



PRAIRIE CITY COUNCIL MEETING AGENDA
CITY AND ZOOM MEETING
6:00 P.M. WEDNESDAY, JANUARY 11, 2023

Mayor
Chad D. Alleger

Mayor Pro Tem:
Deb Townsend

Council Members:
Emily Simmons
Chris Laidig
Derek Ingle
Phil Holland

City Administrator
Jerry Moore

City Clerk
Christie Busby

Deputy Clerk
vacant

Library Director
Sue Ponder

Police Chief
Matt Davenport

Fire Chief
Ryan Van Der Kamp

Ambulance Director
Jody Van Der Kamp

City Attorney
Brick Gentry Law Firm

City Hall
203 E. Jefferson
PO Box 607
Prairie City, IA 50228
www.prairiecityiowa.us
515/994-2649 phone
515/994-2376 fax

ZOOM MEETING INFO:

<https://us02web.zoom.us/j/84651411929?pwd=Q2hoRHdRRFpPRUs5eWRvOEZkZkx4UT09>

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 members are videoconferencing or teleconferencing. .

1. CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. AGENDA APPROVAL

4. CONSENT AGENDA

- a) Council Meeting Minutes from December 14th, 2022
 - b) Council Meeting Minutes from December 19th, 2022 (Special Meeting)
 - c) November Financials
 - d) Resolution 01-11-23-1 Approving Bills and Transfers
 - e) Library Board Minutes December 6th, 2022
 - f) Parks Board Minutes
 - g) 2023 Council and Committee Appointments & Boards of the City of Prairie City
 - h) Building Permits Annual Report – 2022
 - i) City of Prairie City 2023 Holiday Calendar
 - j) Annual Designation of PCM Explorer as the City's Official Newspaper for Public Notices/Publications
5. PUBLIC COMMENT
6. OLD BUSINESS
- a) MSA Update (Andrew)
 - b) Public Works Update (Carl)
 - c) Police Update (Officer Gott)
 - d) Discussion and Possible Action on Tool Cat Purchase
 - e) Discussion and Possible Action on Library Bid Package
 - f) Discussion and Possible Action on Hiring James Clark Part-Time as needed for Snow Plow Removal.
 - g) Discussion and Possible Action on Hiring Caryl Van Der Kamp as a Back-up as needed for Snow Plow Removal.

7. NEW BUSINESS

- a) Setting Time and Dates for Future Council Meetings
- b) Discussion and Possible Action on Alley Repair Behind City Hall
- c) Discussion and Possible Action on Fire/Ems Building Funding
- d) Discussion and Possible Action on Phase II Water Project
- e) Discussion and Possible Action on Jefferson Street Improvement
- f) Discussion and Possible Action on Tennis Court
- g) Resolution 01-11-23-2 Setting a Public Hearing for MAX LEVY for new 2023-2024 Budget and Requesting City Staff to Publish Public Notice
- h) Discussion and Possible Action on Catalyst Grant Application Submittal – Scott DeVries
- i.) Discussion and Possible Action on Community Attraction and Tourism Grant for Library - Sue
- j) Contract Amendment with Xerox for Spam Filtering
- k) Discussion and Possible Action on Changing Employment Status of Nicholas Aldrich from Part-Time Police Officer to Full Time.
- l) Discussion and Possible Action for Hiring Paige VanRees as a New Volunteer EMS
- m) Westrum Leak Detection Agreement
- n) Emails/Open Meetings

8. ADJORNMENT

CITY OF PRAIRIE CITY
CITY COUNCIL MINUTES
DECEMBER 14, 2022

CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE: The City Council of Prairie City, Jasper County, Iowa, met on December 14, 2022, at the Prairie City Council Chambers at City Hall and via Zoom. At 6:00 p.m., Mayor Pro Tem Deb Townsend 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 Pro Tem Townsend; Councilors Simmons, Holland, Ingle and via Zoom, Laidig. Also in attendance: City Clerk Christie Busby; Water/Sewer Superintendent Carl Van Der Kamp; Library Director Sue Ponder; Police Officers Gott and Sickels; City Engineer Andrew Inhelder; Ambulance Director Jody Van Der Kamp; Fire Chief Ryan Van Der Kamp.

AGENDA APPROVAL: Simmons moved to approve the agenda with the following changes: move consent item 5d to be item 7d and move consent item 5n to be 8q. Motion was seconded by Ingle. The motion passed all ayes.

