

PRAIRIE CITY LIBRARY BOARD MEETING MINUTES

11-8-22

Meeting called to order at 6:00 p.m. by Ginny Dalton. Present: Arnie Sohn, Linda Frazier, Jennifer Ladehoff, Linda Frazier, Emily Simmons and Sue Ponder.

Minutes of the October meeting were reviewed. Motion by Arnie, seconded by Jennifer. Motion carried.

Sue presented an updated summary of the funds for the library project. She explained that she created a new category to include the donations received that are anonymous. (Row 9 of the new summary).

The revenue/expenses report was reviewed.

A new budget worksheet was given to the board members. Working on the new budget will be on the agenda for the December meeting. The city is still operating with no full-time city clerk, so there were no bills to be reviewed at this meeting.

Library director finished the State report and it has been submitted.

Circulation and statistics for the month were reviewed.

A special holiday movie event is being planned for local children.

3 applications have been received for the library assistant position.

The Jasper County Library Association meeting will be held at our library on Tuesday Nov. 15 at 9 a.m. Board members are welcome to attend.

The grant request for the Clement Trust has been submitted, requesting funds for video transfer equipment for the new library.

The Friends of the library will be attending several holiday vendor sales events as the fundraising continues.

Next meeting is at 6 pm on Dec. 6th. The architects are to have information ready to get to the city council in preparation of new request for bids, hopefully happening in February.

Meeting adjourned at 5:55.

Submitted by Linda Frazier

Special Meeting of Prairie City Library Board

Nov. 17, 2022

Special meeting called to order at 5:15 by Ginny Dalton. Present: Linda Frazier, Ginny Dalton, Arnie Sohn (via phone), Sue Ponder and Emily Simmons

The board discussed with the director the hiring of part-time library assistants. Sue reported that she interviewed Amy Ingle and Kathy Whitaker. She recommends both women for the positions. Motion by Linda, second by Arnie to hire Amy and Kathy. Motion carried.

Sue also reported that she had been gathering data on similar positions in other towns in the county . Based upon Sue's information motion was made by Linda, second by Arnie to change the salary for the assistant library director (Jenny Anderson currently) to \$15 per hour and to change the salary for the part-time library assistants to \$12.50 per hour, effective with the next pay period. Motion carried.

Emily Simmons updated us on future Friends of the Library event.

Motion by Linda to adjourn at 5:28. Second by Arnie. Motion carried.

Submitted by Linda Frazier

SUMMARY OF FUNDS FOR LIBRARY PROJECT
12/05/2022

	A	B	C	D
1	Fundraisers			
2	2020 Book Sales	\$534.25		
3	2020 Can Redemption	\$1,003.25		
4	2020 Tote Bag Sales	\$60.00		
5	2020 Prairie Days Fundraiser	\$218.75		
6	2021 Book Sales	\$1,298.77		
7	2021 Can Redemption	\$2,141.10		
8	2021 Other fundraisers	\$4,056.50		
9	2022 Fundraisers and other misc donations	\$17,882.63		
10	Total Funds raised thru fundraisers & misc donations		\$27,195.25	
11				
12	Donations			
13	Designated donations made to Library/City	\$121,545.00		
14	Designated donations made to Friends account	\$155,609.53		
15	Total Donations		\$277,154.53	
16				
17	Pending Pledges*		\$7,500.00	
18				
19	Amount in iPAIT library board committed to project**		\$20,000.00	
20				
21	Matching funds from City		\$145,000.00	
22				
23	Total we have towards \$740,500 total project costs		\$476,849.78	
24				
25				
26	Total left to raise		\$263,650.22	
27				
28				
29	<i>Calculations above do not include the City's purchase of the buiding for \$125,000</i>			
30	<i>*\$7,500 in private pledges</i>			
31	<i>**\$20,000 from Library's iPAIT the Library Board designated to the capital campaign</i>			

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
- 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.

