

# Agenda -Notice of Meeting

Polk City | City Council

\*\*\*\*\*

April 22, 2024 | 6:00 pm

City Hall Council Chambers

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**Public Meeting participation in person or via phone**

**Call in # 515-726-3598 Participant Code 535355**

**Public members can also provide comments\* directly to [support@polkcityia.gov](mailto:support@polkcityia.gov)**

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

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

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Steve Karsjen | Mayor

Jeff Walters | Pro Tem

City Council Members: Rob Sarchet | Jeff Savage | Mandy Vogel | Nick Otis

## 1. Call to Order

## 2. Roll Call

## 3. Approval of Agenda

## 4. Public Hearings:

- a. Public Hearing on the Proposed Fiscal Year (FY) 24/25 Budget
  - i. Resolution 2024-42 adopting FY 24/25 Budget
- b. Elevated Storage Tank – Water Main Extension Project
  - i. Public hearing on proposed plans, specifications, form of contract and estimate of cost for the proposed Elevated Storage Tank – Water Main Extension Project
  - ii. Resolution 2024-43 finally approving and confirming plans, specifications, form of contract and estimate of cost for the Elevated Storage Tank – Water Main Extension Project
  - iii. Consideration of bids for the Elevated Storage Tank – Water Main Extension Project
  - iv. (optional) Resolution 2024-44 awarding contract for the Elevated Storage Tank – Water Main Extension Project
- c. Elevated Storage Tank – New 1.5 MG Tank Project
  - i. Public hearing on proposed plans, specifications, form of contract and estimate of cost for the proposed Elevated Storage Tank – New 1.5 MG Tank Project
  - ii. Resolution 2024-45 finally approving and confirming plans, specifications, form of contract and estimate of cost for the Elevated Storage Tank – New 1.5 MG Tank Project
  - iii. Consideration of bids for the Elevated Storage Tank – New 1.5 MG Tank Project
  - iv. (optional) Resolution 2024-46 awarding contract for the Elevated Storage Tank – New 1.5 MG Tank Project

## 5. Presentations | Bravo Greater Des Moines | Megan Hanson, Communications and Project Support Specialist

## 6. 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 6pm on the date of the meeting by email at [jcoffin@polkcityia.gov](mailto:jcoffin@polkcityia.gov) including your name and address for the record and the Mayor will recognize you for five minutes of comment.*

## **7. Consent Items**

- a. City Council Meeting Minutes for April 8, 2024
- b. City Council Work Session Meeting Minutes for April 8, 2024
- c. Receive and file Planning & Zoning Commission Meeting Minutes for April 15, 2024
- d. Claims listing April 22, 2024
- e. Move May 27, 2024 meeting to May 28, 2024 due to Memorial Holiday
- f. Receive and file the March 2024 Police Department Report
- g. Receive and file the Q1 2024 Building Department Report
- h. Resolution 2024-47 approving Pay App No. 10 in the amount of \$555,585.08 for the City Hall/Community Room Project
- i. Twelve-month Tobacco permit for Casey's #1144 effective July 1, 2024
- j. Twelve months Liquor License for Fareway Stores effective June 17, 2024
- k. Twelve-month Class C Liquor License for Waters Edge with Outdoor Services and Sunday Sales effective June 24, 2024
- l. Twelve months Liquor License for La Familia Restaurant effective April 24, 2024
- m. Resolution 2024-48 setting a public hearing on Budget Amendment No. 2 for FY 23/24
- n. Resolution 2024-49 setting a public hearing on the proposed rezoning petition of 36.58 acres located at 1716 E Northside Drive to be known as Sunrise Ridge Plat 1 from R-1 to R-1A
- o. Resolution 2024-50 setting a public hearing on the proposed rezoning petition of 7.35 acres located at 609 E Northside Drive to be known as Big Creek Commons Plat 2 from R-1 to R-1A
- p. Resolution 2024-51 setting a public hearing on the following proposed rezoning petitions for Antler Ridge:
  - i. 2.017 Acres from R-2 to R-1
  - ii. 0.116 Acres from R-2A to C-2
  - iii. 50.144 Acres from R-1, R-2A, & R-2 to R-1A
- q. Resolution 2024-52 setting Public Hearing on R-2A Zoning District modifications
- r. Resolution 2024-54 setting Public Hearing on amending the 2016 Polk City Comprehensive Plan by updating the Future Land Use Plan

## **8. Business Items**

- a. Resolution 2024-53 approving Plat of Survey for Parcel 2023-181 & 2023-182

## **9. Mayor Proclamations**

May 2024 Building Safety Month  
May 5-11 Municipal Clerk Week  
May 12-18 Police Week

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

## **11. Adjournment -- next meeting date May 13, 2024**



## City of Polk City, Iowa City Council FY2025 Budget Memo

**Date:** February 7, 2024  
**To:** Mayor Steve Karsjen and City Council  
**From:** Chelsea Huisman, City Manager  
**Subject:** FY2025 Budget Memo

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### General Overview of the FY2025 Budget:

I would like to begin by thanking the elected officials and the city staff for your dedicated work on the FY2025 budget. One of the most important tasks we work on annually is the upcoming fiscal year budget. As our budget continues to grow, and we add capital projects each year, the budget process becomes more complex. Without your engaged commitment to the City of Polk City, this process would not run as smoothly. Again, thank you to all involved and providing valuable input.

I am proud to present to the City Council the proposed FY2024-2025 operating budget for the fiscal year beginning July 1, 2024, and ending June 30, 2025. Each year, the city begins the budgeting process in November prior to the fiscal year. This year was no different, but with some new state requirements, our deadlines have changed for the budget. House File 718 (HF718) extended the deadline to submit the upcoming fiscal year budget from March 31<sup>st</sup> to April 30<sup>th</sup> annually. HF718 also included various other provisions which will impact FY2025 budget and future budgets. I will provide some of those new provisions throughout this document.

This memo outlines the main points regarding the budget. I have listed some highlights at the beginning of the memo, and then you will find all major highlights by fund. The City Council members will receive full budget workbooks, and the full city budget will be available on the city's website. There will be two public hearings regarding the proposed budget in the coming months. The first public hearing will be on the City's proposed tax levy, tentatively scheduled for March 25, 2024. The second public hearing on the actual proposed budget is tentatively scheduled at the regular City Council meeting on April 22, 2024. The City Council will consider adoption of the budget immediately after the public hearing.

The proposed budget for FY2025 has a city tax levy of \$11.00 per \$1,000 assessed. For FY2024, the aggregate city tax levy rate was also \$11.00 per \$1,000 assessed, or unchanged from last year's budget.

In 2023, the State Legislature passed legislation known as HF718. This legislation will have multiple impacts on Polk City's budget and needs to be understood as we are preparing this budget. HF718 created a new Combined General Fund Levy (CGFL), which replaces the regular general fund levy from previous budget years. The new CGFL levy has a mechanism where the levy automatically is reduced for cities that experience certain levels of taxable property valuation growth. Several levies previously available to local governments across the State, including voter approved levies, have also been eliminated.

The new CGFL mechanism for automatic reduction in the levy rate may result in reduced revenues for most cities. The mechanism automatically reduces the city's CGFL if the annual non-tax increment financing (TIF) taxable property valuation grows higher than 2.99%. For cities that have growth between 3%-5.99%, the CGFL is reduced by 2%. For cities with taxable growth higher than 6%, the CGFL is reduced by 3%. FY2024 has been set as the base year.

Polk City's growth in the CGFL increased by 8.36%, which automatically reduced the CGFL from \$8.37 per \$1,000 assessed to \$8.12622. At the City Council work session in February, I mentioned to the Council our GCFL reduced by approximately 2%, however, we are in the 3% category for FY2025. The legislation will require all cities to use the GCFL FY2025-2028. For FY2029 the legislation places a firm maximum on the levy at \$8.10 per \$1,000, regardless of taxable valuation growth or decline.

HF718 also expanded the Homestead Tax Credit by establishing a new Homestead exemption for property owners age 65+ and by expansion of the Military Service Exemption. Neither of these exemptions are state funded, and the impact is lower taxable value on these properties. I am estimating this impact alone reduces the city's revenue by \$20,000 for FY2025. The impact will increase in future budget years.

Other parts of the legislation put restrictions on when a city can put forward a referendum to voters for certain types of bonds. Those referendums now can only be held at November elections. The new law also included increases in the limitations to enter into loan agreements payable from the general fund and increases the limitations for general corporate purpose reverse referendum thresholds.

Lastly, HF718 created a new budget adoption and filing process. In previous years, the city has been required to hold a maximum property tax public hearing prior to adoption of the budget. That public hearing is no longer required. Instead, cities are now required to hold a proposed tax rate public hearing, and prior to the public hearing send the proposed tax rate to the County Auditor. The County Auditor is now required to send a direct mailing to all taxpayers with the collective information regarding cities and counties proposed tax rates prior to the proposed tax rate public hearing.

The two public hearings for the city's proposed budget will be held as follows:

- March 25<sup>th</sup> 5pm Property Tax Levy Hearing
- April 22<sup>nd</sup> 6pm Budget Adoption Hearing

Polk City's taxable valuations did increase from FY24 to FY25. For the city's operating taxable valuation, we are seeing an 8% increase from the current fiscal year of \$322,643,643 to \$349,602,532 and an 11% increase for debt service valuation from \$373,764,341 to \$415,073,160. Taxable valuation is solely based on what is taxable; therefore, tax increment financing (TIF) and the rollback are factored into those taxable numbers.

Polk City's 100% valuations significantly increased from FY24 to FY25. Although this does not impact our budget, since we work off what is taxable, the increase in valuations increases the city's borrowing authority. In FY24, we had property valuations of \$668,460,544. For FY25, our property valuations were \$868,594,618, an increase of 30%. In Iowa, cities have a statutory general obligation debt limit of 5% of 100% values. In FY24, our constitutional debt limit was \$33 million. In FY25, our constitution debt limit was increased to \$43 million.

Of important note for the proposed budget is the significant decrease in the state-wide residential rollback. In FY2024, the residential rollback was 56.4919%. In FY2025, the residential rollback is 46.3428%. To understand property tax in Iowa, it's important to understand the residential rollback and its impact on local governments. The residential rollback was implemented in 1978. The purpose of the rollback is to limit growth of property values from one year to the next, known as an assessment limitation order. Typically, where we see the residential rollback significantly change is the year after state-wide assessments. To limit the growth, the rollback decreases. Prior to 2012, that assessment limitation order was 4%. Since 2013, the assessment limitation order is 3%. This means property value growth is limited to 3% in any given year from the previous year.

Iowa's rollback is different because in addition to the 3% limitation on residential, the rollback includes a formula that ties residential property to agricultural property. The connection between the two is that one class cannot exceed that of the other, meaning residential and agricultural property values may only increase at the lower rate of the two.

Most of Polk City's taxable growth is due to new construction. In 2023, we did have a down year in single family home permits and other residential permits. We did issue eight commercial permits, which was a high number for Polk City. Other growth can be attributed to property valuation in tax increment financing (TIF) districts, finally hitting the tax rolls, the largest majority of this being the Tournament Club of Iowa development. We have been seeing this development valuation being released in the past several years, and that development is now 100% incorporated into the non-TIF taxable valuations.

The proposed FY2025 budget has total revenue (excluding transfers) of \$20,620,229 and total expenditures (excluding transfers) of \$24,497,854. The city has \$13,076,026 in capital projects and capital equipment purchases planned for FY24-25; therefore, the city's total operating budget is \$11,421,828.

Each fund in the city budget has a positive fund balance, except for the city's capital fund, and the sanitary sewer fund. The City anticipates constructing several capital projects next year, some of which the city already has the funds on hand to construct. It may appear that the city is spending more than we are bringing in for the capital fund, however, the revenue and expenses for the proposed capital projects may just occur in different fiscal years, creating what appears to be a deficit fund balance. The City does balance the capital fund at the end of each fiscal year and will plan to do that prior to June 30, 2024.

The sanitary sewer fund does have a negative balance for next year. The City Council will need to review increasing sanitary sewer fees, and they may offset the negative balance for the fund. If the Council does not increase sanitary sewer rates, we will need to use sewer fund balance to cover the deficit.

### **General Fund Revenue Highlights:**

The City's largest revenue source is property taxes. Of all general fund revenue, property taxes account for nearly 87% of all general fund revenue. For FY2025, all general fund revenue equals \$4,432,067. Other sources of revenue to support the General Fund consist of a portion of hotel/motel tax, ambulance billing, permit fees, franchise fees, donations, rentals, interest, lease agreement revenue, grants, and other miscellaneous revenue. Because our expenses are higher than our general fund revenue, we transfer money into the General Fund from other funds, such as Local Option Sales Tax (LOST), and TIF.

For FY2025, the City's taxable valuations increased approximately 8% for general operating and 11% for debt service. The City's proposed levy for FY2025 is \$11.00 per \$1,000 assessed. Here is the breakdown of the City's overall tax levy rate of \$11.00:

- The 8.10 levy has been replaced by the new **Combined General Fund levy**. The CGFL levy for Polk City has a maximum levy rate of \$8.12622 per \$1,000 assessed. City governments can levy for additional purposes, but the new CGFL is the main levy used in local government. For FY2025, Polk City's CGFL levy will generate **\$2,840,947**.
- Polk City does require additional revenue beyond what is generated with the CGFL levy. One of the city's largest expenses is the cost of employee benefits. For FY2025, the City of Polk City will also levy for **Other Employee Benefits**. The proposed levy amount for other employee benefits is **\$.95722 per \$1,000** assessed. This is an increase from the current year's levy rate. This levy will generate an additional **\$334,648** to pay for a portion of the city employee benefit costs.
- The final levy we utilize is the **Debt Service levy**. This levy is used specifically to pay for general obligation outstanding debts. The City has five outstanding debt obligations that we utilize the debt service levy to pay, and those include: 2018 General Obligation (DMWW Water Improvements &

purchased capacity), 2020 General Obligation (Asphalt overlay street project), 2021 General Obligation (Roundabout project and refunding of Sewer Improvements), 2022 General Obligation (City facilities and trail improvements), and 2023 General Obligation (City Facilities, Street improvements, and trail improvements). The City is not planning to issue any new General Obligation debt in 2024, unless the city holds a special referendum in November. Even then, it is very possible we would not issue debt until 2025.

The proposed levy for debt service is **\$1.91656 per \$1,000** assessed. Total revenue generated by the Debt Service Levy in the proposed budget is **\$795,513**. We use some water, sewer and TIF cash to buy down the city's debt service levy rate. Therefore, you may notice this levy rate does not cover the city's entire debt payments.

Other revenue sources that contribute to the general fund include other various fees. The sources listed below are of most significance.

- For the past several years, we have experienced high building permit and development fee revenue. 2023 was our slowest year in single family home building, with less than 25 single family home permits issued. Because of this, we are estimating \$200,000 in less revenue from the current budget year. We also expect the current budget revenue for building permits to be significantly lower than estimated. Total building permit revenue estimate: \$200,000; total development revenue estimate: \$200,000
- For FY2025, we have an estimated \$50,000 being generated in franchise fee/tax. This tax is generated by the utility companies using the city's ROW and paying a fee to do so. The City Council has approved proceedings for a 1% tax to be collected on electric and gas utilities. In the State of Iowa, cities can approve up to 5% for electric, gas, cable, and telephone. The City Council could consider increasing the franchise fee up to 5%, with each percentage generating an additional \$50,000 in revenue.
- We have estimated \$25,000 for Hotel/Motel tax. Hotel/Motel has declined for our community throughout the past years, as Polk City only has one hotel property. The City of Polk City does have agreements with BRAVO & Greater DSM Partnership, that they each collect 2 cents of a 7-cent local tax. The city then keeps and utilizes the remaining 3 cents and spends it on Parks & Recreation and the Library as approved by the voters.
- Interest rates have been high for over a year now, and the city has taken advantage of this. The city converted some of our money market accounts to Certificates of Deposits (CDs) last year to increase interest on the city's accounts. Those CDs will expire towards the end of this current fiscal year, and we plan to renew those CDs for a term to be determined. We are estimating \$250,000 in interest for FY2025 for all city accounts. For FY2024, we budgeted this same amount, however, we

are on track to collect \$480,000 in interest this current year. The estimate for next year would be a conservative estimate if interest rates decrease.

- The city has agreements with four cell phone companies to lease space on our water tower for equipment. This is a common practice in local government, as water towers are typically the tallest facility, and make good locations for cell phone antennas/equipment. We are estimating \$89,000 in revenue for next year's proposed budget.
- The city is estimating \$44,000 in revenue from the State of Iowa for Commercial/Industrial backfill. In 2013, the State Legislature passed a property tax reform bill, which initiated a rollback for commercial, industrial, and multi-residential property, similar to the residential rollback. The bill states that commercial and industrial properties will be taxed at 90% of their taxable value, instead of 100%. Since the implementation, the State has backfilled the lost 10% in revenues to the local governments. In 2021, the Legislature began to phase out the backfill to local governments. Based on a city's growth in valuations, local governments can expect the backfill to be gone over a period of years. Polk City is on the fast-track plan. The city is estimating that we will receive \$10,000 in backfill money from this State change.

In 2022, the State passed a bill that made tax credits for businesses automatic for those that qualified, instead of the requirement to apply for them. This applies to all commercial and industrial property on the first \$150,000 of taxable value. The first \$150,000 of taxable value are now taxed at the residential rate, instead of the commercial/industrial rate. We are estimating a loss of \$34,000 with this new bill. The legislature has appropriated to backfill this loss to cities; however, the Iowa League of Cities is reporting that the State will not have enough funding available to cover this backfill for FY2025, and cities can expect to receive less.

### **General Fund Expenses Highlights:**

The City's General Fund contains the expenses of Police, Fire, Building/Housing, Library, Parks & Recreation, and City Hall & Administration. These department expenses within the General Fund must be covered by general fund revenue, such as property taxes, and the other revenue sources I have outlined in this memo. For FY2025, all general fund expenses equal \$4,929,340. With transfers into the general fund from LOST and TIF, the general fund will have a surplus of \$93,477.

The largest expense for the city is salary and benefits for all our personnel. The city currently employs 30 full-time employees, and approximately 50 part-time employees. The proposed budget includes adding one new full-time position: Finance Director. This position is not identified in the city's staffing plan; however, this has been a priority position for the Council. The staffing plan included two positions in FY2025, which



are not included in the budget: Police Support Clerk (change from PT to FT) and Building Inspector. The City Council will need to make an amendment to the staffing plan once the budget has been finalized.

**Road Use Tax Highlights:**

Cities in Iowa receive Road Use Tax (RUT), which is based on per capita. For FY2025, I am estimating the city will receive revenue (\$737,200) and expenses (\$734,705) for the RUT fund. Our RUT estimation is based on a per capita rate of \$133.00. The city's official 2020 census population is 5,543, and this revenue source is a significant reason why we are having a special census in September 2024. Our current population estimate is 6,800, which could generate an additional \$167,000 annually in RUT funds.

All expenses in the RUT fund must be used on streets. The largest expense in the city's RUT fund is employee wages and benefits for the Public Works department. Other expenses include vehicle operations and repairs, snow removal expenses, equipment, and city right-of-way expenses. The city's RUT funds do not cover the full city street costs, and we have to supplement some of the revenue for streets with general fund revenues. In Iowa, you cannot transfer money into the RUT, therefore the remaining expenses for streets (\$247,650) is paid directly out of the general fund.

**Local Option Sales Tax Highlights:**

The city does collect a 1% LOST, which was approved by the voters of Polk City back in 1985. I am estimating LOST revenue for FY25 in the amount of \$1,050,000. Of that revenue estimate, \$415,750 will be transferred to the city's general fund for general operations, \$433,000 will be spent on capital equipment (\$85,000 new police vehicle, and \$348,000 new ambulance), and the remaining \$181,250 will be spent on the Twelve Oaks Park Phase II project.

**Tax Increment Financing Highlights:**

For FY2025, I estimate the TIF fund revenue (\$1,372,565) and expenses (\$1,178,593). The revenue we collect from TIF is to pay outstanding economic development agreements we have throughout the community. Of that \$1,372,565 revenue, \$597,075 will be paid for economic development agreements, \$100,000 will be transferred to the general fund for the administrative support program, \$75,000 will be transferred to pay for the City's contribution to GoPolkCity, \$200,000 will pay for the construction of the E. Southside trail project, \$163,428 will be transferred to the city's LMI fund, \$50,000 will be available for the City's newly created Downtown Grant program, and \$43,090 will be transferred to the city's debt service fund to buy down the cost of our 2023 general obligation loan.

### **Capital Projects & Capital Equipment Highlights:**

The proposed projects and capital equipment budget for FY2025 will consist of several large-scale projects, with a total budget amount of \$12,876,026. All the expenses in the capital fund are one-time projects and purchases, which will be paid for through loans, local option sales tax, grant funding, and cash reserves. The city is expecting to complete the following projects with the following estimated expenses:

1. Water Tower project, FY2025 expense \$8,184,000. The Water Tower project will be constructed over the fiscal years 2024 and 2025. Again, it is difficult to know when expenses will be paid out, therefore, I have prepared the budget to assume most construction costs will be paid for in both fiscal years, therefore I have budgeted the full project in both years. With the demanding needs for water storage in Polk City, the city plans to construct a 1.5-million-gallon storage tank on the north side of town located in the future Regional Park.
2. Northside Drive intersection realignment and trail project, FY2025 expense \$2,018,000. This project will reconstruct the intersection of North 3<sup>rd</sup> Street and Northside Drive and construct a multi-use trail from Kiwanis Park to E. Vista Lake Ave. The city has received grant funding for this project in the amount of \$1,164,650.
3. Trail projects, FY2025 expense \$1,522,776. These projects will consist of Phase 3 of the High Trestle (HTT) to Neal Smith (NST) trail connection (\$320,000), Phase 4 of the HTT to NST connection (\$748,776), Phase 7 of the HTT to NST trail connection (\$190,000), E. Southside Drive trail connection (\$200,000) and the Woodhaven connection (\$64,000).
4. Street Repairs project, FY2025 expense \$200,000. This is an annual project completed, where the city removes and replaces concrete street panels throughout the community.
5. Sump Pump collector project, FY2025 expense \$344,000. This project consists of installing pipe at the edge of the curb for streets Roosevelt, Sunset, Lyndale and Oaklyn Drive. We have identified drainage issues in this vicinity of Polk City, and this project would provide for a main storm sewer line for residents to connect to the city's storm sewer system.
6. Capital Equipment FY2025 expense \$626,000. The city plans to purchase one new police vehicle (\$85,000) an ambulance (\$348,000), a new generator for the Fire Station/Police Station (\$60,000), new public works truck (\$60,000), snow pusher (\$15,000), and cab mower/snowplow (\$58,000).

### **Water Fund Highlights:**

The city is estimating revenue (\$1,843,200) and expenses (\$1,843,085) for FY2025 to fund the water utility. This fund covers all the city's expenses for the water utility. Some of the largest expenses for the water utility include staff wages for the public works and administration departments, our cost to purchase water,

produce water and maintain and repair water main breaks within the system. The city will also use a portion of water revenue to buy down our debt service levy for the 2018 General Obligation loan (\$196,000).

Polk City recently opted into the newly established Central Iowa Water Works (CIWW). In FY2025, CIWW will begin their operations, which will create a new regional water producing entity. Polk City will have some start-up costs to evaluate for buy in to CIWW, however, the Council has not determined how we will fund those start-up costs. The city may use some water fund balance or borrow money. Depending on that future decision, we may need to amend our budget for that function.

**Sanitary Sewer Fund Highlights:**

The city is estimating revenue (\$1,910,500) and expenses (\$1,941,703) for FY2025 to fund the sanitary sewer utility. This fund covers all the city's expenses for sewer and funds portions of staff wages for the public works and administration staff, our fees to send sewage to the wastewater reclamation authority (WRA) treatment facility, our annual payment to Polk County for the Rock Creek trunk sewer, and repairs and maintenance to the system. We will also use a portion of sanitary sewer revenue to buy down our debt service levy for the 2021 General Obligation Refunding Loan (\$42,000).

For FY2025, I am showing a negative fund balance in the sanitary sewer fund. Our FY2025 WRA budget is based on calendar year 2023 flows, and Polk City's flows have increased 16%. The city will use fund balance to cover the deficit. The City Council will be reviewing sanitary sewer fees in the spring of 2024, and I would expect the Council to consider increasing sanitary sewer fees to offset the 16% increase. A portion of the increase is due to flow increase, and the remaining is due to additional debt the WRA has issued for capital projects.

**Solid Waste/Recycling Fund Highlights:**

For FY2025 we are estimating revenue and expenses in the solid waste fund to be \$461,500. All expenses for solid waste/recycling are to provide the service directly to the residents. Although the city provides a contract for solid waste and recycling collection to Polk City residents, the city acts as only a pass-through for the collection of revenue, meaning the city does not collect any revenue from this utility. All expenses paid out of this fund are paid directly to the Metro Waste Authority (MWA), who administers the contracts for solid waste and recycling services.

**Stormwater Fund Highlights:**

For the FY2025 budget, I am estimating revenue (\$150,000) and expenses (\$374,000) for the storm water utility. Some of the expenses (\$30,000) in the stormwater utility fund include street sweeping costs and

stormwater detention maintenance. The City has a fund balance in the stormwater fund, and this is how we will fund the Sump Pump collector project next year. There is the possibility that we use some LMI funds for the project. The City Council could also consider a special assessment for this project.

**FY2025 Budget Summary:**

Overall, I am very proud of the work we've completed on the upcoming fiscal year budget. The City Council has done a great job of prioritizing capital projects, and additional staffing and that has made the budget process easier for the city staff. For FY2025, we are expecting to keep the city's aggregate tax levy unchanged from the current budget year. We can do this because the city has a healthy fund balance, and the city uses LOST to buy down the city's tax levy and use a portion of that one cent tax for city operations. The remainder of our LOST is spent on capital projects and equipment.

The City Council is not planning to issue any new debt in FY2025, unless a bond referendum is on the November ballot for the Regional Park project. If that project is added to the November ballot, the amount and length would be determined at a later time, as those decisions have not yet been made by the Council. The Council recently hired a firm to determine the feasibility of the Regional Park project, and the final report and recommendation will be available to the City Council in May 2024.

The City Council will be evaluating water and sanitary sewer rates for FY2025 in the coming months. The Council has increased rates consistently over the past 5 years and will continue to review and evaluate rates. Rate increases are necessary to keep up with cost increases to manage the city's water and sanitary sewer systems, as well as the increases that are passed along to us from Des Moines Water Works (DMWW) to purchase water, and the Wastewater Reclamation Authority (WRA) for sanitary sewer waste treatment. Of important note, Central Iowa Water Works (CIWW) will begin operations in FY2025, and that may have some impact on the budget.

The City Council will begin a new Capital Improvement Plan in the coming months, which will help to streamline future budget years FY2026-2030. The city will also work on a new 5-year staffing plan, as evaluating the city's staffing needs remains important in a growing community. Our goal with the staffing plan is to provide adequate services to our residents, and to ensure our departments are appropriately staffed to do that.

Again, I greatly appreciate the effort of the city staff and City Council throughout the budget process. Producing and finalizing a budget takes a lot of work for all those involved. Please reach out if you have any questions regarding the proposed FY2025 budget.



# FISCAL YEAR 24/25 BUDGET BRIEF

## CITY GOALS

Providing a safe and healthy community by ensuring the city's resources are maximized now and in the future



Maintaining fiscal wellness, financial flexibility and accountability



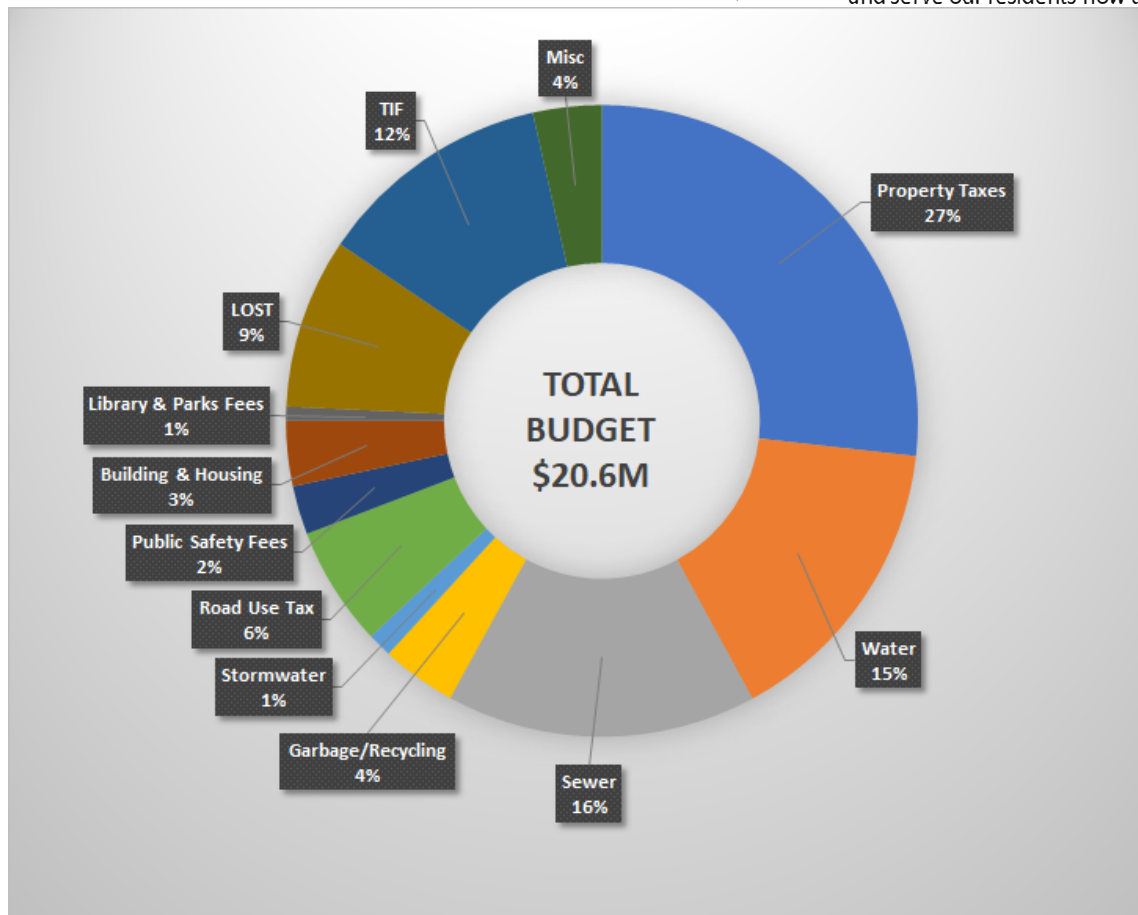
Enhancing the city's economic well being



Providing a well-planned urban community



Ensuring all public infrastructure (streets, water, sewer, etc.) are well-maintained, and serve our residents now and in the future



## PROPERTY TAXES

Polk City's property tax levy rate will remain \$11.00 per \$1,000 assessed value for FY25.

Property taxes are the City's largest revenue source, accounting for 87% of all general fund revenues.

**FISCAL YEAR JULY 1, 2024 - JUNE 30, 2025  
ADOPTION OF BUDGET AND CERTIFICATION OF CITY TAXES**

The City of: **POLK CITY** County Name: **POLK COUNTY**

Adopted On: 4/22/2024 Resolution: 2024-42

The below-signed certifies that the City Council, on the date stated above, lawfully approved the named resolution adopting a budget for next fiscal year, as summarized on this and the supporting pages.

Attached is Long Term Debt Schedule Form 703 which lists any and all of the debt service obligations of the City.

		With Gas & Electric		Without Gas & Electric	
Regular	2a	349,602,532	2b	347,634,393	City Number: 77-723 Last Official Census: 5,543
DEBT SERVICE	3a	415,073,160	3b	413,105,021	
Ag Land	4a	623,171			

**Consolidated General Fund Levy Calculation**

	CGFL Max Rate	CGFL Max Dollars	Non-TIF Taxable w/ G&E	Taxable Growth %
<b>FY 2024 Budget Data</b>	8.37000	2,700,528	322,643,643	8.36
	<b>Limitation Percentage</b>			
	3			
	<b>CGFL Max Rate</b>	<b>CGFL Max Dollars</b>	<b>Revenue Growth %</b>	
<b>Max Allowed CGFL for FY 2025</b>	8.12622	2,840,947	5.20	

**TAXES LEVIED**

Code Sec.	Dollar Limit	Purpose	ENTER FIRE DISTRICT RATE BELOW		(A) Request with Utility Replacement	(B) Property Taxes Levied		(C) Rate
384.1	8.12622	Consolidated General Fund			5	2,840,947	2,824,954	43 8.12622
		<b>Non-Voted Other Permissible Levies</b>						
384.12(1)	0.95000	Opr & Maint publicly owned Transit			7		0	45 0.00000
384.12(2)	0.27000	Aviation Authority (under sec.330A.15)			11		0	49 0.00000
384.12(3)	Amt Nec	Liability, property & self insurance costs			14		0	52 0.00000
384.12(5)	Amt Nec	Support of a Local Emerg.Mgmt.Comm.			462		0	465 0.00000
		<b>Voted Other Permissible Levies</b>						
28E.22	1.50000	Unified Law Enforcement			24		0	62 0.00000
		<b>Total General Fund Regular Levies (5 thru 24)</b>			25	2,840,947	2,824,954	
384.1	3.00375	Ag Land			26	1,872	1,872	63 3.00375
		<b>Total General Fund Tax Levies (25 + 26)</b>			27	2,842,819	2,826,826	<b>Do Not Add</b>
		<b>Special Revenue Levies</b>						
384.6	Amt Nec	Police & Fire Retirement			29		0	0.00000
	Amt Nec	FICA & IPERS (if general fund at levy limit)			30		0	0.00000
Rules	Amt Nec	Other Employee Benefits			31	334,648	332,763	0.95722
		<b>Subtotal Employee Benefit Levy (29,30,31)</b>			32	334,648	332,763	65 0.95722
			<b>Valuation</b>	<b>Without Gas &amp; Elec</b>				
386	As Req	<b>With Gas &amp; Elec</b>						
	SSMID 1 (A)	0 (B)	0	34		0	66	0.00000
	SSMID 2 (A)	0 (B)	0	35		0	67	0.00000
	SSMID 3 (A)	0 (B)	0	36		0	68	0.00000
	SSMID 4 (A)	0 (B)	0	37		0	69	0.00000
	SSMID 5 (A)	0 (B)	0	555		0	565	0.00000
	SSMID 6 (A)	0 (B)	0	556		0	566	0.00000
	SSMID 7 (A)	0 (B)	0	1177		0	1179	0.00000
	SSMID 8 (A)	0 (B)	0	1185		0	1187	0.00000
		<b>Total Special Revenue Levies</b>			39	334,648	332,763	
384.4	Amt Nec	<b>Debt Service Levy 76.10(6)</b>			40	795,513	791,741	70 1.91656
384.7	0.67500	<b>Capital Projects (Capital Improv. Reserve)</b>			41		0	71 0.00000
		<b>Total Property Taxes (27+39+40+41)</b>			42	3,972,980	3,951,330	72 11.00000

**COUNTY AUDITOR - I certify the budget is in compliance with ALL the following: Budgets that DO NOT meet ALL the criteria below are not statutorily compliant & must be returned to the city for correction.**

\_\_\_\_\_  
( City Representative )

\_\_\_\_\_  
( Date )

\_\_\_\_\_  
( County Auditor )

\_\_\_\_\_  
( Date )

The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

Meeting Date: 3/25/2024 Meeting Time: 05:00 PM Meeting Location: City Hall Council Chambers located at 112 S 3rd Street, Polk City, Iowa., 50226.

