

Notice of Meeting
Polk City | City Council

September 28, 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 September 14, 2015
2. Consider motion to approve the September 28, 2015 Claims
3. Consider motion to approve the August 2015 Finance Report
4. Consider motion to receipt and file the September 21, 2015 Planning and Zoning Commission Meeting Minutes
5. Consider motion to approve Resolution 2015-67 City Street Financial Report
6. Consider motion to approve amendment to Marketing Agreement with HomeServe USA
7. Consider motion to accept administrative personnel Katie Pace Resignation from the Fire Department effective September 21, 2015
8. Consider motion to approve Resolution 2015-71 approving donation of abandoned bikes
9. Consider motion to receipt and file the August 2015 Police Report

6. New Business

Action Items

1. Supervisor Robert Brownell – Polk County Update
2. Consider motion to approve Resolution 2015-70 approving Pay Application No. 5 for Booth/Washington Construction Project in the amount of \$170,607.55

7. Mayor's Report

8. Council Report

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

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 October 12, 2015

MEETING MINUTES
The City of Polk City
City Council Meeting
6:30 p.m., Monday, September 14, 2015
City Hall

Polk City, City Council held a meeting at 6:30 p.m., on September 14, 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
Rob Mordini | City Council Member
Robert Sarchet | City Council Member
Dan Lane | City Council Member
Ron Anderson | City Council Member

Staff Members Present:

Gary Mahannah | City Administrator
Lindsey Huber | City Finance Officer
Jenny Gibbons | City Clerk
Amy Beattie | City Attorney
Mike Schulte | Public Works Director
Dustin Bjornson | Police Sergeant
Kim Kellogg | Library Director

1. **Call to Order** / Mayor Jason Morse called the meeting to order at 6:30 p.m.
2. **Roll Call** / Mordini, Sarchet, Pro Tem Dvorak, Lane, Anderson| In attendance
3. **Approval of Agenda**
MOTION: A motion was made by Anderson 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 Anderson to approve the consent agenda items.
 1. Consider motion to approve the City Council Meeting Minutes for August 24, 2015
 2. Consider motion to approve the September 14, 2015 Claims
 3. Consider motion to receipt and file the September 8, 2015 Parks Commission Meeting Minutes
 4. Consider motion to receipt and file the August 2015 Monthly Water Report
 5. Consider motion to receipt and file the August 4, 2015 Arts Council Meeting Minutes
 6. Consider motion to approve Resolution 2015-68 appointing Jenny Gibbons as alternate for MPO
 7. Consider motion to receipt and file the Fire Department's State Inspection Report and new Certificate
 8. Consider motion to receipt and file the August 2015 Fire Department report
 9. Consider motion to approve removal of probationary period for Suzanne Lindaman, full-time Library Youth Services
 10. Consider motion to approve removal of probationary period for Linda Hall, permanent part-time Library Staff Position
 11. Consider motion to receipt and file the August 2015 Library Report***MOTION CARRIED UNANIMOUSLY***
6. **New Business**
 1. Public Hearing on vacating a portion of the water main easement in property currently known as Wolf Creek Plat 6 was opened at 6:32 pm. Notice was published September 4, 2015, no comments were received by City Staff, nor was anyone in attendance to comment. City Administrator, Gary Mahannah explained that due to the re-platting of a portion of Plat 6 to Plat 11 this water main easement is no longer needed
MOTION: A motion was made by Anderson and seconded by Lane to close the Public Hearing at 6:33 pm.
MOTION CARRIED UNANIMOUSLY
No further action until Final Plat approval and Public Improvements have been completed

2. **MOTION:** A motion was made by Lane and seconded by Dvorak to approve 28E Agreement by and between the City of Ankeny, Iowa, the City of Polk City, Iowa and the Board of Water Works Trustees of the City of Des Moines, Iowa for a Joint Water Study

MOTION CARRIED UNANIMOUSLY

7. **Mayor Report**

1. Personnel Committee Meeting set for Monday September 28, 2015 at 5:00 pm
2. Finance Committee Meeting scheduled for Monday, September 28, 2015 at 5:45 pm

8. **Council Report**

1. Sarchet attended the MAC meeting presentation on the changes to the Airport, interesting but long way off and not that impactful to Polk City. Continuing to have meetings with various people on the Square, gaining ground. As part of the Four Seasons Festival wrap up meeting, discussions on using festival funds potentially to help with any upgrades needed on the square, new playground equipment, general repairs, parking etc.
2. Dvorak requested an update on HomeServe and when the product will be available for residents
3. Lane commented that he'll be attending Metro Waste meeting this week, they will be hashing out new policy regarding yard waste but no changes will be effective until sometime in 2016 and then it'll be up to each individual member to move forward with new policy

9. **Council Discussion** | No discussion

10. **City Administrator Report** | No report

11. **City Reports**

1. Police Sargent, Dustin Bjornson asked for volunteers to help with the annual Punt/Pass/Kick event schedule for Sunday September 20, 2015, at 5 pm. The Fall Festival will be October 24, 2015 11am to 3 pm at the Fire Station
2. Library Director, Kim Kellogg advised that the Police organized an educational program with the DNR on Coyotes that will be held Thursday September 17, 2015 at 6 pm at the Library. It's posting on Facebook has received over 400 hits

12. **Adjournment**

MOTION: A motion was made by Anderson and seconded by Lane to adjourn at 6:50 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, September 28, 2015

Jason Morse, Mayor

Attest:

