

Agenda

Notice of Meeting

Polk City | City Council

January 11, 2021 | 6:00 pm

City Hall | Electronic Meeting

Due to Covid-19 Mayor and Council will meet via ZOOM

Public Meeting participation is via phone only

Call in local 515-329-8019

Toll-Free 833-329-8019

Participant Code 593054

Public can also provide comments directly to support@polkcityia.gov

***any comments received before the time of the meeting will be made a part of the public hearing**

Broadcast playback will be available at <https://www.youtube.com/c/polkcityiagovchannel>

Jason Morse | Mayor

Mandy Vogel | Pro Tem

City Council Members: Jeff Walters | Dave Dvorak | Ron Anderson | Rob Sarchet

1. Call to Order

2. Roll Call

3. Approval of Agenda with amendment to 5g to correct the amount to read \$17,750

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 contact the City Clerk by 5pm on the date of the meeting by email at jgibbons@polkcityia.gov with your name and address for the record including the phone number you will be calling in with. The Mayor will recognize you for five minutes of comment during which time your line will be unmuted.

5. Consent Items

- a. City Council Meeting Minutes for December 14, 2020
- b. Claims listing January 11, 2021
- c. November 2020 Finance Report
- d. Receive and file the November 2020 Police Department Report
- e. Receive and file the December 2020 Water Department Report
- f. Receive and file the December 2020 Parks & Recreation Department Report
- g. Polk County Conservation Trail Design Funding agreement in the amount of \$17,750 for the High Trestle Trail Connector Study
- h. Appoint Monica Converse to the vacant Parks Commission term ending 12/31/2025
- i. Receive and file the following Library Board Documents:
 - November 2020 Meeting Minutes
 - November & December 2020 Mini Stats
 - January 2021 Director Report
 - Resolution 2021-01L Library Trust-Ancestry
 - Resolution 2021-02L Hiring Ava Fosselman as a Library Page at \$9 per hour
- j. Receive and file the November and December 2020 Fire Department Report
- k. Resolution 2021-03 approving policy PD-01 Payroll deduct firearm policy
- l. Layne Christensen Company bid Well Repair in the amount of \$19,500
- m. Resolution 2021-04 giving authorization to apply for Surface Transportation Block Grant Program

- n. Pay increase for the following Fire Department members that have been promoted
 - Tyler Rommel, Deputy Chief, \$175 monthly stipend
 - Karla Hogrefe, Captain of EMS, part-time rate to \$20.46 per hour and paid on call rate to \$17.42 per hour plus \$125 monthly stipend
 - John Mitchell, Captain of Training, part-time rate to \$20.46 per hour and paid on call rate to \$17.42 per hour plus \$125 monthly stipend

6. Business Items

- a. Resolution 2021-01 approving Pay App No 3 (Subfinal with retainage held) for the 3rd Street and Bridge Road Intersection Improvement Project in the amount of \$15,179.55 and acceptance of the project
- b. Resolution 2020-02 approving construction drawings for the Edgewater Drive Extension at Parker Boulevard
- c. Snyder & Associates November 2020 Engineering Services Invoice in the amount of \$33,588.25
- d. Third Reading of Ordinance 2020-2100 adding Stormwater Utility Fee

7. Reports & Particulars

Mayor, Council, City Manager, Staff, Boards, and/or Commissions

8. Adjournment

--next meeting date January 25, 2021

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m., December 14, 2020
City Hall – VIA ZOOM

Polk City, City Council held a meeting via ZOOM at 6:00 p.m., on December 14, 2020. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** | Mayor Morse called the meeting to order at 6:02 p.m.
2. **Roll Call** | Walters, Vogel, Dvorak, Anderson, Sarchet | In attendance via zoom
3. **Approval of Agenda**
MOTION: A motion was made by Walters and seconded by Vogel to approve the meeting agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Comments** | **NONE**
5. **Consent Items**
MOTION: A motion was made by Dvorak and seconded by Vogel to approve the consent agenda items.
 - a. City Council Meeting Minutes for November 23, 2020
 - b. Receive and file Parks Commission Meeting Minutes for December 7, 2020
 - c. Claims listing December 14, 2020
 - d. Receive and file the November 2020 Water Report
 - e. Board and Commission reappointments:
Dixie Bequeaith, Board of Adjustments, term ending 12/31/2025
Doug Sires, Planning & Zoning, term ending 12/31/2025
Deanna Triplett, Planning & Zoning, term ending 12/31/2025
 - f. Resolution 2020-137 approving the Polk County Joint E911 Service Board Appointments
 - g. Resolution 2020-138 appointing a Representative and alternate Representative to the Polk County Emergency Management Commission
 - h. Resolution 2020-139 appointing Polk City's Representatives on the Des Moines Metropolitan Wastewater Reclamation Authority (WRA) Board
 - i. Resolution 2020-140 appointing Polk City's representatives on the Des Moines Metropolitan Planning Organization (MPO)
 - j. Resolution 2020-141 appointing Polk City's representatives on the Metro Waste Authority (MWA) Board of Directors
 - k. Pay increase for Chelsea Huisman, City Manager to an annual salary amount of \$120,000 effective back to anniversary date of September 16, 2020
 - l. Pay increase for Jenny Gibbons, City Clerk/Treasurer to \$32.03 per hour effective January 1, 2021
 - m. Receive and file the FY19/20 Annual Audit Report
 - n. Resolution 2020-142 approving PA-43 approving Refund Policy for Programs and Facility Rentals
 - o. Receive and file the November 2020 Parks & Recreation Department Report
 - p. Pay increase for the following firefighters that have obtained the Paramedic level certification
 - i. Nathan Reis, part-time rate to \$18.70 per hour and paid on call rate to \$15.84
 - ii. Cory Brooks, part-time rate to \$18.13 per hour and paid on call rate to \$15.84
 - q. Set date for 2021 City-Wide Clean-Up event
 - i. Appliance and Tire drop-off Thursday May 20 and Friday May 21
 - ii. Curbside pick-up Saturday, May 22**MOTION CARRIED UNANIMOUSLY**
6. **Business Items**
 - a. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve Resolution 2020-143 Ordering Construction of Certain Public Improvements, Fixing Dates for Public Hearing and Taking of Bids for 2021 Street Repair Project
MOTION CARRIED UNANIMOUSLY
 - b. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2020-144 approving Pay App No 5 in the amount of \$4,479.25 for the 2019 Street Repair Project
MOTION CARRIED UNANIMOUSLY
 - c. **MOTION:** A motion was made by Sarchet and seconded by Walters to approve Resolution 2020-145 approving Cooperative Public Service Agreement with Polk County for 2021 joint jurisdictional Street Improvement Project

MOTION CARRIED UNANIMOUSLY

- d. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve Resolution 2020-146 approving Cooperative Public Service Agreement with Polk County for Animal Control Services
MOTION CARRIED UNANIMOUSLY
- e. **MOTION:** A motion was made by Dvorak and seconded by Walters to approve Resolution 2020-147 approving a termination of agreement with Big Creek Development, L.C.
MOTION CARRIED UNANIMOUSLY
- f. **MOTION:** A motion was made by Vogel and seconded by Anderson to approve Snyder & Associates Inc. invoice for October Engineering Services in the amount of \$29,199.25
YES: Anderson, Sarchet, Vogel, Dvorak
ABSTAIN: Walters
MOTION CARRIED
- g. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve the Second Reading of Ordinance 2020-1900 amending the Subdivision Ordinance
MOTION CARRIED UNANIMOUSLY
 - **MOTION:** A motion was made by Walters and seconded by Anderson to waive the Third Reading of Ordinance 2020-1900 amending the Subdivision Ordinance
MOTION CARRIED UNANIMOUSLY
- h. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve the Second Reading of Ordinance 2020-2000 adding a Grading Ordinance
MOTION CARRIED UNANIMOUSLY
 - **MOTION:** A motion was made by Walters and seconded by Vogel to waive the Third Reading of Ordinance 2020-2000 adding a Grading Ordinance
MOTION CARRIED UNANIMOUSLY
- i. **MOTION:** A motion was made by Walters and seconded by Vogel to approve the Second Reading of Ordinance 2020-2100 adding a Stormwater Utility Fee
MOTION CARRIED UNANIMOUSLY

7. Reports & Particulars | Mayor, Council, City Manager, Staff, Boards, and/or Commissions

- Mayor Morse asked City Manager Huisman to review the last page in the Council packet regarding the Rotation & Flow of Council Members Mayoral Designations
- Mayor Morse asked Brigett DeVos, Go Polk City, to provide an update to the Council. DeVos thanked all of the City Staff involved in making the Light Up Polk City parade a success. She shared a heartfelt message of gratitude from a local family that reached out and thanked the City for putting on such an event as this would be the highlight of their Christmas this year due to financial hardships. DeVos said several local businesses are really hurting with the hopes to make it another six months during this pandemic so get out and support local if you are able. She said the Comet Cupboard continues to have record numbers of food requests and again help if you can. Mayor thanked DeVos for going above and beyond for community outreach. He thanked Dixie Bequeath for her countless volunteer hours running the Comet Cupboard.
- Council Member Sarchet said these stores are a sobering reminder of the effects of the lockdowns and thanked DeVos for sharing and putting things in perspective. He thanked DeVos for being a great person and conducting welfare checks throughout the community. He thanked Parks and Rec Director Thraen for his work on the Light Up Polk City event and thanked Public Works for their work behind the scenes.
- Council Member Vogel thanked the business for their participation in what became such an amazing event. She thanked DeVos for her continued support of the business.
- Fire Chief Mitchell reported two Officer's plans to step down at the end of the year, Dan Gubbins and Matt Guerdet. He said he is sad to lose such assets and thanked Gubbins for his 20 years on the Department and Guerdet for 5 years.
- Council Member Sarchet said with the Neighborhood Citizen Group ever evolving he appreciates their willingness to volunteer but struggles with where to go with that group from here and how to improve things. Sarchet said Holly Motsch has expressed desire to move off of the Parks Commission and thanked her for her time and is sad to see her go but glad she still plans to volunteer with the Square plantings in the spring. Sarchet said he has been reflecting on the number of things accomplished in 2020 and thanked all the Department heads and City Manager Huisman for all of their efforts.

8. Adjournment

- MOTION:** A motion was made by Anderson and seconded by Dvorak to adjourn at 6:39 p.m.
MOTION CARRIED UNANIMOUSLY

Next Meeting Date –January 11, 2021

Jason Morse, Mayor

Attest

Jenny Gibbons, City Clerk

CLAIMS REPORT		
CITY OF POLK CITY	DATED	1/11/2021
VENDOR	REFERENCE	AMOUNT
Amazon	LIBRARY BOOKS	\$ 228.49
AMAZON BUSINESS	CLEANING SUPPLIES/WIPES	\$ 371.36
ARDICK EQUIPMENT CO.	SIGNS	\$ 950.70
AT&T MOBILITY	CELLULAR/COMPUTER DATA SERVICE	\$ 1,774.31
AUREON TECHNOLOGY	MANAGED SERVICES	\$ 5,272.50
AVESIS	VISION INSURANCE	\$ 301.42
BAKER & TAYLOR	LIBRARY BOOKS	\$ 1,328.14
BANLEACO	COPIER LEASE	\$ 155.60
BOOT BARN	JEANS/BOOTS/RETURN	\$ 131.87
Bound Tree Medical	MEDICAL SUPPLIES	\$ 611.94
BRICK LAW FIRM	PROSECUTIONS	\$ 4,476.00
BRITTANY KINCART	POSTAGE REIMBURSEMENT	\$ 37.30
BUSINESS PUBLICATIONS CORP	PUBLICATIONS	\$ 993.66
CAPITAL CITY EQUIPMENT CO.	SKID LOADER REPAIRS	\$ 206.38
CAPITAL SANITARY SUPPLY	REPLACE PAPER TOWEL DISPENSER	\$ 179.25
CHRISTIAN PHOTO	CAMERA - INVESTIGATIONS	\$ 648.96
CIT SEWER SOLUTIONS	WESTSIDE DRIVE SEWER TELEVISIN	\$ 900.00
CITY LAUNDERING	AED REPLACEMENTS - 4	\$ 6,387.95
City of Ankeny	TIER AFD - NEWTON	\$ 200.00
CITY OF DES MOINES	WRA HOOK-UP	\$ 29,428.50
CITY OF POLK CITY	UB ASSISTANCE - 1052008	\$ 125.00
CLEANING CONNECTION INC	JANUARY JANITORIAL SERVICES	\$ 428.66
Construction & Agg. Products	SNOW PLOW BLADES	\$ 2,993.15
Controlled Access of the Midwest	REPAIR SHOP GATE	\$ 1,523.30
Crystal Clear Water Co	PURCHASED WATER	\$ 57.75
CYBRARIAN CORPORATION	PRINT MANAGEMENT SUBSCRIPTION	\$ 749.95
Des Moines Water Works	INVOICE #4-FEEDER MAIN/BOOSTER	\$ 300,104.59
ELECTRONIC ENGINEERING CO.	COMMUNICATION FOR 2 TRUCKS	\$ 1,914.96
GABRIEL WILSON	GYM REIMBURSEMENT 2020	\$ 140.45
GRANGER MOTORS	OIL CHANGE #25	\$ 44.79
Gurnsey Electric Co	REPAIR OUTLET ON SQUARE	\$ 975.19
HAWKEYE TRUCK EQUIPMENT	REPAIRS TO SANDERS	\$ 1,017.33
HAWKINS INC	CHLORINE	\$ 489.50
I.A.M.U.	SGCIS JANUARY-MARCH 2021	\$ 2,203.33
I.M.W.C.A.	WORKERS COMP INSURANCE	\$ 5,421.00
INTERSTATE ALL BATTERY CENTER	6 VOLT BATTERIES - FLASH SIGNS	\$ 7.46
INTERSTATE POWERSYSTEMS	REPAIRS	\$ 48.30
JEREMY SIEPKER	GYM REIMBURSEMENT 2020	\$ 106.00
Keck Energy	FUEL	\$ 793.06
KEVIN J. WOOD	LIBRARY PROGRAM	\$ 150.00
KEYSTONE LABORATORIES INC.	WATER TESTING	\$ 75.00
KIMBALL MIDWEST	STOCK BINS	\$ 442.51
MEDIACOM	INTERNET SERVICE	\$ 160.67

MERCYONE NORTH PHARMACY	RX SUPPLIES	\$ 317.29
METRO WASTE AUTHORITY	CONTRACT MANAGEMENT - DEC2020	\$ 19,790.76
MICROMARKETING, LLC	BOOK ON CD	\$ 25.49
MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$ 3,985.15
MIDLAND POWER CO-OP	STREET LIGHTING	\$ 582.68
MMIT BUSINESS SOLUTIONS GROUP	COPIER LEASE/OVERAGE	\$ 103.75
NORTH POLK DEVELOPMENT, LLC	GRANT DISBURSEMENT	\$ 154,475.94
OMNISITE	EMERGENCY DIALER WIRELESS PHON	\$ 276.00
Pam Witt	MISC SUPPLIES REIMBURSEMENT	\$ 7.00
PC Print Center	OFFICE SUPPLIES	\$ 142.34
POLK CITY POLICE DEPT.	TOBACCO BUY/PETTY CASH	\$ 207.73
Polk County Emergency Man Agy.	FUNDING EMERGENCY MGMT ADMIN	\$ 2,480.50
Polk County Public Works	PERMIT-LIFT STATION GENERATOR	\$ 155.00
Polk County Public Works	Joint Public Service Agreement	\$ 559,793.00
PORTABLE PRO, INC.	PORTABLE TOILET SERVICE	\$ 635.00
RACOM	EDACS ACCESS - RADIOS	\$ 671.16
RANGEMASTERS TRAINING CENTER	RIFLE AND SUPPLIES	\$ 2,604.98
REGISTER MEDIA	FINANCIAL REPORT	\$ 135.44
RICHARD TAYLOR	TECH SUPPORT	\$ 450.00
RUAN, INCORPORATED	VEHICLE LEASE	\$ 1,824.78
Safe Building Comp. & Tech	BUILDING INSPECTIONS	\$ 9,370.61
STREET COP TRAINING	IDENTIFYING TRAINING-DELANEY	\$ 175.00
TEE'S	BLACK BALLCAPS FOR PATROL	\$ 132.00
TRACKER PRODUCTS LLC	EVIDENCE SOFTWARE	\$ 4,000.00
TRUCK EQUIPMENT INC.	PLOW TRUCK REPAIRS	\$ 1,932.81
VAN-WALL EQUIPMENT	HEARING PROTECT/OIL	\$ 393.73
VERIZON WIRELESS	PHONE AND DATA PLAN	\$ 460.92
Accounts Payable Total		\$ 1,139,685.34
GENERAL		\$ 51,049.99
ROAD USE		\$ 10,397.34
L.M.I		\$ 125.00
ASSET FORFEITURE		\$ 3,253.94
CAPITAL IMPROVEMENTS		\$ 500.00
CAPITAL WATER PROJECT		\$ 426,592.14
WATER		\$ 32,312.86
SEWER		\$ 595,663.31
SOLID WASTE/RECYCLING		\$ 19,790.76
TOTAL FUNDS		\$ 1,139,685.34



POLK CITY - A City For All Seasons -

Monthly Finance Report November 2020

Prepared By:

**Jenny Gibbons
City Clerk/Treasurer**

CITY OF POLK CITY
TREASURER'S REPORT
CALENDAR 11/2020, FISCAL 5/2021

ACCOUNT TITLE	LAST REPORT END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILILTY	ENDING BALANCE
001 GENERAL	4,990,175.03	353,768.57	232,231.96	109.31	5,155,750.22
110 ROAD USE	203,104.51	42,564.11	132,732.43	7.06	112,943.25
111 I-JOBS	.00	.00	.00	.00	.00
125 TIF	251,623.91	43,964.56	.00	.00	224,072.09
135 L.M.I	1,634,993.77	.00	232,498.33	.00	1,457,599.08
167 PC COMM. LIB TRUST	13,874.34	.00	.00	.00	13,874.34
177 ASSET FORFEITURE	5,962.25	.00	1,022.50	.00	4,939.75
200 DEBT SERVICE	40,459.88	23,181.09	70,018.32	.00	29,558.44-
301 CAPITAL IMPROVEMENTS	114,185.25	4,335.44	37,978.50	.00	76,206.75
302 CAPITAL WATER PROJECT	2,255,960.40	.00	628,235.06	.00	1,627,725.34
600 WATER	1,170,741.73	113,975.62	67,249.61	34.97	1,217,502.71
610 SEWER	1,191,384.65	134,691.56	52,106.29	29.22	1,273,999.14
670 SOLID WASTE/RECYCLING	56,662.64	22,483.07	.00	.00	79,145.71
920 ESCROW	.00	.00	.00	.00	.00
Report Total	11,929,128.36	738,964.02	1,454,073.00	180.56	11,214,199.94

BANK CASH REPORT 2020

BANK FUND	GL NAME	OCTOBER CASH BALANCE	NOVEMBER RECEIPTS	NOVEMBER DISBURSMENTS	NOVEMBER CASH BALANCE	OUTSTANDING TRANSACTIONS	NOV BANK BALANCE
Grinnell State Bank							

BANK 001	Grinnell State Bank						6,551,327.28
110	CHECKING - GENERAL	954,173.97	397,772.01	233,436.76	1,118,509.22	55,317.83	
111	CHECKING - ROAD USE	203,104.51	42,720.75	132,882.01	112,943.25	9,356.76	
112	CHECKING - I-JOBS	0.00	0.00	0.00	0.00		
125	CHECKING - EMPLOYEE BENEFIT	0.00	0.00	0.00	0.00		
135	CHECKING - TIF	251,623.91	0.00	27,551.82	224,072.09		
167	CHECKING - L.M.I.	915,950.91	27,551.82	204,946.51	738,556.22	1,225.00	
177	CHECKING - PC COMM. LIB TRUST	13,874.34	0.00	0.00	13,874.34		
200	CHECKING - FORFEITURE	5,962.25	0.00	1,022.50	4,939.75	204.50	
301	CHECKING - DEBT SERVICE	40,459.88	0.00	70,018.32	29,558.44		
302	CHECKING - CAPITAL PROJECT	114,185.25	0.00	37,978.50	76,206.75	20,450.00	
600	CHECKING - CAPITAL WATER PROJ	2,255,960.40	0.00	628,235.06	1,627,725.34		
610	CHECKING - WATER UTILITY	1,170,740.73	121,662.89	74,901.91	1,217,501.71	3,229.55	
670	CHECKING - SEWER UTILITY	1,191,383.65	135,862.46	53,247.97	1,273,998.14	4,908.96	
920	CHECKING-SOLID WASTE/RECYCLING	56,662.64	22,618.41	135.34	79,145.71		
	CHECKING - ESCROW BANK ACCOUNT	0.00	0.00	0.00	0.00		
	DEPOSITS					1,892.34	
	WITHDRAWALS					612.94	
	Grinnell State Bank TOTALS	7,174,082.44	748,188.34	1,464,356.70	6,457,914.08	93,413.20	6,551,327.28
LUANA SAV. BK MONEY MARKET							

BANK 001	LUANA SAV. BK MONEY MARKET						1,646,973.73
135	Luana Savings Bank - M.M. Accto	926,691.93	1,239.94	0.00	927,931.87		
	Luana Money Market Account	719,041.86	0.00	0.00	719,041.86		
	LUANA SAV. BK MONEY MARKET TOT	1,645,733.79	1,239.94	0.00	1,646,973.73	0.00	1,646,973.73
GRINNELL STATE BK- C.D.							

BANK 001	GRINNELL STATE BK- C.D.						1,080,521.37
	GRINNELL STATE BANK CD	1,080,521.37	0.00	0.00	1,080,521.37		
	GRINNELL STATE BK- C.D. TOTALS	1,080,521.37	0.00	0.00	1,080,521.37	0.00	1,080,521.37
GRINNELL STATE BK-MONEY MARKET							

BANK 001	GRINNELL STATE BK-MONEY MARKET						452,269.60
	SUPER MONEY MKT II	452,269.60	0.00	0.00	452,269.60		
	GRINNELL STATE BK-MONEY MARKET	452,269.60	0.00	0.00	452,269.60	0.00	452,269.60
LUANA SAVINGS BANK CD							

BANK 001	LUANA SAVINGS BANK CD						1,576,082.16
	LUANA BANK C.D.-1.85%	1,576,082.16	0.00	0.00	1,576,082.16		
	LUANA SAVINGS BANK CD TOTALS	1,576,082.16	0.00	0.00	1,576,082.16	0.00	1,576,082.16

BANK CASH REPORT 2020

BANK NAME FUND GL NAME	OCTOBER CASH BALANCE	NOVEMBER RECEIPTS	NOVEMBER DISBURSMENTS	NOVEMBER CASH BALANCE	OUTSTANDING TRANSACTIONS	NOV BANK BALANCE
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TOTAL OF ALL BANKS	11,928,689.36	749,428.28	1,464,356.70	11,213,760.94	93,413.20	11,307,174.14
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BUDGET REPORT
CALENDAR 11/2020, FISCAL 5/2021

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	4,851,696.00	232,231.96	1,574,342.40	32.45	3,277,353.60
	ROAD USE TOTAL	444,573.00	132,732.43	233,086.78	52.43	211,486.22
	TIF TOTAL	335,461.00	.00	.00	.00	335,461.00
	L.M.I TOTAL	36,000.00	232,498.33	233,707.33	649.19	197,707.33-
	ASSET FORFEITURE TOTAL	.00	1,022.50	1,022.50	.00	1,022.50-
	DEBT SERVICE TOTAL	342,120.00	70,018.32	70,318.32	20.55	271,801.68
	CAPITAL IMPROVEMENTS TOTAL	2,639,117.35	37,978.50	1,836,490.89	69.59	802,626.46
	CAPITAL WATER PROJECT TOTAL	500,000.00	628,235.06	628,235.06	125.65	128,235.06-
	WATER TOTAL	1,138,867.00	67,249.61	476,120.97	41.81	662,746.03
	SEWER TOTAL	1,473,685.00	52,106.29	304,818.08	20.68	1,168,866.92
	SOLID WASTE/RECYCLING TOTAL	176,630.00	.00	31,371.97	17.76	145,258.03
	TOTAL EXPENSES BY FUND	=====	=====	=====	=====	=====
		11,938,149.35	1,454,073.00	5,389,514.30	45.15	6,548,635.05
		=====	=====	=====	=====	=====

BUDGET REPORT
CALENDAR 11/2020, FISCAL 5/2021

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	988,321.00	60,579.42	426,438.21	43.15	561,882.79
	CIVIL DEFENSE TOTAL	6,500.00	773.14	1,592.92	24.51	4,907.08
	FIRE TOTAL	745,658.00	36,282.87	263,666.10	35.36	481,991.90
	BUILDING/HOUSING TOTAL	349,361.00	27,307.93	268,145.08	76.75	81,215.92
	DOG CONTROL TOTAL	2,000.00	.00	581.58	29.08	1,418.42
	PUBLIC SAFETY TOTAL	2,091,840.00	124,943.36	960,423.89	45.91	1,131,416.11
	ROAD USE TOTAL	564,772.00	136,126.99	263,540.59	46.66	301,231.41
	STREET LIGHTING TOTAL	60,000.00	4,467.61	17,688.87	29.48	42,311.13
	PUBLIC WORKS TOTAL	624,772.00	140,594.60	281,229.46	45.01	343,542.54
	ENV.HEALTH SERVICES TOTAL	15,000.00	.00	.00	.00	15,000.00
	HEALTH & SOCIAL SERVICES TOTA	15,000.00	.00	.00	.00	15,000.00
	LIBRARY TOTAL	363,480.00	23,610.81	141,416.44	38.91	222,063.56
	PARKS TOTAL	432,518.00	18,285.54	159,993.76	36.99	272,524.24
	COMMUNITY CENTER TOTAL	15,000.00	10.27	4,111.14	27.41	10,888.86
	CULTURE & RECREATION TOTAL	810,998.00	41,906.62	305,521.34	37.67	505,476.66
	TIF/ECON DEV TOTAL	371,461.00	29,194.00	29,194.00	7.86	342,267.00
	COMMUNITY & ECONOMIC DEV TOTA	371,461.00	29,194.00	29,194.00	7.86	342,267.00
	MAYOR COUNCIL TOTAL	99,848.00	5,209.62	45,706.12	45.78	54,141.88
	POLICY ADMINISTRATION TOTAL	285,411.00	34,215.75	113,807.63	39.87	171,603.37
	CITY ATTORNEY TOTAL	61,000.00	16,979.46	24,401.10	40.00	36,598.90
	CITY HALL TOTAL	919,650.00	2,137.48	39,562.89	4.30	880,087.11
	OTHER CITY GOVERNMENT TOTAL	187,750.00	.00	37,799.25	20.13	149,950.75
	GENERAL GOVERNMENT TOTAL	1,553,659.00	58,542.31	261,276.99	16.82	1,292,382.01
	DEBT SERVICE TOTAL	342,120.00	70,018.32	70,318.32	20.55	271,801.68
	DEBT SERVICE TOTAL	342,120.00	70,018.32	70,318.32	20.55	271,801.68
	CAPITAL IMPROVEMENT TOTAL	2,639,117.35	37,978.50	1,836,490.89	69.59	802,626.46
	WATER UTILITY TOTAL	500,000.00	628,235.06	628,235.06	125.65	128,235.06-
	CAPITAL PROJECTS TOTAL	3,139,117.35	666,213.56	2,464,725.95	78.52	674,391.40

BUDGET REPORT
CALENDAR 11/2020, FISCAL 5/2021

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	WATER UTILITY TOTAL	1,138,867.00	67,249.61	476,120.97	41.81	662,746.03
	SEWER UTILITY TOTAL	913,892.00	52,106.29	304,818.08	33.35	609,073.92
	RECYCLING TOTAL	176,630.00	.00	31,371.97	17.76	145,258.03
	ENTERPRISE FUNDS TOTAL	2,229,389.00	119,355.90	812,311.02	36.44	1,417,077.98
	TRANSFER TOTAL	759,793.00	27,551.82	27,551.82	3.63	732,241.18
	GENERAL REVENUES TOTAL	.00	175,752.51	176,961.51	.00	176,961.51-
	TRANSFER OUT TOTAL	759,793.00	203,304.33	204,513.33	26.92	555,279.67
	TOTAL EXPENSES	11,938,149.35	1,454,073.00	5,389,514.30	45.15	6,548,635.05

REVENUE REPORT
CALENDAR 11/2020, FISCAL 5/2021

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	4,050,997.00	353,768.57	1,985,827.48	49.02	2,065,169.52
	ROAD USE TOTAL	445,000.00	42,564.11	214,299.22	48.16	230,700.78
	TIF TOTAL	335,461.00	43,964.56	189,135.20	56.38	146,325.80
	L.M.I TOTAL	.00	.00	5,586.43	.00	5,586.43-
	ASSET FORFEITURE TOTAL	.00	.00	1,636.00	.00	1,636.00-
	DEBT SERVICE TOTAL	339,525.00	23,181.09	263,473.26	77.60	76,051.74
	CAPITAL IMPROVEMENTS TOTAL	2,639,117.35	4,335.44	1,863,298.98	70.60	775,818.37
	WATER TOTAL	1,174,000.00	113,975.62	819,221.61	69.78	354,778.39
	SEWER TOTAL	1,475,360.00	134,691.56	742,297.38	50.31	733,062.62
	SOLID WASTE/RECYCLING TOTAL	176,630.00	22,483.07	110,517.68	62.57	66,112.32
	TOTAL REVENUE BY FUND	10,636,090.35	738,964.02	6,195,293.24	58.25	4,440,797.11

BALANCE SHEET
CALENDAR 11/2020, FISCAL 5/2021

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CHECKING - GENERAL	164,335.25	1,118,509.22
001-000-1725	ACCUM.DEPR. - LIBRARY BLDG	.00	.00
001-000-1745	ACCUM.DEPR. - PWD EQUIPMENT	.00	.00
001-000-1755	ACCUM.DEPR. - POLICE	.00	.00
001-000-1756	ACCUM.DEPR. - FIRE DEPT.	.00	.00
001-000-1805	ACCUM.DEPR. - SIDEWALKS	.00	.00
001-000-1806	ACCUM.DEPR.- PARKER BLVD	.00	.00
110-000-1110	CHECKING - ROAD USE	90,161.26-	112,943.25
111-000-1110	CHECKING - I-JOBS	.00	.00
125-000-1110	CHECKING - TIF	27,551.82-	224,072.09
135-000-1110	CHECKING - L.M.I.	177,394.69-	738,556.22
167-000-1110	CHECKING - PC COMM. LIB TRUST	.00	13,874.34
177-000-1110	CHECKING - FORFEITURE	1,022.50-	4,939.75
200-000-1110	CHECKING - DEBT SERVICE	70,018.32-	29,558.44-
301-000-1110	CHECKING - CAPITAL PROJECT	37,978.50-	76,206.75
302-000-1110	CHECKING - CAPITAL WATER PROJ	628,235.06-	1,627,725.34
600-000-1110	CHECKING - WATER UTILITY	46,760.98	1,217,501.71
600-000-1805	ACCUM. DEPR. - WATER	.00	.00
610-000-1110	CHECKING - SEWER UTILITY	82,614.49	1,273,998.14
610-000-1805	ACCUM. DEPR. - SEWER	.00	.00
670-000-1110	CHECKING-SOLID WASTE/RECYCLING	22,483.07	79,145.71
920-000-1110	CHECKING - ESCROW BANK ACCOUNT	.00	.00
		-----	-----
	CHECKING TOTAL	716,168.36-	6,457,914.08
600-000-1111	WAT.SINKING/CKG	.00	.00
610-000-1111	SEWER SINKING FUND	.00	.00
		-----	-----
	WATER SINKING TOTAL	.00	.00
600-000-1112	WATER TRUST CHECKING	.00	.00
610-000-1112	SEW.IMPR.CHECKING	.00	.00
		-----	-----
	CHECKING TOTAL	.00	.00
600-000-1113	WAT.IMPR/CHECKING	.00	.00
610-000-1113	79 SANITARY SEWER DISTRICT	.00	.00
		-----	-----
	CHECKING TOTAL	.00	.00
600-000-1115	Water Holding Account	.00	.00
		-----	-----
	TOTAL	.00	.00
001-000-1120	LIBR.PETTY CASH	.00	35.00
600-000-1120	WATER PETTY CASH	.00	.00
		-----	-----

BALANCE SHEET
CALENDAR 11/2020, FISCAL 5/2021

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
	PETTY CASH TOTAL	.00	35.00
001-000-1121	GENERAL PETTY CASH	.00	100.00
	PETTY CASH TOTAL	.00	100.00
001-000-1122	PETTY CASH-POLICE	.00	300.00
	PETTY CASH-POLICE TOTAL	.00	300.00
001-000-1150	GENERAL RESERVE IPAIT A/C	.00	1.00
125-000-1150	TIF RESERVE IPAIT A/C	.00	.00
135-000-1150	LMI - IPAIT Account	.00	1.00
200-000-1150	DEBT/TIF/CHECKING	.00	.00
301-000-1150	TIF SPECIAL REVENUES	.00	.00
600-000-1150	WATER FUND IPAIT A/C	.00	1.00
610-000-1150	SEWER FUND IPAIT A/C	.00	1.00
	CHECKING TOTAL	.00	4.00
001-000-1151	GENERAL INVESTMENT	.00	.00
600-000-1151	WATER RESERVE INVESTMENT	.00	.00
610-000-1151	Sewer Fund CD	.00	.00
	SAVINGS TOTAL	.00	.00
600-000-1152	WATER TRUST INVESTMT.	.00	.00
	WATER TRUST INVESTMENT TOTAL	.00	.00
001-000-1160	SUPER MONEY MKT II	.00	452,269.60
110-000-1160	SAVINGS	.00	.00
125-000-1160	SAVINGS	.00	.00
	SUPER MONEY MKT II TOTAL	.00	452,269.60
001-000-1161	GRINNELL STATE BANK CD	.00	1,080,521.37
610-000-1161	Polk County Bank CD	.00	.00
	GRINNELL STATE BANK CD TOTAL	.00	1,080,521.37
001-000-1162	LUANA BANK C.D.-1.85%	.00	1,576,082.16

BALANCE SHEET
CALENDAR 11/2020, FISCAL 5/2021

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
	TOTAL	.00	1,576,082.16
001-000-1163	Luana Savings Bank - M.M. Acco	1,239.94	927,931.87
135-000-1163	Luana Money Market Account	.00	719,041.86
600-000-1163	Luana Money Market Account	.00	.00
610-000-1163	Luana Money Market Account	.00	.00
	LUANA MONEY MARKET TOTAL	1,239.94	1,646,973.73
600-000-1220	ACCOUNTS RECEIVABLE	.00	.00
610-000-1220	ACCOUNTS RECEIVABLE	.00	.00
	TOTAL	.00	.00
	TOTAL CASH	714,928.42-	11,214,199.94



Polk City Police Department

309 W Van Dorn St. P.O.Box 381

Polk City, Iowa 50226

Phone: 515-984-6565 Fax 515-984-6819 email: police@polkcityia.gov

Service Integrity Respect Quality

To: Honorable Mayor and Council Members

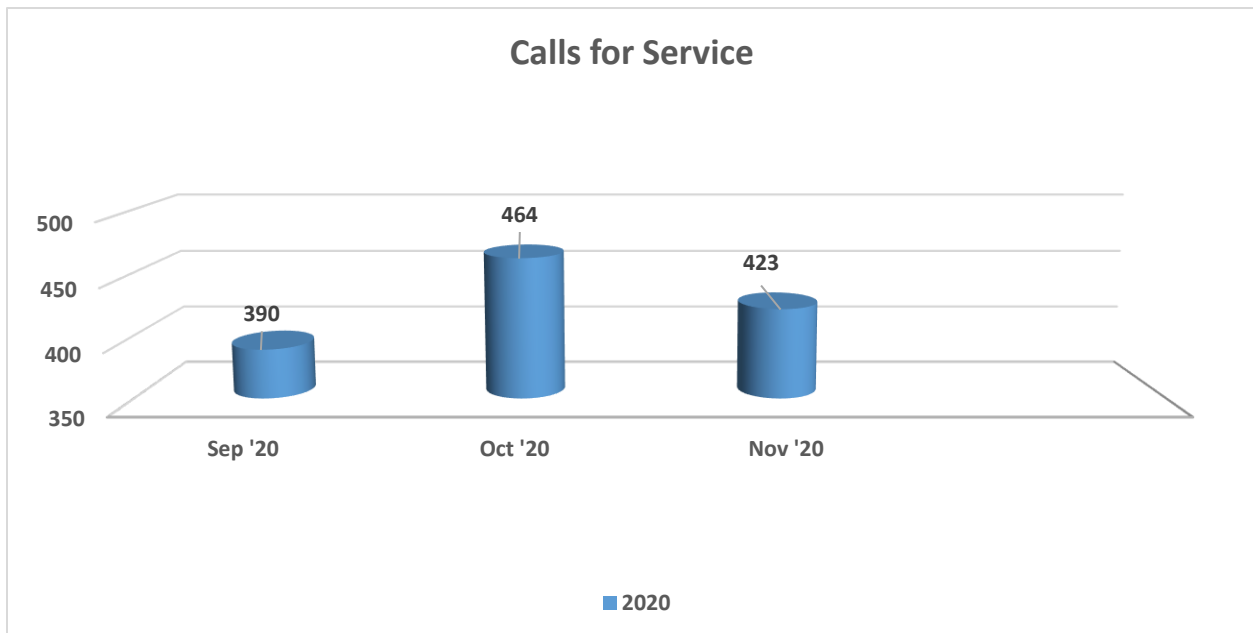
From: Lieutenant Aswegan

Date: December 10th, 2020

Re: November 2020 Monthly Report

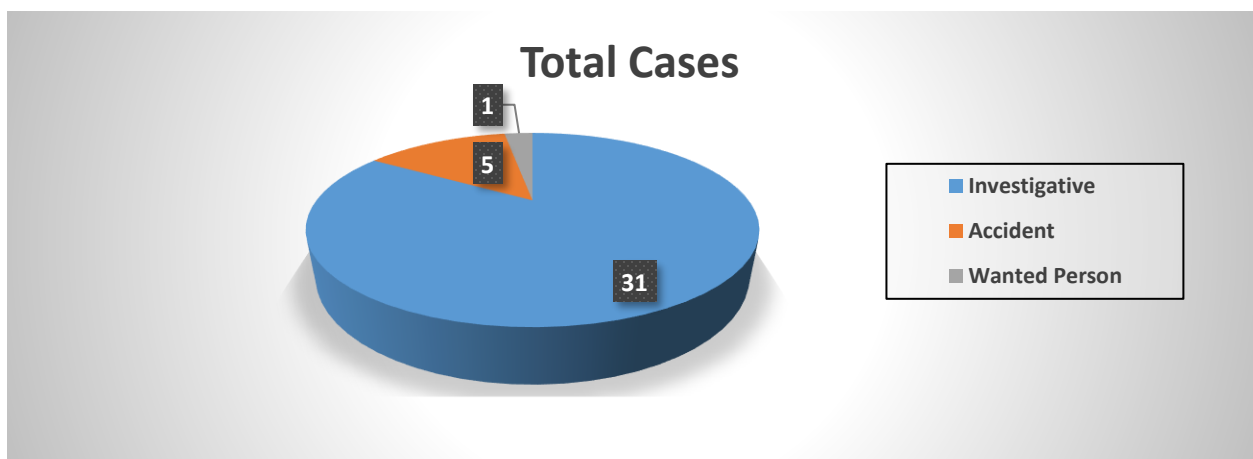
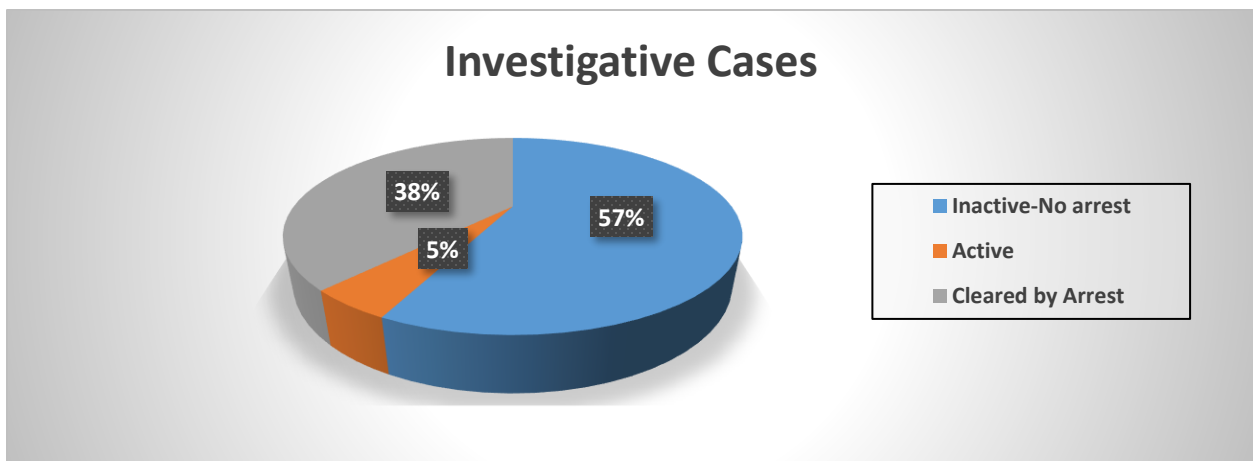
Calls for Service

The total calls for service for the month of November were **423**. This includes response to citizen complaints/reports, assists, self-initiated activities such as traffic stops, building checks, suspicious persons, and case follow up. Among these calls for service Polk City Officers conducted **85** traffic stops.



