

1. Agenda

Documents:

[102219 CC AGENDA.PDF](#)

2. Meeting Materials

Documents:

[102219 CC PACKET.PDF](#)

Grimes City Council Agenda

Grimes City Hall
101 NE Harvey Street
Grimes, Iowa 50111
Phone | 515.986.3036
www.grimesiowa.gov

Mayor | Scott Mikkelsen
City Council | Jill Altringer, Eric Johansen,
Jeremy Hamp, David Gisch, Ryan Burger

Mission Statement

The mission of Grimes City Government is to provide excellent/exceptional city services and facilities in a financially responsible and community-friendly manner through a high performing city team that result in adding value to resident's lives.

AGENDA ITEMS FOR OCTOBER 22, 2019 AT 5:30 PM AT GRIMES CITY HALL

1. Call to Order
Pledge of Allegiance
2. Roll Call
3. Approval of the Agenda
4. Approval of the Consent Agenda (**Discussion is not allowed unless the Mayor or a City Council Member ask for an item to be removed and placed under Council actions for consideration**)
 - A. Minutes from previous meeting
 - B. Residential Utility Adjustment \$2,428.65
 - C. Utility Refunds totally \$1,204.84
 - D. Happy Medium \$9,250 (second payment for new branding)
 - E. The Northway Corporation \$23,904.50 repairs to the Jordan Well
 - F. Ownership Update for Alcohol License for Casey's General Store #2520
 - G. Ownership Update for Alcohol License for Casey's General Store #3746
 - H. Alcohol License Renewal Rehab Bar & Grill
 - I. Resolution 10-1219 Approving Personnel Transactions
 - J. Pay Requests:
 1. Payment #20 to Absolute Concrete \$11,059.35 for the S James and SE 37th Street Improvements
 2. Change Order #6 to Absolute concrete increasing the contract \$11,059.35 for the S James and SE 37th Street Improvements
 3. Veenstra and Kimm, Inc. Inspection Fees \$19,220
 4. McClure Engineering Professional Fees for the Grimes Reverse Osmosis Water Treatment Plant Phase 1 \$27,770.50
 5. Pay Request #1 OMG Midwest, Inc. d.b.a. Des Moines Asphalt & Paving for the 19th and County Line Road HMA \$325,358.71
 6. Change Order #1 McAninch Corporation for the Hope Commercial Plat 1 increasing the contract \$27,932.30 to include additional traffic signal modifications
 7. Change Order #2 to Grosch Irrigation for the New Jordan Well increasing the contract \$2,315.40
 8. Pay Request 12 Concrete Technologies Inc \$118,832.05 SE 37th Street at Hwy 141 Improvements
 - K. Authorization to Enter into Contract with OPG-3, Inc. for Document Management System Software, City Clerk Capture Filing and Agenda Management Process
 - L. Ogle's Greenhouse Landscaping \$10,000 – Grimes Shade Program
 - M. Lyle Sumek Associates, Inc \$25,960.35 Strategic Planning Workshops
 - N. PSA with Bolton & Menk for Hwy 44 Design Work

- O. FOX Engineering Professional Services \$99,488.87
- P. City of Johnston \$33,579.97 for July –Sept reimbursement expenses, wage reimbursement
- Q. Staffing Request for Parks and Recreation Department
- R. Resolution 10-1419 Accepting Warranty Deed and Easements for County Line Road
- S. Claims Report

- 5. Recognition of Adam Koch and Cooper Pierce for their “Tame the Flame” Video

PUBLIC FORUM

“People wishing to address the Council need to sign up on the sheet which has been provided on the table near the door. Each person will be allowed three minutes from the podium and may address no more than two issues per Grimes Rules of Procedure for Conduct of City Business – May 2005.”

PUBLIC AND COUNCIL AGENDA ITEMS

Council may consider and potentially act on the following Public Agenda items

- A. R&R Property Settlement – Development Services
 - 1. Public Hearing for the Amended Development Agreement with Prairie Business Park I, LLC Including Annual Appropriation Tax Increment Payments
 - 2. Resolution 10-1019 Approving the Amended Development Agreement with Prairie Business Park I, LLC Including annual Appropriation Tax Increment Payments
 - 3. Resolution 10-1119- Approve the Final Settlement Agreement with Prairie Business Park I, LLC and PMR Realty Group, LLC
 - 4. Resolution 10-1319 Final Special Assessment Certification Settlement Resolution with R&R Development
- B. CTI Site Plan Amendment – Development Services
- C. Mister Car Wash – Site Plan – Development Services
- D. Resolution 10-0919 Setting a Public Hearing for Consideration of Planned Unit Development Amendment, Heritage of Grimes Plat 5, Lots 1-12- Minimum Square Footages – Development Services
- E. Economic Development Incentive Requests from Anderson Properties and Mark Paup of Golden Rule Plumbing and Heating – Brian Buethe Economic Development Director
- F. Professional Services Agreement to Provide Consulting and Related Services between the City of Grimes and Retail Strategies, LLC – Brian Buethe Economic Development Director
- G. PSA Agreement with Invision Architecture, LTD for Architecture and Interior Design of New Grimes Public Library – Library Director
- H. Change Order #1 OMG Midwest, Inc d.b.a. Des Moines Asphalt & Paving -Field Tile Extension for the 2019 City of Grimes 19th Street and County Line Road HMA Pavement Improvements \$26,589.20 – Public Works Director
- I. Access Agreement with Casey’s Marketing Company – Development Services
- J. Resolution 10-0819 Approving the Strategic Plan for 2019 – HR Director

COUNCIL DISCUSSIONS

- 1. Mayor’s Report
- 2. City Staff’s Report
- 3. Council Reports

ADJOURNMENT

CITY COUNCIL MEETING

Tuesday, October 8, 2019

Grimes City Hall 5:30 P.M.

The regular meeting of the Grimes City Council was called to order on Tuesday, October 8, 2019 at 5:30 P.M. at the Grimes City Hall. The Pledge of Allegiance was led by Mayor Pro Tem Altringer.

Roll Call: Present: Gisch, Altringer, Hamp, Johansen Absent: Burger

AGENDA ITEMS.

Approval of the Agenda

Mayor Pro Tem Altringer requested approval of the agenda.

Moved by Johansen, Seconded by Gisch to approve the agenda with the request to add Item 6. For recognition of exemplary performance by the Public Works Team.

Roll Call: Ayes: All. Nays: None. Motion passes: 4 to 0.

CONSENT AGENDA

A. Minutes from previous meeting B. Hawkins Inc. \$7,740 water treatment C. New Ownership for Casey's General Store #3507 Alcohol License at 951 SE Gateway Drive D. Grimes Chamber and Economic Development \$18,381.75 bills for July – September E. Liberty Ready Mix \$13,880.00 – concrete supplies for patching. F. Toyota of Des Moines \$2,520.00 - 37th Street Irrigation Damage Reimbursement Request G. Total Quality Complete Lawn Solutions \$12,022.45 – October bill H. PSA Services with Bolton & Menk for the Hope Commercial Plat 1 Public Improvement Construction Services I. Resolution 10-0319 to Enter Into Development Agreement Between the City of Grimes and Michael Broderick, Chereen L. Broderick, Vincent R. Broderick and Sharon M. Broderick J. Resolution 10-0519 Setting a Date of Meeting at Which it is Proposed to Approve an Amended Development Agreement with Prairie Business Park I, LLC, Including Annual Appropriation Tax Increment Payments for October 22, 2019 K. Pay Requests: 1. Pay Request #4 CB&I for the New 1.5 MG Elevated Water Storage Tank \$94,335.00 2. Pay Request #11 to Concrete Technologies for the SE 37th at Hwy 141 Improvements \$524,054.22 3. Pay Request #7 Grosch Irrigation Company for the New Jordan Well \$214,856.75 4. Progress Payment to Lee Consultants Engineering for SE 19th Street and County Line \$31,105.50 5. Progress Payments to Lee Consultants Engineering for GIS Data Construction \$6,755.00 and Resurfacing Engineering Services \$795.00 6. Pay Request # 7 All Terrain Seeding \$24,992.60 for the Little Beaver & Prairie Creek Channel Improvements L. Valmont \$44,706.00 Signal for SE 37th Street and Hwy 141 Improvement Project M. Hutchinson Salt Company Inc. \$27,715.54 – road salt N. Resolution 10-0419 Establishing a Special Project Fund, Authorizing the Library Board to Raise Monies and Establishing Support for the Project O. Resolution 10-0619 Personnel Transactions P. Request for Approval of Furniture Purchase for Grimes Community Complex \$4,232.00 Q. Request for Approval to Replace Flooring in Parks and Recreation Department \$13,394.28 R. Purchase of Ventract 4500 with Cab, Broom, Blade, Mowing Decks, Field Grooming Attachments \$48,488.25 S. Allender Butzke Engineers Inc. \$5,770.00 Geotechnical Exploration Grimes 16 inch RAW Water Main T. Finance Report U. Claims Report \$1,415,826.17

City Administrator Anderson wanted to note that Item H is a PSA agreement with Bolton & Menk. He advised that the City Attorney had a few comments that he would like added to the contract. Anderson stated that Resolution 10-0719 is being added to this agreement which authorizes the Mayor to execute the agreement subject to modifications recommended by the City Attorney.

Moved by Gisch, Seconded by Hamp; the Consent agenda with the addition of Resolution 10-0719; shall be approved.

Roll Call: Ayes: All. Nays: None. Motion passes: 4 to 0.

5. Fire Prevention Week Proclamation

Chief Clark addressed the Council stating that October is historically the month that highlights Fire Prevention, specifically the week of October the 9th. He added that October 9, 1871 was the date of the Great Chicago Fire. Chief Clark noted there were a number of activities that would take place over the month to promote fire education including school visits, an open house on October 12, from 1-5 pm as well as a "Candy Crawl" in conjunction with Polk County Sheriff Department on October 19th. Mayor Pro Tem Altringer read the Fire Prevention Week Proclamation declaring October 6-12th as Fire Prevention Week throughout the City of Grimes.

6. Public Works Recognition

Public Works Director Weston Wunder addressed the Council to recognize members of the Public Works team that participated in a Snow Plow Operating training event held in Cedar Rapids. He stated this event is for the entire state of Iowa and includes cities and counties. Wunder advised the Snow Plow Operator Training had 92 registrants for the 2 day training. He added the training is designed for newer operators to learn about pre-trip inspections and safety for snow plows as well as offer them hands on training by driving a road and an obstacle course. Wunder noted that Grimes sent six new members of their team for this training along with senior staff as trainers. Wunder noted that senior staff trainers were Heath Coenen, Kent Kanealy, and Saul Fajardo. At the end of the training, all who took part performed very well in the competition. Alex Goodvin, Kevin Thompson, Mahlon Kurtz, JR Greiman, AJ Sawyer were all top finishers. Wunder thanked the Council for the opportunity to provide this valuable training and competition event.

PUBLIC FORUM – No one addressed

PUBLIC AND COUNCIL AGENDA ITEMS

A. Proposed Amendment to the Grimes Urban Renewal Area

1. Public Hearing on Proposed Amendment to the Grimes Urban Renewal Area.

City Administrator Jake Anderson advised the Council that the proposed Amendment to the Grimes Urban Renewal accomplishes two things. He stated it was an amendment to the original Development Agreement for Prairie Business Park, as well as establishing a new agreement for Prairie Business Park 4. He added this was part of the Settlement Agreement for R&R regarding the challenge of the assessment for South James Street and SE 37th Street. Anderson stated that this development agreement will now include the new library as part of the Urban Renewal plan and allow for TIF funding. Mayor Pro Tem Altringer opened the Public Hearing on the Proposed Amendment to the Grimes Urban Renewal Area at 5:39 PM. Being no one present with questions or other written or oral comment, the Public Hearing was closed at 5:40 pm.

2. Resolution 10-0119 to Approve Urban Renewal Plan Amendment for the Grimes Urban Renewal Area

Motion by Hamp, Second by Gisch, to Approve Resolution 10-0119 for the Urban Renewal Plan Amendment for the Grimes Urban Renewal Area.

Roll Call: Ayes: All. Nays: None. Motion passes: 4 to 0.

B. Proposed Development Agreement with PMR Realty, LLC

1. Public Hearing on Proposed Development Agreement with PMR Realty, LLC

City Administrator Anderson stated that this agreement is to approve the Development Agreement for Prairie Business Park 4. Mayor Pro Tem Altringer opened the Public Hearing at 5:42 pm on the Proposed Development Agreement and asked if there was anyone present to address this item. Being no one present with questions or other written or oral communications, the Public Hearing was closed at 5:43 pm.

Council member Gisch noted that he was not a fan of Development Agreements in general, but was aware there are many aspects of the agreement to be taken into consideration.

2. Resolution 10-0219 Approving Development Agreement with PMR Realty, LLC Authorize Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement.

Motion by Hamp, Second by Gisch, to Approve Resolution 10-0219 Approving the Development Agreement with PMR Realty, LLC. Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement.

Roll Call: Ayes: All Nays: 0 Motion passes: 4 to 0

C. Third Reading of Ordinance 730 Amending Grimes Section 92.02(1) with Regard to Water Service Rates and Water Restoration Fees, and Section 99.04 (2) with Regard to Sewer Service Rates

Administrator Anderson stated the City is going to undertake 60 million dollars in capital improvements to the water and wastewater treatment facilities and rates need to be adjusted accordingly. He added this calculates out to a 5.7% to water rates and 15.5% increase to sewer rates for an overall increase of 9.6%. Anderson stated that the average household uses around 4000 gallon of water per month. He advised this comes out to an increase of approximately \$5.56 per month per household increase. Council member Gisch restated his view that while no one wants to increase rates, the improvements are very necessary and need to be paid for. He added that even with including this increase, the Grimes rates are still very much in line with the surrounding metro cities.

Motion by Hamp, second by Johansen, to approve the Third Reading of Ordinance 730 Amending Grimes Section 92.02(1) with Regard to Water Service Rates and Water Restoration Fees, and Section 99.04 (2) with Regard to Sewer Service Rates

Roll Call: Ayes: All Nays: 0 Motion passes: 4 to 0

Motion by Hamp, Second by Johansen, the Final Reading of Ordinance 730 Amending Grimes Section 92.02(1) with Regard to Water Service Rates and Water Restoration Fees, and Section 99.04 (2) with Regard to Sewer Service Rates; shall be adopted.

Roll Call: Ayes: All Nays: 0 Motion passes: 4 to 0

D. Grimes 16 Inch RAW Water Main – Progressive Structures – Change Order #1 for Additional for Costs Associated With Trenchless Water Main Installation through Rock Material

City Engineer Matt Ahrens addressed the Council to update them on a situation where the work being done on the water main installation ran into rock that necessitates the project continue with a trench process instead of with the underground boring method as was originally intended.

Council Member Burger arrives at 5:50 pm.

General discussion continued on the pros and cons of completing the project with open cut trench methods vs boring thru rock, as well as the easement process that would need to be addressed. Alex Pfaltzgraff of Development Services said that they would be looking into obtaining the needed easements and would come back to Council once a final plan to complete the project was in place.

1. Mayor's Report - None

2. City Staff's Report

Administrator Anderson reminded the Council that his annual review was coming up and he would appreciate any input they wanted to provide to him. Anderson also advised he would not be in attendance at the next Council meeting due to a conference he would be attending.

3. Council Reports

City Attorney Henderson addressed the Council to notify them that he had been reviewing the current contract with ICAP. Administrator Anderson added that the City was requesting a quote for services from another company and would keep the Council advised on the results.

ADJOURNMENT

Being no further business, meeting was adjourned at 5:59 pm.

Roll Call: Ayes: All. Nays: None. Motion passes: 5 to 0.

ATTEST:

Rochelle Williams, City Clerk

Scott Mikkelsen, Mayor



*101 NE Harvey, Grimes, Iowa 50111
515.986.3036 Fax 515.986.3846*

AGENDA MEMO

Item No. X
For Meeting of October 22, 2019

AGENDA HEADING: Credit on Utility Bill

We are requesting a credit on a utility bill due to irrigation meter billing error in the amount of \$2,428.65 for Kevin Elles, 701 NE Bridge Creek. Irrigation meter was logged as a deduct meter but was actually a non-deduct meter.

SYNOPSIS:

FISCAL IMPACT:

N/APREVIOUS COUNCIL ACTION(S):

STAFF/COMMITTEE RECOMMENDATION:

ACCOUNT NO ALPHA ID	DEPOSIT DATE	PEN TIMES	DEPOSIT AMOUNT	INTEREST AMOUNT	TOTAL AMOUNT	DEPOSIT APPLIED	DEPOSIT REFUND CODE
103380008 CUPPS MASON	7/17/18	11	106.31	.00	106.31	106.31	Check
104370004 DENNING WILLIAM	1/09/18	15	122.81	.00	122.81	122.81	Check
108711202 ROBERTSON KAREN	5/09/17	20	100.26	.00	100.26	100.26	Check
110630001 MONTFORD PAUL	9/27/13	40	94.79	.00	94.79	94.79	Check
122630002 KAPACINSKAS JUSTIN	5/24/13	16	42.97	.00	42.97	42.97	Check
131110806 BUSTAMANTE JAMES	8/11/17	10	97.73	.00	97.73	97.73	Check
133320507 BRECKENRIDGE ROSE & ERIC	2/19/19		90.88	.00	90.88	90.88	Check
133320905 LADNER MARIA	1/24/19	5	64.28	.00	64.28	64.28	Check
133330306 BURNS BLAKE	6/06/18	1	84.81	.00	84.81	84.81	Check
399993898 DCG SCHOOL DISTRICT	7/01/19	1	400.00	.00	400.00	400.00	Check
REPORT TOTAL			1204.84	.00	1204.84	1204.84	
WATER			1204.84	.00	1204.84	1204.84	



104 SW 4th Street
Suite B
Des Moines, IA 50309

Invoice

515.218.1477 p

accounting@itsahappymedium.com e

Customer

City of Grimes
Weston Wunder
101 NE Harvey Street
Grimes, IA 50111

Date	Invoice #	Terms	Due Date
9/9/2019	8414		9/9/2019

Description	Amount
Payment 2 of 2 for new branding, logo package, and water tower logo.	9,250.00

Sales Tax (6.0%) \$0.00

Total \$9,250.00

Payments/Credits \$0.00

Invoices not paid when due shall be subject to a late charge of 1.5% per month, 18% per annum, or the highest rate permitted by law.

Balance Due \$9,250.00



*101 NE Hawley, Grimes, Iowa 50111
515.986.3036 Fax: 515.986.3846*

AGENDA MEMO

Item No. X
For Meeting of October 16, 2019

AGENDA HEADING: Jordan Well 201

SYNOPSIS:

Jordan Well 201 causing plugging of R.O. pre-filters. This made for lengthy downtimes and expensive filter changes. Northway inspected the well and it was determined the pump was cavitating down hole. Pump was pulled, inspected and installed to a lower depth. This condition was caused due to continuous heavy pumping.

FISCAL IMPACT: \$24k

N/APREVIOUS COUNCIL ACTION(S):

STAFF/COMMITTEE RECOMMENDATION:

Rochelle Williams

REC'D OCT 08 2019

**The Northway Corporation**

4895 8th Avenue
Marion, IA 52302
319-377-6339

Invoice

Date	Invoice #
9/30/2019	15747

City of Grimes
101 NE Harvey Street
Grimes, IA 50111

P.O. No.	Terms	Due Date	Account #	Project
	Due on receipt	9/30/2019		Jordan Well #201

Description	Qty	U/M	Rate	Amount
Jordan Well 201				
Labor and equipment to pull and install		hr	12,112.50	12,112.50
Shop labor to inspect pump		hr	1,020.00	1,020.00
6 - 8" x 21' Drop pipe	6		1,052.00	6,312.00
30 Feet of 350 MCM submersible cable	30		32.00	960.00
Lot of airline, bandit and tape			3,500.00	3,500.00

Subtotal		\$23,904.50
Sales Tax (0.0%)		\$0.00
Balance Due		\$23,904.50

P.O. No. _____

25869✓

CITY OF GRIMES

101 N. Harvey, Grimes, IA 50111 phone: 515-986-3036 fax: 515-986-3846

PURCHASE REQUEST/PURCHASE ORDER

Source/Supplier The Northway Corporation
Name
4825 8th Avenue, Marion, IA. 52302
Address
319-377-6339
Phone Number/Fax Number

ITEMS	QTY	UNIT PRICE	TOTAL
<u>Repair broken well</u>	<u>1</u>	<u>23,904.50</u>	<u>23,904.50</u>

PURCHASE JUSTIFICATION: _____
610-810-6350

DEPARTMENT: Water

LINE ITEM: _____

BEGINNING BUDGET BALANCE: _____

ENDING BUDGET BALANCE: _____

PURCHASE REQUESTED BY: M. Coilmeyer DATE: 10-9-2019
PURCHASE ORDER APPROVAL AND ASSIGNMENT

Jake Anderson msh
City Administrator Date

cc 10-22-19
Council Approval date: (if over \$5,000)

☐ Purchaser's Copy ☐ Vendor's Copy ☐ File Copy



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- Applicant
- Ownership
- Criminal History
- Applicant Signature
- Local Endorse

Applicant LE0003082, CASEY'S GENERAL STORE #2520, Grimes

After completion click on the NEXT link to continue to the next screen, or the BACK link to return to the previous screen. The navigation links on the top may also be used to move around the application.

Corporation Name/Sole Proprietor	CASEY'S MARKETING COM	(Sole Proprietorship, Partnership, Corporation, etc.)
Name/Partnership Name(s)		
Name of Business (D/B/A)	CASEY'S GENERAL STORE #2520	
Address of Premise	206 E 1ST ST	
Address Line 2:		
City:	Grimes	
County:	Polk	
Zip:	50111	
Business Phone:	(515) 986-5969	Cell / Home Phone:
☐ Same Address		
Mailing Address:	PO BOX 3001	
Mailing Address Line 2:		
City:	ANKENY	State: Iowa
Zip:	50021	
Contact Name:	JESSICA FISHER, STORE OPERATIONS	
Phone:	(515) 446-6404	Email Address: JESSICA.FISHER@CASEY'S

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Iowa Alcoholic Beverages Division
1918 SE Hulsizer Road, Ankeny, IA 50021
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Local 515.281.7400

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- ▶ Applicant
- ▶ **Ownership**
- ▶ Criminal History
- ▶ Applicant Signature
- ▶ Local Endorse

Ownership LE0003082, CASEY'S GENERAL STORE #2520, Grimes

After completion click on the NEXT link to continue to the next screen, or the BACK link to return to the previous screen.

The navigation links on the top may also be used to move around the application.

Corporate applicant's, list all shareholders having 10% or more interest in the corporation and all officers and directors of the corporation regardless of ownership interest. Sole Proprietors shall also include their spouse even if the spouse owns 0% interest. Non-profit corporations or associations need to list officers. Partnerships and Committees not registered with the Secretary of State office will need a trade name filing from their county recorder's office.

If you want to change ownership information at renewal time please finish the renewal with the current ownership listed. When you are finished please go to the Action List and submit an Ownership Update Application along with the license renewal.

Owners:

Name	Address	Percentage	
42-0935283 CASEY'S GENERAL STORE, INC.	PO BOX 3001, ANKENY, IA, 50021	100.00 %	View
JOHN SOUPENE	3150 NW 82ND AVE, ANKENY, IA, 50023	0.00 %	View
JULIA JACKOWSKI	9813 ILTIS DR, URBAN DALE, IA, 50322	0.00 %	View
JAMES PISTILLO	3415-159TH ST, URBAN DALE, IA, 50323	0.00 %	View
MEGAN ELFERS	2689 NW 161ST STREET, CLIVE, IA, 50325	0.00 %	View

1

First Name:		Last Name:	
Address:			
Address Line 2:			
City:		State:	Please Select v
Zip:			
Position:		SS#:	
Date of Birth:		% of Ownership:	
	MM/DD/YYYY		
		U.S. Citizen:	Please Select v
Add			

Please make sure you press "Add" after each owner's information is listed above before pushing the next button.

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- [Criminal History](#)
- [Applicant Signature](#)
- [Local Endorse](#)

Criminal History LE0003082, CASEY'S GENERAL STORE #2520, Grimes

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The navigation links on the top may also be used to move around the application.

Have you ever been convicted of a felony offense in Iowa or any other state of the United States? If yes, list on the next (Violations) screen.

Have any of the owners listed in the ownership screen ever been charged, arrested, indicted, convicted or received a deferred judgment for any violation of any state, county, city, federal or foreign law? All information shall be reported regardless of the disposition, even if dismissed or expunged. Include pending charges. DO NOT include traffic violations, except those that are alcohol related. If yes, list violations on the next (Violations) screen.

If no arrests, indictments, summons or convictions are applicable select "NONE".

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- Applicant
- Ownership
- Criminal History
- Applicant Signature
- Local Endorse

Applicant LE0003170, CASEY'S GENERAL STORE #3746, Grimes

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Corporation Name/Sole Proprietor Name/Partnership Name(s):	CASEY'S MARKETING COM (Sole Proprietorship, Partnership, Corporation, etc.)		
Name of Business (D/B/A):	CASEY'S GENERAL STORE #3746		
Address of Premise:	1650 NE BEAVERBROOKE BLVD		
Address Line 2:			
City:	Grimes		
County:	Polk		
Zip:	50111		
Business Phone:	(515) 300-3265	Cell / Home Phone:	
☐ Same Address			
Mailing Address:	PO BOX 3001		
Mailing Address Line 2:			
City:	ANKENY	State:	Iowa
Zip:	50021		
Contact Name:	JESSICA FISHER-COMSTOCK, STORE OPERATIONS		
Phone:	(515) 446-6404	Email Address:	JESSICA.FISHER@CASEY'S

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- Applicant
- Ownership**
- Criminal History
- Applicant Signature
- Local Endorse

Ownership LE0003170, CASEY'S GENERAL STORE #3746, Grimes

After completion click on the NEXT link to continue to the next screen, or the BACK link to return to the previous screen.

The navigation links on the top may also be used to move around the application.

Corporate applicant's, list all shareholders having 10% or more interest in the corporation and all officers and directors of the corporation regardless of ownership interest. Sole Proprietors shall also include their spouse even if the spouse owns 0% interest. Non-profit corporations or associations need to list officers. Partnerships and Committees not registered with the Secretary of State office will need a trade name filing from their county recorder's office.

If you want to change ownership information at renewal time please finish the renewal with the current ownership listed. When you are finished please go to the Action List and submit an Ownership Update Application along with the license renewal.

Owners:

Name	Address	Percentage	
42-0935283 CASEY'S GENERAL STORE, INC.	PO BOX 3001, ANKENY, IA, 50021	100.00 %	View
JOHN SOUPENE	3150 NW 82ND AVE, ANKENY, IA, 50023	0.00 %	View
JULIA JACKOWSKI	9813 ILTIS DR, URBANDALE, IA, 50322	0.00 %	View
JAMES PISTILLO	3415-159TH ST, URBANDALE, IA, 50323	0.00 %	View
MEGAN ELFERS	2686 NW 161ST STREET, CLIVE, IA, 50325	0.00 %	View

1

First Name:			Last Name:		
Address:					
Address Line 2:					
City:			State:	Please Select ▼	
Zip:					
Position:			SS#:		
Date of Birth:	MM/DD/YYYY		% of Ownership:		
			U.S. Citizen:	Please Select ▼	
Add					

Please make sure you press "Add" after each owner's information is listed above before pushing the next button.

[Prev](#)

[Next](#)

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Help	License Search	License List	On-Demand Reporting	Keg Registration Search	User Profile	Logoff
------	----------------	--------------	---------------------	-------------------------	--------------	--------

- Applicant
- Ownership
- **Criminal History**
- Applicant Signature
- Local Endorse

Criminal History LE0003170, CASEY'S GENERAL STORE #3746, Grimes

After completion click on the **NEXT** link to continue to the next screen, or the **BACK** link to return to the previous screen.

The navigation links on the top may also be used to move around the application.

No ▼

Have you ever been convicted of a felony offense in Iowa or any other state of the United States? If yes, list on the next (Violations) screen.

No ▼

Have any of the owners listed in the ownership screen ever been charged, arrested, indicted, convicted or received a deferred judgment for any violation of any state, county, city, federal or foreign law? All information shall be reported regardless of the disposition, even if dismissed or expunged. Include pending charges. DO NOT include traffic violations, except those that are alcohol related. If yes, list violations on the next (Violations) screen.

None ▼

If no arrests, indictments, summons or convictions are applicable select "NONE".

 **Prev**

Next 

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[Tobacco](#)
[Links](#)
[Contact](#)

[Help](#)
[License Search](#)
[License List](#)
[On-Demand
Reporting](#)
[Keg Registration
Search](#)
[User Profile](#)
[Logoff](#)

- [License](#)
- [Privileges](#)
- [Applicant](#)
- [Status Of Business](#)
- [Ownership](#)
- [Criminal History](#)
- [Premises](#)
- [General Premises](#)
- [Applicant Signature](#)
- [Bond Cert](#)
- [Local Endorse](#)
- [History](#)

Applicant License **LE0003170, CASEY'S GENERAL STORE #3746, Grimes**

After completion click on the **NEXT** link to continue to the next screen, or the **BACK** link to return to the previous screen.

The navigation links on the top may also be used to move around the application.

LENGTH OF LICENSE REQUESTED:

(Choose one of the following):

- ☒ [12 month](#)
- ☐ [8 month](#)
- ☐ [6 month](#)
- ☐ [14 day](#)
- ☐ [5 day](#)

License Status: [Submitted to Local Authority](#)

Original issue date of license: [MM/DD/YYYY](#)

Issue date of current license: [MM/DD/YYYY](#)

License effective date: [MM/DD/YYYY](#)

License expiration date: [MM/DD/YYYY](#)

Number of days notice:

70 day notice:

Cancel date: [MM/DD/YYYY](#)

Licensees with an effective date of September 1, 2015 or after, will be required to use the Iowa Alcoholic Beverages Division's online web portal or EDI for placing liquor orders. Once your renewal application has been submitted, more information will be emailed to the email address entered on the applicant screen under contact email address.

To move forward with your application, click on the box as acknowledgment of reading the above. ☐

[Prev](#)

[Next](#)

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[Alcohol](#)
[Tobacco](#)
[Links](#)
[Contact](#)[Help](#)[License Search](#)[License List](#)[On-Demand
Reporting](#)[Keg Registration
Search](#)[User Profile](#)[Logoff](#)

- [License](#)
- [Privileges](#)
- [Applicant](#)
- [Status Of Business](#)
- [Ownership](#)
- [Criminal History](#)
- [Premises](#)
- [General Premises](#)
- [Applicant Signature](#)
- [Bond Cert](#)
- [Local Endorse](#)
- [History](#)

Privileges LE0003170, CASEY'S GENERAL STORE #3746, Grimes

After completion click on the NEXT link to continue to the next screen, or the BACK link to return to the previous screen.

The navigation links on the top may also be used to move around the application.

Select one or more of the privileges you wish to have for your Class E Liquor License (LE). If no privileges are applicable please leave all boxes unchecked and hit the next button.

PRIVILEGES:

- ☐ [Class B Native Wine Permit](#)
- ☒ [Class B Wine Permit \(Carryout Wine - Includes Native Wine\)](#)
- ☒ [Class C Beer Permit \(Carryout Beer\)](#)
- ☐ [Living Quarters](#)
- ☐ [Outdoor Service](#)
- ☒ [Sunday Sales](#)

[Prev](#)[Next](#)

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Home
About
Alcohol
Tobacco
Links
Contact

Help

License Search

License List

On-Demand
Reporting

Keg Registration
Search

User Profile

Logoff

- License
- Privileges
- Applicant
- Status Of Business
- **Ownership**
- Criminal History
- Premises
- General Premises
- Applicant Signature
- Bond Cert
- Local Endorse
- History

Ownership LE0003170, CASEY'S GENERAL STORE #3746, Grimes

After completion click on the NEXT link to continue to the next screen, or the BACK link to return to the previous screen.

