



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

Memorandum

TO: Mayor and City Council of Prairie City
FROM: Jerry Moore, City Administrator
DATE: February 2, 2023
SUBJ: Lance Oelmann, 204 E 8th Street, Prairie City, IA 50228 Internet Reimbursement Request

Mr. Oelmann is requesting the City Council reimburse him \$946.40 for his internet expenses. A brief background of the situation is as follows.

During the City's Phase 1 Water Main construction project on November of 2021, MB Construction cut Mr. Oelmann's internet (CenturyLink) service line. On the day of the incident, Mr. Oelmann stated that he discussed the issue with MB Construction's on-site staff, Public Works staff at City Hall, and he called CenturyLink customer service who said they would send out a technician. Mr. Oelmann said CenturyLink told him a new line would need to be ran under the road to his property and that it would take 30 days to complete. He was later told by CenturyLink that he would not be able to get internet service until the weather warmed up.

Andrew with MSA, confirmed that CenturyLink did not make the necessary repairs and that he and MB Construction, tried contacting CenturyLink directly, however they didn't speak with them as they were not their customer.

On August 1, 2022, a representative from MB Construction informed Andrew that their attorney reviewed Mr. Oelmann's claim, and it was determined that MB Construction was not liable for the alleged damages identified by Mr. Oelmann, and that CenturyLink was responsible. They further stated that if CenturyLink repaired/replaced a damaged line, they could have sought contribution/damages from MB Construction. They later stated that their attorney would send a letter to Mr. Oelmann explaining their position.

On August 31, 2022 Mr. Oelmann called the City Administrator stating that he did not receive a letter from MB Construction's attorney. The City Administrator asked the representative at MB Construction to have their attorney send a letter or call Mr. Oelmann regarding their decision. The City Administrator also explained to the representative at MB Construction that the City's attorney should not be involved as it was an issue caused by their on-site staff working on the Phase 1 Water Main project.

Mr. Oelmann explained that because he didn't have CenturyLink internet service he obtained internet services at his property from two other internet companies (Viasat and Rise Broadband) for his wife's work and for his son who was home from college. Mr. Oelmann also said Viasat service was expensive, so he switched to Rise Broadband and that CenturyLink has since replaced their line.

I recommend that the City Council take action to request the City Administrator to draft a letter to CenturyLink on Mr. Oelmann's behalf, requesting them to address his expenses.

To: City of Prairie City

From: Lance Oelmann

Cell: 515-238-6125

Address: 204 E 8th Street, Prairie City, IA 50228

RE: Century Link line

Date: 4/16/2022

The following is a breakdown of the expenses I have incurred as a result of our internet line being cut last November. Initially I tried to get this repaired with Century Link. I was told a new line had to be ran under the road and should be able to get it in before it got too cold to do this. Initially I was told it would take 30 days to complete the repair. I also tried contacting Mediacom but ran into the same issue with them. They too had to run a line under the road. Because my son was home from college taking courses virtually because of the pandemic and my wife was home teaching virtually I had no option but to seek another source for internet. Thinking this would only be a temporary situation and with limited options in our area I chose Viasat satellite internet as they had no contract commitment. I soon realized that even though they advertised unlimited data the high speed that came in their package soon ran out. I ended up purchasing additional data which is why they 2nd bill with them is higher.

After multiple phone calls to both Century Link and Mediacom I was finally told I would not be able to get service with either one till the weather warmed up and they could get lines put in. A friend of ours told us about another option to look into which is Rise Broadband. I contacted them and was able to get service with them but need to provide a mounting pole. I was able to get service with them in January and get my service with Viasat canceled but there was a small time of overlap. Yesterday, Mediacom was able to put a line in for me and I am scheduled for install on May 10th.

The following is an itemization of the expense I incurred and copies of the bills I have received. If you have any questions, please don't hesitate to give me a call.

Viasat Internet- December 2021- \$197.23

Viasat Internet- January 2022- \$288.84

Lowe's Mounting pole and spike- \$47.32

Rise Broadband install and 1st month January- \$163.44

Rise Broadband February - \$83.19

RESOLUTION NO. 2-8-23-2

RESOLUTION APPROVING FY 2023/2024 MAXIMUM PROPERTY TAX DOLLARS

WHEREAS, the City Council of the City of Prairie City, Iowa have considered the proposed FY 2023/2024 city maximum property tax dollars for the affected levy total, and

WHEREAS, a notice concerning the proposed city maximum property tax dollars was published as required and also posted on city web site and/or social media accounts,

WHEREAS, a public hearing concerning the proposed city maximum property tax dollars was held on February 8, 2023,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Prairie City, IA that the maximum property tax dollars for the affected tax levies for FY 2023-2024 shall not exceed the following total:

Total maximum levy for affected property tax levies: **\$804,681.00**

The Maximum Property Tax dollars requested in the total maximum levy for affected property tax levies for FY 2023-2024 represents greater than 102% of the Maximum Property Tax dollars requested for the current FY 2022/2023.

Roll Call Vote:

Emily Simmons - YEA/NAY

Derek Ingle - YEA/NAY

Phil Holland - YEA/NAY

Deb Townsend - YEA/NAY

Chris Laidig - YEA/NAY

Passed and approved February 8, 2023.

Chad D. Alleger, Mayor

Attest:

Christie Busby, City Clerk/Finance Officer

NOTICE OF PUBLIC HEARING- CITY OF PRAIRIE CITY -PROPOSED PROPERTY TAX LEVY**Fiscal Year July 1, 2023 - June 30, 2024****The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:****Meeting Date: 2/8/2023 Meeting time: 6:30pm Meeting Location: Prairie City Council Chambers at City Hall and via Zoom**<https://us02web.zoom.us/j/87304571016?pwd=dDlnU9WQTlKV3BRQ21Gd3YzNWhrUT09>

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After adoption of the proposed tax levy, the City Council will publish notice and hold a hearing on the proposed city budget.

City Website (if available)

<https://prairiecitiowa.us/>

City telephone number

(515) 994-2649

	Current Year Certified Property Tax 2022-2023	Budget Year Effective Property Tax 2023-2024	Budget Year Proposed Maximum Property Tax 2023-2024	Annual % CHG
Regular Taxable Valuation	60,527,589	66,081,223	66,081,223	
Tax Levies:				
Regular General	490,274.00	490,274.00	535,258.00	
Contract for Use of Bridge	-	-		
Opr & Maint Publicly Owned Transit	-	-		
Rent, Ins. Maint. Of Non-Owned Civ. Ctr.	-	-		
Opr & Maint of City-Owned Civic Center	7,500.00	7,500.00	7,500.00	
Planning a Sanitary Disposal Project	-	-		
Liability, Property & Self-Insurance Costs	61,296.00	61,296.00	62,080.00	
Support of Local Emer. Mgmt. Commission	2,520.00	2,520.00	2,550.00	
Emergency	-	-		
Police & Fire Retirement	-	-		
FICA & IPERS	78,440.00	78,440.00	92,560.00	
Other Employee Benefits	49,284.00	49,284.00	104,733.00	
*Total 384.15A Maximum Tax Levy	689,314.00	689,314.00	804,681.00	16.74%
Calculated 384.15A Maximum Tax Rate	11.38843	10.43131	12.17715	

Explanation of significant increases in the budget:

Increase in city liability and property premiums and increase in employees which raises FICA, IPERS, and other employee benefits.