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After the hearing of the proposed tax levy, the City Council will publish notice and hold a hearing on the proposed city budget.

City Website (if available)  
 www.polkcitiesia.gov

City Telephone Number  
 (515) 984-6233

Iowa Department of Management	Current Year Certified Property Tax 2023 - 2024	Budget Year Effective Property Tax 2024 - 2025	Budget Year Proposed Property Tax 2024 - 2025
Taxable Valuations for Non-Debt Service	320,592,162	347,634,393	347,634,393
Consolidated General Fund	2,683,357	2,683,357	2,824,954
Operation & Maintenance of Public Transit	0	0	0
Aviation Authority	0	0	0
Liability, Property & Self Insurance	0	0	0
Support of Local Emergency Mgmt. Comm.	0	0	0
Unified Law Enforcement	0	0	0
Police & Fire Retirement	0	0	0
FICA & IPERS (If at General Fund Limit)	0	0	0
Other Employee Benefits	195,988	195,988	332,763
Capital Projects (Capital Improv. Reserve)	0	0	0
Taxable Value for Debt Service	371,712,860	413,105,021	413,105,021
Debt Service	750,366	750,366	791,741
<b>CITY REGULAR TOTAL PROPERTY TAX</b>	<b>3,629,711</b>	<b>3,629,711</b>	<b>3,949,458</b>
<b>CITY REGULAR TAX RATE</b>	<b>11.00000</b>	<b>10.09907</b>	<b>11.00000</b>
Taxable Value for City Ag Land	744,967	623,171	623,171
Ag Land	2,238	2,238	1,872
<b>CITY AG LAND TAX RATE</b>	<b>3.00375</b>	<b>3.59131</b>	<b>3.00375</b>
<b>Tax Rate Comparison-Current VS. Proposed</b>			
Residential property with an Actual/Assessed Value of \$100,000	<b>Current Year Certified 2023/2024</b>	<b>Budget Year Proposed 2024/2025</b>	<b>Percent Change</b>
City Regular Residential	601	510	-15.14
Commercial property with an Actual/Assessed Value of \$100,000	<b>Current Year Certified 2023/2024</b>	<b>Budget Year Proposed 2024/2025</b>	<b>Percent Change</b>
City Regular Commercial	601	510	-15.14

Note: Actual/Assessed Valuation is multiplied by a Rollback Percentage to get to the Taxable Valuation to calculate Property Taxes. Residential and Commercial properties have the same Rollback Percentage at \$100,000 Actual/Assessed Valuation.

**Reasons for tax increase if proposed exceeds the current:**

The proposed aggregate tax levy is \$11.00 per \$1000 assessed, or unchanged from the current year. Polk City's rapid residential growth will continue to drive revenue increases. The city will review the aggregate tax levy annually and determine if a change is necessary.

FUND BALANCE

City Name: POLK CITY  
 Fiscal Year July 1, 2024 - June 30, 2025

	GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	TOTAL GOVERNMENT	PROPRIETARY	GRAND TOTAL
<b>Annual Report FY 2023</b>									
Beginning Fund Balance July 1	3,903,057	1,458,239	1,474,316	-10,189	7,050,376	0	13,875,799	3,115,700	16,991,499
Actual Revenues Except Beg Balance	4,065,452	1,915,267	714,022	892,661	2,032,276	0	9,619,678	3,953,252	13,572,930
Actual Expenditures Except End Balance	4,009,345	1,445,790	670,504	924,594	4,120,546	0	11,170,779	3,955,077	15,125,856
Ending Fund Balance June 30	3,959,164	1,927,716	1,517,834	-42,122	4,962,106	0	12,324,698	3,113,875	15,438,573
<b>Re-Estimated FY 2024</b>									
Beginning Fund Balance	3,959,164	1,927,716	1,517,834	-42,122	4,962,106	0	12,324,698	3,113,875	15,438,573
Re-Est Revenues	4,615,109	1,687,590	1,010,974	1,160,070	11,843,000	0	20,316,743	4,370,200	24,686,943
Re-Est Expenditures	5,463,150	1,677,450	850,583	1,160,070	17,046,600	0	26,197,853	4,237,188	30,435,041
Ending Fund Balance	3,111,123	1,937,856	1,678,225	-42,122	-241,494	0	6,443,588	3,246,887	9,690,475
<b>Budget FY 2025</b>									
Beginning Fund Balance	3,111,123	1,937,856	1,678,225	-42,122	-241,494	0	6,443,588	3,246,887	9,690,475
Revenues	4,688,169	2,121,848	1,610,993	1,162,420	10,249,117	0	19,832,547	4,365,200	24,197,747
Expenditures	4,929,340	1,784,705	2,238,593	1,162,420	13,340,026	0	23,455,084	4,620,288	28,075,372
Ending Fund Balance	2,869,952	2,274,999	1,050,625	-42,122	-3,332,403	0	2,821,051	2,991,799	5,812,850



**LOCAL EMC SUPPORT**

City Name: **POLK CITY**  
 Fiscal Year July 1, 2024 - June 30, 2025

As provided in Iowa Code Section 384.12, subsection 22, a city may levy the amount necessary in support of a local Emergency Management Commission. In addition to this individual levy, Emergency Management Commission support may also be included as part of the General Fund Levy. Iowa Code Section 29C.17, subsection 5 states that any support from cities or counties must be separately reported on tax statements issued by the county treasurer. Input the amount of General Fund Levy request to be used for support of an Emergency Management Commission. The total below will reflect the total amount of Emergency Management Commission support provided by the City.

	Request with Utility Replacement	Property Taxes Levied
Portion of General Fund Levy Used for Emerg. Mgmt. Comm.		0
Support of a Local Emerg.Mgmt.Comm.	0	0
<b>TOTAL FOR FY 2025</b>	<b>0</b>	<b>0</b>

GOVERNMENT ACTIVITIES CONT.	GENERAL	SPECIAL REVENUE	TIF/SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	RE-ESTIMATED 2024	ACTUAL 2023
<b>PUBLIC SAFETY</b>									
Police Department/Crime Prevention	1,309,400	17,000						1,326,400	1,118,096
Jail								0	0
Emergency Management	11,500							11,500	8,752
Flood Control								0	0
Fire Department	978,350	0						978,350	879,156
Ambulance								0	0
Building Inspections	634,500	0						634,500	353,302
Miscellaneous Protective Services								0	0
Animal Control	5,100							5,100	4,013
Other Public Safety								0	0
<b>TOTAL (lines 1 - 10)</b>	<b>2,938,850</b>	<b>17,000</b>				<b>0</b>		<b>2,955,850</b>	<b>2,363,319</b>
<b>PUBLIC WORKS</b>									
Roads, Bridges, & Sidewalks	117,200	620,450						737,650	584,075
Parking - Meter and Off-Street								0	0
Street Lighting	65,000							65,000	55,699
Traffic Control and Safety								0	0
Snow Removal	0	0						0	0
Highway Engineering								0	0
Street Cleaning	0							0	0
Airport (if not Enterprise)								0	0
Garbage (if not Enterprise)	0							0	0
Other Public Works	0							0	0
<b>TOTAL (lines 12 - 21)</b>	<b>182,200</b>	<b>620,450</b>				<b>0</b>		<b>802,650</b>	<b>639,774</b>
<b>HEALTH &amp; SOCIAL SERVICES</b>									
Welfare Assistance								0	0
City Hospital								0	0
Payments to Private Hospitals								0	0
Health Regulation and Inspection								0	0
Water, Air, and Mosquito Control	2,000							2,000	0
Community Mental Health								0	0
Other Health and Social Services								0	0
<b>TOTAL (lines 23 - 29)</b>	<b>2,000</b>	<b>0</b>				<b>0</b>		<b>2,000</b>	<b>0</b>
<b>CULTURE &amp; RECREATION</b>									
Library Services	467,550	0						467,550	406,347
Museum, Band and Theater								0	0
Parks	430,000	0						430,000	384,531
Recreation								0	0
Cemetery								0	0
Community Center, Zoo, & Marina	0							0	5,963
Other Culture and Recreation								0	0
<b>TOTAL (lines 31 - 37)</b>	<b>897,550</b>	<b>0</b>				<b>0</b>		<b>897,550</b>	<b>796,841</b>

		GENERAL	SPECIAL REVENUE	TIF/SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	RE-ESTIMATED 2024	ACTUAL 2023
<b>GOVERNMENT ACTIVITIES CONT.</b>										
<b>COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>										
39	Community Beautification									0
40	Economic Development	0								0
41	Housing and Urban Renewal									0
42	Planning & Zoning	0								0
43	Other Com & Econ Development	0	602,241						602,241	462,828
44	TIF Rebates									0
45	TOTAL (lines 39 - 44)	0	0	602,241			0		602,241	462,828
<b>GENERAL GOVERNMENT</b>										
46	Mayor, Council, & City Manager	127,000	0						127,000	101,533
47	Clerk, Treasurer, & Finance Adm.	175,350	0						175,350	135,613
48	Elections	1,000							1,000	0
49	Legal Services & City Attorney	65,500							65,500	71,660
50	City Hall & General Buildings	87,700							87,700	221,284
51	Tort Liability	0							0	0
52	Other General Government	986,000							986,000	160,111
53	TOTAL (lines 46 - 52)	1,442,550	0	602,241	1,160,070	17,046,600	0		1,442,550	690,201
54	<b>DEBT SERVICE</b>									
55	Gov Capital Projects	0				17,046,600				4,120,546
56	TIF Capital Projects									0
57	TOTAL CAPITAL PROJECTS	0	0	0		17,046,600	0		17,046,600	4,120,546
58	TOTAL Governmental Activities Expenditures (lines 11+22+30+38+44+52+53+54)	5,463,150	637,450	602,241	1,160,070	17,046,600	0		24,909,511	9,998,103
<b>BUSINESS TYPE ACTIVITIES Proprietary: Enterprise &amp; Budgeted ISF</b>										
59	Water Utility								1,528,950	1,365,060
60	Sewer Utility								1,742,493	1,682,446
61	Electric Utility								0	0
62	Gas Utility								0	0
63	Airport								416,000	0
64	Landfill/Garbage								0	0
65	Transit								0	0
66	Cable TV, Internet & Telephone								0	0
67	Housing Authority								230,000	0
68	Storm Water Utility								0	0
69	Other Business Type (city hosp., ISF, parking, etc.)								0	0
70	Enterprise DEBT SERVICE								0	0
71	Enterprise CAPITAL PROJECTS								0	0
72	Enterprise TIF CAPITAL PROJECTS								0	0
73	TOTAL BUSINESS TYPE EXPENDITURES (lines 59+72)								3,917,443	3,426,199
74	TOTAL ALL EXPENDITURES (lines 58+73)	5,463,150	637,450	602,241	1,160,070	17,046,600	0		28,826,954	13,424,302
75	Regular Transfers Out	0	1,040,000			0			319,745	1,493,878
76	Internal TIF Loan Transfers Out			248,342					248,342	207,676
77	Total ALL Transfers Out	0	1,040,000	248,342	0	0	0		319,745	1,701,554
78	Total Expenditures and Other Fin Uses (lines 74+77)	5,463,150	1,677,450	850,583	1,160,070	17,046,600	0	4,237,188	30,435,041	15,125,856
79	Ending Fund Balance June 30	3,111,123	1,937,856	1,678,225	-42,122	-241,494	0	3,246,887	9,690,475	15,438,573

RE-ESTIMATED REVENUES DETAIL

City Name: POLK CITY  
Fiscal Year July 1, 2023 - June 30, 2024

REVENUES & OTHER FINANCING SOURCES	GENERAL	SPECIAL REVENUE	TIF/SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	RE-ESTIMATED 2024	ACTUAL 2023
Taxes Levied on Property	1 2,900,009	0		754,508				3,654,517	3,461,360
Less: Uncollected Property Taxes - Levy Year	2							0	0
Net Current Property Taxes (line 1 minus line 2)	3 2,900,009	0		754,508	0			3,654,517	3,461,360
Delinquent Property Taxes	4							0	0
TIF Revenues	5		887,632					887,632	616,346
Other City Taxes:									
Utility Tax Replacement Excise Taxes	6 0			0				0	0
Utility franchise tax (Iowa Code Chapter 364.2)	7 50,000							50,000	54,369
Parimutuel wager tax	8							0	0
Gaming wager tax	9							0	0
Mobile Home Taxes	10							0	0
Hotel/Motel Taxes	11 25,000							25,000	32,419
Other Local Option Taxes	12 0	950,000						950,000	1,135,242
Subtotal - Other City Taxes (lines 6 thru 12)	13 75,000	950,000		0	0			1,025,000	1,222,030
Licenses & Permits	14 407,300							407,300	244,632
Use of Money & Property	15 323,300		0				0	323,300	261,086
Intergovernmental:									
Federal Grants & Reimbursements	16 0				0			0	397,582
Road Use Taxes	17		720,590					720,590	762,779
Other State Grants & Reimbursements	18 52,000	0	0	0	2,643,000		95,000	2,790,000	195,604
Local Grants & Reimbursements	19 52,000							52,000	24,154
Subtotal - Intergovernmental (lines 16 thru 19)	20 104,000	720,590	0	0	2,643,000		95,000	3,562,590	1,380,119
Charges for Fees & Service:									
Water Utility	21						1,770,900	1,770,900	1,615,322
Sewer Utility	22						1,888,200	1,888,200	1,859,709
Electric Utility	23							0	0
Gas Utility	24							0	0
Parking	25							0	0
Airport	26							0	0
Landfill/Garbage	27						416,000	416,000	381,368
Hospital	28							0	0
Transit	29							0	0
Cable TV, Internet & Telephone	30							0	0
Housing Authority	31							0	0
Storm Water Utility	32						200,000	200,000	96,264
Other Fees & Charges for Service	33 445,700	17,000		0	0			462,700	413,021
Subtotal - Charges for Service (lines 21 thru 33)	34 445,700	17,000		0	0		4,275,100	4,737,800	4,365,684
Special Assessments	35 7,500							7,500	5,751
Miscellaneous	36 27,300			85,817	0		100	113,217	255,000
Other Financing Sources:									
Regular Operating Transfers In	37 200,000	0		319,745	840,000		0	1,359,745	1,493,878
Internal TIF Loan Transfers In	38 125,000		123,342					248,342	207,676
Subtotal ALL Operating Transfers In	39 325,000	0	123,342	319,745	840,000		0	1,608,087	1,701,554
Proceeds of Debt (Excluding TIF Internal Borrowing)	40	0		0	8,360,000		0	8,360,000	59,368
Proceeds of Capital Asset Sales	41 0							0	0
Subtotal-Other Financing Sources (lines 36 thru 38)	42 325,000	0	123,342	319,745	9,200,000		0	9,968,087	1,760,922
Total Revenues except for beginning fund balance (lines 3, 4, 5, 12, 13, 14, 19, 33, 34, 35, & 39)	43 4,615,109	1,687,590	1,010,974	1,160,070	11,843,000		4,370,200	24,686,943	13,572,930
Beginning Fund Balance July 1	44 3,959,164	1,927,716	1,517,834	-42,122	4,962,106		0	15,438,573	16,991,499
TOTAL REVENUES & BEGIN BALANCE (lines 41+42)	45 8,574,273	3,615,306	2,528,808	1,117,948	16,805,106		7,484,075	40,125,516	30,564,429

GOVERNMENT ACTIVITIES	GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2025	RE-ESTIMATED 2024	ACTUAL 2023
<b>PUBLIC SAFETY</b>										
Police Department/Crime Prevention	1,441,200	0						1,441,200	1,326,400	1,118,096
Jail								0	0	0
Emergency Management	14,500							14,500	11,500	8,752
Flood Control								0	0	0
Fire Department	1,094,520							1,094,520	978,350	879,156
Ambulance								0	0	0
Building Inspections	214,120							214,120	634,500	353,302
Miscellaneous Protective Services								0	0	0
Animal Control	5,200							5,200	5,100	4,013
Other Public Safety								0	0	0
<b>TOTAL (lines 1 - 10)</b>	<b>2,769,540</b>	<b>0</b>				<b>0</b>		<b>2,769,540</b>	<b>2,955,850</b>	<b>2,363,319</b>
<b>PUBLIC WORKS</b>										
Roads, Bridges, & Sidewalks	122,650	634,705						757,355	737,650	584,075
Parking - Meter and Off-Street								0	0	0
Street Lighting	65,000							65,000	65,000	55,699
Traffic Control and Safety								0	0	0
Snow Removal								0	0	0
Highway Engineering								0	0	0
Street Cleaning								0	0	0
Airport								0	0	0
Garbage (if not Enterprise)	60,000							60,000	0	0
Other Public Works								0	0	0
<b>TOTAL (lines 12 - 21)</b>	<b>247,650</b>	<b>634,705</b>				<b>0</b>		<b>882,355</b>	<b>802,650</b>	<b>639,774</b>
<b>HEALTH &amp; SOCIAL SERVICES</b>										
Welfare Assistance								0	0	0
City Hospital								0	0	0
Payments to Private Hospitals								0	0	0
Health Regulation and Inspection								0	0	0
Water, Air, and Mosquito Control	2,500							2,500	2,000	0
Community Mental Health								0	0	0
Other Health and Social Services								0	0	0
<b>TOTAL (lines 23 - 29)</b>	<b>2,500</b>	<b>0</b>				<b>0</b>		<b>2,500</b>	<b>2,000</b>	<b>0</b>
<b>CULTURE &amp; RECREATION</b>										
Library Services	475,750	0						475,750	467,550	406,347
Museum, Band and Theater								0	0	0
Parks	437,390							437,390	430,000	384,531
Recreation								0	0	0
Cemetery								0	0	0
Community Center, Zoo, & Marina	53,000							53,000	0	5,963
Other Culture and Recreation								0	0	0
<b>TOTAL (lines 31 - 37)</b>	<b>966,140</b>	<b>0</b>				<b>0</b>		<b>966,140</b>	<b>897,550</b>	<b>796,841</b>

GOVERNMENT ACTIVITIES	GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2025	RE-ESTIMATED 2024	ACTUAL 2023
<b>COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>										
Community Beautification	39							0	0	0
Economic Development	40	75,000						75,000	0	0
Housing and Urban Renewal	41							0	0	0
Planning & Zoning	42	275,000						275,000	0	0
Other Com & Econ Development	43		657,075					657,075	602,241	462,828
TIF Rebates	44							0	0	0
TOTAL (lines 39 - 44)	45	350,000	657,075			0		1,007,075	602,241	462,828
<b>GENERAL GOVERNMENT</b>										
Mayor, Council, & City Manager	46	133,850						133,850	127,000	101,533
Clerk, Treasurer, & Finance Adm.	47	230,890						230,890	175,350	135,613
Elections	48	1,000						1,000	1,000	0
Legal Services & City Attorney	49	65,250						65,250	65,500	71,660
City Hall & General Buildings	50	137,020						137,020	87,700	221,284
Tort Liability	51							0	0	0
Other General Government	52	25,500						25,500	986,000	160,111
TOTAL (lines 46 - 52)	53	593,510	0	0		0		593,510	1,442,550	690,201
<b>DEBT SERVICE</b>										
Gov Capital Projects	54			1,162,420	13,076,026			1,162,420	1,160,070	924,594
TIF Capital Projects	55							0	0	0
TOTAL CAPITAL PROJECTS	56							0	0	0
TOTAL (lines 54 - 57)	57	0	0	0	13,076,026	0		13,076,026	17,046,600	4,120,546
<b>TOTAL Government Activities Expenditures (lines 11+22+30+38+45+53+54+57)</b>	58	4,929,340	634,705	1,162,420	13,076,026	0		20,459,566	24,909,511	9,998,103
<b>BUSINESS TYPE ACTIVITIES</b>										
<b>Proprietary: Enterprise &amp; Budgeted ISF</b>										
Water Utility	59							1,647,085	1,528,950	1,365,060
Sewer Utility	60							1,899,703	1,742,493	1,682,446
Electric Utility	61							0	0	0
Gas Utility	62							0	0	0
Airport	63							0	0	0
Landfill/Garbage	64							461,500	416,000	367,415
Transit	65							0	0	0
Cable TV, Internet & Telephone	66							0	0	0
Housing Authority	67							0	0	0
Storm Water Utility	68							30,000	230,000	11,278
Other Business Type (City hosp., ISF, parking, etc.)	69							0	0	0
Enterprise DEBT SERVICE	70							0	0	0
Enterprise CAPITAL PROJECTS	71							0	0	0
Enterprise TIF CAPITAL PROJECTS	72							0	0	0
<b>TOTAL Business Type Expenditures (lines 59 - 72)</b>	73							4,038,288	3,917,443	3,426,199
<b>TOTAL ALL EXPENDITURES (lines 58 + 73)</b>	74	4,929,340	634,705	1,162,420	13,076,026	0		24,497,854	28,826,954	13,424,302
Regular Transfers Out	75	0	1,150,000		264,000			1,996,000	1,359,745	1,493,878
Internal TIF Loan / Repayment Transfers Out	76							1,581,518	248,342	207,676
<b>Total ALL Transfers Out</b>	77	0	1,150,000	0	264,000	0		3,577,518	1,608,087	1,701,554
<b>Total Expenditures &amp; Fund Transfers Out (lines 74+77)</b>	78	4,929,340	1,784,705	1,162,420	13,340,026	0		28,075,372	30,435,041	15,125,856
<b>Ending Fund Balance June 30</b>	79	2,869,952	2,274,999	-42,122	-3,332,403	0		5,812,850	9,690,475	15,438,573

REVENUES DETAIL

City Name: POLK CITY  
Fiscal Year July 1, 2024 - June 30, 2025

	GENERAL	SPECIAL REVENUES	TIF/SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2025	RE-ESTIMATED 2024	ACTUAL 2023
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>										
1	2,826,826	332,763		791,741	0			3,951,330	3,654,517	3,461,360
2								0	0	0
3	2,826,826	332,763		791,741	0			3,951,330	3,654,517	3,461,360
4								0	0	0
5			1,447,565					1,447,565	887,632	616,346
Other City Taxes:										
6	15,993	1,885		3,772	0			21,650	0	0
7	50,000							50,000	50,000	54,369
8								0	0	0
9								0	0	0
10								0	0	0
11	25,000							25,000	25,000	32,419
12		1,050,000						1,050,000	950,000	1,135,242
13	90,993	1,051,885		3,772	0			1,146,650	1,025,000	1,222,030
14	207,300							207,300	407,300	244,632
15	353,350		0					353,350	323,300	261,086
Intergovernmental:										
16	0							0	0	397,582
17		737,200						737,200	720,590	762,779
18	7,000				1,264,650			1,271,650	2,790,000	195,604
19	96,000							96,000	52,000	24,154
20	103,000	737,200		0	1,264,650			2,104,850	3,562,590	1,380,119
Charges for Fees & Service:										
21								1,843,200	1,770,900	1,615,322
22								1,910,500	1,888,200	1,859,709
23								0	0	0
24								0	0	0
25								0	0	0
26								0	0	0
27								461,500	416,000	381,368
28								0	0	0
29								0	0	0
30								0	0	0
31								0	0	0
32								150,000	200,000	96,264
33	486,400	0			0			486,400	462,700	413,021
34	486,400	0			0			4,851,600	4,737,800	4,365,684
35	750							750	7,500	5,751
36	28,800	0		85,817	0			114,617	113,217	255,000
Other Financing Sources:										
37	590,750			281,090	1,124,160			1,996,000	1,359,745	1,493,878
38			163,428		1,418,090			1,581,518	248,342	207,676
39	590,750	0	163,428	281,090	2,542,250	0	0	3,577,518	1,608,087	1,701,554
40	0			0	6,442,217			6,442,217	8,360,000	59,368
41	0							0	0	0
42	590,750	0	163,428	281,090	8,984,467	0	0	10,019,735	9,968,087	1,760,922
43	4,688,169	2,121,848	1,610,993	1,162,420	10,249,117	0	4,365,200	24,197,747	24,686,943	13,572,930
44	3,111,123	1,937,856	1,678,225	-42,122	-241,494	0	3,246,887	9,690,475	15,438,573	16,991,499
45	7,799,292	4,059,704	3,289,218	1,120,298	10,007,623	0	7,612,087	33,888,222	40,125,516	30,564,429
<b>TOTAL REVENUES &amp; BEGIN BALANCE (lines 42-43)</b>										

ADOPTED BUDGET SUMMARY

City Name: POLK CITY  
Fiscal Year July 1, 2024 - June 30, 2025

	GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2025	RE-ESTIMATED 2024	ACTUAL 2023
<b>Revenues &amp; Other Financing Sources</b>										
Taxes Levied on Property	1 2,826,826	332,763		791,741	0			3,951,330	3,654,517	3,461,360
Less: Uncollected Property Taxes-Levy Year	2 0	0		0	0			0	0	0
Net Current Property Taxes	3 2,826,826	332,763		791,741	0			3,951,330	3,654,517	3,461,360
Delinquent Property Taxes	4 0	0		0	0			0	0	0
TIF Revenues	5		1,447,565					1,447,565	887,632	616,346
Other City Taxes	6 90,993	1,051,885		3,772	0			1,146,650	1,025,000	1,222,030
Licenses & Permits	7 207,300	0		0	0		0	207,300	407,300	244,632
Use of Money and Property	8 353,350	0	0	0	0	0	0	353,350	323,300	261,086
Intergovernmental	9 103,000	737,200	0	0	1,264,650		0	2,104,850	3,562,590	1,380,119
Charges for Fees & Service	10 486,400	0	0	0	0	0	0	4,851,600	4,737,800	4,365,684
Special Assessments	11 750	0	0	0	0	0	0	750	7,500	5,751
Miscellaneous	12 28,800	0	0	85,817	0	0	0	114,617	113,217	255,000
Sub-Total Revenues	13 4,097,419	2,121,848	1,447,565	881,330	1,264,650	0	4,365,200	14,178,012	14,718,856	11,812,008
<b>Other Financing Sources:</b>										
<b>Total Transfers In</b>	14 590,750	0	163,428	281,090	2,542,250	0	0	3,577,518	1,608,087	1,701,554
Proceeds of Debt	15 0	0	0	0	6,442,217		0	6,442,217	8,360,000	59,368
Proceeds of Capital Asset Sales	16 0	0	0	0	0	0	0	0	0	0
<b>Total Revenues and Other Sources</b>	17 4,688,169	2,121,848	1,610,993	1,162,420	10,249,117	0	4,365,200	24,197,747	24,686,943	13,572,930
<b>Expenditures &amp; Other Financing Uses</b>										
Public Safety	18 2,769,540	0	0	0		0		2,769,540	2,955,850	2,363,319
Public Works	19 247,650	634,705	0	0		0		882,355	802,650	639,774
Health and Social Services	20 2,500	0	0	0		0		2,500	2,000	0
Culture and Recreation	21 966,140	0	0	0		0		966,140	897,550	796,841
Community and Economic Development	22 350,000	0	657,075	0		0		1,007,075	602,241	462,828
General Government	23 593,510	0	0	0		0		593,510	1,442,550	690,201
Debt Service	24 0	0	0	1,162,420		0		1,162,420	1,160,070	924,594
Capital Projects	25 0	0	0	0	13,076,026	0		13,076,026	17,046,600	4,120,546
<b>Total Government Activities Expenditures</b>	26 4,929,340	634,705	657,075	1,162,420	13,076,026	0	4,038,288	20,459,566	24,909,511	9,998,103
Business Type Proprietary: Enterprise & ISF	27							4,038,288	3,917,443	3,426,199
<b>Total Gov &amp; Bus Type Expenditures</b>	28 4,929,340	634,705	657,075	1,162,420	13,076,026	0	4,038,288	24,497,854	28,826,954	13,424,302
<b>Total Transfers Out</b>	29 0	1,150,000	1,581,518	0	264,000	0	582,000	3,577,518	1,608,087	1,701,554
Total ALL Expenditures/Fund Transfers Out	30 4,929,340	1,784,705	2,238,593	1,162,420	13,340,026	0	4,620,288	28,075,372	30,435,041	15,125,856
Excess Revenues & Other Sources Over	31									
(Under) Expenditures/Transfers Out	32 -241,171	337,143	-627,600	0	-3,090,909	0	-255,088	-3,877,625	-5,748,098	-1,552,926
<b>Beginning Fund Balance July 1</b>	33 3,111,123	1,937,856	1,678,225	-42,122	-241,494	0	3,246,887	9,690,475	15,438,573	16,991,499
<b>Ending Fund Balance June 30</b>	34 2,869,952	2,274,999	1,050,625	-42,122	-3,332,403	0	2,991,799	5,812,850	9,690,475	15,438,573





**LONG TERM DEBT SCHEDULE - GRAND TOTALS**

**GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS**

	Principal Due FY 2025	Interest Due FY 2025	Total Obligation Due FY 2025	Bond Reg./ Paying Agent Fees Due FY 2025	Reductions due to Refinancing or Prepayment of Certified Debt	Paid from Sources OTHER THAN Budget Year Debt Service Levy	Amount Paid Budget Year Debt Service Levy
GO - TOTAL	670,000	489,520	1,159,520	2,900	0	366,907	795,513
NON GO - TOTAL	0	0	0	0	0	0	0
GRAND - TOTAL	670,000	489,520	1,159,520	2,900	0	366,907	795,513

**NOTICE OF PUBLIC HEARING -- PROPOSED BUDGET**  
**Fiscal Year July 1, 2024 - June 30, 2025**

City of: **POLK CITY**

The City Council will conduct a public hearing on the proposed Budget at: **City Hall, Council Chambers** located at **112 S 3rd Street, Polk City, Iowa.**  
**Meeting Date: 4/22/2024 Meeting Time: 06:00 PM**

**At the public hearing any resident or taxpayer may present objections to, or arguments in favor of , any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the City Clerk and County Auditor.**

**City budgets are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-budget-appeals>.**

<b>The Budget Estimate Summary of proposed receipts and expenditures is shown below. Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.</b>				
The estimated Total tax levy rate per \$1000 valuation on regular property		11.00000		
The estimated tax levy rate per \$1000 valuation on Agricultural land is		3.00375		
<b>At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.</b>				
Phone Number (515) 984-6233		City Clerk/Finance Officer's NAME Jenny Coffin		
		<b>Budget FY 2025</b>	<b>Re-estimated FY 2024</b>	<b>Actual FY 2023</b>
<b>Revenues &amp; Other Financing Sources</b>				
Taxes Levied on Property	1	3,951,330	3,654,517	3,461,360
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
<b>Net Current Property Taxes</b>	<b>3</b>	<b>3,951,330</b>	<b>3,654,517</b>	<b>3,461,360</b>
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	1,447,565	887,632	616,346
Other City Taxes	6	1,146,650	1,025,000	1,222,030
Licenses & Permits	7	207,300	407,300	244,632
Use of Money and Property	8	353,350	323,300	261,086
Intergovernmental	9	2,104,850	3,562,590	1,380,119
Charges for Fees & Service	10	4,851,600	4,737,800	4,365,684
Special Assessments	11	750	7,500	5,751
Miscellaneous	12	114,617	113,217	255,000
Other Financing Sources	13	6,442,217	8,360,000	59,368
Transfers In	14	3,577,518	1,608,087	1,701,554
<b>Total Revenues and Other Sources</b>	<b>15</b>	<b>24,197,747</b>	<b>24,686,943</b>	<b>13,572,930</b>
<b>Expenditures &amp; Other Financing Uses</b>				
Public Safety	16	2,769,540	2,955,850	2,363,319
Public Works	17	882,355	802,650	639,774
Health and Social Services	18	2,500	2,000	0
Culture and Recreation	19	966,140	897,550	796,841
Community and Economic Development	20	1,007,075	602,241	462,828
General Government	21	593,510	1,442,550	690,201
Debt Service	22	1,162,420	1,160,070	924,594
Capital Projects	23	13,076,026	17,046,600	4,120,546
<b>Total Government Activities Expenditures</b>	<b>24</b>	<b>20,459,566</b>	<b>24,909,511</b>	<b>9,998,103</b>
Business Type / Enterprises	25	4,038,288	3,917,443	3,426,199
<b>Total ALL Expenditures</b>	<b>26</b>	<b>24,497,854</b>	<b>28,826,954</b>	<b>13,424,302</b>
Transfers Out	27	3,577,518	1,608,087	1,701,554
Total ALL Expenditures/Transfers Out	28	28,075,372	30,435,041	15,125,856
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out</b>	<b>29</b>	<b>-3,877,625</b>	<b>-5,748,098</b>	<b>-1,552,926</b>
Beginning Fund Balance July 1	30	9,690,475	15,438,573	16,991,499
<b>Ending Fund Balance June 30</b>	<b>31</b>	<b>5,812,850</b>	<b>9,690,475</b>	<b>15,438,573</b>



April 18, 2024

Mrs. Chelsea Huisman  
And Polk City Council  
City of Polk City  
112 S 3<sup>rd</sup> St.  
Polk City, Iowa 50226

RE: City of Polk City  
Polk City Elevated Storage Tank – Water Main Extension Project  
MEC Project No. 2022000929-003

LETTER OF RECOMMENDATION AND AWARD

Dear City of Polk City,

McClure Engineering Company has reviewed the bids received April 17, 2024, for the *“Polk City Elevated Storage Tank – Water Main Extension Project”*. The lowest responsive, responsible Bidder on this project is McAninch Corporation, Des Moines, Iowa.

