

Notice of Meeting  
Polk City | City Council  
\*\*\*\*\*  
December 14, 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. Council Swear In Ceremony
6. Consent Items

Action Items

1. Consider motion to approve the City Council Meeting Minutes for November 23, 2015
2. Consider motion to approve the City Council Workshop Meeting Minutes for November 23, 2015
3. Consider motion to approve the December 14, 2015 Claims
4. Consider motion to receipt and file the November 2015 Monthly Water Report
5. Consider motion to appoint City Staff, Titles, Responsibilities and Terms
6. Consider motion to approve Resolution 2015-89 changing a street name in Lost Lakes Plat 2
7. Consider motion to approve Resolution 2015-88 appointing Metro Wastewater Reclamation Authority (WRA) Board Representatives for 2016
8. Consider motion to approve Resolution 2015-90 appointing Metro Planning Organization (MPO) and MPO Transportation Technical Committee (TTC) Representatives for 2016
9. Consider motion to approve Resolution 2015-91 appointing Metro Waste Authority Board of Directors Representatives for 2016
10. Consider motion to approve updated 28E agreement for the Safety Coalition of Central Iowa Cities Shared Services Agreement
11. Consider motion to receipt and file the December 7, 2015 Library Board Meeting Minutes
12. Consider motion to receipt and file the November 2015 Library Stats report
13. Consider motion to receipt and file the November 2015 Police Stats report
14. Consider motion to receipt and file the November 2015 Fire Department Activity report
15. Consider motion to approve Resolution 2015-92 Snyder & Associates, Inc Engineering invoice for October services 2015 in the amount of \$22,930.65
16. Consider motion to approve Firefighter David Bush to Grade 6, Step 1, \$14.95 per hour due to receiving paramedic certification
17. Consider motion to accept part time Firefighter/EMT Randy Pecenka resignation from the Fire Department effective November 24, 2015
18. Consider motion to accept part time Firefighter/EMT Ross Budden resignation from the Fire Department effective December 2, 2015
19. Consider motion to accept paid on call Firefighter Adam Rasmussen resignation from the Fire Department effective December 8, 2015
20. Consider motion to approve hiring the following for paid on call positions as grade scale 3, step 1 or \$10.68 per hour:
  - Rusty Friedrichson

- Ryan Bristle
- Shaun Boots
- Thomas Willardson
- Kenneth Caldwell

## 7. New Business

### Action Items

1. Budget Amendment for FY 15/16
  - A. Public Hearing
  - B. Consider motion to approve Resolution 2015-87 Budget Amendment for FY 15/16
2. TCI Plat 6 Lift Station and Gravity Sewer project
  - A. Consider motion to approve Resolution 2015-93 approving plat of survey
  - B. Consider motion to approve Resolution 2015-94 accepting public improvements, warranty deed, and easements
3. Police Department staffing
  - A. Consider motion to approve the proposal for two part-time Officers for the Police Department
  - B. Consider motion to approve hiring Chris Clingar as a part-time Officer at \$27.00 per hour
4. Appointment of members of the City Negotiating Committee for Union negotiations
5. Snyder and Associates Engineering Proposal for Hwy 415
  - A. Consider motion to approve Snyder and Associates work study proposal for \$6,000 for turn lane analysis on Hwy 415 at the Saylorville Marina and the Sand Piper Recreational area (McBride Drive).
  - B. Consider motion to approve Snyder and Associates work study proposal for \$7,000 for traffic signal warrant and intersection geometry review
6. Consider motion to approve purchasing a Lucas CPR machine for the Fire Department's second ambulance, total cost in the amount of \$13,634.58, City share after grants and fundraising in the amount of \$6,817.29

## 8. Mayor's Report

## 9. Council Report

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

10. Council Discussion | Speed Limit signs have been placed on Booth St. in both directions, Police have gathered traffic data on Booth St activity to report back to Council for further direction

## 11. City Administrator's Report

## 12. City Staff Reports

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

## 13. Adjourn until January 11, 2016



# THE CITY OF POLK CITY 2015 ACCOMPLISHMENTS

## **Department Accomplishments**

- City Administration
- Technology & Innovation
- Library
- Fire
- Public Works
- Police

## **City Administration**

- Five new subdivisions went through the platting process.
- 2014 Ordinances were codified.
- Large Projects
  - Close out of the 2013 Paving Project
  - Construction of the Washington and Booth Street Reconstruction Project
- Hiring of a new City Administrative staff.
- Participated in the Capital Crossroads Projects.
- Joined the Code Consortium
- Highway 415 Improvements.
  - Worked on recommendations from TEAP Study
  - Constructed street lighting along the corridor of S 3<sup>rd</sup> Street.
  - Working with multiple agencies to gain turning lanes along the HWY 415 Corridor as identified in the TEAP report.
  - Began coordinating with IDOT for turn lanes on Southside and Pine Ridge.
  - Working on additional turn lanes for Sand Piper Recreational Area and Marina entrance.
  - Dynamic Sign purchased and installed as speed warning.
- Flood Plain
  - Created and Adopted Ordinance for use in Flood Plain Areas
  - Joined the FEMA Flood Program
  - Completed Flood Study
  - Completed Flood Plain Map for use with Ordinance
  - Coordinating with the new FEMA base map Study.
- WRA Second and Restated 28E Agreement passed.
- WRA and Polk City 28E Agreement regarding Rock Creek Sanitary Sewer Operations and Maintenance. Passed agreement along with the transfer of land rights.
- Worked on and neared completion of the Comprehensive Plan.
- Request for Proposals and completion of Fiscal Year Audit.
- Worked on options for the Police Chief position.
- Hired an interim Police Chief
- Investigated and implemented an early retirement plan.
- Full review of City Employee Handbook.
- Created Policy for Addressing Mayor and Council during City Council meetings.
- Presented a G.O. Bond vote to the citizens of Polk City for Sports Fields and an Aquatic Complex.
- Changed to bi-weekly payroll.
- Amendment to Urban Renewal Area II.
- TIF for Bridge Pointe.
- Worked with Polk County on Big Creek Development Urban Renewal Area amendment for areas included in area.

- Worked with Big Creek Development for an amendment to the Development Agreement allowing the addition of the amended area of TCI to be able collect the \$3000 fee per building permit.
- Worked on Trail connections to the Neal Smith and High Trestle Trails.
- Adopted the Updated Zoning Map.
- Implemented Credit Cards/ payment options.
- New City employee email addresses.
- New Web Site domain-polkcityia.gov
- Upgrades in Sanitary Sewer with bolt down lids for infiltration.
- Upgrades to water well fields for operation during high water events.
- Study on Future Water Needs for Polk City.
- Started the Shared Water Study with Ankeny and Des Moines Water Works for possible alternatives for shared Water Facilities.
- Transferred Police non-emergency telephone calls to City Hall for answering. Assisting with some clerical duties.
- Worked through Insurance the loss of \$73,000 in tools and the theft of two pickup trucks which were recovered.
- Wi-Fi at City Square.
- Implemented on line time clock system.
- Installed City Server and implemented DocuWare.
- Building permits inspection tracking.
- Building permits spreadsheets.

## Technology & Innovation

- Received Microsoft Office Specialist (MOS) certification
- Installation of City server with plans for future expanded access to all departments
  - Climate controlled with emergency battery backup
  - Setup City Hall firewall
  - Setup City Active Directory
  - Setup of security protocols including, password expirations, password minimum qualifications, remote lockout, etc.
  - Migration of Summit software to server
  - Kaspersky antivirus deployment
  - Initial installation of Docuware document management software
  - iDrive backup
  - Setup City Hall VPN
- Initial setup of Docuware
  - User account creation & permission setup
  - Setup cabinets, inboxes, & features
  - Endpoint installation on all pcs
- Migrate e-mail to Exchange Online Plan 1 for Government
  - Configure O365 accounts
  - Web based, Outlook, pc, and mobile synchronization
  - Deploy e-mail apps on Council iPads, City employee phones
- GIS – add new developments, basemap updates
  - Addressed & utility information added to basemap
    - Bridgeview Plat 1
    - Lost Lake Plats 1 & 2
    - Twelve Oaks Plat 2
    - Wolf Creek Townhomes Plats 11 & 12
    - Woodhaven Plat 1
- Finished curb stop inventory
- Performed 2015 IDOT updates
- Performed 2015 U.S. Census (BAS) updates
- 2015 production map list (*excludes single use, simple query maps*):
  - 2015 Polk City Road Map
  - Southeast Quadrant Service Line Breaks
  - 2015 Fire/EMS District Map for NW Polk County
  - 2015 Fire/EMS District Map for Polk County
  - Proposed Sports Complex Expansion
  - 2015 Polk City Address Grid

- Proposed Knapp Technology Park Lease Area
- 2015 Polk City Basemap
- 2015 Polk City RGIS Edits
- Tournament Club of Iowa Plat 5 TIFF Area
- 2015 Polk City Root Cutting
- 2015 Polk City Curb Stop Inventory
- 2015 Polk City 5-8K Run
- 2015 Four Seasons Festival Parade Route
- 2015 Four Seasons Festival Staging Map
- Potential Religious Facilities Sites- 3.5 Acres
- Potential Religious Facilities Sites- 5 Acres
- Potential Larger Retail Service Office Sites - 3.5 Acres
- 2015 Polk City Storm Sewer Map
- 2015 Polk City Sanitary Sewer Map
- 2015 Polk City Water Distribution Map
- Sports Complex Field 2: Water Irrigation Map
- *Addressing and utility addition maps for each new development*
- Regional GIS (RGIS)
  - Addition of new/changed house, business, multiplex, utility, park, trail, & street addressing
  - Addition of new developments, streets, parks, trails, etc.
  - Alert Fire Department & Police Department to updated 911 mapping
- Website activity increased comparison: month of December 2014 compared to month of November 2015
  - Page Views up **478.95%**; 11/15 - **5,940** vs 12/14 - **1,026**
    - (all page views between selected dates)
  - Sessions up **743.37%**; 11/15 - **2,353** vs 12/14 - **279**;
    - (periods of activity on site, app., etc.)
  - Users up **719.8%**; 11/15 - **1,656** vs 12/14 - **202**
    - (users that have had at least 1 session in specified dates, both new and returning)
  - New Pages
    - Flood Insurance
    - Volunteer Opportunities
    - Summer Recreation
    - DART On-Call Services
    - Metro Home Improvement Program
    - Online Payment
- Social media activity increased
  - Facebook total reach up **229%**; 11/15 - **5,932** vs 11/14 - **1,803**

- unique users almost 3.5 times higher
  - Twitter **1,743** average monthly views, record high 7/15 – **3,862** views
  - Addition of City YouTube & Google+ accounts to increase presence; in initial setup phase
- Phone system upgrades
  - Add phone caller ID
  - Install Clerk phone 48 key PKM
  - Expand phone system capacity to 12 lines
  - Add additional phone line to City Hall
  - Keymap, call routing, database updates
- Assist setup of e-mailed City deposit notices
- Setup online credit card processing through U.S. Bank, setup of user accounts
- Oversee City Hall communications line rewire
- Create 2015 Child information cards for Summer Recreation & Police Department
- Acquire Summer Recreation transportation costs & create cost comparison
- Successful recovery of City Clerk's computer
- Successful recovery of Public Works Supervisor's computer
- Create 2015 Polk City recognition materials & update employee tenure lists
- Upgrade City Hall multifunction copier
- Assist with 2015 flood scenarios (mapping, notes, data requests, etc.)
- Deploy mobile apps such as OWA, Outlook, Omnidog, etc. & enable mobile printing
- Assist with 2015 City Comprehensive plan (website & social media advertising)
- Re-establish Polk City Pictometry account after upgrade & provision accounts
- Compile 2015 Polk City Sewer & Water rate increase article
- Update Polk City iPad Policy
- Continued staff education of Trimble use for data acquisition
- Fall 2015 GIS Committee meeting
- Setup City Clerk, Deputy City Clerk, Finance Officer, Police Chief workstations
- Assist with HomeServ launch (website & social media advertising)
- Assist with Police Department communication restructure (shared calendar & phone call routing)
- Assist in aftermath of Public Works theft (research & eventual implementation of cameras, locks, security systems, key inventory, smart key/ID access systems throughout City)
- Miscellaneous software updates (antivirus, ArcGIS, Summit, operating systems, etc.)
- Initial setup of Council meeting video streaming

## **Community Library**

- Early Literacy Stations/ AWE computers purchased with memorial money
- New shelving in the children's area purchased with memorial money
- Programming for adults and children
- Successful Summer Reading Program for adults and children
- Outreach programs to all of the daycares
- Picnic table and bench installed
- Facelift in the Young Adult area
- Storyteller's bench donated
- Cake pans were featured at the Iowa Library Association conference reception hosted by the Library's in the Des Moines Metro area
- Successful partnership programs with the Polk City Police Department and local businesses
- Upgraded from WILBOR to Bridges for downloadable books

## **Fire Department**

- **Equipment/Purchases/Updates:**
  - Added new Sonar to our boat with side scan sonar technology to help locate drowning victims. Polk City Firefighters Association funded.
  - Added body drag equipment and capabilities to our boat.
  - Replaced concrete in front of station and 4570 apron
  - Purchased and implemented new pharmacy control vending system.
  - Received grant from Prairie Meadows for LUCAS – Association and grant funding half of purchase – purchase pending approval of city half
  - Replaced computer in 4500
  - Added new binder lifters to ambulances
  - Received donation of copier/scanner and put into service with maintenance contract
  - Purchased two new sets of fire gear
  - Purchased a GoPro camera to create training videos
  - Updated locks from community room bathrooms to FD truck room for enhanced security
  - Preventative maintenance completed on extrication tools, ladders, pumps, cascade system, and SCBA's
- **Contracts/Agreements/Policies:**
  - Adopted national interoperability channels
  - Renewed contract with Dr. Heberer through 2017
  - Adopted new Polk County 28E agreement
  - Updated pay system for POC members to be hourly equivalent system based on wage scale
  - Implemented new Billing and Collections Policy
  - Updated Emergency Response Fee Schedule
  - Iowa Department of Public Health Inspection – passed with no deficiencies
  - New billing contract with Fraser Transportation
- **Vehicle Updates:**
  - Tested and inspected all fire hose
  - Replaced all batteries in 4570
  - New tires and alignment on M2
  - 4530 and 4570 DOT inspections and preventative maintenance
- **Public Relations:**
  - Pizza delivery and smoke detector check program with Papa's Pizza
  - Open house for fire prevention week
  - Open house for EMS week
  - City wide fire drill, school, and daycare visits during fire prevention week

- Participated in Fall festival
- **Staff & Training**
  - Hosted EMT class
  - Held POC recruiting open house in November
  - Held pinning and swearing in ceremony in January
  - First year of NFPA compliant physicals for new hires and existing staff
  - New Hires:
    - Ryan Moore
    - Nathan Reis
    - Matt Guerdet
    - Mark Dooley
    - Tom Hogan
    - Nathan Mason
    - Nathan Burgod
    - Matt Dose
    - Keith Maki
    - Eric Dunn
    - Rusty Fredrickson
    - Ryan Bristle
    - Shaun Boots
    - Thomas Willardson
    - Kenneth Caldwell
  - Resignations
    - Justin Vanderleest
    - Sonya Edmund
    - Teresa Nicholson
    - Josh Sneller
    - Brandon Simpson
    - Chris Roberts
    - Katie Pace
    - Randy Pecenka
    - Adam Rasmussen
    - Ross Budden
  - Promotions
    - Tyler Rommel – Lieutenant
    - Brian Hanson – Lieutenant, Chief Engineer
    - Jason Cutsforth – Fire Marshal
    - Craig VerHeul – Lieutenant
  - New Certifications
    - Nick Klatt – EMT & Firefighter

- Ryan Moore – EMT
- Kevin Vols – EMT & Firefighter
- Tom Hogan – EMT
- Nathan Mason – EMT
- Matt Guerdet – EMT
- David Bush – Paramedic
- Tom Hogan – CPR Instructor
- David Bush – CPR Instructor
- Randy Pace – Firefighter
- Jeff Pederson – Firefighter
- Craig Sosby – Firefighter
- Andrew Ware - Firefighter

## **Public Works**

- Curb stop layer locating GIS
- Root cutting and televising program 17,000 ft.
- Mulch/hauling and tree chipping
- Setup & takedown 8<sup>th</sup> grade cleanup day
- Water plant tour 3<sup>rd</sup> grade
- Tree trimming for City R.O.W's
- Installed approximately 75-100 water meters
- Lift station grease removal (scheduled with Hydro Kleen)
- Concession stand maintenance (plumbing freezing)
- Cooperation with Polk City Development Corporation on directional signs and installs
- 2 manhole rehabs
- 20 fire hydrant installations and inspections
- Reorganized recycling area
- Removed all waste mulch twice
- Ash tree removal program
- Washington/Booth Street Repair project
  - Utility locates
  - Assist in managing coordination of project
- Snowplow training 2 employees
- Fire hydrant flow testing
- Coordinated and installed new street signs for three new developments
- Rebuild all wooden park benches and repaint brackets on benches and replace wooden boards with aluminum
- PC Festival beer garden setup and parade route barricades
- Prepared pick-up unit 207 for trade
- Install and modify radar speed sign on Hwy 415
- Rewire and replaced lights on the back of the pick-up sander
- Rebuild tommy lift unit 206
- Prepared City drinking water well-field for possible high water events
- Replaced, resealed and installed chimneys along with bolt-down covers for 20 manholes in flood plain
- Update information for Snow Ordinance
- Water plant
  - Maintenance
  - Replace aerator trays
  - Built fluoride storage room
  - High service pump update
- Built secure tool crib in shop
- Remodeled sand storage overhead door

- Updated the 30 bells
  - Rebuilt and repainted
  - Added new lights
- Line up contractor for added Christmas lights on the square
- Tree removal, stump grinding and dirt-work for Simmer Park
- Rebuilt plow maintenance unit 205
- Replaced PD Office lights with LED
- Repaired and replaced non-working section of heated sidewalk at the Community Center
- City Hall updates
  - Repaired ductwork
  - Replaced ceiling tiles
  - Repaint Finance office
- Removed, repaired and painted, then reinstalled Marina Cove Park and Miller Park signs
- Removed and reinstalled decorative bricks at the Library and organized concrete repair for side door entry
- Installed girls softball field irrigation meter and backflow device including cement pad and cover
- Re-inventory, replacement values and reordering of stolen property from maintenance buildings
- Water Service Network
  - Repaired two water line main breaks
  - Set up DMWW for water main break repairs
  - Dirt-work and seeding for water main breaks
- Snowplow Operations
  - Responded to 12 significant snow events
  - Removed 35" of snow total
  - Applied 180 tons of road salt
- Four service line repairs
  - Investigate and schedule repairs for homeowners with service line breaks
- Responded to 425 separate Iowa One Call Utility locates

## **Police Department Accomplishments for 2015**

- Officer Mat Aicher achieved instructor certification for CPR training. The training included an online written course and test in addition to 8 hours of hands on classroom training. It culminated with classroom instruction monitored by a state certified proctor. This is a cost saving accomplishment as we now have an in house certified instructor to keep our other officers certified.
- Adherence by the officers to standard safety procedures and affective management of prisoners has led to no officer on the job injuries resulting in no expense to the city for job injury leave.
- The department successfully organized and participated in a number of safety awareness programs for the public. Among them was the Senior Driving Program, several alcohol awareness programs, two bicycle rodeos aimed at educating children in bicycle safety and the Trunk or Treat Program aimed at providing Halloween safety education to children in the schools.
- Officers of the department sponsored a sporting event called Punt, Pass & Kick in which children compete against each other in punting, passing and kicking capabilities. As a result of that event several participant's achievements qualified them to advance to regional and national competition.
- Officers of the department were successful in solving several criminal investigations through the use of forensic evidence retrieved by the officers to include latent fingerprints and DNA.
- Officers of the Department made over 3,000 public and interagency contacts, including arrests with only one formal complaint that was resolved by a simple apology.
- Officers of the Department sponsored the annual Fall Festival along with the Fire Department. This was the 15<sup>th</sup> year of the event, with games, prizes and food. This year the Department incorporated more safety education materials. Approximately 300-350 kids participated.

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:30 p.m., Monday, November 23, 2015**  
**City Hall**

Polk City, City Council held a meeting at 6:30 p.m., on November 23, 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

**Staff Members Present:**

Gary Mahannah | City Administrator  
Jenny Gibbons | City Clerk  
Lindsey Huber | City Finance Director  
Amy Beattie | City Attorney  
Roger Sanders | Interim Police Chief  
Ron Lamfers | Senior Police Officer  
Jake Schreier | Technology & Innovation Director  
Mike Schulte | Public Works Director  
Kim Kellogg | Library Director

**Citizen Liaison Present:**

Ken Thornton

1. **Call to Order** / Mayor Jason Morse called the meeting to order at 6:30 p.m.
2. **Roll Call** / Mordini, Sarchet, Pro Tem Dvorak, Lane, Anderson | In attendance
3. **Approval of Agenda**  
*MOTION:* A motion was made by Anderson and seconded by Dvorak to approve the agenda.  
***MOTION CARRIED UNANIMOUSLY***
4. **Public Comments** / None
5. **Consent Agenda Items**  
*MOTION:* A motion was made by Dvorak and seconded by Lane to approve the consent agenda items.
  1. Consider motion to approve the City Council Meeting Minutes for November 9, 2015
  2. Consider motion to approve the City Council Workshop Meeting Minutes for November 9, 2015
  3. Consider motion to receipt and file the November 2, 2015 Special Recreational Meeting Minutes
  4. Consider motion to approve the November 23, 2015 Claims
  5. Consider motion to approve the October 2015 Financial Report
  6. Consider motion to approve the Annual Financial Report for FY 14/15
  7. Consider motion to approve publishing notice of Budget Amendment for FY 15/16
  8. Consider motion to approve the annual Urban Renewal report for FY 16/17
  9. Consider motion to receipt and file the September 29, 2015 and November 9, 2015 Arts Council Meeting Minutes
  10. Consider motion to receipt and file the October 2015 Monthly Water Report
  11. Consider motion to receipt and file the October 13, 2015 Library Board Meeting Minutes
  12. Consider motion to receipt and file the October 2015 Library Stats report
  13. Consider motion to receipt and file the updated By-Laws for the Library Board of Trustees
  14. Consider motion to receipt and file the November 2015 Police Stats report***MOTION CARRIED UNANIMOUSLY***
6. **New Business**
  1. *MOTION:* A motion was made by Dvorak and seconded by Lane to approve Audio/Video Streaming for future Council Meetings not to exceed \$4,548  
***MOTION CARRIED UNANIMOUSLY***
7. **Mayor Report** | Mayor Morse reported positive feedback from the Polk City Comprehensive Plan Open House held Monday, November 16, 2015. City Square lighting event scheduled for Tuesday, December 1, 2015

8. **Council Report**

1. Sarchet discussed MAC meeting and the reoccurring discussions about local option sales tax
2. Anderson requested speed limit signs added to Booth street
3. Mordini thanked Public Works for the snow removal work the crews did Friday, November 20, 2015

9. **Council Discussion** | HomeServe timeline was discussed along with alternative options

10. **City Administrator Report** | Gary Mahannah reported on the Loss Control visit conducted by Iowa Communities Insurance Pool (ICAP). The Dynamic Sign is operational again but needs to be calibrated. HWY 415 discussions continue, including investigating additional turn lanes, Mahannah will bring information back to Council once available. Police Union has been certified.

11. **City Reports**

1. Police Chief, Roger Sanders discussed reformatting of the Monthly Police Activity Report. Reviewed some of the stats on the report and commended the City for providing such a safe community for its residents
2. City Liaison, Ken Thornton reported on his recent meetings with Mr. Mahannah regarding a 5 person Liaison board. Mr. Thornton will continue to work with staff and involve Council Member, Sarchet with next steps

12. **Begin Closed Session**

***MOTION:*** A motion was made by Dvorak and seconded by Lane to go into Closed Session at 6:56 p.m.

***MOTION CARRIED UNANIMOUSLY***

13. **Adjournment**

***MOTION:*** A motion was made by Sarchet and seconded by Anderson to adjourn at 7:58 p.m.

***MOTION CARRIED UNANIMOUSLY***

***Next Meeting Date*** – Monday, December 14, 2015

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Jason Morse, Mayor

Attest:

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Jenny Gibbons, City Clerk

**MEETING MINUTES**  
**The City of Polk City**  
**Council Workshop**  
**5:00 p.m., Monday, November 23, 2015**  
**City Hall**

A Council Workshop was held on Monday November 23, 2015 at 5:00 p.m. at City Hall in Polk City IA.

**Mayor and City Council Members Present:**

Jason Morse | Mayor  
Robert Mordini | City Council Member  
Robert Sarchet | City Council Member  
David Dvorak | Pro Tem  
Dan Lane | City Council Member  
Ron Anderson | City Council Member

**Staff Members Present:**

Gary Mahannah | City Administrator  
Lindsey Huber | City Finance Officer  
Jake Schreier | Technology & Innovation  
Roger Sanders | Interim Police Chief  
Mike Schulte | Public Works Director

**Minutes**

Council discussed priorities for the FY 16/17 Budget, and assigned dollar values. Staff to prepare revenue projections for FY 16/17 Budget year.