If applicable, the above notice also available online at:

<https://www.facebook.com/prairiecitiowa.us>

*Total city tax rate will also include voted general fund levy, debt service levy, and capital improvement reserve levy

** Budget year effective property tax rate is the rate that would be assessed for these levies if the dollars requested is not changed in the coming budget year.

RESOLUTION NO. 2-8-23-3

RESOLUTION SETTING A PUBLIC HEARING FOR 2023/2024 BUDGET

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

The City Council of the City of Prairie City, Iowa, hereby approves setting a public hearing for the 2023/2024 Budget for the City Council meeting on March 8, 2023.

Approved and adopted this 8th day of February, 2023.

Chad D Alleger, Mayor

ATTEST:

Christie Busby, City Clerk/Finance Officer

RESOLUTION NO. 2-8-23-4

**RESOLUTION SUPPORTING EMPLOYEE AND PASSENGER SEATBELT POLICY IN
CITY AND EMPLOYEE VEHICLES AND EQUIPMENT**

WHEREAS, the Iowa Municipal Workers Compensation Association recommends the City of Prairie City adopt a seatbelt use policy to support employee and passenger safety in city and employee vehicles and equipment, and

WHEREAS, the Administrative Committee is currently reviewing and recommending changes to the City's Employee Manual and supports adding a seat belt policy for employee and passenger safety in city and employee vehicles and equipment that are currently equipped with seatbelts.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Prairie City, IA adopts Resolution 2-8-23-4 in support of the Administrative Committee's recommendation to adopt a seatbelt use policy in the City's Employee Manual for employees and passenger safety in city and employee vehicles and equipment that are currently equipped with seatbelts.

Passed and approved February 8, 2023.

Chad D. Alleger, Mayor

Attest:

Christie Busby, City Clerk/Finance Officer

December 30, 2022

Christie Busby
City Clerk
Prairie City
PO Box 607
Prairie City, Iowa 50228-0607

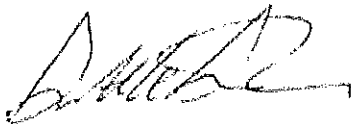
Dear Christie Busby:

Thank you for meeting with me on December 21, 2022. The site visit revealed Prairie City has implemented a number of safety procedures which have contributed to a generally safe workplace. As we discussed during our visit, there are still some areas of concern which should be addressed. Attached is our Recommendations and Response Form.

Please consider implementing the recommendations, as we feel they will benefit the employees of Prairie City. Should you choose to complete and return the response form, you may email your response to me at safetyandrisk@iowaleague.org.

Thank you for your efforts in making Prairie City a safer place to work. Please contact me if you need further assistance.

Sincerely,



Scott Smith
Senior Safety and Risk Improvement Adviser

Recommendation and Response Form

Page 2 of 3

For any recommendations requiring a response please outline how recommendations were completed or the timeline for completion and return by mail or email. Sample safety programs can be found at www.imwca.org.

General Policies

Review the City's mandatory seatbelt policy and update as necessary to include all elements in the IMWCA model policy. The policy should require all employees operating or passengers riding in or on vehicles or equipment to wear seatbelts at all times. Please provide a copy of the resolution adopting a seat belt policy for the organization. This requires a written response.

Due Date: February 20, 2023

Member Response :

General Policies

Provide a roster of current firefighter members with the date of each member's last firefighter physical. Include the completed Physician's Assessment form found on the IMWCA website. This is a high-level recommendation and requires a response.

Due Date: February 20, 2023

Member Response :

Recommendation and Response Form

Page 3 of 3

For any recommendations requiring a response please outline how recommendations were completed or the timeline for completion and return by mail or email. Sample safety programs can be found at www.imwca.org.

General Policies

Develop, implement, and enforce a written workplace policy that requires employees or their supervisor to report actual or potential injuries to IMWCA's Company Nurse reporting system as soon as they are aware an incident occurred. IMWCA safety and risk improvement or human resources staff can assist with this recommendation.

Due Date: February 20, 2023

Member Response :

Authorized Representative Signature for Prairie City

Date



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

Memorandum

TO: Mayor and City Council of Prairie City
FROM: Jerry Moore, City Administrator
DATE: February 2, 2023
SUBJ: Hiring MSA to Prepare Site Plan Drawing For New Library Property and Building Addition

The City Council approved an additional appropriation of up to \$300,000 for the new library project at their December 14, 2022 meeting, and also set a date for bid letting for the project at their January 11, 2023 meeting. In accordance with the City's Code of Ordinances, Chapter 165.29, a site plan drawing is required for this project and also prior to issuance of a building permit for the project.

The site plan drawing process involves review by City staff and others, review and recommendation by the City's Planning and Zoning Commission, and action by the City Council. A copy of the MSA task order #26 addressing this matter is attached. The estimated fee for the work is \$12,350. The Library Board will review and make a recommendation to the City Council regarding this matter at their Tuesday, February 7, 2023 meeting.



Task Order #26

To: City of Prairie City
Jerry Moore, City Administrator
203 E Jefferson St
Prairie City, IA 50228

Date of Issuance: January 13, 2023

MSA Project No.: 08994045

This task order will acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project:

Project Name: Library Site Design & Construction Related Services, 2023

The scope of the work authorized is: See attached Scope of Services

The estimated fee for the work is: \$12,350

This authorization for the work described above shall serve as the Agreement between MSA and OWNER. All services shall be performed in accordance with the Master Professional Services Agreement currently in force. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and materials basis. A list of reimbursable expenses is included on the attached rate schedule.

Approval: MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Agreement. A copy of this Agreement signed by the authorized representatives shall be returned for our files.

CITY OF PRAIRIE CITY

Jerry Moore
City Administrator
Date: _____

MSA PROFESSIONAL SERVICES, INC.

