

Agenda -Notice of Meeting

Polk City | City Council

October 9, 2023 | 6:00 pm

City Hall Council Chambers

Public Meeting participation in person or via phone

Call in # 515-726-3598 Participant Code 535355

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

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

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

Steve Karsjen | Mayor

Rob Sarchet | Pro Tem

City Council Members: Jeff Walters | Dave Dvorak | Mandy Vogel | Ron Anderson

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Public Hearing:

- a. Public Hearing on the rezoning petition for On With Life
 - i. First Reading of Ordinance 2023-9700 approving rezoning from R-1 to R-3 with Restrictions
- b. Public Hearing on the proposed plans, specifications, form of contract and estimate of cost for the 2024 Street Repairs Project
 - i. Resolution 2023-116 adopting plans
 - ii. Resolution 2023-117 awarding contract
- c. Public Hearing on the proposed plans, specifications, form of contract and estimate of cost for High Trestle Trail to Neal Smith Trail Connector Project – Phase 2
 - i. Resolution 2023-118 adopting plans
 - ii. Resolution 2023-119 awarding contract

5. Public Comments: *This is the time and place for comments for any item other than those that are a Public Hearing. If you wish to speak, please contact the City Clerk by 6pm on the date of the meeting by email at jcoffin@polkcityia.gov include your name and address for the record. The Mayor will recognize you for five minutes of comment.*

6. Consent Items

- a. City Council Meeting Minutes for September 25, 2023
- b. Receive and file Parks Commission Meeting Minutes for October 2, 2023
- c. Claims listing October 9, 2023
- d. Receive and file Library Board Meeting Minutes for October 2, 2023
- e. Receive and file September 2023 Library Director Report
- f. Acknowledge Library Circulation Policy
- g. Acknowledge Library Clothing Allowance Policy
- h. Receive and file Polk City Community Library FY23 Iowa Public Library General Information Survey
- i. Receive and file September 2023 Parks & Recreation Department Report
- j. Receive and file Q3 2023 Parks & Recreation Program Cost Recovery Report

- k. Resolution 2023-120 approving Pay App No 4 in the amount of \$302,890.95 for the City Hall/Community Room Project
- l. Resolution 2023-121 approving Pay App No 6 & No 7 in the total amount of \$134,666.30 for the Fire Station Remodel Project
- m. Resolution 2023-122 setting date for Public Hearing on urban Renewal Plan Amendment for the Polk City Area II Urban Renewal Area
- n. Resolution 2023-123 approving Change Order No. 2 in the amount of \$9,521.50 for the Fire Station Remodel Project
- o. Receive and file the September 2023 Water Department Report
- p. FY 24/25 Budgeted Purchase of Ambulance in an amount not to exceed \$350,000 payable upon receipt estimated to be December of 2024

7. Business Items

- a. First Reading of Ordinance 2023-9800 adding Chapter 74, Golf Cart Regulations
- b. First Reading of Ordinance 2023-9900 amending provisions pertaining to Chapter 75, All-Terrain Vehicles, Off-Road Utility Vehicles, and Snowmobiles
- c. First Reading of Ordinance 2023-8100 amending Chapter 115, Cable Television Regulations
- d. Second Reading of Ordinance 2023-9600 amending Chapter 69 Parking Regulations; Winter Parking
- e. Third Reading of Ordinance 2023-9400 amending provisions pertaining to Liquor Licenses and Cigarette and Tobacco Permits
- f. Third Reading of Ordinance 2023-9500 amending provisions pertaining to Fiscal Management
- g. August 2023 Snyder & Associates Engineering Invoice in the amount of \$95,504.25

8. Reports & Particulars

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

9. Adjournment

--next meeting date October 23, 2023

REVIEW OF PETITION TO REZONE

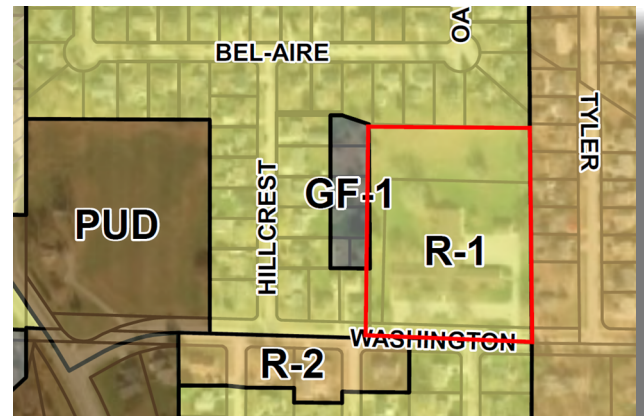
Date: October 4, 2023 Prepared by: Kathleen Connor
Travis D. Thornburgh, P.E.

Subject Property: On With Life parcels Project No.: 123.1107.01

BACKGROUND:

The Site Plan for On With Life was approved by City Council on April 24, 2023 for renovation of the vacant Polk City Nursing Home and Rehabilitation Center into an in-patient skilled nursing facility for individuals who have experienced a brain injury and require long-term care. At this time, this 3.4-acre site continues to be a long-standing non-conforming use of this property per the R-1 zoning district regulations. On With Life, Inc. is in the process of purchasing the vacant 1.68-acre L-shaped parcel on the north and west side of their 3.4-acre original property to enhance their facility.

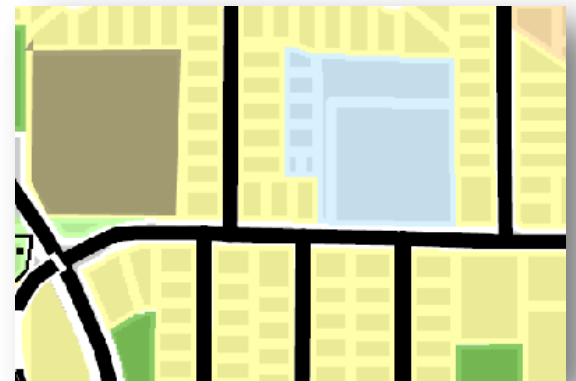
The applicant has submitted a signed *Petition to Rezone* both of their properties, outlined in red on the Zoning Map to the right, from R-1 Single Family Detached Residential to R-3 Multiple Family Residential (Restricted), along with abutting $\frac{1}{2}$ ROW for W. Washington Avenue. Current adjacent zoning includes R-1, R-2 and GF-1. The proposed rezoning would bring their facility into compliance with the Zoning Regulations.



Owners of 50.01% of the 250' buffer surrounding the proposed zoning boundary have consented to the proposed rezoning. The date of the public hearing for this this rezoning will be set after P&Z forwards their recommendation to City Council.

COMPREHENSIVE PLAN:

The 2016 Comprehensive Plan designated the nursing home, the abutting L-shaped parcel, and the abutting GG-1 for civic use which is compatible with the in-patient care facility on the subject properties. As a result, there is no need for an amendment to the Comprehensive Plan unless P&Z prefers this area to be designated for high-density residential use. If so, a public hearing for the amendment to the Comprehensive Plan will be scheduled along with City Council's public hearing on the proposed rezoning.



REVIEW COMMENTS:

All staff review comments have been addressed.

RECOMMENDATION REGARDING THE PROPOSED REZONING:

On September 18, 2023, the Planning & Zoning Commission recommended Council approval of the applicant's request to rezone their property to R-3 Multiple Family Residential. Further, Planning & Zoning recommended that City Council approve restrictions for the parcel, limiting the permitted uses of these parcels to be Nursing Homes, Assisted Care Facilities, Independent Care Facilities, and Group Homes. The property owner agreed to these restrictions via email to City Staff on September 14, 2023.

From: [Meri Merritt](#)
To: [Jenny Coffin](#); [Chelsea Huisman](#)
Subject: FW: Rezoning meeting Sept 18, 6 pm. Owner/Applicant On With Life
Date: Thursday, September 14, 2023 2:35:50 PM

From: Cease Olson <oceaseo@gmail.com>
Sent: Thursday, September 14, 2023 1:15 PM
To: Support <support@polkcityia.gov>
Subject: Fwd: Rezoning meeting Sept 18, 6 pm. Owner/Applicant On With Life

To whom it may concern,

My name is Denise Olson. I am the owner of property #34 on said map mailed to me dated Sept 8, 2023.

I have concerns regarding the intended property owned by On With Life, to rezone this property as commercial property. I will be referring to "the lot" as the lot in question for rezoning.

At the back of my property, there is a city water drain. The runoff that comes from the On With Life lot floods the back of my property. From what I understand, there was a creek bed that ran through that lot. There was some sort of tiling done to that area in the past few years. My back yard, including the city water drain, floods every rain we receive that is 1 inch or more. See included pictures from the back of my home.

My concern is if this lot is rezoned as commercial, what is preventing On With Life from building a

commercial building on this lot. The grading that will be done to such a building, will be sloped away from that building. This won't increase the amount of rain we get but it will increase the speed of the runoff water that will go directly to the city water drain in my backyard. Currently, the given slope of the land the way it stands, the rain amount cannot be handled by the city water drain. The drain is highly inept. It has been this way since I bought my property in May, 2015. I don't need more, quicker rising water in my backyard with a city water drain that clearly is a failure.

If On With Life's intent is to build another commercial building today or in the future, what will be done to help prevent further flooding issues. I maintain that city water drain to keep it clear and I should not be burdened by On With Life.

Having said all this, if landscaping is to be done by On With Life, during rain amounts, any mulch like products or any type of decorative ground cover will be swept away by the existing creek bed situation. This will all go to the city water drain and/or end up in my backyard when the water subsides. I see this as another possible burden to me.

I feel my concerns are valid and would appreciate input.

Denise Olson





ORDINANCE NO. 2023-9700

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY REZONING PROPERTY LOCATED AT 1002 W WASHINGTON AVE FROM R-1 SINGLE FAMILY DETACHED RESIDENTIAL TO R-3 (RESTRICTED) MULTIPLE-FAMILY RESIDENTIAL WITH RESTRICTIONS LIMITING USES TO NURSING HOMES, ASSISTED CARE FACILITIES, INDEPENDENT CARE FACILITIES AND GROUP HOMES

WHEREAS, on the 18 day of September 2023, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the property legally described as:

THAT PART OF THE EAST 419 FEET OF LOT 14 IN THE OFFICIAL PLAT OF THE NORTH ½ OF SECTION 2, TOWNSHIP 80 NORTH, RANGE 25 WEST OF THE 5TH P.M. CITY OF POLK CITY, POLK COUNTY, IOWA, DESCRIBED AS FOLLOWS: BEGINNING AT A POINT ON THE EAST LINE OF SAID LOT 14, THAT IS 30.0 FEET NORTH OF THE SOUTHEAST CORNER THEREOF, SAID POINT ALSO BEING ON THE NORTH RIGHT-OF-WAY LINE OF NORTHWEST 114TH AVENUE, AS IT NOW EXISTS; THENCE NORTH 90 DEGREES 00 MINUTES 00 SECONDS WEST (ASSUMED FOR THE PURPOSES OF THE DESCRIPTION ONLY) ALONG SAID NORTH RIGHT-OF-WAY LINE, 389.11 FEET; THENCE NORTH 00 DEGREES 19 MINUTES WEST 387.00 FEET; THENCE NORTH 89 DEGREES 49 MINUTES 20 SECONDS EAST 376.88 FEET TO A POINT ON SAID EAST LINE OF LOT 14; THENCEH SOUTH 02 DEGREES 07 MINUTES 13 SECONDS EAST, ALONG SAID EAST LINE, 388.43 FEET TO THE POINT OF BEGINNING, POLK COUNTY, IOWA, INCLUDING THE ADJACENT HALF RIGHT-OF-WAY.

AND

THE EAST 419 FEET OF LOT FOURTEEN (14) IN THE OFFICIAL PLAT OF THE NORTH HALF OF SECTION 2, TOWNSHIP 80 NORTH, RANGE 25 WEST OF THE 5TH P.M., NOW INCLUDED IN AND FORMING A PART OF THE CITY OF POLK CITY, POLK COUNTY, IOWA, EXCEPT BEGINNING AT A POINT ON THE EAST LINE OF SAID LOT 14 THAT IS 30 FEE NORTH OF THE SOUTHEAST CORNER THEREOF, SAID POINT ALSO BEING ON THE NORTH RIGHT-OF-WAY LINE OF NW 114TH AVENUE AS IT NOW EXISTS; THENCE NORTH 90°00'00" WEST (ASSUMED FOR THE PURPOSE OF THIS DESCRIPTION ONLY) ALONG SAID NORTH RIGHT-OF-WAY LINE, 389.11 FEET; THENCE NORTH 00°19'00" WEST 387 FEET; THENCE NORTH 89°49'20" EAST, 376.88 FEET TO A POINT ON THE EAST LINE OF LOT 14; THENCE SOUTH 02°07'13" EAST, ALONG SAID EAST LINE, 388.43 FEET TO THE POINT OF BEGINNING, INCLUDING THE ADJACENT HALF RIGHT-OF-WAY.

be considered for rezoning from zoning classification R-1 Single Family detached Residential to R-3 (RESTRICTED) Multiple-Family Residential with Restrictions Limiting Uses to Nursing Homes, Assisted Care Facilities, Independent Care Facilities and Group Homes; and

WHEREAS, after due notice and hearing as provided by law, the City Council now deems it reasonable and appropriate to rezone said property.

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

Section 1: That the Municipal Code of the City of Polk City, Iowa, be and is hereby amended by rezoning the property from R-1 Single Family detached Residential to R-3 (RESTRICTED) Multiple-Family Residential with Restrictions Limiting Uses to Nursing Homes, Assisted Care Facilities, Independent Care Facilities and Group Homes.

Section 2: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3: This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ of _____ 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

First Reading:
Second Reading:
Third Reading:
Date of Publication by posting

October 4, 2023

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

RE: REPORT OF BIDS AND RECOMMENDATION OF AWARD OF CONTRACT
2024 STREET REPAIRS PROJECT
S&A PROJECT NO.: 123.0771.01

Dear Honorable Mayor and City Council:

The bid letting for the above reference project was held by City Staff and Snyder & Associates, Inc. on Wednesday, October 4, 2023, and produced seven (7) bidders. The base bids ranged from the low bid of \$181,951.00 to the high bid of \$355,095. The project bid package included seven (7) additive bid alternates. Bid Alternate bids ranged as follows:

- Bid Alternate A ranged from \$34,462.00 to \$51,938.00.
- Bid Alternate B ranged from \$17,782.00 to \$25,825.00.
- Bid Alternate C ranged from \$31,483.00 to \$49,262.00.
- Bid Alternate D ranged from \$15,330.50 to \$23,935.00.
- Bid Alternate E ranged from \$28,058.50 to \$42,102.00.
- Bid Alternate F ranged from \$50,533.00 to \$78,967.00.
- Bid Alternate G ranged from \$18,448.00 to \$32,182.00.

After reviewing the received bids with city staff, we recommend award of the base bid contract with the addition of additive Bid Alternate D (421 Tyler Street).

Based on the above recommended contract award, the apparent low bidder was Brothers Cleaning Corporation of Des Moines, Iowa with a total bid, including base bid and additive bid alternate D, of \$201,531.00. The low bid is approximately \$30,315 under the engineer's estimate of \$231,846.00 for construction without contingencies.

Brothers Concrete has worked successfully in the metro area with Snyder & Associates, Inc. in the past, including successful construction work on the Polk City 2023 Street Repairs Project and the completion of the Rock Creek Greenway Trail in Ankeny.

It is our recommendation that the City of Polk City accept the apparent low bid from Brothers Cleaning Corporation, including the addition of additive bid alternate D.



We will be in attendance at the October 9, 2023 council meeting. Please feel free to contact me at 515-964-2020 or tthornburgh@snyder-associates.com if you have any questions.

Sincerely,

SNYDER & ASSOCIATES, INC.

A handwritten signature in blue ink that reads 'Travis D. Thornburgh'.

Travis D. Thornburgh, P.E.
Project Engineer

Enclosures (Bid Tab)

CC: Mike Schulte, Polk City Public Works Director
Chelsea Huisman, City Manager
Travis Thornburgh, Snyder & Associates, Inc.
Kathleen Connor, Snyder & Associates, Inc.

TABULATION OF BIDS

2024 Street Repairs Project

City of Polk City

Project No. 123.0771.01

Bid Date/Time: October 4, 2023 at 10:00 AM

| ITEM | DESCRIPTION | UNIT | QUANTITY | ENGINEER'S ESTIMATE | | 1 BROTHERS CONCRETE | | 2 TK CONCRETE INC. | | 3 THE CONCRETE CONTRACTING | | 4 CALIBER CONCRETE LLC | |
|--|--|------|----------|---------------------|---------------|------------------------|---------------|-----------------------|---------------|-------------------------------|---------------|---------------------------|---------------|
| | | | | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE |
| EARTHWORK | | | | | | | | | | | | | |
| 2.1 | Subgrade Treatment, Geogrid, Rectangular | SY | 171 | \$ 6.00 | \$ 1,026.00 | \$ 6.00 | \$ 1,026.00 | \$ 10.00 | \$ 1,710.00 | \$ 10.00 | \$ 1,710.00 | \$ 8.00 | \$ 1,368.00 |
| 2.2 | Special Backfill | TONS | 59 | \$ 100.00 | \$ 5,900.00 | \$ 55.00 | \$ 3,245.00 | \$ 50.00 | \$ 2,950.00 | \$ 35.00 | \$ 2,065.00 | \$ 50.00 | \$ 2,950.00 |
| STRUCTURES FOR SANITARY AND STORM | | | | | | | | | | | | | |
| 6.1 | Intake, SW-501, Top Only | EA | 1 | \$ 4,000.00 | \$ 4,000.00 | \$ 2,150.00 | \$ 2,150.00 | \$ 4,000.00 | \$ 4,000.00 | \$ 3,500.00 | \$ 3,500.00 | \$ 2,475.00 | \$ 2,475.00 |
| 6.2 | Intake, SW-505, Top Only | EA | 3 | \$ 6,000.00 | \$ 18,000.00 | \$ 2,450.00 | \$ 7,350.00 | \$ 4,000.00 | \$ 12,000.00 | \$ 7,850.00 | \$ 23,550.00 | \$ 2,475.00 (1) | \$ 7,425.00 |
| 6.3 | Intake, SW-507, Top Only | EA | 1 | \$ 7,000.00 | \$ 7,000.00 | \$ 2,450.00 | \$ 2,450.00 | \$ 4,000.00 | \$ 4,000.00 | \$ 7,950.00 | \$ 7,950.00 | \$ 4,675.00 | \$ 4,675.00 |
| 6.4 | Intake, SW-501 | EA | 2 | \$ 7,000.00 | \$ 14,000.00 | \$ 6,200.00 | \$ 12,400.00 | \$ 6,500.00 | \$ 13,000.00 | \$ 6,500.00 | \$ 13,000.00 | \$ 4,000.00 | \$ 8,000.00 |
| 6.5 | Intake, SW-503 | EA | 1 | \$ 10,000.00 | \$ 10,000.00 | \$ 8,600.00 | \$ 8,600.00 | \$ 7,500.00 | \$ 7,500.00 | \$ 11,750.00 | \$ 11,750.00 | \$ 4,000.00 | \$ 4,000.00 |
| 6.6 | Intake, SW-506 | EA | 1 | \$ 12,000.00 | \$ 12,000.00 | \$ 11,200.00 | \$ 11,200.00 | \$ 9,500.00 | \$ 9,500.00 | \$ 16,000.00 | \$ 16,000.00 | \$ 6,900.00 | \$ 6,900.00 |
| 6.7 | Intake, SW-507 | EA | 1 | \$ 12,000.00 | \$ 12,000.00 | \$ 8,500.00 | \$ 8,500.00 | \$ 10,500.00 | \$ 10,500.00 | \$ 14,500.00 | \$ 14,500.00 | \$ 8,635.00 | \$ 8,635.00 |
| 6.8 | Manhole Adjustment, Minor | EA | 2 | \$ 2,500.00 | \$ 5,000.00 | \$ 2,250.00 | \$ 4,500.00 | \$ 2,000.00 | \$ 4,000.00 | \$ 1,850.00 | \$ 3,700.00 | \$ 3,500.00 | \$ 7,000.00 |
| 6.9 | Remove Intake | EA | 5 | \$ 2,500.00 | \$ 12,500.00 | \$ 1,850.00 | \$ 9,250.00 | \$ 750.00 | \$ 3,750.00 | \$ 1,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 25,000.00 |
| STREETS AND RELATED WORK | | | | | | | | | | | | | |
| 7.1 | PCC Full Depth Repair Patch | SY | 700 | \$ 110.00 | \$ 77,000.00 | \$ 105.00 | \$ 73,500.00 | \$ 115.00 | \$ 80,500.00 | \$ 109.50 | \$ 76,650.00 | \$ 143.68 | \$ 100,576.00 |
| 7.2 | Crack and Joint Cleaning and Filling, Hot Pour | LF | 210 | \$ 5.00 | \$ 1,050.00 | \$ 21.00 | \$ 4,410.00 | \$ 10.00 | \$ 2,100.00 | \$ 4.00 | \$ 840.00 | \$ 10.00 | \$ 2,100.00 |
| 7.3 | Removal of Driveway | SY | 19 | \$ 45.00 | \$ 855.00 | \$ 65.00 | \$ 1,235.00 | \$ 25.00 | \$ 475.00 | \$ 25.00 | \$ 475.00 | \$ 11.00 | \$ 209.00 |
| 7.4 | Driveway, Paved, PCC, 7" | SY | 19 | \$ 125.00 | \$ 2,375.00 | \$ 95.00 | \$ 1,805.00 | \$ 125.00 | \$ 2,375.00 | \$ 100.00 | \$ 1,900.00 | \$ 127.00 | \$ 2,413.00 |
| 7.5 | Subbase Over-excavation | TONS | 138 | \$ 45.00 | \$ 6,210.00 | \$ 35.00 | \$ 4,830.00 | \$ 60.00 | \$ 8,280.00 | \$ 30.00 | \$ 4,140.00 | \$ 40.00 | \$ 5,520.00 |
| TRAFFIC CONTROL | | | | | | | | | | | | | |
| 8.1 | Temporary Traffic Control | LS | 1 | \$ 11,000.00 | \$ 11,000.00 | \$ 5,500.00 | \$ 5,500.00 | \$ 6,000.00 | \$ 6,000.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 1,500.00 | \$ 1,500.00 |
| GENERAL PROVISIONS | | | | | | | | | | | | | |
| 11.1 | Mobilization | LS | 1 | \$ 18,000.00 | \$ 18,000.00 | \$ 20,000.00 | \$ 20,000.00 | \$ 16,500.00 | \$ 16,500.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 15,700.00 | \$ 15,700.00 |
| TOTAL BASE BID: | | | | | \$ 217,916.00 | | \$ 181,951.00 | | \$ 189,140.00 | | \$ 194,230.00 | (2) | \$ 206,446.00 |
| BID SECURITY: | | | | | | | 10% | | 10% | | 10% | | 10% |
| BID ALTERNATE A | | | | | | | | | | | | | |
| EARTHWORK | | | | | | | | | | | | | |
| 2.1A | Subgrade Treatment, Geogrid, Rectangular | SY | 64 | \$ 6.00 | \$ 384.00 | \$ 6.00 | \$ 384.00 | \$ 10.00 | \$ 640.00 | \$ 10.00 | \$ 640.00 | \$ 8.00 | \$ 512.00 |
| STREETS AND RELATED WORK | | | | | | | | | | | | | |
| 7.1A | PCC Full Depth Repair Patch | SY | 254 | \$ 110.00 | \$ 27,940.00 | \$ 105.00 | \$ 26,670.00 | \$ 125.00 | \$ 31,750.00 | \$ 109.50 | \$ 27,813.00 | \$ 147.00 | \$ 37,338.00 |
| 7.2A | Crack and Joint Cleaning and Filling, Hot Pour | LF | 86 | \$ 5.00 | \$ 430.00 | \$ 15.00 | \$ 1,290.00 | \$ 10.00 | \$ 860.00 | \$ 4.00 | \$ 344.00 | \$ 10.00 | \$ 860.00 |
| 7.3A | Removal of Driveway | SY | 19 | \$ 45.00 | \$ 855.00 | \$ 65.00 | \$ 1,235.00 | \$ 25.00 | \$ 475.00 | \$ 25.00 | \$ 475.00 | \$ 11.00 | \$ 209.00 |
| 7.4A | Driveway, Paved, PCC, 6" | SY | 19 | \$ 125.00 | \$ 2,375.00 | \$ 95.00 | \$ 1,805.00 | \$ 125.00 | \$ 2,375.00 | \$ 100.00 | \$ 1,900.00 | \$ 127.00 | \$ 2,413.00 |
| 7.5A | Subbase Over-excavation | TONS | 53 | \$ 45.00 | \$ 2,385.00 | \$ 35.00 | \$ 1,855.00 | \$ 60.00 | \$ 3,180.00 | \$ 30.00 | \$ 1,590.00 | \$ 50.00 | \$ 2,650.00 |
| TRAFFIC CONTROL | | | | | | | | | | | | | |
| 8.1A | Temporary Traffic Control | LS | 1 | \$ 1,000.00 | \$ 1,000.00 | \$ 2,200.00 | \$ 2,200.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 750.00 | \$ 750.00 | \$ 500.00 | \$ 500.00 |
| GENERAL PROVISIONS | | | | | | | | | | | | | |
| 11.1A | Mobilization | LS | 1 | \$ 1,000.00 | \$ 1,000.00 | \$ 3,500.00 | \$ 3,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 950.00 | \$ 950.00 | \$ 3,580.00 | \$ 3,580.00 |
| TOTAL BID ALTERNATE A: | | | | | \$ 36,369.00 | | \$ 38,939.00 | | \$ 42,780.00 | | \$ 34,462.00 | (3) | \$ 48,062.00 |
| BID SECURITY: | | | | | | | 10% | | 10% | | 10% | | 10% |
| BID ALTERNATE B | | | | | | | | | | | | | |
| EARTHWORK | | | | | | | | | | | | | |
| 2.1B | Subgrade Treatment, Geogrid, Rectangular | SY | 35 | \$ 6.00 | \$ 210.00 | \$ 6.00 | \$ 210.00 | \$ 10.00 | \$ 350.00 | \$ 10.00 | \$ 350.00 | \$ 8.00 | \$ 280.00 |
| STREETS AND RELATED WORK | | | | | | | | | | | | | |
| 7.1B | PCC Full Depth Repair Patch | SY | 136 | \$ 110.00 | \$ 14,960.00 | \$ 105.00 | \$ 14,280.00 | \$ 125.00 | \$ 17,000.00 | \$ 109.50 | \$ 14,892.00 | \$ 147.00 | \$ 19,992.00 |
| 7.2B | Subbase Over-excavation | TONS | 28 | \$ 45.00 | \$ 1,260.00 | \$ 35.00 | \$ 980.00 | \$ 60.00 | \$ 1,680.00 | \$ 30.00 | \$ 840.00 | \$ 50.00 | \$ 1,400.00 |
| TRAFFIC CONTROL | | | | | | | | | | | | | |
| 8.1B | Temporary Traffic Control | LS | 1 | \$ 1,000.00 | \$ 1,000.00 | \$ 2,200.00 | \$ 2,200.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 750.00 | \$ 750.00 | \$ 500.00 | \$ 500.00 |
| GENERAL PROVISIONS | | | | | | | | | | | | | |
| 11.1B | Mobilization | LS | 1 | \$ 1,000.00 | \$ 1,000.00 | \$ 3,500.00 | \$ 3,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 950.00 | \$ 950.00 | \$ 1,850.00 | \$ 1,850.00 |
| TOTAL BID ALTERNATE B: | | | | | \$ 18,430.00 | | \$ 21,170.00 | | \$ 22,530.00 | | \$ 17,782.00 | | \$ 24,022.00 |
| BID SECURITY: | | | | | | | 10% | | 10% | | 10% | | 10% |

TABULATION OF BIDS

2024 Street Repairs Project

City of Polk City

Project No. 123.0771.01

Bid Date/Time: October 4, 2023 at 10:00 AM

| ITEM | DESCRIPTION | UNIT | QUANTITY | ENGINEER'S ESTIMATE | | 1 | | 2 | | 3 | | 4 | |
|--|--|------|----------|---------------------|--------------|-------------------|------------------|--------------------------|----------------------|-------------|--------------|-------------|--------------|
| | | | | UNIT PRICE | TOTAL PRICE | BROTHERS CONCRETE | TK CONCRETE INC. | THE CONCRETE CONTRACTING | CALIBER CONCRETE LLC | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE |
| BID ALTERNATE C | | | | | | | | | | | | | |
| EARTHWORK | | | | | | | | | | | | | |
| 2.1C | Subgrade Treatment, Geogrid, Rectangular | SY | 46 | \$ 6.00 | \$ 276.00 | \$ 6.00 | \$ 276.00 | \$ 10.00 | \$ 460.00 | \$ 10.00 | \$ 460.00 | \$ 8.00 | \$ 368.00 |
| 2.2C | Special Backfill | TONS | 16 | \$ 100.00 | \$ 1,600.00 | \$ 55.00 | \$ 880.00 | \$ 50.00 | \$ 800.00 | \$ 30.00 | \$ 480.00 | \$ 55.00 | \$ 880.00 |
| STRUCTURES FOR SANITARY AND STORM | | | | | | | | | | | | | |
| 6.1C | Intake, SW-505, Top Only | EA | 1 | \$ 5,000.00 | \$ 5,000.00 | \$ 2,450.00 | \$ 2,450.00 | \$ 4,000.00 | \$ 4,000.00 | \$ 7,850.00 | \$ 7,850.00 | \$ 2,750.00 | \$ 2,750.00 |
| 6.2C | Intake, SW-506, Top Only | EA | 1 | \$ 6,000.00 | \$ 6,000.00 | \$ 2,450.00 | \$ 2,450.00 | \$ 4,000.00 | \$ 4,000.00 | \$ 7,250.00 | \$ 7,250.00 | \$ 4,400.00 | \$ 4,400.00 |
| STREETS AND RELATED WORK | | | | | | | | | | | | | |
| 7.1C | PCC Full Depth Repair Patch | SY | 184 | \$ 110.00 | \$ 20,240.00 | \$ 105.00 | \$ 19,320.00 | \$ 125.00 | \$ 23,000.00 | \$ 109.50 | \$ 20,148.00 | \$ 147.00 | \$ 27,048.00 |
| 7.2C | Subbase Over-excavation | TONS | 38 | \$ 45.00 | \$ 1,710.00 | \$ 35.00 | \$ 1,330.00 | \$ 60.00 | \$ 2,280.00 | \$ 30.00 | \$ 1,140.00 | \$ 50.00 | \$ 1,900.00 |
| TRAFFIC CONTROL | | | | | | | | | | | | | |
| 8.1C | Temporary Traffic Control | LS | 1 | \$ 1,000.00 | \$ 1,000.00 | \$ 2,200.00 | \$ 2,200.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 750.00 | \$ 750.00 | \$ 500.00 | \$ 500.00 |
| GENERAL PROVISIONS | | | | | | | | | | | | | |
| 11.1C | Mobilization | LS | 1 | \$ 1,000.00 | \$ 1,000.00 | \$ 3,500.00 | \$ 3,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 950.00 | \$ 950.00 | \$ 3,141.00 | \$ 3,141.00 |
| TOTAL BID ALTERNATE C: | | | | | \$ 36,826.00 | | \$ 32,406.00 | | \$ 38,040.00 | | \$ 39,028.00 | | \$ 40,987.00 |
| BID SECURITY: | | | | | | | 10% | | 10% | | 10% | | 10% |
| BID ALTERNATE D | | | | | | | | | | | | | |
| EARTHWORK | | | | | | | | | | | | | |
| 2.1D | Subgrade Treatment, Geogrid, Rectangular | SY | 25 | \$ 6.00 | \$ 150.00 | \$ 6.00 | \$ 150.00 | \$ 10.00 | \$ 250.00 | \$ 10.00 | \$ 250.00 | \$ 8.00 | \$ 200.00 |
| STRUCTURES FOR SANITARY AND STORM | | | | | | | | | | | | | |
| 6.1D | Manhole Adjustment, Minor | EA | 1 | \$ 2,500.00 | \$ 2,500.00 | \$ 1,850.00 | \$ 1,850.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 1,850.00 | \$ 1,850.00 | \$ 3,500.00 | \$ 3,500.00 |
| STREETS AND RELATED WORK | | | | | | | | | | | | | |
| 7.1D | PCC Full Depth Repair Patch | SY | 99 | \$ 110.00 | \$ 10,890.00 | \$ 105.00 | \$ 10,395.00 | \$ 125.00 | \$ 12,375.00 | \$ 109.50 | \$ 10,840.50 | \$ 147.00 | \$ 14,553.00 |
| 7.2D | Crack and Joint Cleaning and Filling, Hot Pour | LF | 15 | \$ 5.00 | \$ 75.00 | \$ 50.00 | \$ 750.00 | \$ 25.00 | \$ 375.00 | \$ 4.00 | \$ 60.00 | \$ 10.00 | \$ 150.00 |
| 7.3D | Subbase Over-excavation | TONS | 21 | \$ 45.00 | \$ 945.00 | \$ 35.00 | \$ 735.00 | \$ 60.00 | \$ 1,260.00 | \$ 30.00 | \$ 630.00 | \$ 50.00 | \$ 1,050.00 |
| TRAFFIC CONTROL | | | | | | | | | | | | | |
| 8.1D | Temporary Traffic Control | LS | 1 | \$ 1,000.00 | \$ 1,000.00 | \$ 2,200.00 | \$ 2,200.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 750.00 | \$ 750.00 | \$ 500.00 | \$ 500.00 |
| GENERAL PROVISIONS | | | | | | | | | | | | | |
| 11.1D | Mobilization | LS | 1 | \$ 1,000.00 | \$ 1,000.00 | \$ 3,500.00 | \$ 3,500.00 | \$ 2,250.00 | \$ 2,250.00 | \$ 950.00 | \$ 950.00 | \$ 1,583.00 | \$ 1,583.00 |
| TOTAL BID ALTERNATE D: | | | | | \$ 16,560.00 | | \$ 19,580.00 | | \$ 19,510.00 | | \$ 15,330.50 | | \$ 21,536.00 |
| BID SECURITY: | | | | | | | 10% | | 10% | | 10% | | 10% |
| BID ALTERNATE E | | | | | | | | | | | | | |
| EARTHWORK | | | | | | | | | | | | | |
| 2.1E | Subgrade Treatment, Geogrid, Rectangular | SY | 56 | \$ 6.00 | \$ 336.00 | \$ 6.00 | \$ 336.00 | \$ 10.00 | \$ 560.00 | \$ 10.00 | \$ 560.00 | \$ 8.00 | \$ 448.00 |
| STREETS AND RELATED WORK | | | | | | | | | | | | | |
| 7.1E | PCC Full Depth Repair Patch | SY | 223 | \$ 110.00 | \$ 24,530.00 | \$ 105.00 | \$ 23,415.00 | \$ 125.00 | \$ 27,875.00 | \$ 109.50 | \$ 24,418.50 | \$ 147.00 | \$ 32,781.00 |
| 7.2E | Subbase Over-excavation | TONS | 46 | \$ 45.00 | \$ 2,070.00 | \$ 35.00 | \$ 1,610.00 | \$ 60.00 | \$ 2,760.00 | \$ 30.00 | \$ 1,380.00 | \$ 50.00 | \$ 2,300.00 |
| TRAFFIC CONTROL | | | | | | | | | | | | | |
| 8.1E | Temporary Traffic Control | LS | 1 | \$ 1,000.00 | \$ 1,000.00 | \$ 2,200.00 | \$ 2,200.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 750.00 | \$ 750.00 | \$ 500.00 | \$ 500.00 |
| GENERAL PROVISIONS | | | | | | | | | | | | | |
| 11.1E | Mobilization | LS | 1 | \$ 1,000.00 | \$ 1,000.00 | \$ 3,500.00 | \$ 3,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 950.00 | \$ 950.00 | \$ 3,000.00 | \$ 3,000.00 |
| TOTAL BID ALTERNATE E: | | | | | \$ 28,936.00 | | \$ 31,061.00 | | \$ 34,695.00 | | \$ 28,058.50 | | \$ 39,029.00 |
| BID SECURITY: | | | | | | | 10% | | 10% | | 10% | | 10% |

TABULATION OF BIDS

2024 Street Repairs Project

City of Polk City

Project No. 123.0771.01

Bid Date/Time: October 4, 2023 at 10:00 AM

| ITEM | DESCRIPTION | UNIT | QUANTITY | ENGINEER'S ESTIMATE | | 1 | | 2 | | 3 | | 4 | |
|--|--|------|----------|---------------------|--------------|-------------------|------------------|--------------------------|----------------------|-------------|--------------|-------------|--------------|
| | | | | UNIT PRICE | TOTAL PRICE | BROTHERS CONCRETE | TK CONCRETE INC. | THE CONCRETE CONTRACTING | CALIBER CONCRETE LLC | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE |
| BID ALTERNATE F | | | | | | | | | | | | | |
| EARTHWORK | | | | | | | | | | | | | |
| 2.1F | Subgrade Treatment, Geogrid, Rectangular | SY | 91 | \$ 6.00 | \$ 546.00 | \$ 6.00 | \$ 546.00 | \$ 10.00 | \$ 910.00 | \$ 10.00 | \$ 910.00 | \$ 8.00 | \$ 728.00 |
| 2.2F | Special Backfill | TONS | 12 | \$ 100.00 | \$ 1,200.00 | \$ 65.00 | \$ 780.00 | \$ 50.00 | \$ 600.00 | \$ 30.00 | \$ 360.00 | \$ 55.00 | \$ 660.00 |
| STRUCTURES FOR SANITARY AND STORM | | | | | | | | | | | | | |
| 6.1F | Intake, SW-505, Top Only | EA | 2 | \$ 5,000.00 | \$ 10,000.00 | \$ 1,950.00 | \$ 3,900.00 | \$ 4,000.00 | \$ 8,000.00 | \$ 7,850.00 | \$ 15,700.00 | \$ 2,750.00 | \$ 5,500.00 |
| STREETS AND RELATED WORK | | | | | | | | | | | | | |
| 7.1F | PCC Full Depth Repair Patch | SY | 363 | \$ 110.00 | \$ 39,930.00 | \$ 105.00 | \$ 38,115.00 | \$ 115.00 | \$ 41,745.00 | \$ 109.50 | \$ 39,748.50 | \$ 147.00 | \$ 53,361.00 |
| 7.2F | Crack and Joint Cleaning and Filling, Hot Pour | LF | 40 | \$ 5.00 | \$ 200.00 | \$ 35.00 | \$ 1,400.00 | \$ 20.00 | \$ 800.00 | \$ 4.00 | \$ 160.00 | \$ 10.00 | \$ 400.00 |
| 7.3F | Subbase Over-excavation | TONS | 76 | \$ 45.00 | \$ 3,420.00 | \$ 35.00 | \$ 2,660.00 | \$ 60.00 | \$ 4,560.00 | \$ 30.00 | \$ 2,280.00 | \$ 50.00 | \$ 3,800.00 |
| TRAFFIC CONTROL | | | | | | | | | | | | | |
| 8.1F | Temporary Traffic Control | LS | 1 | \$ 1,000.00 | \$ 1,000.00 | \$ 2,200.00 | \$ 2,200.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 750.00 | \$ 750.00 | \$ 500.00 | \$ 500.00 |
| GENERAL PROVISIONS | | | | | | | | | | | | | |
| 11.1F | Mobilization | LS | 1 | \$ 1,000.00 | \$ 1,000.00 | \$ 3,500.00 | \$ 3,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 950.00 | \$ 950.00 | \$ 5,435.00 | \$ 5,435.00 |
| TOTAL BID ALTERNATE F: | | | | | \$ 57,296.00 | | \$ 53,101.00 | | \$ 60,115.00 | | \$ 60,858.50 | | \$ 70,384.00 |
| BID SECURITY: | | | | | | | 10% | | 10% | | 10% | | 10% |
| BID ALTERNATE G | | | | | | | | | | | | | |
| EARTHWORK | | | | | | | | | | | | | |
| 2.1G | Subgrade Treatment, Geogrid, Rectangular | SY | 26 | \$ 6.00 | \$ 156.00 | \$ 6.00 | \$ 156.00 | \$ 10.00 | \$ 260.00 | \$ 10.00 | \$ 260.00 | \$ 8.00 | \$ 208.00 |
| 2.2G | Special Backfill | TONS | 12 | \$ 100.00 | \$ 1,200.00 | \$ 65.00 | \$ 780.00 | \$ 50.00 | \$ 600.00 | \$ 30.00 | \$ 360.00 | \$ 55.00 | \$ 660.00 |
| STRUCTURES FOR SANITARY AND STORM | | | | | | | | | | | | | |
| 6.1G | Intake, SW-505, Top Only | EA | 2 | \$ 5,000.00 | \$ 10,000.00 | \$ 1,950.00 | \$ 3,900.00 | \$ 4,000.00 | \$ 8,000.00 | \$ 7,850.00 | \$ 15,700.00 | \$ 2,750.00 | \$ 5,500.00 |
| STREETS AND RELATED WORK | | | | | | | | | | | | | |
| 7.1G | PCC Full Depth Repair Patch | SY | 104 | \$ 110.00 | \$ 11,440.00 | \$ 105.00 | \$ 10,920.00 | \$ 125.00 | \$ 13,000.00 | \$ 109.50 | \$ 11,388.00 | \$ 147.00 | \$ 15,288.00 |
| 7.2G | Crack and Joint Cleaning and Filling, Hot Pour | LF | 16 | \$ 5.00 | \$ 80.00 | \$ 50.00 | \$ 800.00 | \$ 25.00 | \$ 400.00 | \$ 4.00 | \$ 64.00 | \$ 10.00 | \$ 160.00 |
| 7.3G | Subbase Over-excavation | TONS | 22 | \$ 45.00 | \$ 990.00 | \$ 35.00 | \$ 770.00 | \$ 60.00 | \$ 1,320.00 | \$ 30.00 | \$ 660.00 | \$ 55.00 | \$ 1,210.00 |
| TRAFFIC CONTROL | | | | | | | | | | | | | |
| 8.1G | Temporary Traffic Control | LS | 1 | \$ 1,000.00 | \$ 1,000.00 | \$ 2,200.00 | \$ 2,200.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 750.00 | \$ 750.00 | \$ 500.00 | \$ 500.00 |
| GENERAL PROVISIONS | | | | | | | | | | | | | |
| 11.1G | Mobilization | LS | 1 | \$ 1,000.00 | \$ 1,000.00 | \$ 3,500.00 | \$ 3,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 950.00 | \$ 950.00 | \$ 1,940.00 | \$ 1,940.00 |
| TOTAL BID ALTERNATE G: | | | | | \$ 25,866.00 | | \$ 23,026.00 | | \$ 27,080.00 | | \$ 30,132.00 | | \$ 25,466.00 |
| BID SECURITY: | | | | | | | 10% | | 10% | | 10% | | 10% |

Notes

- 1- Extended bid price was incorrectly listed as \$8,250.00.00. Does not affect bid result.
- 2- Total bid price was incorrectly listed as \$207,271.00.00. Does not affect bid result.
- 3- Total bid price was incorrectly listed as \$47,550.00. Does not affect bid result.
- 4- Total bid price was incorrectly listed as \$26,646.00. Does not affect bid result.
- 5- Extended bid price was incorrectly listed as \$115.00. Does not affect bid result.
- 6- Extended bid price was incorrectly listed as \$42.50. Does not affect bid result.
- 7- Total bid price was incorrectly listed as \$8,865.50. Does not affect bid result.

TABULATION OF BIDS

2024 Street Repairs Project

City of Polk City

Project No. 123.0771.01

Bid Date/Time: October 4, 2023 at 10:00 AM

| ITEM | DESCRIPTION | UNIT | QUANTITY | ENGINEER'S ESTIMATE | | 5 | | 6 | | 7 | |
|--|--|------|----------|---------------------|---------------|-------------------------|---------------------|---------------------|---------------|---------------|---------------|
| | | | | UNIT PRICE | TOTAL PRICE | CONCRETE CONNECTION LLC | JASPER CONSTRUCTION | CASTOR CONSTRUCTION | UNIT PRICE | TOTAL PRICE | UNIT PRICE |
| EARTHWORK | | | | | | | | | | | |
| 2.1 | Subgrade Treatment, Geogrid, Rectangular | SY | 171 | \$ 6.00 | \$ 1,026.00 | \$ 6.00 | \$ 1,026.00 | \$ 7.00 | \$ 1,197.00 | \$ 13.00 | \$ 2,223.00 |
| 2.2 | Special Backfill | TONS | 59 | \$ 100.00 | \$ 5,900.00 | \$ 35.00 | \$ 2,065.00 | \$ 35.00 | \$ 2,065.00 | \$ 35.00 | \$ 2,065.00 |
| STRUCTURES FOR SANITARY AND STORM | | | | | | | | | | | |
| 6.1 | Intake, SW-501, Top Only | EA | 1 | \$ 4,000.00 | \$ 4,000.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 1,750.00 | \$ 1,750.00 |
| 6.2 | Intake, SW-505, Top Only | EA | 3 | \$ 6,000.00 | \$ 18,000.00 | \$ 4,000.00 | \$ 12,000.00 | \$ 5,000.00 | \$ 15,000.00 | \$ 2,450.00 | \$ 7,350.00 |
| 6.3 | Intake, SW-507, Top Only | EA | 1 | \$ 7,000.00 | \$ 7,000.00 | \$ 6,500.00 | \$ 6,500.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 6,500.00 | \$ 6,500.00 |
| 6.4 | Intake, SW-501 | EA | 2 | \$ 7,000.00 | \$ 14,000.00 | \$ 4,500.00 | \$ 9,000.00 | \$ 7,000.00 | \$ 14,000.00 | \$ 6,900.00 | \$ 13,800.00 |
| 6.5 | Intake, SW-503 | EA | 1 | \$ 10,000.00 | \$ 10,000.00 | \$ 7,500.00 | \$ 7,500.00 | \$ 8,000.00 | \$ 8,000.00 | \$ 9,400.00 | \$ 9,400.00 |
| 6.6 | Intake, SW-506 | EA | 1 | \$ 12,000.00 | \$ 12,000.00 | \$ 9,000.00 | \$ 9,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$ 11,000.00 | \$ 11,000.00 |
| 6.7 | Intake, SW-507 | EA | 1 | \$ 12,000.00 | \$ 12,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$ 8,000.00 | \$ 8,000.00 | \$ 13,500.00 | \$ 13,500.00 |
| 6.8 | Manhole Adjustment, Minor | EA | 2 | \$ 2,500.00 | \$ 5,000.00 | \$ 1,500.00 | \$ 3,000.00 | \$ 4,000.00 | \$ 8,000.00 | \$ 2,500.00 | \$ 5,000.00 |
| 6.9 | Remove Intake | EA | 5 | \$ 2,500.00 | \$ 12,500.00 | \$ 2,500.00 | \$ 12,500.00 | \$ 1,500.00 | \$ 7,500.00 | \$ 750.00 | \$ 3,750.00 |
| STREETS AND RELATED WORK | | | | | | | | | | | |
| 7.1 | PCC Full Depth Repair Patch | SY | 700 | \$ 110.00 | \$ 77,000.00 | \$ 140.00 | \$ 98,000.00 | \$ 150.00 | \$ 105,000.00 | \$ 115.00 | \$ 80,500.00 |
| 7.2 | Crack and Joint Cleaning and Filling, Hot Pour | LF | 210 | \$ 5.00 | \$ 1,050.00 | \$ 5.00 | \$ 1,050.00 | \$ 10.00 | \$ 2,100.00 | \$ 20.00 | \$ 4,200.00 |
| 7.3 | Removal of Driveway | SY | 19 | \$ 45.00 | \$ 855.00 | \$ 27.00 | \$ 513.00 | \$ 40.00 | \$ 760.00 | \$ 18.00 | \$ 342.00 |
| 7.4 | Driveway, Paved, PCC, 7" | SY | 19 | \$ 125.00 | \$ 2,375.00 | \$ 95.00 | \$ 1,805.00 | \$ 110.00 | \$ 2,090.00 | \$ 150.00 | \$ 2,850.00 |
| 7.5 | Subbase Over-excavation | TONS | 138 | \$ 45.00 | \$ 6,210.00 | \$ 50.00 | \$ 6,900.00 | \$ 60.00 | \$ 8,280.00 | \$ 42.50 | \$ 5,865.00 |
| TRAFFIC CONTROL | | | | | | | | | | | |
| 8.1 | Temporary Traffic Control | LS | 1 | \$ 11,000.00 | \$ 11,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 7,000.00 | \$ 7,000.00 |
| GENERAL PROVISIONS | | | | | | | | | | | |
| 11.1 | Mobilization | LS | 1 | \$ 18,000.00 | \$ 18,000.00 | \$ 15,000.00 | \$ 15,000.00 | \$ 20,000.00 | \$ 20,000.00 | \$ 178,000.00 | \$ 178,000.00 |
| TOTAL BASE BID: | | | | | \$ 217,916.00 | | \$ 208,859.00 | | \$ 224,992.00 | | \$ 355,095.00 |
| BID SECURITY: | | | | | | | 10% | | 10% | | 10% |
| BID ALTERNATE A | | | | | | | | | | | |
| EARTHWORK | | | | | | | | | | | |
| 2.1A | Subgrade Treatment, Geogrid, Rectangular | SY | 64 | \$ 6.00 | \$ 384.00 | \$ 6.00 | \$ 384.00 | \$ 7.00 | \$ 448.00 | \$ 13.00 | \$ 832.00 |
| STREETS AND RELATED WORK | | | | | | | | | | | |
| 7.1A | PCC Full Depth Repair Patch | SY | 254 | \$ 110.00 | \$ 27,940.00 | \$ 140.00 | \$ 35,560.00 | \$ 150.00 | \$ 38,100.00 | \$ 115.00 | \$ 29,210.00 |
| 7.2A | Crack and Joint Cleaning and Filling, Hot Pour | LF | 86 | \$ 5.00 | \$ 430.00 | \$ 5.00 | \$ 430.00 | \$ 10.00 | \$ 860.00 | \$ 20.00 | \$ 1,720.00 |
| 7.3A | Removal of Driveway | SY | 19 | \$ 45.00 | \$ 855.00 | \$ 27.00 | \$ 513.00 | \$ 40.00 | \$ 760.00 | \$ 18.00 | \$ 342.00 |
| 7.4A | Driveway, Paved, PCC, 6" | SY | 19 | \$ 125.00 | \$ 2,375.00 | \$ 95.00 | \$ 1,805.00 | \$ 110.00 | \$ 2,090.00 | \$ 150.00 | \$ 2,850.00 |
| 7.5A | Subbase Over-excavation | TONS | 53 | \$ 45.00 | \$ 2,385.00 | \$ 50.00 | \$ 2,650.00 | \$ 60.00 | \$ 3,180.00 | \$ 42.50 | \$ 2,252.50 |
| TRAFFIC CONTROL | | | | | | | | | | | |
| 8.1A | Temporary Traffic Control | LS | 1 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 2,000.00 | \$ 2,000.00 |
| GENERAL PROVISIONS | | | | | | | | | | | |
| 11.1A | Mobilization | LS | 1 | \$ 1,000.00 | \$ 1,000.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 1,100.00 | \$ 1,100.00 |
| TOTAL BID ALTERNATE A: | | | | | \$ 36,369.00 | | \$ 45,842.00 | | \$ 51,938.00 | | \$ 40,306.50 |
| BID SECURITY: | | | | | | | 10% | | 10% | | 10% |
| BID ALTERNATE B | | | | | | | | | | | |
| EARTHWORK | | | | | | | | | | | |
| 2.1B | Subgrade Treatment, Geogrid, Rectangular | SY | 35 | \$ 6.00 | \$ 210.00 | \$ 6.00 | \$ 210.00 | \$ 7.00 | \$ 245.00 | \$ 13.00 | \$ 455.00 |
| STREETS AND RELATED WORK | | | | | | | | | | | |
| 7.1B | PCC Full Depth Repair Patch | SY | 136 | \$ 110.00 | \$ 14,960.00 | \$ 140.00 | \$ 19,040.00 | \$ 150.00 | \$ 20,400.00 | \$ 115.00 | \$ 15,640.00 |
| 7.2B | Subbase Over-excavation | TONS | 28 | \$ 45.00 | \$ 1,260.00 | \$ 50.00 | \$ 1,400.00 | \$ 60.00 | \$ 1,680.00 | \$ 42.50 | \$ 1,190.00 |
| TRAFFIC CONTROL | | | | | | | | | | | |
| 8.1B | Temporary Traffic Control | LS | 1 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 400.00 | \$ 400.00 |
| GENERAL PROVISIONS | | | | | | | | | | | |
| 11.1B | Mobilization | LS | 1 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,600.00 | \$ 1,600.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 1,500.00 | \$ 1,500.00 |
| TOTAL BID ALTERNATE B: | | | | | \$ 18,430.00 | | \$ 23,250.00 | | \$ 25,825.00 | | \$ 19,185.00 |
| BID SECURITY: | | | | | | | 10% | | 10% | | 10% |

TABULATION OF BIDS

2024 Street Repairs Project

City of Polk City

Project No. 123.0771.01

Bid Date/Time: October 4, 2023 at 10:00 AM

| ITEM | DESCRIPTION | UNIT | QUANTITY | ENGINEER'S ESTIMATE | | 5 | | 6 | | 7 | |
|--|--|------|----------|---------------------|--------------|-------------------------|--------------|---------------------|--------------|---------------------|--------------|
| | | | | UNIT PRICE | TOTAL PRICE | CONCRETE CONNECTION LLC | | JASPER CONSTRUCTION | | CASTOR CONSTRUCTION | |
| | | | | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE |
| BID ALTERNATE C | | | | | | | | | | | |
| EARTHWORK | | | | | | | | | | | |
| 2.1C | Subgrade Treatment, Geogrid, Rectangular | SY | 46 | \$ 6.00 | \$ 276.00 | \$ 6.00 | \$ 276.00 | \$ 7.00 | \$ 322.00 | \$ 13.00 | \$ 598.00 |
| 2.2C | Special Backfill | TONS | 16 | \$ 100.00 | \$ 1,600.00 | \$ 35.00 | \$ 560.00 | \$ 35.00 | \$ 560.00 | \$ 35.00 | \$ 560.00 |
| STRUCTURES FOR SANITARY AND STORM | | | | | | | | | | | |
| 6.1C | Intake, SW-505, Top Only | EA | 1 | \$ 5,000.00 | \$ 5,000.00 | \$ 4,000.00 | \$ 4,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 2,000.00 | \$ 2,000.00 |
| 6.2C | Intake, SW-506, Top Only | EA | 1 | \$ 6,000.00 | \$ 6,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 7,500.00 | \$ 7,500.00 | \$ 5,000.00 | \$ 5,000.00 |
| STREETS AND RELATED WORK | | | | | | | | | | | |
| 7.1C | PCC Full Depth Repair Patch | SY | 184 | \$ 110.00 | \$ 20,240.00 | \$ 140.00 | \$ 25,760.00 | \$ 150.00 | \$ 27,600.00 | \$ 115.00 (5) | \$ 21,160.00 |
| 7.2C | Subbase Over-excavation | TONS | 38 | \$ 45.00 | \$ 1,710.00 | \$ 35.00 | \$ 1,330.00 | \$ 60.00 | \$ 2,280.00 | \$ 42.50 (6) | \$ 1,615.00 |
| TRAFFIC CONTROL | | | | | | | | | | | |
| 8.1C | Temporary Traffic Control | LS | 1 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 250.00 | \$ 250.00 |
| GENERAL PROVISIONS | | | | | | | | | | | |
| 11.1C | Mobilization | LS | 1 | \$ 1,000.00 | \$ 1,000.00 | \$ 2,800.00 | \$ 2,800.00 | \$ 4,500.00 | \$ 4,500.00 | \$ 300.00 | \$ 300.00 |
| TOTAL BID ALTERNATE C: | | | | | \$ 36,826.00 | | \$ 41,226.00 | | \$ 49,262.00 | (7) | \$ 31,483.00 |
| BID SECURITY: | | | | | | | 10% | | 10% | | 10% |
| BID ALTERNATE D | | | | | | | | | | | |
| EARTHWORK | | | | | | | | | | | |
| 2.1D | Subgrade Treatment, Geogrid, Rectangular | SY | 25 | \$ 6.00 | \$ 150.00 | \$ 6.00 | \$ 150.00 | \$ 7.00 | \$ 175.00 | \$ 13.00 | \$ 325.00 |
| STRUCTURES FOR SANITARY AND STORM | | | | | | | | | | | |
| 6.1D | Manhole Adjustment, Minor | EA | 1 | \$ 2,500.00 | \$ 2,500.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 4,000.00 | \$ 4,000.00 | \$ 2,500.00 | \$ 2,500.00 |
| STREETS AND RELATED WORK | | | | | | | | | | | |
| 7.1D | PCC Full Depth Repair Patch | SY | 99 | \$ 110.00 | \$ 10,890.00 | \$ 140.00 | \$ 13,860.00 | \$ 150.00 | \$ 14,850.00 | \$ 110.00 | \$ 10,890.00 |
| 7.2D | Crack and Joint Cleaning and Filling, Hot Pour | LF | 15 | \$ 5.00 | \$ 75.00 | \$ 5.00 | \$ 75.00 | \$ 10.00 | \$ 150.00 | \$ 40.00 | \$ 600.00 |
| 7.3D | Subbase Over-excavation | TONS | 21 | \$ 45.00 | \$ 945.00 | \$ 35.00 | \$ 735.00 | \$ 60.00 | \$ 1,260.00 | \$ 42.50 | \$ 892.50 |
| TRAFFIC CONTROL | | | | | | | | | | | |
| 8.1D | Temporary Traffic Control | LS | 1 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 400.00 | \$ 400.00 |
| GENERAL PROVISIONS | | | | | | | | | | | |
| 11.1D | Mobilization | LS | 1 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,300.00 | \$ 1,300.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,700.00 | \$ 2,700.00 |
| TOTAL BID ALTERNATE D: | | | | | \$ 16,560.00 | | \$ 19,120.00 | | \$ 23,935.00 | | \$ 18,307.50 |
| BID SECURITY: | | | | | | | 10% | | 10% | | 10% |
| BID ALTERNATE E | | | | | | | | | | | |
| EARTHWORK | | | | | | | | | | | |
| 2.1E | Subgrade Treatment, Geogrid, Rectangular | SY | 56 | \$ 6.00 | \$ 336.00 | \$ 6.00 | \$ 336.00 | \$ 7.00 | \$ 392.00 | \$ 13.00 | \$ 728.00 |
| STREETS AND RELATED WORK | | | | | | | | | | | |
| 7.1E | PCC Full Depth Repair Patch | SY | 223 | \$ 110.00 | \$ 24,530.00 | \$ 140.00 | \$ 31,220.00 | \$ 150.00 | \$ 33,450.00 | \$ 110.00 | \$ 24,530.00 |
| 7.2E | Subbase Over-excavation | TONS | 46 | \$ 45.00 | \$ 2,070.00 | \$ 35.00 | \$ 1,610.00 | \$ 60.00 | \$ 2,760.00 | \$ 42.50 | \$ 1,955.00 |
| TRAFFIC CONTROL | | | | | | | | | | | |
| 8.1E | Temporary Traffic Control | LS | 1 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 350.00 | \$ 350.00 |
| GENERAL PROVISIONS | | | | | | | | | | | |
| 11.1E | Mobilization | LS | 1 | \$ 1,000.00 | \$ 1,000.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 4,000.00 | \$ 4,000.00 | \$ 2,000.00 | \$ 2,000.00 |
| TOTAL BID ALTERNATE E: | | | | | \$ 28,936.00 | | \$ 36,666.00 | | \$ 42,102.00 | | \$ 29,563.00 |
| BID SECURITY: | | | | | | | 10% | | 10% | | 10% |

TABULATION OF BIDS

2024 Street Repairs Project

City of Polk City

Project No. 123.0771.01

Bid Date/Time: October 4, 2023 at 10:00 AM

| ITEM | DESCRIPTION | UNIT | QUANTITY | ENGINEER'S ESTIMATE | | 5 | | 6 | | 7 | |
|--|--|------|----------|---------------------|--------------|-------------------------|------------------|---------------------|--------------|---------------------|--------------|
| | | | | UNIT PRICE | TOTAL PRICE | CONCRETE CONNECTION LLC | TOTAL PRICE | JASPER CONSTRUCTION | TOTAL PRICE | CASTOR CONSTRUCTION | TOTAL PRICE |
| BID ALTERNATE F | | | | | | | | | | | |
| EARTHWORK | | | | | | | | | | | |
| 2.1F | Subgrade Treatment, Geogrid, Rectangular | SY | 91 | \$ 6.00 | \$ 546.00 | \$ 6.00 | \$ 546.00 | \$ 7.00 | \$ 637.00 | \$ 13.00 | \$ 1,183.00 |
| 2.2F | Special Backfill | TONS | 12 | \$ 100.00 | \$ 1,200.00 | \$ 35.00 | \$ 420.00 | \$ 35.00 | \$ 420.00 | \$ 35.00 | \$ 420.00 |
| STRUCTURES FOR SANITARY AND STORM | | | | | | | | | | | |
| 6.1F | Intake, SW-505, Top Only | EA | 2 | \$ 5,000.00 | \$ 10,000.00 | \$ 4,000.00 | \$ 8,000.00 | \$ 5,000.00 | \$ 10,000.00 | \$ 2,300.00 | \$ 4,600.00 |
| STREETS AND RELATED WORK | | | | | | | | | | | |
| 7.1F | PCC Full Depth Repair Patch | SY | 363 | \$ 110.00 | \$ 39,930.00 | \$ 140.00 | \$ 50,820.00 | \$ 150.00 | \$ 54,450.00 | \$ 100.00 | \$ 36,300.00 |
| 7.2F | Crack and Joint Cleaning and Filling, Hot Pour | LF | 40 | \$ 5.00 | \$ 200.00 | \$ 5.00 | \$ 200.00 | \$ 10.00 | \$ 400.00 | \$ 40.00 | \$ 1,600.00 |
| 7.3F | Subbase Over-excavation | TONS | 76 | \$ 45.00 | \$ 3,420.00 | \$ 35.00 | \$ 2,660.00 | \$ 60.00 | \$ 4,560.00 | \$ 42.50 | \$ 3,230.00 |
| TRAFFIC CONTROL | | | | | | | | | | | |
| 8.1F | Temporary Traffic Control | LS | 1 | \$ 1,000.00 | \$ 1,000.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 400.00 | \$ 400.00 |
| GENERAL PROVISIONS | | | | | | | | | | | |
| 11.1F | Mobilization | LS | 1 | \$ 1,000.00 | \$ 1,000.00 | \$ 4,891.00 | \$ 4,891.00 | \$ 7,000.00 | \$ 7,000.00 | \$ 2,800.00 | \$ 2,800.00 |
| TOTAL BID ALTERNATE F: | | | | | \$ 57,296.00 | | \$ 70,037.00 | | \$ 78,967.00 | | \$ 50,533.00 |
| BID SECURITY: | | | | | | | 10% | | 10% | | 10% |
| BID ALTERNATE G | | | | | | | | | | | |
| EARTHWORK | | | | | | | | | | | |
| 2.1G | Subgrade Treatment, Geogrid, Rectangular | SY | 26 | \$ 6.00 | \$ 156.00 | \$ 6.00 | \$ 156.00 | \$ 7.00 | \$ 182.00 | \$ 13.00 | \$ 338.00 |
| 2.2G | Special Backfill | TONS | 12 | \$ 100.00 | \$ 1,200.00 | \$ 35.00 | \$ 420.00 | \$ 35.00 | \$ 420.00 | \$ 35.00 | \$ 420.00 |
| STRUCTURES FOR SANITARY AND STORM | | | | | | | | | | | |
| 6.1G | Intake, SW-505, Top Only | EA | 2 | \$ 5,000.00 | \$ 10,000.00 | \$ 4,000.00 | \$ 8,000.00 | \$ 5,000.00 | \$ 10,000.00 | \$ 2,200.00 | \$ 4,400.00 |
| STREETS AND RELATED WORK | | | | | | | | | | | |
| 7.1G | PCC Full Depth Repair Patch | SY | 104 | \$ 110.00 | \$ 11,440.00 | \$ 140.00 | \$ 14,560.00 | \$ 150.00 | \$ 15,600.00 | \$ 95.00 | \$ 9,880.00 |
| 7.2G | Crack and Joint Cleaning and Filling, Hot Pour | LF | 16 | \$ 5.00 | \$ 80.00 | \$ 5.00 | \$ 80.00 | \$ 10.00 | \$ 160.00 | \$ 40.00 | \$ 640.00 |
| 7.3G | Subbase Over-excavation | TONS | 22 | \$ 45.00 | \$ 990.00 | \$ 35.00 | \$ 770.00 | \$ 60.00 | \$ 1,320.00 | \$ 35.00 | \$ 770.00 |
| TRAFFIC CONTROL | | | | | | | | | | | |
| 8.1G | Temporary Traffic Control | LS | 1 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 250.00 | \$ 250.00 |
| GENERAL PROVISIONS | | | | | | | | | | | |
| 11.1G | Mobilization | LS | 1 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,750.00 | \$ 1,750.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 1,750.00 | \$ 1,750.00 |
| TOTAL BID ALTERNATE G: | | | | | \$ 25,866.00 | | (4) \$ 26,736.00 | | \$ 32,182.00 | | \$ 18,448.00 |
| BID SECURITY: | | | | | | | 10% | | 10% | | 10% |

Notes

- 1- Extended bid price was incorrectly listed as \$8,250.00.00. Does not affect bid result.
- 2- Total bid price was incorrectly listed as \$207,271.00.00. Does not affect bid result.
- 3- Total bid price was incorrectly listed as \$47,550.00. Does not affect bid result.
- 4- Total bid price was incorrectly listed as \$26,646.00. Does not affect bid result.
- 5- Extended bid price was incorrectly listed as \$115.00. Does not affect bid result.
- 6- Extended bid price was incorrectly listed as \$42.50. Does not affect bid result.
- 7- Total bid price was incorrectly listed as \$8,865.50. Does not affect bid result.

