Tentative Meeting Agenda

Notice of Meeting | Polk City | City Council Meeting
****

June 22, 2015 | 6:30 pm | City Hall | Council Chambers
****

Jason Morse | Mayor
David Dvorak | Mayor Pro-Tem
Council Members: Rob Mordini | Rob Sarchet | Dan Lane | Ron Anderson

1. *Call to Order*
2. *Roll Call*
3. *Approval of Agenda for June 22, 2015*
4. *Audience: Items not on the agenda will be discussed at this time.*
5. *Consent Items*
   A. Action Items
      1. Consider motion to approve the City Council Meeting Minutes for June 8, 2015.
      2. Consider motion to approve the June 22, 2015, Claims Statement.
      3. Consider motion to approve Financial Statement for May 2015
      4. Consider motion to receipt and file the Planning and Zoning Meeting Minutes for June 15, 2015.
      5. Consider motion to receipt and file the Library Board Meeting Minutes for April 14, 2015.
      6. Consider motion to approve the resignation of Mary Kaye Madden of the Polk City Arts Council effective June 30, 2015.
      7. Consider motion to approve the amended Grade Step Policy.
      8. Consider motion to approve the request by the American Legion to close First Street between Broadway and Van Dorn Street on Saturday, June 27, 2015, to host a motorcycle ride and will use the street for parking. The street would be closed from 8:30 am until 10:00 am and then again from 3:00 pm to 5:30 pm.
      9. Consider motion to approve the promotion for the Fire Department of Nick Klatt as a certified EMT, moving him to Grade 4, Step 2, $12.18 per hour.
      10. Consider motion to approve the promotion for the Fire Department of Ryan Moore as a certified EMT, moving him to Grade 4, Step 2, $12.18 per hour.
      11. Consider motion to approve new Firefighter/EMT hire Matt Dose as Part-Time/Paid on Call (POC), at Grade 4, Step 2, $12.18 per hour.
      12. Consider motion to approve Resolution 2015-50 for the Snyder & Associates Invoice for May 2015.
6. *New Business*
   A. Action Items
      1. Public Hearing of Ordinance Vacating a Landscaping Easement in Lakeside Plat 3 at 6:30 pm.
      2. Consider a motion to approve the 1st reading of Ordinance 2015-700 on Vacating a Landscaping Easement in Lakeside Plat 3.
         a. Consider motion to waive the 2nd and 3rd reading of Ordinance 2015-700 on Vacating a Landscaping Easement in Lakeside Plat 3.
      3. Consider motion to approve 2nd reading of Ordinance 2015-500 for the Rezoning of a Portion of Deer Haven from R-1 to Planned Unit Development (PUD).
         a. Consider motion to wave 3rd reading of Ordinance 2015-500 for the Rezoning of a portion of Deer Haven from R-1 to Planned Unit Development (PUD).

4. Review and findings of the Polk City Water Supply Study by Snyder and Associates.
5. Consider approval of the Memorandum of Understanding (MOU) with the Des Moines Water Works for an RFP for Regional Water System Master Plan Study involving Ankeny, Des Moines Water Works, and Polk City in the expected amount of $8,228.84.
6. Consider motion to approve 2nd reading of Ordinance 2015- 600 for the Zoning Amendment, which would restrict additional religious facilities from being permitted in the C-2 Zoning District.
7. Review, further discussion and option to approve the Polk City Comprehensive Plan Goals and Objectives.
8. Consider motion to approve the Early Retirement Program and Announcement of Enrollment period of July 1, - August 1, 2015.
9. Consider motion to approve the amended Council iPad Policy.
10. Consider motion to approve the Purchase of Server for Polk City, entering into Master Service Agreement with Alliance Technologies in the amount of not to exceed of $20,000 for Fiscal Year 2015-2016.
11. Consider motion to approve Resolution 2015-51 calling for a Public Hearing on July 13, 2015, at 6:30 pm for the Vacation of Certain Easements in now known as Bridgeview Plat 1.
12. Consider motion to approve Construction drawings for Lost Lake Plat 2.
13. Review of Home Serve for Water Line & Sewer/Septic Line Coverage & Optional Staff Direction for next step.

7. *Mayor's Report Council Report*
   1. Dave Dvorak
   2. Rob Sarchet
   3. Rob Mordini
   4. Ron Anderson
   5. Dan Lane
9. *Council Discussion*
   1. Planning and Zoning (P&Z) no vote explanations.
10. *City Administrator Report*
11. *City Reports*
    1. Attorney's Report
    2. Engineer's Report
    3. Public Works Report
    4. Information Technology Report
    5. Library Report
    6. Police Department Report
    7. Fire Department Report
    8. Citizen Liaison Report
12. *Adjournment – Next meeting July 13, 2015*

Minutes of the Regular Meeting of the Honorable Mayor and City Council of the City of Polk City, held in the Council Chambers, 112 Third Street | on Monday, June 8, 2015.

Before the meeting, staff emailed agenda packets to the Mayor and City Council, and posted the agenda, at the City Hall Office. In addition to these published tentative minutes, there also may be additional meeting notes on file with the Polk City staff that are public record and available upon request as provided by law. These tentative minutes reflect all action taken at the meeting

City Council Members Present:
Rob Sarchet | City Council Member
Rob Mordini | City Council Member
Dan Lane | City Council Member
Dave Dvorak | Pro Tem
Ron Anderson | City Council Member

Council Members Absent:
Jason Morse | Mayor

Staff Members Present:
Gary Mahannah | City Administrator
Jennifer Ratcliff | City Clerk
Lindsey Huber | Finance Officer
Mike Schulte | Public Works Director
Jake Schreier | Technology Director
Dan Gubbins | Fire Chief
Mark Bowersox | Police Chief
Amy Beattie | City Attorney
Kathleen Connor | City Engineer Representative

1. *Call to Order* | *David Dvorak, Mayor Pro-Tem called the meeting to order at 6:30 pm.*
2. *Roll Call* | Sarchet, Lane, Mordini Dvorak, Anderson | Mayor Jason Morse- Absent
3. *Introduction of The Honorable Pierrette Lopez | Nans-les-Pins, France*
4. Approval of Agenda

   Motion & Second: A motion was made by Anderson and seconded by Sarchet to approve the agenda.

   Motion Carried Unanimously: Ayes: Lane, Sarchet, Anderson, Dvorak, and Mordini | Nays: None
5. *Audience Items* | *Discussion from the Audience on Mural for Papa's Pizzeria, and Water Insurance.*
6. *Consent Agenda Items*

   Motion & Second: A motion was made by Lane and seconded by Mordini to approve the June 8, 2015, consent agenda items.

   1. Consider motion to approve the City Council Meeting Minutes for May 26, 2015.
   2. Consider motion to approve the June 8, 2015, Claims Statement.
   3. Consider motion to receipt and file the Parks Commission Meeting Minutes for June 1, 2015.
   4. Consider Motion to receipt and file the Polk City Arts Council Meeting Minutes for September 7, 2014.
   5. Consider motion to approve the Iowa retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor request for Tournament Club of Iowa.
   6. Consider motion to approve the Water's Edge Class-C Liquor License with outside sales.
   7. Consider motion to approve the Temporary Site Plan for the Groundbreaking at Lakeside Fellowship June 13 and 14, 2015.
   8. Consider motion to approve the Polk City Arts Council Proposal for the City Square Concert July 9, 2015 7:00 pm-8:30 pm.
   9. Consider motion to approve the North Polk United Soccer Club to make improvements to the Sports Complex Fields over the summer months.
   10. Consider motion to approve Pete Knapp Polk City's Representative on the Trails and Greenways Advisory Committee for full term ending May 2017.
   11. Consider motion to approve Resolution 2015-42 approving the release of the sales tax portion of the retainage for the 2013 street repair project.
   12. Consider motion to approve Resolution 2015-43 approving Polk County's renewal agreement with Polk City to use the Community Room for 2 years for the Congregated Meal Service.
   13. Consider motion to approve Angel Nelson for appointment to the Polk City Library Board.
   14. Consider motion to approve Resolution 2015-45 endorsing and making final payments to the Girls State Softball Tournament.
   15. Consider motion to approve Resolution 2015-47 for Snyder and Associates April 2015 Invoice $35,525.76.

   Motion Carried Unanimously: Ayes: Lane, Sarchet, Anderson, Dvorak, and Mordini | Nays: None
7. ***New Business***

   1. Public Hearing for the Rezoning of a Portion of Deer Haven from R-1 to Planned Unit Development (PUD) at 6:30 pm.

Motion & Second: A motion was made by Sarchet and seconded by Lane to approve the closing of the Rezoning of a Portion of Deer Haven from R-1 to Planned Unit Development (PUD). The attorney for the builder did report on the rezoning project. The noticed was published on May 29, 2015, and there were no objections pertaining to the rezoning of Deer Haven.

Motion Carried Unanimously: Ayes: Lane, Sarchet, Anderson, Dvorak, and Mordini | Nays: None

2. Consider motion to approve the 1st reading of Ordinance 2015-500 for the Rezoning of a Portion of Deer Haven from R-1 to Planned Unit Development (PUD).

Motion & Second: A motion was made by Lane and seconded by Sarchet to approve the 1st reading of Ordinance 2015-500 for the Rezoning of a Portion of Deer Haven from R-1 to Planned Unit Development (PUD).

Motion Carried Unanimously: Ayes: Lane, Sarchet, Anderson, Dvorak, and Mordini | Nays: None

3. Public Hearing for the Zoning Ordinance Amendment, which would restrict additional religious facilities from being permitted in the C-2 Zoning District.

Motion & Second: A motion was made by Sarchet and seconded by Lane to approve the closing of the Public Hearing on the Public Hearing for the Zoning Ordinance Amendment, which would restrict additional religious facilities from being permitted in the C-2 Zoning District. The notice was published on May 29, 2015, and there were no objections pertaining to the Zoning Ordinance Amendment.

Motion Carried Unanimously: Ayes: Lane, Sarchet, Anderson, Dvorak | Nays: Mordini

4. Consider motion to approve 1st reading of Ordinance 2015- 600 for the Zoning Amendment, which would restrict additional religious facilities from being permitted in the C-2 Zoning District.

Motion & Second: A motion was made by Lane and seconded by Sarchet to approve the 1st reading of Ordinance 2015- 600 for the Zoning Amendment, which would restrict additional religious facilities from being permitted in the C-2 Zoning District.

Motion Carried: Ayes: Lane, Sarchet, Anderson and Dvorak | Nays: Mordini

5. Consider motion to approve the 2014/2015 Audit Proposal and Award Audit Contract.

Motion & Second: A motion was made by Lane and seconded by Anderson to approve the 2014/2015 Audit Proposal and Award Audit Contract.

Motion Carried Unanimously: Ayes: Lane, Sarchet, Anderson, Dvorak, and Mordini | Nays: None

6. Consider motion to approve the paid on call (POC) pay scale for Polk City Fire Department effective July 1, 2015.

Motion & Second: A motion was made by Anderson and seconded by Lane to approve the paid on call (POC) pay scale for Polk City Fire Department effective July 1, 2015.

Motion Carried: Ayes: Lane, Anderson, Dvorak and Mordini | Nays: None | Abstain: Sarchet

7. Consider motion to approve the concrete repairs in front of the fire station on Van Dorn.

Motion & Second: A motion was made by Anderson and seconded by Lane to approve the concrete repairs in front of the fire station on Van Dorn in the amount of $10,748.00

Motion Carried Unanimously: Ayes: Lane, Sarchet, Anderson, Dvorak and Mordini | Nays: None

8. Consider motion to approve the Washington & Booth Reconstruction Project.

Motion & Second: A motion was made by Sarchet and seconded by Dvorak to approve change order No. 1 in the amount of $1,712.60 for Washington and Booth Reconstruction project.

Motion Carried Unanimously: Ayes: Lane, Sarchet, Anderson, Dvorak, and Mordini | Nays: None

Motion & Second: A motion was made by Mordini and seconded by Sarchet to approve Resolution 2015-48 for the Washington & Booth Reconstruction Project Pay Application No. 2 in the amount of $187,934.33

Motion Carried Unanimously: Ayes: Lane, Sarchet, Anderson, Dvorak, and Mordini | Nays: None

9. Consider motion to approve Resolution 2015-46 of intent to convey improvements, property and permanent easements to the Des Moines Metropolitan Wastewater Reclamation Authority.

Motion & Second: A motion was made by Anderson and seconded by Lane to approve Resolution 2015-46 of intent to convey improvements, property and permanent easements to the Des Moines Metropolitan Wastewater Reclamation Authority, and to set a Public Hearing for July 12, 2015, at 6:30 pm.

Motion Carried Unanimously: Ayes: Lane, Sarchet, Anderson, Dvorak and Mordini | Nays: None

10. Consider motion to approve Resolution 2015-49 setting a public hearing on the Vacation of a Landscaping Easement in Lakeside Plat 3.

Motion & Second: A motion was made by Sarchet and seconded by Mordini to approve the Resolution 2015-49 setting a public hearing on July 22, 2015, at 6:30 pm on the Vacation of a Landscaping Easement in Lakeside Plat 3.

Motion Carried Unanimously: Ayes: Lane, Mordini, Anderson, Dvorak and Sarchet | Nays: None

8. ***Mayor's Report***

Discussion by Mayor on item 8.

9. ***Council Report***

Discussion by Council Members on item 9.

10. ***Council Discussion***

Discussion by Council on item 10.

11. ***Administrator Report***

Discussion by City Administrator on item 11.

12. ***City Reports***

Discussion by City Department Heads on item 12.

13. *Closed Session*

Motion & Second: A motion was made by Lane and seconded by Sarchet to approve the Reopening to the regular meeting.

Motion Carried Unanimously: Ayes: Lane, Mordini, Anderson, Dvorak and Sarchet | Nays: None

14. ***Next Meeting Date*** – June 22, 2015.

15. ***Adjournment*** – 8:17 p.m.

Jennifer Ratcliff – City Clerk

Jason Morse, Mayor

CLAIMS REPORT

The City of Polk City

For | 6/22/2015

DEPARTMENT	VENDOR	EXPENSE TYPE	AMOUNT
FD	440-PRAXAIR DISTR. INC.	OXYGEN	$298.25
CH	AHLERS & COONEY	NON-LMI HOUSING PROJECT	$1,952.50
LIB	ALLIANCE CONNECT	WEB HOSTING	$51.96
LIB	AMAZON	CITY CARD	$520.24
PD	ANKENY ACE HARDWARE	CAR KEYS-3	$7.77
PW	ANKENY SANITATION	APPLIANCE REMOVAL	$630.00
PW	ARROW INTERNATIONAL	IO SUPPLIES	$546.09
PW	BOB LENC LANDSCAPING INC	TREES	$311.63
CH	BULL'S EYE	DISPLAY AD	$160.00
PW	CALIGIURI CONCRETE, LLC	CONCRETE REPAIRS	$10,748.00
PW	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	$238.95
ALL DEPT	CENTURY LINK	PHONE SERVICE	$1,161.41
CH AND LIB	CINTAS FIRST AID & SAFETY D89	FIRST AID SUPPLIES	$350.07
PW	CITY OF DES MOINES	2010-2015 MAC AGREEMENT	$4,102.45
ALL DEPT	CLEAN SWEEP CARPET CARE	CARPET CLEANING SERVICE	$1,796.00
CH	COUNTY LINE PRINTING	WINDOW ENVELOPES	$182.40
CH AND FD	CRYSTAL CLEAR WATER CO	PURCHASED WATER	$38.00
PW	D & K PRODUCTS	GRASS SEED	$370.00
COUNCIL	DAN LANE	MILEAGE REIMBURSEMENT	$286.93
ALL DEPT	DELTA DENTAL	MAY COVERAGE	$1,950.86
PW	DES MOINES LOCK SERVICE	REPAIR BACK DOOR LOCK	$167.50
PW	DES MOINES METAL FABRICATING	PIPE FOR RADAR SIGN	$172.59
PW	FERGUSON WATERWORKS	IRRIGATION GIRLS SOFTBALL FIELD	$8,476.07
ALL DEPT	FIRST BANKCARD	CITY CREDIT CARDS	$4,102.79
FD	FRASER AMBULANCE & WHEELCHAIR	MAY BILLING	$1,607.74
PW	G & L CLOTHING	WORK CLOTHING	$491.48
LIB	GALE/CENGAGE LEARNING	LIBRARY BOOKS	$94.21
LIB	GATEHOUSE MEDIA	WEB HOSTING	$21.01
PW	GNA TRUCKING LLC	TRUCKING SERVICES	$1,046.87
PD	GRAHAM TIRE ANKENY INC	FOUR TIRES	$630.16
CH	GREATER DES MOINES CONVENTION	HOTEL MOTEL TAX DISTRIBUTION	$926.68
PW	GURNSEY ELECTRIC CO	NEW WELL FEEDERS	$23,127.29
PW	H.D. WATERWORKS SUPPLY	FLANGE AND GASKETS	$152.39
FD	HANIFEN CO. INC.	EXTRICATION TOWING	$390.00
FD	HEALTH & SAFETY INSTITUTE	ILEARN TRAINING	$1,634.67
PW	HYDRO-KLEAN INC.	VIDEO NORTH DRIVE	$602.50
CH	I.I.M.C.	APPLICATION FEE	$50.00
PD	INTOXIMETERS	DRYGAS	$198.50
PW	IOWA ONE CALL	UNDERGROUND LOCATIONS	$80.10
PW	IOWA PLAINS SIGNING INC	TRAFFIC CONTROL	$50.00
PW	JIM'S JOHNS	PORTABLE TOILET RENTAL	$200.00
PW	KEYSTONE LABORATORIES INC.	WATER TESTING	$278.00
PW	LOGAN CONTRACTORS SUPPLY	POWER BUGGY RENTAL	$82.48
CH	M & M SALES COMPANY	COPIER RENTAL	$6,083.66
FD	MEDIX OCCUPATIONAL HEALTH	PHYSICAL- S.NOACK	$408.50
PW	MERNARDS	CITY CARD	$1,499.13
LIB	MICROMARKETING, LLC	BOOKS ON CD	$375.95
ALL DEPT	MIDAMERICAN ENERGY	ELECTRIC CHARGES	$7,226.03

PW	MIDLAND POWER CO-OP	STREET LIGHTING	$336.46
PD AND FD	MIDWEST OFFICE TECHNOLOGY	COPIER RENTAL	$104.51
LIB	MOVIE LICENSING USA	COPYRIGHT COMPLIANCE	$189.00
FD	NATHAN REIS	EMT COSTS- N. REIS	$90.00
CH	OFFICE OF AUDITOR OF STATE	FILING FEE	$425.00
CH	P & M APPAREL	WILD ABOUT SUMMER SHIRTS	$705.15
FD	PELICAN	EMS	$419.94
PD	PUBLIC SAFETY CENTER INC	EVIDENCE BOXES	$104.84
PW	QUALITY STRIPING INC	REPAINT CITY STREETS	$7,252.35
CH	REGISTER MEDIA	MULTIPLE ADS	$348.19
CH	SAFE BUILDING COMP. & TECH	BUILDING INSPECTIONS	$22,214.81
FD	SANDRY FIRE SUPPLY L.L.C.	EMS COATS	$5,080.05
PW	SELVAGE PLUMBING	WATER LEAK AT 705 TIMBERLINE	$2,540.00
PW	SHERMAN COMPANY LLC	REPAIR AND SEAL WELLS	$524.50
PW	SPECK ENTERPRISES	STREET CLEANING	$6,175.00
CH	STAPLES	SUPPLIES	$562.70
LIB	SUZANNE LINDAMAN	REIMBURSEMENT FOR SUPPLIES	$30.23
CH	TK CONCRETE INC	SALES TAX	$2,476.65
PW	TOYNE INC	PUMP TESTING	$1,409.57
CH	TREASURER OF STATE	LRC LEADERSHIP TRAINING	$75.00
CH	U.S. POSTAL SERVICE	POST OFFICE BOX RENEWAL	$50.00
FD	WATERS EDGE MARINE LLC	BOAT LIGHT	$10.00
PD, FD, PW	WRIGHT EXPRESS FLEET SERVICES	FUEL	$5,100.56
CH	WILCOX PRINTING & PUBLISHING	MUSIC ON THE SQUARE POSTERS	$101.39
FD	WPS MEDICARE	MEDICARE REFUND	$893.73
PW	WRIGHT OUTDOOR SOLUTIONS	MULCH	$2,750.00
TOTAL			$145,849.44

POLK CITY - A City For All Seasons -

Monthly Finance Report
May 31, 2015

City of Polk City
Cash Balances Report
May 31, 2015

Bank Balances:	
Grinnell State Bank Business Checking- 0.05%	$778,805.51
Grinnell State Bank Business Money Market- 0.15%	$1,434,184.34
Luana Savings Bank M.M. Account- 0.65%	$3,001,622.06
IPAIT Investment Account	$4.00
Total Cash at Banks	**$5,214,615.91**

City of Polk City
Revenues Report
May 31, 2015

Account Title	Total Budget	MTD Balance	YTD Balance	Percent Expended	Uncollected
General Total	4,068,536.00	280,362.72	3,946,476.90	97.00%	122,059.10
Road Use Total	349,000.00	15,581.58	318,635.42	91.30%	30,364.58
TIF Total	322,500.00	10,790.43	328,086.02	101.73%	-5,586.02
L.M.I Total	301,500.00	136,941.57	275,816.15	91.48%	25,683.85
Debt Service Total	1,713,120.00	0.00	1,713,120.00	100.00%	0.00
Capital Improvements Total	1,500,000.00	10,565.58	10,565.58	0.70%	1,489,434.42
Water Total	627,150.00	39,085.60	531,493.94	84.75%	95,656.06
Sewer Total	519,000.00	41,934.69	2,174,669.81	419.01%	-1,655,669.81
Total Of All Revenues	**9,400,806.00**	**535,262.17**	**9,298,863.82**	**98.92%**	**101,942.18**

City of Polk City
Expenditures Report
May 31, 2015

Account Title	Total Budget	MTD Balance	YTD Balance	Percent Expended	Unexpended
Police Total	634,874.00	40,439.42	580,783.40	91.48%	54,090.60
Civil Defense Total	5,000.00	81.65	4,248.81	84.98%	751.19
Fire Total	441,950.00	25,955.51	346,522.52	78.41%	95,427.48
Building/Housing Total	418,883.00	20,762.74	296,022.03	70.67%	122,860.97
Dog Control Total	2,250.00	429.22	649.96	28.89%	1,600.04
Road Use Total	74,715.00	4,513.64	147,334.86	197.20%	(72,619.86)
Street Lighting Total	55,000.00	8,255.65	49,930.97	90.78%	5,069.03
Env.Health Services Total	5,000.00	0.00	2719.42	54.39%	2,280.58
Library Total	230,625.00	21,530.31	213,172.03	92.43%	17,452.97
Parks Total	227,221.00	25,992.08	192,574.16	84.75%	34,646.84
Community Center Total	18,050.00	861.18	16,175.56	89.62%	1,874.44
Economic Development Total	10,000.00	1,797.32	18,075.82	180.76%	(8,075.82)
Mayor Council Total	295,719.00	10,523.07	173,706.66	58.74%	122,012.34
Policy Administration	268,928.00	44,347.29	344,562.88	128.12%	(75,634.88)
City Attorney Total	45,750.00	4,380.00	20,427.77	44.65%	25,322.23
City Hall Total	126,550.00	12,671.45	104,033.93	82.21%	22,516.07
Other City Government Total	66,825.00	6,084.00	63,425.95	94.91%	3,399.05
Transfer Total	15,000.00	0.00	0.00	0.00%	15,000.00
General Total	**2,942,340.00**	**228,624.53**	**2,574,366.73**	**87.49%**	**367,973.27**
Road Use Total	**409,496.00**	**13,098.25**	**262,930.85**	**64.21%**	**146,565.15**
TIF Total	**322,500.00**	**0.00**	**170,518.49**	**52.87%**	**151,981.51**
L.M.I Total	**55,000.00**	**0.00**	**43,078.03**	**78.32%**	**11,921.97**
Debt Service Total	**1,825,045.00**	**134226.64**	**1,821,832.97**	**99.82%**	**3,212.03**
Capital Improvements Total	**1,738,293.00**	**117,910.57**	**751,435.59**	**43.23%**	**986,857.41**
Water Total	**575,745.00**	**28,497.21**	**466,982.23**	**81.11%**	**108,762.77**
Sewer Total	**2,444,826.00**	**44,896.72**	**2,227,517.72**	**91.11%**	**217,308.28**
Total Of All Expenses	**10,313,245.00**	**567,253.92**	**8,318,662.61**	**80.66%**	**1,994,582.39**

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, June 15, 2015
City Hall

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on June 15, 2015. Before the meeting, staff provided agenda packets to the Commission and posted the agenda at the City Hall office at 3:00 p.m., June 11, 2015. **In addition to these published tentative minutes, there also may be additional meeting notes on file with the Polk City staff that are public records and available upon request as provided by law. These tentative minutes reflect all action taken at the meeting.**

P&Z Commission Members Present:
James Hill | Chair
Deanna Triplett | Pro Tem
Dennis Dietz | P&Z Commission Member
Ron Hankins | P&Z Commission Member
Doug Sires | P&Z Commission Member

P&Z Commission Members Absent:
Krista Bowersox | P&Z Commission Member
Justin Vogel | P&Z Commission Member

Staff Members Present:
Gary Mahannah | City Administrator
Jenny Gibbons | Deputy City Clerk
Kathleen Connor | City Engineering Representative

City Council Liaison Absent:
Ron Anderson | Liaison for City Council

1. ***Call to Order*** | *Chair James Hill called the meeting to order at 6:01 p.m.*

2. ***Roll Call*** | Dietz, Hankins, Pro Tem Triplett, Chair Hill, Sires | In attendance
   Bowersox, Vogel | Absent

3. ***Approval of Agenda***
   MOTION: A motion was made by Triplett and seconded by Dietz to approve the agenda
   MOTION CARRIED UNANIMOUSLY

4. ***Audience Items*** | ***No discussion items***

5. ***Approval of Minutes***
   MOTION: A motion was made by Dietz and seconded by Hankins to approve the minutes
   Hankins, Hill, Dietz: YES
   Triplett, Sires: ABSTAINED
   MOTION CARRIED

6. ***Polk City Comprehensive Plan***
   a. Review draft Major Streets Plan
      Draft illustrates existing and proposed major and minor roads along with collectors. Also shows local dead ends extended out to show continuity of streets in the future. Draft illustrates street corridors and connectivity, discussion regarding options for NW 44th St.
   b. Review draft Future Land Use Plan
      Draft shows existing and proposed land use up to 2 miles from current city limits. Incorporates overlap with Ankeny. Commission discussed need for more Civic property, potential using building on the NW corner of the Square. Across 3rd Street from Casey's General Store is currently mixed use, may want to show Townhome Buffer between commercial and Pine Ridge area and further define what look it should have. Identify a corridor plan with any specifics for that Bridge RD/HWY 415 intersection area. What should that commercial area feel like, set up ideas identifying it as an important commercial area for Polk City and plan it out well. To be discussed in further detail at a later date.
   c. Review draft Parks Service Area Plan
      Displays Parks Service area. Regional Park space less critical because Polk City sits between Big Creek and Saylorville. Spacing looks reasonable but may need to adjust size and/or location for more consistency throughout plan
   d. Discussion regarding Four Seasons Festival and Sign-up sheet
      Kathleen Connor discussed set up at the festival. Large tables with display boards for each of the 3 Map Plans. Resident Survey Results will be on display, along with interactive poster for Neighbors Comments with Thumbs Up/Thumbs Down stickers

to indicate their preferences. The Summarized Goals will be displayed with stickers for residents to mark their 2 top priorities. On the tables there will be large print outs that will allow people to write down ideas for what they "Imagine" Polk City to be and why they "Choose" to live in Polk City. Sign-up sheet was passed around to have P&Z Commission members present at the Festival booth from 10a-2p

7. ***Council Liaison Report*** | ***Absent***

8. ***Staff Report*** | ***No discussion items***

9. ***Commission Report***

Dietz discussed webinar he attended that incorporated bike lanes in streets, will send commission link. Also had some information on regional survey with specifics to Polk City he will pass along

Hill discussed 4" top soil rule and questioned if rules could be written into City Code. Kathleen Connor suggested writing in rules under subdivisions

10. ***Next Meeting Date*** – July 13, 2015

11. ***Adjournment*** – 7:07 p.m.

Jenny Gibbons – Deputy City Clerk

Minutes of the Meeting of
The Polk City Community Library Board of Trustees
April 14, 2015

I. The Meeting was called to Order by Bob Wright at 6:30 p.m.
Board Members Present: Corey Hoodjer, Mandy Vogel, and Bob Wright.
Board Member(s) Absent: Maureen McGuire, Mike Miller
Library Director Present: Kim Kellogg
City Council Liaison Present: Dan Lane

II. Upon a Motion properly made and seconded, it was voted unanimously to approve the Agenda for this Meeting.

III. Previous Minutes: Upon a Motion properly made and seconded, it was voted unanimously to approve the Minutes of the Meeting on March 10, 2015.

IV. Director's Report:
Library Director Kellogg reported that:

1. The concrete in front of the building will be replaced, as it currently presents safety concerns. The cost will be $1,208. Patrons will be able to use the side door during the replacement.

2. The Friends of the Library will cover the cost of the concrete for the bench area.

3. The demo for the Early Literacy Station will be presented at the next Board meeting, May 19, 2015.

4. The Princess Party will be held this Saturday, April 18, 2015. A similar program for boys will be offered later in the year.

5. Planning for Results will take place this fall, as part of the Library's recertification process. Maryanne Mori, Library Consultant, Iowa Library Services--Central District Office, will likely attend the Board in August or September, with citizen sessions to be held after that.

6. Ms. Kellogg would like to purchase a new staff computer. The cost will be $656.10 and there are sufficient funds to cover this purchase. The Board had no concerns with this purchase.

7. Ms. Kellogg requested the Board's advice on a recent request for the use of the Library's Meeting Room, at no charge, for health and wellness classes using Essential Oils. The request was to use the room for two hours, 2 days per week. Current policy allows civic organizations to use the room for free but other users of the room pay $50/day plus a $50 refundable deposit. A discussion was held and it was recommended by the Board and Liaison that Ms. Kellogg advise the individuals making the request that they will need to follow policy and pay the fee.

V. City Council Liaison Report:

City Councilman Dan Lane reported that:

1. The Booth/Washington Street project will begin Monday, April 20, 2015.

2. The Chamber Bike Ride will be held August 29, 2015.

3. Justin Vogel has been appointed to the Planning & Zoning Commission.

4. Jenny Gibbons has been hired as Deputy Clerk, Charlotte Loter will be retiring at the end of May. Lindsey Huber has been hired as the new Finance Officer.

5. The Council reviewed for alternatives for the sports complex & aquatic center and selected one. Staff were directed to prepare for an August 4th Bond.

VI. New Business:

1. The Board reviewed and approved the current Work Schedule. The current Budget was not available due to the recent hiring of the new Finance Officer. It will be sent to the Board when it is available.

2. Upon a Motion properly made and seconded, it was voted unanimously to elect Mandy Vogel as Board Secretary.

VII. Old Business:

None

VIII. Upon a Motion properly made and seconded, it was noted to adjourn the Meeting at 7:10 p.m.

Respectfully Submitted,

Mandy Vogel, Secretary

June 4, 2015

Honorable Jason Morse

Mayor

City of Polk City, Iowa

Cc: Gary Mahannah, City Administrator

Bob Miller, Chair Polk City Arts Council

Dear Mayor Morse,

I would like to thank you and all the other representatives of the City of Polk City for the confidence you have placed in me to serve our city as a member of the Polk City Arts Council for the last four years. However, I have decided that I will resign my position as an Arts Council member effective with the end of this term, June 30 2015.

It has always been my intent to serve on the Arts Council to facilitate the beginning growth of the Council and then make way for any interested community members to take an active and energetic role in the Council. With every Arts Council meeting and event we have been fortunate to have community members participate with fresh and exciting ideas. The accomplishments and experience interested community members are now bringing to the Council makes me want to see what they will do with the next stages of the Arts Council.

I am thankful to all City of Polk City employees for being very supportive and making my time on the Arts Council and other volunteer venues smooth and uncomplicated. I am grateful for the opportunity to work within this City government and especially grateful for the relationships and friends I have made.

Very Sincerely,

Mary Kaye Madden

Mary Kaye Madden

Grade Scale and Step Pay

Purpose

Each year, the Personnel Committee, City Administrator, City Finance Officer, and Human Resources will determine the financial resources available for step increases.
Step pay is used to reward successful performance of all employees including the part time employees and Fire Department. **Increases will not be granted to employees whose performances has been rated unsatisfactory overall.**

Procedures

Eligibility

To be eligible for a step increase, an employee must be employed with the City for a minimum of six continuous months of service before the award date of July 1. All annual step increases will be given on July 1 with no proration for partial months of service. Promotions and in Grade or Steps can be obtained upon successful completion of certification or other events.

Those who are eligible for a greater change than the prescribed Grade/Step will need to receive the recommendation from their specific Department Head and also receive the City Councils affirmation prior to the new wage being given.

The following accreditations are considered significant to the efficient and effective operation of their respective departments and will be awarded with a one-time Grade or Step increase as indicated below.

Law Enforcement Officers:

Officers hired without ILEA certification will begin at GS Grade 8 Step 3. If an Officer successfully receives ILEA certification after hire, they will be eligible for an immediate increase to GS Grade 9 Step 1 with a successful evaluation, review, and recommendation from the Chief of Police. Officers hired with ILEA certification will start at a range between GS Grade 9, Step 1-3 depending on experience and qualifications, with the recommendation of the Chief of Police.

5 year Patrol Officers are eligible to become Senior Patrol Officers at a GS Grade 10 with step to be determined (Step 2-4). Upon successful evaluations, reviews, and recommendations from the Chief of Police. Sergeant positions will start at a GS Grade 11 with step to be determined (Step 4-6). Upon successful evaluations, reviews, and recommendations from the Chief of Police. Lieutenant positions will start at a GS Grade 12 with step to be determined (Step2-4). Upon successful evaluations, reviews, and recommendations from the Chief of Police.

Public Works:

Public Work employees will start at a Grade Step of Grade 9, step 1 as a "City Maintenance Worker level 1". City Maintenance workers are eligible to become a "City Maintenance Worker level 2" at Grade 10 Step 2-4 upon at least 5 years of continuous employment as a Maintenance Worker Level 1, successful evaluations, reviews and a recommendation from the Director of Public Works. Public Works Supervisors will begin at a Grade 12 step 1.

Employees that receive a valid State of Iowa Grade 2 water treatment license, Grade 2 water distribution license or a Grade 2 waste water treatment license shall receive an immediate one step increase for each license earned, received, and maintained upon successful evaluations, reviews and recommendations from the Public Works Director.

Fire Department:
Employees receiving and maintaining their EMT certification shall move immediately to GS Grade 4 Step 2 upon successful evaluations, reviews and recommendations from the Fire Chief.

Employees receiving and maintaining their Paramedic certification shall move immediately to GS Grade 6 Step 1 upon successful evaluations, reviews and recommendations from the Fire Chief.

City Finance Officer, City Clerk, and Deputy Clerk:
Employees that receive full accreditation for a Certified Municipal Clerk (CMC) or a Certified Municipal Finance Officer (CMFO) from Iowa Municipal Professionals Institute conducted under the outreach program at Iowa State University/Iowa Municipal Finance Officers Association will be eligible for an immediate one GS Grade increase upon successful evaluations, reviews and recommendations from the City Administrator.

Technology & Innovation Director:
Employees who have successfully received the GIS-P designation as issued by GIS Certification Institute and maintained; or successful completion, testing and issuance of the Microsoft Office Specialist designation as offered by Microsoft and maintained will be eligible for one GS Grade increase upon successful evaluations, reviews and recommendations from the City Administrator. Employees are eligible for a grade increase only once from either the GIS-P or the Microsoft Office Specialist. A GS Step increase of one step will be granted to employees who have successfully received and maintained the GIS Technical Specialist designation as issued by the Des Moines Regional RGIS partnered with FEMA.

Determination of step increase
In accordance with the City of Polk City guidelines, supervisors will recommend whether an employee should receive any step increase based on his or her annual performance review.

The following factors are the basis for awarding step pay to employees:

- The employee's performance as reported in the annual performance reviews.
- The required number of months at the current step.
- Funds availability for pay increase
- Recommendations of supervisors and approved by City Council.

Review of step increase
Step increases require the recommendation of the employee's immediate supervisor and the approval of City Council.

Performance review

Employee performance is to be formally reviewed at least once each year. The focus of the review is to discuss the employee's performance for the rating period, review standards for the position, communicate the amount of the employee's step increase and set goals for the next rating period.

City Council

City Council will approve all Grade and Step increases based on the recommendation of Supervisors. City Council also has the right to make employment decisions outside of this policy at any time based on the City's employment needs, and approved offers of employment. Further, the City Council may act in the best interest of the City and act outside of this policy.

Polk City PD Memo

RE: Street Closure 2nd St.

Date: 6/9/15

To: Mayor & Council

Cc:

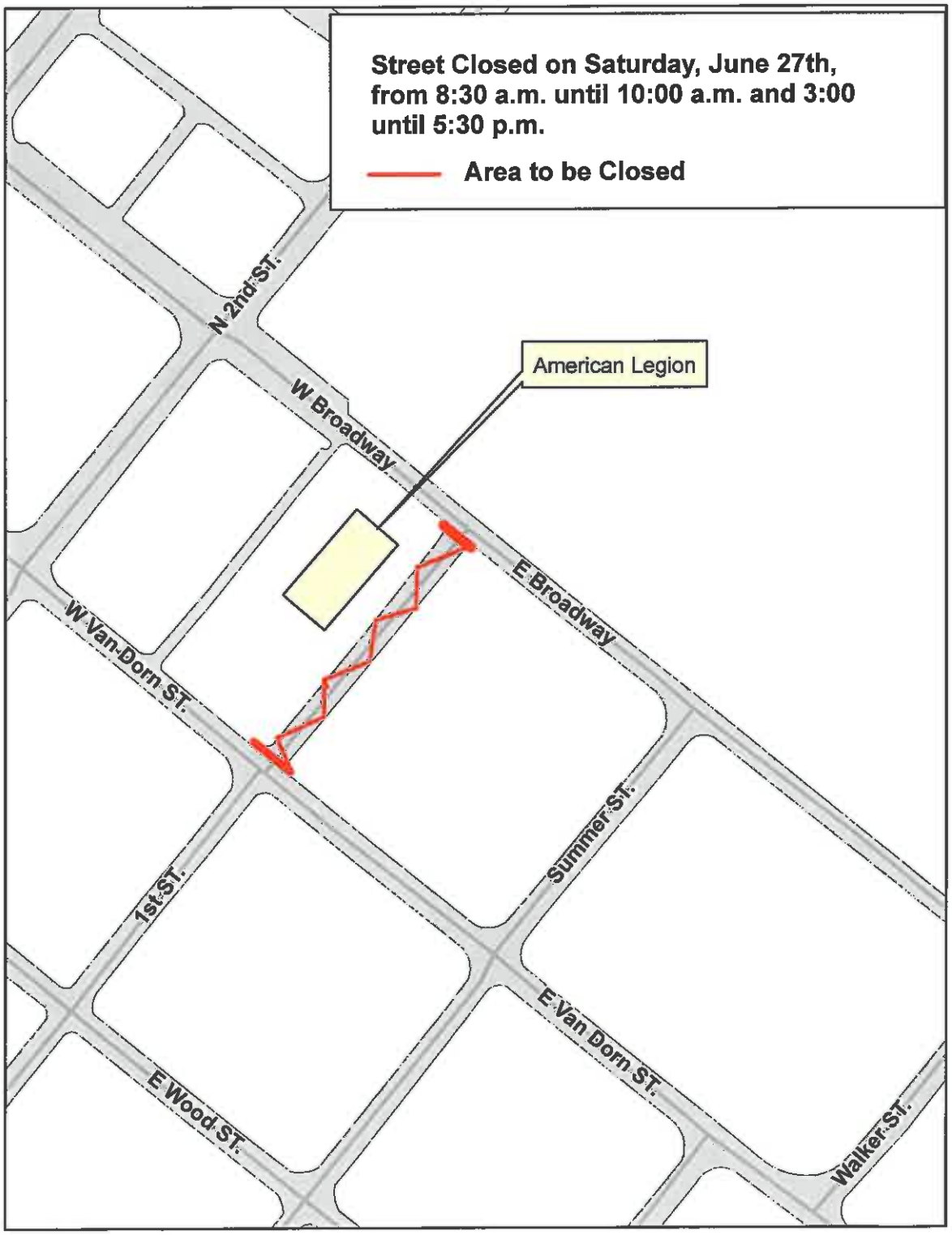
From: Chief Mark Bowersox

Priority: Normal

The Polk City American Legion has asked to close First St., between Broadway and Van Dorn St., on Saturday, June 27th. They are hosting a motorcyle ride and will use the street for parking.

They would like to close the street from 8:30 a.m., until 10:00 a.m., and then again from 3:00 p.m., until 5:30 p.m.

I see no problem with granting this request.


Street Closed on Saturday, June 27th, from 8:30 a.m. until 10:00 a.m. and 3:00 until 5:30 p.m.
Area to be Closed
American Legion
N 2nd ST.
W Broadway
E Broadway
W Van Dorn ST.
Summer ST.
1st ST.
E Van Dorn ST.
E Wood ST.
Walker ST.

Polk City Fire Department

309 West Van Dorn Street • P.O. Box 34
Polk City, Iowa 50226
Phone 515-984-6304 Fax 515-984-6792
www.polkcityfd.com

June 17th, 2015

To: City Council
Cc: Mayor Morse, Gary Mahannah
From: Dan Gubbins, Fire Chief
Re: Fire Department Staff Update

- Firefighter Nick Klatt has become certified as an EMT. This moves him to Grade 4, Step 2, or $12.18 per hour.
- Firefighter Ryan Moore has become certified as an EMT. This moves him to Grade 4, Step 2, or $12.18 per hour.
- Approval to hire Firefighter/EMT Matt Dose as part time/POC. Matt would be Grade 4, Step 2, or $12.18 per hour.

Thanks,

Dan Gubbins

Dan Gubbins
Fire Chief

Proudly serving the citizens and visitors of Polk City since 1946

RESOLUTION 2015-50

A RESOLTUION APPROVING SNYDER & ASSOCIATES, INC. ENGINEERING INVOICE FOR MAY 2015

WHEREAS, Snyder & Associates, Inc. has been appointed by the City Council of the City of Polk City, Iowa, as the city's engineer; and

WHEREAS, there are general engineering fees, fees for engineering contracts for capital improvement projects, and reimbursable development review project fees, as listed:

General Engineering Fees:	$ 9,969.50
Capital Improvement Projects:	$ 15,490.29
Reimbursable Development Review Projects:	$ 11,342.71

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Snyder & Associates invoice for May 2015, for $ 36,802.50.

PASSED and approved this 22 day of June 2015.

_____
Jason Morse, Mayor

ATTEST: _____
Jennifer Ratcliff, City Clerk

ENGINEERS & PLANNERS
SNYDER & ASSOCIATES
ANKENY, IA (515) 964-2020 | ATLANTIC, IA (712) 243-6505 | CEDAR RAPIDS, IA (319) 362-9394 | MARYVILLE, MO (660) 582-8888 | ST. JOSEPH, MO (816) 364-5222

Date June 18, 2015

To: Gary Mahannah
City of Polk City
P.O. Box 426
Polk City, IA 50226-0426

INVOICE SUMMARY - MAY SERVICES

Services from May 1, 2015 through May 31, 2015

GENERAL ENGINEERING		
2015 General Engineering	115.0001	$ 507.00
Building and Development issues:	115.0001	$ 4,478.50
Coordination with developers, engineers, building inspector, and staff regarding various potential and ongoing projects and Building Permits.		
Miscellaneous Projects:	115.0001	$ 4,646.00
Highway 415 3R project including coordination with Iowa DOT, Polk County, USACE and staff. USACE easements for WRA. Drainage issues east of Broadway and in TCI Plat 2. Standard details for 6" reinforced pcc streets.		
Zoning & Subdivision Ordinances:	115.0001	$ 338.00
Prepare draft Ordinance restricting religious facilities in C-2 district.		
SUBTOTAL		**$ 9,969.50**
CAPITAL IMPROVEMENT PROJECTS		
2014 Water Supply Study	114.0923	$ 645.00
3rd Street Lighting Analysis & RRFB Design - staking	114.0837	$ 330.00
Big Creek / Wolf Creek Floodplain Modeling & Mapping	114.0457	$ 820.00
Comprehensive Plan	114.1068	$ 4,100.11
Neal Smith - HTT Feasibility Study (Polk County segment)	115.0188	$ 1,050.00
Washington Ave/Booth St Reconstruction	113.0548	$ 8,545.18
SUBTOTAL		**$ 15,490.29**
REIMBURSABLE DEVELOPMENT REVIEW PROJECTS		
Bridgeview Plat 1: Construction Observation, Final Plat	114.0287	$ 7,285.96
Deer Haven Rezoning & PUD Master Plan	115.0301	$ 1,977.50
Lost Lakes Plat 1: Punchlist update for joint sealing	113.0163	$ 200.00
Lost Lakes Plat 2: Construction drawings	115.0454	$ 1,400.00
TCI Plat 6: Pump Station and Gravity Sewer Review	113.0870	$ 479.25
SUBTOTAL		**$ 11,342.71**
TOTAL		**$ 36,802.50**

ORDINANCE NO. 2015-700

ORDINANCE VACATING A LANDSCAPING EASEMENT IN LAKESIDE PLAT 3

WHEREAS, on the 22nd day of June 2015, pursuant to published notice as required by law, the City Council has held a public hearing on a proposal to vacate a Landscaping easement within property legally described as follows:

A forty foot (40') strip of land to be used for Landscaping Easement located in the Western 40 feet of Lot 1 all in the Official Plat of Lakeside Plat 3, now included in and forming a part of the City of Polk City, Polk County, Iowa, more particularly shown on said Lakeside Plat 3.

A forty foot (40') strip of land to be used for Landscaping Easement located in the Southern 40 feet of Lots 1 and 2 all in the Official Plat of Lakeside Plat 3, now included in and forming a part of the City of Polk City, Polk County, Iowa, more particularly shown on said Lakeside Plat 3; and

WHEREAS, the City Council of the City of Polk City, Iowa, has determined that it is in the best interest of the City to vacate said easement.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Polk City, Iowa, as follows:

Section 1. The City of Polk City, Iowa, hereby vacates the following described Landscaping easement:

A forty foot (40') strip of land to be used for Landscaping Easement located in the Western 40 feet of Lot 1 all in the Official Plat of Lakeside Plat 3, now included in and forming a part of the City of Polk City, Polk County, Iowa, more particularly shown on said Lakeside Plat 3.

A forty foot (40') strip of land to be used for Landscaping Easement located in the Southern 40 feet of Lots 1 and 2 all in the Official Plat of Lakeside Plat 3, now included in and forming a part of the City of Polk City, Polk County, Iowa, more particularly shown on said Lakeside Plat 3.

Section 2. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

Section 3. This Ordinance shall be in effect upon its passage, approval and publication as provided by law.

PASSED AND APPROVED this 22nd day of June 2015.

_____
Jason Morse, Mayor

ATTEST:

_____
Jennifer Ratcliff, City Clerk

Reading 1 _____
Reading 2 _____
Reading 3 _____
Published _____

22 chg EA

Doc ID: 020684560004 Type: GEN
Recorded: 11/27/2007 at 08:56:39 AM
Fee Amt: $22.00 Page 1 of 4
Revenue Tax: $0.00
Polk County Iowa
JULIE M. HAGGERTY RECORDER
File# 2008-00042567
BK 12459 PG 199-202

DECLARATION OF EASEMENT FOR LANDSCAPING RIGHT-OF-WAY
(Dedication Incident to Platting)

Recorder's Cover Sheet

Preparer Information: (name, address and phone number)

Jeremy C. Sharpe, Esq., 666 Walnut Street, Suite 2000, Des Moines, IA 50309-3989, Phone 515-243-7100

Taxpayer Information: (name and complete address)

Not Applicable

RETURN TO:

Return Document To: (name and complete address)

All Points Development L.C.
c/o Knapp Properties, Inc.
4900 Westown Parkway, Suite 200
West Des Moines, IA 50266

Grantor:	**Grantee:**
All Points Development, L.C.	To Whom It May Concern

Legal Description: See Exhibit A - Page 4.

Document or instrument number of previously recorded documents: Not Applicable.

NOTE: this cover page is prepared in compliance with Iowa Code Section 331.606b, (2007). This cover page is provided for information purposes only.

Jeremy C. Sharpe ISBA# 000005034

DECLARATION OF EASEMENT FOR LANDSCAPING AND RIGHT OF WAY

ALL POINTS DEVELOPMENT, L.C. (hereinafter referred to as the "Declarant"), as the Developer of the subdivision plat of Lakeside Plat 3, in Polk City, Iowa, does hereby declare a permanent easement for landscaping upon, over, through and across the following described property:

See Exhibit A attached hereto.

(hereinafter referred to as the "Easement Area") for the purpose of preserving, protecting and maintaining the general topography, vegetation and scenic character of the Easement Area.

This Easement shall be subject to the following terms and conditions:

1. **MAINTENANCE OF EASEMENT AREA.** The Declarant shall plant the Easement Area along Parker Boulevard in grasses. Once grass has been planted by Declarant in the Easement Area along Parker Boulevard, there shall be nothing planted nor any plantings removed (other than dead or diseased plantings or portion of plantings) within the Easement Area along Parker Boulevard without permission from the Declarant or its successors and assignees. The Owner of a Lot included in the Easement Area shall be responsible for maintaining that portion of the landscaping. The elevation of the Easement Area may not be altered.

2. **ERECTION OF STRUCTURES PROHIBITED.** No structure, including accessory structures, fences or driveways, shall be erected over or within the Easement Area.

3. **CHANGE OF GRADE PROHIBITED.** No change of the grade, elevation or contour of any part of the Easement Area shall be permitted.

4. **RIGHT OF ACCESS BY CITY.** The City may determine that it shall maintain the Easement Area or a portion of the Easement Area , and its agents, contractors, employees and assigns shall have the right of access to the Easement Area or the portion maintained and have all rights of ingress and egress reasonably necessary for such purpose of mowing and maintaining the Easement Area, and for the inspection of the Easement Area and the enforcement of the Easement, including, but not limited to, the right to remove any unauthorized plantings or structures placed or erected on the Easement Area.

5. **EASEMENT RUNS WITH LAND.** This Easement shall be deemed to run with the land and shall be binding on Declarant and on Declarant's successors and assigns, including any subsequent Owner of any Lot on which the Easement Area is located.

Each of the undersigned hereby relinquishes all rights of dower, homestead and distributive share, if any, in and to the interests conveyed by this Easement.

Words and phrases herein including acknowledgment hereof shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

Signed this 30 day of October. 2007.

ALL POINTS DEVELOPMENT, L.C.,
an Iowa limited liability company

By: William C. Knapp, L.C., an Iowa limited liability company

By: Gerard D Neugent
Gerard D. Neugent, Manager

STATE OF IOWA)
) SS.
COUNTY OF POLK)

This instrument was acknowledged before me on this 30th day of October, 2007 by Gerard D. Neugent. as Manager of William C. Knapp, L.C.. the Manager of All Points Development, L.C.

DEBRA K. GANS
Commission Number 164798
My Commission Expires
April 21, 2010

Debra K. Gans
Notary Public in and for the State of Iowa

d:\k0217.228\dec-esmt-landscaping t-o-w.doc

EXHIBIT A

LANDSCAPING EASEMENT DESCRIPTION
LAKESIDE PLAT 3

1. A forty foot (40') strip of land to be used for Landscaping Easement located in the Western 40 feet of Lot 1 all in the Official Plat of Lakeside Plat 3, now included in and forming a part of the City of Polk City, Polk County, Iowa, more particularly shown on said Lakeside Plat 3.

2. A forty foot (40') strip of land to be used for Landscaping Easement located in the Southern 40 feet of Lots 1 and 2 all in the Official Plat of Lakeside Plat 3, now included in and forming a part of the City of Polk City, Polk County, Iowa, more particularly shown on said Lakeside Plat 3.

ORDINANCE NO. 2015-500

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY REZONING 10.995 ACRES OWNED BY DEER HAVEN LAND COMPANY, LLC FROM R-1 SINGLE-FAMILY DETACHED RESIDENTIAL DISTRICT TO PLANNED UNIT DEVELOPMENT DISTRICT.

WHEREAS, on the 18th day of May, 20159, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the property described in the attached Exhibit "A" be considered for rezoning from R-1 Single-Family Detached Residential District (R-1) to Planned Unit Development District (P.U.D.) with the following restrictions:

(1) that development of the property shall be in substantial conformance with the Deer Haven P.U.D. Master Plan attached hereto as Exhibit "B";
(2) that the principal permitted use shall be limited to single-family detached residential use;
(3) that the minimum lot width shall be 60 feet wide as measured at the building setback line;
(4) that the minimum lot area shall be 7,500 square feet;
(5) that the minimum front yard shall be 30 feet;
(6) that the minimum rear yard shall be 30 feet; and
(7) that the minimum side yard shall be 5 feet provided that all Building Permits showing less than an eight feet side yard setback shall meet the following requirements: (a) all side walls shall have a 1 hour fire wall on both the inside and outside of the wall, (b) all roof soffits shall have a 1 hour fire rating, (c) no projections or cantilevers shall be permitted into the 5' side yard, (d) roofs shall not overhang the building wall by more than two feet, and (e) as-built survey shall be required for all Building Permits showing less than a 6' side yard setback.

WHEREAS, on the 8th day of June, 2015, after due notice and hearing as provided by law, the City Council now deems it reasonable and appropriate to rezone said property.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF POLK CITY, IOWA:

Section 1: That the Municipal Code of the City of Polk City, Iowa, be and it is hereby amended by rezoning the property described in the attached Exhibit "A from R-1 Single-Family Detached Residential District (R-1) to Planned Unit Development District (P.U.D.) with restrictions that (1) development of the property shall be in substantial conformance with the Deer Haven P.U.D. Master Plan attached hereto as Exhibit "B"; (2) the principal permitted use shall be limited to single-family detached residential use; (3) the minimum lot width shall be 60 feet wide as measured at the building setback line; (4) the minimum lot area shall be 7,500 square feet; (5) the minimum front yard shall be 30 feet; (6) the minimum rear yard shall be 30 feet; and (7) that the minimum side yard shall be 5 feet provided that all Building Permits showing less than an eight feet side yard setback shall meet the following requirements: (a) all side walls shall have a 1 hour fire wall on both the inside and outside of the wall, (b) all roof soffits shall have a 1 hour fire rating, (c) no projections or cantilevers shall be permitted into the 5' side yard, (d) roofs shall not overhang the building wall by more than two feet, and (e) as-built survey shall be required for all Building Permits showing less than a 6' side yard setback.

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

Section 3: This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this - day of - , 2015.

_____
Jason Morse, Mayor

ATTEST:

_____
Jennifer Ratcliff, City Clerk

First reading: _____
Second reading: _____
Third reading: _____
Publication Date: _____

June 10, 2015

Polk City
112 3rd Street
PO Box 426
Polk City, Iowa 50226

Attn: Honorable Mayor & City Council Members

Re: **Deer Haven**
Waive 3rd reading

Dear Sirs:

Deer Haven Land Co. would like to request that if there are no issues pertaining to the rezoning of the proposed Deer Haven project, that you consider waiving the 3rd reading at the time the 2nd reading takes place. We appreciate your consideration of this.