**Adjournment** – Meeting Adjourned at 6:25 p.m.

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Jenny Gibbons, City Clerk

# CLAIMS REPORT

The City of Polk City

For 12/14/2015

DEPARTMENT	VENDOR	EXPENSE TYPE	AMOUNT
ALL DEPT	CENTURY LINK	PHONE SERVICE	\$1,228.01
ALL DEPT	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$139.00
ALL DEPT	I.M.W.C.A.	WORKERS COMP INSURANCE	\$4,428.00
ALL DEPT	KLEEN SWEEP SERVICES INC	CLEANING SERVICE	\$1,525.00
ALL DEPT	M & M SALES COMPANY	COPIER RENTAL	\$137.82
ALL DEPT	MIDWEST OFFICE TECHNOLOGY	COPIER RENTAL	\$222.51
BLDG	SAFE BUILDING COMP. & TECH	BUILDING INSPECTIONS	\$6,575.23
CH	AHLERS & COONEY	ATTORNEY FEES	\$360.00
CH	BRICK LAW FIRM	LEGAL SERVICES	\$4,905.97
CH	DATA TECHNOLOGIES	2016 SUMMIT LICENSE/SUPPORT	\$5,674.58
CH	GATEHOUSE MEDIA	ADVERTISING	\$60.00
CH	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$39.56
CH	P & M APPAREL	LADIES FLEECE	\$336.00
CH	PITNEY BOWES	POSTAGE METER RENTAL	\$216.71
CH	POLK COUNTY EMERGENCY MAN AGY.	FY15/16 28E AGREEMENT	\$1,709.00
CH	REGISTER MEDIA	10.26.15 MEETING MINUTES	\$588.52
FD	440-PRAXAIR DISTR. INC.	OXYGEN	\$583.90
FD	ALAN HEBERER MED. DIR. ASSOCIA	QUARTERLY MEDICAL DIRECTOR	\$500.00
FD	ALEXIS FIRE EQUIPMENT CO	PM EXTRICATION TOOLS	\$692.60
FD	CITY OF ANKENY	COQ FEE	\$50.00
FD	CRAIG SOSBY	1/2 FITNESS CENTER MEMBERSHIP	\$193.43
FD	CRYSTAL CLEAR WATER CO	PURCHASED WATER	\$61.00
FD	EMSLRC	CEH'S	\$60.00
FD	LYNN CARD COMPANY	CARDS	\$135.95
FD	MERCY COLLEGE OF HEALTH SCIENC	CPR CARDS	\$13.00
FD	NELSON AUTOMOTIVE	REPAIR PARTS	\$550.38
FD	RACOM	MONTHLY FEE	\$658.00
FD	SANDRY FIRE SUPPLY L.L.C.	NOMEX HOODS	\$393.70
FD	TOM HOGAN	MAP BOOKS	\$52.61
FD	TRUE NORTH COMPANIES	AD & D INSURANCE	\$545.30
FD	UNITED HEALTHCARE	STAFF INSURANCE	\$61.40
FD	CHRIS WEISHAAR	1/2 FITNESS MEMBERSHIP	\$223.43
LIB	BOUND TREE MEDICAL	MEDICAL SUPPLIES	\$338.94
LIB	DEMCO INC.	LIBRARY SUPPLIES	\$152.70
LIB	GALE/CENGAGE LEARNING	LIBRARY BOOKS	\$198.82
LIB	MICROMARKETING, LLC	BOOKS ON CD	\$84.98
LIB	ORIENTAL TRADING CO.INC.	CRAFT SUPPLIES	\$12.98
LIB	RECORDED BOOKS LLC.	BOOKS ON CD	\$264.80
LIB	SUZANNE LINDAMAN	REIMBURSEMENT FOR BOOKS	\$46.39
PD	MED-TECH RESOURCE INC.	FINGERPRINT SUPPLIES	\$149.74
PD	R.A.D. SYSTEMS	CERTIFICATION RENEWAL	\$75.00
PD	SPRINT	PHONE/DATA SERVICES	\$373.90
PD	WATCH GUARD	WIRELESS MIC REPAIR	\$174.00
PW	ACCUJET LLC	PLUG RENTAL-SEWER CLEANING	\$224.72
PW	ACME TOOLS	GREASE CAN/BATTERY/DEWALT TOOL	\$403.99
PW	ADVENTURE LIGHTING	MH175 U-P/MH400 U-P	\$118.24
PW	AMERICAN TOPPER & ASSOCIATES	TRUCK LIGHTS	\$1,595.00
PW	AMES LOCK & SECURITY	KEYS/NEW LOCKS	\$1,712.09
PW	ARDICK EQUIPMENT CO.	SIGNS	\$393.50
PW	ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$325.75
PW	ASPEN WASTE SYSTEMS	YARD WASTE DISPOSAL	\$3,676.88
PW	BELLER DISTRIBUTING LLC	CHAINLUBE/DOC/FUEL TRTMT	\$469.05
PW	CONTROLLED ACCESS OF THE MIDWEST	REPAIR GATES AT SHOP COMPLEX	\$169.00
PW	DES MOINES METAL FABRICATING	SHEETS EXPANDED METAL	\$166.15
PW	G & L CLOTHING	WORK CLOTHING	\$101.99
PW	GNA TRUCKING LLC	TRUCKING SERVICES	\$611.77
PW	GOERING PLUMBING	840 LAKEVIEW AVE	\$4,137.58

PW	GURNSEY ELECTRIC CO	SEMI ANNUAL SIREN CHECK	\$1,375.00
PW	H.D. WATERWORKS SUPPLY	REPAIR PARTS	\$57.94
PW	HAWKINS INC	CHEMICAL PUMP	\$1,730.10
PW	HOTSY CLEANING SYSTEMS INC.	REF 0163616/0163703	\$542.48
PW	HYDRO-KLEAN INC.	ANNUAL SEWER MAINTENANCE	\$12,131.36
PW	INTERSTATE ALL BATTERY CENTER	MTP 65 BATTERY	\$129.40
PW	INTERSTATE BATTERIES	BATTERY	\$1,783.60
PW	JIM'S JOHNS	PORTABLE TOILET RENTAL	\$200.00
PW	KECK ENERGY	DIESEL BLENDS	\$644.72
PW	KELTEK INC	4500 MDT	\$3,259.47
PW	KEYSTONE LABORATORIES INC.	WATER TESTING	\$289.00
PW	LAWSON PRODUCTS	PARTS, HARDWARE & SUPPLIES	\$173.99
PW	MARTIN MARIETTA AGGREGATES	ROCK	\$870.65
PW	METRO WASTE AUTHORITY	CURB IT RECYCLING	\$3,765.86
PW	MIDLAND POWER CO-OP	STREET LIGHTING	\$1,032.68
PW	MSC INDUSTRIAL SUPPLY INC	RADAR SIGN REPAIR	\$172.72
PW	OVERHEAD DOOR CO OF DES MOINES	MAINTENANCE-OVERHEAD DOORS	\$464.50
PW	POLK COUNTY HEATING & COOLING	SERVICE CALL-FURNACE COMM RM	\$134.00
PW	STRAUSS SECURITY SOLUTIONS	BATHROOM DOOR LOCKS	\$1,297.24
PW	TOTAL QUALITY INC.	LAWNCARE	\$4,820.32
PW	TRUCK EQUIPMENT INC.	PIVOT PIN KIT	\$323.15
PW	URBAN TURF FARMS	REPAIR WATER MAIN BREAK	\$115.00
PW	WASTE MANAGEMENT OF IOWA	WASTE HAULING	\$546.83
WATER	DES MOINES WATER WORKS	PURCHASED WATER	\$35,307.97
<b>TOTAL</b>			<b>\$120,066.55</b>

ALL DEPT	\$7,680.34
BLDG	\$6,575.23
CH	\$13,890.34
FD	\$4,774.70
LIB	\$1,099.61
PD	\$772.64
PW	\$49,965.72
WATER	\$35,307.97
<b>TOTAL</b>	<b>\$120,066.55</b>

# Polk City Water Department

## Monthly Report

Month Nov.

Year 2015

Total Water Pumped 9557190 Gallons  
Monthly Daily Avg 318573 Gallons

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### Testing Results

- SDWA Bacteriological Coliform Analysis absent University Hygienic Lab.  
Fecal Coliform Analysis- Sample incubated 35c for 48 hrs then examine for gas production. Gas production verifies presence of fecal coliform organisms.
- Fluoride Analysis .8 University Hygienic Lab.  
A fluoride concentration of approx. 1mg/l in drinking water effectively reduces dental caries without harmful effects on health. MCL for fluoride is 4.0 mg/l.  
Fluoride at Plant- Monthly Average .92 mg/l Polk City Lab.  
Fluoride in System- Monthly Average .78 mg/l Polk City Lab.
- Chlorine Free At Plant- Monthly Average 1.25 mg/l Polk City Lab.  
Chlorine Total at plant- Monthly Average 3.18 mg/l Polk City Lab.  
Chlorine Free in System- Monthly Average .73 mg/l Polk City Lab.  
Chlorine Total in System- Monthly Average .93 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 6.45 mg/l Polk City Lab.  
Iron Finish Water- Monthly Average .01 mg/l Polk City Lab.  
Iron System Water- Monthly Average .01 mg/l Polk City Lab.  
Iron occurs in rocks and minerals in the earth's crust. It's the 4<sup>th</sup> 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 .24 mg/l Polk City Lab.  
Manganese Finish Water- Monthly Average .09 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 7<sup>th</sup> 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 8.1 mg/l Polk City Lab.  
pH Finish Water- Monthly Average 7.7 mg/l Polk City Lab.  
pH System Water- Monthly Average 8.2 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 \_\_\_\_\_

<b>Council Appointments</b>	<b>2 year</b>	<b>Term ends</b>
Gary Mahannah	City Administrator /Bond Registrar	12/31/2017
Lindsey Huber	Finance Director /Bond Registrar	12/31/2017
Jenny Gibbons	City Clerk	12/31/2017
Becky Leonard	Deputy City Clerk	12/31/2017
Dan Gubbins	Fire Chief	12/31/2017
Roger Sanders	Chief of Police	Interim
Amy Beattie	City Attorney	12/31/2017
Synder & Associates	City Engineer	12/31/2017

**RESOLUTION NO. 2015 - 89**

**A RESOLUTION APPROVING A STREET NAME  
CHANGE IN LOST LAKES ESTATES PLAT 2 FROM  
FALCON DRIVE TO MEADOW LARK LANE WITHIN  
THE CORPORATE LIMITS OF POLK CITY, IOWA.**

**WHEREAS**, on August 26, 2013 the City Council of the City of Polk City, Iowa approved the Amended Preliminary Plat for Lost Lake Estates which included a u-shaped street to be named Falcon Drive in Plat 1 and Meadow Lark Drive in Plat 2; and

**WHEREAS**, on October 26, 2015 the City Council of the City of Polk City, Iowa approved the Final Plat for Lost Lake Estates Plat 2 which inadvertently named the a u-shaped street in Plat 2 as Falcon Drive rather than Meadow Lark Drive; and

**WHEREAS**, the City Council of the City of Polk City, Iowa desires to change the name of the street within Lost Lakes Plat 2 only from Falcon Drive to Meadow Lark Drive in compliance with the approved Amended Preliminary Plat for Lost Lakes Estates and to avoid duplication of addresses; and

**WHEREAS**, Polk City Municipal Code Section 139.02 allows for the renaming of streets by Resolution.

**NOW, THEREFORE BE IT RESOLVED**, the City Council of the City of Polk City, Iowa, hereby changes the name of the street within Lost Lakes Plat 2 from Falcon Drive to Meadow Lark Drive.

**PASSED AND APPROVED**, this 12<sup>th</sup> day of December, 2015.

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Jason Morse, Mayor

ATTEST:

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Jenny Gibbons, City Clerk

ENGINEER/SURVEYOR:

CIVIL DESIGN ADVANTAGE  
3405 SE CROSSROADS DR, SUITE G  
GRIMES, IOWA 50111

OWNER/DEVELOPER:

DIAMOND DEVELOPMENT, LLC  
309 E. 1ST STREET  
ANKENY, IOWA 50021

# LOST LAKE ESTATES PLAT 2

FINAL PLAT

CITY CLERK APPROVAL

City of Polk City	Date Approved
Planning & Zoning Commission	9-21-15
City Council	10-24-15
Resolution Number	2015-77

State of Iowa, Polk County ss  
I certify that the attached plat name has been approved as being unique to Polk County and the plat has been entered of record in the office of the Polk County Auditor.  
JAMES FITZGERALD, County Auditor  
By: *[Signature]*

Dec ID: 030235970014 Type: PLT  
Kind: PLAT  
Recorded: 10/30/2015 at 11:38:06 AM  
Fee Amt: \$97.00 Page 1 of 14  
Polk County, Iowa  
JULIE M. HOGERTY RECORDER  
File# 2015-0150581  
EX 15790 PO 413 426

### NOTE

- 4'-WIDE SIDEWALKS SHALL BE CONSTRUCTED ON BOTH SIDES OF ALL STREETS WITHIN PUBLIC RIGHT-OF-WAY, IN CONJUNCTION WITH THE BUILDING PERMIT. LOT 1 SHALL BE REQUIRED TO CONSTRUCT A 4'-WIDE SIDEWALK ALONG N. BROADWAY STREET IN CONJUNCTION WITH THE BUILDING PERMIT. SIDEWALKS DAMAGED DURING HOME CONSTRUCTION SHALL BE REPAIRED IN CONJUNCTION WITH THE BUILDING PERMIT. (IT IS NOT THE CITY'S RESPONSIBILITY TO DETERMINE SIDEWALK ELEVATIONS; THE BUILDER IS REQUIRED TO CONSTRUCT THEM IN ACCORDANCE WITH ADA REQUIREMENTS.)
- ANY ELEVATIONS SHOWN ON THE FINAL PLAT WERE PROVIDED BY PROJECT ENGINEER AND ARE NOT CERTIFIED BY THIS SURVEYOR.
- LOT 1 AND OUTLOT 'Z' SHALL NOT BE PERMITTED DRIVEWAY ACCESS TO N. BROADWAY STREET.
- THERE SHALL BE ONLY ONE DRIVEWAY PERMITTED FOR LOTS 1-29.
- NO ROOF DRAINS OR SUBDRAINS SHALL BE EXTENDED INTO THE 35' BUFFER EASEMENT OR INTO THE 35' REAR YARD ON LOTS 2-8, ADJACENT TO OUTLOT 'Z' OF LOST LAKE ESTATES PLAT 1.
- THE BUILDING PERMIT FOR LOT 3 SHALL REQUIRE THE APPROVAL BY THE PUBLIC WORKS DIRECTOR. THE HOMEOWNER WILL BE REQUIRED TO GRIND THE CURB AND INSTALL AN ADA ACCESSIBLE SIDEWALK RAMP WITH GRAY DETECTABLE WARNINGS AT THE CROSSWALK ACROSS LOST LAKE DRIVE WHICH CONNECTS TO THE SIDEWALKS WEST OF LOST LAKE DRIVE, SOUTH OF MEADOW LARK DRIVE, UNLESS THE PUBLIC WORKS DIRECTOR DETERMINES THE ACTUAL LOT 3 DRIVEWAY IS AN ACCEPTABLE ALTERNATIVE TO SAID RAMP.
- THE ADJACENT PROPERTY OWNER SHALL BE RESPONSIBLE FOR SNOW REMOVAL AND SIDEWALK REPAIR AT EACH CLUSTER MAILBOX.
- ANY TREES PLANTED WITHIN LOTS 9-11 SHALL BE MAINTAINED BY THE PROPERTY OWNER.
- NO LOTS WITHIN LOST LAKE ESTATES PLAT 2 SHALL BE PERMITTED TO HAVE AN INDIVIDUAL MAILBOX.
- FOUNDATIONS FOR DWELLINGS ON LOTS 20, 21 AND LOTS 24-28 SHALL BE DESIGNED AND CERTIFIED BY A GEOTECHNICAL OR STRUCTURAL ENGINEER PRIOR TO ISSUANCE OF A BUILDING PERMIT FOR SAID LOTS.
- THE PROPERTY OWNER SHALL BE RESPONSIBLE FOR MAINTENANCE OF ALL EMBANKMENTS INCLUDING REPAIR OF ANY DAMAGE DUE TO EROSION, WITHIN ALL OVERLAND FLOWAGE EASEMENTS OR REAR YARDS.
- THE CITY SHALL HAVE THE RIGHT, BUT NOT THE OBLIGATION, TO REMOVE DRAINAGE OBSTRUCTIONS FROM THE OVERLAND FLOWAGE AREAS.

### PLAT DESCRIPTION:

A PART OF PARCEL 'D' AS SHOWN ON THE PLAT OF SURVEY RECORDED IN BOOK 14526, PAGE 302-303 BEING A PART OF LOTS 21, 22 AND 23, IN THE OFFICIAL PLAT OF SECTION 35, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE FIFTH PRINCIPAL MERIDIAN, IN THE CITY OF POLK CITY, IOWA MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF LOT 29, LOST LAKE ESTATES PLAT 1, AN OFFICIAL PLAT; THENCE NORTH 00°18'59" WEST ALONG THE WEST LINE OF SAID PARCEL 'D', 618.91 FEET TO THE NORTHWEST CORNER OF SAID PARCEL 'D'; THENCE SOUTH 89°48'49" EAST ALONG THE NORTH LINE OF SAID PARCEL 'D', 764.56 FEET; THENCE SOUTH 00°11'11" WEST ALONG SAID NORTH LINE, 8.95 FEET; THENCE SOUTH 89°48'49" EAST ALONG SAID NORTH LINE, 216.10 FEET TO THE NORTHEAST CORNER OF SAID PARCEL 'D'; THENCE SOUTHERLY ALONG A CURVE CONCAVE EASTERLY WHOSE RADIUS IS 851.51 FEET, WHOSE ARC LENGTH IS 22.16 FEET AND WHOSE CHORD BEARS SOUTH 07°25'23" EAST, 22.16 FEET TO THE NORTHERLY LINE OF SAID LOST LAKE ESTATES PLAT 1; THENCE NORTH 89°48'49" WEST ALONG SAID NORTHERLY LINE, 7.07 FEET; THENCE SOUTHERLY ALONG SAID NORTHERLY LINE AND A CURVE CONCAVE EASTERLY WHOSE RADIUS IS 858.51 FEET, WHOSE ARC LENGTH IS 81.53 FEET AND WHOSE CHORD BEARS SOUTH 10°49'14" EAST, 81.50 FEET TO THE NORTHEAST CORNER OF OUTLOT 'Z', LOST LAKE ESTATES PLAT 1; THENCE SOUTH 12°32'28" WEST ALONG THE NORTHERLY LINE OF SAID LOST LAKE ESTATES PLAT 1, A DISTANCE OF 81.90 FEET; THENCE SOUTH 05°52'14" WEST ALONG SAID NORTHERLY LINE, 90.53 FEET; THENCE SOUTH 01°40'49" WEST ALONG SAID NORTHERLY LINE, 80.16 FEET; THENCE SOUTH 04°54'36" WEST ALONG SAID NORTHERLY LINE, 75.40 FEET; THENCE SOUTH 00°02'24" EAST ALONG SAID NORTHERLY LINE, 67.03 FEET; THENCE SOUTH 05°23'04" EAST ALONG SAID NORTHERLY LINE, 65.25 FEET; THENCE SOUTH 80°00'00" WEST ALONG SAID NORTHERLY LINE, 149.14 FEET; THENCE SOUTHERLY ALONG SAID NORTHERLY LINE AND A CURVE CONCAVE EASTERLY WHOSE RADIUS IS 770.00 FEET, WHOSE ARC LENGTH IS 18.00 FEET AND WHOSE CHORD BEARS SOUTH 09°59'52" EAST, 18.00 FEET; THENCE NORTH 80°00'00" EAST ALONG SAID NORTHERLY LINE, 149.97 FEET; THENCE SOUTH 09°19'41" EAST ALONG SAID NORTHERLY LINE, 70.98 FEET TO THE NORTHEAST CORNER OF LOT 39, LOST LAKE ESTATES PLAT 1; THENCE SOUTH 75°48'07" WEST ALONG SAID NORTHERLY LINE, 145.00 FEET TO THE NORTHWEST CORNER OF LOT 39, LOST LAKE ESTATES PLAT 1; THENCE NORTH 14°11'53" WEST ALONG SAID NORTHERLY LINE, 3.87 FEET; THENCE SOUTH 75°48'07" WEST ALONG SAID NORTHERLY LINE, 199.95 FEET TO THE NORTHWEST CORNER OF LOT 38, LOST LAKE ESTATES PLAT 1; THENCE SOUTH 85°06'34" WEST ALONG SAID NORTHERLY LINE, 81.06 FEET TO THE NORTHWEST CORNER OF LOT 36, LOST LAKE ESTATES PLAT 1; THENCE SOUTH 81°47'12" WEST ALONG SAID NORTHERLY LINE, 42.15 FEET TO THE NORTHWEST CORNER OF LOT 35, LOST LAKE ESTATES PLAT 1; THENCE NORTH 78°05'03" WEST ALONG SAID NORTHERLY LINE, 37.73 FEET TO THE NORTHWEST CORNER OF LOT 34, LOST LAKE ESTATES PLAT 1; THENCE NORTH 58°18'17" WEST ALONG SAID NORTHERLY LINE, 37.84 FEET; THENCE NORTH 38°47'24" WEST ALONG SAID NORTHERLY LINE, 36.73 FEET; THENCE NORTH 19°35'09" WEST ALONG SAID NORTHERLY LINE, 36.66 FEET; THENCE NORTH 01°46'41" WEST ALONG SAID NORTHERLY LINE, 61.36 FEET TO THE NORTHEAST CORNER OF LOT 30, LOST LAKE ESTATES PLAT 1; THENCE SOUTH 89°41'01" WEST ALONG SAID NORTHERLY LINE, 260.00 FEET; THENCE SOUTH 00°18'59" EAST ALONG SAID NORTHERLY LINE, 16.02 FEET TO THE NORTHEAST CORNER OF LOT 29, LOST LAKE ESTATES PLAT 1; THENCE SOUTH 89°41'01" WEST ALONG SAID NORTHERLY LINE, 150.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 14.72 ACRES (641,268 SQUARE FEET) THE PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

### LEGEND:

FOUND	SET	FOUND	FOUND
SECTION CORNER AS NOTED	▲	DEEDED BEARING & DISTANCE	D
1/2" REBAR, YELLOW CAP #16747 (UNLESS OTHERWISE NOTED)	●	MINIMUM PROTECTION ELEVATION	MPE
PLATTED BEARING & DISTANCE	○	PUBLIC UTILITY EASEMENT	P.U.E.
MEASURED BEARING & DISTANCE	P	CENTERLINE	---
RECORDED BEARING & DISTANCE	M	SECTION LINE	---
	R	EASEMENT LINE	---

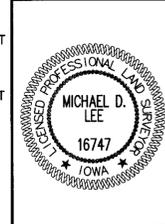
### BENCHMARK:

SANITARY MANHOLE RIM AT NORTHWEST CORNER OF LOT 30, LOST LAKE ESTATES PLAT 1 ELEVATION=969.45

SANITARY MANHOLE RIM AT NORTHEAST CORNER OF LOST LAKE DRIVE AND FALCON DRIVE INTERSECTION ELEVATION=975.66

### DATE OF SURVEY:

SEPTEMBER 30, 2015



I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

*[Signature]*  
MICHAEL D. LEE, P.L.S.  
10-27-15  
DATE

MY LICENSE RENEWAL DATE IS DECEMBER 31, 2016  
PAGES OR SHEETS COVERED BY THIS SEAL:  
THIS SHEET

### BULK REGULATIONS:

MINIMUM LOT AREA: 9,400 SF  
MINIMUM LOT WIDTH: 80 FEET  
SETBACKS:  
FRONT: 30 FEET  
REAR: 35 FEET  
SPECIAL SETBACK FOR LOTS 21, 23-24: 8 FEET

