

# Agenda -Notice of Meeting

Polk City | City Council

\*\*\*\*\*

January 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 the public hearing*

**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 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) include your name and address for the record. The Mayor will recognize you for five minutes of comment.*

## 5. Consent Items

- a. City Council Meeting Minutes for January 8, 2024
- b. City Council Work Session Meeting Minutes for January 8, 2024
- c. Receive and File Planning & Zoning Commission Meeting Minutes for January 18, 2024
- d. Claims listing January 22, 2024
- e. December 2023 Finance Report
- f. Resolution 2024-06 City Hall/Community Room Project Pay App No. 7 in the amount of \$280,497.66
- g. Appoint Gail Turner to Parks Commission vacancy term ending December 31, 2028
- h. Appoint Tim McCann to Parks Commission vacancy term ending December 31, 2028
- i. Polk City Post No. 232 American Legion Class C Retail Alcohol License renewal effective 2/24/2024
- j. Polk City Sports LLC dba Polk City Pub Class C Retail Alcohol License renewal effective 2/16/2024
- k. Service agreement with Safe Building
- l. Receive and file Parks & Recreation Department 2023 Annual Report
- m. Receive and file Fire Department 2023 Annual Report
- n. Receive and file Ground Emergency Medical Transportation Program (GEMT) Results
- o. Update Police Support Specialist Job Description

## 6. Business Items

- a. Resolution 2024-07 Home State Bank Site Plan Amendment

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

## 8. Adjournment -- next meeting date February 12, 2024

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

The Polk City, City Council held a meeting in the City Hall Council Chambers with public participation in person and via phone at 6:00 p.m., January 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 Walters and seconded by Savage to approve the agenda  
**MOTION CARRIED UNANIMOUSLY**
4. **Swear In Ceremony** | Mayor Karsjen publicly swore in Council Member Jeff Savage and Council Member Nick Otis
5. **Presentation:**
  - a. Greg Edwards, President, and CEO, provided an annual Update for Catch Des Moines
6. **Public Comments** | Cindy Johnson, 800 S 3<sup>rd</sup> Street addressed the Council regarding City Owned property at 510 S. 3<sup>rd</sup> Street
7. **Consent Items**
  - a. City Council Meeting Minutes for December 11, 2023
  - b. City Council Work Session Meeting Minutes for December 11, 2023
  - c. Claims listing January 8, 2024
  - d. November 2023 Finance Report
  - e. Receive and file the 2023 Goal Setting Report
  - f. Fire Department Remodel Project
    - i. Resolution 2024-01 Change Order No. 4 in the amount of \$5,123.79
    - ii. Resolution 2024-02 Pay App No. 10 (sub final with retainage held) in the amount of \$157,824.59
  - g. Set pay for new hire, Public Works Seasonal Laborer, Dave Osborn, at \$15.00 per hour
  - h. Resolution 2024-03 approving partial payment application No. 13 (Final – Retainage Release) North 3<sup>rd</sup> Street and Vista Lake Avenue Intersection Improvements Project in the amount of \$78,459.55
  - i. Resolution 2024-04 approving partial pay application No. 1 for High Trestle Trail to Neal Smith Trail Connector Project – Phase 2 in the amount of \$32,099.55
  - j. Disposal of Public Works 2008 Dump Truck including plow equipment
  - k. Disposal of Public Works 2008 Pick-Up Truck
  - l. Receive and file December 2023 Parks & Recreation Report
  - m. Receive and file December 2023 Fire Department Report
  - n. Acknowledge Fire Department Standard Operating Guidelines (SOG) updates
  - o. Receive and file December 2023 Library Report
  - p. Receive and file January 2, 2024 Library Board Meeting Minutes
  - q. Receive and file December 2023 Police Department Report
  - ~~r. Resolution 2024-05 approving an Agreement to Complete with Home State Bank~~
  - s. Receive and file December 2023 Water Report

Sarchet asked for item 7.r to be pulled and discussed

**MOTION:** A motion was made by Otis and seconded by Vogel to approve the amended consent agenda items.

**MOTION CARRIED UNANIMOUSLY**

8. **Business Items**
  - a. **MOTION:** A motion was made by Otis and seconded by Vogel to approve request for proposals (RFP) and authorizing the taking of bids for property located at 510 S. 3<sup>rd</sup> Street with an adjusted bid due date of March 18th  
**MOTION CARRIED UNANIMOUSLY**

- b. **MOTION:** A motion was made by Vogel and seconded by Savage to approve Snyder & Associates, Inc. November 2023 Engineering Services Invoice in the amount of \$42,950  
**YES: Vogel, Otis, Sarchet, Savage**  
**ABSTAIN: Walters**  
**MOTION CARRIED**

Consent Item 7.r **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve Resolution 2024-05 approving an Agreement to Complete with Home State Bank. City Engineer Thornburgh provided a report and recommendation. Eric Hockenberry, Market President for Home State Bank provided a report. Council discussed.  
**MOTION CARRIED UNANIMOUSLY**

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

- City Engineer Thornburgh provided an update on non-trail related Capital Improvement Projects (CIP). He stated the roundabout retainage has been released and the project is closed other than a replacement planting in the center. The 2023 Street Repairs project is finished except for sod that will be completed Spring of 2024
- City Manager Huisman shared an infographic completed by ISU Students comparing Polk City Nevada's downtown
- Council Member Vogel thanked the audience for public comments made regarding 3<sup>rd</sup> and Davis property and said the Council has a lot to consider moving forward, but she appreciated members of the public using the public comment time on the agenda. Vogel thanked Fire and Police staff for their continued service to the community.
- Council Member Savage officially recognized former Council Member Anderson and Dvorak for their many years of public service and support of the community. He said he looks forward to representing Polk City citizens and encouraged residents to reach out to him. He looks forward to working with Staff, Council and Mayor.
- Council Member Sarchet said he is focused on volunteerism because engaged citizens are the core of small towns, where volunteers fill needs that bigger cities can pay for. Sarchet said he is excited to be the Parks Commission liaison this year and looking forward to serving on the Mayor appointed Arts & Culture Committee.
- Mayor Karsjen welcomed the new Council Members Savage and Otis. He discussed the Arts & Culture Committee meeting January 16<sup>th</sup> at 6pm with a representative from ISU to lend their direction on how to move the Committee forward and encouraged anyone interested in participating to reach out to him.

10. **Adjournment**

**MOTION:** A motion was made by Walters and seconded by Savage to adjourn at 6:42 pm.  
**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date – January 22, 2024*

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Steve Karsjen, Mayor

Attest

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Jenny Coffin, City Clerk

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

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

<p><b><u>Mayor and City Council Members Present:</u></b> Steve Karsjen   Mayor Jeff Walters   Pro Tem Rob Sarchet   City Council Member Jeff Savage   City Council Member Mandy Vogel   City Council Member Nick Otis   City Council Member</p>	<p><b><u>Staff Members Present:</u></b> Chelsea Huisman   City Manager Jenny Coffin   City Clerk/Treasurer Mike Schulte   Public Works Director Jeremy Sieker   Police Chief Jamie Noack   Library Director Jason Thraen   Parks &amp; Recreation Director Karla Hogrefe   Fire Chief Cody Olson   Building Official</p>
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**Minutes**

City Manager Huisman and City Engineer Thornburgh provided updates on several capital projects.

- a. Northside Drive Realignment will have a summer or early fall bid letting depending on the Army Corp right of way (ROW) easements.
- b. High Trestle Trail to Neal Smith Trail Connector Project discussed updates on the phases of the project
- c. Traffic Signal at Broadway & 3<sup>rd</sup> discussed regarding priority and funding
- d. Sidewalk Improvements along W. Broadway discussed prioritizing in future Capital Improvement Plan (CIP)

Sump Pump Collector and other projects to be discussed at a future meeting.

**Motion** was made by Walters and seconded by Otis to Adjourn at 5:53 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, January 18, 2024**

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on January 18, 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 (via Zoom), Bowersox, Vogel (via Zoom), Pringnitz, Sires (via Zoom) | In attendance  
Ohlfest, Tripplet | Absent
3. **Approval of Agenda**  
**MOTION:** A motion was made by Bowersox and seconded by Pringnitz to approve the agenda.  
**MOTION CARRIED UNANIMOUSLY**
4. **Approval of Meeting Minutes**  
**MOTION:** A motion was made by Pringnitz and seconded by Bowersox to Vogel P&Z Commission Meeting Minutes for November 20, 2023.  
**MOTION CARRIED UNANIMOUSLY**
5. **Home State Bank Site Plan Amendment**
  - a) Trent Smith, McClure Engineering provided an apology for the removal of trees, and a report on what happened and why and what HSB proposes to remedy the situation.
  - b) Travis Thornburgh, City Engineer provided a report regarding the removal of the hazardous trees and the discussion with the hired arborist to identify a solution based on the city code.
  - c) Public Comments were made by the following:
    - i. Scott Borwig, 116 Hickory Way
    - ii. Ben Jensen, J Corp Design
    - iii. Dawn Borwig, 116 Hickory Way
    - iv. Eric Hockenberry, Home State Bank Market President
  - d) Commission discussed with staff and the developer  
**MOTION:** A motion was made by Bowersox and seconded by Sires to recommend City Council approve the Site Plan Amendment for Home State Bank subject to the developer entering into an agreement for maintenance of the tree plantings and improvements  
**YES: Sires, Pringnitz, Hankins, Bowersox**  
**ABSTAIN: Vogel**  
**MOTION CARRIED**
6. **Reports & Particulars**
  - Council Member Vogel reported it is budget season and the Council will be holding a budget work session soon. She announced the Council's decision to request proposals for the development of 3<sup>rd</sup> and Davis property to find an interested party that has a proposal that is a good fit for the area and a benefit to the community.
5. **Adjournment**  
**MOTION:** A motion was made by Bowersox and seconded by Pringnitz to adjourn at 5:36 p.m.  
**MOTION CARRIED UNANIMOUSLY**  
*Next Meeting Date – Monday February 19, 2024*

Attest:

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Jenny Coffin - City Clerk

CITY OF POLK CITY		1/8/2024
A+ LAWN & LANDSCAPE	1608 WESTSIDE DR	\$ 948.81
ALISSA FURRY	GYM MEMBERSHIP	\$ 83.35
Amazon	TRAINING	\$ 541.84
ANKENY SANITATION	SHOP CLEAN UP	\$ 1,523.72
Automatic Systems Co	REPAIR FLOW METER	\$ 1,180.00
BAKER & TAYLOR	BOOKS	\$ 1,142.49
BUSINESS PUBLICATIONS CORP	PUBLIC NOTICES	\$ 81.37
CENTURY LINK	PHONE SERVICE	\$ 286.68
CITY LAUNDERING	PUBLIC WORKS MATS	\$ 261.76
CITY OF POLK CITY	UB ASSISTANCE	\$ 1,005.68
COPY SYSTEMS INC.	COPIER	\$ 47.66
CORE AND MAIN	METER ADAPTERS	\$ 181.72
CYBRARIAN CORPORATION	PRINT MANAGEMENT SOFTWARE	\$ 749.95
DEMCO INC.	LIBRARY SUPPLIES	\$ 274.21
ELITE GLASS AND METAL	GLASS REPLACEMENT IN REMODEL	\$ 516.00
FAREWAY	SUPPLIES	\$ 61.04
Fire Service Training Bureau	INSPECTOR I BOOKS X2	\$ 179.72
HAWKEYE TRUCK EQUIPMENT	REPAIR DUMP TRUNK	\$ 753.00
HAWKINS INC	REPAIR CHLORINE PUMP	\$ 1,011.75
HOMETREE HOLIDAY LIGHTS	HOME LIGHT DISPLAY	\$ 3,465.00
I.A.C.P.	IACP MEMBERSHIP	\$ 190.00
I.A.M.U.	Q3 SAFETY TRAINING	\$ 2,621.81
JEFF WALTERS	MILEAGE REIMBURSEMENT	\$ 21.44
JENNY COFFIN	GYM REIMBURSMENT	\$ 200.00
Keck Energy	SNOW FUEL	\$ 1,161.57
KINZLER CONSTRUCTION SERVICES	REPAIR DOOR OPENER	\$ 9,990.00
LINDE GAS & EQUIPMENT INC	OXYGEN	\$ 777.51
LOCALIQ REGISTER MEDIA	PUBLICATIONS	\$ 52.60
MCKINNEY TOWING	TOWING K 9 UNIT	\$ 290.00
MERI MERRITT	REIMBURSEMENT FOR CANVA	\$ 155.88
MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$ 6,714.03
MIDLAND POWER CO-OP	STREET LIGHTING	\$ 1,060.10
MOBILE BEACON	HOTSPOT SERVICE	\$ 1,200.00
NELSON AUTOMOTIVE	REPAIR PARTS	\$ 848.27
North Polk Community Schools	FACILITIES AGREEMENT	\$ 3,000.00
NORTH POLK FAMILY MED	HOGREFE PHYSICAL	\$ 485.00
OVERDRIVE INC	DIGITAL E BOOK	\$ 745.29
P & M APPAREL	HELMET NAME PLATE STICKER	\$ 6.00
RACHEL SNYDER	PROGRAMMING	\$ 560.00
RANGEMASTERS TRAINING CENTER	WINTER UNIFORM	\$ 229.29
Sandry Fire Supply L.L.C.	AFG GEAR - 2 CHIEF HELMET	\$ 1,104.70
TERRACON CONSULTANTS INC	TERRACON SOIL TESTING	\$ 1,072.50
WELLMARK BLUE CROSS BLUE SHEIL	CITY HEALTH INS	\$ 36,795.67
<b>Accounts Payable Total</b>		<b>\$ 83,577.41</b>
GENERAL		\$ 46,187.54
ROAD USE		\$ 5,080.76
L.M.I		\$ 1,005.68
CITY FACILITIES TOTAL		\$ 1,072.50
CAPITAL EQUIPMENT/VEHICLE		\$ 742.50
WATER		\$ 19,284.21
SEWER		\$ 9,255.41
STORM WATER UTILITY		\$ 948.81
<b>TOTAL FUNDS</b>		<b>\$ 83,577.41</b>



**POLK CITY** - A City For All Seasons -

# **Monthly Finance Report December 2023**

**Prepared By:**

**Jenny Coffin  
City Clerk/Treasurer**

ACCOUNT TITLE	LAST REPORT END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILILTY	ENDING BALANCE
001 GENERAL	3,748,291.50	272,333.80	467,001.60	52.54	3,553,676.24
110 ROAD USE	615,990.16	66,761.72	36,045.99	.00	646,705.89
111 I-JOBS	.00	.00	.00	.00	.00
121 LOCAL OPTION SALES TAX	1,887,117.84	93,505.26	.00	.00	1,980,623.10
125 TIF	644,739.14	10,096.58	212,097.55	.00	442,738.17
135 L.M.I	1,293,949.45	.00	1,357.36	.00	1,292,592.09
167 PC COMM. LIB TRUST	11,789.34	.00	.00	.00	11,789.34
177 ASSET FORFEITURE	14,459.06	.00	.00	.00	14,459.06
200 DEBT SERVICE	354,660.94	12,151.93	232,496.13	.00	134,316.74
301 CITY FACILITIES TOTAL	4,251,664.32	.00	663,193.69	.00	3,588,470.63
302 CAPITAL WATER PROJECT	546,254.90	.00	12,550.00	.00	533,704.90
303 CAPITAL EQUIPMENT/VEHIC	69,556.17	.00	.00	.00	69,556.17
304 FOUR SEASONS PUB IMPROV	32,992.00	.00	.00	.00	32,992.00
305 NORTHSIDE DRIVE PROJECT	1,026,830.00	.00	23,173.50	.00	1,003,656.50
306 TRAIL PROJECTS	397,685.00	.00	2,885.00	.00	394,800.00
307 STREET PROJECTS	217,775.00	.00	2,400.00	.00	215,375.00
600 WATER	1,824,033.81	111,532.72	78,421.31	.00	1,857,145.22
610 SEWER	1,618,002.93	180,862.02	662,254.27	.00	1,136,610.68
670 SOLID WASTE/RECYCLING	78,007.58	35,043.04	69,721.92	.00	43,328.70
740 STORM WATER UTILITY	161,981.92	8,609.02	7,433.41	.00	163,157.53
920 ESCROW	.00	.00	.00	.00	.00
Report Total	18,795,781.06	790,896.09	2,471,031.73	52.54	17,115,697.96



**BANK CASH REPORT**  
2023

BANK FUND	GL NAME	BANK NAME	NOVEMBER CASH BALANCE	DECEMBER RECEIPTS	DECEMBER DISBURSMENTS	DECEMBER CASH BALANCE	OUTSTANDING TRANSACTIONS	DEC BANK BALANCE
<b>Grinnell State Bank BK#1</b>								
BANK 001	001	Grinnell State Bank						12,009,488.65
110	110	CHECKING - GENERAL	557,373.96-	272,935.23	467,969.60	752,408.33-	79,324.13	
111	111	CHECKING - ROAD USE	615,990.16	66,772.81	36,057.08	646,705.89	6,027.96	
112	112	CHECKING - I-JOBS	0.00	0.00	0.00	0.00		
121	121	CHECKING - EMPLOYEE BENEFIT	0.00	0.00	0.00	0.00		
125	125	CHECKING - LOCAL OPTION	1,887,117.84	93,505.26	0.00	1,980,623.10		
135	135	CHECKING - TIF	644,739.14	10,096.58	212,097.55	442,738.17	16,888.73	
167	167	CHECKING - L.M.I.	574,906.59	0.00	1,357.36	573,549.23		
177	177	CHECKING - PC COMM. LIB TRUST	11,789.34	0.00	0.00	11,789.34		
200	200	CHECKING - FORFEITURE	14,459.06	0.00	0.00	14,459.06		
301	301	CHECKING - DEBT SERVICE	354,660.94	12,151.93	232,496.13	134,316.74		
302	302	CHECKING - CAPITAL PROJECT	4,251,664.32	201.09	663,394.78	3,588,470.63	49,533.24	
303	303	CHECKING - CAPITAL WATER PROJ	546,254.90	0.00	12,550.00	533,704.90		
304	304	CHECKING - CAP EQUIP/VEHICLE	69,556.17	0.00	0.00	69,556.17		
305	305	CHECKING	32,992.00	0.00	0.00	32,992.00		
306	306	CHECKING	1,026,830.00	0.00	23,173.50	1,003,656.50		
307	307	CHECKING	397,685.00	0.00	2,885.00	394,800.00		
600	600	CHECKING	217,775.00	0.00	2,400.00	215,375.00		
610	610	CHECKING - WATER UTILITY	1,824,032.81	121,246.23	88,134.82	1,857,144.22	16,896.85	
670	670	CHECKING - SEWER UTILITY	1,618,001.93	184,172.18	665,564.43	1,136,609.68	10,836.15	
740	740	CHECKING-SOLID WASTE/RECYCLING	78,007.58	35,316.03	69,994.91	43,328.70		
920	920	CHECKING	161,981.92	8,664.20	7,488.59	163,157.53		
		CHECKING - ESCROW BANK ACCOUNT	0.00	0.00	0.00	0.00		
		PENDING CREDIT-CARD DEPOSITS					255,285.63	
		DEPOSITS					6,492.40	
		WITHDRAWALS					1,191.09	
<b>Grinnell State Bank TOTALS</b>			<b>13,771,070.74</b>	<b>805,061.54</b>	<b>2,485,563.75</b>	<b>12,090,568.53</b>	<b>81,079.88-</b>	<b>12,009,488.65</b>
<b>LUANA SAV. BK MM BK#2</b>								
BANK 001	001	LUANA SAV. BK MM						157,604.67
135	135	Luana Savings Bank - M.M. Acco	561,844.39-	407.20	0.00	561,437.19-		
		Luana Money Market Account	719,041.86	0.00	0.00	719,041.86		
<b>LUANA SAV. BK MM TOTALS</b>			<b>157,197.47</b>	<b>407.20</b>	<b>0.00</b>	<b>157,604.67</b>	<b>0.00</b>	<b>157,604.67</b>
<b>GRINNELL STATE BK- C.D. BK#3</b>								
BANK 001	001	GRINNELL STATE BK- C.D.						1,606,733.23
		GRINNELL STATE BANK CD	1,606,733.23	0.00	0.00	1,606,733.23		
<b>GRINNELL STATE BK- C.D. TOTALS</b>			<b>1,606,733.23</b>	<b>0.00</b>	<b>0.00</b>	<b>1,606,733.23</b>	<b>0.00</b>	<b>1,606,733.23</b>
<b>GRINNELL STATE BK-MM BK#4</b>								
BANK 001	001	GRINNELL STATE BK-MM						10,352.53
		SUPER MONEY MKT II	10,340.62	11.91	0.00	10,352.53		
<b>GRINNELL STATE BK-MM TOTALS</b>			<b>10,340.62</b>	<b>11.91</b>	<b>0.00</b>	<b>10,352.53</b>	<b>0.00</b>	<b>10,352.53</b>

**BANK CASH REPORT  
2023**

BANK NAME FUND GL NAME	NOVEMBER CASH BALANCE	DECEMBER RECEIPTS	DECEMBER DISBURSMENTS	DECEMBER CASH BALANCE	OUTSTANDING TRANSACTIONS	DEC BANK BALANCE
LUANA SAVINGS BANK CD BK#6						
BANK LUANA SAVINGS BANK CD BK#6 001 LUANA BANK C.D.-1.85%	3,250,000.00	0.00	0.00	3,250,000.00		3,250,000.00
LUANA SAVINGS BANK CD TOTALS	3,250,000.00	0.00	0.00	3,250,000.00	0.00	3,250,000.00
<b>TOTAL OF ALL BANKS</b>	<b>18,795,342.06</b>	<b>805,480.65</b>	<b>2,485,563.75</b>	<b>17,115,258.96</b>	<b>81,079.88-</b>	<b>17,034,179.08</b>

**BUDGET REPORT**  
**CALENDAR 12/2023, FISCAL 6/2024**

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	5,463,150.00	467,001.60	2,682,381.47	49.10	2,780,768.53
	ROAD USE TOTAL	710,450.00	36,045.99	242,354.19	34.11	468,095.81
	LOCAL OPTION SALES TAX TOTAL	950,000.00	.00	.00	.00	950,000.00
	TIF TOTAL	790,583.00	212,097.55	212,097.55	26.83	578,485.45
	L.M.I TOTAL	60,000.00	1,357.36	29,962.96	49.94	30,037.04
	ASSET FORFEITURE TOTAL	17,000.00	.00	4,257.75	25.05	12,742.25
	DEBT SERVICE TOTAL	1,160,070.00	232,496.13	234,596.13	20.22	925,473.87
	CITY FACILITIES TOTAL TOTAL	5,950,500.00	663,193.69	2,514,737.50	42.26	3,435,762.50
	CAPITAL WATER PROJECT TOTAL	8,184,000.00	12,550.00	178,262.70	2.18	8,005,737.30
	CAPITAL EQUIPMENT/VEHICLE TOTA	369,100.00	.00	266,382.42	72.17	102,717.58
	NORTHSIDE DRIVE PROJECT TOTAL	2,018,000.00	23,173.50	121,343.50	6.01	1,896,656.50
	TRAIL PROJECTS TOTAL	275,000.00	2,885.00	30,200.00	10.98	244,800.00
	STREET PROJECTS TOTAL	250,000.00	2,400.00	34,625.00	13.85	215,375.00
	WATER TOTAL	1,733,695.00	78,421.31	804,570.60	46.41	929,124.40
	SEWER TOTAL	1,857,493.00	662,254.27	1,322,506.30	71.20	534,986.70
	SOLID WASTE/RECYCLING TOTAL	416,000.00	69,721.92	219,804.64	52.84	196,195.36
	STORM WATER UTILITY TOTAL	230,000.00	7,433.41	115,554.71	50.24	114,445.29
		=====	=====	=====	=====	=====

**BUDGET REPORT**  
**CALENDAR 12/2023, FISCAL 6/2024**

**PCT OF FISCAL YTD 50.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
<b>TOTAL EXPENSES BY FUND</b>		30,435,041.00	2,471,031.73	9,013,637.42	29.62	21,421,403.58
		=====	=====	=====	=====	=====

**REVENUE REPORT**  
**CALENDAR 12/2023, FISCAL 6/2024**

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	4,615,109.00	272,333.80	2,299,403.37	49.82	2,315,705.63
	ROAD USE TOTAL	720,590.00	66,761.72	400,881.64	55.63	319,708.36
	LOCAL OPTION SALES TAX TOTAL	950,000.00	93,505.26	571,527.09	60.16	378,472.91
	TIF TOTAL	787,632.00	10,096.58	402,251.74	51.07	385,380.26
	L.M.I TOTAL	223,342.00	.00	57,306.13	25.66	166,035.87
	ASSET FORFEITURE TOTAL	17,000.00	.00	.00	.00	17,000.00
	DEBT SERVICE TOTAL	1,160,070.00	12,151.93	391,922.93	33.78	768,147.07
	CITY FACILITIES TOTAL TOTAL	2,460,900.00	.00	2,010,439.75	81.70	450,460.25
	CAPITAL WATER PROJECT TOTAL	6,510,000.00	.00	.00	.00	6,510,000.00
	CAPITAL EQUIPMENT/VEHICLE TOTA	329,100.00	.00	211,574.78	64.29	117,525.22
	NORTHSIDE DRIVE PROJECT TOTAL	2,018,000.00	.00	1,125,000.00	55.75	893,000.00
	TRAIL PROJECTS TOTAL	275,000.00	.00	425,000.00	154.55	150,000.00-
	STREET PROJECTS TOTAL	250,000.00	.00	250,000.00	100.00	.00