_____ introduced the following resolution entitled
**“RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND
OPINION OF PROBABLE CONSTRUCTION COST”** and moved that the same be adopted.
_____ seconded the motion to adopt. The roll was called, and the vote was:

AYES: _____

NAYES: _____

Whereupon, the Mayor declared the following Resolution duly adopted:

RESOLUTION NO. 2023-116

**RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF
CONTRACT AND OPINION OF PROBABLE CONSTRUCTION COST.**

WHEREAS on the 11 day of September 2023, plans, specifications, form of contract and opinion of probable cost were filed with the Clerk for the construction of certain public improvements described in general as the 2024 Street Repairs Project; and

WHEREAS, notice of hearing on plans, specifications, form of contract and estimate of cost for said public improvements was published as required by law:

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

Section 1. That the said plans, specifications, form of contract and opinion of probable cost are hereby approved as the plans, specifications, form of contract and estimate of cost for said public improvements, as described in the preamble of this Resolution.

PASSED AND APPROVED this 9 day of October 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

_____ introduced the following resolution entitled “**RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT**” and moved that the same be adopted. _____ seconded the motion to adopt. The roll was called and the vote was:

AYES: _____

NAYES: _____

Whereupon, the Mayor declared the following Resolution duly adopted:

RESOLUTION NO. 2023-117

RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT.

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

Section 1. That the following bid for the construction of certain public improvements described in general as the 2024 Street Repairs Project, described in the plans and specifications heretofore adopted by this Council on October 9, 2023, be and are hereby accepted, the same being the lowest responsible bid received for said work, as follows:

Contractor: Brothers Cleaning Corporation
Amount of bid: \$181,951.00 Base Bid
\$19,580.00 Bid Alternate D (421 Tyler Street)
\$201,531.00 = Total
Portion of project: All Construction Work

Section 2. That the Mayor and Clerk are hereby directed to execute contract with the contractor for the construction of said public improvements, said contract not to be binding on the City until approved by this Council.

PASSED AND APPROVED this 9 day of October 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

The following documents must be submitted as printed. No alterations, additions, or deletions are allowed. If the Bidder notes a requirement in the contract documents that the Bidder believes will require a conditioned or unsolicited alternate bid, the Bidder must immediately notify the Engineer in writing. The Engineer will issue any necessary interpretation by an addendum.

PROPOSAL

PROPOSAL: PART A – SCOPE

The City of Polk City Iowa, hereinafter called the "Jurisdiction," has need of a qualified contractor to complete the work comprising the below referenced improvement. The undersigned Bidder hereby proposes to complete the work comprising the below referenced improvement as specified in the contract documents, which are officially on file with the Jurisdiction, in the office of the City Clerk, at the prices hereinafter provided in Part C of the Proposal, for the following described improvements:

PROJECT DESCRIPTION:

The Project includes the full depth PCC replacement of public streets, PCC driveway approach replacement, and PCC crack sealing at various locations in Polk City, Iowa. The Project consists of approximately 700 SY of PCC Full Depth Repair, modifications to ten (10) storm sewer structures, adjustments to two (2) sanitary sewer manholes, and associated work.

PROPOSAL: PART B – ACKNOWLEDGMENT OF ADDENDA

The Bidder hereby acknowledges that all addenda become a part of the contract documents when issued, and that each such addendum has been received and utilized in the preparation of this bid. The Bidder hereby acknowledges receipt of the following addenda by inserting the number of each addendum in the blanks below:

ADDENDUM NUMBER _____ ADDENDUM NUMBER _____

ADDENDUM NUMBER _____ ADDENDUM NUMBER _____

and certifies that said addenda were utilized in the preparation of this bid.

PROPOSAL: PART C – BID ITEMS, QUANTITIES, AND PRICES

UNIT BID PRICE CONTRACTS: The Bidder must provide the Unit Bid Price, the Total Bid Price, any Alternate Prices, and the Total Construction Costs on the Proposal Attachment: Part C – Bid Items, Quantities, and Prices. In case of discrepancy, the Unit Bid Price governs. The quantities shown on the Proposal Attachment: Part C – Bid Items, Quantities, and Prices are approximate only, but are considered sufficiently adequate for the purpose of comparing bids. The Total Construction Cost plus any alternates selected by the Jurisdiction, shall be used only for comparison of bids. The Total Construction Cost, including any Add-Alternates, shall be used for determining the sufficiency of the bid security.

BASE BID CONTRACTS: The Bidder must provide any Bid Prices, any Alternate Prices, and the Total of the Base Bid plus any Add-Alternates on the Proposal Attachment: Part C – Bid Items, Quantities, and Prices. The Total of the Base bid plus any Alternates selected by the Jurisdiction shall be used only for comparison of bids. The Total of the Base Bid plus any Add-Alternates shall be used for determining the sufficiency of the bid security.

PROPOSAL: PART D – GENERAL

The Bidder hereby acknowledges that the Jurisdiction, in advertising for public bids for this project, reserves the right to:

1. Reject any or all bids. Award of the contract, if any, to be to the lowest responsible, responsive bidder; and
2. Reject any or all alternates in determining the items to be included in the contract. Designation of the lowest responsible, responsive bidder to be based on comparison of the total bid plus any selected alternates; and
3. Make such alterations in the contract documents or in the proposal quantities as it determines necessary in accordance with the contract documents after execution of the contract. Such alterations shall not be considered a waiver of any conditions of the contract documents, and shall not invalidate any of the provisions thereof; and

The Bidder hereby agrees to:

1. Enter into a contract, if this proposal is selected, in the form approved by the Jurisdiction, provide proof of registration with the Iowa Division of Labor in accordance with Chapter 91C of the Iowa Code, and furnish a performance, maintenance, and payment bond; and
2. Forfeit bid security, not as a penalty but as liquidated damages, upon failure to enter into such contract and/or to furnish said bond; and
3. Commence the work on this project on or before a date to be specified in a written notice to proceed by the Jurisdiction, and to fully complete the project and to pay liquidated damages for noncompliance with said completion provisions at the rate of Five Hundred dollars (\$500.00) for each calendar day thereafter that the work remains incomplete.

PROPOSAL: PART E – NON-COLLUSION AFFIDAVIT

The Bidder hereby certifies:

1. That this proposal is not affected by, contingent on, or dependent on any other proposal submitted for any improvement with the Jurisdiction; and
2. That no individual employed by the Bidder has employed any person to solicit or procure the work on this project, nor will any employee of the Bidder make any payment or agreement for payment of any compensation in connection with the procurement of this project; and
3. That no part of the bid price received by the Bidder was or will be paid to any person, corporation, firm, association, or other organization for soliciting the bid, other than the payment of their normal compensation to persons regularly employed by the Bidder whose services in connection with the construction of the project were in the regular course of their duties for the Bidder; and
4. That this proposal is genuine and not collusive or sham; that the Bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to submit a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought, by agreement or collusion, or communication or conference, with any person, to fix the bid price of the Bidder or of any other bidder, and that all statements in this proposal are true; and
5. That the individual(s) executing this proposal have the authority to execute this proposal on behalf of the Bidder.

PROPOSAL: PART F – ADDITIONAL REQUIREMENTS

The Bidder hereby agrees to comply with the additional requirements listed below that are included in this proposal and identified as proposal attachments:

| <u>ITEM NO.</u> | <u>DESCRIPTION OF ATTACHMENT</u> |
|-----------------|----------------------------------|
| 1. | Part C- Bid Schedule |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |

PROSECUTION AND PROGRESS OF THE WORK

1. The Work is located in the City of Polk City. Work on Sundays or legal holidays require approval of the City.
2. Time is of the essence in this project. The Contractor will be required to work a minimum of five (5) days per week, weather permitting.
3. Allowable working hours are between 7:00 am and 7:00 pm.

PROPOSAL: PART G - IDENTITY OF BIDDER

The Bidder shall indicate whether the bid is submitted by a/an:

- Individual, Sole Proprietorship
- Partnership
- Corporation
- Limited Liability Company
- Joint-venture: all parties must join-in and execute all documents
- Other

The Bidder shall enter its Public Registration Number C 1 1 2 8 - 6 3 issued By the Iowa Commissioner of Labor Pursuant Section 91C.5 of the Iowa Code.

Failure to provide said Registration Number shall result in the bid being read under advisement. A contract will not be executed until the Contractor is registered.

Brothers Concrete
Bidder

JOSE VALERO
Signature

By Jose Valero
Name (Print/Type)

OWNER
Title

4000 Colfax Ave
Street Address

Des Moines, IA, 50317
City, State, Zip Code

515-554-5302
Telephone Number

Type or print the name and title of the company's owner, president, CEO, etc. if a different person than entered above

Name

Title

NOTE: The signature on this proposal must be an original signature in ink; copies, facsimiles, or electronic signatures will not be accepted.

PROPOSAL ATTACHMENT: PART C

Project Name: 2024 Street Repairs Project

PROPOSAL

PROPOSAL ATTACHMENT: PART C – BID ITEMS, QUANTITIES, AND PRICES

This is a UNIT BID PRICE CONTRACT. The bidder must provide the Bid Price(s), any Alternate Price(s), and the Total of the Base Bid plus any Add-Alternates in this Proposal Attachment: Part C – Bid Items, Quantities, and Prices the total of the base bid plus any alternates selected by the Jurisdiction shall be used only for comparison of bids. The total of the Base Bid plus any Add-Alternates shall be used for determining the sufficiency of the bid security.

| ITEM | DESCRIPTION | UNITS | QUANTITY | UNIT PRICE | TOTAL PRICE |
|--|------------------------------|-------|----------|------------|-------------|
| 2 EARTHWORK | | | | | |
| | Subgrade Treatment, Geogrid, | | | | |
| 2.1 | Triangular | SY | 171 | \$ 6 | \$ 1,026 |
| 2.2 | Special Backfill | TON | 59 | \$ 55 | \$ 3,245 |
| 6 STRUCTURES FOR SANITARY AND STORM | | | | | |
| 6.1 | Intake, SW-501, Top Only | EA | 1 | \$ 2,150 | \$ 2,150 |
| 6.2 | Intake, SW-505, Top Only | EA | 3 | \$ 2,450 | \$ 7,350 |
| 6.3 | Intake, SW-507, Top-Only | EA | 1 | \$ 2,450 | \$ 2,450 |
| 6.4 | Intake, SW-501 | EA | 2 | \$ 6,200 | \$ 12,400 |
| 6.5 | Intake, SW-503 | EA | 1 | \$ 8,600 | \$ 8,600 |
| 6.6 | Intake, SW-506 | EA | 1 | \$ 11,200 | \$ 11,200 |
| 6.7 | Intake, SW-507 | EA | 1 | \$ 8,500 | \$ 8,500 |
| 6.8 | Manhole Adjustment, Minor | EA | 2 | \$ 2,250 | \$ 4,500 |
| 6.9 | Remove Intake | EA | 5 | \$ 1,850 | \$ 9,250 |
| 7 STREETS AND RELATED WORK | | | | | |
| 7.1 | PCC Full Depth Repair Patch | SY | 700 | \$ 105 | \$ 73,500 |
| | Crack and Joint Cleaning and | | | | |
| 7.2 | Filling, Hot Pour | LF | 210 | \$ 21 | \$ 4,410 |
| 7.3 | Removal of Driveway | SY | 19 | \$ 65 | \$ 1,235 |
| 7.4 | Driveway, Paved, PCC, 7" | SY | 19 | \$ 95 | \$ 1,805 |
| 7.5 | Subbase Over-Excavation | TONS | 138 | \$ 35 | \$ 4,830 |

| | | | | | |
|---|---------------------------|----|---|-----------|-------------------|
| 8 TRAFFIC CONTROL | | | | | |
| 8.1 | Temporary Traffic Control | LS | 1 | \$ 5,500 | \$ 5,500 |
| 11 GENERAL PROVISIONS | | | | | |
| 11.1 | Mobilization | LS | 1 | \$ 20,000 | \$ 20,000 |
| TOTAL CONSTRUCTION COST BASE BID | | | | | \$ 181,951 |

| ITEM | DESCRIPTION | UNITS | QUANTITY | UNIT PRICE | TOTAL PRICE |
|--|---------------------------|-------|----------|------------|------------------|
| 2 EARTHWORK | | | | | |
| Subgrade Treatment, Geogrid, | | | | | |
| 2.1A | Triangular | SY | 64 | \$ 6 | \$ 3 |
| STREETS AND RELATED | | | | | |
| 7 WORK | | | | | |
| 7.1A | PCC Full Depth Patch | SY | 254 | \$ 105 | \$ 26,670 |
| Crack and Joint Cleaning and | | | | | |
| 7.2A | Filling, Hot Pour | LF | 86 | \$ 15 | \$ 1,290 |
| 7.3A | Removal of Driveway | SY | 19 | \$ 65 | \$ 1,235 |
| 7.4A | Driveway, Pavcd, PCC, 7" | SY | 19 | \$ 95 | \$ 1,805 |
| 7.5A | Subbase Over-Excavation | TONS | 53 | \$ 35 | \$ 1,855 |
| 8 TRAFFIC CONTROL | | | | | |
| 8.1A | Temporary Traffic Control | LS | 1 | \$ 2,200 | \$ 2,200 |
| 11 GENERAL PROVISIONS | | | | | |
| 11.1A | Mobilization | LS | 1 | \$ 3,500 | \$ 3,500 |
| TOTAL CONSTRUCTION COST BID ALTERNATE A | | | | | \$ 38,939 |

| ITEM | DESCRIPTION | UNITS | QUANTITY | UNIT PRICE | TOTAL PRICE |
|------------------------------|---------------------------|-------|----------|------------|-------------|
| 2 EARTHWORK | | | | | |
| Subgrade Treatment, Geogrid, | | | | | |
| 2.1B | Rectangular | SY | 35 | \$ 6.0 | \$ 210 |
| STREETS AND RELATED | | | | | |
| 7 WORK | | | | | |
| 7.1B | PCC Full Depth Patch | SY | 136 | \$ 105 | \$ 14,280 |
| 7.2B | Subbase Over-Excavation | SY | 28 | \$ 35 | \$ 980 |
| 8 TRAFFIC CONTROL | | | | | |
| 8.1B | Temporary Traffic Control | LS | 1 | \$ 2,200 | \$ 2,200 |

| 11 GENERAL PROVISIONS | | | | | |
|-----------------------|--------------|----|---|----------|----------|
| 11.1B | Mobilization | LS | 1 | \$ 3,500 | \$ 3,500 |

TOTAL CONSTRUCTION COST BID ALTERNATE B \$ 21,170

| ITEM | DESCRIPTION | UNITS | QUANTITY | UNIT PRICE | TOTAL PRICE |
|--|------------------------------|-------|----------|------------|-------------|
| 2 EARTHWORK | | | | | |
| | Subgrade Treatment, Geogrid, | | | | |
| 2.1C | Triangular | SY | 46 | \$ 6 | \$ 276 |
| 2.2C | Special Backfill | TONS | 16 | \$ 55 | \$ 880 |
| 6 STRUCTURES FOR SANITARY AND STORM | | | | | |
| 6.1C | Intake, SW-505, Top Only | EA | 1 | \$ 2,450 | \$ 2,450 |
| 6.2C | Intake, SW-506, Top-Only | EA | 1 | \$ 2,450 | \$ 2,450 |
| 7 STREETS AND RELATED WORK | | | | | |
| 7.1C | PCC Full Depth Repair Patch | SY | 184 | \$ 105 | \$ 19,320 |
| 7.2C | Subbase Over-Excavation | TONS | 38 | \$ 35 | \$ 1,330 |
| 8 TRAFFIC CONTROL | | | | | |
| 8.1C | Temporary Traffic Control | LS | 1 | \$ 2,200 | \$ 2,200 |
| 11 GENERAL PROVISIONS | | | | | |
| 11.1C | Mobilization | LS | 1 | \$ 3,500 | \$ 3,500 |

TOTAL CONSTRUCTION COST BID ALTERNATE C \$ 32,406

| ITEM | DESCRIPTION | UNITS | QUANTITY | UNIT PRICE | TOTAL PRICE |
|--|--|-------|----------|------------|-------------|
| 2 EARTHWORK | | | | | |
| | Subgrade Treatment, Geogrid, | | | | |
| 2.1D | Triangular | SY | 25 | \$ 6 | \$ 350 |
| 6 STRUCTURES FOR SANITARY AND STORM | | | | | |
| 6.1D | Manhole Adjustment, Minor | EA | 1 | \$ 1,850 | \$ 1,850 |
| 7 STREETS AND RELATED WORK | | | | | |
| 7.1D | PCC Full Depth Repair Patch | SY | 99 | \$ 105 | \$ 10,395 |
| 7.2D | Crack and Joint Cleaning and Filling, Hot Pour | LF | 15 | \$ 50 | \$ 750 |
| 7.3D | Subbase Over-Excavation | TONS | 21 | \$ 35 | \$ 735 |

| | | | | | |
|--|---------------------------|----|---|----------|------------------|
| 8 TRAFFIC CONTROL | | | | | |
| 8.1D | Temporary Traffic Control | LS | 1 | \$ 2,200 | \$ 2,200 |
| 11 GENERAL PROVISIONS | | | | | |
| 11.1D | Mobilization | LS | 1 | \$ 3,500 | \$ 3,500 |
| TOTAL CONSTRUCTION COST BID ALTERNATE D | | | | | \$ 19,580 |

| ITEM | DESCRIPTION | UNITS | QUANTITY | UNIT PRICE | TOTAL PRICE |
|--|-----------------------------|-------|----------|------------|------------------|
| 2 EARTHWORK | | | | | |
| Subgrade Treatment, Geogrid, | | | | | |
| 2.1E | Triangular | SY | 56 | \$ 6 | \$ 336 |
| STREETS AND RELATED WORK | | | | | |
| 7.1E | PCC Full Depth Repair Patch | SY | 223 | \$ 105 | \$ 23,415 |
| 7.2E | Subbase Over-Excavation | TONS | 46 | \$ 35 | \$ 1,610 |
| 8 TRAFFIC CONTROL | | | | | |
| 8.1E | Temporary Traffic Control | LS | 1 | \$ 2,200 | \$ 2,200 |
| 11 GENERAL PROVISIONS | | | | | |
| 11.1E | Mobilization | LS | 1 | \$ 3,500 | \$ 3,500 |
| TOTAL CONSTRUCTION COST BID ALTERNATE E | | | | | \$ 31,061 |

| ITEM | DESCRIPTION | UNITS | QUANTITY | UNIT PRICE | TOTAL PRICE |
|--|---|-------|----------|------------|-------------|
| 2 EARTHWORK | | | | | |
| Subgrade Treatment, Geogrid, | | | | | |
| 2.1F | Triangular | SY | 91 | \$ 6 | \$ 546 |
| 2.2F | Special Backfill | TON | 12 | \$ 65 | \$ 780 |
| STRUCTURES FOR SANITARY AND STORM | | | | | |
| 6.1F | Intake, SW-505, Top Only | EA | 2 | \$ 1,950 | \$ 3,900 |
| STREETS AND RELATED WORK | | | | | |
| 7.1F | PCC Full Depth Repair Patch Crack and Joint Cleaning and | SY | 363 | \$ 105 | \$ 38,115 |
| 7.2F | Filling, Hot Pour | LF | 40 | \$ 35 | \$ 1,400 |
| 7.3F | Subbase Over-Excavation | TONS | 76 | \$ 35 | \$ 2,660 |
| 8 TRAFFIC CONTROL | | | | | |
| 8.1F | Temporary Traffic Control | LS | 1 | \$ 2,200 | \$ 2,200 |

| ITEM | DESCRIPTION | UNITS | QUANTITY | UNIT PRICE | TOTAL PRICE |
|------------------------------|--------------|-------|----------|-----------------|-----------------|
| 11 GENERAL PROVISIONS | | | | | |
| 11.1F | Mobilization | LS | 1 | \$ <u>3,500</u> | \$ <u>3,500</u> |

TOTAL CONSTRUCTION BID ALTERNATE F \$ 53,101

| ITEM | DESCRIPTION | UNITS | QUANTITY | UNIT PRICE | TOTAL PRICE |
|--|---|-------|----------|-----------------|------------------|
| 2 EARTHWORK | | | | | |
| Subgrade Treatment, Geogrid, | | | | | |
| 2.1G | Triangular | SY | 26 | \$ <u>6</u> | \$ <u>156</u> |
| 2.2G | Special Backfill | TON | 12 | \$ <u>65</u> | \$ <u>780</u> |
| 6 STRUCTURES FOR SANITARY AND STORM | | | | | |
| 6.1G | Intake, SW-505, Top Only | EA | 2 | \$ <u>1,950</u> | \$ <u>3,900</u> |
| 7 STREETS AND RELATED WORK | | | | | |
| 7.1G | PCC Full Depth Repair Patch Crack and Joint Cleaning and | SY | 104 | \$ <u>105</u> | \$ <u>10,920</u> |
| 7.2G | Filling, Hot Pour | LF | 16 | \$ <u>50</u> | \$ <u>800</u> |
| 7.3G | Subbase Over-Excavation | TONS | 22 | \$ <u>35</u> | \$ <u>770</u> |
| 8 TRAFFIC CONTROL | | | | | |
| 8.1G | Temporary Traffic Control | LS | 1 | \$ <u>2,200</u> | \$ <u>2,200</u> |
| 11 GENERAL PROVISIONS | | | | | |
| 11.1G | Mobilization | LS | 1 | \$ <u>3,500</u> | \$ <u>3,500</u> |

TOTAL CONSTRUCTION BID ALTERNATE G \$ 23,026

Worksheet: Authorization to Transact Business

This worksheet may be used to help complete Part A of the Resident Bidder Status form. If at least one of the following describes your business, you are authorized to transact business in Iowa.

- Yes No My business is currently registered as a contractor with the Iowa Division of Labor.
- Yes No My business is a sole proprietorship and I am an Iowa resident for Iowa income tax purposes.
- Yes No My business is a general partnership or joint venture. More than 50 percent of the general partners or joint venture parties are residents of Iowa for Iowa income tax purposes.
- Yes No My business is an active corporation with the Iowa Secretary of State and has paid all fees required by the Secretary of State, has filed its most recent biennial report, and has not filed articles of dissolution.
- Yes No My business is a corporation whose articles of incorporation are filed in a state other than Iowa, the corporation has received a certificate of authority from the Iowa Secretary of State, has filed its most recent biennial report with the Secretary of State, and has neither received a certificate of withdrawal from the Secretary of state nor had its authority revoked.
- Yes No My business is a limited liability partnership which has filed a statement of qualification in this state and the statement has not been canceled.
- Yes No My business is a limited liability partnership which has filed a statement of qualification in a state other than Iowa, has filed a statement of foreign qualification in Iowa and a statement of cancellation has not been filed.
- Yes No My business is a limited partnership or limited liability limited partnership which has filed a certificate of limited partnership in this state, and has not filed a statement of termination.
- Yes No My business is a limited partnership or a limited liability limited partnership whose certificate of limited partnership is filed in a state other than Iowa, the limited partnership or limited liability limited partnership has received notification from the Iowa Secretary of state that the application for certificate of authority has been approved and no notice of cancellation has been filed by the limited partnership or the limited liability limited partnership.
- Yes No My business is a limited liability company whose certificate of organization is filed in Iowa and has not filed a statement of termination.
- Yes No My business is a limited liability company whose certificate of organization is filed in a state other than Iowa, has received a certificate of authority to transact business in Iowa and the certificate has not been revoked or canceled.

All bidders must submit the following completed form to the governmental body requesting bids per 875 Iowa Administrative Code Chapter 156.

Bidder Status Form

To be completed by all bidders

Part A

Please answer "Yes" or "No" for each of the following:

- Yes No My company is authorized to transact business in Iowa.
(To help you determine if your company is authorized, please review the worksheet on the next page).
- Yes No My company has an office to transact business in Iowa.
- Yes No My company's office in Iowa is suitable for more than receiving mail, telephone calls, and e-mail.
- Yes No My company has been conducting business in Iowa for at least 3 years prior to the first request for bids on this project.
- Yes No My company is not a subsidiary of another business entity or my company is a subsidiary of another business entity that would qualify as a resident bidder in Iowa.

If you answered "Yes" for each question above, your company qualifies as a resident bidder. Please complete Parts B and D of this form.

If you answered "No" to one or more questions above, your company is a non-resident bidder. Please complete Parts C and D of this form.

To be completed by resident bidders

Part B

My company has maintained offices in Iowa during the past 3 years at the following addresses:

Dates: 6/26/2019 to Present Address: 4000 Colfax Ave
(mm/dd/yyyy) City, State, Zip: Des Moines, IA, 50317

Dates: _____ to _____ Address: _____
(mm/dd/yyyy) City, State, Zip: _____

Dates: _____ to _____ Address: _____
(mm/dd/yyyy) City, State, Zip: _____

You may attach additional sheet(s) if needed.

To be completed by non-resident bidders

Part C

- Name of home state or foreign country reported to the Iowa Secretary of State:

- Does your company's home state or foreign country offer preferences to bidders who are residents? Yes No
- If you answered "Yes" to question 2, identify each preference offered by your company's home state or foreign country and the appropriate legal citation.

You may attach additional sheet(s) if needed.

To be completed by all bidders

Part D

I certify that the statements made on this document are true and complete to the best of my knowledge and I know that my failure to provide accurate and truthful information may be a reason to reject my bid.

Firm Name: Brothers Concrete
Signature: JOSE VALERO Date: 10/4/2023

BID BOND

KNOW ALL BY THESE PRESENTS:

That we, Brothers Cleaning Corporation DBA Brothers Concrete, as Principal, and Great Midwest Insurance Company, as Surety, are held and firmly bound unto City of Polk City, Iowa, as Obligee, (hereinafter referred to as "the Jurisdiction"), in the penal sum of Ten Percent (10%) of the Total Bid Amount dollars (\$ _____), or 10% percent of the amount bid in lawful money of the United States, for which payment said Principal and Surety bind themselves, their heirs, executors, administrators, successors, and assigns jointly and severally, firmly by these presents.

The condition of the above obligation is such that whereas the Principal has submitted to the Jurisdiction a certain proposal, in a separate envelope, and hereby made a part hereof, to enter into a contract in writing, for the following described improvements;

2024 STREET REPAIRS PROJECT

The Project includes the full depth PCC replacement of public streets, PCC driveway approach replacement, and PCC crack sealing at various locations in Polk City, Iowa. The Project consists of approximately 700 SY of PCC Full Depth Repair, modifications to ten (10) storm sewer structures, adjustments to two (2) sanitary sewer manholes, and associated work.

The Surety hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Jurisdiction may accept such bid or execute such Contract; and said Surety does hereby waive notice of any such extension.

In the event that any actions or proceedings are initiated with respect to this Bond, the parties agree that the venue thereof shall be Polk County, State of Iowa. If legal action is required by the Jurisdiction against the Surety or Principal to enforce the provisions of the bond or to collect the monetary obligation incurring to the benefit of the Jurisdiction, the Surety or Principal agrees to pay the Jurisdiction all damages, costs, and attorney fees incurred by enforcing any of the provisions of this Bond. All rights, powers, and remedies of the Jurisdiction hereunder shall be cumulative and not alternative and shall be in addition to all rights, powers and remedies given to the Jurisdiction, by law. The Jurisdiction may proceed against Surety for any amount guaranteed hereunder whether action is brought against Principal or whether Principal is joined in any such action or actions or not.

NOW, THEREFORE, if said proposal by the Principal be accepted, and the Principal shall enter into a contract with Jurisdiction in accordance with the terms of such proposal, including the provision of insurance and of a bond as may be specified in the contract documents, with good and sufficient surety for the faithful performance of such contract, for the prompt payment of labor and material furnished in the prosecution thereof, and for the maintenance of said improvements as may be required therein, then this obligation shall become null and void; otherwise, the Principal shall pay to the Jurisdiction the full amount of the bid bond, together with court costs, attorney's fees, and any other expense of recovery.

(CONT. BID BOND)

S&A Project No. 123.0771.01

Signed and sealed this 4th day of October, 20 23.

SURETY:

Brothers Cleaning Corporation DBA Brothers Concrete

By 
Surety Company

Signature Attorney-in-Fact/Officer

Zach Matter

Printed Name of Attorney-in-Fact/Officer

Zip Bonds, LLC

Company Name

3737 Woodland Ave. Suite 505

Company Address

West Des Moines, IA 50266

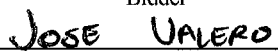
City, State, Zip Code

888-435-4191

Company Telephone Number

PRINCIPAL:

Great Midwest Insurance Company

By 
Bidder

Signature

JOSE VALERO

Printed Name

OWNER

Title

800 Gessner Rd. Suite 600

Address

Houston, TX 77024

City, State, Zip Code

713-973-0226

Telephone Number

NOTE: All signatures on this bid bond must be original signatures in ink; copies, facsimile, or electronic signatures will not be accepted. This bond must be sealed with the Surety's raised, embossing seal. The Certificate or Power of Attorney accompanying this bond must be valid on its face and sealed with the Surety's raised, embossing seal.

POWER OF ATTORNEY
Great Midwest Insurance Company

KNOW ALL MEN BY THESE PRESENTS, that **GREAT MIDWEST INSURANCE COMPANY**, a Texas Corporation, with its principal office in Houston, TX, does hereby constitute and appoint:

Zach Matter, Zach Mefferd, Tina Bockholt, Ryan Swalve, Havilah Watson, Jimmy Brown

its true and lawful Attorney(s)-In-Fact to make, execute, seal and deliver for, and on its behalf as surety, any and all bonds, undertakings or other writings obligatory in nature of a bond.

This authority is made under and by the authority of a resolution which was passed by the Board of Directors of **GREAT MIDWEST INSURANCE COMPANY**, on the 1st day of October, 2018 as follows:

Resolved, that the President, or any officer, be and hereby is, authorized to appoint and empower any representative of the Company or other person or persons as Attorney-In-Fact to execute on behalf of the Company any bonds, undertakings, policies, contracts of indemnity or other writings obligatory in nature of a bond not to exceed Ten Million dollars (\$10,000,000.00), which the Company might execute through its duly elected officers, and affix the seal of the Company thereto. Any said execution of such documents by an Attorney-In-Fact shall be as binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company. Any Attorney-In-Fact, so appointed, may be removed in the Company's sole discretion and the authority so granted may be revoked as specified in the Power of Attorney.

Resolved, that the signature of the President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary, and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power or certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certificate so executed and sealed shall, with respect to any bond of undertaking to which it is attached, continue to be valid and binding on the Company.

IN WITNESS THEREOF, **GREAT MIDWEST INSURANCE COMPANY**, has caused this instrument to be signed by its President, and its Corporate Seal to be affixed this 11th day of February, 2021.

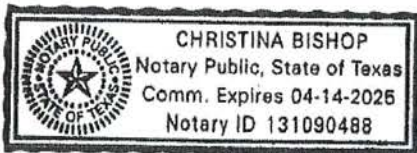


GREAT MIDWEST INSURANCE COMPANY

BY Mark W. Haushill
Mark W. Haushill
President

ACKNOWLEDGEMENT

On this 11th day of February, 2021, before me, personally came Mark W. Haushill to me known, who being duly sworn, did depose and say that he is the President of **GREAT MIDWEST INSURANCE COMPANY**, the corporation described in and which executed the above instrument; that he executed said instrument on behalf of the corporation by authority of his office under the By-laws of said corporation.



BY Christina Bishop
Christina Bishop
Notary Public

CERTIFICATE

I, the undersigned, Secretary of **GREAT MIDWEST INSURANCE COMPANY**, A Texas Insurance Company, DO HEREBY CERTIFY that the original Power of Attorney of which the foregoing is a true and correct copy, is in full force and effect and has not been revoked and the resolutions as set forth are now in force.

Signed and Sealed at Houston, TX this 4th Day of October, 2023.



BY Leslie K. Shaunty
Leslie K. Shaunty
Secretary

"WARNING: Any person who knowingly and with intent to defraud any insurance company or other person, files and application for insurance of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

BID BOND

KNOW ALL BY THESE PRESENTS:

That we, Brothers Cleaning Corporation DBA Brothers Concrete, as Principal, and Great Midwest Insurance Company, as Surety, are held and firmly bound unto City of Polk City, Iowa, as Obligee, (hereinafter referred to as "the Jurisdiction"), in the penal sum of Ten Percent (10%) of the Total Bid Amount dollars (\$ _____), or 10% percent of the amount bid in lawful money of the United States, for which payment said Principal and Surety bind themselves, their heirs, executors, administrators, successors, and assigns jointly and severally, firmly by these presents.

The condition of the above obligation is such that whereas the Principal has submitted to the Jurisdiction a certain proposal, in a separate envelope, and hereby made a part hereof, to enter into a contract in writing, for the following described improvements;

2024 STREET REPAIRS PROJECT

The Project includes the full depth PCC replacement of public streets, PCC driveway approach replacement, and PCC crack sealing at various locations in Polk City, Iowa. The Project consists of approximately 700 SY of PCC Full Depth Repair, modifications to ten (10) storm sewer structures, adjustments to two (2) sanitary sewer manholes, and associated work.

The Surety hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Jurisdiction may accept such bid or execute such Contract; and said Surety does hereby waive notice of any such extension.

In the event that any actions or proceedings are initiated with respect to this Bond, the parties agree that the venue thereof shall be Polk County, State of Iowa. If legal action is required by the Jurisdiction against the Surety or Principal to enforce the provisions of the bond or to collect the monetary obligation incurring to the benefit of the Jurisdiction, the Surety or Principal agrees to pay the Jurisdiction all damages, costs, and attorney fees incurred by enforcing any of the provisions of this Bond. All rights, powers, and remedies of the Jurisdiction hereunder shall be cumulative and not alternative and shall be in addition to all rights, powers and remedies given to the Jurisdiction, by law. The Jurisdiction may proceed against Surety for any amount guaranteed hereunder whether action is brought against Principal or whether Principal is joined in any such action or actions or not.

NOW, THEREFORE, if said proposal by the Principal be accepted, and the Principal shall enter into a contract with Jurisdiction in accordance with the terms of such proposal, including the provision of insurance and of a bond as may be specified in the contract documents, with good and sufficient surety for the faithful performance of such contract, for the prompt payment of labor and material furnished in the prosecution thereof, and for the maintenance of said improvements as may be required therein, then this obligation shall become null and void; otherwise, the Principal shall pay to the Jurisdiction the full amount of the bid bond, together with court costs, attorney's fees, and any other expense of recovery.

(CONT. BID BOND)

S&A Project No. 123.0771.01

Signed and sealed this 4th day of October, 20 23.

SURETY:

PRINCIPAL:

Brothers Cleaning Corporation DBA Brothers Concrete
 Surety Company
 By [Signature]
 Signature Attorney-in-Fact/Officer
 Zach Matter
 Printed Name of Attorney-in-Fact/Officer
 Zip Bonds, LLC
 Company Name
 3737 Woodland Ave. Suite 505
 Company Address
 West Des Moines, IA 50266
 City, State, Zip Code
 888-435-4191
 Company Telephone Number

Great Midwest Insurance Company
 Bidder
 By JOSE VALERO
 Signature
JOSE VALERO
 Printed Name
 OWNER
 Title
 800 Gessner Rd. Suite 600
 Address
 Houston, TX 77024
 City, State, Zip Code
 713-973-0226
 Telephone Number

NOTE: All signatures on this bid bond must be original signatures in ink; copies, facsimile, or electronic signatures will not be accepted. This bond must be sealed with the Surety's raised, embossing seal. The Certificate or Power of Attorney accompanying this bond must be valid on its face and sealed with the Surety's raised, embossing seal.

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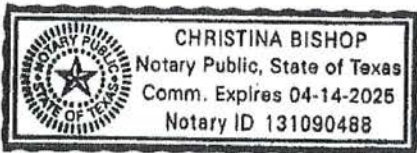


GREAT MIDWEST INSURANCE COMPANY

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BY Christina Bishop
Christina Bishop
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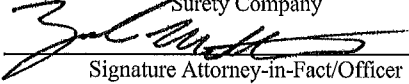
(CONT. BID BOND)

S&A Project No. 123.0771.01

Signed and sealed this 4th day of October, 2023.

SURETY:

Brothers Cleaning Corporation DBA Brothers Concrete

By 
Surety Company
Signature Attorney-in-Fact/Officer

Zach Matter
Printed Name of Attorney-in-Fact/Officer

Zip Bonds, LLC
Company Name

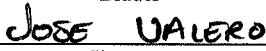
3737 Woodland Ave. Suite 505
Company Address

West Des Moines, IA 50266
City, State, Zip Code

888-435-4191
Company Telephone Number

PRINCIPAL:

Great Midwest Insurance Company

By 
Bidder
Signature

JOSE VALERO
Printed Name

OWNER
Title

800 Gessner Rd. Suite 600
Address

Houston, TX 77024
City, State, Zip Code

713-973-0226
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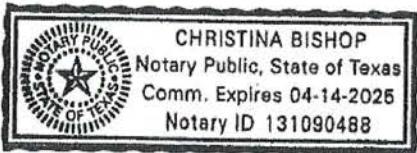


GREAT MIDWEST INSURANCE COMPANY

BY Mark W. Haushill
Mark W. Haushill
President

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BY Christina Bishop
Christina Bishop
Notary Public

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BY Leslie K. Shaunty
Leslie K. Shaunty
Secretary

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October 4, 2023

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

RE: REPORT OF BIDS AND RECOMMENDATION OF AWARD OF CONTRACT
HIGH TRESTLE TRAIL TO NEAL SMITH TRAIL CONNECTOR PROJECT –
PHASE 2
S&A PROJECT NO.: 123.0333.01

Dear Honorable Mayor and City Council:

The bid letting for the above reference project was held by City Staff and Snyder & Associates, Inc. on Wednesday, October 4, 2023, and produced thirteen (13) bidders. The bids ranged from the low bid of \$235,524.00 to the high bid of \$399,858.00.

The apparent low bidder was Des Moines Dirt Worx, LLC of Pleasant Hill, Iowa with a total bid of \$235,524.00. The low bid is \$95,171.00 under the engineer's estimate of \$330,695.00 for construction without contingencies.

Des Moines Dirt Worx, LLC has worked successfully in the metro area with Snyder & Associates, Inc. in the past and we believe they have the capabilities of carrying out the requirements of the contract.

It is our recommendation that the City of Polk City accept the apparent low bid from Des Moines Dirt Worx, LLC.

We will be in attendance at the October 9, 2023 council meeting. Please feel free to contact me at 515-964-2020 or tthornburgh@snyder-associates.com if you have any questions.

Sincerely,

SNYDER & ASSOCIATES, INC.

A handwritten signature in blue ink that reads 'Travis D. Thornburgh'.

Travis D. Thornburgh, P.E.
Project Engineer

Enclosures (Bid Tab)

CC: Mike Schulte, Polk City Public Works Director
Chelsea Huisman, City Manager
Kathleen Connor, Snyder & Associates, Inc.

TABULATION OF BIDS

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

City of Polk City

Project No. 123.0333.01

Bid Date/Time: October 4, 2023 at 10:00 AM

| ITEM | DESCRIPTION | UNIT | QUANTITY | ENGINEER'S ESTIMATE | | 1 | | 2 | | 3 | | 4 | |
|----------------------------------|---|------|----------|---------------------|---------------|--|---------------|---|---------------|---|---------------|--|--------------|
| | | | | UNIT PRICE | TOTAL PRICE | DES MOINES DIRT WORX, LLC PLEASANT HILL, IA | | CONCRETE PROFESSIONALS DBA BERKEY HOMEBUILDERS, INC, ALTOONA, IA | | CONCRETE CONNECTION LLC JOHNSTON, IA | | HOWREY CONSTRUCTION, INC. ROCKWELL CITY, IA | |
| | | | | | | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE |
| EARTHWORK | | | | | | | | | | | | | |
| 2.1 | Clearing and Grubbing | LS | 1 | \$ 58,000.00 | \$ 58,000.00 | \$ 25,000.00 | \$ 25,000.00 | \$ 19,250.00 | \$ 19,250.00 | \$ 34,007.00 | \$ 34,007.00 | \$ 20,000.00 | \$ 20,000.00 |
| 2.2 | Topsoil, On-site | CY | 447 | \$ 15.00 | \$ 6,705.00 | \$ 20.00 | \$ 8,940.00 | \$ 18.75 | \$ 8,381.25 | \$ 30.00 | \$ 13,410.00 | \$ 29.50 | \$ 13,186.50 |
| 2.3 | Excavation, Class 10 | CY | 258 | \$ 8.00 | \$ 2,064.00 | \$ 40.00 | \$ 10,320.00 | \$ 13.25 | \$ 3,418.50 | \$ 30.00 | \$ 7,740.00 | \$ 55.00 | \$ 14,190.00 |
| 2.4 | Excavation, Class 10, Contractor Furnished | CY | 234 | \$ 12.00 | \$ 2,808.00 | \$ 50.00 | \$ 11,700.00 | \$ 27.50 | \$ 6,435.00 | \$ 35.00 | \$ 8,190.00 | \$ 100.00 | \$ 23,400.00 |
| 2.5 | Compaction Testing | LS | 1 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,970.00 | \$ 2,970.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 |
| STREETS AND RELATED WORK | | | | | | | | | | | | | |
| 7.1 | Shared Use Path, PCC, 5" | SY | 2350 | \$ 65.00 | \$ 152,750.00 | \$ 50.00 | \$ 117,500.00 | \$ 50.50 | \$ 118,675.00 | \$ 50.50 | \$ 118,675.00 | \$ 40.00 | \$ 94,000.00 |
| 7.2 | Special Subgrade Preparation for Shared Use Path | SY | 3276 | \$ 3.00 | \$ 9,828.00 | \$ 4.00 | \$ 13,104.00 | \$ 3.60 | \$ 11,793.60 | \$ 3.00 | \$ 9,828.00 | \$ 4.50 | \$ 14,742.00 |
| 7.3 | Shared Use Path Assurance Testing | LS | 1 | \$ 5,000.00 | \$ 5,000.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 3,300.00 | \$ 3,300.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 |
| 7.4 | Subbase Over-excavation | TONS | 741 | \$ 40.00 | \$ 29,640.00 | \$ 20.00 | \$ 14,820.00 | \$ 42.00 | \$ 31,122.00 | \$ 25.00 | \$ 18,525.00 | \$ 34.50 | \$ 25,564.50 |
| TRAFFIC CONTROL | | | | | | | | | | | | | |
| 8.1 | Temporary Traffic Control | LS | 1 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,150.00 | \$ 2,150.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 7,000.00 | \$ 7,000.00 |
| SITE WORK AND LANDSCAPING | | | | | | | | | | | | | |
| 9.1 | Hydraulic Seeding, Seeding, Fertilizing, and Mulching, Type 2 | ACRE | 0.9 | \$ 6,000.00 | \$ 5,400.00 | \$ 5,100.00 | \$ 4,590.00 | \$ 8,200.00 | \$ 7,380.00 | \$ 10,000.00 | \$ 9,000.00 | \$ 4,400.00 | \$ 3,960.00 |
| 9.2 | SWPPP Preparation | LS | 1 | \$ 2,500.00 | \$ 2,500.00 | \$ 1,750.00 | \$ 1,750.00 | \$ 1,950.00 | \$ 1,950.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 1,650.00 | \$ 1,650.00 |
| 9.3 | SWPPP Management | LS | 1 | \$ 2,500.00 | \$ 2,500.00 | \$ 1,750.00 | \$ 1,750.00 | \$ 920.00 | \$ 920.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 3,300.00 | \$ 3,300.00 |
| 9.4 | Filter Sock, 9 in. | LF | 4000 | \$ 3.00 | \$ 12,000.00 | \$ 1.75 | \$ 7,000.00 | \$ 2.50 | \$ 10,000.00 | \$ 3.00 | \$ 12,000.00 | \$ 2.25 | \$ 9,000.00 |
| 9.5 | Filter Sock, Removal | LF | 4000 | \$ 1.00 | \$ 4,000.00 | \$ 0.25 | \$ 1,000.00 | \$ 0.83 | \$ 3,320.00 | \$ 1.00 | \$ 4,000.00 | \$ 0.50 | \$ 2,000.00 |
| 9.6 | Silt Fence or Silt Fence Ditch Check | LF | 500 | \$ 4.00 | \$ 2,000.00 | \$ 1.75 | \$ 875.00 | \$ 2.15 | \$ 1,075.00 | \$ 3.00 | \$ 1,500.00 | \$ 3.00 | \$ 1,500.00 |
| 9.7 | Silt Fence or Silt Fence Ditch Check, Removal of Device | LF | 500 | \$ 1.00 | \$ 500.00 | \$ 0.35 | \$ 175.00 | \$ 1.10 | \$ 550.00 | \$ 1.25 | \$ 625.00 | \$ 0.50 | \$ 250.00 |
| MISCELLANEOUS | | | | | | | | | | | | | |
| 11.1 | Mobilization | LS | 1 | \$ 25,000.00 | \$ 25,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$ 18,280.00 | \$ 18,280.00 | \$ 13,200.00 | \$ 13,200.00 | \$ 38,500.00 | \$ 38,500.00 |
| 11.2 | Concrete Washout | LS | 1 | \$ 5,000.00 | \$ 5,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,050.00 | \$ 1,050.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 1,750.00 | \$ 1,750.00 |
| TOTAL BID: | | | | \$ 330,695.00 | | \$ 235,524.00 | | \$ 252,020.35 | | (1) \$ 265,200.00 | | \$ 278,993.00 | |
| BID SECURITY: | | | | | | 10% | | 10% | | 10% | | 10% | |

Notes

1- Total bid price was incorrectly listed as \$265,000.00. Does not affect bid result.

TABULATION OF BIDS

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

City of Polk City

Project No. 123.0333.01

Bid Date/Time: October 4, 2023 at 10:00 AM

| ITEM | DESCRIPTION | UNIT | QUANTITY | ENGINEER'S ESTIMATE | | 5 HOWSER CONCRETE UNLIMITED, LLC, JORDAN MN | | 6 CALIBER CONCRETE LLC ADAIR, IA | | 7 ALL STAR CONCRETE LLC JOHNSTON, IA | | 8 CASTOR CONSTRUCTION FORT DODGE, IA | |
|----------------------------------|---|------|----------|---------------------|---------------|---|---------------|--|---------------|--|---------------|--|---------------|
| | | | | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE |
| EARTHWORK | | | | | | | | | | | | | |
| 2.1 | Clearing and Grubbing | LS | 1 | \$ 58,000.00 | \$ 58,000.00 | \$ 20,915.00 | \$ 20,915.00 | \$ 35,000.00 | \$ 35,000.00 | \$ 17,500.00 | \$ 17,500.00 | \$ 24,000.00 | \$ 24,000.00 |
| 2.2 | Topsoil, On-site | CY | 447 | \$ 15.00 | \$ 6,705.00 | \$ 6.75 | \$ 3,017.25 | \$ 35.71 | \$ 15,962.37 | \$ 35.00 | \$ 15,645.00 | \$ 35.00 | \$ 15,645.00 |
| 2.3 | Excavation, Class 10 | CY | 258 | \$ 8.00 | \$ 2,064.00 | \$ 20.50 | \$ 5,289.00 | \$ 24.00 | \$ 6,192.00 | \$ 40.00 | \$ 10,320.00 | \$ 40.00 | \$ 10,320.00 |
| 2.4 | Excavation, Class 10, Contractor Furnished | CY | 234 | \$ 12.00 | \$ 2,808.00 | \$ 29.25 | \$ 6,844.50 | \$ 88.81 | \$ 20,781.54 | \$ 55.00 | \$ 12,870.00 | \$ 55.00 | \$ 12,870.00 |
| 2.5 | Compaction Testing | LS | 1 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,580.00 | \$ 2,580.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 1,700.00 | \$ 1,700.00 | \$ 5,000.00 | \$ 5,000.00 |
| STREETS AND RELATED WORK | | | | | | | | | | | | | |
| 7.1 | Shared Use Path, PCC, 5" | SY | 2350 | \$ 65.00 | \$ 152,750.00 | \$ 51.00 | \$ 119,850.00 | \$ 43.06 | \$ 101,191.00 | \$ 50.00 | \$ 117,500.00 | \$ 54.00 | \$ 126,900.00 |
| 7.2 | Special Subgrade Preparation for Shared Use Path | SY | 3276 | \$ 3.00 | \$ 9,828.00 | \$ 7.75 | \$ 25,389.00 | \$ 3.00 | \$ 9,828.00 | \$ 6.00 | \$ 19,656.00 | \$ 6.00 | \$ 19,656.00 |
| 7.3 | Shared Use Path Assurance Testing | LS | 1 | \$ 5,000.00 | \$ 5,000.00 | \$ 2,510.00 | \$ 2,510.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,700.00 | \$ 1,700.00 | \$ 3,000.00 | \$ 3,000.00 |
| 7.4 | Subbase Over-excavation | TONS | 741 | \$ 40.00 | \$ 29,640.00 | \$ 39.75 | \$ 29,454.75 | \$ 60.00 | \$ 44,460.00 | \$ 22.00 | \$ 16,302.00 | \$ 22.00 | \$ 16,302.00 |
| TRAFFIC CONTROL | | | | | | | | | | | | | |
| 8.1 | Temporary Traffic Control | LS | 1 | \$ 2,500.00 | \$ 2,500.00 | \$ 7,110.00 | \$ 7,110.00 | \$ 500.00 | \$ 500.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 |
| SITE WORK AND LANDSCAPING | | | | | | | | | | | | | |
| 9.1 | Hydraulic Seeding, Seeding, Fertilizing, and Mulching, Type 2 | ACRE | 0.9 | \$ 6,000.00 | \$ 5,400.00 | \$ 8,635.00 | \$ 7,771.50 | \$ 5,600.00 | \$ 5,040.00 | \$ 7,000.00 | \$ 6,300.00 | \$ 5,100.00 | \$ 4,590.00 |
| 9.2 | SWPPP Preparation | LS | 1 | \$ 2,500.00 | \$ 2,500.00 | \$ 1,795.00 | \$ 1,795.00 | \$ 1,925.00 | \$ 1,925.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 1,750.00 | \$ 1,750.00 |
| 9.3 | SWPPP Management | LS | 1 | \$ 2,500.00 | \$ 2,500.00 | \$ 3,825.00 | \$ 3,825.00 | \$ 1,925.00 | \$ 1,925.00 | \$ 3,200.00 | \$ 3,200.00 | \$ 1,750.00 | \$ 1,750.00 |
| 9.4 | Filter Sock, 9 in. | LF | 4000 | \$ 3.00 | \$ 12,000.00 | \$ 2.50 | \$ 10,000.00 | \$ 1.95 | \$ 7,800.00 | \$ 2.00 | \$ 8,000.00 | \$ 1.75 | \$ 7,000.00 |
| 9.5 | Filter Sock, Removal | LF | 4000 | \$ 1.00 | \$ 4,000.00 | \$ 0.50 | \$ 2,000.00 | \$ 0.40 | \$ 1,600.00 | \$ 0.40 | \$ 1,600.00 | \$ 0.35 | \$ 1,400.00 |
| 9.6 | Silt Fence or Silt Fence Ditch Check | LF | 500 | \$ 4.00 | \$ 2,000.00 | \$ 2.50 | \$ 1,250.00 | \$ 1.95 | \$ 975.00 | \$ 2.00 | \$ 1,000.00 | \$ 1.75 | \$ 875.00 |
| 9.7 | Silt Fence or Silt Fence Ditch Check, Removal of Device | LF | 500 | \$ 1.00 | \$ 500.00 | \$ 0.50 | \$ 250.00 | \$ 0.40 | \$ 200.00 | \$ 0.25 | \$ 125.00 | \$ 0.35 | \$ 175.00 |
| MISCELLANEOUS | | | | | | | | | | | | | |
| 11.1 | Mobilization | LS | 1 | \$ 25,000.00 | \$ 25,000.00 | \$ 28,649.00 | \$ 28,649.00 | \$ 22,700.00 | \$ 22,700.00 | \$ 48,100.00 | \$ 48,100.00 | \$ 40,000.00 | \$ 40,000.00 |
| 11.2 | Concrete Washout | LS | 1 | \$ 5,000.00 | \$ 5,000.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 |
| TOTAL BID: | | | | \$ 330,695.00 | | \$ 281,000.00 | | \$ 283,579.91 | | \$ 286,018.00 | | \$ 294,233.00 | |
| BID SECURITY: | | | | | | 10% | | 10% | | 10% | | 10% | |

Notes

1- Total bid price was incorrectly listed as \$265,000.00. Does not affect bid result.

