

Agenda  
Notice of Meeting  
Polk City | City Council  
\*\*\*\*\*  
September 10, 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. **Recognition of Firefighter/EMT Ryan Bristle**
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 come to the podium and state your name and address for the record. You are requested to keep your comments to five minutes.
6. **Consent Items**
  - a. City Council Meeting Minutes for August 26, 2019
  - b. Receive and file the Parks Commission Meeting Minutes for September 3, 2019
  - c. Claims listing dated September 10, 2019
  - d. Promote Senior Firefighter/EMT Ryan Moore to Lieutenant at a part-time pay rate of \$15.58 per hour and paid-on-call wage of \$14.35 per hour with a \$75 monthly stipend
  - e. Hire EMT/Firefighter Joseph Mitchell at a part-time pay rate of \$14.21 per hour and paid-on-call wage of \$13.33 per hour
  - f. Agreement between PCFD and North Polk Community School District for emergency medical services beginning August 1, 2019 and ending July 31, 2020
  - g. Accept resignation of Jeremy Rosenau and Joel Sowiega from PCFD effective immediately
  - h. Receive and file the August 2019 Water Report
  - i. Temporary Site Plan application for Lost Lake Drive Block Party September 14, 2019 from noon-11pm
  - j. Resolution 2019-85 appointing Chelsey Huisman as Polk City's Representative to Metro Planning Organization (MPO) Transportation Technical Committee
  - k. Resolution 2019-86 appointing Chelsey Huisman as Polk City's Representative Wastewater Reclamation Authority (WRA)
7. **Business Items**
  - a. 301 Walnut Street
    - i. Move the third reading of Ordinance 2019-700 from October 14, 2019 to September 10, 2019 as requested by the property owner
    - ii. Approve Final Reading of Ordinance 2019-700 approving rezoning from R-2 to C-1
  - b. Resolution 2019-87 approving Pay App No 10 (Sub-Final with retainage held) in the amount of \$0.00 and providing for liquidated damages in the amount of \$3000.00 as a deduction to the contract and acceptance of the Davis Street Reconstruction Project
  - c. Resolution 2019-88 approving East Grimes Street and Deer Haven Street Intersection Repairs Project Pay App No. 1 in the amount of \$38,432.53
  - d. Resolution 2019-89 accepting the 2018 Polk City Park Improvements

- e. First Reading Ordinance 2019-1400 amending Chapter 65, Stop or Yield Required and amending Chapter 69, Parking Regulations
- f. Final Reading Ordinance 2019-1000 repealing chapter 9, Urban Revitalization Plan
- g. Snyder & Associates invoices for July 2019 in the amount of \$52,119.87

**8. Reports & Particulars**

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

- 9. Closed Session** under Code of Iowa; Chapter 21 Official Meetings open to Public; **section 5 Closed Session**; sub paragraph 1.j To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed

- 10. (Optional)** Take action on closed session item

- 11. Adjournment**--*next meeting date September 23, 2019*

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m., Monday, August 26, 2019**  
**City Hall**

Polk City, City Council held a meeting at 6:00 p.m., on August 26, 2019. 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 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. **Recognition of Fire Captain Matt Guerdet** | Fire Chief Jim Mitchell described the intense training that was required to obtain the certifications achieved by Fire Captain Guerdet that led to him spending three weeks fighting fires in Alaska. Chief Mitchell presented Guerdet with a certificate for his distinguished service award for going above and beyond. Mayor and Council praised Guerdet for his efforts.
5. **Public Hearings**
  - a. Berggren Farms
    - i. Mayor Morse opened the Public Hearing at 6:04 p.m. on the Voluntary Annexation petition. City Clerk, Jenny Gibbons said the notice was published August 2, 2019 and no comments had been received for or against the annexation. Interim City Administrator, Don Sandor provided a report. No one was present to be heard for or against the annexation.  
**MOTION:** A motion was made by Anderson and seconded by Sarchet to close the public hearing at 6:06 p.m. and reopen the regular meeting  
**MOTION CARRIED UNANIMOUSLY**
    - ii. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve Resolution 2019-67 approving Voluntary Annexation for Berggren Farms  
**MOTION CARRIED UNANIMOUSLY**
  - b. Miller Property
    - i. Mayor Morse opened the Public Hearing at 6:06 p.m. on the Voluntary Annexation petition. City Clerk, Jenny Gibbons said the notice was published August 2, 2019 and no comments had been received for or against the annexation. Interim City Administrator, Don Sandor provided a report. No one was present to be heard for or against the annexation.  
**MOTION:** A motion was made by Vogel and seconded by Walters to close the public hearing at 6:09 p.m. and reopen the regular meeting  
**MOTION CARRIED UNANIMOUSLY**
    - ii. **MOTION:** A motion was made by Sarchet and seconded by Anderson to approve Resolution 2019-67 approving Voluntary Annexation for Miller Property  
**MOTION CARRIED UNANIMOUSLY**
6. **Public Comments** | None
7. **Amended Consent Items-Mayor pulled item F**  
**MOTION:** A motion was made by Walters and seconded by Dvorak to approve the consent agenda items
  - a. City Council Meeting Minutes for August 12, 2019
  - b. Receive and file the P&Z Commission Meeting Minutes for August 19, 2019
  - c. Claims listing dated August 26, 2019

- d. Finance Report for July 2019
- e. Receive and file the Police Department Report for July 2019
- f. ~~Temporary Site Plan for North Polk Homecoming parade and pep rally on September 20, 2019~~
- g. RVTV Committee additional request to the previously approve Temporary Site Plan for the September 9th vent
- h. Waiver for the Noise Control Ordinance 52.1 from 7am-1130pm
- i. Financial Contribution of \$5,000
- j. Closure of 3rd Street from Van Dorn to Broadway
- k. City Council Meeting Minutes for July 22, 2019

**MOTION:** A motion was made by Walters and seconded by Vogel to approve the Consent Items as amended.

**MOTION CARRIED UNANIMOUSLY**

- f. Temporary Site Plan for North Polk Homecoming parade and pep rally on September 20, 2019  
North Polk Student, Ally Cromley presented details regarding the proposal for a student led Homecoming Parade and Pep Rally to be held in Polk City on Friday, September 20<sup>th</sup>. Student Council Sponsor, Liz Huether and Superintendent, Dan Mart were in attendance. Cromley shared the excitement the school has for this proposed event and said the Student Council wants to continue to build relationships and establish a good community with all of the North Polk District.

**MOTION:** A motion was made by Anderson and seconded by Sarchet to approve the Temporary Site Plan for the North Polk Homecoming parade and pep rally on September 20, 2019.

**MOTION CARRIED UNANIMOUSLY**

## 8. **Business Items**

- a. Mary Kirkwood Acres Plat 2
  - i. **MOTION:** A motion was made by Sarchet and seconded by Walters to approve Resolution 2019-81 approving Preliminary Plat for Mary Kirkwood Acres Plat 2  
**MOTION CARRIED UNANIMOUSLY**
  - ii. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve Resolution 2019-82 approving Final Plat for Mary Kirkwood Acres Plat 2  
**MOTION CARRIED UNANIMOUSLY**
- b. Davis Street Reconstruction Project
  - i. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve Resolution 2019-83 approving Change Order No. 6 in the amount of \$83.35  
**MOTION CARRIED UNANIMOUSLY**
  - ii. **MOTION:** A motion was made by Sarchet and seconded by Anderson to approve Resolution 2019-84 approving Pay App No. 9 in the amount of \$4,058.17  
**MOTION CARRIED UNANIMOUSLY**
- c. **MOTION:** A motion was made by Vogel and seconded by Walters to approve contract with PFM for a Water Rate Study in the amount of \$6,500.00  
**MOTION CARRIED UNANIMOUSLY**
- d. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve final reading of Ordinance 2019-800 approving rezoning Bergreen Farms from A-1 to R-1  
**MOTION CARRIED UNANIMOUSLY**
- e. **MOTION:** A motion was made by Walters and seconded by Vogel to approve final reading of Ordinance 2019-900 approving rezoning Miller Property from A-1 to R-2  
**MOTION CARRIED UNANIMOUSLY**
- f. 506 E Broadway
  - i. **MOTION:** A motion was made by Vogel and seconded by Walters to approve second reading of Ordinance 2019-1100 approving rezoning from U-1 to R-1  
**MOTION CARRIED UNANIMOUSLY**
  - ii. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to waive final reading of Ordinance 2019-1100  
**MOTION CARRIED UNANIMOUSLY**
- g. **MOTION:** A motion was made by Walters and seconded by Vogel to approve second reading of Ordinance 2019-1000 repealing Chapter 9; Urban Revitalization Plan  
**MOTION CARRIED UNANIMOUSLY**

h. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve Snyder & Associates Engineering Services Agreement for revisions of the Polk City Subdivision Ordinance in the amount of \$18,000

**YES: Sarchet, Dvorak, Vogel, Anderson**

**ABSTAIN: Walters**

**MOTION CARRIED**

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

- Council Member Sarchet asked for a meeting with the Parks and Rec Director Exploratory Committee to be scheduled. Dvorak concurred and asked Lindsey to set it up.
- Council Member Anderson apologized for missing the previous Council Meeting but was happy to report that while he was out in Oregon for the Little League World Series with Central Iowa team, Polk City was recognized as their home throughout his time there and on ESPN broadcasts. Anderson said he missed Adam Vanderleest retirement on the last agenda and wanted to share his thoughts on how neat it has been for him to watch Vanderleest grow up in Polk City and make such an impact for so many of his adult years. Anderson thanked Police Chief, Trace Kendig for his initiative with the Urban Deer Hunting Program.
- Council Member Dvorak said he was happy to see the School and City bridging the gap and building on the relationships. He is excited to see the Homecoming event held in Polk City and the School involvement with RVTV.
- Council Member Vogel said it is great to see so many exciting things happening in and around Polk City. She said it's positive to see so many great people in Polk City getting involved from RVTV and the NP Parade to the firefighters. Vogel thanked staff for working well with PFM and providing quick responses, she said it was great to hear positive feedback affirming the good job being done. Vogel asked everyone to get the word out for an upcoming Library Survey, she said participation is key to help the Library with upcoming strategic planning sessions.
- Council Member Walters encouraged Staff and Council to attend the upcoming Central Iowa Green Infrastructure Conference being held September 20, in Ankeny. Walters said it would be a good opportunity to learn more about green infrastructure and gain a better understanding of it.
- Mayor Morse said the NP Homecoming Parade is a big deal and is excited that the school wants to hold it in Polk City. He said he appreciates how hard PCCEDC, Brigett DeVos is promoting RVTV throughout the whole North Polk District. Mayor reminded everyone the next Council Meeting will be held TUESDAY, September 10<sup>th</sup> and invited everyone to plan on attending RVTV on Monday, September 9<sup>th</sup> on the Square and said preliminary meetings with WHO TV and John Sears have went really well and they are very excited to be coming to Polk City.
- PCCEDC, Brigett DeVos just finished with the Educator Luncheon for North Polk, over 200+ people were in attendance. She said the school staff is ecstatic to be working with Polk City to make the parade and pep rally a reality, they are estimating over 2000 people to celebrate Homecoming and they are excited to be joining together with the City.

**10. MOTION:** A motion was made by Waters and seconded by Dvorak at 6:51 p.m. to enter into **Closed Session** under Code of Iowa; Chapter 21 Official Meetings open to Public; **section 5 Closed Session;** sub paragraph 1.j To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed

**YES:** Dvorak, Vogel, Walters, Anderson, Sarchet

**MOTION CARRIED UNANIMOUSLY**

**11. (AFTER CLOSED SESSION ENDED AT 7:35 p.m.) MOTION:** A motion was made by Walters and seconded by Dvorak to direct Staff to notify interested parties to prepare a written offer to bring back to Council for review.

**MOTION CARRIED UNANIMOUSLY**

**12. Adjournment**

**MOTION:** A motion was made by Anderson and seconded by Sarchet to adjourn at 7:41 p.m.

**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date – TUESDAY, September 10, 2019 at 6:00 p.m.*

Attest

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

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

**MEETING MINUTES**  
**The City of Polk City**  
**Parks Commission**  
**6:00 p.m., Tuesday, September 3, 2019**  
**City Hall**

Polk City, Parks Commission held a meeting at 6:00 p.m., on September 3, 2019. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** /*The meeting was called to order at 6:00 p.m.*
2. **Roll Call** | Bentley, Ludwig, Haaland, Reed, Delaney, | In attendance  
Motsch, Campbell | Absent
3. **MOTION:** A motion was made by Reed and seconded by Delaney to approve the July 1, 2019 Meeting Minutes  
**MOTION CARRIED UNANIMOUSLY**
4. **Audience Items** | None.
5. **Discussion of Potential Parkland Dedication –Presented by: Ken Thornton, Polk City Resident**  
Ken Thornton of 215 E. Grimes Street, Polk City presented a potential parkland dedication as a memorial to his late wife. The proposed memorial will be located Outlot 2 and would be deeded to the city upon completion of project. The parkland area also includes a donated portion from Kimberley Development and the back part of the land in discussion will be purchased by the homeowners. Ashley Delaney commented to Mr. Thornton that she was sorry for his loss and what a lovely memorial to his late wife. Further discussion included plans for path to be mulched and Mr. Thornton providing a bench in the form of a farm terrace to side the steeper part of the hill. The path will not be maintained during the winter months.
6. **Tree Board Liaison Report** | No report
7. **Staff Report** / No report
8. **Public Works Report** | No report
9. **Commission Report** | No report
10. **Adjournment**  
**MOTION:** A motion was made by Ludwig and seconded by Bentley to adjourn at 6:10 pm.  
**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date – Monday, October 7, 2019 at Leonard Park*

