



pleasant hill

**PLEASANT HILL CITY COUNCIL  
REGULAR SESSION  
JUNE 28, 2016  
6:30 PM**

**1. CALL TO ORDER/ROLL CALL**

**2. APPROVAL OF AGENDA**

**3. PUBLIC HEARING**

- a. Rezoning R-4 Planned Unit Development to I-2 Light Industrial
  - 1. First Reading of **Ordinance 806** - Rezoning R-4 Planned Unit Development to I-2 Light Industrial – Portion of 1460 Sloans Way

**4. PUBLIC INPUT (5 MINUTES FOR ITEMS NOT ON THE AGENDA)**

**5. CONSENT ITEMS**

- a. Council Minutes - dated 06-14-16
- b. Claims Listing - dated 06-28-16
- c. Revenue Report - dated May 2016
- d. Expenditure Report - dated 05-31-16
- e. Treasurers Report - dated 05-31-16
- f. Fire Department Report - dated May 2016
- g. **Resolution #062816-01** – Transfer of funds from Perpetual Care Trust fund to General fund (Cemetery account)
- h. **Resolution #062816-02** – Transfer of funds from TIF to Water, Sewer, and General Funds
- i. **Resolution #062816-03** – Transfer of funds from CIP to Debt Service
- j. **Resolution #062816-04** – Transfer of Funds – Emergency Fund to Equipment Replacement Fund
- k. **Resolution #062816-05** – Transfer of Funds – Employee Benefits Fund to General Fund
- l. **Resolution #062816-06** – Payment Application No. 2 – Youngstown Trail Phase 1 Project
- m. **Resolution #062816-07** – Payment Application No. 7 – NE 75<sup>th</sup> Street Project
- n. **Resolution #062816-08** – Payment Application No. 3 and Change Order No. 1 – Oakwood Drive HMA Overlay Project

**6. BUSINESS ITEMS**

- a. Approve Appointments to the Library Board, Cemetery Committee and the Park and Recreation Commission.
- b. Approve Sound Permit and Fireworks Permit for Family Fun Fest, 7-30-16
- c. Approve Sound Permit for Jazz in July, 7-28-16
- d. **Resolution #062816-09** – Approval of Grant Award and Contract for Agricultural Urbanism Toolkit
- e. **Resolution #062816-10** – Approval of Grant Request to the State Recreational Trail Program
- f. First Reading of **Ordinance 805** – Ordinance to Establish Pleasant Hill Public Arts Commission
- g. **Resolution #062816-11** – Approval of Job Description for Community Development Clerk

**7. CLOSING COMMENTS**

**8. ADJOURNMENT**



**CITY OF PLEASANT HILL, IOWA**  
CITY COUNCIL AGENDA COMMUNICATION

**DATE:** JUNE 28, 2016

**TO:** MAYOR & CITY COUNCIL

**FROM:** J. BENJAMIN CHAMP, AICP, EDFP, ASLA  
ASSISTANT CITY MANAGER / COMMUNITY DEVELOPMENT DIRECTOR

**SUBJECT:** ORDINANCE REZONING R-4 PLANNED UNIT DEVELOPMENT TO I-2 LIGHT INDUSTRIAL

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**BACKGROUND:**

The Planning and Zoning Commission and the City Council worked with Dee Zee Manufacturing in 2014 on the approval of a site plan for parking and building improvements to property at 1460 Sloans Way. Dee Zee has had a presence on Sloans Way for many years with facilities for storage and tool and die operations and in 2015, the company began construction of a new 80,000 square foot building to provide additional tool and die space. The building and associated new parking will be complete in calendar year 2016. An additional 9,000 square foot building was shown on the approved site plan in the northeast corner of the site along with future parking expansion. Dee Zee is now contemplating construction of the next building but is proposing to modify the site plan for a larger 36,000 square foot building and associated new parking. The architect for the project, FEH Design, is recommending a pre-cast concrete system for the wall construction of the new building. Two steps will be needed as part of the approval project for the additional building and parking. A standard site plan process will be needed for the building which will come at a later date and a change of zoning is being requested.

As a part of the project, the owner has requested that areas of their property be assigned zoning to match the adopted Future Land Use Plan of the City's Comprehensive Plan. The owner of the property, T-JAD LLC has requested that the northern 1.6 acres of the property have the zoning modified from the existing R-4 Planned Unit Development to I-2 Light Industrial.

The statement of intent for the Light Industrial district according to the City's adopted Zoning Ordinance is as follows:

*The I-2 District is intended and designed to provide areas of the City suitable for activities and use of a light industrial nature. It is not intended that any new residential development be permitted in the I-2 District.*

The property requesting zoning assignment is zoned R-4 while the vast majority of the site is zoned I-2. This property sliver was once under separate ownership when the zoning assignment was done previously. The updated future land use plan of the new Comprehensive Plan shows the entire Dee Zee site as Office/Light Manufacturing which correlates to the request for I-2 Light Industrial Zoning. The Planning and Zoning Commission has reviewed the request with a recommendation for approval. Following is the first reading of an ordinance to assign the I-2 designation to the property.

grow. play. live.



pleasant hill

**ALTERNATIVES:**

Not approve the first reading of the ordinance for the zoning change. However, the change would assign a zoning designation matching the City's adopted future land use plan.

**FINANCIAL CONSIDERATIONS:**

N/A

**RECOMMENDATION:**

Approve the first reading of the ordinance for the zoning change.

**ORDINANCE NO. 806**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF PLEASANT HILL, IOWA 1998, BY AMENDING ZONING DESIGNATION TO SPECIFIC PROPERTIES**

BE IT ENACTED by the Pleasant Hill City Council of the City of Pleasant Hill, Iowa:

WHEREAS, a rezoning request has been proposed from R-4 Planned Unit Development to I-2 Light Industrial for the property legally described as follows:

Part of Parcel "K" of that Plat of Survey filed in Book 15226 at Page 75 in the Office of the Recorder for Polk County, Iowa, being part of the 100 foot vacated railroad right-of-way through Lot 2 of the Official Plat of the SE ¼ of Section 34, Township 79 North, Range 23 West, lying North of Lot 1 in Haws Estates Plat 2, an Official Plat, now included in and forming a part of the City of Pleasant Hill, Polk County, Iowa, and being more particularly described as follows:

Beginning at the Northwest corner of said Lot 1 in Haws Estates Plat 2, a point on the West line of said Parcel "K"; thence North 00°15'05" East, 111.24 feet along the West line of said Parcel "K" to the Northwest corner of said Parcel "K"; thence North 64°14'38" East, 696.30 feet along the North line of said Parcel "K" to the Northeast corner of said Parcel "K"; thence South 00°00'26" West, 110.89 feet along the East line of said Parcel "K" to the North line of said Lot 1 in Haws Estates Plat 2; thence South 64°14'07" West, 696.88 feet along the North line of said Lot 1 in Haws Estates Plat 2 to the point of beginning.

Containing 1.60 acres, more or less.

WHEREAS, a public hearing was held on Tuesday, June 28, 2016, at 6:30 p.m. at Pleasant Hill City council chambers, Pleasant Hill, Iowa, in accordance with Code of Iowa; and,

WHEREAS, the City Council of Pleasant Hill, Iowa, has the authority to grant this request and has found it to be consistent with the comprehensive plan for the City; and

WHEREAS, the Official Zoning Map for the City of Pleasant Hill, Iowa has been amended, per Chapter 165, Section 165.05 Boundaries; Map, City Code, 1998, City of Pleasant Hill, Iowa;

BE IT ENACTED by the City Council of Pleasant Hill, Iowa:

SECTION 1. ZONING. The property is rezoned from R-4 Planned Unit Development to I-2 Light Industrial for the property legally described as follows:

Part of Parcel "K" of that Plat of Survey filed in Book 15226 at Page 75 in the Office of the Recorder for Polk County, Iowa, being part of the 100 foot vacated railroad right-of-way through Lot 2 of the Official Plat of the SE ¼ of Section 34, Township 79 North, Range 23 West, lying North of Lot 1 in Haws Estates Plat 2, an Official Plat, now included in and forming a part of the City of Pleasant Hill, Polk County, Iowa, and being more particularly described as follows:

Beginning at the Northwest corner of said Lot 1 in Haws Estates Plat 2, a point on the West line of said Parcel "K"; thence North 00°15'05" East, 111.24 feet along the West line of said Parcel "K" to the Northwest corner of said Parcel "K"; thence North 64°14'38" East, 696.30 feet along the North line of said Parcel "K" to the Northeast corner of said

Parcel "K"; thence South 00°00'26" West, 110.89 feet along the East line of said Parcel "K" to the North line of said Lot 1 in Haws Estates Plat 2; thence South 64°14'07" West, 696.88 feet along the North line of said Lot 1 in Haws Estates Plat 2 to the point of beginning.

Containing 1.60 acres, more or less.

SECTION 2. SEVERABILITY CLAUSE. If any such section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 3. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication, as provided by law.

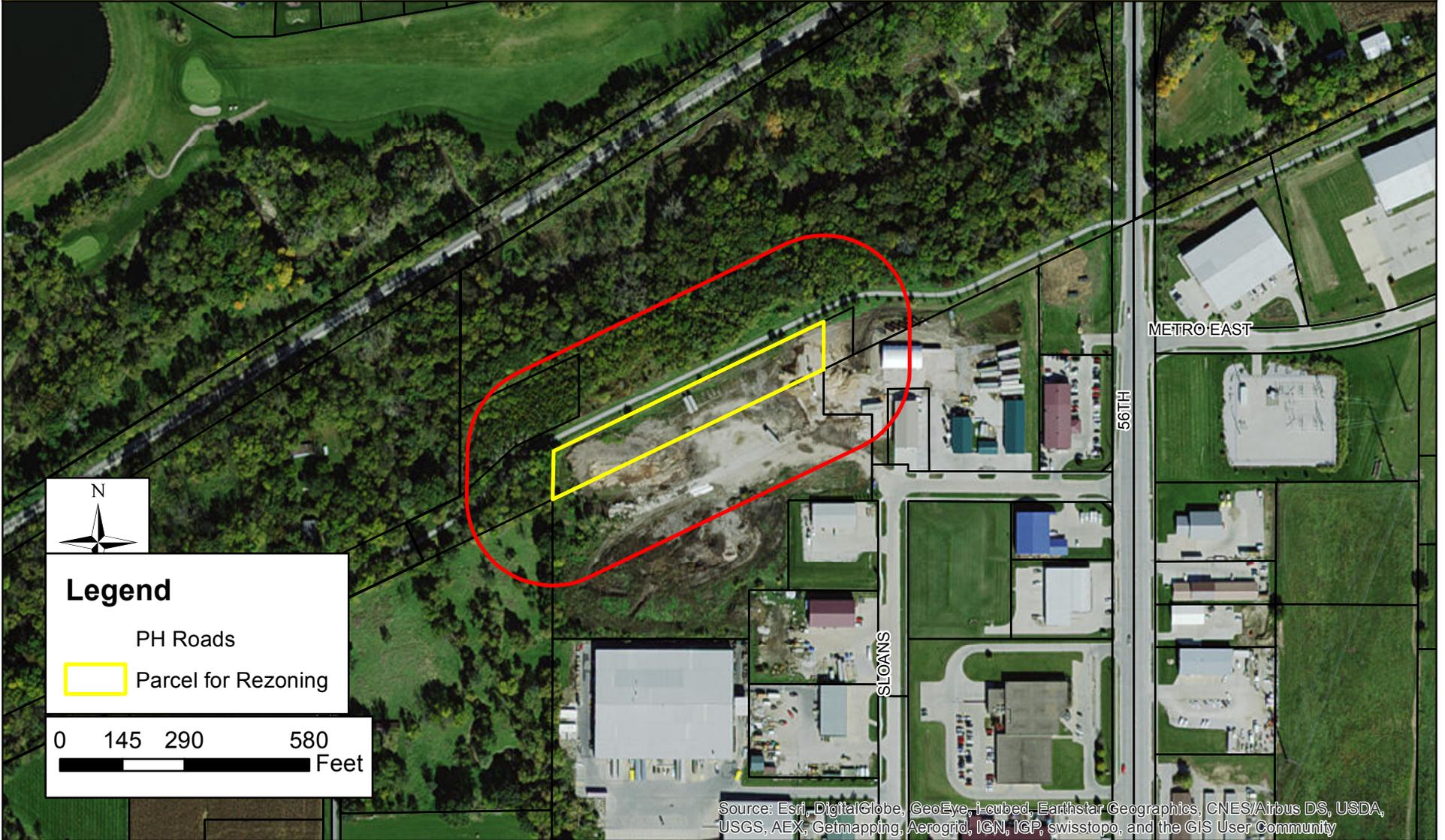
PASSED AND APPROVED by the Pleasant Hill City Council on \_\_\_\_\_, 2016.

\_\_\_\_\_  
Sara Kurovski, Mayor

ATTEST:

\_\_\_\_\_  
Dena Spooner, City Clerk/Finance Director

Pleasant Hill  
Iowa



Source: Esri, DigitalGlobe, GeoEye, i-cubed, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

Created by City of Pleasant Hill Community Development Department  
5160 Maple Dr, Suite A, Pleasant Hill, IA 50327  
(515) 309-9461

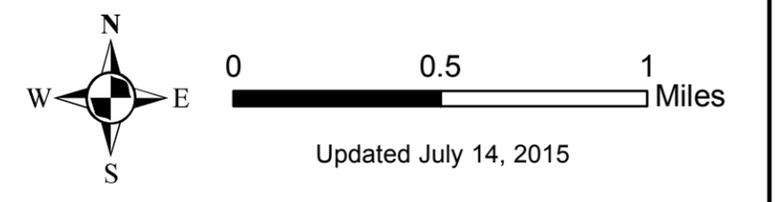


# CITY OF PLEASANT HILL, IOWA ZONING MAP

**Community Development Department**  
**5160 Maple Drive, Suite A**  
**Pleasant Hill, IA 50327**  
**Tel (515) 309-9461 Fax (515) 309-9458**  
**[www.pleasanthilliowa.org](http://www.pleasanthilliowa.org)**

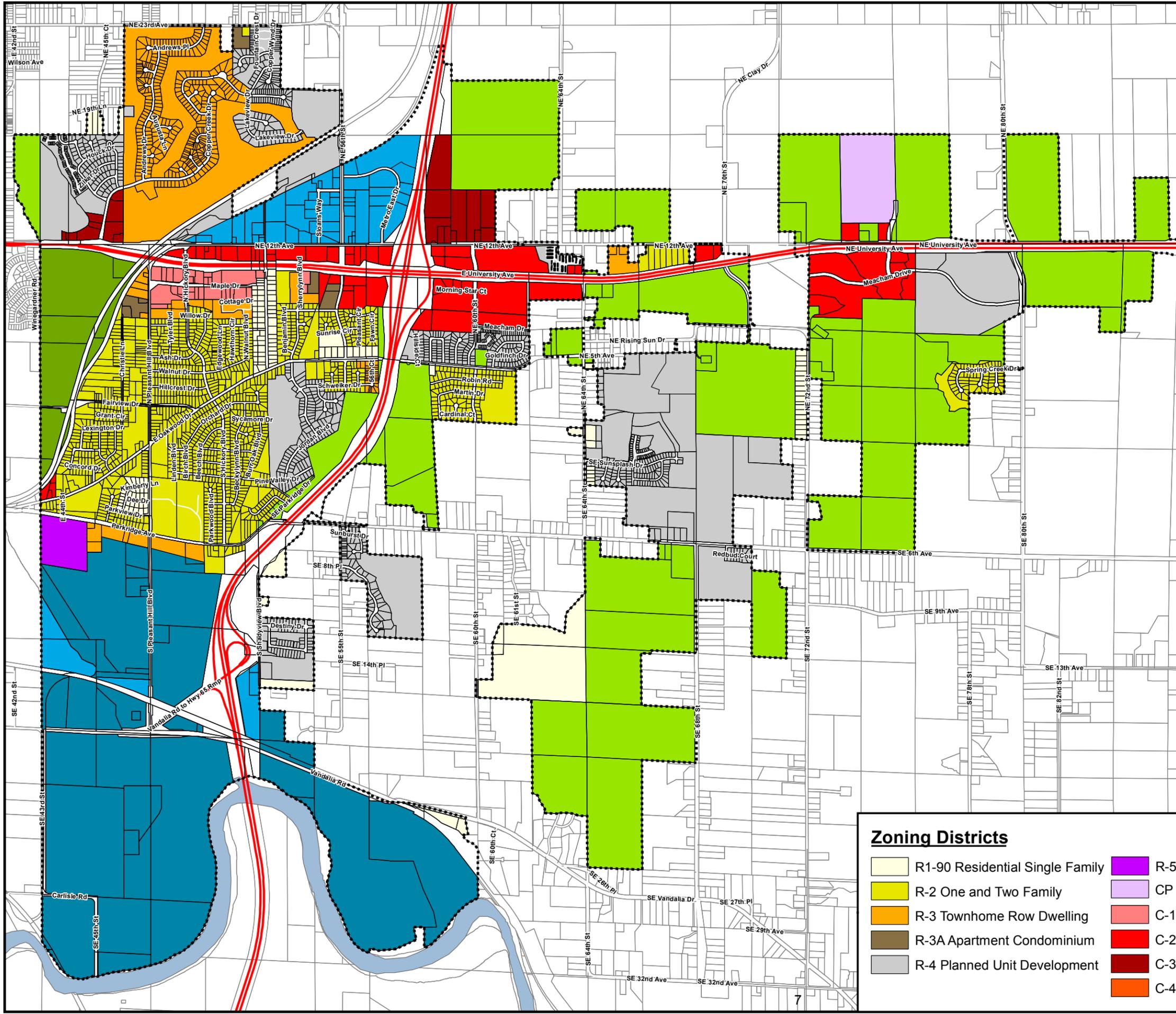
DISCLAIMER: This Zoning Map is provided for informational purposes "as is" without warranties of any kind either express or implied or any representation of accuracy, timeliness or completeness. This map is dynamic and is subject to change. To obtain an official zoning determination or to see the Official Zoning Map of Pleasant Hill, contact the Community Development Department. For questions regarding parcel ownership and legal descriptions, please contact the Polk County Auditor.

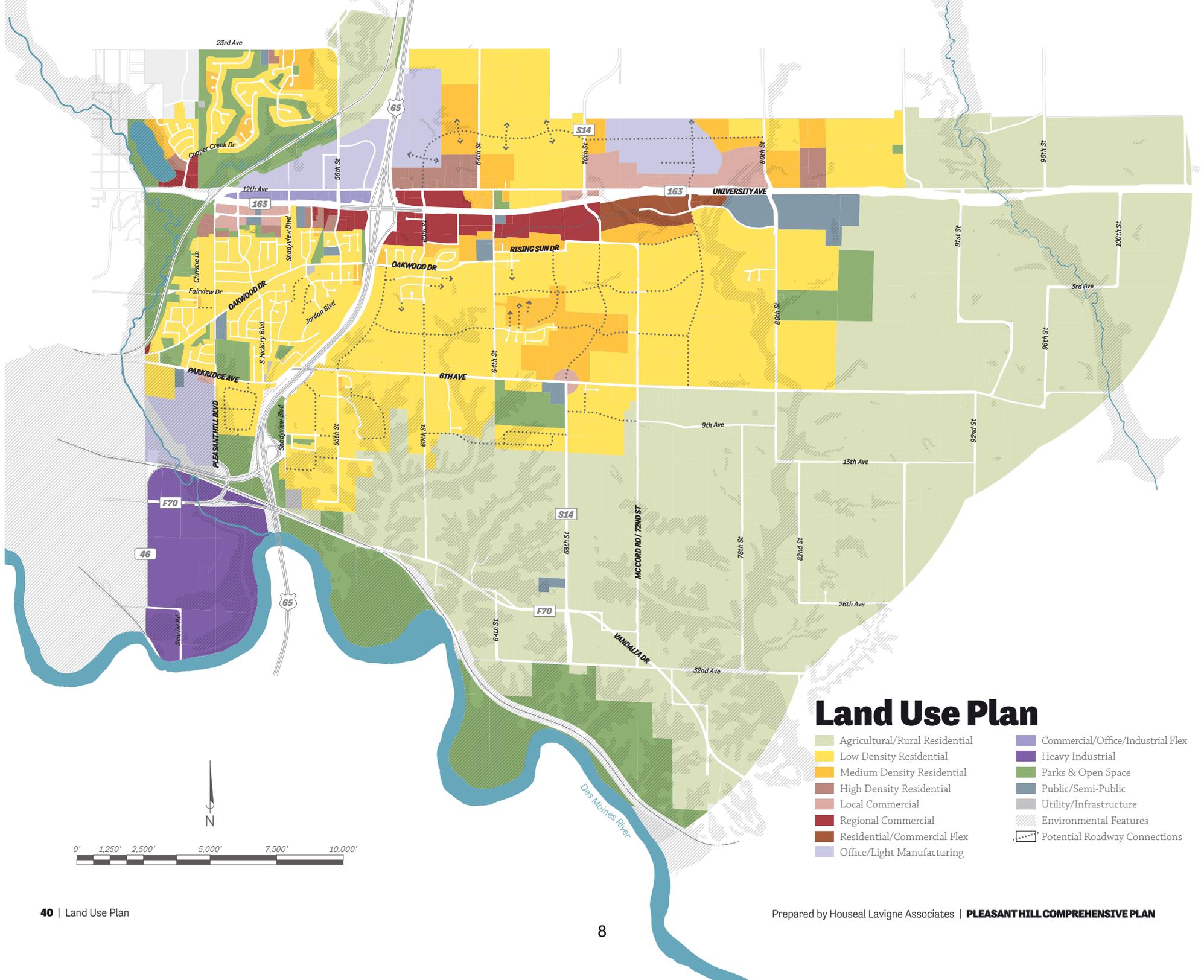
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### Zoning Districts

- |                                 |  |                        |
|---------------------------------|--|------------------------|
| R1-90 Residential Single Family | R-5 Mobile Home Park                     | I-1 Limited Industrial |
| R-2 One and Two Family          | CP Commerce Park                         | I-2 Light Industrial   |
| R-3 Townhome Row Dwelling       | C-1 Local Commercial                     | I-3 Heavy Industrial   |
| R-3A Apartment Condominium      | C-2 General Commercial / Highway Service | A-1 Agricultural       |
| R-4 Planned Unit Development    | C-3 Planned Commercial                   | U-1 Floodplain         |
|                                 | C-4 Planned Office Park                  |                        |





## Land Use Plan

- Agricultural/Rural Residential
- Low Density Residential
- Medium Density Residential
- High Density Residential
- Local Commercial
- Regional Commercial
- Residential/Commercial Flex
- Office/Light Manufacturing
- Commercial/Office/Industrial Flex
- Heavy Industrial
- Parks & Open Space
- Public/Semi-Public
- Utility/Infrastructure
- Environmental Features
- Potential Roadway Connections

**PLEASANT HILL CITY COUNCIL  
REGULAR SESSION  
JUNE 14, 2016  
6:30 PM**

**1. CALL TO ORDER/ROLL CALL**

Mayor Kurovski called the Pleasant Hill City Council meeting to order on June 14, 2016 at 6:30 p.m. in the City Council Chambers. PRESENT: Jeff Mullen, Curt Gause, Dean Cooper, Mark Konrad and Mayor Sara Kurovski. ABSENT: Barb Malone.

**2. APPROVAL OF AGENDA**

Konrad/Gause moved to approve the agenda. ROLL CALL: AYES: Mullen, Gause, Cooper, Konrad. NAYS: None. Motion carried 4-0.

**3. PUBLIC INPUT (5 MINUTES FOR ITEMS NOT ON THE AGENDA)**

There were none.

