

Notice of Meeting
Polk City | City Council

August 10, 2015 | 6:30 pm
City Hall | Council Chambers

Tentative Meeting Agenda
Jason Morse | Mayor
David Dvorak | Pro Tem

City Council Members: Robert Mordini | Robert Sarchet | Dan Lane | Ron Anderson

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. **Public Comments:** This is the time and place for comments for any item other than those that are a Public Hearing. If you wish to speak, please come to the podium and state your name and address for the record. You are requested to keep your comments to five minutes.
5. Consent Items

Action Items

1. Consider motion to approve the City Council Meeting Minutes for July 27, 2015
2. Consider motion to approve the August 10, 2015 Claims
3. Consider motion to approve Resolution 2015-63 Snyder & Associates June Invoice in the amount of \$34,356.04
4. Consider motion to approve sponsorship in the amount of \$250 for the 23rd annual Big Creek Fall Bike Ride
5. Consider motion to approve hiring of Jenny Gibbons as City Clerk, Grade 10, Step 4, \$51,205
6. Consider motion to approve advertising for a replacement Deputy City Clerk
7. Consider motion to receipt and file the July Polk City Police Report
8. Consider motion to accept Firefighter/Paramedic Chris Roberts Resignation from the Fire Department effective August 14, 2015
9. Consider motion to receipt and file the July Polk City Water Department Monthly Report
10. Consider motion to receipt and file the Polk City Arts Council Meeting Minutes for July 7, 2015

6. New Business

Action Items

1. Consider motion to approve Second Reading of Ordinance 2015-800 Vacating Certain Easements for Bridgeview Plat 1
 - A. Consider motion to waive Third Reading of Ordinance 2015-800 Vacating Certain Easements for Bridgeview Plat 1
2. Washington and Booth Street Reconstruction Project
 - A. Consider motion to approve Resolution 2015-60 approving Change Order No. 3 in the amount of \$63,477.58
 - B. Consider motion to approve Resolution 2015-61 approving Pay Application No. 4 in the amount of \$337,748.93
3. Consider motion to approve new Fire Department Billing and Collections Policy
4. Consider motion to approve Resolution 2015-62 amending Emergency Response Fees
5. Public Works Tandem Axle Truck and Snow Removal Equipment Purchase

- A. Consider motion to approve the purchase of the tandem axle truck chassis from O'Halloran International in the amount of \$42,472 (with the trade in)
- B. Consider motion to approve the purchase of the equipment from Hawkeye Truck Equipment in the amount of \$74,500

7. Mayor's Report

Finance Committee Meeting, Monday, August 24, 2015 at 5:00pm

8. Council Report

1. Ron Anderson
2. Robert Mordini
3. Robert Sarchet
4. David Dvorak
5. Dan Lane

9. Council Discussion

10. City Administrator's Report

11. City Staff Reports

1. Attorney's Report
2. Engineer's Report
3. Public Works Department Report
4. Technology and Innovation Report
5. Finance Report
6. Fire Department Report
7. Police Department Report
8. Library Report
9. Citizen Liaison Report

12. Adjourn until August 24, 2015

MEETING MINUTES
The City of Polk City
City Council Meeting
6:30 p.m., Monday, July 27, 2015
City Hall

Polk City, City Council held a meeting at 6:30 p.m., on July 27, 2015. Before the meeting, staff emailed agenda packets to the 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 records and available upon request as provided by law. These tentative minutes reflect all action taken at the meeting.**

Mayor and City Council Members Present:

Jason Morse | Mayor
Dave Dvorak | Pro Tem
Robert Sarchet | City Council Member
Dan Lane | City Council Member

Staff Members Present:

Lindsey Huber | City Finance Officer
Jenny Gibbons | Acting City Clerk
Jake Schreier | Technology Director
Mike Schulte | Public Works Director
Dan Gubbins | Fire Chief
Dustin Bjornson | Police Sargent
Amy Beattie | City Attorney

City Council Members Absent:

Ron Anderson | City Council Member
Robert Mordini | City Council Member

1. **Call to Order** / Mayor Jason Morse called the meeting to order at 6:30 p.m.
2. **Roll Call** / Sarchet, Pro Tem Dvorak, Lane | In attendance
Mordini, Anderson | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Sarchet and seconded by Dvorak to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. **Public Comments** / No Comments
5. **Consent Agenda Items**
MOTION: A motion was made by Lane and seconded by Sarchet to approve the consent agenda items.
 1. Consider motion to approve the City Council Meeting Minutes for July 13, 2015
 2. Consider motion to approve the Special City Council Meeting Minutes for July 15, 2015
 3. Consider motion to approve the July 27, 2015 Claims
 4. Consider motion to approve the Financial Statement for June 2015
 5. Consider motion to receipt and file Polk City Development Corporation 2nd Quarterly Report
 6. Consider motion to receipt and file the Library Board Meeting Minutes for June 9, 2015
 7. Consider motion to receipt and file the Planning & Zoning Commission Meeting Minutes for July 20, 2015
 8. Consider motion to approve Kelley Haaland to fill the vacant seat on the Parks Commission with term expiring 12/31/2017
 9. Consider motion to approve Chief of Police, Mark Bowersox early retirement election from the Polk City Police Department effective September 9, 2015
 10. Consider motion to approve Firefighter Kevin Vols to Grade 4, Step 2, \$12.39 per hour now that he has become certified as an EMT
 11. Consider motion to accept Firefighter/Paramedic Josh Sneller's Resignation from the Fire Department effective July 17, 2015
 12. Consider motion to approve Nick Ackerman, 705 Timberline Dr, bill in the amount of \$1050 under the Hardship Policy Water-03 as recommended by Finance Committee July 13, 2015**MOTION CARRIED UNANIMOUSLY**

6. **New Business**

1. **MOTION:** A motion was made by Sarchet and seconded by Lane to approve Resolution 2015-55 Accepting the Public Improvements for Bridgeview Plat 1
MOTION CARRIED UNANIMOUSLY

2. **MOTION:** A motion was made by Lane and seconded by Dvorak to approve the First Reading of Ordinance 2015-800 Vacating Certain Easements for Bridgeview Plat 1
MOTION CARRIED UNANIMOUSLY
 - A. Without super majority, City Attorney, Amy Beattie recommended deferring the motion to waive Second and Third Reading of Ordinance 2015-800 Vacating Certain Easements for Bridgeview Plat 1 to next Council Meeting
NO ACTION TAKEN

3. **MOTION:** A motion was made by Lane and seconded by Sarchet to approve Resolution 2015-56 Approving the Final Plat including the Deeds and Easements for Bridgeview Plat 1
MOTION CARRIED UNANIMOUSLY

4. **MOTION:** A motion was made by Sarchet and seconded by Lane to approve Resolution 2015-57 Construction Drawings for Twelve Oaks Plat 4
MOTION CARRIED UNANIMOUSLY

5. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve Resolution 2015-58 Preliminary Plat for Deer Haven
MOTION CARRIED UNANIMOUSLY

6. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve the Policy for Citizen Participation at City Council Meetings
Sarchet, Dvorak – Yes
Lane - No
MOTION CARRIED

7. **MOTION:** A motion was made by Dvorak and seconded by Lane to approve ordering replacement vehicle for 2003 Chevy Blazer not to exceed \$45,000
MOTION CARRIED UNANIMOUSLY

8. **MOTION:** A motion was made by Lane seconded by Dvorak to approve purchasing Access Pharmaceutical Dispenser \$11,031.43
MOTION CARRIED UNANIMOUSLY

9. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve 2015 Street Repairs \$28,927
MOTION CARRIED UNANIMOUSLY

10. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve 2015 Pick-Up Purchase \$30,191
MOTION CARRIED UNANIMOUSLY

7. **Mayor Report**

1. Personnel Committee Meeting set for Monday, August 10, 2015 at 5:00 pm
2. Mayor Morse thanked Council and City Staff for involvement and support in the Four Seasons Festival. Received several compliments and had a good turn out even with the heat. Planning for next year's event has already begun

8. Council Report

1. Lane shared good feedback from citizens on the parade. Appreciated the upgraded magnetic signs. Attended the MPO roundtable, and shared their idea of selling shirts to raise money for trails. Stated concern for Polk City doing things because every other city is, consider people move here to get away from the big cities.
2. Sarchet echoed positive feedback on the festival even though not ideal weather or vender instances. Thankful for Deb Market and her husband that volunteered time and labor helping set up the stage, among many others that also volunteered their time. Neat to see residents involvement first hand
3. Dvorak also heard good comments on the Festival, nice to see Fire and Police and the other City departments coming together. Article in the Business Record recently was nice to see highlighting potential trail connectivity

9. Council Discussion

Police Sargent Dustin Bjornson put together fact sheet on coyotes after further research with surrounding communities. Recommends educational program for our residents, along with informative brochures and information on social media

10. City Administrator Report

Lindsey Huber, City Finance Office updated Council on Dave Jones water line issue from last meeting. After initial research it appears to be a private water line, but the information was turned over to the City Insurance carrier to conduct their own investigation on if the City holds responsibility

11. City Reports

1. Attorney | Nothing at this time
2. City Engineering Representative, John Haldeman provided update on the Washington/Booth project. If weather cooperates will be paving by the end of the week. Start at Broadway and work south. Change order for rock \$16k and continued reinforced steel \$25k will be needed
3. Public Works | Nothing more
4. City Technology & Innovation Director, Jake Schreier reported the email migration went well so far and is almost complete. City Server is slated for delivery and install next week. Wi-Fi traffic at the Festival pegged out at the 254 allowed, very excited with the involvement
5. City Finance Officer, Lindsey Huber notified Council roll out for web based time clock for hourly personnel will be July 30, 2015. Bi-Weekly payroll will begin October 2, 2015
6. Fire | Nothing more
7. Police | Nothing more
8. Library | Nothing at this time
9. Citizen Liaison | No report

12. Adjournment

MOTION: A motion was made by Sarchet and seconded by Lane to adjourn at 7:29 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, August 10, 2015

Jason Morse, Mayor

Attest:

Jenny Gibbons, Acting City Clerk

CLAIMS REPORT

The City of Polk City

For

8/10/2015

DEPARTMENT	VENDOR	EXPENSE TYPE	AMOUNT
CH	AHLERS & COONEY	ATTORNEY FEES	\$272.00
CH	ALLIANCE CONNECT	WEBHOSTING	\$68.96
CH	ALLIANCE TECHNOLOGIES	MICROSOFT EXCHANGE 365	\$966.00
PARKS	ALTOONA AQUATIC CENTER	SUMMER RECREATION PROGRAM	\$529.00
PD	ANIMAL RESCUE LEAGUE OF IOWA	ANIMAL CONTROL	\$105.00
PD	APPLE TIME INC.	COLORING BOOKS	\$304.23
PD	ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$301.76
CH	BRICK LAW FIRM	LEGAL SERVICES	\$3,760.00
PW	CALIGIURI CONCRETE, LLC	CONCRETE	\$8,792.00
PW	CARUS CORP	CARUS	\$543.90
CH	CENTURY LINK	PHONE SERVICE	\$461.24
PARKS	CITY OF AMES	SUMMER REC PROGRAM	\$564.00
PW	CITY OF DES MOINES	WRA	\$28,521.75
PW	COLEMAN MOORE COMPANY	TENSAR	\$8,543.44
PD	CREATIVE PRODUCT SOURCE INC	NITRILE GLOVES	\$161.21
CH	CRYSTAL CLEAR WATER CO	PURCHASED WATER	\$7.50
OTHER	DES MOINES STEEL FENCE CO	DRILLING FOR FENCE	\$175.00
PW	DES MOINES WATER WORKS	PURCHASED WATER	\$23,279.51
PW	FERGUSON WATERWORKS	EQUIPMENT REPAIRS	\$5,375.55
PW	G & L CLOTHING	WORK CLOTHING	\$178.50
FD	BILL AND ANA GONSALVES	140000338 GONSALVES	\$96.15
PW	GURNSEY ELECTRIC CO	WELL #4 REPAIR	\$784.54
PW	HACH COMPANY	WATER DEPARTMENT SUPPLIES	\$374.89
PW	HAWKINS INC	BLEACH	\$470.30
PW	HYDRO-KLEAN INC.	BACKUP ON OAKWOOD ST	\$1,943.50
ALL DEPT	I.M.W.C.A.	WORKERS COMP INSURANCE	\$4,428.00
PW	INTERSTATE BATTERIES	SP40	\$56.45
LIB	IOWA LIBRARY SERVICES	SUBSCRIPTION FEE	\$307.90
OTHER	IOWA PLAINS SIGNING INC	DETOUR SIGN	\$1,100.00
ALL DEPT	KLEEN SWEEP SERVICES INC	CLEANING SERVICE	\$1,002.50
PW	LOGAN CONTRACTORS SUPPLY	OPERATING SUPPLIES	\$21.85
CH	M & M SALES COMPANY	COPIER RENTAL	\$70.26
PW	MATHESON	ARGONE GAS REFILL	\$50.43
PARKS	MEALS FROM THE HEARTLAND	POLK CITY SUMMER REC DONATION	\$300.00
CH	MEDIACOM	INTERNET SERVICE	\$69.95
PW	METRO WASTE AUTHORITY	CURB IT RECYCLING	\$4,364.78
LIB	MICROMARKETING, LLC	BOOKS	\$40.99
CH	MIDWEST OFFICE TECHNOLOGY	SERVER	\$8,236.00
PARKS	NEVADA PARKS & RECREATION	PC SUMMER REC PROGRAM	\$336.00
PARKS	NORTH POLK COMMUNITY SCHOOLS	SUMMER REC MILES	\$1,659.84
PD	O'REILLY AUTO PARTS	BULB	\$17.49
PARKS	OUTDOOR RECREATION PRODUCTS	MEMORIAL PARK BENCH	\$1,168.00
PW	QUICK SUPPLY CO	STAPLES	\$44.00
LIB	RECORDED BOOKS LLC.	BOOKS ON CD	\$280.20
BUILDING	SAFE BUILDING COMP. & TECH	BUILDING INSPECTIONS	\$6,745.95
PW	SPRAYER SPECIALITIES INC	PARTS FOR SPRAYER	\$113.44
PARKS	TERRI KEASEY	SUMMER REC PROGRAM SUPPLES	\$16.60
CH	DES MOINES REGISTER	STATUTORY ADVERTISING	\$699.97

PW	TOTAL QUALITY INC.	LAWNCARE	\$4,309.82
PW	WASTE MANAGEMENT OF IOWA	WASTE HAULING	\$618.40
FD	WRIGHT EXPRESS FLEET SERVICES	FUEL	\$734.99
TOTAL			\$123,373.74

RESOLUTION 2015-63

**A RESOLUTION APPROVING SNYDER & ASSOCIATES, INC
ENGINEERING INVOICE FOR JULY 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, reimbursable development review project fees, as listed

General Engineering Fees:	\$11,807.75
Capital Improvement Projects:	\$10,028.72
Reimbursable Development Review Projects:	\$12,519.57

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Snyder & Associates invoice for July 2015, in the amount of \$34,356.04.