The navigation links on the top may also be used to move around the application.

Corporate applicant's, list all shareholders having 10% or more interest in the corporation and all officers and directors of the corporation regardless of ownership interest. Sole Proprietors shall also include their spouse even if the spouse owns 0% interest. Non-profit corporations or associations need to list officers. Partnerships and Committees not registered with the Secretary of State office will need a trade name filing from their county recorder's office.

If you want to change ownership information at renewal time please finish the renewal with the current ownership listed. When you are finished please go to the Action List and submit an Ownership Update Application along with the license renewal.

Owners:

Name	Address	Percentage	
42-0935283 CASEY'S GENERAL STORE, INC.	PO BOX 3001, ANKENY, IA, 50021	100.00 %	View
Michael Richardson	4865 COPPER CREEK DR, PLEASANT HILL, IA, 50327	0.00 %	View
JOHN SOUPENE	3150 NW 82ND AVE, ANKENY, IA, 50023	0.00 %	View
JULIA JACKOWSKI	9813 ILTIS DR, URBANDALE, IA, 50322	0.00 %	View
JAMES PISTILLO	3415-159TH ST, URBANDALE, IA, 50323	0.00 %	View

1

First Name:		Last Name:	
Address:			
Address Line 2:			
City:		State:	Please Select v
Zip:			
Position:		SS#:	
Date of Birth:		% of Ownership:	
	MM/DD/YYYY		
		U.S. Citizen:	Please Select v
Add			

Please make sure you press "Add" after each owner's information is listed above before pushing the next button.

[Prev](#)

[Next](#)

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[About](#)
[Alcohol](#)
[Tobacco](#)
[Links](#)
[Contact](#)[Help](#)[License Search](#)[License List](#)[On-Demand
Reporting](#)[Keg Registration
Search](#)[User Profile](#)[Logoff](#)

- [License](#)
- [Privileges](#)
- [Applicant](#)
- [Status Of Business](#)
- [Ownership](#)
- [Criminal History](#)
- [Premises](#)
- [General Premises](#)
- [Applicant Signature](#)
- [Bond Cert](#)
- [Local Endorse](#)
- [History](#)

Criminal History LE0003170, CASEY'S GENERAL STORE #3746, Grimes

After completion click on the NEXT link to continue to the next screen, or the BACK link to return to the previous screen.

The navigation links on the top may also be used to move around the application.

☐ No

Since this license was last issued, has anyone listed in the ownership screen been convicted of a felony offense in Iowa or any other state of the United States? If yes, list on the next (Violations) screen.

☐ No

Since the license was last issued, have any of the owners listed in the ownership screen been charged, arrested, indicted, convicted or received a deferred judgment for any violation of any state, county, city, federal or foreign law? All information shall be reported regardless of the disposition, even if dismissed or expunged. Include pending charges. DO NOT include traffic violations, except those that are alcohol related. If yes, list violations on the next (Violations) screen.

☐ None

If no arrests, indictments, summons or convictions are applicable since the license was last issued, select 'NONE'.

[Prev](#)[Next](#)

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[About](#)
[Alcohol](#)
[Tobacco](#)
[Links](#)
[Contact](#)[Help](#)[License Search](#)[License List](#)[On-Demand
Reporting](#)[Keg Registration
Search](#)[User Profile](#)[Logoff](#)[➤ License](#)[➤ Privileges](#)[➤ Applicant](#)[➤ Status Of Business](#)[➤ Ownership](#)[➤ Criminal History](#)[➤ Premises](#)[➤ General Premises](#)[➤ Applicant Signature](#)[➤ Dram Cert](#)[➤ Local Endorse](#)[➤ History](#)

Applicant License LC0038829, Rehab Bar & Grill, Grimes

After completion click on the NEXT link to continue to the next screen, or the BACK link to return to the previous screen.

The navigation links on the top may also be used to move around the application.

LENGTH OF LICENSE REQUESTED:

(Choose one of the following):

☒ 12 month☐ 8 month☐ 6 month☐ 14 day☐ 5 day

License Status: Pending Dram Shop

Original issue date of
license: 12/01/2011 MM/DD/YYYY

Issue date of current
license: MM/DD/YYYY

License effective
date: 12/02/2019 MM/DD/YYYY

License expiration
date: 12/01/2020 MM/DD/YYYY

Number of days
notice: 0

70 day notice: 0

Cancel date: MM/DD/YYYY

[⏪ Prev](#)[Next ⏩](#)

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- [Home](#)
- [About](#)
- [Alcohol](#)
- [Tobacco](#)
- [Links](#)
- [Contact](#)

Help

License Search

License List

On-Demand Reporting

Keg Registration Search

User Profile

Logoff

- License
- Privileges
- Applicant
- Status Of Business
- Ownership
- Criminal History
- Premises
- General Premises
- Applicant Signature
- Dram Cert
- Local Endorse
- History

Privileges LC0038829, Rehab Bar & Grill, Grimes

After completion click on the **NEXT** link to continue to the next screen, or the **BACK** link to return to the previous screen.

The navigation links on the top may also be used to move around the application.

Select one or more of the privileges you wish to have for your Class C Liquor License (LC) (Commercial). If no privileges are applicable please leave all boxes unchecked and hit the next button.

PRIVILEGES:

- | | |
|-------------------------------------|--|
| ☐ | Brew Pub |
| ☐ | Catering Privilege |
| ☐ | Class B Native Wine Permit |
| ☐ | Class B Wine Permit (Carryout Wine - Includes Native Wine) |
| ☐ | Living Quarters |
| ☐ | Outdoor Service |
| ☒ | Sunday Sales |

 PrevNext

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------	----------------	--------------	---------------------	-------------------------	--------------	--------

- License
- Privileges
- Applicant
- Status Of Business
- Ownership
- **Criminal History**
- Premises
- General Premises
- Applicant Signature
- Dram Cert
- Local Endorse
- History

Criminal History LC0038829, Rehab Bar & Grill, Grimes

After completion click on the **NEXT** link to continue to the next screen, or the **BACK** link to return to the previous screen.
The navigation links on the top may also be used to move around the application.

No ▾

Since this license was last issued, has anyone listed in the ownership screen been convicted of a felony offense in Iowa or any other state of the United States? If yes, list on the next (Violations) screen.

No ▾

Since the license was last issued, have any of the owners listed in the ownership screen been charged, arrested, indicted, convicted or received a deferred judgment for any violation of any state, county, city, federal or foreign law? All information shall be reported regardless of the disposition, even if dismissed or expunged. Include pending charges. DO NOT include traffic violations, except those that are alcohol related. If yes, list violations on the next (Violations) screen.

None ▾

If no arrests, indictments, summons or convictions are applicable since the license was last issued, select 'NONE'.

Prev

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[Tobacco](#)
[Links](#)
[Contact](#)[Help](#)[License Search](#)[License List](#)[On-Demand
Reporting](#)[Keg Registration
Search](#)[User Profile](#)[Logoff](#)

- ▶ [License](#)
- ▶ [Privileges](#)
- ▶ [Applicant](#)
- ▶ [Status Of Business](#)
- ▶ [Ownership](#)
- ▶ [Criminal History](#)
- ▶ [Premises](#)
- ▶ [General Premises](#)
- ▶ [Applicant Signature](#)
- ▶ [Dram Cert](#)
- ▶ [Local Endorse](#)
- ▶ [History](#)

Premises Information **LC0038829, Rehab Bar & Grill, Grimes**

After completion click on the **NEXT** link to continue to the next screen, or the **BACK** link to return to the previous screen.

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Has the premises configuration changed since last year?

No

Control of
premises:

Own ☒

Lease ☐

Other ☐

explain:

Premises
type:

Bar/Tavern

Local
Authority:

City

License
City:

Grimes

License
County:

Polk

City Population: 8246

County
Population: 430640

Dram Shop:

Founders Insurance Company

[Prev](#)

[Next](#)

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Resolution #10-1219 "A Resolution Approving Personnel Transactions"

WHEREAS, the City Administrator recommends the following additions and/or amendments to the payroll.

NOW THEREFORE, be it resolved by the City Council of the City of Grimes, Iowa that:

Section 1. Pursuant to the collective bargaining agreement in place for the American Federation of State, County and Municipal Employees, Public Works part-time employee Nicholas Duckett was hired as a full time Street Tech I at \$18.57 per hour.

PASSED AND APPROVED this 22nd day of October, 2019.

Mayor Scott Mikkelsen

ATTEST:

Rochelle Williams, City Clerk

Contractor's Application for Payment No. 20

Project:	S James Street & SE 37th Street Improvements From (Contractor):	Absolute Concrete	Application Date:	10/15/2019
To (Owner):	City of Grimes	Owner's Project No.:	Period From:	8/13/2019
Via (Engineer):	FOX Engineering	Engineer's Proj. No.:	Period To:	9/10/2019

No.	Date Approved	Additions	Deductions
1	5/8/2018	\$900.00	-\$5,000.00
2	7/10/2018	\$1,870.00	
3	8/14/2018	\$5,760.00	
4	1/22/2019	\$84,358.25	-\$30,619.50
5	8/13/2019	\$4,920.00	-\$16,419.50
6	10/15/2019	\$21,134.00	-\$10,074.65
TOTALS		\$118,942.25	-\$62,113.65
NET CHANGE BY CHANGE ORDERS			\$56,828.60

- | | | |
|---|----|--------------|
| 1. ORIGINAL CONTRACT PRICE..... | \$ | 2,235,507.50 |
| 2. Net change by Change Orders..... | \$ | 56,828.60 |
| 3. Current Contract Price (Line 1 + 2)..... | \$ | 2,292,336.10 |
| 4. TOTAL COMPLETED AND STORED TO DATE
(Column F on Progress Estimate)..... | \$ | 2,292,336.10 |
| 5. RETAINAGE: | | |
| a. 3% X \$2,292,336.10 Work Completed..... | \$ | 68,770.08 |
| b. 3% X _____ Stored Material..... | \$ | |
| c. Less Total Retainage Released Early..... | \$ | 38,770.08 |
| d. Total Retainage (Line 5a + Line 5b - Line 5c)..... | \$ | 30,000.00 |
| 6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)..... | \$ | 2,262,336.10 |
| 7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... | \$ | 2,251,276.75 |
| 8. AMOUNT DUE THIS APPLICATION..... | \$ | 11,059.35 |
| 9. BALANCE TO FINISH, PLUS RETAINAGE
(Column G on Progress Estimate + Line 5 above)..... | \$ | 30,000.00 |

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: Eli Hartog *[Signature]* Date: 10/07/2019

Payment of \$ 11,059.35
(Line 8 or other - attach explanation of the other amount)

Is recommended by: Joshi. M. B. Joshi 10/08/19
(Engineer) (Date)

Payment of \$ \$11,059.35
(Line 8 or other - attach explanation of the other amount)

Is approved by: _____ (Owner) _____ (Date)

Endorsed by the Construction Specifications Institute.

Progress Estimate

Contractor's Application

For (contract):		S James Street & SE 37th Street Improvements										DOT Proj. No.: STP-U-3125(616)--70-77				Application Number: 20			
Contractor:		Absolute Concrete										Engineer's Proj. No.: 1005-17B				Application Date: 10/15/2019			
A			B										C	D	E	F		G	
Item			Bid Quantity	CO 01	CO 02	CO 03	CO 04	CO 05	CO 06	Unit	Unit Price	Bid Value	Estimated Quantity Installed	Value	Materials Presently Stored (not in	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)	
Bid Item No.	Item Code	Description																	
1	2102-0425071	SPECIAL BACKFILL	60.1				28.9			CY	\$ 100.00	\$8,900.00	89.00	\$8,900.00		\$8,900.00	100.0%		
2	2102-2625000	EMBANKMENT-IN-PLACE	8556.0							CY	\$ 10.00	\$85,560.00	8,556.00	\$85,560.00		\$85,560.00	100.0%		
3	2102-2710070	EXCAVATION, CLASS 10, ROADWAY AND BORROW	3872.0							CY	\$ 3.00	\$11,616.00	3,872.00	\$11,616.00		\$11,616.00	100.0%		
4	2105-8425015	TOPSOIL, STRIP, SALVAGE AND SPREAD	5480.0							CY	\$ 5.00	\$27,400.00	5,480.00	\$27,400.00		\$27,400.00	100.0%		
5	2109-8225100	SPECIAL COMPACTION OF SUBGRADE	39.0							STA	\$ 1,000.00	\$39,000.00	39.00	\$39,000.00		\$39,000.00	100.0%		
6	2115-0100000	MODIFIED SUBBASE	3182.0							CY	\$ 45.00	\$143,190.00	3,182.00	\$143,190.00		\$143,190.00	100.0%		
7	2123-7450020	SHOULDER FINISHING, EARTH STANDARD OR SLIP FORM PORTLAND CEMENT CONCRETE	65.7							STA	\$ 250.00	\$16,425.00	65.70	\$16,425.00		\$16,425.00	100.0%		
8	2301-1033085	PAVEMENT, CLASS C, CLASS 3 DURABILITY, 8.5 IN. STANDARD OR SLIP FORM PORTLAND CEMENT CONCRETE	13990.0				-233.9			SY	\$ 50.00	\$687,805.00	13,756.10	\$687,805.00		\$687,805.00	100.0%		
9	2301-1033095	PAVEMENT, CLASS C, CLASS 3 DURABILITY, 9.5 IN.	3673.0				287.5			SY	\$ 65.00	\$257,432.50	3,960.50	\$257,432.50		\$257,432.50	100.0%		
10	2301-4875006	MEDIAN, P.C. CONCRETE, 6 IN.	254.5				280.5			SY	\$ 165.00	\$88,275.00	535.00	\$88,275.00		\$88,275.00	100.0%		
11	2301-6911722	PORTLAND CEMENT CONCRETE PAVEMENT SAMPLES	1.0	-1.0						LS	\$ 5,000.00								
12	2401-6745650	REMOVAL OF EXISTING STRUCTURES	1.0							LS	\$ 2,000.00	\$2,000.00	1.00	\$2,000.00		\$2,000.00	100.0%		
13	2401-6745910	REMOVAL OF SIGN	8.0							EACH	\$ 75.00	\$600.00	8.00	\$600.00		\$600.00	100.0%		
14	2416-0100024	APRON, CONC, 24"	1.0							EACH	\$ 3,500.00	\$3,500.00	1.00	\$3,500.00		\$3,500.00	100.0%		
15	2416-0100030	APRON, CONC, 36"	1.0							EACH	\$ 4,500.00	\$4,500.00	1.00	\$4,500.00		\$4,500.00	100.0%		
16	2435-0140148	MANHOLE, STORM SEWER, SW-401, 48 IN.	2.0							EACH	\$ 3,800.00	\$7,600.00	2.00	\$7,600.00		\$7,600.00	100.0%		
17	2435-0250100	INTAKE, SW-501	1.0							EACH	\$ 2,250.00	\$2,250.00	1.00	\$2,250.00		\$2,250.00	100.0%		
18	2435-0250700	INTAKE, SW-507	8.0							EACH	\$ 4,000.00	\$32,000.00	8.00	\$32,000.00		\$32,000.00	100.0%		
19	2435-0250800	INTAKE, SW-508	3.0							EACH	\$ 14,000.00	\$42,000.00	3.00	\$42,000.00		\$42,000.00	100.0%		
20	2435-0250900	INTAKE, SW-509	4.0							EACH	\$ 6,000.00	\$24,000.00	4.00	\$24,000.00		\$24,000.00	100.0%		
21	2435-0251000	INTAKE, SW-510	1.0							EACH	\$ 17,000.00	\$17,000.00	1.00	\$17,000.00		\$17,000.00	100.0%		
22	2435-0251224	INTAKE, SW-512, 24 IN.	1.0							EACH	\$ 2,500.00	\$2,500.00	1.00	\$2,500.00		\$2,500.00	100.0%		
23	2435-0600020	MANHOLE ADJUSTMENT, MAJOR	1.0							EACH	\$ 1,000.00	\$1,000.00	1.00	\$1,000.00		\$1,000.00	100.0%		
24	2502-8212204	SUBDRAIN, PERFORATED PLASTIC PIPE, 4 IN. DIA.	1631.0				-81.0			LF	\$ 11.00	\$17,950.00	1,550.00	\$17,950.00		\$17,950.00	100.0%		
25	2502-8221006	SUBDRAIN RISER, 6 IN., AS PER PLAN	7.0							EACH	\$ 800.00	\$5,600.00	7.00	\$5,600.00		\$5,600.00	100.0%		
26	2503-0114215	CONCRETE PIPE (RCP), 2000D (CLASS III), 15 IN. STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED	258.0				59.0			LF	\$ 48.00	\$15,216.00	317.00	\$15,216.00		\$15,216.00	100.0%		
27	2503-0114218	CONCRETE PIPE (RCP), 2000D (CLASS III), 18 IN. STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED	24.0				-5.0			LF	\$ 55.00	\$1,045.00	19.00	\$1,045.00		\$1,045.00	100.0%		
28	2503-0114224	CONCRETE PIPE (RCP), 2000D (CLASS III), 24 IN. STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED	485.0							LF	\$ 88.00	\$42,680.00	485.00	\$42,680.00		\$42,680.00	100.0%		
29	2503-0114236	CONCRETE PIPE (RCP), 2000D (CLASS III), 36 IN.	154.0							LF	\$ 150.00	\$23,100.00	154.00	\$23,100.00		\$23,100.00	100.0%		
30	2503-0200036	REMOVE STORM SEWER PIPE LESS THAN OR EQUAL TO 36 IN.	124.0							LF	\$ 40.00	\$4,960.00	124.00	\$4,960.00		\$4,960.00	100.0%		
31	2507-3250005	ENGINEERING FABRIC	9.0							SY	\$ 50.00	\$450.00	9.00	\$450.00		\$450.00	100.0%		
32	2507-6800042	REVEITEMENT, CLASS D	15.0				0.9			TON	\$ 100.00	\$1,590.00	15.90	\$1,590.00		\$1,590.00	100.0%		
33	2510-6745850	REMOVAL OF PAVEMENT	3215.0							SY	\$ 10.00	\$32,150.00	3,215.00	\$32,150.00		\$32,150.00	100.0%		
34	2511-0300000	REMOVAL OF RECREATIONAL TRAIL	2868.0							SY	\$ 10.00	\$28,680.00	2,868.00	\$28,680.00		\$28,680.00	100.0%		

Progress Estimate

For (contract): S James Street & SE 37th Street Improvements
Contractor: Absolute Concrete

DOT Proj. No.: STP-U-3125(616)--70-77
Engineer's Proj. No.: 1005-17B

Contractor's Application

Application Number: 20
Application Date: 10/15/2019

A			B										C	D	E	F		G
Item			Bid Quantity	CO 01	CO 02	CO 03	CO 04	CO 05	CO 06	Unit	Unit Price	Bid Value	Estimated Quantity Installed	Value	Materials Presently Stored (not in)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
35	2511-0302500	RECREATIONAL TRAIL, PORTLAND CEMENT CONCRETE, 5 IN.	3119.0				329.5			SY	\$ 37.50	\$129,318.75	3,448.50	\$129,318.75		\$129,318.75	100.0%	
36	2511-0310100	SPECIAL COMPACTION OF SUBGRADE FOR RECREATIONAL TRAIL	31.2							STA	\$ 225.00	\$7,020.00	31.20	\$7,020.00		\$7,020.00	100.0%	
37	2511-7528101	DETECTABLE WARNINGS	95.0			120.0	24.0			SF	\$ 48.00	\$11,520.00	240.00	\$11,520.00		\$11,520.00	100.0%	
38	2518-6910000	SAFETY CLOSURE	11.0	4.0						EACH	\$ 225.00	\$3,375.00	15.00	\$3,375.00		\$3,375.00	100.0%	
39	2525-0000100	TRAFFIC SIGNALIZATION	1.0							LS	\$205,000.00	\$205,000.00	1.00	\$205,000.00		\$205,000.00	100.0%	
40	2527-9263109	PAINTED PAVEMENT MARKING, WATERBORNE OR SOLVENT-BASED	166.2							STA	\$ 65.00	\$10,803.00	166.20	\$10,803.00		\$10,803.00	100.0%	
41	2527-9263137	PAINTED SYMBOLS AND LEGENDS, WATERBORNE OR SOLVENT-BASED	16.0				-4.0			EACH	\$ 110.00	\$1,320.00	12.00	\$1,320.00		\$1,320.00	100.0%	
42	2527-9263180	PAVEMENT MARKINGS REMOVED	12.8				0.8			STA	\$ 85.00	\$1,156.00	13.60	\$1,156.00		\$1,156.00	100.0%	
43	2527-9270111	GROOVES CUT FOR PAVEMENT MARKINGS	109.1				-12.3			STA	\$ 75.00	\$7,260.00	96.80	\$7,260.00		\$7,260.00	100.0%	
44	2527-9270120	GROOVES CUT FOR SYMBOLS AND LEGENDS	16.0				-4.0			EACH	\$ 110.00	\$1,320.00	12.00	\$1,320.00		\$1,320.00	100.0%	
45	2528-8445110	TRAFFIC CONTROL	1.0		0.075					LS	\$25,000.00	\$26,870.00	1.07	\$26,870.00		\$26,870.00	100.0%	
46	2528-8445113	FLAGGER	10.0				-8.0			EACH	\$ 462.00	\$924.00	2.00	\$924.00		\$924.00	100.0%	
47	2528-9290050	PORTABLE DYNAMIC MESSAGE SIGN (PDMS)	15.0				-7.0			CDAY	\$ 100.00	\$800.00	8.00	\$800.00		\$800.00	100.0%	
48	2533-4980005	MOBILIZATION	1.0							LS	\$59,000.00	\$59,000.00	1.00	\$59,000.00		\$59,000.00	100.0%	
49	2552-0000210	TRENCH FOUNDATION	100.0				-100.0			TDN	\$ 35.00							
50	2552-0000220	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	200.0				-200.0			CY	\$ 20.00							
51	2552-0000300	TRENCH COMPACTION TESTING	1.0						-1.0	LS	\$ 7,500.00							
52	2554-0212020	VALVE BOX EXTENSION	11.0							EACH	\$ 200.00	\$2,200.00	11.00	\$2,200.00		\$2,200.00	100.0%	
53	2554-0212030	VALVE BOX REPLACEMENT	1.0							EACH	\$ 500.00	\$500.00	1.00	\$500.00		\$500.00	100.0%	
54	2599-9999005	FIRE HYDRANT RELOCATION	1.0							EACH	\$ 2,500.00	\$2,500.00	1.00	\$2,500.00		\$2,500.00	100.0%	
55	2599-9999009	GRIND CURB	178.0				-178.0			LF	\$ 20.00							
56	2599-9999009	SUBDRAIN, TRENCHED, 15 IN. DIA.	1075.0							LF	\$ 25.00	\$26,875.00	1,075.00	\$26,875.00		\$26,875.00	100.0%	
57	2599-9999009	SUBDRAIN, TRENCHED, 18 IN. DIA.	329.0							LF	\$ 35.00	\$11,515.00	329.00	\$11,515.00		\$11,515.00	100.0%	
58	2599-9999009	SUBDRAIN, TRENCHED, 24 IN. DIA.	271.0							LF	\$ 55.00	\$14,905.00	271.00	\$14,905.00		\$14,905.00	100.0%	
59	2599-9999009	SUBDRAIN, TRENCHED, 36 IN. DIA.	376.0							LF	\$ 120.00	\$45,120.00	376.00	\$45,120.00		\$45,120.00	100.0%	
60	2599-9999010	RESET PROPERTY PINS	1.0							LS	\$ 4,900.00	\$4,900.00	1.00	\$4,900.00		\$4,900.00	100.0%	
61	2601-2634150	MULCHING, WOOD CELLULOSE FIBER	3.60				2.46			ACRE	\$ 2,000.00	\$12,120.00	6.06	\$12,120.00		\$12,120.00	100.0%	
62	2601-2636044	SEEDING AND FERTILIZING (URBAN)	3.60				-1.14			ACRE	\$ 1,500.00	\$3,690.00	2.46	\$3,690.00		\$3,690.00	100.0%	
63	2601-2638352	SLOPE PROTECTION, WOOD EXCELSIOR MAT	14.0				-14.0			SQ	\$ 50.00							
64	2602-0000020	SILT FENCE	4616.0				-2730.0			LF	\$ 1.50	\$2,829.00	1,886.00	\$2,829.00		\$2,829.00	100.0%	
65	2602-0000071	REMOVAL OF SILT FENCE OR SILT FENCE FOR DITCH CHECKS	4616.0				-2730.0			LF	\$ 0.25	\$471.50	1,886.00	\$471.50		\$471.50	100.0%	
66	2602-0000101	MAINTENANCE OF SILT FENCE OR SILT FENCE FOR DITCH CHECK	4616.0				-4616.0			LF	\$ 0.25							
67	2602-0000150	STABILIZED CONSTRUCTION ENTRANCE	175.0							LF	\$ 8.60	\$1,505.00	175.00	\$1,505.00		\$1,505.00	100.0%	
68	2602-0000309	PERIMETER AND SLOPE SEDIMENT CONTROL DEVICE, 9 IN. DIA.	532.0				-392.0			LF	\$ 2.50	\$350.00	140.00	\$350.00		\$350.00	100.0%	

Progress Estimate

Contractor's Application

Contractor's Application

For (contract): S James Street & SE 37th Street Improvements			DOT Proj. No.: STP-U-3125(616)--70-77										Application Number: 20					
Contractor: Absolute Concrete			Engineer's Proj. No.: 1005-17B										Application Date: 10/15/2019					
A			B										C	D	E	F		G
Item													Estimated		Materials	Total Completed	%	Balance to
Bid Item No.	Item Code	Description	Bid Quantity	CO 01	CO 02	CO 03	CO 04	CO 05	CO 06	Unit	Unit Price	Bid Value	Quantity Installed	Value	Presently Stored (net in	and Stored to Date (D + E)	(F / B)	Finish (B - F)
69	2602-0000350	REMOVAL OF PERIMETER AND SLOPE SEDIMENT CONTROL DEVICE	532.0					-392.0		LF	\$ 0.25	\$35.00	140.00	\$35.00		\$35.00	100.0%	
70	2602-0010010	MOBILIZATIONS, EROSION CONTROL	10.0					-6.0	1.0	EACH	\$ 500.00	\$2,500.00	5.00	\$2,500.00		\$2,500.00	100.0%	
71	2602-0010020	MOBILIZATIONS, EMERGENCY EROSION CONTROL (PRICE ADJUSTMENT) - NON-COMPLYING TRAFFIC CONTROL	4.0					-4.0		EACH	\$ 1,000.00							
72	6200-5000081	(SLIDING SCALE SUGGESTED - CONSTRUCTION MANUAL 2.53)	1.0							EACH	\$ (500.00)	-\$500.00	1.00	-\$500.00		-\$500.00	100.0%	
8001	2301-7000110	PAYMENT ADJUSTMENT INCENTIVE/DISINCENTIVE FOR PCC PAVEMENT THICKNESS (BY SCHEDULE)	1.0							LS	\$ 18,059.35	\$18,059.35	1.00	\$18,059.35		\$18,059.35	100.0%	
Totals												\$2,292,336.10		\$2,292,336.10		\$2,292,336.10	100.0%	



*101 NE Hawley, Grimes, Iowa 50111
515.986.3036 Fax 515.986.3846*

AGENDA MEMO

Item No. ____

For Meeting on October 15, 2019

AGENDA HEADING: S James & SE 37th St Improvements – Change Order #6 for (\$11,059.35)

SYNOPSIS: During the IDOT Audit, FOX discovered the contractor did not request an erosion control mobilization payment for the seeding that was completed in May of this year. The contractor was unable to provide the trench compaction test results and will therefore not be paid for the trench compaction testing item. The contractor earned a total of \$18,059.35 in pavement thickness incentives, as reported by the DOT.

FISCAL IMPACT: The Engineer's estimated cost for this project was \$2,698,316. The original contract price was \$2,235,508. There have been a total of 6 change orders with a net increase of \$56,828.60, which is 2.5% of the contract price. The adjusted contract price is \$2,292,336.10.

PREVIOUS COUNCIL ACTION(S): N/A

BOARD/COMMISSION ACTION(S): N/A

STAFF/COMMITTEE RECOMMENDATION: Move to accept Change Order #6 in the amount of \$11,059.35.

CHANGE ORDER
For Local Public Agency Projects

No.: 06

Non-Substantial: ☒

Substantial: ☐

Administering Office
Concurrence Date

Accounting ID No. (5-digit number): 35077

Project Number: STP-U-3125(616)--70-77

Contract Work Type: PCC Pavement - Widening, Traffic

Local Public Agency: City of Grimes

Contractor: Absolute Concrete

Date Prepared: August 22, 2019

You are hereby authorized to make the following changes to the contract documents.

A - Description of change to be made:

0510.) Remove Item 2552-0000300 TRENCH COMPACTION TESTING

0700.) Increase Item 2602-0010010 MOBILIZATIONS, EROSION CONTROL

8001.) Add Item 2301-7000110 PAYMENT ADJUSTMENT INCENTIVE/DISINCENTIVE FOR PCC PAVEMENT THICKNESS
(BY SCHEDULE)

B - Reason for change:

0510.) Contractor did not complete the trench compaction testing.

0700.) Contractor did not submit request for mobilization payment prior to adjustment of final quantities.

8001.) Contractor needs to be paid for pavement thickness incentives.

C - Settlement for cost(s) of change as follows with items addressed in Sections F and/or G:

0510.) Decrease contract price by 1 LS @ \$7,500.00

0700.) Increase contract price by 1 EA @ \$500.00 EA

8001.) See attached sheets - net increase of \$18,059.35

The net change for this Change order is an increase of \$11,059.35

D - Justification for cost(s) (See I.M. 3.805, Attachment D, Chapter 2.36, for acceptable justification):

0510.) Contract Unit Price

0700.) Contract Unit Price

8001.) Pavement thickness reports, by schedule

E - Contract time adjustment:

☒ No Working Days added

☐ Working Days added: _____

☐ Unknown at this time

Justification for selection:
No increase in work.

F - Items included in contract:

Participating				For deductions enter as "-x.xx"		
Federal-aid	State-aid	Line Number	Item Description	Unit Price .xx	Quantity .xxx	Amount .xx
X		0510	2552-0000300 TRENCH COMPACTION TESTING	\$1.00	-7,500.000	-\$7,500.00
X		0700	2602-0010010 MOBILIZATIONS, EROSION CONTROL	\$500.00	1.000	\$500.00
				Add Row	Delete Row	TOTAL
						-\$7,000.00

G - Items not included in contract:

Participating					For deductions enter as "-x.xx"		
Federal-aid	State-aid	Change Number	Item Number	Item Description	Unit Price .xx	Quantity .xxx	Amount .xx
X		8001	2301-7000110	PAYMENT ADJUSTMENT INCENTIVE/DISINCENTIVE FOR PCC PAVEMENT THICKNESS (BY SCHEDULE)	\$20,634.00	1.000	\$20,634.00
X		8001	2301-7000110	PAYMENT ADJUSTMENT INCENTIVE/DISINCENTIVE FOR PCC PAVEMENT THICKNESS (BY SCHEDULE)	\$2,574.65	-1.000	-\$2,574.65
				Add Row	Delete Row	TOTAL	\$18,059.35

H. Signatures

Accounting ID No.(5-digit number): 35077

Agreed:

Eli Hartog
Contractor

10/07/2019
Date

Change Order No.: 06

Recommended:

J. M. B. Fisk
Project Engineer

10/7/19
Date

Approved:

Person in Responsible Charge

Date

Other (optional)

Title

Date

Contracting Authority (optional)

Date

Other (optional)

Title

Date

Iowa DOT Administering Office

Date

Approval is contingent upon funds being available under the existing project agreement or upon additional Federal-aid funds being made available by a modified project agreement.