**REVENUE REPORT**  
**CALENDAR 12/2023, FISCAL 6/2024**

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECD	UNCOLLECTED
	WATER TOTAL	1,770,900.00	111,532.72	1,205,030.54	68.05	565,869.46
	SEWER TOTAL	1,888,300.00	180,862.02	1,035,166.20	54.82	853,133.80
	SOLID WASTE/RECYCLING TOTAL	416,000.00	35,043.04	207,942.88	49.99	208,057.12
	STORM WATER UTILITY TOTAL	295,000.00	8,609.02	94,963.22	32.19	200,036.78
	<b>TOTAL REVENUE BY FUND</b>	<b>24,686,943.00</b>	<b>790,896.09</b>	<b>10,688,410.27</b>	<b>43.30</b>	<b>13,998,532.73</b>

**BUDGET REPORT**  
**CALENDAR 12/2023, FISCAL 6/2024**

**PCT OF FISCAL YTD 50.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	1,326,400.00	126,938.43	667,162.67	50.30	659,237.33
	CIVIL DEFENSE TOTAL	11,500.00	1,075.60	1,565.05	13.61	9,934.95
	FIRE TOTAL	978,350.00	144,346.51	559,754.66	57.21	418,595.34
	BUILDING/HOUSING TOTAL	634,500.00	58,002.55	253,493.47	39.95	381,006.53
	DOG CONTROL TOTAL	5,100.00	.00	3,269.55	64.11	1,830.45
	<b>PUBLIC SAFETY TOTAL</b>	<b>2,955,850.00</b>	<b>330,363.09</b>	<b>1,485,245.40</b>	<b>50.25</b>	<b>1,470,604.60</b>
	ROAD USE TOTAL	737,650.00	44,362.52	302,449.23	41.00	435,200.77
	STREET LIGHTING TOTAL	65,000.00	5,360.52	27,843.54	42.84	37,156.46
	<b>PUBLIC WORKS TOTAL</b>	<b>802,650.00</b>	<b>49,723.04</b>	<b>330,292.77</b>	<b>41.15</b>	<b>472,357.23</b>
	ENV.HEALTH SERVICES TOTAL	2,000.00	.00	.00	.00	2,000.00
	<b>HEALTH &amp; SOCIAL SERVICES TOTA</b>	<b>2,000.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>2,000.00</b>
	LIBRARY TOTAL	467,550.00	37,135.42	198,136.21	42.38	269,413.79
	PARKS TOTAL	430,000.00	20,043.61	240,039.76	55.82	189,960.24
	COMMUNITY CENTER TOTAL	.00	231.72	13,866.60	.00	13,866.60-
	<b>CULTURE &amp; RECREATION TOTAL</b>	<b>897,550.00</b>	<b>57,410.75</b>	<b>452,042.57</b>	<b>50.36</b>	<b>445,507.43</b>
	TIF/ECON DEV TOTAL	602,241.00	213,454.91	242,060.51	40.19	360,180.49
	<b>COMMUNITY &amp; ECONOMIC DEV TOTA</b>	<b>602,241.00</b>	<b>213,454.91</b>	<b>242,060.51</b>	<b>40.19</b>	<b>360,180.49</b>
	BUILDING/HOUSING TOTAL	.00	.00	1,387.09	.00	1,387.09-
	MAYOR COUNCIL TOTAL	127,000.00	28,987.38	64,840.01	51.06	62,159.99
	POLICY ADMINISTRATION TOTAL	175,350.00	22,303.50	91,707.01	52.30	83,642.99
	ELECTIONS TOTAL	1,000.00	.00	.00	.00	1,000.00
	CITY ATTORNEY TOTAL	65,500.00	.00	24,090.80	36.78	41,409.20
	CITY HALL TOTAL	87,700.00	11,324.33	36,450.14	41.56	51,249.86
	OTHER CITY GOVERNMENT TOTAL	986,000.00	2,935.50	442,937.62	44.92	543,062.38
	<b>GENERAL GOVERNMENT TOTAL</b>	<b>1,442,550.00</b>	<b>65,550.71</b>	<b>661,412.67</b>	<b>45.85</b>	<b>781,137.33</b>
	DEBT SERVICE TOTAL	1,160,070.00	232,496.13	234,596.13	20.22	925,473.87
	<b>DEBT SERVICE TOTAL</b>	<b>1,160,070.00</b>	<b>232,496.13</b>	<b>234,596.13</b>	<b>20.22</b>	<b>925,473.87</b>
	POLICE TOTAL	219,100.00	.00	138,681.42	63.30	80,418.58
	OTHER PUBLIC WORKS TOTAL	150,000.00	.00	127,701.00	85.13	22,299.00
	<b>CAPITAL IMPROVEMENT TOTAL</b>	<b>8,493,500.00</b>	<b>691,652.19</b>	<b>2,700,906.00</b>	<b>31.80</b>	<b>5,792,594.00</b>

**BUDGET REPORT**  
**CALENDAR 12/2023, FISCAL 6/2024**

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	WATER UTILITY TOTAL	8,184,000.00	12,550.00	178,262.70	2.18	8,005,737.30
	CAPITAL PROJECTS TOTAL	17,046,600.00	704,202.19	3,145,551.12	18.45	13,901,048.88
	WATER UTILITY TOTAL	1,528,950.00	78,421.31	804,570.60	52.62	724,379.40
	SEWER UTILITY TOTAL	1,742,493.00	662,254.27	1,322,506.30	75.90	419,986.70
	RECYCLING TOTAL	416,000.00	69,721.92	219,804.64	52.84	196,195.36
	STORM WATER TOTAL	230,000.00	7,433.41	115,554.71	50.24	114,445.29
	ENTERPRISE FUNDS TOTAL	3,917,443.00	817,830.91	2,462,436.25	62.86	1,455,006.75
	TRANSFER TOTAL	1,608,087.00	.00	.00	.00	1,608,087.00
	TRANSFER OUT TOTAL	1,608,087.00	.00	.00	.00	1,608,087.00
	TOTAL EXPENSES	30,435,041.00	2,471,031.73	9,013,637.42	29.62	21,421,403.58



**BALANCE SHEET  
CALENDAR 12/2023, FISCAL 6/2024**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
00016996404	CENSUS	.00	.00
	TOTAL	----- .00	----- .00
001-000-1110	CHECKING - GENERAL	195,034.37-	752,408.33-
001-000-1725	ACCUM.DEPR. - LIBRARY BLDG	.00	.00
001-000-1745	ACCUM.DEPR. - PWD EQUIPMENT	.00	.00
001-000-1755	ACCUM.DEPR. - POLICE	.00	.00
001-000-1756	ACCUM.DEPR. - FIRE DEPT.	.00	.00
001-000-1805	ACCUM.DEPR. - SIDEWALKS	.00	.00
001-000-1806	ACCUM.DEPR.- PARKER BLVD	.00	.00
110-000-1110	CHECKING - ROAD USE	30,715.73	646,705.89
111-000-1110	CHECKING - I-JOBS	.00	.00
121-000-1110	CHECKING - LOCAL OPTION	93,505.26	1,980,623.10
125-000-1110	CHECKING - TIF	202,000.97-	442,738.17
135-000-1110	CHECKING - L.M.I.	1,357.36-	573,549.23
167-000-1110	CHECKING - PC COMM. LIB TRUST	.00	11,789.34
177-000-1110	CHECKING - FORFEITURE	.00	14,459.06
200-000-1110	CHECKING - DEBT SERVICE	220,344.20-	134,316.74
301-000-1110	CHECKING - CAPITAL PROJECT	663,193.69-	3,588,470.63
302-000-1110	CHECKING - CAPITAL WATER PROJ	12,550.00-	533,704.90
303-000-1110	CHECKING - CAP EQUIP/VEHICLE	.00	69,556.17
304-000-1110	CHECKING	.00	32,992.00
305-000-1110	CHECKING	23,173.50-	1,003,656.50
306-000-1110	CHECKING	2,885.00-	394,800.00
307-000-1110	CHECKING	2,400.00-	215,375.00
600-000-1110	CHECKING - WATER UTILITY	33,111.41	1,857,144.22
600-000-1805	ACCUM. DEPR. - WATER	.00	.00
610-000-1110	CHECKING - SEWER UTILITY	481,392.25-	1,136,609.68
610-000-1805	ACCUM. DEPR. - SEWER	.00	.00
670-000-1110	CHECKING-SOLID WASTE/RECYCLING	34,678.88-	43,328.70
740-000-1110	CHECKING	1,175.61	163,157.53
920-000-1110	CHECKING - ESCROW BANK ACCOUNT	.00	.00
	CHECKING TOTAL	----- 1,680,502.21-	----- 12,090,568.53
600-000-1111	WAT.SINKING/CKG	.00	.00
610-000-1111	SEWER SINKING FUND	.00	.00
	WATER SINKING TOTAL	----- .00	----- .00
600-000-1112	WATER TRUST CHECKING	.00	.00
610-000-1112	SEW.IMPR.CHECKING	.00	.00
	CHECKING TOTAL	----- .00	----- .00
600-000-1113	WAT.IMPR/CHECKING	.00	.00

**BALANCE SHEET**  
**CALENDAR 12/2023, FISCAL 6/2024**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
610-000-1113	79 SANITARY SEWER DISTRICT	.00	.00
	CHECKING TOTAL	----- .00	----- .00
600-000-1115	Water Holding Account	.00	.00
	TOTAL	----- .00	----- .00
001-000-1120	LIBR.PETTY CASH	.00	35.00
600-000-1120	WATER PETTY CASH	.00	.00
	PETTY CASH TOTAL	----- .00	----- 35.00
001-000-1121	GENERAL PETTY CASH	.00	100.00
	PETTY CASH TOTAL	----- .00	----- 100.00
001-000-1122	PETTY CASH-POLICE	.00	300.00
	PETTY CASH-POLICE TOTAL	----- .00	----- 300.00
001-000-1150	GENERAL RESERVE IPAIT A/C	.00	1.00
125-000-1150	TIF RESERVE IPAIT A/C	.00	.00
135-000-1150	LMI - IPAIT Account	.00	1.00
200-000-1150	DEBT/TIF/CHECKING	.00	.00
301-000-1150	TIF SPECIAL REVENUES	.00	.00
600-000-1150	WATER FUND IPAIT A/C	.00	1.00
610-000-1150	SEWER FUND IPAIT A/C	.00	1.00
	CHECKING TOTAL	----- .00	----- 4.00
001-000-1151	GENERAL INVESTMENT	.00	.00
600-000-1151	WATER RESERVE INVESTMENT	.00	.00
610-000-1151	Sewer Fund CD	.00	.00
	SAVINGS TOTAL	----- .00	----- .00
600-000-1152	WATER TRUST INVESTMT.	.00	.00
	WATER TRUST INVESTMENT TOTAL	----- .00	----- .00
001-000-1160	SUPER MONEY MKT II	11.91	10,352.53
110-000-1160	SAVINGS	.00	.00

**BALANCE SHEET**  
**CALENDAR 12/2023, FISCAL 6/2024**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
125-000-1160	SAVINGS	.00	.00
		-----	-----
	SUPER MONEY MKT II TOTAL	11.91	10,352.53
001-000-1161	GRINNELL STATE BANK CD	.00	1,606,733.23
610-000-1161	Polk County Bank CD	.00	.00
		-----	-----
	GRINNELL STATE BANK CD TOTAL	.00	1,606,733.23
001-000-1162	LUANA BANK C.D.-1.85%	.00	3,250,000.00
		-----	-----
	TOTAL	.00	3,250,000.00
001-000-1163	Luana Savings Bank - M.M. Acco	407.20	561,437.19-
135-000-1163	Luana Money Market Account	.00	719,041.86
600-000-1163	Luana Money Market Account	.00	.00
610-000-1163	Luana Money Market Account	.00	.00
		-----	-----
	LUANA MONEY MARKET TOTAL	407.20	157,604.67
600-000-1220	ACCOUNTS RECEIVABLE	.00	.00
610-000-1220	ACCOUNTS RECEIVABLE	.00	.00
		-----	-----
	TOTAL	.00	.00
		=====	=====
	TOTAL CASH	1,680,083.10-	17,115,697.96
		=====	=====

## RESOLUTION NO 2024-06

### A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT NO. 7 FOR THE CITY HALL/COMMUNITY ROOM PROJECT

---

**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**, Henkel Construction Company and the City Architect, FEH Design have submitted the Application for Partial Payment No. 7 giving a detailed estimate of work completed with an application for payment in the amount of \$280,497.66.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment No. 7 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 \$280,497.66.

**PASSED AND APPROVED** the 22 day of January 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: 7**

**INVOICE NO:** 2321A.07

**PERIOD:** 12/01/23 - 12/31/23

**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	\$(21,489.82)
3. Contract Sum to date (Line 1 ± 2)	\$5,731,010.18
4. Total completed and stored to date (Column G on detail sheet)	\$1,961,760.69
5. Retainage:	
a. 5.00% of completed work	\$95,109.55
b. 5.00% of stored material	\$2,978.49
Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$98,088.04
6. Total earned less retainage (Line 4 less Line 5 Total)	\$1,863,672.65
7. Less previous certificates for payment (Line 6 from prior certificate)	\$1,583,174.99
8. Current payment due:	\$280,497.66
9. Balance to finish, including retainage (Line 3 less Line 6)	\$3,867,337.53

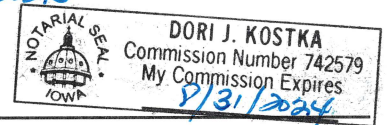
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$2,960.18	\$(24,450.00)
Total approved this month:	\$0.00	\$0.00
Totals:	\$2,960.18	\$(24,450.00)
Net change by change orders:	\$(21,489.82)	

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: December 29, 2023  
Mason Harms, Controller

State of: Iowa  
County of: Cerro Gordo  
Subscribed and sworn to before  
me this 29th day of December 2023  
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: \$280,497.66

(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: 1-9-2024

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: 7  
 APPLICATION DATE: 12/31/2023  
 PERIOD: 12/01/23 - 12/31/23

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	\$34,300.00	\$4,900.00	\$0.00	\$39,200.00	40.00%	\$58,800.00	\$1,960.00
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	\$72,250.00	\$0.00	\$0.00	\$72,250.00	85.00%	\$12,750.00	\$3,612.50
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	\$3,500.00	\$500.00	\$0.00	\$4,000.00	40.00%	\$6,000.00	\$200.00
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	\$83,300.00	\$0.00	\$0.00	\$83,300.00	98.00%	\$1,700.00	\$4,165.00
12	3.C Concrete.Misc. Credit	Interior Slabs - L	\$65,000.00	\$63,700.00	\$0.00	\$0.00	\$63,700.00	98.00%	\$1,300.00	\$3,185.00
13	4.C Masonry.Misc. Credit	Masonry - M	\$95,000.00	\$71,250.00	\$0.00	\$0.00	\$71,250.00	75.00%	\$23,750.00	\$3,562.50
14	4.C Masonry.Misc. Credit	Masonry - L	\$65,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$65,000.00	\$0.00
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	\$109,250.00	\$0.00	\$0.00	\$109,250.00	95.00%	\$5,750.00	\$5,462.50
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	B	C	D	E	F	G		H	I									
						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					
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	\$10,000.00	\$10,000.00	\$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	\$33,000.00	\$19,250.00	\$0.00	\$52,250.00	95.00%	\$2,750.00	\$2,612.50								
22	5.C Steel.Misc. Credit	Cold Formed Framing - L	\$55,000.00	\$33,000.00	\$19,250.00	\$0.00	\$52,250.00	95.00%	\$2,750.00	\$2,612.50								
23	6.C Carpentry.Misc. Credit	Rough Carpentry - M	\$19,000.00	\$0.00	\$7,600.00	\$0.00	\$7,600.00	40.00%	\$11,400.00	\$380.00								
24	6.C Carpentry.Misc. Credit	Rough Carpentry - L	\$25,000.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	40.00%	\$15,000.00	\$500.00								
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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$100,000.00	\$0.00								
28	7.C Thermal-Moist PR.Misc. Credit	Roofing - L	\$35,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$35,000.00	\$0.00								
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	\$0.00	\$2,500.00	\$0.00	\$2,500.00	25.00%	\$7,500.00	\$125.00								
34	7.C Thermal-Moist PR.Misc. Credit	Weather Barriers - L	\$20,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	25.00%	\$15,000.00	\$250.00								
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	\$0.00	\$20,000.00	\$0.00	\$20,000.00	100.00%	\$0.00	\$1,000.00								
38	8.C	HM Doors/Frames - L	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00								



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				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G / C)			
	Doors & Windows.Misc. Credit									
39	8.C Doors & Windows.Misc. Credit	Door Hardware - M	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$50,000.00	\$0.00
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	\$0.00	\$0.00	0.00%	\$16,000.00	\$0.00
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	\$0.00	\$0.00	\$31,228.67	\$31,228.67	15.23%	\$173,771.33	\$1,561.43
46	8.C Doors & Windows.Misc. Credit	Storefronts & Entrances - L	\$90,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$90,000.00	\$0.00
47	9.C Finishes.Misc. Credit	Interior Painting - M	\$9,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,500.00	\$0.00
48	9.C Finishes.Misc. Credit	Interior Painting - L	\$34,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$34,000.00	\$0.00
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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,500.00	\$0.00
52	9.C Finishes.Misc. Credit	High Performance Coatings - L	\$22,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$22,000.00	\$0.00
53	9.C Finishes.Misc. Credit	Metal Framing - M	\$25,000.00	\$0.00	\$22,500.00	\$0.00	\$22,500.00	90.00%	\$2,500.00	\$1,125.00
54	9.C Finishes.Misc. Credit	Metal Framing - L	\$50,000.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	90.00%	\$5,000.00	\$2,250.00
55	9.C Finishes.Misc. Credit	Thermal Insulation - M	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,000.00	\$0.00
56	9.C Finishes.Misc. Credit	Thermal Insulation - L	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,000.00	\$0.00
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		% (G / C)			
	Finishes.Misc. Credit									
59	9.C Finishes.Misc. Credit	Gyp Board Assemblies - M	\$95,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$95,000.00	\$0.00
60	9.C Finishes.Misc. Credit	Gyp Board Assemblies - L	\$175,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$175,000.00	\$0.00
61	9.C Finishes.Misc. Credit	Gyp Sheathing - M	\$16,000.00	\$6,400.00	\$8,800.00	\$0.00	\$15,200.00	95.00%	\$800.00	\$760.00
62	9.C Finishes.Misc. Credit	Gyp Sheathing - L	\$27,000.00	\$10,800.00	\$14,850.00	\$0.00	\$25,650.00	95.00%	\$1,350.00	\$1,282.50
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	\$0.00	\$0.00	0.00%	\$25,000.00	\$0.00
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		% (G / C)			
	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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$38,000.00	\$0.00
90	15.C Mechanical.Misc. Credit	Fire Sprinkler - L	\$23,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$23,000.00	\$0.00
91	15.C Mechanical.Misc. Credit	Hangers and Supports - M	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,000.00	\$0.00
92	15.C Mechanical.Misc. Credit	Hangers and Supports - L	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,500.00	\$0.00
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	\$0.00	\$0.00	\$0.00	0.00%	\$6,500.00	\$0.00
96	15.C Mechanical.Misc. Credit	Insulation - L	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,000.00	\$0.00
97	15.C Mechanical.Misc. Credit	Plumbing Piping - M	\$36,000.00	\$10,800.00	\$0.00	\$0.00	\$10,800.00	30.00%	\$25,200.00	\$540.00
98	15.C Mechanical.Misc. Credit	Plumbing Piping - L	\$35,000.00	\$10,500.00	\$0.00	\$0.00	\$10,500.00	30.00%	\$24,500.00	\$525.00

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				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G / C)			
				99	15.C Mechanical.Misc. Credit		Gas Piping - M	\$13,800.00		
100	15.C Mechanical.Misc. Credit	Gas Piping - L	\$22,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$22,000.00	\$0.00
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	\$0.00	\$7,670.00	\$0.00	\$7,670.00	5.00%	\$145,730.00	\$383.50
112	15.C Mechanical.Misc. Credit	RTU, Cabinet & Duct Heater - L	\$28,000.00	\$0.00	\$1,400.00	\$0.00	\$1,400.00	5.00%	\$26,600.00	\$70.00
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	\$0.00	\$0.00	\$0.00	0.00%	\$7,900.00	\$0.00
120	15.C Mechanical.Misc. Credit	Mini Split & Exhaust Fan - L	\$5,200.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,200.00	\$0.00
121	15.C Mechanical.Misc. Credit	Ductwork - M	\$24,900.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$24,900.00	\$0.00
122	15.C	Ductwork - L	\$57,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$57,000.00	\$0.00

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				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		%	(G / C)		
	Mechanical.Misc. Credit									
123	15.C Mechanical.Misc. Credit	Hangers - M	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,500.00	\$0.00
124	15.C Mechanical.Misc. Credit	Hangers - L	\$13,600.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$13,600.00	\$0.00
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	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00
127	16.C Electrical.Misc. Credit	Site-service work - Labor	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00
128	16.C Electrical.Misc. Credit	Temporary Power - Labor	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
129	16.C Electrical.Misc. Credit	Temporary Power - Material	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
130	16.C Electrical.Misc. Credit	Underground Raceway - Material	\$25,000.00	\$6,250.00	\$16,250.00	\$0.00	\$22,500.00	90.00%	\$2,500.00	\$1,125.00
131	16.C Electrical.Misc. Credit	Underground Raceway - Labor	\$25,000.00	\$6,250.00	\$16,250.00	\$0.00	\$22,500.00	90.00%	\$2,500.00	\$1,125.00
132	16.C Electrical.Misc. Credit	Raceway - Material	\$62,300.00	\$0.00	\$15,575.00	\$0.00	\$15,575.00	25.00%	\$46,725.00	\$778.75
133	16.C Electrical.Misc. Credit	Raceway - Labor	\$52,600.00	\$0.00	\$21,040.00	\$0.00	\$21,040.00	40.00%	\$31,560.00	\$1,052.00
134	16.C Electrical.Misc. Credit	Generator - Material	\$29,600.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$29,600.00	\$0.00
135	16.C Electrical.Misc. Credit	Generator - Labor	\$18,000.00	\$0.00	\$5,400.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,400.00	\$0.00
141	16.C Electrical.Misc. Credit	Fire Alarm - Labor	\$9,300.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,300.00	\$0.00
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

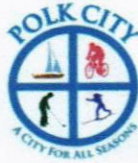
A ITEM NO.	B BUDGET CODE	C DESCRIPTION OF WORK	D SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G / C)			
				146	16.C Electrical.Misc. 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	\$2,730.00	\$6,370.00	\$0.00	\$9,100.00	100.00%	\$0.00	\$455.00
166	2.C Sitework.Misc. Credit	Sanitary Service - L	\$12,000.00	\$3,600.00	\$8,400.00	\$0.00	\$12,000.00	100.00%	\$0.00	\$600.00
<b>TOTALS:</b>			<b>\$5,752,500.00</b>	<b>\$1,628,419.90</b>	<b>\$295,260.70</b>	<b>\$59,569.91</b>	<b>\$1,983,250.51</b>	<b>34.48%</b>	<b>\$3,769,249.49</b>	<b>\$99,162.53</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)
<b>TOTALS:</b>		<b>\$(21,489.82)</b>	<b>\$(21,489.82)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$(21,489.82)</b>	<b>100.00%</b>	<b>\$0.00</b>	<b>\$(1,074.49)</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>\$5,731,010.18</b>	<b>\$1,606,930.08</b>	<b>\$295,260.70</b>	<b>\$59,569.91</b>	<b>\$1,961,760.69</b>	<b>34.23%</b>	<b>\$3,769,249.49</b>	<b>\$98,088.04</b>



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

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

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

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

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

**APPLICANT INFORMATION**

Last Name <i>Turner</i>	First <i>Gail</i>	MI <i>E</i>
Street Address [REDACTED]	City/State <i>Polk City IA</i>	Zip <i>50226</i>
Phone Number [REDACTED]	[REDACTED]	[REDACTED]
Employer Name _____	Job Title _____	Length of residency in Polk City <i>20 yrs</i>

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

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

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

*Jason responded to my inquiry to fill me in - the board works closely w/ Parks & Rec on all plans related to parks, equipment, needs for the city.*

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

Financial Management <input checked="" type="checkbox"/>	Land Use Planning
Community Groups	Engineering
Conflict Resolution	Other: <i>Vol. Mgmt, Leadership</i>

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

*My degree is in business mgmt, but my experience as an active resident of Polk City is more valuable. The more we can get people engaged outdoors, the better!*



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

I've retired and would like to get more involved in a small way. I've been volunteering for most of my adult life & there's a need for a few folks to help the Parks Commission.

**Please indicate**

	yes	no
Would you be able to attend regularly scheduled meetings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you sell, contract or furnish supplies, material or labor to the City?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have you ever been employed by the City?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Do you have any relatives working for the City?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**References**

Name	Marty Pierce, neighbor, [REDACTED]
Name	Kim & Jeff Walters, prior neighbors, long-time acquaintances
Name	Brenda Caruso, former co-worker, [REDACTED]

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

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

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



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

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

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

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

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

**APPLICANT INFORMATION**

Last Name <b>McCann</b>	First <b>Tim</b>	MI <b>J</b>
Street Address [REDACTED]	City/State <b>Polk City, Iowa</b>	Zip <b>50226</b>
Employer Name <b>Oracle</b>	Job Title <b>Sales</b>	Length of residency in Polk City <b>2.5 Years</b>

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

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

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

I was a member of the Citizen's Academy in 2021 where we learned about all of the different areas of Polk City's government. Also have watched various replays of Polk City City Council and Parks Commission Meetings.

