

Notice of Meeting
Polk City | City Council

January 25, 2016 | 6:30 pm
City Hall | Council Chambers
Broadcast live at www.polkcityia.gov/page/LiveStream

Tentative Meeting Agenda

Jason Morse | Mayor

Ron Anderson | Pro Tem

City Council Members: Robert Mordini | Robert Sarchet | Dan Lane | David Dvorak

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

Action Items

1. Consider motion to approve the City Council Meeting Minutes for January 11, 2016
 2. Consider motion to receipt and file the Planning & Zoning Commission Minutes for January 18, 2016
 3. Consider motion to approve the January 25, 2016 Claims
 4. Consider motion to approve the December 2015 Finance Report
 5. Consider motion to confirm appointment of Shari Miller to the Arts Council, term ending 12/31/2020
 6. Consider motion to confirm appointment of Matt Volesky to the Arts Council, term ending 12/31/2020
 7. Consider motion to approve Resolution 2016-3 approving Recognition Event April 8, 2016 in the amount not to exceed \$4500.00
 8. Consider motion to approve Resolution 2016-4 Snyder & Associates, Inc. Engineering Invoice for November 2015 in the amount of \$15,581.05
 9. Consider motion to approve Resolution 2016-7 Snyder & Associates, Inc. Engineering Invoice for December 2015 in the amount of \$14,720.50
6. New Business

Action Items

1. Consider motion to approve Resolution 2016-5 Plat of Survey and Lot Tie Agreement for Douglas and Deborah Sires of 1201 Oakwood Drive
2. Wolf Creek Townhomes:
 - a. Consider motion to approve Ordinance No. 2016-1100 Vacating a Water Main Easement in Wolf Creek Townhomes Plat 6
 - i. Consider motion to waive the 2nd and 3rd reading of Ordinance 2016-1100
 - b. Consider motion to approve Ordinance No. 2016-1200 Vacating Various Easements in Wolf Creek Townhomes Plat 9
 - i. Consider motion to waive the 2nd and 3rd reading of Ordinance 2016-1200
 - c. Consider motion to approve Resolution No. 2016-08 Waiving Enforcement of PUD Ordinance No. 2002-700 Requirements as it applies to the 25' clearance between Lot 7 of Wolf Creek Townhomes Plat 8 and Lot 4 of Wolf Creek Townhomes Plat 11
 - d. Consider motion to approve Resolution No. 2016-09 Accepting Public Improvements for Plats 9,11, and 12

- e. Consider motion to approve Resolution No. 2016-10 Approve Final Plat for Wolf Creek Townhomes Plat 11 (previously known as WCTH Plat 6)
 - f. Consider motion to approve Resolution No. 2016-11 Approve Final Plat for Wolf Creek Townhomes Plat 12 (previously known as WCTH Plat 9)
 3. Consider motion to approve the Second Reading of Ordinance No. 2016-100 amending Chapter 92, Water Rates, Section 92.04, Billing for Water Service, 4. Shut off Notices & 5. Handling fee of any dishonored payment; and Section 92.05, Service Discontinued, 4. Fees
 - a. Consider motion to waive the Third Reading and publish as required by law
 4. Consider motion to approve the Second Reading of Ordinance No. 2016-200 amending Chapter 69, Parking Regulations, Section 69.11, Winter Parking
 - a. Consider motion to waive the Third Reading and publish as required by law
 5. Consider motion to approve the Second Reading of Ordinance No. 2016-300 amending Chapter 70, Traffic Code Enforcement Procedures, Section 70.03, Parking Violations: Alternate
 - a. Consider motion to waive the Third Reading and publish as required by law
 6. Consider motion to approve the Second Reading of Ordinance No. 2016-400 amending Chapter 135, Street Use and Maintenance, Section 135.13, Fines for Debris or Dumping of Snow onto a street or alley
 - a. Consider motion to waive the Third Reading and publish as required by law
 7. Consider motion to approve the Second Reading of Ordinance No. 2016-500 amending Chapter 22, Planning and Zoning Commission, Section 22.06, Absenteeism
 - a. Consider motion to waive the Third Reading and publish as required by law
 8. Consider motion to approve the Second Reading of Ordinance No. 2016-600 amending Chapter 23, Parks Commission, Section 23.08, Absenteeism
 - a. Consider motion to waive the Third Reading and publish as required by law
 9. Consider motion to approve the Second Reading of Ordinance No. 2016-700 amending Chapter 24, Historic Preservation Commission, Section 24.05, Absenteeism
 - a. Consider motion to waive the Third Reading and publish as required by law
 10. Consider motion to approve the Second Reading of Ordinance No. 2016-800 amending Chapter 26, City Tree Board, Section 26.05, Absenteeism
 - a. Consider motion to waive the Third Reading and publish as required by law
 11. Consider motion to approve the Second Reading of Ordinance No. 2016-900 amending Chapter 27, Arts Council, Section 27.07, Absenteeism
 - a. Consider motion to waive the Third Reading and publish as required by law
 12. Consider motion to approve the Second Reading of Ordinance No. 2016-1000 amending Chapter 21, Library Board of Trustees, Section 21.13, Absenteeism
 - a. Consider motion to waive the Third Reading and publish as required by law
7. Mayor's Report
8. Council Report
 1. Rob Mordini
 2. Robert Sarchet
 3. Ron Anderson
 4. Dan Lane | Polk County Conservation (PCC) Board - Rules regarding the use of other power driven mobility devices on PCC managed lands
 5. David Dvorak
9. Council Discussion
10. City Administrator's Report
11. City Staff Reports
 1. Attorney's Report
 2. Engineer's Report
 3. Public Works Department Report
 4. Technology and Innovation Report

5. Finance Report
 6. Fire Department Report
 7. Police Department Report
 8. Library Report
 9. Citizen Liaison Report
12. Adjourn until February 8, 2016

MEETING MINUTES
The City of Polk City
City Council Meeting
6:30 p.m., Monday, January 11, 2016
City Hall

Polk City, City Council held a meeting at 6:30 p.m., on January 11, 2016. 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
Rob Mordini | City Council Member
Robert Sarchet | City Council Member
Ron Anderson | Pro Tem
Dan Lane | City Council Member
Dave Dvorak | 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
Jake Schreier | Technology & Innovation Director
Mike Schulte | Public Works Director
Dan Gubbins | Fire Chief
Kim Kellogg | Library Director

Citizen Liaison Present:

Ken Thornton | Citizen Liaison

1. **Call to Order** / Mayor Jason Morse called the meeting to order at 6:30 p.m.

2. **Roll Call** / Mordini, Sarchet, Anderson, Lane, Dvorak | In attendance

3. **Approval of Agenda**

MOTION: A motion was made by Sarchet and seconded by Lane to approve amending agenda by removing items 11 and 26 for separate action:

11. Consider motion to approve the following Appointments:

- a. Doug Sires, Planning & Zoning (P&Z), term ending 12/31/2020
- b. Corey Hoodjer, Library Board, term ending 12/31/2021
- c. Dixie Bequeaith, Board of Adjustment (BOA), term ending 12/31/2020
- d. Suzanne Wille, Arts Council, term ending 12/31/2020
- e. Deanna Triplett, Planning & Zoning (P&Z), term ending 12/31/2020
- f. David Hiatt, Parks Commission, term ending 12/31/2020
- g. Mandy Vogel, Library Board, term ending 12/31/2021

26. Consider motion to approve hiring Joel Hall, classified as a part-time on-call employee at grade scale 9, step 5, or \$23.03 per hour

MOTION CARRIED UNANIMOUSLY

4. **Public Comments** / None

5. **Amended Consent Agenda Items**

MOTION: A motion was made by Anderson and seconded by Mordini to approve the amended consent agenda items.

1. Consider motion to approve the City Council Meeting Minutes for December 14, 2015
2. Consider motion to receipt and file the Parks Commission Minutes for January 4, 2016
3. Consider motion to approve the December 28, 2015 Claims
4. Consider motion to approve the January 11, 2016 Claims
5. Consider motion to approve the November 2015 Finance Report
6. Consider motion to approve Arts Council recommendation to use \$400 of budget for a website
7. Consider motion to receipt and file Fourth Quarter Polk City Development Corporation (PCDC) December 2015 Financial Reports

8. Consider motion to receipt and file Fourth Quarter PCDC December 2015 Four Season Festival Reports
9. Consider motion to approve Resolution 2016-1 appointing Emergency Management Commission Representatives for 2016
10. Consider motion to approve Resolution 2016-2 appointing E911 Service Board Members for 2016
11. Consider motion to acknowledge, recognize and appreciate past work on Committee and Boards
 - a. Collette Heuertz, Arts Council, term ending 12/31/2015
 - b. Barb Pothast, Arts Council, term ending 12/31/2015
12. Consider motion to advertise and fill two (2) volunteer positions on the Arts Council, term ending 12/31/2020
13. Consider motion to advertise and fill one (1) currently vacant volunteer position on the Historic Preservation Commission, term ending 12/31/2018
14. Consider motion to approve May 14, 2016 as Polk City Clean-Up Day
15. Consider motion to approve the Water Connection Agreement with Quick Supply
16. Consider motion to receipt and file the December 7, 2015 Library Meeting Minutes
17. Consider motion to receipt and file the December 2015 Library Stat Report
18. Consider motion to receipt and file the December 2015 Water Department Report
19. Consider motion to receipt and file the December and Year End 2015 Fire Department Stats
20. Consider motion to approve the following Fire Department Officers Appointments
 - a. Adam Vander Leest, Assistant Chief, Operations
 - b. Tim Cory, Deputy Chief, Equipment & Facilities
 - c. Jeff Feller, Deputy Chief, Training & Education
 - d. Mike Bernard, Captain, Training & Education
 - e. Jason Cutsforth, Fire Marshal
 - f. Brian Hanson, Lieutenant, Apparatus
 - g. Tyler Rommel, Lieutenant, EMS
 - h. Craig VerHuel, Lieutenant, Fire Prevention
 - i. David Bush, Lieutenant, Operations
21. Consider motion to approve Firefighter Nate Reis to Grade 4, Step 2, \$12.39 per hour for receiving EMT Certification and completing his clearance
22. Consider motion to approve Firefighter David Bush to Grade 6, Step 2, \$15.45 per hour for promotion to Lieutenant
23. Consider motion to approve placement of Chris Weishaar to an administrative only position
24. Consider motion to receipt and file the Police Department year end activity report

MOTION CARRIED UNANIMOUSLY

6. Consent Agenda Item 11

MOTION: A motion was made by Anderson and seconded by Sarchet to approve the following Appointments:

- a. Doug Sires, Planning & Zoning (P&Z), term ending 12/31/2020
- b. Corey Hoodjer, Library Board, term ending 12/31/2021
- c. Dixie Bequeaith, Board of Adjustment (BOA), term ending 12/31/2020
- d. Suzanne Wille, Arts Council, term ending 12/31/2020
- e. Deanna Triplett, Planning & Zoning (P&Z), term ending 12/31/2020
- f. David Hiatt, Parks Commission, term ending 12/31/2020
- g. Mandy Vogel, Library Board, term ending 12/31/2021

MOTION CARRIED UNANIMOUSLY

7. Consent Agenda Item 26

MOTION: A motion was made by Anderson and seconded by Sarchet to approve hiring Joel Hall, classified as a part-time on-call employee at grade scale 9, step 5, or \$23.03 per hour

MOTION CARRIED UNANIMOUSLY

8. New Business

1. ***MOTION:*** A motion was made by Mordini and seconded by Dvorak to approve Ordinance No. 2016-100 amending Chapter 92, Water Rates, Section 92.04, Billing for Water Service, 4. Shut off Notices & 5. Handling fee of any dishonored payment; and Section 92.05, Service Discontinued, 4. Fees

MOTION CARRIED UNANIMOUSLY

2. **MOTION:** A motion was made by Mordini and seconded by Sarchet to approve Ordinance No. 2016-200 amending Chapter 69, Parking Regulations, Section 69.11, Winter Parking
MOTION CARRIED UNANIMOUSLY
3. **MOTION:** A motion was made by Sarchet and seconded by Anderson to approve Ordinance No. 2016-300 amending Chapter 70, Traffic Code Enforcement Procedures, Section 70.03, Parking Violations: Alternate
MOTION CARRIED UNANIMOUSLY
4. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve Ordinance No. 2016-400 amending Chapter 135, Street Use and Maintenance, Section 135.13, Fines for Debris or Dumping of Snow onto a street or alley
MOTION CARRIED UNANIMOUSLY
5. **MOTION:** A motion was made by Sarchet and seconded by Anderson to approve Ordinance No. 2016-500 amending Chapter 22, Planning and Zoning Commission, Section 22.06, Absenteeism
YES: Anderson, Dvorak, Mordini, Sarchet
NO: Lane
MOTION CARRIED
6. **MOTION:** A motion was made by Anderson and seconded by Dvorak to approve Ordinance No. 2016-600 amending Chapter 23, Parks Commission, Section 23.08, Absenteeism
YES: Dvorak, Mordini, Sarchet, Anderson
NO: Lane
MOTION CARRIED
7. **MOTION:** A motion was made by Mordini and seconded by Sarchet to approve Ordinance No. 2016-700 amending Chapter 24, Historic Preservation Commission, Section 24.05, Absenteeism
YES: Sarchet, Anderson, Dvorak, Mordini
NO: Lane
MOTION CARRIED
8. **MOTION:** A motion was made by Dvorak and seconded by Mordini to approve Ordinance No. 2016-800 amending Chapter 26, Tree Board, Section 26.05, Absenteeism
YES: Mordini, Sarchet, Anderson, Dvorak
NO: Lane
MOTION CARRIED
9. **MOTION:** A motion was made by Mordini and seconded by Sarchet to approve Ordinance No. 2016-900 amending Chapter 27, Arts Council, Section 27.07, Absenteeism
YES: Sarchet, Anderson, Dvorak, Mordini
NO: Lane
MOTION CARRIED
10. **MOTION:** A motion was made by Mordini and seconded by Dvorak to approve Ordinance No. 2016-1000 amending Chapter 21, Library Board, Section 21.13, Absenteeism
YES: Dvorak, Mordini, Sarchet, Anderson
NO: Lane
MOTION CARRIED

9. **Mayor Report** | Mayor Morse thanked Collette Heuertz and Barb Pothast for their time on the Arts Council. Mayor also discussed John Calhoun retirement at the end of the year as Director of Polk City Development Corporation (PCDC) and will be working with PCDC Executive Board over the next several months on a succession plan.

10. **Council Report**

1. Lane discussed an upcoming presentation from Metro Waste Authority to be scheduled at an upcoming Council Meeting
2. Anderson said that he was grateful for inclusion at the last City Staff Meeting, will be meeting with Department Leaders one on one in the near future as he wants to become more informed. Anderson requested that Staff create a standard operating procedure regarding the budget as things move forward to include timelines and expectations. Mayor congratulated Anderson on his retirement from North Polk West Elementary
3. Sarchet echoed Anderson's thoughts on the budget timelines so there is clear and direct communication between Council and Staff. Sarchet stated that he and Administrator Mahannah met with the Saylorville Marina to discuss

Hwy 415 resurfacing project and said that they are very much in favor of the two extra turn lanes. Sarchet also said that he will not be in attendance at the Council Meeting on January 25, 2016.

4. Dvorak thanked Staff for including taxable valuations information and said that the charts paint a good picture of how Polk City is growing smart and not too fast

11. **Council Discussion** | Sargent Bjornson reported on the results from the traffic speed camera that was set up on Booth prior to the holidays, three days of data indicated there were between 300 – 350 vehicles per day, with an average speed between 11 and 30 mph

12. **City Administrator Report** | Gary Mahannah reported that the three pumps at the barrier dam are up and running with the Corps. HomeServe option is up and running, mailings were sent out along with notes on the water bills, plus social media announcements. Recodification for 2015 has been completed, turn in Code Books for staff to update. New Codes will be on the City website soon.

13. **City Reports**

1. Technology and Innovation Director, Jake Schreier thanked Wolf Creek Technology for their help in getting the Livestream of Council Meetings set up and ready. Schreier also stated that HomeServe links are in various places on the Website.
2. Fire Chief, Dan Gubbins said the department's annual Pinning and Swearing In Ceremony will be held Saturday, January 16, 2016 at 10:00am.
3. Police Chief, Roger Sanders wanted to call attention to the amount of contacts listed on the Year End Activity Report. He stated there were 3,275 contacts, many adversarial and only one minor complaint which was resolved by an apology. Chief said he was very proud of the officers remarkable performance in 2015.

14. **Adjournment**

MOTION: A motion was made by Anderson and seconded by Lane to adjourn at 7:18 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, January 25, 2016

Jason Morse, Mayor

Attest:

Jenny Gibbons, City Clerk

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, January 18, 2016
City Hall

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on January 18, 2016. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

<p><u>P&Z Commission Members Present:</u> Deanna Triplett Incoming Chair Dennis Dietz P&Z Commission Member James Hill P&Z Commission Member Krista Bowersox P&Z Commission Member Justin Vogel Incoming Pro Tem Doug Sires P&Z Commission Member</p> <p><u>P&Z Commission Members Absent:</u> Ron Hankins P&Z Commission Member</p>	<p><u>Staff Members Present:</u> Gary Mahannah City Administrator Kathleen Connor City Engineering Representative Jenny Gibbons City Clerk</p> <p><u>Additional Attendees:</u> Ron Anderson Liaison for City Council</p>
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1. **Call to Order** | Outgoing Chair Hill called the meeting to order at 6:00 p.m.
2. **Roll Call** | Dietz, Triplett, Hill, Bowersox, Vogel, Sires | In attendance
Hankins | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Triplett and seconded by Bowersox to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Audience Items** | No discussion items
5. **Approval of Minutes**
MOTION: A motion was made by Bowersox and seconded by Sires to approve the minutes
YES: Sires, Dietz, Triplett, Bowersox, Vogel
NO:
ABSTAINED: Hill
MOTION CARRIED
6. **Planning & Zoning Commission Elections**
 - a. **MOTION:** A motion was made by Sires and seconded by Vogel to elect Deanna Triplett as Chair for 2016
MOTION CARRIED UNANIMOUSLY
 - b. **MOTION:** A motion was made by Dietz and seconded by Bowersox to elect Justin Vogel as Pro Tem for 2016
MOTION CARRIED UNANIMOUSLY
7. **Plat of Survey for Douglas and Deborah Sires of 1201 Oakwood Drive**
MOTION: A motion was made by Bowersox and seconded by Hill on the recommendation to Council to approve Plat of Survey for 1201 Oakwood Dr.
YES: Hill, Triplett, Bowersox, Vogel, Dietz
NO:
ABSTAINED: Sires
MOTION CARRIED

8. Lake Front Office Park

- a. **MOTION:** A motion was made by Dietz and seconded by Sires to recommend approval of Preliminary Plat for Lake Front Office Park subject to satisfactorily addressing Engineering Comments

MOTION CARRIED UNANIMOUSLY

- b. **MOTION:** A motion was made by Bowersox and seconded by Sires to recommend approval of Final Plat for Lake Front Office Park subject to satisfactorily addressing Engineering Comments

MOTION CARRIED UNANIMOUSLY

- c. **MOTION:** A motion was made by Dietz and seconded by Sires to recommend approval of Site Plan for Lot 2 of Lake Front Office Park subject to satisfactorily addressing Engineering Comments

MOTION CARRIED UNANIMOUSLY

9. Amended Site Plan for Lakeside Fellowship Church

The amended site plan was presented by Erin Ollendike, Project Manager, Civil Design Advantage LLC and Curtis Ehler, Architect, Studio Melee. After discussion regarding the design changes and comparing the previous version, the Commission Members asked Lakeside representatives if they wanted the Commission to vote on the amended site plan as presented or if they prefer to wait until they've had an opportunity to revise the architectural design. Lakeside representatives indicated they would revise and resubmit at the next P&Z meeting.

- 10. Council Liaison Report** | Councilman, Ron Anderson discussed the Staff Report for 2015 regarding Building Permits and Taxable Valuation.

- 11. Staff Report** | City Administrator, Gary Mahannah stated Doug Sires and Deanna Triplett were reappointed for a 5 year term by Council January 11, 2016.

- 12. Commission Report** | Dennis Dietz will be attending a 1 day workshop on bicycles on Friday, January 22, 2016 with the MPO.

13. Adjournment

MOTION: A motion was made by Dietz and seconded by Bowersox to adjourn at 6:55 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, February 15, 2016

CLAIMS REPORT

The City of Polk City

For 1/25/2016

DEPARTMENT	VENDOR	EXPENSE TYPE	AMOUNT
CH	GRAINGER INC.	GAFFERS TAPE FOR VIDEOSTREAM	\$30.56
CH	IOWA CODIFICATIONS INC	JANUARY '16 SUPPLEMENT	\$223.00
CH	PITNEY BOWES	POSTAGE METER RENTAL	\$183.00
CH	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$857.03
CH	MIDLAND POWER CO-OP	STREET LIGHTING	\$176.54
CH	CENTURY LINK	PHONE SERVICE	\$474.37
CH	CRYSTAL CLEAR WATER CO	PURCHASED WATER	\$15.50
CH	ELECTRICAL ENG & EQUIPMENT CO	ELECTRICAL SUPPLIES	\$600.02
CH	POLK COUNTY HEATING & COOLING	HISTORICAL BLDG FURNACE REPAIR	\$169.00
CH	M & M SALES COMPANY	COPIER RENTAL	\$57.31
FD	CARPENTER UNIFORM CO.	CLASS A-BUSH	\$66.95
FD	IOWA FIREFIGHTERS ASSOCIATION	ANNUAL MEMBER DUES	\$702.00
FD	CRAIG SOSBY	REIMBURSEMENT-EMT CLASS COSTS	\$125.78
FD	FIRE SERVICE TRAINING BUREAU	FIREFIGHTER I BOOKS	\$312.50
FD	ANKENY ACE HARDWARE	GENERATOR REPAIR	\$51.68
FD	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$359.12
FD	FIREHOUSE SOFTWARE	ANNUAL SUPPORT	\$360.00
FD	IMAGE TREND	ANNUAL SUPPORT	\$300.00
FD	FRASER TRANSPORTATION SERVICES	DECEMBER BILLING	\$1,546.73
FD	BOUND TREE MEDICAL	MEDICAL SUPPLIES	\$195.69
FD	CUSTOM AWARDS & EMBROIDERY INC	ANNUAL AWARDS	\$187.50
FD	CRYSTAL CLEAR WATER CO	PURCHASED WATER	\$15.50
LIB	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$548.01
LIB	CENTURY LINK	PHONE SERVICE	\$252.45
PARKS	JIM'S JOHNS	PORTABLE TOILET RENTAL	\$200.00
PARKS	CENTRAL PUMP & MOTOR	WINTER MAINTENANCE ON FOUNTAIN	\$70.34
PARKS	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$401.43
PD	WRIGHT EXPRESS FLEET SERVICES	FUEL	\$927.43
PD	HANIFEN CO. INC.	TOW CAR 22 TO DEWEY-REPAIRS	\$85.00
PD	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$359.12
PD	CENTURY LINK	PHONE SERVICE	\$49.83
PD	T-MOBILE	PHONE SERVICE	\$24.27
PD	MIDWEST OFFICE TECHNOLOGY	COPIER RENTAL	\$70.88
PD	IA DEPT OF TRANSPORTATION	VEHICLE INSPECTIONS	\$660.00
PD	DES MOINES STAMP MFG. CO.	NOTARY STAMP	\$28.70
PD	QUALITY RESOURCE GROUP INC	VISOR CALENDAR	\$675.63
PW	GURNSEY ELECTRIC CO	LOCATE ELECTRICAL WIRE-SIREN	\$129.25
PW	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$114.44
PW	ANIMAL RESCUE LEAGUE OF IOWA	ANIMAL CONTROL	\$35.00
PW	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$4,546.36
PW	MIDLAND POWER CO-OP	STREET LIGHTING	\$190.61
PW	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$56.84
PW	G & L CLOTHING	WORK CLOTHING	\$79.99
PW	ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$125.39
PW	ZEP SALES & SERVICE	20-GAL TNT SALT NUTRILIZAR	\$352.17
PW	WRIGHT EXPRESS FLEET SERVICES	FUEL	\$717.51
PW	CHR TIRE AND AUTO	REPAIR UNIT 208	\$883.93
PW	O'HALLORAN INTERNATIONAL INC	MISC PARTS	\$2.71
PW	SCOTT'S AUTOGLASS	VEHICLE REPAIRS	\$300.00
PW	TRUCK EQUIPMENT INC.	PLOW LIGHT REPAIR	\$146.18
PW	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$674.65
PW	CENTURY LINK	PHONE SERVICE	\$84.34
PW	ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$255.29
PW	CENTRAL PUMP & MOTOR	REPLACE HI SVC PUMP 2 & MOTOR	\$6,595.87
PW	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$1,749.68
PW	CENTURY LINK	PHONE SERVICE	\$38.70

PW	KEYSTONE LABORATORIES INC.	WATER TESTING	\$69.00
PW	IOWA ONE CALL	UNDERGROUND LOCATIONS	\$196.80
PW	LAWSON PRODUCTS	PARTS, HARDWARE & SUPPLIES	\$276.34
PW	CTI READY MIX LLC	WATER PLANT PUMP BASE	\$172.98
PW	MARTIN MARIETTA AGGREGATES	LOAD FILL SAND	\$148.34
PW	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$2,697.05
PW	MENARDS	SUPPLIES	\$2,285.28
PW	CENTURY LINK	PHONE SERVICE	\$257.82
PW	MIDWEST OFFICE TECHNOLOGY	COPIER RENTAL	\$74.51
PW	CITY OF DES MOINES	WRA	\$28,521.75
TOTAL			\$63,141.65

CH	\$2,786.33
FD	\$4,223.45
LIB	\$800.46
PARKS	\$671.77
PD	\$2,880.86
PW	\$51,778.78
TOTAL	<u>\$63,141.65</u>



POLK CITY - A City For All Seasons -

Monthly Finance Report December 31, 2015

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

Bank Balances:

Luana Savings Bank M.M. Account- 1.00%	\$3,018,244.20
Grinnell State Bank Certificate of Deposit- 0.60%	\$1,001,512.33
Grinnell State Bank Business Money Market- 0.15%	\$434,816.66
Grinnell State Bank Business Checking- 0.05%	\$1,394,853.34
IPAIT Investment Account	\$4.00
Total Cash at Banks	<u><u>\$5,849,430.53</u></u>

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

Account Title	Total Budget	MTD Balance	YTD Balance	% of Year Used	Actual % Used Of Budget	Uncollected
General Total	4,949,845.00	373,501.32	3,175,413.71	50.00%	64.15%	1,774,431.29
Road Use Total	341,300.00	36,880.95	230,023.02	50.00%	67.40%	111,276.98
TIF Total	332,500.00	4,532.89	182,780.30	50.00%	54.97%	149,719.70
L.M.I Total	334,000.00	581.42	8,144.07	50.00%	2.44%	325,855.93
Debt Service Total	121,000.00	0.00	0.00	50.00%	0.00%	121,000.00
Capital Improvements Total	880,000.00	0.00	0.00	50.00%	0.00%	880,000.00
Water Total	522,338.00	44,600.15	330,597.58	50.00%	63.29%	191,740.42
Sewer Total	474,000.00	49,328.89	312,583.26	50.00%	65.95%	161,416.74
Total Of All Revenues	7,954,983.00	509,425.62	4,239,541.94	50.00%	53.29%	3,715,441.06

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

Account Title	Total Budget	MTD Balance	YTD Balance	% of Year Used	Actual % Used Of Budget	Unexpended
Police Total	677,859.00	48,246.45	323,037.01	50.00%	47.66%	354,821.99
Civil Defense Total	18,700.00	3,288.00	3,829.58	50.00%	20.48%	14,870.42
Fire Total	471,025.00	44,223.76	219,524.23	50.00%	46.61%	251,500.77
Building/Housing Total	274,827.00	22,586.09	162,935.31	50.00%	59.29%	111,891.69
Dog Control Total	2,250.00	0.00	186.48	50.00%	8.29%	2,063.52
Road Use Total	126,344.00	13,401.03	76,952.15	50.00%	60.91%	49,391.85
Street Lighting Total	55,000.00	4,672.91	31,845.10	50.00%	57.90%	23,154.90
Other Public Works (Theft)	0.00	4,878.68	9,480.59	50.00%	0.00%	(9,480.59)
Env.Health Services Total	500.00	0.00	111.40	50.00%	22.28%	388.60
Library Total	270,302.00	18,089.72	136,411.74	50.00%	50.47%	133,890.26
Parks Total	241,390.00	6,689.68	138,573.77	50.00%	57.41%	102,816.23
Community Center Total	19,000.00	629.37	9,113.53	50.00%	47.97%	9,886.47
Economic Development Total	125,000.00	0.00	0.00	50.00%	0.00%	125,000.00
Mayor Council Total	273,535.00	15,097.82	105,746.74	50.00%	38.66%	167,788.26
Policy Administration	421,375.00	33,234.53	208,041.36	50.00%	49.37%	213,333.64
Elections	3,000.00	0.00	1,601.70	50.00%	53.39%	1,398.30
City Attorney Total	41,000.00	3,810.97	30,150.24	50.00%	73.54%	10,849.76
City Hall Total	101,665.00	4,311.34	38,700.26	50.00%	38.07%	62,964.74
Other City Government Total	69,300.00	0.00	53,333.06	50.00%	76.96%	15,966.94
General Revenues	0.00	0.00	0.00	50.00%	0.00%	0.00
Transfer Total	1,001,000.00	0.00	0.00	50.00%	0.00%	1,001,000.00
General Total	4,193,072.00	223,160.35	1,549,574.25	50.00%	36.96%	2,643,497.75
Road Use Total	460,389.00	17,251.73	154,597.24	50.00%	33.58%	305,791.76
TIF Total	400,000.00	178,099.69	178,099.69	50.00%	44.52%	221,900.31
L.M.I Total	35,000.00	0.00	6,745.00	50.00%	19.27%	28,255.00
Debt Service Total	137,395.00	-	16,197.50	50.00%	11.79%	121,197.50
Capital Improvements Total	1,381,348.00	563,528.00	1,280,326.55	50.00%	92.69%	101,021.45
Water Total	618,238.00	58,410.55	344,265.04	50.00%	55.68%	273,972.96
Sewer Total	725,892.00	50,958.17	337,972.68	50.00%	46.56%	387,919.32
Total Of All Expenses	7,951,334.00	1,091,408.49	3,867,777.95	50.00%	48.64%	4,083,556.05

Shari L. Miller

201 Parker Blvd.
Polk City, Iowa 50226
515.480.1457
sharimillerphotography@gmail.com

January 10, 2016

Jason Morse
Mayor, City of Polk City
112 3rd Street
Polk City, Iowa 50226

Dear Mayor Morse:

Recently, Suzanne Wille, local artist and representative of the Polk City Arts Council, contacted me to ask about joining the Arts Council. I agreed to accept her offer and would like to officially express my interest in becoming part of PCAC. I have lived in Polk City for over twenty years and am thrilled to see the city and its residents become more and more interested and involved in the arts, and I would welcome the opportunity to be part of expanding the art opportunities in this community.

