

Amended Agenda
Notice of Meeting
Polk City | City Council

June 27, 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
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. Present Letter of Appreciation to Phil Watson, Water's Edge Marine
6. Consent Items

Action Items

1. Consider motion to approve the City Council Meeting Minutes for June 13, 2016
2. Consider motion to receive and file the P&Z Commission Minutes for June 20, 2016
3. Consider motion to approve the June 27, 2016 Claims
4. Consider motion to approve the June 2016 Finance Report
5. Consider motion to approve 12 months Class E Liquor License for Casey's Stores, Inc. effective August 8, 2016 with the following privileges: Class B wine Permit, Class C Beer Permit (Carryout Beer) and Class E Liquor License (LE)
6. Consider motion to approve Resolution 2016-58 City Salaries
7. Consider motion to approve Resolution 2016-60 Fire Department Salaries
8. Consider motion to accept resignation from part time/POC Lieutenant Craig Ver Huel effective June 30, 2016
9. Consider motion to receive and file the May 2016 Fire Department Report
10. Consider motion to approve the IDOT request to have the noise ordinance waived for the HWY 415 project from approximately June 27, 2016 through October 31, 2016

7. New Business

Action Items

1. Steve Van Oort, County Supervisor, Elizabeth Presutti, DART CEO, and Amanda Wanke, Chief Engagement and Communications Officer for Des Moines Area Regional Transit Authority (DART), presenting annual DART update
2. Consider motion to approve Resolution 2016-59 approving Lost Lake Estates Preliminary Plats 3 and 4
3. Consider motion to approve 2016 Vehicle Purchase Proposal for a 2015 Dodge Charger Police Vehicle in the amount of \$32,336 plus related vehicle purchase fees
4. 2016 Street Repair Project
 - A. Description and anticipated cost of the project
 - B. Consider motion to authorize Snyder and Associates Engineering Agreement in the amount of \$39,440

5. Consider motion to approve third reading of Ordinance 2016-1600 Amending Chapter 55, Animal Protection and Control, and Chapter 165, Zoning Regulations identifying specific regulations and requirements for Beekeeping
 6. Consider motion to approve third reading Ordinance 2016-2200 Amending Chapter 3, Municipal Infractions of the Municipal Code of the City of Polk City
 7. Consider motion to approve Edgewater Drive extension water and sewer plans
8. Mayor's Report
 9. Council Report
 1. Rob Mordini
 2. Robert Sarchet
 3. Ron Anderson
 4. Dan Lane
 5. David Dvorak
 10. Council Discussion
 11. City Administrator's Report
 12. City Staff Reports
 1. Attorney's Report
 2. Engineer's Report
 3. Public Works Department Report
 4. Technology and Innovation Report
 5. Finance Report
 6. Fire Department Report
 7. Police Department Report
 8. Library Report
 9. Citizen Liaison Report
 13. Adjourn until July 11, 2016



Polk City Police Department

Office of Chief of Police

309 West Van Dorn
P.O. Box 381
Polk City Iowa 50226

Letter of Appreciation

Emergency

911

Administrative

(515) 984-6565

FAX

(515) 984-6819

May 23, 2016

Mr. Phil Watson
Waters Edge Marine
1413 NW Polk City Dr.
Polk City, Iowa 50226

Dear Mr. Watson,

You were approached recently by Officer Mat Aicher who was requesting a bid from you for the purchase of life jackets. The life jackets were for use by our officers during emergency rescue operations at the lake.

When you learned of our need you immediately offered to donate five Stearns search and rescue life jackets at a value of \$500. You explained that you wanted to make this contribution because of our officers' efforts in protecting your business and because of the relationship you had developed with them.

Nothing pleases us more than to know that our officers are performing in a manner that is conducive to good business practices and the success of our business owners. As a business leader your support means so much to the officers and indeed to the City itself. Such relationships, I believe, are an integral part of what makes our community unique and the kind of place in which we all want to live and work.

On behalf of the Mayor, the Council and me please accept our recognition and our personal gratitude for your generous contribution to our police department. We look forward to a continued relationship with you and Waters Edge Marine.

Sincerely,

Roger W Sanders
Chief of Police

MEETING MINUTES
The City of Polk City
City Council Meeting
6:30 p.m., Monday, June 13, 2016
City Hall

Polk City, City Council held a meeting at 6:30 p.m., on June 13, 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>Mayor Pro Tem and City Council Members Present:</u> Jason Morse Mayor Ron Anderson Pro Tem Rob Mordini City Council Member Robert Sarchet City Council Member Dan Lane City Council Member Dave Dvorak City Council Member</p> <p><u>Citizen Liaison Present:</u> Ken Thornton Citizen Liaison</p>	<p><u>Staff Members Present:</u> Gary Mahannah City Administrator Lindsey Huber City Finance Director Jenny Gibbons City Clerk Amy Beattie City Attorney Laura Lamberty, P.E. City Engineers Jake Schreier Technology Director Roger Sanders Interim Police Chief Trace Kendig Police Chief</p>
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1. **Call to Order** / Mayor 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 Anderson and seconded by Sarchet to approve the amended meeting agenda

MOTION CARRIED UNANIMOUSLY
4. **Public Comments** / None
5. **Trace Kendig was sworn-in as Police Chief**
6. **Consent Agenda Items**

MOTION: A motion was made by Dvorak and seconded by Lane to approve the consent agenda items.

 1. Consider motion to approve the City Council Meeting Minutes for May 23, 2016
 2. Consider motion to approve the June 13, 2016 Claims
 3. Consider motion to approve contract for Audit services for FY16 with Faller, Kincheloe, & Co not to exceed \$8,500
 4. Consider motion to approve hiring seasonal Summer Recreation 2016 Employees
 5. Consider motion to approve 12 months over-the-counter cigarettes, tobacco, alternative nicotine products and vapor products Permit for Fareway Stores, Inc. #137 effective July 1, 2016
 6. Consider motion to approve Resolution 2016-50 Polk Co Emergency Management Appointment
 7. Consider motion to approve Resolution 2016-51 E911 Service Board Appointment
 8. Consider motion to approve appointment of Trace Kendig to GIS Committee
 9. Consider motion to receive and file the May 2016 Water Report
 10. Consider motion to receive and file the Polk City Yard Waste Survey results
 11. Consider motion to approve Resolution 2016-54 Abolishing Grade and Step Pay Plan
 12. Consider motion to receive and file the Summer Recreational Program 2016 activity calendar
 13. Consider motion to approve Temporary Site Plan for Flags on the Square for July 1, 2016 4a.m. to July 4, 2016 10p.m.
 14. Consider motion to approve Sounds on the Square expansion area for June 24, 2016 and extend the event time by one hour (6pm to 9pm)
 15. Consider motion to receive and file the May 2, 2016 Library Meeting Minutes
 16. Consider motion to receive and file the May 2016 Library Stats Report
 17. Consider motion to accept a resignation from part time Firefighter/Paramedic Eric Dunn effective May 31st, 2016
 18. Consider motion to accept a resignation from part time Firefighter/Paramedic Derek Manser effective June 8, 2016
 19. Consider motion to receive and file the May 2016 Police Department Activity Report

20. Consider motion to approve Temporary Site Plan for the 4-Seasons Race Route

MOTION CARRIED UNANIMOUSLY

7. New Business

1. Public Hearing on the Amendment of FY 16/17 Budget was opened at 6:33pm and Jenny Gibbons, City Clerk, reported the notice was published May 27, 2016 and that no written or verbal comments had been received for or against the amendment. Lindsey Huber, Finance Director provided a report.

MOTION: A motion was made by Sarchet and seconded by Anderson to close the Public Hearing at 6:35pm and reopen the regular meeting

MOTION CARRIED UNANIMOUSLY

- a. ***MOTION:*** A motion was made by Dvorak and seconded by Sarchet to approve Resolution 2016-47(A) approving the Budget Amendment for FY: 15/16

MOTION CARRIED UNANIMOUSLY

2. John Calhoun, Polk City Development Corporation (PCDC) presented a Square Improvement project regarding the Playground area. The Boland family has donated \$30,000 towards the project and PCDC looks to do fundraising efforts during the Four Seasons Festival.

MOTION: A motion was made by Sarchet and seconded by Mordini to approve the City involvement up to \$42,000 in contribution towards the Playground improvements on the Square

MOTION CARRIED UNANIMOUSLY

3. ***MOTION:*** A motion was made by Mordini and seconded by Lane to approve Resolution 2016-53 approving Partial Payment Application No. 1 in the amount of \$144,480.75 to Howrey Construction for the work completed on the Tyler and Davis Street Intersection Reconstruction project

MOTION CARRIED UNANIMOUSLY

4. ***MOTION:*** A motion was made by Sarchet and seconded by Dvorak to approve Resolution 2016-56 approving the Construction Drawings for Deer Haven Plat 2

MOTION CARRIED UNANIMOUSLY

5. ***MOTION:*** A motion was made by Mordini and seconded by Lane to approve Resolution 2016-57 accepting the construction of the Public Water Main and Appurtenances for Parker Townhomes II

MOTION CARRIED UNANIMOUSLY

6. ***MOTION:*** A motion was made by Mordini and seconded by Dvorak to approve Resolution 2016-52 approving the IDOT 5-Year Agreement

MOTION CARRIED UNANIMOUSLY

7. ***MOTION:*** A motion was made by Sarchet and seconded by Dvorak to approve Resolution 2016-55 approving the amended agreement with the IDOT for HWY 415 and turn lanes amending Polk City's share in the amount of \$375,000 with four yearly installments of \$93,750 each.

MOTION CARRIED UNANIMOUSLY

YES: Dvorak, Mordini, Anderson, Lane

NO: Sarchet

MOTION CARRIED

8. ***MOTION:*** A motion was made by Sarchet and seconded by Anderson to approve the second reading of Ordinance 2016-1600 amending Chapter 55, Animal Protection and Control, and Chapter 165, Zoning Regulations identifying specific regulations and requirements for Beekeeping

MOTION CARRIED UNANIMOUSLY

9. ***MOTION:*** A motion was made by Mordini and seconded by Sarchet to approve the second reading of Ordinance 2016-2200 amending Chapter 3, Municipal Infractions of the Municipal Code of the City of Polk City

MOTION CARRIED UNANIMOUSLY

10. ***MOTION:*** A motion was made by Anderson and seconded by Dvorak to approve the third reading of Ordinance 2016-1800 approving rezoning .88 acres from R-2 to C-1(R) restricted to a Funeral Home only for Lakeside Fellowship Church property located at 302 S 2nd St.

MOTION CARRIED UNANIMOUSLY

11. Crossroads at the Lakes rezoning request

- a. ***MOTION:*** A motion was made by Lane and seconded by Sarchet to approve the third reading of Ordinance 2016-2000 approving rezoning of 3.175 acres from R-1 to C-2

MOTION CARRIED UNANIMOUSLY

- b. ***MOTION:*** A motion was made by Sarchet and seconded by Dvorak to approve the third reading of Ordinance 2016-2100 approving rezoning of 1.882 acres from R-1 to C-2(R) restricting the use to Business and Professional Offices; Medical Offices and Health Clinics; Studios – Music, Photographic, Dance, and

Fitness Centers; and Education – Child Care, including Daycare Centers and Pre-Schools; all less than 6,000 square feet in size

MOTION CARRIED UNANIMOUSLY

- c. ***MOTION:*** A motion was made by Mordini and seconded by Lane to approve the second reading of Ordinance 2016-1900 approving rezoning of 42.442 acres from R-1, R-2(R), R-3(R) and C-2 to Planned Unit Development (P.U.D.)

YES: Lane, Dvorak, Mordini, Sarchet

NO: Anderson

MOTION CARRIED

12. ***MOTION:*** A motion was made by Mordini and seconded by Sarchet to approve the third reading of amended Ordinance 2016-1500 Water and Sewer Rates

MOTION CARRIED UNANIMOUSLY

8. ***Mayor Report*** | Mayor announced a City Public Open House for the outgoing and incoming Police Chiefs, Friday June 17, from 11:30 a.m. to 1:30 p.m. Mayor met with the Des Moines Business Record last week regarding updating the City's publications and will have another meeting this week.

9. ***Council Report***

- Mordini thanked Chief Sanders for doing a great job
- Sarchet agreed with Councilman Mordini and said he looks forward to having Chief Kendig and finishing arbitration with the department. Sarchet will be working with Administrator Mahannah and Citizen Liaison Thornton to start meeting with the applicants that have inquired about the Neighborhood Citizen Group Representative (NCGR) opportunities and hopes to push out the NCGR in the Fall 2016
- Anderson thanked Chief Sanders for a smooth transition when he came on board and hopes for the same as he departs and Chief Kendig starts
- Lane also thanked Chief Sanders and discussed the results of the Yard Waste Survey. Lane also requested that Council advise him their preference for the upcoming vote with Metro Waste Authority

10. ***Council Discussion*** | No discussion

11. ***City Administrator Report*** | Gary Mahannah informed Council that he attended a preconstruction meeting for Highway 415 and the IDOT plans to do full depth patches between 7 p.m. and 7 a.m. closing one lane and using pilot cars. The IDOT will also be working from 7 a.m. to 7 p.m. without restricting traffic. The full depth patches will also be done on Bridge Road at some point, but IDOT assured the City that they would not be done at the same time as Highway 415 to avoid impeding traffic in the area. Mahannah also reviewed the changes HomeServe made to their future mailings at the request of Council.