### ZONING:

R-1AR RESTRICTED TO:  
1. MINIMUM 80' LOT WIDTH  
2. MINIMUM REAR YARD SETBACK = 35'  
3. MINIMUM LOT AREA = 9400 SF

### CURVE DATA:

CURVE	DELTA	RADIUS	LENGTH	BEARING	CHORD	C10	C11	C12	C13	C14	C15	C16	C17	C18	C19	C20	C21	C22	C23	C24	C25	C26	C27	C28	C29	C30	C31	C32	C33	C34	C35	C36	C37	C38	C39					
C1	1°29'27"	851.51'	22.16'	S7°25'23"E	22.16'	3°31'50"	770.00'	47.45'	S12°25'58"E	47.44'	4°07'53"	830.00'	59.85'	N12°07'57"W	59.83'	15°58'23"	310.00'	86.42'	S7°40'12"W	86.14'	1°29'27"	851.51'	22.16'	S7°25'23"E	22.16'	3°31'50"	770.00'	47.45'	S12°25'58"E	47.44'	4°07'53"	830.00'	59.85'	N12°07'57"W	59.83'	15°58'23"	310.00'	86.42'	S7°40'12"W	86.14'
C2	5°26'28"	858.51'	81.53'	S10°49'14"E	81.50'	6°11'22"	770.00'	83.18'	S8°14'00"E	83.14'	1°16'05"	530.00'	11.73'	N89°33'08"E	11.73'	19°35'40"	310.00'	106.02'	S44°46'55"W	105.50'	5°26'28"	858.51'	81.53'	S10°49'14"E	81.50'	6°11'22"	770.00'	83.18'	S8°14'00"E	83.14'	1°16'05"	530.00'	11.73'	N89°33'08"E	11.73'	19°35'40"	310.00'	106.02'	S44°46'55"W	105.50'
C3	1°20'22"	770.00'	18.00'	S9°59'52"E	18.00'	2°11'53"	770.00'	29.54'	S4°09'27"W	29.54'	7°27'26"	530.00'	68.98'	N76°29'04"E	68.93'	18°10'36"	310.00'	98.34'	S63°40'03"W	97.93'	1°20'22"	770.00'	18.00'	S9°59'52"E	18.00'	2°11'53"	770.00'	29.54'	S4°09'27"W	29.54'	7°27'26"	530.00'	68.98'	N76°29'04"E	68.93'	18°10'36"	310.00'	98.34'	S63°40'03"W	97.93'
C4	73°04'20"	340.00'	433.62'	S36°13'11"W	404.82'	5°04'13"	830.00'	73.45'	S2°43'17"W	73.43'	12°55'08"	370.00'	83.43'	N66°12'19"E	83.25'	11°02'08"	470.00'	90.52'	S78°16'25"W	90.38'	73°04'20"	340.00'	433.62'	S36°13'11"W	404.82'	5°04'13"	830.00'	73.45'	S2°43'17"W	73.43'	12°55'08"	370.00'	83.43'	N66°12'19"E	83.25'	11°02'08"	470.00'	90.52'	S78°16'25"W	90.38'
C5	17°25'50"	500.00'	152.11'	S81°28'16"W	151.52'	9°00'00"	25.00'	39.27'	N45°11'11"E	35.36'	12°55'08"	370.00'	83.43'	N40°22'03"E	83.25'	6°23'42"	470.00'	52.46'	S86°59'20"W	52.43'	17°25'50"	500.00'	152.11'	S81°28'16"W	151.52'	9°00'00"	25.00'	39.27'	N45°11'11"E	35.36'	12°55'08"	370.00'	83.43'	N40°22'03"E	83.25'	6°23'42"	470.00'	52.46'	S86°59'20"W	52.43'
C6	5°41'13"	800.00'	70.80'	N2°43'17"E	70.77'	95°04'13"	25.00'	41.48'	N42°16'43"W	36.88'	12°55'08"	370.00'	83.43'	N27°26'55"E	83.25'	1°08'45"	876.51'	17.53'	N13°49'37"W	17.53'	5°41'13"	800.00'	70.80'	N2°43'17"E	70.77'	95°04'13"	25.00'	41.48'	N42°16'43"W	36.88'	12°55'08"	370.00'	83.43'	N27°26'55"E	83.25'	1°08'45"	876.51'	17.53'	N13°49'37"W	17.53'
C7	0°51'02"	800.00'	11.87'	N0°36'42"E	11.87'	3°00'06"	830.00'	43.48'	N3°45'21"E	43.48'	12°55'08"	370.00'	83.43'	N14°31'47"E	83.25'	4°31'11"	800.00'	58.92'	N3°08'48"E	58.91'	0°51'02"	800.00'	11.87'	N0°36'42"E	11.87'	3°00'06"	830.00'	43.48'	N3°45'21"E	43.48'	12°55'08"	370.00'	83.43'	N14°31'47"E	83.25'	4°31'11"	800.00'	58.92'	N3°08'48"E	58.91'
C8	4°31'11"	800.00'	58.92'	N3°08'48"E	58.91'	6°11'21"	830.00'	89.66'	N0°50'23"W	89.61'	12°55'08"	370.00'	83.43'	N14°31'47"E	83.25'	19°27'17"	800.00'	271.64'	N4°28'15"W	270.34'	4°31'11"	800.00'	58.92'	N3°08'48"E	58.91'	6°11'21"	830.00'	89.66'	N0°50'23"W	89.61'	12°55'08"	370.00'	83.43'	N14°31'47"E	83.25'	19°27'17"	800.00'	271.64'	N4°28'15"W	270.34'
C9	19°27'17"	800.00'	271.64'	N4°28'15"W	270.34'	6°07'57"	830.00'	88.84'	N7°00'02"W	88.80'	8°23'12"	370.00'	54.16'	N3°52'37"E	54.11'	19°27'17"	800.00'	271.64'	N4°28'15"W	270.34'	19°27'17"	800.00'	271.64'	N4°28'15"W	270.34'	6°07'57"	830.00'	88.84'	N7°00'02"W	88.80'	8°23'12"	370.00'	54.16'	N3°52'37"E	54.11'	19°27'17"	800.00'	271.64'	N4°28'15"W	270.34'

**SEE RESOLUTION TO BE APPROVED ON DECEMBER 12, 2015 RENAMING "FALCON DRIVE" TO "MEADOW LARK DRIVE".**

DATE: 10/27/15  
REVISIONS: 09/16/15, 09/24/15, 09/27/15  
TECH: 1503.149

3405 S.E. CROSSROADS DRIVE, SUITE G  
GRIMES, IOWA 50111  
PHONE: (515) 369-4400 FAX: (515) 369-4410

ENGINEER: CIVIL DESIGN ADVANTAGE  
POLK CITY, IOWA

**LOST LAKE ESTATES PLAT 2**  
**FINAL PLAT**

**RESOLUTION NO. 2015-88**

**RESOLUTION APPOINTING POLK CITY'S REPRESENTATIVES ON THE DES MOINES METROPOLITAN WASTEWATER RECLAMATION AUTHORITY BOARD (WRA)**

---

**WHEREAS**, the City of Polk City is a member of the Des Moines Metropolitan Wastewater Reclamation Authority Board (WRA); and,

**WHEREAS**, the term of the City's present representatives will expire; and,

**WHEREAS**, the agreement sets forth the process for the appointment of a primary and an alternate to serve on the WRA.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF POLK CITY** that the City Council of Polk City, Iowa appoints Gary Mahannah, City Administrator of Polk City, Iowa, as Primary Representative and Jason Morse, Mayor of Polk City, Iowa as an alternative representative for a term beginning on the 1<sup>st</sup> day of January 2016 and continuing until the 31<sup>st</sup> day of December, 2016.

**PASSED AND APPROVED** this 14<sup>th</sup> day of December, 2015

\_\_\_\_\_  
Jason Morse, Mayor

Attest:

\_\_\_\_\_  
Jenny Gibbons, City Clerk

**RESOLUTION NO. 2015-90**

**RESOLUTION APPOINTING POLK CITY'S REPRESENTATIVES TO THE DES MOINES AREA METROPOLITAN PLANNING ORGANIZATION (MPO)**

---

**WHEREAS**, the City of Polk City is a member of the Des Moines Area Metropolitan Planning Organization (MPO), as organized under Iowa Code Chapter 28E; and,

**WHEREAS**, the term of the City's present representatives will expire; and,

**WHEREAS**, the agreement sets forth the process for the appointment of a primary and an alternate to serve on the MPO and a primary and an alternate to serve on the MPO Transportation Technical Committee (TTC).

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF POLK CITY** that the City Council of Polk City, Iowa appoints Gary Mahannah, City Administrator of Polk City, Iowa as a primary representative for the MPO and Jason Morse, Mayor of Polk City, Iowa as an alternate representative; and,

**FURTHER BE IT RESOLVED BY THE CITY COUNCIL OF POLK CITY** that the City Council of Polk City, Iowa appoints Dennis Dietz, Planning and Zoning Commission Member of Polk City, Iowa as a primary representative for the MPO TTC and Jenny Gibbons, City Clerk of Polk City, Iowa, as an alternative representative for a term beginning on the 1<sup>st</sup> day of January 2015 and continuing until the 31<sup>st</sup> day of December, 2015.

**PASSED AND APPROVED** this 14<sup>th</sup> day of December, 2015

\_\_\_\_\_  
Jason Morse, Mayor

Attest:

\_\_\_\_\_  
Jenny Gibbons, City Clerk

**RESOLUTION NO. 2015-91**

**RESOLUTION APPOINTING POLK CITY'S REPRESENTATIVES ON THE METRO  
WASTE AUTHORITY (MWA) BOARD OF DIRECTORS**

---

**WHEREAS**, the City of Polk City is a member of the Metro Waste Authority's Board of Directors; and,

**WHEREAS**, the term of the City's present representatives will expire; and,

**WHEREAS**, the agreement sets forth the process for the appointment of a primary and an alternate to serve on the Metro Waste Authority's Board of Directors..

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF POLK CITY** that the City Council of Polk City, Iowa appoints Dan Lane, City Council Member as primary representative on the Metro Waste Authority's Board of Directors and Lindsey Huber as an alternate representative for a term beginning on the 1<sup>st</sup> day of January 2016 and continuing until the 31<sup>st</sup> day of December, 2016

**PASSED AND APPROVED** this 14<sup>th</sup> day of December, 2015

\_\_\_\_\_  
Jason Morse, Mayor

Attest:

\_\_\_\_\_  
Jenny Gibbons, City Clerk

## **28E AGREEMENT FOR THE SAFETY COALITION OF CENTRAL IOWA CITIES SHARED SERVICES AGREEMENT**

This agreement is made under the provisions of the Iowa Code Chapter 28E and shall be interpreted consistent with such statute and any later amendments thereof, between the following legal political subdivisions of the State of Iowa:

Altoona	Newton
Bondurant	Norwalk
Carlisle	Pleasant Hill
Colfax	Polk City
Mitchellville	Prairie City
Monroe	Baxter

This agreement shall be subject to amendment by the unanimous approval of all member cities. This agreement may be amended to include new parties by adoption of an appropriate resolution and signatures of the intended new party, subject to unanimous consent of the undersigned parties.

### **I. PURPOSE**

The Safety Coalition of Central Iowa Cities (SCCIC) was established to share services among the members, to improve or enhance existing services more efficiently; and to share the time, talents, and resources of each community for better utilization of taxpayer dollars.

### **II. PROJECT PLANS**

This agreement sets out the general policies and organization of the SCCIC. Each new project will be submitted to and approved by the SCCIC board of directors.

### **III. FINANCE AND BUDGET**

Initial funding for SCCIC came from a grant application made February 1, 1994, to the Iowa Department of Economic Development, Division of Community Rural Development by the City of Altoona. The original grant totaled forty thousand dollars (\$40,000.00).

### **IV. CITY CONTRIBUTION**

A. Each city will be billed \$100.00 annually for membership dues.

Any city wanting to become a member of SCCIC must receive the unanimous consent of all member cities.

B. Bills for membership dues will be sent each September. In addition to membership dues, Cities with negative account balances will also be billed. Each individual city will be responsible to pay Iowa Association of Municipal Utilities (IAMU) for the annual membership fee as a utility and the fee set forth in the service agreement with IAMU for safety training.

- C. Services provided on behalf of SCCIC will be billed as follows:
  - 1. Hourly service charges cost twenty dollars (\$20.00) an hour.
  - 2. Copy service charges cost ten cents (\$0.10) per copy.
  - 3. Postage, office supplies, and long-distance phone calls will be billed for these expenses.
  
- D. Each member city's dues will be accounted for separately and that account will be charged for expenses incurred on their behalf. Any unused monies paid by the member cities will remain with the SCCIC. Each member city will receive credit for their share of the remaining funds. Any unused grant proceeds will be refunded to the State of Iowa in accordance with the grant agreements. Financial reports will be sent to each city at a minimum of four times a year. Funds remaining in a city's account on each August 31<sup>st</sup> will be carried forward into the next billing.
  
- E. Funds will be held in a checking or savings account and will require two signatures for the withdrawal of funds.
  
- F. Monies held in the Joint Fund are the property of all SCCIC members. These funds will be spent for meeting expenses. Use of these funds for a project or purchase, must be approved by 2/3 of the total membership.
  
- G. Any property that is purchased using "Joint Funds" will be the joint property of said member cities and upon, but not limited to the termination of this agreement, will be disposed of by vote of the 2/3 of the total city membership.
  
- H. Any city using or housing joint property will be responsible for maintain and providing insurance on such property at the time it is in their possession. Any city damaging joint property will be responsible for the property's repair or replacement.
  
- I. An annual internal inspection of the financial records shall be completed on SCCIC funds adhering to agreed upon procedures. A member city, other than cities authorized to deposit or withdraw SCCIC funds, will complete the internal review and report to member cities. The financial statements must internally balance and reconcile. The beginning fund balance amounts reported on financial and bank statements agree to related ending fund balance amounts on prior-year financial statements.
  
- J. In the event a motion to dissolve SCCIC is approved, monies held in "Joint Funds" will be distributed equally among the member cities after all outstanding bills are paid.

## **V. ORGANIZATION**

Each member city will appoint one individual to serve on the SCCIC board of directors. Each October the board of directors will elect an executive committee consisting of President, Secretary and Treasurer. The board of directors will monitor and evaluate current projects, and plans for future projects. All projects must be within the scope of the shared service agreement and meet the organizational goals of SCCIC.

## **VI. DUTIES**

SCCIC responsibilities shall include:

- A. Setting goals and priorities
- B. Coordinating dates for safety meetings, training, inspections;
- C. Evaluating services
- D. Requesting proposed contract for the following year with estimated cost with IAMU
- E. and such duties determined by the Committee to efficiently meet the needs of its participating members.

## **VII. SERVICE AGREEMENT**

The service agreement between SCCIC and IAMU shall clearly identify the following:

- A. the term of the service agreement and the commitment of SCCIC member;
- B. specific services and service priorities to be provided;
- C. the amount of staff and consultant resources, materials, and expenses anticipated under the agreement;
- D. the manner in which costs are to be allocated among participants
- E. the schedule of payments for costs;
- F. services and materials of IAMU that are not included in the agreement, such as the responsibility of participants regarding the purchase of compliance models and payment of fees for IAMU workshops and meetings offered to IAMU's general membership;
- G. type of report to be presented by IAMU to the committee;
- H. type of committee evaluation of IAMU's services under the agreement;
- I. a process by which terms of the agreement may be modified by mutual agreement of the Committee and IAMU to meet changing needs and conditions;
- J. limitations as to the liability of IAMU to SCCIC or its individuals members for actions related to performance of services under the agreement; and,
- K. limitations as to the liability of SCCIC or its individual members to one another or to others for actions related to performance of services under the agreement;
- L. dissolution notification of 120 days is required in writing to IAMU;

## **VIII. DURATION**

This agreement will last five years from the signing of the agreement. However, agreements to extend this agreement for additional five-year periods may be enacted. Extensions require a unanimous vote of all

member cities. This agreement will begin October 12, 2015 and continue through until August 31, 2020.

#### **IX. TERMINATION**

In the event any participating City chooses to terminate its participation in the Agreement, the remaining Cities may choose to terminate the Agreement in its entirety, or may choose on the following alternatives regarding the personal property interest of the terminating party:

1. Return to the terminating City property provided by that City or other personal property under the control of the SCCIC Board of similar, depreciated value; or
2. Purchase the interest of the terminating City based upon a depreciated value of the property prorated between the participating Cities, considering the source of the property or the funds expended for their purpose; or
3. Accept the property after the terminating city relinquishes any claim or interest in the property.

Upon complete termination of this Agreement, the SCCIC Board shall distribute the personal property under its control by returning that property supplied, given or purchased by a participating City to the City. Other property may be sold, disposed of, or donated in the discretion of the board. Any funds under the control of the SCCIC board at termination shall first be used to settle any debts or claims related to the organization, and then distributed among the participating Cities at the discretion of the SCCIC board.

#### **X. LIABILITY**

All wages, disability payments, pensions, worker's compensation claims and benefits, damage to equipment, damage to clothing, and all other claims arising from activities or duties required pursuant to this agreement shall be the sole responsibility of the individual member city which owns said equipment or employs the individual who asserts said claim. Each member city shall, in addition, be responsible for all claims or causes of action brought by their own citizens. With regard to said claims or causes of action, each member city shall indemnify and hold harmless the other parties to this agreement and other parties' officers and employees from and all claims, demands, actions, or causes of action of whatever the nature or character, including costs of litigation and attorney fees which the latter party may incur, which may be imposed for injury to or death to persons or property described above. Under no circumstances will any member city share responsibility or liability with another member City. Also, SCCIC assumes no liability on the behalf of any of the member cities.

**XI. FILING AND RECORDING**

Upon execution by all parties hereto, this agreement shall be filed with the Secretary of State.

**CITY OF ALTOONA**

DATE: \_\_\_\_\_

(seal)

BY: \_\_\_\_\_  
MAYOR

ATTEST: \_\_\_\_\_  
CITY CLERK

**CITY OF BAXTER**

DATE: \_\_\_\_\_

(seal)

BY: \_\_\_\_\_  
MAYOR

ATTEST: \_\_\_\_\_  
CITY CLERK

**CITY OF BONDURANT**

DATE: \_\_\_\_\_

(seal)

BY: \_\_\_\_\_  
MAYOR

ATTEST: \_\_\_\_\_  
CITY CLERK

**CITY OF CARLISLE**

DATE: \_\_\_\_\_

(seal)

BY: \_\_\_\_\_  
MAYOR

ATTEST: \_\_\_\_\_  
CITY CLERK

**CITY OF COLFAX**

DATE: \_\_\_\_\_

(seal)

BY: \_\_\_\_\_  
MAYOR

ATTEST: \_\_\_\_\_  
CITY CLERK

**CITY OF MITCHELLVILLE**

DATE: \_\_\_\_\_

(seal)

BY: \_\_\_\_\_  
MAYOR

ATTEST: \_\_\_\_\_  
CITY CLERK

**CITY OF MONROE**

DATE: \_\_\_\_\_

(seal)

BY: \_\_\_\_\_  
MAYOR

ATTEST: \_\_\_\_\_  
CITY CLERK

**CITY OF NEWTON**

DATE: \_\_\_\_\_

(seal)

BY: \_\_\_\_\_  
MAYOR

ATTEST: \_\_\_\_\_  
CITY CLERK

**CITY OF NORWALK**

DATE: \_\_\_\_\_

(seal)

BY: \_\_\_\_\_  
MAYOR

ATTEST: \_\_\_\_\_  
CITY CLERK

**CITY OF PLEASANT HILL**

DATE: \_\_\_\_\_

(seal)

BY: \_\_\_\_\_  
MAYOR

ATTEST: \_\_\_\_\_  
CITY CLERK

**CITY OF POLK CITY**

DATE: \_\_\_\_\_

(seal)

BY: \_\_\_\_\_  
MAYOR

ATTEST: \_\_\_\_\_  
CITY CLERK

**CITY OF PRAIRIE CITY**

DATE: \_\_\_\_\_

(seal)

BY: \_\_\_\_\_  
MAYOR

ATTEST: \_\_\_\_\_  
CITY CLERK

SCCIC Member Cities –

Attached is the updated 28E voted on at the October 12, 2015, safety meeting. I have listed below the individual changes.

Please have your council members vote on amendments to the current 28E. Please sign and seal three (3) signature pages and return to me (Amy Hill) at the City of Altoona (407 8<sup>th</sup> St. SE, Altoona, Iowa 50009).

If you have any questions, please contact me at [ahill@altoona-iowa.com](mailto:ahill@altoona-iowa.com) or call 515-967-5136 ext. 239.

Sincerely,

Amy S. Hill  
Administrative Assistant  
City of Altoona

This agreement is made under the provisions of the Iowa Code Chapter 28E and shall be interpreted consistent with such statute and any later amendments thereof, between the following legal political subdivisions of the State of Iowa:

Altoona	Newton
Bondurant	Norwalk
Carlisle	Pleasant Hill
Colfax	Polk City
Mitchellville	Prairie City
Monroe	<b>Baxter</b>

#### IV. CITY CONTRIBUTION

A. Each city will be billed ~~\$2000.00~~ \$100.00 annually for membership dues.

Any city wanting to become a member of SCCIC must receive the unanimous consent of all member cities ~~and pay a one-time membership fee plus the dues for that membership period.~~

~~The one-time membership fee is established as follows:~~

<del>Population</del>	<del>One-Time Fee</del>
<del>Under 1000</del>	<del>\$500</del>
<del>2000 – 2500</del>	<del>\$1000</del>
<del>Over 2500</del>	<del>\$1500</del>

B. Bills for membership dues will be sent each September. In addition to membership dues, Cities with negative account balances will also be billed. **Each individual city will be responsible to pay Iowa Association of Municipal Utilities (IAMU) for the annual membership fee as a utility and the fee set forth in the service agreement with IAMU for safety training.**

#### VI. DUTIES

SCCIC responsibilities shall include:

- A. **Setting goals and priorities**
- B. **Coordinating dates for safety meetings, training, inspections;**

- C. Evaluating services
- D. Requesting proposed contract for the following year with estimated cost with IAMU
- E. and such duties determined by the Committee to efficiently meet the needs of its participating members.

#### **VII. SERVICE AGREEMENT**

The service agreement between SCCIC and IAMU shall clearly identify the following:

- A. the term of the service agreement and the commitment of SCCIC member;
- B. specific services and service priorities to be provided;
- C. the amount of staff and consultant resources, materials, and expenses anticipated under the agreement;
- D. the manner in which costs are to be allocated among participants
- E. the schedule of payments for costs;
- F. services and materials of IAMU that are not included in the agreement, such as the responsibility of participants regarding the purchase of compliance models and payment of fees for IAMU workshops and meetings offered to IAMU's general membership;
- G. type of report to be presented by IAMU to the committee;
- H. type of committee evaluation of IAMU's services under the agreement;
- I. a process by which terms of the agreement may be modified by mutual agreement of the Committee and IAMU to meet changing needs and conditions;
- J. limitations as to the liability of IAMU to SCCIC or its individuals members for actions related to performance of services under the agreement; and,
- K. limitations as to the liability of SCCIC or its individual members to one another or to others for actions related to performance of services under the agreement;
- L. dissolution notification of 120 days is required in writing to IAMU;

#### **~~VI.~~VIII. DURATION**

This agreement will last five years from the signing of the agreement. However, agreements to extend this agreement for additional five-year periods may be enacted. Extensions require a unanimous vote of all member cities. This agreement will begin September 1, 2013 and continue through until August 31, 2018.

#### **~~VII.~~IX. TERMINATION**

#### **~~VIII.~~X. LIABILITY**

#### **~~IX.~~XI. FILING AND RECORDING**

Minutes of the Meeting of  
The Polk City Community Library Board of Trustees  
November 10, 2015

- I. The Meeting was called to Order by Mike Miller at 6:29 p.m.  
Board Members Present: Bob Wright, Corey Hoodjer, Angel Nelson, Mike Miller, Mandy Vogel.  
Library Director Present: Kim Kellogg  
City Council Liaison Present: Dan Lane
- II. Upon a Motion properly made and seconded, it was voted unanimously to approve the Agenda for this Meeting.
- III. Previous Minutes: Upon a Motion properly made and seconded, it was voted unanimously to approve the Minutes of the Meeting on October 13, 2015.
- IV. Director's Report:  
Library Director Kellogg that:
  1. We no longer need to do Planning for Results; it is not necessary this year.
  2. Need to review Internet Policy and Board's By-Laws for our Re-Certification.
  3. Received the Storyteller's Bench, need to determine appropriate location to place it.
  4. Looking into getting a camera for the front & back of building for book drop and shed area. There has recently been trash, dirt, etc. put into the book drop. Estimated cost for one type is \$260. There is another cheaper option but need to research what each includes, warranty, etc. *Motion properly made and seconded, it was voted unanimously to approve purchase of a camera system.*
  5. Need a new printer. Estimated cost is \$99.99 for a printer. Kim will look into getting an all-in-one unit that includes a scanner. *Motion properly made and seconded, it was voted unanimously to approve purchase of an all in one printer/scanner.*
  6. Concrete has been poured. Kim would like assistance in looking at sheds. Size will be 10x12, will try to go with a wood shed but may also consider metal or resin. Angel will assist Kim with this.

7. Friends are starting Brick Fundraiser. Order form is available on website, can print and bring into Library.
8. Friday is Suzanne's 1-year anniversary, she is performing well. Storytime is very popular.
9. Friends Holiday Open House is Saturday, December 5, 1:00-3:00. They will be doing a Sock Tree for donations of socks for Veterans.
10. Kim & Suzanne attended the Summer Reading Program Workshop in Johnston, beginning to work on plans for the Summer Reading Program. Will be sending donation request letters soon to businesses for sponsors and prize donations.

V. City Council Liaison Report:

1. Saturday there will be a fundraiser for North Polk Post-Prom 8:00-12:00.
2. Approved Annual Grant to Polk City Development Corporation of \$45,000.
3. Approved construction drawings for Deer Haven Plat 1, which will connect Pine Ridge development to Broadway.
4. Passed an agreement to add remainder of TCI to TIF area.
5. Approved maintenance on a few wells to improve flow & putting in a new high-efficiency pump.
6. Homeserv Insurance has been slow to launch, now looking at the end of December.
7. Had first budget work session.
8. Comprehensive Plan Open House is November 16 from 4:30-6:30.
9. Staff has been directed to put the purchase of equipment to live stream meetings on the next agenda for approval.
10. Discussions will still be held regarding Police options.
11. City trucks that were stolen were recovered, but tools had been removed.