Photography is my passion, and I spend many of my days photographing the beauty of the area surrounding Big Creek & Sayorville Lake. I have been working as an online photography mentor for the Arcanum since last September, and at the end of this month, will be pursuing photography as my primary vocation. In addition, since 2010, I have been working as an artist assistant for Rev. Ted Lyddon Hatten, Conference Artist for the Iowa Annual Conference of the United Methodist Church. In this capacity, I have assisted in the planning, preparation, set-up, & tear down of small and large-scale art installations at local, state, & regional events and conferences, as well as in the photo-documentation of the process and final works. I participated in the Four Seasons Arts Festival last summer and currently have work hanging at Rock Valley Physical Therapy.

With a background in teaching and working in socioeconomically and ethnically diverse communities, leading workshops, entrepreneurial experience, and with a Masters degree in Urban Studies with Community Development, I believe that I can be an asset to the community by becoming a part of the Polk City Arts Council. If you would like any more information, please feel free to contact me. Thank you for considering me for this position.

Yours sincerely,

Shari Miller

Shari L. Miller

201 Parker Blvd.
Polk City, Iowa 50226
515.480.1457

PROFESSIONAL EXPERIENCE

The Arcanum

Online Photography Mentor

Sept 2015 - present

- Lead an international cohort of up to 20 photographers
- Offer feedback and critique to photographers looking to improve their craft
- Create online tutorials
- Connect with professional photographers from all over the world

Wesley Foundation at Drake University, Des Moines, Iowa

Artist Assistant/Building Manager

May 2014 - present

- Keep the building use calendar for over 20 groups using the facility weekly
- Perform office & operations management
- Assist artist-in-residence with set-up, tear down & photo documentation of small & large-scale art installations at local and regional conferences and workshops
- Create center screen visuals for the Iowa Annual Conference

Center for Health & Harmony, Des Moines, Iowa

Producer, Unlimited Breath & Unlimited Body workshops

June 2013 - May 2015

- Organized and marketed for three six-month series of holistic workshops

Trinity United Methodist Church, Des Moines, Iowa

Administrative Assistant/Counselor

March 2011 - Jan 2016

- Create weekly e-newsletters & do office administration including but not limited to: mail sorting, email and phone communication, assistance with grant-writing, invoice submission, bank deposits, large first class & non-profit mailings, coordinating of volunteers for the prison van ministry, & annual reports
- Make connections between people with things or services to offer & those who could use them or vice versa
- Offer resource referrals and a listening ear to people struggling with poverty

Lincoln High School, Des Moines, Iowa

French/Spanish Teacher

Aug 2001 - June 2009

Valley High School/Stilwell Jr. High/Indian Hills Jr. High, West Des Moines

French/Spanish Teacher

Aug 1992 - June 1998

Lycée Descartes, Tours, France

English Teaching Assistant

Sept 1991 - May 1992

EDUCATIONAL BACKGROUND

Eastern University, Philadelphia, Pennsylvania

MA in Urban Studies with Community Development

May 2012

Central College, Pella, Iowa

BA in French, minor in Spanish, Secondary Education Certification

May 1991

La Sorbonne, Paris, France

Cours de Civilisation Française

Junior academic year 1989-1990

PHOTOGRAPHY

- Published in *The Sun* magazine, fall 2015
- 2015 Iowa State Fair Photography Salon, three exhibited, two Honorable Mentions
- 2014 Iowa State Fair Photography Salon, one exhibited, one Honorable Mention
- 2013 Iowa State Fair Photography Salon, three exhibited

ADDITIONAL SKILLS

- Have led numerous self-improvement & study groups and have presented several workshops on contemplative photography
- Speak French and Spanish
- Possess a high level of comfort in speaking with people from different socioeconomic and ethnic backgrounds
- Have experience finding and using information from the internet as well as navigating several social media platforms

Matt Volesky
1543 W Washington Ave.
Polk City, IA 50226

13th January 2016

Jason Morse
112 3rd Street
PO Box 426
Polk City, IA 50226

Dear Jason,

I writing to let you know I am interested in joining the Polk City Art Council. With my experience and knowledge in the field of art and art education I feel I could bring some new perspectives to the council.

I hope you consider me as candidate to join Polk City's Art Council. If you have any questions or need to get a hold of me my email is voleskym@yahoo.com and my phone number is (515)-664-7468.

Sincerely,

Matt Volesky

Matthew D. Volesky

1543 W Washington Ave.
Polk City, IA 50226

515-664-7468

voleskym@yahoo.com

Education

MA, Education, Viterbo University, LaCrosse, Wisconsin
July 2010

BA, Art Education, University of Northern Iowa, Cedar Falls, Iowa
May 2004

AA, Liberal Arts, Kirkwood Community College, Cedar Rapids, Iowa
May 2001

Coaching Authorization, Kirkwood Community College, Cedar Rapids, Iowa
March 2004

Teaching Experience

K-4/ Art Instructor, North Polk West Elementary, Iowa (August 2014-present)

- Instruct 400+ students in elementary art

K-12/Art Instructor, Colfax-Mingo Community School, Iowa (August 2007-2014)

- Instruct 400+ students in elementary art
- Enhanced the art program to generate student excitement and challenge every student's potential
- Active involvement on the District Leadership Team in developing meaningful professional development for staff
- Developed an interactive art website for students to explore additional art resources
- Trained Instructors to use Smart Boards, Chrome Books, and Learn Pads.

9-12/Art Instructor, The American International School, Cairo, Egypt (August 2006-June 2007)

- Instructed 75 International students in introduction to art and 3-dimensional art.
- Enhanced curriculum to continue growth in the art program.
- Explored Egypt's Art, new and ancient

6-12/Art Instructor, Durant Community School, Durant, Iowa (August 2004-June 2006)

- Instructed 150 students in: middle school art, intro. to art, drawing, painting, ceramics, advanced art, and yearbook
- Developed the high school art curriculum
- Designed art lessons that are applicable to real-life situations
- Directed 12 students to create a 120 pg. yearbook
- Guided development of community artwork display

Teacher Website

www.northpolkwestart.weebly.com

Art Skills

Graphic Design: Adobe Photoshop, Adobe Illustrator, Digital Photography

Ceramics: Pottery Wheel and Sculpting

Painting: Watercolor, Acrylic

Drawing: Graphite, Pastel, Charcoal

Coaching Experience

Assistant Varsity/JV Baseball Coach

Colfax-Mingo HS, Colfax IA (April 2012-July 2013)

Managed JV athletes through a 20 game schedule. Assisted the varsity by developing quality hitters and base runners.

Junior Varsity Head Basketball Coach

The American International School in Egypt, Cairo, Egypt (November 2006-February 2007)

Led team to International Schools Athletic Conference to championship, Designed practices to enhance athlete's potential, motivated players through challenging practices and positive feedback, Arranged practice and game schedules, Communicated with athletes, parents and administration

7/8 Head Basketball Coach

Durant Middle School, Durant IA (Dec. 2004-June 2006)

Arranged practice and game schedules, motivated athletes through a challenging 9 game schedule, and guided growth in basketball skills. Communicated with athletes, parents, coaching staff, and administration

8/9 Head Baseball Coach

Davenport North HS, Davenport IA (May 2005-July 2006)

Managed 15 athletes through a 25 game schedule, Developed athletes' technique and baseball skills through challenging and diverse practices, Spent time individualizing practices to enhance the growth of all athletes

RESOLUTION 2016-03

A RESOLUTION APPROVING RECOGNITION EVENT

WHEREAS, each year the City Council for the City of Polk City, Iowa has an educational program for all of the city boards, commissions and city employees; and

WHEREAS, during the program the City Council takes this opportunity to recognize and express their appreciation for City Staff and the Volunteers on the various boards and commissions; and

WHEREAS, the City Council needs to approve the expenditures for the program.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa that the City Council hereby approves having the Recognition Event on April 8, 2016 with the expenditure not to exceed \$4,500.

PASSED AND APPROVED on the 25th day of January, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

RESOLUTION 2016-4

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

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

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

General Engineering Fees:	\$9,677.75
Capital Improvement Projects:	\$333.80
Reimbursable Development Review Projects:	\$5,569.50

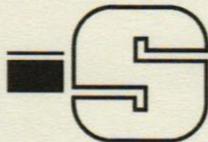
NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Snyder & Associates invoice for November 2015, in the amount of \$15,581.05.

PASSED AND APPROVED the 25th day of January, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk



Date January 6, 2016

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

RECEIVED
JAN 13 2016
BY:

INVOICE SUMMARY - NOVEMBER SERVICES

Services from November 1, 2015 through November 30, 2015

GENERAL ENGINEERING

<u>2015 General Engineering</u>	115.0001	\$ 172.00
<u>Building and Development issues:</u>	115.0001	\$ 5,261.25
<i>Coordination with developers, engineers, building inspector, and staff regarding various potential and ongoing projects and Building Permits.</i>		
<u>Miscellaneous Projects:</u>	115.0001	\$ 4,244.50
<i>Conceptual plan and costs for fiber optics system, coordinateion re: Hwy 415 signal, geometrics, and turn lanes.</i>		
<u>Zoning & Subdivision Ordinances:</u>	115.0001	\$ -

SUBTOTAL \$ 9,677.75

CAPITAL IMPROVEMENT PROJECTS

Comprehensive Plan	114.1068	\$ 333.80
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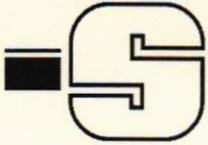
SUBTOTAL \$ 333.80

REIMBURSABLE DEVELOPMENT REVIEW PROJECTS

Deer Haven Plat 1: Construction Drawings	115.0537	\$ 250.00 ✓
Deer Haven TIF project	115.0778	\$ 921.00 ✓
TCI Plat 6 Pump Station & Sewer Review	113.0870	\$ 529.00 ✓
Wolf Creek Townhomes Plat 9: Const Observation, Walk-thru	114.0056	\$ 2,669.50 ✓
Wolf Creek Townhomes Plat 11: Final Plat	115.0569	\$ 600.00 ✓
Wolf Creek Townhomes Plat 12: Final Plat	115.0568	\$ 600.00 ✓

SUBTOTAL \$ 5,569.50

TOTAL \$ 15,581.05



INVOICE FOR PROFESSIONAL SERVICES

January 8, 2016

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

Invoice No: 115.0001.01 - 11

Project 115.0001.01 Polk City: General Engineering 2015

Professional Services through November 30, 2015

Council Meeting

Attend one City Council meeting.

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner	1.00	172.00	172.00	
Total Services	1.00			172.00
				Task Subtotal
				\$172.00

	<u>Total</u>	<u>Prior</u>	<u>Current</u>
Billings to Date	2,845.00	2,673.00	172.00

P&Z Meeting

Task Subtotal 0.00

	<u>Total</u>	<u>Prior</u>	<u>Current</u>
Billings to Date	1,691.00	1,691.00	0.00

Other Meeting

Attend meeting with Bill Kimberly, John Calhoun, Gary Mahannah, Mike Shamsie re: Kaultenheuser property. Attend meeting with City Staff re: Fiber Optics.

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner	6.00	172.00	1,032.00	
Engineer IV	3.00	112.00	336.00	
Total Services	9.00			1,368.00
				Task Subtotal
				\$1,368.00

	<u>Total</u>	<u>Prior</u>	<u>Current</u>
Billings to Date	7,698.00	6,330.00	1,368.00

Building Dept

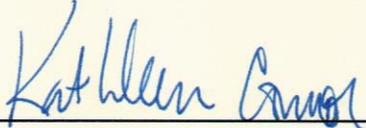
Address questions and coordinate with Denny Bernholz re: multiple driveways at 813 Tyler; Nick Kirk; re: bait shop addition; Brian Linn re: utility extensions for new home northwest of Nursing Home; Pat Carruthers-Green re: driveway widening at 1266 Broadway; Pat Carruthers-Green re: TCI TH overhangs and separation distance; Abaci and Sires re: Plat of Survey requirements; Safe Buildings re: Building Permit for Jester Business Group and stipulations for same; Heath Moulton and Safe Buildings re: decks and setbacks in Bridgeview and Vince Piagentini re: development review process.

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Principal Planner	26.00	172.00	4,472.00

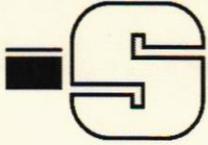
Project	115.0001.01	PolkCity-Gen Eng 2015	Invoice	11			
Engineer I			1.25	81.00	101.25		
Total Services			27.25			4,573.25	
					Task Subtotal		\$4,573.25
Billings to Date	Total	Prior	Current				
	33,982.75	29,409.50	4,573.25				
Water Dept							
					Task Subtotal		0.00
Billings to Date	Total	Prior	Current				
	2,064.50	2,064.50	0.00				
Sanitary Sewers							
					Task Subtotal		0.00
Billings to Date	Total	Prior	Current				
	1,549.75	1,549.75	0.00				
Storm Sewers							
<i>Discus drainage issues on USACE parcel east of Sports Complex and potential need to look at grading and cost for parking area.</i>							
			Hours	Rate	Amount		
Principal Planner			1.00	172.00	172.00		
Total Services			1.00			172.00	
					Task Subtotal		\$172.00
Billings to Date	Total	Prior	Current				
	9,363.00	9,191.00	172.00				
Street Dept							
<i>Coordinate with Gary Mahannah re: need to notify Drake and Lefkow re: Edgewater Drive extension; re: cost opinions for various trail segments; re: Wolf Creek Drive pavement; re: future turn lanes into Kimberly Development; re: IDOT requirements for Highway 415 signal, turn lanes and geometrics; and preparation for fiber optics meeting including order of magnitude costs.</i>							
			Hours	Rate	Amount		
Principal Engineer			1.50	183.00	274.50		
Principal Planner			6.00	172.00	1,032.00		
Engineer IV			2.50	112.00	280.00		
Total Services			10.00			1,586.50	
					Task Subtotal		\$1,586.50
Billings to Date	Total	Prior	Current				
	20,098.00	18,511.50	1,586.50				
General Areas							
<i>Coordinate with Jenny Gibbons and Gary Mahannah on various issues including potential soccer fields lease; review and revise Resolutions; info needed for Council and P&Z packets, agendas and minutes.</i>							
			Hours	Rate	Amount		
Principal Planner			8.50	172.00	1,462.00		
Total Services			8.50			1,462.00	
					Task Subtotal		\$1,462.00
Billings to Date	Total	Prior	Current				
	23,775.00	22,313.00	1,462.00				
GIS Services							
<i>Coordinate with Jake Schreier re: siren locations; and prepare fiber optics maps with approximate distances.</i>							

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner	2.00	172.00	344.00	
Total Services	2.00			344.00
			Task Subtotal	\$344.00
Billings to Date	Total	Prior	Current	
	3,655.25	3,311.25	344.00	

			Amount Due this Invoice	\$9,677.75
Billings to Date	Total	Prior	Current	
	106,722.25	97,044.50	9,677.75	

Snyder & Associates, Inc. 

Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

January 8, 2016

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

Invoice No: 115.0537.01 - 6

Project 115.0537.01 **Deer Haven Plat 1**

Professional Services through November 30, 2015

**Preliminary Plat
 Lump Sum Fees**

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

**Const Dwgs Plat 1
Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Submittal #1	2,000.00	100.00	2,000.00	2,000.00	0.00
Submittal #2	1,000.00	100.00	1,000.00	1,000.00	0.00
Submittal #3	400.00	100.00	400.00	400.00	0.00
Submittal #4	250.00	100.00	250.00	250.00	0.00
Submittal #5	250.00	100.00	250.00	250.00	0.00
Submittal #6	250.00	100.00	250.00	250.00	0.00
Submittal #7	250.00	100.00	250.00	250.00	0.00
Submittal #8	250.00	100.00	250.00	250.00	0.00
Submittal #9	250.00	100.00	250.00	250.00	0.00
Submittal #10	250.00	100.00	250.00	250.00	0.00
Submittal #11	250.00	100.00	250.00	250.00	0.00
Submittal #12	250.00	100.00	250.00	250.00	0.00
Submittal #13	250.00	100.00	250.00	0.00	250.00
Total Fee	5,900.00		5,900.00	5,650.00	250.00

Total Fee 250.00

Phase Subtotal \$250.00

	Total	Prior	Current
Billings to Date	5,900.00	5,650.00	250.00

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

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

Total Fee 0.00

Phase Subtotal 0.00

**Construction Plat 1
Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
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

Total Fee 0.00

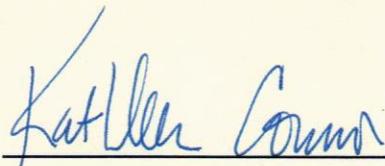
Project	115.0537.01	PlkCty-DeerHavenPlat1	Invoice	6
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Phase Subtotal	0.00
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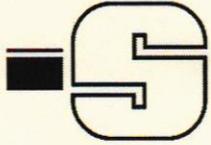
Amount Due this Invoice	\$250.00
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	Total	Prior	Current
Billings to Date	8,300.00	8,050.00	250.00

Snyder & Associates, Inc.



Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

January 8, 2016

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

Invoice No: 115.0778.01 - 4

Project 115.0778.01 Deer Haven TIF Project

Professional Services through November 30, 2015

Services include coordination with Cooper-Crawford on revisions to TIF sketch, highlight TIF sketch based on cost-share methodology, prepare preliminary Order of Magnitude cost opinion to begin to determine potential amount of TIF financing.

TIF Project

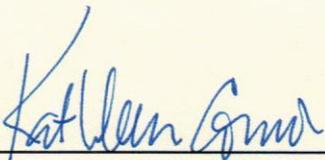
Submittal #1

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Principal Planner	3.00	172.00	516.00
Engineer I	5.00	81.00	405.00
Total Services	8.00		921.00
		Task Subtotal	\$921.00

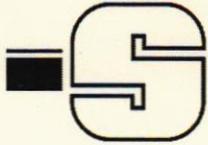
Amount Due this Invoice \$921.00

Billings to Date	Total	Prior	Current
	7,685.50	6,764.50	921.00

Snyder & Associates, Inc.



Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

January 8, 2016

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

Invoice No: 113.0870.01 - 23

Project 113.0870.01 TCI Plat 6 Pump Station & Sewer Review

Professional Services through November 30, 2015

Services included correspondence regarding project closeout and easements, and review of easement documents.

Plan Review

Task Subtotal 0.00

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

Construction Observation

Task Subtotal 0.00

	Total	Prior	Current
Billings to Date	35,110.16	35,110.16	0.00

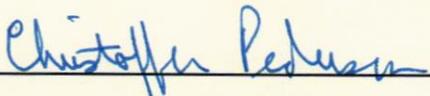
Additional Services

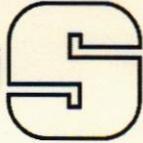
	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Principal Planner	2.50	172.00	430.00
Engineer VI	.75	132.00	99.00
Total Services	3.25		529.00
			Task Subtotal \$529.00

	Total	Prior	Current
Billings to Date	3,432.00	2,903.00	529.00

Amount Due this Invoice \$529.00

	Total	Prior	Current
Billings to Date	43,019.42	42,490.42	529.00

Snyder & Associates, Inc. 
Christoffer Pedersen



INVOICE FOR PROFESSIONAL SERVICES

January 8, 2016

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

Invoice No: 114.0056.01 - 9

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

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

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

Total Fee 0.00

	Total	Prior	Current
Billings to Date	1,200.00	1,200.00	0.00

**Construction Drawings
Lump Sum Fees**

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

Total Fee 0.00

	Total	Prior	Current
Billings to Date	1,900.00	1,900.00	0.00

Final Plat
Lump Sum Fees

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Submittal #1	500.00	100.00	500.00	500.00	0.00
Submittal #2	250.00	100.00	250.00	250.00	0.00
Submittal #3	200.00	100.00	200.00	200.00	0.00
Submittal #4	200.00	100.00	200.00	200.00	0.00
Submittal #5	200.00	100.00	200.00	200.00	0.00
Total Fee	1,350.00		1,350.00	1,350.00	0.00

Total Fee **0.00**

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

Construction Phase - Hourly

Construction Observation

Services include construction administration and observation for WCTH Plats 9, 11 and 12.

	Hours	Rate	Amount
Principal Planner	7.00	169.00	1,183.00
Engineer I	3.00	79.00	237.00
Technician VIII	4.00	97.00	388.00
Technician II	.25	46.00	11.50
Total Services	14.25		1,819.50

Task Subtotal **\$1,819.50**

	Total	Prior	Current
Billings to Date	16,645.00	14,825.50	1,819.50

Construction Phase - Lump Sum

Lump Sum Fees

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Pre-Construction Conference	450.00	100.00	450.00	450.00	0.00
Walk-Thru - Punchlist #1	450.00	100.00	450.00	0.00	450.00
Punchlist #2	200.00	100.00	200.00	0.00	200.00
Punchlist #3	200.00	100.00	200.00	0.00	200.00
Total Fee	1,300.00		1,300.00	450.00	850.00

Total Fee **850.00**

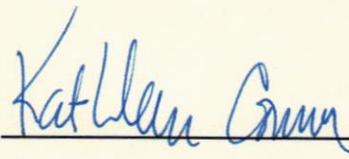
Project	114.0056.01	PlkCty-WolfCrkTwhmsP19	Invoice	9
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	Total	Prior	Current
Billings to Date	1,300.00	450.00	850.00

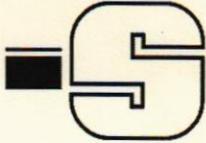
Amount Due this Invoice \$2,669.50

	Total	Prior	Current
Billings to Date	22,395.00	19,725.50	2,669.50

Snyder & Associates, Inc.



Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

January 8, 2016

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

Invoice No: 115.0568.01 - 2

Project 115.0568.01 Wolf Creek Townhomes Plat 12

Professional Services through November 30, 2015

Note: Construction phase services billed with Wolf Creek Townhomes Plat 9, Project No. 114.0056.01.

**Final Plat
Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Submittal #1	500.00	100.00	500.00	500.00	0.00
Submittal #2	250.00	100.00	250.00	250.00	0.00
Submittal #3	200.00	100.00	200.00	0.00	200.00
Submittal #4	200.00	100.00	200.00	0.00	200.00
Submittal #5	200.00	100.00	200.00	0.00	200.00
Total Fee	1,350.00		1,350.00	750.00	600.00

Total Fee 600.00

Phase Subtotal \$600.00

Amount Due this Invoice \$600.00

Billings to Date	Total	Prior	Current
	1,350.00	750.00	600.00

Snyder & Associates, Inc.

Kathleen Connor

RESOLUTION 2016-7

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

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

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

General Engineering Fees:	\$6,440.50
Capital Improvement Projects:	\$2,725.00
Reimbursable Development Review Projects:	\$5,555.00

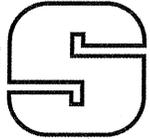
NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Snyder & Associates invoice for November 2015, in the amount of \$14,720.50.

