

Agenda -Notice of Meeting

Polk City | City Council

September 12, 2022 | 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

Ron Anderson | Pro Tem

City Council Members: Jeff Walters | Dave Dvorak | Mandy Vogel | Rob Sarchet

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Public Hearing

- a. Public Hearing for the West Bridge Road Water Main Loop Project Improvements
 - i. Resolution 2022-107 adopting plans, specifications, form of contract, and opinion of probable construction cost
 - ii. Resolution 2022-108 making award of construction contract with Elder Corporation in the amount of \$79,200

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 5pm on the date of the meeting by email at jcoffin@polkcityia.gov include your name and address for the record, if you are calling in please include the phone number you will be calling in with. The Mayor will recognize you for five minutes of comment.*

6. Consent Items

- a. City Council Meeting Minutes for August 22, 2022
- b. Claims listing September 12, 2022
- c. Approve City Manager Employment Agreement Addendum
- d. City Hall closed September 28, 2022 through September 30, 2022 for Iowa League of Cities Conference
- e. Receive and file the August 2022 Parks & Recreation Director Report
- f. Add AEMT/Firefighter to the Fire Department Pay Scale and set TJ Schaffer, AEMT/Firefighter pay at \$18.50 an hour
- g. Authorize the Fire Department to sell the 20' enclosed trailer on GovDeals for auction
- h. Acknowledge revision of the Fire Department Policies and Procedures
- i. Special Event Permit for Fall Fest October 1st 3p-7p including street closures from 12p-10p on W. Van Dorn between S 3rd and S 2nd and a portion of 2nd Street between W Van Dorn and W Broadway St.
- j. Receive and file Library Board Meeting Minutes for August 1, 2022
- k. Receive and file August 2022 Library Director Report
- l. Acknowledge Library Alternating Operating Hours for September 2022

- m. Acknowledge Library Resolution 2022-09L authorizing the Library Director to proceed with replacing locks on the Polk City Community Library Doors in accordance with the Budget
- n. Acknowledge Library Resolution 2022-10L authorizing purchase from a special revenue fund, expendable trust account for the creation of a library app from myLIBRRO to be used by patrons
- o. Resolution 2022-109 approving Pay Application No. 6 for the N. 3rd Street & Vista Lake Avenue Intersection Improvements in the amount of \$420,570.23
- p. Authorize the Public Works Department to sell the 2012 F-350 Super Duty Pick-up Truck (Unit #212)
- q. Release of Amended and Substituted Development Agreement with R.T. & T. LLC

7. Business Items

- a. FEH Presentation on Fire Station and City Hall/Community Center projects
 - i. Architecture Design Services Proposal for Fire Station Remodel in the amount of \$99,237
 - ii. Architecture Design Services Proposal for City Hall/Community Center Project in the amount of \$362,149
- b. Third Reading of Ordinance 2022-2100 Amending Chapter 101, Regulation of Industrial Wastewater, Commercial Wastewater, and Hauled Waste
- c. Third Reading of Ordinance 2022-1900 approving rezoning petition for 5810 NW 118th Avenue and 1000 E Northside Drive, of 95.2 acres from A-1 to R-1
- d. Snyder & Associates July 2022 Engineering Services Invoice in the amount of \$21,687

8. Reports & Particulars

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

9. Adjournment

--next meeting date September 26, 2022



September 12, 2022

Honorable Mayor and City Council
City of Polk City
P.O. Box 426
Polk City, Iowa 50226

RE: REPORT OF BIDS AND RECOMMENDATION OF AWARD OF CONTRACT
WEST BRIDGE ROAD WATER MAIN LOOP PROJECT
S&A PROJECT NO.: 121.0378.01

Dear Honorable Mayor and City Council:

The bid letting for the above referenced project was held on Wednesday, September 7, 2022, and produced six bidders. The base bids ranged from a low of \$79,200.00 to a high of \$117,917.00. The low bid is above the engineer's estimate of \$62,265.00.

The low bidder was Elder Corporation of Des Moines, Iowa. It is our judgment this is the lowest responsive, responsible bid. Elder Corporation has worked successfully in the Des Moines area with Snyder & Associates, Inc., including the completion of several publicly bid projects throughout Central Iowa.

It is our recommendation that the City of Polk City accept the apparent low bid.

We will be in attendance at the council meeting on September 12, 2022. Please feel free to contact me at 515-964-2020 or email tthornburgh@snyder-associates.com if you have any questions or need additional information.

Sincerely,

SNYDER & ASSOCIATES, INC.

A handwritten signature in blue ink that reads "Travis D. Thornburgh". The signature is written in a cursive style.

Travis D. Thornburgh, P.E.
Project Engineer

Enclosure (Bid Tabulation)

cc: Chelsea Huisman, City of Polk City
Mike Schulte, City of Polk City
Kathleen Connor, Snyder & Associates, Inc.
John W. Haldeman, Snyder & Associates, Inc.

TABULATION OF BIDS

West Bridge Road Water Main Loop Project
 City of Polk City

Project No.: 121.0378.01

Bid Date/Time: September 7, 2022 at 10:00 AM

ITEM	DESCRIPTION	UNIT	QUANTITY	ENGINEER'S ESTIMATE		1 ELDER CORPORATION DES MOINES, IA		2 GATOR EXCAVATING DBA ABSOLUTE INFRASTRUCTURE, SLATER, IA	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
2	EARTHWORK								
2.1	Topsoil, On-site	CY	149	\$ 45.00	\$ 6,705.00	\$ 10.10	\$ 1,504.90	\$ 16.50	\$ 2,458.50
2.2	Remove, Salvage, and Replace Erosion Control Rock	CY	58	\$ 50.00	\$ 2,900.00	\$ 68.50	\$ 3,973.00	\$ 108.00	\$ 6,264.00
	TRENCH AND TRENCHLESS CONSTRUCTION								
3.1	Trench Compaction Testing	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 1,200.00	\$ 1,200.00	\$ 1,075.00	\$ 1,075.00
	WATER MAIN AND APPURTENANCES								
5.1	Water Main, Trenched, PVC C900, 12" Diameter	LF	252	\$ 110.00	\$ 27,720.00	\$ 107.50	\$ 27,090.00	\$ 136.00	\$ 34,272.00
5.2	Fitting, 22.5 Degree Bend	EA	2	\$ 1,250.00	\$ 2,500.00	\$ 1,400.00	\$ 2,800.00	\$ 2,050.00	\$ 4,100.00
5.3	Fitting, 45 Degree Bend	EA	2	\$ 1,500.00	\$ 3,000.00	\$ 1,400.00	\$ 2,800.00	\$ 2,100.00	\$ 4,200.00
5.4	Valve, Gate, 12" Diameter	EA	1	\$ 3,000.00	\$ 3,000.00	\$ 4,100.00	\$ 4,100.00	\$ 4,875.00	\$ 4,875.00
5.4	Fire Hydrant Assembly Removal	EA	1	\$ 500.00	\$ 500.00	\$ 1,300.00	\$ 1,300.00	\$ 785.00	\$ 785.00
5.5	Water Main Connection	EA	1	\$ 3,000.00	\$ 3,000.00	\$ 6,000.00	\$ 6,000.00	\$ 3,925.00	\$ 3,925.00
	STREETS AND RELATED WORK								
7.1	Driveway Removal, HMA	SY	26	\$ 25.00	\$ 650.00	\$ 90.50	\$ 2,353.00	\$ 50.00	\$ 1,300.00
7.2	HMA Driveway, Low Traffic 1/2" Mix, 58-28S	SY	26	\$ 140.00	\$ 3,640.00	\$ 159.50	\$ 4,147.00	\$ 150.25	\$ 3,906.50
	TRAFFIC CONTROL								
8.1	Temporary Traffic Control	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 4,700.00	\$ 4,700.00	\$ 2,045.00	\$ 2,045.00
	SITE WORK AND LANDSCAPING								
9.1	Conventional Seeding and Fertilizing, Permanent, Type 1	AC	0.3	\$ 5,500.00	\$ 1,650.00	\$ 18,000.00	\$ 5,400.00	\$ 11,630.00	\$ 3,489.00
	MISCELLANEOUS								
11.1	Mobilization	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 9,800.00	\$ 9,800.00	\$ 14,600.00	\$ 14,600.00
11.2	Remove, Salvage and Reset Mailbox	EA	1	\$ 500.00	\$ 500.00	\$ 390.00	\$ 390.00	\$ 425.00	\$ 425.00
11.3	Utility Exploration/Potholing	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 1,642.10	\$ 1,642.10	\$ 4,250.00	\$ 4,250.00
TOTAL BID:					\$ 63,765.00		\$ 79,200.00		\$ 91,970.00
BID SECURITY:							10%		10%

TABULATION OF BIDS

West Bridge Road Water Main Loop Project
 City of Polk City

Project No.: 121.0378.01

Bid Date/Time: September 7, 2022 at 10:00 AM

ITEM	DESCRIPTION	UNIT	QUANTITY	ENGINEER'S ESTIMATE		3 VANDERPOOL CONSTRUCTION INC INDIANOLA, IA		4 J & K CONTRACTING URBANDALE, IA	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
2	EARTHWORK								
2.1	Topsoil, On-site	CY	149	\$ 45.00	\$ 6,705.00	\$ 27.00	\$ 4,023.00	\$ 68.00	\$ 10,132.00
2.2	Remove, Salvage, and Replace Erosion Control Rock	CY	58	\$ 50.00	\$ 2,900.00	\$ 63.00	\$ 3,654.00	\$ 78.00	\$ 4,524.00
	TRENCH AND TRENCHLESS CONSTRUCTION								
3.1	Trench Compaction Testing	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 900.00	\$ 900.00	\$ 1,300.00	\$ 1,300.00
	WATER MAIN AND APPURTENANCES								
5.1	Water Main, Trenched, PVC C900, 12" Diameter	LF	252	\$ 110.00	\$ 27,720.00	\$ 159.00	\$ 40,068.00	\$ 120.00	\$ 30,240.00
5.2	Fitting, 22.5 Degree Bend	EA	2	\$ 1,250.00	\$ 2,500.00	\$ 1,500.00	\$ 3,000.00	\$ 1,600.00	\$ 3,200.00
5.3	Fitting, 45 Degree Bend	EA	2	\$ 1,500.00	\$ 3,000.00	\$ 1,500.00	\$ 3,000.00	\$ 1,700.00	\$ 3,400.00
5.4	Valve, Gate, 12" Diameter	EA	1	\$ 3,000.00	\$ 3,000.00	\$ 4,350.00	\$ 4,350.00	\$ 4,500.00	\$ 4,500.00
5.4	Fire Hydrant Assembly Removal	EA	1	\$ 500.00	\$ 500.00	\$ 2,000.00	\$ 2,000.00	\$ 1,400.00	\$ 1,400.00
5.5	Water Main Connection	EA	1	\$ 3,000.00	\$ 3,000.00	\$ 11,500.00	\$ 11,500.00	\$ 5,100.00	\$ 5,100.00
	STREETS AND RELATED WORK								
7.1	Driveway Removal, HMA	SY	26	\$ 25.00	\$ 650.00	\$ 50.00	\$ 1,300.00	\$ 90.00	\$ 2,340.00
7.2	HMA Driveway, Low Traffic 1/2" Mix, 58-28S	SY	26	\$ 140.00	\$ 3,640.00	\$ 320.00	\$ 8,320.00	\$ 500.00	\$ 13,000.00
	TRAFFIC CONTROL								
8.1	Temporary Traffic Control	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 1,800.00	\$ 1,800.00	\$ 2,500.00	\$ 2,500.00
	SITE WORK AND LANDSCAPING								
9.1	Conventional Seeding and Fertilizing, Permanent, Type 1	AC	0.3	\$ 5,500.00	\$ 1,650.00	\$ 9,000.00	\$ 2,700.00	\$ 3,700.00	\$ 1,110.00
	MISCELLANEOUS								
11.1	Mobilization	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 8,000.00	\$ 8,000.00	\$ 13,000.00	\$ 13,000.00
11.2	Remove, Salvage and Reset Mailbox	EA	1	\$ 500.00	\$ 500.00	\$ 400.00	\$ 400.00	\$ 827.00	\$ 827.00
11.3	Utility Exploration/Potholing	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 4,500.00	\$ 4,500.00	\$ 4,000.00	\$ 4,000.00
TOTAL BID:					\$ 63,765.00		\$ 99,515.00		\$ 100,573.00
BID SECURITY:							10%		10%

TABULATION OF BIDS

West Bridge Road Water Main Loop Project
 City of Polk City

Project No.: 121.0378.01

Bid Date/Time: September 7, 2022 at 10:00 AM

ITEM	DESCRIPTION	UNIT	QUANTITY	ENGINEER'S ESTIMATE		5 ON TRACK CONSTRUCTION, LLC NEVADA, IA		6 SYNERGY CONTRACTING, LLC DES MOINES, IA	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
2	EARTHWORK								
2.1	Topsoil, On-site	CY	149	\$ 45.00	\$ 6,705.00	\$ 22.00	\$ 3,278.00	\$ 14.00	\$ 2,086.00
2.2	Remove, Salvage, and Replace Erosion Control Rock	CY	58	\$ 50.00	\$ 2,900.00	\$ 73.00	\$ 4,234.00	\$ 42.00	\$ 2,436.00
	TRENCH AND TRENCHLESS CONSTRUCTION								
3.1	Trench Compaction Testing	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 505.00	\$ 505.00	\$ 1,120.00	\$ 1,120.00
	WATER MAIN AND APPURTENANCES								
5.1	Water Main, Trenched, PVC C900, 12" Diameter	LF	252	\$ 110.00	\$ 27,720.00	\$ 127.00	\$ 32,004.00	\$ 224.00	\$ 56,448.00
5.2	Fitting, 22.5 Degree Bend	EA	2	\$ 1,250.00	\$ 2,500.00	\$ 2,505.00	\$ 5,010.00	\$ 1,820.00	\$ 3,640.00
5.3	Fitting, 45 Degree Bend	EA	2	\$ 1,500.00	\$ 3,000.00	\$ 2,540.00	\$ 5,080.00	\$ 1,855.00	\$ 3,710.00
5.4	Valve, Gate, 12" Diameter	EA	1	\$ 3,000.00	\$ 3,000.00	\$ 3,970.00	\$ 3,970.00	\$ 5,740.00	\$ 5,740.00
5.4	Fire Hydrant Assembly Removal	EA	1	\$ 500.00	\$ 500.00	\$ 7,120.00	\$ 7,120.00	\$ 700.00	\$ 700.00
5.5	Water Main Connection	EA	1	\$ 3,000.00	\$ 3,000.00	\$ 4,770.00	\$ 4,770.00	\$ 9,100.00	\$ 9,100.00
	STREETS AND RELATED WORK								
7.1	Driveway Removal, HMA	SY	26	\$ 25.00	\$ 650.00	\$ 37.00	\$ 962.00	\$ 21.00	\$ 546.00
7.2	HMA Driveway, Low Traffic 1/2" Mix, 58-28S	SY	26	\$ 140.00	\$ 3,640.00	\$ 394.00	\$ 10,244.00	\$ 300.00	\$ 7,800.00
	TRAFFIC CONTROL								
8.1	Temporary Traffic Control	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 1,770.00	\$ 1,770.00	\$ 2,450.00	\$ 2,450.00
	SITE WORK AND LANDSCAPING								
9.1	Conventional Seeding and Fertilizing, Permanent, Type 1	AC	0.3	\$ 5,500.00	\$ 1,650.00	\$ 16,835.00	\$ 5,050.50	\$ 11,970.00	\$ 3,591.00
	MISCELLANEOUS								
11.1	Mobilization	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 16,532.50	\$ 16,532.50	\$ 11,200.00	\$ 11,200.00
11.2	Remove, Salvage and Reset Mailbox	EA	1	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 350.00	\$ 350.00
11.3	Utility Exploration/Potholing	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 3,500.00	\$ 3,500.00	\$ 7,000.00	\$ 7,000.00
TOTAL BID:					\$ 63,765.00	\$ 104,530.00		\$ 117,917.00	
BID SECURITY:						10%		10%	

_____ 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. 2022-107

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

WHEREAS on the 22 day of August 2022, 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 West Bridge Road Water Main Loop 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 12th day of September 2022.

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. 2022-108

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 West Bridge Road Water Main Loop Project, described in the plans and specifications heretofore adopted by this Council on September 12, 2022, be and are hereby accepted, the same being the lowest responsible bid received for said work, as follows:

Contractor: Elder Corporation
of Des Moines, Iowa

Amount of bid: \$79,200

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 12th day of September 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. August 22, 2022
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., August 22, 2022. 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, Anderson, Vogel, Sarchet | In attendance
3. **MOTION:** A motion was made by Anderson and seconded by Dvorak to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Comments** | None
5. **Consent Items** |
 - a. City Council Meeting Minutes for August 8, 2022
 - b. Receive and file the August 15, 2022 P&Z Commission Meeting Minutes
 - c. Claims listing August 22, 2022
 - d. July 2022 Finance Report
 - e. Receive and file the July 2022 Police Department Report
 - f. Receive and file the July 2022 Fire Department Report
 - g. Acknowledge revision of the Fire Department Policies and Procedures
 - h. Set Pay for Public Works Seasonal Part Time New Hire, Jake Lundberg at \$14 per hour, effective August 23, 2022
 - i. Resolution 2022-99 approving an agreement with North Polk Community School District for the use of the Polk City Fire Department Personnel and Equipment for home football games
 - j. Resolution 2022-100 rescheduling Public Hearing on a Proposal to Annex Certain Property to the City of Polk City, Iowa and Providing for the Giving of Notice of Such Hearing to be held September 26, 2022
 - k. Twelve-month Class C Beer Permit with Class B Native Wine Permit, and Sunday Sales Privileges for Kwik Star #1089 located at 1090 Parker Boulevard effective October 11, 2022
 - l. Amended and Substituted Resolution 2022-83 annexing certain properties into the City of Polk City, Iowa
 - m. Set dates for Urban Deer Hunting from September 17, 2022 through January 22, 2023
 - n. Resolution 2022-101 giving Authorization to apply for the Rural Enrichment Program from Iowa Economic Development Authority & Empower Rural Iowa
 - o. Block Party September 10, 2022, 8am until September 11, 2022 8am with street closure of Mallard Bay Pl.

