



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 7, 2023
SUBJ: Wayfinding Signs -- E 2nd Street

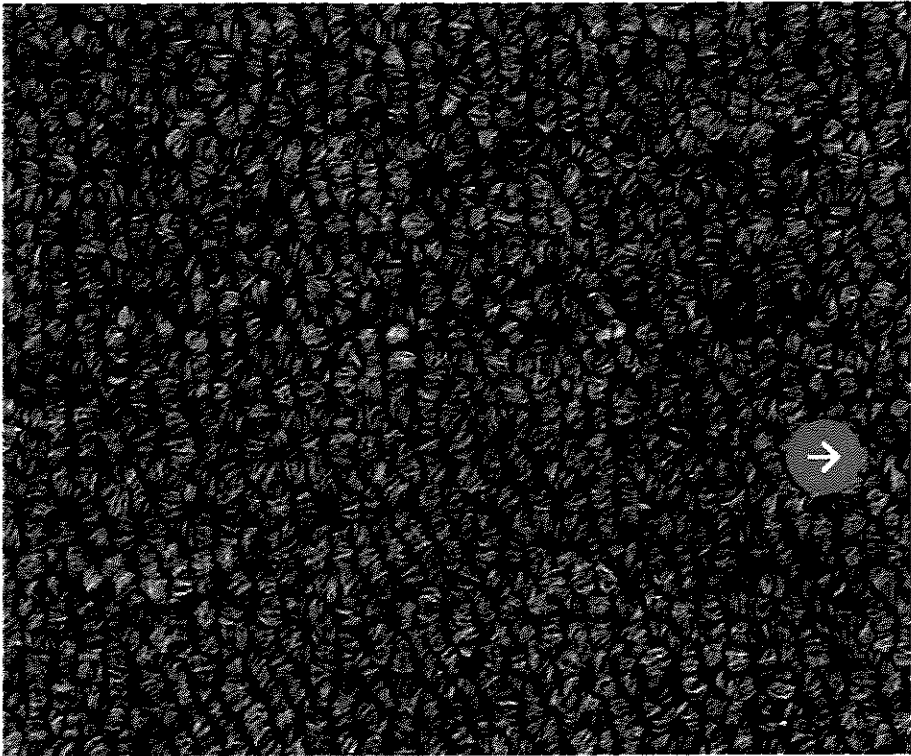
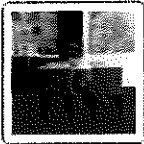
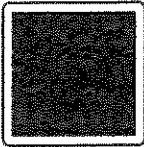
Background

At the October 25, 2023, Prairie City Economic Development Commission meeting, the Commission approved to remove the Green Business District Signs from the two separate signs located on E 2nd Street. I discussed this with Public Works Staff who informed me that the Business District Signs were the Iowa Department of Transportation's signs. In response, I reached out to the IDOT (District 1) to communicate the recommendation from the PCEDC and asked if its supported by the City Council if they would remove the Business District Signs and also move up the City's wayfinding signs on the poles. The IDOT representative from District 1 said they would remove the Business District signs however, they will wait to hear back from me regarding the City Council's decision about the PCEDC's recommendation.

Style Selections Lancaster Granite Berber/Loop Indoor Comm

Item #249331 | Model #7L69000500

[Shop Style Selections](#) ★★★★★ 6 ♡

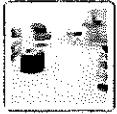
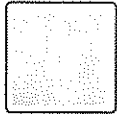


Flooring / Vinyl Flooring / Vinyl Tile

Pergo Grecian Marble 20-mil x 11-in W x 24-in L Interlocking Luxury Vinyl Tile Floori

Item #3654214 | Model #LWT31-110


[Shop Pergo](#) ★ ★ ★ ★ ★ 197 ♡




EXCLUSIVE

\$3.99 /Sq.Ft ⓘ

Purchase Price: \$79.12 (Co

 **\$75.16** when you cho
purchases every day

- Grecian Marble features ti
veins, a natural stone emt
- Innovative WetProtect tec
waterproofing from surfac
- Lowe's Project Source floo
Grecian Marble are Vinyl I

 **Want to See How
Looks?**

Order a sample for \$2

Pickup

Ready within 3 hrs

The Honeywell FocusPRO™ 5-1-1 Programmable Thermostat offers a large backlit screen and an easy-to-read digital display that prominently offers both room and set temperature. The Honeywell FocusPRO™ thermostat includes built-in instructions for ease of use and utilizes Precise Comfort Control, which maintains consistent comfort to the highest level of accuracy. This programmable digital thermostat is selectable to 5-1-1 (Weekdays, Saturday, Sunday) or 5-2 (Weekdays, Weekend).