We, therefore, recommend the City of Polk City award the contract for the *“Polk City Elevated Storage Tank – Water Main Extension Project”*, to the lowest responsive, responsible Bidder, McAninch Corporation, Des Moines, Iowa, for the TOTAL UNIT BID PRICE in the amount of \$520,750.08.

Respectfully submitted,

McCLURE ENGINEERING COMPANY

Anthony M. Trotter, P.E.  
Senior Project Engineer

ACCEPTED BY: City of Polk City, Iowa

By: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_, 2024

cc: Owner (original)  
Engineer  
Contractor  
IDNR



LETTING DATE: APRIL 17, 2024, 1:00 P.M.		ENGINEER'S ESTIMATE		NAME AND ADDRESS		NAME AND ADDRESS		NAME AND ADDRESS		NAME AND ADDRESS		NAME AND ADDRESS		NAME AND ADDRESS		NAME AND ADDRESS		NAME AND ADDRESS		NAME AND ADDRESS		NAME AND ADDRESS		NAME AND ADDRESS		NAME AND ADDRESS			
CERTIFIED CHECK OR BID BOND				MCANINCH CORPORATION DES MOINES, IA		THORPE CONTRACTING, LLC URBANDALE, IA		DR UTILITIES LLC ANKENY, IA		VANDERPOOL CONSTRUCTION, INC. INDIANOLA, IA		ROGNES CORP. ANKENY, IA		ABSOLUTE CONCRETE CONSTRUCTION, INC. dba ABSOLUTE GROUP GRANGER, IA		REILLY CONSTRUCTION OSSIAN, IA		ON TRACK CONSTRUCTION, LLC NEVADA, IA		GRAFF EXCAVATING INC TOLEDO, IA		J&K CONTRACTING URBANDALE, IA		WYNN COMPANY, LLC WARSAW, IL		NAIL EXCAVATING LLC BETHANY, MO			
Item	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Amount	BID BOND		BID BOND		BID BOND		BID BOND		BID BOND		BID BOND		BID BOND		BID BOND		BID BOND		BID BOND		BID BOND			
						UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
BASE BID																													
BUDAS SECTION 2010-EARTHWORK, SUBGRADE, & SUBBASE																													
2.01	CLEARING & GRUBBING	AC	4.3	15,000.00	\$ 64,500.00	\$ 5,922.50	\$ 25,486.75	\$ 6,484.26	\$ 27,882.32	\$ 3,955.00	\$ 17,006.50	\$ 6,000.00	\$ 25,800.00	\$ 5,810.00	\$ 24,985.00	\$ 5,950.00	\$ 25,585.00	\$ 6,325.00	\$ 27,197.50	\$ 5,800.00	\$ 24,940.00	\$ 6,000.00	\$ 25,800.00	\$ 8,000.00	\$ 34,400.00	\$ 4,000.00	\$ 17,200.00	\$ 5,000.00	\$ 21,500.00
2.02	CLASS 10 EXCAVATION, BALANCED CUT FILL ONSITE	CY	10,056	20.00	\$ 201,120.00	\$ 20,112.00	\$ 201,120.00	\$ 4,880.00	\$ 49,072.38	\$ 2,700.00	\$ 27,151.20	\$ 3,400.00	\$ 34,190.40	\$ 2,000.00	\$ 20,112.00	\$ 4,500.00	\$ 45,252.00	\$ 2,000.00	\$ 20,112.00	\$ 6.00	\$ 60,336.00	\$ 4.00	\$ 40,224.00	\$ 7.00	\$ 70,392.00	\$ 4.00	\$ 40,224.00	\$ 5.00	\$ 50,300.00
2.03	CLASS 10 EXCAVATION, HAUL ONSITE	CY	4,606	10.00	\$ 46,060.00	\$ 1.20	\$ 5,527.20	\$ 2.48	\$ 11,422.88	\$ 12.00	\$ 55,272.00	\$ 2.50	\$ 11,515.00	\$ 4.70	\$ 21,648.20	\$ 6.50	\$ 29,939.00	\$ 4.00	\$ 18,424.00	\$ 2.00	\$ 9,212.00	\$ 5.50	\$ 25,333.00	\$ 5.00	\$ 23,030.00	\$ 8.00	\$ 38,848.00	\$ 5.00	\$ 23,030.00
2.04	TOPSOIL ONSITE, STRIP, SALVAGE & RESPREAD	CY	4,616	15.00	\$ 69,240.00	\$ 3.17	\$ 14,632.72	\$ 6.77	\$ 31,250.32	\$ 9.25	\$ 42,698.00	\$ 5.50	\$ 25,388.00	\$ 6.70	\$ 30,927.20	\$ 3.50	\$ 16,156.00	\$ 4.00	\$ 18,464.00	\$ 6.00	\$ 27,696.00	\$ 5.00	\$ 23,080.00	\$ 4.00	\$ 18,464.00	\$ 10.00	\$ 46,160.00	\$ 5.00	\$ 23,080.00
2.05	COMPACTION TESTING	EA	21	1,500.00	\$ 31,500.00	\$ 212.96	\$ 4,472.16	\$ 307.81	\$ 6,464.01	\$ 300.00	\$ 6,300.00	\$ 200.00	\$ 4,200.00	\$ 303.00	\$ 6,363.00	\$ 285.00	\$ 5,985.00	\$ 500.00	\$ 10,500.00	\$ 240.00	\$ 5,040.00	\$ 100.00	\$ 2,100.00	\$ 300.00	\$ 6,300.00	\$ 400.00	\$ 8,400.00	\$ 700.00	\$ 14,700.00
BUDAS SECTION 3010-TRENCH EXCAVATION & BACKFILL MATERIAL																													
3.01	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	CY	2,700	20.00	\$ 54,000.00	\$ 0.47	\$ 1,269.00	\$ 3.38	\$ 9,126.00	\$ 1.00	\$ 2,700.00	\$ 5.00	\$ 13,500.00	\$ 0.01	\$ 27.00	\$ 17.75	\$ 47,925.00	\$ 2.00	\$ 5,400.00	\$ 9.00	\$ 24,300.00	\$ 1.00	\$ 2,700.00	\$ 20.00	\$ 54,000.00	\$ 3.50	\$ 9,450.00	\$ 6.00	\$ 16,200.00
BUDAS SECTION 4020-STORM SEWER PIPE																													
4.01	STORM SEWER RCP 2000D, 18 IN. DIA	LF	409	100.00	\$ 40,900.00	\$ 65.71	\$ 26,875.39	\$ 43.00	\$ 17,587.00	\$ 44.00	\$ 17,996.00	\$ 64.00	\$ 26,176.00	\$ 73.00	\$ 29,857.00	\$ 70.75	\$ 28,936.75	\$ 75.00	\$ 30,675.00	\$ 88.00	\$ 35,992.00	\$ 105.00	\$ 42,945.00	\$ 75.00	\$ 30,675.00	\$ 60.00	\$ 24,540.00	\$ 88.00	\$ 35,992.00
4.02	STORM SEWER RCP 2000D, 24 IN. DIA	LF	102	120.00	\$ 12,240.00	\$ 86.96	\$ 8,869.92	\$ 64.05	\$ 6,533.10	\$ 70.00	\$ 7,140.00	\$ 81.00	\$ 8,262.00	\$ 90.00	\$ 9,180.00	\$ 85.00	\$ 8,670.00	\$ 95.00	\$ 9,690.00	\$ 113.00	\$ 11,526.00	\$ 125.00	\$ 12,750.00	\$ 111.00	\$ 11,322.00	\$ 84.00	\$ 8,568.00	\$ 130.00	\$ 13,260.00
BUDAS SECTION 4030-PIPE CULVERTS																													
4.03	PIPE APRON, RCP, 24 IN. DIA	EA	2	1,200.00	\$ 2,400.00	\$ 2,657.09	\$ 5,314.18	\$ 2,962.46	\$ 5,924.92	\$ 4,500.00	\$ 9,000.00	\$ 3,100.00	\$ 6,200.00	\$ 3,410.00	\$ 6,820.00	\$ 3,960.00	\$ 7,920.00	\$ 3,750.00	\$ 7,500.00	\$ 2,235.00	\$ 4,470.00	\$ 2,750.00	\$ 5,500.00	\$ 4,000.00	\$ 8,000.00	\$ 2,200.00	\$ 4,400.00	\$ 4,786.00	\$ 9,572.00
BUDAS SECTION 5010-PIPE & FITTINGS																													
5.01	WATER MAIN PVC, 8 IN. DIA	LF	707	80.00	\$ 56,560.00	\$ 34.63	\$ 24,483.41	\$ 31.19	\$ 22,051.33	\$ 28.35	\$ 20,043.45	\$ 48.00	\$ 33,936.00	\$ 37.50	\$ 26,156.25	\$ 33.00	\$ 23,424.00	\$ 42.00	\$ 29,694.00	\$ 49.00	\$ 34,843.00	\$ 35.00	\$ 24,745.00	\$ 40.00	\$ 28,280.00	\$ 58.00	\$ 46,104.00	\$ 58.00	\$ 46,104.00
5.02	WATER MAIN PVC, 16 IN. DIA	LF	2,430	100.00	\$ 243,000.00	\$ 71.83	\$ 174,546.90	\$ 70.79	\$ 172,019.70	\$ 60.14	\$ 146,140.20	\$ 89.00	\$ 167,670.00	\$ 86.00	\$ 160,380.00	\$ 77.00	\$ 187,110.00	\$ 90.00	\$ 216,700.00	\$ 91.00	\$ 221,130.00	\$ 72.00	\$ 174,960.00	\$ 75.00	\$ 182,250.00	\$ 109.00	\$ 264,870.00	\$ 109.00	\$ 264,870.00
5.03	FITTINGS BY WEIGHT, DUCTILE IRON PIPE	LBS	2,700	12.00	\$ 32,400.00	\$ 4.68	\$ 12,636.00	\$ 9.74	\$ 26,298.00	\$ 7.25	\$ 19,575.00	\$ 10.00	\$ 27,000.00	\$ 9.10	\$ 24,570.00	\$ 10.00	\$ 27,000.00	\$ 14.00	\$ 37,800.00	\$ 20.00	\$ 54,000.00	\$ 7.00	\$ 18,900.00	\$ 16.00	\$ 43,200.00	\$ 15.00	\$ 40,500.00	\$ 8.90	\$ 24,030.00
BUDAS SECTION 5020-VALVES, FIRE HYDRANTS, & APPURTENANCES																													
5.04	VALVE, GATE, 8 IN. DIA	EA	3	4,000.00	\$ 12,000.00	\$ 3,165.66	\$ 9,496.98	\$ 2,388.38	\$ 7,165.14	\$ 3,000.00	\$ 9,000.00	\$ 2,500.00	\$ 7,500.00	\$ 2,335.00	\$ 7,005.00	\$ 2,815.00	\$ 8,445.00	\$ 2,500.00	\$ 7,500.00	\$ 2,450.00	\$ 7,350.00	\$ 2,500.00	\$ 7,500.00	\$ 2,700.00	\$ 8,100.00	\$ 3,000.00	\$ 9,000.00	\$ 13,090.00	\$ 39,270.00
5.05	VALVE, GATE, 16 IN. DIA	EA	5	5,000.00	\$ 25,000.00	\$ 11,433.51	\$ 57,167.55	\$ 12,395.65	\$ 61,978.25	\$ 11,500.00	\$ 57,500.00	\$ 11,400.00	\$ 57,000.00	\$ 11,420.00	\$ 57,100.00	\$ 13,850.00	\$ 69,250.00	\$ 12,000.00	\$ 60,000.00	\$ 11,600.00	\$ 58,000.00	\$ 12,000.00	\$ 60,000.00	\$ 13,000.00	\$ 65,000.00	\$ 12,500.00	\$ 62,500.00	\$ 18,720.00	\$ 93,600.00
5.06	16X12 IN. TAPPING VALVE ASSEMBLY	EA	1	20,000.00	\$ 20,000.00	\$ 23,181.76	\$ 23,181.76	\$ 11,197.35	\$ 11,197.35	\$ 10,700.00	\$ 10,700.00	\$ 13,400.00	\$ 13,400.00	\$ 10,400.00	\$ 10,400.00	\$ 12,400.00	\$ 12,400.00	\$ 23,000.00	\$ 23,000.00	\$ 14,000.00	\$ 14,000.00	\$ 17,500.00	\$ 17,500.00	\$ 20,000.00	\$ 20,000.00	\$ 24,000.00	\$ 24,000.00	\$ 25,450.00	
5.07	FIRE HYDRANT ASSEMBLY	EA	7	5,500.00	\$ 38,500.00	\$ 8,719.86	\$ 61,039.02	\$ 8,445.48	\$ 59,118.36	\$ 7,700.00	\$ 53,900.00	\$ 8,400.00	\$ 58,800.00	\$ 8,165.00	\$ 57,155.00	\$ 9,200.00	\$ 64,400.00	\$ 8,250.00	\$ 57,750.00	\$ 9,000.00	\$ 63,000.00	\$ 7,500.00	\$ 52,500.00	\$ 10,000.00	\$ 70,000.00	\$ 10,500.00	\$ 73,500.00	\$ 10,000.00	\$ 70,000.00
BUDAS SECTION 6010-STORM SEWER MANHOLES																													
6.01	MANHOLE, 60"-401, 48 IN. DIA	EA	2	4,000.00	\$ 8,000.00	\$ 3,395.71	\$ 6,791.42	\$ 3,339.57	\$ 6,679.14	\$ 2,750.00	\$ 5,500.00	\$ 3,700.00	\$ 7,400.00	\$ 3,705.00	\$ 7,410.00	\$ 4,300.00	\$ 8,600.00	\$ 3,500.00	\$ 7,000.00	\$ 3,650.00	\$ 7,300.00	\$ 2,250.00	\$ 4,500.00	\$ 6,000.00	\$ 12,000.00	\$ 5,500.00	\$ 11,000.00	\$ 3,200.00	\$ 6,400.00
BUDAS SECTION 8030-TRAFFIC CONTROL																													
8.01	TEMPORARY TRAFFIC CONTROL	LS	1	5,000.00	\$ 5,000.00	\$ 3,605.00	\$ 3,605.00	\$ 845.77	\$ 845.77	\$ 5,000.00	\$ 5,000.00	\$ 3,500.00	\$ 3,500.00	\$ 3,535.00	\$ 3,535.00	\$ 3,500.00	\$ 3,500.00	\$ 1,500.00	\$ 1,500.00	\$ 3,500.00	\$ 3,500.00	\$ 5,000.00	\$ 5,000.00	\$ 500.00	\$ 500.00	\$ 1,500.00	\$ 1,500.00	\$ 5,500.00	\$ 5,500.00
BUDAS SECTION 9010-SEEDING																													
9.01	CONVENTIONAL SEEDING, SEEDING, FERTILIZING, & MULCHING-TYPE 2	AC	13	4,000.00	\$ 52,000.00	\$ 1,390.50	\$ 18,076.50	\$ 1,240.47	\$ 16,126.11	\$ 1,000.00	\$ 13,000.00	\$ 1,200.00	\$ 15,600.00	\$ 1,210.00	\$ 15,730.00	\$ 1,350.00	\$ 17,550.00	\$ 1,650.00	\$ 21,450.00	\$ 1,200.00	\$ 15,600.00	\$ 1,500.00	\$ 19,500.00	\$ 1,300.00	\$ 16,900.00	\$ 800.00	\$ 10,400.00	\$ 800.00	\$ 10,400.00
BUDAS SECTION 9040-EROSION & SEDIMENT CONTROL																													
9.02	SWPPP PREPARATION	LS	1	1,500.00	\$ 1,500.00	\$ 1,545.00	\$ 1,545.00	\$ 2,255.39	\$ 2,255.39	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,020.00	\$ 2,020.00	\$ 1,500.00	\$ 1,500.00	\$ 900.00	\$ 900.00	\$ 2,020.00	\$ 2,020.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00
9.03	SWPPP MANAGEMENT	LS	1	4,500.00	\$ 4,500.00	\$ 5,253.00	\$ 5,253.00	\$ 3,383.09	\$ 3,383.09	\$ 6,000.00	\$ 6,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,030.00	\$ 3,030.00	\$ 5,100.00	\$ 5,100.00	\$ 5,500.00	\$ 5,500.00	\$ 3,030.00	\$ 3,030.00	\$ 5,500.00	\$ 5,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00	
9.04	FILTER SOCK, 8 IN.	LF	3,000	2.00	\$ 6,000.00	\$ 1.97	\$ 5,910.00	\$ 1.97	\$ 5,910.00	\$ 2.00	\$ 6,000.00	\$ 1.75	\$ 5,250.00	\$ 1.80	\$ 5,400.00	\$ 1.50	\$ 4,500.00	\$ 2.50	\$ 7,500.00	\$ 1.80	\$ 5,400.00	\$ 1.80	\$ 5,400.00	\$ 1.50	\$ 4,500.00	\$ 2.50	\$ 7,500.00	\$ 3.00	\$ 9,000.00
9.05	FILTER SOCK REMOVAL	LF	3,000	1.00	\$ 3,000.00	\$ 0.26	\$ 780.00	\$ 0.26	\$ 780.00	\$ 0.50	\$ 1,500.00	\$ 0.25	\$ 750.00	\$ 0.30	\$ 900.00	\$ 0.25	\$ 750.00	\$ 0.50	\$ 1,500.00	\$ 0.30	\$ 900.00	\$ 0.25	\$ 750.00	\$ 0.50	\$ 1,500.00	\$ 0.40	\$ 1,200.00	\$ 0.40	\$ 1,200.00
BUDAS SECTION 11020-MOBILIZATION																													
11.01	MOBILIZATION	LS	1	40,000.00	\$ 40,000.00	\$ 4,354.86	\$ 4,354.86	\$ 28,417.97	\$ 28,417.97	\$ 7,000.00	\$ 7,000.00	\$ 34,000.00	\$ 34,000.00	\$ 53,000.00	\$ 53,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,523.50	\$ 12,523.50	\$ 52,500.00	\$ 52,500.00	\$ 35,000.00	\$ 35,000.00	\$ 38,100.00	\$ 38,100.00	\$ 40,000.00	\$ 40,000.00	\$ 98,000.00	\$ 98,000.00
<b>TOTAL BID AMOUNT</b>					<b>\$ 1,069,420.00</b>		<b>\$ 620,750.08</b>		<b>\$ 665,445.03</b>		<b>\$ 969,044.43</b>		<b>\$ 584,998.20</b>		<b>\$ 597,789.80</b>		<b>\$ 639,846.25</b>		<b>\$ 658,350.00</b>		<b>\$ 661,332.00</b>		<b>\$ 710,170.00</b>		<b>\$ 721,888.00</b>		<b>\$ 721,888.00</b>		<b>\$ 885,284.00</b>
BUDAS SECTION 5010-PIPE & FITTINGS																													
5.01	WATER MAIN, DUCTILE IRON, 8 IN. DIA	LF	707	100.00	\$ 70,700.00	\$ 59.86	\$ 42,179.62	\$ 52.47	\$ 37,096.29	\$ 50.50	\$																		

April 18, 2024

**VIA EMAIL**

Chelsea Huisman  
City Administrator/City Hall  
Polk City, Iowa

Re: Elevated Storage Tank – Water Main Extension Project  
Our File No. 511493-11

Dear Chelsea:

We have prepared and attach the proceedings related to the hearing on the plans and specifications, receipt and consideration of bids, and award of a construction contract for the Elevated Storage Tank – Water Main Extension Project.

The materials attached include the following items:

1. Minutes of the April 22, 2024 City Council meeting covering the hearing on the plans and specifications. If there are no objections filed and if there are no objectors present at the meeting, please insert the word “no” in the blank space provided. If there are objectors, they should be listed with their names and the nature of their objections.
2. Resolution finally approving and confirming plans, specifications and form of contract.
3. Further minutes of the April 22, 2024 City Council meeting to show the filing of the report with respect to the construction bids received for the Project. In the event the City Council desires to consider the proposals for a longer period of time, the minutes include a motion to adjourn the meeting to a later time. If the Council desires to award the contract immediately, this adjournment may be stricken from the minutes by drawing a line through it and the following two paragraphs which convene the subsequent meeting.
4. Resolution awarding the contract and fixing the amount of the performance and/or payment bonds.
5. Attestation Certificate with respect to the validity of the transcript.

After the construction contract has been signed and the successful bidder has submitted satisfactory performance and/or payment bonds, we will provide you with the necessary proceedings for final City Council approval of the construction contract and surety bonds.

Page 2

As these proceedings are completed, please return one fully executed copy to our office.

If you have any questions, please contact Erin Regan, Emily Hammond, Lauren Baker or me.

Best regards,

John P. Danos

Attachments

cc: Jenny Coffin  
Ian Davis  
Matt Stoffel

MINUTES OF MEETING TO APPROVE  
PLANS AND SPECIFICATIONS, FORM  
OF CONTRACT AND ESTIMATE OF  
COST AND TO CONSIDER BIDS

511493-11 (L)

Polk City, Iowa

April 22, 2024

The City Council of the City of Polk City, Iowa, met on April 22, 2024, at 6:00 p.m., in the Council Chambers at City Hall, Polk City, Iowa, pursuant to published notice. The Mayor presided and the roll was called showing the following members of the Council present and absent:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_.

The Mayor announced that this was the time and place set for hearing on the plans and specifications, form of contract and estimate of cost for the proposed Elevated Storage Tank – Water Main Extension Project.

Upon investigation, it was found that \_\_\_\_\_ persons had appeared and filed objections to the proposed plans, specifications, form of contract and estimate of cost for the Elevated Storage Tank – Water Main Extension Project as follows:

**(Insert the word “no” in the blank space above or list here the names of objectors and the types of objections, if any are filed.)**



The City Council heard said objectors and evidence for or against the proposed Elevated Storage Tank – Water Main Extension Project; whereupon, the Mayor declared the hearing closed.

Council Member \_\_\_\_\_ introduced the following resolution and moved its adoption, seconded by Council Member \_\_\_\_\_; and after due consideration thereof by the City Council, the Mayor put the question upon the motion and the roll being called, the following named Council Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the said motion duly carried and the resolution adopted as follows:

RESOLUTION NO. 2024-43

Resolution finally approving and confirming plans, specifications, form of contract and estimate of cost for the Elevated Storage Tank – Water Main Extension Project

WHEREAS, the City Council of the City of Polk City, Iowa, has heretofore given preliminary approval to the plans, specifications, form of contract and estimate of cost (the “Contract Documents”) for the proposed Elevated Storage Tank – Water Main Extension Project (the “Project”), as described in the notice of hearing on the Contract Documents for the Project; and

WHEREAS, a hearing has been held on the Contract Documents on April 22, 2024;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Polk City, Iowa, as follows:

Section 1. The Contract Documents referred to in the preamble hereof are hereby finally approved, the prior action of the City Council giving preliminary approval is hereby finally confirmed, and the Project, as provided for in the Contract Documents, is necessary and desirable.

Section 2. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved April 22, 2024.

---

Mayor

Attest:

---

City Clerk

The Mayor announced that bids for the construction of the Elevated Storage Tank – Water Main Extension Project had been received before 1:00 p.m., on April 17, 2024, in the Office of the City Clerk at 112 3<sup>rd</sup> Street, Polk City, Iowa, and that on the same day, at the same time, in the same place, such bids had been opened and read, and that this was the time and place set for the consideration of such bids.

Thereupon, the results of the bidding were reported, and McClure Engineering Company (the “Project Engineers”) made their recommendations thereon to the City Council. The bids received for the construction of the Elevated Storage Tank – Water Main Extension Project are as follows:

Name and Address of Bidder

Amount of Bid

**(List here or attach a sheet listing proposals received.)**

It was moved by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_ that this meeting be adjourned to \_\_\_\_\_, 2024, at \_\_\_\_\_ o'clock \_\_\_\_m., at the \_\_\_\_\_, Polk City, Iowa, at which time and place the City Council will meet to further consider such proposals.

The Mayor put the question on the motion and the roll being called, the following named Council Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the said motion duly carried and the meeting was adjourned to the said time and place.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

MINUTES OF MEETING TO AWARD  
CONTRACT

511493-11

Polk City, Iowa

\_\_\_\_\_, 2024

The City Council of the City of Polk City, Iowa, met on \_\_\_\_\_, 2024, at \_\_\_\_\_ o'clock \_\_.m., at the \_\_\_\_\_, in the City, pursuant to adjournment and the rules of this Council. The Mayor presided and the roll was called showing the following members of the Council present and absent:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_.

The City Council further considered proposals received for the proposed Elevated Storage Tank – Water Main Extension Project and embodied its findings in the resolution next hereinafter referred to.

Council Member \_\_\_\_\_ introduced the resolution next hereinafter set out, and moved that the said resolution be adopted; seconded by Council Member \_\_\_\_\_; and after due consideration thereof by the City Council, the Mayor put the question upon the motion and the roll being called, the following named Council Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the said motion duly carried and the said resolution duly adopted.

RESOLUTION NO. 2024-44

Resolution awarding contract for the Elevated Storage Tank – Water Main Extension Project

WHEREAS, pursuant to notice duly posted in the manner and form prescribed by resolution of the City Council of the City of Polk City, Iowa, and as required by law, bids and proposals were received by this Council for the Elevated Storage Tank – Water Main Extension Project (the “Project”); and

WHEREAS, all of the said bids and proposals have been carefully considered, and it is necessary and advisable that provision be made for the award of the contract for the Project;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Polk City, Iowa, as follows:

Section 1. The bid for the Project submitted by the following contractor is fully responsive to the plans and specifications for the Project, is heretofore approved by the City Council, and is the lowest responsible bid received, such bid being as follows:

<u>Name and Address of Contractor</u>	<u>Amount of Bid</u>
_____	\$ _____
_____	
_____	
_____	

Section 2. The contract for the Project is hereby awarded to such contractor at the total estimated cost set out above, the final settlement to be made on the basis of the unit prices therein set out and the actual final quantities of each class of materials furnished, the said contract to be subject to the terms of the aforementioned resolution, the notice of hearing and letting, the plans and specifications and the terms of the bidder’s written proposal.

Section 3. The Mayor and City Clerk are hereby authorized and ordered to enter into a written contract with said contractor for the Project, said contract not to be binding until approved by resolution of this City Council.

Section 4. The amount of the contractor’s performance and/or payment bonds is hereby fixed and determined to be 100% of the amount of the contract.

Section 5. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

••••

On motion and vote, the meeting adjourned.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

**ATTESTATION CERTIFICATE:**

STATE OF IOWA  
POLK COUNTY  
CITY OF POLK CITY

SS:

I, the undersigned, City Clerk of the City of Polk City, Iowa, hereby certify that the attached is a true, correct and complete transcript of the proceedings had and action taken by the City Council up to the present time in connection with the Elevated Storage Tank – Water Main Extension Project, including a true, correct and complete copy of the resolutions referred to in such minutes.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
City Clerk





## CERTIFICATE

The Iowa League of Cities an entity organized under the laws of Iowa as an instrumentality of its member cities, with its principal place of business in Des Moines, Polk County, Iowa, does hereby certify that I am now and was at the time hereinafter mentioned, the duly qualified and acting Executive Director of the Iowa League of Cities, and that as such Executive Director of the League and by full authority from the Executive Board, I have caused a

## NOTICE TO BIDDERS

POLK CITY ELEVATED STORAGE TANK WATER MAIN EXTENSION PROJECT

Classified ID: 111710260519

A printed copy of which is attached and made part of this certificate, provided on 03/13/2024 to be posted on the Iowa League of Cities internet site on the following date:

2024-03-13

I certify under penalty of perjury and pursuant to the laws of the State of Iowa that the preceding is true and correct.

03/13/2024

A handwritten signature in dark ink that reads "Alan W. Kemp". The signature is written in a cursive, flowing style.

Alan Kemp, Executive Director

**NOTICE TO BIDDERS AND  
NOTICE OF PUBLIC HEARING**

**POLK CITY ELEVATED STORAGE TANK  
WATER MAIN EXTENSION PROJECT**  
CITY OF POLK CITY, IOWA

Public Hearing on Proposed Contract Documents and Estimated Costs for Improvement

Notice is hereby given that a public hearing will be held by the **City of Polk City, Iowa** on the proposed Contract Documents (plans, specifications, and form of contract), and estimated total cost for the **Polk City Elevated Storage Tank – Water Main Extension Project** project at its meeting at **6:00 P.M. on the 22<sup>nd</sup> day of April, 2024**, in the City Council Chambers, 112 3<sup>rd</sup> Street., Polk City, Iowa, 50226.

Time and Place for Filing Sealed Proposals

Sealed bids for the work comprising the improvements as stated below must be filed before **1:00 P.M.** on the **17<sup>th</sup> day of April, 2024**, in the office of the City Clerk, Polk City City Hall, 112 3<sup>rd</sup> Street, Polk City, IA 50226.

Time and Place Sealed Proposals Will be Opened and Considered

Sealed proposals will be opened and bids tabulated at **1:00 P.M. on the 17<sup>th</sup> day of April, 2024**, in the Council Chambers at City Hall.

Bids will be considered by the City of Polk City City Council at its meeting at **6:00 P.M. on the 22<sup>nd</sup> day of April, 2024**, in said City Council Chambers. The City of Polk City reserves the right to reject any and all bids.

Commencement of Work

Work on the improvement shall be commenced any time after a written Notice to Proceed is issued, and shall be completed as stated below. The Notice to Proceed will be issued after the preconstruction conference.

Contract Documents

A copy of said plans, specifications, and form of contract, and estimated total cost is now on file in the office of the City Clerk and may be examined at Polk City City Hall, 112 3<sup>rd</sup> Street, Polk City, IA 50226.

Plans and Bidding Documents will be available starting **March 13<sup>th</sup>, 2024**. Paper copies of Plans and Bidding Documents and Contract Documents with Proposal forms may be obtained from McClure Engineering Company, 705 1<sup>st</sup> Ave N, Fort Dodge, IA 50501, (Phone 515-576-7155) upon request. The request shall be accompanied by a certified check (made payable to McClure Engineering Company) in the amount of One Hundred and Fifty Dollars (\$150.00) for 11 by 17-inch Plans and Two Hundred and Fifty Dollars (\$250.00) for 24 by 36-inch Plans. Payment will be refunded if the Plans and Documents are 1) returned within fourteen (14) days after the Award of the Project and 2) the Plans and Documents are in a reusable condition. If they are not returned, or returned past the deadline, or are not in a reusable condition as judged by the Engineer, the deposit shall be forfeited.

Complete digital project Bidding Documents and Contract Documents and Plans are available at [www.questcdn.com](http://www.questcdn.com). You may download the digital documents at no cost by inputting Quest project number **9025716** on the website's Project Search page. Please contact QuestCDN.com at 952.233.1632 or [info@questcdn.com](mailto:info@questcdn.com) for assistance in free membership registration, downloading, and working in this digital project information.

### Preference of Products and Labor

By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa.

**Failure to submit a fully completed and accurate Bidder Status Form with the Proposal may result in the Proposal being deemed non-responsive and may result in the Proposal being rejected.**

### General Nature of the Public Improvement

This project includes all materials, equipment, transportation, and labor needed to complete the improvements as follows:

Polk City Elevated Storage Tank – Water Main Extension - The Project location is bound by E Vista Lake Ave to the North, E Northside Dr to the South and is east of Big Creek Elementary in Polk City, Iowa and includes the following Work: project includes the installation approximately 2,400 LF of new 16-in. water main in right-of-way or easement, approximately 700 LF of new 8-in. water main in right-of-way or easement. The project also consists of associated clearing and grubbing, rough grading, seeding, approximately 100 LF of 24-in. storm sewer installation, approximately 400 LF of 18-in. storm sewer, and other incidental work as described in the plans and specifications.

### Bid Security

Each Bidder shall accompany its bid with bid security as defined in Iowa Code Section 26.8, and in the amount of 10% of the total amount of the bid, as security that the successful Bidder will enter into a Contract for the work bid upon and will furnish after the award of Contract a corporate Surety Bond, in a form acceptable to the City of Polk City, for the faithful performance of the Contract, in an amount equal to one hundred percent (100%) of the amount of the Contract. The Bidder's security shall be in the amount fixed in the Instructions to Bidders and shall be in the form of a cashier's check or a certified check drawn on an FDIC insured bank in Iowa or on an FDIC insured bank chartered under the laws of the United States; or a certified share draft drawn on a credit union in Iowa or chartered under the laws of the United States; or a Bid Bond on the form provided in the Contract Documents with corporate Surety satisfactory to the City of Polk City. The bid shall contain no condition except as provided in the specifications.

The City of Polk City reserves the right to defer acceptance of any bid for a period of Sixty (60) calendar days after receipt of bids and no bid may be withdrawn during this period.