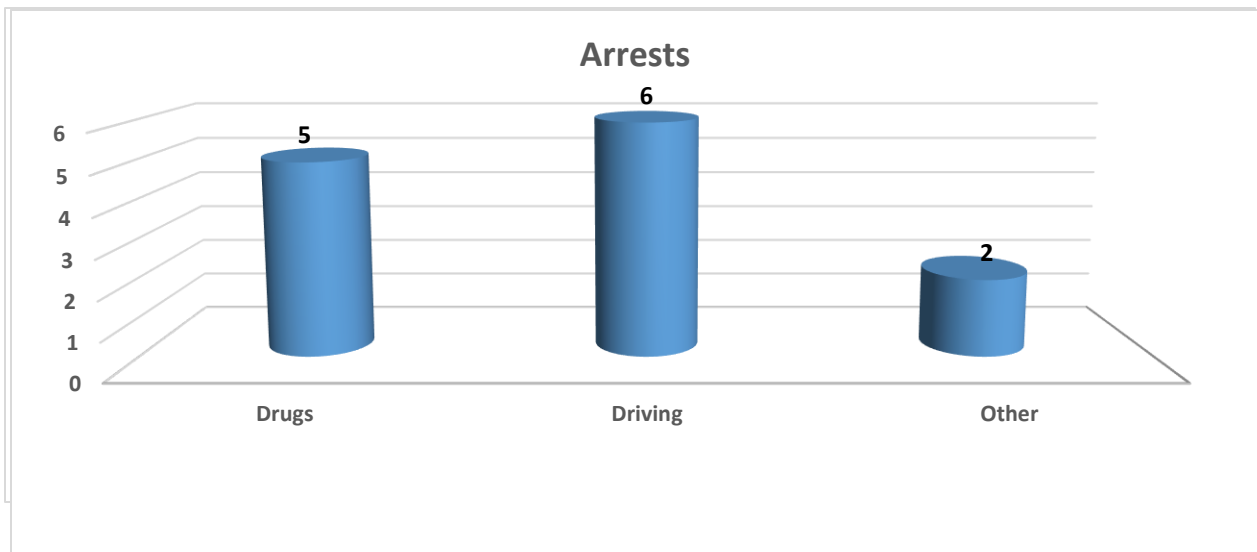
Cases Made

The Police Department had **21** total cases during the month of November. **15** of the cases were investigative incident reports and **6** were traffic crashes. There is **1** active investigation from this month. There was a **38%** rate of cases cleared by arrest, for investigative cases in November.



Arrests Made

The Police Department made **13** arrests and issued **33** citations and **60** warnings. The arrests consisted of **5** drug related offenses, **6** driving offenses, **2** for other offenses including one for child endangerment and one for domestic abuse assault.



Notable Incidents

On November 4, 2020 at approximately 2:30 pm a Polk City Officer conducted a traffic stop in the 800 block of S. 3rd Street. The driver of the vehicle was identified as a 47-year-old Linden resident. A juvenile male was a passenger in that vehicle. The driver exhibited signs of drug impairment and was found to have a suspended driver's license. An investigation revealed that the driver was under the influence of a drug other than alcohol, was in possession of methamphetamine, marijuana, and drug paraphernalia. She was charged with OWI-1st Offense, Possession of Methamphetamine, Possession of Marijuana, Possession of Drug Paraphernalia, Driving While License Suspended and Child Endangerment. She was booked into the Polk County jail.

On November 14th, a Polk City Police Officer observed a vehicle traveling at a high rate of speed on NW Polk City Drive going past the Saylorville Marina. A radar reading showed that the vehicle was traveling in excess of 30 MPH over the speed limit. The Officer attempted to stop the vehicle, which initially refused to stop. The driver turned off their lights and traveled eastbound on E. Southside Drive where they came to a stop and attempted to swap drivers. An investigation revealed that the driver was a juvenile male, and the passenger was a juvenile female. The driver attempted to elude police due to a driver's license violation. He was cited for Violation of Instruction Permit and Speeding. He was referred to Juvenile Court Services for a charge of Eluding.

Officer Training

Officer Wilson attended Crime Scene to Courtroom Class and Crime Scene Photography class. This training was designed to enhance our department's ability to accurately process crime scenes, which will increase the likelihood of a successful apprehension and prosecution of the offender.

Training Hours: 60

Lamfers	2
Untrauer	2
Aicher	18
Siepkner	2
Wilson	34
Aswegan	2
Delaney	0

Canine Program



Officer Aicher and Eudoris were deployed 2 times in November. Both deployments were for narcotics detection.

On November 18th, Officer Aicher and Eudoris responded to assist the Iowa State Patrol on a traffic stop on Interstate 35. Eudoris was deployed for a narcotics detection and indicated the presence of a narcotics odor. An investigation revealed several packages of marijuana located in the vehicle.

Polk City Water Department

Monthly Report

Month December

Year 2020

Total Water Pumped 13840640 Gallons
Monthly Daily Avg 446472 Gallons

Testing Results

- **SDWA Bacteriological Coliform Analysis** absent University Hygienic Lab.
Fecal Coliform Analysis- Sample incubated 35c for 48 hrs then examine for gas production. Gas production verifies presence of fecal coliform organisms.
- **Fluoride Analysis** .6 University Hygienic Lab.
A fluoride concentration of approx. 1mg/l in drinking water effectively reduces dental caries without harmful effects on health. MCL for fluoride is 4.0 mg/l.
Fluoride at Plant- Monthly Average .78 mg/l Polk City Lab.
Fluoride in System- Monthly Average .74 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average** 1.53 mg/l Polk City Lab.
Chlorine Total at plant- Monthly Average 2.27 mg/l Polk City Lab.
Chlorine Free in System- Monthly Average .92 mg/l Polk City Lab.
Chlorine Total in System- Monthly Average 1.07 mg/l Polk City Lab.
Chlorine requirement is the quantity of chlorine that must be added to H2O to achieve complete disinfection of pathogens and protozoa. Chlorine residuals will vary widely depending on organic loading. We also use chlorine to oxidize iron prior to filtration.
- **Iron Raw Water- Monthly Average** 6.85 mg/l Polk City Lab.
Iron Finish Water- Monthly Average .05 mg/l Polk City Lab.
Iron System Water- Monthly Average .05 mg/l Polk City Lab.
Iron occurs in rocks and minerals in the earth's crust. It's the 4th most abundant element respectively. Iron has no effect on human health; its main objection is aesthetics. Concentrations of Iron in finish H2O should be between 0.03-0.06mg/l.
- **Manganese Raw Water- Monthly Average** .35 mg/l Polk City Lab.
Manganese Finish Water- Monthly Average .23 mg/l Polk City Lab.
Manganese System Water- Monthly Average .09 mg/l Polk City Lab.
Manganese also occurs in rocks and the earth's crust. It is the 7th most abundant element. Manganese is extremely difficult to remove. Concentrations of Manganese in finish H2O should not exceed 0.05mg/l or black staining of plumbing fixtures may occur. No effect on human health.
- **pH Raw Water Monthly Average** 7.5 mg/l Polk City Lab.
pH Finish Water-Monthly Average 7.5 mg/l Polk City Lab.
pH System Water- Monthly Average 8.5 mg/l Polk City Lab.
pH scale ranges from 0-14 with 7 being considered neutral. Below 7 becomes corrosive to plumbing, above 7 tends to deposit minerals in plumbing. We add caustic soda to maintain proper pH, which should range between 7.5-7.9 in finish water.

Total Tests Performed- Polk City Lab _____

Total Hours to perform tests _____



City of Polk City, Iowa

City Council Agenda Communication

Date: January 11, 2021 City Council Meeting
To: Mayor Jason Morse & City Council
From: Jason Thraen, Parks & Recreation Director

Subject: **Parks & Recreation Department Updates for December 2020**

1. Light Up Polk City, a collaborative event with Go Polk City, took place Friday, December 4, 2020. Event was structured to be responsible with respect to COVID-19. Traditional square lighting was followed by a holiday lights parade around Polk City. Local businesses and city departments decorated over 20 vehicles with holiday lights, images, and characters. Square lighting and parade were live streamed to encourage at-home viewing, and parade route passed several large open spaces to encourage social distancing.
2. Letters to Santa was offered December 1st-15th. Children were invited to drop off their letter or drawing to Santa at city hall, and Santa would write back. 125 letters were sent out.
3. Kiwanis Club of Polk City donated \$3,000.00 for new tables located at the Kiwanis Park open-air shelter. Tables will be purchased early 2021.
4. Parks and Recreation staff worked with Polk City Arbor League officials to submit Tree City USA and Tree City USA Growth Award applications. Both submissions are pending approval.
5. Parks and Recreation staff worked with Polk City Arbor League officials to submit Mid-American Trees Please grant application. Staff is awaiting grant selection notice.
6. Sports Complex baseball/softball fields had 0 reservations in December. 163 total field reservation in 2020.



City of Polk City, Iowa

City Council Agenda Communication

Date: January 11, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: High Trestle Trail to City of Polk City

BACKGROUND: As many of you are aware, the City has a vested interest in making a connection to the High Trestle Trail. This has become a very important project to the City, however, because the connector does not fall in the full jurisdiction of the City of Polk City, we have been working with Polk County Conservation for a dual project to try to make this crucial connection happen.

Polk County Conservation has been leading a process with the landowners involved to have the connection made. The next step in the process is to involve an engineering firm to design a trail connection from the High Trestle Trail to city limits. The total fee for this study is \$35,500. Polk County Conservation has asked for the City of Polk City to pay for half-\$17,750. They have requested that the City pay half of that, \$8,875 now and the other half after July 1st. On Monday evening, I am asking for the Council to approve this expense.

The engineering agreement will be between Polk County Conservation and Snyder & Associates. We are simply assisting in the funding of the preliminary design.

ALTERNATIVES: Do not approve the agreement with Polk County Conservation

FINANCIAL CONSIDERATIONS: \$17,750

RECOMMENDATION: It is my recommendation that the Council approve the agreement with Polk County Conservation to assist with the design of the connection to the High Trestle Trail.

EXHIBIT A**HIGH TRESTLE TRAIL TO CITY OF POLK CITY – PRELIMINARY DESIGN
POLK COUNTY, IOWA**

CLIENT: MR. ADAM FENDRICK
POLK COUNTY CONSERVATION
12130 NW 128TH STREET
GRANGER, IOWA 50109

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

DATE: OCTOBER 26, 2020

SCOPE OF SERVICES

This project consists of preliminary design for a trail connection between the High Trestle Trail and the City of Polk City. The alignment will generally follow Options 1A and 1B as described in the *Feasibility Study for American Discovery Trail Options*, S&A Project #115.0188, shown in Exhibit C. The estimated length is approximately 1.25 miles. This will be a 10-foot wide, concrete trail.

This scope includes preliminary design to determine right-of-way needs, topography survey, boundary survey, and easement plats for right-of-way acquisition.

I. BASIC PROFESSIONAL SERVICES**A. TASK 1 – PROJECT ADMINISTRATION AND SITE VISIT**

1. PROFESSIONAL will provide monthly progress reports and on-going communication and coordination to ensure that the project remains on schedule.
2. With the permission of private property owners, PROFESSIONAL will walk the site with the CLIENT and any other interested parties for the purpose of a site inventory and staking of a proposed trail centerline.

B. TASK 2 – TOPOGRAPHIC SURVEY

1. The PROFESSIONAL shall provide topographic survey for a 50-foot wide corridor based off of the staked center line. This service includes:
 - a. Horizontal Datum using Iowa Regional Coordinate System – Zone 8.
 - b. Vertical Datum using the North American Vertical Datum of 1988 (NAVD 88).
 - c. Set a minimum of one permanent benchmark on site with description and elevation to the nearest 0.01 foot. Larger sites will require benchmarks at intervals not to exceed 1000 feet horizontal or 25 feet vertical.
 - d. Spot elevations displayed to the nearest 0.01 feet to be included for shots and are to be shown on a separate CADD drawing level to view when applicable. An approximate 50 grid will be used to create topography map along with other grade breaks such as tops, toes, drainage ways, tops and bottoms of retaining walls, etc.
 - e. Contours shall be shown at 1-foot intervals.
 - f. A field survey locating visible improvements such as structures, parking, signs, sidewalks and other visible features above grade will be shown. Below grade non-visible structures or improvements will be shown from information as provided by site owner and would be approximate. Below grade non-visible structures may require further investigation if potentially in conflict with proposed site improvements. Existing building structures shown are not intended for architectural design or civil site plan design. Specific information required for that purpose should be provided by a specific scope of services. However, this service can be provided upon request with additional fees.
 - g. Location of trees 6 inches caliper and greater not lying within wooded area will be noted as deciduous or coniferous.
 - h. PROFESSIONAL shall provide known existing utility information based on record information, surface evidence, as-built drawings and utility company field locates. This service includes: contacting Iowa One Call, following Chapter 480 of the Iowa Code to locate existing public utilities on the site, performing a field survey locating visible utilities and the location of below grade utility locates by Iowa One Call. Private utility locates are not included with this service and, if known, will be shown as map location. Specific information required for that purpose should be provided

by a specific scope of services. However, this service can be provided upon request with additional fees. This service of utilities shown in conjunction with ASCE Standard CI/ASCE 38-02 constitutes a Quality Level “C” Subsurface Utility Engineering.

C. TASK 3 – BOUNDARY SURVEY

1. PROFESSIONAL shall field verify the existing boundary line(s) to facilitate design or concept needs and enable creation of said construction documents. This service includes: research the public records in the county courthouse to acquire the current recorded deed(s), subdivision plat(s), recorded survey(s) and section corner certificate(s); perform a field survey locating existing monuments and the best available evidence needed to re-establish the record boundary lines; graphically show the boundary on the construction documents for design purposes only.
2. The Client shall provide or disclose all known information pertaining to the property. This would include but not be limited to boundary conflicts with adjoining owners, deeds, surveys concepts drawings and easements. This work does not constitute a certified boundary survey and missing monuments will not be set.

D. TASK 4 – EASEMENT PLATS

1. PROFESSIONAL will review the proposed trail alignment in relation to easement needs to ensure sufficient easements areas are secured. The PROFESSIONAL will prepare plats in accordance with the Iowa Code. Four (4) acquisition plats are expected for this project for properties currently identified by owners:
 - a. Ronald G. Kamps (2 parcels)
 - b. Steven R. Kamps (2 parcels)
 - c. Hommer Farms, LC; Jay W. Hommer (1 parcel)
 - d. Berggren Farms, LLC; Betty L. Berggren (1 parcel)
2. The CLIENT is encouraged to seek the advice of an attorney in order to determine what, if any, additional documents may be needed to transfer ownership of the property.

3. PROFESSIONAL will deliver a certified drawing at a suitable scale depicting the need(s) of the Easement. All Easement Plats will be provided to CLIENT for the recording of the plat at the County Recorder's Office.

E. TASK 5 – PRELIMINARY ENGINEERING DESIGN

1. Plan Sheets - PROFESSIONAL will prepare preliminary design for the proposed trail using Iowa SUDAS specifications. Plans will include the following:
 - a. Title Sheet
 - b. General project notes, legend, and estimated construction quantities
 - c. Survey sheets including benchmarks and survey control
 - d. Typical sections including construction materials, subgrade work, and general details
 - e. Plan and profile sheets showing trail alignment, profile, tree protection, grading limits, removals, and drainage improvements, if any.
 - f. Preliminary cross sections at 50' intervals to establish earthwork and grading limits.
 - g. Cross sections also cut at each culvert.
2. Construction Cost Opinion – The PROFESSIONAL shall prepare a statement of the total probable construction cost for the PROJECT based upon the preliminary design developed, including a 15% construction contingency.
 - a. Statements of probable construction costs prepared by the PROFESSIONAL represent the best judgment as a design professional familiar with the construction industry. It is recognized that the PROFESSIONAL has no control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding or market conditions. Accordingly, the PROFESSIONAL does not guarantee that any actual cost will not vary from any cost estimate prepared by the PROFESSIONAL.

II. DELIVERABLES

- A. PROFESSIONAL will deliver the results of the work in a pdf document consisting of:

- Preliminary Plan Set (11” x 17” sheets)
- Engineer’s Opinion of Probable Construction Costs
- Easement Plats (4)

III. COMPENSATION

The professional services fee shall be on the basis of lump sum amount based upon the PROFESSIONAL’S Standard Fee Schedule. The current fee schedule is shown in the attached Exhibit B.

TASK	LUMP SUM FEE
TASK 1 – PROJECT ADMINISTRATION	\$4,400
TASK 2 – TOPOGRAPHY SURVEY	\$9,300
TASK 3 – BOUNDARY SURVEY	\$5,000
TASK 4 – EASEMENT PLATS	\$3,200
TASK 5 – PRELIMINARY ENGINEERING DESIGN	\$13,600
TOTAL	\$35,500

Total fees of services shall not exceed the lump sum amounts without approval of the CLIENT. If the PROFESSIONAL anticipates that actual costs will exceed estimated costs, the PROFESSIONAL shall immediately notify the CLIENT, in writing, of such proposed increase and the reasons therefore. The CLIENT shall thereupon review such proposed increase and either accept or reject it.

IV. ADDITIONAL SERVICES

The CLIENT may request Additional Services from the PROFESSIONAL that are not included in the Scope of Services as outlined. Authorization for additional services shall be evident by the CLIENT in writing in the form of a supplemental agreement. Any item requested by the CLIENT that expands the scope of the project and work to be completed may be considered additional services. Additional Services may include, but not be limited to:

1. Client-requested meetings in addition to those specified herein
2. Client-requested major revisions
3. Resident meetings or other public engagement
4. Right-of-way negotiation and closing
5. Final design and construction plans
6. Bidding documents and bidding assistance
7. Submittal fees to any and all regulatory agencies or jurisdictions

8. Stream and wetland delineation
9. Bat habitat survey
10. Construction observation and administration

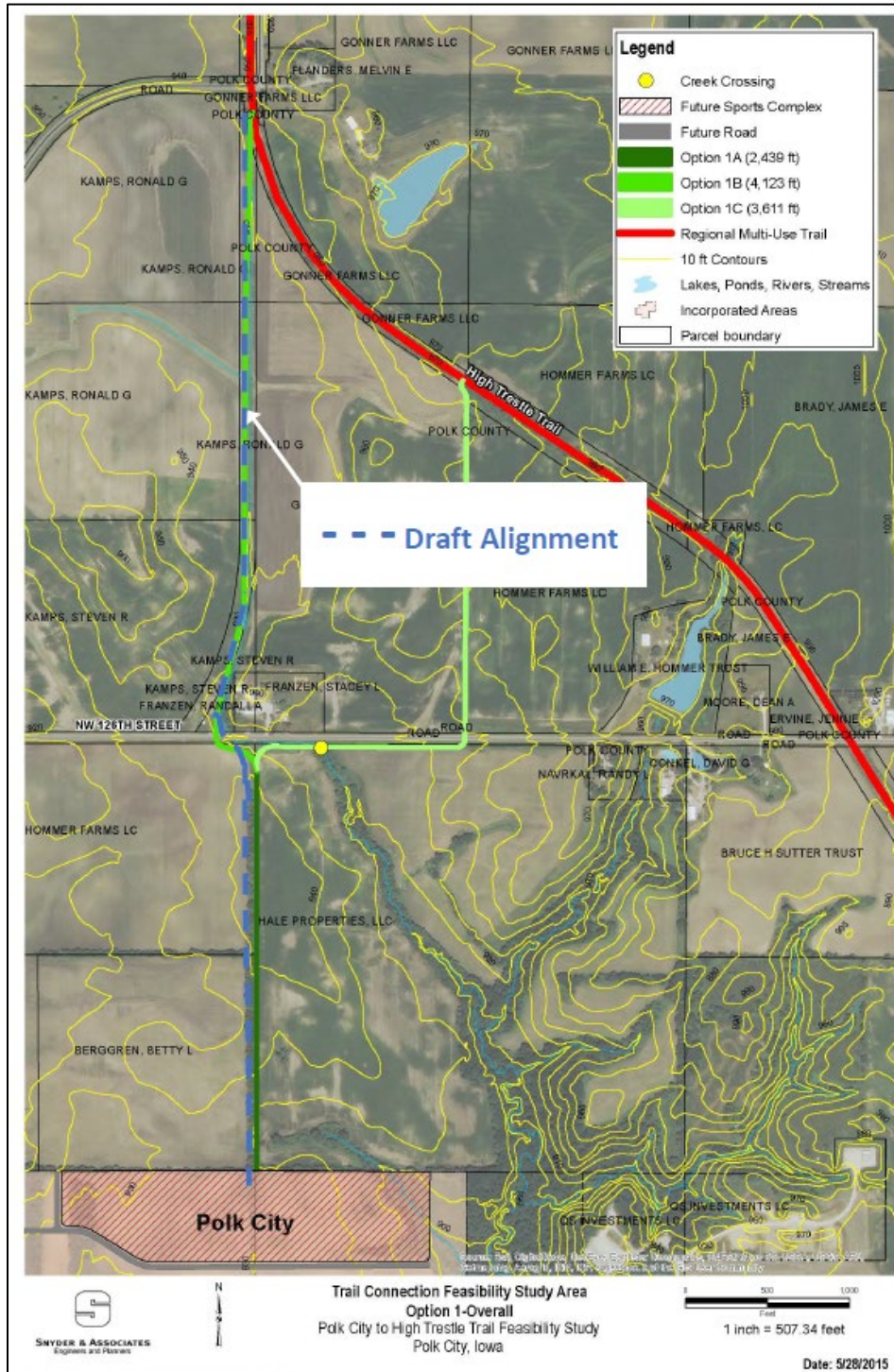
Upon initiation of Additional Services, the PROFESSIONAL will submit the estimated cost. Such costs will be based on the current hourly rates and fixed expenses as outlined in the PROFESSIONAL's current Standard Fee Schedule.

EXHIBIT B

**SNYDER & ASSOCIATES, INC.
2020-21
STANDARD FEE SCHEDULE**

Billing Classification/Level	Billing Rate
Professional	
<i>Engineer, Landscape Architect, Land Surveyor, GIS, Environmental Scientist Project Manager, Planner, Right-of-Way Agent, Graphic Designer</i>	
Principal II	\$214.00 /hour
Principal I	\$203.00 /hour
Senior	\$182.00 /hour
VIII	\$169.00 /hour
VII	\$160.00 /hour
VI	\$152.00 /hour
V	\$142.00 /hour
IV	\$132.00 /hour
III	\$120.00 /hour
II	\$109.00 /hour
I	\$96.00 /hour
Technical	
<i>CADD, Survey, Construction Observation</i>	
Lead	\$129.00 /hour
Senior	\$123.00 /hour
VIII	\$115.00 /hour
VII	\$106.00 /hour
VI	\$95.00 /hour
V	\$85.00 /hour
IV	\$78.00 /hour
III	\$66.00 /hour
II	\$58.00 /hour
I	\$50.00 /hour
Administrative	
II	\$66.00 /hour
I	\$54.00 /hour
Reimbursables	
Mileage	<i>current IRS standard rate</i>
Outside Services	<i>As Invoiced</i>

EXHIBIT C



POLK COUNTY CONSERVATION TRAIL DESIGN FUNDING AGREEMENT

THIS AGREEMENT, between Polk County Conservation Board, 12130 NW 128th Street, Granger, IA 50109 ("PCCB") and Polk City, an Iowa municipality located at 112 S 3rd Street, Polk City, Iowa 50226 ("City").

WHEREAS, Polk County Conservation manages multiple trail systems throughout the County; and

WHEREAS, Polk City is interested in developing a trail connection from their community to the High Trestle Trail; and

WHEREAS, Polk County Conservation is also interested in developing said connection.

NOW, THEREFORE, BE IT AGREED:

1. The PCCB shall hire an engineering firm to design a trail alignment to make the connection within Polk City to the High Trestle Trail through a Professional Services Agreement estimated to cost \$35,500. The City shall have the right to review and approve the Professional Service Agreement for design/engineering services for this project. A written response accepting the Professional Services Agreement shall be provided within ten business days upon receipt of said agreement.
2. The City agrees to pay PCCB no later than July 15, 2021 upon receipt of a written invoice with supporting documentation for one-half of the total cost (\$17,750) for the design/engineering services provided by PCCB's professional engineering firm.
3. PCCB, at its sole expense, shall manage the Professional Services Agreement and comply with all local, State and Federal laws and shall at its sole expense, obtain all licenses or permits which may be required for the conduct of its business within the terms of the delivery of this Agreement.
4. Notices required under this Agreement may be delivered by regular U.S. Mail or by certified mail, return receipt requested, delivered to the addresses below or via email.

To PCCB:
Adam Fendrick, Park Planner
12130 NW 128th Street
Granger, IA 50109
Email: adam.fendrick@polkcountyiowa.gov

To City:
112 S. 3rd Street; P.O. Box 426
Polk City, IA 50226
Email:

In Witness Whereof, the parties hereto have caused this Agreement to be executed.

POLK COUNTY CONSERVATION

POLK CITY, IOWA

Richard Leopold, Director

Jason Morse, Mayor



City of Polk City, Iowa

City Council Agenda Communication

Date: January 11, 2021 City Council Meeting
To: Mayor Jason Morse & City Council
From: Jason Thraen, Parks & Recreation Director
Subject: Appointment to the Parks Commission

BACKGROUND: We received 2 applications for the Parks Commission vacant term ending 12-31-2025. After thorough review of all applicants, Mayor Morse's recommendation is to appoint Monica Converse to the Parks Commission. Monica's professional experience as a civil engineer with specific parks and recreation development experience will be greatly valued as Polk City begins development of a 57-acre regional park. In addition, Monica's volunteer experience with Polk City Women and Go Polk City show a real passion for improving Polk City. Her unique combination of professional and volunteer experiences will make Monica a valuable addition to the Parks Commission.

The Parks Commission is currently gender balanced 3 males to 3 females. Monica's appointment will result in a female majority 4 to 3.

ALTERNATIVES: Do not approve the recommended appointment.

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: City Council approve Mayor Morse's appointment of Monica Converse to fill this vacancy on the Parks Commission.



**CITY OF POLK CITY
VOLUNTEER BOARDS & COMMISSIONS APPLICATION**

The City of Polk City has a variety of volunteer opportunities on boards and commissions for the following purposes:

- advise the City Council*
- hear and make decisions on appeals and variances*
- assist in the planning of parks, recreational programs, land use and zoning, and operations*
- assist in the promotion of educational, cultural, economic and general welfare of the public*
- assist in the promotion of performing and fine arts programming*
- assist with management of library services*

All board and commission members must be Polk City Residents. Applicants are appointed by the Mayor and confirmed by the City Council. Terms for the boards and commissions vary and are established by the Municipal Code. All meetings of the boards and commissions are open to the public and agendas are prepared and available for public viewing.

For more information, contact the City Clerk's Office by phone at 515-984-6233 or e-mail support@polkcityia.gov.

APPLICANT INFORMATION

Last Name Converse	First Monica	MI M
Street Address 306 Tradition Dr.	City/State Polk City, IA	Zip 50226
Employer Name Shive-Hattery	Job Title Civil Engineer	Length of residency in Polk City 5 Years

Please check the following Board or Commission you are interested in serving:

<input type="radio"/> Library Board of Trustees	<input type="radio"/> Planning and Zoning Commission
<input checked="" type="radio"/> Park Commission	<input type="radio"/> Board of Adjustment
<input type="radio"/> Tree Board	<input type="radio"/> Other (please specify) _____

What knowledge and/or understanding of the Board/Commission do you have?

The Polk City Parks Commission serves as an advisory body and liaison between the public and City Council. They are charged with making recommendations related to parks and recreation within the community to City Council for approval. It is a 5 year term, meeting the 1st Monday of the month with a few other random meetings/commitments beyond that.

Please check the following areas of knowledge and/or expertise you possess:

Financial Management	Land Use Planning <input checked="" type="checkbox"/>
Community Groups <input checked="" type="checkbox"/>	Engineering <input checked="" type="checkbox"/>
Conflict Resolution	Other:

What education, experiences or activities qualify you for this volunteer position?

I have worked as a civil engineer for 13 years, with a focus on parks and recreational projects, so I understand the infrastructure and maintenance aspects to consider with a park system.

Why do you wish to serve on the Board or Commission?

I am passionate about my community, and want to give back. With my background in engineering, particularly with parks and recreation project experience, I know I can be a valuable member of this committee.

Please indicate

	yes	no
Would you be able to attend regularly scheduled meetings?	X	
Do you sell, contract or furnish supplies, material or labor to the City?		X
Have you ever been employed by the City?		X
Do you have any relatives working for the City?		X

References

Name Brigett DeVos, 515-984-3098, admin@polkcitychamber.com
Name Sarah Hoodjer, 515-778-0215, shoodjer@gmail.com
Name Kelly Schuman, 515-528-3800, kellschuman@me.com

Thank you for your interest in volunteering with the City of Polk City.

If not selected, your application will be retained for one year. This application is a public document and as such can be viewed, reproduced or distributed to the public.

In applying for appointment, you understand the City Council may make inquiries in the community pertinent to your appointment.



**CITY OF POLK CITY
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- advise the City Council*
- hear and make decisions on appeals and variances*
- assist in the planning of parks, recreational programs, land use and zoning, and operations*
- assist in the promotion of educational, cultural, economic and general welfare of the public*
- assist in the promotion of performing and fine arts programming*
- assist with management of library services*

All board and commission members must be Polk City Residents. Applicants are appointed by the Mayor and confirmed by the City Council. Terms for the boards and commissions vary and are established by the Municipal Code. All meetings of the boards and commissions are open to the public and agendas are prepared and available for public viewing.

For more information, contact the City Clerk's Office by phone at 515-984-6233 or e-mail support@polkcityia.gov.

APPLICANT INFORMATION

Last Name Huntrods	First Clint	MI S
Street Address 1505 W Prairie Wood Ct	City/State Polk City	Zip 50226
Employer Name Simpson College	Job Title Assistant Professor	Length of residency in Polk City 3 years

Please check the following Board or Commission you are interested in serving:

<input type="radio"/> Library Board of Trustees	<input type="radio"/> Planning and Zoning Commission
<input checked="" type="radio"/> Park Commission	<input type="radio"/> Board of Adjustment
<input type="radio"/> Tree Board	<input type="radio"/> Other (please specify) _____

What knowledge and/or understanding of the Board/Commission do you have?

The Commission carries great value in the community by engaging with citizens seeking to serve and help Polk City plan and execute for the future along parks and recreation fronts. I know the value that community stakeholders can deliver to a small parks and recreation department that is operating an outstanding department through outside perspective and experience that will help the community land on the best decisions and support leaders as they carry out their plans.

Please check the following areas of knowledge and/or expertise you possess:

Financial Management	X	Land Use Planning
Community Groups	X	Engineering
Conflict Resolution	X	Other: X - marketing, fundraising, sponsorships/partnerships

What education, experiences or activities qualify you for this volunteer position?

I worked in private sector health, fitness and recreation for over a decade prior to moving into a faculty role teaching sport and recreation management where I have worked for the past seven years, first at the University of Iowa and now Simpson College. My MA is in Recreation and Sport Management and I have regularly participated in sport and recreation professional development conferences over the last decade.

Why do you wish to serve on the Board or Commission?

My family is so grateful for Polk City and all the wonderful recreation offerings here. As Polk City works to grow and expand in the future, I would love to play whatever role I can to help the city reach its potential and give back through my service. I believe my unique background and desire to help will add value to the Commission and the City. Polk City is a recreation leader in this state and I believe has the opportunity to cement itself as a top destination to live, work and play in Central Iowa and beyond.

Please indicate

	yes	no
Would you be able to attend regularly scheduled meetings?	X	
Do you sell, contract or furnish supplies, material or labor to the City?	X	
Have you ever been employed by the City?		X
Do you have any relatives working for the City?		X

References

Name	Nicci Whalen, Professor and Sport Science and Health Education Department Chair, Simpson College, nicci-whalen@simpson.edu, 515.961.1753
Name	Mia Richter, Lecturer, Sport and Recreation Management, University of Iowa, mia-richter@uiowa.edu, 319.621.7737
Name	Michael Teague, Professor Emeritus, Sport and Recreation Management, University of Iowa, 319.541.4936

Thank you for your interest in volunteering with the City of Polk City.

If not selected, your application will be retained for one year. This application is a public document and as such can be viewed, reproduced or distributed to the public.

In applying for appointment, you understand the City Council may make inquiries in the community pertinent to your appointment.

POLK CITY LIBRARY BOARD MEETING NOTES
Polk City Community Library Meeting Room, 1500 W. Broadway
Monday, November 2, 2020 at 6:30 pm
Meeting held via Zoom
<https://us02web.zoom.us/j/84687068525>
[Live Participation Link](#)

I. Call to Order – the meeting was called to order by Lisa Mart at 6:32 pm.

II. Approval of the Agenda

MOTION: A motion was made by Rod Bergren and seconded by Corey Hoodjer to approve Meeting Agenda.

MOTION PASSED UNANIMOUSLY.

<u>Board Members Present:</u>	Angie Conley, Sara Olson, Corey Hoodjer, Lisa Mart, Rod Bergren
<u>Board Members Absent:</u>	None
<u>Library Director Present:</u>	Jamie Noack
<u>City Council Liaison Present:</u>	Jeff Walters
<u>Guests Present:</u>	Shana Stuart

III. Consent Items

MOTION: A motion was made by Corey Hoodjer and seconded by Rod Bergren to approve Consent Items with the exception of the September 2020 Board Minutes.

MOTION PASSED UNANIMOUSLY.

1. Approve the [September 2020 Board Minutes](#)
2. Approve the [October 2020 Board Minutes](#)
3. Approve September 2020 financial statements
 - a. [September 2020 History](#) (thru 9/30/20)
 - b. [September 2020 Budget](#) (thru 9/30/20)

IV. Communication from the Public - NONE

V. Director's report

Library Director's Report
October 2020

Library Statistics:

- Circulation and library usage.
 - October 2020 circulation decreased by 1,968 checkouts compared to October 2019 (approximately 45%). There was an decrease of 20 circulations from September 2020.
 - 61 patrons visited the library by appointment since October 12.
 - 4 Adventure Passes were used saving patrons \$166.
 - Library Patrons saved \$27,271 in October by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).

What's New:

- Director Noack participated in the Iowa Library Association online conference on October 15.
- Melissa participated in the Colorado Libraries for Early Literacy online conference October 8-9.

- The staff has completed 6 of the 12 modules in the online training portal for Passport Acceptance agents this month.
- The staff has completed the mandatory bloodborne pathogens training and fire safety training through the city's safety program.
- The staff has completed the city's mandatory chain of command training.
- Per the city manager's request, we will be getting controlled access for the entrance that will allow staff to unlock the door remotely when the library is open by appointment. The cost for this will come from city funds rather than library funds.
- The number of patrons choosing to make appointments and visit the library has been minimal. The first 2 weeks we were "open", we had approximately 25 patrons total each week. The third week, we had 11 patrons in. We are attributing this to the rapid rise of COVID-19 cases in the area.
- Evenings and Saturdays are typically very quiet with typically less than 5 individuals picking up items.
- We have decided that our annual Giving Tree will benefit the Iowa National Guard Warrior and Family Services Branch to provide gift baskets to families of deployed soldiers.
- I am in the process of hiring a library page to replace Trinity Bacaam who has resigned.
- I have had a preliminary meeting with Jason Thraen to discuss the possible locations for creating a story walk in Polk City. Best options include: the Square or Marina Cove Park. Other possibilities include Big Creek State Park or the Neal Smith Trail between the Sports Complex and Washington Avenue.

[October 2020 Stats](#)

LIBRARY -OCTOBER 2020 STATS SNAPSHOT	October 2019	October 2020 (COVID-19)	September 2020 (COVID-19)
Total Visitors	2,920	61	0
People Checking Out	465	210	231
Polk City Cardholders	405	181	201
Polk City Checkouts	3,983	1,587	1,607
Open Access Cardholders	27	10	12
Open Access Checkouts	230	119	180
Rural Cardholders	33	19	18
Rural Checkouts	265	193	141
Bridges E-book/Audiobook Checkouts	661	612	623
Outgoing ILL Books	28	29	17
Total Checkouts (incl. Bridges & Outgoing ILL)	5,167	2,540	2,568
Auto Renewals (began in September 2018)	917	258	220
Total Checkouts (adjusted for auto-renewal)	4,250	2,282	2,348
Incoming ILL Books	40	20	21
Reserves Placed	274	1,354	1,691

Materials Added	169	104	141
Materials Withdrawn	1,039	117	58
New Cards Issued	13	9	5
Computer Users	71	0	0
WiFi Users (on site)-Whofi counter started end of 10/19	70	238	240
Reference Questions	30	0	5
AWE Station Usage	211	0	0
AWE Games Played	391	0	0
Adult Programs	33	29	18
Adult Program Attendance	297	136	94
Youth Programs	21	21	13
Youth Program Attendance	581	772	392
Tutoring	20	0	0
No. of Meeting Room Uses by Outside Groups	4	0	0
Patron Savings (physical materials only)	\$54,409	27,271	\$27,803.00
Blank Park Zoo Adventure Pass (\$44)	3	3	2
Science Center of Iowa Adventure Pass (\$44)	3	0	0
Living History Farms Adventure Pass (\$51)	1	NA	NA
Botanical Gardens Adventure Pass (\$34)	1	1	0
Brenton Skating Plaza (\$46.50)	NA	NA	NA
Des Moines Children's Museum (\$36)	1	NA	NA
TOTAL ADVENTURE PASS SAVINGS	\$385	\$166	\$88
Summer Reading Signups (0-11) as of 7/31			
Summer Reading Signups (12-18) as of 7/31			
Adult Reading Participation as of 7/31			
Facebook Page Views (Oct. 5-Nov. 1)		182	156
Facebook Post Reach ((Oct. 5-Nov. 1)		2,228	1,211
New Facebook Page Followers((Oct. 5-Nov. 1)		12	4
New Facebook Page Likes ((Oct. 5-Nov. 1)		13	4
Website Views		3,111	2,631

VI. Liaison Report – Jeff Walters – nothing to report

VII. Board Education: Shana Stuart: [Facilities Needs Assessment](#)

Shana Stuart spent 30 minutes presenting the Facilities Needs Assessment.