PASSED AND APPROVED the 10th day of August, 2015.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

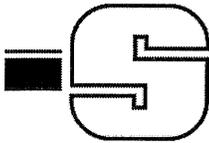
Snyder & Associates, Inc.
2015 Invoice Summary

Printed: July 31, 2015

Average Monthly Fees for General Engineering Services: \$1,857.17

Service Provided	Comments	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
General Engineering														
General Engineering Services	General Engineering	1352.00	507.00	1172.00	3633.50	507.00	3971.50							11,143.00
General Engineering Services	Building & Development Issues	3718.00	6844.50	3211.00	4225.00	4478.50	3549.00							26,026.00
Zoning, Subdivision, TIF	Codes and Ordinances	2637.50				338.00	1014.00							3,989.50
SUBTOTAL	GENERAL ENGINEERING	7707.50	7351.50	4383.00	7858.50	5323.50	8534.50	0.00	0.00	0.00	0.00	0.00	0.00	41,158.50
Capital Improvement Projects														
2014 Water Supply Study	Potential capacity purchase, research		1290.00		645.00	645.00	645.00							3,225.00
3rd St Street Lighting & RRFG	Design, Contractor Coordination					330.00								330.00
Big Creek Barrier Dam Flood Elev	Per USACE: Survey/Compile critical elevations		7869.75	84.50										7,954.25
Big Creek/Wolf Creek Flood Study	Modeling and Mapping Services					820.00								820.00
Comprehensive Plan	Public Outreach and Planning Services	4119.97	3820.30	4113.63	7377.89	4100.11	1818.72							25,350.62
Lost Lake Estates Park Planning	Preliminary concept and costs	375.00												375.00
Neal Smith/HTT Feasibility Study	Polk County Segment			5250.00	3675.00	1050.00								9,975.00
Washington/Booth Reconstruction	Construction Phase Services			801.00	4537.00	8545.18	7565.00							21,448.18
General: Misc. Small Projects	Design, plans, survey, easements, etc.	3147.25	5890.50	3492.00	2024.00	4646.00	3273.25							22,473.00
SUBTOTAL	CAPITAL IMPROVEMENTS	7642.22	18870.55	13741.13	18258.89	20136.29	13301.97	0.00	0.00	0.00	0.00	0.00	0.00	91,951.05
Reimbursable Projects														
Big Creek Valley	Grading Plan													-
Bridgeview Plat 1	Construction Phase, Final Plat			1186.16	2810.62	7285.96	6658.82							17,941.56
Deer Haven Plat 1	Preliminary Plat						2400.00							2,400.00
Deer Haven Rezoning	Rezoning and PUD Master Plan				3736.50	1977.50								
Jensen Plat of Survey	Review Plat of Survey		500.00											500.00
Lakeside Fellowship Church	Site Plan			1050.00	500.00									1,550.00
Lost Lake Estates Plat 1	Punchlist update: joint sealing					200.00								
Lost Lake Estates Plat 2	Construction drawings, Pre-Con					1400.00	1925.00							
Parker Townhomes II	Amended PUD Master Plan and Site Plan			1450.00	550.00									2,000.00
TCI Plat 6 Lift Station & Sewer	Project Close-out	96.75			1611.25	479.25	201.25							2,388.50
Twelve Oaks Plat 2	Const Observation				200.00									200.00
Twelve Oaks Plat 3	Construction drawings		1100.00	850.00										1,950.00
Wolf Creek Townhomes Plat 9	Construction Observation						1334.50							1,334.50
Woodhaven Plat 2	Construction phase, Final Plat													-
SUBTOTAL	DEVELOPER REIMBURSEMENTS	96.75	1600.00	4536.16	9408.37	11342.71	12519.57	0.00	0.00	0.00	0.00	0.00	0.00	30,264.56
TOTALS		15,446.47	27,822.05	22,660.29	35,525.76	36,802.50	34,356.04	-	-	-	-	-	-	163,374.11

Misc Projects: Coordination with Polk County re: HTT Trail Connector. Coordination with and provide information to John Calhoun re: potential bond referendum project. Update 2010 costs for E. Vista Lake Avenue - Phase 2. Prepare concept plan and cost opinion for E. Vista Lake Avenue - Phase 3. Nissen second driveway and home occupation. Coordination with Polk County Conservation re:erosion at Wells property. Rearch alternative street alignments re: eliminating Davis Street extension to Parker Blvd. Review STARR info and preliminary dFIRM. Coordination with IDOT, USACE, Polk Co re:Hwy 415 reconstruction.



INVOICE FOR PROFESSIONAL SERVICES

July 31, 2015

City of Polk City
PO Box 426
Polk City, IA 50226-0426

Invoice No: 115.0001.01 - 6

Project **115.0001.01** **Polk City: General Engineering 2015**

Professional Services through June 30, 2015

Council Meeting

Attend two City Council meetings

		<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner		2.00	169.00	338.00	
Total Services		2.00			338.00
				Task Subtotal	\$338.00
Billings to Date	Total	Prior	Current		
	1,690.00	1,352.00	338.00		

P&Z Meeting

Attend One Planning & Zoning Commission meeting

		<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner		1.00	169.00	169.00	
Total Services		1.00			169.00
				Task Subtotal	\$169.00
Billings to Date	Total	Prior	Current		
	1,003.00	834.00	169.00		

Other Meeting

Attend one staff meeting.

		<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner		1.00	169.00	169.00	
Total Services		1.00			169.00
				Task Subtotal	\$169.00
Billings to Date	Total	Prior	Current		
	4,352.00	4,183.00	169.00		

Building Dept

Coordinate with Denny Bernholz, Pat Carruthers-Green, and Gary Mahannah re: required restrictions for 5' sideyard setbacks; with Bob Gibson re: re-platting issues; with Wally Pelds on Edgewater Drive; with Kyle Hout and Shelly Bernholz re: C.O. for Twelve Oaks; with Cora re: Boulders Inn request for 4 additional lighting; and with Gary Mahannah re: grading permits for Lakeside Fellowship and Deer Haven.

		<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Principal Planner		21.00	169.00	3,549.00
Total Services		21.00		3,549.00
			Task Subtotal	\$3,549.00

	<u>Total</u>	<u>Prior</u>	<u>Current</u>
Billings to Date	19,519.50	15,970.50	3,549.00

Water Dept

			Task Subtotal	0.00
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	<u>Total</u>	<u>Prior</u>	<u>Current</u>
Billings to Date	338.00	338.00	0.00

Sanitary Sewers

Research sanitary sewer service areas for McBride property for Mark Trost.

		<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Principal Planner		1.50	169.00	253.50
Engineer VI		.25	129.00	32.25
Total Services		1.75		285.75
			Task Subtotal	\$285.75

	<u>Total</u>	<u>Prior</u>	<u>Current</u>
Billings to Date	623.75	338.00	285.75

Storm Sewers

Research available drainage calculations for Bradshaw storm sewer; review plan for adding sump services in WCTH Plat 7. Begin to review Preliminary FIRM and determine there is no need to send Updated Flood Study to DNR due to less restrictive floodplain. Call from Garard Zomermaand, meet on site, and coordinate with Mike Schulte on same.

		<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Principal Planner		7.50	169.00	1,267.50
Technician VIII		1.00	97.00	97.00
Total Services		8.50		1,364.50
			Task Subtotal	\$1,364.50

	<u>Total</u>	<u>Prior</u>	<u>Current</u>
Billings to Date	5,882.50	4,518.00	1,364.50

Street Dept

Coordinate with Mike Schulte re: 1/4 point jointing and prepare standard details for reinforced pavement. Research new lighting standards for MidAmerican Energy's switch to LED fixtures.

		<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Principal Planner		5.50	169.00	929.50
Sr. Engineer		1.00	150.00	150.00
Technician IV		2.00	66.00	132.00
Total Services		8.50		1,211.50
			Task Subtotal	\$1,211.50

	<u>Total</u>	<u>Prior</u>	<u>Current</u>
Billings to Date	13,886.50	12,675.00	1,211.50

General Areas

Coordinate with Jenn Ratcliff re: revisions to agenda, corrections to Resolutions, Public Hearing procedure, correction to Engineering recommendation, revisions to PUD Ordinance and addition of Exhibits. Coordinate with Jake Schreier re: depicting C-2 commercial areas to be protected for commercial use. Calls to Metro cities re:P&Z issues and coordinate with Gary Mahannah on same.

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner	25.50	169.00	4,309.50	
Total Services	25.50			4,309.50
			Task Subtotal	\$4,309.50
Billings to Date	Total	Prior	Current	
	13,369.00	9,059.50	4,309.50	

GIS Services

Provide shapefiles to Jake Schreier for 2015 Zoning Map and for new 2-mile boundary; and provide CADD files for addressing purposes

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner	1.50	169.00	253.50	
Planner I	2.00	79.00	158.00	
Total Services	3.50			411.50
			Task Subtotal	\$411.50
Billings to Date	Total	Prior	Current	
	2,967.25	2,555.75	411.50	

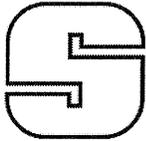
Amount Due this Invoice \$11,807.75

Billings to Date	Total	Prior	Current
	63,631.50	51,823.75	11,807.75

Snyder & Associates, Inc.



Kathleen Connor



ENGINEERS & PLANNERS
SNYDER & ASSOCIATES, INC.

IOWA | MISSOURI | NEBRASKA | SOUTH DAKOTA | WISCONSIN

INVOICE FOR PROFESSIONAL SERVICES

July 13, 2015

Gary Mahannah
City of Polk City
PO Box 426
Polk City, IA 50226-0426

Invoice No: 114.0923.01 - 6

Project 114.0923.01 2014 Water Supply Study

Professional Services through June 30, 2015

Services included correspondence with City and others, review of DMWW study scope, review meeting with City staff, calculations, preparation of draft study and transmittal memo, and study presentation at Council meeting.

**Basic Services
Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Water Study	12,900.00	100.00	12,900.00	12,255.00	645.00
Total Fee	12,900.00		12,900.00	12,255.00	645.00
Total Fee					645.00

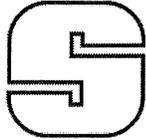
Phase Subtotal \$645.00

Amount Due this Invoice \$645.00

Billings to Date	Total	Prior	Current
	12,900.00	12,255.00	645.00

Snyder & Associates, Inc.

Christoffer Pedersen



ENGINEERS & PLANNERS
SNYDER & ASSOCIATES, INC.

IOWA | MISSOURI | NEBRASKA | SOUTH DAKOTA | WISCONSIN

INVOICE FOR PROFESSIONAL SERVICES

July 31, 2015

Gary Mahannah
City of Polk City
PO Box 426
Polk City, IA 50226-0426

Invoice No: 113.0548.01 - 17

Project 113.0548.01 Washington Avenue & Booth St. Reconstruction
Professional Services through June 30, 2015

Basic Services
Lump Sum Fees

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Project Administration	2,320.00	100.00	2,320.00	2,320.00	0.00
Topo Survey and Boundary Survey	2,250.00	100.00	2,250.00	2,250.00	0.00
Design and Plans	36,930.00	100.00	36,930.00	36,930.00	0.00
Total Fee	41,500.00		41,500.00	41,500.00	0.00

Total Fee 0.00

	Total	Prior	Current
Billings to Date	41,500.00	41,500.00	0.00

Additional Services

Public Info Meetings

Lump Sum Fees

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Public Info Meetings	5,080.00	100.00	5,080.00	5,080.00	0.00
Total Fee	5,080.00		5,080.00	5,080.00	0.00

Total Fee 0.00

Task Subtotal 0.00

	Total	Prior	Current
Billings to Date	5,080.00	5,080.00	0.00

Geotechnical Services

Task Subtotal 0.00

	Total	Prior	Current
Billings to Date	3,900.00	3,900.00	0.00

Easement Negotiation and Acquisition

	Task Subtotal			0.00
	Total	Prior	Current	
Billings to Date	9,492.45	9,492.45	0.00	

Construction Services

Lump Sum Fees

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Acquisition Plats & Legal (Rev 2 Plats)	1,198.80	100.00	1,198.80	1,198.80	0.00
Construction Administration	7,900.00	90.00	7,110.00	6,715.00	395.00
Construction Staking	5,800.00	70.00	4,060.00	4,060.00	0.00
Construction Observation	23,900.00	70.00	16,730.00	9,560.00	7,170.00
Monument Preserve Survey	1,500.00	0.00	0.00	0.00	0.00
Subgrade Alternatives Analysis	2,500.00	0.00	0.00	0.00	0.00
Total Fee	42,798.80		29,098.80	21,533.80	7,565.00
	Total Fee				7,565.00

	Total	Prior	Current
Billings to Date	29,098.80	21,533.80	7,565.00

Reimbursable Expenses

Direct Expenses

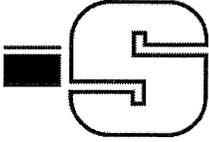
	Task Subtotal			0.00
	Total	Prior	Current	
Billings to Date	223.27	223.27	0.00	

	Amount Due this Invoice			<u>\$7,565.00</u>
	Total	Prior	Current	
Billings to Date	89,294.52	81,729.52	7,565.00	

Snyder & Associates, Inc.



Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

July 31, 2015

Gary Mahannah
 City of Polk City
 PO Box 426
 Polk City, IA 50226-0426

Invoice No: 114.0287.01 - 12

Project 114.0287.01 Bridgeview Plat 1
Professional Services through June 30, 2015

**Preliminary Plat
 Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Submittal #1	1,000.00	100.00	1,000.00	1,000.00	0.00
Submittal #2	400.00	100.00	400.00	400.00	0.00
Submittal #3	250.00	100.00	250.00	250.00	0.00
Submittal #4	200.00	100.00	200.00	200.00	0.00
Submittal #5	200.00	100.00	200.00	200.00	0.00
Total Fee	2,050.00		2,050.00	2,050.00	0.00

Total Fee 0.00

	Total	Prior	Current
Billings to Date	2,050.00	2,050.00	0.00

**Construction Drawing
 Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Submittal #1	2,000.00	100.00	2,000.00	2,000.00	0.00
Submittal #2	1,000.00	100.00	1,000.00	1,000.00	0.00
Submittal #3	400.00	100.00	400.00	400.00	0.00
Submittal #4	250.00	100.00	250.00	250.00	0.00
Submittal #5	250.00	100.00	250.00	250.00	0.00
Amended Construction Drawings (Knapp)	900.00	100.00	900.00	900.00	0.00
Total Fee	4,800.00		4,800.00	4,800.00	0.00

Total Fee 0.00

	Total	Prior	Current
Billings to Date	4,800.00	4,800.00	0.00

Final Plat: Plat 1

Lump Sum Fees

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Submittal #1	850.00	100.00	850.00	850.00	0.00
Submittal #2	300.00	100.00	300.00	300.00	0.00
Submittal #3	200.00	100.00	200.00	0.00	200.00
Submittal #4	200.00	100.00	200.00	0.00	200.00
Submittal #5	200.00	100.00	200.00	0.00	200.00
Submittal #6	200.00	100.00	200.00	0.00	200.00
Submittal #7	200.00	100.00	200.00	0.00	200.00
Submittal #8	200.00	100.00	200.00	0.00	200.00
Submittal #9	200.00	100.00	200.00	0.00	200.00
Submittal #10	200.00	100.00	200.00	0.00	200.00
Total Fee	2,750.00		2,750.00	1,150.00	1,600.00
Total Fee					1,600.00
Billings to Date		Total	Prior	Current	
		2,750.00	1,150.00	1,600.00	

Construction Phase

Note: Construction observation fees are based on plan quantities, as discussed with McClure Engineering on June 13, 2014.

Lump Sum Fees

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Pre-Construction Conference	375.00	100.00	375.00	375.00	0.00
Construction Observation	23,723.20	100.00	23,723.20	21,350.88	2,372.32
Walk-Through	450.00	100.00	450.00	0.00	450.00
Punchlist #2	200.00	100.00	200.00	0.00	200.00
Punchlist #3	200.00	100.00	200.00	0.00	200.00
Punchlist #4	200.00	100.00	200.00	0.00	200.00
Punchlist #5	200.00	100.00	200.00	0.00	200.00
Total Fee	25,348.20		25,348.20	21,725.88	3,622.32
Total Fee					3,622.32
Billings to Date		Total	Prior	Current	
		25,348.20	21,725.88	3,622.32	

Extra Services

Non-Reinforced Pavement

Review limits of non-reinforced pavement and discuss alternatives with McClure Engineering.

