

Agenda -Notice of Meeting
Polk City | City Council

July 26, 2021 | 6:00 pm
City Hall-Council Chambers | Electronic Meeting

Due to Covid-19 Mayor and Council will meet in person

Public Meeting participation via phone: Call in local 515-329-8019 Participant Code 593054

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>

Jason Morse | Mayor
Mandy Vogel | Pro Tem
City Council Members: Jeff Walters | Dave Dvorak | Ron Anderson | Rob Sarchet

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Swear In Ceremony** – Police Officer Jeremy Burdess
5. **Public Hearings:**
 - a. Public Hearing on the proposal to use low to moderate funds for First Choice Renovations
 - i. Resolution 2021-72 approving use of low to moderate income funds for First Choice Renovations Development Project
 - ii. Authorize acceptance of applications
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 5pm on the date of the meeting by email at jgibbons@polkcityia.gov with your name and address for the record including the phone number you will be calling in with. The Mayor will recognize you for five minutes of comment during which time your line will be unmuted.*
7. **Consent Items**
 - a. City Council Meeting Minutes for July 12, 2021
 - b. Receive and file P&Z Commission Meeting Minutes for July 19, 2021
 - c. Claims listing July 26, 2021
 - d. June 2021 Finance Report
 - e. Receive and File June 2021 Water Department Report
 - f. Receive and File June 2021 Police Department Report
 - g. Contract with Lewis Lawn & Labor
 - h. Approve Facility Needs Assessment
 - i. Resolution 2021-74 approving the replacement of Aureon with Etech as IT systems managed service provider effective August 1, 2021
 - j. Receive and File June 2021 Fire Department Report
 - k. Set pay for Ciara Davis, Firefighter/EMT at a part-time rate of \$13.04 per hour and POC rate of \$11.97 per hour effective upon successful completion of physical examination and background check
8. **Business Items**
 - a. Resolution 2021-73 awarding sale of General Obligation Corporate Purpose and Refunding Bonds, Series 2021 and Authorizing Redemption of General Obligation Capital Loan Notes, Series 2014

- b. Resolution 2021-75 approving Pay Application No. 4 (Final Retainage Release) for 2021 Street Repairs Project in the amount of \$6,671.29

9. Reports & Particulars

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

10. Adjournment

--next meeting date August 9, 2021



City of Polk City, Iowa City Council Agenda Communication

Date: July 26, 2021 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager

Subject: Public Hearing & Resolution on the proposal to use low to moderate funds for First Choice Renovations

BACKGROUND: First Choice Renovations has purchased the property at 117 E. Broadway Street. The Commission and City Council have reviewed and approved the updated Master Plan for the property, which will be for single family housing. Addressing these properties has been a priority of the City Council for a number of years, as outlined in the City's Goal Setting Report 2019.

Kyle Hout, First Choice Renovations, and I have communicated a number of ways to make this project happen. My recommendation to the City Council is to enter into a forgivable loan agreement with First Choice Renovations for \$388,000. The funding will be for LMI assistance and will go directly to the builder. First Choice Renovations will build 4 homes, which will sell for approximately \$225,000.

The City will then take applications from interested property purchasers, to ensure they meet the financial guidelines for LMI assistance. The property owners would receive the benefit of the forgivable loan, and the loan would be forgiven on a sliding 5-year scale. If the property owners sell the property before the loan is 100% forgiven, they will be responsible for paying the City back a percentage outlined in the forgivable loan promissory note.

The City of Polk City continues to have a large LMI fund balance, year ending June 30, 2021 of approximately \$1,500,000. The fund will continue to increase with outstanding residential TIF development agreements the City has committed to over the next 10 years (Deerhaven & WhiteTail Ridge). This project helps to address a number of priorities for the City by cleaning up the designated area of town and further extending the trail to the Town Square.

ALTERNATIVES: Do not approve the proposal

FINANCIAL CONSIDERATIONS: The financial considerations for this project are \$388,000 in LMI funds.

RECOMMENDATION: It is my recommendation that the Council authorize the proposal for this property.

RESOLUTION NO. 2021-72

**RESOLUTION APPROVING USE OF LOW TO MODERATE INCOME FUNDS FOR
FIRST CHOICE RENOVATIONS DEVELOPMENT PROJECT**

WHEREAS, the City Council of the City of Polk City, Iowa, has authority as described in Article III, Section 38A of the Constitution of the State of Iowa and in the Code of Iowa (2021) to offer economic incentive packages; and

WHEREAS, the City of Polk City, Iowa, wishes to offer an incentive package to First Choice Renovations for the re-development of two properties along the northeast side of E. Broadway Street in Polk City, Iowa, which includes 117 E. Broadway and the abutting parcel on the southeast side of said property; and

WHEREAS, the City Council wishes to prioritize low to moderate income (“LMI”) funds for use in the re-development of the above-described properties by First Choice Renovations; and

WHEREAS, the City Council of the City of Polk City, Iowa, deems this resolution appropriate, necessary, and in the interests of the citizens of the City of Polk City, Iowa, and thereby to protect, preserve and improve the rights, privileges, property, peace, safety, health, welfare, comfort and convenience of the City and its residents, all as provided in Section 364.1 of the Code of Iowa (2021).

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa:

1. The use of LMI funds by the City for the re-development of two properties along the northeast side of E. Broadway Street in Polk City, Iowa, which includes 117 E. Broadway and the abutting parcel on the southeast side of said property, in the form of a loan evidenced by a Forgivable Promissory Note to First Choice Renovations and secured by a Mortgage against each property is hereby approved.
2. All other resolutions or parts of resolutions in conflict with this resolution are hereby repealed. If any section, provision or part of this resolution shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the resolution or action of the City Council as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.
3. This resolution shall be in full force and effect from and after the date of its approval as provided by law.

PASSED AND APPROVED this 26th day of July 2021.

Jason Morse, Mayor

ATTEST:

Jenny Coffin, City Clerk



City of Polk City, Iowa

City Council Agenda Communication

Date: July 26, 2021 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Authorize acceptance of applications-117 E. Broadway

BACKGROUND: After the Council has formally approved project funds to 117 E. Broadway, we will need to formally authorize the acceptance of applications for this property specifically. In your packet you will find a copy of the proposed application. At this time, the City is only accepting applications for this property, located at 117 E. Broadway.

To qualify for the forgivable loan, property owners will need to meet the requirements for low-to-moderate income, as defined by Polk County. If the income requirements are met, they will need to fill out an application prior to purchasing the property directly from First Choice Renovations.

ALTERNATIVES: Do not approve

FINANCIAL CONSIDERATIONS: The financial considerations for this project are \$388,000 in LMI funds.

RECOMMENDATION: It is my recommendation that the Council authorize the formal acceptance of applications for this property.

FORGIVABLE LOAN PROMISSORY NOTE

FOR VALUE RECEIVED, the undersigned jointly and severally promise to pay to the order of the City of Polk City, Iowa, or any successors or assigns, the sum of \$ _____ as follows:

IN RE: _____

If the above-described property is sold, rented, transferred, vacated, or abandoned from the date of this document to the five (5) year anniversary, this Note shall be repaid as follows:

- If the property is sold, rented, transferred, vacated or abandoned prior to the first anniversary of the date of signing of Mortgage and Forgivable Loan Promissory Note, 100% of the mortgage lien and note becomes due.
- If the property is sold, rented, transferred, vacated or abandoned prior to the second anniversary of the date of signing of Mortgage and Forgivable Loan Promissory Note, 80% of the mortgage lien and note becomes due.
- If the property is sold, rented, transferred, vacated or abandoned prior to the third anniversary of the date of signing of Mortgage and Forgivable Loan Promissory Note, 60% of the mortgage lien and note becomes due.
- If the property is sold, rented, transferred, vacated or abandoned prior to the fourth anniversary of the date of signing of Mortgage and Forgivable Loan Promissory Note, 40% of the mortgage lien and note becomes due.
- If the property is sold, rented, transferred, vacated or abandoned prior to the fifth anniversary of the date of signing of Mortgage and Forgivable Loan Promissory Note, 20% of the mortgage lien and note becomes due.
- At the fifth anniversary date, 100% of the note and mortgage lien is forgiven. The City will release the assisted property owner’s note and mortgage lien following completion of the five-year term.

If the assisted property becomes other than the assisted property owner’s principal place of residence at any time during the five-year term (through sale, transfer, rental or vacating or abandonment of the property) repayment of the principal amount, based on the above schedule, is immediately repayable to the City. The anniversary date shall be the date of the signing of this document by the property owner.

Notwithstanding anything contained herein, if the assisted property owner sells the assisted property and purchases another home within the City of Polk City, the balance of the note shall be forgiven.

The governing body of the City of Polk City has the right to waive any or all of the terms of the note due to extenuating circumstances that would warrant or justify the City's decision to do so, regardless of the age of the forgivable loan.

Dated: _____
Mortgagor

Dated: _____
Mortgagor

STATE OF IOWA, POLK COUNTY, ss:

On this ____ day of _____, 20____, before me the undersigned, a Notary Public in and for said State, personally appeared _____, to me known to be the persons named in and who executed the foregoing instrument to which is attached; and acknowledged that they executed the instrument as their voluntary act and deed.

Notary Public in and for the State of Iowa

[SEAL]

WHEN RECORDED RETURN TO:

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

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

Taxpayer Information:

SPACE ABOVE THIS LINE FOR RECORDER

MORTGAGE AND FORGIVABLE LOAN PROMISSORY NOTE

THIS MORTGAGE is made between _____ (“Mortgagor”) and City of Polk City, Iowa (“Mortgagee”).

If this is checked, this Mortgage is a purchase Money Mortgage as defined in the Iowa Code.

1. **Grant of Mortgage and Security Interest.** Mortgagor hereby sells, conveys and mortgages unto Mortgagee, and grant a security interest to Mortgagee in the following described property:

a. **Land and Buildings.** All of Mortgagor' right, title and interest in and to the following described real estate situated in: _____ and all buildings, structures and improvements now standing or at any time hereafter constructed or placed upon the Land (the "Buildings"), including all hereditament, easements, appurtenances, riparian rights, mineral rights, water rights, rights in and to the lands lying in streets, alleys and roads adjoining the land, estates and other rights and interests now or hereafter belonging to or in any way pertaining to the Land.

b. **Personal Property.** All fixtures and other personal property integrally belonging to, or hereafter becoming an integral part of the Land or Buildings. whether attached or detached, including but not limited to, light fixtures, shades, rods, blinds, Venetian blinds, awnings, storm windows, screens, linoleum, water softeners, automatic heating and air-conditioning equipment and all proceeds, products, increase, issue, accessions, attachments, accessories, parts, additions, repairs, replacements and substitutes of, to, and for the foregoing (the "Personal Property").

c. **Revenues and Income.** All rents, issues, profits, leases, condemnation awards and insurance proceeds now or hereafter arising from the ownership, occupancy or use of

the Land, Buildings and Personal Property, or any part thereof (the "Revenues and Income").

TO HAVE AND TO HOLD the Land, Buildings, Personal Property and Revenues and Income (collectively called the "Mortgaged Property"), together with all privileges, hereditament thereunto now or hereafter belonging, or in any way appertaining and the products and proceeds thereof, unto Mortgagee, its successors and assigns.

2. **Obligations.** This Mortgage secures the following (hereinafter collectively referred to as the "Obligations"):

a. The payment of the loan made by Mortgagee to _____, evidenced by a promissory note in the principal amount of _____ (attached herewith) any renewals, extensions, modifications or refinancing thereof and any promissory notes issued in substitution thereto; and

b. All other obligations of Mortgagor to Mortgagee, now existing or hereafter arising, whether direct or indirect, contingent or absolute and whether as maker or surety, including, but not limited to, future advances and amounts advanced and expenses incurred by Mortgagee pursuant to this Mortgage.

3. **Representations and Warranties of Mortgagor.** Mortgagor represent, warrant and covenant to Mortgagee that (i) Mortgagor hold clear title to the Mortgaged Property and title in fee simple in the Land; (ii) Mortgagor have the right, power and authority to execute this Mortgage and to mortgage, and grant a security interest in the Mortgaged Property; (iii) the Mortgaged Property is free and clear of all liens and encumbrances, except for real estate taxes not yet delinquent and except as otherwise stated in subparagraph 1a. herein; (iv) Mortgagor will warrant and defend title to the Mortgaged Property and the lien and priority of this Mortgage against all claims and demands of all persons, whether now existing or hereafter arising; and (v) all buildings and improvements now or hereafter located on the Land are, or will be, located entirely within the boundaries of the Land.

4. **Payment and Performance of the Obligations.** Mortgagor will pay all amounts payable under the Obligations in accordance with the terms of the Obligations when and as due and will timely perform all other obligations of Mortgagor under the Obligations. The provisions of the Obligations are hereby incorporated by reference into this Mortgage as if fully set forth herein.

5. **Taxes.** Mortgagor shall pay each installment of all taxes and special assessments of every kind, now or hereafter levied against the Mortgaged Property before the same become delinquent, without notice or demand, and shall deliver to Mortgagee proof of such payment within fifteen (15) days after the date in which such tax or assessment becomes delinquent.

6. **Liens.** Mortgagor shall not create, incur or suffer to exist any lien, encumbrance, security interest or charge on the Mortgaged Property or any part thereof which might or could be held to be equal or prior to the lien of this Mortgage, other than the lien of current real estate

taxes and installments of special assessments with respect to which no penalty is yet payable. Mortgagor shall pay, when due, the claims of all persons supplying labor or materials to or in connection with the Mortgaged Property.

7. **Compliance with Laws.** Mortgagor shall comply with all present and future statutes, laws, rules, orders, regulations and ordinances affecting the Mortgaged Property, any part thereof or the use thereof.

8. **Permitted Contests.** Mortgagor shall not be required to (i) pay any tax, assessment or other charge referred to in paragraph 5 hereof, (ii) discharge or remove any lien, encumbrance or charge referred to in paragraph 6 hereof, or (iii) comply with any statute, law, rule, regulation or ordinance referred to in paragraph 7 hereof, so long as Mortgagor shall contest, in good faith, the existence, amount or the validity thereof, the amount of damages caused thereby or the extent of Mortgagor' liability therefor, by appropriate proceedings which shall operate during the pendency thereof to prevent (A) the collection of, or other realization upon the tax, assessment, charge or lien, encumbrances or charge so contested, (B) the sale, forfeiture or loss of the Mortgaged Property or any part thereof, and (C) any interference with the use or occupancy of the Mortgaged Property or any part thereof. Mortgagor shall give prompt written notice to Mortgagee of the commencement of any contest referred to in this paragraph 8.

9. **Care of Property.** Mortgagor shall take good care of the Mortgaged Property; shall keep the Buildings and Personal Property now or later placed upon the Mortgaged Property in good and reasonable repair and shall not injure, destroy or remove either the Buildings or Personal Property during the term of this Mortgage. Mortgagor shall not make any material alteration to the Mortgaged Property without the prior written consent of Mortgagee.

10. **Insurance.**

a. **Risks to be Insured.** Mortgagor, at their sole cost and expense, shall maintain insurance on the Buildings and other improvements now existing or hereafter erected on the Land and on the Personal Property included in the Mortgaged Property against loss by fire, extended coverage perils and such other hazards as Mortgagee may from time to time require, such insurance to have a "Replacement Cost" endorsement attached thereto, with the amount of the insurance at least equal to the balance of the Obligations. At Mortgagor' option, such policy may have a coinsurance clause of not less than 90% of replacement cost provided the policy contains an appropriate form of cost escalation endorsement. Mortgagor will at their sole cost and expense, from time to time, and at any time at the request of Mortgagee, provide Mortgagee with evidence satisfactory to Mortgagee of the replacement cost of Mortgaged Property. Mortgagor will maintain such other insurance as Mortgagee may reasonably require.

b. **Policy Provisions.** All insurance policies and renewals thereof maintained by Mortgagor pursuant to this Mortgage shall be written by an insurance carrier satisfactory to Mortgagee, be payable to the parties as their interest may appear, contain a standard or union-type loss payable clause in favor of Mortgagee, contain an agreement of the insurer that it will not amend, modify or cancel the policy except after thirty (30) days prior

written notice to Mortgagee, and be reasonably satisfactory to Mortgagee in all other respects.

c. Delivery of Policy or Certificate. If requested by Mortgagee, Mortgagor will deliver to Mortgagee original policies satisfactory to Mortgagee evidencing the insurance which is required under this Mortgage, and Mortgagor shall promptly furnish to Mortgagee all renewal notices and, upon request of Mortgagee, evidence of payment thereof. At least ten (10) days prior to the expiration date of a required policy, Mortgagor shall deliver to Mortgagee a renewal policy in form satisfactory to Mortgagee.

d. Assignment of Policy. If the Mortgaged Property is sold at a foreclosure sale or if Mortgagee shall acquire title to the Mortgaged Property, Mortgagee shall have all of the right, title and interest of Mortgagor in and to any insurance policies required hereunder, and the unearned premiums thereon, and in and to the proceeds thereof resulting from any damage to the Mortgaged Property prior to such sale or acquisition.

e. Notice of Damage or Destruction; Adjusting Loss. If the Mortgaged Property or any part thereof shall be damaged or destroyed by fire or other casualty, Mortgagor will, within five (5) calendar days after the occurrence of such damage or destruction, give written notice thereof to the insurance carrier and to Mortgagee and will not adjust any damage or loss which is estimated by Mortgagor in good faith to exceed \$25,000 unless Mortgagee shall have joined in or concurred with such adjustment; but if there has been no adjustment of any such damage or loss within four (4) months from the date of occurrence thereof and if an Event of Default shall exist at the end of such four (4) month period or at any time thereafter, Mortgagee may alone make proof of loss, adjust and compromise any claim under the policies, and appear in and prosecute any action arising from such policies. In connection therewith, Mortgagor do hereby irrevocably authorize, empower and appoint Mortgagee as attorney-in-fact for Mortgagor (which appointment is coupled with an interest) to do any and all of the foregoing in the name and on behalf of Mortgagor.

f. Application of Insurance Proceeds. All sums paid under any insurance policy required by this Mortgage shall be paid to Mortgagee, which shall, at its option, apply the same (after first deducting therefrom Mortgagee's expenses incurred in collecting the same including but not limited to reasonable attorney's fees) to the reduction of the Obligations or to the payment of the restoration, repair, replacement or rebuilding of Mortgaged Property that is damaged or destroyed in such manner as Mortgagee shall determine and secondly to the reduction of the Obligations. Any application of insurance proceeds to principal of the Obligations shall not extend or postpone the due date of the installments payable under the Obligations or change the amount of such installments.

g. Reimbursement of Mortgagee's Expenses. Mortgagor shall promptly reimburse Mortgagee upon demand for all of Mortgagee's expenses incurred in connection with the collection of the insurance proceeds, including but not limited to

reasonable attorneys fees, and all such expenses shall be additional amounts secured by this Mortgage.

11. **Inspection.** Mortgagee, and its agents, shall have the right at all reasonable times, to enter upon the Mortgaged Property for the purpose of inspecting the Mortgaged Property or any part thereof. Mortgagee shall, however, have no duty to make such inspection. Any inspection of the Mortgaged Property by Mortgagee shall be entirely for its benefit and Mortgagor shall in no way rely or claim reliance thereon.

12. **Protection of Mortgagee's Security.** Subject to the rights of Mortgagor under paragraph 8 hereof, if Mortgagor fail to perform any of the covenants and agreements contained in this Mortgage or if any action or proceeding is commenced which affects the Mortgaged Property or the interest of the Mortgagee therein, or the title thereto, then Mortgagee, at Mortgagee's option, may perform such covenants and agreements, defend against or investigate such action or proceeding, and take such other action as Mortgagee deems necessary to protect Mortgagee's interest. Any amounts or expenses disbursed or incurred by Mortgagee in good faith pursuant to this paragraph 12 with interest thereon at the rate of 0% per annum, shall become an Obligation of Mortgagor secured by this Mortgage. Such amounts advanced or disbursed by Mortgagee hereunder shall be immediately due and payable by Mortgagor unless Mortgagor and Mortgagee agree in writing to other terms of repayment. Mortgagee shall, at its option, be subrogated to the lien of any mortgage or other lien discharged in whole or in part by the Obligations or by Mortgagee under the provisions hereof, and any such subrogation rights shall be additional and cumulative security for this Mortgage. Nothing contained in this paragraph shall require Mortgagee to incur any expense or do any act hereunder, and Mortgagee shall not be liable to Mortgagor for any damage or claims arising out of action taken by Mortgagee pursuant to this paragraph.

13. **Condemnation.** Mortgagor shall give Mortgagee prompt notice of any action, actual or threatened, in condemnation or eminent domain and hereby assign, transfer and set over to Mortgagee the entire proceeds of any award or claim for damages for all or any part of the Mortgaged Property taken or damaged under the power of eminent domain or condemnation. Mortgagee is hereby authorized to intervene in any such action in the names of Mortgagor, to compromise and settle any such action or claim, and to collect and receive from the condemning authorities and give proper receipts and acquittances for such proceeds. Any expenses incurred by Mortgagee in intervening in such action or compromising and settling such action or claim, or collecting such proceeds shall be reimbursed to Mortgagee first out of the proceeds. The remaining proceeds or any part thereof shall be applied to reduction of that portion of the Obligations then most remotely to be paid, whether due or not, or to the restoration or repair of the Mortgaged Property, the choice of application to be solely at the discretion of Mortgagee.

14. **Fixture Filing.** From the date of its recording, this Mortgage shall be effective as a financing statement filed as a fixture filing with respect to the Personal Property and for this purpose the name and address of the debtor is the name and address of Mortgagor as set forth in paragraph 20 herein and the name and address of the secured party is the name and address of the Mortgagee as set forth in paragraph 20 herein.

15. **Events of Default.** Each of the following occurrences shall constitute an event of default hereunder ("Event of Default"):

a. Mortgagor shall default in the due observance or performance of or breach its agreement contained in paragraph 4 hereof or shall default in the due observance or performance of or breach any other covenant, condition or agreement on its part to be observed or performed pursuant to the terms of this Mortgage.

b. Mortgagor shall make an assignment for the benefits of its creditors, or a petition shall be filed by or against Mortgagor under the United States Bankruptcy Code or Mortgagor shall seek or consent to or acquiesce in the appointment of any trustee, receiver or liquidator of a material part of its properties or of the Mortgaged Property or shall not, within thirty (30) days after the appointment of a trustee, receiver or liquidator of any material part of its properties or of the Mortgaged Property, have such appointment vacated.

c. A judgment, writ or warrant of attachment or execution, or similar process shall be entered and become a lien on or be issued or levied against the Mortgaged Property or any part thereof which is not released, vacated or fully bonded within thirty (30) days after its entry, issue or levy.

d. An event of default, however defined, shall occur under any other mortgage, assignment or other security document constituting a lien on the Mortgaged Property or any part thereof.

16. **Acceleration; Foreclosure.** Upon the occurrence of any Event of Default and at any time thereafter while such Event of Default exists, Mortgagee may, at its option, after such notice as may be required by law, exercise one or more of the following rights and remedies (and any other rights and remedies available to it):

a. Mortgagee may declare immediately due and payable all Obligations secured by this Mortgage, and the same shall thereupon be immediately due and payable, without further notice or demand.

b. Mortgagee shall have and may exercise with respect to the Personal Property, all the rights and remedies accorded upon default to a secured party under the Iowa Uniform Commercial Code. If notice to Mortgagor of intended disposition of such property is required by law in a particular instance, such notice shall be deemed commercially reasonable if given to Mortgagor at least ten (10) days prior to the date of intended disposition.

c. Mortgagee may (and is hereby authorized and empowered to) foreclose this Mortgage in accordance with the law of the State of Iowa, and at any time after the commencement of an action in foreclosure, or during the period of redemption, the court having jurisdiction of the case shall at the request of Mortgagee appoint a receiver to take immediate possession of the Mortgaged Property and of the Revenues and Income

accruing therefrom, and to rent or cultivate the same as he may deem best for the interest of all parties concerned, and such receiver shall be liable to account to Mortgagor only for the net profits, after application of rents, issues and profits upon the costs and expenses of the receivership and foreclosure and upon the Obligations.

17. **Redemption.** It is agreed that if this Mortgage covers less than ten (10) acres of land, and in the event of the foreclosure of this Mortgage and sale of the property by sheriff's sale in such foreclosure proceedings, the time of one year for redemption from said sale provided by the statutes of the State of Iowa shall be reduced to six (6) months provided the Mortgagee, in such action files an election to waive any deficiency judgment against Mortgagor which may arise out of the foreclosure proceedings; all to be consistent with the provisions of Chapter 628 of the Iowa Code. If the redemption period is so reduced, for the first three (3) months after sale such right of redemption shall be exclusive to the Mortgagor, and the time periods in Sections 628.5, 628.15 and 628.16 of the Iowa Code shall be reduced to four (4) months. It is further agreed that the period of redemption after a foreclosure of this Mortgage shall be reduced to sixty (60) days if all of the three following contingencies develop: (1) The real estate is less than ten (10) acres in size; (2) the Court finds affirmatively that the said real estate has been abandoned by the owners and those persons personally liable under this Mortgage at the time of such foreclosure; and (3) Mortgagee in such action files an election to waive any deficiency judgment against Mortgagor or their successors in interest in such action. If the redemption period is so reduced, Mortgagor or their successors in interest or the owner shall have the exclusive right to redeem for the first thirty (30) days after such sale, and the time provided for redemption by creditors as provided in Sections 628.5, 628.15 and 628.16 of the Iowa Code shall be reduced to forty (40) days. Entry of appearance by pleading or docket entry by or on behalf of Mortgagor shall be a presumption that the property is not abandoned. Any such redemption period shall be consistent with all of the provisions of Chapter 628 of the Iowa Code. This paragraph shall not be construed to limit or otherwise affect any other redemption provisions contained in Chapter 628 of the Iowa Code.

18. **Attorneys' Fees.** Mortgagor shall pay on demand all costs and expenses incurred by Mortgagee in enforcing or protecting its rights and remedies hereunder, including, but not limited to, reasonable attorneys' fees and legal expenses.

19. **Forbearance not a Waiver, Rights and Remedies Cumulative.** No delay by Mortgagee in exercising any right or remedy provided herein or otherwise afforded by law or equity shall be deemed a waiver of or preclude the exercise of such right or remedy, and no waiver by Mortgagee of any particular provisions of this Mortgage shall be deemed effective unless in writing signed by Mortgagee. All such rights and remedies provided for herein or which Mortgagee or the holder of the Obligations may have otherwise, at law or in equity, shall be distinct, separate and cumulative and may be exercised concurrently, independently or successively in any order whatsoever, and as often as the occasion therefor arises.

20. **Notices.** All notices required to be given hereunder shall be in writing and deemed given when personally delivered or deposited in the United States mail, postage prepaid, sent certified or registered, addressed as follows:

a. If to Mortgagor, to:

b. If to Mortgagee, to:

City of Polk City, Iowa
112 S 3rd Street,
PO Box 426
Polk City, Iowa 50226

or to such other address or person as hereafter designated in writing by the applicable party in the manner provided in this paragraph for the giving of notices.

21. **Severability.** In the event any portion of this Mortgage shall, for any reason, be held to be invalid, illegal or unenforceable in whole or in part, the remaining provisions shall not be affected thereby and shall continue to be valid and enforceable and if, for any reason, a court finds that any provision of this Mortgage is invalid, illegal, or unenforceable as written, but that by limiting such provision it would become valid, legal and enforceable then such provision shall be deemed to be written, construed and enforced as so limited.

22. **Further Assurances.** At any time and from time to time until payment in full of the Obligations, Mortgagor will, at the request of Mortgagee, promptly execute and deliver to Mortgagee such additional instruments as may be reasonably required to further evidence the lien of this Mortgage and to further protect the security interest of Mortgagee with respect to the Mortgaged Property, including, but not limited to, additional security agreements, financing statements and continuation statements. Any expenses incurred by Mortgagee in connection with the recordation of any such instruments shall become additional Obligations of Mortgagor secured by this Mortgage. Such amounts shall be immediately due and payable by Mortgagor to Mortgagee.

23. **Successors and Assigns bound; Number; Gender; Agents; Captions.** The rights, covenants and agreements contained herein shall be binding upon and inure to the benefit of the respective legal representatives, successors and assigns of the parties. Words and phrases contained herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender according to the contexts. The captions and headings of the paragraphs of this Mortgage are for convenience only and are not to be used to interpret or define the provisions hereof.

24. **Governing Law.** This Mortgage shall be governed by and construed in accordance with the laws of the State of Iowa.

25. **Release of Rights of Dower, Homestead and Distributive Share.** Each of the undersigned hereby relinquishes all rights of dower, homestead and distributive share in and to the Mortgaged Property and waives all rights of exemption as to any of the Mortgaged Property.

26. **Acknowledgment of Receipt of Copies of Debt Instrument.** Mortgagor hereby acknowledge the receipt of a copy of this Mortgage together with a copy of each promissory note secured hereby.

27. **Additional Provisions.**

Dated: _____
Mortgagor

Dated: _____
Mortgagor

I UNDERSTAND THAT HOMESTEAD PROPERTY IS IN MANY CASES PROTECTED FROM THE CLAIMS OF CREDITORS AND EXEMPT FROM JUDICIAL SALE; AND THAT BY SIGNING THIS MORTGAGE, I VOLUNTARILY GIVE UP MY RIGHT TO THIS PROTECTION FOR THIS MORTGAGED PROPERTY WITH RESPECT TO CLAIMS BASED UPON THIS MORTGAGE.

Dated: _____

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

STATE OF IOWA, POLK COUNTY, ss:

On this ____ day of _____, before me the undersigned, a Notary Public in and for said State, personally appeared _____, to me known to be the persons named in and who executed the foregoing instrument to which is attached; and acknowledged that they executed the instrument as their voluntary act and deed.

Notary Public in and for the State of Iowa



City of Polk City

Low/Moderate Income Housing Application for [Broadway Property]

Polk City is ensuring the availability of diverse housing options for all ages and income levels. The City of Polk City, Iowa desires to create a quality subdivision that can be affordable to a person or persons that meet the eligible income guidelines listed below. Applicants must submit this application for review by the City prior to submitting it to a financial institution for loan. After the City determines whether applicant is eligible, they will take application to their financial institution to obtain loan approval. Applicant will be required to execute a Note and Mortgage in the amount of any price reduction in the property purchase. This note is a forgivable note amortized over 5 years in accordance with the attached documents. After the applicant has loan approval, applicant must submit site plan, elevation of house and any other related items for approval before the Planning and Zoning Commission and City Council. Applicant must obtain all permits necessary and submit plans of house to the inspectors for their review. All residents shall comply with the covenants of this subdivision.