12. ***City Reports***

- Roger Sanders, Interim Police Chief, thanked Council and congratulated the City on bringing Trace Kendig onboard as the Police Chief. Sanders feels that he is an outstanding cops cop and a top administrator that will be the finest leader for the Department

13. ***Adjournment***

MOTION: A motion was made by Anderson and seconded by Dvorak to adjourn at 7:17 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, June 27, 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, June 20, 2016
City Hall

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on June 20, 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 Chair Dennis Dietz P&Z Commission Member Ron Hankins P&Z Commission Member James Hill P&Z Commission Member Justin Vogel Pro Tem Krista Bowersox P&Z Commission Member</p> <p><u>P&Z Commission Members Absent:</u> Doug Sires P&Z Commission Member</p>	<p><u>Staff Members Present:</u> Kathleen Connor City Engineering Representative Becky Leonard Deputy City Clerk</p> <p><u>City Council Liaison Absent:</u> Ron Anderson City Council Member</p>
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1. **Call to Order** | Chair Triplett called the meeting to order at 6:05 p.m.
2. **Roll Call** | Dietz, Hankins, Vogel, Triplett, Bowersox, Hill | In attendance
Sires | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Hankins and seconded by Dietz to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. **Audience Items** | No discussion items
5. **Approval of Minutes**
MOTION: A motion was made by Hankins and seconded by Dietz to approve the May 16, 2016 meeting minutes.
MOTION CARRIED UNANIMOUSLY
6. **Lost Lake Estates**
Erin Ollendike, Civil Design Advantage, 3405 SE Crossroads Drive, Suite G Grimes, IA 50111, representing Diamond Development, shared a brief overview of Preliminary Plats 3 and 4.
 - 69 single family lots with minimum lot width are 80'.
 - Utilities will extend from plat 2 all the way up to 4 and they'll tie into the water main all the way across Broadway.
 - Storm sewer already extends across Broadway to collect storm water.
 - Sanitary Sewer was already installed for a portion on the east side of Broadway for the development.
 - Developer will put in trail connection through lots 33 and 34 as part of the park requirements.

Commission Comments

- Triplett asked where the existing park is located. Erin indicated the general location of the park that was dedicated to the City as part of Plat 1 of Lost Lakes Estates.
- Dietz asked if it park requirements are met. Kathleen advised it will be partially fulfilled by land already dedicated to the City for Lost Lake Park and by the outlot between lots 33 and 34 of Plat 4. The developer will also receive credit for a water service line that was installed to the park and for the 10' trail to be installed with the Plat 4 improvements.

- Hankins said it's great to see this moving forward and asked if Prairie Ridge in Lost Lake will line up with existing Prairie Ridge Drive. Erin confirmed the streets will align.
- Hankins asked if the entire sidewalk along the west side of N. Broadway would be installed all at once or with each lot is developed. Kathleen stated that the Subdivision Regulations include a provision for Sidewalk Bond guaranteeing the construction of sidewalks within 3 years after final plat approval. These bonds are typically waived for within developments since sidewalks are constructed as part of the Building Permit for individual homes. However, since the sidewalk along N. Broadway serves a larger area, the commission could recommend that a Sidewalk Bond be required for only the sidewalk running along the west side of N. Broadway. Then, if there is still a gap in sidewalks after 3 years, the developer may be required to install the remaining sidewalks.
- Hankins asked if snow removal on the sidewalks on west side of N. Broadway would be the homeowners' responsibility. Erin confirmed the homeowners will be responsible.
- Hill asked if Kathleen had any concerns about drainage – specifically with Plat 4 lots 45, 46, and 47, the area that is currently wetland marsh now. Kathleen advised that Erin has submitted a conceptual Storm Water Management Plan (SWMP) which has been reviewed and approved by Snyder. CDA recently submitted the detailed SWMP in conjunction with the construction drawings for Lost Lakes Estates Plat 3. Laura Lambert with Snyder & Associates has reviewed the SWMP and provided review comments which will need to be addressed prior to Council approval of the construction drawings. . Erin showed P&Z the location for the concrete flume and the large detention basin in future Plat 4. The basin will address drainage issues, including an undersized downstream storm sewer. The concrete flume will be installed to facilitate positive drainage since the bottom of the basin itself will be flat. Those lots containing the detention basin are somewhat deeper to accommodate the detention pond and easement.
- Dietz asked if the owners of those lots will be responsible for the concrete flumes. Erin confirmed that was correct.
- Hankins asked what happens if they get clogged and cause flooding, or backed up. Kathleen advised the overland flowage and storm water easements are worded to give the City the right to remove any drainage obstructions, but not the obligation to do so. If an emergency situation occurs, Public Works would have the right to enter remove obstructions if needed, or they can contact the homeowner and require them to do so.
- Hankins stated difficult to tell from the grading plan how high the water in the ponds would be and asked if there would be a way for water to get into homes if the discharge was clogged. Kathleen advised that CDA was required to establish Minimum Open Elevation (MOE) for any affected lot. Erin stated there is an emergency overflow for each and the MOE's were established at a higher elevation so water would escape before entering anyone's house. Kathleen also added that on lots with an MOE, the Building Permit will require that a surveyor provide an Elevation Certificate that confirms the as-built elevation of the home to ensure it meets the appropriate minimum elevation requirements.
- Hill expressed his concern that lot 47 will always be soggy.
- Hankins asked about the drainage swales in the backyards between Lost Lake Drive and Cardinal Drive. Erin explained the swales will direct drainage into small ponds in 3 different locations which will then flow into the public storm sewer. Hankins asked who is maintaining the intake and will be responsible if they clog. Kathleen advised the City will be responsible for all storm sewer pipes and structures.
- Kathleen advised the city requires As-Built grading plans so the City is assured the drainage swales are graded as per the approved plans. Therefore, the City, CDA and Developer will all know they were properly constructed at the time the City accepts the public improvements. The Overland Flowage Easements will state the grade cannot be changed.

MOTION: A motion was made by Hankins and seconded by Vogel to recommend Council approve Lost Lake Estates Preliminary Plats 3 & 4 subject to Engineer's Review Memo, and subject to a Sidewalk Bond being required for the public sidewalk located along the west side of N. Broadway.

MOTION CARRIED UNANIMOUSLY

7. **Council Liaison Report** | None
8. **Staff Report** | Becky Leonard, Deputy City Clerk, reported the open house for Police Chief Trace Kendig held on Friday, June 17, 2016 was well received.
9. **Commission Report** | Hankins advised he will be retiring from MidAmerican on July 8, 2016 and asked that his personal email address is used for future communications.

10. **Adjournment**

MOTION: A unanimous motion was made to adjourn at 6:30 p.m.

Next Meeting Date – Monday, July 18, 2016



Becky Leonard – Deputy City Clerk

CLAIMS REPORT

The City of Polk City

For **6/27/2016**

DEPARTMENT	VENDOR	EXPENSE TYPE	AMOUNT
ALL DEPT	MENARD'S	SUPPLIES	\$2,091.47
ALL DEPT	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$11,585.01
ALL DEPT	FIRST BANKCARD	CITY CREDIT CARD	\$87.49
BLDG	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$42.50
BLDG	OVERHEAD DOOR CO OF DES MOINES	OVERHEAD DOOR-COMM RM	\$552.95
CH	72 DEGREES	REFUND-TRADE PERMIT	\$50.00
CH	AUREON TECHNOLOGY	FORTICARE/FORTIGUARD BUNDLE	\$720.28
CH	CLEAN SWEEP CARPET CARE	CARPET CLEANING SERVICE	\$521.50
CH	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$9.50
CH	DES MOINES STAMP MFG. CO.	STAMP	\$35.70
CH	ESRI	ARCGIS DESKTOP/PAD MAINTENANCE	\$2,150.00
CH	IMFOA	MEMBERSHIP DUES 2016-2017	\$50.00
CH	IOWA LEAGUE OF CITIES	MEMBER DUES-7/1/16-6/30/17	\$1,767.00
CH	LIFTOFF, LLC	OFFICE 365 RENEWAL	\$1,047.00
CH	MIDLAND POWER CO-OP	STREET LIGHTING	\$178.23
CH	TOTAL QUALITY INC.	LAWNCARE	\$25.00
CH	U.S. POSTAL SERVICE	POST OFFICE BOX SERVICE FEE	\$56.00
CH	US BANK	BANK CHARGES	\$103.00
FD	440-PRAXAIR DISTR. INC.	OXYGEN	\$392.36
FD	ALAN HEBERER MED. DIR. ASSOCIA	MEDICAL DIRECTOR QUARTERLY	\$500.00
FD	BASCOM TRUCK & AUTOMOTIVE	451 DOT INSPECTION	\$105.06
FD	BOUND TREE MEDICAL	MEDICAL SUPPLIES	\$293.43
FD	CITY OF ANKENY AMBULANCE	PARAMEDIC TIERS	\$400.00
FD	CRYSTAL CLEAR WATER CO	PURCHASED WATER	\$45.50
FD	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$19.50
FD	FRASER TRANSPORTATION SERVICES	RESCUE BILLING	\$1,298.37
FD	IMAGE TREND	IMAGE TREND-SOFTWARE UPGRADE	\$2,300.00
FD	IOWA STATE UNIVERSITY	FF1 TESTING FEES	\$450.00
FD	KARL CHEVROLET	457 ELECTRICAL REPAIR	\$145.86
FD	MEDIX OCCUPATIONAL HEALTH	RICH DAVIS	\$676.50
FD	P & M APPAREL	DUTY SHIRTS	\$738.50
FD	SANDRY FIRE SUPPLY L.L.C.	HELMET FRONT	\$16.70
FD	SANDRY FIRE SUPPLY L.L.C.	CASCADE REPAIR	\$226.20
FD	SANDRY FIRE SUPPLY L.L.C.	PIKE POLES/HALLIGAN REPLACEMENT	\$657.86
FD	SOUTHEASTERN EMERGENCY EQUIPMEN	INTUBATION SUPPLIES	\$381.95
FD	TOM HOGAN	REIMBURSEMENT-FUEL M-3	\$56.73
FD	TOYNE INC	REPAIR KIT	\$44.02
FD	WATERS EDGE MARINE LLC	BOAT TIE DOWN	\$21.00
FD	WEX	FUEL	\$747.10
LIB	AMAZON	BOOKS	\$963.93
LIB	CLEAN SWEEP CARPET CARE	CARPET CLEANING SERVICE	\$521.50
LIB	COPY SYSTEMS INC.	OVER ON COPIES	\$5.73
LIB	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$48.00
LIB	GALE/CENGAGE LEARNING	LIBRARY BOOKS	\$148.14
LIB	RECORDED BOOKS LLC.	BOOKS ON CD	\$111.60
LIB	TOTAL QUALITY INC.	SPRINKLER	\$608.76
PARKS	CLEAN SWEEP CARPET CARE	CARPET CLEANING SERVICE	\$521.50
PARKS	CYCLONE PEST MANAGEMENT	PEST MANAGEMENT	\$19.50
PARKS	D & K PRODUCTS	CLIPPER HERBICIDE	\$557.20
PARKS	DES MOINES METAL FABRICATING	SPORTS COMPLEX-BATTING CAGE	\$1,035.27
PARKS	GNA TRUCKING LLC	TRUCKING SERVICES	\$451.95
PARKS	JOHNSON EXCAVATING, INC.	SIMMER PARK-EXCAVATE & TILE	\$2,000.00
PARKS	JOHNSTON COMMUNITY SCHOOLS	89 SWIM LESSONS	\$4,361.00
PARKS	MARTIN MARIETTA AGGREGATES	SPORTS COMPLEX-3 LOADS CHIPS	\$927.81



POLK CITY - A City For All Seasons -

Monthly Finance Report

May 31, 2016

**City of Polk City
Cash Balances Report
May 31, 2016**

Bank Balances:

Luana Savings Bank M.M. Account- 1.00%	\$3,030,834.28
Grinnell State Bank Certificate of Deposit- 0.60%	\$1,004,527.37
Grinnell State Bank Business Money Market- 0.15%	\$435,088.34
Grinnell State Bank Business Checking- 0.05%	\$1,625,467.43
IPAIT Investment Account	\$4.00
Total Cash at Banks	<u><u>\$6,095,921.42</u></u>

**City of Polk City
Revenues Report
May 31, 2016**

Account Title	Total Budget	MTD Balance	YTD Balance	% of Year Used	Actual % Used Of Budget	Uncollected
General Total	4,949,845.00	375,473.15	5,335,899.21	91.67%	107.80%	-386,054.21
Road Use Total	341,300.00	27,053.32	384,523.33	91.67%	112.66%	-43,223.33
TIF Total	332,500.00	18,854.15	361,416.29	91.67%	108.70%	-28,916.29
L.M.I Total	334,000.00	602.66	11,002.08	91.67%	3.29%	322,997.92
Debt Service Total	121,000.00	0.00	255,497.45	91.67%	211.15%	-134,497.45
Capital Improvements Total	880,000.00	0.00	0.00	91.67%	0.00%	880,000.00
Water Total	522,338.00	60,172.73	557,714.32	91.67%	106.77%	-35,376.32
Sewer Total	474,000.00	55,857.80	584,382.21	91.67%	123.29%	-110,382.21
Total Of All Revenues	7,954,983.00	538,013.81	7,490,434.89	91.67%	94.16%	464,548.11

**City of Polk City
Expenditures Report
May 31, 2016**

Account Title	Total Budget	MTD Balance	YTD Balance	% of Year Used	Actual % Used Of Budget	Unexpended
Police Total	677,859.00	48,388.00	582,938.31	91.67%	86.00%	94,920.69
Civil Defense Total	18,700.00	982.21	6,314.86	91.67%	33.77%	12,385.14
Fire Total	471,025.00	18,362.80	416,251.25	91.67%	88.37%	54,773.75
Building/Housing Total	274,827.00	45,764.51	323,852.39	91.67%	117.84%	(49,025.39)
Dog Control Total	2,250.00	0.00	312.48	91.67%	13.89%	1,937.52
Road Use Total	126,344.00	13,975.09	134,581.39	91.67%	106.52%	(8,237.39)
Street Lighting Total	55,000.00	4,706.05	55,651.61	91.67%	101.18%	(651.61)
Other Public Works (Theft)	0.00	0.00	16,683.73	91.67%	0.00%	(16,683.73)
Env.Health Services Total	500.00	0.00	111.40	91.67%	22.28%	388.60
Library Total	270,302.00	20,227.53	243,525.95	91.67%	90.09%	26,776.05
Parks Total	241,390.00	16,173.40	191,662.83	91.67%	79.40%	49,727.17
Community Center Total	19,000.00	664.52	11,620.56	91.67%	61.16%	7,379.44
Economic Development Total	125,000.00	0.00	125,000.00	91.67%	100.00%	0.00
Mayor Council Total	273,535.00	13,941.02	185,019.24	91.67%	67.64%	88,515.76
Policy Administration	421,375.00	36,897.00	358,900.74	91.67%	85.17%	62,474.26
Elections	3,000.00	0.00	1,601.70	91.67%	53.39%	1,398.30
City Attorney Total	41,000.00	3,450.00	42,292.41	91.67%	103.15%	(1,292.41)
City Hall Total	101,665.00	3,297.34	75,416.50	91.67%	74.18%	26,248.50
Other City Government Total	69,300.00	2,260.04	60,475.02	91.67%	87.27%	8,824.98
Transfer Total	1,001,000.00	-	255,497.45	91.67%	25.52%	745,502.55
General Total	4,193,072.00	229,089.51	3,087,709.82	91.67%	73.64%	1,105,362.18
Road Use Total	460,389.00	31,193.70	319,126.59	91.67%	69.32%	141,262.41
TIF Total	400,000.00	0.00	178,099.69	91.67%	44.52%	221,900.31
L.M.I Total	35,000.00	0.00	6,745.00	91.67%	19.27%	28,255.00
Debt Service Total	137,395.00	121,197.50	137,395.00	91.67%	100.00%	0.00
Capital Improvements Total	1,381,348.00	18,771.86	1,305,903.41	91.67%	94.54%	75,444.59
Water Total	618,238.00	39,178.83	632,874.62	91.67%	102.37%	-14,636.62
Sewer Total	725,892.00	41,875.35	600,320.88	91.67%	82.70%	125,571.12
Total Of All Expenses	7,951,334.00	481,306.75	6,268,175.01	91.67%	78.83%	1,683,158.99

