

Agenda

Notice of Meeting

Polk City | City Council

September 26, 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. Pinning Ceremony of Lieutenant Dustin Bjornson
6. Consent Items

Action Items

1. Consider motion to approve the City Council Meeting Minutes for September 12, 2016
2. Consider motion to receive and file the P&Z Commission Minutes for September 19, 2016
3. Consider motion to approve the September 26, 2016 Claims
4. Consider motion to approve the August 2016 Finance Report
5. Consider motion to accept resignations from part time Firefighter/EMT Tom Hogan and paid on call (POC) Firefighter/EMT Randy Pace effective immediately
6. Consider motion to acknowledge Tyler Hardenbrook declining conditional employment offer for part time Firefighter/Paramedic
7. Consider motion to approve Resolution 2016-81 approving the partial satisfaction of development agreement for all lots in Bridgeview Plat 1
8. Consider motion to approve Resolution 2016-91 Street Finance Report

7. New Business

Action Items

1. 2016 Street Repair Project
 - a. Public Hearing
 - b. Resolution No. 2016-87 Adopting plans, specifications, form of contract, and opinion of probable cost
 - c. Resolution No. 2016-88 Making award of construction contract
 - d. Resolution No. 2016-89 Approving contract and bond
2. RTM Plat 1:
 - a. Consider motion to approve Resolution 2016-82 scheduling a Public Hearing for rezoning 2.528 acres from Public Utility District (U-1) to Light Industrial District (M-1)
 - b. Consider motion to approve Resolution 2016-83 the Site Plan for Polk City Storage on Lot 1
3. Consider motion to approve the second reading of Ordinance 2016-2500 rezoning approximately 59.40 acres owned by MJR Developments, LLC from Agricultural (A-1) to Single Family Detached Residential (R-1)

- a. (optional) Consider motion to waive the third reading of Ordinance 2016-2500
4. Consider motion to approve Resolution 2016-84 approving the Site Plan for The Stop at Broadway
5. Consider motion to approve Resolution 2016-85 the final pay application for the Davis and Tyler Intersection Reconstruction Project in the amount of \$7826.35
6. Consider motion to approve Resolution 2016-86 approving the towing contract for the Police Department with Mckinney Towing and Recovery
7. Pine Ridge Island
 - a. Design and Engineering proposal
 - b. Perpetual Maintenance agreement identifying parties and responsibilities
 - c. Demonstrate funds or financing to cover cost
 - d. (*Optional*) Consider motion to approve design proposal, perpetual maintenance agreement and financing (subject to attorney and engineering review)
8. Mayor's Report
9. Council Report
 1. Robert Sarchet
 2. Ron Anderson
 3. Dan Lane
 4. David Dvorak
 5. Rob Mordini
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 October 10, 2016

**Monthly Performance Report - Aug 2016
Polk City**

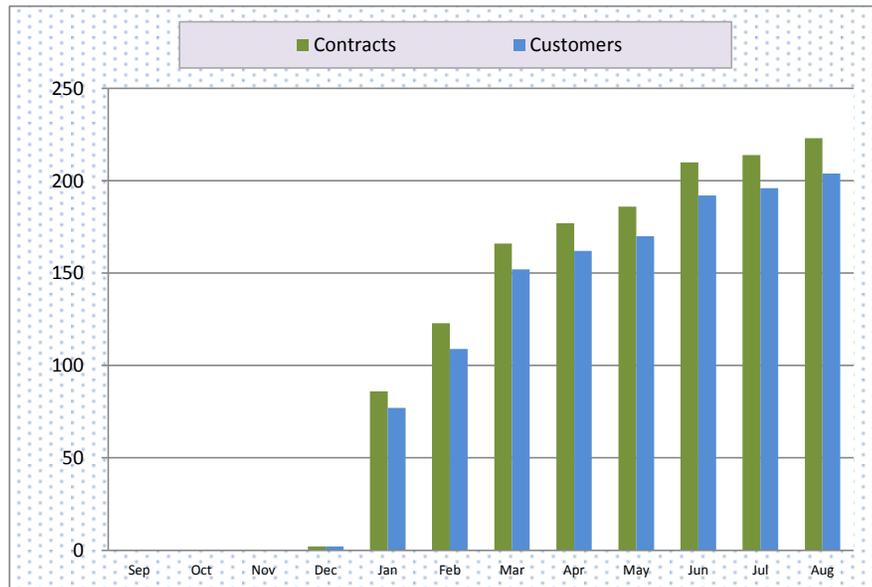
Contracts and Customer Growth Section 1
Channel and Product Breakdown Section 2
Repair Management Claims Section 3

Company Confidential - Do Not Distribute

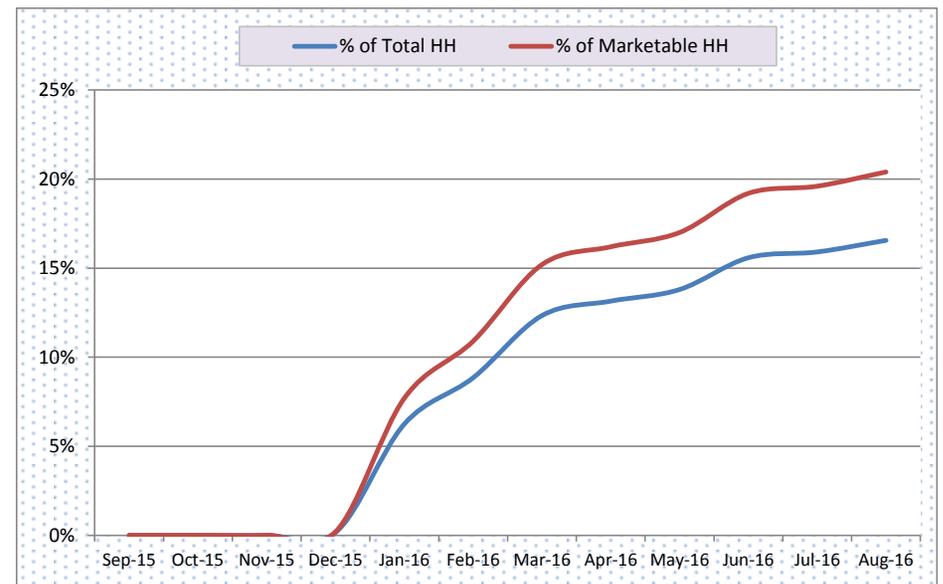
Total Contracts and Customers

| | Sep-15 | Oct-15 | Nov-15 | Dec-15 | Jan-16 | Feb-16 | Mar-16 | Apr-16 | May-16 | Jun-16 | Jul-16 | Aug-16 | Aug-15 | % Change YOY |
|------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------------------|
| Contracts | 0 | 0 | 0 | 2 | 86 | 123 | 166 | 177 | 186 | 210 | 214 | 223 | 0 | |
| Customers | 0 | 0 | 0 | 2 | 77 | 109 | 152 | 162 | 170 | 192 | 196 | 204 | 0 | R12 Retention Rate |
| Contracts per Customer | 0.00 | 0.00 | 0.00 | 1.00 | 1.12 | 1.13 | 1.09 | 1.09 | 1.09 | 1.09 | 1.09 | 1.09 | 0.00 | N/A |

Contracts and Customers



Household Penetration

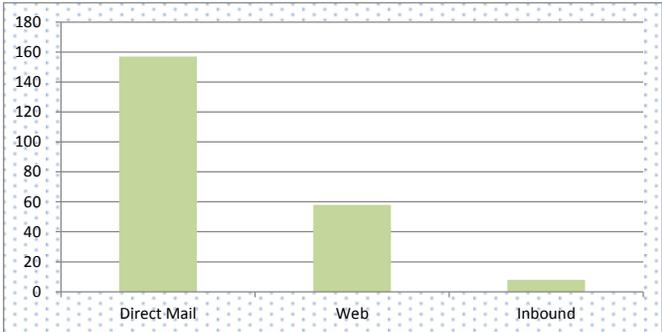


Policy Breakdown by Channel and Product Category

Channel Breakdown

| Channel | Total Contracts | Aug 2016 New Contracts | Jul 2016 New Contracts |
|--------------|-----------------|------------------------|------------------------|
| Direct Mail | 157 | 5 | 3 |
| Web | 58 | 6 | 0 |
| Inbound | 8 | 0 | 0 |
| | | | |
| | | | |
| Total | 223 | 11 | 3 |

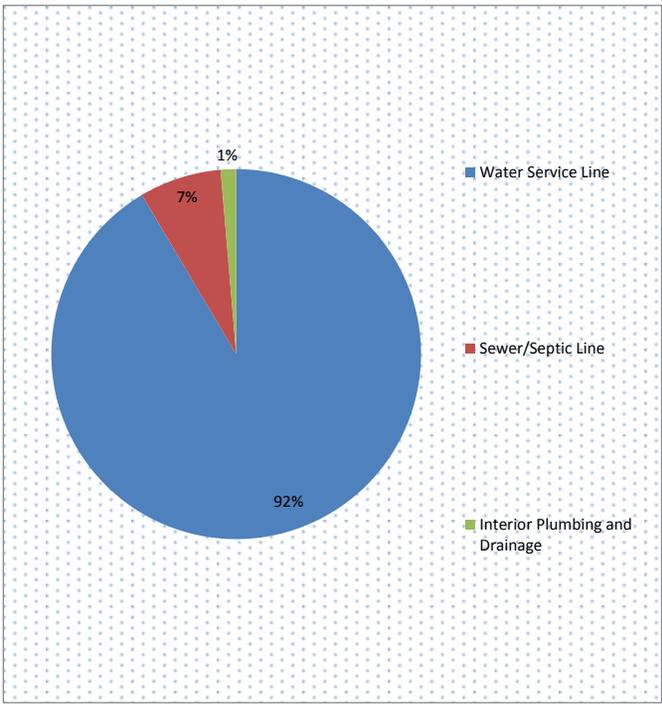
Total Contracts by Channel



Product Category Breakdown

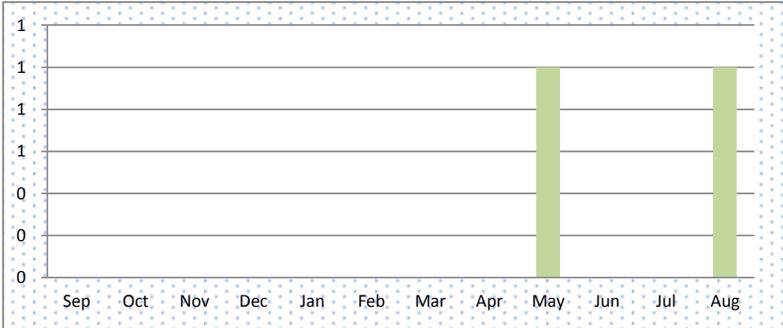
| Product Category | Total Contracts | Aug 2016 New Contracts | Jul 2016 New Contracts |
|--------------------------------|-----------------|------------------------|------------------------|
| Water Service Line | 204 | 10 | 3 |
| Sewer/Septic Line | 16 | 1 | 0 |
| Interior Plumbing and Drainage | 3 | 0 | 0 |
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| | | | |
| | | | |
| | | | |
| Total | 223 | 11 | 3 |

Total Contracts by Product Category



Claims and Customer Satisfaction

Total Repair Management Claims by Month



Total Claims

| | Aug 2016 | Jul 2016 |
|------------------------|----------|----------|
| Total Claims | 1 | 0 |
| 12 Month Rolling Total | 2 | |

MEETING MINUTES
The City of Polk City
City Council Meeting
6:30 p.m., Monday, September 12, 2016
City Hall

Polk City, City Council held a meeting at 6:30 p.m., on September 12, 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 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 Williams Assistant City Administrator/Finance Director Jenny Gibbons City Clerk Amy Beattie City Attorney Mike Schulte Public Works Director Trace Kendig Police Chief Jake Schreier Technology Director Kim Kellogg Library Director Dan Gubbins Fire Chief</p> |
|--|---|

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**

Mayor Morse revised the agenda, removing items 6.3a-d, Pine Ridge Island and inserted item 6.3 Pine Ridge Island update

MOTION: A motion was made by Dvorak and seconded by Lane to approve the revised meeting agenda
MOTION CARRIED UNANIMOUSLY

4. **Public Comments** / None
5. **Consent Agenda Items**

Councilman Anderson revised the consent agenda removing item 5.4 and 5.8 to be discussed further

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

1. Consider motion to approve the City Council Meeting Minutes for August 22, 2016
2. Consider motion to receive and file the Parks Commission Minutes for September 6, 2016
3. Consider motion to approve the September 12, 2016 Claims
4. REMOVED
5. Consider motion to receive and file the August 2016 Library Stat Report
6. Consider motion to receive and file the August 1, 2016 Library Meeting Minutes
7. Consider motion to approve the promotion of Dustin Bjornson from Sergeant to Lieutenant with an annual salary of \$74,000 and an exempt classification
8. REMOVED
9. Consider motion to receive and file the August 2016 Water Report
10. Consider motion to approve a conditional offer to employ Matt Auswegan as a Part Time Police Officer at \$23.03 per hour
11. Consider motion to receive and file the August 2016 Police Report
12. Consider motion to approve the 2nd annual Trunk or Treat event on the Square on October 30, 2016 from 6 to 8 p.m.
13. Consider motion to approve the Temporary Site Plan for 1517 Prairie Ridge Dr. event on September 24, 2016 from 8 to 10 p.m.

MOTION CARRIED UNANIMOUSLY

Mayor called attention to #7 regarding the recommendation from Chief Kendig to promote Dustin Bjornson from Sergeant to Lieutenant and congratulated Lieutenant Bjornson on his promotion.

#4 Consider motion to approve Resolution 2016-79 updating Fees charged by the City of Polk City Gary Mahannah, City Administrator reviewed the need to update Ordinance 2009-27 regarding the fees the City charges.

MOTION: A motion was made by Lane and seconded by Anderson to approve Resolution 2016-79

MOTION CARRIED UNANIMOUSLY

#5 Consider motion to approve proposal for Professional Services for the Police Department renovation with Big Creek Design Group, Inc in the amount of \$15,000

Trace Kendig, Police Chief stated only one bid was returned from the four firms RFPs were sent to

MOTION: A motion was made by Anderson and seconded by Dvorak approved the renovation proposal from Big Creek Design Group, Inc

MOTION CARRIED UNANIMOUSLY

6. New Business

1. Public Hearing opened at 6:37 p.m. for consideration of petitions for Voluntary Annexation from owners, Sally Jensen, parcel located at 12737 NW Hugg Drive comprising of approximately 5.29 acres and MJR Developments, parcel located north and east of the Sally Jensen parcel comprising of approximately 59.40 acres. Jenny Gibbons, City Clerk, stated the public notice was published August 26, 2016 and one written comment had been received from Deb and Jeff Childs stating they were unable to attend the public hearing but they were neither for nor against the annexation for Sally Jensen or MJR Developments, however they do not wish for their own property to be annexed.

MOTION: A motion was made by Anderson and seconded by Sarchet to close the Public Hearing at 6:39 p.m.

MOTION CARRIED UNANIMOUSLY

- a. **MOTION:** A motion was made by Lane and seconded by Anderson to approve Resolution 2016-80 approving annexation

MOTION CARRIED UNANIMOUSLY

2. Public Hearing opened at 6:40 p.m. for consideration of petition for rezoning approximately 59.40 acres owned by MJR Developments, LLC from Agricultural (A-1) to Single Family Detached Residential (R-1). Jenny Gibbons, City Clerk, stated the public notice was published September 2, 2016 and no written or verbal comments had been received.

MOTION: A motion was made by Anderson and seconded by Lane to close the Public Hearing at 6:42 p.m.

MOTION CARRIED UNANIMOUSLY

- a. **MOTION:** A motion was made by Anderson and seconded by Sarchet to approve the first reading of Ordinance 2016-2500 approving rezoning

MOTION CARRIED UNANIMOUSLY

3. Pine Ridge Estates provided an Entrance Update
 - LLC established and Federal ID issued
 - Bank Account and startup funds established
 - Engineering Firm, Law office and Landscaping company retained
 - Written communication to Pine Ridge Estates home owners is being drafted
 - Continued communication with the IDOT

NO ACTION

4. Monster Dash request
 - a. Gary Mahannah, City Administrator discussed proposal details including route, street closures and timing.
MOTION: A motion was made by Sarchet and seconded by Dvorak to approve the event proposal
MOTION CARRIED UNANIMOUSLY
 - b. Lindsey Williams, Assistant City Administrator/Finance Director discussed Monster Dash request for sponsorship in addition to staffing requirements from Police and Public Works
MOTION: A motion was made by Mordini and seconded by Lane to approve an in kind sponsorship
MOTION CARRIED UNANIMOUSLY

7. Mayor Report | Mayor Morse proclaimed Constitution Week as September 17-23, 2016. Mayor scheduled a finance meeting for September 26, 2016 at 5 p.m. Mayor called note to the housing stats City Administrator Mahannah provided calling for 2016 to be the 2nd highest record year in new homes since 2003 with valuations continuing to increase. Mayor extended his condolences to the Mike Nelson Family and thanked the Police and Fire departments for their efforts

on site and with their heads up communication. Mayor attended both visitation and funeral, and stated there's something to be said for a community coming together to show their support.

8. **Council Report**

- Mordini echoed condolences to the Nelson Family. Mordini said it's important to know how fortunate we are to be a part of this community.
- Sarchet also echoed condolences. Sarchet called attention to the recent property tax statements residents should pay attention to where their tax dollars are going. Efforts to form the NCGR (Neighborhood Citizen Group Representative) will be soon, reviewing expectations and developing a process with Ken Thornton, Citizen Liaison.
- Anderson also shared his condolences with the Nelson Family and stated the real reason people move to Polk City is for the community.
- Lane extended his condolences to the family as well. Lane also congratulated Dustin Bjornson on his promotion to Lieutenant.
- Dvorak shared his special condolences including thoughts and prayers to everyone affected from the loss of a great man, big loss for the City.

9. **Council Discussion** | No discussion

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

11. **City Reports**

- Mike Schulte, Public Works Director informed Council there would be a scheduled water outage at 2 p.m. Tuesday September 13, 2016 to install a water valve that will hopefully prevent the town square from any future interruptions as the Deer Haven development progresses.
- Lindsey Williams, Assistant City Administrator/Finance Director informed Council the Fiscal 15/16 audit has been scheduled for September 26 – 28th with Faller, Kincheloe and Company PLC.
- Trace Kendig, Police Chief, and Officer Matthew Untrauer have been logging and securing evidence to determine necessary space requirements for the upcoming renovation. Chief also expects the new Charger to have the final elements installed and on patrol within the week.

12. **Closed Session**

MOTION: A motion was made by Anderson and seconded by Lane to proceed with Closed Session at 7:12 p.m., under Code of Iowa; Chapter 21 Official Meetings open to Public; **section 5 Closed session;** sub paragraph 1.c. To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.

MOTION CARRIED UNANIMOUSLY

13. **Adjournment**

MOTION: A motion was made by Anderson and seconded by Lane to adjourn at 7:24 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, September 26, 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, September 19, 2016
City Hall

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on September 19, 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 Justin Vogel Pro Tem Dennis Dietz P&Z Commission Member Ron Hankins P&Z Commission Member Krista Bowersox P&Z Commission Member Doug Sires P&Z Commission Member James Hill P&Z Commission Member</p> | <p><u>Staff Members Present:</u> Gary Mahannah City Administrator Kathleen Connor City Engineering Representative Becky Leonard Deputy City Clerk</p> <p><u>City Council Liaison Present:</u> Ron Anderson City Council Member</p> |
|--|--|

1. **Call to Order** | Chair Triplett called the meeting to order at 6:00 p.m.
2. **Roll Call** | Dietz, Hankins, Vogel, Triplett, Bowersox, Sires, Hill | In attendance
3. **Approval of Agenda**

MOTION: A motion was made by Hankins and seconded by Bowersox to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. **Audience Items** | No discussion items
5. **Approval of Minutes**

MOTION: A motion was made by Hankins and seconded by Dietz to approve the August 15, 2016 meeting minutes.
YES: Dietz, Hankins, Vogel, Triplett, Bowersox, Sires
NO:
ABSTAINED: Hill
MOTION CARRIED
6. **RTM Plat 1**
 - A. **Consider motion to recommend rezoning RTM Plat 1 from U-1 to M-1**

Kathleen Connor provided overview of rezoning request from U-1, open space, to M-1, industrial. The properties to the west and south are zoned as M-1 and are being used as M-1 in terms of existing buildings and a contractor storage yard. Rezoning this portion of the property to M-1 brings the property into compliance with the surrounding area and is in conformance with future land use as proposed in the Comprehensive Plan. RTM Properties received 71.4% consent from neighboring property owners.

MOTION: A motion was made by Hankins and seconded by Bowersox on the recommendation to Council to approve rezoning for property located at 207 N 2nd Street owned by RTM Properties LLC of approximately one half acre from U-1 to M-1 zoning subject resolution of review comments and completion of review recommendations of the City Engineer dated September 7, 2016.
MOTION CARRIED UNANIMOUSLY

B. Consider motion to recommend approval of the Preliminary Plat for RTM Plat 1

Connor shared that the preliminary and final plats show the property to be subdivided into two separate lots: Lot 1 would continue to be owned by RTM Properties LLC (Polk County Heating & Cooling); and Lot 2 would be sold for future development. Staff recommends, once rezoning request is approved, that the Preliminary Plat proceed to Council given that all engineer comments have already been addressed.

MOTION: A motion was made by Hankins and seconded by Hill on the recommendation to Council to approve Preliminary Plat for the RTM Plat 1, owner RTM Properties LLC, subject to resolution of Engineer's comments and completion of recommendations dated September 15, 2016.

MOTION CARRIED UNANIMOUSLY

C. Consider motion to recommend approval of the Final Plat for RTM Plat 1

Staff also recommends Final Plat proceed to Council once rezoning approved and that all legal documentation be reviewed by City Attorney prior to going to Council for approval. In addition, all legal documents including, but not limited to: easement documents; petition and waiver for public sidewalks; and platting documents would need to be recorded prior issuance of a permanent Certificate of Occupancy for the Polk City Storage Site Plan improvements on Lot 1.

MOTION: A motion was made by Hankins and seconded by Hill on the recommendation to Council to approve the Final Plat for RTM Plat 1, owner RTM Properties LLC, subject to resolution of Engineer's comments and completion of recommendations dated September 15, 2016.