TABULATION OF BIDS

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

City of Polk City

Project No. 123.0333.01

Bid Date/Time: October 4, 2023 at 10:00 AM

| ITEM | DESCRIPTION | UNIT | QUANTITY | ENGINEER'S ESTIMATE | | 9 | | 10 | | 11 | | 12 | |
|----------------------------------|---|------|----------|---------------------|---------------|---|---------------|--------------------------------|---------------|-------------------------------------|---------------|---|---------------|
| | | | | UNIT PRICE | TOTAL PRICE | SYNERGY CONTRACTING LLC DES MOINES, IA | | TK CONCRETE, INC. PELLA, IA | | BROTHERS CONCRETE DES MOINES, IA | | JASPER CONSTRUCTION SERVICES, INC., NEWTON, IA | |
| | | | | | | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE |
| EARTHWORK | | | | | | | | | | | | | |
| 2.1 | Clearing and Grubbing | LS | 1 | \$ 58,000.00 | \$ 58,000.00 | \$ 28,000.00 | \$ 28,000.00 | \$ 28,000.00 | \$ 28,000.00 | \$ 44,300.00 | \$ 44,300.00 | \$ 20,000.00 | \$ 20,000.00 |
| 2.2 | Topsoil, On-site | CY | 447 | \$ 15.00 | \$ 6,705.00 | \$ 21.00 | \$ 9,387.00 | \$ 20.00 | \$ 8,940.00 | \$ 18.50 | \$ 8,269.50 | \$ 24.00 | \$ 10,728.00 |
| 2.3 | Excavation, Class 10 | CY | 258 | \$ 8.00 | \$ 2,064.00 | \$ 21.00 | \$ 5,418.00 | \$ 20.00 | \$ 5,160.00 | \$ 20.00 | \$ 5,160.00 | \$ 25.00 | \$ 6,450.00 |
| 2.4 | Excavation, Class 10, Contractor Furnished | CY | 234 | \$ 12.00 | \$ 2,808.00 | \$ 42.00 | \$ 9,828.00 | \$ 35.00 | \$ 8,190.00 | \$ 25.00 | \$ 5,850.00 | \$ 50.00 | \$ 11,700.00 |
| 2.5 | Compaction Testing | LS | 1 | \$ 2,500.00 | \$ 2,500.00 | \$ 7,000.00 | \$ 7,000.00 | \$ 2,750.00 | \$ 2,750.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 3,500.00 | \$ 3,500.00 |
| STREETS AND RELATED WORK | | | | | | | | | | | | | |
| 7.1 | Shared Use Path, PCC, 5" | SY | 2350 | \$ 65.00 | \$ 152,750.00 | \$ 56.00 | \$ 131,600.00 | \$ 54.50 | \$ 128,075.00 | \$ 60.00 | \$ 141,000.00 | \$ 55.00 | \$ 129,250.00 |
| 7.2 | Special Subgrade Preparation for Shared Use Path | SY | 3276 | \$ 3.00 | \$ 9,828.00 | \$ 7.00 | \$ 22,932.00 | \$ 3.75 | \$ 12,285.00 | \$ 5.50 | \$ 18,018.00 | \$ 12.00 | \$ 39,312.00 |
| 7.3 | Shared Use Path Assurance Testing | LS | 1 | \$ 5,000.00 | \$ 5,000.00 | \$ 14,000.00 | \$ 14,000.00 | \$ 4,000.00 | \$ 4,000.00 | \$ 3,200.00 | \$ 3,200.00 | \$ 4,000.00 | \$ 4,000.00 |
| 7.4 | Subbase Over-excavation | TONS | 741 | \$ 40.00 | \$ 29,640.00 | \$ 27.50 | \$ 20,377.50 | \$ 55.00 | \$ 40,755.00 | \$ 25.00 | \$ 18,525.00 | \$ 10.00 | \$ 7,410.00 |
| TRAFFIC CONTROL | | | | | | | | | | | | | |
| 8.1 | Temporary Traffic Control | LS | 1 | \$ 2,500.00 | \$ 2,500.00 | \$ 7,000.00 | \$ 7,000.00 | \$ 4,000.00 | \$ 4,000.00 | \$ 1,850.00 | \$ 1,850.00 | \$ 3,000.00 | \$ 3,000.00 |
| SITE WORK AND LANDSCAPING | | | | | | | | | | | | | |
| 9.1 | Hydraulic Seeding, Seeding, Fertilizing, and Mulching, Type 2 | ACRE | 0.9 | \$ 6,000.00 | \$ 5,400.00 | \$ 5,600.00 | \$ 5,040.00 | \$ 7,150.00 | \$ 6,435.00 | \$ 7,500.00 | \$ 6,750.00 | \$ 8,500.00 | \$ 7,650.00 |
| 9.2 | SWPPP Preparation | LS | 1 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,100.00 | \$ 2,100.00 | \$ 2,750.00 | \$ 2,750.00 | \$ 5,800.00 | \$ 5,800.00 | \$ 2,500.00 | \$ 2,500.00 |
| 9.3 | SWPPP Management | LS | 1 | \$ 2,500.00 | \$ 2,500.00 | \$ 4,200.00 | \$ 4,200.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 5,800.00 | \$ 5,800.00 | \$ 2,000.00 | \$ 2,000.00 |
| 9.4 | Filter Sock, 9 in. | LF | 4000 | \$ 3.00 | \$ 12,000.00 | \$ 2.00 | \$ 8,000.00 | \$ 2.65 | \$ 10,600.00 | \$ 3.25 | \$ 13,000.00 | \$ 2.50 | \$ 10,000.00 |
| 9.5 | Filter Sock, Removal | LF | 4000 | \$ 1.00 | \$ 4,000.00 | \$ 0.50 | \$ 2,000.00 | \$ 0.50 | \$ 2,000.00 | \$ 0.75 | \$ 3,000.00 | \$ 1.00 | \$ 4,000.00 |
| 9.6 | Silt Fence or Silt Fence Ditch Check | LF | 500 | \$ 4.00 | \$ 2,000.00 | \$ 3.00 | \$ 1,500.00 | \$ 2.75 | \$ 1,375.00 | \$ 3.50 | \$ 1,750.00 | \$ 3.00 | \$ 1,500.00 |
| 9.7 | Silt Fence or Silt Fence Ditch Check, Removal of Device | LF | 500 | \$ 1.00 | \$ 500.00 | \$ 0.50 | \$ 250.00 | \$ 1.00 | \$ 500.00 | \$ 3.50 | \$ 1,750.00 | \$ 1.00 | \$ 500.00 |
| MISCELLANEOUS | | | | | | | | | | | | | |
| 11.1 | Mobilization | LS | 1 | \$ 25,000.00 | \$ 25,000.00 | \$ 25,200.00 | \$ 25,200.00 | \$ 39,000.00 | \$ 39,000.00 | \$ 25,000.00 | \$ 25,000.00 | \$ 59,640.00 | \$ 59,640.00 |
| 11.2 | Concrete Washout | LS | 1 | \$ 5,000.00 | \$ 5,000.00 | \$ 2,800.00 | \$ 2,800.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 4,500.00 | \$ 4,500.00 | \$ 4,000.00 | \$ 4,000.00 |
| TOTAL BID: | | | | \$ 330,695.00 | | \$ 306,632.50 | | \$ 310,315.00 | | \$ 316,022.50 | | \$ 327,140.00 | |
| BID SECURITY: | | | | | | 10% | | 10% | | 10% | | 10% | |

Notes

1- Total bid price was incorrectly listed as \$265,000.00. Does not affect bid result.

TABULATION OF BIDS

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

City of Polk City

Project No. 123.0333.01

Bid Date/Time: October 4, 2023 at 10:00 AM

| | | | | ENGINEER'S ESTIMATE | | 13 THE CONCRETE CONTRACTING COMPANY INC, GRIMES, IA | |
|----------------------------------|---|------|----------|---------------------|---------------|---|---------------|
| ITEM | DESCRIPTION | UNIT | QUANTITY | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE |
| EARTHWORK | | | | | | | |
| 2.1 | Clearing and Grubbing | LS | 1 | \$ 58,000.00 | \$ 58,000.00 | \$ 40,000.00 | \$ 40,000.00 |
| 2.2 | Topsoil, On-site | CY | 447 | \$ 15.00 | \$ 6,705.00 | \$ 48.00 | \$ 21,456.00 |
| 2.3 | Excavation, Class 10 | CY | 258 | \$ 8.00 | \$ 2,064.00 | \$ 50.00 | \$ 12,900.00 |
| 2.4 | Excavation, Class 10, Contractor Furnished | CY | 234 | \$ 12.00 | \$ 2,808.00 | \$ 80.00 | \$ 18,720.00 |
| 2.5 | Compaction Testing | LS | 1 | \$ 2,500.00 | \$ 2,500.00 | \$ 7,500.00 | \$ 7,500.00 |
| STREETS AND RELATED WORK | | | | | | | |
| 7.1 | Shared Use Path, PCC, 5" | SY | 2350 | \$ 65.00 | \$ 152,750.00 | \$ 59.50 | \$ 139,825.00 |
| 7.2 | Special Subgrade Preparation for Shared Use Path | SY | 3276 | \$ 3.00 | \$ 9,828.00 | \$ 9.50 | \$ 31,122.00 |
| 7.3 | Shared Use Path Assurance Testing | LS | 1 | \$ 5,000.00 | \$ 5,000.00 | \$ 7,500.00 | \$ 7,500.00 |
| 7.4 | Subbase Over-excavation | TONS | 741 | \$ 40.00 | \$ 29,640.00 | \$ 35.00 | \$ 25,935.00 |
| TRAFFIC CONTROL | | | | | | | |
| 8.1 | Temporary Traffic Control | LS | 1 | \$ 2,500.00 | \$ 2,500.00 | \$ 8,000.00 | \$ 8,000.00 |
| SITE WORK AND LANDSCAPING | | | | | | | |
| 9.1 | Hydraulic Seeding, Seeding, Fertilizing, and Mulching, Type 2 | ACRE | 0.9 | \$ 6,000.00 | \$ 5,400.00 | \$ 11,000.00 | \$ 9,900.00 |
| 9.2 | SWPPP Preparation | LS | 1 | \$ 2,500.00 | \$ 2,500.00 | \$ 5,000.00 | \$ 5,000.00 |
| 9.3 | SWPPP Management | LS | 1 | \$ 2,500.00 | \$ 2,500.00 | \$ 4,000.00 | \$ 4,000.00 |
| 9.4 | Filter Sock, 9 in. | LF | 4000 | \$ 3.00 | \$ 12,000.00 | \$ 6.00 | \$ 24,000.00 |
| 9.5 | Filter Sock, Removal | LF | 4000 | \$ 1.00 | \$ 4,000.00 | \$ 1.50 | \$ 6,000.00 |
| 9.6 | Silt Fence or Silt Fence Ditch Check | LF | 500 | \$ 4.00 | \$ 2,000.00 | \$ 3.50 | \$ 1,750.00 |
| 9.7 | Silt Fence or Silt Fence Ditch Check, Removal of Device | LF | 500 | \$ 1.00 | \$ 500.00 | \$ 3.50 | \$ 1,750.00 |
| MISCELLANEOUS | | | | | | | |
| 11.1 | Mobilization | LS | 1 | \$ 25,000.00 | \$ 25,000.00 | \$ 29,500.00 | \$ 29,500.00 |
| 11.2 | Concrete Washout | LS | 1 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 |
| TOTAL BID: | | | | | \$ 330,695.00 | \$ 399,858.00 | |
| BID SECURITY: | | | | | | 10% | |

Notes

1- Total bid price was incorrectly listed as \$265,000.00. Does not affect bid result.

_____ introduced the following resolution entitled
**“RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND
OPINION OF PROBABLE CONSTRUCTION COST”** and moved that the same be adopted.
_____ seconded the motion to adopt. The roll was called, and the vote was:

AYES: _____

NAYES: _____

Whereupon, the Mayor declared the following Resolution duly adopted:

RESOLUTION NO. 2023-118

**RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF
CONTRACT AND OPINION OF PROBABLE CONSTRUCTION COST.**

WHEREAS on the 11 day of September 2023, plans, specifications, form of contract and opinion of probable cost were filed with the Clerk for the construction of certain public improvements described in general as the High Trestle Trail to Neal Smith Trail Connector Project – Phase 2; and

WHEREAS, notice of hearing on plans, specifications, form of contract and estimate of cost for said public improvements was published as required by law:

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

Section 1. That the said plans, specifications, form of contract and opinion of probable cost are hereby approved as the plans, specifications, form of contract and estimate of cost for said public improvements, as described in the preamble of this Resolution.

PASSED AND APPROVED this 9 day of October 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

_____ introduced the following resolution entitled “**RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT**” and moved that the same be adopted. _____ seconded the motion to adopt. The roll was called and the vote was:

AYES: _____

NAYES: _____

Whereupon, the Mayor declared the following Resolution duly adopted:

RESOLUTION NO. 2023-119

RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT.

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

Section 1. That the following bid for the construction of certain public improvements described in general as the High Trestle Trail to Neal Smith Trail Connector project – Phase 2, described in the plans and specifications heretofore adopted by this Council on October 9, 2023, be and are hereby accepted, the same being the lowest responsible bid received for said work, as follows:

Contractor: Des Moines Dirt Worx, LLC.

Amount of bid: \$235,524.00

Portion of project: All Construction Work

Section 2. That the Mayor and Clerk are hereby directed to execute contract with the contractor for the construction of said public improvements, said contract not to be binding on the City until approved by this Council.

PASSED AND APPROVED this 9 day of October 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

The following documents must be submitted as printed. No alterations, additions, or deletions are allowed. If the Bidder notes a requirement in the contract documents that the Bidder believes will require a conditioned or unsolicited alternate bid, the Bidder must immediately notify the Engineer in writing. The Engineer will issue any necessary interpretation by an addendum.

PROPOSAL

PROPOSAL: PART A – SCOPE

The City of Polk City Iowa, hereinafter called the “Jurisdiction,” has need of a qualified contractor to complete the work comprising the below referenced improvement. The undersigned Bidder hereby proposes to complete the work comprising the below referenced improvement as specified in the contract documents, which are officially on file with the Jurisdiction, in the office of the City Clerk, at the prices hereinafter provided in Part C of the Proposal, for the following described improvements:

PROJECT DESCRIPTION:

The Project includes construction of PCC Shared Use Path in Polk City, Iowa. The Project consists of approximately 2,350 SY of PCC Shared Use Path, and associated work.

PROPOSAL: PART B – ACKNOWLEDGMENT OF ADDENDA

The Bidder hereby acknowledges that all addenda become a part of the contract documents when issued, and that each such addendum has been received and utilized in the preparation of this bid. The Bidder hereby acknowledges receipt of the following addenda by inserting the number of each addendum in the blanks below:

ADDENDUM NUMBER 1 ADDENDUM NUMBER _____
ADDENDUM NUMBER _____ ADDENDUM NUMBER _____

and certifies that said addenda were utilized in the preparation of this bid.



Memorandum

To: HOLDERS OF PLANS AND SPECIFICATIONS **Date:** 09/28/2023

From: THE CITY OF POLK CITY AND SNYDER & ASSOCIATES, INC.

RE: HIGH TRESTLE TRAIL TO NEAL SMITH TRAIL CONNECTOR PROJECT –
PHASE 2
SNYDER AND ASSOCIATES PROJECT #123.0333.01

Enclosed is one copy of Addendum No. 1 for the above referenced project. Use this form to acknowledge receipt of this addendum and on the Proposal Form prior to submission.

This Addendum No. 1 consists of 5 pages, including this one. Please acknowledge receipt of this addendum by emailing Travis Thornburgh tthornburgh@snyder-associates.com or signing below and faxing this page back to 515-964-7938. If you did not receive all sheets please call 515-964-2020.

I acknowledge receipt of Addenda # 1.

Name (Please Print) Robert Dixon

Company Des Moines Dirt Worx, LLC

Title Owner Phone 515-707-5435

Authorized signature Date 10-3-23

BID DATE: OCTOBER 4, 2023

BID TIME: 10:00 A.M.

ADDENDUM NO. 1

High Trestle Trail to Neal Smith Trail Connector Project – Phase 2

Polk City, Iowa

Bid Date: October 4, 2023 at 10:00 a.m.

Snyder and Associates Project No.: 123.0333.01

From: Snyder & Associates, Inc.
2727 SW Snyder Blvd.
Ankeny, IA 50023
Phone: 515-964-2020
Contact: Travis Thornburgh

To: All Plan Holders of Record

This addendum is issued to clarify, revise, add to, or delete information in the original Bidding Documents or in previous addenda and forms a part of the Contract Documents. Acknowledge receipt of this Addendum in the space provided on the Proposal Form. Failure to do so may subject bidder to disqualification. The bidder has the singular responsibility to make this Addendum available to sub-bidders that are not plan holders of record.

SPECIFICATIONS

Sheet NTB-1

- Remove the following paragraph:
 - Work on the improvements shall be completed in two phases. The first phase shall be clearing and grubbing and shall be completed between October 1, 2023 and March 31, 2024. The second phase shall be the remaining improvements and shall be completed as stated below. Contractor shall fully complete the project within 25 working days. Should the contractor fail to complete the work in this timeframe, liquidated damages of \$500 per calendar day will be assessed for work not completed within the designated contract term.

- And Replace with the following paragraph to clarify the specified work period:
 - Work on the improvements shall be completed in two phases, which may be completed at any time following written Notice to Proceed. The first phase shall be tree cutting and felling, which shall be completed between October 1, 2023 and March 31, 2024. The second phase shall be the remaining proposed improvements and shall be completed promptly as weather allows. Contractor shall fully complete the project within 25 working days, including tree cutting and felling . Working days shall commence with tree cutting operations and shall be paused following completion of tree cutting and felling. Working days will be resumed once remaining work begins, or May 1, 2024, whichever occurs first. Should the contractor fail to complete the work in this timeframe, liquidated damages of \$500 per calendar day will be assessed for work not completed within the designated contract term.

END OF ADDENDUM NO. 1

**NOTICE TO BIDDERS AND
NOTICE OF PUBLIC HEARING**
JURISDICTION OF CITY OF POLK CITY PUBLIC IMPROVEMENT PROJECT

Notice is hereby given that a public hearing will be held by the **CITY OF POLK CITY** on the proposed contract documents (plans, specifications, and form of contract) and estimated cost for the improvement at its meeting at **6:00 P.M.** on **October 9, 2023**, in said **Polk City City Hall at 112 3rd Street, Polk City, IA** for the **HIGH TRESTLE TRAIL TO NEAL SMITH TRAIL CONNECTOR PROJECT – PHASE 2.**

Sealed bids for the work comprising each improvement as stated below must be filed before **10:00 A.M.** according to the clock in the Council Chambers on **October 4, 2023**, in the office of the **City Clerk of Polk City, Iowa.** Bids received after the deadline for submission of bids as stated herein shall not be considered and shall be returned to the late bidder unopened.

Work on the improvements shall be completed in two phases, which may be completed at any time following written Notice to Proceed. The first phase shall be tree cutting and felling, which shall be completed between October 1, 2023 and March 31, 2024. The second phase shall be the remaining proposed improvements and shall be completed promptly as weather allows. Contractor shall fully complete the project within **25 working days**, including tree cutting and felling. Working days shall commence with tree cutting operations and shall be paused following completion of tree cutting and felling. Working days will be resumed once remaining work begins, or May 1, 2024, whichever occurs first. Should the contractor fail to complete the work in this timeframe, liquidated damages of \$500 per calendar day will be assessed for work not completed within the designated contract term.

The contract documents may be examined at the **Polk City Office of City Hall, 112 S. 3rd Street, Polk City, Iowa.** Hard copies of the project documents may be obtained from Snyder & Associates, Inc. at 2727 SW Snyder Blvd, Ankeny, Iowa 50023 at no cost. Electronic contract documents are available at no cost by clicking on the “Bids” link at www.snyder-associates.com and choosing the **HIGH TRESTLE TRAIL TO NEAL SMITH TRAIL CONNECTOR PROJECT – PHASE 2** on the left. Project information, engineer’s cost opinion, and plan holder information is also available at no cost at this website. Downloads require the user to register for a free membership at QuestCDN.com.

By virtue of statutory authority, preference will be given to products and provisions grown and coal produced within the State of Iowa, and to Iowa domestic labor, to the extent lawfully required under Iowa statutes.

In accordance with Iowa statutes, a resident bidder shall be allowed a preference as against a nonresident bidder from a state or foreign country if that state or foreign country gives or requires any preference to bidders from that state or foreign country, including but not limited to any preference to bidders, the imposition of any type of labor force preference, or any other form of preferential treatment to bidders or laborers from that state or foreign country. The preference allowed shall be equal to the preference given or required by the state or foreign country in which the nonresident bidder is a resident. In the instance of a resident labor force preference, a nonresident bidder shall apply the same resident labor force preference to a public improvement in this state as would be required in the construction of a public improvement by the state or foreign country in which the nonresident bidder is a resident.

HIGH TRESTLE TRAIL TO NEAL SMITH TRAIL CONNECTOR PROJECT – PHASE 2

The Project includes construction of PCC Shared Use Path in Polk City, Iowa. The Project consists of approximately 2,350 SY of PCC Shared Use Path, and associated work.

Each bidder shall accompany its bid, including all additive bid alternates, with bid security as defined in Iowa Code Section 26.8, as security that the successful bidder will enter into a contract for the work bid upon and will furnish after the award of contract a corporate surety bond, in a form acceptable to the Jurisdiction, for the faithful performance of the contract, in an amount equal to 100% of the amount of the contract. The bidder's security shall be in the amount fixed in the Instruction to Bidders and shall be in the form of a cashier's check or a certified check drawn on an FDIC insured bank in Iowa or on an FDIC insured bank chartered under the laws of the United States; or a certified share draft drawn on a credit union in Iowa or chartered under the laws of the United States; or a bid bond on the form provided in the contract documents with corporate surety satisfactory to the Jurisdiction. The bid shall contain no condition except as provided in the specifications.

The **CITY OF POLK CITY** reserves the right to defer acceptance of any bid for a period of sixty (60) calendar days after receipt of bids and no bid may be withdrawn during this period.

Each successful bidder will be required to furnish a corporate surety bond in an amount equal to 100% of its contract price, including selected additive bid alternates. Said bond shall be issued by a responsible surety approved by the **CITY OF POLK CITY** and shall guarantee the faithful performance of the contract and the terms and conditions therein contained and shall guarantee the prompt payment of all material and labor, and protect and save harmless **CITY OF POLK CITY** from claims and damages of any kind caused by the operations of the contract and shall also guarantee the maintenance of the improvement caused by failures in materials and construction for a period of two (2) years from and after acceptance of the contract. The guaranteed maintenance period for new paving shall be four years.

The **CITY OF POLK CITY**, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Contractor must file appropriate claim waivers and sales use tax forms before final payment will be released.

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

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

Dated at Polk City, Iowa this _____ day of September 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

Posted to Master Builders Plan Room on the _____ day of _____, 2023.
Posted to the City of Polk City website on the _____ day of _____, 2023.

Published

PROPOSAL: PART C – BID ITEMS, QUANTITIES, AND PRICES

UNIT BID PRICE CONTRACTS: The Bidder must provide the Unit Bid Price, the Total Bid Price, any Alternate Prices, and the Total Construction Costs on the Proposal Attachment: Part C – Bid Items, Quantities, and Prices. In case of discrepancy, the Unit Bid Price governs. The quantities shown on the Proposal Attachment: Part C – Bid Items, Quantities, and Prices are approximate only, but are considered sufficiently adequate for the purpose of comparing bids. The Total Construction Cost plus any alternates selected by the Jurisdiction, shall be used only for comparison of bids. The Total Construction Cost, including any Add-Alternates, shall be used for determining the sufficiency of the bid security.

BASE BID CONTRACTS: The Bidder must provide any Bid Prices, any Alternate Prices, and the Total of the Base Bid plus any Add-Alternates on the Proposal Attachment: Part C – Bid Items, Quantities, and Prices. The Total of the Base bid plus any Alternates selected by the Jurisdiction shall be used only for comparison of bids. The Total of the Base Bid plus any Add-Alternates shall be used for determining the sufficiency of the bid security.

PROPOSAL: PART D – GENERAL

The Bidder hereby acknowledges that the Jurisdiction, in advertising for public bids for this project, reserves the right to:

1. Reject any or all bids. Award of the contract, if any, to be to the lowest responsible, responsive bidder; and
2. Reject any or all alternates in determining the items to be included in the contract. Designation of the lowest responsible, responsive bidder to be based on comparison of the total bid plus any selected alternates; and
3. Make such alterations in the contract documents or in the proposal quantities as it determines necessary in accordance with the contract documents after execution of the contract. Such alterations shall not be considered a waiver of any conditions of the contract documents, and shall not invalidate any of the provisions thereof; and

The Bidder hereby agrees to:

1. Enter into a contract, if this proposal is selected, in the form approved by the Jurisdiction, provide proof of registration with the Iowa Division of Labor in accordance with Chapter 91C of the Iowa Code, and furnish a performance, maintenance, and payment bond; and
2. Forfeit bid security, not as a penalty but as liquidated damages, upon failure to enter into such contract and/or to furnish said bond; and
3. Commence the work on this project on or before a date to be specified in a written notice to proceed by the Jurisdiction, and to fully complete the project and to pay liquidated damages for noncompliance with said completion provisions at the rate of Five Hundred dollars (\$500.00) for each calendar day thereafter that the work remains incomplete.

PROPOSAL: PART E – NON-COLLUSION AFFIDAVIT

The Bidder hereby certifies:

1. That this proposal is not affected by, contingent on, or dependent on any other proposal submitted for any improvement with the Jurisdiction; and
2. That no individual employed by the Bidder has employed any person to solicit or procure the work on this project, nor will any employee of the Bidder make any payment or agreement for payment of any compensation in connection with the procurement of this project; and
3. That no part of the bid price received by the Bidder was or will be paid to any person, corporation, firm, association, or other organization for soliciting the bid, other than the payment of their normal compensation to persons regularly employed by the Bidder whose services in connection with the construction of the project were in the regular course of their duties for the Bidder; and
4. That this proposal is genuine and not collusive or sham; that the Bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to submit a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought, by agreement or collusion, or communication or conference, with any person, to fix the bid price of the Bidder or of any other bidder, and that all statements in this proposal are true; and
5. That the individual(s) executing this proposal have the authority to execute this proposal on behalf of the Bidder.

PROPOSAL: PART F – ADDITIONAL REQUIREMENTS

The Bidder hereby agrees to comply with the additional requirements listed below that are included in this proposal and identified as proposal attachments:

| <u>ITEM NO.</u> | <u>DESCRIPTION OF ATTACHMENT</u> |
|-----------------|----------------------------------|
| 1. | Part C- Bid Schedule |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |

PROSECUTION AND PROGRESS OF THE WORK

1. The Work is located in the City of Polk City. Work on Sundays or legal holidays require approval of the City.
2. Time is of the essence in this project. The Contractor will be required to work a minimum of five (5) days per week, weather permitting.
3. Allowable working hours are between 7:00 am and 7:00 pm.

PROPOSAL: PART G – IDENTITY OF BIDDER

The Bidder shall indicate whether the bid is submitted by a/an:

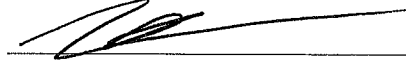
- Individual, Sole Proprietorship
- Partnership
- Corporation
- Limited Liability Company
- Joint-venture: all parties must join-in and execute all documents
- Other

The Bidder shall enter its Public Registration Number C 1 4 3 3 - 9 2 issued By the Iowa Commissioner of Labor Pursuant Section 91C.5 of the Iowa Code.

Failure to provide said Registration Number shall result in the bid being read under advisement. A contract will not be executed until the Contractor is registered.

Des Moines Dirt Work, LLC

Bidder



Signature

By Robert Dixon

Name (Print/Type)

Owner

Title

5319 Pleasant Ridge Rd

Street Address

Pleasant Hill IA 50327

City, State, Zip Code

515-707-5435

Telephone Number

Type or print the name and title of the company's owner, president, CEO, etc. if a different person than entered above

Name

Title

NOTE: The signature on this proposal must be an original signature in ink; copies, facsimiles, or electronic signatures will not be accepted.

PROPOSAL ATTACHMENT: PART C**Project Name: High Trestle Trail to Neal Smith
Trail Connector Project – Phase 2****PROPOSAL****PROPOSAL ATTACHMENT: PART C – BID ITEMS, QUANTITIES, AND PRICES**

This is a UNIT BID PRICE CONTRACT. The bidder must provide the Bid Price(s), any Alternate Price(s), and the Total of the Base Bid plus any Add-Alternates in this Proposal Attachment: Part C – Bid Items, Quantities, and Prices the total of the base bid plus any alternates selected by the Jurisdiction shall be used only for comparison of bids. The total of the Base Bid plus any Add-Alternates shall be used for determining the sufficiency of the bid security.

| ITEM | DESCRIPTION | UNITS | ESTIMATED UNITS | UNIT PRICE | AMOUNT |
|-------------------------------------|--|-------|--------------------|------------------|-------------------|
| EARTHWORK | | | | | |
| 2.1 | Clearing and Grubbing | LS | 1 | \$ <u>25,000</u> | \$ <u>25,000</u> |
| 2.2 | Topsoil, On-Site | CY | 447 | \$ <u>20</u> | \$ <u>8,940</u> |
| 2.3 | Excavation, Class 10 | CY | 258 | \$ <u>40</u> | \$ <u>10,320</u> |
| 2.4 | Excavation, Class 10, Contractor Furnished | CY | 234 | \$ <u>50</u> | \$ <u>11,700</u> |
| 2.5 | Compaction Testing | LS | 1 | \$ <u>2,000</u> | \$ <u>2,000</u> |
| STREETS AND RELATED WORK | | | | | |
| 7.1 | Shared Use Path, PCC, 5" | SY | 2,350 | \$ <u>50</u> | \$ <u>117,500</u> |
| 7.2 | Special Subgrade Preparation for Shared Use Path | SY | 3,276 | \$ <u>4</u> | \$ <u>13,104</u> |
| 7.3 | Shared Use Path Assurance Testing | LS | 1 | \$ <u>1,500</u> | \$ <u>1,500</u> |
| 7.4 | Subbase Over-excavation | TON | 741 | \$ <u>20</u> | \$ <u>14,820</u> |
| TRAFFIC CONTROL | | | | | |
| 8.1 | Temporary Traffic Control | LS | 1 | \$ <u>2,500</u> | \$ <u>2,500</u> |
| SITE WORK AND LANDSCAPING | | | | | |
| 9.1 | Hydraulic Seeding, Seeding, Fertilizing, and Mulching, Type 2 | ACRE | 0.9 | \$ <u>5,100</u> | \$ <u>4,590</u> |
| 9.2 | SWPPP Preparation | LS | 1 | \$ <u>1750</u> | \$ <u>1,750</u> |
| 9.3 | SWPPP Management | LS | 1 | \$ <u>1750</u> | \$ <u>1,750</u> |
| 9.4 | Filter Sock, 9 in. | LF | 4000 | \$ <u>1.75</u> | \$ <u>7,000</u> |
| 9.5 | Filter Sock, Removal | LF | 4000 | \$ <u>.25</u> | \$ <u>1,000</u> |
| 9.6 | Silt Fence or Silt Fence Ditch Check | LF | 500 | \$ <u>1.75</u> | \$ <u>875</u> |

| | | | | | |
|-------------|--|-----------|------------|---------------------------------|-------------------|
| <u>9.7</u> | <u>Silt Fence or Silt Fence Ditch Check, Removal of Device</u> | <u>LF</u> | <u>500</u> | <u>\$.35</u> | <u>\$ 175</u> |
| | GENERAL PROVISIONS | | | | |
| <u>11.1</u> | <u>Mobilization</u> | <u>LS</u> | <u>1</u> | <u>\$ 10,000</u> | <u>\$ 10,000</u> |
| <u>11.2</u> | <u>Concrete Washout</u> | <u>LS</u> | <u>1</u> | <u>\$ 1,000</u> | <u>\$ 1,000</u> |
| | | | | TOTAL CONSTRUCTION COST: | \$ 235,524 |

Worksheet: Authorization to Transact Business

This worksheet may be used to help complete Part A of the Resident Bidder Status form. If at least one of the following describes your business, you are authorized to transact business in Iowa.

- Yes No My business is currently registered as a contractor with the Iowa Division of Labor.
- Yes No My business is a sole proprietorship and I am an Iowa resident for Iowa income tax purposes.
- Yes No My business is a general partnership or joint venture. More than 50 percent of the general partners or joint venture parties are residents of Iowa for Iowa income tax purposes.
- Yes No My business is an active corporation with the Iowa Secretary of State and has paid all fees required by the Secretary of State, has filed its most recent biennial report, and has not filed articles of dissolution.
- Yes No My business is a corporation whose articles of incorporation are filed in a state other than Iowa, the corporation has received a certificate of authority from the Iowa Secretary of State, has filed its most recent biennial report with the Secretary of State, and has neither received a certificate of withdrawal from the Secretary of state nor had its authority revoked.
- Yes No My business is a limited liability partnership which has filed a statement of qualification in this state and the statement has not been canceled.
- Yes No My business is a limited liability partnership which has filed a statement of qualification in a state other than Iowa, has filed a statement of foreign qualification in Iowa and a statement of cancellation has not been filed.
- Yes No My business is a limited partnership or limited liability limited partnership which has filed a certificate of limited partnership in this state, and has not filed a statement of termination.
- Yes No My business is a limited partnership or a limited liability limited partnership whose certificate of limited partnership is filed in a state other than Iowa, the limited partnership or limited liability limited partnership has received notification from the Iowa Secretary of state that the application for certificate of authority has been approved and no notice of cancellation has been filed by the limited partnership or the limited liability limited partnership.
- Yes No My business is a limited liability company whose certificate of organization is filed in Iowa and has not filed a statement of termination.
- Yes No My business is a limited liability company whose certificate of organization is filed in a state other than Iowa, has received a certificate of authority to transact business in Iowa and the certificate has not been revoked or canceled.

All bidders must submit the following completed form to the governmental body requesting bids per 875 Iowa Administrative Code Chapter 156.

Bidder Status Form

To be completed by all bidders

Part A

Please answer "Yes" or "No" for each of the following:

- Yes No My company is authorized to transact business in Iowa.
(To help you determine if your company is authorized, please review the worksheet on the next page).
- Yes No My company has an office to transact business in Iowa.
- Yes No My company's office in Iowa is suitable for more than receiving mail, telephone calls, and e-mail.
- Yes No My company has been conducting business in Iowa for at least 3 years prior to the first request for bids on this project.
- Yes No My company is not a subsidiary of another business entity or my company is a subsidiary of another business entity that would qualify as a resident bidder in Iowa.

If you answered "Yes" for each question above, your company qualifies as a resident bidder. Please complete Parts B and D of this form.

If you answered "No" to one or more questions above, your company is a non-resident bidder. Please complete Parts C and D of this form.

To be completed by resident bidders

Part B

My company has maintained offices in Iowa during the past 3 years at the following addresses:

Dates: 01-01-2020 to _____ Address: 5319 Pleasant Ridge Rd
(mm/dd/yyyy) City, State, Zip: Pleasant Hill IA 50327

Dates: _____ to _____ Address: _____
(mm/dd/yyyy) City, State, Zip: _____

Dates: _____ to _____ Address: _____
(mm/dd/yyyy) City, State, Zip: _____

You may attach additional sheet(s) if needed.

To be completed by non-resident bidders

Part C

- Name of home state or foreign country reported to the Iowa Secretary of State:

- Does your company's home state or foreign country offer preferences to bidders who are residents? Yes No
- If you answered "Yes" to question 2, identify each preference offered by your company's home state or foreign country and the appropriate legal citation.

You may attach additional sheet(s) if needed.

To be completed by all bidders

Part D

I certify that the statements made on this document are true and complete to the best of my knowledge and I know that my failure to provide accurate and truthful information may be a reason to reject my bid.

Firm Name: Des Moines Dirt Work, LLC
Signature:  Date: 10-3-23

BID BOND

KNOW ALL BY THESE PRESENTS:

That we, Des Moines Dirt Worx, LLC, as Principal, and U.S. Specialty Insurance Company, as Surety, are held and firmly bound unto City of Polk City, Iowa, as Oblige, (hereinafter referred to as "the Jurisdiction"), in the penal sum of _____ dollars (\$ _____), or 10% percent of the amount bid in lawful money of the United States, for which payment said Principal and Surety bind themselves, their heirs, executors, administrators, successors, and assigns jointly and severally, firmly by these presents.

The condition of the above obligation is such that whereas the Principal has submitted to the Jurisdiction a certain proposal, in a separate envelope, and hereby made a part hereof, to enter into a contract in writing, for the following described improvements;

HIGH TRESTLE TRAIL TO NEAL SMITH TRAIL CONNECTOR PROJECT – PHASE 2

The Project includes construction of PCC Shared Use Path in Polk City, Iowa. The Project consists of approximately 2,350 SY of PCC Shared Use Path, and associated work.

The Surety hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Jurisdiction may accept such bid or execute such Contract; and said Surety does hereby waive notice of any such extension.

In the event that any actions or proceedings are initiated with respect to this Bond, the parties agree that the venue thereof shall be Polk County, State of Iowa. If legal action is required by the Jurisdiction against the Surety or Principal to enforce the provisions of the bond or to collect the monetary obligation incurring to the benefit of the Jurisdiction, the Surety or Principal agrees to pay the Jurisdiction all damages, costs, and attorney fees incurred by enforcing any of the provisions of this Bond. All rights, powers, and remedies of the Jurisdiction hereunder shall be cumulative and not alternative and shall be in addition to all rights, powers and remedies given to the Jurisdiction, by law. The Jurisdiction may proceed against Surety for any amount guaranteed hereunder whether action is brought against Principal or whether Principal is joined in any such action or actions or not.

NOW, THEREFORE, if said proposal by the Principal be accepted, and the Principal shall enter into a contract with Jurisdiction in accordance with the terms of such proposal, including the provision of insurance and of a bond as may be specified in the contract documents, with good and sufficient surety for the faithful performance of such contract, for the prompt payment of labor and material furnished in the prosecution thereof, and for the maintenance of said improvements as may be required therein, then this obligation shall become null and void; otherwise, the Principal shall pay to the Jurisdiction the full amount of the bid bond, together with court costs, attorney's fees, and any other expense of recovery.

(CONT. BID BOND)

S&A Project No. 123.0333.01

Signed and sealed this 4th day of October, 20 23.

SURETY:

PRINCIPAL:

U.S. Specialty Insurance Company
 Surety Company
 By Havilah Watson
 Signature Attorney-in-Fact/Officer
Havilah Watson
 Printed Name of Attorney-in-Fact/Officer
ZipBonds, LLC
 Company Name
3737 Woodland Ave Suite 505
 Company Address
West Des Moines, Iowa 50266
 City, State, Zip Code
888-435-4191
 Company Telephone Number

Des Moines Dirt Worx, LLC
 Bidder
 By [Signature]
 Signature
Robert Dixon
 Printed Name
Owner
 Title
5319 Pleasant Ridge Road
 Address
Pleasant Hill, Iowa 50327
 City, State, Zip Code
515-707-5435
 Telephone Number

NOTE: All signatures on this bid bond must be original signatures in ink; copies, facsimile, or electronic signatures will not be accepted. This bond must be sealed with the Surety's raised, embossing seal. The Certificate or Power of Attorney accompanying this bond must be valid on its face and sealed with the Surety's raised, embossing seal.



TOKIO MARINE
HCC

POWER OF ATTORNEY
AMERICAN CONTRACTORS INDEMNITY COMPANY TEXAS BONDING COMPANY
UNITED STATES SURETY COMPANY U.S. SPECIALTY INSURANCE COMPANY

KNOW ALL MEN BY THESE PRESENTS: That American Contractors Indemnity Company, a California corporation, Texas Bonding Company, an assumed name of American Contractors Indemnity Company, United States Surety Company, a Maryland corporation and U.S. Specialty Insurance Company, a Texas corporation (collectively, the "Companies"), do by these presents make, constitute and appoint:

Tina Bockholt, Jimmy Brown, Zachary, Matter, Zachary Mefferd, Ryan Swalve or Havilah Watson of West Des Moines, Iowa

its true and lawful Attorney(s)-in-fact, each in their separate capacity if more than one is named above, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver **any and all bonds, recognizances, undertakings or other instruments or contracts of suretyship to include riders, amendments, and consents of surety, providing the bond penalty does not exceed** *****Ten Million***** Dollars (***\$10,000,000.00***).

This Power of Attorney shall expire without further action on April 23rd, 2026. This Power of Attorney is granted under and by authority of the following resolutions adopted by the Boards of Directors of the Companies:

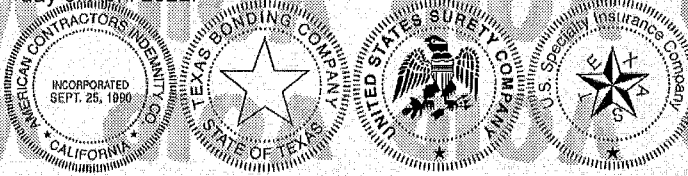
Be it Resolved, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements or Indemnity and other conditional or obligatory undertakings, including any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts, and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be binding upon the Company as if signed by the President and sealed and effected by the Corporate Secretary.

Be it Resolved, that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached.

IN WITNESS WHEREOF, The Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 18th day of April 2022.

AMERICAN CONTRACTORS INDEMNITY COMPANY, TEXAS BONDING COMPANY, UNITED STATES SURETY COMPANY, U.S. SPECIALTY INSURANCE COMPANY



By

Daniel P. Aguilar, Vice President

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

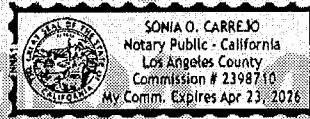
State of California
County of Los Angeles

On this 18th day of April 2022, before me, Sonia O. Carrejo, a notary public, personally appeared Daniel P. Aguilar, Vice President of American Contractors Indemnity Company, Texas Bonding Company, United States Surety Company and U.S. Specialty Insurance Company who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

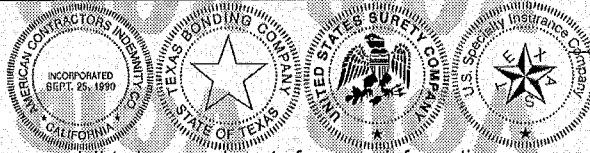
Signature (seal)



I, Kio Lo, Assistant Secretary of American Contractors Indemnity Company, Texas Bonding Company, United States Surety Company and U.S. Specialty Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Los Angeles, California this 14th day of October, 2023.

Bond No. N/A
Agency No. 700422



Kio Lo, Assistant Secretary

visit tmhcc.com/surety for more information

HCCSMANPO-07/2023

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. September 25, 2023
City Hall – Council Chambers

Polk City, City Council held a meeting in the City Hall Council Chambers with public participation in person and via phone at 6:00 p.m., September 25, 2023. The agenda was posted at the City Hall office as required by law.

These tentative minutes reflect all action taken at the meeting.

1. **Call to Order** | Mayor Karsjen called the meeting to order at 6:00 p.m.
2. **Roll Call** | Walters, Dvorak, Sarchet, Vogel (via Zoom), Anderson | In attendance
3. **MOTION:** A motion was made by Walters and seconded by Walters to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Swear In:** Police Chief Siepker swore in new Police Officer Spencer Stover
5. **Public Hearing:**
 - a. Mayor Karsjen opened the Public Hearing to amend the FY 24 & 5 Capital Improvement Plan (CIP) at 6:03 pm. City Clerk Coffin said that the notice was published September 15, 2023, and no comments had been received for or against the amendment. City Manager Huisman provided a report of the proposed changes as outlined in the redlined memo and CIP. No one was present to be heard for or against the amendment.
MOTION: A motion was made by Walters and seconded by Sarchet to close the public hearing at 6:07 pm.
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Walters and seconded by Sarchet to approve Resolution 2023-109 approving the FY 24 & 25 CIP Amendment
MOTION CARRIED UNANIMOUSLY
6. **Public Comments** | None
7. **Consent Items** |
 - a. City Council Meeting Minutes for September 11, 2023
 - b. City Council Work Session Meeting Minutes for September 11, 2023
 - c. Receive and file Planning & Zoning Commission Meeting Minutes for September 18, 2023
 - d. Claims listing September 25, 2023
 - e. August 2023 Finance Report
 - f. Twelve-month Class B Retail Alcohol License including Sunday Sales Privileges for Kwik Star #1089 effective October 11, 2023
 - g. Governor’s Traffic Safety Bureau Highway Safety Grant Contract
 - h. Receive and file August 2023 Police Department Report
 - i. Receive and file August 2023 Fire Department Report
 - j. Training burn at 1600 W Broadway scheduled for October 21, 2023
 - k. Resolution 2023-110 approving a Public Sanitary Sewer Easement with Berggren Farms, LLC
 - l. Resolution 2023-111 approving a Public Water Main Easement with Berggren Farms, LLC
 - m. Resolution 2023-112 setting public hearing on rezoning petition for On with Life**MOTION:** A motion was made by Walters and seconded by Sarchet to approve the consent agenda items.
MOTION CARRIED UNANIMOUSLY
8. **Business Items**
 - a. Crossroads at the Lakes Plat 3
 - i. **MOTION:** A motion was made by Anderson and seconded by Dvorak to approve Resolution 2023-113 accepting Public Improvements for Crossroads at the Lakes Plat 3
MOTION CARRIED UNANIMOUSLY
 - ii. **MOTION:** A motion was made by Walters and seconded by Sarchet to approve Resolution 2023-114 approving Final Plat for Crossroads at the Lakes Plat 3
MOTION CARRIED UNANIMOUSLY

- b. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve Resolution 2023-115 approving Preliminary Plat for Monarch Crossing
MOTION CARRIED UNANIMOUSLY
- c. **MOTION:** A motion was made by Walters and seconded by Anderson to approve Demolition and Grading Costs in the amount of \$140,315.80 for 306 S 3rd Street, 314 W Wood Street, 305 W Church Street, and 314 S. 3rd Street
YES: Anderson, Walters, Dvorak, Vogel
NO: Sarchet
MOTION CARRIED
- d. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve First Reading of Ordinance 2023-9600 amending Chapter 69 Parking Regulations; Winter Parking
MOTION CARRIED UNANIMOUSLY
- e. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve Second Reading of Ordinance 2023-9400 amending provisions pertaining to Liquor Licenses and Cigarette and Tobacco Permits
MOTION CARRIED UNANIMOUSLY
- f. **MOTION:** A motion was made by Anderson and seconded by Sarchet to approve Second Reading of Ordinance 2023-9500 amending provisions pertaining to Fiscal Management
MOTION CARRIED UNANIMOUSLY

9. **Proclamation:** Mayor Karsjen proclaimed October 8-14, 2023 as Fire Prevention Week in Polk City

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

- Parks & Recreation Director Thraen invited everyone to 2023 Fall Fest Saturday September 30 from 3p-7p on the Square. He said it is fun for the whole family.
- City Manager Huisman reported that funding is still available for the City-Wide Soil Quality Restoration (SQR) project, and encouraged residents to apply as the City is looking for an addition 40-50 applications.
- Council Member Anderson also encouraged residents to apply to SQR as the pricing is half the price of what he has heard others paying.
- Council Member Sarchet said it was good to hear Polk City was being used as a model for other communities to participate in SQR programs. He said he appreciates the staff’s innovation and enjoys the collaboration at regional meetings and especially enjoys hearing Polk City references in a positive light.
- Council Member Dvorak said he is happy the Capital Improvement Plan (CIP) was amended to move up the trail project and improve connectivity for Polk City. Dvorak said although the demolition of the four properties wasn’t budgeted, with funding available he is looking at safety concerns and putting himself in the shoes of the neighbors as reasoning to move forward with the demolition.
- Mayor Karsjen invited the public to Go Polk City event hosting the 2023 City Election Candidates Forum at Luana Bank on October 24th from 6p-8p, and the North Polk School District, School Board Election Candidates Forum at Luana Bank on October 25th from 6p-8p.

11. **Adjournment**

MOTION: A motion was made by Anderson and seconded by Dvorak to adjourn at 6:44 pm.
MOTION CARRIED UNANIMOUSLY

Next Meeting Date –October 9, 2023

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk

MEETING MINUTES
The City of Polk City
Parks Commission
6:00 p.m., Monday, October 2, 2023
City Hall

The Polk City Parks Commission held a meeting at 6:00 pm, on October 2, 2023. The agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** /The meeting was called to order at 6:00 p.m.
2. **Roll Call** | Otis, Converse, Delaney, Savage, Ten-Napel, Jablonski, Haaland (via phone) | In attendance
None | Absent.
3. ***MOTION:*** A motion was made by Otis and seconded by Ten-Napel to approve the August 7, 2023 meeting minutes.
MOTION CARRIED UNANIMOUSLY
4. **Audience Items:** None
5. **Presentation by Mitch Braiser, Eagle Scout Candidate**
Mitch presented his project of creating two new frames for message boards at Marina Cove and Twelve Oaks Parks. The timeline is to pour footings for the signs this fall, completing with installation of the sign boards in Spring 2024. Converse asked what the content on the sign will be, Braiser responded that it would include water quality and fishing information. Thraen confirmed that the sign content will be developed and paid for by the City. Ten-Napel suggested that disposal for fishing lines be added to the side of the frame.
6. **Summarize Q3 2023 Program Cost Recovery Report**
Thraen reported that he is happy with the youth results, low cost and low overhead helps with the programming. Seven coed softball teams participated in adult programming, which was the highest ever recorded. Fall bags league was unable to happen this year due to numerous scheduling conflicts. Senior programming was also positive, with a cost recovery in line with what is expected. Delaney suggested looking into better ways to advertise senior programming beyond social media. Thraen confirmed that an ad does get placed for summer programming in North Polk Living, posters are placed in library, etc. Savage asked how senior programming is determined, and Thraen confirmed that he utilizes past experience to develop this, but he does seek ideas and input from other communities that do a lot of senior programming across the state (Urbandale and Iowa City). Jablonski said when the new City Hall is constructed, it may be easier to provide space for programming, Otis suggested we begin looking at programming opportunities in this space now. Thraen also aligns Parks and Recreation programming with the library for seniors. Delaney suggested doing some multigenerational opportunities.
7. **Update on Regional Park Project**
Thraen gave an update on the project. The water tower project will be placed at the Regional Park, exact space is yet to be determined, but it will impact some of the original master plan, but not impact programming. City staff are also seeking proposals from fundraising consultants to help with a feasibility study for the project. City Council did amend the 5-year capital improvement plan at the last Council meeting, the Regional Park was moved from FY '24 to FY '25. Converse commended taking the crucial next-step initiative to get a feasibility study underway. Otis asked about the status of grading conversations with adjacent Knapp property. Thraen said conversations are continuing to see if there are opportunities to align grading work between the two projects to save money.
8. **Discuss Park Commission Action Plan**
Delaney presented a working document of an updated Action Plan for the group to workshop that could help provide guidance for roles and responsibilities and alignment for future community planning. Converse thanked Delaney for her work, and said it is great to have a plan and revisit goals on a regular basis. Savage suggested we look at how other communities' commissions handle this, and what their roles and responsibilities are. Jablonski spoke about his experience with Urbandale Parks Commission, and it was the role of the Director to bring ideas and goals to the Commission, and the Commission then made recommendations that were then presented to Council. Savage asked how that relationship was received within the City of Urbandale. Jablonski said two Commission members were present during 5-year Capital

Improvement Plan workshops. Delaney suggested the Parks Commission should be more involved in trails or other types of park-related matters before decisions are made by Council, the Commission wants an opportunity to make recommendations to Council. Ten-Napel suggested we need to provide a list of expectations of the Parks Commission for Council. Otis suggested we continue working on this more in future meetings once we know how other similar-sized communities handle this. Thraen confirmed he can gather some information and bring back to the Commission for future discussions. He reminded us that in recent years, that the Commission helped select what equipment was purchased for Lost Lake Park, updates to policies for rentals, and user fees.

9. **Reports & Particulars** | Council Liaison, City Manager, Staff, and Commission

- Thraen said largest attendance at Movie in the Park last Friday night, followed by Friends of the Parks Biketoberfest, and Fall Fest on Saturday, and thanked all who volunteered for these events. Thraen also confirmed that he is working with the Arbor League on replacing shade trees at Miller Park after the ash trees were removed earlier this year. Approximately 8-10 new trees are planned. Delaney suggested seeing if Friends of the Parks tree dedication could help with this endeavor.
- Delaney said the existing Sports Complex is cause for concern from a safety standpoint, and suggested we reach out to consultant who developed the Regional Park master plan to see if there's an ability to piece a part the project more so it can be accomplished more quickly. Savage said it needs to be in alignment with the results of the financial feasibility study. Jablonski suggested we investigate what City of Grimes did to fund their new sports complex. Commission agreed to continue discussions surrounding the Regional Park in during future meetings, Thraen confirmed that this item will be included in a future Commission agenda.
- Jablonski suggested the City of Polk City consider applying to be a Bicycle Friendly Community

10. **MOTION:** A motion was made by Converse seconded by Otis to adjourn at 7:13p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – November 6, 2023

Submitted by Parks Commission Secretary:



Monica Converse

Attest:

Jason Thraen, Parks & Recreation Director

| CLAIMS REPORT | | |
|-------------------------------|-------------------------------|----------------------|
| CITY OF POLK CITY | | 10/9/2023 |
| Amazon | CODY COMPUTER | 2,698.67 |
| ARBORCARE BY KLUVER | EAB TREATMENT | 620 |
| ARNOLD MOTOR SUPPLY | VEHICLE PARTS & SUPPLIES | 1,062.55 |
| AVESIS | CITY VISION | 394.35 |
| BAKER & TAYLOR | BOOKS | 395.49 |
| BENTLEY RIDGE | 3RD & VISTA | 7,448.15 |
| Boesen The Florist | EMILY GIBBONS | 75 |
| Bound Tree Medical | MEDICAL SUPPLIES | 845.57 |
| BRICK LAW FIRM | ATTORNEY FEES | 8,005.80 |
| BUSINESS PUBLICATIONS CORP | PUBLICATIONS | 303.36 |
| CAHOY PUMP SERVICE, INC | REPAIR FOR MONTHLY WELL READS | 1,349.00 |
| CAPITAL SANITARY SUPPLY | CLEANING SUPPLIES | 417.09 |
| CENTRAL SALT, LLC | BULK DEICING SALT | 1,848.58 |
| CHELSEA HUISMAN | MILEAGE REIMB | 1,075.20 |
| CITY OF POLK CITY | UB ASSISTANCE | 470.70 |
| CODY OLSON | BQ CERTIFICATION | 440 |
| Contractor Solutions | COMPACT LOCATOR | 975 |
| CRAIG GARRISON | ACADEMY PER DIEM WK 7 | 429.37 |
| Crystal Clear Water Co | PURCHASED WATER | 74.18 |
| D & K PRODUCTS | GRASS SEED | 474 |
| Delta Dental | CITY DENTAL | 1,601.36 |
| Des Moines Water Works | PURCHASE OF WATER | 74,344.02 |
| Dewey Ford | VEHICLE REPAIRS & MAINTENANCE | 740.66 |
| ELECTRONIC ENGINEERING CO. | SHARED ALARM JULY | 141.04 |
| FAIRFIELD BY MARRIOTT | ACADEMY WEEK 6 | 896 |
| FEH DESIGN | FIRE STATION & CITY HALL | 9,221.31 |
| GET SOME GUNS LLC | LT GLOVES | 26.59 |
| GREATAMERICA FINANCIAL | SHARED COPIER LEASE | 517.19 |
| Gurnsey Electric Co | SHOP ELECTRIC | 1,718.30 |
| GWORKS | ADDITIONAL USERS | 84 |
| HAWKINS INC | CHLORINE | 853.61 |
| IMFOA | MERRITT CONFERENCE | 150 |
| INTOXIMETERS | PBT REPAIR | 66 |
| IOWA D.N.R. | IOWA DNR ANNUAL WATER USE FEE | 115 |
| IOWA ONE CALL | UNDERGROUND LOCATIONS | 135.4 |
| Iowa Prison Industries | STOVER BUSINESS CARDS | 53 |
| JORDAN MONDT | REFUND | 15 |
| KANSAS CITY LIFE INS. CO | CITY LIFE INS | 1,395.62 |
| KIMBALL MIDWEST | SIGN BOLTS | 80.26 |
| LA FAMILIA MEXICAN RESTURANT | CITIZENS ACADEMY | 237.54 |
| LINDA MCCANN | LIBRARY BOOKS | 30 |
| MARTIN MARIETTA AGGREGATES | ROCK AT SHOP | 410.99 |
| MERCYONE NORTH PHARMACY | RX SUPPLIES | 201.73 |
| METRO WASTE AUTHORITY | MONTHLY GAR TOTERS AUG | 66,937.08 |
| MI-FIBER | CITY INTERNET | 9.95 |
| MIDLAND POWER CO-OP | STREET LIGHTING | 839.4 |
| NELSON AUTOMOTIVE | REPAIR PARTS | 769.89 |
| NICHE ACADEMY | ANNUYAL FEE | 500 |
| Outdoor Recreation Products | MEMORIAL BENCH | 1,722.00 |
| PAPA'S PIZZERIA | CITIZENS ACADEMY | 275.92 |
| PAYSEN PIPE CLEANING | CAMERA 1560 BROADWAY | 286 |
| POLK CITY PUB | CITIZENS ACADEMY WK 4 | 149.8 |
| POS SUPPLY SOLUTIONS | PRINTER PAPER | 299.95 |
| RACOM | EDACS | 862.92 |
| RANGEMASTERS TRAINING CENTER | AMMUNITION | 2,714.84 |
| RISING SUN CAFE | CITIZENS ACADEMY | 123 |
| ROE CONSULTING LLC | GEMT CONTRACT WORK | 600 |
| Safe Building Comp. & Tech | BUILDING INSPECTIONS | 7,480.89 |
| Sandry Fire Supply L.L.C. | SCBA STRAP REPLACEMENT | 59.75 |
| SBS SERVICES GROUP LLC | CITY HALL JANITORIAL | 1,323.57 |
| Schneider Graphics | #26 GRAPHICS | 640.68 |
| SECTOR LLC | GVS FOR NEW BUILD | 16,279.58 |
| Sprayer Specialities Inc | SPRAY SUPPLIES | 61.6 |
| TEE'S | UNIFORM SHIRTS | 216 |
| TELEFLEX FUNDING LLC | MEDICAL SUPPLIES | 59.5 |
| TIMECLOCK PLUS LLC | SOFTWARE | 1,275.00 |
| TOTAL QUALITY INC. | LAWNCARE | 13,460.00 |
| TRUCK EQUIPMENT INC. | SANDER REPAIR | 825 |
| UPHDM OCCUPATIONAL MEDICINE | CODY OLSON SCREEN | 51.75 |
| VORTEX OPTICS | OPTIC FOR RIFLE | 164.99 |
| Accounts Payable Total | | \$ 240,425.74 |
| GENERAL | | 53,057.72 |

| | | |
|---------------------------|--|----------------------|
| ROAD USE | | 4,550.07 |
| CITY FACILITIES TOTAL | | 16,669.46 |
| CAPITAL EQUIPMENT/VEHICLE | | 16,920.26 |
| WATER | | 78,836.81 |
| SEWER | | 3,284.52 |
| SOLID WASTE/RECYCLING | | 66,937.08 |
| STORM WATER UTILITY | | 169.82 |
| TOTAL FUNDS | | \$ 240,425.74 |

POLK CITY LIBRARY BOARD MEETING NOTES
Polk City Community Library
1500 W. Broadway, Polk City, IA
Monday, October 2, 2023 at 6:30 pm

I. Call to order – Meeting called to order by President Lisa England at 6:32pm.

II. Approval of the agenda

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

MOTION PASSED unanimously.

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

III. Consent Items

MOTION: A motion was made by Sara Olson and seconded by Justin Young to approve Meeting Agenda.
MOTION PASSED unanimously.

1. Approve the [September 2023 Board Minutes](#)
2. Approve August 2023 financial statements
 1. [August 2023 History](#)
 2. [August 2023 Budget](#)
 3. [August 2023 Revenue & Expenses](#)

IV. Communication from the Public – None

V. Director's Report

Library Director's Report
September 2023

Library Statistics:

- September Circulation and library usage
 - September 2023 circulation of 4,565 was a decrease of 988 checkouts compared to August 2023 and an increase of 45 compared to September 2022.
 - 1,977 individuals visited the library in September. This is a decrease of 566 compared to August 2023. It is an increase of 138 visitors compared to September 2022.
 - 124 individuals attended 14 passive adult library programs in September.
 - Library Patrons saved \$43,562 in September by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads, hotspot loans or Adventure Passes).
 - 23 passport applications were processed
 - 147 patrons are now using the myLibro App
 - 19 Adventure passes were used saving patrons \$994
- FY23 1st Quarter

- Circulation: 16,805
 - Patron Savings: \$172,738
 - Visitors: 7,579
 - 64 Adult programs with 477 attendees
 - 35 Youth programs with 1,122 attendees
 - Passports: 80
 - Adventure Passes: 94 passes used saving patrons \$4,942
- Recommendations from the September 6 public input session regarding the Governor's Boards & Commissions Review Committee's recommendation to remove the governing authority of the Iowa Commission on Libraries
 - The state Commission for Libraries should continue to review the State Library of Iowa's plan of service.
 - The state Commission for Libraries should continue to advise the Director of the Department of Administrative Services and the State Librarian.
 - The state Commission for Libraries rulemaking authority should be transferred to the Department of Administrative Services.
 - Feedback regarding library foundations:
 - We have a Foundation. The group was formed 8 years before we even had a plan in place for the new building. It has been a huge frustration for me. The lines are really not clear on what their duties are and what they should ask of me and my staff. They do raise money but the amounts have been so little since they can't really do large asks until the bond is passed. My recommendation to you is to make sure it is clear in writing what they expect from you and your staff. I know that even though it isn't your 'job' to raise money, you will be involved. I also recommend that they become a separate 501c3 to protect the money from the city. We have a Friends group as well. The group has been around for decades. They have determined that though they support the new building, it isn't in their mission to raise money for that or 'get out the vote'. They want to remain just program based. It is really confusing for the public to have the two different entities. They don't work well together and both are a source of frustration for me. It can be done well, it just hasn't been my experience.
 - My Board was very proactive with this last building project and made sure we had an architect hired with a preliminary building plan in place, before we actually were able to start the process. They felt if they had the beginning in place it would be easier to say to the city (once they had funds) here you go; a project ready to go. And that is what happened. We got those plans in place with the architect and the city passed the Local Option Sales Tax and Services bond and the city said the first project would be the expansion project with the Library. In fact, the city used us as a selling point to pass LOSTS with the voters. The Library Board had funds left from the 2007-2008 in their T&A and used those funds to pay for the architectural fees to get things going. We currently have a Foundation and a Friends group. The Friends were not formed till after the building project was completed though. Traditionally Foundation groups are the organization to head fundraising for building projects. I have always been told that Foundations are for long-term projects and Friends groups are for smaller quicker projects. They raise money and spend it right away. This last building project was in the middle of COVID (we began in 2020 and finished in 2021) The Foundation found that many organizations were not granting monies during this time. Their fundraising efforts did not raise much money because of this. We did receive the Carver Trust funds for \$60,000 but that is the only large grant. And even local efforts did not gain much. Luckily LOSTS funds covered the project (3.6 Million) The building project in 2007-2008 the Foundation had much better luck at local fundraising (I am told, I was not here yet). The Foundation raised a significant amount of money for the build. That project was built in conjunction with a new fire station on the same bond issue so the building project was limited because of the max they could bond for at that time. Although the Library did all the fundraising and the fire department did

very little. They did a major donor drive, sold bricks (which are still at our entryway) and had other various fundraising events.

We had talked about hiring a fundraising company for this last expansion and then the Pandemic hit and blew everything up. I have heard of libraries doing this with success.

Especially if your volunteer base is not versed in fundraising or inclined to take that on.

I would say the next steps most likely are to look at architects and begin a plan on how to fundraise in the community. MaryAnn probably has a list of building granting opportunities as well.