### Performance, Payment, and Maintenance Bond

Each successful Bidder will be required to furnish a corporate Surety Bond in an amount equal to one hundred percent (100%) of its Contract price. Said Bond shall be issued by a responsible Surety approved by the City of Polk City and shall guarantee the faithful performance of the Contract and the terms and conditions therein contained and shall guarantee the prompt payment of all material and labor, and protect and save harmless the City of Polk City from claims and damages of any kind caused by the operations of the Contract and shall also guarantee the maintenance of the improvement caused by failures in materials and construction for a period of **four (4)** years from and after acceptance of the Contract.

### Payment

Payments will be made on the basis of estimates prepared by the Contractor and approved by the Engineer, solely for the purpose of payment; approval by the Engineer, or the City Council, shall not be deemed as approval or acceptance of the workmanship or materials. The Contractor will be compensated for 95% of the work completed during a payment period, with the remaining 5% being retained in accordance with the Iowa Code. Regular payments approved by the Engineer will be made following the next scheduled City Council meeting. The retainage payment will be released following acceptance of the project by the City

of Polk City and the provisions stipulated in the Iowa Code.

Sales Tax Exemption

The City of Polk City will issue a sales tax exemption certificate to the Contractor for all material purchased for incorporation into the project. Tax exemption certificates are applicable only for the specific project for which the tax exemption certificate is issued.

Completion of Work

All work will be substantially completed and in operation by **December 2, 2024** and all other work shall be finally completed in its entirety with seeding by **May 30, 2025**. Liquidated damages in the amount of Five Hundred Dollars (\$500) will be assessed for each calendar day after the specified completion dates that the work remains incomplete.

The City of Polk City does hereby reserve the right to reject any or all bids, to waive informalities, and to enter into such contract, or contracts, as it shall deem to be in the best interest of the City.

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

Dated at Polk City, Iowa, this **13<sup>th</sup> day of March, 2024**.

\_\_\_\_\_

Title

ATTEST:

\_\_\_\_\_

Title

**From:** [Cindy Adams](#)  
**To:** [Diana Brehm](#)  
**Subject:** Certificate for Notice to Bidders  
**Date:** Wednesday, March 13, 2024 9:13:06 AM  
**Attachments:** [image002.png](#)  
[03.13.24 Notice to Bidders.pdf](#)

---

**Certificate**

The undersigned, being first duly sworn on oath, states that The Construction Update Plan Room Network (“CU Network”) is a corporation duly organized and existing under the laws of the State of Iowa, with its principal place of business in Des Moines, Polk County, Iowa. The undersigned also states that he is now and was at the time hereinafter mentioned, the duly qualified and acting President / CEO of the CU Network, and that as such President / CEO of the CU Network and by full authority from the Executive Board, he caused a

**NOTICE TO BIDDERS**

Polk City Elevated Storage Tank  
Polk City Elevated Storage Tank – Water Main Extension Project

A printed copy of which is attached and made part of this certificate, to be posted in the Construction Update Network Plan Room, a relevant contractor plan room service with statewide circulation and a relevant contractor lead generating service with statewide circulation, on the following date(s):

March 13, 2024

I certify under penalty of perjury and pursuant to the laws of the State of Iowa that the preceding is true and correct.

March 13, 2024

**Date**  
Network



President/CEO of The Construction Update Plan Room



# Daily Notice to Bidders

---

Master Builders of Iowa



## The Project Source

*This report is brought to you through an exclusive partnership between ConstructConnect and the Master Builders of Iowa.*

**NOTICE TO BIDDERS AND  
NOTICE OF PUBLIC HEARING**

**POLK CITY ELEVATED STORAGE TANK  
WATER MAIN EXTENSION PROJECT**  
CITY OF POLK CITY, IOWA

Public Hearing on Proposed Contract Documents and Estimated Costs for Improvement

Notice is hereby given that a public hearing will be held by the **City of Polk City, Iowa** on the proposed Contract Documents (plans, specifications, and form of contract), and estimated total cost for the **Polk City Elevated Storage Tank – Water Main Extension Project** project at its meeting at **6:00 P.M. on the 22<sup>nd</sup> day of April, 2024**, in the City Council Chambers, 112 3<sup>rd</sup> Street., Polk City, Iowa, 50226.

Time and Place for Filing Sealed Proposals

Sealed bids for the work comprising the improvements as stated below must be filed before **1:00 P.M.** on the **17<sup>th</sup> day of April, 2024**, in the office of the City Clerk, Polk City City Hall, 112 3<sup>rd</sup> Street, Polk City, IA 50226.

Time and Place Sealed Proposals Will be Opened and Considered

Sealed proposals will be opened and bids tabulated at **1:00 P.M. on the 17<sup>th</sup> day of April, 2024**, in the Council Chambers at City Hall.

Bids will be considered by the City of Polk City City Council at its meeting at **6:00 P.M. on the 22<sup>nd</sup> day of April, 2024**, in said City Council Chambers. The City of Polk City reserves the right to reject any and all bids.

Commencement of Work

Work on the improvement shall be commenced any time after a written Notice to Proceed is issued, and shall be completed as stated below. The Notice to Proceed will be issued after the preconstruction conference.

Contract Documents

A copy of said plans, specifications, and form of contract, and estimated total cost is now on file in the office of the City Clerk and may be examined at Polk City City Hall, 112 3<sup>rd</sup> Street, Polk City, IA 50226.

Plans and Bidding Documents will be available starting **March 13<sup>th</sup>, 2024**. Paper copies of Plans and Bidding Documents and Contract Documents with Proposal forms may be obtained from McClure Engineering Company, 705 1<sup>st</sup> Ave N, Fort Dodge, IA 50501, (Phone 515-576-7155) upon request. The request shall be accompanied by a certified check (made payable to McClure Engineering Company) in the amount of One Hundred and Fifty Dollars (\$150.00) for 11 by 17-inch Plans and Two Hundred and Fifty Dollars (\$250.00) for 24 by 36-inch Plans. Payment will be refunded if the Plans and Documents are 1) returned within fourteen (14) days after the Award of the Project and 2) the Plans and Documents are in a reusable condition. If they are not returned, or returned past the deadline, or are not in a reusable condition as judged by the Engineer, the deposit shall be forfeited.

Complete digital project Bidding Documents and Contract Documents and Plans are available at [www.questcdn.com](http://www.questcdn.com). You may download the digital documents at no cost by inputting Quest project number **9025716** on the website's Project Search page. Please contact QuestCDN.com at 952.233.1632 or [info@questcdn.com](mailto:info@questcdn.com) for assistance in free membership registration, downloading, and working in this digital project information.

### Preference of Products and Labor

By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa.

**Failure to submit a fully completed and accurate Bidder Status Form with the Proposal may result in the Proposal being deemed non-responsive and may result in the Proposal being rejected.**

### General Nature of the Public Improvement

This project includes all materials, equipment, transportation, and labor needed to complete the improvements as follows:

Polk City Elevated Storage Tank – Water Main Extension - The Project location is bound by E Vista Lake Ave to the North, E Northside Dr to the South and is east of Big Creek Elementary in Polk City, Iowa and includes the following Work: project includes the installation approximately 2,400 LF of new 16-in. water main in right-of-way or easement, approximately 700 LF of new 8-in. water main in right-of-way or easement. The project also consists of associated clearing and grubbing, rough grading, seeding, approximately 100 LF of 24-in. storm sewer installation, approximately 400 LF of 18-in. storm sewer, and other incidental work as described in the plans and specifications.

### Bid Security

Each Bidder shall accompany its bid with bid security as defined in Iowa Code Section 26.8, and in the amount of 10% of the total amount of the bid, as security that the successful Bidder will enter into a Contract for the work bid upon and will furnish after the award of Contract a corporate Surety Bond, in a form acceptable to the City of Polk City, for the faithful performance of the Contract, in an amount equal to one hundred percent (100%) of the amount of the Contract. The Bidder's security shall be in the amount fixed in the Instructions to Bidders and shall be in the form of a cashier's check or a certified check drawn on an FDIC insured bank in Iowa or on an FDIC insured bank chartered under the laws of the United States; or a certified share draft drawn on a credit union in Iowa or chartered under the laws of the United States; or a Bid Bond on the form provided in the Contract Documents with corporate Surety satisfactory to the City of Polk City. The bid shall contain no condition except as provided in the specifications.

The City of Polk City reserves the right to defer acceptance of any bid for a period of Sixty (60) calendar days after receipt of bids and no bid may be withdrawn during this period.

### Performance, Payment, and Maintenance Bond

Each successful Bidder will be required to furnish a corporate Surety Bond in an amount equal to one hundred percent (100%) of its Contract price. Said Bond shall be issued by a responsible Surety approved by the City of Polk City and shall guarantee the faithful performance of the Contract and the terms and conditions therein contained and shall guarantee the prompt payment of all material and labor, and protect and save harmless the City of Polk City from claims and damages of any kind caused by the operations of the Contract and shall also guarantee the maintenance of the improvement caused by failures in materials and construction for a period of **four (4)** years from and after acceptance of the Contract.

### Payment

Payments will be made on the basis of estimates prepared by the Contractor and approved by the Engineer, solely for the purpose of payment; approval by the Engineer, or the City Council, shall not be deemed as approval or acceptance of the workmanship or materials. The Contractor will be compensated for 95% of the work completed during a payment period, with the remaining 5% being retained in accordance with the Iowa Code. Regular payments approved by the Engineer will be made following the next scheduled City Council meeting. The retainage payment will be released following acceptance of the project by the City



of Polk City and the provisions stipulated in the Iowa Code.

Sales Tax Exemption

The City of Polk City will issue a sales tax exemption certificate to the Contractor for all material purchased for incorporation into the project. Tax exemption certificates are applicable only for the specific project for which the tax exemption certificate is issued.

Completion of Work

All work will be substantially completed and in operation by **December 2, 2024** and all other work shall be finally completed in its entirety with seeding by **May 30, 2025**. Liquidated damages in the amount of Five Hundred Dollars (\$500) will be assessed for each calendar day after the specified completion dates that the work remains incomplete.

The City of Polk City does hereby reserve the right to reject any or all bids, to waive informalities, and to enter into such contract, or contracts, as it shall deem to be in the best interest of the City.

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

Dated at Polk City, Iowa, this **13<sup>th</sup> day of March, 2024**.

\_\_\_\_\_

Title

ATTEST:

\_\_\_\_\_

Title



April 18, 2024

Mrs. Chelsea Huisman  
And Polk City Council  
City of Polk City  
112 S 3<sup>rd</sup> St.  
Polk City, Iowa 50226

RE: City of Polk City  
Polk City Elevated Storage Tank – New 1.5 MG Tank  
MEC Project No. 2022000929-002

LETTER OF RECOMMENDATION AND AWARD

Dear City of Polk City,

McClure Engineering Company has reviewed the bids received April 17, 2024, for the *“Polk City Elevated Storage Tank – New 1.5 MG Tank”* project. The lowest responsive, responsible Bidder on this project is Caldwell Tanks, Inc., Louisville, Kentucky.

We, therefore, recommend the City of Polk City award the contract for the *“Polk City Elevated Storage Tank – New 1.5 MG Tank”*, to the lowest responsive, responsible Bidder, Caldwell Tanks, Inc., Louisville, Kentucky, for the LUMP SUM BID PRICE in the amount of \$5,371,000.00.

Respectfully submitted,

McCLURE ENGINEERING COMPANY

Anthony M. Trotter, P.E.  
Senior Project Engineer

ACCEPTED BY: City of Polk City, Iowa

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_, 2024

cc: Owner (original)  
Engineer  
Contractor  
IDNR

McCLURE ENGINEERING COMPANY

705 1st AVE. N  
 FORT DODGE, IA 50501  
 515-576-7155 PHONE  
 515-576-4235 FAX



BID TABULATION  
 POLK CITY ELEVATED STORAGE TANK  
 NEW 1.5 MG TANK  
 POLK CITY, IOWA  
 DWSRF NO. FS-77-23-DWSRF-077  
 MEC 2022000929-002

LETTING DATE: APRIL 17, 2024 TIME: 1:00 P.M.		ENGINEER'S ESTIMATE	BIDDERS NAMES AND ADDRESSES					
			CALDWELL TANKS, INC. LOUISVILLE, KY		LANDMARK STRUCTURES I, LP FORTWORTH, TX		PHOENIX FABRICATORS & ERECTORS, LLC AVON, IN	
CERTIFIED CHECK OR BID BOND			BID BOND		BID BOND		BID BOND	
ACKNOWLEDGED ADDENDUM 1			YES		YES		YES	
ARTICLE 3 - BASIS OF BID - LUMP SUM BID & UNIT PRICES								
3.01 LUMP SUM BIDS								
A. Bidder will complete the Work in accordance with the Contract documents for the following lump sum price:								
Lump Sum Bid Price for Base Bid (in numbers)		\$7,800,000.00	\$5,371,000.00		\$6,067,000.00		\$7,117,360.00	
Alternate 1 (Add)-Painting City Logo (in numbers)			\$7,000.00		\$9,000.00		\$7,121,360.00	
B. Allowances. Bidder shall include the following allowances in the Total Lump Sum Bid Price for Base Bid:								
B.1. Contingency Allowance: Bidder shall include in the Lump Sum Price an amount of \$100,000.00 to fund a Contingency Allowance. The contingency fund will be used as outlined in these Specifications for Change Order items resulting from the construction of this project. Specification Section 01 20 00, Price and Payment Procedures, further explains this Contingency Allowance.								
3.02. MAJOR EQUIPMENT ITEMS AND PRODUCTS								
SCHEDULE A								
1. The installed prices of all "Basis of Bid" major equipment items or products are included in the Total Lump Sum Bid Price. Bidder must circle the "Basis of Bid" manufacture used for the installed price in column 1. If the Bidder proposes to offer a "Substitute" major equipment item or product, both the manufacturers' name and the installed price adjustment + or (-) to the Total Lump Sum Bid Price of the equipment must be written in the space provided.								
2. When more than one manufacturer's name is listed under Basis of Bid, circle the name of the manufacturer proposed to be provided.								
Section	Description		Mfg/Supplier	Price	Mfg/Supplier	Price	Mfg/Supplier	Price
09 96 00	High-Performance Coatings							
Basis of Bid	Tnemec, Sherwin Williams		TNEMEC	\$395,000.00	TNEMEC	\$320,000.00	TNEMEC	\$506,000.00
	Substitute Manufacturer/Supplier		NA					
	Installed Price Adjustment (+ or -)		NA					
33 16 19	Elevated Composite Water Storage Tank							
Basis of Bid	Caldwell, CB&I, Landmark, Phoenix		CALDWELL	\$4,944,000.00	LANDMARK	\$5,717,000.00	PHOENIX	\$6,569,360.00
	Substitute Manufacturer/Supplier		NA					
	Installed Price Adjustment (+ or -)		NA					
33 16 19	Tank Mixer							
Basis of Bid	GridBee by Medora Corp.		GRIDBEE BY MEDORA CORP.	\$32,000.00	GRIDBEE BY MEDORA CORP.	\$30,000.00	GRIDBEE BY MEDORA CORP.	\$42,000.00
	Substitute Manufacturer/Supplier		NA					
	Installed Price Adjustment (+ or -)		NA					



I HEREBY CERTIFY THAT THIS IS A TRUE TABULATION OF THE BIDS RECEIVED ON APRIL 17, 2024 FOR THE CONSTRUCTION OF POLK CITY ELEVATED STORAGE TANK NEW 1.5 MG TANK, POLK CITY, IOWA, DWSRF NO. FS-77-23-DWSRF-077, MEC PROJECT NO. 2022000929-002, AND WAS PREPARED UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

*Anthony M. Trotter*  
 Anthony M. Trotter, P.E. No. 19684

4/18/2024  
 DATE

**NOTICE OF AWARD**

Date of Issuance:

Owner: City of Polk City, Iowa

Owner's Project No.:

Engineer: McClure

Engineer's Project No.: 2022000929-002

Project: Polk City Elevated Storage Tank

Contract Name: New 1.5 MG Tank

Bidder: Caldwell Tanks, Inc.

Bidder's Address: 4000 Tower Rd, Louisville, KY 40219

You are notified that Owner has accepted your Bid dated **4/17/24** for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

The Project location is bound by E Vista Lake Ave to the North, E Northside Dr to the South and is east of Big Creek Elementary in Polk City, Iowa and includes the following Work: Construction of a new 1.5 MG elevated water storage tank, 16" water main, rock access drive, fencing, site grading, electrical power systems, process controls, and control communications.

The Contract Price of the awarded Contract is **\$5,371,000.00**. Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

**Three** unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner **three** counterparts of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any): **None**

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: **City of Polk City, Iowa**

By (signature): \_\_\_\_\_

Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_

Copy: Engineer

April 18, 2024

**VIA EMAIL**

Chelsea Huisman  
City Administrator/City Hall  
Polk City, Iowa

Re: Elevated Storage Tank – New 1.5 MG Tank Project  
Our File No. 511493-11

Dear Chelsea:

We have prepared and attach the proceedings related to the hearing on the plans and specifications, receipt and consideration of bids, and award of a construction contract for the Elevated Storage Tank – New 1.5 MG Tank Project.

The materials attached include the following items:

1. Minutes of the April 22, 2024 City Council meeting covering the hearing on the plans and specifications. If there are no objections filed and if there are no objectors present at the meeting, please insert the word “no” in the blank space provided. If there are objectors, they should be listed with their names and the nature of their objections.
2. Resolution finally approving and confirming plans, specifications and form of contract.
3. Further minutes of the April 22, 2024 City Council meeting to show the filing of the report with respect to the construction bids received for the Project. In the event the City Council desires to consider the proposals for a longer period of time, the minutes include a motion to adjourn the meeting to a later time. If the Council desires to award the contract immediately, this adjournment may be stricken from the minutes by drawing a line through it and the following two paragraphs which convene the subsequent meeting.
4. Resolution awarding the contract and fixing the amount of the performance and/or payment bonds.
5. Attestation Certificate with respect to the validity of the transcript.

After the construction contract has been signed and the successful bidder has submitted satisfactory performance and/or payment bonds, we will provide you with the necessary proceedings for final City Council approval of the construction contract and surety bonds.

Page 2

As these proceedings are completed, please return one fully executed copy to our office.

If you have any questions, please contact Erin Regan, Emily Hammond, Lauren Baker or me.

Best regards,

John P. Danos

Attachments

cc: Jenny Coffin  
Ian Davis  
Matt Stoffel

MINUTES OF MEETING TO APPROVE  
PLANS AND SPECIFICATIONS, FORM  
OF CONTRACT AND ESTIMATE OF  
COST AND TO CONSIDER BIDS

511493-11 (L)

Polk City, Iowa

April 22, 2024

The City Council of the City of Polk City, Iowa, met on April 22, 2024, at 6:00 p.m., in the Council Chambers at City Hall, Polk City, Iowa, pursuant to published notice. The Mayor presided and the roll was called showing the following members of the Council present and absent:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_.

The Mayor announced that this was the time and place set for hearing on the plans and specifications, form of contract and estimate of cost for the proposed Elevated Storage Tank – New 1.5 MG Tank Project.

Upon investigation, it was found that \_\_\_\_\_ persons had appeared and filed objections to the proposed plans, specifications, form of contract and estimate of cost for the Elevated Storage Tank – New 1.5 MG Tank Project as follows:

**(Insert the word “no” in the blank space above or list here the names of objectors and the types of objections, if any are filed.)**

The City Council heard said objectors and evidence for or against the proposed Elevated Storage Tank – New 1.5 MG Tank Project; whereupon, the Mayor declared the hearing closed.

Council Member \_\_\_\_\_ introduced the following resolution and moved its adoption, seconded by Council Member \_\_\_\_\_; and after due consideration thereof by the City Council, the Mayor put the question upon the motion and the roll being called, the following named Council Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the said motion duly carried and the resolution adopted as follows:



RESOLUTION NO. 2024-45

Resolution finally approving and confirming plans, specifications, form of contract and estimate of cost for the Elevated Storage Tank – New 1.5 MG Tank Project

WHEREAS, the City Council of the City of Polk City, Iowa, has heretofore given preliminary approval to the plans, specifications, form of contract and estimate of cost (the “Contract Documents”) for the proposed Elevated Storage Tank – New 1.5 MG Tank Project (the “Project”), as described in the notice of hearing on the Contract Documents for the Project; and

WHEREAS, a hearing has been held on the Contract Documents on April 22, 2024;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Polk City, Iowa, as follows:

Section 1. The Contract Documents referred to in the preamble hereof are hereby finally approved, the prior action of the City Council giving preliminary approval is hereby finally confirmed, and the Project, as provided for in the Contract Documents, is necessary and desirable.

Section 2. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved April 22, 2024.

---

Mayor

Attest:

---

City Clerk

The Mayor announced that bids for the construction of the Elevated Storage Tank – New 1.5 MG Tank Project had been received before 1:00 p.m., on April 17, 2024, in the Office of the City Clerk at 112 3<sup>rd</sup> Street, Polk City, Iowa, and that on the same day, at the same time, in the same place, such bids had been opened and read, and that this was the time and place set for the consideration of such bids.

Thereupon, the results of the bidding were reported, and McClure Engineering Company (the “Project Engineers”) made their recommendations thereon to the City Council. The bids received for the construction of the Elevated Storage Tank – New 1.5 MG Tank Project are as follows:

Name and Address of Bidder

Amount of Bid

**(List here or attach a sheet listing proposals received.)**

It was moved by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_ that this meeting be adjourned to \_\_\_\_\_, 2024, at \_\_\_\_\_ o'clock \_\_\_\_m., at the \_\_\_\_\_, Polk City, Iowa, at which time and place the City Council will meet to further consider such proposals.

The Mayor put the question on the motion and the roll being called, the following named Council Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the said motion duly carried and the meeting was adjourned to the said time and place.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

MINUTES OF MEETING TO AWARD CONTRACT

511493-11

Polk City, Iowa

\_\_\_\_\_, 2024

The City Council of the City of Polk City, Iowa, met on \_\_\_\_\_, 2024, at \_\_\_\_\_ o'clock \_\_.m., at the \_\_\_\_\_, in the City, pursuant to adjournment and the rules of this Council. The Mayor presided and the roll was called showing the following members of the Council present and absent:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_.

The City Council further considered proposals received for the proposed Elevated Storage Tank – New 1.5 MG Tank Project and embodied its findings in the resolution next hereinafter referred to.

Council Member \_\_\_\_\_ introduced the resolution next hereinafter set out, and moved that the said resolution be adopted; seconded by Council Member \_\_\_\_\_; and after due consideration thereof by the City Council, the Mayor put the question upon the motion and the roll being called, the following named Council Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the said motion duly carried and the said resolution duly adopted.

RESOLUTION NO. 2024-46

Resolution awarding contract for the Elevated Storage Tank – New 1.5 MG Tank Project

WHEREAS, pursuant to notice duly posted in the manner and form prescribed by resolution of the City Council of the City of Polk City, Iowa, and as required by law, bids and proposals were received by this Council for the Elevated Storage Tank – New 1.5 MG Tank Project (the “Project”); and

WHEREAS, all of the said bids and proposals have been carefully considered, and it is necessary and advisable that provision be made for the award of the contract for the Project;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Polk City, Iowa, as follows:

Section 1. The bid for the Project submitted by the following contractor is fully responsive to the plans and specifications for the Project, is heretofore approved by the City Council, and is the lowest responsible bid received, such bid being as follows:

<u>Name and Address of Contractor</u>	<u>Amount of Bid</u>
_____	\$ _____
_____	
_____	
_____	

Section 2. The contract for the Project is hereby awarded to such contractor at the total estimated cost set out above, the final settlement to be made on the basis of the unit prices therein set out and the actual final quantities of each class of materials furnished, the said contract to be subject to the terms of the aforementioned resolution, the notice of hearing and letting, the plans and specifications and the terms of the bidder’s written proposal.

Section 3. The Mayor and City Clerk are hereby authorized and ordered to enter into a written contract with said contractor for the Project, said contract not to be binding until approved by resolution of this City Council.

Section 4. The amount of the contractor’s performance and/or payment bonds is hereby fixed and determined to be 100% of the amount of the contract.

Section 5. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

••••

On motion and vote, the meeting adjourned.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

**ATTESTATION CERTIFICATE:**

STATE OF IOWA  
POLK COUNTY  
CITY OF POLK CITY

SS:

I, the undersigned, City Clerk of the City of Polk City, Iowa, hereby certify that the attached is a true, correct and complete transcript of the proceedings had and action taken by the City Council up to the present time in connection with the Elevated Storage Tank – New 1.5 MG Tank Project, including a true, correct and complete copy of the resolutions referred to in such minutes.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
City Clerk



## CERTIFICATE

The Iowa League of Cities an entity organized under the laws of Iowa as an instrumentality of its member cities, with its principal place of business in Des Moines, Polk County, Iowa, does hereby certify that I am now and was at the time hereinafter mentioned, the duly qualified and acting Executive Director of the Iowa League of Cities, and that as such Executive Director of the League and by full authority from the Executive Board, I have caused a

## NOTICE TO BIDDERS

POLK CITY ELEVATED STORAGE TANK NEW 1.5 MG TANK

Classified ID: 111710254866

A printed copy of which is attached and made part of this certificate, provided on 03/13/2024 to be posted on the Iowa League of Cities internet site on the following date:

2024-03-13

I certify under penalty of perjury and pursuant to the laws of the State of Iowa that the preceding is true and correct.

03/13/2024

A handwritten signature in dark ink that reads "Alan W. Kemp". The signature is written in a cursive, flowing style.

Alan Kemp, Executive Director



**NOTICE TO BIDDERS & NOTICE OF PUBLIC HEARING**  
**POLK CITY ELEVATED STORAGE TANK**  
**NEW 1.5 MG TANK**  
**POLK CITY, IOWA**

**General Notice**

The City of Polk City (Owner) is requesting Bids for the construction of the following Project:

**Polk City Elevated Storage Tank – New 1.5 MG Tank**  
**DWSRF No. FS-77-23-DWSRF-077**

Bids for the construction of the Project will be received at the **Office of the City Clerk** located at **112 3<sup>rd</sup> Street, Polk City, Iowa, 50226**, until **April 17, 2024**, at **1 P.M.** local time.

The Project location is bound by E Vista Lake Ave to the North, E Northside Dr to the South and is east of Big Creek Elementary in Polk City, Iowa and includes the following Work: Construction of a new 1.5 MG elevated water storage tank, 16" water main, rock access drive, fencing, site grading, electrical power systems, process controls, and control communications.

The Owner will meet in the Council Chambers at City Hall, 112 3<sup>rd</sup> St, Polk City, Iowa, on the 22<sup>nd</sup> day of April, 2024, at 6:00 p.m., at which time and place a hearing will be held on the proposed plans and specifications, form of contract and estimate of cost for the Project. Any interested party may appear to be heard.

Sealed bids will be opened and tabulated at 1:00 p.m., on April 17, 2024, in the Council Chambers at City Hall, 112 3<sup>rd</sup> Street, Polk City, Iowa. The bids will be considered by the City Council during their meeting beginning at 6:00 p.m. on April 22, 2024, in the Council Chambers at City Hall.

All bids must be filed in the office of the City Clerk before the time herein set, on forms furnished by the Owner, and must be enclosed in a separate sealed envelope and plainly identified. Each bid shall be accompanied by bid security as defined in Iowa Code Section 26.8, and in the amount of 5% of the total amount of the bid, as specified in the Bidding Documents, as security that if awarded a contract, the bidder will enter into a contract at the prices bid and furnish the required performance and payment bonds and Certificate of Insurance.

Each successful Bidder will be required to furnish Performance and Payment Bonds acceptable to the Owner on forms provided in the specifications in amounts equal to one hundred percent (100%) of the contract price.

Work on the improvement shall commence within 30 days after the Effective Date of the Contract, or on the day indicated in the Notice to Proceed. The Notice to Proceed will be issued upon approval of the contract and bonds by the Utility Board. The work shall be substantially completed on or before **October 30, 2025**, and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before **May 15, 2026**. Failure to meet either the Substantial Completion date or Final Completion date will result in liquidated damages of **\$1,500.00** per calendar day.

To the extent allowed by Federal law and regulation, and to the extent required by Iowa law, a resident bidder shall be allowed a preference as against a nonresident bidder from a state or foreign country if that state or foreign country gives or requires any preference to bidders from that state or foreign country, including but not limited to any preference to bidders, the imposition of any type of labor force preference or any other form of preferential treatment to bidders or laborers from that state or foreign country. The preference allowed shall be equal to the preference given or required by the state or foreign country in which the nonresident bidder is a resident. In the instance of a resident labor force preference, a nonresident bidder shall apply the same resident labor force preference to a public improvement in this state as would be required in the construction of a public improvement by the state or foreign country in which the nonresident bidder is a resident. Failure to submit a fully completed Bidder Status Form with the Proposal may result in the Proposal being deemed nonresponsive and rejected.

The Owner hereby reserves the right to reject any or all bids, to waive informalities and irregularities, and to enter into such contract or contracts as it shall deem to be in the best interest of the Utility.

By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the state of Iowa.

### **Obtaining the Bidding Documents**

Information and Bidding Documents for the Project can be found at the following designated website:

[www.questcdn.com](http://www.questcdn.com) (Quest CDN # 9025717)

Bidding Documents may be downloaded from the designated website. Prospective Bidders are urged to register with the designated website as a plan holder, even if Bidding Documents are obtained from a plan room or source other than the designated website in either electronic or paper format. The designated website will be updated periodically with addenda, lists of registered plan holders, reports, and other information relevant to submitting a Bid for the Project. All official notifications, addenda, and other Bidding Documents will be offered only through the designated website. Neither Owner nor Engineer will be responsible for Bidding Documents, including addenda, if any, obtained from sources other than the designated website.

The Issuing Office for the Bidding Documents is:

**McClure Engineering Company**  
**705 1<sup>st</sup> Ave North**  
**Fort Dodge, IA 50501**

Prospective Bidders may obtain or examine the Bidding Documents at the Issuing Office on Monday through Friday between the hours of 9:00-12:30, 1:30-4:00, and may obtain copies of the Bidding Documents from the Issuing Office as described below. Partial sets of Bidding Documents will not be available from the Issuing Office. Neither Owner nor Engineer will be responsible for full or partial sets of Bidding Documents, including addenda, if any, obtained from sources other than the Issuing Office.

Printed copies of the Bidding Documents may be obtained from the Issuing Office by paying a deposit of **\$150** for each set. Bidders who return full sets of the Bidding Documents in reusable condition within 14 days after receipt of Bids will receive a full refund. Non-Bidders, and Bidders who obtain more than one set of the Bidding Documents, will receive a refund of **the deposited amount** for documents returned in reusable condition within the time limit indicated above. Make deposit checks for Bidding Documents payable to **McClure Engineering Company**.

### **Pre-bid Conference**

A pre-bid conference for the Project will be held on **April 8<sup>th</sup>, 2024 at 1 PM at 112 3<sup>rd</sup> Street, Polk City, Iowa, 50226**. Attendance at the pre-bid conference is encouraged but not required.

### **Instructions to Bidders**

For all further requirements regarding bid submittal, qualifications, procedures, and contract award, refer to the Instructions to Bidders that are included in the Bidding Documents.

### **This Advertisement is issued by:**

Owner: **City of Polk City, IA**

By: **Jenny Coffin**

Title: **City Clerk**

Date: \_\_\_\_\_

**From:** [Cindy Adams](#)  
**To:** [Diana Brehm](#)  
**Subject:** Certificate for Notice to Bidders  
**Date:** Wednesday, March 13, 2024 9:13:06 AM  
**Attachments:** [image002.png](#)  
[03.13.24 Notice to Bidders.pdf](#)

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**Certificate**

The undersigned, being first duly sworn on oath, states that The Construction Update Plan Room Network (“CU Network”) is a corporation duly organized and existing under the laws of the State of Iowa, with its principal place of business in Des Moines, Polk County, Iowa. The undersigned also states that he is now and was at the time hereinafter mentioned, the duly qualified and acting President / CEO of the CU Network, and that as such President / CEO of the CU Network and by full authority from the Executive Board, he caused a

**NOTICE TO BIDDERS**

Polk City Elevated Storage Tank  
Polk City Elevated Storage Tank – Water Main Extension Project

A printed copy of which is attached and made part of this certificate, to be posted in the Construction Update Network Plan Room, a relevant contractor plan room service with statewide circulation and a relevant contractor lead generating service with statewide circulation, on the following date(s):

March 13, 2024

I certify under penalty of perjury and pursuant to the laws of the State of Iowa that the preceding is true and correct.

March 13, 2024

**Date**  
Network



President/CEO of The Construction Update Plan Room



# Daily Notice to Bidders

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Master Builders of Iowa



## The Project Source

*This report is brought to you through an exclusive partnership between ConstructConnect and the Master Builders of Iowa.*

**NOTICE TO BIDDERS & NOTICE OF PUBLIC HEARING**  
**POLK CITY ELEVATED STORAGE TANK**  
**NEW 1.5 MG TANK**  
**POLK CITY, IOWA**

**General Notice**

The City of Polk City (Owner) is requesting Bids for the construction of the following Project:

**Polk City Elevated Storage Tank – New 1.5 MG Tank**  
**DWSRF No. FS-77-23-DWSRF-077**

Bids for the construction of the Project will be received at the **Office of the City Clerk** located at **112 3<sup>rd</sup> Street, Polk City, Iowa, 50226**, until **April 17, 2024**, at **1 P.M.** local time.

The Project location is bound by E Vista Lake Ave to the North, E Northside Dr to the South and is east of Big Creek Elementary in Polk City, Iowa and includes the following Work: Construction of a new 1.5 MG elevated water storage tank, 16" water main, rock access drive, fencing, site grading, electrical power systems, process controls, and control communications.

The Owner will meet in the Council Chambers at City Hall, 112 3<sup>rd</sup> St, Polk City, Iowa, on the 22nd day of April, 2024, at 6:00 p.m., at which time and place a hearing will be held on the proposed plans and specifications, form of contract and estimate of cost for the Project. Any interested party may appear to be heard.

