

Janet Lewis

From: Nick Sorensen <Nick.Sorensen@IowaEDA.com>
Sent: Tuesday, October 31, 2023 11:29 AM
To: Jerry Moore
Subject: Catalyst and DHG

Good morning Jerry,

In reference to your Downtown Housing Grant (DHG) and Catalyst Grant here is what IEDA may allow.

- Transfer of ownership of the property to a developer who will complete the same scope of work established in Catalyst and DHG.
- DHG has strict timelines of completion as it is federal dollars that if not obligated and expended, the State must return the dollars to Treasury. I see this as a difficult task for a new developer to purchase the building, bid the project and complete the project in time. Not impossible just improbable.
- Withdraw from DHG.
- Reduce the scope of work for the Catalyst. Exterior improvements from original Catalyst application, white box all three commercial spaces, basement improvements, one apartment will be required. All to the level of finish as was proposed from the original application. (If this scope of work can not be completed, IEDA will send an invoice to Prairie City for the \$60,000.00 claim that has been paid out.)
 - The apartment can be upper story with finished space leading to the apartment or it may be a 1st floor apartment that does not occupy any more than 50% of the first floor individual bay space that is at the back portion of the building.

Let me know if you have any questions.

Respectfully,

Nick

NICK SORENSEN | Real Estate Development Specialist

IOWA ECONOMIC DEVELOPMENT AUTHORITY

1963 Bell Avenue, Suite 200 | Des Moines, Iowa 50315

+1 (515) 348-6182 | nick.sorensen@iowaeda.com



**IOWA ECONOMIC DEVELOPMENT AUTHORITY
IOWA DOWNTOWN RESOURCE CENTER
COMMUNITY CATALYST & REMEDIATION GRANT PROGRAM**

GRANTEE: City of Prairie City
AGREEMENT NUMBER: 20-CTBF-021
DATE OF AWARD LETTER: June 10, 2020
PROJECT COMPLETION DATE: June 10, 2022
GRANT AMOUNT: \$100,000

THIS Community Catalyst Building Remediation Grant Agreement ("Agreement") is made by and between the IOWA ECONOMIC DEVELOPMENT AUTHORITY, 1963 Bell Avenue, Suite 200, Des Moines, Iowa 50315 ("Authority" or "IEDA") and the City of Prairie City, PO Box 637, 203 E Jefferson, Prairie City, Iowa 50228 ("Grantee") (Collectively "the Parties")

WHEREAS, the Authority established a Community Catalyst Building Remediation Fund pursuant to Iowa Code section 15 231 for the purpose of providing grants to cities for the remediation of underutilized buildings, and

WHEREAS, the Grantee submitted a grant application to the Authority and the Authority determined that the Grantee and its proposed Project are eligible for a Community Catalyst Building Remediation Grant ("Grant") and approved the Application, and

WHEREAS, in approving the Application, the Authority has relied upon the Grantee's representations of proposed Project activities, the Grantee's management and financial condition, investment of other Project funds, and other material information contained in the application,

WHEREAS, the Grantee accepts the Grant upon the terms and conditions set out in this Agreement,

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement and other good and valuable consideration, the Parties agree as follows

1. **COSTS DIRECTLY RELATED.** "Costs Directly Related" means expenditures that are incurred for the acquisition, deconstruction, disposal, redevelopment, or rehabilitation of the community catalyst that is the subject of the Project to the extent that the expenditures are attributable directly to the remediation or redevelopment of the community catalyst. Examples of "Costs Directly Related" and costs that are not directly related are set out at 261 IAC 45 2 Definitions
2. **GRANTEE.** "Grantee" means the entity described above whose application for a Grant was approved by IEDA
3. **IOWAGRANTS.GOV.** "IowaGrants gov" means Iowa's Funding Opportunity Search and Grant Management System. The Authority reserves the right to require the Recipient to utilize IowaGrants gov to conduct business associated with this Agreement
4. **PROJECT.** "Project" means the activities and other obligations to be performed or accomplished by the Grantee as described in this Agreement, in the Agreement Scope of Work attached hereto, in the award letter, and in the application submitted through IowaGrants gov, including but not limited to, the "Scope of Project and Budget" portion of the application
5. **PROJECT COMPLETION PERIOD.** "Project Completion Period" means the period commencing with the Date of Award Letter and ending with the Project Completion Date set out above
6. **PROJECT MID-POINT.** "Project Mid-Point" means the point at which the Grantee has incurred Costs Directly Related to the Project equal to or greater than 60% of the Grant Amount
7. **PRIOR EXPENSES.** No expenditures made prior to the Date of Award Letter may be included as Project costs for the purpose of this Agreement
8. **UTILIZATION OF CONSULTANT(S).** The Grantee is responsible for recruiting and selecting consultants and for setting out the terms and conditions under which the consultant(s) shall provide services. The Authority may require the Grantee to retain a consultant or consultants as set out in the Agreement Scope of Work attached hereto
9. **TOTAL PAYMENT.** Total payment of state funds under this Agreement shall not exceed \$100,000 for Costs Directly Related to the Project as shown in the approved application unless modified by written amendment of this Agreement. All payments under this Agreement are subject to receipt by the IEDA of sufficient State funds for this activity. Any termination, reduction or delay of state funds to the IEDA shall, at the option of the IEDA, result in the termination, reduction, or delay of state funds to the Grantee
10. **REPAYMENT OBLIGATION.** In the event that any state and/or federal funds are deferred and/or disallowed as a result of any audits or expended in violation of this Agreement or the laws applicable to the expenditure of such funds, the Grantee shall be liable to IEDA for the full amount of any claim disallowed and for all related penalties incurred. If IEDA determines at any time, whether through monitoring, audit, closeout procedures or by other means that the Grantee has received grant funds or requested reimbursement for costs which are unallowable under the terms of this Agreement or applicable laws, the Grantee will be notified of the questioned costs and given an opportunity to justify questioned costs prior to IEDA's final determination of the disallowance of costs. If it is IEDA's final determination that costs previously paid by IEDA are not allowable under the terms of this Agreement, the expenditures will be disallowed and the Grantee shall immediately repay to IEDA any and all disallowed costs. The requirements of this paragraph shall apply to the Grantee as well as any subcontractors

11. **REPORTING REQUIREMENTS.** The Recipient shall prepare, review and sign the reports as specified below in the form and content specified by the Authority

1 By Project Mid-Point A report describing work completed, including photographs documenting work that has been completed,

2 Within 60 days after the Project Completion Date A report documenting completion of the Project, including photographs of the completed Project

12 **PAYMENT PROCEDURES.** Payment shall be made on a reimbursement basis. Grantee shall use funds only for reimbursement of Costs Directly Related to the Project. Requests for reimbursement shall be made through IowaGrants.gov using a General Accounting Expenditure form along with copies of paid invoices and proof of payment. The Grantee shall submit two (2) requests for reimbursement. The first request shall be made at Project Mid-Point and the final request for reimbursement of the remaining funds shall be made within sixty days after the Project Completion Date. If the total Grant Amount has not been claimed within sixty (60) days after the Project Completion Date, then the IEDA shall be under no further obligation for further disbursement. The Grantee shall prepare, review, and sign all requests for payment and verify that claimed expenditures are allowable Costs Directly Related to the Project. The Grantee shall maintain original documentation adequate to support the claimed costs on file in IowaGrants.gov and provide such documentation upon request.

13 **PUBLICATIONS.** The Grantee will ensure that all publications produced in association with the Project shall include the following phrase: This Project is Sponsored in Part by the Iowa Economic Development Authority.

14. **DEFAULT.** The occurrence of any one or more of the following events shall constitute cause for IEDA to declare the Grantee in default of its obligations under this Agreement: a) non-performance, b) a failure by the Grantee to make substantial and timely progress toward completion of the Project and performance of the Agreement, c) a breach of any term of this Agreement or any attachment thereto, and d) failure to maintain insurance as set out at Paragraph 33 herein or maintaining insurance coverage that is, as determined by the Authority, insufficient, and e) utilizing grant proceeds for purposes not described in IowaGrants.gov - Scope of Project and Budget or for expenses that are not Costs Directly Related to the Project. The IEDA shall issue a written notice of default providing therein a fifteen (15) day period during which the Grantee shall have an opportunity to cure, provided that cure is possible and feasible.

15. **TERMINATION.** This Agreement may be terminated in the following circumstances: a) by either party, without cause, after thirty (30) days' written notice, b) immediately, as a result of the Grantee's default under this Agreement and failure to cure within the time period provided, c) immediately, as a result of the termination or reduction of funding to IEDA or the deauthorization of IEDA to engage in activities or conduct business under this Agreement, or d) immediately upon written mutual agreement by all parties to terminate the Agreement.

16. **REMEDY UPON TERMINATION.** In the event of termination of this Agreement or reduction of the Agreement amount, the exclusive, sole and complete remedy of the Grantee shall be reimbursement for Project costs expended prior to termination.

17. **NONASSIGNMENT OF AGREEMENT.** The Grantee may not assign, transfer or convey in whole or in part this Agreement, delegate any of its obligations or duties under this Agreement, or pledge as collateral, grant a security interest in, create a lien against, or otherwise encumber, any payments that may or will be made to the Grantee under this Agreement.

18. **WRITING REQUIRED.** No change, modification, or termination of any of the terms, provisions or conditions of this Agreement shall be effective unless made in writing and signed by the parties. Notwithstanding the sentence above, IEDA may unilaterally modify the Agreement at will in order to accommodate any change in any applicable federal, state or local laws, regulations, rules or policies. A copy of such unilateral modification will be given to the Grantee as an amendment to this Agreement.

19. **COMPLIANCE WITH LAWS AND REGULATIONS: DECLARATION OF THE GRANTEE.** The Grantee shall comply with all applicable federal, state and local laws, rules, ordinances, regulations and orders. The Grantee declares that it has complied with all federal, state, and local laws regarding business permits and licenses that may be required to carry out the work to be performed under this Agreement.

20. **COMPLIANCE WITH EEO/AA PROVISIONS.** The Grantee shall comply with the provisions of federal, state and local laws, rules and executive orders to ensure that no employee or applicant for employment is discriminated against because of race, religion, color, age, sex, sexual orientation, gender identity, national origin, or disability. A breach of this provision shall be considered a material breach of this Agreement.

21. **INDEMNIFICATION AGAINST LOSS OR DAMAGE.** The Grantee agrees to indemnify and hold harmless the State of Iowa and its officers, appointed and elected officials, board and commission members, employees, volunteers and agents (collectively the "Indemnified Parties"), from any and all costs, expenses, losses, claims, damages, liabilities, settlements and judgments including, without limitation, the reasonable value of the time spent by the Attorney General's Office, and the costs, expenses and attorneys' fees of other counsel retained by the Indemnified Parties directly or indirectly related to, resulting from, or arising out of this Agreement, any negligent, intentional or wrongful act or omission of the Grantee or any agent or subcontractor utilized or employed by the Grantee, the Grantee's

performance or attempted performance of this Agreement, including any agent or subcontractor utilized or employed by the Grantee, any failure by the Grantee to make all reports, payments and withholdings required by federal and state law with respect to social security, employee income and other taxes, fees or costs required by the Grantee to conduct business in the State of Iowa, or any violation of any rights of any third party. The Grantee's duties and obligations under this section shall survive the termination of this Agreement and shall apply to all acts or omissions taken or made in connection with the performance of this Agreement regardless of the date any potential claim is made or discovered by IEDA or any other Indemnified Party.

