

Jodie Wyman

From: POP Challenge (CENSUS/POP) <pop.challenge@census.gov>
Sent: Monday, February 28, 2022 11:24 AM
To: Jodie Wyman
Cc: Emily Voeller
Subject: Re: Prairie City, Iowa 2020 Census Challenge Request

Hi Jodie:

Our Population Estimates Challenge program covers challenges to the population and housing estimates **between the decennial years**. Our Challenge program is currently suspended and tentatively scheduled to resume in 2023. These challenges are specific to the postcensal estimates of population and cannot impact the April 1, 2020 base population values. Our program is not responsible for challenges to the April 1, 2020 Census counts of housing, population, and Group quarters.

Here is **What to Consider if You Find an Unexpected Census Result**. This link provides some of the Census Bureau programs including CQR program that tribes, states, counties, and towns can use to have their population data reviewed or recounted.

These are the appropriate programs with embedded links for additional details:

1. **Count Question Resolution**: A request for the Census Bureau to review 2020 Census boundaries and/or housing counts. For CQR inquiries, please send them to dcmd.2020.cqr.submissions@census.gov. That is the official inbox for the CQR operation!
2. **Post-Census Group Quarters Review**: A proposed program for request a review of 2020 Census population counts for group quarters facilities (dorms, nursing homes, barracks, prisons, etc.).
3. **Special Census Program**: Pay for the Census Bureau to conduct a basic enumeration of population, housing units, and group quarters.

Hope this information helps.

Best,

Basak

From: Jodie Wyman <jodie.wyman@prairiacityiowa.us>
Sent: Tuesday, February 22, 2022 04:41 PM
To: POP Challenge (CENSUS/POP) <pop.challenge@census.gov>
Cc: Emily Voeller <emily.voeller@prairiacityiowa.us>
Subject: Prairie City, Iowa 2020 Census Challenge Request

Good afternoon -

I am contacting you today to request a derivation sheet containing the components used to create the population estimate for Prairie City, Iowa, for the estimate year 2020, and information about how to challenge our population estimate.

Henning Roofing
Est. 1979
819 E 9th st. N
Newton, Ia 50208
641-792-0773

Page No. _____ of _____

PROPOSAL

PROPOSAL SUBMITTED TO <i>Prarie City</i>		TODAY'S DATE <i>2-17-22</i>	DATE OF PLANS/PAGE #'S
PHONE NUMBER	FAX NUMBER	JOB NAME <i>Scmt</i>	
ADDRESS, CITY, STATE, ZIP <i>5 5th St. Prarie City</i>		JOB LOCATION <i>Scmt</i>	

We propose hereby to furnish material and labor necessary for the completion of:

Tear off old shingles
Ice Barrier bottom edge
felt paper the rest
new vents
new pipe boots
new metal edging
owen corning duration shingles
clean up daily

if we find any bad wood, it will be fixed at cost of wood only no additional labor

South east shelter

9/830.00
plus dump fees

South west shelter

1620.00
plus dump fees

North west shelter

575.00
plus dump fees
we will add
2x4 for fascia
so rafters tails
do NOT rough out

We propose hereby to furnish material and labor - complete in accordance with above specifications for the sum of:

1/2 the cost the day work is started, remaining balance day of completion dollars (\$ _____)

Payment as follows: _____

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. If either party commences legal action to enforce its rights pursuant to this agreement, the prevailing party in said legal action shall be entitled to recover its reasonable attorney's fees and costs of litigation relating to said legal action, as determined by a court of competent jurisdiction.

Authorized
Signature _____

Note: this proposal may be withdrawn by us
if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

This proposal may be withdrawn by us if not Accepted within 30 days

Date of Acceptance _____

Switch to IRUA - Anticipated Costs Over Next ~4 Years		
Description		Opinion of Cost
Well Decommission & Abandonment		\$ 50,000
Water Treatment Facility Disconnection from System		\$ 10,000
IRUA Connection Fee		\$ 2,000,000
Reroute Colfax Water Main for Development (~5,000 LF)		\$ 425,000
Cost to fill 5.7 miles of 10" trunk line with flowable mortar		\$ 125,000
Cost to buy bulk water (4 million gallons monthly average)		\$ 661,171
Water Loss (1.41 million gallons monthly average)		\$ 233,380
Reduction in treatment costs (4 million gallons monthly average)		\$ (255,840)
Contingency (20%)		\$ 122,000
Total		\$ 3,360,711

*Does not include upgrades/maintenance to distribution system as those remain unchanged. Does not include inflation/price increases.