SWEARING IN OF MAYOR: Mayor Pro Tem issued the Oath of Office to Chad Alleger

CONSENT AGENDA: Ingle moved to approve the consent agenda. The motion was seconded by Simmons. The motion passed all ayes.

- 5a) Council Meeting Minutes from November 9, 2022
- 5b) Council Meeting Minutes from November 10, 2022 (Special Meeting)
- 5c) Council Meeting Minutes from November 22, 2022 (Special Meeting)
- 5d) Police Report – Statistics and Written Update – council requested moved to item 7d
- 5e) BLS Statement - October
- 5f) October Financials
- 5g) Resolution 12-14-22-1 Approving Bills and Transfers
- 5h) Library Board Minutes November 8, 2022
- 5i) Library Board Minutes November 17, 2022 (Special Meeting)
- 5j) Summary of Library Funds
- 5k) EDC July 27th Minutes
- 5l) EDC August 4th Minutes
- 5m) Celebration Committee Minutes November 10, 2022
- 5n) Prairie Days Contract with Lucas Beebe – council requested moved to item 8q
- 5o) Council and Committee Appointments
- 5p) Building Permit Reports – October 2022
- 5q) Building Permit Reports – November 2022

PUBLIC COMMENT: No comments from the public

OLD BUSINESS:

- a) MSA Update: Andrew provided update on public survey and stated Sacred Willow's sign design plan will be sent for review. No action taken by council.
- b) Public Works Update: Public Works Superintendent provided quote on pending ToolCat purchase, leak detection update; televised service line by water tower; Western Leak Detection checked hydrants, curb stops, and valves at cost of \$2500/year; lift station cleaned; snow removal policy; internet access

for wastewater plant and water plant for alarms; employee certifications update; cleaning of last 3rd section and camera it when cleaning. No action taken by council.

c) Discussion and Possible Action on Tool Cat Purchase: Discussion on removal of trade-in and open it up to bids with a reserve of \$10,000. Requested new quote from company without the trade-in listed. Laidig moved to approve ToolCat purchase at if quote came back at \$65,740.80 or less, with no trade-in listed. Holland seconded. Motion passed all ayes.

d) Police Report – Statistics and Written Update: Officer Gott provided an update of Blue Line Solutions citations validated and vandalism of solar panels. Also provided an update on the camera project for the garden square area and possible other areas in town. Officer Sickels states they are participating in GTSB, Governor Traffic Safety project. No action taken by council.

NEW BUSINESS:

a) Setting Time and Date(s) for Future Council Meetings: Simmons moved to set and approve the date of future council meeting on January 11, 2023 at 6pm at City Hall and via Zoom with the possibility of special meetings for new hires. Ingle seconded the motion. The motion passed all ayes.

b) Discussion and Possible Action on Additional Library Funding: Summary in library minutes. Bid documents for approval at January meeting and go to bid in February with request to hold special council meeting in March for contract approval to stay on projected timeline. Tentative completion date of January 2024. Still looking for additional grants and other fundraising options. Simmons moved to approve up to \$300,000 in speed camera funding for completion of library and furnishings. Ingle seconded the motion. The motion passed all ayes.

c) Discussion and Possible Action on Alley Repair Behind City Hall: Andrew provided Task Order 22 and plan to get it out to bid so have paving done by June. Current cost estimate of \$240,000 and survey results will provide more specific costs. Projected dates of April 1st through June 1st. Ambulance access needs addressed and will work with Dodge Garage and residences on access issues. Simmons motioned to approve Task Order 22 with sewer improvements with allocated costs coming from speed camera funding. Holland seconded the motion. The motion passed all ayes.

d) Fire/EMS Update and Questions: Conceptual design is done, next step is proposal for actual design. Conservatively go to bid fall of 2023, construction completed fall 2024. Building decisions need to be made between the fire chief and ambulance director. Preferred location across from City Hall. No action taken by council.

e) Discussion and Possible Action on Fire/EMS Building Funding: Holland motioned to allocate \$700,000 from speed camera funding. Ingle seconded the motion. The motion passed all ayes. Additionally, look into possible grants with design plans.

