



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

Memorandum

TO: Planning and Zoning Commission

FROM: Jerry Moore, City Administrator

DATE: March 18, 2024

SUBJ: Site Plan – EMS/Fire Building, SE Corner of S State St & E Jefferson St

Request: Site Plan – EMS/Fire Building

Applicant: City of Prairie City and EMS/Fire Departments

Site Location: SE Corner of S State St and E Jefferson St, Prairie City

Zoning: C-2 Commercial District

Property Size: .79 acres (130' x 264' = 34,320 sq. ft.) Legal: S D BUTTER'S ADD LOTS 1-2-3-4 BLK 4

Estimated Construction Cost: \$2,583,401

Submittal: Includes the site plan drawing, grading plan, interior layout drawing, utility drawing, and elevation drawings of the proposed EMS/Fire Building.

Background

MSA Professional Services, Inc prepared the attached site plan drawing for the proposed new EMS/Fire Building building project. The building is planned on the .79 acre lot located in the southeast corner of S State St and E Jefferson St. The building will contain approximately 10,542 total sq. ft. with a 7585 sq. ft apparatus bay on the west end of the building layout with five (5) overhead doors and one on east end of the apparatus bay for storage of the fires trucks and ambulance, and space is provided for two (2) offices, report room, meeting room, medicine storage room, restrooms and kitchen.

Other building and site items.

- The building will have five (5) wall pack lights on the west, three (3) on the north, and four (4) on the east sides of the building to assist the EMS/Fire Department volunteers and provide site security.
- On-site parking will be provided for the EMS/Fire Department volunteers and the general public on the east side of the property. On-street parking is not restricted on E Jefferson
- The property is not located within a flood plain and the site will be designed to accommodate the on-site stormwater drainage. A new drain pipe will extend from the new parking lot to the stormsewer located on the east side of the site that extends to a 12" stormsewer located along E Jefferson St. Downspouts on the east side of the building will extend into an intake connected to the 12" stormsewer line, and downspouts on the west side of the building will extend into an intake that connects to a 21" stormsewer located along S. State Street.
- The building will connect to the City's 8" sanitary sewer main and a new 8" City water main is being constructed on the north side of E Jefferson St that will accommodate the proposed building.
- In addition to narrowness of the lot, part of the reason for the requested front yard setback exception had to do with the desired design and connection of the operations area of the building (offices, meeting/training room, medical storage, and hallway) with the apparatus section (fire trucks and ambulance) of the building. The building configuration and location on the site also allows for adequate space for the ambulance and fire trucks to maneuver and enter the overhead door located on the east side of the apparatus section of the building, it supports site circulation and parking for other vehicles, and will also allow for future building expansion without impacting the maneuvering space of the ambulance and fire trucks.



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The Board of Adjustment at their 3-5-24, meeting granted an Exception to the City's minimum front yard setback regulation to allow the building to be located 21 feet from the front property line off of E Jefferson St. instead of the required minimum 25 feet front yard setback. The front yard setback off of S State will be 40' 1". All other minimum setback requirements for the C-2 District will be met.

The City Council at their 3-13-24 meeting approved the building plans for the project and set a hearing for 4-23-24 to review and act on the bids and award the contract for the construction of the building with bid letting to occur 4-18-24 at 2 PM at City Hall. The City Council also supported the Fire Department staff's fundraising plan to sell bricks to assist with project costs to pay for the installation of bricks on the west wall of the building, furniture, and kitchen appliances. The City Council also increased the appropriation to pay for the building construction costs based on the architect's recent estimate with the added design and construction costs to install brick on the west wall of the building. The architect is currently revising the building plans to show the bricks for the west wall and eliminating a few items to reduce costs such as eliminating flooring from the offices/meeting room/kitchen area, and a stone material.

Required Site Plan Information

Prairie City Code of Ordinances, Ch 165.29 5. Required Site Plan Information. Site plans which are submitted for review shall be drawn to a scale of 1" = 50' or larger and shall include as a minimum the following items of information.

A. Narrative Information:

- (1) Name which the development or improvement shall be called.
- (2) Name and address of the owner of the property.
- (3) Name and address of the developer or builder.
- (4) Name and address of person or firm preparing the site plan.
- (5) Address of the site.
- (6) Legal description of the site.
- (7) Present zoning classification of the site.
- (8) Proposed zoning of the site.
- (9) Development schedule with approximate starting date, staging of development, and completion dates.
- (10) Total area of the proposed site.
- (11) Total number and types of all buildings.
- (12) Number of stories of each existing or proposed building.
- (13) Total floor area of each building.
- (14) Total number and types of dwelling units.
- (15) Estimated number of employees for each proposed use where applicable.
- (16) Total number of parking spaces proposed in the site plan.

B. The following items are to be shown in illustration on the site plan:

- (1) A vicinity sketch at a suitable scale showing the general location of the property, existing land uses adjoining the property, and adjacent existing facilities such as buildings, parking lots, etc.
- (2) All existing utilities shall be shown including the location, size, and capacity of existing public utilities.
- (3) Proposed connections to existing utilities.
- (4) Existing buildings, right-of-ways, street improvements, railroads, easements, drainage courses, streams, and wooded areas shall be shown.
- (5) Proposed buildings, right-of-ways, street improvements, and easements shall be shown.
- (6) Building setback lines required by the Zoning District and the average setback of buildings within 200 feet of the proposed building where applicable.
- (7) Location, grade and dimension of all existing and proposed paved surfaces.
- (8) Traffic circulation and parking plans showing the location and dimensions of all existing and all proposed parking stalls, loading areas, entrances and exit drives, dividers, planters, and frontage roads, and other similar permanent improvements.
- (9) Location and type of any existing and proposed signs.



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- (10) Location and type of any existing or proposed lighting.
- (11) Location of existing trees 6 inches or larger in diameter.
- (12) Location, amount and type of proposed landscaping, fences, walls, or other screening.
- (13) Location, size and construction materials of all solid waste enclosures.
- (14) All existing and proposed sidewalks and pedestrian traffic facilities.
- (15) Existing contours at two-foot intervals.
- (16) Proposed contours.
- (17) Three copies of architectural elevations of all proposed buildings shall be submitted for the purpose of understanding the architectural character, type of materials, and indication of colors. The elevations shall indicate the location of windows, doors, overhangs, projection height, etc., and the grade relationship to floor elevation, and the number of stories for each existing building to be retained and of each proposed building.
- (18) Site plan shall include a Storm Water Management Plan to show the area, slopes and runoff calculations of the site. This plan shall also indicate the connections to existing storm sewers or drainage ditches and the courses surface water shall take for exit from the property. The Storm Water Management Plan shall include measures to be taken to control soil erosion.
- (19) Type and location of all proposed paved surfaces.
- (20) Site plan shall include sufficient information to demonstrate compliance with the required permanency and strength of materials in proportion to the aesthetic characteristics. Such evidence, including building materials and colors, should be included in the architectural building elevations.
- (21) Soil tests and similar information, if deemed necessary by the City Engineer, to determine the feasibility of the proposed development.

The site plan drawing was routed and reviewed by City Administrative staff, Public Works staff, Fire and Ambulance Department staff, and comments were provided to MSA. Review comments are below.

November 30, 2023

C100

1. Why only small area of gravel moved?

C200

1. See C165.29 (5) Site Plan requirements
2. Show setbacks C-2 District - Front Min 25' (both sides on corner lot) Side 8' Rear none
3. City has paved requirement for off street parking lots (ch 165.23 3B) for new construction.
4. Show access isle and parking spaces. Estimated number of parking spaces? What standard used?
5. Approach improvements? Width, flared ends
6. Building size? Loading area if over 10,000 sq. ft.?
7. Building materials? Aluminum with brick?
8. Lighting? Wall lights? 400 watts max
9. Location of donor wall?
10. HVAC equipment location and screening roof or ground
11. Outdoor garbage can – screening? May use totes and store inside building
12. Sign size and locations? 1 sq. ft. per 600 sq. ft. of lot size (34,320 sq. ft. lot size) 57.2 sq. ft. max sign size

C300

1. Confirm the south side of building will drain away from adjacent south building.

C400

1. Where is building connecting to sanitary sewer?



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December 19, 2023

1. Show all building setback distances from the building to property lines.
2. Is it possible to add additional parking spaces on the backside of the building?
3. Please provide assurance/documentation that proposed building and paved parking won't cause excess stormwater drainage onto adjacent properties.
4. Show screening of the transformer.
5. Show location of the ground sign.
6. Does SUDAS require curbs for non-residential parking lots?
7. Is exterior lighting proposed? If not, is wall pack lighting proposed?
8. Is any landscaping proposed on the site?
9. The Family Life Center building is encroaching onto the City's property. Should an easement be established and shown on the site plan?
10. The minimum front yard setback in the C-2 District is 25 feet. If this can't be achieved, an Exception to the Ordinance may be an option to pursue before the Board of Adjustment. This should be requested, prior to seeking approval of the site plan from the Planning and Zoning Commission and the City Council. The Board of Adjustment meets as needed.
11. Please add a note that the Family Life Center customers are encouraged to use the parking within the N Sherman St right-of-way.
12. The site plan can be sent to USDA for review.

Publication and Notices

The publication of the public hearing planned for the Planning and Zoning Commission for the site plan drawing was published in the Newton Daily News on Tuesday, March 19, 2024.