- Ankeny's Friends/Foundation is the same group. They had nothing to do with the building of the library, but they maintain the used bookstore, annual fundraiser appeal, and fundraising events (e.g. trivia night). I appreciate the supplemental funds for the library budget (typically \$30K-45K each year).
- The Friends of the Library book sale raised \$556
- The school district has reached out asking us to provide access to our electronic resources as we have done in the past. I advised them that I was not sure this was going to be possible with the new legislation in place regarding school libraries. The resources that would be provided would not be filtered in any way. I advised the district's librarian to consult with the school board and the district's attorneys if she wanted to proceed.
- The library is facing some significant repair bills. The sidewalk concrete is sinking behind the building creating a tripping hazard. Concrete is eroding under the brick ledge by the front door. Public works is assessing the damage and will help obtain estimates. There is also a lot of broken concrete in the parking lot that will need to be addressed in the future.
- In September, we believe a rock was thrown from the mower of the company mowing the townhouses behind the library. We heard it, but didn't think much of it. The next day, we discovered that the window was broken. Replacement glass has been ordered. Repair cost is \$625.
- The fees we are being charged by the city for Etech services keep fluctuating. Prior to January 2023, I was never charged fees for Etech services which was an error on the city side. I was then told that my fees would be \$85/month for each of the 3 computers we had covered under the contract. Extra fees would apply if we needed Etech to assist with non-covered equipment. I have had inconsistent billing since then with charges ranging from \$225-\$876.22. When I questioned this I was told there are additional charges for Managed network switch \$25, Wireless access point \$26.25, Manage g suite \$41.43, & Valeo SaaS \$133.81. These reflect the library's share of the monthly expenses shared amongst all city departments. With our computer coverage this is a monthly total of \$481.49. It appears that some months I was also billed \$394.73 for the city server which we don't access. This is being corrected going forward. I have asked the city clerk to look into the \$41.43 for managing the G suite as we have our G Suite managed by Onix. We are the only city department that uses G Suites.
- The Polk City Fire Department is participating in story times this week as part of fire prevention month.
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- The Friends of the Library are receiving a \$5,000 donation from the Polk City Community Foundation for the study pod project.
- The Friends of the Library sponsored the train ride at Fall Fest on September 30. 220 kids rode the "library train" in 3.5 hours.
- The new copy machine has been ordered.

- Director Noack attended the state-wide Learning Circuit professional development training on September 28. The focus was on effective partnerships and community asset mapping. I believe this will be a good exercise for the Board to complete at a future meeting.
- Director Noack will be on vacation October 12-14.
- Allyson, Linda and Jamie will be doing the renewal training for our passport acceptance agent certification on October 24 & October 26.

1. [September Stats](#)

| LIBRARY -SEPTEMBER 2023 STATS SNAPSHOT | September 2022 | September 2023 | August 2023 |
|--|-----------------------|-----------------------|--------------------|
| Total Visitors | 1,839 | 1,977 | 2,543 |
| People Checking Out | 392 | 383 | 464 |
| Polk City Cardholders | 348 | 334 | 399 |
| Polk City Checkouts | 3,167 | 2,826 | 3,570 |
| Open Access Cardholders | 19 | 23 | 27 |
| Open Access Checkouts | 149 | 245 | 308 |
| Rural Cardholders | 25 | 26 | 38 |
| Rural Checkouts | 284 | 308 | 494 |
| Bridges E-book/Audiobook Checkouts | 893 | 1,149 | 1,156 |
| Outgoing ILL Books | 27 | 37 | 25 |
| Total Checkouts (incl. Bridges & Outgoing ILL) | 4,520 | 4,565 | 5,553 |
| Auto Renewals | 666 | 720 | 872 |
| Total Checkouts (adjusted for auto-renewal) | 3,854 | 3,845 | 4,681 |
| Incoming ILL Books | 25 | 29 | 47 |
| Reserves Placed | 343 | 374 | 321 |
| Materials Added | 140 | 125 | 113 |
| Materials Withdrawn | 40 | 133 | 1,248 |
| New Cards Issued | 32 | 23 | 24 |
| Computer Users | 31 | 36 | 30 |
| WiFi Users (on site) | 354 | 490 | 571 |
| AWE Station Usage | 209 | 70 | 125 |
| AWE Games Played | 277 | 187 | 319 |
| Adult Programs | 30 | 27 | 19 |

| | | | |
|--|--------------|----------|----------|
| Adult Program Attendance | 231 | 213 | 131 |
| Youth Programs | 10 | 15 | 0 |
| Youth Program Attendance | 226 | 417 | 0 |
| Tutoring | 0 | 2 | 15 |
| No. of Meeting Room Uses by Outside Groups | 3 | 3 | 5 |
| Patron Savings (physical materials only) | \$47,156 | \$43,562 | \$57,756 |
| Passports | 26 | 23 | 32 |
| Blank Park Zoo Adventure Pass (\$60) | 5 | 11 | 12 |
| Science Center of Iowa Adventure Pass (\$60) | 3 | 2 | 9 |
| Botanical Gardens Adventure Pass (\$42) | 2 | 2 | 4 |
| Des Moines Children's Museum (\$36) | 0 | 0 | 5 |
| Reiman Gardens (\$36) | 1 | 3 | 4 |
| Iowa Arboreteum (\$22) | NA | 1 | 0 |
| TOTAL ADVENTURE PASS SAVINGS | \$454 | \$994 | \$1,752 |
| Summer Reading Signups (0-11) as of 6/30 | | | |
| Summer Reading Signups (12-17) as of 6/30 | | | |
| Adult Reading Participation as of 6/30 | | | |
| Social Media Page Views (Sept. 1-30) | 97 | 543 | 328 |
| Social Media Post Reach (Sept. 1-30) | 1,105 | 3 | 1,716 |
| New Social Media Followers(Sept. 1-30) | not reported | 1 | 1 |
| New Social Media Likes (Sept. 1-30) | 10 | 14 | 10 |
| Website Views | 2,272 | 2,196 | 2,320 |

VI. Liaison report – None

VII. Board Education: Recap of Trustee Training from September 26, 2023 – 6:50pm – 7:20pm

VIII. Agenda Items

1. Review Tier Standard Section 2: Library Management – reviewed.
2. Review [Public Comment Policy](#) – reviewed; no changes recommended.
3. Approve revisions to the [Circulation Policy](#)
MOTION: A motion was made by Rod Bergren and seconded by Sara Olson to approve revisions to the Circulation Policy.
MOTION PASSED unanimously.
4. Approve [Library Clothing Allowance Policy](#)
MOTION: A motion was made by Sara Olson and seconded by Angie Conley to approve Library Clothing Allowance Policy.
MOTION PASSED unanimously.
5. Approve [FY23 State Report](#)

MOTION: A motion was made by Rod Bergren and seconded by Justin Young to approve FY23 State Report.

MOTION PASSED unanimously.

6. Approve closing the library on Saturday, October 21 due to fire department training burn on adjacent property. The library will remain open if the training is canceled by 5:00 p.m. on Thursday, October 19.

MOTION: A motion was made by Sara Olson and seconded by Angie Conley to approve Meeting Agenda.

MOTION PASSED unanimously.

IX. Adjourn – President Mart adjourned the meeting at 7:33pm.

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

MOTION PASSED unanimously.

Next Meeting Monday, November 7 at 6:30 pm

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

Library Director's Report September 2023

Library Statistics:

- September Circulation and library usage
 - September 2023 circulation of 4,565 was a decrease of 988 checkouts compared to August 2023 and an increase of 45 compared to September 2022.
 - 1,977 individuals visited the library in September. This is a decrease of 566 compared to August 2023. It is an increase of 138 visitors compared to September 2022.
 - 124 individuals attended 14 passive adult library programs in September.
 - Library Patrons saved \$43,562 in September by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads, hotspot loans or Adventure Passes).
 - 23 passport applications were processed
 - 147 patrons are now using the myLibro App
 - 19 Adventure passes were used saving patrons \$994
- FY23 1st Quarter
 - Circulation: 16,805
 - Patron Savings: \$172,738
 - Visitors: 7,579
 - 64 Adult programs with 477 attendees
 - 35 Youth programs with 1,122 attendees
 - Passports: 80
 - Adventure Passes: 94 passes used saving patrons \$4,942
- Recommendations from the September 6 public input session regarding the Governor's Boards & Commissions Review Committee's recommendation to remove the governing authority of the Iowa Commission on Libraries
 - The state Commission for Libraries should continue to review the State Library of Iowa's plan of service.
 - The state Commission for Libraries should continue to advise the Director of the Department of Administrative Services and the State Librarian.
 - The state Commission for Libraries rulemaking authority should be transferred to the Department of Administrative Services.
- Feedback regarding library foundations:
 - We have a Foundation. The group was formed 8 years before we even had a plan in place for the new building. It has been a huge frustration for me. The lines are really not clear on what their duties are and what they should ask of me and my staff. They do raise money but the amounts have been so little since they can't really do large asks until the bond is passed. My recommendation to you is to make sure it is clear in writing what they expect from you and your staff. I know that even though it isn't your 'job' to raise money, you will be involved. I also recommend that they become a separate 501c3 to protect the money from the city. We have a Friends group as well. The group has been around for decades. They have determined that though they support the new building, it isn't in their mission to raise money for that or 'get out the vote'. They want to remain just program based. It is really confusing for the public to have the two different entities. They don't work well together and both are a source of frustration for me. It can be done well, it just hasn't been my experience.
 - My Board was very proactive with this last building project and made sure we had an architect hired with a preliminary building plan in place, before we actually were able to start the process. They felt if they had the beginning in place it would be easier to say to the city (once they had funds) here you go; a project ready to go. And that is what happened. We got those plans in place with the architect and the city passed the Local Option Sales Tax and Services bond and the city said the first project would be the expansion project with the Library. In fact, the city used us as a selling point to pass LOSTS with the voters. The Library Board had funds left from the 2007-2008 in their T&A and used those funds to pay for the architectural fees to get things going.

We currently have a Foundation and a Friends group. The Friends were not formed till after the building project was completed though.

Traditionally Foundation groups are the organization to head fundraising for building projects. I have always been told that Foundations are for long-term projects and Friends groups are for smaller quicker projects. They raise money and spend it right away.

This last building project was in the middle of COVID (we began in 2020 and finished in 2021) The Foundation found that many organizations were not granting monies during this time. Their fundraising efforts did not raise much money because of this. We did receive the Carver Trust funds for \$60,000 but that is the only large grant. And even local efforts did not gain much. Luckily LOSTS funds covered the project (3.6 Million)

The building project in 2007-2008 the Foundation had much better luck at local fundraising (I am told, I was not here yet). The Foundation raised a significant amount of money for the build. That project was built in conjunction with a new fire station on the same bond issue so the building project was limited because of the max they could bond for at that time. Although the Library did all the fundraising and the fire department did very little. They did a major donor drive, sold bricks (which are still at our entryway) and had other various fundraising events.

We had talked about hiring a fundraising company for this last expansion and then the Pandemic hit and blew everything up. I have heard of libraries doing this with success. Especially if your volunteer base is not versed in fundraising or inclined to take that on.

I would say the next steps most likely are to look at architects and begin a plan on how to fundraise in the community. MaryAnn probably has a list of building granting opportunities as well.

- Ankeny's Friends/Foundation is the same group. They had nothing to do with the building of the library, but they maintain the used bookstore, annual fundraiser appeal, and fundraising events (e.g. trivia night). I appreciate the supplemental funds for the library budget (typically \$30K-45K each year).

- The Friends of the Library book sale raised \$556
- The school district has reached out asking us to provide access to our electronic resources as we have done in the past. I advised them that I was not sure this was going to be possible with the new legislation in place regarding school libraries. The resources that would be provided would not be filtered in any way. I advised the district's librarian to consult with the school board and the district's attorneys if she wanted to proceed.
- The library is facing some significant repair bills. The sidewalk concrete is sinking behind the building creating a tripping hazard. Concrete is eroding under the brick ledge by the front door. Public works is assessing the damage and will help obtain estimates. There is also a lot of broken concrete in the parking lot that will need to be addressed in the future.
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| Website Views | 2,272 | 2,196 | 2,320 |

Polk City Community Library
 Monthly Iowa Public Library General Information Survey Fiscal 2024

Circulation: Adult Books

| | | | |
|---|----------|----------|-------|
|  | Sep 2023 | Aug 2023 | YTD |
| | 823 | 965 | 2,686 |

Circulation: Children Books

| | | | |
|---|----------|----------|-------|
|  | Sep 2023 | Aug 2023 | YTD |
| | 2,212 | 2,907 | 8,278 |

Circulation: Audio

| | | | |
|---|----------|----------|-----|
|  | Sep 2023 | Aug 2023 | YTD |
| | 16 | 23 | 54 |

Circulation: Other

| | | | |
|---|----------|----------|-----|
|  | Sep 2023 | Aug 2023 | YTD |
| | 34 | 40 | 133 |

Circulation: YA Books

| | | | |
|--|----------|----------|-----|
|  | Sep 2023 | Aug 2023 | YTD |
| | 58 | 98 | 253 |

Circulation: Video

| | | | |
|--|----------|----------|-----|
|  | Sep 2023 | Aug 2023 | YTD |
| | 270 | 365 | 933 |

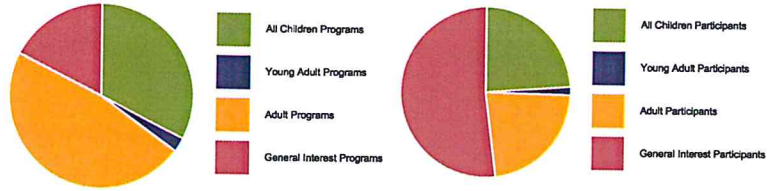
Circulation: Serials

| | | | |
|--|----------|----------|-----|
|  | Sep 2023 | Aug 2023 | YTD |
| | 37 | 15 | 58 |

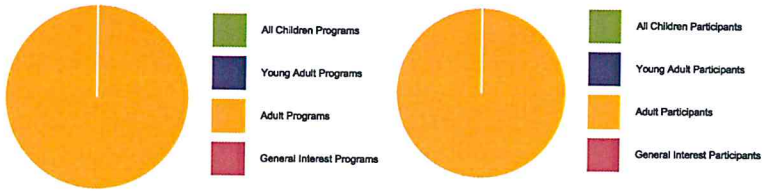
Rural Circulation

| | | | |
|--|----------|----------|-------|
|  | Sep 2023 | Aug 2023 | YTD |
| | 308 | 494 | 1,423 |

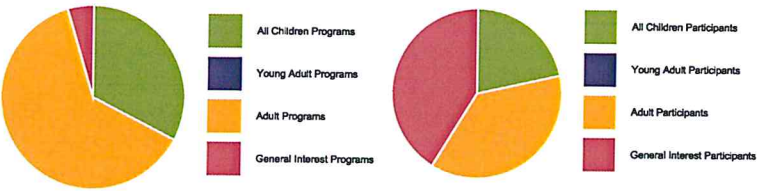
| July | | | | | |
|---------------------------|----|-------|-------------------------------|-----|--------|
| Overview | | | | | |
| All Children Programs | 13 | 32.5% | All Children Participants | 182 | 23.85% |
| Young Adult Programs | 1 | 2.5% | Young Adult Participants | 12 | 1.57% |
| Adult Programs | 19 | 47.5% | Adult Participants | 172 | 22.54% |
| General Interest Programs | 7 | 17.5% | General Interest Participants | 397 | 52.03% |
| Total Programs | 40 | | Total Participants | 763 | |



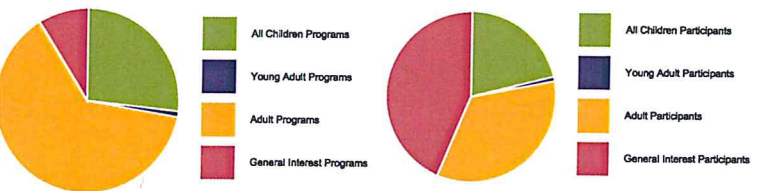
| August | | | | | |
|---------------------------|----|------|-------------------------------|-----|------|
| Overview | | | | | |
| All Children Programs | 0 | 0% | All Children Participants | 0 | 0% |
| Young Adult Programs | 0 | 0% | Young Adult Participants | 0 | 0% |
| Adult Programs | 18 | 100% | Adult Participants | 112 | 100% |
| General Interest Programs | 0 | 0% | General Interest Participants | 0 | 0% |
| Total Programs | 18 | | Total Participants | 112 | |



| September | | | | | |
|---------------------------|----|--------|-------------------------------|-----|--------|
| Overview | | | | | |
| All Children Programs | 14 | 32.56% | All Children Participants | 124 | 21.53% |
| Young Adult Programs | 0 | 0% | Young Adult Participants | 0 | 0% |
| Adult Programs | 27 | 62.79% | Adult Participants | 214 | 37.15% |
| General Interest Programs | 2 | 4.65% | General Interest Participants | 238 | 41.32% |
| Total Programs | 43 | | Total Participants | 576 | |



| Year in Review | | | | | |
|---------------------------|-----|--------|-------------------------------|------|--------|
| Overview | | | | | |
| All Children Programs | 27 | 26.73% | All Children Participants | 306 | 21.09% |
| Young Adult Programs | 1 | 0.99% | Young Adult Participants | 12 | 0.83% |
| Adult Programs | 64 | 63.37% | Adult Participants | 498 | 34.32% |
| General Interest Programs | 9 | 8.91% | General Interest Participants | 635 | 43.76% |
| Total Programs | 101 | | Total Participants | 1451 | |



Circulation Policy

POLICY STATEMENT

The Polk City Community Library seeks to have as few restrictions on the flow of information as possible, while also protecting the library's resources. The library does this by maintaining a database of registered borrowers and by giving customers in good standing access to the library's collections. The Polk City Community Library strives to provide the community efficient and equitable access to library materials and information, while ensuring these same materials are available in good condition for all.

REGULATIONS

LIBRARY CARD ACCOUNTS

- Residents of Polk City and rural Polk County are eligible for a library card account.
- Residents of the state of Iowa are eligible to register for a library card account through the State Library's Open Access system.
 - A completed application, a valid photo ID, and proof of address are required to sign up for a library card account. Acceptable forms of identification and proof of address may include, but are not limited to:
 - Photo ID
 - Valid driver's license
 - State issued ID
 - School ID
 - Passport
 - Proof of address
 - Valid driver's license
 - Recent utility bill
 - Current rental lease
 - Car registration
 - Mail received at the current address within the last 30 days
- If no proof of current residential address is available, the library can issue a temporary library card to **ADULT** residents of Polk City. The temporary card will be in effect with restricted privileges for 60 days or until proof of address is provided, whichever comes first. When proof of address is provided the patron will be given full library privileges.
 - Temporary library cards are restricted to checking out 3 items.
 - Temporary library cards are not eligible to check out mobile hotspots.
 - Temporary library cards are not eligible to check out Adventure Passes.

- Temporary library cards are not eligible to use Bridges or other online resources.
- Temporary library cards are not available for Interlibrary Loan.
- The Library Director has the authority to supersede this policy and approve library cards by other means when a patron is unable to present in person due to unforeseen circumstances preventing that individual from being personally present at the Library (i.e. crisis, emergency, homebound individual, etc.)
- Library card accounts are valid for three (3) years.
- Library card accounts can only be set up with the individual present in the library.
 - Children must be five (5) years or older to sign up for a library card.
 - Parents cannot sign up children for a library card unless the child is present.
 - Those 14 and younger are required to have a parental signature.
- By setting up a library card account with the Polk City Community Library, an individual accepts full responsibility for the use and return of all materials borrowed on this account. The individual whose name appears on the account will be charged fees by the Polk City Community Library for any items that are lost or damaged during their use by the account holder.
- The account holder is responsible for updating their contact information with the library.
- Account holders can maintain full library privileges by returning or renewing materials on or before their due date, paying for lost or damaged items promptly, and promptly informing the library of any change in their contact information.
- Library patrons who habitually fail to return materials in a timely manner, requiring the library to incur financial expense to retrieve the items, may have their library privileges suspended indefinitely.
- Parents/guardians are financially responsible for the items checked out on their minor child's library account.
- Parents/guardians are responsible for guiding the selection of library materials by their children.

CONFIDENTIALITY

Confidentiality is based on the First and Fourth Amendments of the U.S. Constitution, the Iowa Code, and professional ethics.

First Amendment: Congress shall make no law...abridging the freedom of speech...

Fourth Amendment: The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

Code of Iowa 22.7"Examination of Public Records (Open Records)"

22.7 Confidential records.

The following public records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information...:

13. The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library customer checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.

18. Communications not required by law, rule, procedure, or contract that are made to a government body or to any of its employees by identified persons outside of government, to the extent that the government body receiving those communications from such persons outside of government could reasonably believe that those persons would be discouraged from making them to that government body if they were available for general public examination.

Professional Ethics: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted." (Source: Code of Ethics of the American Library Association)

- The library will not reveal the identities of individual users nor reveal the information sources or services they consult unless required by law.
 - Confidentiality extends to information sought or received and materials consulted, borrowed or acquired.
 - Confidentiality includes database search records, reference interviews, interlibrary loan records, computer use records, and all other personally identifiable uses of library materials, facilities or services.
- The library will hold confidential the names of card holders and their registration information and not provide access for private, public or commercial use.
- The lawful custodian of the records is the Director of the Library.
- The library will not release registration, circulation or other records protected under the Iowa Code unless it is required by law to release the information. Circumstances which may require the library to release the information include the following:
 - A criminal or juvenile justice agency is seeking the information in pursuant to an investigation of a particular person or organization suspected of committing a known crime AND the criminal or juvenile justice agency presents the library Director with a court order demonstrating that there has been a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.
 - The library receives a Warrant for the information issued under the USA Patriot Act (which includes amendments to the Foreign Intelligence Surveillance Act and the Electronic Communications Privacy Act).
 - The library receives a National Security Letter seeking the information pursuant to the USA Patriot Act.
 - The library receives a valid court order requiring the library to release registration, circulation or other records protected under the Iowa Code and the information is not sought in conjunction with a criminal or juvenile justice investigation.

LOANING PERIODS

- The library sets loan periods and limits in order to provide patrons with fair and reasonable access to the library's resources.
- Items will not be due on a day the library is closed.
- Patrons with any overdue items will not be able to check out.
 - PRINT
 - Books are checked out for a limit of 21 days (3 weeks) with the following exceptions:
 - Reference materials
 - Newspapers
 - Historical & Genealogical items
 - Magazines are checked out for a limit of 7 days (1 week)
 - There are no limits on the amount of print materials that can be checked out at any given time.
 - AUDIOBOOKS & CDs
 - Audiobooks can be checked out for a limit of 21 days (3 weeks).
 - There is no limit on the amount of audiobooks that can be checked out at any given time.
 - VIDEOS
 - Videos can be checked out for a limit of 7 days (1 week).
 - There is no limit on the amount of videos that can be checked out at any given time.
 - CAKE PANS
 - Cake pans can be checked out for a limit of 7 days (1 week)
 - There is no limit on the amount of cake pans that can be checked out at any given time.
 - MOBILE HOTSPOTS
 - Mobile hotspots can be checked out for a limit of 14 days (2 weeks). There is a wait time of 48 hours after returning a hotspot before another hotspot can be checked out to anyone in the same household. Mobile hotspots are limited to 10 (ten) checkouts per year.
 - ELECTRONIC EQUIPMENT
 - Electronic equipment such as chromebooks can be checked out for a limit of 14 days (2 weeks). There is a wait time of 48 hours after returning an electronic device before another electronic device can be checked out to anyone in the same household. Electronic devices are limited to 10 (ten) checkouts per year.

RETURNING ITEMS

- Items can be returned:
 - In the walk-up book drop, located by the main entrance, 24/7
 - At the service desk.
- Items can be returned to another library participating in Open Access.
 - The items will not be checked in before being sent back to the Polk City Community Library.
 - Patrons are responsible for the item until it has reached the Polk City Community Library and checked in
- Cake pans should not be placed in the book drop. They must be returned at the library circulation desk.
- Items from other Open Access libraries can be returned to the Polk City Community Library.

RENEWING ITEMS

- Books and audiobooks can be renewed two (2) times.
- Videos, magazines and cake pans can be renewed one (1) time.
- Library materials can be renewed:
 - By phone during regular library hours
 - By accessing your account on the library's online catalog
 - By email, the item will be renewed during regular library hours
 - In person, during regular library hours
- Library materials are not available for renewal if:
 - The item is on hold for another patron.
 - The item is considered lost by the system.
 - The item has already been renewed once.
 - Exceptions to this will be made at the discretion of the library staff, on a case by case basis.

MATERIAL HOLDS (RESERVES)

- A hold is a request that places a patron in a queue for a specific title from the library catalog.
- Cardholders must be in good standing to place holds.
- Patrons can place holds on most items in the library collection:
 - By phone
 - In person
 - Online, through the library's online catalog
- Patrons placing holds must be aware that items currently checked out to another patron may not be returned by the due date.

- Patrons can be notified one of three ways when a hold comes in:
 - By phone
 - By text
 - By email
- Holds will be set aside for the requesting patron for seven (7) days before it is canceled, moved to the next person waiting, or placed back on the shelf.
- Missing Items
 - Library items become missing when a library patron puts an item away in another area or the item is misshelved by staff.
 - Patrons should ask staff any time they cannot find an item they are looking for.

INTERLIBRARY LOAN

Interlibrary loans are a service offered by the Polk City Community Library. The Polk City Community Library must follow the rules set forth by the regulators of the ILL program. Following are the major guidelines affecting the Polk City Community Library:

- The borrowing library must request materials using protocol established by SILO (State of Iowa Libraries Online).
- Renewals are at the discretion of the lending library only.

The following is a guideline set forth by the Polk City Community Library Board:

- Patrons can only request one textbook at a time.
- Items newer than six (6) months will be a suggestion for purchase, not an Interlibrary Loan request.
- Magazines cannot be requested
- Requests may be made in person, by phone, or by email.
- Patrons must have library accounts in good standing.
- If children nine (9) or younger are requesting material, they must have parents' approval prior to borrowing any material.
- Titles owned by the Polk City Community Library cannot be requested through Interlibrary Loan.
- Interlibrary loan requests will only be made to libraries in the continental United States.
- Interlibrary loan item due dates are set by the loaning library, not the Polk City Community Library.
- The Polk City Community Library will assess a fine of \$0.20 per item per day if the ILL is not returned by the due date.
- Items may or may not be available for renewal.
- Any and all fines or fees the loaning library charges the Polk City Community Library will be passed on to the patron.

FINES & FEES

- Overdue Items

- Patrons are encouraged to return or renew materials by their due date to avoid being charged fines.
 - A grace period of five (5) days is allowed before fines begin accruing.
 - A fine of \$0.20 per day is assessed for overdue materials
 - Fines for hotspots/chromebooks begin accruing on the first day the item is overdue.
 - A fine of \$1.00 per day is assessed for overdue hotspots/chromebooks
 - A reactivation fee of \$15 will be charged if the service to a hotspot is disconnected after being overdue for 24 hours.
 - If a hotspot/chromebook is more than 24 hours overdue, an additional checkout will be applied towards the household's 10 (ten) checkouts per calendar year.
- Overdue items automatically become lost at 30 days overdue.
- Date due warnings can be sent via text or email, three days before an item is due.
- Overdue notices are set to notify patrons of overdue items at seven (7) days and fourteen (14) days after the due date. At twenty-one days (21) overdue, the library director will make a phone call to the patron.
 - First and second notices are done by phone, text, or email.

- CITY CODE 21.12 Notice Posted

There shall be posted in clear public view within the Library notices informing the public of the following:

1. Failure to Return. Failure to return Library materials for two (2) months or more after the date the person agreed to return the Library materials, or failure to return Library equipment for one (1) month or more after the person agreed to return the Library equipment, is evidence of intent to deprive the owner, provided a reasonable attempt, including the mailing by restricted certified mail of notice that such material or equipment is overdue and criminal actions will be taken, has been made to reclaim the been made to reclaim the materials or equipment.

(Code of Iowa, Sec. 714.5)

- Items missing pieces
 - Patrons who return items with missing pieces will be contacted. If the missing pieces are not returned, the patron will be charged for the cost of replacing the piece or the entire item.
 - The item will remain checked out to the patron until the pieces are returned or paid for.
 - The cost for these pieces varies on the type and whether the piece is replaceable, or the whole item needs replacement. See Appendix A.

- Damaged Items
 - Damage includes, but is not limited to:
 - Ripped pages
 - Liquid damage
 - Excessive markings
 - Broken cases
 - Broken discs
 - The Library will accept a replacement copy of damaged items purchased by the Customer from an outside vendor (Amazon, etc.), if the material has not already been repurchased by the Library. Any replacement that is not an exact duplicate of the original must be approved by the Library Director.
 - If the lost or damaged item is replaced by the Library, customers will be charged the retail replacement cost and an additional \$5.00 processing fee per item. An additional fee may be added for materials processed that also require the purchase of a new hanging bag, special case, or cover.
 - If an exact duplicate cannot be located for the lost or damaged item, customers will be charged a standard replacement cost. See Appendix A.
 - Normal wear and tear for library materials is expected.

- Lost items
 - Lost items are those items checked out to patrons and never returned.
 - Lost items will be considered lost after thirty (30) days overdue.
 - The cost of the item will be charged to the patron's account.
 - Patrons with lost items on their card will be blocked from checking out.
 - Lost items can be returned to the library within 30 days after the due date for a waiver of the lost charges.
 - Lost items returned to the library 30 days after the due date will be charged for the item. The patron will be able to keep the item, but must pay the charges.
 - The Library will accept a replacement copy of lost items purchased by the

Customer from an outside vendor (Amazon, etc.), if the material has not already been repurchased by the Library. Any replacement that is not an exact duplicate of the original must be approved by the Library Director.

- If the lost item is replaced by the Library, customers will be charged the retail replacement cost and an additional \$5.00 processing fee per item. An additional fee may be added for materials processed that also require the purchase of a new hanging bag, special case, or cover.
 - If an exact duplicate cannot be located for the lost item, customers will be charged a standard replacement cost. See Appendix A.
- Refunds
 - Refunds are only available for paid lost items.
 - If a patron finds a lost item after they have paid for it, a refund will be available, but only for 30 days after payment has been received.
 - The lost item must be in good condition when returned.
 - ILL fees will not be refunded if the item is not picked up by the borrower.

PROCEDURES

LIBRARY CARD ACCOUNTS

- When a patron requests to sign up for a library card account:
 - Please request a photo ID and proof of address.
 - If an **ADULT** resident of Polk City ~~patron~~ ~~if patron~~ does not have proof of address, you can offer to give them a Temporary card with restricted privileges. It will be good for 2 months or until they bring in proof of address; whichever comes first.
 - Check Apollo to make sure they do not have an account already.
 - Fill in the necessary information from the patron's photo ID and/or proof of address and interview questions (email, phone number, date of birth).
 - Make sure to select the correct type of card. The following are available for use:
 - Polk City-Adult
 - Polk City-Juvenile
 - Rural-Adult
 - Rural-Juvenile
 - Open Access-Adult
 - Open Access-Juvenile
 - Temporary Card
 - DO NOT use New Member
 - Staff will finish filling out the information in Apollo, including how patrons will be contacted for overdues, date due warnings, reserves, and check out receipts.
 - Staff must hit save. The expiration date is automatically set for three years.
 - Staff will give the patron a brochure with the library hours, information about the library, and a card with their barcode number printed on it. The patron is now in the system.

- Open Access
 - Pursuant with Iowa Library Services, most libraries in Iowa participate in Open Access. This means patrons from across the state can sign up for library cards at most of the libraries around the state.
 - There is no fee.
 - If a minor 14 or younger wishes to sign up for a library card, their parent/guardian must be present.
 - Minors under five (5) years of age are not eligible for library cards.
 - Library card applications must be done in person.
 - When a patron needs to renew their library account, they must verify their mailing address, phone number and email address.

CONFIDENTIALITY

- The library staff member receiving a request to examine or obtain information relating to registration records or circulation records or other records identifying the names of library users, shall immediately refer the requestor to the Director, the official custodian of the records.
 - (To prevent any misunderstanding, the staff member should avoid discussing with the person making the request what user information may or may not be available, or what the library can or cannot do.)
 - If the library Director is not available (such as during evenings or weekends or away on business) inform the requester when the Director will be available. If pressed to act sooner, contact the Director immediately whether the Director is away on business or at home. In the event the Director cannot be reached, the highest ranking person on duty is responsible for working with the requestor.
- The library Director shall meet with the requestor seeking the information. If the requestor is a law enforcement officer the officer must have a court order, a warrant issued under the USA Patriot Act, or a National Security Letter (NSL) issued under the USA Patriot Act to receive the requested records. If the officer does not have a proper court order, warrant, or NSL compelling the production of records, the library Director shall refuse to provide the information. The library Director may explain the confidentiality policy and the state's confidentiality law, and inform the agent or officer that users' records are not available except when a proper court order in good form has been presented to the library.

- If the records requested cover registration, circulation or other records protected under the Iowa Code, and the Director is uncertain about whether the order, or subpoena presented to the library Director is sufficient to require release of the records, the library Director may immediately consult with legal counsel to determine if such process, order, or subpoena is sufficient to require release of the records.
- If any written request, process, order, or subpoena is not in proper form or does not otherwise appear to be sufficient to support releasing the records, the library Director shall insist that such defects be cured before any records are released.
- If the library Director or the Director **in consultation with library's attorney** determine that the order, warrant, or NSL, is sufficient and compels the release of the records, the library Director shall release the records.
 - **DO NOT PROVIDE ANY INFORMATION WITHOUT CONSULTING THE CITY ATTORNEY**
- If the request is made pursuant to the USA Patriot Act, the library Director is authorized to obtain legal counsel regarding the request. As required by the USA Patriot Act, the library Director may not discuss the request with anyone other than legal counsel.
- If the requestor is not a law enforcement officer and has not presented any type of court or administrative order requiring release of the requested information, the library Director shall refuse to provide the requested records. The library Director may explain the confidentiality policy and the state's confidentiality law.
- The library Director is authorized to take legal action (such as moving to quash a subpoena) to resist releasing requested registration, circulation or other records protected under the Iowa Code if the library Director and the library's legal counsel deems such action to be appropriate.
- Any threats or unauthorized demands (i.e. those not supported by a written request, process, order, or subpoena) concerning circulation and other records identifying the names of library users shall be reported to the Director.
- Any problems relating to the privacy of circulation and other records identifying the names of library users which are not provided for above shall be referred to the Director.

LOANING PERIODS

- Library items are not due on days when the library is closed.
- Books and audiobooks:
 - Check out for three (3) weeks, or twenty-one (21) days
 - No limit on the amount that can be checked out
- Magazines, Videos, Cake Pans
 - Check out for one (1) week, or seven (7) days
 - No limit on the amount that can be checked out
- Newspapers and Reference/Historical materials
 - No check out

RETURNING ITEMS

- Staff can accept items being returned when at the service desk.
- Staff should check the book drops at the service desk regularly.

RENEWING ITEMS

- When a patron requests to renew an item:
 - Staff will pull up the patron's record
 - Staff will find the item to renew on the patron's card. There will be a Y or an N next to the item, Y for yes, N for no – renewals allowed.
 - If the item can be renewed, staff will renew the item.

MATERIAL HOLDS (RESERVES)

- When a patron requests to put an item on hold, staff will:
 - Check the library's online catalog
 - If the item is available, help the patron find the item.
 - If the item is not available, staff will place a request on the item for the person
- Requests for holds can be made in person, by email, or by phone.
- Patrons can request items from the library's catalog as long as they have an internet connection.
- If a patron requests a BRIDGES item, the hold request must go through the BRIDGES system. Holds are not available on these items from Apollo.
- When a hold comes in for a patron, staff will either notify the patron by phone, or Apollo will notify the patron via text or email.
 - Call notifications by staff should be made the same day the item is available.

- Staff will write down the attempts they have made to notify the patron on the hold slip.
- When a hold expires:
 - Staff will check the hold shelf every day for holds that expired the day previously.
 - These holds will be pulled off the shelf and checked in.
- Staff will run a reserves list each day, to pull items patrons have placed on reserve online.
 - Click on Reserves and OverDues.
 - Click on Reserve Search List.
 - Find the items on the list and check in the items. A hold slip should print for each item.
- Missing Items
 - When a patron looks for an item that says it is 'In' but is not on the shelf, staff shall:
 - Visit the shelves where the item should be located.
 - Look behind materials, and on the shelves surrounding the shelf the item should be located.
 - Offer to place the patron on hold for the item, for when it appears.
 - Apologize to the patron for the inconvenience and assure the patron the staff will look for the item.
 - The staff should then update the item to Missing.
 - Go to Materials and Edit Materials.
 - Look up the item.
 - In Item Holdings, click on Problems.
 - Click on Add New.
 - Change the Type to Other.
 - Change Location to Missing.
 - Add your initials.
 - Click on Update Problem.
 - A Missing Report shall be run every month to search the library for items marked missing.
 - In Reports, click on Material Problems
 - Change the Start and End dates.
 - Change Location to Missing.
 - Sort by Call Number.
 - Click on View.

INTERLIBRARY LOAN

- When a patron requests an item not owned by the library, staff will:
 - Staff should first check the library catalog to verify the item is not owned by the library.
 - Staff should look up the patron information to make sure there are no fees or fines on their account or overdue materials.
 - Staff need to verify contact information with the patron.
 - Fill out an Interlibrary Loan request form in SILO
 - When a request has been submitted:
 - Staff will check SILO to see if the item is available for request.
- When an item comes in to the library:
 - Once the items are at the library, staff will open the containers they arrived in, without ruining the container. These will be used to ship the items back.
 - Containers will be labeled with the name of the item and put in the cabinet, in alphabetical order, for easy access later.
 - Staff will put the information for the item into Apollo.
 - The patron will be notified by phone, text, or email that the item is available.
 - The ILL item will be held on the hold shelf until the patron picks up the item or the due date is reached.
- Renewing ILL items
 - All renewal requests must be submitted to the lending library.
 - There is no guarantee renewals will be available.
- When an Interlibrary loan item is returned to the library
 - Staff will follow standard check in procedure and the ILL item will be checked in.
 - Staff will find the correct mailing container for the item.
 - The item will be re-packaged and set for either AEA delivery or mailing.

FINES & FEES

- Overdue Items
 - After a 5 day grace period, fines accrue at the rate of \$0.20 per day per item.
 - A fine of \$1.00 per day is assessed for overdue hotspots/chromebooks
 - A reactivation fee of \$15 will be charged if the service to a hotspot is disconnected after being overdue for 24 hours.
 - If a hotspot/chromebook is more than 24 hours overdue, an additional checkout will be applied towards the household's 10 (ten) checkouts per calendar year.
 - Patrons cannot check out if they have ANY overdue items.
 - Overdue notices are set to notify patrons of items at seven (7) days and fourteen (14) days after the due date.
 - Items thirty (30) days overdue will be considered lost. Patrons will be billed for the item.
- Items missing pieces
 - When items are returned, staff will inspect each item to make sure all the pieces are accounted for, before checking in the item.
 - If a piece (for example, a disc for an audiobook) is missing, staff will contact the patron to let them know what is missing. **THE ITEM WILL NOT BE CHECKED IN.**
 - If the patron is still in the building, staff can offer the item back to them, so they can return the complete set.
 - Staff will offer to renew the item.
 - If the patron is not in the library, staff must call the patron to notify them of the missing pieces.
 - Staff will tell the patron the item will not be checked in until all pieces are returned.
 - Staff will offer to renew the item.
 - A note will be placed in the patron's record, noting the item and what is missing. This note will be deleted when the piece is returned and the item checked in.
 - The item missing pieces will be set on the bookshelf for Missing Items.
 - Items missing pieces will go through the overdue notification process.
 - If the missing piece cannot be found, the patron will have to pay for the piece or market value for the entire item, if the piece cannot be replaced. See Appendix A.

- Damaged Items

- When items are returned, staff will inspect each item for any damage.
 - Damage does not include pages falling out or broken spines. This is normal wear and tear.
- If an item is damaged, staff will notify the patron of the damage. THE ITEM WILL NOT BE CHECKED IN.
 - If the patron is still in the building, staff can discuss with the patron about paying for the item.
 - If the patron is not in the library, staff must call the patron to notify them of the damage.
- Staff will keep the item on hand for twenty-eight (28) days for the patron to claim the item or to refute the damage.
 - If the item is moldy or otherwise unsafe to keep in the library, the item will be thrown away.
- The patron will be charged the entirety of the item if necessary. See Appendix A.
- Items will be charged to a patron's account for the full market value of the item.

- Lost items

- Items are considered lost after thirty (30) days overdue.
- The market value of the item will be charged to the patron's record.
- Patrons with lost items on their accounts will be blocked from checking out.
- If a patron reports they have lost an item:
 - Staff will pull up the patron's record in Apollo
 - Click on Manage Fines and Problems
 - Add New and Attach to the lost item
 - Choose Lost/Destroyed.
 - The patron then has the option of paying at this point or having the charges applied to their record.

- Refunds

- If a patron pays for a lost item and then finds the item, refunds are available within 30 days of paying for the item.
- The item must be in good condition when returned.
- To issue a refund:
 - Staff must print the patron's transaction history, found in Manage Fines and Problems.
 - The amount paid for the item must be noted.

- Refunds for lost items after 30 days or for items in bad condition will not be processed. The patron can keep the item.

GUIDELINES

LIBRARY CARD ACCOUNTS

- Patrons must be present to sign up for their library account.
 - Staff must verify:
 - Address
 - Phone
 - Contact preferences
- Homebound Patrons
 - An authorized person can set up a library card account for a homebound individual.
 - Library card applications can be mailed to homebound individuals.
 - Staff check out materials to homebound individuals.
 - Volunteers deliver materials to homebound individuals and return their materials for them.
- Family card accounts
 - A family card can be set up without all members of the family present. The first name listed on the family account will be the one responsible for all materials and fees listed on the account.

CONFIDENTIALITY

- Staff should reply to any requests for confidential information:
 - “The library strives to protect the privacy of our patrons. I cannot not share that information.”

LOANING PERIODS

- Checkout limits can be extended up to two (2) weeks after the due date, at the staff's discretion. Staff are to use their judgment when a patron requests a due date extension.

RENEWING ITEMS

- Staff can change the due date for the following reasons:
 - Patrons will not be able to make it in, due to weather or illness.
 - Patrons have been sick or in the hospital, and unable to make contact with the library.
 - Patron has lost the item but would like a little extra time to look for the item.
 - Patron has an item checked out, but it has a missing piece.
- In these instances, library staff can change the due date to add an additional two (2) weeks.
- Items renewed more than once at the staff's discretion cannot be renewed a third or fourth time.

MATERIAL HOLDS (RESERVES)

- Holds can be extended two (2) days for patrons who cannot make it into the library within the seven (7) day window.
 - Patrons must request this extension.
 - Staff will change the date on the hold slip.
 - Items will be left on the hold shelf until the extended date has passed.

INTERLIBRARY LOAN

- If the library owns a title, but it is also requested by the patron for Interlibrary Loan, the item can be requested if:
 - The item owned by the library is missing, lost, or damaged.
 - The item is for a book club, and multiple copies are needed.
 - The item is being requested in a format the library does not own.

FINES & FEES

- Overdue Items
 - Staff shall offer to renew any due or overdue items on a patron's account when they try to check out.
 - If a patron says they've returned an item in the drop and it's overdue, staff will go ahead and check out the items they are wanting to check out. Staff do not need to check in overdue items before checking out to the patron.
- Items missing pieces
 - Patrons with items missing pieces may take care of this in three ways:
 - Return the missing piece
 - Pay to replace the missing piece.
 - The library will pass the charge from the library vendor to replace the piece to the patron.
 - If the missing piece cannot be replaced, the patron will be charged market value for the entire item.
 - Patrons can pay this charge.
 - Patrons can find an exact match for the item and bring that item in to replace the item missing pieces.
 - Damaged Items
 - If a patron claims the damage done to the book was done before they checked it out:
 - Staff will make a note in the patron's record, but not one that pops up at Circulation
 - Staff will request the patron make a note of the damage or point it out to the staff or notify the staff when they return the item.
 - Staff will check in the item and set it aside for weeding.
 - Patrons can take care of damaged item charges in two ways:
 - Patrons can pay the cost for the item.
 - Patrons can find an exact match for the item (i.e. a hardback book to replace a hardback book, or a 2-disc DVD set to replace a 2-disc DVD set) and bring that item in to replace the damaged item.

- Lost Items
 - Patrons with lost items may take care of these in two ways:
 - Patrons can pay the cost for the item.
 - Patrons can find an exact match for the item (i.e. a hardback book to replace a hardback book, or a 2-disc DVD set to replace a 2-disc DVD set) and bring that item in to replace the lost item.
- Refunds
 - Refunds must be approved by the Library Board of Trustees and checks cut from the City of Polk City.
 - After thirty (30) days, a refund is no longer available. Staff will welcome the patron to keep the item they paid for.

Approved by the Polk City Community Library Board of Trustees May 7, 2018

Revised January 7, 2019

Revised April 6, 2020

Revised March 1, 2021

Revised April 4, 2022

Revised October 2, 2023


Lisa England, President

Clothing Allowance Policy

Polk City Community Library

Overview

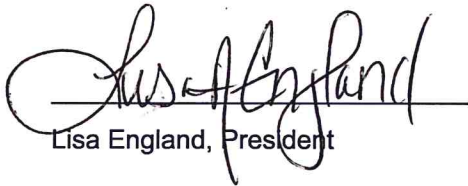
The library will provide clothing reimbursement up to a certain dollar amount per fiscal year. The clothing reimbursements listed below will be for full-time employees. Part-time employees and seasonal employees will be eligible for half of the clothing allowance. If an employee leaves employment with the Polk City Community Library, all Polk City Community Library logo attire shall be returned upon resignation. All clothing purchases must be pre-approved by the Library Director

Guidelines

- The Polk City Community Library will allow for up to \$150 per fiscal year to library employees for the purchase of clothing to be used on the job: shirts, sweaters, and jackets. Attire shall be lettered with the Library logo on the front.
- The Library Director may approve the purchase of additional library-themed or reading-themed shirts for employees as part of special promotions. These shirts may or may not have the Library logo imprinted on them.

Board

Approved: 10/2023



Lisa England, President

Polk City Community Library

FY23 Iowa Public Library General Information Survey

CURRENT YEAR

*PREVIOUS
YEAR*

Section A - General Information

Reporting period July 1, 2022 to June 30, 2023 - unless otherwise specified)

Due October 31, 2023

Review the contact information below. Users cannot directly change data for questions A01 to A10. If any information has changed, answer Yes to number A11 and enter a note for the corresponding question. The State Library will verify and update the data. For Section A, report the most current information available.

| | | | |
|---------------------------|---|-----------------------------|--|
| A01 | Library Name | POLK CITY COMMUNITY LIBRARY | <i>POLK CITY COMMUNITY LIBRARY</i> |
| A02 | Library District | CE=Central | <i>CE=Central</i> |
| A03 | Street Address | 1500 W BROADWAY | <i>1500 W BROADWAY</i> |
| A04 | City | POLK CITY | <i>POLK CITY</i> |
| A05 | Zip | 50226 | <i>50226</i> |
| Mailing Address | | | |
| A06 | Mailing Address | PO BOX 259 | <i>PO BOX 259</i> |
| A07 | City | POLK CITY | <i>POLK CITY</i> |
| A08 | Zip | 50226 | <i>50226</i> |
| Other Contact Information | | | |
| A09 | County | POLK | <i>POLK</i> |
| A10 | Phone | (515) 984-6119 | <i>(515) 984-6119</i> |
| A11 | Has any information in questions A1 to A10 changed in the past year? YES, answer YES on the pulldown menu and enter a correction in a note. NO - answer NO on the pulldown menu and continue with question A14. | No | <i>No</i> |
| A12 | City population (2020 decennial population) | 5,543 | <i>5,543</i> |
| A13 | Library Size Code | E | <i>E</i> |
| A14 | Library Director/Administrator Name | Jamie Noack | <i>Jamie Noack</i> |

Section B - Paid Staff and Salary Information

include all paid staff on the library's payroll. Include unfilled positions if a search is currently underway. Do not report workers paid by other agencies such as Green Thumb employees or work study students. Do not report workers hired through a cleaning or landscape business. Report all positions as of June 30, 2023.

| | | | |
|-----|--|--------|--------|
| 301 | Total number of paid librarians | 3 | 3 |
| 302 | Total number of all paid librarian hours worked per week | 120.00 | 120.00 |
| 303 | Paid librarians FTE | 3.00 | 3.00 |
| 304 | Total number of all other paid staff | 4 | 4 |
| 305 | Total number of all other paid staff hours worked per week | 46.00 | 46.00 |
| 306 | All other paid staff FTE | 1.15 | 1.15 |
| 307 | Total number of paid staff | 7 | 7 |
| 308 | Total paid staff FTE | 4.15 | 4.15 |

Levels of Education

| | | | |
|-----|--|------------|------------|
| 309 | How many of the paid librarians from line B01 have an ALA accredited masters of library science degree? | 1 | 2 |
| 310 | Total number of hours worked per week by librarians from line B09 with an ALA accredited masters of library science degree | 40.00 | 80.00 |
| 311 | Total FTE librarians with ALA accredited masters of library science degree | 1.00 | 2.00 |
| 312 | Starting date of current director in director's position (mm/dd/yyyy) | 06/01/2017 | 06/01/2017 |

Salary Information

Report the hourly salary for the positions listed below if employed by your library. Do not report one staff member more than once even if they perform multiple jobs. Refer to the instructions for more detailed information on each position. Do not report assistant director or department heads unless that role is part of their official job description. Do not report workers paid by other agencies such as Green Thumb employees or work study students. Do not report workers hired through a cleaning or landscape business. Only report janitorial/building maintenance staff if they are an employee of the library. Report hourly salary amounts as of June 30, 2023.

| | | | |
|-----|-------------------------------|---------|---------|
| 313 | Hourly salary of the director | \$35.80 | \$35.81 |
|-----|-------------------------------|---------|---------|

| | | | |
|-----|---|---------|---------|
| 314 | Hourly salary of assistant director | \$25.20 | \$25.20 |
| 315 | Hourly average salary of department heads | | |
| 316 | Hourly salary of the children's librarians | \$22.56 | \$20.75 |
| 317 | Hourly average salary of library clerks | \$14.50 | \$13.75 |
| 318 | Hourly average salary of shelvers or pages | \$10.00 | \$9.27 |
| 319 | Hourly average salary of janitorial or building maintenance employees | N/A | |

Section C - Capital Income and Expenditures

Capital income is intended to pay for large one-time library purchases. This section should not reflect any income or expenditure used for the regular operations of the library. If your library had any major one-time capital expenditures during FY23 report them in this section. Otherwise, skip to section D.

For Capital Income and Expenditures

Show all sources of capital funds for FY23 (July 1, 2022 - June 30, 2023).

If your library does not receive capital income from a source, enter a 0 (zero).

If your library receives capital income from a source, but the amount is unknown, enter N/A.

Report all capital income and expenditures in whole dollars only. Round to the nearest dollar.

For Capital Income

Report all income for major capital expenditures, by source of income. Include funds received for:

- Site acquisition
- New buildings, additions to buildings, or renovation of library buildings
- Furnishings, equipment, and initial collections for new buildings, additions, or renovations
- Major building updates or repairs including roof, painting, carpeting, furnace, central air, etc.
- New computer hardware and software used to support library operations, link to networks, or run information products
- Replacement and repair of existing furnishings and equipment
- New vehicles
- Other major one-time projects

DO NOT REPORT INCOME FOR:

- Regular purchase of library materials - Report in section D
- Payments for regular operating costs such as utilities, insurance, etc. - Report in section D
- Investments for capital appreciation
- Income passed through to another agency
- Funds unspent in the previous fiscal year (e.g., carryover).

Did your library have any major one-time capital projects in FY23

YES - check the box and click the SAVE button to display questions C01 - C06.
NO - Skip to section D.

No

Yes

Capital Income

| | | | |
|-----------------------------|--|-----|----------|
| C01 | Capital funds from local government (city, county) | \$0 | \$36,053 |
| C02 | Capital funds from state sources | \$0 | |
| C03 | Capital funds from federal sources | \$0 | \$4,000 |
| C04 | Capital funds from private sources | \$0 | |
| C05 | Total capital income | \$0 | \$40,053 |
| <i>Capital Expenditures</i> | | | |
| C06 | Total capital expenditures | \$0 | \$40,053 |

Section D - Operating Income and Expenditures

OPERATING INCOME

Operating income covers the current and recurrent costs necessary to support the provision of library services. Report income used for operating expenditures by source. Include federal, state, local, and non-governmental income.

REPORT ALL SOURCES OF FUNDS FOR FY23 (JULY 1, 2022 - JUNE 30, 2023).

- If your library does not receive operating income from a source enter a 0 (zero)
- If your library receives operating income from a source, but the amount is unknown, enter N/A
- Report all income in whole dollars only. Round to the nearest dollar

DO NOT REPORT

- Income for capital expenditures as reported in Section C
- Contributions to endowments
- Income passed through to another agency
- Funds unspent in the previous fiscal year – carryover
- The value of any contributed or in-kind services
- The value of any non-monetary gifts and donations
- E-Rate discounts as income

Total Governmental Operating Income

| | | | |
|-----|--|-----------|-----------|
| C01 | City income received from the city's general fund (exclude income from special levies) | \$413,236 | \$315,181 |
|-----|--|-----------|-----------|

| | | | |
|---|--|-----------|-----------|
| 002 | City income received from special levies | N/A | \$0 |
| 003 | County income received from all counties | \$6,000 | \$18,308 |
| 004 | Income received from contracting cities in Iowa. Do not report income from your own city on this line. | \$0 | \$0 |
| 005 | Other governmental income received | N/A | \$0 |
| 006 | Total local government operating income received | \$419,236 | \$333,489 |
| 007 | State income received from the State Library of Iowa (Enrich Iowa - Direct State Aid, Open Access, ILL Reimbursement) Prefilled and locked by the State Library. | \$3,524 | \$3,605 |
| 008 | Other income received from the State of Iowa | \$0 | \$0 |
| 009 | Total state government operating income received | \$3,524 | \$3,605 |
| 010 | Total federal government income received | \$0 | \$0 |
| <i>Non-Governmental Operating Income</i> | | | |
| 011 | Total non-governmental grants received | \$0 | \$10,000 |
| 012 | Endowments and gifts received (only report if money was spent in FY23) | \$3,618 | \$4,351 |
| 013 | Fines and/or fees received | \$1,300 | \$22,662 |
| 014 | Other income received | \$24,333 | \$0 |
| 015 | Total non-governmental operating income received | \$29,251 | \$37,013 |
| <i>Total Operating Income</i> | | | |
| 016 | Total operating income received | \$452,011 | \$374,107 |

OPERATING EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

REPORT ALL EXPENDITURES INCLUDING GRANTS AND COOPERATIVE ARRANGEMENTS.

- If your library does not expend operating funds for an item, enter a 0 (zero)
- If your library expends operating funds for an item, but the amount is unknown, enter N/A
- To ensure accurate reporting, consult your business officer or city clerk regarding this section
- Report only money expended during FY23 (July 1, 2022 - June 30, 2023), regardless of when the money may have been received
- Report all expenditures as whole dollars only. Round fractions to the nearest whole dollar

DO NOT REPORT

- The value of free items
- Estimated Costs
- Capital expenditures as reported in Section C
- E-Rate discounts as expenditures

| | | | |
|-----|---|-----------|-----------|
| 017 | Total salaries and wages expenditures (before deductions) | \$208,997 | \$180,628 |
| 018 | Total employee benefits expenditures (health insurance, Social Security tax, retirement, etc.) This amount cannot be \$0. If you are unsure of benefits amount, or this is a volunteer-run library, report N/A. | \$83,311 | \$60,687 |
| 019 | Total staff expenditures | \$292,308 | \$241,315 |
| 020 | Print physical collection expenditures | \$21,338 | \$21,448 |
| 021 | Audio physical collection expenditures -- All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line. | \$0 | \$1,012 |

| | | | |
|-----|--|----------|----------|
| 022 | Video physical collection expenditures -- All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line. | \$675 | \$1,203 |
| 023 | Other physical collection expenditures for any materials not listed above (puzzles, art prints, puppets, cake pans, etc.) | \$0 | \$0 |
| 024 | Total physical non-print collection expenditures | \$675 | \$2,215 |
| 025 | Total physical collection expenditures | \$22,013 | \$23,663 |
| 026 | Bridges e-book collection expenditures. Report Bridges e-book expenditures only. Prefilled and locked by the State Library. | \$732 | 448 |
| 027 | All other e-book collection expenditures. Report Advantage e-book expenditures on this line. | \$2,436 | \$2,475 |
| 028 | Total e-book collection expenditures | \$3,168 | \$2,923 |
| 029 | Bridges downloadable audio collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library. | \$732 | 448 |
| 030 | All other downloadable audio collection expenditures. Report Advantage downloadable audio expenditures on this line. | \$3,946 | \$3,841 |

| | | | |
|-----|--|-----------|-----------|
| D31 | Total downloadable audio collection expenditures | \$4,678 | \$4,289 |
| D32 | Total downloadable video collection expenditures. Report Advantage downloadable expenditures on this line. | \$0 | \$0 |
| D33 | Total Electronic Information collection expenditures. This includes databases, Freegal, Hoopla, etc. Do not report expenditures for products subsidized or managed by the State Library such as Bridges. | \$0 | \$1,000 |
| D34 | Total downloadable and Electronic Information collection expenditures | \$7,846 | \$8,230 |
| D35 | Total collection expenditures | \$29,859 | \$31,893 |
| D36 | All other operating expenditures (phone, lights, heating, cooling, Internet access, insurance, etc.) | \$83,094 | \$100,899 |
| D37 | Total of all operating expenditures | \$405,261 | \$374,107 |

Section E - Library Collection

NUMBER HELD AT START OF YEAR - The number of items owned by the library at the start of the fiscal year (July 1, 2022). To assist with determining this number, we have prefilled lines E01, E09, E17, and E23 based on end of year numbers from last year as reported on lines E04, E12, E20, and E28. Note that these values are not locked, so you can change them if needed.

NUMBER ADDED DURING FISCAL YEAR - The number of items added to the collection during the fiscal year (July 1, 2022 - June 30, 2023) whether through purchase or donation.

NUMBER WITHDRAWN DURING FISCAL YEAR - The number of items withdrawn from the collection during the fiscal year (July 1, 2022 - June 30, 2023) whether through weeding, loss, or other cause.

NUMBER HELD AT END OF YEAR - The number of items owned by the library at the end of the fiscal year (June 30, 2023).

| | | | |
|-----|---|--------|--------|
| E01 | Printed books (# of items), held at start of year | 18,444 | 20,234 |
|-----|---|--------|--------|

| | | | |
|-----|---|---------|---------|
| E02 | Printed books (# of items), added during year | 1,580 | 1,744 |
| E03 | Printed books (# of items), withdrawn during year | 1,427 | 3,534 |
| E04 | Printed books (# of items), held at end of year | 18,597 | 18,444 |
| E05 | Bridges e-books, held at end of year. Prefilled and locked by the State Library. | 101,997 | 97,973 |
| E06 | All other e-books held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Freading, Hoopla, etc. here. | 152 | 135 |
| E07 | Total e-books held at end of year | 102,149 | 98,108 |
| E08 | Total books (print and e-books), held at end of year. | 120,746 | 116,552 |
| E09 | Audio materials (# of physical items), held at start of year | 831 | 911 |
| E10 | Audio materials (# of physical items), added during year | 14 | 29 |
| E11 | Audio materials (# of physical items), withdrawn during year | 372 | 109 |
| E12 | Audio materials (# of physical items), held at end of year | 473 | 831 |
| E13 | Bridges downloadable audio materials, held at end of year. Prefilled and locked by State Library. | 45,606 | 39,766 |
| E14 | All other downloadable audio materials, held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Hoopla, etc. here. | 200 | 167 |

| | | | |
|-----|---|--------|--------|
| 315 | Total downloadable audio materials, held at end of year | 45,806 | 39,933 |
| 316 | Total audio materials (physical and downloadable), held at end of year. | 46,279 | 40,764 |
| 317 | Video materials (# of physical items), held at start of year | 2,067 | 2,246 |
| 318 | Video materials (# of physical items), added during year | 34 | 63 |
| 319 | Video materials (# of physical items), withdrawn during year | 250 | 242 |
| 320 | Video materials (# of physical items), held at end of year | 1,851 | 2,067 |
| 321 | Total downloadable video materials, held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Hoopla, etc. here. | 0 | 0 |
| 322 | Total video materials (physical and downloadable), held at end of year | 1,851 | 2,750 |
| 323 | Other library materials (# of physical items), held at start of year | 157 | 169 |
| 324 | Other library materials (# of physical items), added during year | 13 | 0 |
| 325 | Other library materials (# of physical items), withdrawn during year | 15 | 12 |
| 326 | Other library materials (# of physical items), held at end of year | 155 | 157 |
| 327 | Total physical items, held at start of year | 21,499 | 23,560 |
| 328 | Total physical items, added during year | 1,641 | 1,836 |
| 329 | Total physical items, withdrawn during year | 2,064 | 3,897 |
| 330 | Total physical items, held at end of year | 21,076 | 21,499 |

| | | | |
|-----|--|---------|---------|
| E31 | Total downloadable items, held at end of year | 147,955 | 138,724 |
| E32 | Total physical and downloadable items, held at end of year | 169,031 | 160,223 |

Licensed Databases

Refer to the State Library of Iowa's website to determine how databases and other electronic resources are counted.