Andrew Inhelder
Andrew Inhelder, PE
Project Manager
Date: 01/17/2023

Nichole Sungren
Nichole Sungren, PE
Team Leader
Date: 01/17/2023

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

1555 SE Delaware Ave, Suite F
Ankeny, IA 50021
Phone: (515) 964-1920

ATTACHMENT A: RATE SCHEDULE

<u>CLASSIFICATION</u>	<u>LABOR RATE</u>
Administrative.....	\$ 85 – \$140/hr.
Architects	\$ 70 – \$205/hr.
Community Development Specialists.....	\$140 – \$175/hr.
Digital Design	\$165 – \$180/hr.
Environmental Scientists/Hydrogeologists	\$100 – \$170/hr.
Geographic Information Systems (GIS)	\$ 90 – \$175/hr.
Housing Administration	\$ 90 – \$160/hr.
Inspectors/Zoning Administrators.....	\$100 – \$120/hr.
IT Support	\$165 – \$180/hr.
Land Surveying	\$ 90 – \$175/hr.
Landscape Designers & Architects	\$ 70 – \$205/hr.
Planners	\$ 95 – \$160/hr.
Principals.....	\$200 – \$300/hr.
Professional Engineers/Designers of Engineering Systems	\$140 – \$175/hr.
Project Managers	\$145 – \$220/hr.
Real Estate Professionals	\$130 – \$145/hr.
Staff Engineers.....	\$ 70 – \$130/hr.
Technicians	\$ 90 – \$140/hr.
Wastewater Treatment Plant Operator	\$ 85 – \$105/hr.

REIMBURSABLE EXPENSES

Copies/Prints	Rate based on volume
Specs/Reports	\$10
Copies	\$0.20/page
Plots.....	\$0.015/sq.in.
Flash Drive	\$10
GPS Equipment.....	\$30/hour
Laser Level.....	\$10/per day
Mailing/UPS.....	At cost
Mileage – Reimbursement	IRS Rate – IRS Rate + \$5/day
Mileage – MSA Vehicle	\$0.70 mile
Nuclear Density Testing	\$25.00/day + \$10/test
Organic Vapor Field Meter	\$100/day
PC/CADD Machine.....	Included in labor rates
Robotic Survey Equipment.....	\$40/hour
Stakes/Lath/Rods	At cost
Travel Expenses, Lodging, & Meals	At cost
Traffic Counting Equipment & Data Processing	At cost
Geodimeter.....	\$30/hour
Drone Flight.....	\$390/flight

Labor rates represent an average or range for a particular job classification. These rates are in effect until December 31, 2023.

**ATTACHMENT B:
SCOPE OF SERVICES**

PROJECT DESCRIPTION

The project consists of design of the site of the Library Building Expansion at 100 S Marshall Street, response to bidder questions, and an assumed number of hours of construction administration. MSA shall utilize prior survey performed on the site to create site plan.

SCOPE OF SERVICES

MSA will provide services as set forth below.

1. Design Phase Services

a. Project Administration

- i. Manage and coordinate project team, budget, and schedules. Maintain communication with Owner and stakeholders on project.
- ii. Meetings, attend two (2) design meeting in person at City Hall
- iii. Coordination with Vermillion Design Group.
- iv. Quality Assurance/Quality Control
 - 1. Employ documented quality-assurance/quality-control procedures throughout project.

b. Preliminary & Final Design

- i. Building placement and finished floor elevation within proposed site.
- ii. Design of pavement sections, gravel areas, and surfacing.
- iii. Site grading and drainage design.
- iv. Design of water and sewer services connections.
- v. Civil site construction plans and specifications.

c. Opinion of Probable Cost

- i. Provide estimated quantities of site-specific improvements along with opinions of probable cost.

2. Bidding Phase Services

- a. Respond to bidder questions.
- b. Prepare addenda.

3. Construction Administration Phase Services

- a. An assumed 5 total hours of construction correspondence and observation.
- b. Site related shop drawing reviews.

DELIVERABLES

MSA will provide the following deliverables:

- 1. PDF copies of preliminary and final construction plan documents and specifications.
- 2. Opinion of probable cost and quantities.

ADDITIONAL SERVICES

Services that are not included in the above Scope of Services can be provided under separate contract or by amending the scope and fee listed in this Agreement. Examples of additional services that may be needed or desired for completion of the project include:

- 1. Additional hours of construction observation in addition to those noted above.
- 2. Staking or surveying services.
- 3. Additional hours of construction correspondence and observation.
- 4. Bidding Phase Services besides those listed above are assumed to be completed by Vermillion Design Group.
- 5. As-built survey for site reflecting construction conditions.
- 6. Permitting.

**ATTACHMENT B:
SCOPE OF SERVICES**

7. Assistance with acquisition of real estate and/or temporary or permanent easements
8. Survey monumentation
9. Utility system modeling
10. Funding applications and administration
11. Additional meetings not specifically listed in the scope.
12. Accommodations for environmental hazards, endangered species, or historical or cultural issues at or near the project site.
13. Permit assistance related to surface waters and wetlands.
14. Variance requests (if required for permit applications included in the scope).
15. Updates to Owner's electronic Geographic Information System to reflect changes from project.
16. Hydrant flow testing.
17. Coordinate sub-surface investigations.
18. Wetland Investigation
19. Floodplain or floodway Investigation in more detail than information provided by Iowa DNR.
20. Environmental and Historical Review
21. Plat of survey
22. Franchise utility relocations

OWNER'S RESPONSIBILITIES

- Owner is responsible for accuracy and completeness of the information provided to MSA.
- Owner will provide MSA with full information as to Owner's requirements for the project.
- Owner will operate Owner's systems (hydrants, valves, manholes, etc.) as needed for MSA to obtain required information for the completing project.



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

Memorandum

TO: Mayor and City Council of Prairie City
FROM: Jerry Moore, City Administrator
DATE: February 2, 2023
SUBJ: Request to Re-hire One (1) Full time Public Works Employee

I am requesting support from the Mayor and City Council to re-hire the one (1) full time Public Works employee to replace the previous Public Works employee that voluntary resigned in October of 2022. Funds were initially budgeted in the current budget that included four (4) Public Works positions that were later partially reallocated for other City Hall positions. Depending on a candidate's experience and certifications, their hourly rate could be \$25.75, \$27.75 and \$30.90. The City currently has three (3) full time Public Works employees working in streets, water, wastewater, parks and recreation, and the cemetery. Considering the current and future department operations and staffing levels, one of the employees has been on light duty status since July of 2022 and that status is anticipated to change. Only one employee has all certifications to operate the water and wastewater plants and also has a Class A CDL. One employee has Water Distribution 2, Water Treatment 1, and Wastewater 1 certifications and is currently working on Water Treatment 2 certification. The other employee has Water Distribution 1 and is working on Water Distribution 2 and Water Treatment 1 and 2 certifications.