Site Review/Observations

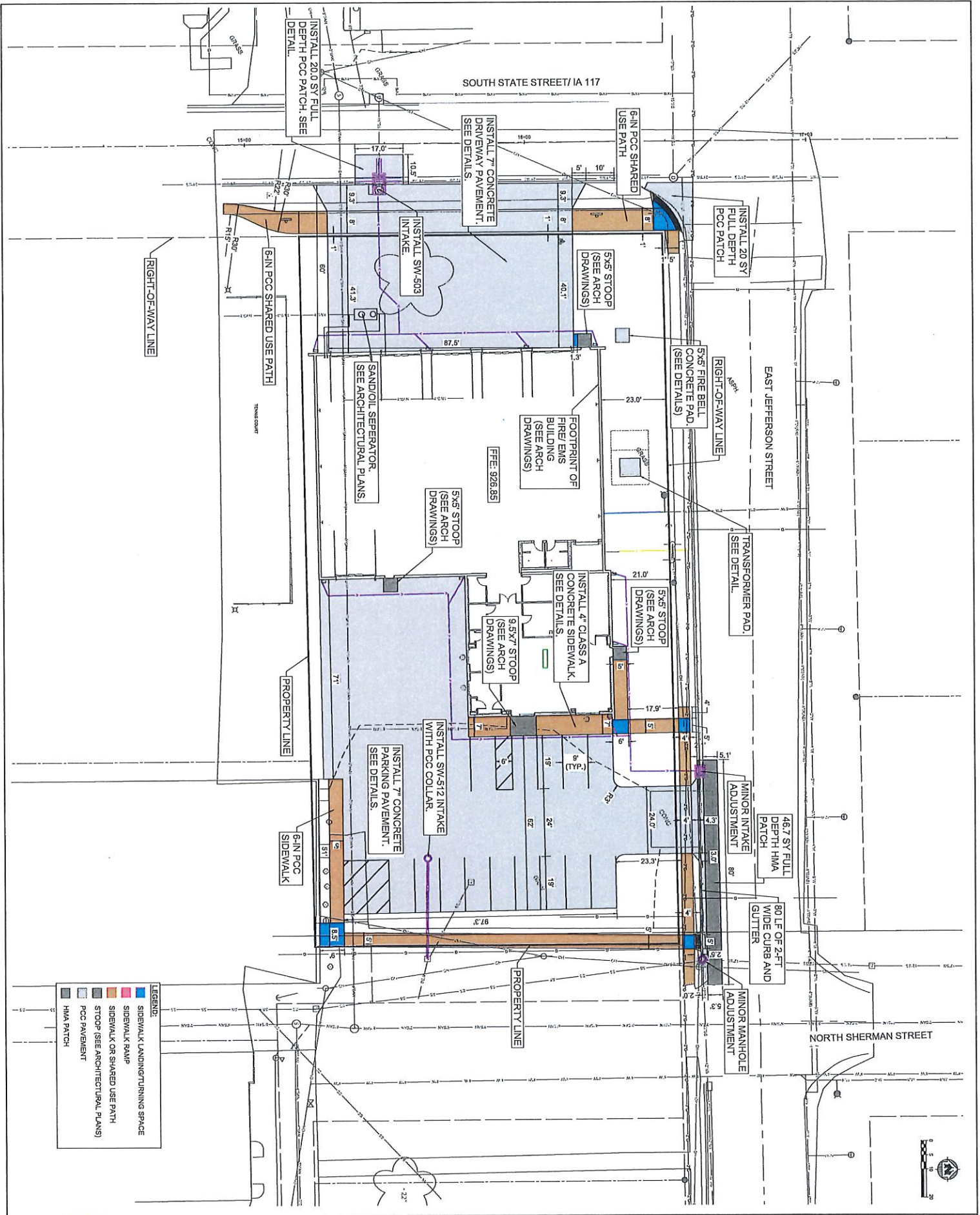
1. The lot is currently vacant.
2. The lot is longer along E Jefferson St and narrower along S State St.
3. The lot is relatively flat with grass on the west 2/3rd of the lot and gravel on the east 1/3rd, and there is one tree located in the west central area of the lot that will be removed during construction.
4. There are three residences located north of the site, three commercial buildings to the east and southeast, the tennis courts owned by the City are to the south and the City Hall, Police, Fire and Ambulance Department building is located to the west.

Recommendation

I recommend the Prairie City Planning and Zoning Commission approve the site plan for the proposed EMS/Fire Building based on the site plan drawing and related drawings, site plan review and responses to comments, previous action of the Board of Adjustment on the front yard setback, and the City Council support of the project.

The Planning and Zoning Commission's Role is to Make a Recommendation on the Site Plan to the City Council. Action may include:

1. **Approval**
2. **Denial**



LEGEND:

[Blue Box]	SIDEWALK LANDING/TURNING SPACE
[Light Blue Box]	SIDEWALK RAMP
[Orange Box]	SIDEWALK OR SHARED USE PATH
[Dark Orange Box]	STOOP (SEE ARCHITECTURAL PLANS)
[Grey Box]	PCC PAVEMENT
[Dark Grey Box]	HMA PATCH

PRAIRIE CITY FIRE EMS BUILDING
 303 E JEFFERSON STREET, PRAIRIE CITY, IA 50228

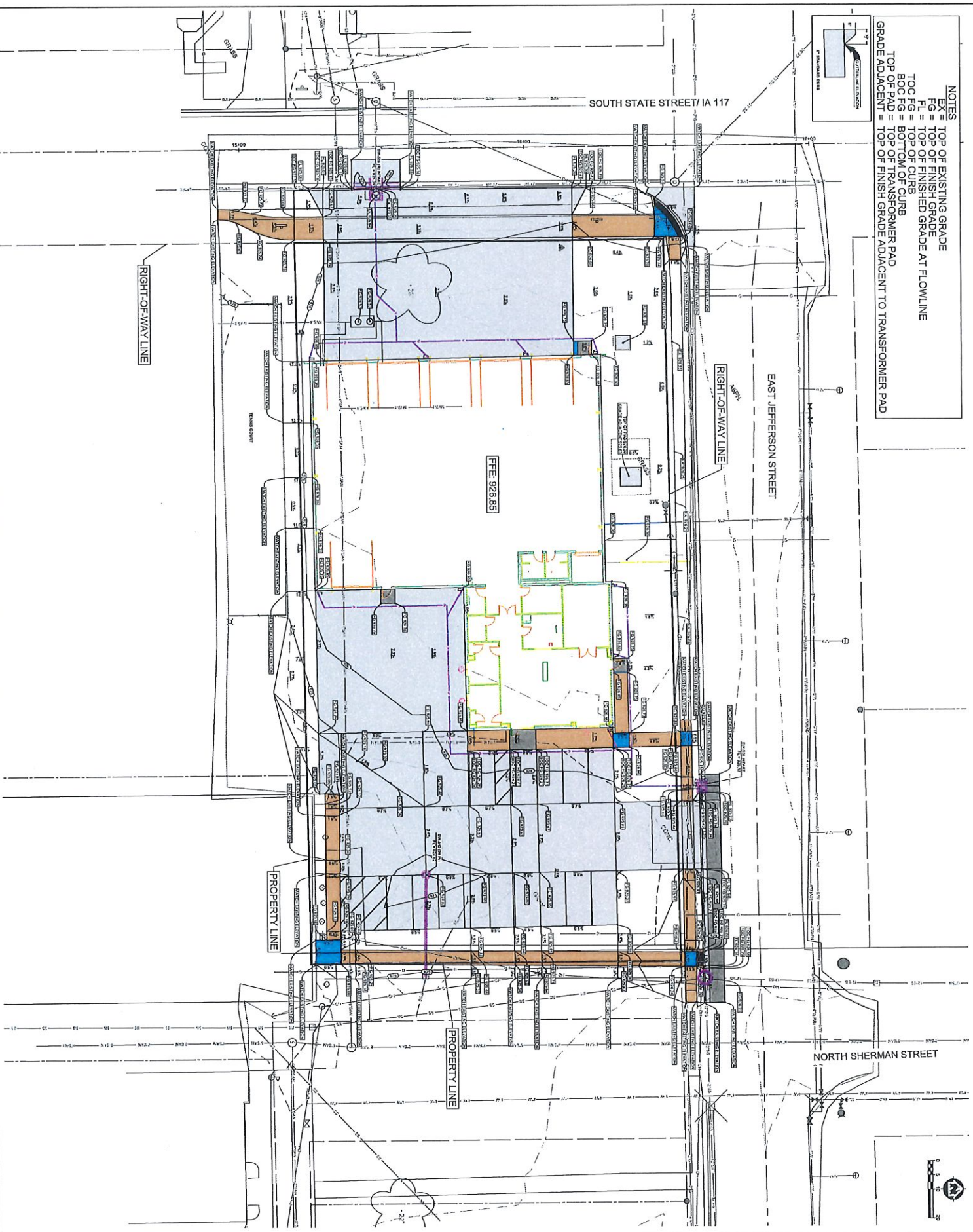
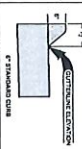


ENGINEERING | ARCHITECTURE | SURVEYING
 FUNDING | PLANNING | ENVIRONMENTAL
 1555 SE Delaware Ave, Ankeny IA 50021
 (515) 964-1920 www.msa-ps.com

DRAWN BY: JSB
 DESIGNED BY: JSB
 CHECKED BY: PKK
PROPOSED SITE PLAN
 C200

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- NOTES**
- EX = TOP OF EXISTING GRADE
 - FG = TOP OF FINISH GRADE
 - FL = TOP OF FINISHED GRADE AT FLOWLINE
 - TOC FG = TOP OF CURB
 - BOC FG = BOTTOM OF CURB
 - TOP OF PAD = TOP OF TRANSFORMER PAD
 - GRADE ADJACENT = TOP OF FINISH GRADE ADJACENT TO TRANSFORMER PAD



PRAIRIE CITY FIRE EMS BUILDING
 303 E JEFFERSON STREET, PRAIRIE CITY, IA 50228

DRAWN BY: CLG
 DESIGNED BY: JSH
 CHECKED BY: PKM

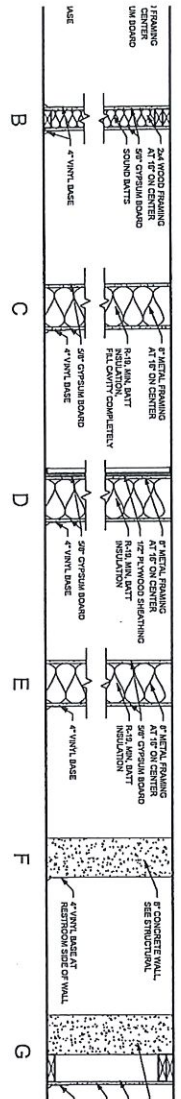
GRADING
 PLAN

C300

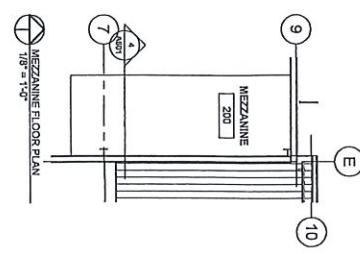


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 1555 SE Delaware Ave, Ankeny IA 50021
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- FLOOR PLAN NOTES:**
1. ALL EXTERIOR DIMENSIONS ARE TO THE EXTERIOR FACE OF FRAMING, WHICH IS TO BE ADDED TO THE EXTERIOR FACE OF FOUNDATION WALL.
 2. ALL INTERIOR DIMENSIONS ARE TO FACE OF FRAMING.
 3. ALL SILL PLATES AND OTHER FRAMING CONTACTING CONCRETE IS TO BE TRIMMED.
 4. ALL EXTERIOR DIMENSIONS ARE TO BE TAKEN FROM PERMITS AND EXTERIOR CONSTRUCTION.
 5. ALL EXTERIOR DIMENSIONS ARE TO BE TAKEN FROM PERMITS AND EXTERIOR CONSTRUCTION.
 6. F.E. & P.E. EXTENSIONS PROVIDED BY OWNER, CABINETE FLOOR PLANS WITH ADJUSTED FINISH TO CONSULTATION.