22. RIGHT TO REVIEW AND OBSERVE: ACCESS TO RECORDS. IEDA shall have the right to review and observe, at any time, completed work or work in progress related to the Agreement. The Grantee shall permit IEDA or its agents to access and examine, audit, excerpt and transcribe any directly pertinent books, documents, reports, papers and records of the Grantee relating to orders, invoices, or payments or any other documentation or materials pertaining to this Agreement. Upon the request of IEDA, the Grantee shall deliver to IEDA or its agents said documentation or materials.

23. PUBLIC RECORDS: RECORDS RETENTION. All records submitted to or inspected by IEDA regarding this Agreement, including this Agreement, shall be public records and subject to the Open Records Law in Iowa Code chapter 22. All records of the Grantee relating to this Agreement shall be retained for a period of three (3) years following the date of final payment or completion of any required audit, whichever is later.

24. SURVIVAL OF AGREEMENT. If any portion of this Agreement is held to be invalid or unenforceable, the remainder shall be valid and enforceable.

25. GOVERNING LAW. This Agreement shall be interpreted in accordance with the law of the State of Iowa and any action relating to the Agreement shall only be commenced in the Iowa District Court for Polk County or the United States District Court for the Southern District of Iowa.

26. FINAL AUTHORITY. The decision of the IEDA shall be binding on the Grantee. The IEDA shall have the final authority to assess whether the Grantee has complied with the terms of this Agreement.

27. USE OF NAME. The Grantee agrees it will not use IEDA and/or State's name or any of its or their intellectual property, including but not limited to, any State, state agency, board or commission trademarks or logos in any manner, including commercial advertising or as a business reference, without the expressed prior written consent of IEDA and/or the State, except as otherwise required by this Agreement.

28. COMPLIANCE WITH IOWA CODE CHAPTER 8F. If the Agreement is subject to the provisions of Iowa Code chapter 8F, the Grantee shall comply with Iowa Code chapter 8F with respect to any subcontracts it enters into pursuant to this Agreement. Any compliance documentation, including but not limited to certifications, received by the Grantee from subcontractors shall be forwarded to IEDA.

29. LEGISLATIVE CHANGES. The Grantee expressly acknowledges that the Community Catalyst Building Remediation Fund and Program are subject to legislative change by either the federal or state government. Should either legislative body enact measures which alter the fund or the program, the Grantee shall not hold IEDA liable in any manner for the resulting changes. IEDA shall use best efforts to provide thirty (30) days' written notice to the Grantee of any legislative change. During the thirty (30)-day period, the parties shall meet and make a good faith effort to agree upon changes to the Agreement to address the legislative change. Nothing in this paragraph shall affect or impair IEDA's right to terminate the Agreement pursuant to the termination provisions.

30. JOINT AND SEVERAL LIABILITY. If the Grantee is a joint entity, consisting of more than one individual, partnership, corporation or other business organization, all such entities shall be jointly and severally liable for carrying out the activities and obligations of this Agreement, and for any default of activities and obligations.

31. WAIVER. Except as specifically provided for in a waiver signed by duly authorized representatives of IEDA and the Grantee, failure by either party at any time to require performance by the other party or to claim a breach of any provision of the Agreement shall not be construed as affecting any subsequent right to require performance or to claim a breach.

32. CONFLICT OF INTEREST. The Grantee represents, warrants, and covenants that no relationship exists or will exist during the Agreement period between the Grantee and IEDA that is a conflict of interest. The provisions of Iowa Code chapter 68B shall apply to this Agreement. If a conflict of interest is proven to IEDA, IEDA may terminate this Agreement pursuant to Paragraph 15 of this Agreement, and the Grantee shall be liable for any excess costs to IEDA as a result of the conflict of interest. The Grantee shall establish safeguards to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being, motivated by the desire for private gain for themselves or others with whom they have family, business, or other ties. The Grantee shall report any potential, real, or apparent conflict of interest to IEDA.

33. MAINTENANCE OF INSURANCE. The Grantee shall maintain the Project property in good repair and condition, ordinary wear and tear excepted, and shall not suffer or commit waste or damage upon the Project property. If the Grantee is not the owner of the Project property, the Grantee shall require the property owner to maintain the Project property in good repair and condition, ordinary wear and tear excepted, and shall not suffer or commit waste or damage upon the Project property. The Grantee or owner of the Project property shall pay for and maintain insurance as is customary for similar projects. This insurance shall be in an amount not less

than the full insurable value of the Project property. The Grantee or the owner of the Project property shall name the Authority and the Grantee, if the Grantee is not the owner of the Project property, as mortgagees and/or an additional loss payee(s). If the Grantee is not the owner of the Project property, the owner of the Project property shall provide the Grantee with a copy of each and every insurance policy in effect. The Grantee shall maintain a copy of each and every insurance policy in effect and shall provide copies to the Authority upon request.

34. **DEVELOPMENT CONTRACT AGREEMENT.** Grantee shall provide IEDA with a copy of the Development Agreement between the owner of the Project property and the entity that will deconstruct, redevelop, or rehabilitate the community catalyst that is the subject of the Project. Grantee shall notify IEDA immediately if the Development Agreement is assigned and shall provide IEDA with a copy of the assignment.

35. **IMMUNITY FROM LIABILITY.** Every person who is a party to the Agreement is hereby notified and agrees that the State, IEDA, and all of their employees, agents, successors, and assigns are immune from liability and suit for or from Grantee's, Project property owners' and/or contractors or subcontractors' activities involving third parties and arising from the Agreement. Pursuant to Iowa Code chapter 669, IEDA and the State of Iowa are self-insured against all risks and hazards related to this Agreement. No separate fund has been established to provide self-insurance, and the State of Iowa is not obligated to establish any such fund during the term of this Agreement.

36. **NONAGENCY.** The Grantee, the Project property owner(s), its or their employees, agents and any subcontractors performing under this Agreement are not employees or agents of the State or any agency, division or department of the State simply by virtue of work performed pursuant to this Agreement. Neither the Grantee nor the Project property owner's employees shall be considered employees of IEDA or the State for federal or state tax purposes simply by virtue of work performed pursuant to this Agreement.

37. **HEADINGS OR CAPTIONS.** The paragraph headings or captions used in this Agreement are for identification purposes only and do not limit or construe the contents of the paragraphs.

38. **DOCUMENTS INCORPORATED BY REFERENCE.** The following are hereby incorporated by reference:

- (a) Agreement Scope of Work and Budget, as found in IowaGrants.gov
- (b) Iowa Economic Development Authority Award Letter as found in IowaGrants.gov.
- (c) Iowa Downtown Resource Center COMMUNITY CATALYST BUILDING REMEDIATION Grant Application, as found in IowaGrants.gov.

39. **ORDER OF PRIORITY.** In the event of a conflict between documents, the following order or priority shall be applied:

- (a) Articles 1-40 of this Grant Agreement.
- (b) Agreement Scope of Work and Budget, as found in IowaGrants.gov
- (c) Iowa Economic Development Authority Award Letter as found in IowaGrants.gov.
- (d) Application, Iowa Downtown Resource Center COMMUNITY CATALYST BUILDING REMEDIATION Grant, as found in IowaGrants.gov.


40. **INTEGRATION.** This Agreement contains the entire understanding between the Grantee and IEDA and any representations that may have been made before or after the signing of this Agreement, which are not contained herein, are nonbinding, void and of no effect. Neither of the parties has relied on any such prior representation in entering into this Agreement.

IN WITNESS WHEREOF, the parties have executed this Contract as of the Effective Date first stated.

RECIPIENT: Prairie City

BY:


Mayor
City of Prairie City
PO Box 637, 203 E Jefferson
Prairie City, Iowa 50228


Typed or Printed Name and Title

IOWA ECONOMIC DEVELOPMENT AUTHORITY:

BY:


Deborah V. Durham, Director



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: October 31, 2023
SUBJ: Carpet, Vinyl, Door & Window Projects

Background

The City Council approved installing new carpet and vinyl flooring and to replace a window at City Hall through the adoption of the current budget. The men's restroom door located at the Sports Complex is sprung and also needs replaced and is included in the project.

City staff contacted four carpet companies and three general contractors and received quotes from Royal Flooring and Lowe's for the carpet and vinyl and one quote from No Limit Home Solutions to replace the window and door.

The quotes are attached.

Action

City staff recommends City Council approve the carpet and vinyl quote from Lowe's for \$7778.72 and the door and window quote from No Limit Home Solutions for \$3584.57.

ROYAL FLOORING
11801 HICKMAN RD
URBANDALE, IA 50323

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UE073669

ROYAL FLOORING Telephone: 515-957-9738 Fax: 515-259-9314

QUOTE

Sold To	Ship To
PRAIRIE CITY HALL 203 E JEFFERSON STREET PRAIRIE CITY, IA 50228	PRAIRIE CITY HALL 203 E JEFFERSON STREET PRAIRIE CITY, IA 50228

Quote Date	MAIN	PO Number	Quote Number
10/19/23	515-994-2649	CITY HALL - BROADLOOM	UE073669

Style/Item	Color/Description	Quantity Units	Price	Extension
#101 - CARPET				
FABRICATE	TO BE DETERMINED	2,160.00 SF	2.18	4,708.80
				4,708.80
#102 - CARPET INSTALLATION MATERIALS / PAD				
NUBROADLOK VRT - ADHESIVE - 4GAL	1 (4 GALLON PAIL)	7.00 EA	112.93	790.51
SCHONOX SL SKIM COAT	GRAY	2.00 EA	25.06	50.12
MOISTURE TEST (3 FOR 1ST 1000SQFT AND 1 PER 1000SQFT AFTER)		4.00 EA	100.00	400.00
				1,240.63
#103 - CARPET LABOR				
INSTALL - GLUE DOWN CARPET		2,160.00 SF	1.50	3,240.00
LABOR - TEAR OUT GLUED CARPET		1,925.00 SF	1.00	1,925.00
INSTALL - SCARIFY COMMERCIAL FLOOR		1,925.00 SF	0.75	1,443.75
				6,608.75
#201 - LUXURY VINYL				
PARAMOUNT BLISS DB LVT 12X24	TO BE DETERMINED	190.00 SF	2.25	427.50
				427.50
#202 - LUXURY VINYL INSTALLATION MATERIALS				
SCHONOX EMICLASSIC UNIVERSAL PRESSURE SENSITIVE ACRYLIC ADHESIVE	NONE	1.00 EA	157.21	157.21
ADAPTOR (1/4" TO 1/8")	TO BE DETERMINED	24.00 LF	1.73	41.52
				198.73

— 10/19/23 — 10:31AM —

Sales Representative(s):

STARMAN, DAVE

SNODGRASS, TATE

Quotes are valid for 7 days from Quote Date above.

*All Credit Card payments are subject to 3% Service Charge fee

Subtotal: 14,079.89
Sales Tax: 387.07
Misc. Tax: 64.51

QUOTE TOTAL: \$14,531.47

UE073669

QUOTE

Sold To	Ship To
PRAIRIE CITY HALL 203 E JEFFERSON STREET PRAIRIE CITY, IA 50228	PRAIRIE CITY HALL 203 E JEFFERSON STREET PRAIRIE CITY, IA 50228

Quote Date	MAIN	PO Number	Quote Number
10/19/23	515-994-2649	CITY HALL - BROADLOOM	UE073669

Style/Item	Color/Description	Quantity	Units	Price	Extension
#203 - LUXURY VINYL LABOR					
INSTALL - GLUE DOWN LUXURY VINYL		190.00	SF	2.00	380.00
					380.00
#997 - TRIM					
VINYL COVE 4 X 4 1/8 TOE	TO BE DETERMINED	240.00	LF	1.00	240.00
960 WALL BASE	30OZ CARTRIDGE	4.00	EA	8.87	35.48
INSTALL - VINYL / RUBBER COVE BASE		240.00	LF	1.00	240.00
					515.48

Bid is an estimate based off of blueprint provided.