Respectfully Submitted,

DEER HAVEN LAND COMPANY LLC

Owner

Memorandum

To: Polk City Mayor and City Council **Date:** 06/18/15

From: Christoffer Pedersen, P.E. and Allen Munsterman, P.E.

CC: Gary Mahannah, Mike Schulte, Randy Frantzen, Kathleen Connor

RE: Polk City Water Supply Study

Attached is a draft copy of our Polk City Water Supply Study. This engineering report includes population and water use projections, analysis of existing water supply, treatment, distribution and storage requirements and recommendations. We have worked with City Staff, the Des Moines Water Works (DMWW), and Xenia Rural Water during development of this report. The table below illustrates some of the major design parameters developed and utilized for the study.

	Existing	2035 Minimum	2035 Maximum
Population	4,400	7,900	10,500
Average Day Water Use (gallons)	361,000	788,000	1,048,000
Maximum Day Water Use (gallons)	797,000	1,654,000	2,201,000
WTP Capacity (gallons per day)	300,000	300,000 – 480,000	
DMWW Capacity (gallons per day)	1,080,000	1,723,000 – 2,201,000	
Finished Water Storage (gallons)	300,000	Minimum 800,000	

Continued operation of the City's water supply and treatment is cost effective for the 20 year planning period. Operation will require equipment maintenance and replacement that can be scheduled as needed.

Since 2003, the City has been purchasing water from the Des Moines Water Works (DMWW) to improve the water quality and meet water system demands. Currently, the City is purchasing approximately two thirds of its water supply from the DMWW. As Polk City continues to grow, we anticipate that the amount of water purchased from the DMWW will continue to increase.

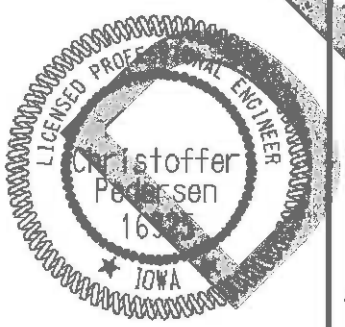
Our report is in draft form because the Alternatives and Recommendations sections cannot be completed at this time without knowing what future improvements are needed within the DMWW distribution system to meet the future water needs of Polk City. Identifying the improvements needed within the DMWW distribution system to serve Polk City, Ankeny, and DMWW customers requires significant investigation and analysis. DMWW has proposed a Joint Water System Engineering Study to develop a water system master plan and identify potential joint facilities with completion of the study scheduled for spring 2016.

POLK CITY WATER SUPPLY STUDY
POLK CITY, IOWA

S&A Project No. 114.0923

June 2015

DRAFT



I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

CHRISTOFFER PEDERSEN DATE

MY LICENSE RENEWAL DATE IS DECEMBER 31, 2015.

PAGES OR SHEETS COVERED BY THIS SEAL:
ALL

Prepared by
SNYDER & ASSOCIATES, INC.
2727 SW Snyder Blvd.
Ankeny, Iowa 50023

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DRAFT

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CHAPTER 1 - GENERAL

SCOPE

This report presents the results of the engineering study and analysis of the Polk City water system. The following items are included:

1. Review historical population trends and develop future population projections.

2. Investigate existing commercial, industrial, and residential water use trends and develop future demand requirements.

3. Evaluate the condition and capacity of the City's wells, water treatment plant and storage and identify required or proposed improvements.

4. Evaluate use of water supply from wholesale water suppliers.
   a) Evaluate information from DMWW with respect to capacity and costs.
   b) Information provided by DMWW regarding their Total Service proposal will be included in the report appendix if available.
   c) Conduct preliminary research regarding the possibility of any other feasible options for wholesale water purchase.

5. Conduct preliminary research regarding the possibility of obtaining shared water storage with feasible local partners.

6. Develop a plan(s) to meet future needs of the City.

7. Present results in a written report.

POLK CITY

Polk City, Iowa is located in the northwestern portion of Polk County and is approximately eleven miles north-northwest of Des Moines. Polk City is a residential community and is considered a suburb to Des Moines. The City exports much of its labor to Des Moines and other communities. This is made possible by the numerous roads located in and around the City. These include U.S. Interstate 35 seven miles to the east, U.S. Interstate 80 nine miles to the south, U.S. Highway 69 six miles to the east, and Highway 415 which serves as a connection to these roads. Excellent recreation facilities are available in the area surrounding Polk City. Saylorville Lake and Big Creek State Park provide fishing, camping, and other water recreational facilities for much of the central Iowa region and Polk City. Trails in and around Polk City are available for hiking, biking, and snowmobiles. A map showing the existing zoning of the City reflects that Polk City is primarily a residential community with supporting commercial and industrial services (see Figure 1.1).

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POPULATION

To conduct an evaluation of the City's water system, an estimate of future population growth and demand must be made. Growth affects the water utility in various ways. The growth estimates are used to evaluate revenue projections, operation and maintenance expenses, and capital improvement needs for the water supply and treatment.

It is difficult to estimate the future population and growth rate. Historical records are reviewed to determine an approximate rate and then extrapolated into the future to arrive at a design population. Historical census data from 1940 to 2010 were reviewed to evaluate growth trends. This data shows the City experienced an annual growth rate of 8.77% between 1970 and 1980. It is believed the explosive growth was a result of the development of available recreation facilities, Saylorville Lake and Big Creek State Park, surrounding Polk City. Growth in the 1980s and 1990s slowed to approximately 1.41% and 2.08% per year respectively primarily due to economic growth conditions. Growth between 2000 and 2010 increased to approximately 2.[illegible]% per year due to more favorable development and economic conditions. According to the American Community Survey's five year estimates, the population of Polk City was approximately 3,976 people in 2013. The 2020 population estimation being used in the City's Comprehensive Plan update currently being prepared is 5,722 based on building permit records and planned growth of subdivisions in the platting stages or in [illegible] discussions.

For the remainder of this study's planning period from 2020 to 2035, a low and high range of growth has been used to match the projected growth rate range being used in the City's Comprehensive Plan update currently being prepared. The low growth rate projection is 2.1% annual average growth rate, and the high growth rate projection is 4.4% annual average growth rate. The historical and future growth rates have been graphically displayed in Graph 1. For the purpose of this report, a projected population of approximately 7,900 to 10,500 people in the year 2035 will be used for design.

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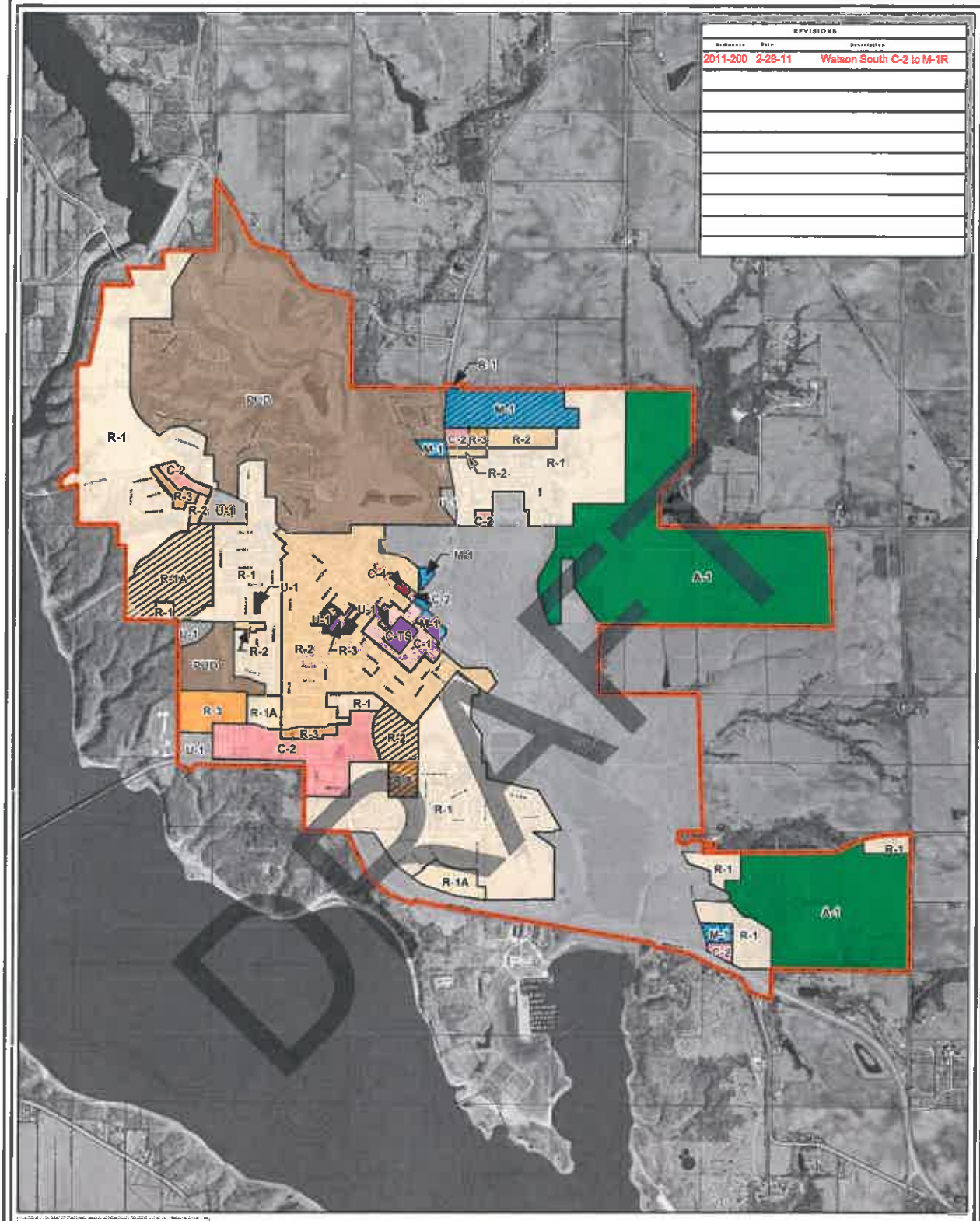


Certification

This is to certify that this is the Official Zoning Map referred to in the Zoning Code of the City of Polk City, Iowa, adopted on this ___ day of ___, 20__.

Approved:

Gary M. Haugerts, Mayor

Attest:

Sharon Nickles, City Clerk

CITY OF POLK CITY

Official Zoning Map

Update Notification Statement: Report updates and omissions to the City of Polk City, PO Box 426, Polk City, Iowa 50226

Prepared By: Snyder & Associates, Inc. Engineers and Planners *Print Date: March 5, 2010*

N

Zoning Districts

- A-1 Agricultural District
- R-1 Single Family Detached Residential District
- R-1A Single Family Residential District
- R-2 One & Two Family Residential District
- R-2A Townhome Residential District
- R-3 Multiple Family Residential District
- R-4 Mobile Home Park Residential District
- C-TS Town Square Business District
- C-1 Central Business District
- C-2 Commercial District
- C-3 Office Park Commercial District
- C-4 Neighborhood Friendly Commercial District
- M-1 Light Industrial District
- M-2 Heavy Industrial District
- U-1 Public Utility District
- PUD Planned Unit Development District
- Zoning Restrictions
- City Corporate Limits

Snyder & Associates
Engineers and Planners

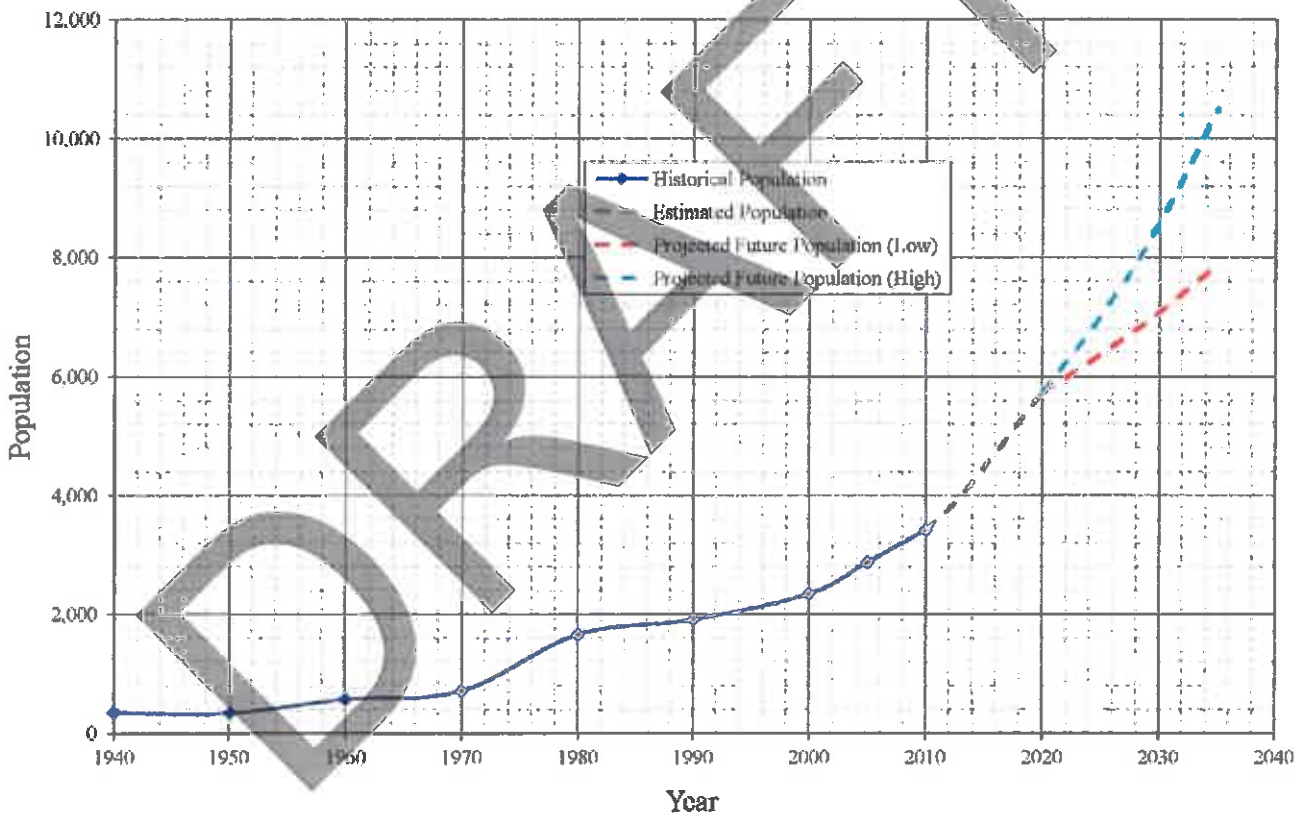
800 400 0 800 1,600 2,400 Feet

1 Inch = 1,800 feet

TABLE 1.1 - POPULATION PROJECTION

Year	Population Estimate Range
2010	3,418 (Census)
2013	3,976
2020	5,722
2025	6,365 – 7,000
2030	7,080 – 8,565
2035	7,877 – 10,480

GRAPH 1.1 - POPULATION PROJECTION



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WATER SYSTEM

The Polk City water system primarily provides service to customers in the incorporated area and also provides service to Big Creek State Park. Water is provided by both a connection to Des Moines Water Works and the City's existing water treatment plant.

The City of Polk City connected to the Des Moines Water Works (DMWW) system in approximately 2003. DMWW provides water via a transmission main along Highway 415 from their existing system to the south. The City's connection to the DMWW water system begins at the control valve and meter located near the intersection of Highway 415 and NW 44th Street. The City's transmission main from this point runs north along NW 44th Street to NW 118th Avenue and then west along NW 118th Avenue to North 3rd Street/NW Sheldahl Drive where it connects to the City's distribution system north of the City's water treatment plant. The City currently has Purchased Capacity in DMWW's treatment plants of 350,000 gallons per day. The City currently has capacity in the DMWW transmission main of 750 gallons per minute (equivalent to 1,080,000 gallons per day). Improvements have been discussed and are being made to temporarily increase the capacity of the DMWW transmission main. Discussion with DMWW indicated the capacity can be temporarily increased to approximately 1,000 gallons per minute (1,440,000 gallons per day), except during peak usage times, by increasing the pressure in the transmission main.

The City's water treatment plant obtains water from three alluvial wells located within 1,750 feet of and north of the water treatment building. Raw water is treated by aeration, detention, filtration, disinfection, and chemical addition. The high service pumps are located between the detention and filtration process units and feed the distribution system. The purpose of the distribution system is to provide potable water to the individual customers. The distribution system has been extended to new service areas as needed and reinforcements in the distribution system have also been completed when possible.

The City has a single elevated storage tank with approximately 300,000-gallon capacity that serves the distribution system to meet peak water demands.

The locations of the water system components are shown on Figure 1.2.

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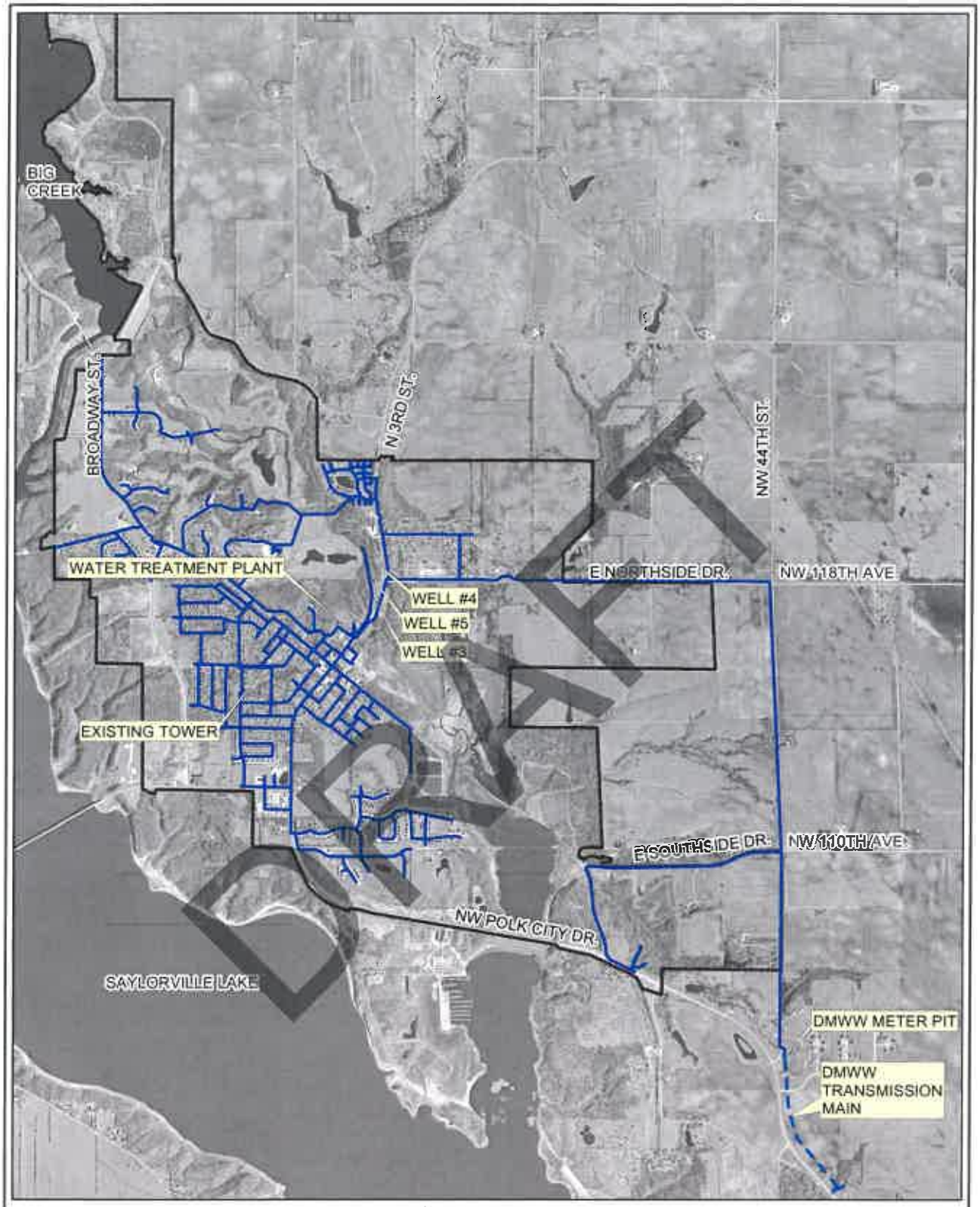

FIGURE 1.2
EXISTING WATER SYSTEM MAP
CITY OF POLK CITY

EXISTING UTILITIES

Water Valves
Water Hydrants
Water Line
City Corporate Limits

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Prepared By: Snyder & Associates, Inc. Engineers and Planners

Print Date: August 17 2010

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Path: J:\2014_Projects\114-0923-025\Geodatabase\110.000\101_City of Polk City_Utilities.mxd

CHAPTER 2 - WATER USE

EXISTING WATER USE

Pumping records from 2011 through October 2014 and billing records from this period were provided by the City and have been reviewed to evaluate water usage of Polk City's water customers. These records were used in conjunction with the population growth projection for determining required capital improvements of the system to meet the City's present and future needs. Data from 1997 from the 1998 Water System Report was also reviewed, to identify trends and changes in water use. Table 2.1 summarizes the 1997 and 2011-2014 water usage data.

TABLE 2.1 - WATER USAGE SUMMARY

	1997	Average 2011-2014	% Change
No. of Customers	685	---	---
Population Estimate	2,134	3,885	+82.1%
Annual Water Pumpage (1,000s gallons)	73,185	132,025	+80.4%
Annual Water Sold (1,000s gallons)	[illegible]280	106,227	+88.7%
Percent Sold	76.90%	80.46%	+3.56%
Big Creek State Park (1,000s gallons)	4,149	2,658	-35.9%
Per Capita Usage (gpcd) (Based on water pumpage)	94.0	93.1	-1.0%
Per Capita Usage (gpcd) (Based on water sold)	72.3	74.9	+3.6%

Average Use

The 1998 report stated that the average water use was 72 gallons per capita per day (gpcd) based on the volume sold. This number has increased to an average of 75 gpcd over 2011-2014 in the time since 1997. While Polk City's population has increased, thus increasing the volume of water pumped, the water usage on a per capita basis of the City is relatively stable.

It is also important to look at annual water pumpage and not just the volume sold. The average water use based on the water pumpage has decreased since 1997 from 94.0 to 93.1 gpcd. During the time period 2011 to 2014, the average water use based on pumpage has varied between 80 and 107 gpcd. During the time period 2011 to 2014, the peak day water use based on pumpage has varied between 173 and 227 gpcd. This more accurately reflects the City's water needs.

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Peak Water Use

Peak day pumpage from water supply pumping records were compared with average day pumpage as shown in Table 2.2 below. The peak day pumpage generally occurs during the summer months between July and September, as is the case with most cities.

TABLE 2.2 - PEAK WATER DEMAND

Year	Estimated Population	Average Day (MGD)	Peak Day (MGD)	Ratio Peak To Average (%)
1997	2,134	0.200	0.356	178
2011	3,595	0.317	0.787	248
2012	3,781	0.403	0.859	213
2013	3,976	0.388	0.689	178
2014	4,188	0.335	0.854	255
2011-14 Avg.	3,885	0.361	0.797	224

MGD = million gallons per day

During the 2011 to 2014 time period, the average peak day pumpage was 224% of the average daily pumpage. The ratio of peak day pumpage to average day pumpage varied from 178% to 255% between 2011 and 2014, indicating a significant variation. Rainfall records for Des Moines for the summer months of June to September of 2011 through 2014 were analyzed to determine if there is a correlation between the water usage data and anticipated irrigation usage. The summer of 2011 had average precipitation, the summers of 2012 and 2013 had approximately 9 inches less than normal precipitation, and the summer of 2014 had approximately 9 inches more than normal precipitation. The data shows that in this period, 2012 had the highest average day use, peak month use, and peak day use. In this period, 2013 had the second highest average day use, and second highest peak month use, but peak day usage was the lowest of these four years. The second highest peak day use was in August 2014, which was the wettest of the four years, and was only slightly below the highest peak day use from 2012. Based on the information available, there appears to be some degree of correlation between relative amount of summer precipitation and water usage, but there may be other factors which influence peak day use more than relative precipitation. As the peak day water use from DMWW each year is used in establishing rates for the following year, limiting the amount of water purchased from DMWW on the peak day of each year would have a positive impact on water purchase costs.

Commercial And Industrial Use

The City provided a list of the top ten commercial and industrial water users (see Table 2.3) in Polk City for the 2011-2014 time period. These ten water users represent approximately 10 percent of the City's water demand based on water sold. This water

consumption impacts daily water use and seasonal peaking factors. It should be noted there are currently some single family residences which have an average monthly use between 20,000 and 25,000 gallons per month with significantly higher usage during summer months, most likely due to significant irrigation use during the summer months.

Big Creek State Park has a significant seasonal effect on the water system since usage is higher in the summer months. Big Creek State Park's usage has dropped from approximately an average of 334,000 gallons per month in 2011 to an average of 172,000 gallons per month from 2012 through 2014. This decrease may be caused by efforts to reduce water usage due to the park's need to implement a permanent solution for wastewater treatment. Until the park began discharging wastewater to the City's sewer system in summer 2014, all wastewater at Big Creek State Park had been land applied for disposal, which can be an expensive disposal method.

Water usage at the Polk City Nursing and Rehabilitation Center is similar in total annual usage to Big Creek State Park, but does not fluctuate as much as the park's usage.

This data also indicates that a majority of the water demand comes from the residents in the community.

TABLE 2.3 - COMMERCIAL AND INDUSTRIAL WATER USE

Rank	Entity	Average Monthly Use (gallons per month)
1	Big Creek State Park	221,468
2	Polk City Nursing and Rehabilitation Center	217,820
3	Tournament Club of Iowa	122,099
4	Time to Shine (car wash)	96,941
5	Boulders Inn	66,492
6	Tender Years (daycare)	38,823
7	North Polk School	32,455
8	Lake Park Apartments	29,445
9	Apartments (317 E. Wood St.)	24,215
10	Casey's General Store	22,445
	TOTAL	872,204

Analysis of billing records indicates that from 2011 to 2013, water usage by commercial users was approximately 10% of total water sold, with approximately 86% sold to residential users. In 2014, water usage by commercial users appears to have jumped to approximately 19% of water sold, with approximately 78% sold to residential users.

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Unaccounted Water

The water that is pumped but not sold represents water that is not accounted for in the City's system. Major contributors to unaccounted for water include filter backwash, hydrant flushing, leakage, unmetered water, meter error, water used in fire fighting and water lost via main breaks. Based on results shown in Table 2.1, the amount of water pumped but not sold in Polk City was 19.5 % of the water pumped in 2011 to 2014. The 1998 report listed an unaccounted water percentage of 23.1%, and an earlier 1990 report listed values ranging from 16.7 to 22.2%. Typical systems this size should observe loss rates of 10 to 15%.

Water used for maintenance operations at the water plant is not currently metered. The volume should be metered so that backwashing of the filters can be more accurately monitored and so that the water can be counted. This typically represents approximately 2 to 5% of the water pumpage from the water treatment plant in the system.

A portion of the unaccounted for water is due to the water main flushing program completed every spring, typically in April.

TABLE 2.4 – UNACCOUNTED WATER ANALYSIS

Item	Average 2011-2014 (1,000s gallons)
Total Water Pumpage	132,025
Accounted	
Water Sold	106,227
Unaccounted	
Filter Backwash	2,240 (Est.)
Hydrant Flushing	800 (Est.)
City Properties Not Metered or Not Read	520 (Est.)
Meter Error	Unknown
Water Main Breaks	Unknown
Loss	22,238 (Est.)
LOSS PERCENTAGE	16.8%

Other metering problems can also contribute toward unaccountable water. All City properties should be metered and read on a consistent basis to account for as much of the water as possible even if it is not sold. Based on discussion with the City, it appears almost all City properties connected to the water system are metered but not typically read.

In addition, inaccurate water meters can contribute to unaccounted water. Older water meters out of calibration will generally read low giving the appearance of a leaky system.

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A meter replacement program can alleviate this problem. A significant amount (approximately 50%) of the meters were replaced in approximately 2009, and the City continues to replace approximately 40 to 50 meters per year. It is typically recommended all meters are either replaced or recalibrated every 5 to 10 years. This meter replacement program can pay for itself by collecting the revenue lost by old inaccurate meters. Also meter exchange programs can be set up between vendors and the City where the City obtains a new meter in an old casing at a reduced cost, and exchanges their old meters in return. Efforts should be made to reduce the unaccountable water.

FUTURE WATER USE

To evaluate the City's future needs it is necessary to project future water requirements so that the water supply and equipment can be evaluated. Per the IDNR Big Creek State Park Sanitary System Improvements Preliminary Engineering Report completed by Stanley Consultants dated November 2011, it was projected the number of park visitors and therefore water usage would increase by approximately 25% from 2009 to 2029. This rate would be lower than the overall City growth rate projected, so water usage from Big Creek State Park should be a similar percentage of the total City water usage as it is currently. Presently we are unaware of any other plans of expansion in Polk City other than residential and light commercial which is consistent with the present make up of the community.

The Iowa Department of Natural Resources (IDNR) recommends that improvements be based on 100 gpcd for average day demand and 200 gpcd for peak day demand. Even though average day water use for residents within Polk City is less than 100 gpcd most years based on pumping, the average day usage for 2011 to 2014 was 93 gpcd. Therefore, 100 gpcd will be used for residential growth and the anticipated commercial growth in the community. This would not meet the needs of a wet process industry. Using 100 gpcd will provide a conservative (high) estimate that would cover slightly increased usage per capita in Polk City, future growth at Big Creek State Park, future growth in Polk City, and an allowance for unaccounted water. Peak day water use for residents within Polk City was greater than 200 gpcd most years based on pumping, as the peak day usage for 2011 to 2014 was 206 gpcd. Therefore, 210 gpcd will be used for projecting future flow demands.

The demands shown in gallons per minute (gpm) are based on a 24 hour time period, as water can be provided 24 hours per day by DMWW. For water produced by the City's water treatment plant, IDNR regulations require that the total developed water source capacity shall equal or exceed the design maximum day demand in a 20-hour pumping period. The projection of future water demands extended to the year 2035 in 5-year increments using 100 gpcd average day demand and 210 gpcd peak day demand, are shown in Table 2.5, for both the low and high population growth projections.

TABLE 2.5 - ESTIMATED FUTURE WATER USE

Low Growth Projection

Year	Polk City Population	Average Day Demand (gpd)	Peak Day Demand (gpd)
2020	5,722	572,000	1,202,000
2025	6,365	637,000	1,337,000
2030	7,080	708,000	1,487,000
2035	7,877	788,000	1,654,000

gpd = gallons per day

High Growth Projection

Year	Polk City Population	Average Day Demand (gpd)	Peak Day Demand (gpd)
2020	5,722	572,000	1,202,000
2025	7,000	700,000	1,470,000
2030	8,565	857,000	1,799,000
2035	10,480	1,048,000	2,201,000

gpd = gallons per day

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CHAPTER 3 - WATER TREATMENT

EXISTING SYSTEM

As part of the water system study, each unit in the water treatment process was reviewed for existing and available capacity and existing physical condition. Portions of the internal features could not be reviewed due to plant operation. As stated previously, the treatment process includes wells providing ground water, aeration, detention, high service pumps, pressure filters, disinfection, and chemical addition. The treatment process is shown in Figure 3.1.

Existing Well Pumping Capacity

Three shallow alluvial wells supply the City's water. Table 3.1 provides data regarding the three active wells using drawdown records from August 2013 through July 2014. Well 1 was plugged in 2008, and well 2 was plugged in 2012, both due to decreasing capacity, condition, and water quality.

TABLE 3.1 - WELL CAPACITIES

	Year Constructed	Current Age (years)	Capacity (gpm)	Drawdown (feet)	Specific Capacity (gpm/foot)
Well 3	1979	36	260	9.3	28.0
Well 4	1981	34	185	5.3	34.9
Well 5	2002	13	132	15.3	8.6
TOTAL			577		

gpm = gallons per minute

In 1990 the reported combined capacity for the water supply wells was 540 gallons per minute (gpm) with wells 1-4 operating. By 1998, the available well capacity had decreased to approximately 446 gpm with wells 2-4 operating. Since 1998, well 4 has been rehabilitated, increasing its capacity significantly. The current combined capacity is approximately 577 gpm with wells 3-5 operating.

Based on well operation data, it appears well 4 has the lowest drawdown amount and the highest specific capacity. Also, it appears well 5 has the highest drawdown amount and the lowest specific capacity. This may indicate well 5 may be in need of cleaning. Servicing of the wells has been scheduled for spring 2015.

In general, drawdown increases during the summer months. During some months when well drawdown is at its maximum, it appears the water level may be very close to the top of the well screen. It is recommended water levels be monitored and maintained above the top of the screen elevation while pumping.

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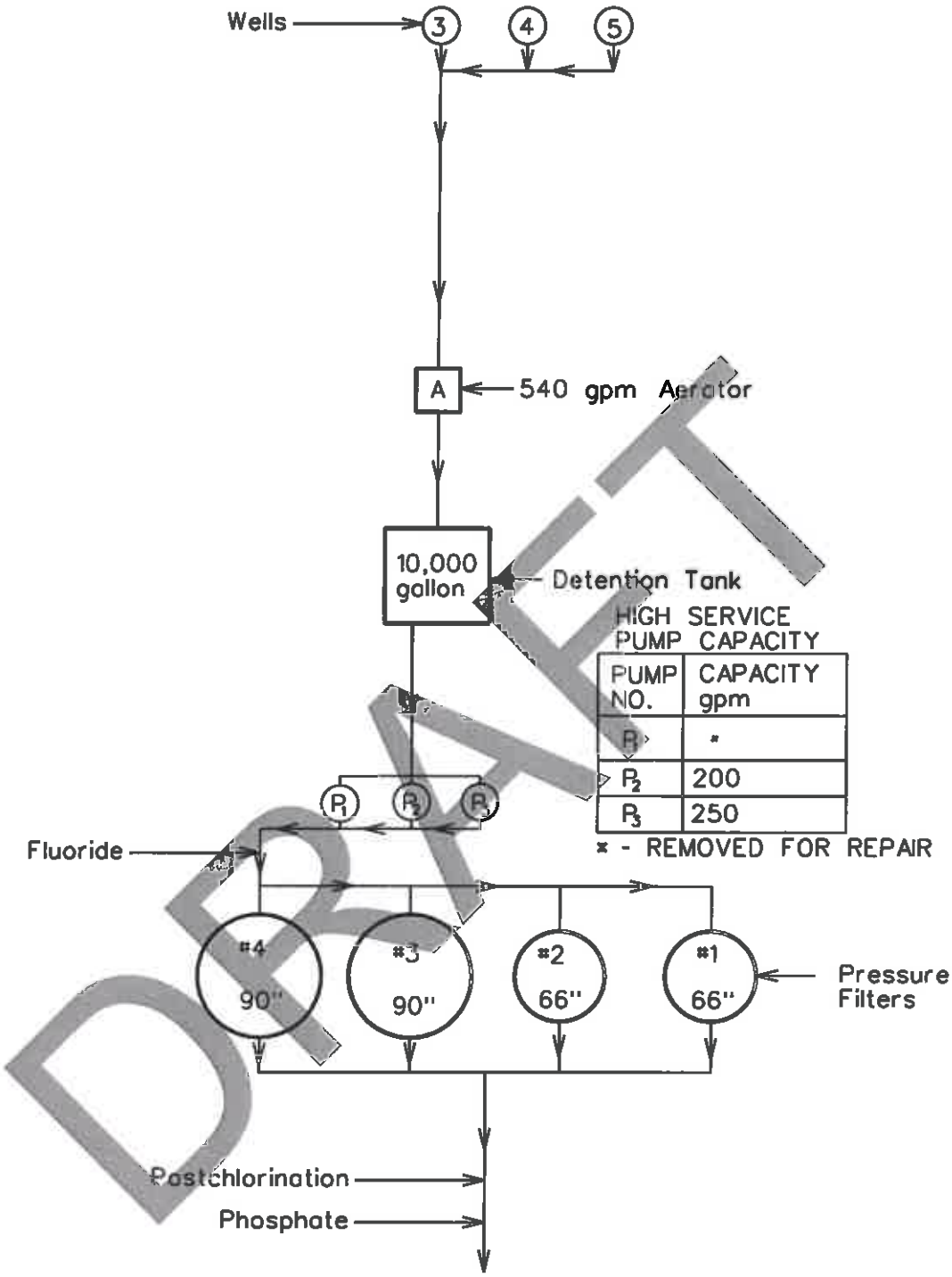

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EXISTING WATER TREATMENT PLANT PROCESS

SNYDER & ASSOCIATES
Engineers and Planners

FIGURE 3.1

Based on Polk City's experience, the expected life for the shallow wells is approximately 40 to 50 years. This criterion would indicate that wells 3 and 4 would require replacement within the planning period of this study. This may require extension of the raw water main to find adequate quantities of water. This process should be phased to minimize the financial impact.

Currently, improvements are being made to the wells to provide flood protection, as some electrical components are located at a low enough elevation they may be in danger of flooding. This work is anticipated to be completed in the near future, and all well components will be protected from flooding up to an elevation of at least 854 feet.

Raw Water Quality Review

Raw water data from monthly operation reports from 2011 through October 2014 was reviewed to determine the water quality from the City's existing wells. While current raw water data from individual wells is not available, data from all three wells combined was analyzed, including iron, manganese, and fluoride.

Iron in the raw water ranged from 5.1 to [illegible] mg/l, with a typical value of approximately 7 mg/l. This is significantly higher than the secondary maximum contaminant limit (SMCL) of 0.3 mg/l, indicating treatment is recommended, as is currently done at the water treatment plant.

Manganese in the raw water ranged from 0.06 to 0.53 mg/l, with a typical value of approximately 0.2 mg/l. This is significantly higher than the secondary maximum contaminant limit (SMCL) of 0.05 mg/l the majority of the time, indicating treatment is recommended.

Fluoride in the raw water ranged from 0.15 to 0.50 mg/l, with a typical value of approximately 0.3 mg/l. This is lower than the recommended amount of 0.7 mg/l to reduce dental caries/cavities without harmful health effects. This is significantly lower than the maximum contaminant limit (MCL) of 4.0 mg/l. Fluoride is currently added at the water treatment plant to bring the concentration closer to the recommended amount.

Aerator

The aerator is the first process unit in the treatment plant and is used for two purposes. First, it provides oxygen which is needed to initiate the oxidation reaction for removing iron and manganese, and secondly, it removes undesirable chemicals transferring the material from the liquid phase to the gaseous phase. The water enters the top of the aerator from the transmission main, cascades over the slats where the oxygen transfer takes place, and then flows to the detention tank. Air contact time is approximately 0.5 to 1.5 minutes. The aerator may not effectively oxidize the iron and manganese concentrations observed in the City's raw water due to their high concentration, low pH,

and lack of adequate detention time. This aerator also has the capacity to remove offensive tastes and odors due to dissolved gases from decomposing organic matter, and to reduce or remove objectionable amount of carbon dioxide and hydrogen sulfide. In addition, the reduction in carbon dioxide will help to raise the pH, which will increase the rate at which the oxidation reactions occur.

The aerator has a design capacity of 540 gpm, which is higher than the capacity of the other treatment components at the plant. It is important to routinely maintain and clean the orifices and slats of the aerator to maintain efficient operation. Maintenance on the aerator is complete annually in the spring. If properly maintained, the aerator would meet the City's needs through the planning period.

Detention Tank

As the water leaves the aerator, it enters the detention tank. The detention tank is made of steel with internal baffles and has an effective volume of approximately 10,000 gallons. The purpose of the detention tank is to allow the oxidation reactions time to occur and to provide a reservoir for the operation of the high service pumps. The Recommended Standards for Water Works (10 State Standards) indicates a minimum detention time of 30 minutes should be provided when oxygen is used for the oxidation reactions. A shorter detention time may be used when chemicals are used to achieve the oxidation reactions, but this must be proven through a pilot plant study. The tank is large enough for a flow rate of approximately 330 gallons per minute at the required 30 minute detention time for oxygen only, which is higher than the current flow rate of approximately 250 gpm. During higher flows, water quality may decrease as less iron and manganese may be removed since the oxidation reactions may not be completed without the aid of chemical oxidants. Therefore, more iron and manganese would be introduced into the distribution system, which is aesthetically undesirable. Presently the City staff has not expressed major concerns about the detention tank. Monitoring of effluent quality from the detention tank should be completed by City staff with higher flow rates and compared to results from the current flow rates to monitor the effects on the water quality. If significant decreases in water quality are observed then chemical addition should be considered for improved water quality.

The detention tank should be inspected annually and repaired and repainted as needed. In addition, provisions should be made for general routine maintenance and cleaning. City staff reports annually cleaning and inspection is scheduled for spring 2015.

High Service Pumps

The City has three high service pumps that follow the detention tank. The City uses these pumps to pressurize the water forcing it through the filters into the distribution system and filling the water tower. The pumps are a critical unit of the water system since they control both the rate of delivery to the pressure filters for treatment and rate of delivery to the distribution system. City staff reported the capacity of each pump as follows.

TABLE 3.2 - CAPACITY OF HIGH SERVICE PUMPS

PUMP NO.	REPORTED CAPACITY (gpm)
1	REMOVED FOR REPAIR
2	200
3	250

gpm = gallons per minute

Presently only one high service pump is operated at any one point in time. The plant was originally designed to operate two high service pumps during peak demand periods to meet the City's water usage. The use of only one pump during peak demand periods limits the plant treatment rate and requires that the City rely more on water purchased from DMWW.

The pumping capacity should be sized to match the treatment capacity of the pressure filters (to be discussed in the next section) and to work in coordination with the DMWW transmission main to meet peak day demands. The firm capacity of the high service pumps is presently 250 gpm. The sizing for the replacement of pump 1 should be correlated with the treatment capacity to be utilized, as discussed in the following section.

Routine maintenance and pump service should be completed as required and as recommended by the manufacturer. High service pumps 2 and 3 appeared to be in good working condition.

Pressure Filters

The pressure filter system consists of four filters. Two are 66-inches in diameter and are original to the facility built in 1963. The other two filters are 90-inches in diameter and were installed in 1978 and 1992. Media in all four filters was last replaced in 2007. The standard design-loading rate for pressure filtration is 3 gpm per square foot of media surface area. Using this loading rate the maximum plant treatment capacity is presently 408 gpm (Table 3.3).

TABLE 3.3 - CAPACITY OF PRESSURE FILTERS

Filter No.	Installation Date	Diameter (inches)	Capacity (gpm)
1	1963	66	72
2	1963	66	72
3	1978	90	132
4	1992	90	132
		TOTAL	**408**

gpm = gallons per minute

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Currently, the pressure filters are run at a flow rate of approximately 250 gallons per minute. This is equivalent to an average surface loading rate of 1.8 gpm per square foot.

Since there are no flow monitoring devices on the filters, a comparison of the loading rate between each filter cannot be made. While the valves on the filters may be used to control flow, there are more accurate and automated means of achieving flow proportioning.

The operator can observe the pressure gages to observe the buildup of resistance or head loss through the filter. City staff indicated that the head loss through the filters has not increased over time. Filters are currently backwashed once a week.

It may be beneficial to evaluate the performance of each filter by collecting water samples from the filter effluents. Filter media samples should also be taken and analyzed qualitatively for wear, coating, and other relevant characteristics so remaining life of the media can be estimated and adjustments to backwashing procedures made if needed. Inspection of the interior of the filters should be made the next time the filter media is replaced, and any repairs needed should be completed at that time.

As mentioned in the 1998 report, the existing plant layout allows the installation of one or more additional pressure filter if Filter 2 is removed or relocated further south, without any building expansion. Past plant expansions anticipated the installation of one 90-inch filter in the available location.

Iron Lagoon

The iron lagoon located on the east side of 3rd Street was installed in 1978, when the major treatment plant improvements were constructed. Its purpose is to receive the backwash discharge from the iron removal filters, allow the high iron content to settle in the lagoon and drain the clarified water to Big Creek.

The sludge deposits in the lagoon should be removed periodically to increase the capacity of the lagoon. Removal of sludge deposits from the lagoon has not been completed for at least 20 years. During review of the lagoon for the 1998 report, a visual inspection of the lagoon indicated that the cleaning operation should be scheduled within a reasonable time period. A buildup of sediment was especially noted near the lagoon influent. The lagoon is gradually losing its detention and treatment capacity. It is apparent that the sludge deposits are significant and the detention time for settling the iron is decreasing. The performance of the lagoon would be greatly enhanced if this operation were completed. As requested by IDNR during previous inspections, the City applied for an NPDES discharge permit for the lagoon in approximately 2011 but has not yet received a draft discharge permit from IDNR. Once the discharge permit is issued, removal of the sludge deposits will most likely be necessary to meet permit limits.

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WATER QUALITY AND TREATMENT

The 1998 study was initiated in part, by the desire to improve the water quality in Polk City. Since that time, the City has connected to the DMWW system and the majority (typically approximately 67%) of the City's water is purchased from DMWW. This has improved the water quality with regards to most contaminants in comparison to the water quality in 1998.

While the water chemical characteristics of the water from the City's water plant meet the Primary Safe Drinking Water Act standards, both in 1998 and currently, the aesthetics qualities such as hardness, taste, iron and manganese can cause problems. The raw iron concentration is generally around 7 mg/l, and the raw manganese concentration is generally around 0.2 mg/l. These are very high concentrations, especially for this treatment process. Typical finished water quality values for water from the City's treatment plant for iron and manganese are 0.02 mg/l and 0.1 mg/l, respectively. This illustrates that the City's water treatment plant is providing acceptable treatment for removal of iron, but limited removal of manganese. Since most water is purchased from DMWW and the iron and manganese in the water purchased from DMWW has significantly less iron and manganese, the concentrations of these in the finished water will be much closer to that provided by DMWW than that produced from the City's water treatment plant.

The City's water treatment plant does not currently have a water softening system to remove hardness. Recent hardness values for water from the City's water treatment plant were unavailable. However, the reported values of 356 to 480 from the water samples taken in 1998 are relatively high when compared to Ames or Des Moines, which usually treat their water to approximately 135 mg/l as $CaCO_3$. This is still relatively high by industry standards but has been found acceptable and is common among Central Iowa municipalities without water treatment for softening water. Common treatment methods for removal of hardness include lime softening, zeolite softening, reverse osmosis, and nanofiltration. Since most water is purchased from DMWW and the hardness in the water purchased from DMWW is significantly less, the hardness of the finished water will be much closer to that provided by DMWW than that produced from the City's water treatment plant.

Information on water quality of the finished water from recent required monitoring lab testing has been reviewed. The majority of these tests are taken after the water from the DMWW transmission main and the City's water plant have mixed, giving an indication of the overall water quality in the water system. Test results from 2012 for synthetic organic chemicals and volatile organic chemicals (SOC/VOC) are well below the maximum contaminant level (MCL) for these contaminants. Test results from 2013 for inorganic chemicals (IOC) are well below the MCLs for these contaminants. Results from these tests appear to be below the maximum contaminant level goal (MCLG) for these contaminants also. Annual test results for nitrate for 2011 to 2014 were at or below 2.5 mg/l, which is below the MCL of 10 mg/l. During times when the DMWW raw water

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sources have a higher nitrate concentration, the concentration in Polk City's water may also be higher.

Quarterly finished water test results were also reviewed for disinfection byproducts as required by the Stage 1 and 2 Disinfectants and Disinfection Byproducts Rules. Total Trihalomethanes (TTHM) and Total Haloacetic Acids (HAA) were sampled at one site in 2011 and at two sites since 2012. Site 1 is located at 1960 Jester Park Drive in the northwestern portion of the City, at the opposite end of the water system from the water plant and connection to the DMWW transmission main. Site 2 is located at 301 East Northside Drive, in the northeastern portion of the City near the connection to the DMWW transmission main. Test results indicate that a portion of the TTHM and HAA found in the finished water is formed before reaching the City, and a portion is formed within the City's water system, as could be anticipated. TTHM concentrations in 2011 were high enough that the locational running annual average (LRAA) at site 1 was relatively close to the MCL of 80 ug/l. Since that time, the TTHM concentrations have decreased significantly at site 1 but increased at site 2. As of 2014, the TTHM is typically 10 ug/l, or 25-30% lower at site 2 based on the test results. HAA concentrations at both sites have increased approximately 50% since 2011 and 2012, and are typically similar at both sites, but up to 50% lower at site 2 during some quarters. Currently, both TTHM and HAA concentrations are at or below roughly 50% of their respective MCLs, but these concentrations should be considered and monitored so adjustments can be made as needed. As water age is a major factor determining concentrations of disinfection byproducts, this should be considered in the design and operation of water storage facilities. Production of a portion of the City's water at the City water treatment plant will most likely be beneficial in controlling disinfection byproduct concentrations.

Understanding the Treatment Process

Iron is commonly found in groundwater supplies; however, manganese is not as common. When manganese is found, it is usually in conjunction with iron. Groundwater that is low in dissolved oxygen and high in carbon dioxide will dissolve iron and manganese minerals. The result of this process is commonly soluble ferrous and manganous bicarbonates.

Chemical oxidation processes have been used for many years to remove these chemicals. The purpose of the oxidation process is to convert the soluble chemicals to an insoluble precipitate that can be captured or filtered from the water. The most common oxidant usually tried initially is the introduction of oxygen. The oxidation rate of iron is strongly dependent on the pH at any one temperature. The oxygenation of iron can be increased 100-fold by raising the pH 1 unit (Stumm et al, 1961). It has been reported the process can take 42 minutes at pH 6.9 and 8 minutes at pH 7.2 (Stumm, 1961 & Weber, 1972). A pH of approximately 8.0 will give satisfactory results when enough oxygen is applied. The rate of oxygenation of manganese is poor below a pH of 9.5 (Schenk, 1968). Therefore it is critical to know precisely and accurately the pH of the water.

The aerator used by the City is a source of supplying oxygen to begin the oxidation reactions. However, aerators have been shown to be less effective on neutral pH waters and waters with high iron and manganese concentrations. However, aerators serve a second purpose. They promote the release of carbon dioxide and hydrogen sulfide. The hydrogen sulfide is aesthetically undesirable and the release of carbon dioxide increases the pH.

Since oxygen may not complete the oxidation reactions needed, and since it is impractical for this type of treatment plant to raise the pH to the required level, a stronger chemical oxidant is needed. Possible oxidants include chlorine, chlorine dioxide, and potassium permanganate that are less pH-dependent. The kinetic reaction rates for these chemicals are faster than that of oxygen at the present pH. Presently only fluoride is added to the water before the filters.

Manganous manganese can be oxidized by chlorine, if enough free chlorine remains after the iron demand has been satisfied. When manganese is oxidized, it will become insoluble in water, but often the particles are too small to settle and have a tendency to pass through the filters. If a manganese dioxide coating can be formed on the filter media, the filter will no longer pass manganese because of the sorption and autocatalytic reaction will occur on the media. Studies have shown that this is not detrimental to the life of the media.

The use of potassium permanganate is also effective in the reduction of manganese. Due to its cost it is sometimes used after chlorine to primarily oxidize the manganese. The chlorine, which is less expensive, is first used to satisfy the demand of the iron and then the potassium permanganate is added to complete the oxidation reaction. Ideally the potassium permanganate forms a manganese dioxide coating on the media and oxidizes the soluble manganese as it passes through the filter bed.

Based on the above discussion it may be beneficial for the City to add a chlorine injection point to a point immediately after the aerator as the water enters the detention tank. Also the City should monitor the chlorine residual from the detention tank effluent or filter process to determine if any free chlorine is available. If not, this may indicate that insufficient chlorine is available to complete the oxidation reactions. The City should then first increase the chlorine-loading rate to attain a free chlorine residual of approximately 0.5 to 1 mg/l after the filter. This may remove more manganese than is currently removed. If the reaction cannot be triggered in all the filters then potassium permanganate use should be considered to oxidize the manganese.

Any time the filter media is replaced, there will be a start up period at which time the manganese dioxide coating must be developed on the new media. Until the coating is developed, poor manganese removal may be observed.

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CHAPTER 4 – SUPPLY AND TREATMENT ALTERNATIVES

SUPPLY AND TREATMENT ALTERNATIVES

Based on the previous evaluation of the existing water treatment plant and in consideration of the fact that Polk City desires to maintain a high quality of finished water, it is necessary to review the possible solutions and alternatives by which the City may attain its goal. The City has multiple alternatives available and the determining factors will be based on water quality, capital cost, operational and maintenance cost, and feasibility.

The following alternatives are considered here within, for water supply and treatment facilities to serve Polk City until the year 2035.

1. Alternative one includes the use of the existing aquifer and water treatment plant as a source of water for Polk City at its present capacity of 250 gpm. Included are maintenance items and improvements needed during the 20 year planning period. The remainder of the water needs of the City would be purchased from Des Moines Water Works.

2. Alternative two includes the use of the existing aquifer and water treatment plant and an additional well as a source of water for Polk City in a greater capacity than the current capacity. Included are maintenance items and improvements needed during the 20 year planning period plus improvements to increase capacity of the Water Treatment Plant to 400 gpm. The remainder of the water needs of the City would be purchased from Des Moines Water Works.

3. The feasibility of purchasing water from another local water entity such as Xenia Rural Water was considered. Xenia has two water mains in their distribution system near Polk City. One is a 4" water main on NW Madrid Drive near the City Limits and the other is a 3" water main at NW 150th Avenue and NW 72nd Street. The available water supply is 40 gallons per minute (gpm) and 20 gpm at these locations respectively. Xenia Rural Water purchases water from the City of Madrid to serve this area. The capacity is very limited because Polk City is located at the extremities of the Xenia Rural Water System. Due to the limited capacity available, further consideration of Xenia Rural Water supply is not warranted at this time.

4. The feasibility of developing a surface water supply from Saylorville Reservoir has been investigated previously, during the preparation of the 1998 Water System Report. At that time it was determined the costs to purchase the supply, construct an intake, pump the raw water to a treatment plant and construct a new water treatment plant capable of treating surface

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water are much greater than the other alternatives under consideration. Therefore, this alternative was not further evaluated in this report.

5. The feasibility of developing an Aquifer Storage and Recovery (ASR) well was investigated. This alternative, if chosen, would be in addition to one of the other base alternatives listed above. The ASR well would function as a long-term/seasonal water storage facility in order to reduce the summer peak demands that must be purchased from DMWW, thereby reducing the water purchase rate from DMWW year-round. During off peak periods (i.e. winter) treated water is injected into the Jordan Aquifer. When the demand is high the water is pumped up from the aquifer and sent to customers during peak demand (i.e. summer).

Alternative 1

This alternative includes the continued use of the existing water treatment plant in the current capacity of approximately 250 gallons per minute. Due to the concerns over the age and suspected condition of the interior of the oldest two filters (#1 and #2) expressed by City staff, Alternative 1 includes removal of these filters and replacement with one new larger 90" diameter filter.

The recommended improvements include the following:

1. Remove existing filters #1 and #2, and replace with one new larger 90" diameter filter.
2. Review condition of existing pressure filter media and if necessary, install new media in pressure filters.
3. Purchase and install one new high service pump to replace the one removed for repair, or repair and reinstall the existing pump.
4. Clean accumulated solids out of the iron lagoon.
5. Purchase and install flow measurement for iron lagoon (if required by NPDES discharge permit).
6. Purchase and install an alarm system cellular dialer at the water treatment plant.
7. Purchase and install a SCADA system and instrumentation at the wells for monitoring and possibly control of wells.

