

Agenda

Notice of Meeting

Polk City | City Council

December 9, 2019 | 6:00 pm

City Hall | Council Chambers

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

Tentative Meeting Agenda

Jason Morse | Mayor

Jeff Walters | Pro Tem

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

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Public Comments: This is the time and place for comments for any item other than those that are a Public Hearing. If you wish to speak, please come to the podium and state your name and address for the record. You are requested to keep your comments to five minutes.

5. Consent Items

- a. City Council Meeting Minutes for November 25, 2019
- b. Claims listing dated December 9, 2019
- c. City Clerk job description
- d. Accounting Specialist job description
- e. Resolution 2019-109 appointing 2020 WRA representatives
- f. Resolution 2019-110 appointing 2020 MPO representatives
- g. Resolution 2019-111 appointing 2020 MWA representatives
- h. Receive and file the following Library documents
 - i. November 4, 2019 Library Board Meeting Minutes
 - ii. November 7, 2019 Special Library Board Meeting Minutes
 - iii. Library Resolution 2019-5L authorizing the sale, donation or disposal of computers
 - iv. November 2019 Library Stats
 - v. November 2019 Library Director Report
 - vi. Library Clerk Job Description
 - vii. Library Page Job Description
- i. Receive and file the November 2019 Water Department Report
- j. 2019 Goal Setting Report
- k. Resolution 2019-115 setting a Public Hearing on January 13, 2020 at 6pm for an Amendment to the FY 19/20 Budget
- l. Staff reappointments effective 1/1/2020
 - Jenny Gibbons, City Clerk
 - Brick Gentry Law Firm, City Attorney
- m. Hire Destiny Rommel for the Fire Department as a Firefighter/EMT at a paid-on-call rate of \$13.33 per hour and part-time rate of \$13.80 per hour effective after successful completion of the physical examination
- n. Accept the following resignations effective 12/31/2019:

Bill Currie, Board of Adjustments
Chip Capaldo, Board of Adjustments
Mike Miller, Library Board

o. Board and Commission reappointments:

Doug Ohlfest, P&Z, term ending 12/31/2024
Krista Bowersox, P&Z, term ending 12/31/2024
Amy Bentley, Parks, term ending 12/31/2024
Deanna Deason, Board of Adjustments, term ending 12/31/2024
Phil Jensen, Tree Board, term ending 12/31/2024
Pat Hoppenworth, Tree Board, term ending 12/31/2024
Angie Conley, Library Board, term ending 6/30/2025

6. Business Items

- a. 2019 Street Repairs Project
 - i. Resolution 2019-112 approving Change Order No. 1 in the amount of \$12,000
 - ii. Resolution 2019-113 approving Pay App No. 2 in the amount of \$16,583.67
- b. Resolution 2019-114 authorizing an application for Surface Transportation Block Grant Funding
- c. First reading of Ordinance 2020-100 Parking Regulations
- d. Snyder & Associates invoice for October Services in the amount of \$28,294.75
- e. City Clerk's office reconfiguration project not to exceed \$15,000

7. Reports & Particulars

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

8. Adjournment

--next meeting date January 13, 2020

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m., November 25, 2019
City Hall

Polk City, City Council held a meeting at 6:00 p.m., on November 25, 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 Dvorak to approve the meeting agenda
MOTION CARRIED UNANIMOUSLY
4. **Public Comments** | None
5. **Consent Items**
MOTION: A motion was made by Sarchet and seconded by Vogel to approve the consent agenda items
 - a. City Council Meeting Minutes for November 11, 2019
 - b. City Council Work Session Meeting Minutes for November 11, 2019
 - c. Receive and file the P&Z Meeting Minutes for November 18, 2019
 - d. Claims listing dated November 25, 2019
 - e. November 2019 Finance Report
 - f. Annual Financial Report FY 18/19
 - g. FY21 TIF Certifications
 - h. FY19 Annual Urban Renewal Report
 - i. Add 26 part-time staffing hours per week to the library effective January 1, 2020
 - j. Parks and Recreation Director job description**MOTION CARRIED UNANIMOUSLY**
6. **Business Items**
 - a. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve Resolution 2019-107 approving Preliminary Plat for Creekview Estates
MOTION CARRIED UNANIMOUSLY
 - b. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve Resolution 2019-108 adopting PA-27 Economic Development Policy
MOTION CARRIED UNANIMOUSLY
 - c. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to adopt the changes to the Polk City Employee Handbook
MOTION CARRIED UNANIMOUSLY
 - d. **MOTION:** A motion was made by Walters and seconded by Vogel to approve the second reading of Ordinance 2019-1500 MidAmerican Energy Franchise Fee
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Walters and seconded by Vogel to waive the third reading of Ordinance 2019-1500 MidAmerican Energy Franchise Fee
MOTION CARRIED UNANIMOUSLY
 - e. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve the second reading of Ordinance 2019-1600 Midland Power Franchise Fee
MOTION CARRIED UNANIMOUSLY
 - i. **MOTION:** A motion was made by Walters and seconded by Vogel to waive the third reading of Ordinance 2019-1600 Midland Power Franchise Fee
MOTION CARRIED UNANIMOUSLY
7. **Reports & Particulars** | Mayor, Council, City Manager, Staff, Boards, and/or Commissions
 - PCCEDC, Brigett DeVos thanked Public Works for the installation of the Square Lights
 - Library Director Noack thanked the Youth Librarian for all the hard work done on the Frozen party, which had over 200+ in attendance. She also congratulated Pam on her 20th anniversary with the Library.

- Public Works Director Schulte acknowledged volunteer John Klever for all his voluntary hours and labor working on the Polk City Little League dugouts and helping find and lead other volunteers to finish the project. Schulte said street sweeping will be first week of December, weather permitting.
- Council Member Anderson, thanked John Klever for volunteering for little league, and he thanked Mike and Randy for their contribution
- Council Member Sarchet thanked City Manager Huisman for attending the NCG meeting and doing a good job explaining the franchise fees to them.
- Council Member Dvorak thanked Huisman for spearheading the updates to policies and procedures with the collaboration of staff to streamline and find best practices.
- Council Member Vogel thanked Huisman and staff for doing lots of foundational work and finding ways to retain good employees, maximize tax dollars spent and continue to raise the bar. Vogel called out the Library with record attendance to events and doing so with not an abundance of staff, but getting it done. She said she is glad that Council approved the additional hours to supplement staff.
- Mayor Morse reported about a productive meeting with the Army Corp and wanted to thank them for taking the time to meet and he appreciates how valuable the relationship has become between the City and them, he said it is very positive
- City Manager Huisman asked Mayor and Council to review the Goal Setting Session report and provide any necessary feedback so we can move the report forward on the next Council agenda.

8. *Adjournment*

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

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, December 9, 2019

Jason Morse, Mayor

Attest

Jenny Gibbons, City Clerk

CLAIMS REPORT

The City of Polk City

For **12/9/2019**

DEPARTMENT	FUND	VENDOR	EXPENSE TYPE	AMOUNT
ALL	ALL	FIRST BANKCARD	CITY CREDIT CARD	\$9,887.17
PD	GEN	I.M.W.C.A.	WORKERS COMP INSURANCE	\$446.66
PD	GEN	GALL'S INC.	BOOTS/GLOVES	\$199.94
PD	GEN	MATT ASWEGAN	2019 GYM MEMBERSHIP	\$200.00
PD	GEN	JANE JACOBSON	MILEAGE UCR TRAINING	\$155.44
PD	GEN	GRANGER MOTORS	OIL CHANGE	\$41.82
PD	GEN	Dewey Ford	VEHICLE REPAIRS & MAINTENANCE	\$2,544.02
PD	GEN	NELSON AUTOMOTIVE	REPAIR PARTS	\$48.96
PD	GEN	AT&T MOBILITY	SERVICE	\$251.11
PD	GEN	AUREON TECHNOLOGY	INTERNET	\$225.00
PD	GEN	BRICK LAW FIRM	PROSECUTIONS	\$4,560.00
PD	GEN	MIDWEST OFFICE TECHNOLOGY	COPIER RENTAL	\$77.80
PD	GEN	CANINE TACTICAL	K9 TRAINING	\$150.00
PD	GEN	US POLICE CANINE ASSOCIATION	USPCA MEMBERSHIP	\$50.00
PD	GEN	AMAZON BUSINESS	USB FLASH DRIVES	\$56.48
PD	GEN	SECRETARY OF STATE	NOTARY	\$30.00
PD	GEN	Crystal Clear Water Co	PURCHASED WATER	\$8.00
PW	GEN	Interstate Batteries	BATTERY	\$2,263.50
FD	GEN	WEX	FUEL	\$695.56
FD	GEN	VERIZON WIRELESS	PHONES	\$321.42
FD	GEN	I.M.W.C.A.	WORKERS COMP INSURANCE	\$3,231.54
FD	GEN	NATIONAL FIRE SAFETY COUNCIL	IA-77-F-6	\$270.00
FD	GEN	AMERICAN HOME SERVICES	FURNACE SERVICE	\$150.00
FD	GEN	Sandry Fire Supply L.L.C.	SERVICE	\$2,053.39
FD	GEN	AUREON TECHNOLOGY	PHONE	\$79.83
FD	GEN	RACOM	EDACS ACCESS	\$671.16
FD	GEN	AUREON TECHNOLOGY	INTERNET	\$225.00
FD	GEN	MERCY NORTH FP UC	MEDICATIONS	\$294.28
PW	GEN	I.M.W.C.A.	WORKERS COMP INSURANCE	\$164.11
PW	GEN	METRO WASTE AUTHORITY	CURB IT RECYCLING	\$5,988.78
PW	GEN	Safe Building Comp. & Tech	BUILDING INSPECTIONS	\$15,316.92
PW	GEN	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$16.42
LIB	GEN	CLEANING CONNECTION INC	DEC JANITORIAL	\$398.92
LIB	GEN	CENTRAL IOWA DISTRIBUTING	TRASH BAGS	\$114.00
LIB	GEN	BAKER & TAYLOR	YA BOOKS	\$25.56
LIB	GEN	BANLEACO	PRINTER LEASE	\$67.80
PARKS	GEN	I.M.W.C.A.	WORKERS COMP INSURANCE	\$79.93
PARKS	GEN	PORTABLE PRO, INC.	PORTABLE SERVICE	\$300.00
PARKS	GEN	RELIABLE MAINTENANCE CO	JANITORIAL SERVICES	\$60.00
PARKS	GEN	HOMETREE HOLIDAY LIGHTS	CITY SQUARE LIGHTING	\$2,900.00
PW	GEN	RELIABLE MAINTENANCE CO	JANITORIAL SERVICES	\$120.00
CH	GEN	I.M.W.C.A.	WORKERS COMP INSURANCE	\$147.43
CH	GEN	STAPLES	SUPPLIES	\$532.11
CH	GEN	JENNY GIBBONS	MILEAGE	\$51.76
CH	GEN	BUSINESS PUBLICATIONS CORP	BUSINESS RECORD	\$337.68
CH	GEN	AUREON TECHNOLOGY	MANAGED SERVICE	\$3,788.80
CH	GEN	MEDIACOM	INTERNET SERVICE	\$129.95
CH	GEN	CALLAHAN MUNICIPAL CONSULANTS	CITY COUNCIL GOAL SETTING	\$1,400.00
CH	GEN	Ahlers & Cooney	KIMBERLEY DA	\$171.00
CH	GEN	BRICK LAW FIRM	GENERAL	\$10,302.45
CH	GEN	RELIABLE MAINTENANCE CO	JANITORIAL SERVICES	\$160.00
CH	GEN	AUREON TECHNOLOGY	PHONE SERVICE	\$328.78
CH	GEN	CENTURY LINK	PHONE SERVICE	\$8.14
CH	GEN	Iowa Prison Industries	OFFICE SUPPLIES	\$132.00
CH	GEN	Crystal Clear Water Co	PURCHASED WATER	\$16.00
PW	RUT	I.M.W.C.A.	WORKERS COMP INSURANCE	\$164.11
PW	RUT	Wood Roofing Comapny Inc	SHOP FACILITY REPAIRS	\$2,075.00
PW	RUT	ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$404.36
PW	RUT	Construction & Agg. Products	ENDLOADER EDGE	\$3,848.34
PW	RUT	BRICK LAW FIRM	DEERHAVEN AND GRIMES	\$1,612.50
PW	RUT	ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$611.34
PW	RUT	HOTSY CLEANING SYSTEMS INC.	SOAP/SALT	\$460.00

CLAIMS REPORT
The City of Polk City

For **12/9/2019**

DEPARTMENT	FUND	VENDOR	EXPENSE TYPE	AMOUNT
PW	WATER	I.M.W.C.A.	WORKERS COMP INSURANCE	\$164.11
PW	WATER	RELIABLE MAINTENANCE CO	JANITORIAL SERVICES	\$140.00
PW	WATER	ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$193.17
PW	WATER	ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$163.99
PW	WATER	Des Moines Water Works	PURCHASED WATER	\$16,798.41
PW	WATER	HAWKINS INC	AZONE 15	\$497.60
PW	SEWER	I.M.W.C.A.	WORKERS COMP INSURANCE	\$164.11
PW	SEWER	DANI SCOTT	DNR GRADE I TREATMENT LICENSE	\$80.00
PW	SEWER	I.A.M.U.	CIASSO DECEMBER - JANUARY 2019	\$966.75
PW	SEWER	Central Pump & Motor	ANNUAL MAINTENANCE	\$1,060.00
PW	SEWER	Central Pump & Motor	REPLACE GUIDE RAILS/BRACKETS	\$1,621.00
PW	SEWER	MIDWEST OFFICE TECHNOLOGY	COPIER RENTAL	\$49.93
PW	SEWER	CENTRAL IOWA TELEVISION	LATERAL LAUNCH CAMERA	\$900.00
TOTAL				\$104,221.34
		GENERAL		\$72,246.62
		ROAD USE		\$9,175.65
		WATER		\$17,957.28
		SEWER		\$4,841.79
		TOTAL		\$104,221.34



City of Polk City, Iowa

City Council Agenda Communication

Date: December 9, 2019 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: City Clerk job description

BACKGROUND: In your packet for consideration is a job description for the City Clerk. I am working on updating all job descriptions for city employees within the coming months. The previous City Clerk job description was outdated and put in place when we had a different setup for Administration staff.

ALTERNATIVES: Do not approve the job description.

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: It is my recommendation that the Council approve the job description.

City of Polk City



Title:	City Clerk
Department:	Policy & Administration
Status:	Regular Full-Time/Non-Exempt
Reports to:	City Manager
Supervises:	None

POSITION FUNCTION:

Under general direction, participates in and directs and coordinates daily related administrative responsibilities for the City in accordance with the Code of Iowa, the Code of Ordinances of the City of Polk City, and established procedures; attends Council meetings and records and maintains all official actions of the Council. Performs a variety of general office and public relation duties as outlined in this document.

DUTIES AND RESPONSIBILITIES:

1. Provides administrative support for the Mayor, Council and City Officials.
2. Coordinates preparation and distribution of all City Board and Commission agendas and distribution of information packets.
3. Attends all City Council meetings, unless excused, recording official minutes, preparing reports and maintaining official records; arranges for appropriate publication of City Council actions, plans and hearings and ensures the preparation and distribution of legal notices.
4. Attends all other City Board and City Commission Meetings as requested by management for recording of official minutes.
5. Ensures that all public records are properly maintained and secure, reviews all documents for retention, organization and related purposes.
6. Perform budgeting duties, including assistance in budget preparation and budget administration.
7. Facilitates applications for plats, site plans and rezoning requests.
8. Prepare Ordinances, Resolutions and Proclamations so they can be executed, recorded, archived and distributed.
9. Responsible for the proper recording and certification of all ordinances and ongoing maintenance of the Code of Ordinances of Polk City. Also responsible for advising the City Council on needed updates to existing Ordinances.
10. Assists citizens by responding to inquiries and complaints and communicating with the appropriate departments to both alleviate complaints and follow-up with appropriate parties involved.
11. Maintains, processes, and updates utility billing accounts.
12. Issues all licenses and permits; including but not limited to: Beer, liquor, cigarette, all associated building permits, grading permits, variances/special exceptions, hauler, peddler, right-of-way permits and pet licenses and registrations.
13. Oversees the local election process including the receipt and processing of election papers.
14. Official Custodian of the City Seal.
15. Perform contract administration duties, assisting with bid openings and the awarding of contracts.

16. Authorizes rental agreements, manages room schedule and collects fees for all City rental facilities.
17. Manages the content and provides response to inquiries of the City website and social media pages.
18. Serve as a notary public.
19. Participates in the development and implementation of goals, objectives, policies, procedures, and priorities for the City.
20. Ability to establish and maintain effective work and employee relationships within the department, other departments of the City, other jurisdictions and agencies and the general public.
21. Aid City Officials as needed and as requested by the City Manager.
22. Adhere to all City policies and procedures.

Any duties assigned by the City Manager

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by the City Manager.

SKILLS AND ABILITIES:

Knowledge of the principles and practices associated with the organization and function of municipal government and public administration.

1. Working knowledge of principles and practices of municipal government.
 2. Ability to produce accurate correspondence, reports, forms and documents.
 3. Is bondable by the City of Polk City.
 4. Ability to maintain complex and confidential records and files consistent with City policy and practice and regulatory requirements.
 5. General knowledge of accounting functions, customer relations, capacity to plan and organize workflow.
 6. Ability to follow directions, meet deadlines and accomplish tasks with minimal supervision.
 7. Possess good planning, organizational and scheduling skills.
 8. Maintain department records in an organized and orderly way.
 9. Use computers and related software applications.
 10. Communicates and maintains effective working relationships (both orally and written) with staff and citizens.
-

TRAINING AND EXPERIENCE:

1-3 years' experience and a minimum 2 year (associate degree) in General/Public Administration or Financial Management/Accounting. Acceptable combination of education and experience will be considered.

OTHER NECESSARY REQUIREMENTS:

1. Valid Iowa driver's license
2. Certification as Certified Municipal Clerk (CMC) within 3-5 years of hire
3. Pre-employment drug testing and criminal background history check



City of Polk City, Iowa

City Council Agenda Communication

Date: December 9, 2019 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Accounting Specialist job description

BACKGROUND: In your packet for consideration is a job description for Accounting Specialist. Please note, that I am recommending a title change for the previous Deputy City Clerk. I believe a title change better aligns with the responsibilities and reporting for that position. As noted previously, I am working on updating all job descriptions for city employees.

ALTERNATIVES: Do not approve the job description.

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: It is my recommendation that the Council approve the job description.



City of Polk City

Title: Accounting Specialist
Department: Policy & Administration
Status: Regular Full-Time/Non-Exempt
Reports to: Finance Director
Supervises: None

POSITION FUNCTION:

Under general direction, participates in and directs and coordinates daily related administrative responsibilities for the City in accordance with the Code of Iowa, the Code of Ordinances of the City of Polk City, and established procedures. Performs a variety of general office and public relation duties as outlined in this document.

DUTIES AND RESPONSIBILITIES:

1. Manages the City's utility billing; maintaining, updating, and reconciling all accounts.
2. Manages daily receipts management and bank deposits
3. Provides administrative support for City Officials.
4. Cross trains with other Administrative staff on critical day-to-day operations.
5. Attends City Board, Council and Commission Meetings as requested by management for recording of official minutes.
6. Reviews and codes all accounts payable for the City.
7. Acts as Finance Director's back-up in their absence.
8. Ensures that all public records are properly maintained and secure, reviews all documents for retention, organization and related purposes.
9. Provides assistance in facilitating applications for plats, site plans and rezoning requests.
10. Assists citizens by responding to inquiries and complaints and communicating with the appropriate departments to both alleviate complaints and follow-up with appropriate parties involved.
11. Serve as a notary public.
12. Participates in the development and implementation of goals, objectives, policies, procedures, and priorities for the City.
13. Ability to establish and maintain effective work and employee relationships within the department, other departments of the City, other jurisdictions and agencies and the general public.
14. Aid City Officials as needed and as requested by the City Manager.
15. Adhere to all City policies and procedures.