Jenny Gibbons, City Clerk

CLAIMS REPORT

The City of Polk City

For

9/28/2015

DEPARTMENT	VENDOR	EXPENSE TYPE	AMOUNT
ALL DEPT	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$139.00
ALL DEPT	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$11,041.81
CH	CRYSTAL CLEAR WATER CO	PURCHASED WATER	\$23.00
CH	DATA TECHNOLOGIES	USER GROUP MEETING	\$170.00
CH	MIKE'S METRO LOCK & SAFE	LOCK AND KEY	\$93.00
CH	STOREY KENWORTHY	CHECK STOCK	\$206.83
CH	FALLER, KINCHELOE & CO, PLC	ANNUAL AUDIT	\$4,000.00
FD	BOUND TREE MEDICAL	MEDICAL SUPPLIES	\$1,387.49
FD	CRYSTAL CLEAR WATER CO	WATER	\$23.00
FD	EMSLRC	CEH COURSE	\$20.00
FD	FRASER AMBULANCE & WHEELCHAIR	AUGUST BILLING	\$71.00
FD	MERCY COLLEGE OF HEALTH SCIENC	BLS INSTRUCTOR CLASS	\$200.00
FD	NATHAN MASON	EMT REIMBURSEMENT	\$100.00
FD	VERIZON WIRELESS	DATA AND VOICE	\$282.66
FD	RACOM	RADIO FEES	\$658.00
FD	RHT TECHNOLOGIES	NETWORK CABLING	\$315.00
LIB	ABDO SPOTLIGHT MAGIC WAGON	CHILDRENS BOOKS	\$169.50
LIB	ALTOONA PUBLIC LIBRARY	ILA RECEPTION	\$75.00
LIB	GALE/CENGAGE LEARNING	LIBRARY BOOKS	\$100.06
LIB	THE CHILDS WORLD	CHILDRENS BOOKS	\$179.50
LIB	COPY SYSTEMS INC.	COPIER CONTRACT	\$716.55
PA	CUSTOM AWARDS & EMBROIDERY INC	HAALAND NAME PLATE	\$23.50
PA	GREATER DES MOINES CONVENTION	HOTEL MOTEL TAX DISTRIBUTION	\$2,858.14
PA	P & M APPAREL	LITTLE LEAGUE STATE SOFTBALL	\$120.00
PA	DAN LANE	MILEAGE REIMBURSEMENT	\$172.50
PA	JASON MORSE	MILEAGE REIMBURSEMENT	\$376.05
PD	CUSTOM AWARDS & EMBROIDERY INC	PLAQUE- BOWERSOX	\$60.00
PD	DEWEY FORD	VEHICLE REPAIRS & MAINTENANCE	\$95.58
PD	HEARTLAND TIRE & AUTO	TIRE REPAIR	\$78.00
PD	IA DEPT OF TRANSPORTATION	VEHICLE INSPECTIONS	\$470.00
PD	MIDWEST OFFICE TECHNOLOGY	COPIER RENTAL	\$30.00
PD	MOULDER AND ASSOCIATES	REVIEW	\$3,132.50
PD	PUBLIC SAFETY CENTER INC	HANDCUFF KEYS	\$12.99
PD	SPRINT	PHONE/DATA SERVICES	\$186.95
PD	T-MOBILE	PHONE SERVICE	\$59.74
PD	WALMART COMMUNITY	SUPPLIES FOR RETIREMENT PARTY	\$46.93
PW	ACCUJET LLC	CLEAN STORM SEWER	\$4,137.43
PW	ALLEN LAWN CARE AND LANDSCAPIN	CORE AERATION	\$63.60
PW	ASPEN EQUIPMENT CO	ANNUAL FEDERAL AND OSHA INSP.	\$2,113.05
PW	BELLER DISTRIBUTING LLC	FUEL CONDITIONER	\$531.18
PW	BOB LENC LANDSCAPING INC	SHRUBS AND GRASS	\$216.52
PW	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	\$342.50
PW	CENTRAL PUMP & MOTOR	SERVICE CALLS	\$1,078.00
PW	CITY OF DES MOINES	WRA	\$28,521.75
PW	CUMMINS CENTRAL POWER LLC	REPLACEMENT FUEL PUMP	\$69.50
PW	D & K PRODUCTS	ALGAE CONTROL	\$167.85
PW	GNA TRUCKING	HAULING SAND AND ROCK	\$601.05
PW	GRAINGER INC.	FLUSH VALVE KITS	\$299.52
PW	H.D. WATERWORKS SUPPLY	HYDRANT MARKERS	\$289.70
PW	HAWKINS INC	BLEACH AND FLOURIDE	\$879.42

PW	HYDRO-KLEAN INC.	PLUGGED SANITARY LINE	\$7,601.60
PW	IOWA DEPT OF AG.	NEW APPLICATOR CORE MANUAL	\$75.00
PW	IOWA ONE CALL	UNDERGROUND LOCATIONS	\$141.50
PW	LAWSON PRODUCTS	PARTS, HARDWARE & SUPPLIES	\$1,770.45
PW	LOGAN CONTRACTORS SUPPLY	OPERATING SUPPLIES	\$345.80
PW	MARTIN MARIETTA AGGREGATES	ROCK & SAND	\$709.59
PW	MIDWEST OFFICE TECHNOLOGY	COPIER RENTAL	\$74.51
PW	O'HALLORAN INTERNATIONAL INC	OIL CHANGE AND SERVICE	\$1,412.75
PW	POLK COUNTY EXTENSION	MOSQUITO LICENSE	\$140.00
PW	STOREY KENWORTHY	DISCONNECT NOTICES	\$230.93
PW	TOTAL QUALITY INC.	LAWNCARE	\$5,290.82
PW	WRIGHT OUTDOOR SOLUTIONS	BRUSH PILE	\$5,043.75
PW	ZEP MANUFACTURING COMPANY	ZEP	\$290.83
PW AND CH	MIDLAND POWER CO-OP	STREET LIGHTING	\$325.88
PW AND FD	MENARDS	CREDIT CARD	\$1,050.54
TOTAL			\$91,509.30

All Dept	\$11,180.81
CH	\$4,492.83
FD	\$3,057.15
LIB	\$1,240.61
PA	\$3,550.19
PD	\$4,172.69
PW	\$62,438.60
PW AND CH	\$325.88
<u>PW AND FD</u>	<u>\$1,050.54</u>
TOTAL	<u>\$91,509.30</u>



POLK CITY - A City For All Seasons -

Monthly Finance Report

August 31, 2015

**City of Polk City
Cash Balances Report
August 31, 2015**

Bank Balances:

Grinnell State Bank Business Checking- 0.05%	\$434,517.91
Grinnell State Bank Business Money Market- 0.15%	\$434,598.72
Grinnell State Bank Certificate of Deposit- 0.60%	\$1,000,000.00
Luana Savings Bank M.M. Account- 0.65%	\$3,008,176.87
IPAIT Investment Account	\$4.00
Total Cash at Banks	<u><u>\$4,877,297.50</u></u>

**City of Polk City
Revenues Report
August 31, 2015**

Account Title	Total Budget	MTD Balance	YTD Balance	% of Year Used	Actual % Used Of Budget	Uncollected
General Total	4,453,483.00	309,779.92	1,109,932.47	16.67%	24.92%	3,343,550.53
Road Use Total	341,300.00	47,344.44	82,489.60	16.67%	24.17%	258,810.40
TIF Total	332,500.00	0.00	1,174.95	16.67%	0.35%	331,325.05
L.M.I Total	334,000.00	579.48	1,099.68	16.67%	0.33%	332,900.32
Debt Service Total	121,000.00	0.00	0.00	16.67%	0.00%	121,000.00
Capital Improvements Total	880,000.00	0.00	0.00	16.67%	0.00%	880,000.00
Water Total	519,338.00	60,547.31	113,550.92	16.67%	21.86%	405,787.08
Sewer Total	470,000.00	63,009.27	112,035.80	16.67%	23.84%	357,964.20
Total Of All Revenues	7,451,621.00	481,260.42	1,420,283.42	16.67%	19.06%	6,031,337.58

**City of Polk City
Expenditures Report
August 31, 2015**

Account Title	Total Budget	MTD Balance	YTD Balance	% of Year Used	Actual % Used Of Budget	Unexpended
Police Total	677,859.00	47,867.60	120,333.13	16.67%	17.75%	557,525.87
Civil Defense Total	18,700.00	113.64	221.31	16.67%	1.18%	18,478.69
Fire Total	461,025.00	24,873.72	65,974.88	16.67%	14.31%	395,050.12
Building/Housing Total	274,827.00	27,410.34	50,638.04	16.67%	18.43%	224,188.96
Dog Control Total	2,250.00	105.00	105	16.67%	4.67%	2,145.00
Road Use Total	126,344.00	14,045.76	24,833.48	16.67%	19.66%	101,510.52
Street Lighting Total	55,000.00	178.14	13,275.87	16.67%	24.14%	41,724.13
Env.Health Services Total	0.00	56.45	111.4	16.67%	0.00%	(111.40)
Library Total	270,302.00	20,169.08	55,518.97	16.67%	20.54%	214,783.03
Parks Total	216,390.00	19,097.44	63,447.34	16.67%	29.32%	152,942.66
Community Center Total	19,000.00	587.54	2,500.99	16.67%	13.16%	16,499.01
Economic Development Total	0.00	-	410.00	16.67%	0.00%	(410.00)
Mayor Council Total	273,535.00	15,084.61	32,052.93	16.67%	11.72%	241,482.07
Policy Administration	421,375.00	44,440.28	85,672.30	16.67%	20.33%	335,702.70
Elections	3,000.00	0.00	0.00	16.67%	0.00%	3,000.00
City Attorney Total	41,000.00	2,897.00	11,990.42	16.67%	29.24%	29,009.58
City Hall Total	101,665.00	3,170.00	18,511.36	16.67%	18.21%	83,153.64
Other City Government Total	69,300.00	1,814.97	3,933.06	16.67%	5.68%	65,366.94
General Revenues	0.00	0.00	1,400.00	16.67%	0.00%	(1,400.00)
Transfer Total	1,001,000.00	0.00	0.00	16.67%	0.00%	1,001,000.00
General Total	4,032,572.00	221,911.57	550,930.48	16.67%	13.66%	3,481,641.52
Road Use Total	460,389.00	22,523.67	45,766.57	8.33%	9.94%	414,622.43
TIF Total	400,000.00	0.00	0.00	8.33%	0.00%	400,000.00
L.M.I Total	35,000.00	0.00	0.00	8.33%	0.00%	35,000.00
Debt Service Total	137,395.00	0.00	0.00	8.33%	0.00%	137,395.00
Capital Improvements Total	814,793.00	348,353.23	483,274.20	8.33%	59.31%	331,518.80
Water Total	618,238.00	45,113.51	104,551.99	8.33%	16.91%	513,686.01
Sewer Total	725,892.00	73,250.19	125,838.98	8.33%	17.34%	600,053.02
Total Of All Expenses	7,224,279.00	711,152.17	1,310,362.22	8.33%	18.14%	5,913,916.78

