

Notice of Meeting
Polk City | City Council

October 12, 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 28, 2015
 2. Consider motion to approve the October 12, 2015 Claims
 3. Consider motion to receipt and file the October 5, 2015 Parks Commission Meeting Minutes
 4. Consider motion to receipt and file the August 24, 2015 Polk City Arts Council Meeting Minutes
 5. Consider motion to approve MidAmerican Energy grant of license for the City of Polk City to use its 4 utility poles on N 3rd St North of E Northside Dr. for Christmas decorations
 6. Consider motion to approve the Polk City Development Corporation (PCDC) Four Seasons Festival Report
 7. Consider motion to approve the Polk City Development Corporation (PCDC) Quarterly Report
 8. Consider motion to approve Fire Marshall Jason Cutsforth military leave of absence from the Polk City Fire Department effective October 1st through January 15th 2016
 9. Consider motion to approve appointment of Lieutenant Craig VerHeul as acting Fire Marshall
 10. Consider motion to approve updated EMS Billing Contract with Fraser Transportation and the City of Polk City effective October 30, 2015
 11. Consider motion to receipt and file the September 2015 Fire Department Report
 12. Consider motion to approve Parks Commission recommendation for the Polk City Chamber proposal of the annual Square Lighting on the City Square December 1, 2015, 6 pm – 8 pm.
 13. Consider motion to approve Parks Commission recommendation for the Trick or Trunk event on the City Square October 30, 2015 6 pm – 8 pm
 14. Consider motion to receipt and file the September 2015 Water Department Report
 15. Consider motion to approve Resolution 2015-75, Snyder & Associates, Inc Engineering Invoice for August 2015
 16. Consider motion to receipt and file the October 5, 2015 Special Recreational Meeting Minutes
6. New Business

Action Items

1. Consider motion to approve Brian Armstrong, 635 Timberline Dr, water line repair bill in the amount of \$913 under the Hardship Policy Water-03 as recommended by Finance Committee September 28, 2015
2. Consider motion to approve Resolution 2015-72 to confirm Mayor Appointment of Roger Sanders as interim Police Chief, paid at \$6,000 per month

3. Consider motion to approve Resolution 2015-73 to confirm Tax Increment Payments to Polk City Dental, LLC
4. Consider motion to approve Resolution 2015-74 Sanitary Sewer Construction Drawings for Deer Haven Plat 1
7. Mayor's Report
8. Council Report
 1. Dan Lane
 2. Ron Anderson
 3. Robert Mordini
 4. Robert Sarchet
 5. David Dvorak
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
 - Fall Festival update
 - Trunk or Treat event
 - Halloween safety at West Elementary
 8. Library Report
 9. Citizen Liaison Report
12. Adjourn until October 26, 2015

MEETING MINUTES
The City of Polk City
City Council Meeting
6:30 p.m., Monday, September 28, 2015
City Hall

Polk City, City Council held a meeting at 6:30 p.m., on September 28, 2015. The Agenda was posted at the City Hall office as required 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

Citizen Liaison Present:

Ken Thornton

Staff Members Present:

Lindsey Huber | City Finance Officer
Jenny Gibbons | City Clerk
Kathleen Conner | City Engineering Representative
Amy Beattie | City Attorney
Mike Schulte | Public Works Director
Dustin Bjornson | Police Sargent
Kim Kellogg | Library Director
Jake Schreier | Technology & Innovation Director
Dan Gubbins | Fire Chief

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 Sarchet to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. **Public Comments** / No Comments
5. **Consent Agenda Items**
MOTION: A motion was made by Mordini and seconded by Dvorak to approve the consent agenda 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**MOTION CARRIED UNANIMOUSLY**
6. **New Business**
 1. Supervisor Robert Brownell provided Polk County Update.
 2. *MOTION:* A motion was made by Mordini and seconded by Lane to approve Resolution 2015-70 for Pay Application No. 5 for Booth/Washington Construction Project in the amount of \$170,607.55
MOTION CARRIED UNANIMOUSLY
7. **Mayor Report**
 1. Finance Committee Meeting set for Monday October 12, 2015 at 5:00 pm
 2. Personnel Committee Meeting scheduled for Monday, October 12, 2015 at 5:45 pm
 3. Mayor Morse provided an update regarding the search for a new Police Chief. Mayor Morse appointed a committee comprised of Council Members, Mordini and Dvorak along with himself and City Administrator, Gary

Mahannah and City Finance Officer, Lindsey Huber. This committee will be responsible to bring recommendations to the Finance and Personnel Committees, then ultimately Council to move forward with a plan

8. **Council Report**

1. Lane thanked the Council for sending him to the League Conference.
2. Sarchet provided a brief update on progress regarding cosmetic improvements to the Square Park.
3. Mordini and Dvorak both expressed appreciation for Polk County's political and financial support. Shared appreciation for the partnership and the updates on progress the County is making on matters that count.

9. **Council Discussion** | No discussion

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

11. **City Reports**

1. City Engineering Representative provided an update on the Proposed Comprehensive Plan, Steering Committee Stakeholder meeting schedule for October 19, 2015 at 4:30 pm. Followed by an Open House at the Community Room for all residents on November 16, 2015 at 4:30 pm.
2. Finance Officer, Lindsey Huber reported that the auditors were in last week.
3. Fire Chief, Dan Gubbins conveyed his appreciation to the Ankeny Fire Department for all of their help covering our Community in recent days.
4. Police Sergeant, Dustin Bjornson reported good participation for the annual Punt/Pass/Kick event.
5. Library Director, Kim Kellogg advised that the Police organized educational program with the DNR on Coyotes was held at the Library and had a good turnout of 31 people in attendance.

12. **Adjournment**

MOTION: A motion was made by Anderson and seconded by Lane to adjourn at 6:57 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, October 12, 2015

Jason Morse, Mayor

Attest:

Jenny Gibbons, City Clerk

CLAIMS REPORT

The City of Polk City

For **10/12/2015**

DEPARTMENT	VENDOR	EXPENSE TYPE	AMOUNT
ALL DEPT	CENTURY LINK	PHONE SERVICE	\$1,282.44
ALL DEPT	KLEEN SWEEP SERVICES INC	CLEANING SERVICE	\$880.00
ALL DEPT	SNYDER AND ASSOCIATES	ENGINEERING FEES	\$21,072.95
ALL DEPT	FIRST BANKCARD	CITY CREDIT CARDS	\$3,303.07
BLDG	SAFE BUILDING COMP. & TECH	BUILDING INSPECTIONS	\$971.12
CH	ALLIANCE CONNECT	WEBHOSTING	\$42.98
CH	ANKENY ACE HARDWARE	KEYS	\$7.16
CH	CRYSTAL CLEAR WATER CO	PURCHASED WATER	\$30.00
CH	GATEHOUSE MEDIA	DEPUTY CLERK AD	\$215.00
CH	MARCO	PORT MODULE	\$390.00
CH	MEDIACOM	INTERNET SERVICE	\$84.95
CH	BRICK LAW FIRM	LEGAL SERVICES	\$5,205.97
FD	440-PRAXAIR DISTR. INC.	OXYGEN	\$52.56
FD	ALAN HEBERER MED. DIR. ASSOCIA	MEDICAL DIRECTOR	\$500.00
FD	BINDER LIFT LLC	PATIENT LIFTERS	\$1,498.00
FD	BOUND TREE MEDICAL	MEDICAL SUPPLIES	\$390.58
FD	CITY OF ANKENY AMBULANCE	PARAMEDIC TIER	\$200.00
FD	M & M SALES COMPANY	COPIER RENTAL	\$27.50
FD	MERCY COLLEGE OF HEALTH SCIENC	BLS CLASS	\$200.00
FD	PHYSIO-CONTROL	MAINT. CONTRACT	\$2,956.92
FD	TOM HOGAN	REIMBURSEMENT	\$123.28
LIB	BLANK PARK ZOO FOUNDATION	PROGRAM	\$90.00
LIB	DEMCO INC.	LIBRARY SUPPLIES	\$30.64
LIB	GALL'S INC.	BOOKS	\$109.94
LIB	KIMBERLY J. KELLOGG	REIMBURSEMENT FOR CONFERENCE	\$19.24
LIB	RECORDED BOOKS LLC.	BOOKS ON CD	\$198.00
LIB	THE TRIBUNE	1 YEAR SUBSCRIPTION	\$44.00
LIB	AMAZON	BOOKS	\$948.12
PA	CITY OF WEST DES MOINES	METRO HOME IMPROVEMENT ADMIN	\$6,745.00
PA	CUSTOM AWARDS & EMBROIDERY INC	R. SARCHET ENGRAVING	\$20.50
PA	KEITH NELSON SALES	CITY HALL SIGN	\$1,650.00
PA	PC PRINT CENTER	OFFICE SUPPLIES	\$532.60
PA	SUZANNE WILLE STUDIOS	GHOST EVENT POSTERS	\$115.75
PD	BROTHER MOBILE SOLUTIONS	THERMAL PAPER	\$96.29
PD & PW	WEX	FUEL	\$2,147.38
PW	ARDICK EQUIPMENT CO.	STREET SIGNS	\$399.25
PW	ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$1,049.99
PW	AUTOMATIC SYSTEMS CO	WELL #4 REPAIRS	\$675.33
PW	CARUS CORP	CARUS	\$917.00
PW	CENTRAL PUMP & MOTOR	SERVICE CALLS	\$539.00
PW	ELECTRICAL & ENVIRONMENTAL SYS	GENERATORS	\$2,265.00
PW	FERGUSON WATERWORKS	6 CASES OF 5/8 METERS-LEFKOW	\$7,867.21
PW	GRAINGER INC.	PARTS	\$216.72
PW	GURNSEY ELECTRIC CO	PARKING LOT LIGHTS	\$176.38
PW	HEARTLAND TIRE & AUTO	TIRE REPAIR	\$19.99
PW	JIM'S JOHNS	PORTABLE TOILET RENTAL	\$200.00
PW	KUSTOM SIGNALS INC	LENS FOR RADAR SIGN	\$199.00
PW	LAWSON PRODUCTS	PARTS, HARDWARE & SUPPLIES	\$445.62
PW	METRO WASTE AUTHORITY	CURB IT RECYCLING	\$3,734.78
PW	MIDWEST AUTO. FIRE SPRINKLER	FIRE SPRINKLER MAINT.	\$183.00
PW	O'HALLORAN INTERNATIONAL INC	REPAIR AIR LEAK	\$1,756.28
PW	WILLIE OSTRANDER	REIMBURSEMENT	\$15.00
PW	SELVAGE PLUMBING	WATER LEAK-730 TIMBERLINE	\$410.00
PW	TOTAL QUALITY INC.	LAWNCARE	\$9,034.41
PW	WASTE MANAGEMENT OF IOWA	WASTE HAULING	\$546.90
PW	ZEP MANUFACTURING COMPANY	SALT	\$90.10

WATER	DES MOINES WATER WORKS	PURCHASED WATER	\$23,806.89
TOTAL			\$106,729.79

All Dept	\$26,538.46
WATER	\$23,806.89
BLDG	\$971.12
CH	\$5,976.06
FD	\$5,948.84
LIB	\$1,439.94
PA	\$9,063.85
PD	\$96.29
PW	\$30,740.96
<u>PD & PW</u>	<u>\$2,147.38</u>
TOTAL	<u>\$106,729.79</u>

MEETING MINUTES
The City of Polk City
Parks Commission
6:00 p.m., Monday, October 5, 2015
City Hall

Polk City, Parks Commission held a meeting at 6:00 p.m., on October 5, 2015. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

Parks Commission Members Present:

Sam Hill | Chair
Audrey Bell | Pro Tem
Andy Johnson | Parks Commission Member
David Hiatt | Parks Commission Member
Kelley Haaland | Parks Commission Member

Staff Members Present:

Jenny Gibbons | City Clerk

Parks Commission Members Absent:

Bob Fourez | Parks Commission Member
Josh Reed | Parks Commission Member

City Council Liason Present:

David Dvorak | Council Member

1. **Call to Order** | Pro Tem Bell called the meeting to order at 6:02 p.m.

2. **Roll Call** / Bell, Johnson, Hiatt, Haaland| In attendance
Fourez, Reed | Absent
Chair Hill | arrived 6:07 p.m.

3. **Approval of Minutes**
MOTION: A motion was made by Hiatt and seconded by Johnson to approve the September 8, 2015 minutes
MOTION CARRIED UNANIMOUSLY

4. **Audience Items** | No discussion

5. **New Business**
MOTION: A motion was made by Haaland and seconded by Hiatt to recommend approval to City Council for the annual Square Lighting on the City Square Tuesday December 1, 2015 6 p.m. to 8 p.m.
MOTION CARRIED UNANIMOUSLY

MOTION: A motion was made by Hiatt and seconded by Chair Hill to recommend approval to City Council for the use of the City Square for Trunk or Trick event Friday October 30, 2015 6 p.m. to 7 p.m.
MOTION CARRIED UNANIMOUSLY

Council Member Robert Sarchet discussed potential City Park improvements ideas. updated commission with progress on meeting with several groups within Polk City attempting to find volunteer projects or funding that can be matched.

6. **Tree Board Liaison Report** / Ken Morse is getting a quote for treating the Ash Trees on the City Square and will report back. Arbor League wrapped tress at Kiwanis Park last month and requested Public Works remove a dead tree at Kiwanis Park. Morse also requested proactive trimming work be done on the trees at Maintenance facility.
7. **Council Liaison Report** | Dave Dvorak updated commission on the last Council Meeting
8. **Staff Report** / No report
9. **Public Works Report** | Jenny Gibbons advised that the electronic sign on the City Square needs some repairs and request consideration for a replacement sign in the near future due to the age of the existing sign and the expense on replacing old parts
10. **Commission Report** | David Hiatt requested monthly financial statements for Parks Commission be included in agenda packets moving forward
11. **Next Meeting Date** – November 2, 2015 at Miller Park
12. **Adjournment** – 6:40 p.m.

Jenny Gibbons – City Clerk

Polk City Arts Council Meeting
Monday, August 24, 2015
6:30 pm
Polk City Community Library

Board Members Present:

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

Also present:

Denise Franck

The meeting was called to order by Bob Miller at 6:30 pm. Minutes from the last meeting were read and approved.

Storytelling Event

Denise reported on the progress of the storytelling event. The scheduled date is Saturday, October 24 at Miller Auditorium, which has been approved by the Historical Society chairperson, Rosemary Taylor. The Historical Society will need a form to be completed by the Arts Council to confirm the reservation.

Maureen Korte, a professional storyteller, has been contracted to be the main presenter for the evening. Her fee will be \$200.00

A poster will be designed by Suzanne and will include all information for the event and some appropriate artwork. Other promotion and publicity will include a press release to the Polk City Sun paper, notification to PolkCitySquare.com, and a display on the lighted sign on the square.

Bob has talked to Phyllis Wiseman, caterer, about providing bars or cookies and cider.

There will be some basic decorations and special music playing before the presentation.

Set-up and clean-up will be done by Arts Council members.

Art Show at Polk City Library

Barb and Pam Witt decided it might be best to schedule the Art Show at the Library next spring, instead of this fall.

Possible dates were April 9, 16, or 23. The date of Saturday, April 9 was selected by the Arts Council.

PCAC Website/Blog

Suzanne presented a very detailed and thorough report on plans for an Arts Council website and blog. She laid out the advantages of having a separate website, and also listed the many functions that could be set up on the website.

Once the website and blog are up and running, individual Arts Council members can post content and send e-mails.

Other Business

The board discussed future ideas for the Arts Council. Bob mentioned the new arts group that has been organized in Madrid. Kay said that the Arts Council needs to have more ongoing projects and events, so people who are interested in participating in the arts would have a choice of how they might like to get involved.

Barb shared a phone conversation she had with a cousin in southwest Minnesota who is part of a very well organized and thriving arts community. The key to success is a group of individuals dedicated to the arts and to their community. Ongoing fund-raising and grants are also important. Their organization works with the Minnesota Bureau of Tourism for promotion and publicity. They were fortunate to have a building donated for teaching and art activities.

Arts Council September Meeting

The next Arts Council meeting will be held Tuesday, September 29.

Adjourn

A motion was made to adjourn. Seconded. Approved. Meeting adjourned.

Respectfully submitted,



Barbara Pothast
Secretary-Treasurer
Polk City Arts Council



MidAmerican Energy Company
10510 Douglas Avenue
Urbandale, Iowa 50322

August 31, 2015

City of Polk City
Attention: Mike Schulte
Public Works
301 E Northside Dr.
Polk City, IA 50226

Re: Installation of Christmas decorations on 4 Poles on N 3rd St North of E Northside Dr.