MOTION: A motion was made by Walters and seconded by Vogel to approve the consent agenda items
MOTION CARRIED UNANIMOUSLY
6. **Business Items**
 - a. Home State Bank
 - i. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2022-102 approving Plat of Survey including Recreational Trail Easement
MOTION CARRIED UNANIMOUSLY
 - ii. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve Resolution 2022-103 approving Site Plan for Home State Bank
MOTION CARRIED UNANIMOUSLY
 - b. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2022-104 approving Plat of Survey for Kamp Property
MOTION CARRIED UNANIMOUSLY

- c. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve Resolution 2022-105 approving Preliminary Plat for Holly Woods
MOTION CARRIED UNANIMOUSLY
- d. **MOTION:** A motion was made by Anderson and seconded by Sarchet to approve Engineering Services Agreement with McClure Engineering Company in the amount of \$33,400 for the Polk City Elevated Storage Tank – Preliminary Engineering Report
YES: Sarchet, Walters, Dvorak, Anders
ABSTAIN: Vogel
MOTION CARRIED
- e. **MOTION:** A motion was made by Anderson and seconded by Sarchet to approve Resolution 2022-106 Ordering Construction of Certain Public Improvements, Fixing Dates for Public Hearing and Taking of Bids for West Bridge Road Water Main Loop Project Improvements
MOTION CARRIED UNANIMOUSLY
- f. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve First Reading of Ordinance 2022-2200 Amending Chapter 166 Signs
MOTION CARRIED UNANIMOUSLY
- i. **MOTION:** A motion was made by Sarchet and seconded by Walters to waive Second and Third Reading of Ordinance 2022-2200 Amending Chapter 166 Signs
MOTION CARRIED UNANIMOUSLY
- g. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve the Second Reading of Ordinance 2022-2100 Amending chapter 101, Regulation of Industrial Wastewater, Commercial Wastewater, and Hauled Waste
MOTION CARRIED UNANIMOUSLY
- h. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Second Reading of Ordinance 2022-1900 approving rezoning petition for 5810 NW 118th Avenue and 1000 E Northside Drive, of 95.2 acres from A-1 to R-1
MOTION CARRIED UNANIMOUSLY

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

- Parks & Recreation Director Thraen thanked the Friends of the Parks group for organizing the Party in the Park to continue fundraising for a shade structure at Leonard Park.
- City Manager Huisman encouraged the public to sign up for the available spots for the upcoming Citizen Academy.
- Council Member Dvorak said it was exciting for him to see Home State Bank moving forward in addition to Scooters from the previous meeting. He said more commercial property is what the City has been striving for and he thanked the companies for investing in Polk City.
- Council Member Anderson said his experience on the Water Tower committee wasn't easy, and they held several meetings, but he was happy to be included and it is much needed for Polk City.
- Council Member Sarchet thanked Chief Hogrefe for the monthly update. He said it is good to see new hires and promotions in the department.
- Mayor Karsjen said it is an exciting time for Polk City as several projects move forward, and he is looking forward to working with McClure on the Water Tower Project. Mayor encouraged Council to reach out and find people to attend the upcoming Citizen Academy. Mayor introduced his son Kyle setting in the audience.

8. **Adjournment**

MOTION: A motion was made by Anderson to adjourn at 6:35 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date –September 12, 2022

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk

CLAIMS REPORT		
CITY OF POLK CITY	DATED	9/12/2022
VENDOR	REFERENCE	AMOUNT
Absolute Concrete Construction	N3RD/VISTA LAKE INTERSECTION	\$ 420,570.23
AMAZON BUSINESS	TABLE/BOOKS/STAMP/SUPPLIES	\$ 667.47
ARCHIVESOCIAL, INC	SOCIAL MEDIA ARCHIVING	\$ 2,988.00
ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$ 168.76
ARROWHEAD SCIENTIFIC, INC	EVIDENCE SUPPLIES	\$ 136.45
Aspen Equipment Co	BUCKET TRUCK REPAIRS	\$ 645.62
AT&T MOBILITY	AT&T FIRSTNET	\$ 1,668.43
Automatic Systems Co	WELL #4 REPAIRS	\$ 2,102.50
BAKER & TAYLOR	LIBRARY BOOKS - NEH GRANT	\$ 2,846.22
Bound Tree Medical	MEDICAL SUPPLIES	\$ 59.00
BRAVO GREATER DES MOINES	HOTEL/MOTEL TAX 4/22-6/22 28E	\$ 2,016.18
BRICK LAW FIRM	CITY ATTORNEY FEES	\$ 6,520.00
BUSINESS PUBLICATIONS CORP	PUBLICATIONS	\$ 667.28
CANINE TACTICAL	K-9 TRAINING	\$ 200.00
CAPITAL CITY EQUIPMENT CO.	PLATE KIT	\$ 267.79
CENTRAL IOWA READY MIX	CONCRETE FOR SHOP OFFICE FLOOR	\$ 3,978.00
CENTURY LINK	PHONE SERVICE	\$ 286.51
CHLOE SAFLEY	3RD STREET MURAL INVOICE #2	\$ 3,700.00
CHR TIRE AND AUTO	DEF REPAIRS/STARTER	\$ 1,677.91
CHRIS KLAREN	ADULT FALL BAGS REFUND	\$ 35.00
CHRISTIAN BROTHERS AUTOMOTIVE	#21 AC DIAGNOSTICS	\$ 230.54
CITY LAUNDERING	FLOOR MAT SERVICE	\$ 380.54
CITY OF DES MOINES	WRA HOOK-UP	\$ 30,922.05
CITY OF POLK CITY	UB ASSISTANCE-SEPTEMBER 2022	\$ 80.34
CITY SUPPLY CORPORATION	TOWN SQUARE FOUNTAIN REPAIR	\$ 1,076.08
Construction & Agg. Products	HOISTS AND LEVERS	\$ 1,177.82
Contractor Solutions	METROTECH 850 LOCATOR REPAIR	\$ 701.07
COPY SYSTEMS INC.	COPIER	\$ 259.48
Crystal Clear Water Co	PURCHASED WATER	\$ 62.00
CURTIS REES	TREE REMOVAL	\$ 2,200.00
DARRIN CROW - TALESPINNER	MORBID CURIOSITIES	\$ 275.00
Des Moines Water Works	PURCHASED WATER	\$ 77,279.69
Dewey Ford	VEHICLE REPAIRS & MAINTENANCE	\$ 4,860.61
DORSEY & WHITNEY LLP	UR AMENDMENTS/TIF DEVELOPMENT	\$ 9,159.50
ELECTRONIC ENGINEERING CO.	TWO WAY RADIO INSTALLS (2)	\$ 2,181.57
EMSLRC	CPR INSTRUCTOR RECERTIFICATION	\$ 25.00
ETECH SOLUTIONS LLC	PRO-IT SEPTEMBER 2022	\$ 4,614.00
FEH DESIGN	SCHEMATIC DESIGN - INVOICE #2	\$ 17,957.56
Ferguson Waterworks	EQUIPMENT REPAIRS	\$ 1,327.77
GABRIEL WILSON	SAFE TRAINING EXPENSES	\$ 384.62
GALL'S INC.	CLASS 'A' NOACK SHIRT	\$ 49.28
GET SOME GUNS LLC	UNIFORM SHIRTS - SHERMAN	\$ 260.96
GRAINGER INC.	CLEANERS/GREASE CARTRIDGE	\$ 103.58

GREATAMERICA FINANCIAL	SHARED COPIER LEASE	\$ 495.40
Gurnsey Electric Co	WELL 4 REPAIRS	\$ 880.00
HACH COMPANY	WATER DEPARTMENT SUPPLIES	\$ 334.25
HAWKINS INC	CHLORINE	\$ 1,931.89
I.C.A.P.	CAMERA UPGRADE INSURANCE	\$ 334.00
I.I.M.C.	ID# 30669 ANNUAL MEMBERSHIP	\$ 200.00
I.M.W.C.A.	WORKERS COMP INSURANCE	\$ 6,702.00
INTERSTATE ALL BATTERY CENTER	TRUCK BATTERY	\$ 172.75
INTERSTATE POWERSYSTEMS	GENERATOR REPAIR	\$ 1,947.97
IOWA BOARD OF PHARMACY	CSA REGISTRATION	\$ 90.00
Iowa Parks & Rec. Association	FY23 MEMBERSHIP/FALL WORKSHOP	\$ 340.00
IOWA STATE UNIVERSITY	IMFOA FALL SESSION/MERRITT	\$ 304.00
JEREMY SIEPKER	MILEAGE REIMBURSEMENT	\$ 183.13
KARLA HODREFE	REIMBURSEMENT-FURNITURE	\$ 116.92
KEYSTONE LABORATORIES INC.	WATER TESTING	\$ 349.75
KIMBALL MIDWEST	SEWER MARKING PAINT	\$ 540.36
L-TRON CORPORATION	L-TRON SCANNER	\$ 345.45
LINDE GAS & EQUIPMENT INC	OXYGEN	\$ 15.90
MALLORY SAFETY & SUPPLY LLC	RAIN COAT - SHERMAN	\$ 153.00
MATT AICHER	K-9 TRAINING MILEAGE REIMBURSEMENT	\$ 107.50
MEGAN VANDEN WYNBOOM	UB REIMBURSEMENT	\$ 772.01
MERCYONE NORTH PHARMACY	RX SUPPLIES	\$ 265.24
METRO WASTE AUTHORITY	CONTRACT MANAGEMENT-AUGUST2022	\$ 30,338.48
MI-FIBER	CITY INTERNET	\$ 0.90
MICROMARKETING, LLC	BOOK ON CD	\$ 39.94
Mid American Specialties	ELECTRIC CHARGES	\$ 16.42
MUNICIPAL SUPPLY CO.	SEWER REPAIR	\$ 3,958.80
NELSON AUTOMOTIVE	SERVICE/NEW BATTERIES - AMBULANCE	\$ 487.92
NICHOLS EQUIPMENT LLC	EQUIPMENT RENTAL FOR REPAIRS	\$ 4,223.19
ONESOURCE	BACKGROUND CHECK	\$ 84.00
PORTABLE PRO, INC.	PORTABLE SERVICE	\$ 450.00
RACOM	EDACS ACCESS	\$ 862.92
RUAN, INCORPORATED	T10901 - VEHICLE LEASE	\$ 1,588.04
Safe Building Comp. & Tech	BUILDING INSPECTIONS	\$ 9,001.34
SBS SERVICES GROUP LLC	SPORTS COMPLEX EXTRA CLEANING	\$ 2,957.07
SECRETARY OF STATE	NOTARY RENEWAL - THORNBURG	\$ 30.00
SKYLINE SALT SOLUTIONS	ROAD SALT	\$ 7,512.23
STANDARD & ASSOCIATES, INC	POST TEST	\$ 45.76
Star Equipment Ltd	EQUIPMENT RENTAL/CONCRETE	\$ 330.00
STEW HANSEN	CHARGER ENGINE REPAIR	\$ 6,683.23
TOTAL QUALITY INC.	LAWNCARE	\$ 14,476.50
Toyne Inc	R458 LIGHT BULB REPLACEMENT	\$ 81.86
TRIPLETT OFFICE SOLUTIONS	OUTREACH - TATTOOS	\$ 239.48
VAN-WALL EQUIPMENT	VEHICLE REPAIR PARTS	\$ 88.74
VERIZON WIRELESS	PHONE AND DATA PLAN	\$ 17.04
Accounts Payable Total		\$ 706,865.79
GENERAL		\$ 82,828.05

ROAD USE		\$ 14,611.75
L.M.I		\$ 80.34
CAPITAL IMPROVEMENTS		\$ 442,227.79
CAPITAL EQUIPMENT/VEHICLE		\$ 1,588.04
WATER		\$ 87,818.86
SEWER		\$ 47,372.48
SOLID WASTE/RECYCLING		\$ 30,338.48
TOTAL FUNDS		\$ 706,865.79

Addendum to City Manager Employment Agreement for City of Polk City, Iowa

Effective September 5, 2022, the following provisions will be updated to the City Manager Employment Agreement, originally approved by the City Council on July 22, 2019 and amended on September 13, 2021.

Salary:

Employer agrees to pay Employee for her services rendered pursuant hereto an annual base salary of \$135,450 payable in installments at the same time as other management employees of the Employer are paid. Said base salary shall be subject to review and adjustment based on satisfactory performance.

IN WITNESS WHEREOF, the City Council has caused this addendum to the Employment Agreement to be signed and executed on it's behalf by it's Mayor, and duly attested by it's City Clerk, and the Employee has signed and executed this agreement.

Employee:

City of Polk City:

Chelsea Huisman, Employee

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk





City of Polk City, Iowa City Council Agenda Communication

Date: September 12, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Jason Thraen, Parks & Recreation Director

Subject: **Parks & Recreation Department Updates for August 2022**

1. Registration for fall programming opened for Polk City residents on Wednesday, August 17th at 8am. Registration for non-residents opened Wednesday, August 24th at 8am.
2. Polk City Friends of the Parks met on August 10th and August 31st. Planning for their October 1st bike ride fundraiser continues. “Biketoberfest” will be offered in complement to Fall Fest and Fenders Fest. Proceeds of this event are going towards the group’s Leonard Park shade structure project and future bike accessories for Polk City parks and trails.
3. August programming included All-Star Sports Camp (2), Art in the Park (2), Adult Softball League, and Senior Social Hour.
4. August 5th Movie in the Park, sponsored by Fareway and Triplett-Westendorf Financial Group LLC, had 67 attendees.
5. August 6th Yoga in the Park had 17 participants.
6. August 20th Yoga in the Park was canceled due to inclement weather.
7. Sports Complex baseball/softball fields had 44 reservations in August. 188 total field reservations in 2022.
8. Community Center had 0 private rentals in August. 9 total rentals in 2022.
9. Miller Park Shelter House had 4 private rentals in August. 28 total rentals in 2022.



City of Polk City, Iowa City Council Agenda Communication

Date: September 12, 2022
To: Mayor, City Council and City Manager
From: Karla Hogrefe – Fire Chief
Subject: New set pay for part time employee

BACKGROUND: We have a current employee, TJ Schaffer, who has worked for Polk City Fire Department since May 2021. TJ is certified as an Advanced EMT but has been performing as an EMT. We recently got a new Medical Director who is okay with TJ performing under his certification of AEMT. We made some small changes to our protocols to allow this. This will be a huge benefit to the department and will allow TJ to utilize all his skills that he has been trained on. We do not have AEMT in our current pay scale.

ALTERNATIVES: Don't accept new pay rate.

FINANCIAL CONSIDERATIONS: TJ works roughly 4 night shifts a month; this will not affect much financially.

RECOMMENDATION: I recommend that we give TJ a \$1 raise to compensate him appropriately. I also recommend that we add AEMT/Firefighter to our pay scale at \$18.50/hour.



City of Polk City, Iowa

City Council Agenda Communication

Date: September 12, 2022
To: Mayor & City Council
From: Karla Hogrefe – Fire Chief
Subject: Sale of Trailer

BACKGROUND: The Fire Department currently has a 20' enclosed trailer that was purchased in 2017 for \$14,973. It was purchased to house the Gator and to be used as a Command Trailer. The trailer is in great shape, but hardly gets utilized by the Fire Department and takes up a lot of space in the bay. The only time the trailer gets used is for transporting the gator or ice rescue training once a year. I think this could be a great addition to another Fire Department where it may be utilized more often.

ALTERNATIVES: Don't sell the item.

FINANCIAL CONSIDERATIONS: List this trailer for sale on GovDeals for auction, hoping to get at least \$12,000 out of it.

RECOMMENDATION: I recommend the Council approves the sale of this item that is no longer a use to the Fire Department.



City of Polk City, Iowa City Council Agenda Communication

Date: September 12, 2022
To: Mayor & City Council
From: Karla Hogrefe – Fire Chief
Subject: Policy & Procedure Updates

BACKGROUND: The fire department has policies and procedures which provides an outline and direction to and for our members. These policies and procedure were established in 2005. Some have been revised throughout the years and others remain the same.

The fire department has had several changes in how we provide service to the community. This requires revising and removing policies and procedures. The Officers of the department are in the process of reviewing all 111 policies and procedures and SOG's and have begun to make some revisions. We have attached the following revised administrative policies and procedures for your review and acknowledgement:

- 201 – Vehicles response for calls – Revised
- 202 – Alarm and assignment types – Revised
- 203 – Duty Officer Response – Revised
- 204 – Vehicle Operations – Revised
- 205 – Pagers – Revised
- 206 – Radio Communications – Revised
- 207 – Duty Crews – Revised
- 208 – Emergency Incident Rehab – Removed (covered in EMS Protocols)
- 209 – Responding to the Station – Revised
- 210 – Dispatch Protocol – Removed
- 211 – CPR Instruction – Removed
- 212 – Apparatus & Equipment Maintenance Program - Revised

ALTERNATIVES: Continue with the same policy and procedures.

FINANCIAL CONSIDERATIONS: No cost associated with these changes.

RECOMMENDATION: Acknowledge and accept these revisions so the operations of the fire department is up to date and appropriate for the times.



**APPLICATION FORM
FOR
Special Events
City of Polk City, Iowa**

Permit # 2022-0907

Application Fee* \$50

**application fee waived for 501(c)(3) organizations and block party requests*

Thank you for your interest in the City of Polk City!

A special event would be classified as a parade, run/walk/bike, fundraiser, farmers market, fair/festival, outdoor concert OR temporary structure including but not limited to tents over 200sf, canopy, stage, inflatables. The City of Polk City must approve your application prior to advertising your event on City's property or public right-of-way for a special event. Application process must begin at least a minimum of 45 days prior to the requested date of the event.

