

Agenda  
Notice of Meeting  
Polk City | City Council

\*\*\*\*\*

February 11, 2019 | 6:00 pm  
City Hall | Council Chambers

Broadcast live at <https://polkcityia.gov/page/LiveStream>

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Tentative Meeting Agenda

Jason Morse | Mayor

Jeff Walters | Pro Tem

City Council Members: David Dvorak | Mandy Vogel | Ron Anderson | Rob Sarchet

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Comments: This is the time and place for comments for any item other than those that are a Public Hearing. If you wish to speak, please come to the podium and state your name and address for the record. You are requested to keep your comments to five minutes.
5. Consent Items

Action Items

1. Consider motion to approve the City Council Meeting Minutes for January 28, 2019
  2. Consider motion to approve the City Council Work Session Meeting Minutes for January 28, 2019
  3. Consider motion to receive and file the Parks Commission Meeting Minutes for February 4, 2019
  4. Consider motion to approve the February 11, 2019 Claims
  5. Consider motion to approve the use of the Town Square for the following 2019 events:
    - Farmers market to occur every Thursday with vendor set up and tear down from 3-730p May 23<sup>rd</sup>-September 12<sup>th</sup>
    - PCCEDC 2019 Sounds on the Square Series from 6-9pm on May 24<sup>th</sup>, June 22<sup>nd</sup>, and August 2<sup>nd</sup>
    - PCCEDC Annual Bike Ride from 11am-6pm on June 22, 2019 in conjunction Sounds on the Square
  6. Consider motion to approve the use of the Sports Complex for the following 2019 events:
    - North Polk United Soccer practices and games from March 18<sup>th</sup>-June 9<sup>th</sup>
    - Little League Baseball and Softball practices and games from March 15<sup>th</sup>-July 15<sup>th</sup>
    - Adult Softball, field 4, from June 30<sup>th</sup> – August 25<sup>th</sup>
  7. Consider motion to receive and file the January 2019 Water Report
  8. Consider motion to receive and file the Library Board Meeting Minutes for January 7, 2019
  9. Consider motion to receive and file the January 2019 Library Director Report
  10. Consider motion to approve six (6) month Special Class C Liquor License (BW) (Beer/Wine) with outdoor service for Polk City Chamber & Economic Development Corporation effective May 23, 2019
  11. Consider motion to approve Resolution 2019-09 initiating a request for proposals and authorizing the taking of bids for the property located at 510 S. 3<sup>rd</sup> Street
6. New Business

Action Items

1. Property located at 504 Roosevelt
  - a. Public Hearing on the sale of property
  - b. Resolution 2019-08 approving sale of property to Fundamental Homes in the amount of \$50,001
2. Consider motion to approve the third and final reading of Ordinance 2019-200 amending Water Rates
3. Consider motion to approve the third and final reading of Ordinance 2019-400 amending Chapter 3 Municipal Infractions
4. Consider motion to approve the third and final reading of Ordinance 2019-500 amending Chapter 41 Public Health and Safety

5. Consider motion to approve Resolution 2019-10 approving Synder & Associates December 2018 invoices in the amount of \$7559.50
7. Reports & Particulars  
Mayor, Council, City Administrator, Staff, Boards, and/or Commissions
8. Closed Session under Code of Iowa; Chapter 21 Official Meetings open to Public; **section 5 Closed session**; sub paragraph 1.i. to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session
9. (*Optional*) Consider motion to take action on closed session item
10. Adjourn until February 25, 2019

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m., Monday, January 28, 2019**  
**City Hall**

Polk City, City Council held a meeting at 6:00 p.m., on January 28, 2019. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

<p><b><u>Mayor and City Council Members Present:</u></b>          Jason Morse   Mayor          Jeff Walters   Pro Tem          Dave Dvorak   City Council Member          Mandy Vogel   City Council Member          Ron Anderson   City Council Member          Robert Sarchet   City Council Member</p>	<p><b><u>Staff Members Present:</u></b>          Gary Mahannah   City Administrator          Lindsey Huber   Assistant City Administrator/Finance Director          Jenny Gibbons   City Clerk          Amy Beattie   City Attorney          Trace Kendig   Police Chief          Jim Mitchell   Fire Chief          Mike Schulte   Public Works Director          Mark Paeper   IT Director          Jamie Noack   Library Director</p>
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1. **Call to Order** / Mayor Morse called the meeting to order at 6:00 p.m.
2. **Roll Call** / Dvorak, Vogel, Walters, Anderson, Sarchet| In attendance
3. **Approval of Agenda**  
**MOTION:** A motion was made by Anderson and seconded by Walters to approve the meeting agenda.  
**MOTION CARRIED UNANIMOUSLY**
4. **Public Comments** | None
5. **Consent Agenda Items**  
**MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve the consent agenda items
  1. Consider motion to approve the City Council Meeting Minutes for January 14, 2019
  2. Consider motion to approve the City Council Work Session Meeting Minutes for January 14, 2019
  3. Consider motion to receive and file the P&Z Meeting Minutes for January 21, 2019
  4. Consider motion to approve the January 28, 2019 Claims
  5. Consider motion to approve the December 2018 Finance Report
  6. Consider motion to approve Resolution 2019-06 setting a public hearing on February 11, 2019 at 6pm to approve and authorize the sale of the property located at 504 Roosevelt
  7. Consider motion to accept Suzanne Wille’s resignation from the Arts Council effective immediately
  8. Consider motion to approve hiring Terri Keasey as Summer Rec Director at a rate of \$16.50 an hour
  9. Consider motion to approve twelve months Class C Liquor License for Brad and Cindy Martin doing business as Polk City Pub located at 217 W. Broadway Street with Outdoor Services and Sunday Sales effective 3/23/2019
  10. Consider motion to receive and file the Police Department annual report for 2018
  11. Consider motion to receive and file the Fire Department annual report for 2018
  12. n to approve the City Council Meeting Minutes for January 14, 2019
  13. Consider motion to approve the City Council Work Session Meeting Minutes for January 14, 2019
  14. Consider motion to receive and file the P&Z Meeting Minutes for January 21, 2019
  15. Consider motion to approve the January 28, 2019 Claims
  16. Consider motion to approve the December 2018 Finance Report
  17. Consider motion to approve Resolution 2019-06 setting a public hearing on February 11, 2019 at 6pm to approve and authorize the sale of the property located at 504 Roosevelt
  18. Consider motion to accept Suzanne Wille’s resignation from the Arts Council effective immediately
  19. Consider motion to approve hiring Terri Keasey as Summer Rec Director at a rate of \$16.50 an hour
  20. Consider motion to approve twelve months Class C Liquor License for Brad and Cindy Martin doing business as Polk City Pub located at 217 W. Broadway Street with Outdoor Services and Sunday Sales effective 3/23/2019
  21. Consider motion to receive and file the Police Department annual report for 2018
  22. Consider motion to receive and file the Fire Department annual report for 2018**MOTION CARRIED UNANIMOUSLY**

**6. New Business**

1. **MOTION:** A motion was made by Sarchet and seconded by Anderson to approve Resolution 2019-07 approving Plat of Survey, Record of Lot Tie Agreements for parcel 2018-160 and Parcel D, Lot Agreement for parts of Lots 14 & 15 owned by Ruth E Stewart and two Petition and Waiver for Sidewalks  
**MOTION CARRIED UNANIMOUSLY**
2. **MOTION:** A motion was made by Walters and seconded by Vogel to approve the second reading of Ordinance 2019-200 amending Water Rates  
**MOTION CARRIED UNANIMOUSLY**
3. Ordinance 2019-300 amending Chapter 65, Stop or Yield Required
  - a. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve the second reading  
**MOTION CARRIED UNANIMOUSLY**
  - b. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to waive the third reading and adopt Ordinance 2019-300  
**MOTION CARRIED UNANIMOUSLY**
4. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve the second reading of Ordinance 2019-400 amending Chapter 3 Municipal Infractions  
**MOTION CARRIED UNANIMOUSLY**
5. **MOTION:** A motion was made by Anderson and seconded by Walters to approve the second reading of Ordinance 2019-500 amending Chapter 41 Public Health and Safety  
**MOTION CARRIED UNANIMOUSLY**

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

- Mayor Morse called attention to Chief Kendig year-end Police Department Report. Kendig commended his department for all exceeding expectations. He thanked Jane, Lieutenant Siepkner and all the officers for contributing to the report. He highlighted the K9 program and the neighborhood events.
- Mayor Morse called attention to Chief Mitchell year-end Fire Department Report. Mitchell highlighted the call volume increase over historical data and the comparison date of time of day/week calls. He said that it was difficult to prepare a report for a year that he was not here for, but assured Council next year-end report would be much detailed. Mitchell reported on the Badge Ceremony held last week, 5 individuals were pinned. The annual awards banquet was held later that evening and Mitchell recognized the following award recipients;
  - Matt Guerdet – Responder of the Year
  - Matt Guerdet – Officer of the Year
  - Zach Dunham – Recruit of the Year
  - Rusty Fredricksen – Firefighter of the Year
  - Dottie VanZee – Medic of the Year
- Council Member Anderson said the council sessions are healthy with the city growing a lot. He said the services Fire and Police offer have grown immensely and he appreciates the professional response. He also noted the improved equipment for the departments.
- Council Member Dvorak thanked Chief Mitchell and Chief Kendig for their reports. He said he appreciates the details.
- Police Chief Kendig reported on the legislative push on fireworks to take away control from the local level of where they can be sold with no zoning requirement plus the new bill would require shorter turn-around time for the Fire Marshall to approve seller's request. Kendig discussed the regulations proposed at the state level for massage therapy and how illegal operations would be punished. The bill was tabled until language can be corrected to align with recommendations from the Chief's of Police that spoke. If the House and Senate allow local control, Kendig will propose a draft Ordinance at a future meeting based on what works for other communities and is manageable for Polk City.
- Public Works Director, Mike Schulte said his crews are keeping up with the snow, and the equipment is holding up. He and Chief Kendig both commented that the parking situation during snow removal has improved significantly.
- Chief Mitchell encouraged residents to scoop around their fire hydrants to reduce response time in case of a fire.
- Council Member Sarchet shared his appreciation for the P&Z review of a recent development. He acknowledged the pinning ceremony. He reported that the last MAC meeting there was discussion about addressing back fill and tipping fees in the future. Sarchet attended the NCG meeting last week and after a discussion about water rates he took away the need for proactive communication with residents to explain why the need for an increase and provide comparison data.

