

Agenda -Notice of Meeting

Polk City | City Council

January 8, 2024 | 6:00 pm

City Hall Council Chambers

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

**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>

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. Swear In Ceremony: Council Member Nick Otis & Jeff Savage
5. Presentation:
 - a. Greg Edwards, Catch Des Moines Annual Update
6. **Public Comments:** *This is the time and place for comments for any item other than those that are a Public Hearing. If you wish to speak, please contact the City Clerk by 6pm on the date of the meeting by email at jcoffin@polkcityia.gov include your name and address for the record. The Mayor will recognize you for five minutes of comment.*
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 3rd 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

8. Business Items

- a. Request for proposals (RFP) and authorizing the taking of bids for property located at 510 S 3rd Street
- b. Snyder & Associates, Inc. November 2023 Engineering Services Invoice in the amount of \$42,950

9. Reports & Particulars

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

10. Adjournment

--next meeting date January 22, 2024

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. December 11, 2023
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., December 11, 2023. 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** | Walters, Dvorak, Sarchet, Vogel, Anderson | In attendance
3. **MOTION:** A motion was made by Anderson and seconded by Dvorak to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Hearing:**
 - a. Mayor Karsjen opened the Public Hearing to on Proposed Development Agreement between the City and Faction Investments, LLC at 6:02 pm. City Clerk Coffin said that the notice was published December 1, 2023, and no comments had been received for or against the agreement. City Manager Huisman provided a report reviewing the proposed agreement. No one was present to be heard for or against the agreement.
MOTION: A motion was made by Anderson and seconded by Dvorak to close the public hearing at 6:02 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2023-156 Approving Development Agreement with Faction Investments, LLC, Authorizing Annual Appropriation Tax Increment Payment, and Pledging Certain Tax Increment Revenues to the Payment of the Agreement
MOTION CARRIED UNANIMOUSLY
 - b. Mayor Karsjen opened the Public Hearing to on the Proposed Amendment to the FY 23/24 Budget at 6:03 pm. City Clerk Coffin said that the notice was published December 1, 2023, and no comments had been received for or against the budget amendment. City Manager Huisman provided a report reviewing the proposed amendment to the FY 23/24 Budget. No one was present to be heard for or against the budget amendment.
MOTION: A motion was made by Anderson and seconded by Sarchet to close the public hearing at 6:05 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve Resolution 2023-157 approving FY 23/24 Budget Amendment No. 1
MOTION CARRIED UNANIMOUSLY
 - c. Mayor Karsjen opened the Public Hearing to on the Matter of the Proposition for the Disposal of Interest in Real Property by Transferring Property to Central Iowa Water Works (CIWW) at 6:05 pm. City Clerk Coffin said that the notice was published December 1, 2023, and no comments had been received for or against the proposition. City Manager Huisman provided a report. The Mayor and Council discussed capacity and rates. Council Member Sarchet requested the presentation from PFM work session on CIWW be added to the City Website. No one was present to be heard for or against the proposition.
MOTION: A motion was made by Vogel and seconded by Dvorak to close the public hearing at 6:10 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Walters and seconded by Sarchet to approve Resolution 2023-158 Conditionally Approving the Transfer of Interest in Real Property by Polk City to CIWW
5. **Public Comments** | None
6. **Consent Items**
 - a. City Council Meeting Minutes for November 27, 2023
 - b. City Council Goal Setting Session Meeting Minutes for November 29, 2023
 - c. Parks Commission Meeting Minutes for December 4, 2023
 - d. Parks and Recreation Director Report November 2023
 - e. Library Board Meeting Minutes for December 4, 2023
 - f. Library Director Report November 2023
 - g. Claims listing December 11, 2023
 - h. Receive and file the amended Police Department Standard Operating Procedures

- i. Receive and file the November 2023 Fire Department Report
- j. Updated Fire Department Billing Fee Schedule
- k. Collective Bargaining Agreement between Polk City Police Department and Teamsters Local 238
- l. Resolution 2023-144 approving Supplement to 2023 Senior Bond Issuance Certificate of Des Moines Metropolitan Wastewater Reclamation Authority Participating Community
- m. Resolution 2023-145 approving the 2024 Polk County Joint E911 Service Board Appointment of the City of Polk City Representative and Alternate
- n. Resolution 2023-146 appointment of a Member and Alternate Members to the Polk County Emergency Management Commission for 2024
- o. Resolution 2023-147 appointing 2024 Polk City's Representatives to the Des Moines Area Metropolitan Planning Organization (MPO)
- p. Resolution 2023-148 appointing 2024 Polk City's Representatives on the Metro Waste Authority (MWA) Board of Directors
- q. Resolution 2023-149 appointing 2024 Polk City's Representatives on the Des Moines Metropolitan Wastewater Reclamation Authority Board Technical Committee (WRA)
- r. Re-Appointment of Council Member, Mandy Vogel as Polk City Representative to Bravo Greater Des Moines
- s. Resolution 2023-150 to approve STBG application
- t. Resolution 2023-151 to approve TAP application
- u. Resolution 2023-152 to approve Destination Iowa application
- v. Resolution 2023-153 Change Order No. 2 in the amount of \$5,837.49 City Hall/Community Room Project
- w. Resolution 2023-154 Pay App No. 6 in the amount of \$504,915.57 City Hall/Community Room Project
- x. Acknowledge Parks Commission Member resignations effective 12/31/2023
 - i. Ashley Delaney
 - ii. Jeff Savage
 - iii. Nick Otis
- y. Budgeted Office Furniture purchase in the amount of \$11,056.40 for the new Public Works Offices
- z. Receive and file November 2023 Water Department Report
- aa. Acknowledge 2024 closings of the Polk City Community Library
- bb. Acknowledge Library per capita rate for contracting cities

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

MOTION CARRIED UNANIMOUSLY *Anderson thanked Staff for all the applications for grants and working to save taxpayer dollars.

7. **Business Items**

- a. Staci Allen, Go Polk City Executive Director presented the Annual Chamber Report and the request for FY25 funding. The Mayor and Council discussed expectations moving forward working with Go Polk City.
 - i. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve Go Polk City funding request for 2024 in the amount of \$75,000
YES: Vogel, Walters, Dvorak
NO: Sarchet, Anderson
MOTION CARRIED
 - ii. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve Resolution 2023-159 obligating funds from the Urban Renewal Tax Revenue Fund for Appropriation to the Payment of Annual Appropriation Tax Increment Financed Obligations to Go Polk City for FY25
YES: Dvorak, Vogel, Anderson, Walters
NO: Sarchet
MOTION CARRIED
- b. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve CitizenServe Service Agreement
MOTION CARRIED UNANIMOUSLY
- c. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve Snyder & Associates, Inc. October 2023 Engineering Services Invoice in the amount of \$64,211.50
YES: Vogel, Anderson, Dvorak, Sarchet
ABSTAIN: Walters
MOTION CARRIED

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

- Fire Chief Hogrefe gave a shout-out to her crew including Firefighter Paramedic Sosby, Davis and Furry and Police Officer Delany for a CPR save at Fareway.
- Council Member Anderson said it has been his privilege to serve Polk City on the Council for 32 years. He thanked his wife for all of her support allowing him to serve the City for so long.
- Council Member Dvorak said it has been his honor to serve and he thanked God, his wife, and the Citizens of Polk City for trust and support over the years. He asked that former Council Member Dan Lane always be remembered for all of his years serving the City prior to his passing.

Mayor Karsjen presented Council Member Dvorak and Council Member Anderson with a clock for their many years of service to Polk City.

- Council Member Sarchet shared some memories of both Anderson and Dvorak and the time served together.
- Council Member Walters thanked both Dvorak and Anderson for their insight, friendship, and discussions over the years.
- City Manager Huisman said she appreciated the time spent with Anderson and Dvorak and she thanked them for taking the opportunity to get to know her.
- Mayor Karsjen said it has been his pleasure serving the last two years, and he hopes the public will realize just how many hours it takes the Council to be prepared to act on things. He said it's been his pleasure to talk with Council Members over coffee and be out and about in public together. Mayor welcomed the new City Council Members. Mayor said it was great to celebrate the City at the Light Up Polk City Event.

9. Adjournment

MOTION: A motion was made by Anderson and seconded by Dvorak to adjourn at 6:57 pm.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – January 8, 2024

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk

MEETING MINUTES
The City of Polk City
Work Session
4:30 p.m., Monday, December 11, 2023
City Hall Council Chambers

A Council Work Session was held on December 11, 2023, at 4:30 p.m. at the City Hall Council Chambers in Polk City, Iowa.

<p><u>Mayor and City Council Members Present:</u> Steve Karsjen Mayor Rob Sarchet Pro Tem Jeff Walters City Council Member Dave Dvorak City Council Member Mandy Vogel City Council Member Ron Anderson City Council Member</p>	<p><u>Staff Members Present:</u> Chelsea Huisman City Manager Jenny Coffin City Clerk/Treasurer Mike Schulte Public Works Director Matt Aswegan Police Lieutenant Jamie Noack Library Director Jason Thraen Parks & Recreation Director Karla Hogrefe Fire Chief Cody Olson Building Official</p>
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Minutes

City Manager Huisman discussed thoughts and ideas regarding the potential sale of the property located at 3rd and Davis St. Council conferred about the details of a Request for Proposal (RFP) being sent out in January 2024.

Matt Stoffel, CFA with PFM Financial presented details regarding Polk City joining Central Iowa Water Works. He gave a high-level summary of the impacts related to transfer of assets, operations, capacity, and rates both short-term and long-term, including capital projects for the City and the Region.

Travis Thornburgh, City Engineer reviewed the Whitetail Parkway Corridor Study. He reviewed the background on this project and the study findings regarding the need for a culvert. The study also revealed three potential alignment options, including cost comparisons. Thornburgh reviewed the details of Snyder & Associates' recommended option – Option 2, Culvert with Roundabouts east of N. 3rd Street along with phasing and responsibilities of the project, and the timeline for grant funding applications. He recommended the culvert be added to the future CIP and suggested the City work to partner with the developer on timing of construction.

Motion was made by to Adjourn at 5:58p.m.

Motion carried Unanimously.

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk

CLAIMS REPORT

CITY OF POLK CITY		12/18/2023
Amazon	ANNUAL PRIME COST	\$ 918.76
BUSINESS PUBLICATIONS CORP	PUBLIC NOTICES	\$ 602.77
CITY OF POLK CITY	UB ASSISTANCE 1941010	\$ 973.55
FAREWAY	MONTHLY PURCHASES	\$ 79.15
IOWA STATE UNIVERSITY	2024 IMPI WINTER MERRITT	\$ 240.00
ITHRIVE31 LLC	COACHING	\$ 3,600.00
JENNY COFFIN	MILEAGE REIMB	\$ 16.96
MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$ 4,238.67
MIDLAND POWER CO-OP	STREET LIGHTING	\$ 1,074.51
ONLINE SOLUTIONS, LLC	CITIZEN SERVE ANNUAL BILLING	\$ 9,000.00
REGISTER MEDIA	MEETING MINUTES	\$ 504.86
TERRACON CONSULTANTS INC	CITY HALL PROJECT	\$ 2,631.00
VERIZON WIRELESS	PHONE AND DATA PLAN	\$ 369.65
WELLMARK BLUE CROSS BLUE SHEIL	JANUARY PREMIUMS	\$ 24,959.98
Accounts Payable Total		\$ 49,209.86
GENERAL		\$ 36,604.11
ROAD USE		\$ 2,406.39
L.M.I		\$ 973.55
CITY FACILITIES TOTAL		\$ 2,631.00
WATER		\$ 3,297.41
SEWER		\$ 3,297.40
TOTAL FUNDS		\$ 49,209.86
CITY OF POLK CITY		1/8/2024
72 DEGREES	REPAIR SHOP HEATER	\$ 95.23
911 CUSTOM	VEST NAME PATCH	\$ 18.00
Absolute Concrete Construction	EROSION CONTROL WOOD ST LOT	\$ 2,340.00
ACE HARDWARE OF ANKENY	CHAINSAW	\$ 162.50
Amazon	COUNCIL IPADS	\$ 2,461.68
ARDICK EQUIPMENT CO.	SIGNS	\$ 87.00
ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$ 578.45
AVESIS	CITY VISION INS	\$ 375.60
BAKER & TAYLOR	BOOKS	\$ 741.25
Bobcat Company	SKIDLOADER BUCKET	\$ 1,530.36
BOMGAARS	CHARGE ACCOUNT	\$ 347.42
Bound Tree Medical	MEDICAL SUPPLIES	\$ 1,037.86
BRICK LAW FIRM	ATTORNEY SVCS	\$ 11,457.25
CAITLYN WHIPPLE	GYM MEMBERSHIP	\$ 200.00
CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	\$ 25.00
Central Pump & Motor	PIPING REPAIRS AT WATER PLANT	\$ 2,784.07
CENTRAL SALT, LLC	ROAD SALT	\$ 5,710.58
CIT SEWER SOLUTIONS	SEWER JETTING	\$ 17,910.34
CITY LAUNDERING	PW FIRST AID	\$ 390.41
CITY OF DES MOINES	WRA HOOKUP	\$ 33,873.30
CITY OF POLK CITY	UB ASSIST	\$ 548.23
COPY SYSTEMS INC.	COPIER	\$ 62.85
CORE AND MAIN	LAB TESTING	\$ 391.20
Crystal Clear Water Co	PURCHASED WATER	\$ 103.15
D & K PRODUCTS	ICE MELT	\$ 482.65
DANIELS FILTER SERVICE INC.	FURNACE FILTERS	\$ 500.64
Delta Dental	CITY DENTAL	\$ 1,736.24
Des Moines Water Works	PURCHASE OF WATER	\$ 34,249.16
Dewey Ford	VEHICLE REPAIRS & MAINTENANCE	\$ 1,665.17
Electrical Eng & Equipment Co	ELECTRICAL SUPPLIES	\$ 114.80
ELECTRONIC ENGINEERING CO.	SHARED ALARM FEE	\$ 70.00
Emergency Services Mark. Corp	SOFTWARE FEE	\$ 735.00
FEH DESIGN	CITY HALL	\$ 22,489.46
Ferguson Waterworks	EQUIPMENT REPAIRS	\$ 6,157.13
FORCE FITTERS	HI VIS SHIRTS	\$ 532.50
GREATAMERICA FINANCIAL	SHARED COPIER	\$ 517.19
Gurnsey Electric Co	TOWER CLIMB	\$ 1,217.00
HANDTEVY	HANDTEVY APP	\$ 2,545.00
HAWKEYE TRUCK EQUIPMENT	REPAIR TRUCK	\$ 1,029.50
HAWKINS INC	CHLORINE	\$ 1,555.58
HOTSY CLEANING SYSTEMS INC.	HOTSY REPAIRS	\$ 271.43
I.M.W.C.A.	WORKERS COMP INSURANCE	\$ 8,026.00
IOWA LAW ENFORCEMENT ACADEMY	EXP BATON INSTRUCTOR SCHOOL	\$ 150.00
IOWA ONE CALL	UNDERGROUND LOCATIONS	\$ 107.50
IPCA	IPCA MEMBERSHIP	\$ 75.00
IRON MOUNTAIN	SHREDDING SERVICES	\$ 448.53
J PETTIECORD	CHIPPING BRUSH PILE	\$ 52,900.00
JASON THRAEN	GYM MEMBERSHIP	\$ 200.00
JEREMY SIEPKER	GYM REIMB	\$ 200.00

KANSAS CITY LIFE INS. CO	LIFE INS	\$ 1,359.04
KARLA HOGREFE	GYM REIMBURSEMENT	\$ 200.00
KIMBALL MIDWEST	MISC. SUPPLIES	\$ 610.84
KINZLER CONSTRUCTION SERVICES	REPAIR GARAGE DOOR	\$ 1,395.00
MALLORY SAFETY & SUPPLY LLC	HI VIS	\$ 201.43
CITY OF MARION	NATE REIS TRAINING	\$ 50.00
MATT ASWEGAN	GYM REIMB	\$ 200.00
MENARD'S GRIMES	MISC SUPPLIES	\$ 228.67
MI-FIBER	CITY INTERNET	\$ 9.95
MICROBAC LABORATORIES INC	TESTING	\$ 139.00
MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$ 10.00
MIDWEST CRITICAL POWER	CITY HALL GENERATOR REPAIR	\$ 1,133.77
MIKE SCHULTE	GYM REIMBURSEMENT	\$ 200.00
NELSON AUTOMOTIVE	REPAIR PARTS	\$ 5,354.01
NORTH POLK FAMILY MED	NICK KLATT PHYS	\$ 485.00
OMNISITE	EMERGENCY ALARM SERVICE	\$ 580.00
OVERDRIVE INC	DIGITAL AUDIO	\$ 79.99
PATRICE NOBLE	MILLER PARK REFUND	\$ 75.00
PFM FINANCIAL ADVISORS	REGIONAL WATER CONSIDERATIONS	\$ 3,600.00
POLICE LEGAL SCIENCES	LEGAL TRAINING	\$ 1,080.00
Polk County Emergency Man Agv.	FY23/24 28E AGREEMENT	\$ 2,802.00
POMP'S	TIRE REPAIR	\$ 512.46
PORTABLE PRO, INC.	PARK AMENITY	\$ 450.00
RACOM	EDACS	\$ 1,057.92
RANGEMASTERS TRAINING CENTER	DELANEY NRA INSTRUCTOR	\$ 200.00
ROE CONSULTING LLC	GEMT DECEMBER	\$ 400.00
Safe Building Comp. & Tech	BUILDING INSPECTIONS	\$ 2,671.12
Safety Kleen Systems Inc		\$ 155.44
Sandry Fire Supply L.L.C.	AFG GEAR ORDER	\$ 6,801.21
SBS SERVICES GROUP LLC	WEEKLY CLEANING	\$ 1,195.00
SECURITY EQUIPMENT CORP	KEYLESS ENTRY	\$ 240.00
SIMMERING-CORY INC.	CODIFICATION	\$ 605.00
Spraver Specialities Inc	SANDER REPAIRS	\$ 624.21
STEVE KARSJEN	MIALG MEETING	\$ 23.19
TELEFLEX FUNDING LLC	med supplies	\$ 562.50
UPHDM OCCUPATIONAL MEDICINE	PEREMPLOYMENT PHYS GISSON	\$ 911.00
Walsh Door & Hardware Co	CAMERA SERVICES	\$ 325.00
Workspace, INC	FD Furniture	\$ 44,744.74
Accounts Payable Total		\$ 302,479.70
GENERAL		\$ 105,701.95
ROAD USE		\$ 13,523.42
L.M.I		\$ 548.23
CITY FACILITIES TOTAL		\$ 24,829.46
CAPITAL EQUIPMENT/VEHICLE		\$ 49,267.69
WATER		\$ 49,439.12
SEWER		\$ 59,169.83
TOTAL FUNDS		\$ 302,479.70



POLK CITY - A City For All Seasons -

Monthly Finance Report November 2023

Prepared By:

**Jenny Coffin
City Clerk/Treasurer**

ACCOUNT TITLE	LAST REPORT END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILILTY	ENDING BALANCE
001 GENERAL	3,907,731.96	189,425.62	348,156.37	32.29	3,749,033.50
110 ROAD USE	607,269.30	61,356.01	52,635.15	.00	615,990.16
111 I-JOBS	.00	.00	.00	.00	.00
121 LOCAL OPTION SALES TAX	1,778,656.56	108,461.28	.00	.00	1,887,117.84
125 TIF	627,134.48	17,604.66	.00	.00	644,739.14
135 L.M.I	1,286,516.18	7,405.54	27.73-	.00	1,293,949.45
167 PC COMM. LIB TRUST	11,789.34	.00	.00	.00	11,789.34
177 ASSET FORFEITURE	18,716.81	.00	4,257.75	.00	14,459.06
200 DEBT SERVICE	326,804.89	27,856.05	.00	.00	354,660.94
301 CITY FACILITIES TOTAL	5,075,486.18	.00	824,563.86	.00	4,250,922.32
302 CAPITAL WATER PROJECT	562,294.90	.00	16,040.00	.00	546,254.90
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	1,088,570.00	.00	61,740.00	.00	1,026,830.00
306 TRAIL PROJECTS	404,490.00	.00	6,805.00	.00	397,685.00
307 STREET PROJECTS	221,700.00	.00	3,925.00	.00	217,775.00
600 WATER	1,784,406.71	162,715.58	123,088.48	.00	1,824,033.81
610 SEWER	1,585,238.45	164,848.58	132,084.10	.00	1,618,002.93
670 SOLID WASTE/RECYCLING	78,130.19	34,842.55	34,965.16	.00	78,007.58
740 STORM WATER UTILITY	227,341.03	10,305.75	75,664.86	.00	161,981.92
920 ESCROW	.00	.00	.00	.00	.00
Report Total	19,694,825.15	784,821.62	1,683,898.00	32.29	18,795,781.06

BANK CASH REPORT 2023

BANK NAME FUND GL NAME	OCTOBER CASH BALANCE	NOVEMBER RECEIPTS	NOVEMBER DISBURSMENTS	NOVEMBER CASH BALANCE	OUTSTANDING TRANSACTIONS	NOV BANK BALANCE
Grinnell State Bank BK#1						

BANK Grinnell State Bank BK#1						13,795,139.69
001 CHECKING - GENERAL	378,527.51-	211,279.03	389,383.48	556,631.96-	61,355.93	
110 CHECKING - ROAD USE	607,269.30	61,381.86	52,661.00	615,990.16	14,073.24	
111 CHECKING - I-JOBS	0.00	0.00	0.00	0.00		
112 CHECKING - EMPLOYEE BENEFIT	0.00	0.00	0.00	0.00		
121 CHECKING - LOCAL OPTION	1,778,656.56	108,461.28	0.00	1,887,117.84		
125 CHECKING - TIF	627,134.48	17,604.66	0.00	644,739.14		
135 CHECKING - L.M.I.	567,473.32	27,112.54	19,679.27	574,906.59		
167 CHECKING - PC COMM. LIB TRUST	11,789.34	0.00	0.00	11,789.34		
177 CHECKING - FORFEITURE	18,716.81	4,257.75	8,515.50	14,459.06	4,257.75	
200 CHECKING - DEBT SERVICE	326,804.89	27,856.05	0.00	354,660.94		
301 CHECKING - CAPITAL PROJECT	5,075,486.18	773,927.13	1,598,490.99	4,250,922.32	67,136.73	
302 CHECKING - CAPITAL WATER PROJ	562,294.90	16,040.00	32,080.00	546,254.90		
303 CHECKING - CAP EQUIP/VEHICLE	69,556.17	0.00	0.00	69,556.17		
304 CHECKING	32,992.00	0.00	0.00	32,992.00		
305 CHECKING	1,088,570.00	61,740.00	123,480.00	1,026,830.00		
306 CHECKING	404,490.00	6,805.00	13,610.00	397,685.00		
307 CHECKING	221,700.00	3,925.00	7,850.00	217,775.00		
600 CHECKING - WATER UTILITY	1,784,405.71	178,739.81	139,112.71	1,824,032.81	11,385.56	
610 CHECKING - SEWER UTILITY	1,585,237.45	170,868.51	138,104.03	1,618,001.93	57,689.47	
670 CHECKING-SOLID WASTE/RECYCLING	78,130.19	35,355.66	35,478.27	78,007.58		
740 CHECKING	227,341.03	10,431.83	75,790.94	161,981.92	74,537.68	
920 CHECKING - ESCROW BANK ACCOUNT	0.00	0.00	0.00	0.00		
PENDING CREDIT-CARD DEPOSITS					262,726.12	
DEPOSITS					4,832.38	
WITHDRAWALS					1,191.09	

Grinnell State Bank TOTALS	14,689,520.82	1,715,786.11	2,634,236.19	13,771,070.74	24,068.95	13,795,139.69

6/2024 Transaction cleared on statement was entered in a future period. 232,296.13-
 11/30/2023 Calculated Statement Balance 13,562,843.56

LUANA SAV. BK MM BK#2						

BANK LUANA SAV. BK MM BK#2						157,197.47
001 Luana Savings Bank - M.M. Acco	562,237.48-	393.09	0.00	561,844.39-		
135 Luana Money Market Account	719,041.86	0.00	0.00	719,041.86		

LUANA SAV. BK MM TOTALS	156,804.38	393.09	0.00	157,197.47	0.00	157,197.47

GRINNELL STATE BK- C.D. BK#3						

BANK GRINNELL STATE BK- C.D. BK#3						1,606,733.23
001 GRINNELL STATE BANK CD	1,587,732.64	19,000.59	0.00	1,606,733.23		

GRINNELL STATE BK- C.D. TOTALS	1,587,732.64	19,000.59	0.00	1,606,733.23	0.00	1,606,733.23

BANK CASH REPORT
2023

BANK NAME FUND GL NAME	OCTOBER CASH BALANCE	NOVEMBER RECEIPTS	NOVEMBER DISBURSMENTS	NOVEMBER CASH BALANCE	OUTSTANDING TRANSACTIONS	NOV BANK BALANCE
GRINNELL STATE BK-MM BK#4 -----						
BANK GRINNELL STATE BK-MM BK#4 001 SUPER MONEY MKT II	10,328.31	12.31	0.00	10,340.62		10,340.62
GRINNELL STATE BK-MM TOTALS	10,328.31	12.31	0.00	10,340.62	0.00	10,340.62
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
TOTAL OF ALL BANKS	19,694,386.15	1,735,192.10	2,634,236.19	18,795,342.06	24,068.95	18,819,411.01

BUDGET REPORT
CALENDAR 11/2023, FISCAL 5/2024

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	5,463,150.00	348,156.37	2,214,637.87	40.54	3,248,512.13
	ROAD USE TOTAL	710,450.00	52,635.15	206,308.20	29.04	504,141.80
	LOCAL OPTION SALES TAX TOTAL	950,000.00	.00	.00	.00	950,000.00
	TIF TOTAL	790,583.00	.00	.00	.00	790,583.00
	L.M.I TOTAL	60,000.00	27.73-	28,605.60	47.68	31,394.40
	ASSET FORFEITURE TOTAL	17,000.00	4,257.75	4,257.75	25.05	12,742.25
	DEBT SERVICE TOTAL	1,160,070.00	.00	2,100.00	.18	1,157,970.00
	CITY FACILITIES TOTAL TOTAL	5,950,500.00	824,563.86	1,852,285.81	31.13	4,098,214.19
	CAPITAL WATER PROJECT TOTAL	8,184,000.00	16,040.00	165,712.70	2.02	8,018,287.30
	CAPITAL EQUIPMENT/VEHICLE TOTA	369,100.00	.00	266,382.42	72.17	102,717.58
	NORTHSIDE DRIVE PROJECT TOTAL	2,018,000.00	61,740.00	98,170.00	4.86	1,919,830.00
	TRAIL PROJECTS TOTAL	275,000.00	6,805.00	27,315.00	9.93	247,685.00
	STREET PROJECTS TOTAL	250,000.00	3,925.00	32,225.00	12.89	217,775.00
	WATER TOTAL	1,733,695.00	123,088.48	726,149.29	41.88	1,007,545.71
	SEWER TOTAL	1,857,493.00	132,084.10	660,252.03	35.55	1,197,240.97
	SOLID WASTE/RECYCLING TOTAL	416,000.00	34,965.16	150,082.72	36.08	265,917.28
	STORM WATER UTILITY TOTAL	230,000.00	75,664.86	108,121.30	47.01	121,878.70
		=====	=====	=====	=====	=====

BUDGET REPORT
CALENDAR 11/2023, FISCAL 5/2024

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	TOTAL EXPENSES BY FUND	30,435,041.00	1,683,898.00	6,542,605.69	21.50	23,892,435.31
		=====	=====	=====	=====	=====

