

**CITY OF PRAIRIE CITY
MINUTES
JANUARY 13, 2021**

The City Council of Prairie City, Jasper County, Iowa, met on January 13, 2021, in regular session at the Prairie City Community Building and via ZOOM. At 6:02 p.m. Mayor Alleger called the meeting to order, and all joined in reciting the Pledge of Allegiance.

Roll Call: Roll was called showing members present and absent as follows: Present: Mayor Alleger; Councilors: Townsend, Berger, Lindsay, McDonald and Taylor. Also in attendance: City Administrator, John Lloyd; City Clerk, Jodie Wyman; Police Chief, Mike German; City Water and Sewer Operator, Carl Van Der Kamp; Ambulance Director, Amy Davis; and City Engineer, Andrew Inhelder.

Public Comments: There were no comments from the public.

Agenda Approval: McDonald moved to approve the agenda and was seconded by Lindsay. The motion passed all ayes.

Consent Agenda: Council had a few questions on bills, which included: Townsend - Van Ryswyk and Firemen fees; McDonald – Alex Air, American Topper, and City of Altoona. Van Ryswyk bill was for backhoe contract work during a water main break. Firemen fees are paid annually due to 1987 agreement between Walnut Creek and the City of Prairie City for the volunteers’ services to the community. Alex Air is payment for the Prairie City Fire Department’s purchase of a thermal camera kit. American Topper is also payment for Fire Department equipment. The bill from City of Altoona is a late invoice for mosquito spraying done in the summer of 2020.

McDonald commented that there are a few follow up items from the December minutes she would like to address. The Park Board Minutes stated Simmons put together a Park Board list of large project items. McDonald asked City Administrator, John Lloyd, for a copy of this list again. The COVID Policy was to be revised and re-addressed on this agenda, but it was not on the agenda this month. Also, the section of land by the new sign was to be re-addressed during this month’s meeting, but it was also not on the agenda. Mayor Alleger stated that JEDCO has a meeting January 19, 2021, to discuss as they are 20% owners.

Mayor Alleger informed council the Mayor’s Appointments to Commissions has an error, Lindsay is no longer on parks. Townsend has assumed this position. Additionally, there are currently six vacancies; three in EDC, one in parks, one in celebration, and one in Hometown Pride (if the plan is to continue with this). McDonald moved to approve the consent agenda and was seconded by Taylor. The motion passed all ayes.

Old Business: Taylor moved to approve Ordinance 380 adding automated traffic enforcement on the second reading to the Code of Ordinances and was seconded by Townsend. The motion passed all ayes.

McDonald moved to approve Resolution 1-13-21-2 waiving the third reading of Ordinance 380 and was seconded by Berger. The motion passed all ayes.

Amy Davis, Ambulance Director, brought information back to council regarding the wish to change billing companies. Currently, Prairie City Ambulance utilizes Cornerstone for billing, which is based out of Pennsylvania, charging 10% of collected funds. The recommendation is to switch to the South Dakota based company, PCC, as they have proposed a charge of 9%. Amy is meeting with Michelle from PCC on Friday to review the current services provided by Prairie City Ambulance, in regard to insurance mix

of the community, number of runs annually, and billing rates to determine if the charged rate could be reduced further.

Travis Smith, Vice President of Marketing for PCC, attended via Zoom to give an overview of PCC. PCC is a Midwest company, established in 1999, working with over 175 businesses. The overall company goal is to maximize the revenues that the City of Prairie City is due from services rendered by the ambulance department through itemized billing. PCC employs approximately 40 individuals, of which 20 of those are certified ambulance coders. These certified coders ensure that all claims processed and sent to insurance companies are complete with details and signatures. PCC would offer training to our ambulance staff to establish the necessary policies and procedures required to obtain data from the patients for billing reports. Detailed monthly reports would be provided outlining accounts billed and payments collected. No action was taken by council.

Administrator Lloyd addressed council regarding a quote in the amount of \$29,803.90 received from Manatt's to patch potholes with double sealcoat, 5,865 S.Y. in various locations around the city where water main breaks have occurred. McDonald questioned including the south and east sides of Garden Square being as though there is a proposal with MSA to reconstruct this area already. Motion made by McDonald with the removal of the south and east side of Garden Square patching and associated dollars on the quote. Councilor Lindsay seconded the motion. The motion passed all ayes.

New Business: Dan Wilson, with Rolling Prairie Estates, requested council approve the Final Plats for Plat 3 & 4 of Rolling Prairie without the completion of gas and electric installation for the advancement of the project to abstracting. Administrator Lloyd has discussed with the city attorney, and her opinion is to not move forward with the approval without the completion of gas and electric services. Gas is scheduled to be installed Friday, January 15, 2021, and electric is scheduled to be completed by February 5, 2021. Lindsey asked how the council will know when these services have been installed. Andrew with MSA, joining via Zoom, advised that One-Calls have been issued, the service installers will notify the developers, which will in turn contact MSA when these installations are scheduled. MSA will inspect and sign off on each of these service installations in a recommendation to council. Discussion tabled until February 10, 2021, meeting.

Taylor moved to approve Resolution 1-13-21-3 setting the Budget Workshop meeting for January 25, 2021, at City Hall Council Chambers at 5:30 p.m. and the next regular Prairie City Council meeting for February 10, 2021, at the Community Building and via ZOOM at 6:00 p.m. The motion was seconded by McDonald. The Resolution passed all ayes.

Townsend moved to approve the quote to clean water well #1 for \$6,500 with Northway Well and Pump Co. Lindsay seconded the motion. The motion passed all ayes.

Taylor moved to approve Resolution 1-13-21-4 setting a public hearing for the MAX Levy for January 27, 2021, at City Hall Council Chambers and via Zoom at 12:15 p.m. The motion was seconded by McDonald. The Resolution passed all ayes.

Administrator Lloyd addressed council regarding the Land Use and Development Limitations maps updated from 2019 version. Planning and Zoning utilizes maps for future land use and growth opportunities. Townsend questioned an area west of the cemetery currently zoned parks; however, this is privately owned ground and is not actually city parks ground. The updating of the maps is primarily for planning purposes and will be a living and breathing document. With the various modifications being noted by council, updates need to be given to Administrator Lloyd who will forward on to Andrew with MSA for updating. Discussion and approval tabled until February 10, 2021, meeting when updates have been completed.

McDonald moved to approve Jarrett Swan to the Fire Department. Lindsay seconded the motion. The

motion passed all ayes by roll call vote.