Dear Mr. Schulte:

MidAmerican Energy Company is willing to grant the City of Polk City a license to use its utility poles for Christmas decorations subject to the following:

1. The facilities included in this agreement are located in the following described area:

4 – Street light poles on N 3rd St between Northside Dr and E Madison Dr.

2. The City of Polk City shall during the license period indemnify and hold harmless MidAmerican Energy Company, its parent, subsidiaries and affiliated companies and their agents, officers, and employees from and against any loss or damage to the facilities, all claims, actions, suits, proceedings, cost, expenses, damages and liabilities (including legal expense and including damage to property, injury to or death of any persons in any manner resulting from the use of the facilities if such liability is caused in whole or in part by using said utility poles by the City of Polk City and/or in whole or in part by any act, omission or negligence of the City of Polk City and/or its agents, officers or employees.

3. The City of Polk City shall maintain insurance to cover the risks specified in paragraph 2 and shall name MidAmerican Energy Company as an additional insured. The City of Polk City will provide MidAmerican Energy with a copy of the insurance policy in a form with limits acceptable to MidAmerican Energy Company.



4. The City of Polk City acknowledges that MidAmerican Energy Company MAKES NO WARRANTY OR REPRESENTATION, EXPRESSED OR IMPLIED, AS TO THE FITNESS, DESIGN, OR CONDITION OF THE FACILITIES OR THEIR FITNESS FOR ANY PARTICULAR PURPOSE that, MidAmerican Energy HAS AGREED TO ALLOW THE CITY OF POLK CITY TO USE AND THE CITY OF POLK CITY UNDERSTANDS THAT THE FACILITIES ARE PROVIDED AS IS, WITH ALL FAULTS.

5. The agreement shall become effective on October 1, 2015 and shall continue unless terminated by either MidAmerican Energy Company or the City of Polk City giving the other party thirty (30 days written notice of termination, or immediately without notice if the City of Polk City fails to comply with any provision of this agreement.)

Enclosed are two (2) copies of this license agreement. Please indicate your acceptance of the terms and conditions stated herein by dating and signing in the space provided below and return one original and a copy of your insurance certificate to me. If you have any questions or comments regarding this matter, please call me at 515-252-6565.

Sincerely,
MidAmerican Energy Company



Michael Younts
Customer Technician

Accepted and agreed to this ____ day of _____, 2012.

City of Polk City

By: _____

Title: _____

Exhibit A

INSURANCE (A) MidAmerican Energy Company intends that this License shall also be one of indemnity, and that such indemnification shall be covered by insurance. Accordingly, Licensee shall insure the risks with the minimum coverage and limits as shown below:

1. Workers' Compensation

- (a) State: Statutory coverage for all employees including officers, partners, and sole proprietors.
- (b) Applicable Federal (e.g. longshoreman, harbor work, work at or outside U.S. boundaries): Statutory.
- (c) Employer's Liability
 - \$500,000 Each Accident
 - \$500,000 Disease - Policy Limit
 - \$500,000 Disease - Each Employee

2. Commercial General Liability (including Premises - Operations, Products and Completed Operations, Contractual, Broad Form Property Damage, Independent Contractors, Personal Injury, Amendment - Aggregate Limits of Insurance (Per Project) Endorsement.)
Written on an occurrence basis (not Claims made).

- (a) Bodily Injury and Property Damage

Combined Single Limit Of:	\$2 million each occurrence
	\$2 million general aggregate
	\$2 million products - completed operations aggregate
- (b) Contractual Liability (Hold Harmless Coverage)

Combined Single Limit Of:	\$1 million each occurrence
	\$1 million aggregate
- (c) Personal Injury with Employment
Exclusion Deleted: \$1 million aggregate

3. Comprehensive Automobile Liability
(Owned, Hired and Non-Owned)

- | | |
|-----------------------------|-----------------------------|
| Bodily Injury | \$500,000 each person |
| | \$500,000 each accident |
| Property Damage | \$500,000 each occurrence |
| Or, a Combined Single Limit | \$1 million each occurrence |

(B) Licensee shall provide for the naming of MidAmerican Energy Company as an additional insured, at Licensee's expense, for all liability coverage's (with coverage to MidAmerican Energy Company at least as broad as that which is provided to the named insured and not lessened or avoided by endorsement); written to expressly provide that coverage thereunder shall be primary (i.e. not excess) under all circumstances as respects any other insurance available to MidAmerican Energy. For those insurance coverage's whereby MidAmerican Energy Company is required to be named as an additional insured, the Licensee shall at any time requested by MidAmerican Energy prior to or during the term of the Work or this Contract, deliver to MidAmerican Energy certified copies of any and all insurance policies so requested. Further, should a loss arise after final acceptance that may give rise to a claim against the Licensee, and/or MidAmerican Energy Company as additional insured, the Licensee shall deliver to MidAmerican Energy, or shall cause its insurers or agents to deliver, certified copies of the policies maintained during the term of the Work or this Contract, if so requested by MidAmerican Energy. To satisfy the insurance provisions, the Licensee must submit a certificate and endorsements of insurance signed by the insurer prior to using the Facilities.

(C) In the event the policy form, the amount of the insurance or the insurer is not satisfactory to MidAmerican Energy Company, Licensee shall provide insurance that is satisfactory to MidAmerican Energy Company. Licensee shall not cause any such policy of insurance to be cancelled or permit it to lapse, and all policies and certificates shall not be subject to cancellation or to a reduction in the required limits of liability or amounts of insurance until notice has been mailed to MidAmerican Energy Company, stating when, not less than ten (10) days thereafter, such cancellation or reduction shall be effective.

(D) MidAmerican Energy Company does not represent that the insurance coverage's specified herein, whether in scope of coverage or amounts of coverage, are adequate to protect the obligations of the Licensee, and the Licensee shall be solely responsible for any deficiencies thereof. Nothing herein shall be deemed to limit the Licensee's liability under this Contract.

(E) Termination of this License by either party for any reason whatsoever, shall not affect any obligation with respect to work performed prior to such termination, or the indemnity or insurance provisions contained herein.

**POLK CITY DEVELOPMENT CORPORATION
FOUR SEASONS FESTIVAL BALANCE SHEET SUMMARY (SEPTEMBER 30, 2015)**

ASSETS:

Current Assets:

Cash -- Checking	\$ 15,762.10 *
Cash -- Savings	\$ -
Accounts Receivable	\$ -
Other Assets	\$ -

Total Current Assets: **\$ 15,762.10**

LIABILITIES:

Current Liabilities:

Accounts Payable	\$ -
Other Liabilities	\$ -

Total Current Liabilities: **\$ -**

TOTAL NET WORTH: **\$ 15,762.10**

GRANTS RECEIVED YTD:

City / County \$ 7,725.00
Chamber \$ 616.26 (\$216.26 Beer Garden Svcs and \$400.00 Jims Johns for Bike Night/Event:
County
Knapp Prop.
TCI

NOTE:

*1/31/15 checking amount includes balance forward from 12/31/13
1/3/14 transferred 500.00 from PCDC checking to Festival checking - Emerald Sponsor

**POLK CITY DEVELOPMENT CORPORATION
FOUR SEASONS FESTIVAL BALANCE SHEET SUMMARY (SEPTEMBER 30, 2015)**

s)

**POLK CITY DEVELOPMENT CORPORATION
FOUR SEASONS FESTIVAL
STATEMENT OF ACTIVITIES / BUDGET SUMMARY (SEPTEMBER 2015)**

<u>DESCRIPTION</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ESTIMATE</u>	<u>BALANCE</u>	<u>NOTES</u>
EXPENSES					
Activities					
5-8K Run		5,338.32	3,535.00	-1,803.32	
Bag Tournament			0.00	0.00	
Bike Night			0.00	0.00	See BeerGardenSvcs&JimsJohns
Bill Riley Talent Search		1,010.00	1,000.00	-10.00	
Bingo			0.00	0.00	
Bingo License			0.00	0.00	
Children's Crafts		110.86	85.00	-25.86	
Classic Car Show		221.39	300.00	78.61	
Clowns			0.00	0.00	
Face Painting		150.00	150.00	0.00	
Inflatables/Kids Zone/Game On		6,713.25	3,175.00	-3,538.25	
Kiddie Parade			0.00	0.00	
Lincoln St. Fun Night		500.00	500.00	0.00	
NASCAR			0.00	0.00	
Parade		950.00	1,355.00	405.00	
Pedal Pull			700.00	700.00	
Petting Zoo		525.00	350.00	0.00	
Princess / Spiderman		300.00	350.00	50.00	
Queen Contest			0.00	0.00	
Raffle			0.00	0.00	
Tennis Tournament			0.00	0.00	
Train Rides		375.00	350.00	-25.00	
Water Fights			0.00	0.00	
Wii Tournament		150.00	1,000.00	850.00	
Total Activities	0.00	16,343.82	12,850.00	-3,493.82	
Advertising					
Brochures			0.00	0.00	
Bull's Eye			2,700.00	2,700.00	
Radio			0.00	0.00	
Register			0.00	0.00	
Signs / Marketing		2,261.00	1,950.00	-311.00	
Website			72.00	72.00	
Total Advertising	0.00	2,261.00	4,722.00	2,461.00	
Beer Garden					
License		617.50	155.00	-462.50	
Services	216.26	8,430.22	6,500.00	-1,930.22	Incls216.26 8/29 BikeNight(Chmbr)
Promotionals			0.00	0.00	
Total Beer Garden	216.26	9,047.72	6,655.00	-2,392.72	
Beverages					
Ice		1,000.00	450.00	-550.00	
Pop		1,469.84	1,500.00	30.16	
Wine		196.65	250.00	53.35	
Total Beverages	0.00	2,666.49	2,200.00	-466.49	
Entertainment					
Boomerang			0.00	0.00	
DJ			0.00	0.00	
Final Mix			0.00	0.00	
Iowa Sound		2,996.00	3,000.00	4.00	
Shay & Friends (Chad Sutter)			0.00	0.00	
Standing Hampton		2,600.00	2,400.00	-200.00	
Toaster Band / Becker		1,000.00	1,800.00	800.00	
	09/01-09/30/15	01/01/15-09/30/15	01/01/15-12/31/15	YTD BUDGET	
DESCRIPTION	CURRENT MONTH	CURRENT YTD	ANNUAL BUDGET	ESTIMATE	NOTES
	ACTUAL	ACTUAL	ESTIMATE	BALANCE	
Meals/Miscellaneous		210.35	100.00	-110.35	

**POLK CITY DEVELOPMENT CORPORATION
BUSINESS BALANCE SHEET SUMMARY (SEPTEMBER 30, 2015)**

ASSETS:

Current Assets:

Cash -- Checking	\$ 4,570.04 *
Cash -- Savings	\$ 8,119.91 *
Accounts Receivable	\$ -
Other Assets	\$ -

Total Current Assets: **\$ 12,689.95**

LIABILITIES:

Current Liabilities:

Accounts Payable	\$ -
Other Liabilities	\$ -

Total Current Liabilities: **\$ -**

TOTAL NET WORTH: **\$ 12,689.95**

GRANTS RECEIVED YTD:

City	\$ 45,000.00 (City of Polk City - Economic Development received 12/5/14)
	\$ 2,500.00 (City of Polk City received 5/1/15)
Chamber County	\$ 5,500.00 (Polk County Betterment received 6/22/15)
Knapp Prop. TCI Bravo	

NOTE:

*1/31/15 checking amt incls and savings amt incls balances forward from 12/31/14
1/3/14 transferred 500.00 from PCDC checking to Festival checking - Emerald Sponsor



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

October 7th, 2015

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

- Fire Marshall Jason Cutsforth has requested a military leave of absence effective October 1st through January 15th, 2016. Attached are his military orders.
- Because of the duration of FM Cutsforth's leave I am appointing Lieutenant Craig VerHeul as acting Fire Marshal. Craig has similar education and experience as FM Cutsforth and will be able to keep our fire prevention activities moving forward during FM Cutsforth's absence.

Thanks,

A handwritten signature in cursive script that reads "Dan Gubbins".

Dan Gubbins
Fire Chief



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. EMS Billing Contract – Fraser Transportation** – Polk City has contracted with Fraser Transportation for our EMS billing services since 2004 at a rate of \$25 per trip. We received notice of a rate increase from \$25 to \$35 in September to be effective October 1st. Our current contract does not allow for a rate change, so Fraser has served termination of our existing contract and issued a new contract.

I have voiced my displeasure with Fraser on both the amount of increase and the timing. We have been exploring our options and will continue to evaluate to be sure we are getting the best value. For the time being, I am requesting we enter into this new contract with Fraser. The same 30 day termination clause exists on the new contract should we find an alternative method.

The termination letter and new contract are attached.

- 2. September Activity Report** - The September monthly report is attached.

Thanks,

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

Dan Gubbins
Fire Chief

Fraser Transportation Service
PO Box 220
Norwalk, Iowa 50211

September 29, 2015

City of Polk City
PO Box 34
Polk City, Iowa 50226

On 9-1-15, we sent a letter stating our rate was increasing from \$25 per trip to \$35.00 per trip. It's been brought to my attention that our contract with Polk City is so old that it has old terminology/ wording that does not allow any changes to be made to the contract. Your existing contract only allows for termination by either party through a written 30-day notice.

Therefore, this is our 30-day written notice of termination of our existing billing contract with Polk City. This contract will terminate 10-29-2015.

However, I am enclosing a new billing contract effective 10-30-15. The service we provide you will remain the same. The only change is basically our per trip fee will be \$35.00.

Assuming you want us to remain your billing entity, please sign/ date/ and return the enclosed contract on or before 10-30-15.

As always, it's a pleasure serving you and your community. Should you have any questions, please feel free to call our office.

Sincerely,



Renee

Fraser Transportation SVC
515-266-7766 ext 14

Billing Contract

Between

Fraser Transportation Services LLC.

And

City of Polk City

I. PURPOSE OF AGREEMENT

To define the responsibilities of Fraser Transportation Services, LLC hereby known as "Fraser" to assist in providing ambulance billing services to Polk City EMS hereby known as "Polk City".

PREMISES:

Fraser is an Iowa company which provides 24 hour paramedic level ambulance service, 24 hour professional wheelchair transportation, as well as, ambulance billing services.

Polk City is a rescue agency providing EMS services to the residents / citizens in the city of Polk City, Iowa and surrounding area.

II. RESPONSIBILITIES

Fraser agrees to provide ambulance-billing services for Polk City. Polk City EMS Department agrees to provide Fraser billing with all necessary information to complete billing in a timely manner from the time the service was provided. Polk City agrees to pay Fraser a one time set up fee of \$500.00 (previously paid in 2004) and also agrees to pay \$35.00 for every trip entered into the billing software.

Fraser will bill Polk City for the per trip fee monthly to be paid within 30 days of receipt of bill, or following the organizations next regular meeting whichever comes first. All payments for ambulance services will be made directly to Polk City or its designee from the insurance companies or private pay. Polk City will then submit evidence of payment to Fraser billing, on a timely basis, for the purpose of accounting and settling accounts receivable.

Billing contract
Page 2

In the event that an account does not see timely payment from the responsible party, we will pursue collections on your behalf until efforts have been deemed exhausted. Polk City agrees to pay Fraser 20% of all monies collected, plus any legal fees associated with collections.

Fraser agrees to bill each Polk City call in full at the agreed upon BLS/ ALS rates, with supplies (if applicable) at the agreed upon rates to the appropriate party/insurance company in accordance with the rules and regulations set forth by the Federal Health Care Financing Administration and the State of Iowa.

Polk City agrees to submit all insurance information, signature forms, run reports, and billing information forms to Fraser within 30 days of call, and Fraser agrees to process that information within 5 business days.

Polk City agrees to keep Fraser notified of all correspondence regarding billing and accounts in a timely basis. Fraser in turn agrees to keep Polk City notified of the same.

This agreement shall become effective 10-30-2015 upon receipt of the signing of this agreement by Fraser and Polk City representatives. Changes to the terms of this agreement, by either party, requires a written 30-day notice. Termination of this agreement, by either party, requires a written 30-day notice. The liability of each party hereto shall be limited and confined to the responsibility for its own actions.