<https://www.statelibraryofiowa.gov/index.php/libraries/search/survey/cntelectres>

| | | | |
|-----|---|---|---|
| E33 | Number of licensed databases funded locally or by other non-state funded cooperative agreements (or consortia) within the state or region. Include subscription downloadable services such as Freegal, Freading, Hoopla, etc. here. | 0 | 3 |
| E34 | Number of licensed databases funded by the state government or The State Library of Iowa. Count Brainfuse 2 as 2. Maximum amount for this line is 2. Prefilled and locked by the State Library. | 2 | 2 |
| E35 | Total licensed databases | 2 | 5 |

Section F - Circulation and Use Counts

Circulation

Report circulation for FY23 (July 1, 2022 to June 30, 2023). Circulation should only be counted for items checked out of the library's collection for use outside of the library, including renewals. DO NOT count automatic renewals as circulation. DO NOT count in-house use or computer use as circulation.

Circulation Transactions of Physical Items

| | | | |
|-----|-------------------------------------|--------|--------|
| F01 | Adult books | 9,192 | 8,226 |
| F02 | Young adult books | 915 | 962 |
| F03 | Children's books | 26,395 | 23,836 |
| F04 | Video recordings (physical formats) | 3,263 | 3,374 |
| F05 | Audio recordings (physical formats) | 269 | 437 |
| F06 | Serials (physical formats) | 374 | 496 |

| | | | |
|-----|---|-----|-----|
| F07 | All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, WiFi Hotspots, tools, video games, etc.) | 399 | 346 |
|-----|---|-----|-----|

| | | | |
|-----|---|--------|--------|
| F08 | Total PHYSICAL circulation by material type | 40,807 | 37,677 |
|-----|---|--------|--------|

Lines F09 and F10 should be reported as individual counts. They do not need to add up to a total. These counts are part of the physical total as reported on line F08. Do not count electronic use for lines F09 or F10.

| | | | |
|-----|---|-------|-------|
| F09 | Circulation of physical items to the rural population of your own county: | 2,712 | 2,770 |
|-----|---|-------|-------|

| | | | |
|-----|---|--------|--------|
| F10 | Total physical circulation of all materials cataloged as "children's" | 26,523 | 23,962 |
|-----|---|--------|--------|

Use of Downloadable Material

| | | | |
|-----|--|-------|-------|
| F11 | Bridges e-books, including use of Advantage titles. Prefilled and locked by the State Library. | 5,153 | 4,373 |
|-----|--|-------|-------|

| | | | |
|-----|---|---|---|
| F12 | All other e-books - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F21. | 0 | 0 |
|-----|---|---|---|

| | | | |
|-----|----------------------|-------|-------|
| F13 | Total use of e-books | 5,153 | 4,373 |
|-----|----------------------|-------|-------|

| | | | |
|-----|---|---|---|
| F14 | Total downloadable video recordings - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F21. | 0 | 0 |
|-----|---|---|---|

| | | | |
|-----|--|-------|-------|
| F15 | Bridges downloadable audio recordings, including use of Advantage titles. Prefilled and locked by the State Library. | 7,100 | 4,965 |
|-----|--|-------|-------|

| | | | |
|-----|---|--------|-------|
| F16 | All other downloadable audio recordings - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F21. | 0 | 0 |
| F17 | Total use of downloadable audio recordings | 7,100 | 4,965 |
| F18 | Bridges electronic serials - including use of Advantage titles. Prefilled and locked by the State Library. | 381 | 412 |
| F19 | All other electronic serials - Include RB Digital or similar | 0 | 0 |
| F20 | Total use of electronic serials | 381 | 412 |
| F21 | Total use of downloadable materials | 12,634 | 9,755 |

Successful Retrieval of Electronic Information (Database Use)

| | | | |
|-----|---|-----|-----|
| F22 | Successful retrieval of Electronic Information from Brainfuse. This used to be called Licensed database use. Prefilled and locked by the State Library. | 133 | 411 |
| F23 | Successful retrieval of all other Electronic Information funded locally or by other non-state funded cooperative agreements. Do not count users, sessions, website hits, or online catalog use. This used to be called Licensed database use. Include downloads from services such as Freegal, Freading, Hoopla, etc. on this line. | 0 | 75 |
| F24 | Total successful retrieval of Electronic Information. | 133 | 486 |

Circulation and Use Totals

| | | | |
|-----|--|--------|--------|
| F25 | Total Circulation of physical and downloadable materials (This is the same as Total circulation by material type on previous year's surveys). | 53,441 | 47,432 |
| F26 | Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information) | 12,767 | 10,241 |
| F27 | Total Collection use (Total circulation of physical and downloadable items plus successful retrieval of Electronic Information. This is not the total of F25 + F26). | 53,574 | 47,918 |

ILL and Other Use Counts

Interlibrary Loan

The State Library will automatically fill in data from the SILO ILL service. If your library only uses SILO for ILL, you can skip F28 to F33. Examples of other ILL services are OCLC or print forms.

| | | | |
|-----|--|-----|-----|
| F28 | ILL Received from other libraries using the SILO ILL service. Prefilled and locked by the State Library. | 363 | 344 |
| F29 | ILL Received from other libraries using all other ILL services. Do not report SILO ILL on this line. | 0 | 0 |
| F30 | Total Interlibrary Loan received from other libraries | 363 | 344 |
| F31 | ILL Provided to other libraries using the SILO ILL service. Prefilled and locked by the State Library. | 316 | 292 |

| | | | |
|-------------------------|--|---|---|
| F32 | ILL Provided to other libraries using all other ILL services. Do not report SILO ILL on this line. | 0 | 0 |
| F33 | Total Interlibrary Loan provided to other libraries | 316 | 292 |
| Other Use Counts | | | |
| F34 | Current total number of registered users as of June 30, 2023 | 2,693 | 2,535 |
| F35 | Door count annually | 25,544 | 22,316 |
| F36 | Is annual door count based on an annual count (i.e. with a door counter) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. If unsure, leave blank and skip to F37. | CT - Annual Count | CT - Annual Count |
| F37 | Total number of reference transactions annually | 100 | 100 |
| F38 | Is number of annual reference transactions based on annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options below. If unsure, leave blank and skip to F39. | ES - Annual Estimate Based on Typical Week(s) | ES - Annual Estimate Based on Typical Week(s) |
| F39 | Number of Internet computers for public use | 11 | 11 |
| F40 | Number of uses of public Internet computers <u>ANNUALLY</u> (You may count a typical week and multiply by 52) | 403 | 352 |

| | | | |
|--|--|-------------------|--------------------------|
| F41 | <p>Is the number of uses of public Internet computers based on an annual count (i.e., year-long tally marks) or an annual estimate based on a typical week or weeks?</p> | CT - Annual Count | <i>CT - Annual Count</i> |
| <p>Choose one of the options listed below. If unsure, leave blank and skip to F42.</p> | | | |
| F42 | <p>Number of wireless sessions annually - for libraries subscribing to the statewide WhoFi service. Prefilled and locked by the State Library.</p> | 4,480 | 3,588 |
| F43 | <p>Number of wireless sessions annually - for libraries without the statewide WhoFi service.</p> | | |
| F44 | <p>Total number of wireless sessions annually</p> | 4,480 | 3,588 |
| F45 | <p>Is the number of wireless sessions based on an annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks?</p> | CT - Annual Count | <i>CT - Annual Count</i> |
| <p>Choose one of the options listed below. Libraries that use WhoFi only should report as an annual count. If unsure, leave blank and skip to F46.</p> | | | |
| F46 | <p>Website visits for libraries with a PLOW website annually. Prefilled and locked by the State Library.</p> | 0 | 0 |

| | | | |
|-----|--|--------|--------|
| 747 | Website visits for all other libraries annually. Libraries unable to collect a count of their website visits should report N/A. Libraries without websites should report -3. | 35,098 | 25,211 |
| 748 | Total website visits annually | 35,098 | 25,211 |
| 749 | Does the library check out WIFI hotspots for use outside the library? (YES/NO) | Yes | Yes |
| 750 | As of June 30, 2023, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? (YES/NO) | Yes | Yes |

Section G - Programs and Content Recordings

Intro and Children 0-5

LIBRARY PROGRAMS

Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

INCLUDE

- All program sessions that are sponsored or co-sponsored by the library. For a program session to be sponsored or co-sponsored by the library, the library must contribute financial resources or staff time toward the program session. For a program session that is part of a larger community event (such as a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event.
- Both on-site and off-site program sessions. For example, include a storytime at a farmer's market or a presentation to a school group about library resources conducted at a school.
- Live-streamed virtual (synchronous) program sessions that are sponsored or co-sponsored by the library.
- Program sessions with attendance of zero or one if they were intended for a group.

EXCLUDE

- Program sessions sponsored by other groups that use library facilities. For example, do not include a homeschooling group hosting a speaker in a meeting room without facilitation from library staff.
- Offsite outreach efforts that do not otherwise meet the definition of a program session. For example, do not include having a library card signup booth at a farmer's market.
- Activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, mentoring activities, etc.
- Passive or self-directed activities that do not occur at a scheduled time. For example, do not report "make and take" bags or coloring pages as a program. Report these self-directed activities on questions G115 to G123.
- Recorded presentations of program content. Report these on questions G109 to G114.
- Programming that is shared on the library's website or social media that is not sponsored or co-sponsored by the library. For example, do not include sharing a video from an author's website of him or her reading a book.

Tips for reporting programs and attendance.

- When reporting the number of programs count the total number of events. A story time held once a week for a year is counted as 52, not as one.
- When reporting attendees count total number of attendees regardless of the age. A children's program attended by 10 children and 10 adults is counted as 20, not as 10.
- Live, virtual programs are conducted via a Web conferencing or webinar platform during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time. These are considered programs for survey purposes and should be added into programming counts as indicated below.
- Recordings of program content include video or audio recordings created by a library staff person (or other party sponsored by the library) and posted to a video or audio hosting platform for the audience to view or list to on-demand. Do not include promotional or marketing content. Recordings of program content are counted separately from live programs as indicated below.
- If a program is hybrid (i.e., in-person and virtual) then report it as in-person. Do not double count.
- WhoFi/Non-WhoFi - we prefill and lock data from WhoFi for libraries that use that service. If you did not use the WhoFi service fill out the non-WhoFi questions. The total number of WhoFi and non-WhoFi programs will equal the total number of programs offered in each category.

| | | | |
|-----|---|-------|-----|
| 301 | Total number of live, in-person, onsite library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library | 83 | 69 |
| 302 | Total number of live, in-person, onsite library programs for children ages 0-5 non-WhoFi | 3 | 0 |
| 303 | Total number of live, in-person, onsite library programs for children ages 0-5 | 86 | 69 |
| 304 | Total number of people attending live, in-person, onsite library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library | 1,055 | 792 |
| 305 | Total number of people attending live, in-person, onsite library programs for children ages 0-5 non-WhoFi | 60 | 0 |
| 306 | Total number of people attending live, in-person, onsite library programs for children ages 0-5 | 1,115 | 792 |
| 307 | Total number of live, in-person, offsite library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library. | 22 | 42 |
| 308 | Total number of live, in-person, offsite library programs for children ages 0-5 non-WhoFI | | 0 |
| 309 | Total number of live, in-person, offsite library programs for children ages 0-5 | 22 | 42 |

| | | | |
|-----|---|-----|-----|
| 310 | Total number of people attending live, in-person, offsite library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library. | 429 | 973 |
| 311 | Total number of people attending live, in-person, offsite library programs for children ages 0-5 non-WhoFi | | 0 |
| 312 | Total number of people attending live, in-person, offsite library programs for children ages 0-5 | 429 | 973 |
| 313 | Total number of live, virtual library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library. | 0 | 0 |
| 314 | Total number of live, virtual library programs for children ages 0-5 non-WhoFi | | 0 |
| 315 | Total number of live, virtual library programs for children ages 0-5 | 0 | 0 |
| 316 | Total number of people attending live, virtual library programs for children ages 0-5 from WhoFi. Prefilled and locked by the State Library. | 0 | 0 |
| 317 | Total number of people attending live, virtual library programs for children ages 0-5 non-WhoFi | | 0 |
| 318 | Total number of people attending live, virtual library program for children ages 0-5 | 0 | 0 |

| | | | |
|-----|---|-------|-------|
| 319 | Total number of library programs for children ages 0-5 | 108 | 111 |
| 320 | Total number of people attending library programs for children ages 0-5 | 1,544 | 1,765 |

Children 6-11

Children Ages 6-11

| | | | |
|-----|---|-----|-----|
| 321 | Total number of live, in-person, onsite library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library. | 46 | 54 |
| 322 | Total number of live, in-person, onsite library programs for children ages 6-11 non-WhoFi | 1 | 0 |
| 323 | Total number of live, in person, onsite library programs for children ages 6-11 | 47 | 54 |
| 324 | Total number of people attending live, in-person, onsite library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library. | 504 | 588 |
| 325 | Total number of people attending live, in-person, onsite library programs for children ages 6-11 non-WhoFi | 6 | 0 |
| 326 | Total number of people attending live, in-person, onsite library programs for children ages 6-11 | 510 | 588 |

| | | | |
|-----|--|---|-----|
| 327 | Total number of live, in-person, offsite library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library. | 0 | 6 |
| 328 | Total number of live, in-person, offsite library programs for children ages 6-11 non-WhoFi | | 0 |
| 329 | Total number of live, in-person, offsite library programs for children ages 6-11 | 0 | 6 |
| 330 | Total number of people attending live, in-person, offsite library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library. | 0 | 144 |
| 331 | Total number of people attending live, in-person, offsite library programs for children ages 6-11 non-WhoFi | | 0 |
| 332 | Total number of people attending live, in-person, offsite library programs for children ages 6-11 | 0 | 144 |
| 333 | Total number of live, virtual library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library. | 0 | 1 |
| 334 | Total number of live, virtual library programs for children ages 6-11 non-WhoFi | | 0 |
| 335 | Total number of live, virtual library programs for children ages 6-11 | 0 | 1 |

| | | | |
|-----|---|-----|-----|
| G36 | Total number of people attending live, virtual library programs for children ages 6-11 from WhoFi. Prefilled and locked by the State Library. | 0 | 5 |
| G37 | Total number of people attending live, virtual library programs for children ages 6-11 non-WhoFi | | 0 |
| G38 | Total number of people attending live, virtual library programs for children ages 6-11 | 0 | 5 |
| G39 | Total number of library programs for children ages 6-11 | 47 | 61 |
| G40 | Total number of people attending library program for children ages 6-11 | 510 | 737 |

Young Adults

Young Adults Ages 12-18

| | | | |
|-----|--|---|----|
| G41 | Total number of live, in-person, onsite library programs for young adults from WhoFi. Prefilled and locked by the State Library. | 8 | 23 |
| G42 | Total number of live, in-person, onsite library programs for young adults non-WhoFi | | 0 |
| G43 | Total number of live, in person, onsite library program for young adults | 8 | 23 |

| | | | |
|-----|--|----|-----|
| 344 | Total number of people attending live, in-person, onsite library programs for young adults from WhoFi. Prefilled and locked by the State Library. | 23 | 73 |
| 345 | Total number of people attending live, in-person, onsite library programs for young adults non-WhoFi | 12 | 27 |
| 346 | Total number of people attending live, in-person, onsite library programs for young adults | 35 | 100 |
| 347 | Total number of live, in-person, offsite library programs for young adults prefilled from WhoFi. Prefilled and locked by the State Library. | 0 | 0 |
| 348 | Total number of live, in-person, offsite library programs for young adults non-Who-fi | | 0 |
| 349 | Total number of live, in-person, offsite library programs for young adults | 0 | 0 |
| 350 | Total number of people attending live, in-person, offsite library programs for young adults from WhoFi. Prefilled and locked by the State Library. | 0 | 0 |
| 351 | Total number of people attending live, in-person, offsite library programs for young adults non-WhoFi | | 0 |

| | | | |
|-----|---|----|-----|
| 352 | Total number of people attending live, in-person, offsite library programs for young adults | 0 | 0 |
| 353 | Total number of live, virtual library programs for young adults from WhoFi. Prefilled and locked by the State Library. | 0 | 0 |
| 354 | Total number of live, virtual library programs for young adults non-WhoFi | | 0 |
| 355 | Total number of live, virtual library programs for young adults | 0 | 0 |
| 356 | Total number of people attending live, virtual library programs for young adults from WhoFi. Prefilled and locked by the State Library. | 0 | 0 |
| 357 | Total number of people attending live, virtual library programs for young adults non-WhoFi | | 0 |
| 358 | Total number of people attending live, virtual library program for young adults | 0 | 0 |
| 359 | Total number of library programs for young adults | 8 | 23 |
| 360 | Total number of people attending library program for young adults | 35 | 100 |

Adult

Adults Aged 19 or Older

| | | | |
|-----|---|-------|-------|
| 361 | Total number of live, in-person, onsite library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library. | 163 | 155 |
| 362 | Total number of live, in-person, onsite library programs for adults non-WhoFi | | 0 |
| 363 | Total number of live, in person, onsite library program for adults | 163 | 155 |
| 364 | Total number of people attending live, in-person, onsite library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library. | 1,190 | 1,019 |
| 365 | Total number of people attending live, in-person, onsite library programs for adults non-WhoFi | 130 | 0 |
| 366 | Total number of people attending live, in-person, onsite library programs for adults | 1,320 | 1,019 |
| 367 | Total number of live, in-person, offsite library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library. | 2 | 5 |
| 368 | Total number of live, in-person, offsite library programs for adults non-WhoFI | | 2 |
| 369 | Total number of live, in-person, offsite library programs for adults | 2 | 7 |

| | | | |
|-----|--|-----|-----|
| 370 | Total number of people attending live, in-person, offsite library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library. | 22 | 54 |
| 371 | Total number of people attending live, in-person, offsite library programs for adults non-WhoFi | | 47 |
| 372 | Total number of people attending live, in-person, offsite library programs for adults | 22 | 101 |
| 373 | Total number of live, virtual library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library. | 1 | 3 |
| 374 | Total number of live, virtual library programs for adults non-WhoFi | | 0 |
| 375 | Total number of live, virtual library programs for adults | 1 | 3 |
| 376 | Total number of people attending live, virtual library programs for adults prefilled from WhoFi. Prefilled and locked by the State Library. | 4 | 19 |
| 377 | Total number of people attending live, virtual library programs for adults non-WhoFi | | 303 |
| 378 | Total number of people attending live, virtual library program for adults | 4 | 322 |
| 379 | Total number of library programs for adults | 166 | 165 |

| | | | |
|-----|---|-------|-------|
| 380 | Total number of people attending library program for adults | 1,346 | 1,442 |
|-----|---|-------|-------|

General Interest

General Interest - For All Ages

| | | | |
|-----|---|-----|-----|
| 381 | Total number of live, in-person, onsite, general interest library programs from WhoFi. Prefilled and locked by the State Library. | 12 | 6 |
| 382 | Total number of live, in-person, onsite general interest library programs non-WhoFi | 1 | 0 |
| 383 | Total number of live, in person, onsite general interest library programs | 13 | 6 |
| 384 | Total number of people attending live, in-person, onsite general interest library programs prefilled from WhoFi. Prefilled and locked by the State Library. | 331 | 521 |
| 385 | Total number of people attending live, in-person, onsite general interest library programs non-WhoFi | 34 | 26 |
| 386 | Total number of people attending live, in-person, onsite general interest library programs | 365 | 547 |
| 387 | Total number of live, in-person, offsite general interest library programs prefilled from WhoFi. Prefilled and locked by the State Library. | 18 | 17 |

| | | | |
|-----|--|-------|-------|
| 388 | Total number of live, in-person, offsite general interest library programs non-WhoFi | | 0 |
| 389 | Total number of live, in-person, offsite general interest library programs | 18 | 17 |
| 390 | Total number of people attending live, in-person, offsite general interest library programs prefilled from WhoFi. Prefilled and locked by the State Library. | 1,412 | 1,052 |
| 391 | Total number of people attending live, in-person, offsite general interest library programs non-WhoFi | 105 | 28 |
| 392 | Total number of people attending live, in-person, offsite general interest library programs | 1,517 | 1,080 |
| 393 | Total number of live, virtual, general interest library programs prefilled from WhoFi. Prefilled and locked by the State Library. | 0 | 0 |
| 394 | Total number of live, virtual, general interest library programs non-WhoFi | | 0 |
| 395 | Total number of live, virtual, general interest, library programs | 0 | 0 |
| 396 | Total number of people attending live, virtual, general interest programs prefilled from WhoFi. Prefilled and locked by the State Library. | 0 | 0 |
| 397 | Total number of people attending live, virtual, general interest programs non-WhoFi | | 0 |

| | | | |
|------|---|-------|-------|
| 398 | Total number of people attending live, general interest, virtual library programs | 0 | 0 |
| 399 | Total number of live general interest library programs | 31 | 23 |
| 3100 | Total number of people attending live general interest library programs | 1,882 | 1,627 |
| 3101 | Total number of live, in-person, onsite library programs | 317 | 307 |
| 3102 | Total number of live, in-person, offsite library programs | 42 | 72 |
| 3103 | Total number of live, virtual library programs | 1 | 4 |
| 3104 | Total number of people attending live, in-person, onsite library programs | 3,345 | 3,046 |
| 3105 | Total number of people attending live, in-person, offsite library programs | 1,968 | 2,298 |
| 3106 | Total number of people attending live, virtual library programs | 4 | 327 |
| 3107 | Total number of live library programs | 360 | 383 |
| 3108 | Total number of people attending live library programs | 5,317 | 5,671 |

Content Recordings and Patron Directed Activities

Program Content Recordings

A program content recording is any recording of program content that cannot be viewed live as it unfolds (i.e., on-demand streaming). Only include program presentations posted during the reporting period. Regardless of the number of platforms on which a presentation is posted, count each unique presentation only once. Include program sessions posted on Facebook Premiere that are not facilitated by a staff member.

The count of views of asynchronous program presentations for a period of THIRTY (30) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For those made available via other platforms, count unique views of each video. For recorded program presentations that are recordings of live, virtual program sessions, exclude live attendance; live attendance should have already been counted on lines G18, G29, G55, G78, or G95.

| | | | |
|------|---|-------|---|
| G109 | Total number of program content recordings from WhoFi. Prefilled and locked by the State Library | 0 | 0 |
| G110 | Total number of program content recordings non-WhoFi | 1 | 0 |
| G111 | Total number of program content recordings | 1 | 0 |
| G112 | Total number of views of program content recordings from WhoFi. Prefilled and locked by the State Library | 0 | 0 |
| G113 | Total number of views of program content recordings non-WhoFi | 1,160 | 0 |
| G114 | Total number of views of program content recordings | 1,160 | 0 |

Patron-Directed Activities

Below is a list of activities that are patron directed and sometimes known as passive, self-directed, or indirect programming. All answers are prefilled with 0. If you do not provide a listed service you can leave it as a 0. If you provide a service but are unsure of how many times it was used, answer with an estimate, or N/A. Otherwise provide the number of times each service is used ANNUALLY. Do not count the number of items created, only count the number of times a service is used. Do not include anything provided as a part of a library sponsored, in-person, program. These counts should be accounted for in the programming counts listed above. For example, do not count coloring sheets used as part of a live, in-person, program as an indirect activity.

| | | | |
|------|---|-------|-----|
| G115 | Total number of make and take kits provided | 379 | 168 |
| G116 | Total number of coloring sheets provided | 200 | 0 |
| G117 | Total number of scavenger hunt participants | | 0 |
| G118 | Total number of trivia contest participants | | 0 |
| G119 | Total use of library's maker space service | 1,000 | 900 |
| G120 | Total use of STEAM/STEM services | | 0 |
| G121 | Total number of story-walk participants | | 0 |
| G122 | Total number of reading log participants | 530 | 497 |

G123 List any other patron-directed activities, list one activity per box. To add more than one activity, click the "Add Activity" button.

Name of activity only,
do not include a use count. Coffee Groups *Coffee Groups*

Name of activity only,
do not include a use count. Adult Coloring *Sit & Stitch*

Name of activity only,
do not include a use count. Sit & Stitch *Adult Coloring*

Name of activity only,
do not include a use count. Open Card Games *Open Cards*

Section H - Library Buildings - Hours and Square Footage

Make sure to consider closures for all reasons when calculating number of hours and weeks open. For example, if your library is normally open for 52 weeks, but was closed for 20 weeks and open for 32 weeks in FY23, report 32 on line H02.

H01 Total number of hours open to the public during FY23 (July 1, 2022 to June 30, 2023) at the main library only. Report actual number of hours open rather than scheduled hours open. 2,808 *2,808*

H02 Total number of weeks open to the public during FY23 (July 1, 2022 to June 30, 2023) at the main library only (round to the nearest whole number of weeks). Report actual weeks open rather than scheduled weeks open. 52 *52*

H03 Square footage of main library. Prefilled and locked by the State Library. 6,000 *6,000*

Section H Totals

| | | | |
|-----|---|-------|-------|
| H08 | Total number of hours open annually at the main library and all branches. (Click the SAVE button to calculate the total.) | 2,808 | 2,808 |
| H09 | Total number of weeks open annually at the main library and all branches (Click the SAVE button to calculate the total.) | 52 | 52 |
| H10 | Total square footage of main and all branch libraries (Click the "SAVE" button to calculate the total.) | 6,000 | 6,000 |

Signature Page

IMPORTANT - PLEASE READ: All libraries submitting an annual survey must also submit a Signature Page to certify accuracy. This document is also included in the Print Application Form. Follow the link below to electronically sign the form. Please do not fax or mail copies of this form to us.

[Signature Page](#)



City of Polk City, Iowa

City Council Agenda Communication

Date: October 9, 2023 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Jason Thraen, Parks & Recreation Director

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

1. Staff attended the Prairie Meadows & Polk County Community Impact Luncheon September 1st. Polk City was recognized as a Legacy Grant Recipient for Phase 3 of our future trail connecting the Neal Smith and High Trestle trails
2. Staff attended Kiwanis Club of Polk City's Community Project Meeting on September 12th. Updates were provided of upcoming park projects and ideas were discussed regarding potential Kiwanis donations.
3. Staff attended IPRA Fall Workshop September 18th - 20th. Sessions attended included Review of HF 718, Bocce Ball Programming, Parks-Partnerships-Policies, Performing Arts Programming, Parks/Library Collaboration, Burnout Prevention, Successful Focus Groups, and Round Table Discussions.
4. September 29th Movie in the Park, sponsored by Quick Supply Co. and Merritt Customs, had 82 attendees.
5. Staff, along with Go Polk City, hosted their 3rd annual Fall Fest on September 30th. This family friendly event took place at Town Square from 3-7pm and coincided with "Biketoberfest" and "Fenders Fest."
5. September programming included Senior Social Hour.
6. Sports Complex baseball/softball fields had 22 reservations in September. 160 total field reservations in 2023.
7. Miller Park Shelter House had 3 private rentals in September. 35 total rentals in 2023.

Youth Programs Report: July, Aug, Sept 2023

| Program | Participants | Expenses | Revenue | Cost Recovery |
|----------------------------------|--------------|-------------------|-------------------|----------------|
| Start Smart Soccer (AM) | 6 | \$288.10 | \$300.00 | 104.13% |
| Start Smart Soccer (PM) | 17 | \$785.41 | \$850.00 | 108.22% |
| Tennis Lessons Session #3 | 6 | \$475.84 | \$648.00 | 136.18% |
| All-Star Sports Camp July 10-14 | 20 | \$814.94 | \$1,000.00 | 122.71% |
| All-Star Sports Camp July 17-21 | 24 | \$814.94 | \$1,200.00 | 147.25% |
| Art in the Park July 31-August 4 | 16 | \$905.40 | \$960.00 | 106.03% |
| Art in the Park August 7-11 | 16 | \$914.40 | \$960.00 | 104.99% |
| Intro to Pickleball | 2 | \$41.01 | \$48.00 | 117.04% |
| Start Smart Move & Play | 11 | \$202.73 | \$275.00 | 135.65% |
| History Detectives w/ BCHS | 6 | \$119.12 | \$90.00 | 75.55% |
| TOTALS | 124 | \$5,361.89 | \$6,331.00 | 118.07% |

Final Analysis: Q3 for 2023 represented great cost recovery for our youth programs. With a quarterly cost recovery of 118.07%, we exceeded our cost recovery goal of 70-100%. Our programs are consistently in line with the GreenPlay, LLC youth programs cost recovery model. This quarter is a great representation of different programs having different cost recovery goals. Programs with more individual benefit (tennis, art, pickleball) should see greater cost recovery compared to programs with more community benefit.

Adult Programs Report: July, Aug, Sept 2023

| Program | Participants | Expenses | Revenue | Cost Recovery |
|---------------|--------------|------------|------------|---------------|
| COED Softball | 90 | \$1,106.53 | \$1,400.00 | 126.52% |
| TOTALS | 90 | \$1,106.53 | \$1,400.00 | 126.52% |

Final Analysis: Quarterly cost recovery exceeded 100%, which is always the goal with adult programming. This was the largest COED softball league (7) since P&R department started offering. Fall Bags league was canceled due to low registration. Feedback from past teams was Thursday evenings would be very difficult with youth schedules. I'll work with host site to see if changes can be made for 2024 and beyond.

Senior Programs Report: July, Aug, Sept 2023

| Program | Participants | Expenses | Revenue | Cost Recovery |
|------------------|--------------|----------|---------|---------------|
| Trip to 209 Main | 9 | \$220.04 | \$72.00 | 32.72% |
| TOTALS | 9 | \$220.04 | \$72.00 | 32.72% |

Final Analysis: Final Analysis: According to GreenPlay, LLC, senior programs are classified as a COMMUNITY/Individual benefit that is associated with a cost recovery goal of 10 to 40(+)% . With a quarterly cost recovery of 32.72%, we fall within the recommended range.

RESOLUTION NO 2023-120

**A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT NO. 4
FOR THE CITY HALL/COMMUNITY ROOM PROJECT**

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

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

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

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

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

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

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

WHEREAS, Henkel Construction Company and the City Architect, FEH Design have submitted the Application for Partial Payment No. 4 giving a detailed estimate of work completed with an application for payment in the amount of \$302,890.95.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment No. 4 for the City Hall/Community Room Project, and the City Clerk/Treasurer is hereby authorized to issue a check to Henkel Construction Company in the amount of \$302,890.95.

PASSED AND APPROVED the 9 day of October 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

TO OWNER/CLIENT:

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

PROJECT:

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

APPLICATION NO: 4

INVOICE NO: 2321A.04

PERIOD: 09/01/23 - 09/30/23

PROJECT NO: 2321A

FROM CONTRACTOR:

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

VIA ARCHITECT/ENGINEER:

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

CONTRACT DATE:

CONTRACT FOR: Polk City New City Hall

CONTRACTOR'S APPLICATION FOR PAYMENT

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

| | |
|--|----------------|
| 1. Original Contract Sum | \$5,752,500.00 |
| 2. Net change by change orders | \$(21,489.82) |
| 3. Contract Sum to date (Line 1 ± 2) | \$5,731,010.18 |
| 4. Total completed and stored to date (Column G on detail sheet) | \$713,719.68 |
| 5. Retainage: | |
| a. 5.00% of completed work | \$34,492.49 |
| b. 5.00% of stored material | \$1,193.50 |
| Total retainage (Line 5a + 5b or total in column I of detail sheet) | \$35,685.99 |
| 6. Total earned less retainage (Line 4 less Line 5 Total) | \$678,033.69 |
| 7. Less previous certificates for payment (Line 6 from prior certificate) | \$375,142.74 |
| 8. Current payment due: | \$302,890.95 |
| 9. Balance to finish, including retainage (Line 3 less Line 6) | \$5,052,976.49 |

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

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

CONTRACTOR: Henkel Construction Company

By: *[Signature]* Mason Harms, Controller

Date: September 28, 2023

State of: Iowa

County of: Cerro Gordo

Subscribed and sworn to before

me this 28th day of September 2023

Notary Public: *[Signature]*

My commission expires: 8/31/2024



ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED: \$302,890.95

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

ARCHITECT/ENGINEER:

By: *[Signature]* Date: 9-29-2023

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

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

APPLICATION NUMBER: 4

APPLICATION DATE: 9/30/2023

PERIOD: 09/01/23 - 09/30/23

Contract Lines

| ITEM NO. | BUDGET CODE | DESCRIPTION OF WORK | SCHEDULED VALUE | WORK COMPLETED | | MATERIALS PRESENTLY STORED (NOT IN D OR E) | TOTAL COMPLETED AND STORED TO DATE (D + E + F) | | BALANCE TO FINISH (C - G) | RETAINAGE |
|----------|---|----------------------------|-----------------|-----------------------------------|-------------|--|--|---------|---------------------------|------------|
| | | | | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD | | % (G / C) | | | |
| | | | | | | | | | | |
| 1 | 1.C General Conditions.Misc. Credit | General Conditions | \$135,114.00 | \$20,267.10 | \$13,511.40 | \$0.00 | \$33,778.50 | 25.00% | \$101,335.50 | \$1,688.93 |
| 2 | 1.C General Conditions.Misc. Credit | Bond/Insurance | \$58,000.00 | \$58,000.00 | \$0.00 | \$0.00 | \$58,000.00 | 100.00% | \$0.00 | \$2,900.00 |
| 3 | 1.C General Conditions.Misc. Credit | Supervision | \$98,000.00 | \$9,800.00 | \$14,700.00 | \$0.00 | \$24,500.00 | 25.00% | \$73,500.00 | \$1,225.00 |
| 4 | 1.C General Conditions.Misc. Credit | Mobilization | \$15,500.00 | \$15,500.00 | \$0.00 | \$0.00 | \$15,500.00 | 100.00% | \$0.00 | \$775.00 |
| 5 | 1.C General Conditions.Misc. Credit | Demobilization | \$5,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$5,000.00 | \$0.00 |
| 6 | 1.C General Conditions.Misc. Credit | Shop Drawings/Engineering | \$85,000.00 | \$51,000.00 | \$8,500.00 | \$0.00 | \$59,500.00 | 70.00% | \$25,500.00 | \$2,975.00 |
| 7 | 1.C General Conditions.Misc. Credit | Record Documents | \$5,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$5,000.00 | \$0.00 |
| 8 | 1.C General Conditions.Misc. Credit | Temp Facilities | \$10,000.00 | \$1,000.00 | \$500.00 | \$0.00 | \$1,500.00 | 15.00% | \$8,500.00 | \$75.00 |
| 9 | 3.C Concrete.Misc. Credit | Footing & Foundations - M | \$95,000.00 | \$0.00 | \$90,250.00 | \$0.00 | \$90,250.00 | 95.00% | \$4,750.00 | \$4,512.50 |
| 10 | 3.C Concrete.Misc. Credit | Footings & Foundations - L | \$65,000.00 | \$6,500.00 | \$55,250.00 | \$0.00 | \$61,750.00 | 95.00% | \$3,250.00 | \$3,087.50 |
| 11 | 3.C Concrete.Misc. Credit | Interior Slabs - M | \$85,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$85,000.00 | \$0.00 |
| 12 | 3.C Concrete.Misc. Credit | Interior Slabs - L | \$65,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$65,000.00 | \$0.00 |
| 13 | 4.C Masonry.Misc. Credit | Masonry - M | \$95,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$95,000.00 | \$0.00 |
| 14 | 4.C Masonry.Misc. Credit | Masonry - L | \$65,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$65,000.00 | \$0.00 |
| 15 | 5.C Steel.Misc. Credit | Structural Steel - M | \$150,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$150,000.00 | \$0.00 |
| 16 | 5.C Steel.Misc. Credit | Structural Steel - L | \$115,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$115,000.00 | \$0.00 |
| 17 | 5.C Steel.Misc. Credit | Steel Joists & Decking - M | \$185,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$185,000.00 | \$0.00 |
| 18 | 5.C Steel.Misc. Credit | Steel Joists & Decking - L | \$55,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$55,000.00 | \$0.00 |

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

| ITEM NO. | BUDGET CODE | DESCRIPTION OF WORK | SCHEDULED VALUE | WORK COMPLETED | | MATERIALS PRESENTLY STORED (NOT IN D OR E) | TOTAL COMPLETED AND STORED TO DATE (D + E + F) | % (G / C) | BALANCE TO FINISH (C - G) | RETAINAGE |
|----------|-------------------------------------|-------------------------------|-----------------|-----------------------------------|-------------|--|--|-----------|---------------------------|-----------|
| | | | | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD | | | | | |
| | | | | | | | | | | |
| | Doors & Windows.Misc. Credit | | | | | | | | | |
| 39 | 8.C Doors & Windows.Misc. Credit | Door Hardware - M | \$50,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$50,000.00 | \$0.00 |
| 40 | 8.C Doors & Windows.Misc. Credit | Door Hardware - L | \$7,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$7,500.00 | \$0.00 |
| 41 | 8.C Doors & Windows.Misc. Credit | Wood Doors - M | \$16,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$16,000.00 | \$0.00 |
| 42 | 8.C Doors & Windows.Misc. Credit | Wood Doors - L | \$6,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$6,500.00 | \$0.00 |
| 43 | 8.C Doors & Windows.Misc. Credit | Coiling Counter Doors - M | \$6,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$6,500.00 | \$0.00 |
| 44 | 8.C Doors & Windows.Misc. Credit | Coiling Counter Doors - L | \$1,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$1,000.00 | \$0.00 |
| 45 | 8.C Doors & Windows.Misc. Credit | Storefronts & Entrances - M | \$205,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$205,000.00 | \$0.00 |
| 46 | 8.C Doors & Windows.Misc. Credit | Storefronts & Entrances - L | \$90,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$90,000.00 | \$0.00 |
| 47 | 9.C Finishes.Misc. Credit | Interior Painting - M | \$9,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$9,500.00 | \$0.00 |
| 48 | 9.C Finishes.Misc. Credit | Interior Painting - L | \$34,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$34,000.00 | \$0.00 |
| 49 | 9.C Finishes.Misc. Credit | Wall Coverings - M | \$15,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$15,000.00 | \$0.00 |
| 50 | 9.C Finishes.Misc. Credit | Wall Coverings - L | \$16,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$16,000.00 | \$0.00 |
| 51 | 9.C Finishes.Misc. Credit | High Performance Coatings - M | \$9,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$9,500.00 | \$0.00 |
| 52 | 9.C Finishes.Misc. Credit | High Performance Coatings - L | \$22,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$22,000.00 | \$0.00 |
| 53 | 9.C Finishes.Misc. Credit | Metal Framing - M | \$25,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$25,000.00 | \$0.00 |
| 54 | 9.C Finishes.Misc. Credit | Metal Framing - L | \$50,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$50,000.00 | \$0.00 |
| 55 | 9.C Finishes.Misc. Credit | Thermal Insulation - M | \$8,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$8,000.00 | \$0.00 |
| 56 | 9.C Finishes.Misc. Credit | Thermal Insulation - L | \$8,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$8,000.00 | \$0.00 |
| 57 | 9.C Finishes.Misc. Credit | Firestopping - M | \$8,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$8,000.00 | \$0.00 |
| 58 | 9.C | Firestopping - L | \$8,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$8,000.00 | \$0.00 |

| A ITEM NO. | B BUDGET CODE | C DESCRIPTION OF WORK | D SCHEDULED VALUE | E WORK COMPLETED | | F MATERIALS PRESENTLY STORED (NOT IN D OR E) | G TOTAL COMPLETED AND STORED TO DATE (D + E + F) | | H BALANCE TO FINISH (C - G) | I RETAINAGE |
|---------------|--------------------------------------|-----------------------------|----------------------|-----------------------------------|-------------|---|---|-------|--------------------------------|----------------|
| | | | | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD | | % (G / C) | | | |
| | | | | | | | | | | |
| | Finishes.Misc. Credit | | | | | | | | | |
| 59 | 9.C Finishes.Misc. Credit | Gyp Board Assemblies - M | \$95,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$95,000.00 | \$0.00 |
| 60 | 9.C Finishes.Misc. Credit | Gyp Board Assemblies - L | \$175,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$175,000.00 | \$0.00 |
| 61 | 9.C Finishes.Misc. Credit | Gyp Sheathing - M | \$16,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$16,000.00 | \$0.00 |
| 62 | 9.C Finishes.Misc. Credit | Gyp Sheathing - L | \$27,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$27,000.00 | \$0.00 |
| 63 | 9.C Finishes.Misc. Credit | Acoustical Ceilings - M | \$25,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$25,000.00 | \$0.00 |
| 64 | 9.C Finishes.Misc. Credit | Acoustical Ceilings - L | \$13,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$13,000.00 | \$0.00 |
| 65 | 9.C Finishes.Misc. Credit | Suspended Wood Ceilings - M | \$40,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$40,000.00 | \$0.00 |
| 66 | 9.C Finishes.Misc. Credit | Suspended Wood Ceilings - L | \$8,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$8,000.00 | \$0.00 |
| 67 | 9.C Finishes.Misc. Credit | Ceramic Tile - M | \$55,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$55,000.00 | \$0.00 |
| 68 | 9.C Finishes.Misc. Credit | Ceramic Tile - L | \$25,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$25,000.00 | \$0.00 |
| 69 | 9.C Finishes.Misc. Credit | Resilient Flooring - M | \$15,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$15,000.00 | \$0.00 |
| 70 | 9.C Finishes.Misc. Credit | Resilient Flooring - L | \$3,800.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$3,800.00 | \$0.00 |
| 71 | 9.C Finishes.Misc. Credit | Tile Carpeting - M | \$25,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$25,000.00 | \$0.00 |
| 72 | 9.C Finishes.Misc. Credit | Tile Carpeting - L | \$3,700.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$3,700.00 | \$0.00 |
| 73 | 10.C Specialty Items.Misc. Credit | Toilet Accessories - M | \$4,250.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$4,250.00 | \$0.00 |
| 74 | 10.C Specialty Items.Misc. Credit | Toilet Accessories - L | \$1,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$1,500.00 | \$0.00 |
| 75 | 10.C Specialty Items.Misc. Credit | Flagpole - M | \$4,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$4,000.00 | \$0.00 |
| 76 | 10.C Specialty Items.Misc. Credit | Flagpole - L | \$1,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$1,500.00 | \$0.00 |
| 77 | 10.C Specialty Items.Misc. Credit | Folding Panel Partition - M | \$30,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$30,000.00 | \$0.00 |
| 78 | 10.C Specialty Items.Misc. Credit | Folding Panel Partition - L | \$15,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$15,000.00 | \$0.00 |
| 79 | 10.C | Toilet Partitions - M | \$5,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$5,500.00 | \$0.00 |

| A | B | C | D | E | F | G | | H | I | | | | | | | | | |
|----|--|--------------------------------|-------------|--------|------------|----------|-------------|-------|-------------|---------------------|-----------------|-----------------------------------|-------------|--|--|-----------|---------------------------|-----------|
| | | | | | | ITEM NO. | BUDGET CODE | | | DESCRIPTION OF WORK | SCHEDULED VALUE | WORK COMPLETED | | MATERIALS PRESENTLY STORED (NOT IN D OR E) | TOTAL COMPLETED AND STORED TO DATE (D + E + F) | % (G / C) | BALANCE TO FINISH (C - G) | RETAINAGE |
| | | | | | | | | | | | | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD | | | | | |
| | Specialty Items.Misc. Credit | | | | | | | | | | | | | | | | | |
| 80 | 10.C Specialty Items.Misc. Credit | Toilet Partitions - L | \$1,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$1,500.00 | \$0.00 | | | | | | | | |
| 81 | 10.C Specialty Items.Misc. Credit | Signage - M | \$15,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$15,000.00 | \$0.00 | | | | | | | | |
| 82 | 10.C Specialty Items.Misc. Credit | Signage - L | \$2,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$2,500.00 | \$0.00 | | | | | | | | |
| 83 | 12.C Special Equipment.Misc. Credit | Countertops - M | \$20,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$20,000.00 | \$0.00 | | | | | | | | |
| 84 | 12.C Special Equipment.Misc. Credit | Countertops - L | \$17,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$17,000.00 | \$0.00 | | | | | | | | |
| 85 | 12.C Special Equipment.Misc. Credit | Window Shades - M | \$10,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$10,000.00 | \$0.00 | | | | | | | | |
| 86 | 12.C Special Equipment.Misc. Credit | Window Shades - L | \$3,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$3,000.00 | \$0.00 | | | | | | | | |
| 87 | 14.C Cranes and Hoists.Misc. Credit | Electric Traction Elevator - M | \$85,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$85,000.00 | \$0.00 | | | | | | | | |
| 88 | 14.C Cranes and Hoists.Misc. Credit | Electric Traction Elevator - L | \$45,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$45,000.00 | \$0.00 | | | | | | | | |
| 89 | 15.C Mechanical.Misc. Credit | Fire Sprinkler - M | \$38,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$38,000.00 | \$0.00 | | | | | | | | |
| 90 | 15.C Mechanical.Misc. Credit | Fire Sprinkler - L | \$23,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$23,000.00 | \$0.00 | | | | | | | | |
| 91 | 15.C Mechanical.Misc. Credit | Hangers and Supports - M | \$8,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$8,000.00 | \$0.00 | | | | | | | | |
| 92 | 15.C Mechanical.Misc. Credit | Hangers and Supports - L | \$7,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$7,500.00 | \$0.00 | | | | | | | | |
| 93 | 15.C Mechanical.Misc. Credit | Plumbing ID - M | \$800.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$800.00 | \$0.00 | | | | | | | | |
| 94 | 15.C Mechanical.Misc. Credit | Plumbing ID - L | \$1,100.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$1,100.00 | \$0.00 | | | | | | | | |
| 95 | 15.C Mechanical.Misc. Credit | Insulation - M | \$6,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$6,500.00 | \$0.00 | | | | | | | | |
| 96 | 15.C Mechanical.Misc. Credit | Insulation - L | \$4,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$4,000.00 | \$0.00 | | | | | | | | |
| 97 | 15.C Mechanical.Misc. Credit | Plumbing Piping - M | \$36,000.00 | \$0.00 | \$1,800.00 | \$0.00 | \$1,800.00 | 5.00% | \$34,200.00 | \$90.00 | | | | | | | | |
| 98 | 15.C Mechanical.Misc. Credit | Plumbing Piping - L | \$35,000.00 | \$0.00 | \$1,750.00 | \$0.00 | \$1,750.00 | 5.00% | \$33,250.00 | \$87.50 | | | | | | | | |

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|---------------|---------------------------------|--|----------------------|-----------------------------------|-------------|---|---|-------|--------------------------------|----------------|
| | | | | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD | | % (G / C) | | | |
| | | | | | | | | | | |
| 99 | 15.C Mechanical.Misc. Credit | Gas Piping - M | \$13,800.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$13,800.00 | \$0.00 |
| 100 | 15.C Mechanical.Misc. Credit | Gas Piping - L | \$22,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$22,000.00 | \$0.00 |
| 101 | 15.C Mechanical.Misc. Credit | Plumbing Specialties - M | \$4,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$4,000.00 | \$0.00 |
| 102 | 15.C Mechanical.Misc. Credit | Plumbing Specialties - L | \$5,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$5,000.00 | \$0.00 |
| 103 | 15.C Mechanical.Misc. Credit | Domestic Water Pumps - M | \$5,300.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$5,300.00 | \$0.00 |
| 104 | 15.C Mechanical.Misc. Credit | Domestic Water Pumps - L | \$2,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$2,500.00 | \$0.00 |
| 105 | 15.C Mechanical.Misc. Credit | Sump Pumps - M | \$3,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$3,500.00 | \$0.00 |
| 106 | 15.C Mechanical.Misc. Credit | Sump Pumps - L | \$2,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$2,000.00 | \$0.00 |
| 107 | 15.C Mechanical.Misc. Credit | Plumbing Equipment - M | \$10,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$10,000.00 | \$0.00 |
| 108 | 15.C Mechanical.Misc. Credit | Plumbing Equipment - L | \$6,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$6,000.00 | \$0.00 |
| 109 | 15.C Mechanical.Misc. Credit | Plumbing Fixtures - M | \$48,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$48,000.00 | \$0.00 |
| 110 | 15.C Mechanical.Misc. Credit | Plumbing Fixtures - L | \$20,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$20,000.00 | \$0.00 |
| 111 | 15.C Mechanical.Misc. Credit | RTU, Cabinet & Duct Heater - M | \$153,400.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$153,400.00 | \$0.00 |
| 112 | 15.C Mechanical.Misc. Credit | RTU, Cabinet & Duct Heater - L | \$28,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$28,000.00 | \$0.00 |
| 113 | 15.C Mechanical.Misc. Credit | Terminal Air Box & System Management - M | \$55,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$55,000.00 | \$0.00 |
| 114 | 15.C Mechanical.Misc. Credit | Terminal Air Box & System Management - L | \$25,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$25,000.00 | \$0.00 |
| 115 | 15.C Mechanical.Misc. Credit | Screen Wall - M | \$44,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$44,000.00 | \$0.00 |
| 116 | 15.C Mechanical.Misc. Credit | Screen Wall - L | \$2,100.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$2,100.00 | \$0.00 |
| 117 | 15.C Mechanical.Misc. Credit | GRD's FD's - M | \$7,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$7,500.00 | \$0.00 |
| 118 | 15.C Mechanical.Misc. Credit | GRD's & FD's - L | \$19,400.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$19,400.00 | \$0.00 |
| 119 | 15.C Mechanical.Misc. Credit | Mini Split & Exhaust Fan - M | \$7,900.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$7,900.00 | \$0.00 |
| 120 | 15.C Mechanical.Misc. Credit | Mini Split & Exhaust Fan - L | \$5,200.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$5,200.00 | \$0.00 |
| 121 | 15.C Mechanical.Misc. Credit | Ductwork - M | \$24,900.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$24,900.00 | \$0.00 |
| 122 | 15.C | Ductwork - L | \$57,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$57,000.00 | \$0.00 |

| A ITEM NO. | B BUDGET CODE | C DESCRIPTION OF WORK | D SCHEDULED VALUE | E WORK COMPLETED | | F MATERIALS PRESENTLY STORED (NOT IN D OR E) | G TOTAL COMPLETED AND STORED TO DATE (D + E + F) | H % (G / C) | I BALANCE TO FINISH (C - G) | J RETAINAGE |
|---------------|---------------------------------|--------------------------------|----------------------|-----------------------------------|-------------------------|---|---|----------------|--------------------------------|----------------|
| | | | | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD | | | | | |
| | | | | | Mechanical.Misc. Credit | | | | | |
| 123 | 15.C Mechanical.Misc. Credit | Hangers - M | \$3,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$3,500.00 | \$0.00 |
| 124 | 15.C Mechanical.Misc. Credit | Hangers - L | \$13,600.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$13,600.00 | \$0.00 |
| 125 | 15.C Mechanical.Misc. Credit | TAB - L&M | \$9,400.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$9,400.00 | \$0.00 |
| 126 | 16.C Electrical.Misc. Credit | Site-service work - Material | \$15,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$15,000.00 | \$0.00 |
| 127 | 16.C Electrical.Misc. Credit | Site-service work - Labor | \$20,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$20,000.00 | \$0.00 |
| 128 | 16.C Electrical.Misc. Credit | Temporary Power - Labor | \$10,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$10,000.00 | \$0.00 |
| 129 | 16.C Electrical.Misc. Credit | Temporary Power - Material | \$10,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$10,000.00 | \$0.00 |
| 130 | 16.C Electrical.Misc. Credit | Underground Raceway - Material | \$25,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$25,000.00 | \$0.00 |
| 131 | 16.C Electrical.Misc. Credit | Underground Raceway - Labor | \$25,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$25,000.00 | \$0.00 |
| 132 | 16.C Electrical.Misc. Credit | Raceway - Material | \$62,300.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$62,300.00 | \$0.00 |
| 133 | 16.C Electrical.Misc. Credit | Raceway - Labor | \$52,600.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$52,600.00 | \$0.00 |
| 134 | 16.C Electrical.Misc. Credit | Generator - Material | \$29,600.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$29,600.00 | \$0.00 |
| 135 | 16.C Electrical.Misc. Credit | Generator - Labor | \$18,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$18,000.00 | \$0.00 |
| 136 | 16.C Electrical.Misc. Credit | Distribution - Material | \$55,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$55,000.00 | \$0.00 |
| 137 | 16.C Electrical.Misc. Credit | Distribution - Labor | \$55,700.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$55,700.00 | \$0.00 |
| 138 | 16.C Electrical.Misc. Credit | Lighting - Material | \$122,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$122,500.00 | \$0.00 |
| 139 | 16.C Electrical.Misc. Credit | Lighting - Labor | \$44,600.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$44,600.00 | \$0.00 |
| 140 | 16.C Electrical.Misc. Credit | Fire Alarm - Material | \$20,400.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$20,400.00 | \$0.00 |
| 141 | 16.C Electrical.Misc. Credit | Fire Alarm - Labor | \$9,300.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$9,300.00 | \$0.00 |
| 142 | 16.C Electrical.Misc. Credit | Device - Material | \$2,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$2,500.00 | \$0.00 |
| 143 | 16.C Electrical.Misc. Credit | Device - Labor | \$2,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$2,500.00 | \$0.00 |
| 144 | 16.C Electrical.Misc. Credit | Communications - Material | \$27,900.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$27,900.00 | \$0.00 |
| 145 | 16.C Electrical.Misc. Credit | Communications - Labor | \$24,400.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$24,400.00 | \$0.00 |

| A ITEM NO. | B BUDGET CODE | C DESCRIPTION OF WORK | D SCHEDULED VALUE | E WORK COMPLETED | | F MATERIALS PRESENTLY STORED (NOT IN D OR E) | G TOTAL COMPLETED AND STORED TO DATE (D + E + F) | H % (G / C) | I BALANCE TO FINISH (C - G) | J RETAINAGE |
|----------------|---------------------------------|---------------------------------|-----------------------|-----------------------------------|---------------------------------|---|---|----------------|--------------------------------|--------------------|
| | | | | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD | | | | | |
| | | | | 146 | 16.C Electrical.Misc. Credit | | | | | |
| 147 | 16.C Electrical.Misc. Credit | Audio/Visual - Labor | \$40,109.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$40,109.00 | \$0.00 |
| 148 | 16.C Electrical.Misc. Credit | Security - Material | \$25,603.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$25,603.00 | \$0.00 |
| 149 | 16.C Electrical.Misc. Credit | Security - Labor | \$10,459.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$10,459.00 | \$0.00 |
| 150 | 2.C Sitework.Misc. Credit | Site Clearing & Earthwork - L&M | \$110,000.00 | \$60,500.00 | \$22,000.00 | \$0.00 | \$82,500.00 | 75.00% | \$27,500.00 | \$4,125.00 |
| 151 | 2.C Sitework.Misc. Credit | Plantings - M | \$15,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$15,000.00 | \$0.00 |
| 152 | 2.C Sitework.Misc. Credit | Concrete Paving - M | \$75,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$75,000.00 | \$0.00 |
| 153 | 2.C Sitework.Misc. Credit | Concrete Paving - L | \$45,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$45,000.00 | \$0.00 |
| 154 | 2.C Sitework.Misc. Credit | Plantings - L | \$2,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$2,500.00 | \$0.00 |
| 155 | 2.C Sitework.Misc. Credit | Seeding & SOD - M | \$6,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$6,500.00 | \$0.00 |
| 156 | 2.C Sitework.Misc. Credit | Seeding & SOD - L | \$2,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$2,500.00 | \$0.00 |
| 157 | 2.C Sitework.Misc. Credit | Mulch - M | \$7,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$7,500.00 | \$0.00 |
| 158 | 2.C Sitework.Misc. Credit | Mulch - L | \$4,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$4,500.00 | \$0.00 |
| 159 | 2.C Sitework.Misc. Credit | Retaining Wall - M | \$25,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$25,000.00 | \$0.00 |
| 160 | 2.C Sitework.Misc. Credit | Retaining Wall - L | \$8,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$8,500.00 | \$0.00 |
| 161 | 2.C Sitework.Misc. Credit | Storm Sewer - M | \$175,000.00 | \$122,500.00 | \$43,750.00 | \$0.00 | \$166,250.00 | 95.00% | \$8,750.00 | \$8,312.50 |
| 162 | 2.C Sitework.Misc. Credit | Storm Sewer - L | \$55,000.00 | \$0.00 | \$55,000.00 | \$0.00 | \$55,000.00 | 100.00% | \$0.00 | \$2,750.00 |
| 163 | 2.C Sitework.Misc. Credit | Water Service - M | \$21,000.00 | \$19,950.00 | \$1,050.00 | \$0.00 | \$21,000.00 | 100.00% | \$0.00 | \$1,050.00 |
| 164 | 2.C Sitework.Misc. Credit | Water Service - L | \$12,000.00 | \$6,000.00 | \$6,000.00 | \$0.00 | \$12,000.00 | 100.00% | \$0.00 | \$600.00 |
| 165 | 2.C Sitework.Misc. Credit | Sanitary Service - M | \$9,100.00 | \$0.00 | \$910.00 | \$0.00 | \$910.00 | 10.00% | \$8,190.00 | \$45.50 |
| 166 | 2.C Sitework.Misc. Credit | Sanitary Service - L | \$12,000.00 | \$0.00 | \$1,200.00 | \$0.00 | \$1,200.00 | 10.00% | \$10,800.00 | \$60.00 |
| TOTALS: | | | \$5,752,500.00 | \$371,017.10 | \$316,171.40 | \$23,870.00 | \$711,058.50 | 12.36% | \$5,041,441.50 | \$35,552.93 |

Change Orders

| A | B | C | D | E | F | G | | H | I |
|----------------|---|----------------------|-----------------------------------|-------------------|--|--|----------------|---------------------------|-----------------|
| ITEM NO. | DESCRIPTION OF WORK | SCHEDULED VALUE | WORK COMPLETED | | MATERIALS PRESENTLY STORED (NOT IN D OR E) | TOTAL COMPLETED AND STORED TO DATE (D + E + F) | % (G / C) | BALANCE TO FINISH (C - G) | RETAINAGE |
| | | | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD | | | | | |
| 167 | PCCO#001 PR #1 - Elevator Waterproofing | \$2,661.18 | \$0.00 | \$2,661.18 | \$0.00 | \$2,661.18 | 100.00% | \$0.00 | \$133.06 |
| 168 | PCCO#002 PR #2 - VE Items | \$(24,151.00) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$(24,151.00) | \$0.00 |
| TOTALS: | | \$(21,489.82) | \$0.00 | \$2,661.18 | \$0.00 | \$2,661.18 | -12.38% | \$(24,151.00) | \$133.06 |

Grand Totals

| A | B | C | D | E | F | G | | H | I |
|----------------------|---------------------|-----------------------|-----------------------------------|---------------------|--|--|---------------|---------------------------|--------------------|
| ITEM NO. | DESCRIPTION OF WORK | SCHEDULED VALUE | WORK COMPLETED | | MATERIALS PRESENTLY STORED (NOT IN D OR E) | TOTAL COMPLETED AND STORED TO DATE (D + E + F) | % (G / C) | BALANCE TO FINISH (C - G) | RETAINAGE |
| | | | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD | | | | | |
| GRAND TOTALS: | | \$5,731,010.18 | \$371,017.10 | \$318,832.58 | \$23,870.00 | \$713,719.68 | 12.45% | \$5,017,290.50 | \$35,685.99 |

RESOLUTION NO 2023-121

A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT NO. 6 AND PARTIAL PAYMENT NO. 7 FOR THE FIRE STATION REMODEL PROJECT

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

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

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

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

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

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

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

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

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

WHEREAS, GTG Construction and the City Architect, FEH Design have submitted the Application for Partial Payment No. 6 giving a detailed estimate of work completed with an application for payment in the amount of \$82,887.50.

WHEREAS, GTG Construction and the City Architect, FEH Design have submitted the Application for Partial Payment No. 7 giving a detailed estimate of work completed with an application for payment in the amount of \$51,778.80.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment No. 6 and Partial Payment No. 7 for the Fire Station Remodel Project, and the City Clerk/Treasurer is hereby authorized to issue a check to GTG Construction LLC in the amount of \$134,666.30.