Administrator Lloyd addressed the council with regards to the updated fee schedule. The fee schedule is a quick chart for the items the city charges. Updates include: ball diamonds removed where Pella Regional is now located and car impound fees added. Additional changes noted by council include: library fees missing from schedule, event rate for police officers missing, and ALR needs to be removed. In addition, discussion needs to be had with the park board regarding setting a rate for multi-day/week facility rental(s). With various changes being noted, council tabled discussion and approval until February 10, 2021, meeting.

Townsend moved to adjourn the council meeting and was seconded by Berger. The motion passed all ayes. The January 13, 2021, Prairie City Council meeting adjourned at 7:16 p.m.

Chad D. Alleger, Mayor

ATTESTED TO:

Jodie Wyman, City Clerk

**CITY OF PRAIRIE CITY
MINUTES
JANUARY 25, 2021**

The City Council of Prairie City, Jasper County, Iowa, met on January 25, 2021, in regular session via ZOOM. At 5:34 p.m. Mayor Alleger called the meeting to order.

Roll Call: Roll was called showing members present and absent as follows: Present: Mayor Alleger; Councilors: Townsend, Berger, Lindsay, McDonald and Taylor. Also in attendance: City Administrator, John Lloyd; City Clerk, Jodie Wyman; Police Chief, Mike German; City Water and Sewer Operator, Carl Van Der Kamp; and Library Director, Sue Ponder.

Public Comments: There were no comments from the public.

Agenda Approval: Taylor moved to approve the agenda and was seconded by Townsend. The motion passed all ayes.

The Council moved into a workshop discussion on the 2021-2022 Budget. No action was taken.

Administrator Lloyd advised council that he will be providing a proposal from MSA to investigate flow rates at the lift station at the next council meeting, February 10, 2021. Currently, there is an unexpected increase flow of approximately 100,000 gallons that are causing high level alarms.

Councilor Lindsay asked for an update on the installation of gas and electric services for the Rolling Prairie Development. Carl Van Der Kamp, Sewer and Water Operator, stated that the gas service installation was been completed last week. Electric, including street lights, is still scheduled to be installed by February 5, 2021.

Lindsay moved to adjourn the council meeting and was seconded by Berger. The motion passed all ayes. The January 25, 2021, Prairie City Council meeting adjourned at 9:22 p.m.

Chad D. Alleger, Mayor

ATTESTED TO:

Jodie Wyman, City Clerk

**CITY OF PRAIRIE CITY
MINUTES
JANUARY 27, 2021**

The City Council of Prairie City, Jasper County, Iowa, met on January 27, 2021, via ZOOM, at 12:17 p.m. Mayor Alleger called the meeting to order.

Roll Call: Roll was called showing members present and absent as follows: Present: Mayor Alleger; Councilors: Townsend, Berger, Lindsay, McDonald, and Taylor. Also in attendance: City Administrator, John Lloyd; and City Clerk, Jodie Wyman.

Public Comments: There were no comments from the public.

Agenda Approval: Townsend moved to approve the agenda and seconded by Taylor. The motion passed all ayes.

New Business: Lindsay moved to open the public hearing for Proposed Property Tax Max Levy FY July 1, 2021 – June 30, 2022. Councilor Townsend seconded the motion. On a roll call vote the motion passes all ayes. The public hearing opened at 12:19 p.m. No communication received.

At 12:19 p.m. Lindsay motioned to close the public hearing. Councilor Townsend seconded the motion. The motion passed all ayes.

Mayor Alleger requested a motion for the approval of Resolution 01-27-21-1 Property Max Tax Levy FY July 1, 2021 – June 30, 2022. Taylor moved to approve Resolution 01-27-21-1 and was seconded by McDonald. The motion passed all ayes.

Taylor moved to adjourn the Council meeting and seconded by Berger. The motion passed all ayes. The January 27, 2021, Prairie City Council meeting adjourned at 12:24 p.m.

Chad D. Alleger, Mayor

ATTESTED TO:

Jodie Wyman, City Clerk

**CITY OF PRAIRIE CITY
MINUTES
JANUARY 29, 2021**

The City Council of Prairie City, Jasper County, Iowa, met on January 29, 2021, via ZOOM, at 12:04 p.m. Mayor Alleger called the meeting to order.

Roll Call: Roll was called showing members present and absent as follows: Present: Mayor Alleger; Councilors: Townsend, Berger, Lindsay, and Taylor. Also in attendance: City Administrator, John Lloyd; City Clerk, Jodie Wyman; and Park Board Member, Tom Schendel.

Public Comments: There were no comments from the public.

Agenda Approval: Townsend moved to approve the agenda and seconded by Taylor. The motion passed all ayes.

New Business: The Prairie City Park Board presented council with a recommendation for approval of the quote from Midwest Seamless Vinyl Siding, Inc. The work to be performed includes replacing all current windows with picture windows and all gutters and down spouts with "leaf-protect" gutters and down spouts on the Prairie City Community Building. Taylor moved to approve the quote for \$12,270 and Berger seconded the motion. The motion passed all ayes.

Councilor Lindsay asked for further information about the doors on the community building. The quote from Pella included doors. Tom informed the council that the doors did not need to be replaced at this time, as they had previously been replaced when the south end addition (estimated to be 2005). Further down the page of this quote, Pella separates the cost of replacing the doors.

Councilor Lindsay inquired about the timeline of the replacement project at the community building. The request was initially for the work to be completed prior to June 1, 2021, but Tom reached back out to update the companies that the work would need to be completed prior to May 1, 2021, so that it does not interfere with graduation parties. Tom advised that Midwest thought they would be able to order the materials immediately, then once received they should be able to perform all work within a week's time.

Lindsay moved to adjourn the Council meeting, Berger seconded. The motion passed all ayes. The January 29, 2021, Prairie City Council meeting adjourned at 12:10 p.m.

Chad D. Alleger, Mayor

ATTESTED TO:

Jodie Wyman, City Clerk

**CITY OF PRAIRIE CITY
MINUTES
FEBRUARY 3, 2021**

The City Council of Prairie City, Jasper County, Iowa, met on February 3, 2021, at Prairie City City Hall Council Chambers, at 6:10 p.m. Mayor Alleger called the meeting to order.

Roll Call: Roll was called showing members present and absent as follows: Present: Mayor Alleger; Councilors: Townsend, Berger, Lindsay, McDonald, and Taylor. Also in attendance: City Administrator, John Lloyd; and City Clerk, Jodie Wyman.

Public Comments: There were no comments from the public.

Agenda Approval: Taylor moved to approve the agenda and seconded by Townsend. The motion passed all ayes.