MOTION CARRIED UNANIMOUSLY

D. Consider motion to recommend approval of the Site Plan for Polk City Storage on Lot 1 of RTM Plat 1

Mark Young, co-owner of Polk County Heating & Cooling and a partner at RTM Properties LLC, and Brian Campbell, Campbell Engineering, 301 NE Trilein Drive, Ankeny Iowa, presented the Site Plan for Polk City Storage. The conceptual plan shows outdoor storage on northwest part of Lot 1 which will store campers and boats. The area would be fenced in with a 6ft chainlink fence with white slats to limit visibility. The applicant mentioned that future plans, not covered by this Site Plan, include demolition of the existing building on south side of the site and construction of two new buildings up for indoor storage.

Connor advised most comments have been addressed, but items such as the placement of the 4ft sidewalk and storm water management plan need to be resolved before the site plan is approved by City Council. The Site Plan shows the general location for a multi-tenant sign which will have to meet code. An additional buffer may be required along south property line with a future site plan. In addition, they aren't proposing any outdoor lighting at this time for the outdoor storage area with exception to the proposed lighted multi-tenant sign. Once all review comments have been addressed, the Site Plan can proceed to Council prior to the plat since this property is already zoned as M-1.

MOTION: A motion was made by Hankins and seconded by Dietz on the recommendation to Council to approve the Site Plan for Polk City Storage for only Lot 1 of RTM Plat 1 subject to resolution of Engineer's comments and recommendations dated September 15, 2016 including the recommendation that the Certificate of Occupancy shall not be issued for the Site Plan improvements until such time as the Final Plat, Easement Documents, and Petition & Waiver for Public Sidewalks have been approved by City Council and recorded.

MOTION CARRIED UNANIMOUSLY

7. Consider motion to recommend an Amendment to the Future Land Use Plan of Polk City's Comprehensive Plan for the area generally located northeast of N. 3rd Street and Broadway

NO ACTION WAS TAKEN AT THIS TIME

8. Consider motion to recommend approval of the Site Plan for The Stop at Broadway

Andrew Lorentzen, Walker Coen Lorentzen Architects, Inc, 3706 Ingersoll Avenue, Des Moines, IA; Brian Sender, Sender Construction, Vic Piagentini, Associated Engineering Co of Iowa, and David Lindberg, Iowa Growth Investors and Sender Construction were in attendance.

Lorentzen presented the Site Plan which includes a full remodel; new infrastructure, new utilities, and front patio with bike rack. Part of the architectural design shows 20ft on the east side would be clad in metal panel. Colors include mindful gray and sensuous gray along with dark night blue.

Connor advised the Commission that the majority of the comments have been addressed.

Commission Comments:

The commission was very complimentary in the work performed on the Site Plan. They requested the architect consider revisions to the northwest building elevation that would carry the Broadway façade design around the corner since the northwest side of the building is visible from Broadway. To balance out this expense, the commission suggested the materials on the south side of the building could be scaled back since the side facing the Masonic Lodge is much less visible. They also suggested that all proposed building colors are illustrated on the Architectural Elevations when presenting to Council. Sires encouraged them to show color on the northwest elevation is also colored so Council knows that building wall will be painted.

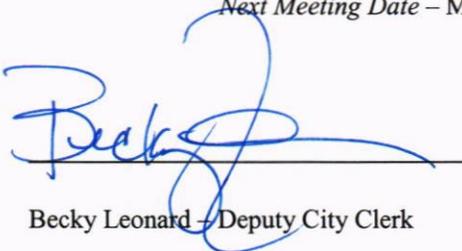
MOTION: A motion was made by Sires and seconded by Hankins on the recommendation to Council to approve the Site Plan for The Stop at Broadway, which includes the architectural elevations, subject to all review comments be satisfied prior to going to Council including the recommendations listed on pages 2 and 3 of engineer's memo dated September 15, 2016. It was further recommended the west elevation receive more architectural treatment as this elevation will be one of the most visible.

MOTION CARRIED UNANIMOUSLY

9. **Council Liaison Report** | Councilman Anderson shared that park ground was a focus in the last Council meeting and welcomes input from both Parks and P&Z Commissions.
10. **Staff Report** | No report
11. **Commission Report** | No report
12. **Adjournment**

MOTION: A unanimous motion was made to adjourn at 7:02 p.m.

Next Meeting Date – Monday, October 17, 2016



Becky Leonard - Deputy City Clerk

CLAIMS REPORT

The City of Polk City

For 9/26/2016

| DEPARTMENT | VENDOR | EXPENSE TYPE | AMOUNT |
|------------|---------------------------------|---------------------------------|-------------|
| ALL DEPT | MIDAMERICAN ENERGY | ELECTRIC CHARGES | \$11,225.46 |
| CH | CENTURY LINK | PHONE SERVICE | \$509.67 |
| CH | CRYSTAL CLEAR WATER CO | PURCHASED WATER | \$15.47 |
| CH | DATA TECHNOLOGIES | 2016 FALL USER GROUP MEETING | \$95.00 |
| CH | GREATER DES MOINES CONVENTION | HOTEL MOTEL TAX DISTRIBUTION | \$3,168.22 |
| CH | IOWA PROCESS SERVICE | AFFIDAVIT OF SERVICE | \$220.00 |
| CH | LINDSEY WILLIAMS | REIMBURSEMENT - MILEAGE | \$20.52 |
| CH | MIDLAND POWER CO-OP | STREET LIGHTING | \$196.27 |
| CH | MMIT BUSINESS SOLUTIONS GROUP | COPIER | \$70.96 |
| CH | TOTAL QUALITY INC. | LAWNCARE | \$75.00 |
| CH | US BANK | BANK CHARGES | \$103.00 |
| COUNCIL | DAN LANE | REIMBURSEMENT - MILEAGE/PARKING | \$209.86 |
| FD | AMERICAN TEST CENTER | LADDER INSPECTION | \$246.00 |
| FD | BOUND TREE MEDICAL | MEDICAL SUPPLIES | \$473.66 |
| FD | KENT ALTENA | REIMBURSEMENT-SOFTWARE UPGRADE | \$99.00 |
| FD | SOUTHEASTERN EMERGENCY EQUIPMEN | MEDICAL SUPPLY | \$53.85 |
| LIB | AMAZON | BOOKS | \$1,702.45 |
| LIB | CENTURY LINK | PHONE SERVICE | \$261.84 |
| LIB | COPY SYSTEMS INC. | COPIER | \$305.78 |
| LIB | DEMCO INC. | LIBRARY SUPPLIES | \$189.08 |
| LIB | HY-VEE | ADULT PROGRAM PRESENTER/SUPPLY | \$120.00 |
| LIB | RECORDED BOOKS LLC. | BOOKS ON CD | \$430.00 |
| LIB | TOTAL QUALITY INC. | LAWNCARE | \$147.00 |
| PARKS | D & K PRODUCTS | GRASS SEED | \$210.00 |
| PARKS | GURNSEY ELECTRIC CO | BATTING CAGE OUTLET/SVC INSTAL | \$1,879.00 |
| PARKS | GURNSEY ELECTRIC CO | REMOVE WIRING FOR PLAYGROUND | \$385.00 |
| PARKS | OVERHEAD DOOR CO OF DES MOINES | SPORTS COMPLEX-VANDALIZED DOOR | \$183.00 |
| PARKS | POLK COUNTY HEATING & COOLING | TOWNSQUARE PLAYGROUND | \$450.00 |
| PARKS | TOTAL QUALITY INC. | LAWNCARE | \$1,980.00 |
| PD | CENTURY LINK | PHONE SERVICE | \$50.96 |
| PD | CUSTOM AWARDS & EMBROIDERY INC | AWARD PLAQUES-CITSTF | \$90.00 |
| PD | DUSTIN G. BJORNSON | REIMBURSEMENT-PUNT/PASS/KICK | \$58.44 |
| PD | GURNSEY ELECTRIC CO | SQUAD ROOM-NEW OUTLETS | \$624.74 |
| PD | L3 MOBILE VISION | IN-CAR CAMERA HARDWARE/SOFTWAR | \$15,044.55 |
| PD | MIDWEST OFFICE TECHNOLOGY | COPIER RENTAL | \$30.00 |
| PD | TANNER RICKERSEN | REIMBURSEMENT-COURT PARKING | \$3.00 |
| PD | TRACE KENDIG | CELL PHONE REIMBURSEMENT | \$40.00 |
| PW | ADVENTURE LIGHTING | REPLACEMENT LIGHT-EAST ENTRANC | \$250.00 |
| PW | CALIGIURI CONCRETE | POUR BACK DRIVE-VALVE REPLACEMT | \$4,200.00 |
| PW | CALIGIURI CONCRETE | TYLER/BRIDGE RD WATER TIE-IN | \$6,950.00 |
| PW | CENTRAL IOWA TELEVISION | BROADWAY SEWER | \$3,000.00 |
| PW | CENTURY LINK | PHONE SERVICE | \$384.98 |
| PW | CHR TIRE AND AUTO | TRUCK REPAIR | \$714.59 |
| PW | CINTAS FIRST AID & SAFETY D89 | FIRST AID SUPPLIES | \$142.35 |
| PW | CODY MOECKLY | REIMBURSEMENT-CDL A LICENSE | \$64.00 |
| PW | D & K PRODUCTS | BRUSH KILLER FENCE ROWS-ROW | \$174.83 |
| PW | D & K PRODUCTS | GRASS SEED | \$210.00 |
| PW | FERGUSON WATERWORKS | IRRIGATION METERS | \$4,285.00 |
| PW | GURNSEY ELECTRIC CO | REPAIR BRIDGE RD SIREN | \$85.00 |
| PW | IOWA ONE CALL | UNDERGROUND LOCATIONS | \$147.80 |
| PW | LAWSON PRODUCTS | PARTS, HARDWARE & SUPPLIES | \$961.39 |
| PW | MATHESON | MONTHLY TANK RENTAL | \$14.26 |
| PW | MENARD'S | SUPPLIES | \$1,305.91 |
| PW | MIDLAND POWER CO-OP | STREET LIGHTING | \$153.65 |

CLAIMS REPORT
The City of Polk City

For **9/26/2016**

| DEPARTMENT | VENDOR | EXPENSE TYPE | AMOUNT |
|--------------|-------------------------------|---------------------------------|--------------------|
| PW | MIDWEST OFFICE TECHNOLOGY | COPIER RENTAL | \$40.00 |
| PW | POLK COUNTY EXTENSION | MOSQUITO SPRAYING CERTIFICATION | \$140.00 |
| PW | POLK COUNTY HEATING & COOLING | SUMMER/BROADWAY WATER MAIN | \$950.00 |
| PW | QUICK SUPPLY CO | WALNUT/5TH - HYDRANT REPLACEMT | \$74.00 |
| PW | TOTAL QUALITY INC. | LAWNCARE | \$6,294.00 |
| PW | VERIZON WIRELESS | PHONE AND DATA PLAN | \$91.20 |
| PW | WOOD ROOFING COMAPNY INC | ROOF REPAIR PER INSPECTION | \$4,630.00 |
| TOTAL | | | \$76,229.74 |
| | ALL DEPT | | \$11,225.46 |
| | CH | | \$4,474.11 |
| | COUNCIL | | \$209.86 |
| | FD | | \$872.51 |
| | LIB | | \$3,156.15 |
| | PARKS | | \$5,087.00 |
| | PD | | \$15,941.69 |
| | PW | | \$35,262.96 |
| | TOTAL | | \$76,229.74 |



POLK CITY - A City For All Seasons -

Monthly Finance Report

August 31, 2016

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

Bank Balances:

| | |
|---|-------------------------------------|
| Luana Savings Bank M.M. Account- 1.00% | \$3,038,480.06 |
| Grinnell State Bank Certificate of Deposit- 1.00% | \$1,006,030.03 |
| Grinnell State Bank Business Money Market- 0.15% | \$435,252.86 |
| Grinnell State Bank Business Checking- 0.05% | \$1,349,261.59 |
| Outstanding Transactions | (\$101,574.58) |
| IPAIT Investment Account | \$4.00 |
| Total Cash at Banks | <u><u>\$5,727,453.96</u></u> |

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

| Account Title | Total Budget | MTD Balance | YTD Balance | % of Year Used | Actual % Used Of Budget | Uncollected |
|-----------------------------------|---------------------|--------------------|---------------------|-----------------------|--------------------------------|---------------------|
| General Total | 4,595,151.00 | 316,681.19 | 647,330.40 | 16.67% | 14.09% | 3,947,820.60 |
| Road Use Total | 400,000.00 | 46,743.52 | 78,553.45 | 16.67% | 19.64% | 321,446.55 |
| TIF Total | 171,000.00 | 165.25 | 714.08 | 16.67% | 0.42% | 170,285.92 |
| L.M.I Total | 24,000.00 | 0.00 | 547.09 | 16.67% | 2.28% | 23,452.91 |
| Debt Service Total | 137,160.00 | 0.00 | 0.00 | 16.67% | 0.00% | 137,160.00 |
| Capital Improvements Total | 929,793.00 | 0.00 | 0.00 | 16.67% | 0.00% | 929,793.00 |
| Water Total | 661,250.00 | 81,868.88 | 170,217.27 | 16.67% | 25.74% | 491,032.73 |
| Sewer Total | 601,500.00 | 59,562.75 | 121,452.09 | 16.67% | 20.19% | 480,047.91 |
| Total Of All Revenues | 7,519,854.00 | 505,021.59 | 1,018,814.38 | 16.67% | 13.55% | 6,501,039.62 |

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

| Account Title | Total Budget | MTD Balance | YTD Balance | % of Year Used | Actual % Used Of Budget | Unexpended |
|-----------------------------------|---------------------|--------------------|--------------------|-----------------------|--------------------------------|---------------------|
| Police Total | 677,859.00 | 58,157.86 | 116,238.24 | 16.67% | 17.15% | 561,620.76 |
| Civil Defense Total | 1,200.00 | 119.96 | 397.02 | 16.67% | 33.09% | 802.98 |
| Fire Total | 457,441.00 | 24,858.82 | 69,580.10 | 16.67% | 15.21% | 387,860.90 |
| Building/Housing Total | 343,091.00 | 59,086.43 | 82,197.69 | 16.67% | 23.96% | 260,893.31 |
| Dog Control Total | 1,250.00 | 0.00 | 125.00 | 16.67% | 10.00% | 1,125.00 |
| Road Use Total | 133,013.00 | 10,029.83 | 16,578.31 | 16.67% | 12.46% | 116,434.69 |
| Street Lighting Total | 64,000.00 | 6,163.75 | 10,852.10 | 16.67% | 16.96% | 53,147.90 |
| Other Public Works (Theft) | 0.00 | 0.00 | 0.00 | 16.67% | 0.00% | 0.00 |
| Env.Health Services Total | 5,500.00 | 0.00 | 0.00 | 16.67% | 0.00% | 5,500.00 |
| Library Total | 271,251.00 | 20,352.97 | 43,810.32 | 16.67% | 16.15% | 227,440.68 |
| Parks Total | 255,312.00 | 30,041.24 | 67,798.12 | 16.67% | 26.56% | 187,513.88 |
| Community Center Total | 43,600.00 | 86.67 | 2,348.58 | 16.67% | 5.39% | 41,251.42 |
| Economic Development Total | 0.00 | 0.00 | 0.00 | 16.67% | 0.00% | 0.00 |
| Mayor Council Total | 201,886.00 | 15,090.38 | 29,293.42 | 16.67% | 14.51% | 172,592.58 |
| Policy Administration | 482,173.00 | 57,935.87 | 102,987.69 | 16.67% | 21.36% | 379,185.31 |
| Elections | 0.00 | 0.00 | 0.00 | 16.67% | 0.00% | 0.00 |
| City Attorney Total | 46,000.00 | 3,980.00 | 7,540.46 | 16.67% | 16.39% | 38,459.54 |
| City Hall Total | 117,350.00 | 7,821.14 | 26,286.00 | 16.67% | 22.40% | 91,064.00 |
| Other City Government Total | 67,500.00 | 1,855.31 | 6,094.93 | 16.67% | 9.03% | 61,405.07 |
| Transfer Total | 1,066,953.00 | 0.00 | 0.00 | 16.67% | 0.00% | 1,066,953.00 |
| General Total | 4,235,379.00 | 295,580.23 | 582,127.98 | 16.67% | 13.74% | 3,653,251.02 |
| Road Use Total | 389,000.00 | 31,269.70 | 49,751.71 | 16.67% | 12.79% | 339,248.29 |
| TIF Total | 171,000.00 | 0.00 | 0.00 | 16.67% | 0.00% | 171,000.00 |
| L.M.I Total | 36,000.00 | 0.00 | 0.00 | 16.67% | 0.00% | 36,000.00 |
| Debt Service Total | 137,160.00 | 0.00 | 0.00 | 16.67% | 0.00% | 137,160.00 |
| Capital Improvements Total | 929,793.00 | 5,315.00 | 68,569.31 | 16.67% | 7.37% | 861,223.69 |
| Water Total | 607,207.00 | 63,765.20 | 130,472.39 | 16.67% | 21.49% | 476,734.61 |
| Sewer Total | 590,256.00 | 66,210.80 | 110,859.30 | 16.67% | 18.78% | 479,396.70 |
| Total Of All Expenses | 7,095,795.00 | 462,140.93 | 941,780.69 | 16.67% | 13.27% | 6,154,014.31 |

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

| | Revenues | Expenses | Net Difference (R-E) | Note |
|-----------------------------------|------------------------------|----------------------------|---------------------------|---------------------------------------|
| General Total | \$647,330.40 | \$582,127.98 | \$65,202.42 | |
| Road Use Total | \$78,553.45 | \$49,751.71 | \$28,801.74 | |
| TIF Total | \$714.08 | \$0.00 | \$714.08 | |
| L.M.I Total | \$547.09 | \$0.00 | \$547.09 | |
| Debt Service Total | \$0.00 | \$0.00 | \$0.00 | |
| Capital Improvements Total | \$0.00 | \$68,569.31 | (\$68,569.31) | Requires a transfer from General Fund |
| Water Total | \$170,217.27 | \$130,472.39 | \$39,744.88 | |
| Sewer Total | \$121,452.09 | \$110,859.30 | \$10,592.79 | |
| Total | <u>\$1,018,814.38</u> | <u>\$941,780.69</u> | <u>\$77,033.69</u> | |



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.polkcifyd.com

September 19, 2016

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

- Part time Firefighter/EMT Tom Hogan has submitted his resignation to the department, see attached.
- POC Firefighter/EMT Randy Pace has submitted his resignation to the department, see attached.
- Part Time Firefighter/Paramedic Tyler Hardenbrook has declined employment with us. He was offered conditional employment back in August, but declined before he completed the necessary steps. He indicated he found another part time job at a different department with a higher hourly rate.

Thanks,

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

Dan Gubbins
Fire Chief

Dan Gubbins - PCFD

From: Peg-Tom Hogan <lazyelectron@outlook.com>
Sent: Thursday, August 18, 2016 4:10 PM
To: Dan Gubbins - PCFD
Subject: RE: Resignation

Chief Gubbins,

After careful reflection I regret to inform you that effective immediately I hereby resign from the Polk City Fire Department. The reasons for my resignation are personal in nature. I would like to thank you for giving me the opportunity to serve your department and our community; I take with me many fond memories of my time at the Department.

I will put my pager, t-shirts, and letter of resignation in the office, and leave my turnout gear in the rack.

Regards,

Tom Hogan

Dan Gubbins - PCFD

From: Randy.pace@polkcityfd.com
Sent: Thursday, August 18, 2016 1:42 PM
To: Dan.gubbins@polkcityfd.com
Subject: My Resignation

Dan,
This was a very hard decision to make but with the changes in my work and life I feel like my time has come to leave the department. This was not a decision I made lightly. Just have to many irons in the fire and with baby number too coming in a couple months it won't get any easier. You guys will always be family and hopefully one day I will have the time to return. Please let me know what all I need to do. I know I have a couple of reports to do and stuff to turn in but if their is anything else let me know.

Randy

RESOLUTION NO. 2016-81

**A RESOLUTION CONFIRMING PARTIAL SATISFACTION OF
DEVELOPMENT AGREEMENT FOR BRIDGEVIEW PLAT 1.**

WHEREAS, Diligent Polk City, LLC and Polk City Venture, LLC entered into a Development Agreement with the City of Polk City, Iowa for purposes to construct certain public improvements including the extension of Parker Boulevard, the extension of a sanitary sewer trunk line, the extension of the water main and the extension of storm sewers referred to as the Parker Boulevard Project; and

WHEREAS, said Development Agreement was dated December 12, 2005 and was recorded in Book 11446, Page 755 in the office of the Polk County Recorder and referenced real property, known as Bridgeview Plat 1, including the following legal description:

N 590.15F S 635.15F W 109.2F NW ¼ SE ¼ & -EX S 500F- & -EX N 689.95F E 130.8F- E ½ NE ¼ SW ¼ SEC 2-80-25

And

E 130.8F N 689.95F NE ¼ & SW ¼ & - EX S 635.15F W 109.2F & S 660F E 264F- W ½ NW ¼ SE ¼ LESS RD SEC 2-80-25; and

WHEREAS, the developer has complied with the provisions of the Development Agreement and the real property is being sold and needs a satisfaction of said Agreement for future closings.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby confirms the partial satisfaction of the Development Agreement dated December 12, 2005 and recorded in Book 11446, Page 755 of the Polk County Recorder Office.

PASSED AND APPROVED the 26th day September 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

WHEN RECORDED RETURN TO:

Amy S. Beattie
6701 Westown Parkway, Suite 100
West Des Moines, Iowa 50266

Preparer Information: Amy S. Beattie, 6701 Westown Parkway, Suite 100, West Des Moines, Iowa 50266 (515) 274-1450

**PARTIAL SATISFACTION OF
DEVELOPMENT AGREEMENT**

COMES NOW the City of Polk City, Iowa and hereby releases the following described property from the terms, conditions, request and restrictions of a certain Development Agreement dated December 12, 2005 and recorded in Book 11446, Page 755 in the office of the Polk County Recorder:

All lots in Bridgeview Plat 1, an Official Plat, now included in and forming a part of the City of Polk City, Polk County, Iowa.

Notwithstanding the above satisfaction, the above-described property will continue to enjoy the benefits of Section 6.02 of said Development Agreement.

Dated September __, 2016.

CITY OF POLK CITY, IOWA

Attest:

By: _____
Jason Morse, Mayor

By: _____
Jenny Gibbons, City Clerk

STATE OF IOWA, COUNTY OF POLK, ss:

On the ____ day of September, 2016, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Jason Morse and Jenny Gibbons, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk of the City of Polk City, Iowa, a municipal corporation; that the seal affixed to the above and foregoing instrument is the corporate seal of said municipal corporation, and that said instrument was signed and contained in the Resolution adopted by the City Council of Polk City, Iowa, on the ____ day of _____, 2016, and the said Jason Morse and Jenny Gibbons acknowledged the execution of said instrument to be their voluntary act and deed and the voluntary act and deed of said municipal corporation, by it and by them voluntarily executed.