PASSED AND APPROVED the 9 day of October 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

TO OWNER: PROJECT: APPLICATION NO: **6** Distribution to:

City of Polk City PROJECT: **Polk City Fire and Community Center**

112 S 3rd Street PROJECT: **112 N 3rd Street**

Polk City, IA 50226 PROJECT: **Polk City, IA 50226**

| | |
|-------------------------------------|------------|
| <input checked="" type="checkbox"/> | OWNER |
| <input checked="" type="checkbox"/> | ARCHITECT |
| <input checked="" type="checkbox"/> | CONTRACTOR |

PERIOD TO: **08/09/23**

FROM CONTRACTOR: VIA ARCHITECT: **FEH Design**

GTG Construction, LLC PROJECT: **Attn: Cory Sharp**

6505 Merle Hay Rd PROJECT: **604 East Grand Avenue**

Suite A PROJECT: **Des Moines, IA 50309**

Johnston IA 50131-1232 PROJECT: **PROJECT NOS: 230007**

CONTRACT FOR: **Weeks MS Auditorium** CONTRACT DATE: **01/23/23**

CONTRACTOR'S APPLICATION FOR PAYMENT

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

| | | |
|---|----|--------------|
| 1. ORIGINAL CONTRACT SUM | \$ | 1,171,000.00 |
| 2. Net change by Change Orders | \$ | - |
| 3. CONTRACT SUM TO DATE (Line 1 ± 2) | \$ | 1,171,000.00 |
| 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) | \$ | 391,575.00 |
| 5. RETAINAGE: | | |
| a. 5 % of Completed Work (Column D + E on G703) | \$ | 19,578.75 |
| b. 0 % of Stored Material (Column F on G703) | \$ | |
| Total Retainage (Lines 5a + 5b or Total in Column I of G703) | \$ | 19,578.75 |
| 6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) | \$ | 371,996.25 |
| 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) | \$ | 289,108.75 |
| 8. CURRENT PAYMENT DUE | \$ | 82,887.50 |
| 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) | \$ | 799,003.75 |

| CHANGE ORDER SUMMARY | ADDITIONS | DEDUCTIONS |
|--|-----------|------------|
| Total changes approved in previous months by Owner | \$0.00 | \$0.00 |
| Total approved this Month | \$0.00 | \$0.00 |
| TOTALS | \$0.00 | \$0.00 |
| NET CHANGES by Change Order | \$0.00 | \$0.00 |

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

CONTRACTOR:

By:

Jessica L. Reynolds

Digitally signed by Jessica L. Reynolds, DN: C=US, E=jessicar@gtgcompanies.com, O=GTG Construction, CN=Jessica L. Reynolds
Date: 2023.08.16 14:14:16-05'00'

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

08/09/23

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$ **82,887.50**

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

ARCHITECT:

By:

9-27-2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF PAGES 2

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

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

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

APPLICATION NO: 6
 APPLICATION DATE: 08/09/23
 PERIOD TO: 08/09/23
 PROJECT NO: 230007

| A ITEM NO. | B DESCRIPTION OF WORK | C SCHEDULED VALUE | D WORK COMPLETED | | F MATERIALS PRESENTLY STORED (NOT IN D OR E) | G TOTAL COMPLETED AND STORED TO DATE (D+E+F) | H % (G ÷ C) | I BALANCE TO FINISH (C - G) | J RETAINAGE (IF VARIABLE RATE) |
|------------------|---------------------------------|-------------------------|---|-------------|---|---|-------------------|--------------------------------------|---|
| | | | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD | | | | | |
| 1 | General Conditions | \$58,275 | \$24,000.00 | \$0.00 | \$0.00 | \$24,000.00 | 41.18% | \$34,275.00 | \$1,200.00 |
| 2 | Bond | \$18,000 | \$18,000.00 | \$0.00 | \$0.00 | \$18,000.00 | 100.00% | \$0.00 | \$900.00 |
| 3 | Submittal Exchange | \$5,400 | \$5,400.00 | \$0.00 | \$0.00 | \$5,400.00 | 100.00% | \$0.00 | \$270.00 |
| 4 | Temp Barricades Material | \$3,793 | \$2,500.00 | \$500.00 | \$0.00 | \$3,000.00 | 79.09% | \$793.00 | \$150.00 |
| 5 | Temp Barricades Labor | \$2,530 | \$2,000.00 | \$0.00 | \$0.00 | \$2,000.00 | 79.05% | \$530.00 | \$100.00 |
| 6 | Cleaning | \$5,300 | \$2,000.00 | \$500.00 | \$0.00 | \$2,500.00 | 47.17% | \$2,800.00 | \$125.00 |
| 7 | Demolition | \$22,356 | \$13,500.00 | \$0.00 | \$0.00 | \$13,500.00 | 60.39% | \$8,856.00 | \$675.00 |
| 8 | Concrete Footings Material | \$1,936 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$1,936.00 | \$0.00 |
| 9 | Concrete Footings Labor | \$1,292 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$1,292.00 | \$0.00 |
| 10 | Concrete Slab on Grade Material | \$26,400 | \$7,500.00 | \$500.00 | \$0.00 | \$8,000.00 | 30.30% | \$18,400.00 | \$400.00 |
| 11 | Concrete Slab on Grade Labor | \$17,600 | \$5,500.00 | \$1,000.00 | \$0.00 | \$6,500.00 | 36.93% | \$11,100.00 | \$325.00 |
| 12 | Steel Material | \$1,480 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$1,480.00 | \$0.00 |
| 13 | Rough Carpentry Material | \$32,580 | \$4,500.00 | \$500.00 | \$0.00 | \$5,000.00 | 15.35% | \$27,580.00 | \$250.00 |
| 14 | Rough Carpentry and Steel Labor | \$21,720 | \$7,500.00 | \$1,000.00 | \$0.00 | \$8,500.00 | 39.13% | \$13,220.00 | \$425.00 |
| 15 | Millwork Material | \$63,388 | \$16,500.00 | \$0.00 | \$0.00 | \$16,500.00 | 26.03% | \$46,888.00 | \$825.00 |
| 16 | Millwork Labor | \$10,185 | \$1,500.00 | \$0.00 | \$0.00 | \$1,500.00 | 14.73% | \$8,685.00 | \$75.00 |
| 17 | Joint Sealants Material | \$1,600 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$1,600.00 | \$0.00 |
| 18 | Joint Sealants Labor | \$1,640 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$1,640.00 | \$0.00 |
| 19 | Door Material | \$28,020 | \$1,500.00 | \$0.00 | \$26,500.00 | \$28,000.00 | 99.93% | \$20.00 | \$1,400.00 |
| 20 | Door Labor | \$1,475 | \$250.00 | \$250.00 | \$0.00 | \$500.00 | 33.90% | \$975.00 | \$25.00 |
| 21 | Glass Material | \$5,000 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$5,000.00 | \$0.00 |
| 22 | Glass Labor | \$3,953 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$3,953.00 | \$0.00 |
| 23 | Drywall/ACT Material | \$43,970 | \$4,000.00 | \$10,000.00 | \$0.00 | \$14,000.00 | 31.84% | \$29,970.00 | \$700.00 |
| 24 | Drywall/ACT Labor | \$29,313 | \$6,000.00 | \$5,000.00 | \$0.00 | \$11,000.00 | 37.53% | \$18,313.00 | \$550.00 |
| 25 | Tiling Material | \$10,000 | \$0.00 | \$10,000.00 | \$0.00 | \$10,000.00 | 100.00% | \$0.00 | \$500.00 |
| 26 | Tiling Labor | \$6,578 | \$0.00 | \$1,000.00 | \$0.00 | \$1,000.00 | 15.20% | \$5,578.00 | \$50.00 |
| 27 | Flooring Material | \$20,000 | \$0.00 | \$8,000.00 | \$0.00 | \$8,000.00 | 40.00% | \$12,000.00 | \$400.00 |
| 28 | Flooring Labor | \$14,182 | \$0.00 | \$6,000.00 | \$0.00 | \$6,000.00 | 42.31% | \$8,182.00 | \$300.00 |
| 29 | Fluid Applied Flooring Material | \$4,000 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$4,000.00 | \$0.00 |
| 30 | Fluid Applied Flooring Labor | \$3,020 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$3,020.00 | \$0.00 |
| 31 | Paint Material | \$8,000 | \$0.00 | \$2,500.00 | \$0.00 | \$2,500.00 | 31.25% | \$5,500.00 | \$125.00 |
| 32 | Paint | \$11,667 | \$0.00 | \$3,000.00 | \$0.00 | \$3,000.00 | 25.71% | \$8,667.00 | \$150.00 |
| 33 | Specialties Material | \$5,000 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$5,000.00 | \$0.00 |
| 34 | Specialties Labor | \$2,088 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$2,088.00 | \$0.00 |
| 35 | Signage | \$3,968 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$3,968.00 | \$0.00 |
| 36 | Window Treatment Material | \$1,501 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$1,501.00 | \$0.00 |
| 37 | Window Treatment Labor | \$800 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$800.00 | \$0.00 |
| 38 | Wheelchair Lift Material | \$21,675 | \$21,675.00 | \$0.00 | \$0.00 | \$21,675.00 | 100.00% | \$0.00 | \$1,083.75 |
| 39 | Wheelchair Lift Labor | \$14,451 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$14,451.00 | \$0.00 |
| 40 | Fire Suppression Material | \$6,000 | \$2,500.00 | \$0.00 | \$0.00 | \$2,500.00 | 41.67% | \$3,500.00 | \$125.00 |
| 41 | Fire Suppression Labor | \$4,088 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$4,088.00 | \$0.00 |

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF PAGES 2

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

APPLICATION NO: 6
 APPLICATION DATE: 08/09/23
 PERIOD TO: 08/09/23
 PROJECT NO: 230007

| A ITEM NO. | B DESCRIPTION OF WORK | C SCHEDULED VALUE | D WORK COMPLETED | | F MATERIALS PRESENTLY STORED (NOT IN D OR E) | G | | H BALANCE TO FINISH (C - G) | I RETAINAGE (IF VARIABLE RATE) |
|---------------------|--|-------------------------|---|--------------------|---|--|---------------|--------------------------------------|---|
| | | | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD | | TOTAL COMPLETED AND STORED TO DATE (D+E+F) | % (G ÷ C) | | |
| 42 | HVAC Material | \$120,000 | \$14,000.00 | \$0.00 | \$0.00 | \$14,000.00 | 11.67% | \$106,000.00 | \$700.00 |
| 43 | HVAC Labor | \$73,881 | \$11,000.00 | \$0.00 | \$0.00 | \$11,000.00 | 14.89% | \$62,881.00 | \$550.00 |
| 44 | Plumbing Material | \$65,481 | \$13,500.00 | \$0.00 | \$0.00 | \$13,500.00 | 20.62% | \$51,981.00 | \$675.00 |
| 45 | Plumbing Labor | \$43,654 | \$8,500.00 | \$2,000.00 | \$0.00 | \$10,500.00 | 24.05% | \$33,154.00 | \$525.00 |
| 46 | Electrical Material | \$103,218 | \$66,000.00 | \$0.00 | \$0.00 | \$66,000.00 | 63.94% | \$37,218.00 | \$3,300.00 |
| 47 | Electrical Labor | \$68,813 | \$15,000.00 | \$0.00 | \$0.00 | \$15,000.00 | 21.80% | \$53,813.00 | \$750.00 |
| 48 | Excavation | \$5,476 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$5,476.00 | \$0.00 |
| 49 | Paving Material | \$9,000 | \$0.00 | \$4,500.00 | \$0.00 | \$4,500.00 | 50.00% | \$4,500.00 | \$225.00 |
| 50 | Paving Labor | \$9,273 | \$0.00 | \$4,500.00 | \$0.00 | \$4,500.00 | 48.53% | \$4,773.00 | \$225.00 |
| 51 | Site Utilities | \$62,100 | \$30,000.00 | \$0.00 | \$0.00 | \$30,000.00 | 48.31% | \$32,100.00 | \$1,500.00 |
| 52 | Alt 1 - Station Alerting System Material | \$39,528 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$39,528.00 | \$0.00 |
| 53 | Alt 1 - Station Alerting System Labor | \$26,352 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$26,352.00 | \$0.00 |
| GRAND TOTALS | | \$1,171,000.00 | \$304,325.00 | \$60,750.00 | \$26,500.00 | \$391,575.00 | 29.67% | \$779,425.00 | \$19,578.75 |



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/30/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | |
|---|--|
| PRODUCER 1-800-247-7756 Holmes Murphy & Associates - WDM PO Box 9207 Des Moines, IA 50306-9207 | CONTACT NAME: Sarah Tritz PHONE (A/C. No. Ext): FAX (A/C. No): E-MAIL ADDRESS: stritz@holmesmurphy.com |
| INSURED GTG Construction LLC, GTG Architects LLC 6505 Merle Hay Rd, Suite A Johnston, IA 50131 | INSURER(S) AFFORDING COVERAGE INSURER A: Integrity Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F: |

COVERAGES

CERTIFICATE NUMBER: 67729661

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|----------|--|-----------|----------|---------------|-------------------------|-------------------------|---|--------------|
| A | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC | | | CPP2798978 | 01/01/23 | 01/01/24 | EACH OCCURRENCE | \$ 1,000,000 |
| | | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$ 300,000 |
| | | | | | | | MED EXP (Any one person) | \$ 5,000 |
| | | | | | | | PERSONAL & ADV INJURY | \$ 1,000,000 |
| | | | | | | | GENERAL AGGREGATE | \$ 2,000,000 |
| | | | | | | | PRODUCTS - COMP/OP AGG | \$ 2,000,000 |
| | | | | | | | | \$ |
| A | AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS | | | CA2798979 | 01/01/23 | 01/01/24 | COMBINED SINGLE LIMIT (Ea accident) | \$ 1,000,000 |
| | | | | | | | BODILY INJURY (Per person) | \$ |
| | | | | | | | BODILY INJURY (Per accident) | \$ |
| | | | | | | | PROPERTY DAMAGE (Per accident) | \$ |
| | | | | | | | | \$ |
| A | <input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0 | | | CUP2799572 | 01/01/23 | 01/01/24 | EACH OCCURRENCE | \$ 5,000,000 |
| | | | | | | | AGGREGATE | \$ 5,000,000 |
| | | | | | | | | \$ |
| A | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N/A | | | WCP2798980 | 01/01/23 | 01/01/24 | <input checked="" type="checkbox"/> WC STATUTORY LIMITS | OTHER |
| | | | | | | | E.L. EACH ACCIDENT | \$ 1,000,000 |
| | | | | | | | E.L. DISEASE - EA EMPLOYEE | \$ 1,000,000 |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | \$ 1,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

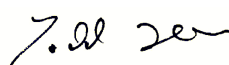
RE: 2022213.01 Polk City Fire Dept Reno

CERTIFICATE HOLDER

City of Polk City, Iowa
 112 S. 3rd St
 Polk City, IA 50226
 USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE


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TO OWNER: PROJECT: APPLICATION NO: 7 Distribution to:

City of Polk City Polk City Fire and Community Center
 112 S 3rd Street 112 N 3rd Street
 Polk City, IA 50226 Polk City, IA 50226

FROM CONTRACTOR: VIA ARCHITECT: FEH Design

GTG Construction, LLC Attn: Cory Sharp
 6505 Merle Hay Rd 604 East Grand Avenue
 Suite A Des Moines, IA 50309
 Johnston IA 50131-1232
 Weeks MS Auditorium

CONTRACT FOR: CONTRACT DATE: 01/23/23

| | |
|-------------------------------------|------------|
| <input checked="" type="checkbox"/> | OWNER |
| <input checked="" type="checkbox"/> | ARCHITECT |
| <input checked="" type="checkbox"/> | CONTRACTOR |

PERIOD TO: 09/06/23

PROJECT NOS: 230007

CONTRACTOR'S APPLICATION FOR PAYMENT

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

| | | |
|---|-------------|--------------|
| 1. ORIGINAL CONTRACT SUM | \$ | 1,171,000.00 |
| 2. Net change by Change Orders | \$ | - |
| 3. CONTRACT SUM TO DATE (Line 1 ± 2) | \$ | 1,171,000.00 |
| 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) | | \$446,079.00 |
| 5. RETAINAGE: | | |
| a. 5 % of Completed Work (Column D + E on G703) | \$22,303.95 | |
| b. 0 % of Stored Material (Column F on G703) | \$ | |
| Total Retainage (Lines 5a + 5b or Total in Column I of G703) | \$ | 22,303.95 |
| 6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) | \$ | 423,775.05 |
| 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) | \$ | 371,996.25 |
| 8. CURRENT PAYMENT DUE | \$ | 51,778.80 |
| 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) | \$ | 747,224.95 |

| CHANGE ORDER SUMMARY | ADDITIONS | DEDUCTIONS |
|--|-----------|------------|
| Total changes approved in previous months by Owner | \$0.00 | \$0.00 |
| Total approved this Month | \$0.00 | \$0.00 |
| TOTALS | \$0.00 | \$0.00 |
| NET CHANGES by Change Order | \$0.00 | \$0.00 |

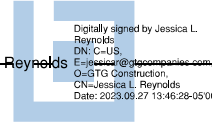
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates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

CONTRACTOR:

GTG Construction, LLC

By:

Jessica L. Reynolds



Date:

09/06/23

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

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$

51,778.80

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

ARCHITECT:

By:

9-27-2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF PAGES 2

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

APPLICATION NO: 7
 APPLICATION DATE: 09/06/23
 PERIOD TO: 09/06/23
 PROJECT NO: 230007

| A ITEM NO. | B DESCRIPTION OF WORK | C SCHEDULED VALUE | D WORK COMPLETED | | F MATERIALS PRESENTLY STORED (NOT IN D OR E) | G | | H BALANCE TO FINISH (C - G) | I RETAINAGE (IF VARIABLE RATE) |
|------------------|---------------------------------|-------------------------|---|-------------|---|--|--------------|--------------------------------------|---|
| | | | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD | | TOTAL COMPLETED AND STORED TO DATE (D+E+F) | % (G ÷ C) | | |
| 1 | General Conditions | \$58,275 | \$24,000.00 | \$1,000.00 | \$0.00 | \$25,000.00 | 42.90% | \$33,275.00 | \$1,250.00 |
| 2 | Bond | \$18,000 | \$18,000.00 | \$0.00 | \$0.00 | \$18,000.00 | 100.00% | \$0.00 | \$900.00 |
| 3 | Submittal Exchange | \$5,400 | \$5,400.00 | \$0.00 | \$0.00 | \$5,400.00 | 100.00% | \$0.00 | \$270.00 |
| 4 | Temp Barricades Material | \$3,793 | \$3,000.00 | \$0.00 | \$0.00 | \$3,000.00 | 79.09% | \$793.00 | \$150.00 |
| 5 | Temp Barricades Labor | \$2,530 | \$2,000.00 | \$0.00 | \$0.00 | \$2,000.00 | 79.05% | \$530.00 | \$100.00 |
| 6 | Cleaning | \$5,300 | \$2,500.00 | \$0.00 | \$0.00 | \$2,500.00 | 47.17% | \$2,800.00 | \$125.00 |
| 7 | Demolition | \$22,356 | \$13,500.00 | \$5,500.00 | \$0.00 | \$19,000.00 | 84.99% | \$3,356.00 | \$950.00 |
| 8 | Concrete Footings Material | \$1,936 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$1,936.00 | \$0.00 |
| 9 | Concrete Footings Labor | \$1,292 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$1,292.00 | \$0.00 |
| 10 | Concrete Slab on Grade Material | \$26,400 | \$8,000.00 | \$0.00 | \$0.00 | \$8,000.00 | 30.30% | \$18,400.00 | \$400.00 |
| 11 | Concrete Slab on Grade Labor | \$17,600 | \$6,500.00 | \$0.00 | \$0.00 | \$6,500.00 | 36.93% | \$11,100.00 | \$325.00 |
| 12 | Steel Material | \$1,480 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$1,480.00 | \$0.00 |
| 13 | Rough Carpentry Material | \$32,580 | \$5,000.00 | \$0.00 | \$0.00 | \$5,000.00 | 15.35% | \$27,580.00 | \$250.00 |
| 14 | Rough Carpentry and Steel Labor | \$21,720 | \$8,500.00 | \$0.00 | \$0.00 | \$8,500.00 | 39.13% | \$13,220.00 | \$425.00 |
| 15 | Millwork Material | \$63,388 | \$16,500.00 | \$3,500.00 | \$0.00 | \$20,000.00 | 31.55% | \$43,388.00 | \$1,000.00 |
| 16 | Millwork Labor | \$10,185 | \$1,500.00 | \$0.00 | \$0.00 | \$1,500.00 | 14.73% | \$8,685.00 | \$75.00 |
| 17 | Joint Sealants Material | \$1,600 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$1,600.00 | \$0.00 |
| 18 | Joint Sealants Labor | \$1,640 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$1,640.00 | \$0.00 |
| 19 | Door Material | \$28,020 | \$28,000.00 | \$0.00 | \$0.00 | \$28,000.00 | 99.93% | \$20.00 | \$1,400.00 |
| 20 | Door Labor | \$1,475 | \$500.00 | \$0.00 | \$0.00 | \$500.00 | 33.90% | \$975.00 | \$25.00 |
| 21 | Glass Material | \$5,000 | \$0.00 | \$5,000.00 | \$0.00 | \$5,000.00 | 100.00% | \$0.00 | \$250.00 |
| 22 | Glass Labor | \$3,953 | \$0.00 | \$3,953.00 | \$0.00 | \$3,953.00 | 100.00% | \$0.00 | \$197.65 |
| 23 | Drywall/ACT Material | \$43,970 | \$14,000.00 | \$0.00 | \$0.00 | \$14,000.00 | 31.84% | \$29,970.00 | \$700.00 |
| 24 | Drywall/ACT Labor | \$29,313 | \$11,000.00 | \$0.00 | \$0.00 | \$11,000.00 | 37.53% | \$18,313.00 | \$550.00 |
| 25 | Tiling Material | \$10,000 | \$10,000.00 | \$0.00 | \$0.00 | \$10,000.00 | 100.00% | \$0.00 | \$500.00 |
| 26 | Tiling Labor | \$6,578 | \$1,000.00 | \$1,000.00 | \$0.00 | \$2,000.00 | 30.40% | \$4,578.00 | \$100.00 |
| 27 | Flooring Material | \$20,000 | \$8,000.00 | \$0.00 | \$0.00 | \$8,000.00 | 40.00% | \$12,000.00 | \$400.00 |
| 28 | Flooring Labor | \$14,182 | \$6,000.00 | \$0.00 | \$0.00 | \$6,000.00 | 42.31% | \$8,182.00 | \$300.00 |
| 29 | Fluid Applied Flooring Material | \$4,000 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$4,000.00 | \$0.00 |
| 30 | Fluid Applied Flooring Labor | \$3,020 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$3,020.00 | \$0.00 |
| 31 | Paint Material | \$8,000 | \$2,500.00 | \$0.00 | \$0.00 | \$2,500.00 | 31.25% | \$5,500.00 | \$125.00 |
| 32 | Paint | \$11,667 | \$3,000.00 | \$0.00 | \$0.00 | \$3,000.00 | 25.71% | \$8,667.00 | \$150.00 |
| 33 | Specialties Material | \$5,000 | \$0.00 | \$2,000.00 | \$0.00 | \$2,000.00 | 40.00% | \$3,000.00 | \$100.00 |
| 34 | Specialties Labor | \$2,088 | \$0.00 | \$250.00 | \$0.00 | \$250.00 | 11.97% | \$1,838.00 | \$12.50 |
| 35 | Signage | \$3,968 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$3,968.00 | \$0.00 |
| 36 | Window Treatment Material | \$1,501 | \$0.00 | \$1,501.00 | \$0.00 | \$1,501.00 | 100.00% | \$0.00 | \$75.05 |
| 37 | Window Treatment Labor | \$800 | \$0.00 | \$800.00 | \$0.00 | \$800.00 | 100.00% | \$0.00 | \$40.00 |
| 38 | Wheelchair Lift Material | \$21,675 | \$21,675.00 | \$0.00 | \$0.00 | \$21,675.00 | 100.00% | \$0.00 | \$1,083.75 |
| 39 | Wheelchair Lift Labor | \$14,451 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$14,451.00 | \$0.00 |
| 40 | Fire Suppression Material | \$6,000 | \$2,500.00 | \$0.00 | \$0.00 | \$2,500.00 | 41.67% | \$3,500.00 | \$125.00 |
| 41 | Fire Suppression Labor | \$4,088 | \$0.00 | \$500.00 | \$0.00 | \$500.00 | 12.23% | \$3,588.00 | \$25.00 |

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF PAGES 2

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

APPLICATION NO: 7
 APPLICATION DATE: 09/06/23
 PERIOD TO: 09/06/23
 PROJECT NO: 230007

| A ITEM NO. | B DESCRIPTION OF WORK | C SCHEDULED VALUE | D WORK COMPLETED | | F MATERIALS PRESENTLY STORED (NOT IN D OR E) | G | | H BALANCE TO FINISH (C - G) | I RETAINAGE (IF VARIABLE RATE) |
|---------------------|--|-------------------------|---|--------------------|---|--|---------------|--------------------------------------|---|
| | | | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD | | TOTAL COMPLETED AND STORED TO DATE (D+E+F) | % (G ÷ C) | | |
| 42 | HVAC Material | \$120,000 | \$14,000.00 | \$0.00 | \$0.00 | \$14,000.00 | 11.67% | \$106,000.00 | \$700.00 |
| 43 | HVAC Labor | \$73,881 | \$11,000.00 | \$0.00 | \$0.00 | \$11,000.00 | 14.89% | \$62,881.00 | \$550.00 |
| 44 | Plumbing Material | \$65,481 | \$13,500.00 | \$7,500.00 | \$0.00 | \$21,000.00 | 32.07% | \$44,481.00 | \$1,050.00 |
| 45 | Plumbing Labor | \$43,654 | \$10,500.00 | \$2,500.00 | \$0.00 | \$13,000.00 | 29.78% | \$30,654.00 | \$650.00 |
| 46 | Electrical Material | \$103,218 | \$66,000.00 | \$15,000.00 | \$0.00 | \$81,000.00 | 78.47% | \$22,218.00 | \$4,050.00 |
| 47 | Electrical Labor | \$68,813 | \$15,000.00 | \$4,500.00 | \$0.00 | \$19,500.00 | 28.34% | \$49,313.00 | \$975.00 |
| 48 | Excavation | \$5,476 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$5,476.00 | \$0.00 |
| 49 | Paving Material | \$9,000 | \$4,500.00 | \$0.00 | \$0.00 | \$4,500.00 | 50.00% | \$4,500.00 | \$225.00 |
| 50 | Paving Labor | \$9,273 | \$4,500.00 | \$0.00 | \$0.00 | \$4,500.00 | 48.53% | \$4,773.00 | \$225.00 |
| 51 | Site Utilities | \$62,100 | \$30,000.00 | \$0.00 | \$0.00 | \$30,000.00 | 48.31% | \$32,100.00 | \$1,500.00 |
| 52 | Alt 1 - Station Alerting System Material | \$39,528 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$39,528.00 | \$0.00 |
| 53 | Alt 1 - Station Alerting System Labor | \$26,352 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | \$26,352.00 | \$0.00 |
| GRAND TOTALS | | \$1,171,000.00 | \$391,575.00 | \$54,504.00 | \$0.00 | \$446,079.00 | 40.04% | \$724,921.00 | \$22,303.95 |



City of Polk City, Iowa City Council Agenda Communication

Date: October 9, 2023 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager
Subject: Setting the date for public hearing on urban renewal plan amendment

BACKGROUND: On Monday evening, I will be asking for the City Council to set a Public Hearing for November 13, 2023, at 6PM on a proposed amendment to the City's Urban Renewal Plan-Polk City Area II Urban Renewal Area. The plan amendment is to 1) Add the Faction Investments project at 1010 Tyler Street 2) Increase the Administrative Support Program and 3) Add a new downtown improvement grant program.

1. Faction Investments is building a new commercial business at 1010 Tyler Street. The estimated cost of the project is \$3,000,000. The Council would need to amend, and later approve a development agreement with up to \$484,000 in tax increment financing incentives. The tax incentives align with the City's Economic Development Policy and would be offered through a rebate over an 8-year period to the developer.
2. The city currently has an administrative support program using tax increment financing. The current program is not to exceed \$250,000 of TIF money for urban renewal activities. Some of the expenses we cover with TIF include a portion of the City Managers salary, our retainer agreement with PFM and our Bond Counsel expenses. I would like to increase the amount of the administrative support program not to exceed \$500,000. This will provide the City with some additional funding for the City's general fund and cover urban renewal and economic development related expenses.
3. The last item I would propose we amend for is a future downtown grant assistance program. The City Council will discuss this item at Monday's work session, but this program would offer grant assistance to businesses in the Town Square to make exterior improvements to their buildings. The city would offer assistance through TIF funding. I am recommending the Council include this in the amendment, and a separate program would be approved at a later date. I recommend the amendment not exceed \$250,000 for this program over a 5-year period.

ALTERNATIVES: Do not set the public hearing

FINANCIAL CONSIDERATIONS: There are no financial considerations at this time as the Council is just setting the public hearing.

RECOMMENDATION: It is my recommendation that the Council set the public hearing for the regularly scheduled Council meeting on Monday, November 13th.



October 6, 2023

VIA EMAIL

Chelsea Huisman
City Manager/City Hall
Polk City, IA

Re: Polk City Area II Urban Renewal Area Amendment
Our File No. 511493-New

Dear Chelsea:

We have prepared the attached materials which will enable the City Council to act on October 9, 2023 to set November 13, 2023 as the date for a public hearing on an amendment to the existing urban renewal plan for the Area.

The notice which is included in the attached resolution must be published once, not less than four (4) and not more than twenty (20) days prior to the date selected for the hearing. The last date on which the notice can effectively be published is November 9, 2023. Please print a separate copy of the notice for delivery to the newspaper and email a copy of the published notice to lemke.susan@dorsey.com.

Also, a “consultation session” must be set up with Polk County and the North Polk Community School District. Please refer to my separate letter attached for further details.

Please return one fully executed set of these proceedings once all the actions have been taken and contact John Danos, Severie Orngard or me if you have any questions.

Kind regards,

Amy Bjork

Attachments

cc: Jenny Coffin



October 5, 2023

VIA EMAIL

Chelsea Huisman
City Manager/City Hall
Polk City, IA

Re: Polk City Area II Urban Renewal Area Amendment/Consultation Session
Our File Number: 511493-New

Dear Chelsea:

The Iowa Urban Renewal Law requires that the City provide information concerning a proposed urban renewal plan amendment to certain other governmental bodies which might be affected by the use of tax increment financing within the amended urban renewal area. Specifically, the City must send a copy of the urban renewal plan amendment and an invitation to attend a meeting to discuss the urban renewal plan amendment to any county and school district whose jurisdiction covers any property to be included within the amended urban renewal area. This consultation must be held at least two weeks before the public hearing on November 13, 2023.

It is our understanding that the property within the City's amended urban renewal area would affect Polk County and the North Polk Community School District.

Attached is a draft letter which you may use in order to provide notification to these governmental entities of the date, time and place of a meeting at which they may discuss the urban renewal plan amendment. The law does not require that this be a meeting of the City Council, and you may use your discretion about who represents the City at the meeting.

Along with the letter, you should send a copy of the urban renewal plan amendment and a copy of the notice of the public hearing on the urban renewal plan amendment.

According to our records, here are the mailing addresses for the individuals who should receive the notification letter and the enclosures:

Board of Supervisors
c/o Polk County Auditor
Administration Building
111 Court Avenue, Room 230
Des Moines, Iowa 50309

Superintendent
North Polk Community School District
13930 NE 6th Street
Alleman, Iowa 50007

Please call John Danos, Severie Orngard or me if you have questions.

Kind regards,

Amy Bjork

Attachment

cc: Jenny Coffin

[City letterhead]

DATE: 10/10/2023

TO: Board of Supervisors, Polk County
Superintendent, North Polk Community School District

FROM: City Council
City of Polk City, Iowa

RE: Polk City Area II Urban Renewal Area Amendment

The City of Polk City is in the process of amending the urban renewal plan for the Polk City Area II Urban Renewal Area and, pursuant to Section 403.5 of the Code of Iowa, the City is sending you the enclosed copy of its urban renewal plan amendment and scheduling a meeting at which you will have the opportunity to discuss this amendment.

The meeting to discuss our urban renewal plan amendment has been set for October 24 2023, at 11 o'clock a.m. at the City Hall Council Chambers in Polk City. If you are unable to send a representative to the meeting, we invite your written comments. In addition, Section 403.5 gives your designated representative the right to make written recommendations concerning the urban renewal plan amendment no later than seven days following the date of the meeting.

The City Council will also hold a public hearing on this urban renewal plan amendment at 6 o'clock p.m. on November 13, 2023, and a copy of the notice of hearing is enclosed for your information.

Please call our City Manager at (515) 984-6233 if you have questions.

Enclosure

SET DATE FOR HEARING ON URBAN
RENEWAL PLAN AMENDMENT

511493-New

Polk City, Iowa

October 9, 2023

The City Council of the City of Polk City, Iowa, met on October 9, 2023, at 6 p.m., at the City Hall Council Chambers in the City, for the purpose of setting a date for a public hearing on a proposed urban renewal plan amendment. The Mayor presided and the roll being called, the following members of the Council were present and absent:

Present: _____

Absent: _____.

The Mayor announced that an amendment to the urban renewal plan for the Polk City Area II Urban Renewal Area had been prepared, and that it was now necessary to set a date for a public hearing on the proposed amendment to the urban renewal plan. Accordingly, Council Member _____ moved the adoption of the following resolution entitled "Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment," and the motion was seconded by Council Member _____. Following due consideration, the Mayor put the question on the motion and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the resolution duly adopted as follows:

RESOLUTION NO 2023-122

Resolution Setting Date for Public Hearing on Urban Renewal Plan Amendment for the Polk City Area II Urban Renewal Area

WHEREAS, this City Council of the City of Polk City, Iowa (the “City”) by resolution previously established the Polk City Area II Urban Renewal Area (the “Urban Renewal Area”) and adopted an urban renewal plan (the “Plan”) for the governance of projects and initiatives therein; and

WHEREAS, an amendment (the “Amendment”) to the Plan has been prepared which (1) updates the description of the City’s Urban Renewal Administration and Professional Support Program previously approved in the October, 2020 and November, 2022 Amendments to the Plan; and (2) authorizes the undertaking of new urban renewal projects in the Urban Renewal Area consisting of (a) providing tax increment financing support to a private developer in connection with the construction of a new commercial strip mall building; and (b) using tax increment financing to pay the costs of the City’s Downtown Revitalization Incentive Support Program; and

WHEREAS, it is now necessary that a date be set for a public hearing on the Amendment;

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

Section 1. This City Council will meet at the City Hall Council Chambers in Polk City, Iowa, on November 13, 2023, at 6 p.m., at which time and place it will hold a public hearing on the Amendment.

Section 2. The City Clerk shall publish notice of said hearing, the same being in the form attached hereto, which publication shall be made in a legal newspaper of general circulation in the City, which publication shall be not less than four (4) and not more than twenty (20) days before the date set for hearing.

Section 3. Pursuant to Section 403.5 of the Code of Iowa, the City Manager, or her designee, is hereby designated as the City's representative in connection with the consultation process which is required under that section of the urban renewal law. It is hereby directed that representatives of Polk County and the North Polk Community School District be invited to participate in the consultation.

Passed and approved October 9, 2023.

Mayor

Attest:

City Clerk

NOTICE OF PUBLIC HEARING ON PROPOSED URBAN RENEWAL PLAN
AMENDMENT

Notice Is Hereby Given: That at 6 p.m., at the City Hall Council Chambers in Polk City, Iowa, on November 13, 2023, the City Council of the City of Polk City, Iowa, will hold a public hearing on the question of amending the urban renewal plan for the Polk City Area II Urban Renewal Area to (1) update the description of the City's Urban Renewal Administration and Professional Support Program previously approved in the October, 2020 and November, 2022 Amendments to the Plan; and (2) authorize the undertaking of new urban renewal projects in the Urban Renewal Area consisting of (a) providing tax increment financing support to a private developer in connection with the construction of a new commercial strip mall building; and (b) using tax increment financing to pay the costs of the City's Downtown Revitalization Incentive Support Program.

A copy of the amendment is on file for public inspection in the office of the City Clerk.

At said hearing any interested person may file written objections or comments and may be heard orally with respect to the subject matters of the hearing.

Jenny Coffin
City Clerk

• • • • •

On motion and vote the meeting adjourned.

Mayor

Attest:

City Clerk

STATE OF IOWA
POLK COUNTY
CITY OF POLK CITY

SS:

I, the undersigned, City Clerk of the City of Polk City, Iowa do hereby certify that pursuant to the resolution of its City Council fixing a date of public hearing on a proposed urban renewal plan amendment, the notice, of which the printed slip attached to the publisher's affidavit hereto attached is a true and complete copy, was published on the date and in the newspaper specified in such affidavit, which newspaper has a general circulation in the City, and copies were sent to the county and school district.

WITNESS my hand this ____ day of _____, 2023.

City Clerk

(Attach here publisher's affidavit of publication of notice.)

(PLEASE NOTE: This certificate must not be dated until the publication has been made and you have reviewed it to be sure that the notice was published on the date indicated in the attached affidavit.)

STATE OF IOWA
POLK COUNTY
CITY OF POLK CITY

SS:

I, the undersigned, City Clerk of the City of Polk City, Iowa do hereby certify that as such I have in my possession or have access to the complete corporate records of the City and of its officers; and that I have carefully compared the transcript hereto attached with those records and that the attached is a true, correct and complete copy of the corporate records relating to the action taken by the City Council preliminary to and in connection with setting a date for public hearing on a proposed urban renewal plan amendment.

WITNESS my hand this ___ day of _____, 2023.

City Clerk

CITY OF POLK CITY, IOWA
URBAN RENEWAL PLAN AMENDMENT
POLK CITY AREA II URBAN RENEWAL AREA

November, 2023

The Urban Renewal Plan (the “Plan”) for the Polk City Area II Urban Renewal Area (the “Urban Renewal Area”) of the City of Polk City, Iowa (the “City”) is being amended for the purposes of (1) updating the description of the City’s Urban Renewal Administration and Professional Support Program and (2) identifying new urban renewal projects to be undertaken in the Urban Renewal Area.

1) Update Description of the Urban Renewal Administration and Professional Support Program. It is now necessary to update the description of the Urban Renewal Administration and Professional Support Program, previously approved in the October 12, 2020 Amendment to the Plan, as follows:

Name of Program: 2024-2028 Urban Renewal Administration and Professional Support Program

Date of Council Approval of Program: October 12, 2020; updated on November 14, 2022; and November 13, 2023

Description of Program: The City will provide administrative and professional support to its urban renewal projects and initiatives in the City’s 2024 through 2028 fiscal years (the “Admin Support Program”). The Admin Support Program will include planning, staffing, grant writing and administration, document support, record management, accounting, legal services and such other services as are necessary to carry out and effectuate the urban renewal initiatives and objectives of the City.

Description of Use of TIF for the Program: The City will fund its support contributions under the Admin Support Program from the proceeds of internal advances (the “Advances”) of cash on hand. The City will repay the Advances from incremental property tax revenues to be derived from the Urban Renewal Area. The amount of the Advances will be determined from year to year. The total amount of incremental property tax revenues to be applied to the City’s Admin Support Program for the City’s fiscal years 2024 through 2028 shall not exceed \$500,000 (increased from \$250,000 in the November 14, 2022 Urban Renewal Plan Amendment) .

2) Identification of Projects. By virtue of this amendment, the list of authorized urban renewal projects in the Plan is hereby amended to include the following project descriptions:

A.

Name of Project: Strip Mall Development Project

Date of Council Approval of Project: November 13, 2023

Description of Project and Project Site: A private developer (the “Developer”) has proposed to undertake the construction of a new commercial strip mall building (the “Project”) on certain real property bearing Polk County Property Tax Parcel Identification Number 261/00210-301-000 in the Urban Renewal Area (the “Property”).

It has been requested that the City provide tax increment financing assistance to the Developer in support of the efforts to complete, operate and maintain the Project.

The costs incurred by the City in providing tax increment financing assistance to the Developer will include legal and administrative fees (the “Admin Fees”) in an amount not to exceed \$8,000.

Description of Use of TIF for the Project: The City intends to enter into a Development Agreement with the Developer with respect to the construction and use of the completed Project and to provide annual appropriation economic development payments (the “Payments”) to the Developer thereunder. The Payments will be funded with incremental property tax revenues to be derived from the Property. It is anticipated that the City’s total commitment of incremental property tax revenues with respect to the Project, including the Payments and the Admin Fees will not exceed \$484,000.

B.

Name of Project: Downtown Revitalization Incentive Support Program

Date of Council Approval of Project: November 13, 2023

Description of Program: The City acknowledges the importance of the success of businesses located in the City’s downtown district to the promotion of economic development in the Urban Renewal Area. Under the Downtown Revitalization Incentive Support Program, the City will provide economic development forgivable loans and/or grants (the “Financial Incentives”) to assist local business owners situated in the City’s downtown district with (i) façade improvements; (ii) signage improvements and (iii) other exterior projects approved by the City Staff. The City Staff will develop appropriate materials, including agreements and applications, for the administration of the Downtown Revitalization Incentive Support Program.

Description of Use of TIF for the Program: It is anticipated that the City will fund the Financial Incentives with borrowed funds and/or with the proceeds of internal advances of City funds on-hand. In any case, the City’s obligations (the “Obligations”)

will be repaid with incremental property tax revenues derived from the Urban Renewal Area. The amount of incremental property tax revenues to be expended by the City in connection with the Downtown Revitalization Incentive Support Program will not exceed \$500,000, plus any interest expense incurred by the City on the Obligations, over the course of the City's 2024 through 2028 fiscal years.

3) Required Financial Information. The following information is provided in accordance with the requirements of Section 403.17 of the Code of Iowa:

| | |
|---|---------------------|
| Constitutional debt limit of the City: | <u>\$33,449,041</u> |
| Outstanding general obligation debt of the City: | <u>\$</u> |
| Proposed maximum indebtedness to be incurred in connection with this November, 2023 Amendment*: | <u>\$ 1,484,000</u> |

*It is anticipated that some or all of the debt incurred under this Amendment will be made subject to annual appropriation by the City Council.

RESOLUTION NO. 2023-123

**A RESOLUTION APPROVING CHANGE ORDER NO. 2 FOR THE
FIRE DEPARTMENT REMODEL PROJECT**

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

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

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

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

WHEREAS, GTG Construction LLC and the City Engineer have submitted to the City of Polk City, Change Order No. 2 for replacement of electrical service entrance and automatic transfer switch (ATS) in the amount of \$9,521.50 bringing total contract to the amount of \$1,192,911.57.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves change order No. 1 in the amount of \$9,521.50.

PASSED AND APPROVED the 9 day of July 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk



AIA® Document G701® – 2017

Change Order

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

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

CHANGE ORDER INFORMATION:
Change Order Number: 002
Date: October 4, 2023

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

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

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

THE CONTRACT IS CHANGED AS FOLLOWS:

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

Scope modifications will include:

- Contractor's Change Order Request #5: \$1,724.25
Deduct long length of exhaust ductwork for Decon room
Add dedicated exhaust fan in Decon room with direct duct to outdoors
Add electrical circuit and connection to run new exhaust fan
- Architect's Proposal Request #2 / Contractor's Change Order Request #6: \$7,797.25
Replace (4) existing interior doors

Total: \$9,521.50

| | |
|--|-----------------|
| The original Contract Sum was | \$ 1,171,000.00 |
| The net change by previously authorized Change Orders | \$ 12,390.07 |
| The Contract Sum prior to this Change Order was | \$ 1,183,390.07 |
| The Contract Sum will be increased by this Change Order in the amount of | \$ 9,521.50 |
| The new Contract Sum including this Change Order will be | \$ 1,192,911.57 |

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

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

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

FEH Design
ARCHITECT *(Firm name)*

GTG Companies
CONTRACTOR *(Firm name)*

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

SIGNATURE

SIGNATURE

SIGNATURE

Cory W. Sharp, AIA, Architect

Jessica Reynolds, Owner, Senior Project Manager

Steve Karsjen, Mayor

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

October 4, 2023

DATE

DATE



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

Change Order

Order#: 5

Order Date: 09/19/2023

License: C107451

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

Project: 230007
 Polk City Fire and Community Center
 IA

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

Plans Attached

Specifications Attached

| Description of Work | Amount |
|--------------------------------|-----------------|
| Electrical | 1,267.92 |
| Notes \$1097.77 +10% OH + 5% P | |
| HVAC | 456.33 |
| Notes \$395.09 + 10% OH + 5% P | |



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

Requested Amount of Change **1,724.25**

| | |
|--|--------------|
| The original Contract Sum was | 1,171,000.00 |
| Net change by previous Change Orders | 12,390.07 |
| The Contract Sum prior to this Change Order | 1,183,390.07 |
| The Contract Sum will be changed by this Change Order | 1,724.25 |
| The new Contract Sum including this Change Order will be | 1,185,114.32 |
| The Contract Time will be changed by | 0 Days |

Client: _____ Date: _____

GTG: _____ Date: 09/19/23

Van Maanen

Electric Inc.

PROPOSAL REQUEST

Van Maanen Electric Inc.

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

CCN #

PR-2

Date:

9/13/2023

Project Name:

Polk City Fire Department Renovation

Page Number:

1

GTG Companies

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

Work Description

Scope:Add power for exhaust fan in Decon room per PR-2 direction. Power will come from a spare breaker in Panel L1. The exhaust fan will be wired to run continuously, and the same circuit will be used for the motorized damper.

Breakdown

| Description | Qty |
|------------------------------------|------------|
| 3/8" 1-H STRAP - STEEL | 25 |
| #12 THHN BLACK | 15 |
| #12 THHN WHITE | 15 |
| #12 THHN GREEN | 15 |
| #12/2C SOLID CABLE MC - ALUM ARMOR | 90 |
| ARL 38AST 3/8 INSUL FLEX CBL CONN | 8 |
| RED WIRECONN IDEAL 30-452 SIZE 452 | 12 |
| 4x 1 1/2" SQ BOX COMB KO | 2 |
| 4" SQ BLANK COVER | 2 |
| GROUNDING SCREW | 2 |
| #8x 1 WOOD SCREW | 29 |
| Totals | 215 |

Summary

| | | |
|----------|-----------------------|--------|
| Material | | 153.92 |
| LABOR | (11.80 Hrs @ \$71.53) | 844.05 |
| O&M | (@ 10.000 %) | 99.80 |

Final Amount**\$1,097.77****Cost Breakdown**

| | |
|---------------|--------|
| Material Cost | 153.92 |
| Total Cost | 153.92 |

Van Maanen Authorization:

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

Signature: _____ Date: _____

ORIGINAL

PROPOSAL REQUEST

Van Maanen Electric Inc.

500 Iowa Speedway Drive
Newton, Iowa 50208

CCN #

Date:

Project Name:

Page Number:

PR-2

9/13/2023

Polk City Fire Department Renovation

2

GTG Companies Authorization

Name: Jessica Reynolds

Signature: _____ Date: _____

ORIGINAL

Jess Reynolds

From: Joe Moorman <joe@moormanhvac.com>
Sent: Thursday, September 14, 2023 12:11 PM
To: Jess Reynolds
Subject: Re: Polk City Fire - Decon Fan
Attachments: image001.jpg

Jess,

There was a question that came up in yesterday's meeting if the ice machine was going to be relocated (out of EMS room 104) So I broke the change orders up, please let me know which way they will be going. THANKS!!

CO: Decon 121 (EF-1) Remove ductwork, exhaust grille and Labor \$85.00
CO: Decon 121 (EF-5) Exhaust System. All parts, material, controls and labor \$550.00
CO: EMS 104 (EF-1) Exhaust System. All parts, material, fire damper and labor \$600.00



WE HAVE MOVED!
PLEASE NOTE OUR NEW MAILING ADDRESS EFFECTIVE IMMEDIATELY:
714 19TH ST SW
ALTOONA IA 50009
Joe Moorman
Project Manager
Moorman HVAC Inc
m 641-895-2560
e joe@moormanhvac.com

We aren't comfortable until you are.

On Thu, Sep 14, 2023 at 10:21 AM Jess Reynolds <jessicar@gtgcompanies.com> wrote:

Yes, do you have the change order price?

Jessica L. Reynolds
Owner

Sr. Project Manager

GTG Companies
C: 515-505-0910
[6505 Merle Hay Rd](http://6505MerleHayRd.com)

Jess Reynolds

From: Joe Moorman <joe@moormanhvac.com>
Sent: Tuesday, September 19, 2023 2:41 PM
To: Jess Reynolds
Subject: Re: FW: PR-2 Change Order
Attachments: image004.jpg

Jess,

Deduction for exhaust ductwork that is being removed for change order to Decon room

60' - Ductwork
3 - 90 Degree elbows
2- 45 Degree elbows
All duct sealant and material

Total deduction - \$239.91

(Labor is being used to install Decon C/O)
(GRD`S received and are non-refundable)



714 19TH ST SW
ALTOONA IA 50009
Joe Moorman
Project Manager
Moorman HVAC Inc
m 641-895-2560
e joe@moormanhvac.com

We aren't comfortable until you are.

On Tue, Sep 19, 2023 at 9:45 AM Jess Reynolds <jessicar@gtgcompanies.com> wrote:

Joe, see highlighted below and get back to me.



Jessica L. Reynolds

Owner

Sr. Project Manager

GTG Companies
C: 515-505-0910

[6505 Merle Hay Rd](#)

REQUEST FOR PROPOSAL

DATE September 27, 2023

RFP # 2

DESCRIPTION Replacement Doors

OF PAGES 1 (INCLUDING COVER)

ATTENTION Jess Reynolds

COMPANY GTG Companies

ADDRESS 6505 Merle Hay Rd
Johnston, IA 50131

PROJECT NAME Polk City Fire Department Renovation

FEH PROJECT NUMBER 2022213.01

PROJECT ADDRESS 112 N 3rd St
Polk City, IA 50226

ATTACHMENTS None

COVER

Please provide a cost breakdown in accordance with the Contract Documents for the Proposed Changes to the Contract as described below and on the attachments (if any) listed. This is not an authorization to proceed with the work described herein unless and until approved by the Owner. On approval, the change will be included in a formal Change Order.

COMMENTS

Replace the following existing doors originally scheduled to remain with new doors and frames. New doors shall be prepped for installation of new door hardware that was originally scheduled for the existing doors.

- 107.1E - entry into Storage Room 107
- 202.1E - entry into Shift Lieutenants Office 202
- 206.1E - entry into Mechanical Room 206
- 209.1E - entry into Storage Room 209



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

Change Order

Order#: 6

Order Date: 09/18/2023

License: C107451

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

Project: 230007
 Polk City Fire and Community Center
 IA

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

Plans Attached

Specifications Attached

| Description of Work | Amount |
|---|-----------------|
| 2nd Floor Doors | 5,717.25 |
| Notes \$4950 + 10% p + 5% OH | |
| Labor | 2,080.00 |
| Notes 2 men @ 4hrs each/door x 3 = 32 hrs x \$65/hr = \$2080 | |

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

Requested Amount of Change 7,797.25

| | |
|--|--------------|
| The original Contract Sum was | 1,171,000.00 |
| Net change by previous Change Orders | 12,390.07 |
| The Contract Sum prior to this Change Order | 1,183,390.07 |
| The Contract Sum will be changed by this Change Order | 7,797.25 |
| The new Contract Sum including this Change Order will be | 1,191,187.32 |
| The Contract Time will be changed by | 0 Days |

Client: _____

Date: _____

GTG: _____
 Jessica L. Reynolds

Date: 09/27/23

Digitally signed by Jessica L. Reynolds
 DN: C=US,
 E=jessicarl@gtgcompanies.com,
 O=GTG Construction, CN=Jessica L.
 Reynolds
 Date: 2023.09.27 13:39:38-05'00'

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

By: Cory W. Sharp
 Date: 09.28.2023

FEH DESIGN



CHANGE ORDER Q#444806

Date: September 27, 2023
Customer: GTG Construction
Contact: Jessica Reynolds
Salesperson: Ian Crankshaw

Project Name: Polk City Fire Department – Added 2nd Floor Doors (REVISED)
Location: Polk City

Base Bid

- 4 ea Welded Hollow Metal Frames
4 ea Wood Doors – PLAM Wilsonart “SOLANO WALNUT” 170118K-67 (3ea Flush and 1ea Narrow Lite)

Total.....\$ 4,950.00 + tax

- Price excludes sales tax unless noted above.
Price valid for sixty (60) days from date above.

Qualifications:

- Metal Frames Face Welded
Wall Type not identified on plans. Priced as 5 3/4” Jamb Depths
Reuse Existing Hardware
Material Supplier Only

Excludes the following:

- Installation
GLASS AND GLAZING
Rework of existing openings
STC/FSC/Fire Resistive Ratings (none indicated).

F.O.B. Point: Job Site
Terms: Net 30 Days with approved credit. No retainage allowed.
Service Charge: 1½% per month of fraction thereof for all unpaid accounts over 30 days old, not to exceed 18% per annum.

Acceptance of Contract: The prices, scope of work, specifications and support services as presented within the scope of this proposal are satisfactory and are hereby agreed to and accepted. By signing below and initialing each page you acknowledge that you have read and agree to the terms and conditions posted at https://www.walshdoor.com/Terms.pdf. Walsh Door & Security is authorized to perform the work as specified and payment terms are agreed upon and accepted. Final authorization of the agreement is based on the acceptance and full execution of this proposal by a duly authorized representative, officer of corporation or individual.

Company (Printed) Authorized Signature Name (Printed)
Date of Acceptance: Purchase Order #:

DES MOINES

2600 Delaware Avenue
Des Moines, IA 50317
p. 515.262.9822
WalshDoor.com

IOWA CITY

2918 Industrial Park Road
Iowa City, IA 52240
p. 319.248.0114
info@WalshDoor.com

KANSAS CITY

1606 Burlington Street
North Kansas City, MO 64116
p. 816.474.4500



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

Change Order

Order#: 6

Order Date: 09/18/2023

License: C107451

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

Project: 230007
 Polk City Fire and Community Center
 IA

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

Plans Attached

Specifications Attached

| Description of Work | Amount |
|---|-----------------|
| 2nd Floor Doors | 5,717.25 |
| Notes \$4950 + 10% p + 5% OH | |
| Labor | 2,080.00 |
| Notes 2 men @ 4hrs each/door x 3 = 32 hrs x \$65/hr = \$2080 | |



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

Requested Amount of Change **7,797.25**

| | |
|--|--------------|
| The original Contract Sum was | 1,171,000.00 |
| Net change by previous Change Orders | 12,390.07 |
| The Contract Sum prior to this Change Order | 1,183,390.07 |
| The Contract Sum will be changed by this Change Order | 7,797.25 |
| The new Contract Sum including this Change Order will be | 1,191,187.32 |
| The Contract Time will be changed by | 0 Days |

Client: _____ Date: _____

GTG: _____ Date: 09/27/23

Jessica L. Reynolds

Digitally signed by Jessica L. Reynolds
 DN: C=US,
 E=jessicarl@gtgcompanies.com,
 O=GTG Construction, CN=Jessica L.
 Reynolds
 Date: 2023.09.27 13:39:38-05'00'

CHANGE ORDER Q#444806



Date: September 27, 2023

Customer: GTG Construction
Contact: Jessica Reynolds

Salesperson: Ian Crankshaw

Project Name: **Polk City Fire Department – Added 2nd Floor Doors (REVISED)**

Location: **Polk City**

Base Bid

- 4 ea Welded Hollow Metal Frames
- 4 ea Wood Doors – PLAM Wilsonart “SOLANO WALNUT” 170118K-67 (3ea Flush and 1ea Narrow Lite)

Total.....\$ 4,950.00 + tax

- Price excludes sales tax unless noted above.
- Price valid for sixty (60) days from date above.

Qualifications:

- Metal Frames Face Welded
- Wall Type not identified on plans. Priced as 5 ¾” Jamb Depths
- Reuse Existing Hardware
- Material Supplier Only

Excludes the following:

- Installation
- GLASS AND GLAZING
- Rework of existing openings
- STC/FSC/Fire Resistive Ratings (none indicated).

F.O.B. Point: Job Site

Terms: Net 30 Days with approved credit. No retainage allowed.

Service Charge: 1½% per month of fraction thereof for all unpaid accounts over 30 days old, not to exceed 18% per annum.

Acceptance of Contract: The prices, scope of work, specifications and support services as presented within the scope of this proposal are satisfactory and are hereby agreed to and accepted. By signing below and initialing each page you acknowledge that you have read and agree to the terms and conditions posted at <https://www.walshdoor.com/Terms.pdf>. Walsh Door & Security is authorized to perform the work as specified and payment terms are agreed upon and accepted. Final authorization of the agreement is based on the acceptance and full execution of this proposal by a duly authorized representative, officer of corporation or individual.

| | | |
|---------------------------|-------------------------|----------------|
| Company (Printed) | Authorized Signature | Name (Printed) |
| Date of Acceptance: _____ | Purchase Order #: _____ | |

DES MOINES

2600 Delaware Avenue
Des Moines, IA 50317
p. 515.262.9822

WalshDoor.com

IOWA CITY

2918 Industrial Park Road
Iowa City, IA 52240
p. 319.248.0114

info@WalshDoor.com

KANSAS CITY

1606 Burlington Street
North Kansas City, MO 64116
p. 816.474.4500

Polk City Water Department

Monthly Report

Month September

Year 2023

Total Water Pumped 21,887,770 Gallons
Monthly Daily Avg 729,592 Gallons

Testing Results

- **SDWA Bacteriological Coliform Analysis** about University Hygienic Lab.
Fecal Coliform Analysis- Sample incubated 35c for 48 hrs then examine for gas production. Gas production verifies presence of fecal coliform organisms.
- **Fluoride Analysis** .7 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 .73 mg/l Polk City Lab.
Fluoride in System- Monthly Average .78 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average** 2.01 mg/l Polk City Lab.
Chlorine Total at plant- Monthly Average 2.63 mg/l Polk City Lab.
Chlorine Free in System- Monthly Average .84 mg/l Polk City Lab.
Chlorine Total in System- Monthly Average 1.04 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** 6.34 mg/l Polk City Lab.
Iron Finish Water- Monthly Average .04 mg/l Polk City Lab.
Iron System Water- Monthly Average .05 mg/l Polk City Lab.
Iron occurs in rocks and minerals in the earth's crust. It's the 4th most abundant element respectively. Iron has no effect on human health; its main objection is aesthetics. Concentrations of Iron in finish H2O should be between 0.03-0.06mg/l.
- **Manganese Raw Water- Monthly Average** 0.325 mg/l Polk City Lab.
Manganese Finish Water- Monthly Average 0.121 mg/l Polk City Lab.
Manganese System Water- Monthly Average 0.058 mg/l Polk City Lab.
Manganese also occurs in rocks and the earth's crust. It is the 7th most abundant element. Manganese is extremely difficult to remove. Concentrations of Manganese in finish H2O should not exceed 0.05mg/l or black staining of plumbing fixtures may occur. No effect on human health.
- **pH Raw Water Monthly Average** 7.8 mg/l Polk City Lab.
pH Finish Water-Monthly Average 7.6 mg/l Polk City Lab.
pH System Water- Monthly Average 8.1 mg/l Polk City Lab.
pH scale ranges from 0-14 with 7 being considered neutral. Below 7 becomes corrosive to plumbing, above 7 tends to deposit minerals in plumbing. We add caustic soda to maintain proper pH, which should range between 7.5-7.9 in finish water.

Total Tests Performed- Polk City Lab _____

Total Hours to perform tests _____



City of Polk City, Iowa City Council Agenda Communication

Date: October 9, 2023
To: Mayor, City Council, & City Manager
From: Karla Hogrefe – Fire Chief
Subject: Ambulance Fleet Addition

BACKGROUND: An ambulance committee has been working on building our next ambulance to add to our current fleet. We currently have two ambulances that have cost over \$17,000 in repairs this year. With these repairs we have had over 2 weeks of out of service time. Earlier this summer, one was in the shop for bodywork when the engine in the other ambulance went out. We were without an ambulance for 18 hours. Adding a third ambulance to our fleet would help with rotation and we would be able to keep the oldest ambulance as a reserve ambulance. We can have this ambulance by December of 2024 if we approve this contract. If we do not, it could be the summer of 2025 for delivery. Prices are going up 10% yearly, so it would be in our best interest to order as soon as possible. We went through Sourcewell for a cooperative purchasing contract.

ALTERNATIVES: N/A

FINANCIAL CONSIDERATIONS: The ambulance purchase is identified for FY 24-25 in the current CIP. A total of \$348,000 would be due upon receipt of the ambulance. This quote includes Road Rescue's price increase effective August 10, 2023 and estimates the invoice cost of a 2024 Ford F-550 4x4 chassis. The module/ambulance price is firm and will not change once ordered and signed. Unfortunately, chassis prices are subject to change. It is Ford's discretion on what model year they produce, ship, and invoice. The price could be higher or lower, we won't know until it is time for the chassis to be shipped. This is a truck chassis, which in the future we will be able to remount the box and only have to replace the chassis. This will save us money in the future. Please see the attached quote for further reference.

RECOMMENDATION: I recommend approving the purchase of an additional ambulance to add to our current apparatus fleet. This equipment purchase is identified in the CIP for next fiscal year, 2025.