Number of Family Members Residing in Household	1	2	3	4	5	6	7	8
Maximum Annual Household Income Levels	\$ 51,150	\$ 58,450	\$ 65,750	\$ 73,050	\$ 78,900	\$ 84,750	\$ 90,600	\$ 96,450

Applicant Information

Name:

Address:

Phone Number:

E-Mail:

Size of Household:

Number of Adults (over 18 years of age)

Number of Children (under 18 years of age)

Total Household size:



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Income Declaration

Monthly Gross Family Income:
Plus any child support received:
Proof of income:

Copy of most recent Household/Family Federal Tax Returns must be provided. Also, to include child support received. Along with tax returns, must have the last pay stub for the end of the previous tax year. This must be for all wage earners 18 and over.

I certify those answers and information given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for this program as may be necessary in determining eligibility for assistance.

This application for assistance shall be considered active for a period not to exceed 180 days. I understand that false or misleading information given in my application will disqualify me from receiving any assistance for the program.

Signature of Applicant

Date

Housing Assistance Program Outline:

City of Polk City Resident Complete LMI Assistance Application

- Include Proof of income, inclusive of paystubs, social security and/or pension payments and/or federal income tax returns.
- Sign and date application.

City of Polk City Resident files application for Assistance with City Clerk

- City Clerk and City Manager reviews application



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THIS PORTION TO BE COMPLETED BY THE CITY OF POLK CITY

DOES APPLICANT QUALIFY FOR HOUSING ASSISTANCE: YES ____ NO ____

REVIEWED BY _____

DATE: _____

INCOME QUALIFICATIONS GUIDELINES FOR PROPERTY

Annual income is _____ % of LMI as shown on chart. Applicant qualifies for property purchase at _____ % of purchase price.

[See attached guide]

Material submitted to Planning and Zoning _____ (date)

Planning and Zoning approved ____ Yes ____ No Date: _____

Material submitted to City Council _____ (date)

City Council approved ____ Yes ____ No Date: _____

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m., July 12, 2021
City Hall – Council Chambers

Polk City, City Council held a meeting in the City Hall Council Chambers with public participation via phone at 6:00 p.m., on July 12, 2021. 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 Pro-Tem Vogel called the meeting to order at 6:00 p.m.
2. **Roll Call** | Walters, Dvorak, Vogel, Anderson | In attendance
Sarchet – In attendance via phone
Mayor | Absent
3. **MOTION:** A motion was made by Dvorak and seconded by Walters to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Hearings:**
 - a. Mayor Pro-Tem Vogel opened the Public Hearing on a proposal on the vacation of right-of-way easement in the SE ¼ of section 26-81-25 and the NE ¼ of Section 35-81-25 at 6:01pm. City Clerk, Jenny Gibbons, said that the notice was published July 2, 2021, and no comments had been received for or against the proposal. City Engineering Representative Connor provided a report. No one was present that wished to be heard for or against the proposal.
MOTION: A motion was made by Anderson and seconded by Dvorak to close the public hearing at 6:02 p.m.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Walters and seconded by Anderson to approve the First Reading of Ordinance 2021-1800 Vacating Right-of-Way Easement
MOTION CARRIED UNANIMOUSLY
 - a. **MOTION:** A motion was made by Dvorak and seconded by Walters to approve waiving the Second and Third Reading of Ordinance 2021-1800 Vacating Right-of-Way Easement
MOTION CARRIED UNANIMOUSLY
5. **Public Comments** | None
6. **Consent Items**
MOTION: A motion was made by Walters and seconded by Sarchet to approve the consent agenda items.
 - a. City Council Meeting Minutes for June 28, 2021
 - b. Claims listing July 12, 2021
 - c. Twelve-month Class E Liquor License with Sunday Sales Privileges for Casey’s General Store #1144 located at 1100 S 3rd Street effective August 9, 2021
 - d. Receive and file the May 2021 Fire Department Report
 - e. Receive and file the June 2021 Parks & Recreation Department Report
 - f. Resolution 2021-68 Setting the date for the sale of General Obligation Corporate Purpose and Refunding Bonds, Series 2021 and authorizing the use of a preliminary official statement in connection therewith
 - g. Resolution 2021-69 Setting the public hearing for July 26, 2021 for the use of low to moderate funds for First Choice Renovations
MOTION CARRIED UNANIMOUSLY
7. **Business Items**
 - a. Wolf Creek Townhomes Plat 13
 - i. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve Resolution 2021-70 approving the Amended Preliminary Development Plan
YES: Dvorak, Vogel, Walters
NO: Anderson, Sarchet
MOTION CARRIED

- ii. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2021-71 approving the Preliminary Plat and Site Plan
YES: Vogel, Walters, Dvorak
NO: Anderson, Sarchet
MOTION CARRIED

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

- City Council Member Walters reminded everyone about the upcoming Four Seasons Mini Fest Saturday from 2-6pm on the Square.

9. Adjournment

MOTION: A motion was made by Anderson and seconded by Dvorak to adjourn at 6:28 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date –July 26, 2021

Jason Morse, Mayor

Attest

Jenny Coffin, City Clerk

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, July 19, 2021

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on July 19, 2021 in the City Hall Council Chambers with public participation via phone. 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** | Bowersox called the meeting to order at 6:00 p.m.
2. **Roll Call** | Hankins, Sires, Bowersox, Ohlfest, Dietz | In attendance
Triplett, Vogel | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Ohlfest and seconded by Sires to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. **Public Comments** | None
5. **Approval of Meeting Minutes**
MOTION: A motion was made by Hankins and seconded by Sires to approve the June 21, 2021, meeting minutes with the revision of Sires calling the meeting to order instead of Bowersox
MOTION CARRIED UNANIMOUSLY
6. **Final Plat for Bridgeview Plat 2** | Paul Clausen with Civil Engineering Consultants, Inc. on behalf of the Developer for Bridgeview Plat 2 provided an overview of the Final Plat consisting of 41 Single Family Homes, 2 lots dedicated for City ROW and a lot for the future trail connection. Clausen stated adjacent lots created to tie to existing neighbors' lots to preserve buffer trees. He said the HOA will be responsible for managing the Stormwater Detention easements. Ohlfest asked for clarification on the trail connection location and Sires asked about the status of tree removal. Kathleen Connor, City Engineering Representative answered both questions and gave a brief update on construction timeline. Hankins questioned the water pooling on the street and Clausen confirmed the intakes have silt /erosion control in place so not working at full capacity.
MOTION: A motion was made by Hankins and seconded by Dietz to recommend Council approve the Final Plat for Bridgeview Plat 2 subject to staff and engineering comments dated July 15, 2021.
MOTION CARRIED UNANIMOUSLY
7. **Reports & Particulars**
 - City Council Member Sarchet shared an update of happenings at the recent City Council Meetings.
 - P&Z Commission Member Dietz asked about upcoming future projects.
 - P&Z Commission Member Sires asked for a conversation with Kwik Star to improve the traffic control at the intersection of Parker and W. Bridge.
8. **Adjournment**
MOTION: A motion was made by Ohlfest and seconded by Dietz to adjourn at 6:17 p.m.
MOTION CARRIED UNANIMOUSLY
Next Meeting Date – Monday, August 16, 2021

Attest:

Jenny Coffin - City Clerk

CLAIMS REPORT		
CITY OF POLK CITY	DATED	JULY/26/2021
VENDOR	REFERENCE	AMOUNT
440-PRAXAIR DISTR. INC.	OXYGEN	\$ 653.41
Aladtec Inc	SCHEDULING SOFTWARE	\$ 5,578.00
Amazon	LIBRARY BOOKS/DVDS	\$ 276.54
AMAZON BUSINESS	PARKS/POLICE EQUIPMENT	\$ 536.69
AMERICAN LEGION POST 232	ADULT BAGS PRIZE JULY 2021	\$ 25.00
ANKENY HARDWARE	KEYS/SUPPLIES	\$ 85.35
ARNOLD MOTOR SUPPLY	PUBLIC WORKS AUTO SUPPLIES	\$ 570.66
ASHLEY PARRISH	ALL SPORTS CAMP REFUND	\$ 50.00
Automatic Systems Co	REPAIRS TO WATER PLANT	\$ 1,339.25
BAKER & TAYLOR	LIBRARY BOOKS	\$ 705.76
BANLEACO	SHARED COPIER LEASE	\$ 475.59
BASCOM TRUCK & AUTOMOTIVE	AC REPAIR R458	\$ 618.81
BOOT BARN	SAFETY GEAR	\$ 118.99
Bound Tree Medical	MEDICAL SUPPLIES	\$ 932.40
CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	\$ 691.29
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	\$ 42.54
Central Pump & Motor	BIG CREEK LIFT STATION	\$ 6,475.46
CENTURY LINK	PHONE SERVICE	\$ 597.36
CFI TIRE SERVICE	TIRE REPAIR	\$ 311.00
CHELSEA HUISMAN	CONFERENCE - MILEAGE REIMBURSEMENT	\$ 209.96
CHR TIRE AND AUTO	VEHICLE REPAIRS	\$ 2,722.62
CITY LAUNDERING	FLOOR MAT SERVICE	\$ 140.76
CITY OF DES MOINES	WRA HOOK-UP	\$ 35,834.70
CITY OF POLK CITY	UTILITY ASSISTANCE PROGRAM	\$ 337.99
CLEANING CONNECTION INC	JANITORIAL - JULY 2021	\$ 732.74
CONFLUENCE, INC.	REGIONAL PARK MASTER PLAN #2	\$ 4,673.38
Crystal Clear Water Co	PURCHASED WATER	\$ 30.75
Custom Awards & Embroidery Inc	AWARDS PLAQUES	\$ 37.44
DEMCO INC.	LABELS AND JACKETS	\$ 146.71
DES MOINES STAMP MFG. CO.	NOTARY STAMP	\$ 32.40
Dewey Ford	VEHICLE REPAIRS & MAINTENANCE	\$ 504.74
EasyClocking	TIME/ATTENDANCE SOFTWARE	\$ 960.00
ETECH SOLUTIONS LLC	LAPTOP/MONITOR ISSUES	\$ 105.45
GALL'S INC.	UNIFORMS - BURDESS	\$ 859.83
GENERAL FIRE & SAFETY	FIRE EXTINGUISHER SERVICE	\$ 81.75
HAWKINS INC	CHLORINE	\$ 1,620.82
Heartland Tire & Auto	TIRE REPAIR	\$ 12.00
I.I.M.C.	CLERK/DEPUTY MEMBERSHIPS FY21/22	\$ 290.00
I.M.F.O.A.	JENNY GIBBONS APPLICATION FEE	\$ 125.00
I.M.W.C.A.	WORKERS COMP INSURANCE	\$ 8,548.00
IMAGE TREND	SOFTWARE LICENSE	\$ 3,770.47
INTERSTATE ALL BATTERY CENTER	MOSQUITO SPRAYER	\$ 128.50
Iowa D.N.R.	ANNUAL WATER SUPPLY FEE FY22	\$ 389.51

IOWA ONE CALL	UNDERGROUND LOCATIONS	\$ 168.20
KEY ELEMENTS CONSULTING	2021 ANKENY ANNUAL WATER CONFERENCE	\$ 150.00
KEYSTONE LABORATORIES INC.	WATER TESTING	\$ 75.00
KIMBALL MIDWEST	SUPPLIES	\$ 463.53
LIFETIME TENNIS	TENNIS SESSION 1/2 INSTRUCTOR FEES	\$ 1,401.60
MEDIACOM	INTERNET SERVICE	\$ 144.40
MERCYONE NORTH PHARMACY	RX SUPPLIES	\$ 341.42
MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$ 11,608.74
MIDLAND POWER CO-OP	STREET LIGHTING	\$ 489.14
NORWALK READY-MIXED CONCRETE	CONCRETE STREET REPAIRS	\$ 1,637.50
O'Halloran International Inc	REPLACEMENT HOSE	\$ 8.36
OVERDRIVE INC	DIGITAL AUDIOBOOKS	\$ 485.97
PHILIP L ASCHEMAN, PHD	PSYCHOLOGICAL EVALUATION - NEW HIRE	\$ 180.00
PITNEY BOWES	POSTAGE METER RENTAL	\$ 105.00
POLK COUNTY TREASURER	ANIMAL CONTROL FEES FY 21/22	\$ 2,695.00
RACOM	EDACS ACCESS	\$ 671.16
RANGEMASTERS TRAINING CENTER	WEAPON PURCHASE - OFFICER PROGRAM	\$ 1,265.48
Sandry Fire Supply L.L.C.	FIT TEST NEW MEMBERS	\$ 100.00
SCHOLASTIC	BOOK CLUB BOOKS	\$ 403.00
SECRETARY OF STATE	NOTARY APPLICATION - KINCART	\$ 30.00
Star Equipment Ltd	MINOR EQUIPMENT	\$ 1,626.00
STATE STEEL OF DES MOINES	METAL TUBING	\$ 314.10
Stivers	AC REPAIR B457	\$ 785.89
TAPCO	FREIGHT RADAR SIGN KIT	\$ 159.61
TELEFLEX FUNDING LLC	IO NEEDLES	\$ 562.50
Toyne Inc	PUMP TEST - R458/E451	\$ 1,289.25
UPHDM OCCUPATIONAL MEDICINE	PHYSICAL - NEW HIRE	\$ 497.00
VERIZON WIRELESS	PHONE AND DATA PLAN	\$ 370.15
Accounts Payable Total		\$ 110,407.62
GENERAL		\$ 47,413.87
ROAD USE		\$ 7,326.98
L.M.I		\$ 337.99
WATER		\$ 10,677.41
SEWER		\$ 44,651.37
TOTAL FUNDS		\$ 110,407.62

May 2021 Treasurer's Report

Beginning Balance	\$10,302,664.35
Revenues	\$1,266,360.80
Expenditures	\$2,743,041.27
Ending Balance	\$8,825,983.88



POLK CITY - A City For All Seasons -

Monthly Finance Report

June 2021

Prepared By:

Jenny Coffin
City Clerk/Treasurer

ACCOUNT TITLE	LAST REPORT END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILILTY	ENDING BALANCE
001 GENERAL	4,888,369.74	159,345.73	1,188,145.71	2.20	3,859,571.96
110 ROAD USE	214,607.47	44,434.23	20,144.52	1.50	238,898.68
111 I-JOBS	.00	.00	.00	.00	.00
121 LOCAL OPTION SALES TAX	.00	.00	.00	.00	.00
125 TIF	449,081.15	1,543.67	181,282.62	.00	269,342.20
135 L.M.I	1,446,759.95	.00	.00	.00	1,446,759.95
167 PC COMM. LIB TRUST	13,874.34	.00	.00	.00	13,874.34
177 ASSET FORFEITURE	1,685.81	.00	.00	.00	1,685.81
200 DEBT SERVICE	11,383.60	7,107.40	550.00	.00	17,941.00
301 CAPITAL IMPROVEMENTS	345,963.56-	585,844.07	24,452.50	.00	215,428.01
302 CAPITAL WATER PROJECT	898,442.87	.00	610,256.48	.00	288,186.39
303 CAPITAL EQUIPMENT/VEHIC	.00	.00	.00	.00	.00
600 WATER	1,139,335.35	187,600.39	87,077.05	2.64	1,239,861.33
610 SEWER	1,569,271.80	229,716.96	615,328.29	2.48	1,183,662.95
670 SOLID WASTE/RECYCLING	6,417.29	38,853.84	15,804.10	.00	29,467.03
740 STORM WATER UTILITY	9,398.54	11,905.69	.00	.00	21,304.23
920 ESCROW	.00	.00	.00	.00	.00
Report Total	10,302,664.35	1,266,351.98	2,743,041.27	8.82	8,825,983.88

BANK CASH REPORT 2021

BANK FUND	BANK NAME	MAY CASH BALANCE	JUNE RECEIPTS	JUNE DISBURSMENTS	JUNE CASH BALANCE	OUTSTANDING TRANSACTIONS	JUN BANK BALANCE
Grinnell State Bank BK#1							
BANK 001	Grinnell State Bank						4,861,177.60
001	CHECKING - GENERAL	824,577.52	157,499.06	1,189,667.23	207,590.65-	117,260.41	
110	CHECKING - ROAD USE	214,607.47	45,243.67	20,952.46	238,898.68	4,326.31	
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	0.00	0.00	0.00	0.00		
125	CHECKING - TIF	449,081.15	1,543.67	181,282.62	269,342.20	19,509.65	
135	CHECKING - L.M.I.	727,717.09	0.00	0.00	727,717.09		
167	CHECKING - PC COMM. LIB TRUST	13,874.34	0.00	0.00	13,874.34		
177	CHECKING - FORFEITURE	1,685.81	0.00	0.00	1,685.81		
200	CHECKING - DEBT SERVICE	11,383.60	7,107.40	550.00	17,941.00		
301	CHECKING - CAPITAL PROJECT	345,963.56-	585,844.07	24,452.50	215,428.01	18,445.00	
302	CHECKING - CAPITAL WATER PROJ	898,442.87	0.00	610,256.48	288,186.39	610,256.48	
303	CHECKING - CAP EQUIP/VEHICLE	0.00	0.00	0.00	0.00		
600	CHECKING - WATER UTILITY	1,139,334.35	811,417.09	710,891.11	1,239,860.33	17,136.28	
610	CHECKING - SEWER UTILITY	1,569,270.80	229,947.23	615,556.08	1,183,661.95	35,887.39	
670	CHECKING-SOLID WASTE/RECYCLING	6,417.29	38,896.63	15,846.89	29,467.03	250.00	
740	CHECKING	9,398.54	11,922.94	17.25	21,304.23		
920	CHECKING - ESCROW BANK ACCOUNT	0.00	0.00	0.00	0.00		
	DEPOSITS					1,717.33	
	WITHDRAWALS					47.00	
Grinnell State Bank TOTALS		5,519,827.27	1,889,421.76	3,369,472.62	4,039,776.41	821,401.19	4,861,177.60
1/2022 Transaction cleared on statement was entered in a future period.							153.15-
6/30/2021 Calculated Statement Balance							4,861,024.45
LUANA SAV. BK MM BK#2							
BANK 001	LUANA SAV. BK MM						3,247,050.88
001	Luana Savings Bank - M.M. Acco	2,525,955.34	2,053.68	0.00	2,528,009.02		
135	Luana Money Market Account	719,041.86	0.00	0.00	719,041.86		
LUANA SAV. BK MM TOTALS		3,244,997.20	2,053.68	0.00	3,247,050.88	0.00	3,247,050.88
GRINNELL STATE BK- C.D. BK#3							
BANK 001	GRINNELL STATE BK- C.D.						1,084,567.26
001	GRINNELL STATE BANK CD	1,084,567.26	0.00	0.00	1,084,567.26		
GRINNELL STATE BK- C.D. TOTALS		1,084,567.26	0.00	0.00	1,084,567.26	0.00	1,084,567.26
GRINNELL STATE BK-MM BK#4							
BANK 001	GRINNELL STATE BK-MM						454,150.33
001	SUPER MONEY MKT II	452,833.62	1,316.71	0.00	454,150.33		
GRINNELL STATE BK-MM TOTALS		452,833.62	1,316.71	0.00	454,150.33	0.00	454,150.33

**BANK CASH REPORT
2021**

BANK NAME FUND GL NAME	MAY CASH BALANCE	JUNE RECEIPTS	JUNE DISBURSMENTS	JUNE CASH BALANCE	OUTSTANDING TRANSACTIONS	JUN BANK BALANCE
LUANA SAVINGS BANK CD BK#6						
----- BANK LUANA SAVINGS BANK CD BK#6 001 LUANA BANK C.D.-1.85%	0.00	0.00	0.00	0.00		
----- LUANA SAVINGS BANK CD TOTALS	0.00	0.00	0.00	0.00	0.00	0.00
=====						
TOTAL OF ALL BANKS	10,302,225.35	1,892,792.15	3,369,472.62	8,825,544.88	821,401.19	9,646,946.07
=====						

BUDGET REPORT
CALENDAR 6/2021, FISCAL 12/2021

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	5,063,601.00	1,188,145.71	4,645,256.39	91.74	418,344.61
	ROAD USE TOTAL	444,573.00	20,144.52	404,460.15	90.98	40,112.85
	TIF TOTAL	335,461.00	181,282.62	334,499.85	99.71	961.15
	L.M.I TOTAL	273,552.00	.00	241,670.91	88.35	31,881.09
	ASSET FORFEITURE TOTAL	.00	.00	4,276.44	.00	4,276.44-
	DEBT SERVICE TOTAL	342,120.00	550.00	531,978.32	155.49	189,858.32-
	CAPITAL IMPROVEMENTS TOTAL	2,759,560.35	24,452.50	2,683,544.61	97.25	76,015.74
	CAPITAL WATER PROJECT TOTAL	2,254,476.00	610,256.48	1,950,274.01	86.51	304,201.99
	WATER TOTAL	1,138,867.00	87,077.05	1,113,574.16	97.78	25,292.84
	SEWER TOTAL	1,473,685.00	615,328.29	1,334,468.09	90.55	139,216.91
	SOLID WASTE/RECYCLING TOTAL	267,430.00	15,804.10	240,297.57	89.85	27,132.43
	TOTAL EXPENSES BY FUND	=====	=====	=====	=====	=====
		14,353,325.35	2,743,041.27	13,484,300.50	93.95	869,024.85
		=====	=====	=====	=====	=====

BUDGET REPORT
CALENDAR 6/2021, FISCAL 12/2021

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	988,321.00	86,941.73	978,710.36	99.03	9,610.64
	CIVIL DEFENSE TOTAL	6,500.00	115.18	4,707.12	72.42	1,792.88
	FIRE TOTAL	745,658.00	60,235.28	691,625.42	92.75	54,032.58
	BUILDING/HOUSING TOTAL	594,361.00	25,537.91	543,297.38	91.41	51,063.62
	DOG CONTROL TOTAL	2,000.00	.00	2,104.82	105.24	104.82-
	PUBLIC SAFETY TOTAL	2,336,840.00	172,830.10	2,220,445.10	95.02	116,394.90
	ROAD USE TOTAL	564,772.00	32,538.92	488,476.06	86.49	76,295.94
	STREET LIGHTING TOTAL	60,000.00	4,574.77	49,695.43	82.83	10,304.57
	PUBLIC WORKS TOTAL	624,772.00	37,113.69	538,171.49	86.14	86,600.51
	ENV.HEALTH SERVICES TOTAL	27,000.00	1,961.52	14,584.44	54.02	12,415.56
	HEALTH & SOCIAL SERVICES TOTA	27,000.00	1,961.52	14,584.44	54.02	12,415.56
	LIBRARY TOTAL	363,480.00	26,243.07	350,150.12	96.33	13,329.88
	PARKS TOTAL	469,518.00	34,288.03	312,049.30	66.46	157,468.70
	COMMUNITY CENTER TOTAL	15,000.00	334.30	11,377.00	75.85	3,623.00
	CULTURE & RECREATION TOTAL	847,998.00	60,865.40	673,576.42	79.43	174,421.58
	TIF/ECON DEV TOTAL	581,461.00	181,282.62	548,618.94	94.35	32,842.06
	COMMUNITY & ECONOMIC DEV TOTA	581,461.00	181,282.62	548,618.94	94.35	32,842.06
	MAYOR COUNCIL TOTAL	99,848.00	8,965.94	110,150.93	110.32	10,302.93-
	POLICY ADMINISTRATION TOTAL	285,411.00	26,150.25	270,093.38	94.63	15,317.62
	CITY ATTORNEY TOTAL	61,000.00	4,169.15	46,365.75	76.01	14,634.25
	CITY HALL TOTAL	919,650.00	805,860.69	881,647.68	95.87	38,002.32
	OTHER CITY GOVERNMENT TOTAL	305,655.00	90,373.49	298,957.79	97.81	6,697.21
	GENERAL GOVERNMENT TOTAL	1,671,564.00	935,519.52	1,607,215.53	96.15	64,348.47
	DEBT SERVICE TOTAL	342,120.00	550.00	531,978.32	155.49	189,858.32-
	DEBT SERVICE TOTAL	342,120.00	550.00	531,978.32	155.49	189,858.32-
	CAPITAL IMPROVEMENT TOTAL	2,759,560.35	24,452.50	2,683,544.61	97.25	76,015.74
	WATER UTILITY TOTAL	2,254,476.00	610,256.48	1,950,274.01	86.51	304,201.99
	CAPITAL PROJECTS TOTAL	5,014,036.35	634,708.98	4,633,818.62	92.42	380,217.73

BUDGET REPORT
CALENDAR 6/2021, FISCAL 12/2021

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	WATER UTILITY TOTAL	1,138,867.00	87,077.05	1,113,574.16	97.78	25,292.84
	SEWER UTILITY TOTAL	913,892.00	55,535.29	774,675.09	84.77	139,216.91
	RECYCLING TOTAL	267,430.00	15,804.10	240,297.57	89.85	27,132.43
	ENTERPRISE FUNDS TOTAL	2,320,189.00	158,416.44	2,128,546.82	91.74	191,642.18
	TRANSFER TOTAL	587,345.00	559,793.00	587,344.82	100.00	.18
	TRANSFER OUT TOTAL	587,345.00	559,793.00	587,344.82	100.00	.18
	TOTAL EXPENSES	14,353,325.35	2,743,041.27	13,484,300.50	93.95	869,024.85

REVENUE REPORT
CALENDAR 6/2021, FISCAL 12/2021

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	4,229,902.00	159,345.73	4,196,415.28	99.21	33,486.72
	ROAD USE TOTAL	445,000.00	44,434.23	511,545.57	114.95	66,545.57-
	TIF TOTAL	363,013.00	1,543.67	360,379.40	99.27	2,633.60
	L.M.I TOTAL	.00	.00	57,814.52	.00	57,814.52-
	ASSET FORFEITURE TOTAL	.00	.00	1,636.00	.00	1,636.00-
	DEBT SERVICE TOTAL	339,525.00	7,107.40	529,999.97	156.10	190,474.97-
	CAPITAL IMPROVEMENTS TOTAL	2,698,573.35	585,844.07	2,791,726.08	103.45	93,152.73-
	WATER TOTAL	1,174,000.00	187,600.39	1,478,691.58	125.95	304,691.58-
	SEWER TOTAL	1,475,360.00	229,716.96	1,681,744.74	113.99	206,384.74-
	SOLID WASTE/RECYCLING TOTAL	267,430.00	38,853.84	269,764.60	100.87	2,334.60-
	STORM WATER UTILITY TOTAL	.00	11,905.69	21,304.23	.00	21,304.23-
	TOTAL REVENUE BY FUND	10,992,803.35	1,266,351.98	11,901,021.97	108.26	908,218.62-

BALANCE SHEET
CALENDAR 6/2021, FISCAL 12/2021

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CHECKING - GENERAL	1,032,168.17-	207,590.65-
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	24,291.21	238,898.68
111-000-1110	CHECKING - I-JOBS	.00	.00
121-000-1110	CHECKING - LOCAL OPTION	.00	.00
125-000-1110	CHECKING - TIF	179,738.95-	269,342.20
135-000-1110	CHECKING - L.M.I.	.00	727,717.09
167-000-1110	CHECKING - PC COMM. LIB TRUST	.00	13,874.34
177-000-1110	CHECKING - FORFEITURE	.00	1,685.81
200-000-1110	CHECKING - DEBT SERVICE	6,557.40	17,941.00
301-000-1110	CHECKING - CAPITAL PROJECT	561,391.57	215,428.01
302-000-1110	CHECKING - CAPITAL WATER PROJ	610,256.48-	288,186.39
303-000-1110	CHECKING - CAP EQUIP/VEHICLE	.00	.00
600-000-1110	CHECKING - WATER UTILITY	100,525.98	1,239,860.33
600-000-1805	ACCUM. DEPR. - WATER	.00	.00
610-000-1110	CHECKING - SEWER UTILITY	385,608.85-	1,183,661.95
610-000-1805	ACCUM. DEPR. - SEWER	.00	.00
670-000-1110	CHECKING-SOLID WASTE/RECYCLING	23,049.74	29,467.03
740-000-1110	CHECKING	11,905.69	21,304.23
920-000-1110	CHECKING - ESCROW BANK ACCOUNT	.00	.00
	CHECKING TOTAL	----- 1,480,050.86-	----- 4,039,776.41
600-000-1111	WAT.SINKING/CKG	.00	.00
610-000-1111	SEWER SINKING FUND	.00	.00
	WATER SINKING TOTAL	----- .00	----- .00
600-000-1112	WATER TRUST CHECKING	.00	.00
610-000-1112	SEW.IMPR.CHECKING	.00	.00
	CHECKING TOTAL	----- .00	----- .00
600-000-1113	WAT.IMPR/CHECKING	.00	.00
610-000-1113	79 SANITARY SEWER DISTRICT	.00	.00
	CHECKING TOTAL	----- .00	----- .00
600-000-1115	Water Holding Account	.00	.00
	TOTAL	----- .00	----- .00

BALANCE SHEET
CALENDAR 6/2021, FISCAL 12/2021

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
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	1,316.71	454,150.33
110-000-1160	SAVINGS	.00	.00
125-000-1160	SAVINGS	.00	.00
		-----	-----
	SUPER MONEY MKT II TOTAL	1,316.71	454,150.33
001-000-1161	GRINNELL STATE BANK CD	.00	1,084,567.26
610-000-1161	Polk County Bank CD	.00	.00
		-----	-----
	GRINNELL STATE BANK CD TOTAL	.00	1,084,567.26

BALANCE SHEET
CALENDAR 6/2021, FISCAL 12/2021

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1162	LUANA BANK C.D. -1.85%	.00	.00
	TOTAL	----- .00	----- .00
001-000-1163	Luana Savings Bank - M.M. Acco	2,053.68	2,528,009.02
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	----- 2,053.68	----- 3,247,050.88
600-000-1220	ACCOUNTS RECEIVABLE	.00	.00
610-000-1220	ACCOUNTS RECEIVABLE	.00	.00
	TOTAL	----- .00	----- .00
	TOTAL CASH	=====	=====
		1,476,680.47-	8,825,983.88
		=====	=====

Polk City Water Department

Monthly Report

Month June

Year 2021

Total Water Pumped 22,055,593 Gallons
Monthly Daily Avg 735186 Gallons

Testing Results

- **SDWA Bacteriological Coliform Analysis** QDSMT University Hygienic Lab.
Fecal Coliform Analysis- Sample incubated 35c for 48 hrs then examine for gas production. Gas production verifies presence of fecal coliform organisms.
- **Fluoride Analysis** .6 University Hygienic Lab.
A fluoride concentration of approx. 1mg/l in drinking water effectively reduces dental caries without harmful effects on health. MCL for fluoride is 4.0 mg/l.
Fluoride at Plant- Monthly Average .69 mg/l Polk City Lab.
Fluoride in System- Monthly Average .68 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average** 1.34 mg/l Polk City Lab.
Chlorine Total at plant- Monthly Average 3.79 mg/l Polk City Lab.
Chlorine Free in System- Monthly Average .54 mg/l Polk City Lab.
Chlorine Total in System- Monthly Average 1.11 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** 6.36 mg/l Polk City Lab.
Iron Finish Water- Monthly Average .10 mg/l Polk City Lab.
Iron System Water- Monthly Average .08 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** .26 mg/l Polk City Lab.
Manganese Finish Water- Monthly Average .16 mg/l Polk City Lab.
Manganese System Water- Monthly Average .07 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** 7.3 mg/l Polk City Lab.
pH Finish Water-Monthly Average 7.5 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 _____



