



## **Economic Development Commission**

Wednesday, January 24 at 5:00 p.m.

City Hall and Zoom Conference Call

<https://us02web.zoom.us/j/85321607165?pwd=ZE55N1lXaE4xR0JCSmJCYWIyaGIFUT09>

### **Meeting Agenda**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes (from December 27, 2023 meeting)
5. New Business
  - a. New board member welcome
  - b. Officer elections (Chair, Vice Chair and Secretary)
6. Old Business
  - a. Community Comprehensive Plan
  - b. EDC strategy
  - c. Grants
    - i. IEDA Catalyst Grant
    - ii. Façade Improvement Grant
  - d. Real Estate Update
    - i. Commercial Property update / availability
    - ii. Housing Project Update
    - iii. Monthly Real Estate update report
  - e. Red Rock Prairie Trail Update, including Friends of the Trail
  - f. JEDCO Update
  - g. EDC (Corporation) Update
7. General Discussion
8. Next Meeting
9. Adjournment

#### **American with Disabilities Act Compliance:**

If there is anyone wishing to attend that may require special assistance in being able to participate in this public meeting, please advise City Hall of your needs forty-eight (48) hours prior to the meeting.



## **Economic Development Commission**

Wednesday, December 27 at 5:00 p.m.

### **Meeting Minutes**

1. Called to order at 5:05pm.
2. Roll Call—present: Max Keuning, Melody Burkman, Mitch Sieberling, Scott DeVries, Christy Lindsay, Jeff Davidson, Jerry Moore, Sue Ponder, Deb Townsend. Chad Allegar excused.
3. Approval of Agenda—amendment made to add budget discussion to New Business (moved, seconded and passed). Moved and seconded to approve agenda with amendment. Passed unanimously.
4. Approval of Minutes (from October 25, 2023 meeting)—moved and seconded to approve without change. Passed unanimously.
5. New Business
  - a. Community Comprehensive Plan
    - i. Discussion about next steps and action for EDC. Suggested each member bring 2 items to January meeting that they would like to see the EDC focus on or start working on in 2024
  - b. EDC strategy
    - i. Continues to be interest in business space
    - ii. Limited commercial space, even if all of downtown space was able to be used.
    - iii. May need to look ways to encourage new office construction for things like offices/conference room; front retail space with workshop in back; commercial kitchen / ghost kitchen space; etc.
  - c. Budget
    - i. Discussion on remaining balances and projects for FY24
      1. Motion and second to request city staff to research marketing companies and RFQ to assist the EDC in more actively promoting Prairie City. Passed unanimously
      2. Money still available for (2) downtown façade grants (program with JEDCO match). Will reach out to new restaurant owners to see if there is any interest in the grant program as they get started.
      3. Training—will look for programs to spend remaining funds this year.
    - ii. FY25 Budget setting

1. Motion and second to increase training to \$1500 due to fact that many opportunities are not local and therefore would have more expense to attend. Passed unanimously.
2. Moved and seconded to continue to ask for \$20K for downtown renewal. Discussion on whether this is just façade or if this could also include other grant programs. Decided that EDC would review what other grants may be needed. Passed unanimously.
- iii. Budget review finalized. Moved and seconded to adopt amended budget. Passed unanimously.

## 6. Old Business

### a. Grants

- i. IEDA Catalyst Grant—moved and seconded to move forward with Dr. Ingle's application for E Jefferson property. Passed unanimously (Melody abstaining).
- ii. Façade Improvement Grant—working on potential grant with one downtown owner. Will reach back out to existing owners to let them know about the program. Will also reach out to new restaurant owners to see if there is an opportunity for them to make some additional changes before starting up.

### b. Real Estate Update

- i. Commercial Property update / availability—nothing new to update
- ii. Housing Project Update
  1. Discussion still happening with additional development of Rolling Prairie. One lot is remaining to be sold from current development phase.
  2. Announcement of new development in the works on land south of Konek. Will have some commercial building with residential units behind. More updates as things move along.

### iii. Monthly Real Estate update report

- c. Red Rock Prairie Trail Update, including Friends of the Trail—need to encourage more people to get involved with the group. Will be working in January to get the RFP completed and published for the next phase to Mitchellville. Plan is for 2025 construction.

### d. JEDCO Update (provided via email from Jeff Davidson):

- i. It's grant cycle time of year. I asked Sue to update you all on a few things, including: Paint Iowa Beautiful is open. Access it through the Keep Iowa Beautiful website. Prairie Meadows and the Assistance to Firefighter Grant Program open Jan. 1. Jasper Community Foundation is still a couple months out. Don't forget that Mid Iowa Planning Association (MIPA) can assist with applications at no charge (the Supervisors pay your membership). Contact me

with questions. And of course, JEDCO's Facade Grant and Small Grant programs are ongoing.