PASSED AND APPROVED the 25th day of January, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk



Date January 18, 2016

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

INVOICE SUMMARY - DECEMBER SERVICES

Services from December 1, 2015 through December 31, 2015

GENERAL ENGINEERING

<u>2015 General Engineering</u>	115.0001	\$ 2,150.00
<u>Building and Development issues:</u>	115.0001	\$ 2,408.00
<i>Coordination with developers, engineers, building inspector, and staff regarding various potential and ongoing projects and Building Permits.</i>		
<u>Miscellaneous Projects:</u>	115.0001	\$ 1,882.50
<i>Cost Opinion for sidewalks from Kings Place to Oakwood Drive; notifications to proceed with Edgewater Drive construction projects; and research re: copper water service corrosion issues.</i>		
<u>Zoning & Subdivision Ordinances:</u>	115.0001	\$ -

SUBTOTAL \$ 6,440.50

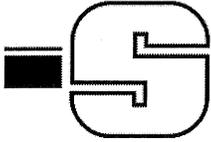
CAPITAL IMPROVEMENT PROJECTS

Comprehensive Plan	114.1068	
Davis and Tyler Street Intersection Reconstruction	115.0944	\$ 2,725.00
SUBTOTAL		<u><u>\$ 2,725.00</u></u>

REIMBURSABLE DEVELOPMENT REVIEW PROJECTS

Crossroads at the Lakes Rezoning and PUD Master Plan	115.1065	\$ 2,408.00
Deer Haven TIF project	115.0778	\$ 258.00
Parker Townhomes: Construction observation of public water main	115.0191	\$ 228.50
TCI Plat 6 Pump Station & Sewer Review	113.0870	\$ 793.00
Wolf Creek Townhomes Plat 9: Const Observation, Walk-thru	114.0056	\$ 1,867.50
SUBTOTAL		<u><u>\$ 5,555.00</u></u>

TOTAL \$ 14,720.50



INVOICE FOR PROFESSIONAL SERVICES

January 18, 2016

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

Invoice No: 115.1065.01 - 1

Project 115.1065.01 Crossroads at the Lakes Rezoning & PUD Master Plan

Professional Services through December 31, 2015

Services include the following: Review of Rezoning Petition including Consent Table and ownership of 250' buffer area for two rezonings and provide comments on same. Review revised zoning districts and revised buffers. Review color Mixed Use Plan, Master Plan for PUD-A, PUD-B, Forested Area, ROW dedication, Plats of Survey for PUD-A, PUD-B, and whole property. Review PUD report booklet. Prepare 12/22/15 Memo with staff review comments on the two proposed rezonings and PUD Master Plans

Basic Services

Rezoning/Master Plan

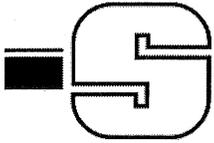
	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner	14.00	172.00	2,408.00	
Total Services	14.00			2,408.00
		Task Subtotal		\$2,408.00

Amount Due this Invoice \$2,408.00

	<u>Total</u>	<u>Prior</u>	<u>Current</u>
Billings to Date	2,408.00	0.00	2,408.00

Snyder & Associates, Inc.

Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

January 18, 2016

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

Invoice No: 115.0001.01 - 12

Project 115.0001.01 Polk City: General Engineering 2015

Professional Services through December 31, 2015

Council Meeting

Attend one City Council meeting.

		<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner		1.00	172.00	172.00	
Total Services		1.00			172.00
					Task Subtotal
					\$172.00
Billings to Date	Total	Prior	Current		
	3,017.00	2,845.00	172.00		

P&Z Meeting

					Task Subtotal
					0.00
Billings to Date	Total	Prior	Current		
	1,691.00	1,691.00	0.00		

Other Meeting

Attend meeting with Paul Koester and Paster Dave re: proposed changes and process for amending site plan for Lakeside Fellowship Church.

		<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner		3.00	172.00	516.00	
Total Services		3.00			516.00
					Task Subtotal
					\$516.00
Billings to Date	Total	Prior	Current		
	8,214.00	7,698.00	516.00		

Building Dept

Coordinate with Gary Mahannah re: MidAmerican Energy substation on NW 44th; with Jenny Gibbons and Pat Carruthers-Green re: Jester Business Group building permit and Oakwood Place sidewalk locations; with Gary Mahannah re: Bruce Boland issues; with Becky Leonard re: JKS Excavating questions; with Vince Piagentini re: Plats of Sruvey requirements; and with Mike Schulte re: Whispering Pines dead end.

		<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner		11.00	172.00	1,892.00	
Total Services		11.00			1,892.00

	Total	Prior	Current
Billings to Date	35,874.75	33,982.75	1,892.00

Water Dept

Coordinate with Public Works and perform research re: copper water service line corrosion; draft data collection form to document future leaks; recommend further discussion with DMWW.

		<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Principal Engineer		1.00	183.00	183.00
Principal Planner		3.50	172.00	602.00
Engineer VI		3.25	132.00	429.00
Total Services		7.75		1,214.00
			Task Subtotal	\$1,214.00

	Total	Prior	Current
Billings to Date	3,278.50	2,064.50	1,214.00

Sanitary Sewers

			Task Subtotal	0.00
	Total	Prior	Current	
Billings to Date	1,549.75	1,549.75	0.00	

Storm Sewers

			Task Subtotal	0.00
	Total	Prior	Current	
Billings to Date	9,363.00	9,363.00	0.00	

Street Dept

Research Agreement re: Edgewater Drive notification process; provide clarification re: Iowa DOT entrance permits; coordination re: error in street name in Lost Lakes Estates Plat 2 and process to change; and cost opinion for sidewalks from Kings Road to Oakwood Drive.

		<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Principal Planner		3.00	172.00	516.00
Engineer IV		1.00	112.00	112.00
Engineer I		.50	81.00	40.50
Total Services		4.50		668.50
			Task Subtotal	\$668.50

	Total	Prior	Current
Billings to Date	20,766.50	20,098.00	668.50

General Areas

Coordinate with Jenny Gibbons and Gary Mahannah on various issues including Council and P&Z packets, agendas and minutes; Resolutions needed for Wolf Creek; and coordination with Polk County and prepare Resolution for street name change in Lost Lakes.

		<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Principal Planner		11.50	172.00	1,978.00
Total Services		11.50		1,978.00

Project	115.0001.01	PolkCty-Gen Eng 2015	Invoice	12
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			Task Subtotal	\$1,978.00
Billings to Date	Total	Prior	Current	
	25,753.00	23,775.00	1,978.00	

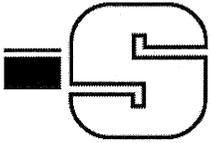
GIS Services			Task Subtotal	0.00
Billings to Date	Total	Prior	Current	
	3,655.25	3,655.25	0.00	

			Amount Due this Invoice	\$6,440.50
Billings to Date	Total	Prior	Current	
	113,162.75	106,722.25	6,440.50	

Snyder & Associates, Inc.



Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

January 18, 2016

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

Invoice No: 115.0944.01 - 1

Project 115.0944.01 Davis and Tyler St Intersection Reonstruction

Professional Services through December 31, 2015

**Basic Services
 Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Project Admin	1,700.00	20.00	340.00	0.00	340.00
Topo Survey	3,500.00	45.00	1,575.00	0.00	1,575.00
Preliminary Design	5,400.00	15.00	810.00	0.00	810.00
Final Design	4,700.00	0.00	0.00	0.00	0.00
Total Fee	15,300.00		2,725.00	0.00	2,725.00
Total Fee					2,725.00
Phase Subtotal					\$2,725.00

Billings to Date	Total 2,725.00	Prior 0.00	Current 2,725.00
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**Construction Services
 Lump Sum Fees**

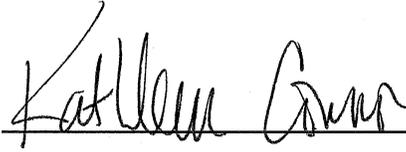
	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Construction Admin	1,800.00	0.00	0.00	0.00	0.00
Construction Staking	2,000.00	0.00	0.00	0.00	0.00
Construction Observation	3,800.00	0.00	0.00	0.00	0.00
Total Fee	7,600.00		0.00	0.00	0.00
Total Fee					0.00

Project	115.0944.01	PlkCty-DavisandTylerStIntersectionRecon	Invoice	1
Phase Subtotal				0.00

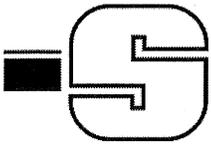
Amount Due this Invoice \$2,725.00

Billings to Date	Total 2,725.00	Prior 0.00	Current 2,725.00
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Snyder & Associates, Inc.



Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

January 18, 2016

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

Invoice No: 115.0778.01 - 5

Project **115.0778.01** **Deer Haven TIF Project**

Professional Services through December 31, 2015

TIF Project

Prepare for and attend meeting with John Kline, Todd, and Gary Mahannah re: eligibility of TIF items and percentage cost share on storm sewer, sanitary sewer, water main and trail.

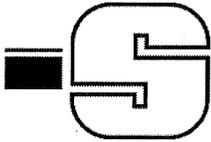
	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner	1.50	172.00	258.00	
Total Services	1.50			258.00
Phase Subtotal				\$258.00

Amount Due this Invoice \$258.00

	<u>Total</u>	<u>Prior</u>	<u>Current</u>
Billings to Date	7,943.50	7,685.50	258.00

Snyder & Associates, Inc.

Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

January 21, 2016

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

Invoice No: 115.0191.01 - 5

Project 115.0191.01 Parker Townhomes II Site Plan

Professional Services through December 31, 2015

**Site Plan Review
 Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Submittal #1	950.00	100.00	950.00	950.00	0.00
Submittal #2	500.00	100.00	500.00	500.00	0.00
Submittal #3	250.00	100.00	250.00	250.00	0.00
Submittal #4	250.00	100.00	250.00	250.00	0.00
Total Fee	1,950.00		1,950.00	1,950.00	0.00
	Total Fee				0.00
			Phase Subtotal		0.00
Billings to Date	Total	Prior	Current		
	1,950.00	1,950.00	0.00		

**Construction Drawing Review
 Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Submittal #1	350.00	100.00	350.00	350.00	0.00
Submittal #2	200.00	100.00	200.00	200.00	0.00
Total Fee	550.00		550.00	550.00	0.00
	Total Fee				0.00
			Phase Subtotal		0.00
Billings to Date	Total	Prior	Current		
	550.00	550.00	0.00		

Construction Phase

Lump Sum Fees

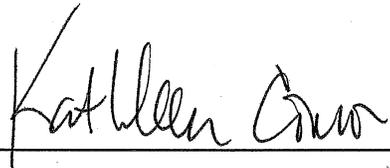
	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Pre Const Conference	375.00	100.00	375.00	375.00	0.00
Construction Observation	457.00	100.00	457.00	228.50	228.50
Walk Thru/Punchlist #1	450.00	0.00	0.00	0.00	0.00
Punchlist #2	200.00	0.00	0.00	0.00	0.00
Total Fee	1,482.00		832.00	603.50	228.50
Total Fee					228.50
			Phase Subtotal		\$228.50

Billings to Date	Total	Prior	Current
	832.00	603.50	228.50

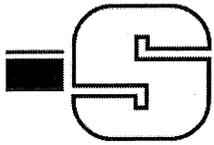
Amount Due this Invoice \$228.50

Billings to Date	Total	Prior	Current
	3,332.00	3,103.50	228.50

Snyder & Associates, Inc.



 Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

January 15, 2016

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

Invoice No: 113.0870.01 - 24

Project 113.0870.01 TCI Plat 6 Pump Station & Sewer Review

Professional Services through December 31, 2015

Services included correspondence regarding project closeout, review of easement documents, and preparation of acceptance letter.

Plan Review

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

Construction Observation

	Task Subtotal		0.00
	Total	Prior	Current
Billings to Date	35,110.16	35,110.16	0.00

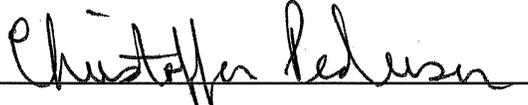
Additional Services

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Principal Planner	2.50	172.00	430.00	
Engineer VI	2.75	132.00	363.00	
Total Services	5.25			793.00
				Task Subtotal
				\$793.00
	Total	Prior	Current	
Billings to Date	4,225.00	3,432.00	793.00	

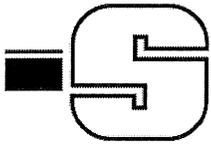
Amount Due this Invoice \$793.00

Billings to Date	Total	Prior	Current
	43,812.42	43,019.42	793.00

Snyder & Associates, Inc.



Christoffer Pedersen



INVOICE FOR PROFESSIONAL SERVICES

January 18, 2016

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

Invoice No: 114.0056.01 - 10

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

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

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

	Total	Prior	Current
Billings to Date	1,200.00	1,200.00	0.00

**Construction Drawings
 Lump Sum Fees**

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

	Total	Prior	Current
Billings to Date	1,900.00	1,900.00	0.00

Final Plat
Lump Sum Fees

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Submittal #1	500.00	100.00	500.00	500.00	0.00
Submittal #2	250.00	100.00	250.00	250.00	0.00
Submittal #3	200.00	100.00	200.00	200.00	0.00
Submittal #4	200.00	100.00	200.00	200.00	0.00
Submittal #5	200.00	100.00	200.00	200.00	0.00
Total Fee	1,350.00		1,350.00	1,350.00	0.00
Total Fee					0.00

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

Construction Phase - Hourly

Construction Observation

Services include coordination with contractor re: water main re-testing, tracer wire, need for locates, and schedule. Review as-builts, letters re: setting pins, streetlight design, core-thickness report, cluster mail box locations. Coordination with Jamie Myers and Bob Gibson re: 30" storm sewer to be installed or alternative design, questions on punchlist, and schedule for acceptance.

	Hours	Rate	Amount
Principal Planner	8.50	169.00	1,436.50
Engineer I	3.00	79.00	237.00
Technician VIII	2.00	97.00	194.00
Total Services	13.50		1,867.50
Task Subtotal			\$1,867.50

	Total	Prior	Current
Billings to Date	18,512.50	16,645.00	1,867.50

Construction Phase - Lump Sum

Lump Sum Fees

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Pre-Construction Conference	450.00	100.00	450.00	450.00	0.00
Walk-Thru - Punchlist #1	450.00	100.00	450.00	450.00	0.00
Punchlist #2	200.00	100.00	200.00	200.00	0.00
Punchlist #3	200.00	100.00	200.00	200.00	0.00
Total Fee	1,300.00		1,300.00	1,300.00	0.00
Total Fee					0.00

	Total	Prior	Current
Billings to Date	1,300.00	1,300.00	0.00

Amount Due this Invoice \$1,867.50

	Total	Prior	Current
Billings to Date	24,262.50	22,395.00	1,867.50

Snyder & Associates, Inc.



Kathleen Connor

RESOLUTION NO. 2016-5

**A RESOLUTION APPROVING THE PLAT OF SURVEY AND RECORD OF
LOT TIE AGREEMENT FOR DOUGLAS AND DEBORAH SIRES OF 1201
OAKWOOD DRIVE**

WHEREAS, Douglas R. Sires as Trustee of the Douglas R. Sires Property Management Trust and Deborah L. Sires as Trustee of the Deborah L. Sires Property Management Trust (hereinafter “Owners”) state that they are the owners of Lots 49 and 50 of Tournament Club of Iowa Plat 2, an official plat now included in and forming a part of the City of Polk City, Polk County Iowa; and

WHEREAS, on January 18, 2016, the Polk City Planning and Zoning Commission met and recommended approval of the Plat of Survey for Douglas and Deborah Sires of 1201 Oakwood Drive; and

WHEREAS, the City Engineer and the City Attorney have reviewed the Plat of Survey and all necessary legal documents including the record of lot tie agreement permanently tying Parcel “A” to Lot 49 of Tournament Club of Iowa Plat 2 (see exhibit 2) and recommend approval.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby accepts the recommendations of the Planning and Zoning Commission, the City Engineer and the City Attorney and deems it appropriate to approve the Plat of Survey and Lot Tie Agreement for Douglas and Deborah Sires of 1201 Oakwood Drive.

PASSED AND APPROVED the 25th day January 2016.

Jason Morse, Mayor

ATTEST:

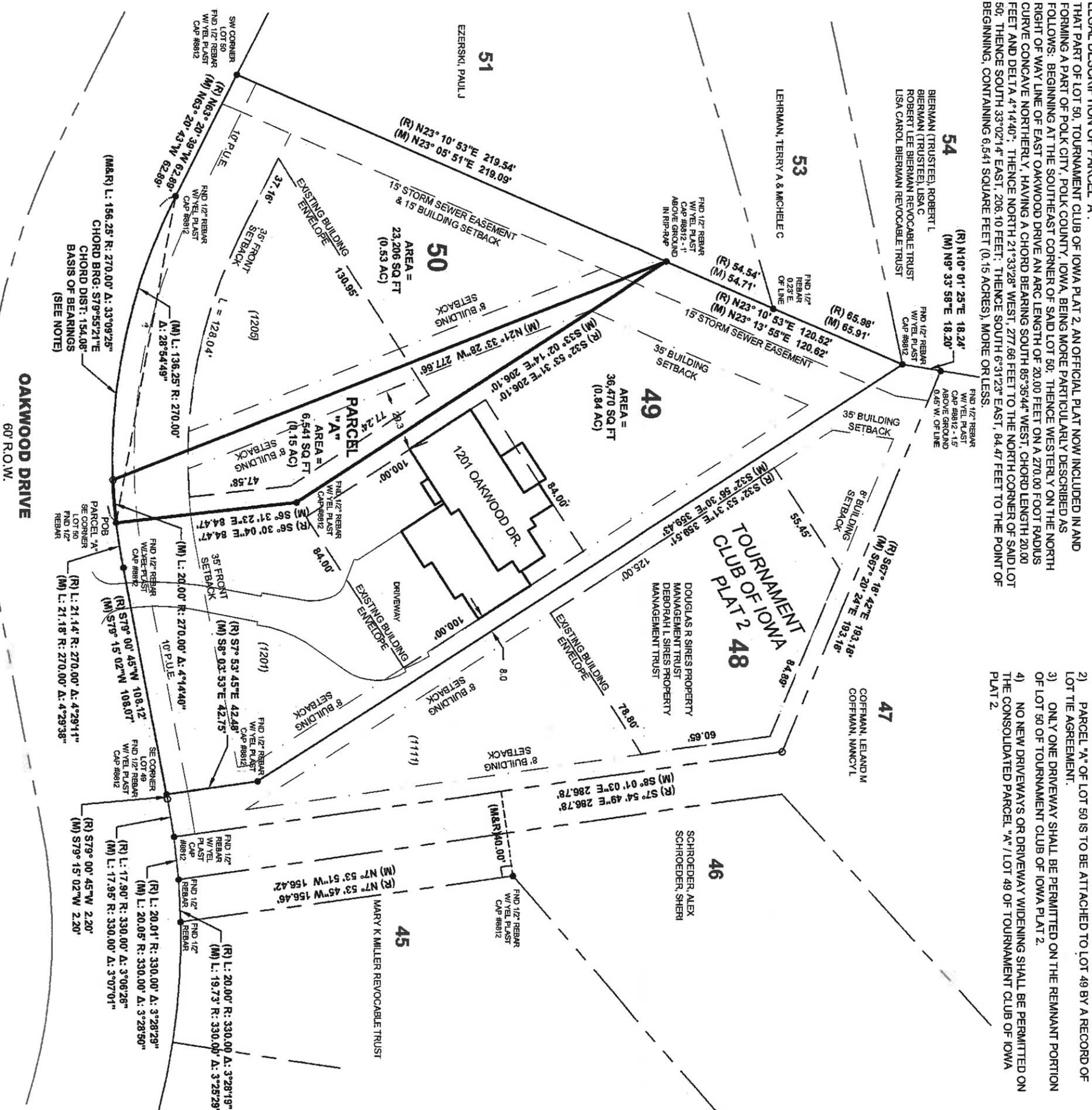
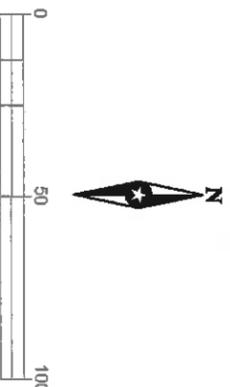
Jenny Gibbons, City Clerk

PLAT OF SURVEY
PARCEL "A" OF LOT 50
TOURNAMENT CLUB OF IOWA PLAT 2

SURVEY PERFORMED FOR:	FIELD WORK DATE:
SIRE'S ARCHITECTS, P.C.	12/4/2015
PROPERTY OWNER:	DRAWING DATE:
DOUGLAS & DEBORAH SIRE'S PROPERTY MANAGEMENT TRUST	12/7/2015
JOB SITE ADDRESS:	DRAFTER:
1201 & 1205 OAKWOOD DRIVE	CTA
POLK CITY, POLK COUNTY, IA	JOB NUMBER:
	15471

LEGAL DESCRIPTION OF PARCEL "A":
 THAT PART OF LOT 50, TOURNAMENT CLUB OF IOWA PLAT 2, AN OFFICIAL PLAT NOW INCLUDED IN AND FORMING A PART OF POLK CITY, POLK COUNTY, IOWA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHEAST CORNER OF SAID LOT 50; THENCE WESTERLY ON THE NORTH RIGHT OF WAY LINE OF EAST OAKWOOD DRIVE AN ARC LENGTH OF 20.00 FEET ON A 270.00 FOOT RADIUS CURVE CONCAVE NORTHERLY, HAVING A CHORD BEARING SOUTH 85°35'44" WEST, CHORD LENGTH 20.00 FEET AND DELTA 4°14'40"; THENCE NORTH 21°33'28" WEST, 277.66 FEET TO THE NORTH CORNER OF SAID LOT 50; THENCE SOUTH 33°02'14" EAST, 206.10 FEET; THENCE SOUTH 6°31'23" EAST, 84.47 FEET TO THE POINT OF BEGINNING, CONTAINING 6,541 SQUARE FEET (0.15 ACRES), MORE OR LESS.

- NOTES:
- 1) BASIS OF BEARING - THE CHORD BEARING SOUTH 79°55'21" EAST AND CHORD LENGTH 154.08' OF THE 270.00' RADIUS CURVE ON THE SOUTH LINE OF LOT 50, TOURNAMENT CLUB OF IOWA PLAT 2 RECORDED IN BOOK 9242, PAGES 912-929 WAS USED AS THE BASIS OF BEARING IN THIS SURVEY.
 - 2) PARCEL "A" OF LOT 50 IS TO BE ATTACHED TO LOT 49 BY A RECORD OF LOT THE AGREEMENT.
 - 3) ONLY ONE DRIVEWAY SHALL BE PERMITTED ON THE REMNANT PORTION OF LOT 50 OF TOURNAMENT CLUB OF IOWA PLAT 2.
 - 4) NO NEW DRIVEWAYS OR DRIVEWAY WIDENING SHALL BE PERMITTED ON THE CONSOLIDATED PARCEL "A" / LOT 49 OF TOURNAMENT CLUB OF IOWA PLAT 2.

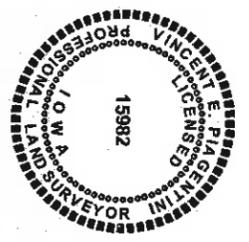


I HEREBY CERTIFY THAT THIS SURVEYING DOCUMENT WAS PREPARED AND THE RELATED WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

VINCENT E. PIAGENTINI, IOWA LIC. NO. 15982 DATE 1/8/16

MY LICENSE RENEWAL DATE IS DECEMBER 31, 2016

ADDITIONAL PAGES CERTIFIED (NONE UNLESS INDICATED HERE) THIS SHEET ONLY



SYMBOLS LEGEND:

- (R) RECORDED DISTANCE
- (M) MEASURED DISTANCE
- (C) COMPUTED DISTANCE
- CORNER MONUMENT FOUND*
- SET 1/2" DIA 24" REBAR
- W/ YEL. CAP # 15982 UNLESS NOTED
- SET SECTION CORNER
- SET SECTION CORNER
- W/ YEL. CAP # 15982
- 1/2" DIA 24" REBAR
- QUARTER/QUARTER LINE
- SURVEY BOUNDARY LINE
- SURROUNDING PROPERTY LINE
- ROW LINE

* ALL CAPS ARE YELLOW PLASTIC UNLESS OTHERWISE INDICATED



PLAT OF SURVEY

Date: January 8, 2015
Project: Sires Plat of Survey

Prepared by: Kathleen Connor
Project No.: 1165.0076.01



GENERAL INFORMATION:

Applicants: Douglas & Deborah Sires
Property Owners: Applicant
Requested Action: Approval of Plat of Survey
Location: 1201 Oakwood (Lot 49)
1205 Oakwood (Lot 50)
Parcel "A" Size: 0.15 acres
Remnant Size: 0.53 acres
Current Zoning: P.U.D.

PROJECT DESCRIPTION:

On behalf of the applicant, Abaci Consulting, Inc. has prepared the enclosed Plat of Survey that splits off Parcel "A" from Lot 49 of Tournament Club of Iowa Plat 2. (Parcel "A" is highlighted in yellow above.) The applicant plans to retain Parcel "A" and sell the remainder of Lot 50 for development.

The purpose of this Plat of Survey is to enlarge Lot 49, which contains the Sires' home, to preserve trees and maintain separation between their home and any new home that may be constructed on the remainder of Lot 50. Both 1201 Oakwood Drive and 1205 Oakwood Drive will continue to conform to the bulk regulations of the R-1 District following this lot split is complete.

A Record of Lot Tie Agreement shall be required that permanently consolidates Parcel "A" and Lot 49. This Agreement was prepared by the City and has been signed by the applicants. The applicants shall be responsible for recording both the Plat of Survey and the Record of Lot Tie agreement.

There is currently one driveway serving 1201 Oakwood Drive which shall remain as is; no new driveways or driveway widening will be permitted on Lot 49 or Parcel "A". Only one driveway shall be permitted on the remainder of Lot 50.

The Plat of Survey shows the location of an "Existing Building Envelope" on each lot. This approved building area relates to a Covenant requirement and is not reviewed or enforced by the City. The future property owner and builder shall be responsible for obtaining any necessary approvals from TCI's Design Review Committee prior to home construction.

Polk City Code requires any parcel of land being divided into two or more parcels to be a subdivision. However, since there are no public improvements associated with this minor land division, we recommend this requirement be waived, provided all review comments are addressed.

We understand all application fees and review fees have been paid in full.

REVIEW COMMENTS:

Submittal #2 addresses all of staff's comments.

RECOMMENDATION:

We recommend approval of the Plat of Survey for Parcel "A" and Record of Lot Tie Agreement subject to the following:

1. P&Z comments, if any, shall be addressed prior to approval of the Plat of Survey.
2. Provision to the City Clerk of a recorded copy of the Plat of Survey and Record of Lot Tie Agreement following their recordation.
3. Fees shall be paid in full to the City Clerk prior to Council action.

RECORD OF LOT TIE

WHEREAS, Douglas R. Sires as Trustee of the Douglas R. Sires Property Management Trust and Deborah L. Sires as Trustee of the Deborah L. Sires Property Management Trust (hereinafter "Owners") state that they are the owners of Lots 49 and 50 of Tournament Club of Iowa Plat 2, an official plat now included in and forming a part of the City of Polk City, Polk County Iowa; and

WHEREAS, on the ____ day of _____ 2016 the City Council of Polk City approved a Plat of Survey to subdivide Parcel "A" from the remainder of Lot 50 of Tournament Club of Iowa Plat 2 for the purposes of adding said Parcel "A" to Lot 49 of Tournament Club of Iowa Plat 2 while the remainder of said Lot 50 may then be sold for purposes of constructing a new home; and

WHEREAS, said Parcel "A" is not considered an independent lot for zoning and building permit purposes under the Municipal Code of the City of Polk City; and

WHEREAS, it is the desire of the City of Polk City and the Owners to put on notice any future purchaser of the restrictions to be placed upon said Parcel "A" and to permanently tie said Parcel "A" to Lot 49 of Tournament Club of Iowa Plat 2 and that such parcel is to be made part and parcel of said Lot 49; and

WHEREAS, the approved Plat of Survey for Parcel "A" of Lot 50 of Tournament Club of Iowa Plat 2 is attached hereto as Exhibit "A".

