



SUMMER RECREATION DIRECTOR

The City of Prairie City is accepting applications for the Summer Recreation Director. Applicants must be available approximately June 1 to July 9, 2022, Mondays through Thursdays. Job description and application available at City Hall, 203 E. Jefferson, Prairie City, Iowa. Applications must be received by May 2, 2022, at 4:30 p.m.

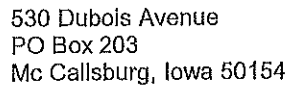
The City of Prairie City is an equal opportunity employer.



SUMMER OFFICE INTERN

The City of Prairie City is accepting applications for a part-time Summer Office Intern. Job description and application available at City Hall, 203 E. Jefferson, Prairie City, Iowa or on the city website. Applications must be received by May 2, 2022, at 4:30 p.m.

The City of Prairie City is an equal opportunity employer.



3/9/2022

5315

www.citsewer.com

City of Prairie City
PO Box 607
Prairie City, IA 50228

[illegible]

\$1,758.00

E-mail

office@citsewer.com

**Warnick, Inc. DBA Warnick & Reeves
Mechanical**

1618 N 15th Ave E
Newton, IA 50208
641-792-1414
service@warnickandreeves.com

MAR 16 2022



INVOICE

BILL TO
Cole Ashman
306 S Norris St
Prairie City, IA 50228

INVOICE #	DATE	TERMS	DUE DATE		
14392	03/11/2022	Net 10	03/21/2022		
DESCRIPTION			QTY	AMOUNT	
As per Quote - Camera'd sewer - Ran camera out 112', but could not go any further - camera went under water at 42'. 3/9/22 Dug up sewer service on edge of alley where the camera had stopped, found sewer main in alley. No issues with service. Main had built up stuff over the years. The City also had us uncover buried manholes in alley. We jetted from service into main. The City was going to have a bigger jetter come for the main. We installed cleanouts on service.			1	2,200.00T	
Materials and Labor - QUOTE					
1.5% interest monthly on past due invoices. 3% fee added for credit card payments. Thank you!				SUBTOTAL	2,200.00
				TAX (7%)	154.00
				TOTAL	2,354.00
				BALANCE DUE	\$2,354.00

If you have any questions or concerns
please call Cole or Victoria.
(515) 724-9219 (515) 423-3268



Save the Date: Friday, May 13th
PTO sponsored Family Fun Night
from 5:30-8:00pm
Outdoors on the North side of the School
Raffles will be in the Elementary Gym

All PCE students, staff, families, and friends are invited to a night of fun celebrating the end of the school year!

Fun Night will include:

- Unlimited games and activities with the purchase of a \$5 wristband
- Class Raffle Baskets and other raffle items. All raffle tickets \$1
- Food purchase from local food trucks
- And More!

Stay tuned for more information to come as well as sign ups to help volunteer for this event. Plan to attend with the whole family!

Incase of bad weather, all activities will be moved indoors the elementary building.

APR 6 2022

CITY OF PRAIRIE CITY
SPECIAL EVENT PERMIT APPLICATION FORM

1. Sponsor Name: Prairie City Elementary PTO
Event Contact Person(s): Sarah DeVries
Address: 11018 Hwy 56G Prairie City
Phone Number: 515-745-9070 Email Address: Sarahjdevries@yahoo.com
2. EVENT TYPE:
☐ Parade ☐ Festival ☐ Assembly/Rally ☐ Street Closure ☐ Block Party
☐ City Property Rental ☐ Walk/Run ☒ Fund Raiser
☐ Other _____
3. On-Site Contact Person(s): Sarah DeVries
Phone: 515-745-9070 Location During Event: at Event
4. Event Location: at Elementary building - outdoors, northside
5. Parking and Traffic Plan: all parking will be on the southside of school in parking lot, attendees will walk through school link
Street Closure: ☒ YES (Show on Map) ☐ NO
6. Event Date: 5-13-22 Event Start Time: 5:30 pm Event End Time: 8:00 pm
7. Set Up Time: 3:30 pm Take Down Time: 8:00 - finish
8. Rain Date & Time: same, if rain we will be inside elementary building
9. Size of Event (estimated number of people on-site at one time)
() 1 - 100 () 101 - 250 ²⁵⁰⁻³⁵⁰ (X) 251 - 500
() 501 - 1,000 () 1,001 - 5,000 () Over 5,000
10. Security: none
Have the Police been contacted about crowd/traffic control? ☐ YES ☒ NO
11. Number of portable toilets being provided: none
Location(s) of toilets: indoor of elementary by west gym door
12. Types of Activities/Venues: games and activities for children, 3 local food trucks, raffles in elementary gym

13. Non-Food Vendors, Concessionaires, Rides (Name, address, phone for each)

no 3 local food trucks

14. Food Vendors (Name, address, phone for each)

Marcia's Sweet Treats
Mexican truck (Colfax)
Sno Cones

15. Tents no

16. Utilities to be used (List equipment types) no

17. Alcoholic beverages served? License class: no

Alcoholic Beverage License obtained?

☐ YES

☐ NO

18. Source of garbage/rubbish removal service: School

19. Site Plan attached:

☒ YES

☐ NO

20. Rental Agreement signed & attached

☐ YES

☒ NO

21. Insurance Certificate attached

☐ YES

☒ NO

22. Permit Fee included (Fee schedule) Amount: \$ _____

☐ YES

☐ NO

*If no, proof of non-profit status must be included.

I have read this Special Event Agreement and Permit Application packet and have accurately and truthfully completed the Application. I agree that I will obtain any other permits necessary and will follow the guidelines and requirements set forth in the packet.