Please check the following type of event:

<input type="radio"/> Parade	<input type="radio"/> Farmers market
<input type="radio"/> Run/Walk/Bike	<input checked="" type="radio"/> Fair/Festival
<input type="radio"/> Outdoor Concert	<input type="radio"/> Temporary Structure(s)
<input type="radio"/> Fundraiser	<input type="radio"/> Other (please specify) _____

Contact Information:

Contact Name & Title: <small>*(contact must be onsite for setup & teardown of event)</small>	Jason Thraen, Parks & Rec Director
Contact Mailing Address:	PO Box 426, Polk City, IA 50226
Contact Phone number:	515-329-8036 or 712-216-0967
Contact Email Address:	jthraen@polkcityia.gov
Sponsor Organization: <small>*(if applicable)</small>	Polk City Parks & Rec, Go Polk City

Event Information:

Name of Event:	Fall Fest	Requested event location:	Town Square
Event Date(s) & Time(s):	Saturday, Oct. 1 3-7 pm	Event Setup & Teardown: (dates & times)	10-1-2022 12-3pm Setup 7-10pm teardown
Estimated Attendance:	750	Number of Vehicles:	4
Will Event Fee Be Charged?	Y or <input checked="" type="radio"/> N	Event Fee Amount: (if applicable)	—
Product Sales on Site: Food, Crafts	<input checked="" type="radio"/> Y or N	Amplified sounds: (a noise waiver may be required)	Y or <input checked="" type="radio"/> N
Tent and/or canopy: Qty. _____	Y or <input checked="" type="radio"/> N	Inflatables: (valid State of Iowa permit required)	<input checked="" type="radio"/> Y or N Qty. <u>6</u>
Access to water:	Y or <input checked="" type="radio"/> N	Access to electricity:	<input checked="" type="radio"/> Y or N
Alcoholic Beverages: <small>(must obtain Iowa Beverage Permit with outdoor services & area of alcohol must be fenced off)</small>	Y or <input checked="" type="radio"/> N	Portable Toilets: <small>*(1 toilet for every 250 people est.)</small>	<input checked="" type="radio"/> Y or N Qty. <u>2</u>
Street Closure: Qty. <u>2</u>	<input checked="" type="radio"/> Y or N	On Street Parking Closure: Qty. <u>4</u>	<input checked="" type="radio"/> Y or N

- 2nd St. from Broadway through Van Dorn 12pm - 10pm
- Van Dorn from 3rd St. through 2nd St. 12pm - 10pm

Event Description: (describe activities)

Fall Fest will include Kids activities on the square with inflatables and other activities taking place on 2nd St. and Van Doorn St. Farmers Market will also take place in the square.

Information about temporary structures: (stage, tables, inflatables, etc.; include location(s) on the site plan illustration)

Inflatables + games on 2nd St. closure. Vendor booths and activities spread throughout square. Hand washing stations, trash, recycling throughout square as well. 2 portable toilets as well.

Barricades Required:	Qty. <u>12</u>	Security on site:	<input checked="" type="radio"/> Y or <input type="radio"/> N
Traffic Control:	<input type="radio"/> Y or <input checked="" type="radio"/> N	Emergency Services:	<input type="radio"/> Y or <input checked="" type="radio"/> N

Street or parking closures require barricades/setup & removal by maintenance staff. Applicant will be billed at a rate of \$115/hour per staff person/equipment. * fees waived for 501(c)(3) and block party requests

Security Services are available if the need is anticipated during the event.

Events serving alcohol will require Law Enforcement Officers to be on-site at each entrance/exit during said event and events interfering with non-participating vehicle traffic will require crowd/traffic control by a Law Enforcement Officer at each location. Applicant will be billed at a rate of \$40/hour per officer.

Emergency Services are available if the need is anticipated during the event.

Events requesting first aid stations will require a gator & stand-by staff at each location. Applicant will be billed at a rate of \$50/hour per staff personnel/equipment

Events requesting ambulance on site will require stand-by staff with equipment. Applicant will be billed at a rate of \$75/hour per for ambulance and \$23.22/hour per staff personnel

Events requesting firetruck protection on site will require stand-by staff with equipment. Applicant will be billed at a rate of \$300/hour for 4 personnel/equipment.

Additional Remarks:

Applicant understands and agrees that by submitting this application to the City, applicant certifies the information provided is true and correct, and that false information may be grounds for denial of this application. In addition to the City's approval, applicant is responsible to obtain any additional permits or approvals required by State or Federal regulations applicable to the Special Event. Further, it is understood, that the activities at all times during the event shall comply with all City, State and Federal laws, ordinances and regulations. The City reserves the right to impose special guidelines and restrictions based on the nature of the proposed event and its attendant circumstances.

Signature and Title of Applicant: _____

Date: 9 / 6 / 22

✓ If Provided

<input checked="" type="checkbox"/>	Site Plan Illustration
<input type="checkbox"/> N/A	Certificate of Insurance with City of Polk City named as certificate holder; general liability in the amount of \$2,000,000 per incident/\$3,000,000 aggregate
<input checked="" type="checkbox"/>	Application fee plus any other applicable fees

OFFICIAL USE ONLY:

Department approvals:

Fire Chief: _____ Police Chief: MA
Public Works Director: _____ City Manager: _____

Parks + Rec Director:



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City of Polk City

0	0.00225	0.0045	0.009	0.018	0.036	0.072	0.144	0.288	0.576	1.152	2.304	4.608	9.216	18.432	36.864	73.728	147.456	294.912	589.824	1179.648	2359.296	4718.592	9437.184	18874.368	37748.736	75497.472	150994.944	301989.888	603979.776	1207959.552	2415919.104	4831838.208	9663676.416	19327352.832	38654705.664	77309411.328	154618822.656	309237645.312	618475290.624	1236950581.248	2473901162.496	4947802324.992	9895604649.984	19791209299.968	39582418599.936	79164837199.872	158329674399.744	316659348799.488	633318697598.976	1266637395197.952	2533274790395.904	5066549580791.808	10133099161583.616	20266198323167.232	40532396646334.464	81064793292668.928	162129586585337.856	324259173170675.712	648518346341351.424	1297036692682702.848	2594073385365405.696	5188146770730811.392	10376293541461622.784	20752587082923245.568	41505174165846491.136	83010348331692982.272	166020696663385964.544	332041393326771929.088	664082786653543858.176	1328165573307087716.352	2656331146614175432.704	5312662293228350865.408	10625324586456701730.816	21250649172913403461.632	42501298345826806923.264	85002596691653613846.528	170005193383307227693.056	340010386766614455386.112	680020773533228910772.224	1360041547066457821544.448	2720083094132915643088.896	5440166188265831286177.792	10880332376531662572355.584	21760664753063325144711.168	43521329506126650289422.336	87042659012253300578844.672	174085318024506601157689.344	348170636049013202315378.688	696341272098026404630757.376	1392682544196052809261514.752	2785365088392105618523029.504	5570730176784211237046059.008	11141460353568422474092118.016	22282920707136844948184236.032	44565841414273689896368472.064	89131682828547379792736944.128	178263365657094759585473888.256	356526731314189519170947776.512	713053462628379038341895552.024	1426106925256758076683791104.048	2852213850513516153367582208.096	5704427701027032306735164416.192	11408855402054064613470328832.384	22817710804108129226940657664.768	45635421608216258453881315329.536	91270843216432516907762630659.072	182541686432865033815525261318.144	365083372865730067631050522636.288	730166745731460135262101045272.576	1460333491462920270524202090545.152	2920666982925840541048404181090.304	5841333965851681082096808362180.608	11682667931703362164193616724361.216	23365335863406724328387233448722.432	46730671726813448656774466897444.864	93461343453626897313548933794889.728	18692268690725379462709787558977.456	37384537381450758925419575117954.912	74769074762901517850839150235909.824	149538149525803035701678300471819.648	299076299051606071403356600943639.296	598152598103212142806713201887278.592	1196305196206424285613426403774557.184	2392610392412848571226852807549114.368	4785220784825697142453705615098228.736	9570441569651394284907411230196457.472	19140883139302788569814822460392914.944	38281766278605577139629644920785829.888	76563532557211154279259289841571659.776	153127065114422308558518579683143319.552	306254130228844617117037159366286639.104	612508260457689234234074318732573278.208	1225016520915378468468148637545146557.416	245003304183075693693629735109029114.832	490006608366151387387259470218058229.664	980013216732302774774518940436116459.328	196002643346460554954903788087232898.656	392005286692921109909807576174465797.312	784010573385842219819615152348931594.624	1568021146771684439639230304697863189.248	3136042293543368879278460609395726378.496	6272084587086737758556921218791452756.992	1254416917417347551711384243758291513.984	2508833834834695103422768487516583027.968	5017667669669390206845536975033166055.936	10035335339338780413691073950066332111.872	20070670678677560827382147000132664223.744	4014134135735512165476429400026532447.488	80282682714710243309528588000530644894.976	16056536542942048661905717600106129789.952	321130730858840973238114352002122595779.904	642261461717681946476228704004245191559.808	1284522923435363892952457408008490383119.616	2569045846870727785904914816016980766239.232	5138091693741455571809829632033961532478.464	1027618338748291114361965926406792306495.696	2055236677496582228723931852813584612991.392	4110473354993164457445863705627168222582.784	8220946709986328914891727411254336445165.568	1644189341997265782978345482250867289031.136	3288378683994531565956690964501734578062.272	6576757367989063131913381929003469156124.544	1315351473597812626382676385800693832249.088	2630702947195625252765352771601387664498.176	5261405894391250505530705543202775328996.352	10522811788782501011061401108405550657992.704	21045623577565002022122802216811101315985.408	42091247155130004044245604433622202631970.816	84182494310260008088491208867244404263741.632	168364988620520016176982417734488808527483.264	336729977241040032353964835468977617054966.528	67345995448208006470792967093795523410993.056	134691990896416012941585934187591046821986.112	269383981792832025883171868375182093643972.224	538767963585664051766343736750364187287944.448	107753592717132810353268747350072837457588.896	215507185434265620706537494700145674915177.792	43101437086853124141307498940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POLK CITY LIBRARY BOARD MEETING NOTES
Polk City Community Library
1500 W. Broadway, Polk City, IA
Monday, August 1, 2022 at 6:30 pm

I. Call to order – President Mart called meeting to order at 6:32pm.

II. Approval of the agenda

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

MOTION PASSED unanimously.

<u>Board Members Present:</u>	Rod Bergren, Angie Conley, Corey Hoodjer, Lisa Mart, Sara Olson
<u>Board Members Absent:</u>	None
<u>Library Director Present:</u>	Jamie Noack
<u>City Council Liaison Present:</u>	Rob Sargent
<u>Guests Present:</u>	None

III. Consent Items

MOTION: A motion was made by Angie Conley and seconded by Corey Hoodjer to approve Consent Items.
MOTION PASSED unanimously.

1. Approve the [June 2022 Board Minutes](#)
2. Approve May 2022 financial statements
 1. [May 2022 History](#)
 2. [May 2022 Budget](#)
 3. [May 2022 Revenue & Expenses](#)
3. Approve June 2022 financial statements
 1. [June 2022 History](#)
 2. [June 2022 Budget](#)
 3. [June 2022 Revenue & Expenses](#)

IV. Communication from the Public - None

V. Director's Report

Library Director's Report
June/July 2022

Library Statistics:

- June Circulation and library usage
 - June 2022 circulation increased by 2,330 checkouts compared to May 2022 and by 480 compared to June 2021.
 - 3,377 individuals visited the library in June. This is an increase of 1,338 compared to May 2022. It is an increase of 150 visitors compared to June 2021. **Additionally, 281 individuals participated in library programs at an off-site location and are not allowed by the State of Iowa to be counted as visitors to the library.**
 - Library Patrons saved \$64,338 in June by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
 - 32 passport applications were processed

- 13 Notary appointments
- 29 Adventure Passes were used saving patrons \$1,186.
- July Circulation and library usage
 - July 2022 circulation decreased by 448 compared to June 2022 and increased by 346 compared to July 2021.
 - 2,924 individuals visited the library in July 2022. This is a decrease of 453 compared to June 2022. It is an increase of 423 visitors compared to June 2021. **Additionally, 267 individuals participated in library programs at an off-site location and are not allowed by the State of Iowa to be counted as visitors to the library.**
 - Library patrons saved \$59,475 in July by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
 - 33 Passport applications were processed
 - 6 Notary appointments
 - 36 Adventure passes were used saving patrons \$1,492
- 4th Quarter (April-June)
 - Total visitors was 6,980 compared with 3,603 in 2021.
 - Total Circulation was 14,694 compared with 8,159 in 2021.
 - Total Patron Savings was \$157,577 compared with \$81,725 in 2021.
 - 48 Adventure Passes were used saving patrons \$1,938.
 - 95 Passport appointments compared with 61 Passport appointments in 2021.
- Preliminary FY22 Statistics
 - Total Visitors was 22,316
 - Total Circulation was 52,530
 - Total Patron Savings was \$539,611
 - 435 Adventure Passes were used saving patrons \$6,608
 - 435 Passport Applications were processed
 - 335 Adult Programs were attended by 2,293 individuals
 - 216 Youth Programs were attended by 4,921 individuals
- [Summer Reading Statistics](#)
 - 572 individuals registered for our summer reading program in 2022 compared to 673 in 2021. We believe this number is lower because Tender Years childcare did not automatically sign up all of their kids this summer.
 - [Summer Reading Survey Results](#)
- **What's New:**
 - We have received a lot of positive feedback regarding our summer reading program. Melissa and Alexa did an excellent job of providing safe, fun and educational programming.
 - The Friends of the Library Ring Toss fundraiser at the Four Seasons Minifest raised over \$400.
 - The Friends of the Library will have a book sale in the parking lot on Friday, August 5 from 9-noon. Fill a bag for \$5.
 - Active programming is on hiatus in August as we prepare for fall programming. We will have a WooHoo/BooHoo coffee on August 23 from 8:15-9:30 am where parents can drop in for coffee & donuts after dropping off their kids at school and learn about fall programming.
 - Director Noack and Huxley Director, Cathy Van Maanen, have been selected as presenters on libraries as passport acceptance facilities at the 2022 ILA Conference in Coralville in October.

1. [June 2022 Stats](#)

LIBRARY -JUNE 2022 STATS SNAPSHOT	June 2021	June 2022	May 2022
Total Visitors	3,227	3,377	2,039

People Checking Out	459	515	361
Polk City Cardholders	408	449	321
Polk City Checkouts	4,642	4,799	2,844
Open Access Cardholders	20	33	18
Open Access Checkouts	235	415	211
Rural Cardholders	31	33	22
Rural Checkouts	497	475	229
Bridges E-book/Audiobook Checkouts	656	810	891
Outgoing ILL Books	25	36	30
Total Checkouts (incl. Bridges & Outgoing ILL)	6,055	6,535	4,205
Auto Renewals	606	677	626
Total Checkouts (adjusted for auto-renewal)	5,449	5,858	3,579
Incoming ILL Books	20	37	43
Reserves Placed	569	413	308
Materials Added	116	289	362
Materials Withdrawn	69	327	320
New Cards Issued	58	48	27
Computer Users	31	20	35
WiFi Users (on site)	577	457	315
Reference Questions	0	15	1
AWE Station Usage	150	198	75
AWE Games Played	317	599	221
Adult Programs	29	28	23
Adult Program Attendance	159	196	151
Youth Programs	48	32	5
Youth Program Attendance	1,314	1,204	216
Tutoring	0	7	0
No. of Meeting Room Uses by Outside Groups	0	4	2
Patron Savings (physical materials only)	\$71,561	\$75,852	\$43,034
Passports	18	32	25
Blank Park Zoo Adventure Pass (\$44)	16	11	4

Science Center of Iowa Adventure Pass (\$44)	11	9	0
Botanical Gardens Adventure Pass (\$34)	4	3	0
Des Moines Children's Museum (\$36)	3	0	3
Reiman Gardens (\$34)	\$4	6	4
TOTAL ADVENTURE PASS SAVINGS	\$1,568	\$1,186	\$420
Summer Reading Signups (0-11) as of 6/30	459	366	191
Summer Reading Signups (12-18) as of 6/30	44	39	18
Adult Reading Participation as of 6/30	166	153	74
Facebook Page Views (June 3-June 30)	428	322	119
Facebook Post Reach (June 3-June 30)	3,531	3,572	1,368
New FacebookPageFollowers(June 3-30)	28	not reported	13
New Facebook Page Likes (June 3-June 30)	21	12	12
Website Views	unavailable	4,826	2,819

2. [July 2022 Stats](#)

LIBRARY -JULY 2022 STATS SNAPSHOT	July 2021	July 2022	June 2022
Total Visitors	2,501	2,924	3,377
People Checking Out	478	496	515
Polk City Cardholders	426	428	449
Polk City Checkouts	4,434	4,313	4,799
Open Access Cardholders	24	30	33
Open Access Checkouts	185	317	415
Rural Cardholders	28	38	33
Rural Checkouts	325	433	475
Bridges E-book/Audiobook Checkouts	782	1,005	810
Outgoing ILL Books	15	19	36
Total Checkouts (incl. Bridges & Outgoing ILL)	5,741	6,087	6,535
Auto Renewals	823	828	677
Total Checkouts (adjusted for auto-renewal)	4,918	5,259	5,858
Incoming ILL Books	17	26	37
Reserves Placed	438	365	413
Materials Added	172	197	289
Materials Withdrawn	767	775	327
New Cards Issued	35	42	48
Computer Users	34	28	20

WiFi Users (on site)	340	434	457
Reference Questions	0	20	15
AWE Station Usage	206	147	198
AWE Games Played	480	409	599
Adult Programs	22	24	28
Adult Program Attendance	155	158	196
Youth Programs	44	25	32
Youth Program Attendance	1,579	883	1,204
Tutoring	0	8	7
No. of Meeting Room Uses by Outside Groups	0	0	4
Patron Savings (physical materials only)	\$59,475	\$64,338	\$75,852
Passports	32	33	32
Blank Park Zoo Adventure Pass (\$44)	13	14	11
Science Center of Iowa Adventure Pass (\$44)	14	12	9
Botanical Gardens Adventure Pass (\$34)	1	1	3
Des Moines Children's Museum (\$36)	3	4	0
Reiman Gardens (\$34)	6	5	6
TOTAL ADVENTURE PASS SAVINGS	\$1,534	\$1,492	\$1,186
Summer Reading Signups (0-11) as of 7/31	461	376	366
Summer Reading Signups (12-18) as of 7/31	44	40	39
Adult Reading Participation as of 7/31	168	156	153
Facebook Page Views July 1-31)	289	174	322
Facebook Post Reach (July 1-31)	2,652	2,641	3,572
New FacebookPageFollowers(July1-31)	21	not reported	not reported
New Facebook Page Likes (July 1-31)	16	8	12
Website Views	1,621	3,364	4,826

3. 2022 4th quarter stats
4. Preliminary end-of-year stats

VI. Liaison report – Rob Sargent updated on city happenings.

VII. Board Education: No education this month – Corey Hoodjer will complete for next month

VIII. Agenda Items

1. Review Tier Standards Section 7: Library Programming & Community Relations – reviewed
2. Review Tier Standards Section 9: Library Facility – reviewed
3. [Approve changes to Website Policy](#)

MOTION: A motion was made by Angie Conley and seconded by Sara Olson to approve changes to the Website Policy.