BUDGET REPORT
CALENDAR 11/2023, FISCAL 5/2024

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	1,326,400.00	111,470.59	540,224.24	40.73	786,175.76
	CIVIL DEFENSE TOTAL	11,500.00	86.83	489.45	4.26	11,010.55
	FIRE TOTAL	978,350.00	70,318.97	415,408.15	42.46	562,941.85
	BUILDING/HOUSING TOTAL	634,500.00	51,802.65	195,490.92	30.81	439,009.08
	DOG CONTROL TOTAL	5,100.00	465.55	3,269.55	64.11	1,830.45
	PUBLIC SAFETY TOTAL	2,955,850.00	234,144.59	1,154,882.31	39.07	1,800,967.69
	ROAD USE TOTAL	737,650.00	60,318.93	258,086.71	34.99	479,563.29
	STREET LIGHTING TOTAL	65,000.00	5,345.61	22,483.02	34.59	42,516.98
	PUBLIC WORKS TOTAL	802,650.00	65,664.54	280,569.73	34.96	522,080.27
	ENV.HEALTH SERVICES TOTAL	2,000.00	.00	.00	.00	2,000.00
	HEALTH & SOCIAL SERVICES TOTA	2,000.00	.00	.00	.00	2,000.00
	LIBRARY TOTAL	467,550.00	33,380.87	161,000.79	34.43	306,549.21
	PARKS TOTAL	430,000.00	24,733.49	219,996.15	51.16	210,003.85
	COMMUNITY CENTER TOTAL	.00	.00	13,634.88	.00	13,634.88-
	CULTURE & RECREATION TOTAL	897,550.00	58,114.36	394,631.82	43.97	502,918.18
	TIF/ECON DEV TOTAL	602,241.00	27.73-	28,605.60	4.75	573,635.40
	COMMUNITY & ECONOMIC DEV TOTA	602,241.00	27.73-	28,605.60	4.75	573,635.40
	BUILDING/HOUSING TOTAL	.00	.00	1,387.09	.00	1,387.09-
	MAYOR COUNCIL TOTAL	127,000.00	7,964.65	35,852.63	28.23	91,147.37
	POLICY ADMINISTRATION TOTAL	175,350.00	11,770.06	69,403.51	39.58	105,946.49
	ELECTIONS TOTAL	1,000.00	.00	.00	.00	1,000.00
	CITY ATTORNEY TOTAL	65,500.00	4,235.00	24,090.80	36.78	41,409.20
	CITY HALL TOTAL	87,700.00	1,333.82	25,125.81	28.65	62,574.19
	OTHER CITY GOVERNMENT TOTAL	986,000.00	21,822.25	439,260.12	44.55	546,739.88
	GENERAL GOVERNMENT TOTAL	1,442,550.00	47,125.78	595,119.96	41.25	847,430.04
	DEBT SERVICE TOTAL	1,160,070.00	.00	2,100.00	.18	1,157,970.00
	DEBT SERVICE TOTAL	1,160,070.00	.00	2,100.00	.18	1,157,970.00
	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
	CAPITAL IMPROVEMENT TOTAL	8,493,500.00	897,033.86	2,009,995.81	23.67	6,483,504.19

BUDGET REPORT
CALENDAR 11/2023, FISCAL 5/2024

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	WATER UTILITY TOTAL	8,184,000.00	16,040.00	165,712.70	2.02	8,018,287.30
	CAPITAL PROJECTS TOTAL	17,046,600.00	913,073.86	2,442,090.93	14.33	14,604,509.07
	WATER UTILITY TOTAL	1,528,950.00	123,088.48	726,149.29	47.49	802,800.71
	SEWER UTILITY TOTAL	1,742,493.00	132,084.10	660,252.03	37.89	1,082,240.97
	RECYCLING TOTAL	416,000.00	34,965.16	150,082.72	36.08	265,917.28
	STORM WATER TOTAL	230,000.00	75,664.86	108,121.30	47.01	121,878.70
	ENTERPRISE FUNDS TOTAL	3,917,443.00	365,802.60	1,644,605.34	41.98	2,272,837.66
	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	1,683,898.00	6,542,605.69	21.50	23,892,435.31

REVENUE REPORT
CALENDAR 11/2023, FISCAL 5/2024

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	4,615,109.00	189,425.62	2,027,069.57	43.92	2,588,039.43
	ROAD USE TOTAL	720,590.00	61,356.01	334,119.92	46.37	386,470.08
	LOCAL OPTION SALES TAX TOTAL	950,000.00	108,461.28	478,021.83	50.32	471,978.17
	TIF TOTAL	787,632.00	17,604.66	392,155.16	49.79	395,476.84
	L.M.I TOTAL	223,342.00	7,405.54	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	27,856.05	379,771.00	32.74	780,299.00
	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 11/2023, FISCAL 5/2024

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECV'D	UNCOLLECTED
	WATER TOTAL	1,770,900.00	162,715.58	1,093,497.82	61.75	677,402.18
	SEWER TOTAL	1,888,300.00	164,848.58	854,304.18	45.24	1,033,995.82
	SOLID WASTE/RECYCLING TOTAL	416,000.00	34,842.55	172,899.84	41.56	243,100.16
	STORM WATER UTILITY TOTAL	295,000.00	10,305.75	86,354.20	29.27	208,645.80
	TOTAL REVENUE BY FUND	24,686,943.00	784,821.62	9,897,514.18	40.09	14,789,428.82

BALANCE SHEET
CALENDAR 11/2023, FISCAL 5/2024

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
0016996404	CENSUS	.00	.00
	TOTAL	----- .00	----- .00
001-000-1110	CHECKING - GENERAL	178,104.45-	556,631.96-
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	8,720.86	615,990.16
111-000-1110	CHECKING - I-JOBS	.00	.00
121-000-1110	CHECKING - LOCAL OPTION	108,461.28	1,887,117.84
125-000-1110	CHECKING - TIF	17,604.66	644,739.14
135-000-1110	CHECKING - L.M.I.	7,433.27	574,906.59
167-000-1110	CHECKING - PC COMM. LIB TRUST	.00	11,789.34
177-000-1110	CHECKING - FORFEITURE	4,257.75-	14,459.06
200-000-1110	CHECKING - DEBT SERVICE	27,856.05	354,660.94
301-000-1110	CHECKING - CAPITAL PROJECT	824,563.86-	4,250,922.32
302-000-1110	CHECKING - CAPITAL WATER PROJ	16,040.00-	546,254.90
303-000-1110	CHECKING - CAP EQUIP/VEHICLE	.00	69,556.17
304-000-1110	CHECKING	.00	32,992.00
305-000-1110	CHECKING	61,740.00-	1,026,830.00
306-000-1110	CHECKING	6,805.00-	397,685.00
307-000-1110	CHECKING	3,925.00-	217,775.00
600-000-1110	CHECKING - WATER UTILITY	39,627.10	1,824,032.81
600-000-1805	ACCUM. DEPR. - WATER	.00	.00
610-000-1110	CHECKING - SEWER UTILITY	32,764.48	1,618,001.93
610-000-1805	ACCUM. DEPR. - SEWER	.00	.00
670-000-1110	CHECKING-SOLID WASTE/RECYCLING	122.61-	78,007.58
740-000-1110	CHECKING	65,359.11-	161,981.92
920-000-1110	CHECKING - ESCROW BANK ACCOUNT	.00	.00
	CHECKING TOTAL	----- 918,450.08-	----- 13,771,070.74
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 11/2023, FISCAL 5/2024

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	12.31	10,340.62
110-000-1160	SAVINGS	.00	.00

BALANCE SHEET
CALENDAR 11/2023, FISCAL 5/2024

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
125-000-1160	SAVINGS	.00	.00
		-----	-----
	SUPER MONEY MKT II TOTAL	12.31	10,340.62
001-000-1161	GRINNELL STATE BANK CD	19,000.59	1,606,733.23
610-000-1161	Polk County Bank CD	.00	.00
		-----	-----
	GRINNELL STATE BANK CD TOTAL	19,000.59	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	393.09	561,844.39-
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	393.09	157,197.47
600-000-1220	ACCOUNTS RECEIVABLE	.00	.00
610-000-1220	ACCOUNTS RECEIVABLE	.00	.00
		-----	-----
	TOTAL	.00	.00
		=====	=====
	TOTAL CASH	899,044.09-	18,795,781.06
		=====	=====



City of Polk City, Iowa

City Council Agenda Communication

Date: January 8, 2024 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager
Subject: 2023 Goal Setting Report

BACKGROUND: The City Council held a Strategic Planning session on Wednesday, November 29, 2023 to discuss the City's goals and priorities for the next 2 years. The planning session was facilitated by Doug Boldt, City Administrator in Tiffin Iowa. Prior to the planning session, the Mayor, City Council and city staff filled out questionnaires. At the work session, all of the responses from the questionnaires were compiled and discussed. The Mayor and City Council then prioritized goals for the next 2 years, and goals for the future 3-10 years. The City's goals and priorities can be found in the report.

ALTERNATIVES: Do not approve the report

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: It is my recommendation that the Council receive and file the report to make the process more formal and have our goals and priorities available for the public to review. Once approved, the report will be placed on the city's website.

City of Polk City Goal Setting Report

November 29, 2023

Mayor

Steve Karsjen

City Council

Ron Anderson

Dave Dvorak

Rob Sarchet

Jeff Walters

Mandy Vogel

City Council Members newly elected

Nick Otis

Jeff Savage

City Staff

Chelsea Huisman, City Manager

Jenny Coffin, City Clerk

Karla Hogrefe, Fire Chief

Jamie Noack, Library Director

Cody, Olson, Building Official

Mike Schulte, Public Works Director

Jeremy Siepker, Police Chief

Jason Thraen, Parks & Recreation Director

Facilitator

Doug Boldt, City Administrator Tiffin, Iowa

Introduction

The purpose of the Strategic Goal Setting Session is to identify and prioritize the City's overall goals for the City of Polk City, Iowa. The planning session was held on November 29, 2023, and included the Mayor, City Council, and City Staff. The planning session was facilitated by Doug Boldt, the City Administrator for Tiffin, Iowa.

In preparation of the planning session, the Mayor, City Council and City Staff were asked the following questions below. Complete results of the questionnaire can be found after the Goals.

- I. Please list the top 5 to 10 **major accomplishments** of the City of Polk City over the past two years.
- II. Please list specific **issues, concerns, trends and opportunities** that you have regarding future city services, policies or operations.
- III. List any **significant initiatives, programs or policies** that you think the city should consider in the next two years.
- IV. Please list the **capital projects or equipment purchases** that you think the city should consider over the next 3 years.
- V. Please list some suggestions that the Mayor and City Council members could do in the future to improve the Council's **teamwork**, decision-making process, and ability to accomplish the stated goals and objectives.

During the Work Session all answers from the questionnaire were discussed. After in depth conversation and discussion, the Mayor and City Council have set the following goals:

Goals: within the next 2 years:

- Regional Park Project
 - Identify Funding for completion of the Regional Park Project
 - Initiate development of the Regional Park
- 3rd Street & Broadway Street Traffic Signal
 - Construct Traffic Signal at warranted major intersection
- Competitive Wages for City Employees
 - Conduct wage analysis to determine competitive wages for all city staff
 - Implement wage adjustments into the city budget
- Downtown Assessment Study
 - Prioritize findings in the downtown assessment study completed by the Downtown Resource Center

- Implement Façade Improvement program
- Library Facilities Study
 - Conduct feasibility study to determine how a Library addition and Recreation Facility will layout on recently purchased property next to the current Library

Goals: 3-10 years:

- Police Station Construction
 - Construct new Police Station on property recently purchased by the City
 - Identify funding for completion of the project
- Library Expansion/Rec Center Facility
 - Construct new Library/Rec Center Facility
 - Identify funding for completion of the project
- Communication Plan and Marketing Strategy to make Polk City a “Bike Trail” Town in conjunction with the Polk City Junction Trail project
 - Develop marketing strategy around construction of the Polk City Junction Trail project
- Add more commercial development
 - Develop a marketing strategy for adding more commercial development in Polk City
- Regional Park Planning and Construction
 - Develop a full build out plan for the Regional Park project
 - Identify funding sources for future full development of the Regional Park

Council/Mayor Questionnaire Responses

I. Major Accomplishments – past 12-24 months

- City Hall/Community Center Construction (6)
- Water Tower Construction (5)
- Polk City Junction Trail progress (connection to the High Trestle Trail) (5)
- Iowa Great Places designation (4)
- Fire Station remodel project (3)
- Acquiring additional land for future space/facility needs (3)
- Improving Fire Department staffing
- Amending FLUP to identify/designate locations for potential future commercial development
- Housing demolition on recently acquired City properties
- Lost Lakes neighborhood park construction
- Progressive commercial development philosophy and progress
- Hiring Renaissance Group for Regional Park facility study
- Negotiating CIWW participation
- Downtown Assessment
- Successfully hosting RAGBRAI
- Staff additions and compensation
- Navigating legislative changes
- Updates to city code
- STBG funding for Northside Dr/3rd Street reconstruction
- Voluntary Annexation of 2 tracks of land
- Rejected proposal to allow golf carts, ATV, UTV, on city streets

Staff Questionnaire Response

I. Major Accomplishments – past 12-24 months

- City Hall Construction (8)
- Fire Station Remodel (7)
- Purchased land for future city needs (5)
- Start of trail construction to connect the High Trestle Trail (4)
- Water Tower construction (4)
- Purchased land for future Police Station (3)
- Fire Engine Ordered
- Ambulance Ordered
- Bringing in more commercial development
- Van Dorn Pocket Park
- Demolition of houses on purchased property for future Police Station
- Consultant hired for Regional Park project
- Downtown Assessment study
- Continue to complete some street repairs annually
- New Public Works office spaces
- Hiring Building Official

Mayor/Council Questionnaire Responses

II. Issues and Concerns

1. Communication with the General Public (3)
2. Fostering a better relationship with business owners (3)
3. Regional Park funding challenges and issues (2)
4. The working relationship between the City and Go Polk City to more effectively work on economic development together
5. Communication with Boards and Commissions
6. Infrastructure to support future commercial development
7. Offering competitive wages and benefits to city personnel; larger metro cities can offer higher wages
8. Rising costs of managing the City's brush pile
9. Perceived city/public communications challenges
10. Support and funding for construction of a new Police Station
11. Communication with Businesses
12. Traffic congestion during peak travel hours
13. Lack of athletic facilities/congestion at existing facilities
14. Lack of multi-family housing
15. Lack of commercial real estate
16. Future staffing needs
17. Dependency on residential taxes
18. Establishing clear and structured narratives for city spending
19. Ensure that the city's technical resources are secured against cyber criminals
20. Volunteer coordination and roles (commissions, organizations)
21. Taxation and Debt
22. Sanitary system that is near capacity and will limit future growth
23. Amenities on and around the square such as new lighting, rework parking around the square, and moving overhead utilities underground

24. Need to address and plan for increased traffic flow through City
25. Possibly less TIF and getting those dollars that are already NOT coming back to Polk City
26. How to provide more fields and parks for youth and adults
27. Look for ways to keep the budget down without raising taxes

Staff Questionnaire Responses

II. Issues and Concerns

1. Staffing Concerns (8)
2. Commercial Growth (4)
3. Sports Complex safety (2)
4. Continue progress on the facility plan (2)
5. Lack of Revenue (2)
6. Infrastructure for commercial growth
7. Police outgrowing building
8. Downtown appearance
9. Downtown pedestrian/traffic safety
10. 3rd Street traffic numbers and congestion
11. Need for traffic signal at 3rd and Broadway St.
12. Acquire property for future commercial development
13. Continue to look for solutions to bridge the communication gap about city operations
14. Need to address the current brush pile issues
15. Private sump lines running to the street surface
16. Need to expand sanitary sewer to new areas to promote new growth
17. Operational Equipment Needs
18. House File 718
19. Residential Rollback changes
20. Community Engagement
21. Traffic/public safety with busier roads
22. Lack of commercial property available for development
23. Constant changing of city budget rules by the State

Mayor/Council Questionnaire Responses

III. Significant Initiatives or Programs – within the next 24 months

1. Regional Park Project and identifying funding for completion (5)
2. Improvements to enhance safety and traffic 3rd and Broadway (5)
3. Town Square beautification, including vaults for electrical panels (2)
4. Improvements to enhance safety and traffic 3rd and Van Dorn
5. Identify policies, etc, that could be barriers to entry for future commercial developers, and determine whether updates should be considered
6. Work to develop and understand the potential need for affordable housing
7. Sale of 3rd and Davis Street property
8. Adding Communications staff
9. Adding Finance Director
10. Iowa Great Places designation
11. Downtown Assessment study, including the façade improvement program
12. City brush pile policy and plan
13. UTV policy
14. Replacement of Fire Engine
15. Library Facilities feasibility study
16. Neal Smith-Woodhaven connector project
17. Improve walkability downtown
18. Identify and prioritize action items from downtown assessment
19. Connecting and engaging with the community
20. Volunteer and Commission recognition
21. Enable commercial development
22. Programs and policies to make Polk City friendly to seniors

Staff Questionnaire Responses

III. Significant Initiatives or Programs – within the next 24 months

1. Continue commercial growth and focus on putting in infrastructure to support it (6)
2. Police Station planning and construction (5)
3. Regional Park progress (5)
4. 3rd and Broadway traffic signal (4)
5. Trail connectivity (3)
6. Communication/Marketing position (2)
7. Downtown improvements (2)
8. Expand the Building Department (2)
9. Purchase new rescue boat (2)
10. Increased staffing for growing department needs (2)
11. Replacement of rescue truck with ladder truck
12. Replacement of Extrication tools
13. Hiring a Fire Marshal
14. Competitive wages of city employees
15. Exterior uplift of Fire Department Building
16. Miller Park Shelter House Remodel
17. Work with consultant to develop a visual concept of what Library expansion will look like; possible with indoor rec facility
18. Update all city outdoor warning sirens
19. Public Works Storage Building addition
20. Downtown District Design Standards and Grant Program
21. Building Official department software/employees to handle code enforcement, permits, inspections, adding rental inspection process
22. Fire Department vehicles and equipment
23. Traffic/Public Safety with increasing growth and activity
24. Improving/adding public facilities for community use

Mayor/Council Questionnaire Responses

IV. Long-term Significant Initiatives or Programs – 3-10 years

1. New Police Station and funding the project (3)
2. Library Expansion/Rec Center (2)
3. Iowa Great Places and downtown assessment recommendations (2)
4. Determine whether additional improvements should be made around the Town Square to enhance safety and traffic flow
5. Paving the parking lot north of the Town Square and creating trailhead
6. Completion of all phases of connection to the High Trestle Trail
7. Completion of other trail connections- East. Broadway Trail & DeerHaven to Home State Bank
8. Communications plan and marketing strategy to make Polk City a “Bike Trail” town in conjunction with the Polk City Junction Bike Trail
9. Addition of center turn lane on Bridge Road
10. Functional completion of Regional Park
11. Bring City Engineer in-house
12. More affordable housing options
13. More commercial development
14. Additional quality of life amenities; recreational facilities, recreation for all
15. Regional Park later phases
16. Enable commercial development

Staff Questionnaire Responses

IV. Long-term Significant Initiatives or Programs – 3-10 years

1. Regional Park Planning/Construction (8)
2. Library Expansion (4)
3. New Police Station (4)
4. Affordable housing (3)
5. Downtown Square Improvements (2)
6. Continued assessment of staffing levels and department safety needs (2)
7. Purchase land for Fire Station #2
8. Continuous Staffing needs for City Administration
9. Indoor Recreation
10. Install sump line interceptor lines to collect household sump pump discharge
11. Keep the Fire Departments equipment updated
12. Decommission old water tower
13. Human Resources Department
14. Parks Department expansion to allow for more event planning and programming
15. Library Resources for the community
16. Commercial Growth
17. Updating to current building/electrical code year and newer energy standards for construction
18. Repurpose old City Hall Building

Mayor/Council Questionnaire Responses

V. Teamwork

1. Continue the work sessions
2. Open communication
3. Communication has been pretty good, and we've worked together effectively in recent years. I hope to see that continue, especially as we have new council members coming on board
4. Hire Communications Officer
5. Hire Finance Director to assist with in-depth budgeting and planning
6. Understand the concept of a Bike-Friendly community initiative
7. Create vision and new tagline and communicate it to our residents
8. Better communications with GoPolkCity on economic development and other issues
9. Staff meetings broadcast to Council and Commissions as non-interactive webinars
10. Team Building Work Shops
11. Ensure that the City's goals are clear, measurable, and fully understood
12. Leadership development
13. Empower volunteers and commissions
14. Role clarity of staff
15. Role clarity of council appointments and additional responsibilities
16. All inclusive meetings
17. Continuity in city proceedings
18. Compromise

Staff Questionnaire Responses

V. Teamwork

1. Work Sessions to discuss needs vs. wants (2)
2. Continued communication from staff to City Manager to City Council
3. Have an open mind
4. Utilize subject matter experts
5. Find the common goal
6. Continue forward
7. Focus and prioritize the actual needs of the city first vs. personal interests
8. Trust the staff
9. Understand the difference between a Council business meeting and what is known as town hall meetings, if there is a topic or project that needs more of an open forum, the City Council could opt to hold a separate town hall meeting, similar to what we did with the City Hall/Community Room project for more of an open dialogue with the Council
10. Continue to follow chain of command with elected officials-City Manager-City staff
11. Try to focus on the positivity of the community during reports and particulars, always makes the Council meetings fun to be a part of

RESOLUTION NO. 2024-01

**A RESOLUTION APPROVING CHANGE ORDER NO. 4 FOR THE
FIRE DEPARTMENT REMODEL PROJECT**

WHEREAS, the City of Polk City, City Council, approved construction for the Fire Department Remodel Project on December 14, 2022; and

WHEREAS, the City Council awarded the construction contract for the Fire Department Remodel Project to GTG Construction LLC; and

WHEREAS, on January 23, 2023 the City Council approved the contract for the construction of the Fire Department Remodel Project with GTG Construction LLC in the amount of \$1,171,000; and

WHEREAS, on July 10, 2023 the City Council approved Change Order No. 1 for replacement of electrical service entrance and automatic transfer switch (ATS) in the amount of \$12,390.07 bringing total contract to the amount of \$1,183,390.00.

WHEREAS, on October 9, 2023 the City Council approved Change Order No. 2 for replacement of four (4) existing doors and additional ductwork and electrical exhaust fan in the amount of \$9,521.50 bringing total contract to the amount of \$1,192,911.57.

WHEREAS, on October 23, 2023 the City Council approved Change Order No. 3 for replacement of Water Heater, adding supply and drain for Ice Maker and new Circuit and Receptacle for Dryer in the amount of \$4,242.93 bringing total contract to the amount of \$1,197,154.50.

WHEREAS, GTG Construction LLC and the City Engineer have submitted to the City of Polk City, Change Order No. 4 in the amount of \$5,123.79 bringing total contract to the amount of \$1,202,278.29

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves change order No. 4 in the amount of \$5,123.79.

PASSED AND APPROVED the 8 day of January 2024.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk



AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
2022213.01 Polk City Fire Dept Reno
112 N 3rd Street
Polk City, IA 50226

CONTRACT INFORMATION:
Contract For: General Construction
Date: January 23, 2023

CHANGE ORDER INFORMATION:
Change Order Number: 004
Date: December 12, 2023

OWNER: *(Name and address)*
City of Polk City, Iowa
112 S 3rd St
Polk City, IA 50226

ARCHITECT: *(Name and address)*
FEH Design
604 East Grand Avenue
Des Moines, Iowa 50309

CONTRACTOR: *(Name and address)*
GTG Companies
6505 Merle Hay Rd
Johnston, IA 50131

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Scope modifications will include:

Contractor's Change Order Request #9: \$1,107.65

Enlarge wall graphic to match the size of wall it is intended for. Bid Drawings had only shown a portion of the wall surface, whereas the graphic needs to be much larger to match the wall size.

Contractor's Change Order Request #10: \$1,406.17

Add a dedicated circuit for a future 3rd fridge and move emergency light to not conflict with future fridge.

Contractor's Change Order Request #11: \$5,195.00

Seal several areas of existing metal wall siding around the building not originally in the scope of the renovation.

Contractor's Change Order Request #12: \$3,902.75

Install additional insulation in the attic as the existing insulation is performing poorly with its age.

Contractor's Change Order Request #13: (\$6,487.78)

Install plastic laminate-faced cabinets in the Shop in lieu of specified metal cabinets.

Total: \$5,123.79

The original Contract Sum was	\$	<u>1,171,000.00</u>
The net change by previously authorized Change Orders	\$	<u>26,154.50</u>
The Contract Sum prior to this Change Order was	\$	<u>1,197,154.50</u>
The Contract Sum will be increased by this Change Order in the amount of	\$	<u>5,123.79</u>
The new Contract Sum including this Change Order will be	\$	<u>1,202,278.29</u>

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be unchanged

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

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User Notes:

(3B9ADA49)

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

FEH Design
ARCHITECT *(Firm name)*

GTG Companies
CONTRACTOR *(Firm name)*

City of Polk City, Iowa
OWNER *(Firm name)*

SIGNATURE

Cory W. Sharp, AIA, Architect

SIGNATURE

Jessica Reynolds
Owner, Senior Project
Manager

SIGNATURE

Steve Karsjen, Mayor

PRINTED NAME AND TITLE

December 12, 2023

DATE

PRINTED NAME AND TITLE

12/12/23

DATE

PRINTED NAME AND TITLE

DATE





GTG Construction, LLC
 6505 Merle Hay Rd, Suite A
 PO Box 917
 Johnston IA 50131-1232
 515-528-8178

Change Order

Order#: 9

Order Date: 11/16/2023

License: C107451

To: City of Polk City
 112 S 3rd St
 Polk City IA 50226

Project: 230007
 Polk City Fire and Community Center
 IA

The contractor agrees to perform and the owner agrees to pay for the following changes to this contract.

Plans Attached

Specifications Attached

Description of Work	Amount
Digital Print Size Change	1,107.65
\$959 x 10%OH/5%P	

Base bid print size = 93"H x 133"W per detail 7 on A7.2.
 Actual size 266".

WE HAVE REVIEWED THE CONTRACTOR'S PRICING FOR THE WORK DESCRIBED AND FIND IT REASONABLE AND ACCEPTABLE.



By: Cory W. Sharp
 Date: 11/21/2023

Negative changes will lower the overall contract price requiring no additional payment by owner.

Requested Amount of Change **1,107.65**

The original Contract Sum was	1,171,000.00
Net change by previous Change Orders	27,800.38
The Contract Sum prior to this Change Order	1,198,800.38
The Contract Sum will be changed by this Change Order	1,107.65
The new Contract Sum including this Change Order will be	1,199,908.03
The Contract Time will be changed by	0 Days

Client: _____

Date: _____

GTG: _____

Date: 11/16/23

Digitally signed by Jessica L. Reynolds
 DN: C=US,
 E=jessicare@gtgcompanies.com,
 O=GTG Construction, CN=Jessica L. Reynolds
 Date: 2023.11.16 14:13:22-06'00'

Change Order Request

GTG Construction, LLC
 6505 Merle Hay Rd, Suite A PO Box 917
 Johnston, IA 50131
 ATTN: Jess Reynolds

Date: 11/14/23
 Change Order Request No: 1
 Contract/Job No: 230007
 Latitude Project No: 557

Project

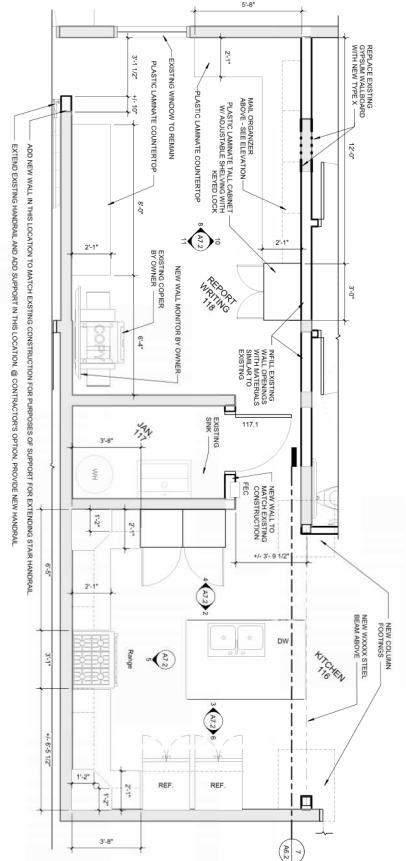
Item	Description:	Price	QTY.	Total
1	Added 2 Sign Type 2	\$60.00	2	\$120.00
2	Removed 11 Sign Type 3	\$39.00	-11	(\$429.00)
3	Added 4 Sign Type 4	\$67.00	4	\$268.00
4	Sign Type 6 (Digital Print) size increase	\$700.00	1	\$700.00
5	Installation of larger print	\$300.00	1	\$300.00

Original Contract Sum	\$4,938.00
Net Change by previous authorized Change Orders	\$0.00
Contract Sum Prior to this Change Order	\$4,938.00
Contract Sum will Increase/Decrease	\$959.00
New Contract Sum Including this Change Order	\$5,897.00
Pending Change Order Requests (not included in new Contract Sum)	\$0.00

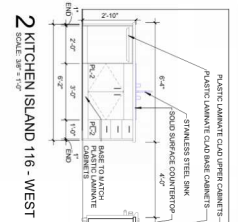
Submitted By: *Brandon Ver Meer*

Latitude will commence with these changes once a valid change order has been received and validated by our accounting department. Verbal, email or other forms of notices to proceed, generally will not be accepted as formal approval to proceed with these changes.

