



## City of Prairie City, IA

### CLIENT LIAISON:

Preston Moon, PE  
Phone: 515-531-0724  
pmoon@msa-ps.com

### DATE:

June 8, 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 plans & revisions were approved by Council.

### Commerce Drive Lift Station Pump Replacements

- MSA has received approved permits for the upsized lift station pumps on May 3, 2023.
- Permitting for lift station pumps was submitted to Iowa DNR on April 24, 2023.
- Pumps are anticipated to be ordered in July 2023.

## TASK ORDER #19 – COMPREHENSIVE PLANNING UPDATE

MSA and the City hosted a Draft Plan Open House to present the Comprehensive Plan to the community at the Prairie City Community Center on Thursday, May 4th. The meeting was well attended and provided great feedback which was used to update the future land use map and the implementation matrix. MSA and the Comprehensive Plan Steering Committee met on June 7th, at 5:30 pm at the Prairie City Community Center to review the changes that resulted from the open house. MSA is working on another round of minor changes to the future land use map and drafting two additional strategies with accompanying action items to include in the implementation matrix. Upon the completion of these updates, the future land use map and implementation matrix will be distributed to City commissions and departments for review. MSA and the Comprehensive Plan Steering Committee anticipate review for adoption at the August 9th City Council meeting.

## PROJECT UPDATE

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### **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**

- Once design agreements are approved, move forward with Design Phase services.

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

The City would like to reroute the existing water main trunk line to the west of the existing location. Placing the new location of the water main along the west and south property edges will help mitigate issues with proposed development in Colfax. The City is responsible for acquiring permanent and temporary easements prior to construction on the trunk water main.

#### **IN PROGRESS**

- Property acquisition
- Permitting

#### **NEXT STEPS**

- Final design
- Approval from Permitting Authority anticipated mid-July

### **TASK ORDER #25 – LIBRARY SITE PLAN**

MSA has completed the design and sheeting of the site plan for the library expansion project. MSA will prepare permanent easement exhibits upon approval of the City, for use by the City regarding the library expansion.

#### **NEXT STEPS**

- The architect and contractor are evaluating changes to the emergency exit at the northeast corner of the building and costs associated. Depending on the decision, this will require a range of site plan design changes to the building access at the northeast corner of the library.
- MSA to update site plan based on architect and contractor findings.

### **TASK ORDER #27 – CITY HALL ALLEYWAY RECONSTRUCTION & STORM SEWER CRS**

This project is for the construction administration and observation of the 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 also includes connecting individual water services for residences to the south of City Hall.

#### **RECENTLY COMPLETED STEPS**

- Construction began April 24, 2021
- Sanitary sewer service installation for Public Library is complete
- Storm sewer intake and pipe installed, and connections made to existing intake on State Street
- Grading for east half of the project completed
- Paving completed for sidewalk, parking, alley, and adjacent driveway completed



## PROJECT UPDATE

### IN PROGRESS

- Pavement removal of western half
- Water service connections

### NEXT STEPS

- Grading
- Alleyway paving
- Substantial Completion date is June 16, 2023
- Full Completion date is July 14, 2023

### RECORD OF CHANGE ORDERS (CO), REQUESTS FOR PRICING (RFP), & PARTIAL PAY APPLICATIONS (PPA)

- CO #1 – **Approved:** +\$4,660.00
  - Sanitary sewer service relocation, connection, and exploratory excavation
- RFP #1 – **Denied:** +\$8,725.00
  - Bury 3-in. conduit from south side of alley to north side of alley adjacent to City Hall
- RFP #2 – **TBD**
  - Apron on eastern end of project for ambulance turning
- PPA #1 – **Pending Approval:** \$119,770.78

### TASK ORDER #28 – JEFFERSON STREET & SHERMAN STREET WATER MAIN IMPROVEMENTS

This project includes tying onto the existing 10-in. water main with an approximately 625-ft. of 8-in. water main running along the north side of 5<sup>th</sup> Street, down the west side of Sherman Street, and along the north side of Jefferson Street. The project includes water service crossovers along with a large size service for the future Fire Station/EMS building at the southeast corner of the State Street & Jefferson Street intersection.