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[www.questcdn.com](http://www.questcdn.com) (Quest CDN # 9025717)

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### **Pre-bid Conference**

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### **Instructions to Bidders**

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### **This Advertisement is issued by:**

Owner: **City of Polk City, IA**  
By: **Jenny Coffin**  
Title: **City Clerk**  
Date: \_\_\_\_\_



**GREATER DES MOINES**

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REGIONAL ARTS COUNCIL

## MISSION

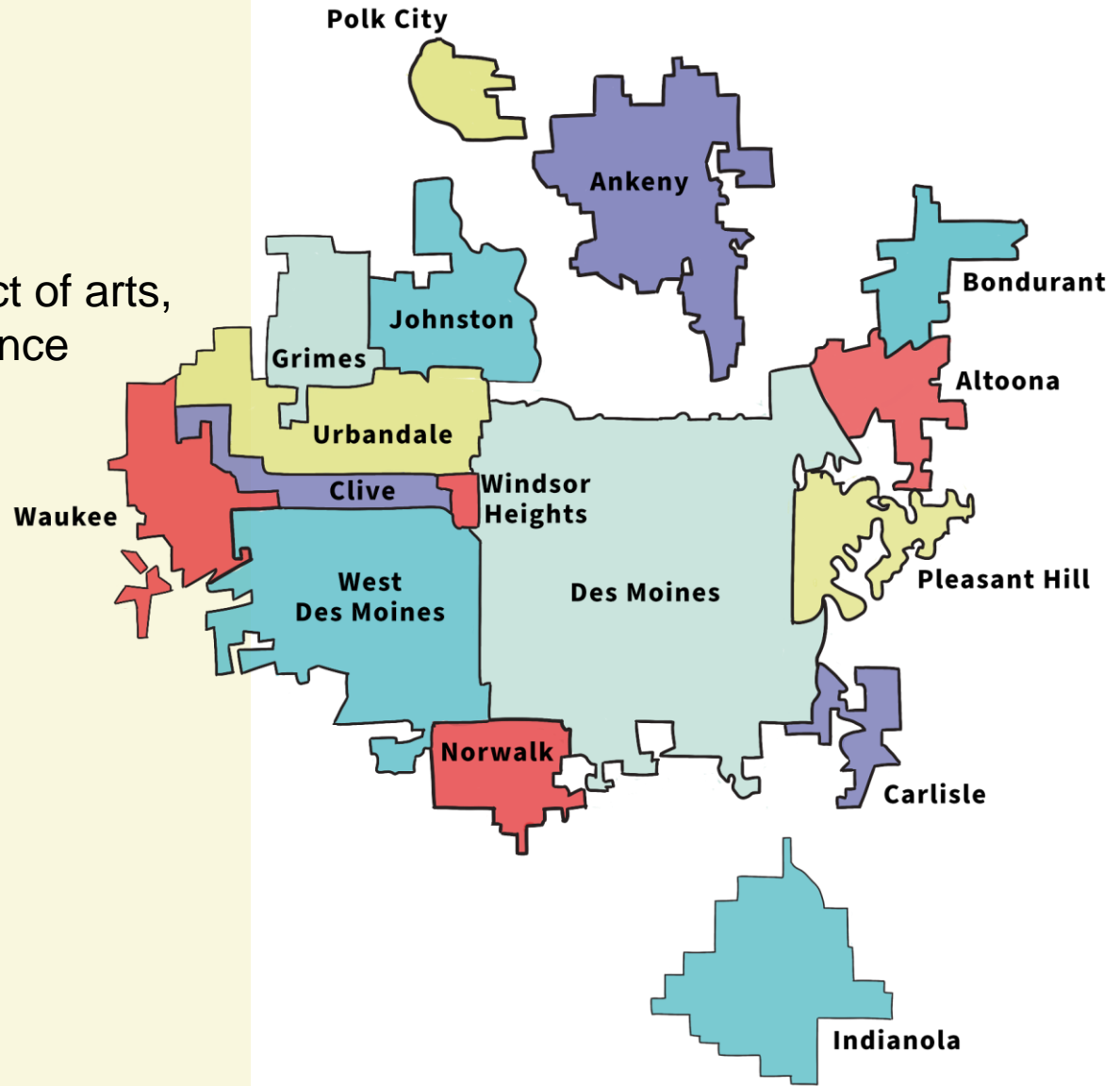
Bravo leverages community resources to maximize impact of arts, culture, and heritage to advance regional priorities.

## VISION

Arts, culture, and heritage elevate and enrich a vibrant Greater Des Moines

## VALUES

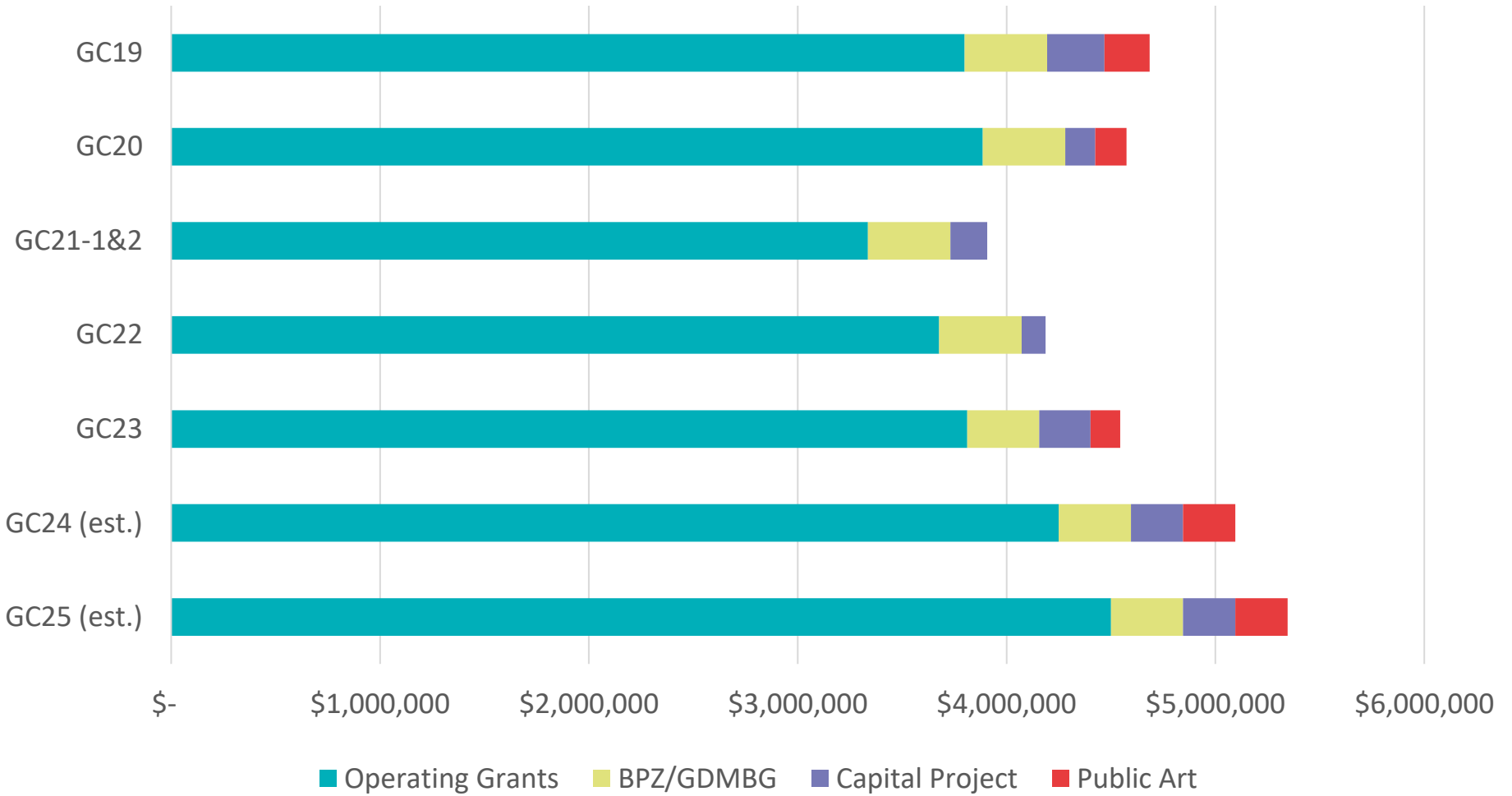
Collaborative  
Inclusive  
Accountable  
Regional  
Opportunistic  
Passionate













# PASSPORT TO CULTURE

A YOUTH PROGRAM BY **BRAVO**

*“The more often we can place students into experiences that expand their world, the better. These experiences bring new things to life for students, as well as bring things closer to home.”*

- Kelly Schnackenberg, Des Moines Public Schools



**2x** AS LIKELY  
TO GRADUATE  
COLLEGE

**5x** LESS  
LIKELY TO  
DROP OUT

**100** POINTS  
HIGHER ON  
THEIR SAT

**2022**

**Total Economic Impact**

**\$309 million**

NP Spending

\$162 million

Audience Spending

\$147 million

Arts & Culture Sector Jobs

5,439

**Total Tax Revenue Generated**

**\$66.8 million**

Federal

\$34.9 million

State

\$17.1 million

Local

\$14.8 million

# INVESTING IN THE ARTS IS INVESTING IN EVERYTHING

Economic development

Jobs

Technology and innovation

Diversity, equity, inclusion  
and accessibility

Creativity

Community Development

Civic dialogue

Livability

Education

Mental health

Public welfare

Tourism



**GREATER DES MOINES**  
REGIONAL ARTS COUNCIL

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m. April 8, 2024**  
**City Hall – Council Chambers**

The City Council for Polk City, Iowa held a meeting in the City Hall Council Chambers at 6:00 p.m., April 8, 2024.  
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 Karsjen called the meeting to order at 6:00 p.m.
2. **Roll Call** | Sarchet, Savage, Walters, Vogel, Otis | In attendance
3. **MOTION:** A motion was made by Otis and seconded by Savage to approve the agenda  
**MOTION CARRIED UNANIMOUSLY**
4. **Public Comments:** Written Comments were filed with Mayor and Council from the following residents:  
Britta Solan, 612 Lincoln Street  
Audrey Hiatt, 1102 Oakwood Dr.
5. **Consent Items**
  - a. City Council Meeting Minutes for March 25, 2024 at 5pm
  - b. City Council Meeting Minutes for March 25, 2024 at 6pm
  - c. Claims listing April 8, 2024
  - d. Resolution 2024-38 approving Pay App No. 12 in the amount of \$16,212.91 for the Fire Department Remodel Project
  - e. Twelve-month Tobacco permit for Kum & Go #135 effective July 1, 2023
  - f. Set pay for Building Official, Cody Olson at \$41.72 per hour effective April 1, 2024
  - g. Receive and file the March 2024 Water Department Report
  - h. Receive and file Parks Commission Meeting Minutes for April 1, 2024
  - i. Receive and file the March 2024 Parks & Recreation Director Report
  - j. Receive and file Library Board Meeting Minutes for April 1, 2024
  - k. Receive and file the March 2024 Library Director Report
  - l. Acknowledge Resolution 2024-07L authorizing expenditures from a special revenue fund, expendable trust account for the purchase and installation of a Library Study Pod
  - m. Acknowledge Resolution 2024-08L authorizing the Library Director to purchase a People Counter System for up to \$2,500 with funds from the FY24 Library Budget
  - n. Acknowledge Library Study Room Policy
  - o. Acknowledge Library Patron Behavior Policy
  - p. Acknowledge Library Electronic Devices Policy
  - q. Receive and file the March 2024 Fire Department Report
  - r. Medical Director Contract for Todd Sexton to provide medical direction to PCFD effective July 1, 2024
  - s. Special Events Application for the Police Summer Kick-Off Event June 7, 2024 with street closure in the 100 Block of 2<sup>nd</sup> Street between Broadway and Van Dorn Street from 12pm to 10:30pm
  - t. Special Events Application for Polk City American Legion Summer Bike Nights with street closure of 1<sup>st</sup> street between Broadway and Van Dorn from 4p-9p on the following 2024 dates: May 10, June 14, July 12, August 9, September 13
  - u. Resolution 2024-39 approving Senior Bond Issuance Certificate of Des Moines Metropolitan Wastewater Reclamation Authority Participating Community
  - v. Twelve months High Proof Brew Pub Liquor License for Fenders effective April 14, 2024
  - w. Legal services agreement not to exceed \$36,000 with Dorsey & Whitney LLP for 2024 SRF Water System Improvements
  - x. Street Closure for E. Southside Drive related to Antler Ridge for six weeks during construction of sanitary sewer
  - y. Resolution 2024-40 approving Pay App No. 1 in the amount of \$136,581.50 for the 2024 Street Repairs Project
  - z. March 2024 Finance Report



**MOTION:** A motion was made by Walters and seconded by Otis to approve the consent agenda items Council Member Sarchet asked Library Director Noack to elaborate on item 5. M regarding the people counter. Noack reported the current door counter is from 2005 and is drastically under reporting counts for the required State reports. She said the proposed people counter will be ceiling mounted to ensure proper reporting in the future.  
**MOTION CARRIED UNANIMOUSLY**

**6. Business Items**

- a. 510 S 3<sup>rd</sup> Street RFP Review Committee Members, Amber Pringnitz and Travis Thornburgh provided a report on the two bids received and gave recommendations regarding the committee's thoughts on how to move forward.  
**MOTION:** A motion was made by Walters and seconded by Otis to Resolution 2024-41 rejecting all development bids for 510 S. 3<sup>rd</sup> Street  
**MOTION CARRIED UNANIMOUSLY**

- b. **MOTION:** A motion was made by Vogel and seconded by Savage to approve Snyder & Associates February 2024 Engineering Services invoice in the amount to of \$31,645.75  
**YES: Savage, Vogel, Otis, Sarchet**  
**ABSTAIN: Walters**  
**MOTION CARRIED**

**7. Mayor Proclamation:** Mayor Karsjen proclaimed April 26, 2024, as Arbor Day

**8. Reports & Particulars:**

- Building Official Olson provided an update on the City Hall/Community Room Project with a projected occupancy issued in June 2024
- Council Member Vogel thanked the developers that submitted proposals and encouraged them to resubmit in the future
- Council Member Sarchet requested the Council have a discussion concerning public comments
- Fire Chief Hogrefe announced the pancake breakfast and open house at the Fire Station on May 18<sup>th</sup>

**9. Adjournment**

**MOTION:** A motion was made by Walters and seconded by Otis to adjourn at 6:29 pm.  
**MOTION CARRIED UNANIMOUSLY**  
*Next Meeting Date – April 22, 2024*

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Steve Karsjen, Mayor

Attest

---

Jenny Coffin, City Clerk

**MEETING MINUTES**  
**The City of Polk City**  
**Work Session**  
**5:00 p.m., Monday, April 8, 2024**  
**City Hall Council Chambers**

A Council Work Session was held on April 8, 2024, at 5:00 p.m. at the City Hall Council Chambers in Polk City, Iowa.

<b><u>Mayor and City Council Members Present:</u></b> Steve Karsjen   Mayor Jeff Walters   Pro Tem Rob Sarchet (via zoom)   City Council Member Jeff Savage   City Council Member Mandy Vogel   City Council Member Nick Otis   City Council Member	<b><u>Staff Members Present:</u></b> Chelsea Huisman   City Manager Jenny Coffin   City Clerk/Treasurer Mike Schulte   Public Works Director Matt Aswegan   Police Lieutenant Karla Hogrefe   Fire Chief Jamie Noack   Library Director Cody Olson   Building Official
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**Minutes**

City Manager Huisman presented the Mayor & Council with a list of projects to rank for the future five (5) year Capital Improvement Plan (CIP). She requested rankings be returned to her by May 20, 2024. The proposed FY 26-30 CIP will be discussed at the Jun 10, 2024 Council Work Session.

City Manager Huisman provided the Mayor & Council with a comparison list of what other communities charge for Franchise Fees.

City Manager Huisman reviewed the current Sign Ordinance related specifically to temporary signs. The Council discussed potential changes to the Ordinance. Staff will bring a draft Ordinance for Council action at a future meeting.

**Motion** was made by Walters and seconded by Sarchet to Adjourn at 5:59 p.m.

***Motion carried Unanimously.***

\_\_\_\_\_  
Steve Karsjen, Mayor

Attest

\_\_\_\_\_  
Jenny Coffin, City Clerk

**MEETING MINUTES**  
**The City of Polk City**  
**Planning and Zoning Commission**  
**6:00 p.m., Monday, April 15, 2024**

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on April 15, 2024 in City Hall Council Chambers.

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** | Vice Chair Vogel called the meeting to order at 6:00 p.m.
2. **Roll Call** | Hankins, Bowersox, Vogel, Ohlfest, Sires | In attendance  
Triplet, Pringnitz | Absent
3. **Approval of Agenda**  
**MOTION:** A motion was made by Bowersox and seconded by Ohlfest to approve the agenda.  
**MOTION CARRIED UNANIMOUSLY**
4. **Approval of Meeting Minutes**  
**MOTION:** A motion was made by Ohlfest and seconded by Sires to approve the P&Z Commission Meeting Minutes for March 18, 2024.  
**MOTION CARRIED UNANIMOUSLY**
5. **Kennedy Plat of Survey**
  - a) Patrick Shelquist, McClure Engineering provided an overview of the plat of survey
  - b) Travis Thornburgh, City Engineer provided a report
  - c) No public comments
  - d) **MOTION:** A motion was made by Hankins and seconded by Bowersox to recommend City Council approve the Plat of Survey for Parcel 2023-181 & 2023-182  
**YES: Bowersox, Ohlfest, Sires, Hankins**  
**ABSTAIN: Vogel**  
**MOTION CARRIED**
6. **Sunrise Ridge Plat 1 rezoning petition for 36.58 acres from R-1 to R-1A**
  - a) Dean Roghair, Civil Desing Advantage provided an overview of rezoning petition
  - b) Travis Thornburgh, City Engineer provided a report
  - c) Don Brill, 1312 E Northside Drive had a question on the mailing date, answered by City Clerk Coffin, and asked to see a concept of the development, he exchanged contact information with Dean Roghair to obtain details after the meeting.
  - d) **MOTION:** A motion was made by Hankins and seconded by Ohlfest to recommend City Council approve the rezoning request 36.58 acres from R-1 to R-1A  
**MOTION CARRIED UNANIMOUSLY**
7. **Big Creek Commons Plat 2 rezoning petition for 7.35 acres from R-1 to R-1A**
  - a) Tom Wittman, Knapp Properties provided an overview of rezoning petition
  - b) Travis Thornburgh, City Engineer provided a report
  - c) No public comments  
**MOTION:** A motion was made by Hankins and seconded by Ohlfest to recommend City Council approve the rezoning request for 7.35 acres from R-1 to R-1A subject to April 10, 2024 staff and engineering comments  
**MOTION CARRIED UNANIMOUSLY**
8. **Antler Ridge rezoning petitions**
  - a) Jake Nilles, Nilles Associates provided an overview of rezoning petition
  - b) Travis Thornburgh, City Engineer provided a report
  - c) No public comments
    - i. **MOTION:** A motion was made by Hankins and seconded by Bowersox to recommend City Council approve the rezoning request for 2.017 acres from R-2 to R-1 subject to April 10, 2024 staff and engineering comments  
**MOTION CARRIED UNANIMOUSLY**

- ii. **MOTION:** A motion was made by Hankins and seconded by Ohlfest to recommend City Council approve the rezoning request for 0.116 acres from R-2A to C-2 subject to April 10, 2024 staff and engineering comments  
**MOTION CARRIED UNANIMOUSLY**
- iii. **MOTION:** A motion was made by Hankins and seconded by Ohlfest to recommend City Council approve the rezoning request for 50.144 acres from R-1, R-2A, & R-2 to R-1A subject to April 10, 2024 staff and engineering comments  
**MOTION CARRIED UNANIMOUSLY**

**9. Antler Ridge Amended Preliminary Plat**

- a) Jake Nilles, Nilles Associates provided an overview of Preliminary Plat Amendment
- b) Travis Thornburgh, City Engineer provided a report
- c) No Public Comments

**MOTION:** A motion was made by Hankins and seconded by Ohlfest to recommend City Council approve the Amendment to the Preliminary Plat

**MOTION CARRIED UNANIMOUSLY** subject to April 10, 2024 staff and engineering comments

**10. R-2A Zoning District Modifications**

- a) Travis Thornburgh, City Engineer provided a report
- b) No Public Comments

**MOTION:** A motion was made by Hankins and seconded by Bowersox to recommend City Council approve R-2A zoning district modifications subject to April 10, 2024 staff and engineering comments

**MOTION CARRIED UNANIMOUSLY**

**11. Reports & Particulars**

- Council Member Vogel provided an update that Council rejected all bids from the RFP for 3<sup>rd</sup> and Davis and will consider more specific details prior to going out for a bid again in the future. Vogel shared the Council discussion regarding amending the temporary sign ordinance to find a better balance between keeping the city clean and clear of distractions with a little more flexibility for non-profits and businesses advertising special events.
- Commission Members discussed private streets and ideas on city involvement regarding construction standards

**5. Adjournment**

**MOTION:** A motion was made by Hankins and seconded by Ohlfest to adjourn at 7:00 p.m.

**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date – Monday May 20, 2024*

Attest:

---

Jenny Coffin - City Clerk

CITY OF POLK CITY		4/22/2024
911 CUSTOM	IT VEST REPLACEMENT	\$ 1,212.00
A-D DISTRIBUTING CO. INC.	FLAGS FOR CITY	\$ 1,111.00
ALISSA FURRY	REIMBURSEMENT FOR HAY	\$ 90.00
Amazon	GIS COMPUTER	\$ 4,133.93
BAKER & TAYLOR	DVDS	\$ 24.49
BIG GREEN UMBRELLA MEDIA	NORTH POLK LIVING MARCH AD	\$ 612.00
BOBBI ROHDE	SPRING BAGS LEAGUE REIMB	\$ 35.00
BRAD WOLTERMAN	SOR REFUND	\$ 552.60
BURT DIRTWORKS	FELL TREES BAT HABIT AT REG PA	\$ 4,525.00
BUSINESS PUBLICATIONS CORP	PUBLICATIONS	\$ 1,582.23
CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	\$ 12.50
Central Pump & Motor	BRIDGE RD LIFT STATIONS	\$ 3,472.94
CENTURY LINK	PHONE SERVICE	\$ 294.00
CIT SEWER SOLUTIONS	SEWER BACK UP INVESTIGATION	\$ 1,125.00
CITY LAUNDERING	PUBLIC WORKS MATS	\$ 315.10
CITY OF DES MOINES	MONTHLY CIP	\$ 33,873.30
CITY OF POLK CITY	2424002	\$ 540.01
Controlled Access of the Midwe	FENCE GATE REPAIRS	\$ 1,531.65
CORE AND MAIN	HACH	\$ 392.42
DES MOINES STAMP MFG. CO.	STAMPS	\$ 88.15
Des Moines Steel Fence Co	BRUSH DROP OFF FENCE	\$ 9,900.00
Des Moines Water Works	30 2023 BOOSTER STATION O&M	\$ 19,195.66
ELECTRONIC ENGINEERING CO.	TRUCK RADIO	\$ 1,797.85
ERIK WORKMAN	STORMWATER BMP RAIN BARREL	\$ 74.20
FAREWAY	PROGRAMMING	\$ 18.96
FRIENDS OF THE PC LIBRARY	ORANGEBOX STUDY POD	\$ 11,000.00
Gurnsey Electric Co	SCOREBOARDS	\$ 2,290.71
H.R.S	BOOKS	\$ 14.22
HAWKINS INC	CHLORINE	\$ 1,177.14
HEARTLAND FINISHES	BLACK OUT BLINDS	\$ 968.00
I-80 CONCRETE	ADD CURB TO ALLEY	\$ 310.00
I.A.M.U.	SGCIS O4 SAFETY 2023	\$ 2,621.81
IMAGE 360	SIGNS	\$ 172.95
Interstate Batteries	BATTERY	\$ 2,099.50
J.PETTIFORD	DOUBLE GRIND MULCH	\$ 1,377.75
JEFF WALTERS	MPO MILEAGE	\$ 42.88
JENNY COFFIN	GCMOA	\$ 25.19
LOCAL10 REGISTER MEDIA	PUBLICATIONS	\$ 180.07
MATTHEW NUNEZ	STORMWATER BMP RAIN BARREL	\$ 69.54
MICROBAC LABORATORIES INC	WATER TESTS	\$ 238.25
MIDLAND POWER CO-OP	STREET LIGHTING	\$ 1,073.12
NELSON AUTOMOTIVE	REPAIR PARTS	\$ 1,024.07
NOITE SERVICE & REPAIR	ROCK AND STONE SAND FOR STOCK	\$ 2,421.69
PEM FINANCIAL ADVISORS	ADVISOR FEES	\$ 2,000.00
TOTAL QUALITY INC.	LAWNCARE	\$ 13,641.58
UNITY POINT CLINIC-OCCUPATIONA	RANDOM DRUG TESTING	\$ 84.00
UNITY POINT OCC MED	JAMESON AND WOMACKS DRUG	\$ 206.08
VERIZON WIRELESS	PHONE AND DATA PLAN	\$ 369.60
WELLMARK BLUE CROSS BLUE SHEIL	CITY INSURANCE	\$ 35,963.35
Workspace	City Hall/Community Room Furn	\$ 179,761.59
<b>Accounts Payable Total</b>		<b>\$ 345,643.08</b>
GENERAL		\$ 63,102.68
ROAD USE		\$ 8,208.01
L.M.I		\$ 540.01
PC COMM. LIB TRUST		\$ 11,000.00
CITY FACILITIES TOTAL		\$ 180,729.59
CAPITAL WATER PROJECT		\$ 4,525.00
WATER		\$ 35,170.39
SEWER		\$ 41,671.06
STORM WATER UTILITY		\$ 696.34
<b>TOTAL FUNDS</b>		<b>\$ 345,643.08</b>



# 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](mailto:police@polkcityia.gov)

***Service Integrity Respect Quality***

To: Honorable Mayor and Council Members

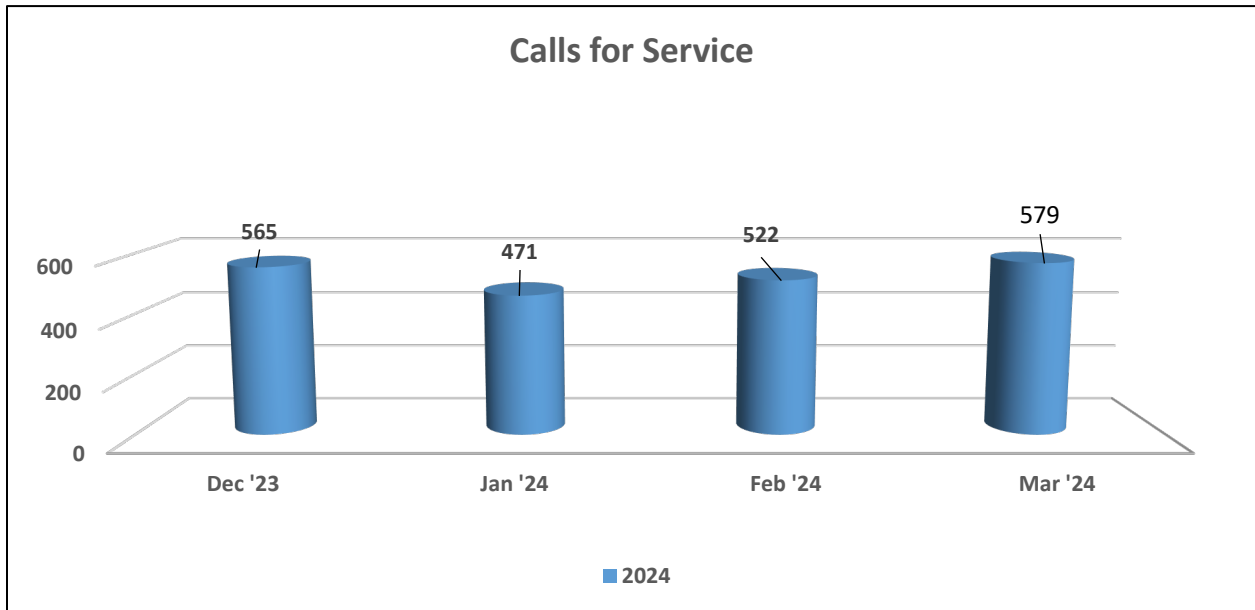
From: Lieutenant Aswegan

Date: April 8, 2024

Re: March 2024 Monthly Report

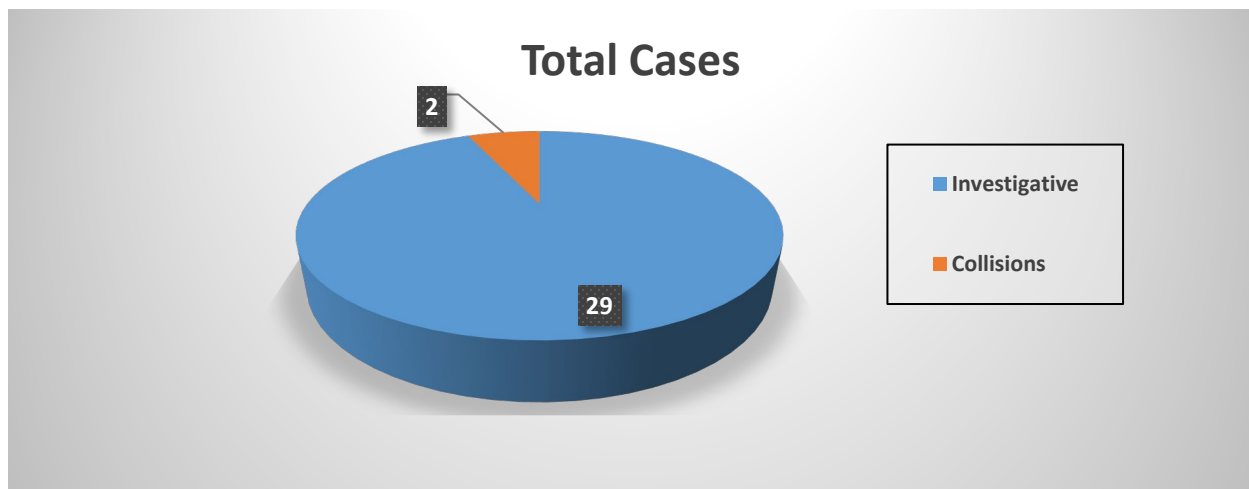
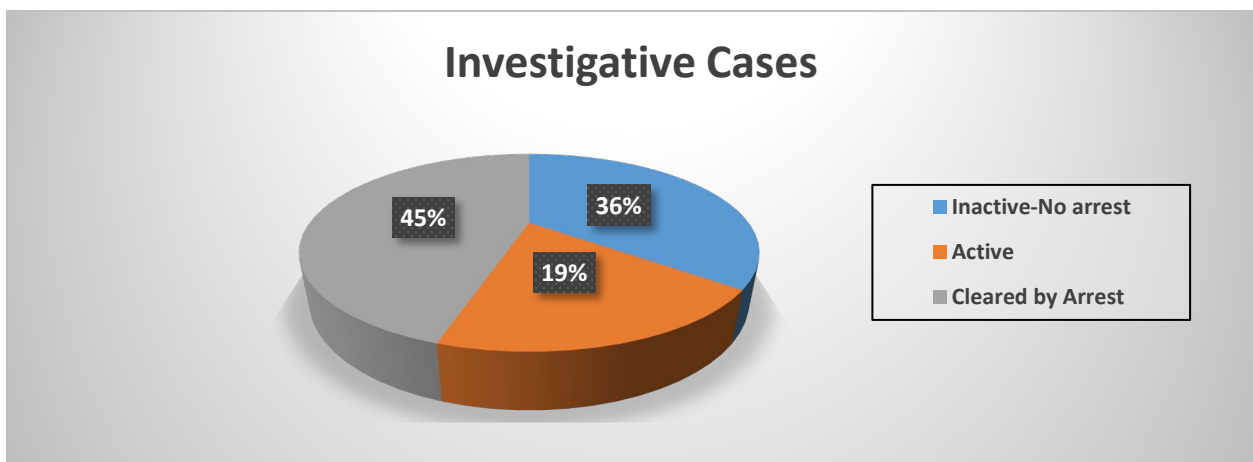
## Calls for Service

The total calls for service for the month of March were **579**. 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 **214** traffic stops.