**4. CONSENT ITEMS**

Cooper/Mullen moved to approve the **CONSENT ITEMS**: Council Minutes - dated 5-24-16, Claims Listing - dated 06-14-16, Public Works Department Report - dated May 2016, Police Department Monthly Report- May 2016, Park and Recreation Minutes dated 05-12-16, Tax Abatement Report dated May 2016, **Resolution #061416-01** – Payment Application No. 2 – Oakwood Drive Overlay Project, **Resolution #061416-02** – Payment Application No. 2 – 2016 Patching Project, **Resolution #061416-03** – Approval of Lien Schedule, Cigarette/Tobacco/Nicotine/Vapor Applications – Kum & Go #24, 5970, Morning Star Court; Git-N-Go #37, 1000 NE 56<sup>th</sup> St.; Hy-Vee Food Store, 4815 Maple Dr.; Hy-Vee Gas, 4910 Maple Dr.; Casey's #2406, 1125 N. Hickory Blvd.; Dollar General #4513, 4840 Maple Dr.; Fareway Store #138, 5500 East University Ave.; Casey's #3333, 5550 E. University Ave., Liquor License Renewal – Casey's General Store #3333, 5550 E. University, Liquor License Renewal – Git-N-Go Convenience Store, 1000 NE 56<sup>th</sup> Street, Liquor License Renewal – Kum & Go #24, 5970 Morning Star Court , **Resolution #061416-04** – Setting Hearing for Rezoning R-4 PUD to I-2 – Portion of 1460 Sloans Way. ROLL CALL: AYES: Mullen, Gause, Cooper, Konrad. NAYS: None. Motion carried 4-0.

**5. BUSINESS ITEMS**

**a. Resolution #061416-05** – Approval of Preliminary Plat/Final Plat for Hillview

Cooper/Mullen moved to approve **Resolution #061416-05** – Approval of Preliminary Plat/Final Plat for Hillview. Assistant City Manager Ben Champ said the City has received a proposed final plat for a property located at 9179 SE 6<sup>th</sup> Avenue in unincorporated Polk County. The owner is proposing the property be subdivided into three buildable lots and two street lots. The plat shows no new water utility or sanitary sewer extension. Individual lots will be served by a septic system. Staff has reviewed the document and finds it to be in conformance with the requirements of a preliminary and final plat. The preliminary and final plats have been approved by the Planning and Zoning Commission and the preliminary plat and final plat have already been approved by Polk County. ROLL CALL: AYES: Mullen, Gause, Cooper, Konrad. NAYS: None. Motion carried 4-0.

**b. Resolution #061416-06** – Setting Salaries for Non-Union City Staff Salaries and Fire Dept for FY17

Konrad/Gause moved to approve **Resolution #061416-06** – Setting Salaries for Non-Union City Staff Salaries and Fire Dept for FY17. City Manager Don Sandor said he would talk about items 5b and 5c at the same time since they are related. Prior to the beginning of each fiscal year the City Council needs to approve a salary resolution for non union employees to authorize the City Clerk's office to pay salaries based upon the amounts in the resolution. The union employees' salaries are not part of the resolution since their salaries have been approved at the time the union contracts are approved by Council. The Fire Department wages are based on a matrix of skill levels as opposed to individual salaries. There is a correction for longevity. The City Clerk's office is a separate resolution at the request of Councilmember Konrad since his spouse is on staff in the Clerk's office, therefore he can abstain from voting on that resolution. ROLL CALL: AYES: Mullen, Gause, Cooper, Konrad. NAYS: None. Motion carried 4-0.

**c. Resolution #061416-07** – Setting Salaries for Clerk's Office Staff Salaries for FY17

Cooper/Mullen moved to approve **Resolution #061416-07** – Setting Salaries for Clerk's Office Staff Salaries for FY17. City Manager Don Sandor had no additional comments. ROLL CALL: AYES: Mullen, Gause, Cooper. NAYS: None. ABSTAIN: Konrad. Motion carried 3-0-1.

**d. Resolution #061416-08** – Agreement with Ruth Mattix

Mullen/Gause moved to approve **Resolution #061416-08** – Agreement with Ruth Mattix. City Manager Don Sandor said often employees desire to retire but are unable to due to health insurance until age 65 when Medicare becomes effective. Due to this concern, the City began a program for employees that are least 63 years of age and has worked for the City for a minimum of 15 years, to provide health insurance until the employee is eligible for Medicare.

Ruth Mattix has expressed her desire to retire effective July 31, 2016. She has worked for the City since 1996 and is already 63 years of age. The proposed agreement with Ruth Mattix is modeled after the prior agreements and provides for single health insurance coverage only through January 31, 2018, at which time Ruth will become 65. The agreements do not include the dental or vision coverage although the employee can continue that coverage through COBRA at their own expense. The City's cost for 18 months of single coverage health insurance will be \$6,300, or \$350/month. Ruth will be responsible for the employee share of the premium (10%). This agreement is consistent with previous agreements the City has approved for long term retiring employees. Councilmember Mullen posed the question if a policy was needed going forward. ROLL CALL: AYES: Mullen, Gause, Cooper, Konrad. NAYS: None. Motion carried 4-0.

- e. **Resolution #061416-09** – Approval of Amended Site Plan for Central Plains Cement Company  
Konrad/Gause moved to approve **Resolution #061416-09** – Approval of Amended Site Plan for Central Plains Cement Company. Assistant City Manager Ben Champ said the City Council approved a site plan for Central Plains Cement Company on April 26, to create a temporary cement terminal at the former mining operation on South Pleasant Hill Boulevard and owned by Oak Ridge Estates Partnership. Following additional feedback from the Army Corps of Engineers, the project engineer and the company have developed a revised site plan for the project. The temporary facility has been shifted within the site without changes to external access. The Planning and Zoning Commission have recommended approval. Company Engineer Wally Pelts said they will take out everything when they leave the property. ROLL CALL: AYES: Mullen, Gause, Cooper, Konrad. NAYS: None. Motion carried 4-0.

## 6. CLOSING COMMENTS

Councilmember Mullen said the MPO completed the Greater Des Moines Water Way trails map and have posted it to their website. A presentation would be coming in August at a future work session.

Councilmember Gause said the June 4th Fishing Derby was quite a success with 216 kids in attendance. Last year had 203 kids. Everyone seemed to enjoy it.

Mayor Kurovski talked about the Supervisor's Office meeting on minimum wage. The MAC meeting also discussed the minimum wage law, as well as the Warren County case. Chill on the Hill is going great, and she encouraged everyone to attend.

City Manager Don Sandor announced there would be a work session next week at 5:30pm.

Public Works Director Gary Patterson said the paving on the west end of Oakwood is done. The panel replacement on south Pleasant Hill Blvd was underway in preparation for the triathlon. Mr. Patterson also announce that the Triathlon still needed some volunteers.

7. **CLOSED SESSION;** Pursuant to Iowa Code Section 21.5.1 (j) To Discuss with Council the Purchase of Particular Real Estate  
Mullen/Gause moved to move into Closed session : Pursuant to Iowa Code Section 21.5.1 (j) To Discuss with Council the Purchase of Particular Real Estate. ROLL CALL: AYES: Mullen, Gause, Cooper, Konrad. NAYS: None. Motion carried 4-0.  
Council returned to open session. Mayor Kurovski announced no action was taken in closed session.
8. **ADJOURNMENT**  
Konrad/Gause moved to adjourn the meeting. ROLL CALL: AYES: Mullen, Gause, Cooper, Konrad. NAYS: None. Motion carried 4-0. The meeting was adjourned at 7:15 p.m.

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Sara Kurovski, Mayor

ATTEST:

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Dena J. Spooner, City Clerk/Finance Director

=====PAYMENT DATES=====

PAID ITEMS DATES : 6/15/2016 THRU 6/28/2016  
 PARTIALLY ITEMS DATES: 6/15/2016 THRU 6/28/2016  
 UNPAID ITEMS DATES :

| VENDOR NAME                | DESCRIPTION                     | GROSS AMOUNT |
|----------------------------|---------------------------------|--------------|
| ACME TOOLS                 | DRILL BITS                      | 49.98        |
| AFLAC INSURANCE            | INSURANCE                       | 1,070.68     |
| AIA CORPORATION            | UNIFORMS                        | 492.00       |
| ALADTEC, INC.              | RENEWAL - ONLINE STAFFING PROG  | 1,995.00     |
| ALLEN LAWN CARE LLC        | ROCK/GRADING-BOAT RAMP          | 2,981.60     |
| ALTOONA HERALD INDEX       | LEGAL PUBLICATIONS              | 1,003.65     |
| AMAZON.COM                 | BOOKS                           | 90.91        |
| ANIMAL RESCUE LEAGUE       | LIVE ANIMAL INTAKE              | 35.00        |
| ARDICK EQUIPMENT CO., INC  | MISCELLANEOUS SIGNS/POSTS       | 1,445.05     |
| ARROWHEAD SCIENTIFIC, INC. | OPERATING SUPPLIES              | 145.66       |
| ASI SIGNAGE INNOVATIONS    | SIGNAGE                         | 2,769.78     |
| BAKER & TAYLOR             | BOOKS                           | 2,730.56     |
| BANKERS TRUST              | BOND PAYMENTS                   | 595,392.50   |
| BAUER BUILT                | TIRE REPAIR-UNIT #28            | 2,161.88     |
| BELLE DESIGNS              | PD INFRASTRUCTURE               | 6,233.39     |
| BEN FREEBORN               | CUSTODIAL                       | 3,840.00     |
| BENDER ENTERPRISES, INC.   | MISCELLANEOUS EQUIPMENT         | 70.90        |
| BOB COASH                  | PAINTING-GARAGE/CONCESSION      | 3,000.00     |
| BOLAND RECREATION          | MULCH-SAFETY SURFACE            | 3,000.00     |
| BOUNDTREE MEDICAL          | MEDICAL SUPPLIES                | 918.86       |
| BRICK, GENTRY, BOWERS LAW  | CONSULTANT/PROFESSIONAL         | 2,520.00     |
| BROWNELL'S, INC.           | MINOR EQUIPMENT                 | 251.88       |
| BURKHEAD ELECTRIC LLC      | PARK REPAIRS                    | 5,481.32     |
| CALHOUN-BURNS & ASSOC INC  | VANDALIA ROAD RESURFACE DESIGN  | 2,408.30     |
| CAPITAL CITY EQUIPMENT CO  | EQUIPMENT PARTS                 | 131.60       |
| CARPENTER UNIFORMS/PROMOT  | UNIFORM/SAFETY EQUIPMENT        | 577.74       |
| CHIEF/LAW ENFORCEMENT SUPP | MISCELLANEOUS EQUIPMENT         | 3,274.34     |
| CINTAS FIRST AID & SAFETY  | FIRST AID SUPPLIES              | 147.11       |
| COLLECTION SERVICES        | GARNISHMENT WITHHOLDING         | 899.13       |
| CONSOLIDATED ELECTRICAL D  | DOANES PARK LIGHT REPAIR        | 145.50       |
| CRAIG MCCLANAHAN           | IT EQUIPMENT/IT SUPPORT         | 24,648.98    |
| CRYSTAL CLEAR WATER CO.    | OPERATING SUPPLIES              | 28.00        |
| D & K PRODUCTS             | TREE FERTILIZER                 | 54.77        |
| D.R.I.V.E.                 | D.R.I.V.E. DEDUCTION            | 10.00        |
| DANKO EMERGENCY EQUIPMENT  | BUNKER GEAR                     | 9,047.46     |
| DAVID C. MENGWASSER        | TRAIL MAINTENANCE-STUMP REMOVAL | 3,375.00     |
| DETRICK EXCAVATING         | BOAT RAMP GRADING               | 160.00       |
| DOLLAR GENERAL -REGIONS 41 | CUSTODIAL SUPPLIES              | 20.75        |
| DORSEY & WHITNEY LLP       | LEGAL SERVICES                  | 2,819.00     |
| ELECTRONIC ENGINEERING     | PAGER MAINTENANCE               | 141.00       |
| ETC GRAPHICS               | MINOR EQUIPMENT                 | 128.22       |
| FAMILY SUPPORT PAYMENT CEN | GARNISHMENT                     | 37.24        |
| FRASER TRANSPORTATION SVC  | PARAMEDIC ASSIST                | 400.00       |
| G & K SERVICES             | FLOOR MAT                       | 237.25       |
| HALBROOK EXCAVATING        | BOAT RAMP GRADING               | 450.24       |

|                        |                          |                          |                          |
|------------------------|--------------------------|--------------------------|--------------------------|
|                        | =====PAYMENT DATES=====  | =====ITEM DATES=====     | =====POSTING DATES=====  |
| PAID ITEMS DATES :     | 6/15/2016 THRU 6/28/2016 | 6/15/2016 THRU 6/28/2016 | 6/15/2016 THRU 6/28/2016 |
| PARTIALLY ITEMS DATES: | 6/15/2016 THRU 6/28/2016 | 6/15/2016 THRU 6/28/2016 | 6/15/2016 THRU 6/28/2016 |
| UNPAID ITEMS DATES :   |                          | 6/15/2016 THRU 6/28/2016 | 6/15/2016 THRU 6/28/2016 |

| VENDOR NAME                | DESCRIPTION                          | GROSS AMOUNT |
|----------------------------|--------------------------------------|--------------|
| -----                      |                                      |              |
| HILLYARD/DES MOINES        | JANITORIAL SUPPLIES                  | 940.50       |
| HY-VEE - LIBRARY ACCOUNT   | PROGRAM SUPPLIES                     | 86.23        |
| HY-VEE - POLICE ACCOUNT    | MOTOR VEHICLE OPERATING              | 209.42       |
| IASRO                      | EDUCATION/TRAINING                   | 50.00        |
| ICMA-RC                    | DEFERRED COMPENSATION                | 2,243.45     |
| INTERNAL REVENUE SERVICE   | FED WITHHOLDING                      | 33,802.14    |
| IOWA DEPT OF REVENUE & FI  | STATE WITHHOLDING                    | 5,586.00     |
| IOWA LIVING MAGAZINE       | PH LIVING MAGAZINE-MAY 2016          | 2,625.00     |
| IOWA NATIVE TREES AND SHRU | TREES                                | 1,440.00     |
| IOWA ONE CALL CORP         | UNDERGROUND LOCATE                   | 190.10       |
| IPERS-REGULAR              | IPERS CONTRIBUTIONS                  | 18,932.08    |
| J. BENJAMIN CHAMP          | TRAVEL/CONFERENCE                    | 455.00       |
| JASON EARL KLINKEFUS       | BROADLEAF CONTROL-CEMETERY           | 1,893.00     |
| JEAN KOCH                  | SOUTH COMPLEX PLANTS                 | 222.13       |
| JIM'S JOHNS                | KYBO RENTAL                          | 378.00       |
| JOHN'S TREE SERVICE, INC.  | TREE REMOVAL-COPPER CREEK LAKE       | 2,775.00     |
| JONES LIBRARY SALES, INC   | CHILDREN'S DISCOVERY TABLE           | 3,225.00     |
| KECK, INC                  | FUEL - MAY 2016                      | 5,445.30     |
| KELLY GEORGE TURF & IRRIGA | WEED CONTROL/FERTILIZE-SOUTH         | 474.60       |
| KIESLER'S POLICE SUPPLY, I | MISCELLANEOUS EQUIPMENT              | 933.74       |
| KOCH BROTHERS              | OFFICE SUPPLIES                      | 1,738.61     |
| LIBERTY READY MIX          | CONCRETE-S. PH BLVD REPAIR           | 5,759.00     |
| MADÉLINE STURMS            | TRAVEL/CONFERENCE                    | 296.70       |
| MANGO LANGUAGES            | LANGUAGE DATABASE                    | 1,040.00     |
| MEDIACOM                   | INTERNET ACCESS                      | 205.90       |
| MENARDS-ALTOONA            | HOSES AND NOZZLES                    | 269.03       |
| MIDAMERICAN ENERGY CO      | UTILITY SERVICE                      | 16,764.14    |
| MISCELLANEOUS VENDOR       | RAIN BARREL REIMB/OVERPAYMENT REFUND | 183.02       |
| MOVIE LICENSING USA        | PERFORMANCE RIGHTS                   | 397.00       |
| NEW YORK LIFE INSURANCE    | LIFE INSURANCE DEDUCTION             | 17.28        |
| NORRIS AUTOMOTIVE          | REPAIR/MAINTENANCE - EQUIP           | 1,874.09     |
| NUCARA PHARMACY #27        | MEDICATIONS                          | 17.40        |
| O'REILLY AUTO PARTS        | PARTS/SUPPLIES                       | 159.87       |
| OCLC, INC.                 | DATABASE ACCESS                      | 35.25        |
| OPTICSPLANET, INC.         | MISCELLANEOUS EQUIPMENT              | 1,059.98     |
| OVERDRIVE                  | ADDTL ACCESS-E-BOOKS ONLINE          | 5,000.00     |
| PETERS LAWN & LANDSCAPING  | MOWING                               | 6,986.81     |
| PLEASANT OCCASION PROPERTI | TIF REBATE AGREEMENT 15/16           | 8,244.49     |
| POLK COUNTY TREASURER      | MISCELLANEOUS CONTRACT               | 1,133.23     |
| PORTER DO IT BEST          | CABLE STAPLE                         | 2.79         |
| PROQUEST LLC               | ANCESTRY PLUS SUBSCRIPTION           | 1,660.00     |
| PUBLIC FINANCIAL MANAGEMEN | MUNICIPAL BOND REPORTS               | 2,000.00     |
| QUALITY STRIPING, INC.     | 2016/2017 STREET STRIPING            | 5,550.00     |
| QUILL                      | OFFICE SUPPLIES                      | 644.18       |

=====PAYMENT DATES=====

PAID ITEMS DATES : 6/15/2016 THRU 6/28/2016  
 PARTIALLY ITEMS DATES: 6/15/2016 THRU 6/28/2016  
 UNPAID ITEMS DATES :

| VENDOR NAME                | DESCRIPTION                       | GROSS AMOUNT |
|----------------------------|-----------------------------------|--------------|
| RACO INDUSTRIES            | RECEIPT PRINTERS                  | 1,124.00     |
| RACOM CORPORATION          | MINOR EQUIPMENT                   | 1,314.00     |
| RECORDED BOOKS             | BOOKS ON CD                       | 189.15       |
| RELIANCE STANDARD          | DENTAL PREMIUM PAYROLL DEDUCT     | 3,122.63     |
| RELIASTAR LIFE INSURANCE C | DEFERRED COMP - ING               | 2,975.64     |
| ROY ROBUCK                 | SOCCER SHED                       | 3,500.00     |
| SAXTON, INC                | PD INFRASTRUCTURE/MISC EQUIPMENT  | 10,834.69    |
| SKINNER LAW OFFICE, P C    | LEGAL COUNSEL-MAY 2016            | 5,406.65     |
| SPORTSWORKS NORTHWEST, INC | BIKE REPAIR STATION               | 1,576.20     |
| STAR EQUIPMENT LTD         | CONCRETE POWER SCREED             | 315.00       |
| STEVE JOHNS                | MILEAGE REIMBURSEMENT/TRAINING    | 151.49       |
| STEW HANSEN                | DUTY VEHICLE - FIRE DEPARTMENT    | 28,459.00    |
| STREICHER'S                | MISCELLANEOUS EQUIPMENT           | 3,259.18     |
| STROH CORPORATION          | CONTRACT HVAC                     | 236.89       |
| TASC                       | FLEXIBLE DEP BENEFIT PLAN         | 3,966.31     |
| TEAMSTERS LOCAL UNION #238 | UNION DUES DEDUCTION              | 652.48       |
| THE EQUITABLE              | DEFERRED COMP - THE EQUITABLE     | 675.36       |
| THE GRAVEDIGGER LLC        | OPEN/CLOSE GRAVE                  | 500.00       |
| THE HARTFORD               | DEFERRED COMP - THE HARTFORD      | 591.05       |
| THE WALDINGER CORP         | REPROGRAM SIGNAL CONTROLS         | 14,984.95    |
| TK CONCRETE, INC           | OAKWOOD OVERLAY PROJ-PAY AP #2    | 216,668.59   |
| TREASURER-STATE OF IA      | MAY 2016 SALES TAX (DMWW)         | 1,507.00     |
| TRITECH SOFTWARE SYSTEMS   | EMS BILLING                       | 925.00       |
| UNITED WAY OF CENTRAL IA   | UNITED WAY CONTRIBUTION           | 38.00        |
| UNUM LIFE INSURANCE COMPAN | LTD PAYROLL DEDUCTION TAXED       | 1,771.20     |
| US BANK EQUIPMENT FINANCE  | COPIER LEASE                      | 101.69       |
| VERIZON WIRELESS           | VEHICLE CONNECTIVITY              | 875.75       |
| VISA CARD SERVICES         | TRAVEL/CONFERENCE                 | 3,100.08     |
| WALNUT CREEK PROMOTIONS, I | MISCELLANEOUS EQUIPMENT           | 112.00       |
| WATCH GUARD                | RECORDING SYSTEM                  | 10,015.00    |
| WELLMARK BLUE CROSS BLUE S | HEALTH INS PREM PAYROLL DEDUCT    | 20,736.30    |
| WIMACTEL, INC.             | PAYPHONE                          | 55.00        |
| WINDSTREAM                 | PHONE SERVICE-CITY COMPLEXES      | 1,688.54     |
| WITMER PUBLIC SAFETY GROUP | MISCELLANEOUS EQUIPMENT           | 147.00       |
| WORLDPOINT ECC             | CPR TRAINING MATERIALS            | 172.95       |
| XTREME TREE                | TREE REMOVAL-GAY LEA WILSON TRAIL | 1,960.00     |
| ** TOTAL **                | -City of Pleasant Hill            | 1,173,476.46 |

=====PAYMENT DATES=====

PAID ITEMS DATES : 6/15/2016 THRU 6/28/2016  
PARTIALLY ITEMS DATES: 6/15/2016 THRU 6/28/2016  
UNPAID ITEMS DATES :

FUND TOTALS

|             |                        |              |
|-------------|------------------------|--------------|
| 001         | GENERAL                | 222,834.94   |
| 110         | ROAD USE               | 97,644.45    |
| 126         | EAST URBAN RENEWAL TIF | 8,244.49     |
| 200         | BOND PAYMENTS          | 595,392.50   |
| 301         | CAPITAL PROJECTS       | 14,438.34    |
| 304         | TIF CAPITAL PROJECTS   | 165,677.34   |
| 610         | SEWER                  | 18,250.08    |
| 699         | EQUIPMENT REPLACEMENT  | 50,409.30    |
| 740         | STORM WATER            | 585.02       |
| GRAND TOTAL |                        | 1,173,476.46 |

CITY OF PLEASANT HILL  
REVENUE PUBLICATION REPORT  
AS OF: MAY 31ST, 2016

MONTHLY  
REVENUE

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|                           |                  |
|---------------------------|------------------|
| GENERAL                   | 837,341.37       |
| ROAD USE                  | 69,532.88        |
| EMPLOYEE BENEFIT FUND     | 113,375.72       |
| EMERGENCY FUND            | 14,367.09        |
| INDUSTRIAL TIF DISTRICT   | 58,487.07        |
| EAST URBAN RENEWAL TIF    | 55,866.73        |
| LMI FUND                  | 7.28             |
| SPECIAL ASSESSMENT        | 0.09             |
| URBAN RENEWAL CCRK TIF    | 104,601.46       |
| FEDERAL PROCEEDS          | 6.97             |
| AVENUE OF FLAGS T & A     | 0.31             |
| P&R COMPLEX TRUST & AGNCY | 3.83             |
| LIBRARY TRUST & AGENCY    | 4.68             |
| MEMORIAL TRUST & AGENCY   | 0.18             |
| DEBT SERVICE              | 68,007.82        |
| CAPITAL PROJECTS          | 461.44           |
| WATER PARK PROJECT        | 0.00             |
| TIF CAPITAL PROJECTS      | 708.68           |
| PERPETUAL TRUST & AGENCY  | 763.06           |
| WATER                     | 51,347.43        |
| SEWER                     | 102,732.91       |
| SEWER CONSTRUCTION FUND   | 0.00             |
| SOLID WASTE               | 36,154.11        |
| EQUIPMENT REPLACEMENT     | 39,636.93        |
| STORM WATER               | <u>19,035.45</u> |
| GRAND TOTAL REVENUES      | 1,572,443.49     |