Closed Session: McDonald moved to enter into closed session, and Townsend seconded the motion. The motion passed all ayes. The Prairie City Council moved into closed session at 6:12 p.m.

Open Session: Mayor Alleger brought the council back into the open meeting at 7:51 p.m. with all ayes by roll call vote. Also in attendance was City Administrator, John Lloyd; and City Clerk, Jodie Wyman. No action was taken by council in closed session.

McDonald moved to adjourn the council meeting, and Berger seconded the motion. The motion passed all ayes. The February 3, 2021, Prairie City Council meeting adjourned at 7:52 p.m.

Chad D. Alleger, Mayor

ATTESTED TO:

Jodie Wyman, City Clerk

RESOLUTION NO. 2-10-21-1

RESOLUTION APPROVING BILLS AND TRANSFERS

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 bills submitted to the Council February 10, 2021, as well as transfers submitted to Prairie City Council February 10, 2021.

Approved and adopted this 10th day of February, 2021.

Chad Alleger, Mayor

ATTEST:

Jodie Wyman, City Clerk



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

Memorandum

TO: Honorable Mayor and Council of Prairie City
FROM: Emily Voeller, Deputy Clerk
DATE: February 1, 2021
SUBJ: Building Permits

January 2021

BUILDING PERMITS

Travis & Sara Westphal 600 S Veverka Remodel

TRADE PERMITS



7A

CITY OF PRAIRIE CITY
203 E. JEFFERSON
P.O. BOX 607
PRAIRIE CITY, IA 50228
PHONE (515) 994-2649
FAX (515) 994-2376

February 5, 2021

Mayor and Council,

This is a proposal for Prairie City Ambulance Service to move billing companies from Cornerstone to PCC Billing Company. Our goal for switching companies is to increase revenue, ie collections on billable calls, more streamlined and efficient collection of billable calls and compliance with current regulatory billing standards via Medicare, medicaid and commercial insurances.

The current contract by Cornerstone is collection by them of 10% of revenue collected. PCC Billing Company will start at 9% and have the potential to drop as they review the needs of our service and what time they put into our billing and collecting. Cornerstone requires a 30 day notice to drop their services.

PCC will be a 2 year contract and have a 90 day notice to drop unless we find a breach of contract, then it is a 30 day notice. PCC does not collect revenue unless the call is billable and collected on.

PCC is a midwest based company from South Dakota and aware of unique needs BLS services encounter when billing calls. They are also able to directly access our billing and report writing software. PCC will not require one of our officers to come in and prepare and submit calls to PCC like we currently do with Cornerstone.

PCC is also available for training our crews in person as needed for report writing to assist in increased revenue when Covid subsides. They also would be available via Zoom if we requested.

PCC is also handling the appeals process as needed by insurance carriers.

A contract will be sent out upon receiving from PCC.

The switchover once we give 30 day notice to Cornerstone will be roughly a 1-2 month process to get payors switched and updated to PCC from Cornerstone

Their representative will be available at the next council meeting on 2/10 at 6 pm to answer questions if needed.

I feel as director that switching companies would benefit our service for efficiency and being more transparent. We would be able to see calls that are billed and see how revenues are being sent out and collected amounts coming in. Right now we do not have the transparency and our billing is not as efficient as it could be. Our goals are to streamline the billing and collection and increase revenue for our department.

Thank you for your consideration.

Amy Davis

Service Director Prairie City EMS

7C

RESOLUTION 02-10-21-2
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 there is a City Council Meeting for March 10th, 2021, at 6:00 p.m. at Prairie City Community Building.

NOW THEREFORE BE IT RESOLVED that there is a regular Prairie City Council meeting scheduled for February 10th, 2021, at 6:00 p.m. at the Prairie City Community Building and via zoom.

Approved and adopted this 10th Day of February, 2021.

Chad Alleger, Mayor
City of Prairie City

ATTEST

Jodie Wyman, City Clerk
City of Prairie City

RESOLUTION NO. 2-10-21-3

JD

RESOLUTION SETTING A PUBLIC HEARING

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

The Council of the City of Prairie City, Iowa, hereby approves setting a public hearing for March 10, 2021. This public hearing is required by Iowa Code to allow the public to voice their opinions on the Budget Certification which will be discussed at a regular council meeting March 10, 2021 at 6:00 p.m. at the Community Building and via internet video meeting.

Approved and adopted this 10th day of February, 2021.

Chad Alleger, MAYOR

ATTEST:

Jodie Wyman, CITY CLERK

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

TE

Effective: December 9, 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 will supersede the policies implemented by the City of Prairie City. The City of Prairie City will be following United States Department of Health and Human Services Centers for Disease Control and Prevention (CDC). The Policies of the CDC regarding COVID-19 Distancing, Hygiene, Illness Reporting, Symptomatic and Asymptomatic employees, and Quarantine will supersede what is currently outlined in this policy.

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.

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.
- Employees will keep a log for contact tracing whenever they are entering a home or business.

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:

If you are diagnosed with COVID-19, please stay at home and stay in contact with your healthcare provider. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>. If you have tested positive COVID-19 or are notified you have been in close contact with someone who tested positive for COVID-19, NOTIFY the City Administrator or City Clerk immediately by contacting 515-994-2649

- If anyone in your household has been instructed by a public health official (county health department, IDPH, or healthcare professional) to self-isolate or quarantine due to exposure to a COVID-19 exposure, you too will self-isolate.
- If you test positive for COVID-19 (whether you have been in a city building or not): 1. Do NOT enter a City facility. 2. Notify the City Clerk immediately, they will initiate contact tracing for City employees.
- For someone who has been exposed to a person testing positive for COVID-19, for someone who has been approached by a public health official with instructions to self-isolate or quarantine, or for someone who has been identified through organizational contact tracing to self-isolate due to possible exposure, connect with your supervisor to discuss remote work strategies, if applicable. Staff who develop symptoms should seek guidance from a healthcare professional, notifying the City

Clerk should a positive test for COVID-19 take place. 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.

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:

- 10 days since symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications **and**
- Other symptoms of COVID-19 are improving*

**Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*

- **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.

Quarantine

Please see the guidance <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html> provided by the CDC regarding when and how long to quarantine. We will continue to monitor this resource and use it as a guide for each individual exposure/positive case we encounter

Who needs to quarantine? People who have been in close contact with someone who has COVID-19—excluding people who have had COVID-19 within the past 3 months.

People who have tested positive for COVID-19 do not need to quarantine or get tested again for up to 3 months as long as they do not develop symptoms again. People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.