Re-hiring an additional employee will assist the Public Works department to plan and provide coverage for the short and long term future. It is anticipated that a new employee would be expected to learn all areas of the department and depending on their experience and certification level, they could either provide immediate assistance in operating the City's water and wastewater plants or a plan would be devised to coordinate their training to obtain water and wastewater plant certifications. This assistance would also be beneficial to the department and the City providing an opportunity to plan for coverage in all Public Works areas and provide a means for the other employees to plan and use their accrued vacation and other personal time.



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

Memorandum

TO: Mayor and City Council of Prairie City
FROM: Jerry Moore, City Administrator
DATE: January 29, 2023
SUBJ: Revised Site Plan Sacred Willows, 1120 Poplar Avenue

The property owners of the Sacred Willows Farms, 1120 Poplar Avenue events center are requesting City Council support for their revised site plan drawing changing from two (2) proposed ingress/egress accesses to the property to one (1) ingress/egress access from Poplar Avenue. The reason for the request is to reduce project cost, support circulation efficiencies with customers and other users, and it may assist in reducing future traffic conflicts on Poplar Avenue.

The City Council approved the original site plan at their meeting on December 8, 2021 and a revised site plan March 9, 2022 lowering finished floor elevation from original site plan. Andrew Inhelder, PE, MSA Professional Services reviewed and recommends approval of the requested site plan revision and he also discussed the revision with the Prairie City Public Works staff and Fire Chief who also support the revision. The site plan revision is also supported by the City Administrator.

The requested site plan revision is also consistent with Zoning Regulations, 165.29 Site Plans Required, Design Standards F. The proposed development shall have such entrances and exits upon adjacent streets and such internal traffic circulation pattern as will not unduly increase congestion on adjacent surrounding public streets.

Jerry Moore

From: Andrew Inhelder <ainhelder@msa-ps.com>
Sent: Monday, January 23, 2023 2:22 PM
To: Jerry Moore
Subject: RE: Sacred Willows Revised Site Plan
Attachments: 2022-12-14-SacredWillowsSitePlan-MSA Rec.pdf; Sacred Willows Revision to only 1 Driveway.pdf

Not a problem Jerry,

Attached is our response to the changes proposed by the Developer along with their revised site plan.

I believe their main reasoning for removing the second driveway was cost and that removing it wouldn't negatively affect their customers.

Thanks,
Andrew



Andrew Inhelder, PE | Project Manager - Public Works

MSA Professional Services, Inc.

100% Employee Owned

+1 (515) 635-3403



From: Jerry Moore <jerry.moore@prairiecitiyowa.us>
Sent: Monday, January 23, 2023 9:48 AM
To: Andrew Inhelder <ainhelder@msa-ps.com>
Subject: [EXTERNAL] RE: Sacred Willows Revised Site Plan

Ok thanks Andrew. I'll put on the City Council agenda for action.
Do you have a written report to include with the revised site plan?
What are the applicant's reasons for not constructing the 2nd access?
I may put together a memo to explain the situation.
Thank you,
Jerry

From: Andrew Inhelder <ainhelder@msa-ps.com>
Sent: Monday, January 23, 2023 9:30 AM
To: Jerry Moore <jerry.moore@prairiecitiyowa.us>
Subject: RE: Sacred Willows Revised Site Plan

That sounds good to me Jerry,

Yes, I don't see a process in the code regarding revisions either. I think you're plan moving forward makes sense to me.

I don't have written support from Carl/Ryan, I did talk on the phone with Carl and he/Ryan didn't have any concerns with the revision.



To: Chad Alleger, Mayor & Planning and Zoning Commission
From: Andrew Inhelder, PE, MSA Professional Services
Subject: Sacred Willows Site Plan Review
Date: December 14, 2022

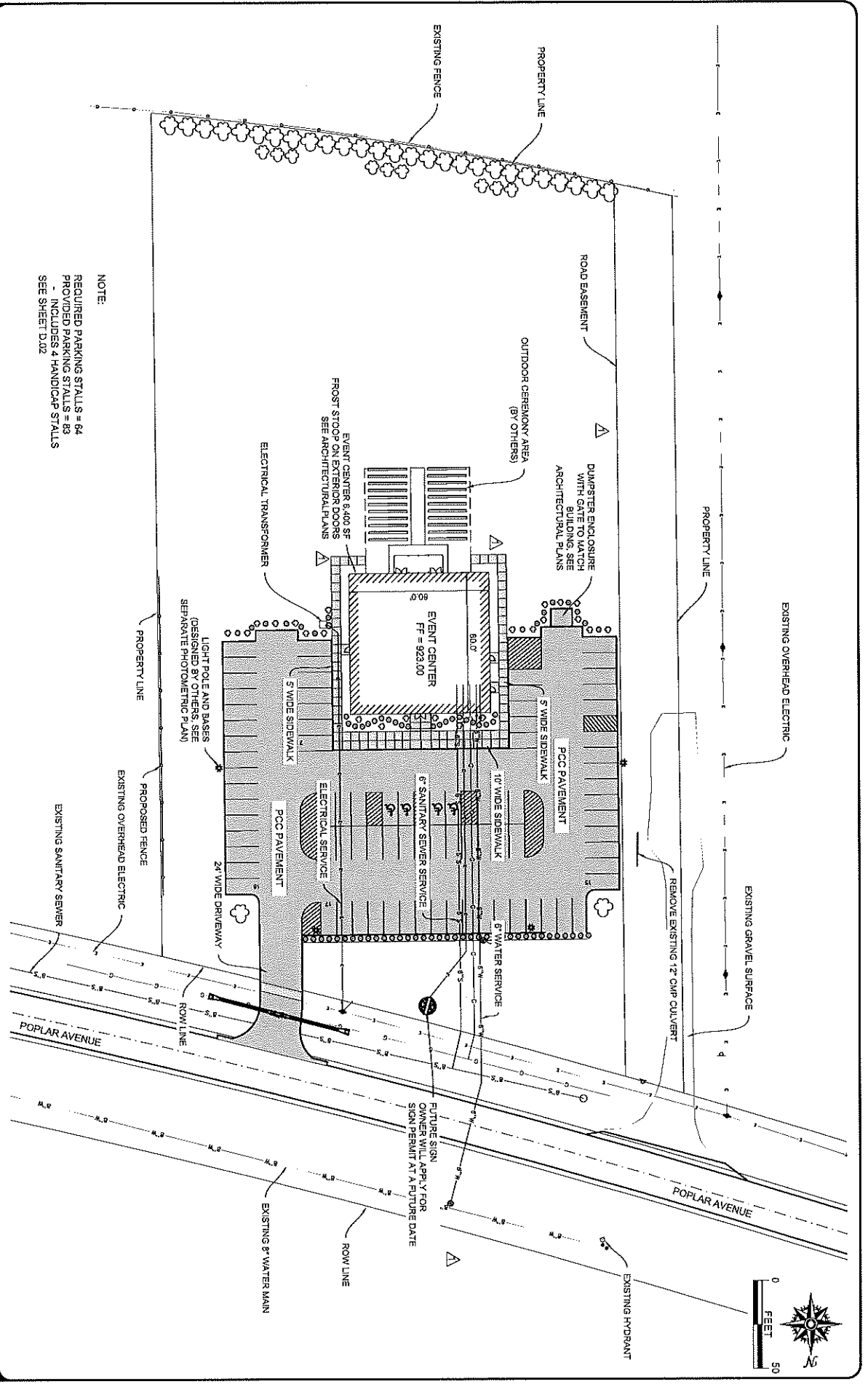
The developer submitted a revision on December 14, 2022 to the originally approved site plan dated October 29, 2021, and later revised on February 22, 2022 which removes the northern most driveway access to Poplar Avenue. MSA has reviewed the proposed revision.