Notary Public in and for the State of Iowa



Form 517007 {5-2016}
Office of Local Systems
Ames, IA 50010

City Street Financial Report

Report Generated

9/22/2016 1:58 PM

Fiscal Year

2016

Sheet

1 of 9

| |
|-------------|
| City Name |
| POLK CITY |
| City Number |
| 6170 |

Cover Sheet

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

On 09/26/2016 did hereby approve and adopt the annual
(month/day/year)

City Street Financial Report from July 1, 2015 to June 30, 2016
(Year) (Year)

Contact Information

| Name | E-mail Address | Street Address | city | ZIP Code |
|---------------------|--------------------------|----------------|--------------------|------------|
| Lindsey M. Williams | lwilliams@polkcityia.gov | 112 3rd Street | Polk City | 50226-0426 |
| Hours | Phone | Extension | Phone(Alternative) | |
| 8.00-5:00 | 515-984-6233 | | 51598469157 | |

Preparer Information

| Name | E-mail Address | Phone | Extension |
|---------------------|--------------------------|--------------|-----------|
| Lindsey M. Williams | lwilliams@polkcityia.gov | 515-984-6233 | |

Mayor Information

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

Resolution Number

2016-91

Jason Morse
Signature Mayor

Jenny Gibbons
Signature City Clerk



Form 517007 {5-2016}
Office of Local Systems
Ames, IA 50010

City Street Financial Report

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Fiscal Year

2016

Sheet

2 of 9

| |
|-------------|
| City Name |
| POLK CITY |
| City Number |
| 6170 |

Summary Statement Sheet

Column 1
Road use
Tax Fund

Column 2
Other Steeet
Monies

Column 3
Street Debt

Column 4
Totals

Round Figures to Nearest Dollars

| A. BEGINNING BALANCE | | | | |
|---|-----------|-----------|-----|-----------|
| 1. July 1 Balance | \$131,126 | \$0 | \$0 | \$131,126 |
| 2. Adjustments (Note on Explanation Sheet) | \$47,730 | \$0 | \$0 | \$47,730 |
| 3. Adjusted Balance | \$178,856 | \$0 | \$0 | \$178,856 |
| B. REVENUES | | | | |
| 1. Road Use Tax | \$422,394 | | | \$422,394 |
| 2. Property Taxes | | \$149,998 | \$0 | \$149,998 |
| 3. Special Assessments | | \$0 | \$0 | \$0 |
| 4. Miscellaneous | | \$0 | \$0 | \$0 |
| 5. Proceeds from Bonds, Notes, and Loans | | \$0 | \$0 | \$0 |
| 6. Interest Earned | | \$0 | \$0 | \$0 |
| 7. Total Revenues (Lines B1 thru B6) | \$422,394 | \$149,998 | \$0 | \$572,392 |
| C. Total Funds Available (Line A3 + Line B7) | \$601,250 | \$149,998 | \$0 | \$751,248 |

Column 1
Road use
Tax Fund

Column 2
Other Steeet
Monies

Column 3
Street Debt

Column 4
Totals

Round Figures to Nearest Dollars

| EXPENSES | | | | |
|---|-----------|-----------|-----|-----------|
| D. Maintenance | | | | |
| 1. RoadWay Maintenance | \$321,695 | \$49,106 | \$0 | \$370,801 |
| 2. Snow and Ice Removal | \$21,606 | \$0 | \$0 | \$21,606 |
| E. Construction, Reconstruction and Improvements | | | | |
| 1. Engineering | \$4,182 | \$26,699 | \$0 | \$30,881 |
| 2. Right of Way Purchased | \$0 | \$0 | \$0 | \$0 |
| 3. Street/Bridge Construction | \$0 | \$0 | \$0 | \$0 |
| 4. Traffic Services | \$0 | \$0 | \$0 | \$0 |
| F. Administration | \$0 | \$74,193 | \$0 | \$74,193 |
| G. Equipment | \$0 | \$0 | \$0 | \$0 |
| H. Miscellaneous | | \$0 | \$0 | \$0 |
| J. street Debt | | | | |
| 1. Bonds, Notes and Loans -Principal Paid | \$0 | \$0 | \$0 | \$0 |
| 2. Bonds, Notes and Loans - Interest Paid | \$0 | \$0 | \$0 | \$0 |
| TOTALS | | | | |
| K. Total Expenses (Lines D thru J) | \$347,483 | \$149,998 | \$0 | \$497,481 |
| L. Ending Balance (Line C-K) | \$253,767 | \$0 | \$0 | \$253,767 |
| M. Total Funds Accounted For (K + L = C) | \$601,250 | \$149,998 | \$0 | \$751,248 |



Form 517007 {5-2016}
Office of Local Systems
Ames, IA 50010

City Street Financial Report

| |
|-------------|
| City Name |
| POLK CITY |
| City Number |
| 6170 |

| |
|-------------------|
| Report Generated |
| 9/22/2016 1:58 PM |
| Fiscal Year |
| 2016 |
| Sheet |
| 3 of 9 |

Miscellaneous Revenues and Expenses Sheet

| Code Number and Itemization of Miscellaneous Revenues (Line B4 on the Summary Statement Sheet)(See Instructions) | Column 2 Other Street Monies | Column 3 Street Debt |
|--|---------------------------------|-------------------------|
| Line B4 Totals | | |

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



Form 517007 {5-2016}
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City Street Financial Report

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| Sheet |
| 4 of 9 |

Bonds, Notes and Loans Sheet

| New Bond ? | Debt Type | Debt Purpose | DOT Use Only | Issue Date | Issue Amount | % Related to Street | Year Due | Principal Balance as of 7/1 | Total Principal Paid | Total Interest Paid | Principal Roads | Interest Roads | Principal Balance as of 6/30 |
|------------|-----------|-----------------|--------------|------------|--------------|---------------------|----------|-----------------------------|----------------------|---------------------|-----------------|----------------|------------------------------|
| | | New Bond Totals | | | \$0 | \$0 | Totals | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |



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Office of Local Systems
Ames, IA 50010

City Street Financial Report

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|-------------|
| City Name |
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| 2016 |
| Sheet |
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Project Final Costs Sheet

For construction, reconstruction, and improvement projects with costs equal to or greater than 90% of the bid threshold in effect as the beginning of the fiscal year.

[Check here if there are no entities for this year](#)

Project Final Costs Sheet (Section A)

| | | | | |
|-------------------|-------------------|-----------------|--------------------|---|
| 1. Project Number | 2. Estimated Cost | 3. Project Type | 4. Public Letting? | 5. Location/Project Description (limits, length, size of structure) |
|-------------------|-------------------|-----------------|--------------------|---|

Project Final Costs Sheet (Section B)

| | | | | | | | | |
|-------------------|--------------------|-------------------|-----------------------------|----------|---------------|---------------|--------------|-----------|
| 1. Project Number | 6. Contractor Name | 7. Contract Price | 8. Additions/ Deductions | 9. Labor | 10. Equipment | 11. Materials | 12. Overhead | 13. Total |
|-------------------|--------------------|-------------------|-----------------------------|----------|---------------|---------------|--------------|-----------|



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Office of Local Systems
Ames, IA 50010

City Street Financial Report

| |
|-------------|
| City Name |
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| City Number |
| 6170 |

| |
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| 2016 |
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Road/Street Equipment Inventory Sheet

| 1. Local Class I.D. # | 2. Model Year | 3. Description | 4. Purchase Cost | 5. Lease Cost | /Unit | 6. Rental Cost | /Unit | 7. Used On Project this FY? | 8. Status |
|-----------------------|---------------|---------------------------------|------------------|---------------|-------|----------------|-------|-----------------------------|-----------|
| | 2009 | Case 21E Payloader | \$60,000 | \$0 | | \$0 | | No | NOCH |
| | 2005 | Ford Altec Bucket Truck | \$59,000 | \$0 | | \$0 | | No | NOCH |
| | 2011 | Bobcat Power Angle Broom | \$3,466 | \$0 | | \$0 | | No | NOCH |
| | 2010 | Ford F350 Truck | \$26,045 | \$0 | | \$0 | | No | NOCH |
| | 2010 | Bobcat Snowblower | \$4,959 | \$0 | | \$0 | | No | NOCH |
| | 2008 | International Dumpstruck | \$98,052 | \$0 | | \$0 | | No | NOCH |
| | 2008 | Ford F350 Truck | \$20,646 | \$0 | | \$0 | | No | NOCH |
| | 2006 | John Deere Mower | \$14,750 | \$0 | | \$0 | | No | NOCH |
| | 2006 | John Deere Mower | \$14,750 | \$0 | | \$0 | | No | NOCH |
| | 2006 | Ford F250 Truck | \$25,460 | \$0 | | \$0 | | No | NOCH |
| | 2016 | International Tandem Dump Truck | \$101,930 | \$0 | | \$0 | | No | NOCH |
| | 2005 | Progressive TD-65 Rotary Mower | \$9,240 | \$0 | | \$0 | | No | NOCH |
| | 2005 | Brush Mower & Tiller | \$3,111 | \$0 | | \$0 | | No | NOCH |
| | 2005 | Ford F350 4x4 Pickup | \$21,778 | \$0 | | \$0 | | No | NOCH |
| | 2004 | Ford F-350 4x4 Pickup | \$21,315 | \$0 | | \$0 | | No | NOCH |
| | 2004 | Bobcat Skidloader | \$60,000 | \$0 | | \$0 | | No | NOCH |
| | 2007 | Airman Air Compressor | \$11,752 | \$0 | | \$0 | | No | NOCH |
| | 2007 | John Deere 3720 Tractor | \$17,900 | \$0 | | \$0 | | No | NOCH |
| | 2008 | Bobcat Track Loader | \$28,500 | \$0 | | \$0 | | No | NOCH |



Form 517007 {5-2016}
Office of Local Systems
Ames, IA 50010

City Street Financial Report

| |
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| Fiscal Year |
| 2016 |
| Sheet |
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Road/Street Equipment Inventory Sheet

| 1. Local Class I.D. # | 2. Model Year | 3. Description | 4. Purchase Cost | 5. Lease Cost | /Unit | 6. Rental Cost | /Unit | 7. Used On Project this FY? | 8. Status |
|-----------------------|---------------|-----------------------|------------------|---------------|-------|----------------|-------|-----------------------------|-----------|
| | 2008 | Bobcat Auger | \$8,000 | \$0 | | \$0 | | No | NOCH |
| | 2013 | Bobcat Landplane | \$3,000 | \$0 | | \$0 | | No | NOCH |
| | 2007 | Bobcat Jack Hammer | \$8,000 | \$0 | | \$0 | | No | NOCH |
| | 2013 | Bobcat Grapple Bucket | \$4,500 | \$0 | | \$0 | | No | NOCH |
| | 2009 | 6" Trash Pump Godwin | \$10,000 | \$0 | | \$0 | | No | NOCH |
| | 2008 | Bobcat sweeper | \$12,000 | \$0 | | \$0 | | No | NOCH |
| | 2014 | Ford F350 | \$35,000 | \$0 | | \$0 | | No | NOCH |
| | 2010 | Bobcat Sweeper | \$10,000 | \$0 | | \$0 | | No | NOCH |



Form 517007 {5-2016}
Office of Local Systems
Ames, IA 50010

City Street Financial Report

| |
|-------------|
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| POLK CITY |
| City Number |
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Explanation Sheet

Comments

FY15 Ending Balance was incorrect due to a misinterpretation of a funding report.



Form 517007 {5-2016}
Office of Local Systems
Ames, IA 50010

| |
|-------------|
| City Name |
| POLK CITY |
| City Number |
| 6170 |

City Street Financial Report

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Fiscal Year

2016

Sheet

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Monthly Payment Sheet

| Month | Road Use tax Payments |
|-----------|-----------------------|
| July | \$35,145.16 |
| August | \$47,344.44 |
| September | \$41,993.17 |
| October | \$32,121.18 |
| November | \$36,538.12 |
| December | \$36,880.95 |
| January | \$30,738.90 |
| February | \$35,328.56 |
| March | \$36,243.06 |
| April | \$25,136.47 |
| May | \$27,053.32 |
| June | \$37,870.58 |
| Totals | \$422,393.91 |

**Bid Tabulation
City of Polk City
2016 Street Repair Project
September 21 2016
Project No.: 116.0636**

| ITEM | SUDAS ITEM NO. | DESCRIPTION | UNIT | TOTAL QUANTITY | ENGINEER'S ESTIMATE | | 1 | | 2 | | 3 | |
|--|-------------------|---|------|-------------------|---------------------|---------------|----------------------------------|---------------|--|---------------|-------------------------------------|---------------|
| | | | | | UNIT PRICE | TOTAL PRICE | TK CONCRETE, INC. PELLA, IOWA | | KINGSTON SERVICES, LLC DES MOINES, IOWA | | CALIBER CONCRETE LLC ADAIR, IOWA | |
| | | | | | | | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE |
| EARTHWORK | | | | | | | | | | | | |
| 2.1 | 2010-1.08-F | Core Out Excavation | CY | 280 | \$ 11.00 | \$ 3,080.00 | \$ 12.50 | \$ 3,500.00 | \$ 18.00 | \$ 5,040.00 | \$ 17.26 | \$ 4,832.80 |
| 2.2 | 2010-1.08-I | Class A Roadstone | TN | 570 | \$ 38.00 | \$ 21,660.00 | \$ 20.00 | \$ 11,400.00 | \$ 24.00 | \$ 13,680.00 | \$ 69.00 | \$ 39,330.00 |
| 2.3 | 2010-1.08-H | Geogrid | SY | 680 | \$ 2.00 | \$ 1,360.00 | \$ 2.00 | \$ 1,360.00 | \$ 3.00 | \$ 2,040.00 | \$ 1.92 | \$ 1,305.60 |
| STRUCTURES FOR SANITARY AND STORM | | | | | | | | | | | | |
| 6.1 | 6010-1.08-E | Adjust Sanitary Sewer Manhole, Minor | EA | 2 | \$ 1,800.00 | \$ 3,600.00 | \$ 1,000.00 | \$ 2,000.00 | \$ 1,400.00 | \$ 2,800.00 | \$ 1,329.56 | \$ 2,659.12 |
| 6.2 | - | Reconstruct Intake, Top only, SW-505 | EA | 2 | \$ 2,000.00 | \$ 4,000.00 | \$ 1,500.00 | \$ 3,000.00 | \$ 2,250.00 | \$ 4,500.00 | \$ 2,920.43 | \$ 5,840.86 |
| STREETS AND RELATED WORK | | | | | | | | | | | | |
| 7.1 | 7040-1.08-A | PCC Pavement Full Depth Repair Patch | SY | 1,850 | \$ 74.00 | \$ 136,900.00 | \$ 70.00 | \$ 129,500.00 | \$ 60.00 | \$ 111,000.00 | \$ 65.11 | \$ 120,453.50 |
| 7.2 | 7040-1.08-C | PCC Partial Depth Repair Patch | SF | 710 | \$ 43.00 | \$ 30,530.00 | \$ 35.00 | \$ 24,850.00 | \$ 48.00 | \$ 34,080.00 | \$ 32.28 | \$ 22,918.80 |
| 7.3 | 7040-1.08-D | Crack and Joint Cleaning and Filling, PCC | LF | 1,450 | \$ 5.00 | \$ 7,250.00 | \$ 4.00 | \$ 5,800.00 | \$ 5.00 | \$ 7,250.00 | \$ 3.15 | \$ 4,567.50 |
| 7.4 | 7040-1.08-E.1 | Crack Cleaning and Filling, Emulsion | LF | 7,500 | \$ 1.50 | \$ 11,250.00 | \$ 2.25 | \$ 16,875.00 | \$ 4.00 | \$ 30,000.00 | \$ 2.65 | \$ 19,875.00 |
| 7.6 | 7030-1.08 | Driveway, Paved, PCC, 6" Depth | SY | 35 | \$ 65.00 | \$ 2,275.00 | \$ 65.00 | \$ 2,275.00 | \$ 52.00 | \$ 1,820.00 | \$ 89.48 | \$ 3,131.80 |
| 7.7 | 7030-1.08-E | Sidewalk, PCC, 4" | SY | 8 | \$ 50.00 | \$ 400.00 | \$ 62.50 | \$ 500.00 | \$ 54.00 | \$ 432.00 | \$ 67.95 | \$ 543.60 |
| 7.8 | 7030-1.08-E | Sidewalk, PCC, 6" | SY | 42 | \$ 65.00 | \$ 2,730.00 | \$ 65.00 | \$ 2,730.00 | \$ 56.00 | \$ 2,352.00 | \$ 42.92 | \$ 1,802.64 |
| 7.9 | 7030-1.08-G | Detectable Warning Panels | SF | 28 | \$ 45.00 | \$ 1,260.00 | \$ 45.00 | \$ 1,260.00 | \$ 44.00 | \$ 1,232.00 | \$ 24.63 | \$ 689.64 |
| TRAFFIC CONTROL AND SIGNALIZATION | | | | | | | | | | | | |
| 8.1 | - | Traffic Control | LS | 1 | \$ 10,000.00 | \$ 10,000.00 | \$ 6,500.00 | \$ 6,500.00 | \$ 9,600.00 | \$ 9,600.00 | \$ 5,953.50 | \$ 5,953.50 |
| MISCELLANEOUS | | | | | | | | | | | | |
| 11.1 | 11020-1.08-A | Mobilization | LS | 1 | \$ 11,500.00 | \$ 11,500.00 | \$ 25,000.00 | \$ 25,000.00 | \$ 24,100.00 | \$ 24,100.00 | \$ 19,908.00 | \$ 19,908.00 |
| TOTAL BID: | | | | | | \$ 247,795.00 | | \$ 236,550.00 | | \$ 249,926.00 | | \$ 253,812.36 |
| Bid Security: | | | | | | | | 10% | | 10% | | 10% |

Notes:

**Bid Tabulation
City of Polk City
2016 Street Repair Project
September 21 2016
Project No.: 116.0636**

| ITEM | SUDAS ITEM NO. | DESCRIPTION | UNIT | TOTAL QUANTITY | ENGINEER'S ESTIMATE | | 4 | | 5 | |
|----------------------|-------------------|---|------|-------------------|---------------------|---------------|--|---------------|--|---------------|
| | | | | | UNIT PRICE | TOTAL PRICE | IOWA EROSION CONTROL, INC. VICTOR, IOWA | | HENRIKSEN CONTRACTING, LLC GRIMES, IOWA | |
| | | | | | | | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE |
| | | EARTHWORK | | | | | | | | |
| 2.1 | 2010-1.08-F | Core Out Excavation | CY | 280 | \$ 11.00 | \$ 3,080.00 | \$ 20.00 | \$ 5,600.00 | \$ 30.00 | \$ 8,400.00 |
| 2.2 | 2010-1.08-I | Class A Roadstone | TN | 570 | \$ 38.00 | \$ 21,660.00 | \$ 40.00 | \$ 22,800.00 | \$ 35.00 | \$ 19,950.00 |
| 2.3 | 2010-1.08-H | Geogrid | SY | 680 | \$ 2.00 | \$ 1,360.00 | \$ 2.00 | \$ 1,360.00 | \$ 3.00 | \$ 2,040.00 |
| | | STRUCTURES FOR SANITARY AND STORM | | | | | | | | \$ - |
| 6.1 | 6010-1.08-E | Adjust Sanitary Sewer Manhole, Minor | EA | 2 | \$ 1,800.00 | \$ 3,600.00 | \$ 750.00 | \$ 1,500.00 | \$ 1,000.00 | \$ 2,000.00 |
| 6.2 | - | Reconstruct Intake, Top only, SW-505 | EA | 2 | \$ 2,000.00 | \$ 4,000.00 | \$ 3,000.00 | \$ 6,000.00 | \$ 1,600.00 | \$ 3,200.00 |
| | | STREETS AND RELATED WORK | | | | | | | | \$ - |
| 7.1 | 7040-1.08-A | PCC Pavement Full Depth Repair Patch | SY | 1,850 | \$ 74.00 | \$ 136,900.00 | \$ 93.57 | \$ 173,104.50 | \$ 78.00 | \$ 144,300.00 |
| 7.2 | 7040-1.08-C | PCC Partial Depth Repair Patch | SF | 710 | \$ 43.00 | \$ 30,530.00 | \$ 20.00 | \$ 14,200.00 | \$ 56.00 | \$ 39,760.00 |
| 7.3 | 7040-1.08-D | Crack and Joint Cleaning and Filling, PCC | LF | 1,450 | \$ 5.00 | \$ 7,250.00 | \$ 3.00 | \$ 4,350.00 | \$ 3.00 | \$ 4,350.00 |
| 7.4 | 7040-1.08-E.1 | Crack Cleaning and Filling, Emulsion | LF | 7,500 | \$ 1.50 | \$ 11,250.00 | \$ 1.00 | \$ 7,500.00 | \$ 2.50 | \$ 18,750.00 |
| 7.6 | 7030-1.08 | Driveway, Paved, PCC, 6" Depth | SY | 35 | \$ 65.00 | \$ 2,275.00 | \$ 85.00 | \$ 2,975.00 | \$ 55.00 | \$ 1,925.00 |
| 7.7 | 7030-1.08-E | Sidewalk, PCC, 4" | SY | 8 | \$ 50.00 | \$ 400.00 | \$ 80.00 | \$ 640.00 | \$ 125.00 | \$ 1,000.00 |
| 7.8 | 7030-1.08-E | Sidewalk, PCC, 6" | SY | 42 | \$ 65.00 | \$ 2,730.00 | \$ 94.00 | \$ 3,948.00 | \$ 105.00 | \$ 4,410.00 |
| 7.9 | 7030-1.08-G | Detectable Warning Panels | SF | 28 | \$ 45.00 | \$ 1,260.00 | \$ 30.00 | \$ 840.00 | \$ 45.00 | \$ 1,260.00 |
| | | TRAFFIC CONTROL AND SIGNALIZATION | | | | | | | | \$ - |
| 8.1 | - | Traffic Control | LS | 1 | \$ 10,000.00 | \$ 10,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 6,500.00 | \$ 6,500.00 |
| | | MISCELLANEOUS | | | | | | | | \$ - |
| 11.1 | 11020-1.08-A | Mobilization | LS | 1 | \$ 11,500.00 | \$ 11,500.00 | \$ 10,000.00 | \$ 10,000.00 | \$ 11,000.00 | \$ 11,000.00 |
| TOTAL BID: | | | | | | \$ 247,795.00 | | \$ 259,817.50 | | \$ 268,845.00 |
| Bid Security: | | | | | | | | 10% | | 10% |

Notes:

NOTICE OF HEARING

NOTICE OF PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COST FOR **THE 2016 STREET REPAIRS PROJECT** FOR THE CITY OF POLK CITY, IOWA.