VI. New Business:

1. Reviewed October work schedule, October expenditures. Will be closed on Thanksgiving and day after, close early for Square Lighting.
2. By-Laws Review – Article V Section 4 was edited. *Motion properly made and seconded, it was voted unanimously to approve the revised By-Laws.*

3. Changed monthly meetings to the first Monday of the month at 7:00 beginning in December. Kim will communicate this to the City and will update the website.
4. Policy Review – Internet Policy. Revision was made to item #2, to specify that if a customer has a fine of \$5.00 or more, he or she will not be able to use the computer until the overdue or unpaid fine is resolved. *Motion properly made and seconded, it was voted unanimously to approve the revised Internet Policy.*

VII. Old Business:  
None

VIII. Upon a Motion properly made and seconded, it was noted to adjourn the Meeting at 7:35 p.m.

Next Meeting: December 7, 2015, at 7:00

Respectfully Submitted,

Mandy Vogel, Secretary

LIBRARY - NOVEMBER 2015 STATS SNAPSHOT				
Total Visitors	1580			
People Checking Out	325			
<i>277 Polk City Cardholders</i>	2636			
<i>30 Open Access Cardholders</i>	276			
<i>18 Rural Cardholders</i>	105			
Total Checkouts	3017			
Bridges E-book/Audiobook Checkouts	179			
Incoming ILL Books	38			
Outgoing ILL Books	41			
Reserves Placed	129			
Materials Added	200			
Materials Withdrawn	347			
New Cards Issued	3			
Computer Users	92			
WiFi Users (on site)	54			
AWE Station Usage	541			
AWE Games Played	696			
Reference Questions	128			
No. of Meeting Room Uses by Outside Groups	8			
Patron Savings for November	\$37,312.83			
Adult Programs	17			
<i>Adult Program Attendance</i>	121			
Youth Programs	8			
<i>Youth Program Attendance</i>	200			





Polk City Police Department  
Calls for Service/Activity Report

12/9/2015

2015

Incident Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Monthly Avg	YTD Total
Administrative Complaint	0	0	0	0	0	0	0	0	0	0	0		0.0	0
Alcohol Driving Violation (Juvenile)	0	0	0	0	0	0	0	0	0	0	1		0.1	1
Animal Bite	0	0	0	0	1	0	0	0	0	0	1		0.2	2
Animal Complaint	6	9	11	7	13	7	13	18	20	7	6		10.6	117
Arrest (Other)	0	1	0	0	0	0	0	0	0	2	0		0.3	3
Arson	0	0	0	0	0	0	0	0	0	0	0		0.0	0
Assault	1	0	1	0	1	0	1	1	5	5	1		1.5	16
Assisting Fire Dept/Rescue	15	16	17	11	11	19	22	20	25	20	18		17.6	194
Assisting Law Enforcement Agency	10	13	12	19	10	18	23	15	6	17	14		14.3	157
Assisting Public	63	46	69	71	64	87	74	57	64	52	45		62.9	692
Attempted Suicide	1	0	1	1	0	3	0	1	0	1	0		0.7	8
Burglary	0	0	0	1	0	1	0	0	0	2	0		0.4	4
Civil Dispute	1	1	1	2	2	2	0	0	5	1	0		1.4	15
Community Room Scheduling	1	2	6	1	3	1	2	3	1	6	1		2.5	27
Complaint of Snowmobile	0	0	0	0	0	0	0	0	0	0	0		0.0	0
Criminal Mischief	0	0	2	1	1	0	5	1	5	2	2		1.7	19
Criminal Trespass	0	4	0	0	2	1	0	4	2	0	0		1.2	13
Death Investigation	0	0	0	0	0	0	0	0	0	0	0		0.0	0
Disturbing the Peace	4	1	5	3	2	2	4	6	2	4	0		3.0	33
Domestic Assault	0	1	1	0	2	0	0	0	2	1	0		0.6	7
Domestic Quarrel	4	4	3	3	6	4	4	2	5	0	1		3.3	36
Driving While Intoxicated	1	0	0	0	0	1	2	0	1	0	1		0.5	6
Fight	0	0	0	0	0	0	0	0	0	0	0		0.0	0
Found Property	2	1	3	2	3	5	13	5	10	0	0		4.0	44
Fraud	0	0	0	0	0	0	0	0	0	0	0		0.0	0
Gambling Permit Violation	0	0	0	0	0	0	0	0	0	0	0		0.0	0
Harassment	0	2	3	0	2	3	2	6	2	0	0		1.8	20
Illegal Burning	0	0	3	2	0	1	0	1	0	0	0		0.6	7
Illegal Parking	9	10	5	4	6	1	4	12	7	4	3		5.9	65
Impounded Animal	0	1	1	1	3	3	4	1	6	4	0		2.2	24
Incomplete 911 Call	4	1	0	0	2	0	2	2	2	1	0		1.3	14
Indecent Exposure	0	0	0	0	0	0	0	0	0	0	0		0.0	0
Loitering	0	0	0	0	0	0	0	0	0	0	0		0.0	0
Mental Subject	0	0	0	0	0	0	0	0	0	0	0		0.0	0
Missing Person	1	0	0	0	1	1	0	1	0	0	1		0.5	5
Narcotics Investigation	0	0	0	0	0	0	0	0	0	0	0		0.0	0
Open Door	0	0	0	3	5	2	4	6	4	3	1		2.5	28
Peddling Permit Violation	0	0	0	0	0	0	0	0	0	0	0		0.0	0
Possession of Alcohol by Minor	0	0	0	0	1	1	0	0	0	1	0		0.3	3
Prowler	0	0	0	0	0	0	0	0	0	0	0		0.0	0

Incident Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Monthly Avg	YTD Total
Public Intoxication	0	0	0	0	0	2	0	0	0	0	0		0.2	2
Records Check	12	14	20	27	24	36	16	19	9	10	13		18.2	200
Residential or Commercial Alarm	3	5	7	5	4	4	3	4	5	5	7		4.7	52
Serving Search Warrant	0	0	0	0	0	0	0	0	0	0	0		0.0	0
Suicide	0	0	0	0	0	0	0	0	0	0	0		0.0	0
Supplying Alcohol to a Minor	0	0	0	0	0	0	0	0	0	0	0		0.0	0
Suspicious Person	9	4	13	7	6	14	9	9	0	7	9		7.9	87
Theft	3	2	5	9	4	8	4	4	1	6	1		4.3	47
Traffic Arrest	1	1	2	1	1	1	1	1	3	1	2		1.4	15
Traffic Citations/Warnings											55		55.0	55
Vehicle (Abandoned)	1	1	0	1	0	0	0	1	2	0	1		0.6	7
Vehicle (Disabled)	16	17	8	8	12	8	15	15	14	12	11		12.4	136
Vehicle (Impounded)	0	0	0	1	0	0	0	0	0	0	0		0.1	1
Vehicle (Obsolete)	0	0	0	0	0	0	0	0	0	0	0		0.0	0
Vehicle (Suspicious)	8	2	7	4	5	9	12	12	17	19	23		10.7	118
Vehicle Crash (Hit & Run)	0	0	0	0	0	0	0	1	0	0	0		0.1	1
Vehicle Crash (Personal Injury)	1	0	0	2	0	0	2	1	0	0	5		1.0	11
Vehicle Crash (Property Damage)	8	3	3	3	1	3	1	3	5	3	3		3.3	36
Violation of Court Order	0	0	1	1	2	0	0	0	0	0	0		0.4	4
Warrant Arrest	0	0	0	1	0	0	2	0	1	1	0		0.5	5
Welfare Check	2	2	4	3	3	2	5	5	6	2	0		3.1	34
<b>Monthly Totals:</b>	187	164	214	205	203	250	249	237	237	199	226	0		
													<b>Year to Date Total:</b>	2337

Note: Numbers in green indicate above average activity for that category in that month

# Polk City Fire Department - 2015 Call Response Statistics

## Year To Date - As of 12/8/2015

Call Numbers by Call Type		
Fire Alarm	18	2.8%
Fire Assignment	86	13.3%
Investigation Assignment	15	2.3%
Medical Assignment	324	49.9%
Rescue Assignment	48	7.4%
COQ - Fire	2	0.3%
COQ - EMS	149	23.0%
Special Assignment	5	0.8%
Water/Ice Rescue	2	0.3%
<b>Totals</b>	<b>649</b>	

Call Numbers By Day		
Monday	97	14.9%
Tuesday	103	15.9%
Wednesday	80	12.3%
Thursday	83	12.8%
Friday	93	14.3%
Saturday	117	18.0%
Sunday	76	11.7%
<b>Totals</b>	<b>649</b>	

Call Numbers By ALS		
M1 - Dan G.	39	7.5%
M2 - JD. Stover	14	2.7%
M3 - Adam V.	38	7.3%
M4 - Jason B.	30	5.7%
M5 - Garrett F.	12	2.3%
M6 - Derek M.	16	3.1%
M7 - Keith M.	3	0.6%
M8 - Jason C.	16	3.1%
M9 - Craig V.	32	6.1%
M10 - Mike B.	47	9.0%
M11 - Mark D.	6	1.1%
M12 - Eric D.	0	0.0%
M14 - David B.	0	0.0%
Ankeny	1	0.2%
Other	0	0.0%
<b>Totals</b>	<b>254</b>	<b>48.6%</b>

Call Numbers By Time Frame		
05:00-07:00	34	5.2%
07:00-09:00	55	8.5%
09:00-11:00	57	8.8%
11:00-13:00	72	11.1%
13:00-15:00	82	12.6%
15:00-17:00	90	13.9%
17:00-19:00	72	11.1%
19:00-21:00	70	10.8%
21:00-23:00	47	7.2%
23:00-01:00	25	3.9%
01:00-03:00	25	3.9%
03:00-05:00	20	3.1%
<b>Totals</b>	<b>649</b>	

New Recruits		
Active New Recruits	7	18.4%

Call Numbers By Shift		
Mon-Fri Day (0600-1800)	298	45.9%
Mon-Fri Evening (1800-2200)	95	14.6%
Mon-Fri Night (2200-0600)	62	9.6%
Sat/Sun Day (0600-1800)	119	18.3%
Sat/Sun Evening (1800-2200)	44	6.8%
Sat/Sun Night (2200-0600)	31	4.8%

Active Members		
Active Members	44	

Call Numbers By Mutual Aid		
Ankeny Fire Department	195	
Granger Fire Department	10	
Grimes Fire Department	1	
Johnston Fire Department	2	
Madrid Fire Department	5	
Story County	2	
Other	1	
<b>Totals</b>	<b>216</b>	<b>33.3%</b>

Call Numbers By Automatic Aid		
Granger Fire Dept	43	
Ankeny Fire Dept	33	
<b>Totals</b>	<b>76</b>	<b>11.7%</b>

Call Numbers By Month		
January	45	6.9%
February	56	8.6%
March	57	8.8%
April	47	7.2%
May	40	6.2%
June	52	8.0%
July	63	9.7%
August	83	12.8%
September	70	10.8%
October	65	10.0%
November	70	10.8%
December	1	0.2%
<b>Totals</b>	<b>649</b>	

Call Numbers By Division		
Fire Division	126	19.4%
EMS Division	523	80.6%
<b>Totals</b>	<b>649</b>	

Transports By Hospital		
Blank Children's Hospital	9	3.6%
Boone County Hospital	1	0.4%
Broadlawns	3	1.2%
Dallas County Hospital	0	0.0%
Lutheran	17	6.7%
Mary Greeley	7	2.8%
Mercy Medical Center	112	44.4%
Mercy West Lakes	23	9.1%
Methodist	54	21.4%
Methodist West	24	9.5%
VA	2	0.8%
<b>Totals</b>	<b>252</b>	

Call Numbers by Response Area		
IN Polk City Response Area	392	60.4%
OUT of Polk City Response	257	39.6%
<b>Totals</b>	<b>649</b>	

Call Numbers by Apparatus		
Chief 4500	57	8.8%
Deputy Chief 4501	36	5.5%
Duty Officer 4506	121	18.6%
Attack 4520	116	17.9%
Engine 4530	52	8.0%
Tanker 4550	0	0.0%
Engine 4570	67	10.3%
Special Operations 4575	6	0.9%
Ambulance M2	147	22.7%
Ambulance M3	368	56.7%
Boat 4599	1	0.2%

Call Totals By Call Reason		
Abdominal Pain	17	2.6%
Allergic Reaction	4	0.6%
Altered LOC	3	0.5%
Animal Bite	0	0.0%
Apnea (Not Breathing)	0	0.0%
Arm Injury	3	0.5%
Assault	3	0.5%
Assistance	2	0.3%
Back Pain	2	0.3%
Bicycle Accident	4	0.6%
Burns	1	0.2%
Change of Quarters/Standby	150	23.1%
Chest Pain/Cardiac	27	4.2%
Choking	4	0.6%
Code 4 (possible death)	1	0.2%
Commercial Fire	33	5.1%
CPR in Progress	5	0.8%
Crash unknown Injuries	25	3.9%
Crash with Injuries	15	2.3%
Diabetic Problem	6	0.9%
Difficulty Breathing	42	6.5%
Dislocated Shoulder	0	0.0%
Fall	38	5.9%
Fire - Other	4	0.6%
Grass/Brush Fire	8	1.2%
Haz-mat Clean-up	1	0.2%
Head Injury	6	0.9%
Heat Problems	2	0.3%
Ice Rescue	1	0.2%
Illegal Burn	3	0.5%
Insect Bite	0	0.0%
Labor/Delivery	0	0.0%
Leg Injury	6	0.9%
Motorcycle Accident	0	0.0%
Natural Gas Odor	3	0.5%
Odor Investigation	2	0.3%
Medical - Other	5	0.8%
Overdose	9	1.4%
Psychiatric Problem	4	0.6%
Public Assist	12	1.8%
Residential Fire	52	8.0%

Call Totals By Call Reason		
Seizure	7	1.1%
Sick & Care	87	13.4%
Smoke Investigation	3	0.5%
Stroke/CVA	11	1.7%
Sucide Attempt	3	0.5%
Syncope/Passed Out	0	0.0%
Transport (Medical)	2	0.3%
Trauma	2	0.3%
Under the Influence	0	0.0%
Unknown Medical Problem	1	0.2%
Unresponsive	15	2.3%
Vehicle Fire	3	0.5%
Water Rescue	6	0.9%

Staffing Summary		
Resident - Paid on Call	22	50.0%
Resident - POC/Part Time	8	18.2%
Non-Resident - POC	2	4.5%
Non-Resident - POC/Part Time	12	27.3%
Total Fire Department Staff	44	

# November 2015 Summary

Total Calls for Month	70
Total Calls for Month Last Year	55
% Increase/Decrease For Month	27.27%

Total Calls Occuring 6:00 AM - 6:00 PM Monday-Friday	38
% Of Calls Occuring 6:00 AM - 6:00 PM Monday-Friday	54.29%

Monthly Volunteer On Call Hours	1425
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Total Calls Year To Date	649
Total Calls Last Year To Date	648
% Increase Year to Date	0.15%

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)

**RESOLUTION 2015-92**

**A RESOLUTION APPROVING SNYDER & ASSOCIATES, INC  
ENGINEERING INVOICE FOR OCTOBER SERVICES 2015**

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**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:	\$9,724.50
Capital Improvement Projects:	\$5,120.40
Reimbursable Development Review Projects:	\$8,085.75

**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 \$22,930.65.

**PASSED AND APPROVED** the 14<sup>th</sup> day of December, 2015.

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Jason Morse, Mayor

ATTEST:

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Jenny Gibbons, City Clerk

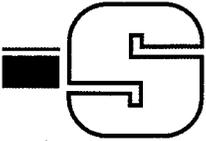
**Snyder & Associates, Inc.**  
**2015 Invoice Summary**

Printed: October 27, 2015

Average Monthly Fees for General Engineering Services: \$2,227.40

Service Provided	Comments	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
<b>General Engineering</b>														
General Engineering Services	General Engineering	1352.00	507.00	1172.00	3633.50	507.00	3971.50	2961.00	2408.00	3268.00	2494.00			22,274.00
General Engineering Services	Building & Development Issues	3718.00	6844.50	3211.00	4225.00	4478.50	3549.00	2322.00	2322.00	3612.00	4386.00			38,668.00
Zoning, Subdivision, TIF	Codes and Ordinances	2637.50				338.00	1014.00							3,989.50
<b>SUBTOTAL</b>	<b>GENERAL ENGINEERING</b>	<b>7707.50</b>	<b>7351.50</b>	<b>4383.00</b>	<b>7858.50</b>	<b>5323.50</b>	<b>8534.50</b>	<b>5283.00</b>	<b>4730.00</b>	<b>6880.00</b>	<b>6880.00</b>	<b>0.00</b>	<b>0.00</b>	<b>64,931.50</b>
<b>Capital Improvement Projects</b>														
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		7731.25	1385.40			36,718.80
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		3735.00			36,413.88
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	2971.00	2844.50			32,113.00
<b>SUBTOTAL</b>	<b>CAPITAL IMPROVEMENTS</b>	<b>7642.22</b>	<b>18870.55</b>	<b>13741.13</b>	<b>18258.89</b>	<b>20136.29</b>	<b>13301.97</b>	<b>14991.03</b>	<b>2840.70</b>	<b>10702.25</b>	<b>7964.90</b>	<b>0.00</b>	<b>0.00</b>	<b>128,449.93</b>
<b>Reimbursable Projects</b>														
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	1250.00	750.00			8,050.00
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	2231.00	2580.50			6,764.50
Edgewater Drive Extension	Lefkow project: construction drawings									800.00				800.00
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 drws, Observation, Final Plat					1400.00	1925.00	3871.20	5548.80	4840.00				17,585.00
Parker Blvd Sanitary Sewer	Repair of damage sanitary sewer									987.50				987.50
Parker Townhomes II	Amended PUD, Site Plan, public water main			1450.00	550.00			875.00		228.50				3,103.50
Pearson Plat of Survey	Review survey and Lot Tie Agreement									172.00				172.00
TCI Plat 6 Lift Station & Sewer	Project Close-out	96.75			1611.25	479.25	201.25		152.00	344.00	443.00			3,327.50
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	3152.25	4312.25			15,275.50
Wolf Creek Townhomes Plat 11	Final Plat							1150.00						1,150.00
Wolf Creek Townhomes Plat 12	Final Plat							750.00						750.00
<b>SUBTOTAL</b>	<b>DEVELOPER REIMBURSEMENTS</b>	<b>96.75</b>	<b>1600.00</b>	<b>4536.16</b>	<b>9408.37</b>	<b>11342.71</b>	<b>12519.57</b>	<b>15766.70</b>	<b>13502.25</b>	<b>14005.25</b>	<b>8085.75</b>	<b>0.00</b>	<b>0.00</b>	<b>90,863.51</b>
<b>TOTALS</b>		<b>15,446.47</b>	<b>27,822.05</b>	<b>22,660.29</b>	<b>35,525.76</b>	<b>36,802.50</b>	<b>34,356.04</b>	<b>36,040.73</b>	<b>21,072.95</b>	<b>31,587.50</b>	<b>22,930.65</b>	<b>-</b>	<b>-</b>	<b>284,244.94</b>

**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. Research 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** December 8, 2015

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

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## ***INVOICE SUMMARY - OCTOBER SERVICES***

Services from October 1, 2015 through October 31, 2015

### **GENERAL ENGINEERING**

<u>2015 General Engineering</u>	115.0001	\$ 2,494.00
<u>Building and Development issues:</u> <i>Coordination with developers, engineers, building inspector, and staff regarding various potential and ongoing projects and Building Permits.</i>	115.0001	\$ 4,386.00
<u>Miscellaneous Projects:</u> <i>Review of Preliminary dFIRM map, coordinate with MidAmerican Energy re: LED street lights, design standards, and new fixtures and poles.</i>	115.0001	\$ 2,844.50
<u>Zoning &amp; Subdivision Ordinances:</u>	115.0001	\$ -

### **SUBTOTAL**

**\$ 9,724.50**

### **CAPITAL IMPROVEMENT PROJECTS**

Comprehensive Plan	114.1068	\$ 1,385.40
Washington Ave/Booth St Reconstruction	113.0548	\$ 3,735.00

### **SUBTOTAL**

**\$ 5,120.40**

### **REIMBURSABLE DEVELOPMENT REVIEW PROJECTS**

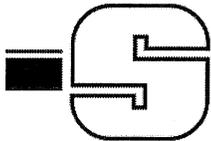
Deer Haven Plat 1: Construction Drawings	115.0537	\$ 750.00
Deer Haven TIF project	115.0778	\$ 2,580.50
TCI Plat 6 Pump Station & Sewer Review	113.0870	\$ 443.00
Wolf Creek Townhomes Plat 9	114.0056	\$ 4,312.25

### **SUBTOTAL**

**\$ 8,085.75**

### **TOTAL**

**\$ 22,930.65**



**ENGINEERS & PLANNERS**  
**SNYDER & ASSOCIATES, INC.**

IOWA | MISSOURI | NEBRASKA | SOUTH DAKOTA | WISCONSIN

**INVOICE FOR PROFESSIONAL SERVICES**

December 8, 2015

City of Polk City  
PO Box 426  
112 3rd Street  
Polk City, IA 50226-0426

Invoice No: 115.0001.01 - 10

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

**Professional Services through October 31, 2015**

**Council Meeting**

*Attend two City Council meetings.*

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner	2.00	172.00	344.00	
<b>Total Services</b>	<b>2.00</b>			<b>344.00</b>
				<b>Task Subtotal</b>
				<b>\$344.00</b>
<b>Billings to Date</b>	<b>Total</b>	<b>Prior</b>	<b>Current</b>	
	<b>2,673.00</b>	<b>2,329.00</b>	<b>344.00</b>	

**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	
<b>Total Services</b>	<b>1.00</b>			<b>172.00</b>
				<b>Task Subtotal</b>
				<b>\$172.00</b>
<b>Billings to Date</b>	<b>Total</b>	<b>Prior</b>	<b>Current</b>	
	<b>1,691.00</b>	<b>1,519.00</b>	<b>172.00</b>	

**Other Meeting**

*Attend meeting with Bill Kimberly and Landmark Engineering re: development of Kaultenheuser property. Attend meeting with Bruce Boland re: Diddy remnant parcel. Attend staff meeting.*

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner	5.50	172.00	946.00	
<b>Total Services</b>	<b>5.50</b>			<b>946.00</b>
				<b>Task Subtotal</b>
				<b>\$946.00</b>
<b>Billings to Date</b>	<b>Total</b>	<b>Prior</b>	<b>Current</b>	
	<b>6,330.00</b>	<b>5,384.00</b>	<b>946.00</b>	

**Building Dept**

*Research re: Kaultenhauser property and related development issues. Research re: Diddy property, development agreements, and issues. Coordinate with Gary Mahannah and sketch alternative trail alignment for Deer Haven/Crossroads. Review zoning restrictions for potential building addition at Bait Shop and coordinate with Nick Kirk on same. Research and respond to developers and 's engineers questions on various projects. Coordinate with Denny Bernholz and Pat Carruthers-Green re: notes on various Final Plats related to Building Permits.*

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner	18.50	172.00	3,182.00	
<b>Total Services</b>	18.50			<b>3,182.00</b>
				<b>Task Subtotal</b>
				<b>\$3,182.00</b>
<b>Billings to Date</b>	<b>Total</b>	<b>Prior</b>	<b>Current</b>	
	29,409.50	26,227.50	3,182.00	

**Water Dept**

*Prepare map of corrosive soils in Pine Ridge area; research pipe materials, discuss copper service line leaks, and coordinate with Mike Schulte on same.*

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Engineer	1.00	183.00	183.00	
Principal Planner	2.00	172.00	344.00	
Engineer VI	1.00	132.00	132.00	
Engineer I	1.50	81.00	121.50	
<b>Total Services</b>	5.50			<b>780.50</b>
				<b>Task Subtotal</b>
				<b>\$780.50</b>
<b>Billings to Date</b>	<b>Total</b>	<b>Prior</b>	<b>Current</b>	
	2,064.50	1,284.00	780.50	

**Sanitary Sewers**

				<b>Task Subtotal</b>	<b>0.00</b>
<b>Billings to Date</b>	<b>Total</b>	<b>Prior</b>	<b>Current</b>		
	1,549.75	1,549.75	0.00		

**Storm Sewers**

*Coordinate with Mike Schulte re:Falcon Drive Lakes drainage issues, research as-built storm sewers and spot elevations, and proposal to notch invert opening to avoid ponding. Coordinate with Bob Gibson and Paul Koester re: erosion concerns in Wolf Creek, Lakeside Fellowship, and Bridgepoint sites. Review modifications to Bridgepoint retaining walls.*

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>		
Principal Planner	4.50	172.00	774.00		
<b>Total Services</b>	4.50			<b>774.00</b>	
				<b>Task Subtotal</b>	<b>\$774.00</b>
<b>Billings to Date</b>	<b>Total</b>	<b>Prior</b>	<b>Current</b>		
	9,191.00	8,417.00	774.00		

**Street Dept**

*Email to Todd Drake re: Edgewater Drive extension; coordinate with Caleb Smith and Gary Mahannah on same. Preliminary review of Iowa DOT plans for Hwy 415 widening and coordinate with Gary Mahannah on comments. Research for Gary Mahannah re: paving requirement for driveway for home on E. Southside Drive. Coordinate with Mike Schulte re: cluster mailbox standard locations. Coordinate with Mike Schulte re: Davis Street extension east of Davis/Tyler intersection.*

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner	7.50	172.00	1,290.00	
<b>Total Services</b>	7.50			<b>1,290.00</b>

**Task Subtotal** **\$1,290.00**

	<b>Total</b>	<b>Prior</b>	<b>Current</b>
<b>Billings to Date</b>	<b>18,511.50</b>	<b>17,221.50</b>	<b>1,290.00</b>

**General Areas**

*Coordinate with Jenny Gibbons and Gary Mahannah on various issues including items needed for recordation, reimbursable fees, Resolutions and Council and P&Z packets, agendas and minutes.*

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Principal Planner	11.50	172.00	1,978.00
<b>Total Services</b>	11.50		<b>1,978.00</b>
			<b>Task Subtotal</b>
			<b>\$1,978.00</b>

	<b>Total</b>	<b>Prior</b>	<b>Current</b>
<b>Billings to Date</b>	<b>22,313.00</b>	<b>20,335.00</b>	<b>1,978.00</b>

**GIS Services**

*Coordinate with Jake Schreier re: CADD files, service locates, record drawings and as-built info for city's database.*

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Principal Planner	1.50	172.00	258.00
<b>Total Services</b>	1.50		<b>258.00</b>
			<b>Task Subtotal</b>
			<b>\$258.00</b>

	<b>Total</b>	<b>Prior</b>	<b>Current</b>
<b>Billings to Date</b>	<b>3,311.25</b>	<b>3,053.25</b>	<b>258.00</b>

**Amount Due this Invoice** **\$9,724.50**

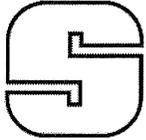
	<b>Total</b>	<b>Prior</b>	<b>Current</b>
<b>Billings to Date</b>	<b>97,044.50</b>	<b>87,320.00</b>	<b>9,724.50</b>

Snyder & Associates, Inc.