EXPENDITURES BY PROGRAM, AREA & DEPARTMENT

AS OF: MAY 31ST, 2016

% OF YEAR COMPLETED - 91.67

| EXPENDITURES                                | CURRENT BUDGET   | MONTHLY ACTUAL    | YEAR TO DATE ACTUAL | BUDGET BALANCE    | % OF BUDGET  |
|---|------------------|-------------------|---------------------|-------------------|--------------|
| <b>PUBLIC SAFETY</b>                        |                  |                   |                     |                   |              |
| =====                                       |                  |                   |                     |                   |              |
| POLICE DEPARTMENT                           | 2,181,420        | 162,851.88        | 1,869,583.71        | 311,836.29        | 85.70        |
| EMERGENCY FUND                              | 0                | 0.00              | 0.00                | 0.00              | 0.00         |
| EMERGENCY MANAGEMENT                        | 13,200           | 2,693.82          | 15,497.02 (         | 2,297.02)         | 117.40       |
| FIRE DEPARTMENT                             | 818,797          | 33,328.01         | 624,201.73          | 194,595.27        | 76.23        |
| EMS/AMBULANCE                               | 78,450           | 4,158.20          | 60,116.55           | 18,333.45         | 76.63        |
| ANIMAL CONTROL                              | 3,000            | 280.00            | 1,720.61            | 1,279.39          | 57.35        |
| <b>TOTAL PUBLIC SAFETY</b>                  | <b>3,094,867</b> | <b>203,311.91</b> | <b>2,571,119.62</b> | <b>523,747.38</b> | <b>83.08</b> |
| <b>PUBLIC WORKS</b>                         |                  |                   |                     |                   |              |
| =====                                       |                  |                   |                     |                   |              |
| ROADS, BRIDGES & SIDEWALK                   | 1,055,412        | 91,550.14         | 733,705.09          | 321,706.91        | 69.52        |
| STREET LIGHTING                             | 137,000          | 10,296.04         | 116,819.40          | 20,180.60         | 85.27        |
| TRAFFIC CONTROL                             | 81,000           | 783.50            | 79,542.95           | 1,457.05          | 98.20        |
| SNOW REMOVAL                                | 63,000           | 11,110.30         | 63,179.28 (         | 179.28)           | 100.28       |
| STREET CLEANING                             | 0                | 0.00              | 0.00                | 0.00              | 0.00         |
| STORM SEWERS                                | 0                | 0.00              | 106.93 (            | 106.93)           | 0.00         |
| ADMINISTRATIVE                              | 0                | 0.00              | 0.00                | 0.00              | 0.00         |
| <b>TOTAL PUBLIC WORKS</b>                   | <b>1,336,412</b> | <b>113,739.98</b> | <b>993,353.65</b>   | <b>343,058.35</b> | <b>74.33</b> |
| <b>HEALTH/SOCIAL SERVICES</b>               |                  |                   |                     |                   |              |
| =====                                       |                  |                   |                     |                   |              |
| MOSQUITO CONTROL                            | 10,500           | 0.00              | 10,423.43           | 76.57             | 99.27        |
| <b>TOTAL HEALTH/SOCIAL SERVICES</b>         | <b>10,500</b>    | <b>0.00</b>       | <b>10,423.43</b>    | <b>76.57</b>      | <b>99.27</b> |
| <b>CULTURE/RECREATION</b>                   |                  |                   |                     |                   |              |
| =====                                       |                  |                   |                     |                   |              |
| LIBRARY                                     | 598,126          | 44,693.77         | 480,755.47          | 117,370.53        | 80.38        |
| PARKS                                       | 294,231          | 25,998.42         | 238,587.83          | 55,643.17         | 81.09        |
| RECREATION                                  | 163,306          | 7,245.04          | 145,211.34          | 18,094.66         | 88.92        |
| CEMETERY                                    | 16,750           | 1,284.88          | 12,296.40           | 4,453.60          | 73.41        |
| <b>TOTAL CULTURE/RECREATION</b>             | <b>1,072,413</b> | <b>79,222.11</b>  | <b>876,851.04</b>   | <b>195,561.96</b> | <b>81.76</b> |
| <b>COMMUNITY ECONOMIC DEVELOPMENT</b>       |                  |                   |                     |                   |              |
| =====                                       |                  |                   |                     |                   |              |
| LMI   | 601,000          | 0.00              | 581,745.00          | 19,255.00         | 96.80        |
| TIF   | 372,669          | 0.00              | 119,240.49          | 253,428.51        | 32.00        |
| PLANNING & ZONING                           | 685,901          | 97,340.98         | 560,296.09          | 125,604.91        | 81.69        |
| <b>TOTAL COMMUNITY ECONOMIC DEVELOPMENT</b> | <b>1,659,570</b> | <b>97,340.98</b>  | <b>1,261,281.58</b> | <b>398,288.42</b> | <b>76.00</b> |

EXPENDITURES BY PROGRAM, AREA & DEPARTMENT

AS OF: MAY 31ST, 2016

% OF YEAR COMPLETED - 91.67

| EXPENDITURES                          | CURRENT BUDGET   | MONTHLY ACTUAL    | YEAR TO DATE ACTUAL | BUDGET BALANCE      | % OF BUDGET  |
|---------------------------------------|------------------|-------------------|---------------------|---------------------|--------------|
| <b>GENERAL GOVERNMENT</b>             |                  |                   |                     |                     |              |
| =====                                 |                  |                   |                     |                     |              |
| MAYOR                                 | 13,764           | 806.16            | 11,384.51           | 2,379.49            | 82.71        |
| COUNCIL                               | 94,523           | 1,453.14          | 74,662.93           | 19,860.07           | 78.99        |
| CLERK, TREASURER, ADMIN.              | 373,669          | 27,118.64         | 333,019.52          | 40,649.48           | 89.12        |
| ELECTIONS                             | 3,000            | 0.00              | 3,392.54 (          | 392.54)             | 113.08       |
| LEGAL SERVICES/CITY ATTY              | 165,000          | 9,841.84          | 140,233.95          | 24,766.05           | 84.99        |
| CITY HALL & BUILDINGS                 | 281,649          | 17,426.21         | 223,988.20          | 57,660.80           | 79.53        |
| UTILITY FRANCHISE                     | 90,000           | 10,792.58         | 91,335.14 (         | 1,335.14)           | 101.48       |
| IT                                    | 130,250          | 3,888.20          | 93,360.59           | 36,889.41           | 71.68        |
| <b>TOTAL GENERAL GOVERNMENT</b>       | <b>1,151,855</b> | <b>71,326.77</b>  | <b>971,377.38</b>   | <b>180,477.62</b>   | <b>84.33</b> |
| <b>DEBT SERVICE</b>                   |                  |                   |                     |                     |              |
| =====                                 |                  |                   |                     |                     |              |
| DEBT SERVICE                          | 0                | 0.00              | 0.00                | 0.00                | 0.00         |
| 2004 URB RENEW                        | 0                | 0.00              | 0.00                | 0.00                | 0.00         |
| 2003 URB RENEW                        | 0                | 0.00              | 0.00                | 0.00                | 0.00         |
| 2006 URB REN/CORP PURP                | 0                | 0.00              | 0.00                | 0.00                | 0.00         |
| 2007 URB REN/CORP PURP                | 0                | 0.00              | 0.00                | 0.00                | 0.00         |
| 2010 URB REN/CORP PURP                | 0                | 0.00              | 0.00                | 0.00                | 0.00         |
| 2009 CORP PURP/REFUNDING              | 269,675          | 0.00              | 7,337.50            | 262,337.50          | 2.72         |
| 2009 SEWER IMPROVEMENT                | 68,435           | 0.00              | 6,717.50            | 61,717.50           | 9.82         |
| BOX CULVERT REPLACE-EVAN              | 22,376           | 0.00              | 22,376.23           | 0.02                | 100.00       |
| 2011 URB REN/CORP PURP                | 0                | 0.00              | 0.00                | 0.00                | 0.00         |
| 2012 ESSEN/CORP/GEN PURP              | 258,350          | 0.00              | 9,175.00            | 249,175.00          | 3.55         |
| 2012 URB REN                          | 0                | 0.00              | 0.00                | 0.00                | 0.00         |
| 2015 BOND                             | 40,071           | 0.00              | 17,908.26           | 22,162.74           | 44.69        |
| <b>TOTAL DEBT SERVICE</b>             | <b>658,907</b>   | <b>0.00</b>       | <b>63,514.49</b>    | <b>595,392.76</b>   | <b>9.64</b>  |
| <b>CAPITAL PROJECTS</b>               |                  |                   |                     |                     |              |
| =====                                 |                  |                   |                     |                     |              |
| CAPITAL PROJECTS                      | 5,201,512        | 896,466.51        | 2,894,332.77        | 2,307,179.23        | 55.64        |
| <b>TOTAL CAPITAL PROJECTS</b>         | <b>5,201,512</b> | <b>896,466.51</b> | <b>2,894,332.77</b> | <b>2,307,179.23</b> | <b>55.64</b> |
| <b>BUSINESS TYPE ACTIVITIES</b>       |                  |                   |                     |                     |              |
| =====                                 |                  |                   |                     |                     |              |
| WATER ADMINISTRATION                  | 363,000          | 134,080.00        | 346,088.84          | 16,911.16           | 95.34        |
| SEWER DEPARTMENT                      | 1,384,369        | 99,427.85         | 1,228,228.65        | 156,140.35          | 88.72        |
| SOLID WASTE DEPARTMENT                | 454,500          | 15,433.75         | 393,324.52          | 61,175.48           | 86.54        |
| EQUIPMENT REPLACEMENT                 | 639,400 (        | 750.00)           | 326,543.57          | 312,856.43          | 51.07        |
| STORM WATER                           | 172,500          | 3,306.87          | 35,828.32           | 136,671.68          | 20.77        |
| <b>TOTAL BUSINESS TYPE ACTIVITIES</b> | <b>3,013,769</b> | <b>251,498.47</b> | <b>2,330,013.90</b> | <b>683,755.10</b>   | <b>77.31</b> |

CITY OF PLEASANT HILL  
 EXPENDITURES BY PROGRAM, AREA & DEPARTMENT  
 AS OF: MAY 31ST, 2016

% OF YEAR COMPLETED - 91.67

| EXPENDITURES         | CURRENT<br>BUDGET | MONTHLY<br>ACTUAL   | YEAR TO DATE<br>ACTUAL | BUDGET<br>BALANCE   | % OF<br>BUDGET |
|----------------------|-------------------|---------------------|------------------------|---------------------|----------------|
| NON-PROGRAM<br>===== |                   |                     |                        |                     |                |
| NON-DEPARTMENTAL     | <u>0</u>          | <u>0.00</u>         | <u>0.00</u>            | <u>0.00</u>         | <u>0.00</u>    |
| TOTAL NON-PROGRAM    | <u>0</u>          | <u>0.00</u>         | <u>0.00</u>            | <u>0.00</u>         | <u>0.00</u>    |
| TOTAL EXPENDITURES   | <u>17,199,805</u> | <u>1,712,906.73</u> | <u>11,972,267.86</u>   | <u>5,227,537.39</u> | <u>69.61</u>   |
|                      | =====             | =====               | =====                  | =====               | =====          |

TREASURER'S REPORT  
CITY OF PLEASANT HILL  
5/31/2016

| <b>FUND</b>                       | <b>BALANCE<br/>MONTH BEGINNING</b> | <b>REVENUE</b>      | <b>EXPENSES</b>     | <b>BALANCE<br/>MONTH ENDING</b> |
|-----------------------------------|------------------------------------|---------------------|---------------------|---------------------------------|
| 001-1110 Cash                     | 1,032,099.62                       | 837,940.27          | 463,161.34          | 1,406,878.55                    |
| 001-1112 Money Market             | 5,031.47                           | 0.22                |                     | 5,031.69                        |
| 001-1114 Cash - DMCU              | 34.57                              |                     |                     | 34.57                           |
| 001-1120 Petty Cash               | 1,450.00                           |                     |                     | 1,450.00                        |
| 001-1150 Investments              | 61,643.62                          | 278.16              |                     | 61,921.78                       |
| 110-1110 Road Use                 | 838,440.13                         | 69,792.83           | 102,920.39          | 805,312.57                      |
| 112-1110 Cash-Employee Benefits   | 312,420.80                         | 113,375.72          | 312,420.80          | 113,375.72                      |
| 119-1110 Emergency Fund           | 39,589.45                          | 14,367.09           | 39,589.45           | 14,367.09                       |
| 125-1110 Industrial TIF District  | 601,425.32                         | 58,487.07           |                     | 659,912.39                      |
| 126-1110 East Urban Renewal TIF   | 1,466,659.34                       | 55,866.73           |                     | 1,522,526.07                    |
| 127-1110 LMI Fund                 | 53,242.87                          | 7.28                |                     | 53,250.15                       |
| 130-1110 Special Assessment       | 640.82                             | 0.09                |                     | 640.91                          |
| 145-1110 Urban Renewal CCRK TIF   | 2,175,836.04                       | 104,601.46          |                     | 2,280,437.50                    |
| 177-1110 Drug Forfeitures         | 51,053.31                          | 6.97                |                     | 51,060.28                       |
| 180-1110 Avenue of Flags          | 2,282.22                           | 0.31                |                     | 2,282.53                        |
| 182-1110 Park/Rec                 | 2,889.97                           | 3.83                |                     | 2,893.80                        |
| 182-1150 Park/Rec Investments     | 25,267.78                          |                     |                     | 25,267.78                       |
| 183-1110 Library                  | 26,762.08                          | 4.68                |                     | 26,766.76                       |
| 183-1150 Library Investments      | 7,488.32                           |                     |                     | 7,488.32                        |
| 184-1110 Memorial                 | 1,280.53                           | 0.18                |                     | 1,280.71                        |
| 200-1110 Debt Service             | 488,038.32                         | 68,007.82           |                     | 556,046.14                      |
| 301-1110 CIP Projects Fund        | 2,261,543.99                       | 54,045.93           | 98,927.84           | 2,216,662.08                    |
| 301-1150 CIP Projects Investments | 1,017,207.41                       |                     |                     | 1,017,207.41                    |
| 304-1110 TIF CIP Projects Fund    | 4,904,124.98                       | 708.68              | 851,123.16          | 4,053,710.50                    |
| 500-1110 Cemetery                 | 30,031.48                          | 718.43              |                     | 30,749.91                       |
| 500-1150 Cemetery Investments     | 39,776.74                          | 44.63               |                     | 39,821.37                       |
| 600-1110 Water                    | 1,362,897.72                       | 51,347.43           | 134,083.25          | 1,280,161.90                    |
| 600-1150 Investments              | 109,567.58                         |                     |                     | 109,567.58                      |
| 600-1170 Meter Deposits           | 23,796.27                          | 3.25                |                     | 23,799.52                       |
| 610-1110 Sewer                    | 532,937.87                         | 101,613.87          | 98,308.81           | 536,242.93                      |
| 670-1110 Garbage/Recycling        | 70,909.92                          | 33,916.03           | 13,195.67           | 91,630.28                       |
| 699-1110 Equipment Replacement    | 342,968.20                         | 40,386.93           |                     | 383,355.13                      |
| 740-1110 Storm Water              | 80,968.18                          | 17,916.42           | 2,187.84            | 96,696.76                       |
| <b>TOTAL</b>                      | <b>17,970,306.92</b>               | <b>1,623,442.31</b> | <b>2,115,918.55</b> | <b>17,477,830.68</b>            |

\_\_\_\_\_  
City Clerk/Finance Director

\_\_\_\_\_  
City Manager

# Pleasant Hill Fire Department

## May 2016 Report

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### **Fire Activity:**

Structure Fire 0  
Automatic Alarm 2  
CO Alarm 1  
Gas Line Break 0

### **EMS Activity:**

Medical Transports 51  
Refusals 2  
Fatality 0  
Public Assist 0

### **Rescue Activity:**

Technical Rescue 0  
Water Rescue 0  
Haz-Mat 0

**Total Calls 56**

**Calls / Day 1.8**

### **Comments:**

Started the field use of the ePCR (electronic patient care reporting) This program allows our personnel to replace pen and paper reporting with computer tablets in the ambulance.

**RESOLUTION #062816-01**

**A RESOLUTION APPROVING THE TRANSFER OF FUNDS,  
PERPETUAL CARE TRUST FUND TO GENERAL FUND (CEMETERY ACCOUNT)**

WHEREAS, Pleasant Hill's Oakwood Cemetery, is a municipal cemetery under the provisions of Sections 566.14 to 566.18 of the Code of Iowa, together with City responsibility for its care and operation.

WHEREAS, the cost of the lot includes both the space charge and the perpetual care fee. The perpetual care fee is placed in a separate fund known as the Pleasant Hill Cemetery Perpetual Care Fund and cannot be used or spent except by order of the Iowa District Court in and for Polk County; however, the interest income there from shall be used for the care and maintenance of the Pleasant Hill Cemetery.

WHEREAS, the Pleasant Hill City Council recognizes the need to approve the transfer of funds of the interest income earned on cemetery deeds sold in FY16, as follows:

Perpetual Care Trust Fund to General Fund (Cemetery account) \$274.76

THEREFORE, BE IT RESOLVED, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby approve this transfer.

ADOPTED this 28th day of June, 2016.

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Sara Kurovski, Mayor

ATTEST:

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Steve Johns, Deputy City Clerk

**RESOLUTION #062816-02**

**A RESOLUTION APPROVING THE TRANSFER OF FUNDS,  
TAX INCREMENT FUND TO WATER, SEWER, AND GENERAL FUNDS  
Repayment of Resolution 101315-04**

WHEREAS, the Pleasant Hill City Council recognizes the need to approve the transfer of funds, as follows to reimburse the Water, Sewer, and General Funds for the repayment of FY15 Internal Loan #2:

|                     |                 |
|---------------------|-----------------|
| TIF to General Fund | \$ 2,000,000.00 |
| TIF to Water Fund   | \$ 1,000,000.00 |
| TIF to Sewer Fund   | \$ 1,400,000.00 |

WHEREAS, **Resolution 111014-08: Approved Internal Loan #2 to the Tax Increment Fund**. "Section 1. It is hereby directed that, in order to pay the cost of the Projects, advances shall be made to the Tax Increment Revenue Fund, as follows: from the General Fund -- \$2,000,000, from the Water Fund -- \$1,000,000, and from the Sewer Fund -- \$1,400,000. These advances shall be treated as loans (the "Loans") to the Tax Increment Revenue Fund and shall be repaid to the General Fund, Water Fund and Sewer Fund out of incremental tax revenues received with respect to the Urban Renewal Area."

WHEREAS, This resolution completes the reimbursement to the Water, Sewer, and General Funds for **Resolution 101315-04: A Resolution Approving the Transfer of Funds from Water, Sewer, and General Funds to Tax Increment Fund (TIF) for Internal Loan #2**, received year to date FY16 for the internal loan certified FY15.

THEREFORE, BE IT RESOLVED, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby approve this transfer.

ADOPTED this 28th day of June, 2016.

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Sara Kurovski, Mayor

ATTEST:

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Steve Johns, Deputy City Clerk

**RESOLUTION #062816-03**

**A RESOLUTION APPROVING THE TRANSFER OF FUNDS,  
CAPITAL IMPROVEMENT FUND TO DEBT SERVICE FUND**

WHEREAS, the Pleasant Hill City Council recognizes the need to approve the transfer of funds, as follows:

|   |             |
|---|-------------|
| Capital Improvement Fund to Debt Service Fund | \$39,350.00 |
|---|-------------|

WHEREAS, the Series 2015 GO Bond first year's interest and fees of \$39,350.00 is due in FY 16. This interest was budgeted to be collected in FY 17 through the debt levy, and will be paid back to the CIP fund when collected.

THEREFORE, BE IT RESOLVED, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby approve this transfer.

ADOPTED this 28<sup>th</sup> day of June, 2016.

\_\_\_\_\_  
Sara Kurovski, Mayor

ATTEST:

\_\_\_\_\_  
Steve Johns, Deputy City Clerk

**RESOLUTION #062816-04**

**A RESOLUTION APPROVING THE TRANSFER OF FUNDS,  
EMERGENCY FUND TO EQUIPMENT REPLACEMENT FUND**

WHEREAS, the Pleasant Hill City Council recognizes the need to approve the transfer of funds, as follows:

Emergency Fund to Equipment Replacement Fund \$14,367.09

THEREFORE, BE IT RESOLVED, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby approve this transfer.

ADOPTED this 28th day of June, 2016.

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Sara Kurovski, Mayor

ATTEST:

---

Steve Johns, Deputy City Clerk

**RESOLUTION #062816-05**

**A RESOLUTION APPROVING THE TRANSFER OF FUNDS,  
EMPLOYEE BENEFITS FUND TO THE GENERAL FUND**

WHEREAS, the Pleasant Hill City Council recognizes the need to approve the transfer of funds, as follows:

Employee Benefits Fund to General Fund \$113,375.72

THEREFORE, BE IT RESOLVED, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby approve this transfer.

ADOPTED this 28th day of June, 2016.

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Sara Kurovski, Mayor

ATTEST:

---

Steve Johns, Deputy City Clerk



**CITY OF PLEASANT HILL, IOWA**  
CITY COUNCIL AGENDA COMMUNICATION

**DATE:** JUNE 28, 2016  
**TO:** MAYOR & CITY COUNCIL  
**FROM:** MADELINE STURMS, AICP, CPM  
SENIOR PLANNER  
**SUBJECT:** YOUNGSTOWN TRAIL, PHASE 1 PROJECT  
PAYMENT APPLICATION NO. 2

---

**BACKGROUND:**

The City Engineer has developed the plans and specifications for the Youngstown Trail Phase 1 Project. The project has been awarded to Elder Corporation and work is nearing completion. The contractor has submitted the attached Payment Application No. 2 for work completed through May 31, 2016. Following is a communication from the City Engineer, Snyder and Associates, providing a recommendation for approval of the payment application. The attached resolution approves Payment Application No. 2.

**ALTERNATIVES:**

Not approve the payment application. However, the work is part of an approved contract and the work has been performed.

**FINANCIAL CONSIDERATIONS:**

Project funds are available.

**RECOMMENDATION:**

Approve the attached resolution for the Youngstown Trail Phase 1 Project.

**RESOLUTION #062816-06**

**A RESOLUTION APPROVING PAYMENT APPLICATION NO. 2 FOR THE  
YOUNGSTOWN TRAIL PHASE 1 PROJECT**

WHEREAS, the Pleasant Hill City Council has hired Elder Corporation to complete the Youngstown Trail Phase 1 Project; and

WHEREAS, Elder Corporation has submitted the attached Payment Application No. 2 in the amount of \$101,102.87.

THEREFORE, BE IT RESOLVED, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby approve payment application number two for the project.

ADOPTED this 28<sup>th</sup> day of March, 2016.

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Sara Kurovski, Mayor

ATTEST:

---

Steve Johns, Deputy City Clerk



June 22, 2016

Mr. Ben Champ  
City of Pleasant Hill  
5160 Maple Drive  
Pleasant Hill, IA 50327

RE: PARTIAL PAYMENT APPLICATION NO. 2  
YOUNGSTOWN TRAIL, PHASE 1  
PROJECT NO. 115.0979

Dear Mr. Champ:

Please find attached Partial Payment Application No. 2 for the Youngtown Trail, Phase 1 project. This includes work completed between April 1, 2016 and May 31, 2016. The contractor worked on preparing the subgrade, paving the trail, installing detectable warnings at the intersection with Oakwood Drive, and backfilling along the trail during this time period.

We recommend payment of \$101,102.87 to the contractor, Elder Corporation, for work completed through May 31, 2016. Approximately 80% of the total contract work has been completed. The contractor has until July 31, 2016 to complete the remaining work on this project.

Please contact me should you have any questions on this pay application. We will be in attendance at the June 28, 2016 council meeting to answer any questions regarding this partial payment.

Sincerely,

SNYDER & ASSOCIATES, INC.

Mindy S. Moore, AICP  
Project Planner

Enclosures

CC: Eric Cannon, P.E., Snyder & Associates, Inc.