What counts as close contact? <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Steps to take <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

- Stay home for 14 days after your last contact with a person who has COVID-19.
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19

Options to reduce quarantine time <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

- After day 10 without testing
- After day 7 after receiving a negative test result (test must occur on day 5 or later)

After stopping quarantine, you should

- Watch for symptoms until 14 days after exposure.
- If you have symptoms, immediately self-isolate and contact your local public health authority or healthcare provider.
- Wear a mask, stay at least 6 feet from others, wash your hands, avoid crowds, and take other steps to prevent the spread of COVID-19.

Prairie City will continue to evaluate new information and update recommendations as needed.

- 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.

8A

RESOLUTION: 2-10-21-4

RESOLUTION ADOPTING BUILDING PERMIT FEE SCHEDULE AND FEE SCHEDULE

WHEREAS, the City of Prairie City has adopted by reference a building code, and;

WHEREAS, the adopted building code requires the City of Prairie City to adopt a schedule of fees, and;

WHEREAS, the Building Code Official has recommended a schedule of fees, and;

WHEREAS, the City of Prairie City has adopted an annual fee schedule, therefore;

BE IT RESOLVED that the City of Prairie City, adopts the following schedule of building permit fees and fee schedule:

The total construction value will be figured by taking the average construction cost per square foot (from the IBC chart) X the regional modifier (from the IBC chart) X the area of the structure. The cost of the building permits will be based on total construction value using the following chart.

<u>Total Construction Value</u>	<u>Fee</u>
\$1.00 TO \$1,000	\$15.00
\$1,001 TO \$5,000	\$15 for the first \$1,000 plus \$5 for each additional \$1,000 or fraction thereof, to and including \$5,000
\$5,001 TO \$25,000	\$35 for the first \$5,000 plus \$8 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 TO \$50,000	\$195 for the first \$25,000 plus \$6 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 TO \$100,000	\$345 for the first \$50,000 plus \$5 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 TO \$500,000	\$595 for the first \$100,000 plus \$4 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 and up	\$2,195 for the first \$500,000 plus \$2 for each additional \$1,000 or

Fraction thereof.

The method for determining the construction value of the additional listed residential items will be as follows: The square foot of the listed structure, times the Residential Value, times the % multiplier assigned to each listed item.

- 1). Open Decks - 8%
- 2). Screened Porches - 15%
- 3). In-ground Pools - 17%
- 4). Above-ground pools - 8%
- 5). 3 Season Porches - 50%
- 6). Finished basement - 40%
- 7). Unfinished Basement - 30%
- 8). Crawlspace - 18%
- 9). Attached Garage - 40%
- 10). Detached Garage - 30%
- 11). Pole Building - 23%
- 12). Fences over 6ft. high - 8% X lin. Ft.
- 13). Manufactured homes on full basement - 50%
- 14). Manufactured homes on pier pads - 40%

The building permit for any new construction will include the plumbing, mechanical and electrical permits with no additional charge.

PUBLIC SAFETY	
REPORTS, COPIES, CD'S, TESTS, RELEASES	
NSF Check Fee	\$30.00
Police Report	\$15.00
Fingerprinting	\$15.00
<u>Video/Audio Tapes</u>	<u>\$30.00</u>
<u>Photos</u>	<u>\$5.00 per photo for computer print</u> <u>\$20.00 for thumb drive</u>
PET LICENSE	
Pet License - spayed/neutered	\$10.00 before April 1
Pet License - spayed/neutered	\$15.00 after April 1
Pet License - non-spayed/neutered	\$15.00 before April 1
Pet License - non-spayed/neutered	\$20.00 after April 1
ANIMAL IMPOUNDS	
Impound Fee @ City Facility	\$50.00 (One Day Max)
Impound @ Animal Rescue League	Per ARL's Fee Schedule
VEHICLE IMPOUNDS	

Impound Release Fee (Cash Only)	\$25.00
PERMITS	
Block Party/Special Outdoor Event Application	\$50.00
Event - Alcohol Served	\$100.00 (first 4 hours) non refundable
Event – Alcohol Served	\$50.00 (every additional 2 hours) non refundable
Peddler, Transient Merchants, or Solicitors Application	\$25.00 per day
License Fee	\$100.00
License Fee (each additional worker)	\$50.00
Golf Carts	\$25.00 per year
COMMUNITY CENTER & EVENT RENTAL	
Community Center	
Regular Rental (No Alcohol)	\$100.00 per day
Alcohol Rental	\$150.00 per day
Damage Deposit	\$100.00
Shelter House (No Alcohol)	\$25.00 per day
Garden Square (No Alcohol)	
Rental	\$150.00 per day
Damage Deposit	\$100.00
Recreational Complex (No Alcohol)	
Per Field	\$50.00 per day
Complex	\$150.00 per day
On-Call Maintenance Fee	\$30.00 per hour
CITY HALL	
Research	\$20.00 per hour
NSF Check or NSF ACH	\$30.00
Cemetery Lots	\$300.00 (25% to perpetual care)
Offset Program Admin Fee	\$25.00
Property Lien Admin Fee	\$25.00

Snow Removal	\$50.00 per hour by staff or market value rates *City reserves the right to abate the nuisance by contracting the work out to an independent service provider and/or contractor
Nuisance Abatement	\$50.00 per hour by staff or market value rates *City reserves the right to abate the nuisance by contracting the work out to an independent service provider and/or contractor
Mowing	\$100.00 Surcharge plus \$75.00/hr labor
Copies	
City Related over 10 pgs (no cost for first 10 pgs)	\$.25 per piece of paper
Non-city Related	\$.25 per piece of paper
Faxes	
Local and Toll Free	No charge
Non-city related	\$1.00 per page

This schedule of fees becomes effective on the date this resolution is approved.

Approved this 10th day of February, 2021

Mayor

CERTIFICATE

I, _____, Mayor of Prairie City, do hereby certify that the Resolution hereinabove set out is a true and correct copy of a Resolution approved and adopted by the City of Prairie City on the _____ day of _____, 2019.

ATTEST:

City Clerk

8B

RESOLUTION NO. 2-10-21-5

**RESOLUTION APPROVING A CHANGE OF FEE FOR USE OF THE
AMBULANCE SERVICE**

WHEREAS, the Code of Ordinances of the City of Prairie City, Iowa, Chapter 37.11 establishes a fee for use of the ambulance services shall be set by Council Resolution; and

WHEREAS, from time to time the fee for use of the ambulance service is reviewed to ensure fiscal viability; and

WHEREAS, the Prairie City Ambulance Director is making a recommendation to the Prairie City Council to increase fees for ambulance service.