All comments, except for those as noted below under *"outstanding approval items"*, have been addressed as requested. Therefore, the City Engineer recommends that the site plan, as submitted on October 29, 2021, revised on February 22, 2022, and later revised on December 14, 2022, be approved by the City of Prairie City.

Outstanding Approval Items

Site Monument Sign

Site monument sign has not been submitted for review/approval. Developer is responsible for obtaining appropriate approval and meeting requirements prior to construction. Any revisions to plans due to obtaining approval shall be submitted to City for review of changes.





Proposed Project Schedule

City Hall Alleyway Reconstruction

MSA #: 08994036

Monday, January 30, 2023

Design & Permitting Phase

	<i>Date</i>	<i>Days</i>
Agreement Authorized	Tue, Jan 03, 2023	
Survey Completed*	Wed, Jan 04, 2023	
Preliminary Design Completed	Wed, Jan 18, 2023	
Discussions with Adjacent Property Owners Complete	Wed, Jan 18, 2023	
Final Design Completed	Fri, Feb 03, 2023	
Submittal to Permitting Authority	Fri, Feb 03, 2023	
Approximate Approval from Iowa DOT (typically ~10 days)**	Mon, Feb 13, 2023	10 Days

Bidding & Award Phase

	<i>Date</i>	<i>Days</i>
Council Meeting to Set Bidding Dates & Public Hearing Date	Wed, Feb 08, 2023	
Notice to bidders released (<i>Post to Quest, MBI, & City Website</i>)	Thu, Feb 09, 2023	
Post Notice of Public Hearing on Bids in Paper (<i>4-20 days prior to Public Hearing</i>)	Wed, Feb 22, 2023	14 Days
Bids Due (<i>bid letting date</i>) (<i>13-45 days after notice</i>)	Tue, Mar 07, 2023	26 Days
City Council Meeting to Award (<i>Public Hearing, Approval of Plans, Award</i>)	Wed, Mar 08, 2023	
Construction Contract Approved by City (typically ~30 days)	Wed, Apr 12, 2023	35 Days

Construction Phase

Notice to Proceed Issued	Wed, Apr 19, 2023	
Preconstruction Meeting	Wed, Apr 19, 2023	
Substantial Completion (58 days)	Fri, Jun 16, 2023	58 Days
Final Completion (Punch List wrap-up) (28 days)	Fri, Jul 14, 2023	28 Days

Denotes City Responsibility

RESOLUTION NO. 2-8-23-5

**RESOLUTION SETTING A PUBLIC HEARING ON APPROVING PLANS,
SPECIFICATIONS, FORM OF CONTRACT, AND ESTIMATE OF COST FOR ALLEY
PROJECT SOUTH OF CITY HALL**

WHEREAS, the City Council received a project update from MSA and acted on setting bid letting date and bid opening for the Alley reconstruction project located south of City Hall for March 7, 2023 at 2:00 PM, and

WHEREAS, the City Council supports setting a public hearing on the Alley Reconstruction project located south of city hall to approve plans, specifications, form of contract, and estimate of cost for March 8, 2023, at 6:30 PM.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Prairie City, IA adopts Resolution 2-8-23-5 in support of setting a public hearing on the Alley Reconstruction project located south of city hall to approve plans, specifications, form of contract, and estimate of cost for March 8, 2023, at 6:30 PM.

Passed and approved February 8, 2023.

Chad D. Alleger, Mayor

Attest:

Christie Busby, City Clerk/Finance Officer



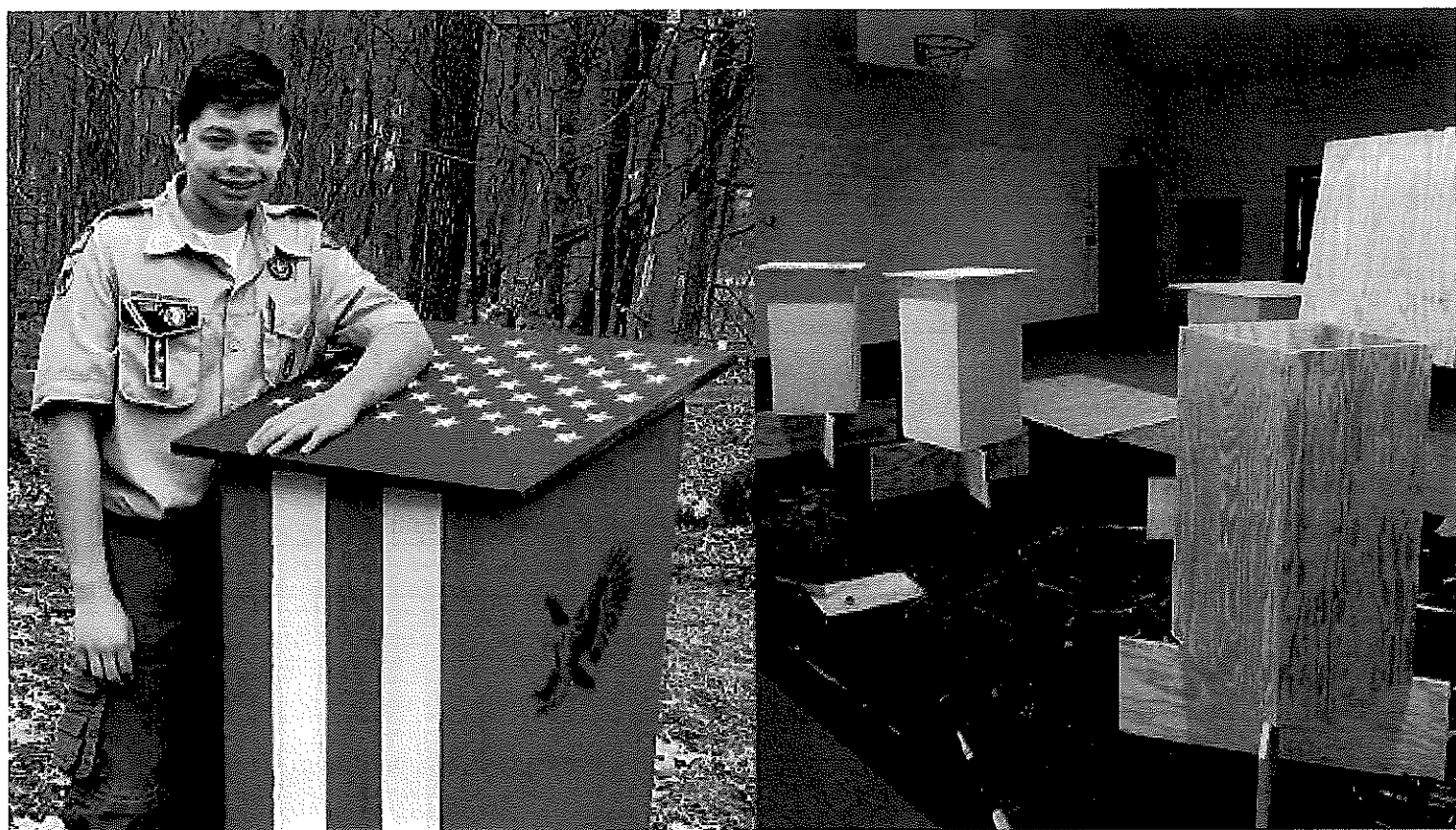
203 E Jefferson
Prairie City, IA 50228
Phone: 515-994-2649