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Principal Planner	8.50	169.00	1,436.50
Total Services	8.50		1,436.50

Project	114.0287.01	PlkCty-BridgeviewPlat1	Invoice	12
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Task Subtotal	\$1,436.50
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Billings to Date	Total	Prior	Current
	1,605.50	169.00	1,436.50

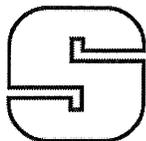
Amount Due this Invoice	\$6,658.82
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Billings to Date	Total	Prior	Current
	36,553.70	29,894.88	6,658.82

Snyder & Associates, Inc.



Kathleen Connor



ENGINEERS & PLANNERS
SNYDER & ASSOCIATES, INC.

IOWA | MISSOURI | NEBRASKA | SOUTH DAKOTA | WISCONSIN

INVOICE FOR PROFESSIONAL SERVICES

July 31, 2015

Gary Mahannah
City of Polk City
PO Box 426
Polk City, IA 50226-0426

Invoice No: 115.0537.01 - 1

Project 115.0537.01 Deer Haven Plat 1

Professional Services through June 30, 2015

**Preliminary Plat
Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Submittal #1	1,150.00	100.00	1,150.00	0.00	1,150.00
Submittal #2	400.00	100.00	400.00	0.00	400.00
Submittal #3	250.00	100.00	250.00	0.00	250.00
Submittal #4	200.00	100.00	200.00	0.00	200.00
Submittal #5	200.00	100.00	200.00	0.00	200.00
Submittal #6	200.00	100.00	200.00	0.00	200.00
Total Fee	2,400.00		2,400.00	0.00	2,400.00
Total Fee					2,400.00
Phase Subtotal					\$2,400.00
Billings to Date	Total	Prior	Current		
	2,400.00	0.00	2,400.00		

**Const Dwgs Plat 1
Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Submittal #1	2,000.00	0.00	0.00	0.00	0.00
Total Fee	2,000.00		0.00	0.00	0.00
Total Fee					0.00
Phase Subtotal					0.00

**Final Plat-Plat 1
Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Submittal #1	850.00	0.00	0.00	0.00	0.00
Submittal #2	300.00	0.00	0.00	0.00	0.00
Total Fee	1,150.00		0.00	0.00	0.00
Total Fee					0.00
Phase Subtotal					0.00

**Construction Plat 1
Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Punchlist #2	200.00	0.00	0.00	0.00	0.00
Pre Construction Conference	375.00	0.00	0.00	0.00	0.00
Construction Observation	0.00	0.00	0.00	0.00	0.00
Walk-Thru/Punchlist #1	450.00	0.00	0.00	0.00	0.00
Total Fee	1,025.00		0.00	0.00	0.00
Total Fee					0.00
Phase Subtotal					0.00

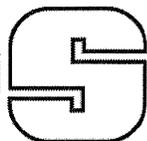
Amount Due this Invoice \$2,400.00

Billings to Date	Total	Prior	Current
	2,400.00	0.00	2,400.00

Snyder & Associates, Inc.



 Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

July 31, 2015

Gary Mahannah
 City of Polk City
 PO Box 426
 Polk City, IA 50226-0426

Invoice No: 115.0454.01 - 2

Project **115.0454.01** **Lost Lake Estates Plat 2**

Professional Services through June 30, 2015

**Construction Dwgs
 Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Submittal 1	1,400.00	100.00	1,400.00	1,400.00	0.00
Submittal 2	750.00	100.00	750.00	0.00	750.00
Submittal 3	400.00	100.00	400.00	0.00	400.00
Submittal 4	200.00	100.00	200.00	0.00	200.00
Submittal 5	200.00	100.00	200.00	0.00	200.00
Total Fee	2,950.00		2,950.00	1,400.00	1,550.00
Total Fee					1,550.00
Phase Subtotal					\$1,550.00
Billings to Date	Total	Prior	Current		
	2,950.00	1,400.00	1,550.00		

**Final Plat
 Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Submittal 1	750.00	0.00	0.00	0.00	0.00
Submittal 2	300.00	0.00	0.00	0.00	0.00
Total Fee	1,050.00		0.00	0.00	0.00
Total Fee					0.00
Phase Subtotal					0.00

**Construction Phase
Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Pre-Construction Conf: Plat 1	375.00	100.00	375.00	0.00	375.00
Construction Observ: Plat 1	11,560.00	0.00	0.00	0.00	0.00
Walk-thru & Punchlist #1	450.00	0.00	0.00	0.00	0.00
Punchlist #2	200.00	0.00	0.00	0.00	0.00
Total Fee	12,585.00		375.00	0.00	375.00
Total Fee					375.00
Phase Subtotal					\$375.00

Billings to Date	Total	Prior	Current
	375.00	0.00	375.00

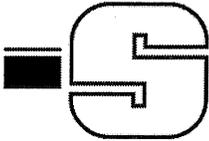
Amount Due this Invoice \$1,925.00

Billings to Date	Total	Prior	Current
	3,325.00	1,400.00	1,925.00

Snyder & Associates, Inc.



Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

July 14, 2015

Gary Mahannah
 City of Polk City
 PO Box 426
 Polk City, IA 50226-0426

Invoice No: 113.0870.01 - 19

Project 113.0870.01 TCI Plat 6 Pump Station & Sewer Review

Professional Services through June 30, 2015

Services included correspondence and review of project easements.

Plan Review

Task Subtotal 0.00

Billings to Date	Total	Prior	Current
	4,477.26	4,477.26	0.00

Construction Observation

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner	1.00	169.00	169.00	
Engineer VI	.25	129.00	32.25	
Total Services	1.25			201.25

Task Subtotal \$201.25

Billings to Date	Total	Prior	Current
	34,515.16	34,313.91	201.25

Additional Services

Task Subtotal 0.00

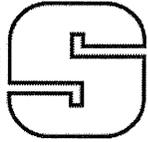
Billings to Date	Total	Prior	Current
	2,559.00	2,559.00	0.00

Amount Due this Invoice \$201.25

Billings to Date	Total	Prior	Current
	41,551.42	41,350.17	201.25

Snyder & Associates, Inc.

Christoffer Pedersen



INVOICE FOR PROFESSIONAL SERVICES

July 31, 2015

Gary Mahannah
 City of Polk City
 PO Box 426
 Polk City, IA 50226-0426

Invoice No: 114.0056.01 - 4

Project 114.0056.01 Wolf Creek Townhomes Plat 9
Professional Services through June 30, 2015

**Amended Development Plan/Preliminary Plat
 Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Submittal #1	600.00	100.00	600.00	600.00	0.00
Submittal #2	350.00	100.00	350.00	350.00	0.00
Submittal #3	250.00	100.00	250.00	250.00	0.00
Total Fee	1,200.00		1,200.00	1,200.00	0.00
Total Fee					0.00
Billings to Date	Total 1,200.00	Prior 1,200.00			Current 0.00

**Construction Drawings
 Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Submittal #1	800.00	100.00	800.00	800.00	0.00
Submittal #2	500.00	100.00	500.00	500.00	0.00
Submittal #3	350.00	100.00	350.00	350.00	0.00
Submittal #4	250.00	100.00	250.00	250.00	0.00
Total Fee	1,900.00		1,900.00	1,900.00	0.00
Total Fee					0.00
Billings to Date	Total 1,900.00	Prior 1,900.00			Current 0.00

Project	114.0056.01	PlkCty-WolfCrkTwhmsPI9	Invoice	4
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	Total	Prior	Current
Billings to Date	450.00	0.00	450.00

Amount Due this Invoice	\$1,334.50
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	Total	Prior	Current
Billings to Date	5,784.50	4,450.00	1,334.50

Snyder & Associates, Inc.



Kathleen Connor



Sponsorship Registration

Platinum

\$500

- Company name or logo printed on the back of all event shirts. (Exclusive to Platinum Sponsors.)
- Company name or logo will be listed as a Platinum Sponsor on the Welcome Banner displayed the day of the ride. You may also display your company's banner and/or set up a promotional booth.
- Company name will be listed as an official sponsor in all printed promotional and post-ride materials.
- Company name listed as a Platinum Sponsor on bike maps provided to all riders.
- Company's name mentioned repeatedly as a Platinum Sponsor throughout the morning.
- Four riders from your company may ride for free.
- Receive a Certificate of Appreciation suitable for display from the Polk City Chamber of Commerce.

Gold

\$250

- Company name or logo will be listed as a Gold Sponsor on the Welcome Banner displayed the day of the ride. You may also display your company's banner and/or set up a promotional booth.
- Company name will be listed as an official sponsor in all printed promotional and post-ride materials.
- Company name listed as a Gold Sponsor on registration brochures and bike maps provided to all riders.
- Two riders from your company may ride for free.
- Receive a Certificate of Appreciation suitable for display from the Polk City Chamber of Commerce.

Silver

\$100

- Company name will be listed as a Silver Sponsor on the Welcome Banner displayed the day of the ride.
- Company name will be listed on all bike maps and registration information.
- One member of your company may ride for free.
- Receive a Certificate of Appreciation for your support.

Bronze

\$50

- Company name will be listed as a Bronze Sponsor on the Welcome Banner displayed the day of the ride.
- Receive a Certificate of Appreciation for your support.

Thank you for your support!

Please complete this form and send to Polk City Chamber of Commerce, PO Box 226, Polk City, IA 50226 or email to Megan Griffith at megan@pmapparel.com.
To guarantee your business name on promotional materials, form must be submitted no later than July 24, 2015 (we will still accept submissions after but can not assure promotional benefits).

Business Name _____ Contact Person _____

Address _____ City _____ State _____ Zip _____

Telephone _____ E-mail _____

Level of Sponsorship:

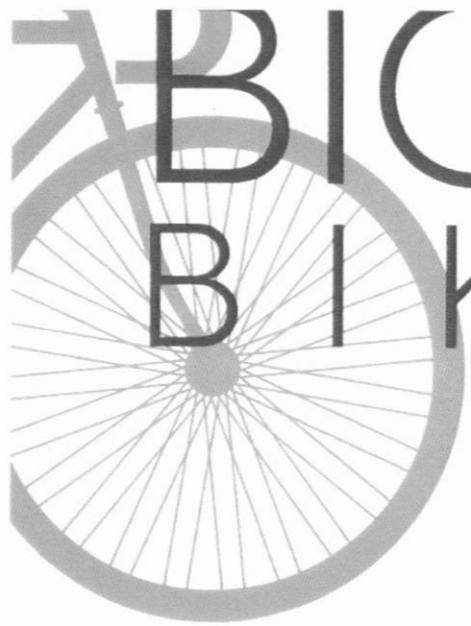
- Platinum \$500 Gold \$250 Silver \$100 Bronze \$50

Method of Payment:

- Check Enclosed Name as is appears on credit card _____
 Master Card Credit Card # _____
 Visa Expiration Date _____

Special comments or instructions _____

Item donation in lieu of cash donation and dollar value: _____



BIG CREEK BIKE FEST

Saturday, August 29
on the square in Polk City

The Polk City Chamber of Commerce, Iowa DNR at Big Creek State Park and the Saylorville Lake Army Corp of Engineers would like to announce their 23rd annual Big Creek Fall Bike Ride, to be held on Saturday, August 29, 2015.

The 2014 ride attracted many new riders and we hope to continue this trend. Restaurants on the square will be open on this special day and new this year, we are teaming with Firetrucker Brewery and Polk County Conservation for entertainment along the route. Riders will be able to make a pit stop at the Big Creek Marina for family-friendly entertainment hosted by Polk County Conservation and another pit stop at Firetrucker Brewery for entertainment before heading back to the Polk City Square for live music, beer tent and other activities.

The Polk City Chamber of Commerce invites you to promote your business as a 2015 sponsor by offering the various packages enclosed with this letter. Additionally, posters that list sponsor names are distributed to over 100 bike shops, fitness centers, restaurants and bike clubs. All 2015 sponsors will be listed on a banner displayed the day of the event. Proceeds from the ride will be used for park improvements around Polk City. Sponsorship dollars also provide long sleeved shirts, snacks and entertainment for riders.

Sponsorship forms and fees must be received by July 24, 2015, to be guaranteed in all promotional materials. Late sponsorship will be accepted, but cannot be guaranteed on posters.

Thank you in advance for your support of this year's ride. Your donation provides our riders a wonderful day on the trails and allows the Polk City Chamber to make a contribution for improvements to Polk City's parks.

If you are interested in donating certain giveaway items (water, orange juice, snacks, etc) or bike-related giveaway prizes in lieu of cash, please let us know! Complete the Sponsorship form and let us know the dollar amount of your in-kind donation.

If you have any questions, please contact Bike Ride Committee Chairperson Megan Griffith at megan@pmapparel.com or 515-984-7740.

Megan Griffith
Big Creek Fall Bike Ride Chairperson

CITY OF POLK CITY

August 3, 2015

Jenny Gibbons
231 Marina Cove Ct.
Polk City, IA 50226

Re: City Clerk Position-Polk City

Dear Ms. Gibbons:

Please accept this letter as a "conditional" offer of employment for the City Clerk position for the City of Polk City. The position has a starting wage of \$51,205 and is based on the City's Grade/Step of 10-4 (Grade 10 Step 4). It should be noted that the Grade/Step chart receives a cost of living increase as determined by council annually. This position is a full-time position making you eligible for the various employment benefits as outlined in the City's Employee Handbook.

The "conditional" offer means that due to Iowa law this employment/appointment means it must be ratified and passed at a meeting of the Polk City City Council. Such ratification is scheduled for Monday August 10, 2015 at the regular City Council meeting.

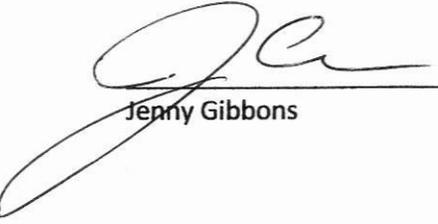
On behalf of the City Staff I am pleased to make this offer. I believe your skills, background and qualifications make you well suited for this position. Should you have any questions please feel free to contact me.

Sincerely,



Gary C. Mahannah
City Administrator

Acceptance:



Jenny Gibbons

8-3-2015
Date

Jenny Gibbons
231 Marina Cove Ct
Polk City IA 50226
July 15, 2015

Mr. Gary Mahannah
City Administrator
City of Polk City
112 3rd Street
Polk City, IA 50226

Dear Mr. Gary Mahannah:

I am writing to express my interest in the City Clerk position. My responsibilities have grown significantly since I was hired to the City in April 2015 and I believe that this fact and the quality of my work warrant the promotion to the open City Clerk position.

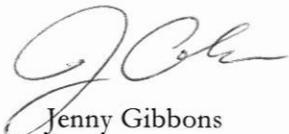
My current position is Deputy City Clerk; however, even before I was appointed Acting City Clerk, I have been performing the duties of a City Clerk without having the job title or, of course, being paid commensurate with it. My responsibilities and achievements that call for a promotion include:

- Efficiently managing Utility Billing, reducing extra work for Public Works Department, reducing costs associated with billing and management of accounts, reduction in default accounts and improvement in overall customer service for the City's Residents.
- Handling all front office work including assisting Citizen's over the phone and walk-ins to City Hall with confidence and a smile.
- Preparing Agendas, Minutes, Publications, Notifications of Public Hearings, Ordinances and Resolutions with minimal revisions.
- Managing City Codes, Ordinances and Resolutions to maintain Building Permits, Builder Invoicing and Receivables, Water and Weed Ordinances, among other items

Based on the feedback that I have received from other departments including Public Works, IT, Finance, Police combined with Council, Commissions and Snyder & Associates Engineering Firm, I believe that I have been performing the duties of this higher position with ease and efficiencies that were not present prior to my involvement. I expect that you will give my request all due consideration as soon as possible.

