



PRAIRIE CITY COUNCIL MEETING AGENDA  
PRAIRIE CITY - CITY HALL AND ZOOM MEETING  
6:00 P.M. WEDNESDAY, OCTOBER 12, 2022

Mayor  
Eric Imerman

Council Members  
Emily Simmons  
Derek Ingle  
Deb Townsend  
Chris Laidig

Interim City  
Administrator  
Open

City Clerk  
Open

Deputy Clerk  
Emily Voeller

Library Director  
Sue Ponder

Police Chief  
Matt Davenport

Fire Chief  
Ryan Van Der Kamp

City Attorney  
Brick Gentry  
Law Firm

203 E. Jefferson  
PO Box 607  
Prairie City, IA 50228  
[www.prairiecityiowa.us](http://www.prairiecityiowa.us)  
515/994-2649 phone  
515/994-2376 fax

AMERICANS WITH DISABILITIES ACT COMPLIANCE: IF THERE IS ANYONE WISHING TO ATTEND THE MEETING THAT MAY REQUIRE SPECIAL ASSISTANCE IN BEING ABLE TO PARTICIPATE IN THIS MEETING, PLEASE ADVISE CITY HALL OF YOUR NEEDS 48 HOURS PRIOR TO THE MEETING.

You are hereby notified that members of the City Council for Prairie City, Iowa, may be present and a quorum may exist even though this is a video conference style meeting. The Council will discuss following items during the Regular Council Meeting.

1. CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. AGENDA APPROVAL
4. CONSENT AGENDA
  - a) Council Meeting Minutes from September 14, 2022
  - b) Resolution 10-12-22-1 Approving September Bills and Transfers
  - c) Police Report
  - d) Library Board Minutes
  - e) Celebration Committee Minutes
  - f) Economic Development Commission Minutes
5. PUBLIC COMMENT
6. OLD BUSINESS
  - a) AfterShock contract for Prairie Days 2023 and Amy White's Prairie Days Application
  - b) Update from Sue Ponder on the library project.
  - c) Resolution 10-12-22-2 Setting a Public Hearing. Discussion on changing the City Code of Ordinances to allow beekeeping and chickens in the city of Prairie City
  - d) City Water and Sanitation Survey
7. NEW BUSINESS
  - a) Resolution 10-12-22-3 Setting the Time and Dates for Future Council Meetings
  - b) Discussion over when to hold a workshop with Matt Shoffel to go over our budget options on building plans.
  - c) Approval of the second reading of Ordinance 394 amending the Code of Ordinances of the City of Prairie City, Iowa to update UTV operations.
  - d) Resolution 10-12-22-4 waiving the third reading of Ordinance 394.
  - e) Fire Department report on the annual car show.
  - f) Comprehensive Development Steering Committee update and MSA update.
  - g) PCBA report and application for Trunk or Treat in Prairie City
  - h) Discussion on posting for the positions of City Clerk/Treasurer and City Administrator.
  - i) Discussion and possible action regarding the vacant City Council position.
8. ADJOURNMENT

CITY OF PRAIRIE CITY  
CITY COUNCIL MINUTES  
SEPTEMBER 14, 2022

CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE: The City Council of Prairie City, Jasper County, Iowa, met on September 14, 2022, in regular session at the Prairie City Council Chambers at City Hall and via Zoom. At 6:03 p.m. Mayor Inerman 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 Inerman; Councilors: Townsend, Simmons, Ingle, and Laidig. Also in attendance: City Administrator and City Clerk, Jodie Wyman; Water/Sewer Superintendent, Carl Van Der Kamp; Library Director, Sue Ponder; Interim EMS Director, Jody Van Der Kamp; and City Engineer, Andrew Inhelder.

AGENDA APPROVAL: Townsend moved to approve the agenda and was seconded by Ingle. The motion passed all ayes.

CONSENT AGENDA: Simmons moved to approve the consent agenda after the removal of the AfterShock Contract for Prairie Days 2023 and was seconded by Ingle. The motion passed all ayes.

Council Meeting Minutes from August 10, 2022:

Library Board Meeting Minutes from July 18, 2022:

Celebration Committee Minutes from July 12, 2022:

August Financials:

Resolution 9-14-22-1 Approving Bills and Transfers:

Building Permit Report:

Liquor License renewal for Whiskey Barrel Pub & Eatery:

2022 Council Appointments:

AfterShock Contract for Prairie Days 2023: Council requested this item be tabled until the October Council Meeting as the Special Event Permit has not been received for Prairie Days 2023.

PUBLIC COMMENT: No comments from the public.

OLD BUSINESS:

Discussion and possible action to modify Ordinance on beekeeping : Nicole Smith, a twenty-two-year resident of Prairie City, addressed Council regarding her wish to have Chapter 55.14 Dangerous Animals and Insects in the Prairie City Code of Ordinances modified to allow the harboring of bees within the City. Council requested that the discussion and possible action be tabled until the October Council Meeting. No action was taken by Council.

Update from Library Director, Sue Ponder, on Library project: Library Director, Sue Ponder, advised Council that the bid letting that closed August 30, 2022, for the new library building project did not have any bids submitted by contractors. Vermilion Design called the general contractors listed on the plan holders list to determine that the timeline for the project did not allow for the metal fabrication lead time from suppliers. Vermilion Design Group plans to meet with the Prairie City Library Board and Council to

Motion to approve advertising for the City Administrator/City Clerk Position(s): Council requested that the advertisement and posting for the City Administrator/City Clerk position be tabled until the October Council Meeting, allowing for the review of all City job descriptions to be reviewed. Ingle moved to extend an official offer letter to Nancy Earles for contracted City Clerk services for an interim period at the rate of \$60.00 per hour and was seconded by Simmons. The motion passed all ayes.

ADJOURNMENT: Ingle moved to adjourn the Council meeting and was seconded by Simmons. The September 14, 2022, Prairie City Council Meeting adjourned at 8:25 p.m.

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**Eric Imerman, Mayor**

**ATTESTED TO:**

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**Jodie Wyman, City Clerk**

# Prairie City Police Department

## Initial Contacts/Complaints by Type

Reporting Period: 9/1/2022 Through 9/30/2022

149 total Contacts/Complaints broke down as follows:

Category	Count	Type
Citizen Contact		
	3	Animal Complaint
	1	Family Assist
	2	Harassment
	1	Noise Complaint
	4	Phone Message
	1	Public Assist
	3	Reckless Driver
	1	Salvage Inspections
	2	Suspicious Activity
	2	Vacation Watch
Category Total:	20	
Business Contact		
	1	Alarm
	2	Other
	5	Salvage Inspections
	23	Security Check
Category Total:	31	
Government Contact		
	6	City Assist
	1	DHS Assist
	4	EMS Assist
	1	JCSO Assist
	6	Monroe PD Assist
	1	Reckless Driver
	7	School Assist
	12	School Patrol
	12	Security Check
Category Total:	50	
Arrest		
	1	OWI
Category Total:	1	

Category	Count	Type
Investigation		
	1	Domestic Disturbance
	1	Sexual Assault
<b>Category Total:</b>	<b>2</b>	
Traffic Violation		
	22	Citation
	1	Parking Violation
	2	Parking Warning
	2	Verbal Warning
	1	Written Warning
<b>Category Total:</b>	<b>28</b>	
Disturbance		
	1	Disturbing Peace
<b>Category Total:</b>	<b>1</b>	
Motorist Assist		
	1	Animal in Road
	1	Dangerous Driver
	2	Disabled Vehicle
	1	Object in Road
<b>Category Total:</b>	<b>5</b>	
Traffic Accident		
	1	Reportable P.D.
	1	Reportable P.I.
<b>Category Total:</b>	<b>2</b>	
Missing Person		
	1	Lost
<b>Category Total:</b>	<b>1</b>	
PCPD		
	2	Court
	1	Reports
<b>Category Total:</b>	<b>3</b>	
Administrative		
	1	Monthly Meeting
	4	Other
<b>Category Total:</b>	<b>5</b>	

# Prairie City Police Department

## Summary of Department Activity

Reporting Period: 9/1/2022 Through 9/30/2022

Total Number of Calls For Service:	149
(Persons):	52
(Businesses):	35
(Government Agencies):	31
(Other):	0

Traffic Accidents Investigated:	2
Traffic Citations Issued:	6
Criminal Investigations Initiated:	0

Number of Individuals Cited: 6

Total Criminal Charges Filed:	0
Number of Charges Filed on Adults:	0
Number of Charges Filed on Juveniles:	0

Total Number of Offenders Charged:	0
Number of Adults Offenders:	0
Number of Juvenile Offenders:	0

Arrests Made:	0
Arrests For Other Jurisdictions:	1
Arrests Warrants Issued:	0
(Unserved at time of Report)	

PRAIRIE CITY LIBRARY BOARD  
MINUTES OF MEETING OCT. 6, 2022

Meeting called to order at 6:05 by Arnie Sohn.

Present: Linda Frazier, Arnie Sohn, Sue Ponder, Millie and Edd from Vermilion and Emily Simmons, councilwoman. Ginny Dalton arrived at 6:30.

The financial report and statistics were reviewed. With the resignation of Jodi, Nancy Earles provided the latest financial status report. Sue will be asking her to move the Jasper County annual funding into the correct account.

Activities: Tiny Art project has been popular. 64 art kits were picked up. The completed paintings will be on display and a reception will be held. Adult craft and coffee time is being planned. Storytime will begin again soon.

Ginny arrived.

Discussion was held regarding how to better display the newest books in our current limited space. Motion by Arnie, second by Linda to have Sue purchase materials for a new display area that will be mounted on the front of the check out counter. Motion carried.

Discussion was held regarding an updated job description for library assistant position. Motion by Linda and Second by Arnie to approve the updated job description. Motion carried. Sue will be posting the job very soon.

Sue also reported that she and a city worker had checked on the Ankeny library items stored in the trailer. There was a damaged area on the trailer that has been repaired by the trailer owner. The items seemed to be undamaged.

Millie and Edd from the Vermilion Group reported back that there had been no bids received to start work on the new library. The main issue was uncertainty of access to steel products and feelings of not being able to meet the timeline that was in the plan. The other reason was that contractors were already too busy in

late summer. After speaking with Septagon, the company that makes the materials for Butler buildings, they learned that there are at least 16 weeks needed once the order is started. Edd shared information regarding projected prices of steel products. The opinion is that prices will be dropping considerably early in 2023. He also said that, historically, February is the best month to ask for bids. Discussion was held about where to go from here. At this point the Board asks that Sue again talk to Pella Corp. about windows (donation or discounts). The Board also will ask the council to consider going out for bids again in February of 2023. Vermilion Group will be updating drawings to include information from the addendums that give the instructions for the first phase of construction.