Any duties assigned by the City Manager

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by the City Manager.

SKILLS AND ABILITIES:

Knowledge of the principles and practices associated with the organization and function of municipal government and public administration.

1. Working knowledge of principles and practices of municipal government.
2. Ability to produce accurate correspondence, reports, forms and documents.
3. Is bondable by the City of Polk City.
4. Ability to maintain complex and confidential records and files consistent with City policy and practice and regulatory requirements.
5. General knowledge of accounting functions, customer relations, capacity to plan and organize workflow.
6. Ability to follow directions, meet deadlines and accomplish tasks with minimal supervision.
7. Possess good planning, organizational and scheduling skills.
8. Maintain department records in an organized and orderly way.
9. Use computers and related software applications.
10. Communicates and maintains effective working relationships (both orally and written) with staff and citizens.

TRAINING AND EXPERIENCE:

1-3 years' experience and a minimum 2 year (associate degree) in General/Public Administration or Financial Management/Accounting. Acceptable combination of education and experience will be considered.

OTHER NECESSARY REQUIREMENTS:

1. Valid Iowa driver's license
2. Pre-employment drug testing and criminal background history check

RESOLUTION NO. 2019-109

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

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

WHEREAS, the term of the City's present representatives will expire; and,

WHEREAS, the agreement sets forth the process for the appointment of a primary and an alternate to serve on the WRA.

NOW THEREFORE BE IT RESOLVED by the City Council of Polk City that the City Council of Polk City, Iowa appoints Chelsea Huisman, City Manager of Polk City, Iowa, as Primary Representative and Jason Morse, Mayor of Polk City, Iowa as an alternative representative for a term beginning on the 1st day of January 2020 and continuing until the 31st day of December 2020.

PASSED AND APPROVED this 9th day of December 2019.

Jason Morse, Mayor

Attest:

Jenny Gibbons, City Clerk

RESOLUTION NO. 2019-110

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 term of the City's present representatives will expire; and,

WHEREAS, the agreement sets forth the process for the appointment of a primary and an alternate to serve on the MPO and a primary and an alternate to serve on the MPO Transportation Technical Committee (TTC).

NOW THEREFORE BE IT RESOLVED, that the City Council of Polk City, Iowa appoints Jeff Walters of Polk City, Iowa as a primary representative for the MPO and Jason Morse, Mayor of Polk City, Iowa as an alternate representative for a term beginning on the 1st day of January 2020 and continuing until the 31st day of December 2020; and,

FURTHER 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 and Jenny Gibbons, City Clerk of Polk City, Iowa, as an alternative representative for a term beginning on the 1st day of January 2020 and continuing until the 31st day of December 2020.

PASSED AND APPROVED this 9th day of December 2019.

Jason Morse, Mayor

Attest:

Jenny Gibbons, City Clerk

RESOLUTION NO. 2019-111

**RESOLUTION APPOINTING POLK CITY'S REPRESENTATIVES ON THE METRO
WASTE AUTHORITY (MWA) BOARD OF DIRECTORS**

WHEREAS, the City of Polk City is a member of the Metro Waste Authority's Board of Directors; and,

WHEREAS, the term of the City's present representatives will expire; and,

WHEREAS, the agreement sets forth the process for the appointment of a primary and an alternate to serve on the Metro Waste Authority's Board of Directors.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF POLK CITY that the City Council of Polk City, Iowa appoints Rob Sarchet, City Council Member as primary representative on the Metro Waste Authority's Board of Directors and Jeff Walters as an alternate representative for a term beginning on the 1st day of January 2020 and continuing until the 31st day of December 2020.

PASSED AND APPROVED this 9th day of December 2019.

Jason Morse, Mayor

Attest:

Jenny Gibbons, City Clerk

MEETING NOTES FOR POLK CITY LIBRARY BOARD MEETING
Polk City Community Library Meeting Room, 1500 W. Broadway
Monday, November 4, 2019 at 6:30 pm

I. Call to order - The meeting was called to order by President Lisa Mart at 6:33 pm.

II. Approval of the Agenda - Motion made by Mike Miller with the exception of the FY20 Budget, Sara Olson seconded motion. Motion passed unanimously.

<u>Board Members Present:</u>	Lisa Mart, Angie Conley, Mike Miller, Sara Olson
<u>Board Members Absent:</u>	Corey Hoodjer
<u>Library Director Present:</u>	Jamie Noack
<u>City Council Liaison Present:</u>	Mandy Vogel
<u>Guests Present:</u>	None

III. Consent Items - Motion made by Mike Miller to approve consent items, Angie Conley seconded motion. Motion passed unanimously.

1. Approve the [September Library Board Minutes](#)
2. Approve the [October Library Board Minutes](#)
3. Approve the September 2019 Finance Reports
 - a. [History](#)
 - b. [Expenses](#)
 - c. [Revenue](#)

IV. Communication from the Public – None

V. Director's report

- Door counter up 151; more Trunk or Treaters this year
- Circulation up
- Geri-fit class is well attended
- Lots of patrons visited on the 3 no school days
- Backpacks are out and available for checkout
- Oct 15 – toured Center Point Library – this library has had improvements
- Learning Circuit Oct 16th in Coralville
- Giving Tree this year for Youth Emergency Services
- Story walk planned at Square Lighting Santa line
- Park & Rec committee – City is looking at a Director
- Goal setting session on Oct. 29th
- Copy Systems – reviewing options for patron printing needs; will look to purchase a new copier/printer
- Niche Academy - \$500/year for life if sign up now, and if wait until after Census it will be around \$1100/year
- Nov 15 – ILA planning day in Johnston
- ILL is setting up a new delivery system to help decrease postage cost; Polk City pickup/drop off time is Friday 5:15pm. Will probably continue to send out materials with postage, but return items with the delivery van.
- Reviewing Handbook with Chelsea, new Administrator – Christmas Eve will be full holiday, and Good Friday will be a full holiday
- Staffing needs – during one on one with new City Administrator, need for adding a 2nd staff member during all Library public hours

VI. Liaison report – Mandy Vogel

1. Strategic planning for goal setting done for the City – staffing city-wide is an issue.
2. Sewer and water – considering franchise fee vs. tax

VII. Board Education - None

VIII. Agenda Items

1. Review Library [Ordinance](#), [Bylaws](#) and [Mission Statement](#).
Table review of Ordinance to December 2019; will send current Ordinance and Bylaws; Mission Statement reviewed.
2. Review & Approve [Test Proctoring Policy](#)
Motion to approve by Angie Conley, seconded by Mike Miller; motion passed unanimously.
3. Approve initial FY21 Budget Proposal (if ready) – not ready; will discuss in December
4. Close Library Saturday, November 30-Thanksgiving weekend
Motion to approve closing Library on Saturday November 30, 2019 (Thanksgiving weekend) made by Sara Olson, Angie Conley seconded motion; Aye – Angie Conley, Sara Olson, Lisa Mart; Nye – Mike Miller; motion passed.
5. Discuss December 7, 2019 staffing issues for the library and approve determined solution. Will table this discussion until next meeting, pending approval from City Administrator.
6. Approve [Resolution 2019-4L](#) authorizing the disposal of 3 obsolete Dell computers with no monitor, keyboard, mouse, hard drive, RAM or CMOS battery.
Motion made to approve Resolution 2019-4L by Mike Miller, Sara Olson seconded motion; motion passed unanimously.

IX. Call for Special Meeting – Budget amendment to discuss and approve hiring additional part-time staff on Thursday, November 7 2019 at 6:15pm.

- Call for approval Aye: Angie Conley, Lisa Mart, Sara Olson; Nye: Mike Mart

X. Adjourn – Sara Olson move to adjourn, Sara Olson seconded; motion passed unanimously. Meeting adjourned at 7:29 pm.

XI. Work Session - Create goals and objectives for Strategic Plan

Next Meeting December 2 at 6:30 PM

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

MEETING NOTES FOR POLK CITY LIBRARY BOARD SPECIAL MEETING
Polk City Community Library Meeting Room, 1500 W. Broadway
Thursday, November 7, 2019 at 6:30 pm

I. Call to order - The meeting was called to order by President Lisa Mart at 6:17 pm.

II. Approval of the Agenda - Motion made by Angie Conley, Sara Olson seconded motion.
Motion passed unanimously.

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

III. Agenda Items

1. Approve library requesting a budget amendment of up to \$14,000 to add 26 hours of part-time staff. – Angie Conley motioned to approve, Sara Olson seconded motion; motion passed.
2. Approve library requesting a budget amendment of up to \$10,000 for additional programming. – Sara Olson motioned to approve, Angie Conley seconded motion; motion passed.

IV. Adjourn – Meeting adjourned at 6:22 pm.

Next Meeting December 2 at 6:30 PM

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

RESOLUTION NO. 2019-5L

**A RESOLUTION AUTHORIZING THE SALE, DONATION OR
DISPOSAL OF NON-FUNCTIONING OR OBSOLETE DELL
COMPUTERS**

WHEREAS, the Polk City Community Library has identified two HP Officejet Pro 8620 printers that no longer function or are obsolete, more particularly described in the list attached hereto as Exhibit "A"; and

WHEREAS, the Board of Trustees for the Polk City Community Library finds that it is in the best public interest to dispose of the non-functioning or obsolete items that are of no further use to the Polk City Community Library through sale, donation or destruction.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees for the Polk City Community Library in Polk City, Iowa, that the Polk City Community Library is hereby authorized to proceed with the appropriate disposal of the items through sale, donation or destruction.

DATED this 2nd day of December , 2019.



Lisa Mart, Board President

ATTEST:



Jamie Noack, Library Director

EXHIBIT "A"

HP Officejet Pro 8620
HP Officejet Pro 8620

Serial #CN42BB63D5
Serial #CN597FW1DD

LIBRARY -October 2019 STATS SNAPSHOT	November 2018	November 2019	October 2019
Total Visitors	1,944	2,293	2,920
People Checking Out	416	426	465
Polk City Cardholders	355	370	405
Polk City Checkouts	3,648	3,376	3,983
Open Access Cardholders	35	30	27
Open Access Checkouts	370	214	230
Rural Cardholders	26	26	33
Rural Checkouts	255	261	265
Bridges E-book/Audiobook Checkouts	443	497	661
Outgoing ILL Books	26	40	28
Total Checkouts (incl. Bridges & Outgoing ILL)	4,742	4,388	5,167
Auto Renewals (began in September 2018)	797	770	917
Total Checkouts (adjusted for auto-renewal)	3,945	3,618	4,250
Incoming ILL Books	22	47	40
Reserves Placed	158	234	274
Materials Added	268	202	169
Materials Withdrawn	306	450	1,039
New Cards Issued	12	19	13
Computer Users	74	58	71
WiFi Users (on site)-Whofi counter started end of 10/19	52	225	70
Reference Questions	185	100	30
AWE Station Usage	161	110	211
AWE Games Played	322	282	391
Adult Programs	21	26	33
Adult Program Attendance	162	206	297
Youth Programs	14	18	21
Youth Program Attendance	286	565	581
Tutoring	17	13	20
No. of Meeting Room Uses by Outside Groups	0	3	4
Patron Savings (physical materials only)	\$50,696	\$45,726	\$54,409
Blank Park Zoo Adventure Pass (\$44)	0	3	3
Science Center of Iowa Adventure Pass (\$44)	4	2	3
Living History Farms Adventure Pass (\$51)	0	0	1
Botanical Gardens Adventure Pass (\$34)	1	0	1
Brenton Skating Plaza (\$46.50)	2	0	NA
Des Moines Children's Museum (\$36)	NA	1	1
TOTAL ADVENTURE PASS SAVINGS	\$287	\$256	\$385
Summer Reading Signups (0-11)			
Summer Reading Signups (12-18)			
Adult Reading Participation			

Library Director's Report

November 2019

Library Statistics:

- Circulation and library usage.
 - November 2019 circulation was 327 less than November 2018.
 - The number of patrons visiting the library was up 349 people from November 2018.
 - Adventure Pass stats: 6 Adventure Passes were used in November saving patrons \$256.
 - Library Patrons saved \$45,726 in November by borrowing materials from the library versus purchasing them.

What's New:

- The Library Pages jobs have been posted on the library's website, the city's website, the library's Facebook page, Polk City Swap Facebook page, and was sent to the high school guidance counselors who emailed it to students.
- We have leased a new printer from Copy Systems to replace two printers used by patrons and staff. These are the printers whose ink is discontinued and are referenced in the forthcoming resolution for disposal.
- Jamie attended the ILA Planning Day in Johnston on November 15. Planning has begun for next year's ILA conference in Dubuque. 2021 conference will be in Des Moines with 2022 conference in Coralville. The ILA is also reaching out the the Iowa State Fair to see about the possibility of having an Iowa Library day at the fair in 2020 or 2021 to promote library services across the state.
- The IA Shares delivery system has started. There are glitches being worked out, and we are still looking at each loan to determine if it is best to ship the item USPS, AEA or IA Shares.
- The State Library of Iowa has provided libraries with Who-Fi Analytics (a wi-fi counter) that shows us how many people are using our wi-fi on a daily basis. The impact it has on our reportable numbers is impressive. In November 2018 and October 2019 we physically observed 52 and 70 users on our wi-fi, respectively. The actual recorded access for November 2019 is 225.
- Our Frozen party was a huge success with 212 people in attendance.
- Pam celebrated 20 years at the library on November 14.
- Our teen cake pop program was a success with 5 teens in attendance.
- The Estate Planning program had 16 in attendance.
- Early out activities on November 19 & 21 were not well attended
- Geri-Fit is still well-attended
- LFI and IPI have both been to the library to take measurements to prepare a quote for shelves to hold Chromebooks for catalogs and for book drop options.
- We purchased 70 meeting room chairs and a display table from the Ankeny Kirkendall Library via govdeals.com. Chairs were purchased for a total of \$562.50 and the table was purchased for \$14.62.
- Polk City Community Library will host the metro library director's meeting on December 11.
-
- Director Noack will be on vacation from December 14-25.

Upcoming Programs:

- December 5 Cribbage 1:00
- December 5 Sing & Shake 10:00
- December 10 Euchre 1:00
- December 10 Holiday Party w/Buddy the Elf 6:00
- December 12 Messy Muchkins 10:00
- December 12 DIY Gemstone Cards 6:00
- December 17 Adult Coloring 6:00
- December 19 Playdates + Perks 9:00
- December 19 Family Movie Night: Dora the Explorer 6:00
- December 24-25 Library Closed
- December 31 Library Closes 5:00

Job Description:
Title: Library Clerk

Job Summary

- Reports directly to the Director
- Library Clerk is responsible for duties pertaining to the day-to-day operations of the Library
- Assisting customers with regards to library services as needed
- Employment hours will be primarily evenings and weekends
- Limited weekday hours may be available

Job Duties/Responsibilities

- Works the circulation desk according to the written policies of the Library
- Aides the public in locating the needed materials as best as possible or refer them to another staff member
- Will learn and be back up for all other duties and tasks done by other staff as directed by the Director
- Will help Children/Adult Librarians during programs as needed
- Shelving books, reading shelves, and straightening shelves
- Inventory
- Basic cleaning of toys, library furniture and shelves
- Process incoming and outgoing interlibrary loans
- Prepare new materials for circulation
- Maintain magazine subscriptions
- Any other projects as assigned by the Director

Job Requirements

- Excellent organizational skills
- Excellent communication skills
- Ability to change tasks quickly and efficiently
- Courteous, outgoing personality
- Ability to listen carefully, take instructions, learn procedures quickly
- Good rapport with public
- Knowledge of libraries and Dewey Decimal System
- Strong attention to detail
- Ability to seek out and complete tasks independently
- Supervise Library Pages and provide guidance as needed

Minimum Qualifications

- Experience with public
- Basic computer skills
- Reliable transportation
- Ability to work 20-30 hours per week
- Must sign waiver for background check of child abuse directory and criminal records check

Equipment Used

- All building equipment in the facility that can be operated, and or programmed by Library Staff
- Public use equipment

Job Description:
Title: Library Page

Job Summary

- Reports directly to the Director or shift supervisor on duty
- Library Page is responsible for duties pertaining to the day-to-day operations of the Library
- Assisting customers with regards to library services as needed
- Employment hours will be primarily evenings and weekends
- Limited weekday hours may be available June and July

Job Duties/Responsibilities

- Works the circulation desk according to the written policies of the Library
- Aides the public in locating the needed materials as best as possible or refer them to another staff member
- Will learn and be backup for other duties and tasks done by other staff as directed by the Director
- Will help Children/Adult Librarians during programs as needed
- Shelving books, reading shelves, and straightening shelves
- Inventory
- Basic cleaning tasks of toys, library furniture and shelves
- Any other projects as assigned by the Director

Job Requirements

- Excellent organizational skills
- Excellent communication skills
- Ability to change tasks quickly and efficiently
- Courteous, outgoing personality
- Ability to listen carefully, take instructions, learn procedures quickly
- Good rapport with public
- Knowledge of libraries and Dewey Decimal System
- Strong attention to detail
- Ability to seek out and complete tasks independently

Minimum Qualifications

- 16 years of age
- Basic computer skills
- Reliable transportation
- Ability to work 6-10 hours per week with a flexible schedule
- Must sign waiver for background check of child abuse directory and criminal records check

Equipment Used

- All building equipment in the facility that can be operated, and or programmed by Library Staff
- Public use equipment

Polk City Water Department

Monthly Report

Month November

Year 2019

Total Water Pumped 13,126,260 Gallons
Monthly Daily Avg 437,542 Gallons

Testing Results

- **SDWA Bacteriological Coliform Analysis** Advent 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** 1.1 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 1.04 mg/l Polk City Lab.
Fluoride in System- Monthly Average .70 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average** 1.06 mg/l Polk City Lab.
Chlorine Total at plant- Monthly Average 3.16 mg/l Polk City Lab.
Chlorine Free in System- Monthly Average .64 mg/l Polk City Lab.
Chlorine Total in System- Monthly Average 1.03 mg/l Polk City Lab.
Chlorine requirement is the quantity of chlorine that must be added to H₂O to achieve complete disinfection of pathogens and protozoa. Chlorine residuals will vary widely depending on organic loading. We also use chlorine to oxidize iron prior to filtration.
- **Iron Raw Water- Monthly Average** 6.35 mg/l Polk City Lab.
Iron Finish Water- Monthly Average .05 mg/l Polk City Lab.
Iron System Water- Monthly Average .03 mg/l Polk City Lab.
Iron occurs in rocks and minerals in the earth's crust. It's the 4th most abundant element respectively. Iron has no effect on human health; its main objection is aesthetics. Concentrations of Iron in finish H₂O should be between 0.03-0.06mg/l.
- **Manganese Raw Water- Monthly Average** .28 mg/l Polk City Lab.
Manganese Finish Water- Monthly Average .24 mg/l Polk City Lab.
Manganese System Water- Monthly Average .10 mg/l Polk City Lab.
Manganese also occurs in rocks and the earth's crust. It is the 7th most abundant element. Manganese is extremely difficult to remove. Concentrations of Manganese in finish H₂O should not exceed 0.05mg/l or black staining of plumbing fixtures may occur. No effect on human health.
- **pH Raw Water Monthly Average** 8.2 mg/l Polk City Lab.
pH Finish Water-Monthly Average 6.1 mg/l Polk City Lab.
pH System Water- Monthly Average 8.3 mg/l Polk City Lab.
pH scale ranges from 0-14 with 7 being considered neutral. Below 7 becomes corrosive to plumbing, above 7 tends to deposit minerals in plumbing. We add caustic soda to maintain proper pH, which should range between 7.5-7.9 in finish water.