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

Financial Management X	Land Use Planning
Community Groups X	Engineering
Conflict Resolution X	Other: Marketing

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

I have experience in serving the community based on previous board positions for Des Moines Area non profit organizations, community events, as well as serving Polk City on the Community Visioning Project,

Representing Polk City on the Trails and Greenways Committee, as well as the Board of Adjustment. I have a Marketing/Sales degree from the University of Northern Iowa and also owned and operated a retail business for 16 years where I was active in the Urbandale Chamber of Commerce. Specific volunteer and work experience can be found on my LinkedIn Profile at [www.linkedin.com/in/timmccann](http://www.linkedin.com/in/timmccann)

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

Ever since I was a child I was taught that you should always give back to the community that you live in one way or another and I have been doing that in the Des Moines Metro area ever since I graduated from college. My wife and I purchased land and built a home in Polk City in 2021 and even before we moved here I started to reach out to find a way that I can serve the local community. I became involved with the Community Visioning group because of my interest in the High Trestle Trail Connector and then took over Steve's position with the Trails and Greenways Committee when he was elected Mayor, that group was dismantled in late 2023. Even though I am currently a member of the Board of Adjustment, that group meets on an "as needed" basis and I feel like I am able to provide more for the city. During the Citizens Academy I took interest in the Parks Commission and feel like my previous work and volunteer experience working with budgets and the public would be beneficial to the Parks Commission as you are looking to replace 3 outgoing members.

**Please indicate**

**yes**

**no**

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

**References**

Name <b>Amy Croll, Urbandale City Council, Founder of Community Youth Concepts.</b> [REDACTED]
Name <b>Tiffany Menke, Executive Director Urbandale Chamber of Commerce,</b> 5 [REDACTED]
Name <b>Steve Karsjen, Mayor, Polk City, Iowa</b> 5 [REDACTED]

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

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

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



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** City Council Meeting January 22, 2024  
**To:** Mayor Steve Karsjen & City Council  
**From:** Cody Olson, Building Official  
**Subject:** Service agreement with Safe Building

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**BACKGROUND:** As of January 1, 2024 the Building Department of Polk City is conducting inspections and plan review for new permits. Upon meeting with Safe Building to discuss this transition we also discussed a potential need for specific services. The agreement would be in place to allow for additional support if necessary.

Commercial plan review: This service may be necessary, but only as needed. The fee associated is an established percentage by the ICC.

Additional/fill in service: The agreement would ensure that Polk City has a backup in place due to sick leave or vacation leave. This also ensures that additional help is available if needed due to increased workflow during peak building seasons.

No costs will be associated with this agreement unless the Building Department sends permit information to Safe Building requesting assistance.

**ALTERNATIVES:** Do not sign service agreement.

**FINANCIAL CONSIDERATIONS:** The financial considerations would be based on costs associated with individual permits if necessary. These percentages are in the proposed agreement.

**RECOMMENDATION:** It is my recommendation that the Council accept the service agreement. The intent is not to be dependent on the agreement, but to have additional support to ensure consistent service to permit holders of Polk City.



## SERVICES AGREEMENT

This Services Agreement ("**Agreement**") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2024 (the "**Effective Date**") by and between Safe Building ("**Contractor**") and \_\_\_\_\_, a(n) \_\_\_\_\_ ("**Client**").

1. **Services to be Provided.** The Contractor shall provide those services detailed in **Schedule A**, attached hereto and incorporated herein by reference (hereinafter referred to as the "**Services**").

2. **Compensation.** In consideration of Contractor's Services hereunder, Client shall pay Contractor the fees outlined in **Schedule B**, attached hereto and incorporated herein by reference. Schedule B may be revised by Contractor unilaterally every twelve (12) months by providing city with sixty (60) days prior written notice of the new fee schedule. All payments under the Agreement shall be due upon receipt of Contractor's invoice and payable no later than thirty (30) days from the date of the invoice. Contractor reserves the right to cease providing Services at any time due to city's failure to make timely payment.

In the event city fails to pay any invoice in a timely manner and Contractor takes action to collect such amounts, city shall be responsible for all costs and fees, including legal fees, Contractor incurred in enforcing this Agreement.

3. **Term and Termination.** This Agreement will begin on the Effective Date of the signed agreement by both parties and shall continue until either party notifies the other party of the termination of this agreement, which may be terminated by either party with or without cause by giving the other party thirty (30) days prior written notice. Updates to this agreement can be proposed by either party at any time and a new agreement would only become effective upon both parties entering a new signed agreement, which will terminate previous agreements of this type.

4. **Relationship of the Parties.** The parties hereto are independent contractors. This Agreement does not constitute and shall not be construed in any manner so as to create between these parties a joint venture, employment relationship, agency agreement, partnership or any other relationship other than that of independent contractors, except the Contractor shall be treated as Building Official, Electrical Code Official, Plumbing Code Official, Mechanical Code Official and Fire Code Official or other applicable official for the city for the purposes of code enforcement as set out by the International Code Council.

5. **Responsibility, Indemnification and Limitation of Liability.** The Contractor makes no warranty relating to any city provided materials and does not warrant any action or inaction by city and has no responsibility, therefore. Contractor makes no representations regarding the accuracy of city provided materials which are and remain the exclusive responsibility of the city.



The Contractor will hold Commercial General Liability and Workers Compensation for the city that will save the city harmless from any and all claims, settlements and judgements, to include reasonable investigative fees, attorney fees, suit and court costs for personal injury, property damage, and/or death or damages arising out of Safe Building or their employee's negligent acts and errors or omissions for services rendered.

6. **Miscellaneous Provisions.** This Agreement may not be assigned by either party without the express written consent of the other party. This Agreement is for the benefit of the parties hereto and there shall be no third-party beneficiary. This Agreement may not be amended unless done so in writing, signed by both parties, and approved by the City Council; provided however, Schedule B may be amended by Contractor as provided for in Section 2. The invalidity of any provision of this Agreement shall not affect the validity or enforceability of any other provision. This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa.



## SCHEDULE A – Services

The workload and workflow of services will be controlled by Polk City officials, Safe Building will only be responsible for the projects and services that are submitted to their office.

### **Permitted Commercial and Residential Plan Review:**

The services to be provided under this agreement include: building, electrical, mechanical, plumbing, fire, and \*zoning code enforcement based on the city's most recently adopted International Code Council codes, the National Electrical Code, and the city's code of ordinances

- Review building permits, plans, and other construction documents for residential and commercial projects.
- Provide Polk City with plan review notes with approved building permits upon completion of plan review.

### **Inspection Service (upon request):**

- Conduct required inspections requested for temporary coverage on as needed basis (e.g., vacation schedule).
- Provide inspection services on entire projects through completion if requested to support times of increased workload. In instances like this the city officials will notify Safe Building at the time of the plan review that the entire project would be fulfilled by Safe Building.
- Review and approve trade permits if requested.

\* Zoning is a joint effort between Safe Building, city personnel and city engineering.





## SCHEDULE B – Fee Schedule

### Plan Review and Inspection Services:

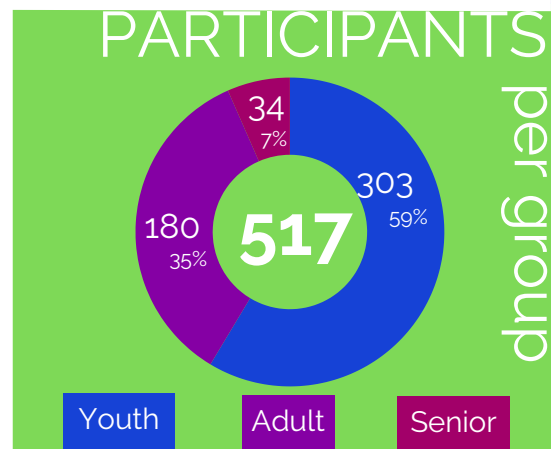
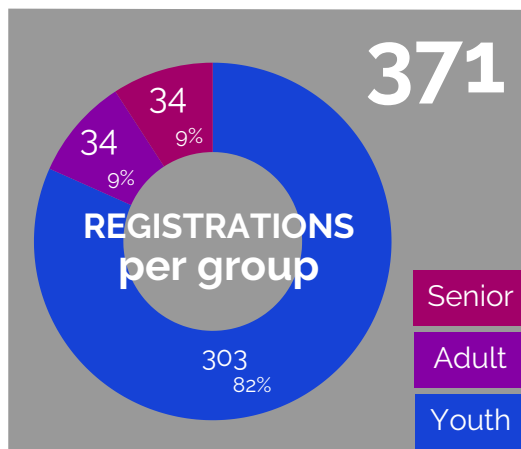
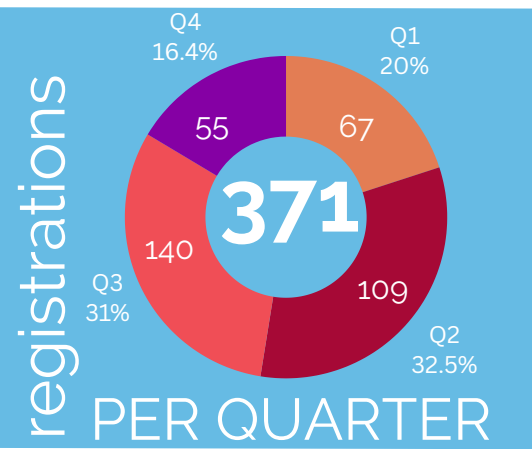
TOTAL VALUATION	PERMIT FEE	*SB FEE
\$1 to \$500	\$75	100%
\$501 to \$2,000	\$75 for the first \$500 plus \$2.75 for each additional \$100 or fraction thereof, to and including \$2000	100%
\$2,001 to \$25,000	\$75 for the first \$2,000 plus \$12.50 for each additional \$1000 or fraction thereof, to and including \$25,000	80%
\$25,001 to \$50,000	\$352 for the first \$25,000 plus \$9 for each additional \$1,000 or fraction thereof, to and including \$50,000	80%
\$50,001 to \$100,000	\$580 for the first \$50,000 plus \$6.25 for each additional \$1,000, or fraction thereof, to and including \$100,000	75%
\$100,001 to \$500,000	\$895 for the first \$100,000 plus \$5 for each additional \$1000 or fraction thereof, to and including \$500,000	65%
\$500,001 to \$1,000,000	\$2,855 for the first \$500,000 plus \$4.25 for each additional \$1,000 or fraction thereof, to and including \$1,000,000	65%
\$1,000,001 +	\$4,955 for the first \$1,000,000 plus \$2.75 for each additional \$1,000, or fraction thereof	65%
New Trade permit	\$75 per trade permit: Temp Electrical, Electrical, Mechanical, & Plumbing	100%
Temporary Certificate of Occupancy	\$250	100%
Residential Plan Review	30% of permit fee	
Commercial Plan Review	65% of permit fee	
Vacation/Sick Coverage	\$75 hourly (1hour minimum)	

\*These SB Fees are only applicable in the instances Safe Building is requested to work the entire project from plan review through the final inspection and closure. In those cases, for residential projects a separate residential plan review fee will not be applied. For commercial projects a separate commercial plan review fee will still be applicable.

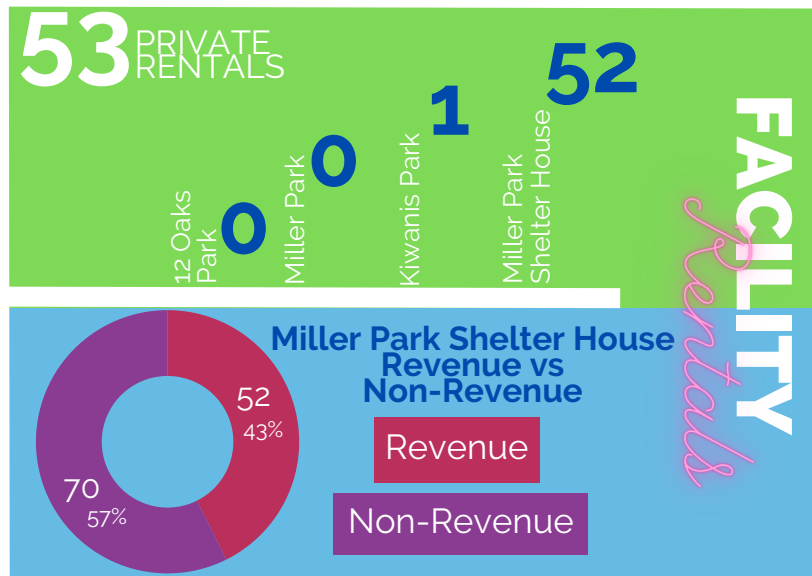
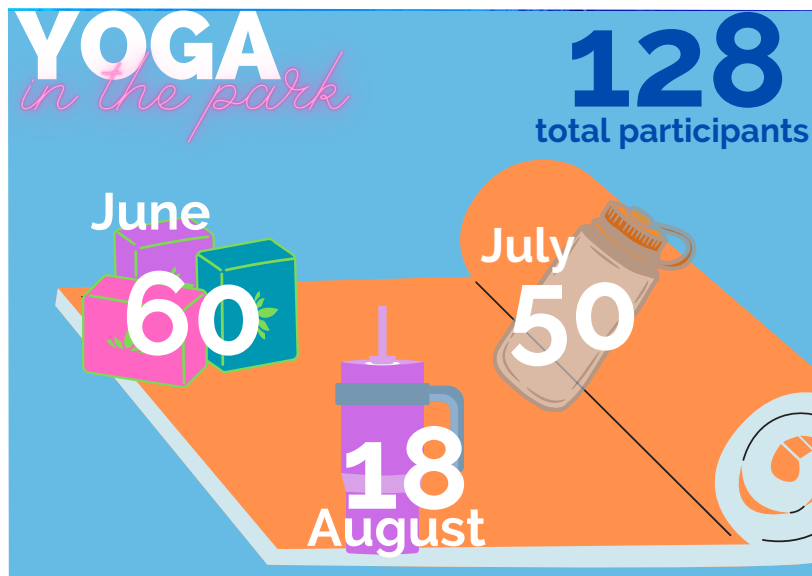
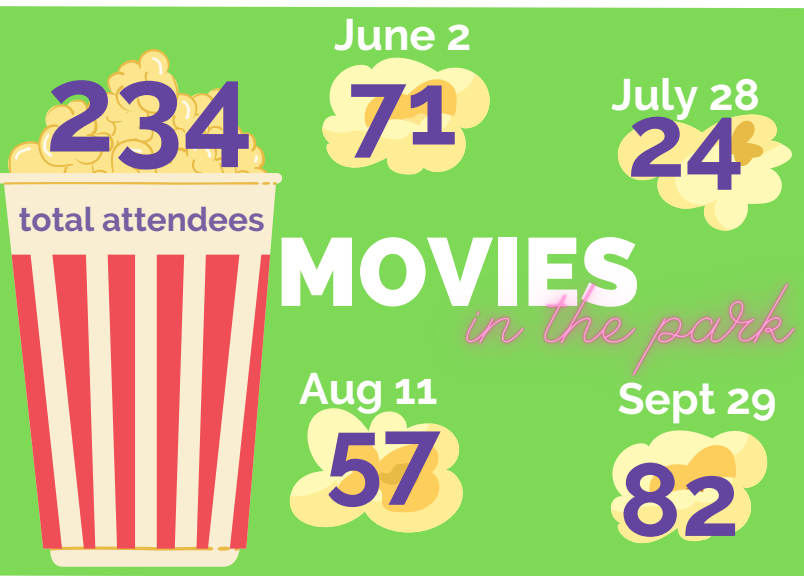
**517** total program participants

**PROGRAM** *participants*

**4%** ↑ from 2022



# 2023 POLK CITY PARKS & RECREATION





**ANNUAL REPORT  
2023**

# TABLE OF CONTENTS

- ❖ Mission Statement/Welcome Note
- ❖ Achievements
- ❖ Public Relations Events & Photos
- ❖ Training Statistics
- ❖ Fire Department Response Statistics

# MISSION STATEMENT

*“Protect and preserve the life and property of the people we serve.”*

## NOTE FROM CHIEF

2023 was another busy year for the Polk City Fire Department. We hired three part-time members, two paid on-call members, and two new full-time members. We now have three full-time Firefighter/Paramedics which guarantees advanced level coverage for the residents of Polk City. We survived RAGBRAI and a remodel in 2023. RAGBRAI operations with the Police and Fire Departments went very smoothly with minimal incidents. The remodel took a lot of patience from staff, but the results are worth the wait. We finally have a sufficient living area for our staff and I am very proud of my staff for all of their patience and hard work during this remodel.

I am very fortunate to have the staff that I do, this job is too big for one person. I could not run this department without the leadership of my officers and staff.

I am very grateful for the support that the Polk City Fire Department has from the community, City Council, Mayor, City Manager, and Department Heads. It is with great pride to share our achievements and highlights from 2023 with you.

- Chief Karla Hogrefe

# 2023 ACHIEVEMENTS

- Hired 2 Full-Time Firefighter/Paramedics
- Hired 1 Part-Time Advanced EMT
- Hired 1 Part-Time Firefighter/Paramedic
- Hired 1 Part-Time Paramedic
- Hired 2 paid on-call members and trained to Firefighter/EMT level
- 3 Promotions
- Awarded DNR Forestry Grant of \$2128 for wildfire firefighting gear
- Awarded Assistance to Firefighters Grant of \$29,628 for six sets of structural firefighting gear
- Granted \$3200 from the Polk City Foundation
- Built and ordered a new ambulance
- Designed and remodeled the fire station
- Successfully planned and hosted RAGBRAI 50 as a pass thru City
- Firefighter I certification class, certifying 3 members
- 16 CPR Recertifications
- 10 Paramedic Recertifications
- 8 EMT Recertifications
- 4 ACLS Recertifications
- 21 New Certifications
- 2 CPR Saves
- 40 Public Relations Events
- Hired a consultant for Medicaid GEMT, will be receiving revenue from Medicaid transports starting July 1, 2024

# PUBLIC RELATIONS

Our community is important to us and we are making it part of our mission to engage with our community through public relations events. Our goal is to make the number higher each year.

Note: Not all PR events are listed below.

- NP Middle School Leadership Class Project
- Summer reading program firetruck rides
- Cub Scout Station Tour
- Dodgeball @ Lakeside Fellowship
- DMACC Career Fair
- Elementary Coloring Contest
- Pizza Delivery & Smoke Detector Checks
- Methodist Church Youth Group Activity at the station
- NP Girls State Soccer Escort
- Summer Kick-Off Event
- Vacation Bible School Water Spray at all churches
- Yellow Brick Road Daycare Visit
- Firetruck standby at American Legion for Bikers Against Child Abuse
- Big Creek Triathlon
- RAGBRAI Pre-Ride
- Dunk Tank @ Four Seasons Festival
- Beverage Tent @ Four Seasons Festival
- Four Seasons Festival Parade
- RAGBRAI
- NP Boys State Baseball Escort
- Girl Scout Station Tour
- Library Story time for fire prevention week
- Lakes Early Learning Daycare visit
- Annual pancake breakfast drive-thru
- Annual Public Safety Golf Outing

- Citizens Academy
- Homecoming Parade
- Trunk or Treat
- NP State Football Escort
- Polk City Chamber Luncheon Guest Speaker
- Kawanis Club Guest Speaker

## PR PHOTOS







RAGBRAI Pre-Ride





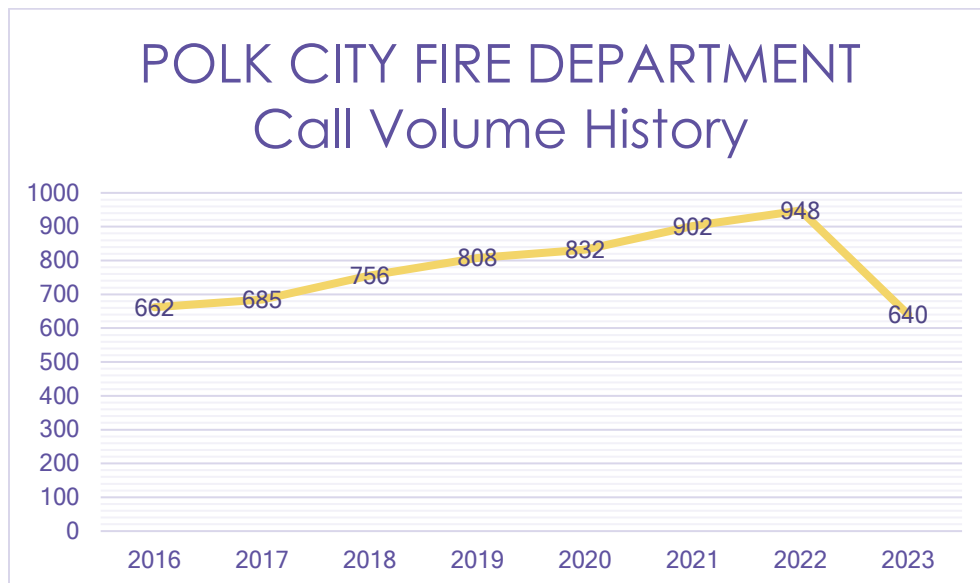
# TRAINING

The department meets every Tuesday night from 1900-2100 hours, alternating between Fire and EMS training. The third Tuesday of the month is reserved for our officer meetings and department meetings. We had 11 members receiving new certifications in 2023.