Sue is working on a T Mobile Grant and will work on a Prairie Meadows grant once they open it up.

There will be a Board training session on Oct. 24 at 6:00 in Monroe. Sue will provide information to Board members once she receives it.

Meeting dates for Nov. and Dec. were set. Nov. 8 and Dec. 6 will be the dates. Vermilion Group will attend the Dec. meeting.

Meeting adjourned at 8:00 p.m.

Submitted by Linda Frazier



Prairie City Celebration Agenda  
October 4pm at 330pm

Roll Call: Sherry Meginn, Amy Witte, Sam Mastin

Old Business:

- Circus ticket sales
  - \$495.00
- Vendor show
  - Nov 12th 9am-3pm set up at 8am
    - Family Life Center
    - Bake sale
      - 7 local bakers will donate
    - Food
      - Will have chips
    - Drinks
      - Pop
      - Water
    - Sell shirts
      - 12 Kids shirts left
      - 4 adult t-shirts

New Business:

- Christmas Event
  - Dec 3rd
  - Dec 10th
  - Dec 17th
    - Hayrack ride
    - Hot cocoa
    - Lighted home contest & Lighted Business
      - Entries in by Dec 1st, submit address to Prairie City Celebration page. Votes only night of event.
      - Peoples Choice
      - Police Officers Choice
      - Prizes for top home and business
- Fundraising
  - T-shirt
    - New design
  - Items for booth
- Prairie Days
  - PCD games
    - Discuss DIY games
  - Saturday Entertainment
    - Aftershock contract pending council approval
    - Event Permit to be submitted
  - Joe's Old Fashioned Carnival
    - Renew contract
      - Yes
    - Rides for teens
      - 5 rides
      - 4 inflatables
        - Celebration inflatable needs to be thrown or cleaned
      - 2 arcade games
  - Bingo Stand
    - Volunteers

- Friday night 6pm-9pm
  - Clubs
  - Saturday
- Food Trucks
  - Fees
    - Increase food truck fee submit suggestion to council \$50
      - Sherry to submit letter
- Theme
  - Pedaling thru the Prairie
    - Approved theme
- Parade
  - Kids Parade
    - Parade on trail start at Grace Alive



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

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## Memorandum

**TO:** Honorable Mayor and Council of Prairie City  
**FROM:** Emily Voeller, Deputy Clerk  
**DATE:** October 1, 2022  
**SUBJ:** Building Permits

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**September 2022**

### BUILDING PERMITS

Katie Minard	501 W Meadow	Fence	City
Darin Graber	505 S Haley	Fence	City
Bill Lack	204 N Marshall	Driveway	City
Brent Berger	600 S Ryan	Driveway	City
Brock Southern	509 N Orchard	Fence	City
Tom Layman	406 W McMurray	Fence	City
Matt Chizek	500 W McMurray	Roof Mounted Solar Array	County

### TRADE PERMITS

## **Economic Development Commission**

**Wednesday July 27, 2022 at 6:00pm**

**Location: City Hall and Zoom**

### **Meeting Minutes**

1. Meeting called to Order by Scott DeVries at 6:01pm
2. Roll Call: Scott DeVries, Melody Burkman, Mason Nicklos, Mitch Seiberling, Christy Lindsay, Deb Townsend, Sue Ponder, Jeff Davidson, and Jodi Wyman
3. Approval of Agenda - approved via unanimous consent.
4. Approval of Minutes from 6/22/22 meeting - approved via unanimous consent.
5. New Business:
  - a. Chairs were voted on. All unanimous voting.  
Chair - Scott DeVries  
Vice Chair - Melody Burkman  
Secretary - Christy Lindsay
  - b. Economic Impact of Bike Trails Event
    - i. Will be held on Wednesday Sept 7 at 6pm. Location is TBD.  
Derek Lord will be the speaker. Businesses from Prairie City, Monroe, Colfax, Baxter and Mingo will be invited. Public is also invited. Businesses in communities are strongly encouraged to attend.
6. Old Business:
  - a. Iowa Downtown Conference will be held in Pella on August 2 and 3.  
Melody Burkman, Morgan Burkman, Jodie Wyman and Scott DeVries will be attending.
  - b. Real Estate Update
    - i. Commercial Property - Mustang Tire is looking for a buyer.
    - ii. Real Estate: Rolling Prairie - started with 20 lots. 7 have been sold. 6 are custom built homes by families. 1 is a spec home.
    - iii. Newton has a developer that has successfully moved 1 prison built home to a lot. They are currently working on a 2nd home to be moved. There is an 18 month backlog for homes built by prison.
  - c. Red Rock Prairie Update:
    - i. Ribbon Cutting ceremony is planned for September 8 at 5pm. This will be held at the entryway park. You can then bike to Monroe, and there will be a Ribbon Cutting ceremony there around 6ish. The Trail is paved. Marshall St has a Mediacom pole that is being addressed. There is a bridge in the country that needs to be reconstructed. The rest of the trail has been backfilled and swept.

Kari Van Zante has been working on grants to extend the trail to Mitchellville.

d. JEDCO/Prairie City

- i. Coffee and Carnations - awning, sign and window graphics are done. They revamped the front of the building to hold awnings. The business owners will compile and send bills to EDC for approval and then onto the city for final approval.

e. JEDCO Update

- i. Website is [Growjaspercountyiowa.com](http://Growjaspercountyiowa.com)
- ii. Jeff has moved into the new county offices.
- iii. JEDCO is working to get all properties on website.
- iv. Co-Line building is starting. Occupied by Oct with business beginning in Dec.
- v. TPI could have a potential buyer.
- vi. Facade grant program
  - 1. Colfax has some facade grant projects.
  - 2. Monroe has 1 completed project with 1 in the works.
  - 3. Prairie City has 1 project.

f. EDC (Corporation update)

- i. There are 4 acres left in the middle of the property.
- ii. No opening date has been set for Sacred Willows Farms.

g. Hometown Pride Update - No update at this time.

h. IEDA Grant Updates

- i. Mound Prairie Ventures received reimbursement. It has been too hot to do anything right now. City will need to review the agreement for Upper Story grant, needs to be signed and submitted by August 15.

i. Wayfinding signs

- i. Sending a map of the signs to Carl VanDer Kamp for him to review the locations of the signs for accuracy which was given to us by the DOT. This will be done the week of 8/1/22. Once this is signed off by Carl, it will go to the IDOT for final approval.
- ii. Sending the picture of the signs to Council for August meeting for approval. We would like to get the signs on order from IPI once council approves.

- j. Live, Work, Play Flyer - this will have more of a discussion in the August meeting and where we are headed with this flyer.

7. General Discussions:

- a. The September Meeting will be a workshop only to discuss the walk around summary.

- b. What kind of committees need to be formed? Community Betterment group, Hometown Pride? How do we work together to make Prairie City a better place to live, work and play?
- 8. Next Meeting: Special meeting Monday, August 1 for review of the grant application by Coffee and Carnations. Next regular meeting will be August 24 at 6pm.
- 9. Meeting Adjourned at 7:57pm.

Submitted by Christy Lindsay

# **Economic Development Commission**

Wednesday, August 4 at 6:30 p.m.

1. Meeting was called to order by Scott DeVries at 6:30 pm
2. Roll Call: Melody Burkman, Mason Nicklos, Mitch Seiberling, Scott DeVries, Christy Lindsay, Sue Ponder, Deb Townsend, Morgan Burkman, Jeff Davidson
3. Approval of Agenda - Motion Passed
4. New Business:
  - a. Grant sent via email
  - b. Expenses sent along with invoices
  - c. Status of project is complete.
  - d. Plumbing to be done this week
  - e. Inspection for the following week
  - f. Final building will need to be inspected.Mason approved, Mitch seconded.  
Roll call - Mason, Mitch, Christy, Scott AYE. Melody Abstained. Motion passed.
5. Scott will send info to Jodi for Council approval and then it will go to JEDCO.

Meeting adjourned at 6:54pm.

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
BAKER & TAYLOR INC	LIBRARY BOOKS		983.71		
BOUND TREE MEDICAL LLC	AMBULANCE SUPPLIES		178.80		
BRICK GENTRY P.C.	Legal Fees		2,325.00		
CASEY'S BUSINESS CARD	FUEL POLICE		63.28		
CENTURYLINK (LUMEN)	TELEPHONE		77.51		
CINTAS LOC22M	MAT SERVICE		10.08		
CITY OF PLEASANT HILL	AMBULANCE TIER		900.00		
COFFEE AND CARNATIONS	JEDCO GRANT REIMBURSEMENT		8,473.00		
D J GONGOL & ASSOCIATES INC	SEWER PUMP REPAIR		226.13		
DC SPORTS	MISC SUPPLIES BIKE TRAIL		227.00		
DIAMOND VOGEL	PAINT - BEADS		39.00		
EVERLY PUBLIC LIBRARY	LIBRARY BOOK		16.00		
FEDERAL WITHHOLD, FICA, M/CARE	FED/FICA TAX	68.24		7082263	9/20/22
FEDERAL WITHHOLD, FICA, M/CARE	FED/FICA TAX	309.10		7082264	9/20/22
FEDERAL WITHHOLD, FICA, M/CARE	FED/FICA TAX	6,841.55		7082265	9/20/22
FEDERAL WITHHOLD, FICA, M/CARE	FED/FICA TAX	5.42		7082269	10/03/22
FEDERAL WITHHOLD, FICA, M/CARE	FED/FICA TAX	5,224.65	12,448.96	7082271	10/04/22
FIRST NATIONAL BANK OMAHA	CREDIT CARD		1,786.00		
FIRST NATIONAL BANK OMAHA	CREDIT CARD		483.52		
GALLS INC DBA CARPENTER UNIFOR	POLICE UNIFORM		80.30		
GLOBAL REACH INTERNET PRODUCTI	WEBSITE FEE		68.04		
GLOBE LIFE	EMPLOYEE PAYROLL DEDUCTION		37.44		
HACH COMPANY	WATER SUPPLIES		278.23		
IOWA BARNS	LIBRARY BOOK		29.95		
IOWA DEPT OF NATURAL RESOURCES	ANNUAL WATER USE FEE		115.00		
IOWA MUNICIPAL WORKERS COMP AS	PREMIUM		2,031.00		
IOWA OFFICE CLEANING	JANITORIAL		2,193.09		
IOWA REGIONAL UTILITIES AS	WATER		130.85		
IPERS	IPERS	4,211.20		7082267	9/20/22
IPERS	IPERS	29.44	4,240.64	7082270	10/03/22
JETCO INC	REPAIRS TO WATER PUMPS		205.50		
KABEL BUSINESS SERVICES	CAFE-MEDICAL	461.55		7082268	9/20/22
KABEL BUSINESS SERVICES	CAFE-MEDICAL	355.78		7082272	10/04/22
KABEL BUSINESS SERVICES	CAFETERIA PLAN-MEDICAL PAYROLL	4,024.32	4,841.65		
MICROBAC (KEYSTONE LABORATORY)	STATE REQUIRED LAB TESTS		2,042.00		
LEXIPOL, LLC	POLICE TRAINING		556.50		
LINDE GAS & EQUIPMENT INC	AMBULANCE OXYGEN		255.71		
MEDIACOM	STATIC IP FEE		5.95		
MENARDS - ALTOONA	SUPPLIES		199.83		
MIDAMERICAN ENERGY	GAS/ELECTRIC SERVICE		7,216.61		
MINGO FIRE DEPARTMENT	FIRE HOSES		60.00	45120	9/27/22
MSA PROFESSIONAL SERVICES	ENGINEERING SERVICES		1,886.15		
MUNICIPAL SUPPLY INC	PARTS		2,352.00		
NEWTON DAILY NEWS	LEGAL PUBLICATIONS		319.86		
SNELLER PLBG, HTG, & ELECTRIC	WASTEWATER TRMT PLANT REPAIRS		105.00		
TREASURER STATE OF IOWA	STATE TAX		1,124.00	7082266	9/20/22
US POST OFFICE	FIRST CLASS PRESORT PERMIT		275.00		
VAN WALL EQUIPMENT INC	PARTS		619.52		
SHARON VANDERFLIGHT	REFUND- COMMUNITY BLDG		100.00		