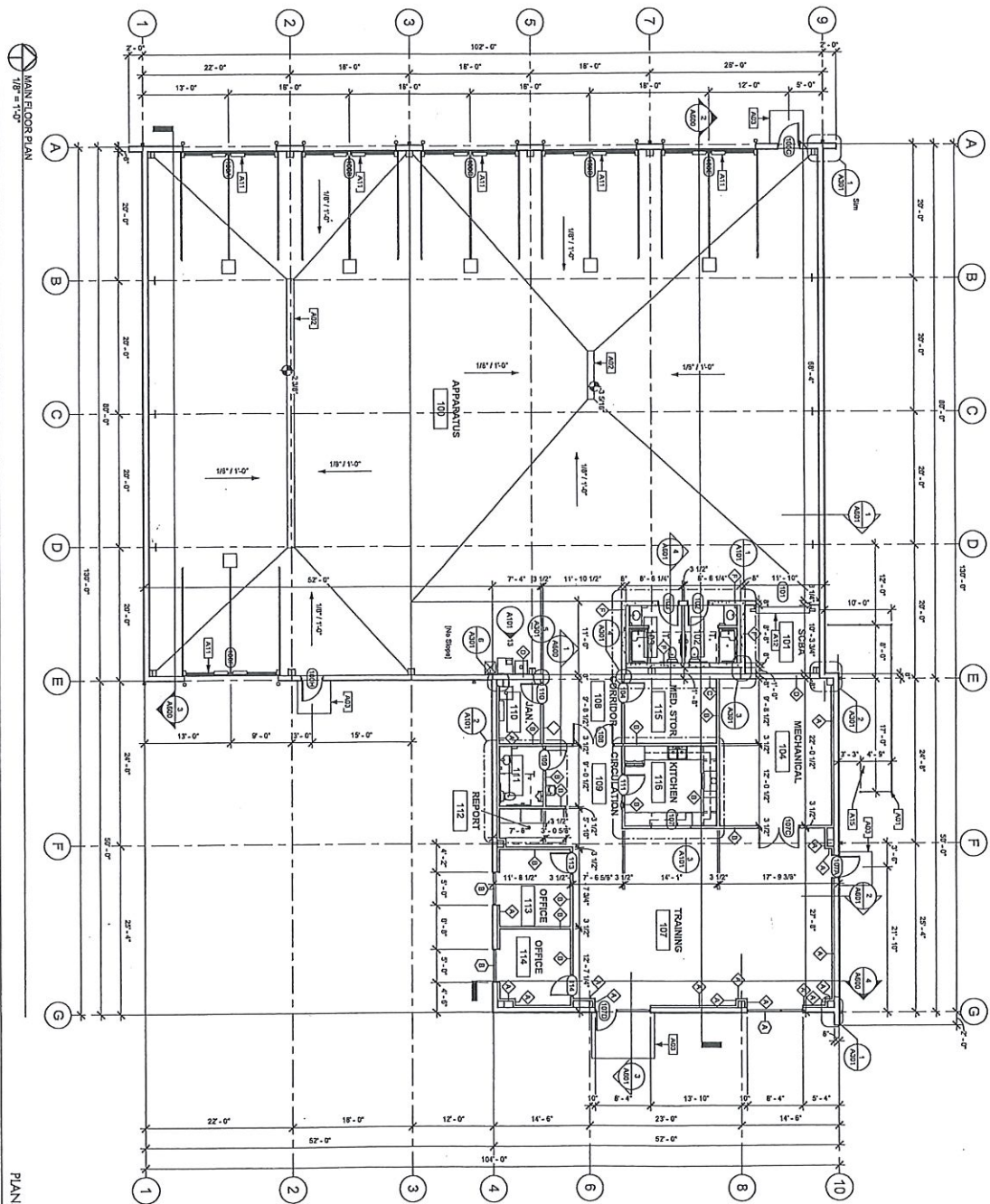
ARCHITECTURAL KEYNOTES

Keynote Text

CHALKLINE FENCINGS WITH PRIVACY SCREEN, IMBED FENCE POSTS AND FABRICATED FLOOR DRAIN. SEE ELEVATIONS FOR DIMENSIONS. CAST IN PLACE CONCRETE STUCCO AND STUCCO FOUNDATION, SEE STRUCTURAL. SEE STRUCTURAL DRAWINGS FOR REINFORCEMENT REQUIREMENTS.

TRUOLITE TYPE OVERHEAD DOOR AND OPERATOR.

OVERHEAD COLLING DOOR SLAB OVER 6" COMPACTED GRAVEL BASE. REINFORCE WITH #4'S @ 2'-0" O.C. EACH WAY.



PRELIMINARY - NOT FOR CONSTRUCTION

PLANS

22000039

A100

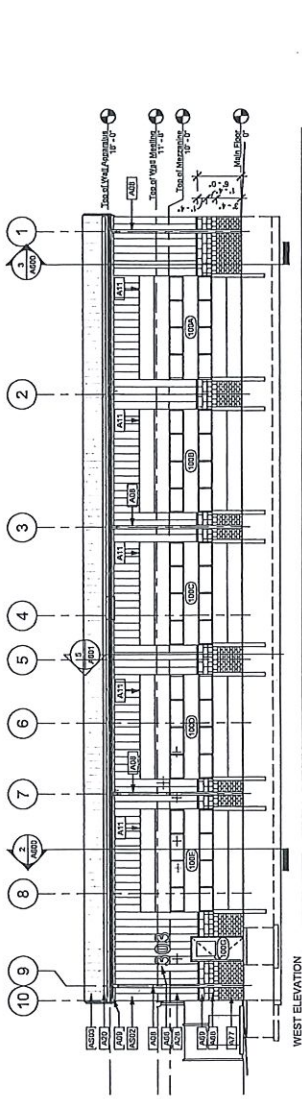
700 11TH ST
SUITE 200
MASON, IOWA
52202
1319 79244
MARTIN GARDNER ARCHITECTURE
102 S. REDBERRY
SUITE #1
MASON, IOWA
52202

MGA
MARTIN GARDNER ARCHITECTURE
© 2024

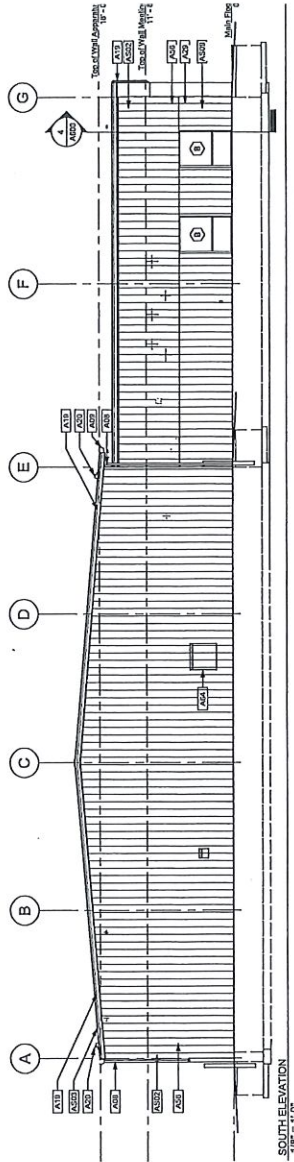
CITY OF PRAIRIE CITY
PRAIRIE CITY FIRE & EMS

NO.	DATE	REVISION

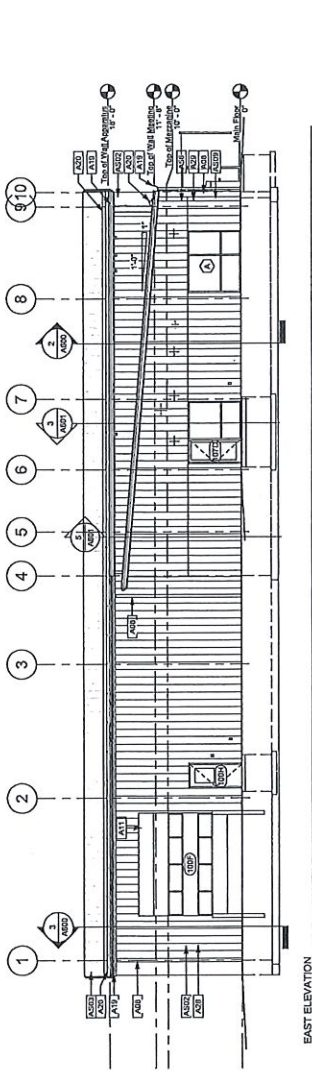
ARCHITECTURAL KEYNOTES	
Key Value	Keywords Text
A08	PRE FINISHED METAL DOWNSPUTS, BY BUILDERS MATCH COLOR TO UNDERGROUND. (SEE CIVIL DRAWINGS, PRE FINISHED METAL GUTTER BY BUILDING MANUFACTURER, GRAY)
A09	TROLLEY TYPE OVERHEAD DOOR AND OPERATOR
A10	PRE FINISHED PASCAL BY BUILDING MANUFACTURER, GRAY
A11	PRE FINISHED CONTINUOUS SNOW FENCE
A12	SIDING COLOR A: COOL GRANITE GRAY
A13	SIDING COLOR B: COOL COTTON WHITE
A14	LOUVER, SEE MECHANICAL
A15	EXHAUST FAN, SEE MECHANICAL
A16	CAST DIMENSIONAL SIGNAGE, MOUNT TO BUILDING AT 10'-0" A.F.F.
A17	2 ROWS, 8x8 BRICK VENEER
A18	6x6 BRICK VENEER RUNNING BOND
A19	PRE FINISHED METAL ROOFING PANEL, PRE ENGINEERED METAL BUILDING FRAMING WITH INSULATION, SCRM, LINER STEEL
A20	PRE FINISHED METAL ROOFING PANEL, PRE ENGINEERED METAL BUILDING FRAMING WITH INSULATION, SCRM
A21	PRE FINISHED METAL BUILDING PANEL, PRE ENGINEERED METAL BUILDING FRAMING WITH INSULATION, SCRM, 2x4 FRAMING AT 16" ON CENTER, 5/8" GYPSUM BOARD, PAINT



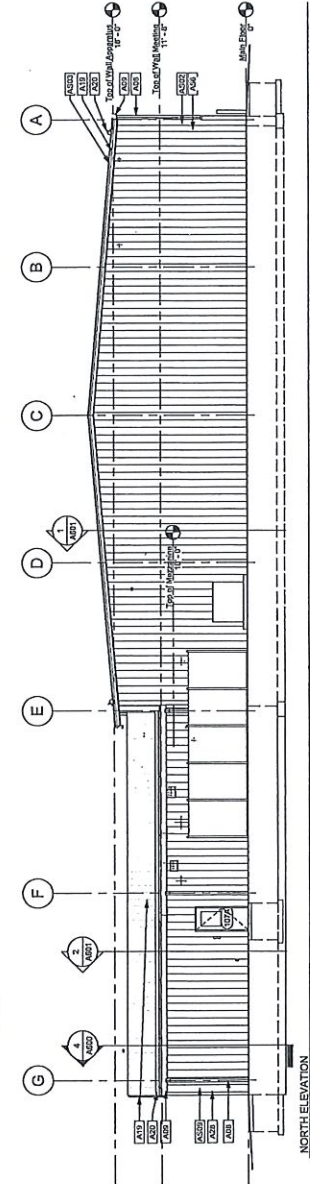
WEST ELEVATION
1/8" = 1'-0"



SOUTH ELEVATION
1/8" = 1'-0"



EAST ELEVATION
1/8" = 1'-0"