- Council Member Dvorak encouraged those that have questions or concerns to come to the meetings to discuss.
- Mayor Morse told staff he appreciated the time that was put into reports for citizens that had questions. He said the information was very informative. Mayor thanked staff for allowing him to take an actual vacation and he said he appreciated knowing that things were handled while he was away. Mayor called a work session for February 11, 2019 at 4:30pm.

8. **Adjournment**

***MOTION:*** A motion was made by Anderson and seconded by Dvorak to adjourn 6:38 p.m.

***MOTION CARRIED UNANIMOUSLY***

*Next Meeting Date* – Monday, February 11, 2019 at 6:00 p.m.

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Jason Morse, Mayor

Attest

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Jenny Gibbons, City Clerk

**MEETING MINUTES**  
**The City of Polk City**  
**Work Session**  
**5:30 p.m., Monday, January 28, 2019**  
**City Hall Council Chambers**

A Council Workshop was held on January 28, 2019 at 5:30 p.m. at City Hall in Polk City IA.

<p><b><u>Mayor and City Council Members Present:</u></b> Jason Morse   Mayor Dave Dvorak   City Council Member Mandy Vogel   City Council Member Ron Anderson   City Council Member Jeff Walters   Pro Tem Robert Sarchet   City Council Member</p>	<p><b><u>Staff Members Present:</u></b> Gary Mahannah   City Administrator Lindsey Huber   Assistant City Administrator/Finance Director Jim Mitchell   Fire Chief Trace Kendig   Police Chief Mark Paeper   IT Director Mike Schulte   Public Works Director Jamie Noack   Library Director</p>
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**Minutes**

Current status of FY 19/20 Budget was discussed. Staff reviewed the latest information on income and expenses. No decisions were made, deferred until next meeting

**Adjournment** – Meeting Adjourned at 5:58 p.m.

\_\_\_\_\_

Jason Morse, Mayor

\_\_\_\_\_

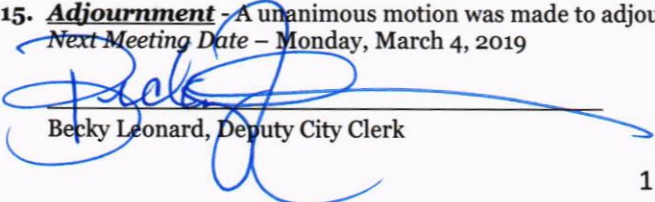
Jenny Gibbons, City Clerk

**MEETING MINUTES**  
**The City of Polk City**  
**Parks Commission**  
**6:00 p.m., Monday, February 4, 2019**  
**City Hall | Council Chambers**

Polk City, Parks Commission held a meeting at 6:00 p.m., on December 3, 2018. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

<b><u>Parks Commission Members Present:</u></b> Kelley Haaland   Chair Josh Ludwig   Pro Tem Holly Motsch   Parks Commission Member Amy Bentley   Parks Commission Member Josh Reed   Parks Commission Member Ashley Delaney   Parks Commission Member	<b><u>Staff Members Present:</u></b> Becky Leonard   Deputy City Clerk
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1. **Call to Order** | *The meeting was called to order at 6:00 p.m.*
2. **Roll Call** | Motsch, Ludwig, Haaland, Reed, Delaney | In attendance  
Bentley | Arrived at 6:02pm
3. **Approval of Minutes**  
**MOTION:** A motion was made by Reed and seconded by Delaney to approve the December 3, 2018 Meeting Minutes  
**MOTION CARRIED UNANIMOUSLY**
4. **Audience Items** | None
5. A motion was made by Delaney and seconded by Reed to recommend Council approve use of the Town Square for the Farmers Market to occur every Thursday from 4:00 – 7:00pm with vendor set up and tear down times 3:00 – 7:30pm beginning May 23, 2019 and ending September 12, 2019.  
**MOTION CARRIED UNANIMOUSLY**
6. A motion was made by Reed and seconded by Ludwig to recommend Council approve North Polk United Soccer to use soccer fields at the Sports Complex for practices and games during dates of March 18, 2019 to June 9, 2019.  
**MOTION CARRIED UNANIMOUSLY**
7. A motion was made by Motsch and seconded by Ludwig to recommend Council approve Little League Baseball and Softball to use Sports Complex for practices and games during dates of March 15, 2019 to July 15, 2019.  
**MOTION CARRIED UNANIMOUSLY**
8. A motion was made by Delaney and seconded by Reed to recommend Council approve Adult Softball to use Field 4 at Sports Complex during dates of June 30, 2019 to August 25, 2019.  
**MOTION CARRIED UNANIMOUSLY**
9. A motion was made by Delaney and seconded by Reed to recommend Council approve the temporary site plan for PCCEDC to use the Town Square for the 2019 Sounds on the Square Series to be held from 6:00 – 9:00pm on Friday, May 24, 2019; Saturday, June 22, 2019; and Friday, August 2, 2019 with set up/tear down from 9:00am – 10:00pm.  
**MOTION CARRIED UNANIMOUSLY**
10. A motion was made by Reed and seconded by Motsch to recommend Council approve the temporary site plan for PCCEDC to use the Town Square for the Bike Ride to be held from 11:00am – 6:00pm on Saturday, June 22, 2019 with set up/tear down from 9:00am – 10:00pm.  
**MOTION CARRIED UNANIMOUSLY**
11. **Tree Board Report** | Deputy City Clerk reported on behalf of Ken Morse that all the trees are frozen.
12. **Staff Report** | No report
13. **Public Works Report** | No report
14. **Commission Report** | No report
15. **Adjournment** - A unanimous motion was made to adjourn at 6:10pm.  
*Next Meeting Date – Monday, March 4, 2019*

  
Becky Leonard, Deputy City Clerk





TEMPORARY SITE PLAN APPLICATION



Application for Permit to temporarily use a City facility, park or street including temporary structures including Tents or Air Supported Structures, and/or temporary Parking Area

Attach an illustrated site plan detailing locations of all activities, temporary structures and closures. All information must be complete and accurate to receive approval.

Proposed location of event: <u>Town Square</u>	
<i>Attach Plans, including detailed site plan illustrating locations of all activities, temporary structures and closures.</i>	
Type of Event: <u>Sounds on the Square</u>	Date and time range of Event: <u>5-24-19 8-2-19</u> <u>6-22-19 6:00-9:00pm</u>
Dates/times for set up: <u>5-24-19, 6-22-19, 8-2-19</u> <u>300-600pm</u>	Dates/times for tear down: <u>5-24-19, 6-22-19, 8-2-19</u> <u>9:00-10:00pm</u>

Organization holding event: <u>PCCEDC</u>
Contact Person Name: <u>Brigett DeVos</u> Phone: <u>712.730.5148</u>
Email: <u>admin@polkcitychamber.com</u>

**\*\*All YES answers below must be detailed on site plan illustration and must include location**

Street closure? <u>No</u> Yes Locations: Dates/times:	On Street parking closure? No <u>Yes</u> Locations: <u>4 parking stalls on 3rd st. Northbound</u> Dates/times: <u>5-24-19, 6-22-19, 8-2-19</u>
Barricades required? No <u>Yes</u> Locations: <u>24 channelizer cones / 8 traffic cones</u> Requested delivery date/time: <u>morning of 3 above</u>	Electrical service expected? No <u>Yes</u> Portable Toilets? No <u>Yes</u> Vendor name: <u>Waste Solutions of Iowa</u> Phone number: <u>515-288-0924</u> <small>not picked up after until Mondays</small>
Temporary parking lot needed? <u>No</u> Yes <u>dates</u> Site to be re-seeded by:	Alcohol on site? No <u>Yes</u> <i>*If yes, must have Iowa Beverage Permit with outdoor service on file</i> <i>**if yes, must have the area fenced off from the rest of the activities to section off the alcohol sales</i>
Curb ramp needed? <u>No</u> Yes If yes, material:	
Culvert needed? <u>No</u> Yes	

Tents? <u>No</u> Yes <i>(be sure to include location on the site plan illustration)</i>
Name and phone number of owner of tent(s):
Tent to be set up & removed by:
Fire extinguishers required? <u>No</u> Yes
Flame-retardant treatment used? <u>No</u> Yes Date of Last treatment:

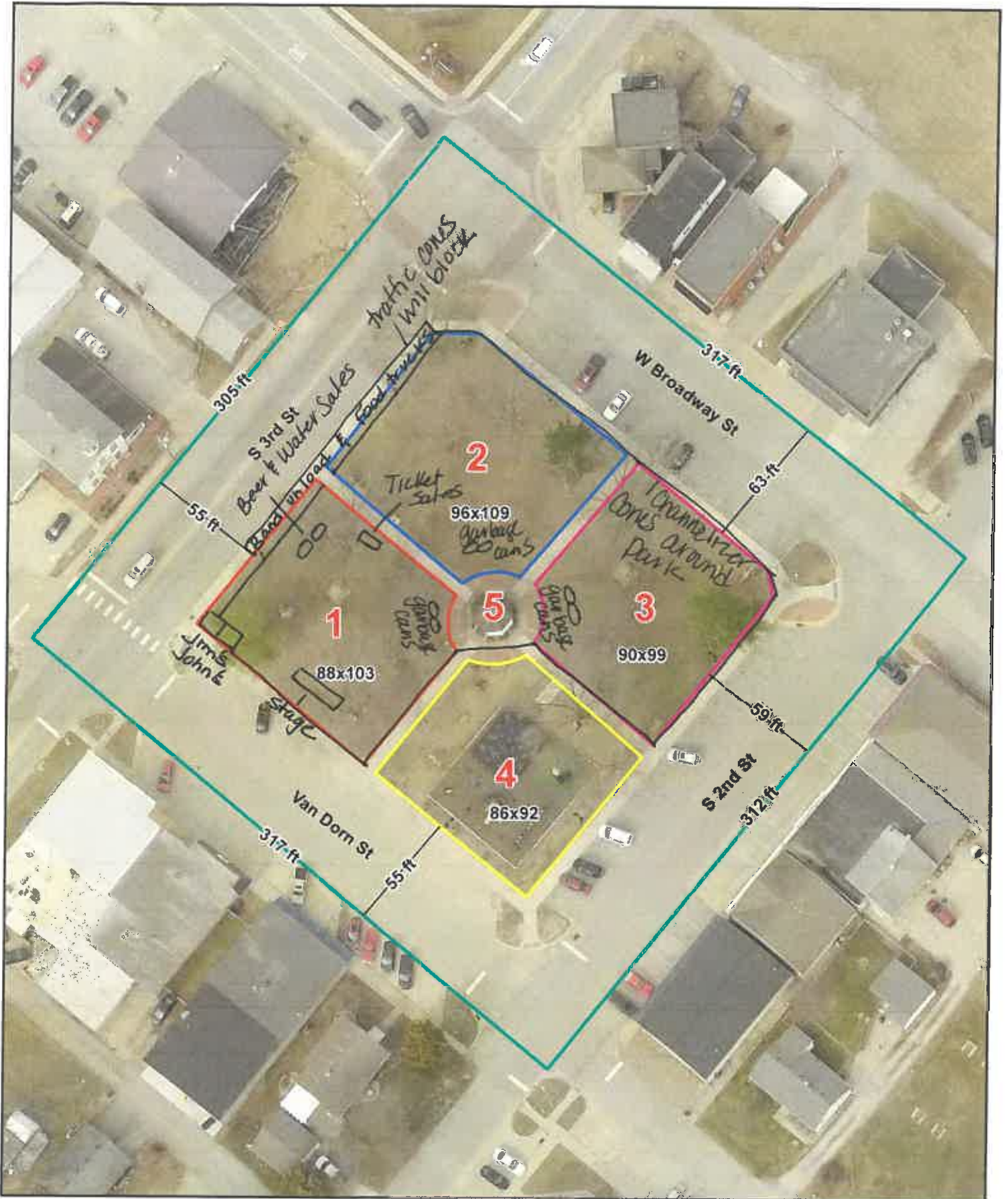
Information about other temporary structures: *(stage, tables, bounce house, etc. include location on the site plan illustration)*  
 - 2 tubs from city to hold ice & beverages - delivered & cones in am on above dates  
 - 6 trash cans from city will be needed - delivered & cones in am on above dates  
 - Stage located on SW side of square along Van Dorn