## CLAIMS REPORT

Utility Dep Refunds: 9/08/2022-10/07/2022

Vendor Checks: 9/08/2022-10/07/2022

Payroll Checks: 9/01/2022- 9/30/22

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
TOTER LLC	96 GAL TOTERS		2,359.00		
	Accounts Payable Total		61,966.81		
	Invoices: Paid		18,690.93		
	Invoices: Scheduled		43,275.88		
	Utility Refund Checks				
	Refund Checks Total				
Payroll Checks					
	001 GENERAL		10,651.16		
	110 ROAD USE		1,899.51		
	600 WATER		2,694.08		
	610 SEWER		3,258.53		
	670 SANITATION		60.85		
	Total Paid On: 9/07/22		18,564.13		
	001 GENERAL		14,155.87		
	110 ROAD USE		2,619.80		
	600 WATER		3,128.46		
	610 SEWER		3,978.88		
	670 SANITATION		60.21		
	Total Paid On: 9/20/22		23,943.22		
	Total Payroll Paid		42,507.35		
	Report Total		104,474.16		



# AfterShock Rock Tribute Band Performance Agreement

This Agreement made by as of September 2, 2022 and between the parties identified below.

In consideration for the following covenants, conditions and promises, the Purchaser identified below agrees to hire the below identified Artist to perform an engagement, and the Artist agrees to provide such performance services, under the following terms and conditions:

This agreement for performance services is entered into by the musician(s) known as: AfterShock now referred to as "Artist" and "Purchaser" known as Prairie Days.

Purchaser hires musicians on the terms and conditions set forth in this contract.

Place of engagement	Prairie Days	Performance Date	July 22, 2023
Type of Event	Outdoor Show	Duration (hrs)	3.0
Performance Hours	8pm till 11pm	# of Sets	3
# Breaks	2	Break Duration	15 to 20 minutes
Performance Fee	\$1900.00	Deposit- Non Refundable	none

## Additional Terms and Conditions:

- Payment – The Purchaser agrees to pay the Artist a performance fee of \$1900.00. The total cost of \$1900.00 includes the travel expenses, load in, performance, and load out. No additional cost will be added unless agreed upon prior to the event by both parties. The Purchaser shall pay the Artist \$1900.00 in the form of cash, check or money order upon completion of the performance. No taxes will be withheld for the full price agreed upon. The Purchaser shall pay all other necessary expenses.
- Stage Access/Sound Check – The set up and sound check time with full access to stage and P.A. equipment on the date of performance shall be at or before:

3	Hours prior to start	Prior to day of performance	Day of performance
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Sound Reinforcement – Sound reinforcement and lighting will be provided as indicated below. (A=Artist, P= Purchaser)

Sound Reinforcement	A	Stage Lighting	A
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Security – Employer will provide sufficient security so that no unauthorized persons will have access to the stage area or backstage area. The Artist will provide names of persons or guests authorized to be backstage. If security backstage passes and/or laminates are to be used, a representative of the Artist will supply to the employer a photo copy of the pass system to be used for the performances per the terms and conditions of this agreement.

Hotel Rooms - N/A-

Dressing Room - The Purchaser shall provide the Artist with a private dressing room for the Artist to change into costume. Access to a mirror is preferred but not required.

Beverages - At minimum, the Purchaser agrees to provide the Artist with bottled water for the stage. Beverages of choice, in addition to water, are to be provided by the Purchaser if agreed upon by both parties. One drink minimum per set is requested for each member. (6 band members for a total of 18 minimum drinks requested).

Merchandising - The Artist shall have the option to sell merchandising material at the performance and shall retain the proceeds of such sales.

Promotion - The Purchaser shall be responsible for promotion of the performance. The Artist shall provide the Purchaser with copies of the Artist digital promotional materials if needed. The Artist will also provide promotion of the event via our Facebook page. The Artist will provide posters for the event upon request.

Free Tickets - N/A free passes/tickets shall be provided by the Purchaser for the Artist.

Cancellation - In the event that the Purchaser cancels any performance less than fourteen (14) days prior to the date of such performance, the Purchaser will pay the Artist, as liquidated damages, the full guaranteed fee agreed to be paid for such performance.

Provision of suitable performance locations is the sole responsibility of the employer. If the performance location becomes unavailable due to weather, a suitable location may be utilized. Should cancellation due to weather be unavoidable, the Purchaser shall pay the Artist as follows: 50% of the full guaranteed fee if cancellation proceeds beginning of band set up, or 100% if band set up has begun.

Insurance - Purchaser agrees to retain any and all necessary liability insurance with respect to the Purchaser's event. Purchaser agrees to indemnify and hold harmless the Artist from any and all claims, liabilities, damages, and expenses arising from any action or activity of the Purchaser and associated staff or event attendees while the Artist is rendering the contracted services, except for claims arising from the any action or activity of the Artist or their employees, contractors or staff. Artist agrees to indemnify and hold harmless the Purchaser from any and all claims, liabilities, damages, and expenses arising from any action or activity of the Artist and associated staff or contractors while the Artist is rendering the contracted services, except for claims arising from the any action or activity of the Purchaser or their employees, contractors or staff. Acquisition of noise permits and noise ordinance monitoring are the sole responsibility of the Purchaser.

Power - The Purchaser shall be responsible for providing ample power for outdoor events. (50 amp plug requested).

Safety - The Artist utilized electrical equipment that is subject to damage and presents a potential safety hazard in wet and/or excessively cold or humid environments. The Artist reserves the right to cancel or suspend performance should stage conditions present these hazards. Alternative performance dates resulting from safety related cancellations or suspensions shall be negotiated in a separate contract.

Disputes – In the event any dispute arises under this Agreement that results in litigation or arbitration, the prevailing party shall be paid its reasonable attorney's fees and costs by the losing party.

Purchaser:	Contact Information	For Artist:	Contact Information
Name:	Amy Witte/Prairie Days	Name:	Tammy Mozey (AfterShock)
Address:		Address:	915 Red Hawk Way, SE
City, State:	Prairie City, IA	City, State:	Altoona, IA 50009
Phone:		Phone:	515-208-6406
Email:	Pc.celebrationcommittee@gmail.com	Email:	ktmozey@yahoo.com

This contract and any attachments or riders incorporated herein, shall be governed by the State of Iowa law, may be modified only by signed writing, and is binding and valid only when signed by both parties below, and the Artist has received the deposit (if required) specified no later than N/A.

For Purchaser: \_\_\_\_\_ Date: \_\_\_\_\_

For Artist: \_\_\_\_\_ Date: \_\_\_\_\_

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

1. Sponsor Name: PC Days  
Event Contact Person(s): Amy Witte  
Address: 107 E 2nd St Prairie City IA 50228  
Phone Number: 515 975 0563 Email Address: abillywitte@hotmail.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): Amy Witte  
Phone: 515 975 0563 Location During Event: \_\_\_\_\_
4. Event Location: Garden Square
5. Parking and Traffic Plan: attached
- Street Closure:    ☐ YES (Show on Map)    ☐ NO
6. Event Date: 7-21-23    Event Start Time: 5:00pm<sup>7/21/23</sup>    Event End Time: 7/23/23 NCON  
7-22-23 and 7-23-23
7. Set Up Time: 7/20/23 5pm    Take Down Time: 7/23/23
8. Rain Date & Time: N/A
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: PC PD  
Have the Police been contacted about crowd/traffic control?    ☒ YES    ☐ NO
11. Number of portable toilets being provided: 6  
Location(s) of toilets: determined by Carl
12. Types of Activities/Venues: Community Celebration

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

Applications come to city

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

Applications come to city

15. Tents

16. Utilities to be used (List equipment types) Inflatables, mechanical rides,  
band, vendors, food stands/truck

17. Alcoholic beverages served? License class:

Alcoholic Beverage License obtained?

☐ YES

☒ NO

18. Source of garbage/rubbish removal service: Roll offs of Des Moines

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.*

Amy Witte  
Signature

8/18/22  
Date

**Prairie City, IA 50228**

Map showing streets and landmarks in Prairie City, IA 50228. Key streets include S 76th Ave W, North St W, 8th St W, 8th St E, 6th St W, 6th St E, 5th St W, 5th St E, 4th St W, 4th St E, 3rd St W, 3rd St E, 2nd St W, 2nd St E, 1st St W, 1st St E, and S 20th Ave W. Landmarks include the Wavolam Camotary, Westview Camotary, Garden Square, City Hall, Post Office, Library, and various schools like PG Elementary School and PGM Middle School. The map also shows Interstate 78, Highway 163, and a compass rose indicating North.







## 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.

Thursday Noon:

Southside of Jefferson along Garden Square

North east side of Square along Garden Square on  
Marshall Halfway down block.