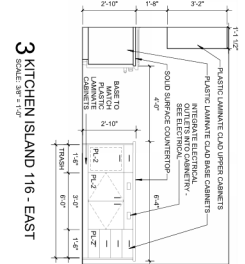
Estimated lead time is <XX> weeks from change order approval.



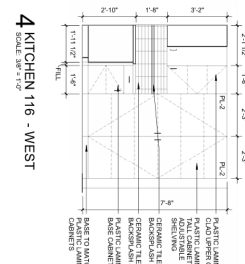
1 REPORT WRITING & KITCHEN
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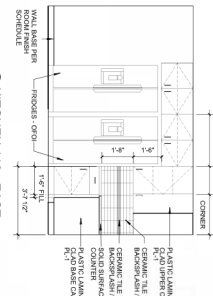
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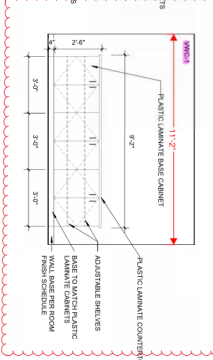
3 KITCHEN ISLAND 116 - EAST
SCALE: 3/8" = 1'-0"



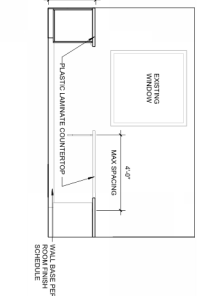
4 KITCHEN 116 - WEST
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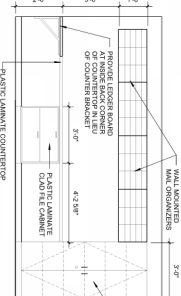
6 KITCHEN 116 - EAST
SCALE: 3/8" = 1'-0"



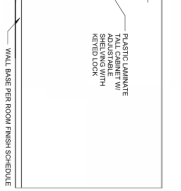
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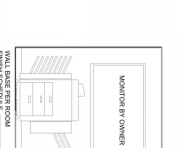
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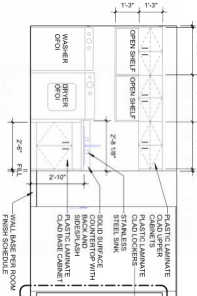
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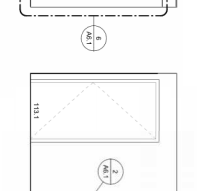
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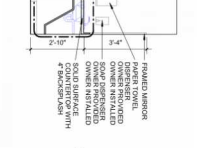
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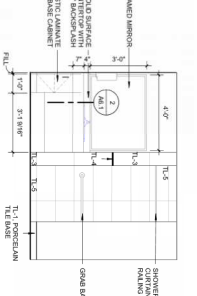
9 PERSONAL LOCKERS
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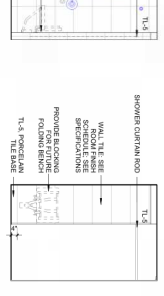
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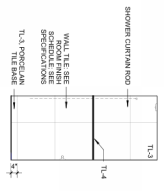
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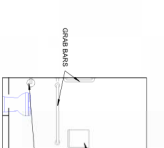
19 SHOWER 113 - EAST
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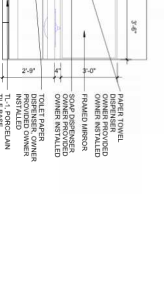
13 LAUNDRY 109 - WEST
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14 LAUNDRY 109 - EAST
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17 LAUNDRY 113 - NORTH
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18 LAUNDRY 113 - EAST
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12 SHOWER 113 - NORTH
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13 SHOWER 113 - EAST
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14 SHOWER 113 - WEST
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22 RESTROOM 203 - SOUTH
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PROJECT TITLE: CITY OF POLK CITY, IOWA
 POLK CITY FIRE DEPARTMENT RENOVATION
 112 N 3RD STREET
 POLK CITY, IOWA 50226

ENLARGED PLANS & INTERIOR ELEVATIONS

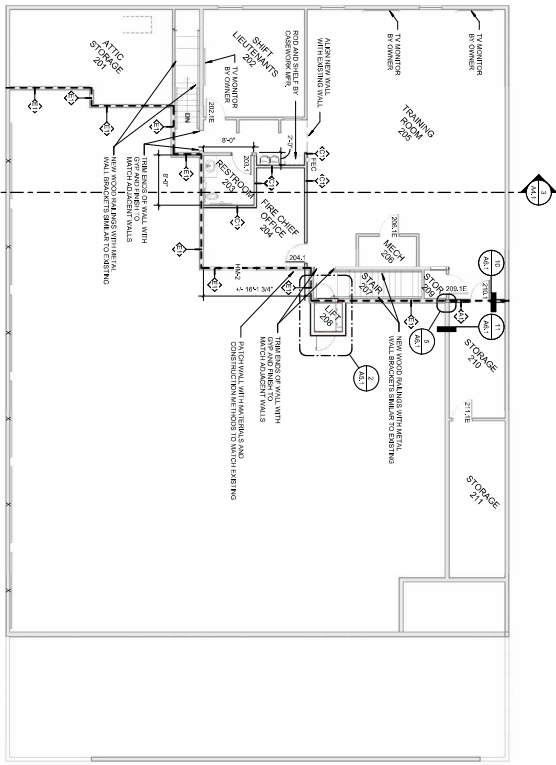


SIoux CIty, IA (712) 252-3889
 DES MOINES, IA (563) 583-2000
 DUBUQUE, IA (563) 583-4800
 OCONOMOWOC, WI (262) 966-2055

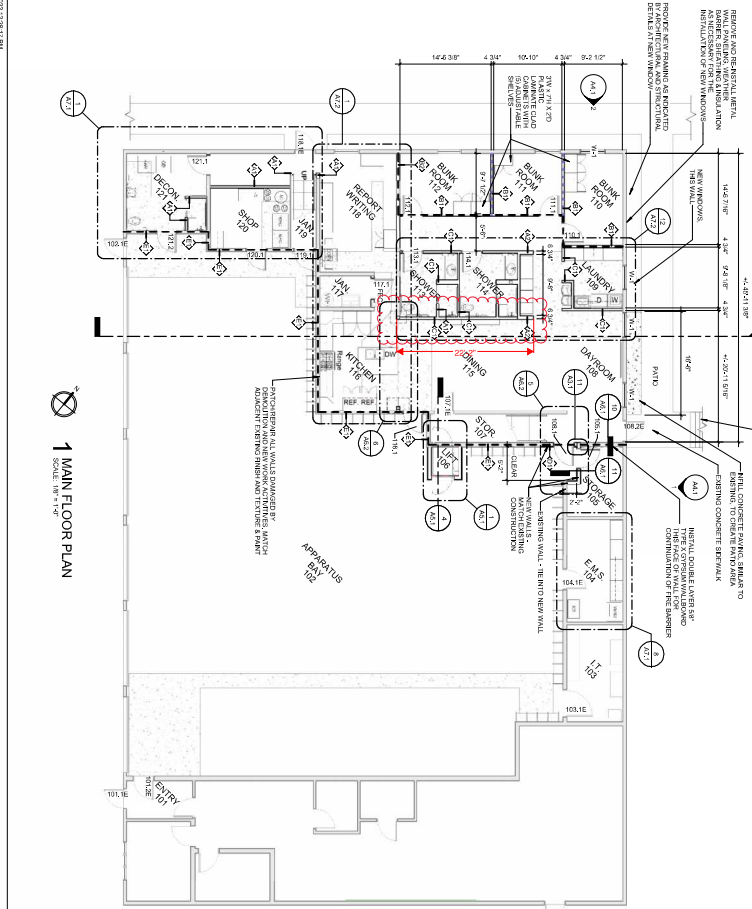
© FEH DESIGN FEHDESIGN.COM

SHEET TITLE: A7.2
 PROJECT NUMBER: 2022213.01
 DATE: 07/20/2022

PROJECT MANAGER: [Name]



2 UPPER FLOOR PLAN
SCALE: 1/8" = 1'-0"



1 MAIN FLOOR PLAN
SCALE: 1/8" = 1'-0"

FLOOR PLAN LEGEND

- AC AIR COMPRESSOR - RELATED BY CONTRACTOR
- CC FIRE FIGHTER CLOSET - RELATED BY CONTRACTOR
- PC EQUIPMENT ROOM - RELATED BY CONTRACTOR
- GC GYPSUM BOARD - RELATED BY CONTRACTOR
- AW ALUMINUM WINDOW - RELATED BY CONTRACTOR
- ME MECHANICAL EQUIPMENT - RELATED BY CONTRACTOR
- FC FIRE CHIEF OFFICE
- MECH MECHANICAL ROOM
- STOR STORAGE
- TRN TRAINING ROOM
- TOY TOY ROOM
- STOR STORAGE

FLOOR PLAN MATERIAL LEGEND

- CONCRETE SLAB
- CONCRETE WALL
- CONCRETE FLOOR
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FIRE SEPARATION LEGEND

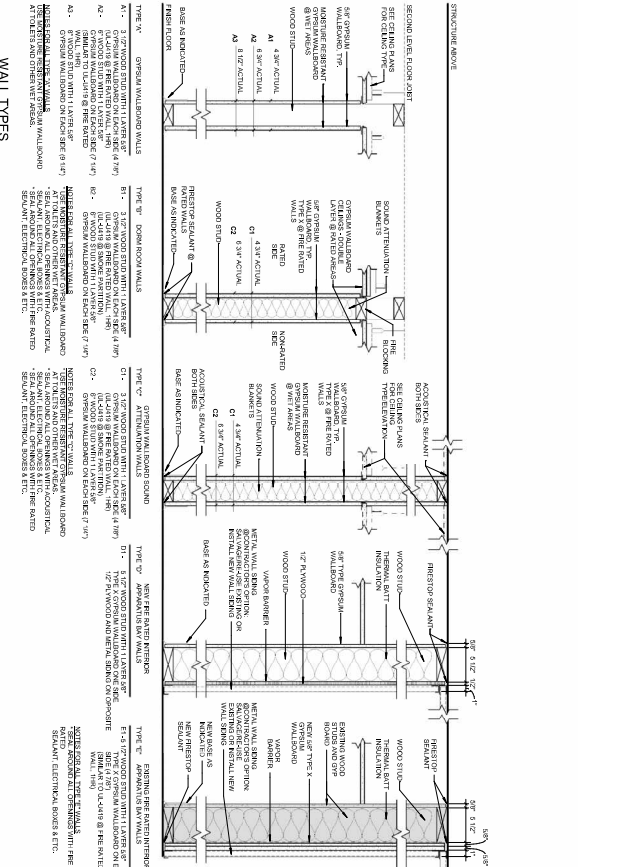
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- 96. 4 HOUR FIRE PARTITION
- 97. 4 HOUR FIRE PARTITION
- 98. 4 HOUR FIRE PARTITION
- 99. 4 HOUR FIRE PARTITION
- 100. 4 HOUR FIRE PARTITION

ARCHITECTURAL GENERAL NOTES

1. THESE CONSTRUCTION DRAWINGS SHEETS ARE TO BE READ IN CONJUNCTION WITH THE PROJECT ARCHITECTURAL GENERAL NOTES.
2. THE CONTRACTOR SHALL VERIFY ALL NOTES, SPECIFICATIONS, AND PERMITS AND SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF POLK.
3. THE CONTRACTOR SHALL VERIFY ALL NOTES, SPECIFICATIONS, AND PERMITS AND SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF POLK.
4. THE CONTRACTOR SHALL VERIFY ALL NOTES, SPECIFICATIONS, AND PERMITS AND SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF POLK.
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22. THE CONTRACTOR SHALL VERIFY ALL NOTES, SPECIFICATIONS, AND PERMITS AND SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF POLK.

WALL AND PARTITION NOTES

1. ALL WALLS AND PARTITIONS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE IOWA BUILDING CODE.
2. ALL WALLS AND PARTITIONS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE IOWA BUILDING CODE.
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22. ALL WALLS AND PARTITIONS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE IOWA BUILDING CODE.



WALL TYPES

- TYPE 'A' GYPSUM WALLBOARD ON JOIST BEAM
- TYPE 'B' GYPSUM WALLBOARD ON JOIST BEAM
- TYPE 'C' GYPSUM WALLBOARD ON JOIST BEAM
- TYPE 'D' GYPSUM WALLBOARD ON JOIST BEAM
- TYPE 'E' GYPSUM WALLBOARD ON JOIST BEAM
- TYPE 'F' GYPSUM WALLBOARD ON JOIST BEAM
- TYPE 'G' GYPSUM WALLBOARD ON JOIST BEAM

CITY OF POLK CITY, IOWA
POLK CITY FIRE DEPARTMENT
RENOVATION
 112 N 3RD STREET
 POLK CITY, IOWA 50226

PROJECT NUMBER: 2022213.01
 SHEET NUMBER: A1.1

DATE: 03/06/2013

DESIGNED BY: [Name]

CHECKED BY: [Name]

DATE: [Date]

PROJECT TITLE: CITY OF POLK CITY, IOWA
 SHEET TITLE: FLOOR PLANS

IN ASSOCIATION WITH
IMEG SNYDER & ASSOCIATES

FEH DESIGN
 SIOUX CITY, IA (712) 252-3889
 DES MOINES, IA (515) 288-2000
 DUBUQUE, IA (563) 583-8000
 OCCOMO WOC, WI (262) 968-2055

© FEH DESIGN FEHDESIGN.COM



GTG Construction, LLC
 6505 Merle Hay Rd, Suite A
 PO Box 917
 Johnston IA 50131-1232
 515-528-8178

Change Order

Order#: 10

Order Date: 11/21/2023

License: C107451

To: City of Polk City
 112 S 3rd St
 Polk City IA 50226

Project: 230007
 Polk City Fire and Community Center
 IA

The contractor agrees to perform and the owner agrees to pay for the following changes to this contract.

Plans Attached

Specifications Attached

Description of Work	Amount
Fridge & Emerg Light	1,406.17
Notes Adding a dedicated circuit for the fridge and moving the emergency light \$1217.46 +10%OH + 5% P	

WE HAVE REVIEWED THE CONTRACTOR'S PRICING FOR THE WORK DESCRIBED AND FIND IT REASONABLE AND ACCEPTABLE.

 By: Cory W. Sharp
 Date: 11/21/2023

Negative changes will lower the overall contract price requiring no additional payment by owner.

Requested Amount of Change **1,406.17**

The original Contract Sum was	1,171,000.00
Net change by previous Change Orders	27,800.38
The Contract Sum prior to this Change Order	1,198,800.38
The Contract Sum will be changed by this Change Order	1,406.17
The new Contract Sum including this Change Order will be	1,200,206.55
The Contract Time will be changed by	0 Days

Client: _____

Date: _____

GTG: Jessica L. Reynolds

Date: 11/21/23

Digitally signed by Jessica L. Reynolds
 DN: C=US, E=jessica@gtgcompanies.com,
 O=GTG Construction, CN=Jessica L Reynolds
 Date: 2023.11.21 11:08:56-0600

Van Maanen

Electric, Inc.

PROPOSAL REQUEST

Van Maanen Electric Inc.

500 Iowa Speedway Drive
Newton, Iowa 50208
Telephone: 641-791-9473

CCN #

EM LIGHT MOVE

Date:

11/17/2023

Project Name:

Polk City Fire Department Renovation

Page Number:

1

GTG Companies

Contact: Jessica Reynolds
PO Box 917
Johnston, IA 50131
E-mail: jessicar@gtgcompanies.com

Work Description

Scope: Move emergency lighting from location shown in kitchen. Pull dedicated circuit and install receptacle for refrigerator not shown on drawing.

Breakdown

Description	Qty
1/2" CONDUIT - EMT	10
1/2" CONN SS STL - EMT	2
3/8" 1-H STRAP - STEEL	12
1/2" 1-H STRAP - EMT - STEEL	2
1/2" FLEX	6
1/2" CONN FLEX DC SQUEEZE STRAIGHT	2
#12 THHN BLACK	90
#12/2C SOLID CABLE MC - ALUM ARMOR	90
ARL 38AST 3/8 INSUL FLEX CBL CONN	4
RED WIRECONN IDEAL 30-452 SIZE 452	12
4x 2 1/8" SQ BOX COMB KO	4
4" SQ 1G PLSTR RING 5/8" RISE	1
4" SQ TO ROUND MUD RING 5/8" RISE	1
4" SQ BLANK COVER	2
TSGB16 - SQ BOX MNTG BRKT FOR 11" TO 18" STUD	1
GROUND SCREW W/ INSUL #12 LEAD	3
#8-32x 2 P/H SLOT/PHILLIPS MACHINE SCREW	2
#6x 1 1/4 WOOD SCREW	32
CADDY 512HD - 24" SPAN T-BAR HNGR FOR 1 1/2" OR 2 1/8" DEEP BOX	1
1G BLANK-BOX MNT PLATE - TP WHITE	1
1G DECORATOR PLATE - TP WH	1
P&S 2097-W 20A 125V 20A GFCI RCPT	1
Totals	280

Summary

Material		312.60
LABOR	(10.43 Hrs @ \$71.53)	746.06
O&M	(@ 15.000 %)	158.80

Final Amount**\$1,217.46****Cost Breakdown**

Material Cost

Total (\$)

312.58

ORIGINAL

PROPOSAL REQUEST

Van Maanen Electric Inc.

500 Iowa Speedway Drive
Newton, Iowa 50208

CCN #

Date:

Project Name:

Page Number:

EM LIGHT MOVE

11/17/2023

Polk City Fire Department Renovation

2

Cost Breakdown

Total (\$)

Total Cost

312.58

Van Maanen Authorization:

Project Manager: Matt Baker
Phone Number: 641-791-9473
E-mail: mbaker@vanmaanenelectric.com

Signature: _____ Date: _____

GTG Companies Authorization

Name: Jessica Reynolds

Signature: _____ Date: _____

ORIGINAL



GTG Construction, LLC
 6505 Merle Hay Rd, Suite A
 PO Box 917
 Johnston IA 50131-1232
 515-528-8178

Change Order

Order#: 11

Order Date: 11/21/2023

License: C107451

To: City of Polk City
 112 S 3rd St
 Polk City IA 50226

Project: 230007
 Polk City Fire and Community Center
 IA

The contractor agrees to perform and the owner agrees to pay for the following changes to this contract.

Plans Attached

Specifications Attached

Description of Work	Amount
Exterior Caulking	5,195.00
Notes 1 man @ 3 days = 24 hrs x \$65/hr = \$1560 (3) day 65' boom rental + delivery = \$3335 NP-1 Caulking Materials \$300 Total = \$5,195	

WE HAVE REVIEWED THE CONTRACTOR'S PRICING FOR THE WORK DESCRIBED AND FIND IT REASONABLE AND ACCEPTABLE.



By: Cory W. Sharp
 Date: 11/21/2023

Negative changes will lower the overall contract price requiring no additional payment by owner.

Requested Amount of Change **5,195.00**

The original Contract Sum was	1,171,000.00
Net change by previous Change Orders	27,800.38
The Contract Sum prior to this Change Order	1,198,800.38
The Contract Sum will be changed by this Change Order	5,195.00
The new Contract Sum including this Change Order will be	1,203,995.38
The Contract Time will be changed by	0 Days

Client: _____

Date: _____

GTG: _____
 Jessica L. Reynolds

Date: 11/21/23

Digitally signed by Jessica L. Reynolds
 DN: C=US,
 E=jessicar@gtgcompanies.com, O=GTG
 Construction, CN=Jessica L. Reynolds
 Date: 2023.11.21 11:33:24 -0500



GTG Construction, LLC
 6505 Merle Hay Rd, Suite A
 PO Box 917
 Johnston IA 50131-1232
 515-528-8178

Change Order

Order#: 12

Order Date: 11/29/2023

License: C107451

To: City of Polk City
 112 S 3rd St
 Polk City IA 50226

Project: 230007
 Polk City Fire and Community Center
 IA

The contractor agrees to perform and the owner agrees to pay for the following changes to this contract.

Plans Attached

Specifications Attached

Description of Work	Amount
Blown Insulation in Attic	3,902.75
Notes Blown Fiberglass Insulation in Upper Attice only. Kinzler - \$3379 x 10%OH + 5%P	

WE HAVE REVIEWED THE CONTRACTOR'S PRICING FOR THE WORK DESCRIBED AND FIND IT REASONABLE AND ACCEPTABLE.

 By: Cory W. Sharp
 Date: 12/05/2023

Negative changes will lower the overall contract price requiring no additional payment by owner.

Requested Amount of Change **3,902.75**

The original Contract Sum was	1,171,000.00
Net change by previous Change Orders	27,800.38
The Contract Sum prior to this Change Order	1,198,800.38
The Contract Sum will be changed by this Change Order	3,902.75
The new Contract Sum including this Change Order will be	1,202,703.13
The Contract Time will be changed by	0 Days

Client: _____

Date: _____

GTG: Jessica L. Reynolds

Date: _____

Digitally signed by Jessica L. Reynolds
 DN: C=US,
 E=jessica@gtgcompanies.com, O=GTG
 Construction, CN=Jessica L. Reynolds
 Date: 2023.12.04 08:04:10 Page 1 of 1

November 30, 2023
 GTG Const. - Johnston, IA
 Job: Polk City Fire Dept Renovation
 Project: 53929
 Location: 112 N 3rd Street
 Polk City, IA 50226
 Number: 252417

Branch Office:
 700 SE Oralabor Rd. Suite 1 / Ankeny, IA 50021
 Case Brendeland
 Plan Date: 12/6/2022
 Acknowledge Addenda #: None
 Mobilizations: 1

Attic Blow - R49

Blown Fiberglass @ R49 - in upper attic location only.
 Attic ventilation chutes - in attic.

Attic Blow - R30

Blown Fiberglass @ R30 - in attic.
 Attic ventilation chutes - in attic.

Based on duct work being insulated by others.

Excludes the following:

- Batt insulation.
- Rigid insulation.
- Fire stopping/caulking.
- Acoustical sealant at interior walls.
- Any other insulation not mentioned above.
- Air sealing through ceiling penetrations unless otherwise noted.
- Davis Bacon or other prevailing wages.
- Bid and performance/payment bonds.

Pricing	Polk City Fire Dept Renovation - 11/30/2023 - GTG Const. - Johnston, IA	
Package 1:	Attic Blow - R49	\$5,382.00
Package 2:	Attic Blow - R30	\$3,379.00

"Go Green with ""one-click"" e-statements, secure online ACH (free) or credit card payments (3% fee)! Just let your salesperson know or contact AR@insulation.net with your email address to sign up!"

Please review the terms below, sign and return a copy of this proposal to our office.
 No work can be started without a signed copy on file at our office.
 Accepted By:

Signature Date

Our quotation is based on the following conditions:

1. We anticipate installing this project in 1 mobilization(s). Additional charges shall apply if additional time or trips are needed due to sequencing or construction schedule changes outside of our control.
2. Thermal insulation specifications frequently include products inapplicable to our scope of work. For this reason, rigid insulation is specifically excluded from our scope unless explicitly called out in our proposal.
3. Insulation thicknesses (if noted above) are nominal. Some variance will occur.
4. This proposal excludes extraordinary measures to achieve HERS or other ratings unless specifically noted in our proposal. These exclusions include but are not limited to: Caulking at rim joists, sill plate, and attic interface, air sealing at unit partition walls in multifamily buildings, and air sealing or other items due to unexpected framing details. Such services may be available – contact KCS for details.
5. Firestopping, smokestopping, and thermal barriers are excluded from our scope, unless specifically noted in our proposal
6. Inspections must be completed prior to commencement of insulation work
7. Parking/access to the jobsite for our equipment is required. Contact KCS for specific details
8. Vertical access is required to all areas to receive insulation
9. Substrate and ambient temperatures of 50° F shall be maintained prior to and during application of spray applied insulation, and during dry/cure time, if applicable. Temporary heating and enclosure shall be the responsibility of others. Contact KCS for specific details
10. Spray applied fiberglass or cellulose may require drying time prior to covering. This drying time may vary due to climate conditions or assembly details. Consult manufacturer's specifications for details.
11. Spray applied cellulose may require that cross bracing be installed in cavities. Cross bracing shall be the responsibility of others. Consult manufacturer's specifications for details.
12. The Insulation Contractors Association of America recommends that commercial and residential water and plumbing pipes or fire protection sprinkler systems be installed with the heated space of the building (defined as spaces to be maintained at 50° F). It is further recommended that water and plumbing pipes or fire protection sprinkler systems not be installed in walls, ceilings, or floors adjacent to unheated spaces. In any event, KCS cannot warrant or guarantee that the water and plumbing pipes or sprinkler system or any component thereof will not freeze, burst or cause loss of life, damages to property, or loss of the use of property, or any other damages from any cause.
13. This proposal excludes Bid, Performance and Payment Bonds. Should such a bond be required, actual cost shall be borne by Contractor or Owner
14. Sales and/or use taxes, if applicable, are included in our proposal.
15. KCS is an open shop. This proposal does not include union wages fringes or dues, nor does it include Davis-Bacon or other prevailing wages, unless specifically acknowledged in our proposal. Additional wages required at time of work due to updated wage decisions shall be the responsibility of the Contractor or Owner.
16. This proposal is based on straight time. Additional charges shall apply for overtime, off-hour, or holiday work
17. To ensure the safety of our crews, jobsite must be broom clean and free of construction debris prior to our arrival
18. Contractor or Owner is to comply with and be responsible that the jobsite meets all OSHA and ANSI regulations necessary for KCS to safely complete contracted scope of work
19. Asbestos Policy: Customer safety is our highest priority; for this reason, we have a strict policy regarding suspected asbestos found prior to or during the course of our work that may become disturbed as a result of our work. To protect you, your family, and the people who occupy the building, we will suspend our work until the Owner or Contractor has tested the suspected asbestos and, if necessary, has it abated by a licensed contractor. Any work performed will be billed on a prorated basis.
20. Spray foam safe handling practices require that everyone (other than certified spray technicians) vacate the jobsite, remaining completely out of the building and at least 50 feet away for 24 hours after spraying is complete unless otherwise noted. See manufacturer's Health and Safety Statement for details.
21. Under certain circumstances spray foam insulation requires an ignition or thermal barrier to comply with building code. If customer declines KCS offer for installing an ignition or thermal barrier coating in conjunction with spray foam, customer is specifically agreeing that measures to achieve code compliance with be their responsibility
22. Exterior spray applications where winds are in excess of 15mph or where damage may occur to adjacent property due to overspray or material drift shall be discontinued until such conditions change. KCS shall not be responsible for enclosure or other measures to mitigate such risk unless specifically noted in our proposal, nor shall KCS be liable for delay due to such conditions.
23. Terms: COD or Net 30 with credit approval (please contact KCS at the number in our proposal to set up an account). Draws upon request, balance upon completion.
24. Balances over 30 days will be subject to a finance charge of 1 ½ % per month (18% annual rate). Payments will be applied to finance charges then oldest invoices. All collection costs, including attorney's fees and expenses shall be borne by Contractor or Owner. Payment systems requiring fees shall result in additional charges
25. This proposal may be withdrawn if not accepted within 30 days of our proposal date and is valid for work performed thru 90 days from our proposal date.
26. Please note that this offer is contingent on accepting the terms of the attached proposal without modification. You may accept this offer by either: signing and returning our proposal, or by having KCS commence performance of the work described therein. In either case, KCS will consider both parties to be bound by this agreement
27. This proposal does not include 3rd party payment management fees. Additional 3rd party payment management fees will result in increase of contract price through change order.
28. This proposal, terms, and conditions shall become part of work agreements/subcontracts



GTG Construction, LLC
 6505 Merle Hay Rd, Suite A
 PO Box 917
 Johnston IA 50131-1232
 515-528-8178

Change Order

Order#: 13

Order Date: 12/06/2023

License: C107451

To: City of Polk City
 112 S 3rd St
 Polk City IA 50226

Project: 230007
 Polk City Fire and Community Center
 IA

The contractor agrees to perform and the owner agrees to pay for the following changes to this contract.