Cost to buy 1,000 gal of water	\$ 3.44
Anticipated Costs of Water Loss to City (Annually)	\$ 58,345.00
Anticipated Costs of Buying Bulk Water (Annually)	\$ 165,292.86

Prairie City Water Treatment - Anticipated Costs Over Next ~4 Years		
Description		Opinion of Cost
Replacement Well		\$ 175,000
Land Acquisition & Easement for Rerouted Water for Replacement Well**		
Reroute Colfax Water Main for Development (~5,000 LF)		\$ 425,000
Water Treatment Plant Upgrades in the next 4 years		\$ 50,000
Cost to treat water (4 million gallons monthly average)		\$ 265,840
Contingency (20%)		\$ 130,000
Total		\$ 1,345,840

*Does not include upgrades/maintenance to distribution system as those remain unchanged. Does not include inflation/price increases.

**Estimated price to purchase land is included in the total.

Average Cost to treat 1,000 gal of water	\$ 1.38
Anticipated Costs of Water Loss to City (Annually)	\$ 23,459.02
Anticipated Cost of Treatment (Annually)	\$ 66,460.00

Supporting Information (Approximate number for information only)			
Cost to treat Water Approximately			
Utilities	\$	2,200.00	per mo
Chlorine	\$	261.00	per mo
Salt	\$	2,009.00	per mo
Flouride	\$	55.00	per mo
Well field maint	\$	4,000.00	per yr
Well utilities	\$	680.00	per mo
Total Approximate	\$	5,205.00	per mo
Total Approximate	\$	66,460.00	per yr

Average Monthly Water Treated (Used) 01/2018 to 12/2021	4,004,188
Average Yearly Water Treated (Used)	48,050,250
Average Monthly Water Billed (Collected) 01/2018 to 12/2021	2,590,791
Average Yearly Water Billed (Collected)	31,089,495
	65%
Average Monthly Water Loss 01/2018 to 12/2021	1,413,396
Average Yearly Water Loss (Apparent+Real Losses)	16,960,755
	35%

	January	February	March	April	May	June
City Hall/FD	400	1300				
Library	bad read	700				
Public Works Shop by Water Tower	NA	NA				
Community Building	1300	400				
Rec Complex East	Shut Off	Shut Off				
Rec Complex West	Shut Off	Shut Off				
Buffalo Entry Park	Shut Off	Shut Off				
High Usage Event	_____	_____				



City of Prairie City, IA

CLIENT LIAISON:

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

DATE:

March 2, 2022

2022 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.

IN PROGRESS

Prairie Point Plat 1 – Townhomes & Apartments along State Street

- No communication on further design revisions or steps moving forward have been received since October 20, 2021.

Sacred Willow Farms Site Review – Site along Poplar Ave West of Dollar General

- August 12, 2021: Preliminary site plans submitted to City for review.
- August 24, 2021: City response to preliminary plans sent to Developer.
- September 9, 2021: Resubmittal of Preliminary Plan.
- September 21, 2021: City response to Developer with comments.
- October 22, 2021: Resubmittal of Preliminary Plans.
- October 29, 2021: Recommendation to approve provided to Planning & Zoning.
- January 4, 2022 & January 5, 2022: Developer & Developer's Engineer reached out to MSA to discuss the need for revisions to their grading site plan previously approved.
 - MSA directed the developer to develop a plan of what they are proposing and submit to MSA for review and Council approval to amend the previously approved site plan if necessary.
- January 27, 2022 – Discussed with Developer, they are working on updated site plan for submittal to City.
- February 22, 2022 – MSA completed review of revised site plan & stormwater report. Sent to Planning and Zoning for review & recommendation.