Additional Remarks:

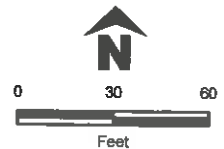
Applicant name: <u>Brigett DeVos</u>	Date: <u>1-23-19</u>
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Approved by:	Date:
Inspector name:	Date:

**Official use only:**  
 Fire & Rescue Department approval by: \_\_\_\_\_ Public Works approval by: \_\_\_\_\_  
 Police Department approval by: \_\_\_\_\_



- Quadrant 1: 8,909 sq ft
- Quadrant 4: 7,823 sq ft
- Quadrant 2: 9,702 sq ft
- Overall Square: 98,053 sq ft
- Quadrant 3: 8,509 sq ft



**TEMPORARY SITE PLAN APPLICATION**



Application for Permit to temporarily use a City facility, park or street including temporary structures including Tents or Air Supported Structures, and/or temporary Parking Area

**Attach an illustrated site plan detailing locations of all activities, temporary structures and closures. All information must be complete and accurate to receive approval.**

Proposed location of event: <u>Town Square</u>	
<i>Attach Plans, including detailed site plan illustrating locations of all activities, temporary structures and closures.</i>	
Type of Event: <u>Bike Ride</u>	Date and time range of Event: <u>6-22-19 11a-6pm</u>
Dates/times for set up: <u>6-22-19 9-11am</u>	Dates/times for tear down: <u>6-22-19 - after 5:05 - 10pm</u>

Organization holding event: <u>PCCEDC</u>	
Contact Person Name: <u>Briggett DeVos</u>	Phone: <u>712.730.5148 (cell)</u>
Email: <u>admin@polkcitychamber.com</u>	

**\*\*All YES answers below must be detailed on site plan illustration and must include location**

Street closure? <input checked="" type="radio"/> No <input type="radio"/> Yes Locations: Dates/times:	On Street parking closure? <input checked="" type="radio"/> No <input type="radio"/> Yes Locations: Dates/times:
Barricades required? <input checked="" type="radio"/> No <input type="radio"/> Yes Locations: Requested delivery date/time:	Electrical service expected? <input checked="" type="radio"/> No <input type="radio"/> Yes Portable Toilets? No <input checked="" type="radio"/> Yes Vendor name: <u>Jim John's - Waste solutions of Iowa</u> Phone number: <u>515-288-0924 not picked up</u>
Temporary parking lot needed? <input checked="" type="radio"/> No <input type="radio"/> Yes Site to be re-seeded by:	Alcohol on site? No <input checked="" type="radio"/> Yes *If yes, must have Iowa Beverage Permit with outdoor service on file **if yes, must have the area fenced off from the rest of the activities to section off the alcohol sales
Curb ramp needed? <input checked="" type="radio"/> No <input type="radio"/> Yes If yes, material:	
Culvert needed? <input checked="" type="radio"/> No <input type="radio"/> Yes	

Iowa  
mandate  
after

Tents? <input checked="" type="radio"/> No <input type="radio"/> Yes <i>(be sure to include location on the site plan illustration)</i>	
Name and phone number of owner of tent(s):	
Tent to be set up & removed by:	
Fire extinguishers required? <input checked="" type="radio"/> No <input type="radio"/> Yes	Date of Last treatment:
Flame-retardant treatment used? <input checked="" type="radio"/> No <input type="radio"/> Yes	

Information about other temporary structures: <i>(stage, tables, bounce house, etc. include location on the site plan illustration)</i>
- 3 tables will be set up for local breweries to give out samples to riders upon return from ride.
- 1 table will be set up for registration

Additional Remarks:
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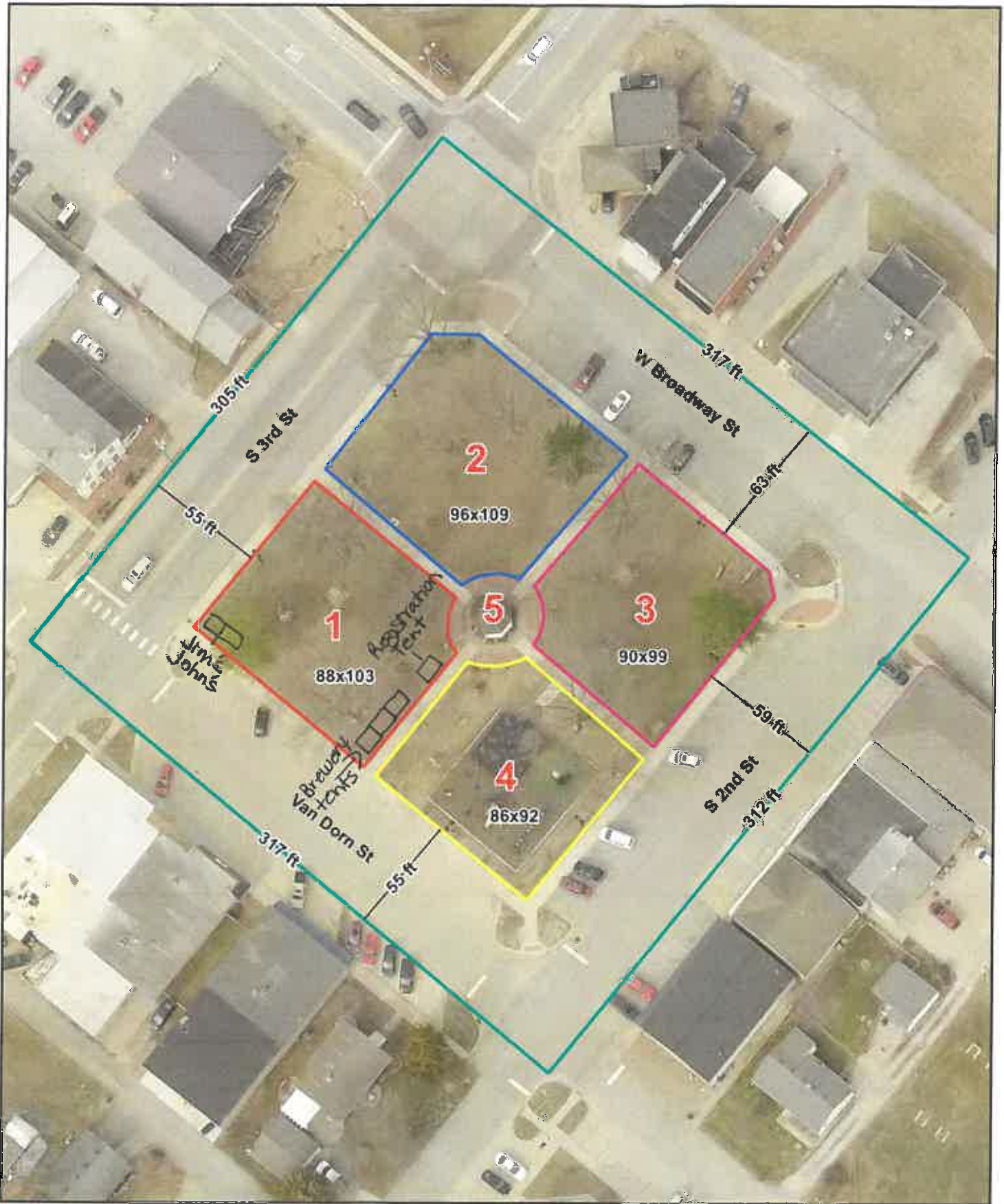
Applicant name: <u>Briggett DeVos</u>	Date: <u>1/23/19</u>
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Approved by:	Date:
Inspector name:	Date:

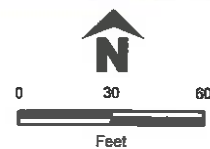
**Official use only:**

Fire & Rescue Department approval by: \_\_\_\_\_ Public Works approval by: \_\_\_\_\_

Police Department approval by: \_\_\_\_\_



- Quadrant 1: 8,909 sq ft
- Quadrant 2: 9,702 sq ft
- Quadrant 4: 7,823 sq ft
- Overall Square: 98,053 sq ft
- Quadrant 3: 8,509 sq ft



January 22, 2019

To: Polk City Parks Board

Re: Polk City Farmers Market 2019

We are requesting the use of the Town Square each Thursday night, except July 4<sup>th</sup> from Thursday May 23 through Thursday September 12 for the 2019 Farmers Market.

Thank you for your consideration.