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Jenny Gibbons, City Clerk

# CLAIMS REPORT

The City of Polk City

For **9/10/2019**

| DEPARTMENT   | FUND    | VENDOR                        | EXPENSE TYPE                   | AMOUNT              |
|--------------|---------|-------------------------------|--------------------------------|---------------------|
| ALL          | ALL     | I.M.W.C.A.                    | WORKERS COMP INSURANCE         | \$4,069.67          |
| ALL          | ALL     | FIRST BANKCARD                | CITY CREDIT CARD               | \$18,001.01         |
| ALL          | ALL     | STAPLES                       | CITY SUPPLIES                  | \$53.37             |
| BLDG         | GENERAL | Safe Building Comp. & Tech    | BUILDING INSPECTIONS           | \$4,229.15          |
| CH           | GENERAL | Ahlers & Cooney               | KIMBERLEY DA                   | \$1,757.50          |
| CH           | GENERAL | RONALD ANDERSON               | 2019 REIMBURSEMENT             | \$200.00            |
| CH           | GENERAL | AUREON TECHNOLOGY             | TECH SERVICES                  | \$3,494.79          |
| CH           | GENERAL | BRICK LAW FIRM                | LEGAL SERVICES                 | \$4,970.00          |
| CH           | GENERAL | CENTURY LINK                  | PHONE SERVICE                  | \$17.46             |
| CH           | GENERAL | Crystal Clear Water Co        | PURCHASED WATER                | \$32.00             |
| CH           | GENERAL | MEDIACOM                      | INTERNET SERVICE               | \$137.45            |
| CH           | GENERAL | METRO WASTE AUTHORITY         | CURB IT RECYCLING              | \$6,361.87          |
| CH           | GENERAL | POLK COUNTY TREASURER         | PROPERTY TAX - 302 W VAN DORN  | \$720.00            |
| CH           | GENERAL | RELIABLE MAINTENANCE CO       | JANITORIAL SERVICES FOR AUG19  | \$620.00            |
| CH           | GENERAL | GRINNELL STATE BANK           | BANKING FEES                   | \$60.53             |
| FD           | GENERAL | American Test Center          | GROUND LADDERS TESTED          | \$246.00            |
| FD           | GENERAL | EMSLRC                        | CONTINUING ED HOURS            | \$20.00             |
| FD           | GENERAL | IMAGE TREND                   | FIRE/EMS REPORT SOFTWARE       | \$3,554.02          |
| FD           | GENERAL | MATT MEINERS                  | IOWA & NATIONAL REGISTRY EMT   | \$110.00            |
| FD           | GENERAL | MERCY NORTH PHARMACY          | RX SUPPLIES                    | \$174.92            |
| LIB          | GENERAL | BAKER & TAYLOR                | CHILDRENS BOOKS                | \$493.54            |
| LIB          | GENERAL | MICROMARKETING, LLC           | BOOKS ON CD                    | \$262.40            |
| LIB          | GENERAL | RICHARD TAYLOR                | TECH SUPPORT                   | \$450.00            |
| LIB          | GENERAL | STATE LIBRARY OF IOWA         | LEARNING CIRCUIT               | \$15.00             |
| PD           | GENERAL | AT&T MOBILITY                 | WIRELESS                       | \$251.09            |
| PD           | GENERAL | INTERSTATE ALL BATTERY CENTER | AAA                            | \$9.64              |
| PD           | GENERAL | IPCA                          | KENDIG & SIEPKER TO FALL       | \$250.00            |
| PD           | GENERAL | MATT AICHER                   | NEW DUTY BELT/MAG POUCH        | \$192.90            |
| PW           | GENERAL | CENTRAL IOWA DISTRIBUTING     | MISC SUPPLIES                  | \$212.00            |
| PW           | GENERAL | P & M APPAREL                 | SHIRTS, HOODIES, SAFETY        | \$418.40            |
| PW           | GENERAL | PORTABLE PRO, INC.            | PORTABLE TOILET SERVICE        | \$340.00            |
| PW           | GENERAL | Sprayer Specialities Inc      | OLD AND NEW SPRAYER PARTS      | \$21.34             |
| PW           | GENERAL | TERRI KEASEY                  | SUMMER REC PROGRAM SUPPLES     | \$11.64             |
| PW           | GENERAL | TOTAL QUALITY INC.            | LAWNCARE                       | \$16,152.98         |
| PW           | GENERAL | ULINE                         | FIRE EXTINGUISHER SIGN         | \$20.49             |
| PW           | RUT     | ARNOLD MOTOR SUPPLY           | VEHICLE PARTS & SUPPLIES       | \$1,641.93          |
| PW           | RUT     | CAPITAL CITY EQUIPMENT CO.    | 2 COUPLER, 2 HOSE 2 TUBELINE   | \$563.96            |
| PW           | RUT     | I.M.W.C.A.                    | WORKERS COMP INSURANCE         | \$164.11            |
| PW           | RUT     | Keck Energy                   | GALLONS DIESEL                 | \$1,119.90          |
| PW           | RUT     | Sprayer Specialities Inc      | OLD AND NEW SPRAYER PARTS      | \$9.40              |
| PW           | RUT     | VAN-WALL EQUIPMENT            | VEHICLE REPAIR PARTS           | \$575.22            |
| PW           | RUT     | ARNOLD MOTOR SUPPLY           | VEHICLE PARTS & SUPPLIES       | \$528.39            |
| PW           | WATER   | CITY LAUNDERING               | SUPPLIES                       | \$56.06             |
| PW           | WATER   | Des Moines Water Works        | PURCHASED WATER                | \$38,980.72         |
| PW           | WATER   | Ferguson Waterworks           | EQUIPMENT REPAIRS              | \$771.26            |
| PW           | WATER   | HAWKINS INC                   | CHLORINE GALLONS               | \$1,002.34          |
| PW           | WATER   | I.M.W.C.A.                    | WORKERS COMP INSURANCE         | \$164.11            |
| PW           | WATER   | KIMBALL MIDWEST               | NEW FLOW METER INSTALL         | \$506.80            |
| PW           | WATER   | P & M APPAREL                 | SHIRTS, HOODIES, SAFETY        | \$440.00            |
| PW           | WATER   | RELIABLE MAINTENANCE CO       | JANITORIAL SERVICES FOR AUG19  | \$140.00            |
| PW           | WATER   | IOWA DEPT. OF REVENUE         | EXCISE TAX                     | \$7,662.00          |
| PW           | SEWER   | I.A.M.U.                      | CIASSO - SEPTEMBER-NOVEMBER 19 | \$966.75            |
| PW           | SEWER   | I.M.W.C.A.                    | WORKERS COMP INSURANCE         | \$164.11            |
| PW           | SEWER   | IOWA ONE CALL                 | UNDERGROUND LOCATIONS          | \$157.70            |
| PW           | SEWER   | KIMBALL MIDWEST               | NEW FLOW METER INSTALL         | \$466.35            |
| PW           | SEWER   | IOWA DEPT. OF REVENUE         | SALES TAX                      | \$390.00            |
| <b>TOTAL</b> |         |                               |                                | <b>\$124,402.27</b> |
|              |         | GENERAL                       |                                | \$67,931.16         |
|              |         | ROAD USE                      |                                | \$4,602.91          |
|              |         | WATER                         |                                | \$49,723.29         |
|              |         | SEWER                         |                                | \$2,144.91          |

**CLAIMS REPORT**

The City of Polk City

For **9/10/2019**

| DEPARTMENT   | FUND | VENDOR | EXPENSE TYPE | AMOUNT              |
|--------------|------|--------|--------------|---------------------|
| <b>TOTAL</b> |      |        |              | <b>\$124,402.27</b> |
|              |      |        |              |                     |





## City of Polk City, Iowa City Council Agenda Communication

**Date:** September 10, 2019  
**To:** Mayor & City Council  
**From:** Jim Mitchell – Fire Chief  
**Subject:** Promotion, New Employee and Resignation

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**BACKGROUND:** The fire department has 2 open Lieutenant Positions. One has been open since I began my position in September 2018 and a second position since Kevin Vols resigned. We are prepared to fill one position at this time. Due to staff departures over the past six months, we have found that the remaining part-time staff is not available to fill all of the day shifts. We have several open paramedic and EMT day shifts in August and a need to hire and begin orientation. We also had two resignations affective August 31, 2019.

**ALTERNATIVES:** We have conducted interviews, obtained clearance of physical examinations and offered conditional employment and pay rate to the following individuals:

**PROMOTION:**

Mr. Moore has been an employee for 4+ years and has demonstrated leadership abilities that warrant promotion to the Lieutenant level. We had Ryan interview with 2 Captains and myself and we felt Ryan is ready for this position.

Ryan Moore – Lieutenant = Part-Time wage of \$15.58 per hour and paid-on-call wage of \$14.35 per hour with a \$75.00 monthly stipend.

**NEW HIRE:**

Mr. Mitchell has been a Firefighter/EMT for 3+years as a member of 3 different fire departments and is currently working full-time for Urbandale Fire. Joseph has completed the paramedic program and awaits taking the National Registry examination for the certification, which is scheduled later this month.

Joseph Mitchell – EMT = Part-Time wage of \$14.21 per hour and paid-on-call wage of \$13.33 per hour.

**RESIGNATIONS:**

Jeremy Rosenau has accepted a full-time Firefighter/Paramedic position with a fire department in the State of Washington, which is where Jeremy is from. So, Jeremy is going home. We wish him well and will miss his service to our community. (See attached)

Joel Sowieja has resigned for family reasons. We wish Joel well and happy he will be spending more time with his family. Joel worked several day-time shifts and will be missed.

**FINANCIAL CONSIDERATIONS:** There are NO budgetary increase due to the fact that they will staff existing part-time positions and fill an existing Lieutenant position.

**RECOMMENDATION:** Approve the above mentioned for promotion and employment with the City of Polk City affective September 10, 2019 at the mentioned wage. The difference in wages involve certification level and experience. All five of these individuals have fire service experience with fire departments in Polk County.

Due to the need for staff and waiting until the next Council meeting, I would ask for approval to potentially hire four more individuals, pending background check and physical examinations.

## AGREEMENT

This Agreement is entered into by and between the North Polk Community School District with administrative offices located in Alleman, Polk County, Iowa (hereafter “North Polk”) and the City of Polk City with administrative offices located in Polk City, Polk County, Iowa (hereinafter “Polk City”).

### WITNESSETH:

WHEREAS, North Polk desires to utilize certain Polk City Fire Department equipment and Polk City Fire Department personnel pursuant to the terms of this Agreement for the North Polk home football games and other sports activities; and

WHEREAS, the North Polk Community School District is within the jurisdiction of the Ankeny Fire Department that has been notified by North Polk of this Agreement.

NOW, THEREFORE, in consideration of the mutual promise contained herein, the parties agree as follows:

Section 1. Purpose. The purpose of this Agreement is to provide a means by which the parties hereto may jointly and cooperatively proceed for Polk City to share with North Polk the services of Polk City Fire Department and equipment owned by Polk City at times when they are needed for North Polk home football games and other sports activities as agreed upon.

Section 2. Scheduling. North Polk Schools will identify by written request to the Polk City Council for activities requesting the Fire Department and equipment to be in attendance. The Polk City Council will review and by resolution approve the dates the Fire Department will attend.

Section 3. Duration. This Agreement shall become effective upon approval and execution by the parties and shall remain in effect until expiration of its term or until it is terminated as herein provided.

Section 4. Administration. Polk City shall be the employer of said personnel and owner of the equipment furnished by Polk City under this Agreement for purposes of compliance with all federal and state laws relating to employment. As employer, Polk City shall pay the wages and benefits due in accordance with Polk City’s personnel policies and contracts. It is agreed that the personnel furnished under this Agreement will at all times be governed by the personnel policies of Polk City.

Section 5. Supervision. Polk City has the authority to hire, train, evaluate, discipline and dismiss the personnel furnished by Polk City under this Agreement. North Polk agrees to accept the equipment in its present condition and configuration and Polk City shall be responsible for the equipment.

Section 6. Joint Meetings. It is agreed that the representatives of the administrations of North Polk and Polk City will meet as needed both before and throughout the contract period to discuss issues related to the usage of the personnel and equipment, including but not limited to scheduling. Both parties agree to cooperate as needed to assure that all required responsibilities are met by them.

Section 7. Reimbursement. North Polk shall make payment to Polk City to reimburse Polk City for the costs associated with furnishing the personnel and equipment pursuant to this Agreement. Such costs shall be determined by Polk City. All payments by North Polk shall be made within thirty days of receipt of an invoice from Polk City. North Polk shall reimburse to Polk City at a rate of \$475.00 per event which covers the first three hours, above and beyond the first three (3) hours will be billed at \$150 per hour.

Section 8. Insurance. Polk City shall be responsible for maintaining workers' compensation insurance for the personnel it employs and furnishes under this Agreement in the amounts statutorily required by the State of Iowa.

Polk City shall carry liability insurance for protection from liability arising out of accidents or other occurrences causing injury and/or damage to person or property due to the actions or omissions of the insured under this Agreement. Such insurance coverage shall have limits of not less than \$1,000,000 combined single limit.

North Polk and Polk City shall each carry commercial general liability insurance for protection of each, respectively, from liability arising out of accidents or other occurrence causing injury and/or damage to person or property due to the actions or omissions of the insured under this Agreement. Such insurance coverage shall have limited of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. Each party shall add the other party to its insurance policy as an additional insured.

North Polk and Polk City shall each carry Public Officials' Errors & Omissions Liability coverage. Such insurance coverage shall have limits of not less than \$1,000,000 each claim.

All required insurance shall be obtained from issuers of recognized responsibly licensed to do business in the State of Iowa. Each party shall be furnished with a certificate of insurance required under this Agreement upon request. The parties expressly agree and state that the maintenance of any policy of liability insurance pursuant to this Agreement does not waive any of the defenses of governmental immunity that may be available to either or both of the parties under Iowa Code Chapter 670, and such insurance policies will be endorsed accordingly.

Section 9. Indemnification. To the extent permitted by law, each party will indemnify and hold harmless the other party, including such other party's directors, officers, employees, and agents, from and against claims, liabilities, damages, losses, costs, and expenses, including reasonable attorney fees, to the extent arising out the negligence or breach of this Agreement by the indemnifying party in connection with this Agreement. The obligations in this

section shall survive termination of this Agreement with respect to injury or damage occurring prior to such termination.

Section 10. Term. The term of this Agreement shall be for the period beginning August 1, 2019 and ending July 31, 2020. This Agreement may be renewed annually, for one year, upon mutual agreement of the parties. Renewal must be agreed upon by the parties in writing no later than May 1 of each year.

Section 11. Termination. The parties may mutually agree to terminate this Agreement at any time. Either party may also terminate this Agreement immediately upon written notice to the other party in the event of a material breach of Agreement by such other party.

Section 12. Compliance with Law. The parties agree to comply with all federal, state and local laws and regulations that are applicable to the performance of this Agreement.

Section 13. Status of the Parties. It is expressly understood and agreed by the parties that nothing contained in this Agreement shall be construed to create a partnership, association, or other affiliation or like relationship between the parties, it being specifically agreed that their relation is and shall remain that of independent parties to a cooperative contractual relationship. In no event shall either party be liable for the debts or obligations of the other party.

Section 14. Entire Agreement. This Agreement supersedes all previous agreements, arrangements and understandings, and constitutes the entire agreement between the parties. No amendments to this Agreement shall be valid unless agreed to in writing by the parties. In case any provision contained in this Agreement shall be declared invalid, illegal or unenforceable, the remaining provisions contained herein shall not in any way be affected or impaired thereby. The headings of this Agreement are inserted for convenience of reference only and in no way describe or limit the scope or intent of this Agreement or any of the provisions hereof.

Section 15. Force Majeure. Notwithstanding anything contained in this Agreement to the contrary, neither party shall be liable to the other for failure to comply with any obligation under this Agreement (nor shall any charges or payments by made in respect thereof) if prevented from doing so by reason of contingencies beyond the reasonable control of the parties.

IN WITNESS WHEREOF, the parties have duly approved and executed this Agreement this \_\_\_\_ day of \_\_\_\_\_, 2019.

NORTH POLK COMMUNITY SCHOOL  
DISTRICT

CITY OF POLK CITY, IOWA

By:

By:

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Mayor

ATTEST:

ATTEST:

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— Secretary, Board of Directors

— City Clerk

Dates of service requested for 2019 home football games:

Friday, August 30<sup>th</sup>, 2019 1900-2200

Friday, September 20<sup>th</sup>, 2019 1900-2200

Friday, October 4<sup>st</sup>, 2019 1830-2130

Friday, October 25<sup>th</sup>, 2019 1900-2200

Jim Mitchell  
Fire Chief  
Polk City Fire Department  
309 W Van Dorn Street  
Polk City, Iowa, 50226

Chief Mitchell,

As you know, I have accepted a position with the Poulsbo fire department. We've had many conversations about this move and after much thought I accepted this job. My last shift will be my scheduled day shift on 8/23/2019. Family is an invaluable thing and this new position will allow me to be within driving distance of all of them. I have truly valued my position with Polk City Fire Department and I've had amazing opportunities to be able to serve this community. I am very sad to leave, but know that the department is in great hands and the city is being served by great people.

Working at Polk City has been a new experience for me as a paramedic. This is the only place I've worked as the only paramedic on duty, and I believe I've performed well in this environment. Being able to work almost every shift with Ryan has been a huge help as well as a great time. As far as partners go, I couldn't have asked for a better one. The people I've met here have felt like family. They've helped me grow as a person, a firefighter, and a paramedic in huge ways and I don't really know if you can ask for much more than that from a fire department.

Thank you for being a solid example of fire service leadership for me. This city is in great hands as they expand in every aspect, and I'm positive that the end of your career will see a better Polk City Fire Department that is much different from today. Thank you for allowing me to be a part of this great department.