Kathleen Connor





**INVOICE FOR PROFESSIONAL SERVICES**

November 30, 2015

Gary Mahannah  
 City of Polk City  
 PO Box 426  
 112 3rd Street  
 Polk City, IA 50226-0426

Invoice No: 113.0548.01 - 20

**Project 113.0548.01 Washington Avenue & Booth St. Reconstruction**  
**Professional Services through October 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
<b>Total Fee</b>					<b>0.00</b>

	Total	Prior	Current
<b>Billings to Date</b>	<b>41,500.00</b>	<b>41,500.00</b>	<b>0.00</b>

**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
<b>Total Fee</b>					<b>0.00</b>

**Task Subtotal 0.00**

	Total	Prior	Current
<b>Billings to Date</b>	<b>5,080.00</b>	<b>5,080.00</b>	<b>0.00</b>

**Geotechnical Services**

**Task Subtotal 0.00**

	Total	Prior	Current
<b>Billings to Date</b>	<b>3,900.00</b>	<b>3,900.00</b>	<b>0.00</b>

**Easement Negotiation and Acquisition**

**Task Subtotal** **0.00**

	<b>Total</b>	<b>Prior</b>	<b>Current</b>
<b>Billings to Date</b>	<b>9,492.45</b>	<b>9,492.45</b>	<b>0.00</b>

**Additional Services - Lump Sum**

**Patricia Morton Boundary Retracement**

**Lump Sum Fees**

	<b>Contract Amount</b>	<b>% Compl</b>	<b>Total Billed to Date</b>	<b>Previous Billed</b>	<b>Current Billed</b>
Patricia Morton Boundary Retracement	800.00	0.00	0.00	0.00	0.00
<b>Total Fee</b>	<b>800.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
			<b>Total Fee</b>		<b>0.00</b>

**Task Subtotal** **0.00**

**Construction Services**

**Lump Sum Fees**

	<b>Contract Amount</b>	<b>% Compl</b>	<b>Total Billed to Date</b>	<b>Previous Billed</b>	<b>Current Billed</b>
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
Subgrade Alternatives Analysis	2,500.00	0.00	0.00	0.00	0.00
<b>Total Fee</b>	<b>42,798.80</b>		<b>38,798.80</b>	<b>38,798.80</b>	<b>0.00</b>
			<b>Total Fee</b>		<b>0.00</b>

	<b>Total</b>	<b>Prior</b>	<b>Current</b>
<b>Billings to Date</b>	<b>38,798.80</b>	<b>38,798.80</b>	<b>0.00</b>

**Reimbursable Expenses**

**Direct Expenses**

Terracon Consultants				
12/8/2015	Terracon Consultants	8/30/15 - 11/14/15	3,735.00	
	<b>Total Consultants</b>		<b>3,735.00</b>	<b>3,735.00</b>
			<b>Task Subtotal</b>	<b>\$3,735.00</b>
<b>Billings to Date</b>	<b>Total</b>	<b>Prior</b>	<b>Current</b>	
	5,488.97	1,753.97	3,735.00	

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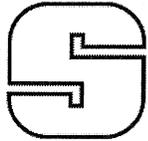
Amount Due this Invoice **\$3,735.00**

<b>Billings to Date</b>	<b>Total</b>	<b>Prior</b>	<b>Current</b>
	104,260.22	100,525.22	3,735.00

Snyder & Associates, Inc.



Kathleen Connor



**INVOICE FOR PROFESSIONAL SERVICES**

December 8, 2015

Gary Mahannah  
 City of Polk City  
 PO Box 426  
 112 3rd Street  
 Polk City, IA 50226-0426

Invoice No: 115.0537.01 - 5

**Project 115.0537.01 Deer Haven Plat 1**

**Professional Services through October 31, 2015**

**Preliminary Plat  
 Lump Sum Fees**

	<b>Contract Amount</b>	<b>% Compl</b>	<b>Total Billed to Date</b>	<b>Previous Billed</b>	<b>Current Billed</b>
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
<b>Total Fee</b>	<b>2,400.00</b>		<b>2,400.00</b>	<b>2,400.00</b>	<b>0.00</b>
<b>Total Fee</b>					<b>0.00</b>
<b>Phase Subtotal</b>					<b>0.00</b>
<b>Billings to Date</b>	<b>Total</b>	<b>Prior</b>	<b>Current</b>		
	<b>2,400.00</b>	<b>2,400.00</b>	<b>0.00</b>		

**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	250.00	0.00
Submittal #5	250.00	100.00	250.00	250.00	0.00
Submittal #6	250.00	100.00	250.00	200.00	50.00
Submittal #7	250.00	100.00	250.00	200.00	50.00
Submittal #8	250.00	100.00	250.00	200.00	50.00
Submittal #9	250.00	100.00	250.00	200.00	50.00
Submittal #10	250.00	100.00	250.00	200.00	50.00
Submittal #11	250.00	100.00	250.00	0.00	250.00
Submittal #12	250.00	100.00	250.00	0.00	250.00
Total Fee	5,650.00		5,650.00	4,900.00	750.00
<b>Total Fee</b>					<b>750.00</b>
<b>Phase Subtotal</b>					<b>\$750.00</b>
<b>Billings to Date</b>	<b>Total 5,650.00</b>	<b>Prior 4,900.00</b>	<b>Current 750.00</b>		

**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
<b>Total Fee</b>					<b>0.00</b>
<b>Phase Subtotal</b>					<b>0.00</b>

**Construction Plat 1  
Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
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
Punchlist #2	200.00	0.00	0.00	0.00	0.00
Total Fee	1,025.00		0.00	0.00	0.00
<b>Total Fee</b>					<b>0.00</b>

Project 115.0537.01 PlkCty-DeerHavenPlat1 Invoice 5

Phase Subtotal 0.00

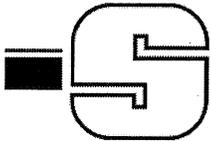
Amount Due this Invoice \$750.00

	Total	Prior	Current
Billings to Date	8,050.00	7,300.00	750.00

Snyder & Associates, Inc.



Kathleen Connor



**ENGINEERS & PLANNERS**  
**SNYDER & ASSOCIATES, INC.**

IOWA | MISSOURI | NEBRASKA | SOUTH DAKOTA | WISCONSIN

**INVOICE FOR PROFESSIONAL SERVICES**

December 8, 2015

Gary Mahannah  
City of Polk City  
PO Box 426  
112 3rd Street  
Polk City, IA 50226-0426

Invoice No: 115.0778.01 - 3

**Project** 115.0778.01 **Deer Haven TIF Project**  
**Professional Services through October 31, 2015**

**TIF Project**

**Submittal #1**

*Prepare for and attend meeting with Brad Cooper and Chris Thompson to discuss storm water management plan issues related to conveyance of off site flows. Discuss platting of out lot north of Broadway and trail alignment; 10" sewer velocity, cost share for TIF-eligible sanitary sewer, water valve locations with Mike Schulte and Cooper-Crawford; abandonment vs removal of old sanitary sewer pipes, cost sharing for storm sewer pipes, design issues at roadway tie-ins.*

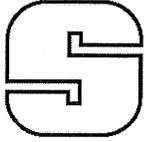
	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner	11.00	172.00	1,892.00	
Engineer I	8.50	81.00	688.50	
<b>Total Services</b>	19.50			<b>2,580.50</b>
				<b>Task Subtotal</b>
				<b>\$2,580.50</b>

**Amount Due this Invoice** \$2,580.50

	<b>Total</b>	<b>Prior</b>	<b>Current</b>
<b>Billings to Date</b>	6,764.50	4,184.00	2,580.50

Snyder & Associates, Inc.

Kathleen Connor



**INVOICE FOR PROFESSIONAL SERVICES**

November 18, 2015

Gary Mahannah  
 City of Polk City  
 PO Box 426  
 112 3rd Street  
 Polk City, IA 50226-0426

Invoice No: 113.0870.01 - 22

**Project 113.0870.01 TCI Plat 6 Pump Station & Sewer Review**

**Professional Services through October 31, 2015**

*Services included review and correspondence regarding project easement issues.*

**Plan Review**

**Task Subtotal 0.00**

	<b>Total</b>	<b>Prior</b>	<b>Current</b>
<b>Billings to Date</b>	4,477.26	4,477.26	0.00

**Construction Observation**

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Engineer VI	.75	132.00	99.00	
<b>Total Services</b>	.75			<b>99.00</b>
				<b>Task Subtotal \$99.00</b>

	<b>Total</b>	<b>Prior</b>	<b>Current</b>
<b>Billings to Date</b>	35,110.16	35,011.16	99.00

**Additional Services**

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner	2.00	172.00	344.00	
<b>Total Services</b>	2.00			<b>344.00</b>
				<b>Task Subtotal \$344.00</b>

	<b>Total</b>	<b>Prior</b>	<b>Current</b>
<b>Billings to Date</b>	2,903.00	2,559.00	344.00

**Amount Due this Invoice** \$443.00

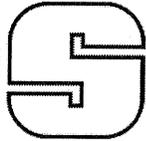
	<b>Total</b>	<b>Prior</b>	<b>Current</b>
<b>Billings to Date</b>	<b>42,490.42</b>	<b>42,047.42</b>	<b>443.00</b>

Snyder & Associates, Inc.



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Christoffer Pedersen



**INVOICE FOR PROFESSIONAL SERVICES**

December 8, 2015

Gary Mahannah  
 City of Polk City  
 PO Box 426  
 112 3rd Street  
 Polk City, IA 50226-0426

Invoice No: 114.0056.01 - 8

**Project 114.0056.01 Wolf Creek Townhomes Plat 9**  
**Professional Services through October 31, 2015**

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

	<b>Contract Amount</b>	<b>% Compl</b>	<b>Total Billed to Date</b>	<b>Previous Billed</b>	<b>Current Billed</b>
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
<b>Total Fee</b>					<b>0.00</b>
<hr/>					
	<b>Total</b>	<b>Prior</b>	<b>Current</b>		
<b>Billings to Date</b>	<b>1,200.00</b>	<b>1,200.00</b>	<b>0.00</b>		

**Construction Drawings  
 Lump Sum Fees**

	<b>Contract Amount</b>	<b>% Compl</b>	<b>Total Billed to Date</b>	<b>Previous Billed</b>	<b>Current Billed</b>
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
<b>Total Fee</b>					<b>0.00</b>
<hr/>					
	<b>Total</b>	<b>Prior</b>	<b>Current</b>		
<b>Billings to Date</b>	<b>1,900.00</b>	<b>1,900.00</b>	<b>0.00</b>		

**Final Plat**

**Lump Sum Fees**

	<b>Contract Amount</b>	<b>% Compl</b>	<b>Total Billed to Date</b>	<b>Previous Billed</b>	<b>Current Billed</b>
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
<b>Total Fee</b>	<b>1,350.00</b>		<b>1,350.00</b>	<b>1,350.00</b>	<b>0.00</b>

**Total Fee 0.00**

<b>Billings to Date</b>	<b>Total</b>	<b>Prior</b>	<b>Current</b>
	<b>1,350.00</b>	<b>1,350.00</b>	<b>0.00</b>

**Construction Phase - Hourly**

**Construction Observation**

*Services include construction observation of sanitary sewer abandonment, water main & services, subgrade prep, sanitary sewer & services, sump services, backfill, testing, coordinate with Bob Gibson re: 30" RCP required per plans and 18" culvert required for future WCTH Plat 13. Review sanitary sewer video.*

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Principal Planner	4.00	169.00	676.00	
Engineer I	2.50	79.00	197.50	
Technician VIII	32.25	97.00	3,128.25	
Technician II	6.75	46.00	310.50	
<b>Total Services</b>	<b>45.50</b>			<b>4,312.25</b>
			<b>Task Subtotal</b>	<b>\$4,312.25</b>

<b>Billings to Date</b>	<b>Total</b>	<b>Prior</b>	<b>Current</b>
	<b>14,825.50</b>	<b>10,513.25</b>	<b>4,312.25</b>

**Construction Phase - Lump Sum**

**Lump Sum Fees**

	<b>Contract Amount</b>	<b>% Compl</b>	<b>Total Billed to Date</b>	<b>Previous Billed</b>	<b>Current Billed</b>
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
<b>Total Fee</b>	<b>900.00</b>		<b>450.00</b>	<b>450.00</b>	<b>0.00</b>

**Total Fee 0.00**

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Project	114.0056.01	PlkCty-WolfCrkTwhmsPI9	Invoice	8
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	<b>Total</b>	<b>Prior</b>	<b>Current</b>
<b>Billings to Date</b>	<b>450.00</b>	<b>450.00</b>	<b>0.00</b>

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**Amount Due this Invoice** \$4,312.25

	<b>Total</b>	<b>Prior</b>	<b>Current</b>
<b>Billings to Date</b>	<b>19,725.50</b>	<b>15,413.25</b>	<b>4,312.25</b>

Snyder & Associates, Inc.



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Kathleen Connor



# 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

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December 9<sup>th</sup>, 2015

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

- David Bush received his paramedic certification and has completed his clearance. This moves him to pay grade 6, step 1 or \$14.95 per hour.
- The department received a resignation from part time Firefighter/EMT Randy Pecenka effective 11/24/2015. See attached resignation letter.
- The department received a resignation from part time Firefighter/EMT Ross Budden effective 12/2/2015. Ross received a full time job with Urbandale Fire Department. See attached resignation letter.
- The department received a resignation from POC firefighter Adam Rasmussen effective 12/8/2015. Adam no longer lives in Polk City.
- The department has offered conditional employment to the following for paid on call positions:
  - Rusty Friedrichson
  - Ryan Bristle
  - Shaun Boots
  - Thomas Willardson
  - Kenneth Caldwell

All of these folks are residents of Polk City and will start with our 2016 recruit class. All will be grade scale 3, step 1 or \$10.68 per hour.

Thanks,

Dan Gubbins  
Fire Chief

## Dan Gubbins - PCFD

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**From:** Randell Pecenka <madridfd829@gmail.com>  
**Sent:** Tuesday, November 24, 2015 5:38 PM  
**To:** Dan.Gubbins@polkcityfd.com  
**Subject:** Resignation letter

This is my resignation letter for the Polk City fire department. Due to changes in my life, I am unable to perform my duties and respond to meetings and calls. All being said with a heavy heart, I would like to thank everyone for the amazing opportunity to work with great people and giving me the opportunity to work on an amazing department. Thanks Chief

## Dan Gubbins - PCFD

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**From:** Budden, Ross J <rjbudden@dmacc.edu>  
**Sent:** Wednesday, December 02, 2015 9:34 PM  
**To:** Dan Gubbins  
**Subject:** Resignation

Chief Gubbins,

I regret to inform you that I'm resigning from the Polk City Fire Department. With have gotten a fulltime job with Urbandale and part time Ankeny as well as going back to school for bachelors I sadly don't have the time to be dedicated enough to the department. I hope to eventually join the Department again some day if I get a full time position in Ankeny. Thank you for all of the great training and opportunities you have given me and I really enjoyed my time with the Department.

Respectfully,

Ross Budden

## Dan Gubbins - PCFD

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**From:** adamandtammyr@yahoo.com  
**Sent:** Tuesday, December 08, 2015 7:00 PM  
**To:** Dan Gubbins - PCFD  
**Subject:** Resign

I would like to resign from PCFD to deal with some personal family issues. I enjoyed my time on PCFD, and would someday like to return when my family issues are resolved.

Regards,

Adam Rasmussen

Sent from my iPhone

# Polk City Fire Department Member Application

## Personal:

Name: Friedrickson Rusty M. Date: 05/28/15  
Last First Middle

Address: (Number & Street) 1268 W. Broadway  
 (City, State, Zip Code) Polk City, IA 50226

Daytime Phone Number: (515) 314-1531 Evening Phone Number: (515) 314-1531

Desired start date: ASAP E-mail Address: rustyfriedrickson12

Social Security Number: \_\_\_\_\_ Are you over 18 years old?  Yes  No *gmc*

## Education:

School	Years Completed (circle one)	Diploma/Degree Earned	List School(s), City/State
High School	1 2 3 <b>4</b>	Diploma: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No G.E.D.: <input type="checkbox"/> Yes <input type="checkbox"/> No	NORTH POLK Alleman, IA
College and/or Vocational School	<b>1</b> 2 3 4		DMACC Ankeny, IA
Other Training or Degrees	1.5 years	EMR FF1	Mohawk Valley Fire Marcola, OR

### Fire Certification (If you are not certified, please leave blank):

Attach Copy of All Certification(s)

Type of Certification(s) Held: FF1

Professional Membership(s): \_\_\_\_\_

### EMS Certification (If you are not certified, please leave blank):

Attach Copy of All Certification(s)

Type of Certification(s) Held: EMR

Iowa Certification Number: \_\_\_\_\_ Expiration Date: 06/30/2016

Professional Membership(s): \_\_\_\_\_

### Record of Conviction:

Have you ever been convicted of a crime other than minor traffic offense?  Yes  No

If yes, fully explain: \_\_\_\_\_

*(A conviction will not necessarily automatically disqualify you for membership. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).*

### Employment:

Please list employment history, with your current employer first (including U.S. Military Service), for the last 10 years. If any employment was under a different name, indicate name.

Employer: Main Street Cafe Position: Server  
Address: 2510 SW Birch Dr. Ankeny, IA 50023  
Telephone: (515) 914-7141 Dates of Employment: <sup>From</sup> 05/2015 <sup>To</sup> current (Mo/Yr) (Mo/Yr)  
Supervisor: Leigha Dullard Department: \_\_\_\_\_  
(Circle one)  FT  PT No. of Hrs. per Week: 30-40  
Duties: Run cash register  
Reason for Leaving: \_\_\_\_\_

Employer: UPS Position: Preload  
Address: 1910 Nugget Way Eugene, OR  
Telephone: (541) 726-7230 Dates of Employment: <sup>From</sup> 09/2014 <sup>To</sup> 05/2015 (Mo/Yr) (Mo/Yr)  
Supervisor: Christian Sweet Department: \_\_\_\_\_  
(Circle one) FT  PT No. of Hrs. per Week: 25  
Duties: Preload packages  
Reason for Leaving: Moved out of state

Employer: Earthworks Landscaping Position: Laborer  
Address: Eugene, OR  
Telephone: \_\_\_\_\_ Dates of Employment: <sup>From</sup> 03/2014 <sup>To</sup> 09/2014 (Mo/Yr) (Mo/Yr)  
Supervisor: Joe Spivack Department: \_\_\_\_\_  
(Circle one)  FT  PT No. of Hrs. per Week: 40  
Duties: landscape & design  
Reason for Leaving: offered another job opportunity closer to home

Explain any gaps in work history: N/A

Have you ever been discharged or asked to resign from a job, or resigned to avoid termination?

Yes  No  If yes, explain: \_\_\_\_\_

Have you ever been an applicant or member of any fire or rescue agency?  Yes  No

If so, please state agency name, location, contact information, and dates of membership LOWELL RF

Aug. 2013 - April 2015, Lowell, OR.

Mike COOK: (541) 228-0565

Please describe any additional work experience, volunteering, community involvement, or training: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### References:

Name: Mike COOK Phone: (541) 228-0565  
Address: Chilquin, OR Relation: training officer

Name: Steven Wallace Phone: (541) 554-5200  
Address: Marcola, OR Relation: Mohawk train officer

Name: Christian Sweet Phone: (541) 601-8588  
Address: Eugene, OR Relation: UPS Manager

## Applicant's Certification and Agreement

- ▶ I hereby certify that the facts set forth in the above application are true and complete to the best of my knowledge. I authorize the Polk City Fire Department, its Officers, and or the City of Polk City to verify their accuracy and to obtain reference information by contacting educational institutions, references or employers, and to rely on and use such information as they see fit.
- ▶ I hereby release the Polk City Fire Department, its Officers, members, and the City of Polk City from any/all liability of whatever kind and nature that, at any time, could result from obtaining and having a membership decision based on such information. This application and all information obtained is the property of the Polk City Fire Department.
- ▶ I understand that, if granted membership, falsified statements of any kind or omissions of facts called for on this application, regardless of the time of discovery, shall be considered sufficient basis for dismissal.
- ▶ I understand that should an offer of membership be extended to me and accepted that I will fully adhere to the policies, rules and regulations of the department. However, I further understand that neither the policies, rules, regulations of membership or anything said during the interview process shall be deemed to constitute the terms of an implied contract for continued membership. I understand that any membership is for an indefinite duration and at will and that either I or the department may terminate my membership at any time with or without notice or cause.
- ▶ I understand that if I am offered membership, membership is conditioned upon my providing such other and further information as may be required by the Polk City Fire Department, its Officers, and or the City of Polk City.



Signature of Applicant

05/28/2015  
Date

Rusty Friedrickson  
Printed Name of Applicant

**Department Use Only: Do not write in this space.**

Application received by:	
Date application received:	Date of interview:
Date voted to membership:	Six months probation end date:



## Polk City Fire Department Service Commitment

I hereby commit to:

- RF Provide volunteer on call service including days, nights, weekends, and holidays and agree to meet the minimum attendance requirements as established by the Polk City Fire Department.
- RF Provide a minimum of 24 consecutive months of service.
- RF Attend required monthly business and training meetings.
- RF Maintain Fire & EMS certifications and complete all required skills drills.
- RF Comply with the standard operating guidelines, policies, and procedures of the department and the direction of the command staff at all times.
- RF Maintain patient confidentiality.

I understand membership is at-will, and may be terminated at any time with or without cause by Polk City Fire Department, its Officers, and or the City of Polk City.

RF  
\_\_\_\_\_  
Signature of Applicant

05/28/2015  
\_\_\_\_\_  
Date

Confirmed - OK  
12/3/15

# Polk City Fire Department Member Application

## Personal:

Name: Bristle Ryan William Date: 11.20.15  
Last First Middle  
Address: (Number & Street) 645 Timberline Dr  
(City, State, Zip Code) Polk City IA 50226  
Daytime Phone Number: 515 230 7776 Evening Phone Number: \_\_\_\_\_  
Desired start date: Jan E-mail Address: rbristle@gmail.com  
Social Security Number: [REDACTED] Are you over 18 years old?  Yes \_\_\_ No

## Education:

School	Years Completed (circle one)	Diploma/Degree Earned	List School(s), City/State
High School	1 2 3 <u>4</u>	Diploma: <input checked="" type="checkbox"/> Yes ___ No G.E.D.: ___ Yes ___ No	<u>Cyden High School IA</u>
College and/or Vocational School	1 2 3 <u>4</u>	<u>B.S. of Science</u>	<u>Iowa State</u>
Other Training or Degrees			

## Fire Certification (If you are not certified, please leave blank):

Attach Copy of All Certification(s)

Type of Certification(s) Held: \_\_\_\_\_

Professional Membership(s): \_\_\_\_\_

## EMS Certification (If you are not certified, please leave blank):

Attach Copy of All Certification(s)

Type of Certification(s) Held: \_\_\_\_\_

Iowa Certification Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Professional Membership(s): \_\_\_\_\_

████████████████████

### Record of Conviction:

Have you ever been convicted of a crime other than minor traffic offense?  Yes  No

If yes, fully explain: \_\_\_\_\_

*(A conviction will not necessarily automatically disqualify you for membership. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).*

### Employment:

Please list employment history, with your current employer first (including U.S. Military Service), for the last 10 years. If any employment was under a different name, indicate name.

Employer: Self Position: Farmer  
Address: Capeon, IA  
Telephone: \_\_\_\_\_ Dates of Employment: From (Mo/Yr) 2012 To (Mo/Yr) current  
Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_  
(Circle one)  FT  PT No. of Hrs. per Week: varies  
Duties: own & operate farmer  
Reason for Leaving: \_\_\_\_\_

Employer: Ziesler CAT Position: Regional Sales Mgr  
Address: Atlanta IA  
Telephone: \_\_\_\_\_ Dates of Employment: From (Mo/Yr) 2010 To (Mo/Yr) 2012  
Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_  
(Circle one)  FT  PT No. of Hrs. per Week: \_\_\_\_\_  
Duties: subs mgr for ag equipment division. Managed 10 sales.  
Reason for Leaving: join family farmer

Employer: CATERPILLAR INC Position: District Sales Rep  
Address: Peoria, IL  
Telephone: \_\_\_\_\_ Dates of Employment: From (Mo/Yr) 2002 To (Mo/Yr) 2011  
Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_  
(Circle one)  FT  PT No. of Hrs. per Week: \_\_\_\_\_  
Duties: multiple mktg & sales jobs, construction equipment  
Reason for Leaving: Ziesler job (above)

Explain any gaps in work history: \_\_\_\_\_

Have you ever been discharged or asked to resign from a job, or resigned to avoid termination?

\_\_\_ Yes  No If yes, explain: \_\_\_\_\_

Have you ever been an applicant or member of any fire or rescue agency? \_\_\_ Yes  No

If so, please state agency name, location, contact information, and dates of membership \_\_\_\_\_

Please describe any additional work experience, volunteering, community involvement, or training: \_\_\_\_\_

Consultant for Russell Consultant Group - from consultancy  
- current part-time work.

**References:**

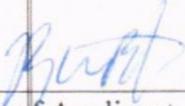
Name: Mac Russell, president Russell Consultant Group Phone: 515.480.6711  
Address: Panora IA Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Relation: \_\_\_\_\_

## Applicant's Certification and Agreement

- ▶ I hereby certify that the facts set forth in the above application are true and complete to the best of my knowledge. I authorize the Polk City Fire Department, its Officers, and or the City of Polk City to verify their accuracy and to obtain reference information by contacting educational institutions, references or employers, and to rely on and use such information as they see fit.
- ▶ I hereby release the Polk City Fire Department, its Officers, members, and the City of Polk City from any/all liability of whatever kind and nature that, at any time, could result from obtaining and having a membership decision based on such information. This application and all information obtained is the property of the Polk City Fire Department.
- ▶ I understand that, if granted membership, falsified statements of any kind or omissions of facts called for on this application, regardless of the time of discovery, shall be considered sufficient basis for dismissal.
- ▶ I understand that should an offer of membership be extended to me and accepted that I will fully adhere to the policies, rules and regulations of the department. However, I further understand that neither the policies, rules, regulations of membership or anything said during the interview process shall be deemed to constitute the terms of an implied contract for continued membership. I understand that any membership is for an indefinite duration and at will and that either I or the department may terminate my membership at any time with or without notice or cause.
- ▶ I understand that if I am offered membership, membership is conditioned upon my providing such other and further information as may be required by the Polk City Fire Department, its Officers, and or the City of Polk City.


