG Bezel, White			\$0.00
	8	1	200-1338	3-11	12" PMG without Strobe Config Pairing			\$0.00
	9	1	200-1206	-50	No Flash Selected			\$0.00
	10	1	200-1206	5-55	12" PMG Pole Mount			\$0.00
	11	1	047-1000	-00	PMG Power Cover (1 per side)			\$0.00
	12	1	200-1221	-00	PMG Solar Power Controller Module			\$0.00
	13	1	200-1270	0-01	12" PMG Dual USB Port & Memory Stick			\$0,00
	14	1	200-1206	60-60	PMG 433MHz Key Fob and Controller			\$0.00
	15	1	015-0411	-08	8GB Extended Memory Micro SD Card			\$0.00
	16	1	200-1206	3-56	12" PMG "YOUR SPEED" Bezel			\$0.00
	17	1	200-1330	)-30	PMG 30W Solar Power Package			\$0.00
	18	1	200-1317	<b>'-01</b>	PMG Lead Acid Battery Box with Mount			\$0.00
	19	1	200-1127	7-00	12V Gel-Cell Lead Acid Battery	want-v-		\$0.00
							Group Total	\$2,950.00

Payment Terms: Net 30 days		Total: USD	\$2,950.00
- Address		Shipping & Handling:	\$0.00
Discount	\$0.00	Sales Tax 0%	\$0.00
Product	\$2,950.00	Sub-Total:	\$2,950.00

001

This Quote or Purchase Order is subject in all respects to the Terms and Conditions detailed at the back of this document. These Terms and Conditions contain limitations of liability, waivers of liability even for our own negligence, and Indemnification provisions, all of which may affect your rights. Please review these Terms and Conditions carefully before proceeding.



#### Quotation

Date: 4/30/2020

1220 Kennestone Circle Suite 130 Marietta, GA 30066

	PROPOSED BY:
Name	Chad Christnacht
Phone	(O) 678-965-4814 (M) 512-987-2029
	678-278-1256

PROPOSED TO / SOLD TO:	SHIP TO:	
Prairie City	Prairie City	Account
203 E. Jefferson St.	203 E. Jefferson St.	Address
Prairie City IA 50228	Prairie City IA 50228	City, ST, Zip
515-994-2649	515-994-2649	Phone
joe.barteflo@prairiecityiowa.us	joe.bartello@prairiecityiowa.us	Email Email
Joe Bartello	Joe Bartello	Attention

oe Bartello			Joe Bartello		Attention
P, O, NUI	MBER	TERMS			F.O.B Marietta, GA
LINE#	QTY	PART#	DESCRIPTION	BRIGERACH.	TOTALS
1	1	TC-400	Modular Battery Power Radar Sign - 11" Display	\$2,895.00	\$2,895.00
·			11" LED display area - superbright amber with est. 100,000 hour life	Included	
			Two 12V 18 amp hour Ni-MH battery packs, provides up to 14 days operation	Included	
			AC battery charger (10 hours for full charge)	Included	
			K Band radar, meets FCC Part 15 rules, detection range up to 1200 feet	Included	
			24" w x 21" h YOUR SPEED faceplate with 3" lettering on one line	Included	
			Battery Housing (field accessible to swap batteries), holds 2 battery packs, lock incl.	Included	
			Universal GoBracket mount (AA044) accepts bolting, banding or strapping to existing poles	Included	
			Bashplate (provides the ultimate in vandal protection of sign)	Included	
			Possum Switch' allows sign to go dark for 30 minutes if assaulted with force	Included	
			Wi-Fi wireless transmitter, communication range up to 300 feet	Included	
2	0	AA044	Additional Universal Mount 'Go' Bracket	\$50.00	\$0.00
3	0	RB021-AT	Additional 18 A/H Ni-MH battery pack (provides 5-7 days of operation on a full charge)	\$300.00	\$0.00
4	1	RW002	Two year warranty (includes parts & labor) Turnaround time to repair after receipt, 10 business days	Included	
5	1	SS002	StreetSmart Data Collection software license (per sign) 35 charts, graphs, and tables included. Provides weekly, daily, hourly, and 1/2 hour data on # of vehicles, # of speeders, average speeds, peak speeds, 50th & 85th percentile & more. Extended 30 day charts included for trend analysis.	\$275.00	\$275.00
6	1	SH002	Ground Shipping for TC-400	\$95.00	\$95.00
7	1	KT001	Mobile Patrol Stand for TC-400 or TC-600 models; 36" x 33" steel base, powdercoated 'Safety Orange', with heavy duty wheels. Specify 6' or 8' pole.	\$525.00	\$525.00
8	1	SHMPS	Ground shipping for Mobile Patrol Stand	\$95.00	\$95.00
			stock fee: 15%	TOTAL	¢2 00E 00
Quote valid f	or 60 days.	Pricing does n	not include any international taxes, fees, or duties or US State Sales Taxes.	TOTAL	\$3,885.00
			Sales Tax Rate:	0.000%	\$0.00
				Grand Total:	\$3,885.00