f) Discussion and Possible Action on Phase II Water Project: The plan is for a 3 or 4 phase approach to update all lines, based on priority. Phase 1 complete and ready to move onto phase 2. Options presented to continue as planned or to add Main St project at same time. No action taken by council, tabled for more information.

g) Discussion and Possible Action on Jefferson Street Improvement: No action taken by council, tabled for more information.

h) Discussion and Possible Action on Tennis Courts/Pickle Ball: No action taken by council, tabled for more information.

i) Discussion and Possible Action on Land Purchase: No action taken by council, tabled for more information.

j) Discussion and Possible Action on Moving Water Lines: No action taken by council, tabled for more contract information

k) Discussion and Possible Action on Janon Douglas: Gworks software consultant. Simmons motioned to allow as needed for Busby to learn her position. Ingle seconded the motion. The motion passed all ayes.

l) Discussion and Possible Action on Cindy Kendall: Budget process consultant. Simmons motioned to allow as needed. Holland seconded the motion. Motion passed all ayes.

m) Resolution 12-14-22-3 Setting a Public Hearing for 2022-2023 Budget Amendment: Laidig moved to set the public hearing for 2022-2023 Budget Amendment for January 11th at 6 pm. Townsend seconded the motion. Motion passed all ayes.

n) Catalyst Grant Update: Into cycle again and due January 27th . If a request is received it could brought to the council at the January 11 meeting. No action by council.

o) Hiring Seasonal Part Time Public Works Employee for Snow Removal: PW supervisor requesting a PT seasonal snow removal worker. Simmons motioned to post a PT seasonal snow removal worker, with CDL for on call, weather dependent basis until filled. Ingle seconded the motion. Motion passed all ayes.

p) Marshall St Reconstruction – Final Payment and Closeout: Ingle motioned to make the final payment of \$26916.06 and close out the project. Simmons seconded the motion. Motion passed all ayes.

q) Prairie Days Contract with Lucas Beebe: Holland motioned to sign the contract for Lucas Beebe to play at Prairie Days. Townsend seconded the motion. Motion carried all ayes.

ENTER INTO CLOSED SESSION PURSUANT TO IOWA CODE 21.5.1.i: Townsend motioned to go into closed session. Simmons seconded the motion. Motion passed all ayes. Prairie City City Council moved into closed session at 8:10pm

Simmons motioned to return to open session. Townsend seconded the motion. Motion passed all ayes.

9a) Possible action on hiring city administrator - Simmons made motion to extend an offer to Jerry Moore for the City Administrator position at a wage of \$78,000 with one week vacation and allowance to work remotely on Monday/Wednesday while teaching at ISU. Position will have 6 months review. Ingle seconded the motion. The motion carried all ayes.

ADJOURNMENT: Simmons moved to adjourn the meeting. Ingle seconded the motion. Motion passed all ayes. Meeting adjourned at 9:20 p.m.

Chad Alleger, Mayor

ATTESTED TO:

Christie Busby, City Clerk/Finance Officer

CITY OF PRAIRIE CITY
CITY COUNCIL MINUTES
DECEMBER 19, 2022

CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE: The City Council of Prairie City, Jasper County, Iowa, met on December 19, 2022, in special session at the Prairie City Council Chambers at City Hall and via Zoom. At 8:32 p.m., Mayor Alleger called the meeting to order and all joined in reciting the Pledge of Allegiance.

ROLL CALL: Roll was called showing members present and absent as follows: Present in-person– Mayor Alleger, present via Zoom Councilors Simmons, Ingle, and Townsend. Not present Holland and Laidig. Also, in attendance in-person: City Clerk Busby.

AGENDA APPROVAL: Simmons moved to approve the agenda as presented, Townsend seconded, motion passed all ayes.

POSSIBLE DISCUSSION ON TOOLCAT PURCHASE: Have not received an updated quote from the company. No action taken by the council.

POSSIBLE CLOSED SESSION PURSUANT TO IOWA CODE 21.5.1.i: No motion to move into closed session.

DISCUSSION AND POSSIBLE ACTION REGARDING UTILITY BILLING CLERK POSITION: After discussion, Simmons made the motion to extend an offer to Janet Lewis at \$17.50/hour with start date of January 9, 2023 with a six month probation period. Ingle seconded the motion, and it passed all ayes.

Simmons moved to adjourn the meeting. Townsend seconded. Motion passed all ayes. Meeting adjourned at 11:50 a.m.