**City of Polk City
Summary of Funds
May 31, 2016**

	Revenues	Expenses	Net Difference (R-E)	Note
General Total	\$5,335,899.21	\$3,087,709.82	\$2,248,189.39	
Road Use Total	\$384,523.33	\$319,126.59	\$65,396.74	
TIF Total	\$361,416.29	\$178,099.69	\$183,316.60	
L.M.I Total	\$11,002.08	\$6,745.00	\$4,257.08	
Debt Service Total	\$255,497.45	\$137,395.00	\$118,102.45	
Capital Improvements Total	\$0.00	\$1,305,903.41	(\$1,305,903.41)	Needs funds transferred from G.F. in June
Water Total	\$557,714.32	\$632,874.62	(\$75,160.30)	Expenses exceed revenue
Sewer Total	\$584,382.21	\$600,320.88	(\$15,938.67)	Expenses exceed revenue
Total	<u>\$7,490,434.89</u>	<u>\$6,268,175.01</u>	<u>\$1,222,259.88</u>	

Applicant License Application (LE0001958)

Name of Applicant: <u>CASEY'S MARKETING</u>		
Name of Business (DBA): <u>CASEY'S GENERAL STORE #1144</u>		
Address of Premises: <u>1100 S 3RD ST</u>		
City <u>Polk City</u>	County: <u>Polk</u>	Zip: <u>50226</u>
Business <u>(515) 984-6021</u>		
Mailing <u>PO Box 3001</u>		
City <u>Ankeny</u>	State <u>IA</u>	Zip: <u>500218045</u>

Contact Person

Name Michelle Rogness, Store Operations
Phone: (515) 446-6728 Email michelle.rogness@caseys.com

Classification Class E Liquor License (LE)

Term:12 months

Effective Date: 08/09/2016

Expiration Date: 08/08/2017

Privileges:

- Class B Native Wine Permit
- Class C Beer Permit (Carryout Beer)
- Class E Liquor License (LE)
- Sunday Sales

Status of Business

BusinessType: <u>Publicly Traded Corporation</u>
Corporate ID Number: <u>184278</u> Federal Employer ID <u>42-1435913</u>

Ownership

42-0935283 CASEY'S GENERAL STORES, INC.

First Name: 42-0935283 **Last Name:** CASEY'S GENERAL STORES, INC.
City: ANKENY **State:** Iowa **Zip:** 50021-804
Position: OWNER
% of Ownership: 100.00% **U.S. Citizen:** Yes

MICHAEL RICHARDSON

First Name: MICHAEL **Last Name:** RICHARDSON
City: PLEASANT HILL **State:** Iowa **Zip:** 50327
Position: PRESIDENT
% of Ownership: 0.00% **U.S. Citizen:** Yes

ROBERT C. FORD

First Name: ROBERT C. **Last Name:** FORD

City: DALLAS CENTER **State:** Iowa **Zip:** 50063
Position: VICE PRESIDENT
% of Ownership: 0.00% **U.S. Citizen:** **Yes**

JULIA L. JACKOWSKI

First Name: JULIA L. **Last Name:** JACKOWSKI
City: URBANDALE **State:** Iowa **Zip:** 50322
Position: SECRETARY
% of Ownership: 0.00% **U.S. Citizen:** **Yes**

James Pistillo

First Name: James **Last Name:** Pistillo
City: Urbandale **State:** Iowa **Zip:** 50323
Position: Treasurer
% of Ownership: 0.00% **U.S. Citizen:** **Yes**

Insurance Company Information

Insurance Company: <u>Merchants Bonding Company</u>	
Policy Effective Date: <u>08/09/2016</u>	Policy Expiration <u>01/01/1900</u>
Bond Effective <u>2</u>	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration
Temp Transfer Effective	Temp Transfer Expiration Date:

RESOLUTION NO. 2016-58

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF POLK CITY IOWA:

The following persons and positions named shall be paid the salary or wages indicated and the Director of Finance is authorized to issue warrants/checks/electronic payments, less legally required or authorized deductions from the amounts set out below, and make such contribution to I.P.E.R.S. and Social Security or other purposes as required by law or authorization of the Council, all subject to audit and review by the Council.

A RESOLUTION UPDATING AND CONFIRMING THE SALARIES FOR THE STAFF OF THE CITY OF POLK CITY

Union Employees	Position	Start Date	Salaries*
Aicher	Police Officer	7/8/2010	\$ 49,484.83
Lamfers	Senior Officer	9/9/2002	\$ 58,111.42
Rickertsen	Police Officer	3/31/2011	\$ 49,484.83
Untrauer	Police Officer	5/7/2009	\$ 49,484.83
* Wages based on signed Union contract effective July 1, 2016-June 30, 2017 with 3.3% increase			
Non Union Employees	Position	Start Date	Salaries
Bjornson	Police Sgt	9/21/1994	\$ 67,346.55
Franzen	Public Works Supervisor	7/16/2001	\$ 66,242.26
Gibbons	City Clerk	4/20/2015	\$ 53,941.00
Godfrey	Public Works	7/1/2004	\$ 47,889.85
Hall	Library	10/13/2014	\$ 24,910.90
Huber	Assistant City Administrator/Finance Dir.	4/6/2015	\$ 71,347.00
Kellogg	Library Director	2/23/2000	\$ 49,688.33
Kendig	Police Chief	6/13/2016	\$ 80,000.00
Leonard	Deputy City Clerk	11/16/2015	\$ 40,219.00
Lindaman	Library	11/13/2014	\$ 32,122.17
Moeckly	Public Works	5/27/2014	\$ 43,538.10
Ostrander	Public Works	3/19/2011	\$ 45,988.34
Riley	Public Works	3/15/2005	\$ 46,439.61
Schreier	Tech and Innovation Director	5/25/2011	\$ 55,750.00
Schulte	Public Works Director	5/7/1993	\$ 78,081.66
Witt	Library	8/15/2006	\$ 38,077.41

BY ORDER OF THE CITY COUNCIL, the new salaries as set above will go into effect July 01, 2016.
PASSED AND APPROVED this 27th day of June, 2016

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

RESOLUTION NO. 2016-60**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF POLK CITY IOWA:**

The following persons and positions named shall be paid the salary or wages indicated and the Director of Finance is authorized to issue warrants/checks/electronic payments, less legally required or authorized deductions from the amounts set out below, and make such contribution to I.P.E.R.S. and Social Security or other purposes as required by law or authorization of the Council, all subject to audit and review by the Council.

A RESOLUTION UPDATING AND CONFIRMING THE HOURLY RATE FOR THE F.D. STAFF OF THE CITY OF POLK CITY

Name	Rank	Employee Type	Hourly Rate
Rob Sarchet	Senior EMT/Firefighter	Resident - POC	\$13.19
Nathan Mason	EMT/Firefighter	Resident - POC/Part Time	\$12.79
Bob Myers	EMT/Firefighter	Resident - POC	\$12.79
Jason Back	Senior Medic/Firefighter	Non-Resident - POC/Part Time	\$15.45
Rusty Fredrickson	Firefighter	Resident - POC	\$10.68
Craig Sosby	Firefighter	Resident - POC	\$11.39
Randal Pace	EMT/Firefighter	Resident - POC	\$12.79
Doug Tripple	Paramedic/Firefighter	Resident - POC	\$14.95
Mark Dooley	Paramedic/Firefighter	Non-Resident - POC	\$14.95
Keith Maki	Paramedic/Firefighter	Non-Resident - POC/Part Time	\$14.95
Jeff Feller	Deputy Chief	Resident - POC/Part Time	\$13.59
Tim Cory	Deputy Chief	Resident - POC/Part Time	\$13.59
Steve Noack	Senior EMT/Firefighter	Resident - POC	\$13.19
JD Stover	Paramedic/Firefighter	Non-Resident - POC/Part Time	\$15.45
Nathan Burgod	Firefighter	Resident - POC	\$11.03
Kevin Vols	EMT/Firefighter	Resident - POC/Part Time	\$12.79
Lisa Mart	EMT/Firefighter	Resident - POC	\$12.79
Andrew Ware	Firefighter	Resident - POC	\$11.03
Dan Gubbins	Fire Chief	Resident - POC/Part Time	\$16.45
A. Vanderleest	Assistant Chief	Resident - POC/Part Time	\$16.45
Nick Klatt	EMT/Firefighter	Resident - POC	\$12.79
Chris Weishaar	EMT/Firefighter	Resident - POC	\$12.79
Dave Bush	Lieutenant	Resident - POC/Part Time	\$15.95
Tom Hogan	EMT/Firefighter	Resident - POC	\$12.79
Garrett Fagen	Paramedic/Firefighter	Non-Resident - POC/Part Time	\$15.45
Rich Davis	Paramedic/Firefighter	Resident - POC/Part Time	\$14.95
Mike Bernard	Captain	Resident - POC/Part Time	\$16.45
Deb Wilkinson	Senior EMT	Resident - POC/Part Time	\$13.19
Brian Hanson	Lieutenant	Resident - POC/Part Time	\$13.59
Taylor Young	EMT/Firefighter	Non-Resident - POC/Part Time	\$12.39
Tyler Rommel	Lieutenant	Resident - POC/Part Time	\$13.59
Matt Guerdet	EMT/Firefighter	Resident - POC	\$12.79
Jason Cutsforth	Fire Marshal	Non-Resident - POC/Part Time	\$15.95
Ross Frank	EMT/Firefighter	Non-Resident - POC/Part Time	\$13.19
Shaun Boots	Firefighter	Resident - POC	\$10.68
Brice Hibbing	EMT/Firefighter	Resident - POC/Part Time	\$13.19
Nathan Reis	EMT/Firefighter	Resident - POC	\$12.39
Ryan Moore	EMT/Firefighter	Non-Resident - POC/Part Time	\$12.79
Kenneth Caldwell	Firefighter	Resident - POC	\$10.68

BY ORDER OF THE CITY COUNCIL, the new salaries as set above will go into effect July 01, 2016.
PASSED AND APPROVED this 27th day of June, 2016

 Jason Morse, Mayor

ATTEST:

 Jenny Gibbons, City Clerk



Polk City Fire Department



309 West Van Dorn Street • P.O. Box 34
Polk City, Iowa 50226
Phone 515-984-6304 Fax 515-984-6792
www.polkcityfd.com

June 22nd, 2016

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

- The department has received a resignation from part time/POC Lieutenant Craig Ver Huel effective June 30th, 2016 as he received a promotion to Lieutenant at his full time job in Johnston. See attached resignation letter.

Thanks,

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

Dan Gubbins
Fire Chief



POLK CITY FIRE DEPARTMENT



309 West Van Dorn Street • P.O. Box 34
Polk City, Iowa 50226
Phone 515-984-6304 Fax 515-984-6792
www.polkcitfyd.com

June 15, 2016

To: Chief Gubbins & Polk City FD Officers

RE: Resignation

Gentlemen,

I have had the pleasure of working for the Polk City Fire Department since August 5, 2013. During my time with the department, I have had the great fortune to meet many great people and make many friends along the way.

As some of you are aware, I was recently fortunate enough to have been selected for a promotion to Lieutenant with the Johnston Fire Department. Attaining this position as a career firefighter, has long been a goal of mine. Due to some recent reorganization within the department, the demands of my new position require that I spend a portion of my time off of shift at the office to coordinate fire prevention activities. It is because of this new requirement that, regretfully, I must resign from the Polk City Fire Department.

I feel that I will be stretched too thin between two departments, school, and family to effectively contribute as a member of the Polk City Fire Department. The effective date of my resignation is June 30, 2016.

I have enjoyed my time serving the citizens of Polk City and the members of the Polk City Fire Department as a Lieutenant. I hope to remain in touch with all of you and thank you for being some of the finest co-workers and leaders I have worked with in my career.