FHWA Concurrence:

Federal Highway Division Administration
(if required)

Date

DISTRIBUTION (after fully executed on LPA projects): Original - Finance; Copies - Contractor, Project Engineer, Contracting Authority, Administering Office.

Date distributed: _____

Initials: _____

**IOWA DEPARTMENT OF TRANSPORTATION
ACCEPTANCE AND ASSURANCE TESTING OF PCC CORE THICKNESS
OFFICE OF CONSTRUCTION AND MATERIALS**

PROJECT # : STP-U-3125(616)--70-77

CONTRACTOR : Absolute Concrete Construction

ACCOUNTING ID # : 77-3125-616

COUNTY : POLK

OF SECTIONS ON PROJECT : 1

THIS SECTOIN # : 1

OF LOTS IN THIS SECTION : 10

LOCATIONS BY :

MEASURED BY : Dave Niethers Gage 15

DME: Gregg Durbin

RCE:

REMARKS : Brian Burr CI 210 Gage 16

SUBBASE TYPE: Modified

CORRECTION: 0.25

PAY SUMMARY

DESIGN THICKNESS :	8.5
ORIGINAL AVERAGE THICKNESS OF ALL CORES IN SECTION :	9.29
ORIGINAL STANDARD DEV. (N-1) OF SECTION :	0.52
ORIGINAL TI INDEX FOR PCC THICKNESS :	0.28
ORIGINAL % PAYMENT OF SECTION :	103
NUMBER OF DEFICIENT DEPTH CORES :	0
NUMBER OF CORES 3 STDEV THICKER THAN PLAN THICKNESS :	1
10% OF ALL CORES IN SECTION (maximum that can be removed) :	1
ADJUSTED AVERAGE THICKNESS OF ALL CORES IN SECTION :	
ADJUSTED STANDARD DEV. (N-1) OF SECTION :	
ADJUSTED TI INDEX FOR PCC THICKNESS :	
ADJUSTED % PAYMENT OF SECTION :	
DOLLAR INCENTIVE OR DISINCENTIVE :	\$20,634.00

**IOWA DEPARTMENT OF TRANSPORTATION
ACCEPTANCE AND ASSURANCE TESTING OF PCC CORE THICKNESS
OFFICE OF CONSTRUCTION AND MATERIALS**

PROJECT # : STP-U-3125(616)--70-77

CONTRACTOR : Absolute Concrete Construction

ACCOUNTING ID # : 77-3125-616

COUNTY : POLK

OF SECTIONS ON PROJECT : 1

THIS SECTOIN # : 1

OF LOTS IN THIS SECTION : 10

LOCATIONS BY : Dave Niethers Gage 15

MEASURED BY : Gregg Durbin

DME: _____

RCE: Brian Burr CI 210 Gage 16

REMARKS :

SUBBASE TYPE: Modified

CORRECTION: 0.25

PAY SUMMARY

DESIGN THICKNESS :	9.5
ORIGINAL AVERAGE THICKNESS OF ALL CORES IN SECTION :	10.01
ORIGINAL STANDARD DEV. (N-1) OF SECTION :	0.70
ORIGINAL TI INDEX FOR PCC THICKNESS :	-0.18
ORIGINAL % PAYMENT OF SECTION :	99
NUMBER OF DEFICIENT DEPTH CORES :	0
NUMBER OF CORES 3 STDEV THICKER THAN PLAN THICKNESS :	0
10% OF ALL CORES IN SECTION (maximum that can be removed) :	1
ADJUSTED AVERAGE THICKNESS OF ALL CORES IN SECTION :	
ADJUSTED STANDARD DEV. (N-1) OF SECTION :	
ADJUSTED TI INDEX FOR PCC THICKNESS :	
ADJUSTED % PAYMENT OF SECTION :	
DOLLAR INCENTIVE OR DISINCENTIVE :	-\$2,574.65

Veenstra and Kimm, Inc.
3000 Westown Parkway
West Des Moines, Iowa 50266

REC'D OCT 10 2019

City of Grimes

101 NE Harvey Street

Grimes, IA 50111

Inspection Fees

September

Residential \$75

Residential reinspection \$35

Multi Family \$35/unit

Commercial \$100/hr, (1 hr min)

Project Number 128104

Invoice #19

Description	Address	Inspection Date	PASS	FAIL	V&K Fee
Deck Footing	101 NW Prairie Creek Drive	09/03/19		X	\$75
Residential PL	409 NW 11th Street	09/03/19	X		\$75
Commercial	1255 SW 37th Street (FEM)	09/03/19		X	\$100
Residential SW	1005 NE Cypress Circle	09/03/19	X		\$35
Deck Footing	402 NW 3rd Street	09/03/19	X		\$75
Residential Sheer Wall	201 NE 22nd Circle	09/03/19	X		\$35
Commercial	1300 SW Countyline Road (FT)	09/03/19	X		\$100
Residential FEM	1910 NE Heritage Drive	09/03/19	X		\$225
Commercial	1001 SE 37th Street (Storm Sewer)	09/03/19	X		\$100
Residential FW	1417 NE Polk Drive	09/03/19	X		\$75
Residential FT	709/713 NE Lakeview Drive	09/03/19	X		\$150
Residential Sheer Wall	2702 NE Brentwood Circle	09/04/19	X		\$35
Deck Footing	800 NE 11th Street	09/04/19	X		\$75
Deck Footing	201 NE Jacob Street	09/04/19	X		\$75
Residential FEM	1912 NE Heritage Drive	09/04/19	X		\$225
Commercial	1300 SW Countyline Road (GW)	09/04/19	X		\$100
Commercial	1001 SE 37th Street (Storm Sewer)	09/04/19	X		\$100
Deck Footing	2600 NE Park Drive	09/04/19	X		\$75
Residential FW	709/713 NE Lakeview Drive	09/04/19	X		\$150
Residential SWS	204/206 NE Little Beaver Drive	09/04/19		X	\$150

Veenstra and Kimm, Inc.
3000 Westown Parkway
West Des Moines, Iowa 50266

Description	Address	Inspection Date	PASS	FAIL	V&K Fee
Residential EL	2949 NE Brentwood Court	09/05/19	X		\$75
Residential All Roughs	1405 NE Poplar Court	09/05/19	X		\$300
Commercial	1300 SW Countyline Road (FW)	09/05/19	X		\$100
Residential FEM	816 SW 9th Court	09/05/19		X	\$225
Commercial	1255 SW 37th Street (FEM Reinspect)	09/05/19	X		\$100
Deck Footing	210 NE 22nd Street	09/05/19	X		\$75
Residential FW	313 SE Ewing Street	09/05/19	X		\$75
Residential All Roughs	2702 NE Brentwood Circle	09/05/19	X		\$300
Commercial	1001 SE 7th Street (Storm Sewer)	09/05/19	X		\$100
Residential FT	1505/1512 NW 8th Street	09/05/19	X		\$150
Residential SWS, GW	204 NE Little Beaver Drive	09/05/19	X		\$150
Residential Final	2929 NE Brentwood Circle	09/05/19		X	\$75
Residential Re-inspect	202/204 NE Little Beaver Drive (FEM)	09/05/19	X		\$210
Residential Final	1121/1125 NE 19th Street	09/06/19	X		\$150
Residential Final	2009/2001/1913/1911/1909 NE Cypress Circle	09/06/19	X		\$375
Commercial	3305 SE Miehe Drive (EL)	09/06/19	X		\$100
Residential SWS, GW	1417 NE Polk Drive	09/06/19	X		\$150
Residential Final	1400 NE Aspen Court	09/06/19	X		\$75
Commercial	1300 SW Countyline Road (GW)	09/06/19	X		\$100
Commercial	1300 SW Countyline Road (FT)	09/06/19	X		\$100
Deck Footing	305 NW 14th Street	09/06/19	X		\$75
Residential All Roughs	1410 NE Polk Drive	09/06/19	X		\$300
Residential Final	2929 NE Brentwood Circle	09/06/19	X		\$75
Residential SWS, GW	206 NE Little Beaver Drive	09/06/19	X		\$150
Residential Sheer Wall	2801 NE Brentwood Circle	09/09/19	X		\$35
Commercial	3201 SE Destination Drive (FN)	09/09/19		X	\$100
Residential Re-inspect	816 SW 9th Court (FEM)	09/09/19		X	\$105

Veenstra and Kimm, Inc.
3000 Westown Parkway
West Des Moines, Iowa 50266

Description	Address	Inspection Date	PASS	FAIL	V&K Fee
Residential Final	2902 NE Brentwood Circle	09/09/19		X	\$75
Residential Final	2612 NW Springbrooke Drive	09/09/19		X	\$75
Commercial	1001 SE 37th Street (Storm Sewer)	09/09/19	X		\$100
Residential FW	3600 NE Park Drive	09/09/19	X		\$75
Residential FT	2909 NE Cherry Court	09/09/19	X		\$75
Residential AP	1415 NE Polk Drive	09/09/19	X		\$35
Residential FW	1505/1512 NW 8th Street	09/09/19	X		\$150
Residential Sheer Wall	2413 NE Birch Lane	09/09/19	X		\$35
Commercial	1001 SE 37th Street (Storm Sewer)	09/09/19	X		\$100
Deck Footing	508 SE 13th Street	09/09/19	X		\$75
Commercial	255 SW Brookside Drive #300 (EL)	09/10/19	X		\$100
Residential GW	1601 NW 8th Street	09/10/19	X		\$75
Commercial	3401 SE Destination Drive (AP)	09/11/19	X		\$100
Residential Final	1005 NE Cypress Circle	09/11/19	X		\$75
Residential Final	2933 NE Brentwood Circle	09/11/19		X	\$75
Commercial	1301 SE Gateway Drive (FN)	09/11/19		X	\$100
Commercial	255 SW Brookside Drive (PL)	09/11/19		X	\$100
Commercial	3305 SE Miehle Drive (FN)	09/12/19	X		\$100
Commercial	3000 SE Grimes Blvd (Above Grid, FR)	09/12/19	X		\$100
Commercial	1889 SE Miehle Drive (SW)	09/12/19	X		\$100
Residential FW	2909 NE Cherry Court	09/12/19	X		\$75
Residential Final	1817/1819 NE Heritage Drive	09/12/19	X		\$150
Commercial	255 SW Brookside Drive (PL)	09/12/19	X		\$100
Commercial	875 SE Gateway Drive (SW)	09/12/19		X	\$100
Residential FT	1807/1809 NE Heritage Drive	09/12/19	X		\$150
Deck Footing	804 NW Harvest Drive	09/12/19	X		\$75
Residential FT	1412/1414 NE Polk Drive	09/12/19	X		\$150

Veenstra and Kimm, Inc.
3000 Westown Parkway
West Des Moines, Iowa 50266

Description	Address	Inspection Date	PASS	FAIL	V&K Fee
Residential All Roughs	805 NW Charlotte Court	09/13/19	X		\$300
Commercial	1300 SW Countyline Road (GW PASS, FT FAIL)	09/13/19	X	X	\$100
Commercial	3201 SE Destination Drive (FN Reinspect)	09/13/19	X		\$100
Residential SWS	1505 NW 8th Street	09/13/19	X		\$75
Residential FT	1412/1414 NE Pol Drive	09/13/19	X		\$150
Residential FW	1416/1418 NE Polk Drivei	09/13/19	X		\$150
Residential SWS	1512 NW 8th Street	09/13/19	X		\$75
Commercial	1300 SW Countyline Road (FT Reinspect)	09/13/19	X		\$100
Commercial	875 SE Gateway Drive (SW)	09/16/19	X		\$100
Commercial	1300 SW Countyline Road (FT)	09/16/19	X		\$100
Commercial	1950 SE Princeton Drive (GW)	09/16/19	X		\$100
Residential FT	2600 NE Park Drive	09/16/19	X		\$75
Residential FW	1416/1418 NE Polk Drivei	09/16/19	X		\$150
Residential AP/SW	1410 NE Polk Drive	09/16/19	X		\$35
Residential FW	1807 NE Heritage Drive	09/16/19	X		\$75
Residential FW	1809 NE Heritage Drive	09/16/19	X		\$75
Commercial	4201 S James Street #420 (FR)	09/17/19	X		\$100
Residential AP/SW	1906/1908 NE Heritage Drive	09/17/19	X		\$70
Deck Footing	1208 SW 7th Street	09/17/19	X		\$75
Residential GW	1505/1512 NW 8th Street	09/17/19	X		\$150
Residential FW	608 NE Jacob Street	09/17/19	X		\$75
Residential Re-inspect	2612 NW Springbrook (FN)	09/17/19	X		\$35
Residential Re-inspect	2902 NE Brentwood Circle (FN)	09/17/19	X		\$35
Commercial	1300 SW Countyline Road (FT)	09/17/19	X		\$100
Residential SWS, GW	1412/1414 NE Polk Drive	09/17/19	X		\$300
Residential SWS	1416 NE Polk Drive	09/17/19	X		\$75
Residential AP/SW	1910/1912 NE Heritage Drive	09/18/19	X		\$70

Veenstra and Kimm, Inc.
3000 Westown Parkway
West Des Moines, Iowa 50266

Description	Address	Inspection Date	PASS	FAIL	V&K Fee
Residential Re-inspect	2933 NE Brentwood Circle (FN)	09/18/19		X	\$35
Commercial	410 SE 3rd Street (SW Reinspect)	09/18/19		X	\$100
Residential SWS	1418 NE Polk Drive	09/18/19	X		\$75
Residential AP	1408 NE Poplar Circle	09/18/19	X		\$35
Deck Footing	1118 SE Dolan Drive	09/18/19	X		\$75
Residential AP/SW	2949 Brentwood	09/18/19	X		\$35
Commercial	1300 SW Countyline Road (FT)	09/18/19	X		\$100
Residential FT	1113 NE 22nd Street	09/18/19	X		\$75
Residential GW	1416/1418 NE Polk Drive	09/18/19	X		\$150
Residential Re-inspect	2933 NE Brentwood Circle (FN)	09/18/19	X		\$35
Residential SWS, GW	2909 NE Cherry Street	09/19/19	X		\$150
Commercial	1400 SE Gateway Drive #108 (FN Reinspect)	09/19/19		X	\$100
Commercial	401 SE 3rd Street (SW)	09/19/19	X		\$100
Commercial	2351 1st Street (FR/EL)	09/20/19	X		\$100
Residential FW	2600 NE Park Drive	09/20/19	X		\$75
Residential Sheer Wall	2201 NE Heritage Drive	09/20/19	X		\$35
Residential Final	2941 NE Brentwood Circle	09/20/19	X		\$75
Residential AP/SW	2801 NE Brentwood Circle	09/20/19	X		\$35
Residential FT	2938 NE Brentwood Circle	09/20/19	X		\$75
Residential FT	1201/1205 NE 22nd Street	09/20/19	X		\$150
Commercial	4201 S James Street (EL)	09/23/19	X		\$100
Deck Footing	1906/1908 NE Heritage Drive	09/23/19	X		\$150
Residential FW	2938 NE Brentwood Circle	09/23/19	X		\$75
Residential PL	200/209 NE 21st Circle	09/23/19	X		\$150
Residential SWS, GW	1807/1809 NE Heritage Drive	09/23/19	X		\$300
Residential FW	1113 NE 22nd Street	09/23/19	X		\$75
Commercial	Kwik Star (PL)	09/23/19	X		\$100
Residential Final	1214 NW 3rd	09/24/19		X	\$75

Veenstra and Kimm, Inc.
3000 Westown Parkway
West Des Moines, Iowa 50266

Description	Address	Inspection Date	PASS	FAIL	V&K Fee
Residential Final	1205 NW 3rd	09/24/19	X		\$75
Residential Final	1209 NW 3rd	09/24/19		X	\$75
Residential PL	2413 NE Birch Lane	09/24/19	X		\$75
Residential EL	1423 NE Cedarwood	09/24/19	X		\$75
Commercial	1300 SW Countline Road (FT)	09/24/19	X		\$100
Deck Footing	1805 NW 8th Street	09/24/19	X		\$75
Deck Footing	1906/1908 NE Heritage Drive	09/24/19	X		\$150
Residential FR	305 NW 14th Street	09/24/19	X		\$75
Residential Sheer Wall	1417 NE Polk Drive	09/24/19	X		\$35
Deck Footing	1807 NE Heritage Drive	09/24/19	X		\$75
Residential FEM	2413 NE Birch Lane	09/24/19	X		\$225
Residential Sheer Wall	202/200 NE Little Beaver Drive	09/24/19	X		\$70
Residential FEM	200 SE Ewing Street	09/24/19	X		\$225
Residential AP/SW	2905 NE Cherry Street	09/24/19		X	\$35
Commercial	700 SE Rosewood Lane (PL)	09/24/19	X		\$100
Residential FT	801/1209 NE 22nd Street	09/24/19	X		\$150
Residential FW	1201 NE 22nd Street	09/24/19	X		\$75
Residential PL	2801 NE Brentwood Circle	09/26/19	X		\$75
Residential Final	706 SE Woodbine Drive	09/26/19	X		\$75
Commercial	4201 S James Street #420 (FR)	09/26/19	X		\$100
Deck Footing	1912 NE Heritage Drive	09/26/19	X		\$75
Commercial	1300 SW Countyline Road (FT)	09/26/19	X		\$100
Residential Sheer Wall	2000 NE Breezy Point	09/26/19	X		\$35
Residential Final	2603 NW Ridgewood Circle	09/26/19	X		\$75
Commercial	255 SW Brookside Drive (GW)	09/26/19	X		\$100
Residential FW	1205 NE 22nd Circle	09/26/19	X		\$75
Residential FT	1213 NE 22nd Circle	09/26/19	X		\$75
Residential FT	2909 NE Brentwood Circle	09/26/19	X		\$75

Veenstra and Kimm, Inc.
3000 Westown Parkway
West Des Moines, Iowa 50266

Description	Address	Inspection Date	PASS	FAIL	V&K Fee
Commercial	1300 SW Countyline Road (FT, GW)	09/27/19	X		\$100
Residential Re-inspect	816 SW 9th Court (FEM)	09/27/19	X		\$105
Residential SWS, GW	2938 NE Brentwood Circle	09/27/19	X		\$150
Commercial	605 SE Gateway Drive (FN)	09/27/19	X		\$100
Residential Re-inspect	1214/1209 NW 3rd Street (FN)	09/27/19	X		\$70
Commercial	751 NE Gateway Drive (EL FN)	09/27/19	X		\$100
Residential FW	2904 NE Brentwood Circle	09/27/19	X		\$75
Multi Family	710 SE Rosewood Lane (PL, 18 Units)	09/27/19	X		\$630
Residential FW	801/1209 NE 22nd Circle	09/27/19	X		\$150
Commercial	4201 S James Street (FR)	09/30/19	X		\$100
Commercial	2351 E 1st Street (AP)	09/30/19	X		\$100
Residential FEM	200/209 NE 21st Circle	09/30/19		X	\$450
Residential FEM	105 NE 22nd Circle	09/30/19	X		\$225
Residential PL	1417 NE Polk Drive	09/30/19	X		\$75
Residential FW	1213 NE 22nd Street	09/30/19	X		\$75
Commercial	1889 SE Miehe Drive Builidng B (EL FN)	09/30/19	X		\$100
Residential AP/SW	1815 NE Heritage Drive	09/30/19	X		\$35
Residential PL	105 NE 22nd Circle	09/30/19	X		\$75
Commercial	1300 SW Countyline Road (FT)	09/30/19	X		\$100
					\$0
TOTAL					\$19,220

Veenstra and Kimm, Inc.
3000 Westown Parkway
West Des Moines, Iowa 50266

Deck Footing	\$75
Residential FT	\$75
Residential FW	\$75
Residential SWS	\$75
Residential GW	\$75
Residential SWS, GW	\$150
Residential Sheer Wall	\$35
Residential PL	\$75
Residential FR	\$75
Residential EL	\$75
Residential HVAC	\$75
Residential FEM	\$225
Residential All Roughs	\$300
Residential Final	\$75
Residential Re-inspect	\$35
Commercial	\$100
Multi Family	\$35
Residential AP	\$35
Residential SW	\$35
Residential AP/SW	\$35
Residential FR/HVAC	\$75

REC'D OCT 07 2019



1360 NW 121st Street
Clive, IA 50325

Rochelle Williams
City of Grimes, IA
101 Northeast Harvey Street
Grimes, IA 50111

September 30, 2019
Project No: 0000191105-000
Invoice No: 126053
Due Date: October 30, 2019

Project 0000191105-000 New 1.5 MG Elevated Storage Tower - Construction Phase
Professional Services from September 1, 2019 to September 28, 2019

Phase K. Construction Administration

Billing Phase	Fee	Percent Complete	Earned	Previous Billing	Current Billing
Construction Administrations	80,400.00	8.00	6,432.00	0.00	6,432.00
Total Fee	80,400.00		6,432.00	0.00	6,432.00
		Total Fee			6,432.00
			Total this Phase		\$6,432.00

Phase M. Resident Project Representative

	Hours	Rate	Amount
Project Manager I	3.00	170.00	510.00
On-Site Representative II	19.00	145.00	2,755.00
Totals	22.00		3,265.00
Total Labor			3,265.00

	Current	Prior	To-Date
Total Billings	3,265.00	0.00	3,265.00
Contract Limit (not-to-exceed)			120,000.00
Contract Limit Remaining			116,735.00
		Total this Phase	\$3,265.00

Phase Q. Record Drawings

	Current	Prior	To-Date
Total Billings	0.00	0.00	0.00
Contract Limit (not-to-exceed)			4,480.00
Contract Limit Remaining			4,480.00
		Total this Phase	0.00

Phase T. SRF Loan Application & Administrative Services

Project	0000191105-000	Grimes - New 1.5 MG Elevated Storage	Invoice	126053
			Current	Prior
			To-Date	
Total Billings			0.00	0.00
Contract Limit (not-to-exceed)			8,400.00	
Contract Limit Remaining			8,400.00	
			Total this Phase	0.00
			Total Due this Invoice	\$9,697.00

P.O. No. _____

25055

CITY OF GRIMES

101 N. Harvey, Grimes, IA 50111 phone: 515-986-3036 fax: 515-986-3846

PURCHASE REQUEST/PURCHASE ORDER

Source/Supplier M'Clure Engineering Co.
Name

1360 NW 121st Street, Clive 50325
Address

Phone Number/Fax Number _____

ITEMS	QTY	UNIT PRICE	TOTAL
<u>Professional Services</u>			<u>\$9,697.00</u>

PURCHASE JUSTIFICATION: _____

DEPARTMENT: Development Services

LINE ITEM: 323-810-6407

BEGINNING BUDGET BALANCE: _____

ENDING BUDGET BALANCE: _____

PURCHASE REQUESTED BY: Alex Phlatygraff DATE: Oct 7, 2019
PURCHASE ORDER APPROVAL AND ASSIGNMENT

Jake Anderson msh 10-9-19
City Administrator Date

cc 10-22-19
Council Approval date: (if over \$5,000)

☐ Purchaser's Copy ☐ Vendor's Copy ☐ File Copy



REC'D OCT 10 2019

1360 NW 121st Street
Clive, IA 50325

Rochelle Williams
City of Grimes, IA
101 Northeast Harvey Street
Grimes, IA 50111

September 30, 2019
Project No: 0000190904-000
Invoice No: 126052
Due Date: October 30, 2019

Project 0000190904-000 Grimes Reverse Osmosis Water Treatment Plant - Phase 1

Professional Services from September 1, 2019 to September 28, 2019

Phase H. Value Engineering/Design Thoroughness Review

Billing Phase	Fee	Percent Complete	Earned	Previous Billing	Current Billing	
Value Engineering/Design Thoroughness Re	49,105.00	100.00	49,105.00	39,284.00	9,821.00	
Total Fee	49,105.00		49,105.00	39,284.00	9,821.00	
Total Fee						9,821.00
Total this Phase						\$9,821.00

Phase I. Advertising, Bidding, Contract Award

Billing Phase	Fee	Percent Complete	Earned	Previous Billing	Current Billing	
Advertising, Bidding, Contract Award	24,490.00	25.00	6,122.50	0.00	6,122.50	
Total Fee	24,490.00		6,122.50	0.00	6,122.50	
Total Fee						6,122.50
Total this Phase						\$6,122.50

Phase J. Paper Copies of Final Project Documents

Billing Phase	Fee	Percent Complete	Earned	Previous Billing	Current Billing	
Paper Copies of Final Project Documents	7,100.00	30.00	2,130.00	0.00	2,130.00	
Total Fee	7,100.00		2,130.00	0.00	2,130.00	
Total Fee						2,130.00
Total this Phase						\$2,130.00

Phase K. Construction Administration

Now accepting Credit Cards. Please email ccpayment@mecresults.com for a secure payment link. DO NOT EMAIL YOUR CREDIT CARD NUMBER. We impose a surcharge of 3.5% on all credit card transactions, which is not greater than our cost of acceptance.

Project	0000190904-000	Grimes Reverse Osmosis WTP - Phase 1	Invoice	126052
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Billing Phase	Fee	Percent Complete	Earned	Previous Billing	Current Billing
Construction Administration	557,700.00	0.00	0.00	0.00	0.00
Total Fee	557,700.00		0.00	0.00	0.00
Total Fee					0.00
			Total this Phase		0.00

Phase	L.	Construction Staking			
			Current	Prior	To-Date
Total Billings			0.00	0.00	0.00
Contract Limit (not-to-exceed)					20,570.00
Contract Limit Remaining					20,570.00
			Total this Phase		0.00

Phase	Q.	Record Drawings			
			Total this Phase		0.00

Phase	T.	SRF Loan Administration			
			Current	Prior	To-Date
Total Billings			0.00	0.00	0.00
Contract Limit (not-to-exceed)					20,280.00
Contract Limit Remaining					20,280.00
			Total this Phase		0.00
			Total Due this Invoice		\$18,073.50

P.O. No. _____

25059 ✓

CITY OF GRIMES

101 N. Harvey, Grimes, IA 50111 phone: 515-986-3036 fax: 515-986-3846

PURCHASE REQUEST/PURCHASE ORDER

Source/Supplier

McClure Engineering
Name

1360 NW 121st St, Clive 50325
Address

Phone Number/Fax Number

ITEMS

QTY

UNIT PRICE

TOTAL

Professional Services

\$18,073.50

PURCHASE JUSTIFICATION: _____

DEPARTMENT:

Development Services

LINE ITEM:

324-810-16407

BEGINNING BUDGET BALANCE: _____

ENDING BUDGET BALANCE: _____

PURCHASE REQUESTED BY:

Alex Plattegraff

DATE:

Oct 10, 2019

PURCHASE ORDER APPROVAL AND ASSIGNMENT

Jake Anderson
City Administrator

msh

10-11-19
Date

CC 10-22-19
Council Approval date: (if over \$5,000)

☐ Purchaser's Copy

☐ Vendor's Copy

☐ File Copy

PAY ESTIMATE

Owner: City of Grimes, Iowa

Project No.: 19015

Project: 2019 City of Grimes 19TH STREET AND SW COUNTY LINE ROAD HMA PAVEMENT IMPROVEMENTS

Consultant: LEE Chamberlin Consultant Engineers, 10430 New York Avenue, Suite C, Urbandale, Iowa 50322

Contractor: OMG Midwest, Inc. d.b.a. Des Moines Asphalt & Paving, 2401 SE Tones Dr., Ste 13, Ankeny, Iowa 50007

DATE: 10/15/2019

				** CONTRACT **		Pay Est. No. 1	
No.	Item	UNITS	QTY.	BID UNIT PRICE	CONTRACT PRICE	QTY TO DATE	PAY AMT TO DATE
(1) GENERAL PROVISIONS							
1.1	Mobilization	LS	1	\$ 60,000.00	\$60,000.00	0.5	\$30,000.00
(2) EARTHWORK				SUBTOTAL	\$60,000.00	SUBTOTAL	\$30,000.00
2.1	Topsoil, Strip, Salvage	CY	4400	\$ 10.00	\$44,000.00	440	\$4,400.00
2.2	Excavation Class 10	CY	5300	\$ 6.25	\$33,125.00	1749	\$10,931.25
2.3	Below Grade Excavation (Core-Out)	CY	4520	\$ 2.00	\$9,040.00		\$0.00
2.4	Subgrade Preparation	SY	22600	\$ 3.35	\$75,710.00	3586	\$12,013.10
2.5	Subgrade Treatment	SY	5650	\$ 7.00	\$39,550.00		\$0.00
2.6	Granular Subbase, 6"	TON	5257	\$ 33.00	\$173,481.00	1484.96	\$49,003.68
2.7	Removal of Existing Culvert <= 36" Dia.	LF	434	\$ 17.00	\$7,378.00	434	\$7,378.00
2.8	Shoulder, Class A Roadstone	TON	2105	\$ 29.00	\$61,045.00		\$0.00
(3) SEWERS AND DRAINS				SUBTOTAL	\$443,329.00	SUBTOTAL	\$83,726.03
3.1	Roadway Culvert, 18" Dia. RCP	LF	124.2	\$57.00	\$7,079.40	124.2	\$7,079.40
3.2	Roadway Culvert, 24" Dia. RCP	LF	32.5	\$72.00	\$2,340.00	32.5	\$2,340.00
3.3	Roadway Culvert, 36" Dia. RCP	LF	106.5	\$117.00	\$12,460.50	106.5	\$12,460.50
3.4	Roadway Culvert, 24" Dia. RCAP	LF	30.2	\$111.00	\$3,352.20	30.2	\$3,352.20
3.5	Roadway Culvert, 30" Dia. RCAP	LF	45.8	\$150.00	\$6,870.00	45.8	\$6,870.00
3.6	18" Dia. Pipe Apron, RCP, Type 1	EACH	8	\$796.00	\$6,368.00	8	\$6,368.00
3.7	24" Dia. Pipe Apron, RCP, Type 1	EACH	2	\$940.00	\$1,880.00	2	\$1,880.00
3.8	36" Dia. Pipe Apron, RCP, Type 1	EACH	6	\$1,500.00	\$9,000.00	6	\$9,000.00
3.9	24" Dia. Pipe Apron, RCAP	EACH	2	\$918.00	\$1,836.00	2	\$1,836.00
3.10	30" Dia. Pipe Apron, RCAP	EACH	2	\$1,075.00	\$2,150.00	2	\$2,150.00
3.11	Footing for Apron, RCP, 18" Dia.	EACH	8	\$545.00	\$4,360.00	8	\$4,360.00
3.12	Footing for Apron, RCP, 24" Dia.	EACH	2	\$620.00	\$1,240.00	2	\$1,240.00
3.13	Footing for Apron, RCP, 36" Dia.	EACH	6	\$910.00	\$5,460.00	6	\$5,460.00
3.14	Footing for Apron, RCAP, 24" Dia.	EACH	2	\$598.00	\$1,196.00	2	\$1,196.00
3.15	Footing for Apron, RCAP, 30" Dia.	EACH	2	\$915.00	\$1,830.00	2	\$1,830.00
3.16	Pipe Apron Guard	EACH	20	\$1,450.00	\$29,000.00	20	\$29,000.00
3.17	12" Dia. Entrance Culvert, CMP	LF	248	\$43.50	\$10,788.00	248	\$10,788.00
(4) STREETS AND RELATED WORK				SUBTOTAL	\$107,210.10	SUBTOTAL	\$107,210.10
4.1	HMA Base, 5" Thickness	TON	5047.1	\$ 75.50	\$381,056.05	1142.07	\$86,226.29
4.2	HMA Surface, 2" Thickness	TON	1983.7	\$ 76.00	\$150,761.20	393.69	\$29,920.44
4.3	Milling	SY	300	\$ 18.00	\$5,400.00		\$0.00
4.4	HMA Patching, 5" Thickness	TON	110	\$ 135.00	\$14,850.00		\$0.00
4.5	HMA Surface, 2.5" Thickness	TON	566	\$ 81.00	\$45,846.00		\$0.00
4.6	HMA Base Widening, 5" Thickness	TON	344.7	\$ 90.00	\$31,023.00		\$0.00
4.7	Pavement Removal	SY	353.01	\$ 14.00	\$4,942.14		\$0.00
4.8	Removal, Curb & Gutter, 1.5' Wide	LF	287.7	\$ 18.00	\$5,178.60		\$0.00
4.9	8" PCC 1.5' Curb & Gutter, 6" Curb	LF	71.86	\$ 86.50	\$6,215.89		\$0.00
4.10	8" PCC Pavement Widening	SY	282.72	\$ 98.00	\$27,706.56		\$0.00
4.11	Trail, 6" HMA	TON	40	\$ 137.00	\$5,480.00		\$0.00
4.12	Sidewalk Ramp, 6" PCC	SY	20	\$ 245.00	\$4,900.00		\$0.00
(5) TRAFFIC CONTROL				SUBTOTAL	\$683,359.44	SUBTOTAL	\$116,146.73
5.1	Traffic Control	LS	1	\$ 10,800.00	\$10,800.00	0.5	\$5,400.00
5.2	Painted Pavement Marking, Waterbourne	STA	316.5	\$ 25.00	\$7,912.50		\$0.00
5.3	Painted Symbols & Legends, Waterbourne	EACH	6	\$ 200.00	\$1,200.00		\$0.00
(6) SITE WORK & LANDSCAPING				SUBTOTAL	\$19,912.50	SUBTOTAL	\$5,400.00
6.1	Seeding, Fertilizing and Mulching	LS	1	\$ 25,300.00	\$25,300.00		\$0.00
6.2	Silt Fence/Silt Fence Ditch Check	LF	2601	\$ 1.50	\$3,901.50		\$0.00
				SUBTOTAL	\$29,201.50	SUBTOTAL	\$0.00
				ORIGINAL CONTRACT PRICE: \$1,343,012.54			
				ORIGINAL Contract Work Completed to date: \$342,482.86			

STORED MATERIALS		Invoice No.	Invoice Date	Invoice Amount
No.	Item			
1				\$0.00
2				\$0.00
3				\$0.00
4				\$0.00
5				\$0.00
6				\$0.00
7				\$0.00
8				\$0.00
9				\$0.00
10				\$0.00
11				\$0.00
12				\$0.00
Total Requested Reimbursement for Stored Materials to Date:				\$0.00

No.	APPROVED EXTRA WORK OR CHANGE ORDER	UNITS	QTY	UNIT PRICE	AMOUNT
1					\$0.00
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
Net Change in Contract Amount					\$0.00

ADJUSTED Contract Amount, ORIGINAL + Extra Work: \$1,343,012.54

No.	APPROVED EXTRA WORK COMPLETED TO DATE	UNITS	QTY	UNIT PRICE	AMOUNT
1					\$0.00
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
Total Approved EXTRA Work Completed to date:					\$0.00

Total Payment Requested THIS pay estimate including Stored Materials and Extra Work: \$342,482.86

Previous Partial Payments:

Est. No.	1	\$0.00
Est. No.	2	\$0.00
Est. No.	3	\$0.00
Est. No.	4	\$0.00
Est. No.	5	\$0.00
Est. No.	6	\$0.00
Est. No.	7	\$0.00
Est. No.	8	\$0.00
Est. No.	9	\$0.00
Est. No.	10	\$0.00
Total sum of previous payments:		\$0.00

Total Due Contractor to Date: \$342,482.86
 LESS 5% Retainage: (\$17,124.14)
 LESS Total Previous Partial Payments: \$0.00

TOTAL DUE CONTRACTOR THIS ESTIMATE: \$325,358.71

The quantities for this partial pay are from the Engineers estimate for work completed as of October 15, 2019

The Engineer recommends a payment be made to the Contractor in the amount of =====>>>>>

\$325,358.71

for work done to date conforming to the contract specifications.