Plans Attached

Specifications Attached

Description of Work	Amount
Metal Cabinet Deduct	-6,487.78
Notes Change in materials for Shop 120	

WE HAVE REVIEWED THE CONTRACTOR'S PRICING FOR THE WORK DESCRIBED AND FIND IT REASONABLE AND ACCEPTABLE.


 By: Cory W. Sharp
 Date: 12/12/2023

Negative changes will lower the overall contract price requiring no additional payment by owner.

Requested Amount of Change **-6,487.78**

The original Contract Sum was	1,171,000.00
Net change by previous Change Orders	27,800.38
The Contract Sum prior to this Change Order	1,198,800.38
The Contract Sum will be changed by this Change Order	-6,487.78
The new Contract Sum including this Change Order will be	1,192,312.60
The Contract Time will be changed by	0 Days

Client: _____ Date: _____
 GTG: _____ Date: 12/06/23

Woodchuck Manufacturing



2800 SE Destination Dr
Suite D
Grimes, IA, 50111

<https://www.woodchuckmfg.com/>

Salesperson: Todd Senne
Todd@woodchuckmfg.com

Estimator: Nate Kemmer
nate@woodchuckmfg.com

Proposal Submitted To:

GTG Companies
6505 Merle Hay Rd

Johnston, IA, 50131

Attention:

Jessica Reynolds
jessicar@gtgcompanies.com
Phone: (515) 505-0910
Fax:

Job Information:

Job Name: Polk City Fire Dept.
Job Location: Polk City
Architect: FEH Design - Des Moines
Bid Number: O-23-1013-001
Bid Date: 01/17/23
Plan Date: 12/06/22
Spec Date: 01/16/23
Addenda: 1, 2, 3
Delivery Date: 05/26/23

We Hereby Submit Our Proposal For:

PLAM Counters
Cabinetry
Solid Surface

Clarifications and Details:

Please see the scope of work listed below for details.

Construction Standards (UON., unless otherwise noted):

AWI Cabinet Grade: Custom
Exposed Exterior Finish: HPDL
Exposed Interior Finish: HPDL
Concealed Finish: Melamine/HPDL Liner
Door and Drawer Edges: 3mm PVC - Matched to HPDL
Construction Style: Frameless - Flush Overlay
Drawer System: Hardwood Dovetail
Hardware: BHMA A156.9 Grade 1
Drawer and Door Pulls: 4-in. Center Stainless Wire Pull
Cabinet Locks: CompX with Masterkey
Drawer Slides: Side mount - 100lb. Class
Door Hinges: Concealed Self and Soft closing 110deg.
Toekick style: Treated Ladder - Rubber Base by others

Exclusions (unless otherwise noted): Prevailing/Union wage rates, after-hours/overtime, electrical & lighting and plumbing fixtures & sinks, demo, colorcore or solicolor laminates(if Colorcore or Solicolor laminate spec'ed our edges are priced to be matching PVC and applied last), waste cans (not affixed to cabinet body or mechanism), glass, glazing, mirror, stone, metal, grilles, fabric wall or ceiling panels, shelving systems, banquette seating or fabrics, 3-form materials, in-wall blocking, wall construction, stair work, mailboxes, signage, entry doors, door hardware, fire retardant materials, union fabrications, permits, hoisting costs, debris cleanup from other trades, bonds, FSC certification, AWI certification and labels, on site dumpster, all other work and furnishing that are not listed in the scope of work.

- **DEDUCT - 120 SHOP - CHANGE METAL CABINETS TO PLAM.**

Insurance Limits: *any increase needed will require a change order if not specified by contractor prior to bid submission:*

- **Commercial General Liability:** Each Occurrence: \$1,000,000.00, Damage to Rented Premises: \$1,000,000.00, Med Exp (any one person): \$10,000.00, Personal & Adv Injury: \$1,000,000.00, General Aggregate: \$2,000,000.00, Products-Comp/Op Agg: \$2,000,000.00,
- **Automobile:** Combined Single Limit: \$1,000,000.00
- **Umbrella:** Each Occurrence: \$2,000,000.00, Aggregate: \$2,000,000.00
- **Workers Compensation and Employer's Liability:** Each Accident: \$1,000,000.00, Disease- Each Employee: \$1,000,000.00, Disease- Policy Limit: \$1,000,000.00

We Propose to Furnish the Above for the Sum of:

Total Price

(\$6,487.78)

RESOLUTION NO 2024-02

A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT NO. 10 (Sub-Final / Retainage Held) FOR THE FIRE STATION REMODEL PROJECT

WHEREAS, the City of Polk City, City Council, approved Resolution 2022-152 ordering construction for the Fire Station Remodel Project on December 14, 2022; and

WHEREAS, the City Council approved Resolution 2023-15 on January 23, 2023, awarding the construction contract to GTG Construction LLC; and

WHEREAS, on January 23, 2023, the City Council approved Resolution 2023-16 approving the contract in the amount of \$1,105,000 with alternate #1 bid totaling \$66,000 for a total contract of \$1,171,000; and

WHEREAS, on February 27, 2023 City Council approved Resolution 2023-25 approving Partial Pay App No. 1 in the amount of \$24,605; and

WHEREAS, on April 10, 2023 City Council approved Resolution 2023-25 approving Partial Pay App No. 2 in the amount of \$48,925; and

WHEREAS, on May 8, 2023 City Council approved Resolution 2023-62 approving Partial Pay App No. 3 in the amount of \$43,700; and

WHEREAS, on June 12, 2023 City Council approved Resolution 2023-83 approving Partial Pay App No. 4 in the amount of \$110,841.25; and

WHEREAS, on July 10, 2023 City Council approved Resolution 2023-88 approving Change Order No. 1 in the amount of \$12,390.07; and

WHEREAS, on July 10, 2023 City Council approved Resolution 2023-89 approving Partial Pay App No. 5 in the amount of \$61,037.50; and

WHEREAS, on October 9, 2023 City Council approved Resolution 2023-121 approving Partial Pay App No. 6 in the amount of \$82,887.50 and Partial Pay App No. 7 in the amount of \$51,778.80; and

WHEREAS, on October 9, 2023 City Council approved Resolution 2023-123 approving Change Order No. 2 in the amount of \$9,521.50; and

WHEREAS, on October 23, 2023 City Council approved Resolution 2023-123 approving Change Order No. 3 in the amount of \$4,242.93; and

WHEREAS, on October 23, 2023 City Council approved Resolution 2023-126 approving Partial Pay App No. 8 in the amount of \$142,680.57; and

WHEREAS, on November 13, 2023 City Council approved Resolution 2023-135 approving Partial Pay App No. 9 in the amount of \$355,687.65; and

WHEREAS, GTG Construction and the City Architect, FEH Design have submitted the Application for Partial Payment No. 10 (sub-final / retainage-held) giving a detailed estimate of work completed with an application for payment in the amount of \$355,687.65.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment No. 9 for the Fire Station Remodel Project, and the City Clerk/Treasurer is hereby authorized to issue a check to GTG Construction LLC in the amount of \$157,824.59.

PASSED AND APPROVED the 8 day of January 2024.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

TO OWNER:	PROJECT:	APPLICATION NO:	10	Distribution to:						
City of Polk City 112 S 3rd Street Polk City, IA 50226	Polk City Fire and Community Center 112 N 3rd Street Polk City, IA 50226			<table border="1" style="border-collapse: collapse;"> <tr><td style="text-align: center;">x</td><td>OWNER</td></tr> <tr><td style="text-align: center;">x</td><td>ARCHITECT</td></tr> <tr><td style="text-align: center;">x</td><td>CONTRACTOR</td></tr> </table>	x	OWNER	x	ARCHITECT	x	CONTRACTOR
x	OWNER									
x	ARCHITECT									
x	CONTRACTOR									
		PERIOD TO:	12/13/23							
FROM CONTRACTOR:	VIA ARCHITECT: FEH Design									
GTG Construction, LLC 6505 Merle Hay Rd Suite A Johnston IA 50131-1232 Weeks MS Auditorium	Attn: Cory Sharp 604 East Grand Avenue Des Moines, IA 50309	PROJECT NOS:	230007							
CONTRACT FOR:		CONTRACT DATE:	01/23/23							

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	1,171,000.00
2. Net change by Change Orders		<u>\$32,924.17</u>
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	1,203,924.17
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)		<u>\$1,136,808.27</u>
5. RETAINAGE:		
a. 5 % of Completed Work (Column D + E on G703)	\$56,840.41	
b. 0 % of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	56,840.41
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	1,079,967.86
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	922,143.27
8. CURRENT PAYMENT DUE	\$	<u>157,824.59</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	<u>123,956.31</u>

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$27,800.38	\$0.00
Total approved this Month	\$5,123.79	\$0.00
TOTALS	\$32,924.17	\$0.00
NET CHANGES by Change Order	\$32,924.17	\$0.00

The undersigned Contractor 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 for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: **GTG Construction, LLC**

By: Jessica L. Reynolds Date: 12/13/23

Digitally signed by Jessica L. Reynolds
 DN: C=US,
 E=jess@gtgcompanies.com,
 O=GTG Construction, GN=Jessica L. Reynolds
 Date: 2023.12.13 13:13:55-06'00'

GTG Construction LLC
 Jessica L. Reynolds
 6505 Merle Hay Road
 PO Box 917
 Johnston, IA 50131

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$ **157,824.59**

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

ARCHITECT: Date: 12-21-2023

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 any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF PAGES 2

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 10
 APPLICATION DATE: 12/13/23
 PERIOD TO: 12/13/23
 PROJECT NO: 230007

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 (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	General Conditions	\$58,275.00	\$42,500.00	\$10,000.00	\$0.00	\$52,500.00	90.09%	\$5,775.00	\$2,625.00
2	Bond	\$18,000.00	\$18,000.00	\$0.00	\$0.00	\$18,000.00	100.00%	\$0.00	\$900.00
3	Submittal Exchange	\$5,400.00	\$5,400.00	\$0.00	\$0.00	\$5,400.00	100.00%	\$0.00	\$270.00
4	Temp Barricades Material	\$3,793.00	\$3,793.00	\$0.00	\$0.00	\$3,793.00	100.00%	\$0.00	\$189.65
5	Temp Barricades Labor	\$2,530.00	\$2,530.00	\$0.00	\$0.00	\$2,530.00	100.00%	\$0.00	\$126.50
6	Cleaning	\$5,300.00	\$3,500.00	\$800.00	\$0.00	\$4,300.00	81.13%	\$1,000.00	\$215.00
7	Demolition	\$22,356.00	\$22,356.00	\$0.00	\$0.00	\$22,356.00	100.00%	\$0.00	\$1,117.80
8	Concrete Footings Material	\$1,936.00	\$1,936.00	\$0.00	\$0.00	\$1,936.00	100.00%	\$0.00	\$96.80
9	Concrete Footings Labor	\$1,292.00	\$1,292.00	\$0.00	\$0.00	\$1,292.00	100.00%	\$0.00	\$64.60
10	Concrete Slab on Grade Material	\$26,400.00	\$26,400.00	\$0.00	\$0.00	\$26,400.00	100.00%	\$0.00	\$1,320.00
11	Concrete Slab on Grade Labor	\$17,600.00	\$17,600.00	\$0.00	\$0.00	\$17,600.00	100.00%	\$0.00	\$880.00
12	Steel Material	\$1,480.00	\$1,480.00	\$0.00	\$0.00	\$1,480.00	100.00%	\$0.00	\$74.00
13	Rough Carpentry Material/Framing	\$32,580.00	\$32,580.00	\$0.00	\$0.00	\$32,580.00	100.00%	\$0.00	\$1,629.00
14	Rough Carpentry and Steel Labor/Framing	\$21,720.00	\$21,720.00	\$0.00	\$0.00	\$21,720.00	100.00%	\$0.00	\$1,086.00
15	Millwork Material	\$63,388.00	\$20,000.00	\$38,000.00	\$0.00	\$58,000.00	91.50%	\$5,388.00	\$2,900.00
16	Millwork Labor	\$10,185.00	\$1,500.00	\$7,500.00	\$0.00	\$9,000.00	88.37%	\$1,185.00	\$450.00
17	Joint Sealants Material	\$1,600.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,600.00	\$0.00
18	Joint Sealants Labor	\$1,640.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,640.00	\$0.00
19	Door Material	\$28,020.00	\$28,020.00	\$0.00	\$0.00	\$28,020.00	100.00%	\$0.00	\$1,401.00
20	Door Labor	\$1,475.00	\$500.00	\$500.00	\$0.00	\$1,000.00	67.80%	\$475.00	\$50.00
21	Glass Material	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	\$0.00	\$250.00
22	Glass Labor	\$3,953.00	\$3,953.00	\$0.00	\$0.00	\$3,953.00	100.00%	\$0.00	\$197.65
23	Drywall/ACT Material	\$43,970.00	\$38,000.00	\$5,970.00	\$0.00	\$43,970.00	100.00%	\$0.00	\$2,198.50
24	Drywall/ACT Labor	\$29,313.00	\$19,000.00	\$10,313.00	\$0.00	\$29,313.00	100.00%	\$0.00	\$1,465.65
25	Tiling Material	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00%	\$0.00	\$500.00
26	Tiling Labor	\$6,578.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	30.40%	\$4,578.00	\$100.00
27	Flooring Material	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	100.00%	\$0.00	\$1,000.00
28	Flooring Labor	\$14,182.00	\$6,000.00	\$5,000.00	\$0.00	\$11,000.00	77.56%	\$3,182.00	\$550.00
29	Fluid Applied Flooring Material	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,000.00	\$0.00
30	Fluid Applied Flooring Labor	\$3,020.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,020.00	\$0.00
31	Paint Material	\$8,000.00	\$2,500.00	\$5,500.00	\$0.00	\$8,000.00	100.00%	\$0.00	\$400.00
32	Paint	\$11,667.00	\$3,000.00	\$6,000.00	\$0.00	\$9,000.00	77.14%	\$2,667.00	\$450.00
33	Specialties Material	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%	\$0.00	\$250.00
34	Specialties Labor	\$2,088.00	\$250.00	\$1,000.00	\$0.00	\$1,250.00	59.87%	\$838.00	\$62.50
35	Signage	\$3,968.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,968.00	\$0.00
36	Window Treatment Material	\$1,501.00	\$1,501.00	\$0.00	\$0.00	\$1,501.00	100.00%	\$0.00	\$75.05
37	Window Treatment Labor	\$800.00	\$800.00	\$0.00	\$0.00	\$800.00	100.00%	\$0.00	\$40.00
38	Wheelchair Lift Material	\$21,675.00	\$21,675.00	\$0.00	\$0.00	\$21,675.00	100.00%	\$0.00	\$1,083.75
39	Wheelchair Lift Labor	\$14,451.00	\$14,451.00	\$0.00	\$0.00	\$14,451.00	100.00%	\$0.00	\$722.55
40	Fire Suppression Material	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.00%	\$0.00	\$300.00
41	Fire Suppression Labor	\$4,088.00	\$4,088.00	\$0.00	\$0.00	\$4,088.00	100.00%	\$0.00	\$204.40
42	HVAC Material	\$120,000.00	\$99,000.00	\$19,000.00	\$0.00	\$118,000.00	98.33%	\$2,000.00	\$5,900.00
43	HVAC Labor	\$73,881.00	\$60,000.00	\$12,000.00	\$0.00	\$72,000.00	97.45%	\$1,881.00	\$3,600.00
44	Plumbing Material	\$65,481.00	\$56,000.00	\$9,481.00	\$0.00	\$65,481.00	100.00%	\$0.00	\$3,274.05

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF PAGES 2

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 10
 APPLICATION DATE: 12/13/23
 PERIOD TO: 12/13/23
 PROJECT NO: 230007

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
45	Plumbing Labor	\$43,654.00	\$37,000.00	\$3,500.00	\$0.00	\$40,500.00	92.78%	\$3,154.00	\$2,025.00
46	Electrical Material	\$103,218.00	\$96,000.00	\$7,218.00	\$0.00	\$103,218.00	100.00%	\$0.00	\$5,160.90
47	Electrical Labor	\$68,813.00	\$52,500.00	\$15,000.00	\$0.00	\$67,500.00	98.09%	\$1,313.00	\$3,375.00
48	Excavation	\$5,476.00	\$5,476.00	\$0.00	\$0.00	\$5,476.00	100.00%	\$0.00	\$273.80
49	Paving Material	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$9,000.00	100.00%	\$0.00	\$450.00
50	Paving Labor	\$9,273.00	\$9,273.00	\$0.00	\$0.00	\$9,273.00	100.00%	\$0.00	\$463.65
51	Site Utilities	\$62,100.00	\$62,100.00	\$0.00	\$0.00	\$62,100.00	100.00%	\$0.00	\$3,105.00
52	Alt 1 - Station Alerting System Material	\$39,528.00	\$32,000.00	\$7,528.00	\$0.00	\$39,528.00	100.00%	\$0.00	\$1,976.40
53	Alt 1 - Station Alerting System Labor	\$26,352.00	\$18,000.00	\$3,000.00	\$0.00	\$21,000.00	79.69%	\$5,352.00	\$1,050.00
54	CO#1 Door Hardware	\$694.16	\$694.16	\$0.00	\$0.00	\$694.16	100.00%	\$0.00	\$34.71
55	CO#2 PR-1 Electrical	\$11,695.91	\$11,695.91	\$0.00	\$0.00	\$11,695.91	100.00%	\$0.00	\$584.80
56	CO# 3 USDD Adds - Not accepted	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
57	CO#4 Additional Doors	\$7,797.25	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,797.25	\$0.00
58	CO# 5 PR-2 Decon Exhaust	\$1,724.25	\$1,724.25	\$0.00	\$0.00	\$1,724.25	100.00%	\$0.00	\$86.21
59	CO#6 Move Ice Machine	\$1,645.88	\$1,645.88	\$0.00	\$0.00	\$1,645.88	100.00%	\$0.00	\$82.29
60	CO#7 Water Heater	\$2,009.70	\$2,009.70	\$0.00	\$0.00	\$2,009.70	100.00%	\$0.00	\$100.49
61	CO#8 Add'l Dryer Receptacle	\$2,233.23	\$2,233.23	\$0.00	\$0.00	\$2,233.23	100.00%	\$0.00	\$111.66
62	CO#9 Digital Print Size Increase	\$1,107.65	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,107.65	\$0.00
63	CO#10 Fridge & Emerg Lights	\$1,406.17	\$0.00	\$1,406.17	\$0.00	\$1,406.17	100.00%	\$0.00	\$70.31
64	CO# 11 Exterior Caulking	\$5,195.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,195.00	\$0.00
65	CO# 12 Blow In Insulation	\$3,902.75	\$0.00	\$3,902.75	\$0.00	\$3,902.75	100.00%	\$0.00	\$195.14
66	CO# 13 Metal Cabinet Deduct	-\$6,487.78	\$0.00	(\$6,487.78)	\$0.00	(\$6,487.78)	100.00%	\$0.00	(\$324.39)
GRAND TOTALS		\$1,171,000.00	\$970,677.13	\$166,131.14	\$0.00	\$1,136,808.27	94.43%	\$67,115.90	\$56,840.41



AIA® Document G704® – 2017

Certificate of Substantial Completion

PROJECT: <i>(name and address)</i> 2022213.01 Polk City Fire Dept Reno 112 N 3rd Street Polk City, IA 50226	CONTRACT INFORMATION: Contract For: General Construction Date: January 23, 2023	CERTIFICATE INFORMATION: Certificate Number: 001 Date: December 21, 2023
OWNER: <i>(name and address)</i> City of Polk City, Iowa 112 S 3rd St Polk City, IA 50226	ARCHITECT: <i>(name and address)</i> FEH Design 604 East Grand Avenue Des Moines, Iowa 50309	CONTRACTOR: <i>(name and address)</i> GTG Companies 6505 Merle Hay Rd Johnston, IA 50131

The Work identified below has been reviewed and found, to the Architect’s best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)

- All Required Owner's Trainings
- Lift Inspection
- Closeout Documents to be Submitted & Reviewed

FEH Design		Cory W. Sharp, AIA, Architect	December 21, 2023
ARCHITECT <i>(Firm Name)</i>	SIGNATURE	PRINTED NAME AND TITLE	DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

N/A

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:
(Identify the list of Work to be completed or corrected.)

Punch List is attached to this Form.

Additional Punch List items may be included pending Architect's Consulting Engineering review

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within Thirty (30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$67,115.90

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

N/A

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

GTG Companies

CONTRACTOR (*Firm Name*)

City of Polk City, Iowa

OWNER (*Firm Name*)

SIGNATURE

SIGNATURE

Jessica Reynolds Owner,
Senior Project Manager

PRINTED NAME AND TITLE

Steve Karsjen, Mayor

PRINTED NAME AND TITLE

12-21-2023

DATE

DATE



Polk City Fire Department Renovation



PHASE 1 PUNCH LIST	Contractor Completed	Architect Reviewed
GENERAL		
General cleaning is ongoing and is nearly complete. Final cleaning shall be performed prior to Owner Occupancy		
Inspection for Temporary Occupancy Permit shall be completed		
Install room signage		
Wall bumpers for doors shall be installed		
Install all lighting controls and occupancy sensors		
Install roller shades		
Verify correct installation of carpet tile with rep/vendor		
All rooms have noted paint touch ups indicated with blue painters tape on walls & ceilings. Review all rooms for identified touch-up areas		
EMS 104		
Missing piping insulation on condensation pump piping		
Entire room shall be cleaned		
Install diffuser per RFI response to keep room cool and well ventilated		
Touch-up paint behind ice maker		
Caulk gap between wall-hung cabinets		
Install final light fixtures		
Adjust sprinkler heads to be centered in grid		
Repair floor damage		
202 Shift Lieutenants Office		
Install missing registers		
Clean & caulk around light fixtures		
Remove deadbolt and replace with cover plates		
Caulk around door frame and paint		

203 Restroom		
Paint door frame		
Install sprinkler escutcheons		
install mirror		
Wire exhaust fan		
Edge band exposed area of vanity cabinet		
Caulk escutcheon at the toilet		
204 Fire Chief Office		
Paint window frame on door panel		
Clean & secure sprinkler escutcheon at wall penetration		
Paint window infill panel		
205 Training		
Wall area near storage room door shall have wall re-rolled with paint to remove inconsistent paint finish		
Wall areas in the hall shall be reviewed for uneven paint finishes and re-rolled where necessary		
Clean & secure sprinkler escutcheon at wall penetration		
Emergency light on north wall not functioning		
Install panel schedule to existing panel for remaining construction		
209 Storage		
Replace sprinkler head		
Install light switch		
210/211 Storage		
Install smoke seal on fire rated door		
Clean blue glue off walls		
Caulk cracks in ceiling		
Clean lights		
Cover open/empty outlets		
206 Mechanical		
Install cover plate or patch hole at back of closet		
South Stair		
Install handrails		
Paint walls		
Install nosing at top of stair		

Polk City Fire Department Renovation



PHASE 2 PUNCH LIST	Contractor Completed	Architect Reviewed
GENERAL		
Install new/matching door cores at exterior doors		
Install permanent roofing boots at new penetrations in roof		
Install permanent roof flashing at new penetrations in roof		
Install exterior building sealant per Change Order 4		
Install replacement cabinet pulls at all cabinet doors/drawers to conceal blowout of laminate from current pulls		
Install roller shades		
Complete lift inspection		
Test the carbon dioxide/tox system in Bay		
Get proposal for epoxy topcoat in Bay & complete		
Perform all necessary Owner training		
Adjust all cabinet doors and drawers to be square/level/plumb and to function smoothly		
Round off outside corners of new window trim		
Install missing emergency lights		
Clean all project areas thoroughly		
Touch-up walls areas everywhere indicated		

102 APPARATUS BAY		
Move antenna/install new antenna in Report Writing room		
Epoxy flooring in the SE corner of the Bay shall be cleaned off the cleanout and cut at a straight, clean line at the OH door threshold		
Remove tape & plastic on wall in SE corner of bay		
Patch hole in siding & cap piping above EMS door		
Cap conduit above Storage room door		
Install escutcheon onto sprinkler head above Storage room door		
Paint window frame of Chief's Office		
Install cover onto doorbell ringer		
Add insulation to water piping to gap in insulation near the Lift		
Install cover plates at old camera locations & cap conduit above		
Install trim around the door frame to Decon room		
Clean door threshold to Decon room		
Repair leak in compressed air line		
Patch wall siding at sprinkler pipe penetration into Kitchen room		
103 I.T.		
Replace cylinder to match new keying		
Install missing ceiling tiles		
104 EMS		
Gap in upper cabinets shall be sealed		
Repair scratches in floor		
Install missing ceiling tiles		
Patch wall at old ice machine location, repair wall texture		
Clean ceiling at sprinkler head		

105 STORAGE		
Clean ceiling		
106 LIFT		
Mud, tape, paint bottom 4' of shaft		
Seal around door frames, inside & out		
Install cover over controls/motor in shaft		
Add carpet transition to upper door threshold		
Install plugs in holes in metal receptacles		
Install plugs in holes in door frames		
Determine if doors/frames are steel, if so, paint.		
NORTH STAIR		
Install vinyl base at top of stairs		
Remove temporary doors, patch and paint walls		
Paint ceiling at the attic access panel		
Install sprinkler escutcheon		
107 STORAGE (UNDER STAIR)		
Caulk hole at bottom inside wall corner		
Install door		
Remove shims at top of door frame		
Repair wall hump near door strike		
108 DAYROOM		
*See General notes		
109 LAUNDRY		
Clean pencil marks on counter from sink installation		
Finish caulking at backsplash inside corners of folding area		

110 BUNK ROOM		
Repair gaps in carpet		
Re-paint north wall		
Install missing screw in speaker		
111 BUNK ROOM		
Install smoke seal at door frame		
Fix hump in wall outside of door frame		
112 BUNK ROOM		
*See General notes		
HALL		
Replace sign - mount current sign elsewhere as indicated by Owner		
Gap in vinyl base near Shower room		

113 SHOWER		
Repair gap in LVT at door frame		
Remove shims, install filler at base cabinet and wall		
Caulk backsplash		
Caulk top of tile base		
Door shall be undercut further to achieve standard 3/4" undercut		
Install shower rod		
Cleanup grout		
114 SHOWER		
Remove shims, install filler at base cabinet and wall		
Caulk backsplash		
Caulk top of tile base		
Door shall be undercut further to achieve standard 3/4" undercut		
Finish tile installation		
Cleanup grout		

115 DINING		
Install wall graphic		
Install vinyl base after installation of wall graphic		
Install missing screw at speaker		
Touch-up entire length of inside corner of wall/ceiling intersection on east wall		
116 KITCHEN		
Caulk around kitchen sink, clamp down flush		
Install escutcheons around piping in sink base		
Install missing shelves in pantry		
117 JAN.		
Repair loose vinyl base at base of door		
Move sink to left so as to allow FRP best protection of sprayed water		
Repair loose board against wall behind water heater		
Install door pulls		
118 REPORT WRITING		
Re-paint ceiling		
Install base station and antenna		
Adjust counter, NW corner of room		
Touch up vinyl base		
Install missing screw at speaker		
*Install legs onto countertop corners		
HALL		
Trim & paint attic access		
Install sprinkler escutcheons		
Touch-up door frame to Decon room		

WEST STAIR		
Remove temporary door, patch and paint walls		
Caulk stair treads		
119 JANITOR (UNDER STAIR)		
Install cover plate at old light receptacle		
120 SHOP		
Cap old exhaust fan		
Install sprinkler escutcheon		
Install vinyl base onto cabinets		
Seal air line at wall		
EXTERIOR		
Remove patio form/pour stop		
Cleanup debris, remove all excess construction materials, dumpster, porta-potty		
Install cover plate at hole in wall at Decon room		



City of Polk City, Iowa

City Council Agenda Communication

Date: 01/02/2024
To: Mayor & City Council
From: Mike Schulte

Subject: Set pay for David Osborne, Seasonal Part-Time Position

BACKGROUND: We would like to hire David Osborne to fill the vacant seasonal part time position in public works. David has lived Polk City since the early 2000's and he now works part-time at TCI on their grounds crew.

