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RESOLUTION NO. 12-9-20-4

RESOLUTION APPROVING THE PROMOTION OF INTERIM POLICE CHIEF MICHAEL GERMAN AND SETTING A WAGE

Resolution authorizing the approval and promotion of Interim Police Chief Michael German and setting a wage.

Whereas, the City of Prairie City desires to have a full time Police Chief; and

Whereas, the City of Prairie City has been without a full time Police Chief within the department since July 26, 2020.

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

The Council of the City of Prairie City, Iowa, hereby approves the promotion of Interim Police Chief Michael German to Prairie City Police Chief. The wage rate for Police Chief German will be set at \$ _____ per hour.

Approved and adopted this 9th day of December, 2020.

Chad Alleger, MAYOR

ATTEST:

Jodie Wyman, CITY CLERK

7E

RESOLUTION 12-9-20-5
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 January City Council meeting is January 13th, 2020 at 6:00 p.m. at Council Chambers at City Hall

Approved and adopted this 9th Day of December, 2020.

Chad Alleger, Mayor
City of Prairie City

ATTEST

Jodie Wyman, City Clerk
City of Prairie City

7F

**City of Prairie City, Iowa
Infectious Disease Action Plan
COVID-19 Pandemic**

Effective: November 12, 2020 – Until Further Notice

GOALS: To protect city employees and citizens. To establish a consistent approach to an infectious disease which is potentially impactful to the quality and timeliness of city services. To provide a way to disseminate information to city employees and answer questions or concerns.

This is a working document and will be further updated as information is released and legislation is passed by the Federal and State Government. The city will strive to follow all guidelines put in place by the Centers for Disease Control (CDC), Iowa Department of Public Health (IDPH), and the Jasper County Department of Public Health.

COVID-19: COVID-19, or coronavirus, is a respiratory illness for which no vaccine exists, and people do not possess immunities from previous exposure/infection. This new (“novel”) coronavirus was discovered in Wuhan, China in December 2019. The incubation period for COVID-19 is estimated to be approximately fourteen (14) days. COVID-19 is spread through infected aerated respiratory droplets from a host coming into contact with a recipient’s mouth, nose, or eye membranes via talking, coughing, or sneezing. Transmission may be human-to-human, object-to-human, fecal matter-to-human. There is possible, but low threat of animal-to-human and food-to-human exposure as well. Because of the possibility of person-to-person transmission, it is important that you stay a minimum of six (6) feet away from persons with whom you are interacting and refrain from handshakes and other forms of human touching. Common areas such as computers, mice, public countertops, chairs, tables, doors, knobs, light switches, restroom sinks, toilet handles, manual soap, and sanitizer dispensers should be regularly wiped down with disinfectant. Employees using these items should wash their hands or use sanitizer with at least 60% alcohol following the contact.

**EMERGENCY PAID
SICK LEAVE ACT:**

Pursuant to federal legislation passed March 18, 2020, the city will provide paid time off for employees who meet the following criteria:

1. A federal, state, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to (1) a federal, state, or local quarantine or isolation order related to COVID-19; or (2) advice by a healthcare provider to self-quarantine due to concerns related to COVID-19.
5. The employee is caring for a son or daughter of the employee if the school or place of care of the son or daughter has closed or the child

care provider of such son or daughter is unavailable due to COVID-19 precautions.

6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Department of Labor.

Employees meeting one of these criteria shall report their desire to take this leave to the City Administrator/Clerk. At this time employees shall not be required to provide a certification for this leave, but shall be required to provide reasonable proof of the need for such leave, which may include through a quarantine or isolation order, a note from their healthcare provider, or proof that their child's school/childcare has closed. Employees may be required to provide a healthcare provider certification at a later date.

Employees shall not be required to take any other kind of leave before utilizing this leave. This leave shall not carry over from one year to the next.

Employees shall be entitled to this leave in the following amounts:

- For full-time employees, 80 hours, if it is the employee that is ill or in quarantine.
- For part-time employees, a number of hours equal to the number of hours that such employee works on average, over a two-week period
- For employees taking leave under criteria 4-6, the employee shall be eligible for up to 80 hours of paid sick leave, but such pay shall be 2/3 of the employee's regular rate of pay.
- There are caps on the amount of money an employee taking this leave may be compensated. The city of Prairie City will enforce these legally required caps

The city will allow employees who are requesting this leave for school, or childcare closures, or unavailability to use the leave on an intermittent basis. For example, for an employee requesting this leave for school, childcare closure, or unavailability, who is also able to work part-time due to other individuals being able to care for the child(ren), that employee shall be able to use their hours intermittently for any leave experienced until the hours they are entitled to are exhausted. However, the employee shall work with the city to schedule the intermittent leave so as to minimize the impact on the city's business operations as much as practicable.