Name Mark Lee
Title Project Engineer
Date 10/15/19
Consultant – LEE Chamberlin Consultant Engineers

Name _____
Title _____
Date _____
Owner – City of Grimes, Iowa

Name Scott Riel
Title Project Manager
Date 10/15/19

Contractor –OMG Midwest, Inc., d.b.a. Des Moines Asphalt & Paving Corporation



*101 NE Harvey, Grimes, Iowa 50111
515.986.3036 Fax 515.986.3846*

AGENDA MEMO

Item No. X
For Meeting of October 22, 2019

AGENDA HEADING: Hope Commercial Plat 1 Public Improvements – McAninch Corporation – Change Order No. 1.

SYNOPSIS: This change order includes additional traffic signal modifications that were necessary to complete the traffic signal work included in the contract documents. The additional modifications include painting the traffic signal poles to match the existing ones at the intersection, installing luminaires and a new traffic signal cabinet and necessary cable and conduit modifications. The new traffic signal cabinet at this intersection will replace the existing one to allow for additional vehicle and pedestrian enhancement in the future.

FISCAL IMPACT: This change order will add \$27,932.30 to the construction contract for this project.

PREVIOUS COUNCIL ACTION(S):

BOARD/COMMISSION ACTION(S):

STAFF/COMMITTEE RECOMMENDATION: The staff has reviewed this change order with the engineer and contractor and recommends approval by the council.

CHANGE ORDER FORM



Project Title: Hope Commercial Plat 1
Contractor: McAninch Corporation
Address: 4001 Delaware Avenue, Des Moines, IA 50313
Finance Budget Code: 0 **Finance Project #** 0
Vendor Project or Invoice #: 0 **PO #** 0
Original Contract Date: October 8th, 2019 **Vendor #** 1747

Change Order Number: 1

Change Order Date: October 15th, 2019

Purpose of Change Order:

Traffic Signal Modifications necessary to complete traffic signal work as highlighted in the contract documents. Modifications to include painting traffic signal poles to match the existing poles, installing luminaires, installing a new traffic cabinet, and cable and conduit as necessary.

Details of Change Order:

ITEM #	DESCRIPTION	UNITS	QUANTITY CHANGE	UNIT PRICE	EXTENDED PRICE
1	Paint Traffic Pole	LS	1.00	\$ 3,666.30	\$ 3,666.30
2	Luminaires AE ATB2	EA	2.00	\$ 682.00	\$ 1,364.00
3	Cable	LS	1.00	\$ 2,040.50	\$ 2,040.50
4	Temporary Overhead Wiring	LS	1.00	\$ 2,200.00	\$ 2,200.00
5	Traffic Cabinet	EA	1.00	\$ 13,381.50	\$ 13,381.50
6	Cable 1c#8	LF	430.00	\$ 2.20	\$ 946.00
7	HH Relocation	EA	2.00	\$ 550.00	\$ 1,100.00
8	2" PVC Conduit	LF	195.00	\$ 13.20	\$ 2,574.00
9	Lower Conduit	LF	150.00	\$ 4.40	\$ 660.00

Change Order Number: 1 makes the following adjustments to the contract: **\$ 27,932.30**

Contractor Accepted: McAninch Corporation

Signature: Josh L McMill Firm Name: McAninch Corporation
 Date: 10-15-19

Engineer Approved: Bolton & Menk, Inc.

Signature: C. K. Hout Firm Name: Bolton & Menk, Inc.
 Date: 15 OCT 2019

Owner Accepted: City of Grimes MSA 10-15-19

Signature: _____ Title: _____
 Date: _____

Attest for Owner:

Signature: _____ Title: _____
 Date: _____

Record of Change Orders

#	Date	Amount
Original Contract Amount		\$ 3,457,684.12
1	October 15, 2019	\$ 27,932.30
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

Revised Contract Amount **\$ 3,485,616.42**



*101 NE Hawkey, Grimes, Iowa 50111
515.986.3036 Fax 515.986.3846*

AGENDA MEMO

Item No. X
For Meeting of October 22, 2019

AGENDA HEADING: New Jordan Well – Grosch Irrigation Co. Inc. – Change Order No. 2

SYNOPSIS: This change order includes 3 items and will increase the contract by \$2,315.40. Item 1 is an addition of \$1,978.00 for fence modifications including adding a gate and some realignment due to the revised building location. Items 2 is an addition of \$6,200.00 for boring a conduit that was in conflict with the grading of the access drive that serves the level transducer in the observation well. Item 3 is a deduct of \$5,862.60 from adjustment of plan quantities to actual field measured quantities. This change order does not include a contract time adjustment.

FISCAL IMPACT: This change order will increase the construction contract by \$2,315.40 as stated above.

PREVIOUS COUNCIL ACTION(S):

BOARD/COMMISSION ACTION(S):

STAFF/COMMITTEE RECOMMENDATION: The staff has reviewed Change Order No. 2 and recommends approval by the City Council.

Date of Issuance:	October 11, 2019	Effective Date:	October 22, 2019
Owner:	City of Grimes	Owner's Contract No.:	
Contractor:	Grosch Irrigation Co. Inc.	Contractor's Project No.:	
Engineer:	FOX Engineering Associates, Inc.	Engineer's Project No.:	3364-17D
Project:	New Jordan Well	Contract Name:	

The Contract is modified as follows upon execution of this Change Order:

Description:

- Item 1** Modify fencing north and northeast of New Jordan Well head as indicated in CPR 1. Add a new 20 ft double swing gate directly north and centered about the well head as indicated in CPR 1. Modify fencing south and east of the new switchgear and pre-fabricated building pads as indicated in CPR 1. Some fence posts originally designed to be in soil are in rock per Field Order 1. **Add \$1,978.00 for this change.**
- Item 2** Bore new conduit for transducer signal cable from existing junction box to the observation well. **Add \$6,200.00 for this change.**
- Item 3** Revised the following quantities based on actual constructed values. **Deduct \$5,862.60 for these changes.**

Item No.	Description	Unit	Bid Quantity	Constructed Quantity	Change in Quantity	Bid Unit Price	Add/Deduct Amount
4	Drilled Hole and Surface Casing	LF	323	328	5	\$659.00	\$3,295.00
5	22" Drilled Hole	LF	1807	1777	(30)	\$323.00	(\$9,690.00)
7	24" Well Casing	LF	723	718	(5)	\$164.00	(\$820.00)
8	18" Well Casing	LF	1407	1372	(35)	\$167.00	(\$5,845.00)
10	Grout Casing	SACKS	2600	2334	(266)	\$12.10	(\$3,218.60)
11	16" Drilled Hole	LF	344	375	31	\$336.00	\$10,416.00
Total Change in Contract Amount							(\$5,862.60)

- Attachments: Item 1 Change Proposal Request 1 (3 pages, dated September 30, 2019)
 Contractor's Change Order Request (1 page, received October 11, 2019)
 Item 2 Contractor's Change Order Request (1 page, received September 19, 2019)

CHANGE IN CONTRACT PRICE		CHANGE IN CONTRACT TIMES	
Original Contract Price:		Original Contract Times:	
\$ 3,561,153.00		Milestone A: <u>June 15, 2019</u>	
		Substantial Completion: <u>November 15, 2019</u>	
		Ready for Final Payment: <u>February 1, 2020</u>	
Increase from previously approved Change Orders No. 1:		Increase from previously approved Change Orders No. <u>1</u> to No. <u>1</u> :	
		Milestone A: <u>40 days</u>	
\$ 19,392.10		Substantial Completion: <u>40 days</u>	
		Ready for Final Payment: <u>40 days</u>	
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 3,580,545.10		Milestone A: <u>July 25, 2019</u>	
		Substantial Completion: <u>December 25, 2019</u>	
		Ready for Final Payment: <u>March 13, 2020</u>	
Increase of this Change Order:		Increase of this Change Order:	
		Milestone A: <u>0 days</u>	
\$ 2,315.40		Substantial Completion: <u>0 days</u>	
		Ready for Final Payment: <u>0 days</u>	
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ 3,582,860.50		Milestone A: <u>July 25, 2019</u>	
		Substantial Completion: <u>December 25, 2019</u>	
		Ready for Final Payment: <u>March 13, 2020</u>	

RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By:	<u>Taylor Stapper</u>	By:		By:	<u>Scott Grosch</u>
	Engineer (if required)		Owner (Authorized Signature)		Contractor (Authorized Signature)
Title:	<u>Project Engineer</u>	Title:		Title:	<u>GC</u>
Date:	<u>10/11/2019</u>	Date:		Date:	<u>10/11/19</u>

Change Proposal Request

No. 1

(Not a Change Order)

Project Name:	New Jordan Well	Owner's Contract No.
Project Owner:	City of Grimes	
FOX Project No.	3364-17D	Initiated by: ☒ Engineer ☐ Contractor
Contractor:	Grosch Irrigation Co. Inc.	Date: 9/30/2019

Attention: The following change in the contract on this project is proposed. Please provide your proposed price for the cost of this change.

- A breakdown of cost shall be provided upon request by the Owner or Engineer.
- Work shall not commence until authorized by the Owner.

Description of the Proposed Change:

1. Modify fencing north and northeast of New Jordan Well head. Include a new 20 ft double swing gate directly north and centered about the well head as indicated on the attached drawing.
2. Modify fencing south and east of the new switchgear and pre-fabricated building pads as indicated on the attached drawing. A minimum 5'-9" clearance shall be maintained south of the switchgear pad between the fence.

Attachments: CPR 1 Drawing – Site Plan Layout

By Taylor Hopper, P.E.

All work shall be in accordance with the terms, stipulations, and conditions of the original Contract Documents. If the work herein provided for is Approved by Change Order, the time of completion will be:

☐ Increased ☐ Decreased ☒ Unchanged

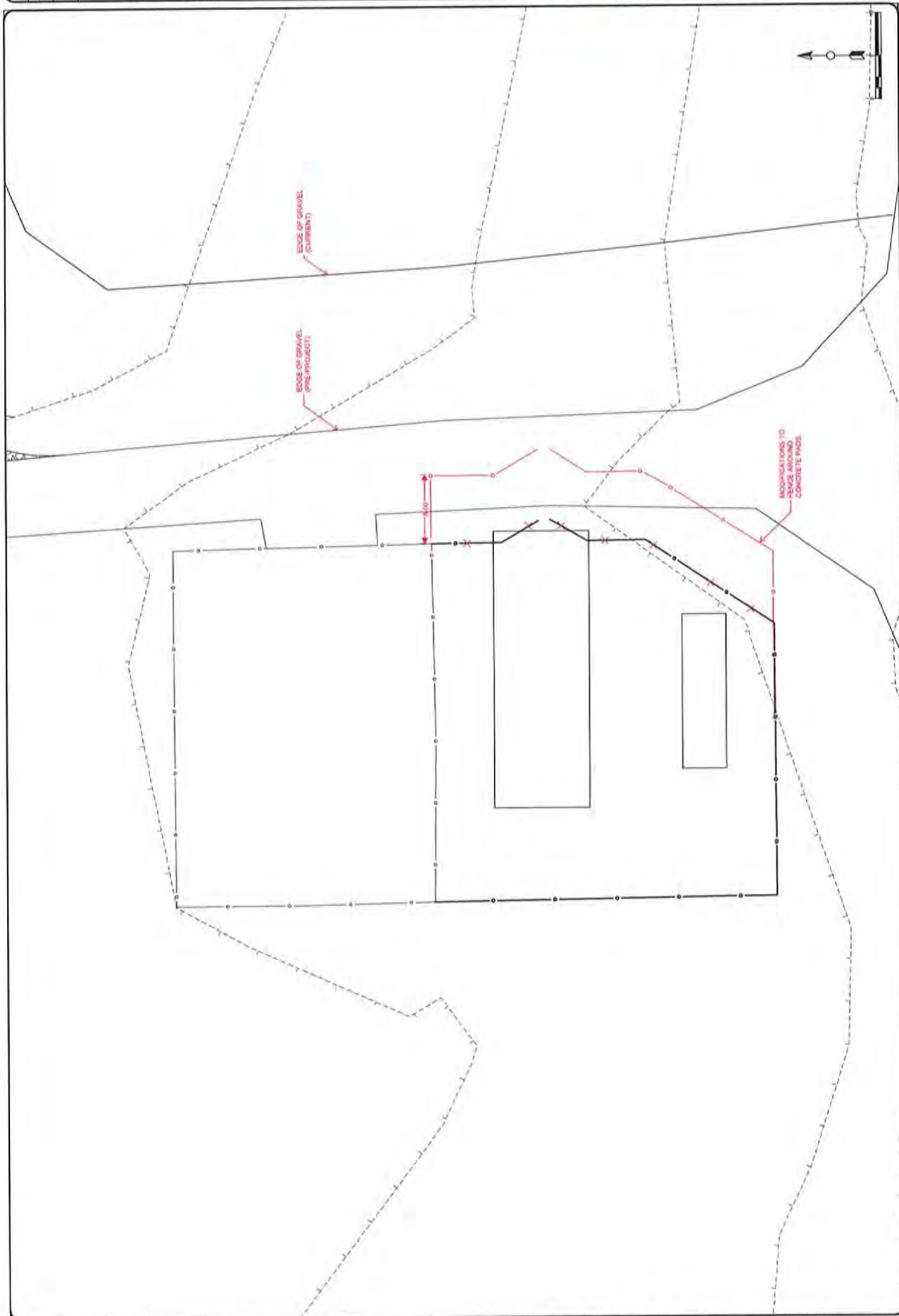
by _____ calendar days.

This change will: ☒ Add ☐ Deduct ☐ No Change

\$ 1,978.00

General Contractor

Date 10/11/19



Grosch Irrigation
114 N. 6th St.
O'Neill, NE 68763

CORPORATE OFFICE



Phone (402) 336 - 1438

Fax (402) 336 - 3541

corp@groschirrigation.com

www.groschirrigation.com

Quote for changes in fence to Grimes New Jordan Well.

Additional cost for modifications of fence according to CPR 1.

+ \$930.00

Additional cost to drill holes thru the rock surface and then clean up spoils from rock surface.

+ \$1,048.00

If you have any questions, please let me know.

Thanks,
Scott Grosch

Grosch Irrigation
114 N. 6th St.
O'Neill, NE 68763

CORPORATE OFFICE



Phone (402) 336 - 1438

Fax (402) 336 - 3541

corp@groschirrigation.com

www.groschirrigation.com

Project:

Grimes New Jordan Well
Well 202

Contract add on quote:

Installing conduit for comm lines from existing junction box to the monitor well at the Grimes Iowa well field.

Cost to trench in conduit

\$3300.00

Cost to Bore in conduit

\$6200.00



Iowa Department of Transportation

Construction Pay Estimate Report

10/14/2019 7:55 AM

FieldManager 5.3c

Contract: _77-3125-614, PCC Pavement- Grade and Replace

Estimate No. 12	Estimate Date 10/14/2019	Entered By Chris Wion	Estimate Type Semi-Monthly	Managing Office HR Green- Des Moines
All Contract Work Completed	Construction Started Date 4/22/2019	Prime Contractor Concrete Technologies Inc 1001 SE 37th Street Grimes IA 50111		
Comments				

Item Usage Summary**Project: 77-3125-614, SE 37th Street****Category: 1, participating**

Item Description	Unit	Item Code	Prop. Ln.	Project Line No.	Item Type	Mod. No.	Quantity	Item Price	Dollar Amount
('EACH' ITEM) Traffic Control with Detour Sign Set-up	EACH	2599-9999005	0810	0415	SA	002	1.000	3,000.00	\$3,000.00
DRIVEWAY, PCC, 7"	SY	2515-2475007	0470	0240	00	000	82.000	75.00	\$6,150.00
EXCAVATION, CL 10, RDWY+BORROW	CY	2102-2710070	0020	0010	00	000	401.000	18.75	\$7,518.75
MOBILIZATION, EROSION CONTROL	EACH	2602-0010010	0790	0400	00	000	1.000	500.00	\$500.00
PERIMETER+SLOPE SEDIMENT CNTL DEVICE, 9"	LF	2602-0000309	0770	0390	00	000	1,300.000	3.25	\$4,225.00
RMVL OF PAV'T	SY	2510-6745850	0450	0230	00	000	180.894	11.75	\$2,125.50
STD/S-F PCC PAV'T, CL C CL 3, 9.5"	SY	2301-1033095	0120	0060	00	000	1,216.700	69.50	\$84,560.65
STORM SWR G-MAIN, TRENCHED, RCP 2000D, 15"	LF	2503-0114215	0390	0195	00	000	62.000	100.00	\$6,200.00
TEMPORARY PAV'T	SY	2304-0101000	0200	0100	00	000	70.033	65.00	\$4,552.15
Subtotal for Category 1:									\$118,832.05
Subtotal for Project 77-3125-614:									\$118,832.05
Total Estimated Item Payment:									\$118,832.05

Time Charges

Site	Site Description	Site Method	Days Charged	Liq. Damages
00	Overall Contract Site	Working Days	4	\$0
Total Liquidated Damages:				\$0



Iowa Department of Transportation

Construction Pay Estimate Report

10/14/2019 7:55 AM

FieldManager 5.3c

Pre-Voucher Summary

Project	Voucher No.	Item Payment	Stockpile Adjustment	Dollar Amount
77-3125-614, SE 37th Street	0003	\$118,832.05	\$0.00	\$118,832.05
Voucher Total:				\$118,832.05

Summary

Current Voucher Total:	\$118,832.05	Earnings to date:	\$3,133,640.65
-Current Retainage:	\$0.00	- Retainage to date:	\$30,000.00
-Current Liquidated Damages:	\$0.00	- Liquidated Damages to date:	\$0.00
-Current Adjustments:	\$0.00	- Adjustments to date:	\$0.00
Total Estimated Payment:	\$118,832.05	Net Earnings to date:	\$3,103,640.65
		- Payments to date:	\$2,984,808.60
		Net Earnings this period:	\$118,832.05

Estimate Certification

The work items shown herein are just and unpaid, and the requirements of the Iowa Department of Transportation specifications for this project, including all requirements as to maximum hours of labor and minimum wages have been complied with.

Wendy Titersen
Concrete Technologies Inc

10-16-19
(Date)

Ray R. Titersen
Recommended by Project Engineer

10-14-19
(Date)

Approved by District Construction Engineer or designee

(Date)



101 NE Harvey Street,
Grimes, Iowa 50111
Tel: 515.986.3036
Fax: 515.986.3846

Date: October 18, 2019
To: City Council
Re: Agenda Memo re: Laserfiche Bids, Item No. ____
Council Meeting, October 22, 2019

AGENDA HEADING:

Authorization to enter into contract with OPG-3, Inc., to Laserfiche contract for document management system software, with additional added services of (a) City Clerk Capture Filing and (b) Agenda Management Process.

SYNOPSIS:

In the wake of 19/20 strategic planning, City staff have continued searching for a comprehensive document management system.

The purpose for this is twofold. The first relates to the "document management" portion of the software. The city's current internal server infrastructure is scattered and fragmented and has not been subject to any digital naming, storage, duplication, or similar conventions. It is based on the distinct and individual work processes of several different employees, and is not the best setup organizationally. Any knowledge about document locations or existence are limited solely to the employees who made and/or stored them. The software will digitally capture, secure and organize content across the City's departments, including documents, images, videos and more. All paper documents are converted into a searchable, digital format then organized in a central repository (SQL database for the technologically knowledgeable) that can be immediately analyzed to help City Staff make faster, better business decisions. Not only is there the benefit of no more paper and physical storage space, but the City would gain greater control over sharing and securing documents.

Second, this document management system offers additional benefits uniquely applicable to municipal users. The software permits City employees to streamline the City's manual processes into a digital workflow. This process automation will increase accessibility and searchability, eliminate the administrative and physical burden of a paper trail and limit the storage burden (which translates directly into cost) of the City's substantial digital document storage needs. The software provides dashboards and visualizations to help managers measure process success and evaluate employee workloads. Automated task reminders ensure deadlines are met, bottlenecks are identified, and nothing falls through the cracks.

Process automation can be applied to any type of process. Immediate examples include: automated billing/invoice cycles, document approval processes, invoice processes, information requests, employee onboarding, and more. To this point specifically, the additional bid items of (a) City Clerk Capture Filing and (b) Agenda Management Process are customized processes and workflows relating specifically to the City Clerk's filing and agenda management duties. The Clerk's current practice requires significant personal effort,

including emails and telephone calls to city staff and department heads for each specific agenda item. An automated workflow would provide email and calendar reminders; share, link, and connect documents related to agenda items; and assemble the final council packet and all attachments. The administrative burden is significant.

Laserfiche was chosen for a few reasons. Laserfiche was a natural option because it is used by several area peers, including Johnston, Clive, Urbandale, and other Iowa municipal leaders, like Iowa City, Marion, Dubuque, and Council Bluffs. Government document management is a small field. City staff also evaluated another vendor just entering the government market, but found the cost to be a barrier. Grimes has partnered with the IT Director for the City of Waukee to evaluate potential vendors, and the City of Waukee has also selected Laserfiche. The attached bid reflects a 25% cost reduction for implementation as a result of the Waukee/Grimes partnership with this vendor.

FISCAL IMPACT:

The quote received is beyond the allocated portion City staff set aside specifically for the software; however, City Staff has determined there are adequate additional funds available in the branding/logo budget to cover the approximately \$20,155 amount in excess of budget. The quote includes two separate items: first, the general software implementation and licensing costs amount to \$41,655, which amounts to just under \$8,000 in yearly costs (for licensing and support) and almost \$34,000 in implementation costs. The additional costs of \$18,500 are for implementation of the City Clerk Capture Filing (with retention) and Agenda Management and a one-time cost only.

Additional acquisition costs include miscellaneous hardware/software, including no more than five scanners, a server, and software to run the server. These costs are estimated not to exceed \$10,500.

PREVIOUS COUNCIL ACTION(S):

N/A

BOARD/COMMISSION ACTION(S):

N/A

STAFF/COMMITTEE RECOMMENDATION:

Staff recommends approval.

Ogle's Southern Iowa Greenhouse Landscaping

1717 South B St. - Albia, Iowa 52531

(641) 932-3444

Date 10/9/19
Shade Grimes / City of Grimes
410 S. E. Main St

Grimes, IA

Please return top portion of this invoice with your payment to insure proper credit to your account.

10	Shingle oak	71 -	710 -
15	Sweetgum	69 -	1035 -
30	Norway Spruce	52 -	1560 -
15	Black gum	72 -	1080 -
20	Service berry	69 -	1380 -
10	Catalpa	71 -	710 -
25	Red maple	69 -	1725 -
25	Tulip Tree	69 -	1725 -
	Delivery		75 -

Please Remit to:
 421 No. 8th St.
 Albia, IA 52531

*Finance charge of 1.5% per month added to all accounts due over 30 days or \$1.50 min. chg. per month

TAX

Total

\$1000.00

P.O. No. _____

25736

CITY OF GRIMES

101 N. Harvey, Grimes, IA 50111 phone: 515-986-3036 fax: 515-986-3846

PURCHASE REQUEST/PURCHASE ORDER

Source/Supplier Ogles Greenhouse
Name

Address

Phone Number/Fax Number

ITEMS	QTY	UNIT PRICE	TOTAL
Shingle Oak	10	\$71	
Swamp Oak	15	\$69	
Norway Spruce	30	\$52	
Blackgum	15	\$72	

PURCHASE JUSTIFICATION: Serviceberry 20 \$69

Catalpa 10 \$71

Red Maple 25 \$69

Tulip Tree 25 \$69
DEPARTMENT: Parks + Rec Delivery \$75 = \$10,000

LINE ITEM: 001-430-6799

BEGINNING BUDGET BALANCE: _____

ENDING BUDGET BALANCE: _____

PURCHASE REQUESTED BY: Brian Baber DATE: 10/11/19

PURCHASE ORDER APPROVAL AND ASSIGNMENT

Jake Anderson msh
City Administrator Date

cc 10-22-19

Council Approval date: (if over \$5,000)

☐ Purchaser's Copy ☐ Vendor's Copy ☐ File Copy

INVOICE 19-0807

Jake Anderson
City Administrator
City of Grimes

October 17, 2019

Strategic Planning - Preparation

	Consultation and planning with City Administrator and City Administration	3.0
7/29/19	Preparation for background interviews; review of background materials; conduct background interviews with Council Members	6.0
8/13/19	Conduct background interview with Mayor	1.0
8/15/19	Conduct background interview with Council Member	1.0
8/21/19	Analysis of interview data; preparation of interview summary; preparation of Leader's Guide 2019 - Working Document, including review and edit departmental worksheets	12.0
8/22/19	Conduct interview and planning with the City Administrator	1.0
8/25/19	Final off-site preparation	2.0
	Hours	26.0
	Professional Service Fee:	\$6500.00
	Expense: Phone usage fee 8 hours @ \$12/hr	96.00
	TOTAL DUE:	\$6596.00

Please remit to Lyle Sumek Associates, Inc.

Please include Invoice No. on check media.

*****Thank you for your business*****

Lyle Sumek Associates, Inc.
9 Flagship Court
Palm Coast, Florida 32137-3373

sumekassoc@gmail.com
Phone (386) 246-6250
Fax (386) 246-6252

The phone charges were computed by compiling six months' worth of phone charges and dividing them by the total minutes. The business rate comes to approximately \$12.00 per hour.

INVOICE 19-0810

Jake Anderson
City Administrator
City of Grimes

October 17, 2019

Strategic Planning

8/26/19	Preparation; conduct Strategic Planning Session 1 for Management Team; organize notes, preparation of revised Leader's Guide Sections - Performance Report 2018-2019, Looking to Grimes's Future	16.0
8/27/19	Preparation of Section Plan 2019-2025; preparation of Workshop Agenda; consultation and planning with Mayor and City Administrator; conduct Strategic Planning Session 2 -Departmental Worksheet Review; final preparation for Workshop; conduct Leadership and Strategic Planning Workshop 1 for Mayor and City Council; organize notes; preparation of working draft Strategic Plan 2019-2025-2034	20.0
8/28/19	Preparation of working draft Plan 2019-2025, Strategic Discussion summaries and Section Action Agenda 2019-2020; conduct Strategic Planning Session 3 for Management Team; preparation of Action Outlines; conduct Leadership and Strategic Planning Workshop 2 for Mayor and City Council; organize note; preparation of Action Agenda 2019-2020 Summary	19.0

Hours 55.0

Professional Service Fee: \$13750.00

Expense:	Air Fare	616.00	
	Car Rental	298.60	
	Hotel	579.53	
	Meals	29.08	
	Transportation & parking	79.64	
	Shipping	11.50	
	Subtotal	1614.35	\$1614.35

TOTAL DUE: \$15364.35

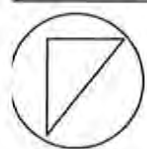
Please remit to Lyle Sumek Associates, Inc.

Please include Invoice No. on check media.

*****Thank you for your business*****

Lyle Sumek Associates, Inc.
9 Flagship Court
Palm Coast, Florida 32137-3373

sumekassoc@gmail.com
Phone (386) 246-6250
Fax (386) 246-6252



INVOICE 19-0811

Jake Anderson
City Administrator
City of Grimes

October 14, 2019

Final Reports

8/25/19 Preparation: Final Reports

- Strategic Plan 2019-2025-2035
- Executive Summary
- Plan in Brief 2019-2020
- Performance Report 2018-2019
- Action Agenda 2019-2020 with Policy Calendar 2019-2020
- Leader's Guide 2019 - Final Report

Hours 16.0

Consultation Fee: \$4000.00

Expenses: Duplication – has not been printed yet

Subtotal

TOTAL: \$4000.00

If we print reports, you will get an updated invoice as 19-0811A

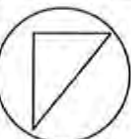
Please remit to Lyle Sumek Associates, Inc.

Please include Invoice No. on check media.