MOTION PASSED unanimously.

4. Approve [Resolution 2022-07L](#) correcting the [Youth Services Librarian FY23 wages](#)

MOTION: A motion was made by Rod Bergren and seconded by Corey Hoodjer to approve Resolution 2022-07L with corrected Youth Services Librarian FY23 wages.

MOTION PASSED unanimously.

5. Approve [ADA Priority 2](#) for Accreditation

MOTION: A motion was made by Sara Olson and seconded by Corey Hoodjer to approve ADA Priority 2 for Accreditation.

MOTION PASSED unanimously.

6. Approve [Resolution 2022-08L](#) hiring Marissa Pries as a library page at \$10.00/hour pending successful background check.

MOTION: A motion was made by Angie Conley and seconded by Rod Bergren to approve Resolution 2022-08L.

MOTION PASSED unanimously.

7. Approve [Resolution 2022-09L](#) authorizing Library Director to proceed with the process of replacing the locks on the library and installing electronic access capabilities for the library as budgeted for fiscal year 2023.

Quotes just came in today, and there are questions regarding service fees and maintenance; decision to table until next month and Jamie will contact companies for clarification.

8. Determine September Board Education – Corey Hoodjer

9. Set date for September library board meeting – Tuesday, September 6 at 6:30pm.

IX. Adjourn – President Mart adjourned meeting at 7:13pm.

MOTION: A motion was made by Sara Olson and seconded by Angie Conley to adjourn meeting.

MOTION PASSED unanimously.

Next Meeting Tuesday September 6, 2022.

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

Library Director's Report August 2022

Library Statistics:

- August Circulation and library usage
 - August 2022 circulation decreased by 381 checkouts compared to July 2022 and increased by 958 compared to August 2021.
 - 2,406 individuals visited the library in August. This is a decrease of 518 compared to July 2022. It is an increase of 556 visitors compared to August 2021.
 - Library Patrons saved \$59,091 in August by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
 - 48 passport applications were processed
 - 2 Notary appointments
 - 33 Adventure Passes were used saving patrons \$1,356.

- Youth Services Librarian, Alexa Minasian, has resigned. Her last day will be September 9, 2022. We have started the search for her replacement.
- During the month of August, we did not see as big of a drop in library usage as we have in years past. We may consider keeping our extra part-time help through the first 2 weeks of August next year; perhaps even just Monday-Wednesday as Thursdays and Fridays tend to be quieter.
- The Friends of the Library book sale on Friday, August 5 raised \$365.
- Youth programming flyers were created for fall programming and were available on the activity tables at both West and Big Creek Elementary during back-to-school events.
- The WooHoo/BooHoo coffee on August 23 was not well attended.
- The library has applied for a grant from Metro Waste Authority to purchase a bottle filling station for our water fountains. The MWA is giving away \$1,000 toward the purchase of a bottle filler. Our current fountains need to be replaced so I have been getting quotes for the total cost. The Friends of the Library have indicated a willingness to help with the expense of replacement.
- The library's book vendor, Baker & Taylor, was a victim of a ransomware attack during the weekend of August 20. As of August 29, libraries are still unable to order materials, download MARC records or call or email the company. This also affects all reporting through the State Library of Iowa as they contract with a Baker & Taylor subsidiary for completing all annual reports and accreditation reports.
- The library produced its first monthly newsletter for September. Currently only 3 subscribers, but we will continue to advertise it.
- September is Library Card month.
- The library is once again providing access to our electronic resources to all North Polk students.
- Fall programming will begin the week of September 12.
- Director Noack will be attending the Association of Rural and Small Libraries (ARSL) conference in Chattanooga, TN from September 14-17.
- Director Noack will be on vacation from September 19-24.

LIBRARY -August 2022 STATS SNAPSHOT	August 2021	August 2022	July 2022
Total Visitors	1,969	2,406	2,924
People Checking Out	409	453	496
Polk City Cardholders	366	402	428
Polk City Checkouts	3,600	4,156	4,313
Open Access Cardholders	24	24	30
Open Access Checkouts	248	308	317
Rural Cardholders	19	27	38
Rural Checkouts	142	298	433
Bridges E-book/Audiobook Checkouts	724	914	1,005
Outgoing ILL Books	34	30	19
Total Checkouts (incl. Bridges & Outgoing ILL)	4,748	5,706	6,087
Auto Renewals	786	793	828
Total Checkouts (adjusted for auto-renewal)	3,962	4,913	5,259
Incoming ILL Books	27	30	26
Reserves Placed	421	306	365
Materials Added	173	158	197
Materials Withdrawn	121	112	775
New Cards Issued	22	25	42
Computer Users	30	36	28
WiFi Users (on site)	286	399	434
Reference Questions	5	20	20
AWE Station Usage	142	183	147
AWE Games Played	259	230	409
Adult Programs	11	18	24
Adult Program Attendance	84	159	158
Youth Programs	2	2	25
Youth Program Attendance	26	11	883
Tutoring	0	3	8
No. of Meeting Room Uses by Outside Groups	0	0	0
Patron Savings (physical materials only)	\$49,893	\$59,091	\$64,338
Passports	31	48	33
Blank Park Zoo Adventure Pass (\$44)	13	16	14
Science Center of Iowa Adventure Pass (\$44)	9	7	12
Botanical Gardens Adventure Pass (\$34)	1	3	1
Des Moines Children's Museum (\$36)	2	2	4
Reiman Gardens (\$34)	4	5	5
TOTAL ADVENTURE PASS SAVINGS	\$1,210	\$1,356	\$1,492
Summer Reading Signups (0-11) as of 7/31			376
Summer Reading Signups (12-18) as of 7/31			40
Adult Reading Participation as of 7/31			156
Facebook Page Views Aug 1-31)	344	163	174
Facebook Post Reach (Aug 1-31)	4,569	2,447	2,641
New FacebookPageFollowers(Aug 1-31)	7	not reported	not reported
New Facebook Page Likes (Aug 1-31)	6	18	8
Website Views	1,185	2,492	3,364

Alternate Operating Hours
September 2022

Thursday, September 15: Library open 1:00-8:00

Monday, September 19: no story time

Tuesday, September 20: no story time

Saturday, September 24: No staff other than Linda are available this day. Library opens at 11:30 or we need a volunteer from 10:30-11:30 while Linda does passports that are currently scheduled. No other appointments will be scheduled.

RESOLUTION 2022-09L

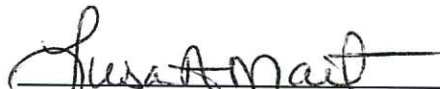
**A RESOLUTION AUTHORIZING THE LIBRARY DIRECTOR TO
PROCEED WITH REPLACING LOCKS ON THE POLK CITY
COMMUNITY LIBRARY DOORS IN ACCORDANCE WITH THE
BUDGET**

WHEREAS, the Polk City Community Library has an established budget for replacing the locks on the library doors and installing electronic access capabilities; and

WHEREAS, the Library Director has solicited and reviewed proposals from two vendors


NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of the Polk City Community Library recommends paying Strauss Security Solutions for locksmith services in the amount of up to \$12,000 as allocated by the fiscal year 2023 library budget.

PASSED AND APPROVED the 6th day of September 2022.



Lisa Mart, Library Board President

ATTEST:



Jamie Noack, Library Director

RESOLUTION 2022-10L

**A RESOLUTION AUTHORIZING PURCHASE FROM A SPECIAL REVENUE FUND,
EXPENDABLE TRUST ACCOUNT FOR THE POLK CITY, IOWA LIBRARY**

WHEREAS, THE POLK CITY COMMUNITY LIBRARY HAS RECEIVED THROUGH THE BOARD OF TRUSTEES OF THE POLK CITY COMMUNITY LIBRARY IN THE FORM OF DONATIONS TO THE LIBRARY

WHEREAS, SAID DONATIONS HAVE BEEN DEPOSITED INTO A SPECIAL REVENUE FUND, EXPENDABLE TRUST AND WILL CARRY OVER FROM YEAR TO YEAR UNTIL THE PURPOSE FOR WHICH IT WAS ESTABLISHED IS ACCOMPLISHED; and

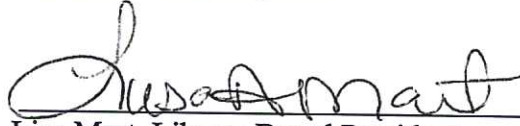
WHEREAS, SAID DONATIONS ARE NOT TO BE USED FOR DAY-TO-DAY OPERATION OF THE LIBRARY; and

WHEREAS, SAID DONATIONS WILL BE EXPENDED THROUGH A RESOLUTION OF THE BOARD OF TRUSTEES OF THE POLK CITY COMMUNITY LIBRARY AND ONLY FOR PUBLIC PURPOSES SAID MONIES WERE DONATED; and

WHEREAS, THE BOARD OF TRUSTEES OF THE POLK CITY COMMUNITY LIBRARY HEREBY AUTHORIZE THE EXPENDITURE OF UP TO \$2,600 FOR THE CREATION OF A LIBRARY APP FROM myLIBRRO TO BE USED BY PATRONS.


NOW, THEREFORE, BE IT RESOLVED, THE BOARD OF TRUSTEES OF THE POLK CITY COMMUNITY LIBRARY REQUEST THAT THE CITY OF POLK CITY, IOWA RELEASE UP TO \$2,600 (UPON RECEIPT OF INVOICES) FROM THE POLK CITY COMMUNITY LIBRARY TRUST.

PASSED AND APPROVED the 6TH DAY OF SEPTEMBER, 2022.



Lisa Mart, Library Board President

ATTEST:



Jamie Noack, Library Director

September 12, 2022

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

RE: PARTIAL PAYMENT APPLICATION NO. 6
NORTH 3RD STREET AND VISTA LAKE AVENUE
INTERSECTION IMPROVEMENTS PROJECT

Dear Honorable Mayor and City Council:

Please find the attached Partial Payment Application No. 6 for the North 3rd Street and Vista Lake Avenue Intersection Improvements Project. This payment application includes work completed by the Contractor through August 31, 2022.

Work completed during this pay period includes street paving in the north, south, and west legs of the intersection, installation of roadway subdrain, and associated roadway excavation. The Contractor is currently preparing for paving of the colored and stamped truck apron, paving of the colored and stamped median pavement, and paving of the trail in the NW quadrant of the project intersection.

We recommend approval of partial payment application No. 6, in the amount of \$420,570.23, to the Contractor, Absolute Concrete, for work completed through August 31, 2022. Approximately 60.4% of the total contract work has been completed and 77.5 of the 129 working days for the project have been charged, representing 60.1% of the contract period.

Please contact me should you have any questions on this payment application. We will be in attendance at the September 12, 2022 City Council meeting to answer any questions regarding these items.

Sincerely,
SNYDER & ASSOCIATES, INC.



Travis D. Thornburgh, P.E.

Enclosure

cc: Mike Schulte, City of Polk City
Chelsea Huisman, City of Polk City
Kathleen Connor, Snyder & Associates
Laura C. Lamberty, P.E., Snyder & Associates

APPLICATION FOR PARTIAL PAYMENT NO. 6

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

S&A PROJECT NO.: 121.0455.01

OWNER: City of Polk City
CONTRACTOR: Absolute Concrete Construction, Inc.
ADDRESS: 1000 West 6th Avenue
Slater, Iowa 50244
DATE: 9/12/2022

PAYMENT PERIOD: 8/1/2022
to 8/31/2022

1. CONTRACT SUMMARY:

Original Contract Amount: \$ 1,586,306.00
Net Change by Change Order: \$ 40,145.00
Contract Amount to Date: \$ 1,626,451.00

CONTRACT PERIOD: TOTAL WORKING DAYS

Original Contract Date: January 10, 2022

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

Added by Change Order: 9

Contract Time to Date: 129

Time Used to Date: 77.5

Contract Time Remaining: 51.5

2. WORK SUMMARY:

Total Work Performed to Date: \$ 957,373.03
Retainage: 5.00% \$47,868.65
Total Earned Less Retainage: \$ 909,504.38
Less Previous Applications for Payment: \$ 488,934.15
AMOUNT DUE THIS APPLICATION: \$ 420,570.23

Milestone #2: April 22, 2023
Landscape Completion

Milestone #3: Plant 180 Calendar Days

Watering and Maintenance Period:

3. CONTRACTOR'S CERTIFICATION:

The undersigned CONTRACTOR certifies that:

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

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

Absolute Concrete Construction, Inc.

CONTRACTOR

By

DATE:

9.7.22

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.

ENGINEER

By

DATE:

09/07/2022

5. OWNER'S APPROVAL

City of Polk City

OWNER

By

DATE:

6. DETAILED ESTIMATE OF WORK COMPLETED:

ITEM NO.	DESCRIPTION	CONTRACT ITEMS				COMPLETED WORK		
		PLAN QTY.	UNIT	UNIT COST	COST TOTAL	QTY. TO DATE	CO #	COST TOTAL
2.01.	Clearing and Grubbing	1	LS	\$ 9,000.00	\$ 9,000.00	1		\$ 9,000.00
2.02.	Topsoil, On-Site, 6" Depth	1,515	CY	21.75	32,951.25	758		16,486.50
2.03.	Topsoil, Compost-Amended, Contractor Provided	503	CY	17.50	8,802.50			-
2.04.	Excavation, Class 10, Roadway and Borrow	1,830	CY	3.80	6,954.00	1,830		6,954.00
2.05.	Excavation, Class 10, Contractor Provided	2,440	CY	30.00	73,200.00	850		25,500.00
2.06.	Below Grade Excavation (Core Out)	1,000	CY	40.30	40,300.00	250		10,075.00
2.07.	Subgrade Preparation, 12" Depth	4,826	SY	2.50	12,065.00	3,165		7,912.50
2.08.	Subgrade Treatment, Geogrid, Triangular	1,500	SY	4.50	6,750.00	1,295		5,827.50
2.09.	Subbase, Modified, 8" Depth	3,530	SY	13.50	47,655.00	2,692		36,342.00
2.10.	Subbase, Special Backfill, 8" Depth	1,296	SY	13.50	17,496.00	473		6,385.50
2.11.	Removal of Structure, 15" Pipe Apron	2	EA	350.00	700.00	2		700.00
2.12.	Removal of Known Pipe Culvert, RCP, 15"	102	LF	19.00	1,938.00	102		1,938.00
2.13.	Removal of Known Pipe Culvert, RCP, 24"	24	LF	28.00	672.00	24		672.00
2.14.	Compaction Testing	1	LS	5,000.00	5,000.00	0.75		3,750.00
2.15.	Granular Shoulder, 8" Depth	104	TON	39.50	4,108.00			-
2.16.	Temporary Granular Surfacing	150	TON	37.00	5,550.00	77.94		2,883.78
3.01.	Trench Compaction	1	LS	3,000.00	3,000.00	0.75		2,250.00
4.01.	Storm Sewer, Trenched, RCP, 15" Dia.	463	LF	74.75	34,609.25	463		34,609.25
4.02.	Removal of Storm Sewer, PVC Subdrain, 6" Dia.	76	LF	12.50	950.00	76		950.00
4.03.	Removal of Storm Sewer, CMP, 15"	312	LF	16.00	4,992.00			-
4.04.	Removal of Storm Sewer, RCP, 15"	67	LF	18.00	1,206.00	67		1,206.00
4.05.	Storm Sewer, Abandonment, Fill and Plug	23	LF	96.25	2,213.75	23		2,213.75
4.06.	Temporary Pipe Culvert, Trenched, CMP, 15" Dia.	312	LF	66.75	20,826.00	312		20,826.00
4.07.	Pipe Apron, Guard, & Footing, RCP 15"	1	EA	3,150.00	3,150.00	1		3,150.00
4.08.	Subdrain, Corrugated PVC, 6" Dia.	801	LF	21.00	16,821.00	833		17,493.00
4.09.	Subdrain Cleanouts, Type A-1	3	EA	950.00	2,850.00	3		2,850.00
4.10.	Subdrain Outlets and Connections	11	EA	555.00	6,105.00	8		4,440.00
4.11.	Subdrain Outlets and Connections, 6" Dia. DR-305 Type A	2	EA	635.00	1,270.00	2		1,270.00
4.12.	SW-211, Connect Existing Pipe to Structure	1	EA	2,325.00	2,325.00	1		2,325.00
5.01.	Water Main, Trenched, PVC C900, 8"	264	LF	54.00	14,256.00	264		14,256.00
5.02.	Water Main, Trenched, PVC C900, 12"	342	LF	84.00	28,728.00	356		29,904.00
5.03.	Fitting, 22.5 Degree Bend, 8"	2	EA	707.00	1,414.00	2		1,414.00
5.04.	Fitting, 45 Degree Bend, 8"	3	EA	775.00	2,325.00	3		2,325.00
5.05.	Fitting, 45 Degree Bend, 12"	4	EA	1,150.00	4,600.00	7		8,050.00
5.06.	Fitting, 90 Degree Bend, 8"	1	EA	750.00	750.00			-
5.07.	Fitting, Cross, 12" x 8"	1	EA	1,705.00	1,705.00	1		1,705.00
5.08.	Water Service Stub, 3/4" Copper, With Corporation, Curb Stop and Box	1	EA	1,945.00	1,945.00	1		1,945.00
5.09.	Water Service, 3/4", to Median w/ Meter and Backflow Prevention Device	1	LS	8,225.00	8,225.00	0.75		6,168.75
5.10.	Valve, Gate, 8"	3	EA	2,195.00	6,585.00	2		4,390.00
5.11.	Valve, Gate, 12"	1	EA	3,510.00	3,510.00	1		3,510.00
5.12.	Valve, Gate, Hot Tap, 12"	2	EA	8,900.00	17,800.00	1		8,900.00
5.13.	Fire Hydrant Assembly	2	EA	6,350.00	12,700.00	2		12,700.00
5.14.	Flushing Device, Blowoff	1	EA	2,780.00	2,780.00	1		2,780.00
5.15.	Fire Hydrant Assembly Removal	1	EA	600.00	600.00	1		600.00
5.16.	Removal of Water Main	490	LF	24.50	12,005.00	490		12,005.00