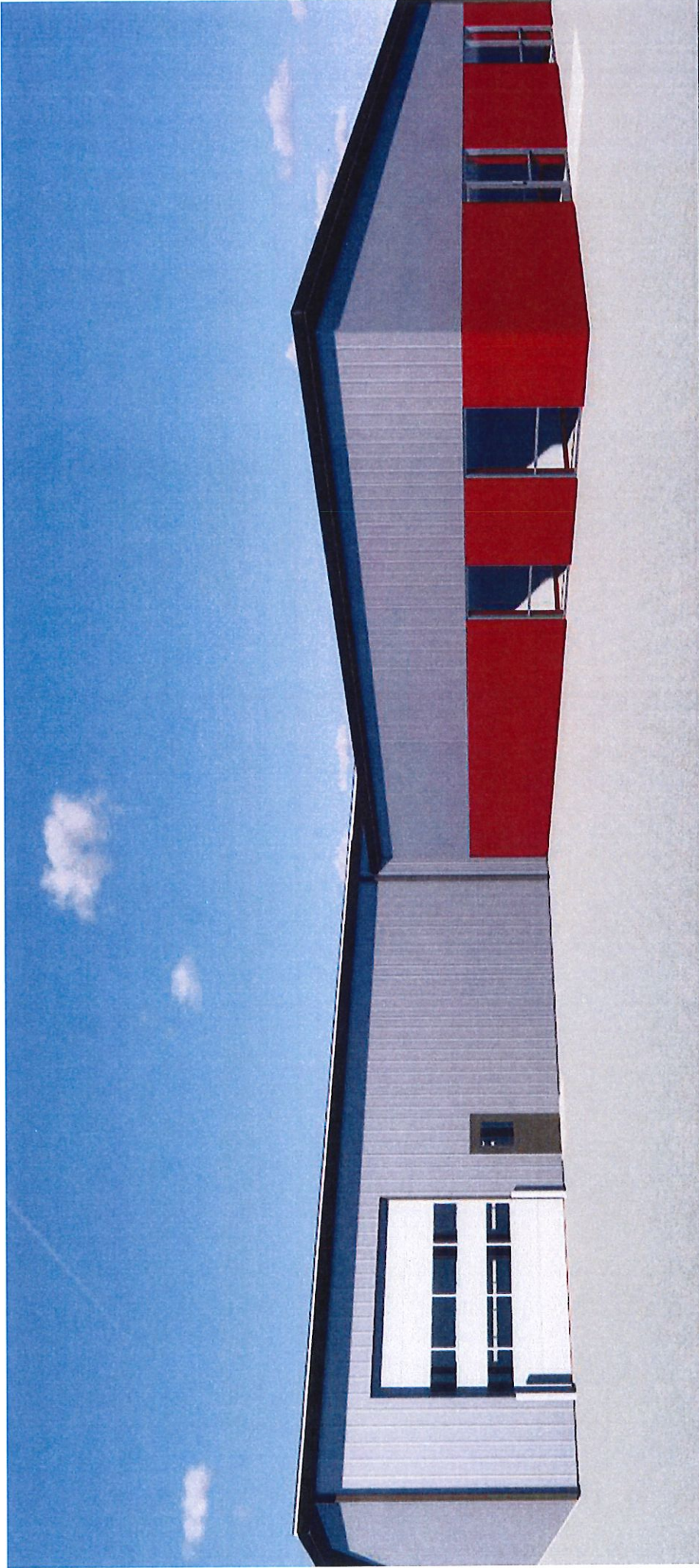
NORTH ELEVATION
1/8" = 1'-0"

EXTERIOR ELEVATIC



PRAIRIE CITY FIRE & EMS

MGA
MARTIN GARDNER
ARCHITECTURE



PRAIRIE CITY FIRE & EMS

MGATM
MARTIN GARDNER
ARCHITECTURE

**CITY OF PRAIRIE CITY
SPECIAL EVENT PERMIT APPLICATION FORM**

1. Sponsor Name: Prairie City Farmer's Market
Event Contact Person(s): Scott DeVries
Address: PO Box 331, Prairie City
Phone Number: 515-497-0552 Email Address: prairiecityfm@gmail.com

2. EVENT TYPE:
 Parade Festival Assembly/Rally Street Closure Block Party
 City Property Rental Walk/Run Fund Raiser
 Other Farmer + Maker Market

3. On-Site Contact Person(s): Scott DeVries
Phone: 515-497-0552 Location During Event: Information Booth

4. Event Location: west side of Garden Square Park

5. Parking and Traffic Plan: vendors will use S. Main from 4 to 5 and 7 to 8 to unload and load up from market - no other restrictions to parking or traffic

Street Closure: YES (Show on Map) NO

6. Event Date: Thursdays May 30 to Sept 26 Event Start Time: 5 pm Event End Time: 7 pm

7. Set Up Time: 4 pm to 5 pm Take Down Time: 7 pm to 8 pm

8. Rain Date & Time: N/A

9. Size of Event (estimated number of people on-site at one time)

- 1 - 100 () 101 - 250 () 251 - 500
() 501 - 1,000 () 1,001 - 5,000 () Over 5,000

10. Security: N/A

Have the Police been contacted about crowd/traffic control? YES NO

11. Number of portable toilets being provided: N/A

Location(s) of toilets: will rely on local businesses + restroom at library

12. Types of Activities/Venues: farmer and maker vendor booths, musical entertainment, food trucks, outdoor yard games

13. Non-Food Vendors, Concessionaires, Rides (Name, address, phone for each)

Available upon request

14. Food Vendors (Name, address, phone for each)

Available upon request

15. Tents

16. Utilities to be used (List equipment types) water, electricity

17. Alcoholic beverages served? License class: No

Alcoholic Beverage License obtained?

YES

NO

18. Source of garbage/rubbish removal service: city provided cans

19. Site Plan attached:

YES

NO

20. Rental Agreement signed & attached

YES

NO

21. Insurance Certificate attached

YES

NO being renewed

22. Permit Fee included (Fee schedule) Amount: \$ N/A

YES

NO

*If no, proof of non-profit status must be included.

I have read this Special Event Agreement and Permit Application packet and have accurately and truthfully completed the Application. I agree that I will obtain any other permits necessary and will follow the guidelines and requirements set forth in the packet.

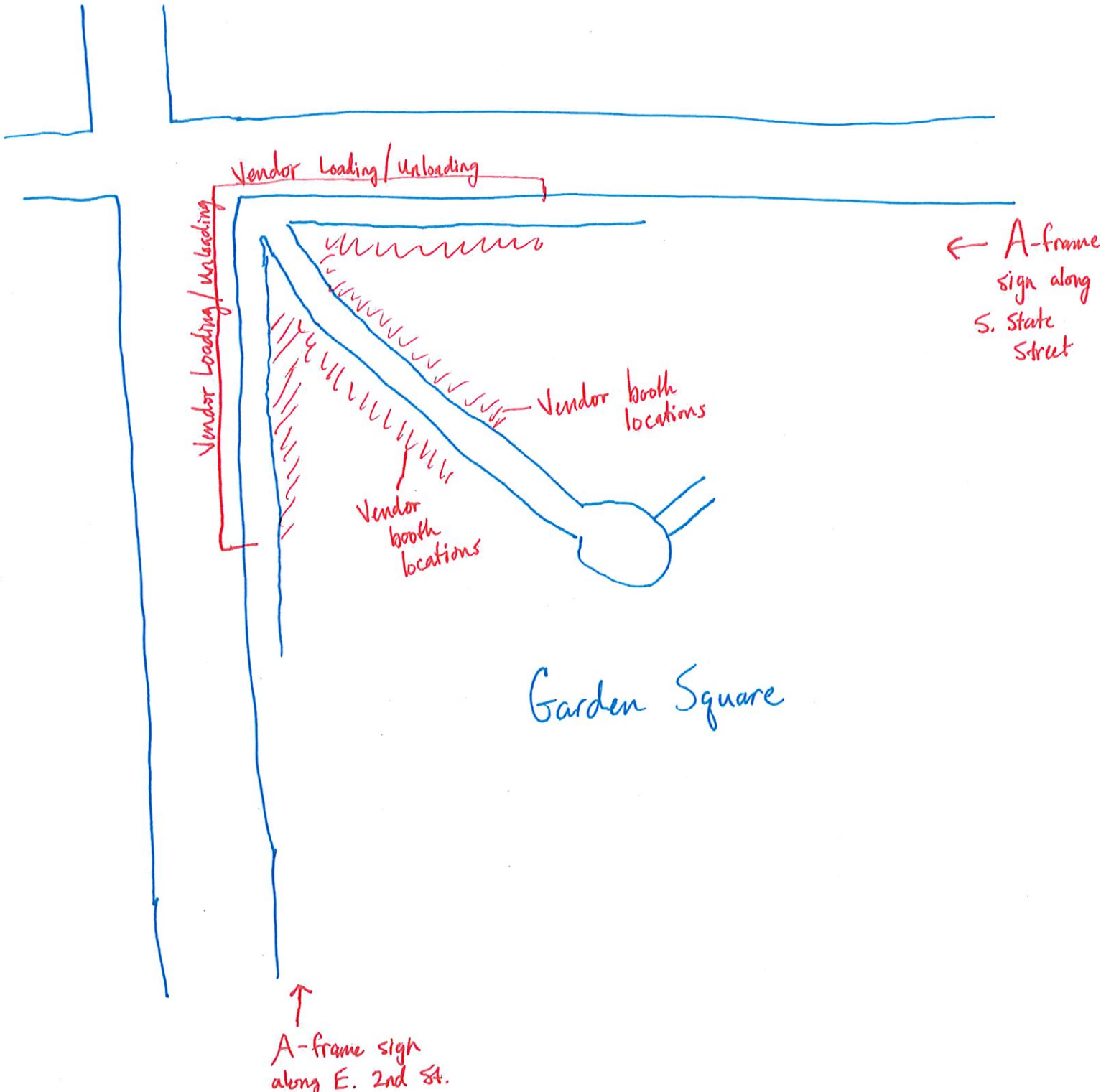

Signature

4/3/2024
Date

SITE PLAN

Attach site plan here.

Highlight areas of street closures, right-of-way closures, and sidewalk closures being used for the event. Show all locations of signs related to the event.



RENTAL AGREEMENT

Attach rental agreement here.

next page



CITY OF PRAIRIE CITY
GARDEN SQUARE RENTAL USER CONTRACT
105 S Marshall

Date Reserved: Thursdays May 30 to Sept 26 (Guaranteed with Paid Reservation/Council Approval if needed)
Event hours requested: 4 pm to 8 pm
Name: Scott DeVries / PC Farmer's Market SS#:
Address: PO Box 331, Prairie City
Home Phone: Cell: 515-497-0552

Rental Fee: \$150.00 (No Alcohol) [] \$250.00 (Alcohol) []

Rental Fee: \$ Date Paid: () Cash -Receipt # () Check#

Special Requests, i.e. parking, street closures, special music, etc. must be approved by City Council with a minimum of 90 days prior to the requested date of the event.

I AM [X] AM NOT requesting the following streets to be closed from to. (Attach list)

I have rented the Prairie City Garden Square for the above date. I understand and hereby agree that I will leave the entire Garden Square/Bandstand in the same condition it was in when rented, i.e. remove all trash, decorations, chairs, tables, etc. used for the rental event. NO PINATAS ALLOWED.

I hereby state that I have received a copy of the contract including Garden Square rules. I understand and hereby agree that I am responsible for any and all damages that may occur during the time of my occupancy and for the cleanup of Garden Square/Bandstand after my use.

In cases of cancellation, the renter must give the City a written request for a refund 30 days prior to the proposed rental date. In case of inclement weather, the renter must notify the City by noon of the day of the event to request a refund.

I have read the above statement and hereby accept the terms of the contract:

Signature: Scott DeVries Date: 4/3/2024

INSURANCE CERTIFICATE

Attach certificate here.

Renewal in process



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: March 28, 2024
SUBJ: Feral/Sray Grants

Background

Over the last several weeks I received phone calls and emails from residents about their concerns regarding feral/stray cats in the City. One of the calls was a complaint of a neighbor on W South St that is feeding 20-25 cats that are urinating on his windowsills and keeping him up at night due to their prowling and fighting. Another call was from a resident on Carley Lane about 4-5 cats that continue to urinate and defecate on their deck. Another call was from a resident on Carley Lane regarding three (3) cats found on their property.