Respectfully,

Craig Ver Huel
Lieutenant
Polk City Fire Department

Polk City Fire Department - 2016 Call Response Statistics

Year To Date - As of 6/1/2016

Call Numbers by Call Type		
Fire Alarm	4	1.3%
Fire Assignment	48	15.7%
Investigation Assignment	6	2.0%
Medical Assignment	144	47.1%
Rescue Assignment	27	8.8%
COQ - Fire	0	0.0%
COQ - EMS	71	23.2%
Special Assignment	4	1.3%
Water/Ice Rescue	2	0.7%
Totals	306	

Call Numbers By Day		
Monday	45	14.7%
Tuesday	38	12.4%
Wednesday	53	17.3%
Thursday	42	13.7%
Friday	40	13.1%
Saturday	50	16.3%
Sunday	38	12.4%
Totals	306	

Call Numbers By ALS		
M1 - Dan G.	17	7.0%
M2 - JD. Stover	3	1.2%
M3 - Adam V.	7	2.9%
M4 - Jason B.	8	3.3%
M5 - Garrett F.	7	2.9%
M6 - Derek M.	4	1.6%
M7 - Keith M.	9	3.7%
M8 - Jason C.	9	3.7%
M9 - Craig V.	11	4.5%
M10 - Mike B.	21	8.6%
M11 - Mark D.	2	0.8%
M12 - Eric D.	0	0.0%
M14 - David B.	32	13.1%
Ankeny	0	0.0%
Other	0	0.0%
Totals	130	53.3%

Call Numbers By Time Frame		
05:00-07:00	10	3.3%
07:00-09:00	17	5.6%
09:00-11:00	38	12.4%
11:00-13:00	43	14.1%
13:00-15:00	35	11.4%
15:00-17:00	43	14.1%
17:00-19:00	42	13.7%
19:00-21:00	30	9.8%
21:00-23:00	24	7.8%
23:00-01:00	13	4.2%
01:00-03:00	4	1.3%
03:00-05:00	7	2.3%
Totals	306	

New Recruits		
Active New Recruits	5	13.2%

Call Numbers By Shift		
Mon-Fri Day (0600-1800)	154	50.3%
Mon-Fri Evening (1800-2200)	41	13.4%
Mon-Fri Night (2200-0600)	25	8.2%
Sat/Sun Day (0600-1800)	52	17.0%
Sat/Sun Evening (1800-2200)	23	7.5%
Sat/Sun Night (2200-0600)	11	3.6%

Active Members		
Active Members	38	

Call Numbers By Mutual Aid		
Ankeny Fire Department	95	
Granger Fire Department	3	
Grimes Fire Department	3	
Johnston Fire Department	0	
Madrid Fire Department	0	
Story County	0	
Other	1	
Totals	102	33.3%

Call Numbers By Automatic Aid		
Granger Fire Dept	35	
Ankeny Fire Dept	19	
Totals	54	17.6%

Call Numbers By Month		
January	53	17.3%
February	45	14.7%
March	64	20.9%
April	70	22.9%
May	74	24.2%
June	0	0.0%
July	0	0.0%
August	0	0.0%
September	0	0.0%
October	0	0.0%
November	0	0.0%
December	0	0.0%
Totals	306	

Call Numbers By Division		
Fire Division	62	20.3%
EMS Division	244	79.7%
Totals	306	

Transports By Hospital		
Blank Children's Hospital	2	1.8%
Boone County Hospital	1	0.9%
Broadlawns	10	9.2%
Dallas County Hospital	0	0.0%
Lutheran	11	10.1%
Mary Greeley	1	0.9%
Mercy Medical Center	52	47.7%
Mercy West Lakes	4	3.7%
Methodist	20	18.3%
Methodist West	5	4.6%
VA	3	2.8%
Totals	109	

Call Numbers by Response Area		
IN Polk City Response Area	169	55.2%
OUT of Polk City Response	137	44.8%
Totals	306	

Call Numbers by Apparatus		
Car 450	28	9.2%
Car 461	12	3.9%
Car 459	57	18.6%
Brush 457	38	12.4%
Engine 451	28	9.2%
Tender 456	0	0.0%
Rescue 458	43	14.1%
Special Operations 467	0	0.0%
Ambulance M2	79	25.8%
Ambulance M3	144	47.1%
Boat 4599	2	0.7%

Call Totals By Call Reason		
Abdominal Pain	1	0.3%
Allergic Reaction	0	0.0%
Altered LOC	1	0.3%
Animal Bite	0	0.0%
Apnea (Not Breathing)	0	0.0%
Arm Injury	1	0.3%
Assault	0	0.0%
Assistance	2	0.7%
Back Pain	4	1.3%
Bicycle Accident	1	0.3%
Burns	1	0.3%
Change of Quarters/Standby	71	23.2%
Chest Pain/Cardiac	13	4.2%
Choking	1	0.3%
Code 4 (possible death)	3	1.0%
Commercial Fire	8	2.6%
CPR in Progress	2	0.7%
Crash unknown Injuries	18	5.9%
Crash with Injuries	6	2.0%
Diabetic Problem	3	1.0%
Difficulty Breathing	27	8.8%
Dislocated Shoulder	0	0.0%
Fall	22	7.2%
Fire - Other	0	0.0%
Grass/Brush Fire	6	2.0%
Haz-mat Clean-up	2	0.7%
Head Injury	0	0.0%
Heat Problems	0	0.0%
Ice Rescue	0	0.0%
Illegal Burn	2	0.7%
Insect Bite	0	0.0%
Labor/Delivery	1	0.3%
Leg Injury	1	0.3%
Motorcycle Accident	0	0.0%
Natural Gas Odor	1	0.3%
Odor Investigation	3	1.0%
Medical - Other	1	0.3%
Overdose	2	0.7%
Psychiatric Problem	7	2.3%
Public Assist	9	2.9%
Residential Fire	36	11.8%

Call Totals By Call Reason		
Seizure	4	1.3%
Sick & Care	21	6.9%
Smoke Investigation	2	0.7%
Stroke/CVA	9	2.9%
Sucide Attempt	0	0.0%
Syncope/Passed Out	2	0.7%
Transport (Medical)	4	1.3%
Trauma	1	0.3%
Under the Influence	0	0.0%
Unknown Medical Problem	1	0.3%
Unresponsive	1	0.3%
Vehicle Fire	0	0.0%
Water Rescue	3	1.0%

0

Staffing Summary		
Resident - Paid on Call	20	52.6%
Resident - POC/Part Time	9	23.7%
Non-Resident - POC	0	0.0%
Non-Resident - POC/Part Time	9	23.7%
Total Fire Department Staff	38	

May 2016 Summary

Total Calls for Month	74
Total Calls for Month Last Year	39
% Increase/Decrease For Month	89.74%

Total Calls Occuring 6:00 AM - 6:00 PM Monday-Friday	38
% Of Calls Occuring 6:00 AM - 6:00 PM Monday-Friday	51.35%

Monthly Volunteer On Call Hours	1564
--	-------------

Total Calls Year To Date	306
Total Calls Last Year To Date	275
% Increase Year to Date	11.27%

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

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

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

Archived: Thursday, June 23, 2016 9:25:28 AM

From: Mike Schulte

Sent: Wednesday, June 22, 2016 2:11:33 PM

To: Jenny Gibbons

Cc: Gary Mahannah

Subject: FW: Noise Ordinance Waiver for HWY 415 HMA Resurfacing Construction

Response requested: No

Importance: Normal

Attachments: image001.png; image003.png; image004.png; image005.png

;

Jenn, This is what the IDOT is asking for. Could you place this on the agenda.

Mike

From: Mulholland, Danielle [DOT] [<mailto:danielle.mulholland2@dot.iowa.gov>]

Sent: Wednesday, June 22, 2016 11:33 AM

To: Mike Schulte

Cc: Meyer, Brian R [DOT]; Hubler, Steve [DOT]

Subject: Noise Ordinance Waiver for HWY 415 HMA Resurfacing Construction

Mr. Schulte,

I am writing to ask for your consideration to allow my contractor to perform construction activity at the following times on HWY 415 between MM 6.00 and MM 13.75 to complete the NESH-415-1(60)—2R-77 HMA Resurfacing project:

- Sundays into Mondays: 9PM-7AM
- Mondays into Tuesdays: 7PM-7AM
- Tuesdays into Wednesdays: 7PM-7AM
- Wednesdays into Thursdays: 7PM-7AM
- Thursdays into Fridays: 7PM-7AM

I anticipate construction activity will begin approx. June 27th, 2016 and would continue through October 2016. It is my understanding that these work times do not align with Polk City's noise ordinance (10PM-7AM), however these timeframes are intended to mitigate impacts to traffic along HWY 415 to reduce delay and congestion during peak travel times. We do have turn lane improvement work at the E. Southside Drive and E. Pineridge Drive intersections within Polk City, however work in this area will not be occurring during the entirety of the four month construction period. We also plan to work during the daytime on any functions that can be completed without interference to HWY 415 traffic to minimize the duration of construction activity in the residential areas as much as practical.

Please let me know if my attendance is required at the council meeting or if you need any additional information.

I appreciate your time and consideration.

Thank you!

Danielle Mulholland

Grimes Resident Construction Engineer

Iowa Department of Transportation-District 1

danielle.mulholland@dot.iowa.gov

Iowa Department of Transportation

Office: 515-986-2852

@iowadot

RESOLUTION NO. 2016-59

**A RESOLUTION APPROVING THE PRELIMINARY PLAT FOR LOST LAKE
ESTATES PLAT 3 AND PLAT 4.**

WHEREAS, Diamond Development LLC., 309 E. 1st Street, Ankeny, Iowa, submitted a Preliminary Plat for Lost Lake Estates Plat 3 and Plat 4; and

WHEREAS, on June 13, 2016, the Polk City Planning and Zoning Commission met and recommended approval of the Preliminary Plat for Lost Lake Estates Plat 3 and Plat 4 subject to a Sidewalk Bond being required for the public sidewalk located along the west side of N. Broadway St.; and

WHEREAS, the City Engineer and the City Attorney have reviewed the Preliminary Plat 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 Preliminary Plat for Lost Lake Estates Plat 3 and Plat 4.

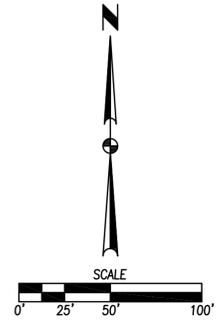
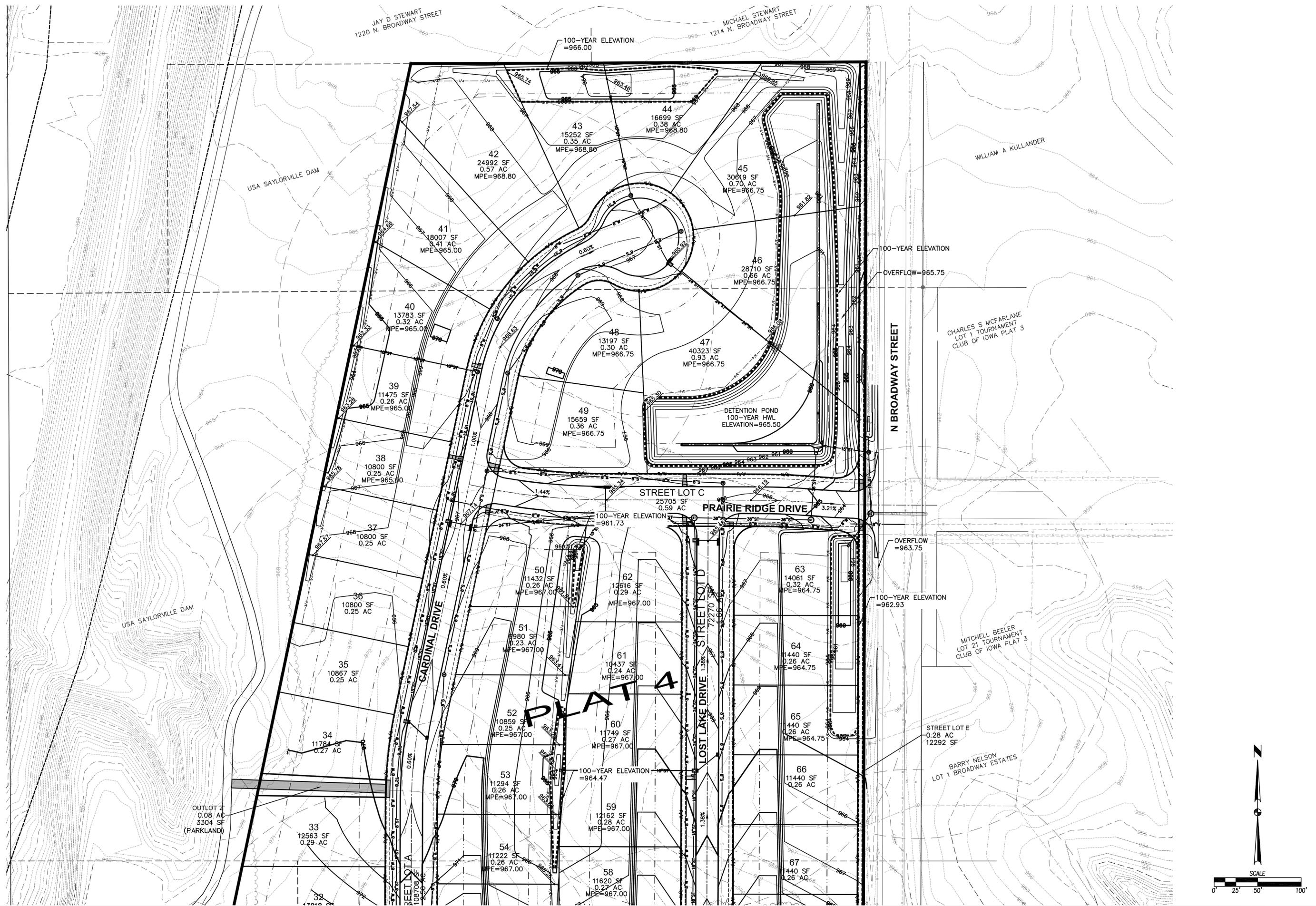
PASSED AND APPROVED the 27th day June 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

FILE: H:\2016\1604189\1604189-PLATING\1604189-PLATING.DWG
 COMMENTS: PRELIMINARY PLATING
 PLOTTED BY: ERIN O'LENDKE TECH
 DATE: 6/16/2016 7:38 AM



5 | LOST LAKE ESTATES PLATS 3 & 4
PRELIMINARY PLAT
 1604.189

ESA
 CIVIL DESIGN ADVANTAGE
 POLK CITY, IOWA

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

REVISIONS	DATE
THIRD SUBMITTAL	06/16/16
SECOND SUBMITTAL	06/14/16
FIRST SUBMITTAL	06/02/16



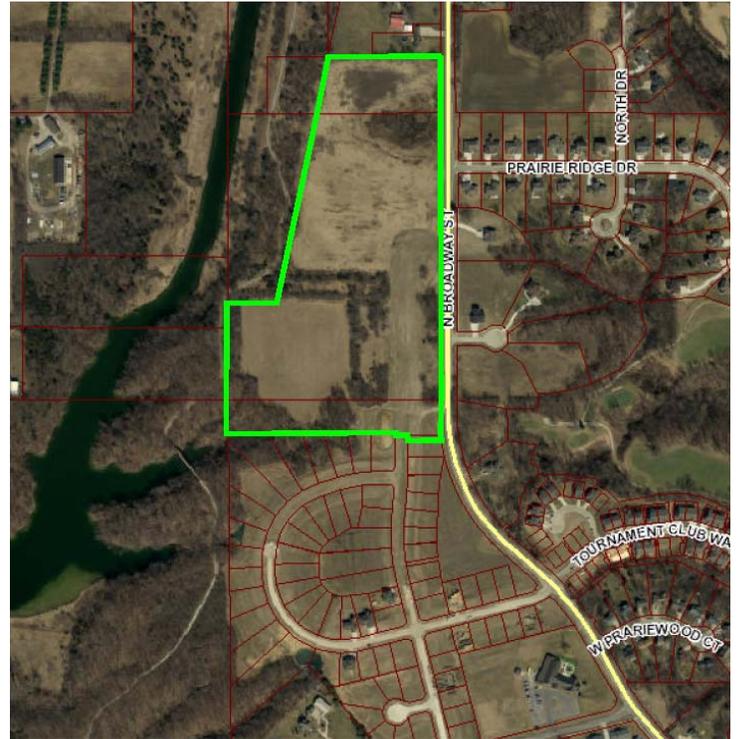
PRELIMINARY PLAT REVIEW

Date: June 16, 2016
Project: Lost Lake Estates Plats 3 & 4

Compiled by: Kathleen Connor
Project No.: 116.0555.01

GENERAL INFORMATION:

Applicant: Diamond Development, LLC
Zoning: R-1A (Restricted)
Future Land Use: Low Density Residential
Property Location: West of N. Broadway
North of Jester Park Dr.
Property Size: 30.09 acres
Number of Lots: 69 SF lots
Density: 2.29 d.u./acre
Requested Action: Approval of
Preliminary Plat



PROJECT BACKGROUND:

The subject property is highlighted in green on the aerial above. In 2013, Knapp Properties rezoned this area from R-1 to R-1A (R) with lots restricted to a minimum width of 80', area of 9400 sf, and rear yard setback of 35'. This property was later acquired by Diamond Development (Darryl Bresson), the developer of Lost Lakes Estates Plats 1 and 2. Plats 1 and 2 are developed, with the public improvements complete and most of the lots sold.