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

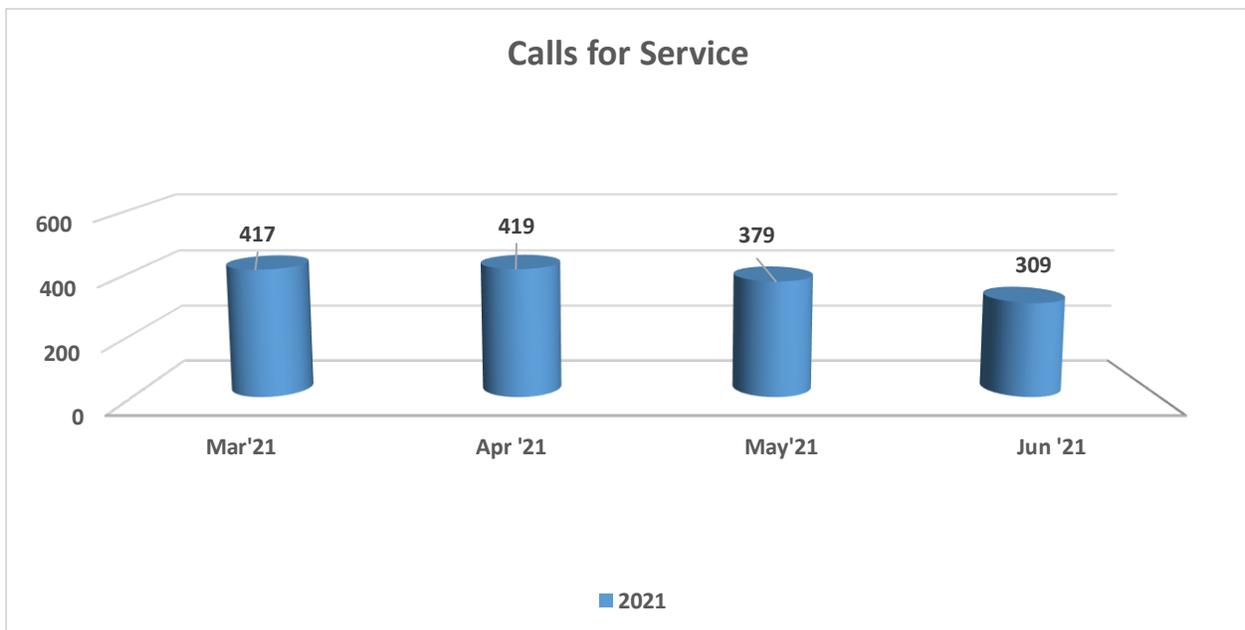
From: Lieutenant Aswegan

Date: July 11th, 2021

Re: June 2021 Monthly Report

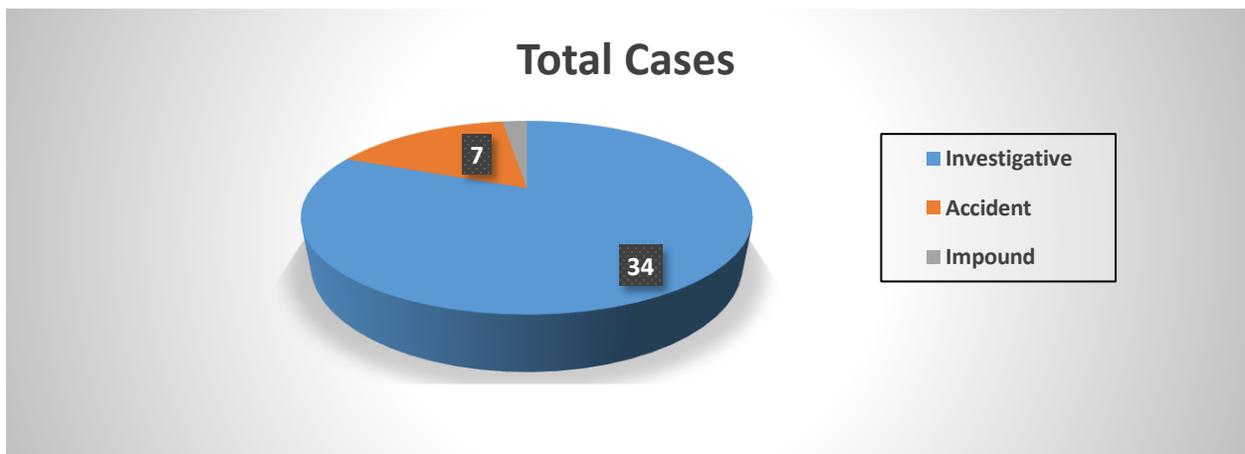
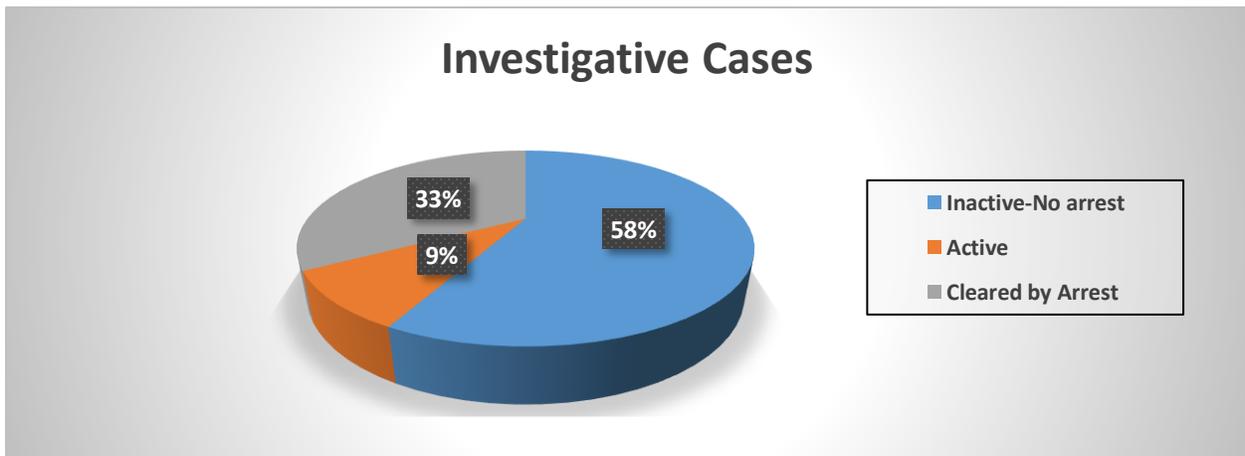
Calls for Service

The total calls for service for the month of June were **309**. 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 **61** traffic stops.



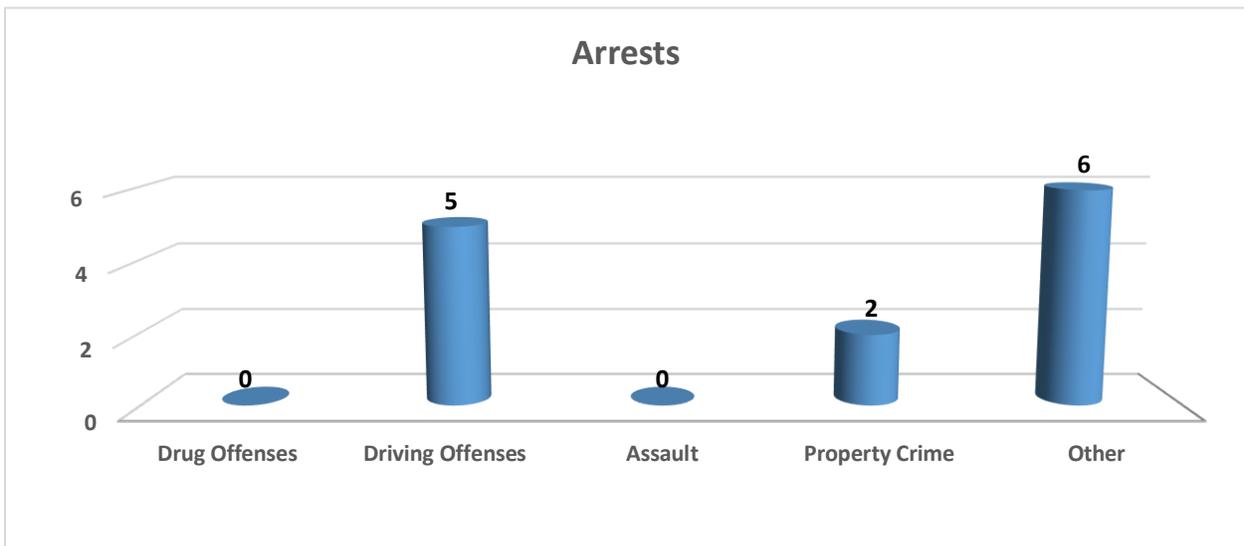
Cases Made

The Police Department had **42** total cases during the month of June. **34** of the cases were investigative incident reports and **7** were traffic collisions. There are **3** active investigations from this month. There was a **33%** rate of cases cleared by arrest, for investigative cases in June.



Arrests Made

The Police Department made **13** arrests and issued **32** citations and **41** warnings. The arrests consisted of **5** driving offenses (including 3 impaired driving arrests and 2 arrests for driving with a suspended, revoked, or barred license), **2** arrests for Property Crimes (both for shoplifting), and **6** arrests for other offenses including 2 for Public Intoxication, 1 for Violation of a No Contact Order and 1 for Interference with Official Acts and 1 for a Weapons Law violation.



Notable Incidents

On June 2nd, a Polk City Police Officer responded to a report of a female yelling at passing cars in the 200 block of S. 3rd Street. The 30-year-old Polk City resident was determined to be intoxicated with a Blood Alcohol Concentration of .124%. She was booked into the Polk County jail on charges of Public Intoxication and Disorderly Conduct.

On June 16th, a Polk City Police Officer observed a vehicle driving erratically on NW Big Creek Drive. The officer initiated a traffic stop and identified the driver as a 32-year-old Ames resident. It was quickly determined the driver was very intoxicated. An investigation revealed the driver had a Blood Alcohol Concentration of .280%. He was booked into the Polk County Jail on a charge of Operating While Intoxicated-2nd Offense.

On June 18th, a Polk City Police Officer was dispatched to Fareway for a report of shoplifting. The suspect had fled prior to the officer's arrival. The officer obtained surveillance video of the suspect and the vehicle the suspect left in. Later that evening, another Polk City Officer was flagged down by an employee of Casey's who reported a suspect had just shoplifted from their store. The officer located the suspect in the Casey's incident and determined him to be the same suspect from the Fareway incident. The officer initiated a traffic stop and took the suspect into custody. The suspect was a 42-year-old Missouri resident. An investigation revealed the suspect was in possession of a 9 mm pistol. The suspect fought with the officer's attempt to put him in the patrol car. The officer was assisted by Polk County Sheriff's Office and Johnston Police Department. The suspect was transported to the Polk County jail and charged with two counts of Theft-5th Degree, one count of Interference with Official Acts, and one count of Carrying Weapons.

Officer Training

Officer Aicher attended Criminal Interdiction Training from June 6th through the 8th. This 24-hour course is designed to enhance the abilities of patrol officers to uncover criminal activity during pro-active encounters, such as traffic stops. A focus was put on drug trafficking and how to use available resources to identify and apprehend those involved in criminal activity.

In June, our department adopted the online training management system from TargetSolutions. This service will assist our department in better managing annual and on-going training requirements.



Our department also utilizes Police Legal Sciences, which is an online training program offering monthly courses in mental health, legal updates, mandatory reporter training, implicit bias awareness training and many other courses. The Polk City Police Department ensures compliance with all state mandated training and provides additional on-going training to enhance the professional development and abilities of officers.

In-Service Training

Department in-service training in June consisted of vehicle pursuit policy review and foot pursuit tactics and techniques. These incidents are among the most dangerous situations officers can engage in. They have a high probability of injury to the officer, offender, and the general public. While these situations are not common for our department, they do occur, and we train to ensure the most successful outcome possible.

Training Hours: 54

Lamfers	2
Untrauer	2
Aicher	42
Siepkner	2
Wilson	2
Aswegan	2
Delaney	2

Canine Program

Officer Aicher and Eudoris were deployed 2 times in June. One deployment was for narcotics detection and the other was to assist with a track of a burglary suspect in Johnston. Johnston PD had obtained assistance with their drone prior to Eudoris' arrival. Eudoris was not deployed to track the suspect.

On June 26th, Officer Aicher and Eudoris responded to assist Iowa DNR Officer with a suspicious vehicle investigation at Big Creek Beach. Eudoris was deployed on the vehicle resulting in a positive alert for the presence of the odor of narcotics. An investigation revealed 3 female suspects were in possession of marijuana, THC wax (a highly potent form of THC) and drug paraphernalia. Two suspects were arrested and charged with Possession of Marijuana and Possession of Drug Paraphernalia. The other was a juvenile who was referred to Juvenile Court Services.

Community Outreach

On June 25th, the Polk City Police Department and Polk City Police Officers Association hosted the first annual Polk City Summer Kickoff



Event on the town square. Even though Mother Nature brought our event to an abrupt end earlier than we intended, the event was an overall success. An estimated 300 citizens attended the event. Activities included air brush tattoos, games, and

interactive law enforcement displays.

A dunk tank was on site, where members of our department and the North Polk School Resource Officer Deputy Blaylock graciously volunteered to be dunked by many anxiously awaiting children (and some adults).





Food was donated by Fareway and Hy-Vee. Police Support Clerk Jane Jacobson and her husband, Jim, assisted by some volunteers worked hard to grill hamburgers and hotdogs to all those in attendance.

Iowa League of Heroes and the Korriban Squad brought some smiles to some attending children where pictures were taken, and memorable discussions with superheroes were had. Polk City Police Officers found time to pose for photos with them.



Part time Patrol Officer Kent Gries provided some fun education on the impact of alcohol on a person's motor skills through utilizing the department's Fatal Vision Goggles. These goggles replicate vision depletion as it correlates with increases in



blood alcohol concentrations. This event was a big hit as much fun was had attempting to pass field sobriety testing.

A raffle was conducted for prizes including an Apple iPad, boat rentals at Big Creek Marina and gift cards.

Also in attendance at the event was the Polk County Sheriff's Office, Iowa DNR, Polk City Fire Department, and the Iowa Storm Chasers. Support from these organizations and our sponsors made this event an overall success.

A special thanks goes out to our sponsors which included Fareway, Hy-Vee, Lincoln Street Studios, Kiwanis, Friends of the Library, Lakeside Fellowship Church, Polk City Women, Wal-Mart, Iowa Barnstormers, and many others.

We are looking forward to another successful year next year, but until then, here are some more photos taken during this year's event!









City of Polk City, Iowa

City Council Agenda Communication

Date: July 26, 2021 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager

Subject: Lewis Lawn & Labor Professional Services Agreement

BACKGROUND: For your consideration on Monday is a professional services agreement with Lewis Lawn & Labor for the City-wide Soil Quality Restoration project. The City Council awarded the contract to Lewis Lawn and Labor at the June 14, 2021 City Council meeting.

ALTERNATIVES: Do not approve the agreement

FINANCIAL CONSIDERATIONS: The total project is estimated at \$110,000. The City received a grant from the Iowa Department of Agriculture and Land Stewardship in the amount of \$50,000, the City is contributing \$10,000 for soil and hauling, and the homeowners will pay for the remainder \$50,000. The City may also utilize some LMI funds if applicants qualify under those conditions.

RECOMMENDATION: It is my recommendation that the Council approve the professional services agreement.

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, made and entered this 26th day of July 26, 2021, by and between the **CITY OF POLK CITY**, a municipal corporation of the State of Iowa, hereinafter referred to as "CITY," and **Lewis, Lawn & Labor**, hereinafter referred to as "SERVICE PROVIDER."

WHEREAS, the CITY is in need of an experienced contractor in Soil Quality Restoration, hereinafter referred to as "Services"; and

WHEREAS, the CITY solicited proposals for said Services; and

WHEREAS, the SERVICE PROVIDER was determined by the City Council to be the best suited to meet the CITY's needs for the Services.

NOW, THEREFORE, THE PARTIES HEREBY MUTUALLY AGREE AS FOLLOWS:

The parties hereby agree to be bound by the terms and conditions and all promises contained in the proposal submitted by the SERVICE PROVIDER to the CITY, a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference as if set out in full. In addition, the parties agree as follows:

1. SERVICE PROVIDER shall indemnify and save harmless CITY, its agents, servants and employees from and against any claim, demand or cause of action arising out of negligent or intentional act or error or omission of SERVICE PROVIDER, its agents, servants or employees in the performance of services under this agreement, whether direct or indirect, except that SERVICE PROVIDER shall not be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of CITY or any of its officers, agents or employees.

The execution of the agreement by SERVICE PROVIDER shall obligate SERVICE PROVIDER to comply with the foregoing indemnification provision, however, the collateral obligation of insuring this indemnity must be complied with as set forth below.

2. SERVICE PROVIDER shall not commence operations and/or labor pursuant to the terms of this Agreement until certification of proof of insurance detailing terms and provisions of coverage has been received and approved by the CITY. Minimum insurance coverage shall be required as set forth in Exhibit "A."

3. This Agreement may be terminated by either party for cause or by CITY for convenience upon fourteen (14) days' written notice by the terminating party to the other party of such termination in which event SERVICE PROVIDER will be paid its compensation for services actually performed to termination date. "Cause" is defined to be, but not limited to, violation of any of the covenants, duties or terms of this Agreement. In the event that SERVICE PROVIDER abandons this Agreement or causes it to be terminated, SERVICE PROVIDER shall indemnify CITY against any loss resulting from this termination.

4. This document incorporates and includes all prior negotiations, correspondence, conversations, agreements, or understanding applicable to the matters contained herein, and the parties agree that there are no commitments, agreements or understanding concerning the subject matter of this Agreement that are not contained in this document.

IN WITNESS WHEREOF, the parties to this Agreement have set their hands on the day and year first written above.

"CITY":

CITY OF POLK CITY

By: _____
Jason Morse, Mayor

Attest: _____
Jenny Coffin, City Clerk

"SERVICE PROVIDER":

By: Lewis Lawn & Labor Inc.
Name: Justyn Lewis
Title: President & Operator

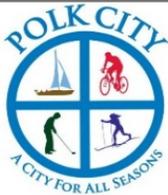


EXHIBIT A

The City of Polk City, Iowa is seeking competitive qualification proposals for contracting for a City-wide Soil Quality Restoration (SQR) Project. Contractors qualified to perform the work are invited to submit competitive qualification proposals, pursuant to the requirements of Section 26.14 of the Iowa Code.

1. Description of the contractual services to be performed pursuant to this solicitation.

The contractual services for which the City is seeking competitive qualification proposals is generally described as follows:

The City of Polk City is preparing for a Fall 2021 Soil Quality Restoration (SQR) application on residential properties throughout Polk City. The City has a budget to conduct SQR on approximately 40-50 residential lots in city limits. The program will be available to homeowners on a first come, first served basis. Contrary to other city programs in the Des Moines Metro, Polk City will be administering the program by coordinating with homeowners, managing funding/payments, and hiring contractor for group installation across the community. For this new program, the City will communicate with the homeowners and collect the homeowner's portion of the installation costs and pay the contractor for the installation. This process will allow the contractor to focus on the installation work without having to do homeowner education, coordination, billing and collection.

The SQR will consist of over turf application in existing lawns. The process uses deep tine aeration, application of ¾" depth compost, and overseeding with matching turfgrass seed. The City is requesting pricing from experienced contractors to offer the service competitively in Polk City during ideal fall installation window (generally September 1 to early November) All work will need to be completed prior to December 31, 2021. The list of approved properties shall be provided by the city at least 30 days prior to construction season. All interested contracts should submit a proposal to the City for the following:

- Include cost per square foot (sq. ft.) for deep tine aeration, and application of ¾" depth compost, and turfgrass overseeding.
- Deep tine aerator (Exmark 24" stand-on aerator) is available for rent from Polk Soil and Water Conservation District if needed
- The City will purchase, haul and store compost at Public Works Maintenance Facility located at 301 Northside Drive Polk City, IA 50226 for free contractor use.
- The contractor will need to haul the provided compost from the Maintenance facility to those participating homeowners throughout Polk City. The compost will be paid for by the City.
- The contractor should match existing turfgrass species when overseeding.
- The contractor may be asked to return to rake compost in yards (to bring the grass above the compost application in certain areas) if deemed necessary by the city.
- The contractor shall be responsible for damages occurred during SQR application and protection of underground utilities (including irrigation, dog fence, cable lines, etc.)
- The City will administer the program, which includes receiving applications, measuring yards via desktop measurement, and taking payment for application prior



REQUEST FOR PROPOSAL SOIL QUALITY RESTORATION PROJECT

to a start date for the project. Measurements of each property will be provided to the selected contractor.

- The applications will request information pertinent to the installation process- including presence and location of irrigation systems, buried dog fence, cable lines or other obstacles. It will allow for the homeowners to provide other coordination needs to be known (dogs housed outdoors when homeowners are at work, etc).
- The City will directly pay the successful contractor. Invoicing from the contractor will be required for payment.
- Please include all of these requirements and benefits in your cost per square foot for SQR installation.

2. **Site Visit.**

Interested contractors are further advised that a meeting or site visit may be arranged by contacting the Nick Furness, Public Works Construction Observer at City Hall. Nick can be reached at 515-984-6233.

Contractor shall be required to participate in a pre-construction meeting prior to work starting. At this meeting each property will be reviewed for special circumstances or considerations.

3. **Time, Place and Manner for Filing Competitive Proposals.**

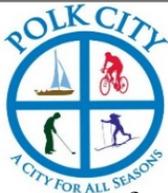
- a. Competitive qualification proposals for contractual services described above shall be filed in the office of the City Clerk, 112 3rd Street, Polk City, Iowa, 50226, on or before **12:00 p.m. on Thursday, June 10, 2021**. The City Council will review and award contract at their meeting on Monday, June 14, 2021 at City Hall.
- b. Competitive proposals shall be filed with the City Clerk by –
 - i. placing them in the United States Mail, appropriately stamped and addressed to the City Clerk's office at:
City of Polk City, PO Box 426, City of Polk City, Iowa 50226
 - ii. filing them in person at the office of the City Clerk at City Hall
 - iii. e-mailing them as an e-mail attachment, addressed to the City Clerk's e-mail address, jgibbons@polkcityia.gov
- c. If a competitive proposal is delivered by U.S. Mail or by in-hand delivery, it shall be placed in a sealed envelope addressed to the City Clerk at the address stated above. Competitive proposals received after the time stated above will not be considered and the quoting contractor will be so notified.

4. **Competitive Proposals to be submitted on Form Provided.**

Competitive proposals shall be filed on the Competitive Proposal form provided by the City and included with this RFP. Competitive proposals which are filed in any other form shall be determined to be non-responsive and shall be rejected by the City.

5. **Evidence of Insurance Required.**

*City of Polk City, 112 Third Street, P.O. Box 426 • Polk City, Iowa 50226
Phone (515) 984-6233 • Fax (515) 984-6177*



REQUEST FOR PROPOSAL SOIL QUALITY RESTORATION PROJECT

- a. Each contractor submitting a proposal pursuant to this RFP shall be required to commit to provide to the City, at the time of the award and execution of the contract, a certificate(s) of insurance naming the City of Polk City as an additional insured for any applicable general liability insurance, evidencing insurance with coverage in the following minimum amounts.

<i>Workers Compensation</i>	<i>Statutory</i>
 <i>Contractors General Liability</i>	
A. <i>General Aggregate</i>	\$2,000,000
B. <i>Products – Completed Operations Aggregate</i>	\$2,000,000
C. <i>Personal and Advertising Injury (per person/organization)</i>	\$1,000,000
D. <i>Bodily Injury and Property Damage (per occurrence)</i>	\$1,000,000
E. <i>Fire Legal Liability Damage (any one fire)</i>	\$ 50,000
F. <i>Medical Expense Limit (any one person)</i>	\$ 5,000
 <i>Automobile Liability</i>	
A. <i>Bodily Injury</i>	
a. <i>each person</i>	\$1,000,000
b. <i>each accident</i>	\$1,000,000
B. <i>Property Damage</i>	\$1,000,000
C. <i>Combined Single Limit</i>	\$1,000,000
 <i>Umbrella</i>	 \$1,000,000

6. Required Commitments by Contractors / Payment.

- a. Contractors submitting proposals pursuant to this RFP shall be required to commit to the execution of a contract for the work in the form required by the City, which form of contract is included with this RFP.
- b. Contractors submitting proposals pursuant to this RFP shall be required to commit to the commencement of the work comprising the above-described contractual services after awarded on and shall be required to commit to the contract to begin **June 15, 2021 and end December 31, 2021.**

7. Sales Tax.

The City will issue special sales tax exemption certificates to the contractor awarded the contract to perform the work and to its subcontractors, pursuant to Iowa Code Section 422.42, (15) and (16) and Iowa Code Section 422.47 (5). The contractor awarded the contract for the work and its subcontractors should present such certificate when procuring materials and equipment for the project and should not pay sales tax for such materials and equipment. Accordingly, the contractor should not include sales tax in its competitive proposal for the work. The City will not accept contractor claims for reimbursement of sales tax, will not attempt to obtain a refund of sales taxes paid from the State of Iowa, and will not reimburse the contractor for any sales taxes mistakenly paid by it or its subcontractors.



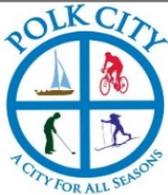
REQUEST FOR PROPOSAL SOIL QUALITY RESTORATION PROJECT

8. Evaluation of Competitive Proposals.

If a quoting contractor does not submit its proposal on the form required by the governmental entity, or does not provide all information or documentation or make all commitments required by the governmental entity, or does not cause said form to be executed as required by the governmental entity, said proposal shall be determined to be non-responsive and shall be rejected by the governmental entity.

9. Execution of Contract Evidence of Insurance.

Upon the City's determination which contractor has submitted the lowest responsive, responsible proposal, the City will take action to award the contract to that contractor, conditioned upon the contractor's submission, the City's approval, of the contractor's evidence of insurance, and further conditioned upon the contractor's execution of a contract in the form included with this RFP and its approval and execution by the City.



REQUEST FOR PROPOSAL SOIL QUALITY RESTORATION PROJECT

**Proposal Form
Request for Proposal
SQR Project
City of Polk City, Iowa**

Company Name _____

Business Owner _____

Address _____

Phone _____

Email _____

Signature _____

Title _____

Date _____

***Price per square foot as outlined in the document:**

Please also provide the City with 3 Professional References for successful projects completed. References should include Name of property owner or organization successfully worked with, address and contact information for reference.



City of Polk City, Iowa

City Council Agenda Communication

Date: July 26, 2021 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Approve Facility Needs Assessment

BACKGROUND: On Monday the Council will need to formally adopt the final facility needs assessment document. This document is a guideline for how we will address the City's future building needs. Shive Hattery has finalized the document since the presentation was made to the Council on April 26, 2021.

ALTERNATIVES: Do not approve the assessment

FINANCIAL CONSIDERATIONS: No financial considerations at this time.

RECOMMENDATION: It is my recommendation that the Council approve the Facility Needs Assessment. Once approved, city staff will place the document on the City's website for review.

City of Polk City

Municipal Facility Needs
Assessment & Masterplan Study
Final Report

June 29, 2021

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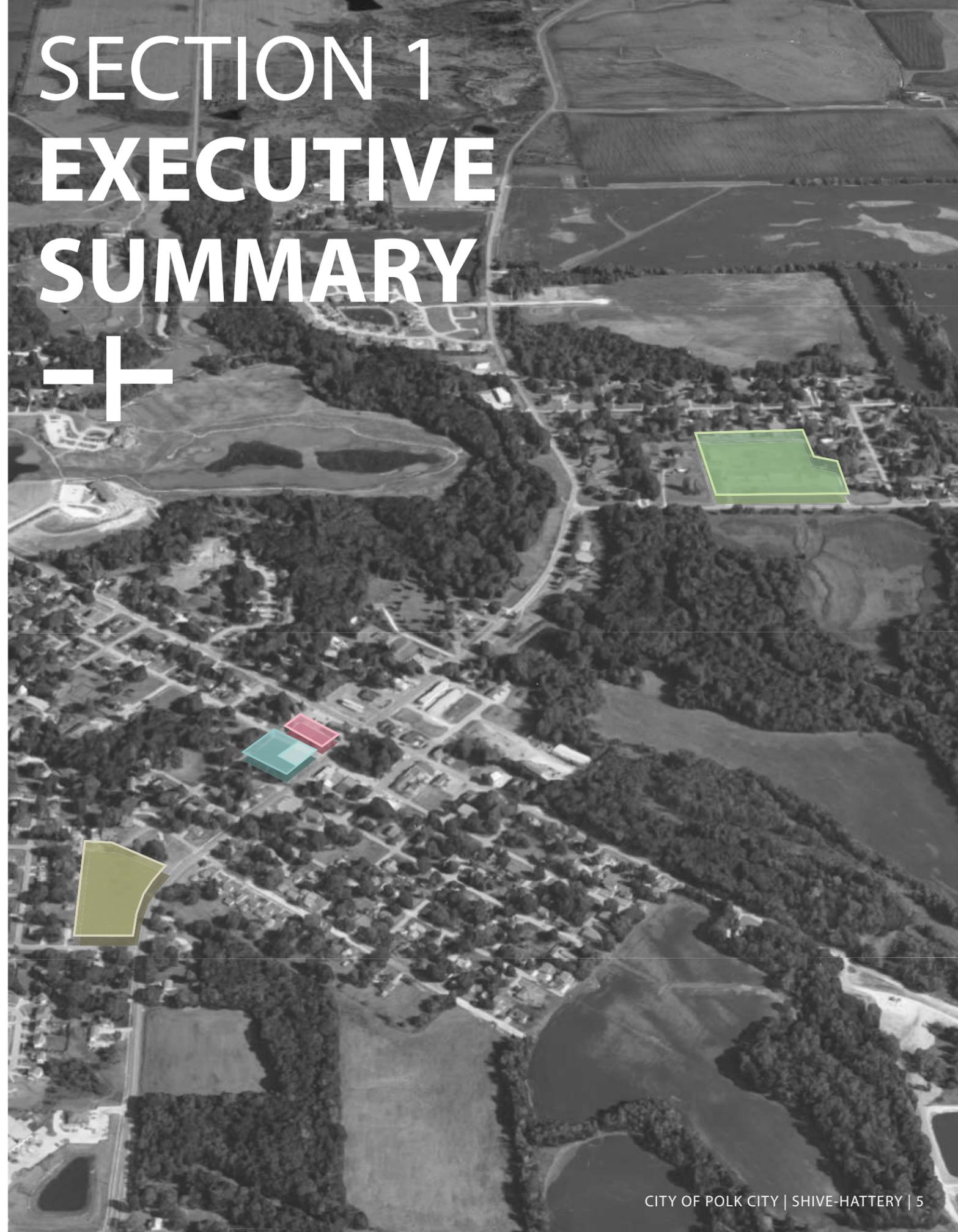
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Appendices:

A: Meeting Progress Summary Report

B: Existing Conditions Report

SECTION 1 EXECUTIVE SUMMARY



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EXECUTIVE SUMMARY

The 2021 Polk City Facility Master Plan is a long-term strategy assessment tool to support the growth needs of the community for the next 30 years. Incremental population growth was measured at five-year increments until the year 2050. While the historical population growth rate for the City of Polk City has been averaging 5.3 percent per year, through a series of meetings with department staff and the City Manager, a less aggressive 4-percent population growth rate per year was selected. Additionally, a comparative analysis was completed to benchmark similar communities throughout Iowa for validation of the implemented population growth-rate model.