Chad Alleger, Mayor

ATTESTED TO:

Christie Busby, City Clerk

CITY OF PRAIRIE CITY
CLAIMS REPORT
January 11, 2023

VENDOR	REFERENCE	AMOUNT	CHECK #
BOUND TREE MEDICAL LLC	AMBULANCE SUPPLIES	315.18	46020
BRICK GENTRY P.C.	Legal Fees	2,535.00	46021
CARGILL INC SALT DIVISION	BULK SOFTENER SALT	6,759.79	46022
CARROT-TOP INDUSTRIES	FLAGS	429.86	46023
CODE 4 PUBLIC SAFETY EMBLEMS	UNIFORM PATCHES	540	46024
CUMMINS INC	GEN UNIT SERVICE	614.25	46025
NANCY EARLES	TRAINING	2,460.00	46026
FEDERAL WITHHOLD, FICA, M/CARE	FED/FICA TAX	5,744.57	7082321
FEDERAL WITHHOLD, FICA, M/CARE	FED/FICA TAX	29.34	7082325
FEDERAL WITHHOLD, FICA, M/CARE	FED/FICA TAX	318.34	7082327
FIRST NATIONAL BANK CC	*****8093	1,971.07	7082320
GALLS INC DBA CARPENTER UNIFOR	POLICE UNIFORM	416.03	46027
GLOBAL REACH INTERNET PRODUCTI	WEBSITE FEE	55.88	46028
GLOBE LIFE	LIFE INS J.NOLIN	24.96	46029
HAWKEYE TRUCK EQUIPMENT	PLOW TRUCK REPAIRS	2,239.51	46030
HEARTLAND COOP	FUEL	4,336.03	46032
IOWA DEPT OF PUBLIC SAFETY	ONLINE WARRANTS & ARTICLES SYS	300	46033
IOWA DEPT OF REVENUE	Dec sales tax	1,091.91	7082318
IOWA DEPT OF REVENUE	Dec sales tax	310.07	7082319
IOWA LAW ENFORCEMENT ACADEMY	TRAINING-N.ALDRICH	150	46034
IOWA ONE CALL	UTILITY LOCATES	40.5	46035
IOWA PUMP WORKS INC	LIFT STATION	2,811.64	46036
IOWA REGIONAL UTILITIES AS	WATER	139.9	46037
IOWA STORAGE TRAILER INC	TRAILER RENT-42605	135	46038
IPERS	IPERS-POLICE	6,549.77	7082323
IPERS	IPERS	159.07	7082326
isolved BENEFIT SERVICES	CAFETERIA PLAN-MEDICAL PAYROLL	2,297.05	46039
isolved BENEFIT SERVICES	CAFE-MEDICAL	253.21	7082324
LINDE GAS & EQUIPMENT INC	AMBULANCE OXYGEN	255.71	46040
MARTIN GARDNER ARCHITECTURE	SCHEMATIC DESIGN PROJ 2200039	3,000.00	46041
SAM MASTIN	PC CELEBRATION REIMB	49.05	46057
MENARDS - ALTOONA	SUPPLIES	216.94	46042
MICROBAC	STATE REQUIRED LAB TESTS	1,900.50	46043
MIDAMERICAN ENERGY	GAS/ELECTRIC SERVICE	54.59	46044
MSA PROFESSIONAL SERVICES	ENGINEERING SERVICE	412.5	46045
MUNICIPAL SUPPLY INC	PARTS	2,317.10	46046
NEWS PRINTING CO	BUSINESS DIRECTORY BI-ANNUALLY	130	46047
NEWTON DAILY NEWS	COUNCIL MIN 110922	356.63	46048
PRAIRIE CITY FOODS	MISC SUPPLIES	152.89	46049
RACOM CORPORATION	AMBULANCE MINOR EQUIP	4,751.50	46050
RISE BROADBAND	INTERNET SERVICES	180.95	46058
ROGERS SEPTIC MTNCE & REP	MAINT SERVICE	477	46051
SELECT NETWORKS	VISION INSURANC	64.92	46007
SMITH'S SEWER SERVICE	MAINT SERVICE	302.5	46052
STERICYCLE INC	DOCUMENT SHREDDING	214.71	46053