*****Thank you for your business*****

**Lyle Sumek Associates, Inc.
9 Flagship Court
Palm Coast, Florida 32137-3373**

**sumekassoc@gmail.com
Phone (386) 246-6250
Fax (386) 246-6252**



EXPENSE ENVELOPE

19-0810		Grimes, IA	
		Date:	Aug. 26-28, 2019
Date	Business Purpose	\$ Cost	Explanation if needed
8/25/19	Travel from home to PIT airport	35.97	66 miles @ 54.5¢/mile
	Air Fare – PIT/DSM	\$308.00	
8/26/19	Dinner	15.86	
8/28/19	Dinner	13.22	
	Car Rental	298.60	
	Hotel	579.53	
8/29/19	Gas	7.70	
8/29/19	Air Fare DSM/PIT	\$308.00	
	Travel from home to PIT airport	35.97	66 miles @ 54.5¢/mile
	Shipping to office	11.50	
Total		\$1614.35	
	Air Fare	616.00	
	Car Rental	298.60	
	Hotel	579.53	
	Meals	29.08	
	Transportation & parking	79.64	
	Shipping	11.50	
Total		1614.35	

Receipts for transportation and parking are not always available. Hopefully, this will explain the pricing structure for transportation and parking on expenses for travel.

The phone charges were computed by compiling six months' worth of phone charges and dividing them by the total minutes. The business rate comes to approximately \$12.00 per hour.

The mileage is 54.5¢/mile, which is the current rate allowed per the US Government.

Travel to and from airport location and parking is as follows:

Daytona Beach, FL	72	miles from office round trip	Parking	\$20/day
Pittsburgh, PA	66	miles from office round trip	Parking	\$24/day
Ft Lauderdale, FL	11	miles from office round trip	Parking	\$20/day

Per our accountants, the US Government states that on certain receipt type articles, such as a meal, a tip, transportation, etc., it is acceptable if listed on expense envelope and kept by the person in their normal business receipt format.

I am sending you a copy of the expense envelope that Lyle submits for reimbursement.

If you have any question regarding this matter, you may contact me at 386 246-6250.



Date of Purchase: Aug 18, 2019

Flight Receipt for Pittsburgh, PA to Des Moines, IA

PASSENGER INFORMATION

LYLE JOHNSON SUMEK
SkyMiles Number: 1006598534

Confirmation Number: G7XVMK
Ticket Number: 0062384127414

FLIGHT INFORMATION

Date and Flight	Status	Class	Seat/Cabin
PIT>MSP Sun 25Aug2019 DL 1933	FLWN	L	
MSP>DSM Sun 25Aug2019 9E 3465	FLWN	L	

DETAILED CHARGES

Air Transportation Charges

Base Fare: \$265.12 USD

Taxes, Fees & Charges:

United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$5.60 USD
United States - Transportation Tax (US)	\$19.88 USD
United States - Passenger Facility Charge (XF)	\$9.00 USD
United States - Flight Segment Tax (ZP)	\$8.40 USD

Total Price: \$308.00 USD

Paid with American Express *****1005

KEY OF TERMS

- Arrival date different than departure date
** - Check-in required
***- Multiple meals
*\$ - Multiple seats
AR - Arrives
B - Breakfast
C - Bagels / Beverages
D - Dinner

F - Food available for purchase
L - Lunch
LV - Departs
M - Movie
R - Refreshments, complimentary
S - Snack
T - Cold meal
V - Snacks for sale



Date of Purchase: Aug 20, 2019

Flight Receipt for Des Moines, IA to Pittsburgh, PA

PASSENGER INFORMATION

LYLE JOHNSON SUMEK
SkyMiles Number: 1006598534

Confirmation Number: GU7MX8
Ticket Number: 0062385625411

FLIGHT INFORMATION

Date and Flight	Status	Class	Seat/Cabin
DSM>DTW Thu 29Aug2019 9E 5300	FLWN	L	
DTW>PIT Thu 29Aug2019 OO 3901	FLWN	L	

DETAILED CHARGES

Air Transportation Charges

Base Fare: \$265.12 USD

Taxes, Fees & Charges:

United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$5.60	USD
United States - Transportation Tax (US)	\$19.88	USD
United States - Passenger Facility Charge (XF)	\$9.00	USD
United States - Flight Segment Tax (ZP)	\$8.40	USD

Total Price: \$308.00 USD

Paid with American Express *****1005

KEY OF TERMS

# - Arrival date different than departure date	F - Food available for purchase
** - Check-in required	L - Lunch
***- Multiple meals	LV - Departs
*S\$ - Multiple seats	M - Movie
AR - Arrives	R - Refreshments, complimentary
B - Breakfast	S - Snack
C - Bagels / Beverages	T - Cold meal
D - Dinner	V - Snacks for sale



Address: 10201 UNIVERSITY
AVE
CLIVE
IA 50325
Location: DSMK
Device ID: -BTC02
Transaction: 940240543233

FedEx Express Saver
789451943426 2.5 lbs. (S) 11.50
Declared Value 0

Recipient Address:
VICTORIA MARTIN
5 RYKEN LN
PALM COAST, FL 32164
3862371436

Scheduled Delivery Date 9/4/2019

Pricing option:
ONE RATE

Package Information:
FedEx Small Box

Shipment subtotal: \$11.50

Total Due: \$11.50

(S) CreditCard: \$11.50
*****1005

M = Weight entered manually
S = Weight read from scale
I = Insurable item

Terms and Conditions apply. See
fedex.com/us/service-guide for details.

Visit us at: fedex.com
Or call 1.800.GoFedEx
1.800.463.3339

Aug 28, 2019 7:59:37 PM

***** WE LISTEN *****

Tell us how we're doing
& receive a discount on your next order!
fedex.com/welisten or 800-398-0242
Redemption Code: DSMK

*** Thank you ***

THE HERTZ CORPORATION
Phone: 800-654-4173
Web: www.hertz.com



Rental Agreement No: 102398973
Date: 08/29/2019
Document: 919004010648

Direct All Inquiries To:
THE HERTZ CORPORATION
PO BOX 26120
OKLAHOMA CITY, OK 73126-0120

CHARGE DETAIL

Renter: LYLE SUMEK
Account No.: *****1005 AMX
CDP No.: 1441802
CDP Name: LYLE SUMEK ASSOCIATES

LYLE J SUMEK
LYLE SUMEK ASSOCIATES INC
9 FLAGSHIP CT
PALM COAST, FL 32137-3373

RENTAL REFERENCE

Rental Agreement No: 102398973
Reservation ID: J1310063360
Special Bill Info: PLAT

RENTAL DETAILS

Rate Plan: IN: RCUD4 OUT: RCUD4
Rented On: 08/25/2019 23:36 LOC# 223211
DES MOINES, IA
Returned On: 08/29/2019 05:00 LOC# 223211
DES MOINES, IA
Car Description: SIR 5301 RWD SN BWFZ08
Veh. No.: 9820598
CAR CLASS Charged: A6 MILEAGE In: 2,222
Rented: K Out: 2,121
Reserved: A6 Driven: 101

MISCELLANEOUS INFORMATION

CC AUTH: 185044 DATE: 2019/08/25 AMT: 523.00

RENTAL CHARGES

DAYS	3 @	76.89	230.67
EXTRA HRS	2 @	26.14	52.28
SUBTOTAL			282.95
DISCOUNT		20.00%	-56.59
SUBTOTAL			226.36
CONCESSION FEE RECOVERY			27.32
VEHICLE LICENSE FEE			4.52
CUSTOMER FACILITY CHARGE			15.00
TAX		11.00%	25.40

TOTAL CHARGES 298.60 USD

Gold Plus Rewards Points

Earned this rental: 339

E-RETURN RECEIPT

THANK YOU FOR RENTING FROM HERTZ

ALL CHARGES HAVE BEEN BILLED TO YOUR ACCOUNT.

Direct All Inquiries To:
THE HERTZ CORPORATION
PO BOX 26120
OKLAHOMA CITY, OK 73126-0120
UNITED STATES

Rental Agreement No: 102398973
Date: 08/29/2019
Document: 919004010648

Renter: LYLE SUMEK
Account No.: *****1005 AMX

Phone: 800-654-4173

THE HERTZ CORPORATION
Phone: 800-654-4173
Web: www.hertz.com



Rental Agreement No: 104907331
Date: 08/30/2019
Document: 989004019157

Direct All Inquiries To:
THE HERTZ CORPORATION
PO BOX 26120
OKLAHOMA CITY, OK 73126-0120

CHARGE DETAIL

Renter: LYLE SUMEK
Account No.: *****4001 AMX
CDP No.: 1441802
CDP Name: LYLE SUMEK ASSOCIATES

LYLE J SUMEK
LYLE SUMEK ASSOCIATES INC
9 FLAGSHIP CT
PALM COAST, FL 32137-3373

RENTAL REFERENCE

Rental Agreement No: 104907331
Reservation ID: J13717204E7
Special Bill Info: PLAT

MISCELLANEOUS INFORMATION

CC AUTH: 167572 DATE: 2019/08/29 AMT: 284.00

Gold Plus Rewards Points

Earned this rental: 78

RENTAL DETAILS

Rate Plan: IN: RCUD1 OUT: RCUD1
Rented On: 08/29/2019 11:30 LOC# 188511
PITTSBURGH AP, PA
Returned On: 08/30/2019 08:24 LOC# 188511
PITTSBURGH AP, PA
Car Description: SIR MKC AWD HZL7415
Veh. No.: 5834858
CAR CLASS Charged: Q4 MILEAGE In: 12,722
Rented: YI Out: 12,637
Reserved: Q4 Driven: 65

RENTAL CHARGES

DAYS	1 @	65.27	65.27
SUBTOTAL			65.27
DISCOUNT		20.00%	-13.05
SUBTOTAL			52.22
CONCESSION FEE RECOVERY			5.97
AIRPORT FACILITIES FEE			5.50
ENERGY SURCHARGE			1.49
MOTOR VEHICLE LEASE TAX			4.00
TAX		9.00%	5.37

TOTAL CHARGES 74.55 USD

E-RETURN RECEIPT

THANK YOU FOR RENTING FROM HERTZ

ALL CHARGES HAVE BEEN BILLED TO YOUR ACCOUNT.

Direct All Inquiries To:
THE HERTZ CORPORATION
PO BOX 26120
OKLAHOMA CITY, OK 73126-0120
UNITED STATES

Rental Agreement No: 104907331
Date: 08/30/2019
Document: 989004019157

Renter: LYLE SUMEK
Account No.: *****4001 AMX

Phone: 800-654-4173
Web: www.hertz.com

TOTAL CHARGES 74.55 USD

For a Chance to WIN
See Back of Receipt
Survey Code: 7808-2034-1726-3323
(Diganos en Espanol)

Taco Bell 030422
1570 22nd Street
West Des Moines, IA 50266
(515)225-7028

8/26/2019 5:38:04 PM
Order 333468 Cashier: Gregory R

1 COMBO 15	7.89
Beef Taco Salad	0.00
No Beans	0.00
LRG PNK LMNADE	0.00
2 Sft Taco Supreme	4.78
1 Taco Supreme	2.29

SubTotal	14.96
Tax	0.90

Total 15.86

American Express 15.86

Acct:XXXXXXXX1005

Approval:867103

Entry Mode: Chip Read
APL: AMERICAN EXPRESS
AID: A000000025010801
TVR: 0000008000
TSI: F800
IAD: 0672010360A002
CVM: SIGNATURE

\$500 CASH GIVEAWAY ON BACK

\$500 CASH GIVEAWAY ON BACK

\$500 CASH GIVEAWAY ON B

For a Chance to WIN

See Back of Receipt

Survey Code: 0808-2034-2628-3028

(Díganos en Español)

Taco Bell 030422

1570 22nd Street

West Des Moines, IA 50266

(515)225-7028

8/28/2019

8:07:55 PM

Order 334308

Cashier: Aujunae E

1 COMBO 15	7.89
Beef Taco Salad	0.00
No Beans	0.00
LRG PNK LMNADE	0.00
2 Taco Supreme	4.58

SubTotal 12.47

Tax 0.75

Total 13.22

American Express 13.22

Acct:XXXXXXXX1005

Approval:804954

Entry Mode: Chip Read
APL: AMERICAN EXPRESS
AID: A000000025010801
TVR: 0000008000
TSI: FB00
IAD: 06720103602002
CVM: SIGNATURE

BACK | \$500 CASH GIVEAWAY ON BACK | \$500 CASH GIVEAWAY ON BACK | \$500 CASH GIVEAWAY ON BACK | \$500 CASH GIVEAWAY ON

Gas

Casey's General
Store #2783
4901 86th St
Urbandale, IA 50322

Date 08/28/2019
Time 20:22

AX
#####1005

Pump	Gallons	Price
09	3.083	\$ 2.499

Product	Amount
87E10	\$ 7.70

Total Sale \$ 7.70

SALE - Card Swiped
Auth # 542132
Merch #
Approved 542132

Quench Your Thirst
With a Hot Deal!
Gatorade 28oz 2/\$4
Monster 2/\$4

AGREEMENT FOR PROFESSIONAL SERVICES

HIGHWAY 44 & SW COUNTY LINE ROAD INTERSECTION IMPROVEMENTS

CITY OF GRIMES and BOLTON & MENK, INC.

This Agreement, made this 22nd day of October 2019, by and between City of Grimes, 101 NE Harvey Street, Grimes, Iowa ("CLIENT"), and BOLTON & MENK, INC., 309 E 5th St. Suite 202, Des Moines, Iowa ("CONSULTANT").

WITNESS, whereas the CLIENT requires professional services in conjunction with HIGHWAY 44 & SW COUNTY LINE ROAD INTERSECTION IMPROVEMENTS ("Project") and whereas the CONSULTANT agrees to furnish the various professional services required by the CLIENT.

NOW, THEREFORE, in consideration of the mutual covenants and promises between the parties hereto, it is agreed:

SECTION I - CONSULTANT'S SERVICES

- A. The CONSULTANT agrees to perform the various Basic Services in connection with the proposed project as described in Exhibit I.
- B. Upon mutual agreement of the parties, Additional Services may be authorized as described in Section IV.B.

SECTION II - THE CLIENT'S RESPONSIBILITIES

- A. The CLIENT shall promptly compensate the CONSULTANT in accordance with Section III of this Agreement.
- B. The CLIENT shall place any and all previously acquired information in its custody at the disposal of the CONSULTANT for its use. Such information shall include but shall not be limited boundary surveys, topographic surveys, preliminary sketch plan layouts, building plans, soil surveys, abstracts, deed descriptions, tile maps and layouts, aerial photos, utility agreements, environmental reviews, and zoning limitations. The CONSULTANT may rely upon the accuracy and sufficiency of all such information in performing services unless otherwise instructed, in writing, by CLIENT.
- C. The CLIENT will guarantee access to and make all provisions for entry upon public portions of the project and reasonable efforts to provide access to private portions and pertinent adjoining properties.
- D. The CLIENT will give prompt notice to the CONSULTANT whenever the CLIENT observes or otherwise becomes aware of any defect in the proposed project.
- E. The CLIENT shall designate a liaison person to act as the CLIENT'S representative with respect to services to be rendered under this Agreement. Said representative shall have the authority to transmit instructions, receive instructions, receive information, interpret and define the CLIENT'S policies with respect to the project and CONSULTANT'S services.

- F. The CONSULTANT'S services do not include legal, insurance counseling, accounting, independent cost estimating, financial advisory or "municipal advisor" (as described in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act 2010 and the municipal advisor registration rules issued by the SEC) professional services and the CLIENT shall provide such services as may be required for completion of the Project described in this Agreement.
- G. The CLIENT will obtain any and all regulatory permits required for the proper and legal execution of the Project. CONSULTANT will assist CLIENT with permit preparation and documentation to the extent described in Exhibit I.

(Remainder of this page intentionally left blank)

SECTION III - COMPENSATION FOR SERVICES

A. FEES.

1. The CLIENT will compensate the CONSULTANT in accordance with the following Schedule of Fees for the time spent in performance of Agreement services. Total cost of services shall not exceed \$286,000.00 without the prior consent of CLIENT.

Schedule of Fees

Employee Classification	Hourly Billing Rates
Sr. Principal	\$150-280/Hour
Principal Engineer/Surveyor/Planner/GIS/Landscape Architect	\$140-225
Senior Engineer/Surveyor/Planner/GIS/Landscape Architect	\$110-210
Project Manager (Inc. Survey, GIS, Landscape Architect)	\$100-195
Project Engineer/Surveyor/Planner/Landscape Architect	\$85-190
Design Engineer/Landscape Designer/Graduate Engineer/Surveyor	\$80-190
Specialist (Nat. Resources; GIS; Traffic; Graphics; Other)	\$60-175
Senior Technician (Inc. Construction, GIS, Survey¹)	\$85-180
Technician (Inc. Construction, GIS, Survey¹)	\$65-150
Administrative/Corporate Specialists	\$45-125
Structural/Electrical/Mechanical/Architect	\$120-150
GPS/Robotic Survey Equipment	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

¹ No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for Survey Technicians.

2. The preceding Schedule of Fees shall apply for services provided through December 31, 2019. Hourly rates may be adjusted by CONSULTANT, in consultation with CLIENT, on an annual basis thereafter to reflect reasonable changes in its operating costs. Adjusted rates will become effective on January 1st of each subsequent year, upon written acceptance by CLIENT.
3. Rates and charges do not include sales tax. If such taxes are imposed and become applicable after the date of this Agreement CLIENT agrees to pay any applicable sales taxes.
4. The rates in the Schedule of Fees include labor, general business and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed in writing, the above rates include vehicle and personal expenses, mileage, telephone, survey

stakes and routine expendable supplies; and no separate charges will be made for these activities and materials.

5. Additional services as outlined in Section I.B will vary depending upon project conditions and will be billed on an hourly basis at the rate described in Section III.A.1.
6. Expenses required to complete the agreed scope of services or identified in Section III.A.6 will be invoiced separately, and include but are not limited to large quantities of prints; extra report copies; out-sourced graphics and photographic reproductions; document recording fees; special field and traffic control equipment rental; outside professional and technical assistance; geotechnical services; and other items of this general nature required by the CONSULTANT to fulfill the terms of this Agreement. CONSULTANT shall be reimbursed at cost for these Direct Expenses incurred in the performance of the work, subject to the Total cost not to exceed fee or approved Additional services.

B. PAYMENTS AND RECORDS

1. The payment to the CONSULTANT will be made by the CLIENT upon billing at intervals not more often than monthly at the herein rates and terms.
2. If CLIENT fails to make any payment due CONSULTANT for undisputed services and expenses within 45 days after date of the CONSULTANT'S invoice, a service charge of one and one-half percent (1.5%) per month or the maximum rate permitted by law, whichever is less, will be charged on any unpaid balance.
3. In addition to the service charges described in preceding paragraph , if the CLIENT fails to make payment for undisputed services and expenses within 60 days after the date of the invoice, the CONSULTANT may, upon giving seven days' written notice to CLIENT, suspend services and withhold project deliverables due under this Agreement until CONSULTANT has been paid in full all past due amounts for undisputed services, expenses and charges, without waiving any claim or right against the CLIENT and without incurring liability whatsoever to the CLIENT.
4. Documents Retention. The CONSULTANT will maintain records that reflect all revenues, costs incurred and services provided in the performance of the Agreement. The CONSULTANT will also agree that the CLIENT, State, or their duly authorized representatives may, at any time during normal business hours and as often as reasonably necessary, have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., and accounting procedures and practices of the CONSULTANT which are relevant to the contract for a period of six years.

(Remainder of this page intentionally left blank)

SECTION IV - GENERAL

A. STANDARD OF CARE

Professional services provided under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the Consultant's profession currently practicing under similar conditions. No warranty, express or implied, is made.

B. CHANGE IN PROJECT SCOPE

In the event the CLIENT changes or is required to change the scope or duration of the project from that described in Exhibit I, and such changes require Additional Services by the CONSULTANT, the CONSULTANT shall be entitled to additional compensation at the applicable hourly rates. To the fullest extent practical, the CONSULTANT shall give notice to the CLIENT of any Additional Services, prior to furnishing such Additional Services. The CONSULTANT shall furnish an estimate of additional cost, prior to authorization of the changed scope of work and Agreement will be revised in writing.

C. LIMITATION OF LIABILITY

1. General Liability of CONSULTANT. For liability other than professional acts, errors, or omissions, and to the fullest extent permitted by law, CONSULTANT shall indemnify, defend and hold harmless CLIENT from losses, damages, and judgments (including reasonable attorneys' fees and expenses of litigation) arising from claims or actions relating to the Project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, but only to the extent caused by the acts and omissions in the non-professional services of CONSULTANT or CONSULTANT'S employees, agents, or subconsultants.
2. Professional Liability of CONSULTANT. With respect to professional acts, errors and omissions and to the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CLIENT from losses, damages, and judgments (including reasonable attorneys' fees and expenses of litigation) arising from third-party claims or actions relating to the Project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, but only to the extent caused by a negligent act, error or omission of CONSULTANT or CONSULTANT'S employees, agents, or subconsultants. This indemnification shall include reimbursement of CLIENT'S reasonable attorneys' fees and expenses of litigation, but only to the extent that defense is insurable under CONSULTANT's liability insurance policies.
3. General Liability of Client. To the fullest extent permitted by law, CLIENT shall indemnify, defend and hold harmless CONSULTANT from losses, damages, and judgments (including reasonable attorneys' fees and expenses of litigation) arising from third-party claims or actions relating to the Project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, but only to the extent caused by the acts or omission of CLIENT or CLIENT'S employees, or agents.

4. CLIENT waives all claims against individuals involved in the services provided under this Agreement and agrees to limit all claims to the CONSULTANT's corporate entity.
5. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or the CONSULTANT. The CONSULTANT'S services under this Agreement are being performed solely for the CLIENT'S benefit, and no other entity shall have any claim against the CONSULTANT because of this Agreement or the performance or nonperformance of services provided hereunder.

D. INSURANCE

1. The CONSULTANT agrees to maintain, at CONSULTANT'S expense a commercial general liability (CGL) and excess or umbrella general liability insurance policy or policies insuring CONSULTANT against claims for bodily injury, death or property damage arising out of CONSULTANT'S general business activities. The general liability coverage shall provide limits of not less than \$2,000,000 per occurrence and not less than \$2,000,000 general aggregate. Coverage shall include Premises and Operations Bodily Injury and Property Damage; Personal and Advertising Injury; Blanket Contractual Liability; Products and Completed Operations Liability.
2. The CONSULTANT also agrees to maintain, at CONSULTANT'S expense, a single limit or combined limit automobile liability insurance and excess or umbrella liability policy or policies insuring owned, non-owned and hired vehicles used by CONSULTANT under this Agreement. The automobile liability coverages shall provide limits of not less than \$1,000,000 per accident for property damage, \$2,000,000 for bodily injuries, death and damages to any one person and \$2,000,000 for total bodily injury, death and damage claims arising from one accident.
3. CLIENT shall be named Additional Insured for the above CGL and Auto liability policies.
4. The CONSULTANT agrees to maintain, at the CONSULTANT'S expense, statutory worker's compensation coverage together with Coverage B, Employer's Liability limits of not less than \$500,000 for Bodily Injury by Disease per employee, \$500,000.00 for Bodily Injury by Disease aggregate and \$500,000 for Bodily Injury by Accident.
5. The CONSULTANT also agrees to maintain, at CONSULTANT'S expense, Professional Liability Insurance coverage insuring CONSULTANT against damages for legal liability arising from a negligent act, error or omission in the performance of professional services required by this agreement during the period of CONSULTANT'S services and for three years following date of final completion of its services. The professional liability insurance coverage shall provide limits of not less than \$2,000,000 per claim and an annual aggregate of not less than \$2,000,000 on a claims-made basis.
6. CLIENT shall maintain statutory Workers Compensation insurance coverage on all of CLIENT'S employees and other liability insurance coverage for injury and property damage to third parties due to the CLIENT'S negligence.
7. Prior to commencement of this Agreement, CONSULTANT will provide the CLIENT with certificates of insurance, showing evidence of required coverages. All policies of insurance shall contain a provision or endorsement that the coverage afforded will not be canceled or reduced in limits by endorsement for any reason except non-payment of premium, until at least

30 days prior written notice has been given to the Certificate Holder, and at least 10 days prior written notice in the case of non-payment of premium

E. OPINIONS OR ESTIMATES OF CONSTRUCTION COST

Where provided by the CONSULTANT as part of Exhibit I or otherwise, opinions or estimates of construction cost will generally be based upon public construction cost information. Since the CONSULTANT has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of the CLIENT and the CONSULTANT does not warrant or guarantee the accuracy of construction cost opinions or estimates. The CLIENT acknowledges that costs for project financing should be based upon contracted construction costs with appropriate contingencies.

F. CONSTRUCTION SERVICES

It is agreed that the CONSULTANT and its representatives shall not at any time supervise, direct, control, or have authority over any contractor's work, nor shall CONSULTANT have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at any Project site, nor for any failure of a Contractor to comply with Laws and Regulations applicable to that Contractor's furnishing and performing of its work. CONSULTANT shall not be responsible for the acts or omissions of any Contractor. CLIENT acknowledges that on-site contractor(s) are solely responsible for construction site safety programs and their enforcement.

G. USE OF ELECTRONIC/DIGITAL DATA

1. Because of the potential instability of electronic/digital data and susceptibility to unauthorized changes, copies of documents that may be relied upon by CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by CONSULTANT. Except for electronic/digital data which is specifically identified as a project deliverable for this AGREEMENT or except as otherwise explicitly provided in this AGREEMENT, all electronic/digital data developed by the CONSULTANT as part of the Project is acknowledged to be an internal working document for the CONSULTANT'S purposes solely and any such information provided to the CLIENT shall be on an "AS IS" basis strictly for the convenience of the CLIENT without any warranties of any kind. As such, the CLIENT is advised and acknowledges that use of such information may require substantial modification and independent verification by the CLIENT (or its designees).
2. Provision of electronic/digital data, whether required by this Agreement or provided as a convenience to the Client, does not include any license of software or other systems necessary to read, use or reproduce the information. It is the responsibility of the CLIENT to verify compatibility with its system and long-term stability of media. If CLIENT is responsible for accidental disclosure of electronic/digital data developed by CONSULTANT under this agreement, CLIENT shall indemnify and hold harmless CONSULTANT from all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting from third party use or any adaptation or distribution of electronic/digital data provided under this AGREEMENT, unless such third party use and adaptation or distribution is explicitly authorized by this AGREEMENT.

H. REUSE OF DOCUMENTS

1. Drawings and Specifications and all other documents (including electronic and digital versions of any documents) prepared or furnished by CONSULTANT pursuant to this AGREEMENT are instruments of service in respect to the Project and CONSULTANT shall retain an ownership interest therein. Upon payment of all fees owed to the CONSULTANT, the CLIENT shall acquire a limited license in all identified deliverables (including Reports, Plans and Specifications) for any reasonable use relative to the Project and the general operations of the CLIENT. Such limited license to Owner shall not create any rights in third parties.
2. CLIENT may make and disseminate copies for information and reference in connection with the use and maintenance of the Project by the CLIENT. However, such documents are not intended or represented to be suitable for reuse by CLIENT or others on extensions of the Project or on any other project. Any reuse by CLIENT or, any other entity acting under the request or direction of the CLIENT, without written verification or adaptation by CONSULTANT for such reuse will be at CLIENT'S sole risk and without liability or legal exposure to CONSULTANT and CLIENT shall indemnify and hold harmless CONSULTANT from all claims, damages, losses and expenses including attorney's fees arising out of or resulting from such reuse.

I. CONFIDENTIALITY

CONSULTANT agrees to keep confidential and not to disclose to any person or entity, other than CONSULTANT'S employees and subconsultants any information obtained from CLIENT not previously in the public domain or not otherwise previously known to or generated by CONSULTANT. These provisions shall not apply to information in whatever form that comes into the public domain through no fault of CONSULTANT; or is furnished to CONSULTANT by a third party who is under no obligation to keep such information confidential; or is information for which the CONSULTANT is required to provide by law or authority with proper jurisdiction; or is information upon which the CONSULTANT must rely for defense of any claim or legal action.

J. PERIOD OF AGREEMENT

This Agreement will remain in effect for the longer of a period of two (2) years or until such other expressly identified completion date, after which time the Agreement may be extended upon mutual agreement of both parties.

K. TERMINATION

This Agreement may be terminated:

1. For cause, by either party upon 7 days written notice in the event of substantial failure by other party to perform in accordance with the terms of this Agreement through no fault of the terminating party. For termination by CONSULTANT, cause includes, but is not limited to, failure by CLIENT to pay undisputed amounts owed to CONSULTANT within 120 days of invoice and delay or suspension of CONSULTANT's services by for more than 120 days for reasons beyond CONSULTANT'S cause; or,
2. Notwithstanding, the foregoing, this Agreement will not terminate under Section IV.K if the party receiving such notice immediately commences correction of any substantial failure and cures same within 10 days of receipt of the notice.

3. For convenience by CLIENT upon 7 days written notice to CONSULTANT.
4. In the event of termination by CLIENT for convenience or by CONSULTANT for cause, the CLIENT shall be obligated to the CONSULTANT for payment of amounts due and owing including payment for services performed or furnished to the date and time of termination, computed in accordance with Section III of this Agreement. CONSULTANT shall deliver and CLIENT shall have, at its sole risk, right of use of any completed or partially completed deliverables, subject to provisions of Section IV. H.
5. In event of termination by CLIENT for cause and in addition to any other remedies available to CLIENT, CONSULTANT shall deliver to CLIENT and CLIENT shall have right of use of any completed or partially completed deliverables, in accordance with the provisions of Section IV.H. CLIENT shall compensate CONSULTANT for all undisputed amounts owed CONSULTANT as of date of termination.

L. INDEPENDENT CONTRACTOR

Nothing in the Agreement is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the CONSULTANT or any of its employees as the agent, representative, or employee of the CLIENT for any purpose or in any manner whatsoever. The CONSULTANT is to be and shall remain an independent contractor with respect to all services performed under the Agreement.

M. CONTINGENT FEE

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from award or making of this Agreement.

N. NON-DISCRIMINATION

The provisions of any applicable law or ordinance relating to civil rights and discrimination shall be considered part of this Agreement as if fully set forth herein. **The CONSULTANT is an Equal Opportunity Employer** and it is the policy of the CONSULTANT that all employees, persons seeking employment, subcontractors, subconsultants and vendors are treated without regard to their race, religion, sex, color, national origin, disability, age, sexual orientation, marital status, public assistance status or any other characteristic protected by federal, state or local law.

O. ASSIGNMENT

Neither party shall assign or transfer any interest in this Agreement without the prior written consent of the other party.

P. SURVIVAL

All obligations, representations and provisions made in or given in Section IV and Documents Retention clause of this Agreement will survive the completion of all services of the CONSULTANT under this Agreement or the termination of this Agreement for any reason.

Q. SEVERABILITY

Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon CLIENT and CONSULTANT, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

R. CONTROLLING LAW

This Agreement is to be governed by the law of the State of Iowa and venued in courts of Iowa; or at the choice of either party, and if federal jurisdictional requirements can be met, in federal court in the district in which the project is located.

S. DISPUTE RESOLUTION

CLIENT and CONSULTANT agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice of dispute prior to proceeding to formal dispute resolution or exercising their rights under law. Any claims or disputes unresolved after good faith negotiations shall then be submitted to mediation using a mutually agreeable mediator. If mediation is unsuccessful in resolving the dispute, then either party may seek to have the dispute resolved by bringing an action in a court of competent jurisdiction.

SECTION V - SIGNATURES

THIS INSTRUMENT embodies the whole agreement of the parties, there being no promises, terms, conditions or obligation referring to the subject matter other than contained herein. This Agreement may only be amended, supplemented, modified or canceled by a duly executed written instrument signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their behalf.

CLIENT: City of Grimes

CONSULTANT: Bolton & Menk, Inc.