Memorandum

TO: Mayor and City Council of Prairie City
FROM: Jerry Moore, City Administrator
DATE: February 3, 2023
SUBJ: Worn USA Flag Receptacle Container at City Hall

An employee at City Hall expressed a need in the City for having a respectable way for the general public to deal with their worn USA flags by installing a worn USA flag receptacle container at City Hall. The general public would have the option of bringing and placing their worn USA flags in a receptacle container that would be anchored on the ground and placed on the north side of City Hall. The industrial arts teacher at PCM supports having students make a metal receptacle container for a class project. The worn USA flag receptacle is planned to be constructed of metal material with an estimated cost of approximately \$300. A representative of the local American Legion #0275 has agreed to remove the worn USA flags from the receptacle. Last year a Public Works employee met with community members on a weekend and collected their worn USA flags at City Hall. The proposed receptacle would provide a more permanent system of handling and processing worn USA flags in the City. If approved by the City Council the receptacle would be constructed and installed prior to Memorial Day on May 29, 2023.

Life Scout creates flag retirement boxes for his community and shares how you can make them, too



Not everyone knows how to respectfully retire an old, tattered American flag. Scouts do, though. However, not everyone knows a Scoutmaster so they can donate their flags to be retired.

To help people in his community, Life Scout Chip Gaddis of Troop 511 in Medina, Ohio, decided to build a flag retirement box. Residents could drop off their flags in the box, and Scouts could later pick them up and retire them. It's not a new idea for an Eagle Scout project, as seen here [<https://eagleprojects.boyslife.org/tag/flag-retirement-projects/>] on the *Boys' Life* Eagle Project Showcase [<https://eagleprojects.boyslife.org/>]. Chip, however, went one step further.

Instead of only installing a box, he decided to share his blueprints for how to build it along with instructions for a flag retirement ceremony. He also created some pre-made kits to deliver to local units. This way, more troops could emulate his efforts, helping their communities as well. Because of the COVID-19 pandemic, he had to record his presentation and share it virtually for district roundtables.

Scout #1: Seven red stripes and six white strips; together, they represent the original 13 colonies that gained us liberty.

Scout #2: The red stripes remind us of the lifeblood of brave men and women who were ready to die for this, their country.

Scout #3: The white stripes remind us of purity and cleanliness of purpose, thought, word and deed.

Scout #4: The blue is for truth and justice, like the eternal blue of the star-filled heavens.

Scout #5: The stars represent the 50 sovereign states of our union.

Adult leader or senior patrol leader: The U.S. flag should be treated with respect when it's flying, and it should be treated with respect when it's being retired.

Scout #6: The American Creed states, "It is my duty to my country to love it, to respect its Constitution, to obey its laws, to respect its flag and to defend it against all enemies."

Scout #7: Therefore, we retire flags with dignity and respect when they become worn, torn, faded or badly soiled.

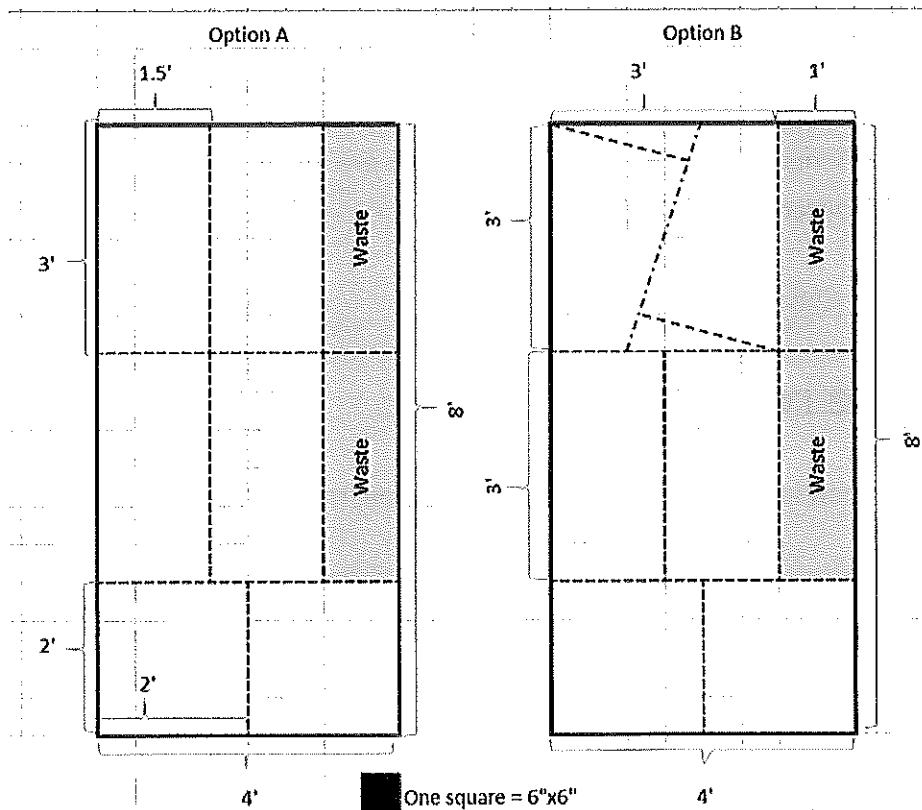
Adult Leader or senior patrol leader: This flag is ready to be retired. Its history is as follows:

First Raised (when):

At (location):

Memorable event or fact:

Scout #8: A flag ceases to be a flag when it is cut into pieces. We cut the flag into four pieces: three red and white striped banners and the blue star field. We leave the blue field intact because no one should ever let the union be broken.