- ii. Mid Iowa Development Fund (I am on the Board) has \$400,000 to loan for business development. Commercial and Industrial only. We have around \$1 million in circulation, and as people make loan payments it adds to the amount we have to loan.
- iii. I am working with Iowa Interstate RR to get the 300 acre Newton Rail Park property added to the State's Certified Site inventory. A very arduous process but would put us into a special category of available sites. This is the former Gevo Sustainable Aviation Fuel site. We still hope to land Gevo in Jasper County, but it will depend on whether or not we get carbon sequestration pipelines in Iowa.
- iv. TPI wind blades is getting ready to open in 1Q 2024. The new blades will be about 30 ft longer than the blades they formerly produced, so they will be even more impressive when you see them going down the road. They will hire 1000 production workers by the end of 2024, and I am hearing \$35/hour.
- v. Eco Energy's biofuel transfer station will be going up in the Newton Industrial Park starting in January (it's actually located in the County). They will construct four 300,000 gallon storage tanks for corn oil (byproduct of ethanol plants) and beef and pork rendering (byproduct of the meatpacking industry) which will be collected into rail cars and transported to a refinery in California. It will be refined into sustainable diesel fuel for the trucking industry.
- vi. The transformation of the former Maytag historic buildings into apartments and hotel/event space is in full swing. There have been some fortunate discoveries as they get into the 100 year old buildings resulting in the project increasing in size and scope. It is now a \$40 million project that will produce 80 market rate apartments and 65 hotel rooms which will be constructed to be a blend of hotel rooms, extended stay apartments or efficiency apartments depending on the market. 66 people have their name on a waiting list already for the apartments. Jasper County is part of the financing of the project.
- vii. I have a steel modular building manufacturer looking to locate in Jasper County if I can find them a 40,000 sq ft building with adequate vertical clearances and some adjacent property. Let me know if you have a prospective property for me. Must be an existing building.

e. EDC (Corporation) Update—nothing new to update

7. General Discussion—nothing additional mentioned

8. Next Meeting Wednesday, January 24 @ 5pm, city hall and zoom.

9. Adjournment at 7:35pm.



## **Comprehensive Plan Summary**

*Summarizing areas where the EDC has been identified as a partner for an action item.*

### **Community Vision**

**Goal 1, Strategy A, Action Item 1:** In coordination with other community organizations, develop branding and marketing that promote civic pride and clarify the city's cultural identity as a great place to live, work, and experience community.

**Goal 1, Strategy B, Action Item 2:** Continued support for community events such as Prairie Days, Farmers Market, Spring Celebration, and Vendor Fairs.

### **Community Facilities**

**Goal 1, Strategy A, Action Item 3:** Support the expansion of all high-speed broadband/Internet service options to residents and businesses throughout the city.

### **Housing**

**Goal 1, Strategy A, Action Item 1:** Support housing repair and housing maintenance programs.

**Goal 1, Strategy A, Action Item 2:** Use development and land use plans to ensure that each neighborhood has an appropriate ratio of owner occupied and rental housing units.

**Goal , Strategy C, Action Item 1:** Educate the public about the need for accessible housing, pursue developers willing to develop accessible housing and partner with developers using state grants for accessible housing.

### **Economic Development—main focus area of EDC**

**Goal 1** Encourage economic growth through local and regional opportunities

**Strategy A**—Support local businesses and tourism opportunities

**Action Item 1:** Develop regular outreach practices to engage with the community to better understand economic needs of businesses and residents.

**Action Item 2:** Maintain updated resources, technical assistance, and incentive list.

**Strategy A**—Promote the city as destination for environmental education opportunities

**Action Item 1:** Develop marketing resources to promote environmental education opportunities.

**Action Item 2:** Partner with educators and businesses to connect and inform the public of environmental education opportunities.

### **Land Use**

**Goal 1, Strategy A, Action Item 2:** Encourage infill development of vacant or underutilized lands or buildings.



## **Request for Quotations**

City of Prairie City, IA  
203 E. Jefferson Street  
Prairie City, IA

### **Introduction**

The City of Prairie City, IA is requesting RFQ's (Request for Quotation) from qualified marketing and advertising firms for marketing services to promote the features, attributes, and qualities of the community. The work will involve working with City staff and the Prairie City Economic Development Commission in identifying the City's resources, services, and public infrastructure and facilities, assets, and strengths to develop a digital and hard copy of a community brochure. This RFQ establishes minimum requirements that a bidder must meet in order to be eligible for consideration as well as information to be included in the contractor's quotation.

The City is not obligated to accept the lowest quote and reserves the right to reject any and all quotes or amend the scope of the project.

### **Submitting Contract Proposals**

Responses to this RFQ are due by X p.m. on X March 2024. Late submittals will be rejected. All proposals must be sealed and addressed to the City Administrator:

Jerry Moore  
City of Prairie City  
203 E Jefferson P.O. Box 607  
Prairie City, IA  
[Jerry.moore@prairiecityiowa.us](mailto:Jerry.moore@prairiecityiowa.us)

Quotations will be opened at X p.m. on X March 2024, at City Hall, City of Prairie City, IA 203 E. Jefferson, Prairie City, IA. All bidders and the public are welcome to attend the opening of sealed bids.

### **Contract Term**

The term of this contract to be awarded is for the production of the requested brochure only and shall identify the details of the scope of work including planned schedule of interactions with City staff and the PCEDC. The contract may be terminated by either party with thirty (30) days written notice.

### **Instructions to Bidders**

Bidders shall provide the following information:

1. Company name, staffing information, and references. Include address, contact person, and contact phone number and email.
2. Provide a minimum three (3) client references of comparable projects.
3. Cost proposal and invoicing requirements.