VIII. Agenda Items

1. Review Library Board [Ordinance](#) – reviewed; no changes
2. Review Library Board [Bylaws](#) – reviewed; no changes
3. Review Library [Mission Statement](#) – reviewed; no changes
4. Review [Equipment & Furnishings Policy](#) – reviewed; no changes
5. Discuss revising the policy for loaning Chromebooks to patrons by allowing them to be used off premises.
Discussed revising the hot spot policy to include the Chromebooks – revise into an Electronic Device Policy.
6. Determine hours of operation for the library on Saturday, January 2, 2021.
Will be closed on Saturday, January 2, 2021. Will consider remaining open on Saturdays after the first of the year.
7. Discuss waiving December library board meeting -
MOTION: A motion was made by Angie Conley and seconded by Sara Olson to approve waiving December library board meeting.
MOTION PASSED UNANIMOUSLY.
8. Determine next Board Education topic and presenter – Sara will do January meeting.

IX. Adjourn – meeting was adjourned at 7:24pm.

MOTION: A motion was made by Sara Olson and seconded by Rod Bergren to approve adjourning meeting.
MOTION PASSED UNANIMOUSLY.

Next Meeting January 4, 2021 at 6:30 PM

Mission Statement: The Polk City Community Library provides a place where all can meet, learn, and grow.

LIBRARY -NOVEMBER 2020 STATS SNAPSHOT	November 2019	November 2020 (COVID-19)	October 2020 (COVID-19)
Total Visitors	2,293	50	61
People Checking Out	426	208	210
Polk City Cardholders	370	179	181
Polk City Checkouts	3,376	1,543	1,587
Open Access Cardholders	30	10	10
Open Access Checkouts	214	119	119
Rural Cardholders	26	19	19
Rural Checkouts	261	193	193
Bridges E-book/Audiobook Checkouts	497	638	612
Outgoing ILL Books	40	18	29
Total Checkouts (incl. Bridges & Outgoing ILL)	4,388	2,511	2,540
Auto Renewals (began in September 2018)	770	320	258
Total Checkouts (adjusted for auto-renewal)	3,618	2,191	2,282
Incoming ILL Books	47	18	20
Reserves Placed	234	1,387	1,354
Materials Added	202	70	104
Materials Withdrawn	450	46	117
New Cards Issued	19	6	9
Computer Users	58	1	0
WiFi Users (on site)-Whofi counter started end of 10/19	225	176	238
Reference Questions	100	0	0
AWE Station Usage	110	0	0
AWE Games Played	282	0	0
Adult Programs	26	27	29
Adult Program Attendance	206	682-diy video (549)	136
Youth Programs	18	18	21
Youth Program Attendance	565	408	772
Tutoring	13	0	0
No. of Meeting Room Uses by Outside Groups	3	0	0
Patron Savings (physical materials only)	\$45,726	\$25,315.00	\$27,271.00
Blank Park Zoo Adventure Pass (\$44)	3	0	3
Science Center of Iowa Adventure Pass (\$44)	2	0	0
Living History Farms Adventure Pass (\$51)	0	NA	NA
Botanical Gardens Adventure Pass (\$34)	0	0	1
Brenton Skating Plaza (\$46.50)	0	NA	NA
Des Moines Children's Museum (\$36)	1	NA	NA
TOTAL ADVENTURE PASS SAVINGS	\$256	\$0	\$166
Summer Reading Signups (0-11) as of 7/31			
Summer Reading Signups (12-18) as of 7/31			
Adult Reading Participation as of 7/31			
Facebook Page Views (Nov 3-30)		196	182
Facebook Post Reach (Nov 3-30)		4,434	2,228
New Facebook Page Followers (Nov 3-30)		12	12
New Facebook Page Likes (Nov 3-30)		12	13
Website Views		2,510	3,111

LIBRARY -DECEMBER 2020 STATS SNAPSHOT	December 2019	December 2020 (COVID-19)	November 2020 (COVID-19)
Total Visitors	1,911	0	50
People Checking Out	387	217	208
Polk City Cardholders	335	188	179
Polk City Checkouts	3,084	1,415	1,543
Open Access Cardholders	27	13	10
Open Access Checkouts	258	106	119
Rural Cardholders	25	16	19
Rural Checkouts	204	173	193
Bridges E-book/Audiobook Checkouts	561	669	638
Outgoing ILL Books	32	18	18
Total Checkouts (incl. Bridges & Outgoing ILL)	4,139	2,381	2,511
Auto Renewals (began in September 2018)	814	272	320
Total Checkouts (adjusted for auto-renewal)	3,325	2,109	2,191
Incoming ILL Books	28	25	18
Reserves Placed	223	1,292	1,387
Materials Added	177	142	70
Materials Withdrawn	48	59	46
New Cards Issued	15	4	6
Computer Users	59	0	1
WiFi Users (on site)-Whofi counter started end of 10/19	240	178	176
Reference Questions	69	2	0
AWE Station Usage	122	0	0
AWE Games Played	295	0	0
Adult Programs	21	24	27
Adult Program Attendance	178	148	682-diy video (549)
Youth Programs	12	13	18
Youth Program Attendance	304	281	408
Tutoring	22	0	0
No. of Meeting Room Uses by Outside Groups	1	0	0
Patron Savings (physical materials only)	\$42,884	\$24,201	\$25,315.00
Blank Park Zoo Adventure Pass (\$44)	2	0	0
Science Center of Iowa Adventure Pass (\$44)	2	1	0
Living History Farms Adventure Pass (\$51)	NA	NA	NA
Botanical Gardens Adventure Pass (\$34)	1	0	0
Brenton Skating Plaza (\$46.50)	5	NA	NA
Des Moines Children's Museum (\$36)	0	NA	NA
TOTAL ADVENTURE PASS SAVINGS	\$442.50	\$44.00	\$0
Summer Reading Signups (0-11) as of 7/31			
Summer Reading Signups (12-18) as of 7/31			
Adult Reading Participation as of 7/31			
Facebook Page Views (Dec 7-Jan 3)		158	196
Facebook Post Reach (Dec 7-Jan 3)		1,912	4,434
New Facebook Page Followers (Dec 7-Jan 3)		10	12
New Facebook Page Likes (Dec 7-Jan 3)		9	12
Website Views		2,815	2,510

Library Director's Report

January 2021

Library Statistics:

- Circulation and library usage.
 - November 2020 circulation decreased by 1,427 checkouts compared to November 2019 (approximately 40%). There was an decrease of 91 circulations from October 2020.
 - December 2020 circulation decreased by 1,216 checkouts compared to December 2019 (approximately 37%). There was a decrease of 82 circulations from November 2020.
 - No Adventure Passes were used in November 2020.
 - Library Patrons saved \$25,315 in November by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
 - Library Patrons saved \$24,201 in December.
 - 1 Adventure Pass was used in December 2020 saving patrons \$44.

What's New:

- At the request of city management, Director Noack has been working at least 50% of her time from home. Plans to return to the library January 18. The remaining staff have moved workspaces to different locations in the library to reduce the risk of COVID infections from work.
- The library has officially been designated as a Passport Acceptance Facility. We will begin accepting applications on January 19, 2020.
- The library has received a \$3,000 Libraries Transform Communities grant from ALA. The funds will be used for community discussion programming focused on social media using the documentary "The Social Dilemma" and the book "Weapons of Math Destruction" by Cathy O'Neil.
- The controlled access for the entrance has been installed.
- The new security cameras have been installed. Two more cameras are planned for FY22 (teen area and meeting room)
- We are likely going to have the library interior repainted yet in FY21.
- Our annual Giving Tree provided 12 gift baskets to the Iowa National Guard Warrior and Family Services Branch for families of deployed service members.
- We partnered with Go Polk City and posted a story walk in the windows of businesses on 3rd St. We also put a hidden picture scavenger hunt online to make the story walk more interactive by having participants find the images hidden on the pages of the story.
- The library participated in the Light Up Polk City parade on December 4.
- The library will be closed for staff training on January 18. Training topics will include taking and printing passport photos, role-playing passport application scenarios, and the PCPD will provide active threat training.
- City Manager, Chelsea Huisman, has requested that we reinstate charges for using the meeting room.
- The library is doing a Winter Reading Challenge using the Beanstack platform purchased for summer reading. Patrons can read books and complete activities to earn tickets toward prizes.
- The new Board of Trustees handbook is being unveiled this month. I am scheduled to attend the webinar in late January.
- Over a dozen puzzles have been borrowed from our puzzle exchange since it began in mid-November.

RESOLUTION 2021-01L

A RESOLUTION ESTABLISHING A SPECIAL REVENUE FUND, EXPENDABLE TRUST ACCOUNT FOR THE POLK CITY, IOWA LIBRARY

WHEREAS, THE POLK CITY COMMUNITY LIBRARY HAS RECEIVED THROUGH THE BOARD OF TRUSTEES OF THE POLK CITY COMMUNITY LIBRARY IN THE FORM OF DONATIONS TO THE LIBRARY IN THE AMOUNT OF \$20,000;

- DON & LOIS BURT ESTATE--\$20,000

and

WHEREAS, SAID DONATIONS HAVE BEEN DEPOSITED INTO A SPECIAL REVENUE FUND, EXPENDABLE TRUST AND WILL CARRY OVER FROM YEAR TO YEAR UNTIL THE PURPOSE FOR WHICH IT WAS ESTABLISHED IS ACCOMPLISHED; and

WHEREAS, SAID DONATIONS WILL NOT REVERT TO THE CITY GENERAL FUND; and

WHEREAS, SAID DONATIONS ARE NOT TO BE USED FOR DAY-TO-DAY OPERATION OF THE LIBRARY; and

WHEREAS, SAID DONATIONS WILL BE EXPENDED THROUGH A RESOLUTION OF THE BOARD OF TRUSTEES OF THE POLK CITY COMMUNITY LIBRARY AND ONLY FOR PUBLIC PURPOSES SAID MONIES WERE DONATED; and

WHEREAS, THE BOARD OF TRUSTEES OF THE POLK CITY COMMUNITY LIBRARY HEREBY AUTHORIZE THE EXPENDITURE OF UP TO \$4,000 FOR THE PURCHASE OF ANCESTRY.COM AND PARK PACKS (INCLUDING LEARNING ACTIVITIES, BOOKS, AND MATERIALS) TO BE ADDED TO THE LIBRARY'S COLLECTION FOR PATRON USE. PURCHASES WILL COMMENCE JULY 1, 2021.

NOW, THEREFORE, BE IT RESOLVED, THE BOARD OF TRUSTEES OF THE POLK CITY COMMUNITY LIBRARY REQUEST THAT THE CITY OF POLK CITY, IOWA RELEASE UP TO \$4,000 (UPON RECEIPT OF INVOICES) FROM THE POLK CITY COMMUNITY LIBRARY TRUST.

PASSED AND APPROVED the 4TH DAY OF JANUARY 2021.

Lisa Mart, Library Board President

ATTEST:

Jamie Noack, Library Director

RESOLUTION 2021-02L

**A RESOLUTION HIRING CANDIDATES FOR LIBRARY PAGES FOR
THE POLK CITY, IOWA LIBRARY**

WHEREAS, the Polk City Community Library has an established positions for Library Pages; and

WHEREAS, there is currently one Library Page positions vacant; and

WHEREAS, required advertising and vetting of candidates has been completed;

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of the Polk City Community Library recommends hiring Ava Fosselman with a start date determined upon a successful completion of required background checks at a starting wage of \$9 per hour.

PASSED AND APPROVED the 5th day of January 2021

Lisa Mart, Library Board President

ATTEST:

Jamie Noack, Library Director

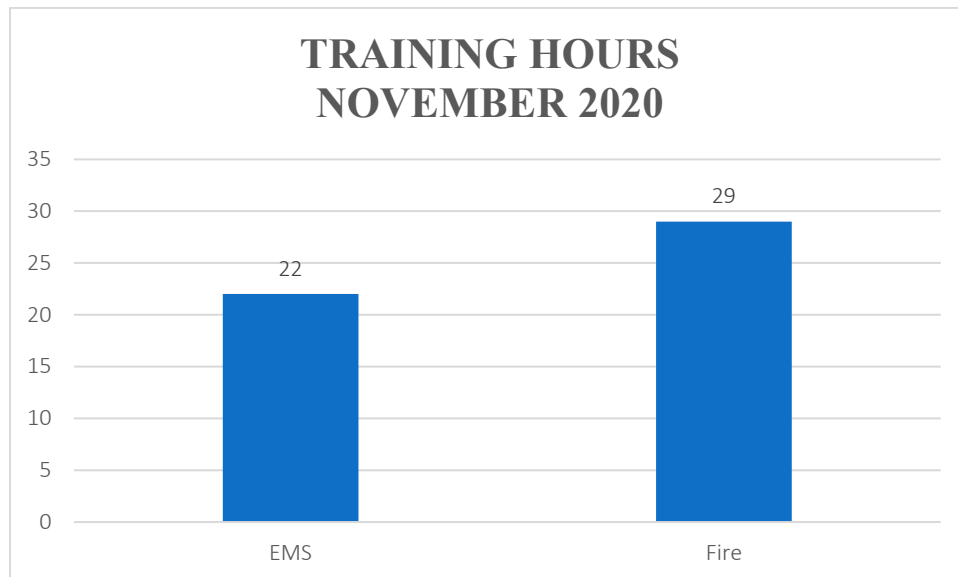


City of Polk City, Iowa City Council Agenda Communication

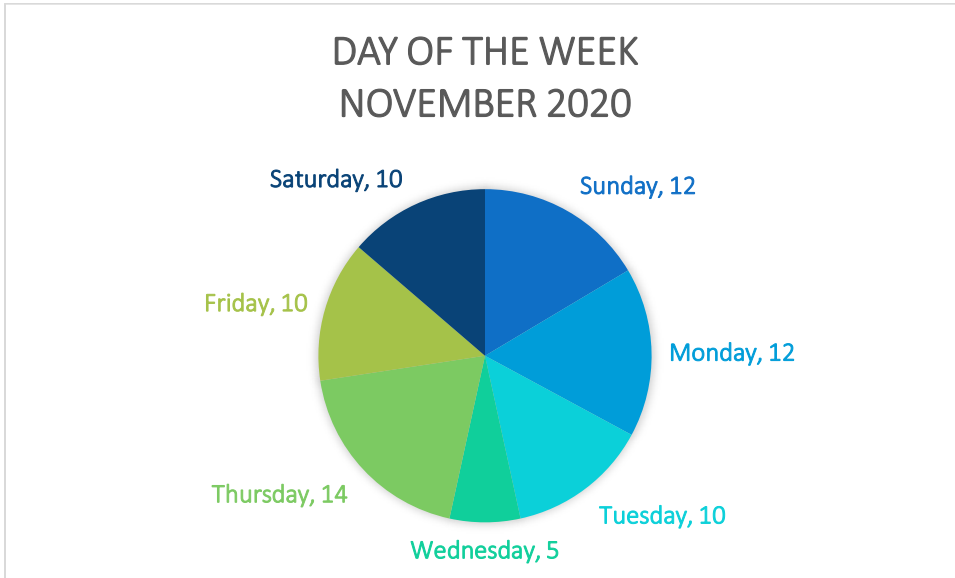
Date: January 11, 2021
To: Mayor & City Council
From: Jim Mitchell – Fire Chief
Subject: November 2020 Monthly Report

BACKGROUND: November 2020 provided more responses than last month. We also received information that a COVID-19 vaccination would be coming soon.

The training topics presented was Chain of Command process, Introduction to Alarm Systems and Cardiac Emergencies. All training was conducted via Zoom. There was 51 hours of training in November.



The busiest call volume day, in November, was Thursday at 14 calls per day:

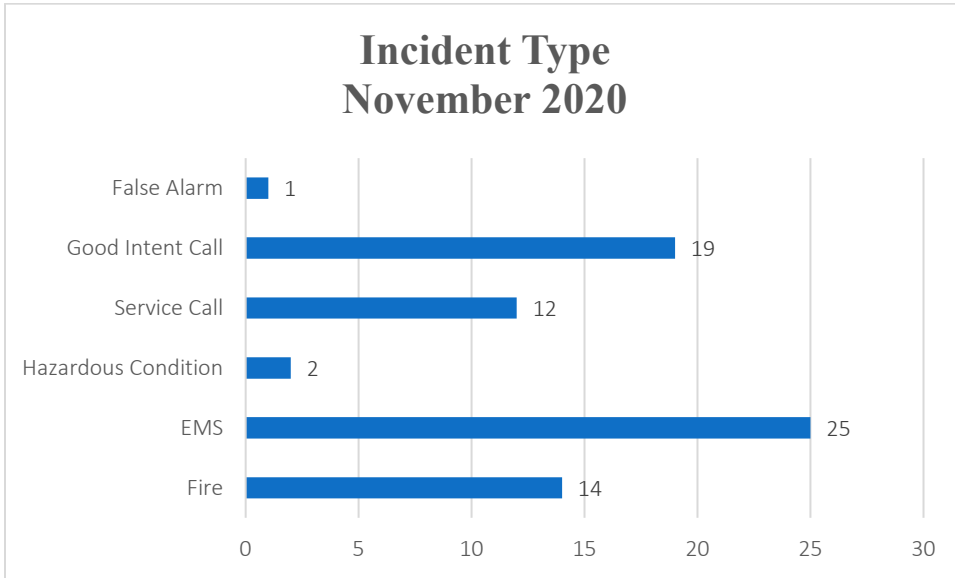


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
12	12	10	5	14	10	10	73

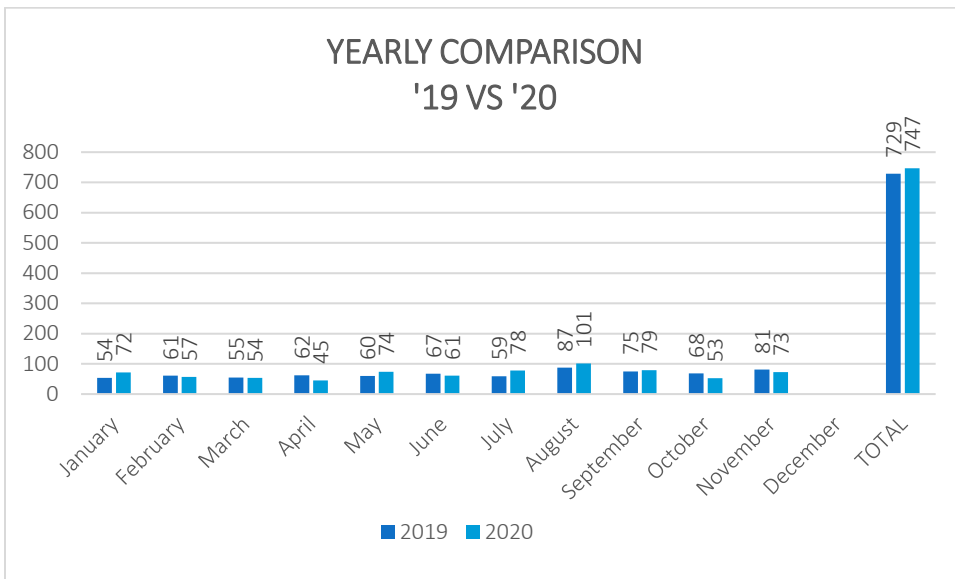
Most of our calls was during the day shift, between 06:00 hours (6:00 AM) and 18:00 hours (6:00 PM):



The “Incident Type” of calls was predominately EMS related with a total of 73 calls for service for November:



The month of June is always a challenging month with staff vacations. We responded to 8 fewer calls in 2020 than in 2019. However, we have responded to 18 more calls in 2020 than 2019 year-to-date.



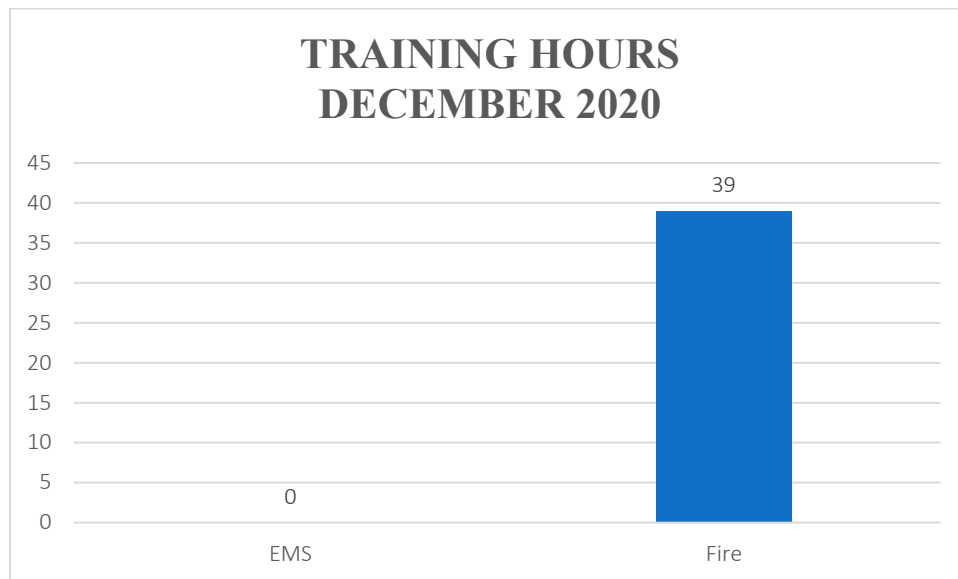


City of Polk City, Iowa City Council Agenda Communication

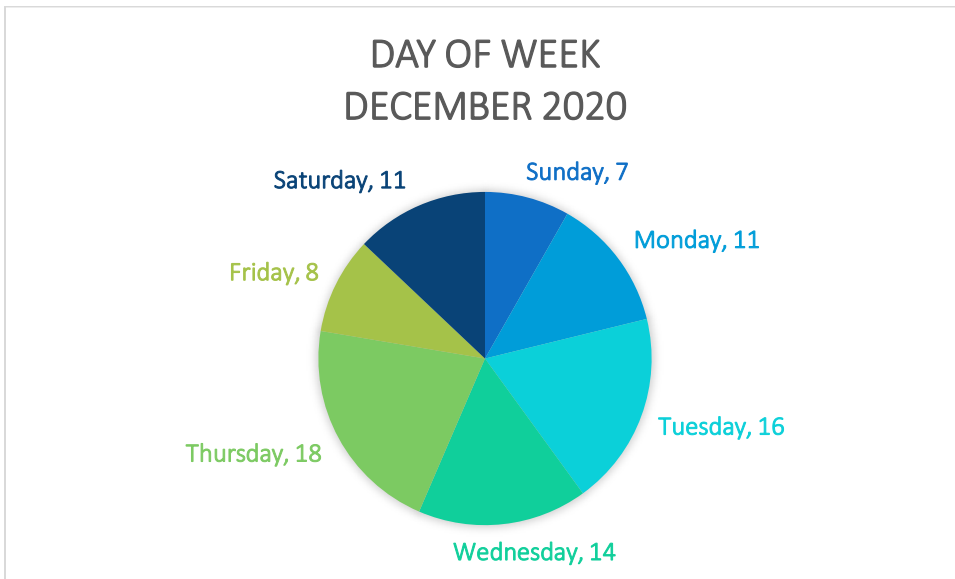
Date: January 11, 2021
To: Mayor & City Council
From: Jim Mitchell – Fire Chief
Subject: December 2020 Monthly Report

BACKGROUND: December 2020 provided more responses than last month. We seen an increase in COVID-19 positive responses. We was notified that we was to begin scheduling COVID-19 vaccinations to begin in January 2021.

The training topics presented was “Drafting and Bumper Hose Load” change and “Pride and Ownership”. All training was conducted via Zoom. There was 39 hours of training in December. We did not have training between Christmas and New Years.

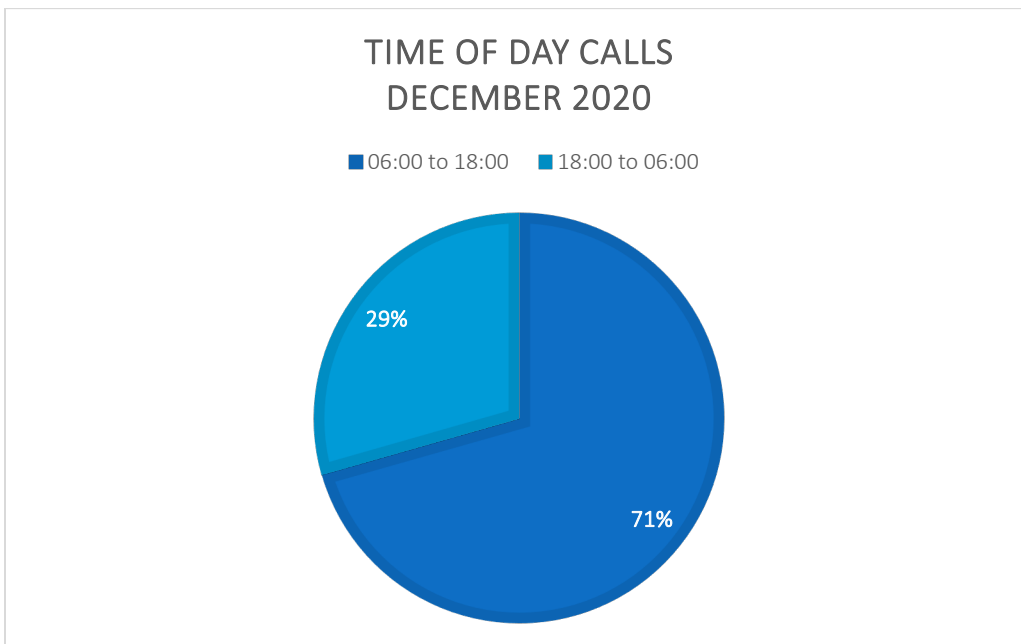


The busiest call volume day, in December, was Thursday at 18 calls per day:

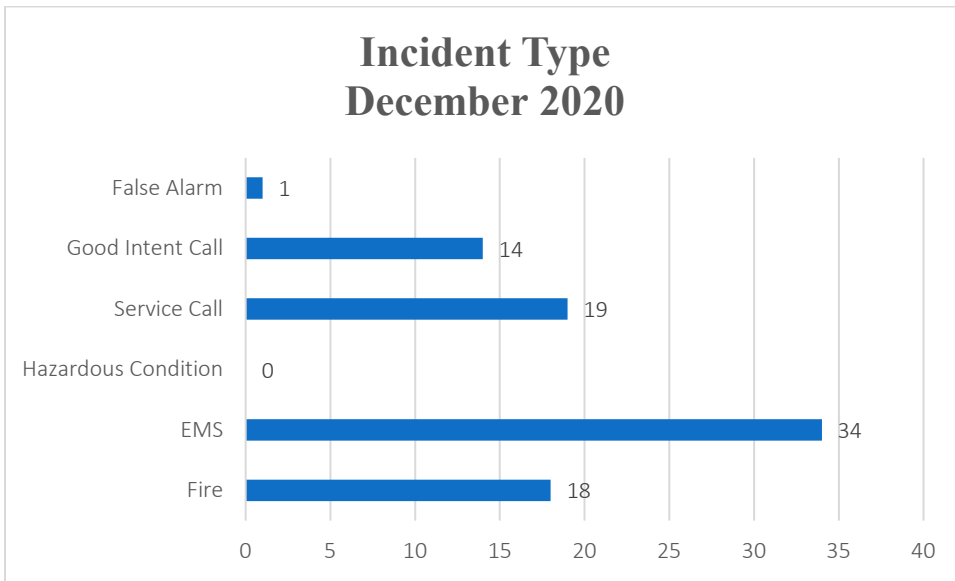


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
7	11	16	14	18	8	11	85

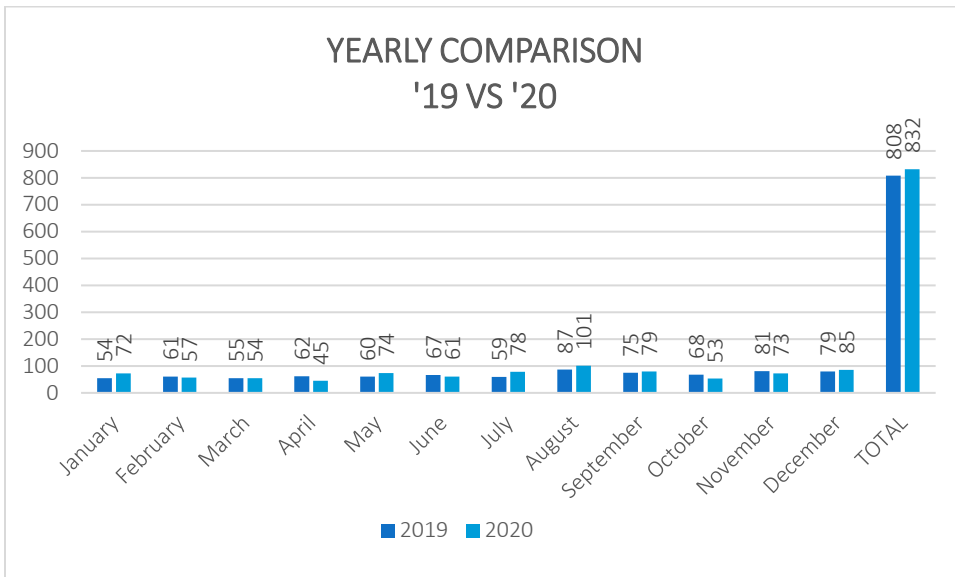
Most of our calls was during the day shift, between 06:00 hours (6:00 AM) and 18:00 hours (6:00 PM):



The “Incident Type” of calls was predominately EMS related with a total of 85 calls for service for December:



The month of June is always a challenging month with staff vacations. In December, we responded to 6 more calls in 2020 than in 2019. At year end, we have responded to 24 more calls in 2020 than 2019.





City of Polk City, Iowa City Council Agenda Communication

Date: December 16, 2020
To: Mayor & City Council
From: Chief Jeremy Siepker

Subject: Payroll Deduct Firearm Buy Back Program

BACKGROUND: It is well established that the public expects police officers to take action against violent criminal behavior whether the officer is on *or* off duty. Despite this expectation, most employing agencies do not issue an off-duty firearm to their officers. Instead, it is typically considered optional to carry an off-duty firearm and the purchase of one is left solely up to the ability of the individual officer. In addition, the off-duty firearm can and commonly does serve as a back-up gun to the officer's primary duty pistol when on-duty. Countless officers' lives have been saved because they had access to a back-up gun when their primary duty pistol became inoperable during a violent, deadly force encounter.

Because departments tend to hire young men and women who are just starting their careers, often times they do not have available funds to purchase an off-duty/back-up firearm without using a credit card or depleting a meager savings account. That is why many employing agencies, including the City of Altoona and the City of West Des Moines, have developed a program whereby an officer is able to use a payroll deduct option to purchase an off-duty/back-up firearm. I am requesting that the City of Polk City institute a similar program to all our officers the ability to make this purchase.

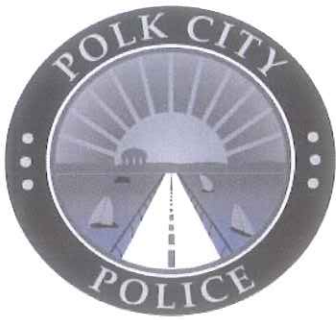
The way this program would work, and commonly works for other departments, is that the officer contacts a firearm dealer that serves law enforcement agencies. The officer picks the firearm he/she desires, and the dealer invoices the City. Typically, the cost of this firearm is less than \$600. The city pays the initial cost of the firearm to the dealer and then completes a contract with the officer to pay the balance back to the City through payroll deduct over an agreed upon time frame that is within that current fiscal year. There would be no impact on the budget since the officer is paying the entire balance back to the City through payroll deduct. If that officer leaves employment with the City during that time period, the balance of what he/she owes is taken out of their last check.

The program would be closely monitored by Chief Siepker to ensure it is not being abused. Prior approval to utilize this program will need to be granted by Chief Siepker and all firearms purchase records would be maintained by the Police Department and City Hall. Only full-time certified Peace Officers in good standing with the Polk City Police Department would be allowed to utilize the program. Those officers would only be able to purchase a firearm one time per three-year period.

ALTERNATIVES: Do not approve a payroll deduct weapons purchase program.

FINANCIAL CONSIDERATIONS: The city would provide funds to front the purchase, but those funds would be repaid to the city by payroll deduction within the same fiscal year. Initial costs for FY21/22 are estimated to be \$2,400 with four officers currently expressing interest.

RECOMMENDATION: It is my recommendation that the council approve a payroll deduction Firearm Buy Back Program for Polk City Police Officers.



Polk City Police Department

309 W Van Dorn St. P.O.Box 381

Polk City, Iowa 50226

Phone: 515-984-6565 Fax 515-984-6819 email: police@polkcityia.gov

Service Integrity Respect Quality

Polk City Police Department Firearm(s) Buy Back Program

Eligible only to full-time certified Peace Officers employed with the Polk City Police Department.

I, _____, wish to purchase the following firearm through the City of Polk City's Buy Back Program:

Description of Firearm: _____

I do hereby agree to reimburse the City of Polk City for the total cost, either with a direct payment at time of delivery or by _____ equal payments, to be directly deducted from my paycheck starting July 20__ and ending June 20__.

If my employment with the City of Polk City should terminate before I have completed reimbursing the City of Polk City, I hereby authorize the City of Polk City to withdraw any outstanding balance from my final payroll check.

I understand that the purpose of this program is to provide me a firearm to carry as a backup firearm and/or as an off-duty firearm. I further understand that the payroll deduction Firearm Buy Back Program can only be used one (1) time during a three (3) year period. During the three (3) year period the sale of the firearm purchased through this program is prohibited.

I do hereby authorize the City of Polk City to deduct the total amount of \$_____ per pay period from my payroll check for the purpose of reimbursement for my participation in the Firearm(s) Buy Back Program. My total cost is \$_____.

Signature

Printed Name

Date:

RESOLUTION NO. 2021-03

**A RESOLUTION ADOPTING POLICY PD-01
PAYROLL DEDUCT FIREARM BUY BACK PROGRAM**

WHEREAS, the City of Polk City recognizes the need for Polk City Police Officers to acquire an off-duty firearm; and

WHEREAS, the policy will be a guideline on how City Officials may properly administer a program that allows an officer to use a payroll deduct option to purchase an off-duty firearm

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa to adopt Policy PD-01 effective January 11, 2021.

PASSED AND APPROVED, this the 11th day of January 2021.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

PD-01
CITY OF POLK CITY

PAYROLL DEDUCT FIREARM BUY BACK PROGRAM

Goals, Policies, Criteria and Procedure Goals: The purpose of this policy is to provide guidance on how City Officials may properly administer a program that allows a Polk City Police Officer to use a payroll deduct option to purchase an off-duty/back-up firearm. The goal of this policy is to provide an economical way for officers to obtain a firearm that they could carry off-duty and could also serve as a back-up gun to the officer's primary duty pistol when on-duty.

Policy:

The officer will be required to obtain approval from the Police Chief to utilize this program. Only full-time certified Peace Officers in good standing with the Polk City Police Department would be allowed to utilize the program. Those officers would only be allowed to utilize this program one time per a three-year period.

Once approval is granted the officer will contact a firearm dealer that serves law enforcement agencies. The officer will select the firearm and the City will be invoiced. The officer will be required to complete a contract with the City to pay back the balance owed through a payroll deduction over an agreed upon time frame that is within that current fiscal year. Should the officer leave employment with the City during the pay-back time-period, the balance of what is owed will be taken out of their last paycheck.





City of Polk City, Iowa

City Council Agenda Communication

Date: January 7, 2021
To: Mayor & City Council
From: Randy Franzen, Public Works Supervisor
Subject: Well Repair

BACKGROUND: On November 3, 2020 we discovered water coming out of the ground around Well #3's wellhead casing. We had the site excavated and found that the pitless well casing pipe has broken away from the 6" discharge pipe that feeds raw water to the water plant. Out of our 3 wells, well #3 is our highest producing well, pumping an average of 257 gallons per minute.

ALTERNATIVES: n/a

FINANCIAL CONSIDERATIONS: I have received 2 bids for the repair. Cahoy Pump Service at \$20,566.00 and Layne Christensen Company at \$19,500.

RECOMMENDATION: It is my recommendation to proceed with the Layne Christensen Company bid in the amount of \$19,500



CAHOY PUMP SERVICE

The Premier Provider of Municipal, Industrial, & Water Well Services

Project #
Job Number:
Purchase Order #

Randy Franzen
City of Polk City
112 3rd St., P.O. Box 426
Polk City, IA 50226
Phone: 515 984-6233
email: rfranzen@polkcity.org

Job Description:

Well #3 Pitless Unit Repair

QUANTITY	DESCRIPTION	PRICE	TOTAL
30	Pump Crew Labor- Mobilize to site, pull submersible pump from well and excavate pitless. Disconnect discharge piping and cut off existing pitless. Prep well casing and weld on new Pitless. Connect Pitless to water transmission line. Backfill excavation. Chlorinate/ Dissinfect well and install pump. Pump solution to waste and test. *Estimated hours actual hours will be invoiced.	225.00	6,750.00
1	Baker Pitless 5.5PS1214WBWE04T	13,176.00	13,176.00
1	6" Dresser Coupling	240.00	240.00
1	6" x 4' long Thread x PE Nipple	175.00	175.00
1	Chlorine	225.00	225.00
TOTAL			20,566.00

The undersigned Purchaser hereby agrees with the work described with the understanding that Cahoy Group will not be held liable for any damage in anyway whatsoever for failure to complete the described work, nor for any injury or damage resulting from Cahoy Group or it's subcontractor's efforts to perform such work, or for delay resulting from completion of same. All work described herein will be provided as quoted above. Any additional repairs or changes in work scope will be quoted and approved prior to proceeding. Quote is good for 60 days.

Purchaser

Contractor

Cahoy Group

By: _____
Title: _____
Date: _____

By: Anthony Sherman
Title: Regional Sales Manager
Date: 12/12/2020

QUOTATION

Layne Christensen Company

4601 North 252nd Street
 Valley, NE 68064
 Phone (402) 359-2042
 Fax (402) 359-2310

Date: 01/06/21

P.O. Number: _____

Purchaser: City of Polk City (Attn: Randy Franzen)

112 S. 3rd Street
 PO Box 426
 Polk City, IA 50226
 Phone Number: (515) 984-6233
 Mobile Number: (515) 208-1273
 Email: rfranzen@polkcityia.gov

Job Number: _____

Job Description: Well #3 Pitless Unit Replacement Quote

QNTY	UNITS	DESCRIPTION	PRICE	TOTAL
1	LS	Mobilize to the site, set up, pull existing submersible well pump, excavate around the well head and remove existing pitless unit, install new pitless unit and connect to discharge line, backfill around pitless unit, reinstall the existing submersible pump, chlorinate the well and pump, flush to waste, test, sample and demobilize.	19,550.00	19,550.00
		1) Layne assumes soil stability will not require a trench box for the new pitless unit excavation and installation, and the cost for a trench box has not been included.		
		2) We assume no repairs or other modifications will be required for the existing submersible well pump.		
		3) We have not included any pipe fittings for the connection from the pitless unit to the existing pipeline. Any fittings or labor required to procure and install them have not been included.		
		4) The well will be disinfected prior to reinstalling the pump, and Layne will take one sample for bacterial analysis. Any subsequent samples will be the responsibility of others.		
		5) We have not included any compaction standards or testing for the backfill around the new pitless unit.		
		6) No finished site grading or seeding have been included.		
		7) No bonds or taxes have been included.		
		8) Payment terms are Net 30 Days.		
			TOTAL	\$19,550.00

The undersigned Purchaser hereby instructs Layne Christensen Company (Contractor), to proceed with the work described with the understanding that the Terms and Conditions shown on the reverse are hereby incorporated as part of this Quotation and with the specific understanding that Contractor will not be held liable for any damage in any way whatsoever for failure to complete the described work, nor for any injury or damage resulting from Contractor's efforts to perform such work, or for delay on Contractor's part in completing same. All work described herein will be provided as quoted above or on a cost plus basis at the hourly rates provided. All quotes indicated, if any, are estimates based on the best information available prior to beginning work. As the scope of work changes, revised quotations will not be issued unless requested. Purchaser's pumps, motors, parts and/or accessories may be stored by the Contractor for thirty (30) days from the date of invoice or other written notice from Contractor. After said thirty (30) days, disposal of such equipment may be made by the Contractor without incurring any liability.