## APPLICATION FOR PARTIAL PAYMENT NO. 2

PROJECT: Youngstown Trail, Phase 1  
OWNER: City of Pleasant Hill  
CONTRACTOR: Elder Corporation  
ADDRESS: 5088 E University Ave.  
DATE: June 22, 2016

S&A PROJECT NO.: 115.0979

PAYMENT PERIOD: April 1, 2016  
May 31, 2016

### 1. CONTRACT SUMMARY:

|                             |                   |   |
|-----------------------------|-------------------|---|
| Original Contract Amount:   | \$189,999.00      | CONTRACT PERIOD:                        |
| Net Change by Change Order: | <u>\$5,097.15</u> | Original Contract Date: March 8, 2016   |
| Contract Amount to Date:    | \$195,096.15      | Contract Completion Date: July 31, 2016 |

### 2. WORK SUMMARY:

|   |                            |
|---|----------------------------|
| Total Work Performed to Date:           | \$161,527.57               |
| Retainage: 5%                           | <u>\$8,076.38</u>          |
| Total Earned Less Retainage:            | \$153,451.19               |
| Less Previous Applications for Payment: | <u><u>\$52,348.32</u></u>  |
| <b>AMOUNT DUE THIS APPLICATION:</b>     | <u><u>\$101,102.87</u></u> |

### 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 Partial Payments.

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

Elder Corporation  
CONTRACTOR  
By  DATE: 6/22/2016

### 4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.  
ENGINEER  
By \_\_\_\_\_ DATE: \_\_\_\_\_

### 5. OWNER'S APPROVAL

City of Pleasant Hill  
OWNER  
By \_\_\_\_\_ DATE: \_\_\_\_\_

| 6. DETAILED ESTIMATE OF WORK COMPLETED: |   |                |      |              |                                |                |              |             |
|---|---|----------------|------|--------------|--------------------------------|----------------|--------------|-------------|
|   |   | CONTRACT ITEMS |      |              |                                | COMPLETED WORK |              |             |
| No.                                     | DESCRIPTION   | QUANTITY       | UNIT | UNIT COST    | TOTAL COST                     | QUANTITY       | CO #         | COST        |
| 1                                       | CLEARING AND GRUBBING                                   | 1              | LS   | \$ 13,000.00 | \$13,000.00                    | 1.00           | 1            | \$13,000.00 |
| 2                                       | TOPSOIL, ON-SITE  | 942            | CY   | \$ 10.00     | \$9,420.00                     | 942.00         |              | \$9,420.00  |
| 3                                       | EXCAVATION, CLASS 10                                    | 1157           | CY   | \$ 8.00      | \$9,256.00                     | 1,157.00       |              | \$9,256.00  |
| 4                                       | SPECIAL BACKFILL  | 50             | TON  | \$ 35.00     | \$1,750.00                     | 74.14          |              | \$2,594.90  |
| 5                                       | PIPE CULVERT, TRENCHED, RCP, 18 IN. DIA                 | 63             | LF   | \$ 72.00     | \$4,536.00                     | 63.00          | 1            | \$4,536.00  |
| 6                                       | PIPE CULVERT, TRENCHED, ARCH RCP, 18 IN. DIA            | 28             | LF   | \$ 140.00    | \$3,920.00                     | 0.00           | 1            | \$0.00      |
| 7                                       | PIPE CULVERT, TRENCHED, RCP, 24 IN. DIA                 | 66             | LF   | \$ 90.00     | \$5,940.00                     | 66.00          |              | \$5,940.00  |
| 8                                       | PIPE APRON, RCP, 18 IN. DIA WITH FOOTING                | 1              | EA   | \$ 2,100.00  | \$2,100.00                     | 1.00           | 1            | \$2,100.00  |
| 9                                       | PIPE APRON, ARCH RCP, 18 IN. DIA WITH FOOTING AND GUARD | 2              | EA   | \$ 2,500.00  | \$5,000.00                     | 0.00           | 1            | \$0.00      |
| 10                                      | PIPE APRON, RCP, 24 IN. DIA WITH FOOTING                | 1              | EA   | \$ 2,500.00  | \$2,500.00                     | 1.00           |              | \$2,500.00  |
| 11                                      | INTAKE SW-512, 24 IN.                                   | 1              | EA   | \$ 1,700.00  | \$1,700.00                     | 1.00           |              | \$1,700.00  |
| 12                                      | MANHOLE SW-401, 60 IN.                                  | 1              | EA   | \$ 5,600.00  | \$5,600.00                     | 1.00           |              | \$5,600.00  |
| 13                                      | MANHOLE ADJUSTMENT, MINOR                               | 2              | EA   | \$ 1,400.00  | \$2,800.00                     | 2.00           |              | \$2,800.00  |
| 14                                      | REMOVAL OF SIDEWALK                                     | 36             | SY   | \$ 12.00     | \$432.00                       | 58.00          |              | \$696.00    |
| 15                                      | SPECIAL SUBGRADE PREPARATION FOR RECREATIONAL TRAIL     | 2672           | SY   | \$ 3.00      | \$8,016.00                     | 2,591.84       |              | \$7,775.52  |
| 16                                      | RECREATIONAL TRAIL, PCC, 6 IN                           | 2327           | SY   | \$ 30.00     | \$69,810.00                    | 2,315.00       |              | \$69,450.00 |
| 17                                      | DETECTABLE WARNING                                      | 48             | SF   | \$ 50.00     | \$2,400.00                     | 48.00          |              | \$2,400.00  |
| 18                                      | HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING   | 1.30           | AC   | \$ 3,200.00  | \$4,160.00                     |                |              | \$0.00      |
| 19                                      | FILTER SOCKS, 12 IN.                                    | 408            | LF   | \$ 2.00      | \$816.00                       | 500.00         |              | \$1,000.00  |
| 20                                      | FILTER SOCKS, REMOVAL                                   | 408            | LF   | \$ 1.00      | \$408.00                       |                |              | \$0.00      |
| 21                                      | TEMPORARY RECP, TYPE 2C                                 | 1,334          | SY   | \$ 1.00      | \$1,334.00                     |                |              | \$0.00      |
| 22                                      | RIP RAP, CLASS E  | 48             | TON  | \$ 50.00     | \$2,400.00                     | 47.58          |              | \$2,379.00  |
| 23                                      | SILT FENCE OR SILT FENCE DITCH CHECK                    | 2,060          | LF   | \$ 2.00      | \$4,120.00                     | 511.00         |              | \$1,022.00  |
| 24                                      | SILT FENCE OR SILT FENCE DITCH CHECK, REMOVAL OF DEVICE | 2,060          | LF   | \$ 0.25      | \$515.00                       |                |              | \$0.00      |
| 25                                      | TURF REINFORCEMENT MAT, TYPE 1                          | 3              | SQ   | \$ 75.00     | \$225.00                       |                |              | \$0.00      |
| 26                                      | MOBILIZATION  | 1              | LS   | \$ 1,741.00  | \$1,741.00                     | 1.00           |              | \$1,741.00  |
| 27                                      | PAINTED PAVEMENT MARKINGS, SOLVENT/WATERBORNE           | 4.5            | STA  | \$ 200.00    | \$900.00                       |                |              | \$0.00      |
| 28                                      | SIGNING FOR URBAN CROSSING                              | 1              | LS   | \$ 1,000.00  | \$1,000.00                     |                |              | \$0.00      |
| 29                                      | LARGE CIT DIRECT. STANDARD SIGN ASSEMBLY & INSTALLATION | 1              | EA   | \$ 6,300.00  | \$6,300.00                     |                |              | \$0.00      |
| 30                                      | SMALL CIT DIRECT. STANDARD SIGN ASSEMBLY & INSTALLATION | 1              | EA   | \$ 5,500.00  | \$5,500.00                     |                |              | \$0.00      |
| 31                                      | SMALL CIT DIRECT. STANDARD SIGN ASSEMBLY & DELIVERY     | 3              | EA   | \$ 3,600.00  | \$10,800.00                    |                |              | \$0.00      |
| 32                                      | TRAFFIC CONTROL   | 1              | LS   | \$ 1,600.00  | \$1,600.00                     | 1.00           |              | \$1,600.00  |
|   |   |                |      |              | ORIGINAL CONTRACT:             | \$189,999.00   |              |             |
|   |   |                |      |              |                                |                | \$147,510.42 |             |
| CHANGE ORDER SUMMARY:                   |   |                |      |              |                                |                |              |             |
| 1                                       | CLEARING AND GRUBBING                                   | 1              | LS   | \$3,769.15   | \$3,769.15                     | 1              | 1            | \$3,769.15  |
| 5                                       | PIPE CULVERT, TRENCHED, RCP, 18 IN. DIA                 | 84             | LF   | \$72.00      | \$6,048.00                     | 84             | 1            | \$6,048.00  |
| 6                                       | PIPE CULVERT, TRENCHED, ARCH RCP, 18 IN. DIA            | -28            | LF   | \$140.00     | -\$3,920.00                    |                | 1            | \$0.00      |
| 8                                       | PIPE APRON, RCP, 18 IN. DIA WITH FOOTING                | 2              | EA   | \$2,100.00   | \$4,200.00                     | 2              | 1            | \$4,200.00  |
| 9                                       | PIPE APRON, ARCH RCP, 18 IN. DIA WITH FOOTING AND GUARD | -2             | EA   | \$2,500.00   | -\$5,000.00                    |                | 1            | \$0.00      |
|   |   |                |      |              | TOTAL CHANGE ORDERS:           | \$5,097.15     |              |             |
|   |   |                |      |              | TOTAL CONTRACT & CHANGE ORDERS | \$195,096.15   | \$161,527.57 |             |



**CITY OF PLEASANT HILL, IOWA**  
CITY COUNCIL AGENDA COMMUNICATION

**DATE:** JUNE 28, 2016

**TO:** MAYOR & CITY COUNCIL

**FROM:** J. BENJAMIN CHAMP, AICP, EDFP, ASLA  
ASSISTANT CITY MANAGER / COMMUNITY DEVELOPMENT DIRECTOR

**SUBJECT:** NE 75<sup>TH</sup> STREET IMPROVEMENTS PROJECT  
PAYMENT APPLICATION NO. 7

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**BACKGROUND:**

The City Engineer has developed the plans and specifications for the NE 75<sup>th</sup> Street Improvements Project. The project has been awarded to McAninch Corporation and work is underway. The contractor has submitted the attached Payment Application No. 7 for the project and the attached communication from the City Engineer, Snyder and Associates, provides a recommendation for approval of the payment application.

**ALTERNATIVES:**

Not approve the payment application. However, the work is part of an approved contract and the work has been performed.

**FINANCIAL CONSIDERATIONS:**

Project funds are available.

**RECOMMENDATION:**

Approve the attached resolution for the 75<sup>th</sup> Street Improvements Project.

**RESOLUTION #062816-07**

**A RESOLUTION APPROVING PAYMENT APPLICATION NO. 7 FOR THE NE 75<sup>th</sup> STREET IMPROVEMENTS PROJECT**

WHEREAS, the Pleasant Hill City Council has hired McAninch Corporation to complete the NE 75<sup>th</sup> Street Improvements Project; and

WHEREAS, McAninch Corporation has submitted the attached Payment Application No. 7 in the amount of \$285,492.19.

THEREFORE, BE IT RESOLVED, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby approve payment application number seven for the project.

ADOPTED this 28<sup>th</sup> day of June, 2016.

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Sara Kurovski, Mayor

ATTEST:

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Steve Johns, Deputy City Clerk



June 13, 2016

Mr. Ben Champ  
City of Pleasant Hill  
5160 Maple Drive  
Pleasant Hill, IA 50327

RE: PARTIAL PAYMENT APPLICATION NO. 7  
NE 75<sup>TH</sup> STREET IMPROVEMENTS  
PROJECT NO. 113.0493

Dear Mr. Champ:

Partial payment no. 7 includes work complete between May 1, 2016 and May 31, 2016. The contractor has completed concrete paving and is actively work toward backfill and finish grading. They have also continued maintenance of erosion control items.

We recommend payment of \$285,492.19 to the Contractor, McAninch Corporation, for work completed through May 31, 2016. Approximately 92% of the total contract work has been completed. The contractor has currently exceeded the May 31, 2016 completion date for the project. We will need to schedule a meeting to review remaining work and discuss project completion date.

Please contact me should you have any questions on this pay application. We will be in attendance at the June 28, 2016 council meeting to answer any questions regarding this partial payment.

Sincerely,

SNYDER & ASSOCIATES, INC.

Nathan E. Carhoff, P.E.  
Project Engineer

Enclosures

CC: Eric Cannon, P.E., Snyder & Associates, Inc.

## APPLICATION FOR PARTIAL PAYMENT NO. 7

PROJECT: NE 75th Street Improvements  
OWNER: City of Pleasant Hill  
CONTRACTOR: McAninch Corporation  
ADDRESS: 4001 Delaware Avenue, Des Moines, IA 50313  
DATE: June 2, 2016

S&A PROJECT NO.: 113.0493

PAYMENT PERIOD: May 1, 2016 to  
May 31, 2016

### 1. CONTRACT SUMMARY:

|                             |                    |  |
|-----------------------------|--------------------|--|
| Original Contract Amount:   | \$1,687,175.73     | CONTRACT PERIOD:                       |
| Net Change by Change Order: | <u>-\$1,426.25</u> | Original Contract Date: June 9, 2015   |
| Contract Amount to Date:    | \$1,685,749.48     | Contract Completion Date: May 31, 2016 |

### 2. WORK SUMMARY:

|   |                                   |
|---|-----------------------------------|
| Total Work Performed to Date:           | \$1,542,769.15                    |
| Retainage: 5%                           | <u>\$77,138.46</u>                |
| Total Earned Less Retainage:            | \$1,465,630.69                    |
| Less Previous Applications for Payment: | <u>\$1,180,138.50</u>             |
| <b>AMOUNT DUE THIS APPLICATION:</b>     | <b><u><u>\$285,492.19</u></u></b> |

### 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 Partial Payments.

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

**McAninch Corporation**

CONTRACTOR

By



DATE: 6-4-16

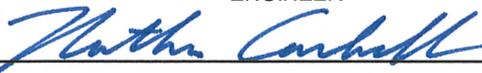
### 4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