Sincerely,

Jeremy Rosenau



8/13/19

# Polk City Water Department

## Monthly Report

Month August

Year 2019

Total Water Pumped 25,001,800 Gallons  
Monthly Daily Avg 806,509 Gallons

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### Testing Results

- **SDWA Bacteriological Coliform Analysis** about University Hygienic Lab.  
**Fecal Coliform Analysis**- Sample incubated 35c for 48 hrs then examine for gas production. Gas production verifies presence of fecal coliform organisms.
- **Fluoride Analysis** .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** 1.20 mg/l Polk City Lab.  
**Fluoride in System- Monthly Average** .73 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average** .81 mg/l Polk City Lab.  
**Chlorine Total at plant- Monthly Average** 3.27 mg/l Polk City Lab.  
**Chlorine Free in System- Monthly Average** .56 mg/l Polk City Lab.  
**Chlorine Total in System- Monthly Average** 1.08 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** 5.91 mg/l Polk City Lab.  
**Iron Finish Water- Monthly Average** .08 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** .20 mg/l Polk City Lab.  
**Manganese System Water- Monthly Average** .06 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** 8.1 mg/l Polk City Lab.  
**pH Finish Water-Monthly Average** 8.4 mg/l Polk City Lab.  
**pH System Water- Monthly Average** 8.7 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 \_\_\_\_\_





© Microsoft Bing Maps



**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: 604 & 605 Lost Lake Estates  |   |
| <i>Attach Plans, including detailed site plan illustrating locations of all activities, temporary structures and closures.</i> |   |
| Type of Event: Neighborhood Block Party  | Date and time range of Event: 9/14/2019         |
| Dates/times for set up: 9/14/2019 - 12:00 PM   | Dates/times for tear down: 9/14/2019 - 11:00 PM |

|  |                                     |
|--|-------------------------------------|
| Organization holding event:                | Contact* Person Name: Nicole Stokes |
| Contact Person Email: bnstokes98@gmail.com | Contact Person Phone: 319-310-0921  |

**\*Contact must be on site for set-up and tear-down of event**

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

|  |  |
|--|--|
| Street closure? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/><br>Locations: Lost Lake Drive, Polk City IA 50226<br>Dates/times: 9/14/2019 12:00PM                            | On Street parking closure? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/><br>Locations: Lost Lake Drive, Polk City IA 50226<br>Dates/times: 9/14/2019 12:00PM   |
| Barricades required? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/><br>Locations: 604 Lost Lake Drive, Polk City IA 50226<br>Requested delivery date/time: 9/13/2019 12:00 PM | Electrical service expected? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/><br>Portable Toilets? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/><br>Vendor name:<br>Phone number:                                       |
| Temporary parking lot needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/><br>Site to be re-seeded by:   | Alcohol on site? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/><br><i>*If yes, must have Iowa Beverage Permit with outdoor service on file</i><br><br><i>**f yes, must have the area fenced off from the rest of the activities to section off the alcohol sales</i> |
| Curb ramp needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/><br>If yes, material:  |  |
| Culvert needed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>   |  |

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

|  |
|--|
| Information about other temporary structures: (stage, tables, bounce house, etc. include location on the site plan illustration) |
| We will have two bounce houses set up  |

|                     |
|---------------------|
| Additional Remarks: |
|---------------------|

|                               |                 |
|-------------------------------|-----------------|
| Applicant name: Nicole Stokes | Date: 8/21/2019 |
|-------------------------------|-----------------|

|                 |       |
|-----------------|-------|
| Approved by:    | Date: |
| Inspector name: | Date: |

|   |
|---|
| <b>Official use only:</b>   |
| Fire & Rescue Department approval by: _____ Public Works approval by: _____ |
| Police Department approval by: _____  |

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

**RESOLUTION NO. 2019-85**

**RESOLUTION APPOINTING POLK CITY'S REPRESENTATIVES TO THE DES MOINES AREA METROPOLITAN PLANNING ORGANIZATION (MPO)**

---

**WHEREAS**, the City of Polk City is a member of the Des Moines Area Metropolitan Planning Organization (MPO), as organized under Iowa Code Chapter 28E; and,

**WHEREAS**, the City's present primary representative for MPO Transportation Technical Committee (TTC) has ended his interim position with the City of Polk City; and,

**WHEREAS**, Chelsea Huisman has been hired as City Manager for Polk City.

**NOW THEREFORE BE IT RESOLVED** that the City Council of Polk City, Iowa appoints Chelsea Huisman, City Manager of Polk City, Iowa as a primary representative for the MPO TTC beginning on the 16th day of September 2019 and continuing until the 31<sup>st</sup> day of December 2019.

**PASSED AND APPROVED** this 10th day of September 2019.

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

Attest:

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

**RESOLUTION NO. 2019-86**

**RESOLUTION APPOINTING POLK CITY'S REPRESENTATIVES ON THE DES MOINES METROPOLITAN WASTEWATER RECLAMATION AUTHORITY BOARD (WRA)**

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**WHEREAS**, the City of Polk City is a member of the Des Moines Metropolitan Wastewater Reclamation Authority Board (WRA); and,

**WHEREAS**, Interim City Administrator, Don Sandor has ended his position, creating a vacancy for the City's appointed primary representative; and,

**WHEREAS**, Chelsea Huisman has been hired as City Manager for Polk City.

**NOW, THEREFORE BE IT RESOLVED**, that the City Council of Polk City, Iowa appoints Chelsea Huisman, City Manager of Polk City, Iowa, as Primary Representative for a term beginning on the 16th of September 2019 and continuing until the 31<sup>st</sup> day of December 2019.

**PASSED AND APPROVED** this 10th day of September 2019.

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

Attest:

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

**ORDINANCE NO. 2019-700**

**AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY REZONING 0.438 ACRES OWNED BY LINDLEY ENTERPRISES L.L.C. FROM ZONING CLASSIFICATION OF ONE & TWO FAMILY RESIDENTIAL (R-2) TO CENTRAL BUSINESS DISTRICT (C-1)**

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**WHEREAS**, on the 17<sup>th</sup> day of June 2019, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the property legally described as:

*GEPARCEL 261/00078-000-000: THE SOUTHEASTERLY 89 FEET OF LOT 1 AND LOT 3 AND THE INTERVENING ALLEY, ALL LOCATED IN BLOCK 3 OF THE TOWN OF POLK CITY, AN OFFICIAL PLAT IN THE CITY OF POLK CITY, POLK COUNTY, IOWA;*

*AND*

*ABUTTING N. 3<sup>RD</sup> STREET RIGHT-OF-WAY LYING NORTHWESTERLY OF THE CENTERLINE OF N. 3<sup>RD</sup> STREET;*

*AND*

*ABUTTING WALNUT STREET RIGHT-OF-WAY LYING NORTHEASTERLY OF THE CENTERLINE OF WALNUT STREET.*

be considered for rezoning 0.438 acres from One & Two Family Residential (R-2) to Central Business District (C-1); and

**WHEREAS**, on the 28<sup>th</sup> day of June 2019, after due notice and hearing as provided by law, the City Council now deems it reasonable and appropriate to rezone said property with the stipulation that Site Plan will need to be approved by City Council prior to issuance of a Building Permit or Certificate of Occupancy for the commercial building for any use with the exception of a bait shop, provided said bait shop occupies the commercial building prior to December 31, 2019 at which time the existing non-conforming bait shop use shall be discontinued.

**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 One & Two Family Residential (R-2) to Central Business District (C-1) with the stipulation that Site Plan will need to be approved by City Council prior to issuance of a Building Permit or Certificate of Occupancy for the commercial building for any use with the exception of a bait shop, provided said bait shop occupies the commercial building prior to December 31, 2010 at which time the existing non-conforming bait shop use shall be discontinued.

**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 8 of July 2019.

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

ATTEST:

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

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

**RESOLUTION NO. 2019-87**

**A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT NO. 10 (SUB-FINAL WITH RETAINAGE HELD) INCLUDING DEDUCTION FOR LIQUIDATED DAMAGES AND ACCEPTANCE OF THE DAVIS STREET RECONSTRUCTION PROJECT**

---

**WHEREAS**, the City of Polk City, City Council, approved construction for the Davis Street Reconstruction Project on November 27, 2017; and

**WHEREAS**, the City Council awarded the construction contract for the Davis Street Reconstruction Project to Absolute Concrete of Slater, Iowa; and

**WHEREAS**, on December 11, 2017 the City Council approved the contract for the construction of the Davis Street Reconstruction Project with Absolute Concrete in the amount of \$843,175.80; and

**WHEREAS**, on April 23, 2018 the City Council approved Change order No. 1 in the amount of \$13,936.00; and

**WHEREAS**, on May 14, 2018 the City Council approved Change order No. 2 in the amount of \$1,320.00; and

**WHEREAS**, on June 11, 2018 the City Council approved Change order No. 3 in the amount of \$4,974.75; and

**WHEREAS**, on July 9, 2018 the City Council approved Change order No. 4 in the amount of \$5,016.89; and

**WHEREAS**, on November 12, 2018 the City Council approved Change order No. 5 in the amount of \$1990.00; and

**WHEREAS**, on August 26, 2019 the City Council approved Change order No. 6 in the amount of \$83.35 bringing total contract to the amount of \$870,496.79; and

**WHEREAS**, on May 14, 2018 the City Council approved a partial payment No. 1 in the amount of \$35,108.81; and

**WHEREAS**, on June 11, 2018 the City Council approved a partial payment No. 2 in the amount of \$106,335.42; and

**WHEREAS**, on July 9, 2018 the City Council approved a partial payment No. 3 in the amount of \$122,377.46; and

**WHEREAS**, on August 13, 2018 the City Council approved a partial payment No. 4 in the amount of \$78,613.88; and

**WHEREAS**, on October 8, 2018 the City Council approved a partial payment No. 5 in the amount of \$421,246.91; and

**WHEREAS**, on November 12, 2018 the City Council approved a partial payment No.6 in the amount of \$47,905.88; and

**WHEREAS**, on December 10, 2018 the City Council approved a partial payment No.7 in the amount of \$10,396.09; and

**WHEREAS**, on May 13, 2019 the City Council approved a partial payment No. 8 in the amount of \$30,352.12; and

**WHEREAS**, on August 26, 2019 the City Council approved a partial payment No. 9 in the amount of \$4,058.17; and

**WHEREAS**, Absolute Concrete and the City Engineer have submitted the Application for Partial Payment No. 10 (Sub-Final, with Retainage Held) in the amount of \$0.00 giving a detailed estimate of work completed and providing for liquidated damages in the amount of \$3000.00 as a deduction to the contract; and

**WHEREAS**, the City Engineer has submitted a Certificate of Completion stating that all improvements have been constructed in substantial conformance with the approved construction documents.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa hereby approves the Application for Payment No. 10 (Sub-Final with Retainage Held) for the Davis Street Reconstruction Project in the amount of zero dollars and providing for liquidated damages in the amount of \$3000.00 as a deduction to the contract.

**BE IT FURTHER RESOLVED**, the City Council of the City of Polk City, Iowa hereby accepts the Davis Street Reconstruction project.

**PASSED AND APPROVED** the 10<sup>th</sup> day of September 2019.

---

Jason Morse, Mayor

ATTEST:

---

Jenny Gibbons, City Clerk





September 10, 2019

Honorable Mayor and City Council  
City of Polk City  
112 S. 3<sup>rd</sup> Street  
Polk City, Iowa

RE: PARTIAL PAYMENT APPLICATION NO. 10 (SUBFINAL RETAINAGE HELD)  
CERTIFICATE OF COMPLETION  
DAVIS STREET RECONSTRUCTION PROJECT

Dear Honorable Mayor and City Council:

Please find the attached Partial Payment Application No. 10 (Subfinal with Retainage Held) for the Davis Street Reconstruction Project. The Contractor has completed construction of the project, including completion of the punchlist items.

The final Contract amount is \$870,496.79. Included on this subfinal payment application is the crediting of 3 working days for overage above the 81 working day contract amount at a price of \$1,000.00 per working day, totaling -\$3,000.00, as liquidated damages. These liquidated damages will reduce the retained amount due to the Contractor from \$14,102.05 to \$11,102.05.

We recommend payment of \$0.00 to the Contractor, Absolute Concrete Construction, Inc. and acceptance of the Davis Street Reconstruction Project. Please note the revised retainage amount of \$11,102.05 is to be withheld for thirty (30) days following acceptance of the project and until such time as the Contractor provides the necessary Iowa Sales Use Tax forms.

Please contact me should you have any questions on this pay application or concerning acceptance of the project. We will be in attendance at the September 10, 2019, City Council meeting to answer any questions regarding this partial payment application and project acceptance.

Sincerely,

SNYDER & ASSOCIATES, INC.

John W. Haldeman, P.E

Enclosure

cc: Mike Schulte, City of Polk City  
Don Sandor, City of Polk City  
Kathleen Connor, Snyder & Associates  
Travis Thornburgh, Snyder & Associates

# **CERTIFICATE OF COMPLETION**

## ***DAVIS STREET RECONSTRUCTION PROJECT***

**Polk City, Iowa**

***September 10, 2019***

We hereby declare that we have made an on-site review of the completed construction of the ***Davis Street Reconstruction Project*** performed by Absolute Concrete Construction Inc.

As Engineers for the project it is our opinion that the work performed is in substantial conformance with the plans and specifications, and that the final amount of the Contract is ***\$870,496.79***. I hereby recommend acceptance of the project.

Respectfully submitted,

**SNYDER & ASSOCIATES, INC.**

*John W. Haldeman, P.E.*  
*Project Engineer*  
*Snyder & Associates, Inc.*  
*Iowa License Number 15808*

**APPLICATION FOR PARTIAL PAYMENT NO. 10 (SUBFINAL WITH RETAINAGE HELD)**

PROJECT: Davis Street Reconstruction Project

S&A PROJECT NO.: 117.0289.01

OWNER: City of Polk City  
CONTRACTOR: Absolute Concrete Construction, Inc.  
ADDRESS: 502 1st Avenue  
Slater, Iowa 50244  
DATE: 9/9/2019

PAYMENT PERIOD: 8/23/2019  
to FINAL

**1. CONTRACT SUMMARY:**

Original Contract Amount: \$ 843,175.80  
Net Change by Change Order: \$ 27,320.99  
Contract Amount to Date: \$ 870,496.79

**CONTRACT PERIOD: TOTAL WORKING DAYS**  
Original Contract Date: December 11, 2017  
Original Contract Time: 75  
Added by Change Order: 6  
Contract Time to Date: 81  
Time Used to Date: 84  
Contract Time Remaining: -3


**2. WORK SUMMARY:**

Total Work Performed to Date: \$ 870,496.79  
Retainage: 1.62% \$ 14,102.05  
Total Earned Less Retainage: \$ 856,394.74  
Less Previous Applications for Payment: \$ 856,394.74  
AMOUNT DUE THIS APPLICATION: \$ -  
Liquidated Damages (3 Working Days): \$ 3,000.00  
AMOUNT TO BE RELEASED IN 30 DAYS: \$ 11,102.05

**3. CONTRACTOR'S CERTIFICATION:**

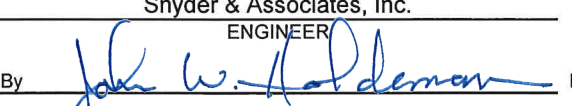
The undersigned CONTRACTOR certifies that:

- (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: 9/5/19

**4. ENGINEER'S APPROVAL:**

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.  
ENGINEER  
By  DATE: 9/6/19