QUOTATION

Polk City Iowa Fire Department
Zach Dunham

Everest Emergency Vehicles
Ross Taylor
8 S. Owasso Blvd. West
Little Canada, MN 55117
651-236-8948
wisales@everestev.com

Quote No: 269-0012
10/05/2023 13:55:01

| PART NO | S | DESCRIPTION | QTY | ID |
|---|-------|--|-----|-----|
| == RR-Road Rescue Boilerplate - 1.044 11/07/22 == | | | | |
| ORDER COORDINATOR | | | | |
| 00-00-0015 | | Order Coordinator - Factory to assign | 1 | REV |
| INFORMATION | | | | |
| 00-01-0999 | | RR, Information - Scope, Purpose and Classification | 1 | REV |
| 00-01-4000 | S | > SourceWell buying Group Member - | 1 | REV |
| 00-01-4117 | | Manufacturer Certified ISO 9001 | 1 | REV |
| WARRANTY | | | | |
| 00-02-8100 | | RR, Warranty, Documentation | 1 | REV |
| 00-02-8200 | | RR, Warranty, Module Structural | 1 | REV |
| 00-02-8300 | | RR, Warranty, Electrical, Standard System | 1 | REV |
| 00-02-8400 | | RR, Warranty, Paint | 1 | REV |
| 00-02-8500 | | RR, Warranty, Conversion | 1 | REV |
| == RR- Type 1 - UM 170" Module - 1.044 11/07/22 == | | | | |
| 00-05-0128 | < > | RR, This unit built in accordance with CAAS GVS Cabinet Requirements | 1 | REV |
| <p style="color: red;">Unit built in accordance with CAAS GVS 1.0 for Ground Vehicle Standards and will be certified and labeled accordingly. Supply and install CAAS-GVS v. 1.0 certification label which includes:</p> <ol style="list-style-type: none"> 1) A serialized multicolored CAAS GVS v.1.0 certification sticker. 2) A multicolored Vehicle Compliance and Exception/Variance Verification document (per Appendix 1, Figure 1) signed by the FSAM. 3) A multicolored Payload Calculation and Verification document (per Appendix 1, Figure 2) signed by the FSAM. <p style="color: red;">All cabinets shall be labeled as to their capacity Rating.</p> | | | | |
| 01- CHASSIS REQUIREMENTS | | | | |
| FORD CHASSIS | | | | |
| 01-01-2526 | S < > | RR, 2023 Ford F550, XLT 4X4, 193"W/B, 18,000 GVWR (Special Order) 2023-1 | 1 | REV |
| <p style="color: red;">ESTIMATE 2024 CHASSIS PRICE - FORD DETERMINES CHASSIS MODEL YEAR AND INVOICE PRICE AT TIME OF DELIVERY</p> <p style="color: red;">Auto throttle OEM Ford 410 Alternator OEM Ford Mirrors, OEM, Heated/Remote Cab seats OEM 40/20/40 split bench (Center removed) Sync 4 8" LCD Capacitive Touchscreen with Swipe Capability Wireless Phone connection AppLink w/app catalog 911 assist</p> | | | | |

| PART NO | S | DESCRIPTION | QTY | ID |
|------------|-----|--|-----|------------|
| | | Apple carPlay and Android Auto Compatibility | | |
| | | Digital Owners manual | | |
| | | Smart-charging USB-C Ports (2) | | |
| 01-02-0100 | | Domestic Chassis | 1 | REV |
| | | CHASSIS OPTIONS | | REV |
| | | ALTERNATORS | | REV |
| 01-03-1001 | | Alternator - Standard OEM | 1 | REV |
| | | SUSPENSION | | REV |
| 01-07-0120 | | RR, Front Suspension, Ford F-Series (4x4) | 1 | REV |
| 01-07-1009 | | RR, Front Sway Bar, OEM | 1 | REV |
| 01-07-8006 | < | RR, Rear Suspension, Liquid Spring- 2017+ F550 | 1 | REV |
| | | Dump feature to be activated by the left rear entry door being opened. | | |
| | | The rear suspension shall only lower the module when the vehicle is in neutral or park and the parking brake is set. | | |
| | | NOTE: THE LIQUID SPRING CONTROLLER WILL BE COILED UP AND LOCATED INSIDE THE FRONT CONSOLE. THIS WILL ASSIST IN THE ACCIDENTAL REPROGRAMMING OF THE SYSTEM. | | |
| 01-07-9000 | < > | RR, Rear Suspension Dump, Override Switch, (1), Momentary | 1 | REV |
| | | Dump feature to be activated by the left rear entry door. Override switch to be on right rear entry door | | |
| | | HIGH IDLE | | REV |
| | | FRONT END ALIGNMENT | | REV |
| 01-17-7501 | | Front End Alignment, None- QC Check -Standard | 1 | REV |
| | | CAB EXTERIOR OPTIONS | | REV |
| 01-19-0002 | < | RR, Road Rescue Stainless Grille Logo, with Diamond grade Blue reflective backin | 1 | REV |
| | | Blue Diamond grade Reflective behind cut out. | | |
| 01-19-01SR | U < | Black ALI ARC bumper w/Air Horn cutouts | 1 | |
| | | SR# 2022199R-1 | | |
| | | black Ali Arc bumper w/air horn cutouts | | |
| | | OUTSIDE REAR VIEW MIRRORS | | REV |
| 01-20-0100 | | RR, Mirrors, OEM Standard | 1 | REV |
| | | RR-CAB INTERIOR OPTIONS | | REV |
| 01-21-3500 | | RR, Insulation, Cab, Thinsulate in Cab Ceiling (STANDARD) | 1 | REV |
| | | RR-SAFETY OPTIONS | | REV |
| | | RR-TIRES / WHEELS | | REV |
| 01-23-4100 | < > | RR, Spare Tire Bracket, Delete | 1 | REV |
| | | Spare tire will be shipped loose. | | |
| | | WHEEL COVERS | | REV |
| 01-24-2213 | < | RR, Delete Wheel Inserts, Paint Wheels Type 1 | 1 | REV |
| | | BLACK WHEELS | | |
| | | BASE CONVERSION | | REV |
| 01-45-0608 | S | RR, Conversion, Ultramedic, Type 1, 170 Module, Ford -23-1 | 1 | REV |
| | | 02 - MODULE REQUIREMENTS | | REV |
| 02-01-1008 | < > | RR, Ultramedic, 170"L x 96"W Type 1 Module | 1 | REV |
| | | Ultramedic I - 170"L x 96"W Type I Aisle width to be 46". The interior | | |

| PART NO | S | DESCRIPTION | QTY | ID |
|------------|-----|---|-----|------------|
| | | headroom shall be 72" | | |
| | | EXTEND MODULE TO 174" | | |
| 02-01-2108 | | RR, Interior Headroom, Increase to 74" | 1 | REV |
| 02-01-5001 | < > | RR, Addition of Length in 2 Inch increments This extension will be in the #4 Compartment , #6 compartment and the U4 and C4 Cabinet areas. 174" Length | 2 | REV |
| 02-01-9622 | > | RR, Aisle Space, 46" , Ultramedic I MATERIALS | 1 | REV REV |
| 02-02-0070 | | RR, Sub floor Materials, | 1 | REV |
| 02-02-0120 | | RR, Type I & Type III, Interior Materials | 1 | REV |
| 02-02-1000 | | RR, Type I & Type III, Materials 03 - MODULE EXTERIOR UNDERCOATING | 1 | REV REV |
| 03-02-0200 | | RR, Undercoating Module (STANDARD) EXTERIOR MODULE CONSTRUCTION | 1 | REV REV |
| 03-03-0002 | < > | RR, Blackout Package #2, ADP and Associated Items Sprayed Black Polyurethane Package #2 ONLY Running Boards, Stone guard on the front of the module, Corner guards, Kickplate on rear, Skirtrail End, skirtrail corner caps, rear bumper with step, Fuel fill, Def fill, Splash plates for same, Siren speakers and exhaust and fresh air covers. | 1 | REV |
| 03-03-0005 | | RR, Exterior Module Construction Specifications | 1 | REV |
| 03-03-1400 | > | RR, Module Roof Radius, 3" High (STANDARD) | 1 | REV |
| 03-03-1500 | > | RR, Extreme Bonding Tape (STANDARD) | 1 | REV |
| 03-03-1600 | > | RR, Sub-floor Gusset Supports (STANDARD) | 1 | REV |
| 03-03-1700 | > | RR, One Piece Side Body Panels (STANDARD) | 1 | REV |
| 03-03-1800 | > | RR, Reinforce Rear Header (STANDARD) | 1 | REV |
| 03-03-1900 | > | RR, Single Sheet Module Roof Sheet (STANDARD) DROP SKIRTS | 1 | REV REV |
| 03-03-2030 | < > | RR, Drop Curbside Fwd Body Skirt, 6", Add Double Step, Type 1 and Medium Duty The manufacturer shall drop the lower body skirt along curbside at the bottom of the module by approximately 6". This shall lower the height of the side entry step and provide easier access through the side entry door. | 1 | REV |
| 03-03-2130 | > | RR, Drop Street side Fwd Body Skirt, 6", Type 1 & Medium Duty Chassis FUEL FILLS & SPLASH PLATE | 1 | REV REV |
| 03-03-8005 | | RR, Housing Fuel Fill, Pocket, Square | 1 | REV |
| 03-03-8305 | < | RR, Fuel Fill Splash Plate, Stainless Steel, Type 1 Fuel Fill Splash Protection Plate - Stainless Steel fuel fill splash protection plate installed below Cast Products fuel fill bezel. Sikaflex adhesive/sealant shall be used to mount the plate and to seal plate edges. | 1 | REV |

| PART NO | S | DESCRIPTION | QTY | ID |
|------------|-----|---|-----|------------|
| | | BLACK POLY COAT | | |
| | | DEF FILL HOUSING AND SPLASH PLATE | | REV |
| 03-03-8402 | | RR, DEF Fill, Housing, For Ford F series | 1 | REV |
| 03-03-8510 | < > | RR, DEF Fill Splash Plate, Stainless Steel | 1 | REV |
| | | DEF Fill Splash Protection Plate | | |
| | | - Stainless Steel DEF fill splash protection plate installed below Cast Products fuel fill bezel. | | |
| | | Sikaflex adhesive/sealant shall be used to mount the plate and to seal plate edges. | | |
| | | BLACK POLY COAT | | |
| | | SUB-FLOOR SYSTEM | | REV |
| 03-04-0140 | | RR, 1 Inch Composite Floor Pan | 1 | REV |
| 03-04-0160 | | RR, Composite Floor Material | 1 | REV |
| 03-04-1700 | | RR, Sub-Floor Assembly, Installation | 1 | REV |
| 03-04-1800 | | RR, Sub-Floor Assembly, 1/8" PVC | 1 | REV |
| | | MODULE ENTRANCE | | REV |
| 03-05-0100 | > | RR, Module Access, CS Door standard location | 1 | REV |
| 03-05-0100 | > | RR, Module Access, CS Door standard location | 1 | REV |
| 03-06-0100 | < | RR, Entry Doors, Hidden Hinge, Seal on Door ,W/Push Button Fail Safe Latching | 1 | REV |
| | | This includes the Fail Safe Latching mechanisms on all three entrance doors. | | |
| 03-06-0700 | | RR, Hold Open Rear Door, Polished Cast Aluminum, Pin & Slot Style | 1 | REV |
| 03-06-0800 | < | RR, Hold Open, Curb Side Entry Door, Heavy Duty Gas Spring Curbside Door Restraint - Heavy Duty gas spring hold opens. - Attached by 1/4" x 20 SS Machine Screws with 1/4" x 20 Nut Inserts into Corner Gusset in Door Side entrance door to open to 90+ degrees. (STANDARD) | 1 | REV |
| 03-06-1013 | < | RR, Entry Door Handles, Trimark Logo Chrome/Black (Interiors Located top of door) | 1 | REV |
| | | BLACK HANDLES | | |
| | | ***** | | |
| | | Relocate the Standard Interior Side and Rear Entrance Door Paddle Handles and Lock Boxes to the TOP of the doors. With Push button Emergency Release top and bottom of each door. | | |
| 03-06-1059 | | RR, Safety Walk Grip on Exterior Door Paddle Latches. | 1 | REV |
| 03-06-1700 | < | RR, Door Lubrication, Paddle Handles and Latches (STANDARD) | 1 | REV |
| | | Lubricate all Door Hardware - All paddle handles, latches, rods and springs shall be lubricated prior to delivery. | | |
| 03-06-2201 | | RR, Magnetic Entry Door Switches (STANDARD) | 1 | REV |
| 03-06-2202 | | RR, Door Panel Mounting Screws (STANDARD) | 1 | REV |
| 03-06-4200 | | RR, Coil Cords for Electrical Circuits (STANDARD) | 1 | REV |
| 03-06-6065 | < > | RR, Power Door Locks, Module Entry Doors,w/Hidden Switch | 1 | REV |
| | | Install power door locks in side and rear entrance doors. Includes (2) lock/unlock switches, one at side door and one at rear door. Also includes (1) hidden switch in rear license frame for unlock function only. System will be tied to OEM chassis power locks so that both systems operate as one. Does not include wireless remote. | | |

| PART NO | S | DESCRIPTION | QTY | ID |
|---|-----|--|-----|-----|
| 03-06-8010 | | RR, Inner Door Panel - Stainless Steel , Two Piece (STANDARD) | 1 | REV |
| 03-06-8015 | > | RR, Lock Boxes, Red/Yellow Diamond Grade Chevron (24/7) | 1 | REV |
| SIDE DOOR STEP | | | | |
| 03-08-2000 | | RR, Dual Side Entry Step Well, Increased Depth, Lower Grip, Upper Diamond Plate | 1 | REV |
| 03-08-3010 | | RR, Light, Side Entry Step well, LED, Whelen OS Mini, Clear | 1 | REV |
| WINDOWS | | | | |
| 03-09-0030 | | RR, Module Window Requirements | 1 | REV |
| WINDOW- Side Entry Door | | | | |
| 03-09-1130 | | RR, Window, Side Entry Door, 18X18, Slider - Limo Tint | 1 | REV |
| WINDOW - Rear Entry Doors | | | | |
| 03-09-1230 | | RR, Window, Rear Entry Doors, (2) 18 x 24, Fixed, Limo Tint | 1 | REV |
| 03-09-4068 | > | RR, Window, Electronic Privacy, Fixed , Rear Doors Only | 1 | REV |
| MODULE TO CHASSIS MOUNTING SYSTEM | | | | |
| 03-10-1100 | | RR, Module to chassis mounting system, Type 1 Ford Long WB | 1 | REV |
| 03-11-2000 | | RR, Bellows, Connecting, Type I | 1 | REV |
| REAR BUMPER AND REAR STEP CONSTRUCTION | | | | |
| 03-12-1600 | < | RR, Rear Bumper, Fixed | 1 | REV |
| | | Fixed Rear Bumper Fixed 7"W Bumper with the selected option for bumper end pods on the ends and fixed 45" center Grip Strut Insert. (STANDARD). | | |
| 03-12-3020 | < > | RR, Bumper Pods, CPI Cast Aluminum w/RR Logo. (UM & UM-150) | 1 | REV |
| | | Cast Products Bumper Pods, High Polish Finish. Mounted on the outboard rear step bumper frame members. The CPI cast aluminum pod shall include a RR Logo embossed in the cast pattern on the step tread. | | |
| 03-12-5010 | | RR, Rear Dock Bumpers, Black Rubber, 2.5"H x 16"W | 1 | REV |
| INSULATION | | | | |
| 03-13-2220 | < > | RR, Whisper Quiet, Sound Dampening/Thermal Insulation Package (UM) | 1 | REV |
| | | Whisper Quiet - Sound Dampening/Thermal Insulation Package. (ULTRAMEDIC AND PROMEDIC) | | |
| | | The module interior walls, roof and doors shall be insulated to enhance the interior environment and minimize the conduction of heat, cold and external noise from entering the module. The ceiling insulation shall be a non-settling, 2 inch thick, self-extinguishing polystyrene foam planking. | | |
| | | 3M brand acoustical Thinsulate installed over all exterior compartments and wheel wells for added acoustical/thermal insulation. | | |
| | | The patient compartment entrance doors and the exterior compartment doors shall have 2 in. thick, self-extinguishing polystyrene foam insulation. | | |
| | | The interior walls of the module shall be insulated with 1" polystyrene block foam insulation installed between the extruded structural framing. Wall areas that are too irregular for 1" block foam insulation, or where the block foam will interfere with wall outlets and wire chases, are to be insulated with 3M brand acoustical Thinsulate insulation. After the foam is installed, the entire interior of the unit shall be wrapped with 5/16" foil wrapped two sides radiant barrier foam style insulation to enhance the thermal and acoustical properties of the modular unit. | | |
| | | The Wheel well and interior compartment wall areas shall be wrapped | | |

| PART NO | S | DESCRIPTION | QTY | ID |
|------------|---|--|-----|------------|
| | | <p>with Barymat sound proofing material installed under 3M brand acoustical Thinsulate insulation and the underside of the module floor will be coated with expanding foam spray in place acoustical/thermal polyurethane insulation. This package provides an enhanced thermal/acoustical insulation package designed to provide an extremely quiet, environmentally efficient patient compartment.</p> <p>Reflective Barrier/Barymat/Spray Foam Thermal Insulation Package:</p> <p>A. Reflective Barrier - Low-E Foil Wrapped Insulation System - The module walls to be insulated with high density 1" block foam. Wall areas that are too irregular for 1" block foam insulation, or where the block foam will interfere with wall outlets and wire chases, are to be insulated with 3M brand thermal/acoustical Thinsulate insulation. Then the entire interior of the module shall be wrapped with 5/16" Low-E foil wrapped radiant barrier foam style insulation.</p> <p>B. This radiant barrier material will cover the following:</p> <ul style="list-style-type: none"> - Full ceiling and wrapping over the corner radius and down the sidewall - Front and rear walls from the top of the wall to the lowest possible point along the side, front and rear walls - Seams to be taped with silver / foil ducting tape to secure seams. <p>C. Barymat sound deadening insulation over wheel wells and interior side of exterior compartment walls. (Installed under 3M brand acoustical Thinsulate insulation).</p> <p>D. Spray foam underbody insulation prior to undercoat application, full sub floor coverage where applicable. Includes curbside step well area.</p> | | |
| | | ELECTROLYSIS PREVENTION | | |
| 03-14-4000 | < | <p>RR, Electrolysis Prevention, Fluid Film</p> <p>Fluid Film is used at Every Point Where the Mounting Process has the Propensity to Break Paint (STANDARD)</p> | 1 | REV REV |
| | | COMBINATION RUB RAIL AND FENDER RING | | |
| 03-15-2000 | < | <p>RR, Rub Rail, Skirt Line and Fender Ring</p> <p>Extruded Black Rubber Rub Rail and Fender Ring - The lower body Rub Rail and Fender Ring to made of Black extruded rubber. The aluminum extrusion that the rubber rub rail and fender rings sets into for added strength will stand off of the exterior body with nylon spacer for ease of cleaning between the rub rail and the exterior body. The rub rail and fender ring assembly will then be through bolted to the lower body. The lower body rub rails will transition to the fender ring and will have polished aluminum corner caps. At each end of the rub rails there will be a polish aluminum end caps. The rubber rub rail extrusion to accept multiple selections of reflective vinyl color inserts.</p> | 1 | REV REV |
| 03-15-5114 | | RR, Black Scotchlite Insert for Rubber Rail | 1 | REV REV |
| | | SPLASH GUARDS AND RUNNING BOARDS | | |
| 03-16-1521 | | RR, Running Boards, Diamond Plate, Type I , Ford 2017+ | 1 | REV |
| 03-16-1800 | < | <p>RR, Mud Flaps, Rear, Black w/ Road Rescue Logo</p> <p>Heavy Duty Rubber Mud Flaps w/ RR Logo</p> <p>- Heavy Duty Rubber Mud Flaps to be bolted to the wheel liner behind the rear duals with 1/4" x 20 Stainless Steel bolts, washer and nylon locknut for ease of maintenance and repair (STANDARD)</p> | 1 | REV |

| PART NO | S | DESCRIPTION | QTY | ID |
|------------|-----|--|-----|------------|
| 03-17-1000 | < | RR, Drip Rails Polished Aluminum Drip Rails - Above All Doors, Entry and Compartment (Standard) | 1 | REV |
| 03-18-1000 | < | RR, Wheel well liners Aluminum Wheel well Liners - Extending to Bottom of Skirt (Standard) | 1 | REV |
| | | CAB TO MODULE ACCESS | | REV |
| | | CAB TO MODULE ACCESS | | REV |
| 03-19-1100 | < > | RR, Pass Thru Window, Type 1 Ford,GM or Dodge Includes a Lexan sliding window in the module. The window shall have a positive latch on the cab side. | 1 | REV |
| 03-19-1113 | | RR, Pass Thru Opening, Type I LICENSE PLATE HOLDER | 1 | REV |
| 03-20-0540 | | RR, Rear License Holder Location, Center Recessed in Kick plate EXTERIOR COMPARTMENT CONSTRUCTION | 1 | REV |
| 04-01-0100 | | RR, Exterior Compartment Construction, Heavy Duty | 1 | REV |
| 04-01-3000 | < | RR, Door Sill Protection, Stainless Steel. Door Sill Protection - Install Stainless Steel sill protector on lower edge of all door frames to prevent paint damage. (STANDARD) | 1 | REV |
| | | EXTERIOR COMPARTMENT DOORS | | REV |
| 04-02-0100 | | RR, Compartment Door, Hidden Hinge, Seal on Door (UM) | 1 | REV |
| 04-02-01SR | U < | BLACK TriMark Door Handles SR# 2022199R-1 BLACK TRIMARK HANDLES | 9 | |
| 04-02-0715 | < > | RR, Compartment Handles, Exterior, TriMark Logo Chrome/Black (UM) BLACK HANDLES TriMark Two-Point Cast w/Polished Chrome Paddle Handle and Housing, Locking and Non-Locking, with floating cam - Mounted in CNC Cut Opening in Each Compartment Door Skin w/OEM Clamp Assembly. (STANDARD ULTRAMEDIC) | 1 | REV |
| 04-02-0741 | < > | RR, Compartment Handle, TriMark Logo Chrome/Black, Paddle, Street side, locking BLACK HANDLES For single doors or Leading doors on Compartments #1,#2 and #4. | 3 | REV |
| 04-02-0746 | < > | RR, Compartment Handle, TriMark Logo Chrome/Black, Paddle, Street side, Non-Lock BLACK HANDLES For Trailing doors on the street side. Compartments #2 or #4. | 1 | REV |
| 04-02-0746 | < > | RR, Compartment Handle, TriMark Logo Chrome/Black, Paddle, Street side, Non-Lock BLACK HANDLES For Trailing doors on the street side. Compartments #2 or #4. | 1 | REV |

| PART NO | S | DESCRIPTION | QTY | ID |
|--------------------------------------|-----|--|-----|------------|
| 04-02-0751 | < > | RR, Compartment Handle, TriMark Logo Chrome/Black, Paddle, Curbside, locking BLACK HANDLES For single doors or Leading doors on the curbside Compartments #6 & #8 | 2 | REV |
| 04-02-0751 | < > | RR, Compartment Handle, TriMark Logo Chrome/Black, Paddle, Curbside, locking BLACK HANDLES For single doors or Leading doors on the curbside Compartments #6 & #8 | 1 | REV |
| 04-02-0850 | < | RR, Compartment Door Locks, 2015 TriMark Compartment Door Handle Manual Locks. - All doors shall incorporate double cut, non-directional tumbler assemblies that are keyed alike (STANDARD) | 1 | REV |
| 04-02-0900 | | RR, Compartment Rotary Latches | 1 | REV |
| 04-02-1000 | | RR, Compartment Door Nader Pin | 1 | REV |
| 04-02-1200 | | RR, Compartment Door Lubrication, Door Handles and Latches | 1 | REV |
| 04-02-1300 | | RR, Compartment Door Reflectors | 1 | REV |
| 04-02-1500 | | RR, Compartment Door Switches, Magnetic | 1 | REV |
| 04-02-2010 | | RR, Compartment Door Panel, Inner, Diamond Plate | 1 | REV |
| 04-02-2500 | | RR, Compartment Door, Panel Mounting Screws | 1 | REV |
| 04-02-5999 | > | RR, Power Door Locks, Exterior Compartments | 1 | REV |
| 04-02-6010 | | RR, Exterior Compartment #'s 1, 2, 4, 6 & 8, Only | 1 | REV |
| 04-02-7801 | | RR, Compartment Door, Gas Struts | 1 | REV |
| 04-03-2400 | < > | RR, All Standard Compartment Lights, LED, Flexible Strip Two (2) Vertical strips in each exterior compartment installed, one (1) on each side of the opening. The compartment #1 lights will be also wired to Oxygen light switch in action area. | 1 | REV |
| EXTERIOR COMPARTMENT INTERIOR | | | | REV |
| 04-04-1000 | < | RR, Exterior Compartment, Interior Finish, Polyurethane Coated Exterior Compartment Interior Polyurethane Rubberized Liner Color Choice. Rubberized polyurethane coating applied to the surfaces of ALL exterior compartment walls and dividers. Does not include slide out battery tray or mounting angles. Battery Tray to be raw aluminum. NOTE: If there is not a slide out battery compartment in the order the #8.5 exterior compartment area will be Polyurethane lined. | 1 | REV |
| 04-04-1002 | | RR, Color, Light Gray | 1 | REV |
| 04-04-2300 | < | RR, Exterior Compartment, Floor Matting "MateFlex" Black Includes exterior compartment shelves. NOTE: This option does not include the ALS cabinet. | 1 | REV |

| PART NO | S | DESCRIPTION | QTY | ID |
|---|-----|--|-----|-----|
| 04-04-2400 | | RR, Sweep-Out Edging , "MateFlex" Black | 1 | REV |
| EXTERIOR COMPARTMENT SHELVING | | | | REV |
| 04-05-0001 | < | RR, Exterior Compartment Shelving and Unistrut | 1 | REV |
| <p>All exterior shelving Unistrut shall be welded to the walls prior to any compartment wall finish. Where specified, exterior adjustable shelves shall be box pan formed of a minimum .125 inch Aluminum Diamond Plate and corners shall be welded. Shelves shall be infinitely adjustable, and securely mounted to heavy gauge aluminum Unistrut track. (Standard)</p> | | | | |
| 04-05-1000 | < | RR, Compartment Shelving, Diamond Plate | 1 | REV |
| Diamond Plate Exterior Compartment Shelving. (STANDARD) | | | | |
| COMPARTMENT #1 - STREETSIDE FWD | | | | REV |
| 04-06-0001 | | RR, Compartment #1, EXTERIOR | 1 | REV |
| 04-06-0010 | < | RR, Compartment #1, Electrical Storage | 1 | REV |
| <p>#1 Compartment Electrical Storage - Recessed into the bulkhead side of compartment #1 shall be an enclosed area for the installation of miscellaneous electrical components. The aluminum cover for this area to be installed with 'J' molding The 'J' molding to be full length of panel on bottom and inboard side. Outboard side of panel to be secured with mechanical fasteners. (STANDARD)</p> | | | | |
| 04-06-0020 | | RR, Compartment #1, Full Height, Standard Configuration (UM) | 1 | REV |
| 04-06-1505 | | RR, Compartment #1, Shelf, Fixed | 1 | REV |
| COMPARTMENT #2 - STREETSIDE FWD WHEELWELL | | | | REV |
| 04-07-0010 | | RR, Compartment #2, EXTERIOR | 1 | REV |
| 04-07-0600 | < | RR, Compartment #2, Standard Configuration, (UM) | 1 | REV |
| <p>#2 Compartment to be directly behind the #1 compartment and below the interior action area shelf on the street side of the module. Includes (1) adjustable shelf on Unistrut track. (STANDARD Ultramedic)</p> | | | | |
| 04-07-2610 | < | RR, Compartment #2, Shelf Adjustable, First Shelf | 1 | REV |
| Standard (Ultramedic). | | | | |
| COMPARTMENT #4 - STREETSIDE AFT | | | | REV |
| 04-09-0001 | | RR, Compartment #4, EXTERIOR | 1 | REV |
| 04-09-3100 | < > | RR, Compartment #4, Reduced Height, for Center Left 4 Cabinet | 1 | REV |
| <p>Reduced Height #4 Compartment for Center Left #4 Cabinet Compartment to be the same height as the #2 compartment. Does not include an adjustable shelf. This option will provide space for a Center Left #4 cabinet with sliding Plexiglas doors and (1) adjustable shelf.</p> | | | | |
| 04-09-3700 | | RR, Compartment #4, Double Doors | 1 | REV |
| 04-09-4504 | | RR, Compartment #4, Shelf Adjustable, For Reduced Depth Comp., First Shelf | 1 | REV |
| COMPARTMENT #6 - CURBSIDE AFT | | | | REV |
| 04-11-0084 | | RR, Compartment #6, EXTERIOR | 1 | REV |
| 04-11-01SR | U < | Decrease width to #6 Compartment | 1 | |
| SR# 2022199R-1 | | | | |
| Reduce width of exterior #6 compartment to approximately 14" | | | | |
| 04-11-0600 | | RR, Compartment #6, Standard Configuration (UM) | 1 | REV |
| 04-11-2000 | | RR, Compartment #6, Divider, Adjustable | 1 | REV |
| 04-11-4635 | < > | RR, Compartment #6, Equipment Strap, Seat Belt Style, Metal Buckle, Each | 1 | REV |
| <p>(1) Seatbelt style strap with metal buckle. (Push button) Must pick quantity if more than one is needed.</p> | | | | |

| PART NO | S | DESCRIPTION | QTY | ID |
|------------|-----|---|-----|------------|
| | | Location: | | |
| 04-11-8000 | | RR, Compartment #6, Exterior, Floor Matting "Turtle Tile", Black | 1 | REV |
| 04-12-1000 | | RR, Exterior - Compartment #6.5 | 1 | REV |
| 04-12-3400 | > | RR, Compartment #6.5, Base Configuration (UM & UM-150) | 1 | REV |
| | | RR, Compartment #8, EXTERIOR | | REV |
| 04-14-1400 | | RR, Compartment #8, Full Height Door | 1 | REV |
| 04-14-1600 | | RR, Compartment #8, Stair chair Storage | 1 | REV |
| 04-14-3602 | < > | RR, Compartment #8, Equipment Strap, Seat Belt Style, Metal Buckle, Each | 1 | REV |
| | | here shall be (1) equipment/backboard restraint straps with quick release buckle installed across the opening in Compartment #6 from left wall to divider: | | |
| | | Must pick quantity if more than one is needed. | | |
| | < | INTERIOR TRIM AND FEATURES | | REV |
| | | New Interior Trim - All cabinet and wall panel aluminum trim to be Gray anodized. (No Black trim to be used). All protective corner trim will be Opaque and will include a matching domed end cap. (STANDARD) | | |
| | | INTERIOR ADJUSTABLE SHELVES | | REV |
| | | INTERIOR TRIM | | REV |
| 05-05-1000 | | RR, Interior Trim, Standard | 1 | REV |
| | | HEADLINER | | REV |
| 05-06-1100 | | RR-Ceiling Medical Device Rail (UM & UM-150) | 1 | REV |
| 05-06-1210 | | RR, Headliner, Vinyl Ceiling, No Seams (UM & UM-150) | 1 | REV |
| 05-06-1802 | | RR, Ceiling Medical Device Rail. White LED Strip Lights,(UM & UM-150) | 1 | REV |
| 05-06-1902 | | RR, Ceiling Medical Device Rail, Red/Amber LED Turn/Brake Strip Lights (UM & UM- | 1 | REV |
| | | FLOORING | | REV |
| 05-07-1000 | | RR, Flooring, Aluminum Floor/Wall Cove Molding (STANDARD) | 1 | REV |
| 05-07-1405 | | RR, Flooring, .063 Aluminum Rear Threshold, 45 Degree Chamfered, BLACK Coated | 1 | REV |
| 05-07-5000 | | RR, Flooring, Loncoin II Flecks Choice | 1 | REV |
| 05-07-5001 | | RR, Color - 150 Onyx | 1 | REV |
| 05-07-9894 | | RR, Floor, Curbside .063 Aluminum, 4"wide, Black Polyurea Coating | 1 | REV |
| | | HEAD BUMPERS | | REV |
| | | BACKRESTS | | REV |
| | | Rear Entry Door Grab Handles | | REV |
| 05-10-1302 | < | RR, Rear Entry Door Grab Handles, "L" Bars, 16" Anti-Microbial, Yellow | 1 | REV |
| | | "L" Bars - 16" Anti-Microbial Yellow. 1.25" Diameter stainless steel "L" Bars mounted to each rear door. Approximately 16" wide by 26" high. Yellow Anti-Microbial finish. | | |
| | | Side Entry Door Grab Handle | | REV |
| 05-10-1402 | < | RR, Side Entry Door Grab Handle, "L" Bar - 19" Anti-Microbial Yellow | 1 | REV |
| | | "L" Bar - 19" Anti-Microbial. 1.25" Diameter stainless steel "L" Bars mounted to side entry door. Approximately 19" wide by 24" high. Yellow Anti-Microbial finish. | | |
| | | Ceiling Grab Rail - Center | | REV |
| 05-10-2102 | | RR, Ceiling Grab Rail, Streetside72" Anti-Microbial Yellow | 1 | REV |

| PART NO | S | DESCRIPTION | QTY | ID |
|--|-----|--|-----|------------|
| 05-10-2202 | | RR, Ceiling Grab Rail, Curbside over Squad Bench 72" Anti-Microbial Yellow | 1 | REV |
| 05-10-7300 | | RR, Grab Bar, Additional 18", Anti microbial | 1 | REV |
| 05-10-7304 | < | RR, Grab Bar (1) 18", Anti microbial Yellow (specify location) Stepwell side of squad bench work station | 1 | REV |
| IV FLUID HANGERS | | | | REV |
| 05-11-4000 | | RR, IV Hangers, CPI #IV2008 (STANDARD) | 1 | REV |
| 05-11-4002 | | RR, IV Hangers, Quantity (2) | 1 | REV |
| LEFT STACK AND BULKHEAD AREA #1 | | | | REV |
| 05-12-0010 | | RR, Interior Street side #1 - Left Stack and Bulkhead | 1 | REV |
| 05-12-0200 | < > | RR, Upper Bulkhead Cabinet, Double Doors Upper Bulkhead Electrical Cabinet, Double Doors - Install double hinged Kydex Thermoplastic or multi-spec (picked in the proper section of work order) doors with locking latch on the right hand door and center mullion on the left hand door on the standard upper bulkhead electrical cabinet. (STANDARD) | 1 | REV |
| 05-12-0250 | < > | RR, Left Stack, Storage Area #1 (Ultramedic) Left Stack Radio/Inverter cabinet to include (1) adjustable shelf in upper section. Both sections shall have double solid aluminum, Kydex Thermoplastic or multi-spec (picked in the proper section of work order) covered doors with locking Latch on the upper doors and locking latch on the lower doors. (standard Ultramedic) | 1 | REV |
| 05-12-1640 | < > | RR, Bulkhead Cabinet, Lower (2) Rear Facing Doors The patient compartment shall include a lower bulkhead cabinet located between the existing vertical left storage/radio cabinet and the ALS cabinet. The cabinet shall include (2) hinged aluminum and Kydex Thermoplastic or multi-spec doors with locking latch, (1) adjustable shelf, and a solid surface countertop with retaining lip. | 1 | REV |
| 05-12-1926 | < | RR, Upper Left Stack, Framed Lexan Doors, NOT CN 10 Certified There shall be double aluminum framed Lexan doors with one locking latch per door in the upper portion of the left stack cabinet. | 1 | REV |
| ACTION WALL AREA #2 | | | | REV |
| 05-13-0010 | | RR - INTERIOR STREETSIDE #2 - ACTION AREA | 1 | REV |
| 05-13-0700 | | RR, Action Wall Area #2, Medical Device Rail | 1 | REV |
| 05-13-0802 | < | RR, Cabinets, Upper Left U2 and U2.5, Std Configuration (UM), CN 10 Certified - (2) Cabinets over Action Area with sliding doors and restocking feature. The forward UL #2 and the rearward UL #2.5 cabinets to include (1) adjustable shelf in each cabinet. The attendant switch panel and environmental controls to be built into a separate 6" high section below the Upper Left #2.5 cabinet and tilted slightly down for ease of accessibility to the attendant.. (STANDARD Ultramedic, Promedic) | 1 | REV |
| 05-13-2200 | > | RR Countertop, Forward and Rear Monitor Area. | 1 | REV |
| 05-13-2203 | | RR, Avonite Black Ice, K3-7100 | 1 | REV |
| 05-13-2500 | | RR, Polish Avonite Counter | 1 | REV |
| RR-Interior Street side #3 - CPR Seat | | | | REV |
| 05-14-0500 | < | RR, CPR Seat, Street side, Standard Configuration - The CPR seat shall include a flip up seat equipped with a gas strut hold open device and positive latch for securing the lid when closed. | 1 | REV |

| PART NO | S | DESCRIPTION | QTY | ID |
|------------|-----|--|-----|------------|
| | | The CPR seat shall include a 2" foam seat and backrest, the upper and lower sections will be padded on both sides for added protection. | | |
| 05-14-0900 | < | RR, CPR Seat Lid Hold-Down CPR Seat Lid Hold-down - Install a Black Tri Mark recessed paddle latch, Include a tri-mark retention mounting bracket (1) under CPR seat lid. | 1 | REV |
| 05-14-1200 | < > | RR, Cabinet, Upper Left U3, 9"H x 27"W, 72" Headroom ONLY - Upper left #3 Cabinet with 3/8" Lexan lift up door with restocking feature and two 2" round locking stainless steel latches. Does not include shelf. Cabinet to be approximately 9"H x 10-3/4" D x 27"W. Reduce the height of the CPR seat to 15" from floor and the bottom of seat cushion. The cushion on the under side of #3 cabinet to utilize 1/2" foam. The distance between top of the CPR seat and bottom of the cabinet cushion to be a minimum of 43" in compliance with KKK-A-1822F. NOTE: Requires 72" headroom. | 1 | REV |
| 05-14-2560 | < | RR, CPR Seat, Seat Belt, 4 Point (Per4Max) Black, Change Notice 8- Compliant Above Lid mounted | 1 | REV |
| 05-14-3906 | < | RR, CPR Seat, "U" Barrier Bar, Padded, 1.5" SS, Black Mounted at the front of the CPR side seat vertically in line with the Padded head cushion on the "U2" cabinets. | 1 | REV |
| 05-14-4105 | | RR, CPR Seat, RR Backrest and Head Cushion, RR Logo, (1) Set, Black | 1 | REV |
| | | RR, INTERIOR STREETSIDE #4 - REAR AREA | | REV |
| 05-15-01SR | U < | Drawers w/FDR front latch SR# 2022199R-1 (3) drawers aft of CPR seat. (2) under counter, opening towards cot, (1) above counter, under Dometic, opening towards CPR seat. Dimensions 4" H x 13"W x 17" D (at engineers discretion). Drawers to have FDR/Austin Hardware Front Drawer latching and binning/dividing strips | 1 | |
| 05-15-02SR | U < | Dometic Coolmatic CD-30 SR# 2022199R-1 Dometic Coolmatic CD-30 mounted in wall. Under U4 - opening towards CPR seat | 1 | |
| 05-15-1001 | < | RR, Cabinet, Upper Left U4, Standard Configuration- CN 10 Certified Upper left U4 cabinet with sliding poly carbonate doors with spring loaded latching handles, restocking feature with spring loaded exterior integral latch and (1) adjustable shelf. | 1 | REV |
| 05-15-1006 | < | RR, Cabinet, Upper Left U4.75, Angled End Cabinet w/OHO Poly carbonate door The forward end of the UL4 cabinet shall be angled back at approximately. 45 degrees to provide a safety zone for the CPR seat occupant in the event of a vehicular impact. The angled face of this cabinet shall have (1) single hinged Gen II OHO Poly carbonate door with integral latch to access the storage area created by the angled section. | 1 | REV |

| PART NO | S | DESCRIPTION | QTY | ID |
|--|-------|--|-----|------------|
| 05-15-4820 | < | RR, Cabinet Shelf Adjustable, Additional U4.75 | 1 | REV |
| SQUAD BENCH AREA | | | | REV |
| 05-16-0010 | | RR, INTERIOR CABINETS - SQUAD BENCH AREA | 1 | REV |
| 05-16-0144 | | RR, Squad Bench, Curbside, Two Piece Hinged Lid | 1 | REV |
| 05-16-0150 | | RR, Squad Bench, Restraint Belts | 1 | REV |
| 05-16-0151 | | RR, Squad Bench, Medical Device Rail | 1 | REV |
| 05-16-0152 | < | RR, Squad Bench, Latches, Lids, Tri Mark, Include a tri-mark retention mounting brackets | 1 | REV |
| 05-16-0158 | < | RR, Squad Bench, Seat Belts, Two 4-Point belts (Per4Max) Black, CN-8 Above the Lid Mounted | 1 | REV |
| 05-16-0175 | | RR, Squad Bench, RR Backrest and Head Cushion, RR Logo, (1) Set, Black | 2 | REV |
| 05-16-01SR | U < | Work Station at head of squad bench SR# 2022199R-1 Create a work station at head of squad bench with matching avonite counter top. Work station to be approximately 12" wide and height at engineers discretion based on drawings. Work station will have (4) drawers. (2) opening toward squad bench located at the top end of work station. (2) drawers below the top two drawers opening towards attendants seat. Drawers to have dimensions of 4"H x 10"D x 12"W (or at 5 engineers discretion). Drawers to have Austin Hardware/FDR front drawer release latches | 1 | |
| 05-16-8400 | S < > | RR, Upper Squad Bench, Cabinet, 9"H, 72" Headroom ONLY SR# 2022199R-1 Sliding Gen2 doors There shall be a cabinet located above the squad bench. The cabinet will be approximately 9"H x 8-1/2"D and will be the same length as the squad bench. The cabinet shall be divided into two (2) separate sections by a fixed center divider. Each section will have 3/8" Lexan lift up doors with restocking feature and locking latches. Does not include shelves. The distance between the top of the squad bench cushion to the bottom of the cabinet cushion shall be a minimum of 43" in compliance with KKK-A-1822F requirements for head clearance. SLIDING DOORS Must use M1 latches for CN 10 certification | 1 | REV |
| 05-16-9915 | < | KKK Compliancy Regarding Overhead Cabinetry The inclusion of a cabinet over the squad bench or CPR seat on a unit with less than 72" headroom will result in the unit not meeting KKK specification requirements. The end user has been informed of the KKK requirements and this cabinet has been added at the request of, and according to the specifications of, the end user. | 1 | REV |
| BIOHAZARD- RR, INTERIOR - BIOHAZARD | | | | REV |
| 05-17-2000 | > | RR, Glove Butler(s) | 1 | REV |

| PART NO | S | DESCRIPTION | QTY | ID |
|--|-----|--|-----|------------|
| 05-17-2002 | < > | RR, Glove Butler (2) Total, Surface Mounted (2) Glove Butler II glove boxes, surface mounted. Must specify location. (1) rear patient door - curbside (1) rear patient door - streetside | 1 | REV |
| 05-17-2120 | < > | RR, Glove Butler (4) Total, Over Curbside Entry, Drop Down Door (4) Glove Butler II glove boxes installed above the side module entrance door with drop down door and (1) locking latch. Door to be Kydex Thermoplastic or multi-spec and bottom hinged to tip out for restocking. Access holes to be cut in door for glove removal. Must use M1 latches for CN 10 certification | 1 | REV |
| 05-17-3500 | < > | RR, Access, Sharps, Aisle Side Disposal, Head of Squad Bench, TOP LOAD SHARPS - see CA drawings There shall be a sharps storage area at head of squad bench with opening for disposal on aisle side of bench. Standard cutout of 7.875"w x 9.75"h x 12.25"d (inside). Sharps is removable by opening the squad bench lid. Includes protective wrapper inside squad bench. Does not include access door. Supplied with 5 quart sharps container. Must use M1 latches for CN 10 certification | 1 | REV |
| 05-17-5100 | < > | RR, Access, Waste & Sharps, Recessed in Lower Left Wall Combination Waste and Sharps storage area recessed in lower left wall below action counter with interior access only. Supplied with 5 quart sharps container and 8 quart waste container. Access door to be stainless steel with opening above for disposal. Must use M1 latches for CN 10 certification | 1 | REV |
| CURBSIDE RIGHT STACK STORAGE #8 | | | | REV |
| 05-18-0010 | | RR, INTERIOR CURBSIDE - RIGHT STACK STORAGE #8 | 1 | REV |
| 05-18-0600 | | RR, RF ALS, Upper Heater, A/C Unit, Standard Configuration (UM & UM-150) | 1 | REV |
| 05-18-0810 | | RR, RF ALS, Stainless Steel Vents for Air Intake | 1 | REV |
| 05-18-1117 | S < | RR, RF ALS, "B" Style, Upper Aluminum, Lower aluminum, CN 10 Certified Right Stack - "B" Style Configuration - The right stack shall be split into (2) sections. The lower section shall have aluminum double doors with spring loaded latching handles with interior and exterior access. The upper section shall have aluminum double doors with interior access only. Both sections shall have (1) shelf in each. | 1 | REV |
| 05-18-5131 | > | RR, U8, Drug Cabinet, Increase 20" Dual Aluminum Doors, Interior | 1 | REV |
| 05-18-5215 | | RR, C8, Cabinet, None | 1 | REV |
| 05-18-5330 | < > | RR, L8, Cabinet, Gen III OHO Poly carbonate Doors, Reduced Ht (1)Adj Shelf I/O CN -10 Certified | 1 | REV |
| ATTENDANT SEAT | | | | REV |
| 05-19-0500 | > | RR, Attendant's Seat, EVS 1880, Child safety, Comfort, Per4Max Belt-Black | 1 | REV |

| PART NO | S | DESCRIPTION | QTY | ID |
|--|-------|--|-----|------------|
| 05-19-0505 | | RR, Color - Black | 1 | REV |
| 05-19-6501 | | RR, Attendant's Seat Base, EVS Swivel 2 Pos | 1 | REV |
| RR-INTERIOR COLORS | | | | REV |
| 05-20-2000 | | RR, Multi-Spec Interior Surfaces | 1 | REV |
| 05-20-2001 | | RR, Color, Misty Gray #6028 | 1 | REV |
| 05-20-5300 | < | RR, Upper Band Vinyl Color, Cabinets and Stitched Cushions <i>Upper Band Vinyl Color Choice for cabinets and stitched cushions.</i> | 1 | REV |
| 05-20-5312 | | RR, Color, Black DA300 | 1 | REV |
| 05-20-5500 | | RR, Lower Band Vinyl Color, Vacuum Formed Cushions | 1 | REV |
| 05-20-5512 | | RR, Color, Black DA300 | 1 | REV |
| 05-20-9850 | | RR, Poly carbonate Color Choice | 1 | REV |
| 05-20-9851 | < | RR, Poly carbonate, Gray <i>1/4" poly carbonate</i> | 1 | REV |
| RR-MISC. INTERIOR OPTIONS | | | | REV |
| 05-21-4200 | | RR, Interior Cabinet Lights, Kinequip LED Strip, BLUE | 1 | REV |
| 05-21-4240 | | RR-Upper Left Cabinets - 2, 2.5 ,3, 4, 7 and 7.5 | 1 | REV |
| 05-21-5002 | | RR, Squad Bench & Lower Left, 11 Inch Brushed Stainless Kick panels | 1 | REV |
| 05-21-8500 | | RR, Cabinet Latch, Southco 2" Round, Stainless Locking, CN 10-Rated 10lb | 18 | REV |
| 06-01-0100 | | RR, General Wiring, General Harness | 1 | REV |
| CAMERAS | | | | REV |
| 06-06-1016 | S < > | RR, Camera -BLACK B/U, ZORG over Rear Doors for Ford F-series <i>BLACK CAMERA</i> | 1 | REV |
| <i>Install one (1)Zorg white IR color camera. Exterior mounted and connected to vehicle's OEM display.</i> | | | | |
| <i>Replace with Part 06-06-1391</i> | | | | |
| RR-COMMUNICATION | | | | REV |
| 06-06-1601 | | RR, Two Way Radio Routing Path Cab to Module (STANDARD) | 1 | REV |
| 06-06-1700 | < | RR, Two Way Radio Pre wire, 12VDC Power & Ground (STANDARD) <i>#8 gauge Red power and Black ground wiring will be labeled appropriately for future installation by a radio technician. The Black ground wire to be connected to a main ground point, the Red power wire to be left unconnected near a direct to battery connection point inside the power distribution cabinet. Both wires to route to the lower section of the Left Stack/Radio Cabinet and be of sufficient length to allow routing to the Cab Console as an alternate radio installation location. Wires to be labeled at both ends.</i> | 1 | REV |
| 06-06-3002 | < > | RR, Antenna UHF/VHF, (2) Bases and Cables <i>#1 Antenna base location: Coax termination:</i> | 1 | REV |
| <i>#2 Antenna base location: Coax termination:</i> | | | | |
| 06-06-6500 | | RR, Radio Power, (1) Power Post (1) Ground Post in Floor Console | 1 | REV |
| RADIO AND CLOCKS | | | | REV |
| 06-07-6000 | | RR, Clock, Digital DDS 12/24 Hour 2.5" LED, Over Rear Doors | 1 | REV |

| PART NO | S | DESCRIPTION | QTY | ID |
|-----------------------------------|-----|---|-----|------------|
| 07 - ELECTRICAL 12 VOLT DC | | | | REV |
| 07-00-0120 | | RR, Electrical System 12V, Multiplex System, Type 1 (UM, UM-150) | 1 | REV |
| 07-01-0010 | < | RR, Crct Pwr Accs.,Ign/Shrline,1-20 amp 12VDC to 2 locs,W/O,PD9130 chrgr (1) 10 amp lead shall be coiled up behind the A./A panel for future use. (1) 10 amp lead shall be coiled up behind the drivers seat in the cab, for future use. Note: This code will be used when and additional battery charger has already been installed, the PD9130 will not be used with this option. | 1 | REV |
| 07-02-1000 | | RR, Voltmeter - Standard | 1 | REV |
| 07-02-1100 | | RR, Alarm,Low Voltage,With Buzzer and Indicator,in cab console | 1 | REV |
| 07-03-2000 | | RR, Ammeter - for multiplex system | 1 | REV |
| BATTERY SYSTEM | | | | REV |
| 07-04-5305 | | RR, Ignition Battery Shut off Timer, 5 minute, | 1 | REV |
| 07-05-0800 | < | RR, Batteries, Type I UM/UM-150, Ford or Ram, (2) OEM Batteries under hood Include (2) OEM battery under the hood. | 1 | REV |
| 07-07-0500 | | RR, Module Disconnect, Multiplex System | 1 | REV |
| 07-08-0100 | | RR-Battery Ground | 1 | REV |
| 07-09-6000 | | RR, Battery Charger, Pre wire only, 12V | 1 | REV |
| 07-10-1000 | < | RR, Power Outlets 12V, (2) Power Point Style, On with Ignition (1) outlet shall be mounted in the action area medical rail. (1) outlet shall be mounted above the top shelf in cabinet L8 | 1 | REV |
| 07-10-7230 | < | RR, Power Outlet, Kussmaul, USB Dual Port, 5VDC, 4.8 Amp, 091-219-5 Located in the cab switch panel per Electrical Engineering ignition hot standard Action Area - Device Rail Curbside Squad bench device rail In Pass-thru on wall of C1 | 3 | REV |
| FRONT CONSOLE | | | | REV |
| 08-01-01SR | U < | Blue backlit cupholders SR# 2022199R-1 (2) backlit cupholders - blue - for center console (EACH) West Marine 17610585 Cupholder Dimensions Cut-out: 3 7/8" Outside Diameter: 4 3/8" Depth: 2 1/4" - 3 1/8" LED Color: Blue | 2 | |
| 08-01-1605 | | RR, Console, Drivers Switch & Radio, VMUX, CN11 | 1 | REV |
| 08-01-3200 | | RR, Console Face Plates, Utilize Nut-Certs to Fasten all | 1 | REV |
| 08-01-4250 | < | RR, 3 Position Multi-Plex Switch Panel Cab Console Provide a (3) button multiplex switch panel on the center console. These switches shall operate the following: Left Switch: Emergency Master | 2 | REV |

| PART NO | S | DESCRIPTION | QTY | ID |
|------------|---|--|-----|-----|
| | | Center Switch: Secondary Mode Right Switch: Module Power | | |
| | | 2nd Panel: Left Switch: Left Scene Light Center Switch: Center/Front Scene Light Right Switch: Right Scene Light | | |
| 08-01-6050 | < | RR, Armrest, (1) Side mount, Havis C-ARM-102 State Location of Armrest: | 2 | REV |
| 08-01-6210 | | RR, Clipboard/Map box, (3) Dividers | 1 | REV |
| 08-02-1150 | | RR, Driver's Control Panel, V-Mux, Touch Screen | 1 | REV |
| 08-02-1153 | | RR, Vista Console Mount with bezel & USB Programing Port | 1 | REV |
| 08-02-5515 | < | RR, Door Open Indicators (VMUX) Door Open Indicators, - Magnetic Proximity Switches located at the top of the door between the jamb and the door frame will activate a door open indicator on the driver's control panel. The Vista display screen will include a digital layout with door open indicators for each module door and activate the corresponding Interior compartment light. NOTE- OPEN CAB DOOR WILL NOT BE SHOWN ON DISPLAY. (STANDARD) | 1 | REV |
| | | ATTENDANT CONTROL PANEL | | |
| 08-03-1150 | | RR, Attendant's Control Panel V-MUX, Touch Screen, w/bezel & USB Programming Por | 1 | REV |
| 08-03-2450 | < | RR, Additional Rear Control Panel Curbside, V-MUX, Touch Screen, w/bezel & USB (1) Additional Weldon V-Mux Rear Control Panel, located just below the over squad bench cabinet at the head end. Includes a custom cabinet angled towards rear that will accommodate (2) radio heads. The secondary control panel will work in conjunction with the primary rear control panel and the front control panel. | 1 | REV |
| 08-04-6002 | < | RR, Power Distribution, Weldon V-MUX, Video Inputs (UM & UM-150) Weldon V-Mux Multiplex System w/7" LCD VGA Touch Screen on front and rear switch panels with V-Mux Nodes. Includes an O2 Regulator/Transducer Mounted in #1 Compartment. INCLUDES VIDEO INPUTS FOR BACK-UP CAMERA. NOTE: The battery shut-off circuit to remain on for 5 minutes after the ignition has been shut off. Shutting off the ignition will activate a timer that will leave the batteries on for five minutes so that the module dome lights can be left on for patient unloading/vehicle restocking. Clock - Digital, Rear Control Panel, V-Mux display Electrical System 12V - V-MUX Multiplex System. Voltmeter - Standard for V-Mux Alarm, Low Voltage. Console, V-MUX Ammeter - for MULTIPLEX ELECTRIC SYSTEM. V-MUX Module Disconnect - V-Mux Multiplex Electrical System | 1 | REV |

| PART NO | S | DESCRIPTION | QTY | ID |
|---|-----|---|-----|-----|
| 09 - EMERGENCY Systems- Sirens, Speakers and Air Horn | | | | |
| 09-03-0020 | | RR, Warning Audible - Siren, Speakers, Air Horns- F-Series | 1 | REV |
| SIREN ELECTRONIC - CONTROL HEADS / AMPS | | | | |
| 09-03-1040 | | RR, Siren Electronic, Whelen 295HFSC9, Dual Tone, Non Remote | 1 | REV |
| SIREN SPEAKERS | | | | |
| 09-03-2412 | | RR, Speakers, (2) CPI "Though-The-Bumper" for Flat Surface Bumper | 1 | REV |
| AIR HORNS | | | | |
| 09-03-3012 | < > | RR, Air Horns, Buell 12", (2) Thru Bumper, F-Series,W/Tank & Comp | 1 | REV |
| NO Air horns thru center of Front bumper type 1 FORDS per ECN1820 | | | | |
| 09-03-6130 | | RR, Air Horns, Control Switch, Push Button switch w/Guard Ring | 1 | REV |
| 09-05-0210 | | RR, Backup Alarm, No Cutoff | 1 | REV |
| 09-06-0200 | | RR, Emergency Sequencer/Load Manager | 1 | REV |
| FRONT WARNING LIGHT CONFIGURATION | | | | |
| 09-50-1333 | < | RR, Visual Warning Front Upper - (5) "Cool Bar" (2) Front Wall Configuration | 1 | REV |
| Must pick proper lighting from menu. | | | | |
| AUXILLARY EMERGENCY LIGHTS | | | | |
| 09-70-5310 | < | RR, Lights, Rear Chevron, Angled, LED Strip Lights in extruded channel, Per CAs | 1 | REV |
| #KFA-RR-CRA-1. Includes Chevron flasher set, KFA-CIO-01 Punch slots in the rear body panel to accommodate. LED colors will be combination Red/Amber. | | | | |
| RR to laser cut mirrored S/S cover panels. These panels will be shipped loose if rear reflective chevrons are not in the work order. | | | | |
| This feature is similar to the flashing rub rail lights. Requires special flasher with two separate left and right modules. | | | | |
| The Top, middle, and Lower angled lights are to be solid RED LED's only when the OEM brakes are applied. This will override the emergency light function. This feature also applies when not in emergency mode. | | | | |
| The (2) angled light above and below the center angled light are to be flash AMBER LED's only when the corresponding OEM turn signals are applied. This will override the emergency light function. This feature also applies when not in emergency mode. | | | | |
| Red and Amber LED's are to be wired to master emergency lights and alternate Red then Amber. | | | | |
| Chevron strip lights to be centered in reflective chevron stripes (if ordered). | | | | |
| 09-80-3300 | | RR, Emergency Flashers Set to, KKK-A-1822F Flash Pattern | 1 | REV |
| 09-80-6000 | | RR, Warning Lights, Secondary Mode in Park/Neutral | 1 | REV |
| WARNING LIGHTS | | | | |
| 09-95-01SR | U < | Black Flange M9 Lights | 19 | |
| SR# 2022199R-1 | | | | |
| 09-95-02SR | U | Black Flange M7 Lights | 7 | |
| LED Series - M9 (Flange Included) | | | | |
| 09-95-1504 | > | RR, Whelen M9 LED, w/Chrome Flange LED - WHITE (Internal Flasher) | 1 | REV |

| PART NO | S | DESCRIPTION | QTY | ID |
|------------|-----|---|-----|------------|
| 09-95-1505 | | RR, Whelen M9 LED, w/Chrome Flange - RED / Clear Lens (Internal Flasher) | 8 | REV |
| 09-95-1506 | | RR, Whelen M9 LED, w/Chrome Flange - BLUE / Clear Lens (Internal Flasher) | 2 | REV |
| 09-95-1509 | | RR, Whelen M9 LED, w/Chrome Flange - RED/BLUE Split Clear Lens (Internal Flashe | 4 | REV |
| | > | LED Series - M7 (Flange included RR) | | REV |
| 09-95-2407 | | RR, Light, Whelen M7 LED, w/Chrome Flange, Amber, Clear Lens (Internal Flasher) | 1 | REV |
| 09-95-2410 | | RR, Light, Whelen M7 LED, w/Chrome Flange, Red/White Split Clear Lens (Int Flash | 4 | REV |
| 09-95-4208 | | RR, Whelen 500 LIN6 Super LED - Red w/ CClear Lens | 2 | REV |
| 09-95-4209 | | RR, Whelen 500 LIN6 Super LED - Blue w/ CClear Lens | 2 | REV |
| 09-95-9232 | | RR, Housings, Cast, 500 Series, Grille, Ford, 2020, F series, Upper Pair | 1 | REV |
| 09-95-9345 | | RR, Backing Plates, Whelen 500 grille lights - (pair) | 2 | REV |
| | | EXTERIOR AUTOMOTIVE LIGHTING | | REV |
| 10-01-0002 | > | RR, Tail Lights, Brake/Turn, Whelen M62-Series LED, Pair | 1 | REV |
| 10-01-0007 | > | RR, Back-up Lights, Whelen M62BU, LED Rear, Pair | 1 | REV |
| | | ICC/MARKER LIGHTS | | REV |
| 10-01-2020 | | RR, Marker/Clearance Lights, Front, Trucklite Model 33 LED, Amber | 1 | REV |
| 10-01-2120 | | RR, Marker/Clearance Lights, Side and Rear, TruckLite Model 33 LED, Red/Amber | 1 | REV |
| 10-01-3006 | | RR, Black Flange, (1) Whelen M6 | 6 | REV |
| 10-01-5020 | | RR, Outboard Rear Flashers, Wired to OEM Brake Lights | 1 | REV |
| 10-01-7300 | | RR, Front Turn, Whelen M6-Series LED Amber Arrow w/Flange | 1 | REV |
| 10-01-8010 | > | RR, Relocate Brake/Tail & Backup Lights to rear Diamond Plate, Amber Turns above | 1 | REV |
| | | FLOOD AND LOAD SYSTEMS | | REV |
| 10-02-1020 | | RR, Scene Lighting, (4) Whelen M9 Series Super LED | 1 | REV |
| 10-02-2040 | | RR, Rear Load Lights, (2) Whelen M7 Series Super LED, Gradient Scene Light | 1 | REV |
| 10-02-3010 | | RR, Lighting Operation, Side Scene, Rear Load & Back-Up Lights | 1 | REV |
| 10-02-3020 | > | RR, Lighting Operation, Feature, Side Scene, Activated in Reverse | 1 | REV |
| 10-02-3130 | > | RR, Lighting Operation, Feature, Scene & Load Light, Auto-Reset Cutout Switch | 1 | REV |
| | | Scene Lighting, Additional - Front of Body | | REV |
| 10-02-4309 | S < | RR, Scene, Additional, (1) Whelen Single Panel Pioneer PFH1Flood Light, Recess | 1 | REV |
| | | There shall be (1) Whelen Pioneer PFH1 Single Panel LED scene light installed in a PBH103 recessed mount fixture and centered on the front wall of the module. A separate switch shall be mounted in the front console to turn on flood light . | | |
| | | BLACK FLANGE | | |
| | | Cab Entry - Lighting | | REV |
| 10-02-9020 | | RR, Ground Effect, 4" Round LED, Bracket Mtd..... (1) | 6 | REV |
| | | 11 - INTERIOR LIGHTING | | REV |
| 11-01-1215 | > | RR, Dome Light -Road Rescue, 10" Edge illuminated LED, Each | 4 | REV |
| 11-01-1420 | < > | RR, Dome Lights - (7) Kinequip 8" Round LED (Ultramedic) | 1 | REV |
| | | The interior lighting system shall consist of (7) Kinequip 8" Round LED Dome Lights fixtures in the following configuration: | | |
| | | (3) Bench lights over the squad bench | | |
| | | (3) Dome lights Street side | | |
| | | (1) Dome light Curbside rear | | |