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, September 21, 2015
City Hall

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on September 21, 2015. Before the meeting, staff provided agenda packets to the Commission and posted the agenda at the City Hall office prior to 3:00 p.m., September 17, 2015. **In addition to these published tentative minutes, there also may be additional meeting notes on file with the Polk City staff that are public records and available upon request as provided by law. These tentative minutes reflect all action taken at the meeting.**

P&Z Commission Members Present:

James Hill | Chair
Dennis Dietz | P&Z Commission Member
Ron Hankins | P&Z Commission Member
Krista Bowersox | P&Z Commission Member
Justin Vogel | P&Z Commission Member
Doug Sires | P&Z Commission Member

Staff Members Present:

Gary Mahannah | City Administrator
Kathleen Connor | City Engineering Representative
Jenny Gibbons | City Clerk

City Council Liaison Present:

Ron Anderson | Liaison for City Council

P&Z Commission Members Absent:

Deanna Triplett | Pro Tem

1. **Call to Order** | Chair Hill called the meeting to order at 6:00 p.m.
2. **Roll Call** | Dietz, Hankins, Chair Hill, Bowersox, Vogel, Sires | In attendance
Pro Tem Triplett | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Sires and seconded by Bowersox to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Audience Items** | No discussion items
5. **Approval of Minutes**
MOTION: A motion was made by Dietz and seconded by Bowersox to approve the minutes
MOTION CARRIED UNANIMOUSLY
6. **Final Plat for Lost Lake Estates Plat 2**
Erin Ollendike, Project Manager for Civil Design Advantage LLC, reviewed Phase 2 of Lost Lake Estates on behalf of Bresson Construction. It consists of 29 single family lots. Kathleen Connor, City Engineering Representative reviewed the plans and advised that recommendation wouldn't go to Council prior to all comments being addressed and legal documents entered. Commission had some discussion regarding access points to the bike trail and Erin stated that the intent was for that to be addressed

in Phase 3 hopefully sometime next year depending on how well the lots sell in Plat 2 and overcoming some design issues.

MOTION: A motion was made by Sires and seconded by Bowersox on the recommendation to Council to approve Final Plat for Lost Lake Estates Plat, subject to the City Engineering Review Comments and Recommendations memo being satisfactorily addressed

MOTION CARRIED UNANIMOUSLY

7. **Discussion regarding entry-level and multi-family housing in Polk City**

Gary Mahannah, City Administrator explained a request that was received to address zoning needs of the City for more R2, R1A and R3. Commission discussed best practices to spread out economic levels to avoid segregation in the community and suggested that specific verbiage be included in the Future Land Use section of the Comprehensive Plan

NO ACTION

8. **Imagine Polk City – Comprehensive Plan**

Kathleen Conner, City Engineering Representative reviewed all 7 of the draft maps for the Comprehensive Plan pointing out changes made from previous meetings and discussing any other necessary revisions with the Commission

- Water System – Confirming with Mike Schulte on all water main locations, also shows potential site for new elevated storage
- Sanitary Sewer System – Growth and Development is most impact here
- Storm Sewer System – Goal is to show main drainage areas
- Future Streets – Noted the Commercial Nodes in red and the gateway entrances in yellow. Key Collector critical for community growth identified as 126th Street
- Future Land Use – Zoning discussions on potential usage of land, including the City's need for more Civic growth space
- Parks – New potential parkland identified along with space for additional recreational activities, spaced out throughout the community near naturally treed areas that combined well with the Trails
- Trails – Connections going through north of town along 3rd Street and east of the Square

Goals and Objectives along with draft text were also reviewed by Kathleen Conner, City Engineering Representative. Discussions identifying commercial space that is more greatly defined and detailed by size. Establish engineering designs for multi-family dwellings. Require PUD for parcels of land so that P&Z can view the master plan. Determine desired size of trails and sidewalks. Begin to define 5 year capital plan using CIP to prioritize. Begin utilization of more regional ponds as bigger parcels of land get developed using SUDAS definition of detention so the city has an overall better detention plan. Develop better language to define and describe maintenance responsibilities and ownership of said ponds. Further define environmental buffers to ensure set back guidelines to embankments are sufficient to avoid erosion issues

ACTION: Stakeholders meeting set for Monday October 19, 2015 at 4:30 pm and Open House set for Monday November 16, 2015 4:30-6:30 pm. City Clerk instructed to notify residents using all social media outlets, Polk City Square, Square Sign and Flyers

9. **Council Liaison Report** | Ron Anderson, Council Member reminded the Commission that 3 of the Council Members are seeing re-election.

10. **Staff Report** | Gary Mahannah, City Administrator reported that staff is in the interview process for the replacement Deputy City Clerk position. And that the Kaltenhauser Trust property has been purchased and there have already been discussions regarding ideas for housing, trails and commercial opportunities.

11. **Commission Report** | No report

12. **Next Meeting Date** – October 19, 2015

13. **Adjournment** – 7:59 p.m.

Jenny Gibbons – City Clerk

RESOLUTION 2015-67

A RESOLUTION APPROVING THE FISCAL YEAR ENDING 2015 CITY STREET FINANCIAL REPORT FOR THE CITY OF POLK CITY, IOWA

WHEREAS, the City Council of the City of Polk City, Iowa has reviewed and considered the Fiscal Year Ending 2015 City Street Financial Report for the City of Polk City, Iowa; and

WHEREAS, the City Council of the City of Polk City, Iowa does desire to approve said report as prepared by the Finance Officer for the fiscal year covered.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa, that the report attached hereto is hereby approved by the City Council of the City of Polk City, Iowa as the Fiscal Year Ending 2015 City Street Financial Report.

PASSED AND APPROVED this 28th day of September, 2015.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

City Street Financial Report

City Name	City Number
POLK CITY	6170

Fiscal Year
2015

Welcome Page!

Welcome to the Iowa Department of Transportation, Office of Local Systems, City Street Financial Report (SFR)

Complete the City SFR according to the instructions that are available on the Iowa DOT SFR website located [here](#).

Please direct all questions, comments, and feedback about the City SFR and the on-line process, to: Tammi Bell at tammi.bell@dot.iowa.gov, 515-239-1529.