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

- 1). The Council of the City of Prairie City, Iowa, hereby approves setting a fee of \$ _____ for the use of ambulance services.

Approved and adopted this 10th day of February, 2021.

Chad Alleger, Mayor

ATTEST:

John Lloyd, City Administrator



CITY OF PRAIRIE CITY
203 E. JEFFERSON
P.O. BOX 607
PRAIRIE CITY, IA 50228
PHONE (515) 994-2649
FAX (515) 994-2376

February 5, 2021

Mayor and Council,

I would like to propose an increase in ambulance base rates from \$550 to \$900 as we move forward due to increasing costs of response and maintenance. Our current charges for mileage will remain the same at \$20/ loaded mile.

Our increase falls in line with base costs across the nation and will help potentially increase revenue for our service for operating costs and increased costs per run of supplies needed specifically to keep our providers safe from not only pandemic outbreaks of viruses like Covid 19, but also yearly flu, pneumonias and respiratory illnesses. Our masks, gloves and gowns specifically also protect our patients if they have a condition that leaves them without an immune system to stay protected when leaving their homes. We strive to maintain a level of excellent care with our current supplies and anticipate needs in the future of our community.

We, as a service, appreciate your consideration for this increase.

Thank you.

Amy Davis, Service Director

Prairie City EMS

In reviewing different trip charges by surrounding communities, the following was found:

	BLS Run Rates	Paid Service	Volunteer Run Rate	On-Call
Prairie City		No	\$20.00	
Knoxville	\$1,000.00	Yes	\$15.00	
Tama	\$650.00	Yes	\$20.00	\$3.50/hour
Carlisle	\$625.00	Yes	\$8.00/driver \$15.00/EMT	\$25.00 weekday \$50.00 weekend
Colfax	\$595.00	Two Public Work EE		
Grundy Center	\$600.00	Yes	\$22.50	
Runnells	\$595.00	No	All is run through Camp Township. City pays \$7,500.00/year. They pay workers	
Altoona	\$625.00	Yes (All PT employees. Rates range from \$14.08-23.45 based on certs)		
Pleasant Hill	\$800.00	Yes (All PT employees)		
Monroe	\$620.00 BLS \$736.00 ALS \$1065.00 ALS2 \$13.50/mile	No	\$100.00/run paid to FD & EMS Department No payment to volunteers	No on-call pay All members are on-call 24/7
Sully		No	Pays separate entity	
Lynnville	LM			
Baxter	Emailed Mollie	No	No – discussing possibility of starting	No on-call pay
Mingo	Charges through Colfax	No	No pay	No pay
Montezuma		1 full-time paid EMT	Day \$60.00/run Night \$70.00/run Weekend \$80.00/run (Lump sum is split between all of the volunteers that show up on a call)	Weekend \$50/day Weekday \$25/day
Collins	Donation	No	No	No
Colo	Donation	No	\$7.00/call \$9.00/training	No
State Center	\$600.00 BLS \$850.00 ALS \$18.00/mile	No	No	No
Minimum	0	no	0	0
Maximum	1065	yes	40	84/day
Average	698		17.83	58/day

In addition to increasing the transport rate, EMS would like to change billing services. Our current billing service charges 10%, and we have had some difficulties in processing claims. EMS would like to transfer to PCC Billing Services, as they only charge 6% and have a much better collection rate (90% on average).

To maximize revenues, the EMS service will also make additional internal efforts in training current and new volunteers to complete the run reports in a more prompt manner, which will assist in timelier billing and recovery.

It is believed that all of these changes together would see an approximate increase of \$10,000.00 for the EMS service revenue budget.

CITY OF PRAIRIE CITY

82

RESOLUTION NO. 2-10-21-6

RESOLUTION APPROVING FINAL PLAT

WHEREAS, the City of Prairie City, Jasper County, State of Iowa, is a duly organized municipal organization; and,

WHEREAS, _____, has requested final approval of Rolling Prairie Estates Plat 3 (the "Plat"), legally described as:

ROLLING PRAIRIE ESTATES PLAT 3 IN THE CITY OF PRAIRIE CITY, JASPER COUNTY, IOWA, AN IRREGULAR SHAPED PORTION OF GOVERNMENT LOT 5 AND GOVERNMENT LOT 8 IN SECTION 1, TOWNSHIP 78 NORTH, RANGE 21 WEST OF THE 5TH P.M., PRAIRIE CITY, JASPER COUNTY, IOWA, IS DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHEAST CORNER OF LOT 7, ROLLING PRAIRIE ESTATES PLAT 2, AN OFFICIAL PLAT, PRAIRIE CITY, JASPER COUNTY, IOWA; THENCE S00°51'18"E ALONG THE WEST LINE OF OUTLOT X, VEVERKA HEIGHTS, AN OFFICIAL PLAT, JASPER COUNTY, IOWA, A DISTANCE OF 17.28 FEET TO THE SOUTHWEST CORNER OF SAID OUTLOT X; THENCE S00°17'34"E ALONG THE EAST LINE OF THE WEST HALF OF SAID GOVERNMENT LOT 5, A DISTANCE OF 235.82 FEET TO THE NORTHEAST CORNER OF THE WEST HALF OF SAID GOVERNMENT LOT 8; THENCE S00°11'32"E ALONG THE EAST LINE OF THE WEST HALF OF SAID GOVERNMENT LOT 8, A DISTANCE OF 386.03 FEET; THENCE S89°48'43"W, A DISTANCE OF 219.40 FEET; THENCE N60°12'11"W, A DISTANCE OF 503.96 FEET; THENCE N50°10'06"W, A DISTANCE OF 358.68 FEET; THENCE N33°48'11"W, A DISTANCE OF 187.29 FEET TO THE SOUTHWEST CORNER OF LOT 10, ROLLING PRAIRIE ESTATES PLAT ONE, AN OFFICIAL PLAT; THENCE N89°46'37"E ALONG THE SOUTH LINE OF SAID ROLLING PRAIRIE ESTATES PLAT ONE AND ALONG THE SOUTH LINE OF SAID ROLLING PRAIRIE ESTATES PLAT 2, A DISTANCE OF 1033.60 FEET TO THE POINT OF BEGINNING.

SAID TRACT BEING SUBJECT TO AND TOGETHER WITH ANY AND ALL EASEMENTS AND RESTRICTIONS OF RECORD.