Employees seeking to use this leave for any other reason other than school, childcare closure, or unavailability are not permitted to use this leave on an intermittent basis.

**EMERGENCY
EXPANDED FMLA:**

This policy provides general information about which employers are covered by the FMLA, when employees are eligible and entitled to take FMLA leave, and what rules apply when employees take FMLA leave. Whether a particular situation is covered by the FMLA depends on whether the law's requirements have been

met, not on whether an employee actually requests FMLA leave. The city will designate leave as FMLA if the employee is eligible for FMLA leave and if the law's other requirements are satisfied, even if the employee has not requested FMLA leave. If it is found that any provision of this policy conflicts with state or federal law, including Federal FMLA Law, the law shall supersede this policy.

The city of Prairie City is a covered employer under the Family Medical Leave Act ("FMLA"); however, only employees that meet certain eligibility requirements qualify for said leave.

On March 18, 2020, the Federal Government temporarily expanded the FMLA to include a new qualifying reason for FMLA leave related to the public health emergency. *A qualifying need related to a public health emergency means that the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under 18 years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.*

Unlike FMLA for other qualifying reasons, the only eligibility requirement to qualify for leave under the temporarily expanded FMLA is that the employee has worked for thirty (30) or more calendar days. Part-time and full-time employees may be eligible for this benefit as long as they meet the requirement of being employed for thirty (30) days. As such, city employees will qualify for FMLA under the new qualifying reason found in the Emergency Expanded FMLA only.

How and when leave may be taken: Family and medical leave is taken either in consecutive workweeks; intermittently in separate blocks of time; or by reducing the number of days you work per week, or hours per day. Intermittent or reduced schedule leave may be taken in as small as one-quarter hour increments. Employees taking intermittent leave shall work with the city to schedule the intermittent leave so as to minimize the impact on the city's business operations as much as practicable. Employees taking intermittent leave or reduced schedule leave may be transferred temporarily to an alternative position or schedule, with equivalent pay and benefits to the employee's current position, which better accommodates the intermittent leave or reduced schedule.

Duration of FMLA: Eligible employees may receive up to twelve (12) weeks of FMLA within a rolling twelve (12) month period.

Paid Leave under the Emergency Expanded FMLA: Leave taken under the Emergency Expanded FMLA will be paid under the following guidelines:

- For leave taken under the Emergency Expanded FMLA, the first ten (10) days for which the employee takes leave are unpaid or if not already used paid as according to the Emergency paid sick leave act.
- After the first ten (10) days of leave, the employee shall be paid for remaining leave as follows:
 - Not less than two-thirds of the employee's regular rate of pay (as determined by Section 7(e) of the FLSA).

- For employees whose schedules vary from week to week, the employee will be paid two-thirds of their regular rate of pay for those hours that the employee would have worked if the leave was not necessary. If the hours the employee would have normally worked are not apparent, the hours the employees should be compensated for will be calculated as follows:
 - A number equal to the average number of hours that the employee was scheduled per day over the six (6) month period ending on the date on which the employee takes such leave, including hours for which the employee took leave of any type.
 - If the employee did not work over the six (6) month period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.
- Employees eligible for Emergency Expanded FMLA leave must run all available Emergency Paid Sick Leave concurrent to the Emergency Expanded FMLA. For the first two (2) weeks of the leave (or the equivalent if taking the leave intermittently or on a reduced schedule), if Emergency Paid Leave is unavailable the employee will be required to use accrued vacation, sick leave, and personal time in that order. For the final ten (10) weeks of Emergency Expanded FMLA required to be paid at two-thirds of the employee's rate of pay, the employee may use accrued paid leave to compensate for the remaining one-third of leave. If the employee desires to supplement their two-thirds pay with accrued leave, the employee must make that request to City Administrator/City Clerk in writing.
- Under no circumstances will an employee be compensated more than \$200/day or \$10,000 in the aggregate for this leave.

DISTANCING:

While at work, all employees must:

- Practice social distancing by maintaining distance of at least 6 feet from others when possible
- Please do not congregate in common areas in the hallways, break room and other common spaces
- Face coverings or a masks are required when social distancing is not possible
- Every effort should be taken to minimizing contact among coworkers and residents. Therefore, please replace face-to-face meetings with virtual or telephone communications. Use the phone as much as possible.
- Please do not use other employees' phones, desks, offices, or other work tools and equipment, when possible.

HYGIENE:

Stay home if you are sick.

- Wash your hands after using the toilet, before and after eating, and if you cough/sneeze into your hands (follow the 20 second handwashing rule) you can also use the sanitizers you will find around the office.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.

- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing regularly, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave).
- Maintain regular housekeeping practices of your work areas, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).
- Before coming to work each day, please take your temperature at home. The CDC states that a fever for COVID-19 purposes is any temperature at 100.4 degrees Fahrenheit/38 degrees Celsius or higher. If you have a temperature, please stay home. Persons with temperatures may not enter or remain at work.

ILLNESS REPORTING: Do not enter a city facility if:

- If you are experiencing any of the following flu-like/respiratory symptoms,
 - Fever – over 100 degrees Fahrenheit
 - Coughing
 - Sneezing
 - Shortness of Breath
 - Any other flu-like symptom. Uncommon symptoms of COVID-19 include diarrhea, nausea, and fatigue.
- If you are diagnosed with COVID-19, please stay at home and stay in contact with your healthcare provider.

- **Symptomatic Employees**

Symptomatic employees who test positive for COVID-19, and/or who have had a known exposure to someone who is positive for COVID-19 are required to quarantine until all three of the following conditions are met:

- No fever for 72 hours without the use of a fever reducing medication
- Symptoms are improving/resolved
- At least 10 days have passed since the symptoms started

- **Asymptomatic Employees**

Asymptomatic employees who test positive for COVID-19, are required to self-quarantine for 10 days and self-monitor for symptoms. If symptoms develop, the employee should contact their healthcare provider and will not be eligible to return to work until the criteria set forth above for symptomatic employees have resolved.

- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself (within 6 feet of the infected person for 15 minutes or longer), but are currently asymptomatic, you are required to self-quarantine for 5 days and self-monitor for symptoms. If symptoms develop, employees should contact his/her healthcare provider.
- If you need to provide care to a family member infected by COVID-19, request to work from home. Employees will be permitted to return to work 10 calendar days after the family member has recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus.

MEETINGS:

No group meetings shall be held in-person for the duration of this policy without prior approval from the City Administrator/City Clerk. All meetings shall be held electronically or over the phone. Any approved in-person meetings shall only include internal staff unless City Administrator/City Clerk has approved the presence of others prior to the meeting.

Public Safety employees are permitted to meet with their co-workers for regular updates and other department-related matters throughout this public health emergency; however, they should practice good hygiene and social distancing to the extent possible.

STAFF UPDATES:

The City Administrator/City Clerk shall update all staff on developments via e-mail throughout this time period. Please regularly check your city e-mail for these updates during this time. If you are not working and unable to access your city e-mail, you will be notified via telephone of any necessary updates.



Sales and Service

7H

DES MOINES IA BRANCH
1680 NE 51ST AVE
PO BOX B
DES MOINES, IA 50316
Phone: 515-262-9591

PLANNED MAINTENANCE AGREEMENT

Customer Address	Customer Contact	Quote Information
CITY OF PRAIRIE CITY PO BOX 607 Prairie City, IA 50228	Contact: Carl Van Der Kamp Phone: 515 979-3120 Fax: 515 9942376 Cust Id: 85820	Quote Date: 18-NOV-20 Quote Expires: 18-NOV-21 Quote Num: 117580 Quoted By: Melanie M Schutz Quote Term: 3 Year(s)

Site Information

1	WWTP	9380 S 88TH AVE W	PRAIRIE CITY	IA	50228
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Site Unit Number	Manufacturer	Model	Prod Model	Serial Number	Type	
1	WWTP	ONAN	175DSGAD	DSGAD	A130446444	STANDBY

Site Unit Number	Service Event	Qty	Sell Price	Extended Price	
1	WWTP	INSP WITH FULL SERVICE	3	771.38	2,314.14

THIS QUOTE DOES NOT INCLUDE APPLICABLE TAXES

Please complete, sign and return to:
Melanie Schutz, Inside Sales at melanie.m.schutz@cummins.com, Phone: 651-286-2153

BASED ON YOUR PREVIOUS PM SCHEDULE, TENTATIVE SCHEDULE IS AS FOLLOWS:

March 2021, 2022, 2023: Annual Full Service

****THIS AGREEMENT CAN BE CANCELLED AT ANY TIME WITHOUT PENALTY**

PO # _____ (If applicable)

Unless otherwise requested this quote reflects labor during regular business hours. Additional repairs will not be performed without customer's authorization.

If you have any questions, concerns you may contact your local salesperson:
Will Siebels | phone # 319-270-7212 | will.c.siebels@cummins.com

Standard Agreement Amount	\$2,314.14
Proposal Total	\$2,314.14

THERE ARE ADDITIONAL CONTRACT TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS DOCUMENT, INCLUDING LIMITATIONS OF WARRANTIES AND LIABILITY, WHICH ARE EXPRESSLY INCORPORATED HEREIN. CUSTOMER ACKNOWLEDGES THAT THE CONTRACT TERMS AND CONDITIONS HAVE