**Snyder & Associates, Inc.**

ENGINEER

By



DATE: 6/13/16

### 5. OWNER'S APPROVAL

**City of Pleasant Hill**

OWNER

By

DATE: \_\_\_\_\_

**6. DETAILED ESTIMATE OF WORK COMPLETED:**

| No.                   | DESCRIPTION                                   | CONTRACT ITEMS                    |             |                             |               |                                 |              | COMPLETED WORK                              |      |                            |                                 |      |              |  |  |                 |  |
|-----------------------|---|-----------------------------------|-------------|-----------------------------|---------------|---------------------------------|--------------|---|------|----------------------------|---------------------------------|------|--------------|--|--|-----------------|--|
|                       |   | UNIT                              | UNIT COST   | Division 1<br>RISE Eligible |               | Division 2<br>Non-RISE Eligible |              | Division 1<br>RISE Eligible                 |      |                            | Division 2<br>Non-RISE Eligible |      |              |  |  |                 |  |
|                       |   |                                   |             | QUANTITY                    | TOTAL COST    | QUANTITY                        | TOTAL COST   | QUANTITY                                    | CO # | COST                       | QUANTITY                        | CO # | COST         |  |  |                 |  |
| 1                     | CLEARING AND GRUBBING (TREES)                 | UNIT                              | \$ 89.25    | 104.4                       | \$ 9,317.70   | -                               | \$0.00       | 104.4                                       |      | \$ 9,317.70                | -                               |      | \$0.00       |  |  |                 |  |
| 2                     | CLEARING AND GRUBBING (ROW CROPS)             | UNIT                              | \$ 3.29     | 100.6                       | \$ 330.97     | 324.1                           | \$1,066.29   | 100.6                                       |      | \$ 330.97                  | 324.1                           |      | \$1,066.29   |  |  |                 |  |
| 3                     | CLEARING AND GRUBBING                         | ACRE                              | \$10,500.00 | 0.3                         | \$ 3,150.00   | 0.1                             | \$1,050.00   | 0.3   |      | \$ 3,150.00                | 0.1                             |      | \$1,050.00   |  |  |                 |  |
| 4                     | TOPSOIL, ON-SITE                              | CY                                | \$ 4.89     | 3,163                       | \$ 15,467.07  | 5,667                           | \$27,711.63  | 1,898                                       |      | \$ 9,281.22                | 3,400                           |      | \$16,626.00  |  |  |                 |  |
| 5                     | EXCAVATION, CLASS 10                          | CY                                | \$ 5.04     | 16,576                      | \$ 83,543.04  | 4,144                           | \$20,885.76  | 14,832                                      |      | \$ 74,753.28               | 3,918                           |      | \$19,746.72  |  |  |                 |  |
| 6                     | BELOW GRADE EXCAVATION (CORE OUT)             | CY                                | \$ 12.00    | 500                         | \$ 6,000.00   | -                               | \$0.00       | -   |      | \$ -                       | -                               |      | \$0.00       |  |  |                 |  |
| 7                     | SUBGRADE TREATMENT (CLASS C FLY ASH)          | SY                                | \$ 13.00    | 500                         | \$ 6,500.00   | -                               | \$0.00       | -   |      | \$ -                       | -                               |      | \$0.00       |  |  |                 |  |
| 8                     | SUBGRADE TREATMENT (GEOGRID, TYPE 1)          | SY                                | \$ 5.00     | 500                         | \$ 2,500.00   | -                               | \$0.00       | -   |      | \$ -                       | -                               |      | \$0.00       |  |  |                 |  |
| 9                     | SUBGRADE PREPARATION                          | SY                                | \$ 4.57     | 8,741                       | \$ 39,946.37  | 2,516                           | \$11,498.12  | 8,741                                       |      | \$ 39,946.37               | 2,516                           |      | \$11,498.12  |  |  |                 |  |
| 10                    | SUBBASE, 8" MODIFIED                          | CY                                | \$ 54.50    | 1,942                       | \$105,839.00  | 385                             | \$20,982.50  | 1,942                                       |      | \$ 105,839.00              | 385                             |      | \$20,982.50  |  |  |                 |  |
| 11                    | SUBBASE, SPECIAL BACKFILL                     | CY                                | \$ 62.00    | 123                         | \$ 7,626.00   | -                               | \$0.00       | 123   |      | \$ 7,626.00                | -                               |      | \$0.00       |  |  |                 |  |
| 12                    | REMOVAL OF KNOWN PIPE CULVERT, CMP, 15"       | LF                                | \$ 19.00    | -                           | \$ -          | 57                              | \$1,083.00   | -   |      | \$ -                       | -                               |      | \$0.00       |  |  |                 |  |
| 13                    | REMOVAL OF KNOWN PIPE CULVERT, CMP, 18"       | LF                                | \$ 21.00    | 43                          | \$ 903.00     | -                               | \$0.00       | 43  |      | \$ 903.00                  | -                               |      | \$0.00       |  |  |                 |  |
| 14                    | REMOVAL OF KNOWN PIPE AND CONDUIT, DIP, 10"   | LF                                | \$ 36.00    | -                           | \$ -          | 303                             | \$10,908.00  | -   |      | \$ -                       | 303                             |      | \$10,908.00  |  |  |                 |  |
| 15                    | REMOVAL OF KNOWN PIPE AND CONDUIT, DIP, 12"   | LF                                | \$ 44.00    | -                           | \$ -          | 30                              | \$1,320.00   | -   |      | \$ -                       | 30                              |      | \$1,320.00   |  |  |                 |  |
| 16                    | COMPACTION TESTING                            | LS                                | \$ 4,200.00 | 0.9                         | \$ 3,780.00   | 0.1                             | \$420.00     | 0.90  |      | \$ 3,780.00                | 0.10                            |      | \$420.00     |  |  |                 |  |
| 17                    | GRANULAR SHOULDERS                            | TON                               | \$ 43.50    | 159.3                       | \$ 6,929.55   | -                               | \$0.00       | -   |      | \$ -                       | -                               |      | \$0.00       |  |  |                 |  |
| 18                    | EARTH SHOULDER CONSTRUCTION                   | STA                               | \$ 432.00   | 7.3                         | \$ 3,153.60   | -                               | \$0.00       | -   |      | \$ -                       | -                               |      | \$0.00       |  |  |                 |  |
| 19                    | TRENCH COMPACTION TESTING                     | LS                                | \$ 3,675.00 | 1                           | \$ 3,675.00   | -                               | \$0.00       | 1.00  |      | \$ 3,675.00                | -                               |      | \$0.00       |  |  |                 |  |
| 20                    | STORM SEWER, TRENCHED, RCP, 15"               | LF                                | \$ 77.00    | 308                         | \$ 23,716.00  | -                               | \$0.00       | 308   |      | \$ 23,716.00               | -                               |      | \$0.00       |  |  |                 |  |
| 21                    | STORM SEWER, TRENCHED, RCP, 18", REMOVE AND   | LF                                | \$ 99.00    | 148                         | \$ 14,652.00  | -                               | \$0.00       | 148   |      | \$ 14,652.00               | -                               |      | \$0.00       |  |  |                 |  |
| 22                    | STORM SEWER, TRENCHED, RCP, 24"               | LF                                | \$ 103.00   | 394                         | \$ 40,582.00  | -                               | \$0.00       | 394   |      | \$ 40,582.00               | -                               |      | \$0.00       |  |  |                 |  |
| 23                    | STORM SEWER, TRENCHED, RCP, 36"               | LF                                | \$ 160.00   | 784                         | \$125,440.00  | -                               | \$0.00       | 784   |      | \$ 125,440.00              | -                               |      | \$0.00       |  |  |                 |  |
| 24                    | PIPE APRON, RCP, 15"                          | EACH                              | \$ 1,332.00 | 1                           | \$ 1,332.00   | -                               | \$0.00       | 1   |      | \$ 1,332.00                | -                               |      | \$0.00       |  |  |                 |  |
| 25                    | PIPE APRON, RCP, 18", REMOVE AND RESET        | EACH                              | \$ 2,038.00 | 1                           | \$ 2,038.00   | -                               | \$0.00       | 1   |      | \$ 2,038.00                | -                               |      | \$0.00       |  |  |                 |  |
| 26                    | PIPE APRON, RCP, 24"                          | EACH                              | \$ 1,744.00 | 1                           | \$ 1,744.00   | -                               | \$0.00       | 1   |      | \$ 1,744.00                | -                               |      | \$0.00       |  |  |                 |  |
| 27                    | PIPE APRON, RCP, 36"                          | EACH                              | \$ 2,516.00 | 1                           | \$ 2,516.00   | -                               | \$0.00       | 1   |      | \$ 2,516.00                | -                               |      | \$0.00       |  |  |                 |  |
| 28                    | FOOTING FOR CONCRETE PIPE APRON, RCP, 15"     | EACH                              | \$ 131.00   | 1                           | \$ 131.00     | -                               | \$0.00       | 1   |      | \$ 131.00                  | -                               |      | \$0.00       |  |  |                 |  |
| 29                    | FOOTING FOR CONCRETE PIPE APRON, RCP, 18"     | EACH                              | \$ 157.00   | 1                           | \$ 157.00     | -                               | \$0.00       | 1   |      | \$ 157.00                  | -                               |      | \$0.00       |  |  |                 |  |
| 30                    | FOOTING FOR CONCRETE PIPE APRON, RCP, 24"     | EACH                              | \$ 190.00   | 1                           | \$ 190.00     | -                               | \$0.00       | 1   |      | \$ 190.00                  | -                               |      | \$0.00       |  |  |                 |  |
| 31                    | FOOTING FOR CONCRETE PIPE APRON, RCP, 36"     | EACH                              | \$ 262.00   | 1                           | \$ 262.00     | -                               | \$0.00       | 1   |      | \$ 262.00                  | -                               |      | \$0.00       |  |  |                 |  |
| 32                    | SUBDRAIN, PERFORATED TYPE 1, 4"               | LF                                | \$ 12.00    | 2,861                       | \$ 34,332.00  | -                               | \$0.00       | 2,861                                       |      | \$ 34,332.00               | -                               |      | \$0.00       |  |  |                 |  |
| 33                    | SUBDRAIN OUTLETS AND CONNECTIONS, TYPE DR-    | EACH                              | \$ 395.00   | 16                          | \$ 6,320.00   | -                               | \$0.00       | 16  |      | \$ 6,320.00                | -                               |      | \$0.00       |  |  |                 |  |
| 34                    | SUBDRAIN OUTLETS AND CONNECTIONS, TYPE DR-    | EACH                              | \$ 500.00   | 4                           | \$ 2,000.00   | -                               | \$0.00       | 4   |      | \$ 2,000.00                | -                               |      | \$0.00       |  |  |                 |  |
| 35                    | WATER MAIN, TRENCHED, C900 PVC, 12"           | LF                                | \$ 37.00    | -                           | \$ -          | 1,448                           | \$53,576.00  | -   |      | \$ -                       | 1,448                           |      | \$53,576.00  |  |  |                 |  |
| 36                    | FITTING, MJ REDUCER, 12"x10"                  | EACH                              | \$ 425.00   | -                           | \$ -          | 4                               | \$1,700.00   | -   |      | \$ -                       | 4                               |      | \$1,700.00   |  |  |                 |  |
| 37                    | FITTING, MJ SLEEVE, 12"                       | EACH                              | \$ 1,168.00 | -                           | \$ -          | 1                               | \$1,168.00   | -   |      | \$ -                       | 1                               |      | \$1,168.00   |  |  |                 |  |
| 38                    | FITTING, 22.5 DEGREE BEND, 12"                | EACH                              | \$ 435.00   | -                           | \$ -          | 2                               | \$870.00     | -   |      | \$ -                       | 2                               |      | \$870.00     |  |  |                 |  |
| 39                    | FITTING, 45 DEGREE BEND, 12"                  | EACH                              | \$ 685.00   | -                           | \$ -          | 10                              | \$6,850.00   | -   |      | \$ -                       | 10                              |      | \$6,850.00   |  |  |                 |  |
| 40                    | FITTING, TEE, 12"x12"                         | EACH                              | \$ 1,760.00 | -                           | \$ -          | 5                               | \$8,800.00   | -   |      | \$ -                       | 5                               |      | \$8,800.00   |  |  |                 |  |
| 41                    | VALVE, GATE, 12"                              | EACH                              | \$ 2,177.00 | -                           | \$ -          | 4                               | \$8,708.00   | -   |      | \$ -                       | 4                               |      | \$8,708.00   |  |  |                 |  |
| 42                    | FIRE HYDRANT ASSEMBLY                         | EACH                              | \$ 4,315.00 | -                           | \$ -          | 6                               | \$25,890.00  | -   |      | \$ -                       | 6                               |      | \$25,890.00  |  |  |                 |  |
| 43                    | MANHOLE, SW-401, 48"                          | EACH                              | \$ 2,490.00 | 3                           | \$ 7,470.00   | -                               | \$0.00       | 3.00  |      | \$ 7,470.00                | -                               |      | \$0.00       |  |  |                 |  |
| 44                    | MANHOLE, SW-401, 60"                          | EACH                              | \$ 4,300.00 | 2                           | \$ 8,600.00   | -                               | \$0.00       | 2.00  |      | \$ 8,600.00                | -                               |      | \$0.00       |  |  |                 |  |
| 45                    | MANHOLE, SW-401, 72"                          | EACH                              | \$ 4,800.00 | 1                           | \$ 4,800.00   | -                               | \$0.00       | 1.00  |      | \$ 4,800.00                | -                               |      | \$0.00       |  |  |                 |  |
| 46                    | MANHOLE, SW-401, 84"                          | EACH                              | \$ 6,100.00 | 1                           | \$ 6,100.00   | -                               | \$0.00       | 1.00  |      | \$ 6,100.00                | -                               |      | \$0.00       |  |  |                 |  |
| 47                    | INTAKE, SW-501                                | EACH                              | \$ 2,282.00 | 4                           | \$ 9,128.00   | -                               | \$0.00       | 4.00  |      | \$ 9,128.00                | -                               |      | \$0.00       |  |  |                 |  |
| 48                    | INTAKE, SW-505                                | EACH                              | \$ 3,371.00 | 3                           | \$ 10,113.00  | -                               | \$0.00       | 3.00  |      | \$ 10,113.00               | -                               |      | \$0.00       |  |  |                 |  |
| 49                    | INTAKE, SW-506                                | EACH                              | \$ 8,400.00 | 1                           | \$ 8,400.00   | -                               | \$0.00       | 1.00  |      | \$ 8,400.00                | -                               |      | \$0.00       |  |  |                 |  |
| 50                    | INTAKE, SW-507                                | EACH                              | \$ 3,100.00 | 1                           | \$ 3,100.00   | -                               | \$0.00       | 1.00  |      | \$ 3,100.00                | -                               |      | \$0.00       |  |  |                 |  |
| 51                    | PAVEMENT, PCC, 9"                             | SY                                | \$ 60.85    | 7,481                       | \$455,218.85  | 1,733                           | \$105,453.05 | 7,481                                       |      | \$ 455,218.85              | 1,733                           |      | \$105,453.05 |  |  |                 |  |
| 52                    | CONCRETE MEDIAN, 4"                           | SY                                | \$ 91.40    | 244                         | \$ 22,301.60  | -                               | \$0.00       | 244   |      | \$ 22,301.60               | -                               |      | \$0.00       |  |  |                 |  |
| 53                    | PCC PAVEMENT SAMPLES AND TESTING              | LS                                | \$ 9,975.00 | 0.9                         | \$ 8,977.50   | 0.1                             | \$997.50     | 0.90  |      | \$ 8,977.50                | 0.10                            |      | \$997.50     |  |  |                 |  |
| 54                    | DRIVEWAY, PAVED, HMA, 6"                      | SY                                | \$ 44.80    | -                           | \$ -          | 639                             | \$28,627.20  | -   |      | \$ -                       | -                               |      | \$0.00       |  |  |                 |  |
| 55                    | PAVEMENT REMOVAL                              | SY                                | \$ 16.45    | 437.9                       | \$ 7,203.46   | 371.4                           | \$6,109.53   | 266.6                                       |      | \$ 4,385.57                | 23.8                            |      | \$391.51     |  |  |                 |  |
| 56                    | TRAFFIC SIGNAL                                | LS                                | \$95,000.00 | 1                           | \$ 95,000.00  | -                               | \$0.00       | 1   |      | \$ 95,000.00               | -                               |      | \$0.00       |  |  |                 |  |
| 57                    | CONVENTIONAL SEEDING, SEEDING, FERTILIZING A  | ACRE                              | \$ 1,575.00 | 2.4                         | \$ 3,780.00   | 0.4                             | \$630.00     | -   |      | \$ -                       | -                               |      | \$0.00       |  |  |                 |  |
| 58                    | CONVENTIONAL SEEDING, SEEDING, FERTILIZING A  | ACRE                              | \$ 787.50   | 5.8                         | \$ 4,567.50   | 0.9                             | \$708.75     | 5.8   |      | \$ 4,567.50                | 0.9                             |      | \$708.75     |  |  |                 |  |
| 59                    | HYDRAULIC SEEDING, SEEDING, FERTILIZING AND M | ACRE                              | \$ 2,310.00 | 2.3                         | \$ 5,313.00   | 0.5                             | \$1,155.00   | -   |      | \$ -                       | -                               |      | \$0.00       |  |  |                 |  |
| 60                    | WARRANTY                                      | LS                                | \$ 3,150.00 | 0.9                         | \$ 2,835.00   | 0.1                             | \$315.00     | -   |      | \$ -                       | -                               |      | \$0.00       |  |  |                 |  |
| 61                    | PLANTS WITH WARRANTY, DECIDUOUS TREE          | EACH                              | \$ 409.50   | -                           | \$ -          | 27                              | \$11,056.50  | -   |      | \$ -                       | -                               |      | \$0.00       |  |  |                 |  |
| 62                    | TREE DRAINAGE WELLS                           | EACH                              | \$ 210.00   | -                           | \$ -          | 27                              | \$5,670.00   | -   |      | \$ -                       | -                               |      | \$0.00       |  |  |                 |  |
| 63                    | SWPPP MANAGEMENT AND INSPECTIONS              | LS                                | \$ 5,040.00 | 1                           | \$ 5,040.00   | -                               | \$0.00       | 0.90  |      | \$ 4,536.00                | -                               |      | \$0.00       |  |  |                 |  |
| 64                    | FILTER SOCKS, 9"                              | LF                                | \$ 1.84     | 1,848                       | \$ 3,400.32   | -                               | \$0.00       | 100   |      | \$ 184.00                  | -                               |      | \$0.00       |  |  |                 |  |
| 65                    | FILTER SOCKS, REMOVAL                         | LF                                | \$ 0.26     | 1,848                       | \$ 480.48     | -                               | \$0.00       | -   |      | \$ -                       | -                               |      | \$0.00       |  |  |                 |  |
| 66                    | TEMPORARY RECP, TYPE 2                        | SY                                | \$ 3.68     | 200                         | \$ 736.00     | -                               | \$0.00       | -   |      | \$ -                       | -                               |      | \$0.00       |  |  |                 |  |
| 67                    | RIP RAP, CLASS D                              | TON                               | \$ 70.00    | 29                          | \$ 2,030.00   | -                               | \$0.00       | -   |      | \$ -                       | -                               |      | \$0.00       |  |  |                 |  |
| 68                    | SILT FENCE OR SILT FENCE DITCH CHECK          | LF                                | \$ 1.84     | 2,240                       | \$ 4,121.60   | -                               | \$0.00       | 1,880                                       |      | \$ 3,459.20                | -                               |      | \$0.00       |  |  |                 |  |
| 69                    | SILT FENCE OR SILT FENCE DITCH CHECK, REMOVA  | LF                                | \$ 1.05     | 2,240                       | \$ 2,352.00   | -                               | \$0.00       | 400   |      | \$ 420.00                  | -                               |      | \$0.00       |  |  |                 |  |
| 70                    | SILT FENCE OR SILT FENCE DITCH CHECK, REMOVA  | LF                                | \$ 0.26     | 2,240                       | \$ 582.40     | -                               | \$0.00       | -   |      | \$ -                       | -                               |      | \$0.00       |  |  |                 |  |
| 71                    | STABILIZED CONSTRUCTION ENTRANCE              | SY                                | \$ 16.00    | 345                         | \$ 5,520.00   | -                               | \$0.00       | 140   |      | \$ 2,240.00                | -                               |      | \$0.00       |  |  |                 |  |
| 72                    | INLET PROTECTION DEVICE, TYPE B               | EACH                              | \$ 183.75   | 12                          | \$ 2,205.00   | -                               | \$0.00       | -   |      | \$ -                       | -                               |      | \$0.00       |  |  |                 |  |
| 73                    | INLET PROTECTION DEVICE MAINTENCE             | EACH                              | \$ 52.50    | 12                          | \$ 630.00     | -                               | \$0.00       | -   |      | \$ -                       | -                               |      | \$0.00       |  |  |                 |  |
| 74                    | REMOVAL OF FENCE                              | LF                                | \$ 7.35     | 272                         | \$ 1,999.20   | -                               | \$0.00       | 272   |      | \$ 1,999.20                | -                               |      | \$0.00       |  |  |                 |  |
| 75                    | PERMANENT ROAD CLOSURE, URBAN                 | EACH                              | \$ 455.00   | 3                           | \$ 1,365.00   | -                               | \$0.00       | -   |      | \$ -                       | -                               |      | \$0.00       |  |  |                 |  |
| 76                    | PAINTED PAVEMENT MARKINGS, WATERBORNE OR      | STA                               | \$ 22.25    | 44.66                       | \$ 993.69     | -                               | \$0.00       | -   |      | \$ -                       | -                               |      | \$0.00       |  |  |                 |  |
| 77                    | PAVEMENT MARKING SYMBOLS, WATERBORNE OR       | EACH                              | \$ 89.00    | 8                           | \$ 712.00     | 3                               | \$267.00     | -   |      | \$ -                       | -                               |      | \$0.00       |  |  |                 |  |
| 78                    | SIGNING                                       | LS                                | \$ 2,100.00 | 1                           | \$ 2,100.00   | -                               | \$0.00       | -   |      | \$ -                       | -                               |      | \$0.00       |  |  |                 |  |
| 79                    | TRAFFIC CONTROL                               | LS                                | \$ 8,000.00 | 1                           | \$ 8,000.00   | -                               | \$0.00       | 1.00  |      | \$ 8,000.00                | -                               |      | \$0.00       |  |  |                 |  |
| 80                    | MOBILIZATION                                  | LS                                | \$62,450.00 | 0.9                         | \$ 56,205.00  | 0.1                             | \$6,245.00   | 0.90  |      | \$ 56,205.00               | 0.10                            |      | \$6,245.00   |  |  |                 |  |
|                       |   | SUB TOTAL: 1,315,453.90           |             |                             |               |                                 |              | \$371,721.83                                |      | SUB TOTAL: \$ 1,239,219.96 |                                 |      |              |  |  | \$304,975.44    |  |
|                       |   | ORIGINAL CONTRACT: \$1,687,175.73 |             |                             |               |                                 |              | ORIGINAL CONTRACT COMPLETE: \$ 1,544,195.40 |      |                            |                                 |      |              |  |  |                 |  |
| CHANGE ORDER SUMMARY: |   |                                   |             |                             |               |                                 |              |   |      |                            |                                 |      |              |  |  |                 |  |
| 58                    | CONVENTIONAL SEEDING, SEEDING, FERTILIZING A  | ACRE                              | \$ 787.50   | (5.8)                       | \$ (4,567.50) | (0.9)                           | (708.75)     | (5.80)                                      | 1    | \$ (4,567.50)              | (0.90)                          | 1    | \$ (708.75)  |  |  |                 |  |
| 81                    | CONVENTIONAL MULCHING                         | ACRE                              | \$ 500.00   | 6.7                         | \$ 3,350.00   | 1.0                             | 500.00       | 6.70  | 1    | \$ 3,350.00                | 1.00                            | 1    | \$ 500.00    |  |  |                 |  |
|                       |   | TOTAL CHANGE ORDERS:              |             |                             |               |                                 |              | -\$1,426.25                                 |      | TOTAL COMPLETE:            |                                 |      |              |  |  | \$ 1,542,769.15 |  |
|                       |   | TOTAL CONTRACT & CHANGE ORDERS:   |             |                             |               |                                 |              | \$1,685,749.48                              |      |                            |                                 |      |              |  |  |                 |  |



**CITY OF PLEASANT HILL, IOWA**  
CITY COUNCIL AGENDA COMMUNICATION

**DATE:** JUNE 28, 2016

**TO:** MAYOR & CITY COUNCIL

**FROM:** J. BENJAMIN CHAMP, AICP, EDFP, ASLA  
ASSISTANT CITY MANAGER / COMMUNITY DEVELOPMENT DIRECTOR

**SUBJECT:** OAKWOOD DRIVE HMA OVERLAY PROJECT  
PAYMENT APPLICATION NO. 3 AND CHANGE ORDER NO. 1

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**BACKGROUND:**

The City Engineer has developed the plans and specifications for the Oakwood Drive HMA Overlay Project. The project has been awarded to TK Concrete, Inc. and work is underway. The contractor has submitted the attached Payment Application No. 3 and Change Order No. 1 for work completed through June 17, 2016. Following is a communication from the City Engineer, Snyder and Associates, providing a recommendation for approval of the payment application and explanation of work being removed from the project through the change order. The attached resolution approves Payment Application No. 3 and Change Order No. 1.

**ALTERNATIVES:**

Not approve the payment application or change order. However, the work is part of an approved contract and the work has been performed.

**FINANCIAL CONSIDERATIONS:**

Project funds are available.

**RECOMMENDATION:**

Approve the attached resolution for the Oakwood Drive HMA Overlay Project.

**RESOLUTION #062816-08**

**A RESOLUTION APPROVING PAYMENT APPLICATION NO. 3 AND CHANGE ORDER NO. 1 FOR THE OAKWOOD DRIVE HMA OVERLAY PROJECT**

WHEREAS, the Pleasant Hill City Council has hired TK Concrete, Inc. to complete the Oakwood Drive HMA Overlay Project; and

WHEREAS, TK Concrete, Inc. has submitted the attached Payment Application No. 3 in the amount of \$451,884.50 along with Change Order No. 1 for the project;

THEREFORE, BE IT RESOLVED, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby approve payment application number three and change order number one for the project.

ADOPTED this 28<sup>th</sup> day of June, 2016.

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Sara Kurovski, Mayor

ATTEST:

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Steve Johns, Deputy City Clerk



June 23, 2016

Mr. Ben Champ  
City of Pleasant Hill  
5160 Maple Drive  
Pleasant Hill, IA 50327

RE: PARTIAL PAYMENT APPLICATION NO. 3  
CHANGE ORDER NO. 1  
OAKWOOD DRIVE HMA OVERLAY PROJECT  
PROJECT NO. 115.0195

Dear Mr. Champ:

Partial payment application no. 3 includes work completed between May 17, 2016 and June 17, 2016. The contractor has completed PCC full depth patches, 7" PCC paving, and the HMA overlay. Items remaining to be completed include PCC sidewalk, recreational trail construction, manhole adjustments, and surface restoration.

Change order no. 1 adjusts the PCC full depth patching and 7" PCC paving quantities to as-built quantities. This change order also deducts the work associated with the partial depth patching and paved medians at the intersection of Pleasant Hill Boulevard and Oakwood Drive. This change order is a deduct of \$77,277.30 from the original contract.

We recommend payment of \$451,884.50 to the Contractor, TK Concrete, Inc., and acceptance of change order no. 1 in the amount of -\$77,277.30. Approximately 85% of the total contract work has been completed. A project walkthrough will be scheduled once the remaining items have been completed.

Please contact me should you have any questions on this pay application.

Sincerely,

SNYDER & ASSOCIATES, INC.

Garret D. Reeder, P.E.  
Project Engineer

Enclosures

CC: Eric D. Cannon, P.E., Snyder & Associates, Inc.

**APPLICATION FOR PAYMENT NO. 3**

PROJECT: Oakwood Drive HMA Overlay Project  
OWNER: City of Pleasant Hill  
CONTRACTOR: TK Concrete, Inc.  
ADDRESS: 1608 Fifield Road, Pella, IA 50219  
DATE: June 28, 2016

S&A PROJECT NO.: 115.0195

PAYMENT PERIOD: May 17, 2016 to  
June 17, 2016

**1. CONTRACT SUMMARY:**

|                             |                     |   |
|-----------------------------|---------------------|---|
| Original Contract Amount:   | \$1,071,591.00      | CONTRACT PERIOD:                        |
| Net Change by Change Order: | <u>-\$77,277.30</u> | Original Contract Date: March 3, 2016   |
| Contract Amount to Date:    | \$994,313.70        | Contract Completion Date: June 30, 2016 |

**2. WORK SUMMARY:**

|   |                            |
|---|----------------------------|
| Total Work Performed to Date:           | \$826,122.10               |
| Retainage: 5%                           | <u>\$41,306.11</u>         |
| Total Earned Less Retainage:            | \$784,815.99               |
| Less Previous Applications for Payment: | <u>\$332,931.49</u>        |
| <b>AMOUNT DUE THIS APPLICATION:</b>     | <u><u>\$451,884.50</u></u> |

**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 Partial Payments.

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

TK Concrete, Inc.

CONTRACTOR

By



DATE:

6/23/2016

**4. ENGINEER'S APPROVAL:**

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.

ENGINEER

By



DATE:

6-23-2016

**5. OWNER'S APPROVAL**

City of Pleasant Hill

OWNER

By

DATE:

**6. DETAILED ESTIMATE OF WORK COMPLETED:**

| ITEM NO. | DESCRIPTION  | CONTRACT ITEMS |      |               |               | COMPLETED WORK |      |              |
|----------|--|----------------|------|---------------|---------------|----------------|------|--------------|
|          |  | QUANTITY       | UNIT | UNIT COST     | TOTAL COST    | QUANTITY       | CO # | COST         |
| 1.1      | Mobilization   | 1              | LS   | \$ 142,500.00 | \$ 142,500.00 | 1              |      | \$142,500.00 |
|          | <b>EARTHWORK</b>                                       |                |      |               |               |                |      |              |
| 2.1      | Clearing and Grubbing                                  | 1              | LS   | \$ 5,000.00   | \$ 5,000.00   | 1.0            |      | \$5,000.00   |
| 2.2      | Topsoil, Strip, Salvage, and Respread                  | 839            | CY   | \$ 18.00      | \$ 15,102.00  | 420.0          |      | \$7,560.00   |
| 2.3      | Excavation, Class 10, Roadway and Borrow               | 2880           | CY   | \$ 15.50      | \$ 44,640.00  | 2,160.0        |      | \$33,480.00  |
| 2.4      | Removal of Sidewalk                                    | 322            | SY   | \$ 10.00      | \$ 3,220.00   | 280.9          |      | \$2,809.00   |
| 2.5      | Removal of Driveway                                    | 485            | SY   | \$ 10.00      | \$ 4,850.00   | 227.0          |      | \$2,270.00   |
| 2.6      | Modified Subbase                                       | 1426           | SY   | \$ 12.00      | \$ 17,112.00  | 1,426.0        |      | \$17,112.00  |
| 2.7      | Core Out Excavation                                    | 265            | CY   | \$ 20.00      | \$ 5,300.00   |                |      | \$0.00       |
| 2.8      | Class A Roadstone                                      | 690            | TON  | \$ 20.00      | \$ 13,800.00  |                |      | \$0.00       |
| 2.9      | Geogrid  | 800            | SY   | \$ 2.00       | \$ 1,600.00   |                |      | \$0.00       |
| 2.10     | Headwall Removal                                       | 1              | LS   | \$ 5,000.00   | \$ 5,000.00   | 1.0            |      | \$5,000.00   |
|          | <b>SEWERS AND DRAINS</b>                               |                |      |               |               |                |      |              |
| 4.1      | Storm Sewer, Class 3 RCP, 15"                          | 95             | LF   | \$ 55.00      | \$ 5,225.00   | 95.0           |      | \$5,225.00   |
| 4.2      | Storm Sewer, Class A-3 Arch, 15"                       | 22             | LF   | \$ 100.00     | \$ 2,200.00   | 22.0           |      | \$2,200.00   |
| 4.3      | Storm Sewer, Class A-3 Arch, 18"                       | 58             | LF   | \$ 100.00     | \$ 5,800.00   | 58.0           |      | \$5,800.00   |
| 4.4      | Storm Sewer, Class A-3 Arch, 24"                       | 135            | LF   | \$ 98.00      | \$ 13,230.00  | 135.0          |      | \$13,230.00  |
| 4.5      | Storm Sewer, Class 3 RCP, 24"                          | 77             | LF   | \$ 80.00      | \$ 6,160.00   | 77.0           |      | \$6,160.00   |
| 4.6      | Storm Sewer, Class 3 RCP, 30"                          | 80             | LF   | \$ 95.00      | \$ 7,600.00   | 80.0           |      | \$7,600.00   |
| 4.7      | Storm Sewer, Class 3 RCP, 36"                          | 78             | LF   | \$ 120.00     | \$ 9,360.00   | 78.0           |      | \$9,360.00   |
| 4.8      | Apron, 15" RCP with Footing                            | 3              | EA   | \$ 3,500.00   | \$ 10,500.00  | 3.0            |      | \$10,500.00  |
| 4.9      | Apron, 36" RCP with Footing                            | 2              | EA   | \$ 5,500.00   | \$ 11,000.00  | 2.0            |      | \$11,000.00  |
| 4.10     | Removal of Storm Sewer/Culverts <= 36"                 | 230            | LF   | \$ 15.00      | \$ 3,450.00   | 230.0          |      | \$3,450.00   |
| 4.11     | Subdrain, Perforated Type 1, 6"                        | 802            | LF   | \$ 12.50      | \$ 10,025.00  | 802.0          |      | \$10,025.00  |
| 4.12     | Subdrain Outlet, 6"                                    | 6              | EA   | \$ 300.00     | \$ 1,800.00   | 6.0            |      | \$1,800.00   |
|          | <b>STRUCTURES FOR SANITARY AND STORM</b>               |                |      |               |               |                |      |              |
| 6.1      | Manhole, SW-401, 48"                                   | 1              | EA   | \$ 4,000.00   | \$ 4,000.00   | 1.0            |      | \$4,000.00   |
| 6.2      | Manhole, SW-402, 5'x5'                                 | 1              | EA   | \$ 6,500.00   | \$ 6,500.00   | 1.0            |      | \$6,500.00   |
| 6.3      | SW-501 Intake  | 1              | EA   | \$ 2,750.00   | \$ 2,750.00   | 1.0            |      | \$2,750.00   |
| 6.4      | SW-503 Intake  | 1              | EA   | \$ 4,000.00   | \$ 4,000.00   | 1.0            |      | \$4,000.00   |
| 6.5      | SW-505 Intake  | 3              | EA   | \$ 4,750.00   | \$ 14,250.00  | 3.0            |      | \$14,250.00  |
| 6.6      | SW-506 Intake  | 1              | EA   | \$ 8,000.00   | \$ 8,000.00   | 1.0            |      | \$8,000.00   |
| 6.7      | Removal of Intake                                      | 2              | EA   | \$ 750.00     | \$ 1,500.00   | 2.0            |      | \$1,500.00   |
| 6.8      | Removal and Replacement of Intake SW-501               | 3              | EA   | \$ 3,500.00   | \$ 10,500.00  | 3.0            |      | \$10,500.00  |
| 6.9      | Removal and Replacement of Intake SW-507               | 6              | EA   | \$ 6,250.00   | \$ 37,500.00  | 6.0            |      | \$37,500.00  |
| 6.10     | Sanitary Manhole Adjustment                            | 9              | EA   | \$ 1,000.00   | \$ 9,000.00   | 1.0            |      | \$1,000.00   |
|          | <b>STREETS AND RELATED WORK</b>                        |                |      |               |               |                |      |              |
| 7.1      | Milling  | 3850           | SY   | \$ 4.50       | \$ 17,325.00  | 3,854.0        |      | \$17,343.00  |
| 7.2      | HMA (1M ESAL) Intermediate, 1/2"                       | 743            | TON  | \$ 75.00      | \$ 55,725.00  | 669.2          |      | \$50,190.00  |
| 7.3      | HMA (1M ESAL) Surface, 1/2" No Friction                | 743            | TON  | \$ 76.00      | \$ 56,468.00  | 669.2          |      | \$50,859.20  |
| 7.4      | Asphalt Binder, PG 58-28                               | 90             | TON  | \$ 495.00     | \$ 44,550.00  | 68.8           |      | \$34,056.00  |
| 7.5      | HMA Pavement Samples                                   | 1              | LS   | \$ 1,500.00   | \$ 1,500.00   | 0.5            |      | \$750.00     |
| 7.6      | Pavement, PCC, 7"                                      | 1290           | SY   | \$ 54.60      | \$ 70,434.00  | 1,414.5        |      | \$77,231.70  |
| 7.7      | PCC Pavement Samples                                   | 1              | LS   | \$ 2,500.00   | \$ 2,500.00   |                |      | \$0.00       |
| 7.8      | Sidewalk, PCC, 4"                                      | 755            | SY   | \$ 34.00      | \$ 25,670.00  | 146.8          |      | \$4,991.20   |
| 7.9      | Sidewalk, PCC, 6"                                      | 710            | SY   | \$ 40.00      | \$ 28,400.00  | 134.1          |      | \$5,364.00   |
| 7.10     | Detectable Warnings                                    | 270            | SF   | \$ 32.50      | \$ 8,775.00   | 96.0           |      | \$3,120.00   |
| 7.11     | Driveway, Paved, PCC 6"                                | 485            | SY   | \$ 40.00      | \$ 19,400.00  | 227.0          |      | \$9,080.00   |
| 7.12     | PCC Full Depth Patches                                 | 2085           | SY   | \$ 75.00      | \$ 156,375.00 | 2,204.0        |      | \$165,300.00 |
| 7.13     | Partial Depth PCC Joint and Crack Repair Patches       | 2800           | LF   | \$ 20.00      | \$ 56,000.00  |                |      | \$0.00       |
| 7.14     | Overdepth Patches                                      | 1100           | SF   | \$ 20.00      | \$ 22,000.00  |                |      | \$0.00       |
| 7.15     | Curb Removal and Replacement                           | 200            | LF   | \$ 45.00      | \$ 9,000.00   | 101.8          |      | \$4,581.00   |
| 7.16     | Paved Median   | 150            | SY   | \$ 100.00     | \$ 15,000.00  |                |      | \$0.00       |
|          | <b>TRAFFIC CONTROL</b>                                 |                |      |               |               |                |      |              |
| 8.1      | Traffic Control  | 1              | LS   | \$ 10,750.00  | \$ 10,750.00  | 0.9            |      | \$9,675.00   |
| 8.2      | Pavement Marking, Waterborne or Solvent-Based          | 44             | STA  | \$ 87.50      | \$ 3,850.00   |                |      | \$0.00       |
| 8.3      | Pavement Marking, Symbols, Waterborne or Solvent-Based | 6              | EA   | \$ 160.00     | \$ 960.00     |                |      | \$0.00       |