The estimated project cost for Alternative 1 is $400,000.

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Alternative 2

This alternative includes all improvements necessary to provide a total water production capacity of approximately 400 gallons per minute. It also includes the development of a new well. Due to the concerns over the age and suspected condition of the interior of the oldest two filters (#1 and #2) expressed by City staff, Alternative 2 also includes removal of these filters and replacement with one new larger 90" diameter filter.

The initial step to be completed within this alternative for development of a new well is an exploratory drilling and testing program. The objective of the exploratory program is to identify a location that would provide an adequate supply of water at a desirable rate with a treatable chemical composition. This program includes the drilling of 3 to 5 borings (test holes) ranging from 45 to 100 feet deep. From these borings, a location will be chosen and a test well constructed and sampled to determine the available capacity and characteristics of the aquifer. Finally, a new permanent well will be installed and the pump will be sized based on the results of a pump test.

For each permanent supply well constructed, Iowa Administrative Code and IDNR require the City to obtain legal control of the property within a 200 foot radius of the well for any wells constructed after 1979. This can be accomplished by property purchase, lease, easement, ordinance, or similar means. This criterion must be considered when choosing a new well location. Three possible locations for a new well that appear feasible were identified as follows.

Location #1 – On the City maintenance shop property, north of the building. This location is approximately 100 feet north of the building, approximately 280 feet south of the north property line, and roughly in the center of the property in the east/west direction. There may be some chemical and fuel storage concerns associated with this location, which would need to be investigated if this location is desired.

Location #2 – On the property southeast of the intersection of East Northside Drive and North 3rd Street, directly east of the north end of the Kiwanis Park. This is on federal property which is currently mostly trees. This property may be difficult to acquire, and would involve a minor amount of tree removal. This location would be approximately 450 feet from existing well #3, which is closer than the spacing between the existing wells and may impact production from a well at this site and the existing wells. A well at this location would most likely need to be raised up above the surrounding ground level to be above the flood elevation.

Location #3 – On the property south of the City maintenance shop property, directly south of the west entrance drive to the shop, and approximately 250 feet south of the centerline of East Northside Drive. This location is on federal property which is currently farmed. This property may be difficult to acquire,

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and would involve some loss of productive farm ground. A well at this location would most likely need to be raised up above the surrounding ground level to be above the flood elevation.

As requested, another well type considered for the proposed well for this alternative is a Jordan well. Current planning level costs for Jordan wells are approximately $1,000,000 for a 1 MGD (approximately 800 gallon per minute) capacity, which is typical. The high cost is due to the very deep drilling required to reach the Jordan (Cambrian-Ordovician) aquifer, which is roughly 2,000 feet in the Polk City area. Water from the Jordan aquifer is of lower quality than Polk City's current raw water. Water from the Jordan aquifer typically has high concentrations of sulfates and significant concentrations of radionuclides. Neither of these would be removed by the treatment processes currently employed in Polk City's water treatment plant. For this reason, the Jordan aquifer is not considered a source compatible with the current treatment plant. An additional significant concern is the water quantity issue as water is being withdrawn from the Jordan aquifer faster than it is being replenished, which has led to discussion of possible state restrictions regarding Jordan aquifer use currently being considered.

With the higher flowrate, it will be required to have the appropriate high service pumps to match the higher flowrate of the pressure filters. The filters will be run at their rated capacity of approximately 400 gpm. The plant has 2 operational high service pumps, with approximately 200 and 250 gpm capacities, and a third pump currently removed. As mentioned previously, the plant is presently operated with only one pump in operation at 250 gpm thus limiting the loading rate which may help in treatment, but reduces the plant productivity which is critical during peak demand periods. The plant high service pumps should be set up and operated so that the operator will be able to operate 2 high service pumps at any one point in time and increase the plant productivity rate during peak demand periods. The combined capacity of any two pumps should be 400 gpm to match the pressure filter capacity. Therefore, pump 3 should be repaired or replaced and placed into service at a capacity of approximately 200 gpm.

Finally, it is possible to treat and remove more of the iron and manganese using the existing treatment process through the addition of chemicals. Presently chlorine is not injected until after filtration. As recommended previously, the chlorine should be introduced after aeration as the water is entering the detention tank. To achieve manganese removal, the facility should maintain a free chlorine residual through the filter process. If the plant operator desires, there is an alternative method. The use of a stronger chemical oxidant, potassium permanganate, following the addition of chlorine after the aerator, or as a single oxidant will aid in the removal of both iron and especially manganese. Due to the cost of potassium permanganate, it should be introduced downstream of the chlorine to minimize the iron demand for the potassium permanganate. This would help to minimize the chemical costs for plant operation. Since Polk City is trying to treat a water high in iron and manganese concentrations, it must remembered that it will be necessary to replace filter media more frequently than

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other plants with lower iron and manganese concentrations and it will be necessary to backwash more frequently.

The recommended improvements include the following:

1. Construct one new well.
2. Remove existing filters #1 and #2, and replace with one new larger 90" diameter filter.
3. Review condition of existing pressure filter media and if necessary, install new media in pressure filters.
4. Purchase and install new high service pumps or modify the existing pumps to match the higher flow rate required.
5. Add chemical feed equipment to feed chlorine and possibly potassium permanganate before detention tank.
6. Clean accumulated solids out of the iron lagoon.
7. Purchase and install flow measurement for iron lagoon (if required by NPDES discharge permit).
8. Purchase and install an alarm system cellular dialer at the water treatment plant.
9. Purchase and install a SCADA system and instrumentation at the wells for monitoring and possibly control of wells.

The estimated project cost for Alternative 2 is $580,000.

ASR Well

The feasibility of developing an Aquifer Storage and Recovery (ASR) well was investigated. Based on typical operation of 6 months filling time and 4 months emptying time, for the demands corresponding to the 2035 high growth projection, the optimum size would correspond to an emptying/pumping rate of 0.75 MGD, or 90 million gallons total volume. This is relatively small compared to the ASR wells which are being built in the Des Moines metro area, which are typically rated at approximately 3.0 MGD. If this alternative is chosen, an ASR well with a higher design flow should be considered which could provide additional benefit beyond the 20 year planning period at a much lower cost per gallon than constructing an additional ASR well in the future.

The cost for a separate Polk City ASR well sized for approximately 0.75 MGD is assumed to be approximately $1,500,000 based on costs for previous similar ASR well projects in Iowa. An analysis was made to determine what the DMWW water rate savings would be if an ASR well were to be constructed. This analysis assumed the City's average and peak day demands are as calculated previously for the high growth projection, which would indicate more of a savings than would be the case for the demands corresponding to the low growth projection. The analysis also assumed the City's purchased capacity from DMWW is 350,000 gpd as it currently is, assumed the DMWW's water rates increase by 5% per year, and assumed an interest rate of 2.5% and

bond term of 20 years. Based on these assumptions, the payback period would be roughly 29 years. Due to the small amount of purchased capacity from DMWW Polk City has compared to the City's water demands, an ASR well is not economically feasible.

The City of Ankeny's 2010 Comprehensive Plan includes construction of an ASR well near NW 26th Street between NW 18th Street and NW 36th Street/NW 110th Avenue. Preliminary correspondence with the City of Ankeny indicates the timeframe for construction of the ASR well will be affected by the development in this area and the well may be constructed in approximately 10 years. This correspondence also indicated the City of Ankeny would consider partnering with the City of Polk City if this would also provide a cost savings for Ankeny. It is recommended Polk City investigate further the possibility of a joint ASR well with Ankeny. If all Polk City operational conditions are met, this may be a more cost effective solution than building a separate ASR well only for Polk City, due to the economy of scale. If a low enough cost per gallon of storage could be obtained, the payback period may be shortened to less than 20 years, based on our analysis.

If DMWW system purchased capacity becomes available in the future, it is recommended that the City consider purchase as this is one way to provide a lower blended water rate for water purchased from DMWW.

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ALTERNATIVE ANALYSIS

Table 4.1 below includes a comparison of the capacities for the alternatives presented. It is recommended that sizing of sources other than the water treatment plant be considered to provide the total needs of the City.

TABLE 4.1 – ALTERNATIVE COMPARISON

	Existing	Alternative 1	Alternative 2
Total capacity at filtration rate of 3gpm/sf (gpm)	408	[illegible]	398
Water treatment design flow (gpm)	250	250	398
Daily total capacity at design flow over 20 hours (MGD)	0.300	0.300	0.478
Daily total capacity needed from sources other than water treatment plant (MGD)	1.901	1.901	1.723
Projected 2035 maximum day demand for high population growth scenario (MGD)	2.201	2.201	2.201

It should be noted that for Alternative 2, firm capacity of the wells and water treatment plant is less than the design flow. This is due to the lack of emergency power availability for the wells and lack of pressure filter redundancy to meet the design flow.

Cost of water production from the treatment plant was calculated to be approximately $3.07 per 1,000 gallons, based on the fiscal year 2015 budget and an equivalent yearly production volume of 39 million gallons. If this water was purchased from DMWW instead, and no additional purchased capacity is obtained, the increase in the City's blended/composite rate for this water volume would be $3.33 per 1,000 gallons (2015 rates). Since approximately 60% of the City budget associated with the water treatment plant operation is not dependent on the actual amount of water produced, the cost of water production from the plant will decrease significantly if the total amount of water production is increased. Therefore, with the current or increased water production, operation of the existing water treatment plant is economically beneficial to the City.

To evaluate the treatment alternatives presented, an analysis comparing overall cost of each feasible alternative must be completed. One method of comparing alternatives from an economic standpoint is through present worth comparison. Present worth analysis compares present and future cost in equivalent dollars at the same point in time for all alternatives. When the receipts for different alternatives are assumed to be equal, it is common practice to describe the cash flows by showing only their costs or expenditures. The present worth amount represents the present equivalent of its cost. To complete a

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present worth analysis for the alternatives, costs also must be known for the DMWW portion of the water supply system. As these costs are not currently known, it is anticipated that an economic comparison of these alternatives including overall costs will be made once cost information is available from the DMWW Joint Study is complete in spring of 2016.

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CHAPTER 5 - WATER DISTRIBUTION SYSTEM

WATER DISTRIBUTION SYSTEM

Valve and Hydrant Replacement Installation

We encourage the City to continue both a rehabilitation or replacement programs as well as a valve exercise program. The valve exercise programs will alert the City to any malfunctioning valve, which might need repair or replacement and should provide confidence in the system when an emergency occurs. The valve replacements will also improve the ability to isolate smaller areas within the system when repair or maintenance activities are required.

Additional fire hydrants have been added as a part of the annual maintenance program. However, certain areas can be identified as requiring additional hydrants on existing mains to enhance fire-fighting coverage. In addition, certain hydrants should be identified due to age, condition, or lack of a pumper nozzle, as requiring rehabilitation or replacement.

Since all of the valves and hydrants to be repaired or replaced may not be accomplished at one time, it is suggested that the program be continued to identify the specific valves and hydrants to be replaced. A reasonable budget of approximately 2.5% of the annual water-operating budget should be maintained. An annual or bi-annual program will allow the replacement and construction to occur.

Flushing Program

The existing flushing program has been successful. The original program identified a sequence of water mains and valve operations that would best achieve the objectives of flushing the water mains. It is recommended that this program be continued as presently done during the spring of each year.

As a part of the review for valve and hydrant replacement, the sequence of operation for flushing the water mains should be reviewed. The sequence should be altered to enhance the flushing program as new water mains are installed.

The flushing program, at this time, is particularly needed as a result of the treatment water quality being produced which leads to some iron and manganese deposits in water mains. As a result of new development occurring, these deposits can be resuspended during new water main flushing, leading to water quality complaints. The flushing program should decrease the occurrence of these water quality issues.

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STORAGE CAPACITY

The existing water tower was built in 1975 has a capacity of 300,000 gallons. The water tower was inspected most recently in approximately 2011. Inspection of internal and external tower coatings is recommended every three years so spot repairs can be made before significant corrosion takes place. The water tower was repainted most recently in 1999. Removal of all existing interior and exterior lead-based paint was completed at that time. The expected life for water tower coatings is approximately 15 years. Due to the age of the existing tower coatings, repainting and/or overcoating of the tower should be anticipated in the near future.

To evaluate storage capacity required, an analysis was completed using design criteria set forth by the Iowa Department of Natural Resources (IDNR) and 10 State Standards. The IDNR design criteria are part of the IDNR Iowa Water Supply Facilities Design Standards, which are no longer in use but a beneficial guideline to consider. The IDNR Design Standards recommended that communities provide an effective storage capacity equal to the peak day demand. Most communities do not provide peak day demand since it is not mandatory.

The IDNR Design Standards previously required and the 10 State Standards currently require cities to provide effective storage to meet the larger of either the required fire protection or average day demand. The current and future estimated fire protection demand is approximately 270,000 gallons. This is based on the Basic Fire Flow of 2,250 gpm from the 2013 Insurance Services Office (ISO) report, and a fire duration of 120 minutes. It should be noted that per the ISO report, there are buildings with a Needed Fire Flow exceeding 2,250 gpm, so it is possible that a larger volume of water for firefighting may be needed under certain circumstances.

The difference of approximately 11% between the 300,000 gallons storage presently available and the 270,000 gallons that should be available for fire flows only indicates that the City is at the point where additional storage should be added in the near future.

Using the projected populations, water demands, and fire flow scenarios, an estimate was obtained. The results of this analysis are summarized in Table 5.1. Based on the analysis, in the year 2035, the average day demand is projected to be 788,000 to 1,048,000 gpd and the peak day demand is projected to be 1,654,000 to 2,201,000 gpd.

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TABLE 5.1 - STORAGE GUIDELINES

Low Growth Projection

Year	Polk City Population	Effective Storage * Average Day Demand (gallons)	Effective Storage * Fire Protection ** (gallons)
2015	4,412	441,000	431,000
2020	5,722	572,000	470,000
2025	6,365	637,000	488,000
2030	7,080	708,000	508,000
2035	7,877	788,000	531,000

High Growth Projection

Year	Polk City Population	Effective Storage * Average Day Demand (gallons)	Effective Storage * Fire Protection ** (gallons)
2015	4,412	441,000	431,000
2020	5,722	572,000	470,000
2025	7,001	700,000	506,000
2030	8,565	857,000	549,000
2035	10,480	[illegible]	601,000

*Greater of two values is required

**Fire Protection = (Fire Flow x Duration) +
(0.8 x Instantaneous Peak Flow x Duration)

Instantaneous Peak Flow = (7 / (Pop./1000)^(1/6)*Avg. Day Demand

gpm = gallons per minute

Based on Table 5.1, Polk City currently has approximately 130,000 to 140,000 gallons less storage than the required amount when considering the IDNR and 10 States Standards design criteria. Based on these criteria, an additional 488,000 to 748,000 gallons of storage is recommended for the year 2035. It is recommended at least an additional 500,000 gallons of storage be added to the system to meet future demands. Planning level total project costs for budgeting for this size of tank would be approximately $1,750,000 to $2,250,000, or $3.50 to $4.50 per gallon.

The City of Ankeny's 2010 Comprehensive Plan includes construction of an additional 2.5 million gallon elevated storage tank along NW 110th Avenue east of NW 44th Street. Preliminary correspondence with the City of Ankeny indicates the timeframe for construction of this tank will be affected by the development in this area and this tank may be constructed in approximately 10 years. This correspondence also indicates the City of Ankeny would be very likely to partner with the City of Polk City if this would also provide a cost savings for Ankeny. It is recommended Polk City investigate further the possibility of a joint storage tank with Ankeny. If all Polk City operational conditions are met, this would typically be a more cost effective solution, with a lower cost per gallon of storage than building a separate tank only for Polk City. This is due to the

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economy of scale, as the costs for building storage in the range of 50,000 to 500,000 gallons are much greater per gallon of storage than the range of 1,000,000 gallons or more. If a joint storage tank is not constructed with either Ankeny or DMWW, Polk City will need to construct a separate storage facility.

One alternative that could be considered as an alternate to an elevated storage tank is a ground storage tank and associated pumping station. A ground storage tank is typically more cost effective than an elevated storage tank of the same size, when comparing construction cost. However, a pumping station must be added to the ground storage tank to provide pressure to the distribution system. When adding the pump station construction costs, power costs for pumping, and costs for emergency power or pumping, the costs are typically very similar to those of an elevated storage tank.

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CHAPTER 6 - SUMMARY AND RECOMMENDATIONS

SUMMARY AND RECOMMENDATIONS

The following section provides an overview of the water supply study completed for the Polk City Water System. The design period for the study is from 2015 to the year 2035. A population estimate for the year 2035 was calculated as 7,877 to 10,480 people in 2035 as discussed in Chapter 1.

The average per capita water use is 100 gpcd and the peak day per capita use is 210 gpcd. The present average day demand is 361,000 gallons per day (gpd) and the present peak day demand is 797,000 gpd. The future average day demand is 778,000 gpd to 1,048,000 gpd and the future peak day demand is 1,654,000 gpd to 2,203,000 gpd.

Of the preliminary water supply alternatives proposed, two are eliminated due to feasibility and two are analyzed in further detail. They are as follows:

1. Alternative one includes the use of the existing aquifer and water treatment plant as a source of water for Polk City in its present capacity of 250 gpm. Included are maintenance items and improvements needed during the 20 year planning period. The remainder of the water needs of the City would be purchased from Des Moines Water Works.

2. Alternative two includes the use of the existing aquifer and water treatment plant and an additional well as a source of water for Polk City in a greater capacity than the current capacity. Included are maintenance items and improvements needed during the 20 year planning period plus improvements to increase capacity of the Water Treatment Plant to 400 gpm. The remainder of the water needs of the City would be purchased from Des Moines Water Works.

It is anticipated that an economic comparison of these two alternatives including overall costs will be made once cost information is available from the DMWW Joint Study scheduled for completion in spring of 2016.

Currently, operation of Polk City's water treatment plant in addition to the DMWW water supply is economically feasible. Maintaining the wells and water treatment plant in operable condition also provides non-economic benefits such as an emergency source of water in case of major issues with the DMWW water system, and the blending of water sources may reduce the concentration of some contaminants that may be present in one of the sources but not the other. For these reasons, it is recommended the water treatment plant be maintained and operated as a part of Polk City's water supply through the end of the planning period in 2035.

DRAFT

Additional finished water storage of at least 500,000 gallons should be provided in the near future. It should also be anticipated the existing water tower will need to be repainted in the next 5 to 10 years.

If DMWW system purchased capacity becomes available in the future, it is recommended that the City consider purchase as this is one way to provide a lower blended water rate for water purchased from DMWW.

It is recommended the City continue its valve and hydrant replacement and exercise program. The City should continue the annual hydrant-flushing program, and meter replacement program.

It is also recommended a Source Water Protection Plan be completed for the City's existing wells.

DRAFT

Joint Scope of Service Cost Sharing Estimate by miles of pipe

Item	Total Miles of Pipe	% of Estimated Cost	Estimated Cost
Joint Scope of Service	478.50	100%	$125,000.00
Ankeny	283.00	59.1%	$73,928.94
DMWW	164.00	34.3%	$42,842.22
Polk City	31.50	6.6%	$8,228.84

Estimated Total Cost of Studies

	Joint Scope	Additional Scope	Estimated Total Cost of Study
Ankeny Estimated Cost	$73,928.94	$40,000.00	$113,928.94
DMWW Estimated Cost	$42,842.22	$40,000.00	$82,842.22
Polk City Estimated Cost	$8,228.84	$30,000.00	$38,228.84

Memorandum of Understanding

Between City of Ankeny, City of Polk City, and Des Moines Water Works on a Joint Water System Engineering Study

On April 30, 2015 and May 18, 2015, at the request of Des Moines Water Works (DMWW), technical representatives from DMWW met separately with representatives from the City of Ankeny and the City of Polk City, respectively, to discuss the possibility of issuing a joint Request for Proposal (RFP) for an engineering study to develop a water system master plan and identify potential joint facilities that would be in the best interests of each system and its respective customers in the service area as shown in Exhibit A. The purpose of the meetings was to review a proposed Scope of Professional Services for such an engineering study. After discussion, the parties agree a joint study will produce greater regional benefit by holistically evaluating the water systems and future water needs of each system in the aforementioned service area.

The points of discussion and mutual conceptual agreement are as listed below:

- DMWW has drafted a Professional Services Requirements document (Exhibit B) outlining the desired scope of services for the engineering study, and such document in draft form is, in all material respects, agreeable to the parties.

- The Professional Services Requirements document contains provisions for three independent evaluations: 1) joint study, 2) study of Ankeny's system, and 3) study of Des Moines Water Works' system. Each independent evaluation is further detailed by eight (8) subparts, including:

    - Part 1 – Data collection and critical review
    - Part 2 – Develop population, demographic, and land use planning characteristics
    - Part 3 – Develop water demand projections
    - Part 4 – Develop and update water system model
    - Part 5 – Evaluation of water system for existing and future demands
    - Part 6 – Develop capital improvements plan
    - Part 7 – Report preparation and submittal
    - Part 8 – Project management (excluded in DMWW's Scope of Service)

- The Professional Services Requirements document outlines information to be provided from each entity, including general distribution and operational information, specifications, as built drawings, and any available water model currently existing and owned by each entity. In addition, each entity may be required to perform exploratory work, such as hydrant and laboratory testing.

- Due to the complexity of the study, preference will be given to national engineering firms that demonstrate significant experience in planning and designing water systems and performing hydraulic modeling.

- Each of the three parties will provide at least one technical expert to serve on a Selection Committee and participate in the evaluation of proposal responses. After considering written and oral responses, the Selection Committee will make a recommendation for selection of engineering firms, and each party shall submit the recommendation to their respective board and councils for consideration and approval.

- DMWW will serve as the primary project contact throughout the RFP process and study, coordinating information, responses, and resources necessary for efficient and timely completion of the study.

- It is anticipated an RFP will be issued in late June 2015, with the professional services agreement executed in July 2015. A final report is anticipated to be submitted to the participants by April 2016.

- Proposers shall provide a total not-to-exceed lump sum price for the study. The cost of the joint scope of service is anticipated to be approximately $125,000. Actual costs of the joint study will be allocated to the participants based on each participant's pro rata share of miles of pipe in the service area to be studied. Furthermore, each participant will be wholly responsible for the cost of the additional scope considerations specific to each community. Estimated costs by community are as follows:

Participant	Total Miles Pipe	% of Joint Study Costs	Estimated Joint Study Cost	Additional Scope Studies	Total Estimated Costs
Ankeny	283	59%	$ 73,929	$ 30,000	$ 103,929
DMWW	164	34%	$ 42,842	$ 25,000	$ 67,842
Polk City	31.5	7%	$ 8,229	$ -	$ 8,229
Total	478.5	100%	$ 125,000	$ 55,000	$ 180,000

- It is understood actual costs cannot be determined until consultant proposal responses are received, and actual costs may vary from the estimates shown above. Actual costs will be known and approved by each participant before the contract is executed.

- DMWW will be responsible for paying progress billings as submitted by the engineering consultant. DMWW shall receive reimbursement from the City of Ankeny and City of Polk City for their respective costs as requested by DMWW.

CITY OF ANKENY

_____ _____

Gary Lorenz, Mayor Date

DES MOINES WATER WORKS

_____ _____

William G. Stowe, CEO & General Manager Date

CITY OF POLK CITY

_____ _____

Jason Morse, Mayor Date

Exhibit A

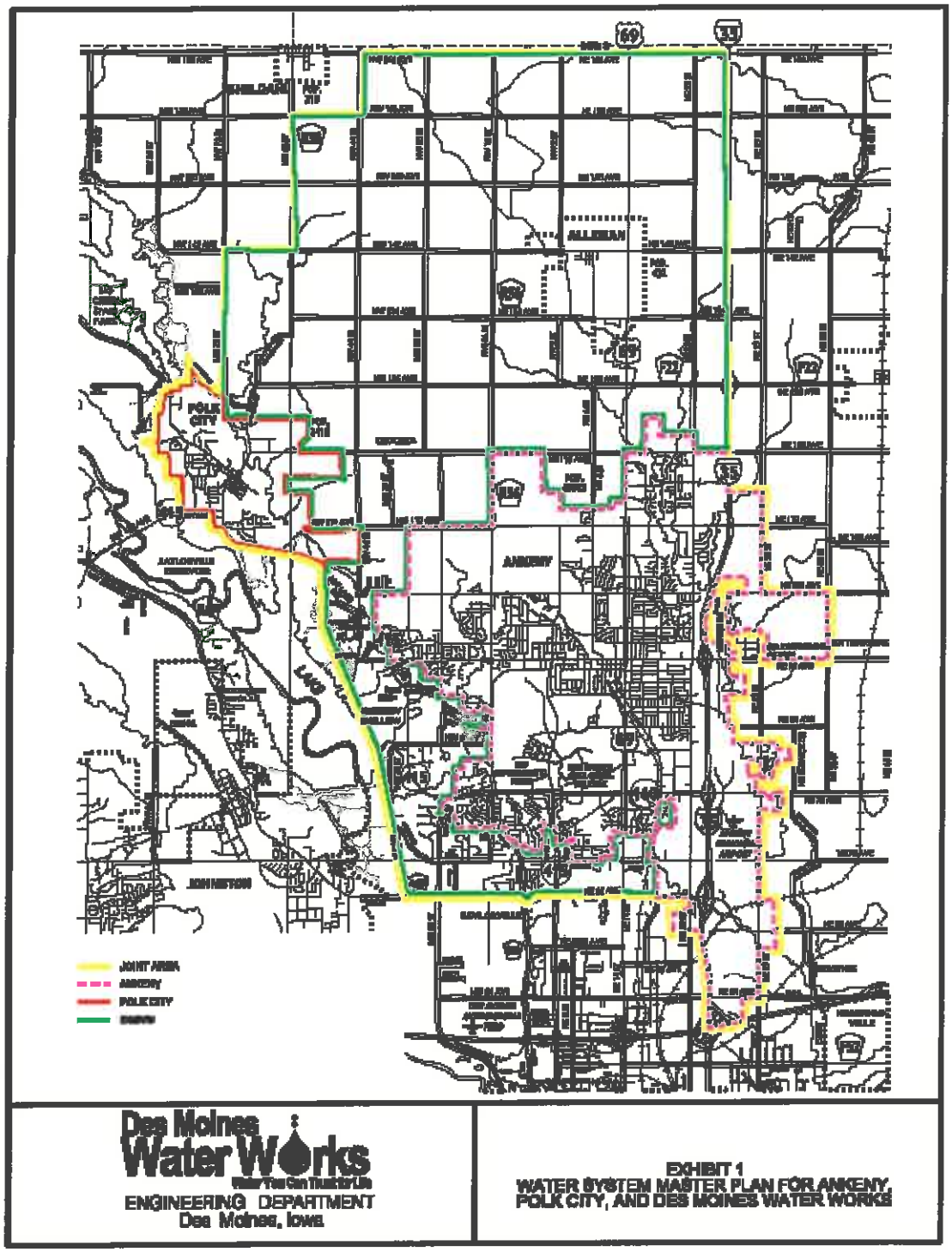
JOINT AREA
ANKENY
POLK CITY
Des Moines Water Works
Water You Can Trust for Life
ENGINEERING DEPARTMENT
Des Moines, Iowa
EXHIBIT 1
WATER SYSTEM MASTER PLAN FOR ANKENY, POLK CITY, AND DES MOINES WATER WORKS

EXHIBIT B

REQUEST FOR PROPOSAL
FOR
WATER SYSTEM MASTER PLAN

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GENERAL CONSIDERATIONS

A. *INTRODUCTION*

The City of Ankeny ("Ankeny"), the Des Moines Water Works ("Water Works"), and the City of Polk City ("Polk City") are requesting proposals from qualified consulting engineering firms licensed in the state of Iowa, to team with the Cities and Water Works staff in the performance of a Water System Master Plan and to recalibrate and update the Water System Hydraulic Models for the City of Ankeny's distribution system and the Des Moines Water Works operations in and around the City of Ankeny, including rural Polk County. Polk City will be represented on the Master Plan by applying a point demand on the system hydraulic model.
Whenever the following terms are used in this RFP, the intent and meaning shall be interpreted as follows:

- The "Proposer" shall mean the engineering/architectural firm that has submitted a proposal in response to this RFP.
- The "Consultant" shall mean the Proposer selected by the selection committee who successfully executes a Professional Services Agreement with the Water Works for completing the scope of work described in this RFP.
- The "Water Works" shall mean the Des Moines Water Works.
- The "Selection Committee" shall mean a group appointed by Ankeny, Water Works, and Polk City to review proposals and make recommendation for selection of Consultant.

B. *BACKGROUND*

The City of Ankeny and the City of Polk City are two communities located in the northern portion of the Des Moines Metro area, in Iowa. Both of these cities have been growing at a relatively high rate as compared to the rest of the Des Moines Metro Area. Ankeny's and Polk City's treated water is supplied by the Des Moines Water Works through a network of pumping stations, storage tanks, and water mains. Each city operates and maintains their own distribution system. A map showing the area of system to be evaluated can be found in Exhibit 1.

The City of Ankeny's water system consists of approximately 283 miles of distribution piping, ranging in size from 4" to 24" in diameter, two elevated water storage tanks, two ground water storage tanks, two booster stations, two aquifer storage and recovery wells, and four connections to the Water Works distribution system. Ankeny's distribution system operates with three pressure zones the east, west, and northwest zones. In 2014 a water distribution system modeling report was completed. This report focused on addressing distribution system issues in the northwest pressure zone and ways to connect the east and west pressure zone, along with a supply and storage evaluation. Upon request this report will be made available to interested proposers. A map of the Ankeny Water System can be found in Exhibit 3

The City of Polk City's water system consists of approximately 31.5 miles of distribution system piping, ranging in size from 2" to 16" in diameter, one 300,000

gallon elevated water storage tank, a water treatment system capable of producing 250 gallons per minute, and one connection to the Des Moines Water Works.

The Des Moines Water Works is an independently operated, public utility providing drinking water to approximately 500,000 people in the Greater Des Moines Metro area. For the purposes of this RFP the Water Works system includes 164 miles of distribution piping, ranging in size from 2" to 36" in diameter, one elevated water storage tank, one ground storage tank, and three booster stations. A map of the Des Moines Water Works distribution system, to be evaluated as part of this RFP, can be found in Exhibit 2.

The intent of this project is to identify possible joint facilities, such as distribution mains, storage and pumping facilities, and aquifer storage and recovery wells. These joint facilities are intended to provide water of sufficient quantity to the water customers in Ankeny, Polk City, and the identified area of rural Polk County. The project is also intended to provide guidance on future water demands along with a staged plan for implementation of improvements.

C. *Anticipated General Scope of Engineering Services*

The selected firm will be expected to prepare a single Professional Services Agreement to include the following three separate scopes of service:

1. Joint Scope of Service
2. Ankeny Scope of Service
3. Water Works Scope of Service

Proposers are encouraged to visit the site and discuss the project with Water Works staff; however, the Water Works asks that appointments be made in advance for such visits.

D. *Submittal of Proposal*

Proposals must meet all of the requirements described in this RFP to be considered. Six (6) copies of the proposal must be submitted in a sealed envelope plainly labeled with the following information:

Water System Master Plan
Ankeny, Des Moines Water Works, Polk City
Name of the Proposer
Address of the Proposer

Hard copies of proposals can either be mailed or delivered to:

Des Moines Water Works
Attn: Nathan W. Casey, P.E.
Engineering Department
2201 George Flagg Parkway
Des Moines, IA 50321-1190

In addition to the above, submit an electronic copy of the proposal in Adobe Acrobat (.pdf) format to Nathan W. Casey at ncasey@dmww.com.

Proposals must be postmarked or received by 2:00 p.m. July 14, 2015. Proposals received after this time will not be considered.

EVALUATION OF PROPOSALS

Each proposal will be evaluated and awarded up to 100 points by the selection committee. Each proposal will be ranked based on the information submitted in the proposal according to the following evaluation criteria:

Criteria	Maximum Points
Project Manager & Key Staff Experience	20
Firm Experience	20
Project Familiarity & Approach	25
Design Cost	20
Design Schedule	15
Total =	100

The proposals will require at a minimum fourteen (14) calendar days for evaluation. After that time the selection committee may, at its option, interview some or all of the Proposers. If the selection committee deems interviews are necessary, all Proposers will be notified of the interview schedule. If interviews are deemed necessary, they will be held during the week of July 28, 2015.

Final selection of the engineering firm will be made by the selection committee. The selection committee reserves the right to reject any or all proposals, waive irregularities and/or formalities, and in general, award a contract in any manner deemed to be in the best interest of the Cities and Water Works.

The selection committee shall include representatives of the City of Ankeny, the Des Moines Water Works, and the City of Polk City.

II. PROFESSIONAL SERVICES REQUIREMENTS

A. SCOPE OF SERVICES

The scope of services will be divided into three parts for addressing specific areas of the distribution system. The parts include a joint system study and studies specifically for the City of Ankeny and the Des Moines Water Works, including parts of the rural Polk County system.

B. *Joint Study Scope of Services*

The purpose of the joint study is to provide a study usable by the City of Ankeny, the Des Moines Water Works, and the City of Polk City for planning of joint use facilities. Joint service facilities could include feeder mains, pumping stations, and storage facilities serving more than one area.

Part 1 – Data Collection and Critical Review

Task 1-1: Review operations records to become familiar with joint system operations.

Task 1-2: Review previously completed water system plans for the City of Ankeny, the Des Moines Water Works, and the City of Polk City.

Task 1-3: Develop or request other supporting data as may be required to effect computer analysis of water system.

Part 2 – Develop Population, Demographic, and Land Use Planning Characteristics

Task 2-1: Collect and review available planning data including existing and historic Census data, projected populations by local planning agencies for the City of Ankeny, Polk County, and Polk City, current land use data, and current water sale data.

Task 2-2: Prepare population projections for future conditions. These planning level projections will be prepared for the following conditions; Current Year (2015), Year 2025, Year 2030, Year 2035, Year 2040, Year 2045, Year 2050, and Year 2055. Population projections will be based on data obtained by local planning agencies, Cities, and the Water Works.

Part 3 – Develop Water Demand Projections

Task 3-1: Collect and review historic data including billing data, meter data, historic water use, and water loss data.

Task 3-2: Determine system water use characteristics. Water use characteristics will be determined based on the following components; residential, non-residential, large use, and non-revenue for each of the designated areas and for each of the population projection years.

Task 3-3: Develop residential design demands (gallons/capita/day) to be used for projecting future residential water requirements. These residential design demands will represent a "design" hot-dry year to be used for system planning based on historic trends. Demand scenarios should include average day, maximum day, and winter day demands.

Task 3-4: Develop projections for non-residential water use as percentage of total water use. Based on these projections, future non-residential water use will be calculated as a ratio of residential water use.

Task 3-5: Develop system-wide peaking factors for maximum day and maximum hour.

Part 4 – Develop and Update Water System Model

Task 4-1: Obtain existing water models from the City of Ankeny and the Des Moines Water Works. Combine models from Ankeny and Water Works into one useable model. Polk City will be evaluated by placing a point demand on the joint water model.

Task 4-2: Perform a model validation using provided SCADA data. Make adjustments to model as necessary to establish acceptable correlation. Any field testing or additional effort performed to bring the model further in line with recorded results will be provided by Water Works, Ankeny, or Polk City or as an additional service.

Task 4-3: Develop design demand scenarios to be used for water system evaluation. These design demand scenarios will include the design Year 2020, 2025, 2030, and 2035.

Task 4-4: Provide usable water model of joint system:
1. One (1) joint model.

Part 5 – Evaluation of Water System for Existing and Future Demands

Task 5-1: Conduct a hydraulic analysis of the combined distribution system as the basis for developing a water distribution system improvements plan, including a review of population projections and future water requirements. Include in analysis the following:
a. Investigate areas of high or low operating pressure and make recommendations for resolution
b. Evaluation of existing major transmission system components to meet current and future water demands of joint system.
c. Evaluation of existing pumping and storage facilities to meet maximum day and peak hour requirements of joint system.

Task 5-2: Review Water Works connections to the City of Ankeny, and Polk City and evaluate capacity for current and future water demand.

Part 6 – Develop Capital Improvements Plan

Task 6-1: Prepare recommendations for supply, pumping, storage, and major (12" and larger) distribution system improvements specifically for the combined distribution system. Plan should identify joint use facilities required to meet water demand of multiple water users. The plan will be staged to show priorities and an implementation schedule for all improvements based on water demand projections. Staged plan should provide basis of design parameters including sizing, preliminary siting, and schematic drawings through the year 2035.

Task 6-2: Prepare budgetary opinions of probable construction cost for recommended improvements through the year 2035.

Part 7 – Report Preparation and Submittal

Task 7-1: Prepare documentation of population and demographic estimates in the form of a technical memorandum. Submit to Water Works for comment.

Task 7-2: Prepare technical memorandum to including water demand projections identified in Part 3. Submit to Water Works for comment.

Task 7-3: Prepare technical memorandum detailing evaluation of existing system and future demands. Submit to Water Works for Comment.

Task 7-4: Prepare draft of Joint Water System Master Plan. Submit to Water Works for comment.

Task 7-5: Incorporate Cities and Water Works' comments, as appropriate, and finalize report.

Task 7-6: Submit the Final Joint Report to Cities and Water Works in a written technical report signed and certified by a professional engineer in the state of Iowa. Report should be easily separated into individual reports usable by each entity.

Task 7-7: Provide nine (9) hard copies of the Final Report. In addition, provide one (1) copy of an electronic version of the final report in Adobe Acrobat (.pdf) format.

Part 8 – Project Management

Task 8-1: Communicate regularly with Cities and Water Works staff regarding project issues via telephone, electronic mail, fax, and post mail.

Task 8-2: Attend one (1) project initiation meeting with Cities and Water Works.

Task 8-3: Conduct on site meetings, or telephone conference calls, with Cities and Water Works staff to review progress of work.

Task 8-4: Attend one (1) meeting to present findings of water system analysis and review possible capital improvements.

Task 8-5: Attend one (1) meeting to review final report with Cities and Water Works.

C. Ankeny Scope of Service

Part 1 – Data Collection and Critical Review

Task 1-1: Review maps and records provided by City of Ankeny.

Task 1-2: Review operations records to become familiar with existing system operations.

Task 1-3: Review water model provided by the City of Ankeny and verify accuracy of model.

Task 1-4: Develop or request other supporting data as may be required to effect computer analysis of water system.

Part 2 – Develop Population, Demographic, and Land Use Planning Characteristics
(Use data developed as part of the joint scope of service)

Part 3 – Develop Water Demand Projections

Task 3-1: Using design demand scenarios developed as part of the Joint Scope of Service, identify water requirements for the City of Ankeny service area based on average day, maximum day, and winter day demands for the design years.

Task 3-2: Develop water use projections for the current 30 largest water users.

Part 4 –Update Water System Model

Task 4-1: Update existing water model provided by City of Ankeny.

Task 4-2: Perform a model validation using available data. Make adjustments to model as necessary to establish acceptable correlation. Any field testing or additional effort performed to bring the model further in line with recorded results will be provided by Ankeny or as an additional service.

Task 4-3: Develop design demand scenarios, specific to the needs of Ankeny's distribution system, to be used for water system evaluation. These design demand scenarios will include the design years previously identified.

Task 4-4: Provide usable water model of Ankeny's distribution system:
1. One (1) Ankeny model.

Part 5 – Evaluation of Water System for Existing and Future Demands

Task 5-1: Conduct a hydraulic analysis of the Ankeny distribution system as the basis for developing a water distribution system improvements plan, including a review of population projections, future water requirements, and expansion areas within and outside the current corporate limits of the City. Include in analysis the following:

a. Determine acceptable level of service standards.
b. Investigate areas of high or low operating pressure and make recommendations for resolution.
c. Evaluate ways to optimize existing pressure zones, include options for combining east and west pressure zone.
d. Evaluation of existing major transmission system components to meet current and future water demands.
e. Evaluation of existing pumping and storage facilities to meet maximum day and peak hour requirements.
f. Evaluation of specific water demands for high-density residential and high-priority areas for water demand and pressures during peak hour demands and fire flow demands.
g. Evaluate additional aquifer storage and recovery wells (ASRs).
h. Include recommendations to maximize the use of two (2) existing aquifer storage and recovery wells (ASR).

Task 5-2: Review the most recent fire protection rating for the City of Ankeny to estimate maximum fire flow requirements, based on zoning, for the distribution system and to identify system deficiencies.

Part 6 – Develop Capital Improvements Plan

Task 6-1: Prepare recommendations for supply, pumping, storage, and major (12" and larger) distribution system improvements specifically for the Ankeny distribution system. The plan will be staged to show priorities and an implementation schedule for all improvements based on water demand projections. Staged plan should provide basis of design parameters including sizing, preliminary siting, and schematic drawings through the year 2035.

Task 6-2: Include in plan recommendations for expansion of system into planned developments.

Task 6-3: Prepare budgetary opinions of probable construction cost for recommended improvements through the year 2035.

Part 7 – Report Preparation and Submittal

Task 7-1: Prepare technical memorandum detailing evaluation of existing system and future demands. Submit to Ankeny for comment.

Task 7-2: Prepare draft Ankeny Water System Master Plan. Submit to Ankeny for comment.

Task 7-3: Incorporate City's comments, as appropriate, and finalize report.

Task 7-4: Submit the Final Report to City in a written technical report signed and certified by a professional engineer in the state of Iowa.

Task 7-5: Provide three (3) hard copies of the Final Report. In addition, provide one (1) copy of an electronic version of the final report in Adobe Acrobat (.pdf) format.

Part 8 – Project Management

Task 8-1: Attend one (1) meeting to review final report of Ankeny Water System Master Plan.

Task 8-2: Attend one (1) council meeting to present finding of report to Ankeny City Council.

D. Water Works Scope of Service

Part 1 – Data Collection and Critical Review

Task 1-1: Review maps and records provided by the Water Works.

Task 1-2: Review operations records to become familiar with system operations.

Task 1-3: Review water model provided by the Des Moines Water Works and verify accuracy of model.

Task 1-4: Develop or request other supporting data as may be required to effect computer analysis of water system.

Part 2 – Develop Population, Demographic, and Land Use Planning Characteristics

(Use data developed as part of the joint scope of service)

Part 3 – Develop Water Demand Projections

Task 3-1: Using design demand scenarios developed as part of the Joint Scope of Service, identify water requirements for the Water Works, including rural Polk County, service area based on average day, maximum day, and winter day demands for the design years.

Part 4 –Update Water System Model

Task 4-1: Update existing water models from the Water Works.

Task 4-2: Perform a model validation using available, including SCADA, data. Make adjustments to model as necessary to establish acceptable correlation. Any field testing or additional effort performed to bring the model further in line with recorded results will be provided by Water Works or as an additional service.

Task 4-3: Develop design demand scenarios, specific to the needs of Water Works system. These design demand scenarios will include the design years previously identified.

Part 5 – Evaluation of Water System for Existing and Future Demands

Task 5-1: Conduct a hydraulic analysis of the Des Moines Water Works distribution system, including rural Polk County, as the basis for developing a water distribution system improvements plan, include within the analysis provisions for meeting proposed water demands at consecutive customer connections along with meeting water demands for rural Polk County customers. Include in analysis the following:

a. Investigate areas of high or low operating pressure and make recommendations for resolution.
b. Evaluation of existing transmission system components to meet current and future water demands.
c. Evaluation of existing pumping and storage facilities to meet maximum day and peak hour requirements.
d. Evaluate altering water supply to the rural Polk County area in order to address water pressure, water age, and other water quality problems.
e. Provide required demands at water entry points.

Task 5-2: Include in evaluation additional water supply requirements that may be needed if Polk City stops use of existing water treatment facility and obtains all water from the Water Works.

Part 6 – Develop Capital Improvements Plan

Task 6-1: Prepare recommendations for pumping, storage, and major (12" and larger for Des Moines System, 6" and larger for rural Polk County System) distribution system improvements specifically for the Water Works distribution system. The plan will be staged to show priorities and an implementation schedule for all improvements. Staged plan should provide basis of design parameters including sizing, preliminary siting, and schematic drawings through the year 2035.

Task 6-2: Prepare budgetary opinions of probable construction cost for recommended improvements through the year 2035.

Part 7 – Report Preparation and Submittal

Task 7-1: Prepare technical memorandum detailing evaluation of existing system, future demands, and capital improvements. Submit to Water Works for comment.

E. Deliverables

The following are the required Deliverables for this Project:

1. Technical memorandum – Population and demographic estimates.
2. Technical memorandum – Joint area Water Demand Projections.
3. Technical memorandum – Joint Area Evaluation of existing and future demands.
4. Joint System Water Model.
5. Joint Water System Master Plan
6. Technical memorandum – Ankeny existing system and future demands evaluation.
7. Ankeny Distribution System Water Model.
8. Ankeny Water System Master Plan.
9. Technical memorandum – Water Works area existing system and future demands evaluation.

Water modeling to be completed in WaterGEMS, current version.

F. City of Ankeny's Responsibilities

The City of Ankeny will provide the following assistance in completion of the study:

1. Provide the appropriate staff to participate as part of the project team to answer questions, perform the necessary reviews, and attend the required meetings.

2. Provide available information which may be necessary for the evaluation of Ankeny's system including existing water model, as-built drawings, plans,

specifications, distribution system operational considerations, and previous studies.

3. Ankeny area exploratory work, such as hydrant and laboratory testing.

G. Water Work's Responsibilities

The Water Works will provide the following assistance in completion of the study:

1. Provide the appropriate staff to participate as part of the project team to answer questions, perform the necessary reviews, and attend the required meetings.

2. Provide available information which may be necessary for the evaluation of the Water Works and Rural Polk County system including existing water model, as-built drawings, plans, specifications, distribution operational considerations, and required water production data.

3. Provide engineering personal to act as primary consultant contact for coordination of all work.

4. Water Works and joint area exploratory work, such as hydrant and laboratory testing.

H. City of Polk City's Responsibilities

The Polk City will provide the following assistance in completion of the study:

1. Provide the appropriate staff to participate as part of the project team to answer questions, perform the necessary reviews, and attend the required meetings.

2. Provide available information which may be necessary for the project including water distribution system maps, as-built drawings, plans, specifications, distribution system operations considerations, and previous studies.

3. Provide pressure requirements at point demand on joint system model.

PROPOSAL FORMAT AND CONTENT REQUIREMENTS

The proposal shall be organized into the following five sections and contain the material noted. The proposal should be written as succinctly and clearly as possible to describe the required elements. The number of pages of the proposal shall be limited to 25 pages excluding the Professional Services Agreement terms and conditions.

A. Project Manager & Key Staff Experience

This section will be used by the selection committee to evaluate the experience and technical competence of the project team members that will work on the project.

Items of specific interest include the capabilities of the project team members, the extent of project manager and key staff involvement and the experience and extent of sub-consultant involvement.

Proposers shall provide the following information in this section:

1. A Project Team Chart that identifies the project manager and key staff that will work on the project, their specific project responsibilities, and years of experience.

2. Assurances should be supplied that personnel identified on the Project Team Chart will be working on the project and that, if needed, replacements for any of these team members will be subject to review and approval of the selection committee.

3. Resumes of key staff that will work on the project including qualifications relating to design, construction, and analysis of water treatment plant processes and distribution systems.

B. Firm Experience

This section will be used by the selection committee to evaluate the experience and technical competence of each Proposer. Of specific interest is the Proposer's design experience with publically-owned water distribution systems of comparable size and type. The selection committee may be willing, however, to consider design experience in other industrial or heavy commercial projects of similar scope.

Proposers shall provide the following information in this section:

1. A description of the firm that provides general background about the organization, ownership, longevity, staff size, and services. Include the name of the firm, address and phone number, name and title of the responsible engineer who will work on the project, the office location where the majority of day-to-day work will be done, and addresses and experience of any sub-consultants that will be used to complete the design of the project.

2. Describe the qualifications of the firm as it relates to distribution system hydraulic analysis and master planning. Include representative project examples that identify the owner name, the project scope, and the size and type of the facilities.

3. Contact information for owners of at least three projects that could serve as references

C. Project Familiarity & Approach

This section will be used by the selection committee to evaluate the Proposer's understanding of the project requirements, scope of services presented in this RFP and approach to provide those services.

Proposers shall provide the following information in this section:

1. A Project Understanding and Approach Summary to demonstrate the Proposer's familiarity with the project needs and scope of services desired.

2. A preliminary table of contents identifying major report sections.

3. A Project Schedule that identifies the specific tasks/objectives, the time required to complete tasks/objectives, the inter-relationships between tasks/objectives, and the key events during the project. The Project Schedule shall include, at a minimum, a summary of the completion dates for the following tasks/objectives:

Task/Objective	Completion Date
Execute Professional Services Agreement for design services	July 2015
Site visit and commencement of data collection	
Submit draft population and demographic estimates	
Submit draft water demand projections	
Submit draft evaluation of existing system and future demands	
Submit draft capital improvements plans	
Submit draft of Final Reports to Cities and Water Works	
Submit Final Reports to Cities and Water Works	April 2016

D. *Hourly Rates and Lump Sum Price*

This section will be used by the selection committee to evaluate the work hours and associated costs required to provide the scope of services.

Proposers shall provide a Level of Effort Summary showing the average hourly rate by labor classification and provide a detailed breakdown of work hours and labor costs for each task listed in the Scope of Services. **Breakdown should include totals for each section scope of service, Joint, Ankeny, and Water Works.**

Proposers shall also provide a total not to exceed lump sum price.

E. *Professional Services Agreement*

The proposal must include a proposed form of Professional Services Agreement. The terms of the Professional Services Agreement will be included in the evaluation criteria of the proposal, and at a minimum should provide for the following:

1. An undertaking to perform the work in accordance with good and sound engineering or architectural practices and standards.

2. A warranty that all work shall be in accordance with good sound engineering or architectural practices and standards.

3. Indemnity and insurance provisions must be consistent with Section III-G, Insurance and Indemnity Requirements.

4. Exclusions and limitations of damages must be with the foregoing.

5. Other customary terms consistent with its proposal and the foregoing.

III. ADDITIONAL TERMS & CONDITIONS

A. METHOD OF COMPENSATION

The Water Works will provide compensation for the professional services identified in the "Professional Services Requirements" section of this RFP on an hourly basis with a not to exceed lump sum cost. Only proposals that include hourly rates for the Proposer's project team members and a not to exceed lump sum price for professional services will be considered.

B. COST FOR RESPONDING TO THIS RFP

This RFP does not obligate the Water Works, or other entities, to award a contract, to pay the costs incurred in preparing any proposal, or to procure the services described herein. Proposals are submitted at the sole cost and expense of the Proposers. The Water Works shall incur no liability or obligation to Proposers except pursuant to a written contract for services, duly executed by the Proposer and an authorized signatory for the Water Works.

C. PROPOSALS NOT CONFIDENTIAL

Under Chapter 22 of the Iowa Code, "Examination of Public Records", all records of a governmental body are presumed to be public records, open to inspection by members of the public. Section 22.7 of the Iowa Code sets forth the number of exceptions to that general rule, establishing several categories of "confidential records". Under this provision, confidential records are to be kept confidential, "unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information". Among the public records which are considered confidential under the provision of the Iowa Code are the following:

3. Trade secrets which are recognized and protected as such by law.
6. Reports to governmental agencies which, if released, would give advantage to competitors and serve no public purpose.

Under Chapter 22 of the Iowa Code, the Water Works, as custodian of the proposal submitted in response to a Request for Proposals, may, but is not required, to keep portions of such proposals confidential under exceptions 3 and 6, noted above. If a responding Proposer determines that a portion or portions of its proposal constitute a trade secret, or should otherwise be kept confidential to avoid giving advantage to competitors, a confidentiality request may be submitted with the proposal identifying which portion or portions of the proposal should be kept confidential and why. The burden will be on each individual Proposer to make such confidentiality request and to justify application of a confidentiality exception to its proposal. The Water Works

will not under any circumstances consider the entire proposal to be a confidential record.

If a request is thereafter made by a member of the public to examine a proposal including the portion or portions thereof for which a confidentiality request has been made, the Water Works will so notify the Proposer and will keep confidential that portion of the proposal covered by the confidentiality request, pending action by the Proposer requesting confidentiality to defend its request. In that notification, the Proposer requesting confidentiality will be given not more than five (5) calendar days within which to file suit in Polk County District Court seeking the entry of a declaratory order and/or injunction to protect and keep confidential such portion of its proposal. Absent such action by a Proposer requesting confidentiality, and absent the entry of a court order declaring such portion or portions of the proposal confidential, the entire proposal will be released for public examination. Proposer shall be responsible for all costs relating to a declaratory judgment or injunctive action, including the payment of any damages assessed and attorney fees and litigation expenses awarded.

D. Rejection of Proposals

The selection committee reserves the right to reject any or all proposals in whole or in part received in response to the RFP. The Water Works, or cities, will not pay for any information requested in the RFP, nor is it liable for any cost incurred by a Proposer in responding to the RFP.

E. Disposition of Proposals

All proposals submitted in response to the RFP become the property of the Water Works and will not be returned to the Proposers.

F. Entire Request for Proposal

This Request for Proposal, and any addenda to it, and any attachments, constitute the entire RFP.

G. Insurance and Indemnity Requirements

1. General

   The Consultant shall purchase and maintain insurance to protect the Consultant, the Water Works, the City of Ankeny, and the City of Polk City throughout the duration of the Professional Services Agreement. All certificates of insurance shall be written by companies which hold an A.M. Best A-VIII rating or higher and are licensed to do business in the state of Iowa. The selected companies must be satisfactory to the Water Works.

   Each certificate of insurance shall state that thirty (30) days written notice will be given to the Water Works before the policy is canceled or changed. All certificates of insurance shall be delivered to the Water Works prior to start of work.

2. Required Coverage

The Consultant shall purchase and maintain insurance which will protect the Consultant from the following type of claims:

a. Claims for damages because of bodily injury, occupational sickness or disease, or death of his employees;
b. Claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees;
c. Claims for damages, insured by usual personal injury liability coverage, which are sustained (a) by any person as a result of an offense directly or indirectly related to the employment of such person by the Consultant, or (b) by any other person;
d. Claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;
e. Claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance, or use of any motor vehicle; and,
f. Claims under workers' compensation, disability benefit, and other similar employee benefit acts.
g. Claims arising out of the Consultant and any sub-consultant's professional services provided as part of the Professional Services Agreement.

Protection shall be provided whether the claim results from operations of the CONSULTANT, his subcontractors, employees of any of them, or anyone for whose acts any of them may be liable.

3. Limits of Liability

Policies for the insurance required for worker's compensation, disability benefit, and other similar employee benefit acts shall be written for the limits of liability specified as follows:

a. General Liability (including contractual, independent contractors, broad form property damage, personal injury underground explosion and collapse hazards):
   i. Listing Owner as Additional Insured on a primary and non-contributory basis.
   ii. $1,000,000 Combined Single Limit Per Occurrence.
   iii. $2,000,000 Aggregate Per Project, endorsement to be included.
b. Automobile Liability (including all owned, non-owned, and hired automobiles): $1,000,000 Combined Single Limit.
c. Workers' Compensation Coverage B – Statutory Benefits: $100,000/$500,000/$100,000.
d. Umbrella Liability (applying directly in excess of above liability coverages): $1,000,000 Aggregate; $1,000,000 Combined Single Limit.
e. Professional Liability: $2,000,000 each occurrence and aggregate.