Purchaser

Contractor

City of Polk City _____

Layne Christensen Company

By: _____

By:  _____
 Terry Heiliger

Title: _____

Title: Area Manager

Date: _____

Date: 01/06/21

PO #: _____

Are you tax exempt? (Circle One) YES NO





City of Polk City, Iowa City Council Agenda Communication

Date: January 11, 2021 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager

Subject: Authorization to apply for Surface Transportation Block Grant

BACKGROUND: For your consideration on Monday is a resolution to apply for STBG funds for FY24-25. We do not have any new projects to apply for this upcoming deadline, however, we would like to submit a 2nd application for the project we were awarded for last year, the 3rd Street & Northside Drive intersection alignment and trail connection.

The City was awarded \$393,000 for FY23-24 to reconstruct the intersection at North 3rd and Northside Drive, and to connect a trail from Kiwanis Park up to Madison Drive. That will not change, even with a 2nd application we would not receive anything less than the \$393,000. The project scored relatively low, and we received significantly less than we had asked for.

The one factor that has changed since our application last year is the now known need for intersection improvements at E. Vista Lake Dr. and North 3rd Street. My proposal involves addressing the intersection improvements and working out an agreement for those improvements with the School District and developer, prior to the School opening, but that information and language would help our application for the need of improvements at Northside Drive intersection, and the trail.

I would say we have very little to lose with submitting another application, and my hope would be to have an opportunity to receive additional funding for that project. We are guaranteed to receive the first award in FY23-24, and the project is in the CIP. However, we have an opportunity to get some additional funding for the project, reducing the City contribution for that project with the potential to spend the money elsewhere.

ALTERNATIVES: Do not approve the application

FINANCIAL CONSIDERATIONS: To apply for the grant the Council has to commit to 20%, which is \$391,000 of the total cost of the project. The City has very little to lose other than the time commitment to draft the new application. Most of the legwork has already been completed with last year's application and the work done on the intersection improvements at E. Vista Lake Dr. and North 3rd Street to date.

RECOMMENDATION: It is my recommendation that the Council approve applying for the funding.

RESOLUTION NO. 2021-04

**A RESOLUTION GIVING AUTHORIZATION TO APPLY FOR SURFACE
TRANSPORTATION BLOCK GRANT**

WHEREAS, the City of Polk City is desirous to partner with the MPO to apply for funding from the Surface Transportation Block Grant program (STBG); and

WHEREAS, the STBG funding is intended for projects that preserve and improve the conditions and performance on public roadways and pedestrian/bicycle infrastructure; and

WHEREAS, the City of Polk City has identified a need to improve the conditions of a section of North 3rd Street including the addition of pedestrian and bicycle infrastructure; and

WHEREAS, the program grant requires a commitment of a financial contribution of a local match at 20% of \$1,955,000 towards the implementation of the proposed project; and

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Polk City, Iowa to commit a local match of 20% (\$391,000) to the Surface Transportation Block Grant program for a future proposed project.

PASSED AND APPROVED the 11th day of January 2021.

Jason Morse, Mayor

Attest:

Jenny Gibbons, City Clerk



City of Polk City, Iowa

City Council Agenda Communication

Date: January 11, 2021
To: Mayor & City Council
From: Jim Mitchell – Fire Chief
Subject: Promotional Pay Adjustments

BACKGROUND: Over the past 12 months, we have had a few Officers retire and step-down leaving Officer positions open. With COVID-19 precautions, we hesitated to hire new employees and make promotional appointments. We are at a point that we need these positions filled.

We recently conducted a promotional process that included application for specific positions followed by interviews. I conducted one-on-one interviews for the Deputy Chief position. I asked Police Chief Siepker, Deputy Chief Feller and Captain Rommel to conduct interviews for all other Officer positions. The interviews consisted of the candidate responding to questions and the interviewers producing a quantitative score. All interviews have been conducted and each applicant was scored.

Each Officer's position comes with increases in pay. I have listed the individuals being recommended for promotion and the pay adjustments below.

ALTERNATIVES: N/A

FINANCIAL CONSIDERATIONS: The following members have been offered and have accepted the positions identified:

Tyler Rommel will be promoted from Captain to Deputy Chief. His hourly and paid-on-call rate will remain the same, but he will receive a monthly stipend of \$175.00.

Karla Hogrefe will be promoted to Captain of EMS. Karla's pay rate will change to \$20.46 per hour for part-time and \$17.42 for a POC rate. Karla will receive a monthly stipend of \$125.00.

John Mitchell will be promoted to Captain of Training. John's pay rate will change to \$20.46 per hour for part-time and \$17.42 for a POC rate. John will receive a monthly stipend of 125.00.

RECOMMENDATION: Please approve these promotional pay increases as all three individuals have proven they are capable of the positions assigned.



December 21, 2020

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

RE: PARTIAL PAYMENT APPLICATION NO. 5 (SUBFINAL WITH RETAINAGE HELD)
CERTIFICATE OF COMPLETION
3RD STREET AND BRIDGE ROAD INTERSECTION IMPROVEMENTS PROJECT

Dear Honorable Mayor and City Council:

Please find the attached Partial Payment Application No. 5 (subfinal with retainage held) for the 3rd Street and Bridge Road Intersection Improvement Project. Construction is completed and the punchlist items have been addressed. We recommend acceptance of this project.

All partial payments have been made to the Contractor including final partial payment and change order for all construction activities. Please note the retainage amount of \$15,179.55 is to be withheld for thirty (30) days following acceptance of the project. The necessary Iowa Sales Use Tax forms have been provided by the Contractor and have been forwarded to the City's Financial Officer.

Please contact me should you have any questions on this pay application. We will be in attendance at the January 11, 2021, City Council meeting to answer any questions regarding this partial payment application and change order.

Sincerely,

SNYDER & ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read 'Justin Jackson'.

Justin Jackson, P.E

Enclosure

cc: Mike Schulte, City of Polk City
Chelsea Huisman, City of Polk City
Kathleen Connor, Snyder & Associates, Inc.

APPLICATION FOR PARTIAL PAYMENT NO. 5 (SUBFINAL WITH RETAINAGE HELD)

PROJECT: 3rd Street & Bridge Road Intersection Improvements

S&A PROJECT NO.: 118.0330.01

OWNER: City of Polk City
CONTRACTOR: Iowa Signal, Inc.
ADDRESS: 3711 SE Capitol Circle
Grimes, Iowa 50111
DATE: 12/17/2020

PAYMENT PERIOD: 7/30/2019
to 12/1/2020

1. CONTRACT SUMMARY:

Original Contract Amount: \$ 283,001.10
Net Change by Change Order: \$ 20,589.80
Contract Amount to Date: \$ 303,590.90

CONTRACT PERIOD: TOTAL WORKING DAYS
Original Contract Date: September 20, 2018
Original Contract Time (Phase 1): 20
Original Completion Date (Phase 2): July 10, 2019

2. WORK SUMMARY:

Total Work Performed to Date: \$ 303,590.90
Retainage: 5% \$15,179.55
Total Earned Less Retainage: \$288,411.35
Less Previous Applications for Payment: \$ 288,411.35
AMOUNT DUE THIS APPLICATION: \$0.00

Added by Change Order: 0
Contract Time to Date: 20
Time Used to Date: 20
Contract Time Remaining: 0

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

Iowa Signal, Inc.

CONTRACTOR

By Wayne Lesley DATE: 12/18/2020

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.

ENGINEER

By Justin Adams DATE: 12/21/2020

5. OWNER'S APPROVAL

City of Polk City

OWNER

By _____ DATE: _____

6. DETAILED ESTIMATE OF WORK COMPLETED:

ITEM NO.	DESCRIPTION	CONTRACT ITEMS				COMPLETED WORK		
		PLAN QTY.	UNIT	UNIT COST	COST TOTAL	QTY. TO DATE	CO #	COST TOTAL
2.1.	Topsoil, On-Site	116	CY	\$ 51.00	\$ 5,916.00	116		\$ 5,916.00
2.2.	Excavation, Class 10	123	CY	40.00	4,920.00	181.5		7,260.00
2.3.	Subgrade Preparation, 12 Inch Depth	166	SY	22.00	3,652.00	162		3,564.00
2.4.	Subbase, Modified, 10 Inch Depth	166	SY	16.50	2,739.00	357		5,890.50
4.1.	Storm Sewer, Trenched, 2000D RCP, 15 Inch	14	LF	100.00	1,400.00	14		1,400.00
4.2.	Storm Sewer, Trenched, 2000D RCP, 18 Inch	16	LF	120.00	1,920.00	16		1,920.00
4.3.	Pipe Apron, RCP, 18 Inch Dia.	1	EA	2,250.00	2,250.00	1		2,250.00
4.4.	Subdrain, Case B, Type 1, 6 Inch Dia.	210	LF	17.00	3,570.00	210		3,570.00
4.5.	Subdrain Cleanout, Type A-1, 8 Inch Dia.	1	EA	500.00	500.00	1		500.00
6.1.	Intake, SW-501	1	EA	4,000.00	4,000.00	1		4,000.00
6.2.	Intake, SW-512 (30 Inch Dia.)	1	EA	3,500.00	3,500.00	1		3,500.00
7.1.	Curb and Gutter, 2.5 Feet Width, 7 Inch Depth	222	LF	44.00	9,768.00	220		9,680.00
7.2.	Pavement Widening, HMA, 7 Inch Depth	62	SY	116.00	7,192.00	62.2		7,215.20
7.3.	Removal of Sidewalk	66	SY	45.00	2,970.00	66		2,970.00
7.4.	Sidewalk, PCC, 4 Inch Depth	78	SY	90.00	7,020.00	76.6		6,894.00
7.5.	Sidewalk, PCC, 6 Inch Depth	25	SY	125.00	3,125.00	25		3,125.00
7.6.	Detectable Warning	61	SF	40.00	2,440.00	61		2,440.00
7.7.	Full Depth Patches, HMA, 9 Inch Depth	29	SY	378.00	10,962.00	29		10,962.00
7.8.	Pavement Removal	71	SY	50.00	3,550.00	80.6		4,030.00
8.1.	Traffic Signal	1	LS	170,966.70	170,966.70	1		170,966.70
8.2.	Temporary Traffic Signal	1	LS	6,000.00	6,000.00	1		6,000.00
8.3.	Painted Pavement Markings, Solvent/Waterborne	35.92	STA	45.00	1,616.40	78.50		3,532.50
8.4.	Painted Symbols and Legends, Solvent/Waterborne	9	EA	100.00	900.00	8		800.00
8.5.	Pavement Markings Removed	10.89	STA	100.00	1,089.00	30.40		3,040.00
8.6.	Symbols and Legends Removed	3	EA	100.00	300.00	3		300.00
8.7.	Traffic Control	1	LS	4,500.00	4,500.00	1.00		4,500.00
9.1.	Seeding, Fertilizing, and Mulching for Pneumatic Seeding	0.5	AC	6,000.00	3,000.00	0.36		2,160.00
9.2.	Silt Fence or Silt Fence Ditch Check	250	LF	2.50	625.00			-
9.3.	Silt Fence or Silt Fence Ditch Check, Removal of Sediment	250	LF	0.50	125.00			-
9.4.	Silt Fence or Silt Fence Ditch Check, Removal of Device	250	LF	1.00	250.00			-
11.1.	Mobilization	1	LS	12,235.00	12,235.00	1.00		12,235.00
TOTAL ORIGINAL CONTRACT = \$					283,001.10	\$ 290,620.90		

CHANGE ORDER SUMMARY:

CO.1.1.	Sanitary Sewer Manhole Adjustment, Minor	1	LS	1,500.00	1,500.00	1	1,500.00
CO.1.2.	1.5" HMA Mill and Fill	1	LS	3,410.00	3,410.00	1	3,410.00
CO.1.3.	Vehicle Detection for Temporary Signals	1	LS	6,000.00	6,000.00	1	6,000.00
CO.2.1.	Furnish and Install 10' Aluminum Pedestal	1	EA	900.00	900.00	1	900.00
CO.2.2.	Construct Concrete Footing for Pedestal	1	LS	1,000.00	1,000.00	1	1,000.00
CO.2.3.	2" PVC Conduit	20	LF	8.00	160.00	20	160.00
2.2.	Excavation, Class 10	58.5	CY	40.00	2,340.00		-
2.3.	Subgrade Preparation, 12 Inch Depth	-4.0	SY	22.00	(88.00)		-
2.4.	Subbase, Modified, 10 Inch Depth	191.0	SY	16.50	3,151.50		-
7.1.	Curb and Gutter, 2.5 Feet Width, 7 Inch Depth	-2.0	LF	44.00	(88.00)		-
7.2.	Pavement Widening, HMA, 7 Inch Depth	0.2	SY	116.00	23.20		-
7.4.	Sidewalk, PCC, 4 Inch Depth	-1.4	SY	90.00	(126.00)		-
7.8.	Pavement Removal	9.6	SY	50.00	480.00		-
8.3.	Painted Pavement Markings, Solvent/Waterborne	42.58	STA	45.00	1,916.10		-
8.4.	Painted Symbols and Legends, Solvent/Waterborne	-1.0	EA	100.00	(100.00)		-
8.5.	Pavement Markings Removed	19.51	STA	100.00	1,951.00		-
9.1.	Seeding, Fertilizing, and Mushing for Pneumatic Seeding	-0.14	AC	6,000.00	(840.00)		-
9.2.	Silt Fence or Silt Fence Ditch Check	-250	LF	2.50	(625.00)		-
9.3.	Silt Fence or Silt Fence Ditch Check, Removal or Sediment	-250	LF	0.50	(125.00)		-
9.4.	Silt Fence or Silt Fence Ditch Check, Removal of Device	-250	LS	1.00	(250.00)		-
				TOTAL CHANGE ORDERS = \$ 20,589.80		\$ 12,970.00	
				TOTAL CONTRACT & CHANGE ORDERS \$303,590.90		\$ 303,590.90	

CERTIFICATE OF COMPLETION

3rd STREET AND BRIDGE ROAD INTERSECTION IMPROVEMENTS

Polk City, Iowa

December 15, 2020

We hereby declare that we have made an on-site review of the completed construction of the ***3rd Street and Bridge Road Intersection Improvements*** as performed by Iowa Signal, Inc.

As Engineers for the project it is our opinion that the work performed is in substantial conformance with the plans and specifications, and that the final amount of the Contract is ***\$303,590.90***. I hereby recommend acceptance of the project.

Respectfully submitted,

SNYDER & ASSOCIATES, INC.



Justin C. Jackson, P.E.

Project Engineer

Snyder & Associates, Inc.

Iowa License Number P20538

RESOLUTION NO. 2021-01

**A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT NO. 5
AND ACCEPTANCE OF THE 3rd STREET & BRIDGE ROAD INTERSECTION
IMPROVEMENTS PROJECT**

WHEREAS, the City of Polk City, City Council, approved Resolution 2018-94 ordering construction for the 3rd Street & Bridge Road Intersection Improvements Project on August 27, 2018; and

WHEREAS, the City Council approved Resolution 2018-112 on September 24, 2018 awarding the construction contract to Iowa Signal, Inc. of Grimes, Iowa; and

WHEREAS, on September 24, 2018 the City Council approved Resolution 2018-113 approving the contract in the amount of \$283,001.10; and

WHEREAS, on January 14, 2019 the City Council approved Resolution 2019-004 approving Change Order No. 1 in the amount of \$10,910 bringing the total contract amount to \$293,911.10; and

WHEREAS, on August 12, 2019 the City Council approved Resolution 2019-76 approving Change Order No. 2 in the amount of \$9,679.80 bringing the total contract amount to \$303,590.90; and

WHEREAS, on November 12, 2018 the City Council approved Resolution 2018-134 approving Pay App No. 1 in the amount of \$41,702.15; and

WHEREAS, on December 10, 2018 the City Council approved Resolution 2018-148 approving Pay App No. 2 in the amount of \$35,105.35; and

WHEREAS, on January 14, 2019 the City Council approved Resolution 2019-005 approving Pay App No. 3 in the amount of \$19,187.34; and

WHEREAS, on August 12, 2019 the City Council approved Resolution 2019-77 approving Pay App No. 4 in the amount of \$192,416.51; and

WHEREAS, Iowa Signal, Inc. and the City Engineer have submitted the Application for Partial Payment No. 5 (subfinal with retainage held) giving a detailed estimate of work completed with an application for payment in the amount of \$15,179.55; and

WHEREAS, Snyder & Associates has provided a Certificate of Completion and recommends acceptance of the project.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment No. 5 (subfinal with retainage held) for the 3rd Street & Bridge Road Intersection Improvements Project and the City Clerk/Treasurer is hereby authorized to issue a check to Iowa Signal, Inc. in the amount of \$15,179.55.

BE IT FURTHER RESOLVED, the City Council of the City of Polk City, Iowa hereby accepts the 3rd Street & Bridge Road Intersection Improvements Project.

PASSED AND APPROVED the 11th day of January 2021.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

January 5, 2021

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

RE: EDGEWATER DRIVE EXTENSION AT PARKER BLVD
APPROVAL OF CONSTRUCTION DRAWINGS

Dear Honorable Mayor and City Council:

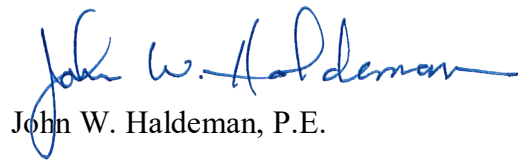
On behalf of Castle Properties, Pelds Design Services has submitted the construction drawings for the above referenced public improvements. These plans represent the construction of Edgewater Drive from its intersection with Parker Boulevard and the proposed improvements currently being constructed as part of the previously approved Lakewoods Plat 2. The plans cover the construction of Edgewater Drive along with the associated storm sewers. The water main and sanitary sewer for this extension was constructed previously.

The revised construction drawings and Storm Water Management Plan appear to be in general conformance to the Subdivision Regulations, SUDAS, and the approved Preliminary Plat. Pelds Design Services remains solely responsible for their design and ensuring it is fully compliant with all applicable code and permit requirements. Pelds Design Services is also responsible for construction staking and ensuring all locations, grades and slopes are in conformance with the approved construction drawings.

We recommend approval of the construction drawings for the Edgewater Drive Extension at Parker Blvd. It shall be the developer's responsibility to obtain approval for all necessary permits prior to the start of applicable construction items. These permits include, but are not limited to, the NPDES Storm Water Discharge permit and a Polk City grading permit.

Respectfully submitted,

SNYDER & ASSOCIATES, INC.



John W. Haldeman, P.E.

CC: Chelsea Huisman, City of Polk City
Mike Schulte, City of Polk City
Kathleen Connor, Snyder & Associates, Inc.
Elara Jondle, Pelds Design Services
Bruce Lefkow, Castle Properties

RESOLUTION NO. 2021-02

**A RESOLUTION APPROVING THE CONSTRUCTION DRAWINGS FOR
PUBLIC IMPROVEMENTS FOR EDGEWATER DRIVE EXTENSION**

WHEREAS, Pelds Design Services, on behalf of Castle Properties, has submitted the Construction Drawings for Public Improvements associated with the Edgewater Drive Extension at Parker Boulevard located between Parker Boulevard and Lakewoods Plat 2, including but not limited to grading, storm sewers, street and sidewalk paving, and assessable sidewalk ramps; and

WHEREAS, said Construction Drawings appear to be in general conformance with Polk City's Subdivision Regulations, and SUDAS; and

WHEREAS, the Developer's Engineer remains solely responsible for their design and ensuring it is fully compliant with all applicable code and permit requirements; and

WHEREAS, the Developer's Engineer is also responsible for construction staking and ensuring all locations, grades and slopes are in conformance with said standards and the approved construction drawings; and

WHEREAS, the City Engineer and City Manager have reviewed said Construction Drawings for Public Improvements and recommended their approval; and

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby accepts the recommendations of the City Engineer and hereby approves the Construction Drawings for the Public Improvements associated with the Edgewater Drive Extension at Parker Boulevard.

PASSED AND APPROVED the 11th day January 2021.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

PUBLIC IMPROVEMENTS FOR EDGEWATER DRIVE EXTENSION AT PARKER BLVD POLK CITY, IOWA

SITE ADDRESS
EDGEWATER DRIVE EXTENSION AT PARKER BLVD
POLK CITY, IOWA 50266

PAVING

PAVING: 6" THICK REINFORCED P.C.C. WITH MINIMUM 12" CRUSHED ROCK SUBBASE***
PROPOSED CURB: 6" STANDARD CURB

***12" CRUSHED ROCK SUBBASE THAT COMPLIES WITH AASHTO M147 GRADE C OR GRADE D AND SUBGRADE THAT IS COMPACTED TO 95% STANDARD PROCTOR DENSITY.

SITE AREA

0.36 ACRES (15,754 SQ.FT.)

DISTURBED AREAS

ESTIMATED - 20,000 SQ.FT.
ALL DISTURBED AREAS SHALL BE SEEDED OR SODDED. SEEDING MIXTURE SHALL BE A PERMANENT MIXTURE AND MEET THE REQUIREMENTS FOR A SUDAS TYPE 1 URBAN MIXTURE
THE DISTURBED AREA FOR THIS SITE IS LESS THAN 1 ACRE, THEREFORE A NPDES PERMIT IS NOT REQUIRED.

FLOODPLAIN

PER FEMA MAP #19153C0040F, THE SITE IS LOCATED IN ZONE X, WHICH DESCRIBES AREAS OF MINIMAL FLOOD HAZARD

ESTIMATED QUANTITIES:

1.1	TRAFFIC CONTROL	1 LS	Per IOWA SUDAS 8030
1.2	CONSTRUCTION STAKING	1 LS	Per IOWA SUDAS 10,010
1.3	MOBILIZATION	1 LS	Per IOWA SUDAS 11,020
1.4	STRIP, SALVAGE, & SPREAD TOPSOIL	1 LS	Per IOWA SUDAS 2010
1.5	TRENCH EXCAVATION	1 LS	Per IOWA SUDAS 3010
1.6	GRADING - CUT	1,092 CY	Per IOWA SUDAS 2010
1.7	GRADING - FILL	277 CY	Per IOWA SUDAS 2010
1.8	BACKFILL/FINAL GRADING	SF	Per IOWA SUDAS 3010
1.9	SW-401 STORM MANHOLE	1 EA	Per IOWA SUDAS 6010.401
1.10	12" RCP STORM SEWER	63 LF	Per IOWA SUDAS 4020.2.01
1.11	6" HDPE STORM SUB-DRAIN	515 LF	Per IOWA SUDAS 4020.2.01
1.12	STORM INTAKE SW-501	2 EA	Per IOWA SUDAS 6010.501
1.13	SUBGRADE PREP	SF	Per IOWA SUDAS 2010
1.14	12" ROCK SUBBASE	SF	Per IOWA SUDAS 2010
1.15	6" P.C.C PAVING	8,000 SF	Per IOWA SUDAS 7010
1.16	SEEDING - SUDAS TYPE 1 URBAN MIXTURE	13,137 SF	Per IOWA SUDAS 9010
1.17	RECP - TYPE 1.B - NATURAL FIBERS	475 SF	Per IOWA SUDAS 9040

GENERAL NOTES:

- ALL WORK SHALL BE CONDUCTED IN ACCORDANCE WITH OSHA CODES AND STANDARDS ALONG WITH THE 2020 EDITION OF IOWA SUDAS. NOTHING INDICATED ON THE SITE PLAN SHALL RELIEVE THE CONTRACTOR FROM COMPLYING WITH ALL APPLICABLE SAFETY REGULATIONS.
- ALL PUBLIC IMPROVEMENTS SHALL BE DESIGNED AND CONSTRUCTED TO MEET THE 2020 EDITION OF IOWA SUDAS.
- THE LOCATION OF EXISTING UTILITIES AND STRUCTURES IS APPROXIMATE. THE CONTRACTOR SHALL TAKE PRECAUTIONARY MEASURES TO PROTECT THE UTILITIES AND/OR STRUCTURES AT THE SITE. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE OWNERS OF UTILITIES AND/OR STRUCTURES TO DETERMINE THE PRESENT EXTENT AND EXACT LOCATION OF THEIR FACILITIES BEFORE BEGINNING WORK. IF EXISTING UTILITY LINES ARE ENCOUNTERED THAT CONFLICT WITH NEW CONSTRUCTION, THE CONTRACTOR SHALL NOTIFY THE ENGINEER SO THAT THE CONFLICT MAY BE RESOLVED. THIS IS INCIDENTAL TO THE PROPOSED PROJECT.
- THE CONTRACTOR SHALL FIELD ADJUST, AS NECESSARY, ALL EXISTING UTILITIES TO FINISH GRADES. EXISTING SITE UTILITIES INCLUDE, BUT ARE NOT LIMITED TO, FIRE HYDRANTS, MANHOLE RIMS, INLETS, WATER VALVES, AND LIGHT BASES.
- THE CONTRACTOR SHALL PRESERVE ALL MONUMENTS, STAKES, REFERENCE POINTS, AND BENCH MARKS. THE CONTRACTOR SHALL BE CHARGED THE COST FOR REPLACEMENT, LOST TIME, AND ANY OTHER ASSOCIATED RESPONSIBILITY DUE TO CONTRACTOR'S NEGLIGENCE OR CARELESSNESS THAT RESULTS IN DESTRUCTION OF THESE ITEMS.
- ALL SPOT ELEVATIONS ARE AT THE TOP-OF-FINISHED SURFACES.
- THE CONTRACTOR SHALL CONDUCT CLEAN-UP, SURFACE RESTORATION, AND SURFACE REPLACEMENT ACTIVITIES AS CONSTRUCTION PROGRESSES. ALL DEBRIS SPILLED ON THE ROW OR ON ADJACENT PROPERTY SHALL BE PICKED UP BY THE CONTRACTOR AT THE END OF EACH WORK DAY.
- MATERIALS NOT SUITABLE FOR CONSTRUCTION, INCLUDING, TRENCH BACKFILL AND SURFACE RESTORATION, AND EXCESS MATERIALS SHALL BE PROPERLY DISPOSED. DISPOSAL IS INCIDENTAL TO CONSTRUCTION.
- THE CONTRACTOR SHALL NOTIFY PROPERTY OWNERS AT LEAST 24 HOURS IN ADVANCE IF ACCESS TO PROPERTY WILL BE INTERRUPTED. ACCESS TO PRIVATE PROPERTY FOR EMERGENCY VEHICLES SHALL BE MAINTAINED AT ALL TIMES.
- NOTIFY POLK CITY, AT LEAST 48 HOURS PRIOR TO BEGINNING CONSTRUCTION ACTIVITIES (OR TO VERIFY ROW, ETC.).
- THE CONTRACTOR SHALL COORDINATE WORK AND COOPERATE WITH POLK CITY PERSONNEL.
- MAINTAIN ALL CUT AND FILL AREAS FOR SURFACE DRAINAGE AT ALL TIMES.
- ALL AREAS TO RECEIVED FILL TO BE BENCHED.
- PREPARE BOTTOM OF BENCH FOR FILL BY DISCING TO A DEPTH OF 6 INCHES.
- ALL SITE FILL SHALL BE COMPACTED TO A DENSITY THAT IS NOT LESS THAN 95% STANDARD PROCTOR DENSITY.
- THE DEVELOPER AND/OR CONTRACTOR SHALL BE RESPONSIBLE TO PROVIDE POLK CITY WITH RECORD DRAWINGS OF ALL IMPROVEMENTS AS PER CITY STANDARD PROCEDURES.
- INSPECTION SERVICES FOR PUBLIC IMPROVEMENTS ARE TO BE PROVIDED BY POLK CITY.
- A 4 YEAR MAINTENANCE BOND WILL BE REQUIRED FOR ALL WORK WITH POLK CITY

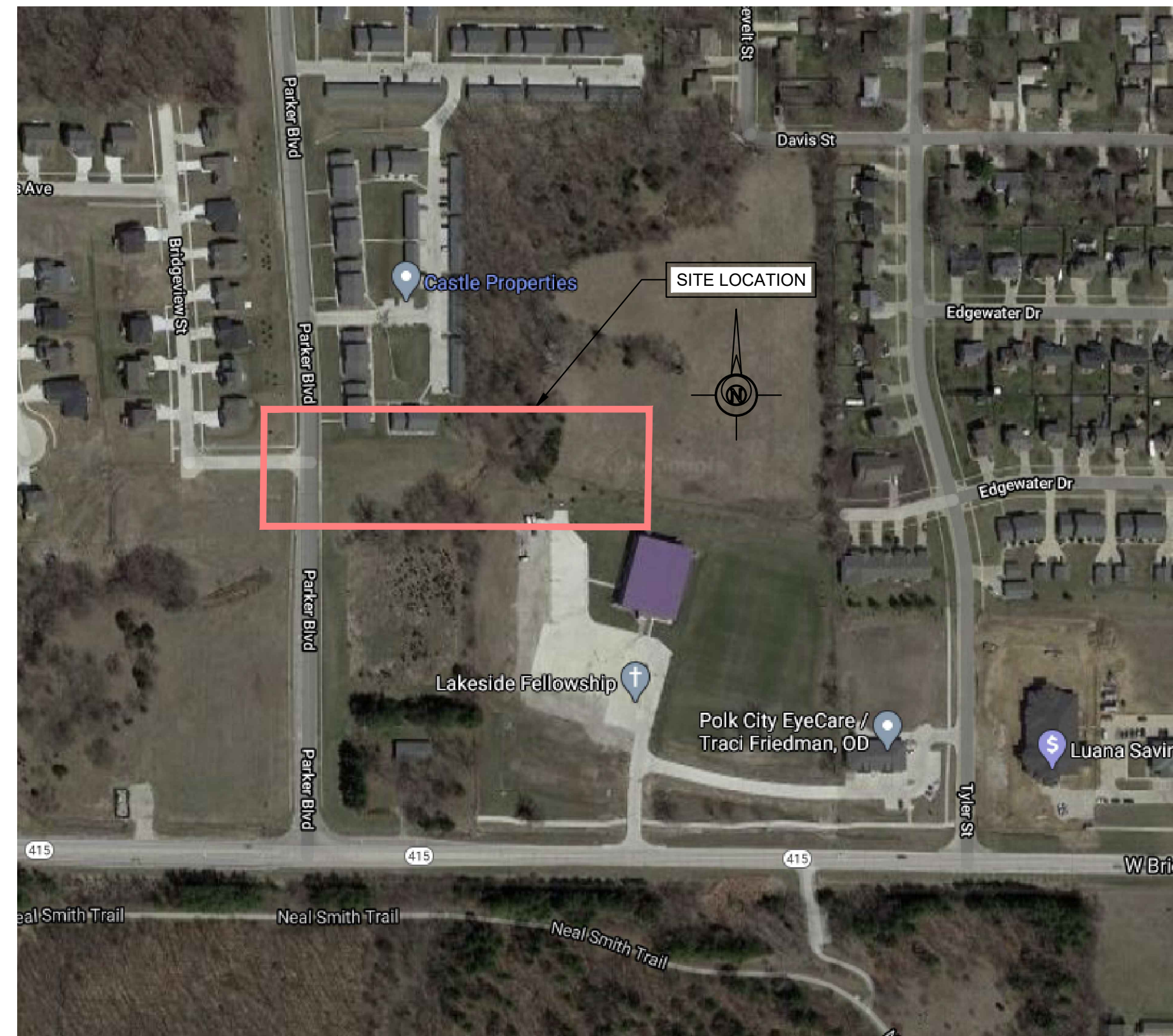
GENERAL UTILITY NOTES:

- ALL CONSTRUCTION IS TO BE IN ACCORDANCE WITH THE 2020 STATEWIDE URBAN STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENTS (IOWA SUDAS 2020).
- THE LOCATIONS OF THE EXISTING UTILITIES SHOWN HEREIN ARE APPROXIMATE. THEY HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND/OR RECORDS. THE CONTRACTOR IS RESPONSIBLE TO ENSURE THAT ANY EXISTING UTILITIES (SHOWN OR NOT SHOWN) ARE NOT DAMAGED DURING CONSTRUCTION.
- ALL TRENCH BACKFILL SHALL BE 95% STANDARD PROCTOR DENSITY.

STORM SEWER TYPICAL NOTES:

- ALL STORM SEWER IN THE ROW SHALL BE RCP (CLASS III RCP), UNLESS OTHERWISE SPECIFIED.
- ALL PROPOSED RCP STORM SEWER PIPE JOINTS SHALL BE FABRIC WRAPPED AND THE LAST 3 PIPE SECTIONS ON THE APRON SHALL BE TIED WITH RF-14 TYPE II CONNECTORS. ALL APRONS SHALL HAVE A STANDARD FOOTING AND TRASH GUARD.
- ALL SUMP SERVICE LINES SHALL HAVE TRACE WIRE

VICINITY MAP



SHEET INDEX

- COVER
- POLK CITY NOTE SHEET
- NOTE SHEET
- SITE PLAN
- GRADING PLAN
- PAVING PROFILE
- EROSION CONTROL PLAN
- DETAIL

LEGAL DESCRIPTION: (BK: 14963 PG: 590)

LOT A, PARKER TOWNHOMES, AN OFFICIAL PLAT, NOW INCLUDED IN AND FORMING A PART OF THE CITY OF POLK CITY, POLK COUNTY, IA.

IOWA ONECALL CONTACT LIST:

(M52G) MIDAMER-GAS CONTACT NAME : CRAIG RANFELD CONTACT PHONE: 5152526632 CONTACT EMAIL: MECDMSDESIGNLOCATES@MIDAMERICAN.COM	(M52E) MIDAMER-ELEC CONTACT NAME : CRAIG RANFELD CONTACT PHONE: 5152526632 CONTACT EMAIL: MECDMSDESIGNLOCATES@MIDAMERICAN.COM
(CTLIA01) CENTURYLINK CONTACT NAME : TOM STURMER CONTACT PHONE: 3034539927 CONTACT EMAIL: THOMAS.STURMER@CENTURYLINK.COM	(T12) MEDIACOM COMMUNICATIONS CORP CONTACT NAME : TIM ADREON CONTACT PHONE: 5152332318 CONTACT EMAIL: TADREON@MEDIACOMCC.COM
(PCC) POLK CITY, CITY OF CONTACT NAME : JENY GIBBONS CONTACT PHONE: 515-9846233 CONTACT EMAIL: JGIBBONS@POLKCIITYA.IV	

DEVELOPER

CASTLE PROPERTIES
P.O. BOX 66
POLK CITY, IOWA 50226
PROJECT CONTACT: BRUCE LEFKOW
PHONE: 515-249-4587
EMAIL: BLI25600@AOL.COM

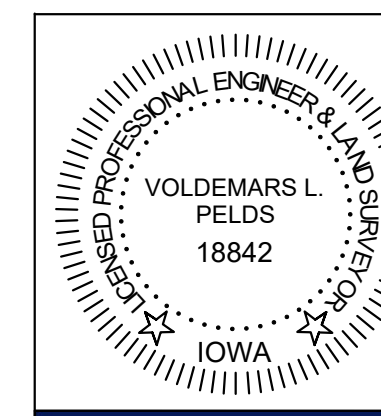
ENGINEER/ LAND SURVEYOR

PELDS DESIGN SERVICES
2323 DIXON ST
DES MOINES, IOWA 50316
PROJECT CONTACT: ELARA JONDLE
PHONE: (515) 265-8196
EMAIL: ELARA@PELDS.COM

CITY CONTACT

CITY OF POLK CITY
112 3RD STREET
POLK CITY, IOWA 50266
PROJECT CONTACT: CHELSEA HUISMAN
PHONE: 515-984-6233
EMAIL: CHUISMAN@POLKCIITYA.GOV

CITY APPROVAL



I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.
Voldebars L. Pelds 1/6/2021
VOLDEBARNS L. PELDS, P.E. IA LIC. NO. 18842 DATE
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2021
ADDITIONAL PAGES OR SHEETS COVERED BY THIS SEAL (NONE UNLESS INDICATED HERE): 1-8

REVISIONS:

- 8-07-2020 - REVISED ACCORDING TO UNOFFICIAL COMMENTS FROM SNYDER ASSOCIATES RECEIVED 6-18-2020
- 9-08-2020 - REVISED ACCORDING TO REVIEW COMMENTS FROM SNYDER ASSOCIATES RECEIVED 8-24-2020
- 10-16-2020 - REVISED ACCORDING TO REVIEW COMMENTS FROM SNYDER ASSOCIATES RECEIVED 10-09-2020

LEGEND:

F.F.	FINISHED FLOOR	▲	CALCULATED SECTION CORNER	⊕	ELEC. MANHOLE	—	CATV	—	CABLE TELEVISION
+/-	MORE OR LESS	▲	FOUND SECTION CORNER	⊕	ELEC. VAULT	—	FO	—	FIBER OPTIC
123.45G	GUTTER ELEVATION	△	PARKING SPACE	⊕	GUY ANCHOR	—	G	—	GAS LINE
123.45TC	TOP OF CURB ELEVATION	□	SIGN	⊕	TEL. JUNCTION BOX	—	OHE	—	OVERHEAD ELEC.
123.45 / 123.45	EXISTING/ PROPOSED ELEVATION	□	STREET LIGHT	⊕	CABLE TV JUNCTION BOX	—	OHT	—	OVERHEAD TEL.
FL	FLOWLINE ELEVATION	□	POWER POLE	⊕	GAS VALVE	—	SAN	—	SANITARY SEWER
⊕	CONTROL POINT	□	LIGHT POLE	⊕	GAS METER	—	ST	—	STORM SEWER
○	CALCULATED CORNER	□	AREA LIGHT	⊕	SANITARY SEWER MANHOLE	—	UGE	—	UNDERGROUND ELEC.
●	FOUND CORNER	□	ELEC. TRANSFORMER	⊕	STORM SEWER MANHOLE	—	UGT	—	UNDERGROUND TEL.
		□	ELEC. METER	⊕	CLEANOUT	—	W	—	WATER
		□	ELEC. BOX	⊕	DOWNSPOUT	—	—	—	FENCE LINE
		□		⊕		—	—	—	
		□		⊕		—	—	—	
		□		⊕		—	—	—	
		□		⊕		—	—	—	

TITLE: EDGEWATER DRIVE EXTENSION AT PARKER BLVD POLK CITY, IOWA			
DATE: 8-07-2020	DATE: 9-08-2020	DATE: 10-16-2020	DATE: 20-035
COPYRIGHT: 2020	DRAWN BY: N. DAY	SCALE: 1" = 40'	DATE: 10-16-2020
PROJECT: 20-035 - BRUCE LEFKOW, POLK CITY NEW STREET ENGINEERING/SITE PLAN SHEET SET		1 - COVER	

POLK CITY ENGINEERING NOTES FOR EDGEWATER DRIVE EXTENSION AT PARKER BLVD POLK CITY, IOWA

IN THE EVENT OF A CONFLICT, THE FOLLOWING NOTES ON THIS SHEET SHALL SUPERCEDE ALL OTHER NOTES IN THE PLAN SET.