City of Polk City

Benee Fraser

Fraser Transportation LLC

Date

9-29-15

Date

Polk City Fire Department - 2015 Call Response Statistics

Year To Date - As of 10/8/2015

Call Numbers by Call Type		
Fire Alarm	17	3.2%
Fire Assignment	70	13.4%
Investigation Assignment	8	1.5%
Medical Assignment	272	51.9%
Rescue Assignment	37	7.1%
COQ - Fire	1	0.2%
COQ - EMS	112	21.4%
Special Assignment	5	1.0%
Water/Ice Rescue	2	0.4%
Totals	524	

Call Numbers By Day		
Monday	76	14.5%
Tuesday	78	14.9%
Wednesday	70	13.4%
Thursday	71	13.5%
Friday	78	14.9%
Saturday	92	17.6%
Sunday	59	11.3%
Totals	524	

Call Numbers By ALS		
M1 - Dan G.	34	8.0%
M2 - JD. Stover	10	2.4%
M3 - Adam V.	36	8.5%
M4 - Jason B.	27	6.4%
M5 - Garrett F.	8	1.9%
M6 - Derek M.	13	3.1%
M7 -	11	2.6%
M8 - Jason C.	16	3.8%
M9 - Craig V.	27	6.4%
M10 - Mike B.	43	10.2%
M11 - Mark D.	6	1.4%
M12 -	0	0.0%
Ankeny	1	0.2%
Other	0	0.0%
Totals	232	54.8%

Call Numbers By Time Frame		
05:00-07:00	24	4.6%
07:00-09:00	40	7.7%
09:00-11:00	46	8.8%
11:00-13:00	59	11.3%
13:00-15:00	62	11.9%
15:00-17:00	74	14.2%
17:00-19:00	57	10.9%
19:00-21:00	62	11.9%
21:00-23:00	39	7.5%
23:00-01:00	19	3.6%
01:00-03:00	21	4.0%
03:00-05:00	19	3.6%
Totals	522	

New Recruits		
Active New Recruits	1	2.6%

Call Numbers By Shift		
Mon-Fri Day (0600-1800)	234	44.7%
Mon-Fri Evening (1800-2200)	82	15.6%
Mon-Fri Night (2200-0600)	53	10.1%
Sat/Sun Day (0600-1800)	93	17.7%
Sat/Sun Evening (1800-2200)	37	7.1%
Sat/Sun Night (2200-0600)	25	4.8%

Active Members		
Active Members	42	

Call Numbers By Mutual Aid		
Ankeny Fire Department	151	
Granger Fire Department	9	
Grimes Fire Department	0	
Johnston Fire Department	2	
Madrid Fire Department	3	
Story County	2	
Other	1	
Totals	168	32.1%

Call Numbers By Automatic Aid		
Granger Fire Dept	40	
Ankeny Fire Dept	25	
Totals	65	12.4%

Call Numbers By Month		
January	45	8.6%
February	56	10.7%
March	57	10.9%
April	47	9.0%
May	40	7.6%
June	52	9.9%
July	63	12.0%
August	83	15.8%
September	70	13.4%
October	11	2.1%
November	0	0.0%
December	0	0.0%
Totals	524	

Call Numbers By Division		
Fire Division	101	19.3%
EMS Division	423	80.7%
Totals	524	

Transports By Hospital		
Blank Children's Hospital	9	4.3%
Boone County Hospital	1	0.5%
Broadlawns	1	0.5%
Dallas County Hospital	0	0.0%
Lutheran	15	7.1%
Mary Greeley	5	2.4%
Mercy Medical Center	94	44.5%
Mercy West Lakes	21	10.0%
Methodist	45	21.3%
Methodist West	18	8.5%
VA	2	0.9%
Totals	211	

Call Numbers by Response Area		
IN Polk City Response Area	318	60.7%
OUT of Polk City Response	206	39.3%
Totals	524	

Call Numbers by Apparatus		
Chief 4500	47	9.0%
Deputy Chief 4501	29	5.5%
Duty Officer 4506	96	18.3%
Attack 4520	95	18.1%
Engine 4530	42	8.0%
Tanker 4550	0	0.0%
Engine 4570	57	10.9%
Special Operations 4575	6	1.1%
Ambulance M2	132	25.2%
Ambulance M3	287	54.8%
Boat 4599	1	0.2%

Call Totals By Call Reason		
Abdominal Pain	14	2.7%
Allergic Reaction	4	0.8%
Altered LOC	3	0.6%
Animal Bite	0	0.0%
Apnea (Not Breathing)	0	0.0%
Arm Injury	3	0.6%
Assault	3	0.6%
Assistance	1	0.2%
Back Pain	2	0.4%
Bicycle Accident	4	0.8%
Burns	1	0.2%
Change of Quarters/Standby	112	21.4%
Chest Pain/Cardiac	22	4.2%
Choking	3	0.6%
Code 4 (possible death)	1	0.2%
Commercial Fire	29	5.5%
CPR in Progress	4	0.8%
Crash unknown Injuries	16	3.1%
Crash with Injuries	13	2.5%
Diabetic Problem	5	1.0%
Difficulty Breathing	35	6.7%
Dislocated Shoulder	0	0.0%
Fall	28	5.3%
Fire - Other	4	0.8%
Grass/Brush Fire	4	0.8%
Haz-mat Clean-up	1	0.2%
Head Injury	6	1.1%
Heat Problems	2	0.4%
Ice Rescue	1	0.2%
Illegal Burn	2	0.4%
Insect Bite	0	0.0%
Labor/Delivery	0	0.0%
Leg Injury	4	0.8%
Motorcycle Accident	0	0.0%
Natural Gas Odor	2	0.4%
Odor Investigation	1	0.2%
Medical - Other	5	1.0%
Overdose	7	1.3%
Psychiatric Problem	4	0.8%
Public Assist	11	2.1%
Residential Fire	45	8.6%

Call Totals By Call Reason		
Seizure	7	1.3%
Sick & Care	71	13.5%
Smoke Investigation	0	0.0%
Stroke/CVA	10	1.9%
Sucide Attempt	3	0.6%
Syncope/Passed Out	0	0.0%
Transport (Medical)	2	0.4%
Trauma	2	0.4%
Under the Influence	0	0.0%
Unknown Medical Problem	1	0.2%
Unresponsive	13	2.5%
Vehicle Fire	3	0.6%
Water Rescue	6	1.1%

0

Certifications By Staff		
EMR	1	2.4%
EMT	11	26.2%
Advanced EMT	33	78.6%
Paramedic	32	76.2%
Firefighter I	35	83.3%
Firefighter II	14	33.3%
Haz-mat Operations	11	26.2%
Engineer	4	9.5%
Fire Officer I	14	33.3%
Fire Officer II	1	2.4%
Fire/EMS Instructor	6	14.3%
Fire Instructor II	0	0.0%
BLS Instructor (CPR)	10	23.8%
Health Safety Officer	6	14.3%
Ice Rescue Specialist	0	0.0%

10

Staffing Summary		
Resident - Paid on Call	18	42.9%
Resident - POC/Part Time	8	19.0%
Non-Resident - POC	2	4.8%
Non-Resident - POC/Part Time	12	28.6%
Total Fire Department Staff	40	

September 15 Summary

Total Calls for Month	82
Total Calls for Month Last Year	64
% Increase/Decrease For Month	28.13%

Total Calls Occuring 6:00 AM - 6:00 PM Monday-Friday	36
% Of Calls Occuring 6:00 AM - 6:00 PM Monday-Friday	43.90%

Monthly Volunteer On Call Hours	1425
---------------------------------	------

Total Calls Year To Date	533
Total Calls Last Year To Date	543
% Increase Year to Date	-1.84%

Record # of call in 24 hours: 11 -May 31st 2014

Record for # of calls in one week: 31 - July 16th - July 22nd 2012

Record for # of calls in one month: 94 - December 2013 (89 - July 2012)

Polk City Water Department

Monthly Report

Month Sept.

Year 2015

Total Water Pumped 12044970 Gallons
Monthly Daily Avg 401499 Gallons

Testing Results

- SDWA Bacteriological Coliform Analysis Bent 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 .7 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 .84 mg/l Polk City Lab.
Fluoride in System- Monthly Average .72 mg/l Polk City Lab.
- Chlorine Free At Plant- Monthly Average 2.01 mg/l Polk City Lab.
Chlorine Total at plant- Monthly Average 3.06 mg/l Polk City Lab.
Chlorine Free in System- Monthly Average .89 mg/l Polk City Lab.
Chlorine Total in System- Monthly Average 1.07 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 6.16 mg/l Polk City Lab.
Iron Finish Water- Monthly Average .02 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 .27 mg/l Polk City Lab.
Manganese Finish Water- Monthly Average .10 mg/l Polk City Lab.
Manganese System Water- Monthly Average .02 mg/l Polk City Lab.
Manganese also occurs in rocks and the earth's crust. It is the 7th most abundant element. Manganese is extremely difficult to remove. Concentrations of Manganese in finish H₂O should not exceed 0.05mg/l or black staining of plumbing fixtures may occur. No effect on human health.
- pH Raw Water Monthly Average 8.0 mg/l Polk City Lab.
pH Finish Water-Monthly Average 7.7 mg/l Polk City Lab.
pH System Water- Monthly Average 8.4 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 _____

RESOLUTION 2015-75

**A RESOLUTION APPROVING SNYDER & ASSOCIATES, INC
ENGINEERING INVOICE FOR AUGUST 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:	\$6,622.00
Capital Improvement Projects:	\$948.70
Reimbursable Development Review Projects:	\$13,502.25

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 \$21,072.95.

PASSED AND APPROVED the 12th day of October, 2015.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

Snyder & Associates, Inc.
2015 Invoice Summary

Printed: Sept 25, 2015

Average Monthly Fees for General Engineering Services: \$2,064.00

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	2961.00	2408.00					16,512.00
General Engineering Services	Building & Development Issues	3718.00	6844.50	3211.00	4225.00	4478.50	3549.00	2322.00	2322.00					30,670.00
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	5283.00	4730.00	0.00	0.00	0.00	0.00	51,171.50
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	2251.53						27,602.15
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		525.00						10,500.00
Washington/Booth Reconstruction	Construction Phase Services			801.00	4537.00	8545.18	7565.00	10282.00	948.70					32,678.88
General: Misc. Small Projects	Design, plans, survey, easements, etc.	3147.25	5890.50	3492.00	2024.00	4646.00	3273.25	1932.50	1892.00					26,297.50
SUBTOTAL	CAPITAL IMPROVEMENTS	7642.22	18870.55	13741.13	18258.89	20136.29	13301.97	14991.03	2840.70	0.00	0.00	0.00	0.00	109,782.78
Reimbursable Projects														
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	3400.00	250.00					6,050.00
Deer Haven Rezoning	Rezoning and PUD Master Plan				3736.50	1977.50								5,714.00
Deer Haven TIF Project	Review plans/costs for TIF-eligible items								1953.00					1,953.00
Jensen Plat of Survey	Review Plat of Survey		500.00											500.00
Lakeside Fellowship Church	Site Plan			1050.00	500.00			850.00						2,400.00
Lost Lake Estates Plat 1	Punchlist update: joint sealing					200.00								200.00
Lost Lake Estates Plat 2	Construction drawings, Pre-Con					1400.00	1925.00	3871.20	5548.80					12,745.00
Parker Townhomes II	Amended PUD Master Plan and Site Plan			1450.00	550.00			875.00						2,875.00
TCI Plat 6 Lift Station & Sewer	Project Close-out	96.75			1611.25	479.25	201.25		152.00					2,540.50
Twelve Oaks Plat 2	Const Observation					200.00		400.00						600.00
Twelve Oaks Plat 3	Construction drawings		1100.00	850.00										1,950.00
Twelve Oaks Plat 4	Construction drawings							2800.00	792.45					3,592.45
Wolf Creek Townhomes Plat 9	Construction Observation						1334.50	1670.50	4806.00					7,811.00
Wolf Creek Townhomes Plat 11	Final Plat							1150.00						1,150.00
Wolf Creek Townhomes Plat 12	Final Plat							750.00						750.00
SUBTOTAL	DEVELOPER REIMBURSEMENTS	96.75	1600.00	4536.16	9408.37	11342.71	12519.57	15766.70	13502.25	0.00	0.00	0.00	0.00	68,772.51
TOTALS		15,446.47	27,822.05	22,660.29	35,525.76	36,802.50	34,356.04	36,040.73	21,072.95	-	-	-	-	229,726.79

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.



Date September 25, 2015
To: Gary Mahannah
City of Polk City
P.O. Box 426
Polk City, IA 50226-0426

INVOICE SUMMARY - AUGUST SERVICES

Services from August 1, 2015 through August 31, 2015

GENERAL ENGINEERING

2015 General Engineering <i>Ord. 680, 6407</i>	115.0001	\$ 2,408.00
<u>Building and Development issues:</u>	115.0001	\$ 2,322.00
<i>Coordination with developers, engineers, building inspector, and staff regarding various potential and ongoing projects and Building Permits.</i>		
<u>Miscellaneous Projects:</u>	115.0001	\$ 1,892.00
<i>Review and respond to Polk County Conservation concerns re: erosion on private development sites; Coordinate with MidAm re: LED streetlights, staff re: addressing, street names, miscellaneous issues.</i>		
<u>Zoning & Subdivision Ordinances:</u>	115.0001	\$ -

SUBTOTAL

\$ 6,622.00

CAPITAL IMPROVEMENT PROJECTS

Washington Ave/Booth St Reconstruction	113.0548	\$ 948.70
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SUBTOTAL

\$ 948.70

REIMBURSABLE DEVELOPMENT REVIEW PROJECTS *Ord. 170, 6407*

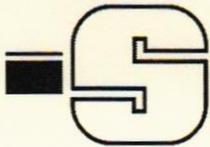
Deer Haven Plat 1: Construction Drawings	115.0537	\$ 250.00
Deer Haven TIF project	115.0778	\$ 1,953.00
Lost Lakes Plat 2: Construction observation	115.0454	\$ 5,548.80
TCI Plat 6 Pump Station & Sewer Review	113.087	\$ 152.00
Twelve Oaks Plat 4	115.0623	\$ 792.45
Wolf Creek Townhomes Plat 9	114.0056	\$ 4,806.00

SUBTOTAL

\$ 13,502.25

TOTAL

\$ 21,072.95



ENGINEERS & PLANNERS
SNYDER & ASSOCIATES, INC.

IOWA | MISSOURI | NEBRASKA | SOUTH DAKOTA | WISCONSIN

INVOICE FOR PROFESSIONAL SERVICES

September 23, 2015

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

Invoice No: 115.0001.01 - 8

Project 115.0001.01 Polk City: General Engineering 2015

Professional Services through August 31, 2015

Council Meeting

Attend City Council meeting

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner	1.00	172.00	172.00	
Total Services	1.00			172.00
				Task Subtotal
				\$172.00
Billings to Date	Total	Prior	Current	
	2,157.00	1,985.00	172.00	

P&Z Meeting

Attend Planning & Zoning Commission meeting

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner	1.00	172.00	172.00	
Total Services	1.00			172.00
				Task Subtotal
				\$172.00
Billings to Date	Total	Prior	Current	
	1,347.00	1,175.00	172.00	

Other Meeting

Attend meeting with Ron Diddy and Bob Andeweg re: commercial development and access for parcel on W. Bridge Road.

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner	1.50	172.00	258.00	
Total Services	1.50			258.00
				Task Subtotal
				\$258.00
Billings to Date	Total	Prior	Current	
	5,126.00	4,868.00	258.00	

Building Dept

Coordinate with Gary Mahannah re: Total Quality Lawn Care including field review, research home occupations, and prepare Memo. Research and respond to questions re: zoning, land use, development issues re: Jensen parcel, Lillskau parcel, and Lost Lakes future platting. Research First State Iowa site plan and easements. Coordinate with Jenny Gibbons and Shelly Bernholz re: Lot 1 of WCTH Plat 9 building permit.

		<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner		10.00	172.00	1,720.00	
Total Services		10.00			1,720.00
				Task Subtotal	\$1,720.00
Billings to Date	Total	Prior	Current		
	23,303.50	21,583.50	1,720.00		

Water Dept

Research and respond to Mark Trost re: water service to McBride property. Coordinate with Gary Mahannah re: future water main on Hugg Drive.

		<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner		2.00	172.00	344.00	
Total Services		2.00			344.00
				Task Subtotal	\$344.00
Billings to Date	Total	Prior	Current		
	940.00	596.00	344.00		

Sanitary Sewers

				Task Subtotal	0.00
Billings to Date	Total	Prior	Current		
	623.75	623.75	0.00		

Storm Sewers

Respond to Polk Co. Conservation re: erosion concerns; field review and coordinate with developers re: NPDES permit

		<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner		4.50	172.00	774.00	
Total Services		4.50			774.00
				Task Subtotal	\$774.00
Billings to Date	Total	Prior	Current		
	8,159.00	7,385.00	774.00		

Street Dept

Coordinate with MidAmerican Energy re: LED street lighting. Coordinate Jake Schreier re: addressing and street names

		<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner		6.50	172.00	1,118.00	
Total Services		6.50			1,118.00
				Task Subtotal	\$1,118.00
Billings to Date	Total	Prior	Current		
	15,434.50	14,316.50	1,118.00		

General Areas

Coordinate with Gary Mahannah, Jenny Gibbons, Amy Beattie, and Lindsey Huber re: miscellaneous issues including recordation of easement vacations, Council agenda, Resolutions, Council packets, P&Z agenda, and P&Z packets.