TREASURER STATE OF IOWA	STATE TAX	1,755.00	7082322
EMILY VOELLER	MILEAGE REIMBURSEMENT	122.56	46054
WASTE MANAGEMENT OF IOWA	CONTRACT	11,700.05	46055
WASTE SOLUTIONS OF IOWA	WASTE REMOVAL SERVICE	448.24	46005
WASTE SOLUTIONS OF IOWA	MAINT SERVICE	148	46056
AMY WITTE	PC CELEBRATION REIMB	62.19	46059
Accounts Payable Total		<u>72,101.46</u>	
Payroll			
Total Paid On: 12/13/22		14,989.58	
Total Paid On: 12/28/22		16,879.89	
Total Paid On: 12/29/22		<u>1,909.73</u>	
Total Payroll Paid		33,779.20	
	***** REPORT TOTAL *****		105,880.66
GENERAL		52,141.89	
ROAD USE		8,067.51	
TRUST&AGENCY LEVIES		2,297.05	
WATER		18,569.04	
SEWER		12,815.91	
SANITATION		11,989.26	
	TOTAL FUNDS		105,880.66

RESOLUTION NO. 1-11-23-1

RESOLUTION APPROVING BILLS AND TRANSFERS

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

The Council of the City of Prairie City, Iowa, hereby approves the bills submitted to the Council January 11, 2023, as well as transfers submitted to Prairie City Council January 11, 2023.

Approved and adopted this 11th day of January, 2023.

Chad D. Alleger, Mayor

ATTEST:

Christie Busby, City Clerk/Finance Officer

Prairie City Library Board Minutes

Dec. 6, 2022

Ginny Dalton called the meeting to order at 6:00 p.m.

Present: Ginny Dalton, Jennifer Ladehoff, Linda Frazier, Arnie Sohn, Sue Ponder, Emily Simmons, architects Millie and Edd, and Taylor Brown (observer).

Minutes were reviewed from the two Nov. meetings. Motion by Arnie, second by Jennifer to approve the minutes. Motions carried.

Library expansion/relocation project update from Vermilion group: The architects presented an updated timeline to present to the council. The timeline suggests: 1-11-2023 bid paperwork to to Council for approval, 1-17-23 for advertising the request for bids; 1-24-23 for the pre-bid meeting/tour of the building for prospective bidders; opening of bids on 2-22-23; 3-1-23 approval by the council; 3-6-23 contract awarded and notice to proceed; 1-18-24 for substantial completion; 1-30-24 project completion. (See attached). Sue will handle the ads for online and newspapers while Vermilion will handle the ads/posts for online plan rooms. Paper bids are required, at the city attorney's suggestion. Vermilion will get the necessary paperwork to Sue prior to the next meeting.

Director's report:

Financial and statistics reports were reviewed.

The library was not approved for a Clement grant

Sue will apply for and IEEE grant for up to \$2000 for science kits.

The salaries of the assistant director and the subs have been raised to \$15 and \$12.50 respectively and the new substitute library assistants are officially hired.

The board worked through the budget worksheet. Research will be done on salaries of other similar library staff in our area.

Sue introduced Taylor Brown who has agreed to serve as a board member if appointed.

The board members were given updated handbooks.

The holiday event will be Saturday with a Grinchmas theme. There will be a craft, game and movie.

The Friends group has another vendor event planned.

Next meeting planned for Jan. 3, 2023.

Motion to adjourn at 7:30 by Linda. Second by Jen. Motion carried. Submitted by Linda Frazier

2023 COUNCIL & COMMITTEE APPOINTMENTS

(Updated 1/4/23)

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	2020-2023
	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	Jerry Moore
City Clerk/Treasurer	Christie Busby
Chief of Police	Matt Davenport
Code Enforcement & Animal Control	Matt Davenport
E-911 Board	Matt Davenport, Ryan Van Der Kamp

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.			