**Prairie City Celebration Minutes
November 10, 2022 5:00pm**

Roll Call: Phill Holland, Anne VanKirk, Sherry McGinn, Amy Witte and Sam Mastin

Old Business:

- Fall Vendor Event
 - Nov 11
 - 14 vendors
 - 15 vendors have been confirmed.
- Christmas Event
 - Dec 10- community building reserved
 - Follow up approval of council permit
 - Approval granted-reported by Phill Holland
 - Lighted Home Contest
 - Details
 - A.C. confirmed hay rack
 - Driver to be asked
 - 5pm-7pm event
 - Too Cold-will just cancel hayrack ride
 - Award to top business and resident
 - Gift Card
 - floral arrangement
 - Hot cocoa-sponsored by Coffee and Carnations
 - Will follow up with Details and First Interstate Bank
 - Santa
 - firetruck
 - Mrs Claus confirmed 5pm
 - Ryan confirmed
 - Santa will pass out ornament
 - Kids will do coloring craft
 - Letters to Santa
 - Stamp & letterheads will gather from Sue
 - Will set out mailbox at City Hall Dec 1st.
 - 12/1-12/15. Letters returned by 12/21.
- Food truck fee-letter from Council
 - Declined by council for increase of food truck fee-reported by Phil Holland
- DIY Games for PC Days
- Fundraising
 - Spring Vendor Sale
 - 9am-1pm
 - Easter Bunny Celebration

New Business:

- Melissa from First Interstate Bank communication
 - E-mail reviewed
- PC Days
 - Friday night entertainment
 - Survey-Red Dirt Renegade recommendation
 - Joe Inman
 - Punching Pandas
 - Standing Hampton
 - Royce Johns
 - Joe's Carnival
 - Discussion of rides
 - Joe will clarify what rides he is willing to bring
 - Bubble game

Next meeting: Tuesday 11/29 at 5:00pm
-no Dec meeting

PERFORMANCE AGREEMENT

THIS CONTRACT (the "Agreement") made and entered into this _____ day of _____, _____ (the "Execution Date"),

BETWEEN:

Prairie City Council of Prairie City, IA
(the "Client")

OF THE FIRST PART

- AND -

Lucas Beebe
(the "Performer")

OF THE SECOND PART

BACKGROUND:

- A. The Performer is a professional entertainer.
- B. The Client wishes to engage the Performer subject to the terms and conditions as follows:

IN CONSIDERATION OF and as a condition of the Client hiring the Performer and other valuable consideration, the receipt and sufficiency of which consideration is acknowledged here, the parties to this Agreement agree as follows:

Business Address of the Performer

1. The Performer will be represented by a business manager (the "Business Manager"). Any payments by check or money order should be made out to the Business Manager. The Performer's business address is as follows:
Business Manager: Levi Thompson
Address: 2701 20th Street SW Altoona, IA 50009
Telephone: (515) 720-5919

Email: levi_thompson@msn.com

Business Address of the Client

2. The Client's business address is as follows:
Address: Prairie City, IA
Telephone: _____
Email: pc.celebrationcommittee@gmail.com

Venue

3. The place of performance (the "Venue") is located at:
Name: Prairie City, IA Town Festival
Address: _____
Telephone: _____

Performance

4. The entertainment to be provided by the Performer is generally described as Live Music (the "Performance").

Date and Time of Performance

5. The Performance will consist of one show on the date and between the times indicated in the table below and the Venue will be available for set-up and sound check at the date and time also indicated in the table:

Set-up Time and Date	Date of Show	Start Time	End Time
7:30 PM July 21, 2023	July 21, 2023	8:00 PM	11:00 PM

Payment

6. In full consideration for all services rendered by the Performer at the Performance, the Client agrees to pay the Performer a fixed fee of \$550.00 USD (the "Fee").

Performer Expenses

7. The Performer agrees that the Fee is inclusive of all expenses, accommodations, holiday entitlements, traveling expenses to and from the Venue and covers any costs incurred by the Performer whatsoever, except as expressly provided in this Agreement.

Payment of Balance

8. Promptly after the last show on the final date of the Performance, the Client will pay to the Performer any outstanding balance of the Fee in cash, money order, certified check, or online payment.