Signature

Signature

Print Name and Title

Chadd Kahlsdorf, Principal Engineer
Print Name and Title

Date

Date



Real People. Real Solutions.

309 E 5th Street
Suite 202
Des Moines, IA 50309-1981

Ph: (515) 259-9190
Fax: (515) 233-4430
Bolton-Menk.com

EXHIBIT I
CONSULTANT SERVICES
HIGHWAY 44 & SW COUNTY LINE ROAD INTERSECTION IMPROVEMENTS
DESIGN SERVICES
GRIMES, IOWA

SCOPE OF SERVICES

Bolton & Menk, Inc., hereafter known as CONSULTANT, agrees to provide professional services required for the engineering design of the Iowa Highway 44 reconstruction from Brookside Drive to the approximate eastern edge of Dallas Center-Grimes High School.

BASIC SERVICES

The basic services to be provided by CONSULTANT are as follows:

TASK 1: ENGINEERING DESIGN SERVICES

Task 1.A – Project Initiation and Project Management

1. The CONSULTANT will facilitate a project kick-off meeting with CLIENT Staff to accomplish the following:
 - Review and confirm the scope of the project
 - Review available information relative to the project
 - Review and discuss specific infrastructure issues and the CLIENT'S current design standards as they relate to the proposed improvements on this project
 - Review and verify project schedules
 - Conduct a field review of project area by CONSULTANT and CLIENT representatives
2. Up to four (4) In-person meetings will be held with the CONSULTANT and the CLIENT after the initial kickoff meeting. These meetings will discuss findings, issues, schedule, and needs to keep the project progressing.
3. The CONSULTANT will provide project and contract administration services throughout the duration of the project.
4. The CONSULTANT will coordinate with Iowa DOT, in development of project requirements, design activities and funding.

Task 1.B – Public Involvement and Stakeholder Input

1. The CONSULTANT will coordinate project Stakeholder and Public Informational Meetings and Communications.
 - a. The CONSULTANT will use create specific and hard data for questions and preferences shown in the Public Information Meetings.

2. The CONSULTANT will organize and conduct stakeholder interviews to directly solicit input. It is anticipated that there will be up to three (3) stakeholder information meetings. One of the three (3) meetings shall be at the 60% final design stage as a final check prior to implementing design. It is assumed that multiple stakeholders may attend the same meeting. The CLIENT will assist the CONSULTANT in creating a list of stakeholders.
3. The CONSULTANT will organize and conduct up to two (2) public informational meetings and one City Council workshop session during the development of the project as follows:
 - a. Public Meeting – This meeting will take place near the completion of preliminary design to inform the community on the general design direction for the project and collect input influencing final design. The CONSULTANT will allow the community an opportunity to react to the various design options and verify the design direction.
 - b. City Council Workshop Session – Near 60% final design, the CONSULTANT will lead a Council workshop session to inform City Council on the direction of the project and confirm the progress to date aligns with the City's expectation for the project.
 - c. Project Public Information Video – Consultant will develop a public information video that will be hosted on the Client's website, that provides additional information on the project.
4. Specific property/business owners may require a more personal approach. The CONSULTANT will conduct "kitchen table" style meetings with those individuals. This is intended to provide a personal approach to addressing specific needs/concerns of those individuals directly impacted by the project. In addition to the "kitchen table" meetings outlined above, the CONSULTANT will meet individually with each business or property owner along the corridor at their place of business to review the proposed improvement plans and to discuss potential impacts to their property.

Task 1.C – Survey Services

1. The CONSULTANT will review and verify existing topographic survey of the project area which will include:
 - a. Horizontal and vertical location of existing surface improvements
 - b. Horizontal and vertical location of CLIENT utilities – sanitary sewer, watermain and storm sewer
 - c. Locate private utilities (natural gas, telephone, CATV, electric, watermain, etc.) based on field marking or other information from utility owners
2. The CONSULTANT will identify any necessary easements and/or acquisitions along the project during the design process. CONSULTANT will perform required title research and develop required acquisition plats, legal descriptions, temporary and permanent easements required for project completion.

Task 1.D – Traffic Signal Design Coordination

1. The CONSULTANT will coordinate design activities with the CLIENT's traffic signal designer for the intersection improvements of Highway 44 and Brookside Drive for inclusion into construction and bidding documents.

Task 1.E – Utility Coordination

1. The CONSULTANT will complete an Iowa One Call to identify the utilities within the project corridor. The CONSULTANT will attend up to three (3) in-person utility coordination meetings with affected utilities to review the proposed construction and identify conflicts and required relocation. Additionally, the CONSULTANT will prepare for and conduct conference calls with affected utilities as needed.
2. The CONSULTANT will prepare an existing conditions mapping, and project public utility removal plans for inclusion in the construction documents.

Task 1.F – Preliminary Design Drawings

1. The CONSULTANT will review existing preliminary design drawings and cost estimates and develop recommendations for changes of the design for implementation. These recommendations will include:
 - a. Value engineering of the preliminary design drawings.
 - b. Land acquisition requirements.
 - c. Utility coordination requirements.
 - d. Permitting – Identify required local, state and Federal permits, approvals and environmental clearances for the proposed improvements.
 - e. Sight lines and setback Analysis – Evaluate alternatives for the street layout and streetscaping that will accommodate all users, including vehicles, bicycles, pedestrians, and transit and bus stops.

The CONSULTANT will present the preliminary design review to the City Council.

Task 1.G – Final Design and Plans and Specification Preparation

1. The CONSULTANT will perform final design and prepare construction plans and specifications for the approved design. The final design will utilize the compatible CADD software suite of design programs. Unless as otherwise specified, the plan set formatting will follow current Iowa DOT & SUDAS standards.
 - a. Street and Surface Improvements: The CONSULTANT will generate the detailed design for the street and surface improvements. The CONSULTANT will provide the pavement determination for the mainline and side road pavements. This task includes the preparation of the following construction plans:
 - i. Removal plans and tabulations
 - ii. Roadway typical sections and details
 - iii. Roadway plan and profile sheets (1"=20' scale full-size) calling-out plan dimensions, street improvements, centerline/curb profiles, spot elevations and grades on sidewalks
 - iv. Survey control and alignment geometry sheets
 - v. Intersection geometrics and staking sheets (1"=20' scale full-size) at all side road locations and driveway connections. Includes return profiles and jointing details.
 - vi. ADA-compliant curb ramp detail sheets (1"=10' scale full-size) at all pedestrian crossings of street and railroad, showing spot elevations and grades
 - vii. Special construction details, access road modifications, building entrance details, and, as necessary, abandonment of existing coal chutes and utility vaults under the sidewalk if applicable

- viii. Roadway cross section sheets (1"=5' vertical scale full-size) drawn and sheeted at 50 ft. spacing and at all driveways and side roads. No utilities will be shown on cross sections, but instead will be shown on respective utility plans. Construction staging lines will be shown on cross sections, but separate construction staged cross sections will not be provided.
 - ix. Earthwork tabulations sheets
- 2. Sanitary Sewer: The CONSULTANT will complete the detailed design for sanitary sewer as determined in the preliminary design. It is not anticipated that major sanitary sewer design is required.
- 3. Storm Water/Drainage/Erosion Control: The CONSULTANT will complete the final designs of storm water and sewer improvements and pavement subdrains that are included in the approved preliminary design document. The CONSULTANT will also design temporary and permanent erosion control measures and prepare Storm Water Pollution Prevention Plan (SWPPP) Guidance Documents for the project. This task includes preparation of the following plans:
 - a. Removal plans and tabulations
 - b. Plan and profile sheets (1'=20' scale full-size) for storm sewer improvements and permanent erosion control measures.
 - c. Construction details for storm sewer elements, low-impact design elements and storm water management features (coordinate with streetscape elements as required).
 - d. Storm Water Pollution Prevention Plan (SWPPP) Guidance Documents. The CONSULTANT will be responsible for generating SWPPP narrative, plan sheets, and details and submitting for approval.
- 4. Signing and Striping: The CONSULTANT will complete the detailed design for the signing and striping. The signing and striping plan will follow the requirements in the 2009 Manual on Uniform Traffic Control Devices. This task includes preparation of the following plans:
 - a. Signage and Pavement Marking Plans (1'=20' scale full-size)
- 5. Street Lighting: The CONSULTANT will complete the detailed design indicating the locations of proposed lighting and location of existing lighting rehabilitation. This task includes preparation of the lighting locations (to be indicated on streetscape improvement plans, 1"=20' scale full-size)
- 1. Construction Staging and Traffic Control: The CONSULTANT will develop a suggested construction staging plan that manages effective movement of vehicular, bicycle, and pedestrian traffic while maintaining efficient construction progress throughout construction. The intent will be to work with the property owners during this phase to minimize closure of their business entrances, with individual coordination meetings included under Task 1. B.4. Staging plans will address traffic control needs for each stage of construction and include typical Iowa DOT quantities and bid items for temporary traffic control items. This task includes preparation of the following plans:
 - a. Construction Staging and Traffic Control Notes
 - b. Construction Staging and Traffic Control Plans (1'=20' scale full-size) to include temporary traffic control signing, striping, devices, and wayfinding needs.

- c. Traffic Control Typical Sections
 - d. Construction Staging Details for construction of drainage and other utility elements
 - e. Bid Proposal Details – that may include Identification of Sites, Working Days, Liquidated Damages and as determined necessary by CONSULTANT or CLIENT
 - f. Estimate of working days for the project
6. General Plan Production: The CONSULTANT will assemble the plan sheets described in previous tasks. This task includes preparation of other general sheets such as:
- a. Title Sheet
 - b. Location and Project Key Maps
 - c. Quantity Tabulations Sheets
 - d. Statement of Estimated Quantities
 - e. Estimate and Reference information
 - f. Miscellaneous Tabulations and Details
7. Project Manual: The CONSULTANT will prepare a project manual for the project in accordance with Iowa DOT, SUDAS and CLIENT standards.
8. Final Engineer's Estimate: The CONSULTANT will prepare an engineer's estimate with breakdowns provided for the various construction elements and funding sources (if required).

CLIENT Review: Plans will be reviewed with the CLIENT at the 30% (with 80% of staging done), 60% (with 95% of staging done), and 95% complete stages. The project manual will be reviewed with the CLIENT at the 95% complete stage. A statement of estimated quantities and estimated construction cost will be prepared by the CONSULTANT at 60% and 95% complete stages. If required, changes will be made to the contract documents based on the CLIENT's review and comments. It is assumed that easement and right-of-way design will commence at the 60% complete stage of plan set production. The final contract documents will be presented to the CLIENT for approval.

Task 1.H – Bidding Phase

1. The CONSULTANT will assist the CLIENT in the preparation of advertisement for bids and submittal to the local newspaper and other required publications; secure affidavits of publication
2. The CONSULTANT will post advertisement for bids on the websites as required by Iowa State Code. These websites are, but are not limited to: QuestCDN, Master Builders of Iowa, Iowa League of Cities, etc.
3. Upon request by prospective bidders, subcontractors or suppliers, the CONSULTANT will distribute copies of the contract/bidding documents – hard copy, electronic documents or both. A nominal refundable fee may be charged for bidding documents.
4. The CONSULTANT will maintain and update plan holders list throughout bidding period.
5. The CONSULTANT will address questions from prospective bidders, subcontractors and suppliers, and prepare and issue addenda as required.
6. If requested by the CLIENT, the CONSULTANT will conduct a pre-bid meeting for prospective bidders, subcontractors or suppliers.
7. The CONSULTANT will assist the CLIENT with the public opening and reading of the bids.
8. The CONSULTANT will review bids and prepare bid tabulation and abstract of all bid items.

Date: 10/18/2019

Page: 6

9. The CONSULTANT will conduct pre-award conference with the low bidder and significant subcontractors and perform other research to investigation capabilities and qualifications of the low bidder, if necessary.
10. The CONSULTANT will assist the CLIENT in preparing recommendation for CLIENT Council regarding the award of the bid. The CONSULTANT will attend CLIENT Council meeting to answer any questions regarding the recommendation.

ADDITIONAL SERVICES NOT INCLUDED IN THIS CONTRACT

Any service not listed above is excluded from this proposal. These services may be added as part of a change order or a new service proposal.

PROPOSED SCHEDULE

The project team will start immediately after approval of the contract by Grimes City Council with the proposed anticipated schedule as follows:

Start Design	October 2019
60% Plans	April 2020
90% Plans	July 2020
Project Bidding	August 2020

COMPENSATION

Engineering Design Services (Hourly Not to Exceed)		\$ 286,000
	TOTAL	\$ 286,000



*101 NE Harvey, Grimes, Iowa 50111
515.986.3036 Fax 515.986.3846*

AGENDA MEMO

Item No. X
For Meeting of October 22, 2019

AGENDA HEADING: Highway 44 and SW County Line Road Intersection Improvements – Bolton & Menk, Inc. Professional Services Agreement for design services.

SYNOPSIS: This agreement includes the following design engineering services; project initiation and management, public involvement and stakeholder input, survey services, utility coordination, preliminary design drawings, final design and plans and specification preparation and bidding phase. There will be an amendment to this agreement following award of the construction contract to cover the construction engineering services. This project includes the reconstruction of Highway 44 from SW Brookside Drive to about the eastern property line of the Dallas Center-Grimes High School property. The schedule for this project is as follows:

- Start design – October, 2019
- 60% plans – April, 2020
- 90% plans – July, 2020
- Project bidding – August, 2020

This project is currently under a preliminary design task order with Fox Engineering and will be transitioned at this time as it is ready to move into a design phase and at a logical breaking point. Bolton & Menk will be working with Snyder & Associates on the traffic signal warrants and design at SW Brookside Drive and with the Iowa DOT since this roadway is their jurisdiction.

FISCAL IMPACT: The total fee proposed for the design engineering services is \$286,000. Following our review, this appears to be a reasonable fee for this work. There are a few options for outside funding that will be looked into for this project to help cover the costs of the improvements.

PREVIOUS COUNCIL ACTION(S):

BOARD/COMMISSION ACTION(S):

STAFF/COMMITTEE RECOMMENDATION: The staff has reviewed this Professional Services Agreement and recommends approval by the City Council.

Statement



FOX Engineering Associates, Inc.
 414 South 17th Street, Ste 107
 Ames, IA 50010
 515-233-0000

City of Grimes
 101 NE Harvey Street
 Grimes, IA 50111

Statement date: 10/8/2019

	Invoice Number	Invoice Date	Amount
City of Grimes			
100517A Grimes SE 37th Street @ Hwy 141 Improvements	45089	9/30/2019	<u>27,047.35</u>
	Project Outstanding		27,047.35
100517B Grimes S James Street & SE 37th Street Intersection Improvements	45090	9/30/2019	<u>146.00</u>
	Project Outstanding		146.00
100518B SW County Line Road Improvements	45091	9/30/2019	<u>539.50</u>
	Project Outstanding		539.50
100519B Hwy 44 & County Line Road Intersection Improvements	45097	9/30/2019	<u>2,700.00</u>
	Project Outstanding		2,700.00
336417A Grimes Water Tower	45074	9/30/2019	<u>4,007.90</u>
	Project Outstanding		4,007.90
336417C Grimes Water Treatment Plant Expansion - Phase 1	45065	9/30/2019	<u>27,694.55</u>
	Project Outstanding		27,694.55
336417D Grimes New Jordan Well	45061	9/30/2019	<u>4,678.25</u>
	Project Outstanding		4,678.25
336417E Grimes 16-inch Raw Water Main	45092	9/30/2019	<u>5,266.25</u>
	Project Outstanding		5,266.25
702403S Grimes Phase II Stormwater Permit	45093	9/30/2019	<u>9,223.42</u>
	Project Outstanding		9,223.42
702415A Beaver Creek Watershed Improvements	45094	9/30/2019	340.00

Statement



FOX Engineering Associates, Inc.
414 South 17th Street, Ste 107
Ames, IA 50010
515-233-0000

City of Grimes
101 NE Harvey Street
Grimes, IA 50111

Statement date: 10/8/2019

	Invoice Number	Invoice Date	Amount
City of Grimes			
	Project Outstanding		340.00
702415B Little Beaver & Prairie Creek Channel Improvements			
	45096	9/30/2019	12,247.65
	Project Outstanding		12,247.65
863014B CTI Facility @ 1001 SE 37th			
	45135	9/30/2019	247.50
	Project Outstanding		247.50
863017D Autumn Park West			
	45136	9/30/2019	843.50
	Project Outstanding		843.50
863019A Dallas Center-Grimes Middle School			
	45134	9/30/2019	1,357.00
	Project Outstanding		1,357.00
863019C Golden Rule Storm Water Mangement Plan Review			
	45095	9/30/2019	600.00
	Project Outstanding		600.00
863098A Grimes City Engineering			
	45117	9/30/2019	2,240.50
	Project Outstanding		2,240.50
863098G Western Plains Business Park			
	45133	9/30/2019	309.50
	Project Outstanding		309.50
	Client Outstanding		99,488.87

City of Grimes						
Outstanding	Current	31-60 Days	61-90 Days	91-120 Days	121+ Days	Prepayment
99,488.87	99,488.87	0.00	0.00	0.00	0.00	0.00

CITY OF JOHNSTON ACCOUNTS RECEIVABLE INVOICE

PO BOX 410
JOHNSTON, IA 50131-0410
PHONE (515) 278-2344

CITY OF GRIMES
101 N HARVEY STREET
GRIMES IA 50111

CUSTOMER#: 10-102
INVOICE#: 201910100641
INVOICE DATE: 10/10/2019
DUE DATE : 11/09/2019
P.O. # :

===== CHARGE DETAIL =====

ITEM DESCRIPTION	UNITS	TYPE	PRICE	AMOUNT
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	1,136.86
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	8,783.52
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	9.27
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	9.28

PAID

CITY OF GRIMES

10-102

INVOICE#: 201910100641

TOTAL DUE : \$ 31,582.37

PLEASE REMIT BOTTOM PORTION WITH YOUR PAYMENT

THANK YOU

mw

CITY OF JOHNSTON ACCOUNTS RECEIVABLE INVOICE

PO BOX 410
JOHNSTON, IA 50131-0410
PHONE (515) 278-2344

CITY OF GRIMES
101 N HARVEY STREET
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P.O. # :

===== CHARGE DETAIL =====

ITEM DESCRIPTION	UNITS	TYPE	PRICE	AMOUNT
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	917.59
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	4,954.00
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	1,526.33
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	1,793.85
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	169.54
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	1,044.71
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	33.55
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	9.44
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	767.07
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	42.55

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CITY OF GRIMES
101 N HARVEY STREET
GRIMES IA 50111

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DUE DATE : 11/09/2019
P.O. # :

===== CHARGE DETAIL =====

ITEM DESCRIPTION	UNITS	TYPE	PRICE	AMOUNT
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	38.76
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	42.54
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	843.51
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	1,528.84
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	9.27
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	9.28
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	27.20
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	43.75
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	1,226.01
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	548.92

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PHONE (515) 278-2344

CITY OF GRIMES
101 N HARVEY STREET
GRIMES IA 50111

CUSTOMER#: 10-102
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INVOICE DATE: 10/10/2019
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P.O. # :

===== CHARGE DETAIL =====

ITEM DESCRIPTION	UNITS	TYPE	PRICE	AMOUNT
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	27.20
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	452.40
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	465.53
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	917.62
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	935.41
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	1,526.33
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	518.52
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	169.55
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	1,044.73
FIRE REIMB - JUL-SEP 2019	0.00	1	0.00	9.44

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P.O. No. _____

25184 ✓

CITY OF GRIMES

101 N. Harvey, Grimes, IA 50111 phone: 515-986-3036 fax: 515-986-3846

PURCHASE REQUEST/PURCHASE ORDER

Source/Supplier City of Johnston
Name

Quarterly shared expenses
Address

Phone Number/Fax Number _____

ITEMS	QTY	UNIT PRICE	TOTAL
6181-\$ 27. ²⁰	6310-\$ 1962. ³⁰	6373-\$ 169. ⁵⁴	6504-\$ 8817. ⁰⁷
6210-\$ 43. ⁷⁵	6331-\$ 767. ⁰⁷	6419-\$ 1526. ³³	6506-\$ 42. ⁵⁵
6230-\$ 1244. ⁵⁶	6332-\$ 9. ⁴⁴	6490-\$ 1793. ⁸⁵	6507-\$ 1136. ⁸⁶
6240-\$ 548. ⁴²	6350-\$ 4954. ⁰⁰		

PURCHASE JUSTIFICATION: 2 of 2 P.O.'s for this invoice

001-160-XXXX

Total this PO = \$ 23043.⁴⁴

Total Both P.O.'s this invoice =

DEPARTMENT: Fire

\$ 31582.³²

LINE ITEM: 001-160-XXXX (see above)

BEGINNING BUDGET BALANCE: _____

ENDING BUDGET BALANCE: _____

PURCHASE REQUESTED BY: RH [Signature] DATE: 10-11-19
PURCHASE ORDER APPROVAL AND ASSIGNMENT

Jake Anderson
City Administrator

[Signature]

10-11-19
Date

CC 10-22-19
Council Approval date: (if over \$5,000)

☐ Purchaser's Copy ☐ Vendor's Copy ☐ File Copy

P.O. No. _____

25185 ✓

CITY OF GRIMES

101 N. Harvey, Grimes, IA 50111 phone: 515-986-3036 fax: 515-986-3846

PURCHASE REQUEST/PURCHASE ORDER

Source/Supplier City of Johnston
Name

Quarterly Shared expenses
Address

Phone Number/Fax Number _____

ITEMS	QTY	UNIT PRICE	TOTAL
6181-\$ 27. ²⁰	6331-\$ 38. ⁷⁶	6419-\$ 1526. ³³	
6230-\$ 470. ⁹⁵	6332-\$ 9. ⁴⁴	6504-\$ 1528. ⁸⁴	
6240-\$ 465. ⁵³	6350-\$ 1453. ⁹³	6506-\$ 42. ⁵⁴	
6310-\$ 1962. ³⁵	6373-\$ 169. ⁵⁵	6507-\$ 843. ⁵¹	

PURCHASE JUSTIFICATION: 1 of 2 po's for this invoice

001-150-XXXX

Total this PO = \$ 8538. ⁹³

DEPARTMENT: Fin

LINE ITEM: 001-150-XXXX (see above)

BEGINNING BUDGET BALANCE: _____

ENDING BUDGET BALANCE: _____

PURCHASE REQUESTED BY: R. Anderson DATE: 10-11-19

PURCHASE ORDER APPROVAL AND ASSIGNMENT

John Anderson
City Administrator msh

10-11-19
Date

CC 10-22-19
Council Approval date: (if over \$5,000)

☐ Purchaser's Copy ☐ Vendor's Copy ☐ File Copy

CITY OF JOHNSTON ACCOUNTS RECEIVABLE INVOICE

PO BOX 410
JOHNSTON, IA 50131-0410
PHONE (515) 278-2344

CITY OF GRIMES
101 N HARVEY STREET
GRIMES IA 50111

CUSTOMER#: 10-102
INVOICE#: 201910110642
INVOICE DATE: 10/11/2019
DUE DATE : 11/10/2019
P.O. # :

===== CHARGE DETAIL =====

ITEM DESCRIPTION	UNITS	TYPE	PRICE	AMOUNT
P/T WAGE REIMB-1ST QTR FY20	0.00		0.00	998.80
P/T WAGE REIMB-1ST QTR FY20	0.00		0.00	998.80

PAID

CITY OF GRIMES

10-102

INVOICE#: 201910110642

TOTAL DUE : \$ 1,997.60

PLEASE REMIT BOTTOM PORTION WITH YOUR PAYMENT

THANK YOU

mm

P.O. No. _____

25186 ✓

CITY OF GRIMES

101 N. Harvey, Grimes, IA 50111 phone: 515-986-3036 fax: 515-986-3846

PURCHASE REQUEST/PURCHASE ORDER

Source/Supplier City of Johnston
Name

Quarterly P/L wage balance
Address

Phone Number/Fax Number _____

ITEMS	QTY	UNIT PRICE	TOTAL
<u>PT wages to Johnston</u>			<u>\$ 1997.⁶⁰</u>

PURCHASE JUSTIFICATION: _____

DEPARTMENT: Fire

LINE ITEM: 001-150/160-6020

BEGINNING BUDGET BALANCE: _____

ENDING BUDGET BALANCE: _____

PURCHASE REQUESTED BY: R. J. [Signature] DATE: 10-11-19

PURCHASE ORDER APPROVAL AND ASSIGNMENT

Jake Anderson msh 10-11-19
City Administrator Date

Council Approval date: (if over \$5,000)

☐ Purchaser's Copy ☐ Vendor's Copy ☐ File Copy



101 NE Harvey Street,
Grimes, Iowa 50111
Tel: 515.986.3036
Fax: 515.986.3846

From: Erik S. Fisk (at request of Weston Wunder, Public Works Director)
Date: October 18, 2019
To: City Council
Re: Agenda Memo re: Staffing Request Parks & Recreation Department, Item No. ____
Council Meeting, October 22, 2019

AGENDA HEADING: Staffing request Parks and Recreation Department: Facility Maintenance Technician ("FMT")

SYNOPSIS: Parks and Recreation has a need for one additional full-time staff member, which will be offset mostly by eliminating existing contract for service arrangements. This position will benefit both Parks and Recreation and the Public Works Department.

The responsibilities and cost savings are detailed below:

1. FMT will assume parks restrooms, garbage and pet waste responsibilities two times a week, allowing other parks staff to increase mowing acreage next season reducing contracting cost by 2300.00 per week.
2. FMT will assume cemetery duties to remove duties from current parks staff who should dedicate more time to mowing.
3. FMT will assume cleaning duties in GCC one-two days per week, allowing for a 50% reduction in cleaning expenses, reducing cleaning contract by approximately \$12,000.00/year.
4. FMT will assume all snow clearing responsibilities around city owned buildings and help to increase service levels by allowing our street department to focus on other task.
5. Will increase service level for cleaning, preventative maintenance, and light remodeling projects in all City facilities on a more consistent basis. (Current staff levels limit this to one day)
6. FMT will respond to facility needs at all City buildings, including City Hall, Development Services, GCC, and Library.
7. FMT will assist with room set up and tear down to allow other recreational department staff time to focus on more critical management functions.

FISCAL IMPACT: Staff position was budgeted for and approved for hiring as of July 1, 2019.

PREVIOUS COUNCIL ACTION(S): Council Approved Parks and Recreation Budget.

BOARD/COMMISSION ACTION(S): NA

STAFF/COMMITTEE RECOMMENDATION: Staff recommends approval for adding one full-time union position within the Parks and Recreation Department.

HOLD HEARING ON AND APPROVE
AMENDED DEVELOPMENT
AGREEMENT AND TAX INCREMENT
PAYMENTS

(Prairie Business Park I, LLC)

419952-72

Grimes, Iowa

October 22, 2019

A meeting of the City Council of the City of Grimes, Iowa, was held at 5:30 o'clock p.m., on October 22, 2019, at the Grimes City Hall, 101 NE Harvey Street, Grimes, Iowa, pursuant to the rules of the Council.

The Mayor presided and the roll was called, showing members present and absent as follows:

Present: _____

Absent: _____.

The City Council investigated and found that notice of the intention of the Council to conduct a public hearing on an Amended Development Agreement between the City and Prairie Business Park I, LLC had been published according to law and as directed by the Council and that this is the time and place at which the Council shall receive oral or written objections from any resident or property owner of the City. All written objections, statements, and evidence heretofore filed were reported to the Council, and all oral objections, statements, and all other exhibits presented were considered.

The following named persons presented oral objections, statements, or evidence as summarized below; filed written objections or statements, copies of which are attached hereto; or presented other exhibits, copies of which are attached hereto:

(Here list all persons presenting written or oral statements or evidence and summarize each presentation.)

There being no further objections or comments, the Mayor announced that the hearing was closed.

Council Member _____ introduced the resolution next hereinafter set out and moved its adoption, seconded by Council Member _____; and after due consideration thereof by the Council, the Mayor put the question upon the adoption of said resolution, and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared said resolution duly adopted, as follows:

RESOLUTION 10-0919

Resolution Approving Amended Development Agreement with Prairie Business Park I, LLC, Authorizing Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement

WHEREAS, the City of Grimes, Iowa (the "City"), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the Grimes Urban Renewal Area (the "Urban Renewal Area"); and

WHEREAS, this Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa, which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, the City has previously entered into an Amended Development Agreement (the "Amended Agreement") with Prairie Business Park I, LLC (the "Developer") in connection with the development of a new commercial and industrial business park (the "Project") in the Urban Renewal Area; and

WHEREAS, the City and the Developer have proposed to amend the Amended Agreement in order to increase the amount of incremental property tax payments available to the Developer thereunder; and

WHEREAS, an amendment (the "Amendment") to the Amended Agreement has been prepared to set forth the new understanding between the City and the Developer; and

WHEREAS, this City Council, pursuant to Section 403.9 of the Code of Iowa, has published notice, has held a public hearing on the Amendment on October 22, 2019, and has otherwise complied with statutory requirements for the approval of said Amendment; and

WHEREAS, Chapter 15A of the Code of Iowa ("Chapter 15A") declares that economic development is a public purpose for which a City may provide grants, loans, tax incentives, guarantees and other financial assistance to or for the benefit of private persons; and

WHEREAS, Chapter 15A requires that before public funds are used for grants, loans, tax incentives or other financial assistance, a City Council must determine that a public purpose will reasonably be accomplished by the spending or use of those funds; and

WHEREAS, Chapter 15A requires that in determining whether funds should be spent, a City Council must consider any or all of a series of factors;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Grimes, Iowa, as follows:

Section 1. Pursuant to the factors listed in Chapter 15A, the Council hereby reaffirms that:

(a) The Project will add diversity and generate new opportunities for the Grimes and Iowa economies;

(b) The Project will generate public gains and benefits, particularly in the creation of new jobs and the fostering of commercial enterprises, which are warranted in comparison to the amount of the proposed property tax incentives.

Section 2. The City Council further finds and reaffirms that a public purpose will reasonably be accomplished by executing the Amendment and providing the incremental property tax payments to the Developer.

Section 3. The Amendment is hereby approved, and the Mayor and City Clerk are hereby authorized and directed to execute and deliver the Amendment on behalf of the City, in substantially the form and content in which the Amendment has been presented to this City Council. Such officers are also authorized to make such changes, modifications, additions or deletions as they, with the advice of bond counsel, may believe to be necessary, and to take such actions as may be necessary to carry out the provisions of the Amendment.

Section 4. All payments by the City under the Amendment and the Amended Agreement shall be subject to annual appropriation by the City Council, in the manner set out in therein. As provided and required by Chapter 403 of the Code of Iowa, the City's obligations under the Amendment and the Amended Agreement shall be payable solely from a subfund (the "R & R Subfund") which has previously been established, into which shall be paid that portion of the income and proceeds of the Urban Renewal Tax Revenue Fund attributable to property taxes derived from those properties described as follows:

Certain real property situated in the City of Grimes, Counties of Dallas and Polk, State of Iowa legally described as follows:

37.06 acres described as:

NW 1/4 of the NW 1/4 of Section 17-79-25

Less 2.53 acres of future road right-of-way currently governed by an easement for public highway purposes

Less 0.45 acres of future road right-of-way along SE 37th Street

Less 0.58 acres of future road right-of-way along S. James Street

Less 0.86 acres for both the construction of SE 46th Street and the future road right-of-way along SE 46th Street

Section 5. The City hereby pledges to the payment of its obligations under the Amendment and the Amended Agreement the R & R Subfund and the taxes referred to in Subsection 2 of Section 403.19 of the Code of Iowa to be paid into such Subfund.

Section 6. After the certification of indebtedness to the County Auditor of Polk County, Iowa and the continuing pledging of the R & R Subfund and the portion of taxes to be paid into such Subfund and, pursuant to the direction of Section 403.19 of the Code of Iowa, the Auditor shall allocate the taxes in accordance therewith and in accordance with the tax allocation ordinance referred to in the preamble hereof.