NOW, THEREFORE, an agreement is made to impose the following restrictions:

1. That said Parcel "A" is now part and parcel with said Lot 49 (hereinafter collectively "Properties"); and
2. That no new driveways or driveway widening shall be permitted on the Properties; and
3. That only one driveway shall be permitted on the remaining portion of Lot 50; and

4. That no portion of the Properties shall be transferred, sold, or conveyed independent of the remainder of the Properties, without the written approval of the City of Polk City, Iowa.

This Agreement shall be deemed to run with the land and shall be binding on Owners and on Owners' heirs, lessee, occupants, successors and assigns.

SIGNED on this _____ day of _____ 2016.

Douglas R. Sires Property Management Trust

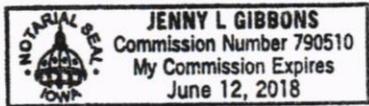
Douglas R. Sires, Trustee
 Douglas R. Sires as Trustee

Deborah L. Sires Property Management Trust

Deborah L. Sires, Trustee
 Deborah L. Sires as Trustee

STATE OF IOWA)
) ss:
 COUNTY OF POLK)

On this 6 day of January 2016, before me, the undersigned, a Notary Public in and for said County and State, personally appeared Douglas R. Sires, to me personally known, executing the within and foregoing instrument; and did acknowledge the execution of said instrument to be voluntarily executed.

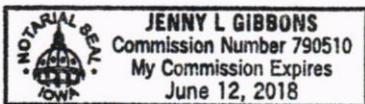


Jenny L. Gibbons

 Notary Public in and for the State of Iowa
 My Commission expires 6-12-18

STATE OF IOWA)
) ss:
 COUNTY OF POLK)

On this 6 day of January 2016, before me, the undersigned, a Notary Public in and for said County and State, personally appeared Deborah L. Sires, to me personally known, executing the within and foregoing instrument; and did acknowledge the execution of said instrument to be voluntarily executed.



Jenny L. Gibbons

 Notary Public in and for the State of Iowa
 My Commission expires 6-12-18

ACCEPTANCE BY CITY

STATE OF IOWA)
) ss:
COUNTY OF POLK)

I, Jenny Gibbons, City Clerk of the City of Polk City, Iowa, do hereby certify that the within and foregoing Agreement was duly approved and accepted by the City Council of said City of Polk City by Resolution No. _____, passed on the ___ day of _____, 2016, and this certificate is made pursuant to authority contained in said Resolution.

Signed this _____ day of _____, 2016.

Jenny Gibbons
City Clerk of Polk City, Iowa

EXHIBIT "A"

Remove this page and attach the approved Plat of Survey here.

Date: December 9, 2015

To: City of Polk City
Attn: Gary Mahannah

What: Enclosed, please find the following:

- 1) Maintenance bonds for the paving work performed on the Wolf Creek Townhomes/Wolf Creek Drive Extension project in Polk City, Iowa (4 originals)



UNITED FIRE & CASUALTY COMPANY
CEDAR RAPIDS, IOWA

Bond Number 54-208159

MAINTENANCE BOND

KNOW ALL BY THESE PRESENTS: That we Alliance Construction Group LLC
of Grimes IA

as Principal, and the UNITED FIRE & CASUALTY COMPANY, an Iowa corporation of Cedar Rapids, Iowa, and authorized
to do business in the state of Iowa as Surety, are held and firmly bound unto _____
City of Polk City 112 3rd Street Polk City, IA 50226

in the penal sum of Seventeen Thousand Eight Hundred Twenty Seven Dollars & 00/100 (\$ 17,827.00) Dollars,
lawful money of the United States of America, for the payment of which, well and truly to be made, the Principal and Surety
bind themselves, their and each of their heirs, executors, and administrators, successors and assigns, jointly and severally, firmly
by these presents.

Signed and delivered this 8th day of December A.D. 2015

WHEREAS, the said Principal entered into a certain contract, dated the 1st day of
December, 2015, to furnish all the material and labor necessary for the construction of _____
Wolf Creek Townhomes/Wolf Creek Drive Extension
See Attached Description

in conformity with certain specifications; and

WHEREAS, a further condition of said contract is that the said Principal should furnish a bond of indemnity, guaranteeing
to remedy any defects in workmanship or materials that may develop in said work with a period of Four (4) years from the
date of acceptance of the work under said contract; and

WHEREAS, the said UNITED FIRE & CASUALTY COMPANY, of Cedar Rapids, Iowa, for a valuable consideration, has
agreed to join with said Principal in such bond or guarantee, indemnifying said City of Polk City
as aforesaid;

NOW, THEREFORE, the Condition of This Obligation is Such, that if the said Principal does and shall, at his/her own cost
and expense, remedy any and all defects that may develop in said work, within the period of Four (4) years from the date
of acceptance of the work under said contract, by reason of bad workmanship or poor material used in the construction of
said work, and shall keep all work in continuous good repair during said period, and shall in all other respects, comply with
all the terms and conditions of said contract with respect to maintenance and repair of said work, then this obligation to be
null and void; otherwise to be and remain in full force and virtue in law.

Alliance Construction Group LLC _____ PRINCIPAL

By Dustin Jones, President

UNITED FIRE & CASUALTY COMPANY

By Jill Shaffer _____ ATTORNEY-IN-FACT
Jill Shaffer, Attorney-in-Fact

**Wolf Creek Townhomes/Wolf Creek Drive Extension
Maintenance Bonds**

PCC Paving

1.	7" Non-Reinforced PCC Paving.	327.00 sy
2.	PCC Curb & Gutter.	70.00 lf
3.	7" Non-Reinforced PCC Parking.	55.00 sy

PCC Paving Bond Totals: \$17,827.00



UNITED FIRE & CASUALTY COMPANY, CEDAR RAPIDS, IA
 UNITED FIRE & INDEMNITY COMPANY, GALVESTON, TX
 FINANCIAL PACIFIC INSURANCE COMPANY, ROCKLIN, CA
CERTIFIED COPY OF POWER OF ATTORNEY

Inquiries: Surety Department
 118 Second Ave SE
 Cedar Rapids, IA 52401

(original on file at Home Office of Company - See Certification)

KNOW ALL PERSONS BY THESE PRESENTS, That UNITED FIRE & CASUALTY COMPANY, a corporation duly organized and existing under the laws of the State of Iowa; UNITED FIRE & INDEMNITY COMPANY, a corporation duly organized and existing under the laws of the State of Texas; and FINANCIAL PACIFIC INSURANCE COMPANY, a corporation duly organized and existing under the laws of the State of California (herein collectively called the Companies), and having their corporate headquarters in Cedar Rapids, State of Iowa, does make, constitute and appoint F. MELVYN HRUBETZ, OR GREG T. LA MAIR, OR NANCY D. BALTUTAT, OR MARK E. KEAIRNES, OR PATRICK K.

DUFF, OR JEFFREY R. BAKER, OR JOSEPH I. SCHMIT, OR JILL SHAFFER, ALL INDIVIDUALLY OF WEST DES MOINES IA

their true and lawful Attorney(s)-in-Fact with power and authority hereby conferred to sign, seal and execute in its behalf all lawful bonds, undertakings and other obligatory instruments of similar nature provided that no single obligation shall exceed \$100,000,000.00 and to bind the Companies thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Companies and all of the acts of said Attorney, pursuant to the authority hereby given and hereby ratified and confirmed.

The Authority hereby granted is continuous and shall remain in full force and effect until revoked by UNITED FIRE & CASUALTY COMPANY, UNITED FIRE & INDEMNITY COMPANY, AND FINANCIAL PACIFIC INSURANCE COMPANY.

This Power of Attorney is made and executed pursuant to and by authority of the following bylaw duly adopted on May 15, 2013, by the Boards of Directors of UNITED FIRE & CASUALTY COMPANY, UNITED FIRE & INDEMNITY COMPANY, and FINANCIAL PACIFIC INSURANCE COMPANY.

"Article VI - Surety Bonds and Undertakings"

Section 2, Appointment of Attorney-in-Fact. "The President or any Vice President, or any other officer of the Companies may, from time to time, appoint by written certificates attorneys-in-fact to act in behalf of the Companies in the execution of policies of insurance, bonds, undertakings and other obligatory instruments of like nature. The signature of any officer authorized hereby, and the Corporate seal, may be affixed by facsimile to any power of attorney or special power of attorney or certification of either authorized hereby; such signature and seal, when so used, being adopted by the Companies as the original signature of such officer and the original seal of the Companies, to be valid and binding upon the Companies with the same force and effect as though manually affixed. Such attorneys-in-fact, subject to the limitations set forth in their respective certificates of authority shall have full power to bind the Companies by their signature and execution of any such instruments and to attach the seal of the Companies thereto. The President or any Vice President, the Board of Directors or any other officer of the Companies may at any time revoke all power and authority previously given to any attorney-in-fact.

IN WITNESS WHEREOF, the COMPANIES have each caused these presents to be signed by its vice president and its corporate seal to be hereto affixed this 10th day of March, 2014

UNITED FIRE & CASUALTY COMPANY
 UNITED FIRE & INDEMNITY COMPANY
 FINANCIAL PACIFIC INSURANCE COMPANY

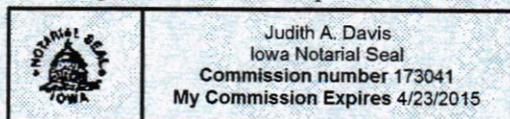
By: *Dennis J. Richmann* Vice President



State of Iowa, County of Linn, ss:

On 10th day of March, 2014, before me personally came Dennis J. Richmann

to me known, who being by me duly sworn, did depose and say; that he resides in Cedar Rapids, State of Iowa; that he is a Vice President of UNITED FIRE & CASUALTY COMPANY, a Vice President of UNITED FIRE & INDEMNITY COMPANY, and a Vice President of FINANCIAL PACIFIC INSURANCE COMPANY the corporations described in and which executed the above instrument; that he knows the seal of said corporations; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporations and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporations.



Judith A. Davis Notary Public
 My commission expires: 4/23/2015

I, David A. Lange, Secretary of UNITED FIRE & CASUALTY COMPANY and Assistant Secretary of UNITED FIRE & INDEMNITY COMPANY, and Assistant Secretary of FINANCIAL PACIFIC INSURANCE COMPANY, do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Section of the bylaws and resolutions of said Corporations as set forth in said Power of Attorney, with the ORIGINALS ON FILE IN THE HOME OFFICE OF SAID CORPORATIONS, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

In testimony whereof I have hereunto subscribed my name and affixed the corporate seal of the said Corporations this 8th day of December, 2015.

By: *David A. Lange*
 Secretary, UF&C
 Assistant Secretary, UF&I/FPIC



Granite Re, Inc.

Bond# GRIA38770A

MAINTENANCE BOND

KNOW ALL MEN BY THESE PRESENTS, That We, the undersigned, Synergy Contracting, L.L.C., P.O. Box 388, Bondurant, IA 50035, as Principal and Granite Re, Inc., 14001 Quailbrook Drive, Oklahoma City, OK 73134, a Corporation organized under the laws of the State of OK and duly authorized to do business in the State of IA, as Surety, are held and firmly bound unto City Of Polk City, PO Box 426, 112 3rd Street, Polk City, IA 50226-0426 as Obligee, in the penal sum of ****ONE HUNDRED THREE THOUSAND AND 00/100***** (\$103,000.00) Dollars, for the payment of which well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the above named Principal did on the 8/10/2015 enter into a contract with the Alliance Construction Group, LLC for Scope of Work: Water, Storm and Sanitary Sewer Work - Wolfcreek Townhomes #7, #11, #12 and Wolf Creek Drive Extension, Polk City, Iowa

AND, WHEREAS, the specifications of said construction contract provides that upon final acceptance by Obligee, said Principal shall furnish the City of Polk City a Maintenance Bond to remain in full force and effect for the period of Four (4) year(s) from the date of acceptance, as therein stated in said specifications; the said work having been duly accepted by said obligee.

WHEREAS, the said contract has been completed and was approved on January 25, 2016

NOW, THEREFORE THE CONDITION OF THIS OBLIGATION IS SUCH, That if the Principal shall make good all defects appearing in the work performed by Principal due to faulty workmanship or materials which may develop during the period of Four (4) year(s) from the date of completion and final acceptance of said work, then this obligation shall be void; otherwise to remain in full force and effect.

Signed this 10th day of December, 2015.

Synergy Contracting, L.L.C.

Principal

(Seal)

BY: _____

Title

owner/Pres

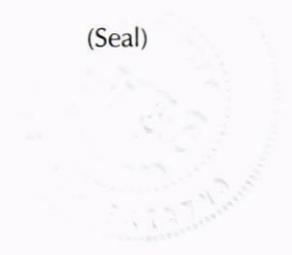
Granite Re, Inc.

Surety

(Seal)

BY: _____

Troy Staples, Attorney-in-Fact



ACKNOWLEDGMENT OF PRINCIPAL (Individual)

State of _____)
County of _____)

On this _____ day of _____, in the year _____, before me personally come(s) _____, to me known and known to me to be the person(s) who (is) (are) described in and executed the foregoing instrument and acknowledge(s) to me that ___ he ___ executed the same.

Notary Public

ACKNOWLEDGMENT OF PRINCIPAL (Partnership)

State of _____)
County of _____)

On this _____ day of _____, in the year _____, before me personally come(s) _____, a member of the co-partnership of _____ to me known and known to me to be the person who is described in and executed the foregoing instrument and acknowledges to me that he executed the same as for the act and deed of the said co-partnership.

Notary Public

ACKNOWLEDGMENT OF PRINCIPAL (Corporation)

State of Iowa)
County of Polk)

On this 18th day of January, in the year 2016 before me personally come(s) Jesse Rogner, to me known, who, being duly sworn, deposes and says that he is the owner/Pres of the Synergy Contracting LLC the corporation described in and which executed the foregoing instrument; that he knows the seal of the said corporation; the seal affixed to the said instrument is such corporate seal; that it was so affixed by the order of the Board of Directors of said corporation, and that he signed his name thereto by like order.



[Signature]
Notary Public

ACKNOWLEDGMENT OF SURETY

State of Minnesota)
County of Dakota)

On this 10th day of December, in the year 2015, before me personally come(s) Troy Staples, Attorney(s)-in-Fact of Granite Re, Inc. with whom I am personally acquainted, and who, being by me duly sworn, says that he is (are) the Attorney(s)-in-Fact of Granite Re, Inc. company described in and which executed the within instrument; that he know(s) the corporate seal of such company; and that seal affixed to the within instrument is such corporate seal and that it was affixed by order of the Board of Directors of said company, and that he signed said instrument as Attorney(s)-in-Fact of the said company by like order.



[Signature]
Notary Public

GRANITE RE, INC.
GENERAL POWER OF ATTORNEY

Know all Men by these Presents:

That GRANITE RE, INC., a corporation organized and existing under the laws of the State of OKLAHOMA and having its principal office at the City of OKLAHOMA CITY in the State of OKLAHOMA does hereby constitute and appoint:

JONATHAN PATE; WANDA FRANZ; TOM LAHL; LISA M. FRANCOUR; JENNIFER BOYLES; ZACHARY PATE; TROY STAPLES its true and lawful Attorney-in-Fact(s) for the following purposes, to wit:

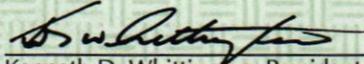
To sign its name as surety to, and to execute, seal and acknowledge any and all bonds, and to respectively do and perform any and all acts and things set forth in the resolution of the Board of Directors of the said GRANITE RE, INC. a certified copy of which is hereto annexed and made a part of this Power of Attorney; and the said GRANITE RE, INC. through us, its Board of Directors, hereby ratifies and confirms all and whatsoever the said:

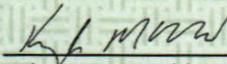
JONATHAN PATE; WANDA FRANZ; TOM LAHL; LISA M. FRANCOUR; JENNIFER BOYLES; ZACHARY PATE; TROY STAPLES may lawfully do in the premises by virtue of these presents.

In Witness Whereof, the said GRANITE RE, INC. has caused this instrument to be sealed with its corporate seal, duly attested by the signatures of its President and Secretary/Treasurer, this 27th day of February, 2015.

STATE OF OKLAHOMA)
) SS:
COUNTY OF OKLAHOMA)





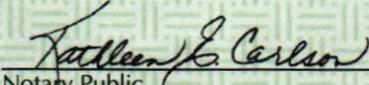
Kenneth D. Whittington, President


Kyle P. McDonald, Treasurer

On this 27th day of February, 2015, before me personally came Kenneth D. Whittington, President of the GRANITE RE, INC. Company and Kyle P. McDonald, Secretary/Treasurer of said Company, with both of whom I am personally acquainted, who being by me severally duly sworn, said, that they, the said Kenneth D. Whittington and Kyle P. McDonald were respectively the President and the Secretary/Treasurer of GRANITE RE, INC., the corporation described in and which executed the foregoing Power of Attorney; that they each knew the seal of said corporation; that the seal affixed to said Power of Attorney was such corporate seal, that it was so fixed by order of the Board of Directors of said corporation, and that they signed their name thereto by like order as President and Secretary/Treasurer, respectively, of the Company.

My Commission Expires:
August 8, 2017
Commission #: 01013257





Kathleen E. Carlson
Notary Public

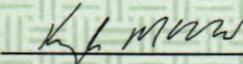
GRANITE RE, INC.
Certificate

THE UNDERSIGNED, being the duly elected and acting Secretary/Treasurer of Granite Re, Inc., an Oklahoma Corporation, HEREBY CERTIFIES that the following resolution is a true and correct excerpt from the July 15, 1987, minutes of the meeting of the Board of Directors of Granite Re, Inc. and that said Power of Attorney has not been revoked and is now in full force and effect.

“RESOLVED, that the President, any Vice President, the Secretary, and any Assistant Vice President shall each have authority to appoint individuals as attorneys-in-fact or under other appropriate titles with authority to execute on behalf of the company fidelity and surety bonds and other documents of similar character issued by the Company in the course of its business. On any instrument making or evidencing such appointment, the signatures may be affixed by facsimile. On any instrument conferring such authority or on any bond or undertaking of the Company, the seal, or a facsimile thereof, may be impressed or affixed or in any other manner reproduced; provided, however, that the seal shall not be necessary to the validity of any such instrument or undertaking.”

IN WITNESS WHEREOF, the undersigned has subscribed this Certificate and affixed the corporate seal of the Corporation this 10th day of December, 2015.





Kyle P. McDonald, Secretary/Treasurer

Prepared by: Stuart Ruddy, Knapp Properties, Inc. 5000 Westown Parkway, Suite 400, West Des Moines, Iowa 50266
Phone (515) 222-5234
WHEN RECORDED RETURN TO: Amy S. Beattie, 6701 Westown Parkway, Suite 100, West Des Moines, Iowa 50266

WARRANTY DEED

For the consideration of One Dollars and other valuable consideration, **WILLIAM C. KNAPP, L.C.**, an Iowa limited liability company, ("Grantor") does hereby convey to the **CITY OF POLK CITY, IOWA**, a municipal corporation, in the County of Polk, State of Iowa, ("Grantee"), the real estate in Polk County, Iowa described on Exhibit A attached hereto and incorporated herein by reference.

Subject to and together with any and all easements, covenants, and restrictions of record.

Grantor does hereby covenant with Grantee and successors in interest, that it holds the real estate by title in fee simple; that it has good and lawful authority to sell and convey the real estate; that the real estate is free and clear of all liens and encumbrances, except as may be above stated; and Grantor covenants to warrant and defend the real estate against the lawful claims of all persons, except as may be above stated. The undersigned Grantor further represents and warrants that it is a manager-managed limited liability company; that the undersigned has the full power and authority to sign on behalf of the limited liability company. This sale is made in the ordinary course of business of the Grantor.

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

DEED EXEMPT FROM DECLARATION OF VALUE AND TRANSFER TAX PURSUANT TO IOWA CODE § 428A.2(21) (CONSIDERATION LESS THAN \$500.00).

DATED: December 1, 2015

WILLIAM C. KNAPP, L.C.
an Iowa limited liability company

By: Gerard D. Neugent
Gerard D. Neugent, Manager

STATE OF IOWA)
)ss:
COUNTY OF POLK)

The foregoing record was acknowledged before me on this 1st day of December 2015, by Gerard D. Neugent, Manager of William C. Knapp, L.C.

Stuart Ruddy
Notary Public



EXHIBIT A

Legal Description of the Property

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.

**REAL ESTATE TRANSFER - GROUNDWATER HAZARD STATEMENT
TO BE COMPLETED BY TRANSFEROR**

TRANSFEROR:

Name William C. Knapp, L.C.

Address	<u>5000 Westown Parkway, Suite 400</u>	<u>West Des Moines</u>	<u>IA</u>	<u>50266</u>
	<small>Number and Street or RR</small>	<small>City, Town or PO</small>	<small>State</small>	<small>Zip</small>

TRANSFeree:

Name City of Polk City, Iowa

Address	<u>112 3rd Street, P.O. Box 426</u>	<u>Polk City</u>	<u>IA</u>	<u>50226</u>
	<small>Number and Street or RR</small>	<small>City, Town or PO</small>	<small>State</small>	<small>Zip</small>

Address of Property Transferred:

See attached Exhibit A

<small>Number and Street or RR</small>	<small>City, Town or PO</small>	<small>State</small>	<small>Zip</small>
--	---------------------------------	----------------------	--------------------

Legal Description of Property: (Attach if necessary)

See attached Exhibit A

1. Wells (check one)

- There are no known wells situated on this property.
- There is a well or wells situated on this property. The type(s), location(s) and legal status are stated below or set forth on an attached separate sheet, as necessary.

2. Solid Waste Disposal (check one)

- There is no known solid waste disposal site on this property.
- There is a solid waste disposal site on this property and information related thereto is provided in Attachment #1, attached to this document.

3. Hazardous Wastes (check one)

- There is no known hazardous waste on this property.
- There is hazardous waste on this property and information related thereto is provided in Attachment #1, attached to this document.

4. Underground Storage Tanks (check one)

- There are no known underground storage tanks on this property. (Note exclusions such as small farm and residential motor fuel tanks, most heating oil tanks, cisterns and septic tanks, in instructions.)
- There is an underground storage tank on this property. The type(s), size(s) and any known substance(s) contained are listed below or on an attached separate sheet, as necessary.

EXHIBIT A

Legal Description of the Property

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.

WILSON LAW FIRM, P.C.

LISA R. WILSON
lisa@wilsonlawfirmpc.com

475 ALICE'S ROAD • SUITE A
WAUKEE, IOWA 50263

LINDSEY A. GUERRERO
lindsey@wilsonlawfirmpc.com

TELEPHONE • (515) 369-2502
FACSIMILE • (515) 369-2503

September 2, 2015

Mayor Jason Morse
City of Polk City, Iowa
City Hall
112 3rd Street
PO Box 426
Polk City, IA 50226

Re: Plat Title Opinion/Wolf Creek Townhomes Plat 11

Dear Sir:

Pursuant to the requirements of Iowa Code Section 354.11(1)(c) (2015), I hereby certify that I have examined the Abstract of Title, Pencil Notes No. 689245, prepared by Iowa Title Company and certified that it reflects all matters up to August 26, 2015 at 6:00 a.m. and relating to the following property:

Outlot "Y" in Wolf Creek Townhomes Plat 8, an Official Plat, now included in and forming a part of the City of Polk City, Polk County, Iowa,

to be known as Wolf Creek Townhomes Plat 11.

As of that date and time, we find from our examination that good and marketable title to the property described above is held by:

Iowa Asset Acquisition II, L.L.C.

subject to the following:

1. **MORTGAGE:** The Abstract shows a Mortgage filed December 20, 2013, in Book 15063, Page 179 from the titleholder to Lincoln Savings Bank. Said Mortgage was extended and modified by a Real Estate Mortgage Extension & Modification Agreement filed March 13, 2015 in Book 15498, Page 97.

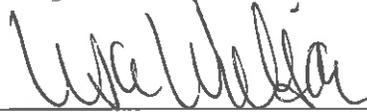
2. **REAL ESTATE TAXES:** The Abstract shows fiscal year 2014/2015 real estate taxes are due.
3. **ZONING:** The property under examination is subject to the zoning ordinances of the City of Polk City.
4. **SEARCHES:** The abstract reflects searches as to the above titleholder.

You are hereby advised that this opinion is prepared pursuant to Iowa Code Sections 614.26 and 614.28 of the 2015 Code of Iowa, Chapter 11 of the Iowa Title Examination Standards, the abstracting standards of the Iowa Land Title Association and the 40 Year Marketable Title Act.

Respectfully submitted,

WILSON LAW FIRM, P.C.

By: _____



Lisa R. Wilson

Title Guaranty No. 10118

CONSENT TO PLAT

KNOWN BY ALL MEN PRESENT:

The undersigned, Iowa Asset Acquisition II, L.L.C., an Iowa limited liability company, acting with full authority to act for and on behalf of the limited liability company, with full knowledge, does hereby consent to the platting of the property to be platted as **Wolf Creek Townhomes Plat 11**, an Official Plat, included in and forming a part of the City of Polk City, Polk County, Iowa and specifically described as follows:

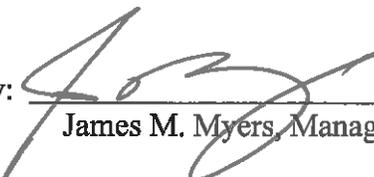
Outlot "Y" in Wolf Creek Townhomes Plat 8, an Official Plat, now included in and forming a part of the City of Polk City, Polk County, Iowa,

to be known as Wolf Creek Townhomes Plat 11.

The undersigned, being the owner of the above property to be platted declares that this Consent is prepared with the free consent and in accordance with the desires of the undersigned owners.

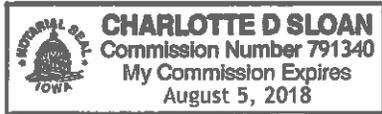
Dated on this 23 day of NOVEMBER, 2015.

**IOWA ASSET ACQUISITION II, L.L.C., an Iowa
limited liability company**

By: 
James M. Myers, Manager

STATE OF IOWA)
COUNTY OF POLK) *Dallas*

This instrument was acknowledged before me on this *23rd* day of *November*, 2015,
by James M. Myers, Manager of Iowa Asset Acquisition II, L.L.C.



Charlotte D Sloan
Notary Public in and for the State of Iowa

LENDER'S CONSENT TO PLAT

KNOWN BY ALL MEN PRESENT:

The undersigned, Lincoln Savings Bank, acting with full authority to act for and on behalf of the bank, does hereby consent to the platting of the property to be platted as **Wolf Creek Townhomes Plat 11**, an Official Plat, now included in and forming a part of the City of Polk City, Polk County, Iowa and specifically described as follows:

Outlot "Y" in Wolf Creek Townhomes Plat 8, an Official Plat, now included in and forming a part of the City of Polk City, Polk County, Iowa.

This consent is as mortgagee to a part of the property described above with a mortgage being filed against said property on December 20, 2013, in Book 15063, Page 179, extended and modified on March 13, 2015 in Book 15498, Page 97, and is given with the free consent and in accordance with the desires of the undersigned as mortgagee to said property described above which is to be included in said plat.

Dated this 24 day of November, 2015.

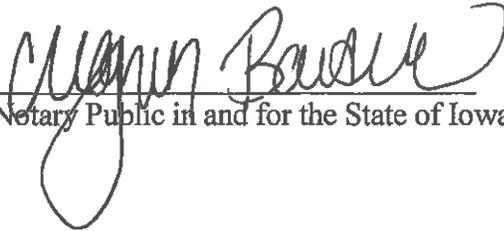
LINCOLN SAVINGS BANK

By Kyle Gunn

Its Sr. Vice President

STATE OF IOWA)
) SS:
COUNTY OF POLK)

On this 24th day of November, 2015, before me, the undersigned, a Notary Public in and for said State, personally appeared Kyle Vencer, to me personally known, who being by me duly sworn, did say that that person is the SVP of the corporation executing the within and foregoing instrument, and that said instrument was signed on behalf of the corporation by authority of its Board of Directors; and that Meghan Bartusek acknowledged the execution of the said instrument to be the voluntary act and deed of the corporation, by it and by him voluntarily executed.