Public Notice is hereby given that at 6:30 p.m. on the 26TH day of September, 2016, the City Council of the City of Polk City, Iowa will, in the Council Chambers, City Hall, 112 3rd Street, Polk City, Iowa, hold a hearing whereat said Council will resolve to adopt plans, specifications, form of contract and estimate of cost for the construction of the **2016 STREET REPAIRS PROJECT** and, at the time, date and place specified above, or at such time, date and place as then may be fixed, to act upon proposals and enter into contract for the construction of said improvements.

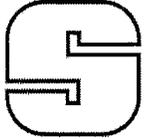
THE 2016 STREET REPAIRS PROJECT includes the Full Depth and Partial Depth PCC replacement of public streets, PCC driveway approach replacement, PCC crack sealing and HMA crack sealing on various locations throughout Polk City, Iowa. Project includes approximately 1850 square yards of PCC Full Depth Repair , 700 SF of PCC Partial Depth Repair, 1450 LF of PCC Crack Route and Seal, 7500 LF of HMA Crack Cleaning and Filling.

At said hearing, the City Council will consider the proposed plans, specifications, form of contract and estimate of cost for said project, the same now being on file in the office of the City Clerk, reference to which is made for a more detailed and complete description of the proposed improvements, and at said time and place the said Council will also receive and consider any comments/objections to said plans, specifications and form of contract or to the estimated cost of said improvements made by any interested party.

This Notice is given by order of the City Council of the City of Polk City, Iowa.

Dated at Polk City, Iowa the 23rd day of August, 2016.

Jenny Gibbons
City Clerk



September 19, 2016

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

RE: FINAL PAY APPLICATION NO. 3 (RETAINAGE RELEASE)
DAVIS AND TYLER INTERSECTION RECONSTRUCTION PROJECT
PROJECT NO. 115.0944

Dear Honorable Mayor and City Council:

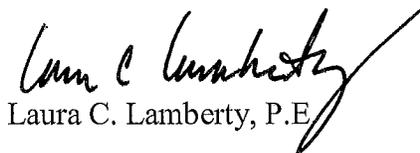
Please find the attached Final Pay Application No. 3 (Retainage Release) for the Davis and Tyler Intersection Reconstruction Project. The withheld retainage is \$7,826.35. The Project was accepted at the July 25, 2016 City Council meeting. The total final contract value was \$156,527.00. The Engineer's Cost Opinion including contingency was \$162,655.00.

At that time the Contractor had submitted the Sales Use Tax forms. We have reviewed the Sales Use Tax forms and these appear to be in order. These forms have been submitted to the City Finance Officer previously.

We will be attending the September 26, 2016 City Council meeting to address any comments or questions. Thank you.

Sincerely,

SNYDER & ASSOCIATES, INC.



Laura C. Lamberty, P.E.

Enclosures

cc: Gary Mahannah
Mike Schulte
Kathleen Connor

APPLICATION FOR PARTIAL PAYMENT NO. 2 (Final - Retention Released)

PROJECT: DAVIS AND TYLER STREET INTERSECTION RECONSTRUCTION S&A PROJECT NO.: 115.0944
OWNER: CITY OF POLK CITY
CONTRACTOR: HOWREY CONSTRUCTION
ADDRESS: 820 HIGH STREET
ROCKWELL CITY, IOWA 50579
DATE: 9/26/2016 PAYMENT PERIOD: 7/1/16- 9/26/16

1. CONTRACT SUMMARY:

Original Contract Amount: \$ 153,596.00
Net Change by Change Order: \$ 2,931.00
Contract Amount to Date: \$ 156,527.00

CONTRACT PERIOD: TOTAL WORKING DAYS
Original Contract Date: April 11, 2016
Original Contract Time: 35
Added by Change Order: 0

2. WORK SUMMARY:

Total Work Performed to Date: \$ 156,527.00
Retainage: Released \$ -
Total Earned Less Retainage: \$ 156,527.00
Less Previous Applications for Payment: \$ 148,700.65
AMOUNT DUE THIS APPLICATION: \$ 7,826.35

Contract Time to Date: 35
Time Used to Date: 23
Contract Time Remaining: 12

3. CONTRACTOR'S CERTIFICATION:

The undersigned CONTRACTOR certifies that:

- (1) all previous progress payments received from OWNER on account of Work done under the contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with the Work covered by prior Applications for Payment; and
- (2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by the application for Payment are free and clear of all liens, claims, security interests, and encumbrances

Howrey Construction

CONTRACTOR

By _____ DATE: _____

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.

ENGINEER

By _____ DATE: _____

5. OWNER'S APPROVAL

City of Polk City

OWNER

By _____ DATE: _____

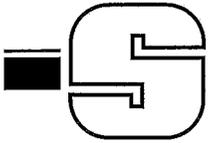
6. DETAILED ESTIMATE OF WORK COMPLETED:

| ITEM NO. | DESCRIPTION | ORIGINAL CONTRACT QUANTITIES | | | | COMPLETED WORK | | |
|--|--|------------------------------|------|-------------|--------------|----------------|------|---------------|
| | | QUANTITY | UNIT | UNIT COST | COST Total | QUANTITY | CO # | COST Total |
| EARTHWORK | | | | | | | | |
| 2.1 | Excavation, Class 10 | CY | 300 | \$ 20.00 | \$ 6,000.00 | 300 | | \$ 6,000.00 |
| 2.2 | Topsoli, On-site | CY | 85 | \$ 30.00 | \$ 2,550.00 | 85 | | \$ 2,550.00 |
| 2.3 | Subgrade Preparation | SY | 750 | \$ 8.00 | \$ 6,000.00 | 750 | | \$ 6,000.00 |
| 2.4 | Subbase, Modified, 6-Inches | SY | 750 | \$ 15.00 | \$ 11,250.00 | 750 | | \$ 11,250.00 |
| 2.5 | Removal of Pavement | SY | 640 | \$ 8.50 | \$ 5,440.00 | 640 | | \$ 5,440.00 |
| 2.6 | Removal of Driveway and Sidewalk Pavement | SY | 52 | \$ 17.50 | \$ 910.00 | 52 | | \$ 910.00 |
| 2.7 | Removal of Storm Sewer/Culverts, CMP <= 18" | LF | 111 | \$ 31.00 | \$ 3,441.00 | 111.0 | | \$ 3,441.00 |
| SEWER AND DRAINS | | | | | | | | |
| 4.1 | Storm Sewer, Trenched, 12" RCP, Class III | LF | 110 | \$ 102.00 | \$ 11,220.00 | 107 | 1 | \$ 10,914.00 |
| 4.2 | Storm Sewer, Trenched, 8" PVC C900 | LF | 9 | \$ 100.00 | \$ 900.00 | 13 | 1 | \$ 1,300.00 |
| 4.3 | Subdrain, Type 1, 6" | LF | 270 | \$ 27.00 | \$ 7,290.00 | 270 | | \$ 7,290.00 |
| 4.4 | Subdrain, Cleanout, Type A-1 | EA | 3 | \$ 450.00 | \$ 1,350.00 | 3 | | \$ 1,350.00 |
| 4.5 | Subdrain, Outlet and Connections | EA | 3 | \$ 1,000.00 | \$ 3,000.00 | 4 | 1 | \$ 4,000.00 |
| WATER MAIN | | | | | | | | |
| 5.1 | Water Main, Trenched, C900 | LF | 40 | \$ 86.00 | \$ 3,440.00 | 40 | | \$ 3,440.00 |
| 5.2 | Gate Valve, 8" | EA | 4 | \$ 1,605.00 | \$ 6,420.00 | 4 | | \$ 6,420.00 |
| 5.3 | Water Main Connections | EA | 4 | \$ 3,100.00 | \$ 12,400.00 | 4 | | \$ 12,400.00 |
| STRUCTURES FOR SANITARY AND STORM | | | | | | | | |
| 6.1 | Manhole, SW-401 | EA | 2 | \$ 3,500.00 | \$ 7,000.00 | 2 | | \$ 7,000.00 |
| 6.2 | Intake, SW-501 | EA | 2 | \$ 3,250.00 | \$ 6,500.00 | 2 | | \$ 6,500.00 |
| 6.3 | Intake, Type SW-512 (18") | EA | 1 | \$ 2,500.00 | \$ 2,500.00 | 1 | | \$ 2,500.00 |
| 6.4 | Sanitary Manhole Adjustment, Minor | EA | 1 | \$ 1,800.00 | \$ 1,800.00 | 1 | | \$ 1,800.00 |
| STREETS AND RELATED WORK | | | | | | | | |
| 7.1 | Standard PCC Pavement, Class C, 6" Depth, Fully Reinforced | SY | 530 | \$ 57.50 | \$ 30,475.00 | 530 | | \$ 30,475.00 |
| 7.2 | Temporary Pavement, 6" PCC | SY | 120 | \$ 45.00 | \$ 5,400.00 | 120 | | \$ 5,400.00 |
| 7.3 | Driveway, Paved, PCC, 6" Depth | SY | 21 | \$ 90.00 | \$ 1,890.00 | 21 | | \$ 1,890.00 |
| 7.4 | Sidewalk, PCC, 4" | SY | 13 | \$ 130.00 | \$ 1,690.00 | 13 | | \$ 1,690.00 |
| 7.5 | Sidewalk, PCC, 6" | SY | 15 | \$ 130.00 | \$ 1,950.00 | 15 | | \$ 1,950.00 |
| 7.6 | Detectable Warning Panels | SF | 16 | \$ 30.00 | \$ 480.00 | 16 | | \$ 480.00 |
| TRAFFIC CONTROL AND SIGNALIZATION | | | | | | | | |
| 8.1 | Traffic Control | LS | 1 | \$ 2,850.00 | \$ 2,850.00 | 1 | | \$ 2,850.00 |
| SITE WORK AND LANDSCAPING | | | | | | | | |
| 9.1 | Sodding | SQ | 5 | \$ 350.00 | \$ 1,750.00 | - | 1 | \$ - |
| Miscellaneous | | | | | | | | |
| 11.1 | Mobilization | LS | 1 | \$ 7,250.00 | \$ 7,250.00 | 1 | | \$ 7,250.00 |
| 11.2 | Remove and Reinstall Mailbox | EA | 1 | \$ 450.00 | \$ 450.00 | 1 | | \$ 450.00 |
| TOTAL ORIGINAL CONTRACT = \$ | | | | | | | | \$ 153,596.00 |
| Total Due | | | | | | | | \$ 152,940.00 |

CHANGE ORDER SUMMARY:

Change Order No. 1

| | | | | | | | | |
|------------------------|---|----|------|-------------|---------------|------|--|---------------|
| 4.1 | Storm Sewer, Trenched, 12" RCP, Class III | LF | -3 | \$ 102.00 | \$ (306.00) | | | |
| 4.2 | Storm Sewer, Trenched, 8" PVC C900 | LF | 4 | \$ 100.00 | \$ 400.00 | | | |
| 4.5 | Subdrain, Outlet and Connections | EA | 1 | \$ 1,000.00 | \$ 1,000.00 | | | |
| 9.1 | Sodding | SQ | -5 | \$ 350.00 | \$ (1,750.00) | | | |
| 9.2 | Sodding | SQ | 42.2 | \$ 85.00 | \$ 3,587.00 | 42.2 | | \$ 3,587.00 |
| TOTAL CHANGE ORDERS \$ | | | | | | | | \$ 2,931.00 |
| TOTAL CONTRACT | | | | | | | | \$ 152,940.00 |
| & CHANGE ORDERS \$ | | | | | | | | \$ 156,527.00 |



September 21, 2016

Honorable Mayor and City Council
City of Polk City
PO Box 426
Polk City, Iowa 50226

RE: REPORT OF BIDS AND RECOMMENDATION OF AWARD OF CONTRACT
2016 STREET REPAIR PROJECT

Honorable Mayor and City Council:

The bid letting for the above referenced project was held by City Staff and Snyder & Associates on Wednesday, September 21, 2016; and produced five bidders. The lower bidder was TK Concrete, Inc of Pella, Iowa with a bid of \$236,550.00. The low bid is 4.5% under the engineer's estimate of \$247,795 for construction without contingencies.

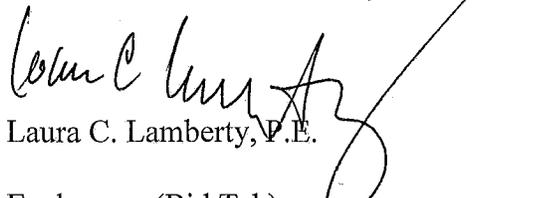
TK Concrete has worked successfully with the City of Polk City in the past on the Sidewalk Project on the Town Square and the 2011 Street Repair Project. Snyder & Associates, Inc. has worked with TK Concrete around the metropolitan area on other successful projects in the past.

It is our recommendation that the City of Polk City accept the bid. We do not anticipate re-bidding the project at a later date would reduce the overall bid price.

We will be in attendance at the council meeting on September 26, 2016. Please feel free to call me at (515) 964-2020 or email llamberty@snyder-associates.com if you have any questions or need any additional information prior to the council meeting.

Sincerely

SNYDER & ASSOCIATES, INC.



Laura C. Lamberty, P.E.

Enclosures (Bid Tab)

CC: Gary Mahannah
Mike Schulte
John Haldeman, P. E.
Kathleen Connor

_____ introduced the following resolution entitled
**“RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND
OPINION OF PROBABLE CONSTRUCTION COST”** and moved that the same be adopted.
_____ seconded the motion to adopt. The roll was called and the vote was:

AYES: _____

NAYES: _____

Whereupon, the Mayor declared the following Resolution duly adopted:

RESOLUTION NO. 2016-87

**RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF
CONTRACT AND OPINION OF PROBABLE CONSTRUCTION COST.**

WHEREAS on the 9th day of August, 2016, plans, specifications, form of contract and opinion of probable cost were filed with the Clerk for the construction of certain public improvements described in general as the 2016 Street Repair Project; and

WHEREAS, notice of hearing on plans, specifications, form of contract and estimate of cost for said public improvements was published as required by law:

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

Section 1. That the said plans, specifications, form of contract and opinion of probable cost are hereby approved as the plans, specifications, form of contract and estimate of cost for said public improvements, as described in the preamble of this Resolution.

PASSED AND APPROVED, this 26th day of September, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk



PROJECT NAME:

FIGURE 1 2016 STREET REPAIR LOCATIONS

SCALE:

1"=800

DATE:

08-16-2016

PROJECT #:

116.0636



SNYDER & ASSOCIATES
Engineers and Planners

SHEET REFERENCE:

Project Location Map

1 OF 1

ADDENDUM #: N/A

_____ introduced the following resolution entitled
“**RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT**” and moved that
the same be adopted. _____ seconded the motion to adopt. The roll was called and
the vote was:

AYES: _____

NAYES: _____

Whereupon, the Mayor declared the following Resolution duly adopted:

RESOLUTION NO. 2016-88

RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT.

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

Section 1. That the following bid for the construction of certain public improvements
described in general as the 2016 Street Repair Project, described in the plans and specifications
heretofore adopted by this Council on September 26, 2016, be and is hereby accepted, the same
being the lowest responsible bid received for said work, as follows:

Contractor: _____ TK CONCRETE _____

_____ Pella, Iowa _____

Amount of bid: \$ _____ \$236,550.00 _____

Portion of project: All Construction Work

Section 2. That the Mayor and Clerk are hereby directed to execute contract with the
contractor for the construction of said public improvements, said contract not to be binding on
the City until approved by this Council.

PASSED AND APPROVED, this 26th day of September, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

_____ introduced the following resolution entitled “**RESOLUTION APPROVING CONSTRUCTION CONTRACT AND BOND**” and moved that the same be adopted. _____ seconded the motion to adopt. The roll was called and the vote was:

AYES: _____

NAYES: _____

Whereupon, the Mayor declared the following Resolution duly adopted:

RESOLUTION NO. 2016-89

RESOLUTION APPROVING CONSTRUCTION CONTRACT AND BOND.

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

Section 1. That the following bid for the construction of certain public improvements described in general as the 2016 Street Repair Project, described in the plans and specifications heretofore adopted by this Council on September 26, 2016, be and is hereby accepted, the same being the lowest responsible bid received for said work, as follows:

Contractor: _____ TK CONCRETE _____

_____ Pella, Iowa _____

Date of contract: _____

Bond surety: _____

Date of bond: _____

Portion of project: All construction Work

PASSED AND APPROVED, this 26th day of September, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk



SITE PLAN REVIEW

Date: September 21, 2016
Project: Polk City Storage

Prepared by: Kathleen Connor
Project No.: 116.0860.01

GENERAL INFORMATION:

Applicant: RTM Properties, LLC
(Mark Young)

Request: Approval of Site Plan

Location: 206 N. 2nd Street
Lot 1 of RTM Plat 1
(Polk Co Heating & Cooling)

Size: 4.093 Acres

Zoning: M-1 and C-1

Exist use: Lt. Industrial: Contractor yard



PROJECT DESCRIPTION:

In January of this year, RTM Properties, LLC acquired Polk County Heating & Cooling along with the 4.6-acre property. The property includes two existing buildings, along with the associated contractor storage yard. The property owner is in the process of subdividing the property into two lots. Lot 1 will continue to be the site of Polk County Heating & Cooling while Lot 2 is intended to be sold for further development by others.

The applicant is requesting approval of a site plan for Lot 1 for an outdoor storage area; space will be leased for parking boats, campers, RVs, and similar licensed vehicles. A 6' tall chainlink fence with white vinyl slats will be installed, along with plant materials for screening purposes. There will be a minimum of 7'6" clearance between the exterior wall of the existing storm sewer and the nearest edge of the fence post footing.

No dedicated parking stalls are proposed since the facility will not have its own employees, but will be managed by Polk County Heating & Cooling. No parking area lighting is proposed. A multi-tenant sign will be installed to cover all of the businesses on Lot 1.

The property owner understands the old shop building straddles the zoning district boundary; it is his intention to demolish this non-conforming building in the future and replace it with a new building located entirely within the M-1 district. At that time, the fire hydrant will be relocated so that it better protects the future building.

REVIEW COMMENTS:

Submittal #4 of the Site Plan addresses all review comments.

RECOMMENDATION:

Based on the foregoing, P&Z and staff recommend approval of the Site Plan for Polk City Storage, located on Lot 1 of RTM Plat 1, subject to the following:

1. The Final Plat, including all Easement documents and the Petition & Waiver shall be approved by City Council and recorded prior to a Certificate of Occupancy being issued for these Site Plan improvements.
2. Payment of all application and development review fees for this Site Plan.



ENGINEERS & PLANNERS SNYDER & ASSOCIATES

ANKENY, IA
(515) 964-2020

ATLANTIC, IA
(712) 243-6505

CEDAR RAPIDS, IA
(319) 362-9394

MARYVILLE, MO
(660) 582-8888

ST. JOSEPH, MO
(816) 364-5222

REZONING

Date: September 20, 2016

Project: RTM Rezoning

Prepared by: Kathleen Connor

Project No.: 116.0754.01

GENERAL INFORMATION:

Property Owner: RTM Properties, LLC
(Mark Young)

Location: 207 N. 2nd Street
(Polk Co. Heating & Cooling)

Current Zoning: U-1

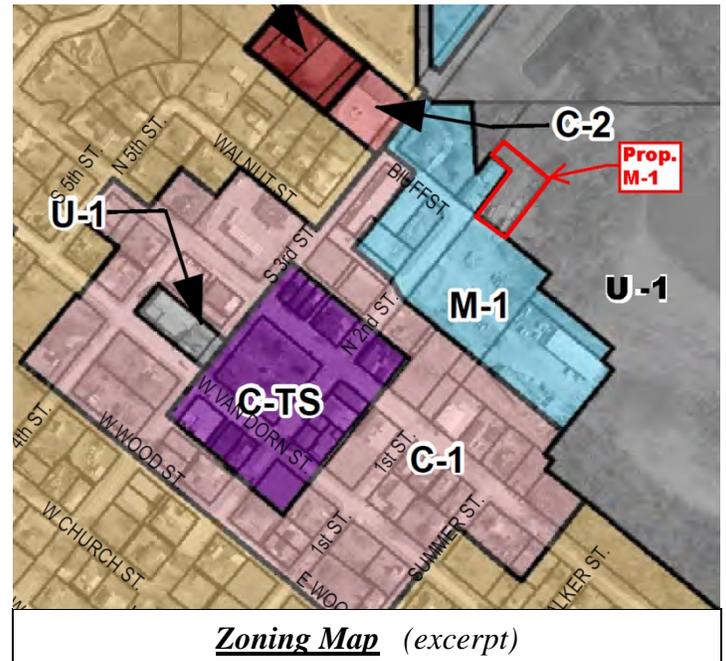
Requested Zoning: M-1

Existing Land Use: Vacant/Contractor Yard

Future Land Use: Light Industrial

Proposed Land Use: Light Industrial

Proposed U-1: Approx 0.524 acres



PROJECT DESCRIPTION:

This 4.6-acre property has long served as the home of Polk County Heating & Cooling. The property includes two existing buildings, along with the associated contractor storage yard. In January of this year, RTM Properties, LLC acquired the business and the property from Lint Development & Building Corporation.

The applicant plans to sell the northern “L-shaped” parcel to the abutting property owner; James Franck; for expansion of his business, Clean Air Systems, for expansion of that business. However, while the necessary Preliminary Plat was being prepared, it became apparent that the “L-shaped” parcel was zoned U-1 rather than M-1 like the rest of the property. Based on our research, it appears this area may have been originally been zoned U-1 due to the sanitary trunk sewer that crosses this property.