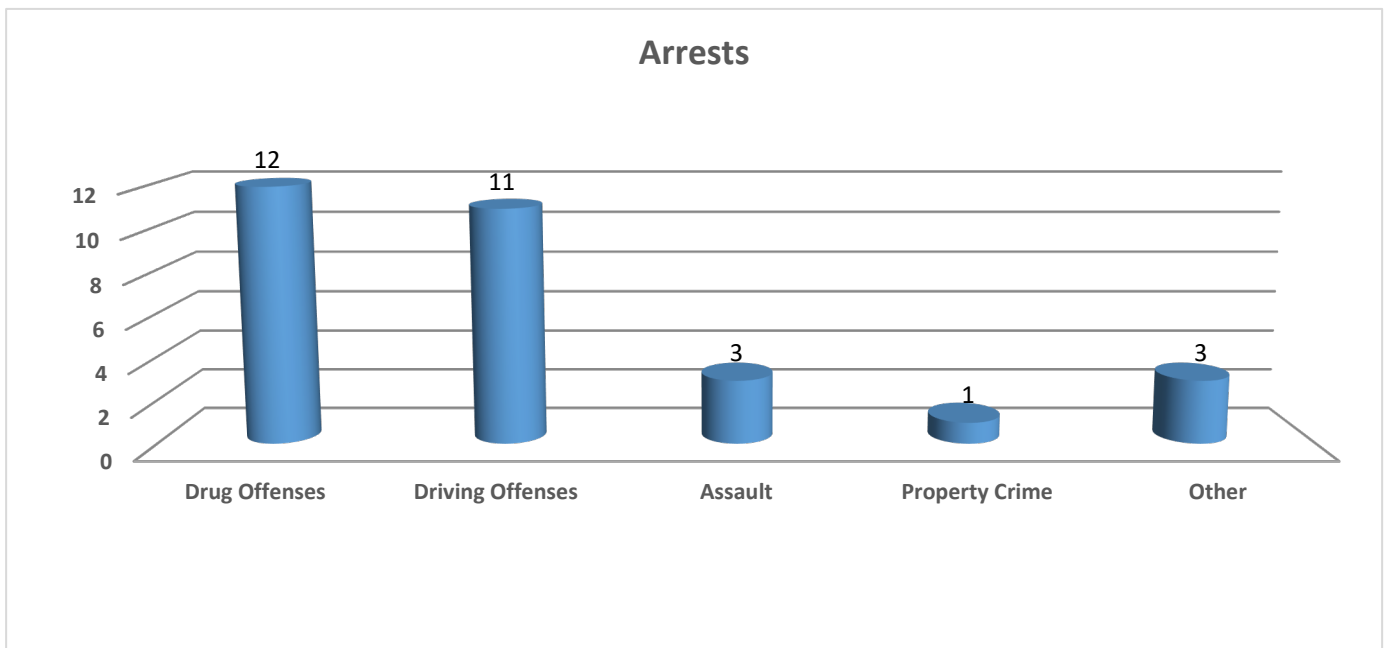
## Cases Made

The Police Department had **31** total cases during the month of March. **29** of the cases were investigative incident reports and **2** were for vehicle collisions. There are **6** active investigations this month. There was a **45%** rate of cases cleared by arrest, for investigative cases in March.



## Arrests Made

The Police Department made **31** arrests and issued **36** citations and **191** warnings. The arrests consisted of **15** driving related offenses, **3** drug related offenses, and **2** for miscellaneous offenses including interference with official acts and an outstanding arrest warrant.



## Notable Incidents

### 24-0071

On March 1<sup>st</sup> at about 1:00 pm, a Polk City Patrol Officer was dispatched to a reckless driving dump truck in the 10000 block of NW Polk City Drive. The officer found the dump truck and contacted the driver. An investigation revealed the driver had a barred driver's license and was in possession of several items of methamphetamine paraphernalia. He was charged with Driving While License Barred and Possession of Drug Paraphernalia. He was booked into the Polk County jail.



### **24-0091**

On March 21<sup>st</sup> at about 5:30 pm, Polk City Patrol Officers were dispatched to a domestic assault in the 1300 block of Westside Drive. When they arrived at the scene, they discovered an 18-year-old male had assaulted his mother and stepfather. The suspect had fled the scene on foot. Officers located the suspect in the 700 block of Bridgeview, where the suspect pulled a knife on the officers and threatened to stab them. Officers attempted to de-escalate the subject, but efforts were unsuccessful. The subject was eventually taken into custody after a successful Taser deployment allowed the officers to establish control of the subject. The subject was charged with 2 counts of Domestic Abuse Assault, 1 count of Assault on a Peace Officer with a Deadly Weapon, 1 count of Interference with Official Acts and 1 count of Criminal Mischief 3<sup>rd</sup> Degree. He was booked into the Polk County jail.

### **24-0093**

On March 22<sup>nd</sup> at about 10:00 pm, a Polk City Patrol Officer stopped a vehicle for a traffic violation. The occupants included 5 juveniles ranging in age from 15-17 years old. The officer smelled marijuana and a probable cause search of the vehicle was conducted. A search resulted in the seizure of a user amount of THC wax, some drug paraphernalia and over a half pound of marijuana. One juvenile was charged with Possession of a Controlled Substance and Drug Paraphernalia, while another was charged with Possession of Marijuana with Intent to Deliver, Fail to Affix Drug Tax Stamp and Possession of Drug Paraphernalia. The juveniles were released to their parents and referred to the Juvenile Court Services.

## In-Service Training

March in-service training was done with the use of the Altoona Police Department's simulator. Lt. Aswegan coordinated the training and operated the simulator for the training. Officers were given 3 different scenarios and had to address the scenarios the same as if they were on the street. The scenarios



are commonly use of force scenarios, where officers must make rapid decisions under simulated stress. The scenarios challenge officers' de-escalation, communication, and tactical skills.

Officers also trained on controlling blood loss from a traumatic wound. The training was provided by a Polk City Fire Department Instructor who is also a Army combat medic.

## **Officer Training**

Aicher 19

Delaney 2

Blaha-Polson 3

Sherman 3

Whipple 5

Garrison 3

Stover 3

Aswegan 2

**Total Training Hours: 83**

## K9 Program

Officer Aicher and Eudoris completed their annual certification with the United States Police Canine Association in March. The certification was held March 24<sup>th</sup> – March 26<sup>th</sup> at the Holiday Inn Convention Center in Dakota Dunes South Dakota.

This year Officer Aicher served as USPCA Region 21 Judge. Officer Aicher judged 59 dogs in the dog / handlers' abilities in narcotic detection. This experience has allowed Officer Aicher to gain vast

knowledge in different kinds of K9 temperaments and how other K9's and handlers work together to be successful.

Eudoris and Officer Aicher were deployed once in March for narcotic detection. Eudoris and Officer Aicher are a well-known deterrent for narcotic and criminal activity in the Polk City Community.





## City of Polk City, Iowa City Council Agenda Communication

**Date:** April 22, 2024 Council meeting  
**To:** Mayor Steve Karsjen & City Council  
**From:** Cody Olson- Building Official  
**Subject:** January 1, 2024- March 31, 2024, building permits to date

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**BACKGROUND:** Permitting through the Polk City Building Department began January 1, 2024. From January 1- March 31, 2024, the Building Department issued 28 permits. Permit fees collected during the same period totaled \$55,932.35 with the value of work estimated at \$4,224,081.

**Breakdown:**

**Commercial building permits:** 1  
**Residential building permits:** 18  
**Sign permits:** 2  
**Trade permits:** 7

**Inspections:** The Building Department completed 19 inspections related to the permits issued from January 1- March 31, 2024.

## Permit Summary Report

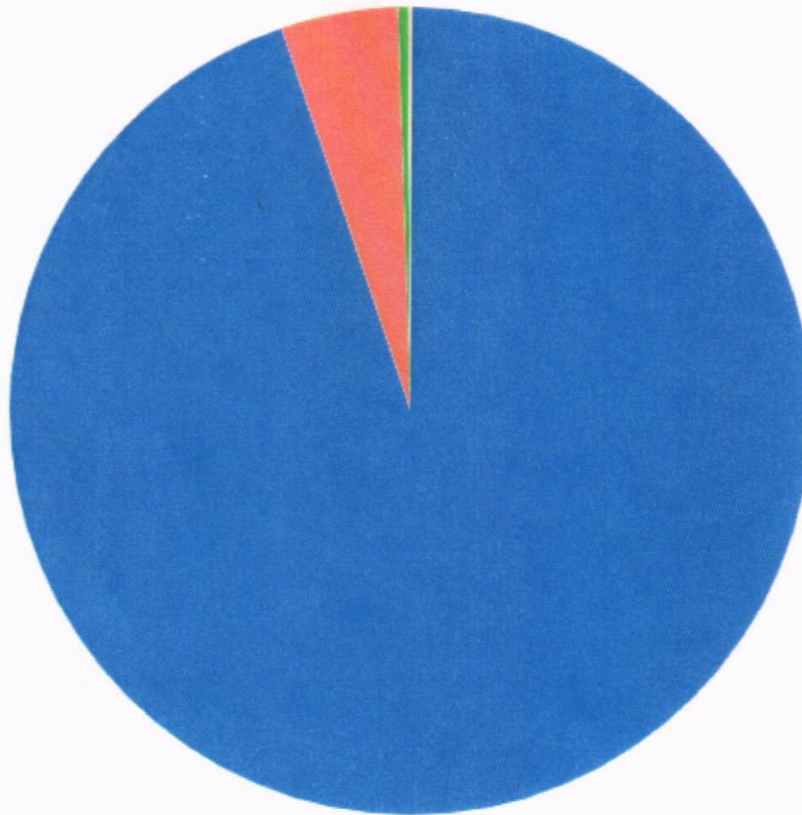
Issue Date From: 01/01/2024

Issue Date To: 03/31/2024




Permit Type	# Issued	Permit Fees	Valuation
<b>Commercial Building Permit:</b>			
General	1.00	2,641.35	155,684.00
<b>Total Commercial Building Permit</b>	<b>1.00</b>	<b>2,641.35</b>	<b>155,684.00</b>
<b>Residential Building Permit:</b>			
General	13.00	52,649.00	4,052,732.00
Electrical	1.00	0.00	0.00
Fence	3.00	317.00	15,640.00
Plumbing	1.00	0.00	0.00
<b>Total Residential Building Permit</b>	<b>18.00</b>	<b>52,966.00</b>	<b>4,068,372.00</b>
<b>Sign Permit:</b>			
Permanent	1.00	75.00	0.00
Temporary	1.00	25.00	25.00
<b>Total Sign Permit</b>	<b>2.00</b>	<b>100.00</b>	<b>25.00</b>
<b>Trade Permit:</b>			
Plumbing	2.00	0.00	0.00
Electrical	3.00	75.00	0.00
Mechanical	2.00	150.00	0.00
<b>Total Trade Permit</b>	<b>7.00</b>	<b>225.00</b>	<b>0.00</b>
<b>All Permit Total:</b>	<b>28</b>	<b>55932.35</b>	<b>4,224,081.00</b>

Payment Date From: 01/01/2024

Payment Date To: 03/31/2024



Payments by Permit Type

	Residential Building Permit	53,079	94.7%
	Commercial Building Permit	2,641	4.7%
	Trade Permit	225	0.4%
	Sign Permit	100	0.2%

## RESOLUTION NO 2024-47

### A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT NO.10 FOR THE CITY HALL/COMMUNITY ROOM PROJECT

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**WHEREAS**, the City of Polk City, City Council, approved Resolution 2023-22 ordering construction for the City Hall/Community Room Project on February 13, 2023; and

**WHEREAS**, the City Council approved Resolution 2023-37 on March 27, 2023, awarding the construction contract to Henkel Construction Company; and

**WHEREAS**, on March 27, 2023, the City Council approved Resolution 2023-38 approving the contract in the amount of \$5,740,000 with alternate #2 bid totaling \$4,500 and alternate # 5 totaling \$8,000 for a total contract of \$5,752,500; and

**WHEREAS**, on June 26, 2023, the City Council approved Resolution 2023-87 approving Pay Application No. 1 in the amount of \$142,783.33; and

**WHEREAS**, on July 24, 2023 the City Council approved Resolution 2023-94 approving Pay Application No. 2 in the amount of \$43,819.41; and

**WHEREAS**, on August 14, 2023 the City Council approved Resolution 2023-96 approving Pay Application No. 3 in the amount of \$189,145.00; and

**WHEREAS**, on August 14, 2023 the City Council approved Resolution 2023-97 approving Change Order No. 1 in the reduced amount of ~~-\$21,489.82~~; and

**WHEREAS**, on October 9, 2023 the City Council approved Resolution 2023-120 approving Pay Application No. 4 in the amount of \$302,890.95; and

**WHEREAS**, on November 13, 2023 the City Council approved Resolution 2023-133 approving Pay Application No. 5 in the amount of \$400,225.73; and

**WHEREAS**, on December 11, 2023 the City Council approved Resolution 2023-153 approving Change Order No. 2 in the amount of \$5,837.49; and

**WHEREAS**, on December 11, 2023 the City Council approved Resolution 2023-154 approving Pay Application No. 6 in the amount of \$400,225.73; and

**WHEREAS**, on January 22, 2024 the City Council approved Resolution 2024-06 approving Pay Application No. 7 in the amount of \$280,497.66; and

**WHEREAS**, on February 26, 2024 the City Council approved Resolution 2024-22 approving Pay Application No. 8 in the amount of \$280,738.30; and



**WHEREAS**, on March 25, 2024 the City Council approved Resolution 2024-33 approving Pay Application No. 9 in the amount of \$555,774.17; and

**WHEREAS**, Henkel Construction Company and the City Architect, FEH Design have submitted the Application for Partial Payment No. 10 giving a detailed estimate of work completed with an application for payment in the amount of \$555,585.08.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment No. 10 for the City Hall/Community Room Project, and the City Clerk/Treasurer is hereby authorized to issue a check to Henkel Construction Company in the amount of \$555,585.08.

**PASSED AND APPROVED** the 22 day of April 2024.

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Steve Karsjen, Mayor

ATTEST:

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Jenny Coffin, City Clerk

**TO OWNER/CLIENT:**

City of Polk City  
200 S 4th St.  
Polk City, Iowa 50226

**PROJECT:**

Polk City New City Hall  
200 S 4th St.  
Polk City, Iowa 50226

**APPLICATION NO:** 10

**INVOICE NO:** 2321A.10

**PERIOD:** 03/01/24 - 03/31/24

**PROJECT NO:** 2321A

**FROM CONTRACTOR:**

Henkel Construction Company  
208 East State St  
Mason City, Iowa 50401

**VIA ARCHITECT/ENGINEER:**

Cory Sharp (FEH Design)  
604 E. Grand Ave.  
Des Moines, Iowa 50309

**CONTRACT DATE:**

**CONTRACT FOR:** Polk City New City Hall

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. Original Contract Sum	\$5,752,500.00
2. Net change by change orders	\$(15,652.33)
3. Contract Sum to date (Line 1 ± 2)	\$5,736,847.67
4. Total completed and stored to date (Column G on detail sheet)	\$3,427,126.53
5. Retainage:	
a. 5.00% of completed work	\$165,856.07
b. 5.00% of stored material	\$5,500.26
Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$171,356.33
6. Total earned less retainage (Line 4 less Line 5 Total)	\$3,255,770.20
7. Less previous certificates for payment (Line 6 from prior certificate)	\$2,700,185.12
8. Current payment due:	\$555,585.08
9. Balance to finish, including retainage (Line 3 less Line 6)	\$2,481,077.47

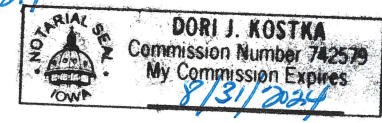
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$8,797.67	\$(24,450.00)
Total approved this month:	\$0.00	\$0.00
Totals:	\$8,797.67	\$(24,450.00)
Net change by change orders:	\$(15,652.33)	

The undersigned certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

CONTRACTOR: Henkel Construction Company

By: *Mason Harms* Date: March 29, 2024  
Mason Harms, Controllor

State of: Iowa  
County of: Cerro Gordo  
Subscribed and sworn to before  
me this 29th day of March 2024  
Notary Public: *Dori J. Kostka*  
My commission expires: 8/31/2024



**ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect/Engineer certifies to the Owner/Client that to the best of the Architect's/Engineer's knowledge, information and belief that Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$555,585.08

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to confirm the amount certified.)

ARCHITECT/ENGINEER:  
By: *Cory Sharp* Date: 4-4-2024

This certificate is not negotiable. The amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.  
 Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 10  
 APPLICATION DATE: 3/31/2024  
 PERIOD: 03/01/24 - 03/31/24

Contract Lines

ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
				1	1.C General Conditions.Misc. Credit					
2	1.C General Conditions.Misc. Credit	Bond/Insurance	\$58,000.00	\$58,000.00	\$0.00	\$0.00	\$58,000.00	100.00%	\$0.00	\$2,900.00
3	1.C General Conditions.Misc. Credit	Supervision	\$98,000.00	\$48,020.00	\$9,800.00	\$0.00	\$57,820.00	59.00%	\$40,180.00	\$2,891.00
4	1.C General Conditions.Misc. Credit	Mobilization	\$15,500.00	\$15,500.00	\$0.00	\$0.00	\$15,500.00	100.00%	\$0.00	\$775.00
5	1.C General Conditions.Misc. Credit	Demobilization	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
6	1.C General Conditions.Misc. Credit	Shop Drawings/Engineering	\$85,000.00	\$80,750.00	\$2,550.00	\$0.00	\$83,300.00	98.00%	\$1,700.00	\$4,165.00
7	1.C General Conditions.Misc. Credit	Record Documents	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
8	1.C General Conditions.Misc. Credit	Temp Facilities	\$10,000.00	\$4,900.00	\$1,000.00	\$0.00	\$5,900.00	59.00%	\$4,100.00	\$295.00
9	3.C Concrete.Misc. Credit	Footing & Foundations - M	\$95,000.00	\$95,000.00	\$0.00	\$0.00	\$95,000.00	100.00%	\$0.00	\$4,750.00
10	3.C Concrete.Misc. Credit	Footings & Foundations - L	\$65,000.00	\$65,000.00	\$0.00	\$0.00	\$65,000.00	100.00%	\$0.00	\$3,250.00
11	3.C Concrete.Misc. Credit	Interior Slabs - M	\$85,000.00	\$85,000.00	\$0.00	\$0.00	\$85,000.00	100.00%	\$0.00	\$4,250.00
12	3.C Concrete.Misc. Credit	Interior Slabs - L	\$65,000.00	\$65,000.00	\$0.00	\$0.00	\$65,000.00	100.00%	\$0.00	\$3,250.00
13	4.C Masonry.Misc. Credit	Masonry - M	\$95,000.00	\$95,000.00	\$0.00	\$0.00	\$95,000.00	100.00%	\$0.00	\$4,750.00
14	4.C Masonry.Misc. Credit	Masonry - L	\$65,000.00	\$61,750.00	\$0.00	\$0.00	\$61,750.00	95.00%	\$3,250.00	\$3,087.50
15	5.C Steel.Misc. Credit	Structural Steel - M	\$150,000.00	\$150,000.00	\$0.00	\$0.00	\$150,000.00	100.00%	\$0.00	\$7,500.00
16	5.C Steel.Misc. Credit	Structural Steel - L	\$115,000.00	\$115,000.00	\$0.00	\$0.00	\$115,000.00	100.00%	\$0.00	\$5,750.00
17	5.C Steel.Misc. Credit	Steel Joists & Decking - M	\$185,000.00	\$185,000.00	\$0.00	\$0.00	\$185,000.00	100.00%	\$0.00	\$9,250.00
18	5.C Steel.Misc. Credit	Steel Joists & Decking - L	\$55,000.00	\$55,000.00	\$0.00	\$0.00	\$55,000.00	100.00%	\$0.00	\$2,750.00

A ITEM NO.	B BUDGET CODE	C DESCRIPTION OF WORK	D SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G / C)			
19	5.C Steel.Misc. Credit	Metal Stairs - M	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%	\$0.00	\$2,500.00
20	5.C Steel.Misc. Credit	Metal Stairs - L	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	100.00%	\$0.00	\$1,000.00
21	5.C Steel.Misc. Credit	Cold Formed Framing - M	\$55,000.00	\$55,000.00	\$0.00	\$0.00	\$55,000.00	100.00%	\$0.00	\$2,750.00
22	5.C Steel.Misc. Credit	Cold Formed Framing - L	\$55,000.00	\$55,000.00	\$0.00	\$0.00	\$55,000.00	100.00%	\$0.00	\$2,750.00
23	6.C Carpentry.Misc. Credit	Rough Carpentry - M	\$19,000.00	\$19,000.00	\$0.00	\$0.00	\$19,000.00	100.00%	\$0.00	\$950.00
24	6.C Carpentry.Misc. Credit	Rough Carpentry - L	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.00%	\$0.00	\$1,250.00
25	6.C Carpentry.Misc. Credit	Architectural Wood Casework - M	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$45,000.00	\$0.00
26	6.C Carpentry.Misc. Credit	Architectural Wood Casework - L	\$9,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,500.00	\$0.00
27	7.C Thermal-Moist PR.Misc. Credit	Roofing - M	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	100.00%	\$0.00	\$5,000.00
28	7.C Thermal-Moist PR.Misc. Credit	Roofing - L	\$35,000.00	\$33,250.00	\$1,750.00	\$0.00	\$35,000.00	100.00%	\$0.00	\$1,750.00
29	7.C Thermal-Moist PR.Misc. Credit	Sheet Metal and Flashing - M	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,000.00	\$0.00
30	7.C Thermal-Moist PR.Misc. Credit	Sheet Metal and Flashing - L	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$12,000.00	\$0.00
31	7.C Thermal-Moist PR.Misc. Credit	Joint Sealants - M	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
32	7.C Thermal-Moist PR.Misc. Credit	Joint Sealants - L	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,500.00	\$0.00
33	7.C Thermal-Moist PR.Misc. Credit	Weather Barriers - M	\$10,000.00	\$9,900.00	\$0.00	\$0.00	\$9,900.00	99.00%	\$100.00	\$495.00
34	7.C Thermal-Moist PR.Misc. Credit	Weather Barriers - L	\$20,000.00	\$19,800.00	\$0.00	\$0.00	\$19,800.00	99.00%	\$200.00	\$990.00
35	7.C Thermal-Moist PR.Misc. Credit	Metal Wall Panels - M	\$250,000.00	\$0.00	\$0.00	\$23,870.00	\$23,870.00	9.55%	\$226,130.00	\$1,193.50
36	7.C Thermal-Moist PR.Misc. Credit	Metal Wall Panels - L	\$63,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$63,000.00	\$0.00
37	8.C Doors & Windows.Misc. Credit	HM Doors/Frames - M	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	100.00%	\$0.00	\$1,000.00
38	8.C	HM Doors/Frames - L	\$15,000.00	\$14,250.00	\$0.00	\$0.00	\$14,250.00	95.00%	\$750.00	\$712.50

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				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
					Doors & Windows.Misc. Credit					
39	8.C Doors & Windows.Misc. Credit	Door Hardware - M	\$50,000.00	\$0.00	\$0.00	\$40,664.00	\$40,664.00	81.33%	\$9,336.00	\$2,033.20
40	8.C Doors & Windows.Misc. Credit	Door Hardware - L	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,500.00	\$0.00
41	8.C Doors & Windows.Misc. Credit	Wood Doors - M	\$16,000.00	\$0.00	\$0.00	\$16,000.00	\$16,000.00	100.00%	\$0.00	\$800.00
42	8.C Doors & Windows.Misc. Credit	Wood Doors - L	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,500.00	\$0.00
43	8.C Doors & Windows.Misc. Credit	Coiling Counter Doors - M	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,500.00	\$0.00
44	8.C Doors & Windows.Misc. Credit	Coiling Counter Doors - L	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
45	8.C Doors & Windows.Misc. Credit	Storefronts & Entrances - M	\$205,000.00	\$143,021.33	\$41,478.67	\$0.00	\$184,500.00	90.00%	\$20,500.00	\$9,225.00
46	8.C Doors & Windows.Misc. Credit	Storefronts & Entrances - L	\$90,000.00	\$54,000.00	\$22,500.00	\$0.00	\$76,500.00	85.00%	\$13,500.00	\$3,825.00
47	9.C Finishes.Misc. Credit	Interior Painting - M	\$9,500.00	\$0.00	\$2,375.00	\$0.00	\$2,375.00	25.00%	\$7,125.00	\$118.75
48	9.C Finishes.Misc. Credit	Interior Painting - L	\$34,000.00	\$0.00	\$6,800.00	\$0.00	\$6,800.00	20.00%	\$27,200.00	\$340.00
49	9.C Finishes.Misc. Credit	Wall Coverings - M	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00
50	9.C Finishes.Misc. Credit	Wall Coverings - L	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$16,000.00	\$0.00
51	9.C Finishes.Misc. Credit	High Performance Coatings - M	\$9,500.00	\$7,600.00	\$1,900.00	\$0.00	\$9,500.00	100.00%	\$0.00	\$475.00
52	9.C Finishes.Misc. Credit	High Performance Coatings - L	\$22,000.00	\$17,600.00	\$4,400.00	\$0.00	\$22,000.00	100.00%	\$0.00	\$1,100.00
53	9.C Finishes.Misc. Credit	Metal Framing - M	\$25,000.00	\$24,500.00	\$0.00	\$0.00	\$24,500.00	98.00%	\$500.00	\$1,225.00
54	9.C Finishes.Misc. Credit	Metal Framing - L	\$50,000.00	\$49,000.00	\$0.00	\$0.00	\$49,000.00	98.00%	\$1,000.00	\$2,450.00
55	9.C Finishes.Misc. Credit	Thermal Insulation - M	\$8,000.00	\$0.00	\$6,400.00	\$0.00	\$6,400.00	80.00%	\$1,600.00	\$320.00
56	9.C Finishes.Misc. Credit	Thermal Insulation - L	\$8,000.00	\$0.00	\$6,400.00	\$0.00	\$6,400.00	80.00%	\$1,600.00	\$320.00
57	9.C Finishes.Misc. Credit	Firestopping - M	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,000.00	\$0.00
58	9.C	Firestopping - L	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,000.00	\$0.00

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				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
					Finishes.Misc. Credit					
59	9.C Finishes.Misc. Credit	Gyp Board Assemblies - M	\$95,000.00	\$42,750.00	\$33,250.00	\$0.00	\$76,000.00	80.00%	\$19,000.00	\$3,800.00
60	9.C Finishes.Misc. Credit	Gyp Board Assemblies - L	\$175,000.00	\$78,750.00	\$61,250.00	\$0.00	\$140,000.00	80.00%	\$35,000.00	\$7,000.00
61	9.C Finishes.Misc. Credit	Gyp Sheathing - M	\$16,000.00	\$16,000.00	\$0.00	\$0.00	\$16,000.00	100.00%	\$0.00	\$800.00
62	9.C Finishes.Misc. Credit	Gyp Sheathing - L	\$27,000.00	\$27,000.00	\$0.00	\$0.00	\$27,000.00	100.00%	\$0.00	\$1,350.00
63	9.C Finishes.Misc. Credit	Acoustical Ceilings - M	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$25,000.00	\$0.00
64	9.C Finishes.Misc. Credit	Acoustical Ceilings - L	\$13,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$13,000.00	\$0.00
65	9.C Finishes.Misc. Credit	Suspended Wood Ceilings - M	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$40,000.00	\$0.00
66	9.C Finishes.Misc. Credit	Suspended Wood Ceilings - L	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,000.00	\$0.00
67	9.C Finishes.Misc. Credit	Ceramic Tile - M	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$55,000.00	\$0.00
68	9.C Finishes.Misc. Credit	Ceramic Tile - L	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$25,000.00	\$0.00
69	9.C Finishes.Misc. Credit	Resilient Flooring - M	\$15,000.00	\$0.00	\$0.00	\$4,471.24	\$4,471.24	29.81%	\$10,528.76	\$223.56
70	9.C Finishes.Misc. Credit	Resilient Flooring - L	\$3,800.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,800.00	\$0.00
71	9.C Finishes.Misc. Credit	Tile Carpeting - M	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00	100.00%	\$0.00	\$1,250.00
72	9.C Finishes.Misc. Credit	Tile Carpeting - L	\$3,700.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,700.00	\$0.00
73	10.C Specialty Items.Misc. Credit	Toilet Accessories - M	\$4,250.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,250.00	\$0.00
74	10.C Specialty Items.Misc. Credit	Toilet Accessories - L	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00	\$0.00
75	10.C Specialty Items.Misc. Credit	Flagpole - M	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,000.00	\$0.00
76	10.C Specialty Items.Misc. Credit	Flagpole - L	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00	\$0.00
77	10.C Specialty Items.Misc. Credit	Folding Panel Partition - M	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$30,000.00	\$0.00
78	10.C Specialty Items.Misc. Credit	Folding Panel Partition - L	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00
79	10.C	Toilet Partitions - M	\$5,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,500.00	\$0.00

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				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
					Specialty Items.Misc. Credit					
80	10.C Specialty Items.Misc. Credit	Toilet Partitions - L	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00	\$0.00
81	10.C Specialty Items.Misc. Credit	Signage - M	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00
82	10.C Specialty Items.Misc. Credit	Signage - L	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
83	12.C Special Equipment.Misc. Credit	Countertops - M	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00
84	12.C Special Equipment.Misc. Credit	Countertops - L	\$17,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$17,000.00	\$0.00
85	12.C Special Equipment.Misc. Credit	Window Shades - M	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
86	12.C Special Equipment.Misc. Credit	Window Shades - L	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,000.00	\$0.00
87	14.C Cranes and Hoists.Misc. Credit	Electric Traction Elevator - M	\$85,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$85,000.00	\$0.00
88	14.C Cranes and Hoists.Misc. Credit	Electric Traction Elevator - L	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$45,000.00	\$0.00
89	15.C Mechanical.Misc. Credit	Fire Sprinkler - M	\$38,000.00	\$28,500.00	\$5,700.00	\$0.00	\$34,200.00	90.00%	\$3,800.00	\$1,710.00
90	15.C Mechanical.Misc. Credit	Fire Sprinkler - L	\$23,000.00	\$17,250.00	\$3,450.00	\$0.00	\$20,700.00	90.00%	\$2,300.00	\$1,035.00
91	15.C Mechanical.Misc. Credit	Hangers and Supports - M	\$8,000.00	\$0.00	\$7,200.00	\$0.00	\$7,200.00	90.00%	\$800.00	\$360.00
92	15.C Mechanical.Misc. Credit	Hangers and Supports - L	\$7,500.00	\$0.00	\$6,750.00	\$0.00	\$6,750.00	90.00%	\$750.00	\$337.50
93	15.C Mechanical.Misc. Credit	Plumbing ID - M	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$800.00	\$0.00
94	15.C Mechanical.Misc. Credit	Plumbing ID - L	\$1,100.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,100.00	\$0.00
95	15.C Mechanical.Misc. Credit	Insulation - M	\$6,500.00	\$0.00	\$3,900.00	\$0.00	\$3,900.00	60.00%	\$2,600.00	\$195.00
96	15.C Mechanical.Misc. Credit	Insulation - L	\$4,000.00	\$0.00	\$2,400.00	\$0.00	\$2,400.00	60.00%	\$1,600.00	\$120.00
97	15.C Mechanical.Misc. Credit	Plumbing Piping - M	\$36,000.00	\$14,400.00	\$18,000.00	\$0.00	\$32,400.00	90.00%	\$3,600.00	\$1,620.00
98	15.C Mechanical.Misc. Credit	Plumbing Piping - L	\$35,000.00	\$14,000.00	\$17,500.00	\$0.00	\$31,500.00	90.00%	\$3,500.00	\$1,575.00

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				99	15.C Mechanical.Misc. Credit					
100	15.C Mechanical.Misc. Credit	Gas Piping - L	\$22,000.00	\$0.00	\$17,600.00	\$0.00	\$17,600.00	80.00%	\$4,400.00	\$880.00
101	15.C Mechanical.Misc. Credit	Plumbing Specialties - M	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,000.00	\$0.00
102	15.C Mechanical.Misc. Credit	Plumbing Specialties - L	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
103	15.C Mechanical.Misc. Credit	Domestic Water Pumps - M	\$5,300.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,300.00	\$0.00
104	15.C Mechanical.Misc. Credit	Domestic Water Pumps - L	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
105	15.C Mechanical.Misc. Credit	Sump Pumps - M	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,500.00	\$0.00
106	15.C Mechanical.Misc. Credit	Sump Pumps - L	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,000.00	\$0.00
107	15.C Mechanical.Misc. Credit	Plumbing Equipment - M	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
108	15.C Mechanical.Misc. Credit	Plumbing Equipment - L	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,000.00	\$0.00
109	15.C Mechanical.Misc. Credit	Plumbing Fixtures - M	\$48,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$48,000.00	\$0.00
110	15.C Mechanical.Misc. Credit	Plumbing Fixtures - L	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00
111	15.C Mechanical.Misc. Credit	RTU, Cabinet & Duct Heater - M	\$153,400.00	\$7,670.00	\$122,720.00	\$0.00	\$130,390.00	85.00%	\$23,010.00	\$6,519.50
112	15.C Mechanical.Misc. Credit	RTU, Cabinet & Duct Heater - L	\$28,000.00	\$1,400.00	\$21,000.00	\$0.00	\$22,400.00	80.00%	\$5,600.00	\$1,120.00
113	15.C Mechanical.Misc. Credit	Terminal Air Box & System Management - M	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$55,000.00	\$0.00
114	15.C Mechanical.Misc. Credit	Terminal Air Box & System Management - L	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$25,000.00	\$0.00
115	15.C Mechanical.Misc. Credit	Screen Wall - M	\$44,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$44,000.00	\$0.00
116	15.C Mechanical.Misc. Credit	Screen Wall - L	\$2,100.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,100.00	\$0.00
117	15.C Mechanical.Misc. Credit	GRD's FD's - M	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,500.00	\$0.00
118	15.C Mechanical.Misc. Credit	GRD's & FD's - L	\$19,400.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$19,400.00	\$0.00
119	15.C Mechanical.Misc. Credit	Mini Split & Exhaust Fan - M	\$7,900.00	\$0.00	\$6,715.00	\$0.00	\$6,715.00	85.00%	\$1,185.00	\$335.75
120	15.C Mechanical.Misc. Credit	Mini Split & Exhaust Fan - L	\$5,200.00	\$0.00	\$4,420.00	\$0.00	\$4,420.00	85.00%	\$780.00	\$221.00
121	15.C Mechanical.Misc. Credit	Ductwork - M	\$24,900.00	\$0.00	\$19,920.00	\$0.00	\$19,920.00	80.00%	\$4,980.00	\$996.00
122	15.C	Ductwork - L	\$57,000.00	\$0.00	\$45,600.00	\$0.00	\$45,600.00	80.00%	\$11,400.00	\$2,280.00