Cancellation

9. The Performer reserves the right to cancel this Agreement without obligation upon written notice to the Client prior to February 1, 2023.
10. The Client reserves the right to cancel this Agreement without obligation upon written notice to the Performer prior to February 1, 2023. Cancellation by the Client later than February 1, 2023 will require payment of the full Fee.

Non-performance by the Client

11. Those obligations of the Client required to be met prior to the Performance are conditions precedent which must be satisfied in full by the Client before the Performer is required to perform unless otherwise agreed to by all parties in writing. If the Client cancels or postpones the Performance, or any show comprising the Performance, without proper notice or fails to make any payment or fails to perform any other condition precedent as required by this Agreement then the Client will be in breach of this Agreement and the Performer will have no further obligations under this Agreement.

Security Deposit

12. The Performer will not be required to post a security deposit against any or all possible damage related to or arising from the Performance.

Force Majeure

13. Neither the Performer nor the Client will be held liable for any failure to perform its obligations under this Agreement where such breach is due to any of the following: acts or regulations of public authorities, labor difficulties or strike, inclement weather, epidemic, interruption or delay

of transportation service, acts of God, or any other legitimate cause beyond the reasonable control of the Performer and the Client.

Sickness and Accidents

14. The Performer agrees to meet its obligations under this Agreement subject to legitimate incapacity by sickness or accident.

No Recording of the Performance

15. Recording or transmitting of the Performance by anyone through any means whatsoever will not be allowed under this Agreement. It is the responsibility of the Client to enforce this provision.

Exclusivity

16. The Performer will perform exclusively for the Client throughout the actual period of services of this Agreement unless otherwise provided by the Client in writing. The Performer at the time of signing this Agreement will not be under any contract to a third party that might preclude the Performer from fulfilling the requirements of this Agreement.

Indemnification

17. The Performer is responsible only for its own conduct. The Performer will be compensated by the Client for any and all damage done to the Performer's equipment by the Client, its agents or guests. The Client indemnifies and holds the Performer harmless for any and all property damage or personal injury that results from or is related to the Performance that is not directly caused by the Performer.

Permits

18. The Client warrants and represents that it has obtained any and all permits, approvals, licenses and variances necessary for the Performance.

Security

19. The Client will take reasonable precautions for the safety of the Performer and the Performer's equipment during all aspects of the Performance and at all times while the Performer and the Performer's equipment is on the Venue premises. The Client is also responsible for ensuring that only the Performer and its designated technicians and representatives are allowed on stage or in the backstage area.

Picket Lines

20. The Performer will not be required to cross a picket line established by a labor organization at the Venue nor will the Performer be disciplined, or this Agreement be considered or deemed breached by the Performer, by reason of the Performer's refusal to cross such picket line.

Governing Law

21. This Agreement will be governed by, and construed in accordance with, the laws of the State of Iowa. The Client and the Performer each submit to the jurisdiction of the courts of the State of Iowa for the enforcement of this Agreement or any arbitration award or decision arising from this Agreement.

Covenant of Good Faith and Fair Dealing

22. The Client and the Performer agree to perform their obligations under this Agreement, in all respects, in good faith.

Miscellaneous Terms

23. Time is of the essence in this Agreement.
24. This Agreement may be executed in counterpart. Facsimile signatures are binding and are considered to be original signatures.
25. No part of the Performance may consist of acts in violation of any local laws, codes, statutes, ordinances, regulations, rules or any other requirements including building and fire regulations. If the Performer violates this section, the Client may immediately cancel the Performance and this Agreement.
26. The Performer's representative warrants that by signing this Agreement it has the authority to bind the Performer to the terms and conditions of this Agreement.
27. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement. Words in the singular mean and include the plural and vice versa. Words in the masculine gender include the feminine gender and vice versa. Words in the neuter gender include the masculine gender and the feminine gender and vice versa.