The developer proposes to develop this area in two phases. The first phase, Plat 3, contains 30 lots and is expected to be developed this year. Plat 4 contains 39 lots and a connection to the Neal Smith Trail and is planned for development in 2017. At this time, the developer requests approval of the Preliminary Plat for both Plats 3 and 4.

PROJECT DESCRIPTION:

Public improvements associated with this project include the northerly extension of Lost Lake Drive and Cardinal Drive and the new Cardinal Drive, Starling Court, and Prairie Ridge Drive. Prairie Ridge Drive will line up with the existing street in TCI Plat 3. The associated water main, sanitary sewer and storm sewers and services will be installed in conjunction with the streets, other than the existing sanitary sewer line that was previously installed as part of the Lost Lakes Estates Plat 1 improvements. Single-family subdivisions that discharge by open channel to lakes are not required to provide detention; however are required to mitigate flows and velocities to avoid negative downstream impacts such as erosion. All franchise utilities will be underground.

The parkland dedication for Lost Lakes Estates Plats 1, 2, 3, and 4 is equal to 3.25 acres. This will be partially fulfilled by land dedicated to the city for Lost Lakes Park and by the Outlot between Lots 16 and 17 of Plat 4 that will provide a trail connection to the Neal Smith Trail. The existing, undeveloped Lost Lakes Park is 2.33 acres and the trail access outlot is 0.08 acres, for a total land donation of 2.41 acres, leaving a deficiency of 0.84 acres. Based on a fair market value of \$19,020 per acre, this equates to \$15,976.80. The developer will receive a credit of \$2,308.65 for the water service line they extended across Falcon Drive to serve the park. The developer will also receive a credit of approximately \$7,000 for paving the 10' trail and 4' sidewalk in Plat 4. The remaining approximately \$6,668.15 will be a cash donation, to be paid at the time of Final Plat approval for Plat 4. These funds will be used toward developing Lost Lakes Park.

Sidewalks will be required on the west side of N. Broadway and both sides of all of the internal streets.

REVIEW COMMENTS:

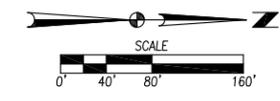
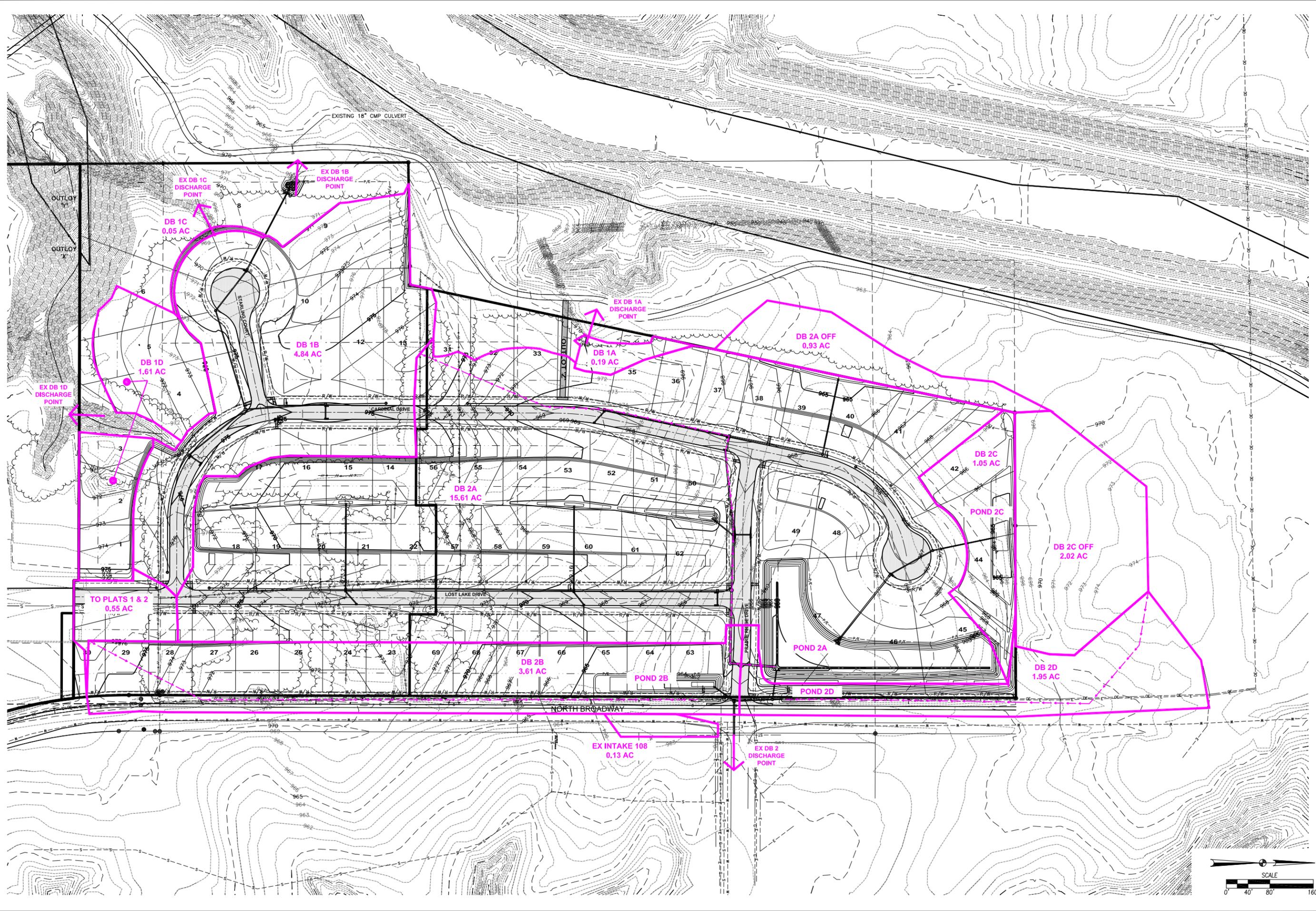
Submittal #3 of the Preliminary Plat addresses all staff comments.

RECOMMENDATION:

Staff recommends P&Z approval of the Preliminary Plat for Lost Lakes Estates Plats 3 and 4 subject to the following:

1. Each of the Review Comments shall be addressed prior to this Preliminary Plat placed on the Council agenda for approval.
2. P&Z comments, if any, shall be addressed prior to this Preliminary Plat placed on the Council agenda for approval.
3. All fees must be paid to the City Clerk prior to this Preliminary Plat being placed on the Council agenda for approval.

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PLOT BY: JEFF NESIK



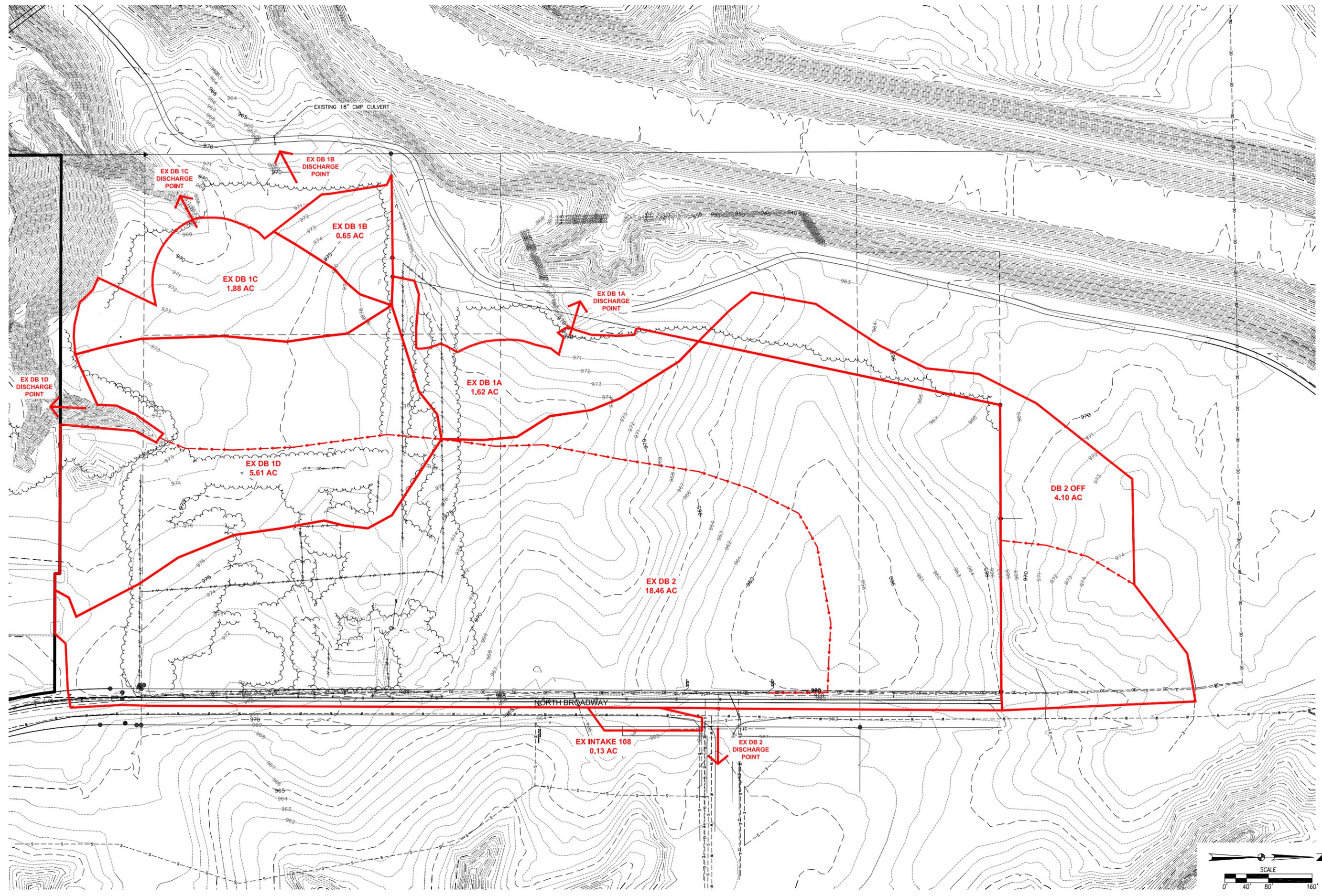
REVISIONS	DATE	BY	APP

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



1604.189
LOST LAKE ESTATES PLAT 3 & 4
POST DEVELOPED DRAINAGE MAP
POLK CITY, IOWA

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CHECKED BY: JEFF NESIK
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REVISIONS	DATE

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



LOST LAKE ESTATES PLAT 3 & 4

EXISTING DRAINAGE MAP

PCPD NEW POLICE VEHICLE PURCHASE PROPOSAL

FY2016 Budget Surplus and Fleet Restructuring

The PCPD FY2016 budget has a surplus of approximately \$39,000.00. The department's vehicle fleet has two Crown Victorias. One of these has approximately 90,000 miles on the odometer and the other has approximately 100,000 miles on the odometer. It is proposed that the older CV be traded for a 2015 Dodge Charger Police Vehicle at Stew Hansen Dodge. The other Crown Victoria will be taken out of patrol service and be utilized for purposes such as special events, training functions and emergency events. The Police Chief and Sergeant will retain their take home patrol vehicles for supervisor call out response. The remaining patrol vehicle (Ford Taurus) and the proposed Charger will each be shared by two patrol officers. Patrol officers will no longer be afforded take home vehicles. The purchase of the Charger patrol car and the restructuring of the police fleet will eliminate the need to purchase a new patrol car in FY2017.

Dodge Charger Patrol Car

The Charger that is proposed for purchase is a new vehicle that was outfitted and utilized as a demonstration vehicle for Stew Hansen's fleet department. It has 1200 miles on it. This vehicle is already outfitted with emergency lights, center console (stack) with light and siren control box, spotlight, molded backseat, prisoner cage and back-up camera. These items already being included in a reduced purchase price saves the department considerable money. The fleet manager is including 3 years of oil changes with the purchase of the Charger. This is approximately a \$450.00 value. The price for this package is **\$32,336** plus related vehicle purchase fees.

Dodge Charger Package VS New Ford Police Interceptor SUV

In order to purchase a new Ford Interceptor SUV and add the equipment that the proposed already Charger contains, the department would spend approximately **\$40,000**. When the oil change package is factored in, the savings to the department is approximately **\$8,000**.

PCPD NEW POLICE VEHICLE PURCHASE PROPOSAL



Stock photo of proposed vehicle



Stock photo of proposed vehicle interior

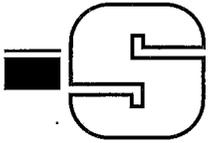


Actual photo of proposed vehicle interior/light controller

PCPD NEW POLICE VEHICLE PURCHASE PROPOSAL

Summary

Based on available patrol vehicle configurations and department needs, this purchase is the most effective option currently available. The purchase of the proposed vehicle will provide a needed update to the department fleet. The proposed package will also provide a significant savings to the department and the city. This option not only eliminates a FY2017 vehicle purchase, it also will lower patrol vehicle maintenance costs by taking the two highest mileage vehicles out of patrol service. These factors combined with the reduced cost of the Charger package make this the most cost effective option that was found during research of the PCPD patrol fleet needs.