4. Consultant's Liability Insurance.

   Consultant's liability insurance shall provide broad form coverage, with usual and customary exclusions, and shall include at a minimum full coverage for Consultant's indemnity obligations as provided herein and shall be in a form satisfactory to the Water Works.

5. Consultant's Insurance for Other Losses.

   The Consultant shall maintain insurance to cover all loss or damage to any tools, machinery, equipment, or motor vehicles, used for the work of the Professional Services Agreement, by the Consultant, his subcontractors, material men or employees of any of them.

6. Notification in Event of Liability or Damage.

   The Consultant shall immediately notify the Water Works in writing, upon the occurrence of any event covered by this Section III-G. This notice shall describe the event, give the cause, as far as it can be determined, provide an estimate of loss or damage, list the witnesses, if any, and state the amount of any claim.

7. Cancellation and Material Changes Endorsement

   Thirty (30) days advance written notice of cancellation, non-renewal, reduction in insurance coverage and/or limits and ten (10) days written notice of non-payment of premium shall be sent to:

   Des Moines Water Works
   Attn: Nathan W. Casey, P.E.
   Engineering Department
   2201 George Flagg Parkway
   Des Moines, Iowa 50321-1190

   This endorsement supersedes the standard cancellation statement on the certificate of insurance to which this endorsement is attached.

8. Proof of Insurance

   The Consultant shall provide to Water Works a Certificate(s) of Insurance evidencing all required insurance coverage above utilizing the latest version of the ACORD form.

9. Waiver of Subrogation

   Wavier of subrogation by Consultant's carriers is required.

10. Indemnity Provisions

    The following provisions are required in the Professional Services Agreement:

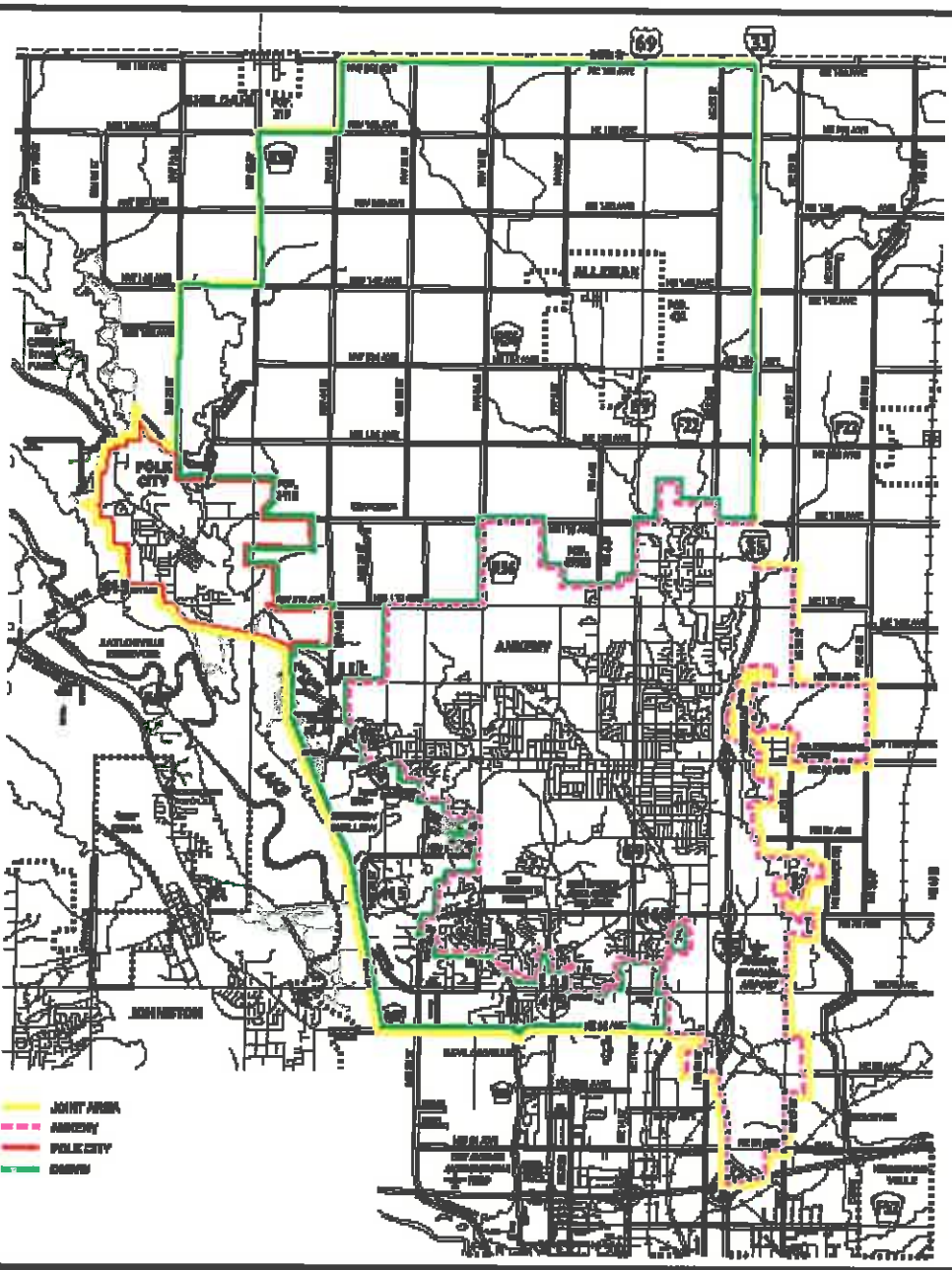
a. To the fullest extent permitted by law, Consultant will agree to defend, pay on behalf of, indemnify, and hold harmless the Water Works against any and all claims, demands, suits, or loss, including any and all outlay and expense connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Water Works by reason of personal injury, including bodily injury or death, and property damages, including loss of use thereof, which arises out of or results from Consultant's negligent acts, errors or omissions which are in any way connected or associated with the work and/or services provided by Consultant to the Water Works pursuant to the provisions of this contract. It is the intention of the parties that the Water Works shall not be liable or in any way responsible for injury, damage, liability, loss or expense incurred by Consultant, its officers, employees, subcontractors, and others affiliated with Consultant due to accidents, mishaps, misconduct, negligence or injuries either in person or property resulting from the work performed by, or the negligent acts, errors or omissions of Consultant.

b. Consultant will assume full responsibility for any and all damage or injuries which may result to any person or property by reason of Consultant's negligent acts, errors or omissions in connection with the work and/or services provided by Consultant to the Water Works pursuant to this contract, and agrees to pay the Water Works for all damages caused to the Water Works' premises resulting from the negligent acts, errors or omissions of Consultant.

c. Consultant represents that its activities pursuant to the provisions of this contract will be performed and supervised by adequately trained and qualified personnel, and Consultant will observe, and cause its officers, employees, subcontractors, sub-consultants, and others affiliated with Consultant to observe all applicable safety rules.

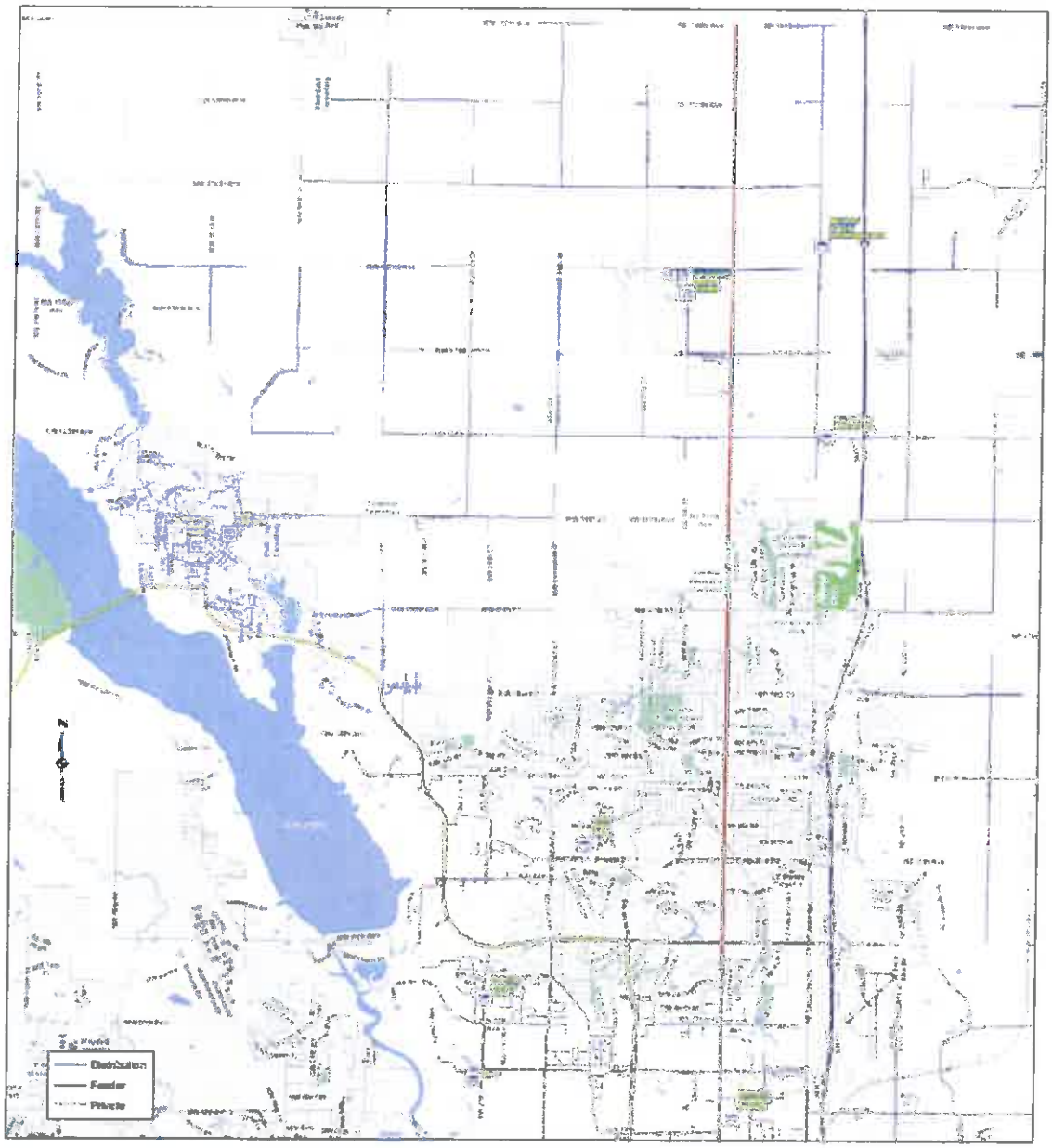
d. For purposes of this paragraph, the term "Consultant" means and includes the Consultant, its officers, agents, employees, subcontractors, and others affiliated with Consultant, and the term "Water Works" means and includes the Water Works, its trustees, employees, volunteers, and others working on behalf of the Water Works.

END OF REQUEST FOR PROPOSALS.



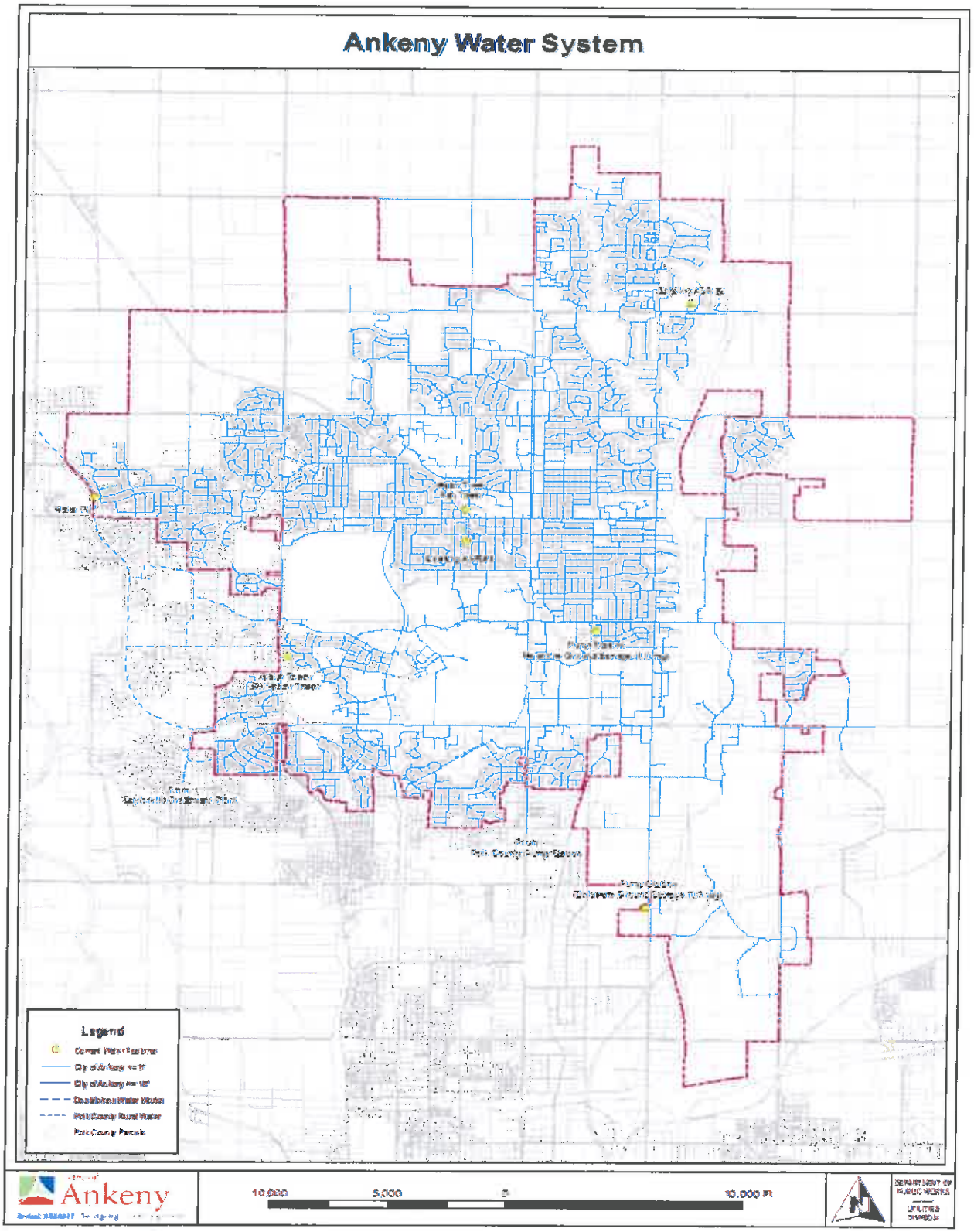
Des Moines Water Works
Water: The Gift That Gives Life
ENGINEERING DEPARTMENT
Des Moines, Iowa

EXHIBIT 1
WATER SYSTEM MASTER PLAN FOR ANKENY, POLK CITY, AND DES MOINES WATER WORKS



Des Moines Water Works
Water You Can Trust for Life

Ankeny Water System



REQUEST FOR PROPOSAL
FOR
WATER SYSTEM MASTER PLAN

city of Ankeny

bringing it all together

Des Moines Water Works

Water You Can Trust for Life

POLK CITY - A City For All Seasons -

CITY OF ANKENY,
DES MOINES WATER WORKS,
AND POLK CITY

APRIL 2015

PREPARED BY:

The City of Ankeny
220 West 1st Street
Ankeny, Iowa 50023

DES MOINES WATER WORKS
2201 GEORGE FLAGG PARKWAY
DES MOINES, IOWA 50321

THE CITY OF POLK CITY
112 3RD STREET
POLK CITY, IOWA 50226

REQUEST FOR PROPOSAL
FOR
WATER SYSTEM MASTER PLAN

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GENERAL CONSIDERATIONS

A. INTRODUCTION

The City of Ankeny ("Ankeny"), the Des Moines Water Works ("Water Works"), and the City of Polk City ("Polk City") are requesting proposals from qualified consulting engineering firms licensed in the state of Iowa, to team with the Cities and Water Works staff in the performance of a Water System Master Plan and to recalibrate and update the Water System Hydraulic Models for the City of Ankeny's distribution system and the Des Moines Water Works operations in and around the City of Ankeny, including rural Polk County. Polk City will be represented on the Master Plan by applying a point demand on the system hydraulic model.

Whenever the following terms are used in this RFP, the intent and meaning shall be interpreted as follows:

- The "Proposer" shall mean the engineering/architectural firm that has submitted a proposal in response to this RFP.
- The "Consultant" shall mean the Proposer selected by the selection committee who successfully executes a Professional Services Agreement with the Water Works for completing the scope of work described in this RFP.
- The "Water Works" shall mean the Des Moines Water Works.
- The "Selection Committee" shall mean a group appointed by Ankeny, Water Works, and Polk City to review proposals and make recommendation for selection of Consultant.

B. BACKGROUND

The City of Ankeny and the City of Polk City are two communities located in the northern portion of the Des Moines Metro area, in Iowa. Both of these cities have been growing at a relatively high rate as compared to the rest of the Des Moines Metro Area. Ankeny's and Polk City's treated water is supplied by the Des Moines Water Works through a network of pumping stations, storage tanks, and water mains. Each city operates and maintains their own distribution system. A map showing the area of system to be evaluated can be found in Exhibit 1.

The City of Ankeny's water system consists of approximately 283 miles of distribution piping, ranging in size from 4" to 24" in diameter, two elevated water storage tanks, two ground water storage tanks, two booster stations, two aquifer storage and recovery wells, and four connections to the Water Works distribution system. Ankeny's distribution system operates with three pressure zones the east, west, and northwest zones. In 2014 a water distribution system modeling report was completed. This report focused on addressing distribution system issues in the northwest pressure zone and ways to connect the east and west pressure zone, along with a supply and storage evaluation. Upon request this report will be made available to interested proposers. A map of the Ankeny Water System can be found in Exhibit 3

The City of Polk City's water system consists of approximately 31.5 miles of distribution system piping, ranging in size from 2" to 16" in diameter, one 300,000 gallon elevated water storage tank, a water treatment system capable of producing 250 gallons per minute, and one connection to the Des Moines Water Works.

The Des Moines Water Works is an independently operated, public utility providing drinking water to approximately 500,000 people in the Greater Des Moines Metro area. For the purposes of this RFP the Water Works system includes 164 miles of distribution piping, ranging in size from 2" to 36" in diameter, one elevated water storage tank, one ground storage tank, and three booster stations. A map of the Des Moines Water Works distribution system, to be evaluated as part of this RFP, can be found in Exhibit 2.

The intent of this project is to identify possible joint facilities, such as distribution mains, storage and pumping facilities, and aquifer storage and recovery wells. These joint facilities are intended to provide water of sufficient quantity to the water customers in Ankeny, Polk City, and the identified area of rural Polk County. The project is also intended to provide guidance on future water demands along with a staged plan for implementation of improvements.

C. *Anticipated General Scope of Engineering Services*

The selected firm will be expected to prepare a single Professional Services Agreement to include the following three separate scopes of service:

1. Joint Scope of Service
2. Ankeny Scope of Service
3. Water Works Scope of Service

Proposers are encouraged to visit the site and discuss the project with Water Works staff; however, the Water Works asks that appointments be made in advance for such visits.

D. *Submittal of Proposal*

Proposals must meet all of the requirements described in this RFP to be considered.

Six (6) copies of the proposal must be submitted in a sealed envelope plainly labeled with the following information:

Water System Master Plan
Ankeny, Des Moines Water Works, Polk City
Name of the Proposer
Address of the Proposer

Hard copies of proposals can either be mailed or delivered to:

Des Moines Water Works
Attn: Nathan W. Casey, P.E.
Engineering Department
2201 George Flagg Parkway
Des Moines, IA 50321-1190

In addition to the above, submit an electronic copy of the proposal in Adobe Acrobat (.pdf) format to Nathan W. Casey at ncasey@dmww.com

Proposals must be postmarked or received by 2:00 p.m. July 14, 2015. Proposals received after this time will not be considered.

E. *EVALUATION OF PROPOSALS*

Each proposal will be evaluated and awarded up to 100 points by the selection committee. Each proposal will be ranked based on the information submitted in the proposal according to the following evaluation criteria:

Criteria	Maximum Points
Project Manager & Key Staff Experience	20
Firm Experience	20
Project Familiarity & Approach	25
Design Cost	20
Design Schedule	15
Total =	100

The proposals will require at a minimum fourteen (14) calendar days for evaluation. After that time the selection committee may, at its option, interview some or all of the Proposers. If the selection committee deems interviews are necessary, all Proposers will be notified of the interview schedule. If interviews are deemed necessary, they will be held during the week of July 28, 2015.

Final selection of the engineering firm will be made by the selection committee. The selection committee reserves the right to reject any or all proposals, waive irregularities and/or formalities, and in general, award a contract in any manner deemed to be in the best interest of the Cities and Water Works.

The selection committee shall include representatives of the City of Ankeny, the Des Moines Water Works, and the City of Polk City.

II. PROFESSIONAL SERVICES REQUIREMENTS

A. *Scope of Services*

The scope of services will be divided into three parts for addressing specific areas of the distribution system. The parts include a joint system study and studies specifically for the City of Ankeny and the Des Moines Water Works, including parts of the rural Polk County system.

B. *Joint Study Scope of Services*

The purpose of the joint study is to provide a study usable by the City of Ankeny, the Des Moines Water Works, and the City of Polk City for planning of joint use facilities. Joint service facilities could include feeder mains, pumping stations, and storage facilities serving more than one area.

Part 1 – Data Collection and Critical Review

Task 1-1: Review operations records to become familiar with joint system operations.

Task 1-2: Review previously completed water system plans for the City of Ankeny, the Des Moines Water Works, and the City of Polk City.

Task 1-3: Develop or request other supporting data as may be required to effect computer analysis of water system.

Part 2 – Develop Population, Demographic, and Land Use Planning Characteristics

Task 2-1: Collect and review available planning data including existing and historic Census data, projected populations by local planning agencies for the City of Ankeny, Polk County, and Polk City, current land use data, and current water sale data.

Task 2-2: Prepare population projections for future conditions. These planning level projections will be prepared for the following conditions; Current Year (2015), Year 2025, Year 2030, Year 2035, Year 2040, Year 2045, Year 2050, and Year 2055. Population projections will be based on data obtained by local planning agencies, Cities, and the Water Works.

Part 3 – Develop Water Demand Projections

Task 3-1: Collect and review historic data including billing data, meter data, historic water use, and water loss data.

Task 3-2: Determine system water use characteristics. Water use characteristics will be determined based on the following components; residential, non-residential, large use, and non-revenue for each of the designated areas and for each of the population projection years.

Task 3-3: Develop residential design demands (gallons/capita/day) to be used for projecting future residential water requirements. These residential design demands will represent a "design" hot-dry year to be used for system planning based on historic trends. Demand scenarios should include average day, maximum day, and winter day demands.

Task 3-4: Develop projections for non-residential water use as percentage of total water use. Based on these projections, future non-residential water use will be calculated as a ratio of residential water use.

Task 3-5: Develop system-wide peaking factors for maximum day and maximum hour.

Part 4 – Develop and Update Water System Model

Task 4-1: Obtain existing water models from the City of Ankeny and the Des Moines Water Works. Combine models from Ankeny and Water Works into one useable model. Polk City will be evaluated by placing a point demand on the joint water model.

Task 4-2: Perform a model validation using provided SCADA data. Make adjustments to model as necessary to establish acceptable correlation. Any field testing or additional effort performed to bring the model further in line with recorded results will be provided by Water Works, Ankeny, or Polk City or as an additional service.

Task 4-3: Develop design demand scenarios to be used for water system evaluation. These design demand scenarios will include the design Year 2020, 2025, 2030, and 2035.

Task 4-4: Provide usable water model of joint system:
1. One (1) joint model.

Part 5 – Evaluation of Water System for Existing and Future Demands

Task 5-1: Conduct a hydraulic analysis of the combined distribution system as the basis for developing a water distribution system improvements plan, including a review of population projections and future water requirements. Include in analysis the following:
a. Investigate areas of high or low operating pressure and make recommendations for resolution
b. Evaluation of existing major transmission system components to meet current and future water demands of joint system.
c. Evaluation of existing pumping and storage facilities to meet maximum day and peak hour requirements of joint system.

Task 5-2: Review Water Works connections to the City of Ankeny, and Polk City and evaluate capacity for current and future water demand.

Part 6 – Develop Capital Improvements Plan

Task 6-1: Prepare recommendations for supply, pumping, storage, and major (12" and larger) distribution system improvements specifically for the combined distribution system. Plan should identify joint use facilities required to meet water demand of multiple water users. The plan will be staged to show priorities and an implementation schedule for all improvements based on water demand projections. Staged plan should provide basis of design parameters including sizing, preliminary siting, and schematic drawings through the year 2035.

Task 6-2: Prepare budgetary opinions of probable construction cost for recommended improvements through the year 2035.

Part 7 – Report Preparation and Submittal

Task 7-1: Prepare documentation of population and demographic estimates in the form of a technical memorandum. Submit to Water Works for comment.

Task 7-2: Prepare technical memorandum to including water demand projections identified in Part 3. Submit to Water Works for comment.

Task 7-3: Prepare technical memorandum detailing evaluation of existing system and future demands. Submit to Water Works for Comment.

Task 7-4: Prepare draft of Joint Water System Master Plan. Submit to Water Works for comment.

Task 7-5: Incorporate Cities and Water Works' comments, as appropriate, and finalize report.

Task 7-6: Submit the Final Joint Report to Cities and Water Works in a written technical report signed and certified by a professional engineer in the state of Iowa. Report should be easily separated into individual reports usable by each entity.

Task 7-7: Provide nine (9) hard copies of the Final Report. In addition, provide one (1) copy of an electronic version of the final report in Adobe Acrobat (.pdf) format.

Part 8 – Project Management

Task 8-1: Communicate regularly with Cities and Water Works staff regarding project issues via telephone, electronic mail, fax, and post mail.

Task 8-2: Attend one (1) project initiation meeting with Cities and Water Works.

Task 8-3: Conduct on site meetings, or telephone conference calls, with Cities and Water Works staff to review progress of work.

Task 8-4: Attend one (1) meeting to present findings of water system analysis and review possible capital improvements.

Task 8-5: Attend one (1) meeting to review final report with Cities and Water Works.

C. *Ankeny Scope of Service*

Part 1 – Data Collection and Critical Review

Task 1-1: Review maps and records provided by City of Ankeny.

Task 1-2: Review operations records to become familiar with existing system operations.

Task 1-3: Review water model provided by the City of Ankeny and verify accuracy of model.

Task 1-4: Develop or request other supporting data as may be required to effect computer analysis of water system.

Part 2 – Develop Population, Demographic, and Land Use Planning Characteristics
(Use data developed as part of the joint scope of service)

Part 3 – Develop Water Demand Projections

Task 3-1: Using design demand scenarios developed as part of the Joint Scope of Service, identify water requirements for the City of Ankeny service area based on average day, maximum day, and winter day demands for the design years.

Task 3-2: Develop water use projections for the current 30 largest water users.

Part 4 –Update Water System Model

Task 4-1: Update existing water model provided by City of Ankeny.

Task 4-2: Perform a model validation using available data. Make adjustments to model as necessary to establish acceptable correlation. Any field testing or additional effort performed to bring the model further in line with recorded results will be provided by Ankeny or as an additional service.

Task 4-3: Develop design demand scenarios, specific to the needs of Ankeny's distribution system, to be used for water system evaluation. These design demand scenarios will include the design years previously identified.

Task 4-4: Provide usable water model of Ankeny's distribution system:
1. One (1) Ankeny model.

Part 5 – Evaluation of Water System for Existing and Future Demands

Task 5-1: Conduct a hydraulic analysis of the Ankeny distribution system as the basis for developing a water distribution system improvements plan, including a review of population projections, future water requirements, and expansion areas within and outside the current corporate limits of the City. Include in analysis the following:
a. Determine acceptable level of service standards.
b. Investigate areas of high or low operating pressure and make recommendations for resolution.
c. Evaluate ways to optimize existing pressure zones, include options for combining east and west pressure zone.
d. Evaluation of existing major transmission system components to meet current and future water demands.
e. Evaluation of existing pumping and storage facilities to meet maximum day and peak hour requirements.
f. Evaluation of specific water demands for high-density residential and high-priority areas for water demand and pressures during peak hour demands and fire flow demands.
g. Evaluate additional aquifer storage and recovery wells (ASRs).
h. Include recommendations to maximize the use of two (2) existing aquifer storage and recovery wells (ASR).

Task 5-2: Review the most recent fire protection rating for the City of Ankeny to estimate maximum fire flow requirements, based on zoning, for the distribution system and to identify system deficiencies.

Part 6 – Develop Capital Improvements Plan

Task 6-1: Prepare recommendations for supply, pumping, storage, and major (12" and larger) distribution system improvements specifically for the Ankeny distribution system. The plan will be staged to show priorities and an implementation schedule for all improvements based on water demand projections. Staged plan should provide basis of design parameters including sizing, preliminary siting, and schematic drawings through the year 2035.

Task 6-2: Include in plan recommendations for expansion of system into planned developments.

Task 6-3: Prepare budgetary opinions of probable construction cost for recommended improvements through the year 2035.

Part 7 – Report Preparation and Submittal

Task 7-1: Prepare technical memorandum detailing evaluation of existing system and future demands. Submit to Ankeny for comment.

Task 7-2: Prepare draft Ankeny Water System Master Plan. Submit to Ankeny for comment.

Task 7-3: Incorporate City's comments, as appropriate, and finalize report.

Task 7-4: Submit the Final Report to City in a written technical report signed and certified by a professional engineer in the state of Iowa.

Task 7-5: Provide three (3) hard copies of the Final Report. In addition, provide one (1) copy of an electronic version of the final report in Adobe Acrobat (.pdf) format.

Part 8 – Project Management

Task 8-1: Attend one (1) meeting to review final report of Ankeny Water System Master Plan.

Task 8-2: Attend one (1) council meeting to present finding of report to Ankeny City Council.

D. Water Works Scope of Service

Part 1 – Data Collection and Critical Review

Task 1-1: Review maps and records provided by the Water Works.

Task 1-2: Review operations records to become familiar with system operations.

Task 1-3: Review water model provided by the Des Moines Water Works and verify accuracy of model.

Task 1-4: Develop or request other supporting data as may be required to effect computer analysis of water system.

Part 2 – Develop Population, Demographic, and Land Use Planning Characteristics
(Use data developed as part of the joint scope of service)

Part 3 – Develop Water Demand Projections

Task 3-1: Using design demand scenarios developed as part of the Joint Scope of Service, identify water requirements for the Water Works, including rural Polk County, service area based on average day, maximum day, and winter day demands for the design years.

Part 4 –Update Water System Model

Task 4-1: Update existing water models from the Water Works.

Task 4-2: Perform a model validation using available, including SCADA, data. Make adjustments to model as necessary to establish acceptable correlation. Any field testing or additional effort performed to bring the model further in line with recorded results will be provided by Water Works or as an additional service.

Task 4-3: Develop design demand scenarios, specific to the needs of Water Works system. These design demand scenarios will include the design years previously identified.

Part 5 – Evaluation of Water System for Existing and Future Demands

Task 5-1: Conduct a hydraulic analysis of the Des Moines Water Works distribution system, including rural Polk County, as the basis for developing a water distribution system improvements plan, include within the analysis provisions for meeting proposed water demands at consecutive customer connections along with meeting water demands for rural Polk County customers. Include in analysis the following:

a. Investigate areas of high or low operating pressure and make recommendations for resolution.
b. Evaluation of existing transmission system components to meet current and future water demands.
c. Evaluation of existing pumping and storage facilities to meet maximum day and peak hour requirements.
d. Evaluate altering water supply to the rural Polk County area in order to address water pressure, water age, and other water quality problems.
e. Provide required demands at water entry points.

Task 5-2: Include in evaluation additional water supply requirements that may be needed if Polk City stops use of existing water treatment facility and obtains all water from the Water Works.

Part 6 – Develop Capital Improvements Plan

Task 6-1: Prepare recommendations for pumping, storage, and major (12" and larger for Des Moines System, 6" and larger for rural Polk County System) distribution system improvements specifically for the Water Works distribution system. The plan will be staged to show priorities and an implementation schedule for all improvements. Staged plan should provide basis of design parameters including sizing, preliminary siting, and schematic drawings through the year 2035.

Task 6-2: Prepare budgetary opinions of probable construction cost for recommended improvements through the year 2035.

Part 7 – Report Preparation and Submittal

Task 7-1: Prepare technical memorandum detailing evaluation of existing system, future demands, and capital improvements. Submit to Water Works for comment.

E. DELIVERABLES

The following are the required Deliverables for this Project:

1. Technical memorandum – Population and demographic estimates.
2. Technical memorandum – Joint area Water Demand Projections.
3. Technical memorandum – Joint Area Evaluation of existing and future demands.
4. Joint System Water Model.
5. Joint Water System Master Plan
6. Technical memorandum – Ankeny existing system and future demands evaluation.
7. Ankeny Distribution System Water Model.
8. Ankeny Water System Master Plan.
9. Technical memorandum – Water Works area existing system and future demands evaluation.

Water modeling to be completed in WaterGEMS, current version.

F. CITY OF ANKENY'S RESPONSIBILITIES

The City of Ankeny will provide the following assistance in completion of the study:

1. Provide the appropriate staff to participate as part of the project team to answer questions, perform the necessary reviews, and attend the required meetings.

2. Provide available information which may be necessary for the evaluation of Ankeny's system including existing water model, as-built drawings, plans, specifications, distribution system operational considerations, and previous studies.

3. Ankeny area exploratory work, such as hydrant and laboratory testing.

G. WATER WORK'S RESPONSIBILITIES

The Water Works will provide the following assistance in completion of the study:

1. Provide the appropriate staff to participate as part of the project team to answer questions, perform the necessary reviews, and attend the required meetings.

2. Provide available information which may be necessary for the evaluation of the Water Works and Rural Polk County system including existing water model, as-built drawings, plans, specifications, distribution operational considerations, and required water production data.

3. Provide engineering personal to act as primary consultant contact for coordination of all work.

4. Water Works and joint area exploratory work, such as hydrant and laboratory testing.

H. CITY OF POLK CITY'S RESPONSIBILITIES

The Polk City will provide the following assistance in completion of the study:

1. Provide the appropriate staff to participate as part of the project team to answer questions, perform the necessary reviews, and attend the required meetings.

2. Provide available information which may be necessary for the project including water distribution system maps, as-built drawings, plans, specifications, distribution system operations considerations, and previous studies.

3. Provide pressure requirements at point demand on joint system model.

PROPOSAL FORMAT AND CONTENT REQUIREMENTS

The proposal shall be organized into the following five sections and contain the material noted. The proposal should be written as succinctly and clearly as possible to describe the required elements. The number of pages of the proposal shall be limited to 25 pages excluding the Professional Services Agreement terms and conditions.

A. *PROJECT MANAGER & KEY STAFF EXPERIENCE*

This section will be used by the selection committee to evaluate the experience and technical competence of the project team members that will work on the project. Items of specific interest include the capabilities of the project team members, the extent of project manager and key staff involvement and the experience and extent of sub-consultant involvement.

Proposers shall provide the following information in this section:

1. A Project Team Chart that identifies the project manager and key staff that will work on the project, their specific project responsibilities, and years of experience.

2. Assurances should be supplied that personnel identified on the Project Team Chart will be working on the project and that, if needed, replacements for any of these team members will be subject to review and approval of the selection committee.

3. Resumes of key staff that will work on the project including qualifications relating to design, construction, and analysis of water treatment plant processes and distribution systems.

B. *FIRM EXPERIENCE*

This section will be used by the selection committee to evaluate the experience and technical competence of each Proposer. Of specific interest is the Proposer's design experience with publically-owned water distribution systems of comparable size and type. The selection committee may be willing, however, to consider design experience in other industrial or heavy commercial projects of similar scope.

Proposers shall provide the following information in this section:

1. A description of the firm that provides general background about the organization, ownership, longevity, staff size, and services. Include the name of the firm, address and phone number, name and title of the responsible engineer who will work on the project, the office location where the majority of day-to-day work will be done, and addresses and experience of any sub-consultants that will be used to complete the design of the project.

2. Describe the qualifications of the firm as it relates to distribution system hydraulic analysis and master planning. Include representative project examples that identify the owner name, the project scope, and the size and type of the facilities.

3. Contact information for owners of at least three projects that could serve as references

C. *PROJECT FAMILIARITY & APPROACH*

This section will be used by the selection committee to evaluate the Proposer's understanding of the project requirements, scope of services presented in this RFP and approach to provide those services.

Proposers shall provide the following information in this section:

1. A Project Understanding and Approach Summary to demonstrate the Proposer's familiarity with the project needs and scope of services desired.

2. A preliminary table of contents identifying major report sections.

3. A Project Schedule that identifies the specific tasks/objectives, the time required to complete tasks/objectives, the inter-relationships between tasks/objectives, and the key events during the project. The Project Schedule shall include, at a minimum, a summary of the completion dates for the following tasks/objectives:

Task/Objective	Completion Date
Execute Professional Services Agreement for design services	July 2015
Site visit and commencement of data collection	
Submit draft population and demographic estimates	
Submit draft water demand projections	
Submit draft evaluation of existing system and future demands	
Submit draft capital improvements plans	
Submit draft of Final Reports to Cities and Water Works	
Submit Final Reports to Cities and Water Works	April 2016

D. *Hourly Rates and Lump Sum Price*

This section will be used by the selection committee to evaluate the work hours and associated costs required to provide the scope of services.

Proposers shall provide a Level of Effort Summary showing the average hourly rate by labor classification and provide a detailed breakdown of work hours and labor costs for each task listed in the Scope of Services. **Breakdown should include totals for each section scope of service, Joint, Ankeny, and Water Works.**

Proposers shall also provide a total not to exceed lump sum price.

E. *Professional Services Agreement*

The proposal must include a proposed form of Professional Services Agreement. The terms of the Professional Services Agreement will be included in the evaluation criteria of the proposal, and at a minimum should provide for the following:

1. An undertaking to perform the work in accordance with good and sound engineering or architectural practices and standards.

2. A warranty that all work shall be in accordance with good sound engineering or architectural practices and standards.

3. Indemnity and insurance provisions must be consistent with Section III-G, Insurance and Indemnity Requirements.

4. Exclusions and limitations of damages must be with the foregoing.

5. Other customary terms consistent with its proposal and the foregoing.

III. ADDITIONAL TERMS & CONDITIONS

A. METHOD OF COMPENSATION

The Water Works will provide compensation for the professional services identified in the "Professional Services Requirements" section of this RFP on an hourly basis with a not to exceed lump sum cost. Only proposals that include hourly rates for the Proposer's project team members and a not to exceed lump sum price for professional services will be considered.

B. COST FOR RESPONDING TO THIS RFP

This RFP does not obligate the Water Works, or other entities, to award a contract, to pay the costs incurred in preparing any proposal, or to procure the services described herein. Proposals are submitted at the sole cost and expense of the Proposers. The Water Works shall incur no liability or obligation to Proposers except pursuant to a written contract for services, duly executed by the Proposer and an authorized signatory for the Water Works.

C. PROPOSALS NOT CONFIDENTIAL

Under Chapter 22 of the Iowa Code, "Examination of Public Records", all records of a governmental body are presumed to be public records, open to inspection by members of the public. Section 22.7 of the Iowa Code sets forth the number of exceptions to that general rule, establishing several categories of "confidential records". Under this provision, confidential records are to be kept confidential, "unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information". Among the public records which are considered confidential under the provision of the Iowa Code are the following:

3. Trade secrets which are recognized and protected as such by law.
6. Reports to governmental agencies which, if released, would give advantage to competitors and serve no public purpose.

Under Chapter 22 of the Iowa Code, the Water Works, as custodian of the proposal submitted in response to a Request for Proposals, may, but is not required, to keep portions of such proposals confidential under exceptions 3 and 6, noted above. If a responding Proposer determines that a portion or portions of its proposal constitute a trade secret, or should otherwise be kept confidential to avoid giving advantage to competitors, a confidentiality request may be submitted with the proposal identifying which portion or portions of the proposal should be kept confidential and why. The burden will be on each individual Proposer to make such confidentiality request and to justify application of a confidentiality exception to its proposal. The Water Works will not under any circumstances consider the entire proposal to be a confidential record.

If a request is thereafter made by a member of the public to examine a proposal including the portion or portions thereof for which a confidentiality request has been made, the Water Works will so notify the Proposer and will keep confidential that portion of the proposal covered by the confidentiality request, pending action by the Proposer requesting confidentiality to defend its request. In that notification, the Proposer requesting confidentiality will be given not more than five (5) calendar days within which to file suit in Polk County District Court seeking the entry of a declaratory order and/or injunction to protect and keep confidential such portion of its proposal. Absent such action by a Proposer requesting confidentiality, and absent the entry of a court order declaring such portion or portions of the proposal confidential, the entire proposal will be released for public examination. Proposer shall be responsible for all costs relating to a declaratory judgment or injunctive action, including the payment of any damages assessed and attorney fees and litigation expenses awarded.

D. Rejection of Proposals

The selection committee reserves the right to reject any or all proposals in whole or in part received in response to the RFP. The Water Works, or cities, will not pay for any information requested in the RFP, nor is it liable for any cost incurred by a Proposer in responding to the RFP.

E. Disposition of Proposals

All proposals submitted in response to the RFP become the property of the Water Works and will not be returned to the Proposers.

F. Entire Request for Proposal

This Request for Proposal, and any addenda to it, and any attachments, constitute the entire RFP.

G. Insurance and Indemnity Requirements

1. General

   The Consultant shall purchase and maintain insurance to protect the Consultant, the Water Works, the City of Ankeny, and the City of Polk City throughout the duration of the Professional Services Agreement. All certificates of insurance shall be written by companies which hold an A.M. Best A-VIII rating or higher and are licensed to do business in the state of Iowa. The selected companies must be satisfactory to the Water Works.

   Each certificate of insurance shall state that thirty (30) days written notice will be given to the Water Works before the policy is canceled or changed. All certificates of insurance shall be delivered to the Water Works prior to start of work.

2. Required Coverage

   The Consultant shall purchase and maintain insurance which will protect the Consultant from the following type of claims:

   a. Claims for damages because of bodily injury, occupational sickness or disease, or death of his employees;
   b. Claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees;
   c. Claims for damages, insured by usual personal injury liability coverage, which are sustained (a) by any person as a result of an offense directly or indirectly related to the employment of such person by the Consultant, or (b) by any other person;
   d. Claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;
   e. Claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance, or use of any motor vehicle; and,
   f. Claims under workers' compensation, disability benefit, and other similar employee benefit acts.
   g. Claims arising out of the Consultant and any sub-consultant's professional services provided as part of the Professional Services Agreement.

   Protection shall be provided whether the claim results from operations of the CONSULTANT, his subcontractors, employees of any of them, or anyone for whose acts any of them may be liable.

3. Limits of Liability

Policies for the insurance required for worker's compensation, disability benefit, and other similar employee benefit acts shall be written for the limits of liability specified as follows:

a. General Liability (including contractual, independent contractors, broad form property damage, personal injury underground explosion and collapse hazards):
   i. Listing Owner as Additional Insured on a primary and non-contributory basis.
   ii. $1,000,000 Combined Single Limit Per Occurrence.
   iii. $2,000,000 Aggregate Per Project, endorsement to be included.
b. Automobile Liability (including all owned, non-owned, and hired automobiles): $1,000,000 Combined Single Limit.
c. Workers' Compensation Coverage B – Statutory Benefits: $100,000/$500,000/$100,000.
d. Umbrella Liability (applying directly in excess of above liability coverages): $1,000,000 Aggregate; $1,000,000 Combined Single Limit.
e. Professional Liability: $2,000,000 each occurrence and aggregate.

4. Consultant's Liability Insurance.

Consultant's liability insurance shall provide broad form coverage, with usual and customary exclusions, and shall include at a minimum full coverage for Consultant's indemnity obligations as provided herein and shall be in a form satisfactory to the Water Works.

5. Consultant's Insurance for Other Losses.

The Consultant shall maintain insurance to cover all loss or damage to any tools, machinery, equipment, or motor vehicles, used for the work of the Professional Services Agreement, by the Consultant, his subcontractors, material men or employees of any of them.

6. Notification in Event of Liability or Damage.

The Consultant shall immediately notify the Water Works in writing, upon the occurrence of any event covered by this Section III-G. This notice shall describe the event, give the cause, as far as it can be determined, provide an estimate of loss or damage, list the witnesses, if any, and state the amount of any claim.

7. Cancellation and Material Changes Endorsement

Thirty (30) days advance written notice of cancellation, non-renewal, reduction in insurance coverage and/or limits and ten (10) days written notice of non-payment of premium shall be sent to:

Des Moines Water Works
Attn: Nathan W. Casey, P.E.
Engineering Department
2201 George Flagg Parkway
Des Moines, Iowa 50321-1190

This endorsement supersedes the standard cancellation statement on the certificate of insurance to which this endorsement is attached.

8. Proof of Insurance

   The Consultant shall provide to Water Works a Certificate(s) of Insurance evidencing all required insurance coverage above utilizing the latest version of the ACORD form.

9. Waiver of Subrogation

   Wavier of subrogation by Consultant's carriers is required.

10. Indemnity Provisions

    The following provisions are required in the Professional Services Agreement:

    a. To the fullest extent permitted by law, Consultant will agree to defend, pay on behalf of, indemnify, and hold harmless the Water Works against any and all claims, demands, suits, or loss, including any and all outlay and expense connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Water Works by reason of personal injury, including bodily injury or death, and property damages, including loss of use thereof, which arises out of or results from Consultant's negligent acts, errors or omissions which are in any way connected or associated with the work and/or services provided by Consultant to the Water Works pursuant to the provisions of this contract. It is the intention of the parties that the Water Works shall not be liable or in any way responsible for injury, damage, liability, loss or expense incurred by Consultant, its officers, employees, subcontractors, and others affiliated with Consultant due to accidents, mishaps, misconduct, negligence or injuries either in person or property resulting from the work performed by, or the negligent acts, errors or omissions of Consultant.

    b. Consultant will assume full responsibility for any and all damage or injuries which may result to any person or property by reason of Consultant's negligent acts, errors or omissions in connection with the work and/or services provided by Consultant to the Water Works pursuant to this contract, and agrees to pay the Water Works for all damages caused to the Water Works' premises resulting from the negligent acts, errors or omissions of Consultant.

    c. Consultant represents that its activities pursuant to the provisions of this contract will be performed and supervised by adequately trained and qualified personnel, and Consultant will observe, and cause its officers, employees, subcontractors, sub-consultants, and others affiliated with Consultant to observe all applicable safety rules.

    d. For purposes of this paragraph, the term "Consultant" means and includes the Consultant, its officers, agents, employees, subcontractors, and others affiliated with Consultant, and the term "Water Works" means and includes the Water Works, its trustees, employees, volunteers, and others working on behalf of the Water Works.

END OF REQUEST FOR PROPOSALS.

EXHIBIT 1

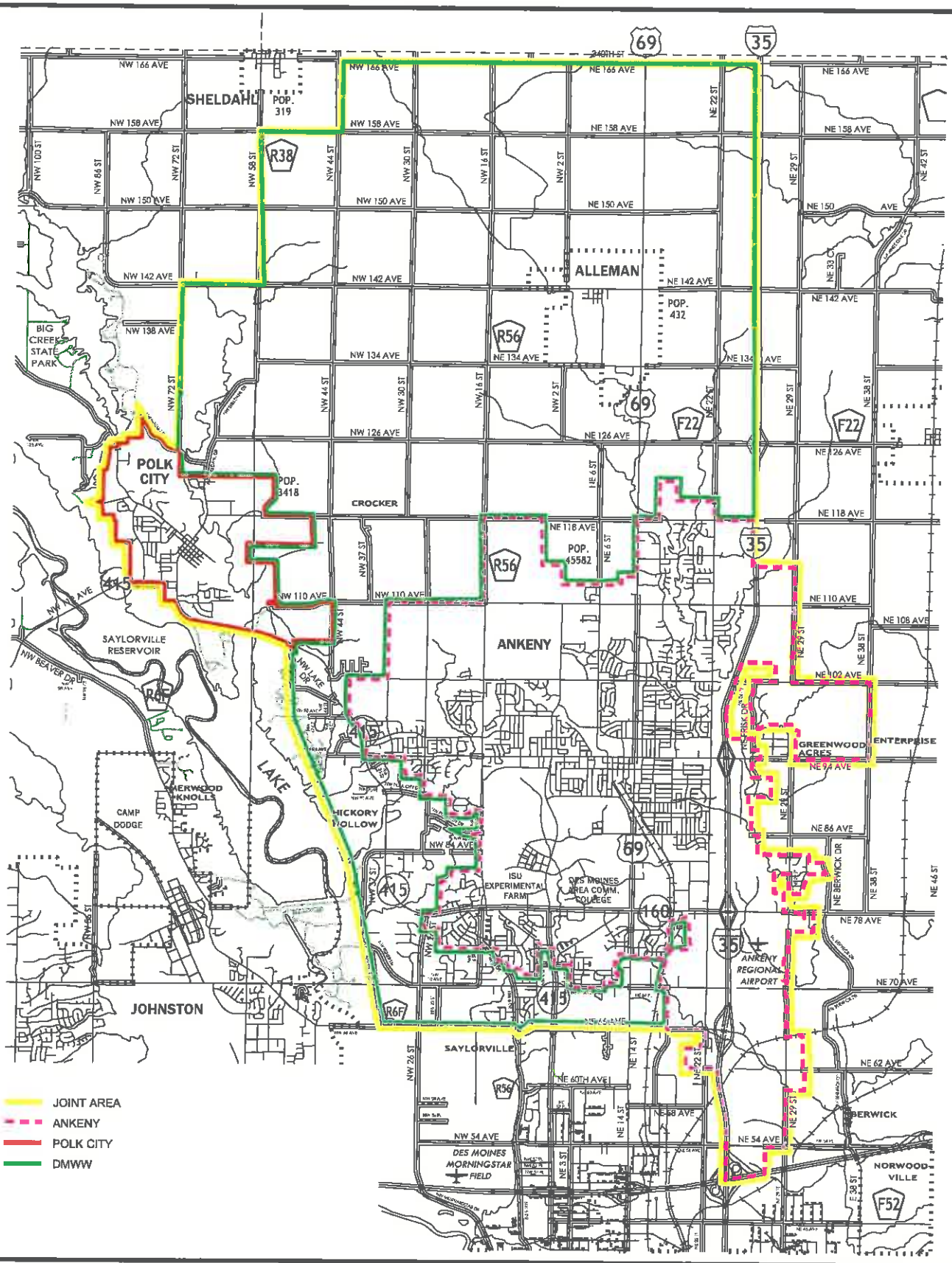
PROJECT AREA

EXHIBIT 2

DES MOINES WATER WORKS DISTRIBUTION SYSTEM

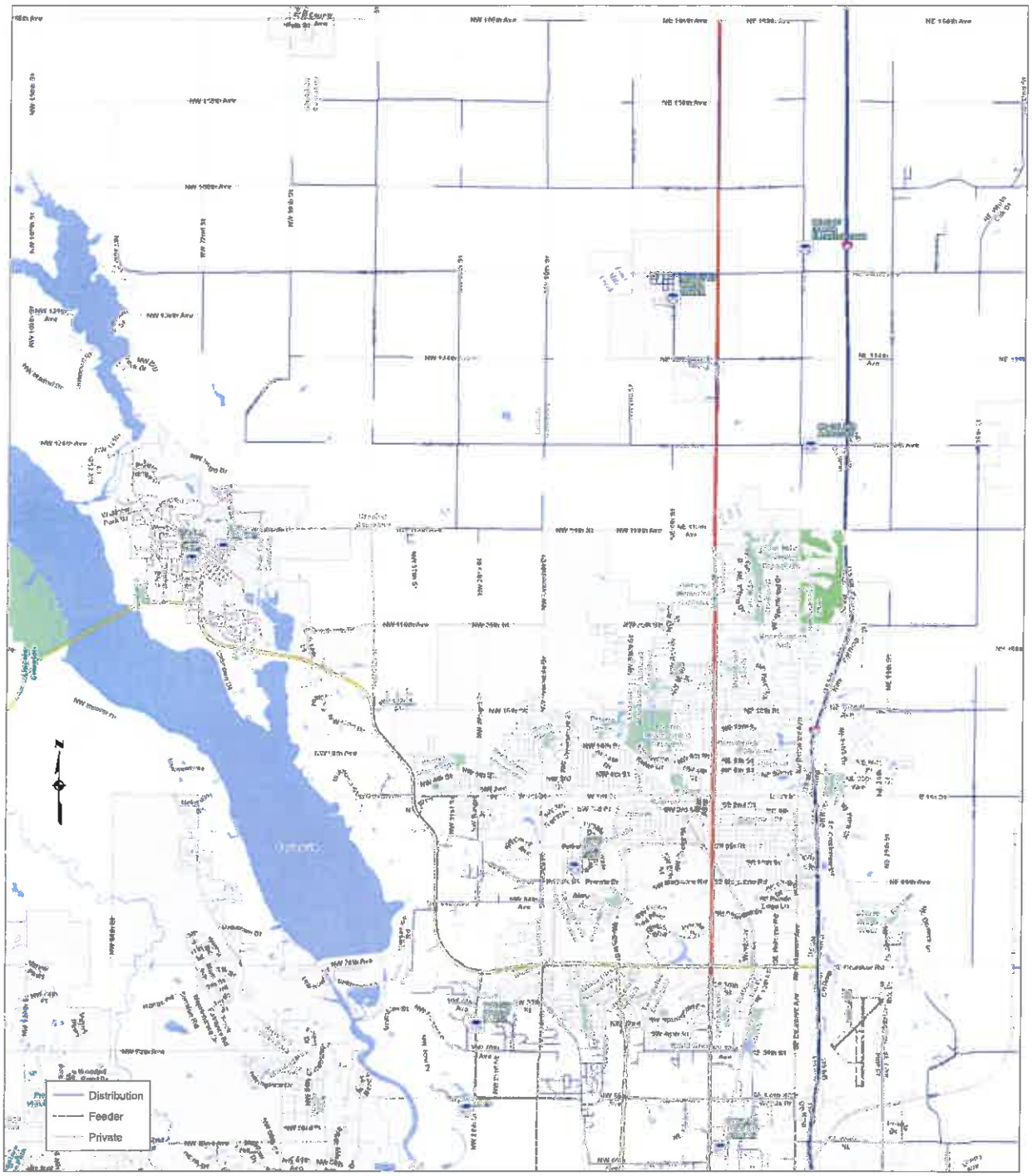
EXHIBIT 3

ANKENY DISTRIBUTION SYSTEM MAP



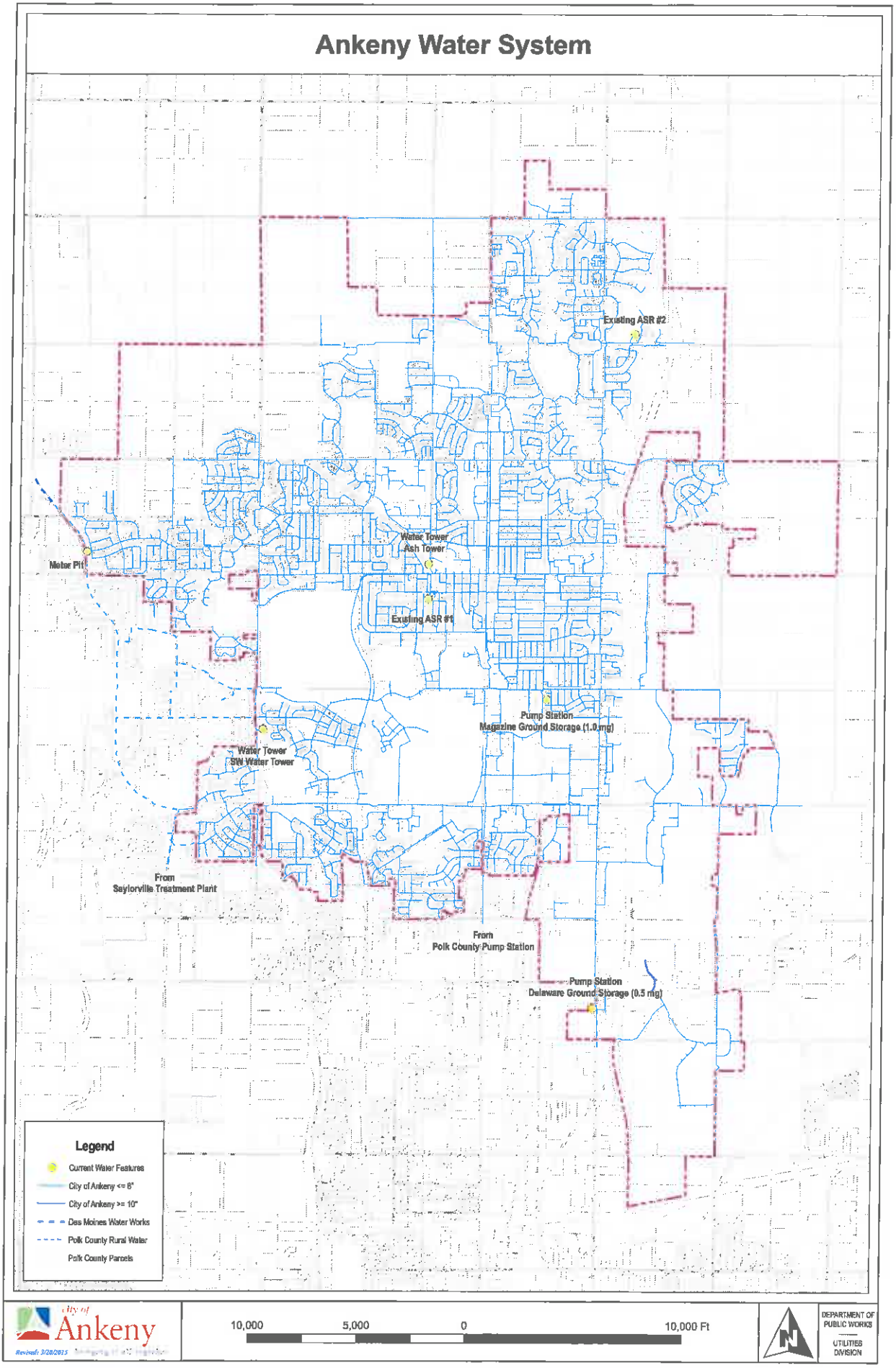
Des Moines Water Works
Water You Can Trust for Life
ENGINEERING DEPARTMENT
Des Moines, Iowa

EXHIBIT 1
WATER SYSTEM MASTER PLAN FOR ANKENY, POLK CITY, AND DES MOINES WATER WORKS



Des Moines Water Works
Water You Can Trust for Life

Ankeny Water System



ORDINANCE NO. 2015-600

AN ORDINANCE AMENDING THE CHAPTER 165 – ZONING REGULATIONS OF THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA BY RESTRICTING RELIGIOUS FACILITIES IN THE C-2 COMMERCIAL ZONING DISTRICT

WHEREAS religious institutions are currently permitted uses in the R-1 Single Family Detached Residential District, R-1A Single Family Residential District, and R-2 One and Two-family Residential District; and

WHEREAS religious institutions are currently permitted uses with Restrictions in the C-TS Town Square Business District, C-1 Central Business District, C-2 Commercial District, and C-4 Neighborhood Friendly Commercial District; and

WHEREAS the City of Polk City, Iowa recognizes the importance of preserving certain areas of the city that are intended and designed to provide for general uses and activities of a retail business, service industry, or professional office that by nature of their business, provide services and commodities that benefit the community at large, and particularly the C-2 Commercial Districts located along arterial streets.