5.17.	Connection to Existing Water Main, Cut-In	2	EA	2,675.00	5,350.00	2	5,350.00
6.01.	Manhole, SW-401, 48" Diameter	4	EA	4,255.00	17,020.00	4	17,020.00
6.02.	Intake, SW-507S	2	EA	4,650.00	9,300.00	2	9,300.00
6.03.	Intake, SW-507L	4	EA	4,650.00	18,600.00	4	18,600.00
6.04.	Manhole Adjustment, Minor	1	EA	475.00	475.00	1	475.00
6.05.	Manhole Adjustment, Major	2	EA	2,516.00	5,032.00	2	5,032.00
6.06.	Remove Intake	1	EA	715.00	715.00	1	715.00
7.01.	Pavement, PCC, 8" Depth	3,400	SY	90.00	306,000.00	2,892.5	260,325.00
7.02.	Median Curb, PCC, 6" Height, 12" Width, Dowelled	124	LF	60.00	7,440.00		-
7.03.	Curb and Gutter, 2.5' Width, 6" Standard Curb, Dowelled	282	LF	50.00	14,100.00		-
7.04.	Curb and Gutter, 2.0' Width, 6" Standard Curb	111	LF	60.00	6,660.00		-
7.05.	PCC Median, Truck Apron, 8" Depth, Colored and Stamped	406	SY	200.00	81,200.00		-
7.06.	Raised PCC Median Pavement, 6" Depth	214	SY	80.00	17,120.00		-
7.07.	PCC Median Paving, 8" Depth, Dowelled	44	SY	150.00	6,600.00		-
7.08.	PCC Pavement Samples and Testing	1	LS	5,000.00	5,000.00	0.5	2,500.00
7.09.	HMA Base Widening, 8" Depth	193	SY	74.50	14,378.50		-
7.10.	HMA Overlay, Levelling Course, 1/2" PG 58-28S	45	TON	143.00	6,435.00		-
7.11.	Removal of Sidewalk	145	SY	11.00	1,595.00	145	1,595.00
7.12.	Sidewalk, PCC, 4" Depth	112	SY	60.00	6,720.00		-
7.13.	Shared Use Path, PCC, 5" Depth	332	SY	55.00	18,260.00		-
7.14.	Sidewalk, PCC, 6" Depth	96	SY	70.00	6,720.00		-
7.15.	Detectable Warning	162	SF	50.00	8,100.00		-
7.16.	Pavement Removal	4,800	SY	11.00	52,800.00	4,000	44,000.00
7.17.	Milling, Variable Depth	160	SY	20.00	3,200.00		-
7.18.	Temporary Roadway Pavement	1,950	SY	33.75	65,812.50	1,902	64,192.50
7.19.	Temporary Pavement Patch	84	SY	130.00	10,920.00		-
8.01.	Temporary Traffic Signal	1	LS	8,500.00	8,500.00	0.50	4,250.00
8.02.	Painted Pavement Markings, Solvent/Waterborne	16.5	STA	90.00	1,485.00		-
8.03.	Painted Pavement Markings, Durable	27.5	STA	300.00	8,250.00		-
8.04.	Grooves Cut for Pavement Markings	27.5	STA	150.00	4,125.00		-
8.05.	Pavement Markings Removed	4.5	STA	250.00	1,125.00		-
8.06.	Temporary Traffic Control	1	LS	9,400.00	9,400.00	0.60	5,640.00
8.07.	Street Lighting System	1	LS	79,494.00	79,494.00		-
8.08.	Street Signs	1	LS	10,200.00	10,200.00		-
8.09.	Flaggers	20	CDAY	650.00	13,000.00	2	1,300.00
8.10.	Portable Dynamic Message Sign (PDMS)	45	CDAY	75.00	3,375.00	26	1,950.00
8.11.	Rectangular Rapid Flashing Beacons (North Pedestrian Crossing)	1	LS	19,095.00	19,095.00		-
9.01.	Conventional Seeding, Fertilizing, Mulching, Type 1	1.5	AC	6,000.00	9,000.00		-
9.02.	Conventional Seeding, Fertilizing, Mulching, Type 4	1.5	AC	3,000.00	4,500.00		-
9.03.	Large Shrub, #5 Container, With Warranty	17	EA	85.00	1,445.00		-
9.04.	Native Forb, Plugs 5" D x 2.25" W, With Warranty	1,400	LS	12.00	16,800.00		-
9.05.	Native Grass Seeding and Mulching	1	LS	1,200.00	1,200.00		-
9.06.	Plant Maintenance and Watering	1	LS	2,500.00	2,500.00		-
9.07.	Median Electrical Service	1	LS	7,025.00	7,025.00		-
9.08.	PCC Maintenance Curb, 12" Colored	73	LF	85.00	6,205.00		-
9.09.	Stormwater Pollution Prevention Plan (SWPPP) Preparation	1	LS	1,250.00	1,250.00	1.00	1,250.00
9.10.	Stormwater Pollution Prevention Plan (SWPPP) Management	1	LS	5,500.00	5,500.00	0.60	3,300.00
9.11.	Filter Sock, 9" Diameter	1,600	LF	1.75	2,800.00	626	1,095.50
9.12.	Filter Sock, Removal	1,600	LF	0.25	400.00		-
9.13.	Temporary RECP, Type 2C	120	SY	4.50	540.00		-

9.14.	Remove Existing Rip Rap	1	LS	1,450.75	1,450.75			-
9.15.	Rip Rap, Class D Revetment	62	TON	75.00	4,650.00			-
9.16.	Stabilized Construction Entrance	445	SY	11.50	5,117.50			-
9.17.	Silt Fence or Silt Fence Ditch Check	3,200	LF	1.75	5,600.00	338		591.50
9.18.	Silt Fence or Silt Fence, Removal of Sediment	3,200	LF	0.05	160.00			-
9.19.	Silt Fence or Silt Fence, Removal of Device	3,200	LF	0.05	160.00			-
9.20.	Inlet Protection Device, Open Throat	6	EA	150.00	900.00			-
9.21.	Inlet Protection Device, Maintenance	12	EA	50.00	600.00			-
9.22.	Chain Link Fence, Black Vinyl Chain Link, 42"	94	LF	57.00	5,358.00			-
11.01.	Mobilization	1	LS	100,000.00	100,000.00	1.00		100,000.00
11.02.	Concrete Washout	1	LS	2,000.00	2,000.00	0.6		1,200.00
11.03.	Remove Existing Monument Sign (Parcel 2)	1	LS	1,195.00	1,195.00	1		1,195.00
11.04.	Remove Existing Monument Sign (Parcel 4)	1	LS	1,615.00	1,615.00	1		1,615.00
ADDITIVE BID ALTERNATES:								
A.	Rectangular Rapid Flashing Beacons (East Pedestrian Crossing)	1	LS	19,095.00	19,095.00			-
B.	Median Pavement: Add Stamped Texture and Integral Color	258	SY	125.00	32,250.00			-
STORED MATERIALS SUMMARY:								
SM.01	Rectangular Rapid Flashing Beacons Materials			26,074.00	-	1		26,074.00
				TOTAL ORIGINAL CONTRACT = \$ 1,586,306.00		\$ 917,228.03		
CHANGE ORDER SUMMARY:								
1.1.	Pothole Existing Utilities	1	LS	2,389.00	2,389.00	1		2,389.00
1.2.	Connection to Existing Manhole	1	EA	6,556.00	6,556.00	1		6,556.00
1.3.	Sanitary Sewer, PVC, 8" Dia.	200	LF	138.00	27,600.00	200		27,600.00
1.4.	Trench Box	1	LS	3,600.00	3,600.00	1		3,600.00
						-		
						-		
						-		
						-		
				TOTAL CHANGE ORDERS = \$ 40,145.00		\$ 40,145.00		
				TOTAL CONTRACT				
				& CHANGE ORDERS \$1,626,451.00		\$ 957,373.03		

RESOLUTION NO 2022-109

**A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT APPLICATION
NO. 6 FOR THE NORTH 3RD STREET AND VISTA LAKE AVENUE INTERSECTION
IMPROVEMENTS PROJECT**

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

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

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

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

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

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

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

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

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

WHEREAS, Absolute Concrete Construction, Inc and the City Engineer have submitted the Application for Partial Payment Application No. 6 giving a detailed estimate of work completed with an application for payment in the amount of \$420,570.23.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment Application No. 6 for the North 3rd Street and Vista Lake Avenue Intersection Improvements Project, and the City Clerk/Treasurer is hereby authorized to issue a check to Absolute Concrete Construction, Inc in the amount of \$420,570.23.

PASSED AND APPROVED the 12th day of September 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

APPLICATION FOR PARTIAL PAYMENT NO. 6

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

S&A PROJECT NO.: 121.0455.01

OWNER: City of Polk City
CONTRACTOR: Absolute Concrete Construction, Inc.
ADDRESS: 1000 West 6th Avenue Slater, Iowa 50244
DATE: 9/12/2022

PAYMENT PERIOD: 8/1/2022 to 8/31/2022

1. CONTRACT SUMMARY:

Original Contract Amount: \$ 1,586,306.00
Net Change by Change Order: \$ 40,145.00
Contract Amount to Date: \$ 1,626,451.00

CONTRACT PERIOD: TOTAL WORKING DAYS

Original Contract Date: January 10, 2022

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

Added by Change Order: 9

Contract Time to Date: 129

Time Used to Date: 77.5

Contract Time Remaining: 51.5

2. WORK SUMMARY:

Total Work Performed to Date: \$ 957,373.03
Retainage: 5.00% \$47,868.65
Total Earned Less Retainage: \$ 909,504.38
Less Previous Applications for Payment: \$ 488,934.15
AMOUNT DUE THIS APPLICATION: \$ 420,570.23

Milestone #2: April 22, 2023
Landscape Completion

Milestone #3: Plant 180 Calendar Days

Watering and Maintenance Period:

3. CONTRACTOR'S CERTIFICATION:

The undersigned CONTRACTOR certifies that:

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

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

Absolute Concrete Construction, Inc.

CONTRACTOR

By

[Signature]

DATE:

9.7.22

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.

ENGINEER

By

DATE:

5. OWNER'S APPROVAL

City of Polk City

OWNER

By

DATE:

6. DETAILED ESTIMATE OF WORK COMPLETED:

ITEM NO.	DESCRIPTION	CONTRACT ITEMS				COMPLETED WORK		
		PLAN QTY.	UNIT	UNIT COST	COST TOTAL	QTY. TO DATE	CO #	COST TOTAL
2.01.	Clearing and Grubbing	1	LS	\$ 9,000.00	\$ 9,000.00	1		\$ 9,000.00
2.02.	Topsoil, On-Site, 6" Depth	1,515	CY	21.75	32,951.25	758		16,486.50
2.03.	Topsoil, Compost-Amended, Contractor Provided	503	CY	17.50	8,802.50			-
2.04.	Excavation, Class 10, Roadway and Borrow	1,830	CY	3.80	6,954.00	1,830		6,954.00
2.05.	Excavation, Class 10, Contractor Provided	2,440	CY	30.00	73,200.00	850		25,500.00
2.06.	Below Grade Excavation (Core Out)	1,000	CY	40.30	40,300.00	250		10,075.00
2.07.	Subgrade Preparation, 12" Depth	4,826	SY	2.50	12,065.00	3,165		7,912.50
2.08.	Subgrade Treatment, Geogrid, Triangular	1,500	SY	4.50	6,750.00	1,295		5,827.50
2.09.	Subbase, Modified, 8" Depth	3,530	SY	13.50	47,655.00	2,692		36,342.00
2.10.	Subbase, Special Backfill, 8" Depth	1,296	SY	13.50	17,496.00	473		6,385.50
2.11.	Removal of Structure, 15" Pipe Apron	2	EA	350.00	700.00	2		700.00
2.12.	Removal of Known Pipe Culvert, RCP, 15"	102	LF	19.00	1,938.00	102		1,938.00
2.13.	Removal of Known Pipe Culvert, RCP, 24"	24	LF	28.00	672.00	24		672.00
2.14.	Compaction Testing	1	LS	5,000.00	5,000.00	0.75		3,750.00
2.15.	Granular Shoulder, 8" Depth	104	TON	39.50	4,108.00			-
2.16.	Temporary Granular Surfacing	150	TON	37.00	5,550.00	77.94		2,883.78
3.01.	Trench Compaction	1	LS	3,000.00	3,000.00	0.75		2,250.00
4.01.	Storm Sewer, Trenched, RCP, 15" Dia.	463	LF	74.75	34,609.25	463		34,609.25
4.02.	Removal of Storm Sewer, PVC Subdrain, 6" Dia.	76	LF	12.50	950.00	76		950.00
4.03.	Removal of Storm Sewer, CMP, 15"	312	LF	16.00	4,992.00			-
4.04.	Removal of Storm Sewer, RCP, 15"	67	LF	18.00	1,206.00	67		1,206.00
4.05.	Storm Sewer, Abandonment, Fill and Plug	23	LF	96.25	2,213.75	23		2,213.75
4.06.	Temporary Pipe Culvert, Trenched, CMP, 15" Dia.	312	LF	66.75	20,826.00	312		20,826.00
4.07.	Pipe Apron, Guard, & Footing, RCP 15"	1	EA	3,150.00	3,150.00	1		3,150.00
4.08.	Subdrain, Corrugated PVC, 6" Dia.	801	LF	21.00	16,821.00	833		17,493.00
4.09.	Subdrain Cleanouts, Type A-1	3	EA	950.00	2,850.00	3		2,850.00
4.10.	Subdrain Outlets and Connections	11	EA	555.00	6,105.00	8		4,440.00
4.11.	Subdrain Outlets and Connections, 6" Dia. DR-305 Type A	2	EA	635.00	1,270.00	2		1,270.00
4.12.	SW-211, Connect Existing Pipe to Structure	1	EA	2,325.00	2,325.00	1		2,325.00
5.01.	Water Main, Trenched, PVC C900, 8"	264	LF	54.00	14,256.00	264		14,256.00
5.02.	Water Main, Trenched, PVC C900, 12"	342	LF	84.00	28,728.00	356		29,904.00
5.03.	Fitting, 22.5 Degree Bend, 8"	2	EA	707.00	1,414.00	2		1,414.00
5.04.	Fitting, 45 Degree Bend, 8"	3	EA	775.00	2,325.00	3		2,325.00
5.05.	Fitting, 45 Degree Bend, 12"	4	EA	1,150.00	4,600.00	7		8,050.00
5.06.	Fitting, 90 Degree Bend, 8"	1	EA	750.00	750.00			-
5.07.	Fitting, Cross, 12" x 8"	1	EA	1,705.00	1,705.00	1		1,705.00
5.08.	Water Service Stub, 3/4" Copper, With Corporation, Curb Stop and Box	1	EA	1,945.00	1,945.00	1		1,945.00
5.09.	Water Service, 3/4", to Median w/ Meter and Backflow Prevention Device	1	LS	8,225.00	8,225.00	0.75		6,168.75
5.10.	Valve, Gate, 8"	3	EA	2,195.00	6,585.00	2		4,390.00
5.11.	Valve, Gate, 12"	1	EA	3,510.00	3,510.00	1		3,510.00
5.12.	Valve, Gate, Hot Tap, 12"	2	EA	8,900.00	17,800.00	1		8,900.00
5.13.	Fire Hydrant Assembly	2	EA	6,350.00	12,700.00	2		12,700.00
5.14.	Flushing Device, Blowoff	1	EA	2,780.00	2,780.00	1		2,780.00
5.15.	Fire Hydrant Assembly Removal	1	EA	600.00	600.00	1		600.00
5.16.	Removal of Water Main	490	LF	24.50	12,005.00	490		12,005.00