Thank you for using the City SFR on-line process.

City Street Financial Report

City Name	City Number
POLK CITY	6170

Fiscal Year
2015

Cover Sheet

Now therefore let it be resolved that the city council of POLK CITY, Iowa
(city name)

on _____ did hereby approve and adopt the annual
(month/day/year)

City Street Financial Report from July 1, 2014 to June 30, 2015.
(year) (year)

Contact Information

Name	E-mail Address	Street Address	City	ZIP Code
Lindsey M. Huber	lhuber@polkcityia.gov	112 3rd Street	Polk City	50226-0426
Hours	Phone	Extension	Alternate Phone	
8.00-5:00	(515) 984-6233		(515) 984-6233	

Preparer Information

Name	E-mail Address	Phone	Extension
Lindsey M. Huber	lhuber@polkcityia.gov	(515) 984-6233	

Mayor Information

Name	E-mail Address	Street Address	City	ZIP Code
Jason Morse	jmorse@polkcityia.gov	112 3rd Street	Polk City	50226-0426
Phone	Extension			
(515) 984-6233				

Resolution Number _____

 Signature Mayor

 Signature City Clerk



Form 517007 {5-2014}
Office of Local Systems
Ames, IA 50010

City Street Financial Report

City Name	City Number
POLK CITY	6170

Fiscal Year
2015

Summary Statement Sheet

Column 1 Column 2 Column 3 Column 4
Road Use Other Street Street Debt Totals
Tax Fund Monies

Round Figures to Nearest Dollar

A. BEGINNING BALANCE				
1. July 1 Balance	132,667	0	0	132,667
2. Adjustments (Note on Explanation Sheet)	92			92
3. Adjusted Balance	132,759	0	0	132,759
B. REVENUES				
1. Road Use Tax	355,412			355,412
2. Transfer of Jurisdictions Fund				
3. Property Taxes		175,869		175,869
4. Special Assessments				
5. Miscellaneous				
6. Proceeds from Bonds, Notes, and Loans				0
7. Interest Earned				
8. Total Revenues (Lines B1 thru B7)	355,412	175,869		531,281
C. Total Funds Available (Line A3 + Line B8)				
	488,171	175,869	0	664,040

Column 1 Column 2 Column 3 Column 4
Road Use Other Street Street Debt Totals
Tax Fund Monies

Round Figures to Nearest Dollar

EXPENSES				
D. Maintenance				
1. Roadway Maintenance	325,006	73,742		398,748
2. Snow and Ice Removal	28,756			28,756
E. Construction, Reconstruction and Improvements				
1. Engineering	3,283	35,999		39,282
2. Right of Way Purchased				
3. Street/Bridge Construction				
4. Traffic Services				
F. Administration				
		66,128		66,128
G. Equipment (Purchased or Leased)				
H. Miscellaneous				
J. Street Debt				
1. Bonds, Notes, and Loans - Principal Paid				
2. Bonds, Notes and Loans - Interest Paid				
TOTALS				
K. Total Expenses (Lines D thru J)	357,045	175,869		532,914
L. Ending Balance (Line C-K)	131,126	0	0	131,126
M. Total Funds Accounted For (K + L = C)	488,171	175,869	0	664,040

City Street Financial Report

City Name	City Number
POLK CITY	6170

Fiscal Year
2015

Miscellaneous Revenues and Expenses Sheet

Code Number and Itemization of Miscellaneous Revenues (Line B5 on the Summary Statement Sheet) (See Instructions)	Column 2 Other Street Monies	Column 3 Street Debt	
Line B5 Totals			

Code Number and Itemization of Miscellaneous Expenses (Line H on the Summary Statement Sheet) "On street" parking expenses, street maintenance, buildings, insurance, administrative costs for printing, legal fees, bond fees etc. (See instructions)	Column 2 Other Street Monies	Column 3 Street Debt	
Line H Totals			

City Street Financial Report

City Name	City Number
POLK CITY	6170

Fiscal Year
2015

Bonds, Notes and Loans Sheet

New Bond ?	Debt Type	Debt Purpose	DOT Use Only	Issue Date	Issue Amount	% Related to Street	Year Due	Principal Balance as of 7/1 or after	Total Principal Paid	Total Interest Paid	Principal Roads	Interest Roads	Principal Balance as of 6/30
<input type="checkbox"/>													
New Bond Totals					0	0	Totals						

City Street Financial Report

City Name	City Number
POLK CITY	6170

Fiscal Year
2015

Road/Street Equipment Inventory Sheet

Check here if there are no reportable equipment

1. Local Class I.D. #	2. Model Year	3. Description	4. Purchase Cost	5. Lease Cost /Unit	6. Rental Cost /Unit	7. Used on Project this FY?	8. Status
	2005	Ford Altec Bucket Truck	59,000			No	No Change
	2011	Bobcat Power Angle Broom	3,466			No	No Change
	2010	Ford F350 Truck	26,045			No	No Change
	2010	Bobcat Snowblower	4,959			No	No Change
	2008	International Dumpstruck	98,052			No	No Change
	2008	Ford F350 Truck	20,646			No	No Change
	2006	John Deere Mower	14,750			No	No Change
	2006	Joh Deere Mower	14,750			No	No Change
	2006	Ford F250 Truck	25,460			No	No Change
	2005	International Tandem Dump Truck	101,930			No	No Change
	2005	Progressive TD-65 Rotary Mower	9,240			No	No Change
	2005	Brush Mower & Tiller	3,111			No	No Change
	2005	Ford F350 4x4 Pickup	21,778			No	No Change
	2004	Ford F-350 4x4 Pickup	21,315			No	No Change
	2004	Bobcat Skidloader	60,000			No	No Change
	2007	Airman Air Compressor	11,752			No	No Change
	2007	John Deere 3720 Tractor	17,900			No	No Change
	2008	Bobcat Track Loader	28,500			No	No Change
	2008	Bobcat Auger	8,000			No	No Change
	2013	Bobcat Landplane	3,000			No	No Change
	2007	Bobcat Jack Hammer	8,000			No	No Change
	2013	Bobcat Grapple Bucket	4,500			No	No Change
	2009	6" Trash Pump Godwin	10,000			No	No Change



Form 517007 {5-2014}
Office of Local Systems
Ames, IA 50010

City Street Financial Report

City Name	City Number
POLK CITY	6170

Fiscal Year
2015

1. Local Class I.D. #	2. Model Year	3. Description	4. Purchase Cost	5. Lease Cost	/Unit	6. Rental Cost	/Unit	7. Used on Project this FY?	8. Status	
	2008	Bobcat sweeper	12,000					No	No Change	
	2014	Ford F350	35,000					No	No Change	
	2010	Bobcat Sweeper	10,000					No	New	

City Street Financial Report

City Name	City Number
POLK CITY	6170

Fiscal Year
2015

Road/Street Equipment Inventory Sheet

Check here if there are no reportable equipment

1. Local Class I.D. #	2. Model Year	3. Description	4. Purchase Cost	5. Lease Cost /Unit	6. Rental Cost /Unit	7. Used on Project this FY?	8. Status
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	2010	Ford F350 Truck	26,045			No	No Change
	2010	Bobcat Snowblower	4,959			No	No Change
	2008	International Dumpstruck	98,052			No	No Change
	2008	Ford F350 Truck	20,646			No	No Change
	2006	John Deere Mower	14,750			No	No Change
	2006	Joh Deere Mower	14,750			No	No Change
	2006	Ford F250 Truck	25,460			No	No Change
	2005	International Tandem Dump Truck	101,930			No	No Change
	2005	Progressive TD-65 Rotary Mower	9,240			No	No Change
	2005	Brush Mower & Tiller	3,111			No	No Change
	2005	Ford F350 4x4 Pickup	21,778			No	No Change
	2004	Ford F-350 4x4 Pickup	21,315			No	No Change
	2004	Bobcat Skidloader	60,000			No	No Change
	2007	Airman Air Compressor	11,752			No	No Change
	2007	John Deere 3720 Tractor	17,900			No	No Change
	2008	Bobcat Track Loader	28,500			No	No Change
	2008	Bobcat Auger	8,000			No	No Change
	2013	Bobcat Landplane	3,000			No	No Change
	2007	Bobcat Jack Hammer	8,000			No	No Change
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	2009	6" Trash Pump Godwin	10,000			No	No Change