28. If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, it is the parties' intent that such provision be reduced in scope by the court only to the extent deemed necessary by that court to render the provision reasonable and enforceable and the remainder of the provisions of this Agreement will in no way be affected, impaired or invalidated as a result.
29. This Agreement contains the entire agreement between the parties and cannot be changed except by written instrument subsequently executed by the parties to this Agreement. All negotiations and understandings have been included in this Agreement. Statements or representations which may have been made to the Client by the Performer, or to the Performer by the Client, in the negotiation stages of this Agreement may in some way be inconsistent with this final written contract. All such statements are declared to be of no value in this Agreement. Only the written terms of this Agreement will bind the parties.
30. This Agreement and the terms and conditions contained in this Agreement apply to and are binding upon the Performer's successors, assigns, executors, administrators, beneficiaries, and representatives, and the Client's successors and assigns.
31. The Performer specifically warrants and represents that all copyrighted material to be performed has been licensed or authorized by the copyright owners or their representatives. The Performer indemnifies the Client for any copyright infringement and any expenses that may result from such copyright infringement during or as the result of the Performance.
32. The Client will be responsible for providing suitable power and electricity for the Performance.
33. It is the intent of the parties to this Agreement that the Performer is an independent contractor and will control the manner and means of the Performance. The Client will control the scheduling of the Performance. The Performer is not an employee of the Client. The exclusive nature of this Agreement is limited to the duration of the Performance and it is expected that the Performer will enter other similar agreements with other clients.
34. Any notices or delivery required here will be deemed completed when hand-delivered, delivered by agent, or seven days after being placed in the mail, postage prepaid, to the parties at the respective addresses contained in this Agreement or as the parties may later designate in writing.

IN WITNESS WHEREOF the Client and Performer have duly affixed their signatures under hand and seal on this _____ day of _____, _____.

Prairie City Council

per: _____ (seal)

Business Manager: Levi Thompson

2022 COUNCIL & COMMITTEE APPOINTMENTS

(Updated 12/7/2022)

MAYOR:	Chad Alleger	500 W Meadow Dr	Ph: 515-418-1172	2022-2023
MAYOR PRO TEM:	Deb Townsend			
COUNCIL:	Deb Townsend	604 E Plainsmen Rd	Ph: 515-210-0383	2019-2023
	Emily Simmons	100 E. 8 th St.	Ph: 515-783-9000	2022-2026
	Derek Ingle	607 N Claire St	Ph: 515-494-7465	2022-2023
	Chris Laidig	407 S Clark	Ph: 641-990-7900	2022-2023
	Phil Holland	307 S. Marshall	Ph: 641-275-5200	2022-2023

MAYOR'S APPOINTMENTS:

Mayor Pro Tempore	Townsend
Budget	Laidig, Simmons
Celebration Commission	Holland
Economic Development	Townsend
Library	Simmons
Parks	Ingle
Policy & Administration	Ingle, Townsend
Public Safety	Holland
City Attorney	Brink Gentry, P.C.
Building Placement & Inspection	Brett Jennings
City Administrator	
City Clerk/Treasurer	Christie Busby
Utility Billing Clerk	
Chief of Police	Matt Davenport
Code Enforcement & Animal Control	Matt Davenport
E-911 Board	Matt Davenport, Ryan Van Der Kamp

BOARDS OF THE CITY OF PRAIRIE CITY

	Term Expires	Address	Phone	Cell #
BOARD OF ADJUSTMENT				
Paul Ponder	Dec. 2022	PO Box 431	515-994-3058	C 515-208-9649
Jim Bright	Dec. 2022	404 W South St	641-521-1154	
Dean Taylor	Dec. 2023	202 W McMurray St	515-994-2784	
Gary Johnson	Dec. 2024	404 W McMurray St	515-994-3008	
Larry Wenthe	Dec. 2024	PO Box 235	515-994-2336	C 515-480-4390
Chris Laidig	Council Rep.			

PLANNING AND ZONING COMMISSION

Steven Williams	Dec. 2022	604 N Orchard St	515-994-2568	
Mike Dalton	Dec. 2023	Box 172	515-994-2977	515-238-2025
Claire Williams, Chairperson	Dec. 2024	208 E 8 th St	515-994-2965	
Terri Rosonke	Dec. 2024	307 E Kayla Ln	515-994-3281	C 515-975-3827
Parker Edgington	Dec. 2025	405 S Clark	515-313-8967	
Chris Laidig	Council Rep.			