WHEREAS, on the 18th day of May, 2015 the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that construction of new religious facilities in the C-2 Commercial be restricted.

WHEREAS, on the 8th day of June, 2015, after due notice and hearing as provided by law, the City Council now deems it reasonable and appropriate to amend Chapter 165 – Zoning Regulations by restricting religious facilities in the C-2 Commercial District.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF POLK CITY IOWA:

Section 1. That Chapter 165 – Zoning Regulations of the Municipal Code of the City of Polk City, Iowa, is hereby amended by adding the following clause to Section 165.10, paragraph 3 – Restrictions for Principal Permitted Uses:

F. Religious Institutions shall be subject to the following restrictions:

(1) Religious Institutions that have not received Site Plan approval by the City Council as of the effective date of this Ordinance shall not be permitted in the C-2 Commercial District.

(2) Religious Institutions for which a Site Plan has been approved by City Council as of the effective date of this Ordinance shall be considered a permitted use in the C-2 Commercial District. Subsequent amendments to the Site Plan for improvements including but not limited to additional parking areas, access roads, and building additions, may be considered for approval by City Council.

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

Section 3. This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this ____ day of _____, 2015.

_____
Jason Morse, Mayor

ATTEST:

_____
Jennifer Ratcliff, City Clerk

First reading: _____

Second reading: _____

Third reading: _____

Publication Date: _____

IMAGINE POLK CITY
- A Bridge to the Future -

Draft Goals and Objectives
June 16, 2015

Quality of Life

Goal 1: To preserve the small town atmosphere and identity.

Objective 1: Regulate the characteristics (e.g. size, design, quality, etc.) of new developments and development plan modifications to ensure they are consistent with the small town atmosphere.

Objective 2: Ensure that the goals and objectives of this Comprehensive Plan, which have been written to support the small town atmosphere and identity, are adhered to during decision-making processes.

Goal 2: To develop a connected and efficient trail network.

Objective 1: Connect the Neal Smith Trail to the High Trestle Trail while incorporating Polk City businesses and neighborhoods along the routes.

Objective 2: Investigate options for citywide trail connections to the Town Square.

Objective 3: Complete trail connections to existing and future parks.

Objective 4: Preferred characteristics for future trails, such as width and location (along woodlands, in rear/side yards, along street), should be defined by this plan and followed at the time of development.

Goal 3: To strengthen cultural and historical areas and activities.

Objective 1: Continue to provide adequate library services and facilities to meet the needs of the residents.

Objective 2: Establish guidelines, such as façade design criteria and building maintenance standards, which would preserve and contribute to the historical character of the Town Square and adjacent businesses.

Goal 4: To provide high quality parks and programs that meets the needs of residents.

Objective 1: Increase recreational programs for all ages and in all seasons while working in conjunction with the City, library, school and other interest groups from throughout the community.

Objective 2: Improve existing or create new amenities within newly acquired park spaces.

Objective 3: Develop a new recreation complex providing additional ball fields, trails and year-round activities.

Objective 4: Include snowmobile routes on trail maps and continue to use ordinances to limit times and location of riders throughout the City.

Goal 5: To benefit from proximity to regional and state parks, trails and metro area.

Objective 1: Include the surrounding recreational amenities and proximity to the metro area in marketing efforts put forth by the City, to the extent appropriate for each marketing effort.

Objective 2: Include surrounding recreational amenities on maps produced by the City to the extent appropriate for each map.

Objective 3: Consider implementing various marking tools (signage, brochures, art, websites, social media, etc.) to further advertise surrounding amenities.

Transportation

Goal 1: To provide safe and connected driving, walking and biking routes throughout the City.

Objective 1: Improve sidewalk connectivity and accessibility throughout the community and specifically along E Southside Drive and 3rd Street connecting to the Town Square.

Objective 2: Investigate the need for improved traffic control and/or geometrics to improve public safety at heavily trafficked intersections such as:

- 3rd Street & Broadway
- 3rd Street & West Bridge Road
- Parker & West Bridge Road
- E Southside Drive and W Pine Ridge Drive

Objective 3: Ensure new street designs are supportive of the small town atmosphere while protecting the integrity of roadways in Polk City.

Objective 4: When reconstructing existing rural streets, install new streets having an urban cross-section with curb, gutters and storm sewers whenever possible.

Goal 2: To maintain safe and efficient regional transportation connections within central Iowa.

Objective 1: Investigate metro transit and ride-share options for commuters.

Environmental

Goal 1: To protect, preserve, and restore natural areas.

Objective 1: Continue to regulate tree preservation and planting programs through City development standards with support of various interests groups.

Objective 2: Ensure that there is quality water available to serve existing areas and new development by monitoring usage, capacity and nutrient levels.

Objective 3: Monitor and address erosion and storm water management concerns; utilize erosion prevention techniques such as buffers.

Objective 4: Protect environmentally-sensitive areas from negative impacts due to future development and mitigate those which are unavoidable.

Goal 2: Promote sustainable development practices.

Objective 1: Ensure that there are adequate and sustainable storm water detention facilities to serve existing areas and future growth.

Objective 2: Encourage renewable energy use and increase energy efficiency.

Objective 3: Encourage city-wide efficiency in operations and other sustainable practices, including coordination of waste haulers within neighborhoods.

Land Use

Goal 1: To provide a variety of high quality housing types.

Objective 1: Increase senior housing options to address the current residents and future growth of the community.

Objective 2: Ensure there is adequate variety of housing types including entry level housing that will meet the affordable housing needs of all income and age levels.

Objective 3: Review the City's ordinances and policies related to multi-family rental options including zoning regulations, market need, potential effects on land use compatibility, and aesthetics.

Objective 4: Establish standards related to mixed use development of commercial and residential uses.

Goal 2: To provide a diversity of business, retail, and civic uses consistent with a small town atmosphere while meeting the needs of residents.

Objective 1: Establish standards to improve aesthetics of Town Square including façade, streetscape, and landscaping while maintaining the small-town character; concentrate on downtown as a unique area of Polk City and plan accordingly for appropriate land uses, parking areas, pedestrian and bicycle facilities.

Objective 2: Identify specific land uses that are needed to serve the citizens and visitors, such as daycares, restaurants, retail, personal service businesses, places of worship, and other civic land uses that are compatible with existing and planned future land uses.

Objective 3: Establish land use policies to proactively encourage/attract new small and mid-sized businesses such as retail and office space that enhance the quality of life in Polk City.

Goal 3: To ensure that new growth and development is consistent with the local values regarding the physical character of the community.

Objective 1: Create attractive gateways at principal entry points to the City and develop a design theme that can be used throughout the community on items such as signage.

Objective 2: Identify and brand the City and square as a unique destination; utilize its proximity and strengths to develop a marketing scheme in order to attract customers and promote additional growth and development.

Objective 3: Encourage and facilitate development types and sizes that are consistent with the existing character of Polk City neighborhoods.

Objective 4: Strengthen architectural design standards to enhance the community's visual and aesthetic appeal.

Infrastructure & Facilities

Goal 1: To preserve, enhance, and expand city and community infrastructure and facilities to maintain an adequate level of service for existing and planned future growth.

Objective 1: Ensure that adequate basic services and facilities meet current needs and are available concurrent with new development, including, but not limited to:

- The public safety of residents and visitors should be protected through sufficient fire and police services.
- Transportation Facilities should operate at a "D" Level of Service or better (as defined in the Highway Capacity Manual).
- Parks should be available to serve all residents within a ¼ mile walk route.
- City Hall and related services should continue to be open for service during normal business hours.
- Public Works should be staffed to a level necessary to provide a safe, clean and efficient community as it relates to services provided for roads, sewers, water, street lighting, and other items that may be assigned to the Public Works Department.

Objective 2: Ensure the City has adequate high speed communication capacity through installation of City-wide fiber optic infrastructure or other equivalent means.

Objective 3: Continue to provide high-quality educational facilities and opportunities while addressing population growth with facility updates and expansion; anticipate additional school buildings and encourage communication district wide.

Governmental

Goal 1: To ensure that all residents have the opportunity to participate in city-wide planning, zoning, development and resource management decisions.

> ***Objective 1:*** Continue efforts to provide community outreach through various avenues such as the City's website, social media, emails, mailings, meetings, signage, and printed materials and encouraging public involvement in decision-making.
>
> ***Objective 2:*** Continue to ensure reasonable and competitive tax rates to the extent fiscally possible.
>
> ***Objective 3:*** Develop a plan for the use of the City's low and moderate income funds.
>
> ***Objective 4:*** Evaluate the status of goals and objectives within this Comprehensive Plan on an annual basis and issue a public report of the findings including recommendations for Comprehensive Plan modifications.
>
> ***Objective 5:*** Review existing policies related to incentives for development and re-development and modify as necessary to meet the goals of this Comprehensive Plan.

Goal 2: To strengthen inter-governmental and regional collaboration, communication, cooperation.

> ***Objective 1:*** Continue to enhance the relationship with the North Polk School District.
>
> ***Objective 2:*** Foster relationships with surrounding entities such as the Army Corps of Engineers, Iowa Department of Natural Resources, Polk County and surrounding metro and central Iowa communities to improve regional communication and development efforts.

CITY OF Polk City

EARLY RETIREMENT PROGRAM
SIGN UP PERIOD 07/01/2015-08/01/2015

SUMMARY

- **Eligibility** – Employees who qualify for retirement through a state pension plan. This definition includes any employee who is age 55 or older before October 31, 2015 and is vested in IPERS. This is a voluntary incentive program.

- **Primary Incentive** – Employer will pay on a monthly basis until age 65 the amount to purchase the employee's Family Health Insurance and Dental Plan. On the date of retirement the eligible employee will contribute towards said purchase the value of 62.5% of the most recently earned vacation from their last anniversary date and all sick leave except for 20 hours. Said employee will retain any Paid Time Off (PTO).
- **Plan Description** – Polk City will pay the monthly premium until age 65 for an employee who meets the eligibility requirements, including:
    - Health Insurance Premiums (employer plan)
        - Medical insurance premiums
        - Medicare supplemental insurance premiums
        - Dental insurance premiums

  Provided, however, should a change in the law or employer plan prohibit the employee from being a member of the employer plan, the employer may purchase Health and Dental insurance outside of the employer plan for the employee with the plan being substantially the same with benefits and deductibles as enjoyed by the employees.

  Payments made by the employer to purchase Health and Dental insurance may be considered income to the employee and the employee may receive a tax notice after each year indicating the amount of taxable income.

- **Retirement Period** – Date of retirement must be a date between July 1, 2015 and August 1, 2015.

- **Application** – Employees wanting to participate in the program must enroll, indicating their retirement date, before August 01, 2015.

- **Additional Information** – Employees may contact Gary Mahannah, City Administrator, for any questions or additional information.

CITY OF Polk City

EARLY RETIREMENT PROGRAM 07/1/2015-08/1/2015
ELECTION FORM

NAME_____ **DATE OF BIRTH**_____

JOB TITLE_____ **DATE OF HIRE**_____

DESIGNATED RETIREMENT DATE_____

- o I decline to participate in the Early Retirement Incentive Program being offered by the City of Polk City.

- o I elect to participate in the Early Retirement Incentive Program being offered by the City of Polk City.

I understand that I will receive my Health Insurance and Dental Insurance as provided by Polk City and paid for by Polk City until the age of 65.

In addition, On the date of retirement the eligible employee will contribute towards said purchase the value of 62.5% of the most recently earned vacation from their last anniversary date and all sick leave except for 20 hours. Said employee will retain any Paid Time Off (PTO).

1) $_____ Unused earned leave time

EMPLOYEE SIGNATURE_____ DATE_____

Mayor and City Council
Wad® Policy

1. Purpose. The City of Polk City recognizes the benefits of utilizing digital communication and information, and supports the utilization of the iPad® by the Mayor and City Council. Users of the iPad® acknowledge, understand, and respect the underlying iPad®, Internet, and usage philosophy that forms the basis of this policy.

2. Receipt of iPad. The City will issue iPads® that include appropriate applications for use relating to City business. The iPads® will serve as the sole source of meeting packets, and paper packets will not be provided.

3. Care of iPad®. Users are responsible for the general care of the iPad® that they have been issued by the City. iPads® must remain free of any writing, drawing, stickers, or labels that are not the property of the City. Only a clean, soft cloth should be used to clean the screen.

4. Software on iPad®. The software and applications installed by the City must remain on the iPad® in usable condition and be readily accessible at all times. From time to time, the City may add or upgrade software applications such that users may be required to check in their iPads® with the City Clerk for periodic updates and syncing. In the event it becomes necessary to restore an iPad® to its original condition, the City will not be held responsible for the loss of any software or documents deleted due to a re-format and re-image. Any software, e-mail messages, or files downloaded via the Internet into the City systems become the property of the City and may only be used in ways that are consistent with applicable licenses, trademarks, or copyrights.

Files from sources that a user may have any reason to believe may be untrustworthy shall not be downloaded, nor shall files attached to e-mail transmissions be opened and read unless the user has knowledge that they originate from a trustworthy source. Downloaded files and attachments may contain viruses or hostile applications that could damage the City's information systems. Users will be held accountable for any breaches of security caused by files obtained for non-City business purposes.

5. Life of the iPad®. The technological life of the iPads® might not exceed four years; therefore, the iPads® will be assessed every four years and, if necessary, the City will purchase upgraded devices through the budgeting process.

6. WARNING -NO PRIVACY. Communications made via City-issued devices are subject to disclosure under the Open Records Act or for litigation purposes unless a privilege or exception exists that justifies withholding the information.

7. Representations. In advocating, advancing, or expressing any individual religious, political, or personal views or opinions, users must not misrepresent their statements as official City policy unless authorized to do so.

8. E-mail Usage for City Business. For the purposes of activity related to City business, the user shall conduct all e-mail communication through their assigned City e-mail account. *All* e-mails on the City e-mail account are archived and retained by the City. This account shall be synced to the user's individual iPad®. Personal e-mail boxes are allowed to be synced to the iPad® as well, but all City-related business must be conducted through the City e-mall address or copied to the City e-mail address if the user's personal e-mail box is used.

9. Acceptable Use. The iPad®, Internet, and e-mail access provided are tools for conducting City business. Thus, City use of such tools will be primarily for City business related purposes; *i.e.,* to review City Council agenda materials, obtain useful information for City-related business communications as appropriate. All of the City's computer systems, including the iPad®, are considered to be public property. iPad®, Internet, and e-mail activities will be traceable to the City and will impact the reputation of the City. City-issued iPads® shall not be used to send or knowingly download any vulgar, discriminatory, or pornographic content. Users shall refrain from making any false or defamatory statements in any Internet forum or from committing any other acts that could expose the City to liability.

City-issued iPads® are not to be used for operating a business for personal gain, sending chain letters, or any or other purpose that interferes with normal City business activities. Users shall not use City-issued iPods® for any illegal activity. Except in an emergency, users shall not use e-mail, instant messaging, text messaging, or similar forms of electronic communications at any time during a meeting of the City Council. Users shall not use the iPad® in any way as to violate the Open Meetings Act requirements of the State of Iowa.

iPad® users are allowed to have music and install apps on their iPad®; however, the items downloaded and synced to the iPad® must be in compliance with Federal copyright laws and shall be acquired at the expense of the user. All applications used in the course of business-related activities shall be secured in conjunction with the IT Department.

10. The City extends use of a 4G Network Government Plan that can be used in conjunction with the City supplied iPads. This 4G Network Government Plan is paid for by the individual issued the City iPad, not the City. It is up to the iPad recipient to decide whether or not they will sign up for and pay for a 4G Network Government Plan. Should an individual decide to activate a 4G Network Government Plan, payment for this plan will be deducted directly from their stipend. Any download usage for iPads® that are activated on the City's 4G Network Government Plan for 4G access shall not exceed the allowable monthly limits provided under the City's plan. Any overage shall be paid by the individual user. Should a user activate the 4G coverage under their own personal account, the user shall be responsible for all costs incurred.

11. User Responsibility. It is the responsibility of the user to ensure the City-provided iPad® is kept in a reasonable and safe condition. iPads® must remain free of any writing, drawing,

stickers, or labels that are not the property of the City. Should an iPad® be accidentally lost, damaged, or stolen, responsibility for replacement shall be as follows:

a. First time: City shall repair or replace at no cost to the user.

b. Second time: All Other times cost of repair or replace will be based on a case by case basis, as determined by the balance of the Council.

iPads® that are damaged or destroyed through intentional misuse must be repaired or replaced at the user's expense.

12. Return of iPad®. Users shall return their iPad® to the City when the individual's term and service as Mayor or Council member has ended. Upon return of the iPad® to the City and following the preparation of any appropriate backup files, the iPad® will be wiped clean of any and all information.

13. Compliance with Policy. The City reserves the right to inspect any and all files stored on iPads® that are the property of the City in order to ensure compliance with this policy. Users do not have any personal privacy right in any matter created, received, stored in, or sent from any City-issued iPad®, and the IT Director is hereby authorized to institute appropriate practices and procedures to ensure compliance with this policy. Any violation of this policy may result in discipline as deemed appropriate by the balance of the City Council,

I hereby certify that I have received a written copy of the Mayor and City Council iPad® Policy form. I have read and fully understand the terms of this policy and agree to abide by it.

Dated:

By:_____

Name: _____

iPad Cost Comparison

Current Paper Agenda Costs

Savings on Productivity, Direct Costs, and Supplies

Paper cost per Month	$	7.46
Copier Cost, Maintenance etc per Month	$	59.84
Staff Time to Assemble 2Hrs x 2X/month	$	147.42
Police Delivery 1.5 hrs/time 2X /month	$	99.26
Gas at $6.00 per time 2X/month	$	12.00
Total per Month	$	325.98
Total for 1st Year		$3,911.76

With a 5% increase of cost per year added for future years:

Total for 2nd Year (accumulative)	$	8,019.11
Total for 3rd Year (accumulative)		$ 12,331.82
Total for 4th Year (accumulative		$ 16,860.17

Proposed iPad Costs

Initial Cost of 32 G iPad with Verizon and Protection case $691.00 x 7		$	4,837.00
Verizon cost per Month $20.0 x 7	$140		
Verizon Cost per Year		$	1,680.00
Total for 1st Year		$	6,517.00
Total for 2nd Year (accumulative)		$	8,197.00
Total for 3rd Year (accumulative)		$	9,877.00
Total for 4th Year (accumulative)			$ 11,557.00

This cost comparison shows that by the end of the second year the 'Pads are almost a break even. By year 3, the ipad is now cheaper, and by the 4th year, the iPad becomes cheaper by over $5000.00.

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Suite 100
Des Moines, Iowa 50309
Phone: 515-245-7777
Fax: 515-245-7730
Website: www.alliancetechnologies.net

STATEMENT OF WORK#150505POLKCITY-S-SERVER&FW-1

This Statement of Work (the "SOW"), with an effective date of May 5, 2015 (the "Effective Date"), is to formalize an arrangement between City of Polk City ("Client") and Alliance Technologies, Inc. ("Alliance") to provide services specified below. This SOW is issued pursuant to the Master Service Agreement ("Agreement") between Alliance and Client, dated _____, and the terms and conditions of such Agreement are hereby incorporated and made a part of this SOW by reference and shall be applicable to the Services provided hereunder.

1. SCOPE OF SERVICES:

1.1 Project Summary:

Client has requested the services of Alliance to install and configure one (1) new virtualized server to provide roles such as File, Print, Active Directory, DHCP, & Application services to their network. In addition, Alliance will be installing a UPS, switch & firewall.

1.2 Alliance Essential Duties and Responsibilities:

- Install and configure one (1) new Dell T430 server
  - Basic physical server installation and preparation
    - Unpack/physically install/cable new server
    - Upgrade firmware of BIOS, storage and network adapters as necessary to manufacturer recommended versions
    - Configure local storage (as needed)
    - Configure DRAC management interface
  - Install VMware ESXi hypervisor
    - ESXi installed on SD card
    - Local storage to be used for VMFS datastore
    - Virtual machine (VM,) management and vMotion traffic segregated across physical network interfaces
    - Local account authentication
    - Configuration of network services such as DNS, NTP
- Install and configure one (1) APC UPS devices
  - Configure network management card
  - Configuration of power protection for ESXi host and its virtual machines
    - Deploy and configure APC virtual appliance
- Deploy and configure VMware vCenter Server virtual appliance
  - Configure networking, SSO, and database
  - Configure Active Directory authentication
- Create one (1) virtual machine template based on Windows Server 2012 R2
  - Verify server licensing
  - Patch server OS as necessary
- Create one (1) new virtual machine to host Active Directory domain services

    - Deploy new virtual machine from template
    - Create one (1) new Active Directory domain and forest
        - Promote new server to a domain controller
        - Install DNS server role
    - Create or modify up to three (3) group policy objects
        - Map network drives and printers to endpoints
        - Modify the existing default domain policy per Client's requirements
    - Install DHCP server role
- Create one (1) new virtual machine to host File and Print services
    - Deploy new virtual machine from template
    - Install File Server role
        - Migrate up to 2TB of file server data from Client's workstations
        - Create shares on new server using DFS namespaces
    - Install Print Server role
        - Install OS compatible printer on new server
        - Configure Printer sharing
- Create one (1) new virtual machine to host Client's applications including Data Technologies Summit accounting and Kaspersky Security Center
    - Deploy new virtual machine from template
    - Client will be responsible for installation of Data Technologies Summit Accounting software and any relevant data migration
    - Install and configure Kaspersky Security Center
        - Confirm licensing
        - Create new policies
        - Install Kaspersky on three (3) new server virtual machines
        - Client will be responsible for installing Kaspersky Anti-Virus software on endpoints
- Join up to eight (8) existing Windows 7 Professional endpoints to the Client's new domain
    - Migrate profiles
    - Verify group policy application
- Install and configure one (1) new FortiGate 90D firewall
    - Upgrade the new firewall to the manufacturer recommended firmware levels
    - Cable the firewall
    - Migrate rules from existing firewall to the new Fortigate
    - Review existing firewall rules with customer for validity and security concerns
    - Configure SSL VPN service with Active Directory authentication
    - Transition all connections and services from the existing firewall to the new FortiGate after business hours
- Install and configure one (1) new Cisco switch
    - Configuration of management and layer 2 settings based on industry best practices
    - Transition cabling from existing switch during maintenance window set for the new firewall
    - Remove Client's existing switch from the network
- Documentation
- Project Management

1.3 Out of Scope:

- Installation of Kaspersky Anti-Virus software on any computer other than the new T430 server
- Installation of Data Technologies Summit Accounting software or migration of any data related to this software to the new server

- Addition of new firewall technologies or rules including, but not limited to UTM, VPN, NAT not present in the existing firewall
- Troubleshooting network connection such as internet service
- Training on the administration of any new products
- Installation of FortiClient (VPN) on any computers
- Backups are being provided in a separate agreement
- Anything not identified in Section 1.2 of this scope of work will be considered out of scope

1.4 Client Essential Duties and Responsibilities:

- Provide accurate licensing
  - VMware vSphere
  - Windows Server 2012 R2 and CALs
  - Kaspersky
- Provide physical access to facilities
- Sufficient power, rack space, cooling and network connectivity for new devices
- Provide contact information to internet service provider in case we need more information
- Schedule an appropriate time for the network outage/maintenance window
- Send out any notifications regarding the outage to end users
- Provide access credentials to the existing firewall
- Testing of the new firewall once in place to validate and sign off that it is working as needed

Client Initials: _____

1.5 Risks:

- Minor risk of new equipment having firmware, hardware, or software issues beyond Alliance's control (shipping problems, manufacturing flaws, etc.)
- Migration of firewall rules from different vendors presents a unique challenge as the rules and features can be configured differently from one vendor to another. This may impact hours and functionality. Alliance will make a best effort to match current firewall configuration.

2. ENGAGEMENT TIME:

Anticipated Project Duration:	**Four (4) Weeks**
Commencement Date:	The first available date, not less than two (2) weeks from date of SOW signature. Final Project Commencement Date will be determined mutually between Alliance and Client.

3. COMPENSATION/RATE:

$165/Hour (Travel and Expenses are not included in this rate)

Travel time will be invoiced to Client at the rate of **$95/hour** for travel to and from Client's location. Rate includes any mileage or gasoline expenses. Other incurred travel expenses, including but not limited to, lodging, meals and airfare will be billed to Client.

After-hours will be invoiced at 1 ½ times the assigned hourly rate. After-hours is defined as hours worked outside normal business hours, Monday-Friday, 7:00AM-5:00PM CT, including Alliance recognized holidays as defined at http://www.alliancetechnologies.net/support.

4. **PAYMENT TERMS:** **Net Thirty (30) Days**

5. **FEDERAL TAX ID:** **39-1895727**

6. **DETAILS OF SERVICE:**

The services described above shall be performed between the hours of 7:00AM and 5:00PM CT, Monday-Friday, at the office of Alliance, located at 420 Watson Powell Jr. Way, Suite 100, Des Moines, Iowa 50309 and at the office of Client, located at 112 North 3rd Street, Polk City, Iowa 50226.

7. **CONTACT PERSONS:**

CITY OF POLK CITY	ALLIANCE TECHNOLOGIES, INC.
NAME: Jake Schreier	NAME: Scott Hardee
TITLE: Technology Director	TITLE: Sales Executive
PHONE: (515) 208-6065	PHONE: (515) 245-7760
EMAIL: jgschreier@polkcity.org	EMAIL: hardees@alliancetechnologies.net
FAX:	FAX: (515) 245-7730

8. **AUTHORIZED SIGNATURES:**

By: _____
(Sign above)

Its: _____
(Print name & title of person signing on behalf of Client)

Date: _____

By: _____
(Sign above)

Its: Nicholas E. Heisdorffer, Enterprise Sales Manager
(Print name & title of person signing on behalf of Alliance)

Date: _____

The terms and conditions described are valid for sixty (60) days from the date listed in paragraph one of this SOW.

Master Services Agreement

The parties to this MASTER SERVICES AGREEMENT (this "Agreement") are **City of Polk City**, having a principal place of business at 112 North 3rd Street, Polk City, Iowa 50226 (hereinafter "**Client**") and **Alliance Technologies, Inc.**, an Iowa corporation, and its affiliates, having a principal place of business at 420 Watson Powell Jr. Way, Suite 100, Des Moines, Iowa 50309 (hereinafter "**Alliance**"). The effective date of this Agreement is the last date it is signed by the Client and Alliance ("Effective Date").

A. **STATEMENTS OF WORK.** For each engagement under this Agreement, Services to be provided by Alliance will be described in a Statement of Work, Maintenance Agreement or other signed document and will be referenced in this document as a Statement of Work (hereinafter "SOW"). Each SOW and each amendment thereto must be signed by both parties and must state that it is made pursuant to this Agreement. Each SOW shall constitute a separate agreement which incorporates the terms and conditions of this Agreement. The provisions of the SOW shall control any conflicting provisions in this Agreement. All work performed by Alliance shall be documented in an SOW signed by authorized representatives of both parties. Each SOW shall set forth, at a minimum, the type of services provided, the location of the service and the specific fees for that service.

B. **PROVISION OF SERVICES.** Alliance will provide those services (collectively the "Service") described on any related SOW(s), incorporated herein by reference, to Client in accordance with the terms and conditions of this Agreement.

C. **TERM.** This Agreement shall remain in effect unless Alliance or the Client provides written notice of termination or change at least (30) days prior. Any related SOW shall remain in effect for a term as specifically designated on the related SOW (the "Term"). Following expiration of an initial term in the Agreement or any SOW that defines a fixed term, Alliance may increase the fees for the Service with thirty (30) days advance written notice unless Client has agreed to a fixed renewal term. If either party terminates this Agreement, Alliance will assist the Client in the orderly termination of Services, including timely transfer of the services to another designated provider. Client agrees to pay Alliance the reasonable and preapproved actual costs of rendering such services.

D. **FEES.** The current fees for work performed by Alliance shall be set forth as part of each SOW. In consideration of the Service provided, Client shall pay Alliance those fees itemized on any related SOW(s) incorporated herein by reference as well as all applicable excise, sales, use, or other taxes, fees or charges applicable to the Service (including supplemental charges, such as charges for incremental usage, design changes, Service relocation, maintenance and expedites requested by Client). In the case where this Agreement includes Service delivery to multiple locations and Service delivery is delayed definitely or indefinitely due to circumstances beyond the immediate control of Alliance, as deemed in good faith by Alliance and approved by Client, Client shall pay such partial fees for those portions of the Service which are not so delayed. Partial delivery of Service, in this manner and where approved by Client, shall not be deemed as a failure to fulfill the Agreement or cause for Termination.

E. **PAYMENT TERMS.** Alliance shall submit invoices to Client per the terms of the SOW(s) for the services furnished and other expenses incurred hereunder. Client shall pay each invoice in full within the terms of the SOW(s), if no terms are defined; payment is due in full ten (10) days after receipt. Any undisputed account 30 days past due, may have a finance charge added to the outstanding balance, not to exceed the lesser of the (i) eight-teen percent (18%) per annum simple interest, or (ii) the maximum amount permissible by state law. Undisputed Accounts 60 days past due where Alliance has provided at least 60 days written notice that the account is past due and may be cured within such 60 days are subject to Service suspension and a reasonable reactivation fee reflective of the direct costs of reactivation when applicable (on top of previous late fees and past due amounts). Repeated late payments more than 3 times in any calendar year that have not been cured with the applicable cure period will result in full Service termination and deletion without the possibility of reactivation. If an account is terminated, there could be the possibility that it cannot be restored or recovered. Alliance shall not be liable to the Client or any other third party for any consequences of a Client's account being terminated from lack of payment where the account was terminated consistent with the written notice and cure periods in this paragraph. Alliance accepts checks as a standard form of payment. Client may also pay outstanding balances via a credit card; however, all credit card transactions are subject to a convenience fee. Fees must be paid in U.S. Dollars. Invoices that are not disputed within 90 days of invoice date are conclusively deemed accurate. Returned checks and declined credit cards will also be charged a $25 non-sufficient funds fee.

F **SERVICE DEFINITIONS.** Any use of Alliance's Services shall be governed by the following provisions.

1. **SERVICE.** Service is defined as any labor, system, service, hosting or equipment the Alliance provides.
2. **NOT FOR RESALE.** Client shall be the end-user of the Service. The Service is not to be resold or distributed without the prior express written consent of Alliance.
3. **PASSWORDS.** Client acknowledges that Alliance may need access to any and all systems and resources to perform their duties under this Agreement. As such, Alliance must have access to any and all passwords necessary to perform duties under this Agreement. Client may be required to maintain a secure password for use of the Service. Secure passwords are those that are at least eight (8) characters in length, contain at least one (1) non-alphabetic character and cannot be found in direct or reverse order in a dictionary, without regard to the language of the dictionary.
4. **MALICIOUS OR ILLEGAL USE.** Client shall not use any process, program or tool via Alliance's system for guessing the passwords or circumventing any security measures of Alliance customers or other systems. Client shall not use Alliance's system to make unauthorized attempts to access the systems and networks of others. Client shall use the Service in accordance with all applicable local, state and federal laws, including but not limited to, obscenity laws. Client shall not use the Service to conduct any business or activity or solicit the performance of any activity that is prohibited by law, nor shall Client's use of the Service impinge upon the use of Alliance's system by other customers. Violations of any of the Alliance conditions of use are unethical and may be deemed criminal offenses. Client

shall report to Alliance any information Client may have concerning instances in which the conditions of use have been or are being violated. When Alliance becomes aware of any possible violations, Alliance will initiate an investigation. In the event that Alliance determines that Client has violated or will violate any of these policies, Alliance may take such action as appropriate under the circumstances as known to Alliance at the time such action was taken to eliminate or preclude such violation. Alliance shall not be liable for any damages of any nature suffered by any Client, Client, or third party resulting in whole or in part from its exercise of its rights under these policies. Client is responsible for any charges resulting from the violation of these policies including but not limited to charges resulting from the compromise of any Client secure password.

5. **RIGHT TO DATA AND INFORMATION.** Client agrees that, notwithstanding any other provisions hereof and notwithstanding any termination of this Agreement, all data and information provided by Alliance (including without limitation computer software, computer data base structure, computer documentation, specifications, reports, designs and the like generated or designed in the performance of or delivered under this Agreement), shall be and remain the shared property of Alliance and of Client, which are protected by United States copyright laws and international treaty provisions. Data does NOT include proprietary data of Client or their customer/users. Alliance and Client retain all rights not expressly granted. Alliance grants Client an unlimited, unrestricted and non-exclusive, fully paid, world-wide license to all background intellectual property employed by Alliance necessary to fully practice and utilize any design or product (including software) resulting from performance hereunder. Alliance and Client have the right to copy program and software for the sole purposes of "backing-up" the program or for modifying the program. Alliance further agrees not to knowingly include any material copyrighted by others in technical data delivered under this Agreement without first obtaining for the benefit of purchaser, a license therein of the same scope as set forth herein.
6. **TITLE TO EQUIPMENT.** Exclusive of any Client provided or purchased equipment, Consumer Premise Equipment ("CPE") used for the delivery of the Service, Alliance or its provider(s) shall retain the title to any and all equipment or other facilities utilized in connection with delivery of the Service (collectively the "Equipment"), and this Agreement shall not, and shall not be deemed to, convey title to the Equipment to Client, unless explicitly stated in the SOW. Within ten (10) days from the expiration or termination of this Agreement, Client shall return the Equipment to Alliance. In the event Client provides any equipment utilized in connection with the Service, any such equipment shall be itemized on an SOW listing all such CPE, which shall be attached to this Agreement and incorporated herein by reference.
7. **QUALITY AND ACCURACY OF AVAILABLE INFORMATION.** Client acknowledges that the information available on Alliance's system and/or through the interconnecting networks may not be accurate. Alliance makes no representation or warranty of any kind, either express or implied, regarding the quality, accuracy or validity of the data and/or information available from or through such networks. Use of information obtained from or through Alliance's system is at the Client's risk.

G. **INTELLECTUAL PROPERTY RIGHTS**

1. **CONFIDENTIALITY.** Alliance shall maintain in strict confidence, and shall use and disclose only as authorized by Client, all information of a competitively sensitive or proprietary nature that it receives in connection with the work performed for Client pursuant to each SOW. Alliance shall require its personnel and/or parties working under this Agreement, which may include outside contractors and vendors, to agree to do likewise. Client shall take reasonable steps to identify for the benefit of Alliance and its personnel any information of a competitively sensitive or proprietary nature, including use of confidentiality notices in written material where appropriate. These restrictions shall not be construed to apply to (1) information generally available to the public; (2) information released by Client generally without restriction; (3) information independently developed or acquired by Alliance or its personnel without reliance in any way on other protected information of Client; or (4) information approved for the use and disclosure of Alliance or its personnel without restriction. Notwithstanding the foregoing restrictions, Alliance and its personnel may use and disclose any information (1) to the extent required by an order of any court or other governmental authority or (2) as necessary for it or them to protect their interest in this Agreement, but in each case only after Client has been so notified and has had the opportunity, if possible, to obtain reasonable protection for such information in connection with such disclosure.
2. **RESIDUAL RIGHTS OF PERSONNEL.** Notwithstanding anything to the contrary herein, Alliance and its personnel shall be free to use and employ its and their general skills, know-how, and expertise, and to use, disclose, and employ any generalize ideas, concepts, know-how, methods, techniques, or skills gained or learned during the course of any assignment, so long as it or they acquire and apply such information without disclosure of any confidential or proprietary information of Client and without any unauthorized use or disclosure of Work Product.
3. **WARRANTIES AND REPRESENTATIONS.** Alliance has the authority to enter into this Agreement and to perform all obligations hereunder, including, but not limited to, the grant of rights and licenses to the Work Product and background rights and all proprietary rights therein or based thereon. PRODUCTS MANUFACTURED, PUBLISHED OR PROVIDED BY THIRD PARTIES ARE PROVIDED ON AN "AS IS" BASIS WITHOUT WARRANTY BY ALLIANCE OF ANY KIND, EITHER EXPRESS OR IMPLIED. Alliance does not manufacture hardware or commercial off-the-shelf software covered under this Agreement. Any warranty provisions are passed through from the manufacturer and are subject to the manufacturer's limitations. Any labor supplied to Client is not covered under the terms of the manufacturer's warranty. Alliance may provide equipment owned by Alliance and housed at the Client's premises. Such equipment may include, but is not limited to routers, desktops, servers, software and remote backup devices. Such equipment shall be treated with the same care and security as similar equipment owned by Client. Client shall be held liable for any damage or loss not covered by the manufacturer's warranty. If such loss or damage occurs, Client will be invoiced the current replacement costs of the equipment plus shipping and handling and related installation chargers. Licenses will not be deemed to have been granted by either party to any of its patents, trade secrets, trademarks or copyrights except as otherwise expressly provided in this agreement. Nothing in this Agreement will require Alliance or Client to violate the proprietary rights of any third party in any software or otherwise. Alliance will conduct the work with diligence, skill and attention, and will not introduce any harmful code into the Client's computer systems.
4. **INDEMNITIES.** Alliance shall defend, indemnify and hold harmless Client against any claim of infringement by Work Product or any portion thereof of any patent, copyright, trade mark, trade secret or other proprietary or intellectual property right. Alliance shall indemnify and hold Client harmless against any loss or liability to person or property arising out of the performance of Alliance under this Agreement. Alliance shall maintain liability insurance, in amounts acceptable to Client, sufficient to fulfill its obligations to Client pursuant to this Section, and Alliance shall submit proof of such insurance to Client upon request.

H. LIMITATIONS

1. **DISCLAIMER.** EXCEPT AS PROVIDED HEREIN OR IN AN SOW, ALLIANCE DOES NOT MAKE ANY WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO THE SERVICES RENDERED BY ITS PERSONNEL OR THE RESULTS OBTAINED FROM THEIR WORK, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTIBILITY OR FAIRNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL, SPECIAL, OR INDIRECT DAMAGES, OR FOR ACTS OF NEGLIGENCE THAT ARE NOT INTENTIONAL OR RECKLESS IN NATURE, REGARDLESS OF WHETHER IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NEITHER PARTY'S TOTAL LIABILITY FOR ANY DAMAGES SHALL EXCEED TWICE THE AMOUNT OF TOTAL FEES PAID OR PAYABLE TO ALLIANCE UNDER THIS AGREEMENT OR TO THE EXTENT COVERED BY ALLIANCE'S OR CLIENT'S INSURANCE LIMITS AS THE CASE MAY BE, WHICHEVER IS LESS. ALLIANCE ACCEPTS NO LIABILITY FOR ANY CLAIMS ARISING OUT OF ANY ACT OR OMISSION BY A THIRD PARTY OR CLIENT'S THIRD PARTY SERVICE PROVIDER(S); AND FOR ANY AMOUNTS ASSOCIATED WITH THE THIRD PARTY PRODUCTS AND SERVICES. CLIENT HEREBY ACKNOWLEDGES THAT ALL COMPUTER DATA NETWORKS, APPLICATIONS, AND BACKUP SYSTEMS INCORPORATE A RISK OF DATA LOSS, DOWNTIME, AND UNAUTHORIZED INTRUSIONS AND THAT ALLIANCE IS NOT LIABLE FOR ANY LOSS, CORRUPTION, OR BREACH OF CLIENT'S DATA.

2. **FORCE MAJEURE.** Alliance shall not be liable to Client for any failure or delay caused by events beyond Alliance's control, including, without limitation, Client's failure to furnish necessary information, sabotage, failures or delays in transportation or communication, failures or substitutions of equipment, labor disputes, accidents, shortages of labor, fuel, raw materials, or equipment, or technical failures.

I. GENERAL PROVISIONS

1. **NOTICES.** Any notices to be given hereunder by either party to the other may be effected either by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing in the introductory paragraph of this Agreement, but each party may change such address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt. Mailed notices will be deemed communicated as of two days after mailing.
2. **NO DISCRIMINATION.** Alliance agrees that in the performance of this Agreement it will not discriminate or permit discrimination Against any person or group of persons on the grounds of sex, race, color, religion, natural origin, age or disability in any manner prohibited by the laws of the United States.
3. **ENTIRE AGREEMENT OF THE PARTIES.** This Master Services Agreement, including any attachments, schedules, exhibits, addenda or any properly executed SOW, now or hereafter attached hereto, constitutes the entire agreement between the parties with respect to the subject matter hereof. Further, the Parties agree that the recitals and the attachments contained herein are specifically incorporated into the Agreement by the reference herein. In addition, this Agreement supersedes all prior or contemporaneous agreements, negotiations, representations and proposals, written or oral, relating to its subject matter. Neither Party will be bound or liable to the other Party for any representation, promise or inducement made by any agent or person in the other's employ that is not embodied in this Agreement. Any modification of this Agreement will be effective only if it is in writing signed by the Parties.
4. **PARTIAL INVALIDITY.** If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.
5. **DISPUTE RESOLUTION.** In the event of any dispute, claim, question or disagreement (the "Controversy") arising from or relating to this Agreement or breach thereof, the parties hereto shall use reasonable efforts to settle the Controversy. To this effect, upon notice from one party to the other of a Controversy, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. Parties agree that any action in relation to the Controversy must be commenced within one (1) year of the date of the Controversy, without regard to the date the Controversy is discovered.
6. **PARTIES IN INTEREST.** This Agreement is enforceable only by Alliance and Client. The terms of this Agreement are not a contract or assurance regarding compensation, continued employment, or benefit of any kind to any of Alliance's personnel assigned to Client's work, or any beneficiary thereof, shall be a third-party beneficiary under or pursuant to the terms of this Agreement.
7. **GOVERNING LAW.** This Agreement and related SOW(s) are subject to applicable federal law and the laws of the State of Iowa, without regard to conflict of law principles.
8. **SUCCESSORS.** This Agreement shall inure to the benefit of, and be binding upon, Alliance and Client, their successors and assigns.
9. **ASSIGNABILITY.** Either party may assign this Agreement to an affiliate or acquirer of all or substantially all of its assets but Client shall provide Alliance with notice and complete all paperwork necessary to effectuate any change in ownership or other account changes. Otherwise, Client may not assign its rights and obligations under this Agreement without Alliance's advance written consent, which shall not be unreasonably withheld.
10. **MUNICIPAL AND BOARD REGULATIONS, STATE, AND FEDERAL LAWS AND REGULATIONS.** Alliance shall at all times observe and comply with all federal and state laws, local laws, ordinances, orders, and regulations of the federal, state, county, or city governments. Alliance shall observe all of Client's policies and procedures in the Client's workplace.
11. **TAXES.** If Alliance is required by law to pay applicable taxes on the provision of the Service, Client must pay Alliance the amount of the tax that is due or provide Alliance with satisfactory evidence of your exemption from the tax. For the avoidance of doubt taxes on income or net income shall be paid by Alliance.
12. **CLIENT'S PROPERTY.** If Client supplies any item for Alliance's use, no title to such item shall pass to Alliance. All such items not consumed in the performance of the work shall be returned to Client upon termination of the Agreement. Alliance shall use items supplied, and its access to Client's property, computers and other facilities with the same degree of care in their use as it does with its own similar items, but in no event less than reasonable care.
13. **NON-SOLICITATION OF EMPLOYEES.** Client and Alliance mutually acknowledge that each other have a substantial investment in its employees that provide services under this Agreement and that such employees are subject to each parties' control and supervision. Client and Alliance agree not to solicit, hire, employ, retain, or contract with any employee of the other party, without first receiving the other parties' written consent. Without this prior written consent neither party shall recruit or hire any of the other parties' personnel until one (1) year after their end of employment (regardless of the reason for termination). If either party breaches this non-solicitation of employees provision the breaching party shall pay the other party an amount equal to 50% of the then current yearly salary or wage paid to such employee that was employed in violation of this non-solicitation of employees provision.

AGREEMENT AND ACCEPTANCE

By the signatures of their duly authorized representatives below, Client and Alliance, intending to be legally bound, agree to all of the provisions of this Master Services Agreement as of the Effective Date.

City of Polk City	
Authorizing Signature	
Print Name	
Title	
Date	

Alliance Technologies, Inc.	
Authorizing Signature	
Print Name	
Title	
Date	

420 Watson Powell Jr. Way
Suite 100
Des Moines, Iowa 50309
Phone: 515-245-7777
Fax: 515-245-7730
Website: www.alliancetechnologies.net

STATEMENT OF WORK#150506POLKCITY-S-T&M-1

This Statement of Work (the "SOW"), with an effective date of May 6, 2015 (the "Effective Date"), is to formalize an arrangement between City of Polk City ("Client") and Alliance Technologies, Inc. ("Alliance") to provide services specified below. This SOW is issued pursuant to the Master Service Agreement ("Agreement") between Alliance and Client, dated _____, and the terms and conditions of such Agreement are hereby incorporated and made a part of this SOW by reference and shall be applicable to the Services provided hereunder.

1. SCOPE OF SERVICES:

This Statement of Work covers the rates and billing practices of Alliance's information technology services and support. Characterization of specific tasks, tickets, or time into the work roles listed below will be made at the sole determination of Alliance staff. Services will be provided on a time and materials basis. Alliance will be paid for Services rendered, travel time, travel expenses and other out-of-pocket expenses incurred in its performance of the Services.

Alliance's work will be to provide technical support services for Client; as stated below and for clarity, Alliance will not, nor does Client desire us to, perform any management functions, make management decisions, or otherwise perform in a capacity equivalent to that of an employee or officer of Client.

2. CLIENT OBLIGATIONS:

During the Term of this SOW, Client agrees to conduct business in a courteous and professional manner with Alliance and to the following additional obligations:

- Service Requests: To ensure that requests for Services are made as tickets initiated by Client calling Alliance's primary published phone numbers or by e-mailing Alliance's published support email addresses or by opening a ticket through the Alliance Technologies portal or system tray icon.
- Office Support: If needed, to provide office space, a workstation, office equipment, and/or system access including VPN access or other means to be able to access Client's system(s).
- Access: Provide access to management personnel, staff, premises, computer systems, networks and applications as reasonably required by Alliance to perform the Services.
- Management Decisions: In connection with the performance of these Services, Client agrees to make all management decisions and perform all management functions; designate an individual who possesses suitable skills, knowledge, and/or experience, preferably within senior management, to oversee such Services; evaluate the adequacy and results of the Services performed; accept responsibility for the results of the Services; and establish and maintain internal controls, including monitoring ongoing activities. Alliance will not perform any management functions, make management decisions, or otherwise perform in a capacity equivalent to that of an employee or officer of Client.

3. INITIAL RATE TERM:

This Agreement shall remain in effect unless terminated by either party via a written notice at least thirty (30) days in advance of the termination date, in accordance with the associated Master Services Agreement. The hourly rates listed on this SOW shall commence on the Effective Date of this SOW and remain in effect until

June 30, 2016 (Initial Rate Term). At the end of the Initial Rate Term, Alliance may revise the rates defined in this SOW, (including, but not limited to, the standard hourly rates and travel time rates), to its then prevailing rates, (a.k.a. Hourly Standard Rates). The Hourly Standard Rates of Alliance are accessible via your client authorization credentials at https://portal.alliancetechnologies.net.

4. **COMPENSATION/RATE:** Standard hourly rates listed below, billed in fifteen (15) minute increments.

$105 per hour	$120 per hour	$135 per hour	$150 per hour	$165 per hour	$195 per hour
Remote desktop support	Website development and support	On-site desktop support	Phone system support Systems/business analysis Project management Quality assurance	Server Support Basic Networking SAN support Database development and support Software development and support Line of business application support	Advanced Networking Endpoint virtualization

AFTER-HOURS will be invoiced to Client at one hundred and fifty percent (150%) of the applicable standard hourly rates. After- hours are defined as hours worked outside of Alliance's normal business hours and Alliance recognized holidays as defined at http://www.alliancetechnologies.net/support.

TRAVEL TIME will be invoiced to Client at the rate of **$95/hour** for travel to and from Client's location. Rate includes any mileage or gasoline expenses. Other incurred travel expenses, including but not limited to, lodging, meals, airfare and other out-of-pocket expenses will be billed to Client.

5. **PAYMENT TERMS: Net thirty (30) days**

6. **FEDERAL TAX ID: 39-1895727**

7. **CONTACT PERSONS:**

CITY OF POLK CITY	ALLIANCE TECHNOLOGIES
NAME: Jake Schreier	NAME: Scott Hardee
TITLE: Technology Director	TITLE: Sales Executive
PHONE: (515) 208-6065	PHONE: (515) 245-7760
EMAIL: jgschreier@polkcity.org	EMAIL: hardees@alliancetechnologies.net
FAX:	FAX: (515) 245-7730

8. **AUTHORIZED SIGNATURES:**

By: _____
(Sign above)
Its: _____
(Print name & title of person signing on behalf of Client)

Date: _____

By: _____
(Sign above)
Its: Jason Lamping, SMB Sales Manager
(Print name & title of person signing on behalf of Alliance)

Date: _____

420 Watson Powell Jr. Way
Suite 100
Des Moines, Iowa 50309
Phone: 515-245-7777
Fax: 515-245-7730
Website: www.alliancetechnologies.net

STATEMENT OF WORK#150506POLKCITY-S-O365-1

This Statement of Work (the "SOW"), with an effective date of May 6, 2015 (the "Effective Date"), is to formalize an arrangement between City of Polk City ("Client") and Alliance Technologies, Inc. ("Alliance") to provide services specified below. This SOW is issued pursuant to the Master Service Agreement ("Agreement") between Alliance and Client, dated _____, and the terms and conditions of such Agreement are hereby incorporated and made a part of this SOW by reference and shall be applicable to the Services provided hereunder.

1. SCOPE OF SERVICES:

1.1 Project Summary:

Client has requested the services of Alliance to migrate and configure email service from their existing POP3 email service to Microsoft's Exchange Online service.

1.2 Alliance Essential Duties and Responsibilities:

- Spend up to one (1) hour completing a health assessment of Client's existing email environment
- Migrate Client's email service from their existing email service to Microsoft's Exchange Online service:
    - Setup and configure Exchange Online
        - Configure Microsoft-hosted Exchange service for use by Client
            - Verify domain with Exchange Online
                - Configure DNS records to enable verification
            - Configure basic settings and licensing
            - Create user accounts for forty (40) mailboxes
        - Work with Client's DNS host to redirect email to the new Exchange Online service for the following domains:
            - Polkcity.org
    - Provide assistance to Client with the migration of two (2) mailboxes utilizing an Exchange Online migration tool
        - Configure Microsoft's Exchange Online service for PST file migration
        - Provide Client with instructions for migrating primary, archive, or any additional PST files to Exchange Online
- Install Active Directory Sync tool (DirSync) on Client's existing Windows Server 2012 R2 server
- Provide Client with instructions to configure the Outlook client for use with Microsoft's Exchange Online service
- Spend up to two (2) hours configuring existing scanner/copier/multi-function devices to send email through Exchange Online
- Provide documentation for mobile device connectivity to Exchange Online
- Project Management

1.3 Out of Scope:

- Remediation on any problems from during the Exchange services assessment

- Configuration or migration to Office 365 services other than Exchange Online can be completed as needed, but will be handled under a different agreement. This is including but not limited to the following Office 365 services:
    - Sharepoint
    - OneDrive for Business
    - Lync
    - Office for Windows or Mac
    - Azure Rights Management
- Reconfiguring Client's Outlook installations to connect to Exchange Online
- Configuring Outlook versions older than Outlook 2007 SP3 to work with the Exchange Online service
- Configuration of mobile devices to connect to Exchange Online
- Migration of mail from any other email sources
- Moving data from PST files to the Exchange Online service for more than two (2) mailboxes
- Configuration of distribution groups, shared mailboxes, public folders or other services requested by Client will be invoiced under Client's Time & Materials Agreement
- Active Directory cleanup necessary for proper synchronization with Office365
- Anything not identified in Section 1.2 of this scope of work will be considered out of scope

1.4 Client Essential Duties and Responsibilities:

- Complete migration of mailboxes to Exchange Online
- Complete reconfiguration of Outlook to connect to Exchange Online
- Provide access to change public DNS records
- Provide access to the Office 365 administrative account
- Prioritize mailboxes and PST files for migration timeline
- If needed, provide office space, workstation, and/or system access
- Provide at least one (1) Windows Server for SMTP relay
- Provide firewall credentials or access

Client Initials: _____

1.5 Risks:

- Mainstream supported version(s) of Outlook http://support.microsoft.com/lifecycle/search
- Large mailbox or archive sizes
- Third-party software may be required to migrate email if certificate is not in use to expedite migration
- The Client's DNS host may be unable to create the necessary records to verify/migrate Client's domains in a timely manner

2. ENGAGEMENT TIME:

Anticipated Project Duration:	**Three (3) Weeks**
Commencement Date:	The first available date, not less than two (2) weeks from date of SOW signature. Final Project Commencement Date will be determined mutually between Alliance and Client.