Prairie City Building Permits - 2022 Annual Report

PCBP-2022-001	Grace Alive Church	703	W 2nd St	Prairie City	750,000	2,487	Addition - Commercial - Church	2/28/2022	tbd
PCBP-2022-002	Larry & Linda Steenhoek	502	Plainsmen Road	Prairie City	11,000	114	Acc Bldg - Portable storage shed	3/29/2022	Self
PCBP-2022-003	Todd & Tarah Downing	807	Carly Lane	Prairie City	476,000	2,135	SF Res	4/5/2022	Eagle Homes
PCBP-2022-004	Sage Homes, Inc	806	Carly Lane	Prairie City	288,730	1,391	SF Res	4/8/2022	Sage Homes, Inc
PCBP-2022-005	Bill Lack	401	S Norris St	Prairie City	30,000	245	Acc Bldg - Detached Garage	5/20/2022	Mike Ross
PCBP-2022-006	Gregory Ingle	100	E Jefferson	Prairie City	75,000	510	Comm - Remodel	6/29/2022	Self
PCBP-2022-007	Kelly Zylstra	505	E 6th St	Prairie City	40,705	370	Solar Array - Roof Mount	7/22/2022	ADT Solar
PCBP-2022-008	Matt Chizek	500	McMurray St W	Prairie City	21,000	178	Solar Array- Roof Mount	9/14/2022	GRNA Solar
PCBP-2022-009	Christian Reformed Church	608	E 6 St	Prairie City	20,000	170	Addition of a deck on a church	10/3/2022	Church
PCBP-2022-010	Steve Read	802	S Main St	Prairie City	3,000	50	Addition of a deck	10/4/2022	Steve Read
PCBP-2022-011	John Thomas	508	N Claire St	Prairie City	17,392	146	SF Res - Roof Addition For Deck	11/7/2022	Iowa Legends Roofing
PCBP-2022-012	Greenland Homes	603	S Haley LN	Prairie City	320,000	1,515	New Single Family Residence	12/6/2022	Greenland Homes
PCBP-2022-013	Happe Homes	804	Carly Lane	Prairie City	379,000	1751	New Single Family Residence	11/22/2022	Happe Homes LLP
PCBP-2022-014	Lacey McCaffery	807	S Norris St	Prairie City	15,975	138	Single Family Residence Addition	12/29/2022	Source Solar LLC



City of Prairie City

2023 Holiday Calendar

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

January 2 - New Year Holiday

January 16 – Martin Luther King Jr. Day

February 20 – President's Day

May 29 – Memorial Day

July 4 – Independence Day

September 4 – Labor Day

October 9 – Columbus Day

November 10 – Veterans Day

November 23 & 24 – Thanksgiving

December 25 & 26 – Christmas Day & Christmas Holiday



City of Prairie City, IA

CLIENT LIAISON:

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

DATE:

January 4, 2023

2023 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

The Prairie City Comprehensive Plan Steering Committee will meet on Monday, January 9th to review the draft community profile. Online engagement tools remain open for citizens to provide feedback for the planning process. MSA's next steps for plan development include drafting community maps including the existing land use map and future land use map, and to assemble an implementation matrix that outlines goals, strategies, and action items for the City to reach their desired goals.

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.

IN PROGRESS

- Survey is complete and design has begun on the alleyway.
- Sanitary sewer to be televised Friday 1/6/23 to review condition of pipe.

NEXT STEPS

- Finalize preliminary design and discuss with City Staff
- Iowa DOT Permitting and Iowa DNR Permitting (If required due to Sanitary)
- Bid project.

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. Proposal was reviewed with Council at the December 14, 2022 Council meeting.

NEXT STEPS

- Authorize MSA proposal to begin survey/design.

PROJECT UPDATE

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. Overall project and timelines were discussed with Council at the December 14, 2022 meeting.

NEXT STEPS

- Attached below is a response from Simmering-Cory regarding the LMI survey. Simmering-Cory can keep the survey areas separate as needed and combine if work dictates.
- Prepare proposal for review by Council.
- Begin survey and design work for project.

Date Printed: Jan 4, 2023

PROJECT SCHEDULE

MSA anticipates the following estimated project schedules:

TASK NAME	START DATE	END DATE	DURATION (CAL DAYS)	PROGRESS
F723 & F724 Project Schedules				
Comprehensive Plan	8/1/22	4/1/23	244	35%
City Hall Alleyway Design & Construction (1)	12/14/22	6/1/23	170	10%
Library Construction (1)	6/1/23	12/1/23	184	
Fire/EMS Building Design & Construction (4)	1/11/23	10/1/24	630	
P2 Water Main Improvements Design & SRF (2)	12/14/22	9/1/23	262	
P2 Water Main Improvements Bidding & Construction (2)	2/1/24	9/1/24	214	
Trunk Water Relocation in Colfax Design (3)	12/14/22	4/1/23	109	