Said tract of land contains 10.25 acres, containing ten (10) lots, numbered Lot 1 through Lot 10, respectively, has been filed with the City Clerk and after consideration of the same is found to be correct and in accordance with the provisions of the laws of the State of Iowa, and the ordinances of the City of Prairie City, in relation to Plats and Additions to Cities; and,

WHEREAS, the City of Prairie City Planning and Zoning Commission recommended approval of the Plat on _____, subject to remaining staff comments and review of the legal documents; and,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF Prairie City, IOWA, that said Rolling Prairie Estates Plat 3 in the City of Prairie City, Jasper County, Iowa is hereby acknowledged and approved on the part of the City of Prairie City, Iowa and the Mayor and the

City Clerk are hereby directed to certify this resolution of approval and affix the same to said plat as by law provided.

Passed this _____ day of _____, 2021.

Chad Alleger, Mayor

ATTEST:

Jodie Wyman, City Clerk

STATE OF IOWA, JASPER COUNTY

We, _____ Mayor, and _____, City Clerk of the City of Prairie City, Iowa do hereby certify that the above and foregoing resolution is a true and correct copy of the resolution as passed by the City Council of the City of Prairie City, Iowa on this _____, 2021.

Chad Alleger, Mayor

City Seal

Jodie Wyman, City Clerk

CITY OF PRAIRIE CITY

8C

RESOLUTION NO. 2-10-21-6

RESOLUTION APPROVING FINAL PLAT

WHEREAS, the City of Prairie City, Jasper County, State of Iowa, is a duly organized municipal organization; and,

WHEREAS, _____, has requested final approval of Rolling Prairie Estates Plat 3 (the "Plat"), legally described as:

ROLLING PRAIRIE ESTATES PLAT 3 IN THE CITY OF PRAIRIE CITY, JASPER COUNTY, IOWA, AN IRREGULAR SHAPED PORTION OF GOVERNMENT LOT 5 AND GOVERNMENT LOT 8 IN SECTION 1, TOWNSHIP 78 NORTH, RANGE 21 WEST OF THE 5TH P.M., PRAIRIE CITY, JASPER COUNTY, IOWA, IS DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHEAST CORNER OF LOT 7, ROLLING PRAIRIE ESTATES PLAT 2, AN OFFICIAL PLAT, PRAIRIE CITY, JASPER COUNTY, IOWA; THENCE S00°51'18"E ALONG THE WEST LINE OF OUTLOT X, VEVERKA HEIGHTS, AN OFFICIAL PLAT, JASPER COUNTY, IOWA, A DISTANCE OF 17.28 FEET TO THE SOUTHWEST CORNER OF SAID OUTLOT X; THENCE S00°17'34"E ALONG THE EAST LINE OF THE WEST HALF OF SAID GOVERNMENT LOT 5, A DISTANCE OF 235.82 FEET TO THE NORTHEAST CORNER OF THE WEST HALF OF SAID GOVERNMENT LOT 8; THENCE S00°11'32"E ALONG THE EAST LINE OF THE WEST HALF OF SAID GOVERNMENT LOT 8, A DISTANCE OF 386.03 FEET; THENCE S89°48'43"W, A DISTANCE OF 219.40 FEET; THENCE N60°12'11"W, A DISTANCE OF 503.96 FEET; THENCE N50°10'06"W, A DISTANCE OF 358.68 FEET; THENCE N33°48'11"W, A DISTANCE OF 187.29 FEET TO THE SOUTHWEST CORNER OF LOT 10, ROLLING PRAIRIE ESTATES PLAT ONE, AN OFFICIAL PLAT; THENCE N89°46'37"E ALONG THE SOUTH LINE OF SAID ROLLING PRAIRIE ESTATES PLAT ONE AND ALONG THE SOUTH LINE OF SAID ROLLING PRAIRIE ESTATES PLAT 2, A DISTANCE OF 1033.60 FEET TO THE POINT OF BEGINNING.
SAID TRACT BEING SUBJECT TO AND TOGETHER WITH ANY AND ALL EASEMENTS AND RESTRICTIONS OF RECORD.

Said tract of land contains 10.25 acres, containing ten (10) lots, numbered Lot 1 through Lot 10, respectively, has been filed with the City Clerk and after consideration of the same is found to be correct and in accordance with the provisions of the laws of the State of Iowa, and the ordinances of the City of Prairie City, in relation to Plats and Additions to Cities; and,

WHEREAS, the City of Prairie City Planning and Zoning Commission recommended approval of the Plat on _____, subject to remaining staff comments and review of the legal documents; and,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF Prairie City, IOWA, that said Rolling Prairie Estates Plat 3 in the City of Prairie City, Jasper County, Iowa is hereby acknowledged and approved on the part of the City of Prairie City, Iowa and the Mayor and the

City Clerk are hereby directed to certify this resolution of approval and affix the same to said plat as by law provided.

Passed this _____ day of _____, 2021.

Chad Alleger, Mayor

ATTEST:

Jodie Wyman, City Clerk

STATE OF IOWA, JASPER COUNTY

We, _____ Mayor, and _____, City Clerk of the City of Prairie City, Iowa do hereby certify that the above and foregoing resolution is a true and correct copy of the resolution as passed by the City Council of the City of Prairie City, Iowa on this _____, 2021.

Chad Alleger, Mayor

City Seal

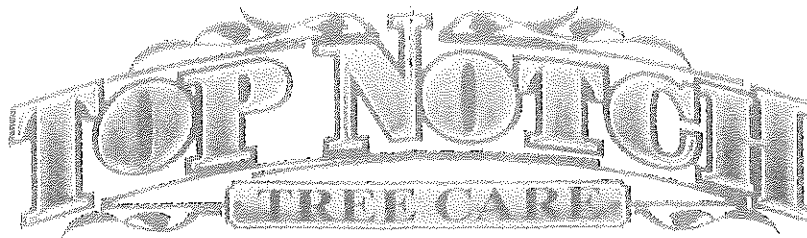
Jodie Wyman, City Clerk

8D

Bids for tree removal in the Community Park and Garden Square.

<u>Jr's Tree and Landscaping</u>	<u>\$18,000</u>
<u>Dirt Trackers</u>	<u>\$19,200</u>
<u>Top Notch</u>	<u>\$44,298</u>

Family Owned & Operated



2/1/21

Rod or Billy Meek
(515) 205-1474

www.TopNotchTreeSvcs.com

WORK TO BE DONE FOR:

Name: _____
Address: Prairie City Park and City Square
Phone Number: James 974-7971

WORK TO BE PERFORMED:

- Tree Removal 24 Trees
- Trim Trees _____
- Haul Away yes
- Clean Up/Rake yes
- Remove Stump yes
- Stump Clean Up yes
- Tree Injections _____
- Trim Bushes _____
- Take Out Bushes _____
- Other _____

All work is guaranteed to be as specified, and will be completed in a professional manner for the sum of

Price: \$ 41,400 + Tax: \$ 2,898 = \$ 44,298

with payment to be paid on completion of job unless other arrangements have been made.