I look forward to your response.

Sincerely,



Jenny Gibbons

Acting City Clerk

Jenny Gibbons

231 Marina Cove Ct ♦ Polk City, Iowa 50226 ♦ (515) 795-6140 ♦ gibbonsj23@gmail.com

General Management Executive

Strategic Planning ♦ Personnel Administration ♦ Municipal Government ♦ Budgeting ♦ Operations Management
Process Improvement ♦ Solution Minded ♦ Customer Service and Satisfaction ♦ Negotiation ♦ Public Relations
Communications ♦ Team Development ♦ Public Administration ♦ Effective Decision Making ♦ Sales and Marketing
Proven Integrity ♦ Strong Work Ethic ♦ Zoning and Platting ♦ Legislative Terminology ♦ Collaborative

Professional Experience

THE CITY OF POLK CITY

APRIL 2015-PRESENT

Deputy City Clerk

- ♦ Represent the City and provide assistance to Citizens and City Officials on various items
- ♦ Responsible for maintaining Utility Billing system
- ♦ Manage Invoicing, Accounts Receivable and Receipt Management for Utilities services and repairs, Building Permits, Builder fees, Pet Licenses and various Ordinances and items
- ♦ Oversee meetings for City Council, Planning and Zoning, Parks Commission and Board of Adjustments
- ♦ Prepare and distribute meeting Agendas, Minutes, Ordinances and Resolutions
- ♦ Ensure Publications and Public Notices are handled in accordance with legal requirements
- ♦ Record Management for various permits and licenses, site plans, plats including deeds and easements, bonds, legal documents, and agreements
- ♦ Strong working knowledge of Zoning regulations and understanding of Platting

EXPRESS LOGISTICS INC

OCTOBER 2013-MARCH 2015

General Manager of Truckload Division

- ♦ Manage Carrier Service and Customer Service Departments
- ♦ Responsible for P&L management and budget process
- ♦ Oversee all aspects of truckload operations and support sales staff both nationally and regionally
- ♦ Hire, train and manage department personnel
- ♦ Cultivate customer relations to grow business opportunities

JACOBSON COMPANIES

JANUARY 2003-OCTOBER 2013

Director of Operations, April 2011-October 2013

- ♦ Manage Fleet and Customer Service Departments, 20+ employee
- ♦ Responsible for P&L management and budget process for OTR business
- ♦ Oversee all aspects of 100+ driver OTR Fleet: recruiting, maintenance, payroll, safety
- ♦ Continue to maintain duties from Senior Manager Role

Senior Manager of Customer Service, January 2003-April 2011

- ♦ Responsible for managing day to day activities in customer operations and planning
- ♦ Manage volumes of 200-300 loads per day, with revenues averaging over three million dollars per month
- ♦ Hire, train and manage department personnel, 10+ employees
- ♦ Cultivate customer relations to grow business opportunities

Jenny Gibbons

231 Marina Cove Ct ♦ Polk City, Iowa 50226 ♦ (515) 795-6140 ♦ gibbonsj23@gmail.com

HOME PRIDE FOODS

JANUARY 2000-DECEMBER 2002

Regional Manager

- ♦ Managed 8-10 employees, generating leads for sales opportunities

BUDGET MARKETING

MAY 1992-MARCH 2000

Department Manager

- ♦ Managed 5+ employees, verifying purchases

Memberships

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS

NOTARY ROTARY

NATIONAL ASSOCIATION OF PROFESSIONAL WOMEN

Education

GRAND VIEW UNIVERSITY

Marketing and Communications Major, 1994

GPA: 3.62/4.0

References

AVAILABLE UPON REQUEST

City of Polk City | Job Description

Deputy City Clerk

Title: Deputy City Clerk

Department: Policy & Administration

Status: Non-Exempt

Reports to: City Clerk, Finance Officer, City Administrator

Purpose of Position

Under general supervision, performs a variety of general office duties including the issuance of Polk City licenses and permits, billing and record keeping, reception and public relation duties.

Essential duties and Responsibilities

- Perform a variety of complex and responsible secretarial and administrative duties in support of the City Hall Office; assist in the administration of the City Clerk's Office activities.
- Assist City Hall in performing the daily activities of the City Clerk's Office; act in the absence of the City clerk as required.
- Assist City Clerk in planning and conducting periodic City elections; prepare candidate petitions and advertisements of City Elections; distribute, count, and account for ballots.
- Assist in the preparation and distribution of City Council, Parks, and Planning & Zoning meeting agendas.
- Assist with Type, process, and edit City Council, Parks, and Planning & Zoning meeting minutes; maintain subject index records for future reference of Council actions; prepare and distribute updates and revisions of City Council Policy and of City boards, commissions, and committees.
- Assist in composing and preparing legal notices related to bids, ordinances, and resolutions; maintain administrative files on historical legal documents; resolutions, ordinances, agreements, deeds, and annexations.
- Back up to Receipt Management, all aspects of Water Billing, maintaining of petty cash drawer, and Invoicing and Record Retention.
- Respond to inquiries from the public by letter, telephone, and in person regarding Council action and records; research information for the public or City staff.
- Assist in additional duties as needed by Finance Officer, City Clerk and/or City Administrator.

Knowledge of:

- Organization and function of municipal government
- English usage, spelling, grammar, and punctuation.
- Business letter writing and basic report preparation.
- Basic principles and procedures of records management, including establishing maintaining, and purging records.
- Pertinent Federal, State, and Local Laws, Codes, and Regulations.
- Modern office methods, procedures, and computer equipment.
- Knowledge of Summit Programs.

Ability to:

- Must be bondable.
- Implement municipal laws and procedures relating to the maintenance of official municipal records.
- Implement election laws and political reform requirements.
- Provide information and organize material in conformance with policies and regulations.
- Type at a speed necessary for successful job performance.
- Take and transcribe dictation at a speed necessary for successful job performance.
- Respond to requests and inquiries from the public.
- Maintain complex and confidential records.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with the public, City staff, and City Officials.

Job Standards Experience and Training:

- Associate's degree in accounting and knowledge of accounting methods and practices. A minimum of three (3) years of increasingly responsible related experience, or equivalent combination of related education, training and experience that provides the required knowledge, skills and ability may be considered in lieu of a degree.
- Possession of, or ability to obtain, a certification as a Certified Municipal Clerk (CMC) within 3 years.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is occasionally required to use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 lbs.

Work Environment:

The work environment characteristics described here are a representative of those an employee encounters while performing the essential functions of this job. The office traffic level is busy, and at times can be moderately noisy.

Hours of work: 8:00 am to 5:00 pm, Monday-Friday, with an unpaid one-hour lunch break; additional hours may be required, especially during elections. Some evening meetings required.

Selection Guidelines:

Candidates subject to pre-employment physical, drug testing, criminal history, and background check.

Polk City Police Report July 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	0						0	0
911 Incomplete	4	1	0	0	2	0	2						9	1
Alarm	3	5	7	5	4	4	3						31	4
Alcohol, Illegal Poss	0	0	0	0	1	1	0						2	0
Alcohol, Supply	0	0	0	0	0	0	0						0	0
Animal Bite	0	0	0	0	1	0	0						1	0
Animal Complaint	6	9	11	7	13	7	13						76	9
Animal Impound	0	1	1	1	3	3	4						13	2
Arson	0	0	0	0	0	0	0						0	0
Arrest, Other	0	1	0	0	0	0	0						1	0
Arrest, Traffic	1	1	2	1	1	1	1						8	1
Arrest, Warrant	0	0	0	1	0	0	2						3	0
Assault	1	0	1	0	1	0	1						4	1
Assist, Dept	10	13	12	19	10	18	23						105	15
Assist, FD / Rescue	15	16	17	11	11	19	22						111	16
Assist, Public	63	46	69	71	64	87	74						514	68
Burglary	0	0	0	1	0	1	0						2	0
Burning, Illegal	0	0	3	2	0	1	0						6	1
Civil Dispute	1	1	1	2	2	2	0						9	1
Community Room	1	2	6	1	3	1	2						16	2
Complaint	0	0	0	0	0	0	0						0	0
Court Order Violation	0	0	1	1	2	0	0						4	1
Criminal Mischief	0	0	2	1	1	0	5						9	1
Death Investigation	0	0	0	0	0	0	0						0	0
Domestic Assault	0	1	1	0	2	0	0						4	1
Domestic Quarrel	4	4	3	3	6	4	4						31	4
DPQ	4	1	5	3	2	2	4						21	3
Fight	0	0	0	0	0	0	0						0	0
Harassment	0	2	3	0	2	3	2						12	2
Indecent Exposure	0	0	0	0	0	0	0						0	0
Intoxication, Public	0	0	0	0	0	2	0						2	0
Loitering	0	0	0	0	0	0	0						0	0
Mental Subject	0	0	0	0	0	0	0						0	0
Missing Person	1	0	0	0	1	1	0						3	0
Open Door	0	0	0	3	5	2	4						14	2
OWI	1	0	0	0	0	1	2						4	1
Parking, Illegal	9	10	5	4	6	1	4						49	6
Permit, Gambling	0	0	0	0	0	0	0						0	0
Permit, Peddlers	0	0	0	0	0	0	0						0	0
Person, Suspicious	9	4	13	7	6	14	9						72	9
Property, Found	2	1	3	2	3	5	13						41	4
Prowler	0	0	0	0	0	0	0						0	0
Records Check	12	14	20	27	24	36	16						169	21
Search Warrant	0	0	0	0	0	0	0						0	0
Snowmobile Comp	0	0	0	0	0	0	0						0	0
Suicide	0	0	0	0	0	0	0						0	0
Suicide, Attempt	1	0	1	1	0	3	0						6	1
Thefts	3	2	5	9	4	8	4						45	5
Trespass	0	4	0	0	2	1	0						7	1
Vehicle Crash, H & F	0	0	0	0	0	0	0						0	0
Vehicle Crash, PD	8	3	3	3	1	3	1						26	3
Vehicle Crash, PI	1	0	0	2	0	0	2						5	1
Vehicle, Abandoned	1	1	0	1	0	0	0						3	0
Vehicle, Disabled	16	17	8	8	12	8	15						104	12



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

July 30th, 2015

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

- The department received a resignation from Firefighter/Paramedic Chris Roberts effective August 14th (letter attached).

Thanks,

A handwritten signature in black ink that reads "Dan Gubbins".

Dan Gubbins
Fire Chief

7-10-15

Chief,

I am sorry to inform you that August 14th, 2015, will be my last day with PCFD. I have truly enjoyed my time here and made friendships that will continue into the future. The 14th marks my three year anniversary with the department (two years as a resident and one year as a non-resident).

I am grateful for the opportunities that I have had with PCFD, but have found it increasing difficult to commute for a part time job while trying to be a husband and while attempting to further my education. I am cutting down in order to achieve my next goal of obtaining my degree in public administration.

I will always consider PCFD family! There is a good thing going in Polk City and that is a very hard thing to step away from. This was not an easy decision to make, but is one that I feel is necessary.

Respectfully,

A handwritten signature in black ink, appearing to read "Chris Roberts", with a stylized flourish at the end.

Chris Roberts

Polk City Water Department

Monthly Report

Month July

Year 2015

Total Water Pumped 13,291,587 Gallons
Monthly Daily Avg 428,760 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 1.01 mg/l Polk City Lab.
Fluoride in System- Monthly Average .93 mg/l Polk City Lab.
- Chlorine Free At Plant- Monthly Average 1.19 mg/l Polk City Lab.
Chlorine Total at plant- Monthly Average 3.04 mg/l Polk City Lab.
Chlorine Free in System- Monthly Average .63 mg/l Polk City Lab.
Chlorine Total in System- Monthly Average .79 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 6.61 mg/l Polk City Lab.
Iron Finish Water- Monthly Average .01 mg/l Polk City Lab.
Iron System Water- Monthly Average .01 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 .21 mg/l Polk City Lab.
Manganese Finish Water- Monthly Average .06 mg/l Polk City Lab.
Manganese System Water- Monthly Average .01 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 7.6 mg/l Polk City Lab.
pH Finish Water- Monthly Average 8.0 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 Performed- Polk City Lab _____

Total Hours to perform tests _____

Polk City Arts Council Meeting
Tuesday, July 7, 2015
6:30 pm
Polk City Community Library

Board Members Present:

Chair: Bob Miller
Secretary-Treasurer: Barbara Pothast
Kay Gettler
Collette Heuertz

Also present:

Suzanne Wille
Shari Miller

The meeting was called to order by Chair, Bob Miller at 6:30 pm. Minutes of the June 3 meeting were read. Kay made a motion to approve the minutes; seconded by Bob. Motion approved.

Bob reviewed the letter he sent to Mayor Morse, recommending that Suzanne Wille fill the vacant position on the Arts Council with the recent resignation of Mary Kaye Madden. The request to fill the vacancy will be taken up at the next City Council meeting.

Ballyhoo Concert

Final plans for the Ballyhoo Concert on the Square, July 9, were discussed. Posters and 4 x 6 cards have been distributed in Polk City and in surrounding communities. An ad was placed in the North Polk Sun newspaper.

At 6:00 pm, before the Arts Council meeting, the grant was formally presented to the Arts Council at the Tournament Club. Polk City Foundation members and some members of the Arts Council were in attendance.

During a break in the concert, Bob plans to introduce Arts Council members, promote the 4 Seasons Festival, and express appreciation to the Polk City Foundation for the grant to sponsor the concert. He also plans to encourage those attending the concert to consider giving to support the arts in Polk City.

The city's "no alcohol allowed on the square" policy was reviewed.

4 Seasons Festival

Kay reported on the 4 Seasons Festival and said that everything is in place for the Art Show. This year there will be 24 artists, with 2 stand-by artists. Promotions include bookmarks distributed to area libraries and posters given to libraries and area businesses. A new banner was made and will be displayed at

the show. There are a few places that still need bookmarks and posters, and Council members volunteered to help distribute these materials.

Suzanne suggested that a table be set up near the Art Show where artists and interested persons could provide contact information which could be used for future events.

Suzanne also discussed the possibility of an Arts Council website. There is an Arts Council Facebook page, but a website would expand communication with the community and artists.

Kay recommended that the coordinator of the annual Art Show be a paid position, because of all the time required to plan for the event and numerous printing expenses. Bob asked Kay to put together a list of all expenses and an estimate of the number of hours she works each year on the Art Show. further discussion was tabled for a future meeting.

Storytelling Event

Barb updated the Council on a phone conversation she had with Denise Francke about a storytelling project. Barb will attend a storytelling festival in Story City with Denise to get a better idea of what is involved in this type of event.

Denise had suggested scheduling a storytelling event in Polk City during the fall or winter months.

Bob would like to have Denise attend the next Arts Council meeting to talk about specifics of the project. If she cannot attend, two or three persons from the Arts Council could meet with Denise on another date.

Other Business

Pam, program director at the Polk City Library, contacted Barb about the possibility of doing a craft sale or bazaar later in the fall, as a joint project of the Arts Council and the Library. She would like to have about 10 artists/crafters in the meeting room of the library and then open it up to the public for sales.

Some discussion followed on the division of crafts and art, and the proper role of the Arts Council in promoting and sponsoring craft-type shows. It was generally agreed that the role of the Arts Council, referring back to the original city plan, is to promote the fine arts, rather than crafts.

Barb will get back with Pam to get more details on the type of event she has in mind. Although it was agreed that the Arts Council should focus on the fine arts, this does not exclude individual members of the Council from working with craft shows and helping to promote them.

August Meeting

The next meeting will Tuesday, August 4 at 6:30, location to be announced.