Notary Public in and for the State of Iowa



WARRANTY DEED

Preparer Information:

Lisa R. Wilson
475 Alice's Road, Suite A
Waukee, Iowa 50263
(515) 369-2502

Taxpayer Information:

Wolf Creek Townhomes Association
1820 N.W. 118th Street, Suite 110
Clive, Iowa 50325

Return Document To:

Wilson Law Firm, P.C.
475 Alice's Road, Suite A
Waukee, Iowa 50263

Grantor:

Iowa Asset Acquisition II, L.L.C.

Grantee:

Wolf Creek Townhomes Association

Legal Description:

Outlot "X" in Wolf Creek Townhomes Plat 11, an Official Plat, now included in and forming a part of the City of Polk City, Polk County, Iowa.

WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS: In consideration of the sum of ONE Dollar and other good and valuable consideration, the receipt of which is hereby acknowledged, IOWA ASSET ACQUISITION II, L.L.C., an Iowa limited liability company, hereby Conveys unto WOLF CREEK TOWNHOMES ASSOCIATION, the following described real estate, situated in Polk County, Iowa:

OUTLOT "X" in WOLF CREEK TOWNHOMES PLAT 11, an Official Plat, now included in and forming a part of the City of Polk City, Polk County, Iowa.

SUBJECT TO ALL COVENANTS, RESTRICTIONS AND EASEMENTS OF RECORD.

Consideration less than \$500.00; no transfer tax required.

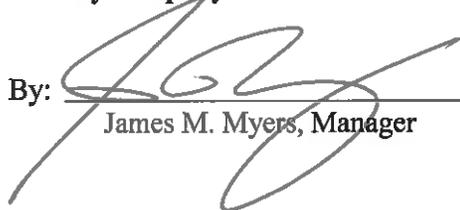
Grantors do hereby covenant with grantees, and their successors in interest, that said grantors hold fee title to the real estate: that they have good and lawful authority to sell and convey the same; that said premises are free and clear of all liens and encumbrances whatsoever except as may be above stated; and they covenant to warrant and defend said real estate against the lawful claims of all persons, except as may be above stated.

Each of the undersigned relinquishes all rights of dower, homestead and distributive share in and to such real estate.

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

Dated 11/23, 2015.

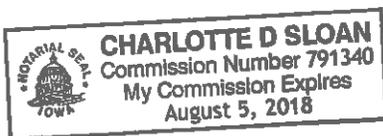
IOWA ASSET ACQUISITION II, L.L.C., an Iowa limited liability company

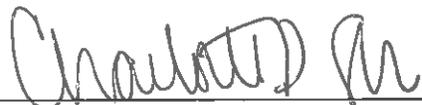
By: 
James M. Myers, Manager

STATE OF IOWA)
)
COUNTY OF POLK)

Dallas

This instrument was acknowledged before me on this 23rd day of November, 2015, by James M. Myers, Manager of Iowa Asset Acquisition II, L.L.C.




Notary Public in and for the State of Iowa

**REAL ESTATE TRANSFER - GROUNDWATER HAZARD STATEMENT
TO BE COMPLETED BY TRANSFEROR**

TRANSFEROR:

Name Iowa Asset Acquisition II, L.L.C.
Address 4200 University Avenue, Suite 410, West Des Moines, Iowa 50266
Number and Street or RR City, Town or P.O. State Zip

TRANSFeree:

Name Wolf Creek Townhomes Association
Address 1820 N.W. 118th Street, Suite 110, Clive, Iowa 50325
Number and Street or RR City, Town or P.O. State Zip

Address of Property Transferred:
vacant land

Number and Street or RR City, Town or P.O. State Zip

Legal Description of Property: (Attach if necessary) Outlot "X" in Wolf Creek Townhomes Plat 11, an Official Plat, now included in and forming a part of the City of Polk City, Polk County, Iowa.

1. Wells (check one)

- There are no known wells situated on this property.
 There is a well or wells situated on this property. The type(s), location(s) and legal status are stated below or set forth on an attached separate sheet, as necessary.

2. Solid Waste Disposal (check one)

- There is no known solid waste disposal site on this property.
 There is a solid waste disposal site on this property and information related thereto is provided in Attachment #1, attached to this document.

3. Hazardous Wastes (check one)

- There is no known hazardous waste on this property.
 There is hazardous waste on this property and information related thereto is provided in Attachment #1, attached to this document.

4. Underground Storage Tanks (check one)

- There are no known underground storage tanks on this property. (Note exclusions such as small farm and residential motor fuel tanks, most heating oil tanks, cisterns and septic tanks, in instructions.)
 There is an underground storage tank on this property. The type(s), size(s) and any known substance(s) contained are listed below or on an attached separate sheet, as necessary.

5. Private Burial Site (check one)

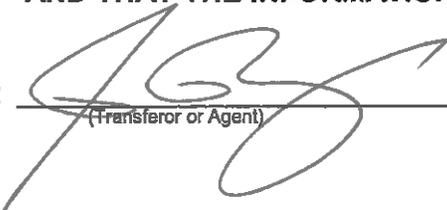
- There are no known private burial sites on this property.
- There is a private burial site on this property. The location(s) of the site(s) and known identifying information of the decedent(s) is stated below or on an attached separate sheet, as necessary.

6. Private Sewage Disposal System (check one)

- All buildings on this property are served by a public or semi-public sewage disposal system.
- This transaction does not involve the transfer of any building which has or is required by law to have a sewage disposal system.
- There is a building served by private sewage disposal system on this property or a building without any lawful sewage disposal system. A certified inspector's report is attached which documents the condition of the private sewage disposal system and whether any modifications are required to conform to standards adopted by the Department of Natural Resources. A certified inspection report must be accompanied by this form when recording.
- There is a building served by private sewage disposal system on this property. Weather or other temporary physical conditions prevent the certified inspection of the private sewage disposal system from being conducted. The buyer has executed a binding acknowledgment with the county board of health to conduct a certified inspection of the private sewage disposal system at the earliest practicable time and to be responsible for any required modifications to the private sewage disposal system as identified by the certified inspection. A copy of the binding acknowledgment is attached to this form.
- There is a building served by private sewage disposal system on this property. The buyer has executed a binding acknowledgment with the county board of health to install a new private sewage disposal system on this property within an agreed upon time period. A copy of the binding acknowledgment is provided with this form.
- There is a building served by private sewage disposal system on this property. The building to which the sewage disposal system is connected will be demolished without being occupied. The buyer has executed a binding acknowledgment with the county board of health to demolish the building within an agreed upon time period. A copy of the binding acknowledgment is provided with this form. [Exemption #9]
- This property is exempt from the private sewage disposal inspection requirements pursuant to the following exemption [Note: for exemption #9 use prior check box]: _____.
- The private sewage disposal system has been installed within the past two years pursuant to permit number _____.

Information required by statements checked above should be provided here or on separate sheets attached hereto:

I HEREBY DECLARE THAT I HAVE REVIEWED THE INSTRUCTIONS FOR THIS FORM AND THAT THE INFORMATION STATED ABOVE IS TRUE AND CORRECT.

Signature:  Telephone No.: (515) 202-1000

(Transferor or Agent)

CERTIFICATE OF TREASURER OF POLK COUNTY, IOWA

STATE OF IOWA)
) ss:
COUNTY OF POLK)

I, Mary Maloney, Treasurer of Polk County, having examined the records of my office, in accordance with the provisions of Section 354.11 of the Code of Iowa pertaining to real property, described as follows, to-wit:

OUTLOT Y IN WOLF CREEK TOWNHOMES PLAT 8

to be hereinafter designated as:

WOLF CREEK TOWNHOMES PLAT 11

an Official Plat, Polk County, Iowa

do hereby certify that same is free from all certified taxes, special assessments and special rates and charges.

Nor are there any taxes due for Moneys and Credits, Bushels of Grain, Industrial Machinery, Data Processing Equipment, Utilities or Buildings on Leased Land against

IOWA ASSET ACQUISITION II, L.L.C.,

who is(are) the record title holder(s) of said real estate.

Dated at Des Moines, IA , Friday, October 30, 2015

**MARY MALONEY
POLK COUNTY TREASURER**

Subscribed and sworn to before me on this 30 day of October, 2015.

by Jodi Gersvick
Deputy

by Rachael S. Hagedorn
Notary Public in and for Polk County, IA

(Treasurer's Seal)

(Notary Seal)



PREPARED BY: Rebecca Lawrence, Property Description Specialist

WILSON LAW FIRM, P.C.

LISA R. WILSON
lisa@wilsonlawfirm.com

475 ALICE'S ROAD • SUITE A
WAUKEE, IOWA 50263

LINDSEY A. GUERRERO
lindsey@wilsonlawfirm.com

TELEPHONE • (515) 369-2502
FACSIMILE • (515) 369-2503

September 2, 2015

Mayor Jason Morse
City of Polk City, Iowa
City Hall
112 3rd Street
PO Box 426
Polk City, IA 50226

Re: Plat Title Opinion/Wolf Creek Townhomes Plat 12

Dear Sir:

Pursuant to the requirements of Iowa Code Section 354.11(1)(c) (2015), I hereby certify that I have examined the Abstract of Title, Pencil Notes No. 689246, prepared by Iowa Title Company and certified that it reflects all matters up to August 26, 2015 at 6:00 a.m. and relating to the following property:

Outlot "Z" in Wolf Creek Townhomes Plat 9, an Official Plat, now included in and forming a part of the City of Polk City, Polk County, Iowa,

to be known as Wolf Creek Townhomes Plat 12.

As of that date and time, we find from our examination that good and marketable title to the property described above is held by:

Iowa Asset Acquisition II, L.L.C.

subject to the following:

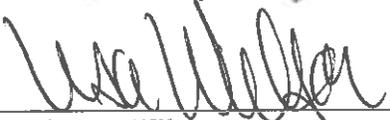
1. **MORTGAGE:** The Abstract shows a Mortgage filed December 20, 2013, in Book 15063, Page 179 from the titleholder to Lincoln Savings Bank. Said Mortgage was extended and modified by a Real Estate Mortgage Extension & Modification Agreement filed March 13, 2015 in Book 15498, Page 97.

2. **REAL ESTATE TAXES:** The Abstract shows fiscal year 2014/2015 real estate taxes are due.
3. **ZONING:** The property under examination is subject to the zoning ordinances of the City of Polk City.
4. **SEARCHES:** The abstract reflects searches as to the above titleholder.

You are hereby advised that this opinion is prepared pursuant to Iowa Code Sections 614.26 and 614.28 of the 2015 Code of Iowa, Chapter 11 of the Iowa Title Examination Standards, the abstracting standards of the Iowa Land Title Association and the 40 Year Marketable Title Act.

Respectfully submitted,

WILSON LAW FIRM, P.C.

By: 
Lisa R. Wilson

Title Guaranty No. 10118

CONSENT TO PLAT

KNOWN BY ALL MEN PRESENT:

The undersigned, Iowa Asset Acquisition II, L.L.C., an Iowa limited liability company, acting with full authority to act for and on behalf of the limited liability company, with full knowledge, does hereby consent to the platting of the property to be platted as **Wolf Creek Townhomes Plat 12**, an Official Plat, included in and forming a part of the City of Polk City, Polk County, Iowa and specifically described as follows:

Outlot "Z" in Wolf Creek Townhomes Plat 9, an Official Plat, now included in and forming a part of the City of Polk City, Polk County, Iowa,
to be known as Wolf Creek Townhomes Plat 12.

The undersigned, being the owner of the above property to be platted declares that this Consent is prepared with the free consent and in accordance with the desires of the undersigned owners.

Dated on this 23 day of NOVEMBER, 2015.

**IOWA ASSET ACQUISITION II, L.L.C., an Iowa
limited liability company**

By: _____

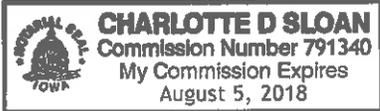
James M. Myers, Manager

STATE OF IOWA)
)
COUNTY OF POLK)

Dallas
This instrument was acknowledged before me on this 23rd day of November, 2015,
by James M. Myers, Manager of Iowa Asset Acquisition II, L.L.C.

Charlotte D. Sloan

Notary Public in and for the State of Iowa



WARRANTY DEED

Preparer Information:

Lisa R. Wilson
475 Alice's Road, Suite A
Waukee, Iowa 50263
(515) 369-2502

Taxpayer Information:

Wolf Creek Townhomes Association
1820 N.W. 118th Street, Suite 110
Clive, Iowa 50325

Return Document To:

Wilson Law Firm, P.C.
475 Alice's Road, Suite A
Waukee, Iowa 50263

Grantor:

Iowa Asset Acquisition II, L.L.C.

Grantee:

Wolf Creek Townhomes Association

Legal Description:

Outlot "X" in Wolf Creek Townhomes Plat 12, an Official Plat, now included in and forming a part of the City of Polk City, Polk County, Iowa.

WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS: In consideration of the sum of ONE Dollar and other good and valuable consideration, the receipt of which is hereby acknowledged, IOWA ASSET ACQUISITION II, L.L.C., an Iowa limited liability company, hereby Conveys unto WOLF CREEK TOWNHOMES ASSOCIATION, the following described real estate, situated in Polk County, Iowa:

OUTLOT "X" in WOLF CREEK TOWNHOMES PLAT 12, an Official Plat, now included in and forming a part of the City of Polk City, Polk County, Iowa.

SUBJECT TO ALL COVENANTS, RESTRICTIONS AND EASEMENTS OF RECORD.

Consideration less than \$500.00; no transfer tax required.

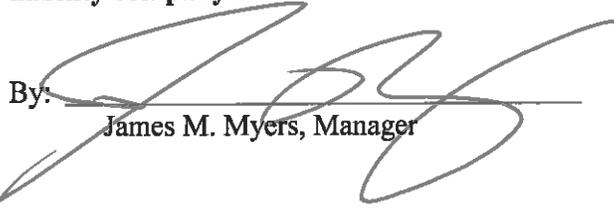
Grantors do hereby covenant with grantees, and their successors in interest, that said grantors hold fee title to the real estate: that they have good and lawful authority to sell and convey the same; that said premises are free and clear of all liens and encumbrances whatsoever except as may be above stated; and they covenant to warrant and defend said real estate against the lawful claims of all persons, except as may be above stated.

Each of the undersigned relinquishes all rights of dower, homestead and distributive share in and to such real estate.

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

Dated 11/23, 2015.

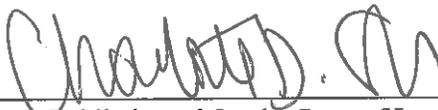
IOWA ASSET ACQUISITION II, L.L.C., an Iowa limited liability company

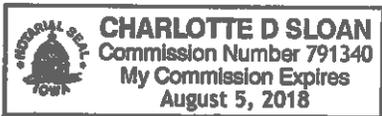
By: 
James M. Myers, Manager

STATE OF IOWA)
)
COUNTY OF ~~POLK~~)

Dallas

This instrument was acknowledged before me on this 23rd day of November, 2015, by James M. Myers, Manager of Iowa Asset Acquisition II, L.L.C.


Notary Public in and for the State of Iowa



**REAL ESTATE TRANSFER - GROUNDWATER HAZARD STATEMENT
TO BE COMPLETED BY TRANSFEROR**

TRANSFEROR:

Name Iowa Asset Acquisition II, L.L.C.
Address 4200 University Avenue, Suite 410, West Des Moines, Iowa 50266
Number and Street or RR City, Town or P.O. State Zip

TRANSFeree:

Name Wolf Creek Townhomes Association
Address 1820 N.W. 118th Street, Suite 110, Clive, Iowa 50325
Number and Street or RR City, Town or P.O. State Zip

Address of Property Transferred:

vacant land
Number and Street or RR City, Town or P.O. State Zip

Legal Description of Property: (Attach if necessary) Outlot "X" in Wolf Creek Townhomes Plat 12, an Official Plat, now included in and forming a part of the City of Polk City, Polk County, Iowa.

1. Wells (check one)

- There are no known wells situated on this property.
 There is a well or wells situated on this property. The type(s), location(s) and legal status are stated below or set forth on an attached separate sheet, as necessary.

2. Solid Waste Disposal (check one)

- There is no known solid waste disposal site on this property.
 There is a solid waste disposal site on this property and information related thereto is provided in Attachment #1, attached to this document.

3. Hazardous Wastes (check one)

- There is no known hazardous waste on this property.
 There is hazardous waste on this property and information related thereto is provided in Attachment #1, attached to this document.

4. Underground Storage Tanks (check one)

- There are no known underground storage tanks on this property. (Note exclusions such as small farm and residential motor fuel tanks, most heating oil tanks, cisterns and septic tanks, in instructions.)
 There is an underground storage tank on this property. The type(s), size(s) and any known substance(s) contained are listed below or on an attached separate sheet, as necessary.

5. Private Burial Site (check one)

- There are no known private burial sites on this property.
- There is a private burial site on this property. The location(s) of the site(s) and known identifying information of the decedent(s) is stated below or on an attached separate sheet, as necessary.

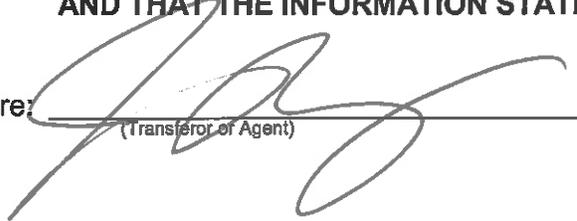
6. Private Sewage Disposal System (check one)

- All buildings on this property are served by a public or semi-public sewage disposal system.
- This transaction does not involve the transfer of any building which has or is required by law to have a sewage disposal system.
- There is a building served by private sewage disposal system on this property or a building without any lawful sewage disposal system. A certified inspector's report is attached which documents the condition of the private sewage disposal system and whether any modifications are required to conform to standards adopted by the Department of Natural Resources. A certified inspection report must be accompanied by this form when recording.
- There is a building served by private sewage disposal system on this property. Weather or other temporary physical conditions prevent the certified inspection of the private sewage disposal system from being conducted. The buyer has executed a binding acknowledgment with the county board of health to conduct a certified inspection of the private sewage disposal system at the earliest practicable time and to be responsible for any required modifications to the private sewage disposal system as identified by the certified inspection. A copy of the binding acknowledgment is attached to this form.
- There is a building served by private sewage disposal system on this property. The buyer has executed a binding acknowledgment with the county board of health to install a new private sewage disposal system on this property within an agreed upon time period. A copy of the binding acknowledgment is provided with this form.
- There is a building served by private sewage disposal system on this property. The building to which the sewage disposal system is connected will be demolished without being occupied. The buyer has executed a binding acknowledgment with the county board of health to demolish the building within an agreed upon time period. A copy of the binding acknowledgment is provided with this form. [Exemption #9]
- This property is exempt from the private sewage disposal inspection requirements pursuant to the following exemption [Note: for exemption #9 use prior check box]: _____
- The private sewage disposal system has been installed within the past two years pursuant to permit number _____

Information required by statements checked above should be provided here or on separate sheets attached hereto:

I HEREBY DECLARE THAT I HAVE REVIEWED THE INSTRUCTIONS FOR THIS FORM AND THAT THE INFORMATION STATED ABOVE IS TRUE AND CORRECT.

Signature: _____



(Transferor or Agent)

Telephone No.: (515) 202-1000

Return to Preparer: Lisa R. Wilson, 475 Alice's Road, Suite A, Waukee, Iowa 50263 (515) 369-2502

**AMENDMENT TO DECLARATION OF COVENANTS, CONDITIONS AND
RESTRICTIONS FOR WOLF CREEK TOWNHOMES PLAT 1**

THIS AMENDMENT TO DECLARATION is made this 23 day of NOVEMBER, 2015.

WHEREAS, a Declaration of Covenants, Conditions and Restrictions for WOLF CREEK TOWNHOMES PLAT 1 was executed on the July 1, 2003, and filed of record in Polk County, Iowa, on November 14, 2003, in Book 10266, Page 563 of the Polk County, Iowa records, as amended by an Amendment filed July 6, 2011 in Book 13898, Page 391, a Second Amendment filed July 16, 2013 in Book 14877, Page 943, an Amendment filed November 18, 2013 in Book 15029, Page 957, and an Amendment filed June 12, 2014 in Book 15218, Page 284 (hereinafter "Declaration"); and

WHEREAS, Wolf Creek Townhomes, L.C. assigned its Declarant rights to Trilogy Investments of Iowa, L.L.C., an Iowa limited liability company, by virtue of an Assignment of Developer's Rights dated March 26, 2009 and filed of record on June 9, 2009, in Book 13075, Page 332; and

WHEREAS, Trilogy Investments of Iowa, L.L.C., an Iowa limited liability company, assigned its Declarant rights to Iowa Asset Acquisition II, L.L.C., an Iowa limited liability company, by virtue of an Assignment of Developer's Rights dated October 31, 2012 and filed of record on November 9, 2012, in Book 14525, Page 279; and

WHEREAS, Declarant has elected to replat Outlot Y of Wolf Creek Townhomes Plat 8 to be known as Lots 1 through 4 and Outlot X in Wolf Creek Townhomes Plat 11; and

WHEREAS, Declarant has also elected to replat Outlot Z of Wolf Creek Townhomes Plat 9 to be known as Lots 1 through 8 and Outlot X in Wolf Creek Townhomes Plat 12; and

WHEREAS, Iowa Asset Acquisition II, L.L.C., as the undersigned Declarant, pursuant to rights granted under Article XIV(2) of the Declaration as filed, has elected to amend the Declaration as filed in accordance with the terms hereafter.

NOW, THEREFORE, the undersigned Declarant does hereby modify the Declaration as originally set forth and filed so as to amend the Declaration as follows:

1. "Common Area" as defined in Article I of the Declaration shall be amended to include the following described real estate:

Outlot "X" in Wolf Creek Townhomes Plat 11, an Official Plat, now included in and forming a part of the City of Polk City, Polk County, Iowa; and

Outlot "X" in Wolf Creek Townhomes Plat 12, an Official Plat, now included in and forming a part of the City of Polk City, Polk County, Iowa.

2. "Lots" and "Properties" as defined in Article I of the Declaration is amended to include the following described real estate:

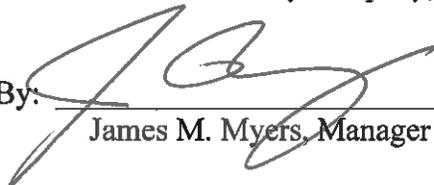
Lots 1-4, inclusive, and Outlot "X" in Wolf Creek Townhomes Plat 11, an Official Plat, now included in and forming a part of the City of Polk City, Polk County, Iowa; and

Lots 1-8, inclusive, and Outlot "X" in Wolf Creek Townhomes Plat 12, an Official Plat, now included in and forming a part of the City of Polk City, Polk County, Iowa.

3. The undersigned represents and warrants it is the Declarant and has the right to amend as set forth in said Declaration.

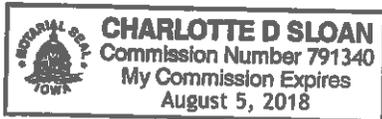
Dated on this day and year first written above.

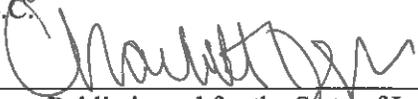
IOWA ASSET ACQUISITION II, L.L.C.,
an Iowa limited liability company, Declarant

By: 
James M. Myers, Manager

STATE OF IOWA)
) ss
COUNTY OF POLK)

Dallas
This instrument was acknowledged before me on this 3rd day of November, 2015, by James M. Myers, Manager of Iowa Asset Acquisition II, L.L.C.




Notary Public in and for the State of Iowa

LENDER'S CONSENT TO PLAT

KNOWN BY ALL MEN PRESENT:

The undersigned, Lincoln Savings Bank, acting with full authority to act for and on behalf of the bank, does hereby consent to the platting of the property to be platted as **Wolf Creek Townhomes Plat 12**, an Official Plat, now included in and forming a part of the City of Polk City, Polk County, Iowa and specifically described as follows:

Outlot "Z" in Wolf Creek Townhomes Plat 9, an Official Plat, now included in and forming a part of the City of Polk City, Polk County, Iowa.

This consent is as mortgagee to a part of the property described above with a mortgage being filed against said property on December 20, 2013, in Book 15063, Page 179, extended and modified on March 13, 2015 in Book 15498, Page 97, and is given with the free consent and in accordance with the desires of the undersigned as mortgagee to said property described above which is to be included in said plat.

Dated this 24 day of November, 2015.

LINCOLN SAVINGS BANK

By 

Its SR Vice President

STATE OF IOWA)
) SS:
COUNTY OF POLK)

On this 24th day of November, 2015, before me, the undersigned, a Notary Public in and for said State, personally appeared Igor Yencur, to me personally known, who being by me duly sworn, did say that that person is the SVP of the corporation executing the within and foregoing instrument, and that said instrument was signed on behalf of the corporation by authority of its Board of Directors; and that Miguel Baruel acknowledged the execution of the said instrument to be the voluntary act and deed of the corporation, by it and by him voluntarily executed.

Meghan Bartusek
Notary Public in and for the State of Iowa



CERTIFICATE OF TREASURER OF POLK COUNTY, IOWA

STATE OF IOWA)
) ss:
COUNTY OF POLK)

I, Mary Maloney, Treasurer of Polk County, having examined the records of my office, in accordance with the provisions of Section 354.11 of the Code of Iowa pertaining to real property, described as follows, to-wit:

OUTLOT Z IN WOLF CREEK TOWNHOMES PLAT 9

to be hereinafter designated as:

WOLF CREEK TOWNHOMES PLAT 12

an Official Plat, Polk County, Iowa

do hereby certify that same is free from all certified taxes, special assessments and special rates and charges.

Nor are there any taxes due for Moneys and Credits, Bushels of Grain, Industrial Machinery, Data Processing Equipment, Utilities or Buildings on Leased Land against

IOWA ASSET ACQUISITION II, L.L.C.,

who is(are) the record title holder(s) of said real estate.

Dated at Des Moines, IA , Thursday, November 12, 2015 .