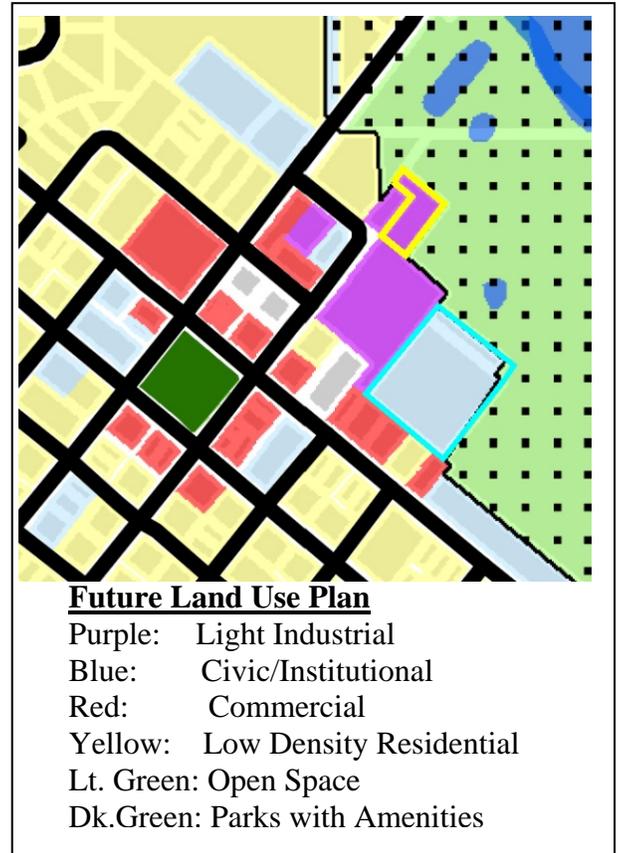
The applicant obtained consent to the rezoning from the property owners of 71.4% of the 250’ buffer area surrounding the proposed U-1 zoning district, excluding the government-owned parcels which are considered neutral. Notices of P&Z’s September 19th public meeting will be mailed out to neighboring property owners by the City Clerk. The date of the Public Hearing for the proposed rezoning has not yet been set by City Council.

The zoning and land use of the properties surrounding the area proposed to be rezoned are as follows:

| <u>Adjacency</u> | <u>Zoning</u> | <u>Existing Land Use</u> | <u>Future Land Use.</u> |
|------------------|---------------|--------------------------|-------------------------|
| NW | M-1, U-1 | Industrial, vacant | Industrial, Open Space |
| NE | U-1 | Open Space | Open Space |
| SW | M-1 | Industrial | Industrial |
| SE | U-1 | Open Space | Open Space |

REVIEW COMMENTS: Pursuant to our review of the rezoning petition, we offer the following:

1. The proposed M-1 zoning is in conformance with the Comprehensive Plan which designates the area for light industrial use on the Future Land Use Plan.
(See excerpt of Future Land Use Plan to the right. Subject property is highlighted in yellow, designated for light industrial use.)
2. The M-1 zoning is compatible with the existing M-1 zoning of the neighboring private properties and is not incompatible with the U-1 zoning of the adjacent Corps of Engineers property.
3. The M-1 zoning is consistent with the historic use of the property as a contractor storage yard.



RECOMMENDATION:

P&Z and staff recommend approval of the proposed rezoning from U-1 to M-1, based on the following:

1. Payment of all professional billings to the City Clerk.

RESOLUTION 2016-82

A RESOLUTION SETTING A PUBLIC HEARING ON THE PROPOSED REZONING OF 0.533 ACRES LOCATED AT 206 N. 2ND STREET, POLK CITY, IOWA, KNOWN AS RTM PLAT 1 FROM ZONING CLASSIFICATION OF PUBLIC UTILITY DISTRICT (U-1) TO LIGHT INDUSTRIAL DISTRICT (M-1)

WHEREAS, RTM Properties, LLC is desirous to rezone property located at 206 N. 2nd Street, Polk City, Iowa, legally described as:

THE SOUTHWESTERLY 200 FEET OF THE 166-FOOT WIDE RIGHT-OF-WAY IN LOT 6 OF THE OFFICIAL PLAT OF THE NEW ¼ OF SECTION 1, TOWNSHIP 80 NORTH, RANGE 25, WEST OF THE 5TH P.M., POLK COUNTY, IOWA, LYING NORTHEAST OF BLUFF STREET, EXCEPT THE NORTHWESTERLY 66 FEET OF THE SOUTHWESTERLY 150 FEET

To be rezoned from Public Utility District (U-1) to Light Industrial District (M-1); and

WHEREAS, the Planning and Zoning Commission has recommended approval for the rezoning at the September 19, 2016 meeting.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Polk City, Iowa, hereby orders a public hearing and notice thereof to be held on October 10, 2016 at 6:30 p.m. in the City Hall Council Chambers, Polk City, Iowa, on the proposal to rezone property located at 206 N. 2nd Street, Polk City, Iowa, as described above, to be rezoned from Public Utility District (U-1) to Light Industrial District (M-1);).

BE IT FURTHER RESOLVED, the City Council authorizes the City Clerk to send out notices to residence within 250 feet. And the Clerk shall publish notice of such hearing at the time and in the manner required by law.

DATED this 26th day of September, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

RESOLUTION NO. 2016-83

**A RESOLUTION APPROVING THE SITE PLAN
FOR POLK CITY STORAGE**

WHEREAS, RTM Properties, LLC, 207 N. 2nd Street, Polk City, Iowa, submitted a Site Plan for a proposed Outdoor Storage to be located at 302 S. 2nd Street, Polk City, Iowa; and

WHEREAS, said Site Plan includes site plan drawings prepared by Campbell Engineering & Surveying; and

WHEREAS, on September 19, 2016, the Polk City Planning and Zoning Commission met and recommended approval of the Site Plan for Polk City Storage, subject to all review comments being satisfactorily addressed including the stipulation that the Certificate of Occupancy shall not be issued for the Site Plan improvements until such time as the Final Plat, Easement Documents, and Petition & Waiver for Public Sidewalks have been approved by City Council and recorded; and

WHEREAS, the City Engineer and City Attorney have reviewed the Site Plan and recommend its approval.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby accepts the recommendations of the Planning and Zoning Commission, City Engineer, and City Attorney and deems it appropriate to approve the Site Plan for Polk City Storage, subject to recordation of Final Plat, Easement Documents, and Petition & Waiver for Public Sidewalks prior to issuance of a Certificate of Occupancy.

PASSED AND APPROVED the 26th day of September, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

ORDINANCE NO. 2016-2500

**AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF
POLK CITY, IOWA, BY REZONING 59.40 ACRES OWNED BY MJR
DEVELOPMENTS LLC. FROM AGRICULTURAL (A-1) TO SINGLE FAMILY
DETACHED RESIDENTIAL (R-1)**

WHEREAS, on the 15th day of August, 2016, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the property legally described as:

The West Half of the Southeast Quarter of Section 26, Township 81 North, Range 25 West of the 5th P.M., Polk County, Iowa, Lying North of the centerline of NW Hugg Drive as it presently exists; EXCEPT the West 24.75 feet of that portion of the North 3,405 feet of the East Half of said Section 26 which lies within said West Half of the Southeast Quarter; EXCEPT the West 33 feet of that portion of the East Half of said Section 26 lying South of the North 3,405 feet of said East Half of Section 26; and EXCEPT Parcel B as described in Rural Survey filed March 10, 2015 and recorded in Book 15493 Page 802. (Said legal description includes the abutting north one-half of the right-of-way for NW Hugg Drive.)

be considered for rezoning 59.40 acres from Agricultural (A-1) to Single Family Detached Residential (R-1) and

WHEREAS, on the 12th day of September, 2016, after due notice and hearing as provided by law, the City Council now deems it reasonable and appropriate to rezone said property.

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

Section 1: That the Municipal Code of the City of Polk City, Iowa, be and is hereby amended by rezoning the property described above from Agricultural (A-1) to Single Family Detached Residential (R-1).

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

Section 3: This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this ____ day of ____, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

Date of Publication: ____

RESOLUTION NO. 2016-84

**A RESOLUTION APPROVING THE SITE PLAN
FOR THE STOP AT BROADWAY**

WHEREAS, Brian Sender, Sender's Construction LLC, PO Box 260, Polk City, Iowa, submitted a Site Plan for a proposed Office / Retail Development to be located at 104 S 3rd Street, Polk City, Iowa; and

WHEREAS, said Site Plan includes site plan drawings , prepared by Associated Engineering Company of Iowa, and architectural elevations, prepared by Walker Coen Lorentzen Architects, Inc; and

WHEREAS, on September 19, 2016, the Polk City Planning and Zoning Commission met and recommended approval of the Site Plan for The Stop at Broadway subject to all review comments being satisfactorily addressed; and

WHEREAS, the City Engineer and City Attorney have reviewed the Site Plan and accompanying documents and recommend its approval.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby accepts the recommendations of the Planning and Zoning Commission, City Engineer, and City Attorney and deems it appropriate to approve the Site Plan for The Stop at Broadway.

PASSED AND APPROVED the 26th day of July, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

PROJECT # : DATE :

FOR APPROVAL

PROJECT NAME :

FOR INFORMATION

| TYPE | QTY | COLUMN | SOURCE | VOLTAGE | COLUMN | | FRONT PANELS | |
|------|-----|--------|--------|---------|--------------|----------------------|--------------|----------------------|
| | | | | | LUMCA COLOUR | RAL / SPECIAL COLOUR | LUMCA COLOUR | RAL / SPECIAL COLOUR |
| | | | | | | | FP- | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

*Consult factory

USB DEVICE

ANCHOR BLOTS : 3/8 - 16 x 12"

Supplied by LUMCA

Supplied by others



Housing

Cast aluminium decorative lid mechanically held to the structure without any visible screws. It contains the optical system. All cast aluminium parts are made of A356 alloy, free of porosity and impurities. All the castings have a minimum wall thickness of 0.188" [4.75mm]. All extruded aluminium parts are made of 6061-T6 alloy. All hardware is in stainless steel.

Optical system

The optical system consists of high intensity white LED (Light emitting diodes) mounted on a tightly sealed module to meet the international standard IP66 protecting it against lumen depreciation due to dust or insects infiltrations, maintaining a higher light output over the years and eliminating periodic cleaning of the lens. System consumption: 16W.

Driver

High power factor constant current electronic LED driver featuring a -35°C [-31°F] to 70°C [158°F] operating capacity and a power factor exceeding 97%. Rated by UL class 2 operation. Line voltage is 120 to 240 (Other voltages available, consult factory).

Finish

All metallic parts are pretreated using an environmentally friendly organic phosphating technology (PLAFORIZATION) before a polyester powder coating is electrostatically applied. The finish is of 100 microns minimal thickness and meets the ASTM B117 regulation related to salt spray and the ASTM D2247 regulation related to the resistance of the finishes exposed to a 100% relative humidity.

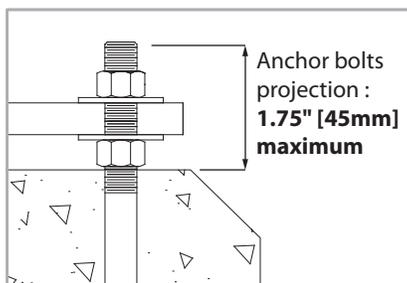
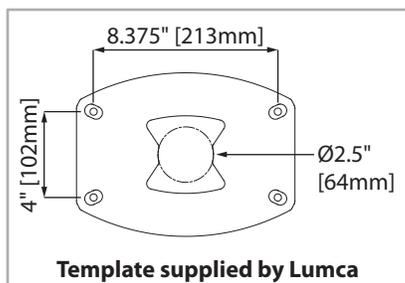
Front panels (FP)

Decorative aluminium panels, can be painted in a different colour. (WR) Californian Redwood or (WM) Canadian Maple wood finish available.



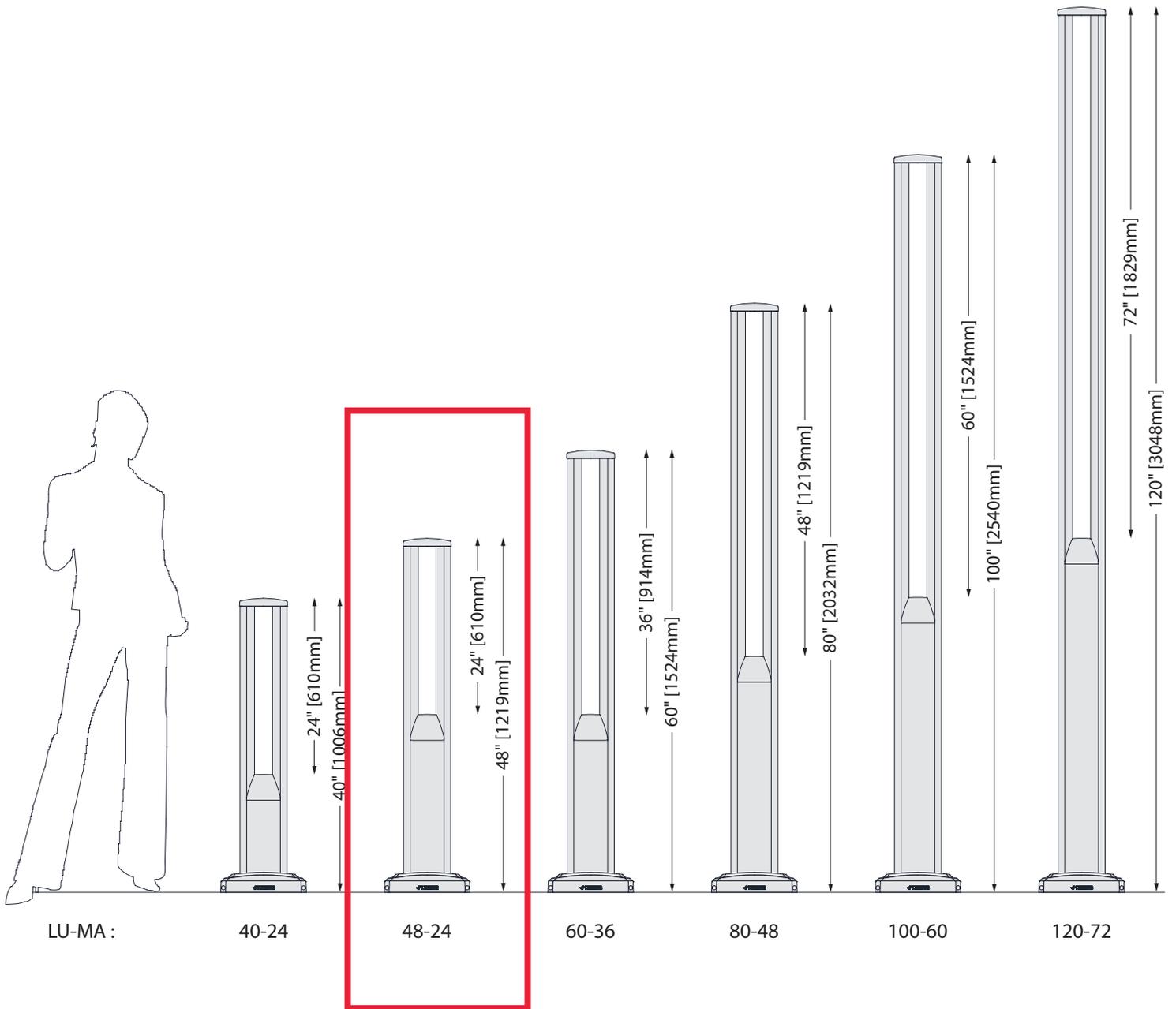
USB device (optional)

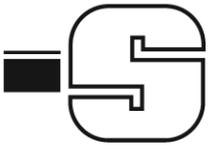
Features a smart chip for fast and efficient charging. (The USB device is located at 38" [965mm] from the ground).



- 16 watts
- 1300 lumens
- 4000°K
- 30° / 130° beam

Lumca reserves the right to modify the elements on this technical data sheet without prior notice.



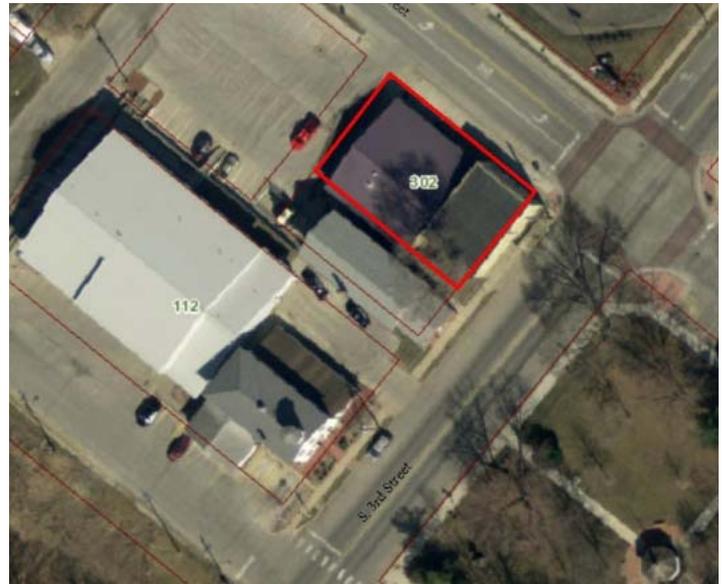


SITE PLAN REVIEW

Date: September 22, 2016 Prepared by: Kathleen Connor; Laura Lamberty, P.E.
Project: The Stop at Broadway Project No.: 116.0859.01

GENERAL INFORMATION:

| | |
|--------------------------|---------------------------|
| Applicant: | Sender's Construction LLC |
| Property Owner: | Sender's Construction LLC |
| Requested Action: | Approval of Site Plan |
| Location | 302 W. Broadway |
| Size: | Approx. 0.15 acres |
| Zoning: | C-TS |
| Propose Use: | Medical offices |



PROJECT DESCRIPTION:

Sender' Construction acquired this property in February of this year. The 1941 two-story block/tile building was subsequently demolished due to its dilapidated condition and the expense required to bring this old building up to current code. The 1968 one-story metal building remains and is currently vacant. The developer plans to remodel the existing metal building for commercial use, with the majority of the space being a showroom. A small building addition is planned in the area adjacent to the Masonic Lodge. The remainder of the site, overlooking the Town Square, will be a patio area with bike racks.

The existing building that remains on site is currently entirely metal. The developer proposes significant upgrades to the building's appearance, particularly on the sides facing W. Broadway and S. 3rd Street. The developer is proposing to use a combination of horizontal metal panels, Trex composite horizontal wood cladding, fiber cement panels, and cast-in-place concrete. The existing metal siding on the northwest and southwest side of the building will be painted. In addition, based upon suggestions by P&Z, the developer has revised the northwest building elevation, facing the City's parking lot, to improve aesthetics from W. Broadway by incorporating more of the trex to coordinate with the new façade design on the Broadway and S. 2nd Street sides of the building.

No plant materials are proposed. We understand the developer may be considering container plantings in the pea gravel areas surrounding the patio.

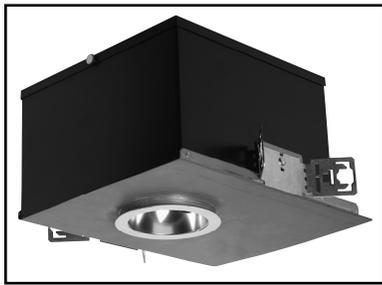
REVIEW COMMENTS:

Submittal #4 of the Site Plan addresses all review comments.

RECOMMENDATION:

P & Z and staff recommend approval of the Site Plan for The Stop at Broadway, subject to the following:

1. A Right-of-Way permit shall be signed by the property owner and approved by the Public Works Director prior to issuance of a Certificate of Occupancy.
2. Payment of all application and development review fees for this Site Plan.



4" Adjustable Luminaires

A4LED

Non-IC Rated

LED bulb wattage to be 18w maximum

DATE: _____ TYPE: _____

FIRM NAME: _____

PROJECT: _____



APPLICATIONS:

The Architektür A4 LED provides a 4" specification grade, LED adjustable accent luminaire for a wide variety of Architectural and high-end residential projects with ambient temperatures up to 35° C (91) 25° C (12 and 15L). The A4 is ideal for applications that require an uncluttered ceiling and dramatic illumination of featured items. Specify the A4 commercially in office, retail, and hospitality spaces, and residentially in bedrooms, living rooms, foyers, and hallways.

HOUSING:

Tool-less, top accessible 20 gauge powder painted steel housing in matte black (top access on Chicago Plenum option requires screwdriver). 18 gauge galvanized steel plaster flange.

OPTICS/REFLECTOR:

Integral spun 2" upper aluminum reflector mounted to the Xicato XSM module.

4" lower reflector includes stainless steel trim retention torsion springs standard. Trim flanges are made of diecast aluminum standard, but are available with a self-flange option (ST). Reflectors are Alzak which will not yellow, crack, or warp. All trims feature translating center beam optics, 35° vertical aiming and 362° rotational aiming. Hot aiming (with trim in place) standard for all trims. Both vertical and horizontal adjustments can be locked in place without tools.

LED LIGHT ENGINE:

High output Xicato XSM LED Module (IP66 rated). Color consistency held to less than 2 SDCM's for fixture to fixture and over time color consistency. Secured to an extruded aluminum heat sink for excellent thermal management providing optimal life and lumen maintenance (minimum 50,000 hours at 70% lumen maintenance).

LED DRIVER:

Energy efficient constant current driver. Meets UL class 2, FCC Part 15, Class A compliant, inherent short circuit protection and LED load temperature protection.

DIMMING:

Comes standard with 0-10V 10% dimming. 0-10V 1%. 2DM and HDM also available. Dimming circuit may require up to 1.2mA of sink current. Lutron 2-wire forward phase, 3 wire and EcoSystem dimming to 1% also available.

INSTALLATION:

Universal adjustable mounting brackets accommodate 1 1/2" or 3/4" lathing channel or 1/2" EMT (by others), or Prescolite 24" bar hangers (B24 or B6).

J-BOX:

Prewired 18 gauge galvanized steel junction box with snap-on cover. J-box and driver are accessible from above or below ceiling.

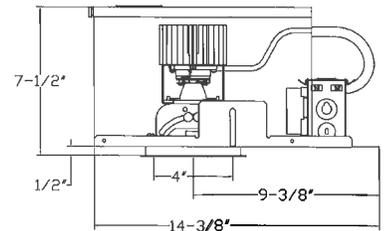
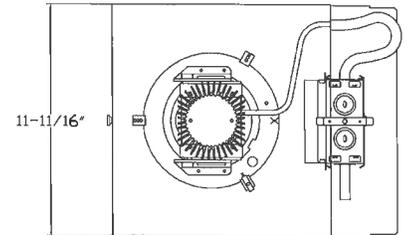
CERTIFICATIONS:

CSA C/US listed for all common ceiling types. Insulation, if present, must be kept 3" away from housing. CSA C/US listed for damp locations, Non IC rated and 4 IN/4OUT, 90°C through wiring. Thermally protected.

WARRANTY:

5 year warranty. Go to www.prescolite.com for full details.