June 22, 2016

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

RE: 2016 STREET REPAIR PROJECT
ENGINEERING SERVICES AGREEMENT

Dear Honorable Mayor and City Council:

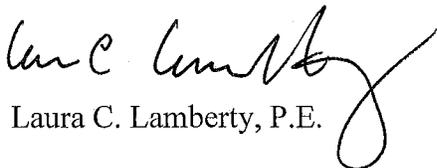
Please find included with this letter two original signed engineering service agreements for the 2016 Street Repair Project. The Project will comprise replacing and repairing concrete roadway pavement, crack sealing asphalt pavement at fifteen separate locations as identified in the agreement. These locations are depicted on Exhibit "C" attached to the engineering service agreement.

The Engineer's Opinion of the Total Project Cost is \$299,366, which includes \$39,440 in engineering services.

We appreciate the opportunity to work with the City on this project and will be in attendance at the Council Meeting on June 27, 2016 to answer any questions you may have on the engineering service agreement. In the interim, please feel free to contact Kathleen Connor or myself should you have any comments, questions, or require any additional information.

Sincerely,

SNYDER & ASSOCIATES, INC.


Laura C. Lamberty, P.E.

Enclosures

cc: Gary Mahannah
Mike Schulte
Kathleen Connor

ENGINEERING SERVICES AGREEMENT

This agreement made between The City of Polk City, Iowa

the CLIENT and SNYDER & ASSOCIATES, INC., Consulting Engineers, The ENGINEER, for services concerning the following PROJECT:

2016 Street Repairs

See Attached Exhibit "A" which by this reference is made a part hereof.

SNYDER & ASSOCIATES, INC. agrees to perform the following professional services in connection with the PROJECT;

See Attached Exhibit "A"

The CLIENT hereby agrees to provide the ENGINEER all criteria, design and construction standards, and full information as to the CLIENT'S requirements for the PROJECT. Other terms and conditions of this contract, including time of performance are as follows:

See Attached Exhibit "A"

The CLIENT agrees to compensate the ENGINEER for the engineering services rendered under this agreement on the following basis:

See Attached Exhibit "A"

Progress payments shall be made in proportion to services as rendered and as indicated within this agreement, and shall be due and owing within 10 days of the ENGINEER'S submittal of his monthly statement. Past due amounts owed shall accrue interest at 1.5% per month from the 30th day. If the CLIENT fails to make monthly payments due the ENGINEER, the ENGINEER may after giving seven (7) days written notice to the CLIENT suspend services under this agreement.

THIS AGREEMENT IS SUBJECT TO ALL THE TERMS AND CONDITIONS LISTED ON THE REVERSE SIDE OF THIS PAGE.

This agreement represents the entire and integrated agreement between the CLIENT and the ENGINEER and supersedes all prior negotiations, representations or agreements, either written or oral. This agreement may be amended only by written instrument signed by both the CLIENT and the ENGINEER.

FOR CLIENT

FOR SNYDER & ASSOCIATES, INC.

City of Polk City, Iowa

CLIENT NAME

DATE

DATE

ROUTE EXECUTED COPY TO: Kathleen Connor

EXHIBIT 'A'
POLK CITY: 2016 STREET REPAIR PROJECT

CLIENT: CITY OF POLK CITY

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

PROJECT: TO PROVIDE ENGINEERING SERVICES RELATED TO PREPARATION OF CONSTRUCTION DOCUMENTS AND PROVISION OF BID PHASE AND CONSTRUCTION PHASE SERVICES FOR THE ABOVE PROJECT.

DATE: MAY 23, 2016

SCOPE OF SERVICES:

A. BASIC SERVICES:

1. Street Repair
 - a. The street repair portion of the project will include fifteen (15) locations where denoted on Exhibit "C" and as briefly described below:
 - Location 1: Juliana Court: Pavement, driveway and sidewalk replacement.
 - Location 2: Forest Street: Pavement replacement.
 - Location 3: Lincoln & Phillips: Pavement, driveway and sidewalk replacement.
 - Location 4: Lincoln Street: Pavement and driveway replacement.
 - Location 5: Hillcrest Drive: Pavement and driveway replacement.
 - Location 6: Westside Drive: Pavement and driveway replacement.
 - Location 7: Parker Boulevard: Joint seal and pavement repair. (HMA)
 - Location 8: 2nd and Van Dorn: Pavement repair
 - Location 9: 3rd at Northside: Pavement repair
 - Location 10: Wolf Creek: Pavement repair and sealing
 - Location 11: 6th and Madison: Rout and seal cracks (HMA)
 - Location 12: Pine Ridge and Deer Haven: Pavement repair
 - Location 13: Cedar: Pavement repair
 - Location 14: Ridge Court and Cherokee: Rout and seal cracks
 - Location 15: Cherokee: Pavement repair
 - b. The Engineer will prepare a staging plan to maintain 1-way traffic through the street repair locations.
 - c. The project will include approximately 15 locations throughout Polk City identified by City Staff. The Engineer will mark locations for repair or replacement in the field with spray paint. City Staff will review and approve repair locations. The Engineer will make field measurements for plan preparation.
2. The Engineer will provide project administration as required for this project.
3. The Engineer will prepare construction documents for the above described improvements. These documents include construction drawings, form of contract, and technical specifications.
4. The Engineer will prepare an Opinion of Probable Construction Cost for the project.
5. The Engineer will provide bid phase services, including advertising, bid letting, bid tabulation, and making a recommendation to the City Council regarding award.
6. The Engineer shall provide 3 copies of the construction drawings for review by City staff. The Engineer shall supply the necessary documents to bidders for letting purposes.
7. The Engineer will attend one meeting with City Staff and City Council meetings as required.

B. CONSTRUCTION PHASE SERVICES:

Upon award of the construction contract, the Engineer shall provide services as follows:

1. Construction administration for the project as outlined in Exhibit "B", including conducting a preconstruction conference with the contractor and staff, reviewing and processing applications for partial payment, reviewing shop drawings, preparing change orders for approval by the City. Upon completion of the project in substantial conformance to the approved construction documents, the Engineer shall recommend acceptance of the project.
2. One set of stakes will be provided for roadway replacement along Juliana Court; any staking that is destroyed and must be replaced will be at the contractor's expense. The other locations are small enough where staking is anticipated not to be required.
3. Construction observation services for the project based upon Snyder & Associates standard scope of services for critical path construction observation services as outlined in Exhibit "D".

C. ADDITIONAL SERVICES:

The following items shall be considered additional services and are not included within the Scope of Work. These items are listed to further assist with clarity of project scope as well as provide a listing of services, which Snyder & Associates, Inc. could perform upon request.

1. Assessment Plats and Schedules
2. Easement Plats and/or Acquisition Plats
3. Right-of-way services
4. Submittal fees and/or permit fees to any and all regulatory agencies.
5. NPDES permit application fees (if required)
6. Street lighting design
7. Client requested major revisions
8. Utility company locates

D. FEES:

The fees for Engineering Services shall be as described below.

1. Basic Services:	
a. Project Administration	\$ 4,300.00
b. Field Marking & Preliminary Design	\$ 6,300.00
c. Final Design and Plans	\$ 6,025.00
d. Bid Phase Services	\$ 1,500.00
Lump Sum Fee for Basic Services	<u>\$18,125.00</u>
2. Construction Phase Services:	
a. Construction Administration	\$ 3,000.00
b. Construction Staking/Marking	\$ 2,000.00
c. Construction Observation	\$ 16,315.00
Lump Sum fee for Construction Phase Services	<u>\$21,315.00</u>

Exhibit "B"

**SNYDER & ASSOCIATES, INC.
CONSTRUCTION ADMINISTRATION SERVICES
FOR
POLK CITY PUBLIC IMPROVEMENT PROJECTS**

Upon the OWNER's award of the construction contract, the ENGINEER shall perform the following construction administrative services during construction of the project:

General Administration of Construction Contract. Consult with OWNER and act as OWNER's representative as provided in the General Conditions of the construction contract. The extent and limitations of the duties, responsibilities and authority of ENGINEER as assigned in said General Conditions shall not be modified, except as ENGINEER may otherwise agree in writing. All of OWNER's instructions to Contractor will be issued through ENGINEER, who shall have authority to act on behalf of OWNER dealings with Contractor to the extent provided in the Agreement and said General Conditions except as otherwise provided in writing.

Pre-construction Conference The ENGINEER shall arrange and conduct a pre-construction conference for the project with the Contractor and OWNER to review the contract requirements, details of construction, and work schedule prior to commencement of construction.

Periodic Site Observation Refer to Exhibit "D" for Critical Path Construction Observation requirements for Polk City Public Improvement Projects. The ENGINEER shall make periodic visits to the construction site at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by the OWNER and the ENGINEER in order to observe the progress and quality of the Work completed by the Contractor. Such visits and observations are not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather are to allow the ENGINEER, as an experienced professional, to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the Contract Documents. The ENGINEER shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Contract Documents. The ENGINEER shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. The ENGINEER does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations.

During the Construction Services Phase, based on the general observation described in the paragraph above, the ENGINEER shall keep the OWNER informed about the progress of the Work. If the OWNER desires more extensive project observation or full-time project representation, the OWNER shall request that such services be provided by the ENGINEER as Additional Services in accordance with the terms of this Agreement.

Contractor Payment Requests The ENGINEER shall review the requests of the contractor for progress payments and shall approve a request, based on site observations, which authorizes payments and is a declaration that the contractor's work has progressed to the point indicated.

Notification of Non-conformance The ENGINEER shall notify the OWNER of any known work which does not conform to the construction contract, make recommendations to the OWNER for the correction of non-conforming work and, at the request of the OWNER, see that these recommendations are implemented by the contractor.

Clarifications, Interpretations and Field Orders The ENGINEER shall issue necessary clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of the Contractor's work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract Documents. The ENGINEER may issue Field Orders authorizing minor variations from the requirements of the Contract Documents.

Shop Drawings The ENGINEER shall review shop drawings and other submissions of the Contractor for general compliance with the construction contract documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all of which are the sole responsibility of the Contractor.

Substitutes and "or-equal" The ENGINEER shall evaluate and determine the acceptability of substitute or "or-equal" material and equipment proposed by Contractor.

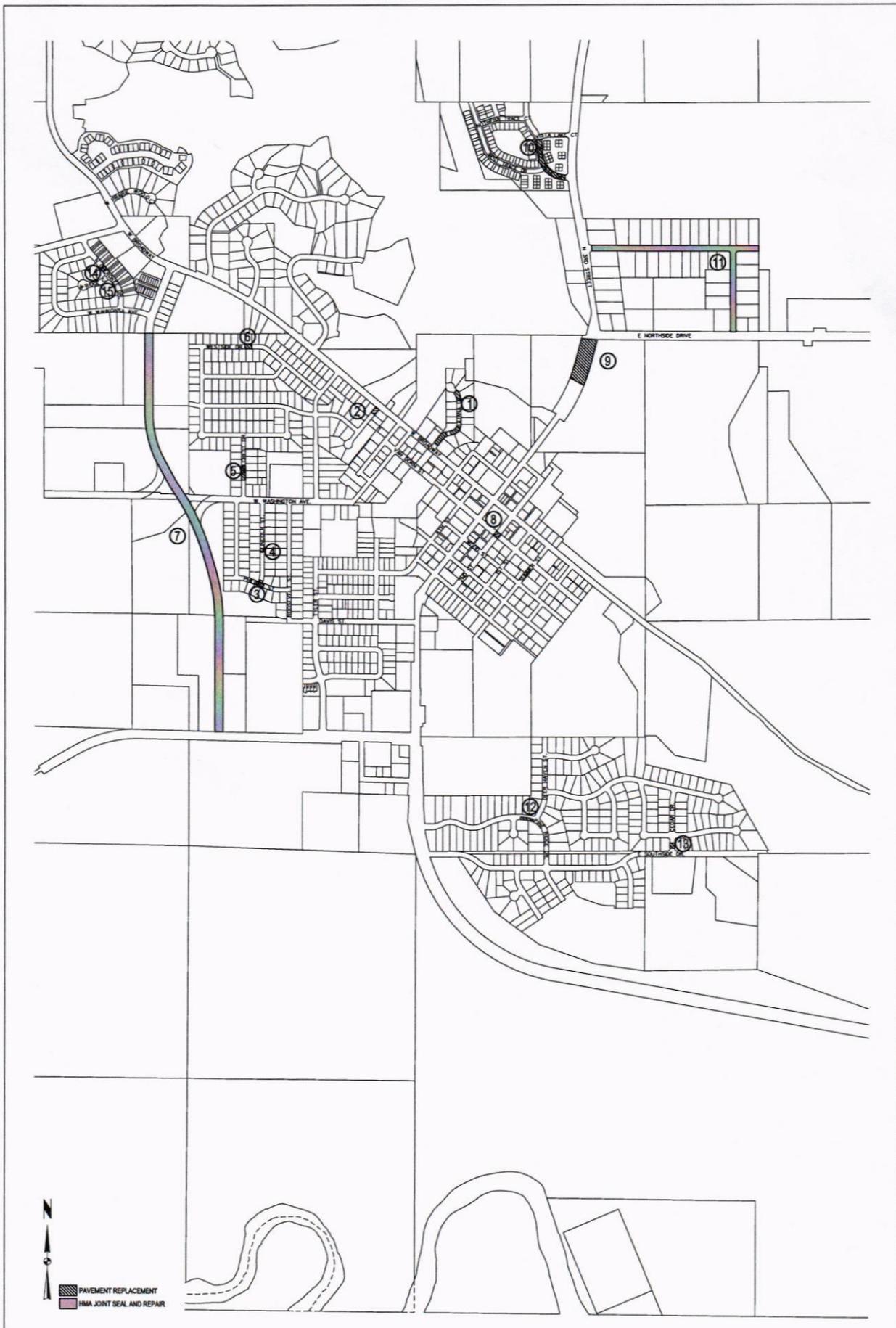
Change Orders The ENGINEER shall negotiate and prepare change orders for approval of the OWNER.