**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   | \$ 11,250.00 | \$ 11,250.00 | 1              |      | \$ 11,250.00 |
| 2.02.    | Topsoil, On-Site   | 1,044          | CY   | 5.50         | 5,742.00     | 1,044          |      | 5,742.00     |
| 2.03.    | Topsoil, Compost-Amended   | 115            | CY   | 40.00        | 4,600.00     | 115            |      | 4,600.00     |
| 2.04.    | Excavation, Class 10   | 2,423          | CY   | 3.60         | 8,722.80     | 2,423          |      | 8,722.80     |
| 2.05.    | Subgrade Preparation, 12 Inches                                  | 3,809          | SY   | 1.75         | 6,665.75     | 3,809          |      | 6,665.75     |
| 2.06.    | Subgrade Treatment, Geogrid, Triangular                          | 1,894          | SY   | 6.10         | 11,553.40    | 160            |      | 976.00       |
| 2.07.    | Subbase, Modified, 8 Inches                                      | 3,809          | SY   | 11.40        | 43,422.60    | 3,809          |      | 43,422.60    |
| 2.08.    | Removal of Known Pipe Culvert Less Than or Equal to 36 Inch Dia. | 490            | LF   | 16.00        | 7,840.00     | 490            |      | 7,840.00     |
| 4.01.    | Storm Sewer, Trenched, C900 PVC, 8 Inch Dia.                     | 164            | LF   | 34.00        | 5,576.00     | 164            |      | 5,576.00     |
| 4.02.    | Storm Sewer, Trenched, PVC, 8 Inch Dia.                          | 24             | LF   | 53.25        | 1,278.00     | 24             |      | 1,278.00     |
| 4.03.    | Storm Sewer, Trenched, PVC, 18 Inch Dia.                         | 160            | LF   | 42.00        | 6,720.00     | 160            |      | 6,720.00     |
| 4.04.    | Storm Sewer, Trenched, Class III RCP, 15 Inch Dia.               | 611            | LF   | 55.00        | 33,605.00    | 611            |      | 33,605.00    |
| 4.05.    | Storm Sewer, Trenched, Class III RCP, 18 Inch Dia.               | 380            | LF   | 47.80        | 18,164.00    | 380            |      | 18,164.00    |
| 4.06.    | Storm Sewer, Trenched, Class III RCP, 24 Inch Dia.               | 152            | LF   | 68.75        | 10,450.00    | 152            |      | 10,450.00    |
| 4.07.    | Pipe Apron, RCP, 15 Inch Dia. With Apron Guard and Footing       | 1              | EA   | 2,115.00     | 2,115.00     | 1              |      | 2,115.00     |
| 4.08.    | Subdrain, Case E, Type 2 8 Inch Dia.                             | 1,858          | LF   | 14.75        | 27,405.50    | 1,908          |      | 28,143.00    |
| 4.09.    | Subdrain Cleanout, Type A-1, 8 Inch Dia.                         | 3              | EA   | 540.00       | 1,620.00     | 3              |      | 1,620.00     |
| 4.10.    | Subdrain Outlets and Connections, PVC, 8 Inch Dia.               | 16             | EA   | 245.00       | 3,920.00     | 16             |      | 3,920.00     |
| 4.11.    | Subdrain Connection for Sump Service, 4 Inch Dia.                | 20             | EA   | 1,780.00     | 35,600.00    | 20             |      | 35,600.00    |
| 5.01.    | Water Main, Trenched PVC C900, 4 Inch Dia.                       | 21             | LF   | 75.00        | 1,575.00     | 21             |      | 1,575.00     |
| 5.02.    | Water Main, Trenched PVC C900, 8 Inch Dia.                       | 1,123          | LF   | 28.50        | 32,005.50    | 1,123          |      | 32,005.50    |
| 5.03.    | Fitting, Tee, 8"x4"x4" Reducer Assembly, Cut-In                  | 1              | EA   | 450.00       | 450.00       | 1              |      | 450.00       |
| 5.04.    | Valve, Gate, 4 Inch Dia.   | 2              | EA   | 900.00       | 1,800.00     | 2              |      | 1,800.00     |
| 5.05.    | Valve, Gate, 8 Inch Dia.   | 2              | EA   | 1,500.00     | 3,000.00     | 2              |      | 3,000.00     |
| 5.06.    | Fire Hydrant Assembly  | 3              | EA   | 3,950.00     | 11,850.00    | 3              |      | 11,850.00    |
| 5.07.    | Connect to Existing Water Main                                   | 3              | EA   | 3,000.00     | 9,000.00     | 3              |      | 9,000.00     |
| 5.08.    | Removal of Water Main  | 1,142          | LF   | 16.50        | 18,843.00    | 1,142          |      | 18,843.00    |
| 5.09.    | Remove Hydrant Assembly  | 1              | EA   | 830.00       | 830.00       | 1              |      | 830.00       |
| 5.10.    | Water Service, Copper Type K, 1 Inch                             | 18             | EA   | 1,580.00     | 28,440.00    | 18             |      | 28,440.00    |
| 6.01.    | Manhole, SW-401 (48 Inch)  | 2              | EA   | 2,800.00     | 5,600.00     | 2              |      | 5,600.00     |
| 6.02.    | Intake, SW-505   | 5              | EA   | 3,780.00     | 18,900.00    | 5              |      | 18,900.00    |
| 6.03.    | Intake, SW-506   | 2              | EA   | 4,895.00     | 9,790.00     | 2              |      | 9,790.00     |
| 6.04.    | Intake, SW-511   | 3              | EA   | 1,900.00     | 5,700.00     | 3              |      | 5,700.00     |
| 6.05.    | Intake, Nyoplast 12" SW, Standard H-20                           | 6              | EA   | 975.00       | 5,850.00     | 6              |      | 5,850.00     |
| 6.06.    | Manhole Adjustment, Major  | 2              | EA   | 1,250.00     | 2,500.00     | 2              |      | 2,500.00     |

|        |  |       |     |           |                              |            |               |
|--------|--|-------|-----|-----------|------------------------------|------------|---------------|
| 7.01.  | Pavement Continuously Reinforced Jointed PCC, 6 Inches     | 3,206 | SY  | 42.00     | 134,652.00                   | 3,239      | 136,038.00    |
| 7.02.  | PCC Pavement Samples and Testing                           | 1     | LS  | 4,500.00  | 4,500.00                     | 1          | 4,500.00      |
| 7.03.  | Removal of Sidewalk  | 27    | SY  | 10.00     | 270.00                       | 27         | 270.00        |
| 7.04.  | Removal of Driveway  | 667   | SY  | 8.50      | 5,669.50                     | 667        | 5,669.50      |
| 7.05.  | Sidewalk, PCC, 4 Inches                                    | 959   | SY  | 45.00     | 43,155.00                    | 998        | 44,910.00     |
| 7.06.  | Sidewalk, PCC, 6 Inches                                    | 68    | SY  | 125.00    | 8,500.00                     | 70         | 8,750.00      |
| 7.07.  | Detectable Warnings  | 82    | SF  | 48.50     | 3,977.00                     | 82         | 3,977.00      |
| 7.08.  | Driveway, Paved, PCC, 6 Inches                             | 872   | SY  | 75.00     | 65,400.00                    | 933.5      | 70,012.50     |
| 7.09.  | Subbase Over-excavation                                    | 600   | TON | 34.00     | 20,400.00                    |            | -             |
| 7.10.  | Pavement Removal   | 2,787 | SY  | 5.50      | 15,328.50                    | 2,787      | 15,328.50     |
| 7.11.  | Temporary Granular Surfacing                               | 440   | TON | 24.00     | 10,560.00                    | 1,141      | 27,384.00     |
| 7.12.  | Removal of Temporary Granular Surfacing                    | 440   | TON | 13.00     | 5,720.00                     | 1,141      | 14,833.00     |
| 8.01.  | Traffic Control  | 1     | LS  | 5,000.00  | 5,000.00                     | 1          | 5,000.00      |
| 9.01.  | Conventional Seeding and Fertilizing, Type 1               | 1     | AC  | 1,500.00  | 1,500.00                     | 1.50       | 2,250.00      |
| 9.02.  | Hydraulic Mulching, Bonded Fiber Matrix                    | 2     | AC  | 3,000.00  | 6,000.00                     | 3          | 9,000.00      |
| 9.03.  | Sod  | 535   | SQ  | 65.00     | 34,775.00                    | 470        | 30,550.00     |
| 9.04.  | SWPPP Management   | 1     | LS  | 4,000.00  | 4,000.00                     | 1.00       | 4,000.00      |
| 9.05.  | Filter Sock, 9 Inch Dia.                                   | 750   | LF  | 3.50      | 2,625.00                     | 750        | 2,625.00      |
| 9.06.  | Filter Sock, Removal                                       | 750   | LF  | 1.00      | 750.00                       | 750        | 750.00        |
| 9.07.  | Silt Fence   | 1,000 | LF  | 1.50      | 1,500.00                     | 133        | 199.50        |
| 9.08.  | Silt Fence, Removal of Device                              | 1,000 | LF  | 0.25      | 250.00                       | 133        | 33.25         |
| 9.09.  | Inlet Protection Device, Drop-In                           | 10    | EA  | 175.00    | 1,750.00                     | 10         | 1,750.00      |
| 9.10.  | Inlet Protection Device, Maintenance                       | 20    | EA  | 25.00     | 500.00                       | 20         | 500.00        |
| 9.11.  | Removal and Reinstallation of Existing Fence, Iron, 6 Foot | 20    | LF  | 180.00    | 3,600.00                     | 20         | 3,600.00      |
| 9.12.  | Removal and Reinstallation of Existing Fence, Wood, 6 Foot | 111   | LF  | 47.75     | 5,300.25                     | 111        | 5,300.25      |
| 9.13.  | Type "I" Inlet Filter                                      | 16    | EA  | 150.00    | 2,400.00                     | 16         | 2,400.00      |
| 11.01. | Mobilization   | 1     | LS  | 35,000.00 | 35,000.00                    | 1          | 35,000.00     |
| 11.02. | Maintenance of Postal Service                              | 1     | LS  | 4,000.00  | 4,000.00                     | 1          | 4,000.00      |
| 11.03. | Maintenance of Solid Waste Collection                      | 1     | LS  | 6,500.00  | 6,500.00                     | 1          | 6,500.00      |
| 11.04. | Concrete Washout   | 1     | LS  | 1,500.00  | 1,500.00                     | 1          | 1,500.00      |
| 11.05. | Mailbox, Removal   | 17    | EA  | 205.00    | 3,485.00                     | 17         | 3,485.00      |
| 11.06. | Cluster Mailbox, Remove, Salvage, and Replace              | 1     | EA  | 1,025.00  | 1,025.00                     | 1          | 1,025.00      |
| 11.07. | Cluster Mailbox, Furnish and Install                       | 2     | EA  | 600.00    | 1,200.00                     | 2          | 1,200.00      |
|        |  |       |     |           | TOTAL ORIGINAL CONTRACT = \$ | 843,175.80 | \$ 844,884.15 |

| CHANGE ORDER SUMMARY: |  |         |    |          |                          |              |   |               |
|-----------------------|--|---------|----|----------|--------------------------|--------------|---|---------------|
| 5.01.                 | Water Main, Trenched, PVC C900, 4 Inch Dia.              | (21)    | LF | 75.00    | (1,575.00)               | (21)         | 1 | (1,575.00)    |
| 5.02.                 | Water Main, Trenched, PVC C900, 8 Inch Dia.              | 149     | LF | 28.50    | 4,246.50                 | 149          | 1 | 4,246.50      |
| 5.03.                 | Fitting, Tee, 8"x4"x4" Reducer Assembly, Cut-In          | (1)     | EA | 450.00   | (450.00)                 | (1)          | 1 | (450.00)      |
| 5.04.                 | Valve, Gate, 4 Inch Dia.                                 | (2)     | EA | 900.00   | (1,800.00)               | (2)          | 1 | (1,800.00)    |
| 5.05.                 | Valve, Gate, 8 Inch Dia.                                 | 2       | EA | 1,500.00 | 3,000.00                 | 2            | 1 | 3,000.00      |
| 5.08.                 | Removal of Water Main                                    | (21)    | LF | 16.50    | (346.50)                 | (21)         | 1 | (346.50)      |
| 5.10.                 | Water Service, Copper Type K, 1 Inch, Near Side Trenched | 1       | EA | 1,580.00 | 1,580.00                 | 1            | 1 | 1,580.00      |
| 5.11.                 | Abandon Water Main                                       | 160     | LF | 22.00    | 3,520.00                 | 160          | 1 | 3,520.00      |
| 5.12.                 | Fitting, Tee, 8"x8"x8"                                   | 1       | EA | 935.00   | 935.00                   | 1            | 1 | 935.00        |
| 5.13.                 | Fitting, Elbow, 4"x4" Reducer Assembly, Cut-In           | 1       | EA | 1,221.00 | 1,221.00                 | 1            | 1 | 1,221.00      |
| 7.03.                 | Removal of Sidewalk                                      | 36      | SY | 10.00    | 360.00                   | 36           | 1 | 360.00        |
| 7.05.                 | Sidewalk, PCC, 4 Inches                                  | 36      | SY | 45.00    | 1,620.00                 | 36           | 1 | 1,620.00      |
| 9.03.                 | Sod  | 25      | SQ | 65.00    | 1,625.00                 |              | 1 | -             |
| CO.2.                 | Joint Restraint for Hydrant Removal                      | 1       | LS | 1,320.00 | 1,320.00                 | 1            | 2 | 1,320.00      |
| CO.3.                 | Water Service Boring                                     | 1       | LS | 4,974.75 | 4,974.75                 | 1            | 3 | 4,974.75      |
| CO.4.                 | Sanitary Sewer Service (T&M)                             | 1       | LS | 5,016.89 | 5,016.89                 | 1            | 4 | 5,016.89      |
| CO.5.1.               | Connection to Existing Subdrain                          | 1       | LS | 500.00   | 500.00                   | 1            | 5 | 500.00        |
| CO.5.2.               | 8" Area Drain  | 1       | EA | 940.00   | 940.00                   | 1            | 5 | 940.00        |
| CO.5.3.               | Adjustment of Area Intake                                | 1       | EA | 550.00   | 550.00                   | 1            | 5 | 550.00        |
| 2.06.                 | Subgrade Treatment, Geogrid, Triangular                  | (1,734) | EA | 6.10     | (10,577.40)              |              | 6 | -             |
| 4.08.                 | Subdrain, Case E, Type 2, 8 Inch Dia.                    | 50      | EA | 14.75    | 737.50                   |              | 6 | -             |
| 7.01.                 | Pavement Continuously Reinforced Jointed PCC, 6 Inches   | 33      | EA | 42.00    | 1,386.00                 |              | 6 | -             |
| 7.05.                 | Sidewalk, PCC, 4 Inches                                  | 39      | EA | 45.00    | 1,755.00                 |              | 6 | -             |
| 7.06.                 | Sidewalk, PCC, 6 Inches                                  | 2       | EA | 125.00   | 250.00                   |              | 6 | -             |
| 7.08.                 | Driveway, Paved, PCC, 6 Inches                           | 61.50   | EA | 75.00    | 4,612.50                 |              | 6 | -             |
| 7.09.                 | Subbase Over-Excavation                                  | (600)   | EA | 34.00    | (20,400.00)              |              | 6 | -             |
| 7.11.                 | Temporary Granular Surfacing                             | 701     | EA | 24.00    | 16,824.00                |              | 6 | -             |
| 7.12.                 | Removal of Temporary Granular Surfacing                  | 701     | EA | 13.00    | 9,113.00                 |              | 6 | -             |
| 9.01.                 | Conventional Seeding and Fertilizing, Type 1             | 0.50    | EA | 1,500.00 | 750.00                   |              | 6 | -             |
| 9.02.                 | Hydraulic Mulching, Bonded Fiber Matrix                  | 1       | EA | 3,000.00 | 3,000.00                 |              | 6 | -             |
| 9.03.                 | Sod  | (90)    | EA | 65.00    | (5,850.00)               |              | 6 | -             |
| 9.07.                 | Silt Fence   | (867)   | EA | 1.50     | (1,300.50)               |              | 6 | -             |
| 9.08.                 | Silt Fence, Removal of Device                            | (867)   | EA | 0.25     | (216.75)                 |              | 6 | -             |
|                       |  |         |    |          | TOTAL CHANGE ORDERS = \$ | 27,320.99    |   | \$ 25,612.64  |
|                       |  |         |    |          | TOTAL CONTRACT           |              |   |               |
|                       |  |         |    |          | & CHANGE ORDERS          | \$870,496.79 |   | \$ 870,496.79 |

**RESOLUTION 2019-88**

**A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL  
PAYMENT NO. 1 FOR THE EAST GRIMES STREET AND DEER  
HAVEN STREET INTERSECTION REPAIRS PROJECT**

---

**WHEREAS**, the City of Polk City, City Council, approved Resolution 2019-30 ordering construction for the East Grimes Street and Deer Haven Street Intersection Repairs Project on April 22, 2019; and

**WHEREAS**, the City Council approved Resolution 2019-43 on May 28, 2019 awarding the construction contract to Alliance Construction Group, LLC. Of Grimes, Iowa; and

**WHEREAS**, on May 28, 2019 the City Council approved Resolution 2019-44 approving the contract in the amount of \$85,476.50; and

**WHEREAS**, Alliance Construction Group, LLC and the City Engineer have submitted the Application for Partial Payment No. 1 giving a detailed estimate of work completed with an application for payment in the amount of \$38,432.53.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment No. 1 for the East Grimes Street and Deer Haven Street Intersection Repairs Project and the Finance Officer is hereby authorized to issue a check to Alliance Construction Group, LLC in the amount of \$38,432.53.