**MARY MALONEY
POLK COUNTY TREASURER**

by *[Signature]*
Deputy
(Treasurer's Seal)

Subscribed and sworn to before me on this 12 day of November, 2015.

by *[Signature]*
Notary Public in and for Polk County, IA
(Notary Seal)



PREPARED BY: Rebecca Lawrence, Property Description Specialist

EXHIBIT 'A' - EASEMENT PLAT

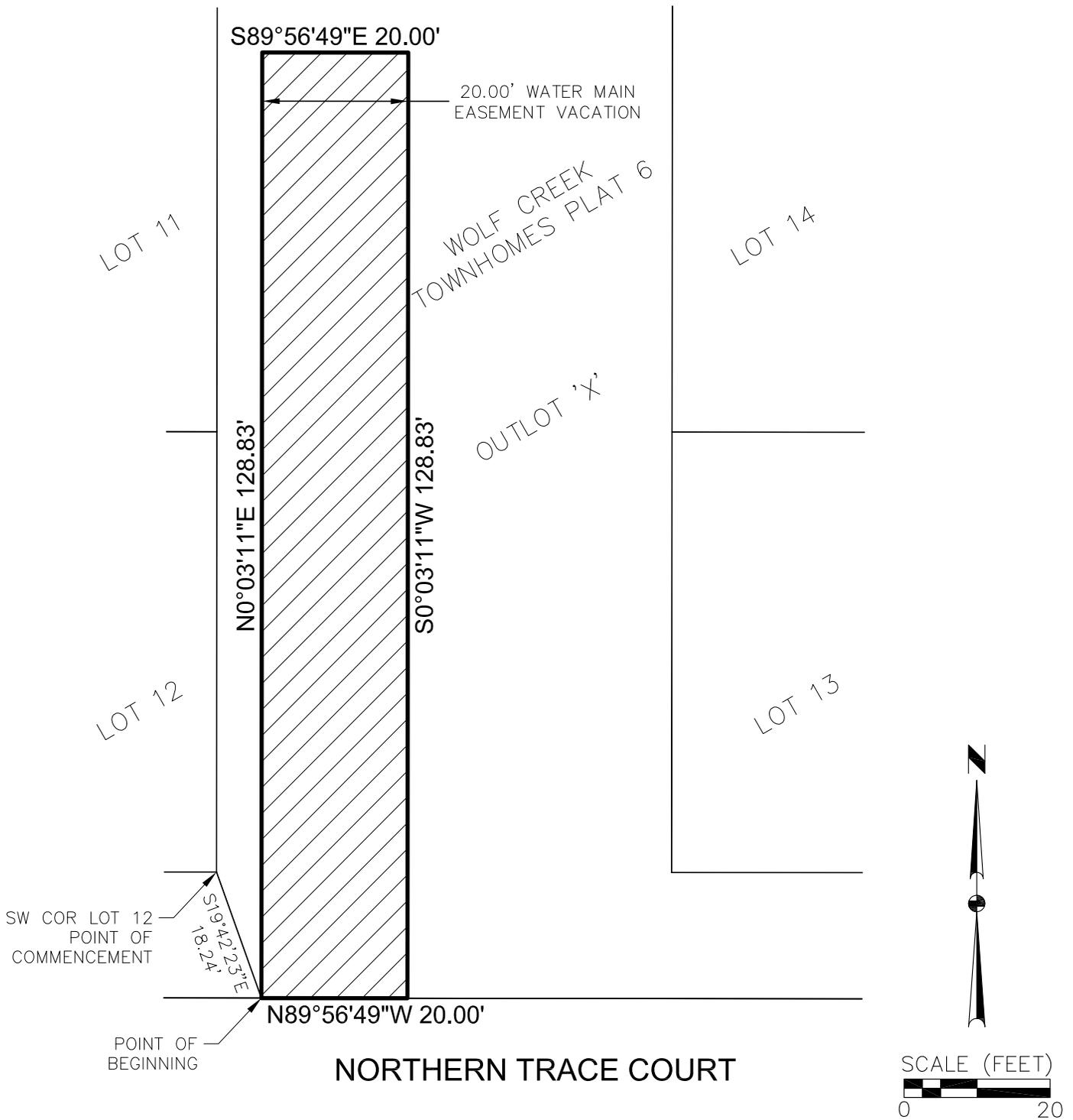
OWNER

WOLF CREEK TOWNHOMES LC
 6600 WESTTOWN PKWY
 WEST DES MOINES, IA 50266-7724

WATER MAIN EASEMENT VACATION

A PART OF OUTLOT 'X', WOLF CREEK TOWNHOMES PLAT 6, AN OFFICIAL PLAT IN THE CITY OF POLK CITY, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF LOT 12, WOLF CREEK TOWNHOMES PLAT 6, AN OFFICIAL PLAT;
 THENCE SOUTH 19°42'23" EAST, 18.24 FEET TO THE SOUTH LINE OF SAID OUTLOT 'X' AND THE POINT OF
 BEGINNING; THENCE NORTH 00°03'11" EAST, 128.83 FEET; THENCE SOUTH 89°56'49" EAST, 20.00 FEET; THENCE
 SOUTH 00°03'11" WEST, 128.83 FEET TO SAID SOUTH LINE; THENCE NORTH 89°56'49" WEST ALONG SAID SOUTH
 LINE, 20.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.06 ACRES (2,577 SQUARE FEET).



FILE: H:\2015\1505264\DWG\1505264-VACATION EASEMENT.DWG
 FILE DATE: 8/19/15 DATE PLOTTED: 8/19/2015 4:10 PM
 PLOTTED BY: JON ERDAHL

ORDINANCE NO. 2016-1100

AN ORDINANCE VACATING A WATER MAIN EASEMENT IN WOLF CREEK TOWNHOMES PLAT 6

WHEREAS, on the 14th day of September 2015, pursuant to published notice as required by law, the City Council has held a public hearing on a proposal to vacate a water main easement within property legally described as follows and illustrated on Exhibit 'A' attached hereto:

A PART OF OUTLOT 'X', WOLF CREEK TOWNHOMES PLAT 6, AN OFFICIAL PLAT IN THE CITY OF POLK CITY, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF LOT 12, WOLF CREEK TOWNHOMES PLAT 6, AN OFFICIAL PLAT; THENCE SOUTH 19°42'23" EAST, 18.24 FEET TO THE SOUTH LINE OF SAID OUTLOT 'X' AND THE POINT OF BEGINNING; THENCE NORTH 00°03'11" EAST, 128.83 FEET; THENCE SOUTH 89°56'49" EAST, 20.00 FEET; THENCE SOUTH 00°03'11" WEST, 128.83 FEET TO SAID SOUTH LINE; THENCE NORTH 89°56'49" WEST ALONG SAID SOUTH LINE, 20.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.06 ACRES (2,577 SQUARE FEET); and

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

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

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

A PART OF OUTLOT 'X', WOLF CREEK TOWNHOMES PLAT 6, AN OFFICIAL PLAT IN THE CITY OF POLK CITY, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF LOT 12, WOLF CREEK TOWNHOMES PLAT 6, AN OFFICIAL PLAT; THENCE SOUTH 19°42'23" EAST, 18.24 FEET TO THE SOUTH LINE OF SAID OUTLOT 'X' AND THE POINT OF BEGINNING; THENCE NORTH 00°03'11" EAST, 128.83 FEET; THENCE SOUTH 89°56'49" EAST, 20.00 FEET; THENCE SOUTH 00°03'11" WEST, 128.83 FEET TO SAID SOUTH LINE; THENCE NORTH 89°56'49" WEST ALONG SAID SOUTH LINE, 20.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.06 ACRES (2,577 SQUARE FEET).

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

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

PASSED AND APPROVED this ____ day of _____, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

Date Adopted: _____

Date of Publication: _____

WOLF CREEK TOWNHOMES PLAT 9 FINAL PLAT

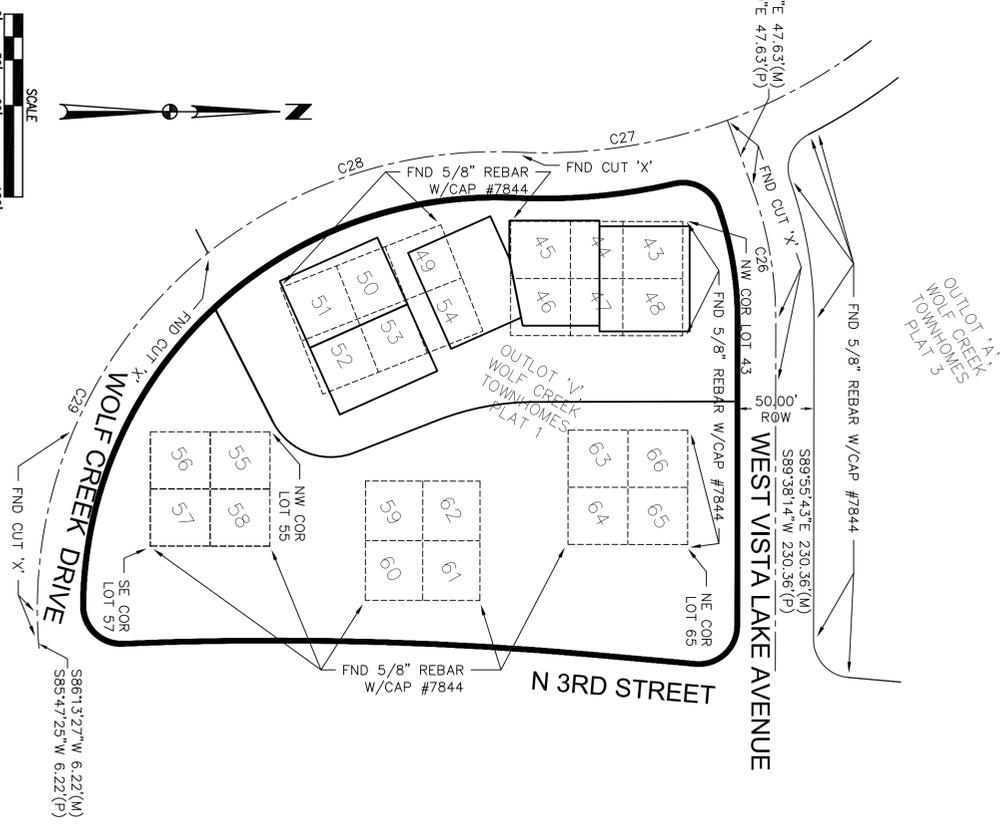
EXHIBIT "A"
Sheet 1 of 2

COORDINATE DATA:

Point #	Northing	Easting
708	832961.75	760765.92
709	832935.69	760740.74
710	833021.69	760545.34
711	833218.65	760473.25
712	833322.69	760463.87
713	833351.98	760480.12
714	833364.14	760553.37
715	833364.08	760606.87
716	833363.89	760754.24
717	833336.67	760779.11
718	833289.08	760773.08
719	833059.94	760620.21
720	833231.51	760607.16
721	833332.74	760491.88
722	833332.74	760560.88
723	833273.74	760560.88
724	833273.74	760491.88
725	833273.74	760488.15
726	833273.74	760571.15
727	833223.48	760557.15
728	833214.74	760513.12
729	833214.74	760488.15
730	833222.43	760551.85
731	833176.62	760572.36
732	833148.43	760509.38
733	833202.28	760485.27
734	833167.59	760586.89
735	833103.69	760615.49
736	833084.08	760571.68
737	833147.97	760543.08
738	833128.36	760499.27
739	833064.47	760527.87
740	833167.54	760619.27
741	833113.24	760640.47

CURVE DATA:

CURVE	DELTA	RADIUS	LENGTH	CHORD	CH BEARING
C6(M)	95°01'36"	25.00	41.46	36.87	N42°24'55"W
C6(P)	95°01'36"	25.00	41.46	36.87	N42°50'58"W
C7(M)	7°31'34"	2342.00	307.63	307.41	S01°20'06"W
C7(P)	7°31'34"	2342.00	307.63	307.41	S00°54'04"W
C8(M)	92°53'40"	25.00	40.53	36.24	N44°01'09"E
C8(P)	92°53'40"	25.00	40.53	36.24	S4°35'07"W
C9(M)	92°17'08"	270.00	434.89	389.38	S4°32'27"E
C9(P)	92°17'08"	270.00	434.89	389.38	S4°34'29"E
C10(M)	15°48'02"	380.00	104.79	104.46	N05°08'54"W
C10(P)	15°48'02"	380.00	104.79	104.46	N05°34'56"W
C11(M)	84°07'25"	25.00	36.71	33.50	S29°00'48"W
C11(P)	84°07'25"	25.00	36.71	33.50	S28°34'45"W
C12(M)	18°59'46"	225.00	74.60	74.26	S80°34'24"W
C12(P)	18°59'46"	225.00	74.60	74.26	S80°08'21"W
C13	8°36'47"	25.00	3.76	3.75	N03°27'24"W
C14	0°04'32"	275.00	0.36	0.36	N89°57'59"W
C15	8°11'30"	275.00	39.32	39.28	S75°01'47"W
C16	5°37'14"	275.00	28.58	28.56	S73°54'39"W
C17	7°13'38"	295.00	37.38	37.36	S80°34'12"W
C18	4°52'00"	270.00	22.93	22.93	S87°06'01"E
C20	23°52'08"	270.00	112.48	111.67	S28°17'02"E
C21	19°06'05"	270.00	90.01	89.60	S08°47'56"E
C22	29°32'38"	25.00	12.89	12.75	S01°43'24"W
C23	8°04'31"	25.00	3.52	3.52	S67°02'15"W
C24	84°15'21"	30.00	44.12	40.25	N20°46'31"E
C25	21°11'37"	189.50	70.10	69.70	S10°43'21"E
C26(M)	201°3'05"	250.00	88.22	87.76	S79°57'44"W
C26(P)	201°3'05"	250.00	88.22	87.76	S79°31'42"W
C27(M)	22°53'55"	350.00	139.88	138.95	N8°41'51"W
C27(P)	22°53'55"	350.00	139.88	138.95	N09°07'53"W
C28(M)	41°38'05"	300.00	218.00	213.23	N18°03'56"W
C28(P)	41°38'05"	300.00	218.00	213.23	N18°29'58"W
C29(M)	54°53'34"	300.00	287.42	276.55	N66°19'46"W
C29(P)	54°53'34"	300.00	287.42	276.55	N66°45'48"W
C30	46°54'29"	270.00	219.48	213.49	S66°14'47"E
C31	2°44'26"	270.00	12.91	12.91	S41°35'19"E
C32	84°15'21"	42.50	62.50	57.02	S20°48'31"W
C33	211°1'37"	177.00	65.47	65.10	S10°43'21"E



**FOUND MONUMENTATION
AND EXISTING LOTS**
SEE SHEET 2 FOR PROPOSED LOTS
AND PROPOSED EASEMENTS

OWNER/DEVELOPER:

IOWA ASSET ACQUISITION II, LLC
2540 73RD STREET
URBANDALE, IA 50322
(515) 202-1000

ENGINEER/SURVEYOR:

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

DATE OF SURVEY:

JUNE, 2010

ZONING:

PUD

PLAT DESCRIPTION:

LOTS 43 THROUGH 66 AND OUTLOT 'V', WOLF CREEK TOWNHOMES PLAT 1, AN OFFICIAL PLAT IN THE CITY OF POLK COUNTY, IOWA, AND CONTAINING 2.54 ACRES (110,704 S.F.)
PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

BULK REGULATIONS:

- MINIMUM BUILDING SETBACK FROM ANY PORTION OF THE PERIMETER OF THE DEVELOPMENT PLAN FOR PARCEL 'G' SHALL BE 30 FEET.
- MINIMUM BUILDING SETBACK FROM ANY PUBLIC STREET RIGHT OF WAY WITHIN THE PERIMETER OF THE DEVELOPMENT PLAN FOR PARCEL 'G' SHALL BE 20 FEET.
- MINIMUM SEPARATION DISTANCE BETWEEN TWO SIDES OF ANY BUILDINGS WITHIN PARCEL 'G' SHALL BE 10 FEET FROM ANY PART OF THE BUILDING INCLUDING OVERHANGS.
- MINIMUM SEPARATION DISTANCE BETWEEN THE REAR OF ANY BUILDING TO THE SIDE OF ANY OTHER BUILDING SHALL BE 25 FEET, INCLUDING COVERED DECKS.

NOTES:

1. NO CERTIFICATE OF OCCUPANCY WILL BE ISSUED UNTIL SUCH TIME AS THE PUBLIC IMPROVEMENTS HAVE BEEN ACCEPTED.

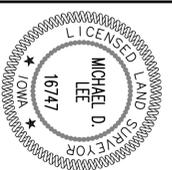
BENCHMARKS:

1. CUT 'X' AT INTERSECTION OF WOLF CREEK DRIVE CL AND NORTHERN TRACE DRIVE CL AT SOUTHEAST CORNER OF SITE. ELEVATION = 862.26
2. CUT 'X' AT INTERSECTION OF WEST TRACE DRIVE CL AND NORTHERN TRACE DRIVE CL AT SOUTHWEST CORNER OF SITE. ELEVATION = 863.86

LEGEND:

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

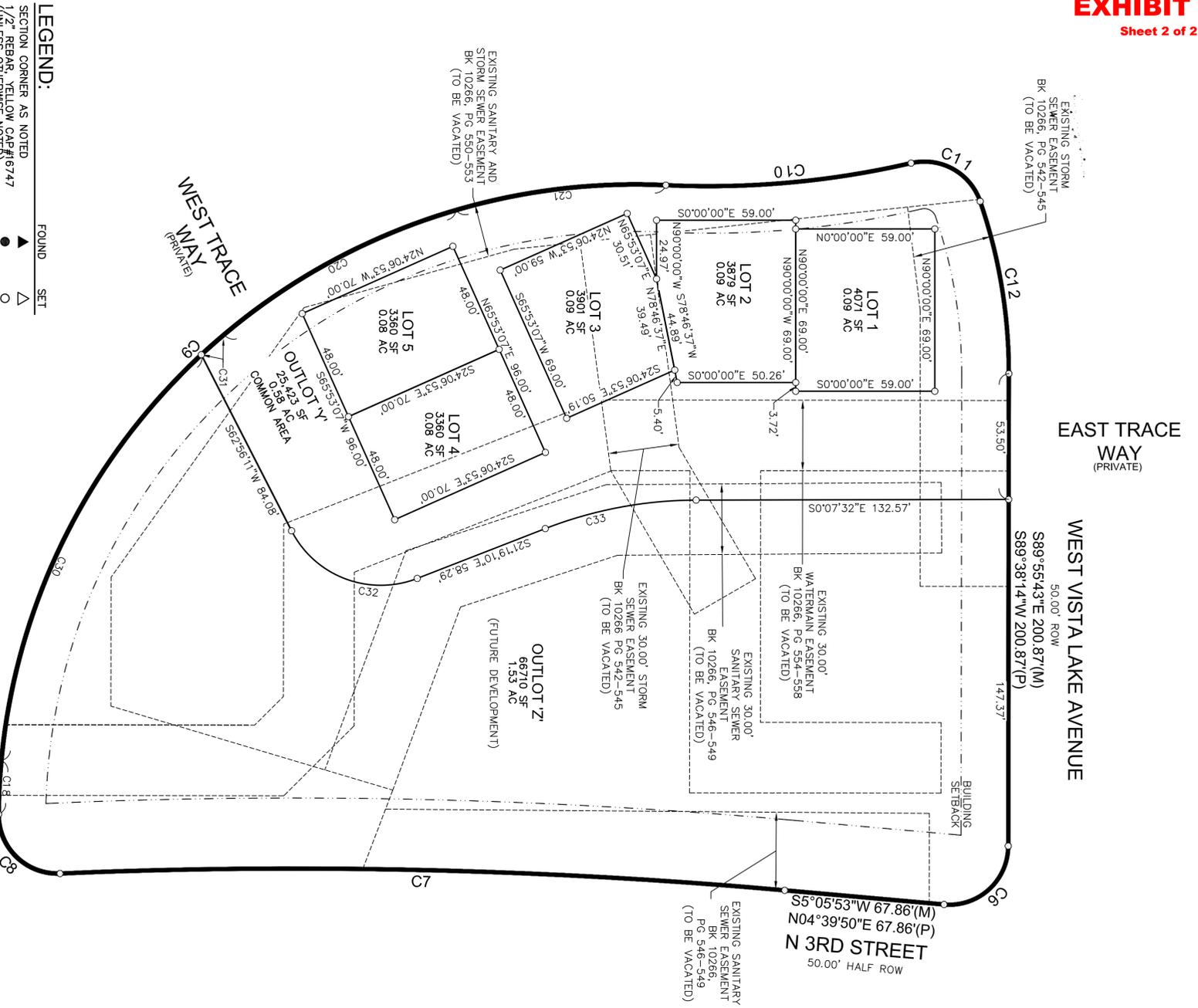
I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.



MICHAEL D. LEE, P.L.S.
DATE: _____
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2014
PAGES OR SHEETS COVERED BY THIS SEAL:
THIS SHEETS 1-2

EXHIBIT "A"
Sheet 1 of 2

WOLF CREEK TOWNHOMES PLAT 9
FINAL PLAT



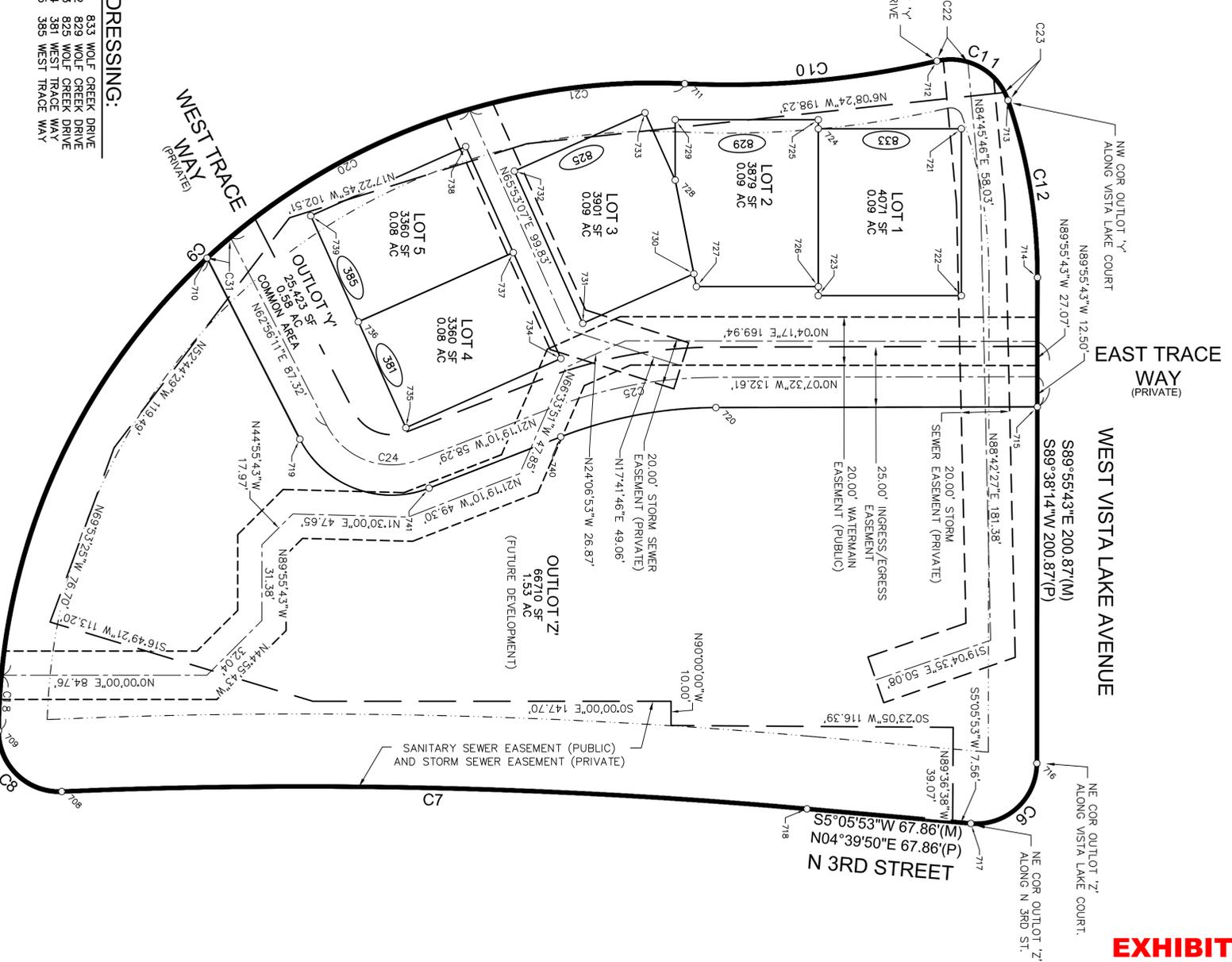
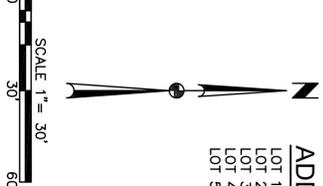
LEGEND:

- SECTION CORNER AS NOTED
1/2" REBAR, YELLOW CAP #6747
(UNLESS OTHERWISE NOTED)
PLATTED BEARING & DISTANCE
MEASURED BEARING & DISTANCE
RECORDED BEARING & DISTANCE
DEEDED BEARING & DISTANCE
MINIMUM PROTECTION ELEVATION
PUBLIC UTILITY EASEMENT
CENTERLINE
SECTION LINE
EASEMENT LINE
- FOUND SET
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MPE
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**PROPOSED LOT DIMENSIONS
AND VACATED EASEMENTS**

ADDRESSING:

- LOT 1 833 WOLF CREEK DRIVE
- LOT 2 829 WOLF CREEK DRIVE
- LOT 3 825 WOLF CREEK DRIVE
- LOT 4 821 WOLF CREEK DRIVE
- LOT 5 385 WEST TRACE WAY



**PROPOSED LOTS AND
PROPOSED EASEMENTS**

REVISIONS	DATE
THIRD SUBMITTAL	2/26/14
SECOND SUBMITTAL	1/20/14
FIRST SUBMITTAL	12/20/13

3405 SE CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
PH: (515) 369-4400 Fax: (515) 369-4410
ENGINEER: --- TECH: ---



**WOLF CREEK TOWNHOMES
PLAT 9
FINAL PLAT**

ORDINANCE NO. 2016-1200

**AN ORDINANCE VACATING VARIOUS EASEMENTS IN
WOLF CREEK TOWNHOMES PLAT 9**

WHEREAS, on the 10th day of February, 2014, pursuant to published notice as required by law, the City Council has held a public hearing on a proposal to vacate the following easements:

STORM SEWER EASEMENT – BOOK 10266, PAGE 542-545

A STORM SEWER EASEMENT IN LOTS 43, 48, 66 AND OUTLOT 'V', WOLF CREEK TOWNHOMES PLAT 1, AN OFFICIAL PLAT IN THE CITY OF POLK CITY, POLK COUNTY, IOWA THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AS A POINT OF REFERENCE AT THE SOUTHEAST CORNER OF LOT 'C' LYING ADJACENT TO SHELDAHL ROAD; THENCE NORTHWESTERLY ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 25.00 FEET, AN ARC LENGTH OF 41.46 FEET, A CHORD BEARING OF N42°50'58"W TO A POINT OF TANGENCY; THENCE S89°38'14"W, 110.38 FEET TO THE POINT OF BEGINNING; THENCE S00°24'40"E, 37.51 FEET TO A POINT; THENCE S89°35'20"W, 117.37 FEET TO A POINT; THENCE S84°15'28"W, 44.23 FEET TO A POINT; THENCE N06°33'42"W, 29.37 FEET TO A POINT ON THE NORTH LINE OF OUTLOT 'V'; THENCE NORTHEASTERLY ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 25.00 FEET, AN ARC LENGTH OF 0.88 FEET, A CHORD BEARING N69°38'18"E ALONG SAID NORTH LINE TO A POINT; THENCE NORTHWESTERLY ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 225.00 FEET, AN ARC LENGTH OF 74.60 FEET, A CHORD BEARING N80°08'21"E ALONG THE NORTH LINE OF OUTLOT 'V' TO A POINT OF TANGENCY; THENCE N89°38'14"E, 90.49 FEET ALONG SAID NORTH LINE TO THE POINT OF BEGINNING;