Mary Kaye Madden

Market Manager

# Utilization of Sports Complex / Public Parks Application

*\*Submit one application for each park requested.*

*\*Proof of insurance along with contact information for your Board of Directors is required.*

**Organization Name:** Polk City Adult Softball

**Address:** 1201 Hansen Pl . Polk City IA

**Phone:** 515-444-7624

**Email:** [reds4231@gmail.com](mailto:reds4231@gmail.com)

**Park/Field Requester:** Field 4

**Date Range:** 6-30-19 thru 8-25-19

Day of the Week	Time (Begin-End)	# of Events	Practice	Game	Tournament	Estimated # Coaches & Players in attendance	Estimated # Spectators in attendance	Estimated Total # in attendance	Estimated # of Parking Spots
Monday	6-8pm	1		x		21	15	36	15
Wednesday	6-8pm	1		x		21	15	36	15
Thursday	6-8pm	1		x		21	15	36	15
Sunday	1-8pm	4		x		80	60	140	40-50 for whole day
Saturday Aug 17th	8am-7pm	all day tourny			x	80	60	140	40-50
Saturday Aug 24th	8am 7pm	all day tourny			x	80	60	140	40-50

**Representative Name:** Dan Bunkers

**Representative Signature:** Dan Bunkers

# Utilization of Sports Complex / Public Parks Application

*\*Submit one application for each park requested.*

*\*Proof of insurance along with contact information for your Board of Directors is required.*

**Organization Name:** Polk City Little League

**Address:** 701 Lost Lake Dr Polk City

**Phone:** 515-321-6266

**Email:** joshua.d.reed@wellsfargo.com

**Park/Field Request:** Fields 1 - 4 Polk City Sports Complex

**Date Range:** March 15 - July 15

Day of the Week	Time (Begin-End)	# of Events	Practice	Game	Tournament	Estimated # Coaches & Players in attendance	Estimated # Spectators in attendance	Estimated Total # in attendance	Estimated # of Parking Spots
Sunday	1:00:00 PM - 8:00 PM	16	16	0		56	0	56	56
Monday	5:00 PM - 9:00 PM	4	0	4	0	112	100	212	112
Tuesday	5:00 PM - 9:00 PM	4	0	4	0	112	100	212	112
Wednesday	5:00 PM - 9:00 PM	4	0	4	0	112	100	212	112
Thursday	5:00 PM - 9:00 PM	4	0	4	0	112	100	212	112
Friday	5:00 PM - 9:00 PM	4	0	4	0	112	100	212	112
Saturday	7:00 AM - 2:00 PM	20	0	20	0	384	500	884	384

**Representative Name:** Joshua Reed

**Representative Signature:** Joshua Reed

# Utilization of Sports Complex / Public Parks Application

*\*Submit one application for each park requested.*

*\*Proof of insurance along with contact information for your Board of Directors is required.*

**Organization Name:** North Polk United Soccer Club

**Address:** P.O. Box 54

**Phone:** 515-314-9679

**Email:** [gregbell@wellsfargo.com](mailto:gregbell@wellsfargo.com)

**Park/Field Requested:** Sports Complex

**Date Range:** March 18, 2019-June 9, 2019

Day of the Week	Time (Begin-End)	# of Events	Practice	Game	Tournament	Estimated # Coaches & Players in attendance	Estimated # Spectators in attendance	Estimated Total # in attendance	Estimated # of Parking Spots
Sunday	1:00-5:00 pm	10		10		200	450	580	185
Monday	5:00-9:30 pm	10	10			200	40	240	40
Tuesday	5:00-9:30 pm	10	10			200	40	240	40
Wednesday	5:00-9:30 pm	10	10			200	40	240	40
Thursday	5:00-9:30 pm	10	10			200	40	240	40
Friday	5:00-9:30 pm	6	6			60	20	80	25
Saturday	8:00 am-6:00 pm	15		15		224	520	780	290

**Representative Name:** \_\_\_\_\_

**Representative Signature:** \_\_\_\_\_



# Polk City Water Department

## Monthly Report

Month Jan.

Year 2019

Total Water Pumped 11,747,440 Gallons  
Monthly Daily Avg 378,949 Gallons

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### Testing Results

- **SDWA Bacteriological Coliform Analysis** absent University Hygienic Lab.  
**Fecal Coliform Analysis**- Sample incubated 35c for 48 hrs then examine for gas production. Gas production verifies presence of fecal coliform organisms.
- **Fluoride Analysis** .8 University Hygienic Lab.  
A fluoride concentration of approx. 1mg/l in drinking water effectively reduces dental caries without harmful effects on health. MCL for fluoride is 4.0 mg/l.  
**Fluoride at Plant- Monthly Average** .98 mg/l Polk City Lab.  
**Fluoride in System- Monthly Average** .80 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average** 1.34 mg/l Polk City Lab.  
**Chlorine Total at plant- Monthly Average** 4.03 mg/l Polk City Lab.  
**Chlorine Free in System- Monthly Average** .66 mg/l Polk City Lab.  
**Chlorine Total in System- Monthly Average** .95 mg/l Polk City Lab.  
Chlorine requirement is the quantity of chlorine that must be added to H<sub>2</sub>O to achieve complete disinfection of pathogens and protozoa. Chlorine residuals will vary widely depending on organic loading. We also use chlorine to oxidize iron prior to filtration.
- **Iron Raw Water- Monthly Average** 5.95 mg/l Polk City Lab.  
**Iron Finish Water- Monthly Average** .04 mg/l Polk City Lab.  
**Iron System Water- Monthly Average** .05 mg/l Polk City Lab.  
Iron occurs in rocks and minerals in the earth's crust. It's the 4<sup>th</sup> most abundant element respectively. Iron has no effect on human health; its main objection is aesthetics. Concentrations of Iron in finish H<sub>2</sub>O should be between 0.03-0.06mg/l.
- **Manganese Raw Water- Monthly Average** .23 mg/l Polk City Lab.  
**Manganese Finish Water- Monthly Average** .15 mg/l Polk City Lab.  
**Manganese System Water- Monthly Average** .04 mg/l Polk City Lab.  
Manganese also occurs in rocks and the earth's crust. It is the 7<sup>th</sup> most abundant element. Manganese is extremely difficult to remove. Concentrations of Manganese in finish H<sub>2</sub>O should not exceed 0.05mg/l or black staining of plumbing fixtures may occur. No effect on human health.
- **pH Raw Water Monthly Average** 7.7 mg/l Polk City Lab.  
**pH Finish Water-Monthly Average** 7.9 mg/l Polk City Lab.  
**pH System Water- Monthly Average** 8.3 mg/l Polk City Lab.  
pH scale ranges from 0-14 with 7 being considered neutral. Below 7 becomes corrosive to plumbing, above 7 tends to deposit minerals in plumbing. We add caustic soda to maintain proper pH, which should range between 7.5-7.9 in finish water.

Total Tests Performed- Polk City Lab \_\_\_\_\_

Total Hours to perform tests \_\_\_\_\_

Minutes of the Meeting of  
The Polk City Community Library Board of Trustees  
January 7, 2019

- I. The Meeting was called to Order by Mike Miller at 6:30 pm.
- II. Motion made by Lisa Mart and seconded by Angie Conley to approve the Agenda for this Meeting, passed unanimously.

Board Members Present: Lisa Mart, Mike Miller, Angie Conley, Sara Olson

Board Members Absent: Corey Hoodjer

Library Director Present: Jamie Noack

City Council Liaison Present: Mandy Vogel

Guests Present: None

- III. Consent Items
  1. Consider motion to approve the Library Board Minutes for November 5, 2018
  2. Consider motion to approve the October and November Finance Reports.

Motion to approve consent items made by Sara Olson, seconded by Lisa Mart, passed unanimously.

- IV. Communication from the Public: None

- V. Director's Report:

**Library Statistics:**

- Circulation and library usage continue to increase:
  - November 2018 circulation was 818 higher than November 2017 when accounting for auto-renewal.
  - Adventure Pass stats: 7 Adventure Passes were used in November saving patrons \$287.
  - The number of patrons visiting the library is up 85 from last November.
  - Library Patrons saved \$50,696 in November by borrowing materials from the library verses purchasing them.
  - December 2018 circulation was 451 higher than December 2018 when accounting for auto-renewal.
  - Adventure Pass stats: 13 Adventure Passes were used in December saving patrons \$557.50.
  - The number of patrons visiting the library was up 97 from last December.

**What's New:**

- We have had a request to offer a LGBTQ story time for preschoolers. Patron was told that we always appreciate patron suggestions.
- Handed out 175 ring pops at the Square Lighting.
- We have been working on cleaning up some discrepancies in patron records related to open access patrons vs. rural patrons. Staff has been educated on the correct way to classify new patrons. This should increase our funding from Polk County in the future. County reimbursement is higher per circulation than state (open access) reimbursement.
- Staff development day focused on customer service and building relationships with patrons, confidentiality policies, classifying patron residence, cataloging materials and technology skills. A technology comfort survey was completed by each employee which they used to create improvement goals to work on over the next 3 months.
- We are promoting a winter reading program for adults and children through January 31.
- We have opted out of the Geri-Fit program due to lack of interest from patrons.
- Staff is working on a STEM grant from The Institute of Electrical & Electronics Engineers for circulating STEM kits. The Institute of Electrical and Electronics Engineers (IEEE) Region 4 annually offers grants of up to \$2,000 to Midwest area Public Libraries. The Science Kits for Public Libraries grant is focused on the development of circulating math and science kit collections and is intended for pre-university students (K-12). The purpose of the project is to provide hands on, self-directed educational opportunities in math and science to pre-university students by supporting public libraries especially in the development of circulating collections of Science Kits. Due January 19, 2019
- LED Lighting conversion is complete.
- Our Giving Tree helped Ornaments for Outreach collect pet supplies for area animal shelters.
- Inventory will be done during the month of January.