11.26.15  
 Signature of Applicant Date

  
 Printed Name of Applicant

**Department Use Only: Do not write in this space.**

Application received by:	
Date application received:	Date of interview:
Date voted to membership:	Six months probation end date:



## Polk City Fire Department Service Commitment

I hereby commit to:

- Provide volunteer on call service including days, nights, weekends, and holidays and agree to meet the minimum attendance requirements as established by the Polk City Fire Department.
- Provide a minimum of 24 consecutive months of service.
- Attend required monthly business and training meetings.
- Maintain Fire & EMS certifications and complete all required skills drills.
- Comply with the standard operating guidelines, policies, and procedures of the department and the direction of the command staff at all times.
- Maintain patient confidentiality.

I understand membership is at-will, and may be terminated at any time with or without cause by Polk City Fire Department, its Officers, and or the City of Polk City.

  
\_\_\_\_\_  
Signature of Applicant

11.20.15  
\_\_\_\_\_  
Date

Confirmed  
Hired  
12/3/15

# Polk City Fire Department Member Application

## Personal:

Name: Booth Shawn Eric Date: 11-21-15  
Last First Middle  
Address: (Number & Street) 1449 Marina Cove Dr  
(City, State, Zip Code) Polk City, IA 50226  
Daytime Phone Number: 515-480-2408 Evening Phone Number: 515-480-2408  
Desired start date: \_\_\_\_\_ E-mail Address: Deotshawn@gmail.com  
Social Security Number: [REDACTED] Are you over 18 years old?  Yes \_\_\_ No

## Education:

School	Years Completed (circle one)	Diploma/Degree Earned	List School(s), City/State
High School	1 2 3 <u>4</u>	Diploma: <input checked="" type="checkbox"/> Yes ___ No G.E.D.: ___ Yes ___ No	
College and/or Vocational School	1 <u>2</u> 3 4	<u>Network Admin</u> <u>Business Mgmt</u>	<u>DMACC Ankeny, IA</u>
Other Training or Degrees			

## Fire Certification (If you are not certified, please leave blank):

Attach Copy of All Certification(s)

Type of Certification(s) Held: \_\_\_\_\_

Professional Membership(s): \_\_\_\_\_

## EMS Certification (If you are not certified, please leave blank):

Attach Copy of All Certification(s)

Type of Certification(s) Held: \_\_\_\_\_

Iowa Certification Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Professional Membership(s): \_\_\_\_\_



### Record of Conviction:

Have you ever been convicted of a crime other than minor traffic offense?  Yes  No

If yes, fully explain: \_\_\_\_\_

*(A conviction will not necessarily automatically disqualify you for membership. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).*

### Employment:

Please list employment history, with your current employer first (including U.S. Military Service), for the last 10 years. If any employment was under a different name, indicate name.

Employer: IIS Inc Position: Unix Architect  
Address: 6766 Pioneer Pkwy Johnston IA  
Telephone: 515-288-2828 Dates of Employment: From (Mo/Yr) 11/2001 To (Mo/Yr) present  
Supervisor: Stephen Thomasco Department: IT  
(Circle one)  FT  PT No. of Hrs. per Week: \_\_\_\_\_  
Duties: Infrastructure Design  
Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Dates of Employment: From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_  
(Circle one)  FT  PT No. of Hrs. per Week: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Dates of Employment: From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_  
(Circle one)  FT  PT No. of Hrs. per Week: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Explain any gaps in work history: \_\_\_\_\_

Have you ever been discharged or asked to resign from a job, or resigned to avoid termination?

\_\_\_ Yes Y No If yes, explain: \_\_\_\_\_

Have you ever been an applicant or member of any fire or rescue agency? \_\_\_ Yes X No

If so, please state agency name, location, contact information, and dates of membership \_\_\_\_\_

Please describe any additional work experience, volunteering, community involvement, or training: \_\_\_\_\_

Heavily involved in functional fitness. compete and train up to 5 days a week.

### References:

Name: Tony Kelli Phone: 515-466-4828

Address: \_\_\_\_\_ Relation: Friend

Name: Matt Sample Phone: 515-473-8923

Address: \_\_\_\_\_ Relation: Brother-in-law

Name: AJ Winesti Phone: 515-782-6105

Address: \_\_\_\_\_ Relation: Friend

## Applicant's Certification and Agreement

- ▶ I hereby certify that the facts set forth in the above application are true and complete to the best of my knowledge. I authorize the Polk City Fire Department, its Officers, and or the City of Polk City to verify their accuracy and to obtain reference information by contacting educational institutions, references or employers, and to rely on and use such information as they see fit.
- ▶ I hereby release the Polk City Fire Department, its Officers, members, and the City of Polk City from any/all liability of whatever kind and nature that, at any time, could result from obtaining and having a membership decision based on such information. This application and all information obtained is the property of the Polk City Fire Department.
- ▶ I understand that, if granted membership, falsified statements of any kind or omissions of facts called for on this application, regardless of the time of discovery, shall be considered sufficient basis for dismissal.
- ▶ I understand that should an offer of membership be extended to me and accepted that I will fully adhere to the policies, rules and regulations of the department. However, I further understand that neither the policies, rules, regulations of membership or anything said during the interview process shall be deemed to constitute the terms of an implied contract for continued membership. I understand that any membership is for an indefinite duration and at will and that either I or the department may terminate my membership at any time with or without notice or cause.
- ▶ I understand that if I am offered membership, membership is conditioned upon my providing such other and further information as may be required by the Polk City Fire Department, its Officers, and or the City of Polk City.

Signature of Applicant

Date

Printed Name of Applicant

**Department Use Only: Do not write in this space.**

Application received by:	
Date application received:	Date of interview:
Date voted to membership:	Six months probation end date:

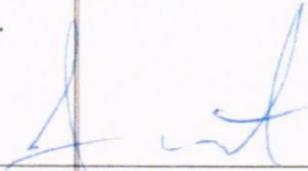


## Polk City Fire Department Service Commitment

I hereby commit to:

- \_\_\_\_\_ Provide volunteer on call service including days, nights, weekends, and holidays and agree to meet the minimum attendance requirements as established by the Polk City Fire Department.
- \_\_\_\_\_ Provide a minimum of 24 consecutive months of service.
- \_\_\_\_\_ Attend required monthly business and training meetings.
- \_\_\_\_\_ Maintain Fire & EMS certifications and complete all required skills drills.
- \_\_\_\_\_ Comply with the standard operating guidelines, policies, and procedures of the department and the direction of the command staff at all times.
- \_\_\_\_\_ Maintain patient confidentiality.

I understand membership is at-will, and may be terminated at any time with or without cause by Polk City Fire Department, its Officers, and or the City of Polk City.

  
\_\_\_\_\_  
Signature of Applicant

11-21-15  
\_\_\_\_\_  
Date

Confirmed Hire 12/31/15

# Polk City Fire Department Member Application

## Personal:

Name: WILLARDSON THOMAS ALLEN Date: 11/21/15  
Last First Middle

Address: (Number & Street) 1140 S 5th St. E1  
(City, State, Zip Code) POLK CITY, IA 50226

Daytime Phone Number: (515) 480-7328 Evening Phone Number: (515) 480-7328

Desired start date: \_\_\_\_\_ E-mail Address: twillardson@gmail.com

Social Security Number: [REDACTED] Are you over 18 years old?  Yes  No

## Education:

School	Years Completed (circle one)	Diploma/Degree Earned	List School(s), City/State
High School	1 2 3 <u>4</u>	Diploma: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No G.E.D.: <input type="checkbox"/> Yes <input type="checkbox"/> No	ANKENY HS
College and/or Vocational School	1 2 <u>3</u> 4	<del>AA</del> AA - BUSINESS ADMIN <del>ENGINEERING</del>	DmAcc ISU
Other Training or Degrees		VARIOUS	US ARMY

## Fire Certification (If you are not certified, please leave blank):

Attach Copy of All Certification(s)

Type of Certification(s) Held: \_\_\_\_\_

Professional Membership(s): \_\_\_\_\_

## EMS Certification (If you are not certified, please leave blank):

Attach Copy of All Certification(s)

Type of Certification(s) Held: \_\_\_\_\_

Iowa Certification Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Professional Membership(s): \_\_\_\_\_

2020-2021

### Record of Conviction:

Have you ever been convicted of a crime other than minor traffic offense?  Yes  No

If yes, fully explain: \_\_\_\_\_

*(A conviction will not necessarily automatically disqualify you for membership. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).*

### Employment:

Please list employment history, with your current employer first (including U.S. Military Service), for the last 10 years. If any employment was under a different name, indicate name.

Employer: Snyder + Associates Position: Survey Crew Chief

Address: 2727 SW Snyder Blvd Arkey, IA 50023

Telephone: (515) 964-2020 Dates of Employment: From 03/15 To Present  
(Mo/Yr) (Mo/Yr)

Supervisor: Ted Jansen Department: Survey

(Circle one)  FT  PT No. of Hrs. per Week: 50+

Duties: Plan and execute all facets of topographic/construction survey

Reason for Leaving: N/A

Employer: Jensen Builders Position: Foreman/Surveyor/Operator

Address: 2097 NE 60th Ave, Des Moines, IA 50313

Telephone: (515) 570-5595 Dates of Employment: From 12/06 To 03/15  
(Mo/Yr) (Mo/Yr)

Supervisor: Brian Harryman Department: Concrete/Survey

(Circle one)  FT  PT No. of Hrs. per Week: 50+

Duties: Various aspects of managing/operation of many aspects of const work

Reason for Leaving: Offered a position with Snyder + Associates

Employer: U.S. Army Position: E-5

Address: —

Telephone: — Dates of Employment: From 05/03 To 12/04  
(Mo/Yr) (Mo/Yr)

Supervisor: — Department: MLRS FDC

(Circle one)  FT  PT No. of Hrs. per Week: 50+

Duties: Military

Reason for Leaving: ETS - Honorable Discharge

Explain any gaps in work history: N/A

Have you ever been discharged or asked to resign from a job, or resigned to avoid termination?

Yes  No If yes, explain: \_\_\_\_\_

Have you ever been an applicant or member of any fire or rescue agency?  Yes  No

If so, please state agency name, location, contact information, and dates of membership \_\_\_\_\_

Please describe any additional work experience, volunteering, community involvement, or training: \_\_\_\_\_

### References:

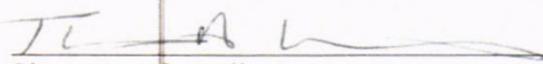
Name: Brian Harryman Phone: (515) 664-6075  
Address: 5501 Pleasant WDM, IA Relation: Step-Father

Name: Brian Butcher Phone: (515) 490-2642  
Address: \_\_\_\_\_ Relation: Friend

Name: Travis Van Lengen Phone: (515) 554-9160  
Address: \_\_\_\_\_ Relation: Friend

## Applicant's Certification and Agreement

- ▶ I hereby certify that the facts set forth in the above application are true and complete to the best of my knowledge. I authorize the Polk City Fire Department, its Officers, and or the City of Polk City to verify their accuracy and to obtain reference information by contacting educational institutions, references or employers, and to rely on and use such information as they see fit.
- ▶ I hereby release the Polk City Fire Department, its Officers, members, and the City of Polk City from any/all liability of whatever kind and nature that, at any time, could result from obtaining and having a membership decision based on such information. This application and all information obtained is the property of the Polk City Fire Department.
- ▶ I understand that, if granted membership, falsified statements of any kind or omissions of facts called for on this application, regardless of the time of discovery, shall be considered sufficient basis for dismissal.
- ▶ I understand that should an offer of membership be extended to me and accepted that I will fully adhere to the policies, rules and regulations of the department. However, I further understand that neither the policies, rules, regulations of membership or anything said during the interview process shall be deemed to constitute the terms of an implied contract for continued membership. I understand that any membership is for an indefinite duration and at will and that either I or the department may terminate my membership at any time with or without notice or cause.
- ▶ I understand that if I am offered membership, membership is conditioned upon my providing such other and further information as may be required by the Polk City Fire Department, its Officers, and or the City of Polk City.

  
 Signature of Applicant

11/21/15  
 Date

THOMAS A. WILLARDSON  
 Printed Name of Applicant

**Department Use Only: Do not write in this space.**

Application received by:	
Date application received:	Date of interview:
Date voted to membership:	Six months probation end date:



## Polk City Fire Department Service Commitment

I hereby commit to:

- \_\_\_\_\_ Provide volunteer on call service including days, nights, weekends, and holidays and agree to meet the minimum attendance requirements as established by the Polk City Fire Department.
- \_\_\_\_\_ Provide a minimum of 24 consecutive months of service.
- \_\_\_\_\_ Attend required monthly business and training meetings.
- \_\_\_\_\_ Maintain Fire & EMS certifications and complete all required skills drills.
- \_\_\_\_\_ Comply with the standard operating guidelines, policies, and procedures of the department and the direction of the command staff at all times.
- \_\_\_\_\_ Maintain patient confidentiality.

I understand membership is at-will, and may be terminated at any time with or without cause by Polk City Fire Department, its Officers, and or the City of Polk City.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Confirmed  
~~12/23~~  
hire  
12/3/11

# Polk City Fire Department Member Application

## Personal:

Name: Caldwell Kenneth Todd Date: 23 Nov 2015  
Last First Middle  
Address: (Number & Street) 808 Roosevelt St.  
(City, State, Zip Code) Polk City, Iowa 50226  
Daytime Phone Number: (515) 419-3967 Evening Phone Number: (515) 419-3967  
Desired start date: \_\_\_\_\_ E-mail Address: Kencaldwell107@gmail.com  
Social Security Number: [REDACTED] Are you over 18 years old?  Yes  No

## Education:

School	Years Completed (circle one)	Diploma/Degree Earned	List School(s), City/State
High School	1 2 3 <u>(4)</u>	Diploma: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No G.E.D.: <input type="checkbox"/> Yes <input type="checkbox"/> No	Urbandale High School Urbandale, Iowa
College and/or Vocational School	1 2 3 4		
Other Training or Degrees			

## Fire Certification (If you are not certified, please leave blank):

Attach Copy of All Certification(s)

Type of Certification(s) Held: \_\_\_\_\_

Professional Membership(s): \_\_\_\_\_

## EMS Certification (If you are not certified, please leave blank):

Attach Copy of All Certification(s)

Type of Certification(s) Held: \_\_\_\_\_

Iowa Certification Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Professional Membership(s): \_\_\_\_\_

### Record of Conviction:

Have you ever been convicted of a crime other than minor traffic offense? Yes Yes \_\_\_ No

If yes, fully explain: OWI in 2007; I have not had a single violation since the incident

(A conviction will not necessarily automatically disqualify you for membership. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).

### Employment:

Please list employment history, with your current employer first (including U.S. Military Service), for the last 10 years. If any employment was under a different name, indicate name.

Employer: Iowa Army National Guard Position: Small Arms Inspector  
Address: 7105 NW 70th Ave. Johnston, Iowa 50131 Bldg 5-34  
Telephone: (515) 252-4437 Dates of Employment: From (Mo/Yr) 01/07 To (Mo/Yr) 11/15  
Supervisor: WO1 McEntire, Greg Department: Armament  
(Circle one)  FT PT No. of Hrs. per Week: 40  
Duties: Inspection and Causing of Small Arms for Iowa Army National Guard  
Reason for Leaving: Still currently employed

Employer: Iowa Army National Guard Position: M1 System Repairer  
Address: 7105 NW 70th Ave. Johnston, Iowa 50131 Bldg 5-34  
Telephone: (515) 252-4437 Dates of Employment: From (Mo/Yr) 10/01 To (Mo/Yr) 01/07  
Supervisor: MSG Hazel, Jeffrey Department: Armament  
(Circle one)  FT PT No. of Hrs. per Week: 40  
Duties: Maintaining M1 Tank and related systems  
Reason for Leaving: Got a promotion

Employer: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Dates of Employment: From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_  
(Circle one) FT PT No. of Hrs. per Week: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Explain any gaps in work history: \_\_\_\_\_

Have you ever been discharged or asked to resign from a job, or resigned to avoid termination?

\_\_\_ Yes  No If yes, explain: \_\_\_\_\_

Have you ever been an applicant or member of any fire or rescue agency? \_\_\_ Yes  No

If so, please state agency name, location, contact information, and dates of membership \_\_\_\_\_

Please describe any additional work experience, volunteering, community involvement, or training: I  
have been a member of the Iowa Army National Guard since  
1999 and I have attended several schools that deal with first  
aid/responder type of work. I have had training with  
a pro-mask so some confined training with breathing apparatus  
shouldn't bother me. I have deployed to Afghanistan three  
times so working in Kit is something that I am used  
to.

## References:

Name: Gary McIntire Phone: 515-208-3175

Address: 4131 Columbia Street, Des Moines, 50313 Relation: Friends

Name: EJ Edgington Phone: 515-969-1484

Address: 616 SW 46th St. Ankeny, Ia 50023 Relation: Friends

Name: Jeff Hazel Phone: 515-401-8257

Address: 13947 NW 58th St. Polk City, Ia 50226 Relation: former supervisor

## Applicant's Certification and Agreement

- ▶ I hereby certify that the facts set forth in the above application are true and complete to the best of my knowledge. I authorize the Polk City Fire Department, its Officers, and or the City of Polk City to verify their accuracy and to obtain reference information by contacting educational institutions, references or employers, and to rely on and use such information as they see fit.
- ▶ I hereby release the Polk City Fire Department, its Officers, members, and the City of Polk City from any/all liability of whatever kind and nature that, at any time, could result from obtaining and having a membership decision based on such information. This application and all information obtained is the property of the Polk City Fire Department.
- ▶ I understand that, if granted membership, falsified statements of any kind or omissions of facts called for on this application, regardless of the time of discovery, shall be considered sufficient basis for dismissal.
- ▶ I understand that should an offer of membership be extended to me and accepted that I will fully adhere to the policies, rules and regulations of the department. However, I further understand that neither the policies, rules, regulations of membership or anything said during the interview process shall be deemed to constitute the terms of an implied contract for continued membership. I understand that any membership is for an indefinite duration and at will and that either I or the department may terminate my membership at any time with or without notice or cause.
- ▶ I understand that if I am offered membership, membership is conditioned upon my providing such other and further information as may be required by the Polk City Fire Department, its Officers, and or the City of Polk City.

*Kenneth Caldwell*

Signature of Applicant

*23 Nov 2015*

Date

*Kenneth Caldwell*

Printed Name of Applicant

**Department Use Only: Do not write in this space.**

Application received by:	
Date application received:	Date of interview:
Date voted to membership:	Six months probation end date:



## Polk City Fire Department Service Commitment

I hereby commit to:

- Provide volunteer on call service including days, nights, weekends, and holidays and agree to meet the minimum attendance requirements as established by the Polk City Fire Department.
- Provide a minimum of 24 consecutive months of service.
- Attend required monthly business and training meetings.
- Maintain Fire & EMS certifications and complete all required skills drills.
- Comply with the standard operating guidelines, policies, and procedures of the department and the direction of the command staff at all times.
- Maintain patient confidentiality.

I understand membership is at-will, and may be terminated at any time with or without cause by Polk City Fire Department, its Officers, and or the City of Polk City.

*Kenneth Laddell*  
Signature of Applicant

23 Nov 2015  
Date



# Polk City Fire Department

309 West Van Dorn Street • P.O. Box 34 • Polk City, Iowa 50226

Phone (515)984-6304 Fax (515)984-6792

www.polkcifyfd.com



Gear	Name	Phone	Email	Address
1	Rob Sarchet	515-321-4755	rob.sarchet@polkcifyfd.com	1505 W Prairie Wood Ct.
2	Nathan Mason	515-343-6278	nathan.mason@polkcifyfd.com	1408 W Washington Ave
3	Bob Myers	515-212-0792	bob.myers@polkcifyfd.com	871 Edgewater Dr.
4	Jason Back	515-865-5280	jason.back@polkcifyfd.com	407 E Thornton, DSM
5	Rusty Fredrickson	515-314-1531	rusty.fredrickson@polkcifyfd.com	1268 W Broadway
6	Craig Sosby	515-230-6749	craig.sosby@polkcifyfd.com	304 Sweetwater Cir
7	Randy Pace	573-418-0542	randy.pace@polkcifyfd.com	812 Edgewater Dr.
8	Ryan Bristle	515-230-7776	ryan.bristle@polkcifyfd.com	645 Timberline Dr.
9	Mark Dooley	515-491-2064	mark.dooley@polkcifyfd.com	809 NW Boulder Brook Dr, Ankeny 50023
10	Eric Dunn	573-614-0300	eric.dunn@polkcifyfd.com	2022 NW Pleasant St, Ankeny 50023
11	Keith Maki	952-594-5934	keith.maki@polkcifyfd.com	940 NE 49 <sup>th</sup> Ln, Ankeny 50021
12	Jeff Feller (Deputy Chief)	515-795-6310	jeff.feller@polkcifyfd.com	609 E Northside Dr
13	Tim Cory (Deputy Chief)	515-210-9501	tim.cory@polkcifyfd.com	705 Roosevelt St.
14	Steve Noack	515-979-1809	steve.noack@polkcifyfd.com	1804 W Cheyenne Ct.
15	JD Stover	402-980-3340	jd.stover@polkcifyfd.com	300 SE 17 <sup>th</sup> Ct, Grimes 50111
16	Nathan Burgod	515-402-1089	nathan.burgod@polkcifyfd.com	2009 Winding Creek Circle
17	Kevin Vols	515-664-7209	kevin.vols@polkcifyfd.com	955 Parker Blvd #504
18	Matt Dose	515-290-7350	matt.dose@polkcifyfd.com	2412 Park Ridge Dr, Granger 50109
19	Jeff Pederson	515-971-4623	jeff.pederson@polkcifyfd.com	312 Kings Pl.
20	Lisa Mart	515-724-3235	lisa.mart@polkcifyfd.com	1705 Ridge Ct.
21	Andrew Ware	515-777-6366	andrew.ware@polkcifyfd.com	701 Davis St.
22	Dan Gubbins (Chief)	515-975-7998	dan.gubbins@polkcifyfd.com	840 Lake View Ave.
23	Adam VanderLeest (AChief)	515-402-8214	adam.vanderleest@polkcifyfd.com	1312 Bel Aire Rd.
24	Nick Klatt	515-664-7001	nick.klatt@polkcifyfd.com	1106 Westside Dr.
25	Chris Weishaar	515-291-9394	chris.weishaar@polkcifyfd.com	1213 Lyndale Dr.
26	Dave Bush	207-356-9941	dave.bush@polkcifyfd.com	214 E. Broadway
27	Tom Hogan	712-263-0666	tom.hogan@polkcifyfd.com	1813 Falcon Drive
28	Garrett Fagen	515-556-8788	garrett.fagen@polkcifyfd.com	3060 N US 69, Huxley
29				
30	Mike Bernard (Captain)	515-210-4064	michael.bernard@polkcifyfd.com	1106 Westside Dr.
31	Deb Wilkinson	515-229-9410	deb.wilkinson@polkcifyfd.com	1304 Sunset St.
32	Brian Hanson (Lieutenant)	515-203-6743	brian.hanson@polkcifyfd.com	317 Maple Dr.
33	Taylor Young	515-577-0569	taylor.young@polkcifyfd.com	105 SW Klein St, Ankeny
34	Tyler Rommel (Lieutenant)	515-657-1788	tyler.rommel@polkcifyfd.com	955 Parker Blvd #504
35	Matt Guerdet	515-314-1512	matt.guerdet@polkcifyfd.com	210 E Southside Dr.
36	Jason Cutsforth (Fire Mrshl)	319-610-4219	jason.cutsforth@polkcifyfd.com	3009 SW Meadow Ridge Dr, Ankeny 50023
37	Ross Frank	515-661-3040	ross.frank@polkcifyfd.com	116 SW Des Moines St, Ankeny 50023
38	Shaun Boots	515-480-2408	shaun.boots@polkcifyfd.com	1449 Marina Cove Dr.
39	Derek Manser	515-975-0200	derek.manser@polkcifyfd.com	2411 White Oak Ln, Granger 50109
40	Craig VerHuel (Lieutenant)	515-720-8021	craig.verhuel@polkcifyfd.com	3132 SW Townpark Dr., Ankeny 50023
41	Brice Hibbing	712-348-0255	brice.hibbing@polkcifyfd.com	807 S. 3 <sup>rd</sup> St.
42	Nathan Reis	515-975-9331	nathan.reis@polkcifyfd.com	513 Lincoln St.
43	Ryan Moore	563-210-9553	ryan.moore@polkcifyfd.com	316 NW College Ave, Unit 7, Ankeny 50023
44	Thomas Willardson	515-480-7328	thomas.willardson@polkcifyfd.com	1140 S 5 <sup>th</sup> St Apt E1
45	Kenneth Caldwell	515-419-3967	kenneth.caldwell@polkcifyfd.com	808 Roosevelt St.
ADMIN	Kent Altena	515-289-6943	kent.altena@polkcifyfd.com	1131 Hansen Pl.

Updated: 12/8/2015

**RESOLUTION 2015-87**

**A RESOLUTION AMENDING THE CITY BUDGET AND CERTIFYING SAID AMENDMENT FOR FISCAL YEAR END JUNE 30, 2016**

---

**WHEREAS**, the City Council of the City of Polk City, Iowa met on December 14, 2015 at the place and hour set in the notice, a copy of which accompanies this resolution, and is certified as to its publication; and

**WHEREAS**, the City Council of the City of Polk City, Iowa, heard all taxpayers wishing to be heard and considered all statements made by them and submitted by them to City Hall; and

**WHEREAS**, the City Council of the City of Polk City, Iowa has given final consideration to the proposed amendment to the budget and modifications proposed, if any, at the hearing.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa hereby approves the amendment to the current fiscal year budget ending June 30, 2016 as set out in the attached notice by fund type and activity that supports what action was considered at the hearing held December 14, 2015, and whose notice was published on December 4, 2015 in the Ankeny Register newspaper.