5.17.	Connection to Existing Water Main, Cut-In	2	EA	2,675.00	5,350.00	2	5,350.00
6.01.	Manhole, SW-401, 48" Diameter	4	EA	4,255.00	17,020.00	4	17,020.00
6.02.	Intake, SW-507S	2	EA	4,650.00	9,300.00	2	9,300.00
6.03.	Intake, SW-507L	4	EA	4,650.00	18,600.00	4	18,600.00
6.04.	Manhole Adjustment, Minor	1	EA	475.00	475.00	1	475.00
6.05.	Manhole Adjustment, Major	2	EA	2,516.00	5,032.00	2	5,032.00
6.06.	Remove Intake	1	EA	715.00	715.00	1	715.00
7.01.	Pavement, PCC, 8" Depth	3,400	SY	90.00	306,000.00	2,892.5	260,325.00
7.02.	Median Curb, PCC, 6" Height, 12" Width, Dowelled	124	LF	60.00	7,440.00		-
7.03.	Curb and Gutter, 2.5' Width, 6" Standard Curb, Dowelled	282	LF	50.00	14,100.00		-
7.04.	Curb and Gutter, 2.0' Width, 6" Standard Curb	111	LF	60.00	6,660.00		-
7.05.	PCC Median, Truck Apron, 8" Depth, Colored and Stamped	406	SY	200.00	81,200.00		-
7.06.	Raised PCC Median Pavement, 6" Depth	214	SY	80.00	17,120.00		-
7.07.	PCC Median Paving, 8" Depth, Dowelled	44	SY	150.00	6,600.00		-
7.08.	PCC Pavement Samples and Testing	1	LS	5,000.00	5,000.00	0.5	2,500.00
7.09.	HMA Base Widening, 8" Depth	193	SY	74.50	14,378.50		-
7.10.	HMA Overlay, Levelling Course, 1/2" PG 58-28S	45	TON	143.00	6,435.00		-
7.11.	Removal of Sidewalk	145	SY	11.00	1,595.00	145	1,595.00
7.12.	Sidewalk, PCC, 4" Depth	112	SY	60.00	6,720.00		-
7.13.	Shared Use Path, PCC, 5" Depth	332	SY	55.00	18,260.00		-
7.14.	Sidewalk, PCC, 6" Depth	96	SY	70.00	6,720.00		-
7.15.	Detectable Warning	162	SF	50.00	8,100.00		-
7.16.	Pavement Removal	4,800	SY	11.00	52,800.00	4,000	44,000.00
7.17.	Milling, Variable Depth	160	SY	20.00	3,200.00		-
7.18.	Temporary Roadway Pavement	1,950	SY	33.75	65,812.50	1,902	64,192.50
7.19.	Temporary Pavement Patch	84	SY	130.00	10,920.00		-
8.01.	Temporary Traffic Signal	1	LS	8,500.00	8,500.00	0.50	4,250.00
8.02.	Painted Pavement Markings, Solvent/Waterborne	16.5	STA	90.00	1,485.00		-
8.03.	Painted Pavement Markings, Durable	27.5	STA	300.00	8,250.00		-
8.04.	Grooves Cut for Pavement Markings	27.5	STA	150.00	4,125.00		-
8.05.	Pavement Markings Removed	4.5	STA	250.00	1,125.00		-
8.06.	Temporary Traffic Control	1	LS	9,400.00	9,400.00	0.60	5,640.00
8.07.	Street Lighting System	1	LS	79,494.00	79,494.00		-
8.08.	Street Signs	1	LS	10,200.00	10,200.00		-
8.09.	Flaggers	20	CDAY	650.00	13,000.00	2	1,300.00
8.10.	Portable Dynamic Message Sign (PDMS)	45	CDAY	75.00	3,375.00	26	1,950.00
8.11.	Rectangular Rapid Flashing Beacons (North Pedestrian Crossing)	1	LS	19,095.00	19,095.00		-
9.01.	Conventional Seeding, Fertilizing, Mulching, Type 1	1.5	AC	6,000.00	9,000.00		-
9.02.	Conventional Seeding, Fertilizing, Mulching, Type 4	1.5	AC	3,000.00	4,500.00		-
9.03.	Large Shrub, #5 Container, With Warranty	17	EA	85.00	1,445.00		-
9.04.	Native Forb, Plugs 5" D x 2.25" W, With Warranty	1,400	LS	12.00	16,800.00		-
9.05.	Native Grass Seeding and Mulching	1	LS	1,200.00	1,200.00		-
9.06.	Plant Maintenance and Watering	1	LS	2,500.00	2,500.00		-
9.07.	Median Electrical Service	1	LS	7,025.00	7,025.00		-
9.08.	PCC Maintenance Curb, 12" Colored	73	LF	85.00	6,205.00		-
9.09.	Stormwater Pollution Prevention Plan (SWPPP) Preparation	1	LS	1,250.00	1,250.00	1.00	1,250.00
9.10.	Stormwater Pollution Prevention Plan (SWPPP) Management	1	LS	5,500.00	5,500.00	0.60	3,300.00
9.11.	Filter Sock, 9" Diameter	1,600	LF	1.75	2,800.00	626	1,095.50
9.12.	Filter Sock, Removal	1,600	LF	0.25	400.00		-
9.13.	Temporary RECP, Type 2C	120	SY	4.50	540.00		-

9.14.	Remove Existing Rip Rap	1	LS	1,450.75	1,450.75			-
9.15.	Rip Rap, Class D Revetment	62	TON	75.00	4,650.00			-
9.16.	Stabilized Construction Entrance	445	SY	11.50	5,117.50			-
9.17.	Silt Fence or Silt Fence Ditch Check	3,200	LF	1.75	5,600.00	338		591.50
9.18.	Silt Fence or Silt Fence, Removal of Sediment	3,200	LF	0.05	160.00			-
9.19.	Silt Fence or Silt Fence, Removal of Device	3,200	LF	0.05	160.00			-
9.20.	Inlet Protection Device, Open Throat	6	EA	150.00	900.00			-
9.21.	Inlet Protection Device, Maintenance	12	EA	50.00	600.00			-
9.22.	Chain Link Fence, Black Vinyl Chain Link, 42"	94	LF	57.00	5,358.00			-
11.01.	Mobilization	1	LS	100,000.00	100,000.00	1.00		100,000.00
11.02.	Concrete Washout	1	LS	2,000.00	2,000.00	0.6		1,200.00
11.03.	Remove Existing Monument Sign (Parcel 2)	1	LS	1,195.00	1,195.00	1		1,195.00
11.04.	Remove Existing Monument Sign (Parcel 4)	1	LS	1,615.00	1,615.00	1		1,615.00
ADDITIVE BID ALTERNATES:								
A.	Rectangular Rapid Flashing Beacons (East Pedestrian Crossing)	1	LS	19,095.00	19,095.00			-
B.	Median Pavement: Add Stamped Texture and Integral Color	258	SY	125.00	32,250.00			-
STORED MATERIALS SUMMARY:								
SM.01	Rectangular Rapid Flashing Beacons Materials			26,074.00	-	1		26,074.00
				TOTAL ORIGINAL CONTRACT = \$ 1,586,306.00		\$ 917,228.03		
CHANGE ORDER SUMMARY:								
1.1.	Pothole Existing Utilities	1	LS	2,389.00	2,389.00	1		2,389.00
1.2.	Connection to Existing Manhole	1	EA	6,556.00	6,556.00	1		6,556.00
1.3.	Sanitary Sewer, PVC, 8" Dia.	200	LF	138.00	27,600.00	200		27,600.00
1.4.	Trench Box	1	LS	3,600.00	3,600.00	1		3,600.00
					-			-
					-			-
					-			-
				TOTAL CHANGE ORDERS = \$ 40,145.00		\$ 40,145.00		
				TOTAL CONTRACT				
				& CHANGE ORDERS \$1,626,451.00		\$ 957,373.03		



City of Polk City, Iowa

City Council Agenda Communication

Date: 09/07/2022
To: Mayor and Council
From: Mike Schulte
Subject: Request to Sell Pick-up Truck #210

BACKGROUND: As you may recall, the first council meeting in June, I had an item on the council agenda for the repair of unit #210 pick-up truck with a new engine. That repair has been made and it cost us \$13,385.40. One week after the repair of the engine, the diesel exhaust system failed and we repaired it for roughly \$1800. Now, last week the diesel exhaust system failed again, and it is estimated between \$3,000 and \$4000 to repair. At this point we have not authorized that repair.

I feel it is time to stop the repairs on this truck and sell it as is. After looking online at current demand I estimate the truck will be worth \$10,000 to \$15,000. This truck is due to be replaced in the 23/24 budget. With the addition of the used fire departments blazer to the public works fleet we should be able to make this plan work.

ALTERNATIVES: Keep the truck and risk more repairs

FINANCIAL CONSIDERATIONS:

RECOMMENDATION: I would recommend that Council approve the disposal of the 2012 F350 Ford Super Duty (unit #210) on govdeals.com.



City of Polk City, Iowa City Council Agenda Communication

Date: September 12, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: Release of Amended and Substituted Development Agreement with R. T. & T. LLC

BACKGROUND: For the City Council's consideration is the request to release a development agreement between the City and R.T.&T. LLC. This company was the original developer for the project known as the Centre (built in 2007), located at 110 W. Van Dorn Street. The development agreement outlined outstanding items from the project that were required to be completed within 1 year of construction of the building. The building has recently been sold, and the developer is requesting the release of the development agreement, as the agreement runs with the property.

The City Attorney has reviewed the request, and City staff recommends the release of the development agreement.

ALTERNATIVES: Do not approve

FINANCIAL CONSIDERATIONS: There are no financial considerations for this item.

RECOMMENDATION: It is my recommendation that the Council approve the release of the amended and substituted development agreement with the developer.

This instrument prepared by :
JOSEPH F. WALLACE, Simpson, Jensen, Abels, Fischer & Bouslog PC, 400 Locust St, Ste 400, Des Moines, IA 50309 515-435-5724
Return to:
Midland Escrow Services, Inc., 3501 Westown Pkwy, West Des Moines, IA 50266
Mail tax statements to: n/a

RELEASE OF AMENDED AND SUBSTITUTED DEVELOPMENT AGREEMENT

Legal: Lot 2 and the Northwesterly 8.25 feet of the Northeasterly 107.25 feet of the vacated 16.5 foot wide alley lying adjacent to the Southeasterly line of said Lot 2; and the Northeasterly 8.25 feet of the Northeasterly 99.0 feet of the vacated 16.5 foot wide alley lying adjacent to the Southwesterly line of said Lot 2, all in Block 15, ORIGINAL PLAT OF POLK CITY, now included in and forming a part of the City of Polk City, Polk County, Iowa.

The undersigned is the present owner of the Amended and Substituted Development Agreement described as follows:

Agreement recorded on **September 14, 2007** Book: **12372** Page: **583**
Records of Polk County, Iowa

Between: **City of Polk City, Iowa**

And: **R.T. & T., L.L.C.**



City of Polk City, Iowa City Council Agenda Communication

Date: September 12, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager
Subject: FEH Architect/Owner Agreement for Fire Station Remodel

BACKGROUND: For the City Council's consideration on Monday is a proposal from FEH for design services for the Fire Station project. FEH has recently finished public input sessions, as well as schematic conceptuials for the Fire Station project and are ready to begin full design work for the project.

As you may all recall, in July the City & FEH held spark sessions for both the City Hall & Fire Station projects. Members of the public were invited to attend the spark sessions to discuss a layout for both projects. For the Fire Station project in particular, we received a lot of feedback from members of the Fire Department on what they wanted to see the space look like. It was a successful process and we appreciated all of those that were involved.

Since the spark sessions, city staff has been working with FEH to ensure the city's needs are met with both facility projects. The Fire Station project has become challenging in that it is an older building, and there are many code deficiencies throughout the building that need to be addressed with this remodel project.

The estimated Fire Station budget is \$1,113,583. The architect/engineering fees are included in the budget as a lump sum amount of \$99,237. This project is a budgeted expense. The City issued general obligation bonds in the amount of \$700,000 for the project and will use local option sales tax revenue for the remaining expenses.

ALTERNATIVES: Do not approve the proposal

FINANCIAL CONSIDERATIONS: \$99,237.00

RECOMMENDATION: It is my recommendation that the City Council approve the proposal from FEH for an amount of \$99,237.00.



City of Polk City, Iowa City Council Agenda Communication

Date: September 12, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager
Subject: FEH Architect/Owner Agreement for City Hall/Community Center

BACKGROUND: For the City Council's consideration on Monday is a 2nd proposal from FEH for design services for the City Hall/Community Center project. FEH has recently finished public input sessions, as well as schematic conceptualls for this project and are ready to begin full design work for the project.

In July the City & FEH held spark sessions for both the City Hall & Fire Station projects. Members of the public were invited to attend the spark sessions to discuss a layout for both projects.

The estimated City Hall/Community Center project cost is \$4,983,955. The architect/engineering fees are included in the budget as a lump sum amount of \$362,149.00. This project is a budgeted expense. The City issued general obligation bonds in the amount of \$2,650,000 for the project and will use local option sales tax revenue for the remaining expenses.

ALTERNATIVES: Do not approve the proposal

FINANCIAL CONSIDERATIONS: \$362,149.00

RECOMMENDATION: It is my recommendation that the City Council approve the proposal from FEH for an amount of \$362,149.00.



City of Polk City, Iowa City Council Agenda Communication

Date: September 12, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: 3rd and Final Reading of Ordinance 2022-2100 Amending Chapter 101, Regulation of Industrial Wastewater, Commercial Wastewater, and hauled waste

BACKGROUND: For the City Council's consideration on Monday is an amended Ordinance to Chapter 101, Regulation of Industrial Wastewater, Commercial wastewater, and hauled waste.

Polk City is a member of the Des Moines Metro Wastewater Reclamation Authority (known as the WRA). The WRA administers the regulation of commercial and industrial wastewater and hauled waste for the City. To ensure consistency amongst the member communities, the WRA has reviewed and is recommending changes to Industrial and commercial wastewater and hauled waste regulations and has asked the member communities to also reflect those changes within their respective codes.

ALTERNATIVES: Do not approve the Ordinance.

FINANCIAL CONSIDERATIONS: The financial considerations for penalties are outlined in the administrative penalties' resolution approved at the August 8, 2022 City Council meeting.

RECOMMENDATION: It is my recommendation that the Council approve the 3rd and final reading of the Ordinance.

ORDINANCE NO. 2022-2100

AN ORDINANCE AMENDING CHAPTER 101, REGULATION OF INDUSTRIAL WASTEWATER COMMERCIAL WASTEWATER, AND HAULED WASTE, OF THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA

WHEREAS, the City Council of the City of Polk City, Iowa, deems it necessary and proper to amend Chapter 101 of the Code of Ordinances to match current standards and practices.

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

Section 1: That Section 101.01, Definitions, be and is hereby amended to delete the stricken language and to include the underlined language:

38A. “Non-Significant Categorical Industrial User (NSCIU)” is a Categorical user which never discharges more than 100 gallons per day of total categorical wastewater, as defined in 40 CFR 403.3(v)(2).

...

71. “Waste hauler” means a private contractor licensed by the WRA to deliver wastewater to the WRF or other locations approved by the WRA director, and includes all persons required to have a license under Section **101.69** of this chapter.

...

73A. “Waste generator” means any person which hauls or has hauled on its behalf wastewater it generates to the WRF.

...

79. “WRA participating community” or “WRA participating communities” means, individually or collectively, depending on context, the cities of Altoona, Ankeny, Bondurant, Clive, Cumming, Des Moines, Grimes, Johnston, Norwalk, Polk City, Pleasant Hill, Waukee and West Des Moines, and Polk County, Warren County, the Urbandale Sanitary Sewer District, the Urbandale-Windsor Heights Sanitary District and the Greenfield Plaza/Hills of Coventry Sanitary District, together with any other cities, counties or sanitary districts that become participating communities under the provisions of the WRA agreement.

Section 2: That Section 101.10, Discharge Prohibitions, be and is hereby amended to delete the stricken language and to include the underlined language:

9. Any Radioactive material as defined in the wastes unless they comply with Atomic Energy Commission Act of 1954, as amended, and as defined in I.C. §136C.1, except materials which meet conditions of disposal by release into sanitary sewage pursuant to 10 CFR 20.2003. (68 Stat. 919 as amended and part 20, Sub-Part D—Waste Disposal, Section 20.303 of the Regulations issued by the Atomic Energy Commission, or amendments thereto).

(12) Hazardous Waste Pharmaceuticals for human or animal use as defined in 40 CFR 266.500.

Section 3: That Section 101.20, Fees, be and is hereby amended to delete the stricken language and to include the underlined language:

1. All users shall be subject to the following fees and charges:
 - A. The one-time wastewater discharge permit application fee shall be \$200.00 for a Class A permit, and \$100.00 for a Class B permit ~~and \$100.00 for soil/groundwater remediation permits.~~
 - B. The annual fee for a Class A wastewater discharge permit, including annual inspection of permitted users, shall be \$1,500.00 ~~shall be \$1,000.00.~~
 - C. The annual fee for a Class B wastewater discharge permit, including annual inspection of permitted users if completed or applicable, shall be \$750.00 ~~shall be \$400.00.~~
 - D. The fee paid by each industrial user when an accidental discharge or slug load occurs shall be the total costs incurred by the WRA as a result of said discharge or load. Said fee may be charged by the WRA separately from and in addition to a civil penalty of up to \$1,000.00 charged to the user under Section 101.42 of this Article related to said discharge or load up to \$1,000.00. The fee shall reimburse the WRA for any costs incurred as a result of the discharge.
 - E. The trip charge fee for sampling or inspecting a user's discharge shall be \$50.00 ~~per day per event. An equipment fee of \$50.00 per event shall also apply when using a WRA-owned 24-hour automatic sampler. The fee for subsequent consecutive days and for collecting grab samples shall be \$25.00 per day.~~ When a sampling or inspection event must be rescheduled due to failure of the user's sampling equipment, ~~or due to a sampler seal (used to detect sample tampering) being broken, monitoring facilities not being readily accessible or operational, or any other reason beyond the control of the WRA,~~ a trip charge of \$50.00 ~~\$25.00~~ and a rescheduling fee of \$50.00 shall be assessed. ~~The trip charge fee may be waived if the user informs the~~

~~POTW of sampling equipment failure prior to 8:00 a.m. of a scheduled sampling day.~~

...

H. ~~Fees for rescheduling a scheduled inspection with WRA personnel, with less than 24 hours' notice or if appropriate facility managers are unavailable at the scheduled time of inspection, annual or biannual inspections of permitted users shall be \$100.00 per rescheduled inspection for those holding a Class A permit and \$50.00 for those holding a Class B permit.~~

...

K. ~~Prohibitive waste charges for each pollutant discharged in excess of permit or ordinance limits shall be \$50.00 per violation \$25.00 per day for Class B permit holders and \$100.00 per violation \$50.00 per day for Class A permit holders. High strength eCharges shall double if discharges exceed are slug threshold values loads. Payment of fees does not preclude other enforcement action and may not be paid in lieu of compliance with discharge limitations.~~

L. At the WRA's discretion, administrative cost recovery fees may be assessed separately to a user or added to a user's disposal fee for actions or occurrences subject to **Division 6** of this Article which result in the need for additional labor, equipment, and/or materials from the WRA or its contractors, including but not limited to cleanup of spills, infrastructure maintenance, improper scale transactions, improper disposal, and waste source verification. Fees shall be assessed based on the actual costs incurred by the WRA, or on the estimated costs incurred by the WRA rounded down to the nearest multiple of twenty based on actual rates for labor, materials, and equipment with a minimum fee of not less than \$20.00. Fees under this Section will be charged in addition to charges, fines, fees, or other costs associated with rejected, unapproved, or atypical wastes under **Sections 101.76 and 101.77** of this chapter. Fees for inspection of a food service establishment as defined in Section 101.02 of this Code, regulation of fats, oils, and grease discharge by food service establishments, shall be \$50 per visit.