Friday 8am:

Marshall St from Jefferson to 2nd St

Washington from Main to Marshall

Friday 3pm:

Jefferson from Main to State St

Main from 5th to Washington

Friday 4pm:

Jefferson Monroe to Main

Parade Route - All signs to be placed

## 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)

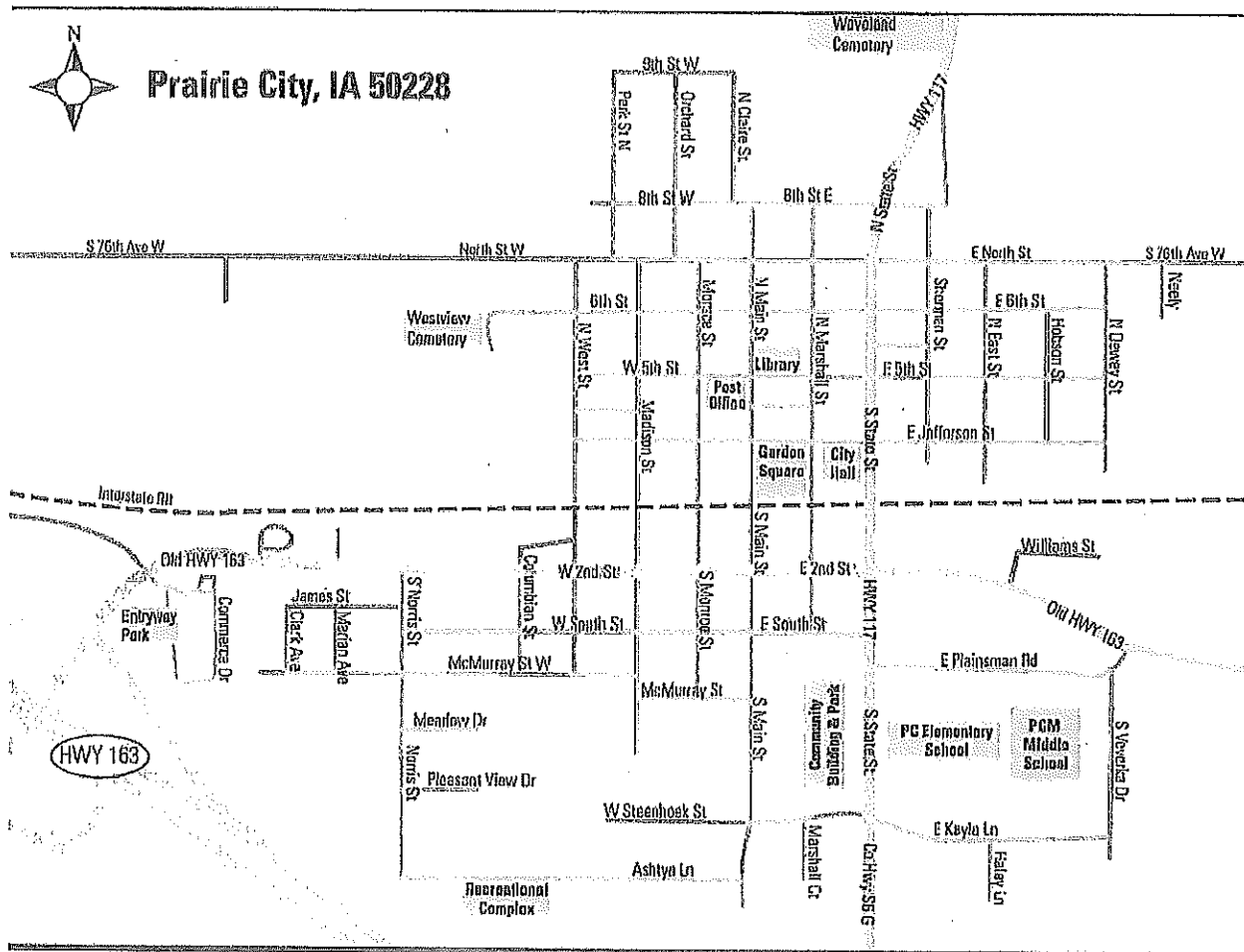
## INSURANCE CERTIFICATE

Attach certificate here.

## RENTAL AGREEMENT

Attach rental agreement here.

**Prairie City, IA 50228**





August 2, 2022

MAYOR ERIC IMERMAN  
PRAIRIE CITY WATER WORKS  
PO BOX 607  
PRAIRIE CITY IA 50228

Subject: Prairie City Water Works Sanitary Survey  
Public Water Supply ID # IA5064055

Dear Mayor Imerman and Council Members:

Enclosed is the report of the recent sanitary survey of the public water supply referenced above.

No significant deficiencies were identified during this survey; however, several minor deficiencies, requirements, and recommendations are summarized at the end. Please submit the updated lead and copper and total coliform bacteria sampling plans to this office by September 2, 2022. Please also provide a copy of the elevated storage tower inspection report from 2022 when it is available from the contractor. Failure to correct the minor deficiencies and requirements is an enforceable violation; therefore, please review all deficiencies, observations, and recommendations noted in the survey report and take action accordingly.

You may contact Ms. Gastineau (515/250-4291 or [janet.gastineau@dnr.iowa.gov](mailto:janet.gastineau@dnr.iowa.gov)) or this office with any questions or comments.

The cooperation and assistance of Carl Van Der Kamp and Ryan Martin and in completing this survey was appreciated.

Sincerely,

Digitally signed by Ted Petersen  
Date: 2022.08.02 10:31:51 -05'00'

Ted Petersen  
Supervisor, Field Office #5

Enclosure(s): GP #8 Brochure and Data Integrity Checklist

c: Water Supply Operations (w/encl. via email: [pwsrecords@dnr.iowa.gov](mailto:pwsrecords@dnr.iowa.gov))  
Carl Van Der Kamp (w/encl. via email)  
Ryan Martin (w/encl. via email)

PUBLIC WATER SUPPLY INFORMATION		
SYSTEM	NAME: PRAIRIE CITY WATER WORKS	PWS CLASSIFICATION: Community
	ADDRESS: CITY OF PRAIRIE CITY, ATTN CITY ADMINISTRATOR, 203 E JEFFERSON BOX 607, PRAIRIE CITY, IA, 50228	PHONE: 515-994-2649
	RESPONSIBLE AUTHORITY/OWNER: CITY OF PRAIRIE CITY	
	ADDRESS: CITY OF PRAIRIE CITY, ATTN CITY ADMINISTRATOR, 203 E JEFFERSON BOX 607, PRAIRIE CITY, IA, 50228	PHONE: 515-994-2649
	TREATMENT GRADE: WT2	DISTRIBUTION GRADE: WD2
		WATER USE PERMIT #: 6399

SOURCE/ENTRY POINT	SDWIS NAME: WELLS 1_2R AFTER TR	DESCRIPTION/PHYSICAL LOCATION: TAP IN OPERATORS LABORATORY
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RESPONSIBLE OPERATOR(S)	NAME: CARL VANDER KAMP	WT GRADE: WT2	WD GRADE: WD2	CERTIFICATION #: 5587
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SURVEY INFORMATION				
SURVEY	DATE THIS SURVEY: 7/21/2022	DATE LAST SURVEY: 09/27/2019	PURPOSE: Routine Sanitary Survey	
PERSON INTERVIEWED	NAME: Carl Van Der Kamp Ryan Martin		TITLE: Water Superintendent Operator in training	
CONSUMPTION	Period Reviewed: 7/2021 to 6/2022	AVERAGE DAILY USE (MGD): 0.124	MAXIMUM DAILY USE (MGD): 0.185	PE @100 GPCD: 1238
POPULATION SERVED	TOTAL NUMBER OF SERVICE CONNECTIONS: 660		POPULATION OUTSIDE CORPORATE LIMITS: 3	
	CENSUS POPULATION: 1700		TOTAL POPULATION SERVED*: 1703	
	MILES OF PIPE: NA			

\*equals census pop. + population outside corp. limits(2.5 X # of service connections or actual pop.)

SURVEY INFORMATION		
ASSESSMENTS	SOURCE CLASSIFICATION: Ground water	ORGANIC CHEMICAL PHYSICAL VULNERABILITY (SW/IGW SYSTEMS ONLY): No
	ORGANIC CHEMICAL VULNERABILITY (GW SYSTEMS ONLY): No	ORGANIC PHYSICAL VULNERABILITY (GW SYSTEMS ONLY): No

AUTHENTICATION		
INSPECTOR	NAME/TITLE: Janet A. Gastineau Janet Gastineau, Environmental Specialist Senior <small>Digitally signed by Janet A. Gastineau Date: 2022.08.02 09:16:39 -05'00'</small>	DATE: 7/28/2022
REVIEWER	NAME/TITLE: Dennis Thielen, Environmental Specialist Senior <small>Dennis Thielen</small>	DATE: 08/02/22



## General Description

**Source:** Water is supplied by two alluvial wells located on the west side of Colfax, approximately 6 miles north of Prairie City. Well #1 (1991) is approximately 43 feet and is known locally as Well #1 and Well #2R (2005) is 54 feet in depth and replaced former Well #2, which was properly abandoned in 2006. Well 2R is known locally as the south well. The wells operate separately and are manually alternated by the operators. Water is pumped approximately five miles south to the treatment plant on the west side of Prairie City. There are three emergency connections at the northeast and northwest and south parts of town with Iowa Regional Utilities Association. One well is wired for a portable generator, which the City owns or could readily obtain.

**Treatment:** Treatment consists of induced draft aeration followed by 12,000-gallon detention atop gravity filtration with a 4-compartment gravity sand filter (US Filter Aeralator); transfer pump station with two horizontal pumps to one zeolite softener; 2 anionic exchangers for nitrate removal; zinc orthophosphate injection for corrosion control; fluoride injection; and sodium hypochlorite injection for disinfection.

**Storage and Pressure:** Finished water is stored in a 125,000 gallon ground storage reservoir at the treatment plant and is pumped by two high service pumps to the distribution system and a 275,000 gallon elevated storage tank near the center of town.