**PASSED AND APPROVED** the 14<sup>th</sup> day of December, 2015.

---

Jason Morse, Mayor

ATTEST:

---

Jenny Gibbons, City Clerk



# TCI PLAT 6 LIFT STATION & GRAVITY SEWER

POLK CITY, IOWA

WCK, LC

Polk City: TCI Plat 6  
Lift Station & Gravity Sewer  
Construction Drawings  
**- Approved -**  
City of Polk City, Iowa November 11, 2013  
Snyder & Associates, Inc. November 19, 2013

Note: Approval is subject to all necessary permits being approved by the appropriate entity prior to start of construction. If construction proceeds prior to approval of any of the following items, it is at the developer's own risk. These permits include, but are not limited to:

- 1) Iowa DNR Permit for Sanitary Sewer Construction
- 2) NPDES Storm Water Discharge Permit

THE ORIGINAL OF THIS DRAWING WAS SIGNED, SEALED, AND CERTIFIED BY:  
REV: 1 JAMES B. LUND 10-15-2013  
IA REG. NO. 19754 EXP. DATE 12-31-2014  
GG01, CG01, CU01, CU02, CU04, CU05, CU07, CU08, CU15, CU16,

THE ORIGINAL OF THIS DRAWING WAS SIGNED, SEALED, AND CERTIFIED BY:  
REV: 1 LANE E INGRAM 10-15-2013  
IA REG. NO. 17368 EXP. DATE 12-31-2014  
EU01

THE ORIGINAL OF THIS DRAWING WAS SIGNED, SEALED, AND CERTIFIED BY:  
REV: 2 JAMES B. LUND 10-15-2013  
IA REG. NO. 19754 EXP. DATE 12-31-2014  
REV 1: GG03, CG01, CU03, CU06  
REV 2: GG01, CU02, CU04, CU05, CU15,

THE ORIGINAL OF THIS DRAWING WAS SIGNED, SEALED, AND CERTIFIED BY:  
REV: 0 JAMES B. LUND 10-01-2013  
IA REG. NO. 19754 EXP. DATE 12-31-2014  
GG01-GG03, CG01, CU01-CU09, CU15-CU22,

THE ORIGINAL OF THIS DRAWING WAS SIGNED, SEALED, AND CERTIFIED BY:  
REV: 2 LANE E INGRAM 10-15-2013  
IA REG. NO. 17368 EXP. DATE 12-31-2014  
EU01

THE ORIGINAL OF THIS DRAWING WAS SIGNED, SEALED, AND CERTIFIED BY:  
REV: 0 LANE E INGRAM 10-01-2013  
IA REG. NO. 17368 EXP. DATE 12-31-2014  
EU01

I HEREBY CERTIFY THAT REVISION 3 TO THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DAILY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.  
*George G. Gardner*  
GEORGE G. GARDNER 11-19-2013  
LICENSE NUMBER: 14126  
MY LICENSE RENEWAL DATE IS 12-31-2014  
PAGES OR SHEETS COVERED BY THIS SEAL:  
EU01

I HEREBY CERTIFY THAT REVISION 3 TO THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DAILY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.  
*James B. Lund*  
JAMES B. LUND 11-19-2013  
LICENSE NUMBER: 19754  
MY LICENSE RENEWAL DATE IS 12-31-2013  
PAGES OR SHEETS COVERED BY THIS SEAL:  
REV 2: CU03, CU09  
REV 3: CU15

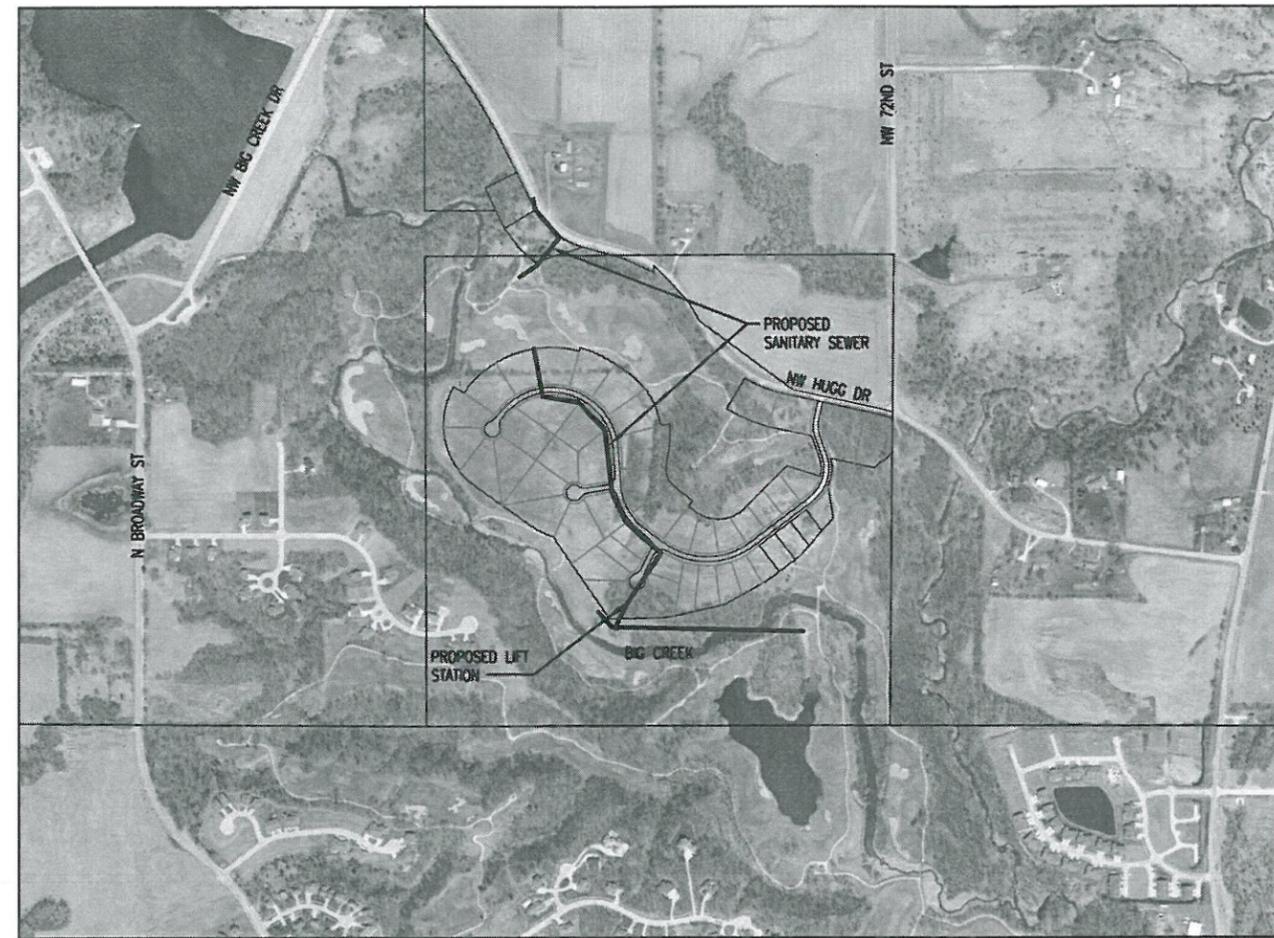
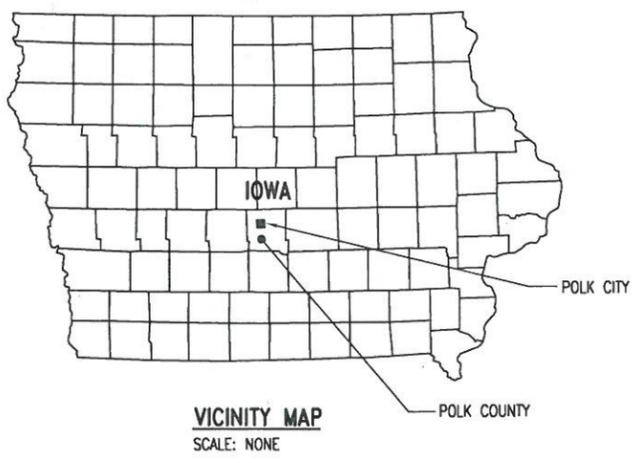
3	ELEVATION CHANGE	KKH	JBL	JBL	11-19-2013
2	ADDITIONAL REVIEW COMMENTS	KKH	JBL	JBL	11-15-2013
1	ADDRESSED REVIEW COMMENTS	JBL	JBL	JBL	10-15-2013
NO.	REVISIONS	DSGN	CHKD	APVD	DATE

**Stanley Consultants inc.**  
225 Iowas Avenue, Muscatine, Iowa 52761-3764  
www.stanleyconsultants.com

WCK, LC  
TCI PLAT 6 LIFT STATION  
POLK CITY, IOWA

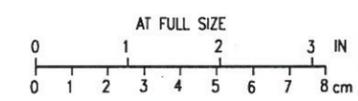
**COVER SHEET AND DRAWING INDEX**

DESIGNED	KK HEIM	SCALE: AS NOTED
DRAWN	GM REEVES	NO. 24923
CHECKED	KK HEIM	REV.
APPROVED	KK HEIM	GG01
APPROVED	JB LUND	3
DATE	OCTOBER 01, 2013	



DWG. NO.	REV. NO.	DRAWING TITLE
GG01	2	COVER SHEET AND DRAWING INDEX
GG02	0	GENERAL LEGEND AND NOTES
GG03	1	SWPPP
CG01	1	CIVIL DETAILS
CU01	1	SITE KEY PLAN
CU02	2	ENLARGED SITE PLAN
CU03	2	SANITARY SEWER - SHEET 1
CU04	2	SANITARY SEWER - SHEET 2
CU05	2	SANITARY SEWER - SHEET 3
CU06	1	SANITARY SEWER - SHEET 4
CU07	1	SANITARY SEWER - SHEET 5
CU08	1	SANITARY SEWER - SHEET 6
CU09	2	SANITARY SEWER - 6" FORCEMAIN PROFILE
CU15	3	LIFT STATION PLAN AND SECTION
CU16	1	SUDAS DETAILS - SHEET 1
CU17	0	SUDAS DETAILS - SHEET 2
CU18	0	SUDAS DETAILS - SHEET 3
CU19	0	SUDAS DETAILS - SHEET 4
CU20	0	SUDAS DETAILS - SHEET 5
CU21	0	SUDAS DETAILS - SHEET 6
CU22	0	SUDAS DETAILS - SHEET 7
EU01	3	ELECTRICAL SITE PLAN
GRADING	0	DRAWING BY CEC
AERIAL	0	DRAWING BY CEC

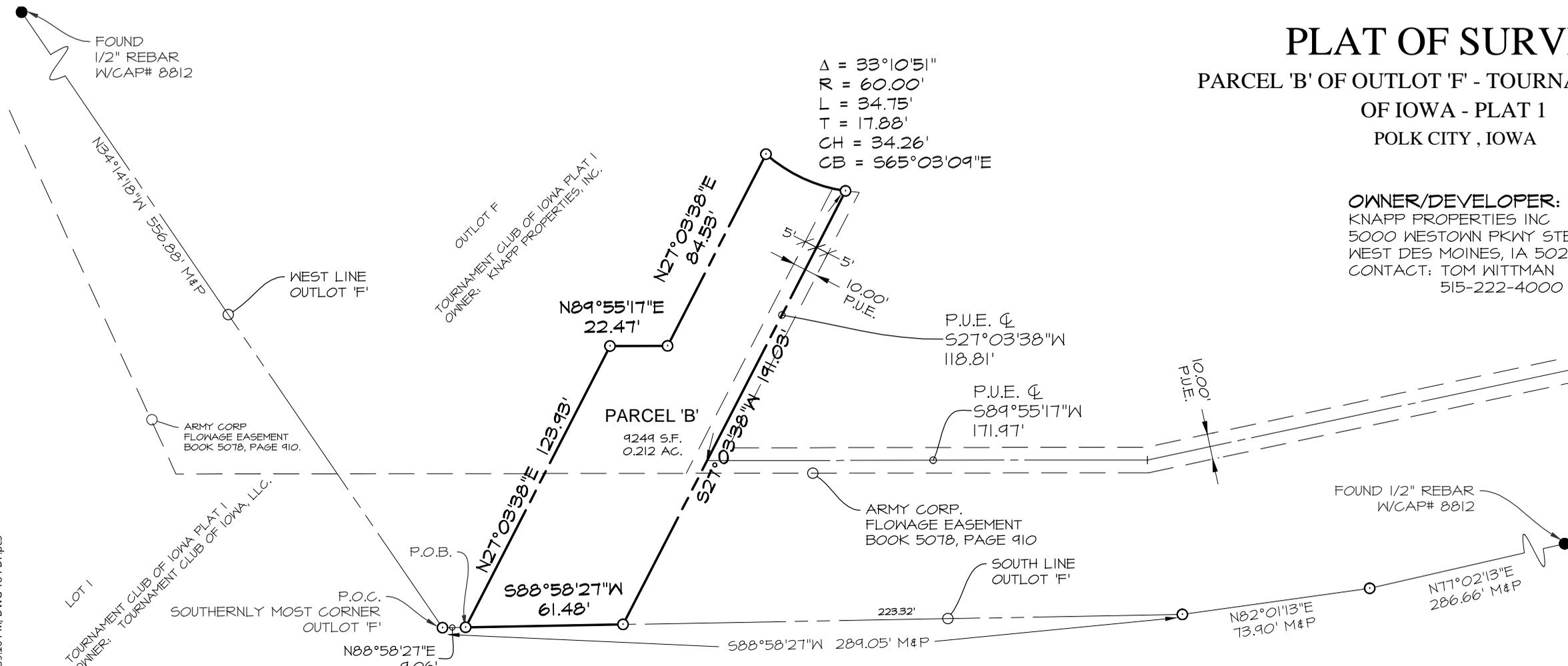
**NOTES:**  
1. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE CONTRACT DOCUMENTS INCLUDING STATEWIDE URBAN DESIGN AND SPECIFICATIONS (SUDAS) STANDARD SPECIFICATIONS, 2013 EDITION AND THE SPECIAL PROVISIONS SECTION.



# PLAT OF SURVEY

PARCEL 'B' OF OUTLOT 'F' - TOURNAMENT CLUB  
OF IOWA - PLAT 1  
POLK CITY, IOWA

**OWNER/DEVELOPER:**  
KNAPP PROPERTIES INC  
5000 WESTOWN PKWY STE 400  
WEST DES MOINES, IA 50266-6704  
CONTACT: TOM WITTMAN  
515-222-4000



$\Delta = 33^{\circ}10'51''$   
 $R = 60.00'$   
 $L = 34.75'$   
 $T = 17.88'$   
 $CH = 34.26'$   
 $CB = S65^{\circ}03'09''E$

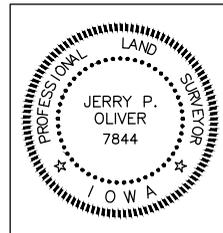
## LEGAL DESCRIPTION

PARCEL 'B'

A PARCEL OF LAND IN OUTLOT 'F', TOURNAMENT CLUB OF IOWA PLAT 1, AN OFFICIAL PLAT, CITY OF POLK CITY, POLK COUNTY, IOWA, THAT IS RECORDED IN BOOK 9122, PAGE 1 THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AS A POINT OF REFERENCE AT THE SOUTHERLY MOST CORNER OF SAID OUTLOT 'F'; THENCE N88°58'27"E, 9.06 FEET ALONG THE SOUTH LINE OF SAID OUTLOT 'F' TO THE POINT OF BEGINNING; THENCE N27°03'38"E, 123.93 FEET TO A POINT; THENCE N89°55'17"E, 22.47 FEET TO A POINT; THENCE N27°03'38"E, 84.53 FEET TO A POINT; THENCE EASTERLY ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 60.00 FEET AND A CHORD BEARING OF S65°03'09"E, AN ARC LENGTH OF 34.75 FEET TO A POINT; THENCE S27°03'38"W, 191.03 FEET TO A POINT ON THE SOUTH LINE OF SAID OUTLOT 'F'; THENCE S88°58'27"W, 61.48 FEET ALONG SAID SOUTH LINE TO THE POINT OF BEGINNING AND CONTAINING 0.212 ACRES MORE OR LESS.

## CERTIFICATION



I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

JERRY P. OLIVER, IOWA REG. NO. 7844 DATE MY LICENSE RENEWAL DATE IS DECEMBER 31, 2014  
PAGES OR SHEETS COVERED BY THIS SEAL:  
this sheet only

## LEGEND

EXISTING/PROPOSED

- ▲ PLAT BOUNDARY
- SECTION CORNER
- FOUND CORNER
- I.R. SET CORNER W/ 5/8" I.R. CAP #7844
- G.P. IRON ROD
- D. GAS PIPE
- M. DEEDED DISTANCE
- P. MEASURED DISTANCE
- P.U.E. PREVIOUSLY RECORDED DISTANCE
- 2205** PUBLIC UTILITY EASEMENT ADDRESS
- P.O.C. POINT OF COMMENCEMENT
- P.O.B. POINT OF BEGINNING



Scale: 1"=50'



Civil Engineering Consultants, Inc.

2400 86th Street . Unit 12 . Des Moines, Iowa 50322  
515.276.4884 . Fax: 515.276.7084 . mail@ceclac.com



# ENGINEERS & PLANNERS SNYDER & ASSOCIATES

ANKENY, IA  
(515) 964-2020

ATLANTIC, IA  
(712) 243-6505

CEDAR RAPIDS, IA  
(319) 362-9394

MARYVILLE, MO  
(660) 582-8888

ST. JOSEPH, MO  
(816) 364-5222

## PLAT OF SURVEY REVIEW

Date: December 9, 2015

Prepared by: Kathleen Connor

Project: Parcel 'B' of Outlot 'F' of TCI Plat 1  
For TCI Plat 6 Lift Station

Project No.: 113.0885.01

### GENERAL INFORMATION:

Applicants: Knapp Properties, Inc.

Request: Approval of Plat of Survey

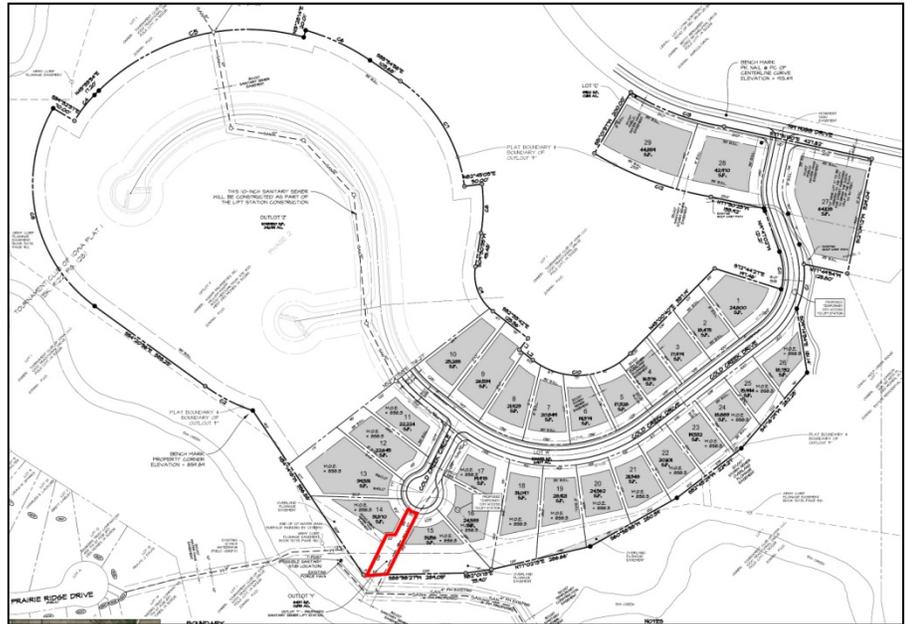
Location: South of Hugg Drive  
(1020 Cold Creek Circle)

Description: Parcel 'B' of TCI Plat 1

Parcel Area: 0.2121 Acres

Zoning: PUD

Land. use: Lift Station



### PROJECT DESCRIPTION:

Construction on the TCI Plat 6 Lift Station & Gravity Sewer project is now complete. This lift station serves Big Creek State Park and the future Big Creek Valley (formerly TCI Plat 6) residential lots as well as the future service area located north of Hugg Drive. Upon Council acceptance of the project, the lift station property will be deeded to the City of Polk City. Since the surrounding area is not ready to be final platted as yet, this title transfer will be accomplished via Plat of Survey.

In conjunction with the Plat of Survey, the developer is providing a temporary Ingress/Egress easement for access to the property until the street has been constructed. Easements are also being provided for the sanitary sewer, force main, and water service line. These public improvements and easements will be accepted in conjunction with the Council acceptance of the TCI Plat 6 Lift Station & Gravity Sewer project also scheduled for December 14, 2015.

P&Z reviews the attached Plat of Survey and recommended its approval at their meeting on June 16, 2014 subject to all review comments being addressed. Since construction is now complete and the necessary easements and deed have been provided, all of staff's concerns have now been addressed.

### RECOMMENDATION:

P&Z and staff recommend approval of the Plat of Survey for Parcel 'B' of Outlot 'F' of Tournament Club of Iowa Plat 1, subject to all fees being paid in full.

**RESOLUTION 2015-93**

**A RESOLUTION APPROVING A PLAT OF SURVEY FOR  
PARCEL 'B' OF OUTLOT 'F' OF TOURNAMENT CLUB OF IOWA  
PLAT 1 FOR KNAPP PROPERTIES, INC.**

---

**WHEREAS**, Civil Engineering Consultants, Inc., on behalf of Knapp Properties, Inc. has submitted a Plat of Survey for approval for property located in Outlot 'F' of Tournament Club of Iowa Plat 1, Polk City, Iowa; and

**WHEREAS**, Knapp Properties, Inc. has submitted a Temporary Access Easement providing access to said Parcel 'B' until such time as a street is constructed which shall be accepted by a separate Resolution of the City Council of City of Polk City; and

**WHEREAS**, the Polk City Planning and Zoning Commission reviewed this Plat of Survey and recommended its approval at their meeting on June 16, 2014 subject to the completion of all staff recommendations; and

**WHEREAS**, the City Attorney and City Engineer has reviewed this Plat of Survey and recommended its approval.

NOW, THEREFORE, the City Council of the City of Polk City, Iowa, hereby approves the Plat of Survey for Parcel 'B' in Outlot 'F' of Tournament Club of Iowa Plat 1, Polk City, Iowa subject to approval of the associated Temporary Access Easement.

Passed and approved the 14<sup>th</sup> day of December, 2015.

---

Jason Morse, Mayor

ATTEST:

---

Jenny Gibbons, City Clerk

**RESOLUTION 2015-94**

**A RESOLUTION ACCEPTING THE PUBLIC IMPROVEMENTS,  
WARRANTY DEED, AND EASEMENTS ASSOCIATED WITH THE TCI  
PLAT 6 LIFT STATION AND GRAVITY SEWER PROJECT**

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**WHEREAS**, the construction drawings for TCI Plat 6 Lift Station and Gravity Sewer project were approved by the City Council of Polk City on November 11, 2013; and

**WHEREAS**, the public improvements include: (a) the lift station and associated site work located within Parcel 'B' of Outlot 'F' of Tournament Club of Iowa Plat 1; (b) a 4" force main constructed in approximately 2002 beginning at the lift station and running southeasterly across Big Creek to an existing manhole on the East Trunk Sewer; (c) an 8" gravity sewer, part of which was constructed in 2014 and part of which was constructed in approximately 2002, beginning at a manhole located on the south side of NW Hugg Drive and running southeasterly to the downstream end of the lift station upstream of the lift station; and (d) a 2" water service line beginning at the 12" water main located just north of Big Creek and ending at the lift station; and

**WHEREAS**, a pre-existing 6" force main, beginning at the East Trunk Sewer and ending near its crossing of Big Creek, was constructed for future extension and use and is scheduled to be accepted at some future date prior to being connected to the lift station; and

**WHEREAS**, Knapp Properties, Inc. has completed the construction of the public improvements in substantial conformance with the approved plans and city standards; and

**WHEREAS**, Knapp Properties, Inc. has provided the necessary easements for the public improvements and Warranty Deed for said Parcel 'B'; and

**WHEREAS**, the Developer's contractor, S.M. Henges, has provided the required 4 year maintenance bond in the amount of \$826,615.46 for the lift station, sanitary sewers, sewer services and appurtenances to the City of Polk City; and

**WHEREAS**, the City Attorney and City Engineer have reviewed the easements, warranty deed, and public improvements and recommend approval and acceptance of such easements, warranty deed, and public improvements with the exception of the aforementioned 6" force main.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Polk City, Iowa, that said public improvements are hereby approved and accepted as having been fully completed, and be it be further resolved that the easements for public improvements and the warranty deed for the lift station property has been accepted.

PASSED AND APPROVED, this 14<sup>th</sup> day of December, 2015.

\_\_\_\_\_  
Jason Morse, Mayor

ATTEST:

\_\_\_\_\_  
Jenny Gibbons, City Clerk



December 8, 2015

Honorable Mayor and City Council  
City of Polk City  
112 3<sup>rd</sup> Street  
Polk City, Iowa 50226

RE: TCI PLAT 6 LIFT STATION AND GRAVITY SEWER PROJECT  
ACCEPTANCE OF PUBLIC IMPROVEMENTS  
PROJECT NO. 113.0870.01

Dear Honorable Mayor and City Council:

The public improvements associated with the above referenced project have been completed in substantial conformance with Polk City's Subdivision Regulations, the Statewide Urban Design and Specifications (SUDAS), and the project construction drawings approved by the City Council on November 11, 2013.