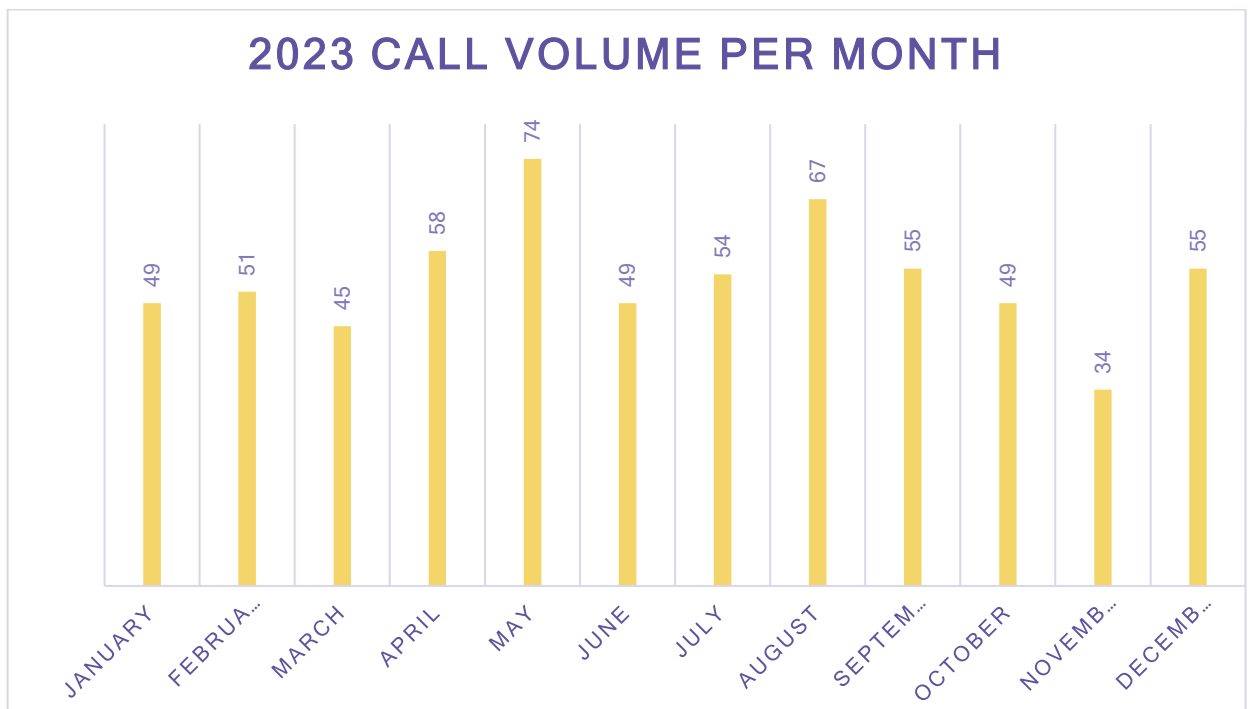
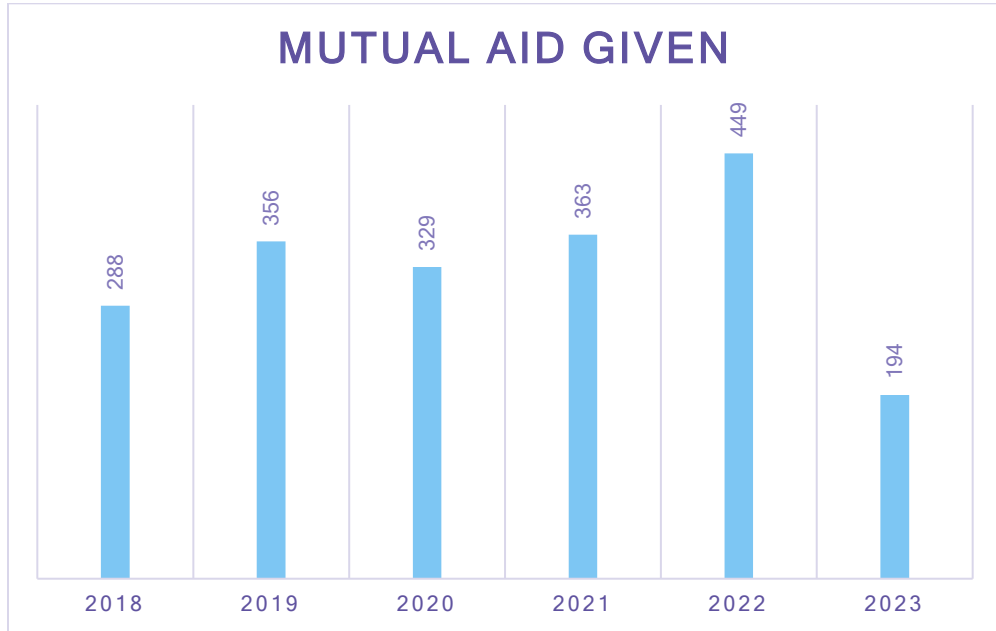
- ❖ EMS Continuing Education Training Hours - 36
- ❖ Fire Training Hours - 49
- ❖ Firefighter I Class Hours - 25
- ❖ Fire Department Meeting Hours - 20
- ❖ Total Member's New Certifications - 21
- ❖ Total Member's Training Hours - 1,099

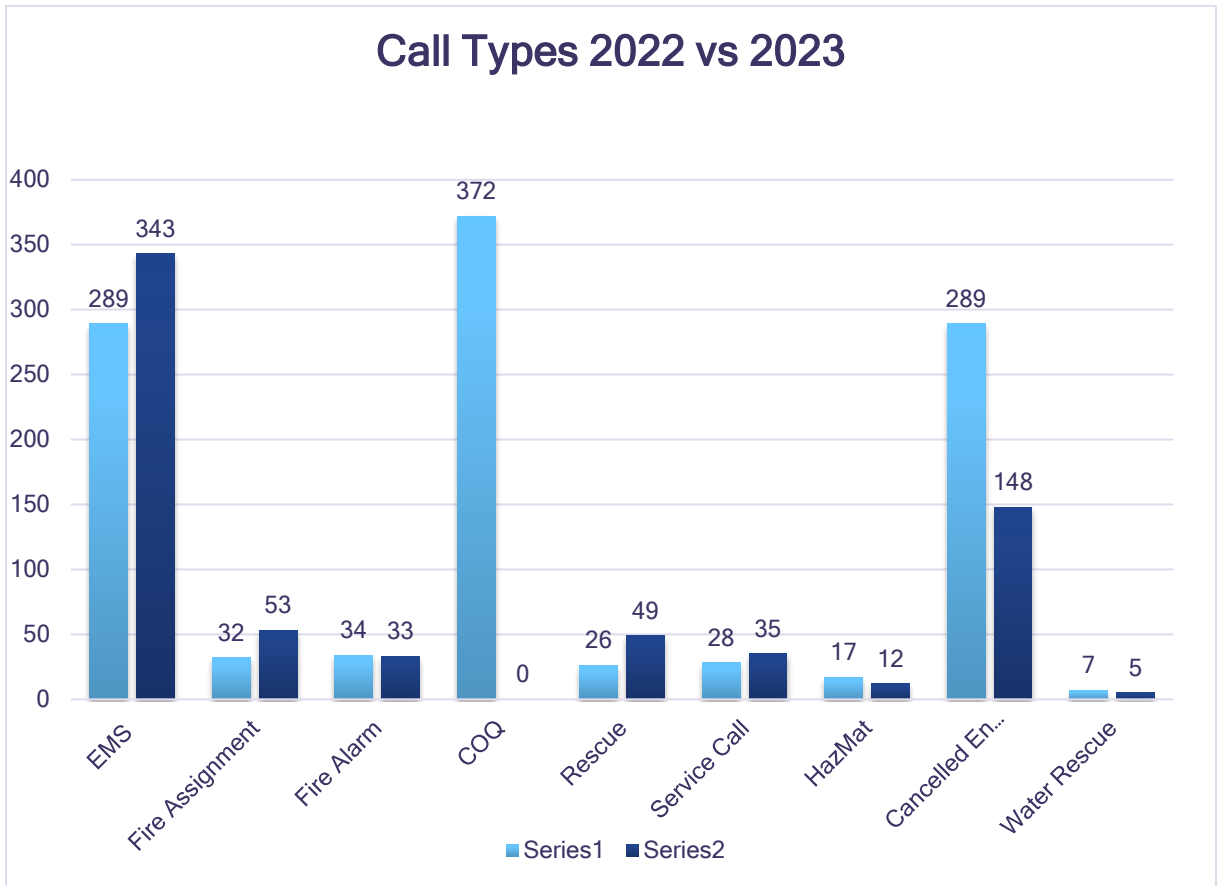
# RESPONSE/CALLS

- The Polk City Fire Department responded to 640 calls in 2023. This number is down by 308 calls from 2022. Ankeny began staffing a fourth ambulance in 2023 which decreased our mutual aid response. Polk County started closest unit ALS ambulance response in April of 2023, this also decreased our mutual aid response.



This chart shows mutual aid given and why call volumes have decreased. What this means is our resources are available in our City much more than in the past.





The above chart shows a comparison of call types from 2022 to 2023. We no longer provide change of quarters responses to the City of Ankeny. Most call types increased overall in 2023.





## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** January 22, 2024  
**To:** Mayor, City Council, and City Manager  
**From:** Karla Hogrefe – Fire Chief  
**Subject:** GEMT Results

---

**BACKGROUND:** We hired a consultant this fall to assist with compiling information for Ground Emergency Medical Transportation program. We submitted the results to the State of Iowa and received our final results. Starting July 1, 2024 we will receive a revenue of \$2,376.38 per Medicaid call. We were not being compensated for these transports in the past. We had 37 Medicaid transports in 2023.

**ALTERNATIVES:** N/A

**FINANCIAL CONSIDERATIONS:** Revenue for Medicaid transports at \$2,376.38 per transport.

**RECOMMENDATION:** Please review the attached final report from the State of Iowa.

STATE OF IOWA DEPARTMENT OF  
**Health** AND **Human**  
SERVICES

Kim Reynolds  
GOVERNOR

Adam Gregg  
LT. GOVERNOR

Kelly Garcia  
DIRECTOR

January 11, 2024

Ms. Karla Hogrefe, Fire Chief  
Polk City Fire Department  
309 West Van Dorn Street  
Polk City, IA 50226

Re: Final Adjusted Ground Emergency Medical Transportation Cost Report

NPI Number: **1073673463**  
Provider Number: **0142760**  
Provider Name: **Polk City Fire Department**  
Fiscal Year End: **6/30/2023**

Dear Ms. Hogrefe:

Enclosed is the final adjusted version of the ground emergency medical transportation cost report for the year noted above. The results of the final adjusted cost report results in a Medicaid uncompensated care cost per transport of \$2,376.38 effective 7/1/2024.

If you do not agree with this notice, you have the right to request an appeal hearing. If you have any questions concerning the adjustments or any part of this cost report, please contact us at the e-mail address below.

Sincerely,

*Alexander Hartwig*

Alexander Hartwig  
Iowa Medicaid  
Provider Cost Audit and Rate Setting Unit  
[ahartwig@mslc.com](mailto:ahartwig@mslc.com)

Iowa Medicaid, Provider Cost Audit and Rate Setting Unit  
PO Box 36450, Des Moines, IA 50315 (*mailing address*)  
666 Walnut Street, Suite 2400, Des Moines, IA 50309 (*physical address*)



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** January 17, 2024  
**To:** Mayor Karsjen & City Council  
**From:** Chief Jeremy Siepker  
**Subject:** Police Support Specialist Job Description

---

**BACKGROUND:** In 2017 the Police Department hired a part-time Police Support Clerk to assist with clerical and administrative duties for the department. This position had been held by Jane Jacobsen since it was developed. Jane is planning to retire in May of 2024 and I plan to change the position from a Police Support Clerk to a Police Support Specialist to better fit the needs of the police department. In addition to the duties that were outlined in the Police Support Clerk position this position will also assist with evidence management and assist with walk-in reports and fingerprinting services the police department provides. Attached is the updated job description to go into effect no later than May 30<sup>th</sup> 2024 with the replacement of the Police Support Clerk position.

**ALTERNATIVES:** Do not approve the Police Support Specialist job description.

**FINANCIAL CONSIDERATIONS:** This position will continue to be a part-time position, so no significant financial considerations or changes are to be expected.

**RECOMMENDATION:** It is my recommendation that the Council approve the Police Support Specialist job description.





## City of Polk City

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**Title:** Police Support Specialist  
**Department:** Police  
**Status:** Regular Part-time/ Non-Exempt  
**Reports to:** Chief of Police  
**Supervises:** None  
**Pay Grade:**

---

### POSITION FUNCTION:

The principal function of this position is to coordinate and perform a variety of administrative, support services and clerical duties to include: create and process records, reports, memos and correspondence; process equipment orders and budget documents; answer incoming phone calls for all police personnel; perform the function of Evidence Custodian; process and maintain chain of custody for evidence, found property and personal property; assist with municipal code enforcement and nuisance abatement procedures; assist with walk-in reports, fingerprinting and assist with arrest processing as needed.

---

### DUTIES AND RESPONSIBILITIES:

1. Perform a variety of secretarial, clerical and public relations duties for the Police Department
2. Collect and tabulate data to assist the Chief, or others as assigned, with special projects.
3. Prepare routine reports.
4. Prepare cases and video for requests from the County Attorney's Office, City Attorney's Office, and other subpoenas received.
5. Submit warrant entries and cancellations to Polk County Dispatch Center and the Polk County Clerk of Court.
6. Coordinate submission of all types of reports, calls for service, citation and warning records to the Polk County Tyler RMS.
7. Respond to open records report requests and prepare the documentation for approval from the Chief or Lieutenant.
8. Submit UCR reports and data through the Iowa Department of Public Safety ICRIME repository.
9. Maintain logs and tracking systems for incoming and outgoing correspondence, project schedules, staff assignments, and other specialized materials related to the assigned function, and follow-up with staff as necessary.
10. Type and distribute letters, contracts, reports and memoranda, including materials of a confidential nature; compose letters requesting or providing information concerning routine matters independently or from oral or written instructions; take notes quickly and accurately.
11. Provide information pertaining to the Police Department on City codes, regulations, procedures, systems and issues to other staff and the public in the assigned functional area.
12. Operate computer software to establish, edit and maintain documents. Create program brochures and graphic arts materials using designated computer software

13. Develop and maintain extensive filing and recording keeping database systems.
14. Maintain adequate inventories of office supplies. Order office supplies and equipment as necessary, according to established guidelines.
15. Assist in the assembly of department budgets by collecting data and typing documents; maintain budget and financial records and files.
16. Receive, sort, open and distribute mail.
17. Perform customer service activities: answer telephone calls; schedule appointments and meetings; explain programs, policies and procedures within the scope of authority; provide information of general or limited technical nature; take messages and refer callers to appropriate department and personnel.
18. Inspect reports, records and other data for accuracy, completeness and compliance with established standards.
19. Operate office equipment and machines such as personal computers, dictating machines, calculator, copier, and FAX machine.
20. Coordinate records retention activities of the department.
21. Provide general administrative support to Police Administration.
22. Serve as the department TAC (Terminal Access Coordinator).
23. Maintain custody of property and evidence on hand, provide for security, protection from damage, ensure safekeeping, transport of evidence and oversee final disposition of said property.
24. Responsible for making sure evidence is properly packaged, secure, and protected against damage, deterioration, loss and tampering.
25. Responsible for maintaining chain of custody for evidence in the property room.
26. Compute, compile and maintain a variety of records on evidence and property received/stored/disposed.
27. Handle and is responsible for: firearms, narcotics, dangerous drugs, biohazards and large sums of money.
28. Serve as contact person for officers, court officials, attorneys, other law enforcement agencies and the public regarding property and evidence.
29. Coordinate with courts and investigating officers to ensure timely disposition of evidence and property.
30. Research case reports to find lawful owners of lost or stolen property; prepare correspondence notifying lawful owners of availability of items of evidence for release to owners.
31. Properly dispose of evidence no longer needed for case presentation.
32. Testify in court cases relevant to the chain of custody of evidence and Department policies.
33. Assist officers with arrest processing and fingerprinting functions as needed.
34. Adhere to all City policies and procedures.

### **Any duties assigned by the Chief of Police**

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by elected officials. The level of involvement may vary based on need and individual capabilities.

---

**SKILLS AND ABILITIES:**

1. Management and leadership experience
2. Fully competent with Microsoft Office applications, such as Word, Excel, PowerPoint, and Outlook.
3. Internet experience.
4. Database entry experience.
5. Ability to upload data via FTP.
6. Skilled in preparing written reports and projects; skilled in the operation of equipment necessary to perform the functions of the job.
7. Must exhibit maturity, professionalism, confidentiality and the ability to remain focused on tasks, meet deadlines and show initiative.
8. Must be able to work independently, keep supervisors informed of all finance related issues, use discretion, and operate with a high level of competence.
9. Must maintain and use discretion when interacting with employees and the public.
10. Must be a team player within the police Department and within the other City Departments and exhibit excellent customer service, a positive attitude, professional decorum, and willingness to learn.
11. Ability to lift, carry, push and/or pull objects and materials of light weight (generally 25 pounds or less).
12. Ability to handle extended periods of time in seated position and at a keyboard or workstation.
13. Ability to follow directions, meet deadlines and accomplish tasks with minimal supervision.

---

**TRAINING AND EXPERIENCE:**

Graduation from High School or equivalent, with at least three years of experience of office work in a law enforcement office is preferred.

---

**OTHER NECESSARY REQUIREMENTS:**

1. Valid Iowa driver's license
2. Pre-employment drug testing and criminal background history check

## SITE PLAN AMENDMENT REVIEW

Date: January 19, 2024

Prepared by: Travis Thornburgh, P.E.

Project: Home State Bank Site Plan  
Amendment

Project No.: 122.0358.01

### GENERAL INFORMATION:

<b>Owner/ Applicant:</b>	Home State Bank
<b>Requested Action:</b>	Approval of Site Plan Amendment
<b>Location</b>	Northeast corner of S. 3 <sup>rd</sup> St./Bridge Road
<b>Size:</b>	2.225 acres
<b>Zoning:</b>	C-2
<b>Proposed Use:</b>	Bank



### BACKGROUND:

In August 2022, Home State Bank proposed construction of a new bank building to be in the northeast corner of the S. 3<sup>rd</sup> Street & Bridge Road intersection. The proposed construction included a two-story building with a canopy on the north side of the building for one drive-thru window and an ATM lane. The bank will occupy 5,039 square feet on the first floor, with an additional 3,170 sf of office space on the second floor. The building also includes 1,451 square feet of unfinished space for a future tenant.

The parking lot encircles the building, with access from a single driveway located along E. Bridge Road. Parking stalls have been provided for the bank and future tenant.

A 10' wide trail will be paved along S. 3<sup>rd</sup> Street and a 5' sidewalk will connect this trail to the building. A 5' sidewalk will also be paved along E. Bridge Road. Buffer trees will be planted in the existing 30' wide buffer easement on the east side of the plat, adjacent to the residential lot. Additional trees will be planted along both streets and on the east side of the parking lot. Existing trees will be protected within the 30' landscape buffer easement adjacent to the townhomes in Crossroads at the Lakes Plat 1.

In order to avoid the "Mother Mary" tree, the 10' recreational trail along S. 3<sup>rd</sup> Street swings to the east, onto private property. A Recreational Trail Easement has been provided to accommodate this alignment.

In October 2023, the City Council approved a Site Plan Amendment allowing the addition of a monument sign and the expansion of the trash enclosure to include a generator on site.

Beginning the week of December 18, City Staff became aware of tree removals that exceeded those as shown on the approved Site Plan and subsequent amendments. City Staff has visited the site several times since, including meetings with the developer, their engineer, their contractor, and an arborist commissioned by the developer. Following these visits, City Staff has determined that several trees were illegally removed as defined by Chapter 151 of the Polk City Municipal Code.

The developer and their team have acknowledged this issue and have been diligent and proactive in meeting with City Staff to discuss and determine an acceptable solution to remedy these illegal removals. This Site Plan Amendment includes the proposed remediation for the illegally removed trees.

Detention has been provided in the existing basins that serve all the Crossroads at the Lakes subdivision. The City has granted a revised Private Storm Sewer Easement for Home State Bank's private storm sewer located on Lot C of Crossroads at the Lakes Plat 2 since the as-built pipe is located outside the existing easement area. Water and sanitary sewer services were extended to the site as part of the Crossroads at the Lakes Plat 2 development.

**REVIEW COMMENTS:**

All review comments have been addressed.

**RECOMMENDATION:**

Staff recommends approval of the Site Plan Amendment for Home State Bank, subject to:

1. No permanent Certificate of Occupancy will be issued for the Home State Bank until the property owner enters into a Maintenance Agreement with the City of Polk City for the proposed tree plantings in accordance with the Planning & Zoning Commission's recommendation.
2. No permanent Certificate of Occupancy will be issued for the Home State Bank until the Agreement to Complete approved at the January 8, 2024 City Council meeting has been completed.
3. Payment in full of all fees to the City of Polk City.

# HOME STATE BANK SITE PLAN AMENDMENT

## POLK CITY, IOWA



making lives better

1360 NW 121ST. Street  
Clive, Iowa 50325  
515-964-1229  
fax 515-964-2370

SUBMITTAL AND REVISION TABLE		
SUBMITTAL	DATE	DESCRIPTION
1	1/5/2024	CITY SUBMITTAL #1
2	1/12/2024	CITY SUBMITTAL #2

NOTICE:  
McClure Engineering Company waives any and all responsibility and liability for problems which arise from failure to follow these Plans, Specifications, and the engineering intent they convey, or for problems which arise from failure to obtain and/or follow the engineers guidance with respect to any errors, omissions, inconsistencies, ambiguities, or conflicts which are alleged.

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### APPLICANT:

HOME STATE BANK  
1370 NW 18TH ST. SUITE 101  
ANKENY, IA 50023  
ATTN: ERIC HOCKENBERRY

### ENGINEER/ SURVEYOR:

MCCLURE ENGINEERING COMPANY  
1360 NW 121ST STREET  
CLIVE, IOWA 50325  
515.964.1229  
ATTN: TRENT SMITH

### SITE ADDRESS:

101 E. BRIDGE ROAD  
POLK CITY, IA 50226

### PARKING:

VEHICLE PARKING:  
REQUIREMENTS: 1ST FLOOR 2ND FLOOR  
1 SPACE / 200 SF 1 SPACE / 400 SF  
6490 / 200 = 33 SPACES 3170 / 400 = 8  
TOTAL = 41 SPACES  
PROVIDED:  
VEHICLE SPACES = 42  
ADA SPACES = 2 SPACES  
TOTAL SPACES PROVIDED = 44 SPACES

### DEVELOPMENT SUMMARY:

GROSS LAND AREA: =96,903 S.F. (2.22 AC.)  
PROJECT IMPERVIOUS AREA:  
PAVING AREA =25,287± S.F. (25.9%)  
BUILDING AREA =6,490± S.F. (6.7%)  
TOTAL =31,777± S.F. (32.6%)  
PROJECT OPEN SPACE:  
PROVIDED = 65,322± S.F. (67.4%)

### PROPERTY OWNER:

HOME STATE BANK  
1370 NW 18TH ST. SUITE 101  
ANKENY, IA 50023  
ATTN: ERIC HOCKENBERRY

### EXISTING ZONING:

C2 - COMMERCIAL DISTRICT

### LEGAL DESCRIPTION:

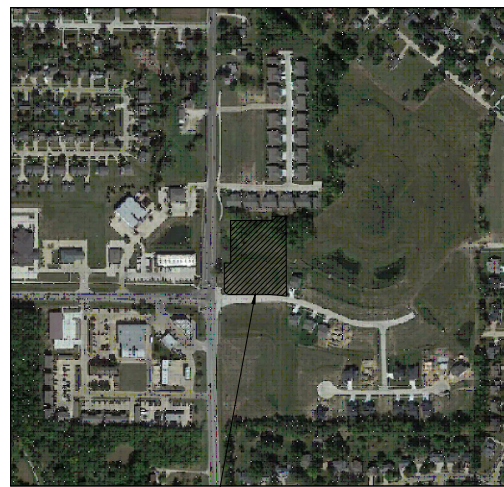
OUTLOT Y - CROSSROADS AT THE LAKE PLAT 2

### BUILDING SUMMARY:

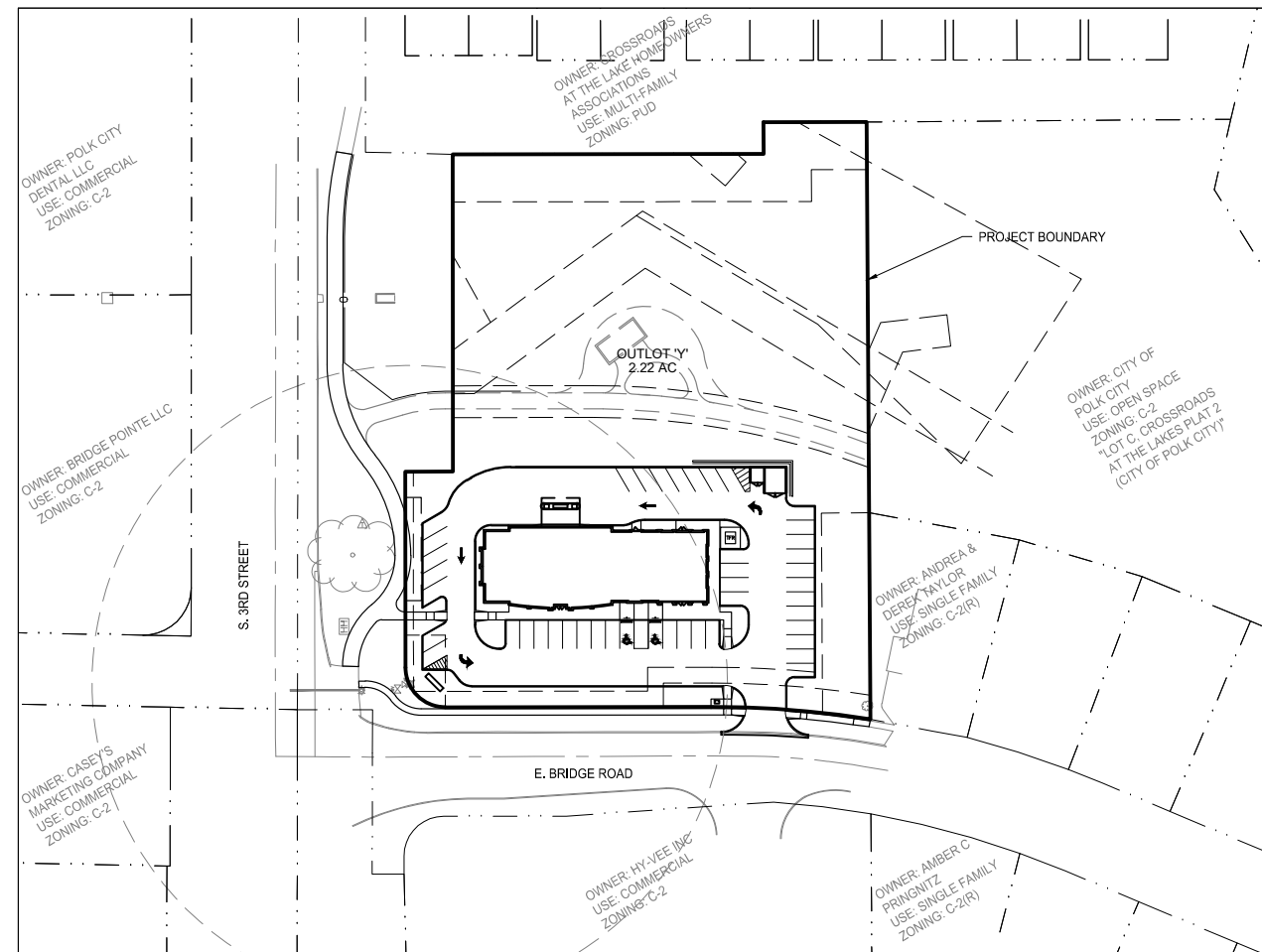
TOTAL NUMBER OF BUILDINGS = 1  
TOTAL NUMBER OF STORIES = 2  
FLOOR SQUARE FOOTAGE 1ST FLOOR 2ND FLOOR  
6,546 ± SF 2,169 ± SF  
TOTAL BUILDING S.F. = 8,715 ± S.F.