### 1. Sources

- A Source Water Protection Plan has been developed but not implemented. If additional assistance is needed to update or more fully implement the plan, please contact Matt Dvorak, Source Water Protection Coordinator, via email at [matthew.dvorak@dnr.iowa.gov](mailto:matthew.dvorak@dnr.iowa.gov) or telephone 515-725-8468. Recent concerns were raised because a new residential development is planned to the south of the wellfield. The transmission main from the wellfield to the water plant will have to be relocated as a result; the City is in the process of securing ground to run the new line. This will require a construction permit from the Iowa DNR. Consideration is also being given to construct a third well to ensure redundancy. The south/#2R well will be pulled this year for routine maintenance and cleaning. The two wells are alternated each week; Well #1/north is currently the better producing well and was in operation at the time of this survey.
- Recommended Standards for Water Works 3.2.5.4 requires the owner of each well to retain all records pertaining to the well until the well has been properly abandoned. It is recommended that the system obtain a copy of the well construction log for the older, north well. This information may be available on GeoSam at <http://www.iuhr.uiowa.edu/igs/geosam/home>
- Recommended Standards for Water Works 3.2.7.3 requires that well discharge piping be properly equipped with a shutoff valve, a pressure gauge, and a smooth nosed sampling tap located at a point where positive pressure is maintained. Well 1 or the north well appeared to have a tap but the inside was threaded. This tap should be replaced with a smooth-nosed tap or the threads cut off.

### 2. Treatment

- Salt dissolving or brine tanks and wet salt storage tank covers shall be hinged on one side and shall have locking device. [Recommended Standards for Water Works 4.4.2.13] During the next major modification event, the covers must be properly constructed or the water system is encouraged to construct an above ground brine tank as discussed during this survey. This will require a construction permit from the Iowa DNR Water Supply Engineering section.
- Recommended Standards for Water Works 4.5.2.12 and 4.6.8 requires smooth-nose sampling taps be provided for the collection of representative samples associated with the treatment process. The taps shall be located to provide for sampling of the ion exchange influent, effluent, and blended water. The sampling taps for the blended water shall be at least 20 feet downstream from the point of blending.
- Backwash, rinse, and air relief discharge pipes associated with the cation and anion exchange units shall be installed in such a manner as to prevent any possibility of back-siphonage. [Recommended

Standards for Water Works 4.6.9] Please equip all discharge outlets with a non-corrosive 24-mesh screen.

- The anionic exchange units for nitrate removal are not currently removing nitrate because raw water nitrate levels are so low. The water system is working with WesTech to determine the condition of all ion exchange media and which valves can be operated to restore the anionic exchange system to its original condition.
- Fluoride chemicals should be isolated from other chemicals to prevent contamination. [Recommended Standards for Water Works 5.4.7.a] Consideration shall be given to providing a separate room for fluorosilicic acid storage and feed. Furthermore, unsealed storage units for fluorosilicic acid should be vented to the atmosphere at a point outside any building. The vents to atmosphere shall be provided with a corrosion resistant 24-mesh screen. [Recommended Standards for Water Works 5.4.7]
- To ensure proper operation and reliability it is recommended that tubing for peristaltic pumps be replaced according to manufacturer's instructions rather than as needed or when a leak is observed.
- The filter beds should be regularly inspected for cementing, mud balls, and uniform depth of media. WesTech is also going to be collecting a core sample to evaluate the need for replacement.
- The in-plant water supply shall be properly protected against backflow. [Recommended Standards for Water Works 5.1.8]
- Day tank refilling lines and chemical injection points shall be clearly labeled. [Recommended Standards for Water Works 5.1.11]
- Some portions of the piping associated with the zeolite softener needed painting, but overall the water plant was orderly and well maintained. New LED overhead lights were installed since the previous survey. A security fence will be installed along the west and north sides of the water plant now that a recreational trail has been constructed within 50 feet of the building and ground storage reservoir.

### 3. Distribution System

- Chlorinated water cannot be discharged to a water of the state unless it can meet water quality standards and the water system complies with NPDES General Permit #8. Information on NPDES General Permit #8 for discharges to the ground surface and surface waters of the state during flushing is attached. Best management practices, such as frequent visual examinations, dechlorination, and erosion control, during a discharge event from water line disinfection, flushing, or pressure testing may be necessary to comply with General Permit #8 or to prevent a violation of water quality standards. [567 IAC 64.3(4)"b"]
- It is recommended that the water system develop a water valve-exercise program that includes, but is not limited to, a schedule for regularly cleaning valve boxes, regularly exercising valves, and identifying problems with valves to ensure all valve locations are known and valves are accessible and operable.
- During this survey the operator reported the most recent water audit determined there to be a greater than 15 percent loss of water produced or purchased. Implementation of leak detection will reduce the cost of producing water, minimize public health risk, and help conserve water; therefore, it is recommended this system implement a leak detection program or perform a more comprehensive water audit to better assess and understand the occurrence of water and revenue losses. Free software is also available through the American Water Works Association at the following website: <https://www.awwa.org/resources-tools/water-knowledge/water-loss-control.aspx>. A guidance document on implementing an effective water loss control plan published by the Water Research Foundation can also be found at <http://www.waterrf.org/PublicReportLibrary/4695.pdf>.
- The Community Center is primarily used for daily distribution system disinfection residual monitoring. However, operators should rotate among different locations throughout the distribution system when measuring and recording chlorine residuals daily for compliance purposes. [567 IAC 42.4(3)"a"(2)5 and 43.6(1)"c"(2)1]
- The minimum size of water main which provides for fire protection and serving fire hydrants shall be six-inch diameter. The minimum size of water main in the distribution system where fire protection is not to be provided should be a minimum of three-inch diameter. When fire protection is provided, it

should be limited to segments of the distribution system that are served with adequately sized piping between the point of use and the treatment plant and in accordance with the requirements of the State Insurance Services Office. [Recommended Standards for Water Works 8.2.2 and 8.2.3]

#### **4. Finished Water Storage**

- Water systems that use contracted services for inspecting finished water storage tanks using underwater methods such as divers or remote operated vehicles (ROV) must follow the Iowa DNR Underwater Storage Tank Inspection & Cleaning Guidance; a copy can be downloaded from [www.iowadnr.gov/ws-forms](http://www.iowadnr.gov/ws-forms).
- Each manhole on a ground level or flat roof structure shall be elevated at least 24 inches above the top of the tank or covering sod, whichever is higher, and be fitted with a solid water tight cover which overlaps a framed opening and extends down around the frame at least two inches. The frame shall be at least four inches high. Each cover shall be hinged on one side, and shall have a locking device. [Recommended Standards for Water Works 7.0.8.2] During the next major modification event, the manhole on the ground storage reservoir/clearwell must be properly constructed. This may require a construction permit from the Iowa DNR Water Supply Engineering section.
- Suez will be cleaning and inspecting the elevated storage tower in 2022. Please submit the inspection report to this office when it becomes available.

#### **5. Pumps, Pump Facilities and Controls**

Install non-corrosive 24-mesh screen on the air relief discharge piping outlets on the high service pumps.

#### **6. Monitoring, Reporting and Data Verification**

- During this sanitary survey disinfectant residuals were measured at the Community Center. The free available chlorine residual was 0.52 mg/L and total residual chlorine was 0.67 mg/L, which is adequate.
- Systems must develop a written total coliform sampling plan that identifies sample locations and a sample collection schedule that is representative of water throughout the distribution system. [567 IAC 41.2(1)"c"] A list of repeat compliance sample locations for each routine compliance sample location must be added to the plan. A plan template is available at [www.iowadnr.gov/ws-forms](http://www.iowadnr.gov/ws-forms). The system shall review the written bacterial sampling plan every two years and update it as needed and shall retain the sampling plan on file at the facility. [567 IAC 41.2(1)c]
- It is recommended that the attached Data Integrity Checklist be used each time instruments used for self-monitoring are calibrated and for general operation and maintenance to help ensure the integrity and validity of data the instrument provides.
- Subrule 567 IAC 41.4(1) requires lead and copper sample sites to be selected according to a three-tiered selection process. The sampling plan must be updated to include as many Tier 1 sample sites as practical based on the materials evaluation. Keep the materials evaluation survey with your records and update it as work is done in the system and new information is found on buried water lines, or when lines are replaced. This will help you in the future when new sites are needed. A plan template is available at [www.iowadnr.gov/ws-forms](http://www.iowadnr.gov/ws-forms).
- On December 22, 2021, EPA released the final Lead and Copper Rule Revisions (LCRR). This was a significant effort by the Agency over the past decade to revise the 1991 Lead and Copper Rule (LCR). One of the revisions to the LCRR includes requiring water systems to identify and make public the locations of lead service lines. The lead service line inventory must be completed and submitted to the Iowa DNR by October 16, 2024. Additional information regarding the LCRR can be found at <https://www.iowadnr.gov/Environmental-Protection/Water-Quality/Drinking-Water-Compliance/Lead-Service-Line-Inventories>.

#### **7. Water System Management and Operations**

- Intrusion deterrence measures (e.g., physical barriers such as fences, window grates and security doors; traffic flow and check-in points; effective lighting; lines of sight; etc.) are recommended to protect critical assets and security sensitive areas.
- Operation and maintenance records assist the system owner/operator in keeping equipment operating properly and extending its life. It is recommended that all records of routine maintenance be kept on file.
- It is recommended that water system management develop and implement an Operation Succession Plan to ensure identification of an operator-in-charge in the event of retirement. The Water Supply Operation Permit requires all water systems to have an adequate number of properly trained and knowledgeable operators for the efficient operation and maintenance of the system. An Excel spreadsheet that helps operators consolidate system information into one location, enabling increased organization and coordination among operators, can be found at <https://www.epa.gov/dwcapacity/interactive-tools-owners-and-operators>. This spreadsheet is designed to assist in personnel transition.
- A viability assessment was submitted to and reviewed by the Iowa DNR as part of the SRF loan process for a recent distribution system project. The conclusion was that the water system demonstrated technical and managerial viability but the financial viability must be evaluated by a municipal advisor.

## **8. Operator Certification Compliance**

- Subparagraph 567 IAC 81.2(4) requires proper certification of a shift operator. Two of the three shift operators have at least a grade 1 water treatment certification. Mr. Martin is encouraged to test for this certification as soon as he is eligible.