AND

A STORM SEWER EASEMENT IN LOTS 45, 46, 54, 63 AND OUTLOT 'V', WOLF CREEK TOWNHOMES PLAT 1, DESCRIBED AS: 15.00 FEET ON EACH SIDE OF A CENTERLINE DESCRIBED AS COMMENCING AS A POINT OF REFERENCE AT THE NORTHEAST CORNER OF LOT 'A' LYING ADJACENT TO SHELDAHL ROAD, THENCE SOUTHWESTERLY ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 25.00 FEET, AN ARC LENGTH OF 40.53 FEET, A CHORD BEARING S43°35'07"W ALONG SAID EAST LINE TO A POINT OF COMPOUND CURVATURE; THENCE NORTHWESTERLY ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 270.00 FEET, AN ARC LENGTH OF 410.39 FEET, A CHORD BEARING N46°25'27"W ALONG THE WEST LINE OF OUTLOT 'V' TO A POINT; THENCE N81°54'50"E, 22.90 FEET TO THE POINT OF BEGINNING; THENCE N81°54'50"E, 94.68 FEET TO A POINT; THENCE N59°24'31"E, 67.56 FEET TO A POINT OF TERMINUS;

SANITARY SEWER EASEMENT – BOOK 10266, PAGE 546-549

A SANITARY SEWER EASEMENT IN OUTLOT 'V', WOLF CREEK TOWNHOMES PLAT 1, DESCRIBED AS: COMMENCING AS A POINT OF REFERENCE AT THE NORTHEAST CORNER OF SAID OUTLOT 'V' LYING ADJACENT TO SHELDAHL ROAD; THENCE S04°39'50"W, 6.35 FEET ALONG SAID EAST LINE TO THE POINT OF BEGINNING; THENCE S04°39'50"W, 61.51 FEET ALONG SAID EAST LINE TO A POINT OF CURVATURE; THENCE SOUTHWESTERLY ALONG A CURVE TO THE LEFT HAVING

A RADIUS OF 2342.00 FEET, AN ARC LENGTH OF 179.19 FEET, A CHORD BEARING S02°28'20"W ALONG SAID EAST LINE TO A POINT; THENCE N69°40'40"W, 27.21 FEET TO A POINT; THENCE N00°00'53"W, 230.59 FEET TO A POINT; THENCE N89°38'14"E, 38.19 FEET TO THE POINT OF BEGINNING;

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SANITARY AND STORM SEWER EASEMENT – BOOK 10266, PAGE 550-553

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WATER MAIN EASEMENT – BOOK 10266, PAGE 554-558

A WATER MAIN EASEMENT ACROSS LOTS 55, 58 AND OUTLOT 'V' IN SAID PLAT DESCRIBED AS: 15.00 FEET ON EACH SIDE OF A CENTERLINE DESCRIBED AS COMMENCING AS A POINT OF REFERENCE AT THE NORTHEAST CORNER OF LOT 'A' LYING ADJACENT TO SHELDAHL ROAD; THENCE SOUTHEASTERLY ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 25.00 FEET, AN ARC LENGTH OF 40.53 FEET, A CHORD BEARING S43°35'07"W ALONG THE SOUTH LINE OF OUTLOT 'V' TO A POINT OF COMPOUND CURVATURE; THENCE NORTHWESTERLY ALONG A

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

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

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

STORM SEWER EASEMENT – BOOK 10266, PAGE 542-545

A STORM SEWER EASEMENT IN LOTS 43, 48, 66 AND OUTLOT 'V', WOLF CREEK TOWNHOMES PLAT 1, AN OFFICIAL PLAT IN THE CITY OF POLK CITY, POLK COUNTY, IOWA THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AS A POINT OF REFERENCE AT THE SOUTHEAST CORNER OF LOT 'C' LYING ADJACENT TO SHELDAHL ROAD; THENCE NORTHWESTERLY ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 25.00 FEET, AN ARC LENGTH OF 41.46 FEET, A CHORD BEARING OF N42°50'58"W TO A POINT OF TANGENCY; THENCE S89°38'14"W, 110.38 FEET TO THE POINT OF BEGINNING; THENCE S00°24'40"E, 37.51 FEET TO A POINT; THENCE S89°35'20"W, 117.37 FEET TO A POINT; THENCE S84°15'28"W, 44.23 FEET TO A POINT; THENCE N06°33'42"W, 29.37 FEET TO A POINT ON THE NORTH LINE OF OUTLOT 'V'; THENCE NORTHEASTERLY ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 25.00 FEET, AN ARC LENGTH OF 0.88 FEET, A CHORD BEARING N69°38'18"E ALONG SAID NORTH LINE TO A POINT; THENCE NORTHWESTERLY ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 225.00 FEET, AN ARC LENGTH OF 74.60 FEET, A CHORD BEARING N80°08'21"E ALONG THE

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

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

PASSED AND APPROVED this ____ day of _____, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

Date Adopted: _____

Date of Publication: _____

Resolution No. 2016-08

A RESOLUTION WAIVING ENFORCEMENT OF PLANNED UNIT DEVELOPMENT ORDINANCE NO. 2002-700 AS IT APPLIES TO THE 25 FOOT CLEARANCE FROM THE REAR YARD OF ANY BUILDING TO THE SIDE YARD OF ANY OTHER BUILDING BETWEEN LOTS 7 OF WOLF CREEK TOWNHOMES PLAT 8 AND LOT 4 OF WOLF CREEK TOWNHOMES PLAT 11.

Whereas, Planned Unit Development Ordinance No. 2002-700 requires the minimum separation distance between the rear of any building to the side of any other building shall be 25 feet within Parcel G, now known as Wolf Creek Townhomes; and

Whereas, the developer has made certain adjustments to the design and layout of the buildings within the areas platted as Wolf Creek Townhomes Plat 8 and Wolf Creek Townhomes Plat 11 which allows the covered patio on building on Lot 7 of Wolf Creek Townhomes Plat 8 to have only 19.9' of separation from the building on Lot 4 of Wolf Creek Townhomes Plat 11, however the separation when measured from building wall to building wall meets the 25' separation requirement; and

Whereas, the building inspector has reviewed this reduced separation and confirmed that the building meets all building codes and fire codes; and

Whereas, City Council approved the Amended Preliminary Development Plan for Wolf Creek Townhomes Plat 7 which specifically included this lesser separation distance on September 13, 2010 and, upon its expiration, re-approved said Preliminary Development Plan on June 24, 2013; and

Whereas, the City Council has reviewed this matter and believes that such a diminutive change in the buildings is best resolved through the Council's waiver of enforcement of the planned unit development ordinance as it applies to this specific building.

Now, therefore, be it resolved by the City Council of the City of Polk City, Iowa, that the City hereby waives enforcement of Planned Unit Development Ordinance No. 2002-700 by permitting a rear yard separation distance of 19.9' only on Lot 4 of Wolf Creek Townhomes Plat 11 as it applies to the distance between the building on said Lot 4 and the covered patio on Lot 7 of Wolf Creek Townhomes Plat 8.

Dated this ____ day of _____, 2016

Jason Morse, Mayor

ATTEST:

Jenny Gibson, City Clerk

RESOLUTION NO. 2016-09

A RESOLUTION ACCEPTING THE PUBLIC IMPROVEMENTS FOR WOLF CREEK TOWNHOMES PLATS 9, 11, AND 12.

WHEREAS, the Construction Drawings for Wolf Creek Townhomes Plat 7, the Amended Construction Drawings for Wolf Creek Drive Extension, and the Amended Preliminary Development Plan for Wolf Creek Townhomes Plat 7 were approved by the City Council of Polk City on June 24, 2013; and

WHEREAS, said Construction Drawings and Amended Preliminary Development Plan were divided into five construction phases for subsequent platting as Wolf Creek Townhomes Plats 7, 8, 9, 11, and 12; the plans for each phase approved by the City Administrator and City Engineer; and

WHEREAS, the Developer of Wolf Creek Townhomes Plats 11 has agreed to record the Agreement to Development Condition deferring construction of the 18" storm sewer at the north end of Wolf Creek Drive to the time of development of the benefitted Outlot "A" of Wolf Creek Townhomes Plat 3; and

WHEREAS, the Final Plat for Wolf Creek Townhomes Plat 9 was approved on June 9, 2014; prior to completion of the public improvements; and was required to provide a check to the City of Polk City in the amount of \$24,010.00 to cover the cost of the public improvements; and

WHEREAS, the Developer of Wolf Creek Townhomes Plats 9, 11 and 12 has now completed all necessary public improvements associated with said Plats 9, 11 and 12 including the Wolf Creek Drive Extension; and

WHEREAS, Alliance Construction Group L.L.C. has provided a 4-year maintenance bond in the amount of \$17,827.00 for paving; and

WHEREAS, Synergy Contracting L.L.C. has provided a 4-year maintenance bond in the amount of \$103,000.00, for water mains, sanitary sewers, storm sewers, services, and appurtenances; and

WHEREAS, the start date for the maintenance period for each of the aforementioned bonds will begin on the date of Council approval of this Resolution; and

WHEREAS, the requirement for a Sidewalk Bond is hereby waived since such sidewalks shall be constructed in conjunction with Building Permits; and

WHEREAS, Civil Design Advantage has provided Record Drawings showing the as-built location of all improvements and certification of a Land Surveyor that all property corner monuments are in place as indicated on the final plats for Wolf Creek Townhomes Plats 9, 11, and 12; and

WHEREAS, the City Engineer has reviewed said public improvements and finds them to be satisfactorily completed in substantial conformance with Polk City's Subdivision Regulations and the Statewide Urban Design and Specifications, and recommends acceptance of said public improvements.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby accepts the Public Improvements completed by the Developer in connection with Wolf Creek Townhomes Plat 9, 11, and 12, including Wolf Creek Drive Extension. Be it further resolved, the City Council of the City of Polk City Iowa hereby authorizes the City Administrator to refund the security amount of \$24,010.00 for the Wolf Creek Townhomes Plat 9 public improvements to the Developer.

PASSED AND APPROVED the 25th day January 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

RESOLUTION NO. 2016-10

**A RESOLUTION APPROVING THE FINAL PLAT INCLUDING AN
EASEMENT FOR WOLF CREEK TOWNHOMES PLAT 11**

WHEREAS, Iowa Asset Acquisition II, LLC., 4200 University Avenue, Suite 410, West Des Moines, Iowa, 50266, have submitted a Final Plat including easements and legal documents for Wolf Creek Townhomes Plat 11; and

WHEREAS, on August 17, 2015, the Polk City Planning and Zoning Commission met and recommended approval of the Final Plat for Wolf Creek Townhomes Plat 11; and

WHEREAS, the City Engineer and the City Attorney have reviewed all necessary legal documents including a 10' Public Utility Easement and recommend approval of said plat and easement.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby accepts the recommendations of the Planning and Zoning Commission, the City Engineer and the City Attorney and deems it appropriate to approve the Final Plat and easement for Wolf Creek Townhomes Plat 11.

PASSED AND APPROVED the 25th day January 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk



FINAL PLAT

Date: January 20, 2016
Project: Wolf Creek Townhomes Plat 11

Prepared by: Kathleen Connor
Project No.: 115.0569

GENERAL INFORMATION:

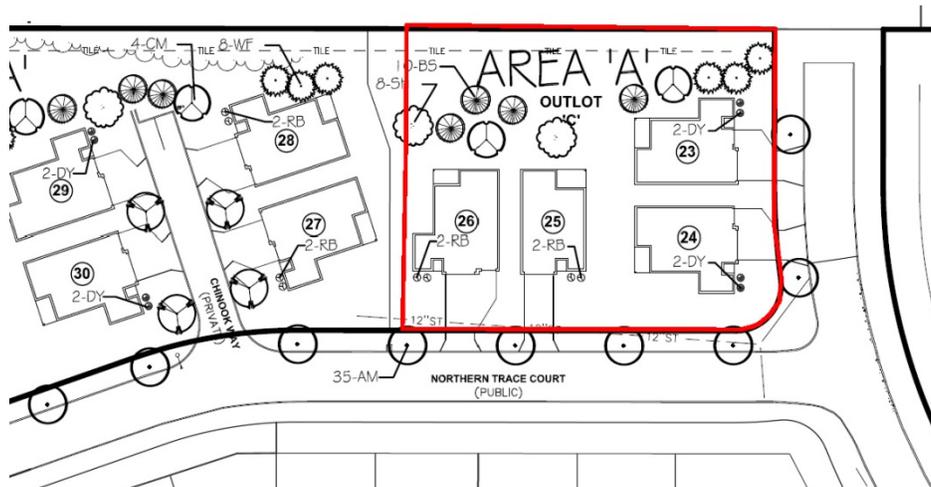
Applicant: Iowa Asset Acquisition II, LLC
(Trilogy Investments of Iowa LLC)

Location: Wolf Creek Townhomes
North of West Trace Drive

Zoning: P.U.D.

Size: 0.77 acres

Parcels: 4 detached townhome lots; Outlot X (Common Area)



BACKGROUND:

The original Preliminary Development Plan for Wolf Creek Townhomes was approved in 2003. The Preliminary Development Plan for this area was amended in 2008 to accommodate cluster-style townhomes within Plat 6. The Preliminary Development Plan/Preliminary Plat was amended again as WCTH Plat 7 on September 13, 2010 for the development of detached single-family patio homes on all of the remaining undeveloped land in Wolf Creek. The Preliminary Development Plan/Preliminary Plat and construction drawings were approved on June 24, 2013. The portion of this Preliminary Development Plan covering the subject area is illustrated above. As approved, the separation distance between the 3-car garage on Lot 4, WCTH Plat 11 and the covered patio on Lot 7, WCTH Plat 8 is reduced to 19.9' rather than 25' as per the original Pod G PUD Ordinance.

The area just west of the subject parcel was sold and subsequently platted as WCTH Plat 8 in November, 2013. The developer now request approval of the Final Plat for Wolf Creek Townhomes Plat 11. This 4-lot final plat is a replat of Outlot 'Y' of WCTH Plat 9 and is in substantial conformance to the Amended Preliminary Development Plan / Preliminary Plat.

Public Improvements associated with WCTH Plat 11 include the extension of Wolf Creek Drive and installation of utility services for Lots 3 and 4. The construction of all public improvements is complete. Sidewalks and landscaping shall be installed in conjunction with the Building Permit for the adjacent townhome unit.

P&Z recommended approval of this Final Plat at their August 17, 2015 meeting, subject to all review comments being addressed. The Ordinance vacating unnecessary easements in WCTH Plat 6 has been recorded. The 20' Public Water Main Easement is ready for vacation. The developer's attorney determined that access rights for Bison Way were provided via covenants so there is no need to vacate an easement for this previously-removed private street.

Since construction is now complete and staff comments have been addressed, the developer now request Council approval of the Final Plat for WCTH Plat 11.

FINAL PLAT REVIEW COMMENTS:

A. **Final Plat.** Submittal #8 addresses all of staff's review comments.

B. Legal Documents.

1. *Easement documents* for the 10' side P.U.E. for the electrical line, with legal description, have been approved by the City Attorney.
2. A copy of the amendment to the *Protective Covenants* and *Homeowners Association* documents, to include Lots 1-4 of WCTH Plat 11, will need to be provided to City Hall so they are available for future reference.
3. *Platting legal documents* including Title Opinion, Consent to Plat, and Certificate of Treasurer have been approved by the City Attorney.

C. **Public Improvements Acceptance.** The public improvements associated with Plat 11, including Wolf Creek Drive Extension, have been completed in substantial conformance with the approved plans in accordance with City standards. The developer and his professionals have provided the required four-year Maintenance bonds for all public improvements, as-built Record Drawings of said public improvements, certification of a Land Surveyor that all property corners have been set, and as-built locations from the contractor for all service stubs. We therefore recommend Council acceptance of the public improvements associated with this plat.

RECOMMENDATION:

We recommend Council approval of the Final Plat for Wolf Creek Townhomes Plat 11, based on approval of the City Attorney, subject to the following:

1. Prior Council approval of a Waiver of Enforcement for the separation distance between the 3-car garage on Lot 4, WCTH Plat 11 and the covered patio on Lot 7, WCTH Plat 8 which does not meet the PUD requirement for a 25' minimum separation and shall instead be 19.9' minimum.
2. Council approval of the vacation of the water main easement west of Bison Way.
3. Payment to the City Clerk for all review fees, including construction observation fees that are combined with WCTH Plat 9.

WOLF CREEK TOWNHOMES PLAT 11

FINAL PLAT

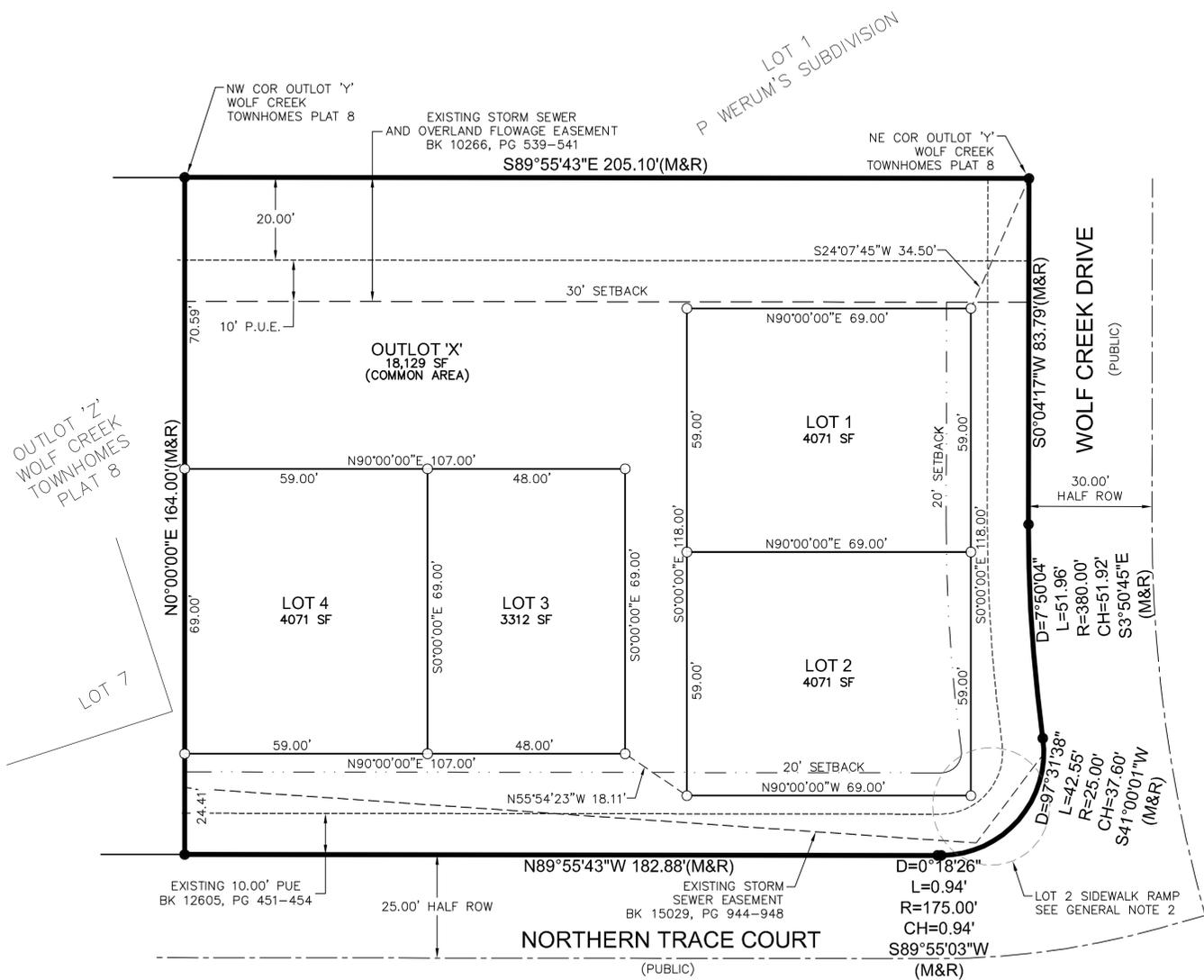
REVISIONS	DATE
FIFTH SUBMITTAL	01/18/16
FOURTH SUBMITTAL	11/09/15
THIRD SUBMITTAL	08/17/15
SECOND SUBMITTAL	07/24/15
FIRST SUBMITTAL	07/24/15

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



CIVIL DESIGN ADVANTAGE
POLK CITY, IOWA

WOLF CREEK TOWNHOMES PLAT 11
FINAL PLAT



BULK REGULATIONS:

1. MINIMUM BUILDING SETBACK FROM THE NORTH BOUNDARY OF THE PLAT SHALL BE 30 FEET.
2. MINIMUM BUILDING SETBACK FROM ANY PUBLIC STREET RIGHT OF WAY WITHIN THE PERIMETER OF THE DEVELOPMENT PLAN SHALL BE 20 FEET.
3. MINIMUM SEPARATION DISTANCE BETWEEN TWO SIDES OF ANY BUILDINGS SHALL BE 10 FEET FROM ANY PART OF THE BUILDING INCLUDING OVERHANGS.
4. ROOF OVERHANGS SHALL NOT EXCEED 12"
5. MINIMUM BUILDING SETBACK FROM ANY INTERNAL LOT LINE SHALL BE 6 FEET.
6. MINIMUM SEPARATION DISTANCE BETWEEN THE REAR OF THE BUILDING ON LOT 7, PLAT 8 AND THE SIDE OF THE BUILDING ON LOT 4 PLAT 11 SHALL BE 19.9' WHEN MEASURED BETWEEN THE COVERED DECK ON SAID LOT 7 AND THE SIDE OF THE BUILDING ON SAID LOT 4. ALL OTHER LOCATIONS AND LOTS SHALL MAINTAIN 25' MINIMUM REAR BUILDING SEPARATION DISTANCE.
7. 3-CAR GARAGES ARE PERMITTED ONLY ON LOTS 1, 2, AND 4.
8. 15% MASONRY SHALL BE PROVIDED FOR ALL BUILDING SIDES THAT FACE A PUBLIC STREET, INCLUDING THE SOUTH SIDES OF LOTS 2, 3, AND 4 AND THE EAST SIDE OF LOTS 1 AND 2.

BENCHMARKS:

- CUT 'X' AT INTERSECTION OF WOLF CREEK DRIVE CENTERLINE AND NORTHERN TRACE DRIVE CENTERLINE AT SOUTHEAST CORNER OF SITE. ELEVATION = 862.26
- CUT 'X' AT INTERSECTION OF WEST TRACE DRIVE CENTERLINE AND NORTHERN TRACE DRIVE CENTERLINE. ELEVATION = 863.86

OWNER/DEVELOPER:

IOWA ASSET ACQUISITION II, LLC
4200 UNIVERSITY AVENUE, SUITE 410
WEST DES MOINES, IA 50266

ENGINEER/SURVEYOR:

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

GENERAL NOTES:

1. NO CERTIFICATE OF OCCUPANCY SHALL BE ISSUED UNTIL SUCH TIME AS THE PUBLIC IMPROVEMENTS HAVE BEEN ACCEPTED.
2. LOT 2 - SIDEWALK RAMPS SHALL BE CONSTRUCTED PER CURRENT ADA REQUIREMENTS WITH THE CONSTRUCTION OF THE HOUSE ON LOT 2.

ZONING:

PLANNED UNIT DEVELOPMENT (P.U.D.)

PLAT DESCRIPTION:

OUTLOT 'Y', IN WOLF CREEK TOWNHOMES PLAT 8, AN OFFICIAL PLAT, NOW INCLUDED IN AND FORMING A PART OF THE CITY OF POLK CITY, POLK COUNTY, IOWA, SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD. TOTAL ACREAGE: 0.77 ACRES

ADDRESSING:

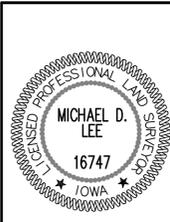
LOT 1 910 WOLF CREEK DRIVE
LOT 2 904 WOLF CREEK DRIVE
LOT 3 511 NORTHERN TRACE COURT
LOT 4 521 NORTHERN TRACE COURT

DATE OF SURVEY:

JULY 12, 2014

LEGEND:

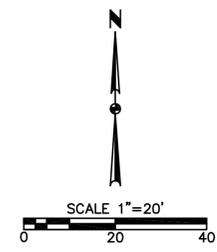
	FOUND	SET
SECTION CORNER AS NOTED	▲	△
1/2" REBAR, YELLOW CAP#16747 (UNLESS OTHERWISE NOTED)	●	○
PLATTED BEARING & DISTANCE	P	
MEASURED BEARING & DISTANCE	M	
RECORDED BEARING & DISTANCE	R	
DEEDED BEARING & DISTANCE	D	
MINIMUM PROTECTION ELEVATION	MPE	
PUBLIC UTILITY EASEMENT	P.U.E.	
CENTERLINE	---	
SECTION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



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.

MICHAEL D. LEE, P.L.S. DATE _____

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



FILE: H:\2015\1505264\1505264-FINAL PLAT.DWG
 COMPONENT: PLAT
 PLOTTED: 1/19/2016 9:38 AM
 PLOTTED BY: BOB GIBSON

RESOLUTION NO. 2016-11

**A RESOLUTION APPROVING THE FINAL PLAT FOR WOLF CREEK
TOWNHOMES PLAT 12**

WHEREAS, Iowa Asset Acquisition II, LLC., 4200 University Avenue, Suite 410, West Des Moines, Iowa, 50266, have submitted a Final Plat including legal documents for Wolf Creek Townhomes Plat 12; and

WHEREAS, on August 17, 2015, the Polk City Planning and Zoning Commission met and recommended approval of the Final Plat for Wolf Creek Townhomes Plat 12; and

WHEREAS, the City Engineer and the City Attorney have reviewed all necessary legal documents including and recommend approval of said plat.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby accepts the recommendations of the Planning and Zoning Commission, the City Engineer and the City Attorney and deems it appropriate to approve the Final Plat and easement for Wolf Creek Townhomes Plat 12.

PASSED AND APPROVED the 25th day January 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk



FINAL PLAT

Date: January 20, 2016
Project: Wolf Creek Townhomes Plat 12

Prepared by: Kathleen Connor
Project No.: 115.0568.01

GENERAL INFORMATION:

Applicant: Iowa Asset Acquisition II, LLC
(Trilogy Investments of Iowa LLC)

Zoning: P.U.D.

Location: Wolf Creek Townhomes
West of N 3rd Street

Size: 1.53 acres

Parcels: 8 detached townhome lots,
Outlot X (Common area)



BACKGROUND:

The subject property, outlined in red above, is a replat of Outlot 'Z' of Wolf Creek Townhomes Plat 9. The proposed improvements are in accordance with the Amended Preliminary Development Plan/Preliminary Plat and Construction Drawings for Wolf Creek Townhomes Plat 7, both approved on June 24, 2013 and subsequently phased into separate plans for Plats 7, 8, 9, 11, and 12. The Plat 11 phased plans were approved by staff on June 22, 2015.

The majority of the public improvements associated with this Plat are either existing or are being completed in conjunction with the Wolf Creek Townhomes Plat 9 improvements. The reconfiguration of lots necessitated the removal of two short private drives and abandonment and/or reconstruction of service lines and private storm sewers. The two required visitor parking stalls were constructed with Plat 9. Sidewalks and landscaping will be installed under the Building Permit for the adjacent townhome.