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					Mechanical.Misc. Credit					
123	15.C Mechanical.Misc. Credit	Hangers - M	\$3,500.00	\$0.00	\$2,800.00	\$0.00	\$2,800.00	80.00%	\$700.00	\$140.00
124	15.C Mechanical.Misc. Credit	Hangers - L	\$13,600.00	\$0.00	\$10,880.00	\$0.00	\$10,880.00	80.00%	\$2,720.00	\$544.00
125	15.C Mechanical.Misc. Credit	TAB - L&M	\$9,400.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,400.00	\$0.00
126	16.C Electrical.Misc. Credit	Site-service work - Material	\$15,000.00	\$0.00	\$9,750.00	\$0.00	\$9,750.00	65.00%	\$5,250.00	\$487.50
127	16.C Electrical.Misc. Credit	Site-service work - Labor	\$20,000.00	\$0.00	\$13,000.00	\$0.00	\$13,000.00	65.00%	\$7,000.00	\$650.00
128	16.C Electrical.Misc. Credit	Temporary Power - Labor	\$10,000.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00	75.00%	\$2,500.00	\$375.00
129	16.C Electrical.Misc. Credit	Temporary Power - Material	\$10,000.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00	75.00%	\$2,500.00	\$375.00
130	16.C Electrical.Misc. Credit	Underground Raceway - Material	\$25,000.00	\$24,500.00	\$0.00	\$0.00	\$24,500.00	98.00%	\$500.00	\$1,225.00
131	16.C Electrical.Misc. Credit	Underground Raceway - Labor	\$25,000.00	\$24,500.00	\$0.00	\$0.00	\$24,500.00	98.00%	\$500.00	\$1,225.00
132	16.C Electrical.Misc. Credit	Raceway - Material	\$62,300.00	\$49,840.00	\$3,115.00	\$0.00	\$52,955.00	85.00%	\$9,345.00	\$2,647.75
133	16.C Electrical.Misc. Credit	Raceway - Labor	\$52,600.00	\$42,080.00	\$2,630.00	\$0.00	\$44,710.00	85.00%	\$7,890.00	\$2,235.50
134	16.C Electrical.Misc. Credit	Generator - Material	\$29,600.00	\$0.00	\$29,600.00	\$0.00	\$29,600.00	100.00%	\$0.00	\$1,480.00
135	16.C Electrical.Misc. Credit	Generator - Labor	\$18,000.00	\$5,400.00	\$0.00	\$0.00	\$5,400.00	30.00%	\$12,600.00	\$270.00
136	16.C Electrical.Misc. Credit	Distribution - Material	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$55,000.00	\$0.00
137	16.C Electrical.Misc. Credit	Distribution - Labor	\$55,700.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$55,700.00	\$0.00
138	16.C Electrical.Misc. Credit	Lighting - Material	\$122,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$122,500.00	\$0.00
139	16.C Electrical.Misc. Credit	Lighting - Labor	\$44,600.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$44,600.00	\$0.00
140	16.C Electrical.Misc. Credit	Fire Alarm - Material	\$20,400.00	\$3,060.00	\$0.00	\$0.00	\$3,060.00	15.00%	\$17,340.00	\$153.00
141	16.C Electrical.Misc. Credit	Fire Alarm - Labor	\$9,300.00	\$1,395.00	\$0.00	\$0.00	\$1,395.00	15.00%	\$7,905.00	\$69.75
142	16.C Electrical.Misc. Credit	Device - Material	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
143	16.C Electrical.Misc. Credit	Device - Labor	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
144	16.C Electrical.Misc. Credit	Communications - Material	\$27,900.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$27,900.00	\$0.00
145	16.C Electrical.Misc. Credit	Communications - Labor	\$24,400.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$24,400.00	\$0.00

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				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G / C)			
				146	16.C Electrical.Misc. Credit		Audio/Visual - Material	\$109,665.00		
147	16.C Electrical.Misc. Credit	Audio/Visual - Labor	\$40,109.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$40,109.00	\$0.00
148	16.C Electrical.Misc. Credit	Security - Material	\$25,603.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$25,603.00	\$0.00
149	16.C Electrical.Misc. Credit	Security - Labor	\$10,459.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,459.00	\$0.00
150	2.C Sitework.Misc. Credit	Site Clearing & Earthwork - L&M	\$110,000.00	\$82,500.00	\$0.00	\$0.00	\$82,500.00	75.00%	\$27,500.00	\$4,125.00
151	2.C Sitework.Misc. Credit	Plantings - M	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00
152	2.C Sitework.Misc. Credit	Concrete Paving - M	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$75,000.00	\$0.00
153	2.C Sitework.Misc. Credit	Concrete Paving - L	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$45,000.00	\$0.00
154	2.C Sitework.Misc. Credit	Plantings - L	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
155	2.C Sitework.Misc. Credit	Seeding & SOD - M	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,500.00	\$0.00
156	2.C Sitework.Misc. Credit	Seeding & SOD - L	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
157	2.C Sitework.Misc. Credit	Mulch - M	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,500.00	\$0.00
158	2.C Sitework.Misc. Credit	Mulch - L	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,500.00	\$0.00
159	2.C Sitework.Misc. Credit	Retaining Wall - M	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$25,000.00	\$0.00
160	2.C Sitework.Misc. Credit	Retaining Wall - L	\$8,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,500.00	\$0.00
161	2.C Sitework.Misc. Credit	Storm Sewer - M	\$175,000.00	\$166,250.00	\$0.00	\$0.00	\$166,250.00	95.00%	\$8,750.00	\$8,312.50
162	2.C Sitework.Misc. Credit	Storm Sewer - L	\$55,000.00	\$55,000.00	\$0.00	\$0.00	\$55,000.00	100.00%	\$0.00	\$2,750.00
163	2.C Sitework.Misc. Credit	Water Service - M	\$21,000.00	\$21,000.00	\$0.00	\$0.00	\$21,000.00	100.00%	\$0.00	\$1,050.00
164	2.C Sitework.Misc. Credit	Water Service - L	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00	100.00%	\$0.00	\$600.00
165	2.C Sitework.Misc. Credit	Sanitary Service - M	\$9,100.00	\$9,100.00	\$0.00	\$0.00	\$9,100.00	100.00%	\$0.00	\$455.00
166	2.C Sitework.Misc. Credit	Sanitary Service - L	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00	100.00%	\$0.00	\$600.00
<b>TOTALS:</b>			<b>\$5,752,500.00</b>	<b>\$2,718,392.19</b>	<b>\$616,055.07</b>	<b>\$110,005.24</b>	<b>\$3,444,452.50</b>	<b>59.88%</b>	<b>\$2,308,047.50</b>	<b>\$172,222.63</b>

Change Orders

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
167	PCCO#001 PR #1 - Elevator Waterproofing	\$2,661.18	\$2,661.18	\$0.00	\$0.00	\$2,661.18	100.00%	\$0.00	\$133.06
168	PCCO#002 PR #2 - VE Items	\$(24,151.00)	\$(24,151.00)	\$0.00	\$0.00	\$(24,151.00)	100.00%	\$0.00	\$(1,207.55)
169	PCCO#003 Drawer Slides & HSS	\$5,837.49	\$4,163.85	\$0.00	\$0.00	\$4,163.85	71.33%	\$1,673.64	\$208.19
<b>TOTALS:</b>		<b>\$(15,652.33)</b>	<b>\$(17,325.97)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$(17,325.97)</b>	<b>110.69%</b>	<b>\$1,673.64</b>	<b>\$(866.30)</b>

Grand Totals

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
<b>GRAND TOTALS:</b>		<b>\$5,736,847.67</b>	<b>\$2,701,066.22</b>	<b>\$616,055.07</b>	<b>\$110,005.24</b>	<b>\$3,427,126.53</b>	<b>59.74%</b>	<b>\$2,309,721.14</b>	<b>\$171,356.33</b>

**Additional instructions are on the final page.**

For period (MM/DD/YYYY) 07 / 01 / 2024 through 06/30/2025

Use this form to apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products at retail. If you need a different, non-retail cigarette or tobacco permit, use form 70-015. If approved, the permit is only valid for the location listed on the permit. You must obtain a separate retail permit for each location you own or operate.

**Business Information:**

Legal name/Doing business as (DBA): CASEY'S # 1144

Iowa sales and use tax account number: 0-00-007787

Retail address: 1100 S 3RD ST City: POLK CITY State: IA ZIP: 50226

Mailing address: ONE SE CONVENIENCE BLVD. City: ANKENY State: IA ZIP: 50021

Phone: 5159846021

**Legal Ownership Information:**

Type of ownership: Sole Proprietor  Partnership  Corporation  LLC  LLP

Name of sole proprietor, partnership, corporation, LLC, or LLP: CASEY'S MARKETING COMPANY

Primary office address: ONE SE CONVENIENCE BLVD. City: ANKENY State: IA ZIP: 50021

Phone: 515-446-6404 Fax: 515-446-6303 Email: LICENSINGTEAM@CASEYS.COM

**Retail Information:**

Types of Sales: Over-the-counter  Vending machine  Vending machine that assembles cigarettes  Delivery sales of alternative nicotine/vapor products (see instructions)  Mobile sales (see instructions)  VIN: \_\_\_\_\_ License plate number: \_\_\_\_\_

Types of Products Sold: (Check all that apply)

Cigarettes  Tobacco  Alternative nicotine products  Vapor products

**Type of Establishment: (Select the options that best describe the establishment)**

Alternative nicotine/vapor store  Bar  Convenience store/gas station  Drug store   
Grocery store  Hotel/motel  Liquor store  Restaurant  Tobacco store   
Other (provide description)  \_\_\_\_\_

Do you have other permits issued under Iowa Code chapter 453A? If yes, provide permit number(s):  
YES, CASEY'S HAS 557 LOCATIONS IN IOWA HOLDING A TOBACCO LICENSE.

Include with this application a list of your suppliers and customers on a separate sheet.

**Identify partners or corporate officers if the business is not a sole proprietorship.**

Name: SEE ATTACHED Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

If this application is approved and a permit is granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products. I declare under penalties of perjury or false certificate, that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.

**Signature of Owner(s), Partner(s), or Corporate Official(s)**

Printed name: DOUGLAS BEECH, ASSISTANT SECRETARY

Printed name: \_\_\_\_\_

Signature: Douglas M. Beech

Signature: \_\_\_\_\_

Date: 04/01/2024

Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Send this completed application and the applicable fee to your local jurisdiction. If your local jurisdiction permits electronic transmission of this application, your email or fax signature will constitute a valid signature. It is up to your local jurisdiction to approve this application and issue the permit. You must have an approved permit issued to you by the local jurisdiction before acting as a retailer in that jurisdiction. You must separately apply in each local jurisdiction in which you plan to act as a retailer. If you have any questions about the status of your application, contact your city clerk (within city limits) or your county auditor (outside city limits). NOTE: A completed application is NOT a valid permit even if submitted to your local jurisdiction with the applicable fee.

**FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE**

- Fill in the amount paid for the permit: \$75
- Fill in the date the permit was approved by the council or board: \_\_\_\_\_
- Fill in the permit number issued by the city/county: \_\_\_\_\_
- Fill in the name of the city or county issuing the permit: Polk City
- New  Renewal

Send completed/approved application to the Iowa Department of Revenue within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. If a permit is being exchanged due to change of location within the same jurisdiction, permittee should complete an application with new location information and application should be sent to the Department as described above. Permittees who exchange a valid permit are not required to pay an additional fee when an exchange application is submitted. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: [iapledge@iowaabd.com](mailto:iapledge@iowaabd.com)
- Fax: 515-281-7375



## City of Polk City, Iowa City Council Agenda Communication

**Date:** April 22, 2024 City Council Meeting  
**To:** Mayor Steve Karsjen & City Council  
**From:** Chelsea Huisman, City Manager  
**Subject:** Set public hearing for FY24 budget amendment #2

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**BACKGROUND:** On Monday, the City Council will set a public hearing for a budget amendment for the Fiscal Year 2024 (July 1, 2023-June 30, 2024). The proposed amendment includes amending for \$123,500 in revenue, and \$536,200 in expenditures, and an additional \$1,125,000 in transfers.

This is the 2<sup>nd</sup> amendment for the FY2024 Budget. The City Council previously amended the budget in November 2023. That amendment included amending for the purchase of 1600 W. Broadway Street and conducting a Special Census. At that time, we estimated spending approximately \$900,000 of general fund balance. With the proposed amendment for consideration, I am now estimating the city will only spend approximately \$500,000-\$600,000 of fund balance. Most of this is attributed to conservative revenue estimates.

Of note, one of the largest expenses we are amending for is Public Works capital equipment. In FY2023, the City Council authorized the purchase of a new end loader and plow for the Public Works Department. At the time of ordering (approved by City Council February 14, 2022) we were notified it would take approximately 12-24 months to receive the equipment. The expense was budgeted for in FY2023. We have received the equipment, and this expense is in the FY24 budget, which was not planned.

In May 2023, the City Council entered into a development agreement with the Antler Ridge development to upsize sanitary sewer main through their development for a total of \$450,000. The upsizing of this sanitary sewer main is segment #1 of the Southeast trunk sewer project. A portion of that construction has been completed, and the developer has been reimbursed \$150,000 to date. The remaining construction will take place in FY2025. The city plans to pay for this agreement with sanitary sewer fund balance. Future reimbursement will likely also need to be amended in FY2025.

One proposed amendment is amending the loan proceeds, and amending for the reduction of proceeds for police vehicles. In FY24, the city planned to borrow \$200,000 to fund police vehicles. We will be able to use LOST cash to pay for this expense, instead of funding the expenses with borrowed funds. The borrowed funds will be used for the City Facilities projects, and we may have additional fund balance in that fund after the Fire Station remodel and City Hall is complete. The City Council may review that fund balance in FY2025, and possibly reallocate those funds to a different capital project.

The last 2 years our debt service fund has ended the fiscal year negative. This is because we budget exactly what we need to pay our loan expenses. The issue with the negative balance has been when we don't collect all property taxes on time, and within a given fiscal year. We do collect about 95% of our property taxes within a fiscal year. I am proposing we plan a transfer from LOST to the debt service fund. At the end of each budget year, the Council approves transfers between funds, and as we get closer to June 30, 2024, we will have a better idea if this transfer needs to happen or not.

Below is a description of all amendments:

**Revenue:**

1. Amend for Park Donations for the new scoreboards at the Sports Complex in the amount of \$8,500
2. Amend for loan proceeds for the City Facilities projects in the amount of \$200,000
3. Amend for proceeds from debt for police equipment in the amount of -\$200,000
4. Amend for Grant Revenue for Fire Department Equipment in the amount of \$30,000
5. Amend for Water charges for services in the amount of \$35,000
6. Amend for Garbage/Recycling charges in the amount of \$50,000

**Expenses:**

1. Amend for Fire Dept. overtime in the amount of \$20,000
2. Amend for Fire Dept. workers compensation in the amount of \$40,000
3. Amend for Parks Sports Complex scoreboards in the amount of \$8,500
4. Amend for elections in the amount of \$700
5. Amend for Engineering Fees in the amount of \$10,000
6. Amend for Fire Capital Equipment (covered by grant) in the amount of \$30,000
7. Amend for Public Works Capital Equipment in the amount of \$227,000
8. Amend for Misc. Contract work Sanitary Sewer in the amount of \$150,000
9. Amend for Misc. Contract Work-Garbage & Recycling in the amount of \$50,000

**ALTERNATIVES:** Do not set the public hearing for the proposed budget amendment

**FINANCIAL CONSIDERATIONS:** The financial considerations for this amendment are additional expenditures in the amount of \$412,700.

**RECOMMENDATION:** It is my recommendation that the Council set the public hearing for budget amendment #2 for FY23-24 for Monday, May 13, 2024, at 6PM.

**RESOLUTION NO. 2024-48**

**A RESOLUTION SETTING A PUBLIC HEARING ON AMENDMENT NO. 2 TO  
THE FY 23/24 BUDGET FOR THE CITY OF POLK CITY, IOWA**

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**WHEREAS**, the City Council of the City of Polk City, Iowa and City Staff have prepared Amendment No. 2 to the Fiscal Year 2023-2024 City Budget; and

**WHEREAS**, it is necessary to hold a public hearing to review and approve an amendment to the budget.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa hereby orders a public hearing and notice thereof to be held on May 13, 2024 at 6:00 p.m. in the City Hall Council Chambers, Polk City, Iowa on Amendment No. 2 to the FY 23/24 City Budget.

**PASSED AND APPROVED** the 22 day of April 2024.

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Steve Karsjen, Mayor

ATTEST:

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Jenny Coffin, City Clerk



**Budget Amendment:**

**Revenue:**

	Account Number	Addition	New Budget Total
Park Donations	001-430-4705	\$8,500.00	\$8,500.00
Transfer In	200-910-4830	\$25,000.00	\$344,745.00
Loan Proceeds	301-750-4443	\$200,000.00	\$1,950,000.00
Transfer In	301-910-4830	\$810,000.00	\$1,520,900.00
Proceeds from Debt-Police equipment	303-110-4820	-\$200,000.00	\$0.00
Grant Revenue-Fire Department Capital Equipment	303-150-4404	\$30,000.00	\$30,000.00
Transfer In-Capital equipment	303-910-4830	\$290,000.00	\$419,100.00
Water Charges for Services	600-810-4500	\$35,000.00	\$1,585,000.00
Charges for Garbage/Recycling	670-840-4500	\$50,000.00	\$465,000.00

**Expenses:**

Fire-Overtime	001-150-6040	\$20,000.00	\$45,500.00
Fire Workers Compensation	001-150-6160	\$40,000.00	\$94,500.00
Parks-Sports Complex	001-430-6326	\$8,500.00	\$48,500.00
Elections	001-630-6413	\$700.00	\$1,700.00
Engineering Fees	001-699-6407	\$10,000.00	\$85,000.00
Transfer Out	110-910-6910	\$100,000.00	\$190,000.00
Transfer Out	121-910-6910	\$1,025,000.00	\$1,975,000.00
Fire Capital Equipment	303-150-6710	\$30,000.00	\$30,000.00
Capital Equipment/Vehicles Public Works	303-299-6710	\$227,000.00	\$377,000.00
Misc. Contract Work	610-815-6499	\$150,000.00	\$200,000.00
Misc. Contract work-Garbage & Recycling	670-840-6499	\$50,000.00	\$465,000.00

**Total New Revenue**

\$123,500.00

**Total Transfers**

\$1,125,000.00

**Total New Expenses**

\$536,200.00

**Total Transfers**

\$1,125,000.00

**NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET**

City of POLK CITY  
Fiscal Year July 1, 2023 - June 30, 2024

The City of POLK CITY will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2024

**Meeting Date/Time:** 5/13/2024 06:00 PM

**Contact:** Jenny Coffin

**Phone:** (515) 984-6233

**Meeting Location:** City Hall Council Chambers  
112 3rd Street, Polk City, Iowa

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing. Budget amendments are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-gov-appeals>.

REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	3,631,949	0	3,631,949
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	3,631,949	0	3,631,949
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	887,632	0	887,632
Other City Taxes	6	1,047,568	0	1,047,568
Licenses & Permits	7	407,300	0	407,300
Use of Money & Property	8	323,300	0	323,300
Intergovernmental	9	772,590	0	772,590
Charges for Service	10	4,725,800	85,000	4,810,800
Special Assessments	11	7,500	0	7,500
Miscellaneous	12	125,217	38,500	163,717
Other Financing Sources	13	8,360,000	0	8,360,000
Transfers In	14	1,608,087	1,125,000	2,733,087
<b>Total Revenues &amp; Other Sources</b>	15	21,896,943	1,248,500	23,145,443
EXPENDITURES & OTHER FINANCING USES				
Public Safety	16	2,847,350	60,000	2,907,350
Public Works	17	802,650	0	802,650
Health and Social Services	18	2,000	0	2,000
Culture and Recreation	19	897,550	8,500	906,050
Community and Economic Development	20	710,741	0	710,741
General Government	21	1,442,550	10,700	1,453,250
Debt Service	22	1,160,070	0	1,160,070
Capital Projects	23	17,046,600	257,000	17,303,600
Total Government Activities Expenditures	24	24,909,511	336,200	25,245,711
Business Type/Enterprise	25	3,917,443	200,000	4,117,443
<b>Total Gov Activities &amp; Business Expenditures</b>	26	28,826,954	536,200	29,363,154
Transfers Out	27	1,608,087	1,125,000	2,733,087
<b>Total Expenditures/Transfers Out</b>	28	30,435,041	1,661,200	32,096,241
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out</b>	29	-8,538,098	-412,700	-8,950,798
Beginning Fund Balance July 1, 2023	30	16,263,966	0	16,263,966
<b>Ending Fund Balance June 30, 2024</b>	31	7,725,868	-412,700	7,313,168

**Explanation of Changes:** The City is amending its budget to account for additional revenue, and additional expenditures. For a complete listing of the amendment, please visit the city's website at [www.polkcivita.gov](http://www.polkcivita.gov)

**RESOLUTION NO. 2024-49**

**A RESOLUTION SETTING A PUBLIC HEARING ON THE PROPOSED REZONING OF PROPERTY LOCATED AT 1716 E NORTHSIDE DRIVE FROM R-1 SINGLE FAMILY DETACHED RESIDENTIAL TO R-1A SINGLE FAMILY RESIDENTIAL**

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**BE IT RESOLVED**, that the City Council of the City of Polk City, Iowa, hereby orders a public hearing and notice thereof to be held May 13, 2024 at 6:00 p.m. at the City Hall Council Chamber in Polk City, Iowa on the proposal to rezone property located at 1716 E Northside Drive from R-1 Single Family Detached Residential to R-1A Single Family Residential and legally described as follows:

**LEGAL DESCRIPTION**

A PART OF THE NORTHEAST QUARTER OF THE NORTHWEST FRACTIONAL QUARTER OF SECTION 6, TOWNSHIP 80 NORTH, RANGE 24 WEST OF THE FIFTH PRINCIPAL MERIDIAN IN THE CITY OF POLK CITY, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID NORTHEAST QUARTER OF THE NORTHWEST FRACTIONAL QUARTER; THENCE SOUTH 89°32'37" EAST ALONG THE NORTH LINE OF SAID NORTHEAST QUARTER OF THE NORTHWEST FRACTIONAL QUARTER, 1322.41 FEET TO THE NORTH QUARTER CORNER OF SAID SECTION 6; THENCE SOUTH 02°42'40" EAST ALONG THE EAST LINE OF SAID NORTHEAST QUARTER OF THE NORTHWEST FRACTIONAL QUARTER, 1302.59 FEET; THENCE NORTH 89°12'54" WEST, 140.26 FEET; THENCE SOUTH 87°17'20" WEST, 60.00 FEET; THENCE NORTH 02°42'40" WEST, 36.73 FEET; THENCE NORTH 89°12'54" WEST, 268.64 FEET; THENCE NORTH 48°30'44" WEST, 257.93 FEET; THENCE NORTH 89°50'13" WEST, 90.15 FEET; THENCE SOUTH 45°09'47" WEST, 113.14 FEET; THENCE NORTH 89°50'13" WEST, 491.14 FEET TO A POINT ON THE WEST LINE OF SAID NORTHEAST QUARTER OF THE NORTHWEST FRACTIONAL QUARTER; THENCE NORTH 02°51'00" WEST ALONG SAID WEST LINE, 1180.93 FEET TO THE POINT OF BEGINNING AND CONTAINING 36.58 ACRES (1,593,558 SQUARE FEET), WHICH INCLUDES 1.73 ACRES (75,419 SQUARE FEET) FOR PUBLIC HIGHWAY EASEMENT ALONG SAID NORTH LINE.

**The Clerk shall publish notice of such hearing at the time and in the manner required by law.**

Passed and approved this 22 day of April 2024.

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Steve Karsjen, Mayor

ATTEST:

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Jenny Coffin, City Clerk

**RESOLUTION NO. 2024-50**

**A RESOLUTION SETTING A PUBLIC HEARING ON THE PROPOSED REZONING OF PROPERTY LOCATED AT 609 E NORTHSIDE DRIVE FROM R-1 SINGLE FAMILY DETACHED RESIDENTIAL TO R-1A SINGLE FAMILY RESIDENTIAL**

---

**BE IT RESOLVED**, that the City Council of the City of Polk City, Iowa, hereby orders a public hearing and notice thereof to be held May 13, 2024 at 6:00 p.m. at the City Hall Council Chamber in Polk City, Iowa on the proposal to rezone property located at 609 E Northside Drive from R-1 Single Family Detached Residential to R-1A Single Family Residential and legally described as follows:

**LEGAL DESCRIPTION**

A PARCEL OF LAND IN PARCEL 'L' OF THE SW1/4 OF SECTION 31, TOWNSHIP 81 NORTH, RANGE 24 WEST OF THE 5TH P.M. AND PART OF THE SE1/4 & SW1/4 OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., AN OFFICIAL PARCEL RECORDED IN BOOK 12998, PAGE 269 AT THE POLK COUNTY RECORDER'S OFFICE, CITY OF POLK CITY, POLK COUNTY, IOWA THE WEST 125 FEET OF THE SOUTH 700 FEET OF THE WEST 20 ACRES OF THE EAST HALF OF THE 5TH P.M. POLK COUNTY, IOWA AS DESCRIBED IN THE WARRANTY DEED RECORDED IN BOOK 19676, PAGE 852 AT THE POLK COUNTY RECORDER'S OFFICE THAT IS ALL MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE SW CORNER OF THE SE1/4 SE1/4 OF SAID SECTION 36; THENCE N00°07'15"W, 991.45 FEET ALONG THE WEST LINE OF SAID SE1/4 SE1/4, SAID WEST LINE COINCIDES WITH THE EAST LINE DORFRANK ACRES PLAT NO. 1, AN OFFICIAL PLAT RECORDED IN BOOK 'P', PAGE 89 AT THE POLK COUNTY RECORDER'S OFFICE, TO A POINT; THENCE S89°58'48"E, 158.53 FEET TO A POINT; THENCE N01°29'03"E, 30.00 FEET TO A POINT ON THE SOUTH LINE OF LOT 25, BIG CREEK COMMONS PLAT 1, AN OFFICIAL PLAT RECORDED IN BOOK 18618, PAGE 333 AT THE POLK COUNTY RECORDER'S OFFICE; THENCE S89°58'48"E, 164.56 FEET ALONG SAID SOUTH LINE TO A POINT; THENCE S00°01'12"W, 137.33 FEET ALONG SAID SOUTH LINE TO A POINT; THENCE S89°58'48"E, 7.93 FEET ALONG SAID SOUTH LINE TO A POINT; THENCE S00°07'07"E, 885.18 FEET ALONG A LINE THAT COINCIDES WITH THE WEST LINE OF THE EAST 60 ACRES OF THE E1/2 SE1/4 OF SAID SECTION 36 TO A POINT ON THE SOUTH LINE OF SAID SE1/4 SE1/4 OF SECTION 36; THENCE N89°47'49"W, 330.46 FEET ALONG SAID SOUTH LINE TO THE POINT OF BEGINNING AND CONTAINING 7.62 ACRES MORE OR LESS.

**The Clerk shall publish notice of such hearing at the time and in the manner required by law.**

Passed and approved this 22 day of April 2024.

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Steve Karsjen, Mayor

ATTEST:

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Jenny Coffin, City Clerk

## RESOLUTION NO. 2024-51

### A RESOLUTION SETTING A PUBLIC HEARING ON THE PROPOSED REZONING OF PROPERTY LOCATED AT 1920 E SOUTHSIDE DRIVE

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**BE IT RESOLVED**, that the City Council of the City of Polk City, Iowa, hereby orders a public hearing and notice thereof to be held May 13, 2024 at 6:00 p.m. at the City Hall Council Chamber in Polk City, Iowa on the proposal to rezone property located at 1920 E Southside Drive to be known as Antler Ridge;

- a) 2.017 acres from zoning classification of R-2 One- and Two- Family Residential District to R-1 Single Family Detached Residential District
- b) 0.116 acres from zoning classification of R-2A Townhome Residential District to C-2 Commercial District
- c) 2.600 acres from zoning classification of R-1 Single Family Detached Residential District to R-1A, Single Family Residential District
- d) 18.495 acres from zoning classification of R-2A, Townhome Residential District to R-1A Single Family Residential District
- e) 29.049 acres from zoning classification of R-2 One- and Two- Family Residential District to R-1A Single Family Residential District

and legally described as follows:

#### **LEGAL DESCRIPTION (FINAL R-1 SINGLE FAMILY DETACHED RESIDENTIAL DISTRICT)**

That part of Lot 3, RED CEDAR PRAIRIE PLAT 1, an official plat, located in Polk City, Polk County, Iowa, and more particularly described as follows:

Beginning at the southeast corner of Lot 3, of said RED CEDAR PRAIRIE PLAT 1; thence North 89 degrees 10 minutes 30 seconds West, a distance of 1322.23 feet; thence North 00 degrees 48 minutes 06 seconds East, a distance of 289.73 feet; thence North 33 degrees 02 minutes 14 seconds West, a distance of 531.53 feet; thence North 42 degrees 21 minutes 48 seconds West, a distance of 389.19 feet; thence North 42 degrees 25 minutes 30 seconds West, a distance of 390.00 feet; thence North 00 degrees 29 minutes 14 seconds West, a distance of 146.28 feet; thence North 62 degrees 10 minutes 49 seconds West, a distance of 112.02 feet; thence North 00 degrees 12 minutes 33 seconds West, a distance of 208.36 feet; thence North 89 degrees 48 minutes 04 seconds East, a distance of 300.00 feet; thence North 00 degrees 12 minutes 33 seconds West, a distance of 533.00 feet; thence North 89 degrees 48 minutes 04 seconds East, a distance of 653.56 feet; thence North 88 degrees 39 minutes 22 seconds East, a distance of 102.86 feet; thence South 00 degrees 14 minutes 58 seconds East, a distance of 196.96 feet; thence South 89 degrees 45 minutes 02 seconds West, a distance of 8.12 feet; thence South 00 degrees 13 minutes 57 seconds East, a distance of 116.31 feet; thence South 09 degrees 02 minutes 26 seconds East, a distance of 225.59 feet; thence northeasterly 58.39 feet along a curve to the right, not tangent to the last described line, having a radius of 400.00 feet, a delta angle of 08 degrees 21 minutes 49 seconds and a chord distance of 58.34 feet which bears North 85 degrees 34 minutes 08 seconds East; thence North 89 degrees 45 minutes 02 seconds East, tangent to the last described curve, a distance of 425.72 feet; thence southeasterly 36.39 feet along a curve to the right, tangent to the last described line, having a radius of 650.01 feet, a delta angle of 03 degrees 12 minutes 27 seconds and a chord distance of 36.38 feet which bears South 88 degrees 39 minutes 23 seconds East; thence South 00 degrees 14 minutes 58 seconds East, not tangent to the last described curve, a distance of 176.99 feet; thence South 74 degrees 03 minutes 52 seconds East, a distance of 139.35 feet; thence South 37 degrees 28 minutes 26 seconds East, a distance of

81.30 feet; thence South 01 degree 31 minutes 52 seconds East, a distance of 147.83 feet; thence South 66 degrees 01 minutes 20 seconds West, a distance of 318.46 feet; thence South 81 degrees 03 minutes 12 seconds West, a distance of 125.64 feet; thence South 19 degrees 04 minutes 40 seconds West, a distance of 167.47 feet; thence southeasterly 193.90 feet along a curve to the left, not tangent to the last described line, having a radius of 335.00 feet, a delta angle of 33 degrees 09 minutes 45 seconds and a chord distance of 191.20 feet which bears South 87 degrees 30 minutes 13 seconds East; thence South 16 degrees 45 minutes 39 seconds East, not tangent to the last described curve, a distance of 139.31 feet; thence South 00 degrees 34 minutes 13 seconds West, a distance of 493.00 feet; thence South 89 degrees 25 minutes 47 seconds East, a distance of 520.00 feet; thence North 00 degrees 34 minutes 13 seconds East, a distance of 48.04 feet; thence South 89 degrees 25 minutes 43 seconds East, a distance of 169.97 feet; thence South 00 degrees 34 minutes 21 seconds West, a distance of 416.54 feet, to the Point of Beginning.

Containing 58.236 acres more or less.

**LEGAL DESCRIPTION (FINAL C-2 COMMERCIAL DISTRICT)**

That part of Outlot X, WHITE PINE PRAIRIE PLAT 1, an official plat, located in Polk City, Polk County, Iowa, and more particularly described as follows:

Beginning at the southwest corner of Lot 2, of said WHITE PINE PRAIRIE PLAT 1; thence South 89 degrees 21 minutes 26 seconds East, a distance of 896.00 feet; thence South 00 degrees 10 minutes 28 seconds West, a distance of 1257.01 feet; thence North 89 degrees 49 minutes 32 seconds West, a distance of 691.23 feet; thence northwesterly 302.63 feet along a curve to the right, tangent to the last described line, having a radius of 435.00 feet, a delta angle of 39 degrees 51 minutes 37 seconds and a chord distance of 296.56 feet which bears North 69 degrees 53 minutes 44 seconds West; thence South 40 degrees 02 minutes 05 seconds West right, not tangent to the last described curve, a distance of 165.00 feet; thence northwesterly 96.17 feet along a curve to the right, not tangent to the last described line, having a radius of 600.00 feet, a delta angle of 09 degrees 11 minutes 01 second and a chord distance of 96.07 feet which bears North 45 degrees 22 minutes 25 seconds West; thence 66.52 feet along a reverse curve to the left, tangent to the last described curve, having a radius of 335.00 feet, a delta angle of 11 degrees 22 minutes 38 seconds and a chord distance of 66.41 feet which bears North 46 degrees 28 minutes 14 seconds West; thence North 41 degrees 33 minutes 16 seconds East, not tangent to the last described curve, a distance of 60.36 feet; thence North 00 degrees 34 minutes 14 seconds East, a distance of 1310.71 feet; thence North 64 degrees 38 minutes 44 seconds East, a distance of 199.84 feet; thence northeasterly 73.56 feet along a curve to the right, tangent to the last described line, having a radius of 1100.00 feet, a delta angle of 03 degrees 49 minutes 53 seconds and a chord distance of 73.54 feet which bears North 66 degrees 33 minutes 40 seconds East; thence South 00 degrees 10 minutes 29 seconds West, not tangent to the last described curve, a distance of 294.52 feet, to the Point of Beginning.  
Containing 34.358 acres more or less.