IRUA Water Potential Switch

- MSA prepared cost estimates for potential costs to switch to IRUA water and reviewed at Budget workshop.
- Further refined cost estimates and comparison of costs for switch to IRUA water to present to Council on March 9, 2022

PROJECT UPDATE

TASK ORDER #10 – STORMWATER STUDY

It is our understanding that the City would like to make improvements to the stormwater flow in the northern portion of town. MSA Professional Services, Inc. shall provide the following services in accordance with the completion of the above project: MSA will create an overall stormwater model based on 10-year storm flow to identify potential problem areas within the northern part of town. After creation of the overall exhibit, we will walk the area with City Staff to identify additional/problematic areas. MSA will then fine tune the stormwater model to better represent on the ground conditions in several problem areas, such as Identifying blocked culverts & intakes which will lead to recommendations for possible improvements.

ONGOING TASKS

- Flush targeted storm lines to identify connectivity. This work will be completed pending City Staff availability during dry warm weather.

NEXT STEPS

- Identify possible improvement projects along with phasing
- Revise improvement projects as necessary.
- Present to City Council.

PROJECT UPDATE

PHASE 1 WATER SYSTEM IMPROVEMENTS, CONSTRUCTION RELATED SERVICES

This is for construction related services regarding the Phase 1 Water system improvement project including bidding, construction staking, construction administration, and construction observation.

RECENTLY COMPLETED STEPS

- Construction start date: 08/23/2021

ONGOING STEPS

- 5th & Dewey
 - Water main is complete
 - Services are complete.
 - Water main connections and abandonment of existing main is complete.
 - Surface restoration
- North Street
 - Water main is complete.
 - Services are complete
 - Water main connections and abandonment of existing main is ongoing.
 - Surface restoration.
- 8th Street
 - Water main is complete.
 - Services are complete
 - Water main connections and abandonment of existing main is ongoing.
 - Surface restoration.

NEXT STEPS

- Contractor began work again at end of February, 2022.
- Substantial completion date is May 16, 2022
- Final completion date is June 15, 2022

RECORD OF CHANGE ORDERS (CO) & REQUESTS FOR PRICING (RFP)

- CO #1 – Approved: +\$6,000.00
 - Remove and backfill unknown underground storage tank in path of water main.
 - Currently working with Iowa DNR for approval. Iowa DNR is requiring additional ground soil and ground water sampling to determine if there are contaminants in the soil.
 - Ground water sampling has been completed in early January by Terracon.
 - Currently waiting on test results to determine next steps.
 - Tests came back with contamination below the required mitigation levels. No further action is necessary.

PROJECT UPDATE

TASK ORDER #15 – MARSHALL STREET RECONSTRUCTION, CONSTRUCTION RELATED SERVICES

This is for construction related services regarding the Marshall Street reconstruction project including, construction staking, construction administration, and construction observation.

RECENTLY COMPLETED STEPS

- Construction began July 19th, 2021
- Substantial Completion target date: October 20, 2021
 - Substantial completion actual date: October 22, 2021.
- Letter suspending calendar dates for the winter was issued December 16, 2021.
 - Calendar dates will resume no later than May 1, 2022 for seeding and final completion.

NEXT STEPS

- Final Completion date is November 19, 2021
 - Contractor is working on punch list items remaining prior to final completion.
 - Final completion liquidated damages are \$500/calendar day past November 19th.
 - MSA will monitor any extra expense incurred to the City due to the contractor not meeting the substantial/final completion dates and will prepare a change order addressing these.
- Contractor has completed all punch list items except for final seeding and cleaning of a water valve box. This work will be completed in the spring weather depending.