A public hearing for the vacation of certain unnecessary easements in WCTH Plat 9 was held on February 10, 2014. The easements that are ready need to be vacated include:

1. Part of 30' Sanitary Sewer Easement; Bk 10266, Pg 546-549
2. Part of 30' Water Main Easement; Bk 10266 Pg 554-558
3. Part of Sanitary and Storm Sewer Easement; Bk 10266 Pg 550-553
4. Part of 30' Storm Sewer Easement; Bk 10266 Pg 542-545

Construction of the WCTH Plat 12 public improvements, along with those for Plat 9 and 11, has now been completed. P&Z recommended approval of this Final Plat at their August 17, 2015 meeting subject to all review comments being satisfactorily addressed. Since construction is now complete and

staff comments have been addressed, the developer now request Council approval of the Final Plat for WCTH Plat 12

FINAL PLAT REVIEW COMMENTS:

A. **Final Plat.** Submittal #6 addresses all of staff's review comments.

B. **Legal Documents.**

1. *Platting legal documents* including Title Opinion, Consent to Plat, and Certificate of Treasurer have been approved by the City Attorney.
2. A copy of the amendment to the *Protective Covenants and Homeowners Association* documents to include Lots 1-8 of WCTH Plat 12. A copy of the recorded amendment to the Covenants will need to be provided to City Hall so they are available for future reference.

C. **Public Improvements Acceptance.** The public improvements associated with Plat 12, as well as the required public improvements associated with Plat 9, have been completed in substantial conformance with the approved plans in accordance with City standards. The developer and his professionals have provided the required four-year Maintenance bonds for all public improvements, as-built Record Drawings of said public improvements, certification of a Land Surveyor that all property corners have been set, and as-built locations from the contractor for all service stubs. We therefore recommend Council acceptance of the public improvements associated with this plat.

RECOMMENDATION:

We recommend Council approval of the Final Plat for Wolf Creek Townhomes Plat 12, based on approval of the City Attorney, subject to the following:

1. Council approval of the vacation of all unnecessary easements associated with Wolf Creek Townhomes Plat 9.
2. The public improvements shall be completed and ready for Council acceptance prior to this Final Plat being placed on the Council agenda for approval.
3. Payment to the City Clerk for all review fees, including construction observation fees that are combined with WCTH Plat 9.

WOLF CREEK TOWNHOMES PLAT 12

FINAL PLAT

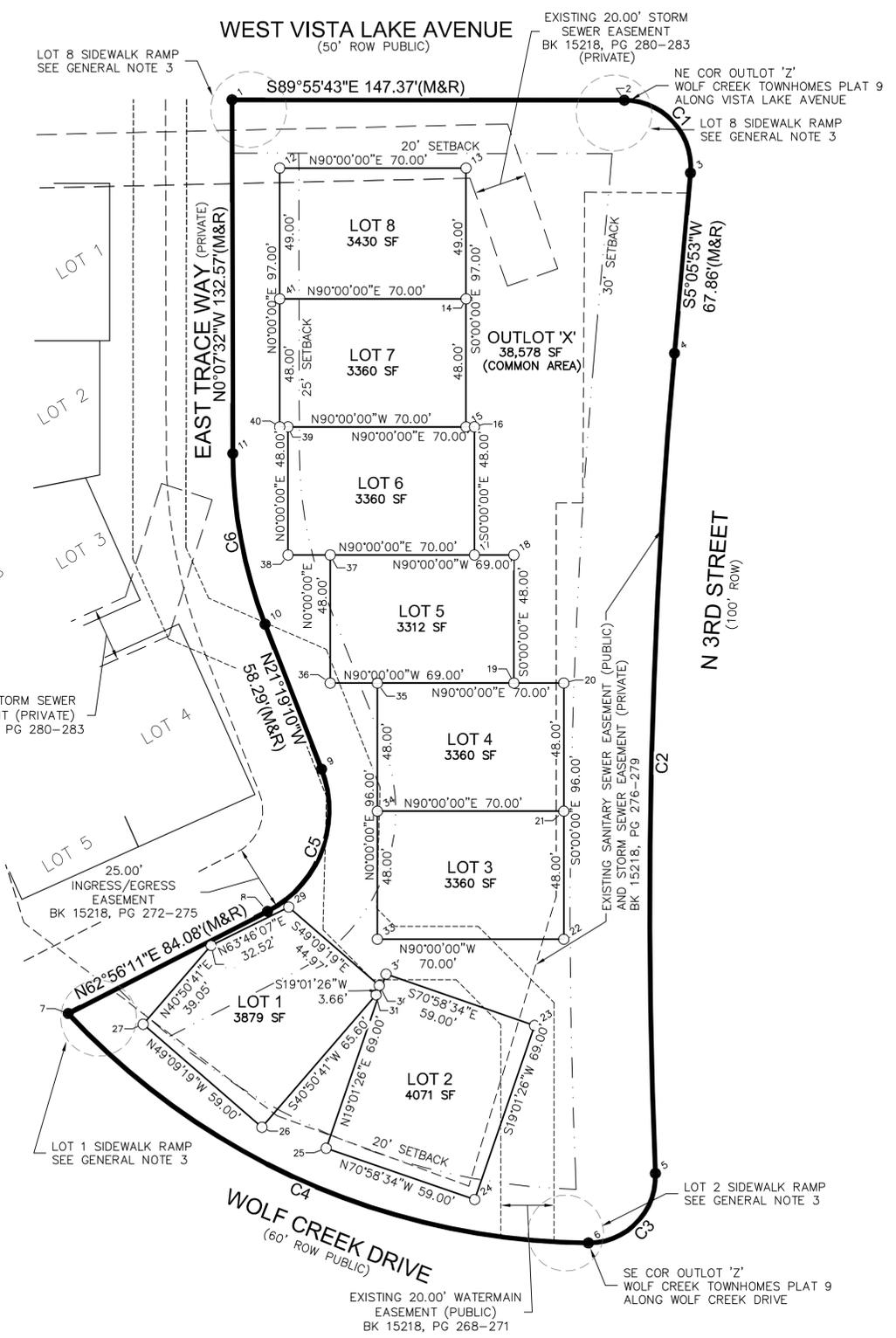
REVISIONS	DATE
THIRD SUBMITTAL	01/18/16
SECOND SUBMITTAL	08/17/15
FIRST SUBMITTAL	07/24/15

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



CIVIL DESIGN ADVANTAGE
POLK CITY, IOWA

WOLF CREEK TOWNHOMES PLAT 12
FINAL PLAT



OWNER/DEVELOPER:

IOWA ASSET ACQUISITION II, LLC
2540 73RD STREET
URBANDALE, IA 50322
(515) 202-1000

ENGINEER/SURVEYOR:

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

DATE OF SURVEY:

JUNE 5, 2014

ZONING:

PLANNED UNIT DEVELOPMENT (P.U.D.)

PLAT DESCRIPTION:

OUTLOT 'Z', INCLUSIVE, IN WOLF CREEK TOWNHOMES PLAT 9, AN OFFICIAL PLAT, NOW INCLUDED IN AND FORMING A PART OF THE CITY OF POLK COUNTY, IOWA AS SHOWN IN THE CORRECTED WARRANTY DEED RECORDED IN BOOK 15296, PAGE 286-287.

PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.
TOTAL ACREAGE: 1.53 ACRES

ADDRESSING:

LOT 1 351 WOLF CREEK DRIVE	LOT 5 825 EAST TRACE DRIVE
LOT 2 341 WOLF CREEK DRIVE	LOT 6 835 EAST TRACE DRIVE
LOT 3 805 EAST TRACE DRIVE	LOT 7 845 EAST TRACE DRIVE
LOT 4 815 EAST TRACE DRIVE	LOT 8 855 EAST TRACE DRIVE

CURVE DATA:

CURVE	DELTA	RADIUS	LENGTH	BEARING	CHORD
(M&R) C1	95°01'36"	25.00'	41.46'	S42°24'55"E	36.87'
(M&R) C2	7°31'34"	2342.00'	307.63'	S1°20'06"W	307.41'
(M&R) C3	92°53'40"	25.00'	40.53'	S44°01'09"W	36.24'
(M&R) C4	46°34'29"	270.00'	219.48'	N66°14'47"W	213.49'
(M&R) C5	84°15'21"	42.50'	62.50'	N20°48'31"E	57.02'
(M&R) C6	21°11'37"	177.00'	65.47'	N10°43'21"W	65.10'

BENCHMARKS:

- CUT 'X' AT INTERSECTION OF WOLF CREEK DRIVE CL AND NORTHERN TRACE DRIVE CL AT SOUTHEAST CORNER OF SITE. ELEVATION = 862.26
- CUT 'X' AT INTERSECTION OF WEST TRACE DRIVE CL AND NORTHERN TRACE DRIVE CL AT SOUTHWEST CORNER OF SITE. ELEVATION = 863.86

COORDINATE DATA:

Point #	Northing	Easting
1	833364.08	760606.87
2	833363.89	760754.24
3	833336.67	760779.11
4	833269.08	760773.08
5	832961.75	760765.92
6	832935.69	760740.74
7	833021.69	760545.34
9	833113.24	760640.47
10	833167.54	760619.27
11	833231.51	760607.16
12	833338.49	760624.78
13	833338.49	760694.78
14	833289.49	760694.78
15	833241.49	760694.78
16	833241.49	760697.91
17	833193.49	760697.91
18	833193.49	760712.75
19	833145.49	760712.75
20	833145.49	760731.48
21	833097.49	760731.48
22	833049.49	760731.48
23	833017.17	760720.50
24	832951.94	760698.01
25	832971.17	760642.23
26	832979.05	760618.10
27	833017.64	760573.46
28	833047.18	760599.00
29	833061.55	760628.17
30	833032.14	760662.19
31	833028.67	760661.00
32	833036.40	760664.72
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36	833145.49	760643.75
37	833193.49	760643.75
38	833193.49	760627.91
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BULK REGULATIONS:

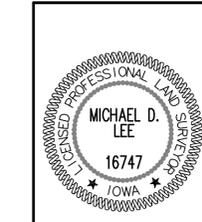
- MINIMUM BUILDING SETBACK FROM N. 3RD STREET R.O.W. SHALL BE 30 FEET.
- MINIMUM BUILDING SETBACK FROM ANY PUBLIC STREET RIGHT OF WAY SHALL BE 20 FEET.
- MINIMUM FRONT BUILDING SETBACK FROM ANY PRIVATE STREET SHALL BE 25' FROM BACK OF CURB TO GARAGE DOOR. MINIMUM SIDE BUILDING SETBACK FROM ANY PRIVATE STREET SHALL BE 10'.
- MINIMUM BUILDING SETBACK FROM ANY INTERNAL LOT LINE SHALL BE 6 FEET.
- MINIMUM SEPARATION DISTANCE BETWEEN TWO SIDES OF ANY BUILDINGS SHALL BE 10 FEET FROM ANY PART OF THE BUILDING INCLUDING OVERHANGS WITH THE EXCEPTION THAT THE MINIMUM SEPARATION BETWEEN SOFFIT 'EYEBROWS' IS 9'-4" FOR NO MORE THAN 36" BACK FROM THE FRONT OF THE WALL TO WHICH THE 'EYEBROW' IS ATTACHED;
- ROOF OVERHANGS SHALL NOT EXCEED 12".
- MINIMUM SEPARATION DISTANCE BETWEEN THE REAR OF ANY BUILDING TO THE SIDE OF ANY OTHER BUILDING SHALL BE 25 FEET, INCLUDING COVERED DECKS.
- 3-CAR GARAGES ARE PERMITTED ONLY ON LOTS 1 AND 2.
- 15% MASONRY SHALL BE PROVIDED FOR ALL BUILDING SIDES THAT FACE A PUBLIC STREET, INCLUDING EAST SIDE OF LOTS 2-8, THE SOUTHEAST SIDE OF LOTS 1 AND 2, AND THE NORTH SIDE OF LOT 8.

GENERAL NOTES:

- LOTS 6, 7, AND 8 WILL REQUIRE GRINDER PUMPS FOR BASEMENT SANITARY SEWER SERVICE.
- NO CERTIFICATE OF OCCUPANCY SHALL BE ISSUED UNTIL SUCH TIME AS THE PUBLIC IMPROVEMENTS HAVE BEEN ACCEPTED.
- LOTS 1, 2, AND 8 - SIDEWALK RAMP CURB DROPS SHALL BE REGROUNDED TO CURRENT ADA REQUIREMENTS WITH CONSTRUCTION OF THE HOUSE ON THE RESPECTIVE LOTS.

LEGEND:

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

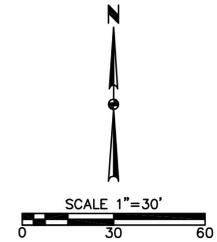


I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

MICHAEL D. LEE, P.L.S. DATE _____

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

FILE: H:\2015\1505265\1505265-FINAL PLAT.DWG
COMMENT: FINAL PLAT
DATE: 1/18/2016 9:36 AM
PLOTTER: HP
PLOT: 1505.265
TECH: M. LEE



ORDINANCE NO. 2016-100

AN ORDINANCE AMENDING CHAPTER 92, WATER RATES, SECTION 92.04, BILLING FOR WATER SERVICE 4. SHUT OFF NOTICES & 5. HANDLING FEE OF ANY DISHONORED PAYMENT; AND SECTION 92.05, SERVICE DISCONTINUED, 4. FEES

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

Section 1. Chapter 92, of the Polk City Code of Ordinances; Water Rates, Section 92.04, Billing for Water Service, is hereby amended by adding the Section 4. Shut off notices; and adding the Section 5. Handling fee of any dishonored payment:

4. Shut Off Notices. A fee of fifteen dollars (\$15.00) shall be added to the customer's utility bill when it remains unpaid by the fifth (5th) day of the month and the Clerk's office determines a shut-off letter should be sent to the customer.

5. Handling fee of any dishonored payment. A fee of twenty-five dollars (\$25) shall be added to the customer's utility bill when any payment given to the City in payment of a utility service or any other service rendered by the City has been returned or dishonored by the bank.

Section 2. Chapter 92, of the Polk City Code of Ordinances; Water Rates, Section 92.05, Service Discontinued, is hereby amended by deleting the Section 4. Fees and inserting the following:

4. Fees. A fee of seventy-five dollars (\$75.00) shall be charged and payable along with delinquent service amount before service is restored to a delinquent customer, provided that application is made no less than one hour prior to closing of any business day, Monday through Friday. The reinstatement fee shall be one hundred fifty dollars (\$150.00) if application is made at any other time. No fee shall be charged for the usual or customary trips in the regular changes in occupancies of property.

Section 3. The new fees and policies will start with billing in the month of March 2016, payable in April 2016.

Section 4. All Ordinances or parts of any Ordinance in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

Section 5. This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

Date Adopted: _____

Date of Publication: _____

ORDINANCE NO. 2016-200

**AN ORDINANCE AMENDING CHAPTER 69 PARKING REGULATIONS,
SECTION 69.11 WINTER PARKING**

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

Section 1. Chapter 69, of the Polk City Code of Ordinances; Parking Regulations, Section 69.11, Winter Parking, is hereby amended by deleting said section and inserting the following:

69.11 Winter Parking. A snow ordinance is in effect any time there is one inch (1") accumulation of snow or any accumulation of ice. Therefore, no person shall park, abandon or leave unattended any vehicle on any public street during such times of any snow fall or ice accumulation or for a period of twenty-four hours (24) after the termination of any snow fall or ice accumulation. The Police Chief is hereby given authority to erect emergency no-parking snow removal signs at such time as the Police Chief believes appropriate and proper. No person shall park his or her car in violation of such emergency no-parking snow removal signs.

Section 4. All Ordinances or parts of any Ordinance in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

Section 5. This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

Date Adopted: _____

Date of Publication: _____

ORDINANCE NO. 2016-300

**AN ORDINANCE AMENDING CHAPTER 70 TRAFFIC CODE
ENFORCEMENT PROCEDURES, SECTION 70.03 PARKING VIOLATIONS:
ALTERNATE.**

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

Section 1. Chapter 70, of the Polk City Code of Ordinances; Traffic Code Enforcement Procedures, Section 70.03, Parking Violations: Alternate, is hereby amended by deleting said section and inserting the following:

70.03 Parking Violations: Alternate. Admitted violations, or parking violations which are uncontested, of parking restrictions imposed by this Code of Ordinances may be charged upon a simple notice of a fine payable at the office of the City Clerk. The simple notice of a fine shall be in the amount of forty-five dollars (\$45.00) for all violations except improper use of a person with disabilities parking permit. If such fine is not paid within thirty (30) days, it shall be increased by five dollars (\$5.00). The simple notice of a fine for improper use of a persons with disabilities parking permit is one hundred dollars (\$100.00). Failure to pay the simple notice of a fine shall be grounds for the filing of a complaint in District Court.

Section 4. All Ordinances or parts of any Ordinance in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

Section 5. This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

Date Adopted: _____

Date of Publication: _____

ORDINANCE NO. 2016-400

**AN ORDINANCE AMENDING CHAPTER 135 STREET USE AND
MAINTENANCE, SECTION 135.13, FINE FOR PLACING DEBRIS ON OR
DUMPING OF SNOW**

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

Section 1. Chapter 135, of the Polk City Code of Ordinances; Street Use and Maintenance, is hereby amended by adding Section 135.13, Fine for Debris or Dumping of Snow:

135.13 Fine for Placing Debris On or Dumping of Snow. The penalty for this unlawful action as outlined in Section 135.03, Placing Debris On and Section 135.12, Dumping of Snow may be charged upon a simple notice of a fine payable at the office of the City Clerk. The simple notice of a fine shall be in the amount of twenty-five dollars (\$25.00). Failure to pay the simple notice of a fine shall be grounds for the filing of a complaint in District Court.

Section 4. All Ordinances or parts of any Ordinance in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

Section 5. This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

Date Adopted: _____

Date of Publication: _____

ORDINANCE NO. 2016-500

**AN ORDINANCE AMENDING CHAPTER 22 PLANNING AND ZONING
COMMISSION, SECTION 22.06**

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

Section 1. Chapter 22, of the Polk City Code of Ordinances; Planning and Zoning Commission, is hereby amended by adding Section 22.06, Absenteeism:

22.06 Absenteeism. Any Commission Member may be removed from the Commission by the Mayor, with the concurrence of the Council, for good and sufficient cause which shall be stated in writing and filed with the Clerk and a copy thereof filed with the Chairperson of the Commission. Any Commission Member may be removed from the Commission for good and sufficient cause upon recommendation of the Commission, with the concurrence of the Mayor and the City Council. In addition, two (2) unexcused absences, or three (3) total absences from regularly scheduled meetings in any one calendar year are grounds for dismissal from the Commission. The Mayor shall appoint or recommend to Council a replacement, and with the approval of the Council shall fill such vacancy for the unexpired term.

Section 4. All Ordinances or parts of any Ordinance in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

Section 5. This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

Date Adopted: _____

Date of Publication: _____

ORDINANCE NO. 2016-600

AN ORDINANCE AMENDING CHAPTER 23, PARK COMMISSION, SECTION 23.08

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

Section 1. Chapter 23, of the Polk City Code of Ordinances; Parks Commission, Section 23.08 is hereby amended by deleting said section and inserting the following:

23.08 Absenteeism. Any Commission Member may be removed from the Commission by the Mayor, with the concurrence of the Council, for good and sufficient cause which shall be stated in writing and filed with the Clerk and a copy thereof filed with the Chairperson of the Commission. Any Commission Member may be removed from the Commission for good and sufficient cause upon recommendation of the Commission, with the concurrence of the Mayor and the City Council. In addition, two (2) unexcused absences, or three (3) total absences from regularly scheduled meetings in any one calendar year are grounds for dismissal from the Commission. The Mayor shall appoint or recommend to Council a replacement, and with the approval of the Council shall fill such vacancy for the unexpired term.

Section 4. All Ordinances or parts of any Ordinance in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

Section 5. This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

Date Adopted: _____

Date of Publication: _____

ORDINANCE NO. 2016-700

**AN ORDINANCE AMENDING CHAPTER 24 HISTORIC PRESERVATION
COMMISSION, SECTION 24.05**

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

Section 1. Chapter 24, of the Polk City Code of Ordinances; Historic Preservation Commission, is hereby amended by adding Section 24.05, Absenteeism:

24.05 Absenteeism. Any Commission Member may be removed from the Commission by the Mayor, with the concurrence of the Council, for good and sufficient cause which shall be stated in writing and filed with the Clerk and a copy thereof filed with the Chairperson of the Commission. Any Commission Member may be removed from the Commission for good and sufficient cause upon recommendation of the Commission, with the concurrence of the Mayor and the City Council. In addition, two (2) unexcused absences, or three (3) total absences from regularly scheduled meetings in any one calendar year are grounds for dismissal from the Commission. The Mayor shall appoint or recommend to Council a replacement, and with the approval of the Council shall fill such vacancy for the unexpired term.

Section 4. All Ordinances or parts of any Ordinance in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

Section 5. This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

Date Adopted: _____

Date of Publication: _____

ORDINANCE NO. 2016-800

AN ORDINANCE AMENDING CHAPTER 26 CITY TREE BOARD, SECTION 26.05

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

Section 1. Chapter 26, of the Polk City Code of Ordinances; City Tree Board, is hereby amended by adding Section 26.05, Absenteeism:

26.05 Absenteeism. Any Board Member may be removed from the Board by the Mayor, with the concurrence of the Council, for good and sufficient cause which shall be stated in writing and filed with the Clerk and a copy thereof filed with the Chairperson of the Board. Any Board Member may be removed from the Board for good and sufficient cause upon recommendation of the Board, with the concurrence of the Mayor and the City Council. In addition, two (2) unexcused absences, or three (3) total absences from regularly scheduled meetings in any one calendar year are grounds for dismissal from the Board. The Mayor shall appoint or recommend to Council a replacement, and with the approval of the Council shall fill such vacancy for the unexpired term.

Section 4. All Ordinances or parts of any Ordinance in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

Section 5. This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

Date Adopted: _____

Date of Publication: _____

ORDINANCE NO. 2016-900

AN ORDINANCE AMENDING CHAPTER 27, ARTS COUNCIL, SECTION 27.07

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

Section 1. Chapter 27, of the Polk City Code of Ordinances; Arts Council, is hereby amended by adding Section 27.07, Absenteeism:

27.07 Absenteeism. Any Member may be removed from the Arts Council by the Mayor, with the concurrence of the Council, for good and sufficient cause which shall be stated in writing and filed with the Clerk and a copy thereof filed with the Chairperson of the Arts Council. Any Member may be removed from the Arts Council for good and sufficient cause upon recommendation of the Arts Council, with the concurrence of the Mayor and the City Council. In addition, two (2) unexcused absences, or three (3) total absences from regularly scheduled meetings in any one calendar year are grounds for dismissal from the Arts Council. The Mayor shall appoint or recommend to Council a replacement, and with the approval of the Council shall fill such vacancy for the unexpired term.

Section 4. All Ordinances or parts of any Ordinance in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

Section 5. This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

Date Adopted: _____

Date of Publication: _____

ORDINANCE NO. 2016-1000

AN ORDINANCE AMENDING CHAPTER 21, LIBRARY BOARD OF TRUSTEES, SECTION 21.13

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

Section 1. Chapter 21, of the Polk City Code of Ordinances; Library Board of Trustees, is hereby amended by adding Section 21.13, Absenteeism:

21.13 Absenteeism. Any Board Member may be removed from the Board by the Mayor, with the concurrence of the Council, for good and sufficient cause which shall be stated in writing and filed with the Clerk and a copy thereof filed with the Chairperson of the Board. Any Board Member may be removed from the Board for good and sufficient cause upon recommendation of the Board, with the concurrence of the Mayor and the City Council. In addition, two (2) unexcused absences, or three (3) total absences from regularly scheduled meetings in any one calendar year are grounds for dismissal from the Board. The Mayor shall appoint or recommend to Council a replacement, and with the approval of the Council shall fill such vacancy for the unexpired term.

Section 4. All Ordinances or parts of any Ordinance in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

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PASSED AND APPROVED this _____ day of _____, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

Date Adopted: _____

Date of Publication: _____

Rules regarding the use of Other Power Driven Mobility Devices on PCC managed lands

Polk County Conservation Board

Addressing the Department of Justice Amendment to the American with Disabilities Act (ADA) Regulations Regarding the use of Wheelchairs and Other Power Driven Mobility Devices (OPDMD) 28 CFR part 35

Purpose:

The purpose of this policy is to implement the DOJ regulations regarding the use of wheelchairs and OPDMD's on PCC managed lands as set forth in 28 CFR, part 35.

Wheelchair Definition and Use:

Polk County Conservation (PCC) allows individuals with mobility disabilities to use wheelchairs as defined by the DOJ on all PCC areas open to pedestrian use.

The DOJ defines a wheelchair as:

A manual-operated or power-driven device designed primarily for use by an individual with a mobility disability for the main purpose of indoor or of both indoor and outdoor locomotion.

Other Power Driven Mobility Device Definition and Use:

These devices can include such devices as Segways, electric assisted bicycles, off highway vehicles, motorcycles, etc.

The PCC has assessed our trail system for the potential use of OPDMD using the following criteria as identified by the DOJ.

- i) Size, weight, dimensions, and speed of the device;
- ii) The facility's volume of pedestrian traffic;
- iii) The facilities design and operational characteristics;
- iv) Whether legitimate safety requirements can be established to permit the safe the safe operation of the OPDMD at the facility or land; and
- v) The potential for serious harm to environmental, natural and cultural resources.

Based on the assessment of trails managed by PCC as of the date of March 15, 2011 OPDMD devices may be used by a person with a mobility disability on PCC managed areas and trails as set forth below:

- **Paved and Aggregate Surfaced Trails:** Electric powered assistive mobility devices that are designed to transport a single individual with a disability as a substitute for walking may be used by a person with a mobility disability on all paved and aggregate surfaced trails, sidewalks, and picnic shelters. They shall be operated in a safe and prudent manner. The speed of these devices shall be 5 mph or less when in the presence of other park or trail users and at no time shall they exceed 10 miles per hour. This restriction is designed to ensure safety on PCC managed lands and trails.
- **Designated OHV Trails:** Snowmobile use is allowed on certain trails specifically designated for that use and only when conditions exist that will limit environmental damage (a minimum snow depth of 1 inch). Use of this vehicle is prohibited anywhere not specifically signed as open to snowmobile use. This restriction is to ensure safety and to prevent environmental damage to parkland.
- **Natural Areas, Natural-Surfaced Trails, and Open Parkland:** OPDMD's are not allowed on unsurfaced or natural surfaces within PCC managed lands. These areas are not designed nor maintained for OPDMD'S. This restriction is to ensure safety of the trail users and to prevent damage to natural and cultural resources.

OPDMD Use Documentation and Enforcement:

Only persons with mobility disabilities are allowed to use an OPDMD on PCC managed lands. To be eligible to use an OPDMD, where that device would not be allowed under existing law, an individual must possess a permit issued by Polk County Conservation. A permit will be issued by Polk County Conservation to identify the specific OPDMD and operator. A permit may be obtained at the Polk County Conservation Board administrative office located at 11407 NW Jester Park Drive, Granger, Iowa 50109-9675. A valid handicapped parking permit or letter from a medical professional stating that the individual requesting the permit should be accommodated must be presented when the permit is applied for. The permit must be affixed to the OPDMD in a clearly visible manner. This restriction is to ensure safety of all trail users.

The use of motorized vehicles is permitted for PCC-sanctioned maintenance and staff vehicles and emergency vehicles.

Special use permits are available to be issued for the restricted use of certain off highway vehicles allowing hunters with mobility disabilities to hunt certain areas of the Chichaqua Bottoms Greenbelt. Permits are conditional and limited to certain areas, uses, times, or routes. Permits will not be issued when environmental conditions will not allow the use of such vehicles without unacceptable environmental damage.