His first day will be 01/09/2024 pending a successful pre-employment drug screen and background check.

ALTERNATIVES: Do not set pay.

FINANCIAL CONSIDERATIONS: \$15 per hour

RECOMMENDATION: I recommend setting the pay for David Osborne to fill the vacant Seasonal Part-Time Position.

January 8, 2024

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

RE: PARTIAL PAYMENT APPLICATION NO. 13 (FINAL – RETAINAGE RELEASE)
NORTH 3RD STREET AND VISTA LAKE AVENUE INTERSECTION
IMPROVEMENTS PROJECT

Dear Honorable Mayor and City Council:

Snyder & Associates and Polk City Public Works have reviewed the project improvements and finds the improvements to be complete and constructed in substantial conformance to the project plans and requirements.

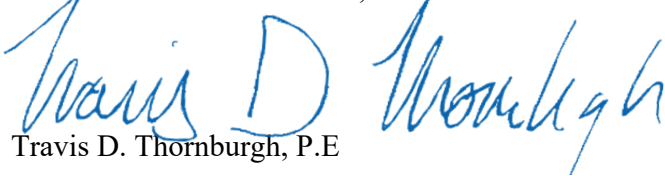
Partial Payment Application No. 13 (Final – Retainage Release) represents the final release of the previously retained payments for the North 3rd Street and Vista Lake Avenue Intersection Improvements Project. This pay application includes all work completed under the contract. All work was completed and maintained in conformance with the contract documents. City Staff has received no claims of non-payment by subcontractors.

As such, we recommend payment of the final retainage in the amount of \$78,459.55 to Absolute Concrete Construction Inc. for satisfactory completion of the work as described in the North 3rd Street and Vista Lake Avenue Intersection Improvements Project contract documents.

Please contact me should you have any questions on this pay application. We will be in attendance at the January 8, 2024 City Council meeting to answer any questions regarding this partial payment application.

Sincerely,

SNYDER & ASSOCIATES, INC.



Travis D. Thornburgh, P.E

Enclosure

cc: Mike Schulte, City of Polk City
Chelsea Huisman, City of Polk City
Eli Hartog, Absolute Concrete Construction Inc.

APPLICATION FOR PARTIAL PAYMENT NO. 13 (FINAL - RETAINAGE RELEASE)

PROJECT: N. 3rd Street and Vista Lake Avenue Intersection
Improvements Project

S&A PROJECT NO.: 121.0455.01

OWNER: City of Polk City
CONTRACTOR: Absolute Concrete Construction, Inc.
ADDRESS: 1800 Burr Oak Blvd
PO Box 430
Granger, IA 50109
DATE: 1/3/2024

PAYMENT PERIOD: _____
to _____
SUBFINAL
FINAL

1. CONTRACT SUMMARY:

Original Contract Amount: \$ 1,586,306.00
Net Change by Change Order: \$ (17,114.98)
Contract Amount to Date: \$ 1,569,191.02

CONTRACT PERIOD: TOTAL WORKING DAYS:

Original Contract Date: January 10, 2022

Original Contract Time: 120
(Milestone #1: Project Completion)

2. WORK SUMMARY:

Total Work Performed to Date: \$ 1,569,191.02
Retainage: 0.00% \$ 0.00
Total Earned Less Retainage: \$ 1,569,191.02
Less Previous Applications for Payment: \$ 1,490,731.47
AMOUNT DUE THIS APPLICATION: \$ 78,459.55

Added by Change Order: 10

Contract Time to Date: 130

Time Used to Date: 121.5

Contract Time Remaining: 8.5

Milestone #2: April 22, 2023
Landscape Completior

3. CONTRACTOR'S CERTIFICATION:

Milestone #3: Plant 180 Calendar Days

Watering and Maintenance Period:

The undersigned CONTRACTOR certifies that:

(1) all previous progress payments received from OWNER on account of Work done under the contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with the Work covered by prior Applications for Payment; and

(2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by the application for Payment are free and clear of all liens, claims, security interests, and encumbrances

Absolute Concrete Construction, Inc.

CONTRACTOR

By N/A DATE: _____

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.

ENGINEER

By  DATE: 01/03/2024

5. OWNER'S APPROVAL

City of Polk City

OWNER

By _____ DATE: _____

6. DETAILED ESTIMATE OF WORK COMPLETED:

ITEM NO.	DESCRIPTION	CONTRACT ITEMS				COMPLETED WORK		
		PLAN QTY.	UNIT	UNIT COST	COST TOTAL	QTY. TO DATE	CO #	COST TOTAL
2.01.	Clearing and Grubbing	1	LS	\$ 9,000.00	\$ 9,000.00	1		\$ 9,000.00
2.02.	Topsoil, On-Site, 6" Depth	1,515	CY	21.75	32,951.25	1,515		32,951.25
2.03.	Topsoil, Compost-Amended, Contractor Provided	503	CY	17.50	8,802.50	503		8,802.50
2.04.	Excavation, Class 10, Roadway and Borrow	1,830	CY	3.80	6,954.00	1,830		6,954.00
2.05.	Excavation, Class 10, Contractor Provided	2,440	CY	30.00	73,200.00	2,440		73,200.00
2.06.	Below Grade Excavation (Core Out)	1,000	CY	40.30	40,300.00	250		10,075.00
2.07.	Subgrade Preparation, 12" Depth	4,826	SY	2.50	12,065.00	4,826		12,065.00
2.08.	Subgrade Treatment, Geogrid, Triangular	1,500	SY	4.50	6,750.00	1,500		6,750.00
2.09.	Subbase, Modified, 8" Depth	3,530	SY	13.50	47,655.00	3,530		47,655.00
2.10.	Subbase, Special Backfill, 8" Depth	1,296	SY	13.50	17,496.00	1,296		17,496.00
2.11.	Removal of Structure, 15" Pipe Apron	2	EA	350.00	700.00	2		700.00
2.12.	Removal of Known Pipe Culvert, RCP, 15"	102	LF	19.00	1,938.00	102		1,938.00
2.13.	Removal of Known Pipe Culvert, RCP, 24"	24	LF	28.00	672.00	24		672.00
2.14.	Compaction Testing	1	LS	5,000.00	5,000.00	1.00		5,000.00
2.15.	Granular Shoulder, 8" Depth	104	TON	39.50	4,108.00	113.22		4,472.19
2.16.	Temporary Granular Surfacing	150	TON	37.00	5,550.00	150		5,550.00
3.01.	Trench Compaction	1	LS	3,000.00	3,000.00	1.00		3,000.00
4.01.	Storm Sewer, Trenched, RCP, 15" Dia.	463	LF	74.75	34,609.25	463		34,609.25
4.02.	Removal of Storm Sewer, PVC Subdrain, 6" Dia.	76	LF	12.50	950.00	76		950.00
4.03.	Removal of Storm Sewer, CMP, 15"	312	LF	16.00	4,992.00	312		4,992.00
4.04.	Removal of Storm Sewer, RCP, 15"	67	LF	18.00	1,206.00	67		1,206.00
4.05.	Storm Sewer, Abandonment, Fill and Plug	23	LF	96.25	2,213.75	23		2,213.75
4.06.	Temporary Pipe Culvert, Trenched, CMP, 15" Dia.	312	LF	66.75	20,826.00	312		20,826.00
4.07.	Pipe Apron, Guard, & Footing, RCP 15"	1	EA	3,150.00	3,150.00	1		3,150.00
4.08.	Subdrain, Corrugated PVC, 6" Dia.	801	LF	21.00	16,821.00	833		17,493.00
4.09.	Subdrain Cleanouts, Type A-1	3	EA	950.00	2,850.00	3		2,850.00
4.10.	Subdrain Outlets and Connections	11	EA	555.00	6,105.00	11		6,105.00
4.11.	Subdrain Outlets and Connections, 6" Dia. DR-305 Type A	2	EA	635.00	1,270.00	2		1,270.00
4.12.	SW-211, Connect Existing Pipe to Structure	1	EA	2,325.00	2,325.00	1		2,325.00
5.01.	Water Main, Trenched, PVC C900, 8"	264	LF	54.00	14,256.00	264		14,256.00
5.02.	Water Main, Trenched, PVC C900, 12"	342	LF	84.00	28,728.00	356		29,904.00
5.03.	Fitting, 22.5 Degree Bend, 8"	2	EA	707.00	1,414.00	2		1,414.00
5.04.	Fitting, 45 Degree Bend, 8"	3	EA	775.00	2,325.00	3		2,325.00
5.05.	Fitting, 45 Degree Bend, 12"	4	EA	1,150.00	4,600.00	7		8,050.00
5.06.	Fitting, 90 Degree Bend, 8"	1	EA	750.00	750.00			-
5.07.	Fitting, Cross, 12" x 8"	1	EA	1,705.00	1,705.00	1		1,705.00
5.08.	Water Service Stub, 3/4" Copper, With Corporation, Curb Stop and Box	1	EA	1,945.00	1,945.00	1		1,945.00
5.09.	Water Service, 3/4", to Median w/ Meter and Backflow Prevention Device	1	LS	8,225.00	8,225.00	1.00		8,225.00
5.10.	Valve, Gate, 8"	3	EA	2,195.00	6,585.00	2		4,390.00
5.11.	Valve, Gate, 12"	1	EA	3,510.00	3,510.00	1		3,510.00
5.12.	Valve, Gate, Hot Tap, 12"	2	EA	8,900.00	17,800.00	1		8,900.00
5.13.	Fire Hydrant Assembly	2	EA	6,350.00	12,700.00	2		12,700.00
5.14.	Flushing Device, Blowoff	1	EA	2,780.00	2,780.00	1		2,780.00
5.15.	Fire Hydrant Assembly Removal	1	EA	600.00	600.00	1		600.00
5.16.	Removal of Water Main	490	LF	24.50	12,005.00	490		12,005.00

5.17.	Connection to Existing Water Main, Cut-In	2	EA	2,675.00	5,350.00	2	5,350.00
6.01.	Manhole, SW-401, 48" Diameter	4	EA	4,255.00	17,020.00	4	17,020.00
6.02.	Intake, SW-507S	2	EA	4,650.00	9,300.00	2	9,300.00
6.03.	Intake, SW-507L	4	EA	4,650.00	18,600.00	4	18,600.00
6.04.	Manhole Adjustment, Minor	1	EA	475.00	475.00	1	475.00
6.05.	Manhole Adjustment, Major	2	EA	2,516.00	5,032.00	2	5,032.00
6.06.	Remove Intake	1	EA	715.00	715.00	1	715.00
7.01.	Pavement, PCC, 8" Depth	3,400	SY	90.00	306,000.00	3,528.7	317,583.00
7.02.	Median Curb, PCC, 6" Height, 12" Width, Dowelled	124	LF	60.00	7,440.00		-
7.03.	Curb and Gutter, 2.5' Width, 6" Standard Curb, Dowelled	282	LF	50.00	14,100.00		-
7.04.	Curb and Gutter, 2.0' Width, 6" Standard Curb	111	LF	60.00	6,660.00	117	7,020.00
7.05.	PCC Median, Truck Apron, 8" Depth, Colored and Stamped	406	SY	200.00	81,200.00	406	81,200.00
7.06.	Raised PCC Median Pavement, 6" Depth	214	SY	80.00	17,120.00	258	20,640.00
7.07.	PCC Median Paving, 8" Depth, Dowelled	44	SY	150.00	6,600.00		-
7.08.	PCC Pavement Samples and Testing	1	LS	5,000.00	5,000.00	1.00	5,000.00
7.09.	HMA Base Widening, 8" Depth	193	SY	74.50	14,378.50	236.88	17,647.56
7.10.	HMA Overlay, Levelling Course, 1/2" PG 58-28S	45	TON	143.00	6,435.00	20	2,860.00
7.11.	Removal of Sidewalk	145	SY	11.00	1,595.00	150.3	1,653.30
7.12.	Sidewalk, PCC, 4" Depth	112	SY	60.00	6,720.00	112	6,720.00
7.13.	Shared Use Path, PCC, 5" Depth	332	SY	55.00	18,260.00	346	19,030.00
7.14.	Sidewalk, PCC, 6" Depth	96	SY	70.00	6,720.00	106.5	7,455.00
7.15.	Detectable Warning	162	SF	50.00	8,100.00	160	8,000.00
7.16.	Pavement Removal	4,800	SY	11.00	52,800.00	4,800	52,800.00
7.17.	Milling, Variable Depth	160	SY	20.00	3,200.00	160	3,200.00
7.18.	Temporary Roadway Pavement	1,950	SY	33.75	65,812.50	1,937.7	65,397.37
7.19.	Temporary Pavement Patch	84	SY	130.00	10,920.00		-
8.01.	Temporary Traffic Signal	1	LS	8,500.00	8,500.00	1.00	8,500.00
8.02.	Painted Pavement Markings, Solvent/Waterborne	16.5	STA	90.00	1,485.00	20.67	1,860.30
8.03.	Painted Pavement Markings, Durable	27.5	STA	300.00	8,250.00	28.8	8,640.00
8.04.	Grooves Cut for Pavement Markings	27.5	STA	150.00	4,125.00	28.8	4,320.00
8.05.	Pavement Markings Removed	4.5	STA	250.00	1,125.00	5.29	1,322.50
8.06.	Temporary Traffic Control	1	LS	9,400.00	9,400.00	1.0	9,400.00
8.07.	Street Lighting System	1	LS	79,494.00	79,494.00	1.0	79,494.00
8.08.	Street Signs	1	LS	10,200.00	10,200.00	1.0	10,200.00
8.09.	Flaggers	20	CDAY	650.00	13,000.00	12	7,800.00
8.10.	Portable Dynamic Message Sign (PDMS)	45	CDAY	75.00	3,375.00	46	3,450.00
8.11.	Rectangular Rapid Flashing Beacons (North Pedestrian Crossing)	1	LS	19,095.00	19,095.00	1.0	19,095.00
9.01.	Conventional Seeding, Fertilizing, Mulching, Type 1	1.5	AC	6,000.00	9,000.00	1.80	10,800.00
9.02.	Conventional Seeding, Fertilizing, Mulching, Type 4	1.5	AC	3,000.00	4,500.00	1.31	3,930.00
9.03.	Large Shrub, #5 Container, With Warranty	17	EA	85.00	1,445.00	17	1,445.00
9.04.	Native Forb, Plugs 5" D x 2.25" W, With Warranty	1,400	EA	12.00	16,800.00	1,400	16,800.00
9.05.	Native Grass Seeding and Mulching	1	LS	1,200.00	1,200.00	1.0	1,200.00
9.06.	Plant Maintenance and Watering	1	LS	2,500.00	2,500.00	1.00	2,500.00
9.07.	Median Electrical Service	1	LS	7,025.00	7,025.00	1.0	7,025.00
9.08.	PCC Maintenance Curb, 12" Colored	73	LF	85.00	6,205.00	130	11,050.00
9.09.	Stormwater Pollution Prevention Plan (SWPPP) Preparation	1	LS	1,250.00	1,250.00	1.0	1,250.00

9.10.	Stormwater Pollution Prevention Plan (SWPPP) Management	1	LS	5,500.00	5,500.00	1.00		5,500.00
9.11.	Filter Sock, 9" Diameter	1,600	LF	1.75	2,800.00	2,034		3,559.50
9.12.	Filter Sock, Removal	1,600	LF	0.25	400.00	2,034		508.50
9.13.	Temporary RECP, Type 2C	120	SY	4.50	540.00			-
9.14.	Remove Existing Rip Rap	1	LS	1,450.75	1,450.75	1		1,450.75
9.15.	Rip Rap, Class D Revetment	62	TON	75.00	4,650.00	50.1		3,757.50
9.16.	Stabilized Construction Entrance	445	SY	11.50	5,117.50			-
9.17.	Silt Fence or Silt Fence Ditch Check	3,200	LF	1.75	5,600.00	338		591.50
9.18.	Silt Fence or Silt Fence, Removal of Sediment	3,200	LF	0.05	160.00			-
9.19.	Silt Fence or Silt Fence, Removal of Device	3,200	LF	0.05	160.00	338		16.90
9.20.	Inlet Protection Device, Open Throat	6	EA	150.00	900.00	6		900.00
9.21.	Inlet Protection Device, Maintenance	12	EA	50.00	600.00	2		100.00
9.22.	Chain Link Fence, Black Vinyl Chain Link, 42"	94	LF	57.00	5,358.00	118		6,726.00
11.01.	Mobilization	1	LS	100,000.00	100,000.00	1		100,000.00
11.02.	Concrete Washout	1	LS	2,000.00	2,000.00	1		2,000.00
11.03.	Remove Existing Monument Sign (Parcel 2)	1	LS	1,195.00	1,195.00	1		1,195.00
11.04.	Remove Existing Monument Sign (Parcel 4)	1	LS	1,615.00	1,615.00	1		1,615.00
ADDITIVE BID ALTERNATES:								
A.	Rectangular Rapid Flashing Beacons (East Pedestrian Crossing)	1	LS	19,095.00	19,095.00	1		19,095.00
B.	Median Pavement: Add Stamped Texture and Integral Color	258	SY	125.00	32,250.00	258		32,250.00
STORED MATERIALS SUMMARY:								
					-			-
					TOTAL ORIGINAL CONTRACT = \$ 1,586,306.00		\$ 1,519,025.62	
CHANGE ORDER SUMMARY:								
CO 1.1.	Pothole Existing Utilities	1	LS	2,389.00	2,389.00	1	1	2,389.00
CO 1.2.	Connection to Existing Manhole	1	EA	6,556.00	6,556.00	1	1	6,556.00
CO 1.3.	Sanitary Sewer, PVC, 8" Dia.	200	LF	138.00	27,600.00	200	1	27,600.00
CO 1.4.	Trench Box	1	LS	3,600.00	3,600.00	1	1	3,600.00
2.06.	Below Grade Excavation (Core Out)	(750)	CY	40.30	(30,225.00)		2	-
4.08.	Subdrain, Corrugated PVC, 6" Dia.	32	LF	21.00	672.00		2	-
5.02.	Water Main, Trenched, PVC C900, 12"	14	LF	84.00	1,176.00		2	-
5.05.	Fitting, 45 Degree Bend, 12"	3	EACH	1,150.00	3,450.00		2	-
5.06.	Fitting, 90 Degree Bend, 8"	(1)	EACH	750.00	(750.00)		2	-
5.10.	Valve, Gate, 8"	(1)	EACH	2,195.00	(2,195.00)		2	-
5.12.	Valve, Gate, Hot Tap, 12"	(1)	EACH	8,900.00	(8,900.00)		2	-
7.01.	Pavement, PCC, 8" Depth	128.7	SY	90.00	11,583.00		2	-
7.02.	Median Curb, PCC, 6" Height, 12" Width, Dowelled	(124)	LF	60.00	(7,440.00)		2	-
7.03.	Curb and Gutter, 2.5' Width, 6" Standard Curb, Dowelled	(282)	LF	50.00	(14,100.00)		2	-
7.04.	Curb and Gutter, 2.0' Width, 6" Standard Curb	6	LF	60.00	360.00		2	-
7.06.	Raised PCC Median Pavement, 6" Depth	44	SY	80.00	3,520.00		2	-
7.07.	PCC Median Paving, 8" Depth, Dowelled	(44)	SY	150.00	(6,600.00)		2	-
7.09.	HMA Base Widening, 8" Depth	43.88	SY	74.50	3,269.06		2	-
7.10.	HMA Overlay, Levelling Course, 1/2" PG 58-28S	(25)	TON	143.00	(3,575.00)		2	-
7.13.	Shared Use Path, PCC, 5" Depth	14	SY	55.00	770.00		2	-
7.14.	Sidewalk, PCC, 6" Depth	10.5	SY	70.00	735.00		2	-
7.15.	Detectable Warning	(2)	SF	50.00	(100.00)		2	-
7.18.	Temporary Roadway Pavement	(12.3)	SY	33.75	(415.13)		2	-
7.19.	Temporary Pavement Patch	(84)	SY	130.00	(10,920.00)		2	-

8.05.	Pavement Markings Removed	0.5	STA	250.00	125.00		2	-
8.09.	Flaggers	(8)	CDAY	650.00	(5,200.00)		2	-
8.10.	Portable Dynamic Message Sign (PDMS)	1	CDAY	75.00	75.00		2	-
9.08.	PCC Maintenance Curb, 12" Colored	57	LF	85.00	4,845.00		2	-
9.15.	Rip Rap, Class D Revetment	(11.9)	TON	75.00	(892.50)		2	-
9.16.	Stabilized Construction Entrance	(445)	SY	11.50	(5,117.50)		2	-
9.22.	Chain Link Fence, Black Vinyl Chain Link, 42"	24	LF	57.00	1,368.00		2	-
CO 2.1.	Additional Temp. Traffic Signal Mobilization	1	LS	710.40	710.40	1	2	710.40
9.13.	Temporary RECP, Type 2C	(120)	SY	4.50	(540.00)		3	-
CO 3.1.	Temporary RECP, Type 2C	2,370	SY	3.00	7,110.00	2,370	3	7,110.00
CO 3.2.	Conventional Seeding, Type 1	0.5	ACRE	4,400.00	2,200.00	0.5	3	2,200.00
2.15.	Granular Shoulder, 8" Depth	9.22	TON	39.50	364.19		4	-
7.11.	Removal of Sidewalk	5.3	SY	11.00	58.30		4	-
8.02.	Painted Pavement Markings, Solvent/Waterborne	4.17	STA	90.00	375.30		4	-
8.03.	Paintend Pavement Markings, Durable	1.3	STA	300.00	390.00		4	-
8.04.	Grooves Cut for Pavement Markings	1.3	STA	150.00	195.00		4	-
8.05.	Pavement Markings Removed	0.29	STA	250.00	72.50		4	-
9.01.	Conventional Seeding, Fertilizing, Mulching, Type 1	0.30	ACRE	6,000.00	1,800.00		4	-
9.02.	Conventional Seeding, Fertilizing, Mulching, Type 4	(0.19)	ACRE	3,000.00	(570.00)		4	-
9.11.	Filter Sock, 9" Diameter	434	LF	1.75	759.50		4	-
9.12.	Filter Sock, Removal	434	LF	0.25	108.50		4	-
9.17.	Silt Fence or Silt Fence Ditch Check	(2,862)	LF	1.75	(5,008.50)		4	-
9.18.	Silt Fence or Silt Fence, Removal of Sediment	(3,200)	LF	0.05	(160.00)		4	-
9.19.	Silt Fence or Silt Fence, Removal of Device	(2,862)	LF	0.05	(143.10)		4	-
9.21.	Inlet Protection Device, Maintenance	(10)	EA	50.00	(500.00)		4	-
					-			-
				TOTAL CHANGE ORDERS = \$ (17,114.98)		\$ 50,165.40		
				TOTAL CONTRACT & CHANGE ORDERS \$1,569,191.02		\$ 1,569,191.02		

RESOLUTION NO. 2024-03

A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT APPLICATION NO. 13 (FINAL WITH RETAINAGE RELEASE) FOR THE NORTH 3RD STREET AND VISTA LAKE AVENUE INTERSECTION IMPROVEMENTS PROJECT

WHEREAS, the City of Polk City, City Council, approved Resolution 2021-124 ordering construction for the North 3rd Street and Vista Lake Avenue Intersection Improvements Project on November 22, 2021; and

WHEREAS, the City Council approved Resolution 2022-02 on January 10, 2022 awarding the construction contract to Absolute Concrete Construction, Inc of Granger, Iowa; and

WHEREAS, on January 24, 2022 the City Council approved Resolution 2022-12 approving the contract in the amount of \$1,534,961 with additive bid alternates totaling \$51,345 for a total contract of \$1,586,306; and

WHEREAS, on April 11, 2022 the City Council approved Resolution 2022-39 approving Change Order No. 1 in the amount of \$40,145; and

WHEREAS, on December 14, 2022 the City Council approved Resolution 2022-160 approving Change Order No. 2 in the reduction amount of **-\$63,771.67**; and

WHEREAS, on May 22, 2023 the City Council approved Resolution 2023-64 approving Change Order No. 3 in the amount of \$8,770.00; and

WHEREAS, on November 27, 2023 the City Council approved Resolution 2023-141 approving Change Order No. 4 in the reduction amount of **-\$2,258.31**; and

WHEREAS, on April 11, 2022 the City Council approved Resolution 2022-40 approving Partial Pay App No. 1 in the amount of \$36,440.57; and

WHEREAS, on May 9, 2022 the City Council approved Resolution 2022-63 approving Partial Pay App No. 2 in the amount of \$164,734.07; and

WHEREAS, on June 13, 2022 the City Council approved Resolution 2022-70 approving Partial Pay App No. 3 in the amount of \$110,380.98; and

WHEREAS, on July 11, 2022 the City Council approved Resolution 2022-86 approving Partial Pay App No. 4 in the amount of \$79,332.60; and

WHEREAS, on August 8, 2022 the City Council approved Resolution 2022-93 approving Partial Pay App No. 5 in the amount of \$98,045.93; and

WHEREAS, on September 12, 2022 the City Council approved Resolution 2022-109 approving Partial Pay App No. 6 in the amount of \$420,570.23; and

WHEREAS, on October 10, 2022 the City Council approved Resolution 2022-118 approving Partial Pay App No. 7 in the amount of \$232,324.55; and

WHEREAS, on November 14, 2022 the City Council approved Resolution 2022-127 approving Partial Pay App No. 8 in the amount of \$176,286.66; and

WHEREAS, on December 14, 2022 the City Council approved Resolution 2022-161 approving Partial Pay App No. 9 in the amount of \$50,311.20; and

WHEREAS, on April 10, 2023 the City Council approved Resolution 2023-51 approving Partial Pay App No. 10 in the amount of \$71,283.10 and

WHEREAS, on May 22, 2023 the City Council approved Resolution 2023-65 approving Partial Pay App No. 11 in the amount of \$46,718.82 and

WHEREAS, on November 27, 2023 the City Council approved Resolution 2023-142 approving Partial Pay App No. 12 (Sub-Final / Retainage Held) in the amount of \$4,305.76; and

WHEREAS, Absolute Concrete Construction, Inc and the City Engineer have submitted the Application for Partial Payment Application No. 13 (Final - Retainage Release) giving a detailed estimate of work completed with an application for payment in the amount of \$78,459.55.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment Application No. 13 (Final - Retainage Release) for the North 3rd Street and Vista Lake Avenue Intersection Improvements Project, and the City Clerk/Treasurer is hereby authorized to issue a check to Absolute Concrete Construction, Inc in the amount of \$78,459.55.