| ITEM NO.                         | DESCRIPTION  | CONTRACT ITEMS |      |             |                                   | COMPLETED WORK      |              |                     |
|----------------------------------|--|----------------|------|-------------|-----------------------------------|---------------------|--------------|---------------------|
|                                  |  | QUANTITY       | UNIT | UNIT COST   | TOTAL COST                        | QUANTITY            | CO #         | COST                |
| <b>SITE WORK AND LANDSCAPING</b> |  |                |      |             |                                   |                     |              |                     |
| 9.1                              | Sod  | 51             | SQ   | \$ 85.00    | \$ 4,335.00                       |                     |              | \$0.00              |
| 9.2                              | Seeding, Fertilizing, and Mulching for Hydraulic Seeding | 0.32           | AC   | \$ 7,500.00 | \$ 2,400.00                       |                     |              | \$0.00              |
| 9.3                              | Silt Fence   | 200            | LF   | \$ 3.00     | \$ 600.00                         |                     |              | \$0.00              |
| 9.4                              | Silt Fence Removal                                       | 200            | LF   | \$ 2.00     | \$ 400.00                         |                     |              | \$0.00              |
| 9.5                              | Filter Sock, 8"  | 900            | LF   | \$ 4.00     | \$ 3,600.00                       |                     |              | \$0.00              |
| 9.6                              | Filter Sock Removal                                      | 900            | LF   | \$ 1.00     | \$ 900.00                         |                     |              | \$0.00              |
| 9.7                              | Storm Water Pollution Prevention Plan Preparation        | 1              | LS   | \$ 1,500.00 | \$ 1,500.00                       | 1.0                 |              | \$1,500.00          |
| 9.8                              | Storm Water Pollution Prevention Plan Management         | 1              | LS   | \$ 4,500.00 | \$ 4,500.00                       |                     |              | \$0.00              |
| 9.9                              | Storm Water Pollution Prevention Plan Inspections        | 17             | EA   | \$ 100.00   | \$ 1,700.00                       |                     |              | \$0.00              |
| 9.10                             | Remove and Reinstall Sign                                | 6              | EA   | \$ 275.00   | \$ 1,650.00                       |                     |              | \$0.00              |
| 9.11                             | Object Marker Sign                                       | 6              | EA   | \$ 225.00   | \$ 1,350.00                       |                     |              | \$0.00              |
| 9.12                             | Stop Sign  | 4              | EA   | \$ 375.00   | \$ 1,500.00                       |                     |              | \$0.00              |
|                                  |  |                |      |             | ORIGINAL CONTRACT:                | \$1,071,591.00      | \$826,122.10 |                     |
| CHANGE ORDER SUMMARY:            |  |                |      |             |                                   |                     |              |                     |
| 7.6                              | Pavement, PCC, 7"  | 124.5          | SY   | \$ 54.60    | \$ 6,797.70                       |                     | 1            |                     |
| 7.12                             | PCC Full Depth Patches                                   | 119.0          | SY   | \$ 75.00    | \$ 8,925.00                       |                     | 1            |                     |
| 7.13                             | Partial Depth PCC Joint and Crack Repair Patches         | (2,800.0)      | LF   | \$ 20.00    | \$ (56,000.00)                    |                     | 1            |                     |
| 7.14                             | Overdepth Patches  | (1,100.0)      | SF   | \$ 20.00    | \$ (22,000.00)                    |                     | 1            |                     |
| 7.16                             | Paved Median   | (150.0)        | SY   | \$ 100.00   | \$ (15,000.00)                    |                     | 1            |                     |
|                                  |  |                |      |             | TOTAL CHANGE ORDERS:              | <u>-\$77,277.30</u> |              | <u>\$0.00</u>       |
|                                  |  |                |      |             | TOTAL CONTRACT<br>& CHANGE ORDERS | <u>\$994,313.70</u> |              | <u>\$826,122.10</u> |

**CHANGE ORDER NO. 1**

OWNER: City of Pleasant Hill, Iowa

PROJECT: Oakwood Drive HMA Overlay Project  
PROJECT #: 115.0195.01

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:**

- 7.6: Adjust contract quantity to as-built quantity.
- 7.12: Adjust contract quantity to as-built quantity.
- 7.13-7.14, 7.16: Delete items from contract.

**2. Reason for Change:**

- 7.6: Adjust contract quantity to as-built quantity
- 7.12: Additional PCC Full Depth Patching was required due to existing pavement that had failed
- 7.13-7.14, 7.16: Work at the intersection of Pleasant Hill Boulevard and Oakwood Drive was removed from the contract due to traffic control concerns.

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

| Item No.     | Item Description                                 | Quantity | Unit | Unit Price | Total Price         |
|--------------|--|----------|------|------------|---------------------|
| 7.6          | Pavement, PCC, 7"                                | 124.5    | SY   | \$54.60    | \$6,797.70          |
| 7.12         | PCC Full Depth Patches                           | 119.00   | SY   | \$75.00    | \$8,925.00          |
| 7.13         | Partial Depth PCC Joint and Crack Repair Patches | -2800.00 | LF   | \$20.00    | -\$56,000.00        |
| 7.14         | Overdepth Patches                                | -1100.00 | SF   | \$20.00    | -\$22,000.00        |
| 7.16         | Paved Median                                     | -150.00  | SY   | \$100.00   | -\$15,000.00        |
| <b>TOTAL</b> |  |          |      |            | <b>-\$77,277.30</b> |

**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 -\$77,277.30 divided as follows:**

|  | Contract Amount     | Contract Completion Date |
|--|---------------------|--------------------------|
| Approved funds and contract completion date as per (Engineer's Estimate, Contract or last approved C.O.) | \$1,071,591.00      | June 30, 2016            |
| Change due to this C.O. (+ or -)   | -\$77,277.30        | June 30, 2016            |
| <b>Totals including this C.O.:</b>   | <b>\$994,313.70</b> | <b>June 30, 2016</b>     |

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

TK Concrete, Inc.  
CONTRACTOR  
By: 

DATE: 6/23/2016

Snyder & Associates, Inc.  
ENGINEER  
By: 

DATE: 6/23/2016

City of Pleasant Hill  
OWNER  
By: \_\_\_\_\_

DATE: \_\_\_\_\_



**CITY OF PLEASANT HILL, IOWA  
CITY COUNCIL AGENDA COMMUNICATION**

**DATE:** June 28, 2016  
**TO:** Mayor and City Council  
**FROM:** Donald Sandor, City Manager  
**SUBJECT:** Appointments to City boards and commissions

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**BACKGROUND:**

Several positions on the City's boards and commissions come due on July 1. Positions were advertised for 90 days to meet the requirement of the gender equity statute. Applicants were interviewed for the park and recreation commission openings and the library board opening.

1. Cemetery Committee: There are two openings for the Cemetery Committee currently held by Norman Gustafson and Patsy Harvey. Patsy Harvey did not apply for reappointment while Norman Gustafson did reapply. Sue Denny also applied for the Committee. The Committee currently has 2 men and 3 women. The recommendation is to reappoint Norman Gustafson and appoint Sue Denny to the Cemetery Committee. These appointments are for four years until June 30, 2020, and will maintain the gender equity of 2 men and 3 women. Cemetery Committee appointments are Mayoral appointments subject to City Council approval.
2. Library Board: There is one opening on the Library Board. Dan Herrin has not reapplied and the only application received is from Christine Ross. The recommendation is to appoint Christine Ross to the Library Board. These appointments are for four years until June 30, 2020, and are Mayoral appointments subject to City Council approval. This appointment will make this Board out of compliance with the gender equity statute by having 4 women and 1 man. However, the law does provide that if the position has been advertised for 90 days and gender equity cannot be met the city may appoint the most qualified candidate to the open position.
3. Park and Recreation Commission: There are two openings on the Park and Recreation Commission currently held by Dan Schmitz and David Dunfee, both who reapplied. Additionally the City received applications from six other candidates. A committee of Loren Lown, Mark Konrad and Dean Cooper interviewed the seven candidates that came to the interviews. The recommendation is to appoint Matthew Will and Matthew Keller to the Commission. These appointments are for three years until June 30, 2019 and are appointments made by the City Council, and will maintain the gender equity on this commission.



**ALTERNATIVES:**

Not approve the recommendations

**FINANCIAL CONSIDERATIONS:**

N/A

**RECOMMENDATION:**

1. Approve the reappointment of Norman Gustafson and appointment of Sue Denny to the Cemetery Committee, terms to end June 30, 2020.
2. Approve the appointment of Christine Ross to the Library Board, term to end June 30, 2020.
3. Approve the appointment of Matthew Will and Matthew Keller to the Park and Recreation Commission, terms to end June 30, 2019.



**CITY OF PLEASANT HILL, IOWA  
CITY COUNCIL AGENDA COMMUNICATION**

**DATE:** June 28, 2016  
**TO:** Mayor and City Council  
**FROM:** Donald Sandor, City Manager  
**SUBJECT:** Permits for Family Funfest 2016

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**BACKGROUND:**

The Pleasant Hill Chamber of Commerce is again sponsoring "Family Funfest", on July 30, 2016. The event will include a movie in Copper Creek Lake Park and fireworks. There will not be a parade this year.

**ALTERNATIVES:**

Not approve the permit

**FINANCIAL CONSIDERATIONS:**

N/A

**RECOMMENDATION:**

Approve the Family Funfest event with the sound permit and fireworks permit for July 30, 2016.



# Special Events Application

City of Pleasant Hill Parks and Recreation  
 5160 Maple Drive, Suite A, Pleasant Hill Iowa 50327  
 Ph: 515-262-9368 Fax: 515-262-9570  
 pleasanthillowa.org

| Contact Information  |  |   |  |
|--|--|---|--|
| Organization: <i>Pleasant Hill Chamber</i>   |  | Applicant's Name: <i>Cathy Jensen</i>   |  |
| Category: <input type="checkbox"/> Private <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Nonprofit/Civic <input type="checkbox"/> Government/School <input type="checkbox"/> Other (specify below)                 |  |   |  |
| Home Ph:   | Work Ph: <i>515-262-0466</i>   | Cell Ph: <i>515-491-451</i>   |  |
| Email: <i>phillchamber@gwestoffice.net</i>   | State ID# (for non-profit): <i>42-1307305</i>  |   |  |
| Address: <i>5160 Maple Dr Suite C</i>  |  |   |  |
| City: <i>Pleasant Hill</i>   | State: <i>IA</i>   | Zip: <i>50327</i>   |  |
| Rental Details   |  |   |  |
| Name of Park/Location: <i>Copper Creek Lake</i>  |  | Site within Park: <i>fenced</i>   |  |
| Date of Event: <i>July 30</i>  | Estimated Attendance:  |   |  |
| Set Up Date and Time: <i>3 pm</i>  | Event Time: <i>4 pm</i>  | Clean Up Date and Time: <i>9:30 pm</i>  |  |
| Type of Event: <input type="checkbox"/> Reunion <input type="checkbox"/> Wedding/Reception <input type="checkbox"/> Party/Picnic <input type="checkbox"/> Fundraiser <input type="checkbox"/> Other (specify below)<br><i>Family FunFest</i> |  |   |  |
| Additional Event Uses  |  |   |  |
| Permits or additional documents may be required for any of the following activities.   |  |   |  |
| Alcohol<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   | Fireworks<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   | Road Closing<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Amplified Sound<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Event insurance<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   | A copy of the certificate of insurance with the City of Pleasant Hill added as an additional insured must be provided. Minimum coverage and limits of liability are \$1,000,000 per occurrence, \$2,000,000 aggregate Commercial General Liability Insurance, including Liquor Liability, if alcoholic beverages are served. |   |  |
| Additional electricity<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  | Most parks have 110V/20 amp electricity. This may not be adequate for some event. If additional power is needed, the user may bring a generator. Specify size and type of generator: _____   |   |  |
| Additional toilets<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  | The applicant must provide portable restrooms at city approved locations for each 100 people expected in attendance. The units must be maintained throughout the event and removed the next business day upon completion of the event.   |   |  |
| Catering / selling food<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   | Specify the type and size of power source needed (generator, park power, etc): _____   |   |  |
| Smoking Area<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  | Pleasant Hill Parks and Trails are Tobacco-free; including smokeless tobacco and vapor products. However, upon request City Council may grant an exception.  |   |  |
| Additional information/Signature required on back. (over)  |  |   |  |

**Additional Event Uses (continued)**

Permits or additional documents may be required for any of the following activities.

|   |  |
|---|--|
| Erecting inflatable(s), tents, rides, games, signs, etc.<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Please indicate type and quantity: <input type="checkbox"/> Inflatable Rides <u>4</u> <input type="checkbox"/> Tent or Canopy _____<br><input type="checkbox"/> Climbing Wall _____ <input type="checkbox"/> Dunk Tank _____ <input type="checkbox"/> Stage _____ <input type="checkbox"/> Signs _____<br><input type="checkbox"/> Other _____<br>Park rental must be paid for all days that the structures and/or equipment are placed. |
| Limited public access to park<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                            | If yes, describe location and type of fencing or other structures used to limit access.<br>_____   |
| Vehicle access off of road/parking lot<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                   | Driving off of road or parking lots shall be for loading and unloading only. No vehicles are allowed to park for an extended period of time off of the road or parking areas in any city park.   |
| Open to the public<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                       | Is an admission charged or donation requested? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If Yes, how much? \$ _____  |
| Additional trash containers needed<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                       | Dumpsters will be required for event with over 150 participants.<br>All garbage must be removed from the park by the applicant at the close of the event.<br>Recycle stations are highly encouraged.   |
| Partnership with city<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                                    | If yes, specify which city department(s) _____<br>Staff person: _____ Staff contact phone #: _____   |

**Site Plan**

|   |   |
|---|---|
| The plan must include; (parking for <input type="checkbox"/> Handicap, <input type="checkbox"/> Volunteers, <input type="checkbox"/> Vendors and <input type="checkbox"/> Participants) <input type="checkbox"/> Stages, <input type="checkbox"/> Generators, <input type="checkbox"/> Dumpsters, <input type="checkbox"/> Rides, <input type="checkbox"/> Tents, <input type="checkbox"/> Vendor Booths, <input type="checkbox"/> Portable Restrooms, <input type="checkbox"/> Fencing, <input type="checkbox"/> Promotional Signs, <input type="checkbox"/> Traffic Management Signs, <input type="checkbox"/> Traffic Controllers, <input type="checkbox"/> Smoking Area |   |
| Race/walk routes  | Any type of contest, tournament, race or walk must show the course layout and route on the site plan.   |
| On site conference  | The applicant must schedule an on-site conference with City representatives at least 30 days before the event to review the site plan. The site plan must be approved by the City before the event may be set up. |

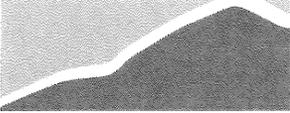
**(Office Use Only)**

Fees & Charges (Payable by cash or check). Make checks payable to the City of Pleasant Hill

|                         |  |                 |                   |             |
|-------------------------|--|-----------------|-------------------|-------------|
| Estimated Fee: \$ _____ | <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ | Receipt # _____ | Process by: _____ | Date: _____ |
|-------------------------|--|-----------------|-------------------|-------------|

|  |                        |
|--|------------------------|
| <u>Cathy Jensen</u><br>Applicant Signature | <u>5-16-16</u><br>Date |
|--|------------------------|

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pleasant hill

**APPLICATION FOR SOUND PERMIT**

**Fees: 1 day or less: \$10.00  
2 through 7 days: \$25.00**

APPLICANT'S NAME: Pleasant Hill Chamber

ADDRESS: 5160 Maple Dr Ste C

PHONE: 515 ~~716~~ 261 0466

PURPOSE FOR WHICH SOUND EQUIPMENT WILL BE USED: \_\_\_\_\_  
Movie in the Park - Sound for movie

LOCATION WHERE EQUIPMENT WILL BE USED: Copper Creek Lake Park  
fenced area

DAY OF WEEK / DATE OF EVENT: Saturday July 30, 2016

TIMES OF DAY: 6:30 pm - 9 pm

GENERAL DESCRIPTION OF EQUIPMENT TO BE USED (VEHICLE LICENSE PLATE NUMBER, IF APPLICABLE): Speakers for movie sound

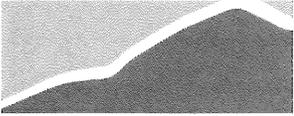
ANY OTHER INFORMATION REQUIRED BY THE CITY CLERK OR BUILDING INSPECTOR:  
\_\_\_\_\_

Cathy Jensen  
Signature of Applicant

|                                    |                              |
|------------------------------------|------------------------------|
| For Office Use Only:               |                              |
| Date Submitted _____               | cc: Public Works Dept. _____ |
| Fee Paid _____                     | Police Dept. _____           |
| Fee Waived _____                   | City Clerk's Office _____    |
| Permit No. _____                   | Fire Dept. _____             |
| Police Dept. Approval/Denial _____ |                              |
| City Clerk's Approval/Denial _____ |                              |

Revised 06.18.08

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pleasant hill

**APPLICATION FOR SOUND PERMIT**

**Fees: 1 day or less: \$10.00**

**2 through 7 days: \$25.00**

APPLICANT'S NAME: Pleasant Hill Chamber

ADDRESS: 5160 Maple Drive Ste C

PHONE: 515 261 0466

PURPOSE FOR WHICH SOUND EQUIPMENT WILL BE USED: Fireworks

LOCATION WHERE EQUIPMENT WILL BE USED: Copper Creek Lake Park

DAY OF WEEK / DATE OF EVENT: Saturday July 30 2016

TIMES OF DAY: 9:30pm approximately

GENERAL DESCRIPTION OF EQUIPMENT TO BE USED (VEHICLE LICENSE PLATE NUMBER, IF APPLICABLE): \_\_\_\_\_

ANY OTHER INFORMATION REQUIRED BY THE CITY CLERK OR BUILDING INSPECTOR: \_\_\_\_\_

Catherine Jensen  
Signature of Applicant

|                                    |                              |
|------------------------------------|------------------------------|
| For Office Use Only:               |                              |
| Date Submitted _____               | cc: Public Works Dept. _____ |
| Fee Paid _____                     | Police Dept. _____           |
| Fee Waived _____                   | City Clerk's Office _____    |
| Permit No. _____                   | Fire Dept. _____             |
| Police Dept. Approval/Denial _____ |                              |
| City Clerk's Approval/Denial _____ |                              |

Revised 06.18.08

grow. play. live.



pleasant hill

APPLICATION FOR FIREWORKS DISPLAY PERMIT

Please complete and return to: City Clerk's Office, 5160 Maple Drive, Suite A.

phone - 515 262 9368  
fax - 515 262 9570

Application must be submitted at least 14 days prior to event.  
Permit Fee \$ 60. Make checks payable to City of Pleasant Hill.