3. COMPENSATION/RATE:

$160/Hour (Travel and Expenses are not included in this rate)

Travel time will be invoiced to Client at the rate of **$95/hour** for travel to and from Client's location. Rate includes any mileage or gasoline expenses. Other incurred travel expenses, including but not limited to, lodging, meals and airfare will be billed to Client.

After-hours will be invoiced at 1 ½ times the assigned hourly rate. After-hours is defined as hours worked outside normal business hours, Monday-Friday, 7:00AM-5:00PM CT, including Alliance recognized holidays as defined at http://www.alliancetechnologies.net/support.

4. **PAYMENT TERMS:** **Net Thirty (30) Days**

5. **FEDERAL TAX ID:** **39-1895727**

6. **DETAILS OF SERVICE:**

The services described above shall be performed between the hours of 7:00AM and 5:00PM CT, Monday-Friday, at the office of Alliance, located at 420 Watson Powell Jr. Way, Suite 100, Des Moines, Iowa 50309 and at the office of Client, located at 112 North 3rd Street, Polk City, Iowa 50226.

7. **CONTACT PERSONS:**

CITY OF POLK CITY	ALLIANCE TECHNOLOGIES, INC.
NAME: Jake Schreier	NAME: Scott Hardee
TITLE: Technology Director	TITLE: Sales Executive
PHONE: (515) 208-6065	PHONE: (515) 245-7760
EMAIL: jgschreier@polkcity.org	EMAIL: hardees@alliancetechnologies.net
FAX:	FAX: (515) 245-7730

8. **AUTHORIZED SIGNATURES:**

By: _____
(Sign above)

By: _____
(Sign above)

Its: _____
(Print name & title of person signing on behalf of Client)

Its: Nicholas E. Heisdorffer, Enterprise Sales Manager
(Print name & title of person signing on behalf of Alliance)

Date: _____

Date: _____

The terms and conditions described are valid for sixty (60) days from the date listed in paragraph one of this SOW.

NOTICE OF PUBLIC HEARING

TO: ALL CITIZENS AND ALL PARTIES IN INTEREST WHO MAY BE ENTITLED TO NOTICE AND OPPORTUNITY TO BE HEARD ON INTENT TO VACATE OF CERTAIN EASEMENTS IN NOW KNOWN AS BRIDGEVIEW PLAT 1

YOU AND EACH OF YOU ARE HEREBY NOTIFIED that the City of Polk City, Iowa will hold a public hearing on the 13 day of July 2015, at 6:30 o'clock p.m. at the City Hall, 112 Third Street, Polk City, Iowa, for purposes of discussing the intent to vacate right of way on the following described real property:

A PART OF LOT 3 AND LOT 4 OF THHE OFFICAL PLAT OF THE NORTHWEST FRACTIONAL ¼ AND THE NORTH ½ OF THE SOUTHWEST ¼ ALL IN SECTION 1, TOWNSHIP 80 NORTH, RANGE 25 WEST OF THE 5TH PM, NO INCLUDED IN AND FORMING A PART OF THE CITY OF POLK CITY, POLK COUNTY, IOWA AND,
COMMENCIN AT THE SOUTHESAST CORNER OF SAID NORTH ½ OF THE SOUTHWEST ¼ OF SECTION 1; THENCE NORTH 0°06'00" , WEST ALONG THE EAST LIND OF SAID NORTH ½ OF THE SOUTHWEST ¼, A DISTANCE OF °47'47"STANCE OF 988.53 FEET TO THE POINT OF BEGINNING; THENCE NORTH 59°42'28" WEST 344.97 FEET TO THE SOUTHEASTERLY CORNEROF PARCEL "B" AS SHOWN IN A PLAT OF SURVEY RECORDED IN BOOK 6332, PAGE 391 OF THE POLK COUNTY RECORDERS OFFICE; THENCE NORTH 47°47'47" EAST ALONG THE EAST LINE OF SAID PARCEL "B" 195399 FEET TO THE EASTERLY CORNER OF PARCEL "B"; THENCE NORTH 01°37'00" EAST ALONG SAID EAST LINE OF SAID PARCEL "B" 99.60 FEET TO THE NORTHEASTERLY CORNER OF SAID PARCEL "B" AND TO THE CENTERLINE OF OLDIOWA STATE HIGHT WAY NO. 415; THENCE SOUTH 54°50'00' EAST ALONG SAID CENTERLINE, 182.70 FEET TO SAID EAST LINE OF NORTH ½ OF THE SOUTHWEST ¼; THENCE SOUTH 0°06'00" EAST ALONG SAID EAST LINE, 300.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 1.44 ACRES (62646 S.F.) AND,

YOU ARE FURTHER AND SPECIFICALLY NOTIFIED that at the time and place aforesaid all persons will have opportunity to be heard for or against said vacation. Following such hearing, the City Council will take action on said vacation without further notice or opportunity for hearing.

DATED the 22 day of July 2015.

_____
Jason Morse, Mayor

Attest:

_____
Jennifer Ratcliff, City Clerk

RESOLUTION NO 2015-51

A RESOLUTION SETTING A PUBLIC HEARIN ON THE VACATION OF CERTAIN EASEMENTS IN NOW KNOWN AS BRIDGEVIEW PLAT 1

WHEREAS, A PROPOSAL HAS BEEN MADE FOR THE CITY ON THE VACATION OF CERTAINI EASEMENTS IN NOW KNOWN AS BRIDGEVIEW PLAT 1, AND, BETTER DESCRIBE AS

1. INGRESS/EGRESS EASEMENT ON THE NORTH 30 FEET OF LOT 8 OF BRIDGEVIEW PLAT 1: TO BE VACATED SINCE DAVIS STREET WAS NOT CONSTRUCTED;
2. STORM SEWER AND DRAINIAGE EASEMENT ON LOTS 6&7 OF BRIDGEVIEW PLAT 1: TO BE VACTED AND REPLACED WITH A NARROWER EASEMENT SINCE THE STORM SEWER WAS EXTENDED THROUGH THE PLAT;
3. INGRESS/EGRESS EASEMENT IN EDWATER DRIVE RIGHT-OF-WAY, SOUTH OF LOT 1 OF BRIDGVIEW PLAT 1: TO BE VACATED SINCE THE RIGHT-OF-WAY WILL BE DEICATED TO THE CITY AS PART OF LOT B OF BRIDGEVIEW PLAT 1;
4. INGRESS/EGRESS EASEMENT IN EDGEWATER DRIVE RIGHT-OF-WAY ON ADJACENT POLK CITY VENTURES PROPERTY; TO BE VACTED SINCE THE RIGHT-OF-WAY WILL BE DEDICATED TO THE CITY AS PART OF LOT B OF BRIDGEVIEW PLAT 1.

AND,

WHEREAS, THE CITY ENGINEER REPRESENTATIVE HAS REVIEWED AND APPROVED SAID VACATION, AND,

WHEREAS, THE CODE OF IOWA PROVIDES THAT AN EASEMENT MAY BE VACTED ONLY AFTER NOTICE AND HEARING AS PROVIDED BY LAW.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF POLK CITY, IOWA, THAT A PUBLIC HEARING BEFORE THIS COUNCIL ON THE PROPOSAL SET FORTH IN THE PREAMBLE TO THIS RESOLUTION IS SET FOR 6:30 PM, ON THE 13TH DAY OF JULY 2015. THE CITY CLERK IS DIRECTED TO PUBLISH THE NOTICE OF SAID HEARING AT THE TIME AND IN THE MANNER REQUIRED BY LAW.

PASSED AND APPROVED the 22ND day of JUNE, 2015

_____

Jason Morse | Mayor

ATTEST:

_____

Jennifer Ratcliff | City Clerk

ENGINEERS & PLANNERS
SNYDER & ASSOCIATES
ANKENY, IA (515) 964-2020 | ATLANTIC, IA (712) 243-6505 | CEDAR RAPIDS, IA (319) 362-9394 | MARYVILLE, MO (660) 582-8888 | ST. JOSEPH, MO (816) 364-5222

VACATION OF EASEMENTS

Date: June 16, 2015
Project: Bridgeview Plat 1 Final Plat

Prepared by: Kathleen Connor
Project No.: 114.0287.01

GENERAL INFORMATION:

Applicant: Bridgeview Development LLC

Zoning: R-3 Multi-Family Residential

Location: West of Parker Boulevard, North of Edgewater Dr., extended

Size: 17.37 acres

Parcels: 52 SF lots
Lots A & B (Street ROW)

BACKGROUND:

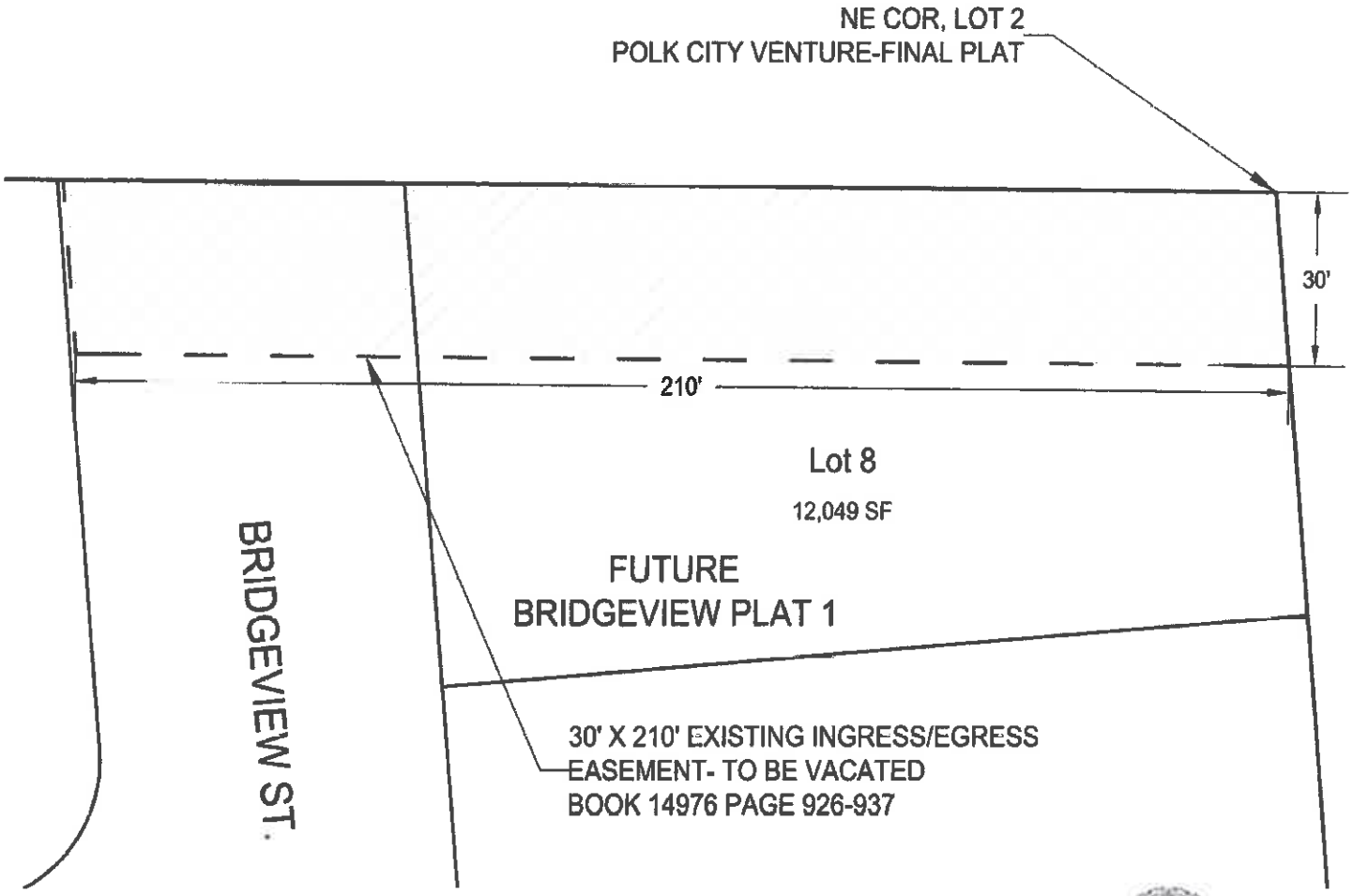
The subject property, highlighted in yellow on the aerial photo above, is being developed by Diligent Development under Bridgeview Development LLC. Construction of the improvements is progressing and is expected to be completed in the near future, at which time the Final Plat will be presented to City Council for approval, along with acceptance of the public improvements.

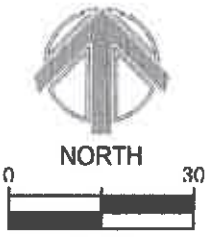
Prior to approval of the Final Plat, the following existing easements will need to be vacated so they do not unnecessarily encumber lots within this subdivision.

1. Ingress/Egress Easement on the north 30 feet of Lot8 of Bridgeview Plat 1: to be vacated since Davis Street was not constructed.
2. Storm Sewer and Drainage Easement on Lots 6 & 7 of Bridgeview Plat 1: to be vacated and replaced with a narrower easement since the storm sewer was extended through the plat.
3. Ingress/Egress Easement in Edgewater Drive right-of-way, south of Lot 1 of Bridgeview Plat 1: to be vacated since the right-of-way will be dedicated to the City as part of Lot B of Bridgeview Plat 1.
4. Ingress/Egress Easement in Edgewater Drive right-of-way, on adjacent Polk City Ventures property: to be vacated since the right-of-way will be dedicated to the City as part of Lot B of Bridgeview Plat 1.

At this time, we recommend Council proceed with holding a public hearing regarding the future vacation of the above mentioned easements. Once the public improvement associated with Bridgeview Plat 1 have been accepted by City Council, we will be in a position make a recommendation regarding the vacation of said easements.

INGRESS/EGRESS EASEMENT VACATION EXHIBIT





LEGAL DESCRIPTION

AN EXISTING INGRESS/EGRESS EASEMENT TO BE VACATED RECORDED IN POLK COUNTY RECORDS AT BOOK 14976 PAGE 926-937 BEING A PART OF THE NORTH 30 FEET OF THE EAST 210 FEET OF LOT 2 OF POLK CITY VENTURE FINAL PLAT, AN OFFICIAL PLAT INCLUDED IN AND FORMING PART OF THE CITY OF POLK CITY, POLK COUNTY, IOWA.

LEGEND

- PROPERTY LINE
- SECTION LINE
- ROW LINE
- EASEMENT VACATION AREA

McCLURE™ ENGINEERING CO.
building strong communities
1360 NW 121st Street
Clive, Iowa 50325
515-964-1229
fax 515-964-2370

NOTICE
McClure Engineering Company waives any and all responsibility and liability for problems which arise from failure to follow these Plans, Specifications and the engineering intent that they convey, or for problems which arise from failure to obtain and/or follow the engineer's guidance with respect to any errors, omissions, inconsistencies, ambiguities or conflicts which are alleged

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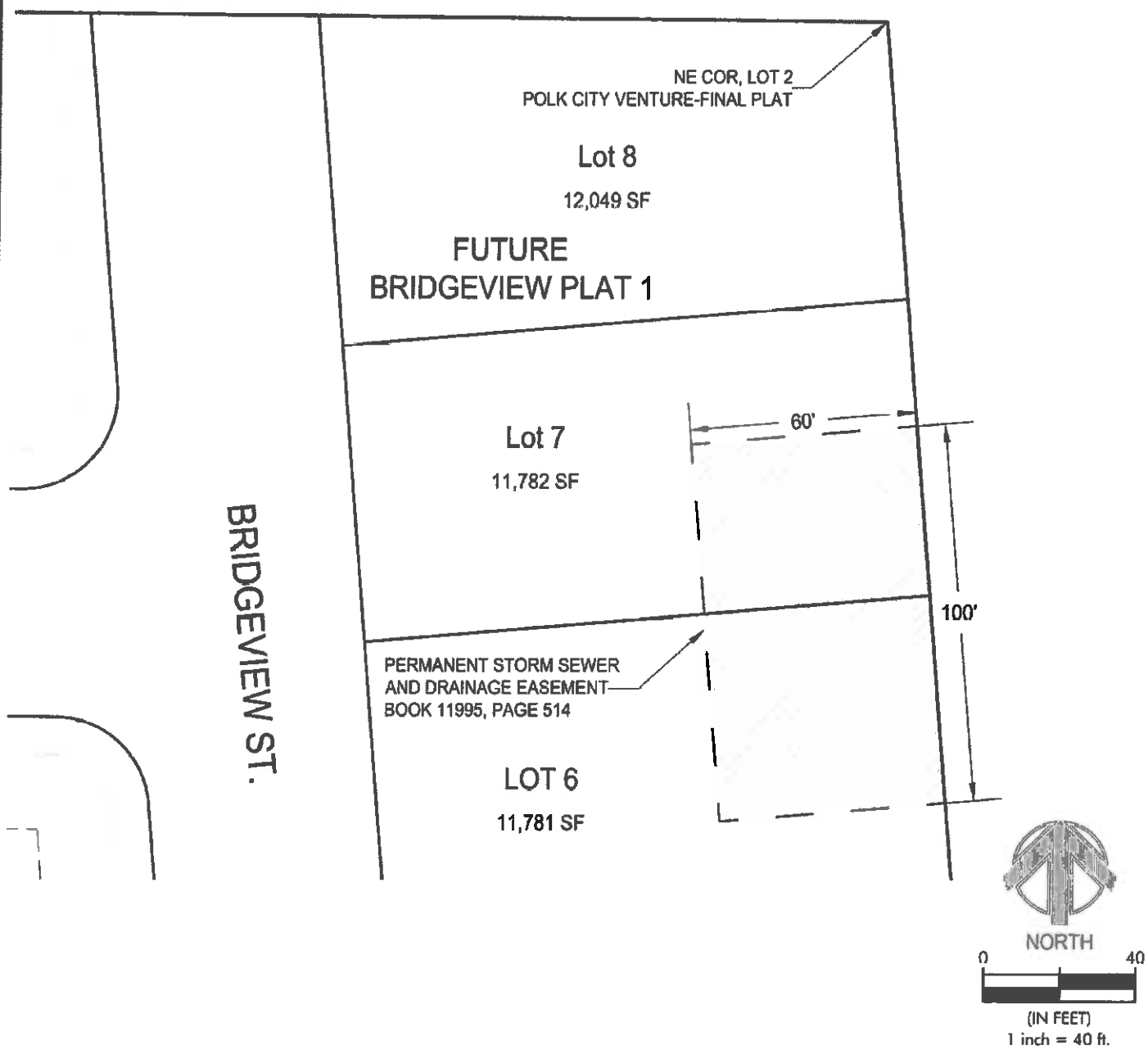
BRIDGEVIEW
VACATION
EASEMENT EXHIBIT
POLK CITY, IOWA
2213019
05/21/2015

REVISIONS

ENGINEER C.SCHAFBUCH	DRAWN BY C.CARLETON
CHECKED BY B.GEATER	FIELD BOOK NO. -
SKETCH NO. EXH-01	SHEET NO. 01

STORM SEWER AND DRAINAGE EASEMENT VACATION EXIHIBIT



LEGAL DESCRIPTION

AN EXISTING PERMANENT STORM SEWER AND DRAINAGE EASEMENT TO BE VACATED RECORDED IN POLK COUNTY RECORDS AT BOOK 11995 PAGE 514 BEING A PART OF LOT 2 OF POLK CITY VENTURE FINAL PLAT, AN OFFICIAL PLAT INCLUDED IN AND FORMING PART OF THE CITY OF POLK CITY, POLK COUNTY, IOWA.

LEGEND

- PROPERTY LINE
- SECTION LINE
- ROW LINE
- EASEMENT VACATION AREA

McCLURE™ ENGINEERING CO.
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1360 NW 121st Street
Clive, Iowa 50325
515-964-1229
fax 515-964-2370

NOTICE
McClure Engineering Company waives any and all responsibility and liability for problems which arise from failure to follow these Plans. Specifications, and the engineering intent that review or the problems which arise from failure to obtain and/or follow the engineer's guidance with respect to any errors, omissions, inconsistencies, ambiguities, or conflicts which are alleged.

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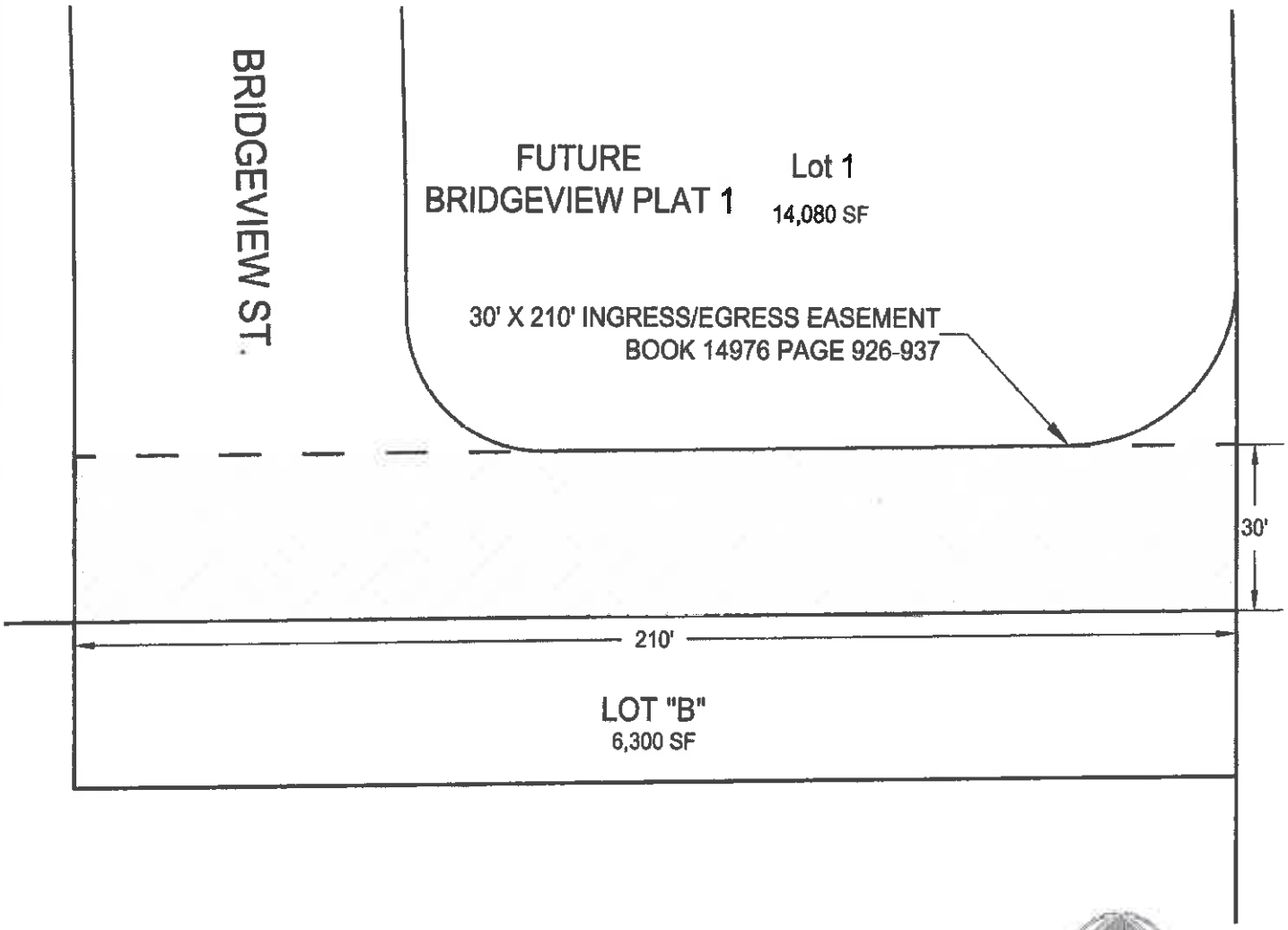
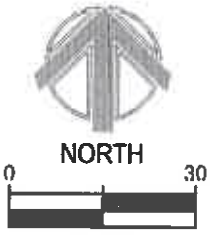
BRIDGEVIEW
VACATION
EASEMENT EXHIBIT
POLK CITY, IOWA
2213019
05/21/2015

REVISIONS

ENGINEER C.SCHAFBUCH	DRAWN BY C.CARLETON
CHECKED BY B.GEATER	FIELD BOOK NO. -
SKETCH NO. EXH-02	SHEET NO. 01

INGRESS/EGRESS EASEMENT VACATION EXHIBIT





LEGAL DESCRIPTION

BEING THE NORTH 30 FEET OF AN EXISTING INGRESS/EGRESS EASEMENT TO BE VACATED RECORDED IN POLK COUNTY RECORDS AT BOOK 14976 PAGE 926-937 BEING A PART OF THE SOUTH 30 FEET OF THE EAST 210 FEET OF LOT 2 OF POLK CITY VENTURE FINAL PLAT, AN OFFICIAL PLAT INCLUDED IN AND FORMING PART OF THE CITY OF POLK CITY, POLK COUNTY, IOWA.

LEGEND

- PROPERTY LINE
- SECTION LINE
- ROW LINE
- EASEMENT VACATION AREA

McCLURE™ ENGINEERING CO.
building strong communities

1360 NW 121st Street
Clive, Iowa 50325
515-964-1229
fax 515-964-2370

NOTICE
McClure Engineering Company waives any and all responsibility and liability for problems which arise from failure to follow these Plans Specifications, and the engineering intent that they convey or for problems which arise from failure to obtain and/or follow the engineers guidance with respect to any errors, omissions, inconsistencies, ambiguities, or conflicts which are alleged.

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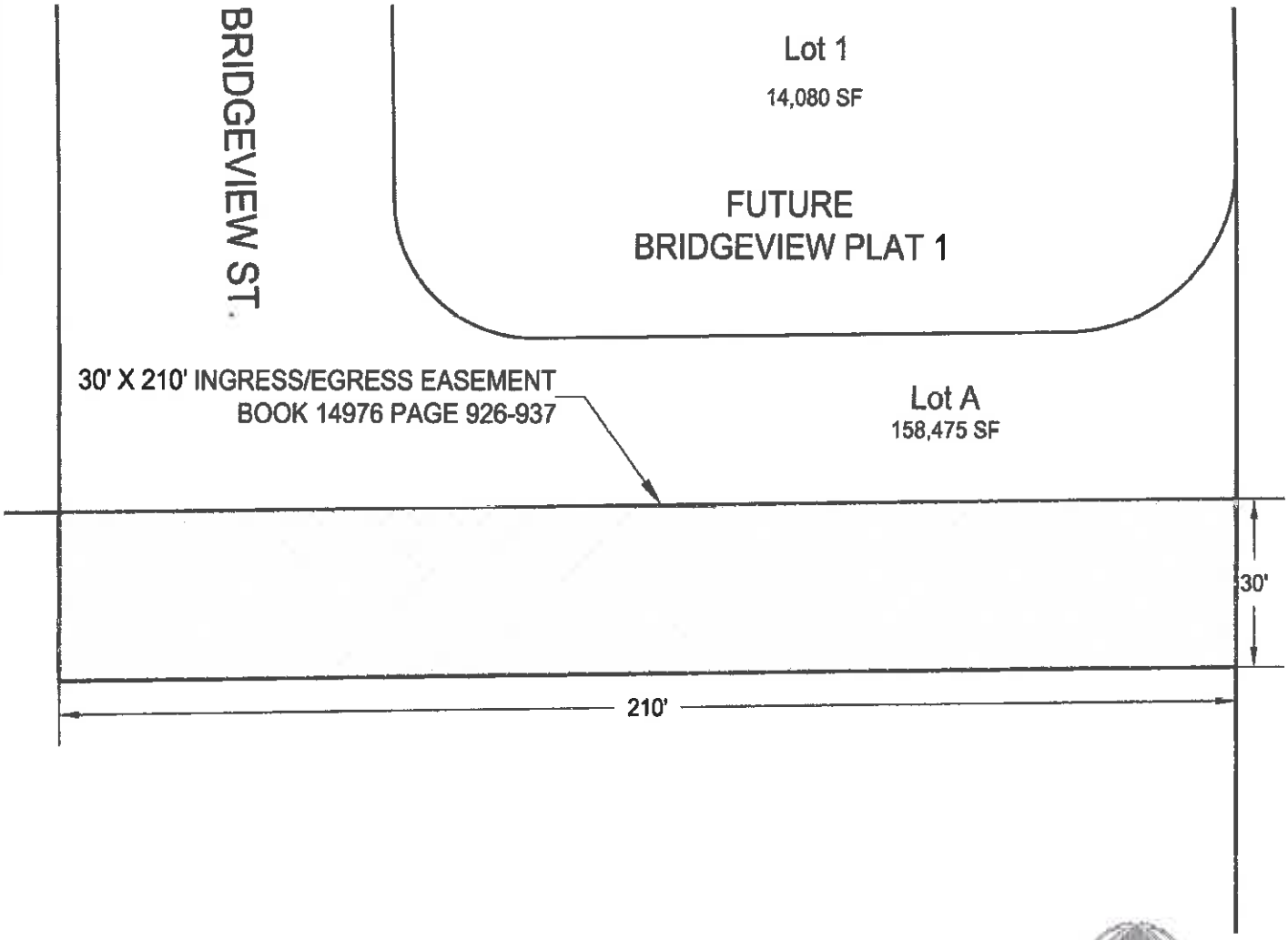
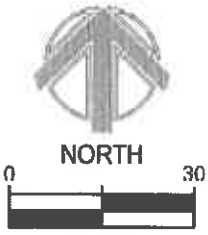
BRIDGEVIEW
VACATION
EASEMENT EXHIBIT
POLK CITY IOWA
2213019
05/21/2015

REVISIONS

ENGINEER C.SCHAFBUCH	DRAWN BY C.CARLETON
CHECKED BY B.GEATER	FIELD BOOK NO.
SKETCH NO. EXH-03	REFERENCE SHEET 01

INGRESS/EGRESS EASEMENT VACATION EXHIBIT





LEGAL DESCRIPTION

BEING THE SOUTH 30 FEET OF AN EXISTING INGRESS/EGRESS EASEMENT TO BE VACATED RECORDED IN POLK COUNTY RECORDS AT BOOK 14976 PAGE 926-937 BEING A PART OF THE NORTH 30 FEET OF THE EAST 210 FEET OF LOT 1 OF POLK CITY VENTURE FINAL PLAT, AN OFFICIAL PLAT INCLUDED IN AND FORMING PART OF THE CITY OF POLK CITY, POLK COUNTY, IOWA.

LEGEND

- PROPERTY LINE
- SECTION LINE
- ROW LINE
- EASEMENT VACATION AREA

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BRIDGEVIEW
VACATION
EASEMENT EXHIBIT
POLK CITY IOWA
2213019
05/21/2015

REVISIONS

ENGINEER C.SCHAFBUCH	DRAWN BY C.CARLETON
CHECKED BY B.GEATER	FIELD BOOK NO.
SHEET NO. EXH-04	SHEET OF SHEETS 01

ENGINEERS & PLANNERS
SNYDER & ASSOCIATES
IOWA | MISSOURI | NEBRASKA | SOUTH DAKOTA | WISCONSIN

June 17, 2015

Honorable Mayor and City Council
City of Polk City
112 S. Third Street
Polk City, Iowa 50226

RE: LOST LAKES ESTATES PLAT 2
APPROVAL OF CONSTRUCTION DRAWINGS

Dear Honorable Mayor and City Council:

On behalf of Bresson Construction, Civil Design Advantage has submitted the construction drawings for the above referenced plat. These plans represent the second phase of construction for the Preliminary Plat approved on August 26, 2013. At this time, the Mr. Bresson plans to develop 29 single family lots located north of Plat 1. Thirteen of these lots will front onto Lost Lakes Drive while the remaining lots will front onto Meadowlark Drive; both streets are extensions of existing streets in Lost Lakes Estates Plat 1. The plans cover the construction of these two streets; along with the associated sanitary sewers, storm sewers, water main and services.

Submittal #3 of the construction drawings addresses our review comments, with the exception of a couple minor comments included in our June 16th memo and appears to be in conformance to SUDAS and the approved Preliminary Plat. We anticipate these minor comments will be addressed prior to the Council meeting.

At this time, we recommend approval of the construction drawings for Lost Lakes Estates Plat 2. It shall be the developer's responsibility to obtain approval for all necessary permits prior to the start of construction. These permits include the Iowa DNR permit application for water main and sanitary sewer construction and the NPDES Storm Water Discharge permit.

Respectfully submitted;

SNYDER & ASSOCIATES, INC.

Kathleen Connor

Kathleen Connor

CC: Gary Mahannah, City Administrator
Mike Schulte, Public Works Director
Darryl Bresson, Bresson Construction
Erin Ollendike, Civil Design Advantage

2727 SW Snyder Blvd. | Ankeny, IA 50023
p: 515.964.2020 | f: 515.964.7938 | www.snyder-associates.com

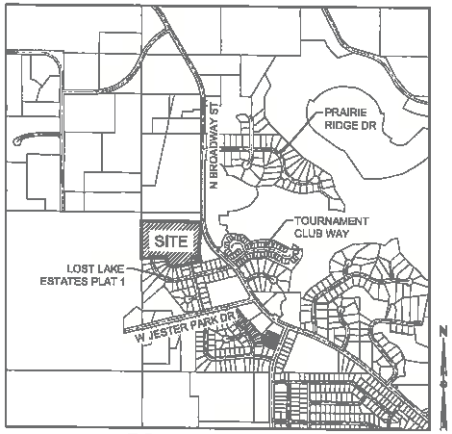
CONSTRUCTION PLANS FOR:

LOST LAKE ESTATES PLAT 2

POLK CITY, IOWA

VICINITY MAP

NOT TO SCALE



POLK CITY, IOWA

OWNER / DEVELOPER

BRESSON CONSTRUCTION, INC.
8430 NE 28TH COURT
ANKENY, IOWA 50021
CONTACT: DARRYL BRESSON

ENGINEER/ SURVEYOR

CIVIL DESIGN ADVANTAGE, LLC
3405 S.E. CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
PH: 515-369-4400
CONTACT: ERIN OLLENDIKE

ZONING

EXISTING: R-1AR RESTRICTED TO A MINIMUM 80' LOT WIDTH, 9500 SF AREA AND 35' REAR YARD SETBACK

BENCHMARK

BM#1
BURY BOLT NW CORNER WEST BROADWAY & KINGS PLACE
ELEVATION=972.52

BM#2 – PROJECT BENCHMARK
SANITARY SEWER MANHOLE
NE CORNER BROADWAY & TOURNAMENT CLUB WAY
ELEVATION=968.71

SUBMITTAL DATES

FIRST SUBMITTAL: 05/12/2015
SECOND SUBMITTAL: 06/15/2015

LEGAL DESCRIPTION

PARCEL 'D', AN OFFICIAL PLAT OF SURVEY IN SECTION 35, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE FIFTH PRINCIPAL MERIDIAN IN POLK CITY, POLK COUNTY, IOWA AND RECORDED IN BOOK 14526, PAGE 302 EXCLUDING LOST LAKE ESTATES PLAT 1, AN OFFICIAL PLAT IN POLK CITY, POLK COUNTY, IOWA AND RECORDED IN BOOK 15293, PAGE 692-708 AND CONTAINING 14.72 ACRES (641,269 SQUARE FEET). PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

INDEX OF SHEETS

NO.	DESCRIPTION
1	TITLE SHEET
2	HYDRANT COVERAGE PLAN
3	TYPICAL SECTIONS AND DETAILS
4	QUANTITIES AND REFERENCE NOTES
5	TYPICAL POLK CITY CONSTRUCTION NOTES
6	GRADING PLAN
7	EROSION AND SEDIMENT CONTROL PLAN
8-11	PLAN AND PROFILES
12-15	WATER MAIN PLAN AND PROFILES
16	INTERSECTION DETAILS

IOWA ONE CALL
1-800-292-8989
www.iowaonecall.com

CIVIL DESIGN ADVANTAGE
3405 SE CROSSROADS DR. SUITE G GRIMES, IOWA 50111
PH: (515) 369-4400 Fax: (515) 369-4410
PROJECT NO. 1503.149

GENERAL LEGEND

PROPOSED

- SECTION LINE
- CENTER LINE
- RIGHT OF WAY
- PERMANENT EASEMENT
- TEMPORARY EASEMENT
- TYPE SW-501 STORM INTAKE
- TYPE SW-503 STORM INTAKE
- TYPE SW-505 STORM INTAKE
- TYPE SW-506 STORM INTAKE
- TYPE SW-513 STORM INTAKE
- TYPE SW-401 STORM MANHOLE
- TYPE SW-402 STORM MANHOLE
- TYPE SW-301 SANITARY MANHOLE
- STORM/SANITARY CLEANOUT
- WATER VALVE
- FIRE HYDRANT ASSEMBLY
- SIGN
- DETECTABLE WARNING PANEL
- STORM SEWER STRUCTURE NO.
- STORM SEWER PIPE NO.
- SANITARY SEWER STRUCTURE NO.
- SANITARY SEWER PIPE NO.
- SANITARY SEWER WITH SIZE
- SANITARY SERVICE
- STORM SEWER
- STORM SERVICE
- WATERMAIN WITH SIZE
- WATER SERVICE
- SAWCUT (FULL DEPTH)
- SILT FENCE
- MINIMUM OPENING ELEVATION — M.O.E.
- USE AS CONSTRUCTED — (U.A.C.)

EXISTING

- SANITARY MANHOLE
- WATER VALVE BOX
- FIRE HYDRANT
- WATER CURB STOP
- WELL
- STORM SEWER MANHOLE
- STORM SEWER SINGLE INTAKE
- STORM SEWER DOUBLE INTAKE
- FLARED END SECTION
- DECIDUOUS TREE
- CONIFEROUS TREE
- DECIDUOUS SHRUB
- CONIFEROUS SHRUB
- ELECTRIC POWER POLE
- GUY ANCHOR
- STREET LIGHT
- POWER POLE W/ TRANSFORMER
- UTILITY POLE W/ LIGHT
- ELECTRIC BOX
- ELECTRIC TRANSFORMER
- ELECTRIC MANHOLE OR VAULT
- TRAFFIC SIGN
- TELEPHONE JUNCTION BOX
- TELEPHONE MANHOLE/VAULT
- TELEPHONE POLE
- GAS VALVE BOX
- CABLE TV JUNCTION BOX
- CABLE TV MANHOLE/VAULT
- MAIL BOX
- BENCHMARK
- SOIL BORING
- UNDERGROUND TV CABLE
- GAS MAIN
- FIBER OPTIC
- UNDERGROUND TELEPHONE
- OVERHEAD ELECTRIC
- UNDERGROUND ELECTRIC
- FIELD TILE
- SANITARY SEWER W/ SIZE
- STORM SEWER W/ SIZE
- WATER MAIN W/ SIZE

THIS PROJECT REQUIRES AN IOWA NPDES PERMIT #2. CIVIL DESIGN ADVANTAGE WILL PROVIDE THE PERMITS AND THE INITIAL STORM WATER POLLUTION PREVENTION PLAN (SWPPP) FOR THE CONTRACTORS USE DURING CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR UPDATING THE SWPPP THROUGHOUT CONSTRUCTION AND MEETING LOCAL, STATE AND FEDERAL REQUIREMENTS.

REFER TO THE NORTH BROADWAY CONCEPT GEOTECHNICAL ENGINEERING REPORT PREPARED BY CONSTRUCTION MATERIALS TESTING (CMT) DATED SEPTEMBER 21, 2012 AND THE ADDENDUM LETTER PREPARED BY CMT DATED APRIL 29, 2013, FOR GEOTECHNICAL REQUIREMENTS.

THE MOST RECENT EDITION OF THE SUDAS STANDARD SPECIFICATIONS AND ALL CITY SUPPLEMENTAL SPECIFICATIONS SHALL APPLY TO ALL WORK ON THIS PROJECT EXCEPT AS MODIFIED HEREIN.

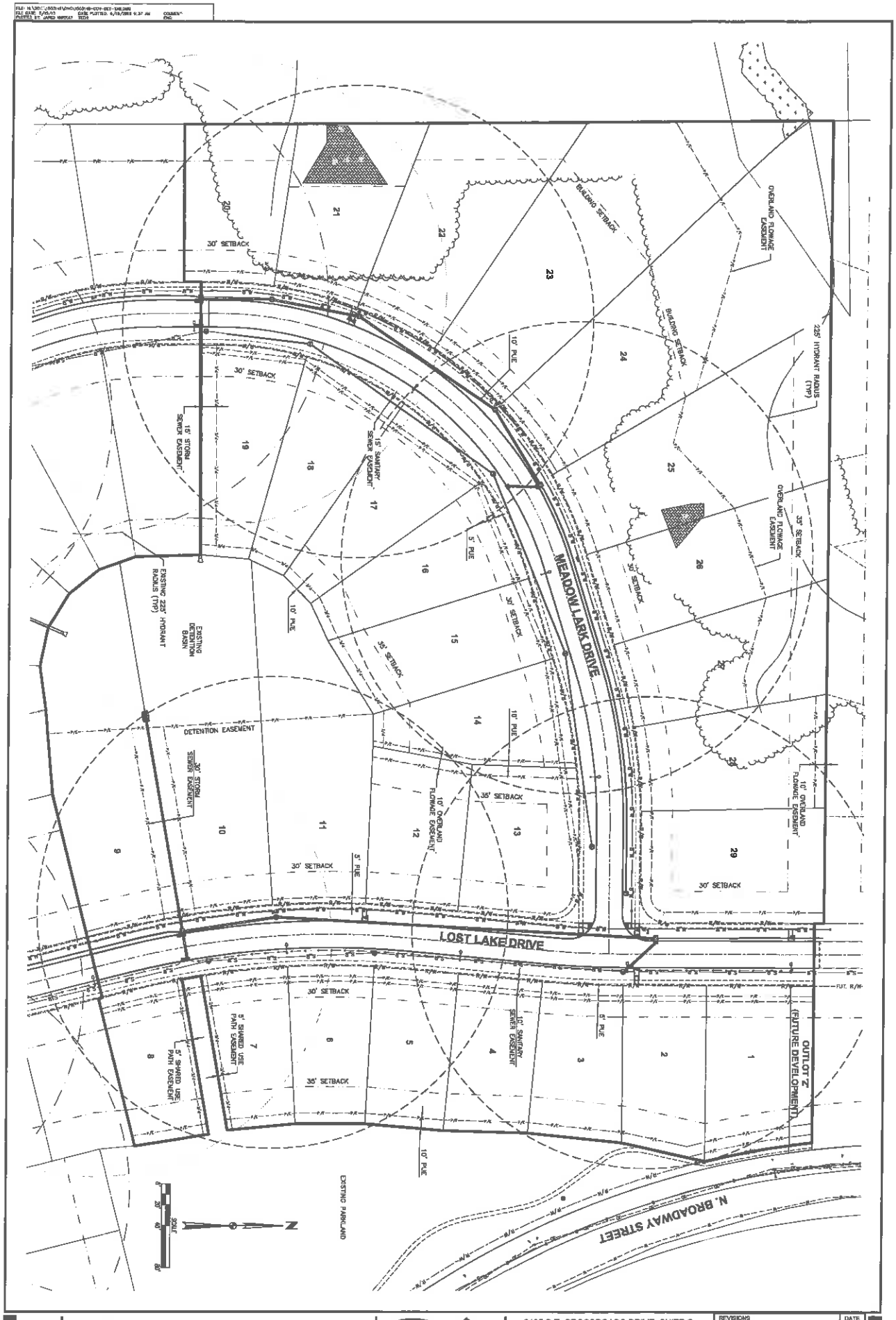
I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

LICENSED PROFESSIONAL ENGINEER 16926 IOWA

PRELIMINARY
NOT FOR CONSTRUCTION

SIGNATURE DATE

MY LICENSE RENEWAL DATE IS DECEMBER 31, 2016
PAGES OR SHEETS COVERED BY THIS SEAL:
ALL SHEETS



LOST LAKE ESTATES PLAT 2

HYDRANT COVERAGE PLAN

POLK CITY, IOWA

2/16

1903.149

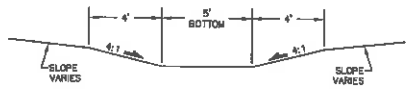
CIVIL DESIGN ADVANTAGE

3405 S.E. CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
PHONE: (515) 369-4400 FAX: (515) 369-4410

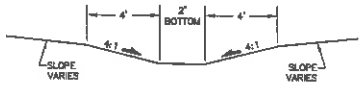
ENGINEER: EKO

EI: JJN

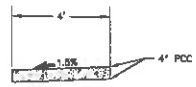
REVISIONS	DATE
SECOND SUBMITTAL	08/15/15
FIRST SUBMITTAL	05/12/15



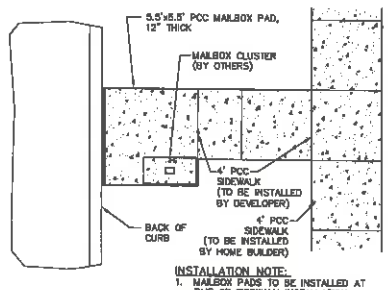
TYPICAL SECTION - DRAINAGE SWALE
NOT TO SCALE



TYPICAL SECTION - SIDE YARD SWALE
NOT TO SCALE

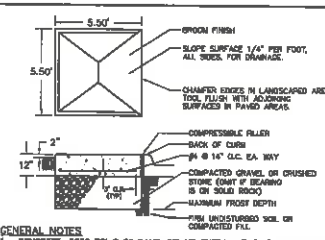


TYPICAL SECTION - FUTURE SIDEWALK
NOT TO SCALE N. BROADWAY STREET



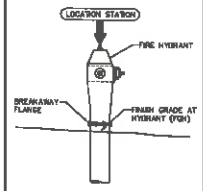
INSTALLATION NOTE:
1. MAILBOX PADS TO BE INSTALLED AT TIME OF SIDEWALK INSTALLATION.
2. MAILBOXES SHALL FACE SOUTH OR EAST AS SHOWN ON PLAN AND PROFILE SHEETS.

MAILBOX PAD DETAIL
NOT TO SCALE

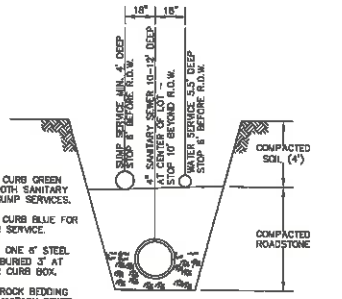


GENERAL NOTES
1. CONCRETE: 3000 PSI @ 28 DAYS, 5% AIR ENTRAINMENT 3" SLUMP, PLACE IN ACCORDANCE WITH AO-301.
2. REINFORCING STEEL: ASTM A615, GRADE 60.
3. THIS BASE DETAIL CAN BE USED FOR NEIGHBORHOOD DELIVERY AND COLLECTION BOX UNITS (NDCBU) CLUSTER BOXES AND PARCEL LOCKERS WITH 4"X16" BOLT PATTERN.
4. REQUIRED EXPANSION BOLT CAPACITY, BASED ON CALCULATED DESIGN LOAD= 3100 LBS TENSION, 2000 LBS SHEAR.
5. MAILBOX PADS TO BE INSTALLED AT TIME OF SIDEWALK INSTALLATION.

CLUSTER MAILBOX PAD DETAIL
NOT TO SCALE

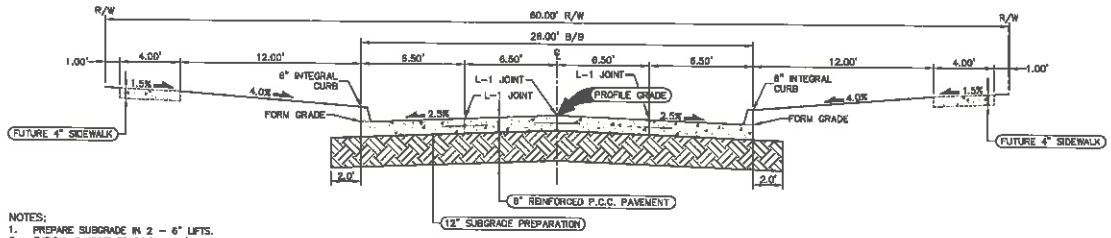


HYDRANT ASSEMBLY SPOT ELEVATION REFERENCE DETAIL
NOT TO SCALE



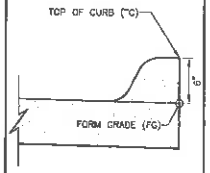
NOTES:
1. PAINT CURB GREEN FOR BOTH SANITARY AND SUMP SERVICES.
2. PAINT CURB BLUE FOR WATER SERVICE.
3. PLACE ONE 6' STEEL POST BURIED 3' AT WATER CURB BOX.
4. STOP ROCK BEDDING FOR SANITARY SEWER AT R.O.W.

INTERIM SERVICE LOCATION DETAIL
NOT TO SCALE

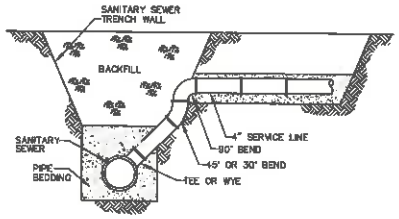


NOTES;
1. PREPARE SUBGRADE IN 2 – 6" LIFTS.
2. TYPICAL C JOINT SPACING IS 12'.
3. CONTRACTOR SHALL TRANSITION EXISTING GUTTERLINE JOINTING TO PROPOSED QUARTER POINT JOINTING WITHIN ONE PANEL.

TYPICAL SECTION - 26' B/B P.C.C. ROADWAY WITH 60' R.O.W.
NOT TO SCALE MEADOW LARK DRIVE

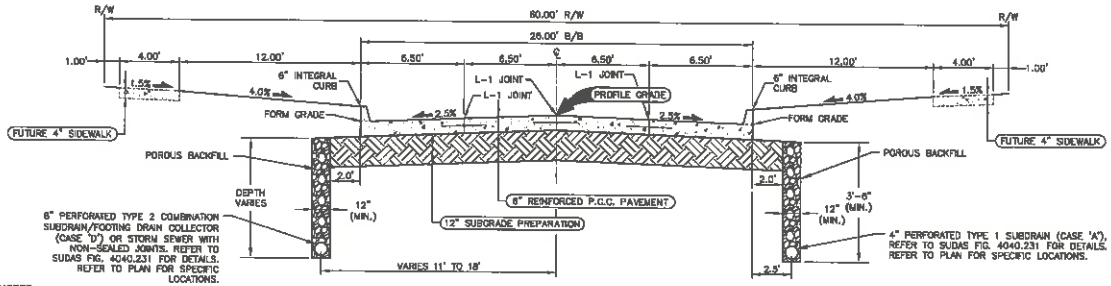


INTEGRAL 6" STANDARD CURB SPOT ELEVATION REFERENCE DETAIL
NOT TO SCALE



NOTES:
1. USE FOR SERVICE CONNECTION WHEN SANITARY SEWER DEPTH EXCEEDS 12.0'.

SANITARY SEWER SERVICE RISER
NOT TO SCALE



NOTES:
1. PREPARE SUBGRADE IN 2 – 6" LIFTS.
2. TYPICAL C JOINT SPACING IS 12'.
3. CONTRACTOR SHALL TRANSITION EXISTING GUTTERLINE JOINTING TO PROPOSED QUARTER POINT JOINTING WITHIN ONE PANEL.

TYPICAL SECTION - 26' B/B P.C.C. ROADWAY WITH 60' R.O.W.
NOT TO SCALE LOST LAKE DRIVE

REVISIONS	DATE
SECOND SUBMITTAL	09/19/16
FIRST SUBMITTAL	05/12/23

3405 S.E. CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
PHONE: (515) 369-4400 FAX: (515) 369-4410
CIVIL DESIGN ADVANTAGE
ENGINEER: EKO
EI: JJN

LOST LAKE ESTATES PLAT 2
TYPICAL SECTIONS AND DETAILS
POLK CITY, IOWA

3/16
1503.149

ESTIMATED PROJECT QUANTITIES

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY
1	STRIPPING, SALVAGING AND SPREAD TOPSOIL	LS	1
2	CLASS 10 EXCAVATION	LS	1
3	SUBGRADE PREPARATION	SY	5011
4	CONNECT TO EXISTING SANITARY SEWER	EA	1
5	SANITARY SEWER GRAVITY MAIN, 8" DIA	LF	652
6	SANITARY SERVICE STUB	EA	28
7	CONNECT TO EXISTING STORM SEWER	EA	2
8	SUBDRAIN, PVC, 4" DIA	LF	660
9	STORM SEWER, TRENCHED, RCP, 15" DIA	LF	1057
10	COMBINATION STORM SEWER SUMP, 8' DIA	LF	639
11	STORM SEWER SERVICE STUB	EA	28
12	STORM SEWER, 15" RCP APRON	EA	1
13	FOOTING FOR CONCRETE PIPE APRON, RCP, 15" DIA	EA	1
14	PIPE APRON GUARD	EA	1
15	CONNECT TO EXISTING WATERMAIN	EA	2
16	WATER MAIN, TRENCHED, 8" DIA	LF	1542
17	WATER SERVICE STUB, 1" DIA	EA	28
18	VALVE, 8" DIA	EA	5
19	FIRE HYDRANT ASSEMBLY	EA	4
20	TEMPORARY FIRE HYDRANT ASSEMBLY (RELOCATE)	EA	1
21	TEMPORARY FIRE HYDRANT ASSEMBLY (REMOVE)	EA	1
22	MANHOLE, TYPE SW-301, 48" DIA	EA	4
23	MANHOLE, TYPE SW-401, 48" DIA	EA	5
24	INTAKE, TYPE SW-501	EA	2
25	INTAKE, TYPE SW-503	EA	2
26	INTAKE, TYPE SW-505	EA	1
27	INTAKE, TYPE SW-506	EA	1
28	STORM SEWER CLEANOUT	EA	1
29	PAVEMENT, 8" REINFORCED P.C.C.	SY	4357
30	SIDEWALK RAMPS, 6" P.C.C.	SY	50
31	DETECTABLE WARNING PANELS	SF	48
32	CONVENTIONAL SEEDING, FERTILIZING, AND MULCHING	AC	10.59
33	CLASS 'E' RIP-RAP	TON	18
34	ROAD CLOSURE SIGNS (RELOCATE)	EA	5
35	ROAD CLOSURE SIGNS (REMOVE)	EA	5

ESTIMATE REFERENCE INFORMATION

Data listed below is for informational purpose only and shall not constitute a basis for any extra work orders.