City Street Financial Report

City Name	City Number
POLK CITY	6170

Fiscal Year
2015

1. Local Class I.D. #	2. Model Year	3. Description	4. Purchase Cost	5. Lease Cost	/Unit	6. Rental Cost	/Unit	7. Used on Project this FY?	8. Status
	2008	Bobcat sweeper	12,000					No	No Change
	2014	Ford F350	35,000					No	No Change
	2010	Bobcat Sweeper	10,000					No	New



Form 517007 (5-2014)
Office of Local Systems
Ames, IA 50010

City Street Financial Report

City Name	City Number
POLK CITY	6170

Fiscal Year
2015

Monthly Payment Sheet

Month	Road Use Tax Payments	Transfer of Jurisdictions Payments
JULY	\$26,371.11	
AUGUST	\$38,773.45	
SEPTEMBER	\$27,257.80	
OCTOBER	\$37,854.85	
NOVEMBER	\$29,302.65	
DECEMBER	\$25,671.37	
JANUARY	\$30,705.57	
FEBRUARY	\$29,974.99	
MARCH	\$31,146.75	
APRIL	\$24,559.66	
MAY	\$15,443.58	
JUNE	\$38,350.37	
Totals	\$355,412.15	

AMENDMENT TO MARKETING AGREEMENT

EFFECTIVE DATE OF AMENDMENT: _____, 2015

THIS AMENDMENT NUMBER ONE ("Amendment No. 1") to the **MARKETING AGREEMENT** dated July 27th, 2015 (the "Agreement") is entered into by and between **HomeServe USA Corp.**, a Pennsylvania corporation and its subsidiary **HomeServe USA Repair Management Corp.** (collectively, "HomeServe") and **City of Polk City, Iowa**, a municipal corporation. All capitalized terms used in this Amendment No. 1 not otherwise defined herein shall have the same meaning ascribed to them in the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and promises as set forth herein and for other good and valuable consideration the receipt and sufficiency of which are acknowledged, the Parties do hereby agree to amend the Agreement as follows:

The current Exhibit A – Products shall be deleted in its entirety and replaced with the following:

**EXHIBIT A
Products**

The Product list may be amended from time to time as mutually agreed by both Parties.

PRODUCT	PRICE
Water Service Line Coverage (WSL) (including thawing of frozen pipes)	\$6.49 per month
Sewer/Septic Service Line Coverage (SSL)	\$9.99 per month
Interior Plumbing and Drainage Coverage (IPD)	\$10.49 per month

WSL - Unlimited service call amount/Unlimited annual benefit amount
SSL – As many service calls as needed, up to \$10,000 annual benefit amount
IPD – Up to 2 service calls of \$2,500 per call - up to \$5,000 annual benefit amount

Except as otherwise modified or amended by this Amendment No. 1, all other provisions, terms and conditions of the Agreement remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties have duly executed this Amendment No. 1 as of the Effective Date set forth above.

HOMESERVE USA CORP.

City of Polk City, Iowa

By: _____
Name: Thomas J. Rusin
Title: Chief Executive Officer

By: _____
Name:
Title:

EXHIBIT A (original)

Products

The Product list may be amended from time to time as mutually agreed by both Parties.

PRODUCT	PRICE
Water Service Line (with thawing of frozen pipe coverage)	\$6.49 per month
Sewer Service Line	\$10.99 per month
Interior Plumbing and Drainage	\$10.99 per month

Coverage Limits:

Water Service Line – Up to \$7000 annually

Sewer Service Line – Up to 3 calls annually/\$5000 per claim/\$15,000 annually

Interior Plumbing and Drainage – Up to 2 calls annually/\$2500 per claim/\$5000 annually

n

Comparison Data

	<u>Current</u>	<u>New</u>
Water	6.49	6.49
Sewer	10.99	9.99
Interior	10.99	10.49
WSL	up to \$7000 annually	unlimited calls/benefit
SSL	up to 3 calls annually of \$5000 per claim up to \$15,000 annually	as many calls as needed, up to \$10,000 annual benefit
IPD	up to 2 calls/\$2500 per claim/\$5000 annually	up to 2 service calls of \$2500 per call, up to \$5000 annual benefit



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

September 22nd, 2015

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

- The department has received a resignation from Katie Pace effective 9/21/15. Katie was serving in an administrative role with our public relations group and will be missed. Her letter is attached.

Thanks,

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

Dan Gubbins
Fire Chief

Dan Gubbins - PCFD

From: Katie Pace <kpace@iowaortho.com>
Sent: Sunday, September 20, 2015 7:45 PM
To: Dan Gubbins (dan.gubbins@polkcityfd.com); 'Adam VanderLeest - PCFD'; jeff.feller@polkcityfd.com
Subject: PCFD

Good evening guys-

As all of you know I've accepted more responsibility at Iowa Ortho. I don't feel like I'm giving the department the attention that I once could. I've thought about how I can get you all in the same room to talk, but turns out I'm the problem in that scenario. As I'm crying like a baby typing this I feel it's best for my family and the department if I resign. This department means so much to me that it breaks my heart to know I'm not giving 100% and truth be told I'm at the breaking point that something has to give and unfortunately the department is the only other thing that can.

This department is and will continue to be a second family to me. The last 5 years have been a privilege to say the least, and I thank all 3 of you for making it that way.

I want to make sure to have everything as caught up as possible before turning over the financials. I've gotten a bit behind in logging everything, but I'll have it in the best shape it's been in before I turn it over. I want to give everyone ample time to have everything in place, including who will be taking over my portion of the financial duties. I'm now locked out at the station, so could someone please reset my password?

Thank you again for everything, and I sincerely apologize that this couldn't have happened in person.

Katie Pace RT(R)(CT)

Back Office Manager
Iowa Ortho
(P) 515-699-8371
(F) 515-248-8888
kpace@iowaortho.com

NOTICE: This E-mail (including attachments) is covered by the electronic Communications Privacy Act, 18 U.S.C. 2510-2521, is confidential and may be legally privileged. If you are not the intended recipient, you are hereby notified that any retention, dissemination, distribution or copying of this communication is strictly prohibited. Please reply to the sender that you have received the message in error, then delete it. Thank you.