-No Tear out included, but will be once we gather measurements

— 10/19/23 — 10:31AM —

Sales Representative(s):

STARMAN, DAVE

SNODGRASS, TATE

Quotes are valid for 7 days from Quote Date above.

*All Credit Card payments are subject to 3% Service Charge fee

Subtotal: 14,079.89
Sales Tax: 387.07
Misc. Tax: 64.51

QUOTE TOTAL: \$14,531.47

ROYAL FLOORING
11801 HICKMAN RD
URBANDALE, IA 50323

Page 1

UE073137

ROYAL FLOORING Telephone: 515-957-9738 Fax: 515-259-9314

QUOTE

Sold To	Ship To
PRAIRIE CITY HALL 203 E JEFFERSON STREET PRAIRIE CITY, IA 50228	PRAIRIE CITY HALL 203 E JEFFERSON STREET PRAIRIE CITY, IA 50228

Quote Date	MAIN	PO Number	Quote Number
09/27/23	515-994-2649	CITY HALL - CARPET TILE	UE073137

Style/Item	Color/Description	Quantity Units	Price	Extension
#201 - LUXURY VINYL				
PARAMOUNT BLISS DB LVT 12X24	TO BE DETERMINED	190.00 SF	2.25	427.50
				427.50
#202 - LUXURY VINYL INSTALLATION MATERIALS				
SCHONOX EMICLASSIC UNIVERSAL PRESSURE SENSITIVE ACRYLIC ADHESIVE	NONE	1.00 EA	157.21	157.21
ADAPTOR (1/4" TO 1/8")	TO BE DETERMINED	24.00 LF	1.73	41.52
				198.73
#203 - LUXURY VINYL LABOR				
INSTALL - GLUE DOWN LUXURY VINYL		190.00 SF	2.00	380.00
				380.00
#351 - CARPET TILE				
ECHO TILE	TO BE DETERMINED	224.00 SY	26.00	5,824.00
				5,824.00
#352 - CARPET TILE SUNDRIES				
COMMERCIALON PREMIUM MODULAR & LVT ADHESIVE (4 GAL, 120 YDS)	BLUE	2.00 EA	135.29	270.58
SCHONOX SL SKIM COAT	GRAY	2.00 EA	25.06	50.12
				320.70
#353 - CARPET TILE LABOR				
INSTALL - CARPET TILE		2,016.00 SF	1.00	2,016.00
INSTALL - GLUE DOWN CARPET		1,925.00 SF	1.00	1,925.00
MOISTURE TEST (3 FOR 1ST 1000SQFT AND 1 PER 1000SQFT AFTER)		4.00 EA	100.00	400.00

— 10/19/23 — 10:31AM —

Sales Representative(s):

STARMAN, DAVE

SNODGRASS, TATE

Subtotal: 13,451.16
Sales Tax: 422.78
Misc. Tax: 70.46

Quotes are valid for 7 days from Quote Date above.

*All Credit Card payments are subject to 3% Service Charge fee

QUOTE TOTAL: \$13,944.40

UE073137

QUOTE

Sold To		Ship To	
PRAIRIE CITY HALL 203 E JEFFERSON STREET PRAIRIE CITY, IA 50228		PRAIRIE CITY HALL 203 E JEFFERSON STREET PRAIRIE CITY, IA 50228	
Quote Date	MAIN	PO Number	Quote Number
09/27/23	515-994-2649	CITY HALL - CARPET TILE	UE073137

Style/Item	Color/Description	Quantity	Units	Price	Extension
INSTALL - SCARIFY COMMERCIAL FLOOR		1,925.00	SF	0.75	1,443.75
					5,784.75
#997 - TRIM					
VINYL COVE 4 X 4 1/8 TOE	TO BE DETERMINED	240.00	LF	1.00	240.00
960 WALL BASE	30OZ CARTRIDGE	4.00	EA	8.87	35.48
INSTALL - VINYL / RUBBER COVE BASE		240.00	LF	1.00	240.00
					515.48

Bid is an estimate based off of blueprint provided.

-No Tear out included, but will be once we gather measurements

— 10/19/23 — 10:31AM —

Sales Representative(s):

STARMAN, DAVE

SNODGRASS, TATE

Quotes are valid for 7 days from Quote Date above.

*All Credit Card payments are subject to 3% Service Charge fee

Subtotal: 13,451.16
Sales Tax: 422.78
Misc. Tax: 70.46

QUOTE TOTAL: \$13,944.40



PROJECT QUOTE

Document Created: 10-05-2023

Salesperson: Reyes-sutton, Tre

CUSTOMER ACCOUNT

Jerry Moore

(515) 669-1662

INSTALL ADDRESS

Jerry Moore

203 E Jefferson Prairie
city, IA 50228

(515) 669-1662

LOCAL STORE

LOWE'S HOME CENTERS, LLC
#2503

3610 8th Street Sw
Altoona, IA

(515) 967-9800



Carpet

Project Quote: 12' Carpet Quote - 2028 sqft [CQ] # 249331



Product Total

\$ 1,784.64



Labor Price

\$ 3,898.66



PROvider Measurement (Deduction)

(\$ 35.00)



Delivery Fees



Tax (Est.)

\$ 397.83

Total Price

\$ 6,046.13

This Quote is valid until 10/29/2023. This is an estimate only. This estimate does not include tax, special fees (e.g., White Goods Tax), or delivery charges. Delivery of all materials contained in this estimate are subject to availability from the manufacturer or supplier. All the above quantities, dimensions, specifications and accessories have been verified and accepted. I understand that this order will be placed according to these specifications and is non-refundable.



PROJECT QUOTE

Quote Created: 10-05-2023

Salesperson: Reyes-sutton, Tre

Detailed Breakdown

Item Summary	Item #	Model #	Fulfillment Type	Unit Price	Quantity	Pre-tax Total
Lancaster Granite Berber/Loop Indoor Commercial Carpet	249331	7L69000500	PL	\$ 10.56	99	\$ 1045.44
Lancaster Granite Berber/Loop Indoor Commercial Carpet	249331	7L69000500	PL	\$ 10.56	70	\$ 739.20
BASIC LABOR CARPET GLUE DOWN	282844		DD	\$ 0.97	2028	\$ 1967.16
INSTALL WALL BASE CARPET	1076372		DD	\$ 1.40	405	\$ 567.00
REMOVE HAUL GLUE DOWN CARPET	144833		DD	\$ 0.50	1649	\$ 824.50
CUSTOM WORK CARPET	1099056		DD	\$ 1.00	540	\$ 540.00
PROvider Measurement (Deduction)						(\$ 35.00)

Pre-tax Total: \$ 5648.30

Est. Tax: \$ 397.83

Total Price: \$ 6046.13

This Quote is valid until 10/29/2023. This is an estimate only. This estimate does not include tax, special fees (e.g., White Goods Tax), or delivery charges. Delivery of all materials contained in this estimate are subject to availability from the manufacturer or supplier. All the above quantities, dimensions, specifications and accessories have been verified and accepted. I understand that this order will be placed according to these specifications and is non-refundable.



PROJECT QUOTE

Document Created: 10-25-2023

Salesperson: Reyes-sutton, Tre

CUSTOMER ACCOUNT

Jerry Moore

(515) 669-1662

INSTALL ADDRESS

Jerry Moore

203 E Jefferson Prairie
city, IA 50228
(515) 669-1662

LOCAL STORE

LOWE'S HOME CENTERS, LLC
#2503

3610 8th Street Sw
Altoona, IA
(515) 967-9800



Luxury Vinyl Plank

Project Quote: Vinyl Tile Refigure - 170 sqft [CQ] #1098387



Product Total

\$ 899.00



Labor Price

\$ 752.95



PROvider Measurement (Deduction)

(\$ 35.00)



Delivery Fees



Tax (Est.)

\$ 115.64

Total Price

\$ 1,732.59

This Quote is valid until 11/23/2023. This is an estimate only. This estimate does not include tax, special fees (e.g., White Goods Tax), or delivery charges. Delivery of all materials contained in this estimate are subject to availability from the manufacturer or supplier. All the above quantities, dimensions, specifications and accessories have been verified and accepted. I understand that this order will be placed according to these specifications and is non-refundable.



PROJECT QUOTE

Quote Created: 10-25-2023

Salesperson: Reyes-sutton, Tre

Detailed Breakdown

Item Summary	Item #	Model #	Fulfillment Type	Unit Price	Quantity	Pre-tax Total
0.375-in x 20-ft Closed Cell Backer Rod, Gray	41298	71464	PL	\$ 4.18	4	\$ 16.72
Grecian 0.23-in T x 2-in W x 78.7-in L Vinyl 4-in-1 Floor Moulding	3711509	MG002040	PL	\$ 24.20	2	\$ 48.40
Grecian Marble 20-mil x 11-in W x 24-in L Interlocking Luxury Vinyl Tile Flooring (19.83-sq ft/ Carton)	3654214	LWT31-110	PL	\$ 79.12	9	\$ 712.08
Clear Caulk	47970	2811092	PL	\$ 10.98	4	\$ 43.92
11/16-in x 12-ft Primed Quarter Round Moulding	14408	10612FJPMD	PL	\$ 12.98	6	\$ 77.88
INSTALL QTR VINYL INSTALL	227646		DD	\$ 0.01	65	\$ 0.65
INSTALL WALL BASE VINYL	1076376		DD	\$ 1.40	65	\$ 91.00
CUSTOM WORK VINYL	1099060		DD	\$ 1.00	75	\$ 75.00
BASIC LABOR FLOATING LVP/LVT	503270		DD	\$ 2.99	170	\$ 508.30
SEAL THE PERIMETER	1119488		DD	\$ 0.01	88	\$ 0.88
INSTALL TRANSITIONS VINYL INSTALL	503271		DD	\$ 0.01	12	\$ 0.12
REMOVAL GLUED CARPET	1119489		DD	\$ 0.50	154	\$ 77.00
PROvider Measurement (Deduction)						(\$ 35.00)

Pre-tax Total: \$ 1616.95

Est. Tax: \$ 115.64

Total Price: \$ 1732.59

This Quote is valid until 11/23/2023. This is an estimate only. This estimate does not include tax, special fees (e.g., White Goods Tax), or delivery charges. Delivery of all materials contained in this estimate are subject to availability from the manufacturer or supplier. All the above quantities, dimensions, specifications and accessories have been verified and accepted. I understand that this order will be placed according to these specifications and is non-refundable.

1:44

LTE

Cancel

Edit Estimate

Done

Client

City Of Prairie City



Description

Organize

Sports Complex Door**\$1,435.29**

Men's restroom steel door and frame replacement. Removal and replacement of door at sports complex for men's bathroom. Price includes new door. Primed door. No paint. 1-2 weeks from purchase for delivery of window.

**Labor door install.****\$400.00**

Labor for removal and installation of new door. Disposal of old door.

**City hall window****\$1,249.28**

New window for office in city hall building. Custom window. 3-5 weeks from purchase for delivery of window.

**Labor for window install.****\$300.00**

Removal and replacement of window in city hall office. Includes disposal of old window.

**Paint door****\$200.00**

Paint door to match. Paint and labor.



ESTIMATE

Prepared For

City Of Prairie City
203 E Jefferson St
Prairie City , Iowa 50228
(515) 994-2649

Sean Gourd

P.O. Box 106
Prairie City, Iowa 50228
Phone: (515) 410-4380
Email: nolimithomesolutions515@gmail.com

Estimate # 810

Date 10/19/2023

Description

Sports Complex Door

Men's restroom steel door and frame replacement. Removal and replacement of door at sports complex for men's bathroom. Price includes new door. Primed door. No paint. 1-2 weeks from purchase for delivery of window.