PASSED AND APPROVED the 8 day of January 2024.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

January 8, 2024

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

RE: PARTIAL PAYMENT APPLICATION NO. 1
HIGH TRESTLE TRAIL TO NEAL SMITH TRAIL
CONNECTOR PROJECT – PHASE 2

Dear Honorable Mayor and City Council:

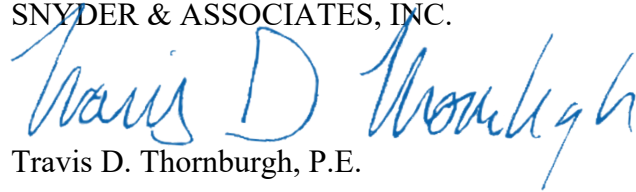
Please find the attached Partial Payment Application No. 1 for the High Trestle Trail to Neal Smith Trail Connector Project – Phase 2. This payment application includes work completed by the Contractor through January 1, 2024.

Work completed during this pay period includes clearing and grubbing, as well as surface restoration to stabilize the site for winter. Work will resume as weather permits in Spring of 2024.

We recommend approval of partial payment No. 1 in the amount of \$32,099.55, to the Contractor Des Moines Dirt Worx, LLC. For work completed through January 1, 2024. Approximately 14.35% of the total contract work has been completed and 3 of the 25 working days for the project have been charged, representing 12% of the contract period.

Please contact me should you have any questions on this pay application and change order. We will be in attendance at the January 8, 2024, City Council meeting to answer any questions regarding these items.

Sincerely,
SNYDER & ASSOCIATES, INC.



Travis D. Thornburgh, P.E.

Enclosure

cc: Mike Schulte, City of Polk City
Chelsea Huisman, City of Polk City
Kathleen Connor, Snyder & Associates
Robert Dixon, Des Moines Dirt Worx, LLC.

APPLICATION FOR PARTIAL PAYMENT NO. 1

PROJECT: High Trestle Trail to Neal Smith Trail
Connector Project - Phase 2

S&A PROJECT NO.: 123.0333.01

OWNER: City of Polk City
CONTRACTOR: Des Moines Dirt Worx, LLC
ADDRESS: 5319 Pleasant Ridge Rd.
Pleasant Hill, IA 50327
DATE: 1/8/2024

PAYMENT PERIOD: 10/23/2023
to 1/1/2024

1. CONTRACT SUMMARY:

Original Contract Amount: \$ 235,524.00
Net Change by Change Order: \$ -
Contract Amount to Date: \$ 235,524.00

CONTRACT PERIOD: TOTAL WORKING DAY:

Original Contract Date: October 23, 2023

Original Contract Time: 25

Added by Change Order: _____

Contract Time to Date: 25

Time Used to Date: 3

Contract Time Remaining: 22

2. WORK SUMMARY:

Total Work Performed to Date: \$ 33,789.00
Retainage: 5.00% \$1,689.45
Total Earned Less Retainage: \$ 32,099.55
Less Previous Applications for Payment: \$ -
AMOUNT DUE THIS APPLICATION: \$ 32,099.55

3. CONTRACTOR'S CERTIFICATION:

The undersigned CONTRACTOR certifies that:

(1) all previous progress payments received from OWNER on account of Work done under the contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with the Work covered by prior Applications for Payment; and

(2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by the application for Payment are free and clear of all liens, claims, security interests, and encumbrances

Des Moines Dirt Worx, LLC.

CONTRACTOR

By



DATE: 1-2-24

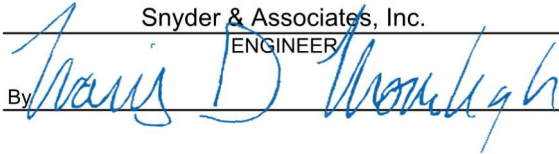
4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.

ENGINEER

By



DATE: 01/03/2024

5. OWNER'S APPROVAL

City of Polk City

OWNER

By

DATE: _____

6. DETAILED ESTIMATE OF WORK COMPLETED:

ITEM NO.	DESCRIPTION	CONTRACT ITEMS				COMPLETED WORK		
		PLAN QTY.	UNIT	UNIT COST	COST TOTAL	QTY. TO DATE	CO #	COST TOTAL
2.1.	Clearing and Grubbing	1	LS	\$ 25,000.00	\$ 25,000.00	1		\$ 25,000.00
2.2.	Topsoil, On-Site	447	CY	20.00	8,940.00			-
2.3.	Excavation, Class 10	258	CY	40.00	10,320.00			-
2.4.	Excavation, Class 10, Contractor Furnished	234	CY	50.00	11,700.00			-
2.5.	Compaction Testing	1	LS	2,000.00	2,000.00			-
7.1.	Shared Use Path, PCC, 5"	2,350	CY	50.00	117,500.00			-
7.2.	Special Subgrade Preparation for Shared Use Path	3,276	SY	4.00	13,104.00			-
7.3.	Shared Use Path Assurance Testing	1	LS	1,500.00	1,500.00			-
7.4.	Subbase, Over-excavation	741	TON	20.00	14,820.00			-
8.1.	Temporary Traffic Control	1	LS	2,500.00	2,500.00			-
9.1.	Hydraulic Seeding, Seeding, Fertilizing, and Mulching, Type 2	0.9	ACRE	5,100.00	4,590.00	0.64		3,264.00
9.2.	SWPPP Preparation	1	LS	1,750.00	1,750.00	0.15		262.50
9.3.	SWPPP Management	1	LS	1,750.00	1,750.00	0.15		262.50
9.4.	Filter Sock, 9 In.	4,000	LF	1.75	7,000.00			-
9.5.	Filter Sock, Removal	4,000	LF	0.25	1,000.00			-
9.6.	Silt Fence or Silt Fence Ditch Check	500	LF	1.75	875.00			-
9.7.	Silt Fence or Silt Fence Ditch Check, Removal of Device	500	LF	0.35	175.00			-
11.1.	Mobilization	1	LS	10,000.00	10,000.00	0.5		5,000.00
11.2.	Concrete Washout	1	LS	1,000.00	1,000.00			-
					TOTAL ORIGINAL CONTRACT = \$ 235,524.00		\$ 33,789.00	
CHANGE ORDER SUMMARY:								
					-		-	
					-		-	
					-		-	
					TOTAL CHANGE ORDERS = \$ -		\$ -	
					TOTAL CONTRACT & CHANGE ORDERS \$235,524.00		\$ 33,789.00	

RESOLUTION NO 2024-04

**A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT NO. 1
FOR THE HIGH TRESTLE TRAIL TO NEAL SMITH TRAIL CONNECTOR
PROJECT – PHASE 2**

WHEREAS, the City of Polk City, City Council, approved Resolution 2023-118 ordering construction for the High Trestle Trail to Neal Smith Trail Connector Project – Phase 2 on October 9, 2023; and

WHEREAS, the City Council approved Resolution 2023-119 on October 9, 2023 awarding the construction contract to Des Moines Dirt Worx, LLC.; and

WHEREAS, on October 23, 2023 the City Council approved Resolution 2023-128 approving the contract in the amount of \$235,524.00; and

WHEREAS, Des Moines Dirt Worx, LLC. and the City Engineer have submitted the Application for Partial Payment No. 1 giving a detailed estimate of work completed with an application for payment in the amount of \$32,099.55.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment No. 1 for the High Trestle Trail to Neal Smith Trail Connector Project – Phase 2 and the City Clerk/Treasurer is hereby authorized to issue a check to Absolute Concrete Construction, Inc in the amount of \$32,099.55.

PASSED AND APPROVED the 8 day of January 2024.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk



City of Polk City, Iowa City Council Agenda Communication

Date: 01/02/2024
To: Mayor and Council
From: Mike Schulte

Subject: Disposal of our 2008 Dump Truck with Plow Equipment and 2008 Pickup

BACKGROUND: We have finally received our 2024 dump truck and plow equipment as well as one of our pickup trucks. We can now dispose of both pieces of equipment. After council approval, we will place both on govdeals.com. This has been the preferred method to dispose of equipment for the last few years.

ALTERNATIVES: Keep the equipment and dispose of them in another way.

FINANCIAL CONSIDERATIONS: 2008 Dump Truck and Snow Equipment (Estimated worth \$35,000 to \$45,000.)

2008 Pickup Truck (Estimated worth \$3,500 to \$5,000)

RECOMMENDATION: I would recommend that the Council approve the disposal of our 2008 dump truck and plow equipment and our 2008 pickup truck.



City of Polk City, Iowa

City Council Agenda Communication

Date: January 8, 2024 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Jason Thraen, Parks & Recreation Director

Subject: **Parks & Recreation Department Updates for December 2023**

1. Staff, along with Go Polk City, hosted “Light Up Polk City” on Friday, December 1st. This family-friendly holiday event included the traditional lighting of the square, visits with Santa, character appearances, horse drawn “sleigh” rides, vendors and demonstrations, and local organization/business involvement. According to data provided by *Placer*, estimated attendance was 2400.
2. Staff applied for Tree City USA and the Growth Award for 2023. Both recognitions are offered by the Arbor Day Foundation.
3. Mitch Braiser, Eagle Scout candidate, finished his service project at Twelve Oaks Park and Marina Cove Park. Mitch’s project consisted of constructing and placing a new information board at each park. Displays will include information about urban fishing and stormwater detention.
4. December programming included Start Smart Basketball, Senior Social Hour, and a Senior Day Trip.
5. Sports Complex baseball/softball fields had 0 reservations in December. 187 total field reservations in 2023.
6. Miller Park Shelter House had 5 private rentals in December. 52 total rentals in 2023.



City of Polk City, Iowa

City Council Agenda Communication

Date: January 8, 2024

To: Mayor, City Council, and City Manager

From: Karla Hogrefe – Fire Chief

Subject: December 2023 Monthly Report

BACKGROUND: There were 55 calls for service in the month of December. We had Paramedic coverage all 31 nights. Full-Time FF/Paramedic Riley Noggle picked up seven on-call shifts and five overtime shifts to help cover the paramedic position this month. This is to help assist on C shift, which is Tyler Pedersen's shift. He is currently doing his Paramedic orientation and we are hoping he will be finished by the end of January.

December Staff Anniversaries:
December 2 – Dottie Parsons 7-year PCFD

TRAINING: We conducted 2 department trainings, a department business meeting, and an officer's meeting. We also started tabletop conversations with the police department regarding Active Threat situations. We will be doing joint trainings between the FD and PD in 2024. December 5 – EMS Training ACLS Refresher & CPR scenarios with two continuing education hours provided. December 12 – Active Threat workshop at Polk County EMA. December 12 – Fire Training – conducted search and rescue drills, forcible entry skills, and roof ventilation drills. December 19 – Department Meeting and Fire Officer's Meeting. We were off the remainder of the month due to the Holidays.



Fire Skills Training Night – Vertical Ventilation



SIGNIFICANT EVENTS: December 3 – Crews were dispatched to the Mile Long bridge for a psychiatric subject. A453, C450, R458, and the boat all responded. The boat was launched the rest of the units were on standby. Polk City Police Officer Matt Aicher was able to convince the subject not to jump from the bridge. FD didn't have to respond to the scene, but we had nine FD members respond whom were all on standby.

December 9 – Crews were called to Fareway for breathing problems, the call was updated en route to a cardiac arrest. A453 arrived on scene to find Polk City PD doing CPR with the AED attached to the patient. They had delivered 1 shock before EMS arrival. Medics took over and delivered five more shocks along with continuous advanced-level care until they got a pulse back. By the time the patient arrived at the hospital, the patient was awake. The patient was discharged with no deficits.

December 9 – Crews were dispatched to a gunshot wound. When crews arrived on the scene they found a victim who had suffered an accidental shotgun wound to his lower leg. The victim had applied a tourniquet and so had Polk City PD. The crew assisted the patient with pain management and was transported to the hospital.

Station Remodel Updates: The punch list walk-through was conducted on December 11. The following week the construction workers finished up with most of the punch list items and we got the okay for personnel to occupy the new space! Christmas Eve was spent unpacking and organizing the kitchen and the report writing room. We are still in the process of unpacking and reorganizing. We are also waiting on some additional furniture.

Below: Kitchen





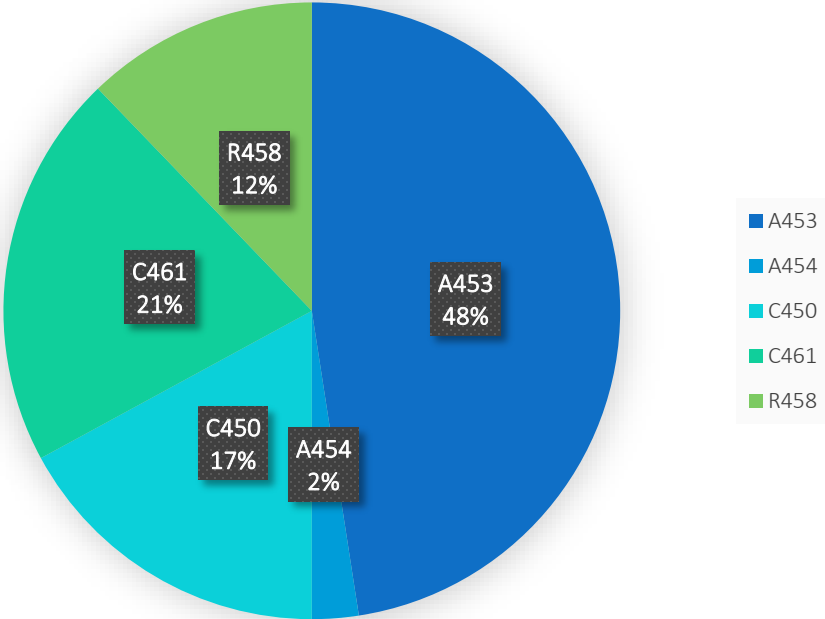
Above: Dayroom



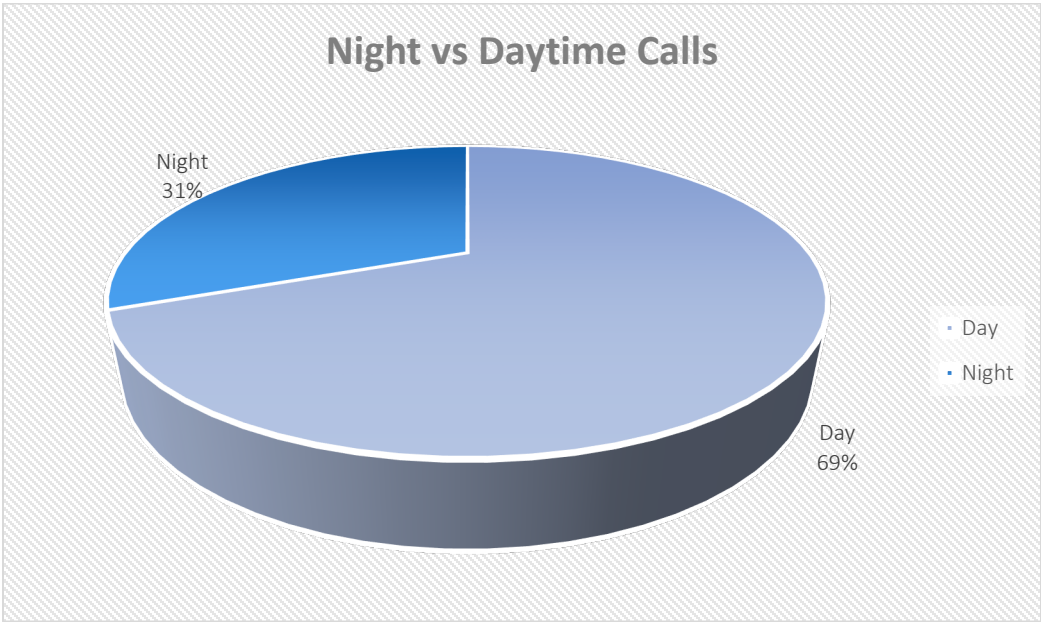
Above: Coffee Bar and wall mural

Responses per apparatus including Ambulance 453, Ambulance 454, Car 450, Car 461, and Rescue 458.

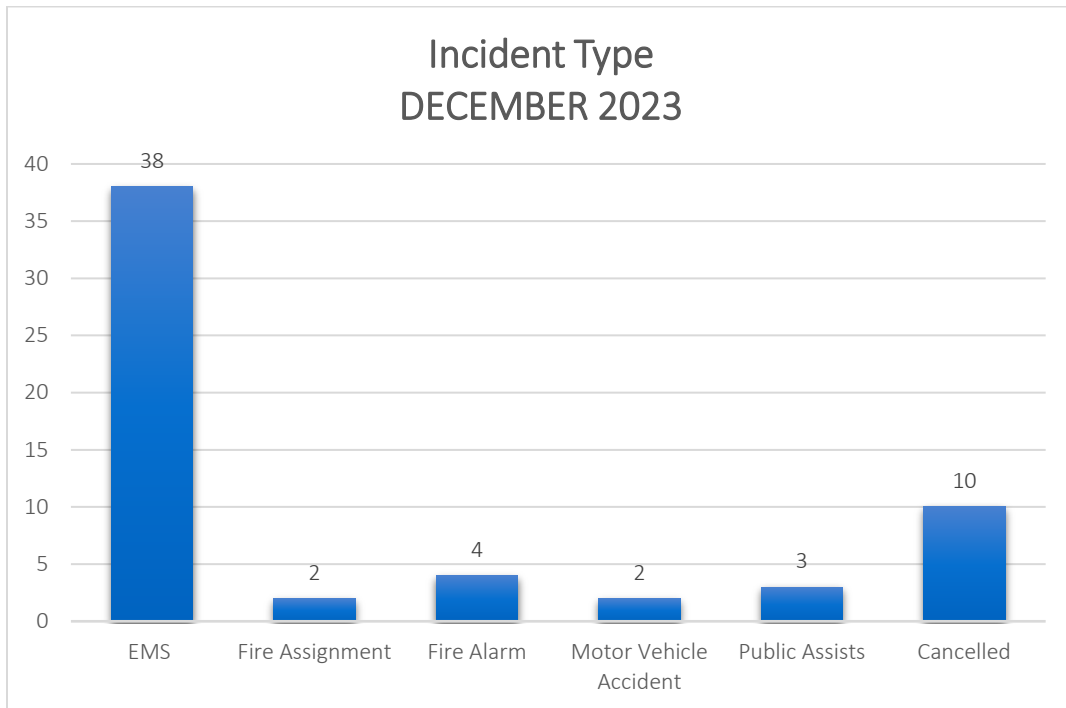
Apparatus Response



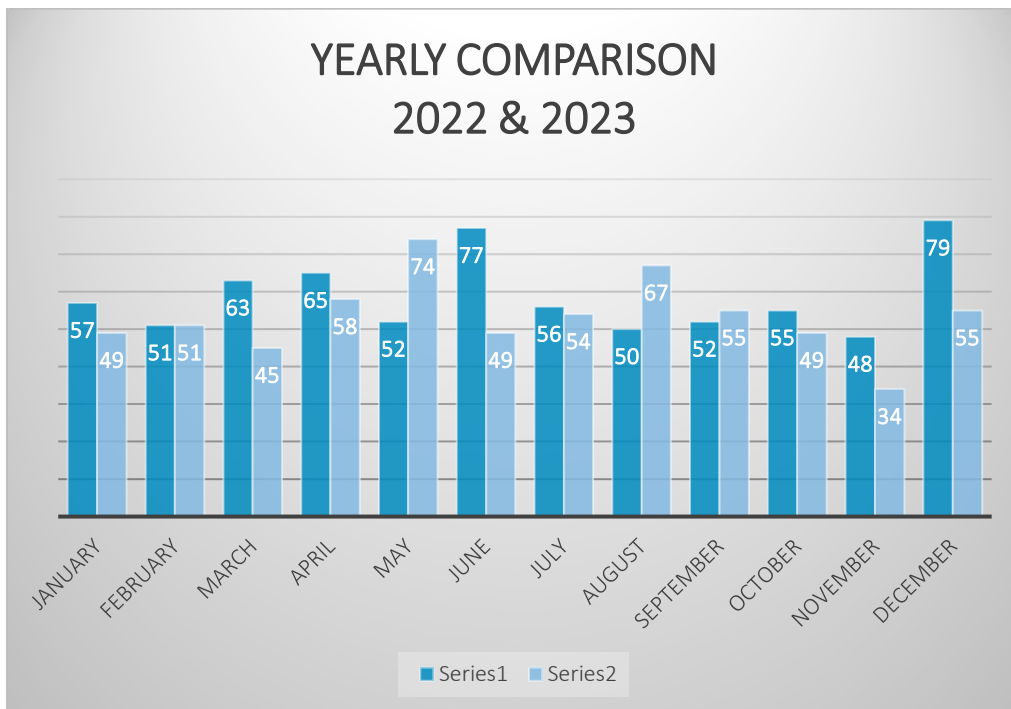
38 calls were during the day shift, between 06:00 hours (6:00 AM) and 18:00 hours (6:00 PM). 17 calls were during the night shift, between 18:00 hours (6:00 PM) and 06:00 hours (6:00 AM):



The “Incident Type” of calls was predominately EMS related and canceled en route.



Below shows yearly call volume comparison.





City of Polk City, Iowa City Council Agenda Communication

Date: January 8, 2024
To: Mayor, City Council, and City Manager
From: Karla Hogrefe – Fire Chief
Subject: Standard Operating Guidelines Revisions, Omissions, and Additions

BACKGROUND: The Polk City Fire Department has SOG - #108 Membership Requirements that needed to be revised. Revisions that were made were the training requirements. This is due to having more staff in the station who are available to train during shifts. We also did not have Full-Time included in the old SOG, so requirements for Full-Time staff were added. SOG #112 Participation Requirements was combined with #108 Membership Requirements, so okay to omit SOG #112. A new SOG – Life Saving Awards has been added. It is very important to recognize staff and others when a life is saved.

ALTERNATIVES: N/A

FINANCIAL CONSIDERATIONS: No cost associated with these changes.

RECOMMENDATION: Acknowledge and accept these SOG revisions, omissions, and additions so the operations of the fire department are up to date and appropriate for the times. The SOGs are attached for reference.



Polk City Fire Department Policy

#108 – Membership Requirements

Date Issued: 6/10/2005

Date Last Revised: 12/28/2023

Purpose and Scope:

To establish a written policy outlining membership programs of the Polk City Fire Department. This policy applies to all applicants and members of the department.

Definition:

Recruit – Individual whose application for membership has been approved and maintains the required participation standards. The probationary period is (12) twelve months unless released from probation by the Chief. Probation may be extended six (6) months with approval from the Fire Chief.

Active Member – An individual whose application for membership has been approved, has met the probationary requirements, maintains the required participation standards, and has met the certification requirements.

Honorary Member – Individual, who has been an active member for no less than 10 years, has rendered outstanding service to the Department and, or upon whom the Fire Chief cares to bestow this honor. Honorary members may participate in non-hazardous functions.

FTE – Part-time positions paid hourly combined to equal Full-Time Equivalent.

Paid On Call – On-call positions where compensation is a minimal on-call hourly compensation and set POC rate for call responses.

General Membership Requirements:

Any person regardless of race, creed, religion, or sex, who is of good character shall be eligible for membership. Prospective members must meet the following qualifications:

1. Must be at least 18 years of age.
2. Must be a United States citizen.
3. Must be able to speak, read, write, and understand English.
4. Must be a high school student, graduate, or have completed the G.E.D.
5. Must be of good moral character and have acceptable student or work references.
6. Must be able to physically perform the duties of the job.
7. Must possess a current Iowa driver's license.
8. Must have an acceptable driving record and acceptable criminal background. (Background investigation criteria for rejection: Any felony conviction, any current or recent suspension or restriction of driver's license (such as SR-22 or similar) which is the result of legal action be it a court or administrative agency, or any recent criminal activity that is determined by the Fire Chief to be undesirable).



Polk City Fire Department Policy

#108 – Membership Requirements

Date Issued: 6/10/2005

Date Last Revised: 12/28/2023

9. Members must complete the orientation and recruit training program in the allotted time and meet requirements for meeting and call response during the new recruit training period.
10. Must obtain FFI and EMT certifications within 1 year of hire date and FFII within 2 years of hire date.

Resident – Paid On-Call

This program covers those people who live in Polk City or within 6 minutes of the Fire Station and have the desire to be an emergency responder. These members are permitted to be on call from home and respond to the station when we have a call.

These members are subject to the general membership requirements listed above and:

1. Must commit to a minimum of 48 hours of on-call shifts per month, including one Friday or Saturday night, and at least one City recognized Holiday.
2. Residency requirement (must live within 6 minutes of the Polk City Fire Station).
3. Must attend 75% of department trainings ~~and meetings~~ quarterly.
4. Must attend at least one business meeting per quarter.
5. Firefighter and EMT education provided by and paid for by Polk City (with contract).
6. Compensation follows POC per call rates.
7. A two-year commitment is required.

Internship – Paid Per Call

This program covers those students enrolled in an educational institution for Fire or EMS.

Living and sleeping quarters are provided at the Fire Station. Students who live in Polk City are permitted to respond to calls from home when on duty crew.

These members are subject to the general membership requirements listed above and:

1. Must be a student of an educational institution for Fire or EMS, in good standing with the college, and accepted into the program.
2. Must commit to a minimum of 48 hours of on-call shifts per month.
3. Must be at the Fire Station or within 6 minutes of the Fire Station during scheduled duty crew hours.
4. Must attend 75% of department trainings.
5. Must attend at least one business meeting per quarter.
6. Firefighter and EMT education paid for by the intern (no contracts).
7. Compensation follows the POC per call rates.



108c

Polk City Fire Department Policy

#108 – Membership Requirements

Date Issued: 6/10/2005

Date Last Revised: 12/28/2023

Part-Time

Any member that wishes to cover FTE positions (paid hourly). Part-time shifts are 6A-6P or 6P-6A at the station.

These members are subject to the general requirements listed above:

1. Must be an Active Member to fill FTE staffing.
2. Must submit a minimum of 48 hours of availability per month during FTE staffed hours and 12 must be on a Saturday or Sunday and work at least 3 shifts per month.
3. Must attend at least one department training per quarter.
4. Must attend at least one department meeting per quarter. If unable to attend, a zoom link may be provided by the Chief per request.
5. Must complete duty crew training while on shift. This training must be documented in Image Trend.
6. Compensation follows established hourly pay rates.
7. A two-year commitment is required.

Full-Time

Any member hired by the City of Polk City as a full-time member who works 24/48 hour shifts.

1. Must follow the City of Polk City Firefighter/Paramedic Full-Time job description.
2. Must attend at least 25% of department trainings outside of their normal shift day.
3. Must attend at least 25% of department meetings outside of their normal shift day.

Availability/Scheduling

1. Each member must have their availability for the next month submitted by the 20th of the current month.
2. The schedule is posted by the 23rd of the current month for the next month.
3. If a member is unable to cover a scheduled shift and cannot find a trade, it is the member's responsibility to notify the Duty Officer.



Polk City Fire Department Policy

#112 – Participation Requirements

Date Issued: 7/13/2005

Date Last Revised: 12/28/2023

Purpose: The purpose of this policy to outline the minimum participation requirements. It is the intention of this policy to ensure the department always maintains a roster that allows for adequate personnel response.

Definition:

EMR = Emergency Medical Responder (Formally First Responder)

EMT = Emergency Medical Technician (Formally EMT-B)

FF I = State of Iowa Fire Fighter I

Policy:

Training

1. All active members of the department are required to attend 75% of meetings and training classes per quarter.
2. Certain outside training may be counted towards your 75% training requirement, however training at PCFD must include a minimum of two classes or meetings per quarter.
 - a. An example of this would be someone who works full time at another Fire and/or EMS service. They could attend one night each month in Polk City and use the training obtained at the other department towards the 75% requirement.
3. An email should be sent to the training officer if a member is unable to attend a meeting or training.
4. Meetings and trainings during a leave of absence shall be excused absences.
5. Members must be present for the entire duration of EMS training classes for CEH credit.
6. Members must be present for $\frac{3}{4}$ of the meeting and training time for attendance/pay credit.