Section 7. All resolutions or parts thereof in conflict herewith are hereby repealed.

Passed and approved on October 22, 2019.

Mayor Scott Mikkelsen

Attest:

City Clerk Rochelle Williams

• • • • •

On motion and vote the meeting adjourned.

Mayor Scott Mikkelsen

Attest:

City Clerk Rochelle Williams

STATE OF IOWA
COUNTIES OF POLK AND DALLAS SS:
CITY OF GRIMES

I, the undersigned, Clerk of the aforementioned City, hereby certify that the foregoing is a true and correct copy of the minutes of the Council of the City relating to holding a public hearing and adopting a resolution to approve an Amended Development Agreement.

WITNESS MY HAND hereto affixed this ____ day of _____, 2019.

City Clerk Rochelle Williams

SECOND AMENDMENT TO DEVELOPMENT AGREEMENT

This Second Amendment to Development Agreement is made on or as of the ____ day of _____, 2019 by and among the City of Grimes, Iowa, a municipality (hereinafter called "City"), established pursuant to the Code of Iowa of the State of Iowa and acting under the authorization of Chapter 403 of the Code of Iowa, 2015 as amended (hereinafter called the "Urban Renewal Act"), and Prairie Business Park I, LLC (f/k/a Stang Property, LLC) (hereinafter called "Developer"), an Iowa limited liability company having an office for the transaction of business at 1080 Jordan Creek Parkway, Suite 200 North, West Des Moines, Iowa 50266 (c/o R&R Realty Group).

WITNESSETH:

WHEREAS, in furtherance of the objectives of the Urban Renewal Act, the City is engaged in carrying out urban renewal project activities in an area known as the Grimes Urban Renewal Area (the "Urban Renewal Area"), and

WHEREAS, Developer owns property located within the Urban Renewal Area and has undertaken the development of the same for industrial and commercial enterprises, which property is legally described on Exhibit A hereto ("Development Property"); and

WHEREAS, in furtherance of the economic development of the Development Property and the Urban Renewal Area, that the City has undertaken the construction of certain street, sanitary sewer and water main improvements sufficient to serve the Development Property; and

WHEREAS, the Urban Renewal Law authorizes cities to establish urban renewal areas and undertake economic development projects, including but not limited to the construction of public infrastructure improvements intended to facilitate the development of such urban renewal projects; and

WHEREAS, the City and the Developer entered into a Development Agreement (the "Original Agreement") dated May 26, 2015, recorded in Book 15604 at Pages 449-465 of the Polk County records, with respect to the Development of the Development Property; and

WHEREAS, the City and the Developer entered into an Amendment to Development Agreement (the "Amended Agreement") dated May 2, 2017, recorded in Book 16475 at Pages 123-126 of the Polk County records; and

WHEREAS, pursuant to the Original Agreement and the Amended Agreement,

the City agreed to make certain economic development tax increment payments to the Developer; and

WHEREAS, the City and the Developer have mutually agreed that the aggregate amount and total number of the economic development tax increment payments should be increased by \$529,933.74; and

WHEREAS, this Second Amendment to Development Agreement (the "Second Amendment") has been prepared to set forth the updated, mutual understanding between the City and the Developer and to amend the Original Agreement and the Amended Agreement as set forth below; and

WHEREAS, Chapter 15A of the Code of Iowa ("Chapter 15A") declares that economic development is a public purpose for which a City may provide grants, loans, tax incentives, guarantees and other financial assistance to or for the benefit of private persons; and

WHEREAS, Developer's project on the Development Property will add diversity and generate new opportunities for Grimes and Iowa economies; and

WHEREAS, Developer's project on the Development Land has and will continue to generate public gains and benefits, particularly in the creation of new jobs, which are warranted in comparison to the amount of the proposed financial incentives;

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them do hereby covenant and agree with the others as follows:

ARTICLE I. DEFINITIONS.

Section 1. Definitions. In addition to the other definitions set forth in this Agreement, all capitalized terms used and not otherwise defined herein shall have the following meanings unless the different meaning clearly appears from the context:

"Annual Percentage" means the percentage in effect from time to time for purposes of the administration of Sections 4.1 and 4.2 of this Agreement. The Annual Percentages shall be as follows:

First Payment year the Annual Percentage shall be Seventy-Five percent (75%)

Second Payment year the Annual Percentage shall be Sixty percent (60%)

Third Payment year the Annual Percentage shall be Forty-Five percent (45%)

Fourth Payment year the Annual Percentage shall be Thirty percent (30%)
Fifth Payment year the Annual Percentage shall be Fifteen percent (15%)
Sixth Payment year the Annual Percentage shall be One Hundred percent (100%)
Seventh Payment year the Annual Percentage shall be One Hundred percent (100%), provided, however, that the aggregate Payments (as defined in Section 4.2 of this Agreement) in the Sixth and Seventh Payment year shall not exceed \$529,933.74

ARTICLE IV. TAX REBATE PAYMENTS

Section 4.2 Payments. In recognition of the Developer's obligations set out above, the City agrees to make fourteen (14) semiannual economic development tax increment payments (the "Payments") to the Developer during the term of this Agreement, pursuant to Chapters 15A and 403 of the Code of Iowa, provided however that the aggregate, total amount of the Payments for the first warehouse building (a second warehouse building can be constructed on the Development Property and this Agreement may be amended to provide for similar economic development tax increment payments to the Developer) shall not exceed \$1,830,233.74 (the "Maximum Payment Total"). The Payments are subject to full and timely payment of property taxes due with respect to the Development Property by the Developer (or other owners of the Development Property) and submission to the City of evidence of each such tax payment. Furthermore, all Payments under this Agreement shall be subject to annual appropriation by the City Council, as provided hereunder.

The Payments shall not constitute general obligations of the City, but shall be made solely and only from Incremental Property Tax Revenues received by the City from the Polk County Treasurer attributable to the taxable valuation of the Development Property.

The Payments shall be made on December 1 and June 1 of each fiscal year commencing in the fiscal year immediately following the submission of the first Developer's Estimate and continuing for six additional fiscal years thereafter. For example, if it is assumed that the new valuation from the initial building on the Development Property went on the property tax rolls as of January 1, 2016. The Payments would be made on December 1 and June 1 of each fiscal year, beginning on December 1, 2017 and continuing to, and including, June 1, 2023, or until such earlier date upon which total Payments equal to the Maximum Payment Total have been made.

ARTICLE V. MISCELLANEOUS.

Section 5.1. Notices and Demands. A notice, demand or other communication under this Agreement by any party to the others shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally, and

(a) In the case of Developer, is addressed or delivered personally to R&R Realty Group at 1080 Jordan Creek Parkway, Suite 200 North, West Des Moines,

Iowa 50266, Attn.: Mark A. Rupprecht, President, and a copy to Steven K. Gaer, General Counsel.

(b) In the case of the City, is addressed to or delivered personally to the City at City Hall, 101 N. Harvey Street, Grimes, Iowa 50111, Attn.: City Administrator;

IN WITNESS WHEREOF, the City has caused this Second Amendment to Development Agreement to be duly executed in its name and behalf by its Mayor and its seal to be hereunto duly affixed and attested by its City Clerk, and Developer has caused this Agreement to be duly executed in its name and on its behalf by its duly authorized officer, all as of the day first above written.

(SEAL)

CITY OF GRIMES, IOWA

By: _____
Mayor: Scott Mikkelsen

ATTEST:

By: _____
City Clerk: Rochelle Williams

PRAIRIE BUSINESS PARK I, LLC

By: RRNGL, LLC, Sole Member

By: R&R REAL ESTATE INVESTORS II, LLC, Managing Member

By: _____

Steven K. Gaer, Executive Vice President

STATE OF IOWA)
)ss:
COUNTY OF DALLAS)

On this 14 day of October, 2019, before me a Notary Public in and for the State of Iowa, personally appeared Steven K. Gaer, to me personally known, who being by me duly sworn did say that he is the Executive Vice President of R&R Real Estate Investors II, LLC, an Iowa Limited Liability Company executing the foregoing instrument; that said instrument was signed on behalf of the said limited liability company as Managing Member, by authority of its Sole Member; and that Steven K. Gaer acknowledged the execution of said instrument to be the voluntary act and deed of said limited liability company, and by him, voluntarily executed.

Michelle Bridgeman
Notary Public in and for the State of Iowa



EXHIBIT A

DESCRIPTION OF DEVELOPMENT PROPERTY

37.06 acres described as:

NW $\frac{1}{4}$ of the NW $\frac{1}{4}$ of Section 17-79-25

less 2.52 acres of future road right-of-way currently governed by an
easement for public highway purposes

less 0.45 acres of future road right-of-way along SE 37th Street

less 0.58 acres of future road right-of-way along S. James Street

less 0.86 acres for both the construction of SE 46th Street and the
future road right-of-way along SE 46th Street

EXHIBIT D
COMPANY'S ESTIMATE WORKSHEET

- (1) Date of Preparation: October ____, 20__.
- (2) Assessed Valuation of Property as of January 1, 20__:
\$_____.
- (3) Base Valuation of Property:
\$_____.
- (4) Incremental Valuation of Property (1 minus 2):
\$_____ (the "TIF Value").
- (5) Current City fiscal year consolidated property tax levy rate for purposes of calculating Incremental Property Tax Revenues (the "Adjusted Levy Rate"):
\$_____ per thousand of value.
- (6) The TIF Value (4) factored by the Adjusted Levy Rate (5).
\$_____ x \$_____/1000
and further adjusted by the Annual Percentage* in effect for the then-considered Payment year.
- (7) Company's Estimate = \$_____

The Annual Percentages are scheduled as follows:

First Payment year the Annual Percentage shall be Seventy-Five percent (75%)
Second Payment year the Annual Percentage shall be Sixty percent (60%)
Third Payment year the Annual Percentage shall be Forty-Five percent (45%)
Fourth Payment year the Annual Percentage shall be Thirty percent (30%)
Fifth Payment year the Annual Percentage shall be Fifteen percent (15%)
Sixth Payment year the Annual Percentage shall be One Hundred percent (100%)
Seventh Payment year the Annual Percentage shall be One Hundred percent (100%)

AMENDED RESOLUTION AGREEING TO SETTLEMENT OF ASSESSMENT CASE AND
AUTHORIZING MAYOR TO SIGN SETTLEMENT AGREEMENT

Grimes Resolution No. 10-0719

WHEREAS, the City of Grimes assessed certain property pursuant to Iowa law as part of a public works project;

WHEREAS, two property owners whose land was assessed challenged the size of the assessment in Polk County District Court in a case entitled PMR Reality Group, LLC, v. City of Grimes, EQCE 082846 and Prairie Business Park I, LLC, v. City of Grimes, EQCE 082847;

WHEREAS, the property owners and Grimes have agreed to a mutually agreeable resolution of this dispute, including the attached Development Agreements, and this settlement is in the best interest of Grimes;

WHEREAS, the terms of the proposed Settlement Agreement were approved by the Grimes City Council on September 10, 2019, under Resolution 09-0619, without final exhibits, and the attached Settlement Agreement now contains all exhibits which are in final form and are available for final review and approval by the Grimes City Council;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Grimes, Iowa, that the above-captioned matter be settled pursuant to the Settlement Agreement (attached as Exhibit 1), and that the Mayor is authorized to execute the Settlement Agreement on behalf of Grimes.

Passed by the City Council of the City of Grimes, Iowa, by of vote of ___to___ the 22th day of October, 2019, and approved this 22th day of October, 2019.

Scott Mikkelsen, Mayor

Attested:

Rochelle Williams, City Clerk

RESOLUTION RECERTIFYING/REAPORTIONING SPECIAL ASSESSMENT

Resolution 10-1319

WHEREAS the City of Grimes on March 13, 2018, held a public hearing and at said hearing adopted a Resolution of Necessity:

Whereas, the City of Grimes certified a Preliminary Special Assessment against property bearing Parcel ID No. 311/0347-701-000 (identified as Parcel 4) in the amount of \$684,799.01 and 311/00013-060-000 (identified as Parcel 5) in the amount of \$505,736.79;

WHEREAS, on March 23, 2018, the property owners of Parcel 4 and Parcel 5 filed two civil actions in the Iowa District Court for Polk County challenging the legality of said special assessments;

Whereas, the City of Grimes approved a settlement agreement on September 10, 2019 between the City of Grimes and Prairie Business Park I, LLC and PMR Realty Group, LLC with regard to the assessments to Parcel 4 and Parcel 5;

WHEREAS, the parties agree to settle all claims arising out of the City's project in return for mutual covenants between City and Property Owners as set out in the settlement agreement; and

WHEREAS, the total aggregate amount of the special assessment in Parcels as identified as Parcel 4 and Parcel 5 on the City of Grimes Preliminary Assessment is permanently set a \$989,152.94.

Now, therefore, upon receipt of payment in the amount of \$989,152.94 to the City of Grimes the Grimes City Council will instruct the City Clerk to remove the Preliminary Special Assessment against Parcel 4 311/0347-701-000 and Parcel 5 311/00013-060-000 with the Polk County Treasurer's Office.

Passed by the City Council of the City of Grimes, Iowa, by a vote of ___ to ___ on the 22nd day of October 2019.

Scott Mikkelsen, Mayor

Rochelle Williams, City Clerk



Development Services

410 SE Main St, Suite 102

Grimes, IA 50111

(515)986-4050

www.grimesiowa.gov

August 21, 2019

September 27, 2019 UPATED

Civil Design Advantage

Attn: Bob Gibson

3405 SE Crossroads Drive, Suite G

Grimes, IA 50111

RE: CTI Ready Mix - Pavement – Site Plan

Dear Mr. Gibson:

The Development Services Department is in receipt of a proposed Site Plan for the CTI Ready Mix - Pavement. Based on the review of the provided submittal materials, staff have the following comments:

General Comments:

1. ~~We understand that this site plan is intended to provide additional pavement throughout the site for vehicular movements for concrete recycling and processing. However, it will be beneficial for staff to verify that bulk requirements are met for the entire site, including the building. Please include the bulk requirements for M-3 zoned properties on the cover page, including floorplan areas for storage, office, etc. to verify the site meets parking requirements.~~
2. The Fire Chief has yet to review the site plan. His comments, if any, will come under separate cover.

Cover Sheet – Sheet 1

3. ~~Please move the word “Cover” to the correct line in the sheet index.~~
4. ~~Please include a bulk requirements summary on this sheet to verify setbacks and parking stall requirements are being met. In a previous site plan review we noted that parking shall be on hard surface. Please include the number of employees to verify compliance with the Code.~~

Existing Conditions – Sheet 2

5. ~~Please show the 2” force main from pump station to sanitary sewer (along SE 37th Street) as indicated on the attached site plan drawing, Sheet SP-1.~~
6. ~~Please include adjacent property zoning and ownership on this sheet.~~
7. ~~Please show the existing water main, including hydrants.~~
8. ~~As part of the 2018 site plan, landscaping was to be installed. Was this not done? Please include landscaping on the existing conditions sheet if it is installed already.~~
9. ~~Please label the bold dashed line that shows up on this sheet.~~

Grading Plan – Sheet 3

- ~~10. Please label and dimension the emergency overflow spillway.~~
- ~~11. The low spot in roadway along east side of the detention pond appears to be "Tire Wash Area." There is concern about where the product from tire washing will drain. It appears product drains directly off property into a drainage way. Please provide additional information.~~
- ~~12. Please include all applicable notes (such as max stockpile height) on this site plan that were on the 2018 approved site plan.~~
- ~~13. Please dimension the distance from proposed paving to property line in several locations around the site (if the distance varies) or once along each property line (if a consistent offset).~~

Erosion and Sediment Control Plan

- ~~14. Please provide additional silt fence along the west side of the site to protect the full length of perimeter along east side of property with perimeter control. The current plan only appears to protect half the perimeter.~~

Utility Plan – Sheet 5

- ~~15. It appears that the new 30-inch storm sewer falls outside of the existing easement. Would now be the time to vacate the existing easement and redefine the new easement boundary so that it resides where the storm sewer is within the easement boundary? Please review and address. Please provide easement documents.~~
- ~~16. Please provide a curb stop for the water service to the scalehouse. An easement for curb stop access will need to be provided from the ROW. This can be a general ingress/egress granted to the City of Grimes.~~
- ~~17. Please clarify that the storm sewer flared ends will have footing walls and apron guards.~~
- ~~18. Will erosion control be required for the discharge pipes into the pond? Please review and revise as necessary.~~
- ~~19. There are a few flared ends with an elevation of “??” listed. Please review and provide the elevations that are currently listed as unknowns.~~

Landscape Plan – Sheet 6

- ~~20. The proposed plan matches that which was approved as part of the 2018 site plan. No further comments.~~

Stormwater Management Plan

21. Please provide calculations for offsite pass through. It appears there is a large area west of the property draining to the pond. The spillway needs to be sized for this flow.
22. Please provide spillway calculations and erosion protection as needed.
23. Please provide a surface flowage easement for the flowpath from the ditch at the SW corner of the site to the ultimate discharge location at the RR tracks. Please provide

discussion for secondary flow path. The narrative needs to consider and document 100-year storm flows through the site should the 30" plug or a coisotropic event occur.

24. Please tabulate the offsite flows and the flows to the proposed 30-inch storm sewer. The pipe table has a Q100 listed of 43fs, but it appears the hydrographs have a much higher contributing flow. Please clarify. Also, update pipes to match the site plan. Some of the slopes are not correct.

Stormwater Pollution Prevention Plan

25. ~~The following comments are in regard to the SWPPP Narrative:~~
 - a. ~~Page 4 final version will need to have owner's certification block signed.~~
 - b. ~~Page 5 Dave Sigler no longer works for City of Grimes, please revise the city inspector contact to Dave Guthrie, 700 SE Destination Dr, 50111, (515) 986-9636,~~
 - c. ~~Page 45 is a Notice of Intent for G.P. #3, this work needs to be covered by G.P. #2. Please provide a revised Notice of Intent,~~
 - d. ~~Page 48 is General Permit #3, please change to G.P. #2. General Permit #2 has different requirements for G.P. #3.~~
 - e. ~~Site plan is dated 10.23.2018, please provide current site plan.~~

Post-Construction Stormwater Maintenance Agreement

~~None required since no additional detention is being added for this site plan.~~

Lighting Plan

26. ~~Will there be any additional lighting for the proposed improvements?~~

Architectural/Elevation Plans

27. ~~Please provide elevation drawings for the scalehouse.~~
28. ~~It is highly recommended that you bring building materials to P&Z for discussion.~~
29. Please note the distance of the building from the ROW. It appears to be in excess of 300 feet, thus not requiring additional architectural details.
30. Please attached to site plan.

Please provide a letter addressing all comments on this comment letter and/or state what was modified on the site plan to address said comments.

SITE PLAN SUBMITTAL SCHEDULE:

SUBMITTAL DATE: **August 27, 2019 at 9:00 am**
 (1 PDF of Site plan)

PLANNING & ZONING: September 3, 2019 at 5:30 at the Grimes City Hall

COUNCIL MEETING: September 10, 2019 at 5:30 at the Grimes City Hall

Please feel free to contact me at apfaltzgraff@grimesiowa.gov or at (515) 986-4050 if you have any questions or need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Alex Pfaltzgraff", is positioned above the printed name.

Alex Pfaltzgraff
Development Services Director

Attachments: Grimes Asphalt Plant Site Storm Water Pollution Prevention Plan



*101 NE Harvey, Grimes, Iowa 50111
515.986.3036 Fax 515.986.3846*

AGENDA MEMO

For Meeting of October 22, 2019

AGENDA HEADING:

CTI – Site Plan Amendment

SYNOPSIS:

The subject site was originally owned and operated by Grimes Asphalt. The property is now occupied by CTI (Concrete Technologies). Over the previous years, incremental improvements have been made to the site. Most recently, in 2018, a site plan was approved that provided for a new storm water management facility, as well as additional landscaping.

The applicant is not requesting approval of a site plan amendment that would allow for a portion of the site to be paved, allowing the concrete trucks to travel along paved surfaces. This will help reduce the dust generated, and create a cleaner condition for the site.

In addition to the paving, a new scale house will be constructed on the property.

FISCAL IMPACT:

N/A

PREVIOUS COUNCIL ACTION(S):

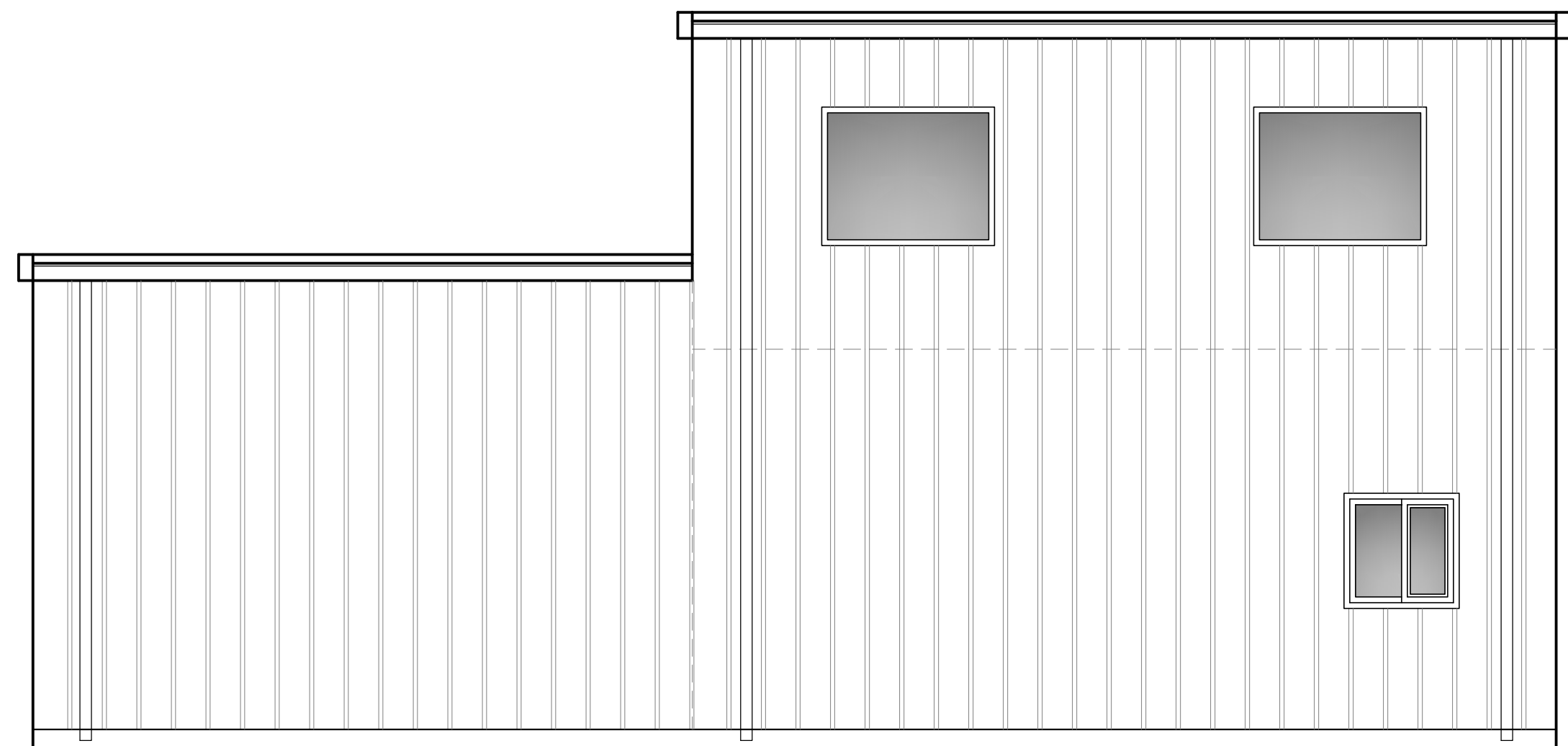
N/A

BOARD/COMMISSION ACTION(S):

Recommendation of Approval – Planning and Zoning Commission, 10/1/2019

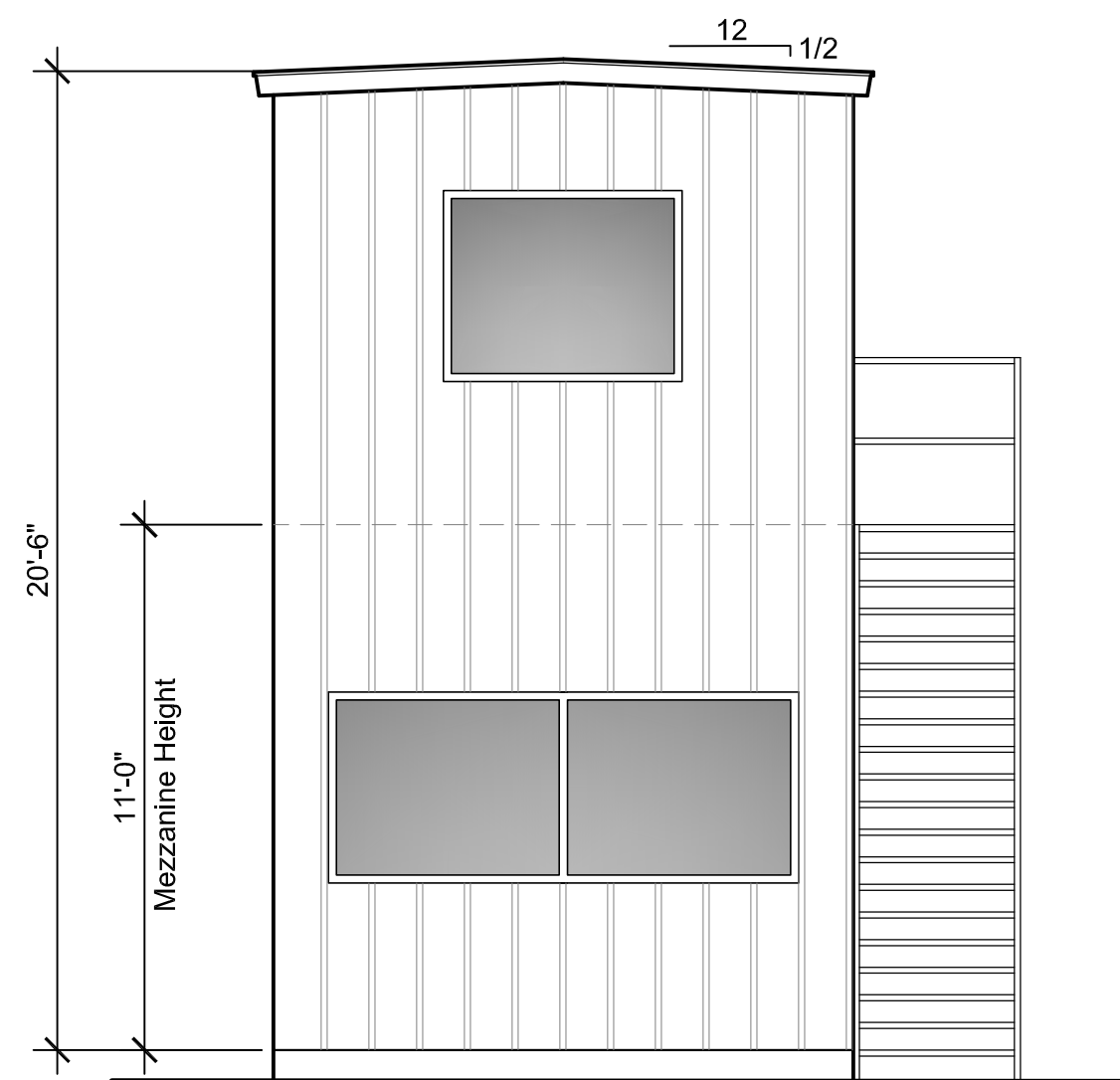
STAFF/COMMITTEE RECOMMENDATION:

Staff would recommend approval of the CTI Site Plan Amendment, subject to any remaining staff comments.