A motion was made to adjourn the meeting, seconded, and passed. Meeting adjourned.

Respectfully Submitted,

Barbara Pothast
Secretary - Treasurer

ORDINANCE NO. 2015-800

**AN ORDINANCE VACATING CERTAIN EASEMENTS FOR
BRIDGEVIEW PLAT 1**

WHEREAS, certain drainage easements exist in Bridgeview Plat 1, that are no longer needed due to improvements and new easements, more specifically, (1) an 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) a Storm Sewer and Drainage Easement on Lots 6 & 7 of Bridgeview Plat 1 to be vacated and replaced with narrower easements since a storm sewer was extended through the Plat, and (3) two Ingress/Egress Easements in Edgewater Drive right-of-way south of Lot 1 of Bridgeview Plat 1 to be vacated since said right-of-way will be dedicated to Polk City as part of Lot B of Bridgeview Plat 1; and

WHEREAS, The City Engineering Representative has reviewed and approved said vacation; and

WHEREAS, the Code of Iowa provides that an Easement may be vacated only after notice and hearing as provided by law; and

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

Section 1. The City Council of the City of Polk City, Iowa hereby approve the vacation of easements as legally described on Exhibit A attached hereto.

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 27th day of July, 2015.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, Acting City Clerk

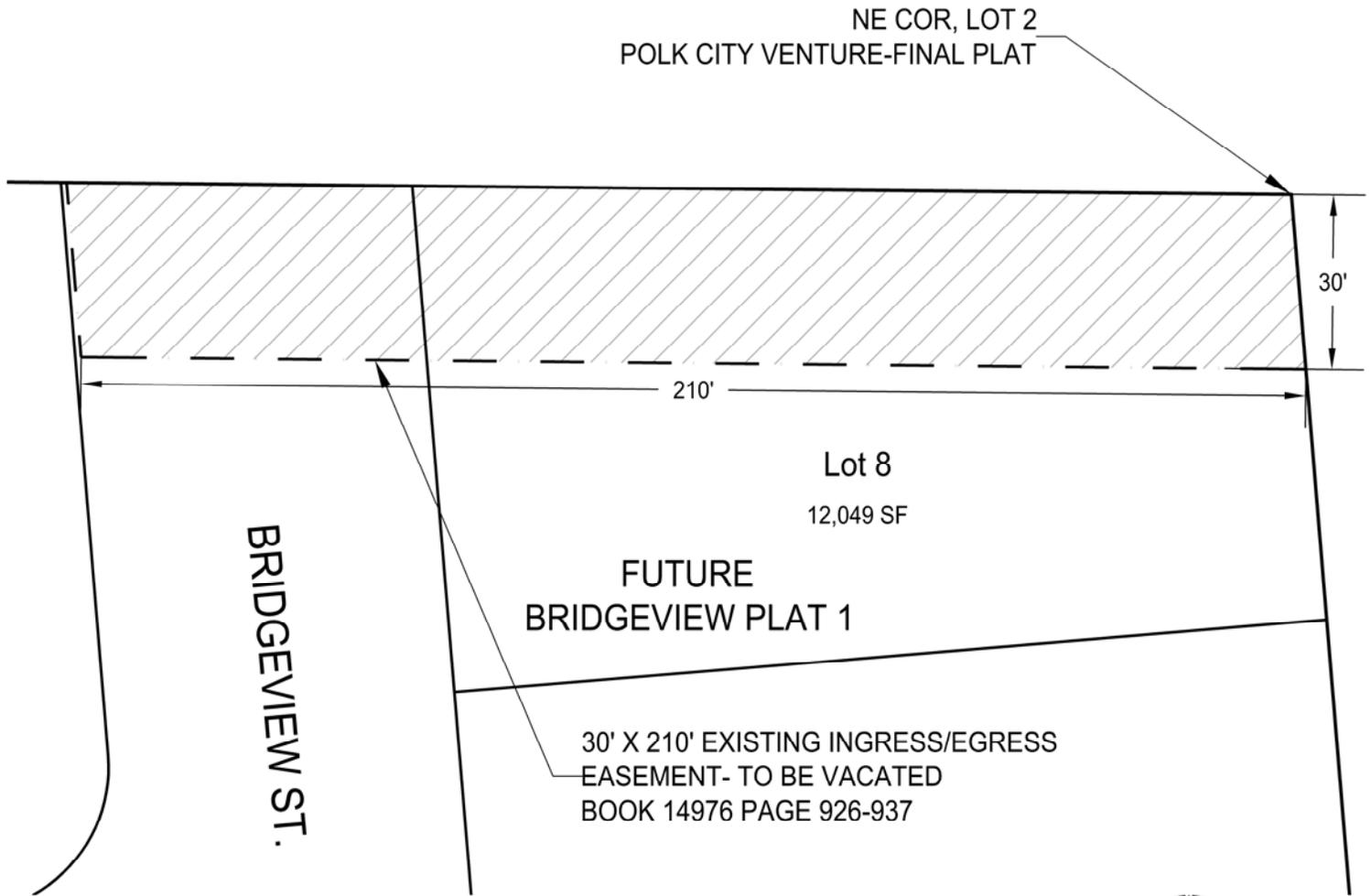
First reading: _____

Second reading: _____

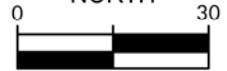
Third reading: _____

Publication Date: _____

INGRESS/EGRESS EASEMENT VACATION EXHIBIT



NORTH



(IN FEET)
1 inch = 30 ft.

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

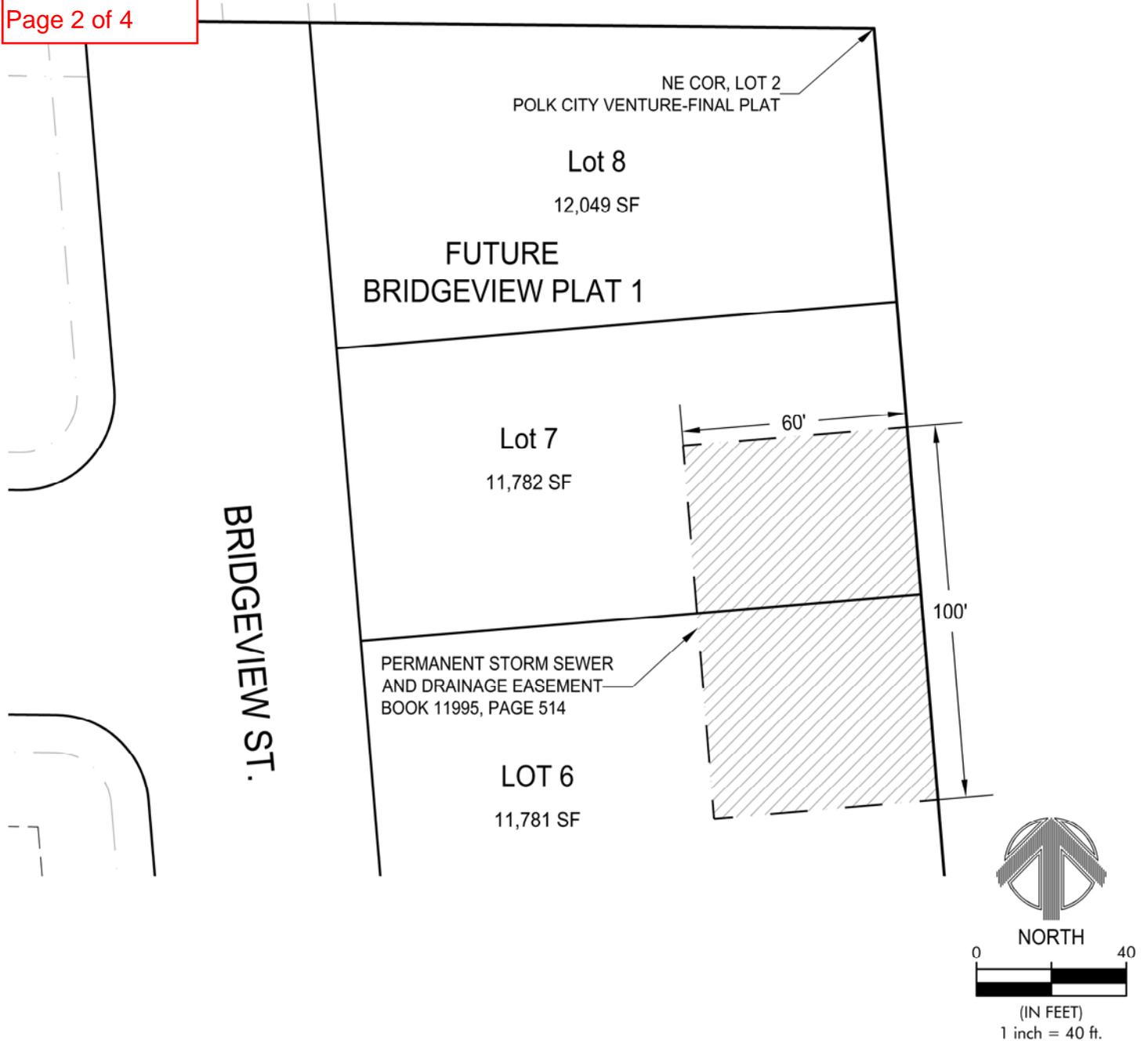
	PROPERTY LINE
	SECTION LINE
	ROW LINE
	EASEMENT VACATION AREA

REVISIONS

ENGINEER C.SCHAFFBUCH	DRAWN BY C.CARLETON
CHECKED BY B.GEATER	FIELD BOOK NO. -
SKETCH NO.	REFERENCE SHEET

STORM SEWER AND DRAINAGE EASEMENT VACATION EXHIBIT

EXHIBIT "A"
Page 2 of 4



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



1360 NW 121st Street
Clive, Iowa 50325
515-964-1229
fax 515-964-2370

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BRIDGEVIEW VACATION EASEMENT EXHIBIT

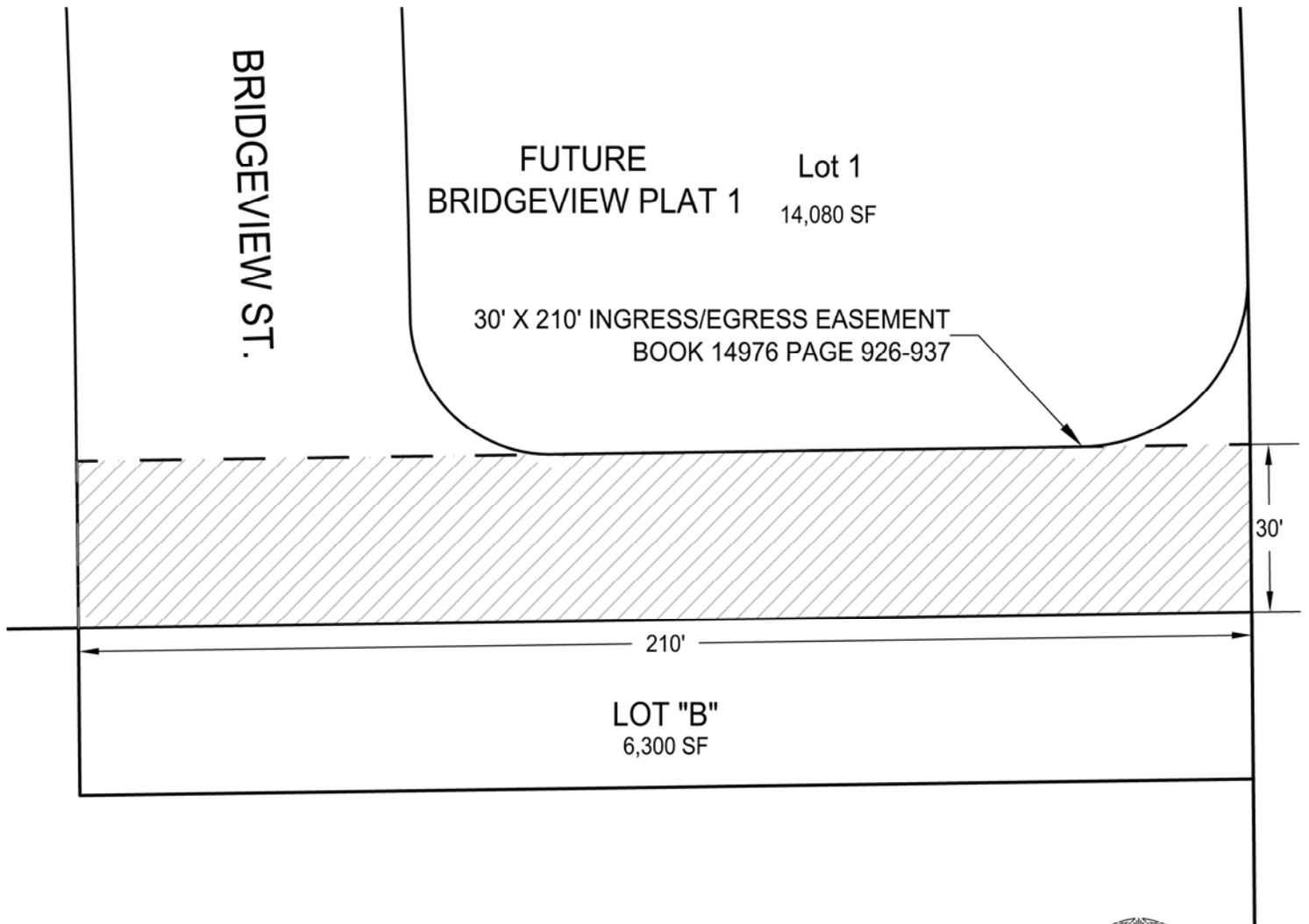
POLK CITY, IOWA
2213019
05/21/2015

REVISIONS

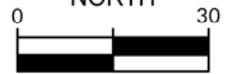
ENGINEER	DRAWN BY
C.SCHAFBUCH	C.CARLETON
CHECKED BY B.GEATER	FIELD BOOK NO. -
SKETCH NO.	REFERENCE SHEET

EXH-02 01

INGRESS/EGRESS EASEMENT VACATION EXHIBIT



NORTH



(IN FEET)
1 inch = 30 ft.