**Upcoming Programs:**

- January 2 Dulcimer Program 10:30

- January 3 Cribbage 1:00
- January 3 Photo Club 7:00
- January 5 Cocoa with a Cop 10:30
- January 8 Euchre 1:00
- January 9 Friends of the Library Meeting 6:30
- January 11 Storytime at Polk City Nursing & Rehab 10:30
- January 14 No School Activities 10:30
- January 15 Magic Tree House Book Club 4:00
- January 22 Moms' Night Out 8:00 pm
- January 28 Maker Monday
- January 28 DIY Card Crafting
- January 31 Family Movie Night:

VI. City Council Liaison Report:

1. Starting the budgeting process-looking at the needs of all the department heads.

VII. Board Education: None

VIII. Agenda Items:

1. [Review Tier Standards Section 1: Library Governance](#)-Reviewed-no action taken.
2. [Review Library's Collection Development Policy](#)-Reviewed-no action taken.
3. Revise [Library's Circulation Policy](#) per [recommendation](#) from the State Library of Iowa- Motion made by Lisa Mart and seconded by Angie Conley to include the words *may include but limited to* in the Library's Circulation Policy on page one under Library Card Accounts, passed unanimously.
4. [Review/Approve Unattended Children Policy](#)-Review-no action taken.
5. [Approve new Mobile Hotspot Policy or add it to existing Circulation Policy](#)-Reviewed new Mobile Hotspot Policy-made revisions. Motion made by Angie Conley and seconded by Sara Olson to approve the Mobile Hotspot Policy, passed unanimously
6. [Approve 2019 Library Closings](#)-Motion made by Sara Olson and seconded by Angie Conley to approve the 2019 Library Closing list excluding the October 3<sup>rd</sup> and 4<sup>th</sup>, passed unanimously.
7. Discuss projects that may allocate funds from trust account to FY20 budget-Motion made by Lisa Mart and seconded by Angie Conley to allocate \$5,000 from the trust to go towards technology projects in FY20, passed unanimously.
8. Create a plan/timeline for strategic planning-Board to review possible information gathering means. Lisa Mart and Angie Conley are tasked with gathering information on the different possibilities. Director Noack will call MaryAnn to see what the soonest she would be able to come to our next meeting.

Adjourn-Motion to adjourn made by Angie Conley moved to adjourn the meeting seconded by Lisa Mart passed unanimously at 7:57pm.

Next Meeting: February 4, 2019 at 6:30 p.m.

Respectfully Submitted, Lisa Mart

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

# Library Director's Report

## January 2019

### Library Statistics:

- Circulation and library usage continues to increase
  - January 2019 circulation was 654 higher than January 2018 when accounting for auto-renewal.
  - The number of patrons visiting the library is up 372 from last January.
  - Adventure Pass stats: 14 Adventure Passes were used in January saving patrons \$587.
  - Library Patrons saved \$53,645 in January by borrowing materials from the library versus purchasing them.

### What's New:

- I asked metro library directors about the county-wide Trustee meeting referenced in standard 1.11. Johnston replied that there hadn't been one in the 5 years since he had been director. Altoona said they used to have them but no one came. Although it is a standard, it is not tied to accreditation.
- Fine Forgiveness February: donations for goodie bags to Polk City Nursing & Rehab can pay off fines for late returns
- 106 people participated in our Winter Reading Programs. 63 kids and 43 adults.
- Privacy Policy has been added to the website
- The downloadable audiobooks that we have been purchasing in Bridges are circulating well. We have allocated funds in next year's budget to start adding e-books as well.

### Upcoming Programs:

- February 5      DIY Folded Heart Art
- February 6      Dulcimer Program 10:30
- February 7      Cribbage 1:00
- February 7      Photo Club 7:00
- February 8      Storytime at the Nursing Home 10:30
- February 11     Maker Monday
- February 12     Euchre 1:00
- February 12     Family Bingo 4:00
- February 12     Adult Coloring 6:00
- February 19     Magic Tree House Book Club 4:00
- February 25     Maker Monday
- February 28     Friends of the Library Trivia Night at Fenders 7:00
- March 9         Dinosaur Party 10:30
- March 28        Trees for Bees
- May 31          Summer Reading Kick-Off on the Square 5:30

**Applicant License Application ( )**

<b>Name of Applicant:</b>	<u>Polk City Chamber &amp; Economic</u>				
<b>Name of Business (DBA):</b>	<u>PCCEDC</u>				
<b>Address of Premises:</b>	<u>Town Square</u>				
<b>City</b>	<u>Polk City</u>	<b>County:</b>	<u>Polk</u>	<b>Zip:</b>	<u>50226</u>
<b>Business</b>	<u>(515) 210-8442</u>				
<b>Mailing</b>	<u>P.O. Box 226</u>				
<b>City</b>	<u>Polk City</u>	<b>State</b>	<u>IA</u>	<b>Zip:</b>	<u>50226</u>

**Contact Person**

<b>Name</b>	<u>John Calhoun</u>				
<b>Phone:</b>	<u>(515) 210-8442</u>	<b>Email</b>	<u>pcdc@mchsi.com</u>		

**Classification** Special Class C Liquor License (BW) (Beer/Wine)

**Term:** 6 months

**Effective Date:** 05/23/2019

**Expiration Date:** 01/01/1900

**Privileges:**

Outdoor Service

Special Class C Liquor License (BW) (Beer/Wine)

**Status of Business**

<b>BusinessType:</b>	<u>Privately Held Corporation</u>				
<b>Corporate ID Number:</b>	<u>XXXXXXXXXX</u>	<b>Federal Employer ID</b>	<u>XXXXXXXXXX</u>		

**Ownership**

**John Calhoun**

**First Name:** John                      **Last Name:** Calhoun  
**City:** Polk City                      **State:** Iowa                      **Zip:** 50226  
**Position:** Executive Director  
**% of Ownership:** 0.00%                      **U.S. Citizen:** **Yes**

**Jon Johnson**

**First Name:** Jon                      **Last Name:** Johnson  
**City:** Polk City                      **State:** Iowa                      **Zip:** 50226  
**Position:** President  
**% of Ownership:** 0.00%                      **U.S. Citizen:** **Yes**

**Brandon Converse**

**First Name:** Brandon                      **Last Name:** Converse  
**City:** Polk City                      **State:** Iowa                      **Zip:** 50226  
**Position:** Vice President

**% of Ownership:** 0.00%

**U.S. Citizen:** Yes

**Robert Miller**

**First Name:** Robert

**Last Name:** Miller

**City:** Polk City

**State:** Iowa

**Zip:** 50226

**Position:** Treasurer

**% of Ownership:** 0.00%

**U.S. Citizen:** Yes

**Insurance Company Information**

<b>Insurance Company:</b> <u>Scottsdale Insurance Company</u>	
<b>Policy Effective Date:</b>	<b>Policy Expiration</b>
<b>Bond Effective</b>	<b>Dram Cancel Date:</b>
<b>Outdoor Service Effective</b>	<b>Outdoor Service Expiration</b>
<b>Temp Transfer Effective</b>	<b>Temp Transfer Expiration Date:</b>

**RESOLUTION NO. 2019-09**

**RESOLUTION INITIATING A REQUEST FOR PROPOSALS TO  
PURCHASE 510 S 3<sup>RD</sup> STREET, POLK CITY, IOWA**

**WHEREAS**, the City Council of the City of Polk City believes it to be in the best interest of the City of Polk City to sell the real property at 510 S 3<sup>rd</sup> Street (“Property”); and

**WHEREAS**, the City believes that it furthers the objectives of the City to encourage and support development on the Property; and

**WHEREAS**, it is necessary and appropriate that the City Council take certain actions with respect to the Property in order to solicit and accept a proposal for the purchase of the Property and give full and fair opportunity for all potential developers to submit a Proposal to purchase the Property; and

**WHEREAS**, the Council believes that soliciting competing proposals is in the best interests of the City of Polk City, Iowa.

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

1. The proposal acceptable to the City of Polk City shall at a minimum address those items set out in the Developer Guidelines attached as Exhibit “A”.
2. The City Clerk shall solicit proposals at the earliest possible time and no later than March 8, 2019 for proposals to be submitted to the City on or before March 11, 2019.
3. This resolution shall be on file at the Office of the City Clerk, City Hall, 112 Third Street, Polk City, Iowa.
4. The submittal of proposals and statements by developers shall be in substantial conformity with the provisions of this Resolution, including Exhibit “A” attached hereto.
5. Written proposals for the purchase and development of said Property must be received by the Office of City Clerk on or before 5:00 p.m. on March 8, 2019. Said proposals shall be received in the Office of City Clerk located in the City Hall, 112 Third Street, Polk City, Iowa. Each proposal will then be publicly opened by the City Administrator or designee at said time and place.
6. The City Administrator of the City of Polk City or designee is hereby nominated and appointed as the agent of the City of Polk City, Iowa to receive proposals for the purchase and development of said Property.

7. The Proposals will be considered and review to see:
  - A. The degree to which the proposal meets the objectives and requirements as set forth by the Polk City City Council.
  - B. The degree to which the proposal meets the requirement that the Property be sold for not less than the fair market value.
  - C. The degree to which the proposal meets the requirements of the Guidelines.
  - D. The ability of the developer to commence and complete development in an expeditious and timely manner.
  - E. Ambiguity or lack of information in the proposal shall be judged negatively.

**APPROVED AND ADOPTED** this 11th day of February 2019.

---

Jason Morse, Mayor

Attest:

---

Jenny Gibbons, City Clerk



**EXHIBIT A**  
**GUIDELINES**

**A. General**

The following information is for the guidance for those who are preparing a proposal in response to the offering described in **Resolution No. 19-xxx** of the City Council of Polk City, Iowa (the "City") adopted on **February 11, 2019**. This is not all inclusive, and those submitting proposals are responsible for investigation of all matters which they take into consideration in preparing a proposal.

In addition, these Guidelines contain certain items which the developer is required to submit, and which the City will need to enable it to evaluate each proposal.

**B. Description of the Project**

1. Property Being Offered

Property currently owned by City of Polk City, Iowa and located at 510 S 3<sup>rd</sup> Street, Polk City, Iowa (the **“Property”**).

2. Proposed Development and Objectives

All proposals must be in compliance with all applicable laws and regulations including the Polk City City Code and building code.

3. Proposed Land Use

R-2 Residential.

4. Land Acquisition

The proposal should specifically provide for the acquisition of all the Property, and shall, at a minimum, agree to all provisions of these Guidelines.

5. Statement of Qualifications

The proposal must provide adequate evidence and information and data to the City of the financial ability to construct and complete the development, and must provide such further information as required or requested by the City from time to time. The right is reserved for the City to reject any proposal where an investigation of the available evidence or information does not satisfy the City that the developer is qualified to properly carry out the construction of the development.

The proposal must include an Irrevocable Letter of Credit from a qualified bank as evidence of the purchaser's financial ability to complete the acquisition of the Property.

6. Knowledge of the Disposition Tract and Documents

Each developer should visit the Property and become fully acquainted and informed regarding the existing conditions, and the difficulties, if any, and restrictions affecting development of the Property. The developer should thoroughly examine, and become familiar with all parts of the documents affecting same. The developer shall in no way be relieved of any of its obligations due to failure to receive or to examine any form of legal instrument, or failure to visit the Property to examine existing conditions. The sale of the Property will be "AS IS", and the City makes no representation that it is suitable for any particular project. The City will be justified in rejecting any claim based on facts which the developer should have noted or become aware of.