### NEXT STEPS

- Once design agreements are approved, move forward with Design 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. Overall project and timelines were discussed with Council at the December 14, 2022 meeting.

### IN PROGRESS

- Review Conceptual Cost breakdown of Sections proposed. (Attached exhibit of costs and section locations)
- LMI survey results were:
  - Section 1 – 58.76%
  - Section 2 – 56.06%
  - Section 3 – 75.68%
  - Total Combined LMI – 62.79%

## PROJECT UPDATE

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- One potential source of funding available for this project comes from CDBG and from SRF. In the past we have seen communities combine these types of funding to meet the match criteria to qualify for CDBG funding. Prairie City's community size qualifies them for a CDBG match of up to \$500,000 in grant funds.
- PFM reviewing debt capacity and recommendations funding sources as of May 26, 2023.

### NEXT STEPS

- Select sections based on debt capacity recommendation from PFM.
- Begin survey and design work for project.

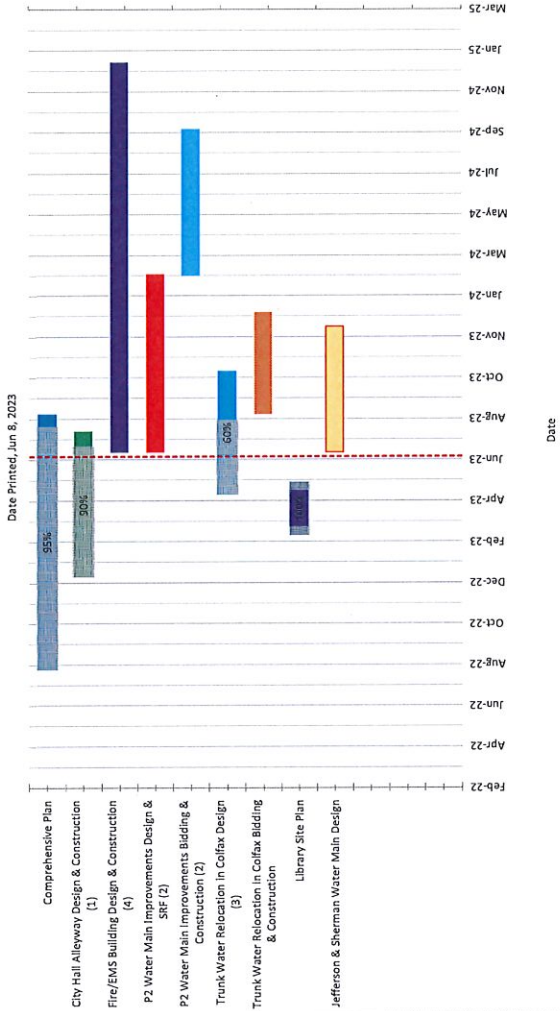
PROJECT SCHEDULE

MSA anticipates the following estimated project schedules:

TASK NAME	START DATE	END DATE	DURATION (CAL DAYS)	PROGRESS
FY23 & FY24 Project Schedules				
Comprehensive Plan	8/1/22	8/9/23	374	95%
City Hall Alleyway Design & Construction <sup>(1)</sup>	12/14/22	7/14/23	213	90%
Fire/EMS Building Design & Construction <sup>(4)</sup>	6/15/23	1/5/25	571	
P2 Water Main Improvements Design & SRF <sup>(2)</sup>	6/15/23	2/29/24	260	
P2 Water Main Improvements Bidding & Construction <sup>(2)</sup>	2/29/24	9/30/24	215	
Trunk Water Relocation in Colfax Design <sup>(3)</sup>	4/14/23	10/11/23	181	60%
Trunk Water Relocation in Colfax Bidding & Construction	8/9/23	1/5/24	150	
Library Site Plan	2/14/23	5/1/23	77	100%
Jefferson & Sherman Water Main Design	6/15/23	12/15/23	184	

- (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 anticipated be able 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 agreement has been presented to Council for review/approval.
- (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





# Memo

**To:** City Administration, City Council

**From:** Kevin Gott

**CC:**

**Date:** 6-1-23

**Re:** May Police Report

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The department logged 293 calls for service for the month of May. This number includes all calls other than business security checks that are done regularly by patrol officers.