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
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BRIDGEVIEW VACATION EASEMENT EXHIBIT

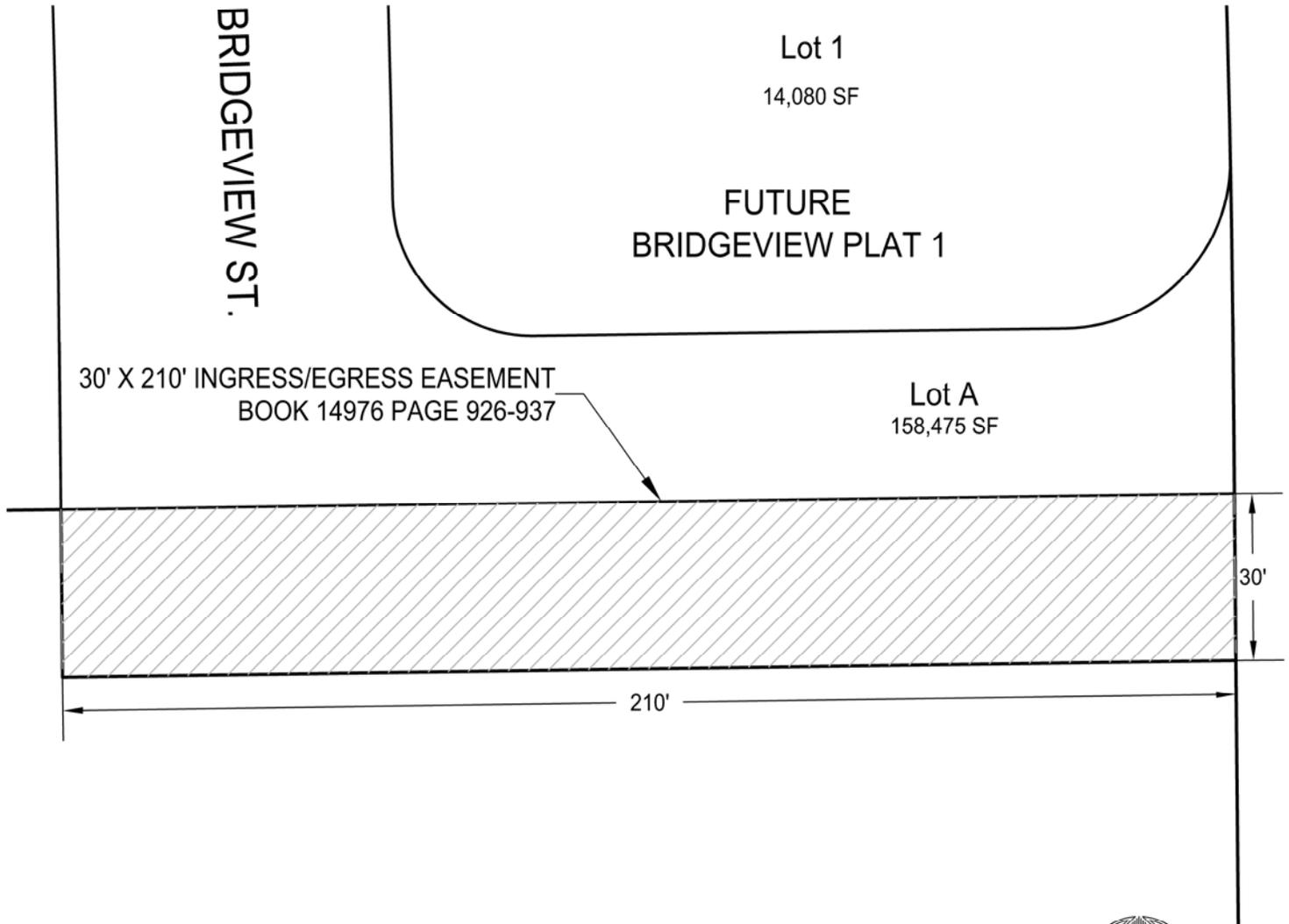
POLK CITY, IOWA
2213019
05/21/2015

REVISIONS

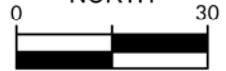
ENGINEER	DRAWN BY
C.SCHAFFBUCH	C.CARLETON
CHECKED BY B.GEATER	FIELD BOOK NO. -
SKETCH NO.	REFERENCE SHEET

EXH-03 01

INGRESS/EGRESS EASEMENT VACATION EXHIBIT



NORTH



(IN FEET)
1 inch = 30 ft.

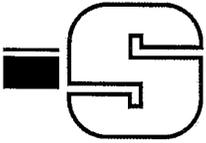
LEGAL DESCRIPTION

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

REVISIONS

ENGINEER	DRAWN BY
C.SCHAFFBUCH	C.CARLETON
CHECKED BY B.GEATER	FIELD BOOK NO. -
SKETCH NO.	REFERENCE SHEET



August 6, 2015

Honorable Mayor and City Council
City of Polk City
112 S. 3rd Street
Polk City, Iowa 50226

RE: PARTIAL PAYMENT APPLICATION NO. 4 AND CHANGE ORDER NO. 3
WASHINGTON AVENUE & BOOTH STREET RECONSTRUCTION PROJECT

Dear Honorable Mayor and City Council:

Please find the attached Partial Payment Application No. 4 for the Washington Avenue and Booth Street Reconstruction Project. This pay application includes work completed by the Contractor between July 1, 2015, and July 31, 2015. Work completed through this pay application includes completion of roadway excavation, modified subbase and concrete pavement on the mainline of the project and Change Order No. 3, which is primarily items relating to soft and unstable subgrade conditions encountered after the existing roadway pavement was removed.

Mainline paving of the project was completed 7/30/15. While the mainline pavement continues to cure before opening to local and construction traffic, the Contractor is currently working on roadway tie-ins on the side streets and at both ends of the project.

Change Order No. 3 totals a net increase to the contract of \$ 63,477.58, a net increase to the contract of zero working days and includes the following items:

- Change in roadway structural system from 12" subgrade preparation/8" modified subbase/6" unreinforced pavement to Tensar TX 160 Geogrid/8" granular material/6" reinforced paving
- Lower subgrade to install an and additional 3" granular material sections in very soft subgrade area from 1005+20 to 1007+00.
- Additional reinforcement area from 1011+00 to 1012+50 including additional layer of geogrid and thickened (+6") granular material section. Includes pumping of concrete mix from 1011+00 to Broadway to further protect area during concrete pavement construction.
- Additional granular material to stabilize area behind curb during pavement construction and due to subgrade consolidation and movement.

2727 SW Snyder Boulevard | P.O. Box 1159 | Ankeny, IA 50023-0974

p: 515.964.2020 | f: 515.964.7938 | www.snyder-associates.com

- Insulation of the water main along Van Dorn as it crosses Booth to protect from freezing due to shallow depth.
- Installation of a new water service and relocation of curb stop at Suter Residence. The road was lowered and the original service was installed at a decreasing depth across Booth after the connection at the water main.
- Additional 10 CY of Class 10 Excavation to construct storm water control berm.

Upon initial pavement removal and roadway excavation, areas of the subgrade exhibited clear signs of high instability to even very light traffic, and conditions were exacerbated with rains, increasing moisture in the already wet and pumping soils. The soft subgrade conditions were unforeseen by Snyder & Associates as these conditions were not reflected in the bore samples and geotechnical investigation conducted by Terracon in the design phase of the project. Further, it is very unusual to have the soils and old trench limits underneath a roadway that has existed for decades be so unstable. Snyder & Associates sought roadway construction alternatives from Terracon, other area soils and pavement experts and geogrid technical assistance to produce the recommended approach. Continued work in the area and the removal of the remainder of roadway pavements revealed that certain limited areas required additional geogrid and subbase depth for protection during construction.

The Contractor's schedule as of August 6, 2015 is as follows:

- Week of 8/3 & 8/10: Prepare & pour intersections, box outs returns
- Weeks of 8/10 & 8 /17: Subdrain, Sidewalks, Driveways
- Weeks of 8/31 & 9/7: Sod, restoration and project clean-up

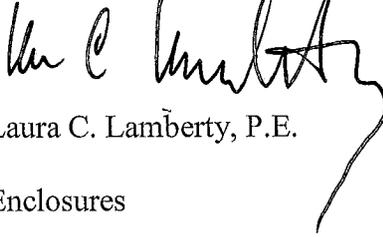
We recommend payment of \$337,748.93 to the Contractor, Synergy Contracting, LLC for work completed through July 31, 2015 and approval of Change Order No. 3 in the amount of \$63,477.58, and approval of 0 additional working days. Approximately 75.1% of the total contract work has been completed and 57 of the 84 working days have been charged through this pay application.

Honorable Mayor and City Council
City of Polk City
August 6, 2015
Page 3 of 3

Please contact me should you have any questions on this pay application. We will be in attendance at the August 10, 2015, council meeting to answer any questions regarding this partial payment application and Change Order No 3.

Sincerely,

SNYDER & ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read 'Laura C. Lamberty', with a long, sweeping flourish extending downwards and to the right.

Laura C. Lamberty, P.E.

Enclosures

cc: Mike Schulte
Gary Mahannah
Kathleen Connor
John Haldeman, PE

CHANGE ORDER NO. 3

OWNER: City of Polk City

PROJECT: Washington & Booth Reconstruction
PROJECT # 113.0548.01

To: Synergy Contracting, Inc.
Contractor
PO Box 338
Address
Bondurant, IA 50035
City, State, Zip

You are directed to make the following changes in this contract:

1. Description of change to be made:

- 2.2 Subgrade Preparation: Delete 12" deep subgrade preparation. Excavate to top of subgrade only.
- 2.10 Geogrid Installation
Add installation only of Tensar TX 160 geogrid per manufacturer's recommendation with 2' center overlap.
- 2.11 Added Granular Material
Add additional granular material to roadway structural section per prorated original bid price for 8" Modified Subbase (SY) After change in roadway structural system had begun, two areas were identified as having extreme soft conditions:
400 Tns for thickened area/reinforced area 1011+00 to 1012+25
100 Tns for Core Out/thickened area at 1005+20 to 1007+00
513 Tns for General Subgrade Consolidation and Roadway edge stabilization for paving operations.
- 7.9 Continuous Reinforcement
Add continuous reinforcement per Polk City standard detail to pavement including returns and side streets.
- 7.10 Concrete Pumping
Add concrete pump delivery of concrete mix to paving machine for area 1011+00 to 1016+00 (Broadway)
- 2.5 Class 10 Excavation
Core out area 1005+20 to 1007+00 to added 3" depth to a width of 30' (50 CY)
Added berm quantity (10CY) at Parcel 16 (Morton) to further limit flows to Parcel 15
- 2.12 Additional Geogrid Reinforcement Layer and Subgrade Investigation :
Install additional layer of geogrid, with granular material removal and replacement.
Proofroll Subgrade 1002+00 to 1008+00
- 5.7 New Water Service
Provide new water service to Suttler to replace shallow service and use new materials
- 5.18 Relocate Curb Stop
Relocate curb stop to standard location behind curb
- 5.19 Insulate Water Line Van Dorn at Booth -
Excavate and insulate with 3 layer rigid insulation top and sides through Booth Street Intersection. Includes backfill.

2. Reason for Change:

- 2.2 Change Roadway Structural System to Delete Subgrade Preparation and Add Geogrid (Installation Only) and Continuous Reinforcement to
- 2.10 Concrete Paving due to unforeseen soft and unstable soils conditions. Geogrid and pavement reinforcing is required to provide bridging support
- 7.9 across variable and unstable soil conditions.

Targeted Reinforcement/Stabilization Measures:

- 2.11 Core out and thicken granular material section Sta 1005+20 to 1007+00 due to very soft soils conditions.
- 2.5 Includes proof roll of 1002+00 to 1008+00 to confirm soils conditions.
- 2.12
- 2.11 Additional layer of geogrid reinforcement, thickened granular material, and concrete pumping was added to stabilize and protect area
- 2.12 area during concrete construction for area 1011+00 to 1012+25. Provide concrete pump delivery of mix to paving machine to eliminate
- 7.10 loaded concrete trucks from backing over this section of subgrade.

2. Reason for Change, Continued

Other Items

- 5.7 Water service was found to be at a shallow depth between the water main and property line. Older materials would not facilitate lowering service. Relocate curb stop on same service in conflict with curb line.
- 5.18 Insulate water main along Van Dorn crossing Booth Street. Water main was found to be at a shallow depth, with roadway reconstruction and widening, line insulation was determined to be more cost effective than lowering the water line.
- 2.5 Add 10 CY of Class 10 Excavation to increase length of berm at Parcel 16 to protect neighboring Parcel from storm water flows.

3. Settlement for the cost of making the change shall be as follows:

Item No.	Description	Quantity	Unit	Unit Price	Total Price
2.2	Subgrade Preparation	(5,044)	SY	\$ 5.00	\$ (25,220.00)
2.10	Geogrid Installation	5,044	SY	\$ 1.50	\$ 7,566.00
2.11	Added Granular Material (Mod Subbase)	1,013	TN	\$ 40.66	\$ 41,188.58
7.9	Continuous Reinforcement	4,382	SY	\$ 6.00	\$ 26,292.00
5.7	New Water Service (Sutler)	1	EA	\$ 3,000.00	\$ 3,000.00
5.18	Relocate Curb Stop	1	EA	\$ 100.00	\$ 100.00
5.19	Insulate water line - Van Dorn at Booth	1	LS	\$ 3,500.00	\$ 3,500.00
7.10	Concrete Pumping	1	LS	\$ 3,100.00	\$ 3,100.00
2.5	Class 10 Excavation	60	CY	\$ 14.00	\$ 840.00
2.12	Additional Geogrid reinforcement Layer	1	LS	\$ 3,111.00	\$ 3,111.00
					\$ 63,477.58

4. This change order will result in a net change in the contract completion time of 0 additional working days and a net increase in the cost of the project of \$63,777.40 divided as follows:

Contract Amount	Contract Completion Date
\$ 1,013,338.51	84 working days
\$ 63,477.58	0
\$ 1,076,816.09	84 working days

Approved funds and contract completion date as per (Engineer's Estimate, Contract or last approved C.O. 2)

Change due to this C.O. (+ or -)

Totals including this C.O.:

The change described herein is understood, and the terms of settlement are hereby agreed to:

Snyder & Associates, Inc.

ENGINEER

By *Ann C. Snyder*

DATE: 8/6/15

SYNERGY CONSTRUCTION

CONTRACTOR

By *[Signature]*

DATE: 8/10/15

City of Polk City, Iowa

OWNER

By _____

DATE: _____

APPLICATION FOR PARTIAL PAYMENT NO. 4

PROJECT: Washington & Booth Street Reconstruction
 OWNER: CITY OF POLK CITY
 CONTRACTOR: Synergy
 ADDRESS: 1120 2nd Street NE
 Bondurant IA 50035
 DATE: 8/5/2015

S&A PROJECT NO.: 113.0548

PAYMENT PERIOD: 7/1/15 through 7/31/15

1. CONTRACT SUMMARY:

Original Contract Amount: \$ 986,076.80
 Net Change by Change Order: \$ 90,739.29
 Contract Amount to Date: \$ 1,076,816.09

CONTRACT PERIOD: TOTAL WORKING DAYS
 Original Contract Date: August 4, 2014

Original Contract Time: 75

2. WORK SUMMARY:

Total Work Performed to Date:	\$ 808,247.89	Contract Time to Date:	84
Retainage: 5%	\$ 40,412.39	Time Used to Date:	58
Total Earned Less Retainage:	\$ 767,835.50	Contract Time Remaining:	26
Less Previous Applications for Payment:	\$ 430,086.57		
AMOUNT DUE THIS APPLICATION:	\$ <u>337,748.93</u>		

Added by Change Order: 9

3. CONTRACTOR'S CERTIFICATION:

The undersigned CONTRACTOR certifies that:
 (1) all previous progress payments received from OWNER on account of Work done under the contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with the Work covered by prior Applications for Payment; and
 (2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by the application for Payment are free and clear of all liens, claims, security interests, and encumbrances