US State sales tax must be collected unless you provide a sales tax exempt form.

Authorized Signature

Print Name/Title

Date



Certified Quality System ISO 9001:2015



100% MUTCD Compliant Radar Speed Signs



Proudly Engineered & Manufactured in the USA MPH Industries, Inc. 316 East 9th Street Owensboro KY 42303 Phone: 888-689-9222 Fax: 270-685-6288

Quote To:

Date: 4/22/2020 Expires: 6/21/2020 Reference:

Terms: NET 30 DAYS



Sales Person: Brandy Atherton Phone: 888-689-9222 Fax: 270-685-6288

Email: bmatherton@mphindustries.com

**QUOTE: 24563** 

PRAIRIE CITY POLICE DEPT 203 E. JEFFERSON STREET

PRAIRIE CITY IA 50228

USA

Phone: 515 994 2649

Fax:

Email:

Customer #: 502281

PRAIRIE CITY POLICE DEPT Ship To: 203 E. JEFFERSON STREET PRAIRIE CITY, IA 50228

USA

Phone #: 515 994 2649 Fax #:

Email:

Ship Via: Best Way GND

USD

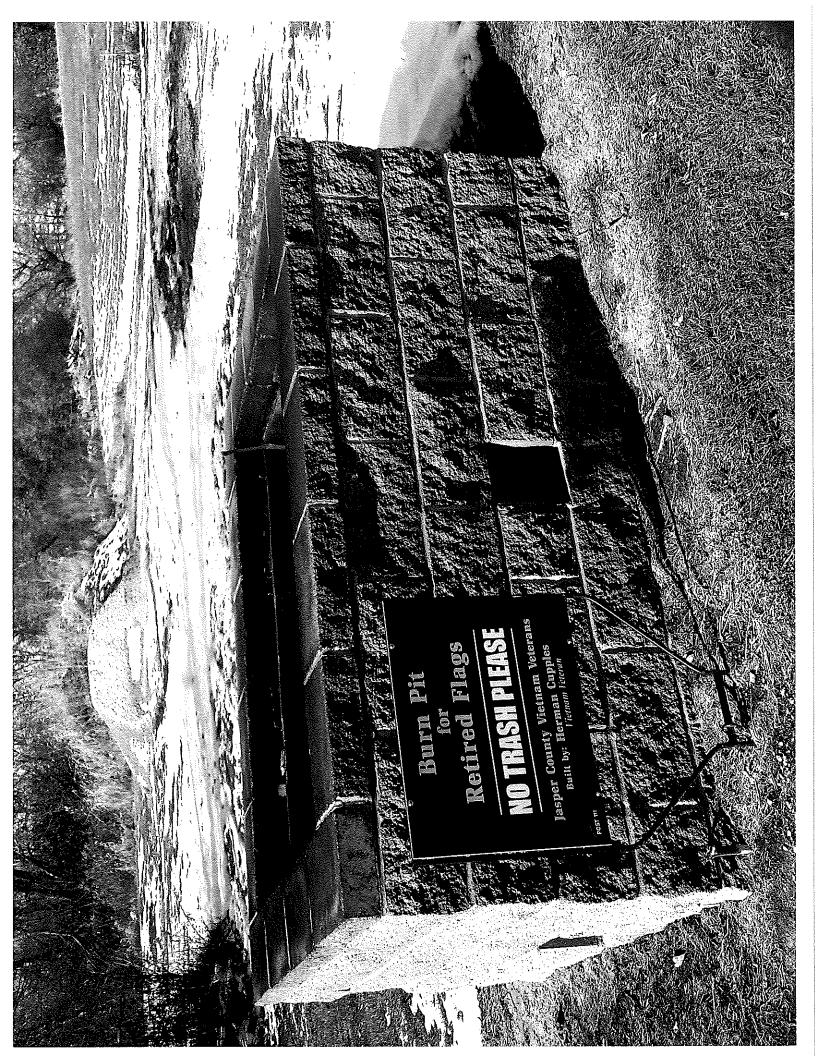
Line Part		Descripti	on	F	Rev	
1 CRO	SSGD-BAS	digit red :	Crossing Guardian with internal radar, 2 - digit red speed display, internal battery, AC charger, tuning fork, and manual			
Sales Kit	Kit Component	in.	,			
Kit Se	Kit Component q.  Part Number	Description		Qty Per		
1.001	990918	MANUAL,OP	ERATOR.CR	1	EA	
1.002	991052	GUARDIAN,S	•	1	EA	
1.003	990857	DISPLAY		1	EA	
1.004	903389	FORK,TUNIN	IG,35MPH K	1	EA	
1.005	951279	BATTERY W	/CHARGER	1	EA	
1.006	910828	RADAR,DRU	3 W/CABLE	1	EA	
		Quantity: 1 I	EA <b>Unit Price:</b>	2,665.00	Ext Price:	2,665.00