		<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner		12.00	172.00	2,064.00	
Total Services		12.00			2,064.00
				Task Subtotal	\$2,064.00
Billings to Date	Total	Prior	Current		
	17,411.00	15,347.00	2,064.00		

GIS Services

Project	115.0001.01	PolkCty-Gen Eng 2015	Invoice	8
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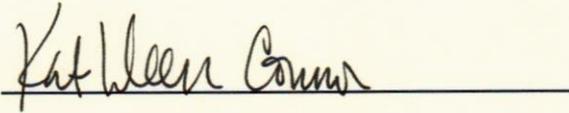
Task Subtotal	0.00
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Billings to Date	Total	Prior	Current
	2,967.25	2,967.25	0.00

Amount Due this Invoice	\$6,622.00
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Billings to Date	Total	Prior	Current
	77,469.00	70,847.00	6,622.00

Snyder & Associates, Inc.



Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

September 25, 2015

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

Invoice No: 113.0548.01 - 19

Project 113.0548.01 Washington Avenue & Booth St. Reconstruction
Professional Services through August 31, 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

Billings to Date **Total** **Prior** **Current**
 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	100.00	7,900.00	7,900.00	0.00
Construction Staking	5,800.00	100.00	5,800.00	5,800.00	0.00
Construction Observation	23,900.00	100.00	23,900.00	23,900.00	0.00
Monument Preserve Survey	1,500.00	0.00	0.00	0.00	0.00
Total Fee	40,298.80		38,798.80	38,798.80	0.00
	Total Fee				0.00

Billings to Date **Total** **Prior** **Current**
 38,798.80 38,798.80 0.00

Reimbursable Expenses

Direct Expenses

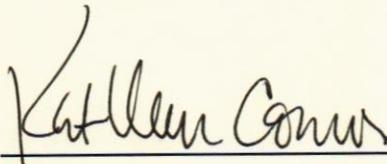
Terracon Consultants					
9/23/2015	Terracon Consultants	7/12 - 8/29/15		948.70	
	Total Consultants			948.70	948.70
				Task Subtotal	\$948.70

Billings to Date **Total** **Prior** **Current**
 1,753.97 805.27 948.70

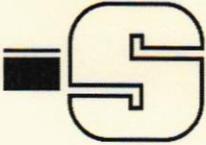
Amount Due this Invoice \$948.70

Billings to Date **Total** **Prior** **Current**
 100,525.22 99,576.52 948.70

Snyder & Associates, Inc.



Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

September 23, 2015

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

Invoice No: 115.0537.01 - 3

Project 115.0537.01 **Deer Haven Plat 1**

Professional Services through August 31, 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	1,150.00	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
Submittal #6	200.00	100.00	200.00	200.00	0.00
Total Fee	2,400.00		2,400.00	2,400.00	0.00
Total Fee					0.00
Phase Subtotal					0.00
Billings to Date	Total 2,400.00	Prior 2,400.00	Current 0.00		

**Const Dwgs Plat 1
 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	0.00	250.00
Submittal #5	250.00	0.00	0.00	0.00	0.00
Submittal #6	200.00	0.00	0.00	0.00	0.00
Total Fee	4,100.00		3,650.00	3,400.00	250.00
Total Fee					250.00

Phase Subtotal \$250.00

Billings to Date Total 3,650.00 Prior 3,400.00 Current 250.00

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

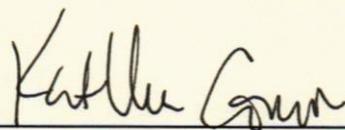
Total Fee 0.00

Phase Subtotal 0.00

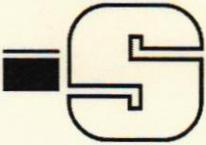
Amount Due this Invoice \$250.00

Billings to Date Total 6,050.00 Prior 5,800.00 Current 250.00

Snyder & Associates, Inc.



Kathleen Connor



ENGINEERS & PLANNERS
SNYDER & ASSOCIATES, INC.

IOWA | MISSOURI | NEBRASKA | SOUTH DAKOTA | WISCONSIN

INVOICE FOR PROFESSIONAL SERVICES

September 23, 2015

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

Invoice No: 115.0778.01 - 1

Project 115.0778.01 Deer Haven TIF Project
Professional Services through August 31, 2015

TIF Project

Submittal #1

Services comprised of requesting preliminary terms for TIF Agreement from John Kline; coordination with Cooper-Crawford on various TIF-eligible improvements including research and provide information on sanitary sewer depths, survey issues related to sanitary sewer manholes, phasing plan for connection to live sewers, design and survey requirements for the connections to existing public streets, alignment of water main along Broadway at connection to Walker Street, removal and replacement of existing hydrants at water main extensions, and discuss potential methodology for cost sharing on storm sewers and need for SWMP to summarize off-site vs. on-site flows; and coordination with Mike Schulte on various design issues including switching over Broadway services to new 8" water main.

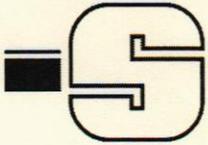
	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner	9.00	172.00	1,548.00	
Engineer I	5.00	81.00	405.00	
Total Services	14.00			1,953.00
			Task Subtotal	\$1,953.00

Amount Due this Invoice \$1,953.00

	<u>Total</u>	<u>Prior</u>	<u>Current</u>
Billings to Date	1,953.00	0.00	1,953.00

Snyder & Associates, Inc.

Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

September 21, 2015

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

Invoice No: 115.0454.01 - 4

Project 115.0454.01 Lost Lake Estates Plat 2

Professional Services through August 31, 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	750.00	0.00
Submittal 3	400.00	100.00	400.00	400.00	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	2,950.00		2,950.00	2,950.00	0.00
Total Fee					0.00
Phase Subtotal					0.00
Billings to Date	Total 2,950.00	Prior 2,950.00	Current 0.00		

**Final Plat
 Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Submittal 1	750.00	100.00	750.00	750.00	0.00
Submittal 2	300.00	0.00	0.00	0.00	0.00
Total Fee	1,050.00		750.00	750.00	0.00
Total Fee					0.00
Phase Subtotal					0.00
Billings to Date	Total 750.00	Prior 750.00	Current 0.00		

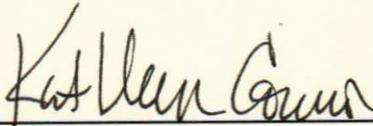
**Construction Phase
Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Pre-Construction Conf	375.00	100.00	375.00	375.00	0.00
Construction Observ	11,560.00	75.00	8,670.00	3,121.20	5,548.80
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		9,045.00	3,496.20	5,548.80
Total Fee					5,548.80
Phase Subtotal					\$5,548.80
Billings to Date	Total	Prior	Current		
	9,045.00	3,496.20	5,548.80		

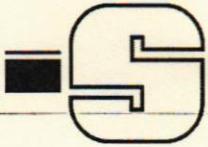
Amount Due this Invoice \$5,548.80

Billings to Date	Total	Prior	Current
	12,745.00	7,196.20	5,548.80

Snyder & Associates, Inc.



Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

September 14, 2015

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

Invoice No: 113.0870.01 - 20

Project 113.0870.01 TCI Plat 6 Pump Station & Sewer Review

Professional Services through August 31, 2015

Services included correspondence regarding project closeout and revising punch list.

Plan Review

Task Subtotal 0.00

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

Construction Observation

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Principal Planner	.50	172.00	86.00
Engineer VI	.50	132.00	66.00
Total Services	1.00		152.00

Task Subtotal \$152.00

	Total	Prior	Current
Billings to Date	34,667.16	34,515.16	152.00

Additional Services

Task Subtotal 0.00

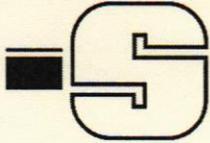
	Total	Prior	Current
Billings to Date	2,559.00	2,559.00	0.00

Amount Due this Invoice \$152.00

	Total	Prior	Current
Billings to Date	41,703.42	41,551.42	152.00

Snyder & Associates, Inc.

Christoffer Pedersen



INVOICE FOR PROFESSIONAL SERVICES

September 21, 2015

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

Invoice No: 115.0623.01 - 2

Project **115.0623.01** **Twelve Oaks Plat 4**

Professional Services through August 31, 2015

**Construction Dwgs
 Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Submittal 1	1,100.00	100.00	1,100.00	1,100.00	0.00
Submittal 2	600.00	100.00	600.00	600.00	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
Submittal 5	250.00	100.00	250.00	250.00	0.00
Submittal 6- Change Order: Storm Sewer	250.00	100.00	250.00	250.00	0.00
Total Fee	2,800.00		2,800.00	2,800.00	0.00
	Total Fee				0.00
			Phase Subtotal		0.00
Billings to Date	Total 2,800.00	Prior 2,800.00	Current 0.00		

**Final Plat
 Lump Sum Fees**

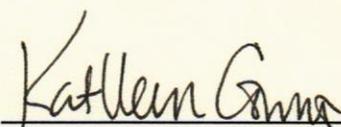
	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Submittal 1	600.00	0.00	0.00	0.00	0.00
Submittal 2	250.00	0.00	0.00	0.00	0.00
Total Fee	850.00		0.00	0.00	0.00
	Total Fee				0.00
			Phase Subtotal		0.00

**Construction Phase
Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Pre Const Conference	375.00	100.00	375.00	0.00	375.00
Const Obs	3,795.00	11.00	417.45	0.00	417.45
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	4,820.00		792.45	0.00	792.45
Total Fee					792.45
Phase Subtotal					\$792.45
Billings to Date	Total	Prior	Current		
	792.45	0.00	792.45		

Amount Due this Invoice \$792.45

Billings to Date	Total	Prior	Current
	3,592.45	2,800.00	792.45

Snyder & Associates, Inc. 

Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

September 23, 2015

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

Invoice No: 114.0056.01 - 6

Project 114.0056.01 Wolf Creek Townhomes Plat 9
Professional Services through August 31, 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		

Final Plat

Lump Sum Fees

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Submittal #1	500.00	100.00	500.00	500.00	0.00
Submittal #2	250.00	100.00	250.00	250.00	0.00
Submittal #3	200.00	100.00	200.00	200.00	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	1,350.00		1,350.00	1,350.00	0.00
Total Fee					0.00

	Total	Prior	Current
Billings to Date	1,350.00	1,350.00	0.00

Construction Phase - Hourly

Construction Observation

Services include construction admin/coordination, review change order and revised plans, observation of storm sewer and water main testing, pipe and structures, sanitary sewer couplers and services.

	Hours	Rate	Amount
Principal Planner	6.50	169.00	1,098.50
Engineer I	1.50	79.00	118.50
Technician VIII	37.00	97.00	3,589.00
Total Services	45.00		4,806.00
Task Subtotal			\$4,806.00

	Total	Prior	Current
Billings to Date	7,361.00	2,555.00	4,806.00

Construction Phase - Lump Sum

Lump Sum Fees

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Pre-Construction Conference	450.00	100.00	450.00	450.00	0.00
Walk-Thru - Punchlist #1	450.00	0.00	0.00	0.00	0.00
Total Fee	900.00		450.00	450.00	0.00
Total Fee					0.00

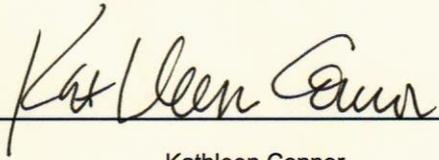
Project	114.0056.01	PlkCty-WolfCrkTwhmsPI9	Invoice	6
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	Total	Prior	Current
Billings to Date	450.00	450.00	0.00

Amount Due this Invoice	<u>\$4,806.00</u>
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	Total	Prior	Current
Billings to Date	12,261.00	7,455.00	4,806.00

Snyder & Associates, Inc.



Kathleen Connor

MEETING MINUTES
The City of Polk City
Special Meeting
6:45 p.m., Monday, October 5, 2015
City Hall

A consultation meeting between North Polk United Soccer, Little League and the City of Polk City was held on Monday October 5, 2015 at 6:45 p.m. at City Hall in Polk City IA

Present:

Jason Morse, Mayor
David Dvorak, Pro Tem City Council
Sam Hill, Parks Commission Chair
Charlie Husak, Little League
Jason Ploog, North Polk United Soccer
Jenny Gibbons, City Clerk

Minutes

Mayor, Jason Morse reviewed the City's status after the Bond was voted down and discussed the need for the North Polk United Soccer Club and the Little League Organization to work together alongside the City in an effort to find alternative solutions to the shortage of green space.

Jason Ploog informed the group that Soccer has 57 teams currently. U8 fields were moved to Alleman this season, but hoping to move U14 and U10 there next season.

Charlie Husak stated Little League currently has 34 teams, but with potential to grow to more than 45 teams in the near future.

The group discussed various ideas for improvements:

- Alternative site ideas
- Structure of clubs
 - residents vs non-residents
 - financial contributions
 - responsibilities
- Adding lights to existing complex to increase space without acquiring more space
- Adjusting parking areas to create more space for cars and fields
- Obtaining more land from the US Army Core of Engineers
- Potentially redesigning existing space
- Clubs matching funds to the City to help cover expense for a permanent position for Parks & Recreation within the City offices to help control registrations, organize teams, scheduling etc.
- Club Fundraising ideas
- Grants
- Maintenance and Usage

City Clerk, Jenny Gibbons will be the liaison between the City and the Clubs as plans move forward. Prior to next meeting, Gibbons will reach out to Snyder Engineering, Kathleen Conner and Tim West, along with Polk City Development Corporation, John Calhoun, and Planning and Zoning Commission Member, Justin Vogel to discuss various items. Next meeting will be held Monday November 2, 2015 at 6:45 p.m. to continue discussions and review preliminary drawings as provided by Snyder Engineering on concepts for redesigning existing space along with budget ideas.

Adjournment – Meeting Adjourned at 8:08 p.m.

Jenny Gibbons –City Clerk

From: Brian Armstrong [mailto:brian.armstrong@culturatech.com]
Sent: Wednesday, September 16, 2015 10:10 AM
To: Gary Mahannah; Mike Schulte
Cc: Jason Morse
Subject: 635 Timberline Drive

Agenda

Hello Gary, Mike and Jason

On July 5 of this year, the main water line coming to our home developed a leak. Polk City was contacted immediately to determine that the leak was on the street side of the shut off box. Salvage plumbing was contacted that day and work was performed on July 10.

According to the policy for reimbursement for water line service failure, there is an opportunity for the city council to provide assistance to the property owner to help offset the cost. I'm writing to you to formally request assistance for the cost to hire a plumber and cost of concrete.

According to the policy, there are certain criteria that need to be met, and I believe I met the criteria. My failure was similar to other failures that have occurred in our neighborhood where the home owners received assistance. In our instance, the area of the pipe that was spread to create a flange for connection to the stop box was not done properly, or became loose and created the leak. The leak was between the stop box and the main and the main was on the opposite side of the street.

The cost for the plumbing was \$828.00 and the cost for the concrete was \$85.00, bringing my repair cost to \$913.

Please review my case and let me know if all or part of the cost can be reimbursed.

Thank you.

Brian Armstrong
Cultura Technologies
brian.armstrong@culturatech.com 515-956-9315

RESOLUTION NO. 2015-72

**A RESOLUTION CONFIRMING THE MAYORAL APPOINTMENT OF
ROGER SANDERS AS INTERIM POLICE CHIEF**

WHEREAS, the Police Chief of the Polk City Police Department retired effective September 9, 2015; and

WHEREAS, it is in the best interest of Polk City for an Interim Police Chief to be appointed; and

WHEREAS, the Mayor has appointed Roger Sanders as Interim Police Chief and has negotiated the terms of his appointment.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Polk City, Iowa, that the Mayoral appointment of Roger Sanders as Interim Police Chief of the Polk City Police Department is hereby confirmed.

BE IT FURTHER RESOLVED, that said position shall be a temporary position and Roger Sanders shall be paid as an employee at \$6000 per month with no additional employment benefits, until further action.

DATED this 12th day of October 2015.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

(This agenda item should be incorporated with the other items in your regular agenda and posted/published as required.)

AGENDA ITEM

Governmental Body: The City Council of the City of Polk City, State of Iowa.
Date of Meeting: October 12, 2015.
Time of Meeting: 6:30 P.M.
Place of Meeting: City Hall, 112 3rd Street, Polk City, Iowa.