The City's 28E Agreement with Jasper County only involves their assistance in picking up cats that are ill or injured. This is consistent with the agreement Colfax and Monroe have with Jasper County.

In response to the phone calls, I reached out to a non-profit organization, Happy Tales, Cayla Bergen who expressed interest in working with the City to address the cat herds through a spay and neuter program offered by Lucy's Pet Pantry. Both are located in Newton. Happy Tales is a licensed facility and primarily assists with cats. Lucy's Pet Pantry works with a veterinarian that assists with a low cost spay and neuter program (\$35 Neuter and \$60 spay includes distemper, rabies, and revolution.)

Cayla removed 18 cats from Prairie City last year through the assistance of a grant and help from neighbors and volunteers. She recommends the City reach out to residents and neighbors interested in helping with the project to locate, trap and transport the cats to the clinic in Newton. She said most of the feral/stray cats are not adoptable and the goal is to spay and neuter the cats and relocate them back to the herd.

To offset some of the cost, she suggested that the City apply for grant money through the Jasper Community Foundation to help pay for the spay and neuter clinics. The application deadline is April 30, 2024.

Action

Support the request for City Staff to work with Happy Tales and Lucy's Pet Pantry, seek assistance from neighbors and volunteers, and submit the Jasper Community Foundation grant application before the April 30, 2024, deadline.



Lucy's Pet Pantry • Follow

Mar 23 • 🌐

...



Neuter is Cuter!

Saturday, **April 6th**, 2024, Lucy's Pet Pantry will be hosting a low-cost spay/neuter clinic for Jasper County outdoor community/feral cats.

Each neuter is \$35.00 & Each Spay is \$60.00

- All kittens must be AT LEAST 12 weeks old
- All kittens must weigh AT LEAST 3 pounds
- All feral/community cats and kittens will be ear tipped.
- Payment is due when appointment is scheduled
 - Payment options
 - Cash
 - Credit/Debit (a \$2.00 convenience fee will be applied)
 - PayPay (a \$2.00 convenience fee will be applied)
 - Venmo

Availability is extremely limited. First come, first serve. Owner MUST attend a registration date.

Registration dates:

Sat. March 30th, 2024

1:00-4:00PM

Thurs. April 5th, 2024

5:30-7:30PM

Lucy's Pet Pantry
1123 1st Ave E, Suite D
Newton, Iowa 50208
(641) 521-5892

lucvspetpantry@gmail.com



Lucy's Pet Pantry

**SERVICE AGREEMENT CONTRACT
BETWEEN
THE CITY OF PRAIRIE CITY
AND
THE WALNUT CREEK BENEFITED FIRE DISTRICT**

The purpose of this Agreement, executed on 10th day of April, 2024, is to memorialize the understanding of the parties, to wit: City of Prairie City, Iowa and the Walnut Creek Benefited Fire District, concerning firefighting equipment now situated in Prairie City, Iowa, and belonging to the City of Prairie City, Iowa; the Walnut Creek Benefited Fire District; and the volunteer fire personnel of Prairie City, Iowa; and to set out the principal points concerning the operation and maintenance of fire protection facilities and equipment.

Currently there are five fire trucks housed at Prairie City, Iowa: (1) A tanker fire truck built on a 1995 GMC chassis; (2) 2006 Freightliner; (3) 2013 Chevy Silverado; (4) 2019 Toyne International; and (5) 2021 GMC. These trucks are owned by, and registered to, the Walnut Creek Benefited Fire District.

It is therefore agreed as follows:

1. That the City of Prairie City, Iowa, has firehouse facilities which are sufficient to house the above stated trucks - all of which are owned by Walnut Creek Benefited Fire District. These firehouse facilities will also provide sufficient room for hose drying, equipment storage, and maintenance. All firehouse expenses shall be the sole obligation of the City of Prairie City, Iowa.
2. That the Walnut Creek Benefited Fire District owns the above stated trucks - all of which will be housed in the facilities at Prairie City, Iowa.
3. That the City of Prairie City, Iowa through its volunteer fire department personnel, will operate all the firefighting equipment for extinguishing fires in the Walnut Creek Benefited Fire District and in the City of Prairie City, Iowa.
4. That the JAWS device mounted on the 2019 International chassis is the property of, and owned by, the City of Prairie City, Iowa.
5. That all mechanical maintenance, gasoline, oil, grease and parts for all firetrucks owned by and registered to the Walnut Creek Benefited Fire District shall be supplied by and paid for solely by the Walnut Creek Benefited Fire District. Such responsibility for operational maintenance of said vehicles shall remain

regardless of where the truck or trucks may be at the time they break down and regardless of what fire or other circumstances may contribute to or cause their loss or damage.

6. That all motor vehicle insurance shall be provided and paid for by the party owning the vehicle or vehicles. The City of Prairie City, Iowa shall not have any liability for loss, theft or damage to said vehicles.

7. That all fire equipment and supplies forming a part of the respective fire vehicles shall be provided and paid for by the party owning the vehicles.

8. That the City of Prairie City, Iowa through its volunteer fire department, shall furnish the personnel to operate the equipment and to fight the fires and shall pay all costs and expenses in connection with payments to the fire fighters for fire runs, worker's compensation insurance on the volunteer fire fighters, telephone service for fire calls, and all communications equipment, including sirens. The City of Prairie City, Iowa shall pay to the Prairie City Fire Department the amount of \$3,000.00 per year for fire meetings and fire conventions. The Walnut Creek Benefited Fire District shall provide and pay for all fire fighting vehicles, air tanks to refill inhalators, and protective clothing.

9. That periodically, and as needed, arrangements shall be worked-out between the City of Prairie City, Iowa and the Walnut Creek Benefited Fire District concerning the answering of, and responding to, fire calls and the responsibility for, and expectations regarding, the equipment needed to respond to the calls as received. Such arrangements and/or agreements shall be memorialized in writing.

10. In January of each year, and specific date to be agreed upon, there shall be a joint meeting of the Trustees of the Walnut Creek Benefited Fire District, members of the volunteer fire department and the City Council of Prairie City, Iowa, to review the arrangements herein set out, to make such modifications thereof, and to make such new arrangements as may be necessary to update and advance the relationships herein set out as may be desirable and necessary in light of the affairs at that time. Any updates, changes, amendments or modifications of this Agreement must be agreed upon by majority vote by both the City Council of Prairie City, Iowa and the Walnut Creek Benefited Fire District.

This Agreement shall be in force from the 10th day of April 2024 to the 9th Day of April, 2025, a period of 1 year, and will be reviewed and negotiated with the Walnut Creek Benefited Fire District and City Council subsequently at the first City Council meeting in January each year thereafter.

Dated at Prairie City, Iowa, this 10th day of April 2024.

City of Prairie City

Chad Alleger
Mayor

ATTEST:

Christie Busby
City Clerk

Walnut Creek Trustees

Jeff DeReus

Mark Wiggins

Bill Elrod

ATTEST:

Marilyn Stravers
Secretary/Treasurer



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: April 4, 2024
SUBJ: Request Paving of Part of N Madison St and W 5th St for Angle Parking

Background

Mr. Stravers, a Board member of the Prairie City Christian Church, 207 W 5th St met with me to express the church's interest in having part of N Madison St and W 5th St adjacent to the church regraded and paved for angle parking. He indicated that the church board members discussed this issue and he wanted to know the process to make the request. He said church participants currently use both street right-of-ways to park however, when it rains areas get wet and muddy, and it doesn't drain well.

Jake, Preston, and I are meeting next week to discuss the request and options.





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: April 1, 2024
SUBJ: Garden Square Park Rental Request – Ascended Place Fellowship

Background

Brandon Avalos, Pastor of Ascended Place Fellowship, 501 W 2nd St submitted an application to rent the Garden Square Park, May 19, 2024, from 3 to 7 p.m. for an outdoor service. Details of their request are as follows:

1. They plan to use the entire park.
2. They plan to use existing electrical outlets for audio equipment.
3. Participants will bring their own chairs and/or blankets.
4. No street closings are requested.
5. Downtown parking spaces will be used. Walking from the church and other areas of the City to the Garden Square Park will also be encouraged.

The application was forwarded to the Police and Public Works departments for review and comments.

The City Council acted on September 13, 2023, to waive the rental fees for non-profit organizations located within the City.

Action

Approve the request to rent the Garden Square Park May 19, 2024, from 3 to 7 p.m.

Community Worship Night
Ascended Place Fellowship



CITY OF PRAIRIE CITY
GARDEN SQUARE RENTAL USER CONTRACT
105 S Marshall

Date Reserved: 5/19/2024 (Guaranteed with Paid Reservation/Council Approval if needed)

Event hours requested: 3pm - 7pm

Name: Ascended Place Fellowship - Pastor Brandon Avales SSN: 645-28-3494

Mailing Address: 501 W 2nd St. PO Box 105 Prairie City, IA 50228

Home Phone: _____ Cell: 515-608-3496

Rental Fee: \$150.00 (No Alcohol) \$250.00 (Alcohol)

Rental Fee: \$ _____ Date Paid: _____ Cash - Receipt # _____ Check# _____

Special Requests, i.e. parking, street closures, special music, etc. must be approved by City Council with a minimum of 90 days prior to the requested date of the event. City events will always take priority on any given date. Businesses may be open during event time which may add noise, dust, etc. to the area.

I AM AM NOT requesting the following streets to be closed from _____ to _____
(Attach list)

I have rented the Prairie City Garden Square for the above date. I understand and hereby agree that I will leave the entire Garden Square/Bandstand in the same condition it was in when rented, i.e. remove all trash, decorations, chairs, tables, etc. used for the rental event. No nails, screws, plantings or other attachments are to be used on any of the structures on Garden Square including Bandstand for hanging Banners, decorations, lighting, floral arrangements. **NO PINATAS ALLOWED.**

I hereby state that I have received a copy of the contract including Garden Square rules. I understand and hereby agree that I am responsible for any and all damages that may occur during the time of my occupancy and for the cleanup of Garden Square/Bandstand after my use. I understand and hereby agree that if I fail to clean up properly or if any damages occur or if I violate the terms of this agreement, I will be held responsible for any costs incurred. I agree to assume entire responsibility and liability for all damages or injuries to all persons, arising out of, resulting from or in any manner connected with the above use of city facilities, and agree to indemnify and save harmless the City, its agents, and employees from all such claims, including legal fees and disbursements paid or incurred to enforce the provisions of this paragraph.

In cases of cancellation, the renter must give the City a written request for a refund 30 days prior to the proposed rental date. In case of inclement weather, the renter must notify the City by noon of the day of the event to request a refund.

I have read the above statement and hereby accept the terms of the contract:

Signature: Date: 3/28/2024

Effective: 03/29/21



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

Memorandum

TO: Mayor and City Council of Prairie City
FROM: Jerry Moore, City Administrator
DATE: February 7, 2024
SUBJ: Mainstreet Iowa Program

Background

I received information from Terri Rosonke regarding the Mainstreet Iowa Program. She provided a brochure addressing brief information about the program and a cumulative impact report of previous city participants addressing number of business starts, expansions, relocation, new jobs created, building projects, buildings sold, total number of private and public dollars invested downtown, and number of volunteer hours.

The purpose for placing this item on the agenda is to gage City Council's interest in the Main Street Iowa program and determine if there's interest in having City staff explore obtaining additional information about the program and also place the item on the PCEDC agenda to gage their interest in working with City Staff to learn more about the Mainstreet Iowa Program and potentially submit an application for the Main Street Iowa program.