Coupled with the population projections and comparisons, was the identification of staffing considerations by department for current fiscal year 20-2021 with projected staffing considerations at 10-year increments over the 30-year evaluation period. Currently, a deficit staff condition was noted at 4 employees per 1,000 residents, the desired outcome of 5.6 employees per 1,000 residents was established. Currently, 23 staff positions were identified at the start of this master plan. After an aggressive initial 10-year period to achieve the targeted staffing goal of 40 employees across all departments in year 2030 at a projected population of 7,181 residents, ultimately the staffing ratios begin to taper off to 5 employees per 1,000 residents over the 30-year period, in the year 2050. After the 10-year staffing target is reached, future staffing considerations have identified three new administrative considerations focusing on Human Resources, Information Technologies, and Marketing / PR.

More specific information in Appendix A: Meeting Summary Reports outlines in greater detail the directional evidence-based findings at each step in this planning process, including both population and staffing projections.

The City's goals and vision for improvement, and, where appropriate, to expand the existing structures and city-owned properties to align with civic needs for anticipated community growth targets three fundamental considerations:

- Addressing functional solutions to ensure flexibility and adaptability,
- Establishing priorities for the fiscally responsible management of budgets, and
- Defining civic identity with the community being served.

The master plan concepts outlined in this report through renovation, re-purposing and/or new construction with the implementation of the Plan will:

- Provide multi-functional spaces to promote community engagement with increased and diverse activity offerings,
- Support required municipal department growth, and
- Create high-functioning facilities while planning for future growth.

The integrated master plan objectives of this report are tied to the understanding of the City of Polk City's growth, demographics, and determine future space needs for each department. This master plan identifies building and site opportunities that will enhance Polk City's services, public engagement, and values. The flexible framework for potential growth is closely aligned to the 10-year fiscal budget framework.

MASTER PLAN PROCESS

Polk City is challenged with a shortage of usable building space to effectively serve their municipal departments. Specifically, city hall and the fire department require more space to support the staffing demands related to City growth. Public works requires increased equipment and support space to effectively maintain the increasing infrastructure needs. Library could offer twice as many community programs with more flexible and multi-functioning spaces. Today, parks and recreation are limited to outdoor program offerings due to no indoor facility.

Beginning in November of 2020, the City engaged with Shive-Hattery to establish the goals and vision that defined the Plan. Together, a baseline understanding of the City's projected growth was developed and potential design solutions were analyzed. The scope of the planning efforts and this document focus on the long-term space needs, building concepts, and establishing a budgetary projection of needs associated with each of the current (and future anticipated) City departments including, but not limited to city administration and finance, fire, police, library, parks & recreation, public works, future building, and future IT departments.

The plan addresses current and future space needs, based on the annual projected growth increase, from current 5,597 residents to the projected year 2050 population of 17,060 residents. With the establishment of the staffing overlay incorporating departmental projections, focused meetings were held with each department to identify incremental space needs, specifically tailored on needs as opposed to wants.

The current state of the existing conditions infrastructure is a foundational element in evaluating how each site and/or buildings will perform within the framework of the identified master plan. Section 2 of this report is a summary of the existing conditions, Appendix B offers the detailed findings report associated with the existing conditions. The applicability of Appendix B with the overall outcome of this master plan is site specific. For example, the ongoing work associated with the fire department infrastructure -- the existing condition reports value was decidedly different given the need for continued operations in the existing location.

Another example, in the case of the existing library, with the determination to repurpose this existing location to the police department, the ongoing value of the existing conditions report for this location as a library is less meaningful. The basic parameters of this one-story building and the condition of the building envelope, shell and structural integrity contributed to the decision for repurposing. Given the fact that mechanical and electrical systems will need to be completely redone when this phase of the master plan is implemented, the existing conditions report information is less meaningful as upgraded service infrastructure and systems will need to be brought in.

With Section 3, the Concept Site Diagrams provide a sustainable evaluation of how each of the five sites will perform to achieve the phased implementation desired results of the City of Polk City's long-term objectives. The site diagrams were developed after the Section 4, Space List Reports parameters were established around each sites implementation strategy necessary to support the physical infrastructure needed as staffing is onboarded, and community services are enhanced. Within the individual space lists in Section 4, each building component and area description needed is identified to meet the phased staffing expectations for 10-year incremental growth. The required space needed is measured against the existing space conditions and, where deficient, each area comparison has been indicated. Consideration for ancillary, community, building support, mechanical and electrical space considerations are either directly identified in the individual space list considerations, or have been accounted for in the net to gross ratios identified on each summary sheet. As each site concept diagram was developed, applicable zoning and code considerations were evaluated. Green space, site amenities, building setbacks, topography considerations as well as, parking requirements by code or based on operations have been evaluated. Ultimately, as each design solution moves forward from the concept phase, refinement for the integrated building and site elements is needed.

Section 5: Preliminary Cost Summary Reports are opinions of probable cost based on the programmatic level of detail, associated with each site location. Project construction costs, currently indicated as a cost in 2021 conditions, are inclusive of allowance for site work (row A), design and estimating contingencies (row B), as well as furniture, fixtures, and equipment (row C) in each worksheet presented. Project soft costs for estimated design fees, construction contingencies and other administrative costs (rows D-G) indicate the balance of the project cost to complete each site under consideration as a single phase. While the concept diagrams and this report describes the intent to execute the work in multiple phases, the cost opinions offered in this report are intended to provide a high-level opinion of the cost to complete each site in 2021 dollars. As the next generation, Section 6: Master Plan Implementation Strategy, is refined and developed further, phased opinions of probable cost that fall within each of the opinions being offered will need to be revisited as the phasing plan for each site is solidified.

ACKNOWLEDGEMENTS

The process to develop the plan was guided by a series of meetings held with administrative and departmental representatives. The strategic solutions offered are based on best-practice design, implemented to the fullest extent possible within the City's budget considerations. With thoughtful input from City leadership, guidance on staffing considerations, and community enhancement strategies, multiple rounds of solutions were studied culminating in the solutions being offered in this report. Once the final solutions meet each department's spatial, functional, operational needs expectations, within a fiscally responsible framework to enhance Polk City's community presence, this re-purposing infrastructure master plan was presented to the City Council for approval in a council work session on April 12, 2021.

While there are a significant number of people who contributed countless hours to this endeavor, we would like to specifically acknowledge the contribution of the following individuals:

City of Polk City, IA representatives:

Jason Morse, Mayor
Chelsea Huisman, City Manager
Jenny Gibbons, City Clerk
Jamie Noack, Library Director
Jim Mitchell, Fire Chief
Jeremy Siepker, Police Chief
Jason Thraen, Parks and Recreation Director
Mike Schulte, Public Works Director

City Council:

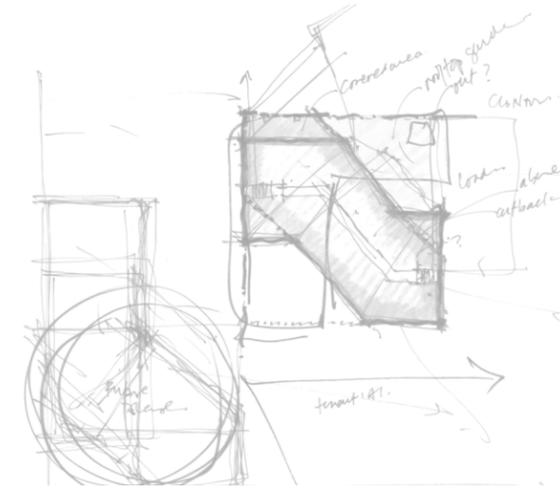
Ron Anderson, Council Member
Dave Dvorak, Council Member
Jeff Walters, Council Member
Mandy Vogel, Council Member
Rob Sarchet, Council Member

With sincere appreciation for the opportunity to collaborate with you on the establishment of this long-term masterplan, representatives on behalf of Shive-Hattery, Inc.:

Michael S. Lewis, AIA, NCARB
Siri Fliehler, IIDA, Registered Interior Designer
Monica Converse, PE, LEED AP
Ron Hinds, Project Manager

Unless noted otherwise, all photos and graphics © Shive-Hattery Group Inc.

MASTER PLAN GOALS



1 FUNCTIONAL
Solutions that **provide flexibility** for future growth to ensure the City's facilities will remain functional for years to come.

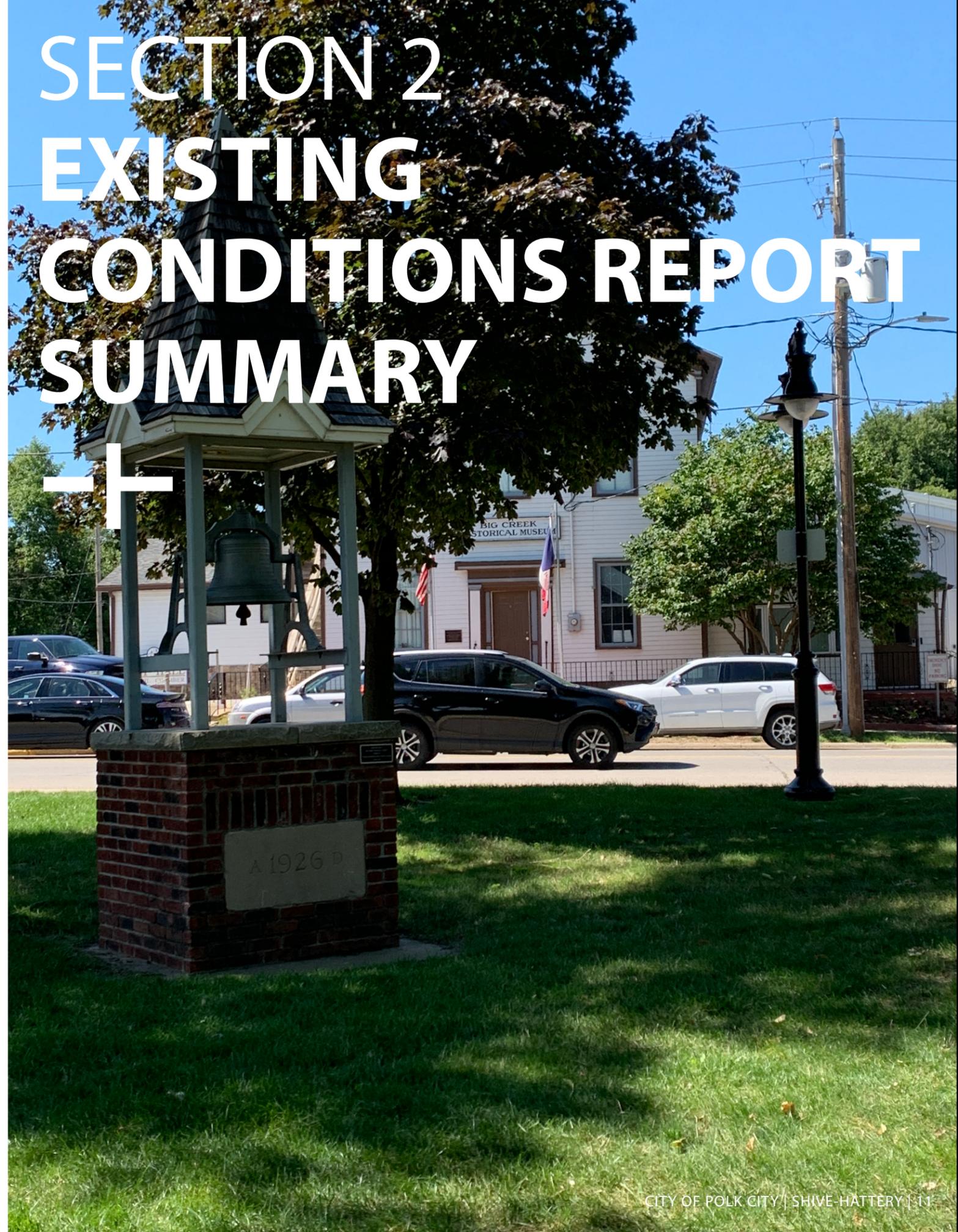


2 PRIORITIZE
Establish priorities to help the City of Polk City **fiscally manage budgets**.



3 CIVIC IDENTITY
Define Polk City's presence in the community through a common architectural language.

SECTION 2 EXISTING CONDITIONS REPORT SUMMARY



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EXISTING CONDITIONS REPORT SUMMARY

The process included an analysis of the existing municipal facilities; the full analysis is provided in Appendix B of this document. The report identified the current condition of the interior, exterior, building systems and limited site components of the existing city hall / historical museum, police and fire, library, and public works buildings to determine the constraints and opportunities at each site. The report provides a high-level recommendation for each facility.

In summary, a common challenge at the existing facilities is that the building usable square footage and sites are maximized, restricting opportunities for growth.

The city hall is located in the Big Creek historical museum building, where there are a number of accessibility and life safety deficiencies. There may or may not be structural concerns that need to be addressed; further research will be required. The report recommendation is the re-purpose the city hall occupied spaces of the building and remove the additions to restore the historical building. Other concerns should be addressed at that time.

The combined fire and community center building's usable space is maximized and the site topography and property boundaries limit expansion opportunities. The community center and fire space needs overlap and create privacy and safety concerns. Some minor maintenance needs should be addressed with any future remodels. The report recommendation is to continue using this building, with renovations and department rearranging that allows for the fire administrative, living, and support spaces to expand into the full building.

The police facility is co-located with the fire and community center building. The existing building is in good condition and was recently remodeled 2017. However, the available space has been maximized and the site restrictions limit opportunity for expansion. Because both fire and the police department will need to grow to effectively serve and protect the community, the report recommendation is to re-purpose this space to meet fire's long-term administrative needs.

The existing library building is in good condition, but the site restrictions limit opportunity for expansion. The existing space limits community program offerings and the library needs will continue to outgrow the space. The site is landlocked and cannot accommodate growth without land acquisitions, but the building is appropriately sized and located to serve the police department's long-term needs, therefore the report recommendation is to re-purpose the space for police.

The public works facility is in good condition and the site allows for future expansion opportunities. There are minor accessibility issues that should be addressed with future renovations. The report recommendation is to continue to use the facility for public works needs.

Existing Site Constraints

City Hall / Fire / Police / Community Center



Parking issues cannot be addressed on existing site

Existing sites are currently maximized (restrict opportunities for growth)

Public Library



“ The estimated population figures would suggest that Polk City will soon be classified as [a] Class E [library] ”

- Shana L. Stuart, Ph.D., MLIS, Consultant

Report Recommendation:

	Current Polk City Size (Class D)	Avg Class D	Avg Class E	Avg Class F
Polk City Growth Need:	Present		20-Year	30-Year
Recommended Gross Area:	6,500 SF	10,500 SF	15,500 SF	20,000 SF
Polk City Projected Population Growth:	5,700 people	7,180 people	11,500 people	17,000 people

*Average Library Class Size information from WI Library Standards

EXISTING CONDITIONS REPORT SUMMARY FINDINGS

Existing Conditions Summary Findings - City Hall

Accessibility

- Several floor level changes that create barriers.
- A conference room, two offices, and a restroom are not accessible due to these floor level barriers.

Life Safety

- Building is not equipped with a fire sprinkler system.
- The City's administration areas have three exits, but one is routed through the Council Chambers and another through a conference room.
- Egress from the second floor is by the main stair in the foyer and an exterior, open riser, wooden stair on the south side of the building. The construction of the wood stair is not in compliance with current codes.
- At the main stair, there is not proper headroom clearance on the second floor.

Structural Integrity

- Building has noticeable settlement on the South side of the original building.
- Second floor has sloping floors.
- S-H team did not find any other evidence of settlement, like cracking or bowing of siding.

Report Recommendation:

Repurpose the building by removing the additions and restoring the historical building (while addressing the other deficiencies, such as accessibility life-safety, accessibility, and structural concerns).

Existing Conditions Summary Findings - Fire / Community Center

Maximized Efficiency

- The first floor has the apparatus bays, Chief's office, radio room and some storage. The turn-out gear area is part of the apparatus bay.

Site Restrictions limit Opportunity for Expansion

- Additional space will be required for full-time staffing (one planned Fire Marshal & Full-Time Firefighter hires).

Report Recommendation:

With the functional admin, living, and support needs and minor repair issues to be addressed, S-H team recommends the continued use of this building for intended purpose.

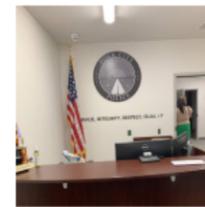
Privacy Concerns

- The restrooms are shared with the fire department. The restrooms also have a single shower but privacy during its use is an issue.

Minor Maintenance

- Several exterior hollow metal doors and frames and the overhead doors have rusted.
- The panels will need to be replaced or repaired within a couple of years.

Existing Conditions Summary Findings - Police



Existing Building is in Good Condition & Code Compliant

Site Restrictions limit Opportunity for Expansion

Report Recommendation:

While the facility condition is in good condition, the Police Department's staff and space needs will outgrow this space. The recommendation is to re-purpose this space.

Maximized Efficiency

Existing Conditions Summary Findings - Library



Existing Building is in Good Condition & Code Compliant

Site Restrictions limit Opportunity for Expansion

Space limits Community Program Offerings

Report Recommendation:

While the facility condition is in good condition, the Library's space needs have & will continue to outgrow this space. The site is landlocked and the recommendation is to re-purpose this space.

Existing Conditions Summary Findings - Public Works



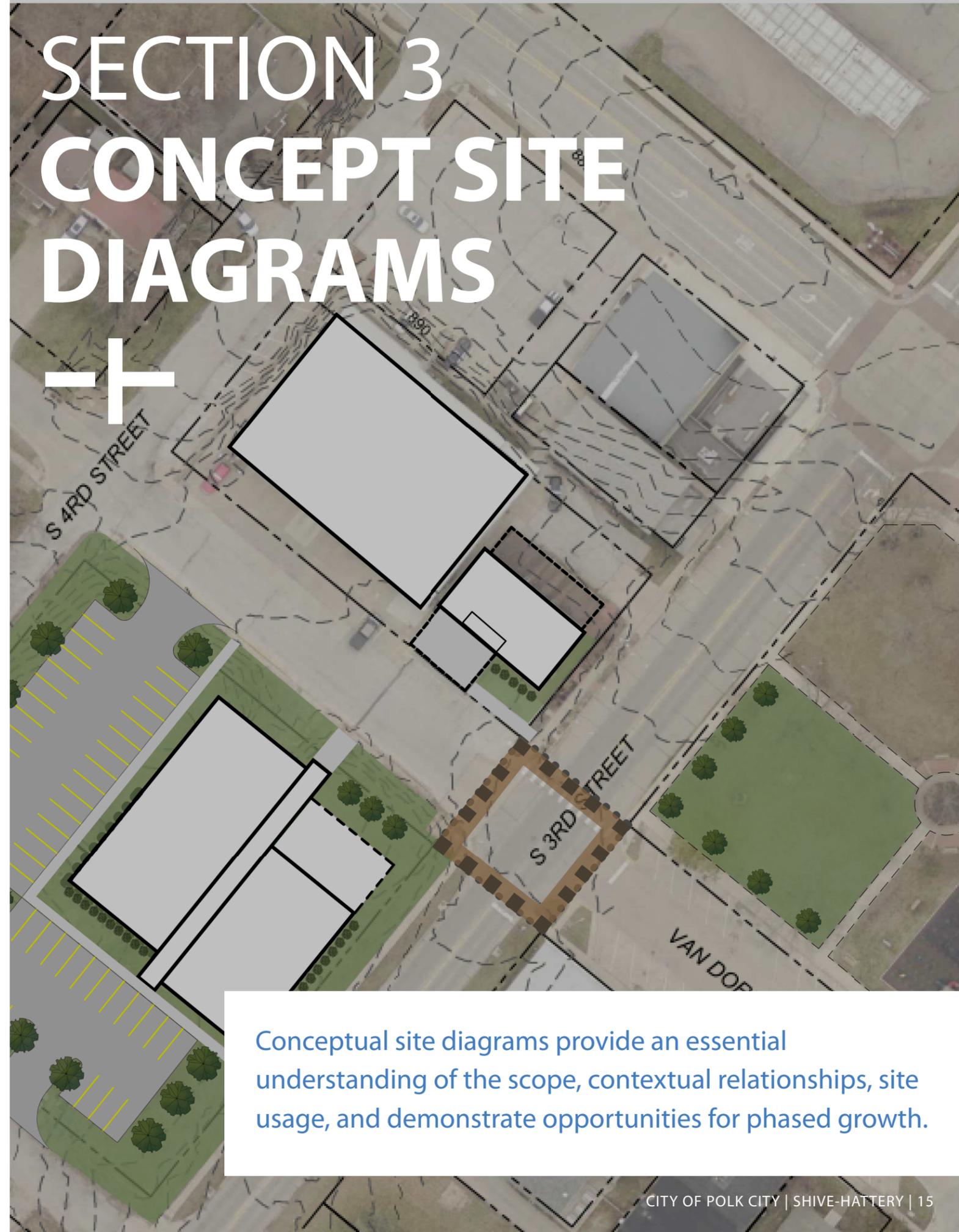
Existing Building is in Good Condition & with some Minor Accessibility Issues

Site allows for future Expansion Opportunities

Report Recommendation:

While the facility condition is in good condition & can continue to be used as they are intended.

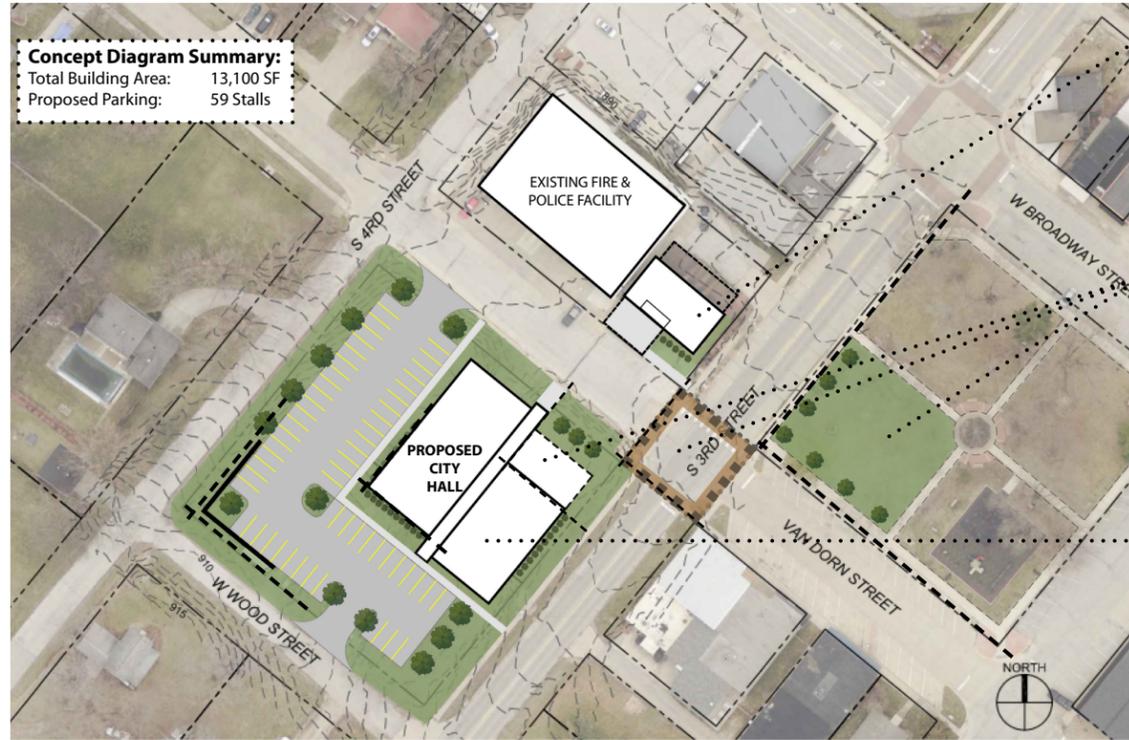
SECTION 3 CONCEPT SITE DIAGRAMS



Conceptual site diagrams provide an essential understanding of the scope, contextual relationships, site usage, and demonstrate opportunities for phased growth.

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CITY HALL CONCEPT DIAGRAM (1 of 2)



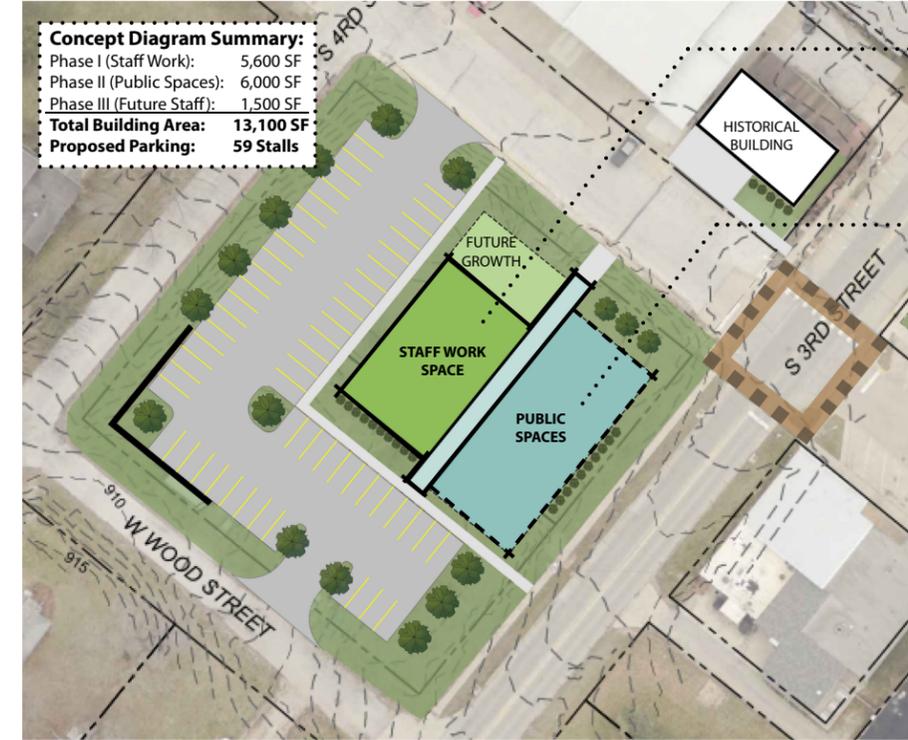
Concept Diagram Summary:
 Total Building Area: 13,100 SF
 Proposed Parking: 59 Stalls

Restore & Repurpose the Historical Building

Enhance Connection to the Town Square

Plan for Growth

CITY HALL CONCEPT DIAGRAM (2 of 2)



Concept Diagram Summary:
 Phase I (Staff Work): 5,600 SF
 Phase II (Public Spaces): 6,000 SF
 Phase III (Future Staff): 1,500 SF
Total Building Area: 13,100 SF
Proposed Parking: 59 Stalls

PHASE I:
 Staff Work Space & Public Lobby

PHASE II:
 Multi-Functional Community Room & Council Chamber & Shared Training Spaces

City Hall at Town Square

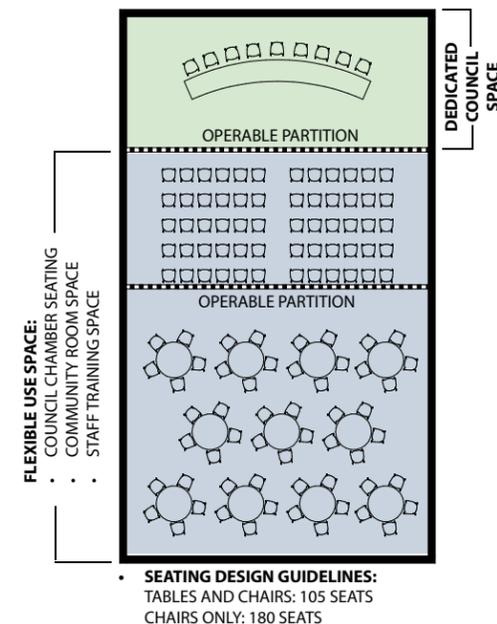
The proposed City Hall site is highly visible from South 3rd Street and the Town Square, creating opportunity for the new civic building to be a welcoming beacon in Polk City. Vehicular site accesses are located off of West Wood Street and Van Dorn Street to prevent congestion on South 3rd Street. The concept creates an opportunity for an enhanced pedestrian "hub" at the intersection of Van Dorn Street and South 3rd Street. The preliminary building forms are intentionally held back from the intersection, creating public greenspace opportunities and interior building views of the square. The proposed site would maximize the parking capacity, while maintaining softer landscaping buffers at the perimeter.