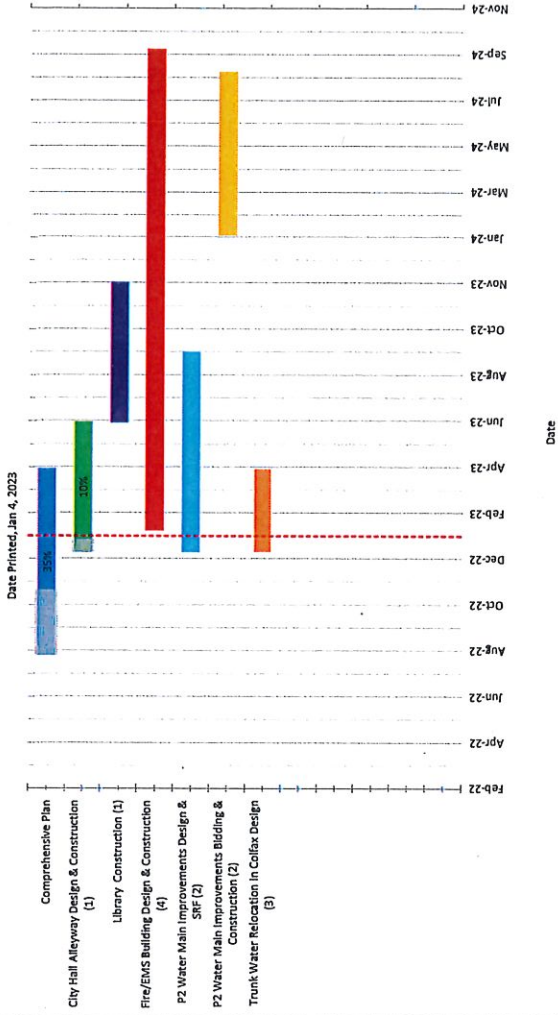
(1) Library Improvements anticipated to begin June of 2023. Target alleyway reconstruction pavement complete prior to start of Library to maintain access to Dodge Garage. Duration of construction is assumed.

(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 begin construction in spring of 2024. SRF applications are due quarterly, with review/approval taking roughly 5 months.

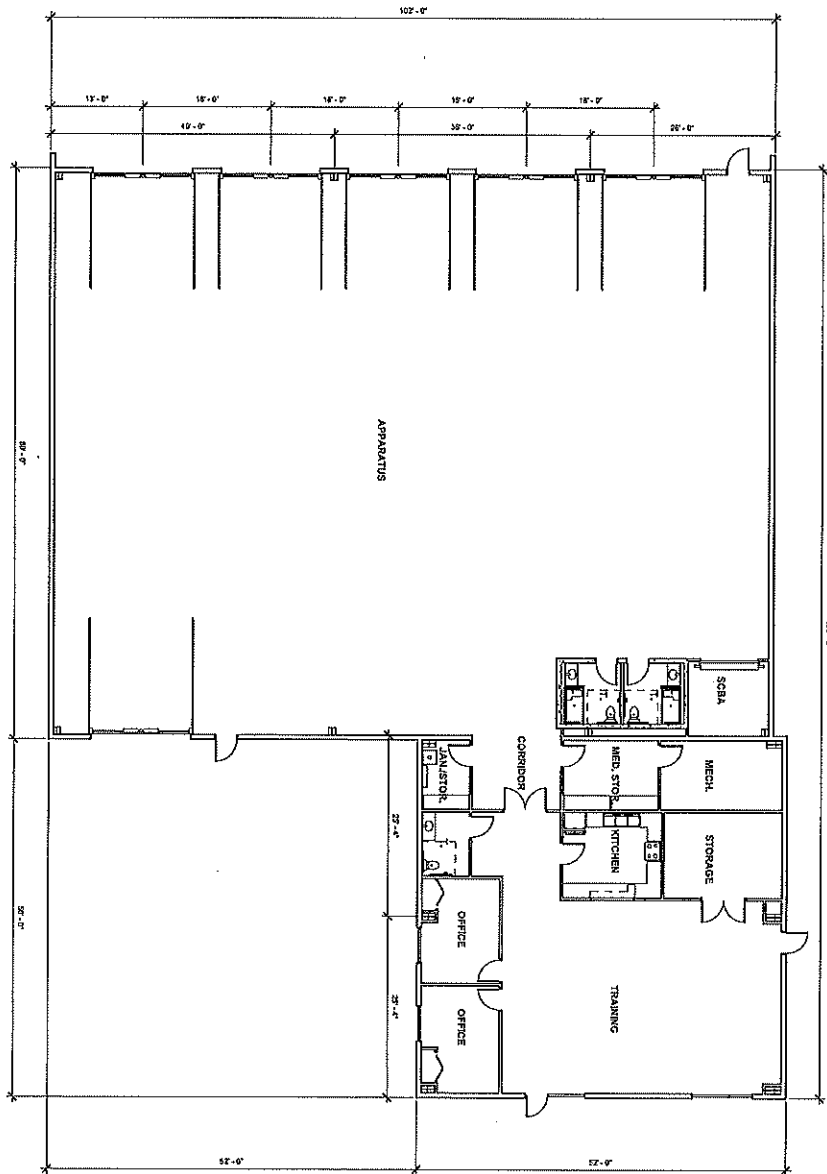
(3) Trunk Water Relocation in Colfax: Design and permitting to be completed by Spring of '23. Can send out for bids at that time, or shelve until construction is necessary.