Total Tests Performed- Polk City Lab _____

Total Hours to perform tests _____



City of Polk City, Iowa

City Council Agenda Communication

Date: December 9, 2019 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Goal Setting Report

BACKGROUND: In your packet for the Monday City Council meeting is the report for the Goal Setting Session we held on October 29, 2019. The Council needs to formally approve the report.

Council has officially set 2-year priorities and direction to the staff once the report is approved. The staff will then work on an implementation procedure to ensure the prioritized items are further addressed.

ALTERNATIVES: Do not approve Goal Setting Session Report

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: It is my recommendation that the Council approve the Goal Setting Report. This is an opportunity for the city staff to have direction with a formal written report on priorities set by the City Council.

**CITY OF POLK CITY, IOWA
MAYOR & CITY COUNCIL GOAL SETTING REPORT
2020**

Mayor:
Jason Morse

City Council
Ron Anderson
Jeff Walters
Mandy Vogel
Rob Sarchet
Dave Dvorak

City Clerk:
Jenny Gibbons

Library Director:
Jamie Noack

Police Chief:
Trace Kendig

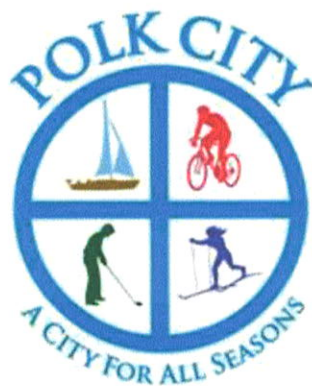
City Engineer:
Kathleen Connor

City Manager:
Chelsea Huisman

Public Works Director:
Mike Schulte

Finance Director:
Lindsey Huber

Fire Chief:
Jim Mitchell



Facilitated by:
Patrick Callahan
Callahan Municipal Consultants, LLC
October 29, 2019

City of Polk City, Iowa

Mayor & City Council Goal Setting Session

2020

Introduction

The City of Polk City requested assistance from Patrick Callahan in July 2019, for a Mayor and City Council goal setting process. Mr. Callahan agreed to organize and facilitate a process that involved the following steps:

1. Prepare a questionnaire to identify department needs, capital projects, accomplishments, programs, issues, trends and team building suggestions.
2. Prepare a list of the overall capital projects and suggested initiatives and programs based upon the comments of the elected officials and city department heads.
3. Conduct a strategic planning and goal setting session with the elected officials.
4. Preparation of this final report.

Goal Setting Work Session

City Council Members and the Mayor held an informal non-binding work session that was conducted by Mr. Callahan on October 29, 2019. The City's elected officials and department heads were asked to do the following:

1. Identify the major accomplishments of the City in 2018 and 2019, as listed by the Mayor and Council, and by the Department Heads. **(Exhibit A)**
2. Review the list of most important issues, concerns and trends facing the City in 2019, as listed by the Mayor and Council Members and by the City Department Heads. **(Exhibit B)**
3. Review and revise the list of potential initiatives, policies, and programs. **(Exhibit C)**
4. Indicate those initiatives and programs that are the most urgent or important at this time.
5. Review and revise the list of potential capital projects. **(Exhibit D)**
6. Indicate those capital projects that are the most urgent or important at this time.
7. Provide comments and suggestions regarding teamwork objectives. **(Exhibit E)**

Note: The Letter of Introduction, the Agenda for the Goal Setting Session, and the Preliminary Questionnaire are attached to this report as Appendix A, Appendix B and Appendix C, respectively.

THE CITY COUNCIL'S LIST OF "GIVENS"

After reviewing the list of proposed programs and policies, the Mayor and City Council Members concluded that the City was already committed to the completion of the following programs, policies, and initiatives:

1. Implement performance evaluations for all employees.
2. Water utility rate study to cover expenses.
3. URA & TIF mapping.
4. Adopt a new Subdivision Ordinance to bring the regulations in compliance with SUDAS.

Since the City Council had already committed to the completion of these items, it was agreed that the Mayor and City Council would not need to rank or prioritize these suggestions.

INITIATIVES AND PROGRAMS – 2020

The Mayor and City Council identified the following initiatives and programs as the most urgent or important.

A. Top Priority Initiatives and Programs

1. Trail Study to plan and budget for trail connections to the City Square, including interconnection of existing trails along North 3rd Street, South 3rd Street, and Broadway (\$20,000).
2. Apply for funding assistance from the MPO for trail projects, such as a Rec Trail Study for the hob of the city and connecting trails to the Town Square and High Trestle Trail.
3. Create and adopt a policy on the use of TIF for single-family residential, multi-family, commercial, and industrial development and determine if TIF should be used for trails, park improvements, and the incremental cost of 12" water main vs 8" water main.
4. Build a parks and recreation department and develop a park & recreation strategy.
5. Complete a feasibility study and needs assessment for City offices & buildings with a long range facilities plan for City Hall, Library, Police Station, and Fire Station.
6. Plan for future school facilities and continue to work on the possibility of a joint project with North Polk School District for a new school facility combined with multipurpose sports fields and trails.

B. High Priority Initiatives and Programs

1. Finish updating the employee handbook, including time off adjustment, and update employee job descriptions.

2. Adoption of a Five Year Capital Improvements Program and Facility Needs Assessment, including unmet needs, to prioritize projects and purchases with regular updates.
3. Economic development plan – Identify new marketing strategies and work with PCCEDC and adoption of an incentive policy, such as tax abatement, for commercial and/or industrial users that would be equitable and defined and that could be used to attract new businesses.

NOTE: A complete list of all programs and initiatives, as ranked by the Mayor and City Council Members is attached as **Exhibit C-1**.

CAPITAL IMPROVEMENT PROJECTS – 2020

The Mayor and City Council identified the following capital projects and equipment purchases as the most urgent or important.

A. Top Priority Capital Projects & Equipment Purchases

1. Construction of a new water tower and water mains with Ankeny and Polk County - \$3,500,000.
2. Reconstruction of streets in the Original Town Area.
3. Expansion of the Technology Campus with the North Polk School Site.
4. New well and water plant upgrades - \$450,000.

B. High Priority Capital Projects & Equipment Purchases.

1. Facility needs review and plan – Purchase property for City Hall Expansion and purchase of the property at 214 3rd Street so that City would own the entire block.
2. Multi-use trails and connection of trails.
3. Move forward with Major Road Project Plan and resurface all asphalt streets - \$2,800,000.
4. Sump collector piping network phase #1 - \$200,000.

Note: A complete summary of the rankings of all capital projects and equipment purchases is attached as Exhibit D-1.

TEAM BUILDING AGREEMENTS

The Mayor and City Council reviewed a list of ideas and suggestions relating to team building and building a better working relationship. The list of team building suggestions is identified as **Exhibit E**.

FUTURE PLANNING SUGGESTIONS

It is recommended that the city staff and management team prepare an “action plan” for the capital projects, and the initiatives & programs. The action plan for each goal would define the steps needed to accomplish the various tasks or objectives. This action plan could then be presented to the Mayor and City Council for review and approval and made a part of this Goal Setting Report.

It is recommended that the goals and objectives be posted in the Council Chambers at City Hall. The posting of the City Council’s goals and objectives will serve as a reminder to the City Department Heads and Staff Members as to the priorities that were established by the Mayor and City Council.

It is recommended that the City Council review the lists of capital projects and equipment purchases, and initiatives, programs, and monitor the progress that is made on each item on a quarterly basis. The City could use a format that shows the project or item side by side with a comment that updates the City Council and the residents of the City on the progress that has been made on each item at the end of each quarter. The tentative dates for the quarterly updates are: March 9, June 8, September 14, and December 14.

It is important to note that the prioritizing of all the capital projects and various initiatives is not “cast in stone.” The two lists can be modified as new circumstances may dictate. Hopefully, the Mayor and City Council will repeat this process in 2021, which may result in some additional modifications.

It is recommended that the City prepare a capital improvements plan to identify the City’s capital projects over the next four to six years. The plan could include cost estimates, descriptions of the projects, the justification, and sources of funding.

COMMUNICATION OF COUNCIL GOALS AND OBJECTIVES TO CITIZENS

Since the citizens of Polk City are basically the “shareholders” or owners of the City, it is important that they are informed about the goals and objectives that have been established by the Mayor and City Council. The following is a brief summary of various activities that have been used in other cities to communicate the City Council’s goals and objectives to local residents.

1. ***City Website.*** After the Mayor and City Council have reviewed and formally adopted the Goal Setting Report, a copy of the report can be placed on the City’s website for review by the citizens of Polk City.
2. ***Town Hall Meeting.*** The City Council could schedule a town hall meeting or public forum to present a summary of the City’s goals and objectives and to seek comments and observations from local residents.
3. ***City Hall Posting of Goals.*** The Council’s goals and objectives could be posted in the lobby area at City Hall for interested residents to review.
4. ***Open Houses – City Facilities.*** Annual “open houses” at various City buildings, such as City Hall, Fire Station, Police Station, Library, or Public Works Shop,

could be held to inform the citizens about the upcoming city projects and programs that have been proposed.

5. ***Community Leaders' Meeting.*** The Mayor and City Council could schedule an annual or semi-annual meeting with the School Board and the Polk City Chamber/Economic Development Board of Directors, to review and discuss the City Council's goals and objectives. These meetings could also provide an opportunity to learn more about the projects, programs, and objectives under consideration by these same organizations.
6. ***Presentations to Service Clubs.*** The Mayor, Council Members, and City Manager could make brief presentations to local services clubs and organizations outlining the goals and objectives.
7. ***Public Places –Reading Material.*** A copy of this goal setting report or a brief summary of the City's goals and objectives could be made available in public places, or where local residents could read this report.

FINAL COMMENTS

It was a pleasure to assist the City of Polk City with this goal setting process. We were impressed with the level of cooperation of the city staff and the elected officials.

Once again, thanks to the City Manager, the Mayor, the City Council Members, and City Department Heads for the great cooperation and timely response during this process.

Patrick Callahan
Callahan Municipal Consultants, LLC
October 29, 2019

**EXHIBIT A-1
CITY OF POLK CITY, IOWA
GOAL SETTING SESSION – 2020-21**

Major Accomplishments – Mayor/Council Members Responses

1. Upgrades to various parks
2. Improvements to the police department building
3. Improvement to the library building
4. Additional program offerings through the library, including adventure pass and wifi hot spots
5. Hosting RVTV in 2019
6. Hiring a new city manager
7. 10+ years of the Four Seasons Festival
8. Purchase of property south of current city hall
9. Purchase of additional water capacity
10. Traffic signalization – Bridge & 3rd Street
11. Water Feed Main/Booster Station with DMMW
12. Hiring of additional FT Police Officer
13. Hiring of FT Fire Chief
14. Building & Strengthening of the relationship between North Polk Schools and Polk City
15. Addition of seasonal Public Works staff
16. Contract with PFM for water and sewer rate study & long term plan
17. Vehicle abatement program
18. Maintained low property tax rate
19. Helped improve town square – businesses and overall usage
20. Worked together to create a budget the last two years to address the loss of local option sales tax (LOST) revenue, while maintaining necessary City services with relatively little impact to residents.
21. Polk City was selected for the Community Visioning Program
22. Adopted new limited fireworks ordinance
23. Purchase of additional dump truck for Public Works Department
24. Finished Davis Street modernization

EXHIBIT A-2
CITY OF POLK CITY, IOWA
GOAL SETTING SESSION – 2020-21

Major Accomplishments – Department Heads

1. Hired a full-time Fire Chief
2. Purchased a new 2018 ambulance
3. Replaced a Command vehicle with a 2017 Chevrolet Tahoe
4. Scheduled to replace 14 self-contained breathing apparatus in Fiscal Year 2019-20
5. Began replacing structural firefighting clothing that is 10 years old with 4 new sets of pants and coat in F.Y. 2018-19 and 4-5 more in F.Y. 2019-20
6. Hiring of a 7th Police Officer
7. PD K-9 program implementation
8. Lost Lakes development
9. Deer Haven development
10. Hugg Drive development
11. Installation of traffic signal at West Bridge Road & South 3rd Street
12. Annexation of Miller property
13. Annexation of Berggren Farms
14. Completion of the Davis Street Reconstruction Project
15. Completion of the 2018 Parks Improvements in Twelve Oaks, Doc Simmer Memorial, and Lost Lakes parks
16. Improved communications and relationship with North Polk School District
17. Crossroads at the Lakes development, including approval of the site plan for HyVee Fast & Fresh for 2020 construction
18. East Vista Lake Extension as city project and new City Laundry building in Big Creek Tech Park (\$634,000 valuation)
19. New Luana Bank (\$2,680,000)
20. New Remax Building (\$1,010,000 valuation)
21. Switching utility bills from postcards to full page
22. Successfully abated junk vehicles
23. Polk City Comprehensive Plan was adopted
24. Server installation, third-party management secured & VOIP transition
25. Online GIS mapping capabilities
26. Water Capacity purchase
27. Reconstruction of Grimes Street, Washington, Booth & Davis Street, extension of East Vista Lake Avenue & several small street repair projects
28. Turn lanes and flashers on DOT Highway 415
29. Completed the remodel of the police department
30. Installed high intensity LED crosswalk signs at crucial intersections
31. City officials worked with Polk County Sheriff's Office and North Polk School to reinstitute the School Resource Officer Program
32. \$200,000 to \$300,000 in street repair completed each year
33. Sewer rate study and direction provided
34. Switched from city administrator to city manager
35. More efficiently run city council meetings

36. Purchase of property south of city hall
37. The purchase, the abatement of nuisance and the sale of the property at 504 Roosevelt Street.
38. Completion of the Communications Agreement with Polk County for dispatch services.

EXHIBIT B-1
CITY OF POLK CITY, IOWA
GOAL SETTING SESSION – 2020-21

Issues and Concerns – Mayor/City Council Members Responses

1. Need for improved public water infrastructure
2. Create and adopt a policy on the use of TIF
3. Create and adopt a storm water ordinance
4. Lack of long-term financial planning – Create a Capital Improvements Plan (CIP)
5. Identify new funding sources for in lieu of reduced LOST funds – MPO, DOT, IDNR
6. Reduce speeds on roads heading out of town: Broadway north of Prairie Ridge Drive, Northside Drive east of the maintenance building, and South Third Street south of Pine Ridge Drive
7. Continue to nurture the relationship with North Polk School District
8. Completion of the Community Visioning process to identify transportation & recreation opportunities and improve existing amenities
9. Need for improvements to IT
10. Need for future sanitary sewer improvements to handle growth on the north side of City
11. Need for additional future property tax levy increases (after, years of none)
12. Increasing water & sewer rates and how to properly pass costs on to customers
13. Lack of available parking around the Town Square
14. Communication to residents – Need for new & improved website
15. Need & plan for additional City Staff across the board (ALL departments)
16. Rapidly increasing traffic flow in and around Polk City
17. “Old” Polk City vs “New” Polk City
18. Lack of Parks Department
19. No previous strategic planning or long term planning
20. Minimal communication on changes or planning
21. No future park land funding or plans to develop
22. Budgeting process varies widely from year to year
23. Questions on current financials and no clear future financial goals
24. Budget process/Financial planning – The past two years, it has seem we completed our budget one year at a time without looking ahead to see how our decisions in that particular year may impact future years, and did not appear to have a strategy for planning for future big-ticket items. This strategic planning session is a big step in the right direction, as was the recent sewer rate discussion.
25. Expectations of our growing population – As we grow, not only do we have expanding infrastructure needs, but our citizens expect amenities such as recreational facilities (both parks and fields) to keep up with the population growth as well. As we are balancing the loss of LOST revenue and growing infrastructure needs, we also need to figure out how to continue to make room for these types of amenities in our financial planning and possibly seek creative financing opportunities such as grants, sponsorships, partnerships, etc.
26. Limited water storage
27. Deteriorating streets in original parts of town
28. Need additional space and fields for youth sports programs

EXHIBIT B-2
CITY OF POLK CITY, IOWA
GOAL SETTING SESSION – 2020-21

Issues and Concerns – Department Heads

1. Need to review and revise the City Ordinance regarding fire code
2. Need to review and revise the Fire Department policy and procedure manual
3. Need to review and revise the Fire Department Standard Operating Guidelines
4. Address staffing concerns for both day and night shifts, specifically the paramedic position
5. Restructure the organization
6. Storm sewer system is lacking in the older sections of town and need for storm water utility
7. Recruitment plan for commercial businesses and industry
8. Need to expand sporting venues
9. Develop diverse neighborhoods and create developments to address affordable housing
10. PCFD is not effectively staffed
11. City hall and PCPD are inadequate facilities for future growth – Need for analysis
12. There is no comprehensive staffing plan to address the growth of the city and inadequate pay scales to attract and retain employees
13. Commercial tax base growth seems low
14. There is no plan for the growth and sustainability of city-wide IT needs
15. Growth is outpacing service availability – Need for more staff
16. New residents want Ankeny/Waukee amenities in Polk City (athletic fields, swimming pool, restaurants, etc.)
17. Water supply –constructing new water tower
18. Loss of LOST revenue
19. Concern that property tax revenues are currently not adequate to fund city services
20. The City does not have an engineering study for extension of sanitary sewers to growth areas surrounding the City and the City could be somewhat slow to react to developer's interest
21. Opportunity for improved participation in the MPO. The City is a member of the MPO, but has never applied for funding of street or trails improvements.
22. Opportunity for improved coordination with Polk County, for example the Comp Plan calls for connection of the Neal Smith Trail in Polk City to the High Trestle Trail, which requires crossing through unincorporated land in Polk County
23. Opportunity to leverage LMI funds for needed public improvement projects
24. Opportunity for more consistency and stability and established policy for developments and offsite improvements, and TIF projects per Council direction
25. Need to attract more commercial and industrial growth in improve the tax base
26. Lack of entry level housing. Projects that offer homes at a lower price – point have not been well received.
27. Drainage and erosion are increasingly a concern in metro area. Opportunity for an improved storm water management policy.
28. Need for succession plan for future city employee retirements
29. Need for more park space and green space

EXHIBIT C-1
MAYOR & CITY COUNCIL MEMBERS RANKINGS
SIGNIFICANT INITIATIVES, PROGRAMS & POLICIES – 2020
POLK CITY, IOWA

Programs or Initiative	Top Priority (x2)	Second Tier	Composite Score
1. Trail Study to plan and budget for trail connections to the City Square, including interconnection of existing trails along North 3 rd Street, South 3 rd Street, and Broadway (\$20,000)	5	1	11
2. Apply for funding assistance from the MPO for trail projects, such as a Rec Trail Study for the hob of the city and connecting trails to the Town Square and High Trestle Trail.	4	1	9
3. Create and adopt a policy on the use of TIF for single-family residential, multi-family, commercial, and industrial development and determine if TIF should be used for trails, park improvements, and the incremental cost of 12" water main vs 8" water main.	3	3	9
4. Build a parks and recreation department and develop a park & recreation strategy.	4	0	8
5. Complete a feasibility study and needs assessment for City offices & buildings with a long range facilities plan for City Hall, Library, Police Station, and Fire Station.	3	2	8
6. Plan for future school facilities and continue to work on the possibility of a joint project with North Polk School District for a new school facility combined with multipurpose sports fields and trails.	2	4	8
7. Finish updating the employee handbook, including time off adjustment, and update employee job descriptions.	3	1	7
8. Adoption of a Five Year Capital Improvements Program and Facility Needs Assessment, including unmet needs, to prioritize projects and purchases with regular updates.	3	1	7
9. Economic development plan- Identify new marketing strategies and work with PCCEDC and adoption of an incentive policy, such as tax abatement, for commercial and/or industrial users that would be equitable and defined that could be used to attract new businesses.	1	5	7
10. Staffing needs study and future hiring plan for all Departments and a comprehensive outsourcing review.	3	0	6
11. Current & future water needs study & plan and rate study.	1	4	6
12. Recodification – Updated policies and ordinances concerning: <ul style="list-style-type: none"> • Developments & Update Ordinances • Update Site Plan regulations to clarify issues such as architectural design standards for building additions on existing structure. • Adoption of a policy to define developer’s responsibilities 			