RECORD OF CHANGE ORDERS (CO) & REQUESTS FOR PRICING (RFP)

- CO #1 – **Approved:** +\$7,106.00
 - Water service addition/revisions
 - Storm manhole modifications necessary due to site conditions.
- CO #2 – **Approved:** -\$483.50
 - Removal of 2 trees and removal of planned retaining wall in front of residence.
- CO #3 – **Approved:** +\$22,291.76
 - Remove and replace concrete curb and section that is settling along north side of Jefferson from Main St. to Marshall St. (North side of square)

TASK ORDER #16 – SIDEWALK ALONG STATE STREET

This is for installation of sidewalk along the west side of State Street from South Street to the north side of the community building.

RECENTLY COMPLETED STEPS

- MSA reviewed preliminary routes along with opinions of conceptual cost associated.
- Survey of area complete and preliminary design completed.
- Created draft permanent easement documents for use by City Staff to discuss sidewalk with property owners.
- Absolute Concrete (Marshall Street Contractor) has agreed to remove and replace 2-3 panels of sidewalk north of the School when they have mobilized for the Marshall Street Paving project.
- Met with Resident, refer to memo sent to City for additional information.

ONGOING STEPS

- On hold due to lack of support from residents along path of sidewalk.

RESOLUTION 3-9-22-2
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 the April 2022, Prairie City Council Meeting will be April 13, 2022, at 6:00 p.m., at Prairie City Council Chambers at City Hall and via Zoom.

Approved and adopted this 9th Day of March, 2022.

Eric Imerman, Mayor

ATTEST

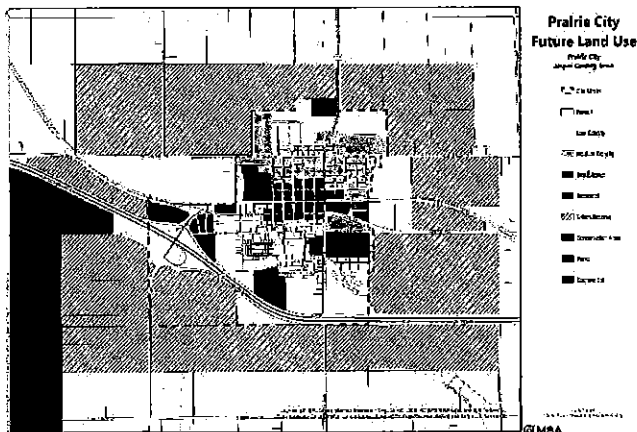
Jodie Wyman, City Administrator/City Clerk

PROPOSED SCOPE OF SERVICES COMPREHENSIVE PLAN PRAIRIE CITY, IA

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 your community in developing the best and most appropriate solutions. We truly believe in making partners and not just completing projects.

PROJECT DESCRIPTION

The Council has a goal of improving Prairie City and attracting additional growth across the community. The City Council would like a consultant to assist them in updating a Comprehensive Plan for Prairie City that involves traditional and online public engagement completed in an efficient timeline and a plan that is easy to read and implement.



In 2021 MSA completed revisions to the City's Future Land Use Map, Development Limitations Map and Reinvestment Opportunities Map. We will utilize the maps and revise them as part of the Comprehensive Plan update. We will also utilize the 2019 Strategic Plan as a reference for developing Goals and Policies for the Comprehensive Plan as well as the new Action Plan for Implementation.

MSA is prepared to provide Prairie City with an implementable plan that will be developed in about 8 months using a both online and traditional methods.

PHASE #1 – COMMUNITY ENGAGEMENT

A transparent public participation process is the foundation to a successful plan. We will approach this work with diligence, creativity, open-mindedness, and respect for the input of all participants. We believe that our role as your consultant is to work hard, introduce fresh ideas, listen carefully, and deliver a plan that accurately represents the consensus of City Staff, the Steering Committee and Council members, business owners and residents.

We understand the importance of a genuine, multi-faceted approach to engage stakeholders in this important planning process. MSA will facilitate an inclusive, and effective community engagement process that will both improve the plan and build support for adoption and implementation. An effective Community Engagement Strategy will help residents envision and

understand a good balance of physical, social, economic, and aesthetic values. Our proposed approach includes the following elements:

ArcGIS Online Story Map – Project Plan Website

MSA will develop and host an ArcGIS Online ESRI Story Map to serve the planning process and host the completed Comprehensive Plan. The site can easily be linked to the City's website for easy access and hosted by the City utilizing the City's ArcGIS Online account after the planning process is complete. Developing the plan online will save costs, provide the community with better access to the process, and lead to a more innovative and interactive plan product. While the plan will live online, hard copies of the elements can be exported to PDF and printed as hard copy as necessary.