The FocusPRO™ programmable thermostat provides electronic control of 24 Vac conventional and heat pump systems or 750 mV heating systems. If used as directed, programmable thermostats can save up to 33% on annual heating and cooling costs. Savings may vary depending on geographic region and usage.



Task Order

MSA Project Number: 08994049 - TO#29

This AGREEMENT (Agreement) is made effective November 8, 2023 by and between

MSA PROFESSIONAL SERVICES, INC (MSA)

Address: 1555 SE Delaware Ave, Suite F, Ankeny, IA 50021

Phone: (515) 964-1920

Representative: Preston K. Moon, PE

Email: pmoon@msa-ps.com

CITY OF PRAIRIE CITY (OWNER)

Address: 203 E Jefferson St, Prairie City, IA 50228

Phone: (515) 994-2649

Representative: Jerry Moore Email: jerry.moore@prairiecitiowa.us

Project Name: Trunk Water Line Relocation in Colfax Construction Related Services

The scope of the work authorized is: See Attachment A: Scope of Services

The estimated fee for the work is: \$36,100

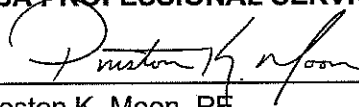
This authorization for the work described above shall serve as the Agreement between MSA and OWNER. All services shall be performed in accordance with the Master Professional Services Agreement currently in force. Any attachments or exhibits referenced in this Agreement are made part of this Agreement.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

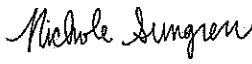
Approval: MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Agreement. A copy of this Agreement signed by the authorized representatives shall be returned for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

CITY OF PRAIRIE CITY

Jerry Moore
City Administrator
Date: _____

MSA PROFESSIONAL SERVICES, INC.


Preston K. Moon, PE
Project Manager
Date: 11/6/2023


Nichole Sungren, PE
Team Leader
Date: 11/07/2023

ATTACHMENT A: SCOPE OF SERVICES

PROJECT DESCRIPTION

The project consists of the relocation of the existing water trunk line from the well houses south to the trunk line connection at S 36th Ave W and W 108th St S in the City of Colfax. SUDAS Design Standards and Specifications shall be implemented, including current City of Prairie City Supplemental Specifications.

SCOPE OF SERVICES

MSA will provide services as set forth below.

1. Construction Administration

- Project Administration: Manage and coordinate project team, budget and schedules. Maintain communication with Owner and stakeholders on project.
- QA/QC: Employ documented quality-assurance/quality-control procedures throughout project.
- Pre-Construction Meeting: Coordinate and Conduct Preconstruction Meeting
- Construction Progress Meetings: Facilitate and attend an estimated two (2) monthly meetings.
- Contractor Communication: Respond to Contractor Requests for Information and assist in interpretation of contract documents in person, in writing, or by telephone.
- Submittal Review: Review Contractor Shop Drawings, Submittals, Schedules, and Samples for compliance with Construction Documents.
- Site Visits: Make periodic site visits to observe contractor's work in progress (estimated two (2) visits).
- Meetings: Attend Council meetings as needed to present project information (estimated two (2) meetings).
- Change Orders: Review Change Order requests from Contractor; recommend Change Orders to Owner as appropriate.
- Applications for Payment: Review Contractor Applications for Payment; make payment recommendation to Owner as appropriate.
- Project Closeout: Prepare punch list (items to be completed or corrected), and Substantial Completion Certificate. Review Contractor work and completion documents for compliance with construction contract and readiness for final payment (*includes warranty documentation and lien waiver review*).

2. Construction Staking

- Provide line and grade stakes for:
 - Water Main
 - Property Lines
 - Temporary Easements
 - Permanent Easements
- It is assumed that there will be one (1) trip necessary to complete staking.