2. All users contributing wastewater in excess of the concentrations shall be assessed a surcharge, which shall be in addition to the rates and charges ordinarily billed to such users for sewer use. Commencing October 1, 2022, until June 30, 2025, surcharges shall be assessed in accordance with the following rate schedule:

	<u>Surcharge per Pound of Pollutant for the Period:</u>		
<u>Pollutant</u>	<u>10/1/2022 – 6/30/2023</u>	<u>7/1/2023 – 6/30/2024</u>	<u>7/1/2024 – 6/30/2025</u>

<u>Total suspended solids in excess of 250 mg/l</u>	<u>\$ 0.18</u>	<u>\$ 0.20</u>	<u>\$ 0.22</u>
<u>BOD or CBOD in excess of 200 mg/l</u>	<u>0.14</u>	<u>0.17</u>	<u>0.21</u>
<u>TKN in excess of 30 mg/l</u>	<u>0.55</u>	<u>0.49</u>	<u>0.42</u>
<u>Oil and grease in excess of 100 mg/l</u>	<u>0.08</u>	<u>0.10</u>	<u>0.11</u>

<u>Pollutant</u>	<u>Surcharge (per pound)</u>
<u>Suspended solids in excess of 250 mg/l</u>	<u>16 cents</u>
<u>BOD or CBOD in excess of 200 mg/l</u>	<u>11 cents</u>
<u>TKN in excess of 30 mg/l</u>	<u>61 cents</u>
<u>Oil and grease in excess of 100 mg/l</u>	<u>6 cents</u>

Commencing on July 1, 2025, surcharge rates listed in the above table shall be annually adjusted as of July 1 of each year to increase two percent per annum rounded to the nearest whole cent.

A. Chemical Oxygen Demand (COD) in excess of 300 mg/l may be used at the discretion of the WRA Director in lieu of BOD. In such case the excess COD concentration shall be multiplied by the known CBOD/COD ratio or by a ratio of two-thirds (2/3) to establish an equivalent CBOD concentration.

B. Ammonia Nitrogen (NH₃ -N) in excess of 15 mg/l may be used at the discretion of the WRA Director in lieu of TKN by multiplying the excess NH₃ -N concentration times two (2) to establish an equivalent TKN concentration.

Section 4: That Section 101.23, Permit Applications; Baseline Monitoring Reports, be and is hereby amended to delete the stricken language and to include the underlined language:

101.23 PERMIT APPLICATIONS; BASELINE MONITORING REPORTS; COMPLIANCE SCHEDULES. Users applying for a wastewater discharge permit or categorical users submitting a baseline monitoring report shall submit the following information as required by 40 CFR 403.12 or by the WRA director:

1. Users applying for a wastewater discharge permit must submit an application form prescribed by the WRA and accompanied by the application fee. All new significant users must submit such application 180 days prior to the date of any wastewater discharge. (new Section 2 below was originally included in this Section 1)

2. Existing users subject to new NCPS must, within 180 days after the effective date of the standard, submit a baseline monitoring report prescribed by the WRA. New users subject to the National Categorical Pretreatment Standards must submit a baseline monitoring report prescribed by the WRA at least 90 days prior to commencement of discharge to the POTW. A baseline monitoring report shall include: ~~such an application. The following information is required:~~

A. Name, address, and location of facility, if different from the mailing address.

B. Name of the operator and owners of the facility ~~a person or agent authorized to accept legal service of process.~~

C. ~~Standard Industrial Classification (SIC) code of both the industry as a whole and any processes for which National Categorical Pretreatment Standards have been promulgated and~~ A a list of all any environmental control permits held by or for the facility.

D. A description of the operations including the average rate of production, applicable Standard Industrial Classification (SIC) codes, schematic process diagrams, and points of discharge to the POTW from regulated processes. ~~Wastewater constituents and characteristics including any pollutants in the discharge which are limited by any Federal, State, or local standards with sampling and analysis performed in accordance with EPA approved methods, and meeting the following requirements:~~

~~(1) — The user shall identify the pretreatment standards applicable to each regulated process if the user is a categorical user.~~

~~(2) — All samples shall be representative of daily operations.~~

~~(3) — A minimum of four (4) grab samples, if required, must be used for pH, cyanide, total phenols, oil and grease, sulfide and volatile organics. For all other pollutants required, 24-hour composite samples must be obtained through flow proportional composite sampling techniques where feasible. The WRA Director may waive flow proportional composite sampling for any user that demonstrates that flow proportional sampling is not feasible. In such cases, samples may be obtained through time proportional techniques or through a minimum of four (4) grab samples where the user demonstrates that such sampling will provide a representative sample of the effluent being discharged.~~

~~(4) — Where the flow of the stream being sampled is less than or equal to 250,000 gpd, the user must analyze three (3) samples within a two week period. Where the flow of the stream being sampled is greater than 250,000 gpd, the user must analyze six (6) samples within a two week period.~~

~~(5) — Samples must be taken immediately downstream from pretreatment facilities if such exist or immediately downstream from the regulated process if no pretreatment exists and prior to mixing with other waste. If non-regulated wastewater is mixed with regulated wastewater prior to pretreatment, the user must measure the flows and concentrations necessary to allow use of the combined waste stream formula of 40 CFR 403.6(e) in order to evaluate compliance with pretreatment standards. Where an alternate concentration or mass limit has been calculated in accordance with 40 CFR 403.6(e), this adjusted limit along with supporting data shall be submitted to the WRA Director. Users not subject to categorical standards shall submit analysis of wastewater representative of the effluent discharged to the POTW.~~

~~(6) — The WRA Director may allow the submission of an application which utilizes only historical data so long as the data provides information sufficient to determine the need for pretreatment.~~

~~(7) — A statement indicating the time, date and place of sampling, methods of analysis, and certifying that such sampling and analysis is representative of normal work cycles and expected pollutant discharges to the POTW shall accompany each Application/Baseline Monitoring Report unless such sampling and analysis was performed by the WRA.~~

E. Daily average and daily maximum flow measurements for regulated process waste streams and nonregulated waste streams where necessary ~~Time and duration of all discharges.~~

F. The categorical user shall identify the pretreatment standards applicable to each regulated process and shall submit the results of sampling and analysis identifying the nature and concentration (or mass, where required) of pollutants contained therein which are limited by the applicable pretreatment standards from each regulated process ~~Daily maximum, daily average and monthly average wastewater flow rates, including daily, monthly, and seasonal variations, if any.~~

G. The user shall take a minimum of one representative sample immediately downstream of any pretreatment facility or immediately downstream of each regulated process if no pretreatment exists and prior to mixing with other waste to compile that data necessary to comply with this requirement. If non-regulated wastewater is mixed with regulated wastewater prior to pretreatment, the user must measure the flows and concentrations necessary to allow use of the combined waste stream formula of 40 CFR 403.6(e) in order to evaluate compliance with pretreatment standards. Where an alternate concentration or mass limit has been calculated in accordance with 40 CFR 403.6(e), this adjusted limit along with supporting data shall be submitted to the WRA director. Sampling and analysis shall be performed in accordance with 40 CFR 136 or other verified method approved by the WRA director ~~Description of activities, facilities, and plant processes at the site, including a list of all raw materials and chemicals used at the facility which are or could accidentally or intentionally be discharged to the POTW.~~

H. The time, date, and place of sampling, methods of analysis, and certification that such sampling and analysis is representative of normal work cycles and expected pollutant discharges to the POTW ~~The site plans, floor plans and mechanical and plumbing plans and details to show all sewers, floor drains, and appurtenances by size, location and elevation. The plans shall include a schematic process diagram which indicates all points of discharge to the POTW. All plans must be certified for accuracy by a professional engineer registered in the State.~~

I. Historical data may be allowed by the WRA director so long as the data provides information sufficient to determine the need for industrial pretreatment measures ~~Each product produced by type, amount, process or processes and rate of production.~~

J. Certification by an authorized representative of the user as referenced in Section 101.33 and certified to by a qualified professional indicating whether pretreatment standards are being met on a consistent basis and, if not, whether additional operation and maintenance or additional pretreatment is required for the user to meet pretreatment standards and requirements ~~Type and amount of raw materials processed (average and maximum per day).~~

K. If additional pretreatment or O&M will be required to meet pretreatment standards, requirements, discharge limits as set forth in Sections 101.10, 101.11 and 101.12 of this Article, or any other limit set by the WRA director, the user shall supply a compliance schedule indicating the shortest time schedule necessary to accomplish installation or adoption of such additional pretreatment or O&M. The

completion date in this schedule shall not be later than the compliance date established for the applicable pretreatment standard. The following conditions apply to this schedule: ~~Number and type of employees, and hours of operation, and proposed or actual hours of operation of the pretreatment facility.~~

(1) The schedule shall contain increments of progress in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user to meet the applicable pretreatment standards. Such schedule shall include, where applicable, but shall not be limited to dates for the hiring of an engineer, completing preliminary plans, executing contracts for major components, commencing construction, beginning operation, and conducting routine operations.

(2) No increment referred to in Subsection 2.K(1) of this Section shall exceed nine months, nor shall the total compliance period exceed 18 months.

(3) No later than 14 days following each date in the schedule and the final date for compliance, the user shall submit a progress report to the WRA director, including, at a minimum, whether or not it complied with the increment of progress, the reason for any delay, and the steps being taken by the user to return to the established schedule. In no event shall more than nine months elapse between such progress reports to the WRA director.

L. A minimum of four grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide, and volatile organic compounds. For all other pollutants required, 24-hour composite samples must be obtained through flow-proportional composite sampling techniques where feasible. The WRA director may waive flow-proportional composite sampling for any user who demonstrates that flow-proportional sampling is not feasible. In such cases, samples may be obtained through time-proportional techniques or through a minimum of four grab samples where the user demonstrates that such sampling will provide a representative sample of the effluent being discharged. A statement, reviewed by an authorized representative of the user, as defined in Section 101.33 of this division, and certified to by a professional engineer licensed in the State, indicating whether pretreatment standards are being met on a consistent basis and if not whether additional operation and maintenance or additional pretreatment is required for the user to meet pretreatment standards and requirements.

M. — If additional pretreatment or O&M will be required to meet pretreatment standards or requirements, then the user shall supply a compliance schedule indicating the shortest time schedule necessary to accomplish installation or adoption of such additional pretreatment or O&M. The completion date in this schedule shall not be longer than the compliance date established for the applicable pretreatment standard. The following conditions apply to this schedule:

(1) — The schedule shall contain increments of progress in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user to meet the applicable pretreatment standards. Such schedule shall include, where applicable but shall not be limited to dates for the hiring of an engineer, completing preliminary plans, executing contracts for major components, commencing construction, beginning operation, and conducting routine operations.

(2) — No increment referred to in subsection (1) above shall exceed nine months, nor shall the total compliance period exceed 18 months.

(3) — No later than 14 days following each date in the schedule and the final date for compliance, the user shall submit a progress report to the WRA director, including as a minimum, whether or not it complied with the increment of progress, the reason for any delay, and if appropriate the steps being taken by the user to return to the established schedule. In no event shall more than nine months elapse between such progress reports to the WRA director.

N. — If additional pretreatment and/or operation and maintenance will be required to meet the limits on discharge into the POTW set forth in Section 118-352 of the Waste Water Reclamation Authority/City of Des Moines Municipal Code, or any other limits set by the WRA director, a plan shall be provided by the user giving the shortest schedule by which the user will provide the needed equipment, operation, or maintenance changes and additions to meet such limits. The completion date in this schedule shall not be later than the compliance date established for the National Categorical Pretreatment Standards. For a compliance schedule for meeting National Categorical Pretreatment Standards the following condition shall apply:

(1) — The schedule shall contain increments of progress in the form of dates for the commencement and completion of major

~~events leading to the construction and operation of additional pretreatment required to meet the applicable National Categorical Pretreatment Standards. Such schedule shall include, where applicable, but not be limited to dates for the hiring of an engineer, completing preliminary plans, completing final plans, executing contract for major components, commencing construction and completing construction.~~

~~(2) — No time increment in the schedule may exceed nine months.~~

~~(3) — No later than 14 days after each date in the schedule and the final date for compliance, the user shall submit a progress report to the WRA director stating whether or not it complied with the increment of progress to be met on such date and, if not, the date on which it expects to comply with this increment of progress, the reason for delay, and the steps being taken by the user to return to the schedule established. In no case shall more than nine months elapse between such progress reports to the WRA.~~

~~O. — Any additional information required by the WRA director to evaluate a permit application.~~

3. New significant users not subject to categorical standards shall submit analysis of wastewater representative of the effluent discharged to the POTW as required in subsections 2.G-I of this Section for all parameters deemed necessary by the WRA director.

4. New or existing industrial users not subject to categorical pretreatment standards who fail to meet local, state, or federal pretreatment standards or other permit requirements on a consistent basis shall be subject to compliance schedules for additional pretreatment or O&M as outlined in subsection 2.K of this section.

~~2. 5.~~ All applications and reports must contain the certification statement and be signed in accordance with Section 101.33.

Section 5: That Section 101.24, Report on Compliance by Categorical Industries, be and is hereby amended to delete the stricken language and to include the underlined language:

101.24 REPORT ON COMPLIANCE BY CATEGORICAL USERS
~~INDUSTRIES.~~ Users subject to National Categorical Pretreatment Standards shall submit a report to the WRA director containing the information described in subsection 100.23~~(1)(2), (C), (1)(D), (1)(E), and (1)(K)~~ of this division within 90 days following the date for final compliance with applicable

National Categorical Pretreatment Standards or, in the case of a new source, following commencement of discharge. Users subject to equivalent mass or concentration limits shall provide a reasonable measure of the user's long-term production rate. For all other users subject to National Categorical Pretreatment Standards expressed in terms of allowable pollutant discharge per unit of production or other measure of operation, this report shall include the user's actual production during the appropriate sampling period. All reports must contain the certification statement and be signed in accordance with **Section 101.33** of this division.

Section 6: That Section 101.25, Permit Contents, be and is hereby amended to delete the stricken language and to include the underlined language:

101.25 PERMIT CONTENTS. Wastewater discharge permits shall include such conditions as are reasonably deemed necessary by the WRA director to prevent pass through or interference; protect the quality of the water body receiving effluent from the POTW; protect worker health and safety, facilitate the WRA's sludge management and disposal program; ~~protect ambient air quality~~; and protect against damage to the POTW. The WRA director may include the following items in the permit, and such additional items as the director determined necessary or prudent:

...

Section 7: That Section 101.43, Performance Bonds, be and is hereby amended to delete the stricken language and to include the underlined language:

101.43 PERFORMANCE AND PAYMENT BONDS.

1. The WRA director may decline to reissue a permit to any user who has failed to comply with this chapter or any order or previous permit issued under this chapter unless such user first files a satisfactory bond payable to the WRA in a sum not to exceed the value determined by the WRA director to be necessary to achieve compliance giving due consideration to the number and magnitude of previous violations, potential need for remediation and stating the reasons which support the amount of bond in a written order directed to the user, but in no case shall the bond be required to be greater than \$100,000.00. The user shall use a bond form prescribed by the WRA.

2. The WRA director may require any user, including any permitted or non-permitted waste generator which sends its wastewater by truck to the WRF, to obtain a bond payable to the WRA with reasonable surety in a penal sum which will adequately cover treatment costs, surcharges, fees, or any other charges associated with discharge of wastewater to the POTW in the amount as listed in Section **101.20**. The user shall use a bond form prescribed by the WRA.

Section 8: That Section 101.44, Revocation of Discharge Permit; Termination of Sewer Service, be and is hereby amended to delete the stricken language and to include the underlined language:

1. Grounds for revocation of discharge permit and/or for termination of sewer service. Any user who violates this chapter, any condition of its wastewater discharge permit, or any of the following is subject to having its permit revoked and/or its sewer service terminated in accordance with the procedures of this section:

...

G. Failure to pay fines, fees, surcharges, or sewer service ~~user~~ charges;

...

K. Failure to pay actual costs for negligent damage, or actual costs and penalties charged for grossly negligent or intentional damage, to the POTW not addressed elsewhere in this article.

2. Procedures for revocation of discharge permit and for termination of sewer service. The procedure for revocation of a discharge permit and termination of sewer service shall be as follows:

...

F. Upon determination by the WRA director that the user's sewer service connection to the POTW be terminated, the director's written order shall be sent to the City Public Works Department who shall cause the user's connection to the sewer to be severed or plugged. The manner of severance and procedure for disconnection shall be determined by the City Public Works Department. Upon completion of the disconnection, the City Public Works Department shall certify the to the WRA director the City's cost to disconnect the user's sewer service. Upon receipt of such certification of costs, the WRA director shall forward to the user whose service was disconnected by registered mail return receipt requested, certified mail, or personal service a bill for the cost of making the disconnection, including all costs for labor and materials, and a service charge of \$500.00 ~~\$100.00~~ for WRA supervision.

Section 9: That Section 101.46, Reinstatement of Service, be and is hereby amended to delete the stricken language and to include the underlined language:

If service is severed pursuant to this division, the service may be reinstated in the following manner:

1. Upon payment to the WRA of any delinquency in full, supervision fee of \$500.00 ~~\$100.00~~, and an inspection by the WRA director to determine whether the original cause for termination has been corrected, the WRA will issue a permit for reconnection of the building service line to the POTW. Such

reconnection costs, plus inspection fees for the City in accordance with this Code, shall be at the sole expense of the user.