City Hall Growth Considerations

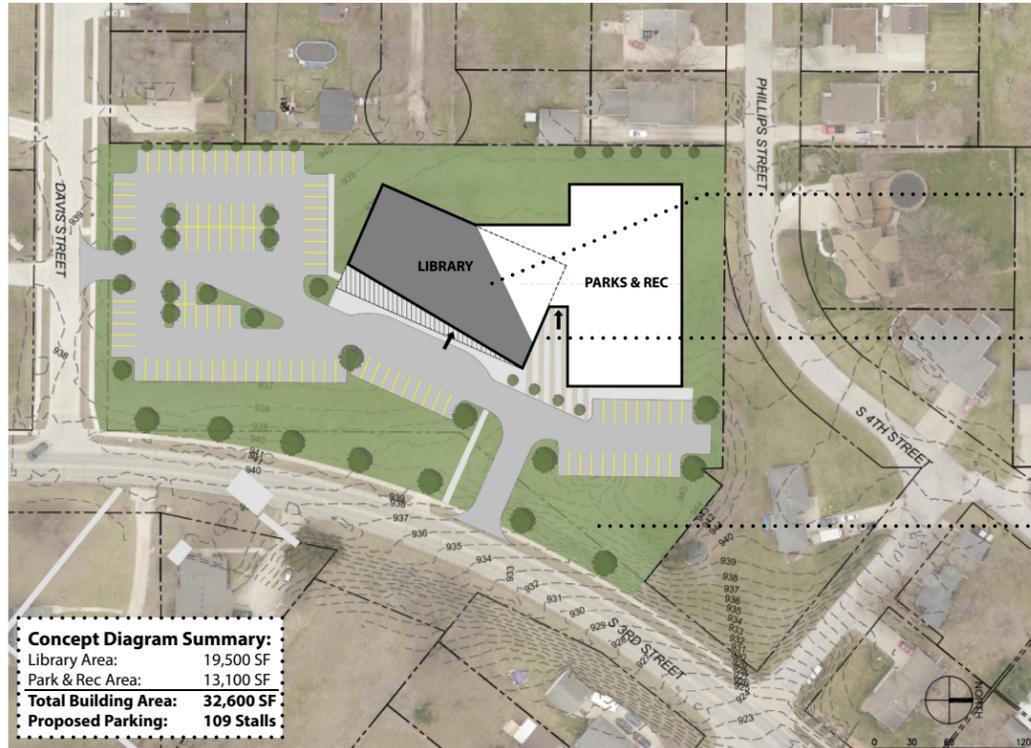
The final concept diagram breaks the 30-year space needs (for both community and staff spaces) into smaller phases to give the City control as to how and when to scale the project with the community's needs and fiscally manage the projects.

The final version of the space needs lists incorporated multiple rounds of staff input and thoughtfully represents the needs. An example of the flexibility and multi-functional spaces discussed is shown at the right. This diagram explains how one multi-functional space could function as a council chamber space, staff training space, and a rentable community room.

The study findings and Staff maximized the City's resources by planning for **flexible, adaptable, and multi-functional spaces**



LIBRARY / PARKS & RECREATION CONCEPT DIAGRAM



- Plan for the 30-Year projected growth (Class 'F' Library)
- Create a vibrant community-centered "public activity space"
- Preserve green space & embrace presence on 3rd Street

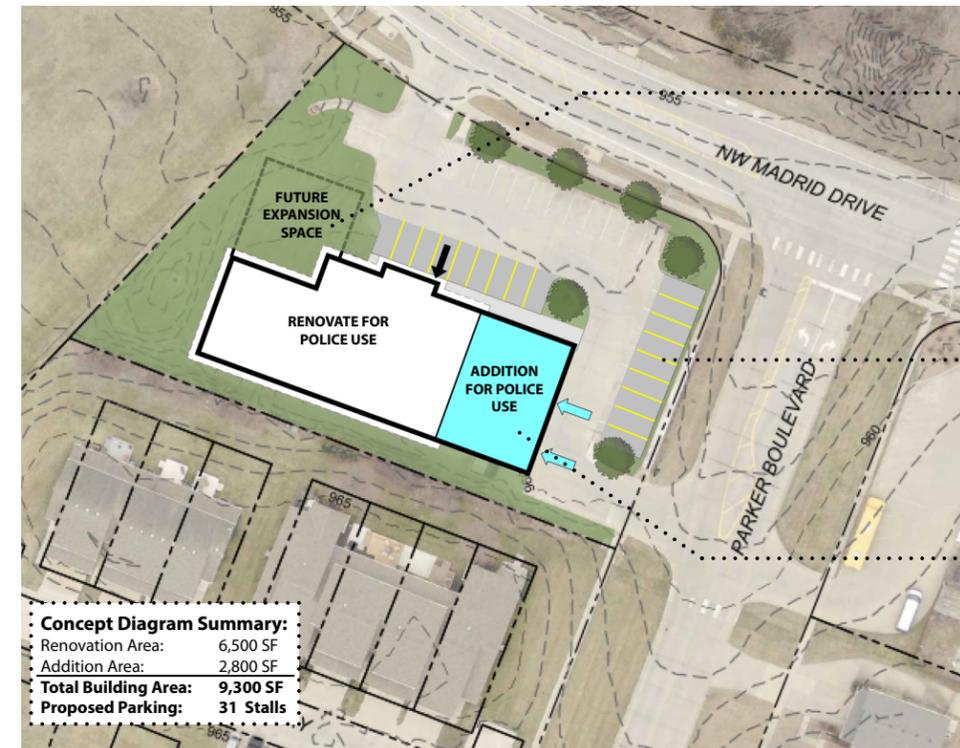
Concept Diagram Summary:	
Library Area:	19,500 SF
Park & Rec Area:	13,100 SF
Total Building Area:	32,600 SF
Proposed Parking:	109 Stalls

Library and Parks and Recreation Facility

Prior to this study, the City had received a grant to hire a library consultant to assess Polk City's current and future library needs. The results overwhelmingly demonstrate how much the library does with programming, materials, and other community functions within the restricted existing space -- but also how many more offerings would be possible, given more space. The existing library is undersized, as compared to other municipalities of similar size. The City expressed a desire to pair the library and parks and recreation facility together to create a thriving and engaging community activity space. By co-locating these two departments the programming spaces could be shared and allow for increased and more diverse program offerings.

The final concept plan for the shared Library and Parks and Recreation site incorporate several modifications based on feedback received from multiple workshop meetings with Staff. Ultimately, the existing site is too constrained to meet the full program needs; this steered the team to consider alternate locations. By relocating the facility to the more prominent 3rd Street & Davis Street location, this exciting new facility would become a vibrant front door to the city. Preliminary building massing and orientation intentionally preserve and embrace the greenspace along 3rd Street to create a first impression as entering town.

POLICE CONCEPT DIAGRAM



- Plan for the 30-Year growth needs
- Re-Purpose the City-Owned Property to meet the community needs
- New proposed addition to accommodate Police Processing & Vehicle Maintenance program needs

Concept Diagram Summary:	
Renovation Area:	6,500 SF
Addition Area:	2,800 SF
Total Building Area:	9,300 SF
Proposed Parking:	31 Stalls

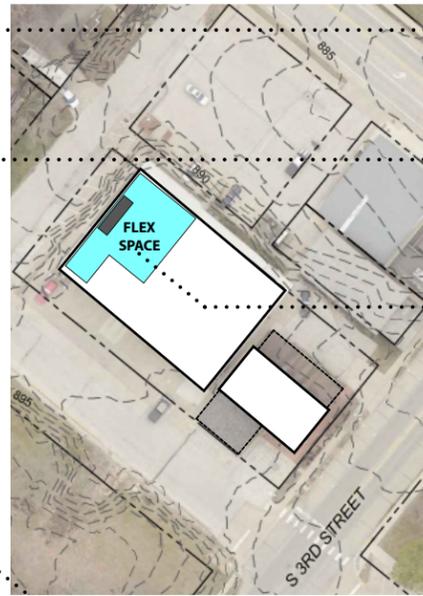
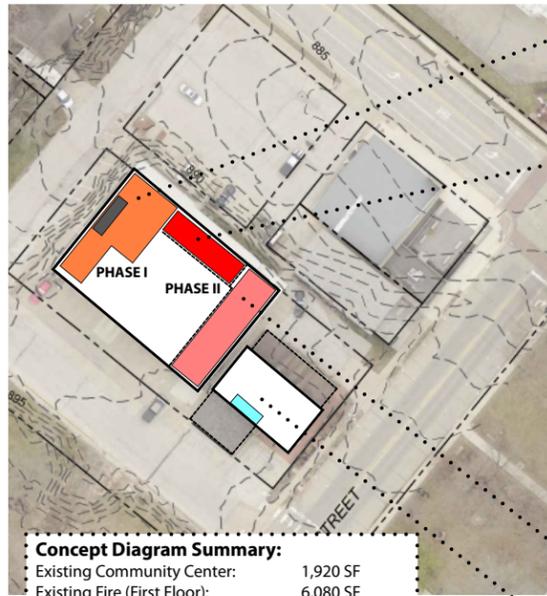
Police Facility - Renovation of Existing Library

Through analyzing both the 20-year and 30-year space needs for the police department, it was determined that the existing public safety site could not accommodate the future staff and support space needs of both Police and Fire that will be required to protect and serve a community the size of the growing Polk City.

The final concept plan for the Police department is to transform the existing library site into the Polk City police station. The existing library infrastructure and site more naturally translate to Police administrative and support functions, due to the existing construction types, location, and size.

A small proposed addition on the East side of the existing building would be required to create adequate processing space for police functions. This final concept shown meets the 20-year projected need and leaves flexibility and room for growth on the site to accommodate the 30-year needs.

FIRE CONCEPT DIAGRAM



Phase I:
Renovate Community Room space to Fire Living program space

Phase II:
Renovate Fire Admin spaces to apparatus bay support space

Existing second floor is flexible use space during phasing

Phase II:
Expand Fire Admin into Existing Police Space

Phase II:
Restore Historical Building & Add Public Amenities

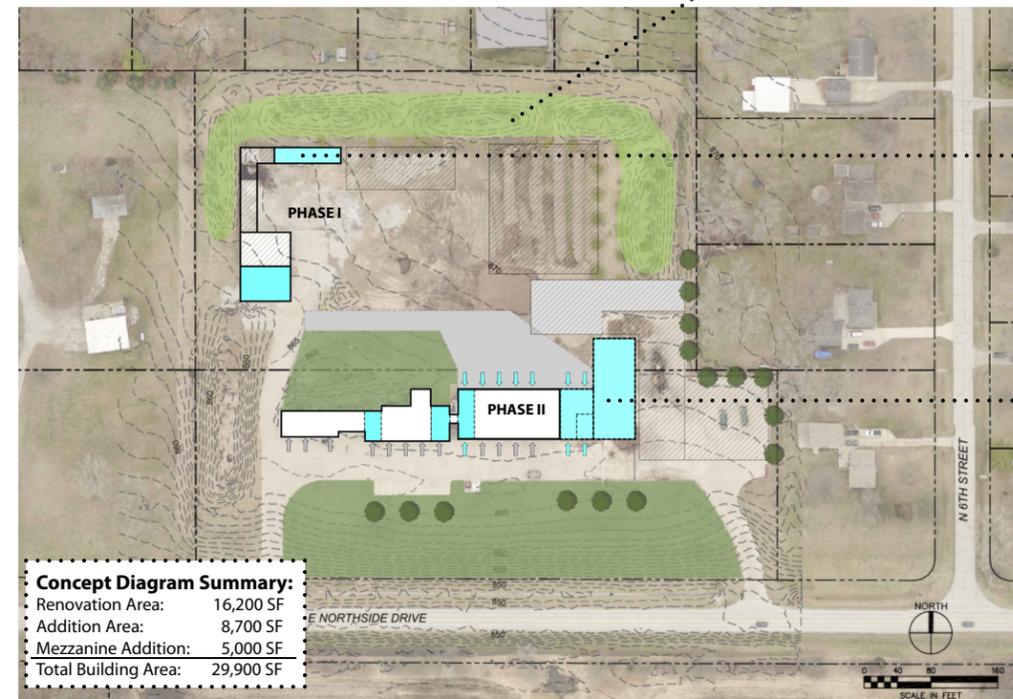
Concept Diagram Summary:	
Existing Community Center:	1,920 SF
Existing Fire (First Floor):	6,080 SF
Existing Police Department:	1,600 SF
Existing First Floor Area:	9,600 SF
Existing Mezzanine Area:	2,800 SF
Total Existing Area:	12,400 SF +/-

Fire Department Renovation

The Fire Department is reaching a critical point where the transition from a volunteer staff to a full-time hired staff is required to keep up with the additional housing and commercial growth Polk City is experiencing. The administrative and support spaces required to function as a staffed department largely drive the long-term space needs for this department.

Through analyzing both the 20-year and 30-year space needs for the fire department, it was determined that the existing police and fire site could not accommodate the future staff and support space needs of both departments. The existing infrastructure at the Van Dorn site makes it desirable to leave the Fire Department in place and vacate the Police space to allow for Fire administrative expansion. The existing apparatus bay space would remain largely untouched, the community center would be vacated when the City Hall phases are completed. The existing community center space would be transformed into fire support spaces. Finally, the existing police administrative space would be vacated when police relocates to the library site, and the existing police space can be re-purposed by the fire administrative staff with minimal effort.

PUBLIC WORKS CONCEPT DIAGRAM



Concept Diagram Summary:	
Renovation Area:	16,200 SF
Addition Area:	8,700 SF
Mezzanine Addition:	5,000 SF
Total Building Area:	29,900 SF

Maintain existing landscaping buffers

Added unconditioned storage (to alleviate conditioned storage needs)

Future admin addition and bay renovations to maximize existing site

Public Works Renovation & Expansion

The public works projected 30-year space needs anticipate additional conditioned bay space will be required to maintain the city streets and properties. The concept plan demonstrates the proposed phasing to allow the City flexibility in the timing of the investment.

The additional covered, non-conditioned space in Phase I will create more equipment storage opportunities and prioritizing the equipment that is required to be stored inside.

Phase II relocates the administrative space, currently landlocked by equipment bays, to the East side of the property with a new addition. The existing administrative space would be converted into additional bay space and there is an opportunity for an addition of two additional bays. The final concept shows the addition of overhead doors at the existing conditioned bays and a new paved drive on the North side of the building to fully maximize the space. Maintaining greenspace buffers between the adjacent residential properties was critical to the final concept.

SECTION 4 PRELIMINARY SPACE NEEDS REPORTS



The City of Polk City's goal was to establish a facilities masterplan for the next 30 years. Spatial and operational needs for each department were established through analyzing staffing growth projections, user group meetings, and best practices.

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SECTION 3B - LIBRARY & PARKS & REC

Preliminary Space Needs Report

SECTION 3B - LIBRARY & PARKS & REC continued

February 2, 2021



SUMMARY SHEET

Prelim Space List - Polk City, IA

Library & Indoor Rec

Component / Area Description	Number of Spaces	Avg. Space Size (NSF)	Total (NSF)	Gross Factor	Total (GSF)	Existing Building (NSF)*	Remarks
CS Collection Space	1	5,115	5,115	1.10	5,600	1,975	30-year program deficiency to existing is (SF) -3,625
US User Seating	85	30	2,550	1.10	2,800	1,080	30-year program deficiency to existing is (SF) -1,720
PC Public Computing	8	50	400	1.10	450	80	30-year program deficiency to existing is (SF) -370
PS Program Space	8	364	2,910	1.10	3,200	1,090	30-year program deficiency to existing is (SF) -2,110
SWS Staff Work Space	13	135	1,750	1.20	2,100	735	30-year program deficiency to existing is (SF) -1,365
SUS Special Use Space	7	238	1,665	1.25	2,100	0	30-year program deficiency to existing is (SF) -2,100
RP Parks & Rec Program Space	8	1,313	10,500	1.15	12,100	0	-12,100
Sub-Totals	115	216	24,890	1.14	28,350	4,960	-23,390

X Gen'l Building Gross Factor (mech, elec, restrooms, elev): 1.15 =

32,600 **6,550**
Total G.S.F.

-26,050

Prelim Space List - Polk City, IA

Library & Indoor Rec

COLLECTION SPACE

CS

COLLECTION SIZE	Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing (NSF)	Remarks							
23,150	28,350	46,016	69,998	CS	Collection Space	CS.101	Hard Copy Collection	1	5,115	5,115	1,665	These are estimated shelving space needs for the Average Class F library size @ 13 vol / SF		
												Adult	0	
												Teen	0	
												Childrens	310	
												Media Items	0	
												Periodical Subscriptions	0	
Sub-Totals: CS											1	5,115	5,115	1,975
CURRENT	CLASS D	CLASS E	CLASS F											
23,130	46,016	46,016	69,998	Spaces	Avg. NSF per Space	Total N.S.F.								
COLLECTION SIZE											X Building Gross factor of: 1.10 =		5,600	Total G.S.F.

Prelim Space List - Polk City, IA

Library & Indoor Rec

USER SEATING

US

STAFF	Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing (NSF)	Remarks							
8	12	15	US	User Seating										
8	15	20	US.101	Childrens Seating	15	30	450 240							
27	40	50	US.102	Tween & Teen Seating	20	30	600 80							
			US.103	Adult Seating	50	30	1,500 760							
Sub-Totals: US											85	30	2,550	1,080
CURRENT	CLASS E	CLASS F												
43	67	85	min	max	Spaces	Avg. NSF per Space	Total N.S.F.							
COLLECTION SIZE											X Building Gross factor of: 1.10 =		2,800	Total G.S.F.

SUMMARY				
	CURRENT	AVG CLASS D	AVG CLASS E	AVG CLASS F
	PRESENT	10-YEAR	20-YEAR	30-YEAR
Total Staff	3	4	6	7
Recommended Gross Square Footage	23,130	28,350	46,016	69,998
	6,500	10,419	15,378	19,534
		MIN REC	OPTIMAL	GROWTH
Projected Population Growth	5,700	7,181	11,525	17,000

This is an average Class F Size Library

SECTION 3B - LIBRARY & PARKS & REC continued

Prelim Space List - Polk City, IA

Library & Indoor Rec

CURRENT	20-YEAR		30-YEAR		PC	Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing (NSF)	Remarks
	AVG CLASS E	AVG CLASS F	AVG CLASS E	AVG CLASS F								
6	6	8				US.101	Childrens Computer Workstations	3	50	150		
						US.102	Tween & Teen Computer Workstations	2	50	100		
						US.103	Adult Computer Workstations	3	50	150	80	

Sub-Totals:	US	8	50	400	80
		Spaces	Avg. NSF per Space	Total N.S.F.	
			X Building Gross factor of: 1.10 =	450	Total G.S.F.

PUBLIC COMPUTING **PC**

SECTION 3B - LIBRARY & PARKS & REC continued

Prelim Space List - Polk City, IA

Library & Indoor Rec

CURRENT	10-YEAR		20-YEAR		30-YEAR		SWS	Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing (NSF)	Remarks
	AVG CLASS D	AVG CLASS E	AVG CLASS E	AVG CLASS F	MIN	OPTIMAL GROWTH								
								CS.101	Circulation Desk	1	200	200	250	Welcome and Reference desk functions; reduced size slightly, part-time staff located here
1	1	1	1	1	1	1		CS.102	Library Director Office	1	180	180	120	
1	1	1	1	1	1	1		CS.103	Future Office (Asst Director)	1	150	150	0	
								CS.104	Workroom Space	5	125	625	245	Minimum recommendation: 5 staff workstations, in addition to circulation desk and director's desk. With the (2) Youth Service Librarian spaces, 9 potential workspaces are planned for.
								CS.105	Project Area (Part-Time Staff)	2	100	200	0	Study Recommended (2) Project Areas. Prepare program crafts, cataloging materials, processing items, processing interlibrary loans; Located adjacent to Circulation.
								CS.105	Staff Breakroom	1	120	120	95	Adjacent to Staff Work Areas
								CS.106	Storage	1	200	200	0	Space for program storage, supplies, etc.
								CS.107	Book Drop	1	75	75	25	Include Material Quarantine / Disinfecting Area

Sub-Totals: SWS	13	135	1,750	735
	Spaces	Avg. NSF per Space	Total N.S.F.	
		X Building Gross factor of: 1.20 =	2,100	Total G.S.F.

STAFF WORK SPACE **SWS**

Prelim Space List - Polk City, IA

Library & Indoor Rec

CURRENT	20-YEAR	30-YEAR	PS	Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing (NSF)	Remarks
1	2	3		PS.101	Multi-Functional Program Space	3	750	2,250	688	Program space for 300 individuals; sub-divided into 3 spaces. This would be a rentable community space (showers, graduation parties, etc.) & potential for program space to be share with Recs & Park (yoga, tai chi, etc)
				PS.102	Kitchen	1	200	200	60	kitchen area with additional counter space would greatly enhance programming and service.
				PS.103	Presenter	2	80	160		Sub Space of Program Room
				PS.104	Program Room Storage	1	300	300	100	1 storage room / subdivided space
				PS.105	Outdoor Program Space	1				outdoor program space - semi-covered / shaded area (300 - 400 SF) space

Sub-Totals:	US	8	364	2,910	848
		Spaces	Avg. NSF per Space	Total N.S.F.	
			X Building Gross factor of: 1.10 =	3,200	Total G.S.F.

PROGRAM SPACE **PS**

Prelim Space List - Polk City, IA

Library & Indoor Rec

Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing (NSF)	Remarks
SUS	Special Use Space					
SUS.101	Quiet Study Rooms	3	80	240	0	2-3 Person patron space for tutoring, individual focus spaces
SUS.102	Small Conference Room	2	150	300	0	6-Person patron space for small study groups
SUS.104	Medium Conference Room	1	225	225		8-Person patron space for medium study groups, gathering areas
SUS.103	Open, Flexible Collab Space	1	150	150		Re-configurable space w/ flexible furnishings and dividers
SUS.105	Material Quarantining / Disinfecting Station	0	50	0	0	New cleaning requirements due to COVID-19
SUS.106	Laundry Room	1	100	100	0	Washer and Dryer for disinfecting purposes
SUS.107	Maker Space (Teens / Adults)	1	500	500	0	The space needed for this popular concept, which allows for the exploration of a variety of pursuits from technical to artistic to practical, should have a robust infrastructure with lots of power, venting, and controlled lighting and with adaptable and moveable furnishings.
SUS.107	Maker Space Storage	1	150	150	0	
SUS.109	Beverage Station / Vending	0	80	0	0	

Sub-Totals:	US	7	238	1,665	0
		Spaces	Avg. NSF per Space	Total N.S.F.	
			X Building Gross factor of: 1.25 =	2,100	Total G.S.F.

SPECIAL USE SPACE **SUS**

SECTION 3B - LIBRARY & PARKS & REC continued

SECTION 3C - POLICE | Preliminary Space Needs Report

Prelim Space List - Polk City, IA

REC PROGRAM **RP**

Library & Indoor Rec

Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing (NSF)	Remarks
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Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing (NSF)	Remarks
RP	Parks & Rec Program Space					
RP.101	Recreational Program Space	1	7,800	7,800	0	(1) Regulation Basketball Court, (1) Regulation Volleyball, (2) Cross Court Basketball Courts
RP.102	Rec Space - Storage	1	400	400	0	
RP.103	Cardio Exercise	0	2,000	0	0	
RP.104	Offices	3	100	300	0	
RP.105	Reception	1	250	250	0	
RP.106	Lobby	1	1,000	1,000	0	
RP.107	Vending	0	60	0	0	
RP.108	Outdoor Exercise	0	725	0	0	
RP.109	Restroom, Shower, & Custodial	1	750	750	0	2 sinks, 3 holes, 2 showers
RP.110	Kitchen	0	160	0	0	Accounted for in Library Space Programming
RP.111	Multipurpose Program Space	0	470	0	0	Accounted for in Library Space Programming

Sub-Totals:	RP	8	1,313	10,500	0	
		Spaces	Avg. NSF per Space	Total N.S.F.		
			X Building Gross factor of: 1.15 =	12,100		Total G.S.F.

Prelim Space List

SUMMARY SHEET **S**

City of Polk City Police Department

Component / Area Description	Number of Spaces	Avg. Space Size (NSF)	Total (NSF)	Comp. Factor	Total (CNSF)	Existing Building (NSF)	Remarks
POLICE DEPARTMENT							
A	Police Chief and Administration	6	144	865	1.20	1,050	210 30-year program deficiency to existing is (SF) -840
PD	Patrol Division	6	167	1,000	1.20	1,200	525 30-year program deficiency to existing is (SF) -675
CI	Criminal Investigation	8	78	625	1.25	800	105 30-year program deficiency to existing is (SF) -695
PR	Processing	10	137	1,370	1.15	1,580	290 30-year program deficiency to existing is (SF) -1,290
E	Evidence/Property	9	154	1,390	1.00	1,400	270 30-year program deficiency to existing is (SF) -1,130
V	Vehicle Maintenance	5	240	1,200	1.10	1,350	0 30-year program deficiency to existing is (SF) -1,350
Sub-Totals:		44	147	6,450	1.14	7,380	1,400 30-year program deficiency to existing is (SF) -5,980
		Spaces	Avg. Space Size	Net S.F.	Avg. N.F.	Comp. S.F.	

POLICE SUPPORT SPACES

AN	Ancillary	8	94	755	1.15	900	0 30-year program deficiency to existing is (SF) -900
ST	Support	3	130	390	1.20	450	120 30-year program deficiency to existing is (SF) -330
Sub-Totals:		11	104	1,145	1.18	1,350	30-year program deficiency to existing is (SF) -1,230
		Spaces	Avg. Space Size	Net S.F.	Avg. N.F.	Comp. S.F.	

X Gen'l Building Gross Factor (mech, elect, corridors, stairs, elev.): 1.07 =

9,300 Total G.S.F. **1,520** Existing G.S.F. *Existing Library Space = 6,500 SF

SECTION 3C - POLICE continued

Prelim Space List

City of Polk City Police Department

CHIEF AND ADMINISTRATION

A

STAFF				Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing Building (NSF)	O W	Remarks
P: QTY	F: QTY (10 YEAR)	F: QTY (20 YEAR)	F: QTY (30 YEAR)								
1	1	1		A	Police Chief and Administration						
				A.101	Chief of Police	1	200	200	130	O	
0.5	1	1.5		A.102	Administrative Assistants	1	65	65	80	WS	2nd Admin Asst space not accommodated in phase one
0	0	0		A.103	Community Service Officer (Future)	0	150	0	0	O	
				A.104	Record Storage - Active	0	150	0	0		Space not accommodated in phase one
				A.104	Record Storage - Long Term	1	150	150	0		Lateral File Storage for Admin and Patrol Officers
				A.105	Conference Room	1	300	300	0		8 - 10 People
				A.106	NCIC Computer & Printer	1	30	30	0		
				A.107	Workroom & Scanning Station	1	120	120	0		

Sub-Totals: A

6 Spaces, 144 Avg. NSF per Space, 865 Total NSF, 210 Existing Space approx 390SF with Police Chief at 130SF

PRESENT	10 YEAR	20 YEAR	30 YEAR
1.5	2	2.5	N/A

DEPT STAFFING SUMMARY

*20-year need has been addressed in this study

X Building Gross factor of: 1.20 = **1,050**

Total G.S.F.

SECTION 3C - POLICE continued

Prelim Space List

City of Polk City Police Department

CRIMINAL INVESTIGATION

CI

STAFF				Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing Building (NSF)	O W	Remarks
P: QTY	F: QTY (10 YEAR)	F: QTY (20 YEAR)	F: QTY (30 YEAR)								
0	0	1		CI	Criminal Investigation						
				CI.101	Criminal Investigation (Command)	0	150	0	0	O	Position not accommodated in phase one
1	1	1		CI.102	Civil Code Enforcement	1	120	120	0	O	
0	1	1		CI.103	Detectives (workstation)	1	100	100	0	W	2nd Detective space not accommodated in phase one
0	0	1		CI.104	Evidence Property (workstation)	0	80	0	0	W	Position not accommodated in phase one
				CI.105	Interview Toilet	1	65	65	45		
				CI.106	Interview Rooms	1	90	90	0		2nd Interview space not accommodated in phase one
				CI.107	Interview Room - Soft	1	60	60	60		
				CI.108	Major Case Room	0	300	0	0		Space not accommodated in phase one
				CI.109	Computer Forensics	1	100	100	0		Workspace for processing computer forensics, includes separate Evidence Room
					Server	1	45	45	0		
				CI.110	Finger Printing Room	1	45	45	0		Reduced to scanning station in lobby

Sub-Totals: CI

8 Spaces, 78 Avg. NSF per Space, 625 Total NSF, 105 Existing Space

X Building Gross factor of: 1.25 = **800**

PRESENT	10 YEAR	20 YEAR	30 YEAR
1	2	4	N/A

DEPT STAFFING SUMMARY

*20-year need has been addressed in this study

Prelim Space List

City of Polk City Police Department

Patrol Division

PD

STAFF				Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing Building (NSF)	O W	Remarks
P: QTY	F: QTY (10 YEAR)	F: QTY (20 YEAR)	F: QTY (30 YEAR)								
1	1	1		PD	Patrol Division						
				PD.101	Patrol Lieutenant	1	150	150	95	O	No future office in Phase 1
1	1	3		PD.102	Patrol Sergeants	1	150	150	0		Shared office space for 2
5	6	9.5		PD.104	Patrol Officers (4 - PT PO's @ .5 each)				120		
					Workroom Area, Library, Mail Report Writing (four stations)	1	100	100	80		Printer/copier, office supply storage, mail and library; adjacent to Patrol 30 YR Program = 6 Stations. 4 Stations provided
				PD.105	Juvenile Waiting	0	120	0	0		Space not accommodated in phase one
				PD.106	Roll Call / Ready Room	1	300	300	160		Reduced size from 400 SF to 300 SF to accommodate site restrictions
				PD.107	Fire Arms and Small Eq Storage / Patrol Issue	1	100	100	40		

Sub-Totals: PD

6 Spaces, 167 Avg. NSF per Space, 1,000 Total NSF, 525 Existing Space

X Building Gross factor of: 1.20 = **1,200**

Total G.S.F.

PRESENT	10 YEAR	20 YEAR	30 YEAR
7	8	13.5	N/A

DEPT STAFFING SUMMARY

*20-year need has been addressed in this study

Prelim Space List

City of Polk City Police Department

Processing

PR

STAFF				Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing Building (NSF)	O W	Remarks
P: QTY	F: QTY (5 y)	F: QTY (15 y)	F: QTY (30y)								
				PR	Processing						
				PR.101	Vehicle Sally Port	1	500	500	0		Min. 24' x 15' for single drive thru plus walkway on each side (Plus Mop sink, hose, eye wash (part of VSP)
				PR.102	Decontamination	1	60	60	0		Min. 8'x 10' (transitional); Existing Space 37SF
				PR.103	Sally Port Vestibule	1	80	80	37		Existing Space 195SF
				PR.104	Booking/Processing/OWI Area	1	240	240	195		Adjacent to Booking & SPV/Vehicle Sallyport - need 15 ft. length for sobriety testing, and an intoxilizer and small desk, chair, side chair for DREs, minimum size of 10 x 12 = 120 SF
				PR.105	OWI Room	1	120	120	0		24" deep concrete bench, 8" high - Indv. Holding Min. 80SF (Short term upto 4 ea.) Split up locations for separation of M/F; floor drain in each for cleaning; dry room (no toilet); Existing Space 58SF
				PR.106	Temporary Interview (Holding)	2	80	160	58		Includes ADA detention-grade toilet/sink combo
				PR.107	Toilet	1	50	50	0		Hardened, small space
				PR.108	Interrogation / Interview Room	1	80	80	0		
				PR.109	DRE Darkroom / Medical	1	80	80	0		

Sub-Totals: PR

10 Spaces, 137 Avg. NSF per Space, 1,370 Total NSF, 290 Existing Space approx 290SF with Processing & Interview

X Building Gross factor of: 1.15 = **1,580**

SECTION 3C - POLICE continued

Prelim Space List EVIDENCE E

City of Polk City Police Department

Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing Building (NSF)	Remarks
E	Evidence/Property					
E.101	Evidence Drop-off	1	150	150	35	
E.102	Large Item Evidence Storage	1	200	200	0	Connects to Vehicle Maintenance Bay; for bikes (up to 10 bikes), fridges, mattress etc
E.103	Evidence Storage	1	400	400	125	
E.104	Evidence Weapons Storage	1	80	80	0	
	Evidence Cash Storage	1	40	40	0	
E.105	Evidence Drug Storage	1	80	80	0	
E.106	Evidence Processing	1	120	120	110	
E.107	Forensics Testing Lab	1	200	200	0	
E.109	Evidence Release Vestibule	1	120	120	0	
Sub-Totals: E		9	154	1,390	270	
		Spaces	Avg. NSF per Space	Total N.S.F.		
X Building Gross factor of: 1.00 =				1,400		Total G.S.F.