Officers issued a total of 55 traffic citations and 62 warnings for May which includes 16 GTSB citations and 3 GTSB warnings.

The speed cameras on recorded 5049 validations. These numbers are almost double from April's 2694.

Fire and EMS assist numbers were up compared to the previous month with 9 assists both in the city and with assisting other agencies and we also recorded 90 salvage vehicle inspections during the month resulting in \$3600.

Animal complaints were up slightly last month with 6. Two of those were bite calls.

Speed Trailer is out of service waiting on a replacement solar panel.



Prairie City Police Department  
Summary of Department Activity For the Month of May

Total Number of Calls For Service:	<b>293</b>
(Persons):	<b>136</b>
(Businesses):	<b>27</b>
(Government Agencies):	<b>46</b>
(Other):	<b>0</b>

Traffic Accidents Investigated:	<b>2</b>
Traffic Citations Issued:	<b>55</b>
GTSB Citations:	<b>16</b>
Criminal Investigations Initiated:	<b>7</b>
*Photo Camera Citations Verified:	<b>5049</b>

Warnings Issued:	<b>62</b>
GTSB Warnings:	<b>3</b>

Last Month	<b>2694</b>
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Total Criminal Charges Filed:	<b>10</b>
Number of Adult Charges:	<b>4</b>
Number of Juvenile Charges:	<b>6</b>

Arrests Made:	<b>3</b>
Arrests for Other Agencies:	<b>0</b>
Arrest Warrants Issued:	<b>1</b>
Mental Health Calls/Transports:	<b>2</b>
Motorist Assist:	<b>25</b>
Vacation Checks:	<b>3</b>
Salvage Vehicle Insections:	<b>90</b>

\* Photo Camera Numbers are what are verified by us and sent to BLS

Thursday, June 01, 2023

## Prairie City Police Department

### Zone Activity Report for 01 NW Quad

Reporting Period: 5/1/2023 Through 5/31/2023

*18 Activities broke down as follows*

#### Business Contact

Other	2
Security Check	4
Suspicious Activity	1
<b>Total:</b>	<b>7</b>

#### Citizen Contact

Animal Complaint	2
Phone Message	1
Suspicious Activity	1
Vacation Watch	4
<b>Total:</b>	<b>8</b>

#### Motorist Assist

Unlock Vehicle	1
<b>Total:</b>	<b>1</b>

#### Traffic Violation

Written Warning	2
<b>Total:</b>	<b>2</b>



## Prairie City Police Department

### Zone Activity Report for 02 NE Quad

Reporting Period: 5/1/2023 Through 5/31/2023

*16 Activities broke down as follows*

#### Business Contact

Security Check	8
<b>Total:</b>	<b>8</b>

#### Citizen Contact

Open Door	1
Suspicious Activity	1
Vacation Watch	4
<b>Total:</b>	<b>6</b>

#### Government Contact

EMS Assist	1
<b>Total:</b>	<b>1</b>

#### Investigation

Domestic Disturbance	1
<b>Total:</b>	<b>1</b>

## Prairie City Police Department

### Zone Activity Report for 03 SW Quad

Reporting Period: 5/1/2023 Through 5/31/2023

*34 Activities broke down as follows*

#### Business Contact

Open Door	2
Security Check	9
<b>Total:</b>	<b>11</b>

#### Citizen Contact

Animal Complaint	1
Other	1
Welfare Check	1
<b>Total:</b>	<b>3</b>

#### Government Contact

EMS Assist	3
Fire Department Assist	1
Reckless Driver	1
Security Check	5
<b>Total:</b>	<b>10</b>