Programs or Initiative	Top Priority (x2)	Second Tier	Composite Score
off/site/oversized improvements, including paving abutting gravel roads, bringing substandard paved roads into compliance, sanitary truck sewer extensions, upsizing 8" water mains to 12" water mains, addition of turning lanes and deceleration lanes, and participation in the cost of traffic signals.	1	3	5
13. Infiltration and Inflow (I&I) Study of Sanitary Sewer System	1	2	4
14. Salary & wage study – council members and city employees – to ensure employee wages and benefits are comparable to surrounding communities.	1	2	4
15. Apply for funding assistance from the MPO for street projects, such as North 3 rd Street Overlay and Whitetail Parkway, including culvert across Wolf Creek.	1	2	4
16. Develop plan for LMI funds	0	4	4
17. Overhaul of budget process and develop a plan that is regular & constant for future years	1	1	3
18. Update the trails master plan	1	1	3
19. Water pressure study in the northwest part of Polk City	0	3	3
20. Develop a proactive nuisance abatement program and code enforcement program.	1	0	2
21. Annual Goal Setting & Strategic Planning Session	1	0	2
22. Creation of a storm water utility	1	0	2
23. Clarify water & sewer bill	1	0	2
24. Address various revenue opportunities for services for each department	0	1	1
25. Conduct a citizen survey of needs and wants form the citizens	0	1	1
26. Develop a comprehensive disaster plan and educate the staff about the one in existence	0	0	0
27. Charging for recycling	0	0	0
28. Create a complete policy manual for the City that coincides with department manuals	0	0	0
29. Whitetail Parkway Corridor Study to be used for funding applications, corridor reservation, and budgeting. (\$30,000)	0	0	0
30. Fire code inspection program	0	0	0
31. Greatly enhance the Fire Prevention Program	0	0	0
32. Review, update & expand the Polk City – Ankeny Boundary Agreement	0	0	0
33. Implement a comprehensive orientation process for new department heads to familiarize them with city policies, preferences for writing resolutions, budgeting process, etc.	0	0	0
34. Feasibility study on general obligation bond issue for municipal swimming pool	0	0	0

**EXHIBIT C-2
DEPARTMENT HEADS RANKINGS
Polk City, Iowa**

Significant Initiatives, Programs & Policies – 2020

Program or Initiative	Top Priority (x 2)	2nd Tier	Composite Score
1. Adoption of a 5 – Year Capital Improvements Program and Facility Needs Assessment, including unmet needs, to prioritize projects and purchases with regular updates.	8	0	16
2. Staffing needs study and future hiring plan for all Departments and a comprehensive outsourcing review	7	0	14
3. Complete a feasibility study and needs assessment for City offices & buildings with a long range facilities plan For City Hall, Library, Police Station, and Fire Station.	7	0	14
4. Recodification - Updated policies and ordinances concerning developments & stricter time limit on site plans <ul style="list-style-type: none"> • Update ordinances including fire and building codes, mobile food vendors, massage therapy, sub-division, builder debris, animals etc. • Update Site Plan regulations to clarify issues such as architectural design standards for building additions on existing structure. • Adoption of a policy to define developer’s responsibilities off-site/oversized improvements, including paving abutting gravel roads, bringing substandard paved roads into compliance, sanitary truck sewer extensions, upsizing 8” water mains to 12” water mains, addition of turning lanes and deceleration lanes, and participation in the cost of traffic signals. 	4	2	10
5. Economic development plan – Identify new marketing strategies and work with PCCEDC. Adoption of an incentive policy, such as tax abatement, for commercial and/or industrial users that would be equitable, defined and therefore could be used to attract new businesses.	3	3	9
6. Finish updating the employee handbook, including time off adjustment, and update employee job descriptions.	3	3	9

7. Create and adopt a policy on the use of TIF for single-family residential, multi-family, commercial, and industrial development and determine if TIF should be used for trails , park improvements, and the incremental cost of 12" water main vs 8" water main.	4	1	9
8. Salary & wage study – council members and city employees – to ensure employee wages and benefits are comparable to surrounding communities	3	2	8
9. Develop a comprehensive disaster plan and educate the staff about the one in existence.	3	2	8
10. Develop a proactive nuisance abatement program and code enforcement program.	1	5	7
11. Plan for future school facilities and continue to work on the possibility of a joint project with North Polk School District for a new school facility combined with multipurpose sports fields and trails.	0	6	6
12. Annual Goal Setting & Strategic Planning Session	1	4	6
13. Build a parks and recreation department and develop a park & recreation strategy.	3	0	6
14. Water pressure study in the Northwest part of Polk City.	1	3	5
15. Address various revenue opportunities for services for each department.	2	1	5
16. Charging for recycling.	0	4	4
17. Creation of a storm water utility.	1	2	4
18. Apply for funding assistance from the MPO for street projects such as North 3 rd Street Overlay and Whitetail Parkway, including culvert across Wolf Creek.	2	0	4
19. Apply for funding assistance from the MPO for trail projects, such as a Rec Trail Study for the hob of the city and connecting trails to the Town Square and High TrestleTrail.	1	1	3
20. Create a complete policy manual for the City that coincides with department manuals.	0	3	3
21. Trail Study to plan and budget for trail connections to the City Square, including interconnection of existing trails along North 3 rd Street, South 3 rd Street, and Broadway (\$20,000).	0	3	3
22. Current & future water needs study & plan and rate study.	0	3	3
23. Conduct a citizen survey of needs and wants from the citizens.	0	2	2
24. Whitetail Parkway Corridor Study to be used for	0	1	1

funding applications, corridor reservation, and budgeting. (\$30,000.)			
25. Develop plan for LMI funds.	0	1	1
26. Fire code inspection program.	0	1	1
27. Greatly enhance the Fire Prevention Program	0	1	1
28. Overhaul of budget process and develop a plan that is regular & constant for future years	0	0	0
29. Update the trails master plan.	0	0	0
30. Review, update, & expand the Polk City – Ankeny Boundary Agreement	0	0	0
31. Implement a comprehensive orientation process for new department heads to familiarize them with city policies, preferences for writing resolutions, budgeting process, etc.	0	0	0
32. Feasibility study on general obligation bond issue for municipal swimming pool	0	0	0

**EXHIBIT D-1
MAYOR & CITY COUNCIL MEMBERS RANKINGS
CAPITAL PROJECTS & EQUIPMENT PURCHASES - 2020
POLK CITY, IOWA**

Capital Project and Equipment Purchases	Top Priority	Second Tier	Total Score
1. Construction of a new water tower and water mains with Ankeny and Polk County - \$3,500.00	4	2	10
2. Reconstruction of streets in the Original Town Area	5	0	10
3. Expansion of Technology Campus with the North Polk School Site	4	1	9
4. New well and water plant upgrades - \$450,000.	4	1	9
5. Facility needs review and plan – Purchase property for City Hall Expansion and the purchase of property at 214 3 rd Street so that City would own the entire block.	3	1	7
6. Multi-use trails and connection of trails	3	1	7
7. Move forward with Major Road Project Plan and resurface all asphalt streets - \$2,800,000.	1	4	6
8. Sump collector piping network phase #1 - \$200,000.	0	5	5
9. Eleven (11) Self-contained breathing Apparatus – Fire Department	2	0	4
10. Public parking upgrades around and near the Town Square	1	2	4
11. Park improvements – Twelve Oaks, Lost Lake, Woodhaven Linear, Leonard Park, including new playground equipment.	1	2	4
12. Start planning for library expansion/new construction – purchase property.	0	4	4
13. Sanitary sewer slip lining	1	1	3
14. Park land development	1	0	2
15. Continue \$200,000 to \$300,000 of street repairs a year	0	1	1
16. 12" water main along NW Hugg Drive to complete loop from Big Creek Valley to North 3 rd Street, including upsizing to 12 water main in Creekview Estates – \$250,000.	0	1	1
17. Construct curb bump-outs to create a safer crosswalk at South 3 rd Street and Van Dorn, including ADA sidewalk ramp near City Hall.	0	1	1
18. Identify and fund the next traffic signalization project	0	1	1
19. New recreation building	0	1	1
20. North Broadway Sidewalk Gaps	0	1	1
21. New City Hall	0	0	0
22. New Public Safety Facility – Police Station & Fire Station	0	0	0
23. Southeast Truck Sewer	0	0	0
24. Replace Fire Engine 451	0	0	0
25. Vehicle fleet review & replacement plan (specifically PW & FD)	0	0	0
26. Develop an equipment and apparatus replacement schedule	0	0	0
27. 12' water main along West Bridge Road, between Parker Blvd and Lakeside Fellowship, to complete loop - \$50,000.	0	0	0
28. North 3 rd Street Overlay – Broadway to North Corp. Limits	0	0	0
29. Third Street overlay from the Broadway north to city limits	0	0	0
30. Sidewalk repair and improvements program	0	0	0

Capital Project and Equipment Purchases	Top Priority	Second Tier	Total Score
31. Street reconstruction of East Southside Drive	0	0	0
32. 72 nd Street Water main-Beggren Farms	0	0	0
33. Water Tower Painting	0	0	0
34. Northwest Hugg Drive & 72nd Street Paving	0	0	0

**EXHIBIT D-2
DEPARTMENT HEADS RANKINGS
CAPITAL PROJECTS & EQUIPMENT PURCHASES - 2020
POLK CITY, IOWA**

Capital Project and Equipment Purchases	Top Priority (x2)	Second Tier	Total Score
1. Construction of a new water tower and water mains with Ankeny and Polk Count - \$3,500,000	6	1	13
2. Facility needs review and plan – Purchase property for City Hall Expansion. Purchase 214 3 rd Street so City would own the whole block.	6	1	13
3. 12" water main along NW Hugg Drive to complete loop from Big Creek Valley to North 3 rd Street, including upsizing to 12" water main in Creekview Estates - \$250,000.	5	1	11
4. New City Hall	4	1	9
5. Start planning for library expansion/new construction – purchase property	3	3	9
6. Southeast Truck Sewer	1	6	8
7. New Public Safety facility – Police Station & Fire Station	3	1	7
8. Replace Fire Engine 451 within the next 2 years	2	3	7
9. Reconstruction of streets in Original Town Area	2	3	7
10. Public parking upgrades around and near the Town Square	2	2	6
11. Multi-use trails and connection of trails	2	0	4
12. Continue \$200,000 to \$300,000 of street repairs a year	0	3	3
13. Eleven (11) Self-contained Breathing Apparatus – Fire Department	0	3	3
14. Move forward with Major Road Project Plan and Resurface all asphalt Streets - \$2,800,000.	1	1	3
15. Vehicle fleet review & replacement plan (specifically PW & FD)	1	1	3
16. Construct curb bump-outs to create a safer crosswalk at South 3 rd Street and Van Dorn, including ADA sidewalk ramp near City Hall.	1	1	3
17. Develop an equipment and apparatus replacement schedule	0	2	2
18. Identify and fund the next traffic signalization project	0	2	2
19 .Sump collector piping network phase #1 - \$200,000.	1	0	2
20. Expansion of Technology Campus with the North Polk School Site	0	1	1
21. New well and water plant upgrades - \$450,000.	0	1	1
22 .Park improvements – Twelve Oaks, Lost Lake, Woodhaven Linear, Leonard Park, including new playground equipment	0	1	1
23. 12' water main along West Bridge Road, between Parker Blvd and Lakeside Fellowship, to complete loop - \$50,000.	0	1	1
24 .North 3 rd Street Overlay – Broadway to North Corp. Limits	0	1	1
25. Third Street overlay from the Broadway north to city limits	0	0	0
26. Park land development	0	0	0
27. Sidewalk repair and improvements program	0	0	0
28. New Recreation building	0	0	0
29. Street reconstruction of East Southside Drive	0	0	0

30. Sanitary sewer slip lining	0	0	0
31. 72 nd Street Water main- Beggren Farms	0	0	0
32. North Broadway Sidewalk Gaps	0	0	0
33. Water Tower Painting	0	0	0
34. Northwest Hugg Drive & 72 nd Street Paving	0	0	0

**EXHIBIT E-1
CITY OF POLK CITY, IOWA
GOAL SETTING SESSION – 2020-21**

Teamwork Suggestions – Mayor & City Council Members Responses

1. Better use of “Council Discussion” time during Council Meetings
2. Stay on topic during closed sessions
3. Elected Officials focus on policy & planning NOT personnel & day to day operations
4. Continuation of city manager updates
5. New/revamped Council Chambers – Move to E-Voting from dais
6. Focus on what is best for Polk City. Leave personal agendas at the door.
7. Discuss the city financials on a routine basis, not just place the information in the Council packets.
8. Review the checklists located in the current comprehensive plan.
9. Routine and scheduled work sessions to review and educate council and staff on long term vision, current issues, policies, and overall city health.
10. Consistent budgeting process with communication
11. Agreed upon liaison structure
12. Defined committee (finance and personnel) criteria and usage
13. Defined appointments – when to report back, rotation, impacts
14. More discussion during meetings. While I appreciate an efficient meeting, I think transparency to citizens may be improved with more discussion during council meetings. And while I appreciate that we typically land on the same page for most things, I think differing opinions from time to time are not a bad thing, as they draw out everyone’s perspective which helps ensure we land in the right place.
15. Leverage committees, etc. more - This past year, there was no Finance Committee meeting scheduled until we held a couple of work sessions with the full council and hadn’t been able to arrive at decisions to finalize the budget. I think it would have been helpful for those of us on the Finance Committee to meet ahead of time to discuss challenges, options, etc. so we could be more prepared and informed when the full Council meets. Also...I know we have an ad hoc committee formed to discuss a potential Park & Rec director position, but have we been utilizing the Parks Commission and/or their Council Liaison to the fullest extent possible in helping us understand the Community’s needs for recreational opportunities?

EXHIBIT E-2
CITY OF POLK CITY, IOWA
GOAL SETTING SESSION – 2020-21

Teamwork Suggestions – Department Heads

1. Have an understanding of the operations of local and the surrounding communities
2. Develop an open line of communication with City Manager for project clarification
3. Develop an understanding of “best practices” within every municipality
4. Hold work sessions with staff on a regular basis, such as once a month, to discuss city policies and projects, such as the LMI work session
5. Update Comprehensive Plan’s Implementation Plan by checking off achievements to help ensure the plan is being followed, or revised if necessary, to help achieve the City’s goals
6. Elected officials should visit city departments on a regular basis
7. The Mayor and Council should be willing to keep an open mind on raising revenue, such as raising property taxes, water and sewer rates, storm water utility, and curb it, to name a few
8. Set aside personal agendas and do what is best for the City overall
9. Participate in the Iowa League of Cities’ Conferences as a group
10. Work with the School District on collaborative ventures
11. Develop relationships with the metro partners
12. Support each other at all times – city staff and elected officials



Callahan Municipal Consultants, LLC

417 Kaitlynn Ave Anamosa, IA 52205 Cell: 563-599-3708 callahan.cmc@gmail.com

September 24, 2019

APPENDIX A

**To: Mayor and City Council
Polk City, Iowa**

From: Patrick Callahan, Municipal Consultant

Re: Goal Setting/Strategic Planning – 2019

We are looking forward to the Goal Setting Session on Tuesday, October 29, 2019 starting at 5:00 PM at the Polk City, City Hall. The agenda for the session is enclosed for your review.

First of all, thank you for selecting Callahan Municipal Consultants, LLC to conduct the City Council's goal setting session. We are pleased to be assisting the City on this process.

Strategic Planning or Goal Setting Session

We have facilitated numerous goal setting sessions for cities in Iowa from 2004 to 2019. Each session is unique and informative. When we started doing goal setting sessions in 2004, we developed an advance questionnaire in order to enhance the productivity of the session and reduce the amount of time on the more routine portions of the meeting. The questionnaire allows us to review issues in advance and thus provides more time for the primary focus of the session, which is to discuss, review, and prioritize the City Council's goals and objectives. We would like to thank you in advance for responding to the advance questionnaire for this goal setting session.

City Accomplishments

The first thing that we like to do at these sessions is to reflect upon the City's recent accomplishments. Many council members in other cities are so focused on the current or most pressing issues of the time that they lose track of all the city's accomplishments. Most council members are pleasantly surprised to review how much has actually been accomplished by their city over a span of two years.

Issues, Concerns, and Trends

We also like to take the time to look to the future as to issues or trends that have the potential to impact the City in either a positive or negative manner. A positive trend might be an increase in new housing construction. Whereas, a negative concern could be the passage of a bill by the Iowa General Assembly that might drastically reduce property tax revenues to the City's general fund. While the City may have little or no control over some of these trends or issues, it is usually better to acknowledge them and possibly develop a "game plan" as to how to address them in the future.

Capital Projects and Equipment Purchases

It is important to take the time to itemize and prioritize the City's capital project and major equipment needs. Since the City may not have a capital improvements plan (CIP) for all City departments, we may want to identify any projects or equipment purchases that should be included in the City's CIP. We will review, discuss, and prioritize the City's capital projects and equipment needs. This information and the direction provided by the City Council at this session will be very useful to the City employees.

Policies, Programs, and Initiatives

Once we have completed the ranking of capital improvements or the “bricks and mortar” projects, we will review the list of potential programs, policies, and initiatives. Examples might include updating the City’s employee’s handbook or the development of another source of revenue for the general fund. The Council will also be asked to prioritize these proposals.

Team Work Objectives

The final part of the session will be a discussion regarding team work and how the City Council members interact with each other and the City employees. We may identify and discuss ways to enhance the level of communication between the City Council and the organizations or persons who interact with the Council. If you are pleased with the current level of interaction with each other, the City employees, the local residents, and outside agencies, then this portion of the session may be brief.

Completion of Questionnaire

There is enclosed a questionnaire that we would ask all the elected officials and city department heads to complete prior to the goal setting session. We will summarize the results of the questionnaire and make them available prior to the meeting. In order to have enough time to summarize the results, please return the questionnaire to us by October 11th.

If it is more convenient to list your responses to the questionnaire on separate sheets, you are welcome to do so. You can list the five headings and provide your comments under each of the topics.

We promise to maintain the confidentiality of the responses to the questions on the questionnaire. The summary of the responses to the questions will not make reference to any names or individuals.

You are welcome to mail your completed questionnaire to Patrick Callahan, 417 Kaitlynn Avenue, Anamosa, Iowa 52205 or you can send it to our e-mail at callahan.cmc@gmail.com. You can also give your questionnaire to Chelsea Huisman and she will forward it to us.

Final Goal Setting Report

We will prepare a final report summarizing the Council’s 2019 goal setting session. We will also provide you with some suggestions on how to monitor the progress of accomplishing the Council’s goals and objectives and ways to communicate these goals to the ultimate “bosses or owners” – the citizens of Polk City.

Thank you for making the commitment to attend this goal setting session on October 29th. We look forward to meeting with you.