SECTION 3C - POLICE continued

Prelim Space List ANCILLARY AN

City of Polk City Police Department

Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing Building (NSF)	Remarks
AN	Shared Ancillary					
AN.101	Shared Lobby	1	100	100		
AN.102	Shared Public Vestibule	1	70	70		
AN.103	Public Toilets	2	100	200	0	Adjacent to Lobby
AN.104	Janitor's Closet	1	25	25	0	
AN.105	Mother's Room	1	60	60	0	
AN.106	Break Room	1	180	180	0	
AN.107	IT/Security	1	120	120	0	For security access and video equipment, workstation; closed circuit; located near Patrol; currently located in City Hall
AN.108	Unisex Staff Toilets	0	65	0	0	
Sub-Totals: AN		8	94	755	0	
		Spaces	Avg. NSF per Space	Total N.S.F.		
X Building Gross factor of: 1.15 =				900		Total G.S.F.

Prelim Space List Vehicle Maintenance & Support G

City of Polk City Police Department

Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing Building (NSF)	Remarks
V	Vehicle Maintenance					
V.101	Patrol Bike Storage	1	100	100	0	2 currently, need space for at least 4 in the future
V.102	Vehicle Maintenance / PD Wash Bay / Evidence	1	800	800	0	1 bays, shared with Vehicle Evidence when needed for this purpose
	Speed Trailers	1	50	50	0	
	Gator / other	1	50	50	0	
V.103	General Storage (traffic control / barricades)	1	200	200	0	Needs - traffic cones, barricades, maint. supplies, air compressor, floor jack, spare tires, etc.
Sub-Totals: V		5	240	1,200	0	
		Spaces	Avg. NSF per Space	Total N.S.F.		
X Building Gross factor of: 1.10 =				1,320		Total G.S.F.

Prelim Space List Support S

City of Polk City Police Department

Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing Building (NSF)	Remarks
ST	Shared Training & Support					
S.101	Shared Locker Room Shower / Toilets	2	75	150	120	Shared Space - Fire & PD; Adjacent to Fire Sleeping Quarters (Existing is in Fire only - Shared w/ Comm room)
S.102	Shared Locker Room	1	240	240	0	10 Police Lockers (2' wide x 2' deep) lockers
S.106	Educational Training Room	0	1400	0	0	Move this program space to City Hall and enlarge for community use.
S.107	Kitchenette	0	60	0	0	Move this program space to City Hall and enlarge for community use.
S.108	AV Storage	0	60	0	0	Move this program space to City Hall and enlarge for community use.
S.109	Training Equipment Storage	0	100	0	0	Move this program space to City Hall and enlarge for community use.
S.110	Table and Chair Storage	0	100	0	0	Move this program space to City Hall and enlarge for community use.
S.111	Fitness	0	700	0	0	Removed from program - considered part of 30-year need
S.112	Tactical Training	0	700	0	0	Removed from program - considered part of 30-year need
S.113	Fitness and Tactical Gear Storage	0	150	0	0	Removed from program - considered part of 30-year need
Sub-Totals: S		3	130	390	120	
		Spaces	Avg. NSF per Space	Total N.S.F.		
X Building Gross factor of: 1.20 =				450		Total G.S.F.

SECTION 3D - FIRE | Preliminary Space Needs Report

SECTION 3D - FIRE continued

Prelim Space List

City of Polk City Police & Fire Department

Component / Area Description	Number of Spaces	Avg. Space Size (NSF)	Total (NSF)	Comp. Factor	Total (CNSF)	Existing Building (NSF)	Remarks
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FIRE DEPARTMENT								
A	Fire Administration	7	163	1,140	1.25	1,580	360	30-year program deficiency to existing is (SF) -1220
AP	Apparatus	12	425	5,100	1.00	5,100	5,010	30-year program deficiency to existing is (SF) -90
L	Living	5	290	1,450	1.20	1,750	660	30-year program deficiency to existing is (SF) -1090
Sub-Totals:		24	320	7,690	1.10	8,430	6,030	30-year program deficiency to existing is (SF) -2,400
		Spaces	Avg. Space Size	Net S.F.	Avg. N.F.	Comp. S.F.		

FIRE SUPPORT SPACES								
AN	Shared Ancillary	5	155	775	1.15	900	0	30-year program deficiency to existing is (SF) -900
ST	Training & Support	5	248	1,240	1.20	1,500	2,240	30-year program deficiency to existing is (SF) 740
Sub-Totals:		10	202	2,015	1.19	2,400	2,240	30-year program deficiency to existing is (SF) -160
		Spaces	Avg. Space Size	Net S.F.	Avg. N.F.	Comp. S.F.		

X Gen'l Building Gross Factor (mech, elect, corridors, stairs, elev.): 1.07 =

9,850
Total G.S.F.

12,000
Existing G.S.F.*

*Existing space includes mezzanine area and current police department space

SUMMARY SHEET

S

Prelim Space List

City of Polk City Police & Fire Department

STAFF				Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing Building (NSF)	O W	Remarks
P: QTY	F: QTY (10 YEAR)	F: QTY (20 YEAR)									
A Fire Administration											
1	1	1		A.101	Chief's Office	1	180	180	120	O	Reduced from Full 30-Year Program Need
0	1	1		A.102	(Future) Fire Marshal Office	1	150	150	0	O	
0	0	1		A.103	(Future) EMS Captain Office	0	120	0	0	O	Full 30-YR Need cannot be accommodated
0	0	1		A.104	(Future) Shift Lieutenant's Suite	1	300	300	0	O	Office with sleeping quarters, shared by shifts, separate files & storage
0	0	1		A.105	(Future) Administrative staff / Reception	1	100	100	0	W	
				A.106	Public Lobby	1	50	50			
				A.107	Conference Room	1	240	240	120		10 people with technology, for internal admin/command staff meetings
				A.108	Work Area / Report Writing	1	120	120	120		

Sub-Totals: A

7 Spaces **163** Avg. NSF per Space **1,140** Total (NSF) **360** Existing Space approx 360SF, Conf Room at 120SF

PRESENT	10 YEAR	20 YEAR	30 YEAR
1	2	5	N/A

X Building Gross factor of: 1.25 = **1,450**
Total G.S.F.

DEPT STAFFING SUMMARY
*20 Year Need has been accommodated in this study

ADMINISTRATION

A

Prelim Space List

City of Polk City Police & Fire Department

STAFF				Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing Building (NSF)	Remarks
P: QTY	F: QTY (10 YEAR)	F: QTY (20 YEAR)								
AP Apparatus										
				AP.101	Apparatus Bay	1	3900	3,900	3,900	No changes to existing space.
					Apparatus Storage	1	80	80	80	No changes to existing space.
				AP.103	EMS Equipment / Workroom	1	100	100	100	With workstation & secure space for medical supplies; Reduced from 30-YR
				AP.104	Gear Storage	1	120	120	120	Remains as part of the bay space (lockers around bay)
				AP.105	Turnout room - Bunker Gear	1	100	100	100	Removed from space needs to accommodate program
				AP.106	Decontamination Room	1	100	100	100	
				AP.107	Dirty Maintenance Room	1	120	120	120	Reduced size from 30-YR need program
				AP.108	Mezzanine Storage	1	200	200	200	Reuse Existing (existing area not confirmed)
				AP.110	Restrooms	2	60	120	120	
				AP.111	Extraction / Laundry	1	160	160	70	Sound separation is preferred
				AP.113	Hose Rack Room	0	180	0	0	Removed from 30-YR need program to accommodate existing facility size
				AP.114	Hose Dryers	1	100	100	100	

Sub-Totals: AP

12 Spaces **425** Avg. NSF per Space **5,100** Total (NSF) **5,010** Existing Space

X Building Gross factor of: 1.00 = **5,100**
Total G.S.F.

APPARATUS

AP

SECTION 3D - FIRE continued

Prelim Space List LIVING L

City of Polk City Police & Fire Department

STAFF				Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing Building (NSF)	Remarks	
P: QTY	F: QTY (10 YEAR)	F: QTY (20 YEAR)									
L Living											
				L.101	Dayroom	1	300	300	160	Space for 6 lounge chairs;	
				L.102	Dining	1	300	300	300	Seating for 6 to 8 people	
				L.103	Kitchen	1	300	300	200	Double sink, commercial grade range & cooktop;	
				L.103a	Refrigerator Alcove	1	40	40	3	refrigerators;	
				L.104	Dry Pantry	1	100	100			
				L.105	Individual Bunk Room	2	100	200	0	Future Goal: 2 people / night shift	
				L.105a	Double Bunk Room	0	150	0	0		
				L.106	Laundry	1	120	120		Residential washer / dryer; Quantity: 2 of each, uniform and linen storage	
				L.106a	Uniform / Linen Storage	1	30	30			
				L.107	Mud Room / Storage	1	30	30			
				L.108	Staff Vestibule	1	30	30			
Sub-Totals: L						5	290	1,450	660	Existing Space approx 660SF, retrofit to new	
						Spaces	Avg. NSF per Space	Total N.S.F.			
X Building Gross factor of:						1.20	=	1,750		Total G.S.F.	

SECTION 3D - FIRE continued

Prelim Space List Support S

City of Polk City Police & Fire Department

Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing Building (NSF)	Remarks
ST Training & Support						
S.101	Unisex Locker Room Shower / Toilets	2	75	150	120	Adjacent to Fire Sleeping Quarters
S.102	Unisex Locker Room	1	240	240	0	10 (2' wide x 2' deep) lockers
S.103	Educational Training Room	0	1400	0	1,620	Move this program space to City Hall and enlarge for community use.
S.103a	Kitchenette	0	60	0	500	Move this program space to City Hall and enlarge for community use.
S.103b	AV Storage	0	60	0	0	Move this program space to City Hall and enlarge for community use.
S.104	Training Equipment Storage	0	100	0	0	Move this program space to City Hall and enlarge for community use.
S.105	Table and Chair Storage	0	100	0	0	Move this program space to City Hall and enlarge for community use.
S.106	Fitness	1	700	700	0	Option for Mezzanine Space to be repurposed
S.107	Tactical Training	0	700	0	0	Removed from program
S.108	Fitness and Tactical Gear Storage	1	150	150	0	Option for Mezzanine Space to be Repurposed
Sub-Totals: S						Existing Space approx 2240SF; Move 2,120SF to City Hall
		5	248	1,240	2,240	
		Spaces	Avg. NSF per Space	Total N.S.F.		
X Building Gross factor of:		1.20	=	1,500		Total G.S.F.

Prelim Space List ANCILLARY AN

City of Polk City Police & Fire Department

Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing Building (NSF)	Remarks
AN Shared Ancillary						
AN.101	Janitor's Closet	1	25	25	0	
AN.102	Mother's Room	0	60	0	0	
AN.103	IT/Security	1	120	120	0	
AN.104	Unisex Staff Toilets	2	65	130	0	
AN.105	Misc Mezzanine Storage	1	500	500	0	Future Usage TBD
Sub-Totals: AN						
		5	155	775	0	
		Spaces	Avg. NSF per Space	Total N.S.F.		
X Building Gross factor of:		1.15	=	900		Total G.S.F.

SECTION 3E - PUBLIC WORKS | Preliminary Space Needs Report

SECTION 3E - PUBLIC WORKS continued

Prelim Space List - Polk City, IA



SUMMARY SHEET

Public Works

Component / Area Description	Number of Spaces	Avg. Space Size (NSF)	Total (NSF)	Gross Factor	Total (GSF)	Existing Building (NSF)*	Remarks	
A Administration & Ancillary	14	300	4,200	1.25	5,250	1,570	30-year program deficiency to existing is (SF)	-3,680
M Vehicle / Maintenance	17	1,165	19,800	1.10	20,440	13,400	30-year program deficiency to existing is (SF)	-7,040
E Exterior	9	7,656	68,900	1.00	68,900	64,820	30-year program deficiency to existing is (SF)	-4,080
S Sign Shop	2	500	1,000	1.00	1,000	1,000		
Sub-Totals:	40	2,348	93,900	0.28	26,690	15,970		-14,800
	Spaces	Avg. Space Size	Net S.F.	Avg. G.F.	Gross S.F.			

X Gen'l Building Gross Factor (mech, elec, restrooms, lobby, elev): 1.12 =

29,900 **16,220**

Total G.S.F.

-13,680

Prelim Space List - Polk City, IA

Administration

A

Public Works

Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing (NSF)	Remarks
A Administration & Ancillary						
A.101	Public Works Director Office	1	180	180	120	
A.102	Offices	4	120	480	120	Existing: 2 offices, future needs total of 4 standard offices
A.103	Conference Room	1	400	400	200	Fit up to 10 - 12 people; Existing is all in one breakroom, workroom, and conf room
A.104	Break Room	1	300	300	300	Entire crew - host up to 10 people
A.105	Work Room	1	200	200	100	Printer / Copier / Office Supply Storage
A.106	Training Room	1	1,000	1,000	0	
A.107	File Storage & Layout Space	1	400	400	0	Plan unit storage and layout space
A.108	Staff Restrooms / Showers	2	80	160	150	Existing: 4 lockers available; only 1 used currently
A.108	Unisex Shower	1	80	80	80	Existing: 2 RR's and 1 with a shower (only 1 person currently uses shower facility)
A.109	General Storage	1	1,000	1,000	500	Existing: at capacity, not ideal location

Sub-Totals: CS	14	300	4,200	1,570
	Spaces	Avg. NSF per Space	Total N.S.F.	
X Building Gross factor of:	1.25	=	5,250	
			Total G.S.F.	

Prelim Space List - Polk City, IA

Vehicle / Maintenance

VM

Public Works

STAFF	Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing (NSF)	Remarks
M Vehicle / Maintenance							
	M.101	Heated Storage	7	1200	8,400	6,000	Existing: 4 bays approx 60'x20' each; 2 maintenance bays added per CIP - double sided doors? Qty is function of site logistics - 3 additional bays ideal
	M.102	Service Bay	3	800	2,400	2,400	Existing 3 bays approx 40'x20' each; Noted that this is sufficient for future.
	M.103	Wash Bay	1	800	800	800	
	M.104	Cold Storage	5	600	3,000	3,000	Existing 5 bays approx 30'x20' each; 4 OH Doors on West building
	M.105	Tire and Bulk Oil	0		0	0	Bulk oil located in service bay (off floor), used oil stored in wash bay
	M.106	Mezzanine	1	5200	5,200	1,200	Existing, above admin space; but only 5'-0" high; it is full now.

Sub-Totals:	US	17	1,165	19,800	13,400
		Spaces	Avg. NSF per Space	Total N.S.F.	
X Building Gross factor of:	1.10	=	20,440		
			Total G.S.F.		

SECTION 3E - PUBLIC WORKS continued

Prelim Space List - Polk City, IA

Exterior

E

Public Works

STAFF	Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing (NSF)	Remarks
	E.101	Exterior Salt Storage	1	5,000	5,000	2,500	Future expansion to double existing size Existing: 4 at approx. 430 sf each, 1 at approx 800 sf.
	E.102	Material Containment Enclosures	1	4,100	4,100	2,520	Future expansion 1,600 sf - Additional 3-4 open enclosures with roof covering
	E.103	Granular Stockpile	1	6,600	6,600	6,600	
	E.104	Various Material Stockpiles	1	20,000	20,000	20,000	
	E.105	Hazardous Material Storage	1	-	0	0	verify location on site
	E.106	Brush Pile	0	-	0	0	Accounted for in Various Material Stockpile
	E.107	Recycling Bin	2	5,000	10,000	10,000	Accounts for two existing bins and surrounding pavement
	E.108	Dirt Stock Piles	1	20,000	20,000	20,000	
	E.109	Misc Materials and Storage	1	3,200	3,200	3,200	Along north side of building

Sub-Totals:	US	9	7,656	68,900	64,820
		Spaces	Avg. NSF per Space	Total N.S.F.	
		X Building Gross factor of: 1.00 =		68,900	
				Total G.S.F.	

Prelim Space List - Polk City, IA

Sign Shop

S

Public Works

STAFF	Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing (NSF)	Remarks
	S.101	Sign Shop Shop Area	1	250	250	250	Future: Need dedicated area for sign shop, space currently shared with general hardware storage
	S.102	Storage Area	1	750	750	750	Existing: storage for signs and vehicle, single overhead door, restroom, approx bay size 40'x25'

Sub-Totals:	US	2	500	1,000	1,000
		Spaces	Avg. NSF per Space	Total N.S.F.	
		X Building Gross factor of: 1.00 =		1,000	
				Total G.S.F.	

SECTION 5 PRELIMINARY COST SUMMARY REPORTS



Using the design intent information prepared, meaningful cost estimates and project budgets have been established to allow the City to plan the next 30 years. Because these are preliminary cost summary reports, the budgets are not representative of final or complete design. The reports are provided in Spring 2021 dollars to allow the City greater flexibility in planning.

CITY HALL OPINION OF PROBABLE COST**

LIBRARY & PARKS & REC OPINION OF PROBABLE COST**

STATEMENT OF PROBABLE COST - 2021 Cost Opinion



City of Polk City, IA - New City Hall Facility (with Community Event / Activity Space)

Project No: 420457-0

Bid Target: TBD (Adjust for Inflation)

Estimator: ML

4/12/2021 Council

Presentation

Sub-Total Program 'Building' Components				\$2,850,000
A	Site Work Allowance (including site parking)			\$450,000
B	Design & Estimating Contingency - 15%			\$495,000
C	Furniture, Fixtures & Equipment - 7.5%			\$280,000
Project Construction Total (A+B+C)		GSF	13,100	\$4,075,000
Cost/Square Foot (2021 with FFE)			\$311.07	/SF with FFE
Project Soft Costs				
D	Land Acquisition			\$0
E	A/E Professional Service Fees - 8%			\$325,000
F	Construction Contingency - 4%			\$160,000
G	Other Administrative - Misc.			\$90,000
Median Project 2021 Costs Total 'New' City Hall - Bid TBD				\$4,650,000
Project Cost Range Analysis (Due to Market Conditions)				
		Range VAR	5.00%	Low Range High Range
H	Construction Cost incl. FFE Range at 5% Variance			\$3,875,000 \$4,275,000
	Cost per Gross Square Foot (Construction)			\$295.80 \$326.34
I	Soft Cost Carry-over (D+E+F+G)			\$575,000 \$575,000
Project Budget Range - Total for 'New' Construction (H+I)				\$4,450,000 \$4,850,000

Item G: Printing, geotechnical costs, commissioning, additional site visits (see Breakdown)

Item G: Other Administrative Cost Breakdown:

	Sheets	Sets	Cost / Set	Unit Cost
1 Bid Document Printing	75	100	\$125.00	\$12,500
2 Site Survey				\$6,500
3 Geotechnical – AIA Contract Clause 4.1.28 (Site Borings & Eng. Report)				\$9,000
4 Commissioning – by Independent Agent, by Owner			0.50%	\$18,000
5 Testing / Inspections (Owner Misc.)			0.20%	\$8,000
	<u>Proj Const. Cost</u>		<u>Fee Percent</u>	
6 Civil Engineering - AIA Contract Clause 4.1.7 (In BS fee)	\$3,795,000		0.00%	\$0
7 A/E Reimbursable Expenses – AIA Contract Clause 11.8.1 (Excl. printing of bid docs (above))			0.30%	\$12,000
	<u># of Months</u>	<u>Add'l trips</u>	<u>Fee Per Trip</u>	
A/E On-Site Project Representation – AIA Contract Clause 4.1.12				
8 (Beyond Basic Services CA (twice a month))	12	2	\$1,000.00	\$24,000
9 Other Misc Fee				
Subtotal - Item G:				\$90,000

**TOTAL PROJECT COSTS AND CONSTRUCTION COSTS PROVIDED HEREIN ARE MADE ON THE BASIS OF ARCHITECT'S EXPERIENCE AND QUALIFICATIONS AND REPRESENT THE ARCHITECT'S BEST JUDGMENT. ESTIMATES ARE GIVEN IN TERMS OF 2021 PREDICTED CONSTRUCTION COSTS AND INFLATION FOR FUTURE TIMING OF BIDS HAS NOT BEEN ACCOUNTED FOR. HOWEVER, THE ARCHITECT / ENGINEER CANNOT AND DOES NOT GUARANTEE THAT BIDS OR ACTUAL TOTAL PROJECT OR CONSTRUCTION COSTS WILL NOT VARY FROM THE ESTIMATE OF PROBABLE CONSTRUCTION COST. THIS COST OPINION IS INTENDED TO ASSIST IN BUDGETARY ASSESSMENT AND DOES NOT GUARANTEE THAT ACTUAL PROJECT COSTS WILL NOT EXCEED OR BE LOWER THAN THE AMOUNTS STATED IN THIS ESTIMATE.

Shive - Hattery, Inc.
Copywrite - 2021
Contact: Michael S. Lewis, AIA, NCARB

4125 Westown Parkway, Suite 100
West Des Moines, IA 50266
(515) 223-8104

STATEMENT OF PROBABLE COST - 2021 Cost Opinion



City of Polk City, IA - Library Addition (Two Story) / Reno - New Rec Facility

Project No: 420457-0

Bid Target: TBD (Adjust for Inflation)

Estimator: ML

4/12/2021 Council

Presentation

Sub-Total Program 'Building' Components				\$6,725,000
A	Site Work Allowance (including site parking)			\$820,000
B	Design & Estimating Contingency - 10%			\$750,000
C	Furniture, Fixtures & Equipment - 5.8%			\$480,000
Project Construction Total (A+B+C)		GSF	32,600	\$8,775,000
Cost/Square Foot (2021 with FFE)			\$269.17	/SF with FFE
Project Soft Costs				
D	Land Acquisition			\$0
E	A/E Professional Service Fees - 8%			\$700,000
F	Construction Contingency - 4%			\$340,000
G	Other Administrative - Misc.			\$110,000
Median Project 2021 Costs Total 'Library & Rec' - Bid TBD				\$9,925,000
Project Cost Range Analysis (Due to Market Conditions)				
		Range VAR	5.00%	Low Range High Range
H	Construction Cost incl. FFE Range at 5% Variance			\$8,350,000 \$9,200,000
	Cost per Gross Square Foot (Construction)			\$256.13 \$282.21
I	Soft Cost Carry-over (D+E+F+G)			\$1,150,000 \$1,150,000
Project Budget Range - Total for 'Library / Rec' Construction (H+I)				\$9,500,000 \$10,350,000

Item G: Printing, geotechnical costs, commissioning, additional site visits (see Breakdown)

Item G: Other Administrative Cost Breakdown:

	Sheets	Sets	Cost / Set	Unit Cost
1 Bid Document Printing	125	100	\$150.00	\$15,000
2 Site Survey				\$9,000
3 Geotechnical – AIA Contract Clause 4.1.28 (Site Borings & Eng. Report)				\$8,000
4 Commissioning – by Independent Agent, by Owner			0.25%	\$20,000
5 Testing / Inspections (Owner Misc.)			0.20%	\$17,000
	<u>Proj Const. Cost</u>		<u>Fee Percent</u>	
6 Civil Engineering - AIA Contract Clause 4.1.7 (In BS fee)	\$8,295,000		0.00%	\$0
7 A/E Reimbursable Expenses – AIA Contract Clause 11.8.1 (Excl. printing of bid docs (above))			0.20%	\$17,000
	<u># of Months</u>	<u>Add'l trips</u>	<u>Fee Per Trip</u>	
A/E On-Site Project Representation – AIA Contract Clause 4.1.12				
8 (Beyond Basic Services CA (twice a month))	12	2	\$1,000.00	\$24,000
9 Other Misc Fee				
Subtotal - Item G:				\$110,000

**TOTAL PROJECT COSTS AND CONSTRUCTION COSTS PROVIDED HEREIN ARE MADE ON THE BASIS OF ARCHITECT'S EXPERIENCE AND QUALIFICATIONS AND REPRESENT THE ARCHITECT'S BEST JUDGMENT. ESTIMATES ARE GIVEN IN TERMS OF 2021 PREDICTED CONSTRUCTION COSTS AND INFLATION FOR FUTURE TIMING OF BIDS HAS NOT BEEN ACCOUNTED FOR. HOWEVER, THE ARCHITECT / ENGINEER CANNOT AND DOES NOT GUARANTEE THAT BIDS OR ACTUAL TOTAL PROJECT OR CONSTRUCTION COSTS WILL NOT VARY FROM THE ESTIMATE OF PROBABLE CONSTRUCTION COST. THIS COST OPINION IS INTENDED TO ASSIST IN BUDGETARY ASSESSMENT AND DOES NOT GUARANTEE THAT ACTUAL PROJECT COSTS WILL NOT EXCEED OR BE LOWER THAN THE AMOUNTS STATED IN THIS ESTIMATE.

Shive - Hattery, Inc.
Copywrite - 2021
Contact: Michael S. Lewis, AIA, NCARB

4125 Westown Parkway, Suite 100
West Des Moines, IA 50266
(515) 223-8104

POLICE RENOVATION OPINION OF PROBABLE COST**

FIRE RENOVATION OPINION OF PROBABLE COST**

STATEMENT OF PROBABLE COST - 2021 Cost Opinion



City of Polk City, IA - PD Renovation & Addition at Exist Library Site

Project No: 420457-0

Estimator: ML

4/12/2021 Council

Presentation

Bid Target: TBD (Adjust for Inflation)

Sub-Total Program 'Building' Components		\$2,440,000
A	Site Work (including mod. to site utilities)	\$244,000
B	Design & Estimating Contingency - 15%	\$400,000
C	Furniture, Fixtures & Equipment - 7.5%	\$231,000
Project Construction Total (A+B+C)		\$3,315,000
	GSF 9,300	
Cost/Square Foot (2021 with FFE)		\$356.45 /SF with FFE
Project Soft Costs		
D	Exterior Restoration of Historic Structure - Allowance	\$0
E	A/E Professional Service Fees - 8%	\$265,000
F	Construction Contingency - 5%	\$165,000
G	Other Administrative - Misc.	\$80,000
Median Project 2021 Costs Total 'Reno & Addition' PD - Bid TBD		\$3,825,000
Project Cost Range Analysis (Due to Market Conditions)		
	Range VAR	5.00% Low Range High Range
H	Construction Cost incl. FFE Range at 5% Variance	\$3,150,000 \$3,490,001
	Cost per Gross Square Foot (Construction)	\$338.71 \$375.27
I	Soft Cost Carry-over (D+E+F+G)	\$510,000 \$510,000
Project Budget Range - Total for 'PD/FD' Construction (H+I)		\$3,660,000 \$4,000,000
Item G: Printing, geotechnical costs, commissioning, additional site visits (see Breakdown)		

Item G: Other Administrative Cost Breakdown:

	Sheets	Sets	Cost / Set	Unit Cost
1 Bid Document Printing	50	100	\$90.00	\$9,000
2 Site Survey				\$4,500
3 Geotechnical – AIA Contract Clause 4.1.28 (Site Borings & Eng. Report)				\$4,500
4 Commissioning – by Independent Agent, by Owner			0.50%	\$15,000
5 Testing / Inspections (Owner Misc.)			0.40%	\$13,000
	Proj Const. Cost		Fee Percent	
6 Civil Engineering - AIA Contract Clause 4.1.7 (In BS fee)				\$3,084,000 0.00%
7 A/E Reimbursable Expenses – AIA Contract Clause 11.8.1 (Excl. printing of bid docs (above))				0.50% \$16,500
	# of Months	Add'l trips	Fee Per Trip	
A/E On-Site Project Representation – AIA Contract Clause 4.1.12				
8 (Beyond Basic Services CA (twice a month))	8	2	\$1,000.00	\$16,000
9 Other Misc Fee				\$1,500.00
Subtotal - Item G:				\$80,000

**TOTAL PROJECT COSTS AND CONSTRUCTION COSTS PROVIDED HEREIN ARE MADE ON THE BASIS OF ARCHITECT'S EXPERIENCE AND QUALIFICATIONS AND REPRESENT THE ARCHITECT'S BEST JUDGMENT. ESTIMATES ARE GIVEN IN TERMS OF 2021 PREDICTED CONSTRUCTION COSTS AND INFLATION FOR FUTURE TIMING OF BIDS HAS NOT BEEN ACCOUNTED FOR. HOWEVER, THE ARCHITECT / ENGINEER CANNOT AND DOES NOT GUARANTEE THAT BIDS OR ACTUAL TOTAL PROJECT OR CONSTRUCTION COSTS WILL NOT VARY FROM THE ESTIMATE OF PROBABLE CONSTRUCTION COST. THIS COST OPINION IS INTENDED TO ASSIST IN BUDGETARY ASSESSMENT AND DOES NOT GUARANTEE THAT ACTUAL PROJECT COSTS WILL NOT EXCEED OR BE LOWER THAN THE AMOUNTS STATED IN THIS ESTIMATE.