### **Summary of Minor Deficiencies**

1. Protect the in-plant water supply against backflow. [Recommended Standards for Water Works 5.1.8]
2. Follow the Iowa DNR Underwater Storage Tank Inspection & Cleaning Guidance when inspecting finished water storage tanks using underwater methods such as divers or remote operated vehicles (ROV).
3. Develop a bacteria sampling plan that meets the minimum requirements. [567 IAC 41.2(1)"c"]
4. Rotate among different locations throughout the distribution system when measuring and recording chlorine residuals daily for compliance purposes. [567 IAC 42.4(3)"a"(2)5 and 43.6(1)"c"(2)1]
5. Develop a lead and copper sampling plan in accordance with Subrule 567 IAC 41.4(1).
6. Properly equip the north well with a smooth nosed sampling tap located at a point where positive pressure is maintained. [Recommended Standards for Water Works 3.2.7.3]
7. Provide smooth-nose sampling taps for the collection of influent, effluent and blended water associated with the anionic exchange units. [Recommended Standards for Water Works 4.5.2.12 and 4.6.8]
8. Protect all air relief discharge pipe outlets associated with the high service pumps, zeolite softener, and anion exchange units with 24-mesh non-corrodible screen. [Recommended Standards for Water Works 4.6.9]
9. Review the written bacterial sampling plan every two years and update it as needed. [567 IAC 41.2(1)c]
10. Ensure the presence of a locking device on the cover(s) of the brine/salt storage tank. [Recommended Standards for Water Works 4.4.2.13]
11. Label all chemical injection points and day tank refilling line points. [Recommended Standards for Water Works 5.1.11]

### **Summary of Requirements**

1. Ensure chlorinated water is not discharged to a water of the state unless it meets water quality standards and the water system complies with NPDES General Permit #8. [567 IAC 64.3(4)"b"]

### **Summary of Recommendations**

1. Replace the tubing for the peristaltic pumps according to manufacturer's instructions.
2. Develop and implement a valve-exercise program.
3. Isolate fluoride chemicals from other chemicals to prevent contamination. [Recommended Standards for Water Works 5.4.7.a]
4. Ensure water mains are sized appropriately where fire protection is provided. [Recommended Standards for Water Works 8.2.2 and 8.2.3]
5. Use the attached Data Integrity Checklist each time the portable instrument(s) is calibrated and for general operation and maintenance.
6. Obtain a copy of the well construction logs. [Recommended Standards for Water Works 3.2.5.4]
7. Implement a leak detection program or perform a more comprehensive water audit to better assess and understand the occurrence of water and revenue losses.
8. Replace the tubing for the peristaltic pumps according to manufacturer's instructions.
9. Ensure all records of routine maintenance are kept on file.
10. Elevate each manhole on a ground level or flat roof structure at least 24 inches above the top of the tank or covering sod, whichever is higher. [Recommended Standards for Water Works 7.0.8.2]
11. Fit each access manhole on a ground level or flat roof water storage structure with a solid water tight cover which overlaps a framed opening and extends down around the frame at least two inches. The frame shall be at least four inches high. Each cover shall be hinged on one side, and shall have a locking device. [Recommended Standards for Water Works 7.0.8.2]
12. Regularly inspect filter media for cementing, mud balls, and uniform depth of media.
13. Vent unsealed storage units for fluorosilicic acid to the atmosphere at a point outside any building and equip the vents with a corrosion resistant 24 mesh screen. [Recommended Standards for Water Works 5.4.7]
14. Install intrusion deterrence measures to protect critical assets and security sensitive areas.
15. Develop and implement an Operation Succession Plan.
16. Implement the Source Water Protection Plan.

### **Summary of Reminders**

1. Complete the lead service line inventory and submit it to the Iowa DNR by October 16, 2024.
2. Disinfection residuals were sampled during this sanitary survey and discussed with the operator.

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

1. Sponsor Name: Prairie City Business Association  
Event Contact Person(s): Scott DeVries  
Address: PO Box 331, Prairie City  
Phone Number: 515-971-5462 Email Address: pebciowa@gmail.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): Scott DeVries  
Phone: 515-971-5462 Location During Event: \_\_\_\_\_
4. Event Location: S Main from Jefferson to bike trail
5. Parking and Traffic Plan: \_\_\_\_\_
- Street Closure: ☒ YES (Show on Map) ☐ NO
6. Event Date: 10/29/22 Event Start Time: 5:30pm Event End Time: 7:30pm
7. Set Up Time: 4:00pm Take Down Time: 8:00pm
8. Rain Date & Time: \_\_\_\_\_
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: N/A  
Location(s) of toilets: \_\_\_\_\_
12. Types of Activities/Venues: Trunk or Treat

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

N/A

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

N/A

15. Tents

N/A

16. Utilities to be used (List equipment types) N/A

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.*

Scott D. Wain  
Signature

10/5/2022  
Date

**Prairie City, IA 50228**

Key streets and landmarks shown on the map include:

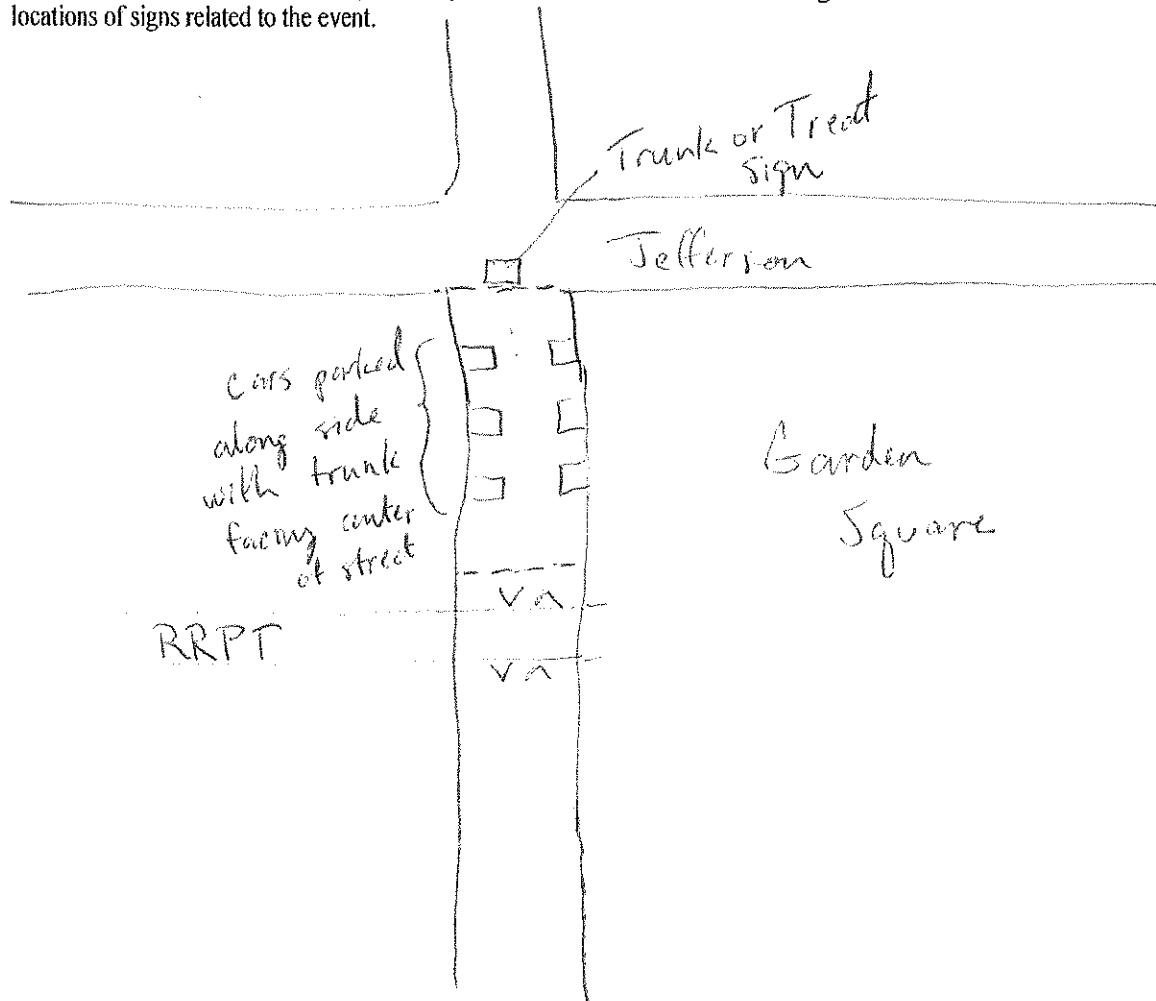
- Streets:** 9th St W, 8th St W, 7th St W, 6th St W, 5th St W, 4th St W, 3rd St W, 2nd St W, 1st St W, 10th St W, S 7th Ave W, North St W, 10th St, 9th St, 8th St, 7th St, 6th St, 5th St, 4th St, 3rd St, 2nd St, 1st St, S 7th Ave W, S 6th Ave W, S 5th Ave W, S 4th Ave W, S 3rd Ave W, S 2nd Ave W, S 1st Ave W, S 7th Ave W, S 6th Ave W, S 5th Ave W, S 4th Ave W, S 3rd Ave W, S 2nd Ave W, S 1st Ave W.
- Landmarks:** Post Office, City Hall, Garden Square, Library, Westview Cemetery, Waveland Cemetery, Entryway Park, Community Building & Park, P.E. Elementary School, P.O.M. Middle School, Recreational Complex.
- Highways:** HWY 163, HWY 117.



## 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.



## RENTAL AGREEMENT

Attach rental agreement here.

N/A

## **INSURANCE CERTIFICATE**

Attach certificate here.

## 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]

## **CITY ADMINISTRATOR**

**Position:** City Administrator

**Reports to:** Mayor and City Council

**Revision Date:** 10-12-2022

**FLSA Status:** Exempt

### **POSITION SUMMARY**

Performs a variety of public administration duties, as specified in state law or local ordinance, or as directed by the City Council and Mayor in the daily operation of city government. Informs and advises the Mayor and Council on current issues and future needs of the city, makes recommendations, and offers solutions. Responsible for the supervision and actions of all city employees, except the Police Department. Coordinates the implementation of Mayor and Council directives and/or policies. Evaluates community needs and desires and provides qualified and quality direction and guidance for the community as a whole.

### **ESSENTIAL JOB DUTIES**

- Planning and Forward Thinking
  - Demonstrates innovation and sound judgment in planning, organizing, directing, coordinating and evaluating the operations, programs, activities and services of all city departments, offices, and agencies of the city.
  - Makes recommendations and provides quality and qualified guidance regarding future planning for the city including capital improvements, financing, equipment, staff, economic development and operational needs.
  - Encourages and oversees economic and community development efforts, maintaining positive relationships and visibility with local businesses and organizations.
  - Collaborates with and attends meetings with the Jasper County economic development organization and other county organizations.
  - Monitors building and park development and other planning objectives.
  - Assists with bids and public contracts.
  - Advertises bids as required by state law, in collaboration with the city clerk/treasurer.
  - In collaboration with other city staff, assists in the research, preparation and submission of grant applications.
- Fiscal Responsibilities
  - Supervises the preparation of the budget.
  - Manages expenditures in accordance with the budget.
  - Oversees purchase and inventory of materials and supplies.
  - Makes recommendations regarding financing of all city projects.
- Personnel Management
  - Hires, terminates, develops, and supervises the public works department, city office staff, and other employees (seasonal, part time), including the approval of personnel action(s) in accordance with policies in the employee handbook.