**LEGAL DESCRIPTION (FINAL R-1A SINGLE FAMILY RESIDENTIAL DISTRICT)**

That part of Lot 3, RED CEDAR PRAIRIE PLAT 1, an official plat, located in Polk City, Polk County, Iowa; AND that part of Outlot X, WHITE PINE PRAIRIE PLAT 1, an official plat, located in Polk City, Polk County, Iowa, and more particularly described as follows:

Commencing at the southeast corner of Lot 2, of said RED CEDAR PRAIRIE PLAT 1; thence N 89° 25' 43" W, a distance of 169.97 feet; thence S 00° 34' 13" W, a distance of 48.04 feet; thence N 89° 25' 47" W, a distance of 520.00 feet; thence N 00° 34' 13" E, a distance of 493.00 feet; thence N 16° 45' 39" W, a distance of 139.31 feet; thence 193.90 feet along a curve to the right, tangent to the last described line, having a radius of 335.00 feet, a delta angle of 33° 09' 45" and a chord distance of 191.20 feet which bears N 87° 30' 13" W; thence N 19° 04' 40" E, a distance of 167.47 feet; thence N 81° 03' 12" E, a distance of 125.64 feet; thence N 66° 01' 20" E, a distance of 318.46 feet; thence N 01° 31' 52" W, a

distance of 147.83 feet; thence N 37° 28' 26" W, a distance of 81.30 feet; thence N 74° 03' 52" W, a distance of 139.35 feet; thence N 00° 14' 58" W, a distance of 176.99 feet; thence 36.39 feet along a curve to the left, tangent to the last described line, having a radius of 650.01 feet, a delta angle of 03° 12' 27" and a chord distance of 36.38 feet which bears N 88° 39' 23" W; thence S 89° 45' 02" W, a distance of 425.72 feet; thence 58.39 feet along a curve to the left, not tangent to the last described line curve, having a radius of 400.00 feet, a delta angle of 08° 21' 49" and a chord distance of 58.34 feet which bears S 85° 34' 08" W; thence N 09° 02' 26" W, a distance of 225.59 feet; thence N 00° 13' 57" W, a distance of 116.31 feet; thence N 89° 45' 02" E, a distance of 8.12 feet; thence N 00° 14' 58" W, a distance of 196.96 feet; thence N 88° 39' 22" E, a distance of 913.13 feet; thence 419.07 feet along a curve to the left, tangent to the last described line, having a radius of 1000.00 feet, a delta angle of 24° 00' 39" and a chord distance of 416.01 feet which bears N 76° 39' 03" E; thence N 64° 38' 44" E, a distance of 51.18 feet; thence S 00° 34' 14" W, a distance of 1310.71 feet; thence S 41° 33' 16" W, a distance of 60.36 feet, thence 66.52 feet along a curve to the right, not tangent to the last described line, having a radius of 335.00 feet, a delta angle of 11° 22' 38" and a chord distance of 66.41 feet which bears S 46° 28' 14" E; thence 96.17 feet along a curve to the left, tangent to the last described curve, having a radius of 600.00 feet, a delta angle of 09° 11' 01" and a chord distance of 96.07 feet which bears S 45° 22' 25" E; thence N 40° 02' 05" E, a distance of 165.00 feet; thence 302.63 feet along a curve to the left, tangent to the last described line, having a radius of 435.00 feet, a delta angle of 39° 51' 37" and a chord distance of 296.56 feet which bears S 69° 53' 44" E; thence S 89° 49' 32" E, a distance of 691.23 feet; thence S 00° 10' 28" W, a distance of 335.00 feet; thence N 89° 49' 32" W, a distance of 691.23 feet; thence 573.29 feet along a curve to the right, tangent to the last described line, having a radius of 770.00 feet, a delta angle of 42° 39' 32" and a chord distance of 560.14 feet which bears N 68° 29' 46" W; thence N 47° 10' 01" W, a distance of 137.25 feet; thence S 00° 34' 21" W, a distance of 517.30 feet, to the Point of Beginning. Containing 50.144 acres more or less.

**The Clerk shall publish notice of such hearing at the time and in the manner required by law.**

Passed and approved this 22 day of April 2024.

\_\_\_\_\_  
Steve Karsjen, Mayor

ATTEST:

\_\_\_\_\_  
Jenny Coffin, City Clerk

**RESOLUTION NO. 2024-52**

**RESOLUTION SETTING DATE OF PUBLIC HEARING TO CONSIDER  
AMENDING PROVISIONS OF THE ZONING ORDINANCE OF THE CITY OF  
POLK CITY, IOWA, REGARDING REGULATIONS  
ASSOCIATED WITH R-2A TOWNHOME RESIDENTIAL DISTRICT**

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**WHEREAS**, the City Council of the City of Polk City, Iowa (the “City”) desires to consider certain amendments to the Zoning Ordinance (“the Zoning Ordinance”) of the City of Polk City Code of Ordinances regarding the R-2A Townhome Residential District; and

**WHEREAS**, a public hearing upon the proposed amendments to the Zoning Ordinance should be held and a time and place for hearing thereon should be fixed.

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

1. That a public hearing be held by the Polk City City Council on the proposed amendments to the Zoning Ordinance, at the Polk City City Hall, 112 3<sup>rd</sup> Street, Polk City, Iowa, at 6:00 p.m. on May 13, 2024, at which time the City Council will consider any objections to the proposed amendments and will hear all interested persons.
2. That the Mayor and Clerk be and hereby are authorized and instructed to give Notice of said public hearing, as required by law.

**PASSED AND APPROVED** this 22 day of April 2024.

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Steve Karsjen, Mayor

**ATTEST:**

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Jenny Coffin, City Clerk



## **PROPOSED AMENDMENT TO R-2A ZONING DISTRICT**

Date: April 10, 2024

Prepared by: Kathleen Connor, Planner  
Travis D. Thornburgh, P.E.

Project: R-2A Townhome District Regulations

Project No.: 124.0001.01

### **ISSUE:**

In recent years, staff have met with multiple developers regarding potential townhome projects that are intended to include various combinations of rowhomes, bi-attached townhomes, and/or villas (detached single-family homes within a townhome regime). Some of these concepts include amenities such as a community room, club house, gazebo or playground that would be owned and maintained by the Homeowners Association (HOA) in addition to their typical shared responsibility for private streets, driveways, sidewalks, certain utilities, detention basins, landscaping and open spaces.

In our preliminary review of such concepts, staff typically finds the current R-2A will not work for these townhome projects for a variety of reasons. The developer generally determines that Planned Unit Development (PUD) zoning is the best fit, and often the only fit, for their project. In fact, the only property that has ever been rezoned to the R-2A district is located in Antler Ridge for the planned 43-lots intended to accommodate bi-attached townhomes surrounding the C-2 commercial district, but that developer is considering rezoning this area for R-2 single-family detached homes rather than bi-attached townhomes.

Because the R-2A currently does not allow villas or postage stamp lots for individual townhome units; does not easily accommodate a mix of townhome types in one development; and because members of both P&Z and Council have expressed concern regarding the frequency of developer requests for PUD zoning, P&Z and staff recommend that the R-2A district regulations be amended as outlined below. The Ordinance amending the Zoning Regulations is attached for Council consideration.

### **CURRENT R-2A REGULATIONS & SUGGESTED REVISIONS:**

Intent. On May 20, 2010, City Council adopted a major update to Chapter 165 – Zoning Regulation that established the R-2A Townhome Residential District. The R-2A district was intended “to provide for the development or redevelopment of medium-density residential areas of the City with townhome dwellings having at least two and no more than six dwelling units in one structure”. However, since the time this code section was written, villas have become a more desirable and a marketable housing choice so it seems reasonable for the city to better accommodate that option. Further, given Council’s prior concerns regarding densities, it makes sense for the R-2A to be re-designed to accommodate low density (1-4 du/ac) in addition to medium density (4-8 du/ac) townhome projects.

*Amendment #1: Revise the intent of the R-2A district in 165.09-1-D to provide for “the development or redevelopment of low- and medium-density residential areas of the City with rowhomes having at least two but no more than six dwelling units in one structure, villas, and/or a combination thereof, provided all dwellings are included under a*

*townhome regime providing for common ownership and maintenance responsibilities of facilities and amenities”.*

Definitions. For reference, the Zoning Ordinance currently includes the following terms associated with townhomes:

- “Dwelling, garden home” means a building containing only one dwelling unit on a separate lot and designed for and occupied exclusively for residence purposes by only one family within a townhome development.

*Amendment #2: Update to “Dwelling, villa”, “Dwelling, garden home”, or “Dwelling, patio home” to codify other commonly-used terminology.*

- “Dwelling, rowhome” means any one of three or more residences design for or occupied only by one family within a townhome development which are attached and in a continuous row. Each dwelling is designed and erected as a unit on a separate lot with an individual entrance. All dwelling units must be separated horizontally from each other dwelling by a dividing wall, but may not be separated vertically from each other by a dividing floor or ceiling. No more than six units shall be permitted in a single structure.

*Amendment #3: Revise to “any one of two or more residences”. This change should help avoid confusion with bi-attached homes which are a permitted use in R-2 and R-3 but are not required to be in a townhome regime in those districts.*

- “Dwelling, townhomes” means a row dwelling or garden home as defined herein which is characterized by common elements which are specified in or determined under the rules and regulations set forth by recorded covenants. Said covenants shall establish the guidelines for maintenance of common elements and permit free movement through the common areas by members of the homeowners association to assure access to the structure exterior of each townhome unit by the individual unit owner.

*Amendment #4 Revise “garden home” to “villa” throughout code to consistently refer to “villa” as the preferred terminology. Using a one-word term will also simplify sentence structure and table descriptions.*

Permitted Uses. The principal permitted uses in the R-2A district currently include:

- Agriculture – crop production only
- Civic – public or private parks and playgrounds
- Education – child care including daycares and preschools

*Amendment #5: To be a permitted use with restrictions, restrict to common buildings and not individual residential units.*

- Hotels – bed & breakfast inn (up to 12 units)

*Amendment #6: Will no longer be a permitted use in R-2A district.*

- Residential – multiple family dwellings (up to 6 dwelling units per building) including apartments, townhomes, and condominiums.

*Amendment #7: Eliminate this use in R-2A to clarify vertically- separated apartments and condos are not permitted in the townhome district since they are more appropriately located, and currently permitted, in the R-3 district.*

- Residential - single-family, detached

*Amendment #8: Eliminate this use since SF homes do not meet the intent of this district which requires all dwellings in this district to be in a townhome regime. (This appears to have been a typo when the new regulations were codified since no bulk regs were listed for this use.)*

- Residential – single-family villas in townhome regime
- Residential – townhomes, attached or detached (up to 6 units per building)

*Amendment #9: Revise to “townhomes, rowhomes (2 - 4 units per building) so that structures with more than 4 units would be permitted only in R-3.*

**Bulk Regulations for townhomes.** The current bulk regulations for townhomes in the R-2A District are provided below, along with the changes proposed by P&Z and staff. Attached to this Memo is a table showing the zoning district and applicable design criteria and/or bulk regulations for the various existing townhome developments in Polk City for reference.

<b>Proposed Modifications to R-2A Townhome District Regulations</b>		
<b>Regulator:</b>	<b>Current:</b>	<b>Amendment #10:</b>
Min Lot Area	9,000 sf	Villa: 5,200 sf <sup>4</sup> Rowhome: 3,900 sf plus 3,200 sf each for interior lots <sup>4</sup> Other Principal Uses: 12,500 sf
Min. Lot Area per D. U. and/or Max. Density (includes common outlots)	3,000 sf	“Max. Density”: 6 du/ac, excluding public ROW and access easements
Min. Lot Width	85’ <i>(Note: This width was based on 3 rowhomes @ 30’ each for two exterior lots plus 25’ for each interior lot up to a max of 4 interior lots)</i>	Villa: 50’ <sup>4</sup> Rowhome: 40’ plus 32’ for each interior lot <sup>4</sup> Other Principal Uses: 100’
Min. Front Yard	30’	30’ (public street) 20’ (private street, measured from sidewalk or curb, whichever is closer to structure)
Min. Rear Yard	35’	35’ (perimeter of development) 20’ (internal, or 40’ clearance)
Min. Side Yard	1-and 2- family _____	15’ (perimeter of development)

	Other	12.5'	6' (internal, or 12' clearance)
Note #4:	If the development maintains common areas under single management or control, the total required lot area for all dwelling units may be provided through a combination of private lots and common outlots.		“Postage stamp” lots are permitted in the R-2A district provided setbacks, clearances, and density requirements are met for the townhomes as a whole.

Other R-2A District Regulations. P&Z and staff recommend the following additional modifications and clarifications to the district regulations:

- *Density:* Application of Note #4, as listed above, and using the current requirement of 3,000 sf per dwelling unit, would allow densities well in excess of the Comprehensive Plan’s maximum of 8 du/ac for medium density residential. For that reason, the Min. Lot Area regulator in the Table above includes a maximum density regulator. The table will also include a maximum density regulator for the R-3 multiple family.
- “Postage stamp” lots: Note #4 in the Table above will be revised to make it clear that postage stamp lots are permitted, provided building setbacks and clearances between structures are in conformance with the district regulations. The current note is ambiguous as minimum setbacks and clearances, therefore postage stamp lots are permitted without defined setbacks or clearances between structures.
- *Bulk regulations for other principal uses:* Minimum Lot Area and Lot Width are included in the above Table. Front yard setbacks will be based on whether the street is public or private. Rear and side yard setbacks will generally be based the perimeter setbacks unless the structure is internal to the townhome development.
- *Garages – Amendment #11:* Attached garages will be required for each unit in the R-2A district so each row home or villa has their own private attached garage. Common garage structures, such as those in Parker Townhomes, would then only be permitted in R-3 district.
- *Private streets – Amendment #12:* Private streets are permitted, but not required, in the R-2A district provided that all public and private streets shall be constructed in accordance with the design standards specified in Polk City’s Subdivision Regulations.

**RECOMMENDATION:**

P&Z and staff recommend City Council amend the R-2A zoning regulations to better accommodate bi-attached townhomes and patio homes provided they are incorporated in a townhome regime, as defined in the enclosed Ordinance.

**RESOLUTION NO. 2024-54**

**RESOLUTION SETTING A PUBLIC HEARING ON AMENDING THE 2016 POLK CITY COMPREHENSIVE PLAN BY UPDATING THE FUTURE LAND USE PLAN**

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**WHEREAS**, City Council has deemed it necessary to update the Future Land Use Plan in the 2016 Polk City’s Comprehensive Plan by revising the future land use designated as follows:

revision of future land uses in the Antler Ridge subdivision to match those illustrated by proposed rezoning, including revision of medium density residential land use to low density residential land use, relocation of designated parkland to match the amended Preliminary Plat, and expansion of commercial land use to the centerline of the proposed adjacent roadway; and

**WHEREAS**, on April 15, 2024, the Planning & Zoning Commission met and discussed the proposed rezonings and acknowledged the City Council requirement for approval of an amendment to the Future Land Use Plan in Polk City’s Comprehensive Plan’s Future Land Use Plan, as previously amended by Resolution of City Council, to the future land uses in accordance with the proposed rezonings; and

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Polk City, Iowa, hereby orders a public hearing and notice thereof to be held on May 13, 2024, at 6:00 p.m. in the City Hall Council Chambers, Polk City, Iowa, on amending the Polk City Comprehensive Plan by revising the Future Land Use Plan.

**BE IT FURTHER RESOLVED**, the City Council authorizes the City Clerk to publish notice of such hearing at the time and in the manner required by the law.

**PASSED AND APPROVED** this 22 day of April 2024.

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Steve Karsjen, Mayor

ATTEST:

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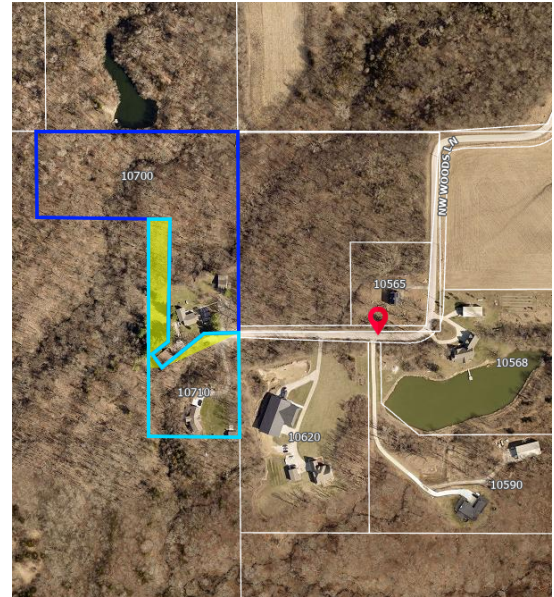
Jenny Coffin, City Clerk

**PLAT OF SURVEY IN 2-MILE EXTRA-TERRITORIAL AREA**

Date: April 17, 2024 Prepared by: Kathleen Connor  
Travis D. Thornburgh, P.E.  
Project: Kennedy Plat of Survey Project No.: 124.0446.01

**GENERAL INFORMATION:**

Applicant: Jason & Sarah Crocker  
Owner: Kennedy Family Revocable Trust  
Requested Action: Approval of P.O.S. for  
Parcel 2023-181 & 2023-182  
Location: 10710 NW Woods Lane  
Polk City, Iowa  
Located West of NW 100<sup>th</sup> Street  
On Southwest Side of NW Madrid  
Drive  
Parcel Size: Parcel 2023-181: 0.14 acres  
Parcel 2023-182: 0.73 acres  
Residual Parcel Size: 2.73 acres  
Current Zoning: Polk County – AG



**PROJECT DESCRIPTION:**

On behalf of the applicant, McClure has prepared a Rural Survey for the Kennedy Family Revocable Trust property highlighted in cyan on the aerial photo above. The property owners plan to split off two unbuildable parcels, defined in yellow above, and tie the parcels to the adjoining existing lot at 10700 NW Woods Lane highlighted in blue above. The split does not result in any new buildable parcels.

Polk County’s zoning for both properties property is AG – Agricultural. Since the proposed parcels do not meet the 10-acre minimum size in Polk City’s A-1 zoning district, the City’s equivalent zoning becomes R-1 Agricultural for review purposes. The setbacks shall need to meet or exceed Polk City’s R-1 requirements for lot size and width, including 80’ minimum width.

Polk City's amended Future Land Use Plan does not currently include a designated use for these parcels. Restrictions, proposed uses, parkland, and trail requirements will need to be determined in a future update to Polk City's Comprehensive Plan.

The property owner is aware that neither this parcel nor the residual parcel can be split in the future without approval of a Plat of Subdivision.

The Major Streets Plan in Polk City's 2016 Comprehensive Plan identifies NW Madrid Drive as a minor arterial and does not include NW Woods Lane, The Plat of Survey includes an ingress/egress easement that contains NW Woods Lane across the impacted parcels.

The impacted parcels appear to have three (3) existing gravel driveways onto NW Woods Lane. Neither parcel will be permitted to construct additional driveways.

Polk City Code requires any parcel of land being divided into two or more parcels to be a subdivision. However, since there are no public improvements associated with this land division, we recommend this requirement be waived, provided all review comments are addressed. The applicant should be aware that the subject parcels nor the remnant parcel can be split again via a Plat of Survey; a Plat of Subdivision will be required.

**REVIEW COMMENTS:**

The Plat of Survey (Rural Survey) has been revised to address all review comments.

**RECOMMENDATION:**

Based on the satisfactory resolution of the above review comments, staff and P&Z recommend City Council approval of the Plat of Survey for Parcel 2023-181 and Parcel 2023-182 subject to the following:

1. Payment to the City Clerk for the Application Fee and Engineering Review Fees prior to Council action on this Plat of Survey.
2. Provision of a signed copy of the Plat of Survey to the City Clerk following approval by Polk County and recordation.

# PLAT OF SURVEY POLK COUNTY, IOWA

## INDEX LEGEND

CITY: N/A
COUNTY: POLK
STR: SECTION 28, T81N, R24W
ALIQ. PART: NE1/4 OF THE NW1/4
PROPRIETOR: KENNEDY FAMILY REV. TRUST
REQUESTED BY: JASON & SARAH CROCKER
SURVEYOR: PATRICK SHELQUIST
COMPANY: MCCLURE
RETURN TO: PATRICK SHELQUIST 1360 NW 121ST STREET, STE A CLIVE, IOWA 50325 / 515-964-1229

## NOTES:

- 1) THIS SURVEY IS BEING DONE FOR THE OWNERS OF 10700 NW WOODS LANE TO ACQUIRE PARCELS 2023-181 & 2023-182 FROM THE OWNERS OF 10710 NW WOODS LANE.
- 2) ALL SEPTIC SYSTEMS SHALL CONFORM TO POLK COUNTY REQUIREMENTS.
- 3) ALL NEW DRIVEWAYS SHALL BE PAVED.
- 4) MAILBOXES WITHIN PUBLIC ROW SHALL BE OF BREAKAWAY DESIGN.
- 5) ALL SERVICES LOCATED ON OPPOSITE SIDE OF ROAD MUST BE BORED UNDER ROADWAY AT OWNER'S EXPENSE. (PAVED ROADS ONLY)
- 6) MAINTENANCE OF ALL DRAINAGE EASEMENTS, INCLUDING EMBANKMENTS, SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNERS.
- 7) ANY SUBSURFACE DRAINAGE FACILITIES THAT ARE DISTURBED SHALL BE RESTORED OR REROUTED BY THE PROPERTY OWNER.
- 8) NONE OF THE IMPACTED PARCELS MAY BE FURTHER SUBDIVIDED WITHOUT POLK COUNTY'S APPROVAL OF A PLAT OF SUBDIVISION.
- 9) NO NEW DRIVEWAYS WILL BE ALLOWED FOR PARCEL 2023-181 AND PARCEL 2023-182.
- 10) INGRESS/EGRESS EASEMENT TO BE FILED WITH POLK COUNTY AT THE TIME DEED(S) ARE RECORDED FOR PARCEL 2023-181 & PARCEL 2023-182.

## OWNER:

KENNEDY FAMILY REV. TRUST  
10710 NW WOODS LN  
POLK CITY, IA 50226  
P: 515-795-7100  
E: N/A

## APPLICANT:

JASON & SARAH CROCKER  
10700 NW WOODS LN  
POLK CITY, IA 50226  
P: 515-802-9590  
E: smileybell3@gmail.com

## ZONING:

AG - AGRICULTURAL DISTRICT  
**FLOOD PLAIN INFORMATION:**  
MAP NO: 19153C0025F  
EFFECTIVE DATE: 2/1/2019  
ZONE: ZONE X - AREA OF MINIMAL FLOOD HAZARD

## BASIS OF BEARING:

IARCS - ZONE 8

## AREA SUMMARY:

PARCEL 2023-181: 0.14 ACRE / 6,126 SQ. FT.  
PARCEL 2023-182: 0.73 ACRE / 31,582 SQ. FT.

## LEGAL DESCRIPTION, PARCEL 2023-181

PARCEL 2023-181 BEING LOCATED IN PARCEL 'G', AS FILED IN THE OFFICE OF THE RECORDER, POLK COUNTY, IOWA IN BOOK 7257, PAGE 155, OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 28, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF THE SOUTH HALF OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 28; THENCE S65°08'18"W, 277.29 FEET, TO A POINT ON THE BOUNDARY LINE OF SAID PARCEL G; THENCE N50°52'22"E, ALONG SAID BOUNDARY LINE, 179.32 FEET; THENCE N88°15'32"E, ALONG SAID BOUNDARY LINE, 112.53 FEET, TO THE POINT OF BEGINNING.

DESCRIBED PARCEL CONTAINS 0.14 ACRE.

## LEGAL DESCRIPTION, PARCEL 2023-182

PARCEL 2023-182 BEING LOCATED IN PARCEL 'G', AS FILED IN THE OFFICE OF THE RECORDER, POLK COUNTY, IOWA IN BOOK 7257, PAGE 155, OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 28, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF THE SOUTH HALF OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 28; THENCE S65°08'18"W, 277.29 FEET, TO A POINT ON THE BOUNDARY LINE OF SAID PARCEL G, ALSO BEING THE POINT OF BEGINNING; THENCE S65°08'18"W, 51.96 FEET, TO A POINT ON THE WEST LINE OF SAID PARCEL G; THENCE N01°18'44"W, ALONG SAID WEST LINE, 128.81 FEET; THENCE N00°23'43"E, ALONG SAID WEST LINE, 378.35 FEET, TO THE NORTHWEST CORNER OF SAID PARCEL G; THENCE N89°42'49"E, ALONG THE NORTH LINE OF SAID PARCEL G, 70.03 FEET; THENCE S00°22'22"W, ALONG THE BOUNDARY LINE OF SAID PARCEL G, 398.08 FEET; THENCE S50°55'10"W, ALONG SAID BOUNDARY LINE, 70.80 FEET; THENCE S39°11'35"E, ALONG SAID BOUNDARY LINE, 55.39 FEET, TO THE POINT OF BEGINNING.

DESCRIBED PARCEL CONTAINS 0.73 ACRE.

## SETBACKS:

(POLK CITY R-1 REGULATIONS)  
FRONT: 35 FEET  
SIDE: 8 FEET  
REAR: 35 FEET

## SUBMITTAL TABLE:

POLK CITY:  
1ST: 3/20/2024  
2ND: 4/5/2024

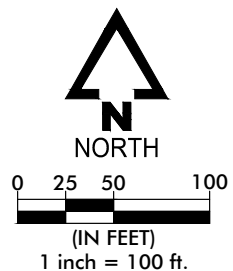
POLK COUNTY:  
1ST: 12/6/2023  
2ND: 12/11/2023  
3RD: 1/16/2024 (APPROVED)



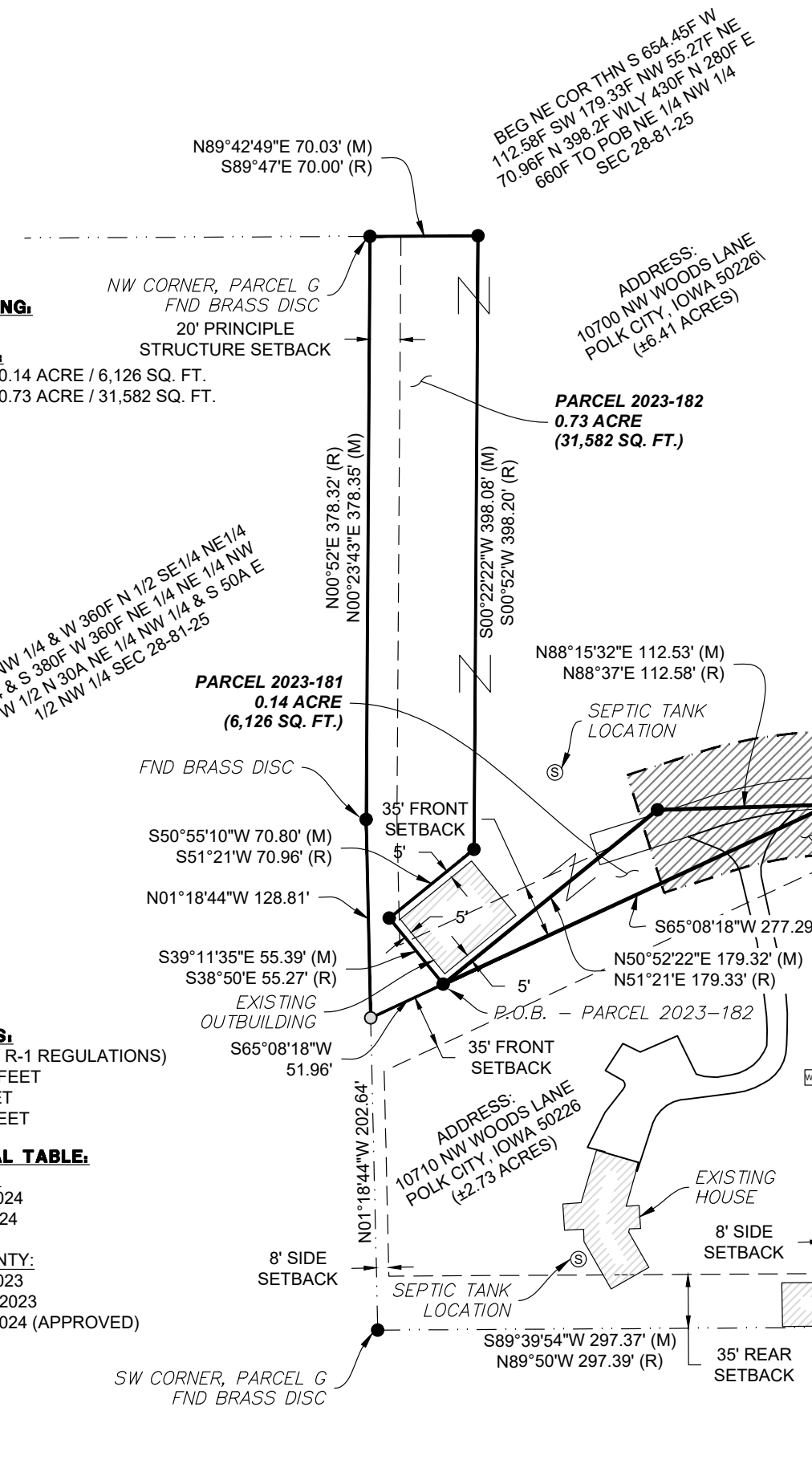
I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

# PRELIMINARY

PATRICK SHELQUIST  
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2025  
DATE \_\_\_\_\_  
PAGES OR SHEETS COVERED BY THIS SEAL: SHEET 1/1  
DATE SURVEYED: 10/24/2023



ENGINEER	N/A	DRAWN BY	P.SHELQUIST	REVISIONS	4/5/2024
SURVEYOR	P.SHELQUIST	CREW CHIEF	P.SHELQUIST		
DRAWING NO.	POS-01	SHEET NO.	01/01	PARCEL 2023-181	
				PARCEL 2023-182	
				SEC. 28-81-25	
				POLK CITY, IOWA	
				POLK COUNTY	
				2023001615	
				11/28/2023	



## GENERAL LEGEND

—	SURVEY BOUNDARY
- - - -	PROPOSED LOT
---	EXIST PROPERTY LINE
----	SECTION LINE
- - - -	EXIST EASEMENT
MONUMENTS FOUND:	
▲	TYPE AS NOTED
●	1/2" REBAR W/IPC 8105 (UNLESS NOTED OTHERWISE)
MONUMENTS SET:	
△	1/2" REBAR W/IPC #24477
○	1/2" REBAR W/IPC #24477
FND	FOUND
PC	PLASTIC CAP
BK, PG	BOOK AND PAGE
(M), (R)	MEASURED, RECORDED
R.O.W.	RIGHT-OF-WAY
P.U.E.	PUBLIC UTILITY EASEMENT
P.O.B.	POINT OF BEGINNING
P.O.C.	POINT OF COMMENCEMENT
(XXX)	STREET ADDRESS

DRAWING PATH: C:\Users\pschelquist\OneDrive - McClure Engineering\Desktop\Working Files\Polk City - Sarah Crocker\Srv\_Sarah Crocker.dwg PLOT DATE: 04/15/2024 1:07 PM PLOTTED BY: PATRICK SHELQUIST



**RESOLUTION NO. 2024-53**

**A RESOLUTION APPROVING A PLAT OF SURVEY FOR  
PARCEL NO. 2023-181 & 2023-182**

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**WHEREAS**, McClure Engineering on behalf of Kennedy Family Revocable Trust has submitted a Plat of Survey for an area of land to be known as Parcel No. 2023-181 & Parcel No. 2023-182, located within 2 miles of the corporate limits of Polk City, Iowa; and

**WHEREAS**, the intent of this Survey is to split off two unbuildable parcels and tie the parcels to the adjoining existing lot at 10700 NW Woods Lane; and

**WHEREAS**, the Polk City Planning and Zoning Commission reviewed this Plat of Survey and recommended its approval at their meeting on April 15, 2024; and

**WHEREAS**, the City Attorney and City Engineer have reviewed the Plat of Survey and legal documents and recommend approval of same.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa, hereby approves the Plat of Survey for Parcel No. 2023-181 and Parcel No. 2023-182.

**PASSED AND APPROVED** the 22 day of April 2024.

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Steve Karsjen Mayor

ATTEST:

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Jenny Coffin, City Clerk

# Proclamation

55th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK

May 5 - 11, 2024

*Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and*

*Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and*

*Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and*

*Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.*

*Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.*

*Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.*

*Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.*

*Now, Therefore, I, Steve Karsjen, Mayor of the City of Polk City, Iowa do recognize the week of May 5 through 11, 2024, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.*

*Dated this 22 day of April 2024*

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*Steve Karsjen, Mayor*





## PROCLAMATION

**WHEREAS**, in 1962, President Kennedy proclaimed May 15 as National Peace Officers Memorial Day and the calendar week in which May 15 falls, as National Police Week, then established by a joint resolution of Congress and the President of the United States, National Police Week was declared a collaborative effort of many organizations dedicated to honor the service and sacrifice of those law enforcement officers that risk their lives to protect our communities and safeguard our democracy; and

**WHEREAS**, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the law enforcement agency of the City of Polk City, whom play an essential role in safeguarding the rights and freedoms of the citizens of Polk City, Iowa; and

**WHEREAS**, it is important that all citizens know and understand the responsibilities, duties, hazards and sacrifice of their law enforcement officers;

**WHEREAS**, the members of the Police Department in Polk City, Iowa, serve the people by safeguarding life and property, protect them against violence and disorder, and provide a vital public service.

**NOW, THEREFORE**, I, Steve Karsjen, Mayor of Polk City, Iowa, do hereby recognize the week of May 12 through May 18, 2024 as **NATIONAL POLICE WEEK** in Polk City Iowa, and publicly salute the service of law enforcement officers in our community and in communities across the nation. I urge all citizens to recognize these officers' faithful and loyal devotion to their responsibilities.

Dated this 22 day of April 2024

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Steve Karsjen, Mayor