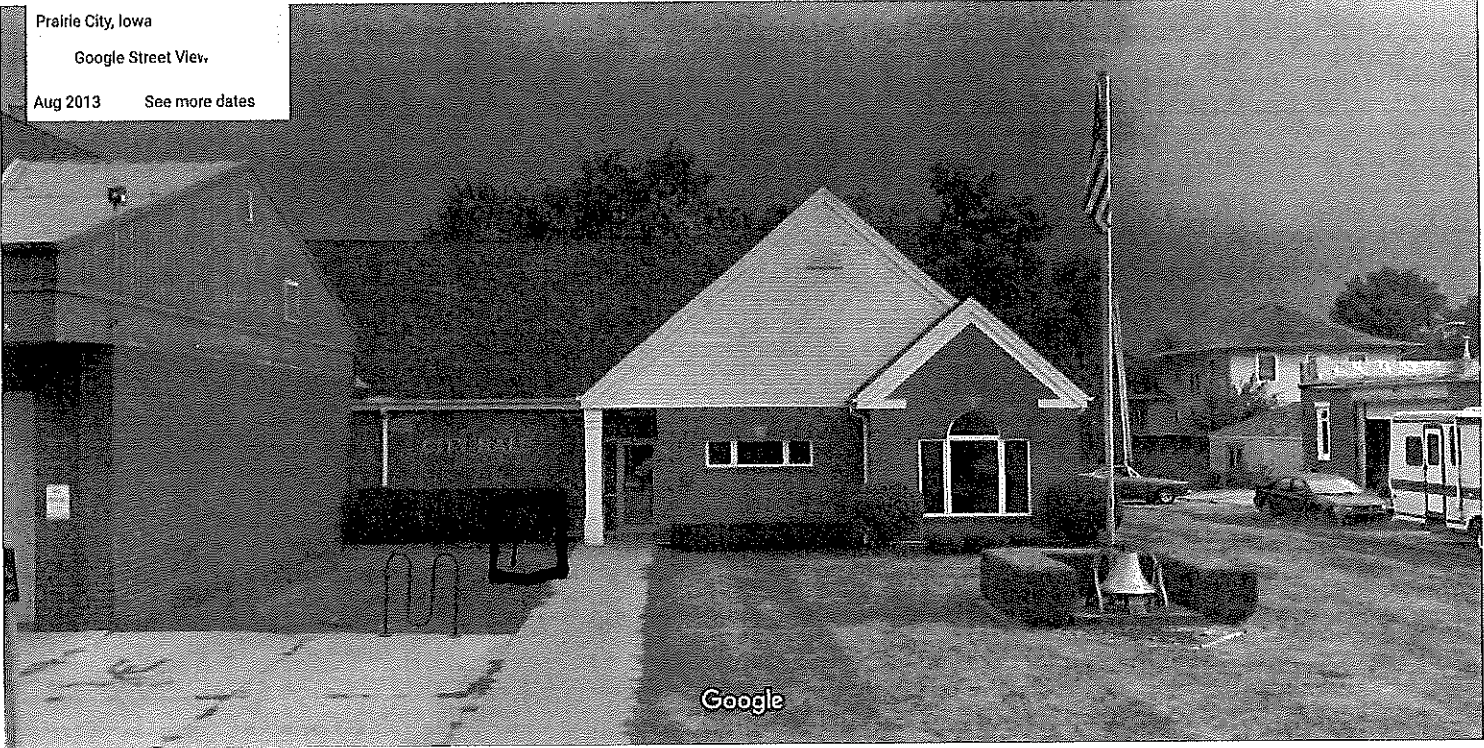
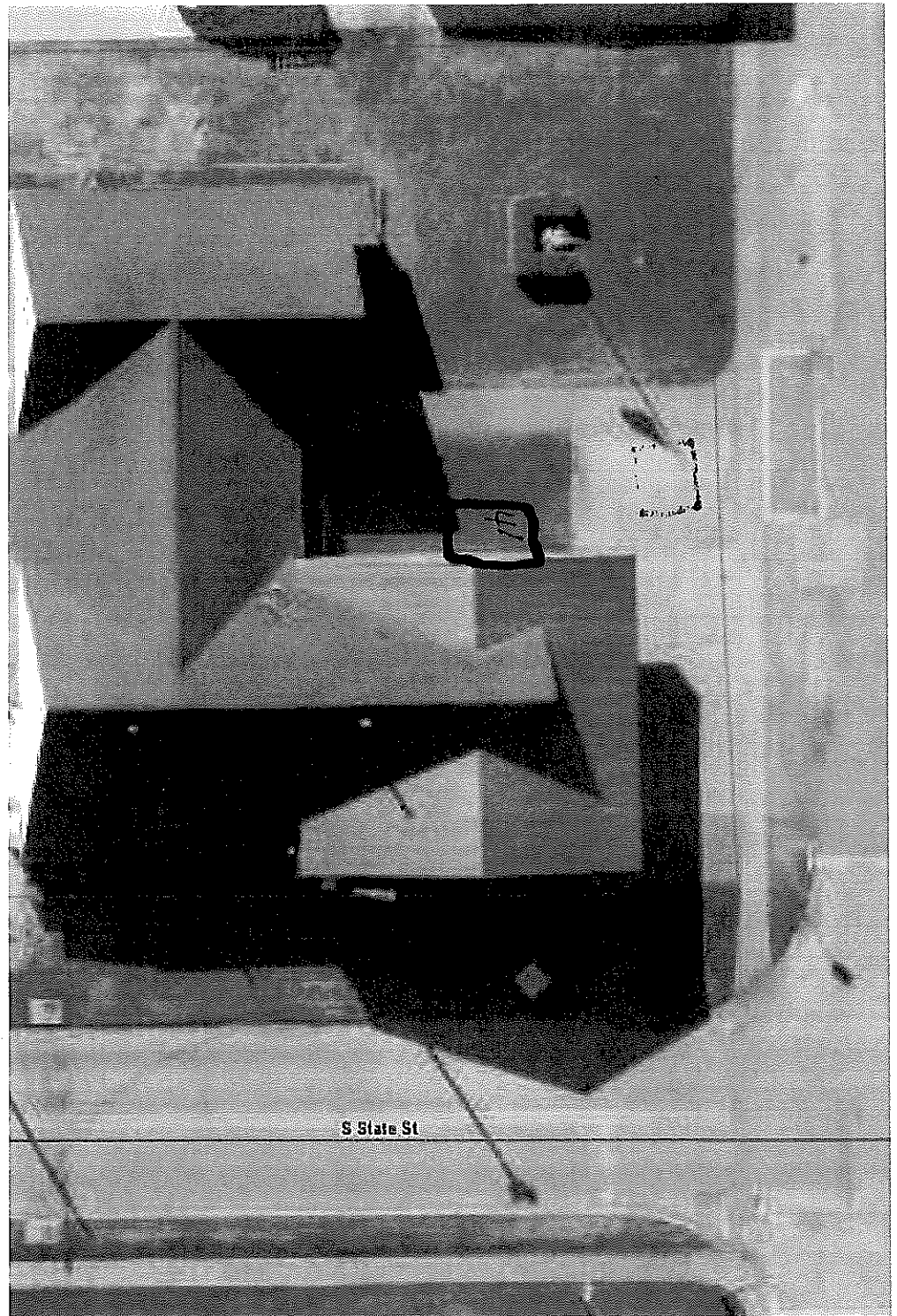