Certification Requirements:

Fire & EMS members:

- Must have minimum FF I certification, Hazmat Operations certification, meet NIMS (National Incident Management System) compliance requirements within first year of membership, and have minimum EMR or EMT certification within the first eighteen months of membership. Certifications must be maintained while an active member of the department.



112a

Polk City Fire Department Standard Operating Guidelines

#112 – Life Saving Award

Date Issued: 01/09/2024

Date Last Revised:

Purpose and Scope: To recognize meritorious efforts directly resulting in the saving of a life.

Definition: An award that recognizes life-saving efforts.

Guidelines: **Eligibility:**

Polk City Fire Department staff responding as a representative of the City of Polk City.

Dispatchers, police officers, other city employees, and bystanders assisting with saving a life within the City of Polk City.

Criteria:

The recipient must be directly involved in one of the following:

1. The care of a critical patient in a life-threatening situation, in which:
 - a. The patient could reasonably have been expected to die had it not been for the direct and immediate intervention(s) of the nominee, and
 - b. The patient is discharged from the hospital with the expectation of maintaining a reasonable quality of life.
2. The rescue of a victim threatened by a present or imminent life-threatening situation, in which:
 - a. The victim could reasonably have been expected to die had it not been for the direct and immediate interventions of the nominee, and
 - b. The victim, if hospitalized, is discharged with the expectation of maintaining a reasonable quality of life.

Nomination Process:

Nominations may be made by completing the Life Saving Award Nomination Form.

Presentation of Awards:

Recipients will be recognized at a Polk City Council meeting. Fire Department staff will also be recognized at the year-end awards banquet.

Type of Award:

The award will consist of a Polk City Fire Department Life-Saving challenge coin.



112b

Polk City Fire Department Standard Operating Guidelines

#112 – Life Saving Award

Date Issued: 01/09/2024

Date Last Revised:

Nomination Form – Return to the Fire Chief

Person Submitting Nomination:	
Person (s) Being Nominated:	
Date of Event & Run Number:	
Description of Event:	

Library Director's Report December 2023

Library Statistics:

- December Circulation and library usage
 - December 2023 circulation of 3,967 was a decrease of 681 checkouts compared to November 2023 and an increase of 267 compared to December 2022.
 - 1,528 individuals visited the library in December. This is a decrease of 175 compared to November 2023. It is a decrease of 5 visitors compared to December 2022.
 - 117 individuals attended 16 passive adult library programs in December.
 - Library Patrons saved \$36,373 in December by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads, hotspot loans or Adventure Passes).
 - 31 passport applications were processed
 - 0 Notary appointments
 - 165 patrons are now using the myLibro App
 - Adventure pass statistics were not available at the time of this report.
- FY24 Second Quarter:
 - Circulation: 13,091 (12,359 in FY23)
 - Patron Savings: \$125,013 (\$118,999 in FY23)
 - Visitors: 5,088 (5,103 in FY23)
 - 80 Adult programs with 631 attendees (98 programs with 649 attendees in FY23)
 - 60 Youth programs with 1,000 attendees (51 programs with 1,086 attendees in FY23)-add scac hunt
 - Passports: 93 (145 in FY23)
- Youth Services librarian Allyson Reister has resigned effective at the end of February. She has decided that the schedule working in education provides is better for her family right now.
- The library offered 2 scavenger hunts during December. Participants were encouraged to find hidden gingerbread men and Christmas trees in the library to solve a riddle.
- We are making changes to how we prepare magazines for circulation. This will eliminate wait time for new magazines. This change is a big reason there are so many new items added this month and also accounts for most of the deleted items.
- Changes for how rural patrons access digital library resources went into effect January 1, 2024. Overall this process went very smoothly and few patrons were upset with the change.
- We have been cleaning out surplus computer equipment and furniture from the server closet. I will be compiling a list to approve for disposal at February's meeting.
- Once patron computer station has been removed after being out of service for over a year. I have not yet decided if it will be replaced since the remaining computer stations are never all being used at once.
- The library offered extra youth programs over winter break. The craft activity was well attended but there were no participants for the movie program.
- The Friends of the Library are hosting another Puzzle Master competition fundraiser on January 14 at TCI. Cost is \$80 per team.
- The Friends of the Library will hold their quarterly meeting on Wednesday, January 10 at 6:30. They will approve the purchase of a study pod at that meeting.
- Furniture for the study pod was acquired from the Grimes Public Library. Public works employees helped pick up and deliver the furniture.

LIBRARY -DECEMBER 2023 STATS SNAPSHOT	December 2022	December 2023	November 2023
Total Visitors	1,533	1,528	1,703
People Checking Out	306	334	357
Polk City Cardholders	264	292	312
Polk City Checkouts	2,362	2,288	2,791
Open Access Cardholders	18	15	17
Open Access Checkouts	141	163	180
Rural Cardholders	24	27	28
Rural Checkouts	213	298	458
Bridges E-book/Audiobook Checkouts	963	1,195	1,196
Outgoing ILL Books	21	23	23
Total Checkouts (incl. Bridges & Outgoing ILL)	3,700	3,967	4,648
Auto Renewals	579	591	698
Total Checkouts (adjusted for auto-renewal)	3,121	3,376	3,950
Incoming ILL Books	26	33	16
Reserves Placed	260	217	375
Materials Added	110	302	103
Materials Withdrawn	8	41	7
New Cards Issued	19	26	13
Computer Users	30	45	53
WiFi Users (on site)	274	477	467
AWE Station Usage	43	not available	83
AWE Games Played	94	not available	265
Adult Programs	30	24	27
Adult Program Attendance	173	180	220
Youth Programs	18	19	19
Youth Program Attendance	458	435	258
Tutoring	4	7	12
No. of Meeting Room Uses by Outside Groups	1	1	2
Patron Savings (physical materials only)	\$34,564	\$36,373	\$41,737
Passports	54	31	33
Blank Park Zoo Adventure Pass (\$60)	0	not available	0
Science Center of Iowa Adventure Pass (\$60)	4	not available	3
Botanical Gardens Adventure Pass (\$42)	2	not available	1
Des Moines Children's Museum (\$36)	1	not available	1
Reiman Gardens (\$36)	1	not available	1
Iowa Arborateum (\$22)	NA	not available	0
TOTAL ADVENTURE PASS SAVINGS	\$314	not available	\$294
Summer Reading Signups (0-11) as of 6/30			
Summer Reading Signups (12-17) as of 6/30			
Adult Reading Participation as of 6/30			
Social Media Page Views (Dec. 1-31)	125	396	550
Social Media Post Reach (Dec. 1-31)	1,984	2,703	2,518
New Social Media Followers(Dec. 1-31)	3	2	6
New Social Media Likes (Dec 1. 1-31)	11	2	NA
Website Views	2,200	1,761	2,059

AGENDA FOR POLK CITY LIBRARY BOARD MEETING
Polk City Community Library
1500 W. Broadway, Polk City, IA
Tuesday, January 2, 2024 at 6:30 pm

I. Call to order

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

MOTION PASSED unanimously.

Board Members Present: Rod Bergren, Angie Conley, Lisa England, Justin Young
Board Members Absent: Sara Olson
Library Director Present: Jamie Noack
City Council Liaison Present: Jeff Savage
Guests Present: None

II. Approval of the agenda

MOTION: A motion was made by Lisa England and seconded by Rod Bergren to approve.

MOTION PASSED unanimously.

III. Consent Items

MOTION: A motion was made by Lisa England and seconded by Rod Bergren to approve.

MOTION PASSED unanimously.

1. Approve the [December 2023 Board Minutes](#)
2. Approve November 2023 financial statements
 - a. [November 2023 History](#)
 - b. [November 2023 Budget](#)- there were minor changes to expenses of DVD expenses, but it was fixed with things being put into the wrong month
 - c. [November 2023 Revenue & Expenses](#)

IV. Communication from the Public

V. Director's Report

1. December Stats

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One staff member (Allison) has resigned and a job posting will be coming soon.

Every magazine will now be barcoded to save time at checkouts.

New rural patron rules started with the new year. There were a few things of negative feedback with patrons being removed from Ankeny use of Hoopla video viewing service.

New Puzzle Master competition coming at TCI next month.

2. FY24 Q2 Stats

VI. Liaison report

FY25 budget planning will begin soon. Mr. Savage wanted to know some feedback on liaison program between city council and library board. It was shared that some liaison members sought out a give and take format to share information back and forth between groups and that worked well. It was shared that it helped to have someone at each meeting, not just occasionally. Mr. Savage shared that he wants a lot of communication as well.

VII. Board Education: Lisa England

Start at 6:43- Lisa attended a meeting in December about fundraising for the sports complex. They hired a firm that come in and look at the population, demographics, surveys to citizens, and would it gains support from community. They would also feel out for where donors might come from. This was between 30 and 40 thousand dollars for one year or so of service. The park project has been scaled down from initial conception to about 15 to 16 million dollars. The goal of this would be to strategically plan out how much support there is.

It's not preferred to have trustees on a board trying to raise money on a group like a foundation or friends of the library group. This isn't necessarily banned and some places do that. If you do that, it would benefit to clearly write down roles and what expectations are for people. The friends of the park nonprofit group has about 4-5 core members. The library does have a friends group. Researching, it is beneficial to have two separate groups between friends and foundations. The friends group focuses on book sales and has membership dues. They had membership levels to raise money for purchasing of materials. These types of groups have been around 100 years or more. It's good to involve the friends group and make them complementary to each other to avoid overlap. There have been things that are cooperative ventures to share software.

St. Paul had overlapping people between both groups. That way there is only one set of paperwork to file and it cuts down on time for people involved so that you get one group of people to donate time for one meeting.

It is recommended that you work with an attorney or accounting firm to set things up correctly. The library cannot pay for the fees to set up such a group. It would take donations. Many places like Marion and Cedar Rapids have links to their friends groups right on the library website. The foundation deals more with big picture ideas of trying to deal with estates and other bigger amounts of money. Libraries are pretty good at fundraising initiatives due to high community use and being a touch point for so many people in the community. A library foundation can be a good source for donations due to tax benefits and people want to donate to a cause they use and support. The city of Marion and the foundation for their library helped raise a lot of money for their new building and raising over 2 million dollars. Trying to raise money for a new facility can include things like a naming campaign where you raise funds to name fireplaces, new rooms, or seeking corporate sponsors. That can also be a way businesses can get advertising through foundation newsletters and library mailing lists. Lisa is going to go to the next friends meeting. With the library board being separate from a foundation in most instances, it will not be a recurring agenda item for the library board.

The question was raised about having the friends start a foundation. It was agreed it is something to look into. Lisa discussed giving up her board seat to perhaps start a foundation. Bylaws would need to be written to set up rules, but it was discussed whether Lisa would need to give up her foundation seat.

Finish education at 7:02

VIII. Agenda Items

1. Discuss disposal of 5 chromebooks. They have not been used in three years, but director wanted to check with board before disposing. They will go on Gov Deals to be sold.
2. Approve [FY25 budget request](#)- budget requests due to January 5th. Revenue projections likely aren't changing. Most people who rent room are non-profits. County grants are very hard to project, as last year it was projected to be 16,000 and it came in at 6,000. It depends on how much of your total circulation is done by rural patrons, so the director projected a similar amount. Passports were separated out into their own category. The library friends group gets the funds for people that pay for their passports through Venmo, so that is a big reason why revenue came in below expectations. This still brings in money and benefit the library and has the city's blessing.

Proposed expenses are always harder. Salaries were based on a 5% increase. The director does not decide this or things with insurance, as it is done through the city. No one area had huge changes. A line item for repair and maintenance of equipment seeing a huge increase is due to furnaces being 20 years old. The city could do a budget amendment if one goes out to fix, but the director just wants to be cautious. The other big jump was for Etech fees. This is the company that does all of the city's IT services. This deals with all updates to computers and wireless network. This is going up due to adding services to the circulation computers and patron use computers. The goal would also be to replace three computer stations that are all from 2017. Last year's budget of \$7,000 was insufficient due to needing to add staff computers to that service. Rod had talked to Etech last year about the services being provided. It will be put in as a budget request, but could be scaled back if need be. It was also recommended that the computers be switched to Office 365 suite at no change of cost. This would be in line with the rest of the city.

The only other thing not in the budget would be asking for fees for an architectural sketch of a proposed new building. Director will look into proposed cost and ask parks and recreation department who had done sketches for new sports complex to figure out possible cost. Other increases are trying to keep up with inflation. There is also a large spike in magazine/paper costs due to looking to add the Des Moines Register back in. This will be about \$500 a year. The director shared that she has never spent her full budget and tries to be fiscally responsible.

MOTION: A motion was made by Rod Bergren and seconded by Lisa England to approve the budget with the additions of Etech fees and Des Moines Register subscription.

MOTION PASSED unanimously.

IX. Adjourn

MOTION: A motion was made by Rod Bergren and seconded by Lisa England to adjourn.

MOTION PASSED unanimously.

Next Meeting Monday, February 5, 2023

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



Polk City Police Department

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

Polk City, Iowa 50226

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

Service Integrity Respect Quality

To: Honorable Mayor and Council Members

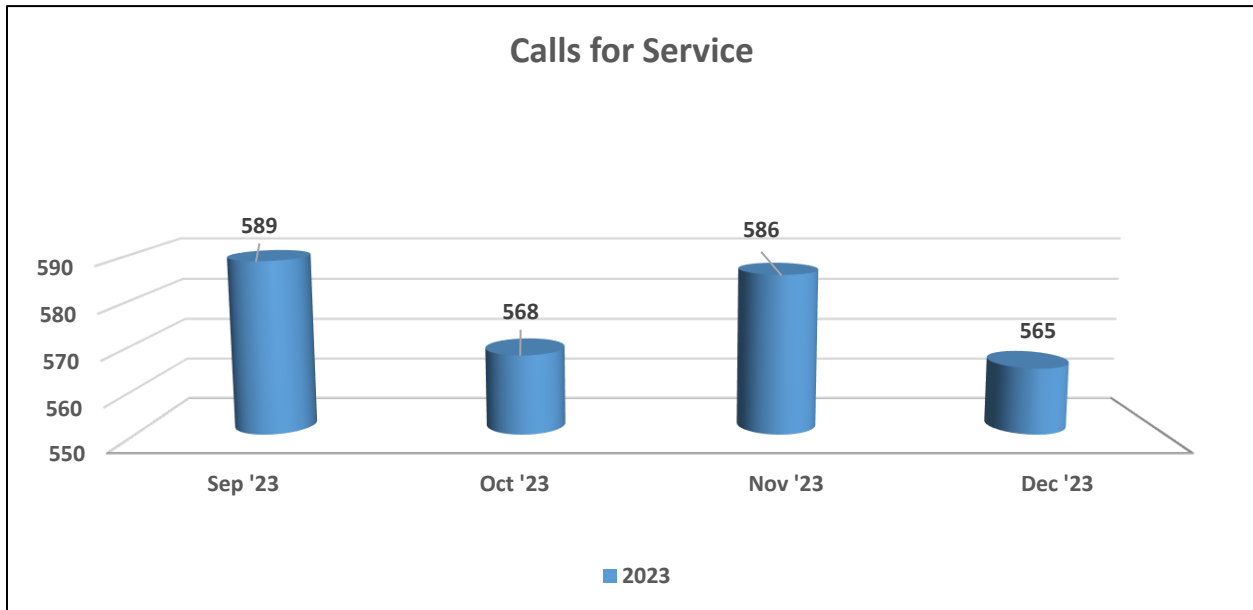
From: Lieutenant Aswegan

Date: January 5th, 2024

Re: December 2023 Monthly Report

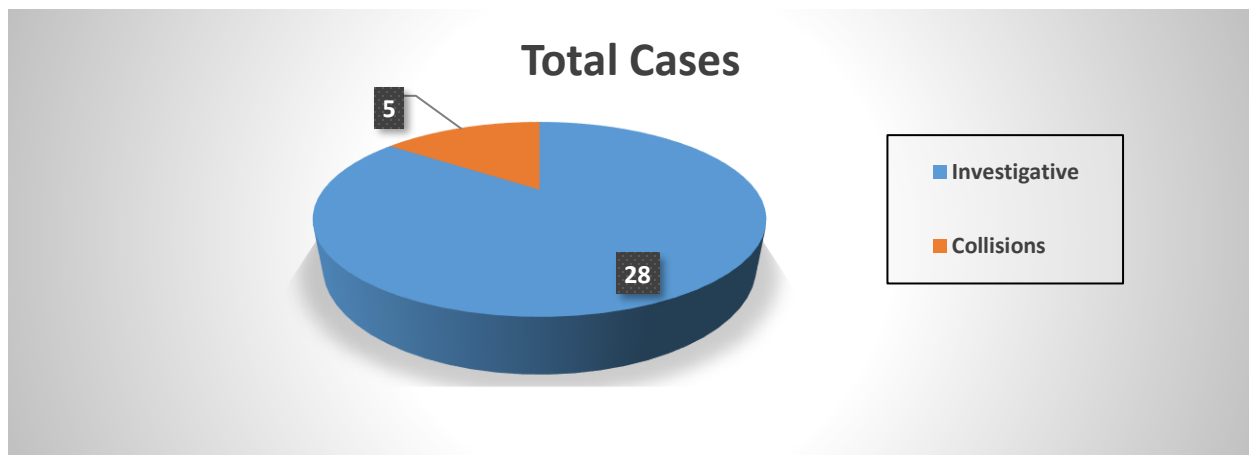
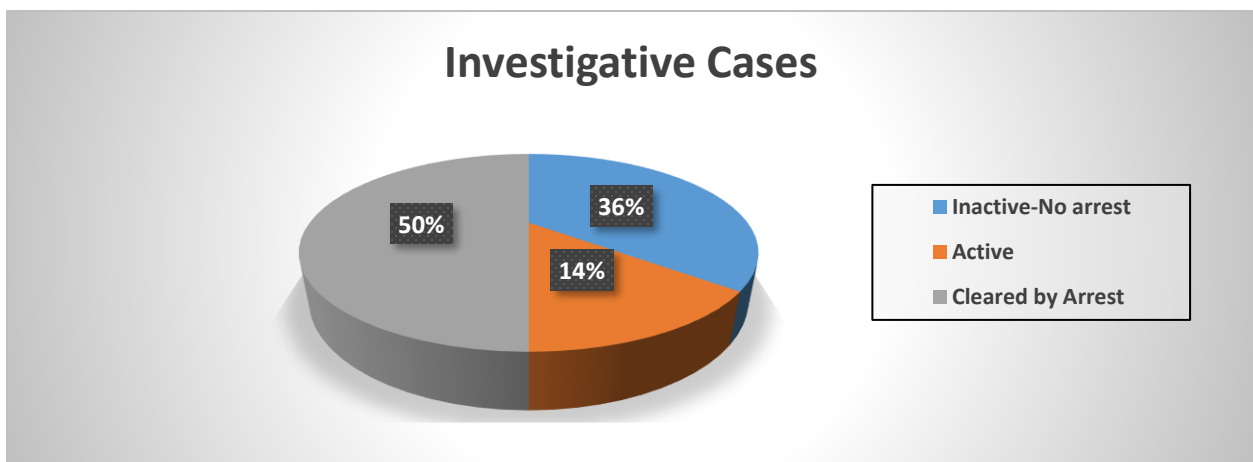
Calls for Service

The total calls for service for the month of December were **565**. This includes response to citizen complaints/reports, assists, self-initiated activities such as traffic stops, building checks, suspicious persons, and case follow up. Among these calls for service Polk City Officers conducted **241** traffic stops.



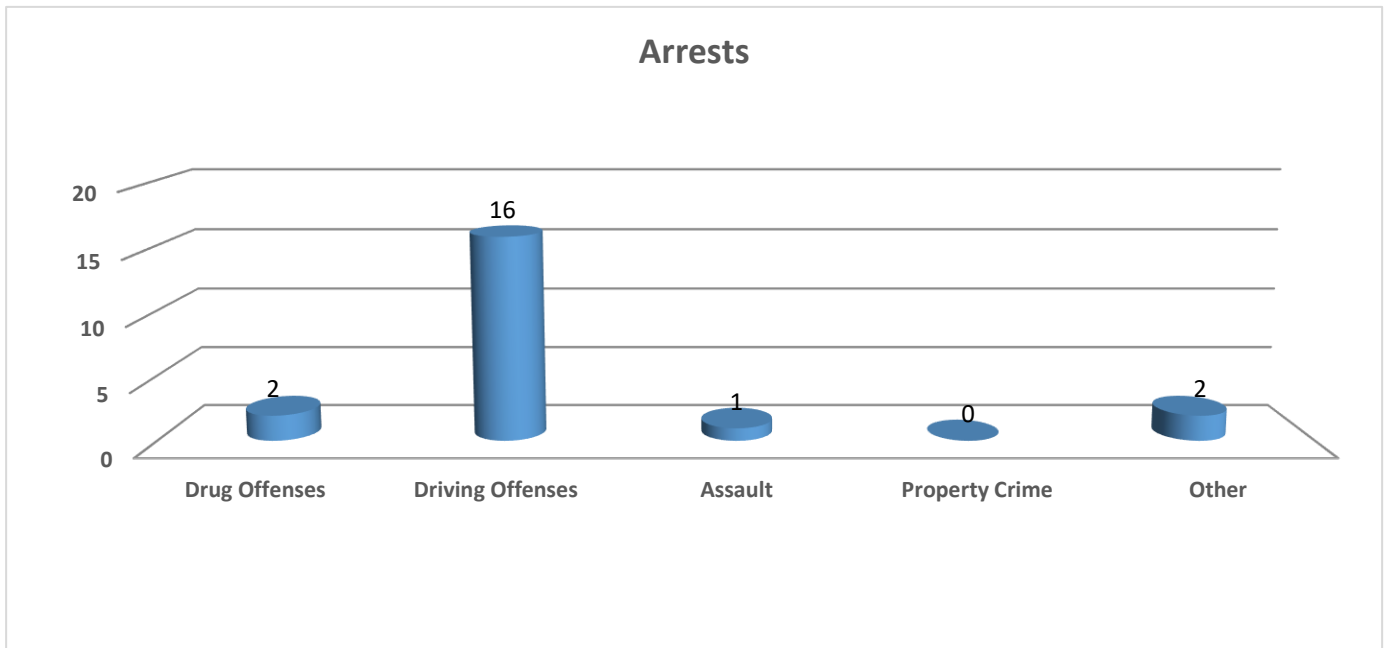
Cases Made

The Police Department had **33** total cases during the month of December. **28** of the cases were investigative incident reports and **5** were for vehicle collisions. There are **4** active investigations this month. There was a **50%** rate of cases cleared by arrest, for investigative cases in December.



Arrests Made

The Police Department made **21** arrests and issued **67** citations and **190** warnings. The arrests consisted of **16** driving related offenses, **2** drug related offenses, **1** for assault and **2** for miscellaneous offenses for Public Intoxication and Carrying Weapons While Intoxicated.



Notable Incidents

23-0423

On December 3rd at about 11:30 pm a Polk City Police Officer stopped a car after the officer saw the car swerving into the opposite lane of travel. An investigation revealed the driver, a 25-year-old Polk City woman, was intoxicated. Breath alcohol testing revealed her BrAC to be .181. She was arrested and charged with Operating While Intoxicated- 1st Offense. She was additionally found in possession of a loaded pistol and was charged with Carrying Weapon While Under the Influence. She was booked into the Polk County jail.

23-0436

On December 15th at about 7:00 pm a Polk City Police Officer stopped a vehicle for a traffic violation. The driver, a 45-year-old Sheldahl man, was found to be intoxicated. Breath alcohol testing revealed his BrAC to be .130. He had been arrested by Polk City PD recently for OWI and was court ordered to have an ignition interlock device in his vehicle, but he did not have one. His license was also found to be revoked. He was arrested and charged with Operating While Intoxicated, Driving While License Revoked, and Operating without Interlock. He was booked into the Polk County jail.

23-0422

On December 3rd Polk City Officers were dispatched to a subject preparing to commit suicide by jumping off the Mile Long Bridge. Officers arrived on scene and spoke with the subject. The officers were successful in talking the man off the bridge. The Polk County Sheriff's Office arrived and took custody of the subject who was taken for mental health treatment.

Officer Training

Polk City Police Officers logged a combined total of over 100 hours of training in December. Some of the training officers received included the following:

Officer Blaha-Polson completed a 14-hour course on Methamphetamine Investigations taught by Arkansas University of Public Safety. The course instructs students on common paraphernalia, methods and tactics used by users and manufacturers of methamphetamine. The training will help Officer Blaha-Polson identify and respond appropriately to methamphetamine related offenses within the community.

Officer Delaney successfully completed the National Rifle Association (NRA) Pistol Instructor Course. This is the first phase of Officer Delaney being trained to become an ILEA Firearms Instructor for our department.

Officer Stover completed the Iowa Law Enforcement Academy's impaired driving investigation update training. The training provides officers with refresher training regarding investigative methods and tactics, as well as current case law review regarding impaired driving investigations. Officers from all over the state attended the training.

In-Service Training

In-service training in December was focused on patrol response to an active threat. Sgt Sherman was the instructor for this training. The training was held at West Elementary School in the evening. Officers were trained on their immediate responsibilities when arriving at the scene of an active threat.



Aicher 20
Delaney 24
Blaha-Polson 21
Sherman 9
Whipple 10
Garrison 7
Stover 22
Aswegan 9
Siepker 4

Total Training Hours: 126

K9 Program

Polk City Police Department K9 Team Officer Aicher and Eudoris conducted 16 hours of training in December. Eudoris achieved his annual certification in narcotics detection, building searches, tracking and apprehension. Eudoris placed first out of 10 K9 teams that were certified by Canine Tactical.



Community Outreach

Polk City Officers attended the annual square lighting event. Officers handed out candy canes to youth and were on hand to answer questions from the public.



January 8, 2024

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

RE: AGREEMENT TO COMPLETE – HOME STATE BANK

Dear Honorable Mayor and City Council:

For your consideration is an Agreement to Complete for the remaining Site Plan improvements for the proposed Home State Bank Site Plan. Accompanying the Agreement are two checks. The first, in the amount of \$42,250.00 is for the remaining site plan improvements, including but not limited to the proposed monument sign, trash enclosure gates, and final site grading. The second, in the amount of \$97,750.00 is for the remaining landscaping, planting, and surface restoration items. The checks are to be deposited upon approval of this agreement and shall be repaid at such time the terms of the agreement are satisfied.

The developer intends to apply for a Temporary Certificate of Occupancy and begin occupying the building on January 12, 2024.

The original Site Plan for this project was approved in August 2022 and the developer has presented multiple Site Plan Amendments to the City Council, with the last being approved by the City Council in October 2023.

As the council may be aware, it has come to City Staff's attention that there have been trees illegally removed as defined by Chapter 151 of the Polk City Municipal Code. The developer and his team have acknowledged this issue and have been diligent and proactive in meeting with City Staff to discuss and determine a reasonable and acceptable solution to remedy these removals. Contained within this Agreement to Complete is an estimated cost for remedying the illegal tree removals. The developer plans to present a Site Plan Amendment to the Planning & Zoning Commission at its January meeting, with the intent to bring that Site Plan Amendment to the January 22 City Council meeting for the Council's consideration and discussion.

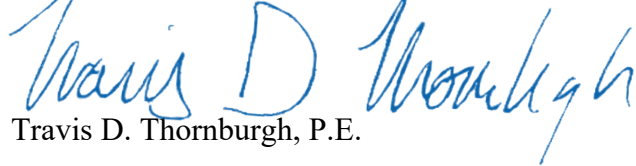
The Contractor and Developer continue to work diligently to address the outstanding items, and there is a possibility that some of the items contained within the agreement have already been completed prior to City Council considering approval of the agreement.

Honorable Mayor and City Council
City of Polk City
January 8, 2024
Page 2 of 2

City Staff recommends approval of this Agreement to Complete.

Please contact me should you have any questions regarding this agreement. We will be in attendance at the January 8, 2024, City Council meeting.

Sincerely,
SNYDER & ASSOCIATES, INC.



Travis D. Thornburgh, P.E.