3. Construction Observation

- Furnish a Construction Observer to observe the progress and quality of the Contractor's work on the Project. Duties and responsibilities of the CO include:

- Attend meetings with Contractor, such as preconstruction conferences and progress meetings.
- Assist in communication between Engineer, Contractor and Owner, especially when additional information, interpretation, or clarification is needed regarding existing conditions or contract documents.
- Conduct on-Site observations of Contractor's work in progress to assist Engineer in determining if the Work is in general proceeding in accordance with the Contract Documents.
- Verify that tests, equipment, and systems start-ups are conducted and documented appropriately.
- Maintain orderly files and prepare a daily report recording Contractor's hours and activities at the site.
- Review applications for payment with regard to Work completed, and materials and equipment delivered at the Site.
- Participate in visits to the Project to determine punch list items, and readiness for Substantial Completion and Final Completion.
- The estimated fee for services is based on fifteen (15) days of Construction Observation for four (4) hours per day at the site plus travel to periodically observe pipe depth and collect GPS information on the water main and appurtenances for use in the Owner's GIS system. This includes two (2) full days of observation for each Northern Natural Gas crossing of the proposed water main, which requires on-site coordination with Northern Natural Gas representatives. Also included is one (1) full day of observation for water main pressure testing.

4. Post Construction

- Record Drawings: Prepare Record Drawings based on addenda, Field Orders, Change Orders and Contractor's Records
- GIS Updates: Updates to Owner's electronic Geographic Information System to reflect changes from project.

DELIVERABLES

MSA will provide the following deliverables:

1. Record Drawings: one PDF file.

ADDITIONAL SERVICES

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

1. Assistance with acquisition of real estate and/or temporary or permanent easements
2. Survey mapping and monumentation
3. Utility system modeling
4. Funding applications and administration
5. Additional meetings not specifically listed in the scope.
6. Accommodations for environmental hazards, endangered species, or historical or cultural issues at or near the project site.
7. Permit assistance related to surface waters and wetlands.
8. Variance requests (if required for permit applications included in the scope).
9. Additional staking/re-staking
10. Additional construction observation services
11. Additional meetings

OWNER'S RESPONSIBILITIES

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

**ATTACHMENT B:
RATE SCHEDULE**

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

REIMBURSABLE EXPENSES

Copies/Prints	
Specs/Reports	\$10
Copies	\$0.12/page
Plots	\$0.006/sq.in.
Flash Drive	\$10
Dini Laser Level	\$30/per day
Drone Flight	\$375/flight
Geodimeter	\$30/hour
GPS Equipment	\$20/hour
Mailing/UPS	At cost
Mileage – Reimbursement	IRS Rate – IRS Rate + \$5/day
Mileage – MSA Vehicle	\$0.75 mile standard
Nuclear Density Testing	\$25.00/day
Organic Vapor Field Meter	\$100/day
Robotic Survey Equipment	\$20/hour
Sonarmite	\$400/day
Stakes/Lath/Rods	At cost
Steam Velocity Meter	\$200/day
Travel Expenses, Lodging, & Meals	At cost
Traffic Counting Equipment & Data Processing	At cost

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



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Memorandum

TO: Mayor and City Council of Prairie City
FROM: Jerry Moore, City Administrator
DATE: November 6, 2023
SUBJ: Mound Prairie Ventures – Downtown Housing and Catalyst Grants

Background

At the 10-11-23 City Council meeting, the City Council acted to have me meet with Scott DeVries, Mound Prairie Ventures, and Jeff Davidson with Jasper Economic Development Corporation (JEDCO) to discuss options in response to Mr. DeVries' written request to withdraw from the Downtown Housing Grant. His reason was that he has not been able to obtain financing for the project and he doesn't think he'll be able to complete the project by the deadline in June of 2024.

I met with Mr. DeVries and Mr. Davidson on October 23, 2023, and Mr. DeVries generally confirmed that he hasn't been able to obtain financing and he didn't think he would be able to complete the project by the deadline. After a separate discussion with Mr. Davidson, I met with Mr. DeVries again on October 25, 2023, to inquire if he would be interested in working with the City and JEDCO to market the property to find a new property owner/developer to complete the project as was submitted to the state. Scott responded that he would rather pay the City the \$60,000. He added that if he sold the properties he would need to obtain more than what he paid for the properties. He also said he talked to his attorney because he questioned whether he owed the \$60,000 if he doesn't complete the project.