Image capture: Aug 2013 © 2023 Google

Prairie City, Iowa
Royal
Lefebvre & Sons
Inc. of Iowa



**Westrum Leak Detection
3226 360th St.
Stratford, IA 50249
515-838-2222**

City Prairie City
203 E Jefferson St
Prairie City, Ia. 51228

Dear Carl;

**Leak Detection Survey Description
100% of the system**

1. Beginning in 2022 all accessible hydrants and or valves as needed will be monitored as needed with sensitive listening transducers / amplifier equipment to determine if leakage is occurring.
2. All areas where leakage is confirmed will be further investigated with the computerized correlator to pinpoint the location of the leak.
3. A report will be submitted containing detailed drawings of all leaks located, the estimated leak sizes, and the savings resulting from the repair of the leaks.
4. Westrum Leak Detection will provide all equipment and personnel to accomplish the above.
5. The customer shall provide all personnel for traffic control, if needed to successfully and safely complete the survey

1 Year agreement \$2,800

Sign and date here _____

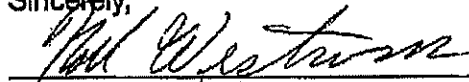
3 Year agreement \$2,600 Each year

Sign and date here _____

5 Year agreement \$2,500. Each year

Sign and date here _____

Sincerely,



Noel Westrum, President

QUOTATION



4280 E 14th Street
Des Moines IA 50313-2604 USA
Telephone: (515) 265-2222 / FAX (515) 265-8079
Toll Free 1-800-383-PUMP

www.electricpump.com

QUOTE NUMBER: 0151056
QUOTE DATE: 1/26/2023
EXPIRE DATE: 2/26/2023

SALESPERSON: TERRITORY #5
CUSTOMER NO: 9942649
QUOTED BY: JRF
JOYCE

QUOTED TO:
CITY OF PRAIRIE CITY
203 E. JEFFERSON
PO BOX 607
PRAIRIE CITY, IA 50228

JOB LOCATION:
CITY OF PRAIRIE CITY
203 E. JEFFERSON
PO BOX 607
PRAIRIE CITY, IA 50228

CONFIRM TO:
CARL

*** QUOTE ORDER - DO NOT PAY***

CUSTOMER P.O.	SHIP VIA	F.O.B.	TERMS		
CARL	OURTRK	ORIGIN	Net 30 Days		
ITEM NUMBER	UNIT	ORDERED	SHIPPED	BACK ORDER	AMOUNT
WE ARE PLEASED TO OFFER THE FOLLOWING QUOTATION FOR CONTROL PANEL PARTS, INSTALLATION AND PROGRAMMING					
*2711P-T7C21D8S	EACH	1.00			
		7" HMI PANELVIEW			
*1783-US5T	EACH	1.00			
		AB 24VDC POWER SUPPLY			
*1606-XLP95E	EACH	1.00			
		ETHERNET SWTICH			
122904-011 FT-300A	EACH	1.00			
		NORMALLY OPEN FLOAT WITH 40' CABLE (APG)			
1002230	EACH	1.00			
		CABLE WEIGHT			
*EC71330	EACH	1.00			
		EWON COSY+WITH ETHERNET			
*U-OB	EACH	1.00			
		OMNISITE OMNIBEACON			
*S-OA-OB-LHSK	EACH	1.00			
		OMNISITE LARGE HOLE SEALING KT			
*S-WS-SL-STD1	EACH	1.00			
		OMNISITE WIRELESS SERVICE FOR 1 YEAR			
/FR	EACH	1.00			
		FREIGHT INCLUDED			
/MISC	EACH	1.00			
		MISC CONDUIT, WIRE, STRUT, ETC			
/CPNH	hour	6.00	0.00		
		SCADA PROGRAMMING -NICK HAMANN			
/TCNH	hour	3.00			
		TRAVEL - NICK HAMANN			
/MINH	MILE	174.00			
		MILEAGE - NICK HAMANN			

*** Continued ***

QUOTATION



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CONFIRM TO:
CARL

*** QUOTE ORDER - DO NOT PAY***

CUSTOMER P.O.	SHIP VIA		F.O.B.	TERMS	
CARL	OURTRK		ORIGIN	Net 30 Days	
ITEM NUMBER	UNIT	ORDERED	SHIPPED	BACK ORDER	AMOUNT
/CPNH	HOUR	16.00			
CONTROL PANEL-NICK HAMANN INSTALLATION					

ESTIMATED LEAD TIME FOR PARTS AFTER APPROVAL TO
PROCEED - 2 WEEKS ARO SUBJECT TO FACTORY CHANGE

Electric Pump is committed to supplying you, our
customer, the highest quality products & service.
jfrohwein@electricpump.com
THANK YOU, JOYCE FROHWEIN

All return goods must have written approval from Electric Pump, Inc.
before returning. Credit will not be issued without written approval and
if applicable there will be a Restock Fee.

Please note that we are no longer offering a thirty(30) day validity date.
Due to the current volatility in the materials market, pricing and ship
dates are subject to confirmation at time of order.

Net Order:	13,075.27
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Order Total:	13,075.27



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

Memorandum

TO: Mayor and City Council of Prairie City
FROM: Jerry Moore, City Administrator
DATE: February 6, 2023
SUBJ: Mailer to General Public to Take Comp Plan Update Survey

Scott DeVries communicated to me that Prairie City Economic Development Commission (PCEDC) has marketing funds available that could be used to print and mail a postcard to everyone residing within the 50228 zip code informing them of the City's interest in having them take the comprehensive plan update survey. Scott estimated this cost to be approximately \$400, he has the graphic from Sarah at MSA, and the postcards could be mailed within a week of the Feb 8 City Council meeting. This is a request for the City Council to authorize PCEDC to spend up to \$400 of their marketing funds for this mailer.