- Creates individual training and development plans for each city employee.
- Conducts annual employee performance evaluations and makes recommendations to the City Council regarding salary increases based upon individual performance.
- Facilitates problem solving and conflict resolution at all levels.
- Mediates disputes between subordinates.
- Supervises and oversees the construction, improvement, repair, maintenance, and management of all city property with assistance from other city staff and/or contractors.
- Ensures the performance of all contracts for work to be done for the city.
- Provides general supervision of the use of city property, including the use of vehicles and equipment owned by the city.
- Handles citizen complaints in a professional, business-like manner.
- City Code Development and Enforcement
  - Develops and oversees the enforcements of city ordinances.
  - Oversees publication of ordinances and amendments adopted by the City Council.
  - Maintains copies of all current city ordinances and codes for public use.
  - Certifies all measures establishing any zoning district, building lines, or fire limits, and a plat showing each district, lines, or limits to the appropriate county recorder.
  - Acts as city's zoning compliance officer, including receiving and evaluating zoning applications.
  - Verifies that plans submitted for approval comply with established zoning and planning standards and municipal ordinances.
  - Maintains all records as required by state law.
  - Records and files city easements, ordinances, and alley vacations.
- Interaction with City Council
  - Initiates policy recommendations for consideration by the City Council and responds to requests from the City Council, Mayor and the public for research or recommendations on city policy issues.
  - Oversees the preparation and publishing of public hearings, elections, and other official actions as required by local and state law.
  - In collaboration with other office staff, prepares and posts an agenda of all council meetings as required by state law.
  - Attends all council meetings and meetings of other boards and commissions, as required.
  - Responds to questions, complaints, and other concerns from the public and City Council within 24 hours on weekdays and within 48 hours on weekends.
  - Represents the city, as directed by the Council, in all negotiations and relations with employees, contractors, consultants, other governmental units and community groups in which the City may have an interest.
  - Creates and compiles monthly reports from each city department with assistance from city staff for inclusion in Council packets.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate the individual can safely perform the essential functions of the job, with or without reasonable accommodations, using some other combination of skill and abilities.

- Knowledge of principles, practices, and objectives of public administration, including extensive knowledge of financial administration and personnel management.
- Knowledge of municipal operations, standards and practices, including knowledge relating to public relations, economic development, land use and urban planning and zoning.
- Knowledge of local, state and federal laws, and regulations relating to municipalities.
- Knowledge, of and ability to interpret and apply local, state and federal laws and regulations relating to municipalities, particularly the following areas of municipal government: legislative process; finance; property assessment and taxation; budgeting and accounting; revenue financing; public employment; contract letting; bonding; urban renewal; economic development; and zoning.
- Ability to perform complex and varied work, interpret technical information; gather and analyze financial information; conduct statistical analysis and prepare related reports; and analyze complex information to make sound decisions and recommendations.
- Ability to establish effective working relationships with employees, co-workers, department heads, public officials, and the public.
- Skilled in using modern office equipment and computers.
- Ability to communicate clearly, both orally and in writing.
- Skilled in personnel management, including the ability to effectively interview, hire, train, assign, motivate, counsel and discipline employees, and the ability to direct and evaluate the work of employees, while maintaining confidentiality.

## **ENTRY REQUIREMENTS**

Education/Training: Bachelor's Degree in Public Administration or closely related field is preferred but not essential.

Work Experience: Five years of experience in related fields with particular emphasis on municipal government, preferred but not essential.

Required licenses, registrations and certifications: Valid Iowa motor vehicle operator's license.

## **POST-OFFER REQUIREMENTS**

- Physical examination
- Drug testing
- Background check(s)

Residency Requirement: Must reside within a 30-minute response time to City Hall and must be established no later than six months after the date of hire and shall be maintained throughout employment with the City.

**WORK ENVIRONMENT**

Most work is preformed inside city hall, other public buildings, or on city property. May include visits to work sites.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from the job description.
2. Must have the ability to exert moderate physical effort in sedentary to light work, typically involving some combination of lifting, stooping, carrying, pushing and pulling.
3. The City of Prairie City is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to individuals with disabilities and encourage both perspective and current employees to discuss the potential accommodations with the employer.
4. The City Council reserves the right to change or reassign job duties or combine positions at any time.

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Date



## CITY CLERK - TREASURER

**Position:** City Clerk - Treasurer

**Reports to:** City Administrator & City Council

**Revision Date:** ~~January 22, 2016~~ October 12, 2022

**FLSA Classification:** Non-exempt

### POSITION SUMMARY

Under general administrative direction of the City Manager and City Council, pursuant to the Code of Iowa, performs a variety of complex and specialized ~~supervisory~~, professional, administrative and technical accounting, financial, budgetary, and administrative duties which require accuracy, proficiency, confidentiality, ~~record keeping~~, and limited independent judgment. Performs other duties as required.

### ESSENTIAL JOB DUTIES

- ~~Prepares for and Attends~~ all council meetings and meetings of other boards and commissions as required.
- Sets up online connections and tests equipment prior to Council meetings, as necessary.
- Performs an accurate recording of the proceedings, preparation of the minutes, ordinances, resolutions and other records. Publishes minutes within 15 days of a regular or special council meeting.
- Works collaboratively with city staff to ~~Assists in the development and implementation of the~~ city budget.
- Evaluates and reviews all departmental expenditures and receipts ~~using calculator, worksheets, and state forms.~~
- Determines levy amounts based on increases or decreases in spending.
- Transfers funds between accounts following standard accounting procedures.
- Invests city funds and monitors investment performance.
- Prepares payroll of city employees and maintains payroll records.
- Calculates deductions, taxes, garnishments, contributions and other withholding(s).
- Prepares required federal and state tax reports on a monthly, quarterly, and annual basis.
- Records and performs personnel functions for city employees, including leaves, compensatory and overtime, salary increases and insurance records.
- Maintains medical files on employees and volunteers.
- Assists in administering the city employment policies.
- ~~Records personnel information including leaves, compensatory and overtime, salary increases and insurance records.~~
  - Posts and balances entries to general ledgers and journals.
  - Prepares vendor claims for payment, prints warrants and distributes payments.
  - Submits claims for payment for approval by the city council.
  - ~~Print warrants and distributes payments to vendors.~~

- Records and files grant revenues.
- Files all required local, state, and federal reports for grants received by the City based upon the schedules outlined in the grant agreement.
- Notarizes documents.
- Receives direction from and implements policy policies of the council, and boards, and committees.
- ~~Maintains records.~~
- ~~Manages utility office.~~
- ~~Collaborates with the billing clerk to Analyzes financial analyze financial operations of utilities and .~~
- Advise delinquent customers on payment options.
- Prepares and files liens and assessments.
- Notifies property owners of assessments and public hearings.
- Issues licenses and permits approved by the city council and maintains appropriate records.
- Performs duties relating to elections as required by state law.
- ~~Performs personnel functions for city employees.~~
- ~~Assists in administering the city employment policies.~~
- ~~Maintains medical files on employees and volunteers.~~
- Prepares and submits the following reports to the property agencies, including but not limited to: Budget, Budget Amendments, Annual Financial Report, Road Use Tax Report and addendums, Tax Increment Financing (TIF) Reports, W2s, 1099s, 1098s, W3s; Annual Cemetery Reports.
- Reviews liability, workers compensation and employee insurance coverage to make recommendations for coverage to Council.
- Maintains certificates of insurance.
- Coordinates and oversees financial audits as required. Works with independent auditor to complete audits in a timely manner, including work-paper preparation and report writing.
- Reviews Workers Compensation claims, completes and files documentation with carrier.
- Represents the city in direct contact with citizens on a daily basis.
- Receives and investigates complaints from citizens in a professional and business like manner.
- Answers questions and explains city policy.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Knowledge of and ability to accurately apply accounting principles on a cash basis.

**REQUIRED SPECIAL QUALIFICATIONS:**

- Shall be bondable.
- Shall generally be available for off-hour emergencies.

**CLASSIFICATION HISTORY:**

The City of Prairie City retains the authority to change the job duties included in the job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modifications as a reasonable accommodation for a qualified individual. The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**WORK ENVIRONMENT**

Most work is performed in an office setting seated with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact. Work is performed at a computer or using other office equipment. The noise level in the work environment is usually moderate. Likelihood of personal injury would be relatively slight. Work may involve frequent interaction with the public or frequent interruptions. Ongoing contact with the public in this setting always has the potential for dealing with difficult customers and the public when they have a complaint or question regarding city services.

**HOURS OF WORK**

Generally 40 hours per week, Sunday through Saturday. May be required to work additional hours or to change hours with minimal notice because of operational needs.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the City.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
4. The City reserves the right to change or reassign job duties or combine positions at any time.
5. The City of Prairie City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations

- ~~Knowledge of and ability to competently perform basic business mathematics, including addition and subtraction; multiplication and division; and the ability to accurately calculate percentages and apply mathematical and statistical formulas.~~
- Ability to compile and analyze financial reports and to present sound conclusions and recommendations.
- Ability to analyze problems and identify solutions.
- ~~Proficient in professional techniques of correspondence composition.~~
- Read English language and compare similarities and differences between words and between series of numbers.
- Ability to consult technical sources and documents, including city ordinances, the Code of Iowa, and administrative regulations.
- Ability to maintain accurate, confidential, and detailed records.
- Establish and maintain good working relationships with Council, other city employees, and the public with the ability to interact and exchange information in a courteous manner.
- Communicates clearly and concisely, both orally and in writing. Proficient in professional techniques of correspondence composition.
- Ability to proficiently operate a variety of office machines and computer equipment, including computer, typewriter, fax machine, copier and telephone.
- Ability to work independently and in consultation with other public officials, boards and commissions.
- Knowledge of the organization and functions of municipal government.
- Knowledge of state laws and regulations relating to municipal government, including but not limited to the following: legislative process; open meetings and open records; finance; budgeting; accounting; taxation; property assessment; revenue financing; contract letting; bonding; urban renewal; economic development; and zoning.
- Occasionally lift and carry books, ledgers and related documents weighing 25 lbs. or less.

## **ENTRY REQUIREMENTS**

Required Education: ~~Associates Degree in accounting, finance or public administration or equivalent combination of education and experience.~~

Preferred Education: ~~Bachelors~~ Bachelor's Degree in accounting, finance or public administration related field.