### BUILDING SCHEDULE:

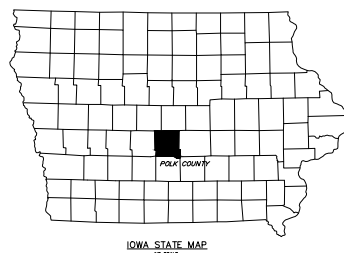
ESTIMATED CONSTRUCTION START: FALL 2022  
ESTIMATED CONSTRUCTION FINISH: FALL 2023



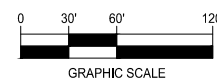
PROJECT LOCATION



Sheet List Table		
Sheet NO	Sheet NO	Sheet Description
01	GN-01	COVER SHEET
02	GN-02	GENERAL NOTES
03	GN-03	EXISTING CONDITIONS AND REMOVALS
04	GN-04	OVERALL SITE PLAN
05	ER-01	SEDIMENT AND EROSION CONTROL
06	GR-01	GRADING PLAN
07	GR-02	GRADING DETAILS & ADA DESIGN
08	UT-01	UTILITIES
09	LA-01	LANDSCAPE PLAN
10	LA-02	LANDSCAPE DETAILS
11	LA-03	LANDSCAPE DETAILS
12	DT-01	DETAILS
13	RW-01	RETAINING WALL DESIGN



ALL CONSTRUCTION SHALL BE COMPLETED IN ACCORDANCE WITH THE 2022 IOWA STATEWIDE URBAN DESIGN STANDARD AND SPECIFICATIONS FOR PUBLIC IMPROVEMENTS AS ACCEPTED BY POLK CITY EXCEPT WHERE ALTERED OR AMENDED BY THESE PLANS.



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

WILLIAM CORD, PE NO. 26653 DATE: \_\_\_\_\_  
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2024

PAGES OR SHEETS COVERED BY THIS SEAL:  
SHEET 13

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

TRENT LUNDY SMITH, PE NO. 26452 DATE: \_\_\_\_\_  
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2024

PAGES OR SHEETS COVERED BY THIS SEAL:  
SHEET 1-18

COVER SHEET

HOME STATE BANK  
SITE PLAN AMENDMENT  
POLK CITY, IOWA  
210894-000  
JANUARY 5, 2024

REVISIONS

ENGINEER T SMITH DRAWN BY -

CHECKED BY - FIELD BOOK NO. -

DRAWING NO. SHEET NO.

GN-01 01 / 13

I:\MCE\SSW\PRJ\01\TP\pds\02\0854-000\06-Drawing\Civil\Plan\GN-01.dwg 1/12/2024 9:01 AM

## GENERAL LEGEND

EXISTING / PROPOSED		EXISTING / PROPOSED		EXISTING / PROPOSED	
SS	SS	SS	SS	SS	SS
FM	FM	FM	FM	FM	FM
ST	ST	ST	ST	ST	ST
W	W	W	W	W	W
E	E	E	E	E	E
OHE	OHE	OHE	OHE	OHE	OHE
T	T	T	T	T	T
FO	FO	FO	FO	FO	FO
TV	TV	TV	TV	TV	TV
G	G	G	G	G	G
AG	AG	AG	AG	AG	AG

SANITARY SEWER MANHOLE	SANITARY SEWER CLEANOUT	AIR RELEASE MANHOLE/RAIN MANHOLE	STORM SEWER MANHOLE	STORM SEWER CLEANOUT	STORM SEWER INTAKE	STORM SEWER BEEHIVE INTAKE	FLARED END SECTION	FIRE HYDRANT	WATER VALVE	WATER VALVE MANHOLE	CURB STOP	WATER METER MANHOLE	YARD HYDRANT	ELECTRIC MANHOLE / VAULT	ELECTRIC PEDESTAL / TRANSFORMER	OUTDOOR ELECTRIC POWER OUTLET	POWER POLE	POWER POLE w/ STREET LIGHT	STREET LIGHT POLE	GUY WIRE	TRAFFIC SIGNAL	TRAFFIC SIGNAL BOX	TRAFFIC SIGNAL MANHOLE / VAULT	RAILROAD CROSSING SIGNAL	TELEPHONE MANHOLE / VAULT	TELEPHONE PEDESTAL	CABLE TV MANHOLE / VAULT	CABLE TV PEDESTAL	GAS VALVE	BOLLARD (BUMPER POST)	ROADWAY SIGN	MAILBOX	WELL	DECIDUOUS TREE	EVERGREEN TREE	SHRUB OR BUSH	TREE OR SHRUB LINE	STUMP	MONITORING WELL	SOIL BORINGS	FLAG POLE	SATELLITE DISH	SLOPE INDICATORS	CONTROL POINT	BENCHMARK	SECTION CORNER	IRON PIN SET	IRON PIN FOUND	DRAWING NUMBER
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ABBREVIATIONS	
T/S	TOP OF SLAB
BC	BACK OF CURB
TC	TOP OF CURB
FL	FLOWLINE
CL	CENTERLINE
C	CUT
F	FILL
⑤	OFFSET
TOP	TOP OF SLOPE
BOT	BOTTOM OF SLOPE
EP	EDGE OF PAVING

### GENERAL NOTES:

- THE CONTRACTOR SHALL VERIFY THE LOCATION AND PROTECT ALL UTILITIES AND STRUCTURES. DAMAGE TO UTILITIES AND STRUCTURES SHALL BE REPAIRED BY THE CONTRACTOR AT THE CONTRACTOR'S EXPENSE TO THE SATISFACTION OF THE CITY AND THE OWNER.
- CONTRACTOR TO CONFINE OPERATIONS TO PERMANENT AND TEMPORARY EASEMENTS AND DEVELOPER OWNED PROPERTY.
- ALL TREES AND SHRUBS SHALL BE PROTECTED UNLESS DESIGNATED FOR REMOVAL IN THE PLANS.
- CONTRACTOR SHALL SUBMIT ALL SUBGRADE AND PAVING MATERIAL TEST RESULTS TO THE PROJECT ENGINEER.
- THE CONTRACTOR IS RESPONSIBLE FOR KEEPING AND MAINTAINING A SET OF RECORD DRAWINGS. RECORD DRAWINGS SHALL SHOW ALL CHANGES TO PLANS, AND REPRESENT THE AS-BUILT CONDITION. SUBMIT RECORD DRAWINGS TO ENGINEER PRIOR TO FINAL PAYMENT. ALL PIPE ENDS, UTILITY SERVICES AND CONDUIT ENDS SHALL BE MARKED WITH STEEL FENCE POSTS.
- THE PLANS SHOW UTILITIES LOCATED WITHIN THE LIMITS OF THE WORK UNDER THIS CONTRACT. THE COMPLETENESS OR ACCURACY OF THE INFORMATION SHOWN ON THE PLANS IS IN NO WAY IMPLIED OR GUARANTEED. THE CONTRACTOR SHALL OBTAIN THE LOCATION OF THE UTILITIES AND SERVICES FROM THE VARIOUS PUBLIC UTILITY COMPANIES BEFORE BEGINNING ANY EXCAVATION AND WILL BE HELD RESPONSIBLE FOR ANY DAMAGE TO SAID UTILITIES AND SERVICES RESULTING FROM HIS OPERATIONS. ADDITIONAL COMPENSATION WILL NOT BE ALLOWED FOR THIS WORK AND SHALL BE CONSIDERED INCIDENTAL TO OTHER AREAS OF WORK.
- AT LEAST ONE WEEK PRIOR TO ANY CONSTRUCTION WITHIN PUBLIC R.O.W./EASEMENT AND/OR ANY CONNECTION TO PUBLIC SEWERS AND STREETS, THE CONTRACTOR SHALL CONTACT POLK CITY TO OBTAIN APPLICABLE CITY PERMITS THAT MAY BE NECESSARY.
- ALL CONSTRUCTION WITHIN PUBLIC R.O.W./EASEMENTS, AND/OR ANY CONNECTION TO PUBLIC SEWERS AND STREETS, SHALL COMPLY WITH POLK CITY STANDARD CONSTRUCTION SPECIFICATIONS FOR SUBDIVISIONS AND THE STATEWIDE URBAN DESIGN SPECIFICATIONS.
- RECONNECT ANY FIELD TILE THAT ARE INTERCEPTED DURING UTILITY CONSTRUCTION.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING AND MAINTAINING TRAFFIC CONTROL IN ACCORDANCE WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD).
- ALL DIMENSIONS TO BACK-OF-CURB UNLESS NOTED OTHERWISE. ALL DIMENSIONS TO BE FIELD VERIFIED.
- PROVIDE 1" EXPANSION MATERIAL WHERE CONCRETE IS POURED AGAINST BUILDING OR STRUCTURES. SET PRE-MOLDED MATERIAL TIGHT AGAINST BUILDING AND/OR STRUCTURES TO ELIMINATE VOIDS.
- ALL H/C RAMPS IN PUBLIC RIGHT OF WAY SHALL BE CONSTRUCTED IN ACCORDANCE W/THE ADA ACCESSIBILITY GUIDELINES FOR BUILDINGS AND FACILITIES (ADAAG), AND IOWA CODE.
- THE PAVEMENT CROSS SECTIONS USED IN THIS PLAN SET ARE SUBJECT TO CHANGE PENDING RESULTS OF ON-SITE GEOTECHNICAL INVESTIGATION.
- A RAPID ENTRY LOCK BOX SHALL BE INSTALLED AT THE LOCATION DESIGNATED BY THE FIRE CHIEF.
- CONSTRUCTION FENCE FOR THE PROTECTION OF ALL TREES SHALL BE INSTALLED AND INSPECTED BY THE CITY OF POLK CITY PRIOR TO ISSUANCE OF THE GRADING PERMIT.
- THE EXISTING STORM SEWER ON OUTLOT Y AND LOT C OF CROSSROADS AT THE LAKES PLAT 2, BEGINNING AT STORM MANHOLE ST-42 AND TERMINATING AT FLARED END SECTION ST-40 ARE PRIVATE STORM SEWERS AND SHALL BE MAINTAINED BY THE PROPERTY OWNER OF SAID OUTLOT Y.
- MAILBOX LOCATION TO BE COORDINATED AND APPROVED BY UNITED STATES POSTAL SERVICE PRIOR TO ISSUANCE OF A BUILDING PERMIT. NO MAILBOX SHALL BE PERMITTED WITHIN THE PUBLIC RIGHT-OF-WAY FOR S. 3RD STREET OR E. BRIDGE ROAD.
- THE PROPERTY OWNER SHALL BE RESPONSIBLE FOR REDUCING LIGHTING INTENSITY OR MAKING OTHER ADJUSTMENTS TO MINIMIZE THE INTRUSIVENESS OF THE MONUMENT SIGN TO A LEVEL ACCEPTABLE BY THE CITY MANAGER IN ACCORDANCE WITH CHAPTER 166.18.
- THE PROPERTY OWNER SHALL BE RESPONSIBLE FOR REMOVAL AND REPLACEMENT OF THE MAILBOX SHOULD ANY WORK BE REQUIRED IN THE SANITARY SEWER EASEMENT.

### UTILITY NOTES:

- ALL UTILITIES ARE PRIVATE UNLESS NOTED OTHERWISE.
  - CONTRACTOR TO ADJUST ALL TOP OF CASTING ELEVATIONS WITHIN THE PROJECT LIMITS TO THE FINAL ELEVATIONS SHOWN ON THE PLANS.
  - ALL UTILITY SERVICES, INCLUDING ELECTRIC, TELEPHONE, AND CABLE TO BE UNDERGROUND.
  - THE CONTRACTOR SHALL COORDINATE WITH ALL UTILITY COMPANIES TO DETERMINE EXACT POINT OF SERVICE CONNECTION AT EXISTING UTILITY. REFER TO THE BUILDING ELECTRICAL AND PLUMBING DRAWINGS FOR UTILITY SERVICE ENTRANCE LOCATIONS, SIZES, AND CIRCUITING.
  - ALL CONNECTIONS TO EXISTING PUBLIC SEWERS SHALL BE CORE DRILLED.
  - ALL IMPROVEMENTS INSTALLED WITHIN THE EXISTING SANITARY EASEMENT SHALL BE REPAIRED AND REPLACED BY THE PROPERTY OWNER IN THE EVENT GENERAL AND ORDINARY MAINTENANCE OR REPAIRS ARE REQUIRED.
- SANITARY SEWER:**
- ALL SANITARY SEWER SERVICES SHALL BE SDR 23.5 IN ACCORDANCE WITH URBAN STANDARD SPECIFICATIONS.
  - MANHOLE STEPS ARE REQUIRED IN ALL SANITARY SEWER MANHOLES.
  - MANHOLE COVERS SHALL HAVE RAISED DIAMOND ROUGHNESS PATTERN.
- STORM SEWER:**
- OWNER SHALL BE RESPONSIBLE FOR ALL ON-SITE PRIVATE STORM SEWER AND PRIVATE STORM WATER DETENTION / RETENTION AREAS.
  - ALL INTAKE CASTINGS SHALL HAVE PHASE 2 ENVIRONMENTAL SYMBOLOLOGY OR TEXT.
- WATER MAIN:**
- HYDRANTS, MANHOLE COVERS, AND VALVE BOXES SHALL BE SET TO CONFORM TO FINISHED PAVEMENT ELEVATIONS.
  - ALL VALVES SHALL HAVE A VALVE BOX ADAPTER INSTALLED TO MAINTAIN ALIGNMENT.
  - THE CONTRACTOR SHALL WORK WITH POLK CITY WHEN OPERATING EXISTING VALVES. WATER SHALL NOT BE TURNED ON WITHOUT PRIOR APPROVAL.
  - WATER CAN NOT BE USED BY THE CONTRACTOR UNLESS IT IS PART OF THE PURIFICATION PROCESS OF THE NEW MAIN. WATER NEEDED FOR ANY REASON AFTER BACTERIA TESTING HAS BEEN COMPLETED AND PASSED WILL NEED PRIOR APPROVAL FROM POLK CITY.
  - ALL FIRE PROTECTION RISERS SHALL UTILIZE THRUST BLOCKING AT ALL CHANGES IN DIRECTION AND ELEVATION, ON ALL WATERMAIN. STAINLESS STEEL RODDING SHALL BE EXTENDED ALONG THE NEXT FULL LENGTH PIPE AND ANCHORED ON THE PIPE BELL, OR MECHANICAL FITTING, ADDITIONALLY, AT ALL LOCATIONS OF THRUST BLOCKING. MEGA-LUGS ARE NOT TO BE ALLOWED.
  - CONTRACTOR SHALL EXTEND THE WATER SERVICE INTO THE BUILDING TO DESIGNATED POINT IN BUILDING PLANS.
  - THE FIRE DEPARTMENT CONNECTION LOCATION SHALL BE APPROVED BY THE FIRE CHIEF PRIOR TO ISSUANCE OF A BUILDING PERMIT.

### GRADING NOTES:

- ALL SLOPES IN PAVEMENT SHALL BE UNIFORM TO AVOID PONDING.
- ALL DIMENSIONS TO BACK-OF-CURB UNLESS NOTED OTHERWISE. ALL DIMENSIONS TO BE FIELD VERIFIED.
- CURB INTAKE RIM ELEVATIONS = PAVING TOP OF CURB ELEVATIONS.
- CONTRACTOR TO ADJUST ALL TOP OF CASTING ELEVATIONS WITHIN THE PROJECT LIMITS TO THE FINAL ELEVATIONS SHOWN ON THE PLANS.
- ALL SPOT ELEVATIONS ARE TO THE TOP OF FINISHED GRADE, UNLESS OTHERWISE NOTED.
- ALL SLOPES IN UNPAVED AREAS SHALL BE GRADED TO DRAIN.

### CONTROL POINTS:

CONTROL POINT TABLE				
POINT NO	NORTHING	EASTING	ELEVATION	DESCRIPTION
1	7551818.733	18500133.08	929.909	CP/ 1\2 REBAR BCAP MEC
2	7551729.873	18500389.64	916.03	CP/ CUT X IN CL OF EAST BRIDGE NW OF HOUSE 134
3	7551776.818	18500156.34	928.76	CP/ CUT X CL E BRIDGE RD
100	7551743.973	18500023.91	932.208	BM/ BURY BOLT ON SW CORNER FH
4	7551737.02	18499948.83	931.91	CP/ CUT X TC SE QUAD 3RD AND BRIDGE
5	7552078.816	18499845.13	927.758	CP/ CUT X SW W SIDE 3RD
6	7551911.976	18500349.63	912.183	CP/ 1\2 REBAR YCAP 18660



THE CONTRACTOR SHALL NOTIFY IOWA ONE CALL NO LESS THAN 48 HRS. IN ADVANCE OF ANY DIGGING OR EXCAVATION.

WHERE PUBLIC UTILITY FIXTURES ARE SHOWN AS EXISTING ON THE PLANS OR ENCOUNTERED WITHIN THE CONSTRUCTION AREA, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE OWNERS OF THOSE UTILITIES PRIOR TO THE BEGINNING OF ANY CONSTRUCTION. THE CONTRACTOR SHALL AFFORD ACCESS TO THESE FACILITIES FOR NECESSARY MODIFICATION OF SERVICES. UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORDS, AND THEREFORE THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. IT IS POSSIBLE THERE MAY BE OTHERS. THE EXISTENCE OF WHICH IS PRESENTLY NOT KNOWN OR SHOWN. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THEIR EXISTENCE AND EXACT LOCATION AND TO AVOID DAMAGE THERETO. NO CLAIMS FOR ADDITIONAL COMPENSATION WILL BE ALLOWED TO THE CONTRACTOR FOR ANY INTERFERENCE OR DELAY CAUSED BY SUCH WORK.



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### GENERAL NOTES

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ENGINEER  
T SMITH

DRAWN BY  
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CHECKED BY  
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FIELD BOOK NO.  
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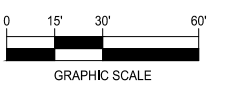
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**EXISTING CONDITIONS AND REMOVALS**



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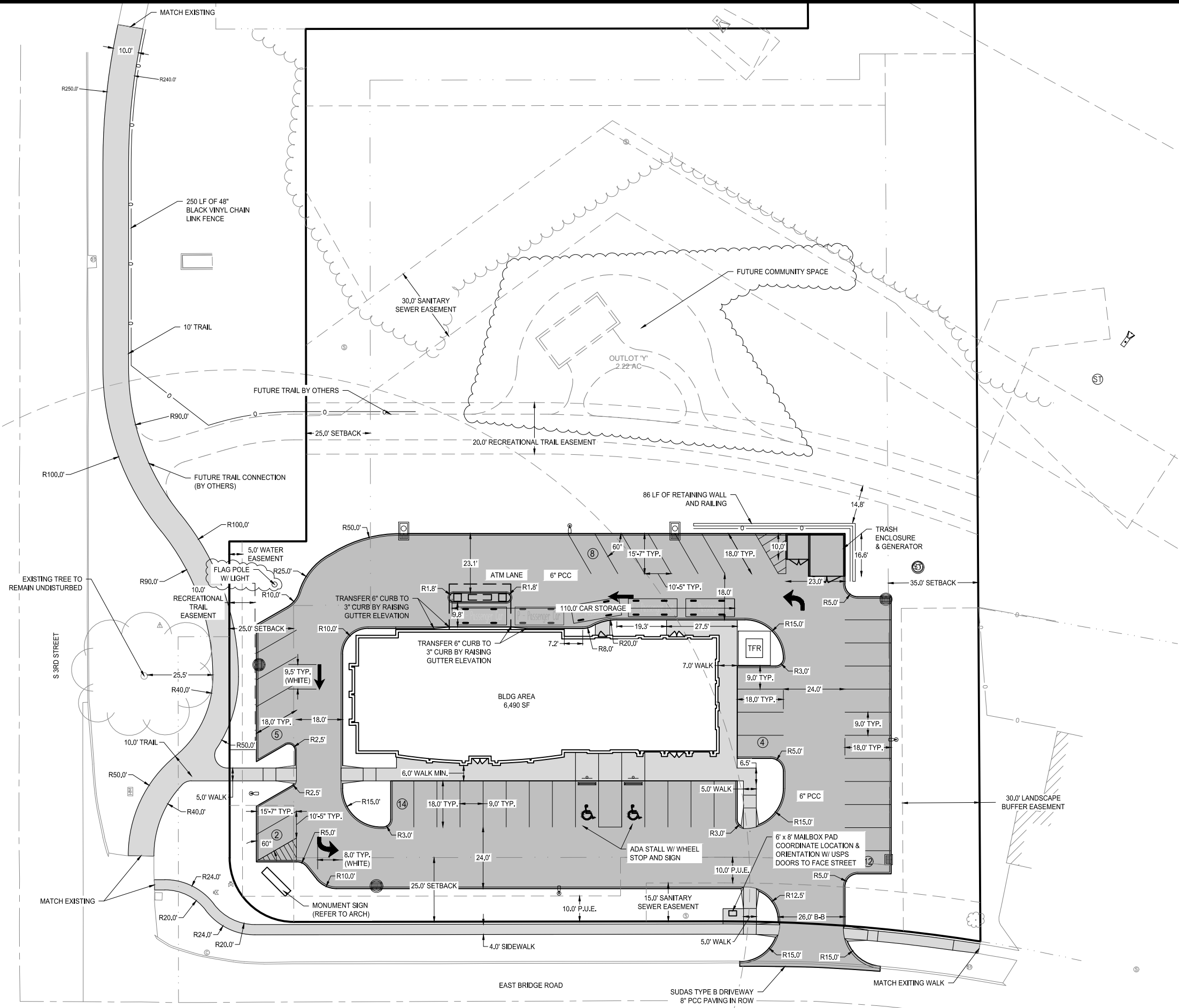
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SHEET NO.: 03 / 13

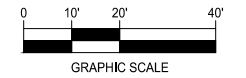




**OVERALL SITE PLAN**



**NORTH**



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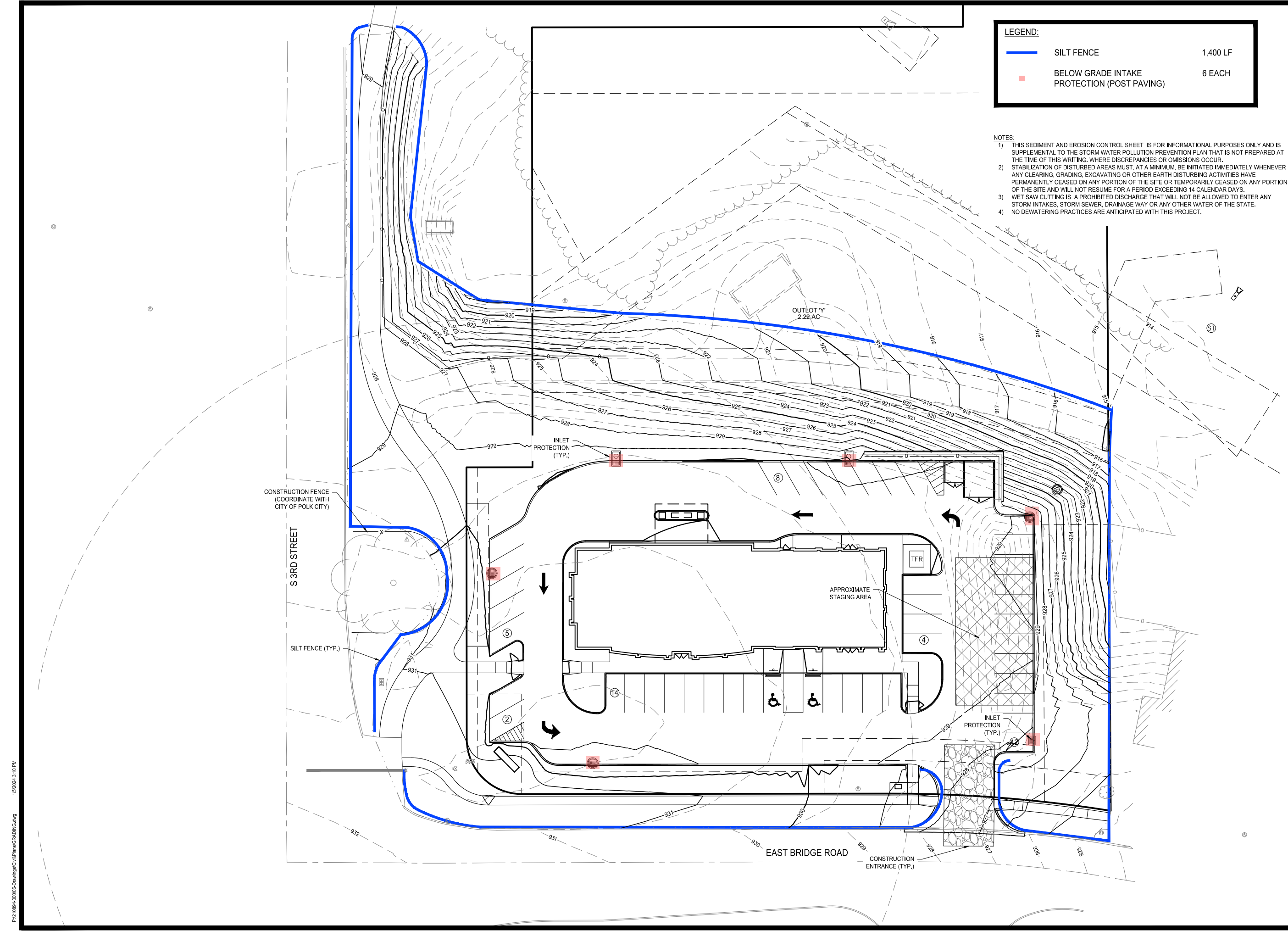
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**GN-04**

SHEET NO.  
**04 / 13**

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**LEGEND:**

	SILT FENCE	1,400 LF
	BELOW GRADE INTAKE PROTECTION (POST PAVING)	6 EACH

- NOTES:**
- 1) THIS SEDIMENT AND EROSION CONTROL SHEET IS FOR INFORMATIONAL PURPOSES ONLY AND IS SUPPLEMENTAL TO THE STORM WATER POLLUTION PREVENTION PLAN THAT IS NOT PREPARED AT THE TIME OF THIS WRITING. WHERE DISCREPANCIES OR OMISSIONS OCCUR.
  - 2) STABILIZATION OF DISTURBED AREAS MUST, AT A MINIMUM, BE INITIATED IMMEDIATELY WHENEVER ANY CLEARING, GRADING, EXCAVATING OR OTHER EARTH DISTURBING ACTIVITIES HAVE PERMANENTLY CEASED ON ANY PORTION OF THE SITE OR TEMPORARILY CEASED ON ANY PORTION OF THE SITE AND WILL NOT RESUME FOR A PERIOD EXCEEDING 14 CALENDAR DAYS.
  - 3) WET SAW CUTTING IS A PROHIBITED DISCHARGE THAT WILL NOT BE ALLOWED TO ENTER ANY STORM INTAKES, STORM SEWER, DRAINAGE WAY OR ANY OTHER WATER OF THE STATE.
  - 4) NO DEWATERING PRACTICES ARE ANTICIPATED WITH THIS PROJECT.