TYPICAL NOTES FOR CONSTRUCTION DRAWINGS - PROVIDED BY THE CITY OF POLK CITY
UPDATED: OCTOBER 3, 2017

GENERAL NOTES:

1. ONE WEEK PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL NOTIFY:
 - A. SNYDER & ASSOCIATES
 - B. DEVELOPER
 - C. ENGINEER
 - D. IOWA ONE-CALL
2. THE CONTRACTOR SHALL NOTIFY THE POLK CITY PUBLIC WORKS DIRECTOR AND SNYDER & ASSOCIATES PRIOR TO COMMENCING CONSTRUCTION AND PRIOR TO UTILITY CONSTRUCTION, SUBGRADE PREPARATION, MAIN LINE PAVING AND BOX-OUT PAVING.
3. ALL DESIGN AND CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE STATEWIDE URBAN STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENTS, CURRENT AT THE COMMENCEMENT OF CONSTRUCTION.
4. THE CONTRACTOR AND DEVELOPER'S ENGINEER SHALL ATTEND A PRE-CONSTRUCTION CONFERENCE IS REQUIRED WITH THE CITY AND SNYDER & ASSOCIATES PRIOR TO COMMENCEMENT OF CONSTRUCTION.
5. ALL IOWA DNR AND IOWA DOT PERMITS SHALL BE OBTAINED PRIOR TO THE START OF CONSTRUCTION. THE DEVELOPER IS RESPONSIBLE FOR OBTAINING THE NECESSARY NPDES STORM WATER DISCHARGE PERMIT AND FOR MAINTAINING EROSION CONTROL MEASURES IN CONFORMANCE WITH THE SWPPP.
6. THE CONTRACTOR SHALL PROVIDE ALL SHOP DRAWINGS AND MATERIALS SUBMITTALS TO THE DEVELOPER'S ENGINEER FOR REVIEW, APPROVAL AND THEN PROVISION TO SNYDER & ASSOCIATES PRIOR TO THE PRE-CONSTRUCTION CONFERENCE. MATERIALS SUBMITTALS SHALL INCLUDE MANUFACTURER'S CUT SHEETS OR SIMILAR FOR PIPE MATERIALS FOR ALL UTILITIES AND UTILITY SERVICE LINES; FIRE HYDRANTS, VALVES, CURB STOPS, SUBDRAIN PIPE MATERIALS, CLEAN-OUTS, APRON GUARDS, CONCRETE MIX, MATURITY CURVES OR OTHER ACCEPTABLE TESTING. SHOP DRAWINGS SHALL INCLUDE MANHOLES, INTAKES, BOX CULVERTS, FENCING/GUARD RAILS AND OTHER SPECIALTY CONSTRUCTION ITEMS.
7. THE DEVELOPER'S ENGINEER SHALL IMMEDIATELY NOTIFY SNYDER & ASSOCIATES IF FIELD CONDITIONS DO NOT MATCH THE APPROVED CONSTRUCTION DRAWINGS. THESE CONDITIONS MAY INCLUDE, BUT ARE NOT LIMITED TO, STAKING DISCREPANCIES OF MORE THAN 0.2' VERTICAL OR 1.0' HORIZONTAL, DISCOVERY OF PIPES AND/OR FIELD TILES NOT SHOWN ON PLANS, ELEMENTS SHOWN ON PLANS THAT ARE MISSING IN THE FIELD, OR OTHER DISCREPANCIES BETWEEN THE APPROVED PLANS AND FIELD CONDITIONS.
8. THE CONTRACTOR SHALL VERIFY THE LOCATION AND PROTECT ALL UTILITIES AND STRUCTURES. DAMAGE TO UTILITIES AND STRUCTURES SHALL BE REPAIRED BY THE CONTRACTOR AT THE CONTRACTOR'S EXPENSE TO THE SATISFACTION OF THE CITY AND THE OWNER.
9. THE CONTRACTOR SHALL CONDUCT CLEAN-UP OPERATIONS ON EXISTING STREETS AND ADJACENT PRIVATE PROPERTY AT THE END OF EACH WORKING DAY OR MORE OFTEN AS DIRECTED BY THE CITY.
10. THE CONTRACTORS SHALL PROVIDE 4-YEAR MAINTENANCE BONDS, IN AN AMOUNT EQUAL TO THE COST OF CONSTRUCTION, FOR THE PAVING AND FOR WATER MAINS, SANITARY SEWERS, STORM SEWERS, INCLUDING ALL UTILITY SERVICES. THE MAINTENANCE BONDS SHALL BE PROVIDED TO THE CITY ENGINEER PRIOR TO COUNCIL ACCEPTANCE OF THE PUBLIC IMPROVEMENTS.
11. THE CONTRACTOR SHALL BE RESPONSIBLE FOR RECORDING THE AS-BUILT LOCATION OF ALL SANITARY SEWER, SUMP AND WATER MAIN SERVICES. A TABLE DIMENSIONING THE DISTANCE FROM THE NEAREST PROPERTY CORNER TO EACH SERVICE SHALL BE PROVIDED TO THE CITY ENGINEER PRIOR TO COUNCIL ACCEPTANCE OF THE PUBLIC IMPROVEMENTS.
12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING AND MAINTAINING TRAFFIC CONTROL IN ACCORDANCE WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
13. HANDICAP RAMPS, IF ANY, FOR DESIGNATED BIKE TRAILS SHALL HAVE BRICK RED TRUNCATED DOMES; ALL OTHER HANDICAP RAMPS SHALL HAVE CHARCOAL GRAY TRUNCATED DOMES FOR DETECTABLE WARNINGS.
14. THE DEVELOPER SHALL BE RESPONSIBLE FOR REIMBURSING THE CITY OF POLK CITY FOR MATERIALS COSTS FOR ALL STREET SIGNS WITHIN THIS PLAT.
15. THE DEVELOPER'S ENGINEER SHALL PROVIDE AS-BUILT MYLARS, CAD FILES IN ELECTRONIC FORMAT, AND PDF FILES OF THE FULL RECORD DRAWING SET TO THE CITY ENGINEER PRIOR TO ACCEPTANCE OF THE PUBLIC IMPROVEMENTS. RECORD DRAWINGS SHALL INCLUDE FLOW LINE ELEVATIONS OF ALL SWALES AT EACH PROPERTY LINE AS PER CITY CODE.
16. THE DEVELOPER'S SURVEYOR SHALL PROVIDE A STATEMENT TO THE CITY ENGINEER CERTIFYING THAT ALL PROPERTY CORNERS HAVE BEEN SET PRIOR TO COUNCIL ACCEPTANCE OF THE PUBLIC IMPROVEMENTS.

GRADING/BACKFILL TYPICAL NOTES:

1. RECONNECT ANY FIELD TILE THAT ARE INTERCEPTED DURING UTILITY CONSTRUCTION.
2. THE CONTRACTOR SHALL TAKE DUE PRECAUTIONARY MEASURES TO PROTECT THE UTILITIES OR STRUCTURES AT THE SITE. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE OWNERS OF UTILITIES OR STRUCTURES CONCERNED BEFORE STARTING WORK. THE CONTRACTOR SHALL NOTIFY THE PROPER UTILITY IMMEDIATELY UPON DAMAGING ANY UTILITY LINE OR APPURTENANCE, OR IF THERE IS ANY INTERRUPTION OF THEIR SERVICE. IF EXISTING UTILITY LINES ARE ENCOUNTERED THAT CONFLICT IN LOCATION WITH NEW CONSTRUCTION, THE CONTRACTOR SHALL NOTIFY THE ENGINEER SO THAT THE CONFLICT MAY BE RESOLVED AND APPROVED BY CITY.
3. STRIP TOPSOIL FROM ALL AREAS WHICH ARE TO BE FILLED OR CUT.
4. STOCKPILE SUFFICIENT TOPSOIL TO RESPREAD TO MINIMUM OF 4-INCHES ON UNPAVED AREAS, INCLUDING FRONT, REAR, AND SIDE YARDS OF ALL LOTS.
5. ALL AREAS TO RECEIVE FILL ARE TO BE BENCHED. PREPARE BOTTOM OF BENCH FOR FILL BY DISCING TO A DEPTH OF 6-INCHES.
6. ALL SITE GRADING FILL SHALL BE COMPACTED TO A DENSITY THAT IS NOT LESS THAN 95% STANDARD PROCTOR DENSITY.
7. THE MOISTURE CONTENT OF THE FILL MATERIAL SHALL FALL WITHIN A RANGE OF OPTIMUM MOISTURE TO 4% ABOVE OPTIMUM MOISTURE.
8. THE CONTRACTOR SHALL PROTECT AND BACKFILL AROUND UNDERGROUND UTILITIES. BACKFILL SHALL BE IN 6-INCH LIFTS, COMPACTED TO 95% STANDARD PROCTOR DENSITY.
9. MAINTAIN ALL CUT AND FILL AREAS FOR SURFACE DRAINAGE AT ALL TIMES.
10. FINAL GRADES WITHIN PAVED AREAS SHALL BE WITHIN 0.1' OF PLAN GRADE, ALL OTHER AREAS TO BE WITHIN 0.2' OF PLAN GRADE.
11. A MINIMUM OF ONE FOOT OF COMPACTED COHESIVE SUBGRADE SHALL BE PROVIDED BENEATH ALL PAVEMENTS.
12. ALL SLOPES WITHIN PUBLIC EASEMENTS, RIGHT-OF-WAY, PARKS, OR LAND TO BE PUBLICALLY OWNED SHALL BE GRADED TO A 4:1, MAXIMUM SLOPE.
13. ALL SLOPES ON PRIVATE PROPERTY SHALL BE 4:1 MAXIMUM, UNLESS THE SPECIFIC LOCATION(S) HAVE BEEN LABELED AS 3:1, MAXIMUM.
14. ALL EXISTING ROADSIDE DITCHES SHALL BE GRADED TO DRAIN.
15. ALL SWALES WITHIN DRAINAGE OR SURFACE WATER FLOWAGE EASEMENTS SHALL BE GRADED TO A 2% MINIMUM SLOPE, MEASURED ALONG THE FLOWLINE OF SAID SWALE. IF THE AS-BUILT CONDITION OF ANY SWALE HAS LESS THAN 2% MINIMUM SLOPE, A 6" SUBDRAIN WILL BE REQUIRED. THE SUBDRAIN SHALL HAVE CLEAR-OUTS LOCATED NEAR PROPERTY LINES WHERE POSSIBLE, BUT IN NO CASE HAVING A SPACING GREATER THAN 200 FEET.
16. HYDRANTS, MANHOLE COVERS, AND VALVE BOXES SHALL BE SET TO CONFORM TO FINISHED PAVEMENT ELEVATIONS.
17. EXISTING TREES SHALL BE SAVED TO THE EXTENT POSSIBLE TO ACCOMMODATE GRADING, UTILITY AND STREET CONSTRUCTION.
18. EXISTING TREES SHALL BE REMOVED FROM EXISTING AND PROPOSED PUBLIC RIGHT-OF-WAY UNLESS THE PUBLIC WORKS DIRECTOR PROVIDES SPECIFIC APPROVAL TO MAINTAIN CERTAIN TREES WITHIN SAID RIGHT-OF-WAY.
19. CONTRACTOR SHALL OBTAIN A GRADING PERMIT PRIOR TO COMMENCING CONSTRUCTION.

SANITARY SEWER TYPICAL NOTES:

1. ALL 8" SANITARY SEWER SHALL BE PVC TRUSS PIPE WITH CLASS "F-3" BEDDING UNLESS OTHERWISE NOTED ON THE DRAWINGS.
2. PROVIDE SANITARY SEWER SERVICE RISERS AS REQUIRED.
3. THE CONTRACTOR SHALL INSTALL SEWER TAPE AT THE END OF EACH SANITARY SEWER SERVICE.
4. ALL INVERTS LOCATED AT AN ELEVATION ABOVE THE CENTERLINE OF THE EXISTING THROUGH PIPE AND LESS THAN 2.0' ABOVE THE MANHOLE FLOOR SHALL HAVE A POURED-IN-PLACE SLOPED INVERT.
5. ALL MANHOLES WITHIN PAVEMENT SHALL HAVE TYPE "B" ADJUSTABLE CASTINGS. ALL MANHOLES NOT WITHIN PAVEMENT SHALL HAVE TYPE "A" NON-ADJUSTABLE CASTINGS.
6. ALL MANHOLES SHALL HAVE 1/1 BARRIERS.
7. CORE DRILL ALL CONNECTIONS TO EXISTING MANHOLES AND PROVIDE SLOPE INVERT.
8. ALL 4" AND 6" SANITARY SEWER SERVICES SHALL BE SDR 23.5 IN ACCORDANCE WITH URBAN STANDARD SPECIFICATIONS. ALL SERVICE LINES SHALL BE EXTENDED 10' INSIDE LOT LINES UNLESS OTHERWISE NOTED ON PLANS.
9. ALL SERVICES AND 8-INCH STUB OUTS SHALL BE CAPPED.
10. MANHOLE STEPS ARE REQUIRED IN ALL SANITARY SEWER MANHOLES.
11. MANHOLES COVERS SHALL HAVE RAISED DIAMOND ROUGHNESS PATTERN.
12. THE CONTRACTOR SHALL JET CLEAN AND VACUUM ANY SECTION OF PIPE, FROM MANHOLE TO MANHOLE, WITH MUD OR DEBRIS MORE THAN 1" DEEP, ALONG WITH ANY DOWNSTREAM SEGMENTS AS REQUIRED DUE TO THIS CONSTRUCTION.
13. THE CONTRACTOR SHALL TELEVIEW EVERY SANITARY SEWER LINE AND PROVIDE A COPY OF THE VIDEO FILE IN DIGITAL FORMAT TO SNYDER & ASSOCIATES. USING A 500 GALLON TANK AND GARDEN HOSE, THE CONTRACTOR SHALL GRAVITY FLOW WATER DOWN THE PIPE JUST PRIOR TO TELEVISIONING SO DIPS AND SAGS CAN BE IDENTIFIED. THE CITY SHALL NOTIFY THE CONTRACTOR OF ANY NECESSARY REPAIRS AND/OR CLEANING REQUIRED PRIOR TO COMMENCING PAVING. THE SEGMENTS SHALL THEN BE RE-TELEVIEWED TO DEMONSTRATE PIPES ARE CLEAN. REPAIRS, IF NECESSARY, AND RE-TELEVISIONING SHALL BE AT THE CONTRACTOR'S EXPENSE.
14. CONTRACTOR SHALL SWEEP ALL JOINTS TO REMOVE ROCKS AND DEBRIS FROM THE ENDS OF PIPE PRIOR TO MAKING THE JOINT CONNECTION. REPAIRS, IF NECESSARY, DUE TO ROCKS AND/OR DEBRIS IN JOINT(S) SHALL BE AT THE CONTRACTOR'S EXPENSE.
15. SAGS IN PIPE SHALL NOT EXCEED TOLERANCES AS SPECIFIED BY SUDAS. REPAIRS, IF NECESSARY, AND RE-TELEVISIONING SHALL BE AT THE CONTRACTOR'S EXPENSE.

STORM SEWER NOTES:


1. ADDITIONAL RIP-RAP MAY BE REQUIRED AT ANY FES BASED UPON FIELD REVIEW BY THE CITY OF POLK CITY.
2. PROVIDE SUBDRAIN BEHIND BACK OF CURB ON PUBLIC STREETS AS REQUIRED BASED ON SUBSURFACE MOISTURE CONDITIONS. ANY SUBDRAIN CROSSING UNDER THE PAVEMENT SHALL BE RCP PIPE.
3. ALL CURB INTAKES SHALL HAVE TYPE "R" VANE GRATES.
4. ALL INTAKES SHALL BE POURED-IN-PLACE CONCRETE OR PRECAST CONCRETE.
5. ALL 12" AND LARGER STORM SEWERS SHALL BE RCP.
6. 8-INCH FOOTING DRAINS TO BE PVC, SDR 35.
7. FOOTING DRAIN SERVICES TO BE 4-INCH PVC, SDR 35. EXTEND SERVICES 10' INSIDE LOT UNLESS OTHERWISE NOTED.
8. ALL INTAKES SHALL BE LOCATED A MINIMUM OF 7.5 FEET FROM END OF RETURNS.
9. CORE DRILL ALL CONNECTIONS TO EXISTING STRUCTURES.
10. THE CONTRACTOR SHALL PROVIDE A MINIMUM OF 3'-6" COVER ON ALL STORM SEWER, INCLUDING SUMP SERVICES.
11. INSTALL CONTINUOUS PERFORATED SUBDRAIN IN LOCATIONS SHOWN ON PLANS.
12. ALL SUBDRAIN, 6-INCHES OR SMALLER, SHALL HAVE CRITTER GUARDS.
13. ALL CLEAN-OUTS SHALL BE SET IN A 12" X 12" CONCRETE PAD.
14. FLARED END SECTIONS AND LAST 3 PIPE SECTIONS MUST BE TIED. ALL FLARED END SECTIONS SHALL HAVE 48-INCH FOOTINGS AND APRON GUARD.
15. THE CONTRACTOR SHALL TELEVIEW EVERY STORM SEWER LINE AND PROVIDE A COPY OF THE VIDEO IN DIGITAL FORMAT TO SNYDER & ASSOCIATES. USING A 500 GALLON TANK AND GARDEN HOSE, THE CONTRACTOR SHALL GRAVITY FLOW WATER DOWN THE PIPE JUST PRIOR TO TELEVISIONING SO DIPS AND SAGS CAN BE IDENTIFIED. THE CITY SHALL NOTIFY THE CONTRACTOR OF ANY NECESSARY REPAIRS AND/OR CLEANING REQUIRED PRIOR TO COMMENCING PAVING. THE SEGMENTS SHALL THEN BE RE-TELEVIEWED TO DEMONSTRATE PIPES ARE CLEAN. REPAIRS, IF NECESSARY, AND RE-TELEVISIONING SHALL BE AT THE CONTRACTOR'S EXPENSE.

WATER MAIN TYPICAL NOTES:

1. PIPE MATERIALS SHALL BE AWWA C900, CLASS 150 PVC.
2. INSTALL NO. 10 THHN STANDARD COPPER TRACER WIRE UNDER PIPE, BRING TRACER WIRE TO SURFACE AT HYDRANTS, TERMINATING IN RECEPTACLE BOX.
3. CONNECT NEW TRACER TO EXISTING USING APPROVED SPLICE KIT AND PROVIDE A GROUND ROD AT END OF TRACER WIRE FOR LOCATION AND EXTENSION IN FUTURE. THE CITY WILL TEST THE TRACER WIRE PRIOR TO ACCEPTANCE OF PLAT AND REPAIRS, IF ANY, SHALL BE AT THE CONTRACTOR'S EXPENSE.
4. HYDRANTS SHALL BE SET 3.5 FEET FROM THE WATER MAIN.
5. PRIOR TO CONSTRUCTION, CONTRACTOR SHALL VERIFY THAT FIRE HYDRANTS WILL NOT CONFLICT WITH SIDEWALK CONSTRUCTION.
6. HYDRANTS, MANHOLE COVERS AND VALVE BOXES SHALL BE SET TO CONFORM TO FINISHED PAVEMENT ELEVATIONS.
7. HYDRANTS TO BE WATROUS PRODUCTS, OPEN LEFT, PAINTED YELLOW.
8. ALL VALVES SHALL BE RESILIENT WEDGE GATE VALVES.
9. SERVICES TO BE 1-INCH COPPER.
10. RISER RODS ARE REQUIRED AT ALL CURB STOPS.
11. STOP BOXES FOR 1" THROUGH 2" WATER SERVICE LINES SHALL INCLUDE A STAINLESS STEEL SELF-CENTERING ROD WITH STAINLESS STEEL COTTER PIN WITHIN THE A STOP BOX HOUSING. ALL STOP BOX INSTALLATIONS SHALL BE COMPLETED IN SUCH A MANNER THAT THE LID IS ALLOW TO RAISE WITH THE FROST AND LOWER IF DRIVEN OVER WITH OUT DAMAGE TO CURB VALVE. FINISH GRADE OF THE LID SHALL BE LEVEL WITH THE SURROUNDING SURFACE AND DOES NOT PRESENT A HAZARD TO THE PUBLIC.
12. WATER MAIN TO HAVE 5/8" FEET BURY, TYPICAL EXCEPT AT CRITICAL CROSSINGS.
13. ALL VALVES SHALL HAVE A VALVE BOX ADAPTER INSTALLED TO MAINTAIN ALIGNMENT.
14. THE CONTRACTOR SHALL REMOVE CHAINS ON ALL HYDRANTS.
15. THE CONTRACTOR SHALL WORK WITH THE CITY OF POLK CITY WATER DEPARTMENT AND SNYDER & ASSOCIATES WHEN OPERATING EXISTING VALVES. WATER SHALL NOT BE TURNED ON WITHOUT PRIOR APPROVAL OF THE CITY OF POLK CITY.
16. WATER CAN NOT BE USED BY THE CONTRACTOR UNLESS IT IS PART OF THE PURIFICATION PROCESS OF THE NEW MAIN. WATER NEEDED FOR ANY REASON AFTER BACTERIA TESTING HAS BEEN COMPLETED AND PASSED WILL NEED PRIOR APPROVAL FROM THE CITY OF POLK CITY.
17. PROVIDE 2" BLOW-OFF AT THE TERMINAL END OF THE 8" WATER LINE UNLESS HYDRANT HAS BEEN PROVIDED.
18. WATER MAIN SHALL BE PRESSURE TESTED AND CHLORINATED, WITH SNYDER & ASSOCIATES PRESENT. RESULTS OF TESTS SHALL BE PROVIDED TO PUBLIC WORKS. IF ANY TESTS DO NOT PASS, THE CONTRACTOR SHALL REIMBURSE THE CITY FOR THE COST OF THE WATER ASSOCIATED WITH RE-TESTING.

PAVING TYPICAL NOTES:

1. THE CONTRACTOR SHALL ATTEND A PRE-POUR MEETING WITH THE CITY AND SNYDER & ASSOCIATES PRIOR TO COMMENCING PAVING OPERATIONS. NO PAVING OPERATIONS SHALL BEGIN UNTIL CONTRACTOR HAS RECEIVED AUTHORIZATION FROM SNYDER & ASSOCIATES.
2. THE CONTRACTOR WILL NEED TO PROVIDE COPIES OF ALL TEST RESULTS REPORTING, INCLUDING BUT NOT LIMITED TO COMPACTION TESTS AND STORM SEWER AND SANITARY SEWER TELEVISIONING, TO SNYDER & ASSOCIATES FOR REVIEW PRIOR TO REQUESTING THE PRE-POUR MEETING.
3. ALL ELEVATIONS ARE PROPOSED FINISHED GRADE AT TOP OF CURB UNLESS OTHERWISE NOTED.
4. PAVEMENTS SHALL BE 6" CONTINUOUSLY-REINFORCED PCC PAVEMENT.
5. ALL REINFORCING SHALL BE EPOXY-COATED REINFORCING STEEL.
6. ALL STREETS SHALL HAVE 6" INTEGRAL CURBS.
7. PROVIDE CURB DROPS FOR SIDEWALKS AT INTERSECTIONS.
8. CONSTRUCTION OF HANDICAP ACCESSIBLE RAMPS, WITH DETECTIBLE WARNINGS AND INCLUDING COMMON SQUARE, SHALL BE THE RESPONSIBILITY OF THE HOMEOWNER UNLESS OTHERWISE NOTED ON THE PLANS.



ELDS DESIGN SERVICES

Architecture | Engineering | Surveying

2323 Dixon Street, Des Moines, Iowa 50316 | PO Box 4626, Des Moines, Iowa 50305 | Ph: 515 265 8196

**EDGEWATER DRIVE EXTENSION
AT PARKER BLVD
POLK CITY, IOWA**

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2 - POLK CITY NOTE SHEET

PELDS ENGINEERING NOTES FOR EDGEWATER DRIVE EXTENSION AT PARKER BLVD POLK CITY, IOWA

GENERAL NOTES

1. THE CITY OF POLK CITY MUST BE NOTIFIED BY ALL CONTRACTORS 48 HOURS PRIOR TO COMMENCING WORK.
2. ALL PROPOSED MATERIALS SHALL BE APPROVED BY THE CITY OF POLK CITY.
3. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CURRENT O.S.H.A. CODES AND STANDARDS. NOTHING INDICATED ON THESE PLANS SHALL RELIEVE THE CONTRACTOR FROM COMPLYING WITH THE APPROPRIATE SAFETY REGULATIONS.
4. ALL NECESSARY CONSTRUCTION SIGNS, BARRICADES AND OTHER TRAFFIC CONTROL DEVICES REQUIRED DURING CONSTRUCTION WILL BE FURNISHED BY THE CONTRACTOR. SIGNS, BARRICADES, AND OTHER TRAFFIC CONTROL DEVICES MUST BE IN CONFORMANCE WITH THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS."
5. PELDS DESIGN SERVICES SHALL NOT BE LIABLE FOR ANY INJURIES THAT HAPPEN ON SITE. THIS SHALL INCLUDE BUT NOT BE LIMITED TO TRENCH COLLAPSES FROM VARYING SOIL CONDITIONS OR INJURIES CAUSED BY UNDERGROUND UTILITIES INCLUDING UTILITIES THAT ARE NOT SHOWN ON PLAN.
6. THE CONTRACTOR IS LIABLE FOR ALL DAMAGES TO PUBLIC OR PRIVATE PROPERTY CAUSED BY THEIR ACTION OR INACTION IN PROVIDING FOR STORM WATER FLOW DURING CONSTRUCTION. DO NOT RESTRICT FLOWS IN EXISTING DRAINAGE CHANNELS, STORM SEWER, OR FACILITIES.
7. IF A PRE-CONSTRUCTION MEETING IS REQUIRED PRIOR TO THE START OF CONSTRUCTION, THE CONTRACTOR SHALL BE RESPONSIBLE TO COORDINATE THIS MEETING.
8. LABORATORY TESTS SHALL BE PERFORMED BY THE OWNER UNLESS OTHERWISE NOTED. THE CONTRACTOR SHALL PROVIDE SAMPLES OF MATERIAL REQUIRED FOR LABORATORY TESTS AND TESTING IN ACCORDANCE WITH THE URBAN STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENTS.
9. THE CONTRACTOR SHALL PROTECT ALL STRUCTURES NOT SHOWN AS REMOVALS ON THE PLANS.
10. THE CONTRACTOR SHALL OBTAIN ANY AND ALL NECESSARY PERMITS PRIOR TO ANY CONSTRUCTION. CONTRACTOR SHALL WORK WITH OWNER OR OWNER'S REPRESENTATIVE ON ALL REQUIRED STORM WATER DISCHARGE PERMITS FROM THE IOWA DEPARTMENT OF NATURAL RESOURCES AND THE CITY OF POLK CITY.
11. THE CONTRACTOR SHALL PICK UP ANY DEBRIS SPILLED ONTO THE ADJACENT RIGHT OF WAY OR ABUTTING PROPERTIES AS THE RESULT OF CONSTRUCTION, AT THE END OF EACH WORK DAY.
12. THE CONTRACTOR IS RESPONSIBLE FOR THE PROMPT REMOVAL OF ALL MUD THAT HAS BEEN TRACKED OR WASHED UNTO ADJACENT PROPERTY OR RIGHT OF WAY UNTIL SUCH TIME THAT PERMANENT VEGETATION HAS BEEN ESTABLISHED.
13. DISPOSE OF ALL EXCESS MATERIALS AND TRASH IN ACCORDANCE WITH FEDERAL, STATE, AND LOCAL REQUIREMENTS. PROVIDE WASTE AREAS OR DISPOSAL SITES OR EXCESS MATERIALS NOT DESIRABLE FOR INCORPORATION INTO THE PROJECT.
14. ALL CONSTRUCTION WITHIN THE PUBLIC R.O.W./EASEMENTS, AND/OR ANY CONNECTION TO PUBLIC SEWERS AND STREETS SHALL COMPLY WITH THE CITY OF POLK CITY.
15. THE CONTRACTOR SHALL CONTACT THE CITY OF POLK CITY TO SCHEDULE ANY REQUIRED INSPECTIONS AT LEAST ONE WEEK PRIOR TO ANY CONSTRUCTION WITHIN PUBLIC R.O.W./EASEMENTS, AND/OR ANY CONNECTION TO PUBLIC SEWERS AND STREETS
16. IN THE EVENT OF ANY CONFLICTING NOTES BETWEEN THE COVER SHEET AND ALL OTHER SHEETS, THE NOTES ON THE COVER SHEET SHALL SUPERCEDE ALL OTHERS

SURVEY NOTES

1. SURVEY WORK WAS COMPLETED BY PELDS DESIGN SERVICES IN MAY 2019. SEE SITE SURVEY PROVIDED AS PART OF THIS SET OF PLANS FOR EXISTING SITE CONDITIONS AND BOUNDARY INFORMATION.

STAKING NOTES

1. CONTRACTOR IS REQUIRED TO HAVE ALL STAKING DONE UNDER THE SUPERVISION OF A LICENSED LAND SURVEYOR AND IN COORDINATION WITH THE PROJECT ENGINEER.
2. CONTRACTOR IS REQUIRED TO HAVE ALL STAKING DONE DIRECTLY UNDER THE GENERAL CONTRACTOR BY A SINGLE COMPANY.
3. STAKING DOES NOT RELIEVE CONTRACTOR OF ULTIMATE RESPONSIBILITY TO CONSTRUCT THE PROJECT PER PLAN.

DEMO NOTES

1. SAWCUT & REMOVE ALL PAVEMENT TO FULL DEPTH OF SLAB.
2. PROTECT ALL TREES NOT CALLED OUT FOR REMOVAL WITH ORANGE CONSTRUCTION FENCE AT THE DRIP LINE.
3. PAVEMENT STRIPING CALLED OUT FOR REMOVAL SHALL BE SANDBLASTED. NO GRINDING WILL BE ALLOWED.
4. PROPERLY DISCONNECT ALL PUBLIC AND PRIVATE UTILITIES, AS NECESSARY.
5. COMPLY WITH LOCAL, STATE, AND FEDERAL REGULATIONS TO REMOVE AND PROPERLY DISPOSE OF SIDEWALKS, STEPS, DRIVEWAYS, AND STRUCTURES (INCLUDING BOTH ABOVE GROUND AND BELOW GROUND ELEMENTS).
6. COMPLY WITH LOCAL, STATE, AND FEDERAL REGULATIONS TO REMOVE FUEL TANKS, SEPTIC TANKS, CISTERNS, AND ANY OTHER UNDERGROUND FACILITIES; AND TO PROPERLY DISPOSE OF ANY LIQUIDS OR PRODUCTS CONTAINED WITHIN THESE ITEMS.
7. PLACE BACKFILL MATERIAL IN HOLES AND DEPRESSIONS, GRADE THE SITE, AND ESTABLISH GROUND COVER.
8. PROTECT EXISTING FIRE HYDRANTS, STREET LIGHTS, TRAFFIC SIGNALS, UTILITY POLES, FIRE ALARM BOXES, WIRE CABLES, UNDERGROUND UTILITIES, AND OTHER APPURTENANCES IN THE VICINITY OF THE DEMOLITION SITE
9. COMPLY WITH NOISE POLLUTION REQUIREMENTS AND ANY WORKING HOUR RESTRICTIONS OF THE JURISDICTION.
10. MAINTAIN OR RE-ESTABLISH ALL TILES, ROADWAY SUBDRAINS, CULVERTS, OR OTHER DRAINAGE FACILITIES NOT IDENTIFIED IN THE CONTRACT DOCUMENTS FOR REMOVAL.
11. IMPLEMENT THE APPROVED EROSION AND SEDIMENT CONTROL PLAN FOR EACH SITE PRIOR TO INITIATING DEMOLITION BY PLACING ALL REQUIRED DEVICES; INCLUDE MEASURES TO PREVENT TRACKING OF MUD ONTO ADJACENT STREETS OR ALLEYS.
12. COMPLY WITH ALL APPLICABLE AIR POLLUTION REQUIREMENTS OF THE JURISDICTION. USE WATER OR APPROPRIATE CHEMICALS FOR CONTROL OF DUST IN THE DEMOLITION AREA, ON HAULING EQUIPMENT, ON ADJACENT ROADWAYS, AND WHEN GRADING THE SITE.
13. TAKE STEPS TO PREVENT THE GENERATION OF LITTER DURING DEMOLITION AND COLLECT ALL LITTER FROM THE DEMOLITION AREA AT THE END OF EACH WORKING DAY. LOAD TRUCKS TO PREVENT LEAKAGE OR BLOWING OF DEBRIS.
14. REMOVE ALL CONCRETE, ASPHALT, OR MASONRY SLABS AND APPURTENANCES.
15. REMOVE AND DISPOSE OF ALL BRUSH, SHRUBS, TREES, LOGS, DOWNED TIMBER, AND OTHER YARD WASTE ON THE SITE UNLESS OTHERWISE SPECIFIED IN THE CONTRACT DOCUMENTS. DO NOT MIX WITH DEMOLITION MATERIAL. REMOVE STUMPS TO A MINIMUM OF 2 FEET BELOW FINISH GRADE. PROTECT ANY TREES OR OTHER VEGETATION NOT DESIGNATED FOR REMOVAL BY PLACING A FENCE AT THE DRIP LINE ENCOMPASSING THE ENTIRE TREE AND KEEPING ALL OPERATIONS OUTSIDE OF THE FENCED IN AREA, INCLUDING STORAGE OF EQUIPMENT OR MATERIALS. AT NO ADDITIONAL COST TO THE CONTRACTING AUTHORITY, REPLACE ANY TREES THAT ARE DESIGNATED FOR PROTECTION BUT ARE DAMAGED BEYOND TREATMENT. THE ENGINEER WILL DETERMINE SIZE AND SPECIES OF THE REPLACEMENT TREE.
16. SAW-CUT ALL HARD SURFACING AT LOCATION OF REMOVAL LIMITS.
17. WHERE SELECTIVE DEMOLITION IS SHOWN AT PAVED AREAS, DEMOLISH THE EXISTING PAVING BACK TO AN EXISTING CONTROL JOINT NEAR THE LOCATION SHOWN.

WETLAND NOTES

1. PELDS DESIGN SERVICES DOES NOT PERFORM WETLAND STUDIES OR WETLAND MITIGATION. IT IS THE OWNER'S RESPONSIBILITY TO DETERMINE IF ANY WETLANDS ARE LOCATED ON THE PROJECT SITE AND PERFORM ANY NECESSARY MITIGATION PRIOR TO THE COMMENCEMENT OF CONSTRUCTION ACTIVITIES.

DISCLAIMER

1. THIS DRAWING IS BEING MADE AVAILABLE BY PELDS DESIGN SERVICES (P.D.S.) FOR USE ON THIS PROJECT IN ACCORDANCE WITH P.D.S.'S AGREEMENT FOR PROFESSIONAL SERVICES. P.D.S. ASSUMES NO RESPONSIBILITY OR LIABILITY (CONSEQUENTIAL OR OTHERWISE) FOR ANY USE OF THESE DRAWINGS (OR ANY PART THEREOF) EXCEPT IN ACCORDANCE WITH THE TERMS OF SAID AGREEMENT.

UTILITY NOTES

1. QUANTITY CALLOUTS ON PIPE LENGTHS ARE APPROXIMATE AND SHOULD BE USED FOR REFERENCE ONLY.
2. PIPE LENGTHS CALLED OUT ON PLANS DO NOT INCLUDE FLARED END SECTION, WHERE APPLICABLE.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOCATION OF ALL UTILITIES. ANY DAMAGE TO SAID UTILITIES SHALL BE REPAIRED TO THE SATISFACTION OF THE OWNER AT THE CONTRACTORS EXPENSE.
4. THE CONTRACTOR SHALL RELOCATE EXISTING UTILITIES AS NECESSARY, SHOWN OR NOT SHOWN.
5. THE CONTRACTOR SHALL COORDINATE WITH THE CITY ON ALL SIZE, DEPTHS, AND MATERIALS OF ALL PROPOSED UTILITIES.
6. THE CONTRACTOR MUST PROVIDE AS-BUILTS OF ALL UTILITIES, INCLUDING DEPTH AND LOCATION OF ALL SERVICES IF REQUIRED BY CITY.
7. IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONTACT THE APPROPRIATE UTILITY COMPANIES PRIOR TO CONNECTION OR DISCONNECTION OF A SERVICE LINE.
8. CONTRACTOR IS TO COMPLY WITH THE LATEST SUDAS SPECIFICATIONS FOR MAINTENANCE, INSTALLATION, AND TESTING FOR CONSTRUCTION.
9. THE CONTRACTOR SHALL COORDINATE THE ADJUSTMENT OF ANY AND ALL EXISTING AND PROPOSED UTILITIES TO PROPOSED GRADES. EXISTING UTILITIES SHALL BE RAISED OR LOWERED IN ACCORDANCE WITH THE UTILITY OWNER REQUIREMENTS. ANY NECESSARY ADJUSTMENTS SHALL BE CONSIDERED INCIDENTAL TO CONSTRUCTION.
10. ACTIVE EXISTING FIELD TILES ENCOUNTERED DURING CONSTRUCTION SHALL BE REPAIRED, REROUTED, OR CONNECTED TO PUBLIC OR PRIVATE STORM SEWER TO REMAIN IN SERVICE. THE TILE SHOULD BE DIRECTED TO PUBLIC STORM SEWER IF POSSIBLE. THE CONTRACTOR SHALL RECORD THE ELEVATION AND LOCATION OF ALL TILES.
11. ALL RIP RAP CALLED OUT ON PLANS SHALL BE UNDERLAIN WITH ENGINEERING FABRIC.
12. ALL STRUCTURE SIZES CALLED OUT ON PLANS ARE MINIMUM INSIDE WALL DIMENSIONS.
13. ALL PROPOSED UTILITIES SHALL BE PRIVATE, UNLESS NOTED OTHERWISE.
14. ALL STRUCTURES CALLED OUT AS "MODIFIED" OR "SPECIAL" SHALL BE ENGINEERED BY THE PRECASTER TO ENSURE STRUCTURE STABILITY. MODIFICATIONS INCLUDE ADDITIONAL WALL LENGTH TO ACCOUNT FOR LARGE PIPE DIAMETERS AND ADDITIONAL WALL WIDTH & BASE DEPTH TO ACCOUNT FOR DEEPER STRUCTURES. ANY AND ALL MODIFICATIONS TO STANDARD STRUCTURES SHALL BE CONSIDERED INCIDENTAL TO BID

ELECTRICAL SERVICE NOTES

15. ALL SITE LIGHTING SHALL NOT SPILL ONTO ADJACENT PROPERTIES OR RIGHT-OF-WAYS
16. TRANSFORMER PAD IS SHOWN FOR REFERENCE ONLY AND MAY NOT BE DRAWN TO ACTUAL SIZE. PAD SHALL CONFORM TO ALL UTILITY COMPANY DESIGN STANDARDS AND SPECIFICATIONS.

SANITARY SERVICE NOTES

17. SANITARY SEWER SERVICE CONNECTIONS SHALL BE PLACED AT A SLOPE OF NO LESS THAN 2%. SERVICES SHALL MAINTAIN 18" OF VERTICAL SEPARATION FROM THE WATER MAIN WITH 18" OF COMPACTED LOW PERMEABILITY SOIL BETWEEN THE UTILITIES WITHIN 10' OF THE CROSSING.