PUBLIC NOTICE IS HEREBY GIVEN that the above mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for the meeting is as follows:

Polk City Area II Urban Renewal Plan

- Resolution confirming tax increment payments to Polk City Dental, LLC.

Such additional matters as are set forth on the additional 5 page(s) attached hereto.
(number)

This notice is given at the direction of the Mayor pursuant to Chapter 21, Code of Iowa, and the local rules of the governmental body.

City Clerk, City of Polk City, State of Iowa

_____, 2015

The City Council of the City of Polk City, State of Iowa, met in _____ session, in the City Hall, 112 3rd Street, Polk City, Iowa, at _____ P.M., on the above date. There were present Mayor _____, in the chair, and the following named Council Members:

Absent: _____

* * * * *

Council Member _____ then introduced the following proposed Resolution entitled "RESOLUTION CONFIRMING TAX INCREMENT PAYMENTS TO POLK CITY DENTAL, LLC", and moved that the same be adopted. Council Member _____ seconded the motion to adopt. The roll was called and the vote was,

AYES: _____

NAYS: _____

Whereupon, the Mayor declared the Resolution duly adopted as follows:

RESOLUTION NO. 2015-73

RESOLUTION CONFIRMING TAX INCREMENT PAYMENTS
TO POLK CITY DENTAL, LLC

WHEREAS, by Resolution No. 91-27, adopted June 10, 1991, this Council found and determined that certain areas located within the City are eligible and should be designated as an urban renewal area under Iowa law, and approved and adopted the Polk City Area II Urban Renewal Plan (the "Plan") for the Area II Urban Renewal Area (the "Urban Renewal Area" or "Area") described therein, which Plan is on file in the office of the Recorder of Polk County; and

WHEREAS, by Resolution No. 2012-18, adopted March 26, 2012, this City Council approved and adopted an Amendment No. 1 to the Plan, and by Resolution No. 2015-35, adopted May 26, 2015, this City Council approved and adopted an Amendment No. 2 to the Plan; and

WHEREAS, to further the overall redevelopment area covered by the Plan, as amended, the City entered into a Tax Increment Development Agreement ("Agreement") with Polk City Dental, LLC (the "Developer") wherein the City agreed to make payments of incremental taxes to the Developer in exchange for Developer's promises to build certain improvements on property within the Area (the "Improvements") (Sections 1.01 and 1.02), and agree to be assessed at a certain amount (Section 1.07); and

WHEREAS, the Developer has, to date, met its obligations under the Agreement to build and operate the Improvements, but due to administrative oversight, the Improvements were not assessed at the minimum assessment as set forth in the Agreement as of January 1, 2011; and

WHEREAS, despite not being assessed at the minimum assessment as set forth in the Agreement, the City made incremental tax payments to the Developer for the corresponding fiscal year 2012-2013; and

WHEREAS, the City confirms and approves the payments made to the Developer in fiscal year 2012-2013, despite any potential default by the Developer as a result of the failure to reach the minimum assessment as of January 1, 2011.

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

Section 1. Waiver. The City hereby waives any default that may be said to have arisen under Section 1.07 of the Development Agreement as a result of the Improvements being assessed at \$1,050,000 instead of \$1,200,000 on January 1, 2011, and ratifies and confirms the payments already made to the Developer in fiscal year 2012-2013 under the terms of the Agreement.

Section 2. No Other Waiver. The waiver contained herein shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof.

Section 3. Ratification. Except as amended herein, all other terms and provisions of the Agreement shall remain in full force and effect.

PASSED AND APPROVED this ____ day of _____, 2015.

Mayor

ATTEST:

City Clerk

CERTIFICATE

STATE OF IOWA)
) SS
COUNTY OF POLK)

I, the undersigned City Clerk of the City of Polk City, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the corporate records of the City showing proceedings of the Council, and the same is a true and complete copy of the action taken by the Council with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of public hearing and tentative agenda, a copy of which was timely served on each member of the Council and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Council (a copy of the face sheet of the agenda being attached hereto) pursuant to the local rules of the Council and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective city offices as indicated therein, that no vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the City or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of the Council hereto affixed this _____ day of _____, 2015.

City Clerk, City of Polk City, State of Iowa

(SEAL)

RESOLUTION NO. 2015-74

**A RESOLUTION APPROVING THE CONSTRUCTION DRAWINGS FOR SANITARY
SEWER ONLY FOR DEER HAVEN PLAT 1**

WHEREAS, Deer Haven Land Company, LLC has submitted the Construction Drawings for sanitary sewers and appurtenances in Deer Haven Plat 1; and

WHEREAS, the developer understands they are proceeding with construction of the sanitary sewer at their own risk since the construction drawings for the paving, water main, storm sewers, and Storm Water Management Plan are not yet ready for approval; and

WHEREAS, it shall be the developer's responsibility to obtain approval for all necessary permits prior to the start of construction including the Iowa DNR permit for sanitary sewer construction; and

WHEREAS, the City Engineer and City Administrator have reviewed the Construction Drawings and have recommended their approval.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Construction Drawings for Sanitary Sewer Only in Deer Haven Plat 1.

PASSED AND APPROVED the 12th day October 2015.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

CONSTRUCTION DRAWINGS FOR SANITARY SEWER ONLY

DEER HAVEN

PLAT 1

POLK CITY

EROSION & POLLUTION CONTROL NOTES

1. THE SUBCONTRACTOR RESPONSIBLE FOR EROSION AND POLLUTION CONTROL SHALL BE RESPONSIBLE FOR THE FOLLOWING:2. CONTROLS MUST BE IN GOOD OPERATING CONDITION UNTIL THE CONSTRUCTION ACTIVITY IS COMPLETE AND FINAL STABILIZATION HAS BEEN REACHED.3. CONTRACTOR SHALL INSPECT THE SITE AT MINIMUM ONCE EVERY 7 DAYS AND WITHIN 24 HOURS OF THE END OF A 1/2 INCH OR GREATER RAINFALL. ALL DISTURBED AREAS OF THE SITE, AREAS OF MANUAL STORAGE LOCATIONS WHERE VEHICLES ENTER/EXIT THE SITE, IDENTIFIED AS PART OF THIS PLAN AND ACCESSIBLE DISCHARGE LOCATIONS MUST BE INSPECTED. TAKE NECESSARY ACTIONS TO CORRECT BEFORE SUBCONTRACTOR IS INSPECTED AS SOON AS PRACTICAL BUT IN NO CASE LATER THAN 7 DAYS AFTER THE INSPECTION IN WHICH THE DEFICIENCY WAS FOUND.4. REPORT SUBCONTRACTOR'S INSPECTIONS AND MEASURES TAKEN TO CORRECT ANY AND ALL DEFICIENCIES FOUND IN THE EROSION AND POLLUTION CONTROL MEASURES. THE REPORTS SHALL CONFORM TO THE POLK COUNTY STANDARD SPECIFICATIONS FOR EROSION AND POLLUTION CONTROL AND TO COOPER CRAWFORD & ASSOCIATES, L.L.C.5. AFTER INITIAL GRADING PRIOR TO UTILITY CONSTRUCTION - ALL DISTURBED AREAS OUTSIDE OF THE PROPOSED ROOMS IS REQUIRED TO BE COVERED WITH EROSION CONTROL MATS. CONTRACTOR SHALL TRY TO MINIMIZE DISTURBANCE TO THESE SEEDED AREAS THROUGH THE USE OF SPECIFIC ACCESS ROUTES WITHIN THE SITE.6. DURING CONSTRUCTION, ANY EROSION EVENT THAT A DISTURBED AREA WILL NOT BE DISTURBED FOR 21 DAYS, IT SHALL BE SEEDED BY DAY 7.7. PERMANENT SEEDING TO BE DONE IMMEDIATELY AFTER FINAL GRADING.8. GRAZING, FAILED AREAS OF SEEDING/MULCHING SHALL BE REAPPLIED.9. ANY SOIL OR SPILL WASHED, TRACKED OR DROPPED ONTO ADJOINING RIGHT-OF-WAYS AND PROPERTY WILL BE CLEANED UP BY THE CONTRACTOR.10. AFTER EACH RAINSTORM, LOOK FOR UNDERCUTTING AND FAILURES IN FABRIC. REPLACE/REPAIR AS NECESSARY.11. DURING THE EROSION CONTROL PERIOD, THE CONTRACTOR SHALL MAINTAIN THE EROSION CONTROL MEASURES IN PLACE UNTIL THE SITE HAS A PERMANENT PERENNIAL GROUND COVER.12. REPAIR ALL EROSION AREAS WITHIN THE 30 DAY SEEDING PERIOD PRIOR TO THE START OF CONSTRUCTION.13. ALL DISTURBED AREAS WILL BE MULCHED.14. NO BORROW/SPOILS SITES ARE ANTICIPATED.

STORM WATER POLLUTION PREVENTION PLAN

SITE DESCRIPTION

Location: 941/4 Sec. 1, T30N, R25W, Nature of Construction Activity: Residential development
Areas: Total site area = 42.5 acres
Approximate slope = 0.40 (radial method)
Approximate slopes anticipated: 3:1, or flatter.
Drainage area: This project will flow to the nearest drainage ditch, which will flow into the Polk County drainage system.

CONTROLS

- Erosion and sediment controls
- Stabilization practices
 - Fencing, seeding and/or sodding
 - Structural practices
 - Filter socks
 - Rock outlet protection (riprap)
 - Storm water management
 - Velocity dissipation devices at discharge locations to provide non-erosive velocity flows.
 - Make disposal
 - Off-site vehicle tracking of sediments shall be minimized.
- Maintenance
- Maintain effective operating conditions of all protective measures identified in this plan.
 - Filter socks are cleaned when they have lost 50% of their drainage water removal capability.
 - Damage water removal undisturbed.
 - Rock outlet protection (riprap) remains intact.

INSPECTIONS

- Qualified personnel shall inspect disturbed areas of the site during construction. Inspections shall be conducted at least once every seven calendar days and within 24 hours of the end of a storm that is 0.5 inches or greater.
- Inspect for erosion of, or the potential of, materials entering the drainage system (riprap stored materials)
 - Observe erosion and sediment controls to ensure that
 - Locations where vehicles enter or exit the site shall be inspected for evidence of off-site sediment tracking.
 - Control measures are effective in preventing significant impacts to receiving waters.
 - Any modifications to the plan, as a result of an inspection, shall be made within 7 calendar days of the inspection.
 - An inspection report shall be prepared and retained as part of the project files.
 - A summary of the scope of the inspection, the prevention plan, and the implementation of the prevention plan.
 - Any actions taken.
 - Signature.

NON-STORM WATER DISCHARGES

- Water from flushing
- where, when discharged, it will undergo erosion and sediment controls consisting of
 - Filter socks
 - Existing vegetation

CONTRACTORS

- The grading contractor shall have the responsibility of implementing the measures contained in this plan.
- All contractors and subcontractors shall sign a statement of compliance with the National Pollution Discharge Elimination System (NPDES) permit.

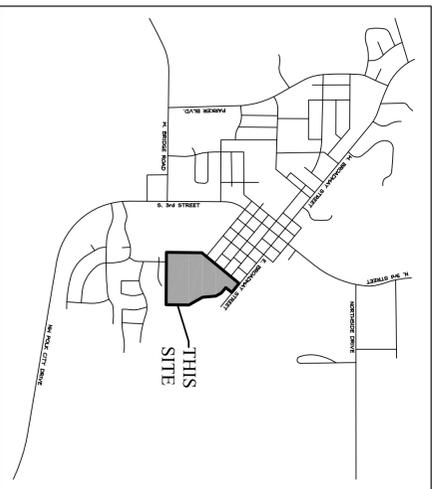
GENERAL NOTES:

1. ONE WEEK PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL NOTIFY:
 - A. SNYDER & ASSOCIATES
 - B. POLK CITY ENGINEER
 - C. COOPER CRAWFORD & ASSOCIATES
 - D. IOWA ONE-CALL
2. THE CONTRACTOR SHALL NOTIFY THE POLK CITY PUBLIC WORKS DEPARTMENT AND POLK COUNTY PUBLIC WORKS DEPARTMENT OF CONSTRUCTION AND PRIOR TO UTILITY CONSTRUCTION, SUBGRADE PREPARATION, MAIN LINE PAVING AND BOX-CUT PAVING.
3. ALL DESIGN AND CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE POLK COUNTY STANDARD SPECIFICATIONS FOR SANITARY SEWER IMPROVEMENTS CURRENT AT THE COMMENCEMENT OF CONSTRUCTION.
4. THE CONTRACTOR AND DEVELOPER'S ENGINEER SHALL ATTEND A PRE-CONSTRUCTION CONFERENCE IS REQUIRED WITH THE CITY AND POLK COUNTY ENGINEER. AGENDA ITEMS SHALL BE OBTAINED PRIOR TO THE START OF CONSTRUCTION. THE DEVELOPER IS RESPONSIBLE FOR OBTAINING THE NECESSARY NEPDS STORM WATER DISCHARGE CONFORMANCE WITH THE SWPPP.
5. THE CONTRACTOR SHALL PROVIDE ALL SHOP DRAWINGS AND MATERIALS SUBMITTALS TO THE DEVELOPER'S ENGINEER FOR REVIEW AND APPROVAL PRIOR TO CONSTRUCTION. SHOP DRAWINGS SHALL INCLUDE MANUFACTURER'S CUT SHEETS OR SIMILAR FOR PIPE, FITTINGS, VALVES, GIBBS JOINTS, MANHOLES, MANHOLE COVERS OR OTHER ACCEPTABLE TESTING, SHOP DRAWINGS SHALL INCLUDE MANHOLES, INTAKES, BOX CUTTERS, FENCING/GUARD RAILS AND OTHER DEVELOPER'S ENGINEER ON THE IMMEDIATELY NOTIFY SNYDER & ASSOCIATES IF FIELD CONDITIONS DO NOT MATCH THE APPROVED CONSTRUCTION DRAWINGS. THESE CONDITIONS MAY INCLUDE, BUT ARE NOT LIMITED TO, STAKING DISCREPANCIES OF MORE THAN 0.2 FEET, MISSING OR INCOMPLETE STAKING, MISSING OR INCOMPLETE UTILITY TIES NOT SHOWN ON PLANS, ELEMENTS SHOWN ON PLANS THAT ARE MISSING IN THE FIELD, OR OTHER DISCREPANCIES BETWEEN THE APPROVED PLANS AND FIELD CONDITIONS. LOCATION AND PROTECT ALL UTILITIES AND STRUCTURES. DAMAGE TO UTILITIES AND STRUCTURES SHALL BE REPAIRED BY THE CONTRACTOR AT THE CONTRACTOR'S EXPENSE TO THE SATISFACTION OF THE CITY AND THE OWNER.
6. EXISTING STREETS AND ADJACENT PRIVATE PROPERTY AT THE END OF EACH WORKING DAY OR MORE OFTEN AS DIRECTED BY THE CITY ENGINEER SHALL BE MAINTAINED TO ORIGINAL SURFACE FINISHES AND FOR WATER MAINS, SANITARY SEWERS, STORM SEWERS, INCLUDING ALL UTILITY SERVICES. THE MAINTENANCE BOND SHALL BE PROVIDED TO THE CITY ENGINEER PRIOR TO COUNCIL ACCEPTANCE.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR RECORDING THE AS-BUILT LOCATION OF ALL SANITARY SEWER, SUMP AND WATER MAIN SERVICES. A MANHOLE DIMENSION, THE DISTANCE FROM THE NEAREST PROPERTY LINE TO THE SERVICE, SHALL BE PROVIDED TO THE CITY ENGINEER PRIOR TO COUNCIL ACCEPTANCE.
8. THE DEVELOPER'S ENGINEER SHALL PROVIDE AS-BUILT PLANS, CAD FILES, IN ELECTRONIC FORMAT, AND PDF FILES OF THE FULL SECOND DRAWING SET TO THE CITY ENGINEER PRIOR TO ACCEPTANCE OF THE AS-BUILT RECORDS. RECORDS SHALL BE PROVIDED TO THE CITY ENGINEER AT EACH PHASE AT EACH ELEVATION OF ALL SHALES AT EACH PROPERTY LINE AS PER CITY CODE.
9. THE DEVELOPER'S ENGINEER SHALL PROVIDE A STATEMENT TO THE CITY ENGINEER THAT THE RECORDS HAVE BEEN REVIEWED AND FOUND TO BE CORRECT AND COMPLETE. RECORDS SHALL BE PROVIDED TO COUNCIL ACCEPTANCE OF THE PUBLIC IMPROVEMENTS.
10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING AND MAINTAINING TRAFFIC CONTROL DEVICES.
11. HANDICAP RAMP(S) FOR ALL OTHER HANDICAP RAMP(S) SHALL BE PROVIDED BY THE CONTRACTOR. HANDICAP RAMP(S) SHALL BE CONFORMANT WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF ALL UTILITY SERVICES WITHIN THE TYPICAL ON-ROAD RIGHT-OF-WAY.
13. HANDICAP RAMP(S) FOR ALL OTHER HANDICAP RAMP(S) SHALL BE PROVIDED BY THE CONTRACTOR. HANDICAP RAMP(S) SHALL BE CONFORMANT WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
14. THE DEVELOPER SHALL BE RESPONSIBLE FOR REIMBURSING THE CITY FOR THE COSTS FOR ALL STREET SIGNS.
15. THE DEVELOPER'S ENGINEER SHALL PROVIDE AS-BUILT PLANS, CAD FILES, IN ELECTRONIC FORMAT, AND PDF FILES OF THE FULL SECOND DRAWING SET TO THE CITY ENGINEER PRIOR TO ACCEPTANCE OF THE AS-BUILT RECORDS. RECORDS SHALL BE PROVIDED TO THE CITY ENGINEER AT EACH PHASE AT EACH ELEVATION OF ALL SHALES AT EACH PROPERTY LINE AS PER CITY CODE.
16. THE DEVELOPER'S ENGINEER SHALL PROVIDE A STATEMENT TO THE CITY ENGINEER THAT THE RECORDS HAVE BEEN REVIEWED AND FOUND TO BE CORRECT AND COMPLETE. RECORDS SHALL BE PROVIDED TO COUNCIL ACCEPTANCE OF THE PUBLIC IMPROVEMENTS.