STATEMENT OF PROBABLE COST - 2021 Cost Opinion



City of Polk City, IA - FD Existing Renovation 'retrofit' Construction

Project No: 420457-0

Estimator: ML

4/12/2021 Council

Presentation

Bid Target: TBD (Adjust for Inflation)

Sub-Total Program 'Building' Components		\$1,210,000
A	Site Work (including Demo. Existing City Hall appendages) (\$40k of \$60k)	\$60,000
B	Design & Estimating Contingency - 15%	\$190,000
C	Furniture, Fixtures & Equipment - 6%	\$90,000
Project Construction Total (A+B+C)		\$1,550,000
	GSF 11,850	
Cost/Square Foot (2021 with FFE)		\$130.80 /SF with FFE
Project Soft Costs		
D	Exterior Restoration of Historic Structure - Allowance	\$75,000
E	A/E Professional Service Fees (w/ R&D) - 9%	\$146,000
F	Construction Contingency - 5%	\$77,000
G	Other Administrative - Misc.	\$52,000
Median Project 2021 Costs Total 'Renovation' FD - Bid TBD		\$1,900,000
Project Cost Range Analysis (Due to Market Conditions)		
	Range VAR	5.00% Low Range High Range
H	Construction Cost incl. FFE Range at 5% Variance	\$1,475,000 \$1,625,000
	Cost per Gross Square Foot (Construction)	\$124.47 \$137.13
I	Soft Cost Carry-over (D+E+F+G)	\$350,000 \$350,000
Project Budget Range - Total for 'PD/FD' Construction (H+I)		\$1,825,000 \$1,975,000
Item G: Printing, geotechnical costs, commissioning, additional site visits (see Breakdown)		

Item G: Other Administrative Cost Breakdown:

	Sheets	Sets	Cost / Set	Unit Cost
1 Bid Document Printing	50	100	\$90.00	\$9,000
2 Site Survey				\$4,000
3 Geotechnical – AIA Contract Clause 4.1.28 (Site Borings & Eng. Report)				\$0
4 Commissioning – by Independent Agent, by Owner			0.50%	\$6,375
5 Testing / Inspections (Owner Misc.)			0.40%	\$5,480
	Proj Const. Cost		Fee Percent	
6 Civil Engineering - AIA Contract Clause 4.1.7 (In BS fee)				\$1,460,000 0.00%
7 A/E Reimbursable Expenses – AIA Contract Clause 11.8.1 (Excl. printing of bid docs (above))				0.50% \$7,750
	# of Months	Add'l trips	Fee Per Trip	
A/E On-Site Project Representation – AIA Contract Clause 4.1.12				
8 (Beyond Basic Services CA (twice a month))	8	2	\$1,000.00	\$16,000
9 Other Misc Fee				\$3,395.00
Subtotal - Item G:				\$52,000

**TOTAL PROJECT COSTS AND CONSTRUCTION COSTS PROVIDED HEREIN ARE MADE ON THE BASIS OF ARCHITECT'S EXPERIENCE AND QUALIFICATIONS AND REPRESENT THE ARCHITECT'S BEST JUDGMENT. ESTIMATES ARE GIVEN IN TERMS OF 2021 PREDICTED CONSTRUCTION COSTS AND INFLATION FOR FUTURE TIMING OF BIDS HAS NOT BEEN ACCOUNTED FOR. HOWEVER, THE ARCHITECT / ENGINEER CANNOT AND DOES NOT GUARANTEE THAT BIDS OR ACTUAL TOTAL PROJECT OR CONSTRUCTION COSTS WILL NOT VARY FROM THE ESTIMATE OF PROBABLE CONSTRUCTION COST. THIS COST OPINION IS INTENDED TO ASSIST IN BUDGETARY ASSESSMENT AND DOES NOT GUARANTEE THAT ACTUAL PROJECT COSTS WILL NOT EXCEED OR BE LOWER THAN THE AMOUNTS STATED IN THIS ESTIMATE.

PUBLIC WORKS EXPANSION OPINION OF PROBABLE COST**

STATEMENT OF PROBABLE COST - 2021 Cost Opinion



City of Polk City, IA - Public Works Facility (Retrofit with New Addition & Site Amenities) - Phase 1 & 2
 Project No: 420457-0 Bid Target: TBD (Adjust for Inflation)
 Estimator: ML
 4/12/2021 Council Presentation

Sub-Total Program 'Building' Components		\$2,660,000
A	Site Work Allowance (including site parking)	\$230,000
B	Design & Estimating Contingency - 12.5%	\$360,000
C	Furniture, Fixtures & Equipment - 4%	\$125,000
Project Construction Total (A+B+C)		\$3,375,000
Cost/Square Foot (2021 with FFE)		\$101.89 /SF with FFE
Project Soft Costs		
D	Land Acquisition	\$0
E	A/E Professional Service Fees - 7.5%	\$250,000
F	Construction Contingency - 5%	\$165,000
G	Other Administrative - Misc.	\$70,000
Median Project 2021 Costs Total 'Public Works' - Bid TBD		\$3,860,000
Project Cost Range Analysis (Due to Market Conditions)		
		Range VAR 5.00% Low Range High Range
H	Construction Cost incl. FFE Range at 5% Variance	\$3,190,000 \$3,515,000
	Cost per Gross Square Foot (Construction)	\$96.30 \$106.11
I	Soft Cost Carry-over (D+E+F+G)	\$485,000 \$485,000
Project Budget Range - Total for 'Public Works' Construction (H+I)		\$3,675,000 \$4,000,000
Item G: Printing, geotechnical costs, commissioning, additional site visits (see Breakdown)		

Item G: Other Administrative Cost Breakdown:

	Sheets	Sets	Cost / Set	Unit Cost
1 Bid Document Printing	75	100	\$150.00	\$15,000
2 Site Survey				\$4,500
3 Geotechnical – AIA Contract Clause 4.1.28 (Site Borings & Eng. Report)				\$6,500
4 Commissioning – by Independent Agent, by Owner			0.00%	\$0
5 Testing / Inspections (Owner Misc.)			0.40%	\$13,500
	Proj Const. Cost		Fee Percent	
6 Civil Engineering - AIA Contract Clause 4.1.7 (In BS fee)	\$3,250,000		0.00%	\$0
7 A/E Reimbursable Expenses – AIA Contract Clause 11.8.1 (Excl. printing of bid docs (above))			0.30%	\$10,000
	# of Months	Add'l trips	Fee Per Trip	
A/E On-Site Project Representation – AIA Contract Clause 4.1.12 (Beyond Basic Services CA (twice a month))	8	2	\$1,000.00	\$16,000
9 Other Misc Fee				\$4,500.00
Subtotal - Item G:				\$70,000

**TOTAL PROJECT COSTS AND CONSTRUCTION COSTS PROVIDED HEREIN ARE MADE ON THE BASIS OF ARCHITECT'S EXPERIENCE AND QUALIFICATIONS AND REPRESENT THE ARCHITECT'S BEST JUDGMENT. ESTIMATES ARE GIVEN IN TERMS OF 2021 PREDICTED CONSTRUCTION COSTS AND INFLATION FOR FUTURE TIMING OF BIDS HAS NOT BEEN ACCOUNTED FOR. HOWEVER, THE ARCHITECT / ENGINEER CANNOT AND DOES NOT GUARANTEE THAT BIDS OR ACTUAL TOTAL PROJECT OR CONSTRUCTION COSTS WILL NOT VARY FROM THE ESTIMATE OF PROBABLE CONSTRUCTION COST. THIS COST OPINION IS INTENDED TO ASSIST IN BUDGETARY ASSESSMENT AND DOES NOT GUARANTEE THAT ACTUAL PROJECT COSTS WILL NOT EXCEED OR BE LOWER THAN THE AMOUNTS STATED IN THIS ESTIMATE.

SECTION 6 MASTER PLAN IMPLEMENTATION STRATEGY



The purpose of this plan is to give the City of Polk City the tools required to successfully plan for future facility needs by establishing a clear vision and strategy. This proposed phasing graphic (above) combines the detailed department information provided in the report into one high-level graphic summarizing next steps.

APPENDIX A MEETING SUMMARY REPORTS



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APPENDIX A: MEETING SUMMARY REPORTS

STAFF WORKSHOP 1 & 2

The first and second workshops were held in November and December of 2020. The purpose of these meetings was to establish a vision, goals, and a baseline understanding of the City's projected growth. These key driving factors lead the design team and staff to the final study findings.

VISION AND GOAL SETTING

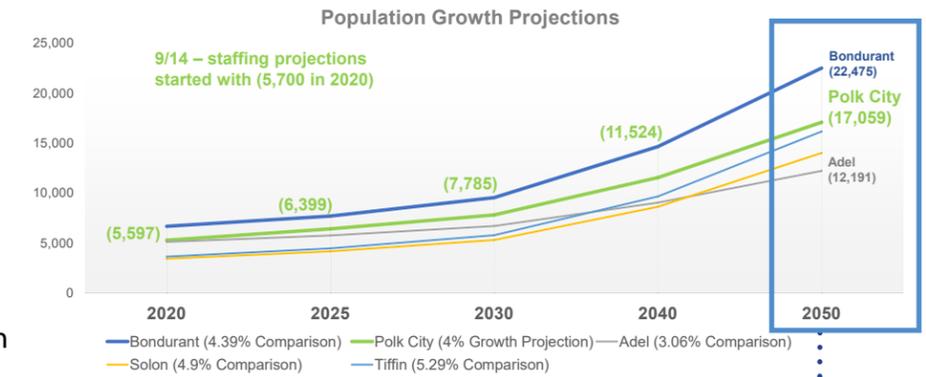
Defining the holistic goals and vision and gaining leadership consensus is critical to a successful project. The City had a very clear understanding of why this project was important to and what they were looking to accomplish. The goals established for the study guided the design process to findings that:

- Create solutions that provide flexibility for **future growth** to ensure the City's facilities **will remain functional for years to come.**
- **Establish priorities** to help the City of Polk City fiscally manage budgets.
- **Define Polk City's presence** in the community through a common architectural language.

DEMOGRAPHICS ANALYSIS

Historically, Polk City has been growing at a 5.3% growth rate, however through discussions with City Leadership and Shive-Hattery's growth projection models, the team determined a 4% growth rate is a more realistic and sustainable rate to plan around for the next 30 years.

Polk City Population: Projections & Comparisons



**Polk City Goal:
Analyze the 30-Year Need**

STAFFING PROJECTIONS

In 2020, Polk City Leadership completed a study to assess the current and future staffing needs of all City departments. City Manager Huisman analyzed and researched multiple municipalities and honed in on communities similar to Polk City with inclining populations and similar department structures. The goal established by this study was to reach 5.6 full time employees / 1,000 people in population. After year 20, it is predicted the ratio would decrease slightly due to the nature of department structure.

Polk City: Staffing Projections

	CURRENT FY 20-21	10 YEAR FY 29-30	20 YEAR FY 39-40	30 YEAR FY 49-50
ADMIN	4	5	6	7
POLICE OFFICERS	7	11	18	23
POLICE ADMIN	0	1	2	4
FIRE DEPT	1	6	10	14
LIBRARY	3	4	6	7
PARKS AND REC	1	2	3	4
PUBLIC WORKS	7	11	15	20
COMM DEV / ENGINEERING	0	0	2	2
HUMAN RESOURCES	0	0	1	2
IT	0	0	1	2
MARKETING / PR	0	0	1	1
TOTAL	23	40	65	86
POPULATION	5700	7,181	11,525	17,060
EMPLOYEES / 1000 RESIDENTS	4.0	5.6	5.6	5.0

**Polk City Goal:
5.6 FTE / 1,000 Population**

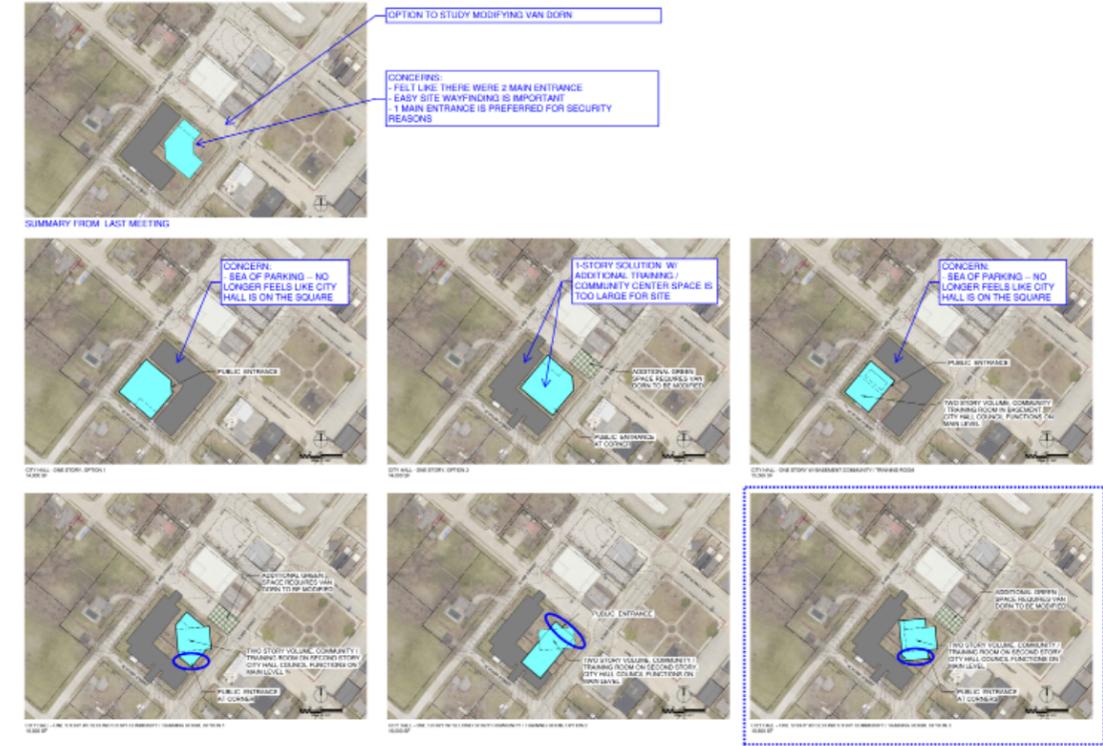
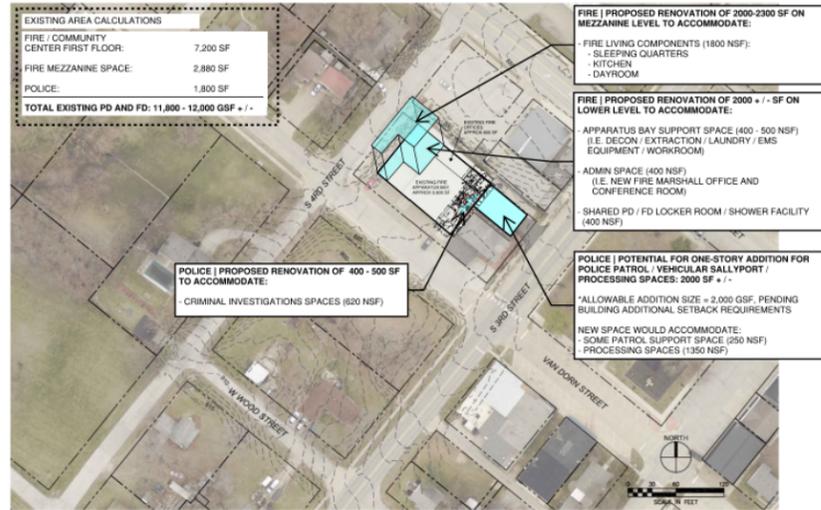
APPENDIX A: MEETING SUMMARY REPORTS

STAFF WORKSHOP 3 & 4

The third and fourth workshops were held in February of 2021. Shive-Hattery met with the staff department leadership to review the initial concept diagrams and receive feedback.

INITIAL IDEAS

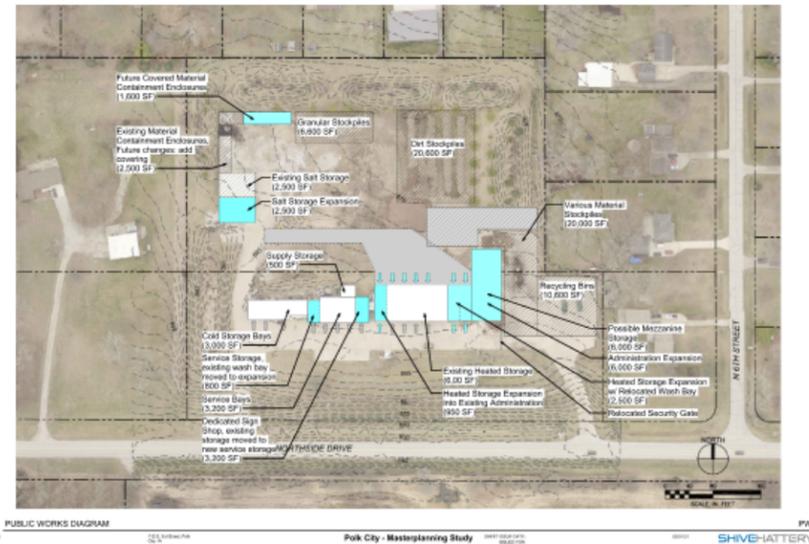
Each of these sketched ideas was created with the goals and vision in mind, with an emphasis on how to preserve greenspace and provide ample room for growth at each site.



CITY HALL DIAGRAMS | Polk City - Masterplanning Study | SHIVE-HATTERY ARCHITECTURE+ENGINEERING

CITY STAFF INPUT

After considering many options for each site and incorporating staff's insights and feedback, the Polk City staff and design team arrived at the final concept diagrams. These concept diagrams (refer to Section 3 for more information) were used for preliminary cost estimating and planning purposes.



LIBRARY DIAGRAMS | POLK CITY MASTERPLANNING | SHIVE-HATTERY ARCHITECTURE+ENGINEERING

APPENDIX B EXISTING FACILITY CONDITIONS REPORTS



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APPENDIX B: EXISTING CONDITIONS REPORT

SCOPE OF REVIEW

Shive-Hattery has performed the condition assessment of the Polk City municipal facilities. The facilities include City Hall, Police Department, Fire Department, Maintenance and Library buildings.

The evaluation included a site visit to generally observe and record the condition of the interior, exterior and limited site components of these buildings. Most areas were generally viewed, but no attempt was made to exhaustively cover all the areas. The assessment did not include any invasive procedures.

This report does not include a hazardous material survey. This service can be performed by Shive-Hattery under a separate contract.

The City staff has provided us with valuable information to assist Shive-Hattery in their evaluation. We especially would like to thank Chelsea Huisman, Jenny Gibbons and Dennis Godfrey for their efforts to organize and implement our tours of the buildings. We were accompanied on site by Dennis. Discussions with City staff, Police Chief Siepker, and Fire Chief Mitchell included known issues with the buildings. The on-site reviews were conducted on December 22, 2020 by Shive-Hattery personnel:

- Phil Parrott, AIA, Architectural
- Brady Gramenz, PE, Mechanical
- Kevin Bruxvoort, PE, Electrical
- Monica Converse, PE, Civil

APPLICABLE BUILDING CODES AND DESIGN GUIDELINES

Per the Planning & Zoning Department page on the Polk City website, the Codes enforced at the time of this report that have bearing on the facility are:

- 2012 International Building Code
- 2012 International Fire Code
- 2012 International Mechanical Code
- 2012 International Plumbing Code
- 2012 International Fuel Gas Code
- 2012 International Energy Conservation Code
- 2012 International Existing Building Code
- 2014 National Electrical Code
- 2009 ICC A117.1

BUILDING USES

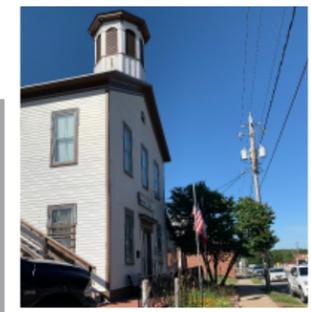
The City's buildings include a Museum, City Hall, Police Department, Fire Department, Community Center, Library and Public Works. Currently, the City Hall and Museum are combined into one building and the Fire Department, Police Department and Community Center occupy another.

NARRATIVE OVERVIEW

The primary objective of the evaluation was to observe/inspect the buildings and note physical or operational deficiencies as well as determining the life expectancy of the equipment, systems and materials. Shive-Hattery was instructed to base their assessment on a 20 year life expectancy. Shive-Hattery conducted the assessments to review the following major components: structural, architectural, roofing, mechanical, plumbing and electrical. The City provided access and escorted Shive-Hattery employee to all the areas and spaces reviewed. City personnel were knowledgeable and very helpful.

The information has been arranged into individual categories: structural, architecture, roofing, mechanical, and electrical. Survey checklists were used by each discipline and a general description of each category has been provided.

The Shive-Hattery team was instructed to evaluate the buildings based on current code and accessibility standards as well as energy efficiency, operational efficiency and creating pleasant working environments for staff.



APPENDIX A: EXISTING CONDITIONS REPORT | City Hall

CITY HALL

GENERAL DESCRIPTION

2-story building

Date of construction – 1863

Area – 2,675 sf

2 additions have been added to the original structure. The south one was built 1977 as a garage for the City's ambulance, now it is the Council Chambers. The construction date of the north addition was not available. The siding material of the north addition does not match the siding material of the south additions, therefore it is assumed they were not constructed at the same time.

City Administrative offices utilize the 2 additions and the back half of the first floor of the original building. The Big Creek Historical Museum occupies the front half of the first floor and all the second floor of the original building.

Second floor was original designed as a theater with a stage. Currently, since there is no permanent seating, but chairs were set up for an assembly. This area should be considered as an assembly occupancy.

The City's staff indicated that the original building does not have a basement.

With the south addition, several of the original building windows on the second floor were removed and filled in. Also, on the west side, a window was removed and filled in.

ARCHITECTURAL

Building Site

The Historical Museum building faces southeast out onto the Polk City Square. The current City Hall entrance is off Van Dorn Street, facing southwest. There are four parking spaces directly outside City Hall, with an additional 2 handicapped spaces around the corner near the Historical Museum building. Additional parking for the facility is accommodated by shared parking nearby around the Square.

Building Shell

The building is covered with clapboard siding. The windows are wood.

Roofing

Roofing is asphalt shingles



Building Interior

The interior walls construction is wood framing

Life Safety:

Building is not equipped with a fire sprinkler system.

The City's administration areas have three exits, but one is routed through the Council Chambers and another through a conference room.

Egress from the second floor is by the main stair in the foyer and an exterior, open riser, wooden stair on the south side of the building. The construction of the wood stair is not in compliance with current codes.

None of the exits in the museum have exit signs.

At the main stair, there is not proper headroom clearance on the second floor.

Accessibility:

The original building's main entrance is accessed via stairs. There is not a sufficient landing at the door. Once through the door in the foyer, there are more steps to gain access to the museum. On the south side of the original building an exterior ramp was constructed to provide access to the museum. The ramp does not comply with current accessibility standards. The door leading from the building gets stuck on the landing and does not open completely. The second floor is not accessible. The building does not have an elevator.

The council chamber appears to be accessible with the landing outside the door being the same level as the floor inside. The raised council seating area has a ramp to access.

The administration area has several floor level changes that create barriers. A conference room, two office and a restroom are not accessible by persons with mobility limitation due to these floor level changes.

The restroom facilities in the administration area and the museum do not comply with current code and accessibility standards. The restroom off the Council Chambers does have grab bars and other accessibility measures.

Doors and Hardware:

Exterior doors are metal with non-lever type hardware.

STRUCTURAL

The building structure could not be confirmed. Due to the period and the size, the framing is likely wood.

As evidenced by sloping floors on the second floor, the building has noticeable settlement on the south side of the original building. Staff indicated that they were aware of the settlement but they believe it has not worsened over the years. The S-H team did not find any other evidence of settlement, like cracking or bowing of siding.

MECHANICAL

The building is served by three gas furnaces and three condensing units. Two furnaces are located in a mechanical room off of the reception area. A third furnace is located in the ceiling space of the north addition. All three condensing units are located over the north addition and braced off of the second floor of the main City Hall building. Gas meter is located adjacent to the south entrance. Water heater is located in the mechanical room off of the reception area. The building is not sprinkled.

ELECTRICAL

There are two overhead electrical services that feed the city hall and museum. One service is on the southeast side of the building next to the entrance to the museum. The second service is on north side of the building. The second service has a transfer switch next to the meter. The entire second service is backed on by an emergency generator.

The lighting is a combination of recessed florescent fixtures in the city hall and surface mounted incandescent fixtures in the museum space. Battery power emergency lights and exit signs are installed in the building.

The building does not have a monitored fire alarm system. There are combination hard wired and battery backup smoke detectors installed in the ceiling.

Access control is from the Vanderbilt Lite Blue system. The main distribution frame (MDF) is located in the vault room located on the ground floor near the center of the city hall.

RECOMMENDATION

The recommendation is to remove the additions and restore the original building. The Museum would occupy the entire restored building. The remaining City Hall occupied spaces would be repurposed for other community amenity needs. During the restoration process, the listed deficiencies and maybe others, such as additional accessibility and life safety issues, will need to be addressed.



POLICE DEPARTMENT BUILDING

GENERAL DESCRIPTION

1-story building with a storage attic above a portion of the space.

Date of Construction – 1990s, most recent renovation was in 2017.

Area – 1,920 sf

Occupancy Type – Office

The space does have a detention level restroom with detention plumbing fixtures. However, the grab bars and some of the accessories are not detention type.

ARCHITECTURAL

Building Site

The building is adjacent to the City Hall and is in the same building as the Fire Department and Community Room. There are two designated city parking spaces directly in front of the station, with the rest of the parking shared with City Hall and around the nearby Square. A small open, non-secured parking area for squad cars is also located on the north side of the building.

Building Shell

The building shell consists of metal wall panels

The windows are vinyl cladded, insulated glazing type.

The main entrance door is aluminum storefront.

The exterior doors are hollow metal door and frames.

The Police Chief indicated that water has infiltrated under the metal wall panels soaking the carpet into the lobby. A trench drain was installed in front of the wall to direct run-off away from the wall. The Chief stated water has not entered the building since the trench drain was installed.

Roofing

Roofing is metal roof panels. The roof appears to be in good condition.



Building Interior

The interior walls construction is wood framing.

Life Safety:

Building is equipped with a fire sprinkler system.

The space is served by two exits.

Accessibility:

The single restroom facility does comply with current code and accessibility standards.

Finishes:

Paint on gypsum wall board.

Doors and Hardware:

Solid core wood doors w/ lever type handles

STRUCTURAL

The building has a pre-engineered steel framed structure with wood framed mezzanines

MECHANICAL

The building is served by a gas furnace located in the attic space and a condensing unit located to the north. Gas entrance is located adjacent to the south entrance. Water heater is located in a mechanical room roughly in the center of the building.

ELECTRICAL

The building's electrical distribution is fed from the Fire Station electrical service.

The lighting in the space is with surface mounted LED light fixtures. The lighting controls are manual switches and wall mounted occupancy sensors. Battery power emergency lights and exit signs are installed in the building.

Access control is from the Vanderbilt Lite Blue system. The main distribution frame (MDF) is located in the dedicated room located on the ground floor on the Southeast side of the building.

RECOMMENDATION

Only with minor issues to be addressed, S-H team recommends the continued use of this building for the fire administrative purposes.

FIRE DEPARTMENT BUILDING (includes Community Center)

GENERAL DESCRIPTION

1-story building with enclosed mezzanine/ second floor

Date of construction 1990's.

Area – 10,401 sf including mezzanine

The police and fire department building was constructed by volunteer fire fighters.

The building houses the Community Center in the northwest corner with the main entrances on the west side. The community center has a kitchen, storage, and access to restrooms. The restrooms are shared with the fire department. The restrooms also have a single shower but privacy during its use is an issue.

The first floor has the apparatus bays, Chief's office, radio room and some storage. The turn-out gear area is part of the apparatus bay.

The second floor has a training room, restroom, medication storage and vending, TV room, kitchen, sleeping room and storage rooms.

In the apparatus bay the floor is concrete with resinous coating.

Occupancy Type –Low-Hazard Storage and Assembly (Community Center and Training Room)

North and west sides have elevated walkways with steps leading to a parking lot.

The apparatus bay does not have a vehicle exhaust system.

There is no overhead fill for the tanker trucks. (The fire chief does not feel there is one needed).

Fire department has several paid staff, but most are volunteers, paid for each call made.

Department has limited storage.

No stove or oven in the second floor kitchen area.

ARCHITECTURAL

Building Site

The fire department is located within the same building as the adjacent Police Department. Emergency vehicle access faces southwest off Van Dorn Street. Additional parking for the department and community center is located west along S 4th Street, and in a parking lot north of the building. The designated accessible parking spaces to the west technically do not comply with current accessibility requirements due to the slopes and elevated accessible route into the building.

The railings of the raised walkways on the north and west sides are in need of repair. There is significant rusting on the vertical post at the stairs. The railing on the west side is leaning to the west.

Building Shell

The building's shell consists of metal siding.

Windows are vinyl clad wood.

Overhead doors are metal, insulated sectional type.

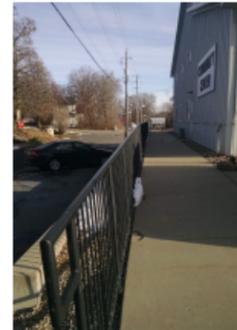
Several exterior hollow metal doors and frames are showing signs of deterioration and will need replaced.

Several panels of the overhead doors have rusted. Although the rust is not severe, the panels will need to be repaired or replaced within a couple of years.

Roofing

Roofing is metal roof panels.

Some of the downspout boot connections to the underground storm sewer lines were missing.



Building Interior

The interior walls construction is wood framing.

Life Safety:

Building is equipped with a fire sprinkler system

The mezzanine/second floor has two means of egress.

Due to the construction type, the area of the building might be limited.

Accessibility:

The restroom facilities in the building do not comply with current code and accessibility standards.

Finishes:

Gypsum board with painted finishes.

VCT in the Community Center

Resinous coating in apparatus bay

Doors and Hardware:

Metal doors and frames.

STRUCTURAL

The building is of pre-engineered steel framed construction.

MECHANICAL

The building is served by two gas furnaces located in a mechanical room on the 2nd floor, two condensing units located north of the building, and a series of gas radiant heaters in the garage. Water service entrance, water heater, and sprinkler riser are located in a mechanical room on the first floor adjacent to the kitchen.

The apparatus bay is not currently served by a code-required vehicle exhaust system.

ELECTRICAL

The electrical service is located on the northeast side of the building. A single feed from a pole mounted transformer comes down the pole, underground into two meters on the exterior of the building. One meter appears to feed the fire station and the second meter feeds the 200A panel on the second floor of the community center.

A diesel fired generator located near the east corner of the building. The generator is 150 Kilo-Watts and has a sub-base tank located below the generator. Both the City Hall and the Fire Station are backed up by the generator. The community center is not backed up by the generator. Staff did not note any issues with the existing generator.

The lighting in the truck bays are overhead pendant mounted T-8 fluorescent fixtures. Areas outside the truck bays are recessed and surface mounted fluorescent fixtures. Battery power emergency lights and exit signs are installed in the building.

The building does not have a monitored fire alarm system. There are combination hard wired and battery backup smoke detectors installed in some spaces. The fire sprinkler system has a flow switch that is directly connected to a 4" fire alarm bell located in the backflow preventer room. Another fire alarm bell is located at the west entrance to the building.

The main distribution frame (MDF) is located in the storage/work room located on the ground floor on the Southeast side of the building.