#### Investigation

Burglary	1
Other	1
Suspicious Person / Activity	2
Theft	1
<b>Total:</b>	<b>5</b>

#### Motorist Assist

Directions to Destination	1
Disabled Vehicle	1
<b>Total:</b>	<b>2</b>

#### Traffic Violation

GTSB Citation	1
Written Warning	2
<b>Total:</b>	<b>3</b>

## Prairie City Police Department

### Zone Activity Report for 04 SE Quad

Reporting Period: 5/1/2023 Through 5/31/2023

*96 Activities broke down as follows*

#### Administrative

Monthly Meeting	2
<b>Total:</b>	<b>2</b>

#### Business Contact

Extra Patrol	2
Security Check	8
Security Request	2
<b>Total:</b>	<b>12</b>

#### Citizen Contact

Animal Complaint	3
Camera Citation PBX/Question	2
Dispute/Disturbance	1
Incomplete 911	1
NCO Violation	1
Reckless Driver	1
Suspicious Activity	1
<b>Total:</b>	<b>10</b>

#### Government Contact

EMS Assist	3
Fire Department Assist	1
School Assist	5
School Patrol	15
Security Check	2
<b>Total:</b>	<b>26</b>

#### Investigation

Criminal Mischief / Vandalism	1
Narcotics Violation	1
<b>Total:</b>	<b>2</b>

#### Motorist Assist

Object in Road	2
<b>Total:</b>	<b>2</b>

#### PCPD

Council Packet Delivery	1
<b>Total:</b>	<b>1</b>



## Zone Activity Report for 04 SE Quad - Continued

Reporting Period: 5/1/2023 Through 5/31/2023

### Salvage Inspection

Business 5

Individual 30

**Total:** 35

### Traffic Accident

Reportable P.D. 1

**Total:** 1

### Traffic Violation

GTSB Warning 1

Verbal Warning 1

Written Warning 3

**Total:** 5

## Prairie City Police Department

### Zone Activity Report for 05 Hwy 163

Reporting Period: 5/1/2023 Through 5/31/2023

*118 Activities broke down as follows*

#### Citizen Contact

Reckless Driver	3
Suspicious Activity	1
<b>Total:</b>	<b>4</b>

#### Government Contact

Monroe PD Assist	2
<b>Total:</b>	<b>2</b>

#### Motorist Assist

Dangerous Driver	5
Disabled Vehicle	9
Object in Road	1
Welfare Check	1
<b>Total:</b>	<b>16</b>

#### Traffic Accident

Reportable P.I.	1
<b>Total:</b>	<b>1</b>

#### Traffic Violation

Citation	38
GTSB Citation	15
GTSB Warning	2
Verbal Warning	3
Written Warning	37
<b>Total:</b>	<b>95</b>

## Prairie City Police Department

### Zone Activity Report for 06 Other

Reporting Period: 5/1/2023 Through 5/31/2023

*47 Activities broke down as follows*

#### Administrative

Other	1
<b>Total:</b>	<b>1</b>

#### Arrest

Warrant Arrest PCPD	1
<b>Total:</b>	<b>1</b>

#### Business Contact

Alarm	1
<b>Total:</b>	<b>1</b>

#### Citizen Contact

Incomplete 911	1
<b>Total:</b>	<b>1</b>

#### Government Contact

Colfax PD Assist	2
JCSO Assist	3
Law Enforcement Assist	1
Monroe PD Assist	5
Security Check	12
<b>Total:</b>	<b>23</b>