Name of Organization or Firm: Pleasant Hill Chamber of Commerce

Name of Owner, Operator, Agent: Cathy Jensen

Phone Number: 515-261-0466

Occupied As:

Located At: 5160 Maple Drive, Suite C Pleasant Hill, IA

Date(s) and Time(s) of Display: July 30, 2016 ~ 9:00 pm

Diagram with measurements: see attached

Location (if different than above address): see attached

Description of Display (aerial, ground, set pieces, size, quantities, etc.): Aerial see attached

Name of Person, Address, Phone, Company operating display: J+M Displays Inc, 18064 170th Ave, Yarmouth, IA 52660, 800-648-3890

Attach copy of federal licenses. see attached

Certificate of Insurance of bond in amount of (\$ 250,000 personal injury, \$ 50,000 property damage, \$ 1,000,000 total exposure) see attached

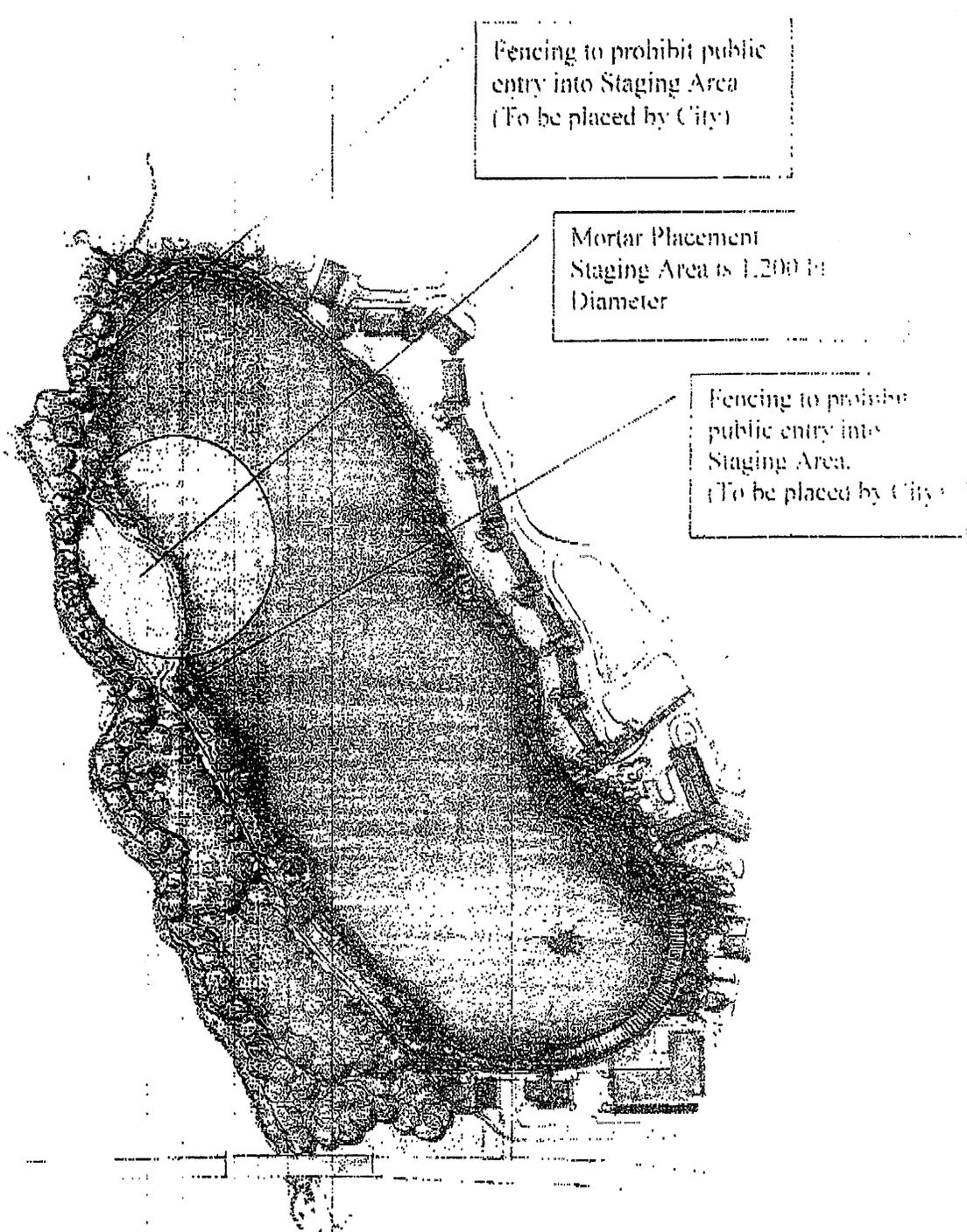
Admissions Charges? Yes  No

Applicant's Signature Shelene A. Johnson Print Name Shelene A. Johnson

For Office Personnel Only

|                           |                          |
|---------------------------|--------------------------|
| Date Submitted: _____     | Permit No. _____         |
| Fee Paid _____            | Fire Department: _____   |
| Bond Submitted _____      | Police Department: _____ |
| City Clerk's Office _____ | City Attorney: _____     |

Revised 08.18.08



Fencing to prohibit public entry into Staging Area  
(To be placed by City)

Mortar Placement  
Staging Area is 1,200 ft  
Diameter

Fencing to prohibit  
public entry into  
Staging Area.  
(To be placed by City)

## Total Shell summary for Proposal 14582 *Pleasant Hill Chamber of Comm*

### Multi-shell Barrage Units

|                   |             |                        |
|-------------------|-------------|------------------------|
| Diameter: 0.75"   | Quantity: 1 | shell count: 100       |
| Diameter: 1.2"    | Quantity: 6 | shell count: 236       |
| Total Quantity: 7 |             | Total shell count: 336 |

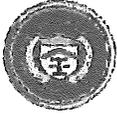
### Shells

|              |  |                        |
|--------------|--|------------------------|
| Diameter: 3" |  | shell count: 88        |
| Diameter: 4" |  | shell count: 89        |
|              |  | Total shell count: 177 |

### Finales

|                   |             |                       |
|-------------------|-------------|-----------------------|
| Diameter: 2.5"    | Quantity: 7 | shell count: 70       |
| Total Quantity: 7 |             | Total shell count: 70 |

**Total shell count: 583**



**DEPARTMENT OF JUSTICE**

Bureau of Alcohol, Tobacco,  
Firearms and Explosives

---

*Martinsburg, WV 25405*

March 11, 2016

J & M Displays Inc  
18064 170th Avenue  
Yarmouth, IA 52660-9772

901090: CRR/TAL  
5400  
File Number: 5-IA-00054

Premises Address: 18064 170th Ave, Yarmouth, IA 52660-9772

Dear Sir/Madam:

This letter acknowledges receipt of your timely application to renew your Federal explosives license/permit.

The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) is not able to process your application prior to the expiration date of your license/permit. However, Federal law allows you to continue operations under your current license/permit until such time as ATF completes processing your application. See 5 U.S.C. § 558. This letter, or as explained below, a follow-up letter, will serve as your license/permit until we complete action on your renewal. It is referred to as a Letter of Authorization (LOA).

Since we have not completed processing your application, you may supply a copy of this letter to other licensees/permittees, e.g., your distributors, for the next six months (or until we complete action on your renewal, if that occurs in less than six months) as evidence of your licensed/permitted status. If we have not completed processing your application for renewal within six months of the date of this letter, we will send you another letter, which will also be valid for six months (or until we complete action on your renewal, if that occurs in less than six months). This is of course contingent upon your remaining entitled to continue operations under your current license/permit.

Please direct questions or concerns regarding this letter to Examiner Terry Lowe @ 304-616-4413.

Sincerely,

Christopher R. Reeves  
Chief, Federal Explosives Licensing Center

ATF web address: [www.atf.gov](http://www.atf.gov)



DEPARTMENT OF JUSTICE

Bureau of Alcohol, Tobacco,  
Firearms and Explosives

Martinsburg, WV 25405

September 16, 2015

J & M Displays Inc  
18064 170th Ave  
Yarmouth, IA 52660-9772

901090: CRR/TAL  
5400  
File Number: 5-IA-00054

Premises Address: 18064 170th Ave, Yarmouth, IA 52660-9772

Dear Sir/Madam:

This letter acknowledges receipt of your timely application to renew your Federal explosives license/permit.

The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) is not able to process your application prior to the expiration date of your license/permit. However, Federal law allows you to continue operations under your current license/permit until such time as ATF completes processing your application. See 5 U.S.C. § 558. This letter, or as explained below, a follow-up letter, will serve as your license/permit until we complete action on your renewal. It is referred to as a Letter of Authorization (LOA).

Since we have not completed processing your application, you may supply a copy of this letter to other licensees/permittees, e.g., your distributors, for the next six months (or until we complete action on your renewal, if that occurs in less than six months) as evidence of your licensed/permitted status. If we have not completed processing your application for renewal within six months of the date of this letter, we will send you another letter, which will also be valid for six months (or until we complete action on your renewal, if that occurs in less than six months). This is of course contingent upon your remaining entitled to continue operations under your current license/permit.

Please direct questions or concerns regarding this letter to Examiner Terry Lowe @ 304-616-4413.

Sincerely,

*Christopher R. Reeves*

Christopher R. Reeves  
Chief, Federal Explosives Licensing Center

ATF web address: [www.atf.gov](http://www.atf.gov)

In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in the activity specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown. **THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.53.** See "WARNINGS" and "NOTICES" on reverse.

Direct ATF                      ATF - Chief, FELC  
Correspondence To        244 Needy Road  
   Martinsburg, WV 25405-9431

License/Permit  
Number                      **5-IA-057-50-5K-00054**

Chief, Federal Explosives Licensing Center (FELC)  
*Christopher R. Reers*

Expiration  
Date                              **October 1, 2015**

Name  
J & M DISPLAYS INC

Premises Address (Changes? Notify the FELC at least 10 days before the move.)  
**18064 170TH AVE  
YARMOUTH, IA 52660-9772**

Type of License or Permit  
**50-MANUFACTURER OF EXPLOSIVES**

**Purchasing Certification Statement**  
The licensee or permittee named above shall use a copy of this license or permit to assist a transferor of explosives to verify the identity and the licensed status of the licensee or permittee as provided by 27 CFR Part 555. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license or permit with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Explosives Licensee (FEL) or a responsible person of the FEL. I certify that this is a true copy of a license or permit issued to the licensee or permittee named above to engage in the business or operations specified above under "Type of License or Permit."

**Mailing Address (Changes? Notify the FELC of any changes.)**  
J & M DISPLAYS INC  
18064 170TH AVE  
YARMOUTH, IA 52660-9772

*James J. Detken*  
\_\_\_\_\_  
Licensee/Permittee Responsible Person Signature  
**JAMES J. DETKEN**  
Printed Name

*CFD*  
\_\_\_\_\_  
Position/Title  
**4-11-13**  
Date

Previous Edition is Obsolete      J & M DISPLAYS INC:18064 170TH AVE:52660-9772-50-5K-00054:October 1, 2015:50-MANUFACTURER OF EXPLOSIVES

ATF Form 5400.14:3400.15 Part I  
Revised October 2011

**Federal Explosives License (FEL) Customer Service Information**

Federal Explosives Licensing Center (FELC)  
244 Needy Road  
Martinsburg, WV 25405-9431

Toll-free Telephone Number: (877) 283-3352  
Fax Number: (304) 616-4401  
E-mail: FELC@atf.gov

ATF Homepage: www.atf.gov

**Change of Address (27 CFR 555.54(a)(1)).** Licensees or permittees may during the term of their current license or permit remove their business or operations to a new location at which they intend regularly to carry on such business or operations. The licensee or permittee is required to give notification of the new location of the business or operations not less than 10 days prior to such removal with the Chief, Federal Explosives Licensing Center. The license or permit will be valid for the remainder of the term of the original license or permit. **(The Chief, FELC, shall, if the licensee or permittee is not qualified, refer the request for amended license or permit to the Director of Industry Operations for denial in accordance with § 555.54.)**

**Right of Succession (27 CFR 555.59).** (a) Certain persons other than the licensee or permittee may secure the right to carry on the same explosive materials business or operations at the same address shown on, and for the remainder of the term of, a current license or permit. Such persons are: (1) The surviving spouse or child, or executor, administrator, or other legal representative of a deceased licensee or permittee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business or operations shall furnish the license or permit for for that business or operations for endorsement of such succession to the Chief, FELC, within 30 days from the date on which the successor begins to carry on the business or operations.

(Continued on reverse side)

Cut Here ✂

**Federal Explosives License/Permit (FEL) Information Card**  
License/Permit Name: **J & M DISPLAYS INC**  
Business Name:  
License/Permit Number: **5-IA-057-50-5K-00054**  
License/Permit Type: **50-MANUFACTURER OF EXPLOSIVES**  
Expiration:                      **October 1, 2015**  
Please Note: Not Valid for the Sale or Other Disposition of Explosives.





**NOTEPAD**

INSURED'S NAME Pleasant Hill Chamber of

PLEAS-7  
OP ID: LMPAGE 2  
Date 04/22/2016

The Company and the Insured expressly agree and state that the purchase of this policy of insurance by the insured does not provide coverage for torts specified in Iowa Code 670.4 and that the Insured does not waive any of the defenses of governmental immunity available to the insured under Iowa Code 670.4 as it now exists and as it may be amended from time to time. The Company and the insured further expressly agree and state that the Insured may, at any time, assert any of the governmental immunity defenses available to it without effecting the coverage afforded under this policy.



**CITY OF PLEASANT HILL, IOWA  
CITY COUNCIL AGENDA COMMUNICATION**

**DATE:** June 28, 2016  
**TO:** Mayor and City Council  
**FROM:** Donald Sandor, City Manager  
**SUBJECT:** Permit for Jazz in July

---

**BACKGROUND:**

The Pleasant Hill Chamber of Commerce is again hosting Jazz in July in the evening of July 28<sup>th</sup> in Copper Creek Lake Park. Enclosed is their application for the special event and the sound permit.

**ALTERNATIVES:**

Not approve the request which would cancel the event.

**FINANCIAL CONSIDERATIONS:**

N/A

**RECOMMENDATION:**

Approve the special event application and sound permit for Jazz in July on July 28<sup>th</sup> in Copper Creek Lake Park.



# Special Events Application

City of Pleasant Hill Parks and Recreation  
 5160 Maple Drive, Suite A, Pleasant Hill Iowa 50327  
 Ph: 515-262-9368 Fax: 515-262-9570  
 pleasanthilliowa.org

| Contact Information  |  |   |  |
|--|--|---|--|
| Organization: <i>Pleasant Hill Chamber</i>   |  | Applicant's Name: <i>Cathy Jensen</i>   |  |
| Category: <input type="checkbox"/> Private <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Nonprofit/Civic <input type="checkbox"/> Government/School <input type="checkbox"/> Other (specify below) |  |   |  |
| Home Ph:   | Work Ph: <i>5152610466</i>   | Cell Ph: <i>5154911451</i>  |  |
| Email: <i>phillchamber@guestoffice.net</i>   | State ID# (for non-profit): <i>42-1307305</i>  |   |  |
| Address: <i>5160 Maple Dr Suite C</i>  |  |   |  |
| City: <i>Pleasant Hill</i>   | State: <i>IA</i>   | Zip: <i>50327</i>   |  |
| Rental Details   |  |   |  |
| Name of Park/Location: <i>Copper Creek Lake</i>  |  | Site within Park: <i>Fenced</i>   |  |
| Date of Event: <i>July 28, 2016</i>  |  | Estimated Attendance: <i>250 ↑</i>  |  |
| Set Up Date and Time: <i>5:00 pm</i>   | Event Time: <i>6:00 pm</i>   | Clean Up Date and Time: <i>8:30 pm</i>  |  |
| Type of Event: <input type="checkbox"/> Reunion <input type="checkbox"/> Wedding/Reception <input type="checkbox"/> Party/Picnic <input type="checkbox"/> Fundraiser <input type="checkbox"/> Other (specify below)          |  |   |  |
| <i>Jazz in July</i>  |  |   |  |
| Additional Event Uses  |  |   |  |
| Permits or additional documents may be required for any of the following activities.   |  |   |  |
| Alcohol<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   | Fireworks<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   | Road Closing<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Amplified Sound<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Event insurance<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   | A copy of the certificate of insurance with the City of Pleasant Hill added as an additional insured must be provided. Minimum coverage and limits of liability are \$1,000,000 per occurrence, \$2,000,000 aggregate Commercial General Liability Insurance, including Liquor Liability, if alcoholic beverages are served. |   |  |
| Additional electricity<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  | Most parks have 110V/20 amp electricity. This may not be adequate for some event. If additional power is needed, the user may bring a generator. Specify size and type of generator: _____   |   |  |
| Additional toilets<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  | The applicant must provide portable restrooms at city approved locations for each 100 people expected in attendance. The units must be maintained throughout the event and removed the next business day upon completion of the event.   |   |  |
| Catering / selling food<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   | Specify the type and size of power source needed (generator, park power, etc): _____   |   |  |
| Smoking Area<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  | Pleasant Hill Parks and Trails are Tobacco-free; including smokeless tobacco and vapor products. However, upon request City Council may grant an exception.  |   |  |
| Additional information/Signature required on back. (over)  |  |   |  |

**Additional Event Uses (continued)**

Permits or additional documents may be required for any of the following activities.

|   |   |
|---|---|
| Erecting inflatable(s), tents, rides, games, signs, etc.<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Please indicate type and quantity: <input type="checkbox"/> Inflatable Rides _____ <input type="checkbox"/> Tent or Canopy _____<br><input type="checkbox"/> Climbing Wall _____ <input type="checkbox"/> Dunk Tank _____ <input type="checkbox"/> Stage _____ <input type="checkbox"/> Signs _____<br><input type="checkbox"/> Other _____<br>Park rental must be paid for all days that the structures and/or equipment are placed. |
| Limited public access to park<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                            | If yes, describe location and type of fencing or other structures used to limit access.<br>_____<br>_____   |
| Vehicle access off of road/parking lot<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                   | Driving off of road or parking lots shall be for loading and unloading only. No vehicles are allowed to park for an extended period of time off of the road or parking areas in any city park.  |
| Open to the public<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                       | Is an admission charged or donation requested? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If Yes, how much? \$ _____   |
| Additional trash containers needed<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                       | Dumpsters will be required for event with over 150 participants.<br>All garbage must be removed from the park by the applicant at the close of the event.<br>Recycle stations are highly encouraged.  |
| Partnership with city<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                                    | If yes, specify which city department(s) _____<br>Staff person: _____ Staff contact phone #: _____  |

**Site Plan**

The plan must include; (parking for  Handicap,  Volunteers,  Vendors and  Participants)  Stages,  Generators,  Dumpsters,  Rides,  Tents,  Vendor Booths,  Portable Restrooms,  Fencing,  Promotional Signs,  Traffic Management Signs,  Traffic Controllers,  Smoking Area

|                    |   |
|--------------------|---|
| Race/walk routes   | Any type of contest, tournament, race or walk must show the course layout and route on the site plan.   |
| On site conference | The applicant must schedule an on-site conference with City representatives at least 30 days before the event to review the site plan. The site plan must be approved by the City before the event may be set up. |

**(Office Use Only)**

Fees & Charges (Payable by cash or check). Make checks payable to the City of Pleasant Hill.

|                         |  |                 |                   |             |
|-------------------------|--|-----------------|-------------------|-------------|
| Estimated Fee: \$ _____ | <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ | Receipt # _____ | Process by: _____ | Date: _____ |
|-------------------------|--|-----------------|-------------------|-------------|

Cathy Jansen  
 Applicant Signature

5-16-16  
 Date

grow. play. live.



pleasant hill

**APPLICATION FOR SOUND PERMIT**

**Fees: 1 day or less: \$10.00**

**2 through 7 days: \$25.00**

APPLICANT'S NAME: Pleasant Hill Chamber of Commerce

ADDRESS: 5160 Maple Drive, Suite C, Pleasant Hill

PHONE: 515-261-0466

PURPOSE FOR WHICH SOUND EQUIPMENT WILL BE USED: Jazz in July

LOCATION WHERE EQUIPMENT WILL BE USED: Copper Creek Lake Park  
in fenced area

DAY OF WEEK / DATE OF EVENT: Thursday, July 28<sup>th</sup> 2016

TIMES OF DAY: 6-9pm

GENERAL DESCRIPTION OF EQUIPMENT TO BE USED (VEHICLE LICENSE PLATE NUMBER, IF APPLICABLE): jazz band music / sound equipment

ANY OTHER INFORMATION REQUIRED BY THE CITY CLERK OR BUILDING INSPECTOR:  
\_\_\_\_\_

Caitlin Williams

Signature of Applicant

**For Office Use Only:**

Date Submitted \_\_\_\_\_

Fee Paid \_\_\_\_\_

Fee Waived \_\_\_\_\_

Permit No. \_\_\_\_\_

Police Dept. Approval/Denial \_\_\_\_\_

City Clerk's Approval/Denial \_\_\_\_\_

cc: Public Works Dept. \_\_\_\_\_

Police Dept. \_\_\_\_\_

City Clerk's Office \_\_\_\_\_

Fire Dept. \_\_\_\_\_

Revised 06.18.08



**CITY OF PLEASANT HILL, IOWA  
CITY COUNCIL AGENDA COMMUNICATION**

**DATE:** June 28, 2016  
**TO:** Mayor and City Council  
**FROM:** Madeline Sturms, AICP, CPM  
Senior Planner  
**SUBJECT:** Agricultural Urbanism Toolkit Project  
Contract for Services

---

**BACKGROUND:**

The City of Pleasant Hill has been awarded funds and services from the Iowa State University Extension and Outreach Community and Economic Development Program. Under the award, the ISU Community Design Lab will provide services through the Agricultural Urbanism Toolkit grant program. The grant program will support and promote holistic food systems through public design that engages community leaders in an effort to collaborate and connect the unique assets of the community. The Agricultural Urbanism Toolkit identifies tactics based on existing conditions and community feedback to promote local food system revitalization in communities while also creating multi-functional public spaces. Tactics can include a variety of topics such as gardens, edible landscapes, restaurants, farmers markets, food trucks, shared use kitchens, and food system policies. The grant program is a three year process to build community capacity, identify tactics, design development and implementation. ISU Community Design Lab staff brings professional expertise and partners to work with a City identified leadership team. The attached resolution approves the contract for services.

**ALTERNATIVES:**

Not approve the contract for services. However, this would delay or terminate the project.

**FINANCIAL CONSIDERATIONS:**

The City is responsible for providing matching funds for the grant award. The City Council has budgeted available funds for the project.

**RECOMMENDATION:**

Consider approval of the attached resolution approving the contract with the Iowa State University Extension and Outreach Community and Economic Development Program for the Agricultural Urbanism Toolkit project.

**RESOLUTION #062816-09**

**A RESOLUTION TO APPROVE SPONSORED PROJECT AGREEMENT WITH IOWA STATE UNIVERSITY EXTENSION AND OUTREACH COMMUNITY AND ECONOMIC DEVELOPMENT PROGRAM**

WHEREAS, Iowa State University Extension and Outreach has created and developed the Agricultural Urbanism Toolkit program to provide services to create holistic food systems; and

WHEREAS, the City has applied for funding for the program, and

WHEREAS, Iowa State University Extension and Outreach approved the City's application in April, 2016; and

WHEREAS, the City is prepared to proceed with the project;

NOW, THEREFORE, BE IT RESOLVED, that the Pleasant Hill City Council does hereby approve the Sponsored Project Agreement and contribute the local match requirement.

Passed and Approved this 28th day of June, 2016.

---

Sara Kurovski, Mayor

ATTEST:

---

Steve Johns, Deputy City Clerk

This agreement is for performance of a project by and between Iowa State University Extension and Outreach Community and Economic Development (CED) Program and the City of Pleasant Hill.

("Pleasant Hill").

Sponsor has proposed a project in collaboration with ISU Extension Community and Economic Development as detailed in Exhibit A and detailed budget attached hereto, deemed incorporated into and made an integral part of this agreement.

The parties agree as follows:

**ARTICLE 1 Scope of Work**

The scope of work, timeline and budget for the project are detailed in Exhibit A and incorporated herein.

**ARTICLE 2 Grant Period**

The grant period for this agreement is from: July 1, 2016 to June 30, 2017

**ARTICLE 3 Key Personnel**

Sponsor's principal investigator (PI) for the agreement is (Pleasant Hill: Madeline Sturms). ISU's PI for this project shall be Courtney Long.

**ARTICLE 4 Reports and Other Deliverables**

ISU shall provide reports and deliverables as listed in Exhibit A.

**ARTICLE 5 Expenditures and Payment of Invoices**

As compensation, Sponsor agrees to pay CED a fixed fee of **\$5,000.00** in a manner as specified in Exhibit A.

An Invoice from ISU shall be sent to the SPONSOR at this address:

**Madeline Sturms  
5160 Maple Drive,  
Suite A  
Pleasant Hill, Iowa 50327**

[msturms@pleasanthilliowa.org](mailto:msturms@pleasanthilliowa.org)

Payment will be made prior to the beginning of this contract, or before July 31, 2016.