STORM WATER SERVICE NOTES

18. ALL STORM SEWER IN THE ROW SHALL BE RCP (CLASS III RCP), UNLESS OTHERWISE SPECIFIED.
19. ALL PROPOSED RCP STORM SEWER PIPE JOINTS SHALL BE FABRIC WRAPPED AND THE LAST 3 PIPE SECTIONS ON THE APRON SHALL BE TIED WITH RF-14 TYPE II CONNECTORS. ALL APRONS SHALL HAVE A STANDARD FOOTING AND TRASH GUARD.
20. ALL SUMP SERVICE LINES SHALL HAVE TRACE WIRE

WATER SERVICE NOTES

21. WATER SERVICE SHALL BE TYPE K COPPER, DIP OR HDPE, DEPENDING ON SIZE AND JURISDICTIONAL REQUIREMENTS. IF CONTAMINATED OR "HOT" SOILS, ENSURE APPROPRIATE PIPE IS BEING UTILIZED. SIZE OF WATER MAIN AS SHOWN ON PLANS.
22. TRACER WIRE SHALL BE ADDED TO ALL WATER MAIN, AND BROUGHT TO THE SURFACE AT EVERY HYDRANT.
23. THRUST BLOCKS SHALL BE INSTALLED AS REQUIRED AND SHALL BE CONSIDERED INCIDENTAL TO WATER MAIN CONSTRUCTION.
24. ANY AND ALL HYDRANT AND VALVE EXTENSIONS, TOGETHER WITH VERTICAL BENDS, SHALL BE CONSIDERED INCIDENTAL TO WATER MAIN CONSTRUCTION. NO ADDITIONAL PAYMENT WILL BE PROVIDED FOR INCIDENTAL ITEMS.
25. ALL WATER LINES SHALL HAVE A MINIMUM OF 5.5 FEET OF COVER UNLESS NOTED OTHERWISE.

EXISTING UTILITIES NOTES

1. THE LOCATIONS OF THE EXISTING UTILITIES SHOWN HEREON ARE APPROXIMATE. THEY HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND/OR RECORDS. THE CONTRACTOR IS RESPONSIBLE TO ENSURE THAT ANY EXISTING UTILITIES (SHOWN OR NOT SHOWN) ARE NOT DAMAGED DURING CONSTRUCTION: IOWA ONE-CALL (1-800-292-8989).

UTILITY CONFLICT NOTES

1. UTILITY CONFLICTS MAY EXIST ACROSS THE SITE WITH NEW UTILITIES, GRADING, PAVING ETC. MOST UTILITY CONFLICTS HAVE BEEN CALLED OUT FOR CONTRACTOR CONVENIENCE.
2. CONTRACTOR IS RESPONSIBLE FOR ALL UTILITY CONFLICTS BETWEEN AN EXISTING UTILITY AND PROPOSED CONSTRUCTION THAT ARE EITHER CALLED OUT ON THE PLANS OR NOT CALLED OUT.
3. CONTRACTOR SHALL COMPLY WITH ALL DNR REQUIREMENTS FOR PIPE MATERIAL, PIPE JOINTS, AND ANY OTHER APPLICABLE REQUIREMENTS ANY TIME A STORM SEWER OR SANITARY SEWER CROSSES OVER OR LESS THAN 18" BELOW A WATER MAIN.
4. FOR ALL CRITICAL CROSSINGS WITH EXISTING UTILITIES, THE ELEVATION OF THE EXISTING UTILITY SHALL BE FIELD VERIFIED PRIOR TO CONSTRUCTION. NOTIFY PELDS DESIGN SERVICES PRIOR TO CONSTRUCTION IF A CONFLICT EXISTS.

SPECIFICATIONS NOTES

1. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST VERSION OF THE URBAN STANDARDS SPECIFICATIONS FOR PUBLIC IMPROVEMENTS ON THE DATE OF APPROVAL AND THE CITY OF POLK CITY SUPPLEMENTAL SPECIFICATIONS.
2. IN THE EVENT OF A DISCREPANCY BETWEEN THE PROJECT SPECIFICATIONS AND THE CITY OF POLK CITY REQUIREMENTS AND SPECIFICATIONS, PLUMBING CODE, AND URBAN STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENT, THE CITY OF POLK CITY STANDARD SPECIFICATIONS SHALL GOVERN.
3. FOR ALL SPECIFICATION DISCREPANCIES, THE PROJECT ENGINEER SHALL BE CONTACTED PRIOR TO PROCEEDING WITH CONSTRUCTION. IF THE ENGINEER IS NOT CONTACTED, CONTRACTOR SHALL BE RESPONSIBLE FOR ANY PROBLEMS THAT RESULT FROM SAID DISCREPANCIES.

REQUIRED AS-BUILT NOTES

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COST OF AS-BUILT TOPO, IF REQUIRED BY CITY.
2. CONTRACTOR SHALL CONTACT PELDS DESIGN SERVICES TO PERFORM SAID AS-BUILT SURVEYS.
3. IF ANYTHING HAS BEEN CONSTRUCTED INCORRECTLY, CONTRACTOR SHALL BE RESPONSIBLE FOR ALL SUBSEQUENT AS-BUILT SURVEYS UNTIL ISSUES HAVE BEEN RECTIFIED.

PAVING NOTES

1. THE PAVING/ GRADING CONTRACTOR SHALL BACKFILL THE PAVING SLAB AND FINE GRADE THE RIGHT OF WAY AS SOON AFTER THE PAVING AS POSSIBLE. ALL AREAS SHALL BE SODDED IN ACCORDANCE WITH CITY OF POLK CITY SPECIFICATIONS AND THE LATEST VERSION OF SUDAS.
2. SEE DETAILS FOR ALL PAVEMENT THICKNESS.
3. DETECTABLE WARNING PANEL(S) CALLED OUT ON PLANS SHALL BE PER A.D.A. REGULATIONS. PANEL TYPE & COLOR SHALL BE PER CITY STANDARD.
4. ALL WALKS, PARKING LOTS, HANDICAP PARKING, RAMPS, ETC. SHALL COMPLY WITH ALL A.D.A. AND CITY CODES. HANDICAP PARKING SIGNAGE IS REQUIRED FOR ALL HANDICAP STALLS AND SHALL BE CONSIDERED INCIDENTAL. IN EVENT OF A DISCREPANCY BETWEEN THE PLANS AND THE A.D.A./CITY CODES THE A.D.A./CITY CODES SHALL GOVERN. CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING A.D.A. CODES ARE MET.

PAVEMENT SAWCUT NOTES

1. CONTRACTOR TO PROVIDE SAWCUT JOINTING PLAN PRIOR TO ANY CONCRETE PAVEMENT INSTALLATION.
2. PAVEMENT MAY BE REQUIRED TO BE REMOVED AND REPLACED IF PLACED WITHOUT AN APPROVED PLAN.
3. LONGITUDINAL JOINTS IN DRIVE LANES & THE OUTER MOST JOINT OF ALL PARKING AREAS SHALL BE SUDAS TYPE 'L-1' OR 'L-2' JOINTS AND HAVE STEEL. INTERIOR PARKING LOT JOINTS, OTHER THAN THE OUTER MOST JOINT, DO NOT NEED STEEL AND SHALL BE SUDAS TYPE 'B' OR TYPE 'K' JOINTS. ALL TRANSVERSE JOINTS SHALL BE SUDAS TYPE 'C' OR TYPE 'DW' JOINTS WITH STEEL IN THE CASE OF A DAY'S WORK JOINT.

SOIL NOTES


1. STRIP AND STOCKPILE THE TOP 8 INCHES OF SOIL ON ALL DISTURBED AREAS. GRADING CONTRACTOR SHALL STOCKPILE TOPSOIL FOR SHOULDERING.
2. RESPREAD TOPSOIL TO A MINIMUM DEPTH OF 8 INCHES ON ALL GREEN (NON PAVED) AREAS. IMPORT TOPSOIL AS NECESSARY TO ACHIEVE A MINIMUM DEPTH OF 6 INCHES.
3. TOPSOIL SHALL BE FREE OF ALL ROCK AND DEBRIS LARGER THAN 3/4" IN SIZE.
4. TOPSOIL IS DEFINED AS: FERTILE, FRIABLE LOAM, CAPABLE OF SUSTAINING VIGOROUS PLANT GROWTH, FROM WELL DRAINED SITE FREE FROM FLOODING, NOT IN FROZEN OR MUDDY CONDITIONS; REASONABLE FREE FROM SUBSOIL, CLAY LUMPS, ROOTS, GRASS, WEEDS, STONES LARGER THAN 3/4 INCH IN DIAMETER, AND FOREIGN MATTER; ACIDITY RANGE (PH) OF 5.5 TO 7.5; CONTAINING MINIMUM 4 PERCENT AND MAXIMUM 20 PERCENT ORGANIC MATTER.
5. CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING ALL TOPSOIL REQUIREMENTS OF NPDES GENERAL PERMIT NO. 2 ARE MET.

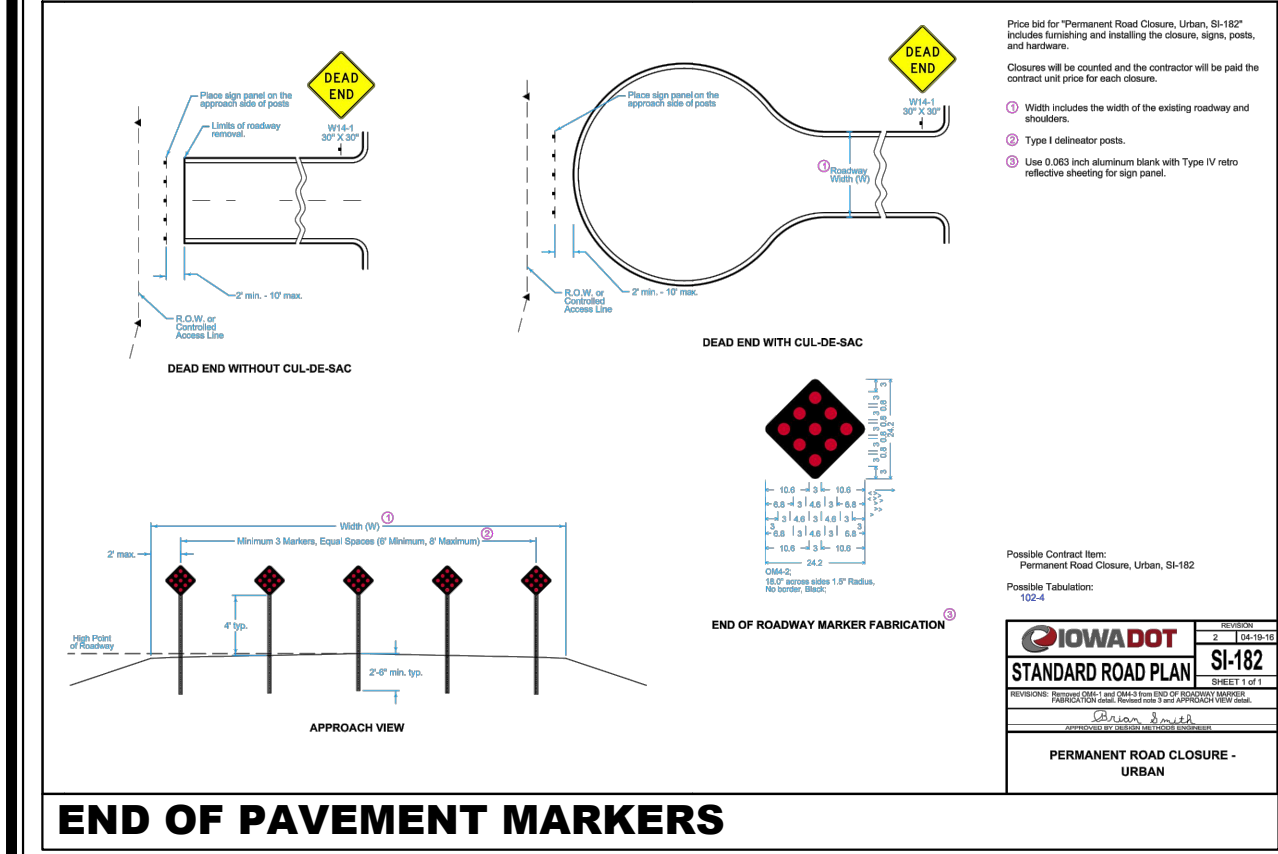
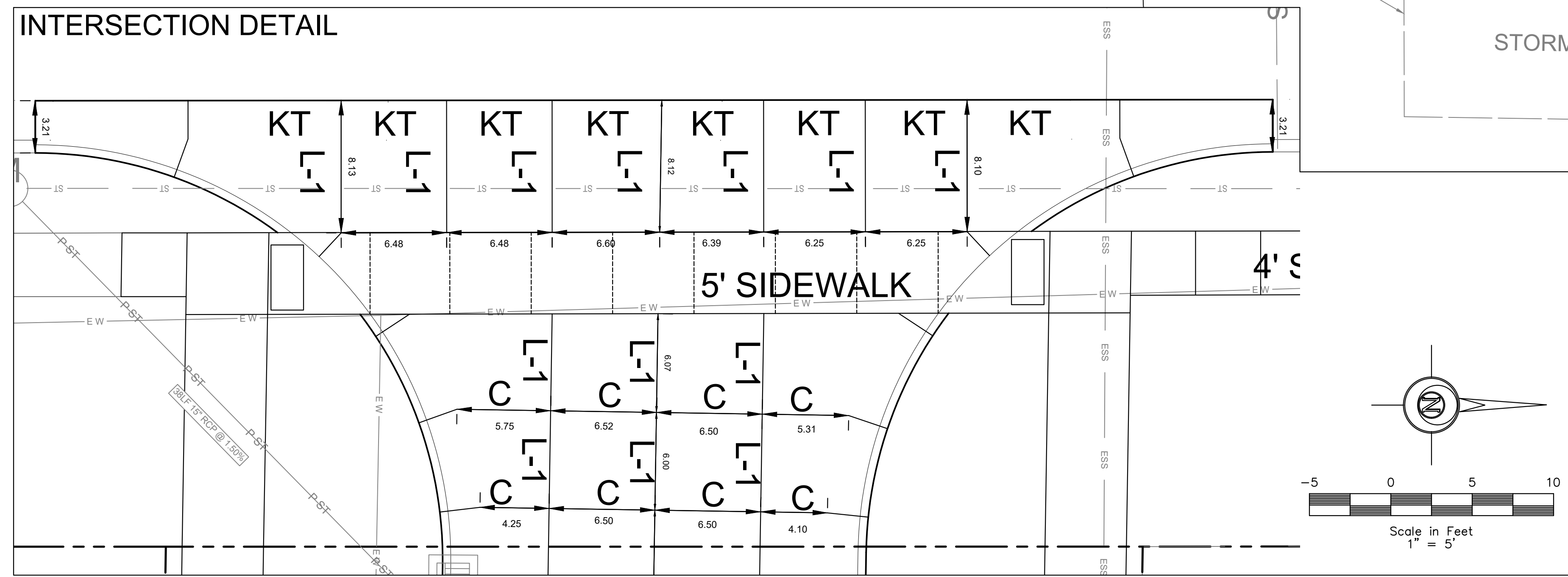
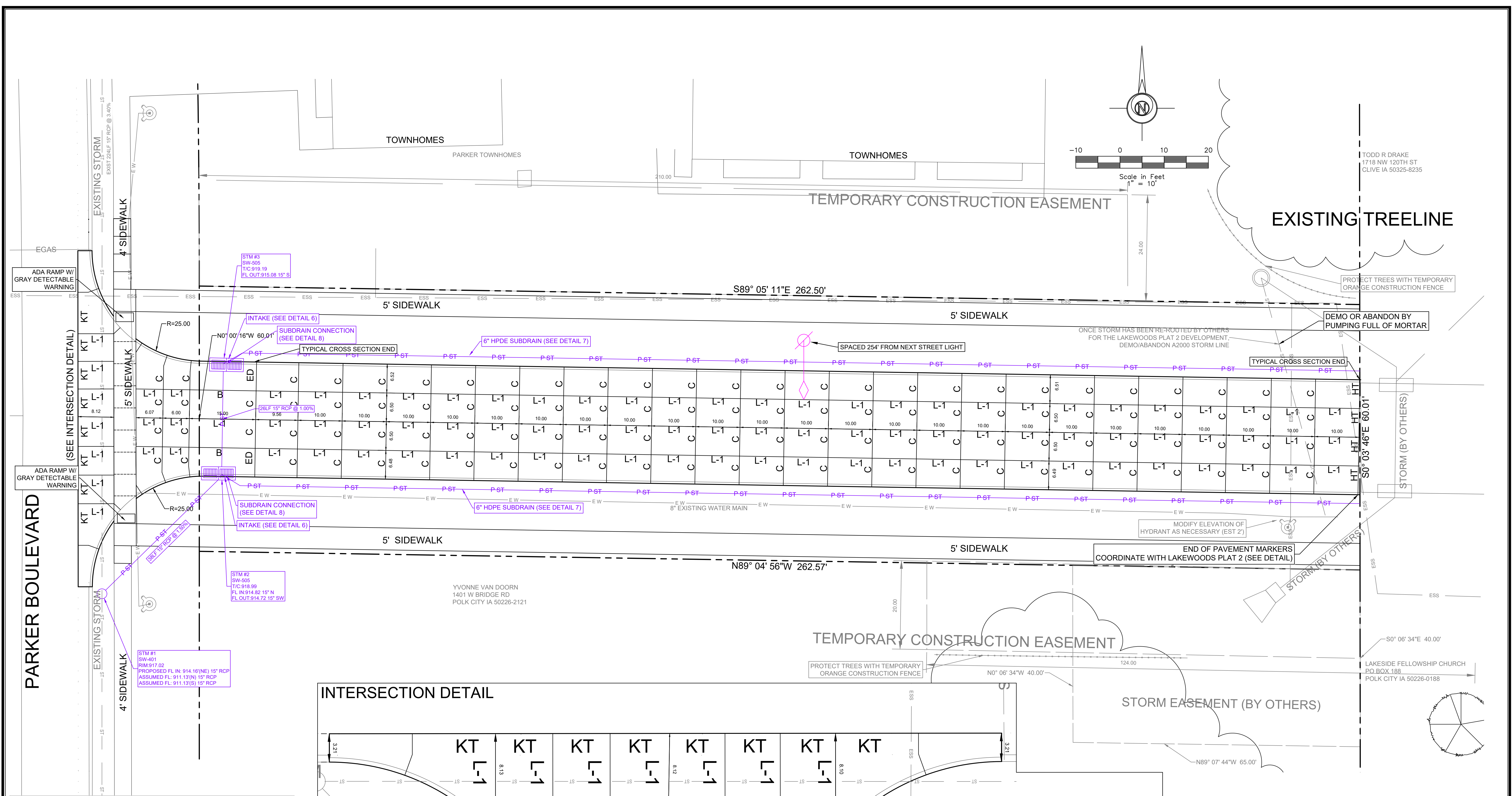
GRADING NOTES

1. AREAS TO RECEIVE STRUCTURAL FILL SHALL BE BENCHED. STRUCTURAL FILL SHALL BE COMPACTED TO A DENSITY THAT IS NOT LESS THAN 95% STANDARD PROCTOR.
2. PREPARE BOTTOM OF BENCH FOR FILL BY DISKING TO A DEPTH OF 12 INCHES AND COMPACT. ANY LOCALIZED AREAS WHICH CANNOT BE SATISFACTORILY COMPACTED OR WHICH SHOW EVIDENCE OF PUMPING ACTION SHALL BE UNDERCUT AND RE-COMPACTED WITH ON-SITE FILL MATERIALS.
3. ALL AREAS WHICH ARE TO RECEIVE PAVING SHALL HAVE THE TOP 12 INCHES DISKED AND COMPACTED TO 95% STANDARD PROCTOR DENSITY.
4. MAINTAIN ALL CUT AND FILL AREAS TO ACCOMMODATE SURFACE DRAINAGE.
5. FINISH GRADE ON ALL NON-PAVED AREAS SHALL BE WITHIN 0.20 FT, AND PAVED AREAS SHALL BE WITHIN 0.10 FT OF THE PROPOSED GRADES SHOWN ON THE PLAN
6. MAXIMUM ALLOWABLE GRADE ON ALL PROPOSED SLOPES IS 3:1.
7. THE MOISTURE CONTENT SHALL NOT DEVIATE FROM THE OPTIMUM BY MORE THAN 2% IN STRUCTURAL FILL.
8. MAXIMUM 2% CROSS-SLOPE ON ALL SIDEWALKS.
9. GRADING AND EROSION CONTROL SHALL BE DONE IN ACCORDANCE WITH THE APPROVED GRADING PLAN, SWPPP, NPDES DOCUMENTS, AND IOWA DEPARTMENT OF NATURAL RESOURCES REQUIREMENTS.

LANDSCAPING NOTES

1. ALL SODDING & LANDSCAPE PLANTINGS SHALL BE INSTALLED IN ACCORDANCE WITH THE URBAN STANDARD SPECIFICATIONS, UNLESS SPECIFIED OTHERWISE.
2. SEED ALL DISTURBED AREAS WITHIN THE CONTRACT LIMITS, UNLESS NOTED OTHERWISE. SOD LIMITS SHOWN ON PLAN ARE FOR REFERENCE ONLY. FINAL LIMITS MAY CHANGE BASED ON CONSTRUCTION ACTIVITIES.
3. STAKE SOD ON ALL SLOPES 4:1 OR GREATER.
4. PLANT QUANTITIES ARE FOR CONTRACTORS CONVENIENCE, THE DRAWING SHALL PREVAIL IF A CONFLICT OCCURS.
5. ALL PLANT MATERIAL SHALL CONFORM TO THE LATEST EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK (ANSI Z60.1).
6. CONTRACTOR SHALL GUARANTEE ALL PLANT MATERIAL FOR A PERIOD OF ONE YEAR FROM THE DATE OF ACCEPTANCE.
7. CONTRACTOR SHALL PLACE SHREDDED HARDWOOD MULCH OR BRICK CHIPS OR WASHED STONE AROUND ALL TREES, SHRUBS AND GROUND COVER BEDS TO A DEPTH OF 4 INCHES, UNLESS NOTED.
8. PROVIDE 6MIL MINIMUM PLASTIC BELOW ROCK/BRICK.
9. THE LANDSCAPING CONTRACTOR SHALL HAVE ALL UTILITIES LOCATED BEFORE STARTING ANY SITE WORK OR PLANTING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES.
10. CONTRACTOR SHALL BE RESPONSIBLE MAINTAINING APPROPRIATE LEVEL OF WATERING FOR ALL NEW PLANTS FOR A PERIOD OF 30 DAYS.
11. ALL BEDS TO RECEIVE GRANULAR PRE-EMERGENT WEED CONTROL BEFORE AND AFTER MULCH IS INSTALLED.

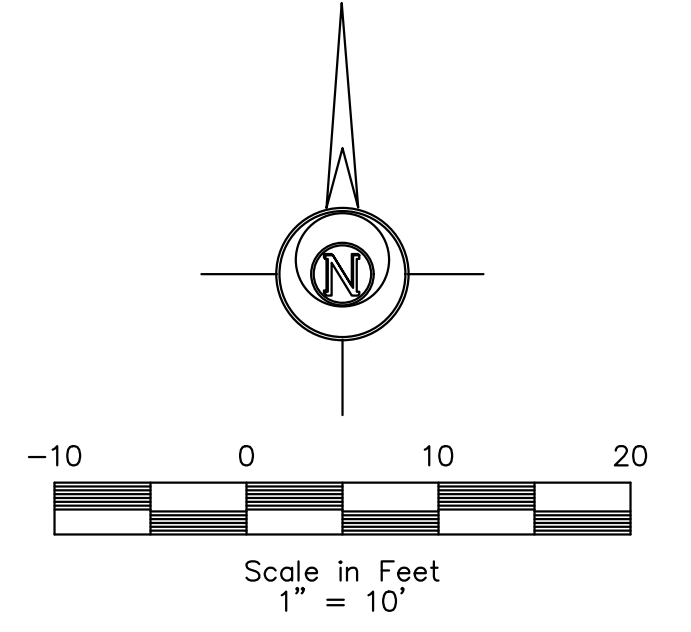
 PELDS DESIGN SERVICES Architecture Engineering Surveying 2323 Dixon Street, Des Moines, Iowa 50316 PO Box 4626, Des Moines, Iowa 50305 Ph: 515 265 8196				
TITLE EDGEWATER DRIVE EXTENSION AT PARKER BLVD POLK CITY, IOWA				
DESIGNER:	REVISIONS:			
COPYRIGHT DATE: -----	DRAWN BY: N. DAY	SCALE:	LATEST REVISION: 10-16-2020	DRAWING NO: 20-035
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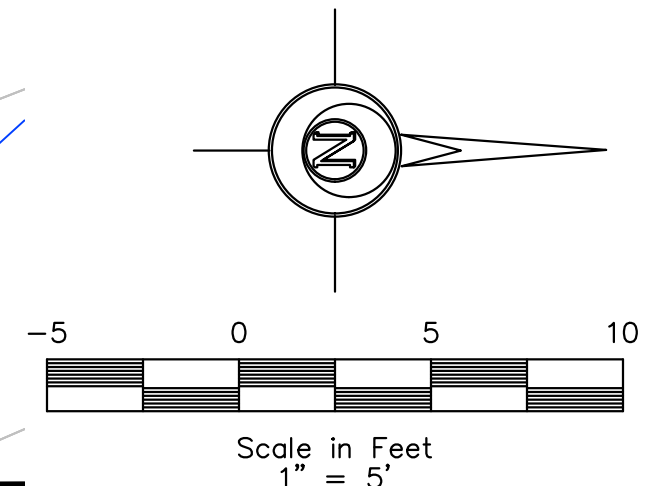
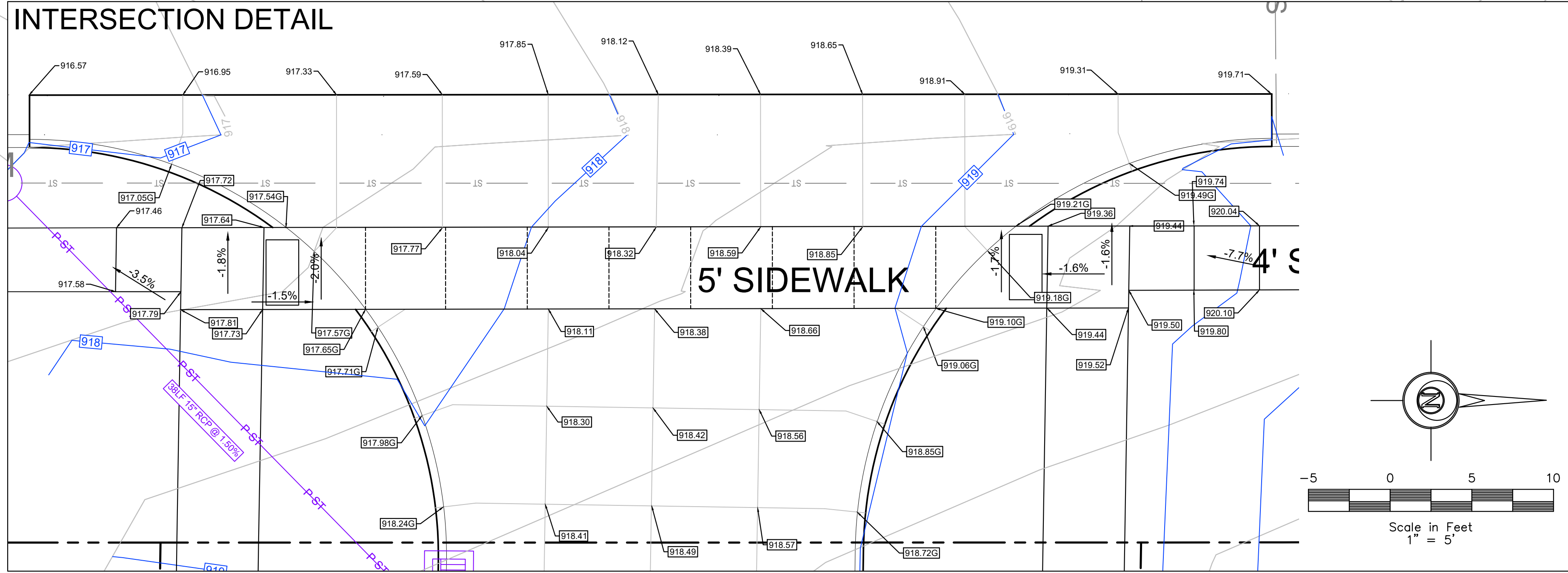
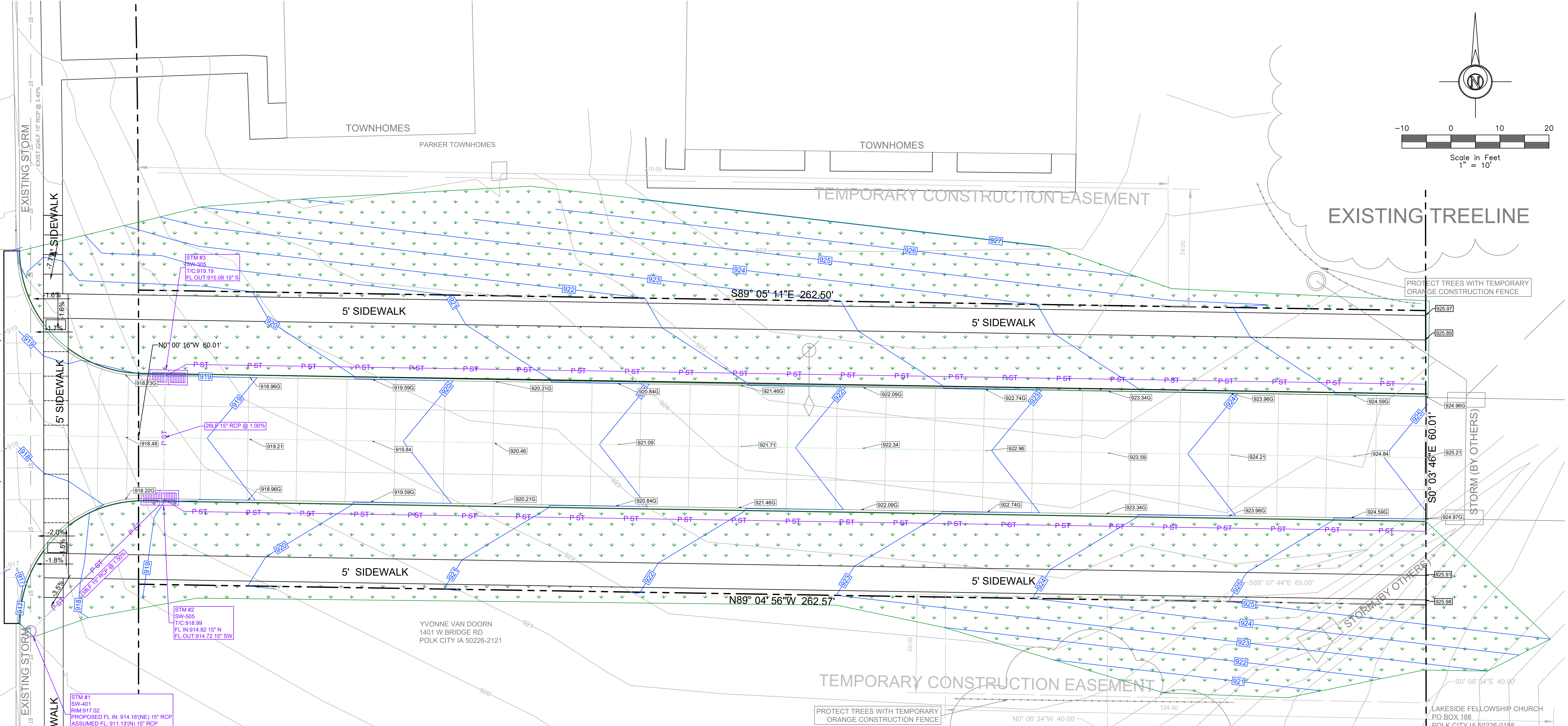
EDGEWATER DRIVE EXTENSION AT PARKER BLVD POLK CITY, IOWA

DATE: 10-16-2020
 DRAWING NO: 20-035
 4 - SITE PLAN



PARKER BOULEVARD

(SEE INTERSECTION DETAIL)



NOTES:

- SEED/SOD AREA: 13,137 SQ.FT.
- SEED SHALL BE PERMANENT SUDAS TYPE 1 URBAN MIXTURE

ELDS DESIGN SERVICES

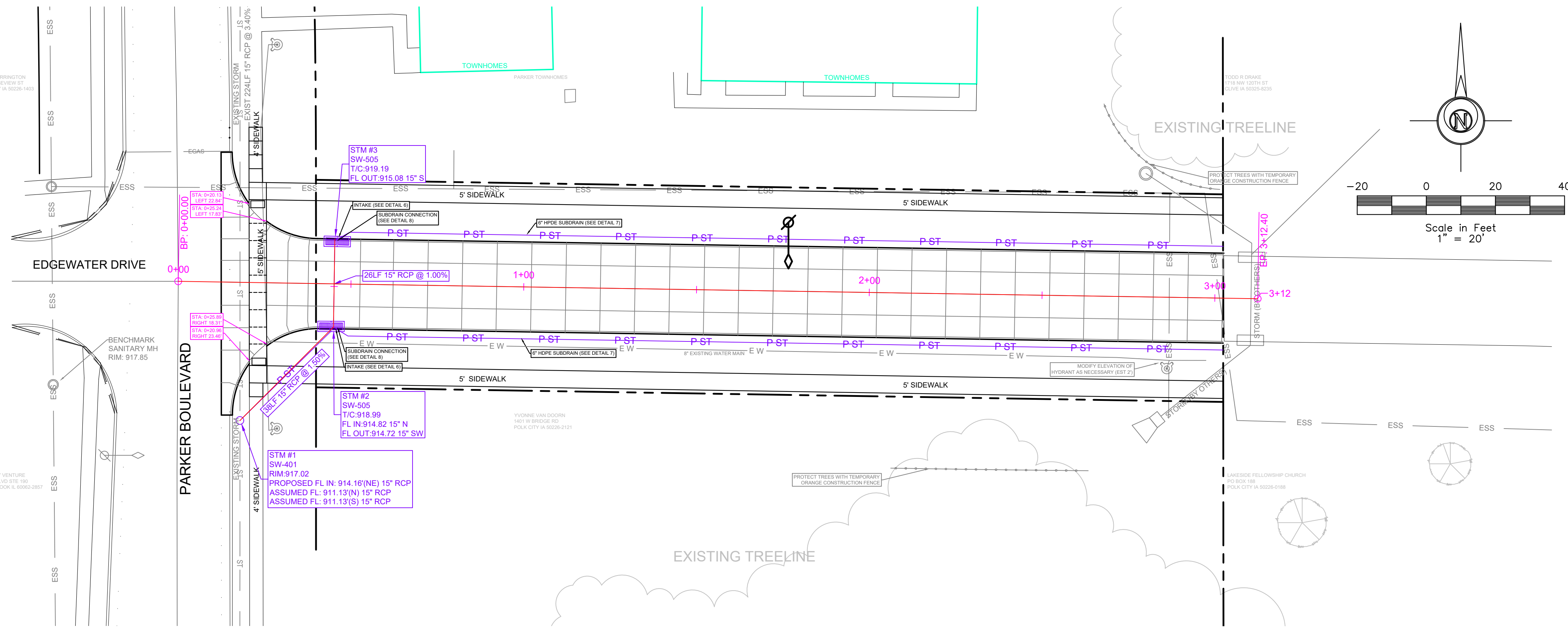
Architecture | Engineering | Surveying

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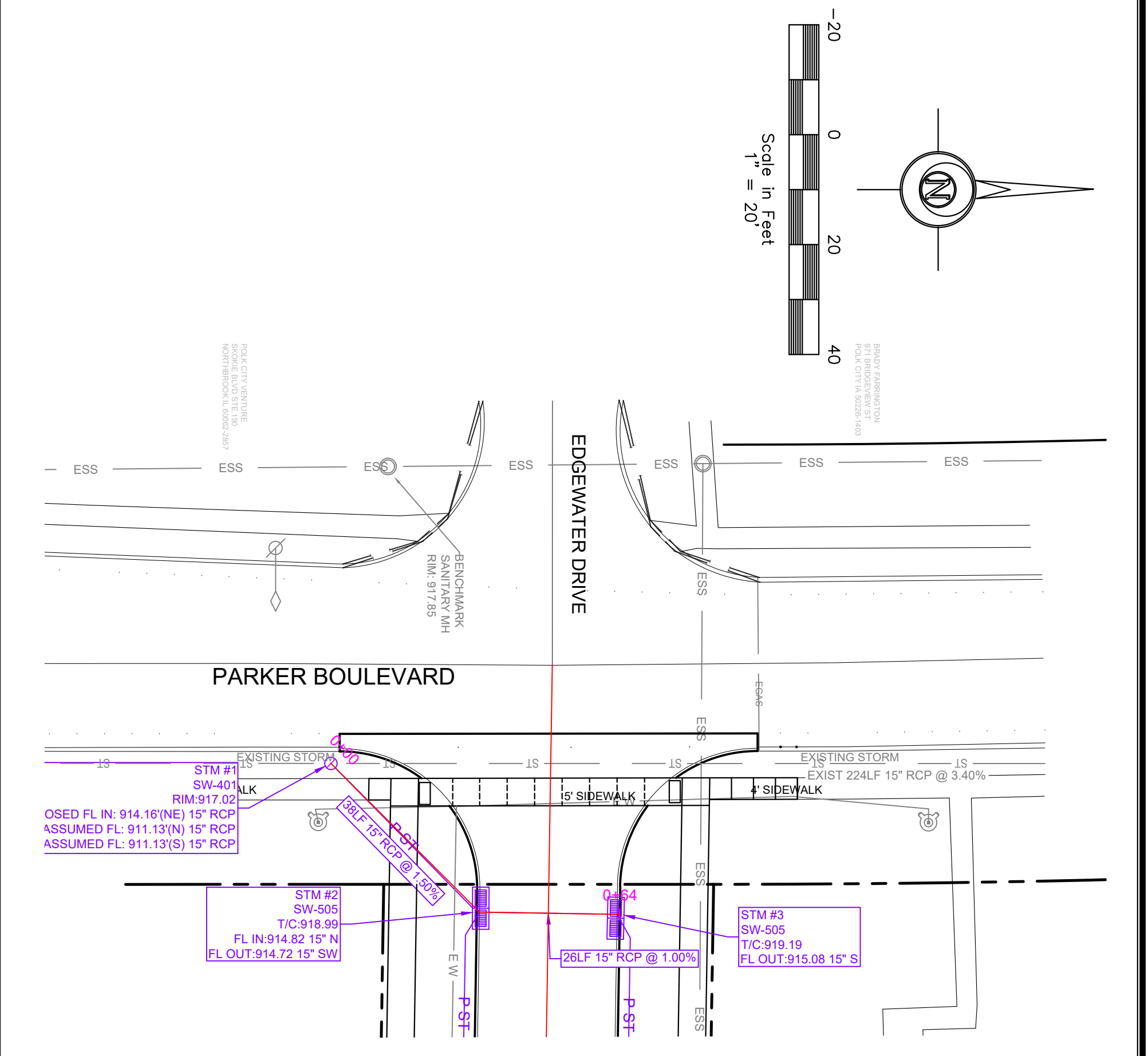
**EDGEWATER DRIVE EXTENSION
AT PARKER BLVD
POLK CITY, IOWA**

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DRAWING NO: 20-035			DATE: 10-16-2020