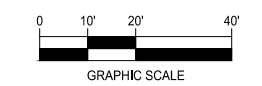
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**SEDIMENT AND EROSION CONTROL**



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SEE GR-02 FOR GRADING DETAIL



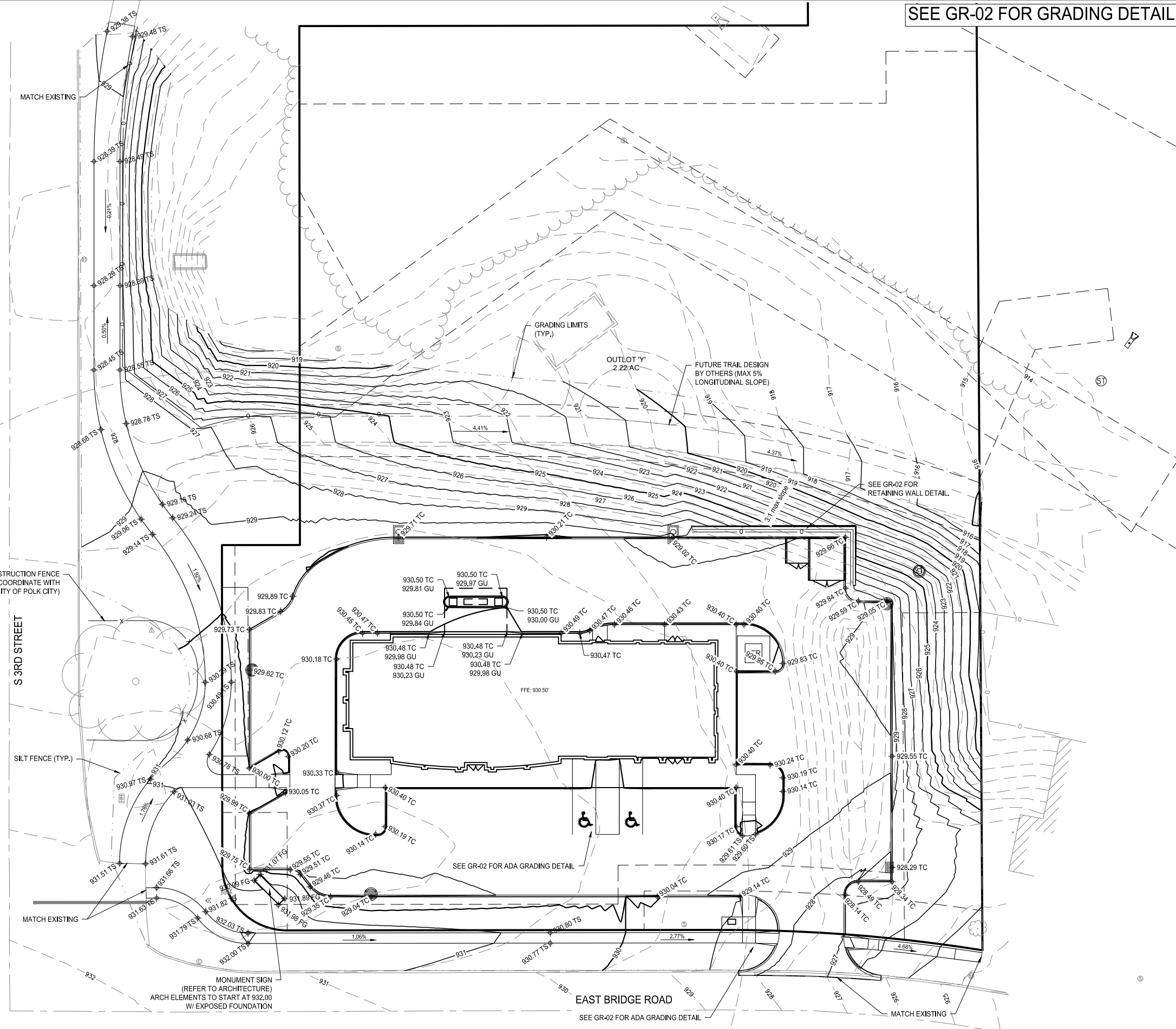
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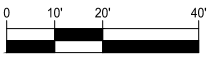
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**GRADING PLAN**



NORTH



GRAPHIC SCALE

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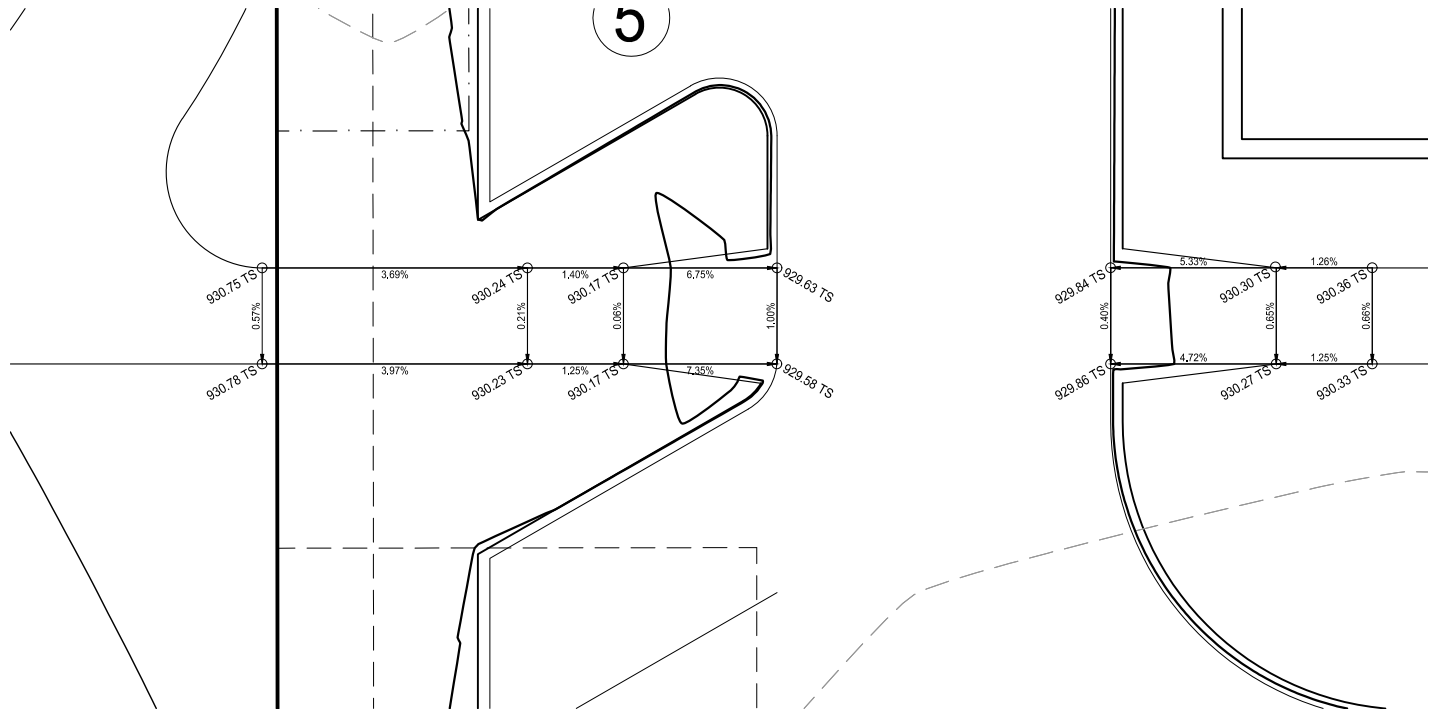
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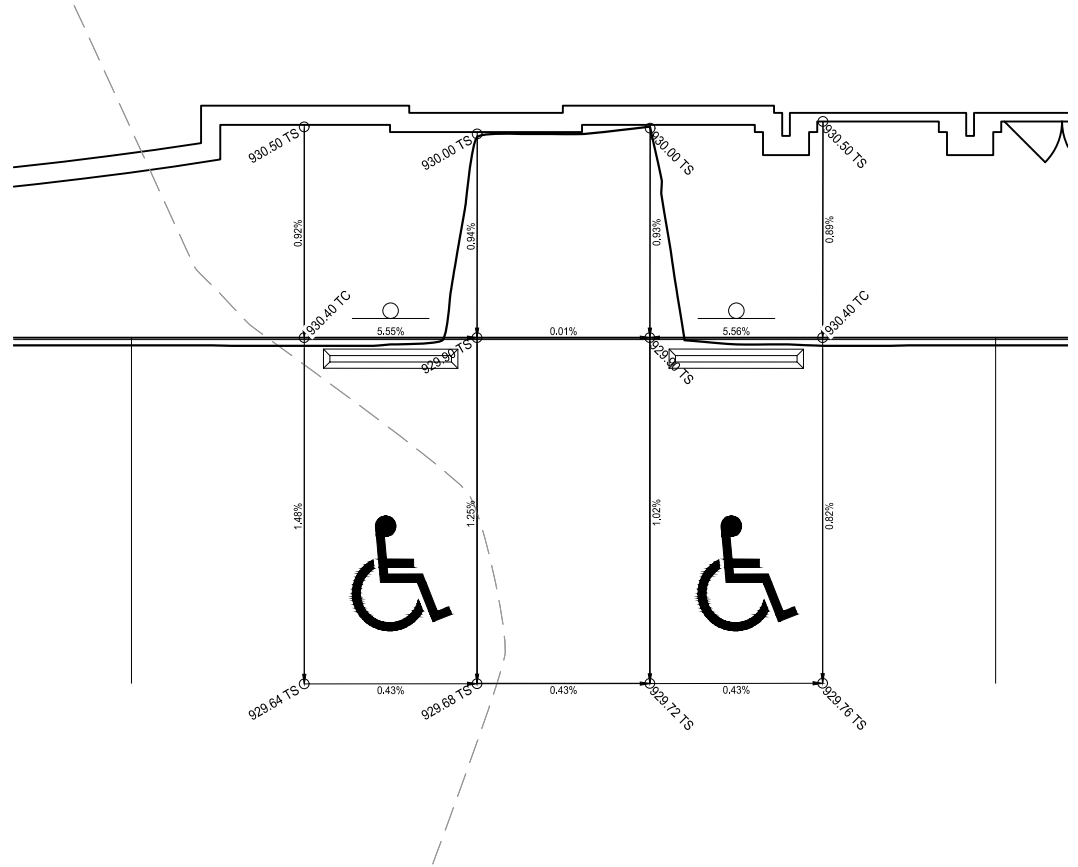
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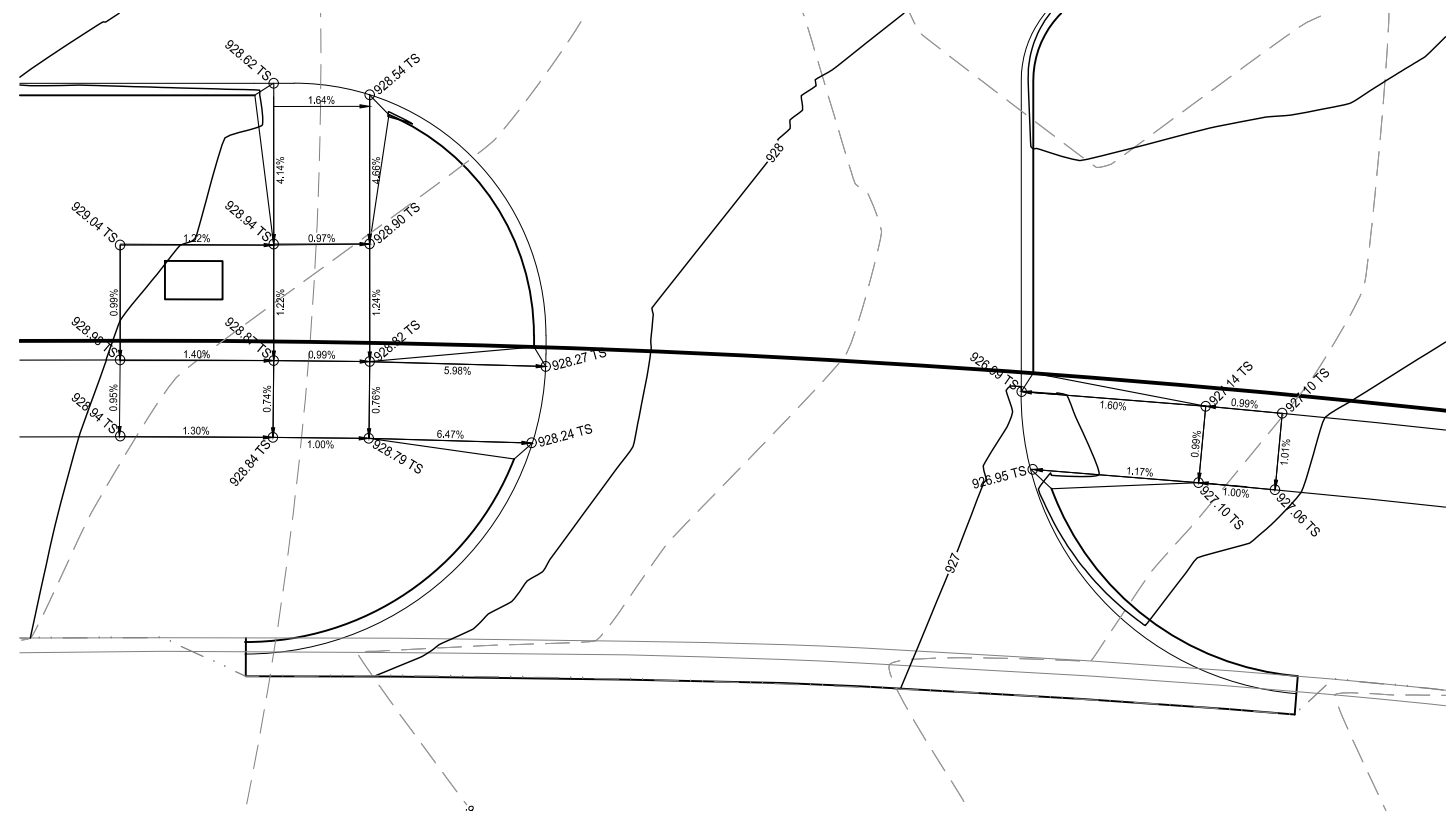
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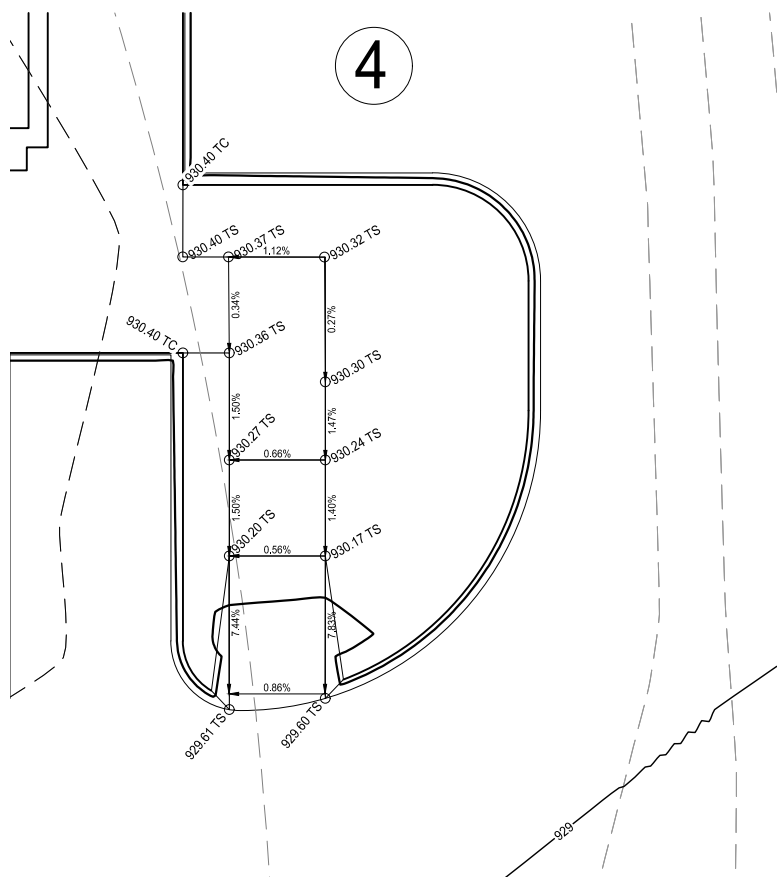
**GRADING DETAIL - PEDESTRIAN ACCESS**  
SCALE: 1" = 5'



**GRADING DETAIL - A.D.A. PARKING**  
SCALE: 1" = 5'



**GRADING DETAIL - SIDEWALK AT ENTRANCE**  
SCALE: 1" = 5'

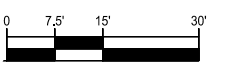


**GRADING DETAIL - MAILBOX PAD**  
SCALE: 1" = 5'

**GRADING PLAN**



**NORTH**



GRAPHIC SCALE

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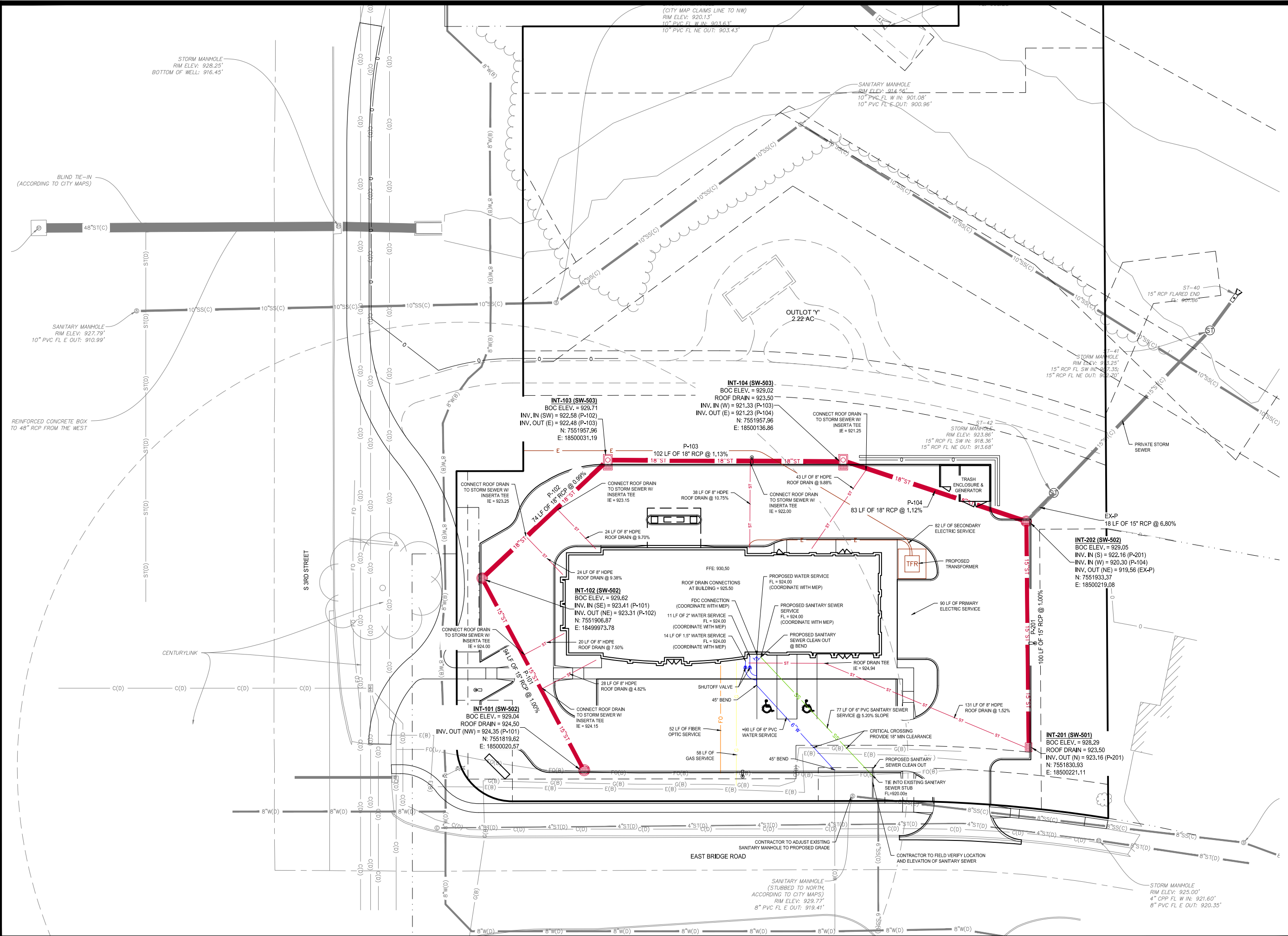
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<b>GR-02</b>	<b>07 / 13</b>

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**UTILITY PLAN**



**NORTH**



GRAPHIC SCALE

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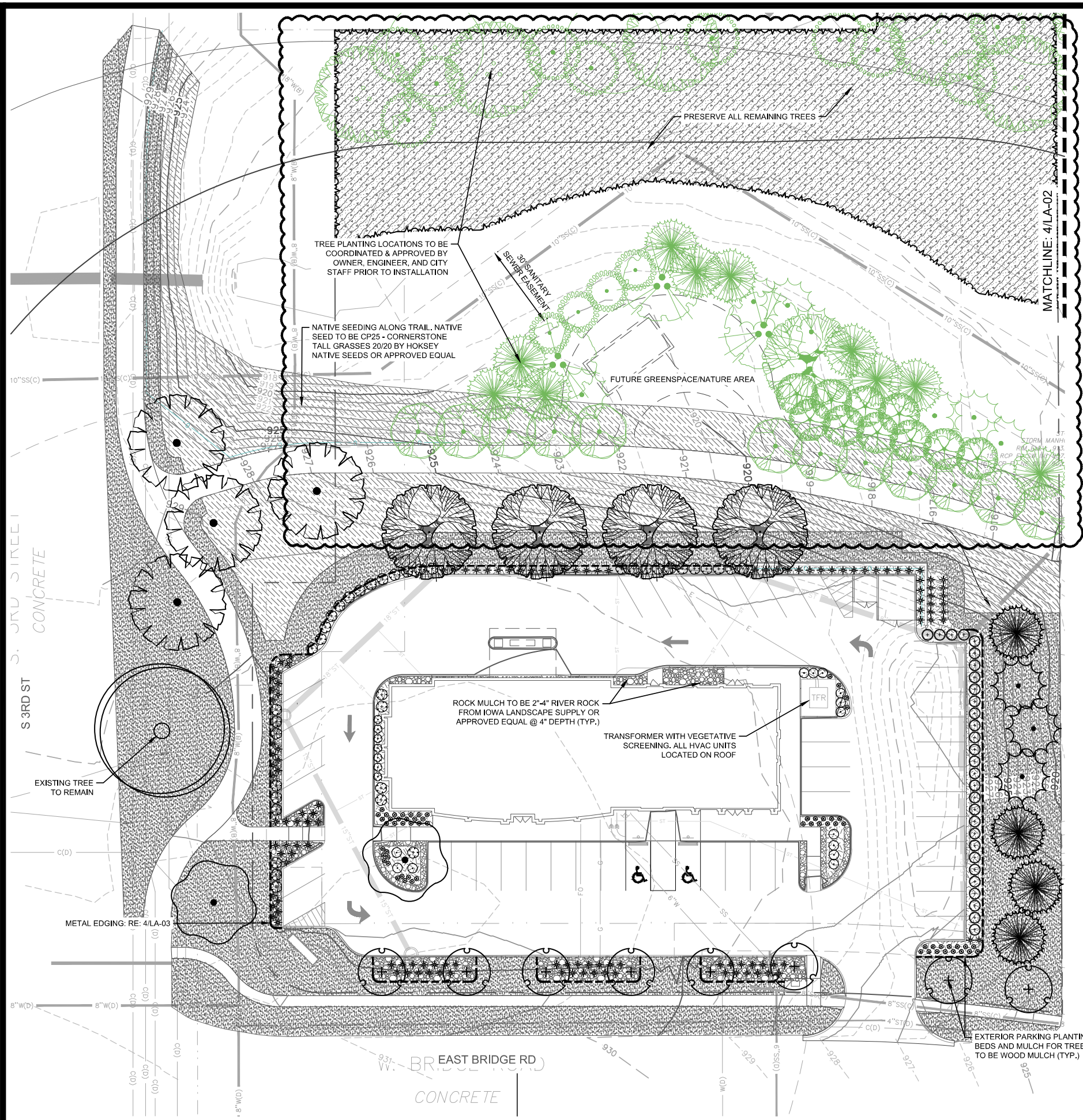
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SHEET NO.: **08 / 13**