Labor door install.

Labor for removal and installation of new door. Disposal of old door.

City hall window

New window for office in city hall building. Custom window. 3-5 weeks from purchase for delivery of window.

Labor for window install.

Removal and replacement of window in city hall office. Includes disposal of old window.

Paint door

Paint door to match. Paint and labor.

Subtotal	\$3,584.57
-----------------	-------------------

Total	\$3,584.57
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By signing this document, the customer agrees to the services and conditions outlined in this document.

City Of Prairie City



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: November 2, 2023
SUBJ: Programable Thermostats – City Buildings

Background

At previous City Council meetings, Council member Townsend requested City staff to look in the possibility and cost of replacing the current thermostats at the City buildings with programable thermostats. Carl and I discussed the situation and evaluated thermostats. Key City buildings with non-programable thermostats include City Hall/Police Department (3) and the Community Building (2). The existing library building has one (1) thermostat. If supported by the City Council, the Public Works staff can install the thermostats.

Honeywell is a reliable and trusted thermostat brand and through evaluation determined that the Honeywell FocusPro 6000 Programable Two Stage Thermostat would adequately service the City Hall/Police Department and Community Building needs. As the library will be moving to the new building in January it is not recommended to install a new thermostat. The cost varies depending on where its purchased however, Ebay is selling the Honeywell FocusPro for \$156.45. Five (5) thermostats would be approximately \$782.25 plus shipping (\$15).

Action

City staff recommends City Council approve purchasing five (5) Honeywell FocusPro 6000 Programable Two Stage Thermostats at an amount not to exceed \$782.25 plus shipping. The cost would come from accounts 001-650-6310 Building Maintenance (City Hall) and 001-430-6311 Community Building Expense (Parks).



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: October 31, 2023
SUBJ: Creating Superintendent of Public Works

Background

I have observed and worked closely with the City's Public Works Department staff since being appointed City Administrator in January of this year. I obtained a good understanding about their role with daily routine duties and the need to plan to accomplish various projects. In my view Public Works staff need someone at the shop, Water and Wastewater Plants, parks, cemetery, and streets that has a good understanding about all operation areas and is able to coordinate staff to complete daily and planned activities. This is critical especially with Carl VanderKamp retiring the end of this year.

While I have a good grasp of their daily and planned activities, I don't work with Public Works staff on an hourly basis. In my past positions working in city and county government there has been designated leaders or supervisors within the Public Works Departments that had the responsibility for coordinating staff and overseeing their daily routine work and completion of special activities and projects. Benefits to this arrangement are many and include the following:

1. One person having and sharing the vision of the department with other staff.
2. One person taking charge during emergency situations (ie water main break, sanitary sewer leak, power outage, blizzards, flooding, storms and tornados).
3. One person that has done and understands most of the departmental duties.
4. Creates an opportunity for other Public Works staff to grow and aspire to potentially achieve the position.
5. One person overseeing activities of the day or week and assisting Public Works staff where needed.
6. One person is assessable to City Hall staff for administrative meetings involving Public Works Department issues and projects.

This plan also involves appointing Jacob (Jake) Farlow as the interim Public Works Superintendent effective January 1, 2024. City Administration will go through the hiring process in January 2024 to post the Superintendent position and interview candidates for the permanent Superintendent position. The recommended candidate will be placed on the City Council meeting agenda for action.

If the Superintendent position is supported by City Council, I will continue to request all Public Works staff to participate in weekly staff meetings and I'll continue to include them all in my weekly update to the Mayor and City Council.

A job description that addresses duties of a Superintendent position is attached.

Action

I recommend that City Council approve the Public Works Superintendent position and the plan to appoint Jacob (Jake) Farlow as the interim Public Works Superintendent to be affective January 1, 2024, until City Administration goes through the hiring process to post the position and interview candidates for the permanent Superintendent position. The recommended candidate will be placed on a City Council meeting agenda for action.

PUBLIC WORKS – Water/Wastewater Superintendent

Position: Public Works –Water/Wastewater Superintendent

Reports to: City Administrator

Revision Date: 09/01/2021

FLSA Classification: Non-exempt

JOB DUTIES

WATER/WASTEWATER SUPERINTENDENT:

- Prepare, sign, and file reports as required by local, state and federal authorities.
- Prepare monthly activity report for Council.
- Support and train Water/Wastewater Operators.
- Submit annual budget recommendations.
- Performs/oversees training on general plant maintenance using a variety of tools to clean, maintain and repair pipes, valves, filters, screens, tanks, pits, building, pumps, machines and other equipment.
- Collects (or oversees collection) and analyzes water samples on a daily basis following established laboratory procedures.
- Records results of laboratory analysis.
- Mixes chemicals used in water treatment process according to established procedure.
- Computes monthly averages of flows, pounds of chemicals applied, and test results.
- Monitors, inspects, reads and records data from gauges and meters
- Inspects and listens to chlorinator, pumps and other equipment.
- Identifies, reports, and repairs (schedules repair) of malfunctioning equipment.
- Checks wastewater treatment equipment for proper functioning.
- Cleans, maintains and repairs equipment on ongoing basis.
- Manually changes chemical drums, barrels and cylinders when empty following established safety procedures for each chemical.
- Operates water treatment equipment including pumps, wells and valves.
- Performs other duties as needed, including care of plant and lagoon grounds.

METER READING OPERATIONS

- Investigates reasons for meter failure and orders parts necessary for repair.
- Reviews high and low water consumption reports.
- Responds to inquiries from the public regarding water service.

CAPITAL PROJECT PLANNING/REVIEW

- Makes recommendations and provides quality and qualified guidance regarding future planning for the city including capital improvements, equipment, and operational needs.
- Represents the city, as directed by City Administrator and/or Council, with contractors, consultants, and other governmental units and community groups in with the city may have an interest.
- Verifies that permits and plans submitted for approval comply with established zoning and planning standards and municipal ordinances. Conducts physical inspection throughout the construction process.

STREET LABORER/EQUIPMENT OPERATIONS:

- Support, train, & oversee staff.
- Safely operates a variety of street maintenance and cleaning equipment including maintainer, end loader, dump truck, steel roller, and street sweeper.
- Removes snow and ice from streets and other city property using snowplow, v-plow, sander and other equipment.
- Safely operates a variety of hand and power tools used in street maintenance and repair including street painting equipment; cement saws; chain saw; hammer; drill; air compressor; electrical and carpentry tools and surveying tools.
- Safely operates a variety of equipment used in trimming trees and grounds keeping, including chainsaw, chipper, pesticide sprayer, lawn mower and weed whip.

CEMETERY OPERATIONS:

- Support, train & oversee staff.
- Approve installation and repair of headstones and monuments.

PARKS OPERATIONS:

- Support, train and oversee staff.
- Participates in maintenance and general operations of municipal parks which include:
 - Recreational Sports Complex
 - Tennis courts
 - Garden Square
 - Community Parks
 - Buffalo Park
 - Trail
- Performs a variety of maintenance functions in park facilities and grounds keeping work including mowing grass; trimming trees; picking up litter and branches; removing snow using shovel and snowblower; painting; occasionally cleaning restrooms; moving picnic tables, spreading dirt and rock, and dragging the infields.
- Conducts regular inspections of facilities to check for any necessary repairs.

PUBLIC BUILDING OPERATIONS

- Support, train & oversee staff.
- Building and grounds maintenance, replace light bulbs, mowing and weed trimming, monitoring building conditions, meeting with contractors for repairs, room setup and turning services on/off.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

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

- Ability to coordinate and oversee the work of staff.
- Ability to follow written and/or verbal instructions.
- Ability to perform basic addition and subtraction; accurately count and record numbers.

- Ability to accurately transcribe numeric data from one source to another.
- Ability to safely perform physical activities including walking (uneven or slippery surfaces), crouching, kneeling to access confined spaces, bending, stooping, climbing, balancing, sitting for extended periods, twisting, reaching, grasping, standing, and other movements associated with each of the various areas of operation.
- Ability to safely lift, carry push and pull objects weighing up to 50 pounds and to exert up to 100 pounds of force occasionally.
- Knowledge of the principles and operating procedures of water and wastewater treatment including: knowledge of chemistry and bacteriology; meters and gauges; laboratory equipment and procedures; established controls; related occupational hazards and safety precautions.
- Ability to establish effective working relationships with co-workers, supervisors, and the public.
- Knowledge of or ability to learn municipal street and utility systems.
- Knowledge of the standard methods, materials, tools and equipment used in road maintenance.
- Knowledge of operating hazards of road maintenance and repair equipment and vehicles and corresponding safety precautions.
- Ability to safely perform outdoor manual labor for extended periods of time under adverse weather conditions.
- Ability to read maps and use GPS location tools.
- Ability to use logic or science to solve problems with several abstract and concrete variables.
- Ability to obtain and maintain all required licenses and certifications.
- Ability to safely operate and maintain tools and equipment associated with public works projects, including, but not limited to, general purpose maintenance equipment and tools; safety equipment; cars, light trucks, tractors, street sweeper, motor graders, loaders; air compressor; chain hoist; electrical welding equipment, drills, grinder, generator; riding or push mowers; weed eater; hand tree trimmer; sprayer; ladder; extension cords; measuring equipment; hazardous chemicals; motorized sump pump; hammers, sledgehammers; and other vehicles, tools, and equipment.
- Knowledge of the principles and practices of grounds care and building maintenance.
- Ability to accurately use equipment used to locate burial lots.
- Ability to maintain detailed and accurate records.
- Ability to work independently and/or with other employees.
- Knowledge of construction and repair principles and techniques relating to buildings, fences, play equipment and other parks department structures.
- Knowledge of water main installation and repair.

ENTRY REQUIREMENTS

Education/Training: Graduation from high school or GED equivalency.

Work experience: Five years of post-high school job related experience such as plumbing and/or mechanical repair. Operation of heavy equipment is essential. Obtaining Class A CDL desirable.

Required licenses, registrations and certifications: Valid Iowa motor vehicle operator's license. Must have or be able to obtain Water Treatment Grade II - Operator, Water Distribution Grade II - Operator, and Waste Water Grade III - Operator.

Post-offer physical examinations: Required.

Drug testing: Required.

Residency requirement: As stated in the Employee Handbook

Criminal background check: Required.

WORK ENVIRONMENT

Work is performed both inside and outside and involves seasonal exposure to heat and cold, wind, rain, humidity, snow and ice conditions. Work may be performed in the cab of a truck or tractor, office, plant or laboratory. Position involves exposure to awkward or confining work spaces; darkness due to poor lighting; dirt and dust; mists; gases; odors and fumes; moving machinery; loud noises; vibration; noise and vibrations associated with operating power tools, periodic lifting and carrying of chemical containers; valves; pumps; grounds keeping, maintenance of heavy equipment, machinery and power tools; darkness or poor lighting; visual strain; safety equipment weighing more than 50 pounds; working on uneven ground, mechanical, herbicides and other chemical, microbiological, electrical, fire and traffic hazards; and extensive walking and standing. Position may involve being called back to work while off-duty, extended or irregular work hours and work pace pressure. Seasonal work may require a respirator and protective clothing.

1. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the city.
2. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
3. The City reserves the right to change or reassign job duties or combine positions at any time.