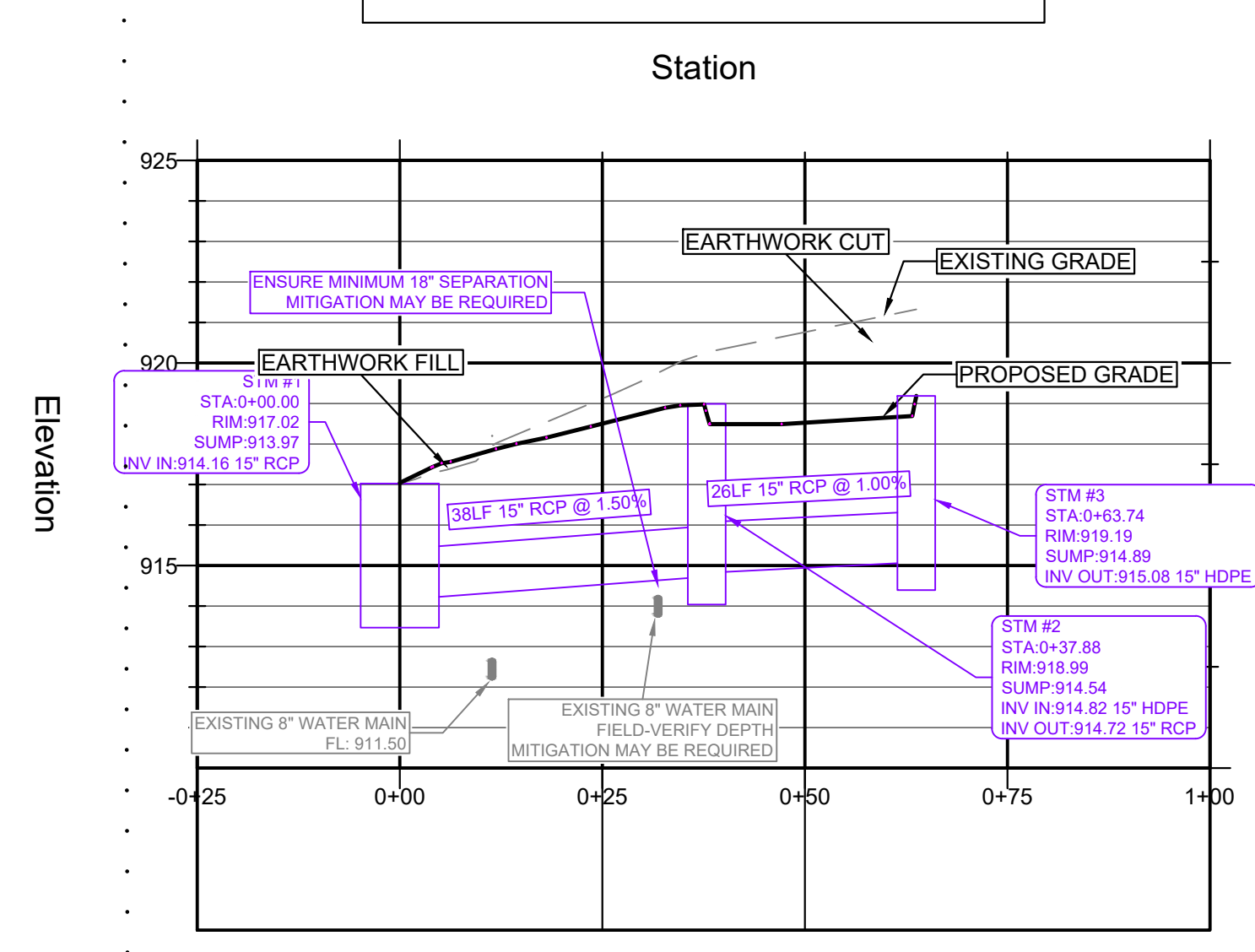
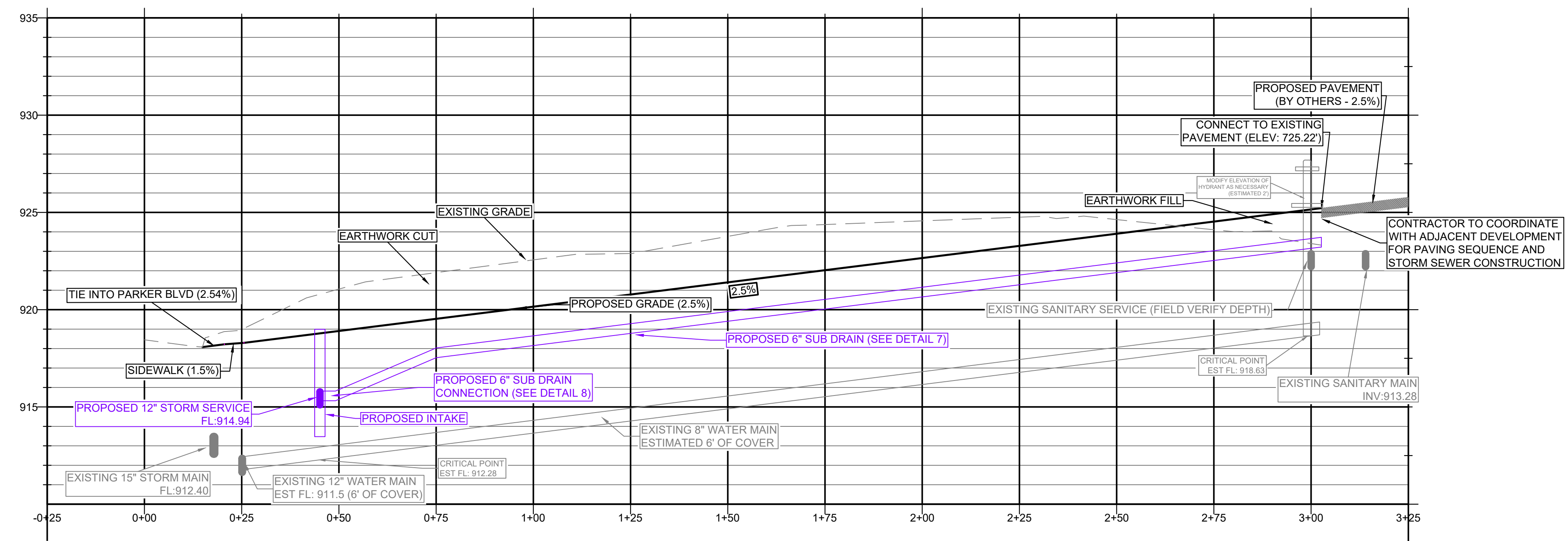
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EDGEWATER DRIVE EXTENSION PROFILE



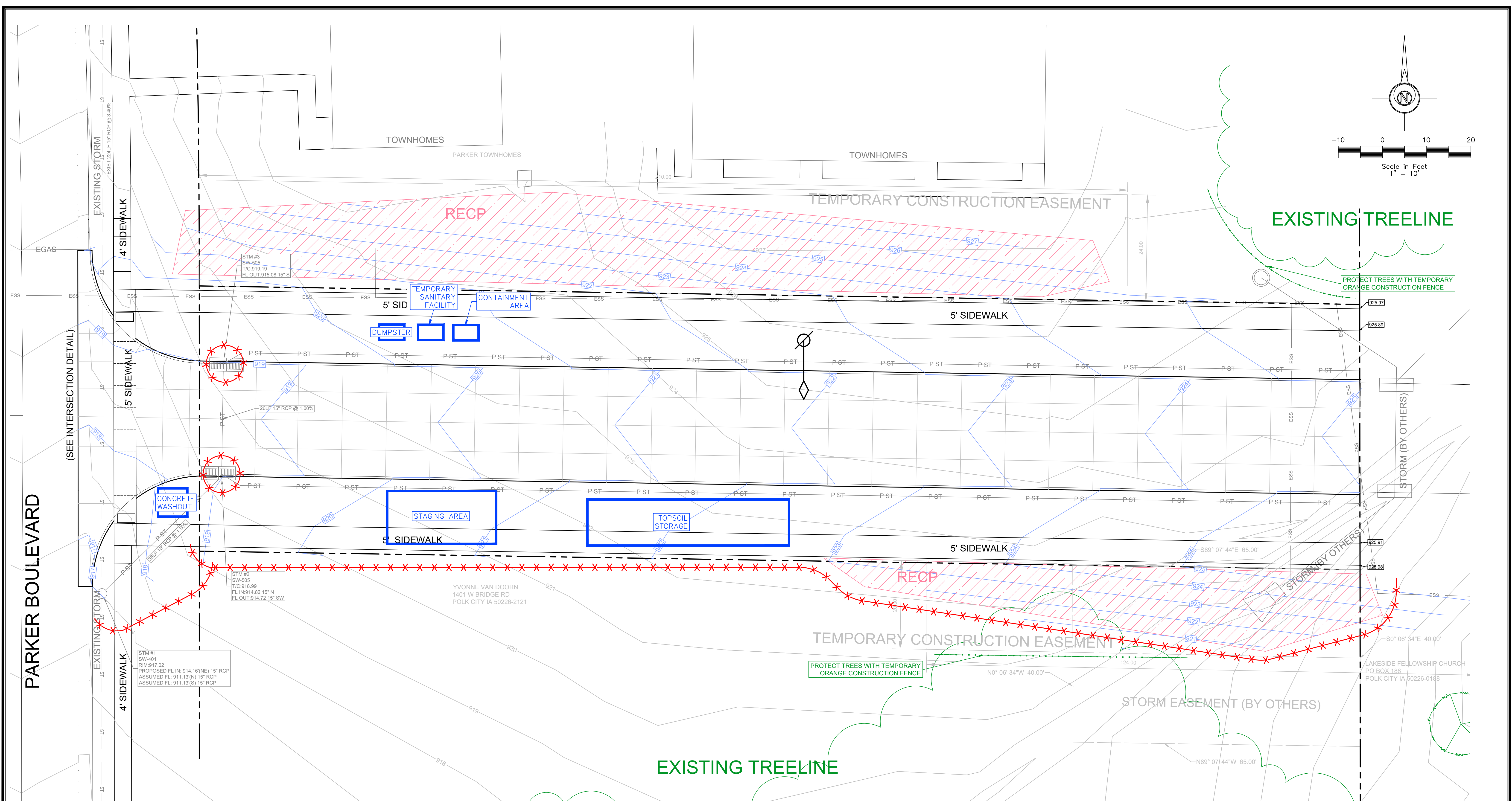
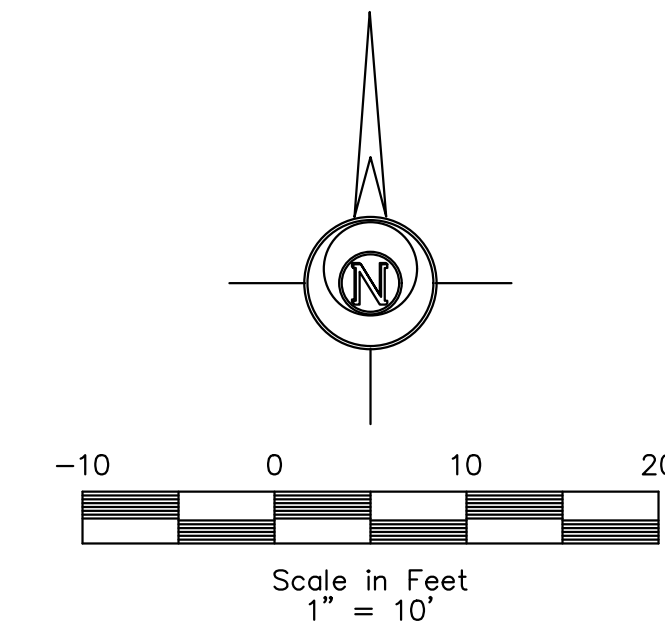
PROPOSED STORM PROFILE



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**EDGEWATER DRIVE EXTENSION
AT PARKER BLVD
POLK CITY, IOWA**

BENCHMARK	REVISION			
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PARKER BOULEVARD

(SEE INTERSECTION DETAIL)

- ROLLED EROSION CONTROL BLANKET
- FILTER SOCK

- SWPPP NOTES:**
1. LOCATION OF STAGING AREAS TO CONTAIN: JOB TRAILERS, FUELING LOCATION, TEMPORARY SANITARY FACILITIES, MATERIALS STORAGE, CONCRETE WASHOUT AREA. CONTROL RUNOFF WITH DIVERSION BERMS OR SILT FENCE AND DIRECT TO SEDIMENT BASIN WHERE POSSIBLE.
 2. ALL REQUIRED INTERIOR & PERIMETER SILT FENCE MAY NOT BE SHOWN.
 3. SEED/MULCH OR SOD ALL DISTURBED AREAS NOT PAVED OR DEVELOPED.
 4. ADDITIONAL CONTROLS MAY BE REQUIRED DEPENDING ON PHASING & SITE CONDITIONS. CONTRACTOR IS RESPONSIBLE FOR IDENTIFYING, NOTING & IMPLEMENTING.
 5. A 4" LAYER OF TOPSOIL SHALL BE RESPREAD FROM THE STOCKPILE ONSITE TO PERVIOUS SURFACES THAT WERE DISTURBED DURING CONSTRUCTION, UNLESS FINANCIALLY OR TECHNOLOGICALLY INFEASIBLE.