Aperture: 4.0"
Ceiling Cutout: 5"
Maximum Ceiling Thickness: 1 1/2"
For conversion to millimeters, multiply inches by 25.4
Not to Scale



EXAMPLE: A4LED120-4A9LED15L27K8FL35-4C1-B2

CATALOG NUMBER:

Order housing, reflector, and accessories separately

| HOUSING | VOLTAGE | OPTIONS | LIGHT ENGINE | OUTPUT | LED COLOR | CRI | BEAM ANGLE |
|---------------------------------------|--|--|---|--|--|--|--|
| <input type="checkbox"/> A4LED | <input type="checkbox"/> 120 120V <input type="checkbox"/> 277 277V | <input type="checkbox"/> Blank Sylvania 0-10V 10% Dimming Driver. <input type="checkbox"/> DM1 Osram 0-10V 1% Dimming Driver <input type="checkbox"/> 2DM Lutron 2-wire leading edge to 1% (120V only) <input type="checkbox"/> HDM Lutron 3-wire EcoSystem to 1% <input type="checkbox"/> CP Chicago Plenum | <input type="checkbox"/> 4A9LED Upper Reflector Light Engine Assembly | <input type="checkbox"/> 9L 900 Delivered Lumens <input type="checkbox"/> 12L 1200 Delivered Lumens <input type="checkbox"/> 15L¹ 1500 Delivered Lumens | <input type="checkbox"/> 27K 2700 Kelvin <input type="checkbox"/> 30K 3000 Kelvin <input type="checkbox"/> 35K 3500 Kelvin <input type="checkbox"/> 40K 4000 Kelvin | <input type="checkbox"/> 8 Nominal 80+ CRI <input type="checkbox"/> 9 Nominal 95+ CRI | <input type="checkbox"/> FL35 Spun Aluminum Reflector <small>¹Not available in 95 CRI ²Alzak finishes available on 4C1 & 4C1ST ³Painted finishes on 4B1, 4S1, and 4P1 trims ⁴Not available with ST self flange option ⁵Specular clear Alzak upper reflector standard. Do not specify reflector finish or color ⁶Accessories should be selected with housing if required</small> |

Trim may be selected with housing or ordered separately

| TRIM | FLANGE OPTIONS | LOWER REFLECTOR FINISH | LOWER REFLECTOR FINISH COLOR | FLANGE FINISH COLOR | ACCESSORIES |
|--|---|---|--|--|---|
| <input type="checkbox"/> 4C1² Alzak Reflector Cone <input type="checkbox"/> 4B1^{3,4} Baffle <input type="checkbox"/> 4S1^{3,4} Slot <input type="checkbox"/> 4P1^{3,4} Pinhole Spot <input type="checkbox"/> 4L1^{4,5} Etched Lens Shower Trim | <input type="checkbox"/> Blank Diecast Aluminum Flange <input type="checkbox"/> ST Self Flanged (4C1 and 4B1 only) | <input type="checkbox"/> Blank² Specular Alzak <input type="checkbox"/> SS² Semi Specular Alzak <input type="checkbox"/> MFC² American Matte Alzak | <input type="checkbox"/> Blank² Clear Alzak <input type="checkbox"/> CG² Champagne Gold Alzak <input type="checkbox"/> BL ² Black Alzak ³ Black Paint <input type="checkbox"/> WE² Wheat Alzak <input type="checkbox"/> LW² Light Wheat Alzak <input type="checkbox"/> PW² Pewter Alzak <input type="checkbox"/> WH³ White Paint <input type="checkbox"/> Z³ Zet Silver Paint | <input type="checkbox"/> Blank Anodized finish (ST option 4C1 only) <input type="checkbox"/> WT White Trim Flange <input type="checkbox"/> BAT⁴ Brushed Aluminum Trim Flange <input type="checkbox"/> BT Black Trim Flange <input type="checkbox"/> ZT Zet Silver Trim Flange | <input type="checkbox"/> B24⁶ Set of two (2) 24" Bar Hangers for T-bar Ceilings <input type="checkbox"/> B6⁶ Set of two (2) 24" Bar Hangers for ceiling joists up to 24" centers |



In a continuing effort to offer the best product possible we reserve the right to change, without notice, specifications or materials that in our opinion will not alter the function of the product.
Web: www.prescolite.com • Tech Support: (888) 777-4832

ARCH-LED-017

PHOTOMETRIC DATA

| ELECTRICAL DATA | A4LED9L8 | A4LED9L9 | A4LED12L8 | A4LED12L9 | A4LED15L8 |
|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Input Voltage | 120/277V | 120/277V | 120/277V | 120/277V | 120/277V |
| Input Frequency | 50/60 Hz |
| Input Current | 0.14/0.062 | 0.170/.076 | 0.20/0.087 | 0.18/0.08 | 0.28/0.12 |
| Input Power | 17 Watts | 21 Watts | 24 Watts | 22 Watts | 33 Watts |
| Constant Current Output | 760mA | 760mA | 700mA | 700mA | 1050mA |
| Power Factor | ≥0.90 | ≥0.90 | ≥0.90 | ≥0.90 | ≥0.90 |
| EMI Filtering | FCC 47CFR Part 15, Class B |
| Fixture Operating Temperature | -30°C to 35°C | -30°C to 35°C | -30°C to 25°C | -30°C to 25°C | -30°C to 25°C |
| Dimming | 0-10V to 10% |

Over-voltage, over-current,
(short-circuit protected, and over-temperature protection with auto recovery)

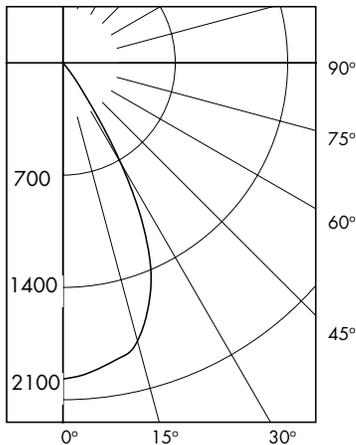
| Lumen Multiplier For CRI Options | | |
|----------------------------------|---------|--------|
| | 80+ CRI | 95 CRI |
| 15L | 1.00 | N/A |
| 12L | 0.78 | 0.51 |
| 9L | 0.55 | 0.44 |

*For exact lumen outputs, please visit
www.prescolite.com to find IES reports

| Xicato Module Chart | | | | |
|---------------------|---------|--------|---------------|-------------------------|
| | 80+ CRI | 95 CRI | Drive Current | |
| 15L | 2000 | N/A | 1050 mA | Xicato XSM Module |
| | 2000 | N/A | | Module Delivered Lumens |
| 12L | 2000 | 1300 | 700 mA | Xicato XSM Module |
| | 1420 | 930 | | Module Delivered Lumens |
| 9L | 1300 | 1000 | 760 mA | Xicato XSM Module |
| | 1000 | 800 | | Module Delivered Lumens |

A4LED120-4A9LED15L30K8FL35 4C1

LED Light Engine: 3000K, 80 CRI
System Wattage: 35.8
Fixture Delivered Lumens: 1404
Spacing Criteria: 0.8



Test No. 9395

Tested at 25°C Ambient in accordance to IESNA LM-79-2008

ZONAL LUMEN SUMMARY

| ZONE | LUMENS |
|-------|--------|
| 0-30 | 1228 |
| 0-40 | 1395 |
| 0-60 | 1402 |
| 0-90 | 1404 |
| 0-180 | 1404 |

LUMINANCE DATA IN CANDELA/SQ. METER

| Angle in Vertical | Average - 0° |
|-------------------|--------------|
| 45° | 523 |
| 55° | 215 |
| 65° | 292 |
| 75° | 476 |
| 85° | 0 |

COEFFICIENTS OF UTILIZATION Zonal Cavity Method

| Room Cavity Ratio | % Effective Ceiling Cavity Reflectance | | | | | | | | | | |
|-------------------|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | 80% | | 70% | | 50% | | 30% | | 10% | | |
| | 20% Effective Floor Cavity Reflectance | | | | | | | | | | |
| | % Wall Reflectance | | | | | | | | | | |
| | 70 | 50 | 30 | 10 | 70 | 50 | 30 | 10 | 50 | 30 | 10 |
| 1 | 114 | 112 | 109 | 107 | 112 | 109 | 107 | 106 | 105 | 104 | 102 |
| 2 | 109 | 105 | 101 | 98 | 107 | 103 | 100 | 97 | 100 | 97 | 95 |
| 3 | 104 | 99 | 94 | 91 | 103 | 97 | 93 | 90 | 95 | 91 | 89 |
| 4 | 100 | 93 | 88 | 85 | 98 | 92 | 88 | 84 | 90 | 86 | 83 |
| 5 | 96 | 88 | 83 | 79 | 94 | 87 | 82 | 79 | 86 | 81 | 78 |
| 6 | 92 | 84 | 78 | 74 | 90 | 83 | 78 | 74 | 81 | 77 | 74 |
| 7 | 88 | 79 | 74 | 70 | 86 | 79 | 74 | 70 | 77 | 73 | 70 |
| 8 | 84 | 75 | 70 | 66 | 83 | 75 | 70 | 66 | 74 | 69 | 66 |
| 9 | 80 | 72 | 66 | 63 | 79 | 71 | 66 | 63 | 70 | 66 | 63 |
| 10 | 77 | 68 | 63 | 60 | 76 | 68 | 63 | 60 | 67 | 63 | 59 |

A4LED120-4A9LED15L30K8FL354C1

Test No. 9395



Web: www.prescolite.com • Tech Support: (888) 777-4832

701 Millennium Blvd. • Greenville, SC 29607 U.S.A. • Phone (864) 678-1000

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Specifications subject to change without notice. • Printed in U.S.A. • ARCHLED-017 • 6/6/16



HUBBELL
Lighting, Inc.

PHOTOMETRIC DATA

Dimming Compatibility Table

| Dimming Ballast | Manufacturer | Web Link |
|-----------------|---|---|
| DM/DM1 | Lutron DTV | http://bit.ly/11jSvZg |
| DM/DM1 | Leviton AWRMG-7xx, AWSMG-7xx, AWSMT-7xx | http://bit.ly/1BJn2R9 |
| HDM | Lutron | http://bit.ly/1vtjHA1 |
| 2DM | Lutron | http://bit.ly/1nF4Zp1 |

| No. | Description | Date |
|-----|-------------|------|
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| FACADE DESCRIPTION | TOTAL FACADE AREA | MATERIAL 1 / AREA / PERCENTAGE | MATERIAL 2 / AREA / PERCENTAGE | MATERIAL 3 / AREA / PERCENTAGE |
|-----------------------------|-------------------|--|--|--|
| NEW ADDITION, NORTH FACADE: | 518 SQUARE FEET | HORIZONTAL METAL PANELS / 94.5 SF / 18.25% | FIBER CEMENT PANELS W/ ALUMINUM REGLETS / 424 SF / 81% | CAST IN PLACE CONCRETE / 25 SF / 0.75% |

| FACADE DESCRIPTION | TOTAL FACADE AREA | WINDOW AREA | GLAZED PORTION OF DOOR | EFFECTIVE FACADE AREA (NOT INCLUDING VERTICAL GLASS) | MATERIAL 1 / AREA / PERCENTAGE | MATERIAL 2 / AREA / PERCENTAGE | MATERIAL 3 / AREA / PERCENTAGE | MATERIAL 4 / AREA / PERCENTAGE | MATERIAL 5 / AREA / PERCENTAGE |
|---|-------------------|-------------|------------------------|--|--|--|---|--|-----------------------------------|
| EXISTING NORTH FACADE W/ NEW SCREEN WALL: | 830 SQUARE FEET | 150 SF | 40 SF | 640 SQUARE FEET | NEW HORIZONTAL METAL PANELS / 181 SF / 28.3% | TREX COMPOSITE WOOD HORIZ. CLADDING / 170 SF / 26.6% | EXISTING METAL - REPAINTED / 222 SF / 35.7% | EXISTING CONCRETE REPAINTED / 10 SF / 1.6% | FIBER CEMENT PANEL / 57 SF / 8.9% |



2 EXT. ELEV. - NORTH
SCALE: 1/4"=1'-0"

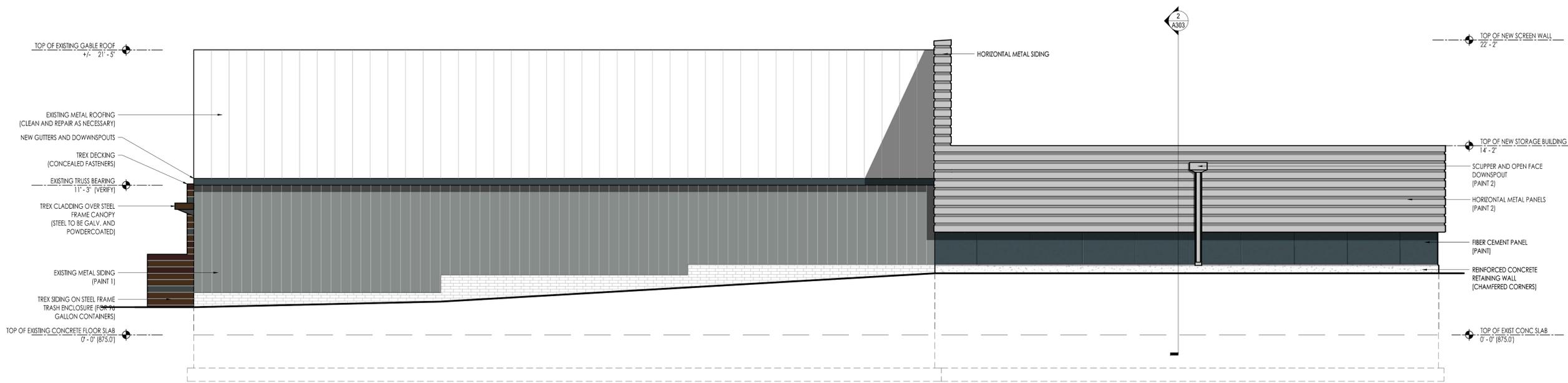
A. WALL AREA DEFINED. IN THE APPLICATION OF THESE REQUIREMENTS, SOME STANDARDS ARE BASED UPON A PERCENTAGE OF THE WALL AREA, THE WALL AREA IS DEFINED AS THE TOTAL SQUARE FOOTAGE OF THE EXTERIOR ELEVATION OF THE BUILDING, EXCLUDING GLASS THAT IS VERTICAL TO THE GROUND. IT SHALL CONTAIN A GABLE END OR DORMER IN THE SAME PLANE OF VIEW. IT DOES NOT CONTAIN THE ELEVATION AREA OF A PITCHED OR MANSARD ROOF, BUT WOULD INCLUDE THE AREA OF A PARAPET WALL. THE NON-GLAZED AREA OF ALL DOORS, INCLUDING OVERHEAD DOORS, SHALL BE CONSIDERED PART OF THE TOTAL WALL AREA. EACH ELEVATION MUST COMPLY WITH THE STANDARDS UNLESS OTHERWISE PROVIDED FOR HEREIN OR AS AMENDED OR APPROVED BY THE COUNCIL.

NORTH ELEVATION SIGNAGE:

| | |
|------------------|---------|
| MAXIMUM ALLOWED: | 56.0 SF |
| AS SHOWN: | 19.9 SF |

EXTERIOR PAINT COLORS:

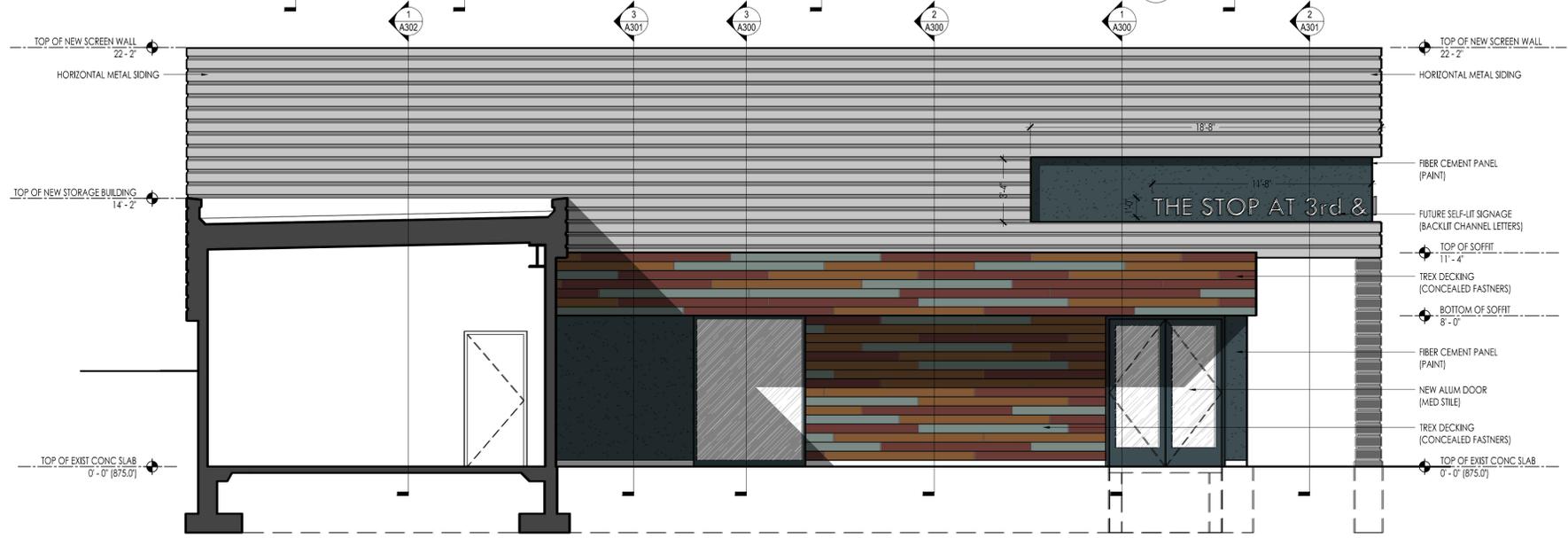
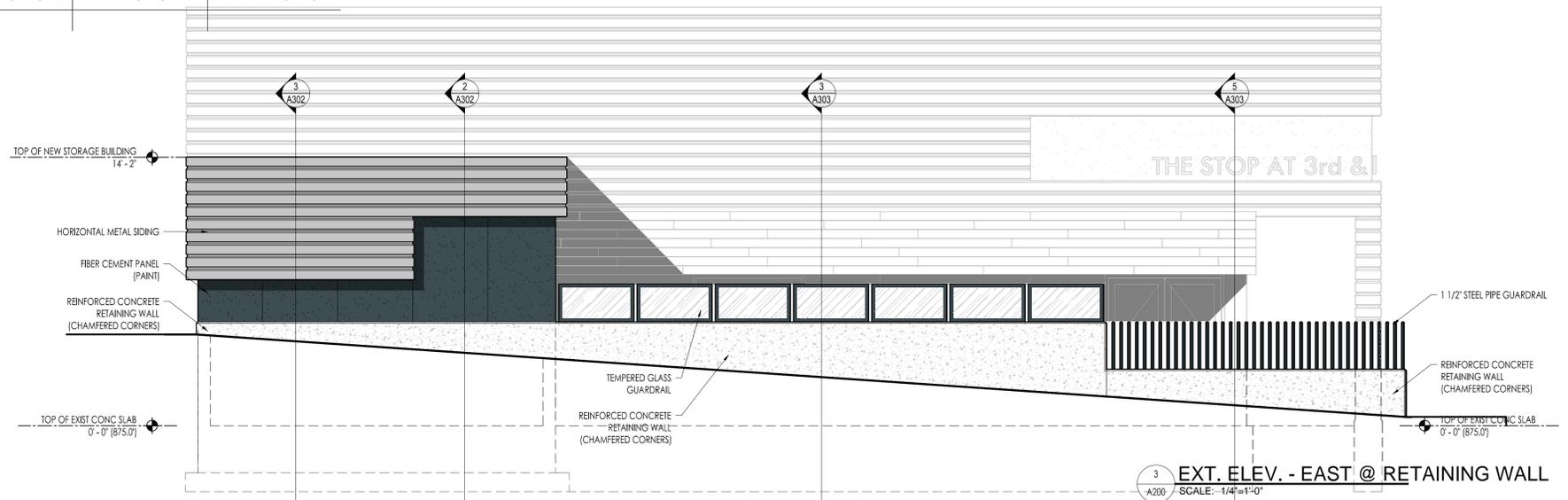
| | | |
|---------|-----------------------|-----------------------|
| PAINT 1 | EXISTING METAL SIDING | SW 7081 SENSUOUS GRAY |
| PAINT 2 | NEW SCREEN WALL | SW 7016 MINDFUL GRAY |
| PAINT 3 | FIBER CEMENT PANELS | SW 6237 DARK KNIGHT |



1 EXT. ELEV. - SOUTH
SCALE: 1/4"=1'-0"

| FACADE DESCRIPTION | TOTAL FACADE AREA | MATERIAL 1 / AREA / PERCENTAGE | MATERIAL 2 / AREA / PERCENTAGE | MATERIAL 3 / AREA / PERCENTAGE | MATERIAL 4 / AREA / PERCENTAGE | MATERIAL 5 / AREA / PERCENTAGE |
|--------------------------------|-------------------|--|--------------------------------|---|--------------------------------|------------------------------------|
| EXISTING AND NEW SOUTH FACADE: | 832 SQUARE FEET | NEW HORIZONTAL METAL PANELS / 261 SF / 31% | NEW CONCRETE / 15 SF / 1.8% | EXISTING METAL - REPAINTED / 388 SF / 46.6% | EXISTING CONCRETE / 75 SF / 9% | FIBER CEMENT PANEL / 93 SF / 11.2% |

| FACADE DESCRIPTION | TOTAL FACADE AREA | WINDOW AREA + GLAZED PORTION OF DOOR | EFFECTIVE FACADE AREA (NOT INCLUDING VERTICAL GLASS) | MATERIAL 1 / AREA / PERCENTAGE | MATERIAL 2 / AREA / PERCENTAGE | MATERIAL 3 / AREA / PERCENTAGE | MATERIAL 4 / AREA / PERCENTAGE |
|-------------------------------------|-------------------|--------------------------------------|--|--|---|--------------------------------|-------------------------------------|
| NEW EAST FACADE W/ NEW SCREEN WALL: | 1225 SQUARE FEET | 88 SF | 1137 SQUARE FEET | NEW HORIZONTAL METAL PANELS / 676 SF / 59.5% | TREX COMPOSITE WOOD HORIZ CLADDING / 241 SF / 21.2% | NEW CONCRETE / 23 SF / 2% | FIBER CEMENT PANEL / 197 SF / 17.3% |



| FACADE DESCRIPTION | TOTAL FACADE AREA | WINDOW AREA | EFFECTIVE FACADE AREA (NOT INCLUDING VERTICAL GLASS) | MTL 1 / AREA / PCT | MTL 2 / AREA / PCT | MTL 3 / AREA / PCT | MTL 4 / AREA / PCT | MATERIAL 5 / AREA / PERCENTAGE |
|----------------------|-------------------|-------------|--|---|---|----------------------------|--------------------------------|-----------------------------------|
| EXISTING WEST FACADE | 895 | 110 | 785 | NEW TREX HORIZONTAL CLADDING / 19.4 SF / 2.5% | EXISTING METAL - PAINT / 648 SF / 82.5% | EXISTING DOOR / 32 SF / 4% | FIBER CEMENT PANEL / 7 SF / 1% | EXISTING CONCRETE / 78.6 SF / 10% |

16-050

WALKER | COEN | LORENTZEN
architects, inc.