Date

City of Prairie City

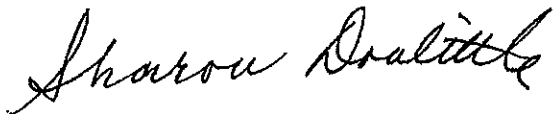
To whom it may concern:

Someone from the city called me (sorry I don't remember names) and told me my upcoming water bill was going to be much higher. I knew it would be some higher as I had left a hose on all night by accident. I was shocked at how much it was! She told me to contact the city and ask for forgiveness on the sewer part since it just ran into the ground. I had turned it on mid-afternoon and usually set a timer for me to check. When I checked I thought about 10 or 15 minutes more. I failed to set a timer. The next morning, I was outside by the outside faucet and heard water running. All of a sudden, I remembered the hose. I expected my garden to be flooded, but there was very little water standing. It was that dry! However, I did not intend to water it that long! The hose was probably on for 18 hours. I would like to ask forgiveness for the sewer part of that water. Thank you

Sharon Doolittle

407 South Main Street

515-994-2411

A handwritten signature in cursive script that reads "Sharon Doolittle". The signature is written in dark ink and is positioned below the printed name and address.

City of Prairie City
Code of Ordinances
Ch 99 Sewer Service Charges

99.03 SPECIAL RATES.

Where, in the judgment of the Superintendent and the Council, special conditions exist to the extent that the application of the sewer charges provided in Section [99.02](#) would be inequitable or unfair to either the City or the customer, a special rate shall be proposed by the Superintendent and submitted to the Council for approval by resolution.

RESOLUTION NO. 11-8-23-4

A RESOLUTION APPROVING UTILITY BILL REDUCTION FOR PROPERTY OWNER OF PROPERTY LOCATED AT 407 S MAIN, PRAIRIE CITY, IA

WHEREAS, Sharon Doolittle, the property owner of the dwelling located at 407 S Main is requesting support to reduce October's 2023 utility bill, and

WHEREAS, a garden hose was left on for approximately 18 hours during September of this year draining the water into the garden, and

WHEREAS, the property owner was not aware the garden hose was left on, and

WHEREAS, the City's utility customers are charged separate fees for water usage and processing and treating the wastewater at the City's Wastewater Treatment Plant, and

WHEREAS, the City's Code of Ordinance Chapter 99.03 provides a process for the City's Utility Superintendent to evaluate and recommend a special rate on wastewater charges that are considered inequitable or unfair to either the City or the customer, and

WHEREAS, Ms. Doolittle's October utility bill was \$273.90 at 9100 gallons and her average monthly water usage this year was approximately 2990 gallons at a wastewater fee of \$41.44, and

WHEREAS, the Superintendent evaluated Ms. Doolittle's utility bill and the circumstances associated with the charges and recommends reducing 6110 gallons of wastewater charges and crediting her \$41.44 to be consistent with the annual average wastewater charges, and

WHEREAS, Ms. Doolittle has automatic bill payment processing from her bank account and has paid her October utility bill in full.

NOW THEREFORE BE IT RESOLVED that the City Council approves resolution 11-8-23-4 based on the Superintendent's recommendation to approve a wastewater credit of \$41.44 to be applied to Ms. Doolittle's future utility bill at her property located at 407 S Main due to wastewater charges considered to be inequitable or unfair.

Approved and adopted this 8th Day of November, 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: October 29, 2023
SUBJ: City's Inflatable Play Feature for Children

Background

Public Works staff cleaned and setup the City's inflatable play feature prior to the start of this years Prairie Days. The Iowa Department of Inspections and Appeals wouldn't allow the City's inflatable to be used as no permit was obtained from their department. Consequently, Public Works staff took the inflatable down.

After Prairie Day, City staff met with Celebration Committee members. They shared with City staff that the company hired by the City to display and operate their inflatable features didn't support use of the City's inflatable play feature as it competes with their business. Also, the state requires that the City's inflatable be monitored by an adult when it's in use. The question for City Council is whether they support continuing use of the City's inflatable play feature at Prairie Days. If not, City Administrative staff will try to sell the inflatable play feature.

Action

As long as the inflatable play feature remains in good condition, City staff recommends City Council support keeping it and using it for Prairie Days and direct City staff to obtain the necessary permit.



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: October 29, 2023
SUBJ: Non-profit Fundraiser(s) (Prairie City Champs 4H Group & others) – at City Hall

Background

The Prairie City Champs 4H Group contacted City Hall to see if they could leave a flyer and donations box at City Hall for a fundraiser (Chemo Care Baskets for annual Christmas Tree decorating at the Court House in Newton) geared to assist people at the hospital with cancer. I reached out earlier to the City Council to gauge interest and there was not full support.

The first question before City Council is whether the City Council supports allowing Prairie City Champs 4H Group to leave a box at City Hall for donations to assist people with cancer. The second question is how the City Council would like City staff to respond to other non-profit organizations interested in coordinating their fundraisers or activities with the City.

Action

City staff recommends City Council support the Prairie City Champs 4H Group request and other possible requests from other non-profit organizations. At minimum the Prairie City Champs 4H Group and other non-profit organizations could post their flyers on the board at City Hall.



CHEMO CARE BASKETS

PC Champs 4-H group is looking for donations to create Chemo Care Baskets for our annual Christmas Tree decorating at the courthouse in Newton. The deadline for donations will be November 13th, so we have time to create the baskets. Any of the following or anything similar works! Thank you all for any support. The chemo patients will love it.

- ✓ Unscented Hand Sanitizer
- ✓ Hard Toys
- ✓ Blankets
- ✓ Tissues
- ✓ Neck Pillow
- ✓ Coloring Books/Colored Pencils
- ✓ Fidget Toys



Potential Ordinance Text Amendments - City's Code of Ordinances

1. Require property owners to pave the approach area located from the street to the property line when they reconstruct or construct a new driveway at an existing established property.
2. Reasonable language addressing installation of sidewalks at existing properties (qualifiers on when required, where applicable, & financial assistance)
3. Allow golf carts to be driven on trail located west of intersection of W McMurray St and W James St to S. Commerce Drive. (pave road instead?)
4. Establish predevelopment meeting process with property owners/developers prior to submitting Development Applications including subdivision plats, conditional use permit applications, rezoning request applications and establishing preconstruction meetings with developers/contractors prior to submitting Right-of-way Permit Application for utilities and structures planned within the City's right-of-ways.
5. Increase sign sq. ft. area overall and number of signs allowed on buildings located on corner lots.
6. Water & Sewer and Solid Waste & Recycling Rates
7. Add language requiring building permit applications to be submitted for all construction, reconstruction, alteration to building and/or structure. (currently it's not a direct statement)



Doc ID: 003650380010 Type: GEN
Recorded: 07/12/2018 at 02:06:14 PM
Fee Amt: \$0.00 Page 1 of 10
Jasper County, Iowa
Denise Allan County Recorder

File 2018-00003869

DOCUMENT PREPARED BY:

Nick Fratzke

RETURN RECORDED DOCUMENT TO:

JASPER COUNTY AUDITOR'S OFFICE
SUSAN YOUNG

TITLE OF DOCUMENT:

Ordinance 40C Jasper County Building Code

GRANTOR: SEE PAGE 2

GRANTEE: SEE PAGE 2

no fee
Jasper Co. Auditor

JASPER COUNTY, IOWA

BEFORE THE BOARD OF SUPERVISORS

ORDINANCE NO. 40C

AN ORDINANCE OF JASPER COUNTY, IOWA TO ADOPT BY REFERENCE A COMPLETE BUILDING CODE REGULATING THE ERECTION, CONSTRUCTION, ENLARGEMENT, ALTERATION, REPAIR, MOVING, REMOVAL, CONVERSION, DEMOLITION, OCCUPANCY, EQUIPMENT, USE, HEIGHT, AREA AND MAINTENANCE OF BUILDINGS AND STRUCTURES, INCLUDING INSTALLATION OF MOBILE, MANUFACTURED AND MODULAR HOMES; TO PROVIDE FOR THE ISSUANCE OF PERMITS AND COLLECTION OF FEES; AND TO PROVIDE PENALTIES FOR VIOLATIONS, AND FOR THE REPEAL OF THE EXISTING JASPER COUNTY BUILDING CODE ORDINANCE #40 IN ITS ENTIRETY AND REPLACING IN LIEU THEREOF THE FOLLOWING:

JASPER COUNTY BUILDING CODE

1. **Title.** This ordinance shall be known, cited and referred to as the "*Jasper County Building Code*".
2. **Adoption of the International Building Code.** Pursuant to published notice and public hearing, as required by law, the 2006 International Building Code, published by the International Code Council, is hereby adopted in full, including all appendixes, except for such portions as may hereinafter be deleted, modified or amended.
3. **Adoption of the International Mechanical Code.** Pursuant to published notice and public hearing, as required by law, the 2006 International Mechanical Code, published by the International Code Council, is hereby adopted in full, including all appendixes, except for such portions as may hereinafter be deleted, modified or amended.
4. **Adoption of the International Plumbing Code.** Pursuant to published notice and public hearing, as required by law, the 2006 International Plumbing Code, published by the International Code Council, is hereby adopted in full, including all appendixes, except for such portions as may hereinafter be deleted, modified or amended.
5. **Adoption of the National Electrical Code.** Pursuant to published notice and public hearing, as required by law, the 2017 National Electrical Code, published

by the National Fire Protection Association is hereby adopted in full, including all appendixes, except for such portions as may hereinafter be deleted, modified or amended.

6. **Adoption of the International Residential Code.** Pursuant to published notice and public hearing, as required by law, the 2006 International Residential Code, published by the International Code Council, is hereby adopted in full, including all appendixes, except for such portions as may hereinafter be deleted, modified or amended.
7. **Adoption of the International Energy Conservation Code.** Pursuant to published notice and public hearing, as required by law, the 2006 International Energy Conservation Code, published by the International Code Council, is hereby adopted in full, including all appendixes, except for such portions as may hereinafter be deleted, modified or amended.
8. **Adoption of the International Existing Building Code.** Pursuant to published notice and public hearing, as required by law, the 2006 International Existing Building Code, published by the International Code Council, is hereby adopted in full, including all appendixes, except for such portions as may hereinafter be deleted, modified or amended.
9. **Construction Documents by Registered Design Professional.** Construction documents for all buildings and/or structures other than those covered by the International Residential Code, shall be prepared, signed and sealed by a registered design professional.
10. **Exempt.** This ordinance shall not apply to farm houses or other farm buildings which are primarily adapted for use for agricultural purposes, while so used or under construction for that use, as required by the Code of Iowa 331.304(3)(a).
11. **Conflicts.** Wherever the requirements of this ordinance are at variance with the requirements of any applicable and superseding law, rule, regulation, or ordinance, the most restrictive or that imposing the higher standard shall govern.
12. **Severability.** Should any provision of this ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the remaining provisions of this ordinance or the ordinance as a whole.
13. **Enforcement as a Municipal Infraction.** Any violations of any provision of this ordinance shall be enforced as municipal infractions according to procedures established by law, as may from time to time be amended. Any person, firm or corporation violating any of the provisions of this ordinance commits a municipal infraction and shall, upon a finding that a violation has occurred, be made to pay a penalty fee equal to the maximum then allowed for municipal infractions under Iowa law for each infraction, including maximum enhanced penalties for any

subsequent or continuing infraction(s). Each day that an infraction is permitted to exist shall constitute a separate infraction. Enforcement of the provisions of this ordinance may also be initiated or assisted by means of an action in law or equity, as the case may, be in the Jasper County offices of the Iowa District Court.

14. Effective Date. This Ordinance shall be in full force and effect July 1, 2018.

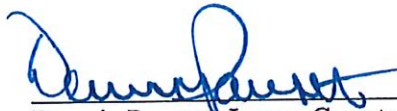
Passed and approved in this final form following three readings (or due waiver thereof in the manner allowed by law) on the following roll call vote on the 19th day of June, 2018.