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.polkcifyfd.com



Gear	Name	Phone	Email	Address
1	Rob Sarchet	515-321-4755	rob.sarchet@polkcifyfd.com	1505 W Prairie Wood Ct.
2	Nathan Mason	515-343-6278	nathan.mason@polkcifyfd.com	1408 W Washington Ave
3	Bob Myers	515-212-0792	bob.myers@polkcifyfd.com	871 Edgewater Dr.
4	Jason Back	515-865-5280	jason.back@polkcifyfd.com	407 E Thornton, DSM
5	Ross Budden	712-541-9065	ross.budden@polkcifyfd.com	116 SW Des Moines Ave., Ankeny
6	Craig Sosby	515-230-6749	craig.sosby@polkcifyfd.com	304 Sweetwater Cir
7	Randy Pace	573-418-0542	randy.pace@polkcifyfd.com	812 Edgewater Dr.
8	Randy Pecenka	515-571-0156	randell.pecenka@polkcifyfd.com	215 N State, Madrid
9	Mark Dooley	515-491-2064	mark.dooley@polkcifyfd.com	809 NW Boulder Brook Dr, Ankeny
10	Matt Dose		Matt.dose@polkcifyfd.com	
11				
12	Jeff Feller (Deputy Chief)	515-795-6310	jeff.feller@polkcifyfd.com	609 E Northside Dr
13	Tim Cory (Deputy Chief)	515-210-9501	tim.cory@polkcifyfd.com	705 Roosevelt St.
14	Steve Noack	515-979-1809	steve.noack@polkcifyfd.com	1804 W Cheyenne Ct.
15	JD Stover	402-980-3340	jd.stover@polkcifyfd.com	300 SE 17 th Ct, Grimes
16	Nathan Burgod	515-402-1089	nathan.burgod@polkcifyfd.com	2009 Winding Creek Circle
17	Kevin Vols	515-664-7209	kevin.vols@polkcifyfd.com	955 Parker Blvd #504
18				
19	Jeff Pederson	515-971-4623	jeff.pederson@polkcifyfd.com	312 Kings Pl.
20	Lisa Mart	515-724-3235	lisa.mart@polkcifyfd.com	1218 Sunset
21	Andrew Ware	515-777-6366	andrew.ware@polkcifyfd.com	701 Davis St.
22	Dan Gubbins (Chief)	515-975-7998	dan.gubbins@polkcifyfd.com	840 Lake View Ave.
23	Adam VanderLeest (AChief)	515-402-8214	adam.vanderleest@polkcifyfd.com	1312 Bel Aire Rd.
24	Nick Klatt	515-664-7001	nick.klatt@polkcifyfd.com	1106 Westside Dr.
25	Chris Weishaar	515-291-9394	chris.weishaar@polkcifyfd.com	1302 W Washington Ave.
26	Dave Bush	207-356-9941	dave.bush@polkcifyfd.com	214 E. Broadway
27	Tom Hogan	712-263-0666	tom.hogan@polkcifyfd.com	1813 Falcon Drive
28	Garrett Fagen	515-556-8788	garrett.fagen@polkcifyfd.com	3060 N US 69, Huxley
29	Adam Rasmussen	515-371-4361	adam.rasmussen@polkcifyfd.com	332 N Cherokee Dr.
30	Mike Bernard (Captain)	515-210-4064	michael.bernard@polkcifyfd.com	1106 Westside Dr.
31	Deb Wilkinson	515-229-9410	deb.wilkinson@polkcifyfd.com	1304 Sunset St.
32	Brian Hanson (Lieutenant)	515-203-6743	brian.hanson@polkcifyfd.com	317 Maple Dr.
33	Taylor Young	515-577-0569	taylor.young@polkcifyfd.com	116 SW Des Moines St, Ankeny
34	Tyler Rommel (Lieutenant)	515-657-1788	tyler.rommel@polkcifyfd.com	955 Parker Blvd #504
35	Matt Guerdet	515-314-1512	matt.guerdet@polkcifyfd.com	210 E Southside Dr.
36	Jason Cutsforth (Fire Mrshl)	319-610-4219	jason.cutsforth@polkcifyfd.com	3009 SW Meadow Ridge Dr, Ankeny
37	Ross Frank	515-661-3040	ross.frank@polkcifyfd.com	116 SW Des Moines St, Ankeny
38				
39	Derek Manser	515-975-0200	derek.manser@polkcifyfd.com	2411 White Oak Ln, Granger
40	Craig VerHuel (Lieutenant)	515-720-8021	craig.verhuel@polkcifyfd.com	3132 SW Townpark Dr., Ankeny
41	Brice Hibbing	712-348-0255	brice.hibbing@polkcifyfd.com	807 S. 3 rd St.
42	Nathan Reis	515-975-9331	nathan.reis@polkcifyfd.com	513 Lincoln St.
43	Ryan Moore	563-210-9553	ryan.moore@polkcifyfd.com	1605 NW Prairie Lakes Dr #105, Ankeny
44				
45				
ADMIN	Kent Altena	515-289-6943	kent.altena@polkcifyfd.com	1131 Hansen Pl.

Updated: 9/22/2015

RESOLUTION NO. 2015-71

**A RESOLUTION AUTHORIZING A DONATION OF ABANDONED
BICYCLES TO A CHARITABLE ORGANIZATION, NAMELY
“BICYCLE COLLECTIVE”**

WHEREAS, the City of Polk City periodically comes into possession of abandoned bicycles; and

WHEREAS, if no one comes forward to claim these bicycles they are deemed by law to be “abandoned” and must be disposed of by the City of Polk City; and

WHEREAS, the City of Polk City has had possession of these abandoned bicycles for over 12 months; and

WHEREAS, the City of Polk City finds that it is in the best public interest to donate the abandoned bicycles to the organization “ Bicycle Collective” which is a not for profit charitable organization which repairs and utilizes the bicycles for charitable purposes.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Polk City, Iowa, that the Polk City Police Department is hereby authorized to effectuate the donation of any abandoned bicycles which lawfully come into the possession of the City of Polk City, Iowa, and the donation shall be made to the organization, namely “Bicycle Collective”.

DATED this 28th day of September, 2015.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

Polk City Police Department Monthly Report

8/1/15 – 8/31/15

In addition to the attached spreadsheet the Polk City Police Department:

Conducted 54 traffic stops and issued

- 9 registration citations
- 4 registration warnings
- 7 equipment warnings
- 1 OMVLUS (arrest)
- 1 Seat Belt citation
- 20 moving citations
- 12 moving warnings

Assisted investigation in 3 Fraud cases with the Aurora Il Police Department

Applied for:

- 2 Felony theft Warrants (served)
- 1 Agg Warrant (served)
- 1 Simple Mis Warrant (served)

Case Follow-up:

- 1 Arrest Trespass
- 1 Arrest Theft (simple)