7. Land Conveyance

The City will sell the Property to the approved developer, and will enter into a contract for such purposes, provided the proposal by the developer is in the public interest. Such contract shall be subject to the approval of the City.

8. Land Price

The Property sold by the City pursuant to the proposal of the developer will be done so at not less than its fair value as determined by the City Council of Polk City, Iowa.

**C. Submission Requirements**

The proposal shall contain the following materials or other evidence of same:

1. Statement containing the developer's name, address, telephone number, and name of person(s) authorized to represent the developer.
2. Statement describing experience, background and accomplishments pertinent to the proposal.
3. Evidence of financial ability to obtain construction and permanent financing or demonstration of ability to timely finance the development, including a Letter of Credit as evidence of the developer's financial ability to complete the acquisition.
4. Proposed development schedule.
5. Land price.

6. Any other terms that the developer wishes the City to consider.

**D. Reservation**

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

**E. Selection of Developer**

An agreement will be accepted from the developer submitting a proposal that the City deems to be in the public interest, and for the best development of the Property. The successful developer will be notified by the City.

**F. Assignment of Interest**

No developer shall assign or transfer to any other person or corporation, any interest in his proposal prior to the award of a contract without the express written authorization of the City. After award of such contract and until the proposed development has been completed, no interest in the contract may be assigned or transferred without the written consent of the City except as set forth in the contract, and the City reserves the right without qualification, to require of any proposed assignee the same qualifications and financial responsibility and such other requirements made of the original developer pursuant to the instructions herein contained.

**G. Subsoil Investigations**

The City makes no guarantees or representations as to the suitability of the subsoil conditions.

**H. Development Pursuant to Federal, State and Local Laws**

These Guidelines and all disposition procedures are subject to all provisions of applicable statutes of the United States of America, the Code of Iowa, and applicable laws, codes, and ordinances of Polk City, Polk County, Iowa including but not limited to zoning and building regulations.

## NOTICE OF HEARING ON RESOLUTION TO SELL REAL PROPERTY

The City Council of the City of Polk City, Iowa, has adopted a resolution relating to a proposal to sell certain real property owned by the City, legally described as follows:

LOT 20 SKYVIEW ACRES PLAT 1, an Official Plat in Polk City, Polk County, Iowa (the "Property").

The Property will be sold to the highest bidder in accordance with the offer presented by them.

The Council will meet on the 11th day of February 2019, at the City Hall, in the City, at 6:00 p.m., for the purpose of holding a public hearing on the proposal and a decision will be made on selling (the "Property").

At that time and place, oral or written comments or objections may be filed or made, and, following the hearing, the City Council will, at that meeting or a later meeting, make a final determination on the proposal, in accordance with Section 364.7 of the Code of Iowa.

By order of the City Council of the City of Polk City, Iowa.

Jenny Gibbons  
City Clerk



**RESOLUTION NO. 2019-08**

**RESOLUTION MAKING FINAL DETERMINATION ON  
SALE OF INTEREST IN REAL PROPERTY TO  
FUNDAMENTAL HOMES OWNER SHANE TORRES**

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**WHEREAS**, the City of Polk City, Iowa (the “City”) owns certain real property (the “Property”) which is located in Polk City and which is legally described as follows:

LOT 20 SKYVIEW ACRES PLAT 1, an Official Plat in Polk City, Polk County, Iowa; and

**WHEREAS**, the City has reached an agreement with Shane Torres, Owner of Fundamental Homes, in accordance with the offer presented by them; and

**WHEREAS**, in compliance with Iowa Code 364.7, the Council has set forth its proposal to dispose of interests in the Property by publication of notice of a public hearing on the Agreement; and

**WHEREAS**, pursuant to said notice published as required by law, this Council has held a public meeting and hearing upon the proposal to transfer the Property and, accordingly the following action is now considered to be in the best interests of the City and residents thereof.

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

**Section 1.** The Council finds that sale of the Property to Fundamental Homes is in the best interests of the residents of the City. The agreement to sell the Property to them is hereby approved.

**Section 2.** The Mayor and the City Clerk be and they hereby are authorized, empowered and directed to execute, attest, seal and deliver the Warranty Deed for and on behalf of the City in substantially the form and content now before this meeting, and that the Mayor and the City Clerk are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with this Resolution.

PASSED AND APPROVED this 11th day of February 2019.

---

Mayor, Jason Morse

Attest:

---

City Clerk, Jenny Gibbons



**FUNDAMENTAL  
HOMES LLC**  
BUILT WITH EXCELLENCE

905 W Bridge Rd, Ste 2, Polk City, IA 50226 | 515-329-3002

To Whom It May Concern,

My name is Shane Torres and I'm the owner of Fundamental Homes, LLC. We specialize in new home construction, remodeling, and commercial general contracting.

We would like to place a bid on the empty lot located at 504 ROOSEVELT ST (LOT 20 SKYVIEW ACRES PLAT 1). Bid price for lot is \$50,001 with the purpose of building a new home. We actually have a buyer lined up for the home, if everything goes as planned.

I have a background in the construction industry as a framing contractor, trim contractor, general contractor for new homes, remodels, and light commercial and development. I also have degree in residential architectural drafting. In addition, I own and operate a top real estate team in the state of Iowa specializing in Commercial, Residential, Ag and all real estate in between. I am a partner in RE/MAX Concepts, which is the 2nd largest real estate company in sales production in the State of Iowa. I am a partner and owner in many other business, all dealing in real estate from rentals to commercial to property management.

The financing and construction loan will be through South Story Bank, whom I have a long standing relationship.

We do not have the plans 100% finalized, however, we do have an idea of our intentions. It will be housing similar to what is in the area of affordable pricing from Polk City standards. The price point will be around the mid \$250,000 range. I have attached photos of our most recent projects similar to what we are considering. You will notice we use quality finishes in our homes and try to make each one a little different.

We would begin construction this spring and be done in 90 days, weather permitting.

As a Polk City resident and business owner, I have an obligation to do what I can to build and make our town a better place to live. This started with our building and investment on Bridge Road. If this project is approved, it would be a prime example of improving the city and we would be delighted to be part of it.

At this time, we would not need anything additional from the city. I hope this outlines our plans in more detail and answers any questions. If you need any more information or details, feel free to reach out.

Shane Torres

President  
Fundamental Homes, LLC

**ORDINANCE NO. 2019-200**

**AN ORDINANCE AMENDING CHAPTER 92, WATER RATES, SECTION 92.02,  
RATES FOR SERVICE**

---

**BE IT ORDAINED** By the City Council of the City of Polk City, Iowa, that:

**Section 1.** Chapter 92, of the Polk City Code of Ordinances; Water Rates, Section 92.02, Rates for Service is hereby amended by deleting the section and inserting the following: 92.02 Water Service. Service shall be furnished at the following monthly rates and classification within the City:

1. Domestic rate is the water used for human consumption and needs of a particular location.

<u>Gallons Used per Month</u>	<u>Rate</u>
First 1,000	<del>\$13.71</del> (minimum bill)
All over 1,000	<del>\$5.00</del> <del>\$5.50</del> per 1,000 gallons

2. Irrigation/Garden rate is the water used for irrigation/garden purposes and these water uses are billed on a separate meter from the domestic meter.

<u>Gallons Used per Month</u>	<u>Rate</u>
All usage/1000 gallons	<del>\$6.53</del> <del>7.18</del> (minimum bill)

**Section 2.** The new water rates will start with meter reads in the month of April 2019, payable in May 2019.

**Section 3.** All Ordinances or parts of any Ordinance in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

**Section 4.** This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

**PASSED AND APPROVED** this \_\_\_\_ day of \_\_\_\_ 2019.

\_\_\_\_\_  
Jason Morse, Mayor

ATTEST:

\_\_\_\_\_  
Jenny Gibbons, City Clerk

First Reading:

Second Reading:

Third Reading:

Date Adopted:

Date of Publication by posting:



**ORDINANCE NO. 2019-400**

**AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF  
POLK CITY, IOWA, CHAPTER 3 MUNICIPAL INFRACTIONS**

**WHEREAS**, the Polk City Code of Ordinances sets out the procedure for municipal infractions; and

**WHEREAS**, Chapter 3.06 deals with Criminal Penalties; and

**WHEREAS**, the City Council of the City of Polk City, Iowa, now deems it necessary and proper to amend Chapter 3.06 of the Code of Ordinances to exclude imprisonment as a penalty.

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

**Section 1:** That Chapter 3.06 be and is hereby amended to exclude imprisonment as a penalty by adding the underlined language:

**3.06 CRIMINAL PENALTIES.**

This chapter does not preclude a peace officer from issuing a criminal citation for a violation of this Code of Ordinances or regulation if criminal penalties are also provided for the violation. Nor does it preclude or limit the authority of the City to enforce the provisions of the Code of Ordinances by criminal sanctions or other lawful means. In addition to any other provision of the Code of Ordinances specifying criminal penalties, the City hereby specifically provides for criminal penalties allowed by Iowa law for simple misdemeanors but specifically excluding imprisonment, for violations of the following:

**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 \_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
Jason Morse, Mayor

ATTEST:

\_\_\_\_\_  
Jenny Gibbons, City Clerk

First reading:	_____
Second reading:	_____
Third reading:	_____
Publication Date by posting:	_____

**ORDINANCE NO. 2019-500**

**AN ORDINANCE AMENDING CHAPTER 41, PUBLIC HEALTH AND SAFETY,  
TO REPLACE SECTION 41.08 DISCHARGING WEAPONS AND SECTION  
41.09 THROWING AND SHOOTING**

---

**BE IT ORDAINED** by the City Council of the City of Polk City, Iowa, that:

**Section 1.** Section 41.08, Discharging Weapons, is hereby amended by deleting the current section stricken below and inserting the following new section underlined below:

**~~41.08 DISCHARGING WEAPONS.~~**

~~1. It is unlawful for a person to discharge rifles, shotguns, revolvers, pistols, guns, or other firearms of any kind within the City limits, unless it is for the purpose of hunting within property zoned agricultural (A-1), except by written consent of the Council.~~

~~2. No person shall intentionally discharge a firearm in a reckless manner.~~

**41.08 BOWS AND ARROWS**

No person shall shoot a bow and arrow, except pursuant to the following subsections, within the City or within a City-owned park, without permission from the Chief of Police. Such permission shall limit the time and place of shooting and may be revoked by the Chief of Police. To “shoot a bow and arrow” means to place a nock of the arrow in the string of a bow or of any other object and to release the arrow in such fashion that when the string is pulled and released, the arrow thrusts forward.