The improvements include the lift station and associated site work, a 4" force main, an 8" gravity sewer upstream of the lift station, and a 2" water service line beginning at the 12" water main located just north of Big Creek and ending at the lift station. The lift station is located just north of Big Creek at the south end of the Cold Creek Circle cul-de-sac in Outlot Y between Lots 14 and 15 as shown on the preliminary plat approved previously. The force main is a 4" force main constructed in approximately 2002 from the lift station running easterly and southerly across Big Creek to an existing manhole on the East Trunk Sewer. The gravity sewer begins at the downstream end at the lift station and then runs northeasterly along Cold Creek Circle to Cold Creek Drive, then northwesterly along Cold Creek Drive in Outlot F, northerly across the TCI property under fairway #4, and northerly across Outlot H to a location on the south side of NW Hugg Drive. Note the section of gravity sewer on the TCI property was constructed in approximately 2002, but was repaired, tested, and televised in 2014 to verify conformance with current City standards. A pre-existing 6" force main, beginning at the East Trunk Sewer and ending near its crossing of Big Creek, was constructed for future extension and use. We anticipate this 6" force main will be accepted in the future, prior to its being connected to the lift station and placed in use.

As you may recall, the lift station and gravity sewer were planned and constructed in advance of development of the majority of the TCI Plat 6 (now known as Big Creek Valley) public improvements. This was completed before development of Plat 6 in order to provide sanitary sewer service to the east portion of Big Creek State Park on an accelerated schedule. The lift station has been operational and serving Big Creek State Park since summer 2014. The lift station will also serve the Big Creek Valley residential subdivision as well as some undeveloped land north of NW Hugg Drive between NW 72<sup>nd</sup> Street and Big Creek State Park. As grading, paving and other improvements for the subdivision have not begun yet, a crushed rock temporary access drive from NW Hugg Drive to the lift station site was constructed to provide maintenance access until the subdivision's paving is completed.

The developer has provided the as-built Record Drawings and lift station operation and maintenance (O&M) manuals, in conformance with the City's requirements, which have been provided to Polk City Public Works. The developer's land surveyor has certified that pins have been set at the property corners for the lift station property.

S.M. Hentges has provided a 4-year maintenance bond in the amount of \$826,615.46, for the lift station, sanitary sewers, sewer services, and appurtenances, which has been provided to the City Clerk previously.

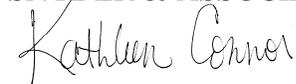
The easements necessary for the lift station and gravity sewer project have been reviewed and include the following easements granted by Knapp Properties and Tournament Club of Iowa:

1. William C. Knapp, L.C. – Public Sanitary Sewer Easement – 60 ft. wide, Plat 1, Outlot H
2. William C. Knapp, L.C. – Public Sanitary Sewer Easement – 40 ft. wide, Plat 1, Outlot F
3. William C. Knapp, L.C. – Public Water Main Easement – irregular, Plat 1, Outlot F
4. William C. Knapp, L.C. – Temporary Access Easement – 10 ft. wide, Plat 1, Outlot F
5. Tournament Club of Iowa – Public Sanitary Sewer Easement – 50 ft. wide, Plat 1, Lot 1
6. Tournament Club of Iowa – Public Sanitary Sewer Easement – 40 ft. wide, Plat 1, Lot 1
7. Tournament Club of Iowa – Public Sanitary Sewer Easement – irregular, Plat 1, Lot 1
8. Tournament Club of Iowa – Public Storm Sewer Easement – 60 ft. wide, Plat 1, Lot 1
9. Tournament Club of Iowa – Public Water Main Easement – 30 ft. wide, Plat 1, Lot 1

All punch list items have been completed and we recommend acceptance of the public improvements, easements, and Warranty Deed with Groundwater Hazard Statement for the lift station property; all associated with the TCI Plat 6 Lift Station and Gravity Sewer project. We will be at the Council meeting should you have any questions.

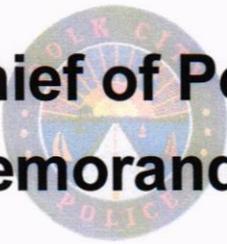
Sincerely,

SNYDER & ASSOCIATES, INC.



Kathleen Connor  
City Engineering Representative

CC: Gary Mahannah, City of Polk City  
Mike Schulte, City of Polk City  
Amy Beattie, Brick Law Firm  
Tom Wittman, Knapp Properties, Inc.  
Stuart Ruddy, Knapp Properties, Inc.



# Chief of Police Memorandum

**To:** Jason Morse, Mayor  
**From:** Chief Sanders  
**cc:** Gary Mahannah  
**Date:** November 23, 2015  
**Subject:** Part Time Officer Proposal

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The purpose of this letter is to bring to your attention a personnel shortage within the Department, the potential for a disruption of service and a proposal to resolve these issues.

Since my appointment as an "administrative" chief of police the department has been left effectively one police officer short. That shortage has resulted in a greater than usual amount of overtime to cover shifts. Under the former administration the chief of police could, in an emergency, fill in for an officer and fill a scheduling vacancy without paying overtime. I cannot.

The use of regular officers to fill scheduling vacancies on an overtime basis is cost effective when compared to hiring another full time police officer. But, there is obviously a breakeven point beyond when it is no longer cost effective. We are not near that breakeven point but we are facing other associated problems with the shortage.

Most of the officers want to work overtime as they enjoy the extra income it provides but there will be a burnout point somewhere down the road depending on the amount of overtime worked and the duration. When burnout occurs sick time use will increase and we will not be able to adequately cover shifts. Our only option under those circumstances is to suspend routine patrol operations and resort to "on call" status during periods of shortage.

Currently, there is no problem covering officers' regular days off while "one" additional officer is off on vacation, sick or for any other reason. In that case remaining officers are used on an overtime basis to fill in the vacancy. The real problem exists when we have two officers off for a non discretionary reason beyond our control. That requires officers to work twelve, sometimes fourteen or more hour shifts and that is detrimental to the short term welfare of the employee and the long term operation of the department.

To control our use of overtime and to reduce overtime costs I would like to hire two part time police officers to fill in for our permanent personnel as needed. These part time officers will be fully trained, Iowa Law Enforcement Academy (ILEA) certified with a minimum of 5 years of police street experience and currently working for other law enforcement agencies. I want to

attract this minimal level of experience because I believe it reduces potential liability issues that are inherent with inexperienced or reserve police officers functioning in an unsupervised environment as our regular officers do.

The going rate for such part time employment around the area seems to be around \$30. I propose paying \$27 per hour with the intent of keeping the employee below 25 hours, the point at which part time benefits accrue. The average overtime rate now paid by us is \$46.70. There would be a small startup expense for uniforms and an MMPI (psychological) test of around \$300 each. All other equipment would be provided by the employee. This proposal would allow us to hire a reserve pool of veteran officers on an as needed basis at about the average regular hourly rate we now pay. This plan will effectively give us an additional police officer without the costs of benefits, equipment and training. Further, it will allow us to maximize funds we now have budgeted for overtime and part time work. Available budgeted funds currently stand at \$11,463 for part time salaries and \$12,325 for overtime.

I have two veteran officers currently working for other law enforcement agencies who have expressed interest in working for us on a part time basis.



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Chief R. W. Sanders

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# Chris Clingan

11565 NW Jester Park Dr.  
Granger, Ia 50109  
Phone: 641-521-7622  
Email: clingan.ch@gmail.com

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**Objective** To work as a Police Officer for Polk City.

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**Education** **Iowa Law Enforcement Academy** - Johnston, IA [ *Jan. 2007 - Apr 2007* ]  
Certified Peace Officer  
**Upper Iowa University** - Fayette, IA [ *Aug. 2005 - Dec. 2006* ]  
Bachelor of Science degree in Conservation Management  
**Kirkwood Community College** - Cedar Rapids, IA [ *Aug. 2001 - Apr. 2003* ]  
Associates of Applied Sciences degree through the Parks & Natural Resources Program

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**Professional Experience** **Park Ranger** [ *May 2011 – Present* ]

**Polk County Conservation Board**

- Created safe public recreation opportunities through proactive patrol
- Worked effectively with local law enforcement agencies
- Developed and assisted with environmental education programs
- Teach Hunter Safety course
- Organized Mentored Hunting events
- Manage a herd of Bison And Elk
- Field Train part time officers
- Investigate crimes that take place in the park
- Advocate the county park system and the outdoors

**Park Ranger** [ *June 2008 –2011* ]

**Dubuque County Conservation Board**

- Created safe public recreation opportunities through proactive patrol
- Coordinated the reintroduction of Osprey along the Mississippi River
- Supervised, encouraged, and educated seasonal staff
- Established reconstructed prairie and initiated remnant prairie restoration
- Worked effectively with local law enforcement agencies
- Assisted with environmental education programs and hunter safety classes

**Police Officer** [ *Feb. 2010 – 2011* ]

**Epworth Police Department**

- Provided public safety through proactive patrol
- Strong emphasis on community oriented policing

**Game Warden** [ *Aug. 2006 – June 2008* ]

**Meskwaki Nation Natural Resource Department & Police Officer**

- Pioneered Natural Resource law enforcement program
- Developed proposals for first Meskwaki hunting and fishing seasons
- Conducted deer population study
- Monitored deer population for Chronic wasting disease
- Re-established Bison herd
- Pioneered prescribed burning program of Federal Trust lands
- Introduced Hunter Safety education course

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# Chris Clingan

11565 NW Jester Park Dr.  
Granger, Ia 50109  
Phone: 641-521-7622  
Email: clingan.ch@gmail.com

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**Professional  
Experience  
cont.**

**Water Patrol Officer** [ *May 2005 - Aug. 2006* ]

Iowa Department of Natural Resources Law Enforcement Bureau

- Carried out public relations on multiple levels
- Effectively worked with other local law enforcement agencies
- Participated in search and rescue operations
- Performed boat inspections and issued citations

**Land Stewardship Specialist** [ *Apr. 2003 - May 2005* ]

Iowa Natural Heritage Foundation - Des Moines, IA

- Planned and accomplished restoration and reconstruction projects individually and with crews
- Supervised, educated and encouraged seasonal interns and AmeriCorps volunteers
- Developed prescribed burn plans for INHF owned lands
- Created management plans for INHF owned land
- Organized volunteer workdays focused on seed collection and brush removal
- Operated, maintained and repaired equipment such as mowers, ATV's, and chainsaws
- Presented INHF public relations booth at conferences and events

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**Professional  
Training**

- Completed the S- 130, S- 190, and C- 100 National Wild Land Firefighting Coordination Group fire behavior training
- Advanced Roadside Impaired Driver Enforcement Certified.
- Active Shooter Training and continued fire arms and defensive tactics training
- Certified in Red Cross First Aid/CPR training for professional rescuer
- Hunter Safety Certified Instructor
- Bow Hunter safety instructor
- FISH IOWA! instructor
- Successfully completed Iowa Boater Education course
- Mine Safety and Health Administration Certification
- CDL – Class A

---

# Chris Clingan

11565 NW Jester Park Dr.  
Granger, Ia 50109  
Phone: 641-521-7622  
Email: [clingan.ch@gmail.com](mailto:clingan.ch@gmail.com)

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## References

Jim Kauffman - Epworth Police Chief  
Epworth Police Department  
Phone: 563.590.8490

Amy Kramer- Captain  
Pleasant hill Police Department  
Phone: 515.321.9604

Joe McGovern- President  
Iowa Natural Heritage Foundation  
Phone: 515.238.2077

EXHIBIT "A"

ENGINEERING SCOPE OF SERVICES

CLIENT/OWNER: CITY OF POLK CITY  
P.O. BOX 426  
POLK CITY, IOWA 50226

ENGINEER: SNYDER & ASSOCIATES, INC.  
2727 SW SNYDER BLVD.  
ANKENY IOWA 50023

PROJECT: IOWA HIGHWAY 415 TURN LANE ANALYSIS / BRIDGE ROAD & IOWA  
HIGHWAY 415 TRAFFIC SIGNAL WARRANT ANALYSIS  
TO PROVIDE ANALYSIS IF LEFT AND/OR RIGHT TURN LANES ARE  
JUSTIFIED ON IOWA HIGHWAY 415 AT SAYLORVILLE MARINA ENTRANCE  
AND MC BRIDE DRIVE. TRAFFIC SIGNAL WARRANT ANALYSIS AND  
PROPOSED GEOMETRIC NEEDS AT THE INTERSECTION OF IOWA HWY 415  
AND BRIDGE ROAD

DATE: DECEMBER 9, 2015

SCOPE OF SERVICES:

I. TURN LANE ANALYSIS

- A. Utilizing available traffic data and Hwy 415 TEAP Study, evaluate justification of turn lanes at McBride Drive and Saylorville Marina.
- B. Review exiting crash data at McBride Drive and Saylorville Marina.
- C. Determine geometric functional needs for left and right turn lanes at Saylorville Marina and McBride Drive.
- D. Prepare a technical memorandum to be submitted to the Iowa DOT summarizing the findings.

II. TRAFFIC SIGNAL WARRANT AND INTERSECTION GEOMETRY REVIEW

- A. Review existing land uses and proposed development to determine trips generated from parcels and determine proposed routing of trips.
- B. Based on projected traffic volumes at the intersection, determine future geometric needs of the intersection as it relates to turn lanes and the proposed east approach.
- C. Utilizing existing traffic volumes data and projected traffic volumes from the proposed developments, evaluate intersection for traffic signalization.
- D. Prepare a figure showing the proposed future geometry of the intersection identifying how it relates to the proposed DOT Highway 415 overall project.
- E. Prepare technical memorandum summarizing the findings.

III. PROJECT FEE AND SCHEDULE

- A. ENGINEER will complete the above services on lump sum basis.

Task I: Turn Lane Analysis	\$ 6,000 lump sum
Task II: Signal Warrant & Geometry Review	\$ 7,000 lump sum

The ENGINEER will begin work upon notice to proceed. It is assumed that the CITY would like to have the technical memorandum completed within 60 calendar days.

- B. If the CITY should request additional services related to the above-listed services or if the extent of analysis vary significantly from those listed above, the ENGINEER will complete additional services on an hourly rate plus direct expenses basis upon a notice to proceed by CITY and per the attached standard fee schedule.

IV. RESPONSIBILITIES OR INFORMATION TO BE PROVIDED BY CITY

- A. Submittal of technical memorandum to DOT and subsequent coordination with the DOT.
- B. Land use maps and proposed development site plans near Bridge Road intersection.
- C. Obtain future traffic volume projections on Hwy 415 and Bridge Road from MPO.

**SNYDER & ASSOCIATES, INC.**  
**2015-16**  
**STANDARD FEE SCHEDULE**

<b>Billing Classification/Level</b>	<b>Billing Rate</b>
<b>Professional</b>	
<i>Engineer, Landscape Architect, Land Surveyor, Legal, GIS, Environmental Scientist Project Manager, Planner, Right-of-Way Agent, Graphic Designer</i>	
Principal	\$183.00 /hour
Principal	\$172.00 /hour
Senior	\$156.00 /hour
VIII	\$144.00 /hour
VII	\$137.00 /hour
VI	\$132.00 /hour
V	\$123.00 /hour
IV	\$112.00 /hour
III	\$104.00 /hour
II	\$94.00 /hour
I	\$81.00 /hour
<b>Technical</b>	
<i>Technicians--CADD, Survey, Construction Observation</i>	
Lead	\$110.00 /hour
Senior	\$106.00 /hour
VIII	\$99.00 /hour
VII	\$91.00 /hour
VI	\$81.00 /hour
V	\$73.00 /hour
IV	\$67.00 /hour
III	\$56.00 /hour
II	\$47.00 /hour
I	\$42.00 /hour
<b>Administrative</b>	
II	\$56.00 /hour
I	\$46.00 /hour
<b>Reimbursables</b>	
Mileage	<i>current IRS standard rate</i>
Outside Services	<i>As Invoiced</i>



# 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

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

- 1. LUCAS CPR Machine** – The fire department is seeking approval to purchase a LUCAS CPR machine for our second ambulance. This device provides mechanical chest compressions during a cardiac arrest event and has been proven to produce better outcomes when used. We currently have one LUCAS that was purchased several years ago.

The total cost of the machine is \$13,634.57 (see attached quote). We received a \$2,500 grant towards this project from Prairie Meadows and the Polk City Firefighters Association has raised funds to provide an additional \$4,317.29 to cover ½ the cost in total. We are seeking approval for the remaining ½ of the cost, or \$6,817.29 from the Fire Department budget. This item is not included in the budget, but I believe we can move some things around and push several other purchases back to make this work.

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

Thanks,

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

Dan Gubbins  
Fire Chief



**Physio-Control, Inc**  
 11811 Willows Road NE  
 P.O. Box 97006  
 Redmond, WA 98073-9706 U.S.A.  
 www.physio-control.com  
 tel 800.442.1142  
 fax 800.732.0956

To Dan Gubbins  
 POLK CITY FD  
 309 W VAN DORN  
 POLK CITY,IA 50226

Quote Number 00018983  
 Revision # 1  
 Created Date 12/8/2015  
 Sales Consultant Ryan From  
 FOB Destination  
 Terms All quotes subject to credit approval and the following terms and conditions  
 NET Terms NET 30

Contract NASPO #SW300

Product	Product Description	Quantity	List Price	Unit Discount	Unit Sales Price	Total Price
99576-000024	LUCAS 2.2 Chest Compression System INCLUDES BASE UNIT WITH BACK PLATE, CARRYING BAG, TWO (2) PATIENT STRAPS, STABILIZATION STRAP, 3 SUCTION CUPS, 1 RECHARGEABLE BATTERY, AND INSTRUCTIONS FOR USE WITH EACH DEVICE.	1.00	15,220.00	-2,529.63	12,690.37	12,690.37
11576-000039	LUCAS 2 Battery - Rechargeable Lithium Polymer (LiPo)	1.00	712.40	-149.06	563.34	563.34
11576-000046	LUCAS 2 Disposable Suction Cup (3 pack)	1.00	134.60	-23.14	111.46	111.46
11576-000055	LUCAS 2 Power Supply Cord	1.00	358.80	-89.40	269.40	269.40

Subtotal USD 13,634.57  
 Estimated Tax USD 0.00  
 Estimated Shipping & Handling USD 0.00

Grand Total USD 13,634.57

**Pricing Summary Totals**

List Price Total USD 16,425.80  
 Total Contract Discounts Amount USD -2,791.23  
 Total Discount USD 0.00  
 Trade In Discounts USD 0.00  
 Tax + S&H USD 0.00

**GRAND TOTAL FOR THIS QUOTE**

USD 13,634.57

**TO PLACE AN ORDER, PLEASE FAX A COPY OF THE QUOTE AND PURCHASE ORDER TO: # 800-732-0956, ATTN: REP SUPPORT**

PHYSIO-CONTROL, INC. REQUIRES WRITTEN VERIFICATION OF THIS ORDER. A PURCHASE ORDER IS REQUIRED ON ALL ORDERS \$10,000 OR GREATER BEFORE APPLICABLE FREIGHT AND TAXES. THE UNDERSIGNED IS AUTHORIZED TO ACCEPT THIS ORDER IN ACCORDANCE WITH THE TERMS AND PRICES DENOTED HEREIN.

\_\_\_\_\_  
CUSTOMER APPROVAL (AUTHORIZED SIGNATURE)

\_\_\_\_\_  
NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

RF/19678002/4900

**Notes:**

Taxes, shipping and handling fees are estimates only and are subject to change at the time of order. Shipping and handling applies to ground transport only. Physio-Control will assess a \$10 handling fee on any order less than \$200.00.

Above pricing valid only if all items in quote are purchased (optional items not required).

To receive a trade-in credit, Buyer agrees to return the trade-in device(s) within 30 days of receipt of the replacement device(s) to Physio-Control's place of business or to an authorized Physio-Control representative. Physio-Control will provide instructions for returning the device(s) and will pay for the associated shipping cost.

In the event that trade-in device(s) are not received by Physio-Control within the 30-day window, Buyer acknowledges that this quote shall constitute a purchase order and agrees to be invoiced for the amount of the trade-in discount. Invoice shall be payable upon receipt.

Items listed above at no charge are included as part of a package discount that involves the purchase of a bundle of items. Buyer is solely responsible for appropriately allocating the discount extended on the bundle when fulfilling any reporting obligations it might have.

If Buyer is ordering service, Buyer affirms reading and accepts the terms of the Physio-Control, Inc. Technical Service Support Agreement which is available from your sales representative or <http://www.physio-control.com/uploadedFiles/products/serviceplans/TechnicalServiceAgreement.pdf>

**TERMS OF SALE**

**General Terms**

Physio-Control, Inc.'s acceptance of the Buyer's order is expressly conditioned on product availability and the Buyer's assent to the terms set forth in this document and its attachments. Physio-Control, Inc. agrees to furnish the goods and services ordered by the Buyer only on these terms, and the Buyer's acceptance of any portion of the goods and services covered by this document shall confirm their acceptance by the Buyer. These terms constitute the complete agreement between the parties and they shall govern any conflicting or ambiguous terms on the Buyer's purchase order or on other documents submitted to Physio-Control, Inc. by the Buyer. These terms may only be revised or amended by a written agreement signed by an authorized representative of both parties.

**Pricing**

Unless otherwise indicated in this document, prices of goods and services covered by this document shall be Physio-Control, Inc. standard prices in effect at the time of delivery. Prices do not include freight insurance, freight forwarding fees, taxes, duties, import or export permit fees, or any other similar charge of any kind applicable to the goods and services covered by this document. Sales or use taxes on domestic (USA) deliveries will be invoiced in addition to the price of the goods and services covered by this document unless Physio-Control, Inc. receives a copy of a valid exemption certificate prior to delivery. Please forward your tax exemption certificate to the Physio-Control, Inc. Tax Department P.O. Box 97006, Redmond, Washington 98073-9706.

**Payment**

Unless otherwise indicated in this document or otherwise confirmed by Physio-Control, Inc. in writing, payment for goods and services supplied by Physio-Control, Inc. shall be subject to the following terms:

- Domestic (USA) Sales - Upon approval of credit by Physio-Control, Inc., 100% of invoice due thirty (30) days after invoice date.
- International Sales - Sight draft or acceptable (confirmed) irrevocable letter of credit.

Physio-Control, Inc. may change the terms of payment at any time prior to delivery by providing written notice to the Buyer.

**Delivery**

Unless otherwise indicated in this document, delivery shall be FOB Physio-Control, Inc. point of shipment and title and risk of loss shall pass to the Buyer at that point. Partial deliveries may be made and partial invoices shall be permitted and shall become due in accordance with the payment terms. In the absence of shipping instructions from the Buyer, Physio-Control, Inc. will obtain transportation on the Buyer's behalf and for the Buyer's account.

**Delays**

Quote Number: 00018983

Delivery dates are approximate. Physio-Control, Inc. will not be liable for any loss or damage of any kind due to delays in delivery or nondelivery resulting from any cause beyond its reasonable control, including but not limited to, acts of God, labor disputes, the requirements of any governmental authority, war, civil unrest, terrorist acts, delays in manufacture, obtaining any required license or permit, and Physio-Control, Inc. inability to obtain goods from its usual sources. Any such delay shall not be considered a breach of Physio-Control, Inc. and the Buyer's agreement and the delivery dates shall be extended for the length of such delay.

#### **Inspections and Returns**

Claims by the Buyer for damage to or shortages of goods delivered shall be made within thirty (30) days after shipment by providing Physio-Control, Inc. with written notice of any deficiency. Payment is not contingent upon immediate correction of any deficiencies and Physio-Control, Inc. prior approval is required before the return of any goods to Physio-Control, Inc. Physio-Control, Inc. reserves the right to charge a 15% restocking fee for returns. The Physio-Control Returned Product Policy is located at [http://www.physio-control.com/uploadedFiles/support/ReturnPolicy\\_3308529\\_A.pdf](http://www.physio-control.com/uploadedFiles/support/ReturnPolicy_3308529_A.pdf).

#### **Service Terms**

All device service will be governed by the Physio-Control, Inc. Technical Services Support Agreement which is available from your sales representative or <http://www.physio-control.com/uploadedFiles/products/service-plans/TechnicalServiceAgreement.pdf>. All devices that are not under Physio-Control Limited Warranty or a current Technical Service Support Agreement must be inspected and repaired (if necessary) to meet original specifications at then-current list prices prior to being covered under a Technical Service Support Agreement. If Buyer is ordering service, Buyer affirms reading and accepts the terms of the Technical Service Support Agreement.

#### **Warranty**

Physio-Control, Inc. warrants its products in accordance with the terms of the standard Physio-Control, Inc. product warranty applicable to the product to be supplied. Physio-Control, Inc. warrants services and replacement parts provided in performing such services against defects in accordance with the terms of the Physio-Control, Inc. service warranty set forth in the Technical Service Support Agreement. The remedies provided under such warranties shall be the Buyer's sole and exclusive remedies. Physio-Control, Inc. makes no other warranties, express or implied, including, without limitation, NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND IN NO EVENT SHALL PHYSIO-CONTROL, INC. BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL OR OTHER DAMAGES.

#### **Patent & Indemnity**

Upon receipt of prompt notice from the Buyer and with the Buyer's authority and assistance, Physio-Control, Inc. agrees to defend, indemnify and hold the Buyer harmless against any claim that the Physio-Control, Inc. products covered by this document directly infringe any United States of America patent.

#### **Miscellaneous**

a) The Buyer agrees that products purchased hereunder will not be reshipped or resold to any persons or places prohibited by the laws of the United States of America. b) Through the purchase of Physio-Control, Inc. products, the Buyer does not acquire any interest in any tooling, drawings, design information, computer programming, patents or copyrighted or confidential information related to said products, and the Buyer expressly agrees not to reverse engineer or decompile such products or related software and information. c) The rights and obligations of Physio-Control, Inc. and the Buyer related to the purchase and sale of products and services described in this document shall be governed by the laws of the State of Washington, United States of America. All costs and expenses incurred by the prevailing party related to enforcement of its rights under this document, including reasonable attorneys fees, shall be reimbursed by the other party.