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
911 Incomplete	4	1	0	0	2	0	2	2						1
Alarm	3	5	7	5	4	4	3	4						4
Alcohol, Illegal Poss	0	0	0	0	1	1	0							0
Alcohol, Supply	0	0	0	0	0	0	0							0
Animal Bite	0	0	0	0	1	0	0							0
Animal Complaint	6	9	11	7	13	7	13	18						11
Animal Impound	0	1	1	1	3	3	4	1						2
Arson	0	0	0	0	0	0	0							0
Arrest, Other	0	1	0	0	0	0	0							0
Arrest, Traffic	1	1	2	1	1	1	1	1						1
Arrest, Warrant	0	0	0	1	0	0	2							0
Assault	1	0	1	0	1	0	1	1						1
Assist, Dept	10	13	12	19	10	18	23	15						15
Assist, FD / Rescue	15	16	17	11	11	19	22	20						16
Assist, Public	63	46	69	71	64	87	74	57						66
Burglary	0	0	0	1	0	1	0							0
Burning, Illegal	0	0	3	2	0	1	0	1						1
Civil Dispute	1	1	1	2	2	2	0							1
Community Room	1	2	6	1	3	1	2	3						2
Complaint	0	0	0	0	0	0	0							0
Court Order Violator	0	0	1	1	2	0	0							1
Criminal Mischief	0	0	2	1	1	0	5	1						1
Death Investigation	0	0	0	0	0	0	0							0
Domestic Assault	0	1	1	0	2	0	0							1
Domestic Quarrel	4	4	3	3	6	4	4	2						4
DPQ	4	1	5	3	2	2	4	6						3
Fight	0	0	0	0	0	0	0							0
Harassment	0	2	3	0	2	3	2	6						2
Indecent Exposure	0	0	0	0	0	0	0							0
Intoxication, Public	0	0	0	0	0	2	0							0
Loitering	0	0	0	0	0	0	0							0
Mental Subject	0	0	0	0	0	0	0							0
Missing Person	1	0	0	0	1	1	0	1						1
Open Door	0	0	0	3	5	2	4	6						3
OWI	1	0	0	0	0	1	2							1
Parking, Illegal	9	10	5	4	6	1	4	12						6
Permit, Gambling	0	0	0	0	0	0	0							0
Permit, Peddlers	0	0	0	0	0	0	0							0
Person, Suspicious	9	4	13	7	6	14	9	9						9
Property, Found	2	1	3	2	3	5	13	5						4
Prowler	0	0	0	0	0	0	0							0
Records Check	12	14	20	27	24	36	16	19						21
Search Warrant	0	0	0	0	0	0	0							0
Snowmobile Comp	0	0	0	0	0	0	0							0
Suicide	0	0	0	0	0	0	0							0
Suicide, Attempt	1	0	1	1	0	3	0	1						1
Thefts	3	2	5	9	4	8	4	4						5
Trespass	0	4	0	0	2	1	0	4						1
Vehicle Crash, H & F	0	0	0	0	0	0	0	1						0
Vehicle Crash, PD	8	3	3	3	1	3	1	3						3
Vehicle Crash, PI	1	0	0	2	0	0	2	1						1
Vehicle, Abandoned	1	1	0	1	0	0	0	1						1
Vehicle, Disabled	16	17	8	8	12	8	15	15						12

RESOLUTION 2015-70

**A RESOLUTION APPROVING PAY APPLICATION NO. 5 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 with Change Orders totaling \$90,739.29 bringing the total contract amount to \$1,076,816.09; and

WHEREAS, the City Engineer has submitted an application No. 5 giving a detailed estimate of work completed with a pay application No. 5 in the amount of \$170,607.55

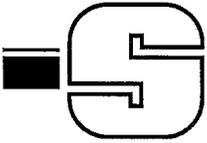
NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the payment application No. 5 and the Finance officer is hereby authorized to issue a check to Synergy Contracting, LLC, in the amount of \$170,607.55

PASSED AND APPROVED the 28th day of September, 2015.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk



September 23, 2015

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

RE: PARTIAL PAYMENT APPLICATION NO. 5
WASHINGTON AVENUE & BOOTH STREET RECONSTRUCTION PROJECT

Dear Honorable Mayor and City Council:

Please find the attached Partial Payment Application No. 5 for the Washington Avenue and Booth Street Reconstruction Project. This pay application includes work completed by the Contractor between August 1, 2015, and September 18, 2015. Work completed through this pay application includes completion of roadway paving and subdrains, and progress on sidewalk and driveway construction and topsoil placement.

The Contractor's schedule as of September 22, 2015 is as follows:

- Week of 9/21 through 9/27:
 - Complete sidewalks and driveways
 - Completion of masonry block wall
 - Continued grading
- Week of 9/28 through 10/2:
 - Sodding and seeding
 - Grading completion
 - Roadway patch on Bennett
 - Mailbox replacement

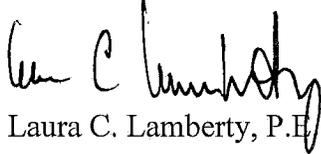
We recommend payment of \$170,607.55 to the Contractor, Synergy Contracting, LLC for work completed through September 18, 2015. Approximately 91.7% of the total contract work has been completed and 79 of the 84 working days (94%) have been charged through this pay application.

Honorable Mayor and City Council
City of Polk City
September 23, 2015
Page 2 of 2

Please contact me should you have any questions on this pay application. We will be in attendance at the September 22, 2015, council meeting to answer any questions regarding this partial payment application.

Sincerely,

SNYDER & ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "Laura C. Lamberty". The signature is fluid and cursive, with the first name being the most prominent.

Laura C. Lamberty, P.E.

Enclosures

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

APPLICATION FOR PARTIAL PAYMENT NO. 5

PROJECT: Washington & Booth Street Reconstruction
OWNER: CITY OF POLK CITY
CONTRACTOR: Synergy
ADDRESS: 1120 2nd Street NE
Bondurant IA 50035
DATE: 9/18/2015

S&A PROJECT NO.: 113.0548

PAYMENT PERIOD: 8/1/6 through 9/18/15

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: \$ 987,834.79
Retainage: 5% \$ 49,391.74
Total Earned Less Retainage: \$ 938,443.05
Less Previous Applications for Payment: \$ 767,835.60
AMOUNT DUE THIS APPLICATION: \$ 170,607.55

Added by Change Order: 9
Contract Time to Date: 84
Time Used to Date: 79
Contract Time Remaining: 5

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: 9/23/15

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.
ENGINEER
By [Signature] DATE: 9/23/15