ITEM NO.	DESCRIPTION
	THE 2015 EDITION OF SUDAS STANDARD SPECIFICATIONS AND ALL CITY SUPPLEMENTAL SPECIFICATIONS SHALL APPLY TO ALL WORK PERFORMED ON THIS PROJECT EXCEPT AS OTHERWISE NOTED. ALL REFERENCES TO SECTIONS AND FIGURES ARE TO THE SUDAS STANDARD SPECIFICATIONS.
1	STRIP, SALVAGE AND SPREAD THE TOP 8 INCHES OF TOPSOIL. RESPREAD TOPSOIL WITHIN THE RIGHT OF WAY, ON BACKSLOPES AND IN DEVELOPED AREAS A MINIMUM OF 6 INCHES THICK. TOPSOIL TO BE RESPREAD SHALL BE FREE OF ROCK AND DEBRIS AND BE SUITABLE FOR THE GROWTH OF GRASS. COORDINATE LOCATION OF STOCKPILE WITH OWNER.
2	EXCAVATION INCLUDES ALL WORK NECESSARY TO ACHIEVE PROPER GRADES AS SHOWN IN THE PLANS. NO PAYMENT FOR OVERHAUL SHALL BE ALLOWED.
3	REFER TO SHEET 3 TYPICAL SECTION DETAIL FOR TYPICAL LOCATIONS AND THICKNESS.
4	REFER TO SHEET 10 FOR LOCATION.
5-11	REFER TO FIG. 3010.101 AND 3010.103 FOR PIPE EMBEDMENT AND BACKFILL DETAILS. GRANULAR PIPE BEDDING SHALL BE CONSIDERED INCIDENTAL. CONNECTION TO EXISTING SEWER SHALL BE CONSIDERED INCIDENTAL. COMPACTION TESTING TO BE PROVIDED ALONG EXISTING SANITARY SEWER LOCATED ON LOST LAKE DRIVE THAT WAS INSTALLED DURING LOST LAKE ESTATES PLAT 1 CONSTRUCTION ACTIVITIES.
6	REFER TO SHEET 3 FOR TYPICAL SANITARY SEWER SERVICE STUB DETAIL. RISERS WERE INSTALLED WITH LOST LAKE ESTATES PLAT 1 CONSTRUCTION FOR LOTS 1-13. REFER TO SHEETS 6 & 7 FOR LOCATIONS. EXISTING SANITARY SEWER TO BE FLUSHED ONCE SERVICE EXTENSIONS ARE INSTALLED. IF NEW SERVICE WYES ARE INSTALLED, THE EXISTING SANITARY SEWER WILL NEED TO BE RE-TELEVISED AND MAY BE SUBJECT TO ADDITIONAL TESTING.
7	REFER TO SHEETS 8 AND 10 FOR LOCATIONS.
8	REFER TO FIG. 4040.231 - SUBDRAINS. TYPE 1 (CASE 'A') INSTALLATION.
10	REFER TO FIG. 4040.231 - SUBDRAINS. TYPE 2 (CASE 'D') INSTALLATION.
12-13	THE LAST THREE SECTIONS AND APRON SHALL BE CONNECTED WITH PIPE CONNECTORS, PER SECTION 4030, 3.02C. REFER TO FIG. 4030.221 FOR RCP APRON SECTION FOOTING DETAIL, FOR APRON INSTALLATION DETAILS.
14	APRON GUARD REQUIRED ON ALL APRONS. REFER TO IOWA DOT STANDARD ROAD PLAN RF-26 FOR DETAILS.
15	REFER TO SHEETS 12 AND 14 FOR LOCATIONS.
16-17	REFER TO FIG. 3010.101 AND 3010.104 FOR PIPE EMBEDMENT DETAILS. GRANULAR PIPE BEDDING SHALL BE CONSIDERED INCIDENTAL REFER TO FIG. 5010.101 FOR THRUST BLOCK DETAILS. PROVIDE POLYETHYLENE ENCASEMENT PER SECTION 5010 3.05. REFER TO FIG. 5010.102 FOR TRACER WIRE DETAILS. ALL FITTINGS, THRUST BLOCKS, POLYETHYLENE ENCASEMENT AND TRACER SYSTEM SHALL BE CONSIDERED INCIDENTAL.
19-21	REFER TO FIG. 5020.201 - FIRE HYDRANT DETAIL FOR FIRE HYDRANT CONSTRUCTION DETAILS. INCLUDES ANCHORING TEE, ANCHORING ELBOW, GATE VALVE, VALVE BOX, ANCHORING COUPLING, ELBOWS AND FIRE HYDRANT.
22	REFER TO FIG. 6010.301 FOR SW-301 SANITARY SEWER MANHOLE CONSTRUCTION DETAILS. REFER TO FIG. 6010.601 - CASTINGS FOR SANITARY SEWER MANHOLES FOR CASTING DETAILS. TYPE A CASTINGS WITH TYPE 1/1 TOP HAT BARRIERS ARE REQUIRED FOR ALL MANHOLES. A MAXIMUM OF 12" OF ADJUSTMENT RINGS ARE ALLOWED FOR NEW CONSTRUCTION.
23	REFER TO FIG. 6010.401 - SW-401 CIRCULAR STORM SEWER MANHOLE FOR CONSTRUCTION DETAILS.
24	REFER TO FIG. 6010.501 - SW-501 SINGLE GRATE INTAKE FOR CONSTRUCTION DETAILS.
25	REFER TO FIG. 6010.503 - SW-503 SINGLE GRATE INTAKE WITH MANHOLE FOR CONSTRUCTION DETAILS.
26	REFER TO FIG. 6010.505 - SW-505 DOUBLE GRATE INTAKE FOR CONSTRUCTION DETAILS.
27	REFER TO FIG. 6010.506 - SW-506 DOUBLE GRATE INTAKE WITH MANHOLE FOR CONSTRUCTION DETAILS.
28	REFER TO FIG. 4040.232 - SUBDRAIN CLEANOUTS FOR CONSTRUCTION DETAILS. REFER TO SHEET 8 FOR LOCATION.
29	REFER TO FIG. 7010.101 - JOINTS (TRANSVERSE CONTRACTION) AND FIG. 7010.48 - JOINTS (LONGITUDINAL CONTRACTION) FOR JOINT DETAILS. INSTALL HANDICAP CURBS AT LOCATIONS OF ALL FUTURE SIDEWALKS. REFER TO INTERSECTION SHEETS FOR JOINTING. TYPICAL C JOINT SPACING IS 15 FEET.
30-31	ALL ACCESSIBLE RAMPS SHALL BE INSTALLED WITH THE PUBLIC IMPROVEMENTS. DETECTABLE WARNING PANELS ARE TO BE GRAY IN COLOR.
32	SEED MIXTURE SHALL CONFORM TO THE SPECIFICATIONS FOR A TYPE(4) SEED MIXTURE. SEED AND MULCH ALL DISTURBED AREAS ONCE THEY ARE AT FINAL GRADE WITH TYPE 4 (URBAN TEMPORARY EROSION CONTROL MIXTURE).
33	REFER TO FIG. 9040.10 - RIP RAP APRON FOR PIPE OUTLET ONTO FLAT GROUND FOR CONSTRUCTION DETAILS.

GENERAL NOTES

1. WHERE PUBLIC UTILITY FIXTURES ARE SHOWN AS EXISTING ON THE PLANS OR ENCOUNTERED WITHIN THE CONSTRUCTION AREA, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE OWNERS OF THOSE UTILITIES PRIOR TO THE BEGINNING OF ANY CONSTRUCTION. THE CONTRACTOR SHALL AFFORD ACCESS TO THESE FACILITIES FOR NECESSARY MODIFICATION OF SERVICES. UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORDS, AND THEREFORE, THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. IT IS POSSIBLE THERE MAY BE OTHERS, THE EXISTENCE OF WHICH IS PRESENTLY NOT KNOWN OR SHOWN. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THEIR EXISTENCE AND EXACT LOCATIONS AND TO AVOID DAMAGE THERETO. NO CLAIMS FOR ADDITIONAL COMPENSATION WILL BE ALLOWED TO THE CONTRACTOR FOR ANY INTERFERENCE OR DELAY CAUSED BY SUCH WORK.

   THE CONTRACTOR IS REQUIRED TO UTILIZE THE UTILITY ONE-CALL SERVICE AT 800-292-8989 AT LEAST 48 HOURS PRIOR TO EXCAVATING ANYWHERE ON THE PROJECT.
2. PRIOR TO CONSTRUCTION AND PRIOR TO CULVERT CONSTRUCTION AND BACKFILL, UTILITY CONSTRUCTION, SUBGRADE PREP, MAIN LINE PAVING, AND BOX-OUT PAVING, CONTRACTOR SHALL NOTIFY (48 HRS NOTICE) THE FOLLOWING:
   A. CITY OF POLK CITY
   B. SNYDER & ASSOCIATES
   C. APPROPRIATE UTILITY COMPANIES
   D. OWNER
   E. CIVIL DESIGN ADVANTAGE
3. THE CONTRACTOR IS RESPONSIBLE FOR REPLACING ANY AREAS OF PAVEMENT OR SIDEWALK NOT TO BE REMOVED THAT IS DAMAGED DUE TO OPERATING HIS EQUIPMENT ON THE PAVEMENT OR SIDEWALK.
4. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR THE COORDINATION OF WORK BETWEEN ALL SUPPLIERS AND SUBCONTRACTORS INVOLVED IN THE PROJECT. INCLUDING STAGING OF CONSTRUCTION DETAILS.
5. THE CONTRACTOR SHALL APPLY NECESSARY MOISTURE TO THE CONSTRUCTION AREA AND HAUL ROADS TO PREVENT THE SPREAD OF DUST.
6. THE CONTRACTOR MAY BE REQUIRED AS DIRECTED BY THE ENGINEER OR THE CITY, TO PLACE TEMPORARY WARNING DEVICES AND SAFETY FENCE AT CERTAIN LOCATIONS WHERE REPLACEMENT FEATURES ARE NOT INSTALLED THE SAME DAY.
7. SPECIAL CARE SHALL BE TAKEN WHEN FORMING AT INTERSECTIONS SO THE PROFILES SHOWN ON THE PLANS AND THE ELEVATIONS SHOWN ON THE INTERSECTION DETAILS ARE OBTAINED. SHORT LENGTHS OF FORMS OR FLEXIBLE FORMS MAY BE NECESSARY AT THESE LOCATIONS.
8. TO OBTAIN THE CORRECT FORM GRADES AT LOW POINTS WHERE INTAKES ARE LOCATED, THE CONTRACTOR MUST EXERCISE ADDITIONAL CARE WHEN PAVING FULL WIDTH PAVEMENTS. THIS MAY REQUIRE POURING ONE HALF OF THE PAVEMENT AT A TIME OR OTHER METHODS APPROVED BY THE ENGINEER.
9. THE CONTRACTOR SHALL CONFINE HIS GRADING OPERATIONS TO WITHIN THE PROPOSED AND EXISTING RIGHT OF WAY, CONSTRUCTION LIMITS AND EASEMENTS SHOWN ON THE PLANS.
10. PLAN AND PROFILE SHEETS INCLUDED IN THE PROJECT ARE FOR THE PURPOSE OF ALIGNMENT, LOCATION AND SPECIFIC DIRECTIONS FOR WORK TO BE PERFORMED UNDER THIS CONTRACT. IRRELEVANT DATA ON THESE SHEETS IS NOT TO BE CONSIDERED A PART OF THIS CONTRACT.
11. THE CONTRACTOR IS RESPONSIBLE FOR INSTALLATION AND MAINTENANCE OF ALL EROSION CONTROL MEASURES REQUIRED ON THE STORM WATER POLLUTION PREVENTION PLAN.
12. IN THE EVENT OF A DISCREPANCY BETWEEN DETAILED PLANS AND QUANTITIES, THE DETAILED PLANS SHALL GOVERN.
13. ALL TRAFFIC CONTROL SHALL COMPLY WITH MUTCD.
14. ALL SLOPES IN PAVEMENT SHALL BE UNIFORM TO AVOID PONDING.
15. DO NOT STORE CONSTRUCTION MATERIALS AND EQUIPMENT IN THE RIGHT OF WAY.
16. ALL PROPERTY PINS SHALL BE PROTECTED FROM GRADING OR OTHER OPERATIONS. ANY PINS DISTURBED SHALL BE RESET AT THE CONTRACTOR'S EXPENSE.
17. ALL FIELD TILES ENCOUNTERED SHALL BE REPAIRED AND CONNECTED TO STORM SEWERS WHERE POSSIBLE. LOCATIONS SHALL BE PROVIDED TO ENGINEER FOR NOTATION ON AS-BUILTS.
18. ANY WORK SHALL BE IN ACCORDANCE WITH OSHA CODES AND STANDARDS. NOTHING INDICATED ON THE DRAWINGS SHALL RELIEVE THE CONTRACTOR FROM COMPLYING WITH ANY APPROPRIATE SAFETY REGULATIONS.
19. PRIOR TO ANY WORK AT THE SITE, CONTRACTOR SHALL EXAMINE ANY APPLICABLE DRAWINGS AVAILABLE FROM THE OWNER OR ENGINEER, AND CONSULT WITH OWNER'S PERSONNEL AND UTILITY COMPANY REPRESENTATIVES. NO COMPENSATION WILL BE ALLOWED FOR DAMAGE FROM FAILURE TO COMPLY WITH THIS REQUIREMENT.
20. CONTRACTOR SHALL COMPLY WITH ALL P.R.O.W.A.G. AND A.D.A. REQUIREMENTS FOR ACCESSIBLE SIDEWALK RAMPS INCLUDING RAISED TRUNCATED DOME DETECTABLE WARNINGS.
21. REMOVE ALL DEBRIS SPILLED INTO R.O.W. AT THE END OF EACH WORK DAY.
22. THE CONTRACTOR SHALL NOT DISTURB DESIRABLE GRASS AREAS AND TREES OUTSIDE THE CONSTRUCTION LIMITS. THE CONTRACTOR WILL NOT BE PERMITTED TO PARK OR SERVICE VEHICLES AND EQUIPMENT OR USE THESE AREAS FOR STORAGE OF MATERIALS. PARKING AND SERVICE AREAS WILL BE SUBJECT TO THE APPROVAL OF THE OWNER.
23. ALL MATERIAL TESTING SHALL BE CONSIDERED INCIDENTAL TO OTHER CONSTRUCTION.
24. A BUILDING PERMIT FOR LOT 3 SHALL REQUIRE THE APPROVAL OF THE PUBLIC WORKS DIRECTOR, BASED ON THE ACTUAL DRIVEWAY LOCATION SHOWN ON THE SITE PLAN, THE HOMEBUILDER MAY BE REQUIRED TO GRIND THE CURB AND INSTALL AN ADA ACCESSIBLE RAMP WITH GRAY DETECTABLE WARNING PANELS FOR THE SIDEWALK CONNECTION TO THE SOUTH SIDE OF MEADOW LARK DRIVE.

TRAFFIC CONTROL NOTES

1. ALL TRAFFIC CONTROL SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
2. PERMANENT SIGNING THAT CONVEYS A MESSAGE CONTRARY TO THE MESSAGE OF TEMPORARY SIGNING AND NOT APPLICABLE TO THE WORKING CONDITIONS SHALL BE COVERED BY THE CONTRACTOR WHEN DIRECTED BY THE CITY.
3. THE CONTRACTOR SHALL COORDINATE HIS TRAFFIC CONTROL WITH OTHER CONSTRUCTION PROJECTS IN THE AREA.
4. SIDEWALK CLOSED SIGNS REQUIRED FOR ALL SIDEWALK CLOSURES. SIGNAGE AND TEMPORARY PEDESTRIAN ACCESS ROUTE THROUGH CONSTRUCTION AREA SHALL MEET THE REQUIREMENTS OF PUBLIC RIGHT-OF-WAY ACCESSIBILITY GUIDELINES (PROWAG), SECTION R203 AND IOWA DOT DESIGN MANUAL, CHAPTER 12A-4.
5. THE CONTRACTOR IS CAUTIONED NEITHER TO OBSTRUCT NOR REMOVE ANY EXISTING PAVEMENT, NOR TO DISTURB THE EXISTING TRAFFIC PATTERNS MORE THAN IS NECESSARY FOR THE PROPER EXECUTION OF THE WORK.

GEOTECHNICAL RECOMMENDATIONS

1. THE CONTRACTOR SHALL BECOME FAMILIAR WITH AND COMPLY WITH ALL RECOMMENDATIONS OF THE SOILS REPORT DATED SEPTEMBER 21, 2012 AND THE ADDENDUM LETTER DATED APRIL 26, 2013 PREPARED BY CONSTRUCTION MATERIAL TESTING.
2. IN AREAS OF FILL UNDER PAVEMENT AND WHERE UTILITY TRENCHES EXTEND BELOW PAVEMENT, SUITABLE COHESIVE SOILS COMPACTED TO A MINIMUM OF 93 PERCENT OF MAXIMUM DRY DENSITY DETERMINED BY ASTM D698 SHALL BE PROVIDED AND PLACED AT A MOISTURE CONTENT OF -1 TO +4 PERCENT OF OPTIMUM AS DETERMINED BY THE STANDARD PROCTOR TEST (ASTM D698). NO FILL SHALL BE PLACED IN LIFTS GREATER THAN ONE FOOT IN THICKNESS.
3. THE CONTRACTOR WILL NEED TO WORK WITH THE GEOTECHNICAL ENGINEER TO PROVIDE COMPACTION TESTING ALONG MEADOWLARK DRIVE WITHIN THE ROADWAY AREAS THAT WERE MASS GRADED WITH LOST LAKE ESTATES PLAT 1 AT THE TIME THAT UTILITIES ARE INSTALLED.

REVISIONS	DATE
SECOND SUBMITTAL	06-13-13
FIRST SUBMITTAL	05-13-13

3405 S.E. CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
PHONE: (515) 369-4400 FAX: (515) 369-4410
ENGINEER: EKO
EIL JJN
CIVIL DESIGN ADVANTAGE

LOST LAKE ESTATES PLAT 2
QUANTITIES AND REFERENCE NOTES
POLK CITY, IOWA

CITY OF POLK CITY TYPICAL NOTES:

GENERAL NOTES

1. ONE WEEK PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL NOTIFY:
   A. SNYDER & ASSOCIATES
   B. DEVELOPER
   C. ENGINEER
   D. IOWA ONE-CALL
2. THE CONTRACTOR SHALL NOTIFY THE POLK CITY PUBLIC WORKS DIRECTOR AND SNYDER & ASSOCIATES PRIOR TO COMMENCING CONSTRUCTION AND PRIOR TO UTILITY CONSTRUCTION, SUBGRADE PREPARATION, MAIN LINE PAVING AND BOX-OUT PAVING.
3. ALL DESIGN AND CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE STATEWIDE URBAN STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENTS, CURRENT AT THE COMMENCEMENT OF CONSTRUCTION.
4. THE CONTRACTOR AND DEVELOPER'S ENGINEER SHALL ATTEND A PRE-CONSTRUCTION CONFERENCE IS REQUIRED WITH THE CITY AND SNYDER & ASSOCIATES PRIOR TO COMMENCEMENT OF CONSTRUCTION.
5. ALL IOWA DNR AND IOWA DOT PERMITS SHALL BE OBTAINED PRIOR TO THE START OF CONSTRUCTION. THE DEVELOPER IS RESPONSIBLE FOR OBTAINING THE NECESSARY NPDES STORM WATER DISCHARGE PERMIT AND FOR MAINTAINING EROSION CONTROL MEASURES IN CONFORMANCE WITH THE SWPPP.
6. THE CONTRACTOR SHALL PROVIDE ALL SHOP DRAWINGS AND MATERIALS SUBMITTALS TO THE DEVELOPER'S ENGINEER FOR REVIEW, APPROVAL AND THEN PROVISION TO SNYDER & ASSOCIATES PRIOR TO THE PRE-CONSTRUCTION CONFERENCE. MATERIALS SUBMITTALS SHALL INCLUDE MANUFACTURER'S CUT SHEETS OR SIMILAR FOR PIPE MATERIALS FOR ALL UTILITIES AND UTILITY SERVICE LINES; FIRE HYDRANTS, VALVES, CURB STOPS, SUBDRAIN PIPE MATERIALS, CLEAN-OUTS, APRON GUARDS, CONCRETE MIX, MATURITY CURVES OR OTHER ACCEPTABLE TESTING. SHOP DRAWINGS SHALL INCLUDE MANHOLES, INTAKES, BOX CULVERTS, FENCING/GUARD RAILS AND OTHER SPECIALTY CONSTRUCTION ITEMS.
7. THE DEVELOPER'S ENGINEER SHALL IMMEDIATELY NOTIFY SNYDER & ASSOCIATES IF FIELD CONDITIONS DO NOT MATCH THE APPROVED CONSTRUCTION DRAWINGS. THESE CONDITIONS MAY INCLUDE, BUT ARE NOT LIMITED TO, STAKING DISCREPANCIES OF MORE THAN 0.2' VERTICAL OR 1.0' HORIZONTAL, DISCOVERY OF PIPES AND/OR FIELD TILES NOT SHOWN ON PLANS, ELEMENTS SHOWN ON PLANS THAT ARE MISSING IN THE FIELD, OR OTHER DISCREPANCIES BETWEEN THE APPROVED PLANS AND FIELD CONDITIONS.
8. THE CONTRACTOR SHALL VERIFY THE LOCATION AND PROTECT ALL UTILITIES AND STRUCTURES. DAMAGE TO UTILITIES AND STRUCTURES SHALL BE REPAIRED BY THE CONTRACTOR AT THE CONTRACTOR'S EXPENSE TO THE SATISFACTION OF THE CITY AND THE OWNER.
9. THE CONTRACTOR SHALL CONDUCT CLEAN-UP OPERATIONS ON EXISTING STREETS AND ADJACENT PRIVATE PROPERTY AT THE END OF EACH WORKING DAY OR MORE OFTEN AS DIRECTED BY THE CITY.
10. THE CONTRACTORS SHALL PROVIDE 4-YEAR MAINTENANCE BONDS, IN AN AMOUNT EQUAL TO THE COST OF CONSTRUCTION, FOR THE PAVING AND FOR WATER MAINS, SANITARY SEWERS, STORM SEWERS, INCLUDING ALL UTILITY SERVICES. THE MAINTENANCE BONDS SHALL BE PROVIDED TO THE CITY ENGINEER PRIOR TO COUNCIL ACCEPTANCE OF THE PUBLIC IMPROVEMENTS.
11. THE CONTRACTOR SHALL BE RESPONSIBLE FOR RECORDING THE AS-BUILT LOCATION OF ALL SANITARY SEWER, SUMP AND WATER MAIN SERVICES. A TABLE DIMENSIONING THE DISTANCE FROM THE NEAREST PROPERTY CORNER TO EACH SERVICE SHALL BE PROVIDED TO THE CITY ENGINEER PRIOR TO COUNCIL ACCEPTANCE OF THE PUBLIC IMPROVEMENTS.
12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING AND MAINTAINING TRAFFIC CONTROL IN ACCORDANCE WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
13. HANDICAP RAMPS, IF ANY, FOR DESIGNATED BIKE TRAILS SHALL HAVE BRICK RED TRUNCATED DOMES; ALL OTHER HANDICAP RAMPS SHALL HAVE CHARCOAL GRAY TRUNCATED DOMES FOR DETECTABLE WARNINGS.
14. THE DEVELOPER SHALL BE RESPONSIBLE FOR REIMBURSING THE CITY OF POLK CITY FOR MATERIALS COSTS FOR ALL STREET SIGNS WITHIN THIS PLAT.
15. THE DEVELOPER'S ENGINEER SHALL PROVIDE AS-BUILT MYLARS, CAD FILES IN ELECTRONIC FORMAT, AND PDF FILES OF THE FULL RECORD DRAWING SET TO THE CITY ENGINEER PRIOR TO ACCEPTANCE OF THE PUBLIC IMPROVEMENTS. RECORD DRAWINGS SHALL INCLUDE FLOW LINE ELEVATIONS OF ALL SWALES AT EACH PROPERTY LINE AS PER CITY CODE.
16. THE DEVELOPER'S SURVEYOR SHALL PROVIDE A STATEMENT TO THE CITY ENGINEER CERTIFYING THAT ALL PROPERTY CORNERS HAVE BEEN SET PRIOR TO COUNCIL ACCEPTANCE OF THE PUBLIC IMPROVEMENTS.
17. CONSTRUCTION OBSERVATION FEES WILL BE BASED ON THE FOLLOWING:
   - 1,731 LF OF STORM SEWER
   - 852 LF OF SANITARY SEWER
   - 1,528 LF OF WATER MAIN
   - 1,508 LF OF PAVING

GRADING/BACKFILL NOTES

1. RECONNECT ANY FIELD TILE THAT ARE INTERCEPTED DURING UTILITY CONSTRUCTION.
2. THE CONTRACTOR SHALL TAKE DUE PRECAUTIONARY MEASURES TO PROTECT THE UTILITIES OR STRUCTURES AT THE SITE. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE OWNERS OF UTILITIES OR STRUCTURES CONCERNED BEFORE STARTING WORK. THE CONTRACTOR SHALL NOTIFY THE PROPER UTILITY IMMEDIATELY UPON DAMAGING ANY UTILITY LINE OR APPURTENANCE, OR IF THERE IS ANY INTERRUPTION OF THEIR SERVICE. IF EXISTING UTILITY LINES ARE ENCOUNTER THAT CONFLICT IN LOCATION WITH NEW CONSTRUCTION, THE CONTRACTOR SHALL NOTIFY THE ENGINEER SO THAT THE CONFLICT MAY BE RESOLVED AND APPROVED BY CITY.
3. STRIP TOPSOIL FROM ALL AREAS WHICH ARE TO BE FILLED OR CUT.
4. STOCKPILE SUFFICIENT TOPSOIL TO RESPREAD TO MINIMUM OF 4-INCHES ON UNPAVED AREAS, INCLUDING FRONT, REAR, AND SIDE YARDS OF ALL LOTS.
5. ALL AREAS TO RECEIVE FILL ARE TO BE BENCHED. PREPARE BOTTOM OF BENCH FOR FILL BY DISCING TO A DEPTH OF 6-INCHES.
6. ALL SITE GRADING FILL SHALL BE COMPACTED TO A DENSITY THAT IS NOT LESS THAN 95% STANDARD PROCTOR DENSITY.
7. THE MOISTURE CONTENT OF THE FILL MATERIAL SHALL NOT DEVIATE FROM OPTIMUM BY MORE THAN 1% BELOW OR 4% ABOVE.
8. THE CONTRACTOR SHALL PROTECT AND BACKFILL AROUND UNDERGROUND UTILITIES. BACKFILL SHALL BE IN 6-INCH LIFTS, COMPACTED TO 95% STANDARD PROCTOR DENSITY.
9. MAINTAIN ALL CUT AND FILL AREAS FOR SURFACE DRAINAGE AT ALL TIMES.
10. FINAL GRADES WITHIN PAVED AREAS SHALL BE WITHIN 0.1' OF PLAN GRADE. ALL OTHER AREAS TO BE WITHIN 0.2' OF PLAN GRADE.
11. A MINIMUM OF ONE FOOT OF COMPACTED COHESIVE SUBGRADE SHALL BE PROVIDED BENEATH ALL PAVEMENTS.
12. ALL SLOPES WITHIN PUBLIC EASEMENTS, RIGHT-OF-WAY, PARKS, OR LAND TO BE PUBLICALLY OWNED SHALL BE GRADED TO A 4:1, MAXIMUM SLOPE.
13. ALL SLOPES ON PRIVATE PROPERTY SHALL BE 4:1 MAXIMUM, UNLESS THE SPECIFIC LOCATION(S) HAVE BEEN LABELED AS 3:1, MAXIMUM.
14. ALL EXISTING ROADSIDE DITCHES SHALL BE GRADED TO DRAIN.
15. ALL SWALES WITHIN DRAINAGE OR SURFACE WATER FLOWAGE EASEMENTS SHALL BE GRADED TO A 2% MINIMUM SLOPE, MEASURED ALONG THE FLOWLINE OF SAID SWALE. IF THE AS-BUILT CONDITION OF ANY SWALE HAS LESS THAN 2% MINIMUM SLOPE, A 6" SUBDRAIN WILL BE REQUIRED. THE SUBDRAIN SHALL HAVE CLEAR-OUTS LOCATED NEAR PROPERTY LINES WHERE POSSIBLE, BUT IN NO CASE HAVING A SPACING GREATER THAN 200 FEET.
16. HYDRANTS, MANHOLE COVERS, AND VALVE BOXES SHALL BE SET TO CONFORM TO FINISHED PAVEMENT ELEVATIONS.
17. EXISTING TREES SHALL BE SAVED TO THE EXTENT POSSIBLE TO ACCOMMODATE GRADING, UTILITY AND STREET CONSTRUCTION.
18. EXISTING TREES SHALL BE REMOVED FROM EXISTING AND PROPOSED PUBLIC RIGHT-OF-WAY UNLESS THE PUBLIC WORKS DIRECTOR PROVIDES SPECIFIC APPROVAL TO MAINTAIN CERTAIN TREES WITHIN SAID RIGHT-OF-WAY.
19. CONTRACTOR SHALL OBTAIN A GRADING PERMIT PRIOR TO COMMENCING CONSTRUCTION.

SANITARY SEWER NOTES

1. ALL 8" SANITARY SEWER SHALL BE PVC TRUSS PIPE WITH CLASS "F-3" BEDDING UNLESS OTHERWISE NOTED ON THE DRAWINGS.
2. PROVIDE SANITARY SEWER SERVICE RISERS AS REQUIRED.
3. THE CONTRACTOR SHALL INSTALL SEWER TAPE AT THE END OF EACH SANITARY SEWER SERVICE.
4. ALL INVERTS LOCATED AT AN ELEVATION ABOVE THE CENTERLINE OF THE EXISTING THROUGH PIPE AND LESS THAN 2.0' ABOVE THE MANHOLE FLOOR SHALL HAVE A POURED-IN-PLACE SLOPED INVERT.
5. ALL MANHOLES WITHIN PAVEMENT SHALL HAVE TYPE 'B' ADJUSTABLE CASTINGS. ALL MANHOLES NOT WITHIN PAVEMENT SHALL HAVE TYPE 'A' NON-ADJUSTABLE CASTINGS.
6. ALL MANHOLES SHALL HAVE I/I BARRIERS.
7. ALL 4" AND 6" SANITARY SEWER SERVICES SHALL BE SDR 23.5 IN ACCORDANCE WITH URBAN STANDARD SPECIFICATIONS. ALL SERVICE LINES SHALL BE EXTENDED 10' INSIDE LOT LINES UNLESS OTHERWISE NOTED ON PLANS.
8. ALL SERVICES AND 8-INCH STUB OUTS SHALL BE CAPPED.
9. MANHOLE STEPS ARE REQUIRED IN ALL SANITARY SEWER MANHOLES.
10. MANHOLES COVERS SHALL HAVE RAISED DIAMOND ROUGHNESS PATTERN.
11. THE CONTRACTOR SHALL JET CLEAN AND VACUUM ANY SECTION OF PIPE, FROM MANHOLE TO MANHOLE, WITH MUD OR DEBRIS MORE THAN 1" DEEP, ALONG WITH ANY DOWNSTREAM SEGMENTS AS REQUIRED DUE TO THIS CONSTRUCTION.
12. THE CONTRACTOR SHALL TELEVISE EVERY SANITARY SEWER LINE AND PROVIDE A COPY OF THE VIDEO TAPE AND FILE IN DIGITAL FORMAT TO SNYDER & ASSOCIATES. USING A 500 GALLON TANK AND GARDEN HOSE, THE CONTRACTOR SHALL GRAVITY FLOW WATER DOWN THE PIPE JUST PRIOR TO TELEVISING SO DIPS AND SAGS CAN BE IDENTIFIED. THE CITY SHALL NOTIFY THE CONTRACTOR OF ANY NECESSARY REPAIRS AND/OR CLEANING REQUIRED PRIOR TO COMMENCING PAVING. THE SEGMENTS SHALL THEN BE RE-TELEVISED TO DEMONSTRATE PIPES ARE CLEAN. REPAIRS, IF NECESSARY, AND RE-TELEVISING SHALL BE AT THE CONTRACTOR'S EXPENSE.
13. CONTRACTOR SHALL SWEEP ALL JOINTS TO REMOVE ROCKS AND DEBRIS FROM THE ENDS OF PIPE PRIOR TO MAKING THE JOINT CONNECTION. REPAIRS, IF NECESSARY, DUE TO ROCKS AND/OR DEBRIS IN JOINT(S) SHALL BE AT THE CONTRACTOR'S EXPENSE.
14. SAGS IN PIPE SHALL NOT EXCEED TOLERANCES AS SPECIFIED BY SUDAS. REPAIRS, IF NECESSARY, AND RE-TELEVISING SHALL BE AT THE CONTRACTOR'S EXPENSE.
15. EXISTING MAIN TO BE FLUSHED AFTER SANITARY SEWER SERVICE EXTENSION. IF NEW WYES NEED TO BE CUT IN, SANITARY MAIN WILL NE TO BE RE-TELEVISED AND MAY BE SUBJECT TO ADDITIONAL TESTING.

STORM SEWER NOTES

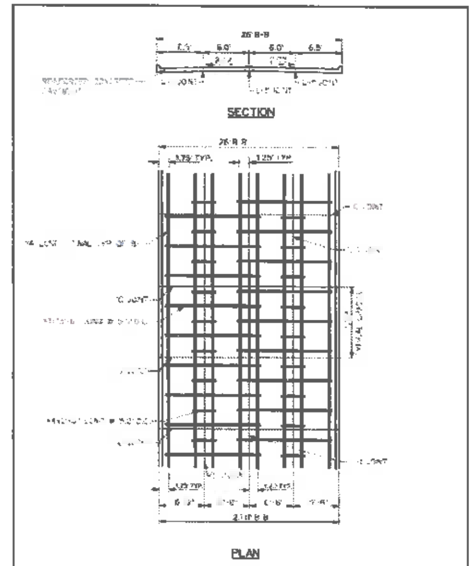
1. ADDITIONAL RIP-RAP MAY BE REQUIRED AT THE FES BASED UPON FIELD REVIEW BY CITY OF POLK CITY.
2. PROVIDE SUBDRAIN BEHIND BACK OF CURB ON PUBLIC STREETS AS REQUIRED BASED ON SUBSURFACE MOISTURE CONDITIONS. ANY SUBDRAIN CROSSING UNDER THE PAVEMENT SHALL BE RCP PIPE.
3. ALL CURB INTAKES SHALL HAVE TYPE "R" VANE GRATES.
4. ALL INTAKES SHALL BE POURED-IN-PLACE CONCRETE OR PRECAST CONCRETE.
5. ALL 12" AND LARGER STORM SEWERS SHALL BE RCP.
6. 8-INCH FOOTING DRAINS TO BE PVC, SDR 35.
7. FOOTING DRAIN SERVICES TO BE 4-INCH PVC, SDR 35. EXTEND SERVICES 10' INSIDE LOT UNLESS OTHERWISE NOTED.
8. ALL INTAKES SHALL BE LOCATED A MINIMUM OF 7.5 FEET FROM END OF RETURNS.
9. THE CONTRACTOR SHALL PROVIDE A MINIMUM OF 3'-6" COVER ON ALL STORM SEWER, INCLUDING SUMP SERVICES.
10. INSTALL CONTINUOUS PERFORATED SUBDRAIN IN LOCATIONS SHOWN ON PLANS.
11. ALL SUBDRAIN, 6-INCHES OR SMALLER, SHALL HAVE CRITTER GUARDS.
12. ALL CLEAN-OUTS SHALL BE SET IN A 12" X 12" CONCRETE PAD.
13. FLARED END SECTIONS AND LAST 3 PIPE SECTIONS MUST BE TIED. ALL FLARED END SECTIONS SHALL HAVE 48-INCH FOOTINGS AND APRON GUARD.
14. ADDITIONAL RIP RAP MAY BE REQUIRED AT ANY FES BASED UPON FIELD REVIEW BY THE CITY OF POLK CITY.

PAVING NOTES

1. THE CONTRACTOR SHALL ATTEND A PRE-POUR MEETING WITH THE CITY AND SNYDER & ASSOCIATES PRIOR TO COMMENCING PAVING OPERATIONS. NO PAVING OPERATIONS SHALL BEGIN UNTIL CONTRACTOR HAS RECEIVED AUTHORIZATION FROM SNYDER & ASSOCIATES.
2. THE CONTRACTOR WILL NEED TO PROVIDE COPIES OF ALL TEST RESULTS REPORTING, INCLUDING BUT NOT LIMITED TO COMPACTION TESTS AND SANITARY SEWER TELEVISING, TO SNYDER & ASSOCIATES FOR REVIEW PRIOR TO REQUESTING THE PRE-POUR MEETING.
3. ALL ELEVATIONS ARE PROPOSED FINISHED GRADE AT TOP OF CURB UNLESS OTHERWISE NOTED.
4. PAVEMENTS SHALL BE 6" REINFORCED PCC PAVEMENT.
5. ALL STREETS SHALL HAVE 6" INTEGRAL CURBS.
6. PROVIDE CURB DROPS FOR SIDEWALKS AT INTERSECTIONS.
7. CONSTRUCTION OF HANDICAP ACCESSIBLE RAMPS, WITH DETECTIBLE WARNINGS AND INCLUDING COMMON SQUARE, SHALL BE THE RESPONSIBILITY OF THE HOMEBUILDER UNLESS OTHERWISE NOTED ON THE PLANS.

WATER MAIN NOTES

1. PIPE MATERIALS SHALL BE AWWA C900, CLASS 150 PVC.
2. INSTALL NO. 10 THHN STANDARD COPPER TRACER WIRE UNDER PIPE, BRING TRACER WIRE TO SURFACE AT HYDRANTS, TERMINATING IN RECEPTACLE BOX.
3. CONNECT NEW TRACER TO EXISTING USING APPROVED SPLICE KIT AND PROVIDE A GROUND ROD AT END OF TRACER WIRE FOR LOCATION AND EXTENSION IN FUTURE. THE CITY WILL TEST THE TRACER WIRE PRIOR TO ACCEPTANCE OF PLAT AND REPAIRS, IF ANY, SHALL BE AT THE CONTRACTOR'S EXPENSE.
4. HYDRANTS SHALL BE SET 3.5 FEET FROM THE WATER MAIN.
5. PRIOR TO CONSTRUCTION, CONTRACTOR SHALL VERIFY THAT FIRE HYDRANTS WILL NOT CONFLICT WITH SIDEWALK CONSTRUCTION.
6. HYDRANTS, MANHOLE COVERS AND VALVE BOXES SHALL BE SET TO CONFORM TO FINISHED PAVEMENT ELEVATIONS.
7. HYDRANTS TO BE WATROUS PRODUCTS, OPEN LEFT, PAINTED YELLOW.
8. STOP BOXES FOR 1" THROUGH 2" WATER SERVICE LINES SHALL INCLUDE A STAINLESS STEEL SELF-CENTERING ROD WITH STAINLESS STEEL COTTER PIN WITHIN THE A STOP BOX HOUSING. ALL STOP BOX INSTALLATIONS SHALL BE COMPLETED IN SUCH A MANNER THAT THE LID IS ALLOW TO RAISE WITH THE FROST AND LOWER IF DRIVEN OVER WITH OUT DAMAGE TO CURB VALVE. FINISH GRADE OF THE LID SHALL BE LEVEL WITH THE SURROUNDING SURFACE AND DOES NOT PRESENT A HAZARD TO THE PUBLIC.
9. ALL VALVES SHALL BE RESILIENT WEDGE GATE VALVES.
10. SERVICES TO BE 1-INCH COPPER.
11. RISER RODS ARE REQUIRED AT ALL CURB STOPS.
12. WATER MAIN TO HAVE 5½ FEET BURY, TYPICAL EXCEPT AT CRITICAL CROSSINGS.
13. ALL VALVES SHALL HAVE A VALVE BOX ADAPTER INSTALLED TO MAINTAIN ALIGNMENT.
14. THE CONTRACTOR SHALL REMOVE CHAINS ON ALL HYDRANTS.
15. THE CONTRACTOR SHALL WORK WITH THE CITY OF POLK CITY WATER DEPARTMENT AND SNYDER & ASSOCIATES WHEN OPERATING EXISTING VALVES. WATER SHALL NOT BE TURNED ON WITHOUT PRIOR APPROVAL OF THE CITY OF POLK CITY.
16. WATER CAN NOT BE USED BY THE CONTRACTOR UNLESS IT IS PART OF THE PURIFICATION PROCESS OF THE NEW MAIN. WATER NEEDED FOR ANY REASON AFTER BACTERIA TESTING HAS BEEN COMPLETED AND PASSED WILL NEED PRIOR APPROVAL FROM THE CITY OF POLK CITY.
17. PROVIDE 2" BLOW-OFF AT THE TERMINAL END OF THE 8" WATER LINE UNLESS HYDRANT HAS BEEN PROVIDED.
18. WATER MAIN SHALL BE PRESSURE TESTED AND CHLORINATED, WITH SNYDER & ASSOCIATES PRESENT. RESULTS OF TESTS SHALL BE PROVIDED TO PUBLIC WORKS. IF ANY TESTS DO NOT PASS, THE CONTRACTOR SHALL REIMBURSE THE CITY FOR THE COST OF THE WATER ASSOCIATED WITH RE-TESTING.



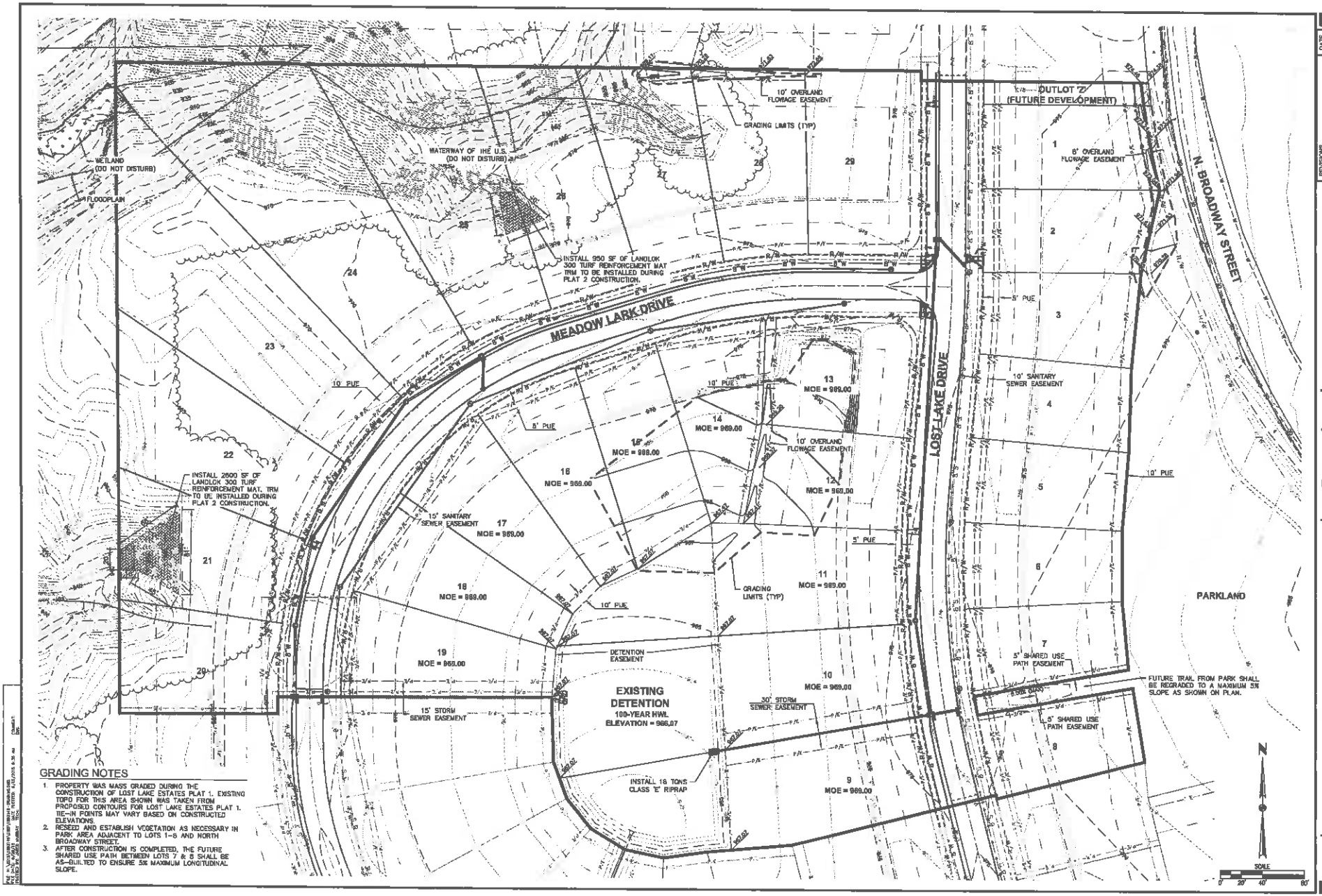
CONTINUOUSLY REINFORCE JOINTED PCC PAVEMENT
NOT TO SCALE

REVISIONS	DATE
SECOND SUBMITTAL	06/15/15
FIRST SUBMITTAL	05/12/15

3405 S.E. CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
PHONE: (515) 369-4400 FAX: (515) 369-4410
ENGINEER: EKO | EI: JJN
CIVIL DESIGN ADVANTAGE

LOST LAKE ESTATES PLAT 2
POLK CITY CONSTRUCTION NOTES
POLK CITY, IOWA

5/16
1503.149



GRADING NOTES

1. PROPERTY WAS MASS GRADED DURING THE CONSTRUCTION OF LOST LAKE ESTATES PLAT 1. EXISTING TOPO FOR THIS AREA SHOWN WAS TAKEN FROM PROPOSED CONTOURS FOR LOST LAKE ESTATES PLAT 1. TIE-IN POINTS MAY VARY BASED ON CONSTRUCTED ELEVATIONS.
2. RESEED AND ESTABLISH VEGETATION AS NECESSARY IN PARK AREA ADJACENT TO LOTS 1-8 AND NORTH BROADWAY STREET.
3. AFTER CONSTRUCTION IS COMPLETED, THE FUTURE SHARED USE PATH BETWEEN LOTS 7 & 8 SHALL BE AS-BUILTED TO ENSURE 5% MAXIMUM LONGITUDINAL SLOPE.

REVISIONS	DATE
RECORD SUBMITTAL	06/15/15
FINAL SUBMITTAL	05/27/15

3405 S.E. CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
PHONE: (515) 369-4400 FAX: (515) 369-4410
ENGINEER: EKO
EK JUN
CIVIL DESIGN ADVANTAGE

LOST LAKE ESTATES PLAT 2
GRADING PLAN

POLK CITY, IOWA

6/16

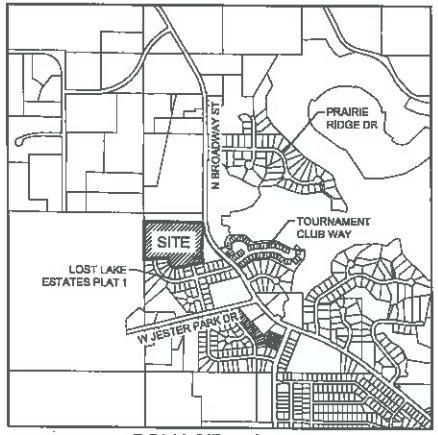
1503.149

LOST LAKE ESTATES PLAT 2

EROSION AND SEDIMENT CONTROL PLAN

VICINITY MAP

NOT TO SCALE



POLK CITY, IOWA

STABILIZATION QUANTITIES

ITEM NO.	ITEM	UNIT	TOTAL
1	SILT FENCE	LF	1,409
2	SEEDING, FERTILIZING, AND MULCHING	AC	10.79
3	INLET PROTECTION DEVICES	EA	8
4	CONCRETE WASHOUT PIT	EA	1
5	18" PVC EXISTING TEMPORARY STANDPIPE	EA	1

DISCHARGE POINT SUMMARY

DISCHARGE POINT #1 TO SAYLORVILLE LAKE ±2300 FT

TOTAL AREA DISTURBED TO DISCHARGE POINT	10.10 ACRES
STORAGE VOLUME REQUIRED (@ OF ACRES*3600 CU FT)	36,360 CU FT
VOLUME PROVIDED IN SILT FENCE @ 3:1/4:1 (694 LF @ 4.5 CU FT/LF OF FENCE)	2,673 CU FT
VOLUME PROVIDED IN TSB#1	84,309 CU FT
TOTAL VOLUME PROVIDED	86,982 CU FT

DISCHARGE POINT #2 TO SAYLORVILLE LAKE ±4000 FT

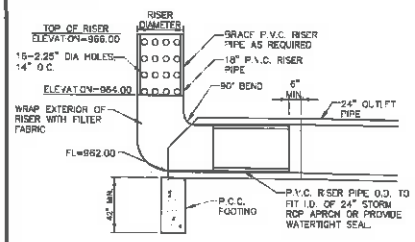
TOTAL AREA DISTURBED TO DISCHARGE POINT	1.59 ACRES
STORAGE VOLUME REQUIRED (@ OF ACRES*3600 CU FT)	5,724 CU FT
VOLUME PROVIDED IN MISCELLANEOUS SILT FENCE (32160 SF - CALCULATED)	11,080 CU FT
TOTAL VOLUME PROVIDED	11,080 CU FT

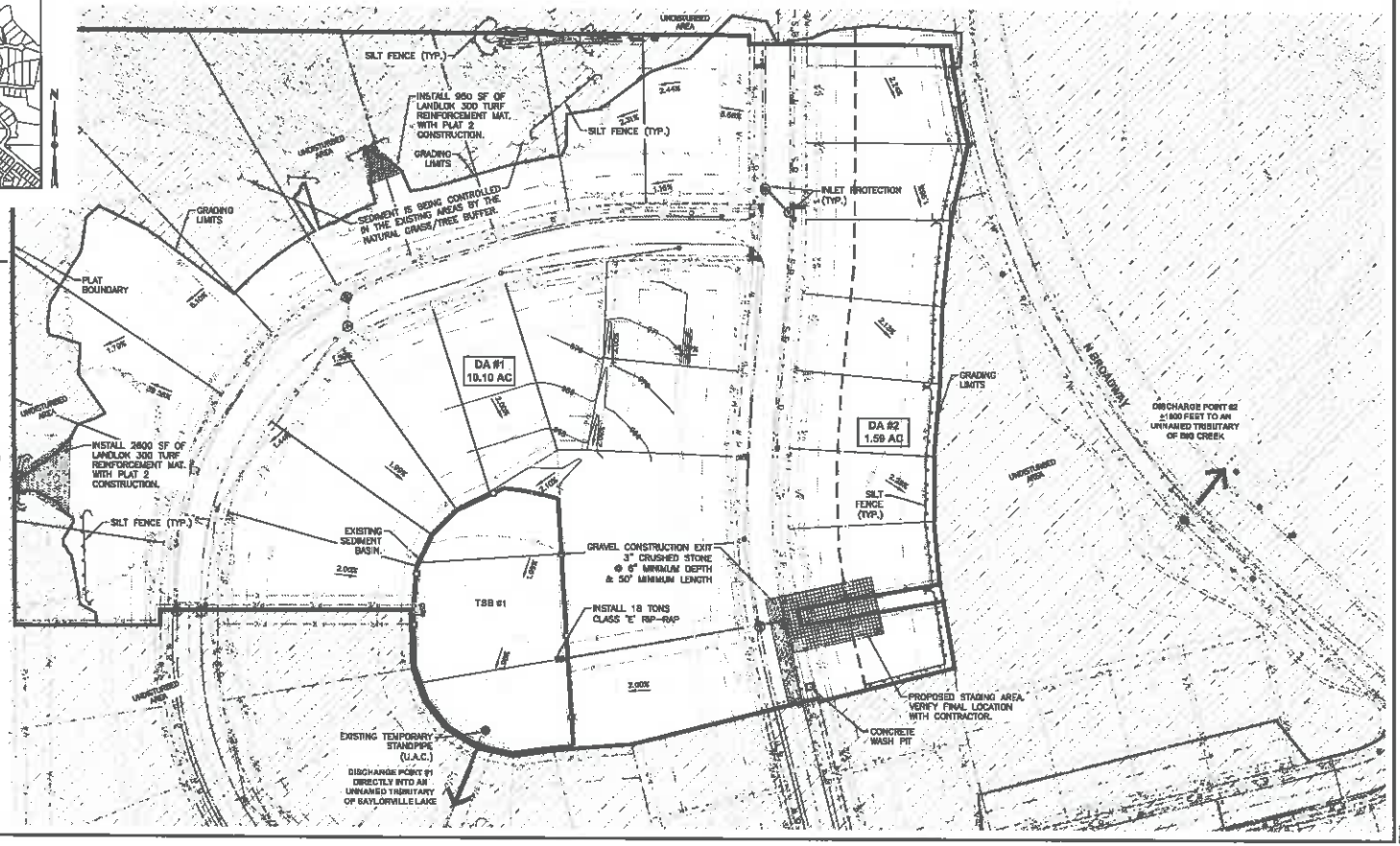
SWPPP LEGEND

DRAINAGE ARROW	X.XX %	AREA TO BE SEEDED	
GRADING LIMITS		STRAW MAT	
FILTER SOCK		UNDISTURBED AREA	
SILT FENCE		RIPRAP	
DITCH CHECK		GRAVEL ENTRANCE	
INLET PROTECTION		STAGING AREA	
PORTABLE RESTROOM	R	TEMPORARY SEDIMENT BASIN	TSB #
CONCRETE WASHOUT PIT			
TEMPORARY STANDPIPE			

EXISTING TEMPORARY STAND PIPE DETAIL (TSB#1)