APPENDIX B

**CITY OF POLK CITY, IOWA
MAYOR AND CITY COUNCIL
CITY COUNCIL GOAL SETTING – 2020**

**Tuesday, October 29, 2019
5:00 PM to 9:00 PM
Polk City - City Hall – 112 3rd Street.**

AGENDA

1. Introduction and Opening Comments
2. General Overview of the Meeting and the Strategic Planning Report
3. Brief Review of City Accomplishments – Past Two Years – Exhibit A
4. Brief Review of Issues, Concerns and Trends – Exhibit B
5. Review and Ranking of Programs, Policies, and Initiatives – Exhibit C
 - A. Review of Proposed Initiatives
 - B. Clarification of Items
 - C. Revisions, Additions, Deletions and Combinations of Items
 - D. Ranking of Items – Placing of the “Dots”
 - E. Review List of “Givens” or Ongoing Projects
6. Review and Ranking of Capital Projects & Equipment Purchases – Exhibit D
 - A. Review of Proposed Initiatives
 - B. Clarification of Items
 - C. Revisions, Additions, Deletions and Combinations of Projects
 - D. Ranking of Items – Placing of the “Dots”
 - E. Review List of “Givens” or Ongoing Projects
7. Review/Evaluate “Team Work Objectives” – Exhibit E
8. Final Report to the Mayor and City Council – 2020 Strategic Planning Process
9. Questions, Comments, and Suggestions
10. Adjourn

APPENDIX C

MAYOR & CITY COUNCIL GOAL SETTING SESSION – 2019 POLK CITY, IOWA

PRELIMINARY QUESTIONNAIRE (Due – October 11th)

Introduction

The Mayor and City Council of the City of Polk City will be conducting a goal setting session on Tuesday, October 29th at 5:00 PM, at the Polk City, City Hall. The purpose of the session will be to identify and prioritize the City's overall goals and objectives for the next two years. In order to prepare for this session, you have been asked to help identify key issues and potential objectives that will be reviewed by the Mayor and City Council prior to the ranking of any goals for the City. It is requested that you list your responses to the following questions.

I. Major Accomplishments

Please list the top five to ten major accomplishments of the City of Polk City over the past two years. These accomplishments could be as large as a street project or as simple as a newly adopted city policy. The items do not need to be in any particular order.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

II. Issues, Concerns, Trends, and Opportunities

Please list specific issues, concerns that you have regarding future city services, policies or operations. These issues or concerns can relate to such things as an aging population or loss of state revenues. You do not need to identify the potential answers or solutions to your concerns.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

III. Significant Initiatives, Programs or Policies

It is requested that you list any initiative, program or policy that you think that the City should consider in the next two years. Examples of such items from other cities have included such things as updating employee job descriptions, writing a policy on open burning, conducting an annexation study, reviewing water and sewer rates, etc. These suggestions should not include construction projects, as these will be listed in the following section. These items do not have to be listed in any particular order.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

IV. Capital Projects / Construction Projects / Equipment Purchases

Please list the capital projects or equipment purchases that you think the City should consider over the next three years. These capital projects could include such things as street construction, public works equipment, public safety equipment, etc. If you have a rough estimate on the cost of such projects, please note it.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

V. Teamwork

In order to accomplish the selected goals and objectives, it is important that the City's elected officials work as a team and have good decision making skills. Please list some suggestions that the Mayor and City Council members could do in the future to improve the Council's teamwork, decision making process, and ability to accomplish the stated goals and objectives.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Please designate your role with the City: _____ Elected Official _____ City Employee

Return of Questionnaire

Please complete and return this questionnaire to Chelsea Huisman or Patrick Callahan (callahan.cmc@gmail.com) by October 11th .

Note: If it more convenient to list your responses to the questionnaire on separate sheets, you are welcome to do so. You can list the five headings and provide your comments under each of the topics.

RESOLUTION NO. 2019-115

**A RESOLUTION SETTING A PUBLIC HEARING ON AN AMENDMENT TO THE
FY 19/20 BUDGET FOR THE CITY OF POLK CITY, IOWA**

WHEREAS, the City Council of the City of Polk City, Iowa and City Staff have prepared an amendment to the Fiscal Year 2019-2020 City Budget; and

WHEREAS, it is necessary to hold a public hearing to review and approve an amendment to the budget.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby orders a public hearing and notice thereof to be held on January 13, 2020 at 6:00 p.m. in the City Hall Council Chambers, Polk City, Iowa on the amendment to the FY 19/20 City Budget.

PASSED AND APPROVED the 9th day of December 2019.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk



City of Polk City, Iowa

City Council Agenda Communication

Date: December 9, 2019
To: Mayor & City Council
From: Jim Mitchell – Fire Chief
Subject: **Hiring Approval**

BACKGROUND: We have a paid-on-call position offer to Destiny Rommel. This offer is conditional of successful completion of the physical examination. Destiny is a Polk City resident and already an Emergency Medical Technician, (EMT). Destiny currently works part-time as an EMT for Dallas County EMS. Destiny's beginning pay will be \$13.33 for a paid-on-call rate and \$13.80 per hour for a part-time rate.

ALTERNATIVES: N/A

FINANCIAL CONSIDERATIONS: This is an open position, so no additional cost will be incurred.

RECOMMENDATION: Please approve Destiny as a member of the Polk City Fire Department. Application available upon request.



December 9, 2019

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

RE: CHANGE ORDER NO. 1
PARTIAL PAYMENT APPLICATION NO. 2
2019 STREET REPAIRS PROJECT

Dear Honorable Mayor and City Council:

Please find the attached Partial Payment Application No. 2 and Change Order No. 1 for the 2019 Street Repairs Project. This payment application includes work completed by the Contractor between November 2, 2019 and December 1, 2019. Work completed during this pay period includes removal of existing pavement, replacement of pavement, and adjustment of storm sewer and sanitary sewer structures throughout Polk City.

Change Order No. 1 adds two (2) items to the contract and totals \$12,000.00. The first item added by Change Order No. 1 is the removal and reconstruction of a storm sewer intake near 401 Tyler Street that has deteriorated in condition and is undermining the adjacent roadway pavement due to soil infiltration. The second item added is a major intake adjustment on the south side of N. Trace Court to repair an intake that is allowing soil infiltration and undermining the adjacent pavement.

We recommend approval of Change Order No. 1, totaling \$12,000.00, and payment of \$16,583.67 to the Contractor, TK Concrete Inc., for work completed through December 1, 2019. Approximately 41% of the total contract work has been completed and 11 of the 30 working days for the project have been charged through this pay application.

Please contact me should you have any questions on this pay application and change order. We will be in attendance at the December 9, 2019 City Council meeting to answer any questions regarding this partial payment application and change order.

Sincerely,
SNYDER & ASSOCIATES, INC.

Travis D. Thornburgh, E.I.

Enclosure

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

CHANGE ORDER NO. 1

OWNER: City of Polk City

PROJECT: 2019 Street Repairs Project
S&A PROJECT #: 119.0449.01

To: TK Concrete Inc.
Contractor
1608 Fifield Road
Address
Pella, IA 50219
City, State, Zip

You are directed to make the following changes in this contract:

1. **Description of change to be made:**
Item CO1.1 adds a contract item to remove and replace the storm sewer intake located near 401 Tyler Street as shown on Sheet 6 of the original contract documents. The item shall be paid in accordance with SUDAS Section 6010.501
- Item CO1.2 adds a contract item to remove the existing riser section and adjusting rings, and reinstall a new riser section and adjust the existing intake located on the south side of Northern Trace Court shown on Sheet 15 of the original contract documents.

2. **Reason for Change:**
In the time between initial field review and construction commencing, the existing modular block storm sewer structure's condition deteriorated to a point that the structure is unlikely to remain servicable and intact throughout adjacent patching work.
- During removals of the adjacent patching areas, it was discovered that an intake top was improperly installed atop an existing manhole structure during the initial construction of the development area, allowing for sediment to enter the storm sewer system and undermine the roadway pavement.

3. **Settlement for the cost of making the change shall be as follows:**

Item No.	Item Description	Quantity	Unit	Unit Price	Total Price
CO1.1	Intake, SW-501, Cast In Place	1	EA	\$7,500.00	\$7,500.00
CO1.2	Intake Adjustment, Major	1	EA	\$4,500.00	\$4,500.00
TOTAL					\$12,000.00

4. This change order will result in a net change in the contract completion time of 0 days and a net change in the cost of the project of \$12000.00 divided as follows:

	Contract Amount	Contract Working Days
Approved funds and contract completion date as per (Engineer's Estimate, Contract or last approved C.O.)	\$150,550.00	30
Change due to this C.O. (+ or -)	\$12,000.00	0
Totals including this C.O.:	\$162,550.00	30

The change described herein is understood, and the terms of settlement are hereby agreed to:

TK Concrete Inc.
CONTRACTOR
By Jen Sopher

DATE: 12/5/19

Snyder & Associates, Inc.
ENGINEER
By Travis D Thordugh

DATE: 12/5/19

City of Polk City
OWNER
By _____

DATE: _____

APPLICATION FOR PARTIAL PAYMENT NO. 2

PROJECT: 2019 Street Repair Project

S&A PROJECT NO.: 119.0449.01

OWNER: City of Polk City
CONTRACTOR: TK Concrete, Inc.
ADDRESS: 1608 Fifield Road
Pella, Iowa 50219
DATE: 12/9/2019

PAYMENT PERIOD: 11/2/2019
to 12/1/2019

1. CONTRACT SUMMARY:

Original Contract Amount:	\$ 150,550.00
Net Change by Change Order:	\$ 12,000.00
Contract Amount to Date:	\$ 162,550.00

CONTRACT PERIOD: TOTAL WORKING DAYS

Original Contract Date:	August 12, 2019
Original Contract Time:	30

2. WORK SUMMARY:

Total Work Performed to Date:	\$ 61,906.50
Retainage: 5%	\$3,095.33
Total Earned Less Retainage:	\$58,811.17
Less Previous Applications for Payment:	\$ 42,227.50
AMOUNT DUE THIS APPLICATION:	<u>\$16,583.67</u>

Added by Change Order:	_____
Contract Time to Date:	30
Time Used to Date:	11
Contract Time Remaining:	19

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

TK Concrete, Inc.
CONTRACTOR

By *Jim Sopher* DATE: 12/5/19

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.
ENGINEER

By *David Thornburgh* DATE: 12/5/19

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
2.1.	Core Out Excavation	175	CY	\$ 20.00	\$ 3,500.00			\$ -
2.2.	Class A Roadstone	170	TON	35.00	5,950.00			-
2.3.	Subgrade Treatment, Geogrid, Triangular	500	SY	3.00	1,500.00			-
2.4.	Special Backfill	10	TON	35.00	350.00			-
6.1.	Manhole Adjustment, Minor	6	EA	1,250.00	7,500.00	1		1,250.00
6.2.	Intake Adjustment, Minor	11	EA	750.00	8,250.00	5		3,750.00
6.3.	Infiltration Barrier, Molded Shield	5	EA	1,250.00	6,250.00	1		1,250.00
7.1.	PCC Pavement Full Depth Repair Patch	1,000	SY	75.00	75,000.00	479.5		35,962.50
7.2.	Crack and Joint Cleaning and Filling, PCC	100	LF	10.00	1,000.00			-
7.3.	Removal of Sidewalk	25	SY	20.00	500.00	12.2		244.00
7.4.	Sidewalk, PCC, 6"	15	SY	150.00	2,250.00	12		1,800.00
7.5.	Detectable Warnings	30	SF	50.00	1,500.00	23		1,150.00
8.1.	Traffic Control	1	LS	10,000.00	10,000.00	0.30		3,000.00
11.1.	Mobilization	1	LS	27,000.00	27,000.00	0.5		13,500.00
					TOTAL ORIGINAL CONTRACT = \$ 150,550.00	\$ 61,906.50		
CHANGE ORDER SUMMARY:								
CO1.1	Intake, SW-501, Cast In Place	1	EA	7,500.00	7,500.00			-
CO1.2	Intake Adjustment, Major	1	EA	4,500.00	4,500.00			-
					TOTAL CHANGE ORDERS = \$ 12,000.00	\$ -		
					TOTAL CONTRACT & CHANGE ORDERS \$162,550.00	\$ 61,906.50		

RESOLUTION 2019-112

A RESOLUTION APPROVING CHANGE ORDER NO. 1 FOR THE 2019 STREET REPAIRS PROJECT

WHEREAS, the City of Polk City, City Council, approved Resolution 2019-64 ordering construction for the 2019 Street Repairs Project on July 8, 2019; and

WHEREAS, the City Council approved Resolution 2019-79 on August 12, 2019 awarding the construction contract to TK Concrete, Inc. of Pella, Iowa; and

WHEREAS, on August 12, 2019 the City Council approved Resolution 2019-80 approving the contract in the amount of \$150,550; and

WHEREAS, TK Concrete, Inc. and the City Engineer have submitted to the City of Polk City, Change Order No. 1 for in the amount of \$12,000.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Change Order No. 2 in the amount of \$12,000 for the 2019 Street Repairs Project.

PASSED AND APPROVED the 9th day of December 2019.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

RESOLUTION 2019-113

**A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT NO. 2
FOR THE 2019 STREET REPAIRS PROJECT**

WHEREAS, the City of Polk City, City Council, approved Resolution 2019-64 ordering construction for the 2019 Street Repairs Project on July 8, 2019; and

WHEREAS, the City Council approved Resolution 2019-79 on August 12, 2019 awarding the construction contract to TK Concrete, Inc. of Pella, Iowa; and

WHEREAS, on August 12, 2019 the City Council approved Resolution 2019-80 approving the contract in the amount of \$150,550; and

WHEREAS, on December 9, 2019 the City Council approved Resolution 2019-112 approving Change Order No. 1 in the amount of \$12,000; and

WHEREAS, on November 11, 2019 the City Council approved Pay App No. 1 in the amount of \$42,227.50; and

WHEREAS, TK Concrete, Inc. and the City Engineer have submitted the Application for Partial Payment No. 2 giving a detailed estimate of work completed with an application for payment in the amount of \$16,583.67.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment No. 2 for the 2019 Street Repairs Project and the Finance Officer is hereby authorized to issue a check to TK Concrete Ink. in the amount of \$16,583.67.

PASSED AND APPROVED the 9th day of December 2019.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

December 9, 2019

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

RE: N. 3RD STREET CURVE RECONSTRUCTION, TRAIL AND OVERLAY PROJECT
BROADWAY STREET TO NORTH CORPORATE LIMITS
CONCEPT PLAN AND CONCEPTUAL COST OPINION

Dear Honorable Mayor and City Council:

For the City Council's consideration, we've prepared two alternatives for improvements along N. 3rd Street between the Broadway Street intersection and north Corporate Limits. The preferred alternative, as selected by City Council, will be included in a funding request to the Des Moines MPO in January 2020. An exhibit and conceptual cost opinion for each alternative is included with this memo. A summary of these alternatives is as follows:

Option 1: Includes reconstruction of N. 3rd Street from the Northside Drive Intersection to approximately 370' north of the intersection as full depth HMA pavement and the 3rd Street intersection with Northside Drive would be widened to accommodate truck turning movements through the intersection.

A 10' recreational trail would be constructed along N. 3rd Street from Northside Drive to the north Corporate Limits and would maintain a minimum of 7' of green space behind the curb. Construction of the recreational trail along the alignment of Option 1 would require acquisition of a 10' permanent recreational trail easement from three (3) property owners along the east side of the roadway and 15' recreational trail easement from another property owner. Acquisition of several storm sewer and drainage easements would be required to allow for the elimination of the ditch along 3rd Street and the extension of an existing group of three (3) 48" CMP culverts.

Option 1 would also include a 3" HMA overlay from the colored concrete crosswalk at Broadway Street to the north Corporate Limits, excluding the 370' of roadway that would be constructed as full depth HMA pavement.

The total estimated cost for Option 1 is \$1,977,000.00 in fiscal year 2024.

Option 2: Includes reconstruction of N. 3rd Street from approximately 120' south of the Northside Drive Intersection to approximately 545' north of the intersection as full depth HMA pavement and the reconstruction of the Northside Drive and N. 3rd Street intersection. This reconstruction would shift the roadway alignment to the west and alter the Northside Drive and 3rd Street intersection to accommodate truck turning movements through the intersection.

A 10' recreational trail would be constructed along N. 3rd Street from Northside Drive to the north Corporate Limits and would maintain a minimum of 7' of green space behind the curb. Construction of

the recreational trail along the alignment of Option 2 would require acquisition of a 15' permanent recreational trail easement from one (1) property owner along the east side of the roadway. This option would also require acquisition of several storm sewer and drainage easements to allow for the elimination of the ditch along 3rd Street and the extension of an existing group of three (3) 48" CMP culverts.


Option 2 would include a 3" HMA overlay from the colored concrete crosswalk at Broadway Street to the north Corporate Limits, excluding the 790' of roadway that would be constructed as full depth HMA pavement.

The total estimated cost for Option 2 is \$2,114,000.00 in fiscal year 2024.

We will be in attendance at the December 9, 2019 City Council meeting to answer any questions regarding the attached conceptual cost opinions and exhibits. In the interim, feel free to contact John Haldeman, Kathleen Connor, or myself should you have any comments, questions, or require additional information.

Sincerely,

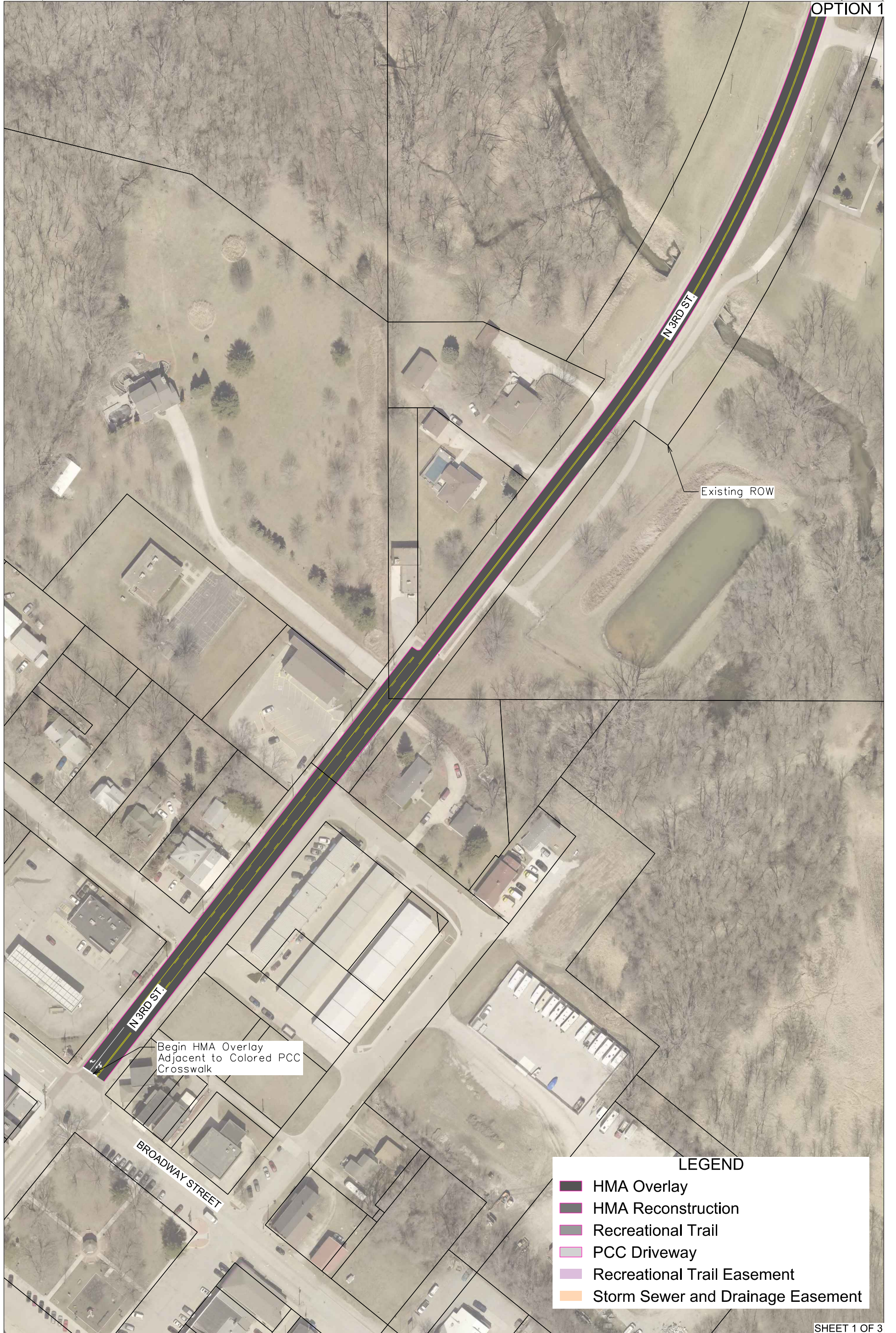
SNYDER & ASSOCIATES, INC.