Testing The ENGINEER will coordinate the acceptance testing and monitoring according to the specifications including the services provided by an independent testing laboratory retained by the Contractor. The ENGINEER's review of such testing and certificates will be for the purpose of determining that the results certified indicate compliance with the Contract Documents and will not constitute an independent evaluation that the content or procedures of such observations, tests, or approvals comply with the requirements of the Contract Documents. The ENGINEER shall be entitled to rely on the results of such tests.

Substantially Complete and Final Site Observation The ENGINEER shall perform a site observation to determine if the project is substantially complete according to the plans and specifications, prepare a punchlist and make recommendation on final payment upon completion of punchlist items.

- The ENGINEER shall receive and review maintenance and operating instructions, schedules and guarantees and transmit to OWNER.
- If the Contractor exceeds the estimated working days in completing construction of the project, or if change orders or project additions require additional working days, the ENGINEER will be compensated for administration, construction observation and staking services based on established hourly rates and fixed expenses outlined in the ENGINEER's Standard Fee Schedule.

Final Acceptance It is understood that the OWNER will accept any portion of the project only after recommendation by the ENGINEER. Final acceptance of the project by the OWNER shall not be deemed to release the Contractor from responsibility for insuring that the work is done in a good and workmanlike manner, free of defects in materials and workmanship nor the ENGINEER for his liability of design.



PROJECT NAME:

EXHIBIT "C" 2016 STREET REPAIR LOCATIONS

SCALE: 1"=1000

DATE: 02-19-16

PROJECT #: PROPOSAL



SHEET REFERENCE: Project Location Map 1 OF 1

ADDENDUM #: N/A

EXHIBIT "D"

Polk City Public Improvements Projects Critical Path Construction Observation

COORDINATION WITH CITY:

1. Construction Observer (Observer) will attend Preconstruction Meeting and subsequent weekly field meetings during construction.
2. Observer reserves the right to reject any inappropriate or damaged materials delivered to, or observed on the site. Observer will notify the Contractor of any inappropriate or damaged materials that need to be removed from site and not be incorporated in the project.
3. If Observer or Project Engineer observes, or has reason to believe, the Contractor's construction methods or materials used does not meet the contract documents, the Project Engineer will immediately notify the City to determine the appropriate corrective measure(s) to be taken. This may include the City directing the Contractor to stop work until the appropriate corrective measure(s) is determined.

PUBLIC COORDINATION:

1. Verify Contractor is providing notice to residents for driveway replacement, lane closures, access modifications, temporary water shut offs, and saw cutting operations.
2. Document time spent with property owners, what was discussed and keep Deb Beck informed of these discussions.

SUBMITTALS AND SHOP DRAWINGS:

1. Review with Contractor what the Soils Report recommendations are.
2. Verify that approved Shop Drawings match for City utilities and structures installed with the Project.
3. Verify materials match contract documents for Project.

DOCUMENTATION AND TESTING:

1. Complete Daily Diary of construction operations. Document type of work and location, quantities and any problems or changes encountered. Be sure to include date and Observer's name for each diary entry.
2. Complete Weekly Working Day Report and submit to Deb Beck for approval by Friday of same week. After approved, Deb will submit report to Project Engineer by Monday of following week.
3. Measure contract quantities and submit quantities to Deb Beck on the last day of the month. After quantities are approved, Deb will submit them to Project Engineer for pay applications.
4. Observe and document all specified testing. Complete Test Results log for any testing observed. Even failing tests should be entered in log. Include date of each test and your initials in the By column.
5. Observe and document all corrective measures for failed tests and all retesting.
6. Work with Deb Beck to maintain project file of material submittals, shop drawings, log book, and test results.

EXHIBIT "D"

7. Observe traffic control devices daily. Deficiencies noted in traffic control should be brought to the attention of the Contractor. Traffic control must utilize MUTCD and SUDAS.
8. Review hard copies or emails of test reports to confirm this information matched field results. Document test locations on plan and profile sheets. Organize test reports for the file.

DENSITY (COMPACTION) TESTING:

1. Construction Observer will determine the location of testing.
2. Additional testing may be required by the Project Engineer in the event of non-compliance or if conditions change.
3. Test Failure and Retesting: Rework, recompact, and retest as necessary until specified compaction and moisture content is achieved in all areas of the trench. In the event of failed tests, the Project Engineer may require retesting as deemed necessary.

MOISTURE CONTENT and DENSITY:

1. Ensure that moisture content falls within a range of optimum moisture to 4% above optimum moisture or as stated in contract documents and contract documents.
2. Compact cohesive soils to no less than 95% of maximum Standard Proctor Density.

TRENCH COMPACTION TESTING FREQUENCY AND LOCATIONS:

1. Perform testing of the final utility trench backfill, beginning at a depth of 2 feet above the top of the pipe for ALL pipes, as follows:
For each 2 vertical feet of consolidated fill, provide tests at a maximum horizontal spacing of 200 feet **and** at all street crossings. (SUDAS 3010 3.06)
 - At 200' max spacing
 - At each street crossing
 - **Each trench/pipe** crossing including services.

SUBGRADE PREP TESTING FREQUENCY:

1. Urban Section: Provide one test per lift per 150 feet. If section is less than 300 feet, perform at least two tests per lift.

EMBANKMENT, FILLS AND SHOULDER BACKFILL TESTING FREQUENCY:

1. Urban Section: Provide one test per lift per 150 feet. If section is less than 300 feet, perform at least two tests per lift.
2. Rural Section: Provide one test for each 500 cubic yards of material placed, with at least two tests per lift.

EXHIBIT "D"

GRADING:

1. Spot check once per week when Contractor is working. (SUDAS Division 2)
2. The Observer will coordinate locations of density tests with Contractor and review testing results by Contractor's laboratory.
3. Review contract documents and soils report for changes in site conditions.
4. Alert Deb Beck if material differs from soil borings or appears unstable, to facilitate appropriate mediation.
5. Observe the finished surfaces, contours and slope-rounding for appearance, that drainage is consistent with contract documents and other requirements.

PIPE INSTALLATION:

1. Observe pipe storage and handling. Check pipe condition. Reject all damaged materials. (SUDAS 4010 & 4020)
2. Observe surface drainage and erosion control provisions.
3. Check maximum trench width, line and grade. Verify correct bedding procedures are used.
4. Check support and protection of existing utilities.
5. Observe groundwater conditions.
6. Observe bedding, pipe laying, jointing and backfill.
7. Observe that abandoned pipes or pipe stubs are capped as per contract documents. (SUDAS 2010 1.08 K)
8. Coordinate locations of density tests with Contractor. Review testing results by Contractor's laboratory.
9. Reconnect all encountered field tile or, if possible, tie them into storm sewer system.
10. Lot services ends are marked with 2x4 below ground and fence post above ground.
11. Lot service utility locations must be referenced to a lot corner.
12. Remind Contractor to securely fence off open trenches at the end of days work.
13. Coordinate trench compaction locations and documentation with Contractor. Review trench compaction reports and notify Deb Beck of failed test results.

SANITARY SEWER:

1. Spot check daily during trenching, pipe laying, structure installation and trench backfill. (SUDAS 4010)
2. Spot check daily during installations of sanitary services. (SUDAS 4010 2.04)
3. Review manhole castings for compliance with the contract documents. (SUDAS 6010)
4. Must be present during initial sanitary sewer video inspection. Video inspection not to be done until after backfill completed, but prior to paving. Run sufficient water through the pipe to saturate low spots. Record and report sanitary sewer video separately from storm sewer video. (SUDAS 4060 3.03)
5. Observe sanitary sewer low pressure air testing. (SUDAS 4060.02)
6. Observe sanitary sewer vacuum testing of manholes. (SUDAS 4060.03)
7. Observe sanitary sewer deflection (mandrel) testing. (SUDAS 4060 3.05) This should wait 30 days from installation of sanitary sewer.
8. Observe proper installation of specified manhole infiltration barriers. (SUDAS 6010 3.01 K)

EXHIBIT "D"

WATER MAIN:

1. Spot check daily during trenching, bedding, pipe lying, and trench backfilling. (SUDAS Division 5)
2. Observe concrete thrust blocks before trench backfilling can begin. (SUDAS FIGURE 5010.101)
3. Observe the installation of trace wire. (SUDAS FIGURE 5010.102)
4. Periodic observation is required during installation of water services.
5. Review valve and hydrant locations. Review valve operation during walk through.
6. Full time observation is required for pressure and leak testing. (SUDAS 5030 3.05)
7. Observe drawing of bacteria samples. Contractor is responsible for delivering samples to lab. (SUDAS 5030 3.06)
8. Apply polyethylene wrap to all iron pipe, valves, fire hydrants and fittings. (SUDAS 5020 3.01 B)
9. Contractor to notify City before operating valves or flushing water main.

STORM SEWER

1. Spot check daily during trenching, bedding, pipe lying, setting manholes and trench backfilling. (SUDAS Division 4)
2. Spot check daily during installations of sump services. (SUDAS 4040 3.03)
3. Observe cast-in-place manhole and intake construction prior to concrete placement. Check base and wall forms for depths, thickness and reinforcing steel type, size and placement. Check concrete truck tickets for approved concrete mix and batched time (90 minutes to unload). (SUDAS 6010 3.02)
4. Must be present during initial storm sewer video inspection. Record and report storm sewer video separately from sanitary sewer video. (SUDAS 4060 3.03)

SUBGRADE PREP:

1. Spot check twice per day for specified subgrade prep methods and also check paving hubs for correct elevation of prep areas. (SUDAS 2010 & 7010 3.02)
2. Check for proper depth of subgrade lifts prior to proof rolling.
3. Contractor to excavate and stockpile the top 6 inches of subgrade. Scarify, mix and re-compact the next 6 inches of subgrade. Replace, mix, and compact the top 6 inches of subgrade. (SUDAS 2010 3.06 A)
4. S&A will attend proof roll and observe with Geotechnical Consultant and Contractor. (SUDAS 2010 3.06 B)
5. S&A to determine locations for density tests and observe testing. (SUDAS 2010 3.09 C)
6. Walk the grade to check for visible soft spots and boulders (rocks 3" and larger). (SUDAS 2010 3.06 A)
7. Watering of finished subgrade may be required to preserve subgrade moisture. (SUDAS 7010 3.02 B)
8. Decision responsibilities for remedies to soft spots in subgrade prep (fly ash, reinforced sections, etc) belong to the design Engineer with City consulted for approval.
9. Contractor responsible for protection of prepared subbases and subgrades.

EXHIBIT "D"

PAVING:

1. Pre-pour meeting required before paving commences.
2. Periodically check the trimming operation. (SUDAS 7010 3.02 B)
3. Check grade stakes and string lines to verify they are set to the correct height.
4. After trimming check again for boulders and soft spots in subgrade.
5. Check box outs for correct locations and type.
6. Review with Contractor manholes to be brought to finish grade or to be protected.
7. Observe reinforcing steel placement. (SUDAS 7010 3.02 E)
8. Full-time observation is required during paving operation.
9. Observe paving process, finishing methods and curing. (SUDAS 7010 3.02 F, G & H)
10. Assure concrete is transported, mixed and placed per specification and plan. (SUDAS 7010 3.07)
11. White pigment cure to be sprayed on pavement regardless of weather. (SUDAS 7010 3.02 I)
12. Conduct air tests, slump tests and mold test cylinders (or observe if testing is being done by a geotechnical consultant). Ensure that the minimum frequency of these tests is being met.
13. Check concrete delivery tickets for correct mix design. Be aware of batching time shown on tickets. Allow no more than 90 minutes for concrete to be unloaded from mixer. Note water added on-site to tickets. (SUDAS 7010 3.07)
14. Consolidate all hand pours with vibrators and smooth with a straightedge. (SUDAS 7010 3.01)
15. Spot check pavement saw cutting for correct joint type, locations, depths and widths. (SUDAS 7010 3.02 J)
16. Spot check joint cleaning and sealing operation. (SUDAS 7010 3.02 K)
17. Back plaster all hand poured curbs, observer to verify before backfill can be done.
18. Back of curb backfill shall be done in a timely manner with suitable material and compacted properly. (SUDAS 7010 3.02 L)
19. Contractor should have weather protection (rain or cold) on-site. (SUDAS 7010 3.05)
20. Contractor to provide truck wash outs.
21. Observer will mark the pavement thickness core locations and observe coring operations.

PCC Pavement Testing Requirements:

Slump and Air tests – frequency **1/200 CY or minimum 1/day**

Air target (machine-place) 8.0%, Tolerance +/-2%.

Air target (hand-pour) 7.0%, Tolerance +/-1.5%.

If any test fails: reject truck, immediately notify Contractor to inform concrete plant, make adjustments and retest until 2 successive loads pass.

Maturity testing or strength testing to open pavement to traffic-frequency **1 set of 3** cylinders required for verification.

6" Cylinders – frequency **3/500 CY** or **minimum two sets/day** (when not using maturity testing)

PCC Strength: Contractor responsible for test cylinder's weather protection and transportation to lab. Cylinders should be delivered to lab within 24 hours. Notify Deb Beck if cylinders remain on-site after 24 hours.

PCC Thickness Testing: 4" diameter core taken at locations marked by S&A, **1core/1,000 SY or 3 cores/project.** Contractor is responsible to deliver cut cores to lab for thickness index.

EXHIBIT "D"

SIDEWALKS, TRAILS & HANDICAP RAMPS:

1. Spot check daily when forming sidewalks and trails. Check that the grade depth, widths between forms, offset to back of curb and stakes comply with contract documents. (SUDAS 7030 3.04, 7030.20)
2. Full-time observation is required when pouring sidewalks and trails.
3. Consolidate with vibrators and smooth by use of straightedge. (SUDAS 7030 3.04 B)
4. Detectable warning panels (truncated domes) shall be grey in color for sidewalks and red in color for trails.
5. Determine plan compliance of sidewalks and ramps via the use of a digital smart level after construction. Shall be within the tolerances specified in contract documents. Check & document slopes of perpendicular curb ramp (8.3% maximum), turning space (2% maximum) and parallel curb ramp (note 4) as it ties into standard sidewalks. (SUDAS FIGURE 7030.205 and 7030.206). Check and document cross slopes of sidewalks at each driveway and every 200 feet of sidewalk. (target cross slope of 1.5% with a maximum cross slope of 2.0% including sidewalk through driveways) (SUDAS FIGURE 7030.102, 7030.201)
6. All sidewalks should be sprayed with white pigment cure regardless of weather. (SUDAS 7030 3.04 D)

ACCEPTANCE:

1. Attend walk through, assist City, Project Engineer, and Contractor in generating punch list of completion items for acceptance.
2. Verify Contractor has completed items on punch list.