Supervisor	Aye	Nay
Joe Brock		
Dennis Carpenter	X	
Doug Cupples	X	



Doug Cupples, Chairperson Jasper County Board of Supervisors

Attest:



Dennis Parrott, Jasper County Auditor

CERTIFICATE OF PUBLICATION

I, Dennis Parrott, Jasper County Auditor, hereby certify that the foregoing Ordinance was passed and approved by the Board of Supervisors of Jasper County on the 19 day of June, 2018, and was published in the Jasper County Official Newspapers, newspapers of general circulation on the 28 day of June 2018.

A handwritten signature in blue ink, appearing to read "Dennis Parrott", written over a horizontal line.

Dennis Parrott, Jasper County Auditor



AFFIDAVIT OF PUBLICATION

State of Iowa, Jasper County, ss:
I, Faye Brand, Publisher of
the Hometown Press, a weekly newspaper
of general circulation, printed and published
at Sully, Jasper County, Iowa, being sworn, do
upon oath, state that the attached

Public Notice Jasper Co. Auditor

Public Notice: Approve 1st Reading, Waive 2nd/3rd

Ordinance 40C Jasper Co. Bldg. code
update National Electrical code
was published in the HOMETOWN PRESS
on the following date(s) to wit:

June 28, 2018
_____, 2018
_____, 2018
_____, 2018

Publication fees: \$ 6.13

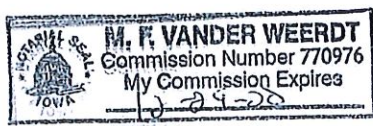
Signed

[Signature]

Subscribed and sworn to before me this,

28th day of June, 2018

[Signature]
Notary Public



Hometown Press : Page 13

9,600.00	Polk County Treasurer Fees	171.35
6,815.00	Racom Corporation Equipment	14,686.76
300.00	RC Hydraulics Supplies	49.54
392.41	Reasnor Telephone Company LLC Utilities	34.50
82.30	Rebeearth Products, Inc Supplies	4,144.40
13.63	Reinhart Foodservice Food	5,807.59
2,745.24	Richard Bullock Mileage	183.07
34.21	Riggs Printing & Forms Inc Supplies	296.07
49.60	Robert Alan Howe Services	200.00
10.90	Ron Wickman Mileage	234.35
57.77	Ryan Eaton Mileage	37.06
352.62	Sadler Power Train Truck Parts Supplies	2,576.79
320.25	SCI Communications, Inc Repairs	190.00
33.79	Searsboro Telephone Co Inc Utilities	910.00
1,199.25	Secretary of State Fees	60.00
20.71	Shawn Dobbs Mileage	324.28
57.45	Sheila Bills Mileage	546.64
75.00	Skiff Medical Center Medical	7,404.55
50.00	State Steel of Des Moines Supplies	1,110.20
732.52	Stephen P McManus Mileage	660.00
1,586.85	Storm Water Supply LLC Supplies	8,721.18
67.44	Sully Telephone Association Utilities	554.63
5,171.00	Superior Welding Supply Supplies	571.58
98.10	T/C Town Country Services Services	150.00
95.00	Teresa Arrowood Mileage	46.76
32.70	The Barrier Group Maintenance	400.00
166.23	Treebiz Equipment	7,385.95
58.86	TruBank Bond	137,025.00
171.68	Unifirst Corporation Services	141.20
4,564.00	Unplugged Wireless Services	7,690.00
47.45	US Bank Equipment Finance Maintenance	75.00
55,618.36	Verizon Wireless Utilities	2,007.78
136.80	Veterans United Home Loan Shelter	668.85
38.15	William Hull Reimbursement	99.98
275.00	Windstream Utilities	2,808.08
200.00	Windstream Iowa Communications Utilities	329.20
157.17	Grand Total	2,308,278.79
62.54	Published in Hometown Press 06-28-2018	
268.14	PUBLICATION NOTICE	
8.18	The Jasper County Board of Supervisors held a	
619.71	public hearing at 9:30 a.m. on June 19, 2018 in the Board	
44.47	of Supervisors Office, Room 203, of the Jasper County	
2,017.84	Courthouse. The Board of Supervisors did vote to approve	
167.80	the First Reading and waive the Second and Third	
200.00	Readings of Ordinance 40C Jasper County Building Code	
475.43	updating the National Electrical Code Date to 2017. Full	
321.35	text of the ordinances can be viewed at the Jasper County	
50.00	Auditor's Office, Room 202 of the Jasper County	
263.89	Courthouse between 8:00 a.m. and 4:30 p.m., Monday	
75.21	through Friday. Ordinance effective July 1, 2018.	
147.15	Published in Hometown Press 06-28-2018	
152.06		
404.39		
131.35		

L-S football this fall

bleachers will also feature more leg
s box room and be handicap accessible.
tightly In early August, a concrete
t will walkway from the ticket booth to
ction the handicap-accessible bleacher
g for ramp is scheduled to be poured.
July, School officials anticipate football
new field improvements will be

AFFIDAVIT OF PUBLICATION

State of Iowa, Jasper County, ss:
I, Dan Goetz, Publisher of the Newton Daily News,
a daily newspaper of general circulation,
printed and published at Newton,
Jasper County, Iowa, being sworn, do
upon oath, state that the attached,

JASPER PUBLIC NOTICE

appeared in said paper,
1 TIME(S)
upon the following date(s) to wit:
06/28/2018

Publication fees: \$ 9.58

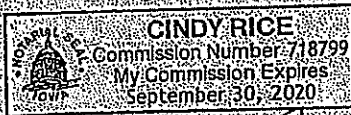
Signed



Subscribed and sworn to before me this,

28th day of June 20 18

Notary public



AFFIDAVIT OF PUBLICATION

State of Iowa, Jasper County, ss:
I, Dan Goetz, Publisher of the Jasper County Tribune,
a weekly newspaper of general circulation,
printed and published at Colfax,
Jasper County, Iowa, being sworn, do
upon oath, state that the attached,

JASPER PUBLIC NOTICE

appeared in said paper,
1 TIME(S)
upon the following date(s) to wit:
06/28/2018

Publication fees: \$ 9.58

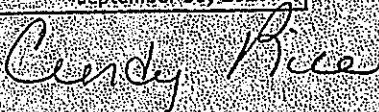
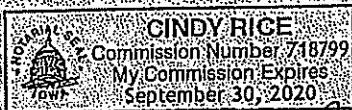
Signed



Subscribed and sworn to before me this,

28th day of June 2018

Notary public



**CODE OF IOWA SECTION 403.19 TAX INCREMENT FINANCING (TIF) INDEBTEDNESS
CERTIFICATION TO COUNTY AUDITOR**

**Due To County Auditor By December 1 Prior To The Fiscal Year TIF Increment Tax Is Requested
Use One Certification Per Urban Renewal Area**

City: Prairie City County: Jasper

Urban Renewal Area Name: Prairie City Urban Renewal Area

Urban Renewal Area Number: 50007 (Use five-digit Area Number Assigned by the County Auditor)

I hereby certify to the County Auditor that for the Urban Renewal Area within the City and County named above the City has outstanding loans, advances, indebtedness, or bonds, none of which have been previously certified, in the collective amount shown below, all of which qualify for repayment from the special fund referred to in paragraph 2 of Section 403.19 of the Code of Iowa.

Urban Renewal Area Indebtedness Not Previously Certified*: \$ 35,535

*There must be attached a supporting itemized listing of the dates that individual loans, advances, indebtedness, or bonds were initially approved by the governing body. (Complete and attach 'CITY TIF FORM 1.1'.)

The County Auditor shall provide the available TIF increment tax in subsequent fiscal years without further certification until the above-stated amount of indebtedness is paid to the City. However, for any fiscal year a City may elect to receive less than the available TIF increment tax by certifying the requested amount to the County Auditor on or before the preceding December 1. (File 'CITY TIF FORM 2' with the County Auditor by the preceding December 1 for each of those fiscal years where all of the TIF increment tax is not requested.)

A City reducing certified TIF indebtedness by any reason other than application of TIF increment tax received from the County Treasurer shall certify such reduced amounts to the County Auditor no later than December 1 of the year of occurrence. (File 'CITY TIF FORM 3' with the County Auditor when TIF indebtedness has been reduced by any reason other than application of TIF increment tax received from the County Treasurer.)

Notes/Additional Information:

Dated this _____ day of _____, _____

Signature of Authorized Official

Telephone

TIF INDEBTEDNESS NOT PREVIOUSLY CERTIFIED ELIGIBLE FOR TAX COLLECTIONS NEXT FISCAL YEARCity: Prairie City County: JasperUrban Renewal Area Name: Prairie City Urban Renewal AreaUrban Renewal Area Number: 50007 (Use five-digit Area Number Assigned by the County Auditor)

Individual TIF Indebtedness Type/Description/Details:	Date Approved*:	Total Amount:
1. LMI Portion of TIF Revenues generated by Rolling Prairie Estates Plat 3&4 Developer Agreement. 36.69% after Admin withholding Year 2 of 10	11/08/2023	13,038
<input checked="" type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
2. Developer Portion of TIF Revenues generated by Rolling Prairie Estates Plat 3&4 Developer Agreement. 63.31% after Admin withholding Year 2 of 10	11/08/2023	22,497
<input checked="" type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
3.		
<input checked="" type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
4.		
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
5.		
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		

If more indebtedness entry lines are needed continue to Form 1.1 Page 2.

Total For City TIF Form 1.1 Page 1: 35,535

* "Date Approved" is the date that the local governing body initially approved the TIF indebtedness.

SPECIFIC DOLLAR REQUEST FOR AVAILABLE TIF INCREMENT TAX FOR NEXT FISCAL YEAR
CERTIFICATION TO COUNTY AUDITOR

**Due To County Auditor By December 1 Prior To The Fiscal Year
Where Less Than The Legally Available TIF Increment Tax Is Requested
Use One Certification Per Urban Renewal Area**

City: Prairie City County: Jasper

Urban Renewal Area Name: Prairie City Urban Renewal Area

Urban Renewal Area Number: 50007 (Use five-digit Area Number Assigned by the County Auditor)

I hereby certify to the County Auditor that for the next fiscal year and for the Urban Renewal Area within the City and County named above, the City requests less than the maximum legally available TIF increment tax as detailed below.

Provide sufficient detail so that the County Auditor will know how to specifically administer your request. For example you may have multiple indebtedness certifications in an Urban Renewal Area, and want the maximum tax for rebate agreement property that the County has segregated into separate taxing districts, but only want a portion of the available increment tax from the remainder of the taxing districts in the Area.

[illegible]

Dated this day of ,

Signature of Authorized Official

Telephone

**TIF INDEBTEDNESS HAS BEEN REDUCED BY REASON OTHER THAN APPLICATION OF
TIF INCREMENT TAX RECEIVED FROM THE COUNTY TREASURER
CERTIFICATION TO COUNTY AUDITOR
Use One Certification Per Urban Renewal Area**

City: Prairie City County: Jasper

Urban Renewal Area Name: Prairie City Urban Renewal Area

Urban Renewal Area Number: 50007 (Use five-digit Area Number Assigned by the County Auditor)

I hereby certify to the County Auditor that for the Urban Renewal Area within the City and County named above, the City has reduced previously certified indebtedness, by reason other than application of TIF increment tax received from the County Treasurer, by the total amount as shown below.

Provide sufficient detail so that the County Auditor will know how to specially administer your request. For example, you could have multiple indebtedness certifications in the Urban Renewal Area, and the County Auditor would need to know which particular indebtedness certification(s) to reduce. If rebate agreements are involved with a reduction, and the County has segregated the rebate property into separate TIF Increment taxing districts, provide the five-digit county increment taxing district numbers for reference.