**PASSED AND APPROVED** the 10<sup>th</sup> day of September 2019.

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Jason Morse, Mayor

ATTEST:

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Jenny Gibbons, City Clerk

September 10, 2019

Honorable Mayor and City Council  
City of Polk City  
112 S. 3<sup>rd</sup> Street  
Polk City, Iowa

RE: PARTIAL PAYMENT APPLICATION NO. 1  
EAST GRIMES STREET AND DEER HAVEN STREET INTERSECTION  
REPAIRS PROJECT

Dear Honorable Mayor and City Council:

Please find attached Partial Payment Application No. 1 for the East Grimes Street and Deer Haven Street Intersection Repairs Project. This pay application includes work completed by the Contractor between May 28, 2019 and August 31, 2019. Work completed through this pay application includes earthwork and paving associated with the south leg of the intersection.

The Contractor has completed paving operations on the south leg of the intersection. The Contractor began construction operations for the north side of the intersection on September 5. The Contractor is currently on pace to be completed within the 25 working days.

We recommend payment of \$38,432.53 to the Contractor, Alliance Construction Group, LLC. for work completed through August 31, 2019. Approximately 47% of the total contract work has been completed and 8 of the 25 working days for the project have been charged through this pay application.

Please contact me should you have any questions on this pay application. We will be in attendance at the September 10, 2019 City Council meeting to answer any questions regarding this partial payment application.

Sincerely,

SNYDER & ASSOCIATES, INC.

John W. Haldeman, P.E.

Enclosure

cc: Mike Schulte, City of Polk City  
Don Sandor, City of Polk City  
Kathleen Connor, Snyder & Associates  
Travis Thornburgh, Snyder & Associates



# APPLICATION FOR PARTIAL PAYMENT NO. 1

PROJECT: East Grimes Street and Deer Haven Street  
Intersection Repairs Project

S&A PROJECT NO.: 118.1106.01

OWNER: City of Polk City  
CONTRACTOR: Alliance Construction Group, LLC.  
ADDRESS: 3000 SE Grimes Blvd., Suite 800  
Grimes, Iowa 50111  
DATE: 9/9/2019

PAYMENT PERIOD: 5/28/2019  
to 8/31/2019

## 1. CONTRACT SUMMARY:

Original Contract Amount: \$ 85,476.50  
Net Change by Change Order: \$ -  
Contract Amount to Date: \$ 85,476.50

### CONTRACT PERIOD: TOTAL WORKING DAYS

Original Contract Date: May 28, 2019

Original Contract Time: 25

Added by Change Order: 0

Contract Time to Date: 25

Time Used to Date: 8

Contract Time Remaining: 17

## 2. WORK SUMMARY:

Total Work Performed to Date: \$ 40,455.30  
Retainage: 5% \$2,022.77  
Total Earned Less Retainage: \$38,432.53  
Less Previous Applications for Payment: \$ -  
AMOUNT DUE THIS APPLICATION: \$38,432.53

## 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

Alliance Construction Group, LLC.

CONTRACTOR

By

DATE:

9/3/19

## 4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.

ENGINEER

By

DATE:

9/4/2019

## 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.                        | Topsoil, On-Site                                     | 80             | CY   | \$ 33.00  | \$ 2,640.00  | 20             |      | \$ 660.00  |
| 2.02.                        | Excavation, Class 10                                 | 35             | CY   | 29.00     | 1,015.00     | 17.5           |      | 507.50     |
| 2.03.                        | Subgrade Preparation                                 | 950            | SY   | 4.50      | 4,275.00     | 475            |      | 2,137.50   |
| 7.01.                        | Pavement, PCC, 6-Inch Continuously Reinforced        | 870            | SY   | 51.50     | 44,805.00    | 494.6          |      | 25,471.90  |
| 7.02.                        | PCC Pavement Samples and Testing                     | 1              | LS   | 1,600.00  | 1,600.00     | 0.5            |      | 800.00     |
| 7.03.                        | Removal of Sidewalk                                  | 53             | SY   | 16.00     | 848.00       | 25.5           |      | 408.00     |
| 7.04.                        | Sidewalk, PCC, 6-Inch                                | 53             | SY   | 72.00     | 3,816.00     |                |      | -          |
| 7.05.                        | Detectable Warnings                                  | 64             | SF   | 40.00     | 2,560.00     |                |      | -          |
| 7.06.                        | Removal of Pavement                                  | 870            | SY   | 12.00     | 10,440.00    | 451.7          |      | 5,420.40   |
| 8.01.                        | Temporary Traffic Control                            | 1              | LS   | 3,450.00  | 3,450.00     | 0.5            |      | 1,725.00   |
| 9.01.                        | Hydraulic Seeding, Fertilizing, and Mulching, Type 1 | 0.07           | AC   | 30,000.00 | 2,100.00     |                |      | -          |
| 9.02.                        | Filter Sock, 6-Inch                                  | 365            | LF   | 2.50      | 912.50       |                |      | -          |
| 9.03.                        | Filter Sock, Removal                                 | 365            | LF   | 1.00      | 365.00       |                |      | -          |
| 11.01.                       | Mobilization   | 1              | LS   | 6,200.00  | 6,200.00     | 0.5            |      | 3,100.00   |
| 11.02.                       | Concrete Washout                                     | 1              | LS   | 450.00    | 450.00       | 0.5            |      | 225.00     |
| TOTAL ORIGINAL CONTRACT =    |  |                |      |           | \$ 85,476.50 | \$ 40,455.30   |      |            |
| <b>CHANGE ORDER SUMMARY:</b> |  |                |      |           |              |                |      |            |
|                              |  |                |      |           |              |                |      |            |
|                              |  |                |      |           |              |                |      |            |
| TOTAL CHANGE ORDERS =        |  |                |      |           | \$ -         | \$ -           |      |            |
| <b>TOTAL CONTRACT</b>        |  |                |      |           |              |                |      |            |
| <b>&amp; CHANGE ORDERS</b>   |  |                |      |           | \$85,476.50  | \$ 40,455.30   |      |            |

**RESOLUTION NO. 2019-89**

**A RESOLUTION ACCEPTING THE 2018 POLK CITY PARK IMPROVEMENTS  
PROJECT**

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**WHEREAS**, the City of Polk City, City Council, approved construction for the 2018 Parks Improvement project on April 23, 2018; and

**WHEREAS**, the City Council awarded the construction contract for said project to Concrete Connection, LLC of Johnston, Iowa; and

**WHEREAS**, on April 23, 2018 the City Council approved the contract for the construction of the 2018 Parks Improvement project with Concrete Connections, LLC n in the amount of \$254,780; and

**WHEREAS**, on September 24, 2018 City Council approved Change Order No. 1 in the amount of \$1,633.50 bringing the total contract to the amount of \$256,413.50; and

**WHEREAS**, on March 11th, 2019 City Council approved Change Order No. 2 in the amount of \$1,375 bringing the total contract to the amount of \$257,788.50; and

**WHEREAS**, on June 25, 2018 City Council approved Resolution 2018-75 Partial Payment No. 1 in the amount of \$24,655.40; and

**WHEREAS**, on July 23, 2018 City Council approved Resolution 2018-84 Partial Payment No. 2 in the amount of \$124,241.66; and

**WHEREAS**, on August 27, 2018 City Council approved Resolution 2018-92 Partial Payment No. 3 in the amount of \$41,151.63; and

**WHEREAS**, on September 24, 2018 City Council approved Resolution 2018-108 Partial Payment No. 4 in the amount of \$26,799.50; and

**WHEREAS**, on November 12, 2018 City Council approved Resolution 2018-133 Partial Payment No. 5 in the amount of \$26,744.63; and

**WHEREAS**, on March 11, 2019 City Council approved Resolution 2019-18 Partial Payment No. 6 in the amount of \$11,538.68; and

**WHEREAS**, on September 3, 2019, the City Engineer submitted a certificate of completion stating all improvements have been constructed in substantial conformance with the approved construction documents.

**WHEREAS**, the Warranty period for the tree plantings and other warranted improvements will expire on September 3, 2020, one year after project completion.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa hereby accepts the 2018 Parks Improvement Project.

**PASSED AND APPROVED** the 10<sup>th</sup> day of September 2019.

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Jason Morse, Mayor

ATTEST:

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Jenny Gibbons, City Clerk

September 3, 2019

Mike Shulte  
City of Polk City Public Works  
112 3<sup>rd</sup> Street  
Polk City, IA 50226-0426

RE: 2018 POLK CITY PARK IMPROVEMENTS  
FINAL ACCEPTANCE OF IMPROVEMENTS

Dear Mike:

Snyder & Associates has conducted a final review of the construction items and have found all punch-list items complete and all improvements have been constructed in accordance with the construction documents. Therefore, we recommend final acceptance of these improvements, and release the final retained funds to the Concrete Connection Company. The warranty period for the tree plantings and other warranted improvements will begin on this date, and will expire on September 3, 2020.

Please feel free to contact me with any questions;

Sincerely,

SNYDER & ASSOCIATES, INC.



Tim West, PLA

Enclosures

**ORDINANCE NO. 2019-1400**

**AN ORDINANCE AMENDING  
CHAPTER 65, STOP OR YIELD REQUIRED, SECTION 65.02 AND  
CHAPTER 69, PARKING REGULATIONS, SECTION 69.08, NO PARKING ZONES**

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

**Section 1.** Chapter 65, of the Polk City Code of Ordinances; Stop or Yield Required, Section 65.02, Stop Required, is hereby amended by adding section #165 and #166:

#165 The entrance from Timber Valley Drive to NW Hugg Drive

#166 The entrance from Timber Valley Circle to Timber Valley Drive

**Section 2.** Chapter 69, of the Polk City Code of Ordinances; Parking Regulations, Section 69.08, No Parking Zones, is hereby amended by the following:

a) adding sections #144, #145 and #146:

- #144 Timber Valley Drive on the west and northerly side from NW Hugg Drive through the cul de sac
- #145 Timber Valley Drive on the east side from NW Hugg Drive to a point 100 feet south
- #146 Timber Valley Circle on the west side through the cul de sac

**Section 4.** 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 5.** This Ordinance shall be in full force 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:

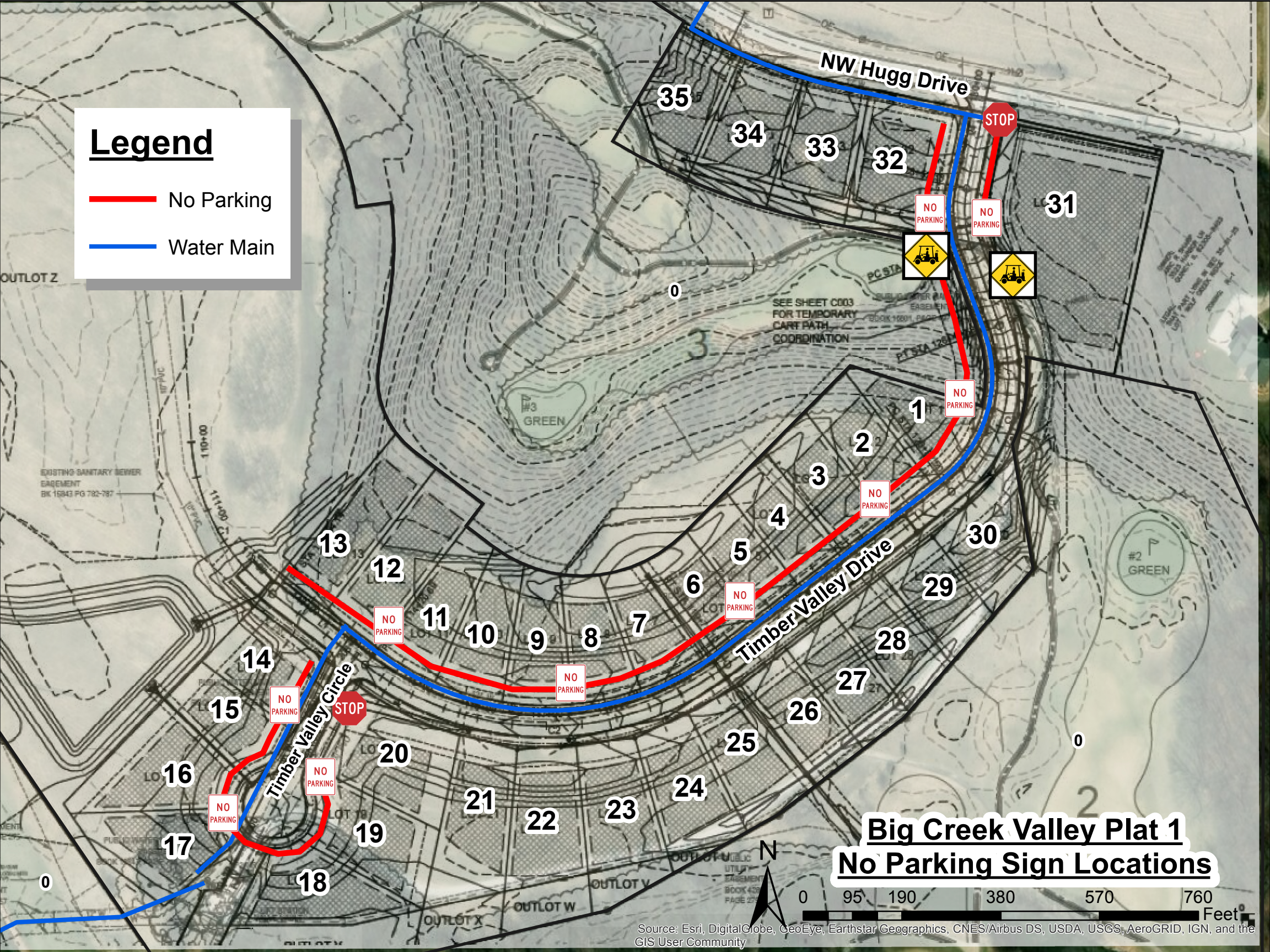
Third Reading:

Date Adopted:

Date of Publication by posting:

# Legend

-  No Parking
-  Water Main



**Big Creek Valley Plat 1**  
**No Parking Sign Locations**

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

**ORDINANCE NO. 2019-1000**

**AN ORDINANCE DELETING CHAPTER 9 URBAN REVITALIZATION PLAN**

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**WHEREAS**, the City of Polk City adopted an ordinance in 1986 establishing an Urban Revitalization Plan for the City;

**WHEREAS**, the City records indicate the plan was renewed in 1989;

**WHEREAS**, the minutes from 1989 when the plan was renewed states “this plan would replace the existing plan adopted in 1981 and would last for only three years”;

**WHEREAS**, Chapter 9 of the City Code, Section 9.17, states “..and it shall remain in effect thereafter until such time as the Council believes that the desired level of revitalization has been attained, or that economic conditions are such that the continuation of the revitalization plan would cease to be a benefit to the city and the council institutes action to repeal the urban revitalization ordinance, as is provided in Iowa Code section 404.7”;

**WHEREAS**, all existing exemptions shall continue until their expiration as required by Iowa law; and

**WHEREAS**, the Council believes that it is in the best interest of the City to repeal the current urban revitalization ordinance in anticipation of adopting a new Urban Revitalization Plan.