UTILITY NOTES

1. ONE WEEK PRIOR TO CONSTRUCTION THE CONTRACTOR SHALL NOTIFY:
 - A. SNYDER & ASSOCIATES
 - B. POLK CITY ENGINEER
 - C. COOPER CRAWFORD, L.L.C.
2. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE URBAN STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENTS.
3. THE CONTRACTOR SHALL VERIFY THE LOCATION AND PROTECT ALL UTILITIES AND STRUCTURES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING THE CITY OF POLK WITH THE LOCATION OF ALL UTILITIES AND STRUCTURES TO THE SATISFACTION OF THE OWNER.
4. THE ENGINEER SHALL BE RESPONSIBLE FOR PROVIDING THE CITY OF POLK WITH THE LOCATION OF ALL UTILITIES AND STRUCTURES TO THE SATISFACTION OF THE OWNER.
5. THE CONTRACTOR SHALL MARK UTILITY SERVICES WITH STEEL FINCH POSTS, PAINTED GREEN.
6. THE CONTRACTOR SHALL VERIFY THE UTILITY LOCATES.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR RECORDING THE AS-BUILT LOCATION OF ALL SERVICES.
8. ALL SANITARY SEWER SERVICES AND 8-INCH SUB-CUTS SHALL BE COVERED WITH 12" CONCRETE SLABS.
9. PROVIDE SANITARY SEWER SERVICE BERTS AS REQUIRED.
10. PLUMBING CONTRACTOR SHALL VERIFY SERVICE SUB-CUT ELEVATIONS ON LOTS PRIOR TO HOSE CONSTRUCTION TO ENSURE BASEMENT FLOOR ELEVATIONS WILL PROVIDE ADEQUATE FALL IN SERVICE PIPE (2x MINIMUM).
11. CONTRACTOR SHALL VERIFY PRIOR TO CONSTRUCTION THAT FIRE HYDRANTS WILL NOT CONFLICT WITH SIDEWALK CONSTRUCTION.
12. HYDRANTS, MANHOLE COVERS AND VALVE BOXES SHALL BE SET TO THE SAME ELEVATION AS THE SERVICE LINE.
13. WATER MAIN TO HAVE 5 1/2" BURY TYPICAL EXCEPT AT CRITICAL CROSSINGS.
14. ALL INTAKES SHALL HAVE TYPE IR CASTINGS.
15. ALL INTAKES SHALL BE PROTECTED BY A 12" CONCRETE SLAB UNLESS OTHERWISE NOTED.
16. ALL REINFORCED STEEL SHALL BE EPOXY COATED.
17. SUBGRADE TO BE 12-INCH THICK EARTH COMPACTED TO 98% MAX. DENSITY. ALL SUBGRADE SHALL NOT DEVIATE FROM ORTHUM BY MORE THAN 1/2" FROM THE DESIGN ELEVATION.
18. DURING SUBGRADE PREPARATION, IN FILL AREAS, GRADE SHALL BE ROOF-ROLLED PRIOR TO PLACEMENT OF ONE FOOT SUB-GRADE AND PROCEED WITH CONSTRUCTION.
19. NOTIFY SOILS ENGINEER TO PROVIDE ON-SITE INSPECTION OF UTILITY CONTRACTOR IS RESPONSIBLE FOR MAINTAINING AS-BUILT LOCATION FOR ALL UTILITIES, INCLUDING SERVICES.

POLK CITY



VICINITY SKETCH

GRADING NOTES

1. RECONNECT ANY FIELD TIE THAT ARE INTERCEPTED DURING UTILITY CONSTRUCTION.
2. THE CONTRACTOR SHALL TAKE DUE PRECAUTIONARY MEASURES TO PROTECT THE UTILITIES OR STRUCTURES AT THE SITE. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE OWNERS OF UTILITIES OR STRUCTURES OF ANY PROPOSED UTILITY IMMEDIATELY UPON DAMAGING ANY UTILITY LINE OR APPURTENANCE, OR IF THERE IS ANY INTERRUPTION OF THEIR SERVICE. IF EXISTING UTILITY LINES ARE ENCOUNTERED THAT CONFLICT IN LOCATION WITH NEW UTILITY LINES, THE CONTRACTOR SHALL NOTIFY THE ENGINEER SO THAT THE CONFLICT MAY BE RESOLVED AND APPROVED BY CITY.
3. STRIP TOPSOIL FROM ALL AREAS WHICH ARE TO BE FILLED OR CUT.
4. STRIP TOPSOIL FROM ALL AREAS WHICH ARE TO BE FILLED OR CUT.
5. ALL AREAS TO RECEIVE FILL ARE TO BE BENCHES, PREPARE BOTTOM OF BENCH FOR FILL BY DIGGING TO A DEPTH OF 6-INCHES.
6. ALL SITE GRADING SHALL BE COMPACTED TO A DENSITY THAT IS NOT LESS THAN 95% OF THE STANDARD PROCTOR DENSITY.
7. THE POSITION CONTENT OF THE FILL MATERIAL SHALL NOT DEVIATE FROM OPTIMUM BY MORE THAN 1% BELOW OR 4% ABOVE.
8. THE CONTRACTOR SHALL BE IN CHARGE OF ALL BACKFILL AROUND UNDERGROUND UTILITIES. THE CONTRACTOR SHALL NOT DEVIATE FROM THE STANDARD PROCTOR DENSITY.
9. MAINTAIN ALL CUT AND FILL AREAS FOR SURFACE DRAINAGE AT ALL TIMES.
10. FINAL GRADES WITHIN PAVED AREAS SHALL BE WITHIN 0.1' OF PLAN GRADE, UNLESS OTHERWISE NOTED.
11. A MINIMUM OF ONE FOOT OF COMPACTED CONCRETE SUBGRADE SHALL BE PROVIDED BENEATH ALL PAVEMENTS.
12. ALL SLOPES WITHIN PUBLIC EASEMENTS, RIGHT-OF-WAY, PARKS, OR LAND SHALL BE GRADDED TO A MINIMUM OF 2%.
13. ALL SLOPES ON PRIVATE PROPERTY SHALL BE 4% MINIMUM, UNLESS THE SPECIFIC LOCATION(S) HAVE BEEN LABELED AS 3%, MAXIMUM.
14. ALL EXISTING ROADSIDE DITCHES SHALL BE GRADED TO DRAIN TO THE NEAREST PUBLIC DRAINAGE SYSTEM.
15. ALL EXISTING ROADSIDE DITCHES SHALL BE GRADED TO DRAIN TO THE NEAREST PUBLIC DRAINAGE SYSTEM.
16. ALL EXISTING ROADSIDE DITCHES SHALL BE GRADED TO DRAIN TO THE NEAREST PUBLIC DRAINAGE SYSTEM.
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18. ALL EXISTING ROADSIDE DITCHES SHALL BE GRADED TO DRAIN TO THE NEAREST PUBLIC DRAINAGE SYSTEM.
19. ALL EXISTING ROADSIDE DITCHES SHALL BE GRADED TO DRAIN TO THE NEAREST PUBLIC DRAINAGE SYSTEM.

SANITARY SEWER TYPICAL NOTES:

1. ALL 8" SANITARY SEWER SHALL BE R/C CROSS PIPE WITH CLASS 0-3" BEDDING.
2. PROVIDE SANITARY SEWER SERVICE RISERS AS REQUIRED.
3. THE CONTRACTOR SHALL INSTALL SEWER TAPE AT THE END OF EACH SANITARY SEWER SERVICE LOCATED AT AN ELEVATION ABOVE THE CENTERLINE OF THE EXISTING THROUGH PIPE AND LESS THAN 2' ABOVE THE MANHOLE FLOOR SHALL HAVE A POWER-IN-PLACE SLOPED INVERT.
4. ALL MANHOLES WITHIN PAVEMENT SHALL HAVE TYPE B, ADJUSTABLE CASTINGS.
5. ALL TOOLS NOT WITHIN PAVEMENT SHALL HAVE TYPE A, NON-ADJUSTABLE CASTINGS.
6. ALL MANHOLES SHALL HAVE 1/1" BARRIERS.
7. CORE DRILL ALL CONNECTIONS TO EXISTING MANHOLES AND PROVIDE SLOPE AS SHOWN.
8. ALL 4" AND 6" SANITARY SEWER SERVICES SHALL BE SDR 23.5 IN ACCORDANCE WITH URBAN STANDARD SPECIFICATIONS. ALL SERVICE LINES SHALL BE EXTENDED INSIDE LOT LINES UNLESS OTHERWISE NOTED ON PLANS.
9. ALL 4" AND 6" SANITARY SEWER SERVICES SHALL BE SDR 23.5 IN ACCORDANCE WITH URBAN STANDARD SPECIFICATIONS. ALL SERVICE LINES SHALL BE EXTENDED INSIDE LOT LINES UNLESS OTHERWISE NOTED ON PLANS.
10. MANHOLE COVERS SHALL HAVE RAISED DIAMOND ROUGHNESS PATTERN.
11. THE CONTRACTOR SHALL LET CLEAN AND VACUUM ANY SECTION OF PIPE, FROM MANHOLE TO MANHOLE, PRIOR TO CONSTRUCTION. ALL JOINTS SHALL BE CLEANED AND REPAIRED AS REQUIRED DUE TO THIS CONSTRUCTION, ALONG WITH ANY DOWNSTREAM SEGMENTS AS REQUIRED.
12. THE CONTRACTOR SHALL TELEVIEW EVERY SANITARY SEWER LINE AND PROVIDE A COPY OF THE VIDEO TAPE AND FILE IN DIGITAL FORMAT TO SNYDER & ASSOCIATES. THE CITY SHALL NOTIFY THE CONTRACTOR OF ANY NECESSARY REPAIRS AND/OR CLEANING REQUIRED PRIOR TO COMMENCING PAVING, MANHOLE REPAIRS AND/OR CLEANING REQUIRED PRIOR TO COMMENCING PAVING, REPAIRS. IF NECESSARY, AND RE-TELEVIEWING SHALL BE AT THE CONTRACTOR'S EXPENSE.
13. THE CONTRACTOR SHALL REMOVE ALL JOINTS TO REMOVE ROCKS AND DEBRIS FROM THE SEWER LINE PRIOR TO CONSTRUCTION.
14. CONTRACTOR SHALL REMOVE ALL JOINTS TO REMOVE ROCKS AND DEBRIS FROM THE SEWER LINE PRIOR TO CONSTRUCTION.
15. SACS IN PIPE SHALL NOT EXCEED TOLERANCES AS SPECIFIED BY SUDAS. CONTRACTOR'S EXPENSE.
16. SACS IN PIPE SHALL NOT EXCEED TOLERANCES AS SPECIFIED BY SUDAS. CONTRACTOR'S EXPENSE.
17. SACS IN PIPE SHALL NOT EXCEED TOLERANCES AS SPECIFIED BY SUDAS. CONTRACTOR'S EXPENSE.
18. SACS IN PIPE SHALL NOT EXCEED TOLERANCES AS SPECIFIED BY SUDAS. CONTRACTOR'S EXPENSE.
19. SACS IN PIPE SHALL NOT EXCEED TOLERANCES AS SPECIFIED BY SUDAS. CONTRACTOR'S EXPENSE.
20. SACS IN PIPE SHALL NOT EXCEED TOLERANCES AS SPECIFIED BY SUDAS. CONTRACTOR'S EXPENSE.
21. SACS IN PIPE SHALL NOT EXCEED TOLERANCES AS SPECIFIED BY SUDAS. CONTRACTOR'S EXPENSE.

DEVELOPER

DEER HAVEN LAND COMPANY, LLC
1414 HWY 124, DES MOINES, IA 50319
CHRIS DANIGAN 515-210-7515
CDWAG@NPLAT1.NINJADEVELOPMENT.COM

QUANTITIES

SANITARY SEWER
1/815 LF 8-INCH SANITARY SEWER
1/216 LF 12-INCH SANITARY SEWER
20 EA. TYPE 12-INCH MANHOLE
71 EA. TYPE 12-INCH MANHOLE
EA. SERVICE

BENCHMARK
WEST SIDE OF HANSEN PLACE @ LOTS 22 & 23, PINE RIDGE ESTATES PLAT 3.
ELEVATION: 891.28

LEGEND	
---	EXISTING/PROPOSED
---	SANITARY SEWER
---	STORM SEWER
---	WATER MAIN
○	MANHOLE
●	STORM INTAKE
▼	FIRE HYDRANT
▼	VALVE
▶	FLARED END SECTION