We received a response from Nick Sorensen with Iowa Economic Development Authority (IEDA) addressing the options and next steps. His response is attached and generally indicates that for the Downtown Housing and Catalyst Grants, IEDA may allow transfer of ownership of the properties to another owner/developer to complete the project as it was submitted and finish by the deadline. Regarding the Catalyst Grant he stated the exterior of the building and basement would need to be completed and white box status achieved for three commercial units and one apartment unit by the deadline. If not completed by the deadline, IEDA will send an invoice to the City to pay the \$60,000 back to the state.

I also reached out to the City Attorney who supports the recommended direction identified below and if necessary, they also support assisting the City to pursue additional measures.

Action

As Mr. DeVries is not able to obtain financing for the project and he's not interested in working with the City and JEDCO to market the property to find a new property owner/developer to complete the project as it was submitted, and as the IEDA representative stated, IEDA will send an invoice to the City to pay back the \$60,000 to the state if the project isn't completed by the deadline, City staff recommends the City Council ask the City Administrator to request Mr. DeVries to submit a written request to withdraw the Catalyst (and Downtown Housing Grants) and to pay the \$60,000 to the City by December 6, 2023.



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 5, 2023
SUBJ: Capital Improvement Plan

Background

The Capital Improvement Plan is a resource that is beneficial in assisting City Administrative staff, Public Works staff, City's Engineering representatives, City's financial advisors, and the City Council in planning for future City infrastructure needs and costs. Support of any of the items listed on the City's Capital Improvement Plan requires approval by the City Council on the City's budget and approval at future City Council meetings.

The City Council, City Administrative staff, Carl with Public Works Department, and Preston with MSA met November 1, 2023, to review and discuss the City's tentative Capital Improvement Plan document. We discussed the items, tentative fiscal years, and where information was known, the cost of the items. The items were Buildings, Streets, Water, Sanitary Sewer, Stormsewer, Parks, Cemetery, Parking Lots, Large and Small Equipment. Items were categorized by Green, High Priority (current projects or necessary projects), Yellow, Medium Priority (1 to 2 years), and Orange, Lower Priority (3 to 5 years). Based on input during the meeting, the following changes were made to the tentative Capital Improvement Plan document.

1. City Hall renovation moved from FY26 to FY25 to line up with the EMS/Fire Building project.
2. Added \$150,000 cost estimate to the Water Treatment Plant expansion project consistent with information provided on previous MSA CIP spreadsheet and changed to Green and FY 25 consistent with the scheduling of the Water Wells and Water Treatment Plant Computer upgrade projects.
3. Changed the line item for CIT Sewer Solutions adding Liners and Repairs to Cleaning & Televising and cost estimates added for each of the next four years.
4. Pickleball and Basketball was added to Tennis Courts project and note added to obtain quotes in FY24.
5. Orange items changed to yellow on Cemetery item.
6. Added an amount for FY25 for property owner to consider City's potential interest in acquiring property.
7. Changed selling Bob Cat and Chevy Truck from Yellow to Green and to do it in FY24.
8. Added Mowers and Gador for FY25.
9. Based on recent discussion with Public Works staff added Weed Trimmers, 2" Trash Pump, Bob Cat 68" Broom & Godwin Trash Pump for FY24.

Action

MSA is working on engineering design estimates relating to the analysis and studies for specific items identified in the tentative Capital Improvement Plan. This cost information and cost estimates for Water Treatment Plant & Water Well computer upgrades, Tennis & Pickle Ball, Park Amenities Study, City Parking Lot, and the Town Square Parking Study will be obtained by City staff and will be included in the tentative Capital Improvement Plan for City Council action at a future City Council meeting. City staff recommend approving the current version of the Capital Improvement Plan based on the information identified in this memo.

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 Extension Data - City & PW Staff		X			
	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			
	Televise 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				X	
	Expansion- Liftstation					
	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 Audio & Visual Upgrades	X				
	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				