Enclosure

cc: Mike Schulte, City of Polk City
Chelsea Huisman, City of Polk City
Kathleen Connor, Snyder & Associates
Eric Hockenberry, Home State Bank

AGREEMENT TO COMPLETE
PRIVATE SITE PLAN IMPROVEMENTS FOR
HOME STATE BANK SITE PLAN

THIS AGREEMENT made and entered into as of the 8th day of January 2024, between Home State Bank, 115 W. State Street, Jefferson, Iowa, 50129, a company incorporated in Iowa (“Developer”) and the City of Polk City, Iowa, (“City”).

WHEREAS, on August 22, 2022, the City of Polk City approved the Site Plan for Home State Bank, with subsequent Site Plan Amendments, the most recent of which was approved on October 23, 2023, covering private improvements on Outlot Y of Crossroads at the Lakes Plat 2, an official plat located in the City of Polk City, Polk County, Iowa; and

WHEREAS, the Building Inspectors, Safe Building Compliance & Technology, have inspected the premises and determined the building interior and exterior construction is substantially complete and therefore may be occupied; and

WHEREAS, the Developer has substantially completed construction of the private improvements in accordance with said approved Site Plan for Home State Bank in Polk City, however certain improvements have not yet been completed by the Developer to the satisfaction of Polk City including, but not limited to, installation of required trees and landscaping, installation of monument sign, and other items as enumerated on the attached punchlist for private, site plan improvements dated January 4, 2024; and

WHEREAS, the Developer is desirous of obtaining a Temporary Certificate of Occupancy subject to the terms and conditions of this Agreement; and

WHEREAS, Polk City is desirous of granting a Temporary Certificate of Occupancy subject to the terms and conditions of this Agreement.

NOW, THEREFORE, for and in consideration of Polk City granting a Temporary Certificate of Occupancy and in further consideration of the mutual promises and covenants herein contained, the parties hereto do hereby agree as follows:

- A. Developer has not yet completed the work included on the punchlist for private improvements dated January 4, 2024. Developer shall complete these punchlist items (the “Private Improvements”) in accordance with Polk City code and with the approved Site Plan by and that said Site Work be completed on or before **May 15, 2024**.
- 1. Developer has provided a certified check in the amount of **\$42,250.00** to Polk City as security for the completion of the Private Improvements, with the exception of seeding, sodding, and landscaping. The check shall be deposited and the funds shall be retained in

the City Clerk's office until the City of Polk City has confirmed that all punchlist items have been satisfactorily completed.

- 2. Developer has provided a certified check in the amount of **\$97,750.00** to Polk City as security for the planting and establishment of seeding, sodding, and landscaping. The check shall be deposited and the funds shall be retained in the City Clerk's office until the City of Polk City has confirmed that all punchlist items have been satisfactorily completed.
- 2. The funds shall be released to the Developer upon the Building Inspectors' confirmation of completion of the Private Improvements.

B. Developer acknowledges and agrees that all Private Improvements must be completed before a permanent Certificate of Occupancy will be issued for Home State Bank.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written.

Home State Bank
("Developer")

CITY OF POLK CITY, IOWA
("City")

By: _____

By: _____

Name (print): _____

Name: Steve Karsjen

Title: _____

Title: Mayor, City of Polk City, Iowa

ATTEST:

Jenny Coffin, City Clerk



Polk City | IOWA

A City for All Seasons

POLK CITY: HOME STATE BANK PUNCHLIST

Walk-Thru / Punchlist #1: January 4, 2024

The following items shall be completed prior to issuance of a Permanent Certificate of Occupancy:

Site Plan Improvements: Excluding Seeding, Sodding, and Landscaping

1. Following completion of punchlist items, clear debris from and sweep the parking lot, sidewalks, trail, E. Bridge Rd, and S. 3rd St.
2. Clear construction debris throughout the site.
3. Backfill all sidewalks, curbs, and trails.
4. Grade entire lot to finish grade.
5. Install 250 LF of black vinyl chain link fence.
6. Install flagpole with light.
7. Install monument sign.
8. Paint parking stalls according to the site plan. The remaining stalls are the eight on the North side and twelve on the far east side.
9. Trash and Generator enclosures need completed, including proposed screening gates.
10. Install all parking lot lights.
11. Bring all storm sewer manholes to grade.
12. Install Handicap signage.
13. Grade future trail platform within recreational trail easement located north of the building.
14. Adjust Sanitary Manhole near the CBU pad is brought to grade if it has not when the sidewalk is backfilled.
15. Install all roof drains to private storm sewer piping.
16. Remove concrete debris pile located at 102 E Bridge Road.



Polk City | IOWA

A City for All Seasons

Site Plan Improvements: Seeding, Sodding, and Landscaping

17. Clear construction debris and restore (including all necessary seeding) for lot located south of bank (102 E. Bridge Road).
18. Seed and stabilize all disturbed areas.
19. Place Erosion Control according to the site plan, including storm sewer fabric baskets until such time as the site is completely stabilized.
20. Plant all trees, shrubs, grasses, native seeds, and sod in accordance with the approved landscape plan.
21. Provide replacement trees in accordance with a future approved site plan amendment to replace trees that were erroneously removed.

NOTE: The City reserves the right to, on a subsequent walk-thru, add additional punchlist items that do not appear on the original punchlist due to damage caused during addressing of the above punchlist items.

RESOLUTION NO. 2024-05

A RESOLUTION APPROVING AN AGREEMENT TO COMPLETE FOR PRIVATE SITE IMPROVEMENTS FOR HOME STATE BANK SITE PLAN

WHEREAS, the City Council for Polk City Iowa, approved the Site Plan for Home State Bank on August 22, 2023 with subsequent amendments most recently approved on October 23, 2023; and

WHEREAS, the Developer has substantially completed construction for the private improvements in accordance with the Site Plan Amendment approved on October 23, 2023 however there are certain improvements that have not yet been completed; and

WHEREAS, the developer has signed an Agreement to Complete which covers their responsibility for completing the outstanding punchlist items; and

WHEREAS, the developer has provided a Certified Check in the amount of \$42,250.00 to cover the cost of completing the private improvements on the punchlist, excluding seeding, sodding, and landscaping dated January 4, 2024 said improvements to be completed on or before May 15, 2024, said check to be returned by the City Clerk once a permanent Certificate of Occupancy has been issued; and

WHEREAS, the developer has provided a Certified Check in the amount of \$97,750.00 to cover the cost of completing the seeding, sodding, and landscaping as described in punchlist dated January 4, 2024 said improvements to be completed on or before May 15, 2024, said check to be returned by the City Clerk once a permanent Certificate of Occupancy has been issued; and

WHEREAS, the City Engineer and the City Attorney recommend approval of the Agreement to Complete for Home State Bank to facilitate issuance of Temporary Certificate of Occupancy for said site.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby accepts the recommendations of the City Engineer and the City Attorney and deems it appropriate to approve the Agreement to Complete for Home State Bank.

PASSED AND APPROVED the 8 day January 2024.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

Polk City Water Department

Monthly Report

Month December

Year 2023

Total Water Pumped 10,032,830 Gallons
Monthly Daily Avg 323,639 Gallons

Testing Results

- **SDWA Bacteriological Coliform Analysis** about University Hygienic Lab.
Fecal Coliform Analysis- Sample incubated 35c for 48 hrs then examine for gas production. Gas production verifies presence of fecal coliform organisms.
- **Fluoride Analysis** .5 University Hygienic Lab.
A fluoride concentration of approx. 1mg/l in drinking water effectively reduces dental caries without harmful effects on health. MCL for fluoride is 4.0 mg/l.
Fluoride at Plant- Monthly Average .61 mg/l Polk City Lab.
Fluoride in System- Monthly Average .62 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average** 1.32 mg/l Polk City Lab.
Chlorine Total at plant- Monthly Average 2.72 mg/l Polk City Lab.
Chlorine Free in System- Monthly Average .58 mg/l Polk City Lab.
Chlorine Total in System- Monthly Average .78 mg/l Polk City Lab.
Chlorine requirement is the quantity of chlorine that must be added to H2O to achieve complete disinfection of pathogens and protozoa. Chlorine residuals will vary widely depending on organic loading. We also use chlorine to oxidize iron prior to filtration.
- **Iron Raw Water- Monthly Average** 6.07 mg/l Polk City Lab.
Iron Finish Water- Monthly Average .07 mg/l Polk City Lab.
Iron System Water- Monthly Average .03 mg/l Polk City Lab.
Iron occurs in rocks and minerals in the earth's crust. It's the 4th most abundant element respectively. Iron has no effect on human health; its main objection is aesthetics. Concentrations of Iron in finish H2O should be between 0.03-0.06mg/l.
- **Manganese Raw Water- Monthly Average** 0.342 mg/l Polk City Lab.
Manganese Finish Water- Monthly Average 0.165 mg/l Polk City Lab.
Manganese System Water- Monthly Average 0.067 mg/l Polk City Lab.
Manganese also occurs in rocks and the earth's crust. It is the 7th most abundant element. Manganese is extremely difficult to remove. Concentrations of Manganese in finish H2O should not exceed 0.05mg/l or black staining of plumbing fixtures may occur. No effect on human health.
- **pH Raw Water Monthly Average** 7.8 mg/l Polk City Lab.
pH Finish Water-Monthly Average 8.0 mg/l Polk City Lab.
pH System Water- Monthly Average 8.4 mg/l Polk City Lab.
pH scale ranges from 0-14 with 7 being considered neutral. Below 7 becomes corrosive to plumbing, above 7 tends to deposit minerals in plumbing. We add caustic soda to maintain proper pH, which should range between 7.5-7.9 in finish water.

Total Tests Performed- Polk City Lab _____

Total Hours to perform tests _____



City of Polk City, Iowa City Council Agenda Communication

Date: January 8, 2024 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: RFP for development proposals for 510 S. 3rd St.

BACKGROUND: For your review and consideration on Monday evening is a request for proposals for the sale and development of 510 S. 3rd Street (3rd and Davis Street property). This is city owned property, that the City Council has expressed an interest in selling.

This process will likely extend beyond March, but below is a proposed timeline for this RFP:

- City Council approves the RFP to be sent out- January 8, 2024
- Proposals are due by developers-February 19, 2024
- Review committee evaluates proposals-February 19-February 23, 2024
- City Council sets public hearing for the award of the sale of property & development agreement-February 26, 2024
- Public Hearing for the sale of the property & development agreement with winning proposal-March 11, 2024

ALTERNATIVES: Do not approve the RFP

FINANCIAL CONSIDERATIONS: No financial considerations to send this out. Sending out the RFP is to obtain proposals from interested developers.

RECOMMENDATION: It is my recommendation that the Council approve the RFP to be sent out to interested developers.



POLK CITY - A City For All Seasons -

Request for Proposal

Seeking a Private Developer for 510 S. 3rd Street Polk City, IA

This document constitutes a Request for Proposal. Acceptance of a proposal may result in a binding contract between the City of Polk City and the proposer, contingent upon certain legislative acts of the City Council related to the sale of land and a Development Agreement.

Notice to proposers: **Seven signed original proposals** and one copy on a flash drive will be received by the City Clerk at City Hall. Please address all proposal(s) to: City Clerk, 112 3rd Street or PO Box 426 Polk City, IA 50226, on or before the date and time specified below. All proposals shall be enclosed in a sealed envelope and marked on the outside in bold letters:

Proposal for 510 S. 3rd Street

Proposals Due: 10:00 a.m.

Date: February 19, 2024

Proposals may be made to the city regarding a proposed development that is more specifically described in *Section 1: Background Information and Project Goals*. The City retains the right to reject all proposals, to ask for clarification, to enter into negotiations to discuss cost, scope of work, procedures and the final work product.

Acceptance of a proposal does not constitute contract approval or approval for construction purposes. Normal administrative reviews, legislative procedures and actions will be required, including but not limited to property sale, negotiation of a development agreement, approval of financing, site plan review and building permit approvals.

Questions should be directed via e-mail to:

Chelsea Huisman, City Manger
City of Polk City
112 S. 3rd Street
Polk City, IA 50226
chuisman@polkcityia.gov

RFP Contents

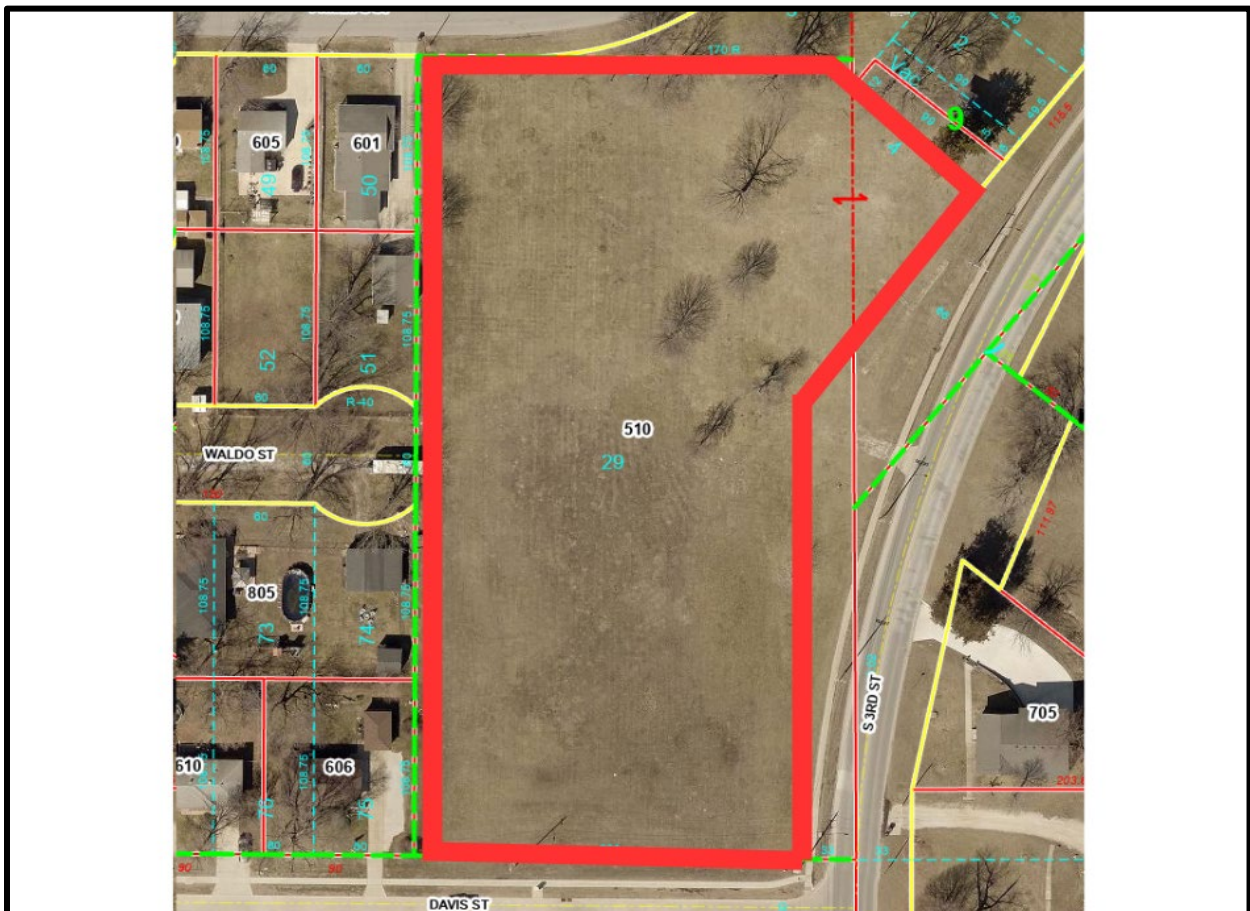
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Section 1: Background Information and Project Goals

This Request for Proposal (RFP) is issued by the City of Polk City to identify private developers and development teams interested in developing 510 S. 3rd Street as identified on the map below. The property was purchased by the City of Polk City in 2011 and consists of 2.937 acres of undeveloped land. The parcel ID for the property is: 261/00070-001-001. The property is currently zoned R-2 (residential) and will need to be re-zoned to meet the appropriate zoning classification of the proposed project. The City Council may initiate the re-zoning of the property at the request of the developer.

The property is owned by the City of Polk City and located within walking distance of Polk City's Town Square. The City of Polk City is working to connect the Neal Smith Trail to the High Trestle Trail, and that trail connection will run along this property. **The developer will be responsible for constructing 10' multi-use trail along the property's 3rd Street frontage.**

The City estimates 12,000 vehicles passing by the property on any given day. The chosen developer will be required to complete a site plan through the city, and based on the type of proposal may also be required to complete a traffic impact study. Based on the findings of a traffic impact study, the developer will be responsible for off-site improvements necessary for the development.



The Project is envisioned as a privately-owned urban building or complex of buildings with a mix of commercial and residential offerings that maximize the visibility of the property. The development will best represent the character of the community. The project should also complement the City's design standards for commercial development. Industrial type development projects and/or outdoor storage projects will not be considered at this site.

The purpose of this RFP is to solicit proposals from developers and development teams interested in acquiring and developing this property. The city intends to convey the property to the selected developer/development team.

About Polk City

Polk City is home to over 6,000 residents (5,543 according to the 2020 Census) and is well known for its exceptional quality of life, proximity to recreational amenities such as Big Creek State Park, Saylorville Lake and Tournament Club of Iowa, as well as our exceptional schools. The Neal Smith Trail runs through Polk City, up to Big Creek State Park. The Neal Smith Trail will eventually connect to the High Trestle Trail through Polk City, connecting to the Town Square. Polk City is conveniently located in Polk County and is within 20 minutes from interstate access and downtown Des Moines.

Our proximity to Saylorville Lake and Big Creek State Park brings over 2.2 million visitors to the area annually. Many of those visitors stop by Polk City for dining, shopping, and other tourism activities. Polk City was recently designated as an Iowa Great Place, and promoting quality of life, and tourism are priorities of the City Council.

According to the 2020 Census, Polk City was the 6th fastest growing city in the State of Iowa. The city has many residential developments currently being constructed, and adding commercial development is a high priority of the City Council.

About the Project

The City of Polk City is seeking a development team with capacity to create an urban mixed-use project (the "Project") on 2.937 acres of property located on S. 3rd Street. The site is located near Polk City's Town Square, surrounded by a mix of commercial and residential development. The site represents a critical block supporting business growth in Polk City and is highly visible in the community.

Section 2: Intent, Potential Public Assistance and Development Agreement

The City of Polk City's goal is to enter into a property transaction and Development Agreement with a team committed to constructing a high-quality mixed-use commercial development. As part of the development, Polk City is looking to expand its commercial development base, while also providing needed housing and amenities for our residents. The city is seeking development proposals for a Project that maximizes private investment and leverages non-city sources to the greatest degree possible.

Polk City does offer incentives for commercial development. Incentives available from the city are not intended to replace financing from other private and public resources. Rather, they are intended to be flexible resources that bridge funding gaps created or compounded by current market conditions or the challenging nature of infill projects on previously developed sites.

If financial assistance is requested, the developer needs to add this information to the proposal, and the request will be weighed with consideration of the full proposal.

The city may ultimately enter into a Development Agreement with the selected development team. The Development Agreement will include terms for the conveyance of the property; security requirements to ensure Project completion; financial terms associated with property conveyance and Project construction; terms regarding the condition of the property prior to conveyance; Project timeline; and any additional terms as may be necessary to ensure compliance with the Project goals stated herein.

Section 3. Submittal Requirements

All proposals must comply with the following requirements:

1. The Proposal Submittal Signature form (copy attached as Exhibit "A").
2. A signed letter on the proposer's letterhead indicating an interest in the Project.
3. Primary contact person and contact information.
4. The legal name and address of the development entity, including all joint ventures, limited partnerships, and limited liability companies, and the percentage of interest of each. Proposers are encouraged to include the size of their firm, parent company if applicable, and officers/principals of the firm.
5. A description of any and all litigation involving the principals, development entities, or members of the development team during the past five years. A statement relative to whether any of the principals, development entities, or members of the development team have ever been charged with or convicted of a felony.
6. Information showing all members of the proposed development team including but not limited to the developer, management agency, legal, design professionals, and consultants.
7. A description of proposer's previous experience, including a brief description of any mixed-use projects where the proposer played a substantial role. The description should include the specific role of the proposer and the status of the projects. Sufficient reference contact information should be provided for each project to permit the City to verify the information.
8. A description of the proposer's financial capacity to obtain acquisition, construction, and permanent financing, including letters of interest from lenders and/or tax credit investors. A discussion of the financing sources and partnerships utilized for prior projects and references from those parties are also welcomed and encouraged.

9. A narrative describing the proposer's plan for construction and financing of the Project, to include:
 - a. Organization and management approach to the Project.
 - b. General schedule for the completion of the Project following property acquisition.
 - c. Description of a general plan for construction loan and permanent financing, copies of any letters of intent from prospective purchasers and/or tenants.
 - d. Description of the marketing approach to secure purchasers/tenants.
 - e. Proposed purchase price for the Project property.

11. If public financial participation is requested, a narrative with information including:
 - a. Preliminary project building costs, and sources and uses of funds illustrating anticipated and/or potential financing sources.
 - b. Proposed amount and description of gap financing assistance for the Project.
 - c. Description of how the Project addresses and corresponds to market demands and conditions. A market study may be required as a condition of financial assistance.

12. A visual description of the proposed Project, including (if available);
 - a. Conceptual drawing or schematic.
 - b. Conceptual square footage of commercial/residential/mixed-use

13. A description of any energy efficiency components of any building(s) and a description of sustainability features proposed to be included.

14. References from financial institutions, city governments, and community organizations that will permit the City to verify the capabilities of the developer.

15. The identity of any unique resources, capabilities, or assets which the proposer would bring to the Project.

16. The entire proposal may be no longer than 25 pages.

Section 4. Reservation and Disclosures

Reservation and Disclosures

The City reserves the right to reject any and all proposals and to make recommendations for changes in any proposal submitted, to waive informalities or irregularities, and may, in the process of this recommendation, allow the developer to make such recommended changes in its proposal. The City reserves the right to require additional information from the developer, financial or otherwise, to hold meetings with any developer to review the offer and development proposal, and to waive any of the requirements set forth herein.

The City shall have the right to verify the accuracy of all information submitted and to make such investigation as it deems necessary or appropriate to determine the ability of a prospective developer to carry out the Project. The City reserves the right to reject any response where the evidence or information does not satisfy the City that the prospective developer is qualified to carry out the Project, is a person or firm of good reputation or character, or if the developer refuses to cooperate with and assist the city in the making of such investigation.

Section 5. Proposal Criteria and Scoring

Proposals will be reviewed and scored by a committee appointed by the Mayor. The Committee will consist of 6 members, who are City Officials and staff. This committee may invite developers to make presentations of their proposals if it is requested. This committee will make a recommendation to the City Council on a preferred developer **or** may make a recommendation for a list of finalists to be considered by the full City Council. A full public presentation for finalists may be requested.

Proposals will be scored and reviewed according to the following criteria:

- 1. Compliance with submittal requirements – 20 points possible.**
- 2. Developer Experience and capabilities - 20 points possible.**
 - a. Quality of proposal
 - b. Composition and experience of development team, particularly experience with mixed-use projects
 - c. Organization and management approach to the Project
 - d. References, including references within the construction industry
 - e. Implementation ability, demonstrated ability of the developer to implement complex development projects
- 3. Market and economic viability of the project - 20 points possible.**
 - a. Evidence of the financial strength of the developer
 - b. Estimate of developer equity investment in the project
 - c. Marketing approach
 - d. Evidence of interest from financial institutions and investors
 - e. Letters from prospective purchasers and/or tenants for commercial space
 - f. Reliability of the proposed financial plan
 - g. Preliminary evaluation of need for any requested city incentives
- 4. Long term fiscal benefit to the City - 20 points possible.**
 - a. Projected property tax revenues.
 - b. The price offered for the City property and any terms.
 - c. Any required City services and/or ongoing public funding beyond the construction costs.
 - d. New jobs created.
 - e. Assessment of any impact of the Project on nearby properties.
- 5. How the Project furthers the City Council's priorities for economic development and tourism goals - 20 points possible.**
 - a. Ability of the Project to complement tourism and recreational activities.
 - b. Ability of Project to create employment opportunities.
 - c. Included residential provides housing opportunities for a variety of income levels with appropriate amenities.
 - d. Project meets or exceeds design standards as outlined in the zoning code.

Exhibit A: Proposal Submittal Signature Form

The undersigned attests to their authority to submit this proposal and to bind the firm herein named to perform if the firm is selected by the City of Polk City. The undersigned further certifies that they have read the Request for Proposal, terms and conditions, and any other documentation relating to this request; has complied in all respects with all conditions hereof, and this proposal is submitted with full knowledge and understanding of the requirements and time constraints noted herein.

The undersigned hereby further acknowledges that it accepts the terms of the Request for Proposals in its entirety and by the submission of its proposal hereby waives any claims or claims to irregularities that arise out of such RFP, the process employed by the City to solicit and develop proposals, or the RFP evaluation process described in the RFP, and agrees to release and hold harmless the City, its officials, employees, agents, and consultants from any claim, loss, or damage arising therefrom.

The undersigned hereby authorizes any person, firm, or corporation to furnish any credit history and financial condition, or other information required by the City to verify information related to the firm's submission to the City. The undersigned hereby certifies on behalf of the undersigned firm that the above information is true and correct to the best of their knowledge and that the City may rely on the information provided.

Firm Name: _____

Home Office Address: _____

City, State, Zip: _____

Name and Title of Representative

Name: _____

Signature: _____

Date: _____



Date January 2, 2024

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

INVOICE SUMMARY - NOVEMBER SERVICES

GENERAL ENGINEERING

<u>Meetings</u>	123.0001.01	\$	1,648.00
<i>Council and P&Z Meetings, City staff meetings, and meetings with developers and developer's engineers.</i>			
<u>Development and Building:</u>	123.0001.01	\$	1,905.50
<i>Coordination with developers, engineers, building inspector, and staff regarding various potential and ongoing projects, and building permits.</i>			
<u>Water Dept:</u>	123.0001.01	\$	154.50
<i>Respond to questions re: easements, cost sharing for water main on NE 7th St. between City and Knapp, CIP update, and misc water issues.</i>			
<u>Sanitary Sewers:</u>	123.0001.01	\$	-
<i>Respond to questions re: sanitary sewer availability and lift station capacity, CIP update, and misc. sewer issues.</i>			
<u>Storm Sewers:</u>	123.0001.01	\$	-
<i>Respond to concerns re: drainage issues, SWMF restrictions, and misc. drainage and storm sewer issues.</i>			
<u>Street Dept.</u>	123.0001.01	\$	824.00
<i>Coordinate Re ROW vacation, historic plans, OFE, ROW permits, CIP update, and misc. street and ROW issues.</i>			
<u>General:</u>	123.0001.01	\$	103.00
<i>Coordination with City staff and City Attorney re: agendas, minutes, resolutions, ordinances, and miscellaneous issues.</i>			
<u>GIS</u>	123.0001.01	\$	515.00
<i>Update Zoning Map for recent annexations and rezonings.</i>			
SUBTOTAL		\$	5,150.00

CAPITAL IMPROVEMENT PROJECTS / WORK ORDERS

High Trestle Trail to Neal Smith Trail Connector - Phase 1	123.0674.01	\$	13,963.75
High Trestle Trail to Neal Smith Trail Connector - Phase 2	123.0333.01	\$	3,575.00
N. 3rd Street & Vista Lake Avenue Improvements Project	121.0455.01	\$	1,516.25
SUBTOTAL		\$	19,055.00

REIMBURSABLE DEVELOPMENT REVIEW PROJECTS

Antler Ridge Plat 1: Construction Phase Services - Trunk Sewer	122.0178.01	\$	14,803.50
Big Creek Ridge Plat 1: Construction Drawings	123.0787.01	\$	2,309.50
Leonard Senior Living Site Plan: Final plat review	123.0287.01	\$	1,632.00
SUBTOTAL		\$	18,745.00

TOTAL		\$	42,950.00
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