Rod Meek

Bid Proposal

Rod Meek
16494 NE 112th St.
Maxwell, IA 50161

Acceptance of Proposal



Certified Arborist
ON STAFF
MW-5486A

Insured • Free Estimates

Credit Cards Accepted

AFFORDABLE
30 Years Experience
Satisfaction Guaranteed



Check out our reviews on & Google

Jr's Tree & Landscaping LLC
PO Box 35862
Des Moines, IA 50315 US
jrstreelandscapingllc@gmail.com

Estimate

ADDRESS

Prairie City, Iowa
203 E Jefferson Street
Po Box 607
Prairie City, Iowa 50228

ESTIMATE # 1064

DATE 01/14/2021

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Services	Phase 2: City Park: Remove all trees with an orange X (22 trees) to ground level. Haul off all brush and wood. Grind all stumps(22 stumps) and clean up debris. Any other small trees city wants out, will remove at no cost. On healthy trees we will remove any hangers, dead branches and raise canopy 100% clean up. 100% haul off.			18,000.00
02/01/2021	Services	Phase 1: Town Square Park: remove 2 trees to ground level. Trees marked by orange X. Haul off all brush and wood. Grind both stumps and clean up debris.	1	0.00	0.00
		TOTAL			\$18,000.00

Accepted By

Accepted Date

Dirt Trackers

Monroe, IA

Vince Van Wyngarden

641-417-9207

Custom Retaining Walls

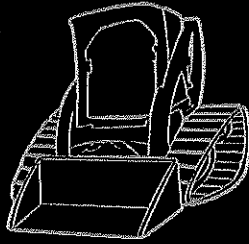
Paver Patios

Leveling and Seeding

Basement Backfill

Small Demo and Hauling

DIRTRACKERS22@GMAIL.COM



Dirt Trackers

641-417-9207

8338 W 62nd St S

Monroe, Iowa

50170

United States

Prepared For
 Carl Vander Kamp
 City Of Prairie City

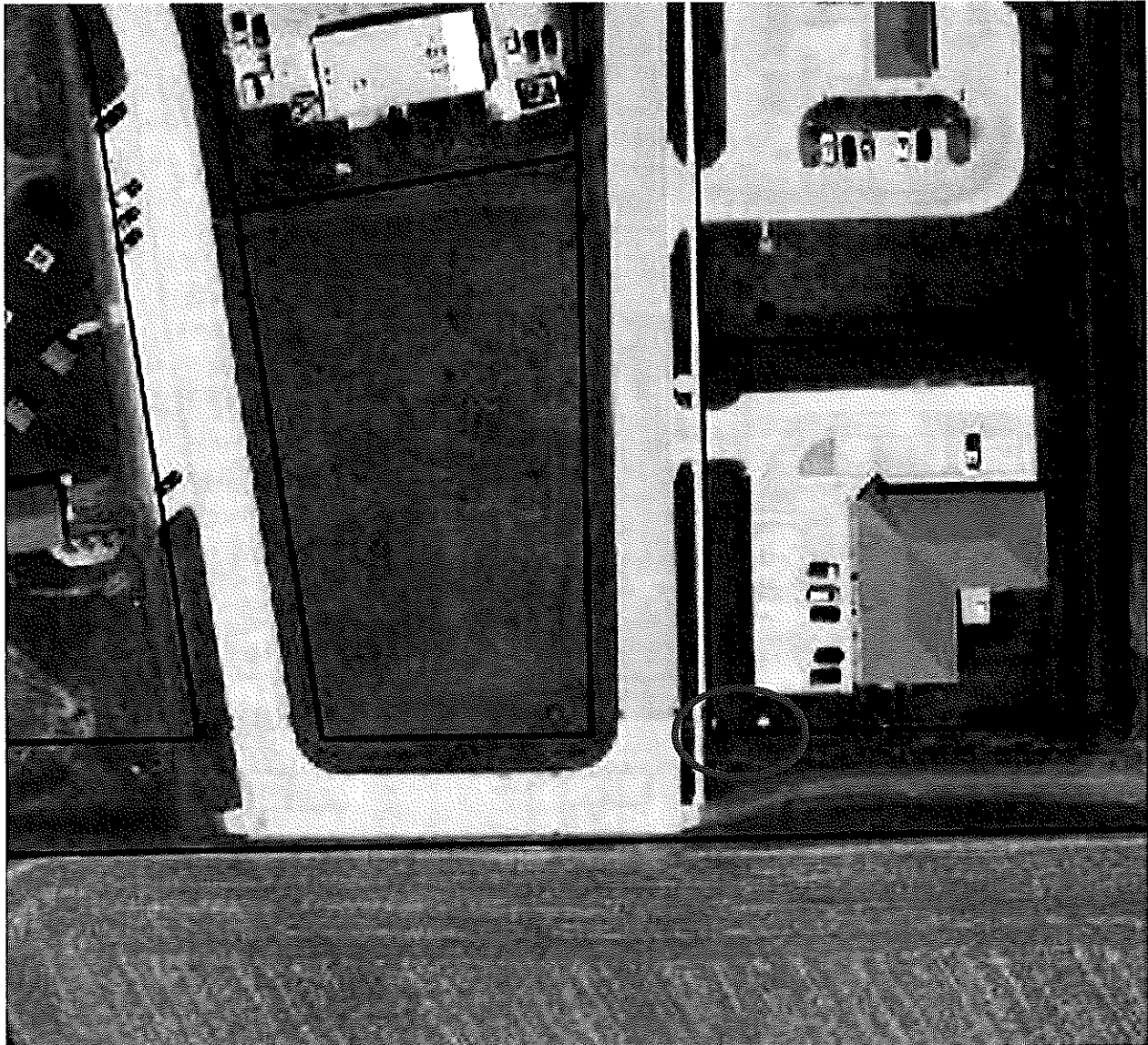
Estimate Date
 02/01/2021

Estimate Number
 1633

Description	Rate	Qty	Line Total
Trees Removal and stump grind	\$800.00	24	\$19,200.00
		Subtotal	19,200.00
		Tax	0.00
		Estimate Total (USD)	\$19,200.00

Terms

50% payment due up front. Final invoice amount may be adjusted based on actual square footage of completed project. Payment for the final invoice amount is due within five business days of receipt, or it may be subject to added interest.