(4) Bidding mid/late summer of '23, with construction start fall of '23, conservative estimate for building occupancy would be fall of '24.

City of Prairie City Capital Improvements



MAIN FLOOR PLAN
1/8" = 1'-0"



PLAINS

PRELIMINARY - NOT FOR CONSTRUCTION

2200039

A100

700 11TH ST
SUITE 200
MARION, IOWA
52302
(319) 377-604
www.aerobicschicago.com

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ARCHITECTURE
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CITY OF PRAIRIE CITY
PRAIRIE CITY FIRE & EMS

SD: 10/11/2022	
SESSION	
NUMBER:	DATE:

Statements of probable construction cost prepared by Martin Gardner Architecture, P.C. represents our best judgments as design professionals familiar with the construction industry. However, neither Martin Gardner Architecture, P.C. nor the Owner has control over the cost of labor, materials or equipment, over the contractor's method of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, Martin Gardner Architecture, P.C. cannot and does not warrant or represent that bids will not vary from the project budget proposed, established or approved by the owner, if any, or from any statement of probable construction cost prepared by Martin Gardner Architecture.

	Building Square Footage	10,761	
	Sub-Total		Cost Per SF
SITework			
	Sitework Subtotal	\$194,500	\$18.07
SUBSTRUCTURE			
	Substructure Subtotal	\$185,709	\$17.26
SUPERSTRUCTURE			
	Superstructure Subtotal	\$454,362	\$42.22
EXTERIOR ENCLOSURE			
	Exterior Enclosure Subtotal	\$99,481	\$9.24
INTERIORS			
	Interiors Subtotal	\$226,755	\$21.07
SERVICES			
	Services Subtotal	\$343,980	\$31.97
FURNISHINGS, FIXTURES, & EQUIPMENT			
	FF&E Subtotal	\$6,210	\$0.58
GENERAL REQUIREMENTS			
	General Requirements Subtotal	\$134,700	\$12.52
	Construction Subtotal	\$1,645,697	\$152.93
GENERAL CONDITIONS			
	General Contracting Fees (General Requirements: 10%; O.H. and Profit is included in unit prices)	10%	
	Construction Subtotal + General Conditions	\$1,810,267	\$168.22
CONSTRUCTION & DESIGN CONTINGENCIES			
	Market, Estimating and Design Contingency (% of Project Subtotal)	10.0%	\$181,027
	Construction Contingency (% of Project Subtotal)	5.0%	\$90,513
	Subtotal Contingencies	\$271,540	\$25.23
	Construction Total	\$2,081,807	\$193.46
PROFESSIONAL SERVICES			
	Architectural (Phase I)	\$11,000	
	Architectural (Renderings, Capital Campaign)	\$5,000	
	Architectural (Phase II Design, Bidding)	\$156,135	
	Architectural (Construction Administration)	\$27,464	
	Civil (Final Design and Bidding)	\$14,750	
	Civil (Construction Administration)	\$4,900	
	Bidding, Documents, Reimbursables (Budget)	\$10,409	
	Subtotal Professional Services	\$229,658	\$21.34
	Project Total	\$2,311,465	\$214.80