#### Investigation

Suspicious Person / Activity	2
<b>Total:</b>	<b>2</b>

#### Motorist Assist

Dangerous Driver	1
Disabled Vehicle	2
<b>Total:</b>	<b>3</b>

#### PCPD

Court	1
Evidence	1
Other	2
<b>Total:</b>	<b>4</b>

#### Salvage Inspection

Business	7
<b>Total:</b>	<b>7</b>



## Zone Activity Report for 06 Other - Continued

Reporting Period: 5/1/2023 Through 5/31/2023

### Traffic Accident

Non-Reportable	1
Other	1
Reportable P.I.	1
<b>Total:</b>	<b>3</b>

### Traffic Violation

Citation	1
<b>Total:</b>	<b>1</b>







*Prairie Days*  
**2023**

## "PEDALING THROUGH THE PRAIRIE" JULY 21ST-23RD



### FRIDAY:

5pm Food stands open (Lions Club, Marcia's Sweet Treats, May's Snow & Glow, El Meson Shack, Church Pie Stand) General Lee's Smoke Shack, LLC, The Eggroll Ladies, Fruits N Such, and Mangos Gourmet Paletas  
5pm-10pm Inflatables/Rides and Vendors Open  
6pm-8pm Bingo  
5pm-6:30pm Patty Eilander (Bandstand)  
7pm-8pm Water Fights (by post office)  
8pm-11pm Lucas Beebe (Bandstand)

### SATURDAY:

7am-7:45am Registration for Run 4 Life 5K  
7:30am-10am Friends of the Library Breakfast Fundraiser (Lions Club Stand)  
8am Run 4 Life 5K  
9am Antique Tractor Show(SE of bandstand)  
9am-10:00 Neil Smith Presentation(Bandstand)  
10am Grandma Marilyn's Chocolate Chip Cookie Contest (Garden Square) (Registration 9:30) 2 Divisions 14 and under and 15+  
10am Kiddie Parade(bike trail) 0-10 years old starts at Grace Alive and will come to Bandstand  
10am Vendors will open in Garden Square  
11am Food Stands open Marcia's Sweet Treats, El Meson Shack, May's Snow & Glow, Fruits N Such, The Egg Roll Ladies, Church Pie stand, Boy Scouts (Lions Club Stand)  
11am Kid Races, Egg Toss and Frog Jumping Contest (W Jefferson/Main)  
11am-12pm Bags Tournament Registration and Practice North Side of Square  
12pm Flag Raising Ceremony, Singing of National Anthem, and Presentation of Awards  
12pm Rides/Inflatables and Bingo Open  
12pm Bags Tournament Begins  
12:30-12:35 PCM Cheerleaders  
12:45-1pm PCM Dance Team  
1pm 3x3 Basketball Registration (Tennis Courts)  
1:00pm-1:30pm Bubble Gum Contest  
1:30-2pm Steppin Out Dance Studio  
1:30 3x3 Basketball Tournament (Tennis Courts)  
2pm-3pm Pie Eating Contest (3 age groups 6-11, 12- 17 and 18+) (Registration will be 10 mins prior and will be announced)  
3pm- Pedal Pull  
3pm-3:30 Wilson Dance Studio  
3:30pm-4pm Questions for the Mayor  
4pm-5pm Quilt of Valor Ceremony  
5pm-6pm Music in the Park  
6pm-7pm Go grab some food and get ready for Parade and Entertainment  
7pm-8pm Parade  
8pm-11pm After Shock Rock Tribute Band (Bandstand)

### SUNDAY:

9am Donuts and Coffee  
10am Community Church Service (Garden Square)





Janet Lewis

**From:** Prairie City Celebration <pc.celebrationcommittee@gmail.com>  
**Sent:** Tuesday, April 18, 2023 8:00 AM  
**To:** Janet Lewis  
**Subject:** Fwd: Prairie City Days Kids Pedal Pull

Please print this off  
Thanks  
Amy

*Would like to have this  
need approval for  
\$570<sup>00</sup>*

----- Forwarded message -----

**From:** Jeff Fitzsimmons <webmaster@ohanapedalpullers.com>  
**Date:** Sat, Apr 15, 2023 at 5:22 PM  
**Subject:** Prairie City Days Kids Pedal Pull  
**To:** <pc.celebrationcommittee@gmail.com>

Hi Sam,

Sorry I didn't get back to you sooner but we have been out of town. We do have a pull that day but if they stay with the times they have done the past few years we would be available around 3:30 in the afternoon to do a pull for you. Our base fee for your pull would be \$405. Our base fee includes the State Sanctioning fee and mileage but does not include any prizes for the winners. We do offer trophies or medallions for the winners for an additional charge and I have listed those prices below. Prizes are based on the 8 age groups (4-11) that we sanction with the state.