3706 Ingersoll Avenue
Des Moines, Iowa 50312
(515) 279-8818

Consultant:
Address
Phone
e-mail

Consultant:
Address
Phone
e-mail

Consultant:
Address
Phone
e-mail

PRELIMINARY NOT FOR CONSTRUCTION

Broken Arrow

302 W. Broadway
Polk City, Iowa 50226

Date: ISSUE DATE

Drawn by: mc, kc

| No. | Description | Date |
|-----|-------------|------|
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SHEET
A200

N / S
ELEV.

RESOLUTION 2016-85

A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT NO. 3 (FINAL - RETENTION RELEASE) FOR THE DAVIS & TYLER STREET INTERSECTION RECONSTRUCTION PROJECT

WHEREAS, the City of Polk City, City Council, approved construction for the Davis & Tyler Street Intersection Reconstruction project; and

WHEREAS, the City Council awarded the construction contract for the Davis & Tyler Street Intersection Reconstruction project to Howrey Construction, Rockwell City, Iowa; and

WHEREAS, on April 11, 2016 the City Council approved the contract for the construction of the Davis & Tyler Street Intersection Reconstruction project with Howrey Construction in the amount of \$153,596.00; and

WHEREAS, the City Council approved the Application for Partial Payment No. 1 application in the amount of \$144,480.75 on June 13, 2016; and

WHEREAS, on July 11, 2016, the City Council approved Change Order No. 1 in the amount of \$2,931.00 thereby increasing the contract amount to \$156,527.00; and

WHEREAS, the City Council approved the Application for Partial Payment No. 2 (Final – Prior to Retention Release) application in the amount of \$4,219.90 on July 11, 2016; and

WHEREAS, on August 25, 2016, the City Council accepted the public improvements.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment No 3. (Final – Retention Release) for the Davis and Tyler Intersection Reconstruction Project and the Finance officer is hereby authorized to issue a check to Howrey Construction in the amount of \$7,826.35.

PASSED AND APPROVED the 26th day of September, 2016

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

APPLICATION FOR FINAL PAYMENT NO. 3 (RETENTION RELEASE)

PROJECT: DAVIS AND TYLER STREET INTERSECTION RECONSTRUCTION S&A PROJECT NO.: 115.0944
OWNER: CITY OF POLK CITY
CONTRACTOR: HOWREY CONSTRUCTION
ADDRESS: 820 HIGH STREET
ROCKWELL CITY, IOWA 50579
DATE: 9/26/2016 PAYMENT PERIOD: RETAINAGE RELEASE

1. CONTRACT SUMMARY:

Original Contract Amount: \$ 153,596.00
Net Change by Change Order: \$ 2,931.00
Contract Amount to Date: \$ 156,527.00

CONTRACT PERIOD: TOTAL WORKING DAYS

Original Contract Date: April 11, 2016

Original Contract Time: 35

Added by Change Order: 0

Contract Time to Date: 35

Time Used to Date: 23

Contract Time Remaining: 12

2. WORK SUMMARY:

Total Work Performed to Date: \$ 156,527.00
Retainage: Released \$ -
Total Earned Less Retainage: \$ 156,527.00
Less Previous Applications for Payment: \$ 148,700.65
AMOUNT DUE THIS APPLICATION: \$ 7,826.35

3. CONTRACTOR'S CERTIFICATION:

The undersigned CONTRACTOR certifies that:

- (1) all previous progress payments received from OWNER on account of Work done under the contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with the Work covered by prior Applications for Payment; and
- (2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by the application for Payment are free and clear of all liens, claims, security interests, and encumbrances

Howrey Construction
CONTRACTOR

By [Signature] DATE: 9/20/16

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.
ENGINEER

By [Signature] DATE: 9/21/16

5. OWNER'S APPROVAL

City of Polk City
OWNER

By _____ DATE: _____

RESOLUTION NO. 2016-86

**A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CITY
OF POLK CITY ON BEHALF OF THE POLK CITY POLICE
DEPARTMENT AND MCKINNEY TOWING**

WHEREAS, the City of Polk City may have a need to request towing and recovery services for Police impounded vehicles; and

WHEREAS, McKinney Towing has the equipment and storage yard to accommodate the City's needs; and

WHEREAS, the City Council believes it to be in the best interest of the City of Polk City to approve an Agreement setting out the understanding between the City of Polk City and McKinney Towing including pricing that would be charged to the responsible parties for the towed/impounded vehicles; and

WHEREAS, the contract and agreement is in the form attached hereto as Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa, that the Contract and Agreement to provide towing services with McKinney Towing in the form attached hereto as Exhibit "A" is hereby approved effective October 1, 2016.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute said Agreement on behalf of the City of Polk City, Iowa.

DATED this 26th day of September, 2016.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

CONTRACT and AGREEMENT to PROVIDE TOWING SERVICES

This Contract is entered into this _____ of October 2016, between the City of Polk City on behalf of its Police Department (Polk City PD) and McKinney Towing, an independent contractor (contractor), for Polk City PD requested towing and recovery services for police impounded vehicles and police department vehicles.

CONTRACT TERM: One Year starting October 1, 2016 through September 30, 2017.

CONTRACT TERMINATION: This contract may be terminated by either party by giving sixty (60) days notice in writing to the other party expressing intent to terminate the contract. If either party terminates this contract under this provision, the City shall be allowed a reasonable time, not more than an additional thirty (30) days, to remove or dispose of any vehicle in possession of the contractor.

VENDOR: McKinney Towing
360 NW Main St.
Elkhart, IA. 50073
Representative: Michael McKinney

PRICING INFORMATION:

**Light Duty wreckers/car carriers:*

Towing Rate: \$65.00 hook-up plus \$2.00 per mile or \$125.00 hourly plus fuel surcharge

Recovery/ Accident Rate: including waiting or working time on scene \$175.00per hour/ 4 hour minimum (Fuel surcharge applies)

**Medium Duty wreckers/car carriers:*

Towing Rate: \$130.00 hook-up plus \$3.00 per mile or \$150 hourly plus fuel surcharge

Recovery/ Accident Rate: including waiting or working time on scene \$375.00per hour/ 4 hour minimum (fuel surcharge applies)

**Heavy Duty Wreckers, Tractors and Service Truck:*

Towing Rate: \$175 hook-up and \$3.50 per mile or \$200 hourly plus fuel surcharge

Tractor: \$150 hourly plus fuel surcharge

Service Truck: Service calls \$95 per hour plus \$2.00 per mile

Recovery Rate: including waiting or working time on scene \$425.00 per hour / 4 hour minimum

Tractor Only: \$325.00/per hour / 4 hour minimum

Recovery Rate Heavy Service Truck: Fully equipped accident/recovery service truck \$385/per hour/ 4 hour minimum

Off Road Recovery: \$250.00 per hour plus all incurred costs

*All Accident and Recovery Invoices will include a 10% administrative fee

*All Recovery Equipment and Personnel will be billed with minimum times, all time after minimum will be billed in one-hour increments

*All invoices will include time to clean, decontaminate and return equipment to initial condition

*Scene Supervisor:

WRECKMASTER / HAZWOPER / OSHA Certified: \$175/per hour 4 hour minimum

Separate charges: (items A through E included w/ hourly rates only/ for hook rates add for these items)

A. Removal of drive shaft ***

B. Air hook-up ***

C. Removal/pull axle ***

D. Remove bumper ***

E. Remove air foils ***

F. Landoll Trailer - Detach trailer or trucks (same as heavy) 4 Hour Minimum

G. Fork lift or skid steer, Flat Fee \$750.00 (includes operator)

H. Extra manpower, per man hour \$95.00, 2 Hour Minimum /Any portion there after billed in 1 hour increments

I. Arrow Board \$300 per day (minimum) fee/ plus transport each way

J. Light Tower \$475 per day (minimum) fee/ plus transport each way

K. Box Trailer for load transfer- \$300 per day/ plus transport each way

L. Refrigerated Trailer for transfer- \$450 per day/ plus transport each way

M. Special circumstances may require additional administrative fees

*****Special services/circumstances will be billed accordingly.*****

***Items A through E are included in hourly rate. Need to add if hook rates are used.

| <u>Storage for all classes of service</u> | <u>Light</u> | <u>Medium</u> | <u>Heavy Duty</u> |
|---|--------------|---------------|-------------------|
| Outside storage, per day rate (per unit) | \$35.00 | \$50.00 | \$65.00 |
| Inside storage, per day rate (per unit) | \$75.00 | \$125.00 | \$200.00 |
| | | | |

Insurance requirements for outside vendors picking up vehicles from storage area are a minimum of \$750,000 liability insurance. ***Certificate needed to enter storage yard***

Lot Hours- All Storage Locations

Monday thru Friday= 8am to 4:30pm (excluding holidays)

Saturday- by appointment only

Sundays - by appointment only

An after hours fee may apply to any other time

Fuel Surcharge and/or Mileage may apply to all rates and services.

-POLK CITY PD RATE FOR TOWING POLICE VEHICLES IS \$40.00. A discounted rate will also be offered to other city vehicles but will be decided on a case by case basis.

SPECIFICATIONS

1. Scope of Services:

A. This contract applies to all requests made by Polk City PD police officers for the towing and/or impound of vehicles.

2. Service Requirements

A. At the request of the officer the contractor will respond to the scene within 30 minutes, unless mitigating circumstances are present. This requirement applies 24 hours a day, 7 days a week, 365 days a year.

B. Contractor shall only tow impounded vehicles to the destination specified by the Polk City PD officer or in the case of a private tow, where directed by the vehicle owner.

C. Contractor is required to have a secure fenced storage facility able to contain 25 vehicles.

3. Personnel

A. Contractor shall have in its employ, or under its control, sufficient licensed, qualified and competent personnel to perform towing services at the levels specified.

B. Contractor shall employ only such workers as are skilled in the tasks to which they are assigned. The Polk City PD reserves the right to require the Contractor to reassign any employee requested by the Polk City PD. Contractor's employees must follow Polk City PD Policies and Procedures and guidelines while performing work under the contract.

4. Business Operating Permits and Licenses

A. Contractor must adhere to and follow all laws, rules, and regulations of the State of Iowa in regard to the operation of the towing business, operation of motor vehicles and employment of personnel.

B. Contractor must also adhere to all City of Polk City ordinances, including but not limited to those concerning the operation of motor vehicles, as set forth in Polk City's municipal code.

C. Contractor is required to have and hold permits as required by the State of Iowa for the removal of vehicles as required for law enforcements purposes.

5. Vehicle Damages

A. Contractor is responsible and liable for the vehicle upon taking possession of the vehicle. Resolution of any dispute is a matter entirely between the Contractor and the vehicle owner(s). Contractor agrees to indemnify and hold the City of Polk City and its Police Department harmless for any damage to vehicles caused by the towing and/or storage.

6. Contents of Vehicle

A. Contractor is responsible and liable for any and all contents of the vehicle upon taking possession of the vehicle. Contractor is responsible for towing, storage and lawful return of all vehicle contents. Contractor agrees to indemnify and hold the City of Polk City and its Police Department harmless for any missing items or damage to the vehicle contents after the Contractor has taken possession of the vehicle.

7. Vehicle Storage

A. Contractor is responsible for storing the vehicles in a manner that does not allow public access.

8. Worker's Compensation and Liability Insurance Coverage:

A. The Contractor shall be responsible, at their own expense, to purchase any required workers' compensation insurance for the Contractor or any employee of the Contractor. The City of Polk City is not the compensation insurer of the Contractors' employees. The Contractor must have current workers' compensation insurance in place for its employees while performing work pursuant to this contract. The City shall not have any liability with respect to the Contractors' employees' actions or conduct while performing these services and Contractor shall indemnify and hold the City of Polk City and its Police Department harmless for any such damage.

9. Liability Insurance Coverage

A. The Contractor shall maintain during the time period of the Contract, commercial general liability insurance for bodily injury and property damage in the minimum amount of \$1,000,000.00 per occurrence and \$2,000,000.00

aggregate that includes liability for accidents or damage to vehicles, persons or property that may occur during the performance of these services.

10. Indemnification

A. Contractor shall indemnify and hold the City of Polk City, the Polk City Police Department and its officers and employees harmless from and shall process and defend at its own expense all claims, demands, or suits at law or equity arising in whole or in part from the Contractor’s negligence or breach of any of its obligations while performing these services.

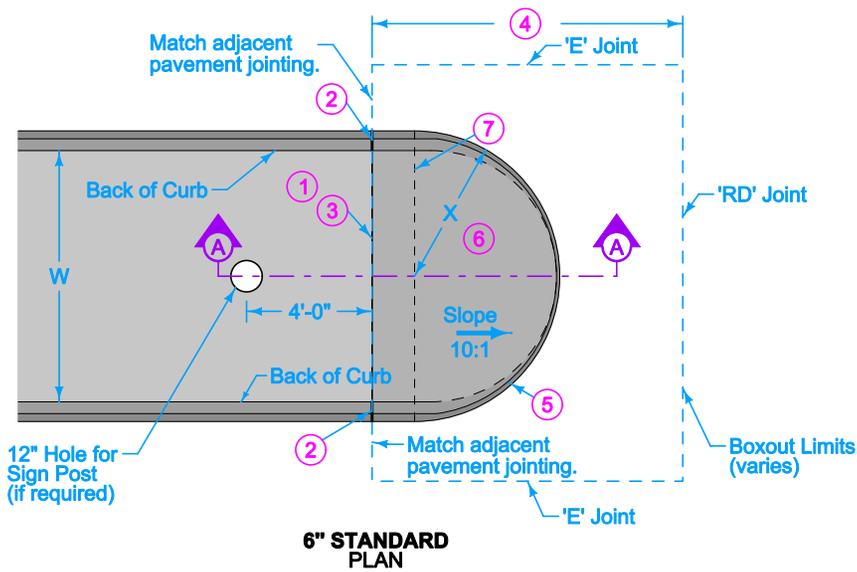
In Witness Whereof, the parties hereto have caused this agreement to be executed the day and year first herein above written.

McKinney Towing, Michael McKinney

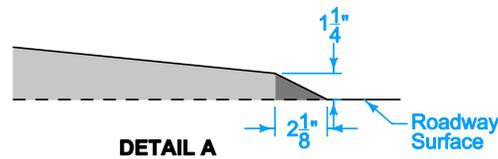
**Mayor Jason Morse
City of Polk City, Iowa**

Attest:

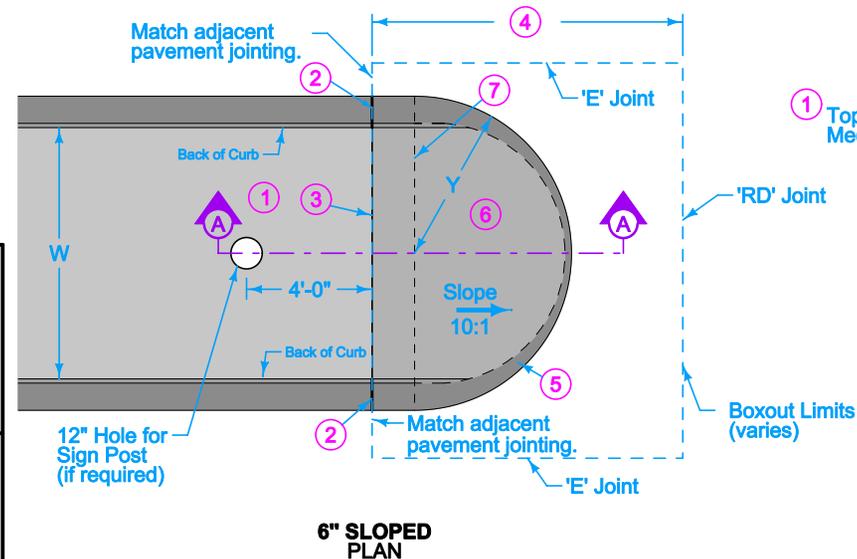
**City Clerk Jenny Gibbons
City of Polk City, Iowa**



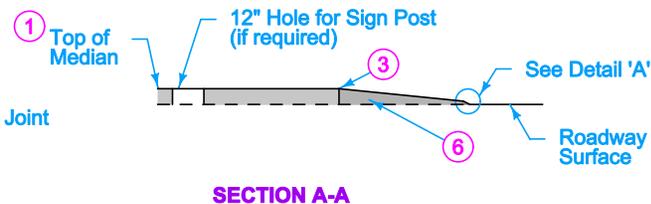
6" STANDARD PLAN



DETAIL A



6" SLOPED PLAN



SECTION A-A

RAMPED MEDIAN NOSE
(Median Width 8'-0" or Less)

- ① For details of paved median, see contract documents.
- ② 'EE' Joint. Expansion joints located at the end of normal curb.
- ③ 'E' Joint. If median is paved, place expansion joints at the end of normal curb.
- ④ If boxout length is less than or equal to 12 feet, provide 'C' Joint. If boxout length is greater than 12 feet, provide 'RD' joint.
- ⑤ Special shaping of curb.
- ⑥ Quantities for ramped median nose area is included in roadway pavement quantities.
- ⑦ When X or Y is 4 feet or greater the expansion joints will be at the beginning of the rounded median.
W = Width from back of curb to back of curb

$$X = W/2 + 7.5"$$

$$Y = W/2 + 12"$$

| | | |
|--|-----------------------------------|--|
| SUDAS | Iowa Department of Transportation | REVISION |
| | | New 04-19-11 |
| FIGURE 7010.104 | STANDARD ROAD PLAN | PV-104 |
| | | SHEET 1 of 1 |
| REVISIONS: New. Previously page 2 of PV-2. | | |
| Paul D. Weigand SUDAS DIRECTOR | | Deanna Mairfeld DESIGN METHODS ENGINEER |
| RAMPED MEDIAN NOSE | | |



PO Box 7535
 Urbandale, Iowa 50323

CONTACT:

Dennis Goering
 520 Whispering Pine Avenue
 Polk City, Iowa 50226

CONTACT INFORMATION:

CELL: 240-5752
 HOME:
 EMAIL: dennis@dhgcommunications.com

PROJECT:

STREET ENTRANCE
 PINE RIDGE DR. & HWY 415 -
 ISLAND
DATE: August 22, 2016

DESIGNER: Kevin Gade, Iowa Certified Nursery Professional

| ITEM | QTY | SIZE | PR. EA. | MATERIAL TOTAL |
|---|-----|------|---------|----------------|
| Plants | | | | |
| GRASS, PRAIRE DROPSEED (SPOROBOLUS) | 14 | #1 | \$11.25 | \$157.50 |
| GRASS, LITTLE BLUE STEM (SCHIZACHYRIUM) | 16 | #1 | \$11.25 | \$180.00 |
| GERANIUM, MAX FREI | 12 | #1 | \$12.50 | \$150.00 |
| COREOPSIS, ZAGREB | 14 | #1 | \$10.00 | \$140.00 |
| CATMINT, WALKER'S LOW | 10 | #1 | \$10.00 | \$100.00 |

Plants Subtotal \$727.50
 Labor to Install \$363.75

| | | | | |
|--|-----|---------------|---------|----------|
| Hardgoods (mulch, edging, etc...) | | | | |
| DEWITT WEED BARRIER 4' ROLL | 400 | Sq Ft | \$0.30 | \$120.00 |
| HARDWOOD MULCH (100sf @ 2-3") | 3 | CU.YD. | \$33.00 | \$99.00 |
| RIVER ROCK MULCH 2" (50SF @2-3") | 2 | Material/Unit | \$50.00 | \$100.00 |
| BLACK FILL DIRT (50sf @2-3") | 8 | Material/Unit | \$33.15 | \$265.20 |
| MISC. LABOR (PREP, HAND GRADING, ETC.) | 10 | Labor/Hour | | |

Hardgoods Subtotal \$584.20
 Labor to Install \$1,324.20

Structural Items (drainage, patios, retaining walls, walkways, etc...) Labor Non Taxable

Nontaxable Hardgoods Subtotal

Labor to Install

Project Notes:

Terms and Conditions:

- * The property owner / general contractor is responsible for locating property lines.
- * If building or construction permits are required, it is the customer's responsibility to obtain and pay for all such permits.
- * The property owner / general contractor is responsible for locating private utilities not marked by Iowa One Call Locators.
- * Private utilities can consist of and are not limited to: underground irrigation lines, underground pet containment wires, electrical lines to private lamp posts, landscape lights, garage doors and outlying structures, underground propane tanks and lines, satellite dish cables, swimming pool plumbing and electrical lines, septic lines and laterals and any other such private utility.
- * Unless specified no sod or seed replacement or repair is included in this bid.
- Charges for repair of disturbed areas shall be billed on a time and material basis and be approved by the owner / contractor prior to completion of job.
- * Rates to move existing irrigation sprinkler heads or lines will be charged at time and material basis unless price is specified in the bid.
- * The employees or agents of Shades of Green have no knowledge as to the strength of the Owner's driveway or walks or the conditions under them. Therefore, the undersigned does hereby release and discharge Shades of Green LLC and its employees and agents from claims for damages resulting from or entry and service on the property during typical landscape operations.

Terms of Payment: Unless noted above, *one half of balance shall be due upon acceptance of this proposal*. Remaining balance due when work is completed, including approved changes. Initials _____

Please Note:

Account must be paid to terms of payment to qualify for one year plant warranty. 1.5% per month will be charged on accounts thirty days past due. If the undersigned fails to make timely payment for all sums due hereunder, or in any other way violates the terms of this proposal, then the undersigned agrees to pay any and all expenses, including reasonable attorney's fees incurred by Shades of Green as a result thereof. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any changes to the above specifications resulting in changes over and above the estimate shall be agreed upon prior to execution. All agreements contingent upon strikes, delays, or accidents beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by workman's compensation.

| | |
|-----------------|-------------------|
| MATERIAL | 1,311.70 |
| LABOR | 1,687.95 |
| SUBTOTAL | \$2,999.65 |
| TAX | \$179.98 |
| TOTAL | \$3,179.63 |

Authorized Signature:

DESIGNER: Kevin Gade, Iowa Certified Nursery Professional

Please Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal

The undersigned does hereby accept the above prices, conditions, and terms and authorizes Shades of Green to do the work as specified. Payment shall be made as noted above. Please sign and return copy with downpayment.