**1. General Regulations.** No person shall shoot a bow and arrow within the City or in a City-owned park except as follows:

**A.** Any person may participate in a supervised program of physical education or competitive sports in a public or private school or in a City park area designated by the City.

**B.** Any person may shoot a bow and arrow at a public or private lane or range that has been certified by the Archery Lane Operators Association or the National Field Archery Association.

**C.** Any participant may shoot a bow and arrow in a tournament which either has been approved by the City Administrator at least one week prior to the time of the tournament and for which tournament rules have been submitted to the City Administrator or is conducted at a licensed lane or range.

**D.** Any person may shoot a bow and arrow on private or school property provided the requirements of the following subsection are met.

**2. Use of Bows and Arrows on Private Property.** No person shall shoot a bow and arrow in such fashion that it travels beyond the boundaries of the private or school property on which the person is shooting. Any person shooting a bow and arrow on private or school property shall direct the arrow toward a backdrop composed of a substance which will not allow the arrow to pass through and such backdrop must extend at least five feet beyond the target on the top and both sides and must extend from the bottom of the target to the ground. The target shall be constructed and installed so that the target face cannot move more than two inches in any direction.

**3. Use of Bows and Arrows for Hunts.** No person shall shoot a bow and arrow within the City limits or in a City-owned park at any living being such as an animal, bird, fish or fowl, unless it is done under The Polk County Conservation Controlled Bow Hunting Requirements.

**4. Use of Bows and Arrows by Minors.** No person shall furnish to any minor under 15 years of age by gift, sale, or otherwise, any arrows or components thereof unless said minor is participating in a supervised school program or is practicing at an approved public or private archery lane or range or is practicing on the private property of the supervising adult.

**Section 2.** Section 41.09, Throwing and Shooting, is hereby amended by deleting the current section stricken below and inserting the following new section underlined below:

~~**41.09 THROWING AND SHOOTING.** It is unlawful for a person to throw stones, bricks or missiles of any kind or to shoot arrows, paintballs, rubber guns, slingshots, air rifles, BB guns or other dangerous instruments or toys on or into any street, alley, highway, sidewalk, public way, public ground or public building, without written consent of the Council.~~

**41.09 THROWING AND SHOOTING; DISCHARGING WEAPONS**

It is unlawful for a person to throw stones, bricks, or missiles of any kind or to shoot, fire, or discharge rifles, shotguns, revolvers, pistols, guns, air guns, BB guns, or firearms of any kind within the City limits except by authorization of the Council, unless it is for the purpose of hunting within property zoned agricultural (A-1). The term “air gun” means any gun, including handguns, capable of propelling a pellet or other projectile from the barrel of such gun by non-explosive means, such as compressed air, CO<sub>2</sub>, or other gas. The term “BB gun” means any such gun capable of propelling a BB or other projectile from the barrel by means of a spring mechanism or air. The terms “shoot,” “fire,” and “discharge” mean the act of triggering the mechanism of such air gun or BB gun so that it propels a pellet, BB or other projectile from the barrel of such gun.

**Section 3.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**Section 4.** This ordinance shall be in full force and effect after passage, approval and publication as provided by law.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_ 2019.

---

Jason Morse, Mayor

ATTEST:

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Jenny Gibbons, City Clerk

First Reading:

Second Reading:

Third Reading:

Date Adopted:

Date of Publication by posting:

**RESOLUTION 2019-10**

**A RESOLUTION APPROVING SNYDER & ASSOCIATES, INC  
ENGINEERING INVOICE FOR DECEMBER 2018 SERVICES**

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**WHEREAS**, Snyder & Associates, Inc has been appointed by the City Council of the City of Polk City, Iowa, as the city's engineer; and

**WHEREAS**, there are general engineering fees, fees for engineering contracts for capital improvement projects, reimbursable development review project fees, as listed

General Engineering Fees:	\$6,334.00
Capital Improvement Projects:	\$650.00
Reimbursable Development Review Projects:	\$575.50

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa hereby approves the Snyder & Associates, Inc. invoice for December 2018, in the amount of \$7,559.50.

**PASSED AND APPROVED** the 11th day of February 2019.

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Jason Morse, Mayor

ATTEST:

---

Jenny Gibbons, City Clerk



Date February 6, 2019

To: Gary Mahannah
City of Polk City
P.O. Box 426
Polk City, IA 50226-0426

INVOICE SUMMARY - DECEMBER SERVICES

Services from December 1, 2018 through December 31, 2018

GENERAL ENGINEERING

Table with 3 columns: Description, Code, Amount. Includes items like 2018 General Engineering, Building and Development issues, Water Dept, Sanitary Sewer Dept, and Miscellaneous Projects.

SUBTOTAL \$ 6,334.00

CAPITAL IMPROVEMENT PROJECTS

Table with 3 columns: Description, Code, Amount. Includes 3rd Street & Bridge Road Intersection Improvements.

SUBTOTAL \$ 650.00

REIMBURSABLE DEVELOPMENT REVIEW PROJECTS

Table with 3 columns: Description, Code, Amount. Includes Beautiful Savior Soccer Fields: Site Plan and Crossroads Plat 2: Construction observation - winter shut down.

SUBTOTAL \$ 575.50

TOTAL \$ 7,559.50



INVOICE FOR PROFESSIONAL SERVICES

January 31, 2019

City of Polk City  
 PO Box 426  
 112 3rd Street  
 Polk City, IA 50226-0426

Invoice No: 118.0001.01 - 12

Reference:

**Project 118.0001.01 Polk City: General Engineering 2018**

**Professional Services through December 31, 2018**

**Basic Services**

**Council Meeting**

Attend one City Council meeting.

	Hours	Rate	Amount
Principal Planner	1.00	185.00	185.00
Total Services	1.00		185.00
<b>Total Services</b>			<b>185.00</b>
<b>Total this Task</b>			<b>\$185.00</b>

	Total	Prior	Current
<b>Billings to Date</b>	<b>3,792.50</b>	<b>3,607.50</b>	<b>185.00</b>

**P&Z Meeting**

**Total this Task 0.00**

	Total	Prior	Current
<b>Billings to Date</b>	<b>1,110.00</b>	<b>1,110.00</b>	<b>0.00</b>

**Other Meeting**

Attend meeting with Gary Mahannah, Tom Wittman, and Jerry Oliver Mayor re: Bridgeview Plat 2 concept.

	Hours	Rate	Amount
Principal Planner	2.00	185.00	370.00
Total Services	2.00		370.00
<b>Total Services</b>			<b>370.00</b>
<b>Total this Task</b>			<b>\$370.00</b>

	Total	Prior	Current
<b>Billings to Date</b>	<b>6,455.50</b>	<b>6,085.50</b>	<b>370.00</b>

**Building Dept**

Prepare for and conduct walk-thru of site work at Luana Bank prior to Temp. Certificate of Occupancy. Coordinate with Jerry Oliver re: 1986 PUD master plan; with Gary Mahannah re: Mart and Knapp comments on BCTC Phase 2 concept plan; with Jenny Gibbons and prepare 2019 Development Review Schedule; with Gary Mahannah re: Kimberley/Hy-Vee Development Agreement; with Pat Carruthers-Green re: building permits; and respond to questions from various developers, engineers, and realtors

	Hours	Rate	Amount
Principal Planner	9.50	185.00	1,757.50

REMIT TO: SNYDER & ASSOCIATES, INC.

Mailing: PO Box 1159 | Ankeny, IA 50021  
 Physical: 2727 SW Snyder Blvd. | Ankeny IA 50023

p: 888-964-2020 | f: 515-964-7938

Federal E.I.N. 42-1379015

SNYDER-ASSOCIATES.COM

Project	118.0001.01	PlkCty-Gen Eng 2018	Invoice	12
Engineer I		2.50	86.00	215.00
Total Services		12.00		1,972.50
<b>Total Services</b>				<b>1,972.50</b>
			<b>Total this Task</b>	<b>\$1,972.50</b>
<b>Billings to Date</b>	<b>Total</b>	<b>Prior</b>	<b>Current</b>	
	40,177.25	38,204.75	1,972.50	

**Water Dept**

Research water main locations in Bridgeview Plat 1 and provide to Jerry Oliver. Coordinate with Mike Schulte and construction observation of repair of City Laundry's water service line break.

	Hours	Rate	Amount	
Principal Planner	.50	185.00	92.50	
Engineer I	1.50	86.00	129.00	
Lead Technician	4.00	117.00	468.00	
Total Services	6.00		689.50	
<b>Total Services</b>			<b>689.50</b>	
			<b>Total this Task</b>	<b>\$689.50</b>
<b>Billings to Date</b>	<b>Total</b>	<b>Prior</b>	<b>Current</b>	
	2,953.25	2,263.75	689.50	

**Sanitary Sewers**

Research sanitary sewer profiles in Bridgeview Plat 1 and provide to Jerry Oliver.