Action

I recommend that the City Council direct City staff to place the item on the PCEDC agenda to gage their interest in working with City Staff to obtain more information about Main Street Iowa Program, determine level of interest from business and property owners on the Garden Square and report back to City Council on findings before submitting an application for the Main Street Iowa program.

Report Criteria: Start Date: 01/01/1986, End Date: 06/30/2023

Community / Neighborhood and year designated	Population	Business Starts/Relo. / Expansion	Net New Jobs	Building Projects*	Buildings Sold	Private Investment in Downtown	Public Investment in Downtown	Volunteer Hours
Past Participants		1,017	2,558	2,165	834	\$ 93,897,751	\$ 105,320	614,080
Dubuque (1985)	59,667	533	3,408	2,007	869	\$ 883,619,729	\$ 13,158,451	231,784
Burlington (1986)	23,982	338	733	745	294	\$ 109,658,641	\$ 5,701,741	101,593
Keokuk (1986)	9,900	244	952	568	282	\$ 73,931,719	\$ 60,750	79,396
Oskaloosa (1986)	11,558	180	442	277	121	\$ 36,015,853	\$ 509,651	83,347
Cedar Falls (1987)	40,713	224	1,034	972	179	\$ 147,914,614	\$ 10,048,364	118,606
Spencer (1987)	11,325	208	762	516	103	\$ 39,435,932	\$ 1,999,150	42,129
West Des Moines (1987)	68,723	286	890	494	112	\$ 85,273,184	\$ 6,820,263	177,255
Waverly (1989)	10,394	122	353	567	103	\$ 47,122,179	\$ 12,250,012	94,747
Corning (1990)	1,564	112	100	363	96	\$ 15,443,658	\$ 143,217	147,932
Iowa Falls (1990)	5,106	91	200	266	147	\$ 23,094,896	\$ 160,000	55,662
Conrad (1991)	1,093	37	91	159	62	\$ 11,930,744	\$ 16,800	84,751
Elkader (1991)	1,209	87	144	183	58	\$ 11,158,385	\$ 40,000	131,417
Hampton (1991)	4,337	61	95	226	94	\$ 10,739,301	\$ 70,859	62,085
Bloomfield (1995)	2,682	118	205	292	110	\$ 16,661,252	\$ 1,500	83,306
Greenfield (1995)	2,062	55	90	140	53	\$ 13,691,851	\$ 4,509,500	113,668
Le Mars (1995)	10,571	81	152	105	135	\$ 28,632,054	\$ 728,971	38,111
Charles City (1996)	7,396	56	-176	309	65	\$ 89,782,593	\$ 4,916,024	186,093
Sac City (1996)	2,063	23	62	40	43	\$ 3,031,844	\$ 71,585	77,480
Waterloo (1996)	67,314	240	626	317	121	\$ 142,815,208	\$ 4,835,000	94,810
Osceola (1997)	5,415	47	4	113	68	\$ 13,676,444	\$ 230,000	50,084
State Center (2000)	1,391	35	50	109	55	\$ 14,185,557	\$ 0	104,656
Story City (2000)	3,352	39	90	46	49	\$ 13,061,280	\$ 7,500	62,260
Marshalltown (2002)	27,591	73	334	118	181	\$ 88,511,220	\$ 5,169,934	67,964
Mount Pleasant (2002)	9,274	75	210	150	61	\$ 23,913,730	\$ 1,700,000	62,636
Mason City (2004)	27,338	103	323	147	70	\$ 70,151,735	\$ 18,348,151	69,714
Ottumwa (2006)	25,529	74	307	276	87	\$ 31,454,138	\$ 3,428,548	47,638
West Branch (2006)	2,509	45	89	75	26	\$ 6,332,939	\$ 1,460	43,566
West Union (2006)	2,490	26	58	74	17	\$ 11,473,950	\$ 0	41,337
Belle Plaine (2008)	2,330	36	36	56	40	\$ 4,803,631	\$ 31,405	25,672
Mount Vernon (2008)	4,527	61	70	301	34	\$ 16,753,189	\$ 1,713,298	69,700
Washington (2008)	7,352	54	125	111	84	\$ 23,383,111	\$ 6,512,500	23,880
Woodbine (2008)	1,625	45	98	75	29	\$ 12,950,797	\$ 112,800	51,745
Ames (2009)	66,427	51	159	80	33	\$ 35,883,879	\$ 200,021	41,490
Cedar Rapids (2009)	137,710	165	660	106	48	\$ 97,949,502	\$ 1,310,049	32,217
Colfax (2009)	2,255	27	43	117	29	\$ 9,235,708	\$ 1,742,137	32,928
Davenport (2009)	101,724	92	246	380	171	\$ 136,325,539	\$ 7,280,592	32,029
Des Moines (2009)	214,133	10	64	27	40	\$ 40,157,402	\$ 6,582,500	22,726
Manning (2009)	1,455	18	-81	117	39	\$ 8,168,086	\$ 2,650,360	41,467
Chariton (2012)	4,193	32	105	62	28	\$ 12,134,241	\$ 135,000	54,601
Jefferson (2012)	4,182	41	92	106	49	\$ 12,763,271	\$ 3,679,723	47,289
Lansing (2012)	968	23	26	41	32	\$ 6,345,160	\$ 107,000	36,959
Marion (2013)	41,535	25	164	79	47	\$ 48,542,985	\$ 23,350,000	12,014
Avoca (2014)	1,683	11	-2	34	14	\$ 3,471,550	\$ 100,000	12,725
Guthrie Center (2014)	1,593	14	36	28	15	\$ 6,482,890	\$ 0	14,799
Newton (2014)	15,760	22	59	52	21	\$ 13,334,241	\$ 7,269,439	12,344
Centerville (2015)	5,412	10	44	34	46	\$ 10,699,875	\$ 351,004	22,418
Grundy Center (2015)	2,796	8	26	31	16	\$ 2,558,380	\$ 1,679,228	14,446
Clarence (2017)	1,039	5	10	48	11	\$ 1,653,826	\$ 4,151	7,642
Fort Dodge (2017)	24,871	32	100	79	49	\$ 15,609,595	\$ 9,286,087	17,317
Coon Rapids (2019)	1,300	3	10	19	17	\$ 931,419	\$ 67,500	10,858
Jewell (2019)	1,216	4	34	17	9	\$ 926,200	\$ 50	6,399
Nevada (2019)	6,925	9	36	11	8	\$ 1,510,700	\$ 10,500	8,517
Albia (2022)	3,721	4	18	11	3	\$ 813,071	\$ 79,300	2,668
CUMULATIVE PROGRAM TOTALS:		5,432	16,364	13,841	5,407	\$ 2,680,000,629	\$ 814,741,852	3,822,956

*Totals include Rehabilitation of Existing Buildings and New Construction

These statistics are used to show the economic impact monitored in Iowa Main Street commercial districts. Success of the Main Street program cannot be measured by numbers alone. Cumulative figures are condensed from reports submitted by each local Main Street Program. Each commercial district's size of project area and priorities vary.

MAIN STREET IOWA

IOWA
economic development

MAIN STREET IS A NETWORK

As a Main Street America® Coordinating Program, Main Street Iowa (MSI) leads a powerful, grassroots network consisting of over 50 communities throughout Iowa and participates with 40 Coordinating Programs representing 1,200 communities across the country committed to creating stronger communities.

Main Street is a time-tested movement. Main Street Iowa (MSI) is a leading voice for preservation-based economic development and traditional commercial district revitalization. Working together, local leaders implemented practical strategies that produce fundamental changes in Iowa's main streets for over three decades.

Main Street in Iowa. In 1985, the Iowa Legislature adopted Main Street America's Main Street Approach model and established MSI as a program of the IEDA. Today, Main Street is the premier program of the Iowa Downtown Resource Center (IDRC) and is recognized as one of the most successful state programs in the nation.

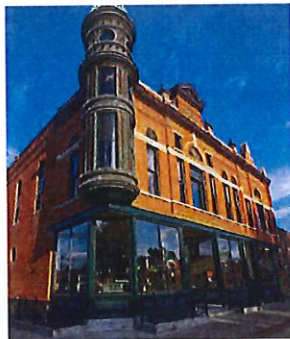
Main Street is impact. Since MSI's inception, local Main Street districts have experienced significant social, civic, physical and [economic impacts](#) that include:

- Creating more than 5,000 downtown businesses employing an additional 16,000 people.
- Assisting in over 13,000 building improvement projects leveraging over \$2.5 billion dollars in private investment.
- Each Main Street program is locally powered through human resources and has documented over 3.7 million volunteer hours.



Main Street is a process. The Main Street Approach consists of tightly integrated components making up a common-sense, strategy-driven framework to guide community-based downtown revitalization efforts. Locally developed strategies are implemented through comprehensive work in four broad areas known as the Four Points: Economic Vitality, Organization, Promotion and Design.

Main Street is a resource. MSI provides a variety of services and training opportunities for designated Main Street programs to build the capacity of the local revitalization effort. During the start-up phase of a Main Street program, MSI invests approximately \$120,000 in technical assistance and training for local programs. Throughout the life of a Main Street program, MSI invests an average of \$15,000 annually.



VISIT US ONLINE AT iowaeda.com

Janet Lewis

From: Jerry Moore
Sent: Sunday, January 28, 2024 3:53 PM
To: Terri Rosonke
Subject: RE: Main Street Iowa - Application Workshops

Thank you Terri,
I'll update City Council that it was received and I'll forward to PCEDC chair for placement on agenda to discuss.

Jerry



Jerry Moore
City Administrator
City of Prairie City, IA
Phone: 515-994-2649
Mobile: 515-669-1662
Email: jerry.moore@prairiecitiyiowa.us
203 E Jefferson Street
Prairie City, IA 50228

From: Terri Rosonke <Terri.Rosonke@IowaFinance.com>
Sent: Friday, January 26, 2024 7:17 AM
To: Jerry Moore <jerry.moore@prairiecitiyiowa.us>; Chad Alleger <chad.alleger@prairiecitiyiowa.us>
Subject: RE: Main Street Iowa - Application Workshops

Yes, considered, although I'm not sure how seriously considered. I'm sure Chad knows better than me. During my time on the Council, it was generally dismissed by "Main Street" property owners as not wanting the state "telling them what to do," which is not what Main Street is about (see Colfax Main Street as Exhibit A). I would hope attitudes have changed since then but maybe not.

Get [Outlook for iOS](#)

From: Jerry Moore <jerry.moore@prairiecitiyiowa.us>
Sent: Friday, January 26, 2024 6:56 AM
To: Terri Rosonke <terri.rosonke@iowafinance.com>; Chad Alleger <chad.alleger@prairiecitiyiowa.us>
Subject: RE: Main Street Iowa - Application Workshops

You don't often get email from jerry.moore@prairiecitiyiowa.us. [Learn why this is important](#)

Thank you Terri,

Has this been discussed by the PCEDC and/or City Council in the past?

Thank you,
Jerry



Jerry Moore
 City Administrator
 City of Prairie City, IA
 Phone: 515-994-2649
 Mobile: 515-669-1662
 Email: jerry.moore@prairiecitiowa.us
 203 E Jefferson Street
 Prairie City, IA 50228

From: Terri Rosonke <terri.rosonke@iowafinance.com>
Sent: Thursday, January 25, 2024 1:51 PM
To: Jerry Moore <jerry.moore@prairiecitiowa.us>; Chad Alleger <chad.alleger@prairiecitiowa.us>
Subject: FW: Main Street Iowa - Application Workshops

In case of interest to Prairie City...