Planning & Zoning Commission Meetings

The City's Planning and Zoning Commission will be the primary review body throughout the planning process. We propose attending three Planning and Zoning Commission meetings during the planning process. Meeting presentation materials will be emailed prior to the meetings and posted on the Project Plan Website for public access.

Online Community Survey

MSA will lead, with assistance from City Staff and City Council, the development of an online community survey. Paper copies will also be available for those who would prefer to complete a printed survey. We will summarize the results of all surveys for the planning process and incorporate trends into the vision, goals and strategies of the updated Prairie City Comprehensive Plan. Complete results of all surveys will be included in the plan.

Public Meetings

Public meetings are an important component of any municipal planning process. To bring the plan to the community and to make the best use of both time and resources, we propose holding two public meetings as part of the planning process.

Meeting #1 – Community Workshop

The first is a Community Workshop to identify, confirm and build on key issues, priorities, and land preferences that may have been identified in past planning processes. The workshop will include a brief discussion of planning basics, an overview of the existing conditions, and a SWOT (strengths, weaknesses, opportunities and threats) analysis activity.

Meeting #2 – Draft Plan Open House

The second traditional public meeting will be a Draft Plan Open House to review the plan near the end of the planning process. The Draft Plan Open House will begin with a period for open review of the plan, maps and exhibits. Next, there will be a short presentation of the updated plan facilitated by MSA followed by open discussion, exhibit review and surveys.

PHASE #2 - COMMUNITY PROFILE, VISION, AND FRAMEWORK

This phase will establish an overall "Vision" for Prairie City that will provide focus and direction for the creation of the Comprehensive Plan and subsequent implementation activities. Based on the desired vision and previous steps in the planning process, preliminary goals and strategies will be prepared.

The majority of the information required to develop materials for Phase #2 will be gathered by MSA from a thorough existing conditions analysis and feedback from the meeting activities outlined in Phase #1 of the planning process. Phase #2 will include creating Element 6: Community Profile. After MSA has completed the Community Profile, we will work with the City Council to review that material and then move into creating the plan, Phase #3.

PHASE #3 - THE COMPREHENSIVE PLAN

MSA will lead the creation of the Comprehensive Plan update for Prairie City. The created plan will serve as a road map, guiding future development in Prairie City. The plan and process will incorporate Iowa plan requirements. We propose the following outline for the plan:

- Element 1: Introduction and Overview
- Element 2: Engagement and Process
- Element 3: Community Profile
- Element 4: Community Elements - Goals & Development Principles
 - Community Vision
 - Community Facilities
 - Housing
 - Transportation
 - Parks & Recreation
 - Economic Development
 - Agricultural & Natural Resources
 - Hazards
 - Intergovernmental Collaboration
- Element 5: Land Use & Growth Management
- Element 6: Implementation & Action Plan
- Element 7: Survey Results

Element 5 of the plan will include an Action Plan for Implementation that translates the process, vision, goals, and development principles into specific action steps for the community. The completed plan will serve as a guide for the community as it continues to grow over the next 20 years.