Section 10: That Section 101.58, Operation, Maintenance, and Cleaning of Grease Interceptors and Grease Traps and Grease Hauler Certification, be and is hereby amended to delete the stricken language and to include the underlined language:

2. The owner or operator of the FSE shall cause the grease interceptor or trap to be cleaned as hereinafter required when FOG and solids reach 25 percent of the design liquid level of the grease interceptor or trap, or sooner if necessary to prevent carry over of FOG from the grease interceptor or trap into the City sanitary sewer system. Interceptors and traps shall be cleaned at three-month intervals or less. A longer cleaning interval must be approved by the WRA ~~director~~ Director. ~~If the owner or operator of the FSE, or an employee of the owner or operator, has a grease hauler certification from the WRA indicating satisfactory completion of the course of training offered by the WRA on the cleaning of grease interceptors and traps, such person or persons may clean the grease trap in the facility included in such grease hauler's certification. Failure to adequately clean the grease trap, properly dispose of all grease trap waste, or maintain certification pursuant to Section 101.48. Alternatively, the~~ The owner or operator of an FSE ~~shall~~ may employ a waste hauler licensed by the WRA pursuant to Division 6 of this chapter to clean the grease interceptor or trap, provided that the waste hauler personnel performing the cleaning has a current grease hauler certification from the WRA indicating satisfactory completion of the course of training offered by the WRA on the cleaning of grease interceptors and traps.

3. Any person who cleans a grease interceptor or trap shall do so in accordance with the following procedures and requirements. The person cleaning the grease interceptor or trap shall:

A. Completely empty and remove the contents (liquids and sludge) of all vaults of the grease interceptor or trap, and remove the grease mat and scrapings from the interior walls. As part of each cleaning of a grease interceptor or trap, ~~the owner or operator of the FSE~~ or the licensed waste hauler employed by the FSE owner or operator, shall perform the following maintenance activities:

...

B. Not deposit waste and wastewater removed from a grease interceptor or trap back into the grease interceptor or trap from which the waste or wastewater was removed or into any other grease interceptor or trap or drainage fixture connected to the sanitary sewer, for the purpose of reducing the volume of waste and wastewater to be disposed of.

...

E. Not use an automatic grease removal system to clean a grease interceptor without prior written approval of the WRA director, and, if the use of an automatic grease removal system is approved, shall operate same in a manner that the grease wastewater discharge limit, as measured from the system's outlet, is consistently achieved.

...

(2) The WRA ~~director~~ Director may issue a grease hauler certification upon satisfactory completion of the course of training offered by the WRA on the proper maintenance and cleaning of grease interceptors and traps, disposal procedures and record keeping. Such certification shall be for a period of five years and shall be in effect for the person receiving such training ~~and for the FSE site for which such person is the owner, operator or employee thereof.~~ Grease haulers certified by the WRA shall be subject to a grease interceptor cleanout inspection by WRA personnel, not less than once every two years, for purposes of the hauler demonstrating its compliance with requirements in this section. Such inspections shall be scheduled at a time which coincides with normal working hours for WRA personnel, shall involve all individuals employed by the same company who have been issued a grease hauler certification by the WRA, and shall be conducted at an FSE within the WRA service area. Failure to follow WRA's cleanout procedures or other requirements of this section may result in fines, additional scheduled cleanout inspections, and loss of grease hauler certification status, individually or company-wide, with the WRA.

Section 11: That Section 101.60, Inspection of Grease Interceptors and Related Sewers and Equipment, be and is hereby amended to delete the stricken language and to include the underlined language:

The Owner or operator of an FSE shall:

1. Provide, operate and maintain, at its expense, safe and accessible monitoring facilities (such as a suitable manhole), and shall make such monitoring facilities available for inspection, for routine cleanouts by the owner or operator's licensed grease hauler, and for sampling and flow measurement of the building sewer or internal drainage systems. There shall be ample room in or near such monitoring ~~facilities~~ facility to allow for proper inspection, accurate sampling and preparation of samples for analysis. The monitoring facilities shall be maintained such that the device(s) is readily and immediately accessible for inspections and cleanouts being free of coverings, building materials, pavements, or any other obstructions.

Section 12: That Section 101.61, Inspection Fees, be and is hereby amended to delete the stricken language and to include the underlined language:

101.61 ~~TRIP CHARGES INSPECTION FEES~~. The fees for inspection of an FSE shall be as provided in Section 101.61 of the Code and shall be paid within 30 days of the date of the invoice for such fees. A trip charge of \$50.00, as referenced in Section 101.61 shall be assessed in conjunction with the violation of any requirement of Section 101.60 which results in the need for WRA personnel to reschedule such inspection of grease interceptor/trap or food service establishment, and shall be paid within 30 days of the date of the invoice for such charge.

Section 13: That Section 101.70, Issuance of License, be and is hereby amended to delete the stricken language and to include the underlined language:

101.70 ISSUANCE OF LICENSE; PAYMENT OF BOND REQUIREMENTS. The waste hauler's license shall be issued by the WRA Director upon written application that shall consist of the following minimum requirements:

...

2. License Fee and Bond. An application shall require the payment of a fee of \$60.00 for each vehicle used by the applicant and the posting of a bond with reasonable surety in a the penal sum of \$10,000.00 which shall cover no less than two months of average or estimated treatment at the WRF for the faithful compliance with this division, including prompt payment of treatment costs, surcharges, fees, and fines, and damages. Bond amounts shall be up to \$100,000.00 but not less than \$20,000.00 and structured as follows as required by the WRA director:

<u>Total Monthly Treatment Fees</u>	<u>Surety Bond Amount</u>
<u>< \$10,000</u>	<u>\$20,000.00</u>
<u>\$10,001 - \$20,000</u>	<u>\$40,000.00</u>
<u>\$20,001 - \$40,000</u>	<u>\$60,000.00</u>
<u>> \$40,001</u>	<u>\$100,000.00</u>

WRA participating communities that contract with waste haulers in order to clean and rehabilitate storm and sanitary sewers owned by the community or that own and operate waste hauling vehicles may provide proof of self-insurance or provide a letter guaranteeing payment of up to \$20,000.00 ~~\$10,000.00~~ in lieu of providing a surety bond.

Section 14: That Section 101.73, Identification of Source, be and is hereby amended to delete the stricken language and to include the underlined language:

1. Waste haulers must document the nature and origin of wastes collected and the site and method of disposal for wastes that are removed from any locations or are delivered to the WRF. Such information shall be provided on a manifest form provided by the WRA director. ~~The manifest and~~ shall also include:

A. ~~(i)~~ The name, and address ~~and phone number~~ of the waste generator(s);

B. ~~(ii)~~ The type of waste collected;

~~(iii)~~ ~~The approximate volume of the load;~~

C. ~~(iv)~~ Any other information consistent with identification and tracking of wastes.

The WRA director or his or her designee shall have the right to verify all information required by this section, including the right to measure, sample and analyze any waste regulated by this division.

2. The waste hauler or waste generator shall obtain approval from the WRA director or his or her designee prior to loading wastes originating from an industrial/commercial source unless prior approval is on record with the WRA. A hauled waste profile form prescribed by the WRA must be completed by the waste generator and submitted to the WRA director or his or her designee for consideration for waste load disposal at the WRF. Such profile form shall include information regarding the waste generator's name, address, phone number, authorized representative, waste description and product information, anticipated volume and frequency of disposals, waste transporter information, process waste characteristics including pollutant concentrations, declarations, certifications, and signature of authorized official.

Section 15: That Section 101.74, Mixing Wastes, be and is hereby amended to delete the stricken language and to include the underlined language:

101.74 MIXING WASTES. For the purposes of this division, wastes from residential and nonresidential sources shall not be mixed. Wastes from an industrial/commercial source shall not be mixed with wastes of any type from another location. Portable toilet and FSE grease trap wastes may be mixed with similar wastes from different locations. Residential wastes from several sources may be mixed as long as each source is identified. Any tanks used for hauling waste to the WRF or equipment that comes in contact with waste ~~used for hauling waste to the WRF~~ shall not be used for hauling hazardous wastes or hazardous substances, as defined in I.C. § 567.1 et seq., chapter 131 of the Iowa Administrative Code and in 40 CFR 261, or other wastes which may be

detrimental to the POTW, the receiving waters, or the health of WRF employees, private contractors, or the public WRF.

Section 16: That Section 101.75, Standards of Disposal at WRF, be and is hereby amended to delete the stricken language and to include the underlined language:

1. Under this division, disposal of wastes at the WRF shall be carried out in accordance with pretreatment standards and requirements established by federal, State, County, and City governments including categorical standards developed for the waste generator's industrial category. The WRA director may reject wastes from waste haulers who do not comply with this section or with any other section of this division. Waste haulers shall not deliver wastes to the WRF, or to any other disposal location approved by the WRA director which are:

A. 1. Prohibited by Section 101.10 or exceed the limits found in Sections 101.11, 101.12 and 101.13 of this chapter.

B. 2. Hazardous wastes or hazardous substances as defined in 40 CFR Part 261 or 567 I.A.C., Chapter 131.

C. 3. Originate from mineral oil unless first treated to remove the oil and grease.

D. 4. Not completely identified or are from industrial/commercial sources that are not approved by the WRA director as required in Section 101.73.

E. 5. Mixed in a manner prohibited in Section 101.74.

F. 6. Wastes other than residential from outside the WRA, except through requests to the WRA director.

2. All disposal transactions at the WRF shall consist of waste haulers scaling in and scaling out on the WRF scales system. Prior to discharging any contents from their vehicle, a waste hauler shall:

A. Collect onsite at the WRF a sufficient sample of the waste material onboard.

B. Test and record the pH and immediately report any results that do not meet disposal limits as listed in Section 101.10.

C. Document on the WRF manifest all contents of the waste load including waste type, source information, and any other information

consistent with identification and tracking of wastes as required in Section 101.73.

D. Request and obtain approval from WRF Operations to begin unloading at the WRF digesters.

Section 17: That Section 101.77, Treatment Fees for Hauled Wastes, be and is hereby amended to delete the stricken language and to include the underlined language:

1. A treatment fee shall be charged per pound of hauled waste disposed of at the WRF and assessed based on the waste type, pollutant loading, approved disposal location, and location of the source material. The fee for treatment shall include electrical, chemical, labor, equipment, fuel, maintenance, and any capital costs associated with the treatment processes utilized. The treatment fee shall reflect a total cost per gallon or per pound of hauled waste equaling the sum of the total cost of pollutants per gallon or per pound plus, if applicable, total cost of flow per gallon, based on: (1) the parameters of chemical oxygen demand (COD), estimated biochemical oxygen demand (BOD), total suspended solids (TSS) and/or total solids (TS), volatile solids (VS), total Kjeldahl nitrogen (TKN), oil and grease (O&G), and, if applicable, total phosphorus (TP) contained in trucked waste to the WRF; (2) net weight of the wasteload in pounds; and (3) the treatment surcharge component rate per pound of pollutant as found in section 118-352 of this division. Wasteloads disposed of at an unapproved location at the WRF, or containing pollutant concentrations different from typical pollutant concentrations or from original disclosures made during the wasteload approval process, may be subject to the following additional costs: treatment fees, charges, or fines may also be applied pursuant to Section 101.20. ~~received at the WRF for all wastes originating within WRA participating communities which are treated through the headworks at the WRF using all treatment processes at the WRF, which fee shall be equal to the cost of disposal and treatment of an equivalent volume and mass of pollutants otherwise delivered into the POTW. The treatment fee shall include: (i) the volume charge component, (ii) a treatment surcharge component for each pollutant as found in Section 118-362 of the Wastewater Reclamation Authority/City of Des Moines Municipal Code, and (iii) a program cost component. The program cost component shall be calculated by dividing the annual administrative costs of the waste hauler program by the total gallons of hauled waste treated in the previous calendar year. The surcharge component shall be calculated using the average concentration of pollutants found in hauled wastes delivered to the wastewater reclamation facility. The treatment surcharge and program cost components shall be reviewed and updated annually based on the most recent data collected by the operating agency. The treatment fee for loads originating outside of the WRA participating communities shall be 1.5 times the fee for loads originating within the WRA participating communities.~~

2. ~~A treatment fee shall be charged for hauled wastes originating within the WRA participating communities which are treated using only a portion of the treatment processes at the WRF, which fee shall be calculated to recover the cost of treatment. The cost of treatment shall include electrical, chemical, personnel, and any capital costs associated with the treatment processes utilized, and a program cost component which shall be calculated by dividing the annual administrative costs of the waste hauler program associated with partial process treatment by the total gallons of hauled waste treated using only a portion of the treatment processes in the previous calendar year. Treatment costs shall be reviewed and updated annually per the U.S. Bureau of Labor Statistics Consumer Price Index. The WRA shall provide 30 days' notice prior to assessing updated disposal rates with such notices posted, at a minimum, on the WRA website based on the most recent data collected by the operating agency. The treatment fee for loads originating outside of the WRA participating communities shall be 1.5 times the fee for loads originating within the WRA participating communities unless otherwise approved by the WRA director.~~

3. ~~Fees Wasteload disposal weights shall be computed and recorded at the WRF truck sales disposal station and the resulting treatment fees shall be paid by the waste hauler or waste generator, at the WRA's discretion, on the basis of monthly billings by the finance department ~~operating contractor~~. Limits of credit shall not exceed 60 days. Abuse of such credit shall be grounds for liability on the waste hauler's or waste generator's bond and for refusal of disposal services to any waste hauler or waste generator under this division.~~

4. Waste haulers and waste generators may elect to have their routine waste streams loads tested for actual concentration at their expense as set forth ~~out~~ in Section **101.20** of the Code, and as approved by the WRA director. When a waste hauler or waste generator has elected to ~~have loads tested for~~ actual concentration, the treatment fee will be based on the actual concentration whether it be higher or lower than the average concentration treatment fee. Said testing will be done at least ~~once a month or more often~~ semi-annually or as required by the WRA director.

Section 18: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 19: This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED by the City Council of the City of Polk City, Iowa, this _____ day of _____ 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

Published by posting
On the ___ day of _____, 2022

1st Reading _____
2nd Reading _____
3rd Reading _____



City of Polk City, Iowa City Council Agenda Communication

Date: September 12, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: 3rd and final reading of an Ordinance pertaining to rezoning for 1000 E. Northside Drive of 95.2 acres from A-1 to R-1

BACKGROUND: On Monday evening, the City Council will have the 3rd and final reading of an Ordinance pertaining to a re-zoning at 1000 E. Northside Drive of 95.2 acres. The re-zoning would be from zoning classification A-1 to R-1. The request for re-zoning comes from the same developer, who the City recently rezoned property at 1716 E. Northside Drive.

ALTERNATIVES: Do not approve

FINANCIAL CONSIDERATIONS: There are no financial considerations for the re-zoning.

RECOMMENDATION: It is my recommendation that the Council approve the 3rd reading of the re-zoning ordinance for 1000 E. Northside Drive.

ORDINANCE NO. 2022-1900

**AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF
POLK CITY, IOWA, BY REZONING PROPERTY LOCATED 5810 NW 118TH
AVENUE and 1000 E NORTHSIDE DRIVE, POLK CITY, IOWA, FROM
ZONING CLASSIFICATION OF A-1 AGRICULTURAL TO R-1 SINGLE
FAMILY DETACHED RESIDENTIAL**

WHEREAS, on the 18th day of July 2022, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the property legally described as:

EX E 209F N251F- NW 1/4 NW FRL 1/4 INCLUDING RD SEC 6-80-24
AND

-EX N110F W100F E 803.9F & WLY OF LN BEG 1550F N OF SW COR THN E 100F S 275.7F E 250F S 500F SELY TO PT
840F E OF SW COR- NE 1/4 NE FRL 1/4 INCLUDING 1.38A RD SEC 1-80-25, POLK COUNTY, IOWA.

be considered for rezoning 39.97-acre parcel located at 5810 NW 118th Avenue and a 53.93-acre parcel located 1000 E Northside Drive, Polk City, Iowa and the south one-half public right-of-way for E. Southside Drive adjacent thereto; from zoning classification of A-1 Agricultural to R-1 Single Family Detached Residential.
; 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 described above from Agricultural (A-1) to Single Family Detached Residential (R-1).

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 _____ 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

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



Date August 29, 2022

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

INVOICE SUMMARY - JULY SERVICES

Services from July 1, 2022 through July 31, 2022

GENERAL ENGINEERING

<u>Meetings</u>	122.0001.01	\$	850.00
<i>Council and P&Z Meetings, City staff meetings, and meetings with developers and developer's engineers.</i>			
<u>Development and Building:</u>	122.0001.01	\$	1,150.00
<i>Coordination with developers, engineers, building inspector, and staff regarding various potential and ongoing projects, and building permits.</i>			
<u>Water Dept:</u>	122.0001.01	\$	-
<u>Sanitary Sewers:</u>	122.0001.01	\$	-
<u>Storm Sewers:</u>	122.0001.01	\$	750.00
<i>View videos and prepare Memo re: drainage issues on Oakwood Drive.</i>			
<u>Street Dept.</u>	122.0001.01	\$	400.00
<i>Update exhibits for TAP application; and coordinate with Chelsea Huisman re: improvements to street lights and electrical system at City</i>			
<u>General:</u>	122.0001.01	\$	900.00
<i>Coordination with City staff and City Attorney re: agendas, minutes, resolutions, and miscellaneous issues.</i>			
<u>GIS</u>	122.0001.01	\$	650.00
SUBTOTAL		\$	4,700.00

CAPITAL IMPROVEMENT PROJECTS / WORK ORDERS

N. 3rd Street & Vista Lake Avenue Intersection Improvements	121.0455.01	\$	2,495.50
Northeast Trunk Sewer Study	122.0001.01B	\$	4,745.00
E. Vista Lake Avenue Construction Observation Services	122.0001.01F	\$	2,923.50
SUBTOTAL		\$	10,164.00

REIMBURSABLE DEVELOPMENT REVIEW PROJECTS

302 S. 2nd Street (Move Community Center): Site Plan	122.0159.01	\$	209.00
Antler Ridge: Development Agr, Prelim Plat, and TIS	122.0178.01	\$	248.00
Creekview Estates Plat 3: Construction Drawings	122.0599.01	\$	124.00
Crossroads at the Lakes Plat 3: Construction Drawings	122.0914.01	\$	1,829.50
Holly Woods Plat: Preliminary Plat	122.0450.01	\$	627.00
Kamps: Plat of Survey	122.1007	\$	542.50
OH & Iowa Mack Co: Rezoning	122.0790.01	\$	434.00
Scooter's: Site Plan and Final Plat	122.0780.01	\$	2,809.00
SUBTOTAL		\$	6,823.00

TOTAL **\$ 21,687.00**