TERRI ROSONKE | Housing Programs & Strategic Initiatives Manager

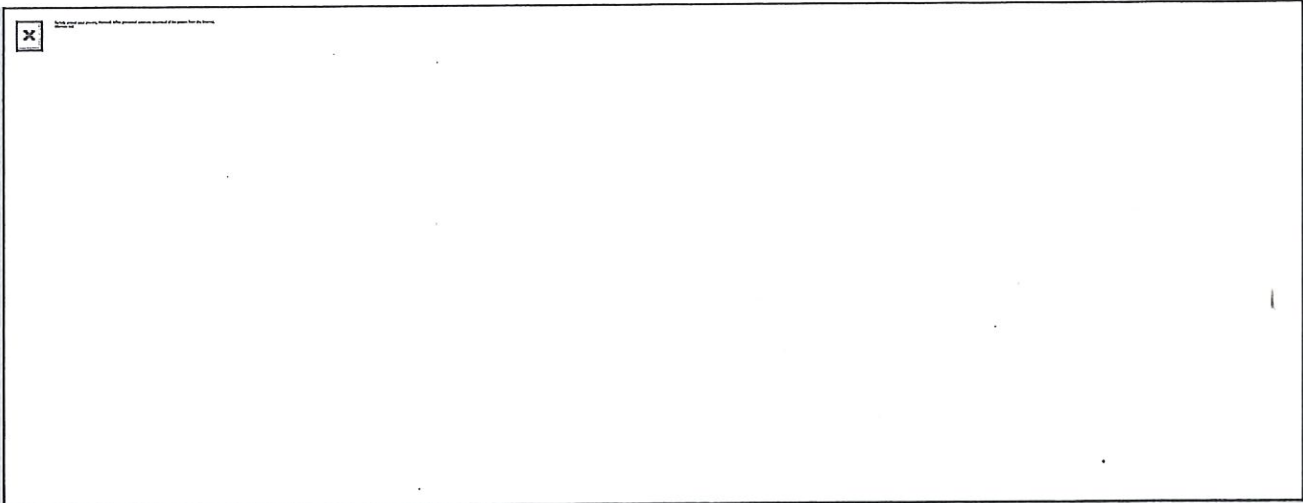
IOWA FINANCE AUTHORITY

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

+1 (515) 452-0440 | terri.rosonke@iowafinance.com



From: Iowa Economic Development Authority <communications@iowaeda.email>
Sent: Thursday, January 25, 2024 1:01 PM
To: Terri Rosonke <terri.rosonke@iowafinance.com>
Subject: Main Street Iowa - Application Workshops



**Application Workshops for Communities Interested in Achieving
 Main Street Iowa Program Designation**

The Iowa Economic Development Authority's Main Street Iowa program will host application workshops in 2024 for communities interested in applying for Main Street Iowa program designation.

The workshops (virtual) will provide an overview of the Main Street Approach™ and Main Street Iowa program, summary of expectations and benefits, the application, competitive designation process and strategies to complete the application.

Communities interested in applying are required to pre-register five to ten community representatives for one of the virtual workshops **scheduled from 10:30 a.m. – 2:30 p.m. (12 p.m. – 1 p.m. lunch break) on Wednesday, January 31 or Monday, February 5.** Only communities meeting the attendance requirement will be provided access to the 2024 Main Street Iowa application.

It is recommended that community leaders review the Main Street Iowa Basics Orientation Video Series prior to attending an application workshop.

Each person from your community interested in attending this workshop needs to complete the registration form. It is not required that all representatives registering from the same community register for the same workshop date. However, we recommend that local community leaders watch/participate in the workshop together in a single room. Upon successful registration, each individual will receive a calendar invite that includes a link to join the meeting on the date selected.

To register for one of the virtual workshops, click on the date below that best works for you locally.

January 31

February 5

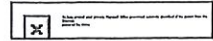
These workshops are virtual and will be utilizing Microsoft Office's Teams platform. New to Teams? Download the free app (for desktop or mobile) prior to the workshop.

Questions? Contact michael.wagler@iowaeda.com or 515.348.6184.

[Manage](#) your preferences | [Opt Out](#) using TrueRemove™
Got this as a forward? [Sign up](#) to receive our future emails.
View this email [online](#).

1963 Bell Avenue, Suite 200 | Des Moines, IA 50315 US

This email was sent to terri.rosonke@iowafinance.com.
To continue receiving our emails, add us to your address book.



ORDINANCE NO. 398

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

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

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

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

Gallons Used Per Month	Rate
First 1,500	\$19.46 (minimum bill)
Next 8,500	\$11.43 per 1,000 gallons
Next 30,000	\$9.44 per 1,000 gallons
Over 40,000	\$3.89 per 1,000 gallons

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

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

Gallons Used Per Month	Rate
First 1,500	\$27.81 (minimum bill)
Next 8,500	\$16.16 per 1,000 gallons
Next 30,000	\$13.41 per 1,000 gallons
Next 40,000	\$5.55 per 1,000 gallons

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

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

Passed by the Council the 10th day of April, 2024.

Chad D. Alleger, Mayor

ATTEST:

Christie Busby, City Clerk/Finance Officer

First Reading: 4-10-24

Second Reading: 5-08-24

Third Reading: 6-12-24

I certify that the foregoing was published as Ordinance No. on the ____, day of June, 2024.

City Clerk

Pella Tree Service, Inc.

13922 Hwy. F-62 East
Lynnville, IA 50153
641-527-2456
1-800-4MY-TREE

www.pellatreeserviceinc.com
pellaree@netns.net



TREE SERVICE PROPOSAL



No.: **17302**
Bid Date: _____
Billing Date: _____

Tree Species	Location	Crown Thinning	Crown Restoration	Crown Raising	Crown Reduction	Crown Cleaning (Dead Wood)	Remove Branch(es)	Take Down	Chip/Haul All Residue (Chips)	Grind Stump	Clean up Stump Shavings	Micro Inject	Spraying
Maple	307 W. Jefferson - East Tree					take down		X	X				
Maple	307 W. Jefferson - West Tree					trim		X	X				
Maple	206 N. Monroe - South Tree							X	X				
Maple	206 N. Monroe - North Tree							X	X				
White	East North St							X	X				
3 Trees	206, 207 N. Marshall							X	X				
Two Asherwories	206 E. 6th							X	X				

- PLEASE CALL BEFORE ESTIMATING
- PROCEED
- PLEASE CALL BEFORE PROCEEDING
- DRY or FROZE

PAYMENT REQUIRED UPON JOB COMPLETION UNLESS PREVIOUS ARRANGEMENTS HAVE BEEN MADE

FOR YOUR PROTECTION, WE CARRY FULL LIABILITY INSURANCE AND WORKERS COMPENSATION, INSURANCE CERTIFICATIONS AVAILABLE UPON REQUEST.

Subtotal	
Iowa Tax	
Local Op. Tax	
Local Op. School Tax	
THANK YOU!	

TOTAL BID **16530**

Submitted by: _____

Not responsible for damage caused by our equipment crossing driveways or sidewalks.



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

Memorandum

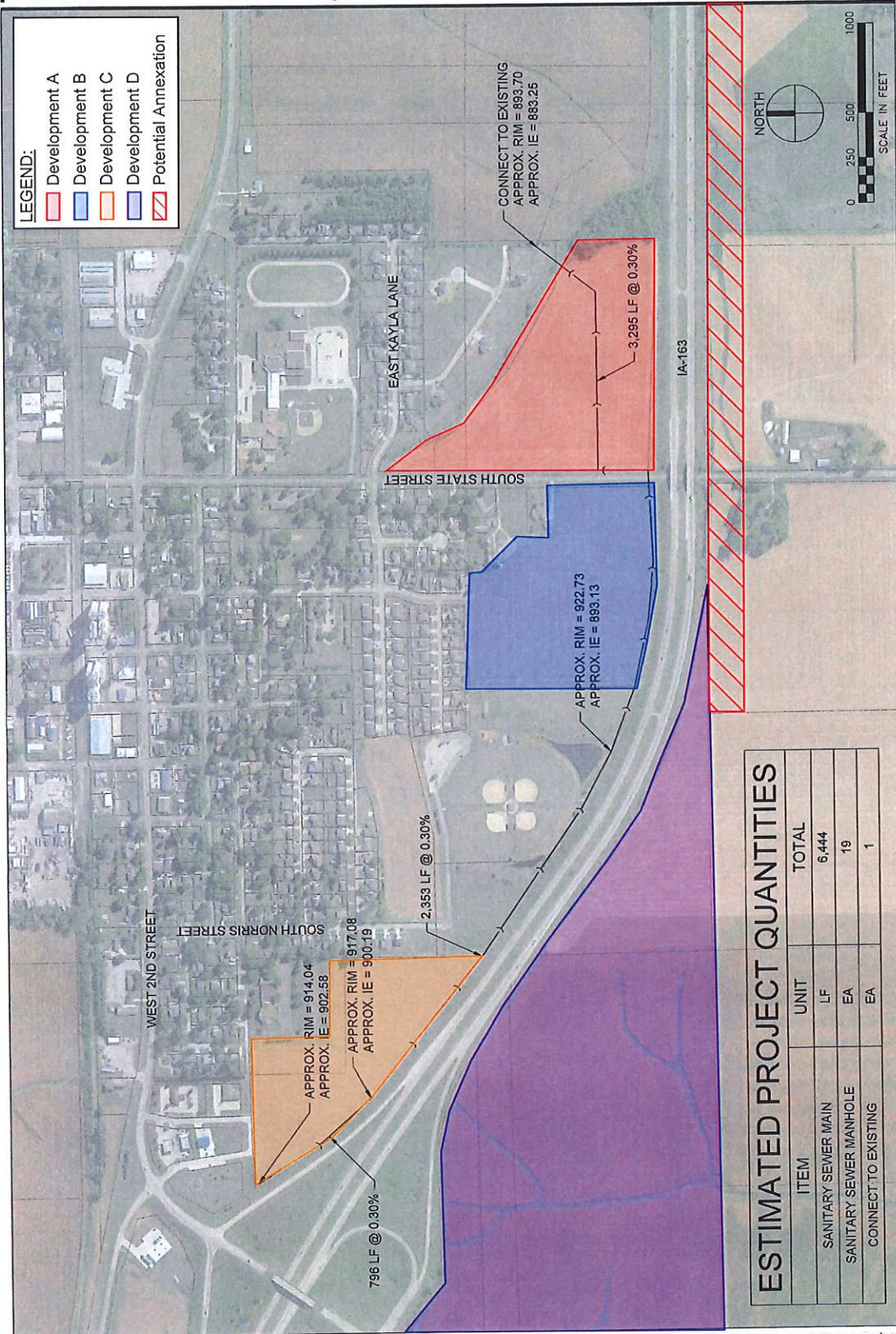
TO: Mayor and City Council of Prairie City
FROM: Jerry Moore, City Administrator
DATE: April 3, 2024
SUBJ: Water and Sanitary Sewer Study

Background

The City Council is familiar with the current discussions regarding the two (2) potential development projects located south of Rolling Prairie Estates and west of the CIARAD property. The discussion with these projects extended into further discussions about other adjacent and nearby properties that are consistent for development in the adopted Comprehensive Plan and Future Land Use Map. While City water and sanitary sewer is located in close proximity to these other areas the service options and capacity constraints are not known. See the map and brief descriptions provided by MSA.