CERTIFICATION

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

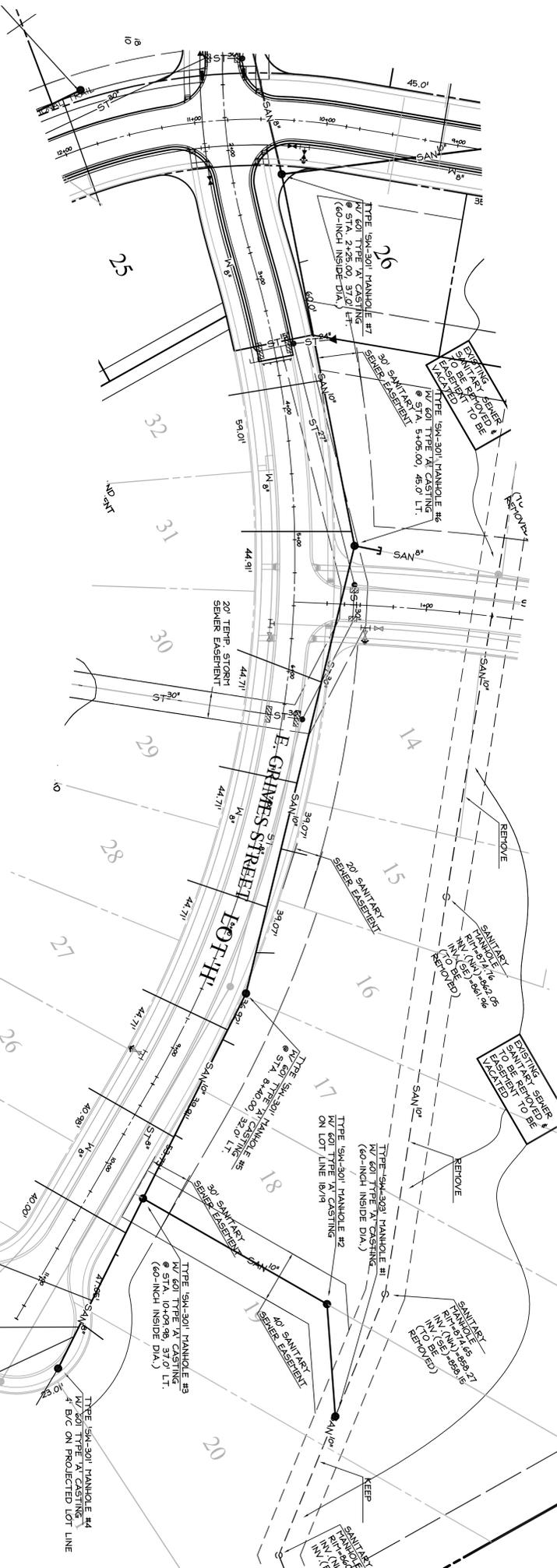
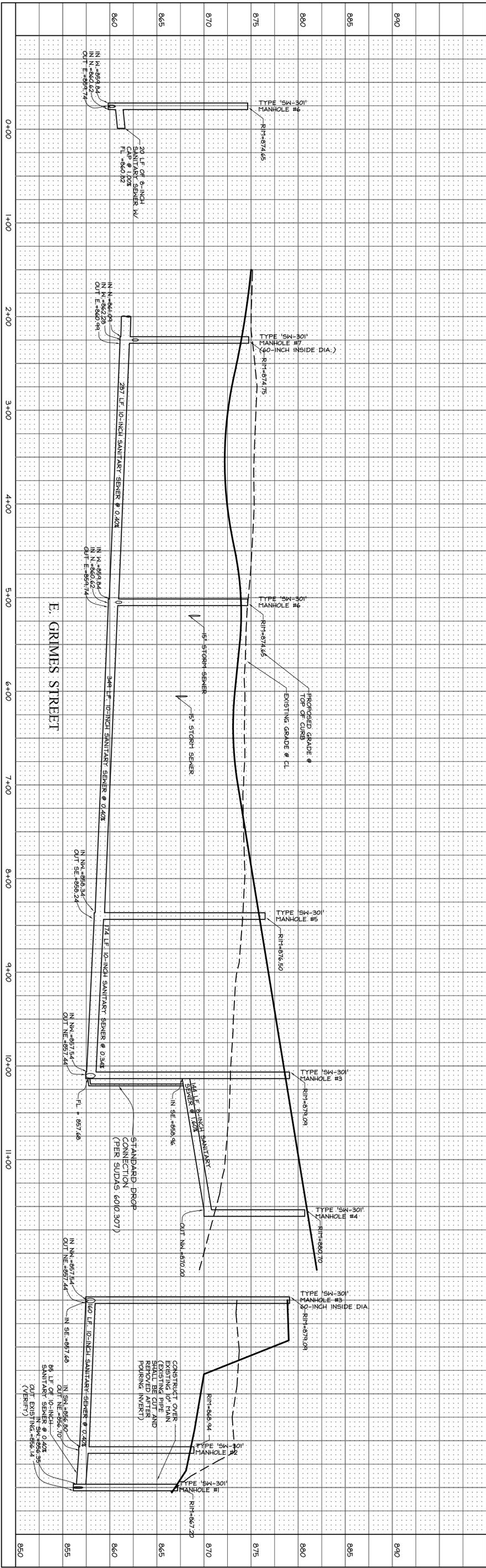
BRADLEY R. COOPER
IOWA LICENSE NO. 12380
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2015
PAGES OR SHEETS COVERED BY THIS SEAL:
Sheets 1-29

COOPER CRAWFORD
& ASSOCIATES, L.L.C.
CIVIL ENGINEERS

475 S. 50th STREET, SUITE 800, WEST DES MOINES, IOWA 50265
PHONE: (515) 224-1344 FAX: (515) 224-1345

DATE: 10-8-2015
JOB NUMBER: 1697
SCALE: SCALE
INITIALS: DAVE
REVISIONS: 109-2015

APPROVED: DATE: COVER SHEET
DATE: 10-8-2015
SCALE: SCALE
INITIALS: DAVE
REVISIONS: 109-2015
JOB NUMBER: 1697
SHEET 1 OF 29



SANITARY SEWER NOTES:

1. LIVE FLOWS MUST BE MAINTAINED.
2. NEW SANITARY SEWER MAINS WILL BE FULLY TESTED, INSPECTED AND REPAIRED.
3. A WRITTEN PHASING AND CONSTRUCTION PLAN WILL BE REQUIRED BY THE CONTRACTOR AT THE PRE-CONSTRUCTION MEETING.
4. A SEQUENCE OF CONSTRUCTION.
5. PLAN FOR TESTING AND INSPECTION.
6. CLEAR DIRECTION & NOTATION FOR THE NEW LINES.
7. A SERVICE PRE-CONSTRUCTION MEETING FOR THIS PORTION OF THE WORK WILL BE REQUIRED.
8. SEE DETAIL SHEET 24 FOR STANDARD INVERT/PIPE PLUG DETAIL.
9. ALL PIPES IN PROFILE ARE PROPOSED UNLESS NOTED OTHERWISE.

SANITARY MANHOLE REHABILITATION

1. STRONG SEAL, GROUT 250 (OR APPROVED EQUAL) A CEMENTITIOUS GROUT SHALL BE USED FOR STOPPING ACTIVE INFILTRATION AND FILLING VOIDS AND SHALL BE MIXED AND APPLIED IN ACCORDANCE WITH THE MANUFACTURERS RECOMMENDATIONS. THE CEMENTITIOUS GROUT SHALL BE VOLUME STABLE, AND COMPRESSIVE STRENGTH SHALL BE NOT LESS THAN 3000 PSI.
2. ALL FOREIGN MATERIAL SHALL BE REMOVED FROM THE MANHOLE WALL AND BENCH USING A HIGH PRESSURE WATER SPRAY (MINIMUM OF 1200 PSI), LOOSE AND PROTRUDING BRICK, PORTLAND AND CONCRETE SHALL BE REMOVED USING A QUICK SETTING PATCHING MIX (STRONG SEAL, GROUT 250) LARGE VOIDS WITH INVERT REPAIR SHALL BE PERFORMED ON ALL INVERTS WITH VISIBLE DAMAGE OR WHERE INFILTRATION IS PRESENT OR WHERE A CURENT TESTING IS SPECIFIED AFTER REPAIR. THE QUICK SETTING PATCH MATERIAL SHALL BE APPLIED TO THE INVERT AND BENCH IN AN EXPEDITIOUS MANNER. THE MATERIAL SHALL BE TROWELED UNIFORMLY ONTO THE DAMAGED INVERT AT A MINIMUM THICKNESS OF 1/2 INCH AT THE SURFACE. THE PATCHING MIX SHALL BE APPLIED TO THE SURFACE OF THE INVERT AND BENCH IN AN EXPEDITIOUS MANNER. THE FINISH INVERT AT THE INLETS AND OUTLET OF THE CHANNE FOR FLOW. THE FLOW TAPER AT THE INVERT SHALL BE SMOOTH AND FREE OF RIDGES AND SHALL BE TAPERED AT THE MANHOLE WITHIN 30-MINUTES AFTER PLACEMENT OF THE MATERIAL IS COMPLETED.
3. THE MANHOLE WILL BE FULLY TESTED BEFORE BEING PLACED IN SERVICE.

LEGEND

---	EXISTING/PROPOSED
---	PLAT BOUNDARY
---	SANITARY SEWER # & SIZE
---	STORM SEWER # & SIZE
---	WATER MAIN # & SIZE
○	MANHOLE
●	STORM INTAKE
▽	FIRE HYDRANT
▽	VALVE
▶	FLARED END SECTION



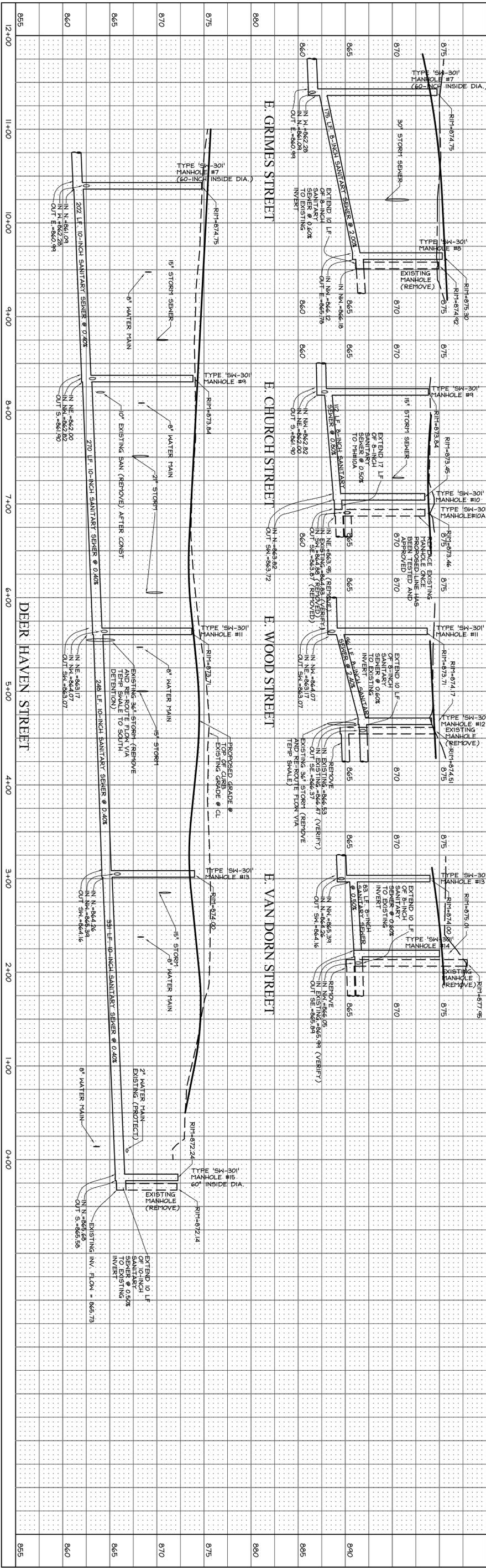
COOPER CRAWFORD & ASSOCIATES, L.L.C.
CIVIL ENGINEERS

475 S. 50th STREET, SUITE 800, WEST DES MOINES, IOWA 50265
PHONE: (515) 224-1344 FAX: (515) 224-1345

DATE: 10/23/05
REVISED: 10/9/2015



APPROVED: [Signature] INITIALS: [Signature]
AS-BUILT: [Signature]
JOB NUMBER: CC 1697
SHEET: 6 OF 29



SANITARY SEWER NOTES:

1. PIPE EXPOSED TO BE MAINTAINED.
2. AS NECESSARY, PRIOR TO PLACING LINES IN SERVICE.
3. A WRITTEN PHASING AND CONSTRUCTION PLAN WILL BE REQUIRED BY THE CONTRACTOR AT THE PRE-CONSTRUCTION MEETING.
4. PLAN FOR TESTING AND INSPECTION.
5. CLEAR DIRECTION INDICATION FOR PORTIONS OF THE LINE TO LEAVE IN PLACE.
6. A SEPARATE PRE-CONSTRUCTION MEETING FOR THIS PORTION OF THE WORK WILL BE REQUIRED THAT THE INTO NEW MANHOLES WILL BE EXTENDED ONCE EXISTING EXISTING LINES REMOVED.
7. SEE DETAIL SHEET 24 FOR STANDARD INVERT/PIPE PLUG DETAIL.
8. ALL PIPES IN PROFILE ARE PROPOSED UNLESS NOTED OTHERWISE.
9. ALL CORNER DRILLED CONNECTIONS WILL BE SEALED WITH A PSX DIRECT BOOT OR APPROVED EQUIVALENT.

SANITARY MANHOLE REHABILITATION

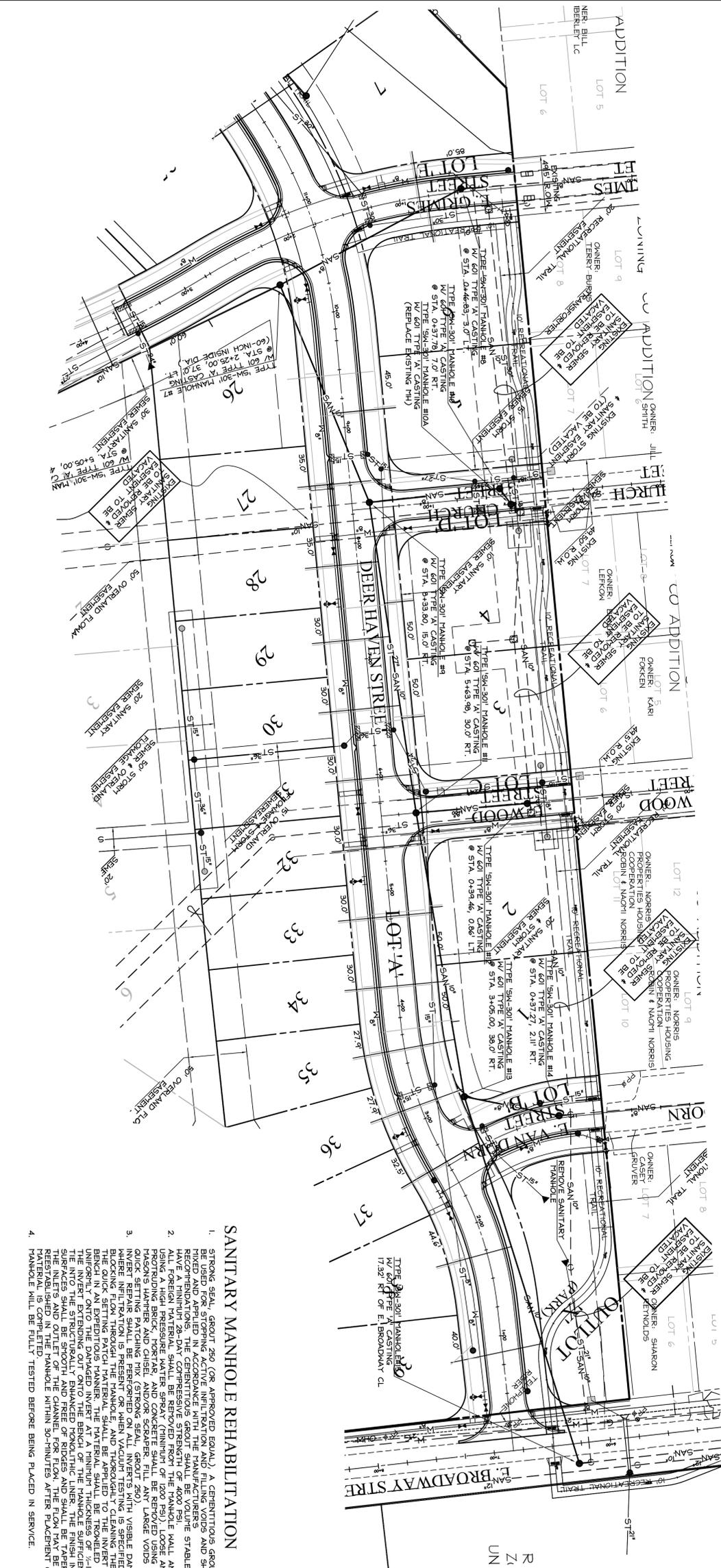
1. STRONG SEAL, GROUT 280 (OR APPROVED EQUAL), A CEMENTITIOUS GROUT, SHALL BE USED FOR STRONG ACTIVE INFILTRATION AND FILLING VOIDS AND SHALL BE RECOMMENDED. THE CEMENTITIOUS GROUT SHALL BE VOLUME STABLE, AND HAVE A MINIMUM 28-DAY COMPRESSIVE STRENGTH OF 4000 PSI.
2. ALL FOREIGN MATERIAL SHALL BE REMOVED FROM THE MANHOLE WALL AND BENCH PROTRUDING BRICK, PORTLAND CEMENT AND/OR SCRAPER, FILL ANY LARGE VOIDS WITH QUICK SETTING PATCHING MIX (STRONG SEAL, GROUT 280) VISIBLE DAMAGE OR WHERE INFILTRATION IS PRESENT OR WHEN VACUUM TESTING IS SPECIFIED. AFTER THE QUICK SETTING PATCH MATERIAL, AND THOROUGHLY CLEANING THE INVERT, AND UNIFORMITY ONTO THE DAMAGED INVERT AT A MINIMUM THICKNESS OF 1/4-INCH AT THE INVERTS AND OUTLET OF THE CHANNEL FOR FLOW. THE FINISH INVERT AT RESTABLISHED IN THE MANHOLE WITHIN 30-MINUTES AFTER PLACEMENT OF THE MATERIAL IS COMPLETED. TESTED BEFORE BEING PLACED IN SERVICE.
3. THE QUICK SETTING PATCH MATERIAL, SHALL BE APPLIED TO THE INVERT AND UNIFORMITY ONTO THE DAMAGED INVERT AT A MINIMUM THICKNESS OF 1/4-INCH AT THE INVERTS AND OUTLET OF THE CHANNEL FOR FLOW. THE FINISH INVERT AT RESTABLISHED IN THE MANHOLE WITHIN 30-MINUTES AFTER PLACEMENT OF THE MATERIAL IS COMPLETED. TESTED BEFORE BEING PLACED IN SERVICE.
4. MANHOLE WILL BE FULLY TESTED BEFORE BEING PLACED IN SERVICE.