**PLANT SCHEDULE**

SYMBOL	BOTANICAL / COMMON NAME
<b>TREES</b>	
	<i>Betula nigra</i> 'Heritage' / Multi-Stem Heritage River Birch Trees in green indicate a new tree as part of the tree replacement strategy
	<i>Ginkgo biloba</i> 'Autumn Gold' / Autumn Gold Maidenhair Tree (Male Var.)
	<i>Gleditsia triacanthos inermis</i> 'Skycole' TM / Skyline Honey Locust
	<i>Liriodendron tulipifera</i> / Tulip Poplar Trees in green indicate a new tree as part of the tree replacement strategy
	<i>Ostrya virginiana</i> / American Hophornbeam Trees in green indicate a new tree as part of the tree replacement strategy
	<i>Pinus strobus</i> / White Pine Trees in green indicate a new tree as part of the tree replacement strategy
	<i>Quercus macrocarpa</i> / Burr Oak Trees in green indicate a new tree as part of the tree replacement strategy
	<i>Quercus robur</i> x <i>alba</i> 'Crimmschmid' TM / Crimson Spire Oak Trees in green indicate a new tree as part of the tree replacement strategy
	<i>Quercus shumardii</i> / Shumard Oak
<b>EVERGREEN TREES</b>	
	<i>Picea abies</i> / Norway Spruce Trees in green indicate a new tree as part of the tree replacement strategy
	<i>Pinus mugo</i> 'Tannenbaum' / Tannenbaum Mugo Pine Trees in green indicate a new tree as part of the tree replacement strategy
	<i>Taxodium distichum imbricarium</i> / Pond Cypress Trees in green indicate a new tree as part of the tree replacement strategy
<b>ORNAMENTAL TREES</b>	
	<i>Cercis canadensis</i> / Redbud Trees in green indicate a new tree as part of the tree replacement strategy
<b>SHRUBS</b>	
	<i>Hydrangea arborescens</i> / Wild Hydrangea
	<i>Hydrangea paniculata</i> 'Little Lime' / Little Lime Hydrangea
	<i>Rhus aromatica</i> 'Gro-Low' / Gro-Low Sumac
	<i>Spiraea</i> x 'NCSX2' / Double Play Doozie® Spiraea
<b>GRASSES</b>	
	<i>Calamagrostis x acutiflora</i> 'Karl Foerster' / Karl Foerster Grass
<b>PERENNIALS</b>	
	<i>Hemerocallis</i> x 'Rosy Returns' / Rosy Returns Daylily
<b>GROUND COVERS</b>	
	Existing Tree to Remain / 4" Cal or Larger Existing Trees
	<i>Festuca</i> var. / Heat-Tolerant Fescue Sod
	Native Seed Mix - CP25 Cornerstone Tall Grass 20/20 / From Hoksey Native Seeds or App. Equal
	Rock Mulch / Native River Rock
	Wood Mulch / Hardwood Mulch

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DRAWN BY: A DEPRIEST  
CHECKED BY:                      FIELD BOOK NO.:

**1 LANDSCAPE PLAN**  
1" = 20'

**2 PLANT LEGEND**  
NTS

NOTE: NO UPLIGHTING IS PROPOSED FOR THE MONUMENT SIGN

PLANT SCHEDULE

SYMBOL	CODE	QTY	BOTANICAL / COMMON NAME	CONT
<b>TREES</b>				
	BE	3	Betula nigra 'Heritage' / Multi-Stem Heritage River Birch Trees in green indicate a new tree as part of the tree replacement strategy	B&B, 2" Cal.
	GA	8	Ginkgo biloba 'Autumn Gold' / Autumn Gold Maidenhair Tree (Male Var.)	B&B, 2" Cal.
	GS	2	Gleditsia triacanthos inermis 'Skycole' TM / Skyline Honey Locust	B&B, 2" Cal.
	LT	5	Liriodendron tulipifera / Tulip Poplar Trees in green indicate a new tree as part of the tree replacement strategy	B&B, 3" Cal.
	OV	10	Ostrya virginiana / American Hophornbeam Trees in green indicate a new tree as part of the tree replacement strategy	B&B, 2" Cal.
	PS2	8	Pinus strobus / White Pine Trees in green indicate a new tree as part of the tree replacement strategy	B&B, 3" Cal.
	QM	7	Quercus macrocarpa / Burr Oak Trees in green indicate a new tree as part of the tree replacement strategy	B&B, 3" Cal.
	QC	4	Quercus robur x alba 'Crimschmidt' TM / Crimson Spire Oak Trees in green indicate a new tree as part of the tree replacement strategy	B&B, 2" Cal.
	QS	4	Quercus shumardii / Shumard Oak	B&B, 2" Cal.
<b>EVERGREEN TREES</b>				
	PN	14	Picea abies / Norway Spruce Trees in green indicate a new tree as part of the tree replacement strategy	B&B, 2" Cal.
	PT2	10	Pinus mugo 'Tannenbaum' / Tannenbaum Mugo Pine Trees in green indicate a new tree as part of the tree replacement strategy	B&B, 2" Cal.
	TV	13	Taxodium distichum imbricarium / Pond Cypress Trees in green indicate a new tree as part of the tree replacement strategy	B&B, 3" Cal.
<b>ORNAMENTAL TREES</b>				
	CE	12	Cercis canadensis / Redbud Trees in green indicate a new tree as part of the tree replacement strategy	B&B, 2" Cal.
<b>SHRUBS</b>				
	HW	29	Hydrangea arborescens / Wild Hydrangea	5 gal
	HT	38	Hydrangea paniculata 'Little Lime' / Little Lime Hydrangea	5 gal
	RG	13	Rhus aromatica 'Gro-Low' / Gro-Low Sumac	5 gal
	SD	7	Spiraea x 'NCSX2' / Double Play Doozie® Spiraea	5 gal
<b>GRASSES</b>				
	CK	130	Calamagrostis x acutiflora 'Karl Foerster' / Karl Foerster Grass	1 gal
<b>PERENNIALS</b>				
	HR	62	Hemerocallis x 'Rosy Returns' / Rosy Returns Daylily	1 gal
<b>GROUND COVERS</b>				
	ET	19,819 sf	Existing Tree to Remain / 4" Cal or Larger Existing Trees	SF
	FH	17,598 sf	Festuca var. / Heat-Tolerant Fescue Sod	SF
	NS	14,370 sf	Native Seed Mix - CP25 Cornerstone Tall Grass 20/20 / From Hoksey Native Seeds or App. Equal	SF
	RR	2,079 sf	Rock Mulch / Native River Rock	SF
	WM	2,548 sf	Wood Mulch / Hardwood Mulch	SF

1 PLANT SCHEDULE  
NTS

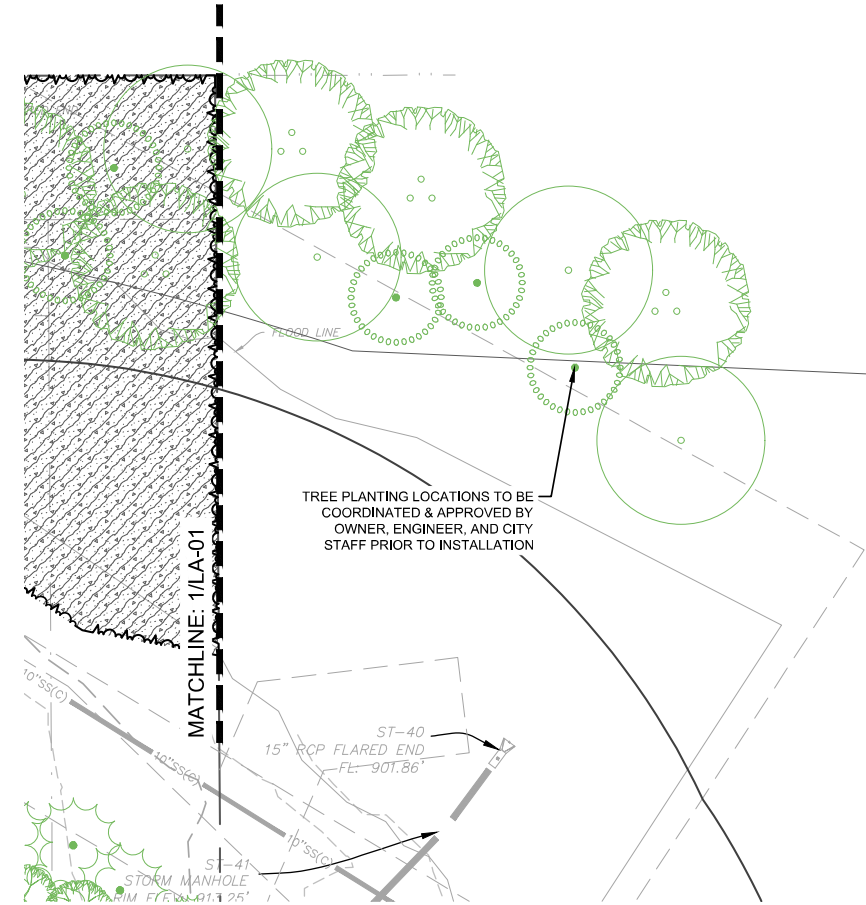
LANDSCAPE REQUIREMENTS		
PER SECTION 1.65 OF THE CITY OF POLK CITY, IOWA UNIFIED DEVELOPMENT ORDINANCE		
MINIMUM PLANT UNIT REQUIREMENTS		
OPEN SPACE (1.65.19.1)	REQUIREMENT	PROVIDED
LOT 15	2 TREES PER 3,000 SQFT OPEN SPACE (33.331 SQFT DEVELOPED) 6 SHRUBS PER 3,000 SQFT OPEN SPACE	22 TREES REQUIRED - 22 NEW TREES PROVIDED 66 SHRUBS REQUIRED - 80 SHRUBS AND 23 PERENNIALS PROVIDED
VEHICLE USE AREA PLANTINGS (1.65.19.2)	REQUIREMENT	PROVIDED
PLANT SQUARE FOOTAGE (PSF)	20% PARKING LOT AREA TO BE PSF (24,510 SQFT)	4,902 PSF REQUIRED
PARKING LOT TREES	1 TREE PER 700 SQFT OF PSF (4,902 SQFT)	7 TREES REQUIRED - 7 PROVIDED
SCREENING (1.65.19.4)	REQUIREMENT	PROVIDED
EAST PROPERTY LINE	SCREEN TYPE B (SEMI-OPAQUE SCREENING)	PROVIDED PER PLAN (23 SHRUBS AND 7 EVERGREEN TREES PROVIDED)
NORTH SIDE OF PROPERTY	SCREEN TYPE B (SEMI-OPAQUE SCREENING)	PROVIDED PER PLAN (56 SHRUBS AND 19+ TREES PROVIDED)
TREE REPLACEMENT	REQUIREMENT	PROVIDED
NORTH PROPERTY LINE	3 CALIPER INCHES PER 1 CALIPER REACHED (54" REACHED = 18P REPLACED) 33 NEW 2" TREES = 99 CALIPER INCHES REPLACED 42 NEW 2" TREES = 84 CALIPER INCHES REPLACED	183 CALIPER INCHES REPLACED (168 INCHES REQUIRED)

3 LANDSCAPE REQUIREMENT TABLE  
NTS

LANDSCAPE NOTES:

- THIS LANDSCAPE PLAN IS DESIGNED TO BE IN CONFORMANCE WITH THE POLK CITY, IOWA UNIFIED DEVELOPMENT STANDARDS AND SHALL FUNCTION AS PART OF A COORDINATED DOCUMENT. THE LANDSCAPE ARCHITECT WILL COORDINATE CLOSELY WITH THE CITY OF POLK CITY, IOWA TO MAKE SURE FINAL DEVELOPMENT AND PERMIT PLANS ARE IN CONFORMANCE WITH THIS CODE.
- FIELD VERIFY UTILITIES SHOWN ON PLANS PRIOR TO WORK COMMENCEMENT. INFORMATION SHOWN ON PLAN IS FROM AVAILABLE INFORMATION AND ALL LOCATIONS SHOWN SHOULD BE CONSIDERED APPROXIMATE. THE CONTRACTOR AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGE TO UTILITIES MADE FROM CONSTRUCTION ACTIVITY. IMMEDIATELY NOTIFY PROJECT LANDSCAPE ARCHITECT AND ENGINEER IF DISCREPANCIES ARISE.
- COMPLETE REQUIRED LANDSCAPING FOR THE ENTIRE SITE IN CONFORMANCE TO THE PLANS AND SPECIFICATIONS, INCLUDING BUT NOT LIMITED TO: SEEDED AREAS, SODDED AREAS, NATIVE VEGETATION, SHRUB BEDS, PARKING LOT ISLANDS, AND SITE CLEAN-UP.
- VERIFY QUANTITIES PRIOR TO COMMENCING WORK. REPORT DISCREPANCIES TO THE LANDSCAPE ARCHITECT. PLANT MATERIAL TO BE SPACED AS SHOWN, UNLESS OTHERWISE NOTED.
- VEGETATION SUBSTITUTIONS SHALL BE APPROVED BY PROJECT LANDSCAPE ARCHITECT. SUBSTITUTIONS MADE WITHOUT WRITTEN APPROVAL WILL BE REPLACED WITH APPROVED SELECTIONS AT CONTRACTOR'S COST.
- DISTURBED AREAS DUE TO CONSTRUCTION ACTIVITIES NOT IDENTIFIED ON THESE PLANS SHALL BE REPAIRED AND RESTORED TO ORIGINAL OR BETTER CONDITIONS AT CONTRACTOR'S COST. SOD SHALL BE PROVIDED FOR AREAS NOT DESIGNATED AS BEDS & PAVEMENT.
- CONTRACTOR SHALL COMPLY WITH APPLICABLE CODES AND ORDINANCES REGARDING LANDSCAPING, REFER TO SPECIFICATIONS FOR PLANT MATERIAL, SOILS, AND INSTALLATION METHODS.
- PLANT MATERIAL SHALL COMPLY WITH ALL SIZING AND GRADING STANDARDS OF LATEST EDITION OF "AMERICAN STANDARD FOR NURSERY STOCK".
- INSTALL PLANT MATERIAL IN ACCORDANCE WITH THE AMERICAN ASSOCIATION OF NURSERYMEN LANDSCAPE STANDARDS.
- ALL GINKGO SPECIES ARE TO BE MALE VARIETY ONLY.
- ALL GLEDITSIA SPECIES ARE TO BE A THORNLESS VARIETY
- INSTALL FINISHED GRADES OF SOD, LANDSCAPE BEDS, AND MULCH 1/2" TO 1" BELOW ABUTTING PAVEMENT SURFACES TO ALLOW UNINHIBITED DRAINAGE TO NON-PAVEMENT SURFACES.
- MULCH TO 3" MIN. DEPTH WITH DARK BROWN, DOUBLE SHREDDED HARDWOOD MULCH FOR ALL TREE AND LANDSCAPE BEDS OR AS SPECIFIED. PINE STRAW, BARK MULCH, GORILLA HAIR, OR EQUIVALENT IS NOT AN ACCEPTABLE MULCH. ROCK MULCH TO 3" MIN. DEPTH PER PLANS OR AS SPECIFIED. ADD PREEN OR SNAPSHOT TO

2 LANDSCAPE NOTES  
NTS

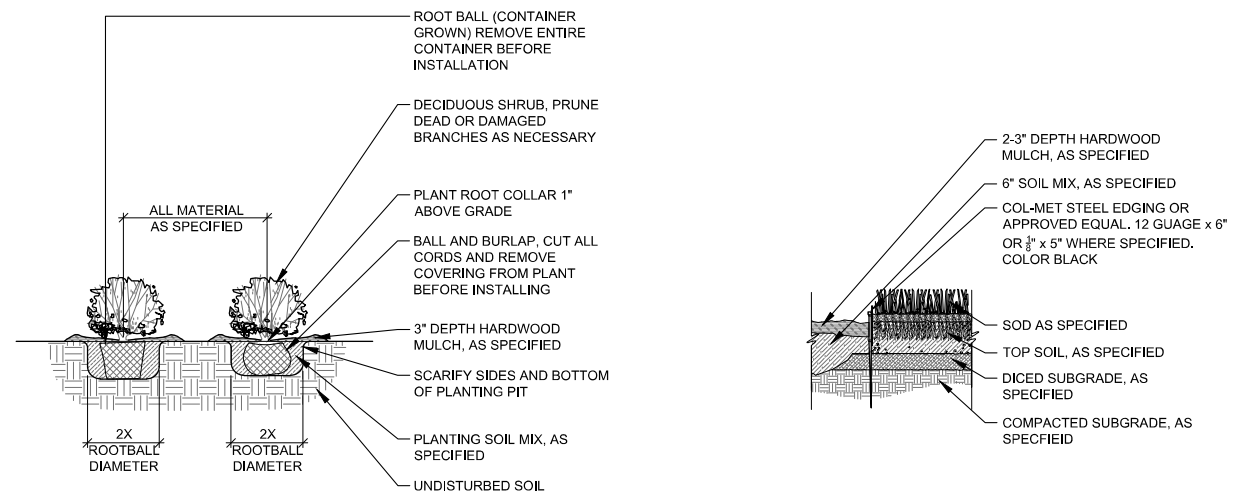


4 LANDSCAPE PLAN - CITY LOT  
NTS

- LANDSCAPE BEDS BEFORE AND AFTER MULCHING FROM MARCH 1 TO OCTOBER 1; IF WINTER INSTALLATION, RETURN NEXT SPRING & INSTALL PREEN/SNAPSHOT WITH NEW MULCH. INSTALL PLANTING BEDS AND ROCK BEDS WITH SPECIFIED WEED BARRIER FABRIC UNDERLAYMENT.
- REMOVE ALL TWINE, WIRE, AND BURLAP FROM TREE AND SHRUB ROOT BALLS. REMOVE ALL PLASTIC WRAP, FABRIC ROPE, ROT PROOF WRAP, AND PLANT IDENTIFICATION TAGS.
  - STAKE ALL TREES WITH A MINIMUM OF TWO (2) STAKES. STAKES TO BE REMOVED AFTER ONE (1) YEAR OF INSTALLATION BY TENANT.
  - TREES SHALL NOT BE PLANTED CLOSER THAN EIGHT HORIZONTAL FEET OF UNDERGROUND UTILITIES UNLESS OTHERWISE NOTED OR PER PLANS. MODIFICATIONS TO TREE PLACEMENT SHALL BE COORDINATED WITH THE LANDSCAPE ARCHITECT AND CAN BE SUBJECT TO CITY REVIEW AND APPROVAL. CONTRACTOR IS RESPONSIBLE FOR UNAPPROVED RELOCATION(S) OR MODIFICATION(S) TO TREE LOCATIONS.
  - TREE TIES SHALL BE DEWITT 20" STRAPS FOR TREE STAKING. USE 10 GAUGE ELECTRIC WIRE. TREES AND STAKES SHALL BE STRAIGHT, PLUMB AND TAUT. TREE STAKES TO BE REMOVED WINTER OF YEAR 2 AFTER INSTALLATION.
  - PROVIDE NATURAL TOPSOIL THAT IS FERTILE, FRIABLE, WITHOUT MIXTURE OF SUBSOIL MATERIALS, AND OBTAINED FROM A WELL DRAINED, AVAILABLE SITE. IT SHALL NOT CONTAIN SUBSTANCES WHICH MAY BE HARMFUL TO PLANT GROWTH. TOPSOIL SHALL BE SCREENED AND FREE FROM CLAY, LUMPS, STONES, ROOTS, PLANTS, OR SIMILAR SUBSTANCES 1" OR MORE IN DIAMETER, DEBRIS, OR OTHER OBJECTS WHICH MIGHT BE A HINDRANCE TO PLANTING OPERATIONS. TOPSOIL SHALL CONTAIN AT LEAST 4-6% ORGANIC MATTER BY WEIGHT AND HAVE A PH RANGE OF 5.5 TO 7.0.
  - PLANT MATERIAL AND IRRIGATION SYSTEM TO BE GUARANTEED FOR ONE (1) YEAR FROM THE DATE OF SUBSTANTIAL COMPLETION AND ACCEPTANCE. PLANT MATERIALS SHALL BE A ONE-TIME-REPLACEMENT AND RECORDS KEPT BY THE LANDSCAPE CONTRACTOR FOR ALL REPLACEMENTS.
  - PLANT MATERIAL SHALL BE OF EXCELLENT QUALITY, FREE OF DISEASE & INFESTATION-TRUE TO TYPE, VARIETY, SIZE SPECIFIED, & FORM PER ANSI STANDARDS.
  - WATER IN EACH PLANT IMMEDIATELY FOLLOWING INSTALLATION AND CONTINUE WATERING ROUTINE UNTIL SUBSTANTIAL PROJECT COMPLETION. CONTRACTOR IS REQUIRED TO COORDINATE WATERING REQUIREMENTS TO THE OWNER THEREAFTER.
  - DELEGATED DESIGN: IRRIGATE LANDSCAPED AND TURF AREAS SHALL BE WITH A PERMANENT, AUTOMATED SYSTEM. PROVIDE A DESIGN TO COVER THE NEW LANDSCAPE AREAS WITH HEAD TO HEAD COVERAGE. ONLY RAINBIRD OR HUNTER IRRIGATION PARTS & EQUIPMENT ARE TO BE USED. DRIP IS PERMITTED. CONTRACTOR TO PROVIDE SITE DRAWINGS DISPLAYING ALL PIPES, HEADS, VALVES, CONTROLLER, WIRE, AND SLEEVES. SLEEVES SHALL BE INSTALLED BY THE GENERAL CONTRACTOR AND COORDINATED WITH THE LANDSCAPE / IRRIGATION CONTRACTOR. 4" PVC SLEEVES WITH CAPS RECOMMENDED. PLACE SLEEVES AND MARK CLEARLY ABOVE GROUND FOR EASE OF FINDING. COORDINATE BACKFLOW, TAP & METER WITH THE GENERAL CONTRACTOR (GC) AND THE GC'S LICENSED PLUMBER. THE IRRIGATION DESIGN / SUBMITTALS SHALL BE SUBMITTED TO THE OWNER AND OWNER'S REPRESENTATIVE & LANDSCAPE ARCHITECT FOR APPROVAL PRIOR TO ORDERING OR INSTALLING ANY MATERIALS FOR THE IRRIGATION SYSTEM. GENERAL CONTRACTOR SHALL MAKE SURE THAT THE METER & BACKFLOW ARE COVERED IN THE BID, AS THE IRRIGATION CONTRACTOR IS LIKELY TO EXCLUDE THESE ITEMS. COORDINATE THESE ITEMS AND SLEEVES.