Action

Support having City Staff post an RFP for Engineering Services to study options for serving water and sanitary sewer to the other potential development areas identified in the drawing.



LEGEND:

- Development A
- Development B
- Development C
- Development D
- Potential Annexation

ESTIMATED PROJECT QUANTITIES

ITEM	UNIT	TOTAL
SANITARY SEWER MAIN	LF	6,444
SANITARY SEWER MANHOLE	EA	19
CONNECT TO EXISTING	EA	1

SHIVEHATTERY
ARCHITECTURE+ENGINEERING
4125 WESTOWN PKWY, SUITE 100
WEST DES MOINES, IOWA 50266
515.223.8104 | SHIVEHATTERY.COM

PRAIRIE CITY SANITARY SEWER EXTENSION

DATE	SCALE	2023-10-17
DRAWN BY	HMM	FIELD BOOK
APPROVED BY	BMS	REVISION

PRAIRIE CITY, IOWA 50228
2142020200
SANITARY SEWER EXHIBIT
EX 01

Janet Lewis

From: Preston Moon <pmoon@msa-ps.com>
Sent: Monday, April 1, 2024 3:03 PM
To: Jerry Moore
Subject: RE: Dan Wilson Inquiry
Attachments: Sanitary Sewer Trunk Line with Development Areas_2024-0401.pdf

Hi Jerry,

Thanks for joining a call with me on short notice to discuss this project. I've included a color-coated map of the areas we looked at. Just to recap, we covered:

- We'll need to request that City Council allow MSA (and other engineers, if desired) to put together a scope and fee for a Preliminary Engineering Report to investigate appropriate routing and sizing for future development on the south side of Prairie City. The development is the driver of this trunk line and isn't currently on the Capital Improvements Plan.
- MSA will need to provide a scope and fee for the Preliminary Engineering Report at the May 2024 City Council meeting
- All areas required for consideration of development and impacts to a sanitary sewer trunk line were discussed
- Potential routes for sanitary sewer trunk lines
 - o Along north side of IA 163 from Casey's lift station through Development A (as proposed by Dan Wilson)
 - Development A is sized to accommodate Development areas A-D
 - Development D crosses IA 163 at Development C
 - o Along south side of IA 163
 - Development D only
 - No crossing of IA 163 required
 - Requires annexation of ~4 properties
 - Calhoun Creek crossing required
 - Development A utilizes connection to 18-in. trunk line
 - Development B connects into (depending on size requirements):
 - Development A (sized appropriately for both developments during design)
 - 8-in. line north of Development B
 - o Utilizing as much existing infrastructure as possible
 - Development A utilizes connection to 18-in. trunk line
 - Development B connects into (depending on size requirements):
 - Development A (sized appropriately for both developments during design)
 - 8-in. line north of Development B
 - Development C utilizes 12-in sanitary sewer line along S. Norris Street and is sized to accommodate Development D
 - Development D crosses IA 163 at Development C

Let me know if you need anything else on my end or have anything else you'd like to discuss.

Thanks!
Preston



Preston K. Moon, PE | Project Manager

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From: Jerry Moore <jerry.moore@prairiecitiowa.us>
Sent: Saturday, March 30, 2024 9:41 PM
To: Preston Moon <pmoon@msa-ps.com>
Subject: [EXTERNAL] Dan Wilson Inquiry

Hello Preston,

In response to Dan Wilson's inquiry about the lift station, where are things with the review of Mitch's possible development? Can they use an alternate route to connect to the City's sanitary sewer without going through the lift station? I recall the Bishop Engineer seemed to think the residential area could gravity flow if they build up the grade for the lots. I thought if they did that the residential area wouldn't need to flow to the lift station.

Is Dan Wilson's idea to upsize the sewer from his development necessary for Mitch's develop or is it more beneficial for the area on the SE corner of interchange and HWY 163?

Thank you,
Jerry



Jerry Moore
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Mobile: 515-669-1662
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203 E Jefferson Street
Prairie City, IA 50228



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Memorandum

TO: Mayor and City Council of Prairie City
FROM: Jerry Moore, City Administrator
DATE: March 9, 2024
SUBJ: Request to Hire Intern

Background

City Administrative staff request support in hiring a part-time intern at City Hall to work 20-25 hours weekly through-out the year. Prairie City is a full-service community offering someone with interest in local government a tremendous opportunity to learn about the various services and gain knowledge working with the City's dedicated staff. The intern would learn about the dynamics of the changing City and the responsive administrative system working along side with the City Administrator, City Clerk/Finance Officer, Utility Billing Clerk, and Public Works staff.

Observations

Since being appointed City Administrator January 3, 2023, I have observed and worked closely with City Hall and Public Works staff and have a good understanding of the demands of the departments and the work load of the staff. All staff are encouraged to come to work with supportive attitudes, contribute to a mission of improving services and service delivery, and supporting each other to accomplish the daily and weekly work load and long range plans. Staff in every department have taken on additional work through the adoption of the yearly Work Program, seasonal special projects adopted by the Public Works department, attending boards and commission meetings and events and supporting their many needs, and responding to daily work load, public projects and reporting requirements. This has created many additional demands to staff that require adjusting to planned and unplanned tasks. Phone call levels and customer visits are steady throughout the week with peaks occurring during the being and end of the week and during times when utility bills and other items are due. In the current electronic age, all City Hall staff receive and respond to a decent amount of emails and also respond to numerous unplanned/unscheduled visits from other department staff, customers and others. All staff have risen to the needs working overtime to complete tasks, volunteering for board and commission activities and special events, and I consistently work extra hours to keep up with the established administrative system.

Meeting Expectations

All City staff care about their jobs and the services we're providing to the residents and businesses in the City. Expectations from City Council and residents remain high. To stay on our current course fulfilling the needs of existing services and programs, working on implementing approved items, and continuing to generate new needed items will take support from the existing staff and a new staff person.



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Work Load (weekly)

Janet – 40 hours (occasional overtime with meeting packets and special projects). Assists with phones, customers, utility billing, service requests, Public Works staff needs, assists Jerry and Christie with various items, and Celebration Committee fundraising items and records.

Christie – 40 hours (overtime varies with preparation for special meetings, budgeting, annual reporting, grants, finance reports on public projects). Performs accounts payable and receivable, budgeting records, assisting department leaders with billing and finance inquiries, and responding to outside agencies and City Administrator requests.

Jerry – 55-60 hours varies. Attendance and preparation for boards and commission meetings, special and normal City Council meetings, meetings with developers, school district representatives, others, City Council agenda items evaluation and response, coordinating with City department leaders, City operations, Personal issues, and City projects and special projects.

Jake – 40-45 (overtime varies depending on emergency issues) Performs daily routine testing, other activities and maintenance and oversight in streets, water, sewer, parks, cemetery, garbage, responding to consultants, contractors, and emergency repair and response.

Snapshot of Daily Work Activity (See attached)

Possible Intern Assignments/Job Duties

Utility Billing

- Going to the post office
- Printing council packet materials
- Serving as backup to answering the phone
- Assisting the walk in customers
- Printing organizing marketing materials and calculating money for the Celebration Committee
- Putting mailers together for the residents
- Filing council minutes after the meetings
- Preparing service orders for Public Works staff

City Clerk/Finance Officer

- Filing bills/invoices
- Reviewing meeting minutes
- Searching catalogs and internet for office supplies, equipment and uniform items, and items for parks and recreation and public works
- Organizing paper files and records and electronic files
- Learning about Chart of Accounts, budgeting, gWorks, annual reporting
- Preparing requests for information on Clerknet
- Researching financial topics with area cities

City Administrator

- Implementing Comprehensive Plan items with City staff and boards and commissions
- Learn about CIP
- Learn about Budgeting
- Work on tasks from Boards and Commissions
- Seek Grants and prepare grant applications



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Work Program items

Posting messages on City's website
Assist with Public Works projects and planning
Code enforcement site review and preparing response letters
Memos for City Council meetings
Assist with meeting room preparation

Public Works

Learn about Water and Waste Water Plant
Evaluate condition of public property
Communicate public inquires with staff
Evaluate condition of traffic and street signs
Lead Inventory
Assist with seasonal project planning

Action

City Administrative staff request support of an Intern position at City Hall not to exceed \$12,000 for FY25.

RESOLUTION NO. 4-10-24-3

A RESOLUTION HIRING THREE (3) PART-TIME SUMMER MOWING STAFF

WHEREAS, the City of Prairie City owns parks, sports complex, cemetery, and other public areas needing seasonal maintenance, and

WHEREAS, the Mayor and City Council support having the parks, sports complex, cemetery, and other public areas maintained and mowed, and

WHEREAS, two (2) part-time mowing staff were hired last year to assist with the mowing, and

WHEREAS, three (3) part-time mowing staff are requested this year to address a need to stagger the summer schedule with two (2) mowing staff each working separate halves of the summer, and

WHEREAS, only two (2) mowing staff will be working on any given day this summer.

NOW THEREFORE BE IT RESOLVED that the City Council approves hiring Douglas George and Jerry Wagaman to start as determined by the Interim Public Works Superintendent and Jack Jungling to start May 20, 2024, and all subject to criminal background checks, at \$14 per hour, up to 27 hours per week for the summer of 2024.

Approved and adopted this 10th Day of April, 2024.

Chad D. Alleger, Mayor
City of Prairie City

ATTEST

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

RESOLUTION NO. 4-10-24-4

A RESOLUTION HIRING A PART-TIME SEASONAL PARK AND RECREATION DIRECTOR

WHEREAS, the City of Prairie City owns parks, sports complex, and the Community Center, and

WHEREAS, the Mayor and City Council support hiring a Parks and Recreation Director to assist the City with oversight of the parks, sports complex, recreation program, sports complex maintenance, tournaments, and expanding the use of these facilities, and

WHEREAS, City staff interviewed Parks and Recreation Director candidates and recommends hiring Scott Steenhoek.

NOW THEREFORE BE IT RESOLVED that the City Council approves hiring Scott Steenhoek subject to criminal background check and physical, April through September, at \$14 per hour, 20 to 25 hours a week, not to exceed \$7000 annually, and starting Monday, April 15, 2024.

Approved and adopted this 10th Day of April, 2024.

Chad D. Alleger, Mayor
City of Prairie City

ATTEST

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

RESOLUTION NO. 4-10-24-5

A RESOLUTION HIRING TWO (2) PART-TIME SEASONAL SUMMER RECREATION STAFF

WHEREAS, the City of Prairie City has an established summer recreation program, and

WHEREAS, the Mayor and City Council support continuing offering summer recreational programs for the youth of the City, and

WHEREAS, two (2) part-time recreational staff were hired last year to assist the summer recreational programs, and

WHEREAS, the City Council approved the new Parks and Recreation Director position with among other duties, oversight of the recreation program.

NOW THEREFORE BE IT RESOLVED that the City Council approves the hiring of Alyssa L. Grier and Jennifer A. Kline, subject to criminal background checks, at a lump sum of \$1500 each to assist with the summer recreational programs for the youth in the City for 2024.

Approved and adopted this 10th Day of April, 2024.

Chad D. Alleger, Mayor
City of Prairie City

ATTEST

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