FINAL DELIVERABLES

The final Comprehensive Plan will be provided in digital format as detailed below:

- ArcGIS Online Story Map as Primary Plan "Document" – Which will be Updated Throughout the Planning Process
- PDF of Final Future Land Use Map for City Printing/Reproduction
- 24in x 36in or 36in x 48in Plot of Final Land Use Map
- One complete PDF export of the Story Map to serve as an Offline/Hardcopy of the Plan.
- Digital mapping data and map files will be provided in ArcGIS format

FEE FOR SERVICES

MSA will provide the City of Prairie City with the above scoped Comprehensive Plan and process for the lump sum fee of **\$18,000.**

Notes:

- Services shall be billed monthly by percentage complete of lump sum contract.
- Lump sum fee includes all expected reimbursable expenses.
- Lump sum fee includes preparation of meeting materials, including any maps, boards, or handouts.
- All draft materials will be distributed electronically.
- Attendance at any requested meetings beyond those outlined in the above scope will require a contract amendment.
- MSA cannot guarantee a specific number of meeting attendees or survey responses will be generated during the process and strives for quality in feedback over quantity.
- MSA will complete draft changes as directed by the Steering Committee in accordance with the schedule proposed in this scope and any changes to the plan proposed outside the schedule/scope will require a contract amendment.

ESTIMATED PROJECT SCHEDULE

Month(s)	Tasks and Meetings
Month 1	P&Z Commission Meeting #1 – SWOT and Expectations Launch Online Community Survey Launch ArcGIS Online Story Map – Plan Website
Month 2-3	Community Workshop Complete Draft of Community Profile
Month 4-5	P&Z Commission Meeting #2 – Review Community Feedback & Future Land Use Planning Complete Draft Plan
Month 6-7	Comprehensive Plan Open House Complete Final Draft Plan
Month 8	P&Z Commission Meeting #3 – Review and Recommend Final Plan to Council Deliver Final Plan and Map Data

Engagement Activities Guide

P&Z Commission Meeting

Public Engagement Activity

Online Engagement Activity

NOTICE OF PUBLIC HEARING -- PROPOSED BUDGET

Fiscal Year July 1, 2022 - June 30, 2023

City of: PRAIRIE CITY

The City Council will conduct a public hearing on the proposed Budget at: Prairie City Council Chambers at City Hall and via Zoom Meeting Date: 3/9/2022 Meeting Time: 06:00 PM

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the City Clerk and County Auditor.

City budgets are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-gov-appeals>.

The Budget Estimate Summary of proposed receipts and expenditures is shown below. Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property	11.38842
The estimated tax levy rate per \$1000 valuation on Agricultural land is	3.00375

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

Phone Number
(515) 994-2649

City Clerk/Finance Officer's NAME
Jodie Wyman

		Budget FY 2023	Re-estimated FY 2022	Actual FY 2021
Revenues & Other Financing Sources				
Taxes Levied on Property	1	684,809	599,522	573,613
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	684,809	599,522	573,613
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	0	0	58,232
Other City Taxes	6	226,508	186,002	192,590
Licenses & Permits	7	26,875	31,927	21,918
Use of Money and Property	8	12,322	10,777	18,439
Intergovernmental	9	229,687	455,947	324,757
Charges for Fees & Service	10	1,275,690	2,663,872	961,050
Special Assessments	11	0	0	0
Miscellaneous	12	551,733	608,601	509,303
Other Financing Sources	13	0	0	106,000
Transfers In	14	1,030,156	1,911,538	458,722
Total Revenues and Other Sources	15	4,037,780	6,468,186	3,224,624
Expenditures & Other Financing Uses				
Public Safety	16	462,421	561,227	410,822
Public Works	17	294,008	932,330	273,746
Health and Social Services	18	1,000	1,000	633
Culture and Recreation	19	373,340	315,136	233,807
Community and Economic Development	20	113,875	135,390	80,438
General Government	21	143,936	136,259	192,513
Debt Service	22	0	0	0
Capital Projects	23	0	0	0
Total Government Activities Expenditures	24	1,388,580	2,081,342	1,191,959
Business Type / Enterprises	25	1,191,425	2,664,746	1,303,446
Total ALL Expenditures	26	2,580,005	4,746,088	2,495,405
Transfers Out	27	1,030,156	1,911,538	458,722
Total ALL Expenditures/Transfers Out	28	3,610,161	6,657,626	2,954,127
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	427,619	-189,440	270,497
Beginning Fund Balance July 1	30	2,357,275	2,546,715	2,276,218
Ending Fund Balance June 30	31	2,784,894	2,357,275	2,546,715