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

**Section 1.** Chapter 9, Urban Revitalization Plan, is hereby repealed in its entirety.

**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 passage, approval and publication as provided by law.

**PASSED AND ADOPTED** 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: |





**Date** August 23, 2019

**To:** Don Sandor  
 City of Polk City  
 P.O. Box 426  
 Polk City, IA 50226-0426

**INVOICE SUMMARY - JULY SERVICES**

Services from July 1, 2019 through July 31, 2019

**GENERAL ENGINEERING**

|   |          |             |
|---|----------|-------------|
| <u>2019 General Engineering</u>   | 119.0001 | \$ 2,674.00 |
| <u>Building and Development issues:</u>   | 119.0001 | \$ 3,915.50 |
| <i>Meetings and coordination with developers, engineers, building inspector, and staff regarding various potential and ongoing projects including potential annexation, subdivisions, and building permits.</i>         |          |             |
| <u>Water Dept:</u>  | 119.0001 | \$ 191.00   |
| <i>Water fees and looping in potential annexation area, continued work on list of CIP projects.</i>   |          |             |
| <u>Sanitary Sewer Dept:</u>   | 119.0001 | \$ 2,873.50 |
| <i>Sewer fees and sewer depth in potential annexation area, continued work on list of CIP projects.</i>   |          |             |
| <u>Miscellaneous Projects:</u>  | 119.0001 | \$ 3,272.75 |
| <i>Whitetail Parkway extension alignment, RRFB reimbursement, Schlichte pond, Tiberline drainage issues, crash review on N. 3rd, and continued work on CIP project list and updating select cost opinions for same.</i> |          |             |

**SUBTOTAL** \$ 12,926.75

**CAPITAL IMPROVEMENT PROJECTS**

|   |          |                            |
|---|----------|----------------------------|
| 3rd Street & Bridge Road Intersection Improvements    | 118.0330 | \$ 17,100.00               |
| Davis Street Reconstruction Project                   | 117.0289 | \$ 4,061.50                |
| Grimes St. & Deer Haven St. Intersection Improvements | 118.1106 | \$ 195.00                  |
| SE Trunk Sanitary Sewer Environmental                 | 119.0268 | \$ 6,325.00                |
| <b>SUBTOTAL</b>                                       |          | <u><u>\$ 27,681.50</u></u> |

**REIMBURSABLE DEVELOPMENT REVIEW PROJECTS**

|   |          |                            |
|---|----------|----------------------------|
| Berggren Farms Annexation and Rezoning                        | 119.052  | \$ 286.50                  |
| Big Creek Valley: Construction Observation                    | 118.0975 | \$ 7,001.12                |
| Bridgeview Plat 2: Storm Water Management & Tree Removal Plan | 119.0294 | \$ 1,026.00                |
| Crossroads Plat 2: Construction Observation                   | 117.1163 | \$ 1,663.50                |
| Mary Kirkwood Acres Plat 2: Preliminary Plat and Final Plat   | 119.0713 | \$ 600.00                  |
| Miller Property Annexation and Rezoning                       | 119.0519 | \$ 286.50                  |
| Twelve Oaks Plat 3: Construction Observation                  | 115.0170 | \$ 648.00                  |
| <b>SUBTOTAL</b>   |          | <u><u>\$ 11,511.62</u></u> |

**TOTAL** \$ 52,119.87



INVOICE FOR PROFESSIONAL SERVICES

August 23, 2019

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

Invoice No: 119.0001.01 - 7

Reference:

**Project 119.0001.01 Polk City: General Engineering 2019**

**Professional Services through July 31, 2019**

**Basic Services**

**Council Meeting**

Attend two City Council meetings

|                        | Hours | Rate   | Amount          |
|------------------------|-------|--------|-----------------|
| Principal Planner      | 2.00  | 191.00 | 382.00          |
| Total Services         | 2.00  |        | 382.00          |
| <b>Total Services</b>  |       |        | <b>382.00</b>   |
| <b>Total this Task</b> |       |        | <b>\$382.00</b> |

|                         | Total           | Prior           | Current       |
|-------------------------|-----------------|-----------------|---------------|
| <b>Billings to Date</b> | <b>2,101.00</b> | <b>1,719.00</b> | <b>382.00</b> |

**P&Z Meeting**

Attend one P&Z meeting

|                        | Hours | Rate   | Amount          |
|------------------------|-------|--------|-----------------|
| Principal Planner      | 1.00  | 191.00 | 191.00          |
| Total Services         | 1.00  |        | 191.00          |
| <b>Total Services</b>  |       |        | <b>191.00</b>   |
| <b>Total this Task</b> |       |        | <b>\$191.00</b> |

|                         | Total         | Prior         | Current       |
|-------------------------|---------------|---------------|---------------|
| <b>Billings to Date</b> | <b>955.00</b> | <b>764.00</b> | <b>191.00</b> |

**Other Meeting**

Attend meetings with Don Sandor and Amy Beattie re: Boland-Luana agreement issues; with Don Sandor, Tom Wittman, and John McMullen re: tree removal plan; with Don Sandor and Jarrod Ruckle re: potential Harvey property development; and two staff meetings

|                        | Hours | Rate   | Amount            |
|------------------------|-------|--------|-------------------|
| Principal Planner      | 10.00 | 191.00 | 1,910.00          |
| Total Services         | 10.00 |        | 1,910.00          |
| <b>Total Services</b>  |       |        | <b>1,910.00</b>   |
| <b>Total this Task</b> |       |        | <b>\$1,910.00</b> |

|                         | Total           | Prior           | Current         |
|-------------------------|-----------------|-----------------|-----------------|
| <b>Billings to Date</b> | <b>8,300.25</b> | <b>6,390.25</b> | <b>1,910.00</b> |

**Building Dept**

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

Coordinate with Don Sandor re: TCI Pod K Master Plan, with Tom Wittman re: Amy Staudt email re: "tabling project", with Brian Moressy re: grading permit, with Jenny Gibbons re: driveway at Lot 11 of Woodhaven Plat 3, with Amy Beattie re: WCTH additional PUE easements, with Pat Carruthers-Green re: Fareway sign permit, with PFM re: available lots, with Jarrod Ruckle and Kelsey Scallion re: Harvey property issues such as detention basin and access management plan, with Brad Stumbo re: platting in 2-mile ETJ, with Jenny Gibbons re: Indian Hills Plat of Survey per HOA request including fence encroachment, with Joe Matacheck re: SUDAS and development review process/schedule, and miscellaneous issues. Coordinate with Don Sandor on each of the above items.

|                         | Hours            | Rate             | Amount            |
|-------------------------|------------------|------------------|-------------------|
| Principal Planner       | 13.50            | 191.00           | 2,578.50          |
| Total Services          | 13.50            |                  | 2,578.50          |
| <b>Total Services</b>   |                  |                  | <b>2,578.50</b>   |
| <b>Total this Task</b>  |                  |                  | <b>\$2,578.50</b> |
| <b>Billings to Date</b> | <b>Total</b>     | <b>Prior</b>     | <b>Current</b>    |
|                         | <b>22,589.50</b> | <b>20,011.00</b> | <b>2,578.50</b>   |

**Water Dept**

Coordinate with Mike Schulte re: boil notices due to reconstruction related to water/storm sewer conflict in Big Valley. Coordinate with Mike Schulte, Jenny Gibbons, and Safe Buildings re: hydrant coverage at 506 E. Broadway

|                         | Hours           | Rate            | Amount          |
|-------------------------|-----------------|-----------------|-----------------|
| Principal Planner       | 1.00            | 191.00          | 191.00          |
| Total Services          | 1.00            |                 | 191.00          |
| <b>Total Services</b>   |                 |                 | <b>191.00</b>   |
| <b>Total this Task</b>  |                 |                 | <b>\$191.00</b> |
| <b>Billings to Date</b> | <b>Total</b>    | <b>Prior</b>    | <b>Current</b>  |
|                         | <b>1,850.50</b> | <b>1,659.50</b> | <b>191.00</b>   |

**Sanitary Sewers**

Coordinate with Mike Schulte and Jenny Gibbons re: service for 506 E Broadway. Research and respond to PFM request for information for sanitary sewer rate study including cost opinions for future sanitary sewer studies/projects including coordination with Mike Schulte re: scope for I&I study, Phase 1 limits for SE Trunk Sewer and exhibits for same, and update old cost opinions

|                         | Hours           | Rate            | Amount            |
|-------------------------|-----------------|-----------------|-------------------|
| Principal Planner       | 3.50            | 191.00          | 668.50            |
| Engineer VII            | 13.50           | 150.00          | 2,025.00          |
| Engineer I              | 2.00            | 90.00           | 180.00            |
| Total Services          | 19.00           |                 | 2,873.50          |
| <b>Total Services</b>   |                 |                 | <b>2,873.50</b>   |
| <b>Total this Task</b>  |                 |                 | <b>\$2,873.50</b> |
| <b>Billings to Date</b> | <b>Total</b>    | <b>Prior</b>    | <b>Current</b>    |
|                         | <b>7,111.50</b> | <b>4,238.00</b> | <b>2,873.50</b>   |

**Storm Sewers**

Research and respond to Kyle Hout and Brian Erickson re: 1609 Westside Drive TRM including field review and research, research and provide information to Brian Morrissey re: SWMP for Lost Lakes, discuss ditch in front of Lakeside Fellowship Church with Doug Ohlfest, field review Timberline Ditch with Mike Schulte, Iowa DNR, and contractors to discuss potential improvements, provide information to Sunde Engineering re: detention requirements, provide TCI flood maps to Tom Wittman, review drainage calculations and revised site plan for sidewalk and culvert at 101 Deer Haven and coordinate with Mike Schulte and Jeff Begg on same

|                    | Hours | Rate   | Amount   |
|--------------------|-------|--------|----------|
| Principal Planner  | 7.00  | 191.00 | 1,337.00 |
| Principal Engineer | .25   | 191.00 | 47.75    |

|                         |                 |                     |                        |                   |
|-------------------------|-----------------|---------------------|------------------------|-------------------|
| Project                 | 119.0001.01     | PlkCty-Gen Eng 2019 | Invoice                | 7                 |
| Engineer I              |                 | 3.50                | 90.00                  | 315.00            |
| Total Services          |                 | 10.75               |                        | 1,699.75          |
| <b>Total Services</b>   |                 |                     |                        | <b>1,699.75</b>   |
|                         |                 |                     | <b>Total this Task</b> | <b>\$1,699.75</b> |
| <b>Billings to Date</b> | <b>Total</b>    | <b>Prior</b>        | <b>Current</b>         |                   |
|                         | <b>6,656.00</b> | <b>4,956.25</b>     | <b>1,699.75</b>        |                   |

**Street Dept**

Coordinate with Kwik Star re: needed traffic impact study, scope of services for study, and reiterate access issues; with Mike Schulte re: certified letter to paving contractor at Twelve Oaks Plat 2; coordinate with Don Sandor re: triggers for trail construction in Crossroads including research on prior discussions; and coordinate with Mike Schulte re: planning for 2019 street repair project

|                         | Hours            | Rate             | Amount                 |                   |
|-------------------------|------------------|------------------|------------------------|-------------------|
| Principal Engineer      | 1.00             | 202.00           | 202.00                 |                   |
| Principal Planner       | 6.00             | 191.00           | 1,146.00               |                   |
| Engineer I              | 2.50             | 90.00            | 225.00                 |                   |
| Total Services          | 9.50             |                  | 1,573.00               |                   |
| <b>Total Services</b>   |                  |                  |                        | <b>1,573.00</b>   |
|                         |                  |                  | <b>Total this Task</b> | <b>\$1,573.00</b> |
| <b>Billings to Date</b> | <b>Total</b>     | <b>Prior</b>     | <b>Current</b>         |                   |
|                         | <b>11,625.25</b> | <b>10,052.25</b> | <b>1,573.00</b>        |                   |

**General Areas**

Coordinate with Don Sandor, Lindsey Huber, Jenny Gibbons, Amy Beattie and Becky Leonard re: City Code sections on tree removal and fencing Resolutions, P&Z agenda and minutes, Council agenda, and miscellaneous issues

|                         | Hours            | Rate             | Amount                 |                   |
|-------------------------|------------------|------------------|------------------------|-------------------|
| Principal Planner       | 8.00             | 191.00           | 1,528.00               |                   |
| Total Services          | 8.00             |                  | 1,528.00               |                   |
| <b>Total Services</b>   |                  |                  |                        | <b>1,528.00</b>   |
|                         |                  |                  | <b>Total this Task</b> | <b>\$1,528.00</b> |
| <b>Billings to Date</b> | <b>Total</b>     | <b>Prior</b>     | <b>Current</b>         |                   |
|                         | <b>12,800.75</b> | <b>11,272.75</b> | <b>1,528.00</b>        |                   |

**GIS Services**

|                         |                 |                 |                        |             |
|-------------------------|-----------------|-----------------|------------------------|-------------|
|                         |                 |                 | <b>Total this Task</b> | <b>0.00</b> |
| <b>Billings to Date</b> | <b>Total</b>    | <b>Prior</b>    | <b>Current</b>         |             |
|                         | <b>2,974.50</b> | <b>2,974.50</b> | <b>0.00</b>            |             |

|                         |                  |                  |                                |                           |
|-------------------------|------------------|------------------|--------------------------------|---------------------------|
|                         |                  |                  | <b>Amount Due this Invoice</b> | <b><u>\$12,926.75</u></b> |
| <b>Billings to Date</b> | <b>Total</b>     | <b>Prior</b>     | <b>Current</b>                 |                           |
|                         | <b>76,964.25</b> | <b>64,037.50</b> | <b>12,926.75</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

August 22, 2019

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

Invoice No: 118.0330.01 - 10

Reference:

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

**Professional Services through July 31, 2019**

**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         | 95.00   | 2,850.00             | 2,700.00         | 150.00          |
| Critical Path Construction Obs. | 7,000.00         | 100.00  | 7,000.00             | 6,300.00         | 700.00          |
| Construction Staking            | 1,500.00         | 100.00  | 1,500.00             | 1,350.00         | 150.00          |
| Record Drawings                 | 500.00           | 0.00    | 0.00                 | 0.00             | 0.00            |
| <b>Total Fee</b>                | <b>12,000.00</b> |         | <b>11,350.00</b>     | <b>10,350.00</b> | <b>1,000.00</b> |
| <b>Total Lump Sum Fees</b>      |                  |         |                      |                  | <b>1,000.00</b> |

|                         | Total            | Prior            | Current         |
|-------------------------|------------------|------------------|-----------------|
| <b>Billings to Date</b> | <b>11,350.00</b> | <b>10,350.00</b> | <b>1,000.00</b> |

**Addl Serv - Roadway/Drainage/Sidewalk  
 Lump Sum Fees**

|                             | Contract Amount | % Compl | Total Billed to Date | Previous Billed | Current Billed |
|-----------------------------|-----------------|---------|----------------------|-----------------|----------------|
| Project Administration      | 1,500.00        | 100.00  | 1,500.00             | 0.00            | 1,500.00       |
| Design & Construction Plans | 3,800.00        | 100.00  | 3,800.00             | 0.00            | 3,800.00       |
| Bid Assistance              | 600.00          | 100.00  | 600.00               | 0.00            | 600.00         |

| Project                                | 118.0330.01 | PlkCty-3rdSt&BridgeRdIntersectionImprove |        |           | Invoice | 10               |
|--|-------------|--|--------|-----------|---------|------------------|
| Construction Administration            |             | 2,200.00                                 | 100.00 | 2,200.00  | 0.00    | 2,200.00         |
| Critical Path Construction Observation |             | 1,200.00                                 | 100.00 | 1,200.00  | 0.00    | 1,200.00         |
| Construction Staking                   |             | 1,700.00                                 | 100.00 | 1,700.00  | 0.00    | 1,700.00         |
| Total Fee                              |             | 11,000.00                                |        | 11,000.00 | 0.00    | 11,000.00        |
| <b>Total Lump Sum Fees</b>             |             |  |        |           |         | <b>11,000.00</b> |

|                         |                  |              |                  |
|-------------------------|------------------|--------------|------------------|
| <b>Billings to Date</b> | <b>Total</b>     | <b>Prior</b> | <b>Current</b>   |
|                         | <b>11,000.00</b> | <b>0.00</b>  | <b>11,000.00</b> |

**Addl Serv - Traffic Signals  
Lump Sum Fees**

|                                      | Contract Amount | % Compl | Total Billed to Date | Previous Billed | Current Billed  |
|--------------------------------------|-----------------|---------|----------------------|-----------------|-----------------|
| Pedestrian Push Button Poles         | 2,300.00        | 100.00  | 2,300.00             | 0.00            | 2,300.00        |
| Vehicle Detection for Temp Signal    | 1,600.00        | 100.00  | 1,600.00             | 0.00            | 1,600.00        |
| Const. Coordination for East Opening | 1,200.00        | 100.00  | 1,200.00             | 0.00            | 1,200.00        |
| Total Fee                            | 5,100.00        |         | 5,100.00             | 0.00            | 5,100.00        |
| <b>Total Lump Sum Fees</b>           |                 |         |                      |                 | <b>5,100.00</b> |

|                         |                 |              |                 |
|-------------------------|-----------------|--------------|-----------------|
| <b>Billings to Date</b> | <b>Total</b>    | <b>Prior</b> | <b>Current</b>  |
|                         | <b>5,100.00</b> | <b>0.00</b>  | <b>5,100.00</b> |