Signature

Date

~~We will~~

- Event and requested road closure.

SITE PLAN

Attach site plan here.

Highlight areas of street closures, right-of-way closures, and sidewalk closures being used for the event. Show all locations of signs related to the event.

We will be using the parking lot and grass areas on the Northside of the school along Plainsmen Rd. We are requesting that Plainsmen Rd be closed just north of the school. At the least we would like to have no parking on the south side of Plainsmen Rd for this event. We will not have children's games or activities on the street, but because of the children prefer no traffic on that road.

We did invite the Fire, Ambulance, and Police to our event who could park their vehicles on Plainsmen Rd if it is blocked off. If not, they can park in bussing lanes on the east of the parking lot.

BUSINESS NOTIFICATION LIST

***Note: Your signature on this list is for the sole purpose of businesses being affected by special events being notified of the event. It is not intended to indicate whether you are for or against the event. If you have comments and/or arguments concerning the event, they must be put in writing and delivered to City Hall as soon as possible to be considered prior to the special event application being approved.**

[illegible]

QUESTIONS?

City Department Contact Listing

City Hall (515) 994-2649
Public Works (Street closures, signs)..... (515) 994-2649 x109
Police Department (Traffic control, security) (515) 994-2649 x112
Iowa Dept. Inspections & Appeals, Food & Consumer Safety Bureau (515) 281-6539
(Food & beverage safety)

RENTAL AGREEMENT

Attach rental agreement here.

INSURANCE CERTIFICATE

Attach certificate here.

Our group has insurance through the school.
We are a 501c3 non-profit group.

**CITY OF PRAIRIE CITY
SPECIAL EVENT PERMIT APPLICATION FORM**

1. Sponsor Name: Prairie City Farmers' Market
Event Contact Person(s): Scott DeVries, Cheryl Williams, Jason Buggs
Address: PO Box
Phone Number: 515-497-0552 Email Address: prairiecityfm@gmail.com

2. EVENT TYPE:

- ☐ Parade ☐ Festival ☐ Assembly/Rally ☐ Street Closure ☐ Block Party
☐ City Property Rental ☐ Walk/Run ☐ Fund Raiser
☒ Other Farmers' Market

3. On-Site Contact Person(s): Scott DeVries
Phone: 515-497-0552 Location During Event: Information table

4. Event Location: West side of Garden Square

5. Parking and Traffic Plan: block parking along west side of Garden Square park from 3pm to 7pm

Street Closure: ☐ YES (Show on Map) ☒ NO

6. Event Date: Thurs, June 2 to Sept 29 Event Start Time: 5:00pm Event End Time: 7:00pm

7. Set Up Time: 3:30pm to 5:00pm Take Down Time: 7:00pm to 7:30pm

8. Rain Date & Time: none

9. Size of Event (estimated number of people on-site at one time)

☒ 1 - 100 ☐ 101 - 250 ☐ 251 - 500
☐ 501 - 1,000 ☐ 1,001 - 5,000 ☐ Over 5,000

10. Security: N/A

Have the Police been contacted about crowd/traffic control? ☐ YES ☐ NO

11. Number of portable toilets being provided: working with surrounding businesses to
Location(s) of toilets: offer public restrooms

12. Types of Activities/Venues: farmers market with food trucks

13. Non-Food Vendors, Concessionaires, Rides (Name, address, phone for each)

vendors to be on file at event time, expect
10 to 15 producers and make booths each week

14. Food Vendors (Name, address, phone for each)

vendors to be on file at each event time, expect
at least 2 food vendors each week

15. Tents

16. Utilities to be used (List equipment types) water, 220V, 2-3 110V -

based on vendor needs, to be set-up at least one week in
advance of need

17. Alcoholic beverages served? License class:

Alcoholic Beverage License obtained?

☐ YES

☒ NO

18. Source of garbage/rubbish removal service: N/A

19. Site Plan attached:

☒ YES

☐ NO

20. Rental Agreement signed & attached

☒ YES

☐ NO

21. Insurance Certificate attached

☐ YES

☐ NO

22. Permit Fee included (Fee schedule) Amount: \$

☐ YES

☐ NO

*If no, proof of non-profit status must be included.

I have read this Special Event Agreement and Permit Application packet and have accurately and truthfully completed the Application. I agree that I will obtain any other permits necessary and will follow the guidelines and requirements set forth in the packet.

Beth Ann
Signature

4/6/2022
Date

SITE PLAN

Attach site plan here.

Highlight areas of street closures, right-of-way closures, and sidewalk closures being used for the event. Show all locations of signs related to the event.

A-frame signs to be set up morning of farmers' market and taken down the evening of market (after 7pm close).

↑
N

E. Jefferson St.

A-frame sign
set up on
E. Jefferson +
S. Stark St.

S Main St.

— No Parking Signs from 3pm on day of event —

A-frame sign
on E Second + S Main

RENTAL AGREEMENT

Attach rental agreement here.

N/A

INSURANCE CERTIFICATE

Attach certificate here.

will submit to city hall - insurance for PCBA

vendors have been asked to provide own liability insurance. PCBA and PC Farmers Market will hold copies of these individual policies.

BUSINESS NOTIFICATION LIST

***Note: Your signature on this list is for the sole purpose of businesses being affected by special events being notified of the event. It is not intended to indicate whether you are for or against the event. If you have comments and/or arguments concerning the event, they must be put in writing and delivered to City Hall as soon as possible to be considered prior to the special event application being approved.**

[illegible]