| PART NO | S | DESCRIPTION | QTY | ID |
|------------|-----|--|-----|------------|
| | | The four outside corner lights and (1) light near the CPR seat area shall be designated module dome lights and be activated when the side or rear module entrance doors are opened or by a three-way circuit allowing these lights to be turned on and off from cab or module. The lights over the primary cot and squad bench shall have switches in the module that will allow independent high/low/off control. | | |
| | | The lights shall produce at least 35 foot candles of light over ninety percent of the cot surface area in the high setting. | | |
| 11-01-8015 | | RR, Floor Lighting - LED Blue | 1 | REV |
| 11-01-9000 | | RR, Timer -15 minute- Restocking | 1 | REV |
| | | SPOTLIGHTS / HANDHELD LIGHTS | | REV |
| 11-02-1000 | | RR, Handheld Spotlight - Sho-Me 200,000 CP | 1 | REV |
| | | ATTENDANT LIGHT | | REV |
| 11-03-1010 | < | RR, Attendant Light - 6" x 14" Diffusion Plate Light The cabinet above the light will have a sweep out cover panel over the wiring on the floor of the cabinet if the switch panel is not part of the design of the upper 2 cabinets. | 1 | REV |
| | | SHORELINE INLET | | REV |
| 12-01-5400 | < | RR, Shoreline Inlet, Kussmaul Super Auto-Eject, 20A Shore Inlet, 20 AMP, Auto Eject ILOS. 20 AMP/125VAC shoreline inlet in lieu of standard 15 amp. Includes mating female connector body for inlet and 20 amp GFI circuit breaker combo in lieu of standard 15 amp. Install the breaker box installed behind the driver's seat. | 1 | REV |
| 12-01-6300 | | RR, Kussmaul, Eject,Cover,15 or 20A,Red | 1 | REV |
| 12-01-8000 | < | RR, Shoreline Indicator, (1), "ON" Green OS Mini Indicator Light This light is to be wired after the GFI breaker to indicate shore power is 'ON' and breaker has not tripped. | 1 | REV |
| 12-01-9020 | | RR, GFI Box Location- Behind Driver's Seat | 1 | REV |
| 12-02-0200 | < | RR, Outlets, Interior, 125V-15A (1) Action Wall, (1) Right Stack (1) outlet shall be mounted on the action area medical rail (1) outlet shall be mounted above the top shelf in cabinet L8 | 1 | REV |
| 12-02-2050 | | RR, Outlets, Interior, Each, Additional, 125V-15A, Action Area Wall | 1 | REV |
| 12-02-2051 | | RR, Outlets, Interior, Each, Additional, 125V-15A, Upper Right Stack | 2 | REV |
| 12-02-2052 | | RR, Outlets, Interior, Each, Additional, 125V-15A, Over Squad Bench | 1 | REV |
| 12-02-2100 | < > | RR-Outlets, Interior, Additional, 125V-15A, Custom Location, Each In cabinet under pass-thru | 1 | REV |
| | | BLOCKHEATERS | | REV |
| 12-02-4001 | < | Block Heater - With OEM Plug This option does not include a switch. (STANDARD). | 1 | REV |
| | | INVERTER - 125VAC | | REV |
| 12-03-1340 | < > | RR, Inverter Charger, Magnum/Dimensions, Pure Sine, 2000Watt/100A batt. charger The inverter will be installed in the interior L1 cabinet. | 1 | REV |

| PART NO | S | DESCRIPTION | QTY | ID |
|------------|---|---|-----|------------|
| | | 13 - ENVIRONMENTAL SYSTEMS | | REV |
| | | ENVIRONMENTAL CLIMATE CONTROL SYSTEM | | REV |
| 13-01-1200 | | RR, HVAC - Central Air Flow Discharge (UM & UM-150) | 1 | REV |
| 13-01-2000 | | RR, Climate Control - (UM & UM-150) | 1 | REV |
| 13-02-0222 | | RR, Exhaust Fan- Upgrade 230 CFM, (2) Speed, Standard Location | 1 | REV |
| | | HVAC BASE SYSTEM - HOSELINE | | REV |
| 13-02-5702 | < | RR, Cover, Cool Bar, (5) M9 Series lights Drawing # 303347 (5) M9 series lights only. Note: Will be painted same color as the mount location on box front. | 1 | REV |
| 13-02-5712 | > | RR, HVAC Aux Front Wall Coolbar, HoseLine, Ford F-series BRUSHLESS Motor | 1 | REV |
| 13-02-9340 | | RR, Thermostat, In Vista display, Temperature sensor in Air return | 1 | REV |
| 13-03-1000 | | RR, Return Air System | 1 | REV |
| 13-03-2000 | | RR, Return Air Central Plenum | 1 | REV |
| 13-03-3000 | | RR, Heat/AC Cabinet | 1 | REV |
| | | 14 - MEDICAL SYSTEMS | | REV |
| | | COT MOUNTING PROVISIONS | | REV |
| 14-01-1010 | | RR, Cot Mounting, Hardware | 1 | REV |
| 14-01-1110 | | RR, Post & Wheel Cups, None | 1 | REV |
| 14-01-1210 | | RR, Safety Hook, Ship Loose | 1 | REV |
| 14-01-1230 | | RR, Safety Hook, Stryker with bolts, Shipped Loose | 1 | REV |
| 14-01-1622 | < | RR, Stryker Power Load/ Performance Load, Floor Plates and Wiring for Future Ins Additional floor structure for future installation of a Stryker #6390 Power-LOAD system or 9392 Performance Load. Includes pre-wire which will terminate under the attendant's seat | 1 | REV |
| 14-01-1926 | < | RR, Cut Floor and Install Cot Mount Floor plate, 6390-700-001A For Powerload or Performance Load Cot mounts. | 1 | REV |
| 14-01-4028 | | Center Mount | 1 | REV |
| | | OXYGEN AND AIR SYSTEMS | | REV |
| 14-02-0100 | | RR, O2 System, Multiplex | 1 | REV |
| 14-02-1000 | | RR, O2 Cylinder Wrench | 1 | REV |
| 14-02-2220 | < | RR, O2 Cylinder Lift, Zico 'OTS' Electric w/QRMV Multiversal Rack, (UltraMedic) Motor on the right. Zico Model 'OTS' (Oxygen Tank System) electric lift with QR-MV style oxygen tank bracket in #1 compartment in lieu of standard O2 tank bracket. Includes a remote 'Up'/'Down' switch with cord mounted in a holder inside compartment. Includes deletion of universal cylinder bracket, divider and shelf. A false mounting wall will be installed at the back of the compartment to achieve the required 14 inches from mounting to door sill. Stainless Steel Braided O2 Hose between wall mounted O2 regulator and tank fitting to be long enough to disconnect from the tank when the 'OTS' lift is in the down position. | 1 | REV |
| 14-02-3000 | | RR, O2 Control - Electric with Manual Bypass on Action Wall. | 1 | REV |
| 14-02-4000 | < | RR, O2 Outlets, Ohio Style, (2) Action Wall, (1) Squad Bench (2) O2 outlets in Action area medical device rail (1) O2 outlet CS Wall head of squad bench in medical device rail | 1 | REV |
| | | *** NOTE *** | | |

| PART NO | S | DESCRIPTION | QTY | ID | |
|------------|-----|---|-----|-----|-------------------|
| | | O2 outlets MUST be at least 12" from any 125V AC outlet. | | | |
| 14-02-4211 | | RR, O2 Outlet, Ohio Style, Additional in Ceiling | 1 | REV | |
| | | SUCTION SYSTEM | | REV | |
| 14-03-1010 | < > | RR, Suction System, SSCOR On-Board | 1 | REV | |
| | | Conforms to J3043 requirements | | | |
| | | MISC MEDICAL | | REV | |
| 14-04-1000 | < | RR, Fire Extinguisher, 5# ABC w/ Mounting Bracket | 1 | REV | |
| | | HD Amerex Bracket #861H with Amerex 5LB fire extinguisher. | | | |
| | | SHIPPED LOOSE | | | |
| | | 15 - PAINT / DECALS AND NOMENCLATURE | | REV | |
| | | PAINT AND FINISH | | REV | |
| 15-00-0100 | | RR, Road Rescue Paint Process | 1 | REV | |
| 15-01-2011 | < > | Module Paint, Paint other than OEM, Red or Metallic | 1 | REV | |
| | | Note: Must state color with paint code and request a paint spray-out for approval. | | | |
| | | NOTE: When requesting a dark module color, REV Group Orlando recommends option 15-01-4010 to paint the roof sheet White. This will reduce heat transfer into the module and increase A/C system efficiency. | | | |
| 15-01-5600 | < > | Cab Paint - Single Color, Repaint other than OEM, Red or Metallic | 1 | REV | |
| | | Note: Must state color with paint code. (Request a paint spray-out for approval id wanted) | | | |
| | | Overall cab paint includes Hood. | | | |
| | | THE CAB INSERT MUST MATCH THE AREA THAT IT IS INSERTED INTO | | | |
| 15-02-3001 | | RR, Pinstripe, None, Fine Line Paint Edge | 1 | REV | |
| | | GRAPHICS AND LETTERING | | REV | |
| 15-03-3900 | | RR, Badge Logos | 1 | REV | |
| 15-03-4000 | | RR, Logos and Model Name | 1 | REV | |
| 15-03-4001 | | RR, Ultramedic - Black Logos | 1 | REV | |
| 15-04-1000 | | RR, Nomenclature Plaques. DIESEL. | 1 | REV | |
| 16-01-0200 | | RR, Owner's Manual | 1 | REV | |
| 74-09-0099 | < | Indemnification Statement | 1 | REV | |
| | | The purchaser agrees to defend, indemnify and hold Rev Ambulance Group harmless from any claims, costs (including actual attorneys' fees), damages and liabilities caused in whole or in part by any alteration or modification of, or changes or additions to the purchased products OR use of product for purposes it was not designed or intended for. | | | |
| | | == Factory Ship Loose - EMS Equipment - 1.044 11/07/22 == | | REV | |
| | | Subtotal | | | 345,500.00 |
| | | Delivery | | | 2,500.00 |
| | | Total | | | 348,000.00 |
| | | APPROVED : | | | |
| | | DATE : | | | |



City of Polk City, Iowa City Council Agenda Communication

Date: October 5, 2023
To: Mayor Karsjen & City Council
From: Chief Jeremy Siepker
Subject: Addition of Chapter 74 Golf Carts

BACKGROUND: During the September 11th Work Session discussing ATV, UTV, Golf Carts and Scooters Council requested staff to draft an ordinance for the allowance of UTV's and a separate ordinance allowing golf cart operation on City streets in Polk City. To accommodate this request Municipal Code Chapter 74 was created.

This ordinance would allow golf cart use on certain streets within Polk City, it would not allow use on any roadways with a speed limit greater than 25mph. Additional safety regulations were added in addition to what State Code 321.247 would require, including a rear-view mirror, headlights, brake lights, turn signals and a registration with the City. For safety considerations the operator would have to be at least 18 years of age and hold a valid driver's license, and passengers must be at least 14 years of age to ride on them.

ALTERNATIVES: Do not approve Municipal Code Chapter 74.

FINANCIAL CONSIDERATIONS: There are no financial considerations regarding this additional chapter.

RECOMMENDATION: In my research into what cities in Iowa allowed the use of golf carts and UTV's I was informed by several cities that golf carts were the most problematic. Those cities reported abuse of the rules with children operating them, golf carts being operated beyond allowed hours (sunrise – sunset per State Code) by both adults and children and alcohol consumption by occupants. Golf carts are not equipped with safety equipment like other vehicles on the roadway and they would be held to all rules and laws of the roadway that any other vehicle is required to follow, including seatbelt usage.

Polk City is divided by streets that would not allow the use of golf carts on them and allowing golf carts would not be equitable to all residents. Neighborhoods such as Timber Valley, Wolf Creek, Four Seasons, Vista Lake Dr, Madison St, Bridge View, Lost Lakes and nearly every cul-de-sac along Broadway would not have a direct crossing and would require the rider to operate on a restricted street to access other areas of the City, immediately creating a problem. These neighborhoods would also not have access to a gas station. In addition, privately owned golf carts are not allowed at the Tournament Club of Iowa, Big Creek or Army Corp ground.

It is my recommendation that the Council do not approve Municipal Code Chapter 74 and continue to not allow the use of golf carts on City streets.

ORDINANCE NO. 2023-9800
AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE
CITY OF POLK CITY, IOWA, BY ADDING PROVISIONS PERTAINING
TO GOLF CARTS

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

Section 1. Chapter 74, of the Polk City Code of Ordinances; Golf Carts is hereby added, and the following adopted:

CHAPTER 74 | GOLF CARTS

| | |
|--|-----------------------------|
| 74.01 Purpose | 74.06 Motor Vehicle Law |
| 74.02 Definitions | 74.07 Alcohol Consumption |
| 74.03 General Regulations | 74.08 Golf Cart Insurance |
| 74.04 Prohibited Streets and other Restricted Areas of Operation | 74.09 Violation and Penalty |
| 74.05 Operation of Golf Carts | 74.10 Owner Responsibility |

74.01 PURPOSE. The purpose of this Chapter is to permit the operation of golf carts on certain streets in the City of Polk City, Iowa, as authorized by Section 321.247, Code of Iowa, as amended. This Chapter shall be applicable whenever a golf cart is operated on any street or alley, within the City as provided in this Chapter. ATV's, UTV's and RTV's are not classified as "Golf Carts" under this chapter.

74.02 DEFINITIONS. For use in this chapter the following term is defined:

1. "Golf cart" means a three or more wheeled recreational vehicle primarily designed for transportation of persons and sporting equipment in the sport of golf that is either electric powered or gas powered.

74.03 GENERAL REGULATIONS. Operation of golf carts permitted. Golf carts may be operated upon the streets of the City of Polk City, Iowa, by persons possessing a valid Iowa driver's license and at least eighteen (18) years of age, except as otherwise prohibited by the Chapter of the Code of Iowa.

74.04 PROHIBITED STREETS AND OTHER RESTRICTED AREAS OF OPERATION. Golf carts shall not be operated upon a city street which is a primary road extension though the city. Primary road extensions are those streets that are also a State Highway. Golf carts are prohibited from traveling on the following streets within the City of Polk City:

1. Hwy 415 (Bridge Road & S 3rd Street south of Bridge Road, NW Polk City Drive)
2. S. 3rd Street (Broadway St to Bridge Road)
3. N. 3rd Street (Broadway to city limits)
4. NW Big Creek Drive (throughout Big Creek State Park)
5. NW Hugg Drive
6. Broadway Street
7. Northside Drive

74.05 OPERATION OF GOLF CARTS.

1. Traffic Code. Any person operating a golf cart, including those for which the City of Polk City permit has been issued, shall adhere to all traffic signs and signals, and all other traffic rules and regulations and shall obey the orders and direction of any law enforcement officer authorized to direct or regulate traffic or the direction of a fire department officer during a fire.
2. Speed. No golf cart shall be operated at a speed in excess of 25 miles per hour or in excess of a lesser posted speed limit sign.
3. Trails. Golf carts shall not be operated on any recreational, bike or walking trails.
4. Sidewalks. Golf carts shall not be operated upon sidewalks.
5. Direct Crossing. Golf carts may make a direct crossing of a prohibited street provided:
 - a. The Golf cart is brought to a complete stop before crossing the street;
 - b. The driver/operator yields the right-of-way to all oncoming traffic which constitutes an immediate hazard.
6. Parks. Golf carts shall not be operated within City parks and other land owned by the City.
7. Equipment requirements. Golf carts operated upon streets within the City of Polk City shall be equipped with at least the following:
 - a. Slow moving vehicle sign
 - b. A bicycle safety flag, the top of which shall be a minimum of 5 feet from ground level;
 - c. Rear view mirror
 - d. Adequate brakes.
 - e. Headlights, brake lights, and turn signals.
 - f. City of Polk City registration
8. Hours of Operation. Golf carts may be operated on City streets only from sunrise to sunset during the dates of May 1st until October 31st. Operation of golf carts shall stop for the season if the first snow fall happens prior to October 31st.
9. Riding on Golf Carts. A person operating a golf cart shall not ride other than on a permanent seat which is designed to be a part of the golf cart permanently attached. No person operating a golf cart upon a public street or alley shall allow a passenger in the golf cart under the age of 14 years old. No golf cart shall be used to carry more persons at one time than the number for which it is designed and equipped.
10. Registration. No person shall operate a golf cart on any public street or alley for any purpose unless the operator possesses a City of Polk City registration to operate the golf cart on City streets, issued by the Polk City Police Chief or authorized designee. Registration expires **October 31st** annually, owners/operators would need to re-new registration in order to continue to lawfully operate a golf cart upon City streets.
 - a. Golf cart owners may apply for a permit from the Polk City Police Chief on forms provided by the city or made available on-line.
 - b. The Police Chief or designee shall not issue a permit until the owner/operator has provided the following:
 - i. Proof that the owner/operator is at least eighteen (18) years of age and possesses a valid Iowa drivers license.
 - ii. Proof of liability insurance covering operation of golf carts on City streets.
 - c. The applicant for a permit to operate a golf cart on the City streets, as a part of the application, shall verify the golf cart complies with State law and the provisions of this chapter;

- d. Upon issuance of the annual registration the owner/operator shall have the golf cart inspected by the Police Chief or authorized designee at the Polk City Police Department by appointment;
- e. Upon issuance of the annual registration the owner/operator shall sign an acknowledgement of understanding AND receipt of the rules and regulations for operating a golf cart in the City of Polk City;
- f. The fee for annual registration to operate a golf cart on the streets and alleys of Polk City shall be \$100.00;
- g. The annual registration flag issued by the Polk City Police Department shall be affixed to the bicycle flag pole. Replacement registration flags can be provided for a fee of \$25.

74.06 MOTOR VEHICLE LAW. Persons authorized to operate golf carts pursuant to this chapter shall obey all statues and ordinances governing the operation of motor vehicles.

74.07 ALCOHOL CONSUMPTION. Pursuant to Iowa Code Section 321.284 and City Ordinance 62.07 It is unlawful for drivers and passengers of any motor vehicle to possess an open or unsealed bottle, can, jar or other receptacle containing an alcoholic beverage in the passenger area of a motor vehicle. Pursuant to Iowa Code Section 321J it is unlawful to operate a motor vehicle while under the influence of an alcoholic beverage or a controlled substance or a combination of such substances.

74.08 GOLF CART INSURANCE. Financial responsibility required. The owner/operator of every golf cart being operated upon the streets and alleys of the City of Polk City, Iowa, shall have in effect liability insurance covering operation of the golf cart in the same limits, as required of automobiles by the financial responsibility provision of Section 321A, Code of Iowa.

74.09 VIOLATION AND PENALTY.

1. Any person guilty of violating the provisions herein shall be guilty of a simple misdemeanor and shall be subject to a fine of one hundred and thirty-five dollars (\$135.00) plus surcharge and court costs. (Pursuant to Iowa Code Section 805.8A)
2. Any person guilty of violating this ordinance two (2) or more times in a twelve (12) month period shall be subject to a fine of one hundred and thirty-five (\$135.00) plus surcharge and court costs and revocation of the City of Polk City registration for the remainder of that registrations' year.
3. The Chief of Police reserves the right to revoke any City issued registrations at his or her discretion.

76.10 OWNER RESPONSIBILITY.

1. No person or responsible party shall allow, permit, or otherwise consent to the operation of a golf cart within the City by an unauthorized person or person under the age of eighteen (18).
2. The owner or responsible party shall be presumed to have consented to the operation of the golf cart by an unauthorized person or person under the age of eighteen (18) and is subject to penalties outlined in 74.09 of this chapter.

Section 2. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

Section 3. This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

PASSED AND APPROVED this _____ day of _____ 2023.

Steve Karsjen, Mayor

Attest:

Jenny Coffin, City Clerk

First Reading:

Second Reading:

Third Reading:

Date Adopted:

Date of Publication by posting:



City of Polk City, Iowa

City Council Agenda Communication

Date: October 5, 2023
To: Mayor Karsjen & City Council
From: Chief Jeremy Siepker

Subject: Amendment to Municipal Code Chapter 75 All-terrain vehicles and Snowmobiles.

BACKGROUND: On July 1, 2022, the Iowa State Legislature passed a law allowing ATV & UTV use on county roadways state-wide with several restrictions. This law also allowed municipalities to further regulate the use within their cities. On November 28, 2022, the City Council discussed this topic and voted to continue past practice of not allowing the use of ORV's (also known as UTV's) and ATVs in the City limits.

During the September 11, 2023, City Council Work Session discussing ATV, UTV, Golf Carts and Scooters, the Council requested staff to draft an ordinance for the allowance of UTV's on City streets in Polk City. Chapter 75, *All-terrain vehicles and Snowmobiles* was amended and is attached to reflect that for Council to review. These changes include language to allow the use of UTV's upon City streets in compliance with Iowa Code Section 321G and 321I, Snowmobiles under certain circumstances (no changes to what the current municipal code states) and continued restriction to not allow use of ATVs upon City streets, as requested by Council. Attached with the proposed Ordinance 2023-9700 is a second document outlining specific changes highlighted in yellow and the removal of the previous language.

ALTERNATIVES: Do not accept proposed Ordinance changes to Chapter 75.

FINANCIAL CONSIDERATIONS: There are no financial considerations regarding these changes.

RECOMMENDATION: It is my recommendation that Council strongly consider the significance of changing our code to allow UTV's to operate upon City streets. Although UTV's have many practical purposes the use of them in a City like Polk City would primarily be recreational. UTV's are not designed for use on paved streets and the safety features are not as stringent as most other vehicles on roadways and they can be burdensome to other residents. UTV's are also not allowed on Army Corp land or the Big Creek State Park. This includes the wooded area around Saylorville and Big Creek, campgrounds, and trails. If the City were to allow them, I believe we would create potential problems for those entities.

I would recommend that the Council not amend Chapter 75 and keep the language as it was decided on November 28th, 2022, and continue to not allow the use of UTVs and on City streets.

ORDINANCE NO. 2023-9900
AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY
OF POLK CITY, IOWA, BY AMENDING PROVISIONS PERTAINING TO
ALL-TERRAIN VEHICLES, OFF-ROAD UTILITY VEHICLES AND
SNOWMOBILES

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

Section 1. Chapter 75, of the Polk City Code of Ordinances; All-Terrain Vehicles And Snowmobiles is hereby repealed, and the following adopted in lieu thereof:

CHAPTER 75
ALL-TERRAIN VEHICLES, OFF-ROAD UTILITY VEHICLES AND SNOWMOBILES

| | |
|---------------------------------------|---|
| 75.01 Purpose | 75.08 Hours of Operation |
| 75.02 Effective Dates and Termination | 75.09 Negligence |
| 75.03 Definitions | 75.10 Accident Reports |
| 75.04 General Regulations | 75.11 Exemptions |
| 75.05 Places of Operation | 75.12 Penalty |
| 75.06 Requirements for UTVs | 75.13 Limitation of Liability of City and Adjoining Owners |
| 75.07 Violation of a Stop Signal | |

75.01 PURPOSE. The purpose of this chapter is to regulate the operation of all-terrain vehicles, snowmobiles, and off-road utility vehicles within the City.

75.02 EFFECTIVE DATES AND TERMINATION. This chapter shall only remain in effect from the effective date of passage, pursuant to Iowa Code 380.6, for a period of twenty-four (24) months after said date.

75.03 DEFINITIONS. For use in this chapter the following terms are defined:

1. "All-terrain vehicle" or "ATV" means a motorized vehicle, with not less than three and not more than six non-highway tires, that is limited in engine displacement to less than 1,000 cubic centimeters and in total dry weight to less than 1,200 pounds and that has a seat or saddle designed to be straddled by the operator and handlebars for steering control.

(Code of Iowa, Sec. 321I.1)

2. "Off-road motorcycle" means a two-wheeled motor vehicle that has a seat or saddle designed to be straddled by the operator and handlebars for steering control and that is intended by the manufacturer for use on natural terrain. "Off-road motorcycle" includes a motorcycle that was originally issued a certificate of title and registered for highway use under Chapter 321 of the *Code of Iowa*, but which contains design features that enable operation over natural terrain. An operator of an off-road motorcycle is also subject to the provisions of this chapter governing the operation of all-terrain vehicles.

(Code of Iowa, Sec. 321I.1)

3. “Off-road utility vehicle” or “UTV” means a motorized vehicle, with not less than four and not more than eight low pressure tires, that has a seat that is of bucket or bench design, not intended to be straddled by the operator, and a steering wheel or control levers for control. “Off-road utility vehicle” does not include dune buggies, golf carts, go carts, low-speed vehicles, mini trucks, or tracked vehicles. “Off-road utility vehicle” includes the following vehicles:
 - a. “Off-road utility vehicle – Type 1” includes vehicles with a total dry weight of 1,200 pounds or less and a width of 50 inches or less.
 - b. “Off-road utility vehicle – Type 2” includes vehicles, other than type 1 vehicles, with a total dry weight of 2,000 pounds or less and a width of 65 inches or less.
 - c. “Off-road utility vehicle – Type 3” includes vehicles with a total dry weight of more than 2,000 pounds or a width of more than 65 inches, or both.

(Code of Iowa, Sec. 321G.1)

4. “Operate” means to ride in or on, other than as a passenger, use, or control the operation of an ATV, snowmobile or UTV in any manner, whether or not the ATV, snowmobile or UTV is moving.
5. “Operator” means a person who operates or is in actual physical control of an ATV, snowmobile or UTV.
6. “Person” means an individual, partnership, firm, corporation, association, any body of persons, whether incorporated or not, and the state, its agencies, and political subdivisions.
7. “Snowmobile” means a motorized vehicle that weighs less than 1,000 pounds, that uses sled-type runners or skis, endless belt-type tread with a width of 48 inches or less, or any combination of runners, skis, or tread, and is designed for travel on snow or ice. “Snowmobile” does not include an all-terrain vehicle that has been altered or equipped with runners, skis, belt-type tracks, or treads.

(Code of Iowa, Sec. 321G.1)

8. “Street or Highway” means the entire width between property lines of every way or place of whatever nature when any part thereof is open to the use of the public, as a matter of right, for purposes of vehicular travel, except in public areas in which the boundary shall be thirty-three (33) feet each side of the center line of the roadway.

75.04 GENERAL REGULATIONS. No person shall operate an ATV upon City streets. No person shall operate a snowmobile or UTV within the City in violation of the provisions of Chapter 321G or Chapter 321I of the Code of Iowa or rules established by the Natural Resource Commission of the Department of Natural Resources governing their registration, numbering, equipment, and manner of operation.

75.05 PLACES OF OPERATION. The operators of snowmobiles and UTVs shall comply with the following restrictions as to where snowmobiles and UTVs may be operated within the City:

1. Snowmobiles shall be operated only upon streets which have not been plowed during the snow season and on such other streets as may be designated by resolution of the Council.

(Code of Iowa, Sec. 321G.9[4a])

2. Properly equipped UTVs may be operated upon any City roadway with a speed limit of 35 miles per hour or less.
3. The speed limit for UTVs shall be established at not greater than 35 miles per hour or the speed limit for motor vehicles, whichever is lower, on all segments of City roads.
4. Operators of snowmobiles and UTVs must adhere to all traffic and parking laws, codes, rules, and regulations applicable to other motor vehicles, unless directed otherwise by this chapter.
5. Exceptions. Snowmobiles and UTVs may be operated on prohibited streets only under the following circumstances:

- a. Emergencies. Snowmobiles, and UTVs may be operated on any street in an emergency during the period of time when and at locations where snow upon the roadway renders travel by conventional motor vehicles impractical.

(Code of Iowa, Sec. 321G.9[4])

- b. Direct Crossing. Snowmobiles and UTVs may make a direct crossing of a prohibited street provided all of the following occur:
 - 1) The crossing is made at an angle of approximately ninety degrees (90°) to the direction of the street and at a place where no obstruction prevents a quick and safe crossing; and
 - 2) The snowmobile or UTV is brought to a complete stop before crossing the street; and
 - 3) The driver yields the right-of-way to all on-coming traffic which constitutes an immediate hazard; and
 - 4) In crossing a divided street, the crossing is made only at an intersection of such street with another street.

(Code of Iowa, Sec. 321G.9[2])

- c. Notwithstanding any prohibitions in this chapter, a UTV may be operated contrary to regulations prescribed in this chapter in a police designated emergency or by any recognized government employees involved in performing essential services for the City, by any duty law enforcement officers in accordance with the performance of their duties, or by construction or maintenance authorized by the City.

- d. A UTV may be used to move snow from a driveway or parking lot.

6. Railroad Right-of-way. Snowmobiles and UTVs shall not be operated on an operating railroad right-of-way. A snowmobile or UTV may be driven directly across a railroad right-of-way only at an established crossing and, notwithstanding any other provisions of law, may, if necessary, use the improved portion of the established crossing after yielding to all oncoming traffic.

(Code of Iowa, Sec. 321G.13[1h])

7. Trails. UTVs shall not be operated on snowmobile trails, and snowmobiles shall not be operated on UTV trails except where so designated.

(Code of Iowa, Sec. 321G.9[4f])

8. Parks and Other City Land. Snowmobiles and UTVs shall not be operated in any park, on any trail, on any playground, or upon any other City-owned property. Additionally, UTVs being lawfully operated may utilize City-owned driveways, lanes, and parking lots but may not be

parked on any primary road extension. A snowmobile shall not be operated on any City land without a snow cover of at least one-tenth (1/10) of one inch.

9. Paved Surfaces. UTVs shall be operated on paved surfaces only, unless yielding the right-of-way.
10. Single File. All UTV operators shall ride single file.
11. Street Etiquette. All UTV operators shall ride on the righthand side of the paved portion of the street or highway, unless making a left turn. Operation on the gravel shoulders, grassy in-slope, ditches, or other street or highway right-of-way is prohibited, unless yielding right-of-way.
12. Sidewalk or Parking. Snowmobiles and UTVs shall not be operated upon the public sidewalk, trail or that portion of the street located between the curb line, and the sidewalk or property line except for purposes of crossing the same to a public street upon which operation is authorized by this chapter.
13. Private Property. Snowmobiles and UTVs shall not be operated upon private property without the consent of the owner or occupier thereof.
14. Public Ice. Snowmobiles and UTVs may not be operated upon any frozen creeks, streams, ponds, lakes or other waterway within City limits.
15. Waterways. Snowmobiles and UTVs may not be operated in any creek, stream, river, or other waterway—nor in any portion of a creek bed, stream bed, or riverbed within city limits.

75.06 REQUIREMENTS FOR UTVs. Operators of UTVs must adhere to the following equipment requirements and restrictions while operating UTVs within the City limits:

1. Operators of UTVs within City limits must be 18 years of age or older and possess a valid driver's license.
2. A person shall not operate a UTV within the City limits unless the operator has proof of insurance complying with that required of an operator of a motor vehicle pursuant to applicable provisions of the Iowa Code, Rules and Regulations, including but not limited to Iowa Code §§ 321.20B and 321A.21.
3. Owners of UTVs operated within City limits shall register their UTV with the Iowa Department of Natural Resources, and proof of such registration shall be displayed and provided, upon request, to any peace officer requesting it. Out-of-state UTV operators must display and provide appropriate proof of registration from their home state upon request by any peace officer.
4. A person shall not operate a UTV on any road, street, highway, or interstate prohibited by the State of Iowa.
5. Operators of UTVs must adhere to noise restrictions set forth under Polk City Code Chapter 44, Noise Control.
6. UTVs must always display lighted headlamps and taillamps while the vehicle is operated on City streets or highways.
7. UTVs must be equipped with:
 - a. Operational turn signal lamps with a manually operated switch controlled by the driver.

- b. Properly operating speedometer and odometer calibrated in miles per hour and miles respectively and shall be fully illuminated when the headlamp(s) are activated.
 - c. Operational horn with a switch controlled by the driver.
 - d. Operational and adequate brakes to stop and hold the UTV in a stopped position.
 - e. Two operational headlamps and taillamps must be affixed to each side on the front and back of the UTV. Taillamps shall be red and include a stop lamp actuated by pressing the brake pedal. The use of light bars, spotlights, or decorative lights is not permitted while the UTV is being operated on City streets or highways.
 - f. Rear-facing mirror providing the operator with a clear view of the rear.
 - g. Department of Transportation rated tires which shall display the proper markings on the sidewall of the tire.
 - h. A system of seat belts, or a similar system, for restraining each occupant of the vehicle in the event of an accident.
 - i. A system of structural members designed to reduce the likelihood that an occupant would be crushed as the result of a rollover of the vehicle.
 - j. A muffler that shall limit engine noise to not more than 86 decibels, as measured on the "A" scale of the American National Standards Institute (ANSI), incorporated, publications S1.4-1961, general purpose sound level meters, at a distance of 50 feet.
- 8.** All occupants, except as noted below, must wear safety belts or safety harnesses which meet the definition of a safety belt or safety harness set forth by Iowa Code § 321.445 while the UTV is in motion.
- a. Children under one year old and weighing less than 20 pounds must be secured in a rear-facing child restraint system while the UTV is motion.
 - b. Children ages one to six years must be secured in a child restraint system (safety seat or booster seat) while the UTV is in motion.
 - 1) A child restraint system is a specially designed seating system, including a belt positioning seat or booster seat which meets federal motor vehicle safety standards. The child restraint system must be used in accordance with the manufacturer's instructions, the child must be secured in the child restraint, and the child restraint must be properly secured to the UTV.
 - c. No animals will be transported in the cargo portion, bed or attached trailer of a UTV unless they are contained within an enclosure secured to the UTV.
- 9.** No seat shall be used by more than one person at a time.
- 10.** No person may ride on the lap of another.
- 11.** The number of passengers in a UTV shall not exceed the number of factory-installed seats in the UTV.
- 12.** No cargo, materials, supplies, or other items may be transported on UTVs without being properly restrained.
- 13.** UTV operators shall not allow any person in the cargo portion, bed or on an attached trailer while the UTV is being operated.
- 14.** UTV doors or nets must be closed during operation if so equipped.

15. UTV operators shall not operate a UTV equipped with metal studded tires and/or tire chains on or alongside any City street or highway.
16. No open containers of alcohol shall be allowed while the UTV is being operated.
17. Drivers may not operate a UTV under the influence of intoxicating liquor or narcotics or habit-forming drugs as prescribed under Iowa Code Chapter 321J.
18. No UTV will be operated in a careless or reckless manner so as to: endanger any person; cause injury or damage to person or property; create unnecessary skidding or sliding; or cause a wheel or wheels to lose traction or contact with the ground.

75.07 VIOLATION OF A STOP SIGNAL. A person, after having received a visual or audible signal from a peace officer to come to a stop, shall not operate a snowmobile or UTV in willful or wanton disregard of the signal or interfere with or endanger the officer or any other person or vehicle, or increase speed or attempt to flee or elude the officer.

75.08 HOURS OF OPERATION. No snowmobile shall be operated in the City between the hours of 10:00 p.m. and 9:00 a.m. within 150 feet of any dwelling house without the consent of the occupants of said dwelling, except for emergency situations or for loading and unloading from a transport trailer.

75.09 NEGLIGENCE. The owner and operator of a snowmobile or UTV shall be liable for any injury or damage occasioned by the negligent operation of the snowmobile or UTV.

(Code of Iowa, Sec. 321G.18)

75.10 ACCIDENT REPORTS. Whenever any snowmobile or UTV is involved in an accident resulting in injury or death to anyone or property damage amounting to \$200 or more, either the owner, operator or someone acting on their behalf shall immediately notify a law enforcement officer and shall file an accident report within 48 hours in accordance with state law.

75.11 EXEMPTIONS. Snowmobiles and UTVs owned by a government agency or subdivision thereof, and used in an official capacity, and UTVs used exclusively to conduct agricultural purposes in accordance with Iowa Code § 321.234A.1[a] are exempt from registration and the requirements of this chapter.

75.12 PENALTY. All violations of any provision(s) of Chapter 75 are hereby declared simple misdemeanors punishable by a fine of at least \$100 plus surcharge and court costs and/or municipal infractions punishable by a penalty as listed in Chapter 4 of this Code of Ordinances. Violations may be charged as either a misdemeanor criminal offense or a municipal infraction at the sole discretion of the peace officer.

75.13 LIMITATION OF LIABILITY OF CITY AND ADJOINING OWNERS. The city and the owners or tenants of property adjoining public lands or right-of-way of a public street or roadway and their agents and employees owe no duty of care to keep public lands, ditches, or land contiguous to a street or roadway under the control of the city safe for entry or use by persons operating a snowmobile or UTV, or to give any warning of a dangerous condition, use, structure, or activity on the premises to persons entering for such purposes, except in the case of willful or malicious failure to guard or warn against a dangerous condition, use, structure, or activity. This section does not create a duty of care or grounds for liability on behalf of the city, or owners or tenants of property adjoining public lands or the right-of-way of public street or roadways and their agents and employees for injury to persons or property in the operation of a snowmobile or UTV in a ditch or on land contiguous to a street or roadway under the control of the city. The city, and the owners or tenants of property adjoining public lands, or the right-of-way of

a public street or roadway and their agents and employees are not liable for the operation of a snowmobile or UTV.

Section 2. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

Section 3. This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

PASSED AND APPROVED this _____ day of _____ 2023.

Steve Karsjen, Mayor

Attest:

Jenny Coffin, City Clerk

First Reading:

Second Reading:

Third Reading:

Date Adopted:

Date of Publication by posting:

ORDINANCE NO. 2023-8100

**AN ORDINANCE AMENDING CHAPTER 115, CABLE TELEVISION
REGULATIONS**

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

Section 1. Chapter 115, Cable Television Regulations, Section 115.12, Installation and Maintenance of Property of the Grantee, is hereby amended by adopting the underlined language:

115.12 INSTALLATION AND MAINTENANCE OF PROPERTY OF THE GRANTEE. During the term of the franchise, the property of the Grantee shall be constructed, operated, maintained, repaired, replaced, renewed, reconstructed, and removed in accordance with generally accepted engineering principles so as not to endanger or interfere with the lives of persons or to interfere with improvements which the City may deem proper to make or to unnecessarily hinder or obstruct pedestrian or vehicular traffic or use of public property or private property. Grantee shall install utility vaults rather than pedestals in all instances where such installation is possible.

Section 3. All Ordinances or parts of any Ordinance in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

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

PASSED AND APPROVED this ____ of _____ 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

First Reading:

Second Reading:

Third Reading: _

Date Adopted: _

Date of Publication:



City of Polk City, Iowa City Council Agenda Communication

Date: September 11, 2023
To: Mayor Karsjen & City Council
From: Chief Jeremy Siepker
Subject: Update Municipal Code 69.12 Snow Ordinance

BACKGROUND: The following is a proposal to update the language in the Winter Parking Municipal Code 69.12. I have been finding that the current language has caused confusion and misinterpretation for many and it limits our ability to enforce a parking ban if the snow accumulation has not yet reached one inch and public works has already begun removal efforts.

I recommend that we change the current Winter Parking code to read as follows:

69.12 SNOW ORDINANCE. To facilitate snow and ice removal operations, the Police Chief or his/her designee may declare the Snow Ordinance to be in effect. No person shall park, abandon, or leave unattended any vehicle on any public street, alley or on-street parking within the City when the Snow Ordinance is in effect. No person shall park, abandon, or leave unattended any vehicle on any parking spaces within the Town Square business district from 2 a.m. to 6 a.m. when the Snow Ordinance is in effect. Violation of this section shall result in a scheduled fine as set forth in Chapter 70 of this Code.

ALTERNATIVES: Do not make any changes to the current chapter 69.12 code.

FINANCIAL CONSIDERATIONS: There are no financial considerations in the recommendation.

RECOMMENDATION: It is my recommendation to update the language to chapter 69.12 Snow Ordinance as outlined above.

ORDINANCE NO. 2023-9600

**AN ORDINANCE AMENDING CHAPTER 69 PARKING REGULATIONS,
SECTION 69.11 SNOW ORDINANCE**

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

Section 1. Chapter 69, of the Polk City Code of Ordinances; Parking Regulations, Section 69.12, Winter Parking, is hereby amended by deleting said section and inserting the following:

69.12 SNOW ORDINANCE. To facilitate snow and ice removal operations, the Police Chief or his/her designee may declare the Snow Ordinance to be in effect. No person shall park, abandon, or leave unattended any vehicle on any public street, alley or on-street parking within the City when the Snow Ordinance is in effect. No person shall park, abandon, or leave unattended any vehicle on any parking spaces within the Town Square business district from 2 a.m. to 6 a.m. when the Snow Ordinance is in effect. Violation of this section shall result in a scheduled fine as set forth in Chapter 70 of this Code.

Section 3. All Ordinances or parts of any Ordinance in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

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

PASSED AND APPROVED this ____ of _____ 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

First Reading:

Second Reading:

Third Reading: __

Date Adopted: __

Date of Publication:



City of Polk City, Iowa City Council Agenda Communication

Date: October 9, 2023 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager
Subject: Liquor Licenses and Wine and Beer Permits Ordinance

BACKGROUND: On Monday the City Council will hold the 3rd and final reading of a proposed amendment to Chapter 120 Liquor Licenses and Wine and Beer Permits Ordinance. The changes are reflective of new state legislation.

With the new State re-organization bill, that went into effect July 1st, one change reflected in the proposed Ordinance is what State Department handles review and approval of the licenses and permits. Prior to July 1st, the Department of Commerce handled these matters, and now it will be the Iowa Department of Revenue.

The other modifications are related to allowing minors to serve alcohol and the regulations surrounding that change. Minors under the age of 18 can now serve alcohol in the State of Iowa.

ALTERNATIVES: Do not approve the Ordinance

FINANCIAL CONSIDERATIONS: There are no financial considerations for this amendment to the Ordinance.

RECOMMENDATION: It is my recommendation that the Council approve the 3rd and final reading of an Ordinance related to Liquor Licenses and Wine and Beer Permits.

ORDINANCE NO. 2023-9400

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF POLK CITY, IOWA, BY AMENDING PROVISIONS PERTAINING TO LIQUOR LICENSES AND CIGARETTE AND TOBACCO PERMITS

Be It Enacted by the City Council of the City of Polk City, Iowa:

SECTION 1. SECTION MODIFIED. Section 120.04 of the Code of Ordinances of the City of Polk City, Iowa, is repealed and the following adopted in lieu thereof:

120.04 ACTION BY COUNCIL. The Council shall either approve or disapprove the issuance of a retail alcohol license, shall endorse its approval or disapproval on the application, and shall forward the application with the necessary fee and bond, if required, to the Iowa Department of Revenue.

(Code of Iowa, Sec. 123.32[2])

SECTION 2. SECTION MODIFIED. Section 120.05 of the Code of Ordinances of the City of Polk City, Iowa, is repealed and the following adopted in lieu thereof:

120.05 PROHIBITED SALES AND ACTS. A person holding a retail alcohol license and the person's agents or employees shall not do any of the following:

1. Sell, dispense, or give to any intoxicated person, or one simulating intoxication, any alcoholic beverage.

(Code of Iowa, Sec. 123.49[1])

2. Sell or dispense any alcoholic beverage on the premises covered by the license or permit its consumption thereon between the hours of 2:00 a.m. and 6:00 a.m. on any day of the week.

(Code of Iowa, Sec. 123.49[2b])

3. Sell alcoholic beverages to any person on credit, except with a bona fide credit card. This provision does not apply to sales by a club to its members, to sales by a hotel or motel to bona fide registered guests, or to retail sales by the managing entity of a convention center, civic center, or events center.

(Code of Iowa, Sec. 123.49[2c])

4. Employ a person under 18 years of age in the sale or serving of alcoholic beverages for consumption on the premises where sold, except as follows:

A. Definitions. For use in this subsection the following terms are defined as follows:

(1) "Bar" means an establishment where one may purchase alcoholic beverages for consumption on the premises and in which the serving of food is only incidental to the consumption of those beverages.

(Code of Iowa, Sec. 142D.2[1])

(2) "Restaurant" means eating establishments, including private and public school cafeterias, which offer food to the public, guests, or employees, including the kitchen and catering facilities in which food is prepared on the premises for serving elsewhere, and including a bar area within a restaurant.

(Code of Iowa, Sec. 142D.2[17])

B. This subsection shall not apply if the employer has, on file, written permission from the parent, guardian, or legal custodian of a person 16 or 17 years of age for the person to sell or serve alcoholic beverages for consumption on the premises where sold. However, a person 16 or 17 years of age shall not work in a bar as defined in Paragraph A.

(1) The employer shall keep a copy of the written permission on file until the person is either 18 years of age or no longer engaged in the sale of or serving alcoholic beverages for consumption on the premises where sold.

(2) If written permission is on file in accordance with Paragraph B, a person 16 or 17 years of age may sell or serve alcoholic beverages in a restaurant as defined above in Paragraph A during the hours in which the restaurant serves food.

C. A person 16 or 17 years of age shall not sell or serve alcoholic beverages under this subsection unless at least two employees 18 years of age or older are physically present in the area where alcoholic beverages are sold or served.

D. If a person employed under this subsection reports an incident of workplace harassment to the employer or if the employer otherwise becomes aware of such an incident, the employer shall report the incident to the employee's parent, guardian, or legal custodian and to the Iowa Civil Rights Commission, which shall determine if any action is necessary or appropriate under Chapter 216 of the *Code of Iowa*.

E. An employer that employs a person under this subsection shall require the person to attend training on prevention and response to sexual harassment upon commencing employment.

F. Prior to a person commencing employment under this subsection, the employer shall notify the employer's dramshop liability insurer, in a form and time period prescribed by the Director, that the employer is employing a person under this subsection.

(Code of Iowa, Sec. 123.49[2f])

5. In the case of a retail wine or beer permittee, knowingly allow the mixing or adding of alcohol or any alcoholic beverage to wine, beer, or any other beverage in or about the permittee's place of business.

(Code of Iowa, Sec. 123.49[2i])

6. Knowingly permit any gambling, except in accordance with Iowa law, or knowingly permit any solicitation for immoral purposes, or immoral or disorderly conduct on the premises covered by the license.

(Code of Iowa, Sec. 123.49[2a])

7. Knowingly permit or engage in any criminal activity on the premises covered by the license.

(Code of Iowa, Sec. 123.49[2j])

8. Keep on premises covered by a retail alcohol license any alcoholic liquor in any container except the original package purchased from the Iowa Department of Revenue and except mixed drinks or cocktails mixed on the premises for immediate consumption. However, mixed drinks or cocktails that are mixed on the premises and are not for immediate consumption may be consumed on the licensed premises, subject to rules adopted by the Iowa Department of Revenue.

(Code of Iowa, Sec. 123.49[2d])

9. Reuse for packaging alcoholic liquor or wine any container or receptacle used originally for packaging alcoholic liquor or wine; or adulterate, by the addition of any substance, the contents or remaining contents of an original package of an alcoholic liquor or wine; or knowingly possess any original package that has been reused or adulterated.

(Code of Iowa, Sec. 123.49[2e])

10. Allow any person other than the licensee or employees of the licensee to use or keep on the licensed premises any alcoholic liquor in any bottle or other container that is designed for the transporting of such beverages, except as allowed by State law.

(Code of Iowa, Sec. 123.49[2g])

11. Sell, give, possess, or otherwise supply a machine that is used to vaporize an alcoholic beverage for the purpose of being consumed in a vaporized form.

(Code of Iowa, Sec. 123.49[2k])

SECTION 3. SECTION MODIFIED. Section 121.05 of the Code of Ordinances of the City of Polk City, Iowa, is repealed and the following adopted in lieu thereof:

121.05 ISSUANCE AND EXPIRATION. Upon proper application and payment of the required fee, a permit shall be issued. Each permit issued shall describe clearly the place of business for which it is issued and shall be nonassignable. All permits expire on June 30 of each year. The Clerk shall submit a duplicate of any application for a permit to the Iowa Department of Revenue within 30 days of issuance of a permit.

SECTION 4. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the Council on the _____ day of _____, _____, and approved this _____ day of _____, _____.

Mayor Steve Karsjen

ATTEST:

City Clerk, Jenny Coffin



City of Polk City, Iowa

City Council Agenda Communication

Date: October 9, 2023 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager
Subject: Fiscal Management Ordinance

BACKGROUND: On Monday the City Council will hold a 3rd and final reading to a proposed amendment to Chapter 7 Fiscal Management of the City Code of Ordinances. The proposed changes in the Ordinance reflect a new budgeting timeline, as changed with the new state House File 718 legislation.

With the new legislation the 2 fiscal management changes are in regards to an annual statement that must be sent to the County Auditor prior to March 15th each year, which outlines the city's budget information. The County will then send each property owner an annual statement with all the compiled information from all taxing entities. The City Council will then need to hold a special Council meeting and hold a new public hearing related to the budget and the annual statement. The maximum property tax levy hearing is no longer a requirement, as this new annual statement and public hearing replace that. In addition to the changes, the Council will hold a 2nd public hearing for adoption of the budget and the budget submittal to the Department of Management is being extended from March 31st annually to April 30th.

ALTERNATIVES: Do not approve the Ordinance

FINANCIAL CONSIDERATIONS: There are no financial considerations for this amendment to the Ordinance.

RECOMMENDATION: It is my recommendation that the Council approve the 3rd and final reading of an Ordinance related to Fiscal Management.

ORDINANCE NO. 2023-9500

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF POLK CITY, IOWA, BY AMENDING PROVISIONS PERTAINING TO FISCAL MANAGEMENT

Be It Enacted by the City Council of the City of Polk City, Iowa:

SECTION 1. All references to Finance Director shall be deleted and Finance Officer inserted in lieu thereby in the following:

7.02

7.03 section 3

SECTION 2. SECTION MODIFIED. Section 7.05 of the Code of Ordinances of the City of Polk City, Iowa, is repealed and the following adopted in lieu thereof:

7.05 OPERATING BUDGET PREPARATION. The annual operating budget of the City shall be prepared in accordance with the following:

1. Proposal Prepared. The finance officer is responsible for preparation of the annual budget detail, for review by the Mayor and Council and adoption by the Council in accordance with directives of the Mayor and Council.
2. Boards and Commissions. All boards, commissions, and other administrative agencies of the City that are authorized to prepare and administer budgets must submit their budget proposals to the finance officer for inclusion in the proposed City budget at such time and in such form as required by the Council.
3. Submission to Council. The finance officer shall submit the completed budget proposal to the Council each year at such time as directed by the Council.
4. Annual Statement.

(Code of Iowa, Sec. 24.2A[2])

A. On or before March 15 of each year, the City shall file, with the Department of Management, a report containing all necessary information for the Department of Management to compile and calculate amounts required to be included in the statement mailed under Paragraph B.

B. Not later than March 20, the County Auditor, using information compiled and calculated by the Department of Management shall send to each property owner or taxpayer within the County, by regular mail, an individual statement containing all of the required information as provided under Section 24.2(2)(B)(1-9) of the *Code of Iowa*.

C. The Department of Management shall prescribe the form for the report required under Paragraph A, the statements to be mailed under Paragraph B, and the public hearing notice required under Paragraph D.

D. The Council shall set a time and place for a public hearing on the City's proposed property tax amount for the budget year and the City's information included in the statements under Paragraph B. At the hearing, the Council shall receive oral or written testimony from any resident or property owner of the City. This public hearing shall be separate from any other meeting of the Council, including any other meeting or public hearing relating to the City's budget, and other business of the City that is not related to the proposed property tax amounts and the information in the statements shall not

be conducted at the public hearing. After all testimony has been received and considered, the governing body may decrease, but not increase, the proposed property tax amount to be included in the City's budget.

(1) Notice of the public hearing shall be published not less than 10 nor more than 20 days prior to the hearing, in a newspaper published at least once weekly and having general circulation in the City. However, if the City has a population of 200 or less, publication may be made by posting in three public places in the City.

(2) Notice of the hearing shall also be posted and clearly identified on the City's internet site for public viewing beginning on the date of the newspaper publication and shall be maintained on the City's internet site with all such prior year notices and copies of the statements mailed under this section.

(3) Additionally, if the City maintains a social media account on one or more social media applications, the public hearing notice or an electronic link to the public hearing notice shall be posted on each such account on the same day as the publication of the notice.

5. Council Review. The Council shall review the proposed budget and may make any adjustments it deems appropriate in the budget before accepting such proposal for publication, hearing, and final adoption.

6. Notice of Hearing. Following, and not until the requirements, of Subsection 4 of this section, are completed, the Council shall set a time and place for public hearing on the budget to be held before April 30 and shall publish notice of the hearing not less than 10 nor more than 20 days before the hearing. A summary of the proposed budget and a description of the procedure for protesting the City budget under Section 384.19 of the *Code of Iowa*, in the form prescribed by the Director of the Department of Management, shall be included in the notice. Proof of publication of the notice under this subsection must be filed with the County Auditor.

(Code of Iowa, Sec. 384.16[3])

7. Copies of Budget on File. Not less than 20 days before the date that the budget must be certified to the County Auditor and not less than 10 days before the public hearing, the Clerk shall make available a sufficient number of copies of the detailed budget to meet the requests of taxpayers and organizations, and have them available for distribution at the offices of the Mayor and Clerk and at the City library.

(Code of Iowa, Sec. 384.16[2])

8. Adoption and Certification. After the hearing, the Council shall adopt, by resolution, a budget for at least the next fiscal year and the Clerk shall certify the necessary tax levy for the next fiscal year to the County Auditor and the County Board of Supervisors. The tax levy certified may be less than, but not more than, the amount estimated in the proposed budget submitted at the final hearing, unless an additional tax levy is approved at a City election. Two copies each of the detailed budget as adopted and of the tax certificate must be transmitted to the County Auditor.

(Code of Iowa, Sec. 384.16[5])

SECTION 3. SECTION MODIFIED. Section 7.08 of the Code of Ordinances of the City of Polk City, Iowa, is repealed and the following adopted in lieu thereof:

7.08 FINANCIAL REPORTS. The finance officer shall prepare and file the following financial reports:

1. Monthly Reports. There shall be submitted to the Council each month a report showing the activity and status of each fund, program, sub-program, and activity for the preceding month.

2. Annual Report. Not later than December 1 of each year there shall be published an annual report containing a summary for the preceding fiscal year of all collections and receipts, all accounts due the City, and all expenditures, the current public debt of the City, and the legal debt limit of the City for the current fiscal year. The Annual Financial Report shall be prepared on forms and pursuant to instructions prescribed by the Auditor of State. Beginning with the Annual Financial Report published by December 1, 2025, each report shall include a list of bonds, notes, or other obligations issued by the City during the most recently completed fiscal year, and the applicable lists for other fiscal years beginning on or after July 1, 2024, for which obligations remain unpaid, payable from any source, including the amount of the issuance, the project or purpose of the issuance, whether the issuance was approved at election, eligible to be subject to a petition for an election, or was exempt from approval at election as the result of statutory exclusions based on population of the City or amount of the issuance, and identification of issuances from the fiscal year or prior fiscal years related to the same project or purpose.

(Code of Iowa, Sec. 384.22)

SECTION 4. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the Council on the _____ day of _____, _____, and approved this _____ day of _____, _____.

Mayor, Steve Karsjen

ATTEST:

City Clerk, Jenny Coffin



Date September 29, 2023

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

INVOICE SUMMARY - AUGUST SERVICES

Services from August 1, 2023 through August 31, 2023

GENERAL ENGINEERING

| | | | |
|---|-------------|----|----------|
| <u>Meetings</u> | 123.0001.01 | \$ | 927.00 |
| <i>Council and P&Z Meetings, City staff meetings, and meetings with developers and developer's engineers.</i> | | | |
| <u>Development and Building:</u> | 123.0001.01 | \$ | 1,133.00 |
| <i>Coordination with developers, engineers, building inspector, and staff regarding various potential and ongoing projects, and building permits.</i> | | | |
| <u>Water Dept:</u> | 123.0001.01 | \$ | 103.00 |
| <i>Respond to questions re: easements, cost sharing for water main on NE 7th St. between City and Knapp, CIP update, and misc water issues.</i> | | | |
| <u>Sanitary Sewers:</u> | 123.0001.01 | \$ | 283.25 |
| <i>Respond to questions re: sanitary sewer availability and lift station capacity, CIP update, and misc. sewer issues.</i> | | | |
| <u>Storm Sewers:</u> | 123.0001.01 | \$ | 309.00 |
| <i>Respond to concerns re: drainage issues, SWMF restrictions, and misc. drainage and storm sewer issues.</i> | | | |
| <u>Street Dept.</u> | 123.0001.01 | \$ | 695.25 |
| <i>Coordinate Re ROW vacation, historic plans, OFE, ROW permits, CIP update, and misc. street and ROW issues.</i> | | | |
| <u>General:</u> | 123.0001.01 | \$ | 412.00 |
| <i>Coordination with City staff and City Attorney re: agendas, minutes, resolutions, ordinances, and miscellaneous issues.</i> | | | |
| <u>GIS</u> | 123.0001.01 | \$ | 1,287.50 |
| <i>Update Zoning Map for recent annexations and rezonings.</i> | | | |

SUBTOTAL **\$ 5,150.00**

CAPITAL IMPROVEMENT PROJECTS / WORK ORDERS

| | | | |
|--|--------------|----|-----------|
| 2021 I & I Study - Phase 1 | 121.0300.01 | \$ | 1,870.50 |
| 2024 Street Repairs Project | 123.0771.01 | \$ | 2,275.00 |
| High Trestle Trail to Neal Smith Trail Connector - Phase 1 | 123.0674.01 | \$ | 17,090.00 |
| High Trestle Trail to Neal Smith Trail Connector - Phase 2 | 123.0333.01 | \$ | 12,325.00 |
| High Trestle Trail to Neal Smith Trail Connector - Phase 4 | 123.0332.01 | \$ | 4,725.00 |
| High Trestle Trail to Neal Smith Trail Connector - Phase 6 & 7 | 123.0770.01 | \$ | 7,415.00 |
| LMI Survey Response Receiving & Results Analysis | 123.0001.01D | \$ | 723.25 |
| Whitetail Parkway Corridor Study | 123.0675.01 | \$ | 16,700.00 |

SUBTOTAL **\$ 63,123.75**

REIMBURSABLE DEVELOPMENT REVIEW PROJECTS

| | | | |
|---|-------------|----|-----------|
| Antler Ridge Plat 1: Development Agr, Const Dwgs | 122.0178.01 | \$ | 16,292.75 |
| Antler Ridge Plat 1: Const Dwgs and SWMP review | 123.0289.01 | \$ | 641.00 |
| Big Creek Ridge Plat 1: Preliminary Plat | 123.0787.01 | \$ | 2,265.50 |
| Crossroads at the Lakes Plat 3: Const Dwgs & SWMP | 122.0914.01 | \$ | 3,514.25 |
| Holly Woods Plat: Construction Dwgs | 122.0450.01 | \$ | 457.00 |
| Lakeside Fellowship Church Classroom Addition | 123.0945.01 | \$ | 2,813.50 |
| Monarch Crossing Plat 1 | 123.1076.01 | \$ | 1,246.50 |

SUBTOTAL **\$ 27,230.50**

TOTAL **\$ 95,504.25**