Work Experience: ~~Minimum five years experience as a clerk/treasurer or in a related field~~ Three (3) years of experience in related fields with particular emphasis on accounting.

Required licenses, registrations and certifications: Must have or be able to attain Certification as ~~aan~~ Iowa Municipal Clerk (CMC); Valid Iowa motor vehicle operator's license.

Required drug testing: Upon request of the City Administrator.

Residency requirement: Must reside within a ~~30 minute~~ 30-minute response time to City Hall and must be established no later than six (6) months after the date of hire and shall be maintained throughout employment with the City.

Other testing required: DCI background check.

to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

| \_\_\_\_\_  
City Administrator

| \_\_\_\_\_  
Date



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# City of Prairie City, Iowa

is seeking a

## City Clerk/Treasurer

### Job Description:

#### CLERK/TREASURER RESPONSIBILITY

Under general administrative direction of the City Council the Clerk/Treasurer performs administrative work conducting the daily business activities of the city including financial management and statutory clerk functions. Prepares budgets and implements city policies. Keeps records of all council proceedings, handles correspondence on behalf of the city, prepares agendas and executes any assignments given by the council. Has official responsibility for accounting for all receipts and disbursements in regard to city funds. Prepares a variety of financial records. Is responsible for payroll and investments.

#### DUTIES

The City Clerk shall:

1. Publication of Minutes. Take and publish minutes of regular or special meeting of the City. Such publication shall include a list of all claims allowed and a summary of all receipts and shall show the gross amount of the claims.
2. Recording Measures. Promptly record each measure considered by the Council and record a statement with the measure, where applicable.
3. Publication. Publish all ordinances, enactments, proceedings and official notices according to time and manner of publication as required by law.
4. Authentication. The Clerk shall authenticate all measures the Clerk's signature.
5. Certify Measures. The Clerk shall certify all measures establishing any zoning district, building lines, or fire limits and a plat showing the district, lines, or limits to the recorder of the County containing the affected parts of the City.
6. Records. The Clerk shall maintain the specified City records in the following manner:
  - A. Maintain copies of all effective City ordinances and codes for public use.
  - B. Have custody and be responsible for the safekeeping of all writings or documents.
  - C. Maintain all City records and documents, or accurate reproductions, for at least five (5) years except that ordinances, resolutions, Council proceedings, records and documents, or accurate reproductions, relating to the issuance, cancellation, transfer, redemption or replacement of public bonds or obligations shall be kept for at least eleven (11) years following the final maturity of the bonds or obligations. Ordinances, resolutions, Council proceedings, records and documents, or accurate reproductions, relating to real property transactions shall be maintained permanently.

- D. Provide Copy. Furnish upon request to any municipal officer a copy of any record, paper or public document under the Clerk's control.
- E. Keep and file all communications and petitions directed to the Council or to the City generally.
- 7. Attendance of Meetings. The Clerk shall attend all regular and special Council meetings and, at the direction of the Council, the Clerk shall attend meetings of committees, boards, and commissions. The Clerk shall record and preserve a correct record of the proceedings of such meetings.
- 8. Issue Licenses and Permits. Issue or revoke licenses and permits and keep a record of licenses and permits issued.
- 9. Notify Appointees. Inform all persons appointed by the Mayor or Council to offices in the City government of their positions and the time at which they shall assume the duties of their offices.
- 10. Elections. Perform the duties relating to elections in accordance with Chapter 376 of the Code of Iowa.
- 11. City Seal. The City seal is in the custody of the Clerk and shall be attached by the Clerk to all transcripts, orders, and certificates that it may be necessary or proper to authenticate.

The City Treasurer Shall:

- 1. Custody of Funds. Be responsible for the safe custody of all funds of the City in the manner provided by law and Council direction.
- 2. Record of Fund. Keep the record of each fund separate.
- 3. Record Receipts. Keep an accurate record of all money or securities received by the Treasurer on behalf of the City and specify the date, from whom, and for what purpose received.
- 4. Record Disbursements. Keep an accurate account of all disbursements, money, or property, specifying date, to whom, and from what fund paid.
- 5. Special Assessments. Keep a separate account of all money received by the Treasurer from special assessments.
- 6. Deposit Funds. Upon receipt of moneys to be held in the Treasurer's custody and belonging to the City, deposit the same in depositories selected by the Council.
- 7. Reconciliation. Reconcile depository statements with the Treasurer's books and certify monthly to the Council the balance of cash and investments of each fund and amounts received and disbursed.
- 8. Debt Service. Keep a register of all bonds outstanding and record all payments of interest and principal.
- 9. Other Duties. Perform such other duties as specified by the Council by resolution or ordinance.

## QUALIFICATIONS

### Knowledge of:

1. Understands all facets of Council-Clerk/Treasurer relationship.
2. Possess a working knowledge of all facets of municipal government.
3. Possess a working knowledge of pertinent state, federal and local government laws, rules and regulations.

### Ability to:

1. Manage and provide effective leadership and have a strong hands-on leadership style.
2. Build consensus for short- and long-range goals.
3. Establish and maintain good working relationships with Council, employees, and public.
4. Communicates clearly and concisely, both orally and in writing.
5. Develop relationships with other agencies or organizations.
6. Analyze problems and identify solutions.
7. Operate and have computer knowledge.

### Education/Experience:

1. Possess a Bachelor's degree in Accounting, or related field (a Master's degree is highly desirable).
2. Possess a minimum of five years of experience as a Clerk/Treasurer, or Deputy Clerk/Treasurer in municipal government.
3. Possess a valid Iowa Driver's License within 30 days after starting employment.

## WORKING CONDITIONS

Current physical and mental requirements for this position are: frequent sitting; walking and standing; bending, twisting, climbing, squatting and kneeling; complete work under deadlines; have memory capacity to recall details and events; distinguish between critical information and background noise/distractions, solve problems based upon applications of established codes, policies and procedures; and must be free from physical conditions that might adversely affect the ability to perform job functions in a variety of indoor and some limited outdoor working environments.

## APPLICATION REQUIREMENTS

You may obtain an application and a detailed job description at City Hall, located at 203 E Jefferson St, Prairie City, IA 50228 or online at: [https://prairiecityiowa.us/?page\\_id=1851](https://prairiecityiowa.us/?page_id=1851)

Applications and a copy of a resume must be submitted to City Hall. Applications will be accepted until the position is filled.

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





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# **City of Prairie City, Iowa**

is seeking a

## **City Administrator**

### **Job Description:**

#### **ADMINISTRATIVE RESPONSIBILITY**

The City Administrator is responsible for carrying out the directives and policies of the Prairie City-City Council, subject to statutory limits that may apply. The City Administrator shall have the clear authority to administer the day-to-day operations of the municipal government, subject only to the restrictions of Prairie City-City Ordinances. The City Administrator shall be responsible to the City Council.

#### **DUTIES**

The City Administrator shall:

1. **Administration.** Generally, supervise all directives of the Council that require administrative implementation, reporting promptly to the Council any difficulties encountered therein.
2. **Annual Budget.** Review annual budget prepared by the City Clerk.
3. **Accounting System.** Supervise the complete accounting system of all City departments and insure that such systems employ the most modern methods possible with financial limitations.
4. **Administrative Improvements.** Keep informed concerning current developments in the field of municipal administration and, from time to time, submit recommendations or suggestions to improve the municipal government.
5. **Federal and State Legislation.** Keep informed concerning current State and Federal legislation affecting the City and submit appropriate reports and recommendations to the Council.
6. **Federal and State Programs.** Keep informed concerning the availability of State and Federal funds for local programs, and assist department heads and the Council in procuring such funds.
7. **Personnel Officer.** Serve as the personnel officer for the City, including the hiring of all City full time and part time staff, excluding the Clerk or Police Chief and police officers. The City Administrator will make recommendations to the Council for hiring, dismissal and discipline. The City Administrator may suspend with pay City full time and part time staff, excluding the Police Chief and police officers, until Council action can be taken. Accordingly, the City Administrator may expand, clarify, or amend administrative rules and policies in accordance with the employee handbook to assure efficient and effective management of City departments, excluding the Police Department.

8. Training. Work closely with all department heads to assure that such personnel and other City employees receive adequate opportunities for training to improve their knowledge and skills.
9. Council Meeting Agenda. Prepare the agenda for all meetings of the Council, together with such supporting data as may be required.
10. Attend Council Meetings and Assist Mayor. Attend all meetings of the Council, assisting the Mayor as required in the performances of duties.
11. Mayor and Council Informed. Keep the Mayor and Council informed about the activities of the City either by written report or oral briefings at regular meetings of the Council.
12. Purchasing Agent. Serve as purchasing agent for the City, supervising all purchasing and contracting for supplies and services.
13. Representative. Represent the City as directed by the Council in all negotiations and relations with employees, contractors, consultants, and other governmental units, and civic organizations in which the City may have an interest.
14. Liaison. Cooperate with, assist, and advise administrative agencies, City boards, and commissions and act as the Council's liaison and representative to such entities.
15. Supervise. Supervise the performance of all contracts for work to be done for the City, supervise all purchases of material and supplies and insure that such material and supplies are received and are of the quality and character called for by the contract.

## QUALIFICATIONS

### Knowledge of:

1. Understands all facets of Council-Administrator relationship.
2. Possess a working knowledge of all facets of municipal government.
3. Possess a working knowledge of pertinent state, federal and local government laws, rules and regulations.

### Ability to:

1. Manage and provide effective leadership and have a strong hands-on leadership style.
2. Build consensus for short- and long-range goals.
3. Establish and maintain good working relationships with Council, employees, and public.
4. Communicates clearly and concisely, both orally and in writing.
5. Develop relationships with other agencies or organizations.
6. Analyze problems and identify solutions.
7. Operate and have computer knowledge.

### Education/Experience:

1. Possess a Bachelor's degree in Public Administration, Business Administration, or related field (a Master's degree is highly desirable).
2. Possess a minimum of five years of experience as a City Manager/Administrator or Assistant City Manager/Administrator, or Department Head in municipal government.
3. Possess a valid Iowa Driver's License within 30 days after starting employment.

#### **WORKING CONDITIONS**

Current physical and mental requirements for this position are: frequent sitting; walking and standing; bending, twisting, climbing, squatting and kneeling; complete work under deadlines; have memory capacity to recall details and events; distinguish between critical information and background noise/distractions, solve problems based upon applications of established codes, policies and procedures; and must be free from physical conditions that might adversely affect the ability to perform job functions in a variety of indoor and some limited outdoor working environments.

#### **APPLICATION REQUIREMENTS**

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