Signature:

(Owner or Owner's Representative)

Date:



PO Box 7535
Urbandale, Iowa 50323

CONTACT:

Dennis Goering
520 Whispering Pine Avenue
Polk City, Iowa 50226

CONTACT INFORMATION:

CELL: 240-5752
HOME:
EMAIL: dennis@dhgcommunications.com

PROJECT:

STREET ENTRANCE
PINE RIDGE DR. & HWY 415 -
FLANKING BEDS W. SIGN
DATE: August 22, 2016

DESIGNER: Kevin Gade, Iowa Certified Nursery Professional

| ITEM | QTY | SIZE | PR. EA. | MATERIAL TOTAL |
|--|-----|---------------|----------|----------------|
| Plants | | | | |
| DIANTHUS, FIREWITCH | 10 | #1 | \$10.00 | \$100.00 |
| SPRUCE, GLOBE BLUE | 2 | #15 24" LOW | \$275.00 | \$550.00 |
| DAYLILY, HAPPY RETURNS | 7 | #1 | \$10.00 | \$70.00 |
| GERANIUM, ROZANNE | 11 | #1 | \$12.50 | \$137.50 |
| Plants Subtotal | | | | \$857.50 |
| Labor to Install | | | | \$428.75 |
| Hardgoods (mulch, edging, etc...) | | | | |
| BOULDERS & SIGN STONES - ON SITE | 6 | Ton | | |
| DEWITT WEED BARRIER 4' ROLL | 400 | Sq Ft | \$0.30 | \$120.00 |
| HARDWOOD MULCH (100sf @ 2-3") | 3.5 | CU.YD. | \$33.00 | \$115.50 |
| BLACK FILL DIRT (50sf @2-3") | 4 | Material/Unit | \$33.15 | \$132.60 |
| NATURAL EDGE | 85 | Ln Ft | | |
| MISC. LABOR (PREP, HAND GRADING, ETC.) | 12 | Labor/Hour | | |
| Hardgoods Subtotal | | | | \$368.10 |
| Labor to Install | | | | \$2,040.61 |
| Structural Items (drainage, patios, retaining walls, walkways, etc...)Labor Non Taxable | | | | |
| Nontaxable Hardgoods Subtotal | | | | |
| Labor to Install | | | | |

Project Notes:

Terms and Conditions:

- * The property owner / general contractor is responsible for locating property lines.
- * If building or construction permits are required, it is the customer's responsibility to obtain and pay for all such permits.
- * The property owner / general contractor is responsible for locating private utilities not marked by Iowa One Call Locators.
- * Private utilities can consist of and are not limited to: underground irrigation lines, underground pet containment wires, electrical lines to private lamp posts, landscape lights, garage doors and outlying structures, underground propane tanks and lines, satellite dish cables, swimming pool plumbing and electrical lines, septic lines and laterals and any other such private utility.
- * Unless specified no sod or seed replacement or repair is included in this bid.
- Charges for repair of disturbed areas shall be billed on a time and material basis and be approved by the owner / contractor prior to completion of job.
- * Rates to move existing irrigation sprinkler heads or lines will be charged at time and material basis unless price is specified in the bid.
- * The employees or agents of Shades of Green have no knowledge as to the strength of the Owner's driveway or walks or the conditions under them. Therefore, the undersigned does hereby release and discharge Shades of Green LLC and its employees and agents from claims for damages resulting from or entry and service on the property during typical landscape operations.

Terms of Payment: Unless noted above, one half of balance shall be due upon acceptance of this proposal. Remaining balance due when work is completed, including approved changes. Initials _____

Please Note:

Account must be paid to terms of payment to qualify for one year plant warranty. 1.5% per month will be charged on accounts thirty days past due. If the undersigned fails to make timely payment for all sums due hereunder, or in any other way violates the terms of this proposal, then the undersigned agrees to pay any and all expenses, including reasonable attorney's fees incurred by Shades of Green as a result thereof. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any changes to the above specifications resulting in changes over and above the estimate shall be agreed upon prior to execution. All agreements contingent upon strikes, delays, or accidents beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by workman's compensation.

Authorized Signature:

DESIGNER: Kevin Gade, Iowa Certified Nursery Professional

Please Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal

The undersigned does hereby accept the above prices, conditions, and terms and authorizes Shades of Green to do the work as specified. Payment shall be made as noted above. Please sign and return copy with downpayment.

Signature:

(Owner or Owner's Representative)

Date:

| | |
|--------------|-------------------|
| MATERIAL | 1,225.60 |
| LABOR | 2,469.36 |
| SUBTOTAL | \$3,694.96 |
| TAX | \$221.70 |
| TOTAL | \$3,916.66 |

Archived: Friday, September 23, 2016 10:15:03 AM
From: Gary Mahannah
Sent: Friday, September 23, 2016 10:06:17 AM
To: Jenny Gibbons
Subject: FW: Moving forward
Response requested: No
Importance: Normal

From: Gary Mahannah
Sent: Friday, September 23, 2016 10:06 AM
To: 'David Dvorak'
Cc: Jason Morse
Subject: RE: Moving forward

Dave:

Mayor Morse and I talked on your email and the attached email from Dennis and the email as follows is a collective summary of our thoughts.

Can you help me with the reference from Dennis to the \$4,800? He claims this is a savings, Not sure where he got that number and I am trying to track this down. I can't tell you the amount of time staff has spent on this project to date. Council was also specific saying the Engineering and Legal will be billed back to the project.

In the Council meeting where Dennis first talked he said there was terrible communication. I agree, especially with supply comments and having to receive his comments back from a Council person. This tactic makes it extremely hard for staff to deliver what has been asked for to the Council. I will use the string of emails being sent to you as a part of the Council packet dealing with this subject, as these are the latest we have seen. The comments made are to bring his plan into conformance with SUDAS. If asked if the current plan meets SUDAS, my answer from Dennis's reply has to be no.

I have made communication with Dennis a priority on this subject. But I have very little in return. For instance his comments on the comments on the plantings are coming through you. Still no document showing the entity has been seen by staff, and we still wait on the demonstration of financial responsibility. These items were specifically asked for by Council in their motion. Council postponed any decision from September 12, 2016 when this was promised by Dennis to have completed. I believe Council will expect this to be reviewed by staff and ready for Council action for September 26, 2016.

To Staff's review comments:

Plant materials in the island were to be designed by a professional. The answer received makes me wonder if a professional has been retained. The height is and has been a mainstay in our discussions on the island.

The planting plan revision on alternative two as presented by IDOT is attached. My mistake that this was left out of the reply to the plans. However, going back to the communication as stated above, a quick note or phone call would have quickly satisfied this comment, but no communication.

Interesting that IDOT can give specifics on city owned streets. I have an email into Danielle as well as two phone calls, and yet no communication from IDOT on specifics of cost.

Dennis missed the entire point on the north and south beds. He sent them to us and I thought they were for us to review as there were no instructions. Yes the beds on the north and south side of Pine Ridge was an idea at a meeting, Our comments remain and the question still exists.

Pine Ridge stone sign cannot be in the island. My main reason for asking this question. I want to make sure it is not part of the island landscaping.

The maintenance (assuming maintenance was a typo) of the island is a major concern. Council asked the residents in the area if they want to keep the island, to come up with a plan. Seems that this comment is making the city responsible for this plan. Not the intent as I understood the motion from Council.

Council is the only one that can allocate money. As I mentioned prior I cannot identify these "savings".

I am always open and welcome conversation on this and other issues.

Thanks,

Gary

From: David Dvorak [<mailto:dave.a.dvorak@gmail.com>]
Sent: Thursday, September 22, 2016 5:34 PM
To: Gary Mahannah; Jason Morse
Subject: Fwd: Moving forward

Good Evening Gentleman - I believe the cost savings incurred by the City for keeping the island should be discussed. Not saying it should all go back into the project, but it is after all an overall savings.

Interested in each of your thoughts.

Thanks.

Dave Dvorak | Councilman

The City of Polk City

515.979.6502

Begin forwarded message:

From: DG <lakeguy86@gmail.com>
Date: September 20, 2016 at 4:37:07 PM CDT
To: Dan Mart <danielmart@gmail.com>, Renee Rockow <rrockow68@gmail.com>,

Julie Home <juls4cy@gmail.com>, Dave Dvorak <daveadvorak@gmail.com>, Patrick White <pwhite@whitelawiowa.com>

Subject: Re: Moving forward

PLEASE SEE MY ANSWERS IN CAPITALS

We have done a review of the landscape plan and offer the following comments:

1. Plant materials in the island cannot be taller than 18" at maturity, unless they are located only in the center 1'-11" of the island in which case they may be up to 27" tall at maturity. Geraniums at 9" and Coreopsis at 15" are fine. However, the following plant materials appear to have excessive height

- a. Prairie dropseed: 24"-48" tall
- b. Little Blue stem: 24"-36" tall
- c. Catmint Walker's Low: 24"-36" tall

Geraniums and Coreopsis are perennials and do not need to be planted every year. Is this your understanding? If so, a note on the plans showing this understanding and the fact they will be replanted to replace the dead ones every year by a time certain needs to be made. This further needs to be part of the agreement between the City and your group. Any changes to the plant materials once these plans are approved will need to be approved in accordance with the procedures we are going through at the moment. (staff review and Council approval)

I AM NOT A LANDSCAPE PERSON AND HAVE VERY LITTLE KNOWLEDGE OF PLANTS, I WILL REFER YOU QUESTION/CONCERN TO THE LANDSCAPER AND OUR LEGAL COUNSEL

2. If any planting materials will be taller than 18" but less than 27", the planting plan must include dimensions to demonstrate those plantings are located in the center 1'-11" of the island.

UNDERSTOOD-

3. The planting plan will need to be revised since the west end of the island will be paved with a sloped median nose and tapered curb. (See attached markup)

NO ATTACHMENT-WAS SENT

4. There are no engineered plans for the sloped median nose with tapered curb, but I understand Iowa DOT will be constructing this as part of their project. When the IDOT tells Polk City the cost of the bull nose on the island this will be your responsibility to pay.

NO NEED FOR US TO PROVIDE ENGINEERING PLANS SINCE THE IDOT WILL BE HANDLING ALL ASPECT OF THIS PART OF THE PROJECT INCLUDING ANY AND ALL COST ASSOCIATED WITH THIS PART OF THE PROJECT. THIS HAS BEEN CONFIRMED BY DANIELLE AT THE IDOT

5. Provide a revise sketch plan for the island within Pine Ridge Drive, but not the north and south landscaping beds since there is no need for City approval of these beds.

a. Alternatively, if the City is being asked to approve the north and south bed, the sketch plan should be certified by a Landscape Architect, surveyor, or engineer and must show found property pins and property lines to clarify whether the north and south planting beds are proposed to be located within Iowa DOT's ROW or on private property and appropriate permits and/or easements provided.

THE NORTH AND SOUTH BEDS WAS YOUR STAFF IDEA. WE WOULD LIKE TO HAVE THOSE, BUT UNTIL THE IDOT IS DONE WITH THE PROJECT AND WE KNOW WHAT TREES REMAIN ITS HARD TO MOVE FORWARD.

6. The agreement regarding maintenance should probably include height restrictions for the plant materials since the initial plantings will need to be replaced periodically.

THIS AGREEMENT IS BEING HANDLED BY LEGAL COUNSEL

7. These plans do not show, or at least do not call out the Pine Ridge Stone sign. Is this intentional?

AT THIS POINT WE ARE WORKING WITH LEGAL COUNSEL TO DETERMINE HOW BEST TO USE THE SIGNS. IF WE COULD GET APPROVAL FROM YOU AND COUNCIL WE WOULD REALLY LIKE TO PUT THE SIGNS BACK.

IF I CAN ASK, IS THE MAIN CONCERN THE MAINTIANCE? Let's WORK TOGETHER AND COME UP WITH A PLAN.

I ALSO WOULD LIKE TO DISCUSS THE \$4800 THAT KEEPING THE REMAINING MEDIAN WILL SAVE THE CITY. CAN THAT MONEY BE USED TO IMPROVE THE ENTRANCE?

Please update your plans and send for further review.

Thanks,

Gary C. Mahannah

City Administrator

City of Polk City

112 Third Street | Polk City | IA 50226

P: 515- 984-6233 | F: 515-984-6177

E: gmahannah@polkcityia.gov | W: polkcityia.gov

On Tue, Sep 20, 2016 at 3:55 PM, Gmail <lakeguy86@gmail.com> wrote:

I need help! This is getting crazy and ridiculous.

Dennis H Goering

President

dhg Communications

Copy Cat Photocopy Centers

Begin forwarded message:

From: Gary Mahannah <gmahannah@polkcityia.gov>
Date: September 20, 2016 at 3:35:22 PM CDT
To: Gmail <lakeguy86@gmail.com>
Cc: Renee Rockow <rrockow68@gmail.com>, Jenny Gibbons <jgibbons@polkcityia.gov>, Lindsey Williams <lwilliams@polkcityia.gov>, "David Dvorak" <dave.a.dvorak@gmail.com>, Jason Morse <jmorse@polkcityia.gov>, Kathleen Connor <keconnor@snyder-associates.com>, Amy Beattie <amy.beattie@brickentrylaw.com>
Subject: RE: Moving forward

Dennis:

We have done a review of the landscape plan and offer the following comments:

1. Plant materials in the island cannot be taller than 18" at maturity, unless they are located only in the center 1'-11" of the island in which case they may be up to 27" tall at maturity. Geraniums at 9" and Coreopsis at 15" are fine. However, the following plant materials appear to have excessive height
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Geraniums and Coreopsis are perennials and do not need to be planted every year. Is this your understanding? If so, a note on the plans showing this understanding and the fact they will be replanted to replace the dead ones every year by a time certain needs to be made. This further needs to be part of the agreement between the City and your group. Any changes to the plant materials once these plans are approved will need to be approved in accordance with the procedures we are going through at the moment. (staff review and Council approval)

2. If any planting materials will be taller than 18" but less than 27", the planting plan must include dimensions to demonstrate those plantings are located in the center 1'-11" of the island.
3. The planting plan will need to be revised since the west end of the island will be paved with a sloped median nose and tapered curb. (See attached markup)
4. There are no engineered plans for the sloped median nose with tapered curb, but I understand Iowa DOT will be constructing this as part of their project. When the IDOT tells Polk City the cost of the bull nose on the island this will be your responsibility to pay.

5. Provide a revised sketch plan for the island within Pine Ridge Drive, but not the north and south landscaping beds since there is no need for City approval of these beds.

a. Alternatively, if the City is being asked to approve the north and south bed, the sketch plan should be certified by a Landscape Architect, surveyor, or engineer and must show found property pins and property lines to clarify whether the north and south planting beds are proposed to be located within Iowa DOT's ROW or on private property and appropriate permits and/or easements provided.

6. The agreement regarding maintenance should probably include height restrictions for the plant materials since the initial plantings will need to be replaced periodically.

7. These plans do not show, or at least do not call out the Pine Ridge Stone sign. Is this intentional?

Please update your plans and send for further review.

Thanks,

Gary C. Mahannah
City Administrator
City of Polk City
112 Third Street | Polk City | IA 50226
P: [515-984-6233](tel:515-984-6233) | F: [515-984-6177](tel:515-984-6177)
E: gmahannah@polkcityia.gov | W: polkcityia.gov

Pat White, our legal counsel, will be contacting the Polk City Attorney to discuss several matters. Unless Pat and the City attorney can get together and work out the details we will not be ready for September 26th.

Dennis H Goering
President
dhg Communications
Copy Cat Photocopy Centers

On Sep 20, 2016, at 8:31 AM, Gary Mahannah <gmahannah@polkcityia.gov> wrote:

Dennis:

Since city staff is in the final preparations for the September 26, 2016 Council meeting, I felt it important to remind you that Council action was delayed from the September 12, 2016 Council meeting to September 26. Prior to action by the Council on September 26, the design and engineering with dimensions and plant material called out needs to be reviewed by our City Engineer for SUDAS compliance. Further, from a past email I understand a LLC was created. Copies of this paperwork, entity status with State of Iowa, bylaws and minutes need to be reviewed by our City Attorney prior to action by the Council. The email of August 26, 2016 outlines these responsibilities. (copy attached) Demonstration of fund availability to undertake the island construction and plant material as well as ongoing maintenance is also an outstanding item.

City staff will need these submissions as soon as possible. To date we have not received any information except your September 12, 2016 email.

Thanks,

Gary C. Mahannah

City Administrator

City of Polk City

112 Third Street | Polk City | IA 50226

P: [515- 984-6233](tel:515-984-6233) | F: [515-984-6177](tel:515-984-6177)

E: gmahannah@polkcityia.gov | W: polkcityia.gov

-----Original Message-----

From: Gary Mahannah

Sent: Friday, August 26, 2016 8:05 AM

To: 'Gmail'

Cc: Renee Rockow; Jenny Gibbons; Lindsey Williams

Subject: RE: Moving forward

Dennis:

You will need to supply the following:

Design and engineered with dimensions and the plant material to be used showing the SUDAS standards include opinion of cost. This will need to be reviewed by our City Engineer prior to the approval by Council. Understand there will be a cost for this review.

A copy of the "association" that you are creating paperwork. In lieu of an "association" list of those signing the easement agreement (perpetual maintenance). Each set of signatures will need to reflect the title holder of the property, legal description of the property signature and typed name and be notarized. If and after you have figured out how you are moving forward with your "entity" an executed copy of the agreement that upon Council approval that will be recorded. Depending on your association makeup you may need copies of bylaws and minutes showing the ability to enter into this agreement.

Depending on your "association", you may need to file the paperwork with the State. As such, Polk City will need to see that (those) filing (s).

Time table moving forward.

Demonstrate that there are funds/financing to cover the costs identified in the opinion of cost.

Thanks,

Gary C. Mahannah

City Administrator

City of Polk City

112 Third Street | Polk City | IA 50226

P: [515- 984-6233](tel:515-984-6233) | F: [515-984-6177](tel:515-984-6177)

E: gmahannah@polkcityia.gov | W: polkcityia.gov

-----Original Message-----

From: Gmail [<mailto:lakeguy86@gmail.com>]

Sent: Friday, August 26, 2016 7:21 AM

To: Gary Mahannah

Cc: Renee Rockow; Dan Mart

Subject: Moving forward

Gary,

Would it be possible to get a "check list" of the things we need to do and have ready for the next council meeting?

Thank you

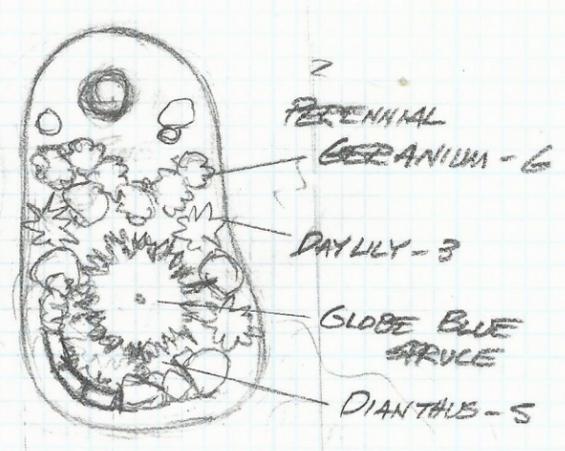
Dennis H Goering

President

dhg Communications

Copy Cat Photocopy Centers

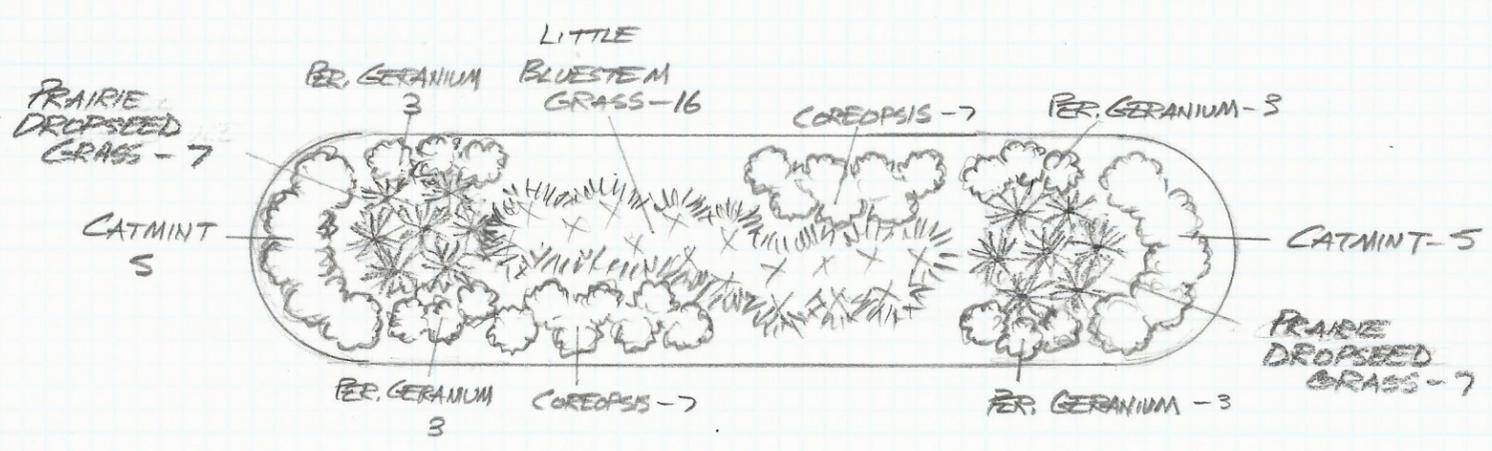
EXISTING
LARGE
PINE



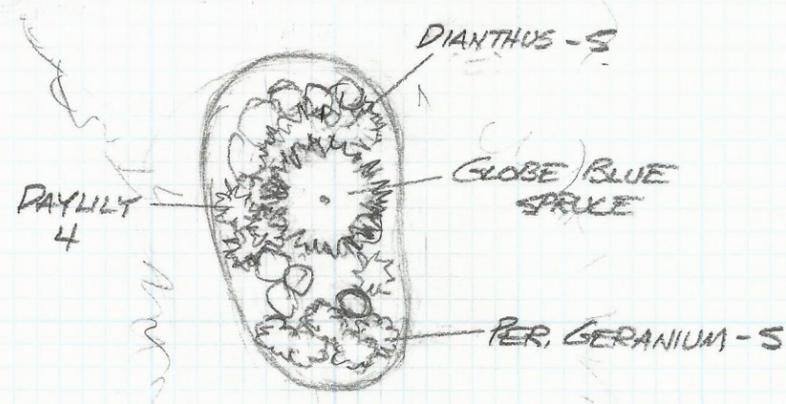
HYDRANT
(MOVED?)

EXISTING
MAPLE

STOP LINE



EXISTING
MAPLE



EXISTING
YOUNG
PINE