PARK BOARD

Chris Miller	Dec. 2024	200 W. 8 th St.	515-777-5425	
Lonnie Wenthe	Dec. 2024	611 N Park	515-975-8965	
Zach Myers	Dec. 2025	305 S Madison	341-891-0747	
Grant Burns	Dec. 2023	202 E Fifth	515-305-0038	
Derek Ingle	Council Rep.			

COMMUNITY CELEBRATION COMMISSION

Sherry McGinn	Dec. 2023	400 S Main	515-669-1738	
Amy Witte, Chairperson	Dec. 2024	107 E Second	515-975-0563	
Darrin Telfer	Dec. 2024	502 N State	515-707-1852	
Sam Mastin	Dec. 2025	600 E Sixth	515-402-8817	
Anne VanKirk	Dec. 2025	8125 S 88 th Ave W	402-995-1953	
Phil Holland	Council Rep.			
OPEN	Park Board Rep.			

ECONOMIC DEVELOPMENT

Mason Nicklos	Dec 2023	403 S Haley	515-336-2807	
Mitch Seiberling	Dec. 2024	PO Box 5730, DSM, 50317	515-669-3022	
Scott DeVries, Chairperson	Dec. 2024	6675 S 68 th Ave W	515-971-5462	
Melody Burkman	Dec. 2025	206 N Monroe	515-314-8254	
Christy Lindsay	Dec. 2025	504 S Norris	515-210-0084	
Deb Townsend	Council Rep.			
OPEN	City Admin.			

LIBRARY BOARD

Arnie Sohn	Dec. 2025	307 N. Sherman	515-994-2743	
Jennifer Ladehoff	Dec. 2022	506 N. Sherman	515-321-5830	
Taylor Brown	Dec. 2023			
Ginny Dalton	Dec. 2024	106 S. Dewey St	515-994-2977	515-994-2681
Linda Frazier	Dec. 2024	102 E. Steenhoek	515-994-3083	
Emily Simmons	Council Rep.			

AMBULANCE

Jody Van Der Kamp	Director	200 W North St	515-205-5176
OPEN	Assistant Dir.		
Mandi Bright	Secretary	500 N Orchard St	515-201-4405
Ryan Martin	Safety	8930 W 109 th St S	515-402-9641
Kelli Clymer	Training	204 E 2 nd St	515-249-2976
Phil Holland	Council Rep.		

FIRE DEPARTMENT

Ryan Van Der Kamp	Chief	7089 S 96th Ave W	515-994-3258	515-249-7594
Tony Mosher	Asst. Chief	506 E Plainsmen	515-994-2283	515-210-7942
Gene Hadsall	Captain	10827 S. 76 th Ave. W	515-994-2868	
Erik Van Der Kamp	Lieutenant	200 W North St	515-205-0425	
Phil Holland	Council Rep.			



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

Memorandum

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

October 2022

BUILDING PERMITS

Jake Hedgecock	805 Carly Lane	Fence	City
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TRADE PERMITS



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

Memorandum

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

November 2022

BUILDING PERMITS

John Thomas	508 N Claire	Deck Addition	County
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TRADE PERMITS

RESOLUTION 12-14-22-2

**A RESOLUTION SETTING THE TIME AND PLACE OF
COUNCIL MEETINGS**

WHEREAS, Chapter 17.04 of the Prairie City Code states “The time and place of the regular meetings of the Council shall be fixed by resolution of the Council.”

NOW THEREFORE IT BE RESOLVED that the January 2023 Prairie City Council Meeting will be January 11th, 2022 at 6:00 p.m. at Prairie City Council Chambers at City Hall and via Zoom.

Approved and adopted this 14th Day of December, 2022.

Chad Alleger, Mayor

ATTEST:

Christie Busby, City Clerk/Finance Officer



City of Prairie City, IA

CLIENT LIAISON:

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

DATE:

December 7, 2022

2022 GENERAL ENGINEERING SERVICES

Based on discussions with the City, there is a desire to have MSA provide general engineering services on a time and expense basis with a not to exceed number. This agreement would be for any minor engineering related services that come in front of the City that MSA would assist with. Such as, but not limited to, site plan reviews, cost estimating, utility mapping, engineering reviews, and other general engineering services that are authorized through written communication with the City. Any larger projects that come to light would be approached with a separate task order as done in the past.