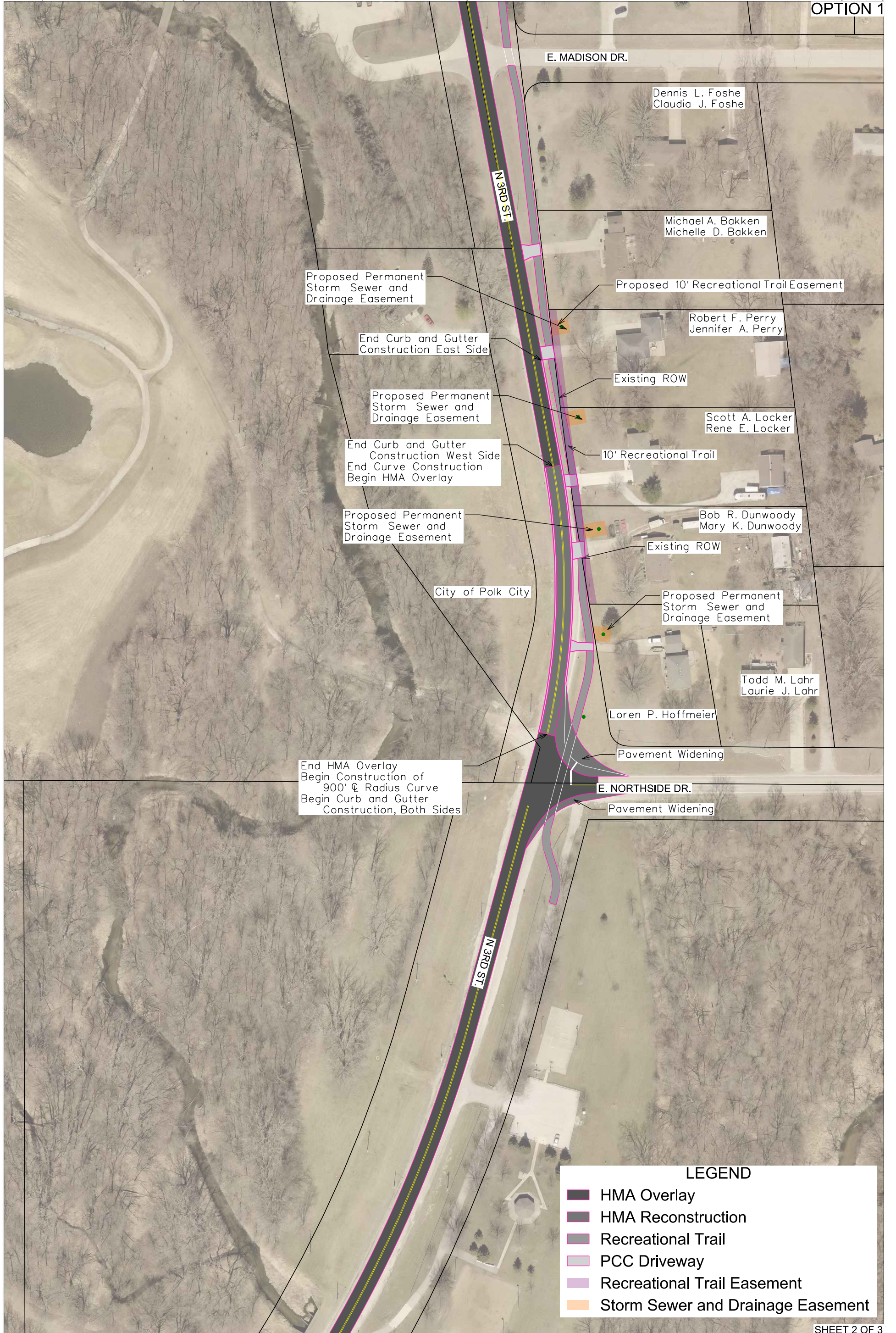


Travis D. Thornburgh, E.I.

Enclosure

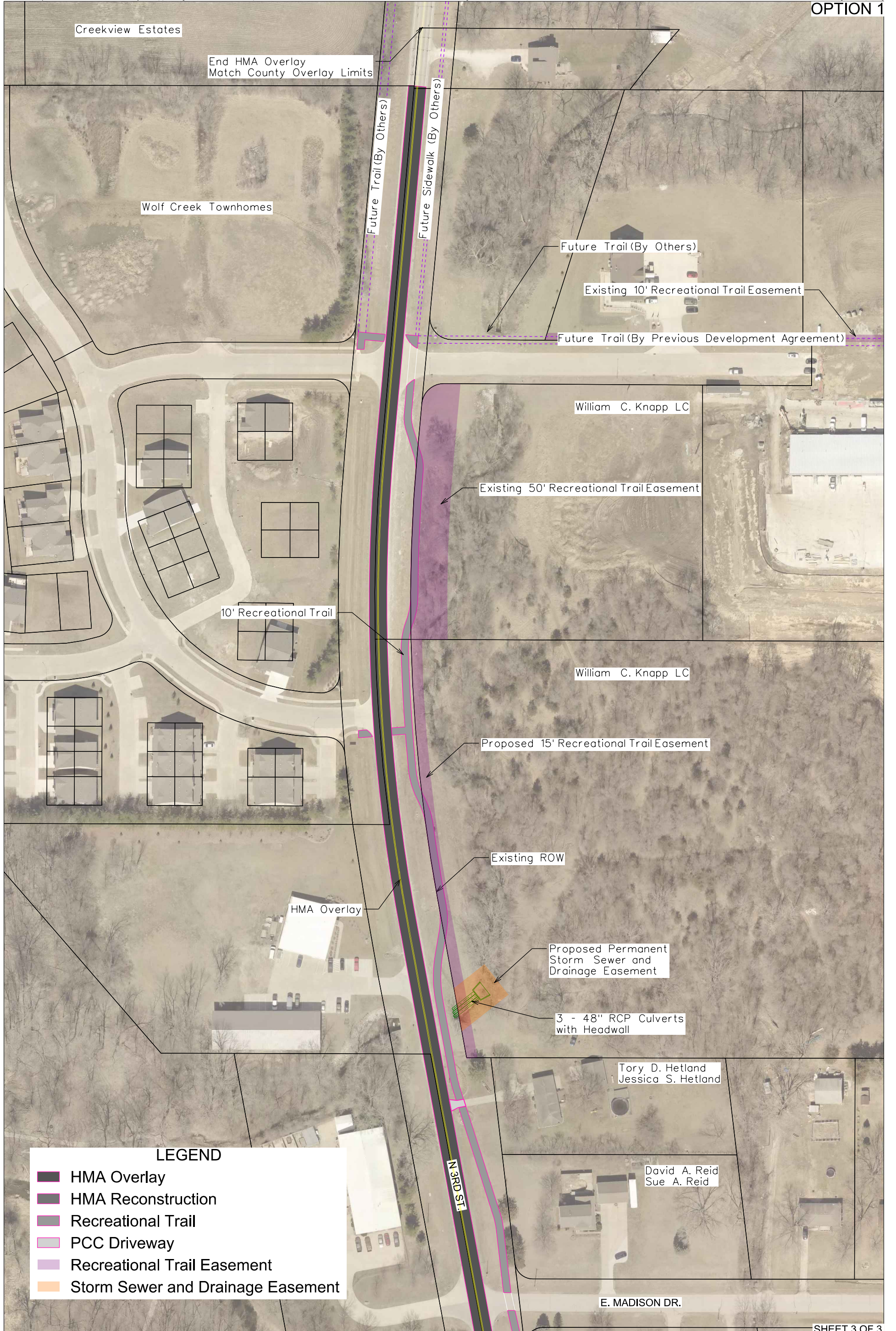
cc: Mike Schulte, City of Polk City
Chelsea Huisman, City of Polk City
John W. Haldeman, Snyder & Associates
Kathleen Connor, Snyder & Associates





LEGEND

- HMA Overlay
- HMA Reconstruction
- Recreational Trail
- PCC Driveway
- Recreational Trail Easement
- Storm Sewer and Drainage Easement



LEGEND

- HMA Overlay
- HMA Reconstruction
- Recreational Trail
- PCC Driveway
- Recreational Trail Easement
- Storm Sewer and Drainage Easement

ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS



N. 3RD STREET CURVE RECONSTRUCTION, TRAIL, AND OVERLAY
BROADWAY STREET TO NORTH CORPORATE LIMITS

OPTION 1
POLK CITY, IOWA
119.0001.01

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
EARTHWORK					
2.1	Clearing & Grubbing	2.5	ACRE	\$ 8,000.00	\$ 20,000.00
2.2	Excavation, Class 10, Roadway and Borrow	5000	CY	\$ 16.00	\$ 80,000.00
2.3	Subgrade Preparation (1)	1800	SY	\$ 3.00	\$ 5,400.00
2.4	Subgrade Preparation, Recreation Trail	3200	SY	\$ 3.00	\$ 9,600.00
2.5	Special Backfill (8" Thickness) (1)	600	TON	\$ 40.00	\$ 24,000.00
SEWERS AND DRAINS					
4.1	Storm Sewer Gravity Main, Trenched, RCP, 2000D, 12"	120	LF	\$ 80.00	\$ 9,600.00
4.2	Storm Sewer Gravity Main, Trenched, RCP, 2000D, 15"	440	LF	\$ 75.00	\$ 33,000.00
4.3	Storm Sewer Gravity Main, Trenched, RCP, 2000D, 18"	225	LF	\$ 95.00	\$ 21,375.00
4.4	Storm Sewer Gravity Main, Trenched, RCP, 2000D, 48"	120	LF	\$ 250.00	\$ 30,000.00
STRUCTURES FOR SANITARY AND STORM					
6.1	Removal of Existing Culverts	200	LF	\$ 30.00	\$ 6,000.00
6.2	Apron, Concrete, 18"	2	EA	\$ 1,500.00	\$ 3,000.00
6.3	Manhole, Storm Sewer, SW-401, 48"	2	EA	\$ 4,500.00	\$ 9,000.00
6.4	Intake, SW-503	3	EA	\$ 5,000.00	\$ 15,000.00
6.5	Intake, SW-512, 24"	4	EA	\$ 2,800.00	\$ 11,200.00
6.6	Removal of Existing Concrete Headwall	1	EA	\$ 8,000.00	\$ 8,000.00
6.7	Connection of Dissimilar Pipes	3	EA	\$ 1,500.00	\$ 4,500.00
6.8	Reinforced Concrete Headwall	1	LS	\$ 40,000.00	\$ 40,000.00
STREETS AND RELATED WORK					
7.1	Removal of Pavement	990	SY	\$ 15.00	\$ 14,850.00
7.2	Removal of Paved Driveway	160	SY	\$ 10.00	\$ 1,600.00
7.3	Removal of Shared Use Path	190	SY	\$ 10.00	\$ 1,900.00
7.4	Pavement, HMA, 9" Depth	1350	SY	\$ 65.00	\$ 87,750.00
7.5	HMA Mill & Overlay, 3" Depth	13100	SY	\$ 20.00	\$ 262,000.00
7.6	Shared Use Path, PCC, 5" Depth	2500	SY	\$ 45.00	\$ 112,500.00
7.7	Shared Use Path, PCC, 6" Depth	270	SY	\$ 55.00	\$ 14,850.00
7.8	Detectable Warning	200	SF	\$ 40.00	\$ 8,000.00
7.9	Curb and Gutter, 2.5' Width, 6"	825	LF	\$ 50.00	\$ 41,250.00
7.10	Driveway, PCC, 6"	225	SY	\$ 65.00	\$ 14,625.00
7.11	HMA Pavement Samples and Testing	1	LS	\$ 3,000.00	\$ 3,000.00
7.12	PCC Pavement Samples and Testing	1	LS	\$ 2,000.00	\$ 2,000.00
TRAFFIC CONTROL					
8.1	Temporary Traffic Control	1	LS	\$ 15,000.00	\$ 15,000.00
8.2	Construction Staging (2)	1	LS	\$175,000.00	\$ 175,000.00
8.3	Painted Pavement Markings, Solvent/Waterborne	110	STA	\$ 75.00	\$ 8,250.00

ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS

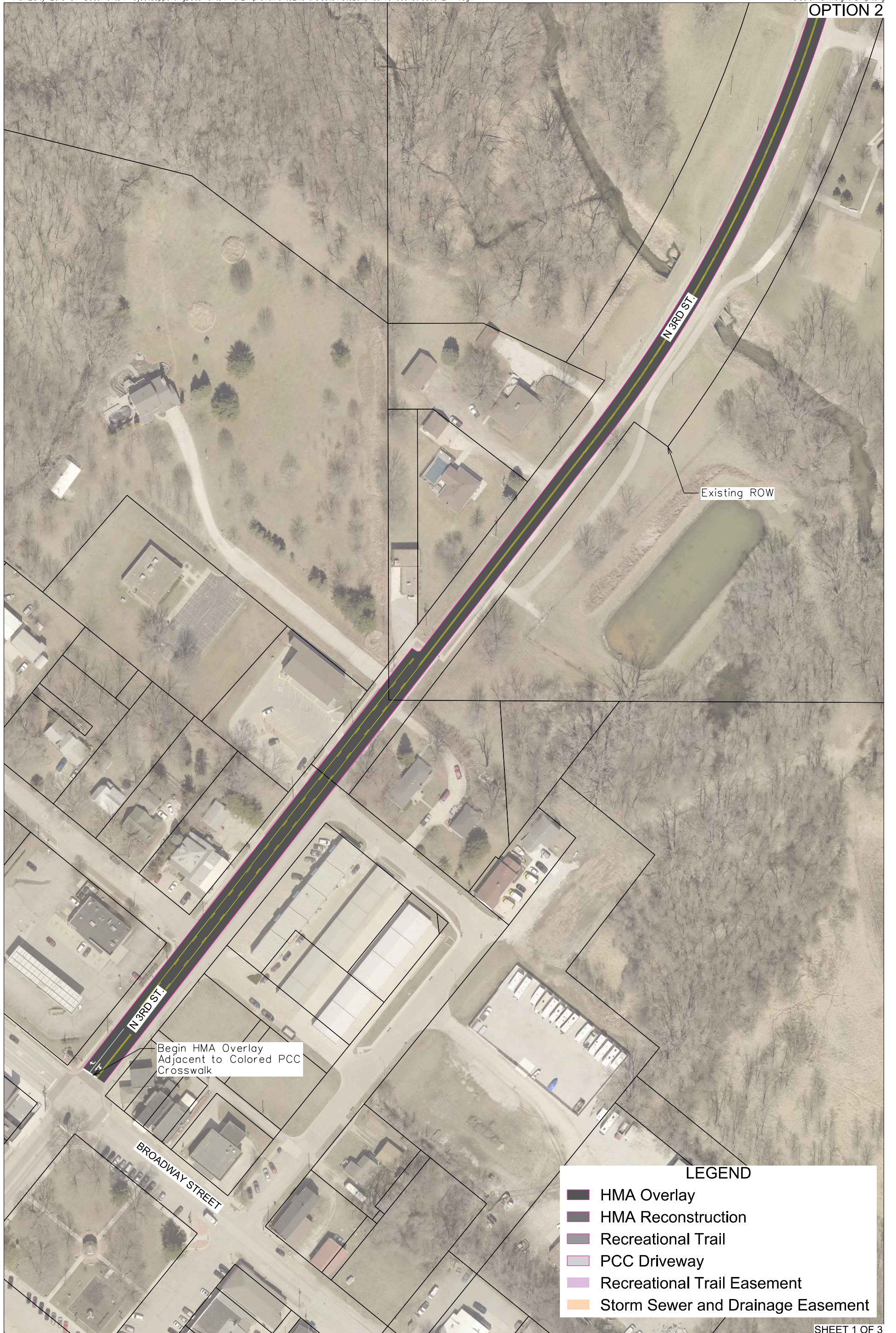


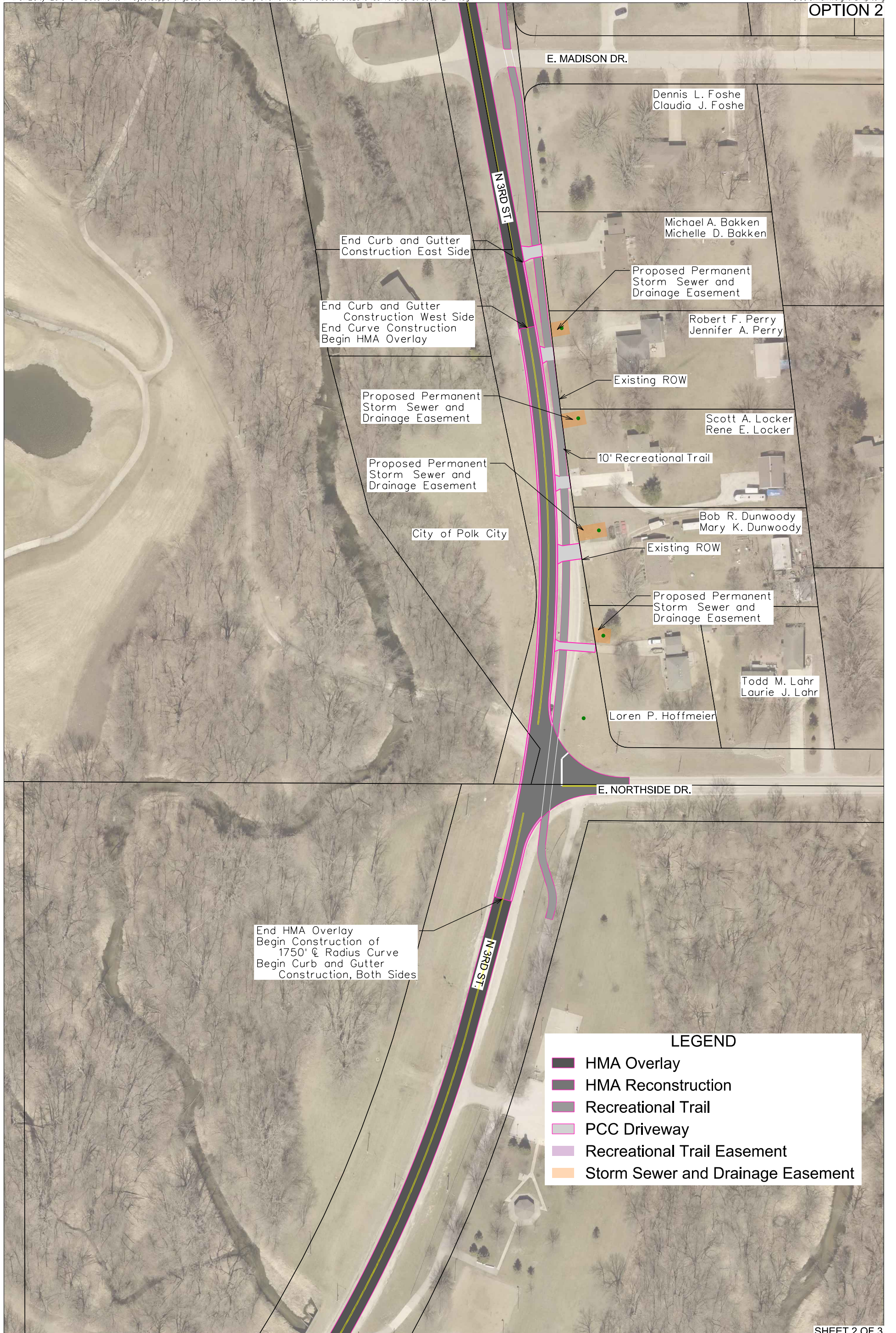
N. 3RD STREET CURVE RECONSTRUCTION, TRAIL, AND OVERLAY
 BROADWAY STREET TO NORTH CORPORATE LIMITS
 OPTION 1
 POLK CITY, IOWA
 119.0001.01