**Amount Due this Invoice** \$17,100.00

|                         |                  |                  |                  |
|-------------------------|------------------|------------------|------------------|
| <b>Billings to Date</b> | <b>Total</b>     | <b>Prior</b>     | <b>Current</b>   |
|                         | <b>59,950.00</b> | <b>42,850.00</b> | <b>17,100.00</b> |

**Maximum billing per City Council approval \$68,100**

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

August 23, 2019

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

Invoice No: 117.0289.01 - 20

Reference:

Project 117.0289.01 Polk City - Davis Street Reconstruction

Professional Services through July 31, 2019

Basic Services  
 Lump Sum Fees

|                            | Contract Amount        | % Compl                | Total Billed to Date | Previous Billed | Current Billed |
|----------------------------|------------------------|------------------------|----------------------|-----------------|----------------|
| Topo & Bounday Survey      | 7,100.00               | 100.00                 | 7,100.00             | 7,100.00        | 0.00           |
| Project Admin              | 6,300.00               | 100.00                 | 6,300.00             | 6,300.00        | 0.00           |
| Prelim Design & Plans      | 25,700.00              | 100.00                 | 25,700.00            | 25,700.00       | 0.00           |
| Final Design & Plans       | 22,700.00              | 100.00                 | 22,700.00            | 22,700.00       | 0.00           |
| Bid Phase                  | 2,000.00               | 100.00                 | 2,000.00             | 2,000.00        | 0.00           |
| Total Fee                  | 63,800.00              |                        | 63,800.00            | 63,800.00       | 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 63,800.00</b> | <b>Prior 63,800.00</b> | <b>Current 0.00</b>  |                 |                |

Additional Services  
 Lump Sum Fees

|                            | Contract Amount        | % Compl                | Total Billed to Date | Previous Billed | Current Billed |
|----------------------------|------------------------|------------------------|----------------------|-----------------|----------------|
| Storm Water & Detention    | 15,000.00              | 100.00                 | 15,000.00            | 15,000.00       | 0.00           |
| Temp Construction Easement | 3,500.00               | 100.00                 | 3,500.00             | 3,500.00        | 0.00           |
| Acquisition Plats & Legals | 1,200.00               | 100.00                 | 1,200.00             | 1,200.00        | 0.00           |
| Public Information Meeting | 8,100.00               | 100.00                 | 8,100.00             | 8,100.00        | 0.00           |
| Geotechnical Services      | 5,200.00               | 100.00                 | 5,200.00             | 5,200.00        | 0.00           |
| Total Fee                  | 33,000.00              |                        | 33,000.00            | 33,000.00       | 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 33,000.00</b> | <b>Prior 33,000.00</b> | <b>Current 0.00</b>  |                 |                |

Additional Services - Hourly

Esmnt Acquistion/Meeting

|                         |                      |                  |
|-------------------------|----------------------|------------------|
|                         | <b>Task Subtotal</b> | <b>0.00</b>      |
|                         | <b>Total</b>         | <b>Prior</b>     |
|                         | <b>12,388.20</b>     | <b>12,388.20</b> |
|                         | <b>Current</b>       | <b>0.00</b>      |
| <b>Billings to Date</b> |                      |                  |

**Additional Construction Services**

Hourly, Not to Exceed \$24,000

**Hourly Services**

|                 | Hours | Rate                 | Amount            |  |
|-----------------|-------|----------------------|-------------------|--|
| Engineer I      | 4.50  | 86.00                | 387.00            |  |
| Lead Technician | 9.50  | 117.00               | 1,111.50          |  |
| Sr. Technician  | 16.00 | 113.00               | 1,808.00          |  |
| Technician VIII | 1.00  | 105.00               | 105.00            |  |
| Technician II   | 12.50 | 52.00                | 650.00            |  |
| Total Services  | 43.50 |                      | 4,061.50          |  |
|                 |       | <b>Task Subtotal</b> | <b>\$4,061.50</b> |  |

|                         |                  |                       |                   |
|-------------------------|------------------|-----------------------|-------------------|
|                         | <b>Total</b>     | <b>Prior</b>          | <b>Current</b>    |
|                         | <b>16,752.53</b> | <b>12,691.03</b>      | <b>4,061.50</b>   |
| <b>Billings to Date</b> |                  |                       |                   |
|                         |                  | <b>Phase Subtotal</b> | <b>\$4,061.50</b> |

**Construction Services**

**Lump Sum Fees**

|                            | Contract Amount | % Compl                    | Total Billed to Date  | Previous Billed | Current Billed |
|----------------------------|-----------------|----------------------------|-----------------------|-----------------|----------------|
| Construction Admin         | 10,300.00       | 99.00                      | 10,197.00             | 10,197.00       | 0.00           |
| CP Construction Observ.    | 33,400.00       | 99.00                      | 33,066.00             | 33,066.00       | 0.00           |
| Construction Staking       | 9,300.00        | 100.00                     | 9,300.00              | 9,300.00        | 0.00           |
| Add'l Geotech Serv.        | 1,200.00        | 100.00                     | 1,200.00              | 1,200.00        | 0.00           |
| Franchise Util. Staking    | 1,000.00        | 100.00                     | 1,000.00              | 1,000.00        | 0.00           |
| Record Drawings            | 3,000.00        | 100.00                     | 3,000.00              | 3,000.00        | 0.00           |
| Property Mon. Preservation | 1,800.00        | 100.00                     | 1,800.00              | 1,800.00        | 0.00           |
| Const. Admin - Supp 2      | 2,100.00        | 100.00                     | 2,100.00              | 2,100.00        | 0.00           |
| Plats - Supp 2             | 600.00          | 100.00                     | 600.00                | 600.00          | 0.00           |
| Total Fee                  | 62,700.00       |                            | 62,263.00             | 62,263.00       | 0.00           |
|                            |                 | <b>Total Lump Sum Fees</b> |                       |                 | <b>0.00</b>    |
|                            |                 |                            | <b>Phase Subtotal</b> |                 | <b>0.00</b>    |

|                         |                  |                  |                |
|-------------------------|------------------|------------------|----------------|
|                         | <b>Total</b>     | <b>Prior</b>     | <b>Current</b> |
|                         | <b>62,263.00</b> | <b>62,263.00</b> | <b>0.00</b>    |
| <b>Billings to Date</b> |                  |                  |                |

**Direct Expenses**

**Submittal Fees**

|                         |               |                       |                |
|-------------------------|---------------|-----------------------|----------------|
|                         |               | <b>Task Subtotal</b>  | <b>0.00</b>    |
|                         | <b>Total</b>  | <b>Prior</b>          | <b>Current</b> |
|                         | <b>357.71</b> | <b>357.71</b>         | <b>0.00</b>    |
| <b>Billings to Date</b> |               |                       |                |
|                         |               | <b>Phase Subtotal</b> | <b>0.00</b>    |

**Amount Due this Invoice** \$4,061.50

|  |              |              |                |
|--|--------------|--------------|----------------|
|  | <b>Total</b> | <b>Prior</b> | <b>Current</b> |
|--|--------------|--------------|----------------|





INVOICE FOR PROFESSIONAL SERVICES

August 22, 2019

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

Invoice No: 118.1106.01 - 4

Reference:

**Project 118.1106.01 Grimes St & Deer Haven St Intersection Repair**

**Professional Services through July 31, 2019**

**Basic Services  
 Lump Sum Fees**

|                            | Contract Amount | % Compl | Total Billed to Date | Previous Billed | Current Billed   |
|----------------------------|-----------------|---------|----------------------|-----------------|------------------|
| Project Administration     | 600.00          | 100.00  | 600.00               | 600.00          | 0.00             |
| Topo Survey                | 1,800.00        | 100.00  | 1,800.00             | 1,800.00        | 0.00             |
| Design & Plans (Option 1)  | 4,400.00        | 100.00  | 4,400.00             | 4,400.00        | 0.00             |
| Design & Plans (Option 2)  | 1,800.00        | 0.00    | 0.00                 | 1,800.00        | -1,800.00        |
| Bid Phase                  | 1,200.00        | 100.00  | 1,200.00             | 1,200.00        | 0.00             |
| <b>Total Fee</b>           | <b>9,800.00</b> |         | <b>8,000.00</b>      | <b>9,800.00</b> | <b>-1,800.00</b> |
| <b>Total Lump Sum Fees</b> |                 |         |                      |                 | <b>-1,800.00</b> |

|                         | Total           | Prior           | Current          |
|-------------------------|-----------------|-----------------|------------------|
| <b>Billings to Date</b> | <b>8,000.00</b> | <b>9,800.00</b> | <b>-1,800.00</b> |

**Construction Services  
 Lump Sum Fees**

|                            | Contract Amount | % Compl | Total Billed to Date | Previous Billed | Current Billed  |
|----------------------------|-----------------|---------|----------------------|-----------------|-----------------|
| Construction Admin         | 800.00          | 75.00   | 600.00               | 80.00           | 520.00          |
| Construction Staking       | 1,500.00        | 20.00   | 300.00               | 0.00            | 300.00          |
| Construction Observation   | 4,700.00        | 25.00   | 1,175.00             | 0.00            | 1,175.00        |
| <b>Total Fee</b>           | <b>7,000.00</b> |         | <b>2,075.00</b>      | <b>80.00</b>    | <b>1,995.00</b> |
| <b>Total Lump Sum Fees</b> |                 |         |                      |                 | <b>1,995.00</b> |

|                         | Total           | Prior        | Current         |
|-------------------------|-----------------|--------------|-----------------|
| <b>Billings to Date</b> | <b>2,075.00</b> | <b>80.00</b> | <b>1,995.00</b> |

Amount Due this Invoice \$195.00

|                         | Total            | Prior           | Current       |
|-------------------------|------------------|-----------------|---------------|
| <b>Billings to Date</b> | <b>10,075.00</b> | <b>9,880.00</b> | <b>195.00</b> |

Thank you. We appreciate the opportunity to serve you.

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

Project Manager: Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

August 22, 2019

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

Invoice No: 119.0268.01 - 4

Reference:

**Project 119.0268.01 SE Trunk Sanitary Sewer Environmental**

**Professional Services through July 31, 2019**

**Basic Services  
 Lump Sum Fees**

|                            | <b>Contract Amount</b> | <b>% Compl</b> | <b>Total Billed to Date</b> | <b>Previous Billed</b> | <b>Current Billed</b> |
|----------------------------|------------------------|----------------|-----------------------------|------------------------|-----------------------|
| Wetland Delineation        | 2,500.00               | 90.00          | 2,250.00                    | 625.00                 | 1,625.00              |
| Alternative Analysis       | 6,800.00               | 90.00          | 6,120.00                    | 3,400.00               | 2,720.00              |
| Real Estate Application    | 3,600.00               | 75.00          | 2,700.00                    | 720.00                 | 1,980.00              |
| <b>Total Fee</b>           | <b>12,900.00</b>       |                | <b>11,070.00</b>            | <b>4,745.00</b>        | <b>6,325.00</b>       |
| <b>Total Lump Sum Fees</b> |                        |                |                             |                        | <b>6,325.00</b>       |

**Amount Due this Invoice \$6,325.00**

|                         | <b>Total</b>     | <b>Prior</b>    | <b>Current</b>  |
|-------------------------|------------------|-----------------|-----------------|
| <b>Billings to Date</b> | <b>11,070.00</b> | <b>4,745.00</b> | <b>6,325.00</b> |

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Kathleen Connor

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|                         |                   |                                  |                 |    |
|-------------------------|-------------------|----------------------------------|-----------------|----|
| Project                 | 117.0289.01       | PlkCty-DavisStreetReconstruction | Invoice         | 20 |
| <b>Billings to Date</b> | <b>188,561.44</b> | <b>184,499.94</b>                | <b>4,061.50</b> |    |

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Thank you. We appreciate the opportunity to serve you.

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

Project Manager: John Haldeman



INVOICE FOR PROFESSIONAL SERVICES

August 22, 2019

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

Invoice No: 119.0520.01 - 2-FINAL

Reference:

Project 119.0520.01 Berggren Farms Annexation - Rezoning

Professional Services through July 31, 2019

Basic Services

Development Review

Coordination with Bob Rice re: annexation of right-of-way to the centerline of both streets, revise memo for Council packets based on P&Z recommendation, discussion with Don Sandor and Jarrod Ruckle, and preparation of City Council meeting.

|                       | Hours | Rate                   | Amount |                 |
|-----------------------|-------|------------------------|--------|-----------------|
| Principal Planner     | 1.50  | 191.00                 | 286.50 |                 |
| Total Services        | 1.50  |                        | 286.50 |                 |
| <b>Total Services</b> |       |                        |        | <b>286.50</b>   |
|                       |       | <b>Total this Task</b> |        | <b>\$286.50</b> |

Amount Due this Invoice \$286.50

|                  | Total    | Prior    | Current |
|------------------|----------|----------|---------|
| Billings to Date | 1,766.75 | 1,480.25 | 286.50  |

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

August 22, 2019

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

Invoice No: 118.0975.01 - 6

Reference:

Project 118.0975.01 Big Creek Valley

Professional Services through July 31, 2019

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

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           |
| Submittal 5                | 250.00          | 100.00       | 250.00               | 250.00          | 0.00           |
| Submittal 6                | 250.00          | 100.00       | 250.00               | 250.00          | 0.00           |
| Submittal 7                | 250.00          | 100.00       | 250.00               | 250.00          | 0.00           |
| Submittal 8                | 250.00          | 100.00       | 250.00               | 250.00          | 0.00           |
| Submittal 9 - CO #1        | 250.00          | 100.00       | 250.00               | 250.00          | 0.00           |
| Total Fee                  | 4,900.00        |              | 4,900.00             | 4,900.00        | 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</b>    | <b>Prior</b> | <b>Current</b>       |                 |                |
|                            | 4,900.00        | 4,900.00     | 0.00                 |                 |                |

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

**SWMP**

|                         |                       |                |
|-------------------------|-----------------------|----------------|
|                         | <b>Task Subtotal</b>  | <b>0.00</b>    |
| <b>Billings to Date</b> | <b>Total</b>          | <b>Prior</b>   |
|                         | 1,685.50              | 1,685.50       |
|                         |                       | <b>Current</b> |
|                         |                       | 0.00           |
|                         | <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                     | 0.00    | 0.00                 | 0.00            | 0.00           |
| Submittal #2 | 300.00                     | 0.00    | 0.00                 | 0.00            | 0.00           |
| Total Fee    | 1,150.00                   |         | 0.00                 | 0.00            | 0.00           |
|              | <b>Total Lump Sum Fees</b> |         |                      |                 | <b>0.00</b>    |
|              | <b>Phase Subtotal</b>      |         |                      |                 | <b>0.00</b>    |

**Construction Phase**

**Lump Sum Fees**

|                          | Contract Amount            | % Compl      | Total Billed to Date | Previous Billed | Current Billed    |
|--------------------------|----------------------------|--------------|----------------------|-----------------|-------------------|
| Pre Construction Conf.   | 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 | 25,004.00                  | 55.00        | 13,752.20            | 6,751.08        | 7,001.12          |
| Walk Thru Punchlist #1   | 450.00                     | 0.00         | 0.00                 | 0.00            | 0.00              |
| Punchlist #2             | 200.00                     | 0.00         | 0.00                 | 0.00            | 0.00              |
| Total Fee                | 26,404.00                  |              | 14,127.20            | 7,126.08        | 7,001.12          |
|                          | <b>Total Lump Sum Fees</b> |              |                      |                 | <b>7,001.12</b>   |
|                          | <b>Phase Subtotal</b>      |              |                      |                 | <b>\$7,001.12</b> |
| <b>Billings to Date</b>  | <b>Total</b>               | <b>Prior</b> | <b>Current</b>       |                 |                   |
|                          | 14,127.20                  | 7,126.08     | 7,001.12             |                 |                   |