[illegible]

Dated this day of , 20

Signature of Authorized Official

Telephone

Resolution No. 11-08-23-5

**Resolution Approving the
Annual Jasper County, Prairie City TIF Certification Report**

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

The Council of the City of Prairie City, Iowa hereby approves the attached 2023 Annual Jasper County, Prairie City TIF Report in accordance with the rules and regulations set forth by the Iowa Department of Management.

Passed and approval this 8th day of November 2023.

Chad Alleger, Mayor

Attest:

Christie Busby, City Clerk/Finance Officer

Annual Urban Renewal Report, Fiscal Year 2022 - 2023

Levy Authority Summary

Local Government Name: PRAIRIE CITY
Local Government Number: 50G471

Active Urban Renewal Areas	U.R. #	# of Tif Taxing Districts
PRAIRIE CITY URBAN RENEWAL	50007	10

TIF Debt Outstanding: 0

TIF Sp. Rev. Fund Cash Balance			Amount of 07-01-2022 Cash Balance
as of 07-01-2022:	0	147,691	Restricted for LMI

TIF Revenue:	0
TIF Sp. Revenue Fund Interest:	0
Property Tax Replacement Claims	0
Asset Sales & Loan Repayments:	0
Total Revenue:	0

Rebate Expenditures:	0
Non-Rebate Expenditures:	0
Returned to County Treasurer:	0
Total Expenditures:	0

TIF Sp. Rev. Fund Cash Balance			Amount of 06-30-2023 Cash Balance
as of 06-30-2023:	0	152,075	Restricted for LMI

Year-End Outstanding TIF Obligations, Net of TIF Special Revenue Fund Balance: 0

Urban Renewal Area Data Collection

Local Government Name: PRAIRIE CITY (50G471)
 Urban Renewal Area: PRAIRIE CITY URBAN RENEWAL
 UR Area Number: 50007

UR Area Creation Date: 12/1989

UR Area Purpose: Promote economic development,
 increase the availability of
 affordable housing, support
 commercial and industrial
 development, add recreation
 complex and downtown
 improvements.

Tax Districts within this Urban Renewal Area	Base No.	Increment No.	Increment Value Used
PRAIRIE CITY-CITY/PCM SCH/PRAIRIE CITY UR ORIG DIST TIF INCREM	500115	500116	0
PRAIRIE CITY AG/PCM SCH/PRAIRIE CITY UR ORIG DIST TIF INCREM	500117	500118	0
PRAIRIE CITY-CITY/PCM SCH/PRAIRIE CITY UR 1994 AMENDMENT #1 TIF INCREM	500128	500129	0
PRAIRIE CITY AG/PCM SCH/PRAIRIE CITY UR 1994 AMENDMENT #1 TIF INCREM	500130	500131	0
DES MOINES TWP/PCM SCH/WALNUT CREEK BENEFITED FIRE/PRAIRIE CITY UR 1994 AMENDMENT #1 TIF INCREM	500206	500207	0
PRAIRIE CITY-CITY/PCM SCH/PRAIRIE CITY CASEY'S-F&M BANK UR SUBFUND ORIG DIST TIF INCREM	500360	500361	0
PRAIRIE CITY-CITY/PCM SCH/PRAIRIE CITY ROLLING PRAIRIE ESTATES PLAT 1 UR SUBFND ORIG DIST TIF INCREM	500362	500363	0
PRAIRIE CITY-CITY/PCM SCH/PRAIRIE CITY ROLLING PRAIRIE ESTATES PLAT 2 UR SUBFND ORIG DIST TIF INCREM	500364	500365	0
PRAIRIE CITY-CITY/PCM SCH/PRAIRIE CITY FARMER BOY HOMES UR SUBFUND ORIG DIST TIF INCREM	500386	500387	0
PRAIRIE CITY-CITY/PCM SCH/PRAIRIE CITY FARMER BOY HOMES UR SUBFUND 1994 AMENDMENT #1 TIF INCREM	500388	500389	0

Urban Renewal Area Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	11,406,220	2,406,320	0	0	-14,816	13,797,724	0	13,797,724
Taxable	0	6,174,204	2,165,688	0	0	-14,816	8,325,076	0	8,325,076
Homestead Credits									35

TIF Sp. Rev. Fund Cash Balance **Amount of 07-01-2022 Cash Balance**
as of 07-01-2022: **0** **147,691** **Restricted for LMI**

TIF Revenue: 0
 TIF Sp. Revenue Fund Interest: 0
 Property Tax Replacement Claims: 0
 Asset Sales & Loan Repayments: 0
Total Revenue: 0

Rebate Expenditures: 0
 Non-Rebate Expenditures: 0
 Returned to County Treasurer: 0
Total Expenditures: 0

TIF Sp. Rev. Fund Cash Balance **Amount of 06-30-2023 Cash Balance**
as of 06-30-2023: **0** **152,075** **Restricted for LMI**

Projects For PRAIRIE CITY URBAN RENEWAL

Water Treatment Plant

Description:	Water Treatment Plant Expansion
Classification:	Water treatment plants, waste treatment plants & lagoons
Physically Complete:	Yes
Payments Complete:	Yes

Farmer Boy Estates

Description:	Utilities and street construction
Classification:	Residential property (classified residential)
Physically Complete:	Yes
Payments Complete:	Yes

Debts/Obligations For PRAIRIE CITY URBAN RENEWAL

Water Treatment Plant

Debt/Obligation Type:	Gen. Obligation Bonds/Notes
Principal:	0
Interest:	0
Total:	0
Annual Appropriation?:	No
Date Incurred:	02/09/2001
FY of Last Payment:	2021

LMI Requirement

Debt/Obligation Type:	Outstanding LMI Housing Obligations
Principal:	0
Interest:	0
Total:	0
Annual Appropriation?:	No
Date Incurred:	04/02/2002
FY of Last Payment:	2020

Non-Rebates For PRAIRIE CITY URBAN RENEWAL

TIF Expenditure Amount:	0
Tied To Debt:	Water Treatment Plant
Tied To Project:	Water Treatment Plant

Income Housing For PRAIRIE CITY URBAN RENEWAL

Amount of FY 2023 expenditures that provide or aid in the provision of public improvements related to housing and residential development:	0
<hr/>	
Lots for low and moderate income housing:	0
Construction of low and moderate income housing:	0
Grants, credits or other direct assistance to low and moderate income families:	0
Payments to a low and moderate income housing fund established by the municipality, including matching funds for any state or federal moneys used for such purposes:	0
Other low and moderate income housing assistance:	0

TIF Taxing District Data Collection

Local Government Name: PRAIRIE CITY (50G471)
 Urban Renewal Area: PRAIRIE CITY URBAN RENEWAL (50007)
 TIF Taxing District Name: PRAIRIE CITY-CITY/PCM SCH/PRAIRIE CITY UR ORIG DIST TIF INCREM
 TIF Taxing District Inc. Number: 500116
 TIF Taxing District Base Year: 1988
 FY TIF Revenue First Received: 1992
 Subject to a Statutory end date? Yes
 Fiscal year this TIF Taxing District statutorily ends: 2015

	UR Designation
Slum	12/1989
Blighted	12/1989
Economic Development	12/1989

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	11,406,220	2,406,320	0	0	-14,816	13,797,724	0	13,797,724
Taxable	0	6,174,204	2,165,688	0	0	-14,816	8,325,076	0	8,325,076
Homestead Credits									35

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2023	3,257,712	8,325,076	0	8,325,076	246,893

FY 2023 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: PRAIRIE CITY (50G471)
 Urban Renewal Area: PRAIRIE CITY URBAN RENEWAL (50007)
 TIF Taxing District Name: PRAIRIE CITY AG/PCM SCH/PRAIRIE CITY UR ORIG DIST TIF INCREM
 TIF Taxing District Inc. Number: 500118
 TIF Taxing District Base Year: 1988
 FY TIF Revenue First Received: 1992
 Subject to a Statutory end date? Yes
 Fiscal year this TIF Taxing District statutorily ends: 2015

	UR Designation
Slum	12/1989
Blighted	12/1989
Economic Development	12/1989

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2023	45,126	0	0	0	0

FY 2023 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: PRAIRIE CITY (50G471)
 Urban Renewal Area: PRAIRIE CITY URBAN RENEWAL (50007)
 TIF Taxing District Name: PRAIRIE CITY-CITY/PCM SCH/PRAIRIE CITY UR 1994 AMENDMENT #1 TIF INCREM
 TIF Taxing District Inc. Number: 500129
 TIF Taxing District Base Year: 1993
 FY TIF Revenue First Received: 1995
 Subject to a Statutory end date? Yes
 Fiscal year this TIF Taxing District statutorily ends: 2015

	UR Designation
Slum	12/1994
Blighted	12/1994
Economic Development	12/1994

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2023	382,850	0	0	0	0

FY 2023 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: PRAIRIE CITY (50G471)
 Urban Renewal Area: PRAIRIE CITY URBAN RENEWAL (50007)
 TIF Taxing District Name: PRAIRIE CITY AG/PCM SCH/PRAIRIE CITY UR 1994 AMENDMENT #1 TIF INCREM
 TIF Taxing District Inc. Number: 500131
 TIF Taxing District Base Year: 1993
 FY TIF Revenue First Received: 1995
 Subject to a Statutory end date? Yes
 Fiscal year this TIF Taxing District statutorily ends: 2015

	UR Designation
Slum	12/1994
Blighted	12/1994
Economic Development	12/1994

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2023	188,996	0	0	0	0

FY 2023 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: PRAIRIE CITY (50G471)
 Urban Renewal Area: PRAIRIE CITY URBAN RENEWAL (50007)
 TIF Taxing District Name: DES MOINES TWP/PCM SCH/WALNUT CREEK BENEFITED FIRE/PRAIRIE CITY
 UR 1994 AMENDMENT #1 TIF INCREM
 TIF Taxing District Inc. Number: 500207
 TIF Taxing District Base Year: 1993
 FY TIF Revenue First Received: 1996
 Subject to a Statutory end date? Yes
 Fiscal year this TIF Taxing District
 statutorily ends: 2015

	UR Designation
Slum	12/1994
Blighted	12/1994
Economic Development	12/1994

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2023	18,366	0	0	0	0

FY 2023 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: PRAIRIE CITY (50G471)
 Urban Renewal Area: PRAIRIE CITY URBAN RENEWAL (50007)
 TIF Taxing District Name: PRAIRIE CITY-CITY/PCM SCH/PRAIRIE CITY CASEY`S-F&M BANK UR
 SUBFUND ORIG DIST TIF INCREM
 TIF Taxing District Inc. Number: 500361
 TIF Taxing District Base Year: 1993
 FY TIF Revenue First Received: 2002
 Subject to a Statutory end date? Yes
 Fiscal year this TIF Taxing District
 statutorily ends: 2012

	UR Designation
Slum	No
Blighted	No
Economic Development	09/1999

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2023	6,772	0	0	0	0

FY 2023 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: PRAIRIE CITY (50G471)
 Urban Renewal Area: PRAIRIE CITY URBAN RENEWAL (50007)
 TIF Taxing District Name: PRAIRIE CITY-CITY/PCM SCH/PRAIRIE CITY ROLLING PRAIRIE ESTATES
 PLAT 1 UR SUBFND ORIG DIST TIF INCREM
 TIF Taxing District Inc. Number: 500363
 TIF Taxing District Base Year: 1988
 FY TIF Revenue First Received: 2004
 Subject to a Statutory end date? Yes
 Fiscal year this TIF Taxing District statutorily ends: 2014