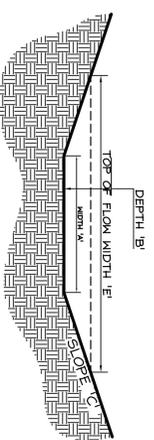
COOPER CRAWFORD & ASSOCIATES, L.L.C.
CIVIL ENGINEERS

475 S. 50th STREET, SUITE 800, WEST DES MOINES, IOWA 50265
PHONE: (515) 224-1344 FAX: (515) 224-1345
DATE: 08/29/15 REVISIONS: 10/9-2015

APPROVED: [Signature] INITIALS: [Signature] AS-BUILT: [Signature]
JOB NUMBER: CC 1697
SHEET: 8 OF 29



APPROVED: [Signature] INITIALS: [Signature] AS-BUILT: [Signature]
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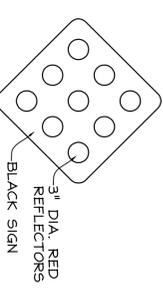


TYPICAL SWALE SECTION
NO SCALE

SECTION	WIDTH 'A'	DEPTH 'B'	SLOPE 'C'	WIDTH 'B'	100 YR (68)
A	10'	0.233'	4:1	11.86'	6.29'
B	15'	0.360'	4:1	17.85'	11.31'
C	15'	0.163'	4:1	16.30'	5.26'

SWALE SECTIONS

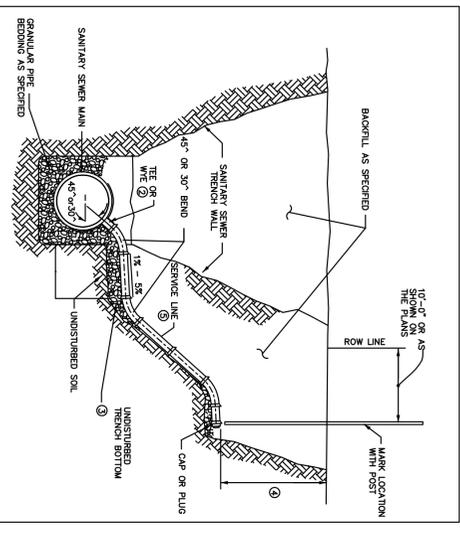
NO SCALE
MINOR SMALES WILL HAVE MINIMUM BOTTOM OF 5'



3" DIA. RED REFLECTORS
BLACK SIGN

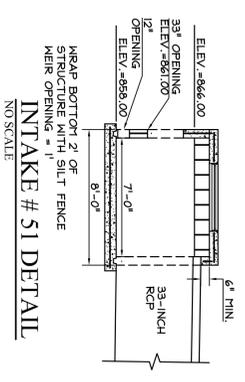
END OF PAVEMENT SIGN
NO SCALE

URBAN STANDARD SPECIFICATIONS for PUBLIC IMPROVEMENT MANUAL

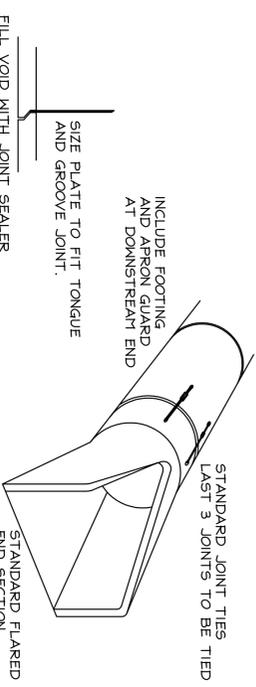


- NOTES:
- USE FOR SERVICE CONNECTION WHEN SANITARY SEWER DEPTH IS GREATER THAN 12 FT.
 - USE RIGID TUBS (CONCRETE OR MANUFACTURED) PERMITTED OR PERFORM PER 901 THE EXISTING SEWER MAIN AND ALL RCP. PREPARED MOULDED WPC OR SANDO THE COMPATIBLE WITH SEWER MAIN.
 - BEDDING FOR SERVICE AS SPECIFIED FOR SEWER MAIN.
 - 10 FT TO 12 FT DEPTH, UNLESS OTHERWISE SPECIFIED.
 - IF RISER SLOPE IS GREATER THAN 1:1, CONSTRUCT SERVICE WITH SCHEDULE 40 PVC (ASTM D 1785) OR DUCTILE IRON PER SECTION 5010.

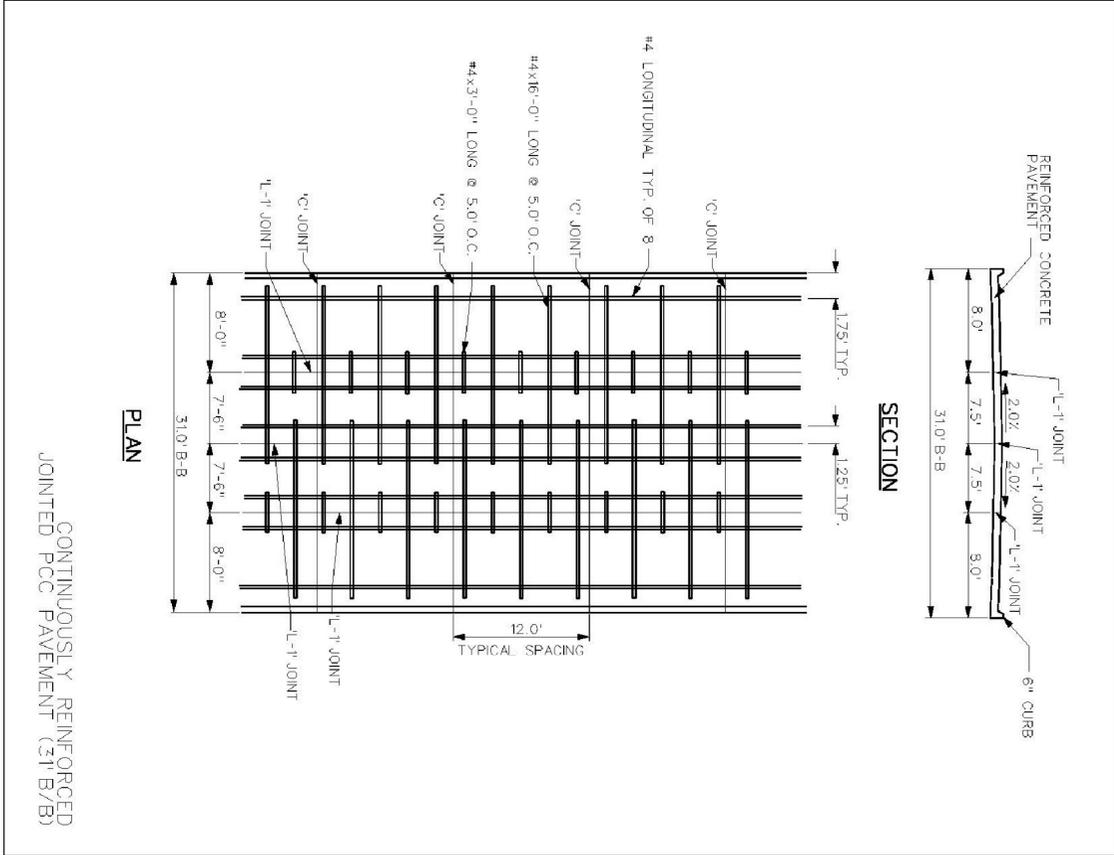
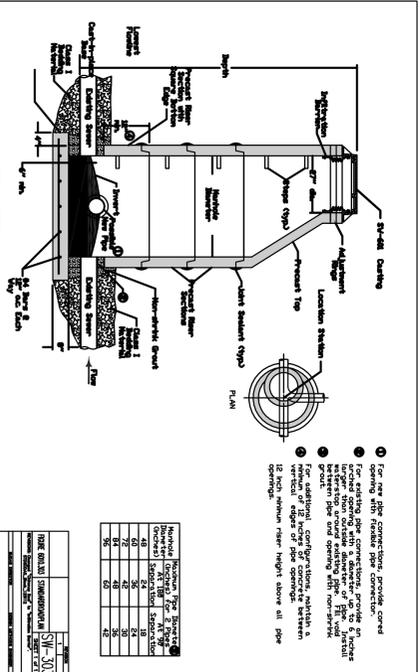
REV.	DATE	BY	TYPICAL SANITARY SEWER SERVICE STUB (DEPTH GREATER THAN 12')	FIGURE: 4001B
1	10-17-06			SHEET 1 OF 1
	DATE: 10-18-05			



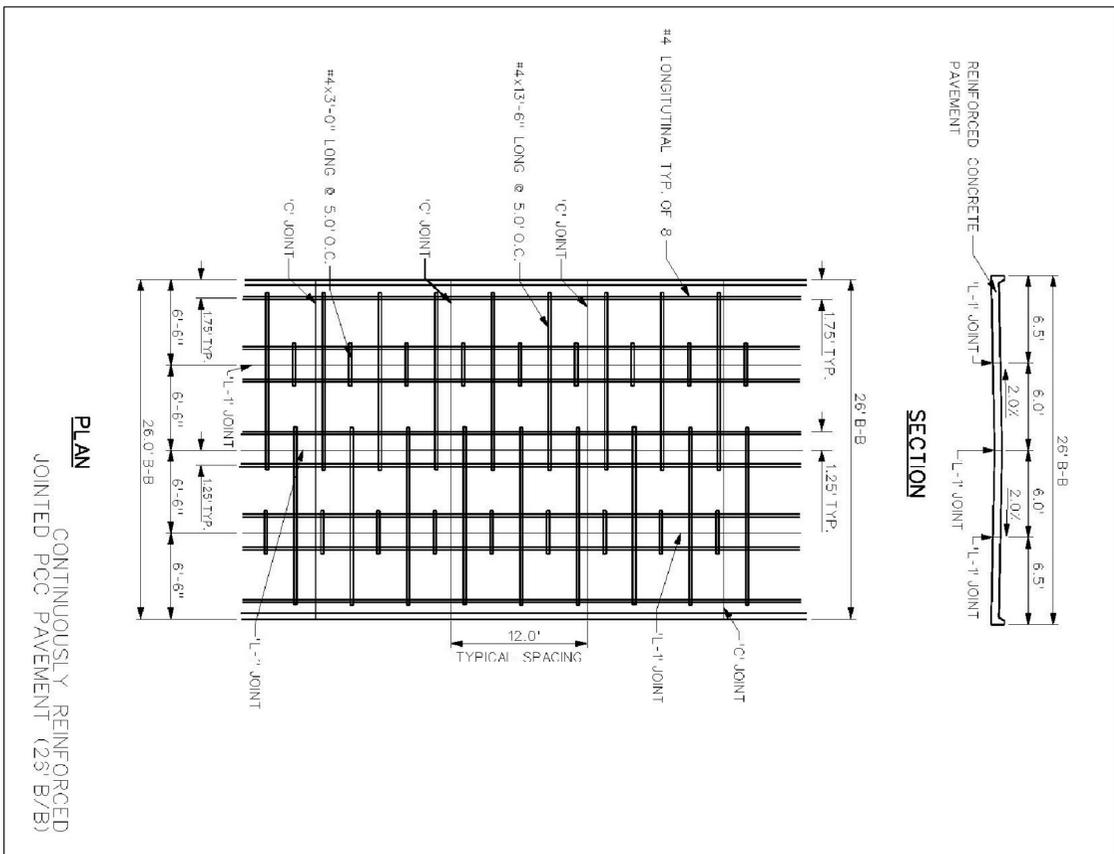
INTAKE # 51 DETAIL
NO SCALE



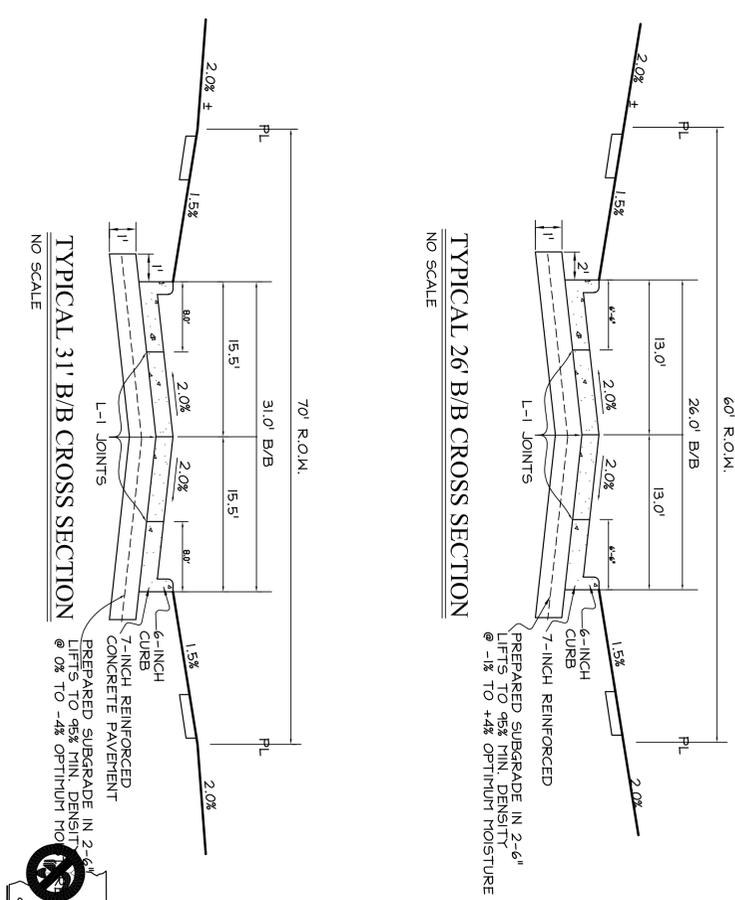
STANDARD JOINT TIES
LAST 3 JOINTS TO BE TIED



PLAN
CONTINUOUSLY REINFORCED JOINTED PCC PAVEMENT (31' B/B)



PLAN
CONTINUOUSLY REINFORCED JOINTED PCC PAVEMENT (26' B/B)



TYPICAL 26' B/B CROSS SECTION
NO SCALE

TYPICAL 31' B/B CROSS SECTION
NO SCALE

- LEGEND
- EXISTING/PROPOSED
 - PLAT BOUNDARY
 - STORM SEWER & SIZE
 - SANITARY SEWER & SIZE
 - MANHOLE
 - STORY INTAKE
 - FIRE HYDRANT VALVE
 - EXISTING CONTOURS
 - PROPOSED CONTOURS
 - SILT FENCE OR APPROVED FILTRATION SOCK

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APPROVED: [Signature] INITIALS: [Signature] AS-BUILT: [Signature]
DETAILS DEER HAVEN
JOB NUMBER 1697
SHEET 27 OF 29



October 8, 2015

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

RE: DEER HAVEN PLAT 1
APPROVAL OF CONSTRUCTION DRAWINGS FOR SANITARY SEWER ONLY

Dear Honorable Mayor and City Council:

On behalf of Platinum Development, Cooper-Crawford & Associates has submitted construction drawings for the above referenced plat. These plans represent the first phase of construction based on the Preliminary Plat approved by City Council on July 27, 2015. Plat 1 will include 39 lots on the west side of the plat. Most of the lots will front onto Deer Haven Drive which will be paved from E. Broadway south to the existing street in Pine Ridge Estates. The remaining lots will front onto the E. Bridge Road cul-de-sac.

In addition to serving these 39 lots, the new sanitary sewer will be constructed in such a manner as to replace the original trunk sewer that runs through this property. Existing sanitary sewers along E. Broadway, E. Van Dorn Street, E. Wood Street, E. Church Street and E. Grimes Street will then be connected to the new sanitary sewer line.

Since the end of the construction season is drawing near, the developer is now requesting approval for only the portion of the construction drawings covering the sanitary sewers and appurtenances. The developer understands they are proceeding with construction at their own risk since the construction drawings for the remainder of the improvements (paving, water mains, storm sewers, appurtenances and the Storm Water Management Plan) still have outstanding review comments and are therefore not yet ready for approval by City Council.

At this time, we recommend approval of the construction drawings for sanitary sewer only for Deer Haven Plat 1. It shall be the developer's responsibility to obtain approval of the Iowa DNR permit for sanitary sewer construction. All necessary materials submittals and shop drawings shall be approved by the City Engineer prior to the start of construction.

Respectfully submitted;

SNYDER & ASSOCIATES, INC.

Kathleen Connor

CC: Gary Mahannah, City Administrator
Mike Schulte, Public Works Director
John Kline, Platinum Construction
Brad Cooper, Cooper-Crawford & Associates