EXHIBIT "E"
SNYDER & ASSOCIATES, INC.
2016-17
STANDARD FEE SCHEDULE

Billing Classification/Level	Billing Rate	
Professional		
<i>Engineer, Landscape Architect, Land Surveyor, Legal, GIS, Environmental Scientist Project Manager, Planner, Right-of-Way Agent, Graphic Designer</i>		
Principal	\$190.00	/hour
Principal	\$179.00	/hour
Senior	\$161.00	/hour
VIII	\$148.00	/hour
VII	\$141.00	/hour
VI	\$136.00	/hour
V	\$127.00	/hour
IV	\$115.00	/hour
III	\$107.00	/hour
II	\$97.00	/hour
I	\$83.00	/hour
Technical		
<i>Technicians--CADD, Survey, Construction Observation</i>		
Lead	\$113.00	/hour
Senior	\$109.00	/hour
VIII	\$102.00	/hour
VII	\$94.00	/hour
VI	\$83.00	/hour
V	\$75.00	/hour
IV	\$69.00	/hour
III	\$58.00	/hour
II	\$50.00	/hour
I	\$44.00	/hour
Administrative		
II	\$58.00	/hour
I	\$47.00	/hour
Reimbursables		
Mileage	<i>current IRS standard rate</i>	
Outside Services	<i>As Invoiced</i>	

**ENGINEER'S PRELIMINARY OPINION OF PROBABLE CONSTRUCTION COSTS OF
POTENTIAL REPAIR LOCATIONS FOR FUTURE STREET REPAIR PROJECTS
CITY OF POLK CITY**

16-May-16

LOCATION (See Location Map) =			1		2		3		4		5		6		
			Juliana Court*		Forest Street*		Lincoln & Phillips		Lincoln Street		Hillcrest Drive		Westside Drive		
Item	Description	Unit	Unit Price	Quantity	Total Price	Quantity	Total Price	Quantity	Total Price	Quantity	Total Price	Quantity	Total Price	Quantity	Total Price
1	7" PCC Pavement FDR Patch	SY	\$ 75.00	1,100	\$ 82,500.00	190	\$ 14,250.00	295	\$ 22,125.00	78	\$ 5,850.00	153	\$ 11,475.00	42	\$ 3,150.00
2	Core Out Excavation	CY	\$ 12.00	185	\$ 2,220.00	35	\$ 420.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -
3	Geogrid	SY	\$ 2.50	1,100	\$ 2,750.00	190	\$ 475.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -
4	6" Driveway PCC Pavement	SY	\$ 65.00	100	\$ 6,500.00	-	\$ -	13	\$ 845.00	11	\$ 715.00	11	\$ 715.00	18	\$ 1,170.00
5	4" Sidewalk PCC Pavement	SY	\$ 50.00	5	\$ 250.00	-	\$ -	34	\$ 1,700.00	-	\$ -	-	\$ -	-	\$ -
6	Class A Roadstone	TN	\$ 40.00	370	\$ 14,800.00	70	\$ 2,800.00	45	\$ 1,800.00	12	\$ 480.00	24	\$ 960.00	7	\$ 280.00
7	Rout and Sealing	LF	\$ 5.00	300	\$ 1,500.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
8	Adjustment of Water Valve	EA	\$ 500.00	-	\$ -	-	\$ -	2	\$ 1,000.00	-	\$ -	-	\$ -	-	\$ -
9	Adjustment of Manhole	EA	\$ 1,800.00	-	\$ -	1	\$ 1,800.00	-	\$ -	1	\$ 1,800.00	-	\$ -	-	\$ -
10	Traffic Control	LS	\$ 8,000.00	0.10	\$ 800.00	0.05	\$ 400.00	0.05	\$ 400.00	0.05	\$ 400.00	0.05	\$ 400.00	0.05	\$ 400.00
11	Intake Reconstruction (Top)	EA	\$ 2,000.00	2.00	\$ 4,000.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
12	HMA Clean & Hot Joint Seal	LF	\$ 2.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Totals					\$115,320.00		\$20,145.00		\$27,870.00		\$9,245.00		\$13,550.00		\$5,000.00

LOCATION (See Location Map) =			7		8		9		10		11		12		
			Parker Blvd **, Note 1		2nd & Van Dorn**		3rd at Northside		Wolf Creek **		6th and Madison **		Pine Ridge & Deer Haven		
Item	Description	Unit	Unit Price	Quantity	Total Price	Quantity	Total Price	Quantity	Total Price	Quantity	Total Price	Quantity	Total Price	Quantity	Total Price
1	7" PCC Pavement FDR Patch	SY	\$ 75.00	-	\$ -	20	\$ 1,500.00	120	\$ 9,000.00	90	\$ 6,750.00	-	\$ -	88	\$ 6,600.00
2	Core Out Excavation	CY	\$ 12.00	-	\$ -	5	\$ 60.00	23	\$ 276.00	15	\$ 180.00	-	\$ -	-	\$ -
3	Geogrid	SY	\$ 2.50	-	\$ -	20	\$ 50.00	120	\$ 300.00	-	\$ -	-	\$ -	-	\$ -
4	6" Driveway PCC Pavement	SY	\$ 65.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
5	4" Sidewalk PCC Pavement	SY	\$ 50.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
6	Class A Roadstone	TN	\$ 40.00	-	\$ -	10	\$ 400.00	45	\$ 1,800.00	30	\$ 1,200.00	-	\$ -	14	\$ 560.00
7	Rout and Sealing	LF	\$ 5.00	-	\$ -	-	\$ -	-	\$ -	50	\$ 250.00	-	\$ -	-	\$ -
8	Adjustment of Water Valve	EA	\$ 500.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
9	Adjustment of Manhole	EA	\$ 1,800.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
10	Traffic Control	LS	\$ 8,000.00	0.05	\$ 400.00	0.05	\$ 400.00	0.25	\$ 2,000.00	0.05	\$ 400.00	0.05	\$ 400.00	0.05	\$ 400.00
11	Intake Reconstruction	EA	\$ 2,000.00	-	\$ -	1.00	\$ 2,000.00	-	\$ -	-	\$ -	-	\$ -	-	\$ -
12	HMA Clean & Hot Joint Seal	LF	\$ 2.00	5,900.00	\$ 11,800.00	-	\$ -	-	\$ -	-	\$ -	2,170.00	\$ 4,340.00	-	\$ -
Totals					\$12,200.00		\$4,410.00		\$13,376.00		\$8,780.00		\$4,740.00		\$7,560.00

LOCATION (See Location Map) =

			13		14		15				Totals		
			Cedar & Southside		Ridge Court and Cherokee		Cherokee						
Item	Description	Unit	Unit Price	Quantity	Total Price	Quantity	Total Price	Quantity	Total Price			Quantity	Total Price
1	7' PCC Pavement FDR Patch	SY	\$ 75.00	150	\$ 11,250.00	-	\$ -	42	\$ 3,150.00			2,368	\$ 177,600.00
2	Core Out Excavation	CY	\$ 12.00	-	\$ -	-	\$ -	-	\$ -			263	\$ 3,156.00
3	Geogrid	SY	\$ 2.50	-	\$ -	-	\$ -	-	\$ -			1,430	\$ 3,575.00
4	6" Driveway PCC Pavement	SY	\$ 50.00	-	\$ -	-	\$ -	-	\$ -			-	\$ -
5	4" Sidewalk PCC Pavement	SY	\$ 50.00	-	\$ -	-	\$ -	-	\$ -			39	\$ 1,950.00
6	Class A Roadstone	TN	\$ 40.00	23	\$ 920.00	-	\$ -	7	\$ 280.00			657	\$ 26,280.00
7	Rout and Sealing	LF	\$ 5.00	-	\$ -	175	\$ 875.00	-	\$ -			525	\$ 2,625.00
8	Adjustment of Water Valve	EA	\$ 500.00	-	\$ -	-	\$ -	-	\$ -			2	\$ 1,000.00
9	Adjustment of Manhole	EA	\$ 1,800.00	-	\$ -	-	\$ -	-	\$ -			2	\$ 3,600.00
10	Traffic Control	LS	\$ 8,000.00	0.05	\$ 400.00	0.05	\$ 400.00	0.05	\$ 400.00			1	\$ 8,000.00
11	Intake Reconstruction	EA	\$ 2,000.00	-	\$ -	-	\$ -	-	\$ -			1	\$ 6,000.00
12	HMA Clean & Hot Joint Seal	LF	\$ 2.00	-	\$ -	-	\$ -	-	\$ -			8,070	\$ 16,140.00
Totals					\$12,570.00		\$1,275.00		\$3,830.00				\$249,926.00

Notes:

1. HMA overlay and Milling required for four spot locations on Parker Blvd, approximately 180 SY, to be included in future HMA repair project, for reasons of economies of scale.

* Project Quantities Revised February 2016

** Project Added February 2016

Total Construction Cost: \$249,926.00

Construction Contingency: \$10,000.00

Administration, Engineering, Observation, and Survey: \$39,440.00

Total Project Cost : \$299,366.00

ORDINANCE NO. 2016-1600

AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF POLK CITY, IOWA, CHAPTER 55, ANIMAL PROTECTION AND CONTROL, AND CHAPTER 165, ZONING REGULATIONS, TO ADD LANGUAGE TO THE CITY CODE IDENTIFYING SPECIFIC REGULATIONS AND REQUIREMENTS FOR BEEKEEPING.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF POLK CITY, IOWA:

Section 1. Amendment. Chapter 55, *Animal Protection and Control*, is hereby amended by adding the following:

55.21 Bees and Beekeeping. It is unlawful for a person to keep bees within the City except in an Agricultural (A-1) Zoning District in compliance with Section 165.08(2).

Section 2. Amendment. Chapter 165, *Zoning Regulations*, Subsection 165.08(2), *Agricultural Zoning District Regulations (A-1)*, is hereby amended by adding the following to the table as a Permitted Use:

Beekeeping - beekeeping provided no hive or building in which bees are kept shall be closer than 250 feet to the property line.

Section 3. Repealer. All ordinances or parts of ordinances in conflict with the provision of this Ordinance are hereby repealed.

Section 4. Savings Clause. If any section, provision, sentence, clause, phrase or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any provision, section, subsection, sentence, clause, phrase or part hereof not adjudged invalid or unconstitutional.

Section 5. Violations and Penalties. Any person who violates the provisions of this Ordinance upon conviction shall be punished as set forth in Chapter 3 of the City Code of the City of Polk City, Iowa.

Section 6. Other Remedies. In addition to the provisions set out in the Violations and Penalties Section herein, the City may proceed in law or equity against any person, firm or corporation for violation of any section or subsection of this Ordinance.

Section 7. Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

Passed by the City Council on the _____ day of _____, 2016, and approved this _____ day of _____, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading _____
Second Reading _____
Third Reading _____

The foregoing Ordinance No. _____ was adopted by the Council for the City of Polk City, Iowa, on _____, 2016, and was published in the Des Moines Register on _____, 2016.

Jenny Gibbons, City Clerk

ORDINANCE NO. 2016 - 2200

AN ORDINANCE MAKING REVISIONS AND ADDITIONS TO CHAPTER 3, MUNICIPAL INFRACTIONS, OF THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA

WHEREAS, the City Council of the City of Polk City, Iowa, is amending its Municipal Code to incorporate changes to clarify certain provisions concerning criminal penalties for municipal infractions and to add sections concerning failure to pay citations and habitual offenders.

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

Section 1. Section 3.06, Criminal Penalties, is hereby amended by deleting the current section and inserting the following:

3.06 CRIMINAL PENALTIES.

This chapter does not preclude a peace officer from issuing a criminal citation for a violation of this Code of Ordinances or regulation if criminal penalties are also provided for the violation. Nor does it preclude or limit the authority of the City to enforce the provisions of the Code of Ordinances by criminal sanctions or other lawful means. In addition to any other provision of the Code of Ordinances specifying criminal penalties, the City hereby specifically provides for criminal penalties allowed by Iowa law for simple misdemeanors, for the following:

- 41.08 Discharge Firearm
- 41.09 Throwing or shooting objects
- 41.10 Urinating and Defecating
- 55.02 Animal Neglect
- 55.06 Animal at Large
- 57.03 Keeping of Vicious Animals
- 105.08 Open Dumping Prohibited
- 152.01 Removal of Weeds

Section 2. The following new sections are added to Chapter 3, Municipal Infractions:

3.07 FAILURE TO PAY A CIVIL CITATION.

1. Delinquent Offender. Delinquent Offender shall mean any person that has at least one (1) unpaid citation or municipal infraction of a violation of the Municipal Code of Ordinances that has remained unpaid for one-hundred twenty (120) days or more. It shall be a separate citable offense to be a Delinquent Offender of this Code. A Delinquent

Offender administrative fee of thirty-five (\$35) may be assessed against any such offender, which fee shall be in addition to any fine otherwise due pursuant to this Code.

2. Collection. A default in the payment of a fine or penalty, or any installment of a fine or penalty, may be collected by any means allowable for the collection of monetary judgments. The City Attorney and/or a private collection agent may be retained for the purpose of collecting any default in payment or any fine or penalty or installment of a fine or penalty, or any combination thereof. Any fees or costs incurred by the City with respect to attorneys or private agents retained under this section shall be charged to the offender.

3. Denial of Licenses and Permits. In addition to any other means provided bylaw, the City may collect any past due citation fine, late payment charge, costs, taxes or fees by declining to issue or renew any license, permit, zoning variance or other permission applied for by the responsible party under the Municipal Code of Ordinances until the responsible party pays such fine, charge, costs, taxes and fees.

3.08 HABITUAL OFFENDERS. Habitual Offender shall mean any person that on at least three (3) occasions within a twelve (12) month period has: (1) received a citation, either civil or criminal, of a violation of the Municipal Code of Ordinances; or (2) has had abatement action initiated against any property the habitual offender owns. It shall be a separate citable offense to be a Habitual Offender of this Code. A Habitual Offender administrative fee of thirty-five (\$35) may be assessed for each citation above three (3) issued to the same violator within any twelve (12) month period, which fee shall be in addition to any fine otherwise due pursuant to this Code.

Section 3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4. This ordinance shall be effective 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: _____
Publication Date: _____