UR Designation	
Slum	11/1994
Blighted	11/1994
Economic Development	11/1994

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2023	3,460	0	0	0	0

FY 2023 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: PRAIRIE CITY (50G471)
 Urban Renewal Area: PRAIRIE CITY URBAN RENEWAL (50007)
 TIF Taxing District Name: PRAIRIE CITY-CITY/PCM SCH/PRAIRIE CITY ROLLING PRAIRIE ESTATES
 PLAT 2 UR SUBFND ORIG DIST TIF INCREM
 TIF Taxing District Inc. Number: 500365
 TIF Taxing District Base Year: 1988
 FY TIF Revenue First Received: 2007
 Subject to a Statutory end date? Yes
 Fiscal year this TIF Taxing District statutorily ends: 2017

UR Designation	
Slum	11/1994
Blighted	11/1994
Economic Development	11/1994

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2023	3,086	0	0	0	0

FY 2023 TIF Revenue Received: 0

♣ Annual Urban Renewal Report, Fiscal Year 2022 - 2023

TIF Taxing District Data Collection

Local Government Name: PRAIRIE CITY (50G471)
 Urban Renewal Area: PRAIRIE CITY URBAN RENEWAL (50007)
 TIF Taxing District Name: PRAIRIE CITY-CITY/PCM SCH/PRAIRIE CITY FARMER BOY HOMES UR
 SUBFUND ORIG DIST TIF INCREM
 TIF Taxing District Inc. Number: 500387
 TIF Taxing District Base Year: 1988
 FY TIF Revenue First Received: 2010
 Subject to a Statutory end date? Yes
 Fiscal year this TIF Taxing District statutorily ends: 2020

	UR Designation
Slum	12/1994
Blighted	12/1994
Economic Development	12/1994

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2023	9,600	0	0	0	0

FY 2023 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: PRAIRIE CITY (50G471)
 Urban Renewal Area: PRAIRIE CITY URBAN RENEWAL (50007)
 TIF Taxing District Name: PRAIRIE CITY-CITY/PCM SCH/PRAIRIE CITY FARMER BOY HOMES UR
 SUBFUND 1994 AMENDMENT #1 TIF INCREM
 TIF Taxing District Inc. Number: 500389
 TIF Taxing District Base Year: 1993
 FY TIF Revenue First Received: 2010
 Subject to a Statutory end date? Yes
 Fiscal year this TIF Taxing District statutorily ends: 2020

	UR Designation
Slum	12/1994
Blighted	12/1994
Economic Development	12/1994

TIF Taxing District Value by Class - 1/1/2021 for FY 2023

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2023	7,944	0	0	0	0

FY 2023 TIF Revenue Received: 0

Resolution No. 11-08-23-6

**Resolution Approving the
2022-2023 Annual Urban Renewal Report**

BE IS RESOLVED by the Council of the City of Prairie City:

The Council of the City of Prairie City, Iowa hereby approves the attached 2022-2023 Annual Urban Renewal Report in accordance with the rules and regulations set forth by the Iowa Department of Management.

Passed and approval this 8th day of November 2023.

Chad Alleger, Mayor

Attest:

Christie Busby, City Clerk/Finance Officer

RESOLUTION NO. 11-8-23-7

A RESOLUTION APPOINTING A PART-TIME POLICE OFFICER

WHEREAS, the City of Prairie City Code of Ordinances Ch. 30 addresses the requirements for police officers including qualifications and training, and

WHEREAS, the ordinance states the Mayor shall select police officers subject to the approval of the City Council, and

WHEREAS, Police Chief Gott supports hiring Jeremy Stevenson to serve the Prairie City Police Department and the City in a part-time capacity at \$26.50 hr.

NOW THEREFORE BE IT RESOLVED that the Mayor recommends that the City Council approve the hiring of Jeremy Stevenson as a part-time police officer at \$26.50 effective upon City Council action November 8, 2023.

Approved and adopted this 8th Day of November, 2023.

Chad D. Alleger, Mayor
City of Prairie City

ATTEST

Christie Busby, City Clerk/Finance Officer
City of Prairie City



Memo

To: City Council and Mayor
From: Kevin Gott, Chief of Police
CC:
Date: November 3, 2023
Re: Hiring of Part Time Police Officer

I am recommending the hiring and appointment of JEREMY STEVENSON as a Part Time Police Officer for the city of Prairie City. Jeremy had been in law enforcement for 17 years having starting in Grinnell and has worked in Mitchellville and is currently with the Iowa State Fair Police Department. He has also worked here before as a part time officer approximately 10 years ago as well.

Jeremy reached out to me and is willing to fill in to cover shifts approximately one day a week until we are able to hire a third full time officer. He also has experience as an EMT.

I have known Jeremy for about 5 years and I feel that he will be an asset to the city. His rate will be the same as the other Part Time Officers at \$26.50/hr.

Prairie City Police Department

Employment Application

Applicant Name Jeremi Stevenson

Primary Phone Number: _____

Email Address: _____

Deadline to Return Application: _____

Prairie City Police Department
203 East Jefferson Street
Prairie City, Iowa 50228

AN EQUAL OPPORTUNITY EMPLOYER

Qualified applicants are eligible to compete for all positions without regard to race,
national origin, sex, creed, religion, age or marital status.

APPLICATION FOR PEACE OFFICER EMPLOYMENT

Notice: Application must be computer generated, typewritten or clearly printed in ink. ALL questions must be answered and accompanying documents received PRIOR to processing. If not applicable, indicate NA (not applicable). If space provided is not sufficient for complete answers or you wish to furnish additional information, attach sheets of the same size as this application and number answers to correspond with questions.

CHECK POSITION(S) APPLIED FOR. YOU MAY APPLY FOR MORE THAN ONE POSITION.
PLEASE INDICATE YOUR PREFERENCE BY MARKING FIRST CHOICE, SECOND CHOICE, THIRD CHOICE, ETC.

☐ Reserve Peace Officer
☒ Police Officer
☐ Sergeant

☐ Civilian Assistant (Volunteer)
☐ Chaplain (Volunteer)
☐ Other: _____

PERSONAL HISTORY

a. Name in full (last, first, middle) <u>STEVENSON JEREMY JAY</u>		b. Social Security Number <u>-</u>	
c. List all other names you have used. Include nicknames, maiden name, and previous married surname(s). <u>JJ.</u>		d. Have you previously applied with the Prairie City Police Department/City of Prairie City? If yes, specify dates. <u>YES 2017?</u>	
e. E-Mail address (indicate if case sensitive) <u>_____</u>		f. Birth date (month, day, year) <u>_____</u>	
g. Place of birth: <u>GRIFFINELL IA</u>		h. Are you a U.S. citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
i. Driver's license number: <u>_____</u>		j. Current driver's license state of issue: <u>IOWA</u>	
k. List <u>all</u> states in which you have had a driver's license issued to you: <u>_____</u>		l. Are you currently certified by the Iowa Law Enforcement Academy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Date Certified: <u>12/08/2006</u> MO/DAY/YR	

CONTACT INFORMATION

a. Current mailing address			To schedule appointments we will need the following telephone numbers: Residence: (<u>641</u>) _____
Street address/P.O. Box <u>NEWTON</u> City	State <u>IA</u>	Apt. no. <u>50208</u> Zip code	
b. Permanent address if different from above			Office or alternate #: () _____
Street address/P.O. Box <u>_____</u> City	State <u>_____</u>	Apt. no. <u>_____</u> Zip code	

Prairie City Capital Improvement Plan - Tentative

Green - High Priority - Current Project or Necessary

Yellow - Medium Priority - 1 to 2 Yrs

Orange - Lower Priority - 3 to 5 Yrs

	Item	FY 2024	FY2025	FY2026	FY2027	FY2028
Buildings	Library	\$1.2 M				
	Fire/EMS		\$2.3 M			
	Water Treatment Plant Addition			X		
	Water Treatment Plant Building			X		
	Library Building - City Depts	\$5,000				
	Needs Analysis - Consultant					
	City Hall Renovation & Paving		\$150,000			
	City Hall Court Yard		\$50,000			
	City Hall Generator				X	
Streets	Jefferson Street (2 Blocks - City Hall & North Town Square)		\$800,000			
	Street Improvement Analysis - MSA		X			
	Bike Trail Extention to Refuge				X	
	2nd St Beautification (State Road)			X		
	Tree Removal Assessment - ISU		X			
	Extension Data - City & PW Staff					
	Town Square Street Reconstruct. Main St			\$400,000		
	Washington St			\$400,000		
	Citywide Sidewalk, Intersection, Interconnectivity Analysis - MSA		X			
	Annual Road Maintenance		\$140,000	\$145,000	\$150,000	\$155,000
Water	Phase 2&3		\$2.1 M			
	Water Main at Colfax	\$366,536				
	Water Main at Sherman St & Jefferson St	\$283,100				
	Item	FY 2024	FY2025	FY2026	FY2027	FY2028
Water	Generator				X	

	New Water Well #3				X	
	Water Tower Maint & Painting				X	
	Water Tower Cleaning				X	
	Water Treatment Plant Expansion		\$150,000			
	Water Treatment Plant & Wells Computer Upgrade	X				
	Water Plant Fencing (Issues)	\$8,500				
	Phase 4 Water Main			X		
	Phase 5 Water Main					X
	Citywide Water Meters & MXU's Updates -Dwellings	\$42,500				
Sanitary Sewer	CIT Sewer Solutions Cleaning, Televising, Liners, Repairs (Cont.)	\$125,000	\$130,000	\$135,000	\$140,000	
	Sanitary Sewer Repairs - GIS MSA	X				
	Sanitary Sewer Plant UV System Upgrades & Aerator Engineering Assessment - MSA	X	\$1.5 M			
	Riprap at Lagoons		X			
Stormsewer	Dig Ditches to Improve Drainage - topo, staking, inspections - MSA	X				
	GIS Mapping - MSA	X				
	Televis Stormsewer			X		
Parks	Tennis Courts (Pickle Ball & Bball)	(Quotes)	\$160,000			
	Pond at Sports Complex -Analyze HR Green Proposal	\$5,600				
	Trail at Sports Complex	X				
	Landscaping at Playgrounds	X				
	Gazebo Sports Complex	X				
	Shared Use Trail Community Park - site plan/design - MSA	X				
	Garden Square & Stage -Electrical Upgrades	X				
	Park Study Amentities Analysis	X				
Cemetery	Drives Repairs	X				
	Design Cemetery Expansion - site plan - Consultant	X				
	Stormsewer				X	
	Sewer Expansion Cemetery Expansion- Liftstation				X	
	Gazebo				X	
Item		FY 2024	FY2025	FY2026	FY2027	FY2028

Parking Lots	Reconstruction - Across from City Hall	X				
	Reconstruction at Community Building	X				
	Purchase Land Across City Hall (NW corner) for New Parking Lot	\$3,000				
	Town Square Parking Study	X				
Large Equip	Mini Excavator	\$60,000				
	Snow Plow - Used	\$25,000				
	Bucket Truck - Used	\$25,000				
	Pick up Truck - Used	\$30,000				
	Service Trailer - Emergencies	\$10,000				
	Road Grader - Used				\$200,000	
	Sell Bob Cat & 2007 Chevy Pick up Truck	X				
	Wood chipper	\$20,000.00				
	Backhoe - used	\$50,000				
Small Equip	1 Tablet - Public Works Staff	\$300				
	Meeting Room City Hall	X				
	Audio & Visual Upgrades					
	6 Tablets Mayor & City Council (Printers & Website Adjustments)	\$2,500				
	Wastewater Pump Replacements	\$20,000	\$20,000	\$20,000	\$20,000	
	Paint Sprayer	\$5,000				
	Mowers	\$10,000				
	Gador - Ambulance Dept.	\$20,000				
	Weed Trimmers	\$1,000				
	2" Trash Pump	\$500				
	Bobcat 68 Angle Broom	\$5,000				
	Godwin Trash Pump	\$3,000				