The Lift Station circled in red is experiencing high water alarms. This means that if a problem is likely imminent and needs to be looked at. The reason we are getting these alarms is because of the additional usage at the Car Wash. However if more expansion occurs beyond Dollar General then this will be a consistent issue. This study is to determine if we can upsize the pumps, if the downstream line can handle additional flow, if we need a larger pit.



Task Order #14

**To: City of Prairie City
John Lloyd, City Administrator
203 E Jefferson St
Prairie City, IA 50228**

Date of Issuance: February 10, 2021

MSA Project No.: 08994026

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

Project Name: Commerce Drive Lift Station Review 2021

The scope of the work authorized is: See Attachment A, Scope of Services

The lump sum fee for the work is: \$7,950.00


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

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

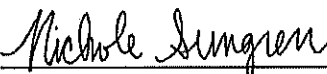
CITY OF PRAIRIE CITY

MSA PROFESSIONAL SERVICES, INC.

John Lloyd
City Administrator
Date: _____



Andrew Inhelder, PE
Project Manager
Date: 01/28/2021



Nichole Sungren, PE
Team Leader
Date: 01/28/2021

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

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



Attachment A

January 28, 2021

PROPOSED SCOPE OF WORK

COMMERCE DR LIFT STATION REVIEW 2021

PRAIRIE CITY, IOWA

GENERAL PROJECT DESCRIPTION

It is our understanding the City would like to make improvements to the duplex submersible pump sanitary sewer lift station located at the northeast corner of the intersection of Commerce Drive & McMurray Street. This lift station has been experiencing high water warnings meaning the existing pumps are likely not able to keep up with flow that the lift station is receiving.

The City has commissioned MSA Professional Services, Inc. (MSA) to evaluate the existing flow to the lift station as well as the proposed flow under a fully developed future condition. Attachment B 'Project Map' shows lift station location and proposed future development drainage basin. Project is to identify up to two possible improvements to the lift station to accommodate potential future development.

Under a separate task order, MSA will perform design services, if desired, for the City chosen recommended improvement using information from this task order, whether that be upgrading the existing lift station pumps or replacing the entire life station.

PHASE 1: PROJECT MANAGEMENT & ADMINISTRATION

1. Project Management & Administration

- Manage and coordinate project team, budget and schedules. Maintain communication with Owner and stakeholders on project.
- Provide monthly project updates, in writing to City Council on status of project through the duration of design project.

2. Meetings (2)

- Attend one meeting to present conceptual layouts and cost opinions to City Staff.
- Attend one council meeting to present layouts and cost opinions to Council.

1555 SE Delaware Ave
Suite F
Ankeny, IA 50021

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

www.msa-ps.com

PHASE 2: LIFT STATION PLANNING

1. Existing Conditions Review: Perform research, including one field investigation to measure existing conditions and verify lift station configuration, and hydraulic calculations using City provided information on the existing lift station, pump capacity, pump cycle lengths, and pipe sizes. Review of capacity of the first segment immediately downstream of the lift station forcemain outlet.
2. Future Conditions Review: Develop anticipated uses for undeveloped properties upstream of the existing lift station to identify potential future peak flows.
 - Will assume a future ultimate build design year along with future uses in undeveloped property.
 - City to confirm this ultimate build year and use
 - Using the assumed peak flow for the design year, will review if upsizing pumps in the existing lift station is an option, or if a new lift station is necessary.
3. Conceptual Opinion of Cost: Develop an opinion of probable construction estimate based on the future conditions review.
4. Recommendations: MSA will offer a recommendation based on the above information, provided within a memo.
 - Quality Assurance/Quality Control: Employ documented quality-assurance/quality-control procedures throughout project.

OWNER PROVIDED INFORMATION

- Owner shall provide access to any and all relevant structures and equipment as necessary to complete evaluation
- Owner to provide existing pump sizing, lift station plans, pipe outlet & inlet routing/sizing
- Owner is responsible for accuracy and completeness of the information provided to MSA
- Owner will concur with lift station recommendations and future service area

DELIVERABLES

- MSA shall provide up to 5 copies of review memo, including conceptual opinion of probable cost and one PDF file

SERVICES NOT INCLUDED

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

- Additional meetings. Attendance at any meetings that are not specially addressed in the scope above.
- Design of lift station or lift station pumps.
- Design of revised piping for lift station outlet.
- Design or coordination of moving existing utility poles.
- Design of lift station electrical improvements, such as SCADA design and coordination to upgrade electrical service to site.
- Easement negotiations, fees or compensation.
- Right-of-Way negotiations, fees or compensation.
- Plans or specifications for improvements.
- Solicitations of bids from contractors for improvements.
- Permit application fees.
- Construction administration/observation.
- Construction staking.
- Computer 3D visualizations or renderings.
- Owner changes to the plans and specifications after Owner approval has been given.
- Soil borings or any testing of existing soil conditions. Concrete, material, and soil testing.
- Environmental, wetland, and flood plain, investigations and analysis
- Local zoning submittals and meetings.
- Traffic or entrance studies.

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

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

81

RESOLUTION NO. 2-10-21-7

RESOLUTION SETTING A PUBLIC HEARING

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

The Council of the City of Prairie City, Iowa, hereby approves setting a public hearing for March 10, 2020. This public hearing is required by Iowa Code to allow the public to voice their opinions on a change to the City Code of Prairie City regarding facility rental rates with the Parks and Recreation Department of Prairie City.

Approved and adopted this 10th day of February, 2021.

Chad Alleger, Mayor

ATTEST:

John Lloyd, City Administrator

ORDINANCE NO. 382

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF PRAIRIE CITY, IOWA, BY AMENDING PROVISIONS PERTAINING TO PARK COMMISSION

Be It Enacted by the City Council of the City of Prairie City, Iowa:

SECTION 1. SECTION MODIFIED. The Code of Ordinances of the City of Prairie City, Iowa, is amended by adding Subsection 7 of Chapter 24.02, Powers and Duties, which is hereby adopted to read as follows:

7. Rental and Use Fees. The Commission shall make recommendations to the City Council for facility rental rates. The Prairie City Council shall set the facility rental rates by resolution.

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 from and after its final passage, approval and publication as provided by law.

Passed by the Council on the _____ day of _____, 2021, and approved this ____ day of _____, 2021.

Chad D. Alleger, Mayor

ATTEST:

Jodie Wyman, City Clerk

First Reading:

The second and third readings were waived by Resolution.