**ARTICLE 6 Costs**

All costs in Exhibit A include all direct and indirect costs of ISU.

**ARTICLE 7 Rights in Data**

ISU shall have the right to copyright, publish, disclose, disseminate and use, in whole and in part, any data and information received or developed under this Agreement. ISU shall grant Sponsor an irrevocable, royalty free, non-exclusive right to reproduce, translate and use the Reports and Other Deliverables as listed in Exhibit A for any public or governmental purpose. It is also agreed by Sponsor that it will not under any circumstances use the name of CED, ISU, ISU Extension or its employees in any advertisement, press release or publicity with

reference to this Agreement, without prior written approval of Community & Economic Development Extension and Outreach.

**ARTICLE 8 Default**

If ISU CED fails in whole or in part to substantially perform its obligations, Sponsor, in addition to whatever legal remedy it may have in law or in equity, shall have the right to terminate this agreement accordingly. Sponsor shall give a written 30 day notice of termination. Upon receipt of a termination notice, ISU CED shall take all immediate action to minimize all expenditures and obligations financed by this agreement and shall cancel unliquidated obligations as soon as possible. ISU will be compensated for all actual and allowable expenses and all uncancellable obligations properly incurred prior to that date of termination. ISU shall promptly deliver to Sponsor all data, reports, summaries and such other information and material as may have been prepared for and/or accumulated by ISU in the performance of this agreement, whether completed or in process.

**ARTICLE 9 Termination/Cancellation**

This agreement may be terminated by either party at any time upon issuing of written notice sixty (60) days prior to termination or at any time upon mutual agreement of the parties. Expenses already incurred by ISU shall be invoiced and deemed due at the time of termination.

**ARTICLE 10 Entire Agreement**

This Agreement, including any exhibits, attachments and provisions incorporated by reference, constitutes the entire agreement between the parties hereto and supersedes all prior agreements, understandings and arrangements, oral or written, among the parties hereto with respect to the subject matter hereof.

**Make Checks Payable to:**

Iowa State University  
2321 N. Loop Drive, Ste 121  
Ames, IA 50010-8218

Contact information for questions:

Clare Polking  
515-294-3237  
cpolking@iastate.edu

---

---

**IOWA STATE UNIVERSITY**

**SPONSOR**

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
CED: \_\_\_\_\_

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## Exhibit A

### Agricultural Urbanism Toolkit Program Agreement: Year 1

#### Terms:

Final acceptance to participate in the Agricultural Urbanism Toolkit Program, year 1, is contingent upon the participation of the community coalition members and monthly communication with the Local Food Leader- Madeline Sturms. Year 1 will include coalition development, health and food assessment, public input sessions and decision making process.

#### Partner Contributions:

- Participation of 4 quarterly meetings
  - Local Food Leader will help set up locations and details of meetings
- Develop Coalition
- Assist in food and health assessment
  - Identification of best practices in the area and suggestions for interviews
  - Assistance gathering relevant city data for research
- Host Public Input sessions
  - Help identify locations for public input sessions in spring of 2017
  - Ensure that at least two (2) members of the coalition can assist in the sessions

\*note: many of these tasks will be done with the coalition and local food leader

#### Iowa State Agricultural Urbanism Contributions:

- Facilitate and support coalition development:
  - Facilitate conversations on mission, vision, core values, etc.
- Coordinate and research content for health and food system assessment and snapshot
- Coordinate communication with local food leader
- Create and print information for public input sessions and other meetings as necessary
- Provide copy of health and food system snapshot for decision making meeting
- Facilitate evaluation of priority projects at the end of Year 1

*Each year, a new contract will be sent for approval. Year 2 will most likely include:*

#### Partner Contributions:

- Local Food Leader providing notes to the steering committee about details of meetings
  - Commitment of 4 quarterly meetings per year
- Strategic Development of the four priority projects determined in year one which entails:
  - Monthly project meetings via skype, phone, or face-to-face
  - Each project will create a team that helps to develop and foster community participation to ensure action and completion of the design and implementation of projects in their suggested time frame (suggest time frames are (2) short term projects of 6-9 months, (1) intermediate project of 12-16 months and (1) long-term project of 2-5 years
  - Leadership team members are suggested to sit on at least one project team to assist in the development and capacity of each project- the process will also assist in building additional partnership development for project implementation

#### Iowa State Agricultural Urbanism Contributions:

- Facilitates and support steering committee meetings and project assessment and design
- Coordinates and researches content for projects and general process development
- Coordinates communication with local food leader
- Directs the products of the conceptual design of projects determined
- Facilitates community and project capacity for the development of a design and plan for implementation of priority projects
- Assists in identifying potential funding resources
- Provides reports and evaluation tools for partners



**CITY OF PLEASANT HILL, IOWA  
CITY COUNCIL AGENDA COMMUNICATION**

**DATE:** June 28, 2016

**TO:** Mayor and City Council

**FROM:** Madeline Sturms, AICP, CPM  
Senior Planner

**SUBJECT:** Grant Application to State Recreational Trails Program  
Youngstown Trail Development

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**BACKGROUND:**

The City of Pleasant Hill has an existing plan for trail development within the community. Segments of the trail are completed when private development occurs, when road projects are completed and as separate trail projects. The City has recently seen the Youngstown Trail Phase 1 project near completion and the newest section of trail in Pleasant Hill will be open to the public yet this summer. The complete connection to NE 56<sup>th</sup> Street will be available following the completion of the Canterbury Heights senior housing project.

As shown on the attached map, the proposed project would continue trail development south along the Highway 65 bypass to Parkridge Avenue, and travel west to the southern portion of the existing Gay Lea Wilson trail. Completion of the next section of the Youngstown Trail would continue to expand the existing network and connect additional residents to businesses, services, and other recreational opportunities in Pleasant Hill and the metro. The attached resolution requests funding to complete the connection and also provides a commitment to the maintenance and operation of the trail should the grant be awarded. The attached resolution provides for an application to the Iowa Department of Transportation for State Recreational Trail program funding to complete Phase 2 of Youngstown Trail.

**ALTERNATIVES:**

Not approve the resolution. However, the resolution is a grant funding request and acceptance of any potentially awarded funds would return to the Council for construction consideration.

**FINANCIAL CONSIDERATIONS:**

The project is estimated at \$1,373,255 for the 2.25 mile trail connection. The grant request is for 75% of the cost of the project. Matching funds can be budgeted or allocated from existing funds should a grant be awarded.

**RECOMMENDATION:**

Consider approval of the attached resolution requesting grant funding assistance through the Iowa Department of Transportation.

**RESOLUTION #062816-10**

**A RESOLUTION TO APPROVE SUBMISSION OF GRANT REQUEST FOR STATE RECREATIONAL TRAIL FUNDING TO THE IOWA DEPARTMENT OF TRANSPORTATION**

**WHEREAS**, the State of Iowa has created and developed the State Recreational Trails Program under the Department of Transportation, specifically for the development of trails and facilities in the State of Iowa; and

**WHEREAS**, the City has identified and planned for trail connections throughout the community; and

**WHEREAS**, the Youngstown Trail connection is an integral component to the City's trail system and the City Council wishes to apply for grant funding to assist in construction of the segment; and

**WHEREAS**, the City would be responsible for the maintenance and operation of the grant funded trail and maintain availability to the public for a minimum of twenty years following project completion; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Pleasant Hill City Council does hereby approve the funding request to the Iowa Department of Transportation in the amount of \$1,373,255.00;

**BE IT FURTHER RESOLVED** that the City of Pleasant Hill agrees to be responsible for the operation and maintenance of the grant funded trail for public use for a minimum of twenty years following project completion.

ADOPTED this 28th day of June, 2016.

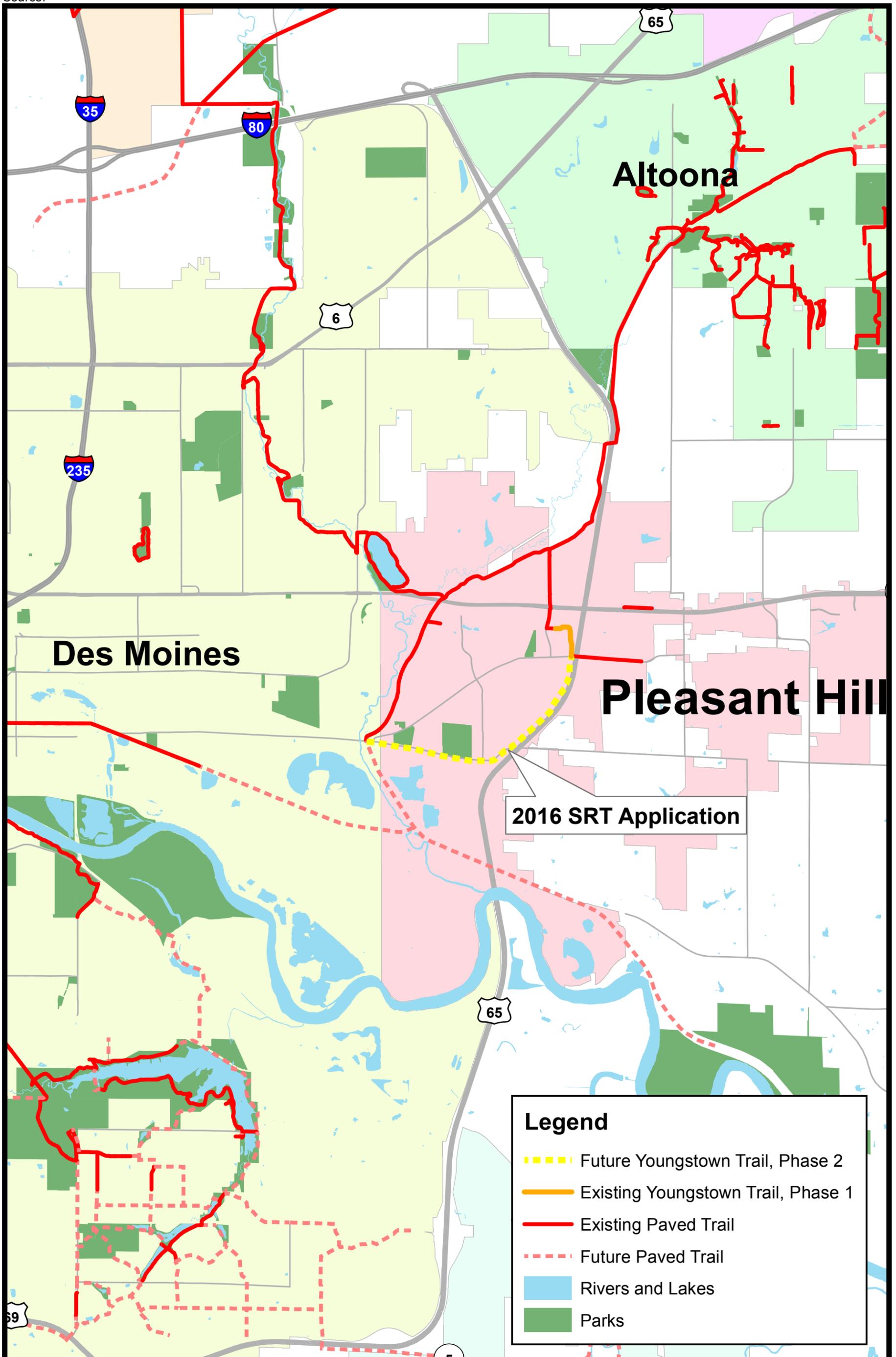
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Sara Kurovski, Mayor

ATTEST:

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Steve Johns, Deputy City Clerk



**Legend**

- Future Youngstown Trail, Phase 2
- Existing Youngstown Trail, Phase 1
- Existing Paved Trail
- Future Paved Trail
- Rivers and Lakes
- Parks

**Future Youngstown Trail, Phase 2**  
Existing and Future Trail Connections  
Pleasant Hill, Iowa





**CITY OF PLEASANT HILL, IOWA  
CITY COUNCIL AGENDA COMMUNICATION**

**DATE:** June 28, 2016  
**TO:** Mayor and City Council  
**FROM:** Donald Sandor, City Manager  
**SUBJECT:** First reading of an Ordinance to Establish Pleasant Hill Arts Commission

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**BACKGROUND:**

As the City becomes more involved with the arts, both public art displays and performing arts, and becomes a member of Bravo, it would be appropriate to establish a commission to oversee and solicit these types of projects and events, obtain funding for them, and advise the City Council. The proposed ordinance would establish a seven member commission appointed by the Mayor and approved by the Council. The ordinance was compiled from the review of ordinances from other cities in the Metro area that have similar organizations.

**ALTERNATIVES:**

Not approve the ordinance.

**FINANCIAL CONSIDERATIONS:**

None at this time.

**RECOMMENDATION:**

Approve first reading of the ordinance to establish a Pleasant Hill Arts Commission.

**ORDINANCE NO. 805**

**AN ORDINANCE ESTABLISHING A PUBLIC ARTS ADVISORY COMMISSION FOR THE CITY OF PLEASANT HILL, IOWA**

**BE IT ENACTED** by the City Council of the City of Pleasant Hill, Iowa:

**SECTION 1: PURPOSE:**

The purpose of this chapter is to establish a Public Arts Advisory Commission, hereinafter referred to as the "arts commission", to advise and assist the Pleasant Hill City Council in the promotion of public art and performing arts within the City's physical environment and public spaces.

**SECTION 2: COMMISSION CREATED; APPOINTMENT; TERM:**

The arts commission shall consist of seven (7) members, appointed by the Mayor with the approval of the City Council. The appointment of each member of the arts commission shall be for staggered terms of four (4) years. At the time of the initial appointment, the Mayor shall designate the length of term for each member to provide for staggered terms, with three (3) members appointed for two (2) years and four (4) members appointed for four (4) years.

**SECTION 3: ORGANIZATION; COMPENSATION; REMOVAL:**

A. Upon appointment, the arts commission shall organize by electing one member as Chair and one as Vice-Chair who shall also serve as Secretary from any of its members. The Chair and Vice-Chair shall each serve one year terms, but would be eligible for reelection.

B. A majority of the membership of the commission shall constitute a quorum. The City Manager shall designate a City employee to act as a non-voting ex officio representative to the commission. The commission shall meet at least once per quarter.

C. All members of the arts commission shall serve as such without compensation except for reimbursement of reasonable and necessary expenses, subject to the approval of the City Council.

D. Any commission member may be removed from the arts commission by the Mayor, with the concurrence of the Council. Any such removal shall be stated in writing and filed with the City Clerk's office and a copy thereof filed with the Chair of the commission. Continued absence of any member from meetings of the arts commission shall, at the discretion of the Mayor, render any such member subject to immediate removal from appointment, with final approval by the City Council. Any member consistently absent from the arts commission meetings, without sufficient excuse, shall be considered to have vacated his or her appointment. In the event a vacancy arises, a new commission member shall be appointed by the Mayor with the approval of the City Council, and the commission member so appointed shall serve the balance of the unexpired term.

**SECTION 4: QUALIFICATIONS:**

Membership shall be open to a balanced, diverse mixture of citizen representatives of the community at large who are recognized for their interest or experience in connection with the arts. At least five members shall reside within Pleasant Hill. Members shall not hold any other elective or appointed office within the city government.

**SECTION 5: POWERS AND DUTIES:**

The arts commission shall have the following powers and duties:

- A. Advise the City Council on the acquisition, placement, and maintenance of public art on property of the City, including public art in connection with a capital improvement program project. No public art shall be installed or existing work of public art removed from public spaces without a review by the arts commission. Advise the City Council on performing arts events that would be financially supported by the City.
- B. Hold regular public meetings and maintain a written record of its proceedings.
- C. Establish guidelines to carry out the public art and performing arts program which shall include methods of selecting artists or public art and for the placement of public art. These guidelines, to be adopted by the City Council, may enumerate in detail the arts commission's roles and responsibilities in overseeing the public art and performing arts program.
- D. Make recommendations to the City Council on the amount and allocation of budgeted City funding for the arts programs and services.
- E. Prepare an annual report to the City Council summarizing its activities during the preceding year and recommendations for the proposed activities for the succeeding year.
- F. Adopt and present to the City Council for its consideration and approval, such rules and regulations to govern its internal organization and procedures as it may deem necessary and which are not in conflict with Federal, State, and municipal laws.
- G. Consistent with City Council policy, serve as advocates for public art and performing arts with the City Council, as well as the private sector, local, regional, State, and Federal governments.
- H. Explore and advocate for new, non-city sources of funding for the arts. All gifts of money and grant funds received shall be deposited with the City's Finance Director and shall be credited to the arts commission fund and spent exclusively on public art projects and performing art events.
- I. Receive input from the Mayor, City Council and City Manager regarding the operation and maintenance expenses associated with a work of public art or a performing arts event. If the proposed work of art requires extraordinary operation or maintenance expenses, the arts commission shall recommend another work of art or submit a statement of overriding consideration why the public art should be utilized notwithstanding its extraordinary operation or maintenance expense.

**SECTION 6: APPEAL:**

Any person aggrieved by a decision by the arts commission may file an appeal with the City Clerk within thirty (30) days of the date the action was taken or decision was made. The City Council shall have the ultimate authority regarding these matters.

**SECTION 7: ADMINISTRATIVE AND OTHER CITY POLICIES:**

All administrative, accounting, budgetary, and procurement policies of the City shall govern the arts commission in all of its operations.

**NOW, THEREFORE**, be it ordained by the Pleasant Hill City Council, City of Pleasant Hill, Iowa, that Ordinance #805 PUBLIC ARTS ADVISORY COMMISSION is hereby approved.

**FURTHER**, the Pleasant Hill Mayor is hereby directed to sign said ordinance;

**FURTHER**, this ordinance shall be effective following its final passage, approval, and publication as provided by law.

**PASSED AND APPROVED** by the Pleasant Hill City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Sara Kurovski, Mayor

ATTEST:

\_\_\_\_\_  
Dena Spooner, City Clerk/Finance Director



**CITY OF PLEASANT HILL, IOWA**  
CITY COUNCIL AGENDA COMMUNICATION

**DATE:** JUNE 28, 2016

**TO:** MAYOR & CITY COUNCIL

**FROM:** J. BENJAMIN CHAMP, AICP, EDFP, ASLA  
ASSISTANT CITY MANAGER / COMMUNITY DEVELOPMENT DIRECTOR

**SUBJECT:** JOB DESCRIPTION  
COMMUNITY DEVELOPMENT CLERK

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**BACKGROUND:**

The Community Development Department has prepared the attached job description for the position of Community Development Clerk. The City Council recently recognized the upcoming retirement of the current Building Clerk with the Department. As the written job description has not been updated for the role for several years, staff has taken the opportunity to review and update the document prior to posting the position for recruitment. The title of the position has been changed to reflect the fact that the position supports more than just a building function. The format of the description has been modified to match the form of other more current descriptions within the City. Outdated items have been removed and updated technological references have been inserted along with appropriate duty descriptions. The position will be vacant at the end of July and following approval, the updated description will be used for immediate posting to begin the hiring process. Following is a resolution approving the job description for the Community Development Clerk.

**ALTERNATIVES:**

Not approve the resolution. However, the job description provides updated guidance to better reflect the current situation and needs for the position.

**FINANCIAL CONSIDERATIONS:**

N/A

**RECOMMENDATION:**

Consider approval of the attached resolution approving the job description for the position of Community Development Clerk.

**RESOLUTION #062816-11**

**A RESOLUTION APPROVING A JOB DESCRIPTION FOR COMMUNITY DEVELOPMENT CLERK**

**WHEREAS**, the City Council wishes to adopt a job description for the position of Community Development Clerk; and

**WHEREAS**, the attached job description has been developed and reviewed as an updated replacement for the existing Building Clerk position;

**THEREFORE, BE IT RESOLVED**, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby approve the attached job description for the position of Community Development Clerk.

**ADOPTED** this 28<sup>th</sup> day of June, 2016

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Sara Kurovski. Mayor

ATTEST:

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Steve Johns, Deputy City Clerk

**POSITION:** COMMUNITY DEVELOPMENT CLERK  
**REPORTS TO:** COMMUNITY DEVELOPMENT DIRECTOR OR DESIGNEE  
**FLSA CLASSIFICATION:** NON-EXEMPT  
**FACILITY AND WORK AREA:** CITY OF PLEASANT HILL ADMINISTRATIVE OFFICES AND OTHER MUNICIPAL BUILDING AND LOCATIONS  
GENERALLY WITHIN THE CITY OF PLEASANT HILL

### **JOB SUMMARY**

Under administrative direction of the Community Development Director or designee, performs various duties related to zoning, subdivision platting, storm water, building, inspection, permitting, and other community development activities. Tasks are primarily administrative including but not limited to secretarial, clerical and technical support, research, correspondence, communication with other governmental agencies, record keeping, data entry and database management, interaction with contractors and general public, file management and coordination of permit activities, operation of office equipment and related tasks within the Community Development Department as assigned.

### **JOB FUNCTIONS**

Example of Essential Job Functions:

1. Assists citizens, contractors, and developers with the application process for permits.
2. Communicates with the public and potential applicants about schedules and application requirements for various procedures established in the zoning ordinance.
3. Reviews and processes permit applications, calculates permit fees, verifies requirements within zoning ordinances and codes, collects fees and/or fines.
4. Monitors development applications to insure that proper procedures are performed, including publication of notices and mailings of notices to property owners.
5. Coordinates inspection calendar, communicates with contractors and consultants for scheduling, and ensures work has been permitted.
6. Organizes and prepares all Community Development related files and records. Maintains and develops electronic databases and leads file digitization efforts for the department.
7. Writes reports, memorandums, letters, notices, publications, statements, invoices, and other correspondence.
8. Prepares notice and agendas for and attends all meetings of the Planning and Zoning Commission, Board of Adjustment, and Park and Recreation Commission. Participates with Boards and Commissions by attending night meetings to serve as the recording secretary and preparing minutes.
9. Assists in locating information for Community Development staff, other City departments and employees, consultants, and the public as necessary.

10. Performs reception and telephone answering duties. Provides front line communication and customer service for the Department.
11. Creates and maintains information for portions of the Department's website and newsletters.
12. Assists with research and development of new policies and procedures.
13. Other administrative support functions as apparent or assigned.

## **PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS**

Required Physical Activities: Sitting, kneeling, reaching, standing, walking, pushing, pulling, lifting, grasping, fingering, talking, hearing.

Physical Characteristics of the Job: Moderate work requiring occasional lifting up to twenty-five (25) pounds and regular lifting of five (5) pounds.

Environmental Characteristics: The work is performed indoors in an office setting. The job requires sitting for extended periods of time and the work may expose the employee to unpleasant social situations and significant work pace pressure and at times irregular work hours. On occasion, the position will perform outside activities such as running errands or performing deliveries.

## **EQUIPMENT AND MATERIALS USED**

Desktop and mobile personal computer equipment and software, general office equipment, MSDS documentation, OSHA regulations, City of Pleasant Hill Code of Ordinances, Code of Iowa, personnel policies, dictionary, light duty vehicle, calculator, 10-key adding machine, telephone, fax machine, photographic equipment, copier machine, scanner, printer, plotter and other equipment as required.

## **EMPLOYMENT STANDARDS**

Required Knowledge, Skills, and Abilities:

- Proficient in Microsoft Office suite of programs and ability to develop databases in Excel or Access.
- Ability to perform arithmetic calculations involving fractions, decimals, and percentages.
- Strong writing skills and document assembly capabilities for public correspondence and report writing.
- Capable of acquiring knowledge of the multiple functions, various procedures, forms, documents, and work flow processes within the Department and City operations.
- Ability to manage and maintain a highly organized filing system, reference and resource documents readily and accurately.
- Must pass a post-offer employment physical and drug screening.

Education, Training, and Experience:

- Required Education: Graduation from high school or GED equivalency.
- Preferred Education: Two (2) year associates degree majoring in business, public administration, office management, or related field.
- Experience Required: Three or more years work experience in an office environment using related equipment and performing similar responsibilities.

Required Special Qualifications:

1. Shall possess or be able to obtain a valid Iowa driver's license and have a good driving record for the past three years.
2. Shall be generally available for off-hour meetings and/or work assignments.

The City of Pleasant Hill retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.