- 1st and 2nd place trophies with 3rd place ribbon - \$165 (Most Popular)
- 1st and 2nd place Medallions with 3rd place ribbon - \$70
- 1st, 2nd & 3rd place trophies - \$245 (Least Popular)
- 1st, 2nd & 3rd place medallions - \$105

We also offer participation ribbons for every child pulling for a flat \$20 if you would like those. Trophies, Medallions and Participation ribbons are all optional items and you are always more than welcome to provide you own prizes.

For our pulls we normally do a half hour sign up and will need about a 20 foot wide by 60 foot long hard surface area for the pull and a someplace close to park our truck and trailer. We will supply all the tractors, Sleds and paperwork and will do the sign up. We do ask for a few helpers if you have them. If you would like a pull this year please let us know what time you are looking at for signup and if you would like any of the prizes that we offer. We hope to hear from you soon.

Thank You

## ORDINANCE NO. 395

### AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF PRAIRIE CITY, IOWA, BY AMENDING PROVISIONS PERTAINING TO WATER AND SEWER SERVICE CHARGES

**BE IT ENACTED** by the City Council of the City of Prairie City, Iowa:

**SECTION 1. SECTION MODIFIED.** Section 92.02 of the Code of Ordinances of the City of Prairie City, Iowa, is repealed and the following adopted in lieu thereof:

**RATES FOR SERVICE.** Water service shall be furnished at the following monthly rates within the City:  
(Code of Iowa, Sec. 384.84)

Gallons Used Per Month	Rate
First 1,500	\$18.10 (minimum bill)
Next 8,500	\$10.63 per 1,000 gallons
Next 30,000	\$8.78 per 1,000 gallons
Over 40,000	\$3.62 per 1,000 gallons

**SECTION 2. SECTION MODIFIED.** Section 99.02 of the Code of Ordinances of the City of Prairie City, Iowa, is repealed and the following adopted in lieu thereof:

**RATE.** Each customer shall pay sewer service charges for the use of and for the service supplied by the municipal sanitary sewer system based upon the amount of water consumed as follows:

Gallons Used Per Month	Rate
First 1,500	\$27.26 (minimum bill)
Next 8,500	\$15.84 per 1,000 gallons
Next 30,000	\$13.15 per 1,000 gallons
Next 40,000	\$5.44 per 1,000 gallons

**SECTION 3. SEVERABILITY CLAUSE.** If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.



## ORDINANCE NO. 396

### AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF PRAIRIE CITY, IOWA, BY AMENDING PROVISIONS PERTAINING TO SOLID WASTE COLLECTION AND RECYCLING FEES

**BE IT ENACTED** by the City Council of the City of Prairie City, Iowa:

**SECTION 1. SECTION MODIFIED.** Subsection 1A & B of Section 106.08 of the Code of Ordinances of the City of Prairie City, Iowa, is repealed and the following adopted in lieu thereof:

1. Schedules of these for solid waste and recyclable material collection and disposal service, used or available, for each residential premises are:

A. Solid Waste Fees.

35-gallon container	\$16.01 per month
64-gallon container	\$22.99 per month
96-gallon container	\$29.95 per month

Additional bags set out for collection must have a solid waste sticker attached thereto and each bag shall not exceed 30 gallons in capacity or 50 pounds in weight. The fee for each solid waste sticker is \$1.00.

B. Recycling Fee - \$5.43 per month.

**SECTION 3. SEVERABILITY CLAUSE.** If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

**SECTION 4. WHEN EFFECTIVE.** This ordinance shall be in effect July 1, 2023 after its final passage, approval, and publication as provided by law.

Passed by the Council the 14<sup>th</sup> day of June, 2023.