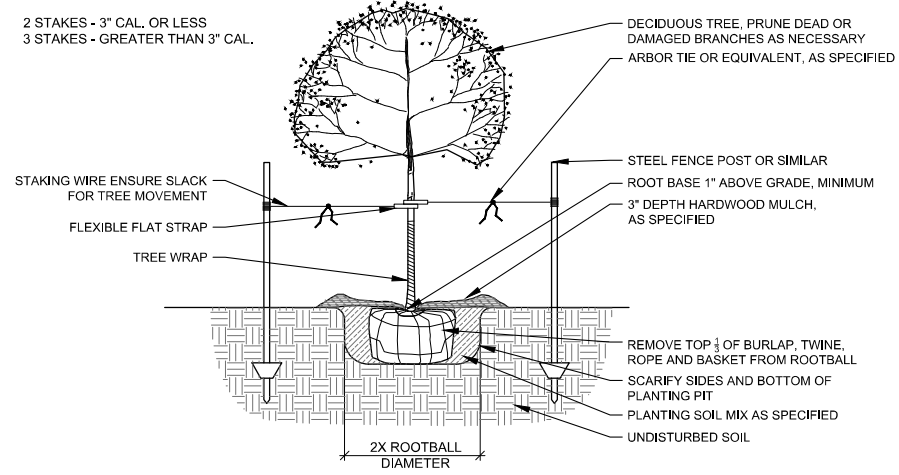
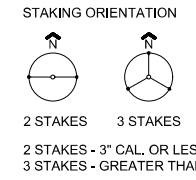
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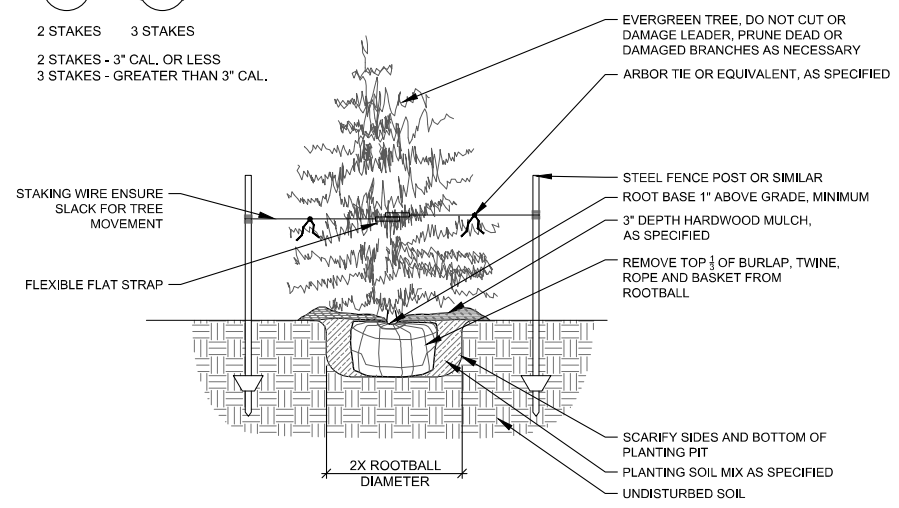
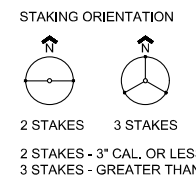


**3** SHRUB AND PERENNIAL PLANTING  
1/2" = 1'-0"  
329333-04

**4** METAL EDGING  
1" = 1'-0"  
329413.14-02



**1** DECIDUOUS TREE PLANTING  
1/2" = 1'-0"  
329343.02-01



**2** CONIFEROUS TREE PLANTING  
1/2" = 1'-0"  
329343.01-01

HOME STATE BANK  
SITE PLAN AMENDMENT  
POLK CITY, IOWA  
210894-000  
JANUARY 5, 2024

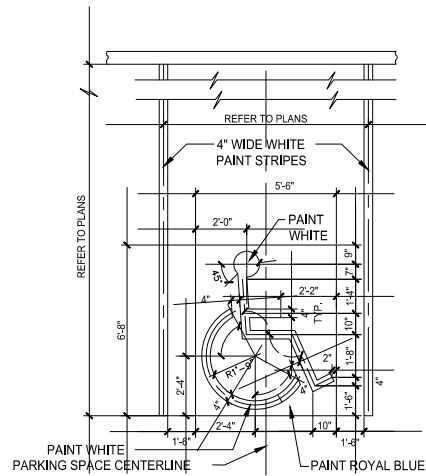
REVISIONS


ENGINEER: T SMITH    DRAWN BY: A DEPRIEST  
CHECKED BY:    FIELD BOOK NO.:



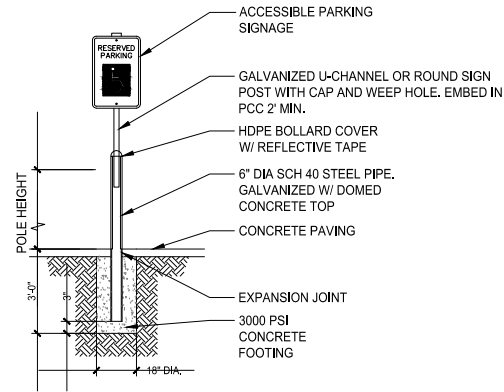
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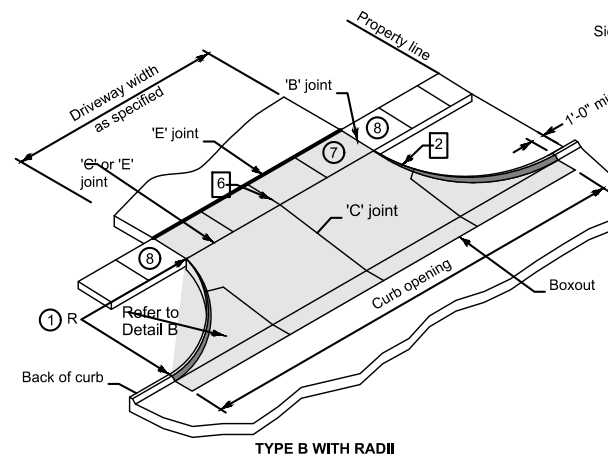
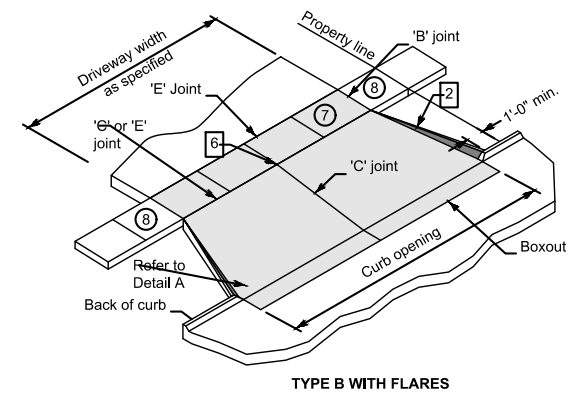


**ACCESSIBLE PARKING SPACE PAINT DETAIL**

NOTE: CENTER PAINTED SYMBOL IN THE MIDDLE OF PARKING SPACE OPENING.

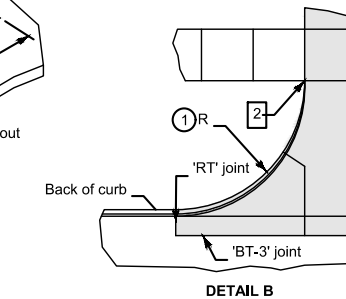
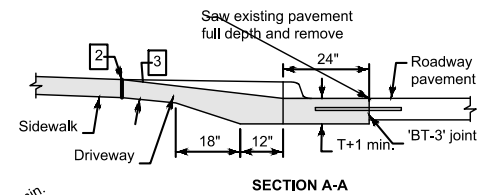
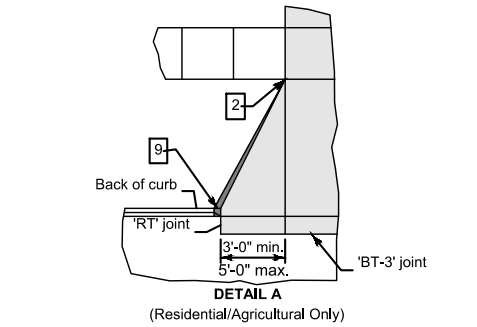


**ACCESSIBLE PARKING SIGN DETAIL**



**SUDAS 7030.102 TYPE B - CONCRETE DRIVEWAY**

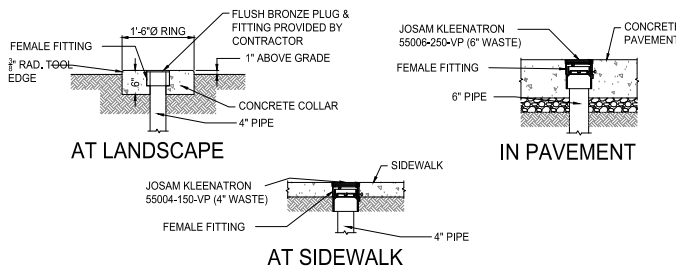
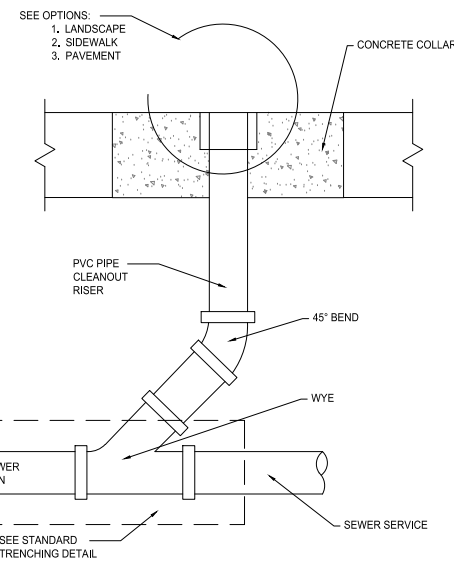
NO SCALE



- 1 Driveway radius (R). Residential: 10 foot minimum, 15 foot maximum. Commercial and industrial: As specified in the contract documents.
- 2 Transition the curb height to 0 inches at end of taper/radius or at the front edge of sidewalk. Do not extend raised curb cross sidewalk.
- 3 Pavement thickness. Residential: 6 inches minimum. Commercial and industrial: 7 inches minimum.
- 4 Sidewalk thickness through driveway to match thickness of driveway.
- 5 If longitudinal joint is located 48 inches or less from the back of curb, extend boxout to joint line. Full depth saw cut is still required.
- 6 For alleys, invert the pavement crown 2% toward the center of the alley.
- 7 Target cross slope of 1.5% with a maximum cross slope of 2.0%. If specified in the contract documents, construct the sidewalk through the driveway 5 feet wide to serve as a passing space.
- 8 If cross slope of adjacent sidewalk panel exceeds 2.0%, remove and replace to transition from existing sidewalk to sidewalk through driveway. If the elevation change requires a curb ramp, comply with Figure 7030.205; verify need for detectable warning panel with Engineer.
- 9 Transition street curb at minimum 1:1 slope to meet driveway curb.

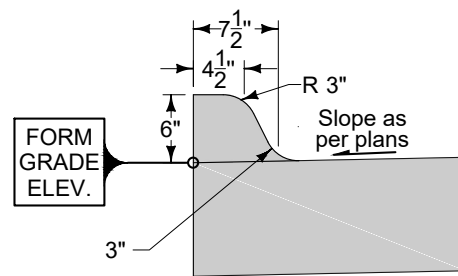
**HANDICAPPED PARKING SPACE PAINT, ACCESSIBILITY AND SIGN DETAILS**

NO SCALE



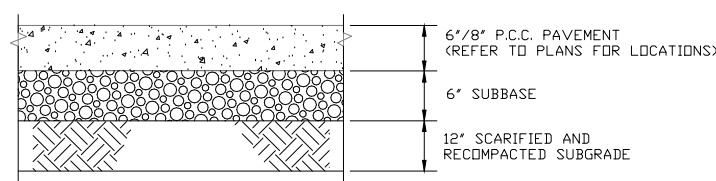
**SEWER CLEANOUT DETAIL**

NO SCALE



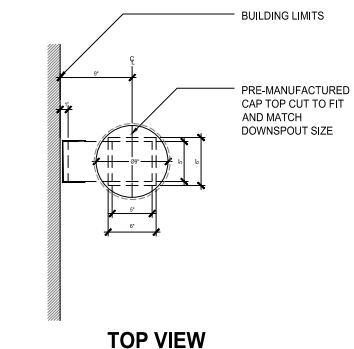
**6" STANDARD CURB (SUDAS 7010.102)**

NOT TO SCALE

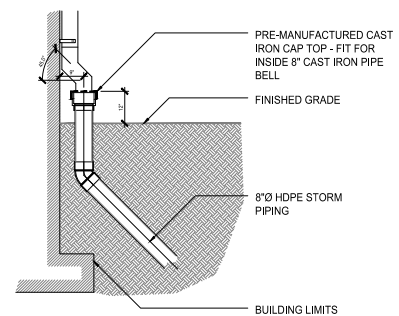


**TYPICAL PAVING SECTION**

NOT TO SCALE



**TOP VIEW**



**SIDE VIEW**

**DOWNSPOUT CONNECTION AT BUILDING**

NOT TO SCALE

DETAILS

**HOME STATE BANK SITE PLAN AMENDMENT**  
POLK CITY, IOWA  
210894-000  
JANUARY 5, 2024

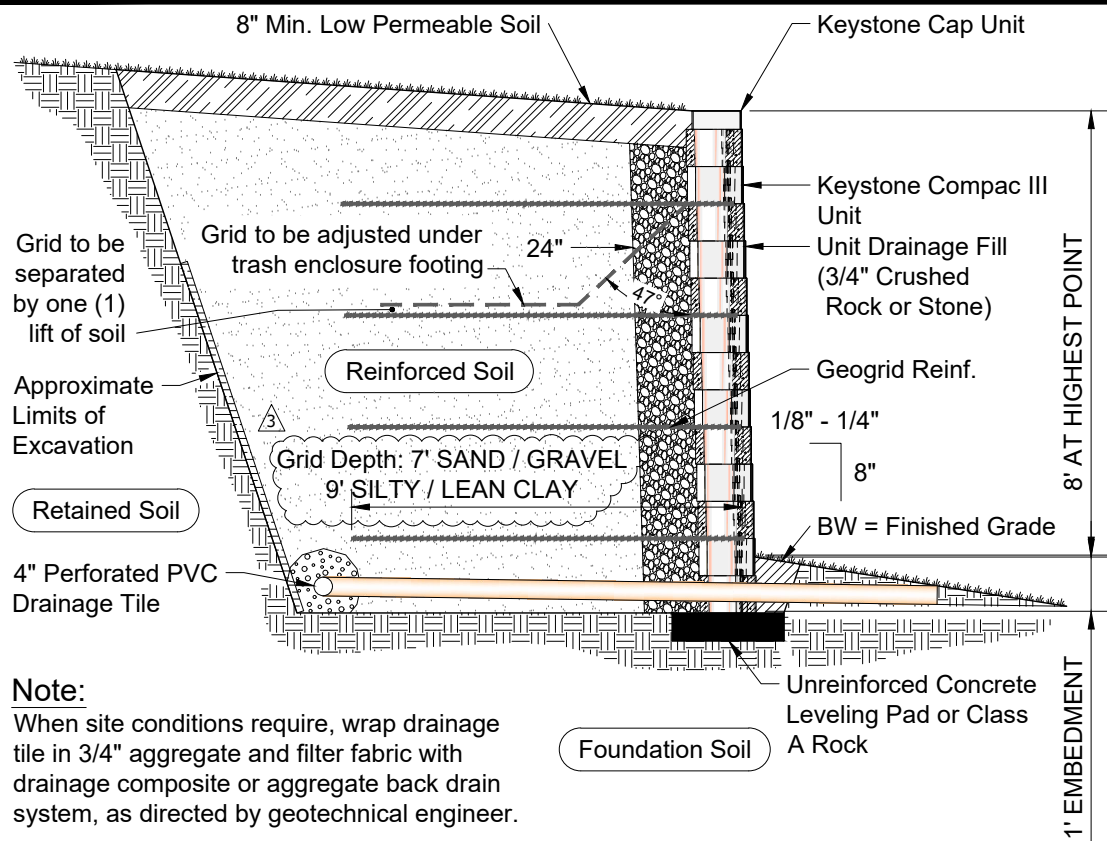
REVISIONS

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CHECKED BY  
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FIELD BOOK NO.  
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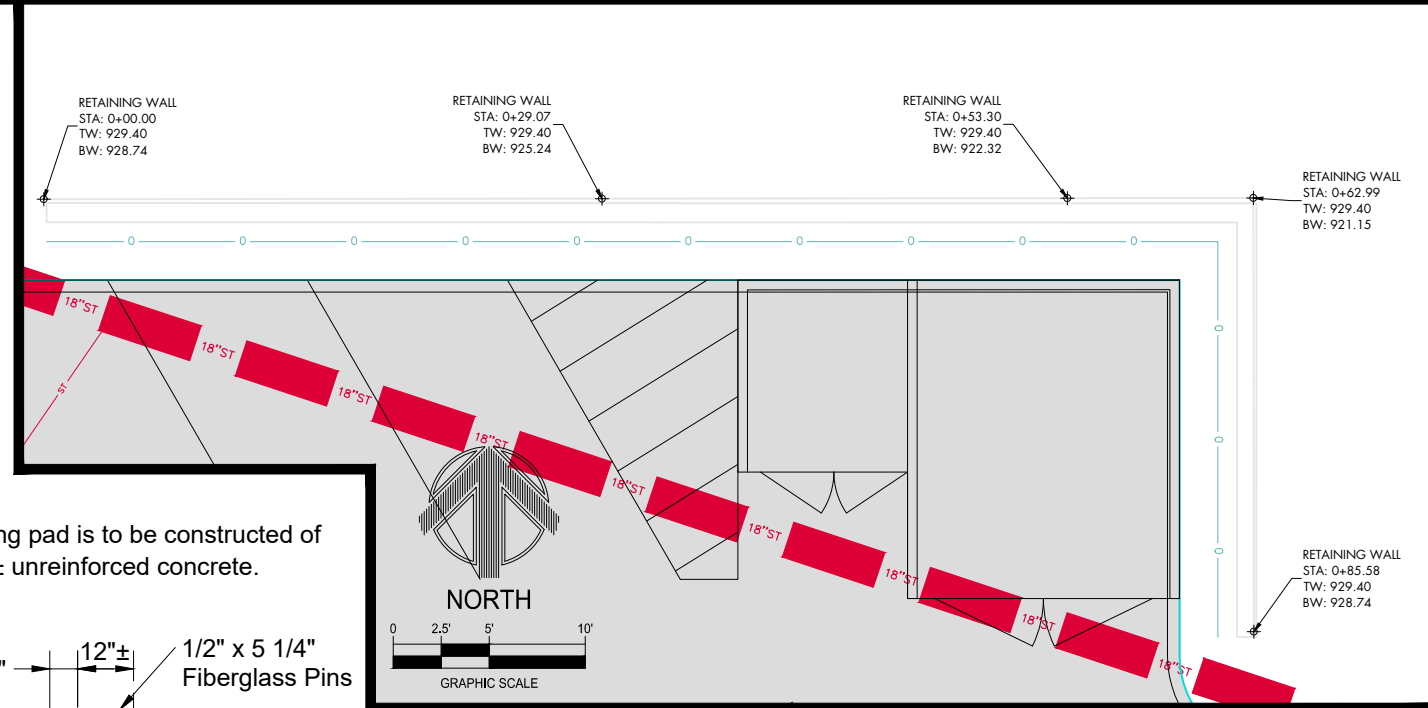
DRAWING NO.  
DT-01  
SHEET NO.  
12 / 13

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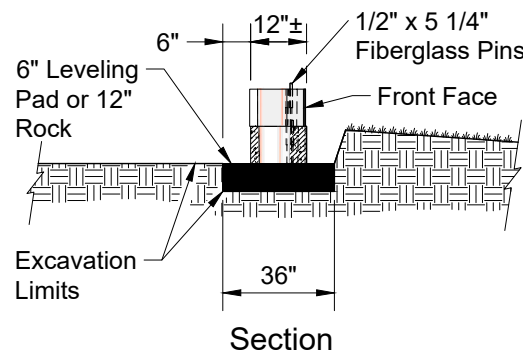


**Typical Reinforced Wall Section**  
Compac III Unit - Near Vertical Setback

**Note:**  
When site conditions require, wrap drainage tile in 3/4" aggregate and filter fabric with drainage composite or aggregate back drain system, as directed by geotechnical engineer.

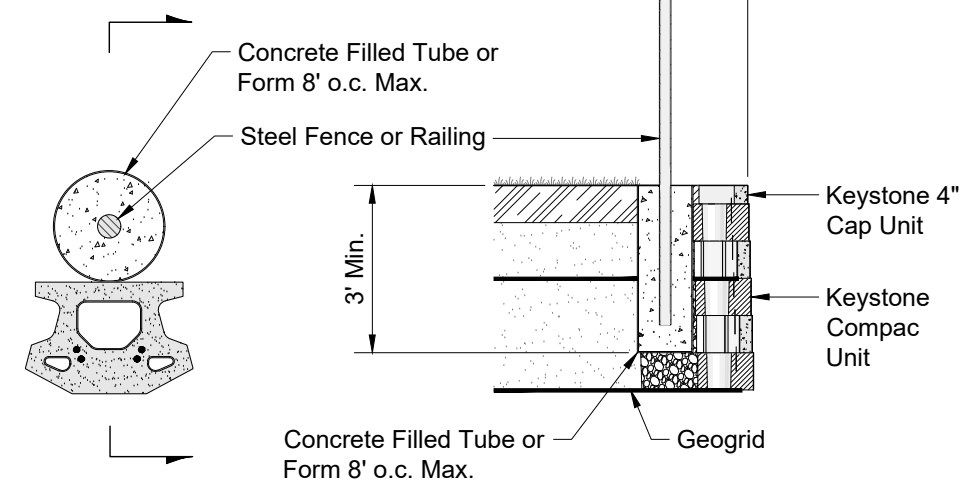


**Note:**  
1. The leveling pad is to be constructed of 2000 psi ± unreinforced concrete.



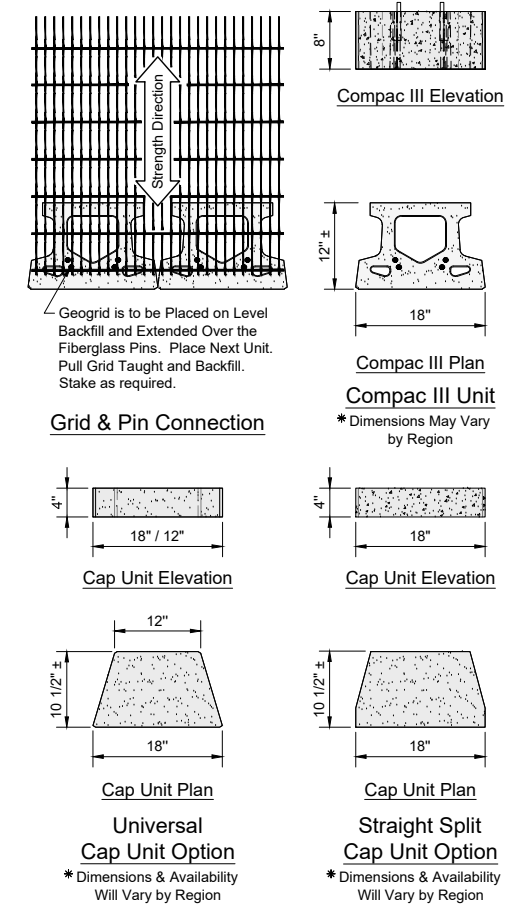
**Leveling Pad Detail**

**Note:**  
Concrete filled tube or form to be set during the wall construction, not drilled through geogrid afterwards when directly behind units.



**Fence Plan Detail**

**Fence Section & Plan Detail**  
CompacII Unit - Near Vertical Setback



**Grid & Pin Connection**

**Cap Unit Elevation**

**Cap Unit Plan**

**Universal Cap Unit Option**  
\* Dimensions & Availability Will Vary by Region

**Compac III Elevation**

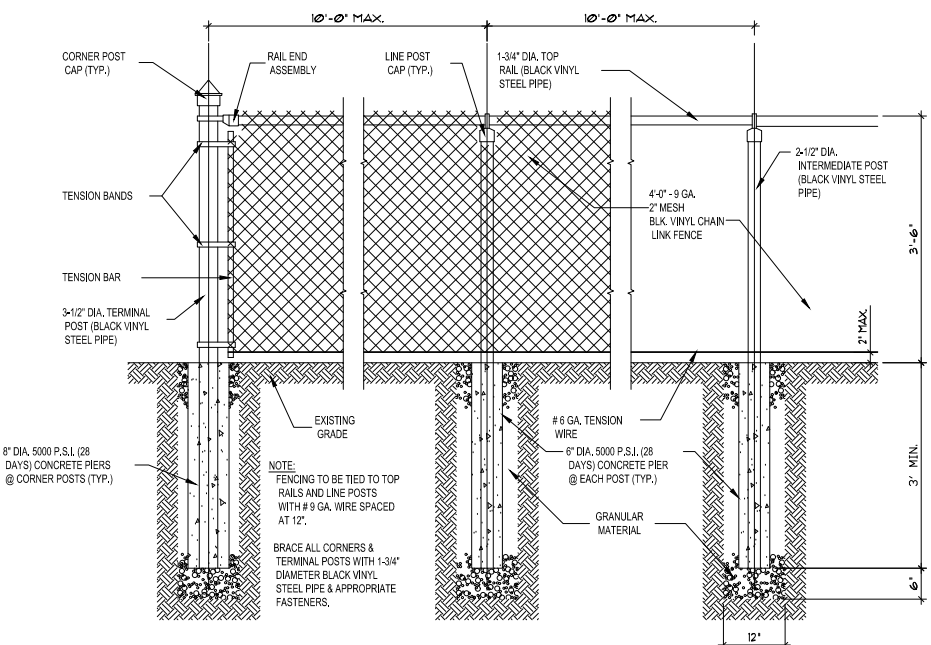
**Compac III Plan**

**Compac III Unit**  
\* Dimensions May Vary by Region

**Cap Unit Elevation**

**Cap Unit Plan**

**Straight Split Cap Unit Option**  
\* Dimensions & Availability Will Vary by Region



**CHAIN LINK FENCE DETAIL**  
NOT TO SCALE

**RETAINING WALL DESIGN**

**HOME STATE BANK SITE PLAN AMENDMENT**  
POLK CITY, IOWA  
210894-000  
JANUARY 5, 2024

**REVISIONS**


**ENGINEER**  
T SMITH

**DRAWN BY**  
-

**CHECKED BY**  
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**FIELD BOOK NO.**  
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**RESOLUTION NO. 2024-07**

**A RESOLUTION AMENDING THE SITE PLAN FOR  
HOME STATE BANK**

---

**WHEREAS**, Home State Bank is located at 101 E Bridge Road; and

**WHEREAS**, the City Council approved Resolution 2022-103 approving the original submitted Site Plan and provisions on August 22, 2023; and

**WHEREAS**, the City Council approved Resolution 2023-129 approving Amendment No. 1 to the Site Plan on October 23, 2023; and

**WHEREAS**, Home State Bank has submitted an amendment to remedy the removal of trees; and

**WHEREAS**, on January 18, 2024 the Polk City Planning & Zoning Commission met and recommended approval of the Site Plan, subject to the Developer entering into a Maintenance Agreement with the City; and

**WHEREAS**, the City Engineer has reviewed the Site Plan and accompanying documents and recommends Council approval.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa hereby accepts the recommendations of the Planning and Zoning Commission and the City Engineer and deems it appropriate to approve the amended Site Plan for Home State Bank subject to no issuance of a permanent Certificate of Occupancy until the Maintenance Agreement with the developer has been executed.

**BE IT FURTHER RESOLVED** that the provisions outlined in Resolution 2023-103 and 2023-129 are still in full force and affect and further made a part of this Resolution.

**PASSED AND APPROVED** the 22 day January 2024.

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

ATTEST:

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