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		\$ 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	0.9		\$ 3,780.00	
1.5	Temporary Stairs	1	LS	\$ 2,800.00	\$ 2,800.00	0.75		\$ 2,100.00	
EARTHWORK									
2.1	Clearing and Grubbing	1	LS	\$ 10,000.00	\$ 10,000.00	1	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	5,149		\$ 86,503.20	
2.4	Topsoll, On-site	1,077	CY	\$ 10.00	\$ 10,770.00	1,077		\$ 10,770.00	
2.5	Excavation, Class 10	2,054	CY	\$ 14.00	\$ 28,756.00	2,054	3	\$ 28,756.00	
2.6	Pavement Removal	3,906	SY	\$ 8.00	\$ 31,248.00	4,006		\$ 32,048.00	
2.7	Removal of Driveway	635	SY	\$ 8.00	\$ 5,080.00	635		\$ 5,080.00	
2.8	Sidewalk Removal	201	SY	\$ 8.00	\$ 1,608.00	201		\$ 1,608.00	
2.9	Removal of Storm Sewer/Culverts <= 36"	452	LF	\$ 10.00	\$ 4,520.00	360	1	\$ 3,600.00	
SANITARY AND STORM									
4.1	Storm Sewer, Trenched, 15" RCP, Class III	721	LF	\$ 98.00	\$ 70,658.00	698	1	\$ 68,404.00	
4.2	Storm Sewer, Trenched, 18" RCP, Class III	14	LF	\$ 100.80	\$ 1,411.20	14		\$ 1,411.20	
4.3	Storm Sewer, Trenched, 24" RCP, Class III	538	LF	\$ 121.80	\$ 65,528.40	494		\$ 60,169.20	
4.4	Storm Sewer, Trenched, 8" PVC	110	LF	\$ 42.00	\$ 4,620.00	83		\$ 3,486.00	
4.5	Subdrain, Type 1, 6"	1,284	LF	\$ 22.00	\$ 28,248.00	1,284		\$ 28,248.00	
4.6	Subdrain, Type 1, 8"	857	LF	\$ 20.00	\$ 17,140.00	857		\$ 17,140.00	
4.7	Subdrain, Cleanout, Type A-1	3	EA	\$ 500.00	\$ 1,500.00	3		\$ 1,500.00	
4.8	Subdrain, Outlet and Connections	13	EA	\$ 350.00	\$ 4,550.00	13		\$ 4,550.00	
4.9	Sump Service Stubouts	19	EA	\$ 420.00	\$ 7,980.00	19		\$ 7,980.00	
WATER MAIN AND APPURTENANCES									
5.1	Water Main, Trenched, PVC, 4"	10	LF	\$ 70.00	\$ 700.00	10		\$ 700.00	
5.2	Water Main, Trenched, PVC, 8"	812	LF	\$ 42.00	\$ 34,104.00	812		\$ 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		\$ 28,000.00	
5.5	Gate Valve, 8"	5	EA	\$ 4,200.00	\$ 21,000.00	4	1	\$ 16,800.00	
5.6	Remove and Relocate Hydrant Assembly	2	EA	\$ 5,600.00	\$ 11,200.00	2		\$ 11,200.00	
5.7	Water Service, 1"	9	EA	\$ 3,000.00	\$ 27,000.00	10	2	\$ 30,000.00	
5.8	Lower Existing Water Service	5	EA	\$ 1,000.00	\$ 5,000.00	2		\$ 2,000.00	
5.9	Adjust Valve Box/Curb Stop	5	EA	\$ 300.00	\$ 1,500.00	6		\$ 1,800.00	
5.10	Remove Water Main	804	LF	\$ 10.00	\$ 8,040.00	684	1	\$ 6,840.00	
SANITARY AND STORM									
6.1	Manhole, Type SW-401, 48" Dia.	1	EA	\$ 5,000.00	\$ 5,000.00	1		\$ 5,000.00	
6.2	Intake, Type SW-501	2	EA	\$ 4,000.00	\$ 8,000.00	2		\$ 8,000.00	
6.3	Intake, Type SW-503	2	EA	\$ 5,000.00	\$ 10,000.00	1	1	\$ 5,000.00	
6.4	Intake, Type SW-505	1	EA	\$ 4,000.00	\$ 4,000.00	1		\$ 4,000.00	
6.5	Intake, Type SW-506	5	EA	\$ 5,000.00	\$ 25,000.00	5		\$ 25,000.00	
6.6	Intake, Type SW-512, 18", Type 4A Casting	2	EA	\$ 4,000.00	\$ 8,000.00	3		\$ 12,000.00	
6.7	Intake, Type SW-512, 30", Type 4A Casting	3	EA	\$ 5,000.00	\$ 15,000.00	2		\$ 10,000.00	
6.8	Pipe Apron, 24" RCP w/ Footing and Apron Guard	1	EA	\$ 3,000.00	\$ 3,000.00	1		\$ 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		\$ 800.00	
6.11	Sanitary Manhole Adjustment	4	EA	\$ 500.00	\$ 2,000.00	4		\$ 2,000.00	
STREETS AND RELATED WORK									
7.1	Driveway, Paved, PCC, 6" Depth	627	SY	\$ 40.00	\$ 25,080.00	543.2		\$ 21,728.00	
7.2	Standard / Slip-Form PCC Pavement, Class C, 6" Depth	4,382	SY	\$ 40.00	\$ 175,280.00	4,487		\$ 179,480.00	
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	346.7		\$ 10,401.00	
7.6	Sidewalk, PCC, 4"	885	SY	\$ 35.00	\$ 30,975.00	338.0		\$ 11,830.00	
7.7	Sidewalk, PCC, 6"	28	SY	\$ 50.00	\$ 1,400.00	14.0		\$ 700.00	
7.8	Detectable Warning Panels	68	SF	\$ 35.00	\$ 2,380.00	25.0		\$ 875.00	
TRAFFIC CONTROL									
8.1	Traffic Control	1	LS	\$ 10,000.00	\$ 10,000.00	0.9		\$ 9,000.00	
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		\$ 120.00	
9.4	Silt Fence Removal	1,172	LF	\$ 1.00	\$ 1,172.00	40		\$ 40.00	
9.5	Concrete Washout	2	EA	\$ 1,000.00	\$ 2,000.00	2		\$ 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	15		\$ 1,500.00	
9.9	Storm Water Pollution Prevention Plan Management	1	LS	\$ 2,000.00	\$ 2,000.00	0.90		\$ 1,800.00	
9.10	Storm Water Pollution Prevention Plan Inspections	16	EA	\$ 100.00	\$ 1,600.00			\$ -	
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	\$ 844,796.60
Change Order 1								\$ 1,712.60	\$ 21,334.00
Change Order 2								\$ 25,549.11	\$ 32,249.11
Change Order 3								\$ 63,477.58	\$ 89,455.08
\$ 1,076,816.09								Total Work Completed	\$ 987,834.79

Washington Booth Reconstruction
CHANGE ORDER SUMMARY:

S&A Project No. 113.0548

Pay App 5

Change Order No. 1					Completed Work		
	Quantity	Unit	Unit Price	Total Price	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	\$ 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	\$ 1,935.00
5.12	CO 1: 8" Hot Tap & Valve	1	LS	\$ 5,500.00	\$ 5,500.00	1	\$ 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	\$ 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	\$ 5,000.00
\$ 1,712.60					Change Order No. 1	\$ 21,334.00	
Change Order No. 2					Completed Work		
	Quantity	Unit	Unit Price	Total Price	Quantity	Total Price	
4.11	Storm Sewer/Sanitary Sewer Pipe conflict.	1	LS	\$ 5,495.09	\$ 5,495.09	1	\$ 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	\$ 3,000.00
5.11	Expose and Cap old hydrant location	1	LS	\$ 1,526.00	\$ 1,526.00	1	\$ 1,526.00
5.14	Expose water line line At Broadway and Van Dorn & Booth	1	LS	\$ 3,205.00	\$ 3,205.00	1	\$ 3,205.00
5.15	Storm Drain Conflict: Lower Water Line	1	LS	\$ 6,074.84	\$ 6,074.84	1	\$ 6,074.84
5.16	Reconstruct water line T area at Washington/Booth + explore	1	LS	\$ 8,708.18	\$ 8,708.18	1	\$ 8,708.18
5.17	New 4" valve and reducer at Prospect & Booth	1	LS	\$ 2,840.00	\$ 2,840.00	1	\$ 2,840.00
6.13	Intake Type SW-501 , Increase depth	1	LS	\$ 1,400.00	\$ 1,400.00	1	\$ 1,400.00
\$ 25,549.11					Change Order No. 2	\$ 32,249.11	
Change Order No. 3					Completed Work		
	Quantity	Unit	Unit Price	Total Price	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	5,149	\$ 7,723.50
2.11	Added Granular Material (Mod Subbase)	1,013	TN	\$ 40.66	\$ 41,188.58	1,013	\$ 41,188.58
7.9	Continuous Reinforcement	4,382	SY	\$ 6.00	\$ 26,292.00	4,482	\$ 26,892.00
5.7	New Water Service (Sutter)	1	EA	\$ 3,000.00	\$ 3,000.00	1	\$ 3,000.00
5.18	Relocate Curb Stop	1	EA	\$ 100.00	\$ 100.00	1	\$ 100.00
5.19	Insulate water line - Van Dorn at Booth	1	LS	\$ 3,500.00	\$ 3,500.00	1	\$ 3,500.00
7.10	Concrete Pumping	1	LS	\$ 3,100.00	\$ 3,100.00	1	\$ 3,100.00
2.5	Class 10 Excavation	60	CY	\$ 14.00	\$ 840.00	60	\$ 840.00
2.12	Add Layer of Geogrid Reinforcing Sta 1011+00 to 1012+50	1	LS	\$ 3,111.00	\$ 3,111.00	1	\$ 3,111.00
\$ 63,477.58					Change Order No. 3	\$ 89,455.08	