**Extra Services**

**Grading Permit**

|                         |                       |                |
|-------------------------|-----------------------|----------------|
|                         | <b>Task Subtotal</b>  | <b>0.00</b>    |
| <b>Billings to Date</b> | <b>Total</b>          | <b>Prior</b>   |
|                         | 798.00                | 798.00         |
|                         |                       | <b>Current</b> |
|                         |                       | 0.00           |
|                         | <b>Phase Subtotal</b> | <b>0.00</b>    |

Amount Due this Invoice \$7,001.12

|                         |              |              |                |
|-------------------------|--------------|--------------|----------------|
|                         | <b>Total</b> | <b>Prior</b> | <b>Current</b> |
| <b>Billings to Date</b> | 23,160.70    | 16,159.58    | 7,001.12       |

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





INVOICE FOR PROFESSIONAL SERVICES

August 22, 2019

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

Invoice No: 119.0294.01 - 4

Reference:

**Project 119.0294.01 Bridgeview Plat 2**

**Professional Services through July 31, 2019**

**Preliminary 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           |
| Submittal #4                   | 200.00          | 100.00  | 200.00               | 200.00          | 0.00           |
| Submittal #5 - Revised Concept | 200.00          | 100.00  | 200.00               | 200.00          | 0.00           |
| Submittal #6 - Revised Concept | 200.00          | 100.00  | 200.00               | 200.00          | 0.00           |
| <b>Total Fee</b>               | <b>2,250.00</b> |         | <b>2,250.00</b>      | <b>2,250.00</b> | <b>0.00</b>    |
| <b>Total Lump Sum Fees</b>     |                 |         |                      |                 | <b>0.00</b>    |

|                         | Total           | Prior           | Current     |
|-------------------------|-----------------|-----------------|-------------|
| <b>Billings to Date</b> | <b>2,250.00</b> | <b>2,250.00</b> | <b>0.00</b> |

**Construction Drawings  
 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          | 0.00    | 0.00                 | 0.00            | 0.00           |
| <b>Total Fee</b>           | <b>3,400.00</b> |         | <b>3,000.00</b>      | <b>3,000.00</b> | <b>0.00</b>    |
| <b>Total Lump Sum Fees</b> |                 |         |                      |                 | <b>0.00</b>    |

|                         | Total           | Prior           | Current     |
|-------------------------|-----------------|-----------------|-------------|
| <b>Billings to Date</b> | <b>3,000.00</b> | <b>3,000.00</b> | <b>0.00</b> |

**SWMP Review  
 Current Services**

|                   | Hours | Rate   | Amount |
|-------------------|-------|--------|--------|
| Principal Planner | 4.50  | 197.00 | 886.50 |

|                         |                       |                          |              |                 |
|-------------------------|-----------------------|--------------------------|--------------|-----------------|
| Project                 | 119.0294.01           | PolkCity-BridgeviewPlat2 | Invoice      | 4               |
| Engineer I              |                       |                          | 1.50         | 93.00           |
|                         | Total Services        |                          | 6.00         | 139.50          |
|                         | <b>Total Services</b> |                          |              | 1,026.00        |
|                         |                       |                          |              | <b>1,026.00</b> |
| <b>Billings to Date</b> |                       | <b>Total</b>             | <b>Prior</b> | <b>Current</b>  |
|                         |                       | <b>1,026.00</b>          | <b>0.00</b>  | <b>1,026.00</b> |

**Amount Due this Invoice \$1,026.00**

|                         |                 |                 |                 |
|-------------------------|-----------------|-----------------|-----------------|
| <b>Billings to Date</b> | <b>Total</b>    | <b>Prior</b>    | <b>Current</b>  |
|                         | <b>6,276.00</b> | <b>5,250.00</b> | <b>1,026.00</b> |

Thank you. We appreciate the opportunity to serve you.

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

Project Manager: Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

August 22, 2019

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

Invoice No: 117.1163.01 - 17

Reference:

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

**Professional Services through July 31, 2019**

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

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

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

|                         |              |              |                |  |             |
|-------------------------|--------------|--------------|----------------|--|-------------|
| <b>Task Subtotal</b>    |              |              |                |  | <b>0.00</b> |
| <b>Billings to Date</b> | <b>Total</b> | <b>Prior</b> | <b>Current</b> |  |             |
|                         | 3,937.50     | 3,937.50     | 0.00           |  |             |

**Phase Subtotal** **0.00**

**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           |
| <b>Total Fee</b> | <b>2,550.00</b> |         | <b>2,550.00</b>      | <b>2,550.00</b> | <b>0.00</b>    |

**Total Lump Sum Fees** **0.00**

**Phase Subtotal** **0.00**

|                         | Total           | Prior           | Current     |
|-------------------------|-----------------|-----------------|-------------|
| <b>Billings to Date</b> | <b>2,550.00</b> | <b>2,550.00</b> | <b>0.00</b> |

**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           | 100.00  | 375.00               | 375.00           | 0.00           |
| Pre Pour Meeting #2         | 375.00           | 100.00  | 375.00               | 375.00           | 0.00           |
| Construction Observation    | 28,480.00        | 100.00  | 28,480.00            | 28,480.00        | 0.00           |
| Walk-Thru Punchlist 1       | 450.00           | 0.00    | 0.00                 | 0.00             | 0.00           |
| <b>Total Fee</b>            | <b>30,055.00</b> |         | <b>29,605.00</b>     | <b>29,605.00</b> | <b>0.00</b>    |

**Total Lump Sum Fees** **0.00**

**Phase Subtotal** **0.00**

|                         | Total            | Prior            | Current     |
|-------------------------|------------------|------------------|-------------|
| <b>Billings to Date</b> | <b>29,605.00</b> | <b>29,605.00</b> | <b>0.00</b> |

**Extra Services**

**SWPPP Maintenance Issues**

**Task Subtotal** **0.00**

|                         | Total           | Prior           | Current     |
|-------------------------|-----------------|-----------------|-------------|
| <b>Billings to Date</b> | <b>1,960.00</b> | <b>1,960.00</b> | <b>0.00</b> |

**Survey and/or Design Issues**

Services include Review of revised plans and details for new location of mailbox pads, coordinate with Erin Ollendike and Mike Schulte on same, and approved revised plans; Coordinate with contractor re: survey hub issues and redesign of common square at sidewalk at northeast corner of S 3rd St/Bridge Road intersection; and coordinate with contractor re: needed utility coordination at southeast corner of S 3rd St/Bridge Road intersection.

**Hourly Services**

|                         | Hours        | Rate         | Amount          |
|-------------------------|--------------|--------------|-----------------|
| Engineer I              | 2.00         | 86.00        | 172.00          |
| Technician V            | 5.00         | 78.00        | 390.00          |
| Total Services          | 7.00         |              | 562.00          |
|                         |              |              | <b>562.00</b>   |
| <b>Task Subtotal</b>    |              |              | <b>\$562.00</b> |
| <hr/>                   |              |              |                 |
| <b>Billings to Date</b> | <b>Total</b> | <b>Prior</b> | <b>Current</b>  |
|                         | 1,350.00     | 788.00       | 562.00          |

**Storm Sewer Redesign**

|                         |              |              |                      |             |
|-------------------------|--------------|--------------|----------------------|-------------|
|                         |              |              | <b>Task Subtotal</b> | <b>0.00</b> |
| <hr/>                   |              |              |                      |             |
| <b>Billings to Date</b> | <b>Total</b> | <b>Prior</b> | <b>Current</b>       |             |
|                         | 1,983.00     | 1,983.00     | 0.00                 |             |

**Winter Shutdown**

|                         |              |              |                      |             |
|-------------------------|--------------|--------------|----------------------|-------------|
|                         |              |              | <b>Task Subtotal</b> | <b>0.00</b> |
| <hr/>                   |              |              |                      |             |
| <b>Billings to Date</b> | <b>Total</b> | <b>Prior</b> | <b>Current</b>       |             |
|                         | 375.50       | 375.50       | 0.00                 |             |

**Grading and Drainage Redesign**

Services include coordinate with Erin Ollendike and contractor re: need for review and approval of revised Grading Plan prior to contractor commencing with re-work at southeast corner of the plat, review revised grading plan and provide comments on same, review further revisions addressing comments, approve revised Grading Plan, coordinate with contractor re: proceeding with work, and notify Erin Ollendike and Jenna Kimberley that Hy-Vee driveway box-out cannot be left open.

**Hourly Services**

|                         | Hours        | Rate         | Amount                |                   |
|-------------------------|--------------|--------------|-----------------------|-------------------|
| Principal Planner       | 1.50         | 185.00       | 277.50                |                   |
| Engineer I              | 5.50         | 86.00        | 473.00                |                   |
| Lead Technician         | 3.00         | 117.00       | 351.00                |                   |
| Total Services          | 10.00        |              | 1,101.50              |                   |
|                         |              |              | <b>1,101.50</b>       |                   |
| <b>Task Subtotal</b>    |              |              | <b>\$1,101.50</b>     |                   |
| <hr/>                   |              |              |                       |                   |
| <b>Billings to Date</b> | <b>Total</b> | <b>Prior</b> | <b>Current</b>        |                   |
|                         | 1,101.50     | 0.00         | 1,101.50              |                   |
|                         |              |              | <b>Phase Subtotal</b> | <b>\$1,663.50</b> |

**Amount Due this Invoice** \$1,663.50

|                         |              |              |                |
|-------------------------|--------------|--------------|----------------|
| <b>Billings to Date</b> | <b>Total</b> | <b>Prior</b> | <b>Current</b> |
|                         | 48,162.50    | 46,499.00    | 1,663.50       |

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



INVOICE FOR PROFESSIONAL SERVICES

August 22, 2019

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

Invoice No: 119.0713.01 - 1

Reference:

Project 119.0713.01 Mary Kirkwood Acres Plat 2

Professional Services through July 31, 2019

Prelim Plat & Final Plat Review  
Lump Sum Fees

|                            | Contract Amount | % Compl | Total Billed to Date | Previous Billed | Current Billed |
|----------------------------|-----------------|---------|----------------------|-----------------|----------------|
| Submittal #1               | 600.00          | 100.00  | 600.00               | 0.00            | 600.00         |
| Total Fee                  | 600.00          |         | 600.00               | 0.00            | 600.00         |
| <b>Total Lump Sum Fees</b> |                 |         |                      |                 | <b>600.00</b>  |

Amount Due this Invoice \$600.00

|                  | Total  | Prior | Current |
|------------------|--------|-------|---------|
| Billings to Date | 600.00 | 0.00  | 600.00  |

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

August 22, 2019

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

Invoice No: 119.0519.01 - 2-FINAL

Reference:

Project 119.0519.01 Miller Property Annexation Rezoning

Professional Services through July 31, 2019

Basic Services

Development Review

Coordination with Bob Rice re: annexation of right-of-way to the centerline of street, revise memo for Council packets based on P&Z recommendation, discussion with Josh Trugstad re: annexation by Miller rather than Orton Homes, and preparation for City Council meeting.

|                        | Hours | Rate   | Amount |                 |
|------------------------|-------|--------|--------|-----------------|
| Principal Planner      | 1.50  | 191.00 | 286.50 |                 |
| Total Services         | 1.50  |        | 286.50 |                 |
| <b>Total Services</b>  |       |        |        | <b>286.50</b>   |
| <b>Total this Task</b> |       |        |        | <b>\$286.50</b> |

Amount Due this Invoice \$286.50

|                  | Total    | Prior    | Current |
|------------------|----------|----------|---------|
| Billings to Date | 1,528.00 | 1,241.50 | 286.50  |

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

August 22, 2019

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

Invoice No: 115.0170.01 - 13

Reference:

Project 115.0170.01 Twelve Oaks Plat 3

Professional Services through July 31, 2019

Construction Drawings

Lump Sum Fees

|                            | Contract Amount | % Compl | Total Billed to Date | Previous Billed | Current Billed |
|----------------------------|-----------------|---------|----------------------|-----------------|----------------|
| Submittal #1               | 1,100.00        | 100.00  | 1,100.00             | 1,100.00        | 0.00           |
| Submittal #2               | 600.00          | 100.00  | 600.00               | 600.00          | 0.00           |
| Submittal #3               | 250.00          | 100.00  | 250.00               | 250.00          | 0.00           |
| Total Fee                  | 1,950.00        |         | 1,950.00             | 1,950.00        | 0.00           |
| <b>Total Lump Sum Fees</b> |                 |         |                      |                 | <b>0.00</b>    |

| Billings to Date | Total    | Prior    | Current |
|------------------|----------|----------|---------|
|                  | 1,950.00 | 1,950.00 | 0.00    |

Final Plat

Lump Sum Fees

|                            | Contract Amount | % Compl | Total Billed to Date | Previous Billed | Current Billed |
|----------------------------|-----------------|---------|----------------------|-----------------|----------------|
| Submittal #1               | 600.00          | 0.00    | 0.00                 | 0.00            | 0.00           |
| Submittal #2               | 350.00          | 0.00    | 0.00                 | 0.00            | 0.00           |
| Total Fee                  | 950.00          |         | 0.00                 | 0.00            | 0.00           |
| <b>Total Lump Sum Fees</b> |                 |         |                      |                 | <b>0.00</b>    |

Construction Phase

Lump Sum Fees

|                            | Contract Amount | % Compl | Total Billed to Date | Previous Billed | Current Billed |
|----------------------------|-----------------|---------|----------------------|-----------------|----------------|
| Pre Construction Conf      | 375.00          | 100.00  | 375.00               | 375.00          | 0.00           |
| Construction Observation   | 16,200.00       | 86.00   | 13,932.00            | 13,284.00       | 648.00         |
| Walk-thru - Punchlist #1   | 450.00          | 0.00    | 0.00                 | 0.00            | 0.00           |
| Punchlist #2               | 200.00          | 0.00    | 0.00                 | 0.00            | 0.00           |
| Total Fee                  | 17,225.00       |         | 14,307.00            | 13,659.00       | 648.00         |
| <b>Total Lump Sum Fees</b> |                 |         |                      |                 | <b>648.00</b>  |

| Total | Prior | Current |
|-------|-------|---------|
|       |       |         |

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>14,307.00</b> | <b>13,659.00</b> | <b>648.00</b> |
|-------------------------|------------------|------------------|---------------|

**Construction Drawings - 2nd Concept  
Lump Sum Fees**

|                               | <b>Contract Amount</b> | <b>% Compl</b> | <b>Total Billed to Date</b> | <b>Previous Billed</b> | <b>Current Billed</b> |
|-------------------------------|------------------------|----------------|-----------------------------|------------------------|-----------------------|
| Submittal #1                  | 1,100.00               | 100.00         | 1,100.00                    | 1,100.00               | 0.00                  |
| Submittal #2                  | 600.00                 | 100.00         | 600.00                      | 600.00                 | 0.00                  |
| Submittal #3 - San Sewer Only | 250.00                 | 100.00         | 250.00                      | 250.00                 | 0.00                  |
| Submittal #4                  | 250.00                 | 100.00         | 250.00                      | 250.00                 | 0.00                  |
| Submittal #5                  | 250.00                 | 100.00         | 250.00                      | 250.00                 | 0.00                  |
| Submittal #6 - Streetlights   | 250.00                 | 100.00         | 250.00                      | 250.00                 | 0.00                  |
| <b>Total Fee</b>              | <b>2,700.00</b>        |                | <b>2,700.00</b>             | <b>2,700.00</b>        | <b>0.00</b>           |
| <b>Total Lump Sum Fees</b>    |                        |                |                             |                        | <b>0.00</b>           |

|                         |                 |                 |                |
|-------------------------|-----------------|-----------------|----------------|
| <b>Billings to Date</b> | <b>Total</b>    | <b>Prior</b>    | <b>Current</b> |
|                         | <b>2,700.00</b> | <b>2,700.00</b> | <b>0.00</b>    |

Amount Due this Invoice \$648.00

|                         |                  |                  |                |
|-------------------------|------------------|------------------|----------------|
| <b>Billings to Date</b> | <b>Total</b>     | <b>Prior</b>     | <b>Current</b> |
|                         | <b>18,957.00</b> | <b>18,309.00</b> | <b>648.00</b>  |

Thank you. We appreciate the opportunity to serve you.

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

Project Manager: Kathleen Connor