SYNERGY CONTRACTING LLC
 CONTRACTOR

By [Signature] DATE: 8/6/15

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.
 ENGINEER

By [Signature] DATE: 8/6/15

5. OWNER'S APPROVAL

City of Polk City
 OWNER

By _____ DATE: _____

6 DETAILED ESTIMATE OF WORK COMPLETED:

ITEM NO.	DESCRIPTION	ORIGINAL CONTRACT QUANTITIES			COMPLETED WORK			
		QUANTITY	UNIT	UNIT COST	COST Total	QUANTITY	CO #	COST Total
GENERAL PROVISIONS								
1.1	Mobilization	1	LS	\$ 21,000.00	\$ 21,000.00	1.00		\$ 21,000.00
1.2	Remove and Reinstall Fence	184	LF	\$ 14.00	\$ 2,576.00			\$ -
1.3	Remove and Reinstall Mailbox	9	EA	\$ 210.00	\$ 1,890.00	4.5		\$ 945.00
1.4	Maintain Garbage Service	1	LS	\$ 4,200.00	\$ 4,200.00	0.7		\$ 2,730.00
1.5	Temporary Stairs	1	LS	\$ 2,800.00	\$ 2,800.00	0.75		\$ 2,100.00
EARTHWORK								
2.1	Cleaning and Grubbing	1	LS	\$ 10,000.00	\$ 10,000.00	1.00	1	\$ 10,000.00
2.2	Subgrade Preparation	5,044	SY	\$ 5.00	\$ 25,220.00		3	\$ -
2.3	Subbase, Modified, 8-Inches	5,044	SY	\$ 16.80	\$ 84,739.20	4,592.0		\$ 77,145.60
2.4	Topsoil, On-site	1,077	CY	\$ 10.00	\$ 10,770.00	500.0		\$ 5,000.00
2.5	Excavation, Class 10	2,054	CY	\$ 14.00	\$ 28,756.00	1,600.0	3	\$ 22,400.00
2.6	Pavement Removal	3,906	SY	\$ 8.00	\$ 31,248.00	3,606.0		\$ 28,848.00
2.7	Removal of Driveway	635	SY	\$ 8.00	\$ 5,080.00	87.0		\$ 696.00
2.8	Sidewalk Removal	201	SY	\$ 8.00	\$ 1,608.00			\$ -
2.9	Removal of Storm Sewer/Culverts <= 36"	452	LF	\$ 10.00	\$ 4,520.00	360.0	1	\$ 3,600.00
SANITARY AND STORM								
4.1	Storm Sewer, Trenched, 15" RCP, Class III	721	LF	\$ 98.00	\$ 70,658.00	698.0	1	\$ 68,404.00
4.2	Storm Sewer, Trenched, 18" RCP, Class III	14	LF	\$ 100.80	\$ 1,411.20	14.0		\$ 1,411.20
4.3	Storm Sewer, Trenched, 24" RCP, Class III	538	LF	\$ 121.80	\$ 65,528.40	494.0		\$ 60,169.20
4.4	Storm Sewer, Trenched, 8" PVC	110	LF	\$ 42.00	\$ 4,620.00	83.0		\$ 3,486.00
4.5	Subdrain, Type 1, 6"	857	LF	\$ 20.00	\$ 17,140.00			\$ -
4.6	Subdrain, Type 1, 8"	1,284	LF	\$ 22.00	\$ 28,248.00			\$ -
4.7	Subdrain, Cleanout, Type A-1	3	EA	\$ 500.00	\$ 1,500.00			\$ -
4.8	Subdrain, Outlet and Connections	13	EA	\$ 350.00	\$ 4,550.00			\$ -
4.9	Sump Service Stubouts	19	EA	\$ 420.00	\$ 7,980.00	3.0		\$ 1,260.00
WATER MAIN AND APPURTENANCES								
5.1	Water Main, Trenched, PVC, 4"	10	LF	\$ 70.00	\$ 700.00	10.0		\$ 700.00
5.2	Water Main, Trenched, PVC, 8"	812	LF	\$ 42.00	\$ 34,104.00	812.0		\$ 34,104.00
5.3	Water Main, Trenched, PVC, 12"	30	LF	\$ 140.00	\$ 4,200.00		2	\$ -
5.4	Fire Hydrant Assembly	4	EA	\$ 7,000.00	\$ 28,000.00	4.0		\$ 28,000.00
5.5	Gate Valve, 8"	5	EA	\$ 4,200.00	\$ 21,000.00	4.0	1	\$ 16,800.00
5.6	Remove and Relocate Hydrant Assembly	2	EA	\$ 5,600.00	\$ 11,200.00	1.0		\$ 5,600.00
5.7	Water Service, 1"	9	EA	\$ 3,000.00	\$ 27,000.00	10.0	2	\$ 30,000.00
5.8	Lower Existing Water Service	5	EA	\$ 1,000.00	\$ 5,000.00	1.0		\$ 1,000.00
5.9	Adjust Valve Box/Curb Stop	5	EA	\$ 300.00	\$ 1,500.00			\$ -
5.10	Remove Water Main	804	LF	\$ 10.00	\$ 8,040.00	684.0	1	\$ 6,840.00
SANITARY AND STORM								
6.1	Manhole, Type SW-401, 48" Dia.	1	EA	\$ 5,000.00	\$ 5,000.00	1.0		\$ 5,000.00
6.2	Intake, Type SW-501	2	EA	\$ 4,000.00	\$ 8,000.00	2.0		\$ 8,000.00
6.3	Intake, Type SW-503	2	EA	\$ 5,000.00	\$ 10,000.00	1.0	1	\$ 5,000.00
6.4	Intake, Type SW-505	1	EA	\$ 4,000.00	\$ 4,000.00	1.0		\$ 4,000.00
6.5	Intake, Type SW-506	5	EA	\$ 5,000.00	\$ 25,000.00	5.0		\$ 25,000.00
6.6	Intake, Type SW-512, 18", Type 4A Casting	2	EA	\$ 4,000.00	\$ 8,000.00	3.0		\$ 12,000.00
6.7	Intake, Type SW-512, 30", Type 4A Casting	3	EA	\$ 5,000.00	\$ 15,000.00	2.0		\$ 10,000.00
6.8	Pipe Apron, 24" RCP w/ Footing and Apron Guard	1	EA	\$ 3,000.00	\$ 3,000.00	1.0		\$ 3,000.00
6.9	Pipe Apron, 12" CMP with Apron Guard	1	EA	\$ 1,000.00	\$ 1,000.00			\$ -
6.10	Removal of intakes	5	EA	\$ 200.00	\$ 1,000.00	4.0		\$ 800.00
6.11	Sanitary Manhole Adjustment	4	EA	\$ 500.00	\$ 2,000.00	4.0		\$ 2,000.00
STREETS AND RELATED WORK								
7.1	Driveway, Paved, PCC, 6" Depth	627	SY	\$ 40.00	\$ 25,080.00			\$ -
7.2	Standard / Slip-Form PCC Pavement, Class C, 6" Depth	4,382	SY	\$ 40.00	\$ 175,280.00	3,625.00		\$ 145,000.00
7.3	Full Depth Patch, PCC, 8"	75	SY	\$ 95.00	\$ 7,125.00			\$ -
7.4	6" Reinforcing Steel Mat	68	SY	\$ 9.00	\$ 612.00			\$ -
7.5	Temporary Roadway, Granular Surfacing	480	TON	\$ 30.00	\$ 14,400.00	272.94		\$ 8,188.20
7.6	Sidewalk, PCC, 4"	885	SY	\$ 35.00	\$ 30,975.00			\$ -
7.7	Sidewalk, PCC, 6"	28	SY	\$ 50.00	\$ 1,400.00			\$ -
7.8	Detectable Warning Panels	68	SF	\$ 35.00	\$ 2,380.00			\$ -
TRAFFIC CONTROL								
8.1	Traffic Control	1	LS	\$ 10,000.00	\$ 10,000.00	0.75		\$ 7,500.00
8.2	Pavement Markings (Crosswalks)	1	LS	\$ 2,000.00	\$ 2,000.00			\$ -
SITE WORK AND LANDSCAPING								
9.1	Sodding	647	SQ	\$ 50.00	\$ 32,350.00			\$ -
9.2	Seeding and Fertilizing, Type 1, and Hydromulching	0.40	AC	\$ 5,000.00	\$ 2,000.00			\$ -
9.3	Silt Fence	1,172	LF	\$ 3.00	\$ 3,516.00	40.00		\$ 120.00
9.4	Silt Fence Removal	1,172	LF	\$ 1.00	\$ 1,172.00			\$ -
9.5	Concrete Washout	2	EA	\$ 1,000.00	\$ 2,000.00	2.00		\$ 2,000.00
9.6	Inlet Protection Device	10	EA	\$ 300.00	\$ 3,000.00			\$ -
9.7	Inlet Protection Device, Maintenance	40	EA	\$ 50.00	\$ 2,000.00			\$ -
9.8	Type "I" Inlet Filter	15	EA	\$ 100.00	\$ 1,500.00			\$ -
9.9	Storm Water Pollution Prevention Plan Management	1	LS	\$ 2,000.00	\$ 2,000.00	0.67		\$ 1,340.00
9.10	Storm Water Pollution Prevention Plan Inspections	15	EA	\$ 100.00	\$ 1,500.00			\$ -
9.11	Retaining Wall, Modular Block	230	SF	\$ 20.00	\$ 4,600.00			\$ -
9.12	Temporary Hydromulch	1.2	AC	\$ 2,000.00	\$ 2,400.00			\$ -

TOTAL ORIGINAL CONTRACT = \$ 986,076.80
 Change Order 1 \$ 1,712.60
 Change Order 2 \$ 25,549.11
 Change Order 3 \$ 63,477.58
 \$ 1,076,816.09

Total Due \$ 808,247.89

\$ 671,187.20
 \$ 21,334.00
 \$ 32,249.11
 \$ 83,477.58

Change Order No. 1		Quantity	Unit	Unit Price	Total Price	Completed Work	Quantity	Total Price
2.9	Removal of Storm Sewer Culverts	(43)	LF	\$ 10.00	\$ (430.00)		-	\$ -
4.1	Storm Sewer, Trenched, 15" RCP	(23)	LF	\$ 98.00	\$ (2,254.00)		-	\$ -
4.3	Storm Sewer, Trenched, 24" RCP	(43)	LF	\$ 121.80	\$ (5,237.40)		-	\$ -
4.10	CO 1 : Storm Sewer Trenched 12" DIP	23	LF	\$ 113.00	\$ 2,599.00		23.00	\$ 2,599.00
5.1	Remove Water Main	(250)	LF	\$ 10.00	\$ (2,500.00)		-	\$ -
5.5	8" Gate Valve	(1)	EA	\$ 4,200.00	\$ (4,200.00)		-	\$ -
5.11	CO 1 Expose and cap old hydrant location	1	LS	\$ 1,935.00	\$ 1,935.00		1.00	\$ 1,935.00
5.12	CO 1: 8" Hot Tap & Valve	1	LS	\$ 5,500.00	\$ 5,500.00		1.00	\$ 5,500.00
5.13	CO 1 Water Line Reroute at ST-10 (Booth and Broadway)	1	LS	\$ 6,300.00	\$ 6,300.00		1.00	\$ 6,300.00
6.3	Intake Type SW-503	(1)	EA	\$ 5,000.00	\$ (5,000.00)		-	\$ -
6.12	CO 1: Intake SW-504	1	EA	\$ 5,000.00	\$ 5,000.00		1.00	\$ 5,000.00
					\$ 1,712.60	Change Order No. 1		\$ 21,334.00

Change Order No. 2		Quantity	Unit	Unit Price	Total Price	Completed Work	Quantity	Total Price
4.11	Storm Sewer/Sanitary Sewer Pipe conflict.	1	LS	\$ 5,495.09	\$ 5,495.09		1.00	\$ 5,495.09
5.3	12" PVC Water Main	(30)	LF	\$ 140.00	\$ (4,200.00)		-	\$ -
5.6	Fire Hydrant Assembly Remove and Replace	(1)	Each	\$ 2,500.00	\$ (2,500.00)		-	\$ -
5.70	Add water service (714 Van Dorn)	1	Each	\$ 3,000.00	\$ 3,000.00		1.00	\$ 3,000.00
5.11	Expose and Cap old hydrant location	1	LS	\$ 1,526.00	\$ 1,526.00		1.00	\$ 1,526.00
5.14	Expose water line line At Broadway and Van Dorn & Booth	1	LS	\$ 3,205.00	\$ 3,205.00		1.00	\$ 3,205.00
5.15	Storm Drain Conflict: Lower Water Line	1	LS	\$ 6,074.84	\$ 6,074.84		1.00	\$ 6,074.84
5.16	Reconstruct water line T area at Washington/Booth + explore	1	LS	\$ 8,708.18	\$ 8,708.18		1.00	\$ 8,708.18
5.17	New 4" valve and reducer at Prospect & Booth	1	LS	\$ 2,840.00	\$ 2,840.00		1.00	\$ 2,840.00
6.13	Intake Type SW-501 . increase depth	1	LS	\$ 1,400.00	\$ 1,400.00		1.00	\$ 1,400.00
					\$ 25,549.11	Change Order No. 2		\$ 32,249.11

Change Order No. 3		Quantity	Unit	Unit Price	Total Price	Completed Work	Quantity	Total Price
2.2	Subgrade Preparation	(5,044)	SY	\$ 5.00	\$ (25,220.00)		-	\$ -
2.10	Geogrid Installation	5,044	SY	\$ 1.50	\$ 7,566.00		4,592.00	\$ 6,888.00
2.11	Added Granular Material (Mod Subbase)	1,013	TN	\$ 40.66	\$ 41,188.58		1,013.00	\$ 41,188.58
7.9	Continuous Reinforcement	4,382	SY	\$ 6.00	\$ 26,292.00		3,625.00	\$ 21,750.00
5.7	New Water Service (Sutter)	1	EA	\$ 3,000.00	\$ 3,000.00		1.00	\$ 3,000.00
5.18	Relocate Curb Stop	1	EA	\$ 100.00	\$ 100.00		1.00	\$ 100.00
5.19	Insulate water line - Van Dorn at Booth	1	LS	\$ 3,500.00	\$ 3,500.00		1.00	\$ 3,500.00
7.10	Concrete Pumping	1	LS	\$ 3,100.00	\$ 3,100.00		1.00	\$ 3,100.00
2.5	Class 10 Excavation	60	CY	\$ 14.00	\$ 840.00		60.00	\$ 840.00
2.12	Add Layer of Geogrid Reinforcing Sta 1011+00 to 1012+50	1	LS	\$ 3,111.00	\$ 3,111.00		1.00	\$ 3,111.00
					\$ 63,477.58	Change Order No. 3		\$ 83,477.58

RESOLUTION 2015-60

**A RESOLUTION APPROVING CHANGE ORDER NO. 3 FOR THE
WASHINGTON & BOOTH RECONSTRUCTION PROJECT**

WHEREAS, the City of Polk City, City Council, approved construction for the Washington Avenue & Booth Street Reconstruction project; and

WHEREAS, the City Council has awarded the contract to Synergy Contracting, LLC, at 1120 3rd Street NE, Bondurant Iowa; and

WHEREAS, on August 4, 2014, the City Council approved the Washington Avenue & Booth Street Reconstruction project in the amount of \$986,076.80; and

WHEREAS, Synergy Contracting, LLC, and City Engineer has submitted to the City of Polk City, two prior change order requests in the net amount of \$27,261.71; and

WHEREAS, the City Engineer along with Synergy Contracting, LLC, has submitted a detailed work change order No. 3 in the amount of \$63,477.58

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the change order No. 3 in the amount of \$63,477.58

PASSED AND APPROVED the 10th day of August, 2015.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

RESOLUTION 2015-61

**A RESOLUTION APPROVING PAY APPLICATION NO. 4 FOR THE
WASHINGTON & BOOTH RECONSTRUCTION PROJECT**

WHEREAS, the City of Polk City, City Council, approved construction for the Washington Avenue & Booth Street Reconstruction project; and

WHEREAS, the City Council has awarded the contract to Synergy Contracting, LLC, at 1120 3rd Street NE, Bondurant Iowa; and

WHEREAS, on August 4, 2014, the City Council approved the Washington Avenue & Booth Street Reconstruction project in the amount of \$986,076.80; and

WHEREAS, the City Engineer has submitted an application No. 4 giving a detailed estimate of work completed with a pay application No. 4 in the amount of \$337,748.93

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the payment application No. 4 and the Finance officer is hereby authorized to issue a check to Synergy Contracting, LLC, in the amount of \$337,748.93

PASSED AND APPROVED the 10th day of August, 2015.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk



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

To: City Council
Cc: Gary Mahannah, Mayor Morse
Re: Fire Department

1. **Billing & Collections Policy** – I have created a new Fire Department policy outlining our billing and collections policy. Attached is the full policy and the financial hardship application.
 - a. The policy covers our billing and collection procedures
 - b. Creates a new financial hardship application to reduce or write off accounts. These would be approved by the Fire Chief and City Administrator.
 - c. Allows for payment plans up to one year
 - d. Outlines collections procedures and the Iowa Tax Offset program

2. **Emergency Response Fees** – We typically review our fees for services every two years. The last review was in 2013. On the same schedule we survey other departments in the area for their rates (attached).
 - a. Attached is a proposal to increase the fees slightly to keep up with increasing costs of medical supplies, equipment, and labor.
 - b. Hazardous Materials fees are established and approved by the Polk County Fire Chiefs Association (see attached).
 - c. Overall the increases for this year are minor adjustments.
 - d. Removes itemized billing for supplies. Basically no insurance companies allow for billing of disposable supplies anymore. It takes a great deal of extra work to itemize supplies and 95% of them are written off by the insurance companies. Most EMS services have discontinued this practice already.