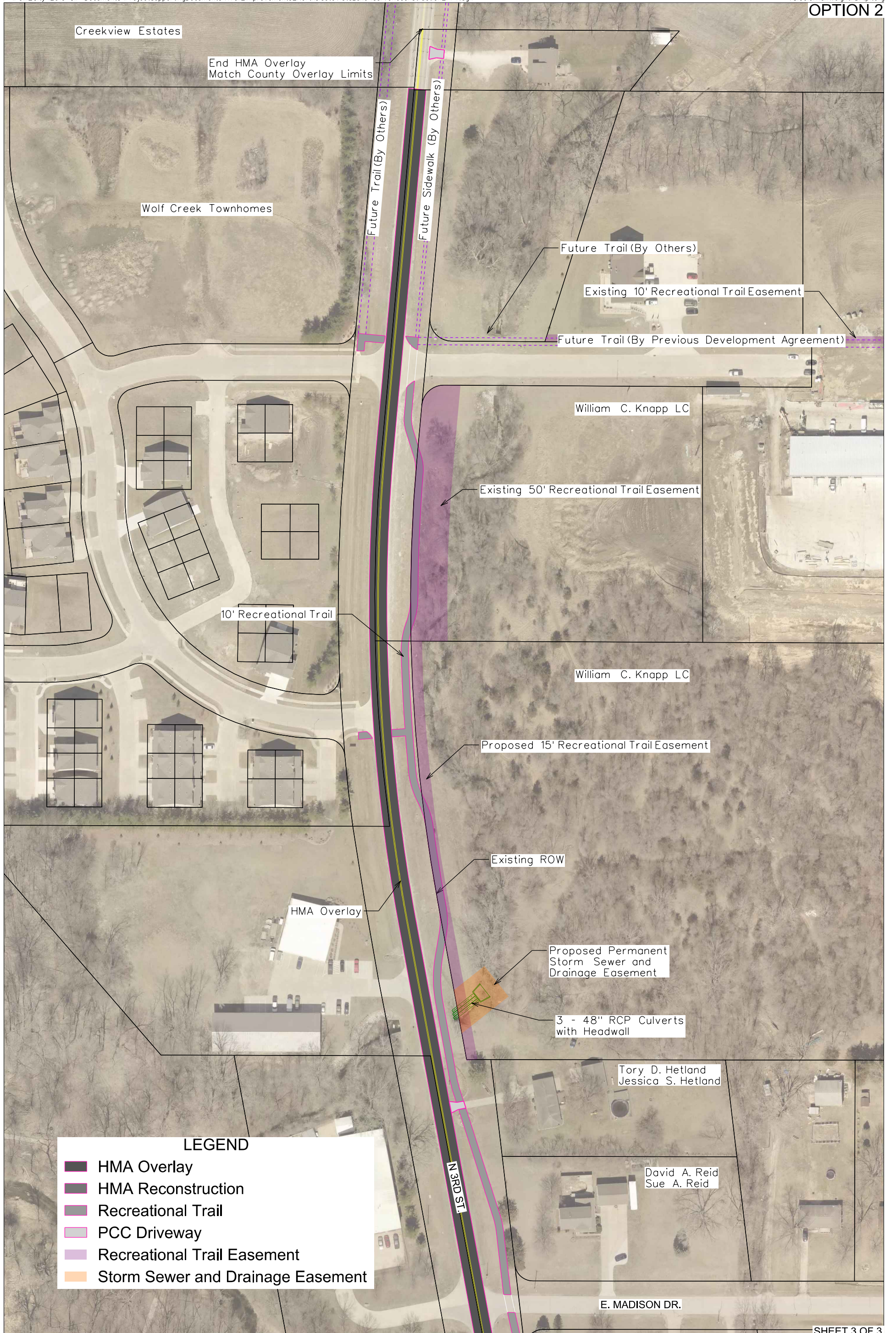
ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
SITE WORK AND LANDSCAPING					
9.1	Fence, Chain Link, 72" Height	80	LF	\$ 150.00	\$ 12,000.00
9.2	Hydraulic Seeding, Fertilizing and Hydromulching	2.5	ACRE	\$ 3,500.00	\$ 8,750.00
9.3	Sodding	560	SQ	\$ 70.00	\$ 39,200.00
9.4	Filter Sock, 8" Dia. (Placement & Removal)	900	LF	\$ 4.00	\$ 3,600.00
9.5	Remove and Reinstall Mailbox	5	EA	\$ 500.00	\$ 2,500.00
9.6	Remove and Reinstall Sign	3	EA	\$ 1,000.00	\$ 3,000.00
9.7	SWPPP Management	1	LS	\$ 3,000.00	\$ 3,000.00
GENERAL PROVISIONS					
11.1	Mobilization (Estimated at 5%)	1	LS	\$ 60,000.00	\$ 60,000.00
Subtotal:					\$ 1,224,300.00
Contingency (20%):					\$ 245,700.00
CONSTRUCTION TOTAL:					\$ 1,470,000.00
<u>Other Project Costs</u>					
Right of Way:					\$ 65,000.00
Survey, Engineering, and Construction Services (Est. 15%):					\$ 221,000.00
TOTAL PROJECT COST:					\$ 1,756,000.00
ADJUSTED PROJECT COST FOR FISCAL YEAR 2024:					\$ 1,977,000.00

Notes

- (1) Assumes preparation occurs to 2' behind back of curb for curve reconstruction area.
- (2) Additional cost to account for construction phasing to maintain at least one lane of traffic open throughout the duration of the project. Estimated at 30% increase in construction costs related to earthwork, HMA curve reconstruction, PCC trail construction, and storm sewer installation.







LEGEND

- HMA Overlay
- HMA Reconstruction
- Recreational Trail
- PCC Driveway
- Recreational Trail Easement
- Storm Sewer and Drainage Easement

ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS



N. 3RD STREET CURVE RECONSTRUCTION, TRAIL, AND OVERLAY
 BROADWAY STREET TO NORTH CORPORATE LIMITS
 OPTION 2: FLATTEN CURVE TO SHIFT WEST
 POLK CITY, IOWA
 119.0001.01

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
EARTHWORK					
2.1	Clearing & Grubbing	2.5	ACRE	\$ 8,000.00	\$ 20,000.00
2.2	Excavation, Class 10, Roadway and Borrow	6000	CY	\$ 16.00	\$ 96,000.00
2.3	Subgrade Preparation (1)	3400	SY	\$ 3.00	\$ 10,200.00
2.4	Subgrade Preparation, Recreation Trail	3300	SY	\$ 3.00	\$ 9,900.00
2.5	Special Backfill (8" Thickness) (1)	1100	TON	\$ 40.00	\$ 44,000.00
SEWERS AND DRAINS					
4.1	Storm Sewer Gravity Main, Trenched, RCP, 2000D, 12"	120	LF	\$ 80.00	\$ 9,600.00
4.2	Storm Sewer Gravity Main, Trenched, RCP, 2000D, 15"	440	LF	\$ 75.00	\$ 33,000.00
4.3	Storm Sewer Gravity Main, Trenched, RCP, 2000D, 18"	225	LF	\$ 95.00	\$ 21,375.00
4.4	Storm Sewer Gravity Main, Trenched, RCP, 2000D, 48"	120	LF	\$ 250.00	\$ 30,000.00
STRUCTURES FOR SANITARY AND STORM					
6.1	Removal of Existing Culverts	200	LF	\$ 30.00	\$ 6,000.00
6.2	Apron, Concrete, 18"	2	EA	\$ 1,500.00	\$ 3,000.00
6.3	Manhole, Storm Sewer, SW-401, 48"	2	EA	\$ 4,500.00	\$ 9,000.00
6.4	Intake, SW-503	3	EA	\$ 5,000.00	\$ 15,000.00
6.5	Intake, SW-512, 24"	4	EA	\$ 2,800.00	\$ 11,200.00
6.6	Removal of Existing Concrete Headwall	1	EA	\$ 8,000.00	\$ 8,000.00
6.7	Connection of Dissimilar Pipes	3	EA	\$ 1,500.00	\$ 4,500.00
6.8	Reinforced Concrete Headwall	1	LS	\$ 40,000.00	\$ 40,000.00
STREETS AND RELATED WORK					
7.1	Removal of Pavement	2700	SY	\$ 15.00	\$ 40,500.00
7.2	Removal of Paved Driveway	170	SY	\$ 10.00	\$ 1,700.00
7.3	Removal of Shared Use Path	215	SY	\$ 10.00	\$ 2,150.00
7.4	Pavement, HMA, 9" Depth	2600	SY	\$ 65.00	\$ 169,000.00
7.5	HMA Mill & Overlay, 3" Depth	11600	SY	\$ 20.00	\$ 232,000.00
7.6	Shared Use Path, PCC, 5" Depth	2600	SY	\$ 45.00	\$ 117,000.00
7.7	Shared Use Path, PCC, 6" Depth	280	SY	\$ 55.00	\$ 15,400.00
7.8	Detectable Warning	200	SF	\$ 40.00	\$ 8,000.00
7.9	Curb and Gutter, 2.5' Width, 6"	1600	LF	\$ 50.00	\$ 80,000.00
7.10	Driveway, PCC, 6" Depth	300	SY	\$ 65.00	\$ 19,500.00
7.11	HMA Pavement Samples and Testing	1	LS	\$ 3,000.00	\$ 3,000.00
7.12	PCC Pavement Samples and Testing	1	LS	\$ 2,000.00	\$ 2,000.00
TRAFFIC CONTROL					
8.1	Temporary Traffic Control	1	LS	\$ 15,000.00	\$ 15,000.00
8.2	Construction Staging (2)	1	LS	\$ 120,000.00	\$ 120,000.00
8.3	Painted Pavement Markings, Solvent/Waterborne	110	STA	\$ 75.00	\$ 8,250.00

ENGINEER'S CONCEPTUAL OPINION OF PROBABLE PROJECT COSTS



N. 3RD STREET CURVE RECONSTRUCTION, TRAIL, AND OVERLAY
 BROADWAY STREET TO NORTH CORPORATE LIMITS
 OPTION 2: FLATTEN CURVE TO SHIFT WEST
 POLK CITY, IOWA
 119.0001.01

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
SITE WORK AND LANDSCAPING					
9.1	Fence, Chain Link, 72" Height	80	LF	\$ 150.00	\$ 12,000.00
9.2	Hydraulic Seeding, Fertilizing and HydroMulching	2.5	ACRE	\$ 3,500.00	\$ 8,750.00
9.3	Sodding	560	SQ	\$ 70.00	\$ 39,200.00
9.4	Filter Sock, 8" Dia. (Placement & Removal)	900	LF	\$ 4.00	\$ 3,600.00
9.5	Remove and Reinstall Mailbox	5	EA	\$ 500.00	\$ 2,500.00
9.6	Remove and Reinstall Sign	3	EA	\$ 1,000.00	\$ 3,000.00
9.7	SWPPP Management	1	LS	\$ 3,000.00	\$ 3,000.00
GENERAL PROVISIONS					
11.1	Mobilization (Estimated at 5%)	1	LS	\$ 65,000.00	\$ 65,000.00
Subtotal:					\$ 1,341,325.00
Contingency (20%):					\$ 269,675.00
CONSTRUCTION TOTAL:					\$ 1,611,000.00
<u>Other Project Costs</u>					
Right of Way:					\$ 25,000.00
Survey, Engineering, and Construction Services (Est. 15%):					\$ 242,000.00
TOTAL PROJECT COST:					\$ 1,878,000.00
ADJUSTED PROJECT COST FOR FISCAL YEAR 2024:					\$ 2,114,000.00

Notes

- (1) Assumes preparation occurs to 2' behind back of curb for curve reconstruction area.
- (2) Additional cost to account for construction phasing to maintain at least one lane of traffic open throughout the duration of the project. Estimated at 15% increase in construction costs related to earthwork, HMA curve reconstruction, PCC trail construction, and storm sewer installation.

RESOLUTION NO. 2019-114

**A RESOLUTION GIVING AUTHORIZATION TO APPLY FOR SURFACE
TRANSPORTATION BLOCK GRANT**

WHEREAS, the City of Polk City is desirous to partner with the MPO to apply for funding from the Surface Transportation Block Grant program (STBG); and

WHEREAS, the STBG funding is intended for projects that preserve and improve the conditions and performance on public roadways and pedestrian/bicycle infrastructure; and

WHEREAS, the City of Polk City has identified a need to improve the conditions of a section of North 3rd Street including the addition of pedestrian and bicycle infrastructure; and

WHEREAS, the program grant requires a commitment of a financial contribution of a local match at 20% of \$_____ (*option 1 or 2*) towards the implementation of the proposed project; and

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Polk City, Iowa to commit a local match of 20% to the Surface Transportation Block Grant program for a future proposed project.

PASSED AND APPROVED the 9th day of December 2019.

Jason Morse, Mayor

Attest:

Jenny Gibbons, City Clerk



City of Polk City, Iowa

City Council Agenda Communication

Date: December 9, 2019 City Council Meeting
To: Mayor Jason Morse & City Council
From: Jenny Gibbons, City Clerk
Subject: Parking Regulations

BACKGROUND: In your packet for consideration is the first reading of an Ordinance that amends Chapter 69 of the City Code by adding section 69.12 regarding Parking Regulations specific to trucks, trailers, boats and RVs. Previously the City Code did not specifically address parking of those types of vehicles on public streets. The proposed addition will align Polk City with what other communities, like Ankeny, are doing. Polk City has had issues in the past with trailers being left unattended on public streets for extended periods of time with no clear enforcement options. Updating the code will allow these types of vehicles to be parked on public streets for 2 hours for loading/unloading purposes, but after 2 hours the City will have the ability for proper enforcement regarding trailers, etc.

ALTERNATIVES: Do not approve the first reading of the Ordinance.

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: It is my recommendation that the City Council approve the first reading of the Ordinance and hold the second and third readings at the City Council meetings in January 2020.

ORDINANCE NO. 2020-100

**AN ORDINANCE AMENDING CHAPTER 69 PARKING REGULATIONS,
SECTION 69.12 TRUCK, TRAILER, AND BOAT PARKING LIMITED**

BE IT ORDAINED by the City Council of the City of Polk City, Iowa, as follows:

Section 1. Chapter 69, of the Polk City Code of Ordinances; Parking Regulations, is hereby amended by adding Section 69.12, Truck, Trailer, and Boat Parking Limited:

1. No person shall park a motor truck having a freight capacity greater than one ton, or any trailer, semi-trailer, tractor, road tractor or truck tractor unit, boat, camper, recreational vehicle, motor home or equipment of any type at any time upon any portion of any street except for such reasonable time as may be necessary to load or unload passengers, freight, or other merchandise.
2. No person shall park any non-licensed construction equipment on a street in a residential neighborhood for any period longer than two hours, except while actively using the equipment during normal working hours.
3. No person shall stand or park a tractor-trailer or semi-trailer on any street in a residential area for any period longer than two hours, except that the driver of a tractor-trailer or semi-trailer may temporarily stand or park in a residential area for the purpose of and while actually engaged in loading or unloading such vehicle. This provision applies to the trailer when disconnected from the tractor or from the vehicle meant to tow or pull the trailer.

Section 2. 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 3. This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____, 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

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



Date December 3, 2019

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

INVOICE SUMMARY - OCTOBER SERVICES

Services from October 1, 2019 through October 31, 2019

GENERAL ENGINEERING

<u>2019 General Engineering</u>	119.0001	\$ 1,713.50
<i>Council Meetings, P&Z meeting, and coordination with staff re: agendas, resolutions, minutes.</i>		
<u>Building and Development issues:</u>	119.0001	\$ 6,674.00
<i>Meetings and coordination with developers, engineers, building inspector, and staff regarding various potential and ongoing projects including zoning and PUD issues, site development, subdivisions, floodplain regulations, and</i>		
<u>Water Dept:</u>	119.0001	\$ 90.00
<i>Update GIS mapping to include missing water mains.</i>		
<u>Sanitary Sewer Dept:</u>	119.0001	\$ 191.00
<i>Research and provide as-built information on sanitary sewer locations and depth.</i>		
<u>Miscellaneous Projects:</u>	119.0001	\$ 2,102.00
<i>Research re: Metro-area city policies related to developer responsibilities for off-site paving. Revise URA and TIF district maps, assign addresses, and review ROW permit applications for franchise utilities.</i>		

SUBTOTAL \$ 10,770.50

CAPITAL IMPROVEMENT PROJECTS

2019 Street Repair Project	119.0449	\$ 4,018.00
Grimes St & Deer Haven St Intersection Repair	118.1106	\$ 550.00
SUBTOTAL		<u><u>\$ 4,568.00</u></u>

REIMBURSABLE DEVELOPMENT REVIEW PROJECTS

Big Creek Valley Plat 1:	118.0975	\$ 6,706.00
Bridgeview Plat 2: Construction Drawings and SWMP	119.0294	\$ 684.50
Creekview Estates Plat 1: Preliminary Plat	119.0842	\$ 1,550.00
Crossroads Plat 2: Construction Observation	117.1163	\$ 1,041.00
TCI Pod K PUD Master Plan Amendment	119.103	\$ 689.50
Twelve Oaks Plat 3: Construction Observation	115.0170	\$ 2,285.25
SUBTOTAL		<u><u>\$ 12,956.25</u></u>

TOTAL \$ 28,294.75



INVOICE FOR PROFESSIONAL SERVICES

November 26, 2019

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

Invoice No: 119.0001.01 - 10

Reference:

Project 119.0001.01 Polk City: General Engineering 2019

Professional Services through October 31, 2019

Basic Services

Council Meeting

Attend two City Council meetings, one work session, and one goal setting session

	Hours	Rate	Amount
Principal Planner	4.00	191.00	764.00
Total Services	4.00		764.00
Total Services			764.00
Total this Task			\$764.00

	Total	Prior	Current
Billings to Date	3,629.00	2,865.00	764.00

P&Z Meeting

Attend one special meeting of P&Z

	Hours	Rate	Amount
Engineer I	1.00	90.00	90.00
Total Services	1.00		90.00
Total Services			90.00
Total this Task			\$90.00

	Total	Prior	Current
Billings to Date	1,236.00	1,146.00	90.00

Other Meeting

Attend one meeting Dan Mart, Jason Morse, and Chelsea Huisman re: West Elementary punchlist items; one meeting with Wade Dumont, Schott Zietlow, and Chelsea Huisman re: Kwik Star; one meeting with Andy Snetselaar, Roger Silver, and Chelsea Huisman re: development concept; one meeting with Polk County and MPO re: HTT connector and STBG project; one meeting with Knapp properties re: BCTC Phase 2; and four staff meetings

	Hours	Rate	Amount
Principal Planner	14.50	191.00	2,769.50
Total Services	14.50		2,769.50
Total Services			2,769.50
Total this Task			\$2,769.50

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

Billings to Date	12,979.75	10,210.25	2,769.50
-------------------------	------------------	------------------	-----------------

Building Dept

Research and respond to John Calhoun re: food packaging company in BCTC; to Pat Carruthers-Green re: fence permit at West Elementary; to Strahan Construction re: Red Cedar Prairie development costs; with Dan Mart re: tree substitution; with Chelsea Huisman re: previous meetings on Berggren Farms; with Jenny Gibbons re: Agreement to Complete for West Elementary including field review of plantings; with Lutheran Church re: building addition and brick requirement; with Safe Buildings and Bob Gibson re: deck encroachment into common area at WCTH; with Doug Ohlfest re: fence permit at Lakeside Fellowship; with Keven Crawford re: streetlight design; and with Pat Carruthers-Green re: 3-car garage and 2-story dwelling in WCTH. Review Plat of Survey in ETJ and coordinate with Amy Beattie and Chelsea Huisman re: no need for P&Z approval of lot adjustment.