\_\_\_\_\_  
Chad D. Alleger, Mayor

ATTEST:

\_\_\_\_\_  
Christie Busby, City Clerk/Finance Officer

First Reading: May 10, 2023  
Second Reading: June 14, 2023  
Third Reading:

I certify that the foregoing was published as Ordinance No. on the \_\_\_\_, day of June, 2023.

\_\_\_\_\_  
Christie Busby, City Clerk/Finance Officer



## Christie Busby

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**From:** Matt Brick <Matt.Brick@brickgentrylaw.com>  
**Sent:** Thursday, May 18, 2023 1:40 PM  
**To:** Jerry Moore  
**Subject:** Re: New Ordinance - Chickens in Residential Areas - Prairie City, IA

Jerry,

I apologize for the delay but I wanted to check with one of my partners who just dealt with a revised chicken ordinance brouhaha in other city. In any event, I have reviewed the ordinance and I have no suggested changes or revisions. I agree with IDALS that there are no size restrictions under state law that you need to be concerned with.

If you need anything else on this issue, please let me know.

Thanks,

Matthew S. Brick  
Brick Gentry PC  
6701 Westown Parkway, Suite 100  
West Des Moines, Iowa 50266  
Phone: [515-274-1450](tel:515-274-1450)  
Fax: [515-274-1488](tel:515-274-1488)  
[Matt.Brick@BrickGentryLaw.com](mailto:Matt.Brick@BrickGentryLaw.com)  
[www.BrickGentryLaw.com](http://www.BrickGentryLaw.com)

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On May 15, 2023, at 3:04 PM, Jerry Moore <jerry.moore@prairiecityiowa.us> wrote:

Thank you Matt.

I received the response below from IDALS.

Thank you,  
Jerry

	<p>Jerry Moore City Administrator City of Prairie City, IA <b>Phone:</b> 515-994-2649 <b>Mobile:</b> 515-669-1662 <b>Email:</b> <a href="mailto:jerry.moore@prairiecityiowa.us">jerry.moore@prairiecityiowa.us</a> 203 E Jefferson Street Prairie City, IA 50228</p>
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Jerry,

Your email was forwarded to me for response  
IDALS does not have any minimum sizing requirements for chicken coop size.

Katie Rumsey, DVM, MPH, DACVPM  
Wallace State Office Building  
502 E. 9th St, Des Moines, IA 50319  
Desk: 515-725-1023  
[Katie.Rumsey@IowaAgriculture.gov](mailto:Katie.Rumsey@IowaAgriculture.gov)

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**From:** Matt Brick <Matt.Brick@brickgentrylaw.com>  
**Sent:** Monday, May 15, 2023 2:48 PM  
**To:** Jerry Moore <jerry.moore@prairiecityiowa.us>  
**Subject:** Re: New Ordinance - Chickens in Residential Areas - Prairie City, IA

Jerry,

I received this email and will get you a response as soon as I can.

Thanks,

Matthew S. Brick  
Brick Gentry PC  
6701 Westown Parkway, Suite 100  
West Des Moines, Iowa 50266  
Phone: [515-274-1450](tel:515-274-1450)  
Fax: [515-274-1488](tel:515-274-1488)  
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On May 15, 2023, at 2:41 PM, Jerry Moore <[jerry.moore@prairiecityiowa.us](mailto:jerry.moore@prairiecityiowa.us)> wrote:

Hello Matt,

Please review the attached new proposed ordinance permitting chickens in residential areas in Prairie City. The ordinance format is from the City's Code of Ordinances.

The City Council asked staff to prepare a draft ordinance that was discussed at their last City Council meeting on May 10, 2023.

The attached ordinance reflects their requested revisions and its similar to other ordinances we found that were derived from the Animal Protection and Control chapter of the Code of Ordinance.

One item I haven't been able to find is a requirement the City Council supported to require a minimum chicken coop size based on state requirements. I found guidelines and provisions in a couple of other ordinances that state the coop shall be a certain size; a minimum 4 sq ft and 10 sq. ft feet of run area per chicken. Please advise on this matter. I also reached out to a state representative ([kathryn.polking@iowaagriculture.gov](mailto:kathryn.polking@iowaagriculture.gov)) for assistance and I'll forward any response I receive.