Rev
ND
e: 426.00 Ext Price:
Rev
ATA -
e: 833.00 Ext Price:
Rev
e: Ext Price:

Data Colletion Option:#833.00 Tetal #3498.00

Total:

2,665.00



Sidewalks		Senior Housing/apartment/townhomes for all ages
Figure out Water loss		Water/Sewer lines/water meter replacement schedule
New businesses		Celebration/City maintenance shed/EMS/library building/
Bike Trail		Maintenance and upkeep/refurb/relocate
Senior Friendly Housing		Sidewalk repair uptown before the bike trail comes in
Dog Park		Promotion of Prairie City and all it has to offer. Maybe a 163
Lighting at Complex along Trail		corridor working with other towns.
Pond		
CIARAD land development-maybe a small t-ball field		
Meeting/Workshop with Schoolboard (Twice a year??) and	7	4 44
<u>ا</u>	Council	Water Loss
	Top 4	EDC
Street Improvement		Sidewalks
LMI Account - What can we do with that money		Marshall Street Building
Trailhead		
Tennis Courts (refurb or move??)		
Storm water Drainage/Flooding Issues		
Housing - Independent and Assisted Living Units, as well as		
Multi-Family Housing Units (this actually could be/should be		
Library		
Daycare/Childcare (potential location could be the current		
library??)		
Street Maintenance/Clear Coating		
Building inspections		
Community Signage		
Sidewalk repair (letters to homeowners? - curbs uptown)		
Expansion of Economic Development Committee - Community		
Marketing/Promotion, Tourism, Industrial, Commercial,		
Library		
Senior Housing		
Storm Water		
Water Mains		
Economic Development		

Water Mains
Sewer I&I
City Buildings
Storm Water
Water Plant upgrades
EDC-Purchase
Roads EDC -Sidewalk Repair Jefferson St.
City - Teardown Thermogas Building
2 inch waterlines
Floor Community Building
Website-Fresh update new pics
Cemetery Software w/gworks
Cleanup 4 properties/Hoarders on lawns
Sidewalk and Curbs-put in also
Junk vehicles and properties
Fully staffed
Council Tour Blg./safety hazard maintenance plan
Ponds
2" lines
Nuisance abatement
Marshall St. to Fire and Amb. Build addition for library and Street.
Get rid of station and house on 117 and Marshall
New Library
Senior Housing and/or assisted living facility
Economic Development and Marketing of Prairie City (including
website, social media, print marketing, etc.)
Deal with storm water issues throughout town (I don't think this is isolated to
the North side of town. The homes near the schools have issues also.)
Upkeep/impovements to current city properties (buildings, parks, etc.)

# RESOLUTION 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 July 8th, 2020 at 6:00 p.m. The regular Prairie City Council meeting is July 15, 2020, at 6:00 p.m.

Approved and adopted this 24th Day of June, 2020.

Chad Alleger, Mayor	
City of Prairie City	

**ATTEST** 

Cindy Kane, City Clerk City of Prairie City