RECOMMENDATION

Only with minor issues to be addressed, S-H team recommends the continued use of this building for intended fire purpose. Recommend the community center space be re-purposed for fire living and support needs. Additional administrative space will be required. Recommend adding a vehicle exhaust system to the apparatus bay with gas detection control.

PUBLIC WORKS MAINTENANCE FACILITY

GENERAL DESCRIPTION

The facility consists of three 1-story buildings with one hoop type storage building. The facility also has paved parking and service areas, bulk material storage areas and a community compost drop off/recycling area.

Date of construction – The two original buildings 1950s, east building 2008

Area – 16,200 SF

Occupancy Type – Low-Hazard Storage/offices

ARCHITECTURAL

Building Site

The three buildings are in a line with nine parking spaces along the south. North of the buildings is an open grassy/granular surfaced storage area. The brush drop-off and recycling center is located on the eastern portion of the site. A stormwater detention basin is located along the west edge of the property.

Building Shell

The building shells consist of metal siding and vinyl windows.

The overhead doors are insulated metal sectional doors.

Egress doors are hollow metal doors and frames.

Roofing

Roofing is metal roof panels.

Building Interior

The interior walls construction is wood framing.

Life Safety:

Building is not equipped with a fire sprinkler system

Accessibility:

The one toilet facility does not comply with current code and accessibility standards.

Finishes:

Finishes are in good condition

Doors and Hardware:

Hollow metal door and frames. The overhead doors have antiquated operators.

In the two original buildings, the underside of the roof deck was covered with a spray foam insulation. The insulation is exposed. The Owner's staff has indicated the material is fire resistant and is not required to be covered.

STRUCTURAL

The two original buildings are wood framed construction. Portions of the buildings has been structurally enhanced with additional wood posts. There is evidence that a section of roof was replaced sometime in the recent the past.

The 2008 building is pre-engineered wood structure with a wood framed mezzanine.

MECHANICAL

The building is served by a gas furnace located on the mezzanine space in the east garage addition, a condensing unit on the north side of the building, a series of gas radiant heaters in the east garage addition, and gas unit heaters in the maintenance spaces. Water heater is located in a mechanical room beneath the mezzanine in the east garage addition. Gas entrances is on the north side of the building.

ELECTRICAL

The Building's electrical distribution is fed from a pole mounted transformer. The pole mounted transformer is located on the south side of the site. From the pole mounted transformer the feed runs underground to a meter on the south side of the building.

Lighting throughout the space is linear fluorescent fixtures.

The main distribution frame (MDF) is located in the Mechanical/electrical room located on the ground floor near the offices.

RECOMMENDATION

Overall the buildings are in good condition and can continue for the use they are intended, with opportunities for future modifications and additions.



LIBRARY

GENERAL DESCRIPTION

1-story building

2004

Area – 6,550 sf

Occupancy Type –Assembly

ARCHITECTURAL

Building Site

The site is situated southwest of the intersection of Parker Boulevard and Broadway Street. South of the site are existing townhomes, and west is an existing residential property.

There are 28 parking spaces in the existing parking lot, which frames the north and east side of the building. Two accessible parking spaces are located on the east side. There is a freestanding metal storage shed and dumpster enclosure located in the southeast corner of the site. A small stormwater detention basin is located at the west end of the parking lot.

Building Shell

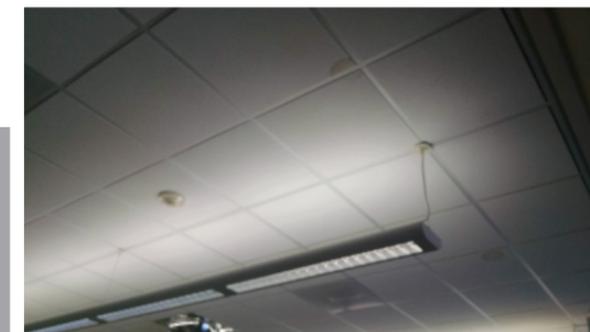
The building shells consist of brick veneer with metal stud framing. The windows are vinyl clad wood windows and the entrances are aluminum.

Roofing

Roofing consists of asphalt shingles on underlayment on plywood sheathing on wood trusses. New roof installed in 2020.

On the south side, a portion of gutter has pulled away from the fascia.

Joints in the gutters are leaking.



Building Interior

The interior walls construction is wood framing.

Life Safety:

Building is not equipped with a fire sprinkler system.

Accessibility:

The restroom facilities do comply with current code and accessibility standards.

No other accessibility barriers found.

Finishes:

Finishes are in good condition. Several water spots on ceiling tile.

Doors and Hardware:

Wood doors

STRUCTURAL

The building's structure is a combination of steel and wood framing. The roof trusses are prefabricated wood.

MECHANICAL

The building is served by three gas furnaces and three condensing units. One furnace unit is located in a mechanical room in the women's restroom and serves the east section of the building. The remaining two are located in a mechanical room in the west building. One condensing unit is located along the east wall. The remaining two are located along the north wall to the west of the main entrance. The water heater is located in the mechanical room in the women's restroom. Gas service entrance is located along the east wall of the building.

ELECTRICAL

The electrical services is fed from a pad mounted transformer located outside the Southeast corner of the building. The 400 Amp 120/208 Volt main electrical panels is located in Storage Room 106. Additional electrical panels are located in Mechanical 110.

The lighting in the open areas is from pendant mounted direct/indirect fluorescent T-8 light fixtures. Recessed 2x4 and recessed downlights are installed in other spaces throughout the building. Battery backup exit signs are installed at the exterior doors. Emergency lighting is from integral battery ballasts installed in the general lighting fixtures.

The fire alarm system is a Notifier AFP-200 analog system. There are smoke detectors and notification devices installed throughout the building. Manual pull stations are installed at the exterior doors. All systems were normal at the time of the site visit.

The main distribution panel (MDP) is located in room Mechanical 110.

RECOMMENDATION

While the facility is in good condition, the Library's anticipated growth is greater than the landlocked site can accommodate. The S-H recommendation is to continue using the building, but re-purpose it for a different city department.

Submitted,



Phillip Parrott, AIA
Shive-Hattery, Inc.

SHIVEHATTERY
ARCHITECTURE+ENGINEERING



City of Polk City, Iowa

City Council Agenda Communication

Date: July 26, 2021 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager

Subject: Resolution to replace Aureon with E-Tech Solutions as IT Systems provider

BACKGROUND: On Monday, I am asking for the City Council to approve a resolution to replace Aureon as our IT Systems Provider with E-Tech Solutions. City staff has been working for a number of months on finding a provider that met our needs as a growing community, as well as provided for a potential cost savings to the City.

Effective August 1, 2021, the City will utilize E-Tech Solutions for IT managed care and phone services. We have also entered into an agreement with MiFiber for internet services for all city facilities. The change in services will save the City approximately \$25,000 annually.

ALTERNATIVES: Do not approve the resolution

FINANCIAL CONSIDERATIONS: Financial considerations would be a cost reduction to the City.

RECOMMENDATION: It is my recommendation that the Council approve the resolution to enter into agreement with E-Tech Solutions.

RESOLUTION NO. 2021-74

**A RESOLUTION APPROVING REPLACEMENT OF AUREON IT, INC. WITH
E-TECH SOLUTIONS FOR IT SYSTEMS MANAGED SERVICES**

WHEREAS, in June 2015 the City of Polk City entered into a Master Service Agreement with Aureon IT, Inc.; and

WHEREAS, City staff has been working to find a provider that meets our needs as a growing community and provides potential cost savings to the City; and

WHEREAS, E-Tech Solutions provides 24 x 7 management, monitoring and remediation for the total IT infrastructure and network for a monthly fee.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves an agreement with E-Tech Solutions for the City's IT managed care and phone services.

PASSED AND APPROVED the 26th day July 2021.

Jason Morse, Mayor

ATTEST:

Jenny Coffin, City Clerk

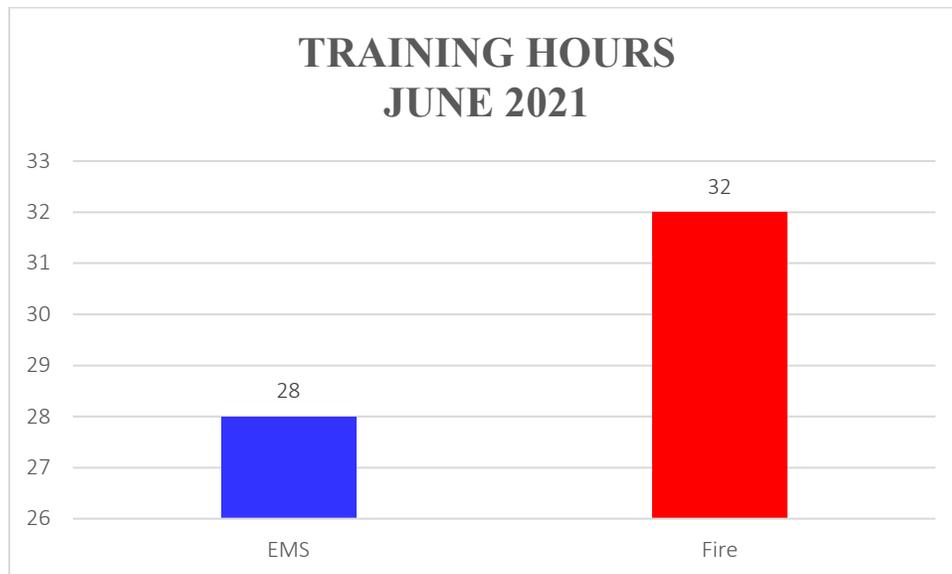


City of Polk City, Iowa City Council Agenda Communication

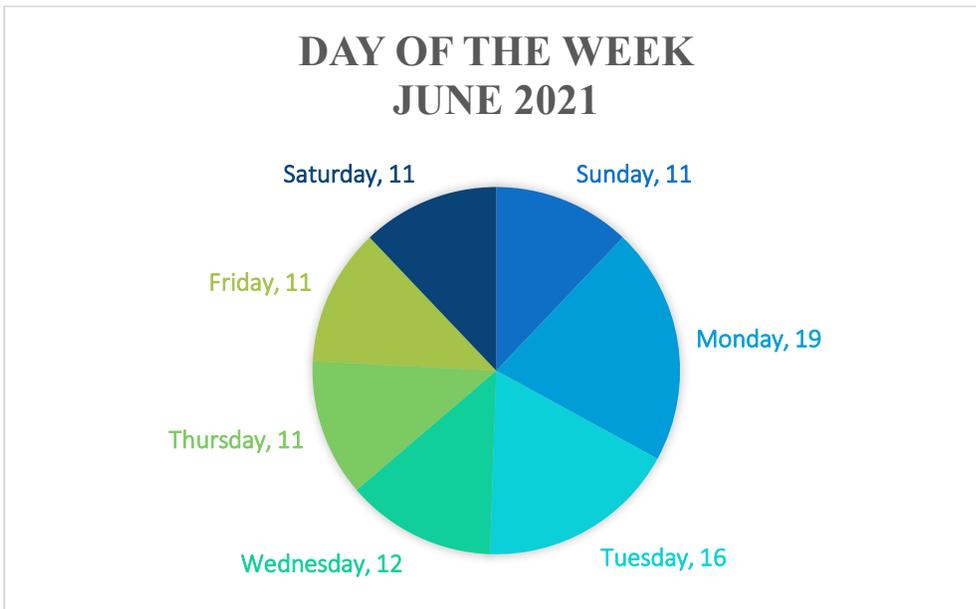
Date: July 26, 2021
To: Mayor, City Council and City Manager
From: Jim Mitchell – Fire Chief
Subject: June 2021 Monthly Report

BACKGROUND: June 2021 provided several EMS related calls for service. Trauma seemed to be more prevalent than medical calls.

The training topics presented was “High Rise Pack and Apparatus Familiarization”, “Coaching Emergency Vehicle Operations”, and “Stroke Scale Overview and “Cardiac Arrest Scenarios”. We are back to conducting in person training. Oddly enough, we have had some request to conduct Zoom training in conjunction with in person for various reasons. We will work on this process.



The busiest call volume day, in June, was Monday at 19 calls per day:

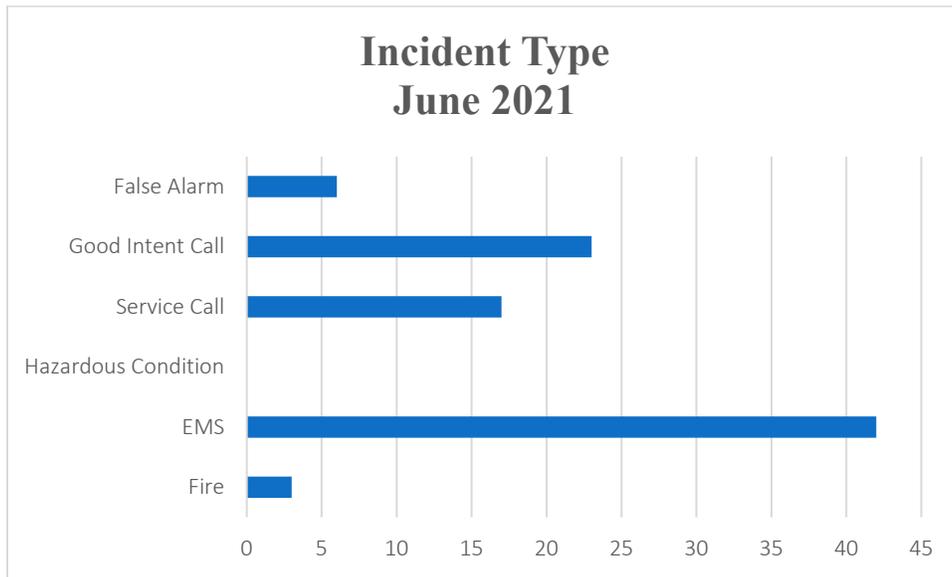


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
11	19	16	12	11	11	11	91

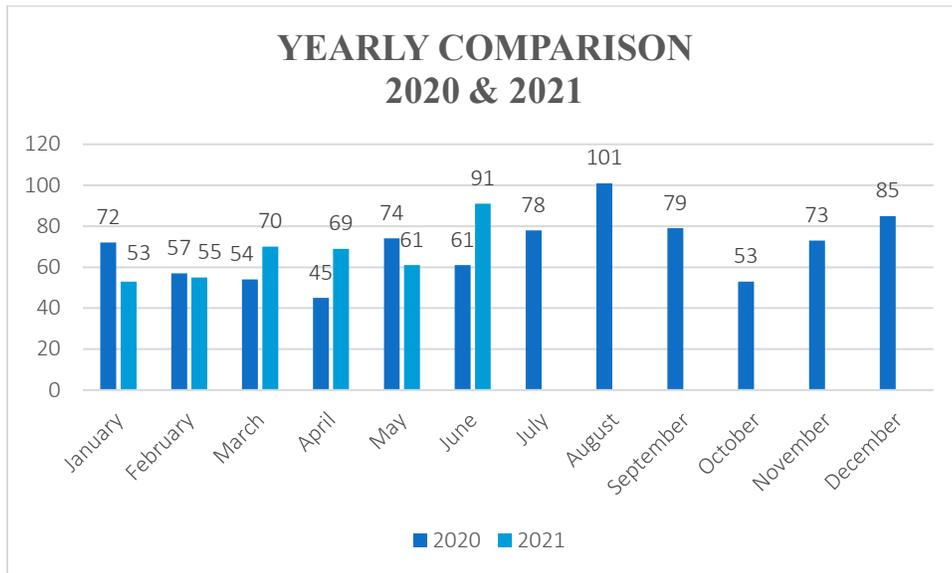
Most of our calls was during the day shift, between 06:00 hours (6:00 AM) and 18:00 hours (6:00 PM):



The “Incident Type” of calls was predominately EMS related with a total of 91 calls for service for June:



As you can see, June 2021 provided more calls than previous year. Year-to-date we are 36 calls for service above last year.



The month of June 2021 was an unusual month in many different ways. As you may have noticed, 91 calls for service in a month is very busy for the PCFD. Also, having four days of the month that averaged 11 calls for service may be a first as well. The number of trauma related calls was more than normal. Our members stepped up and made sure that we responded to every call without the assistance of our neighboring fire departments. We currently have a great group working hard to serve our community!



City of Polk City, Iowa

City Council Agenda Communication

Date: July 26, 2021
To: Mayor, City Council and City Manager
From: Jim Mitchell – Fire Chief
Subject: New Hire Pay Rate Approval

BACKGROUND: We have the opportunity to hire one person, “non-resident paid-on-call”.

ALTERNATIVES: None

FINANCIAL CONSIDERATIONS: The only impact this will have is wages during orientation. Once a new employee is oriented, they will only work available shifts.

RECOMMENDATION: We plan to hire the following person with the listed stipulation(s):

Ciara Davis, non-resident Paid-on-call Firefighter/EMT status at a part-time rate of \$13.04 per hour and paid-on-call rate of \$11.97. This offer is dependent on successful completion of the physical examination and background check.

We feel Ciara will be an asset to the City of Polk City.



City of Polk City, Iowa City Council Agenda Communication

Date: July 26, 2021 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager

Subject: Resolution awarding sale of General Obligation Corporate Purpose and Refunding Bonds, Series 2021 and Authorizing Redemption of General Obligation Capital Loan Notes, Series 2014

BACKGROUND: On Monday, the City will be selling General Obligation Corporate purpose and refunding bonds. The City will not know the bid results until Monday. Those will be shared at Monday's meeting, with a recommendation of the lowest bidder made by PFM Financial Advisors.

Issuance for new projects include intersection improvements at 3rd & E. Vista Lake Dr. (Roundabout-estimated project cost of \$1,503,000), New water well project (estimated project cost of \$701,000), and Bridge Road Water main project (estimated project cost of \$58,000). In addition, we are taking the opportunity to refund and refinance our outstanding general obligation bonds from 2014 in the amount of \$970,000. This will save the City approximately \$50,000 on interest by refunding. Lastly, we will have the normal issuance fees-Bond counsel, financial advisor, and bond rating for this issuance.

The total cost for all projects (including the refunding) is estimated at \$3,272,500. The City is going to spend a small amount of LMI funding on the two water projects, decreasing the amount we are borrowing for.

A few items of note as we finalize these proceedings, we are able to complete all of these projects with no increase to the city's debt service levy. With the exception of the roundabout project, the water projects and 2014 refunding payments will be made with water and sanitary sewer money. For the roundabout project we were also able to structure that accordingly with our cost-sharing between North Polk & Knapp Properties.

ALTERNATIVES: Do not award the sale of bonds

FINANCIAL CONSIDERATIONS: The financial considerations for the sale of the bonds are \$3,115,000 plus interest.

RECOMMENDATION: It is my recommendation that the Council award sale of General Obligation Corporate Purpose and Refunding Bonds, Series 2021 to the low bidder.

MINUTES TO RECEIVE BIDS, SELL
BONDS AND AUTHORIZE
REDEMPTION OF OUTSTANDING
BONDS

511493-5

Polk City, Iowa

July 26, 2021

The City Council of the Polk City, Iowa, met on July 26, 2021, at 6 o'clock p.m., at the City Council Chambers in City Hall in Polk City, Iowa.

The City Council provided access to the meeting electronically via phone, due to federal and state government recommendations in response to COVID-19 pandemic conditions, which was accessible at the following:

515-329-8019 code 593054

Electronic access information was included in the posted agenda of this public meeting.

The meeting was called to order by the Mayor, and the roll was called showing the following Council Members present and absent:

Present: _____

Absent: _____.

This being the time and place fixed by the City Council for the consideration of bids for the purchase of the City's General Obligation Corporate Purpose and Refunding Bonds, Series 2021 the Mayor announced that bids had been received and canvassed on behalf of the City at the time and place fixed therefore.

Whereupon, such bids were placed on file, and the substance of such bids was noted in the minutes, as follows:

Name and Address of Bidder

Final Bid
(interest cost)

(ATTACH BID TABULATION)

After due consideration and discussion, Council Member _____ introduced the resolution next hereinafter set out and moved its adoption, seconded by Council Member _____. The Mayor put the question upon the adoption of said resolution, and the roll being called, the following Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the resolution duly adopted as hereinafter set out.

RESOLUTION NO. 2021-73

Resolution Awarding Sale of General Obligation Corporate Purpose and Refunding Bonds, Series 2021 and Authorizing Redemption of General Obligation Capital Loan Notes, Series 2014

WHEREAS, the City of Polk City (the “City”), in Polk County, State of Iowa, previously issued its \$1,720,000 General Obligation Capital Loan Notes, Series 2014, dated September 9, 2014 (the “2014 Notes”) a portion of which currently remains outstanding maturing on June 1 in each of the years and in such amounts as follows:

<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate Per Annum</u>	<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate Per Annum</u>
2022	\$110,000	2.00%	2026	\$120,000	2.55%
2023	\$115,000	2.20%	2027	\$125,000	2.70%
2024	\$115,000	2.30%	2028	\$130,000	2.80%
2025	\$120,000	2.40%	2029	\$135,000	2.90%

; and

WHEREAS, pursuant to the resolution (the “2014 Note Resolution”) authorizing the issuance of the 2014 Notes, the City reserved the right to call the 2014 Notes maturing in the years 2022 through 2029 (the “Callable 2014 Notes”) for optional early redemption on any date on or after June 1, 2021, subject to the provisions of the 2014 Note Resolution; and

WHEREAS, the City, pursuant to the provisions of Section 384.24A of the Code of Iowa, heretofore proposed to enter into a General Obligation Corporate Purpose Loan Agreement (the “Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$3,500,000 for the purpose of paying the costs, to that extent, of (1) constructing street, storm water drainage, sidewalk, sanitary sewer system and water system improvements; (2) acquiring and installing street signage, lighting and signalization (the “Projects”); and (3) current refunding the outstanding portion of the Callable 2014 Notes, and pursuant to law and duly published notice of the proposed action has held a hearing thereon on June 28, 2021; and

WHEREAS, a Preliminary Official Statement (the “P.O.S.”) has been prepared to facilitate the sale of the General Obligation Corporate Purpose & Refunding Bonds, Series 2021 (the “Bonds”), to be issued in evidence of the obligation of the City under the Loan Agreement, and the City has approved the Preliminary Official Statement and has authorized its use by PFM Financial Advisors, LLC, as municipal financial advisor (the “Financial Advisor”) to the City; and

WHEREAS, pursuant to advertisement of sale, bids for the purchase of the Bonds were received and canvassed on behalf of the City and the substance of such bids noted in the minutes; and

WHEREAS, upon final consideration of all bids, the bid of _____, _____ (the “Purchaser”), is the best, such bid proposing the lowest interest cost to the City for the Bonds; and

WHEREAS, it is now necessary to authorize the calling of the Callable 2014 Notes for early redemption on August 31, 2021 (the “Redemption Date”);

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

Section 1. The bid of the Purchaser referred to in the preamble is hereby accepted, and the Bonds are hereby awarded to the Purchaser at the price specified in such bid, together with accrued interest, if any.

Section 2. The form of agreement of sale/official bid form (the “Sale Agreement”) of the Bonds to the Purchaser is hereby approved, and the Mayor and City Manager are hereby authorized to execute the Sale Agreement for and on behalf of the City.

Section 3. UMB Bank, n.a., West Des Moines, Iowa, as Registrar and Paying Agent for the 2014 Notes is hereby authorized to take all action necessary to call the Callable 2014 Notes for early redemption on the Redemption Date, and is further authorized and directed to give notice of such redemption by sending notice by electronic means or by certified mail to each of the registered owners of the Callable 2014 Notes to be redeemed at the addresses shown on the City’s registration books, not less than 30 days prior to the Redemption Date.

Section 4. Further action with respect to the approval of the Loan Agreement and the issuance of the Bonds is hereby adjourned to the City Council meeting to be held on August 9, 2021.

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

Section 6. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved July 26, 2021.

Mayor

Attest:

City Clerk

••••

Upon motion and vote, the meeting was adjourned.

Mayor

Attest:

City Clerk



July 21, 2021

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

RE: PARTIAL PAYMENT APPLICATION NO. 4 (FINAL RETAINAGE RELEASE)
2021 STREET REPAIRS PROJECT

Dear Honorable Mayor and City Council:

Snyder & Associates has 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. 4 (Final Retainage Release) represents the final release of the previously retained payments for the 2021 Street Repairs 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 \$6,671.29 to Caliber Concrete, LLC. for satisfactory completion of the work as described in the 2021 Street Repairs Project contract documents.

Please contact me should you have any questions on this pay application or change order. We will be in attendance at the July 26, 2021 City Council meeting to answer any questions regarding this partial payment application.

Sincerely,

SNYDER & ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read 'Laura C. Lamberty'.

Laura C. Lamberty, P.E.

Enclosure

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

RESOLUTION 2021-75

**A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT NO. 4
(FINAL RETAINAGE RELEASE) FOR THE 2021 STREET REPAIRS PROJECT**

WHEREAS, the City of Polk City, City Council, approved Resolution 2020-143 ordering construction for the 2021 Street Repairs Project on December 14, 2021; and

WHEREAS, the City Council approved Resolution 2021-07 on January 25, 2021 awarding the construction contract to Caliber Concrete, LLC of Adair, Iowa; and

WHEREAS, on February 8, 2021, the City Council approved Resolution 2021-10 approving the contract in the amount of \$144,525.60; and

WHEREAS, on June 11, 2021, the City Council approved Resolution 2021-59 approving Change Order No. 1 in the amount of **-\$11,099.74** bringing the final contract value to \$133,425.86; and

WHEREAS, on April 12, 2021, the City Council approved Resolution 2021-27 approving the Pay App No. 1 in the amount of \$54,310.17; and

WHEREAS, on May 10, 2021, the City Council approved Resolution 2021-39 approving the Pay App No. 2 in the amount of \$68,914.20; and

WHEREAS, on June 14, 2021, the City Council approved Resolution 2021-60 approving the Pay App No. 3 in the amount of \$3,530.20; and

WHEREAS, Caliber Concrete LLC., and the City Engineer have submitted the Application for Partial Payment No. 4 (Final Retainage Release) giving a detailed estimate of work completed with an application for payment in the amount of \$6,671.29; and

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment No. 4 (Final with Retainage Release) for the 2021 Street Repairs Project and the City Clerk/Treasurer is hereby authorized to issue a check to Caliber Concrete LLC. in the amount of \$6,671.29.

PASSED AND APPROVED the 26th day of July 2021.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

APPLICATION FOR PARTIAL PAYMENT NO. 4 (FINAL RETAINAGE RELEASE)

PROJECT: 2021 Street Repairs Project

S&A PROJECT NO.: 120.0908.01

OWNER: City of Polk City
CONTRACTOR: Caliber Concrete, LLC
ADDRESS: PO Box 248, 309 Audubon Street
Adair, IA 50002
DATE: 7/21/2021

PAYMENT PERIOD: 6/1/2021
to FINAL

1. CONTRACT SUMMARY:

Original Contract Amount: \$ 144,525.60
Net Change by Change Order: \$ (11,099.74)
Contract Amount to Date: \$ 133,425.86

CONTRACT PERIOD: TOTAL WORKING DAYS

Original Contract Date: February 8, 2021

Original Contract Time: 30

Added by Change Order: 0

Contract Time to Date: 30

Time Used to Date: 19

Contract Time Remaining: 11

2. WORK SUMMARY:

Total Work Performed to Date: \$ 133,425.86
Retainage: 0% \$0.00
Total Earned Less Retainage: \$133,425.86
Less Previous Applications for Payment: \$ 126,754.57
AMOUNT DUE THIS APPLICATION: \$6,671.29

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

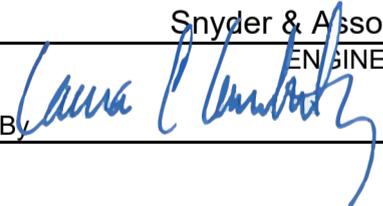
Caliber Concrete, LLC
CONTRACTOR

By _____ DATE: _____

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.
ENGINEER

By  DATE: 7/23/2021

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.	Below Grade Excavation (Core Out)	135	CY	\$ 110.00	\$ 14,850.00	26.6		\$ 2,926.00
2.2.	Subgrade Treatment, Geogrid, Triangular	380	SY	9.00	3,420.00			-
2.3.	Special Backfill	10	TON	50.00	500.00	21.3		1,065.00
6.1.	Remove Intake	3	EA	2,000.00	6,000.00	3		6,000.00
6.2.	Intake, SW-501, Cast In Place	2	EA	4,500.00	9,000.00	2		9,000.00
6.3.	Intake, SW-505, Cast In Place	1	EA	4,500.00	4,500.00	1		4,500.00
6.4.	Intake Adjustment, Minor	3	EA	1,500.00	4,500.00	3		4,500.00
6.5.	Manhole Adjustment, Minor	1	EA	1,500.00	1,500.00	1		1,500.00
7.1.	Full Depth Patches	700	SY	107.18	75,026.00	739		79,206.02
7.2.	Crack and Joint Cleaning and Filling, Hot Pour	280	LF	3.00	840.00	280		840.00
7.3.	Removal of Paved Driveway	30	SY	10.00	300.00	27		270.00
7.4.	Removal of Sidewalk	150	SY	10.00	1,500.00	149		1,490.00
7.5.	Driveway, Paved, PCC, 6"	30	SY	47.16	1,414.80	27		1,273.32
7.6.	Sidewalk, PCC, 6"	140	SY	67.32	9,424.80	136		9,155.52
7.7.	Detectable Warning	90	SF	25.00	2,250.00	88		2,200.00
8.1.	Temporary Traffic Control	1	LS	1,500.00	1,500.00	1.00		1,500.00
11.1.	Mobilization	1	LS	8,000.00	8,000.00	1.00		8,000.00
					-			-
TOTAL ORIGINAL CONTRACT =					\$ 144,525.60	\$ 133,425.86		
CHANGE ORDER SUMMARY:								
2.1.	Below Grade Excavation (Core Out)	-108.4	CY	\$ 110.00	(11,924.00)			
2.2.	Subgrade Treatment, Geogrid, Triangular	-380	SY	9.00	(3,420.00)			
2.3.	Special Backfill	11.3	TON	50.00	565.00			
7.1.	Full Depth Patches	39	SY	107.18	4,180.02			
7.3.	Removal of Paved Driveway	-3	SY	10.00	(30.00)			
7.4.	Removal of Sidewalk	-1	SY	10.00	(10.00)			
7.5.	Driveway, Paved, PCC, 6"	-3	SY	47.16	(141.48)			
7.6.	Sidewalk, PCC, 6"	-4	SY	67.32	(269.28)			
7.7.	Detectable Warning	-2	SF	25.00	(50.00)			
TOTAL CHANGE ORDERS =					\$ (11,099.74)	\$ -		
TOTAL CONTRACT						\$ 133,425.86		
& CHANGE ORDERS					\$133,425.86	\$ 133,425.86		