NOTES:
IF TOPSOIL STORAGE REMAINS UNDISTURBED FOR 14 DAYS, IT MUST BE STABILIZED

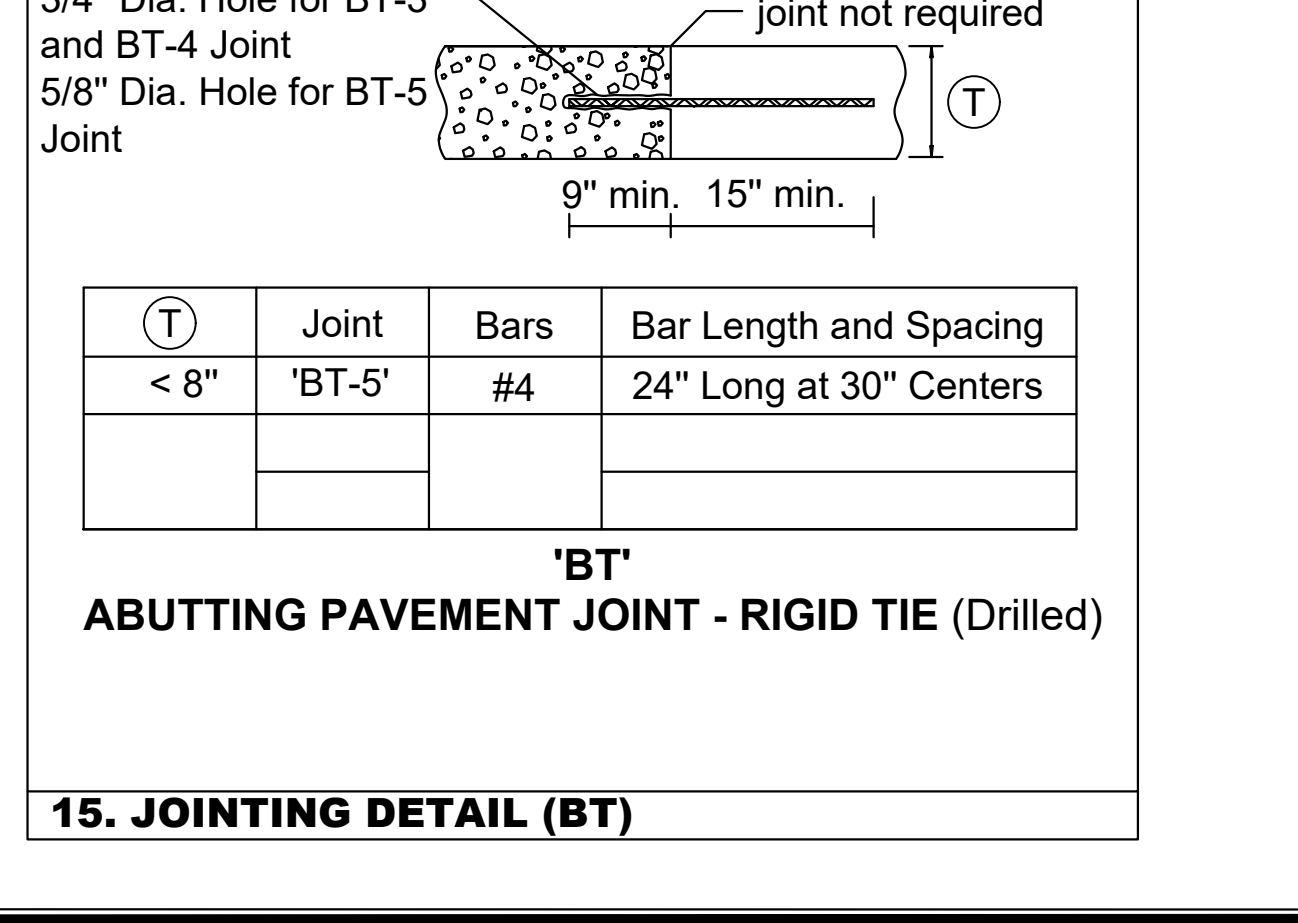
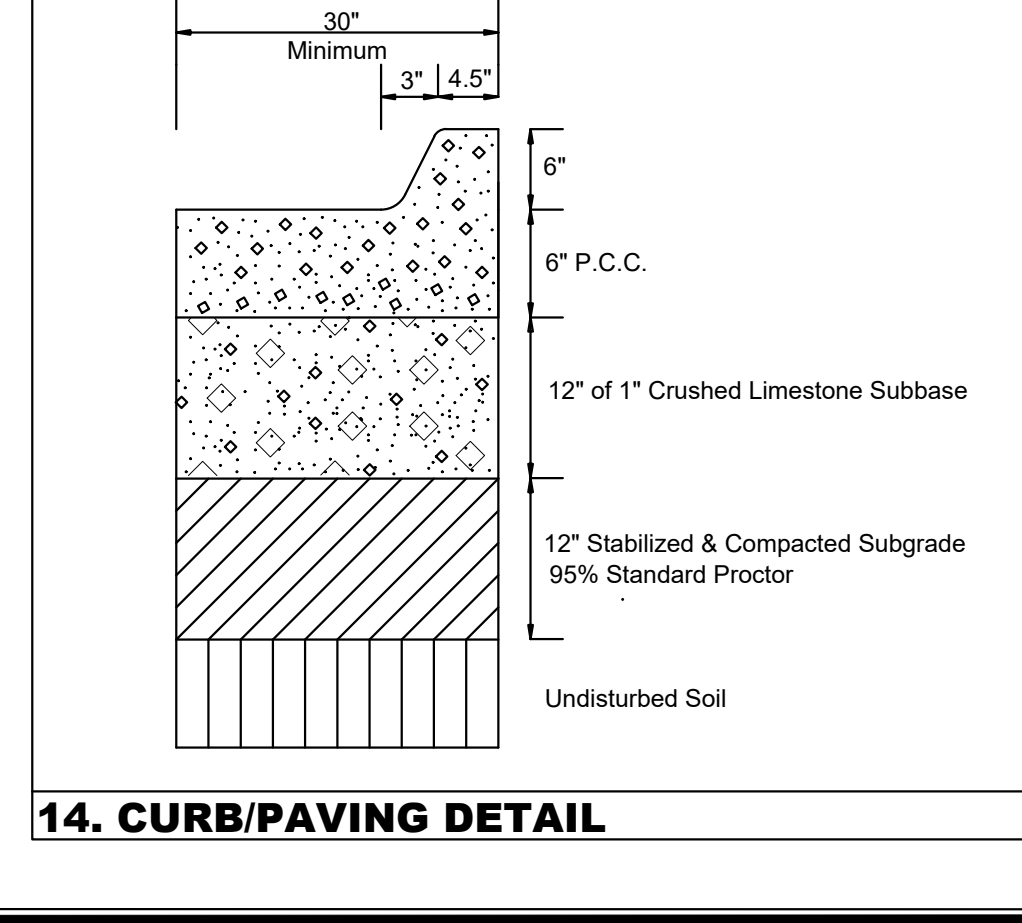
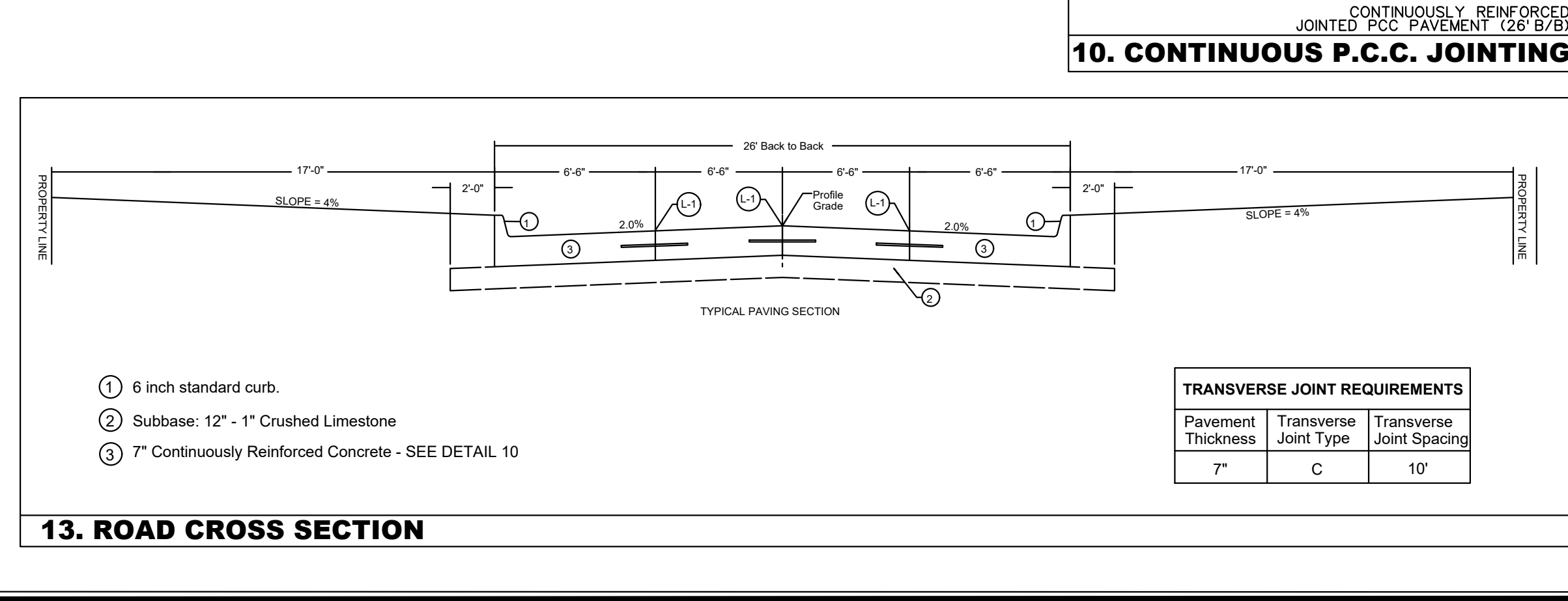
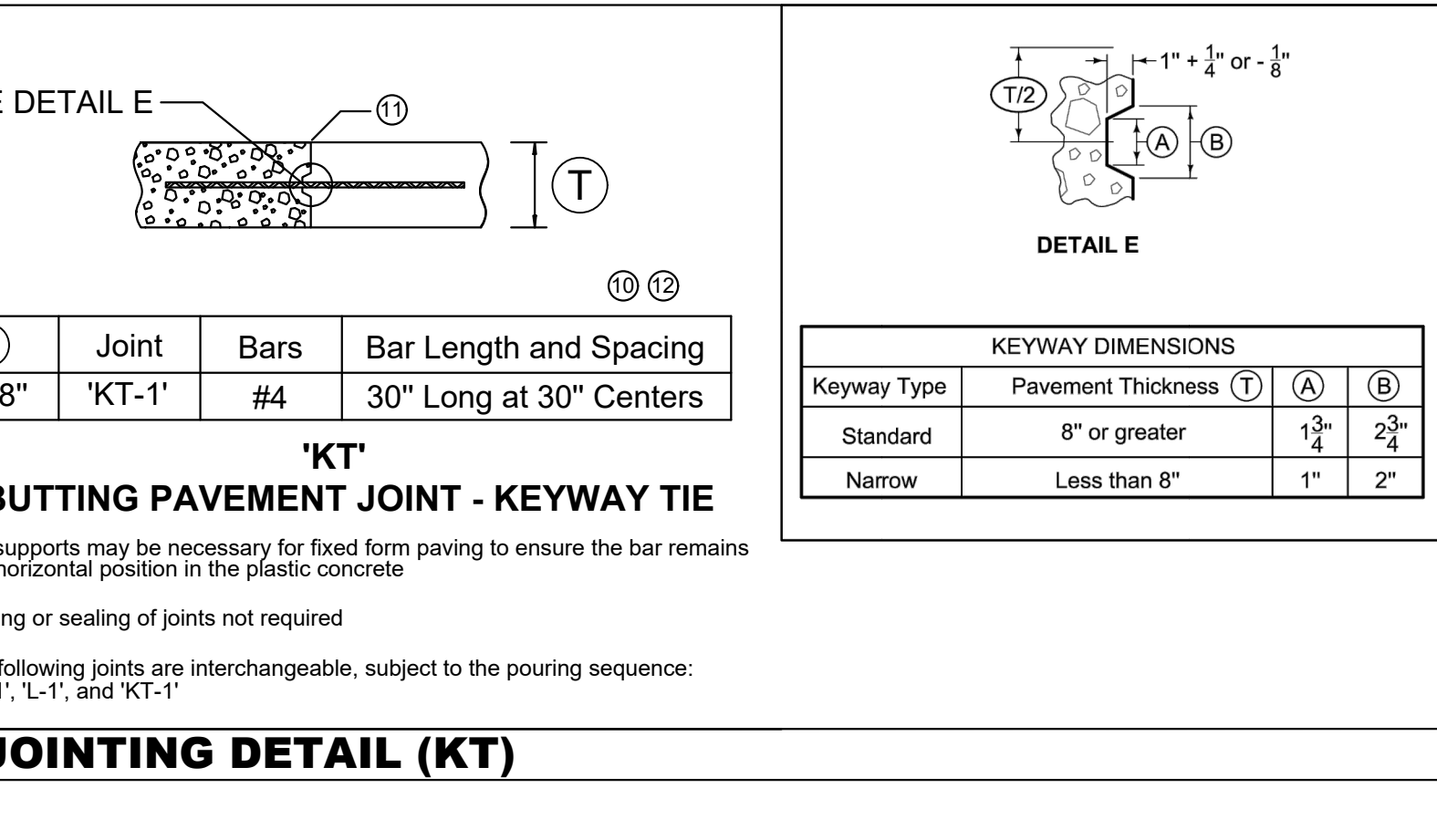
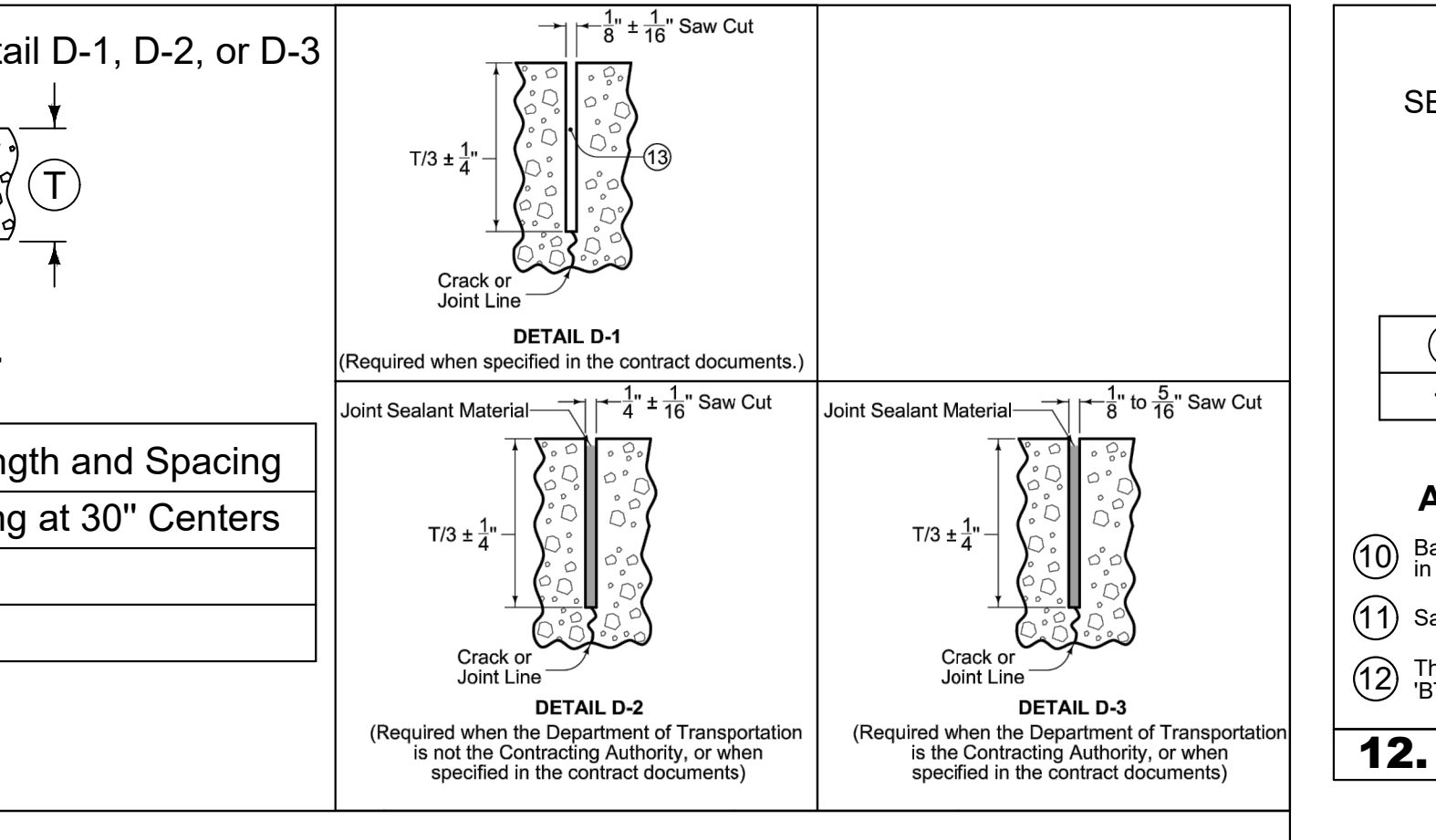
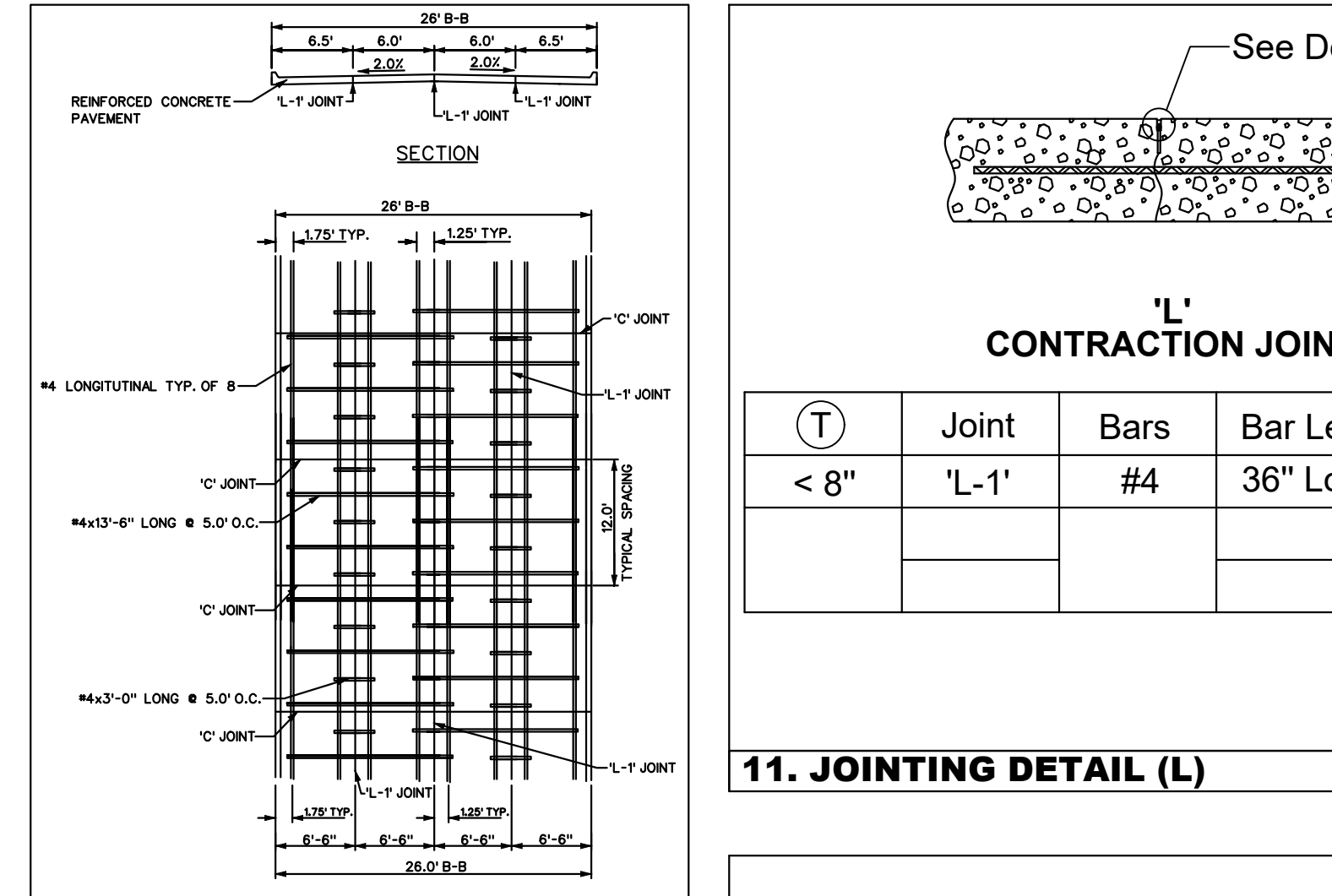
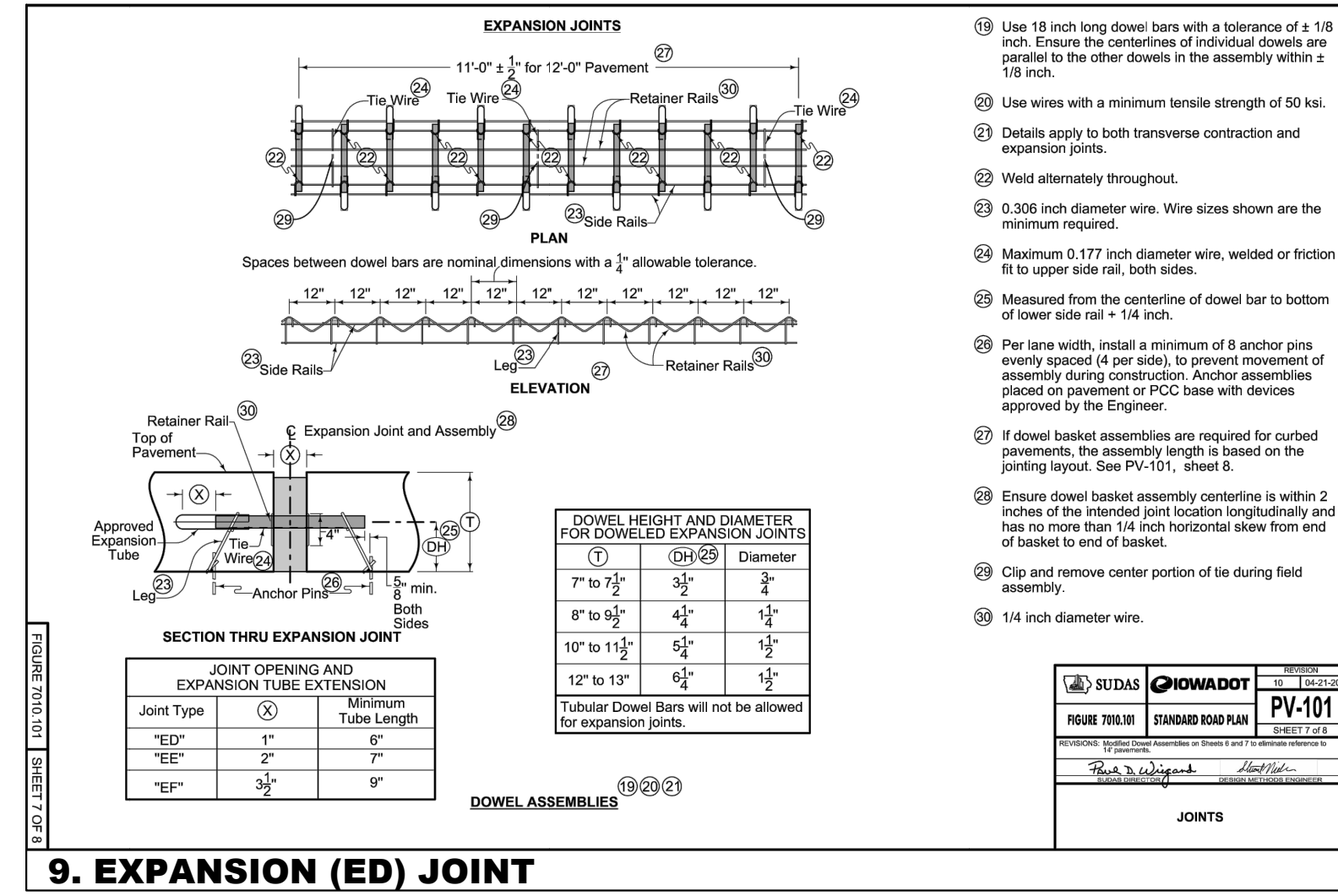
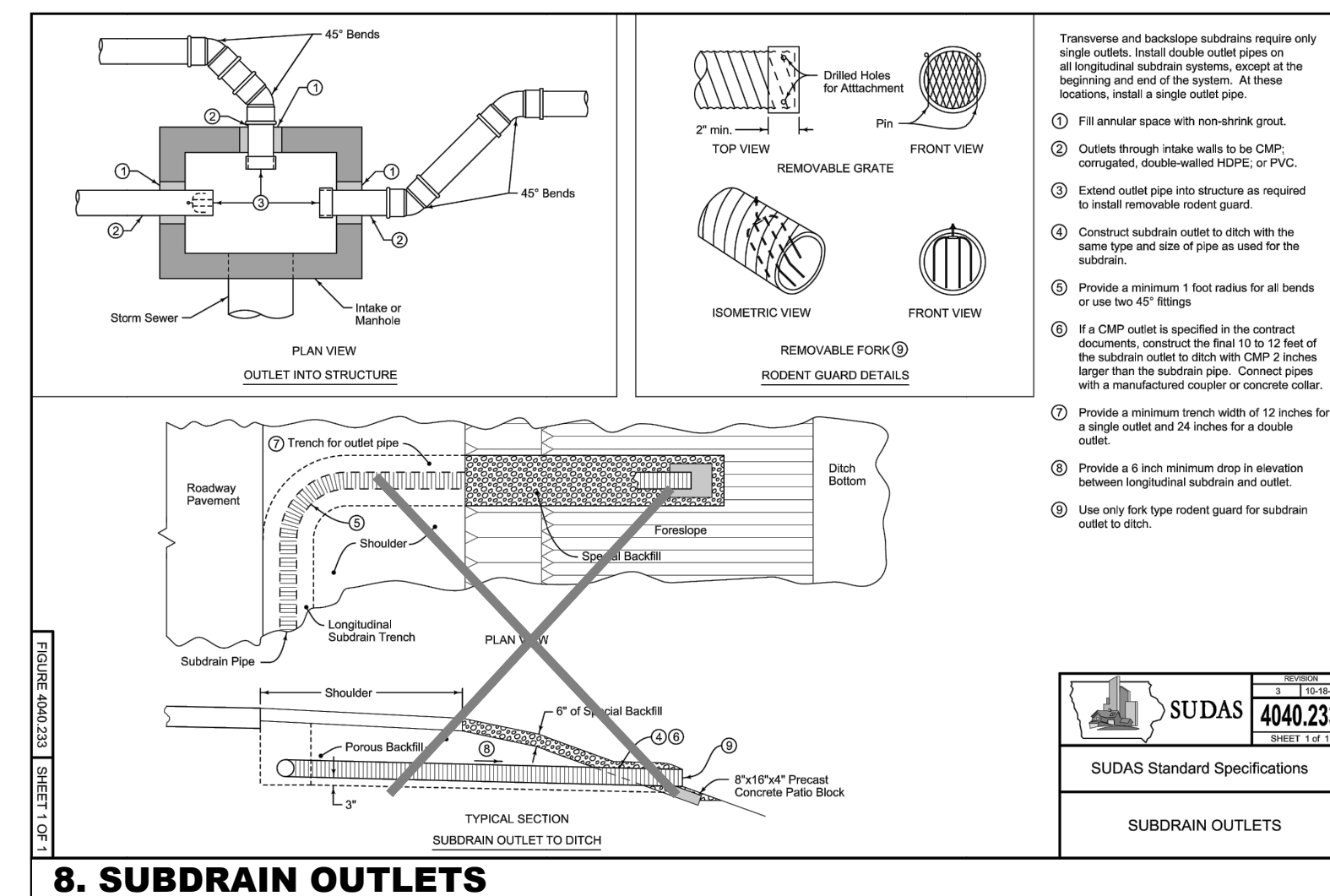
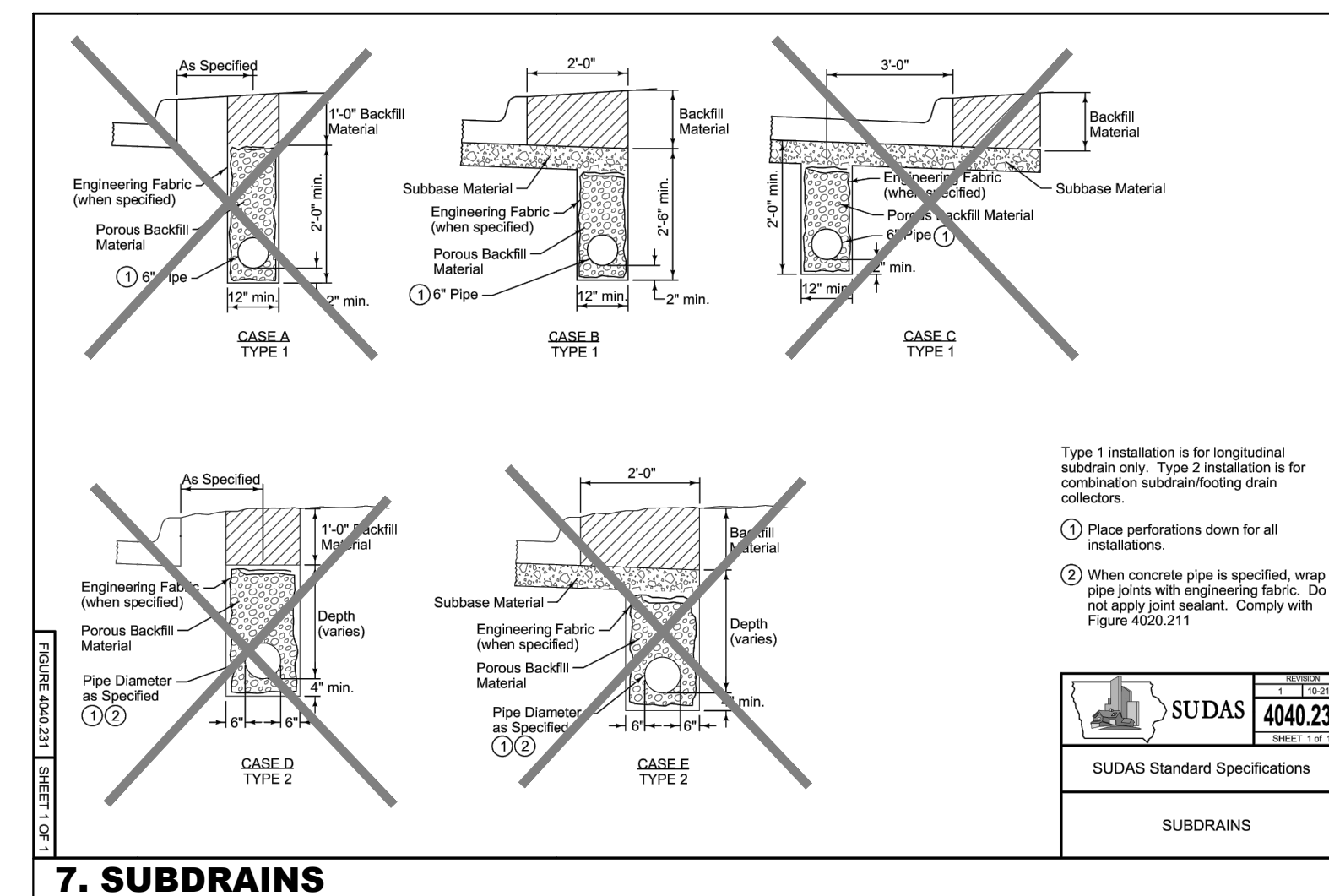
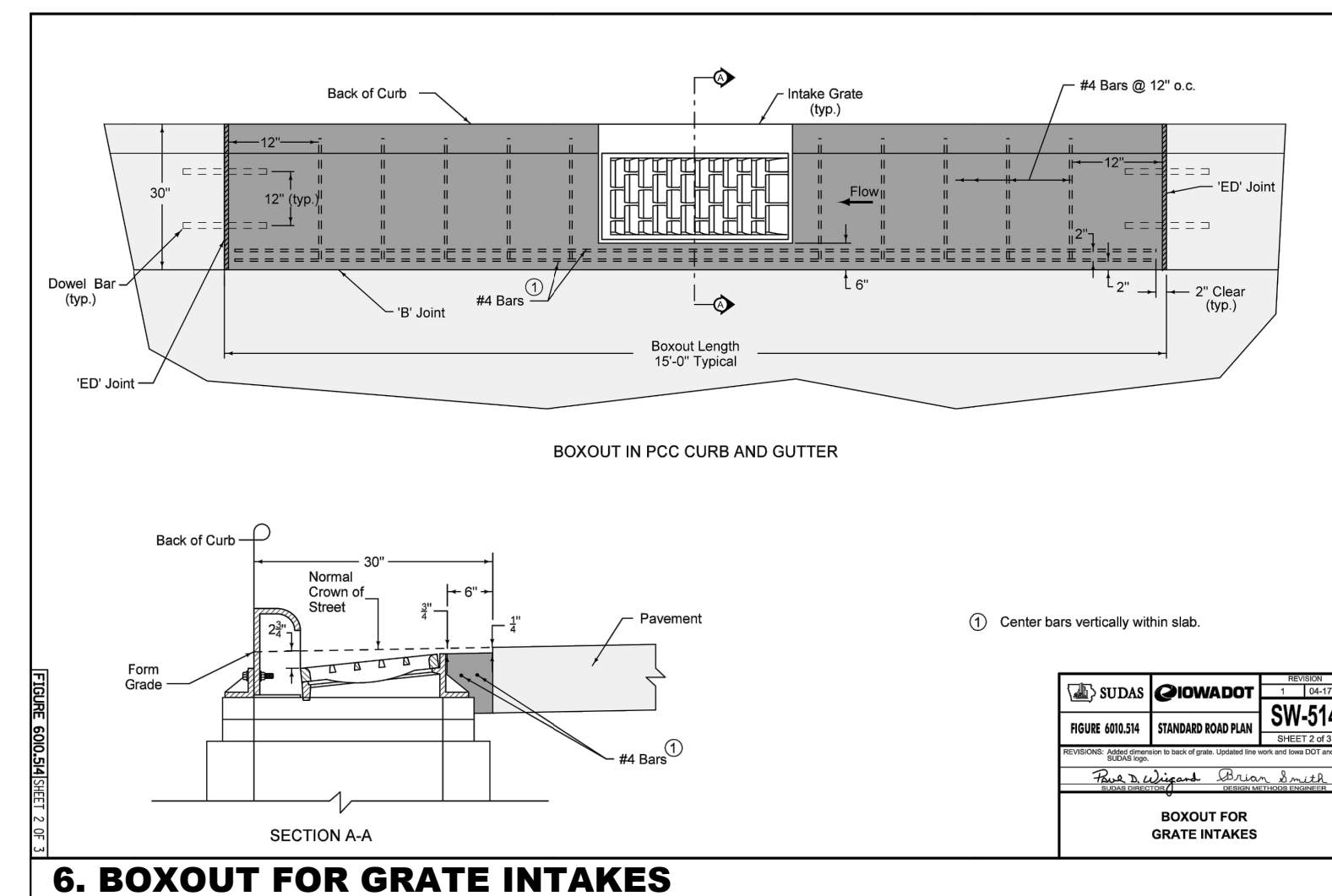
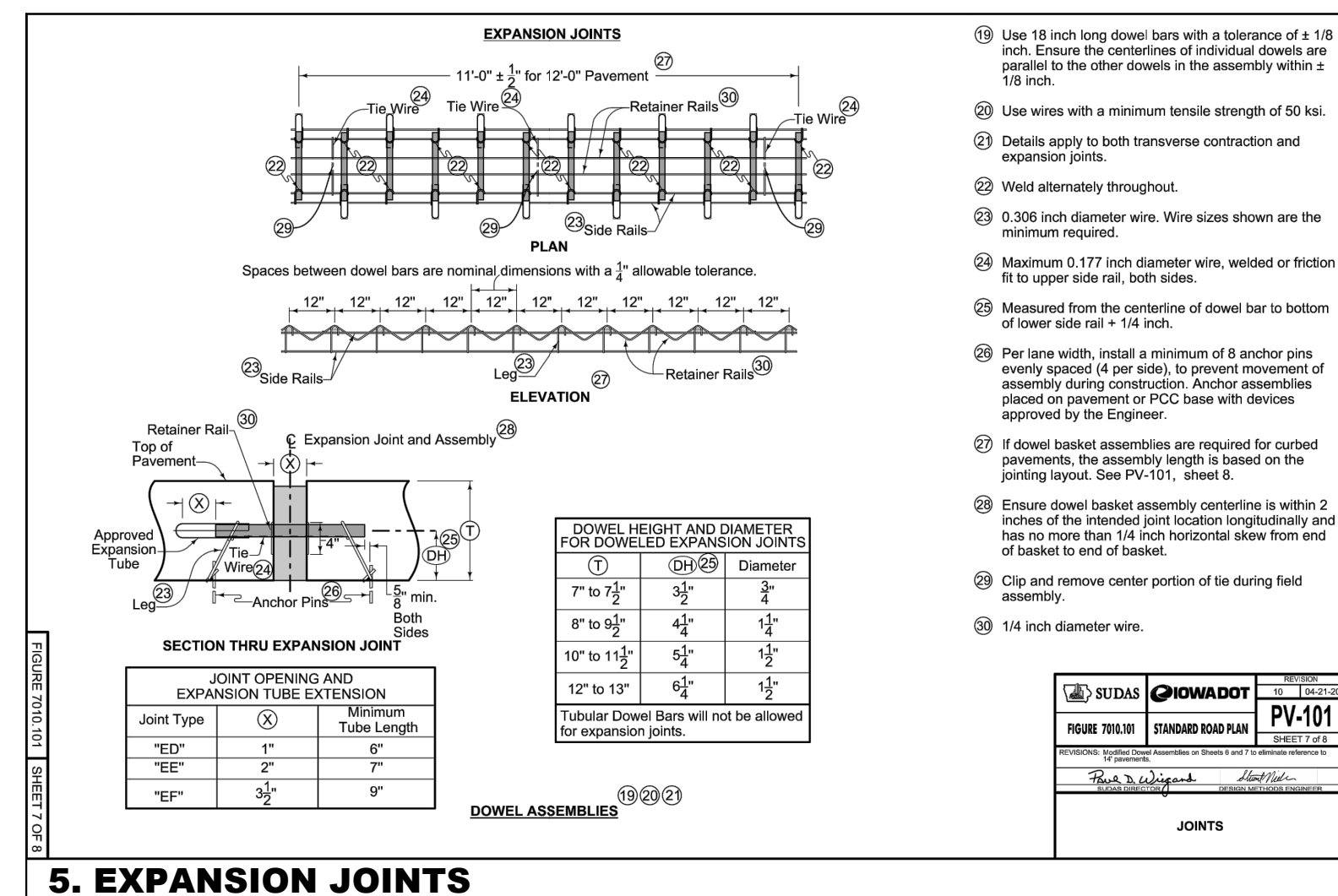
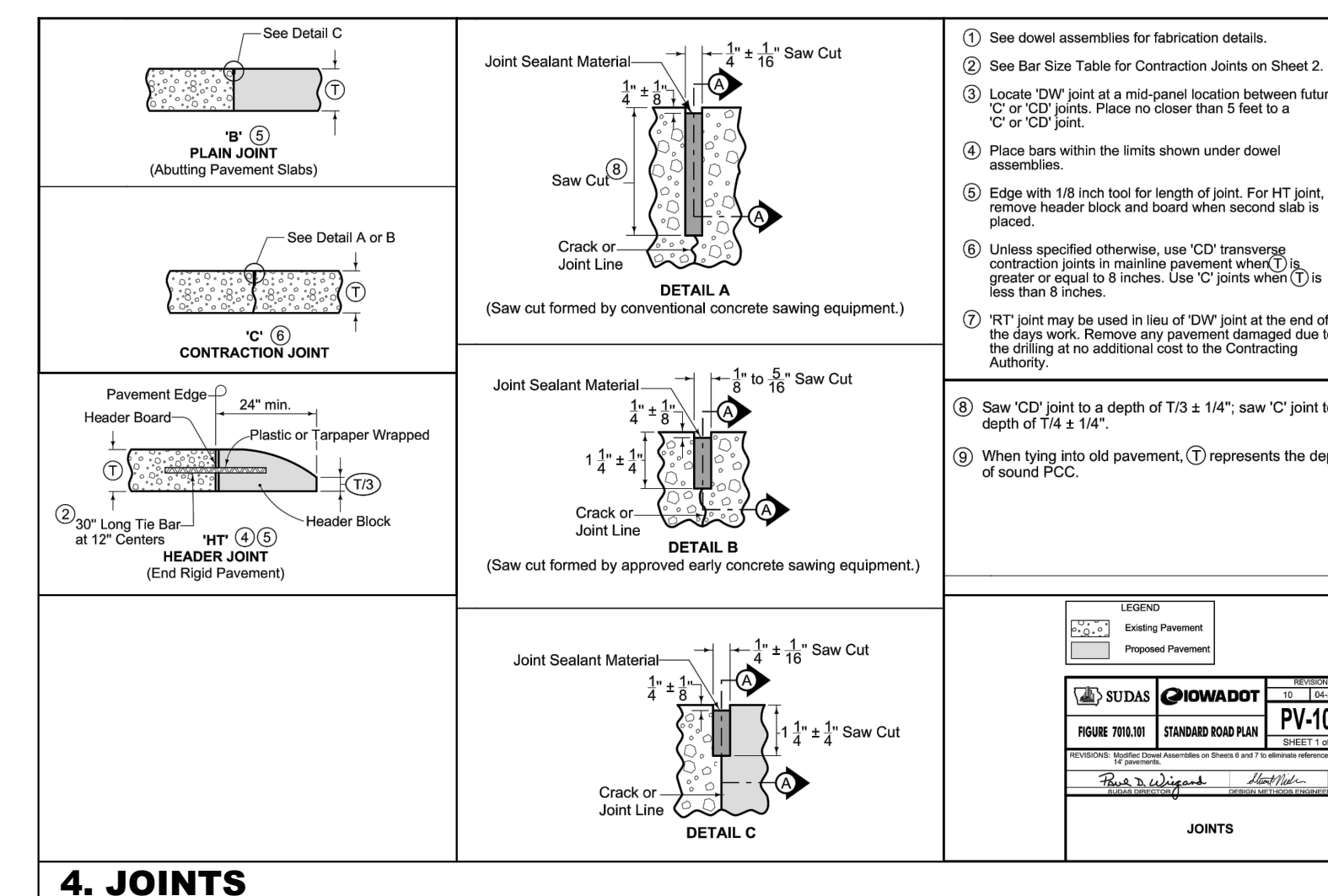
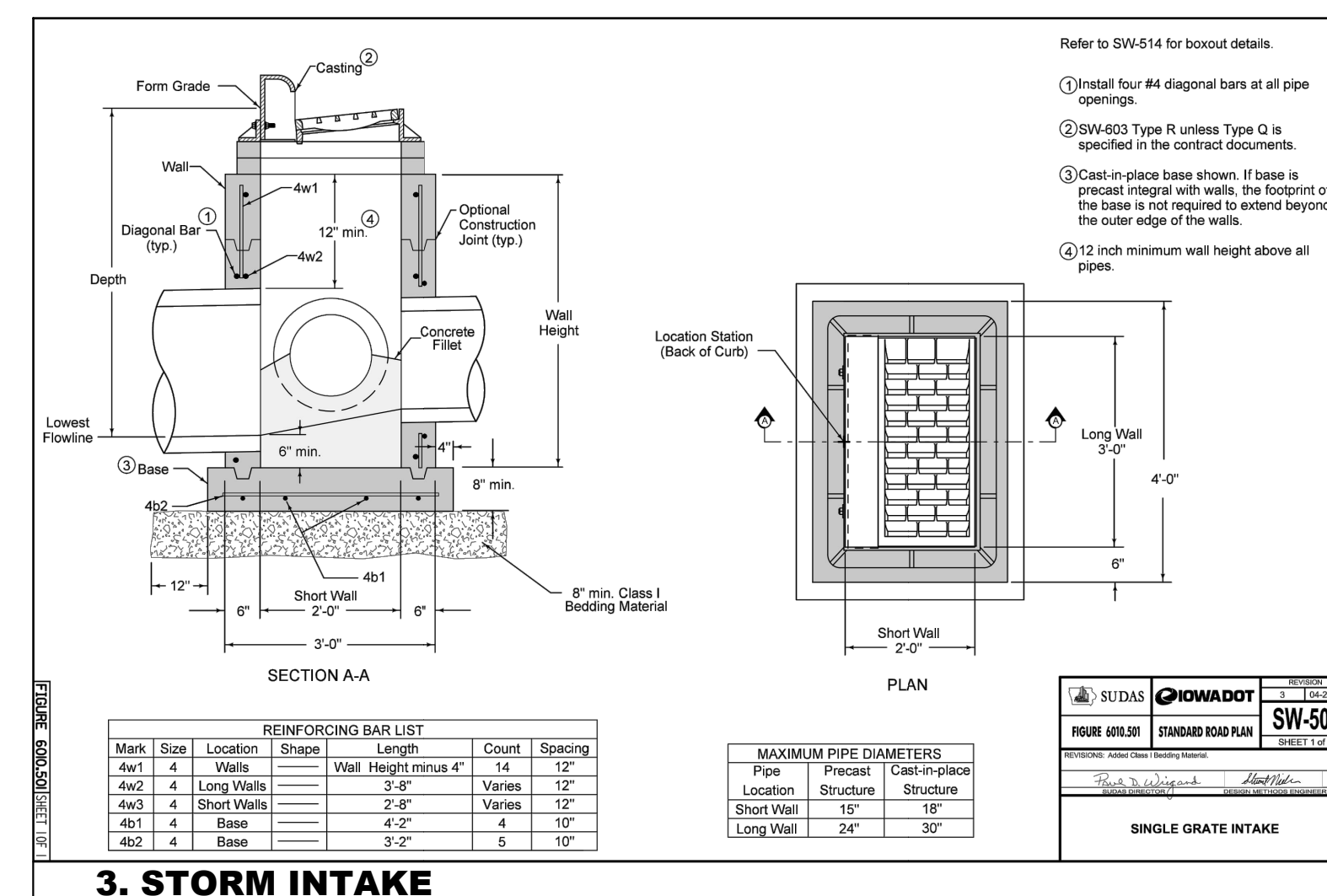
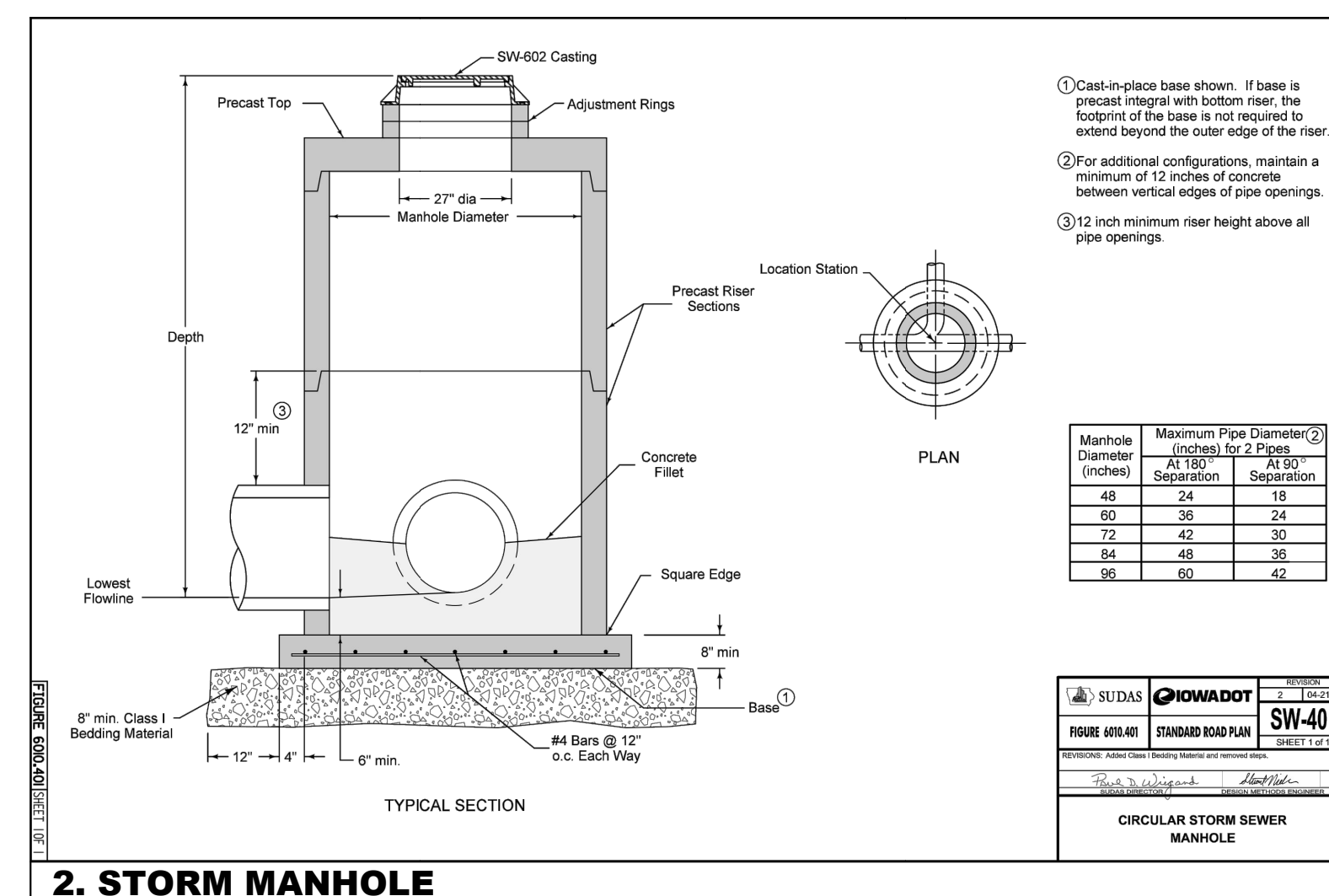
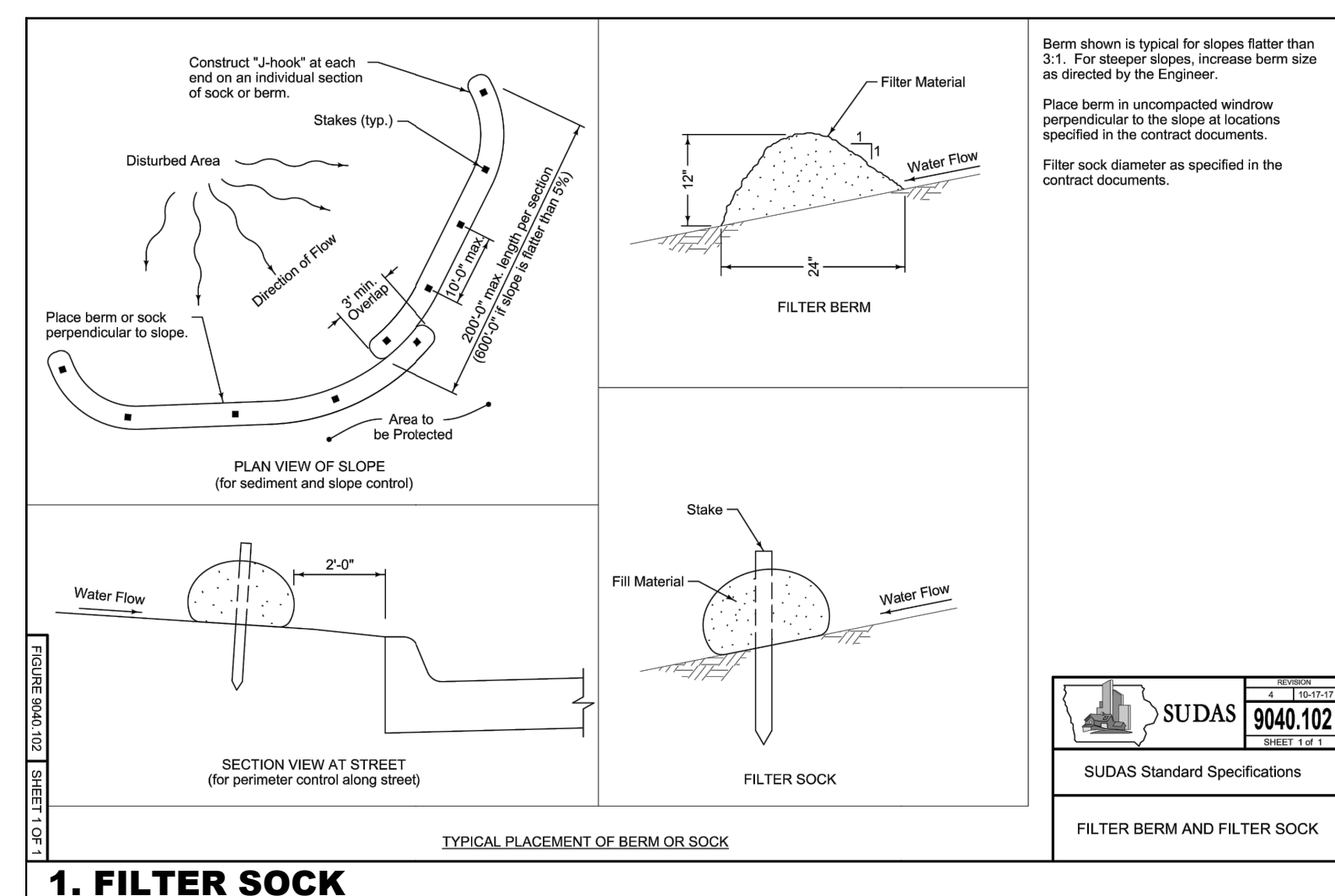
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**EDGEWATER DRIVE EXTENSION
AT PARKER BLVD
POLK CITY, IOWA**

REVISIONS	DATE	BY	REASON

DRAWN BY	SCALE	DATE	DRAWING NO.
N. DAY	1"=10'	10-16-2020	20-035

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**EDGEWATER DRIVE EXTENSION
 AT PARKER BLVD
 POLK CITY, IOWA**

DATE: 10-16-2020
 DRAWN BY: N. DAY
 SCALE: 1/8" = 1'-0"
 SHEET NO: 20-035

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STORM WATER CALCULATIONS

FOR

Edgewater Dr. Extension
Polk City, IA



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

Elara Jondle 1/6/2021
ELARA B JONDLE, P.E. IA. LIC. NO. 21394 DATE

MY LICENSE RENEWAL DATE IS DECEMBER 31, 2021

ADDITIONAL PAGES OR SHEETS COVERED BY THIS SEAL (NONE UNLESS INDICATED HERE): Report



COMPLETED BY:
PELDS ENGINEERING COMPANY
2323 DIXON STREET
DES MOINES, IA 50316
July 13, 2020

Site Characteristics

Pre-Development Conditions

The area being analyzed is currently a grass lot which drains to the south and west. The portion that drains to the south is directed to a ditch and then to a FES which outlets west of Parker Boulevard, southwest of the site. The remainder of the area drains onto Parker Boulevard where it is collected by open-throat intakes.

Post-Development Conditions

An extension of Edgewater Drive is proposed for this site. The soil type is Hydrologic Soil Group C, and a curve number of 74 is used for this site. A time of concentration of 5 minutes is used due to the short distance traveled over the grass area.

A portion of the grass area north of the road will drain onto the road and be collected by the intakes on the north side of Edgewater Drive, along with the runoff from the north half of the road and the bypass flow coming from the east.

A portion of the grass area south of the road will drain onto Edgewater drive and be collected by the intakes on the south side, along with the runoff from the south half of the road and the bypass flow coming from the east.

Stormwater Management Design

Storm Sewer Intake Design

Peak runoff was calculated for the site using the Hydraflow Hydrographs extension for AutoCad Civil3D 2021. Calculations can be found in Appendix A.

Double combination intakes are proposed for this site. These will be installed on the western end of the road. The proposed storm intakes were analyzed with the combined flow for the site and the bypass flow coming from the east. A summary of the results for given design storms are shown in Table 1. The bypass flow from the east was not given for the 5-year storm, so the flow from the 10-year storm was used. A sample calculation is shown in Appendix B. Bypass flow from these intakes will flow south along Parker Boulevard in the gutter and be collected by the open-throat intakes there.

Table 1. Intake capacities

Intake	Storm	Site Flow (cfs)	Bypass from East	Total Flow	Spread (ft)	Interception Capacity	Bypass Flow
North	5-year	1.174	0.09	1.264	6.66	0.94	0.324
	10-year	1.526	0.09	1.616	7.30	1.16	0.456
	100-year	2.984	0.21	3.194	9.43	2.04	1.154
South	5-year	0.687	0.21	0.897	5.86	0.70	0.197
	10-year	0.865	0.21	1.075	6.27	0.82	0.255
	100-year	1.581	0.55	2.131	8.10	1.47	0.661

Storm Sewer Pipe Design

15" RCP is proposed for the storm sewers on this site. The first pipe goes from the intake on the north to the intake on the south and has a slope of 1.0%. The second pipe goes from the intake on the south and connects to the existing storm sewer along Parker Boulevard. A 10-year design storm is used in accordance with SUDAS since Parker Boulevard is a collector road. Calculations are summarized in Table 2 and shown in Appendix C.

Table 2. Pipe Capacity Summary

	Pipe 1: 1% slope	Pipe 2: 1.5% slope
Required flow (10-year storm) (cfs)	1.16	1.98
Required flow (100-year storm)	2.04	3.51
Capacity (15" pipe)	3.6	4.4

References

Iowa Statewide Urban Design and Specifications. Edition 2020.

Appendix A – Hydraflow Hydrograph Calculations

Appendix B – Intake Capacity Calculation

Appendix C – Pipe Sizing Calculations

PIPE CAPACITY: 15" RCP @ 1.00%				PIPE CAPACITY: 15" RCP @ 1.50%			
<i>Pipe Diameter</i> =	15	<i>inches</i>		<i>Pipe Diameter</i> =	15	<i>inches</i>	
<i>Pipe Material</i> =	RCP			<i>Pipe Material</i> =	RCP		
A =	1.227			A =	1.227		
n =	0.013			n =	0.013		
R =	0.313			R =	0.313		
S =	0.010			S =	0.015		
Q =	6.5	cfs		Q =	7.9	cfs	



Date January 4, 2021

To: Chelsea Huisman
 City of Polk City
 P.O. Box 426
 Polk City, IA 50226-0426

INVOICE SUMMARY - NOVEMBER SERVICES

Services from November 1, 2020 through November 30, 2020

GENERAL ENGINEERING

<u>2020 General Engineering</u>	120.0001	\$ 3,496.75
<i>Council Meetings, P&Z meeting, and coordination with staff re: agendas, resolutions, minutes.</i>		
<u>Building and Development issues:</u>	120.0001	\$ 5,417.50
<i>Meetings and coordination with developers, engineers, building inspector, and staff regarding various potential and ongoing projects including zoning and PUD issues, site development, subdivisions, floodplain regulations, and building permits.</i>		
<u>Water Dept:</u>	120.0001	\$ 49.25
<i>Concept for water service to serve Sharp property.</i>		
<u>Sanitary Sewer Dept:</u>	120.0001	\$ 295.50
<i>Alternative concepts for sanitary sewer service to serve Sharp property.</i>		
<u>Miscellaneous Projects:</u>	120.0001	\$ 10,126.25
<i>Projects include public improvements and costs associated with TIS for North Polk intermediate school. Updates to GIS.</i>		

SUBTOTAL \$ 19,385.25

CAPITAL IMPROVEMENT PROJECTS

2021 Street Repairs	120.0908	\$ 725.00
2020 Trail Study	120.1012	\$ 10,500.00

SUBTOTAL \$ 11,225.00

REIMBURSABLE DEVELOPMENT REVIEW PROJECTS

Big Creek Valley Plat 2: Punchlist Update	120.0340	\$ 200.00
Bridgeview Plat 2: Construction Drawings	119.0294	\$ 250.00
Creekview Estates Plat 1: Punchlist Update	119.0842	\$ 200.00
Crossroads at the Lakes Plat 2: Punchlist & release check	117.1163	\$ 200.00
Edgewater Drive Extension (Lefkow): Const. drawings, SWMP	120.0804	\$ 1,052.50
Lakewoods Plat 2: SWMP, Construction Phase Services	119.1107	\$ 875.50
Twelve Oaks Plat 3: Punchlist & release check	115.0170	\$ 200.00

SUBTOTAL \$ 2,978.00

TOTAL \$ 33,588.25



City of Polk City, Iowa City Council Agenda Communication

Date: January 11, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Stormwater Utility fee Ordinance

BACKGROUND: On Monday, the City Council will have the 3rd and final reading for an ordinance related to a stormwater utility fee. The ordinance outlines a residential fee of \$3.00 per month, and a commercial/industrial fee at \$3.00 per Equivalent Residential Unit (ERU).

The fee would go into effect in March 2021 if approved by the City Council. The City could continue to offer stormwater programs such as the one we are trying to implement revolving around Soil Quality Restoration (SQR). Most cities across the Des Moines metro do have a storm water utility fee implemented to assist with stormwater projects and activities within their city limits.

ALTERNATIVES: Do not approve the Ordinance

FINANCIAL CONSIDERATIONS: The fee would be \$3 per month for residential property, and \$3 per ERU for commercial/industrial properties.

RECOMMENDATION: It is my recommendation that the Council approve the 3rd and final reading of the ordinance. The fee will go into place in March.

CITY OF POLK CITY, IOWA

ORDINANCE NO. 2020-2100

**AN ORDINANCE AMENDING THE CITY CODE OF POLK CITY, IOWA, ADOPTING
CHAPTER 103 CONCERNING STORM WATER MANAGEMENT UTILITY**

Purpose. *The purpose of this chapter is to establish a stormwater utility which shall be responsible for stormwater management within the corporate boundaries of the City of Polk City and shall provide for the management, protection, control, regulation, use and enhancement of stormwater management systems and facilities.*

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

Section 1. There is hereby enacted the following new Chapter 103 of the City of Polk City Code of Ordinances:

103.01 Definitions. The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

1. “Residences” shall mean all residential properties, excluding apartment buildings, which will be treated as “Commercial” properties.
2. “Equivalent residential unit” or “ERU” means the average impervious area of a residential developed property per dwelling unit located within the City as periodically determined and established as provided in this chapter, which has been determined by the City to be 3,500 square feet of impervious surface area.
3. “Stormwater drainage system” means the system of publicly or privately owned or operated rivers, creeks, ditches, drainage channels, pipes, basins, street gutters, and lakes within the City through which or into which stormwater runoff, surface water, or subsurface water is conveyed or deposited.
4. “Stormwater management utility” or “utility” means the enterprise fund utility created by this chapter to operate, maintain, and improve the system for such other purposes as stated in this chapter.
5. “User” means any person owning, operating, or otherwise responsible for property within the City which directly or indirectly discharges stormwater or surface or subsurface waters to any portion of the stormwater management system, including direct or indirect discharges to the City’s stormwater drainage system, or which is directly or indirectly protected by the City’s food protection stormwater or surface or subsurface waters to the City’s stormwater drainage system.

103.02 Stormwater Service Charges Required. Every customer whose premises is served by a connection with the stormwater management system and facilities of the City of Polk City, either directly or indirectly, shall pay to the City stormwater service charges hereinafter established and specific for the purpose of contributing towards the cost of construction, maintenance and operation of the stormwater management system and facilities.

103.04 Basic Rate. Each customer whose property lies within the corporate limits of the City shall pay to the City, as a part of the customers combined service account with the City of Polk City, at the same time payment for other City utilities are made, the following charges per Equivalent Residential Unit (ERU) associated with the customer's property:

1. Residential. A storm sewer availability charge will be charged at \$3.00 per month
2. Commercial/Industrial: A storm sewer availability charge will be charged at \$3.00 per ERU per month up to a maximum of 65 ERUs

103.05 Collection of Fees. Bills for the collection of Stormwater Service charges shall be included on the monthly utility bill. The fee shall be due at the same time as water and sewer. Payment shall be made to the City Clerk and all bills shall become delinquent following the same schedule as water and sewer.

103.06 Discontinuing Service and Fees. Any resident who fails to remit the total amount of the charges set out in the utility bill, including the fees for Stormwater Service charges shall be sent a notice. In the event payment is not received as outlined in said notice, the City shall have the right to discontinue services to the resident including the collection of recyclables, solid waste, and deliverance of water pursuant to the provisions set out in Chapter 92.08 relating to lien notices shall also apply in the event of a delinquent account.

Section 2. The new Stormwater Service rates shall be effective in the month of March 2021, payable in April 2021.

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

Section 4. This ordinance shall be in full force and effect after passage, approval and publication as provided by law.

PASSED AND ADOPTED by the City Council of Polk City, Iowa on this _____ day of _____, 2021.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

First Reading:
Second Reading:
Third Reading:
Published by posting:

STORMWATER FEE COMPARISON

Altoona \$5	Ankeny \$6.50	Bondurant \$6.59	Carlisle No fee	Clive \$8.61	Des Moines \$12.68	Grimes \$6.38	Indianola \$2.00
5.00 per ERU 1 ERU = 4,000	6.50 per ERU 1ERU= 4,000 sf	6.59 per ERU 1 ERU = 2,450 sf		Flat-Residential Com 8.61 per ERU = 4,000	12.68 per ERU 1 ERU = 2,249 sq 16.35 by 2023	6.38 per ERU ERU = 10,000 sf	Flat - both

Johnston \$5.55	Norwalk \$7.50	Pleasant Hill \$3.00	Polk City No fee	Urbandale \$6.00	Waukee \$6.25	West Des Moines \$2.75	Windsor Heights \$5.50
5.55 per ERU 1 ERU = 4,000	Flat	3.00 flat Single family Commercial 3.00 per ERU = 3,500 sf Up to 65 ERUs		6.00 flat Single family 1 ERU = 3,200 Commercial 6.00 per ERU	6.25 flat single Commercial 11,000 - 4ERU 1 ERU = 2,973	2.75 per ERU ERU = 4,000	Flat for residential