	Hours	Rate	Amount	
Principal Planner	17.50	191.00	3,342.50	
Engineer I	2.00	90.00	180.00	
Total Services	19.50		3,522.50	
Total Services				3,522.50
Total this Task				\$3,522.50

Billings to Date	Total	Prior	Current
	30,123.00	26,600.50	3,522.50

Water Dept

Update water maps to include missing water main

	Hours	Rate	Amount	
Planner I	1.00	90.00	90.00	
Total Services	1.00		90.00	
Total Services				90.00
Total this Task				\$90.00

Billings to Date	Total	Prior	Current
	6,301.50	6,211.50	90.00

Sanitary Sewers

Research and provide sanitary sewer location and depth information to Derek Temple with Vista Development

	Hours	Rate	Amount	
Principal Planner	1.00	191.00	191.00	
Total Services	1.00		191.00	
Total Services				191.00
Total this Task				\$191.00

Billings to Date	Total	Prior	Current
	9,232.50	9,041.50	191.00

Storm Sewers

Research and provide information re: Chapter 162 floodplain ordinance and requirements to Kelsey Scallion and Josh Trygstad

	Hours	Rate	Amount	
Principal Planner	2.00	191.00	382.00	
Total Services	2.00		382.00	
Total Services				382.00
Total this Task				\$382.00

Billings to Date	Total	Prior	Current
	7,552.25	7,170.25	382.00

Street Dept

Brief research re: Metro-area cities info on developer responsibilities for paving and provide to Chelsea Huisman and Mike Schulte; review ROW permits for franchise utility extensions.

	Hours	Rate	Amount	
Principal Planner	6.50	191.00	1,241.50	
Engineer I	1.50	90.00	135.00	
Total Services	8.00		1,376.50	
Total Services				1,376.50
				Total this Task
				\$1,376.50
Billings to Date	Total	Prior	Current	
	15,030.25	13,653.75	1,376.50	

General Areas

Coordinate with Chelsea Huisman, Lindsey Huber, and Jenny Gibbons re: Council agendas and Resolutions, P&Z agenda and minutes, and miscellaneous issues

	Hours	Rate	Amount	
Principal Planner	4.50	191.00	859.50	
Total Services	4.50		859.50	
Total Services				859.50
				Total this Task
				\$859.50
Billings to Date	Total	Prior	Current	
	16,806.25	15,946.75	859.50	

GIS Services

Revisions to Urban Renewal maps and TIF district maps. Assign lot addresses to Big Creek Valley Plat 1 and 2.

	Hours	Rate	Amount	
Principal Planner	.50	191.00	95.50	
Planner I	7.00	90.00	630.00	
Total Services	7.50		725.50	
Total Services				725.50
				Total this Task
				\$725.50
Billings to Date	Total	Prior	Current	
	6,186.00	5,460.50	725.50	

Amount Due this Invoice \$10,770.50

Billings to Date	Total	Prior	Current	
	109,076.50	98,306.00	10,770.50	

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

November 26, 2019

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

Invoice No: 119.0449.01 - 4

Reference:

Project 119.0449.01 2019 Street Repair Project

Professional Services through October 31, 2019

**Basic Services
 Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Project Admin	2,000.00	100.00	2,000.00	2,000.00	0.00
Final Design & Plans	3,500.00	100.00	3,500.00	3,500.00	0.00
Bid Phase	2,000.00	100.00	2,000.00	2,000.00	0.00
Total Fee	7,500.00		7,500.00	7,500.00	0.00
Total Lump Sum Fees					0.00

	Total	Prior	Current
Billings to Date	7,500.00	7,500.00	0.00

**Construction Services
 Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Construction Admin	2,000.00	72.00	1,440.00	500.00	940.00
Staking/Marking	1,200.00	19.00	228.00	0.00	228.00
Construction Observation	7,500.00	38.00	2,850.00	0.00	2,850.00
Total Fee	10,700.00		4,518.00	500.00	4,018.00
Total Lump Sum Fees					4,018.00

	Total	Prior	Current
Billings to Date	4,518.00	500.00	4,018.00

Amount Due this Invoice \$4,018.00

	Total	Prior	Current
Billings to Date	12,018.00	8,000.00	4,018.00

Project	119.0449.01	PlkCty-2019StreetRepairProj	Invoice	4
---------	-------------	-----------------------------	---------	---

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

November 25, 2019

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

Invoice No: 118.1106.01 - 7

Reference:

Project 118.1106.01 Grimes St & Deer Haven St Intersection Repair

Professional Services through October 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	0.00	0.00
Bid Phase	1,200.00	100.00	1,200.00	1,200.00	0.00
Total Fee	9,800.00		8,000.00	8,000.00	0.00
Total Lump Sum Fees					0.00

	Total	Prior	Current
Billings to Date	8,000.00	8,000.00	0.00

**Construction Services
 Lump Sum Fees**

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Construction Admin	800.00	100.00	800.00	720.00	80.00
Construction Staking	1,500.00	100.00	1,500.00	1,500.00	0.00
Construction Observation	4,700.00	100.00	4,700.00	4,230.00	470.00
Total Fee	7,000.00		7,000.00	6,450.00	550.00
Total Lump Sum Fees					550.00

	Total	Prior	Current
Billings to Date	7,000.00	6,450.00	550.00

Amount Due this Invoice \$550.00

	Total	Prior	Current
Billings to Date	15,000.00	14,450.00	550.00

Project	118.1106.01	PlkCty-GrimesSt&DeerHavenStInterRepair	Invoice	7
---------	-------------	--	---------	---

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

December 4, 2019

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

Invoice No: 118.0975.01 - 9

Reference:

Project 118.0975.01 Big Creek Valley

Professional Services through October 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
Total Lump Sum Fees					0.00
Phase Subtotal					0.00

Billings to Date	Total	Prior	Current
	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
Total Lump Sum Fees					0.00
Phase Subtotal					0.00

Billings to Date	Total	Prior	Current
	4,900.00	4,900.00	0.00

REMIT TO: SNYDER & ASSOCIATES, INC.

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

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

Federal E.I.N. 42-1379015
 SNYDER-ASSOCIATES.COM

Project	118.0975.01	PlkCty-BigCreekValley			Invoice	9
Walk Thru Punchlist #4		200.00	100.00	200.00	0.00	200.00
Walk Thru Punchlist #5		200.00	100.00	200.00	0.00	200.00
Walk Thru Punchlist #6		200.00	100.00	200.00	0.00	200.00
Agreement to Complete		500.00	100.00	500.00	500.00	0.00
Total Fee		27,954.00		27,954.00	27,154.00	800.00

Total Lump Sum Fees 800.00

Phase Subtotal \$800.00

	Total	Prior	Current
Billings to Date	27,954.00	27,154.00	800.00

Extra Services

Grading Permit

Task Subtotal 0.00

	Total	Prior	Current
Billings to Date	798.00	798.00	0.00

Sanitary Sewer Repairs

Services include review of MH #3 for leak, sump service line cleaning, review video of re-televising of storm sewer, and prepare storm sewer review inspection report for same.

Hourly Services

	Hours	Rate	Amount
Engineer I	4.00	90.00	360.00
Technician VIII	6.25	108.00	675.00
Total Services	10.25		1,035.00
			1,035.00
			Task Subtotal \$1,035.00

	Total	Prior	Current
Billings to Date	1,822.50	787.50	1,035.00

Paving Issues/Replacement

Services include coordination with City Manager, Public Works Director, contractor and developer re: core thickness; observe additional core samples taken to isolate deficiency and review results; coordinate with Public Works Director re: ponding at cul-de-sac bulb; field review cul-de-sac removal and replacement; coordinate with contractor and developer re: non-compliant ADA ramps; and field review cart path removal and replacement.

Hourly Services

	Hours	Rate	Amount
Principal Planner	3.00	197.00	591.00
Engineer I	2.50	93.00	232.50
Technician VIII	16.00	111.00	1,776.00
Total Services	21.50		2,599.50
			2,599.50
			Task Subtotal \$2,599.50

	Total	Prior	Current
Billings to Date	2,599.50	0.00	2,599.50

Phase Subtotal \$3,634.50

Amount Due this Invoice \$6,706.00

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

Project	118.0975.01	PlkCty-BigCreekValley	Invoice	9
Billings to Date		47,031.00	40,325.00	6,706.00

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

November 25, 2019

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

Invoice No: 119.0294.01 - 5

Reference:

Project 119.0294.01 Bridgeview Plat 2

Professional Services through October 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
Total Fee	2,250.00		2,250.00	2,250.00	0.00
Total Lump Sum Fees					0.00

Billings to Date	Total	Prior	Current
	2,250.00	2,250.00	0.00

**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	100.00	400.00	0.00	400.00
Total Fee	3,400.00		3,400.00	3,000.00	400.00
Total Lump Sum Fees					400.00

Billings to Date	Total	Prior	Current
	3,400.00	3,000.00	400.00

**SWMP Review
 Current Services**

	Hours	Rate	Amount
Principal Planner	.50	197.00	98.50

Project	119.0294.01	PolkCity-BridgeviewPlat2	Invoice	5
Engineer I			2.00	93.00
	Total Services		2.50	186.00
	Total Services			284.50

Billings to Date	Total	Prior	Current
	1,310.50	1,026.00	284.50

Amount Due this Invoice \$684.50

Billings to Date	Total	Prior	Current
	6,960.50	6,276.00	684.50

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

November 26, 2019

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

Invoice No: 119.0842.01 - 2

Reference:

Project 119.0842.01 Creekview Estates Plat 1

Professional Services through October 31, 2019

Prelim Plat
 Lump Sum Fees

	Contract Amount	% Compl	Total Billed to Date	Previous Billed	Current Billed
Submittal #1	1,300.00	100.00	1,300.00	1,300.00	0.00
Submittal #2	500.00	100.00	500.00	0.00	500.00
Submittal #3	350.00	100.00	350.00	0.00	350.00
Submittal #4	350.00	100.00	350.00	0.00	350.00
Submittal #5	350.00	100.00	350.00	0.00	350.00
Total Fee	2,850.00		2,850.00	1,300.00	1,550.00
Total Lump Sum Fees					1,550.00

Amount Due this Invoice \$1,550.00

	Total	Prior	Current
Billings to Date	2,850.00	1,300.00	1,550.00

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

November 26, 2019

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

Invoice No: 117.1163.01 - 18

Reference:

Project 117.1163.01 Crossroads on the Lakes Plat 2

Professional Services through October 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
Total Lump Sum Fees					0.00
Phase Subtotal					0.00

	Total	Prior	Current
Billings to Date	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
Total Lump Sum Fees					0.00
Phase Subtotal					0.00

	Total	Prior	Current
Billings to Date	3,650.00	3,650.00	0.00

S.W.M.P. Review

SWMP

Task Subtotal 0.00

	Total	Prior	Current
Billings to Date	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
Total Fee	2,550.00		2,550.00	2,550.00	0.00

Total Lump Sum Fees 0.00

Phase Subtotal 0.00

Billings to Date	Total 2,550.00	Prior 2,550.00	Current 0.00
-------------------------	-----------------------	-----------------------	---------------------

**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	100.00	450.00	0.00	450.00
Punchlist Update 2	200.00	100.00	200.00	0.00	200.00
Punchlist Update 3	200.00	100.00	200.00	0.00	200.00
Total Fee	30,455.00		30,455.00	29,605.00	850.00

Total Lump Sum Fees 850.00

Phase Subtotal \$850.00

Billings to Date	Total 30,455.00	Prior 29,605.00	Current 850.00
-------------------------	------------------------	------------------------	-----------------------

Extra Services

SWPPP Maintenance Issues

Services include discussion with Bill Kimberley regarding potential delay of pond clean out until spring and coordinate with Mike Schulte on same.

Hourly Services

	Hours	Rate	Amount
Principal Planner	1.00	191.00	191.00
Total Services	1.00		191.00

191.00

Task Subtotal \$191.00

	Total	Prior	Current	
Billings to Date	2,151.00	1,960.00	191.00	

Survey and/or Design Issues				Task Subtotal	0.00
------------------------------------	--	--	--	----------------------	-------------

	Total	Prior	Current	
Billings to Date	1,350.00	1,350.00	0.00	

Storm Sewer Redesign				Task Subtotal	0.00
-----------------------------	--	--	--	----------------------	-------------

	Total	Prior	Current	
Billings to Date	1,983.00	1,983.00	0.00	

Winter Shutdown				Task Subtotal	0.00
------------------------	--	--	--	----------------------	-------------

	Total	Prior	Current	
Billings to Date	375.50	375.50	0.00	

Grading and Drainage Redesign				Task Subtotal	0.00
--------------------------------------	--	--	--	----------------------	-------------

	Total	Prior	Current	
Billings to Date	1,101.50	1,101.50	0.00	

				Phase Subtotal	\$191.00
--	--	--	--	-----------------------	-----------------

				Amount Due this Invoice	<u>\$1,041.00</u>
--	--	--	--	--------------------------------	--------------------------

	Total	Prior	Current	
Billings to Date	49,203.50	48,162.50	1,041.00	

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

November 26, 2019

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

Invoice No: 119.1030.01 - 1

Reference:

Project 119.1030.01 TCI Pod K P.U.D Master Plan Amendment

Professional Services through October 31, 2019

Basic Services

Development Review

Services include review original TCI Pod K Master Plan and rezoning ordinance for comparison to new plan, review initial submittal of Master Plan, prepare draft comment Memo, and provide to City Manager for review.

	Hours	Rate	Amount	
Principal Planner	3.50	197.00	689.50	
Total Services	3.50		689.50	
Total Services				689.50
		Total this Task		\$689.50

Amount Due this Invoice \$689.50

	Total	Prior	Current
Billings to Date	689.50	0.00	689.50

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Kathleen Connor



INVOICE FOR PROFESSIONAL SERVICES

November 26, 2019

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

Invoice No: 115.0170.01 - 16

Reference:

Project 115.0170.01 Twelve Oaks Plat 3

Professional Services through October 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
Total Lump Sum Fees					0.00
Phase Subtotal					0.00

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
Total Lump Sum Fees					0.00
Phase Subtotal					0.00

**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	100.00	16,200.00	16,200.00	0.00
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

Project	115.0170.01	PlkCty-TwelveOaksPlat3	Invoice	16
Total Fee	17,225.00	16,575.00	16,575.00	0.00
Total Lump Sum Fees				0.00
Phase Subtotal				0.00
Billings to Date	Total	Prior	Current	
	16,575.00	16,575.00	0.00	

Construction Drawings - 2nd Concept 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 - 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
Total Fee	2,700.00		2,700.00	2,700.00	0.00
Total Lump Sum Fees					0.00
Phase Subtotal					0.00
Billings to Date	Total	Prior	Current		
	2,700.00	2,700.00	0.00		

Extra Services

Construction Observation

Services include: Services for additional construction observation services related to slow rate of progress and necessary re-work including storm sewer installation, sump service installation, storm sewer collector line issues with orientation, exposing water services for leak check, and checking for water main leaks.

Hourly Services

	Hours	Rate	Amount
Principal Planner	1.00	197.00	197.00
Lead Technician	.50	125.00	62.50
Technician VIII	18.25	111.00	2,025.75
Total Services	19.75		2,285.25
			2,285.25
Task Subtotal			\$2,285.25
Billings to Date	Total	Prior	Current
	2,285.25	0.00	2,285.25
Phase Subtotal			\$2,285.25

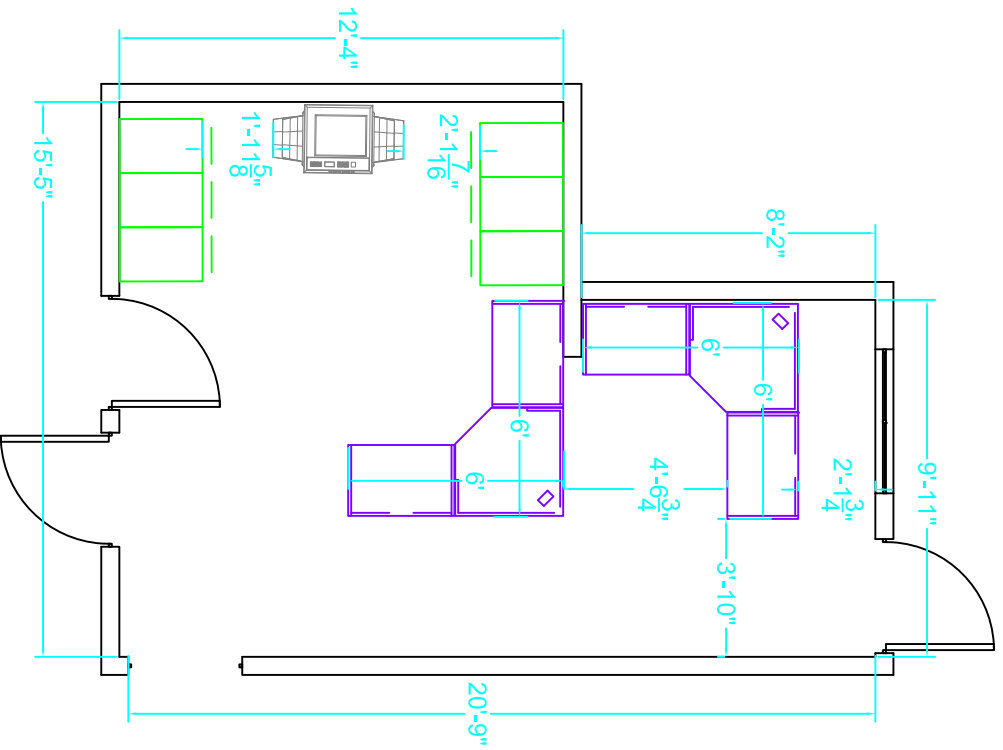
Amount Due this Invoice \$2,285.25

Billings to Date	Total	Prior	Current
	23,510.25	21,225.00	2,285.25

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Kathleen Connor



TABLES/DESKS

L SHAPED DESK UNIT 72X72 (2)

STORAGE

5-SHELF VERTICAL FILE CABINET (6)



Iowa Prison Industries
 1445 E. Grand Ave.
 Des Moines, IA 50316
 www.iaprisonind.com

SCALE: 3/16" = 1'
 DATE: 12-02-19

Polk City Office
 Option 1