Thanks,

Dan Gubbins
Fire Chief



Polk City Fire Department Department Policy

111a

#111 – Billing & Collections

Date Issued: 8/10/2015

Date Last Revised 8/10/2015

Purpose: To define the policy for billing and collections on services provided by the Polk City Fire Department.

Billing:

1. Billing amounts are established and approved by City Council resolution “Emergency Response Fees”.
2. Billing and collections for services shall be completed either by the department billing clerk or a contracted third party service.

Payments:

1. Payments should be mailed directly to the Polk City Fire Department at P.O. Box 34.
2. The City Hall staff shall pick all mail up from the Post Office and secure in City Hall until the mail can be opened.
3. Checks shall be opened by two people and be immediately recorded on the check log and stamped for deposit.
4. The City Finance Officer will reconcile the check logs with the bank deposit to ensure they balance.

Financial Hardship: Request for consideration for financial hardship as a reason for writing off a debt owed for Fire Department services.

1. The client must file a written request for Financial Hardship consideration using the provided form.
2. Requests shall be directed to the Fire Chief.
3. This request must be specific on the reason for requesting the account be reduced or written off.
4. The request and account information will be reviewed by the Fire Chief and City Administrator for approval.
5. If approved, the billing clerk will notify the third party billing service and file the approved form with the with the patient care report.

Payment Plans: Clients or their legal guardian can request to enter into a Settlement Agreement with the City of Polk City Fire Department to provide payment of their bill for services.

1. Payment plans may be established for up to one year.
2. A Settlement Agreement shall be completed and signed by the patient or legal guardian and kept on file.
3. Approval of payment plans beyond one year requires approval of the Fire Chief.
4. Failure to comply with the terms of the Settlement Agreement shall result in the account being submitted for further collection action.



Polk City Fire Department Department Policy

111b

#111 – Billing & Collections

Date Issued: 8/10/2015

Date Last Revised 8/10/2015

Collections:

1. Accounts past due with no financial hardship request or settlement agreement in place are subject to collection procedures. The billing clerk or third party service may act on behalf of the Polk City Fire Department to collect on past due accounts.
2. Past due accounts with no payments or successful collections for more than 12 months from the date of service shall be removed from the Accounts Receivable system and filed with the Iowa Tax Offset program.
3. The owed amount will remain on the Iowa Tax Offset program until the debt is collected in full. If a client establishes a payment plan and makes six payments on time, the remaining amount may be removed from the Tax Offset Program if approved by the Fire Chief.
4. Accounts may be taken to small claims court after being reviewed by the Fire Chief and City Administrator.
5. Additional fees and expenses incurred through collection procedures, attorney fees, or courts costs may be added to the clients account and become part of the amount due.

Iowa Offset Program:

1. The Iowa Offset Program is utilized when a qualifying debt for “ambulance service” as defined in Iowa Code section 8A.504(1)”c”.
2. The debtor has entered into an agreement with the City of Polk City Fire Department by signing the department’s “Privacy Policy and Signature Form”.
3. If the debtor has not responded and they are/were an Iowa Resident, the account is entered into the Iowa Offset Program.
4. Offset Match Notification
 - a. When notified by the Department of Administrative Services of an “offset match” the debtor and liability is verified to assure it is correct and the debt remains outstanding.
 - b. If the debtor no longer owes for an unpaid liability, a request is sent to the Department of Administrative Services releasing their tax refund.
 - c. If the debtor owes the liability, an Offset Notification Letter is sent to the debtor utilizing the address provided by the Department of Administrative Services. An additional \$7.00 processing charge is added to the debt. This charge is billed to the City of Polk City Fire Department Ambulance Service by the Department of Administrative Services and is allowed to be added to the debt.



Polk City Fire Department Department Policy

111c

#111 – Billing & Collections

Date Issued: 8/10/2015

Date Last Revised 8/10/2015

- d. The Offset Notification letter notifies the debtor:
- i. That their Iowa Tax Refund is being held due to a debt owed by them to the City of Polk Fire Department Ambulance Service.
 - ii. That a \$7.00 processing fee has been added to the debt.
 - iii. A telephone number is provided should they have any questions about why they owe the debt.
 - iv. Notified that this action is authorized by Iowa Code 8A.504 which allows setoff of a tax refund for ambulance service.
 - v. The debtor has the right to contest this action by **providing proof of payment to the Polk City Fire Department**. If the debtor does not furnish proof of payment within **15 days**, the refund will be applied to reduce the debt. If the debt is less than the amount of your tax refund, the difference will be sent to the debtor, unless money is owed to the clerk of the District Court or to another State of Iowa Agency.
 - vi. If the debtor wishes to contest the validity of the right to offset, they may file a written notice of protest: Legal Counsel, Department of Administrative Services, Hoover State Office Building, Des Moines, IA 50319.
 - vii. If a joint return or a combined tax return was filed, the debtor or spouse may request that their tax refund be divided. Your tax refund will be divided based upon the net income of each individual in comparison to the total net income for both spouses. The refund will not be divided 50/50 unless each spouse earned 50% of the income shown on the return. The request to divide the refund must be made within 15 days from the date of this notice.
- e. If the debtor contests the liability as allowed by Iowa Code, we will work to resolve the issue within the scope of the Iowa Code or as directed by the Department of Administrative Services.
5. If there has not been a response from patient and at 15 days after letter has been sent to patient the Department of Administrative Services shall be notified to proceed with the payment from the debtors tax refund to the City of Polk City Fire Department following procedures outlined by the Department of Administrative Services.

City of Polk City
Fire Department
309 West Van Dorn
Polk City, IA 50226

**Financial Hardship Request for Debt
Reduction/Elimination**

By completion of this request form I am requesting that the City of Polk City consider reducing the amount owed on this account or forgiving the debt in its entirety due to financial hardship.

Patient Name: _____ Date completed: _____

Name of responsible party (if other than patient) _____

Relationship: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Telephone: _____ Cell Phone: _____

Call Number: _____ Date of Service: _____ Amount of Debt: \$ _____

Reason that this account is delinquent and/or my inability to pay this ambulance bill in full or by completing a time payment program: (Provide applicable and specific information to justify this request including but not limited to: monthly income, employment status, other bills, etc... attach additional sheets or documentation as needed)

I, _____, state that the information provided in this request is true and correct to the best of my knowledge. I also understand that this request to reduce the amount owed or eliminate this debt only applies to the call number(s) identified above and does not pertain to future ambulance claims.

Signature of patient or legal guardian Date Signed

<i>Office use only:</i> <input type="checkbox"/> Reduction – amount reduced \$ _____ <input type="checkbox"/> Write-off	
City Admin: _____	Date: _____
Fire Chief: _____	Title: _____

RESOLUTION NO. 2015-61

A RESOLUTION AMENDING FEES CHARGED BY THE POLK CITY FIRE DEPARTMENT FOR EMERGENCY RESPONSE SERVICES

WHEREAS, the City Council of the City of Polk City, Iowa last amended fees for emergency response services in 2013; and

WHEREAS, the Code of Ordinances of the City of Polk City allows for emergency response service fees to be amended by adoption of a resolution; and

WHEREAS, the Polk City Fire Department recommends the City amend the fees charged for emergency response services.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby adopts the policy attached hereto as Exhibit "A" establishing fees for emergency response services.

PASSED AND APPROVED the 10th day of August 2015.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

Polk City Fire Department Billing Schedule Proposal

Emergency Medical Services			
	CURRENT	PROPOSED	CHANGE
Advanced Life Support - Non-Emergency Base Fee	\$ 550.00	\$ 550.00	\$ -
Advanced Life Support - Emergency Base Fee	\$ 657.00	\$ 688.00	\$ 31.00
Advanced Life Support - Level 2 Base Fee	\$ 951.00	\$ 985.00	\$ 34.00
Basic Life Support - Emergency Base Fee	\$ 553.00	\$ 580.00	\$ 27.00
Basic Life Support - Non- Emergency Base Fee	\$ 425.00	\$ 425.00	\$ -
Treat & Release	\$ 200.00	\$ 200.00	\$ -
Transport - per loaded mile	\$ 12.00	\$ 13.00	\$ 1.00
Disposable Supplies	Billed as used	REMOVE	
Change of Quarters/Coverage	\$ 50.00	\$ 50.00	\$ -
Paramedic Tier	\$ 200.00	\$ 200.00	\$ -
Ambulance Stand-By Hourly Fee	\$ 75.00	\$ 75.00	\$ -
Additional Stand-By Staff Hourly Fee	\$ 22.20	\$ 22.80	\$ 0.60
Gator & Stand-By Staff Hourly Fee	\$ 50.00	\$ 50.00	\$ -
Fire & Rescue			\$ -
Vehicle Fire	\$ 200.00	\$ 200.00	\$ -
Vehicle Accident Scene Clean-Up	\$ 100.00	\$ 100.00	\$ -
Engine Company Assist/Minor Extrication	\$ 300.00	\$ 300.00	\$ -
Tool Assisted Extrication	\$ 500.00	\$ 500.00	\$ -
Special Operations (ice/water or tech rescue) Hourly Fee	\$ 277.23	\$ 284.76	\$ 7.53
Engine Company Stand-By (4 personnel) Hourly Fee	\$ 100.00	\$ 100.00	\$ -
Additional Stand-By Staff Hourly Fee	\$ 22.20	\$ 22.80	\$ 0.60
Hazardous Materials			\$ -
Heavy Response Apparatus (4 personnel) Hourly Fee	\$ 277.23	\$ 284.76	\$ 7.53
Light Response Apparatus (2 personnel) Hourly Fee	\$ 221.78	\$ 227.81	\$ 6.03
Additional Staff Hourly Fee	\$ 22.20	\$ 22.80	\$ 0.60
Expended Materials	Replacement cost + shipping		
Equipment Repair and/or Cleaning	Cost (parts + labor) + shipping		
Damaged Equipment and/or Property	Replacement and/or repair cost + shipping		
Other (contracted services, equipment, evacuation)	Billed as used		
Administrative			
Fire or EMS Report	\$ 25.00	\$ 25.00	
*Total EMS Billing = Base + mileage + supplies			
*All hourly fee items are a minimum 1 hour billed in 15 minute increments after first hour			
*Collections on billed accounts will follow the PCFD collections policy			

Iowa Fire Service
Annual Hazardous Materials Response Fee Structure
Calendar Year 2015

Category	Examples	Hourly Cost*
Heavy Response Apparatus with 4 personnel	Engine, ladder, heavy rescue, etc.	\$284.76
Light Response Apparatus with 2 personnel	Tanker, brush truck, ambulance, staff car, etc.	\$227.81
Extra Response Personnel		\$22.80
Expended Materials	Foam, containment booms, sand, absorbent, etc.	Replacement cost, including shipping.
Equipment Repair and/or Cleaning	Personal protective equipment, hose, nozzles; apparatus, etc.	Cost (parts plus labor), including shipping.
Damaged Equipment and/or Property	May include injury to, destruction of, or loss of natural resources, etc.	Replacement and/or repair cost, including shipping.
Other	Contracted services, contracted equipment, evacuation of people, etc.	Billed as used.

*Minimum of one hour. Billed in 15-minute increments beyond the first hour.

This fee structure will be updated in January of each year according to the CPI-U, US City Average, All Items, 12-month percentage change for the period ending in October of the preceding year. (Reference: <http://www.bls.gov/cpi/>)

References:

- Hazardous Materials Response Billing Protocol for Iowa Fire Departments, Authored by Iowa Firemen's Association and the Iowa Hazardous Materials Taskforce, December 2002.
- Iowa Code 455B.392

Supporting Fire Service Organizations:

- Iowa Firefighter's Association
- Iowa Fire Chief's Association
- Iowa Association of Professional Fire Chiefs
- Iowa Hazardous Materials Task Force

Jenny Gibbons

From: Frank Prowant <FProwant@AnkenyIowa.gov>
Sent: Friday, March 06, 2015 3:42 PM
To: Brian Helland; Dan Gubbins - PCFD; jholt@urbandale.org; bplatts@masoncity.net; careyj@newtongov.org; Jerry Whetstone; akreuder@cityofbondurant.com; Chris Cross; crobinson@waukee.org
Subject: March 2015 EMS Rate Survey

Thank you for responding to our EMS Rate Survey, here are the results I received.

Department	BLS-NE	BLS-E	ALS-NE	ALS-E	ALS-2	Mileage
Altoona	\$600	\$600	\$600	\$825	\$825	\$12
Ankeny - Current rates	\$349	\$558	\$418	\$662	\$959	\$12
Ankeny - Proposed rates 7/1/2015	\$363	\$580	\$435	\$688	\$985	\$13
Bondurant	\$600	\$600	\$600	\$600	\$825	\$11
Clive	\$611	\$611	\$680	\$680	\$980	\$12
Mason City	\$454.13	\$726.58	\$544.93	\$862.82	\$1,248.82	\$13.00
Newton	\$364	\$582	\$437	\$691	\$1,001	\$12
Polk City	\$425	\$553	\$550	\$657	\$951	\$12
Urbandale	\$349	\$558	\$418	\$662	\$959	\$12
Waukee	\$600	\$600	\$600	\$600	\$800	\$12
Windsor Heights		\$611		\$680	\$980	\$12

bringing it all together

Frank Prowant
Deputy Chief/Administration-EMS
Fire Department
City of Ankeny
120 NW Ash Dr
Ankeny, IA 50023-1554
Ph 515-965-6472
Fx 515-964-2107
www.ankenyiowa.gov



Memo

Date: 8/5/2015

To: Mayor, Council and Administrator

From: Mike Schulte

R.E. 2015 Tandem Axle Truck and Snow Removal Equipment Purchase

Budgeted for this fiscal year is the replacement of our 2006 tandem axle dump truck and snow removal equipment. This equipment is 10 years old and was on the equipment replacement schedule to be replaced last year but was pushed back due to fiscal restraints.

Randy secured a quote from O'Halloran International for the truck chassis. The quote was based on the State of Iowa snow removal contract discount. That price was \$91,472.

The plow, dump box, sander, and wing plow was quoted by both Truck Equipment and Hawkeye Truck Equipment and Hawkeye had the lowest quote on the equipment of \$74,500.

We also have a trade value of \$49,000.

Here is a summary of the prices.

O'Halloran	\$91,472
Hawkeye	\$74,500
Trade Allowance -	\$49,000

Total package	\$116,972
---------------	-----------

This truck is a major part of our snow removal operations. It is also our biggest haul capacity truck for moving materials when needed. We also placed a wing plow on this truck. We feel this will save us some time when plowing on major arterials because we can take a lane and a half width which means less passes on those streets.

I would recommend approval of the purchase of the tandem axle truck chassis from O'Halloran International in the amount of \$42,472 (with the trade in) and the purchase of the equipment from Hawkeye Truck Equipment in the amount of \$74,500

Thanks for your consideration!

Mike