NOT TO SCALE





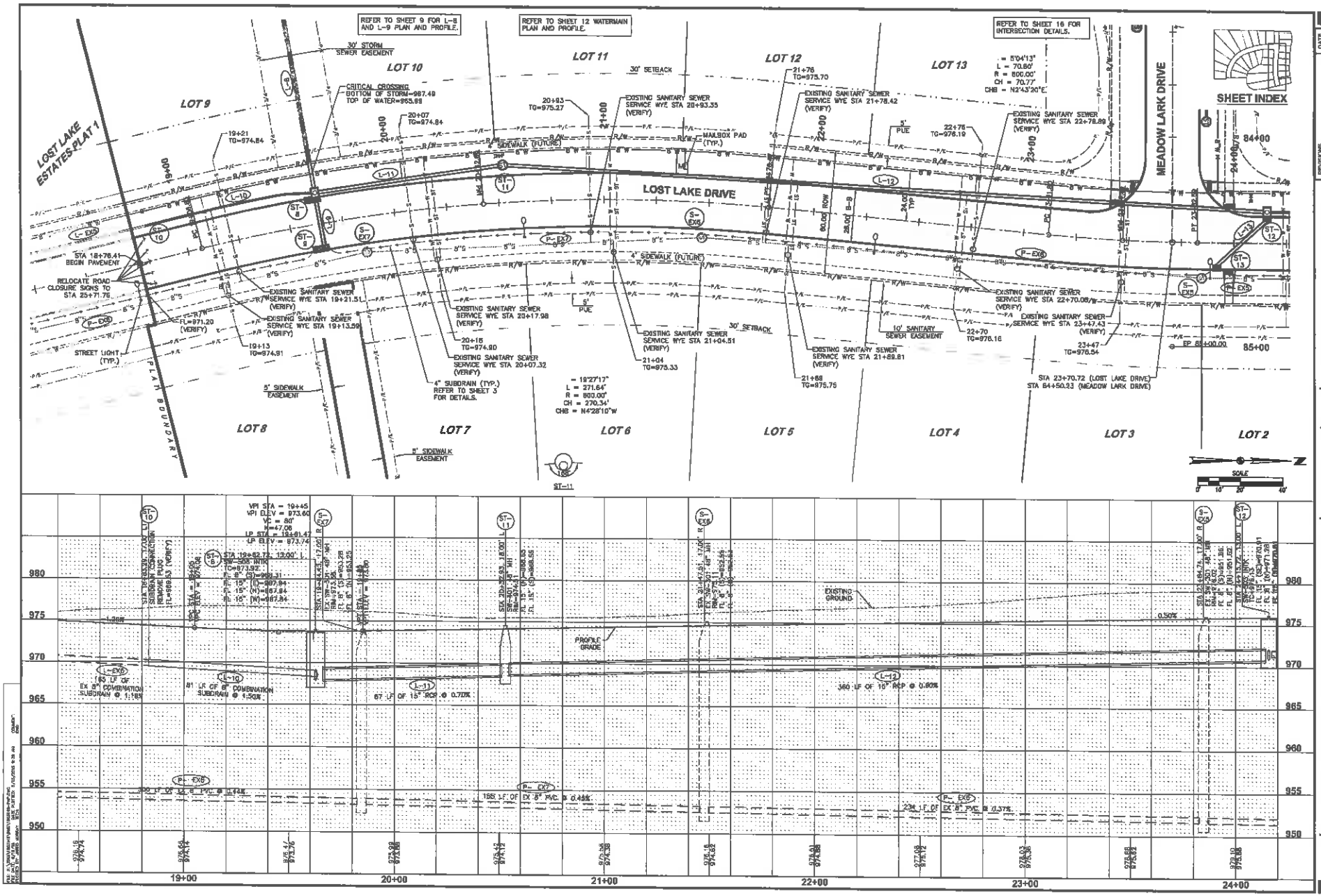
DATE	REVISIONS
06/15/15	SECOND SUBMITTAL
03/12/15	FIRST SUBMITTAL

3405 S.E. CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
PHONE: (515) 369-4400 FAX: (515) 369-4410
ENGINEER: EKO
EI: JJN
CIVIL DESIGN ADVANTAGE

LOST LAKE ESTATES PLAT 2
EROSION AND SEDIMENT CONTROL PLAN
POLK CITY, IOWA

7/16

1503.149



REVISIONS | DATE
SECOND SUBMITTAL | 06/16/15
FIRST SUBMITTAL | 05/15/15

3406 S.E. CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
PHONE: (515) 369-4400 FAX: (515) 369-4410
ENGINEER: EKO | EI: JJN

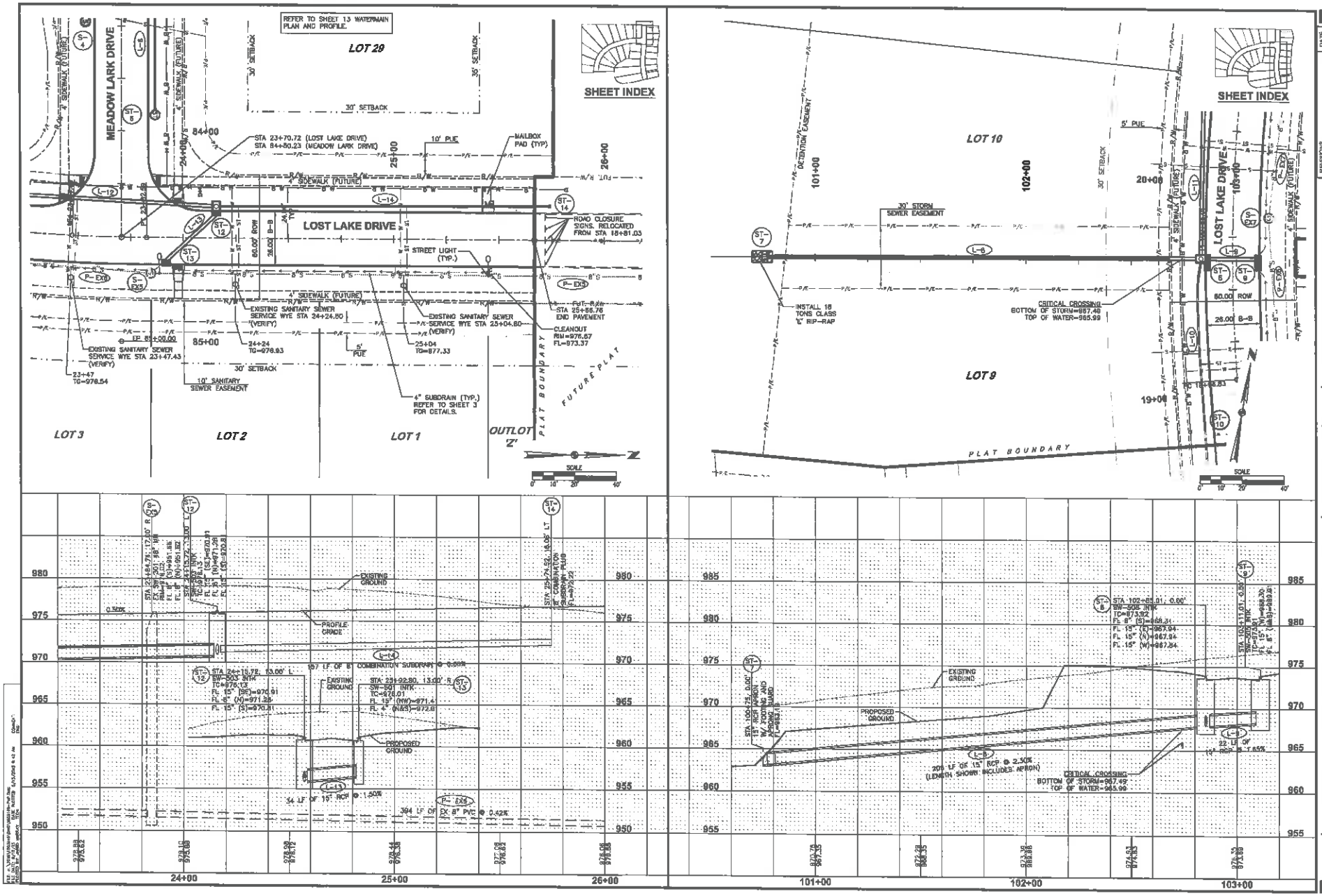
CIVIL DESIGN ADVANTAGE

LOST LAKE ESTATES PLAT 2
LOST LAKE DRIVE
PLAN AND PROFILE

POLK CITY, IOWA

8/16

1503.149



3405 S.E. CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
PHONE: (515) 369-4400 FAX: (515) 369-4410

ENGINEER: EKO | EI: JJN

REVISIONS | DATE
SECOND SUBMITTAL | 06/15/15
FIRST SUBMITTAL | 06/10/15

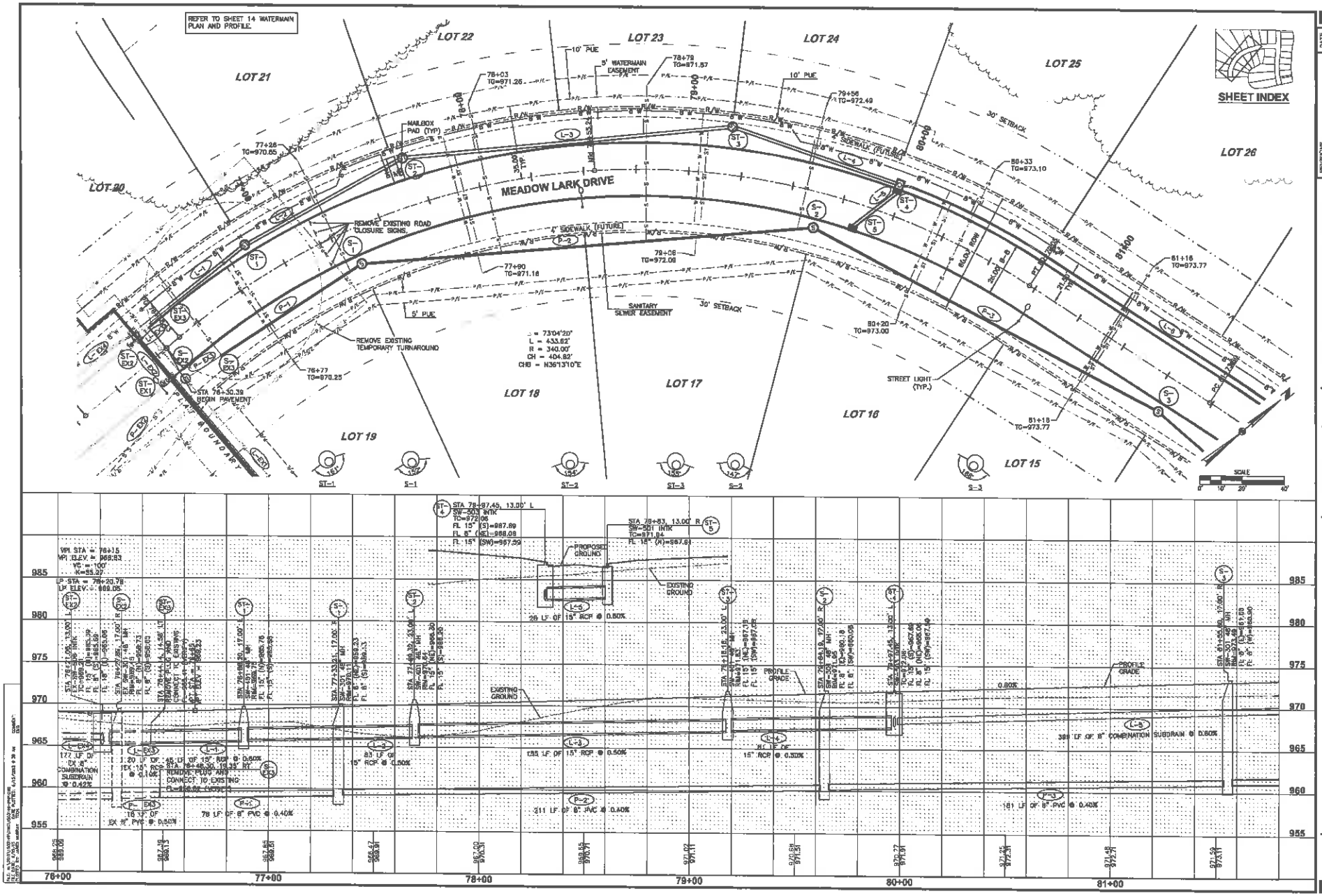
CIVIL DESIGN ADVANTAGE

LOST LAKE ESTATES PLAT 2
LOST LAKE DRIVE
PLAN AND PROFILE

POLK CITY, IOWA

9/16

1503.149



3405 S.E. CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
PHONE: (515) 369-4400 FAX: (515) 369-4410

ENGINEER: EKO
EI: JJN

CIVIL DESIGN ADVANTAGE

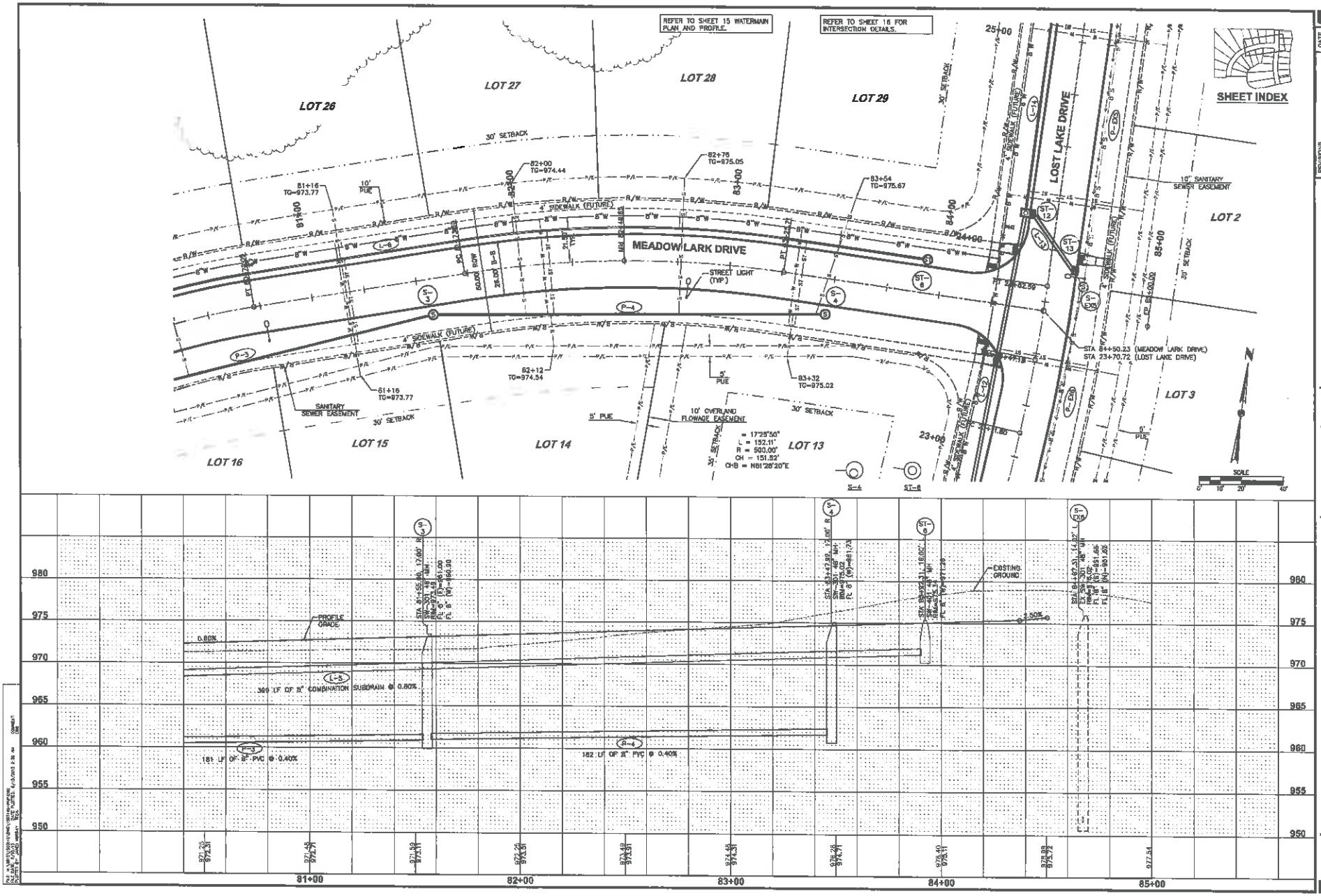
REVISIONS	DATE
SECOND SUBMITTAL	06/15/15
FIRST SUBMITTAL	06/12/15

LOST LAKE ESTATES PLAT 2
MEADOW LARK DRIVE
PLAN AND PROFILE

POLK CITY, IOWA

10/16

1503.149



3405 S.E. CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
PHONE: (515) 369-4400 FAX: (515) 369-4410

ENGINEER: EKO | EI: JJN

REVISIONS | DATE
SECOND SUBMITTAL | 06/16/15
FIRST SUBMITTAL | 05/15/15

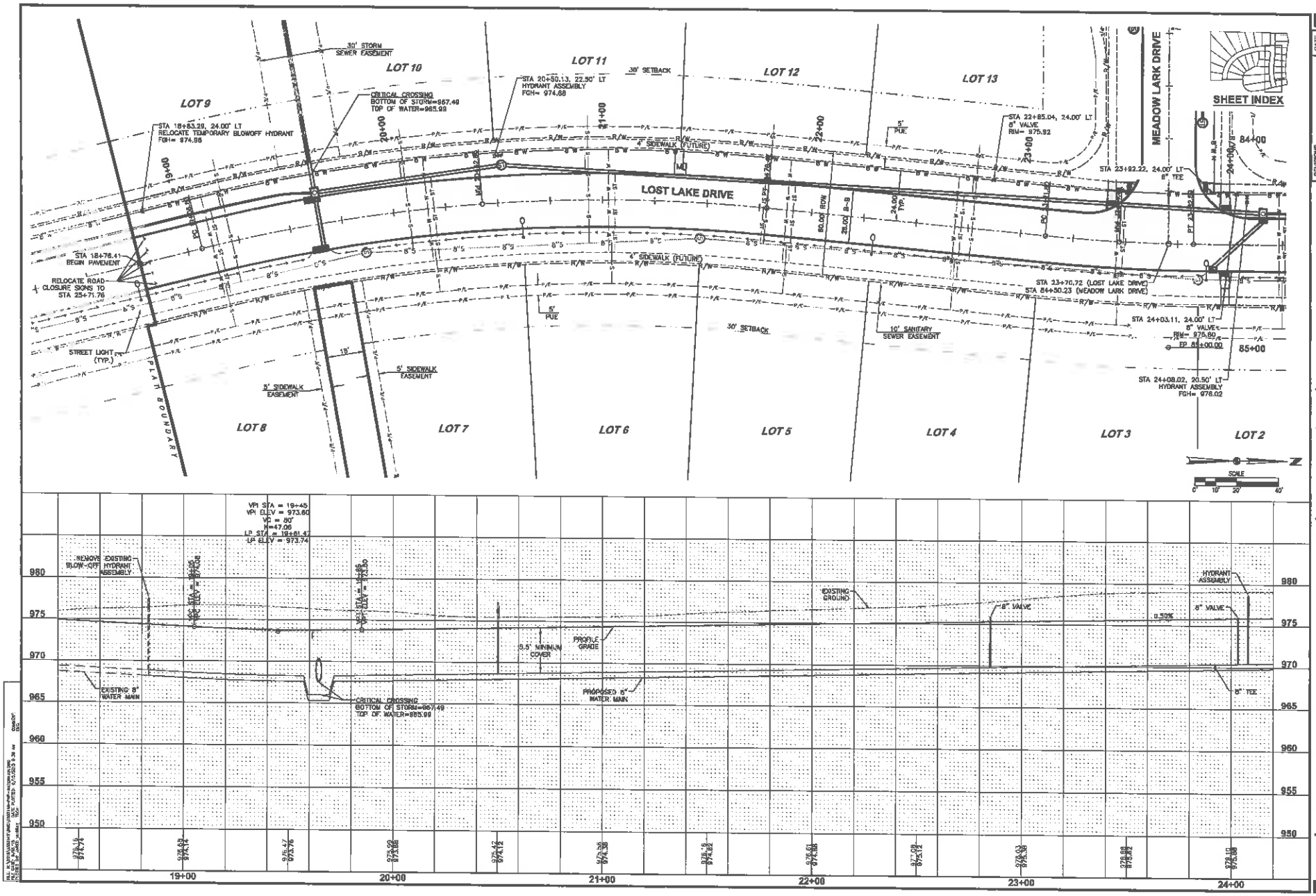
CIVIL DESIGN ADVANTAGE

LOST LAKE ESTATES PLAT 2
MEADOW LARK DRIVE
PLAN AND PROFILE

POLK CITY, IOWA

11/16

1503.149



REVISIONS	DATE
SECOND SUBMITTAL	06/15/15
FIRST SUBMITTAL	05/12/15

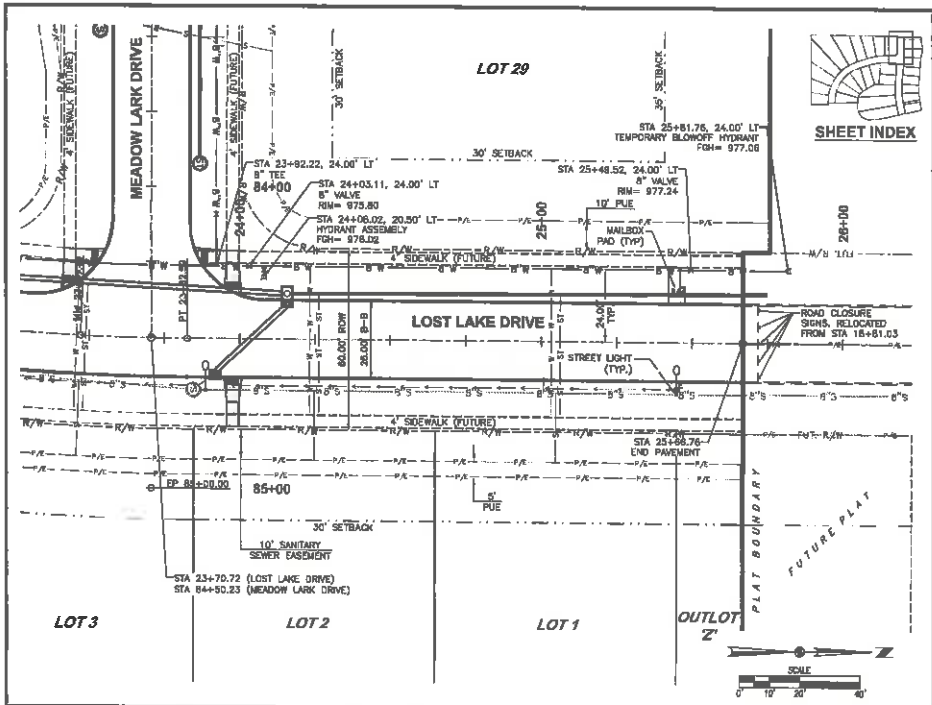
3405 S.E. CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
PHONE: (515) 369-4400 FAX: (515) 369-4410
ENGINEER: EKO
Et: JJN
CIVIL DESIGN ADVANTAGE

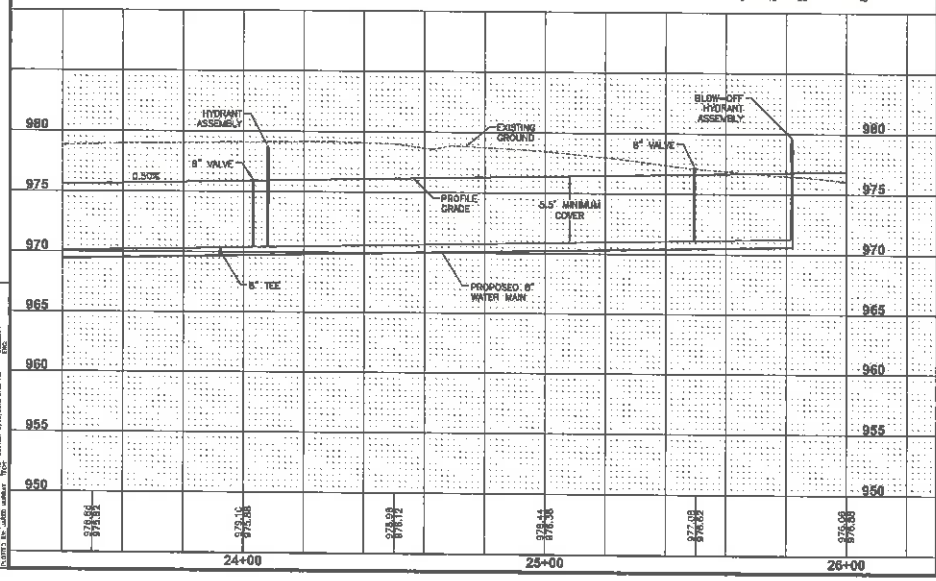
LOST LAKE ESTATES PLAT 2
LOST LAKE DRIVE
WATERMAIN PLAN AND PROFILE

POLK CITY, IOWA

12/16

1503.149





REVISIONS

DATE	
06/15/15	SECOND SUBMITTAL
05/12/15	FIRST SUBMITTAL

3405 S.E. CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
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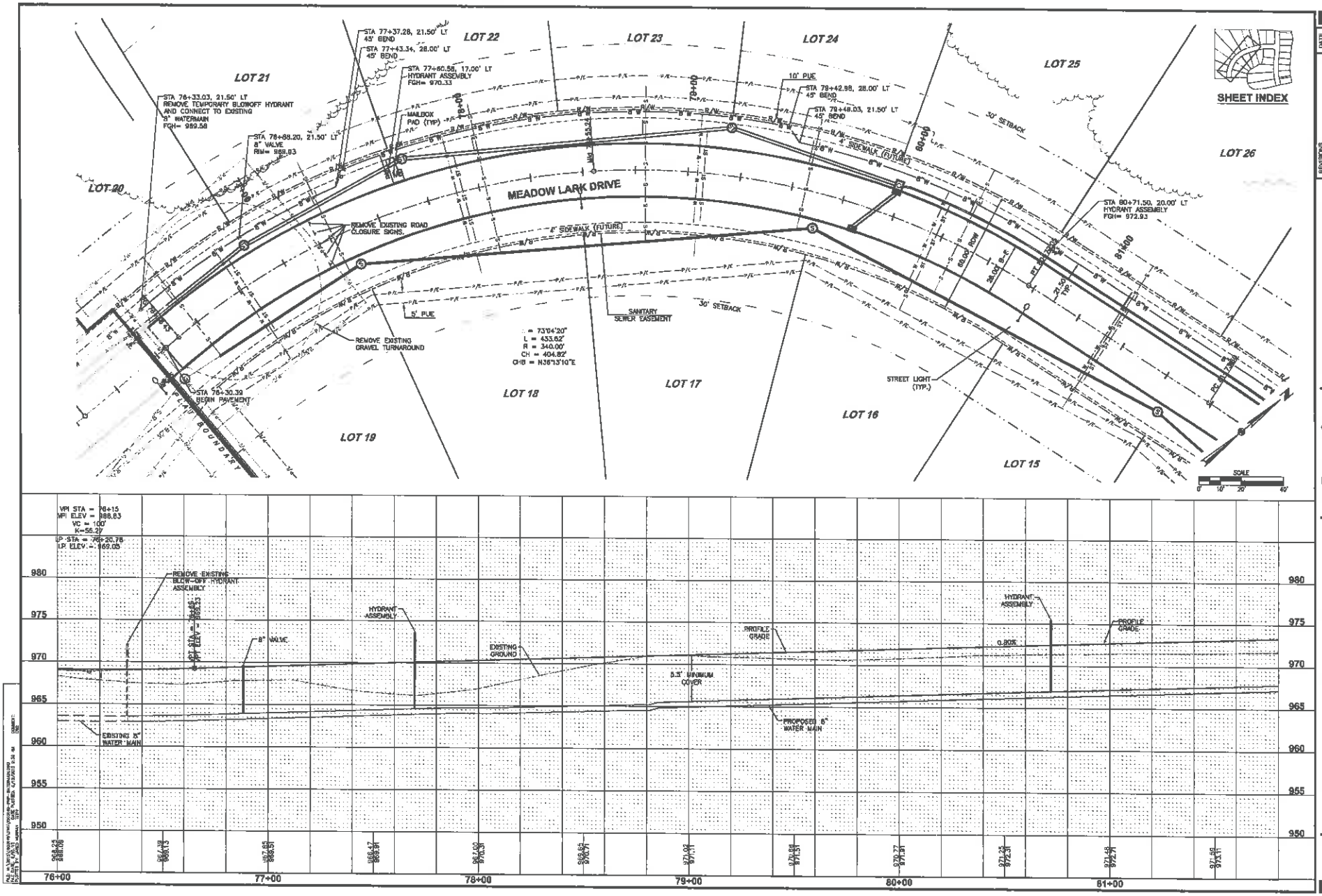
CIVIL DESIGN ADVANTAGE

LOST LAKE ESTATES PLAT 2
LOST LAKE DRIVE
WATERMAIN PLAN AND PROFILE

POLK CITY, IOWA

13/16

1503.149



3405 S.E. CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
PHONE: (515) 369-4400 FAX: (515) 369-4410
ENGINEER: EKO
EI: JJN

CIVIL DESIGN ADVANTAGE

REVISIONS	DATE
SECOND SUBMITTAL	06/16/15
FIRST SUBMITTAL	03/12/15

LOST LAKE ESTATES PLAT 2
MEADOW LARK DRIVE
WATERMAIN PLAN AND PROFILE

POLK CITY, IOWA

14/16

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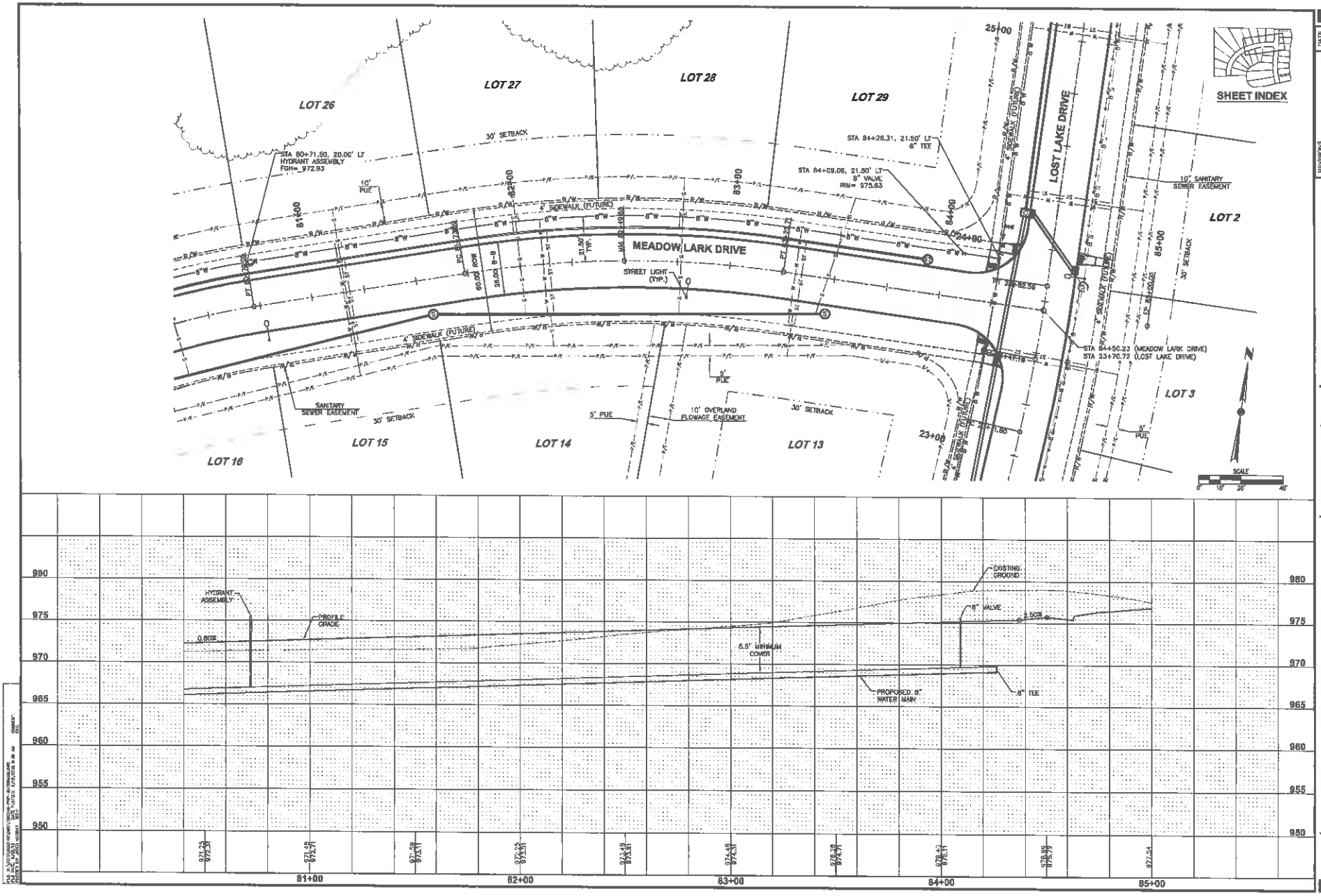

REVISIONS	DATE
SECOND SUBMITTAL	06/15/15
FIRST SUBMITTAL	06/12/15

3405 S.E. CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
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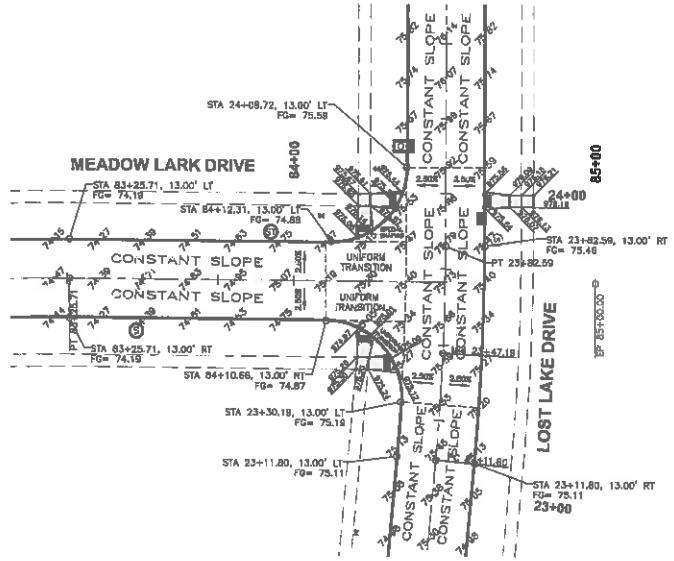
CIVIL DESIGN ADVANTAGE

LOST LAKE ESTATES PLAT 2
MEADOW LARK DRIVE
WATERMAIN PLAN AND PROFILE

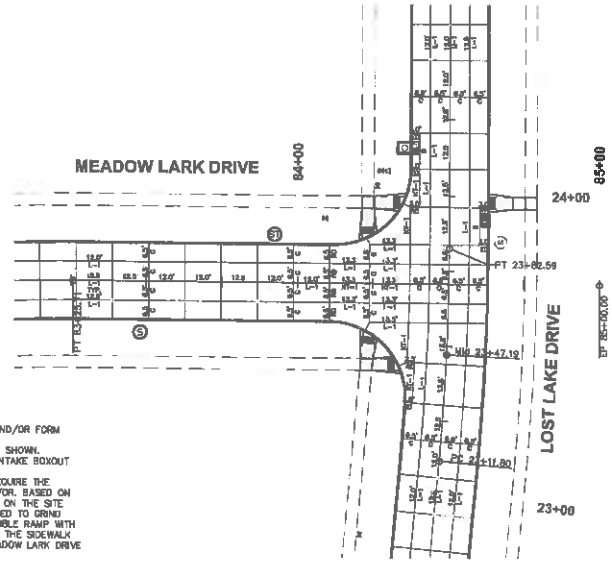
POLK CITY, IOWA

15/16

1503.149



GEOMETRICS AND STAKING LAYOUT



JOINTING LAYOUT

NOTES:

1. ELEVATIONS SHOWN ARE TOP OF SLAB AND/OR FORM GRADE.
2. INSTALL HANDICAP RAMPS AT LOCATIONS SHOWN.
3. REFER TO FIGURE 6010.514 FOR GRATE INTAKE BOXOUT FOR PCC PAVEMENT DETAILS.
4. A BUILDING PERMIT FOR LOT 3 SHALL REQUIRE THE APPROVAL OF THE PUBLIC WORKS DIRECTOR, BASED ON THE ACTUAL DRIVEWAY LOCATION SHOWN ON THE SITE PLAN, THE HOMEBUILDER MAY BE REQUIRED TO GRIND THE CURB AND INSTALL AN ADA ACCESSIBLE RAMP WITH GRAY DETECTABLE WARNING PANELS FOR THE SIDEWALK CONNECTION TO THE SOUTH SIDE OF MEADOW LARK DRIVE

REVISIONS	DATE
SECOND SUBMITTAL	06/15/15
FIRST SUBMITTAL	05/12/15

CIVIL DESIGN ADVANTAGE
3405 S.E. CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
PHONE: (515) 369-4400 FAX: (515) 369-4410
ENGINEER: EKO | EI: JJN

LOST LAKE ESTATES PLAT 2
INTERSECTION DETAILS

POLK CITY, IOWA

16/16

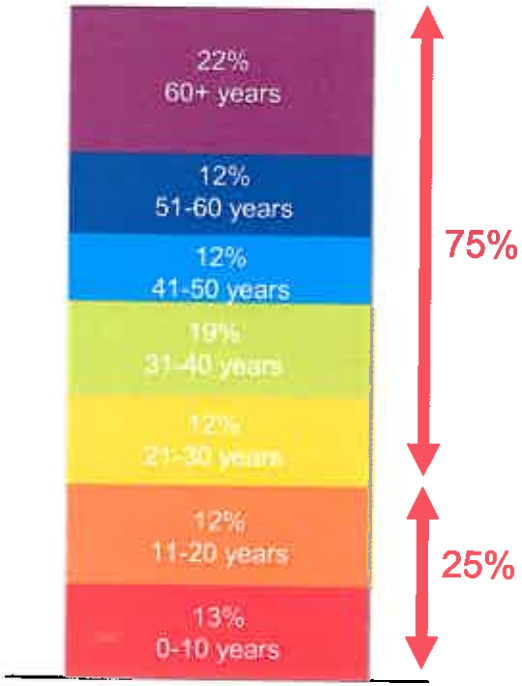
1503.149

HomeServe
Taking the Worry Out of Home Emergencies

US infrastructure is aging and the potential impact on homeowners is significant

Age of US homes

75% are 20 years and older



- **The U.S. water and sewer infrastructure is in trouble[1]**
  - ✓ The American Society of Civil Engineers (ASCE) Gave the U.S. water and sewer infrastructure a "D"
  - ✓ The ASCE estimate that an average of 7 billions gallons of clean water is leaked into the ground every day
- **Across the US this year there will be[2]**
  - ✓ 1.1 million residential water service line breaks
  - ✓ 4.3 million exterior sewer lateral blockages
  - ✓ *Each day* over 20,000 water heaters will need to be repaired or replaced
- **When asked if they or someone they knew had experienced a problem in the last 12 months, homeowners say[3]**
  - ✓ 33% had a plumbing problem
  - ✓ 20% had a problem with HVAC system
  - ✓ 10% with their water service line

[1]American Society of Civil Engineers 2013 Report Card of America's Infrastructure.

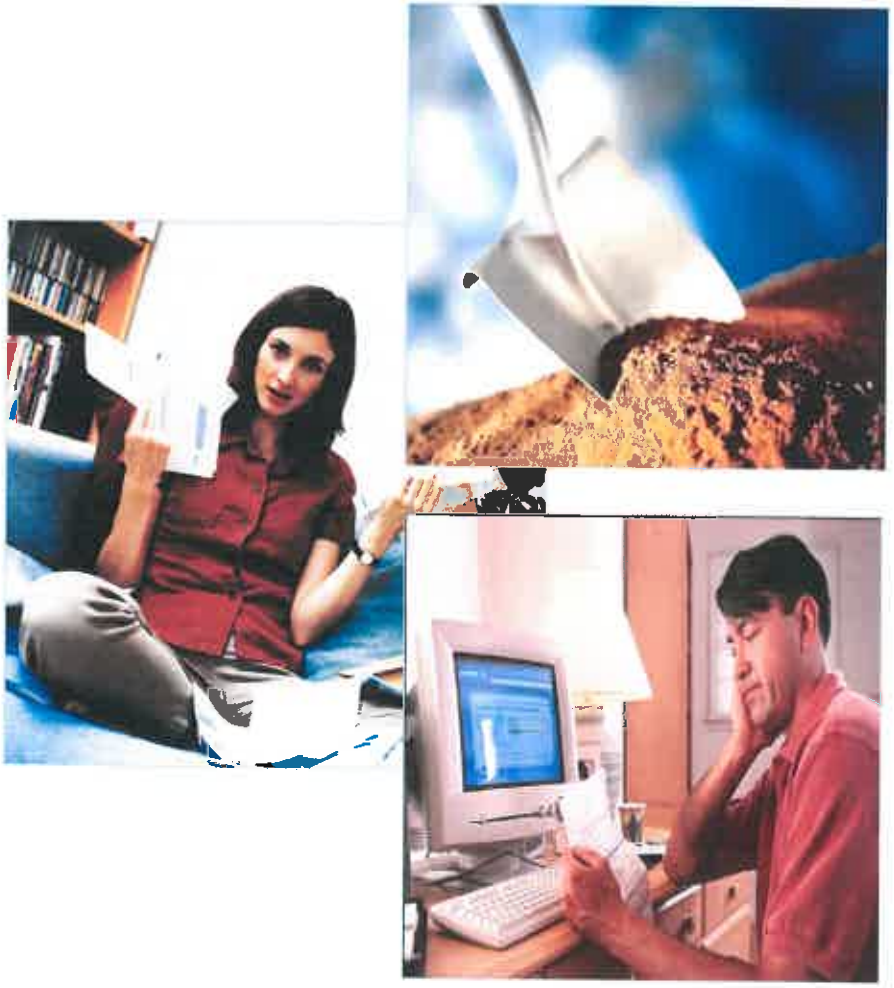
[2]HomeServe 2013 national experience and 2011 American Housing Survey estimated number of detached or attached single family homes

[3]2012 Survey of US HomeServe policy holders and non-policy holders; conducted by Ipsos Public Affairs on behalf of HomeServe (Dec 2011-Jan 2012).

HomeServe

The American consumer isn't prepared for a surprise

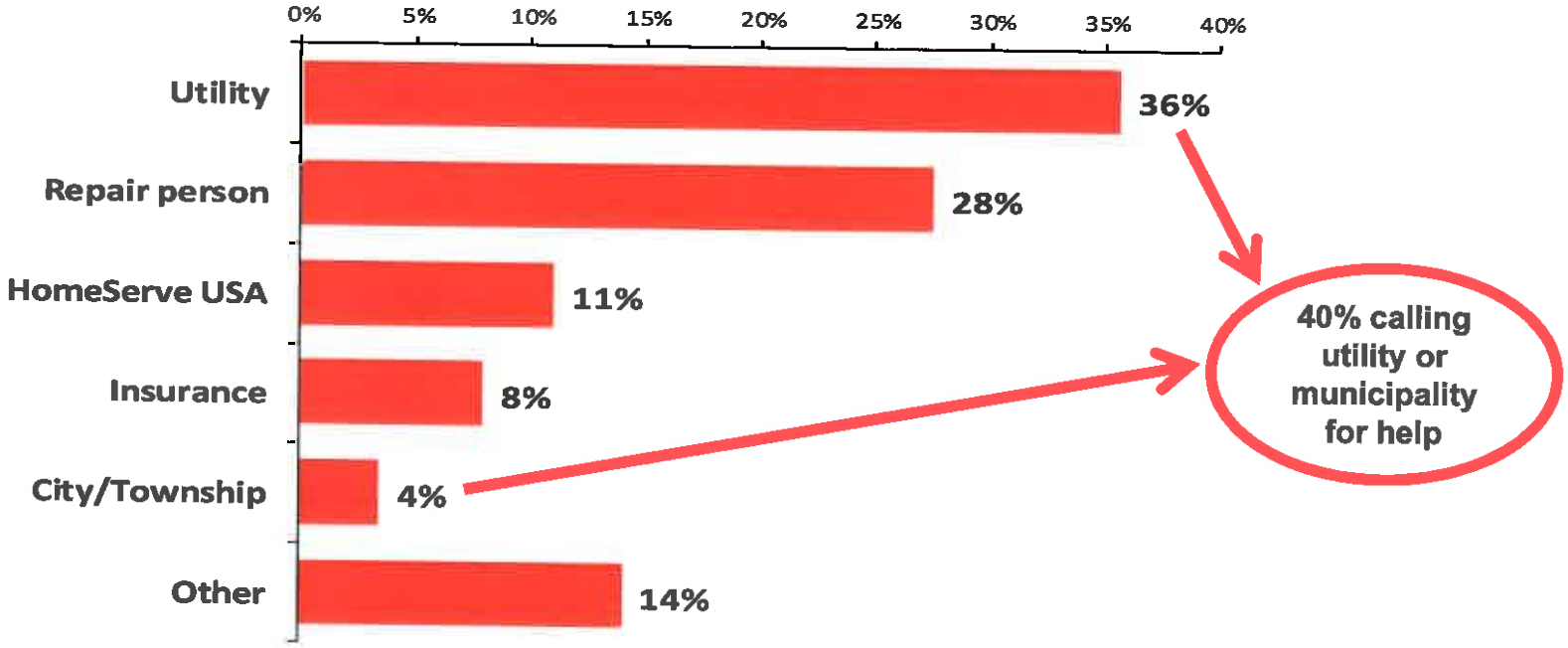
- Each day over 10,000 Americans reach retirement age and transition to fixed income
  -Pew Research Center
- 64% of American's don't have enough cash on hand to handle a $1,000 emergency expense.
  -CNN/Money Magazine
- 1 in 5 homeowners surveyed are putting off repairs. The most common reason is that they don't have the money.
  -Ipsos Public Affairs
- Nearly 2 in 5 homeowners agreed it's hard to find a reliable repair service.
  -Ipsos Public Affair



HomeServe

Who Homeowners Called First in Their Last Emergency Repair

Among those who experienced an emergency repair, the majority placed a first call to their utility or municipality...



Your residents and the local economy benefit

Environmental protection

- *Emergency Repair Service Plans* assist homeowners to quickly address leaks or blockages reducing the potential volume of water loss or impact of a sewer backup

Safety

- *Emergency Repair Service Plan* holders are less inclined to delay repairs due to time or financial constraints avoiding a variety of potential safety issues such as trip/falls from water runoff, electrical wiring hazards, or prolonged loss of gas service due to piping leaks

Rate stabilization

- *Emergency Repair Service Plans* offered by utilities generate additional income that under rate sharing models help keep overall utility rates down for customers

Jobs

- *Emergency Repair Service Plans* cause fewer homeowners to attempt DIY repairs driving more business to local qualified contractors employed by HomeServe USA

HomeServe

Who is HomeServe?

- HomeServe provides repair services to more than **1,500,000** homeowners across the continental US and Alberta Canada
- We serve one of our customers, on average, **every 90 seconds**
- Over the last 3 years, we paid for over **$150 million** in covered repairs.
- Homeowners polled within 48 hours of their repairs gave us a **97% approval rating** during 2013
- We are a **BBB Accredited** businesses with an **A+ rating**
- **Over 40 municipalities and utility companies** have chosen HomeServe to be their official provider of emergency home repair service plans

Our Products Fulfill Expectations

Consumer need/event	HomeServe USA product
Burst/Leaky water supply line	Exterior Water Service Line
Leaky/Burst pipes	Interior Plumbing and Drainage
Slow/No drainage	Exterior Sewer Line
Clogged drains, sinks and toilets	Interior Plumbing and Drainage
Gas leaks, problems, concerns No heat, no hot water, not hot enough water	Interior/Exterior Gas Line, Heating System/ Hot Water Repair and Maintenance
Broken/Faulty wiring, lights and switches, no power	Interior/Exterior Electric
No cooling, not cool enough Had manufacturers warranty claim	Air Conditioning coverage and Maintenance Manufacturers Warranties
Some combination of the above	Product bundles

HomeServe

Core HomeServe Product Features

- Toll-free emergency number members can call 24 hours a day, 365 days a year
- Locally based, fully licensed, qualified and vetted contractors dispatched to the customer's emergency
- No deductibles, no call-out fees, or forms to fill in at the completion of the job
- Quality control measures to ensure positive customer experience
- Guaranteed repairs
- No pre-inspection before joining

Polk City Water Department

Monthly Report

Month May Year 2015

Total Water Pumped 10281750 Gallons
Monthly Daily Avg 331669 Gallons

Testing Results

- **SDWA Bacteriological Coliform Analysis** absent **University Hygienic Lab.**
  Fecal Coliform Analysis- Sample incubated 35c for 48 hrs then examine for gas production. Gas production verifies presence of fecal coliform organisms.

- **Fluoride Analysis** .8 **University Hygienic Lab.**
  A fluoride concentration of approx. 1mg/l in drinking water effectively reduces dental caries without harmful effects on health. MCL for fluoride is 4.0 mg/l.
  Fluoride at Plant- Monthly Average .90 **mg/l Polk City Lab.**
  Fluoride in System- Monthly Average .79 **mg/l Polk City Lab.**

- **Chlorine Free At Plant- Monthly Average** 1.32 **mg/l Polk City Lab.**
  Chlorine Total at plant- Monthly Average 2.72 **mg/l Polk City Lab.**
  Chlorine Free in System- Monthly Average .74 **mg/l Polk City Lab.**
  Chlorine Total in System- Monthly Average .90 **mg/l Polk City Lab.**
  Chlorine requirement is the quantity of chlorine that must be added to H2O to achieve complete disinfection of pathogens and protozoa. Chlorine residuals will vary widely depending on organic loading. We also use chlorine to oxidize iron prior to filtration.

- **Iron Raw Water- Monthly Average** 6.69 **mg/l Polk City Lab.**
  Iron Finish Water- Monthly Average .02 **mg/l Polk City Lab.**
  Iron System Water- Monthly Average .02 **mg/l Polk City Lab.**
  Iron occurs in rocks and minerals in the earth's crust. It's the 4th most abundant element respectively. Iron has no effect on human health; its main objection is aesthetics. Concentrations of Iron in finish H2O should be between 0.03-0.06mg/l.

- **Manganese Raw Water- Monthly Average** .20 **mg/l Polk City Lab.**
  Manganese Finish Water- Monthly Average .08 **mg/l Polk City Lab.**
  Manganese System Water- Monthly Average .02 **mg/l Polk City Lab.**
  Manganese also occurs in rocks and the earth's crust. It is the 7th most abundant element. Manganese is extremely difficult to remove. Concentrations of Manganese in finish H2O should not exceed 0.05mg/l or black staining of plumbing fixtures may occur. No effect on human health.

- **pH Raw Water Monthly Average** 7.9 **mg/l Polk City Lab.**
  pH Finish Water-Monthly Average 8.4 **mg/l Polk City Lab.**
  pH System Water- Monthly Average 8.1 **mg/l Polk City Lab.**
  pH scale ranges from 0-14 with 7 being considered neutral. Below 7 becomes corrosive to plumbing, above 7 tends to deposit minerals in plumbing. We add caustic soda to maintain proper pH, which should range between 7.5-7.9 in finish water.

Total Tests Preformed- Polk City Lab_____ Total Hours to perform tests_____

Polk City Police Department Monthly Report May 2015

Incident Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Avg
02 Violation	0	0	0	0	0									0
911 Incomplete	4	1	0	0	2									1
Alarm	3	5	7	5	4									5
Alcohol, Illegal Poss	0	0	0	0	1									0
Alcohol, Supply	0	0	0	0	0									0
Animal Bite	0	0	0	0	1									0
Animal Complaint	6	9	11	7	13									9
Animal Impound	0	1	1	1	3									1
Arson	0	0	0	0	0									0
Arrest, Other	0	1	0	0	0									0
Arrest, Traffic	1	1	2	1	1									1
Arrest, Warrant	0	0	0	1	0									0
Assault	1	0	1	0	1									1
Assist, Dept	10	13	12	19	10									13
Assist, FD / Rescue	15	16	17	11	11									14
Assist, Public	63	46	69	71	64									63
Burglary	0	0	0	1	0									0
Burning, Illegal	0	0	3	2	0									1
Civil Dispute	1	1	1	2	2									1
Community Room	1	2	6	1	3									3
Complaint	0	0	0	0	0									0
Court Order Violatio	0	0	1	1	2									1
Criminal Mischief	0	0	2	1	1									1
Death Investigation	0	0	0	0	0									0
Domestic Assault	0	1	1	0	2									1
Domestic Quarrel	4	4	3	3	6									4
DPQ	4	1	5	3	2									3
Fight	0	0	0	0	0									0
Harassment	0	2	3	0	2									1
Indecent Exposure	0	0	0	0	0									0
Intoxication, Public	0	0	0	0	0									0
Loitering	0	0	0	0	0									0
Mental Subject	0	0	0	0	0									0
Missing Person	1	0	0	0	1									0
Open Door	0	0	0	3	5									2
OWI	1	0	0	0	0									0
Parking, Illegal	9	10	5	4	6									7
Permit, Gambling	0	0	0	0	0									0
Permit, Peddlers	0	0	0	0	0									0
Person, Suspicious	9	4	13	7	6									8
Property, Found	2	1	3	2	3									2
Prowler	0	0	0	0	0									0
Records Check	12	14	20	27	24									19
Search Warrant	0	0	0	0	0									0
Snowmobile Comp	0	0	0	0	0									0
Suicide	0	0	0	0	0									0
Suicide, Attempt	1	0	1	1	0									1
Thefts	3	2	5	9	4									5
Trespass	0	4	0	0	2									1
Vehicle Crash, H & F	0	0	0	0	0									0
Vehicle Crash, PD	8	3	3	3	1									4
Vehicle Crash, PI	1	0	0	2	0									1
Vehicle, Abandoned	1	1	0	1	0									1
Vehicle, Disabled	16	17	8	8	12									12

Vehicle, Impound	0	0	0	1	0								**0**
Vehicle, Obsolete	0	0	0	0	0								**0**
Vehicle, Suspicious	8	2	7	4	5								**5**
Welfare Check	2	2	4	3	3								**3**
Assist, Public Recon	0		0	0	0								**0**
Total Incidents	187	164	214	205	203	0	0	0	0	0	0		
												Total	973

LIBRARY - MAY 2015 STATS SNAPSHOT	
Total Visitors	1,906
People Checking Out	345
Polk City Cardholders	*295*
Open Access Cardholders	*37*
Rural Cardholders	*13*
Total Checkouts	2971
WILBOR Checkouts	155
Incoming ILL Books	22
Outgoing ILL Books	26
Reserves Placed	77
Materials Added	168
Materials Withdrawn	95
New Cards Issued	7
Computer Users	99
WiFi Users (on site)	58
Reference Questions	108
No. of Meeting Room Uses by Outside Groups	6
Patron Savings for May	$37,588.40
Adult Programs	19
Adult Program Attendance	139
Youth Programs	18
Youth Program Attendance	1,266
On 6/1/15: Circ Snapshot Winners	
* 334 Picture books	
* 217 DVDs	
* 208 Adult Fiction Books	
* 282 Juvenile Fiction Books	
* 105 Easy Readers	
* 54 Board Books	
* 62 Teen Fiction	
* 45 Adult Books on CD	
* 28 Large Print Fiction	
* 55 J Non Fiction 700's	
* 1583 Total Items Out	

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Resolution No._____

A Resolution Dissolving the Agreement between the Polk City Community Library Board and the Community Foundation of Greater Des Moines and the Return of Funds

Whereas, the Polk City Community Library Foundation per their incorporation papers forwarded all remaining funds to the Polk City Community Library, and;

Whereas, on November 16, 2012 funds totaling $7,152.02 represent funds from Polk City Community Library Foundation $6,900.52 (check form) and $251.50 (cash) were deposited in the Community Foundation of Greater Des Moines, and;

Whereas, in the 2013/2014 city wide audit a finding was made that these funds fall under the definition of municipal funds (Article 3, Section 31) and Chapter 12B.10(5) of the Iowa Code and that these funds need to be in investments of public funds as outlined in the Code of Iowa.

Now, it be resolved by the Polk City Community Library Board that these funds be applied for and returned to the Polk City Library which is part of the City of Polk City where said funds will be deposited and accounted for in the City of Polk City funds.

Dated this 9th day of June 2015

Passed and approved

Signed: _____Date:_____

Board President

Signed: _____Date:_____

Board Secretary