As directed by the City Council, we are publishing a notice for a public hearing on the attached chicken ordinance for their June 14, 2023, meeting.

Please let me know that you received this email. Thank you for your assistance.  
Jerry

<image001.jpg>

Jerry Moore  
City Administrator  
City of Prairie City, IA

**Phone:** 515-994-2649

**Mobile:** 515-669-1662

**Email:** [jerry.moore@prairiecityiowa.us](mailto:jerry.moore@prairiecityiowa.us)

203 E Jefferson Street  
Prairie City, IA 50228

<SAMPLE ORDINANCE LANGUAGE.docx>



## **ORDINANCE NO. 397**

### **AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF PRAIRIE CITY, IOWA, BY ADDING A NEW SECTION PERMITTING CHICKENS IN RESIDENTIAL AREAS OF PRAIRIE CITY.**

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

SECTION 1. NEW SECTION. The Code of Ordinances of the City of Prairie City, Iowa, is amended by adding a new Section 23, Chapter 55 ANIMAL PROTECTION AND CONTROL entitled, LIVESTOCK (Chickens) which is hereby adopted to read as follows:

It is unlawful for a person to keep livestock or exotic animals within the City except in compliance with the regulations under 55.13 Prohibited Animals, Chapter 165 Zoning, and under the following exception on single family residential lots in residential areas of the City.

1. Poultry (chickens) raised and kept by private individuals for residential purposes on single family lots located on residential property under the following conditions:

A. The keeping of no more than six (6) chickens for use in egg production for the benefit of the owner or lessee of said property. Tenants of single-family residential properties shall be required to submit written support from the landowner with a chicken permit application.

B. Roosters may not be raised and kept within the City limits.

C. Chickens shall be secured within a covered structure/coop during non-daylight hours. Coops shall be a minimum of 4 sq. ft. in size per chicken, constructed of sturdy materials, and kept well maintained. Pens/fenced enclosures shall consist of sturdy wire fencing of a type customarily designed for and used to enclose chickens. A fenced enclosure a minimum of 10 sq. ft. per chicken shall also be required to be located around the covered structure/coop to allow the chickens to move around outside of the covered structure/coop.

D. The covered structure/coop and fenced enclosure are required to be located in the rear yard of the property. Covered structures/coops and the fenced enclosure shall be located a minimum 15 feet from side and rear property lines and a minimum of 50 feet from adjacent dwellings. On corner lots, placement of the covered structure/coop and fenced enclosure may be located in a side yard provided the covered structure/coop and fenced enclosure meet the minimum front yard street setback and are 15 feet minimum from side and rear property lines, and 50 feet from adjacent dwellings.

E. Chickens and the eggs shall not be for commercial use.

F. Dead chickens shall be removed from the coop and disposed of appropriately.

G. Slaughtering of chickens within City limits is not permitted.

H. The enclosed structure/coop and outdoor fenced area must be clean and odor free.



I. Chickens shall have access to feed and clean water at all times.

J. All feed and other items associated with keeping chickens shall be stored in a manner to prevent rodents, wild birds, and predators.

K. Applicant's shall submit a permit application and \$50 fee annually. A site plan drawing showing compliance with the above stated regulations shall be included with the chicken permit application.

L. The City Administrator may deny any chicken permit application that does not meet the requirements of this ordinance.

M. Applicant's may appeal decisions of the City Administrator to the City Council.

N. Violations of this ordinance are simple misdemeanors and municipal infractions. Violations may be prosecuted as either a misdemeanor criminal offense or a municipal infraction at the sole discretion of the Animal Control Officer.

SECTION 2. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 4. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Passed by the Council the 9<sup>th</sup> day of August, 2023, and approved this 9<sup>th</sup> day of August, 2023.

Mayor

ATTEST:

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First Reading: June 14, 2023

Second Reading: July 12, 2023

Third Reading: August 9, 2023

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 2023.

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City Clerk/Finance Officer