IN PROGRESS & RECENTLY COMPLETED

Prairie Point Plat 1 – Townhomes & Apartments along State Street

- Developer reached out on April 6, 2022 and submitted sketch plans for the development and requested meeting with the City to discuss steps moving forward.
- Received plat from developer on May 20, 2022. MSA is currently reviewing and will send comments back to developer.
- June 13, 2022: MSA and City have finished review of the revisions and approved developer's plat to be sent on to the County Recorder.

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

- Developer needs approval for site signage but otherwise site plan was approved by Council.

Capital Improvements Plan Updates & Schedule

- MSA worked on updating pricing and projects for the Capital Improvements Plan.

PROJECT UPDATE

TASK ORDER #19 – COMPREHENSIVE PLANNING UPDATE

MSA organized a Community Input Workshop that was held on Tuesday, November 15th at the Prairie City Community Center. Attendees participated in a Community SWOT Analysis and discussed expectations and goals for the Prairie City Comprehensive Plan. Online engagement tools remain open for citizens to provide feedback for the planning process.

Our next Steering Committee Meeting will be held in early January during which the committee will review the draft community profile.

TASK ORDER #22 – CITY HALL ALLEYWAY RECONSTRUCTION & STORM SEWER

This is a project that was discussed with City Staff & Council. This would include reconstruction of the alleyway south of City Hall along with storm sewer improvements to reduce stormwater flow to the properties south of City Hall. This project would also include connecting individual water services for residences to the south of City Hall. Goal of this project is to complete construction by June of 2023 or provide temporary access during construction for Dodge Garage as the Library Expansion will begin in June of 2023.

NEXT STEPS

- MSA submitted a proposal to City Staff in October for review and approval by Council.

TASK ORDER #23 – FIRE/EMS BUILDING CIVIL DESIGN & BIDDING

MSA has discussed the project with MGA and will be preparing an agreement for design and bidding services for presentation to Council at the January 11, 2023 meeting.

NEXT STEPS

- Review of proposal at the January 11, 2023 meeting for design and bidding phase services.

TASK ORDER #24 – TRUNK WATER MAIN RELOCATION SOUTH OF WELL FIELD

MSA has prepared a proposal for review regarding relocation of the trunk water main south of the wellfield in Colfax. It is anticipated that this project will be designed and shelved until construction is necessary due to development.

NEXT STEPS

- Review of proposal at the December 14, 2022 meeting for design and bidding phase services.

PHASE 2 WATER MAIN IMPROVEMENTS & ROAD RECONSTRUCTION

This project is the second phase of the water main improvements identified in the Water System Study of the City water distribution system. This project has a completed Preliminary Engineering Report (PER) which is the first step in SRF funding. In addition to the water main improvements, the City would like to reconstruct Jefferson Street from Main Street to Marshall Street and Main Street from the Bike Trail to Jefferson Street.

NEXT STEPS

- Review of overall desired project improvements and timeline with Council at the December 14, 2022 meeting.
- Prepare proposal for approval by Council.

- (1) Library improvements anticipated to begin June of 2023. Target alleyway reconstruction pavement complete prior to start of Library to maintain access to Dodge Garage. Duration of construction is assumed.
- (2) Phase 2 Water Main Improvement: includes road reconstruction along Jefferson St. from Main to Marshall, and Main St. from Jefferson St. to the Bike Trail. This project is anticipated to be paid with SRF (for the water main portion), if utilizing this funding method, project would be anticipated to be able to begin construction in spring of 2024. SRF applications are due quarterly, with review/approval taking roughly 3 months.
- (3) Trunk Water Relocation in Colfax: Design and permitting to be completed by Spring of '23. Can send out for bids at that time, or shelve until construction is necessary.
- (4) Bidding mid/late summer of '23, with construction start Fall of '23, conservative estimate for building occupancy would be Fall of '24.