	Hours	Rate	Amount	
Principal Planner	.50	185.00	92.50	
Total Services	.50		92.50	
<b>Total Services</b>			<b>92.50</b>	
			<b>Total this Task</b>	<b>\$92.50</b>
<b>Billings to Date</b>	<b>Total</b>	<b>Prior</b>	<b>Current</b>	
	2,478.75	2,386.25	92.50	

**Storm Sewers**

Research and respond to Bill Kimberley's emails re: Hy-Vee's responsibility for detention in Crossroads Plat 2. Email memo to Graham's re: swale restoration on their lot in Deer Haven Plat 1

	Hours	Rate	Amount	
Principal Planner	2.50	185.00	462.50	
Total Services	2.50		462.50	
<b>Total Services</b>			<b>462.50</b>	
			<b>Total this Task</b>	<b>\$462.50</b>
<b>Billings to Date</b>	<b>Total</b>	<b>Prior</b>	<b>Current</b>	
	9,612.75	9,150.25	462.50	

**Street Dept**

Coordinate with Jenny Gibbons re: access management policies and plans for S. 3rd Street and Broadway Ave. Coordinate with Mike Schulte re: future street repairs including preparation of exhibit mapping proposed repair locations and developing cost opinions for future street repairs for budgetary purposes

	Hours	Rate	Amount
Principal Planner	4.50	185.00	832.50
Principal Engineer	.50	185.00	92.50
Engineer I	5.50	86.00	473.00
Technician V	4.00	78.00	312.00



Project	118.0001.01	PlkCty-Gen Eng 2018	Invoice	12
Technician II		1.00	52.00	52.00
Total Services		15.50		1,762.00
<b>Total Services</b>				<b>1,762.00</b>
			<b>Total this Task</b>	<b>\$1,762.00</b>

<b>Billings to Date</b>	<b>Total</b>	<b>Prior</b>	<b>Current</b>
	<b>31,385.25</b>	<b>29,623.25</b>	<b>1,762.00</b>

**General Areas**

Coordinate with Gary Mahannah, Jenny Gibbons, and Becky Leonard re: Resolutions, P& Z agenda and minutes, Council agenda, and miscellaneous issues

		<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Principal Planner		2.00	185.00	370.00
Total Services		2.00		370.00
<b>Total Services</b>				<b>370.00</b>
			<b>Total this Task</b>	<b>\$370.00</b>

<b>Billings to Date</b>	<b>Total</b>	<b>Prior</b>	<b>Current</b>
	<b>22,710.25</b>	<b>22,340.25</b>	<b>370.00</b>

**GIS Services**

Update GIS database to include Woodhaven Plat 3

		<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Planner I		5.00	86.00	430.00
Total Services		5.00		430.00
<b>Total Services</b>				<b>430.00</b>
			<b>Total this Task</b>	<b>\$430.00</b>

<b>Billings to Date</b>	<b>Total</b>	<b>Prior</b>	<b>Current</b>
	<b>5,589.25</b>	<b>5,159.25</b>	<b>430.00</b>

Amount Due this Invoice \$6,334.00

<b>Billings to Date</b>	<b>Total</b>	<b>Prior</b>	<b>Current</b>
	<b>126,264.75</b>	<b>119,930.75</b>	<b>6,334.00</b>

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

January 31, 2019

Gary Mahannah  
 City of Polk City  
 PO Box 426  
 112 3rd Street  
 Polk City, IA 50226-0426

Invoice No: 118.0330.01 - 8

Reference:

**Project 118.0330.01 3rd St & Bridge Rd Intersection Improvements**

**Professional Services through December 31, 2018**

**Basic Services  
 Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Project Admin	1,900.00	100.00	1,900.00	1,900.00	0.00
Design & Construction Plans	29,600.00	100.00	29,600.00	29,600.00	0.00
Bid Assistance	1,000.00	100.00	1,000.00	1,000.00	0.00
<b>Total Fee</b>	<b>32,500.00</b>		<b>32,500.00</b>	<b>32,500.00</b>	<b>0.00</b>
<b>Total Lump Sum Fees</b>					<b>0.00</b>

	Total	Prior	Current
<b>Billings to Date</b>	<b>32,500.00</b>	<b>32,500.00</b>	<b>0.00</b>

**Construction Services  
 Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Construction Admin	3,000.00	85.00	2,550.00	2,250.00	300.00
Critical Path Construction Obs.	7,000.00	85.00	5,950.00	5,600.00	350.00
Construction Staking	1,500.00	90.00	1,350.00	1,350.00	0.00
Record Drawings	500.00	0.00	0.00	0.00	0.00
<b>Total Fee</b>	<b>12,000.00</b>		<b>9,850.00</b>	<b>9,200.00</b>	<b>650.00</b>
<b>Total Lump Sum Fees</b>					<b>650.00</b>

	Total	Prior	Current
<b>Billings to Date</b>	<b>9,850.00</b>	<b>9,200.00</b>	<b>650.00</b>

**Amount Due this Invoice \$650.00**

	Total	Prior	Current
<b>Billings to Date</b>	<b>42,350.00</b>	<b>41,700.00</b>	<b>650.00</b>

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: [ar@snyder-associates.com](mailto:ar@snyder-associates.com)

Project Manager: Justin Jackson



INVOICE FOR PROFESSIONAL SERVICES

January 31, 2019

Gary Mahannah  
City of Polk City  
PO Box 426  
112 3rd Street  
Polk City, IA 50226-0426

Invoice No: 118.1001.01 - 2

Reference:

Project 118.1001.01 Beautiful Savior Soccer Fields

Professional Services through December 31, 2018

Site Plan Amendment  
Lump Sum Fees

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Submittal 1	300.00	100.00	300.00	300.00	0.00
Submittal 2	200.00	100.00	200.00	0.00	200.00
Total Fee	500.00		500.00	300.00	200.00
<b>Total Lump Sum Fees</b>					<b>200.00</b>

Amount Due this Invoice \$200.00

	Total	Prior	Current
Billings to Date	500.00	300.00	200.00

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

January 31, 2019

Gary Mahannah  
 City of Polk City  
 PO Box 426  
 112 3rd Street  
 Polk City, IA 50226-0426

Invoice No: 117.1163.01 - 12

Reference:

**Project 117.1163.01 Crossroads on the Lakes Plat 2**

**Professional Services through December 31, 2018**

**Amended Prelim Plat  
 Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Submittal 1	1,000.00	100.00	1,000.00	1,000.00	0.00
Submittal 2	400.00	100.00	400.00	400.00	0.00
Submittal 3	250.00	100.00	250.00	250.00	0.00
Total Fee	1,650.00		1,650.00	1,650.00	0.00
<b>Total Lump Sum Fees</b>					<b>0.00</b>
<b>Phase Subtotal</b>					<b>0.00</b>

	Total	Prior	Current
<b>Billings to Date</b>	<b>1,650.00</b>	<b>1,650.00</b>	<b>0.00</b>

**Const Dwgs  
 Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Submittal 1	2,000.00	100.00	2,000.00	2,000.00	0.00
Submittal 2	1,000.00	100.00	1,000.00	1,000.00	0.00
Submittal 3	400.00	100.00	400.00	400.00	0.00
Submittal 4	250.00	100.00	250.00	250.00	0.00
Total Fee	3,650.00		3,650.00	3,650.00	0.00
<b>Total Lump Sum Fees</b>					<b>0.00</b>
<b>Phase Subtotal</b>					<b>0.00</b>

	Total	Prior	Current
<b>Billings to Date</b>	<b>3,650.00</b>	<b>3,650.00</b>	<b>0.00</b>

**S.W.M.P. Review**

**SWMP**

**Task Subtotal 0.00**

	Total	Prior	Current
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REMIT TO: SNYDER & ASSOCIATES, INC.

Mailing: PO Box 1159 | Ankeny, IA 50021  
 Physical: 2727 SW Snyder Blvd. | Ankeny IA 50023

p: 888-964-2020 | f: 515-964-7938

Federal E.I.N. 42-1379015

SNYDER-ASSOCIATES.COM

<b>Billings to Date</b>	<b>3,937.50</b>	<b>3,937.50</b>	<b>0.00</b>	
			<b>Phase Subtotal</b>	<b>0.00</b>

**Final Plat  
Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Submittal 1	850.00	100.00	850.00	850.00	0.00
Submittal 2	300.00	100.00	300.00	300.00	0.00
Submittal 3	200.00	100.00	200.00	200.00	0.00
Submittal 4	200.00	100.00	200.00	200.00	0.00
Submittal 5	200.00	100.00	200.00	200.00	0.00
Submittal 6	200.00	100.00	200.00	200.00	0.00
Submittal 7	200.00	100.00	200.00	200.00	0.00
Submittal 8	200.00	100.00	200.00	200.00	0.00
Submittal 9	200.00	100.00	200.00	200.00	0.00
Total Fee	2,550.00		2,550.00	2,550.00	0.00
<b>Total Lump Sum Fees</b>					<b>0.00</b>
				<b>Phase Subtotal</b>	<b>0.00</b>

<b>Billings to Date</b>	<b>Total 2,550.00</b>	<b>Prior 2,550.00</b>	<b>Current 0.00</b>
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**Construction Phase  
Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Pre Construction Conference	375.00	100.00	375.00	375.00	0.00
Pre Pour Meeting	375.00	0.00	0.00	0.00	0.00
Construction Observation	28,480.00	55.00	15,664.00	15,664.00	0.00
Walk-Thru Punchlist 1	450.00	0.00	0.00	0.00	0.00
Total Fee	29,680.00		16,039.00	16,039.00	0.00
<b>Total Lump Sum Fees</b>					<b>0.00</b>
				<b>Phase Subtotal</b>	<b>0.00</b>

<b>Billings to Date</b>	<b>Total 16,039.00</b>	<b>Prior 16,039.00</b>	<b>Current 0.00</b>
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**Extra Services**

<b>SWPPP Maintenance Issues</b>			<b>Task Subtotal</b>	<b>0.00</b>
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<b>Billings to Date</b>	<b>Total 754.00</b>	<b>Prior 754.00</b>	<b>Current 0.00</b>
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<b>Sanitary Sewer Survey Error</b>			<b>Task Subtotal</b>	<b>0.00</b>
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<b>Billings to Date</b>	<b>Total 788.00</b>	<b>Prior 788.00</b>	<b>Current 0.00</b>
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**Storm Sewer Redesign**

Project	117.1163.01	PlkCty-CrossroadsOnTheLakesPlat2	Invoice	12
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<b>Task Subtotal</b>	<b>0.00</b>
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<b>Billings to Date</b>	<b>Total</b>	<b>Prior</b>	<b>Current</b>
	<b>1,983.00</b>	<b>1,983.00</b>	<b>0.00</b>

**Winter Shutdown**

Coordinate with city, developer, and contractor re: winter shut down items, including but not limited to: traffic control - channelizers, erosion control measures, notice of items to be completed prior to shut down.

	Hours	Rate	Amount
Engineer I	3.50	90.00	315.00
Lead Technician	.50	121.00	60.50
Total Services	4.00		375.50

**375.50**

<b>Task Subtotal</b>	<b>\$375.50</b>
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<b>Billings to Date</b>	<b>Total</b>	<b>Prior</b>	<b>Current</b>
	<b>375.50</b>	<b>0.00</b>	<b>375.50</b>

<b>Phase Subtotal</b>	<b>\$375.50</b>
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<b>Amount Due this Invoice</b>	<b><u>\$375.50</u></b>
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<b>Billings to Date</b>	<b>Total</b>	<b>Prior</b>	<b>Current</b>
	<b>31,727.00</b>	<b>31,351.50</b>	<b>375.50</b>

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: [ar@snyder-associates.com](mailto:ar@snyder-associates.com)

Project Manager: Kathleen Connor