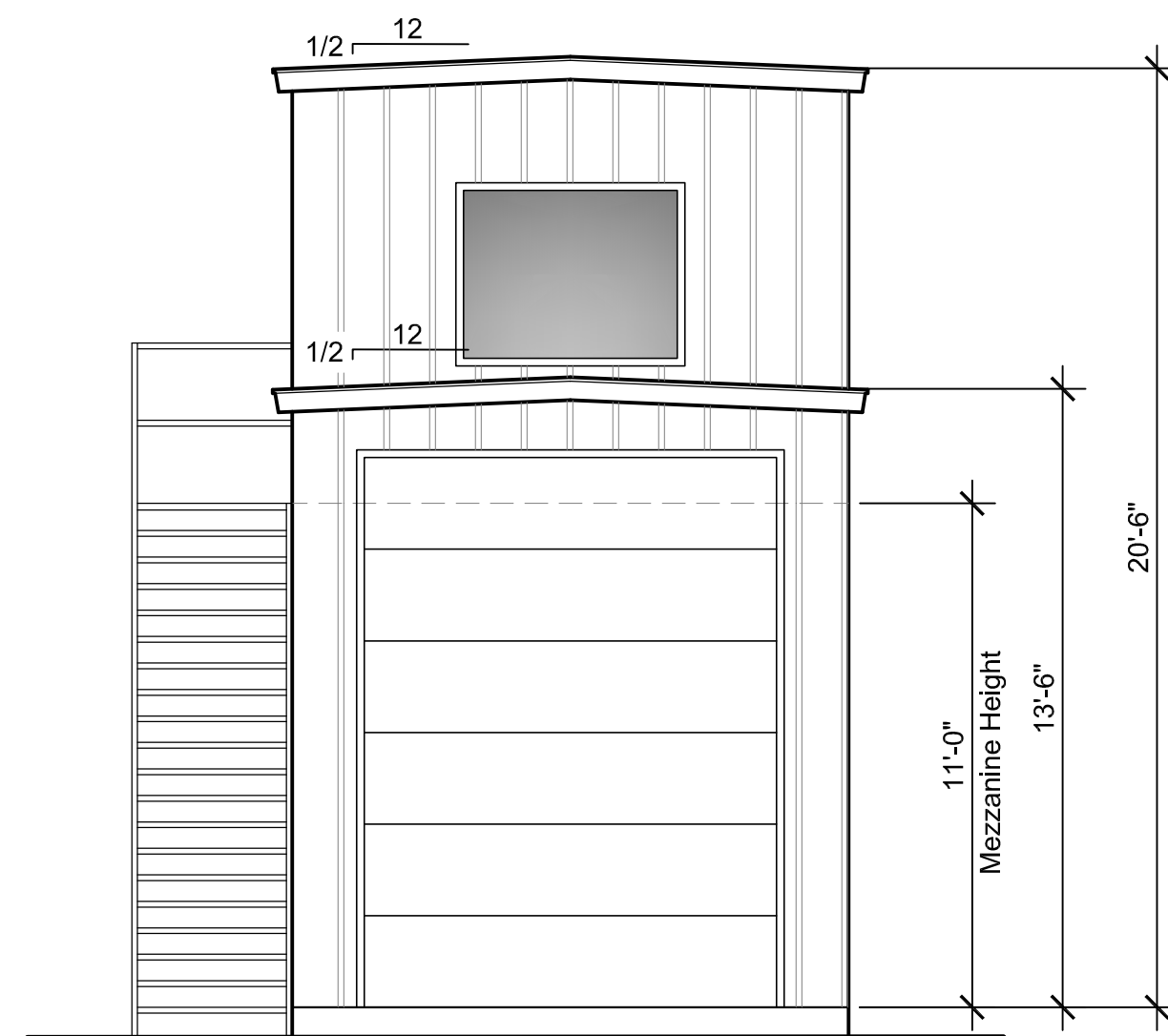
Sidewall Elevation

1/4" = 1'-0"



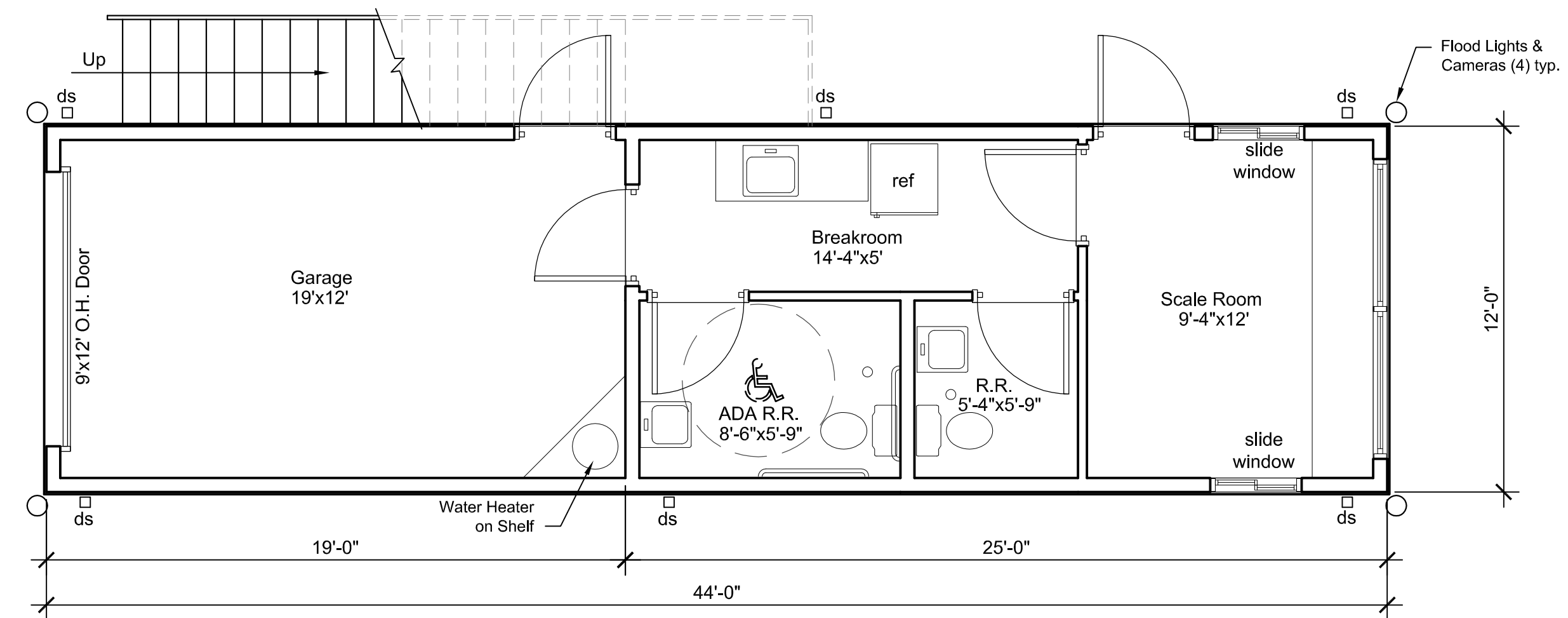
Endwall Elevation

1/4" = 1'-0"



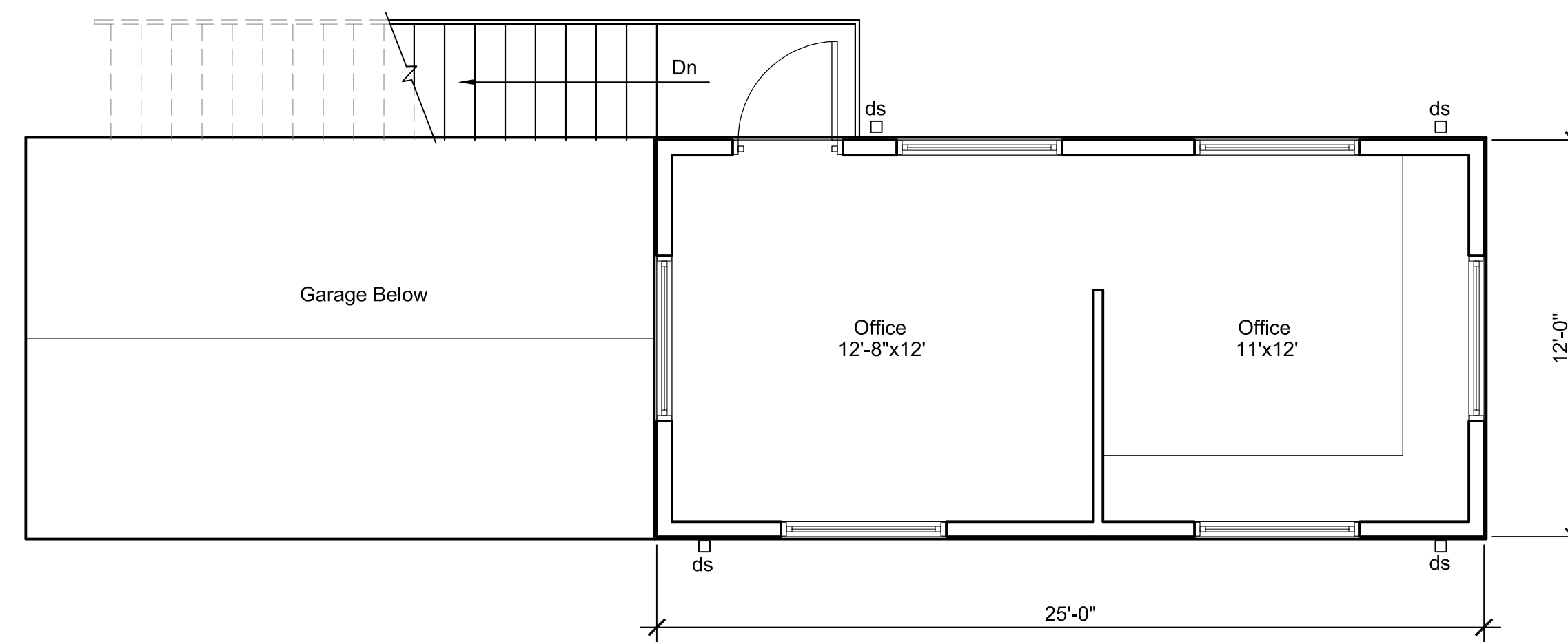
Endwall Elevation

1/4" = 1'-0"



Lower Level Floor Plan

1/4" = 1'-0"



Upper Level Floor Plan

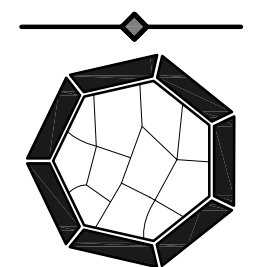
1/4" = 1'-0"

PRELIMINARY
NOT FOR CONSTRUCTION

NO. DATE: REVISIONS:

JAMES JOSEPH FISCHER
MO REGISTRATION A-307321

SEPTAGON
CONSTRUCTION
2090 SE Gateway Drive Grimes, IA 50111
515-986-7313
www.septagon.com



CTI Scale House

Iowa

SDD PROJ. 2019-090
SCC PROJ. 0-00-000
DATE: 9/13/19
DRAWN BY: Knight
REVIEWED BY: Fischer

Floor
Plan
A1.1

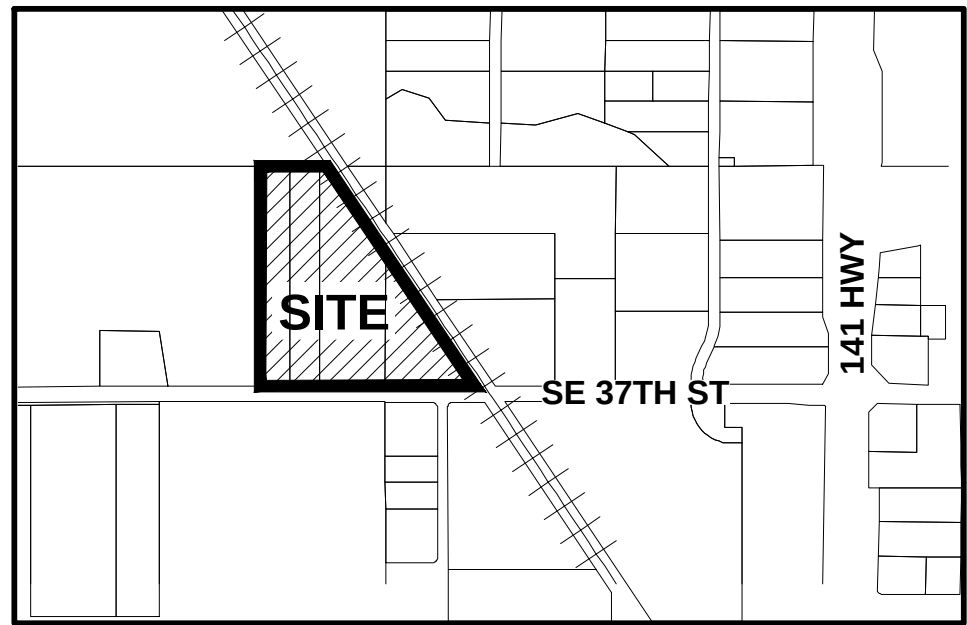
SITE PLAN FOR:

CTI READY MIX - PAVEMENT

GRIMES, IOWA

VICINITY MAP

NOT TO SCALE



GRIMES, IOWA

OWNER/APPLICANT

BB HOLDINGS LLC
3809 109TH ST
URBANDALE, IA 50322

ENGINEER

CIVIL DESIGN ADVANTAGE, LLC
CONTACT: BOB GIBSON
3405 SE CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
PH. (515) 369-4400
FX. (515) 369-4410

SURVEYOR

CIVIL DESIGN ADVANTAGE, LLC
CONTACT: CHARLIE MCGLATHLEN
3405 SE CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
PH. (515) 369-4400
FX. (515) 369-4410

ZONING

M-3 - HEAVY INDUSTRIAL DISTRICT

PROJECT SITE ADDRESS

1001 SE 37TH ST
GRIMES, IA 50111

EXISTING/ PROPOSED USE

CONCRETE RECYCLING AND PROCESSING

BULK REGULATIONS

AREA:
SITE: 23.70 ACRES (1,032,538 S.F.)
PROPOSED SCALE/SCALE HOUSE: 2,400 S.F.
EXISTING SHOP: 5,695 S.F.
EXISTING OFFICE: 8,480 S.F.

SETBACKS:

FRONT: 30'
SIDE: 0' - EXCEPT WHEN ADJACENT TO ANY "R" DISTRICT
OR RIGHT-OF-WAY LINE, IN WHICH CASE - 25'
REAR: 40'

OPEN SPACE CALCULATION:

TOTAL SITE: = 1,032,538 S.F. (23.70 AC.)
OPEN SPACE REQUIRED: = 103,254 S.F. (10%)
OPEN SPACE PROVIDED: = 118,504 S.F. (11.48%)

PARKING:

1 SPACE/250 S.F. GFA (16,575 GFA)
NUMBER OF EMPLOYEES: 30

TOTAL REQUIRED: 67 SPACES
TOTAL PROVIDED: 68 SPACES
ALL EMPLOYEE PARKING SHALL BE ON HARD SURFACE LOT.

DATE OF SURVEY

SEPTEMBER 26, 2014, MAY 20, 2018

BENCHMARKS

DALLAS COUNTY BM# G136
ELEVATION=999.67

SUBMITTAL DATES

1ST SUBMITTAL: 07/22/2019
2ND SUBMITTAL: 09/03/2019

CONSTRUCTION SCHEDULE

ANTICIPATED START DATE: FALL 2019
ANTICIPATED FINISH DATE: SPRING 2020

INDEX OF SHEETS

NO.	DESCRIPTION
1	COVER SHEET
2	TOPOGRAPHIC AND DEMOLITION PLAN
3	GRADING AND DIMENSION PLAN
4	EROSION CONTROL PLAN
5	UTILITY PLAN
6	LANDSCAPE PLAN

GENERAL LEGEND

PROPOSED

SECTION LINE
CENTER LINE
RIGHT OF WAY
PERMANENT EASEMENT
TEMPORARY EASEMENT

TYPE SW-501 STORM INTAKE

TYPE SW-502 STORM INTAKE

TYPE SW-503 STORM INTAKE

TYPE SW-505 STORM INTAKE

TYPE SW-506 STORM INTAKE

TYPE SW-512 STORM INTAKE

TYPE SW-513 STORM INTAKE

TYPE SW-401 STORM MANHOLE

TYPE SW-402 STORM MANHOLE

FLARED END SECTION

TYPE SW-301 SANITARY MANHOLE

STORM/SANITARY CLEANOUT

WATER VALVE

FIRE HYDRANT ASSEMBLY

SIGN

DETECTABLE WARNING PANEL

WATER CURB STOP

STORM SEWER STRUCTURE NO.

STORM SEWER PIPE NO.

SANITARY SEWER STRUCTURE NO.

SANITARY SEWER PIPE NO.

SANITARY SEWER

SANITARY SERVICE

STORM SEWER

STORM SERVICE

WATERMAIN WITH SIZE

WATER SERVICE

SAWCUT (FULL DEPTH)

SILT FENCE

USE AS CONSTRUCTED

MINIMUM PROTECTION ELEVATION

EXISTING

SANITARY MANHOLE

WATER VALVE BOX

FIRE HYDRANT

WATER CURB STOP

WELL

STORM SEWER MANHOLE

STORM SEWER SINGLE INTAKE

STORM SEWER DOUBLE INTAKE

FLARED END SECTION

DECIDUOUS TREE

CONIFEROUS TREE

DECIDUOUS SHRUB

CONIFEROUS SHRUB

ELECTRIC POWER POLE

GUY ANCHOR

STREET LIGHT

POWER POLE W/ TRANSFORMER

UTILITY POLE W/ LIGHT

ELECTRIC BOX

ELECTRIC TRANSFORMER

ELECTRIC MANHOLE OR VAULT

TRAFFIC SIGN

TELEPHONE JUNCTION BOX

TELEPHONE MANHOLE/VAULT

TELEPHONE POLE

GAS VALVE BOX

CABLE TV JUNCTION BOX

CABLE TV MANHOLE/VAULT

MAIL BOX

BENCHMARK

SOIL BORING

UNDERGROUND TV CABLE

GAS MAIN

FIBER OPTIC

UNDERGROUND TELEPHONE

OVERHEAD ELECTRIC

UNDERGROUND ELECTRIC

FIELD TILE

SANITARY SEWER W/ SIZE

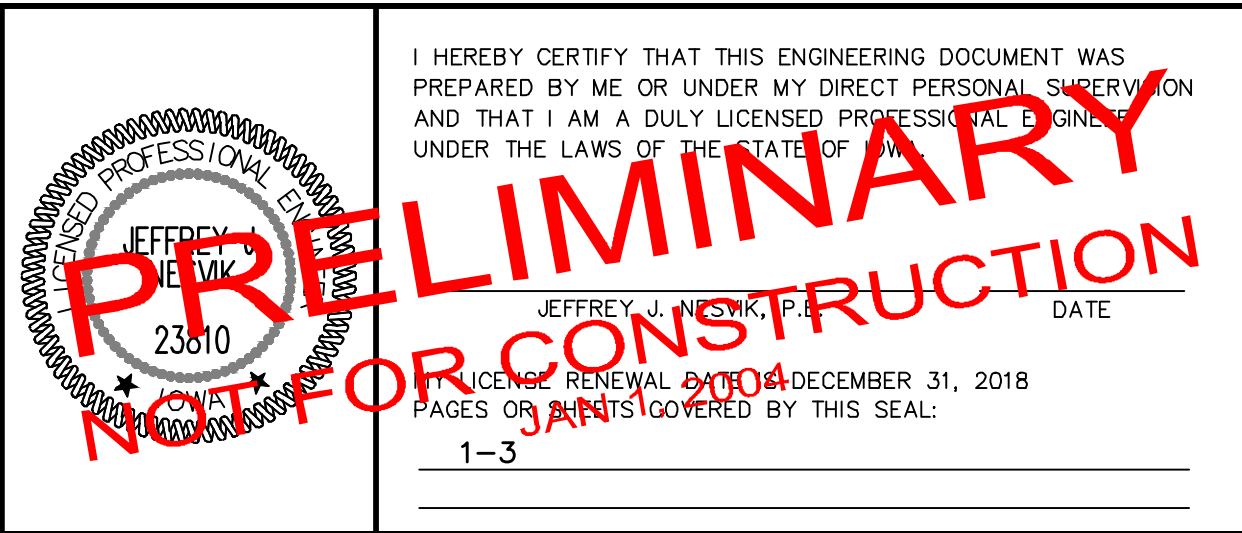
STORM SEWER W/ SIZE

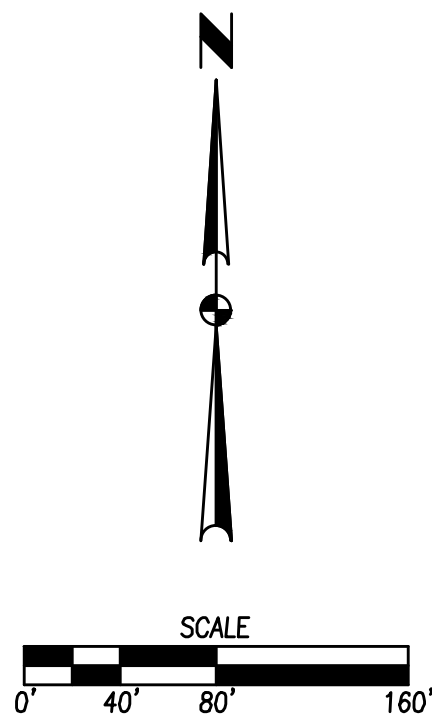
WATER MAIN W/ SIZE



UTILITY WARNING

ANY UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY AND RECORDS OBTAINED BY THIS SURVEYOR. THE SURVEYOR MAKES NO GUARANTEE THAT THE UTILITIES SHOWN COMPRISE ALL THE UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UTILITIES SHOWN ARE IN THE EXACT LOCATION SHOWN.





1. PRIOR TO ANY GRADING, A COPY OF THE NPDES PERMIT SHALL BE PROVIDED TO THE CITY OF GRIMES' BUILDING DIVISION.
2. THE PROJECT REQUIRES AN IOWA NPDES PERMIT #2 AND CITY OF GRIMES GRADING PERMIT. CIVIL DESIGN ADVANTAGE WILL PROVIDE THE PERMITS AND THE INITIAL STORM WATER POLLUTION PREVENTION PLAN (SWPPP) FOR THE CONTRACTORS USE DURING CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR UPDATING THE SWPPP THROUGHOUT CONSTRUCTION AND MEETING LOCAL, STATE AND FEDERAL REQUIREMENTS.
3. CONTRACTOR SHALL STRIP ALL DELETERIOUS MATERIAL. THE TOP 6" OF TOPSOIL IS TO BE STOCKPILED AND RESPAVED AFTER GRADING IS COMPLETE. CONTRACTOR WILL BE RESPONSIBLE FOR PROVIDING A SUITABLE TOPSOIL STOCKPILE SITE.
4. EXCAVATION SHALL BE IN ACCORDANCE WITH THE 2019 EDITION OF THE SUDAS STANDARD SPECIFICATIONS AND ALL CITY OF GRIMES SUPPLEMENTALS, IF APPLICABLE.
5. MATCH EXISTING GRADES AT PROPERTY LINES AND/OR CONSTRUCTION LIMITS.
6. ALL SPOT ELEVATIONS ARE FORM GRADE (FG) OR TOP OF FINISHED SURFACES UNLESS OTHERWISE NOTED.
7. SITE SHALL BE GRADED TO PROVIDE POSITIVE DRAINAGE AWAY FROM BUILDINGS.
8. SLOPES IN PAVEMENT SHALL BE UNIFORM TO AVOID PONDING.
9. THE CONTRACTOR SHALL CONFINE HIS GRADING OPERATIONS TO WITHIN THE CONSTRUCTION LIMITS AND EASEMENTS SHOWN ON THE PLANS. ANY DAMAGE TO PROPERTIES OUTSIDE THE SITE BOUNDARY SHALL BE AT THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
10. THE CONTRACTOR SHALL APPLY NECESSARY MOISTURE CONTROL TO THE CONSTRUCTION AREA AND HAUL ROADS TO PREVENT THE SPREAD OF DUST.
11. REFER TO SEPARATE STORM WATER POLLUTION PREVENTION PLAN FOR DETAILS ON EROSION CONTROL.
12. FINAL FINISH GRADING TO BE APPROVED BY THE ARCHITECT AND CIVIL ENGINEER. MATCH EXISTING GRADES AT THE INTERFACE OF NEW AND EXISTING GRADES OR PAVING.
13. SIDEWALKS:
MAINTAIN 1% MINIMUM AND 5% MAXIMUM LONGITUDINAL SLOPES ON ALL PAVED WALKWAYS. ALL WALKS TO HAVE 2.0% MAXIMUM TRANSVERSE SLOPE IN THE DIRECTION OF NATURAL DRAINAGE. SAW CUT JOINTS AS SOON AS CONCRETE HAS SET. SAW CUTS TO BE 1/8" TO 1/4" WIDE; DEPTH: LONGITUDINAL T/3, TRANSVERSE T/4.

1. DETENTION BASIN SIDE SLOPES WILL BE STABILIZED WITH CONCRETE RUBBLE / RIP RAP.
2. DUST IS CONTROLLED BY MEANS OF WATER TRUCKS. WATER WILL BE DRAWN FROM THE NEW POND.
3. TRACK OUT IS CONTROLLED BY ROCK APPROACH TO THE PAVED DRIVEWAYS. ANYTHING THAT MAY BE TRACKED OUT IS CLEANED WITH AN END LOADER AND WHEELBARROWS.
4. ALL OFFICE EMPLOYEES PARKING IS TO BE ON THE HARD SURFACE LOT.
5. MAXIMUM HEIGHT OF STOCKPILES SHALL BE 50'.
6. ALL PROPOSED STORM SEWER FLARED ENDS ARE TO HAVE FOOTING WALLS AND APRON GUARDS.

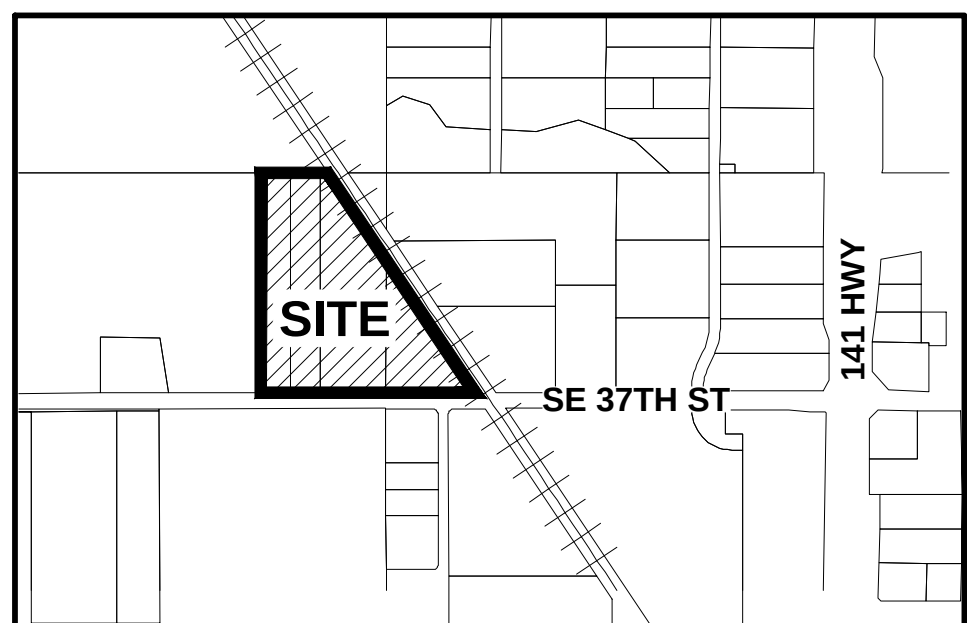
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FILE DATE: 9/3/19 DATE PLOTTED: 9/3/2019 12:59 PM
PLOTTED BY: BRANON HUBER TECH: COMMENT:
ENG:

CTI READY MIX

EROSION AND SEDIMENT CONTROL PLAN

VICINITY MAP

NOT TO SCALE



GRIMES, IOWA

DISCHARGE POINT SUMMARY

DISCHARGE POINT #1 TO AN UNNAMED TRIBUTARY OF NORTH WALNUT CREEK ±500 FEET	
TOTAL AREA DISTURBED TO DISCHARGE POINT	6.73 ACRES
STORAGE VOLUME REQUIRED (# OF ACRES*3600 CU FT)	24,228 CU FT
VOLUME PROVIDED IN SILT FENCE (1977 LF @ 4.5 CU FT/LF OF FENCE)	8,897 CU FT
VOLUME PROVIDED IN TSB #1	64,962 CU FT
TOTAL VOLUME PROVIDED	73,859 CU FT

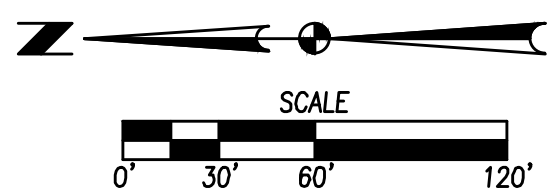
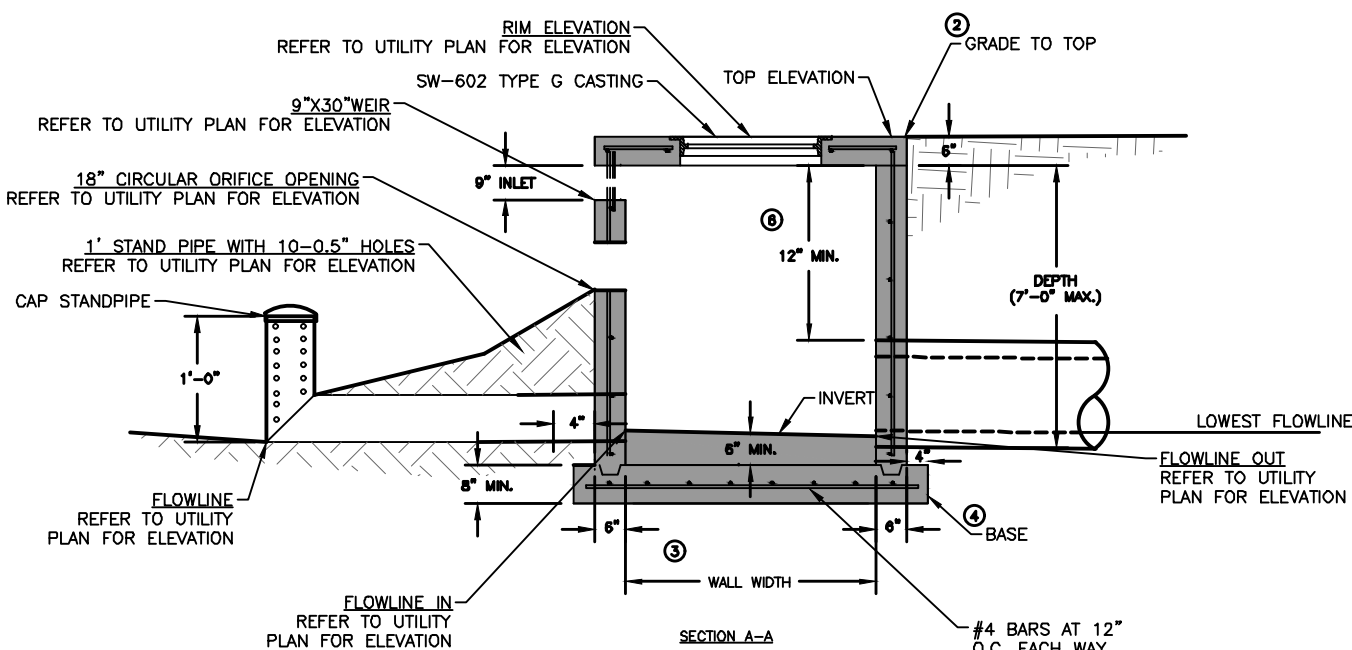
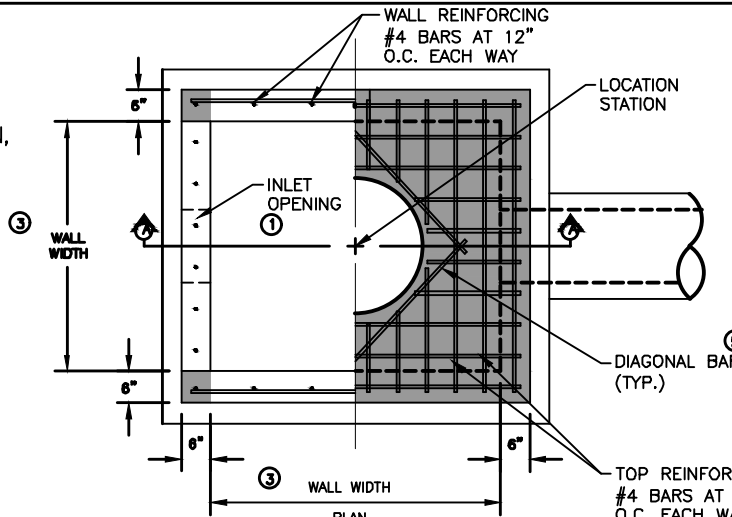
STABILIZATION QUANTITIES

ITEM NO.	ITEM	UNIT	TOTAL
1	SILT FENCE	LF	1,977
2	INLET PROTECTION DEVICES	EA	3
3	CONCRETE WASHOUT PIT	EA	1
4	CLASS E, RIP-RAP	TON	75
5	36" PVC PERMANENT STANDPIPE	EA	1

PERMANENT STAND PIPE DETAIL TSB #1

NOT TO SCALE

- STRUCTURE MAY BE BUILT WITH OPENINGS ON ANY OR ALL SIDES. PROVIDE OPENINGS AND ORIENTATION AS SPECIFIED IN THE CONTRACT DOCUMENTS. ADJACENT WALLS MAY HAVE DIFFERENT WIDTHS BASED UPON PIPE CONFIGURATION, BUT STRUCTURE MUST BE RECTANGULAR. CONSTRUCT INLET OPENINGS WITH 15-INCH #4 EPOXY-COATED BARS AT 8 INCHES ON CENTER. EMBED BARS A MINIMUM OF 3 INCHES INTO WALLS AND TOP AT ALL OPENINGS.
- GRADE TO TOP ELEVATION ON CLOSED SIDES.
- WALL WIDTHS VARY WITH PIPE DIAMETER. PROVIDE 6 INCHES OF WALL WIDTH (MINIMUM) EACH SIDE OF PIPE OPENING. MINIMUM WALL WIDTH IS 36 INCHES. MAXIMUM WALL WIDTH IS 72 INCHES.
- CAST-IN-PLACE BASE SHOWN. IF BASE IS PRECAST INTEGRAL WITH WALLS, THE FOOTPRINT OF BASE IS NOT REQUIRED TO EXTEND BEYOND THE OUTER EDGE OF THE WALLS.
- INSTALL FOUR #4 DIAGONAL BARS AT ALL PIPE OPENINGS.
- 12" MINIMUM WALL HEIGHT ABOVE ALL PIPES.



SWPPP LEGEND

DRAINAGE ARROW

X.XX %

GRADING LIMITS

FILTER SOCK

SILT FENCE

INLET PROTECTION

PORTABLE RESTROOM

R

TEMPORARY STANDPIPE

CONCRETE WASHOUT PIT

AREA TO BE SEED

STRAW MAT

UNDISTURBED AREA

RIP-RAP

GRAVEL ENTRANCE

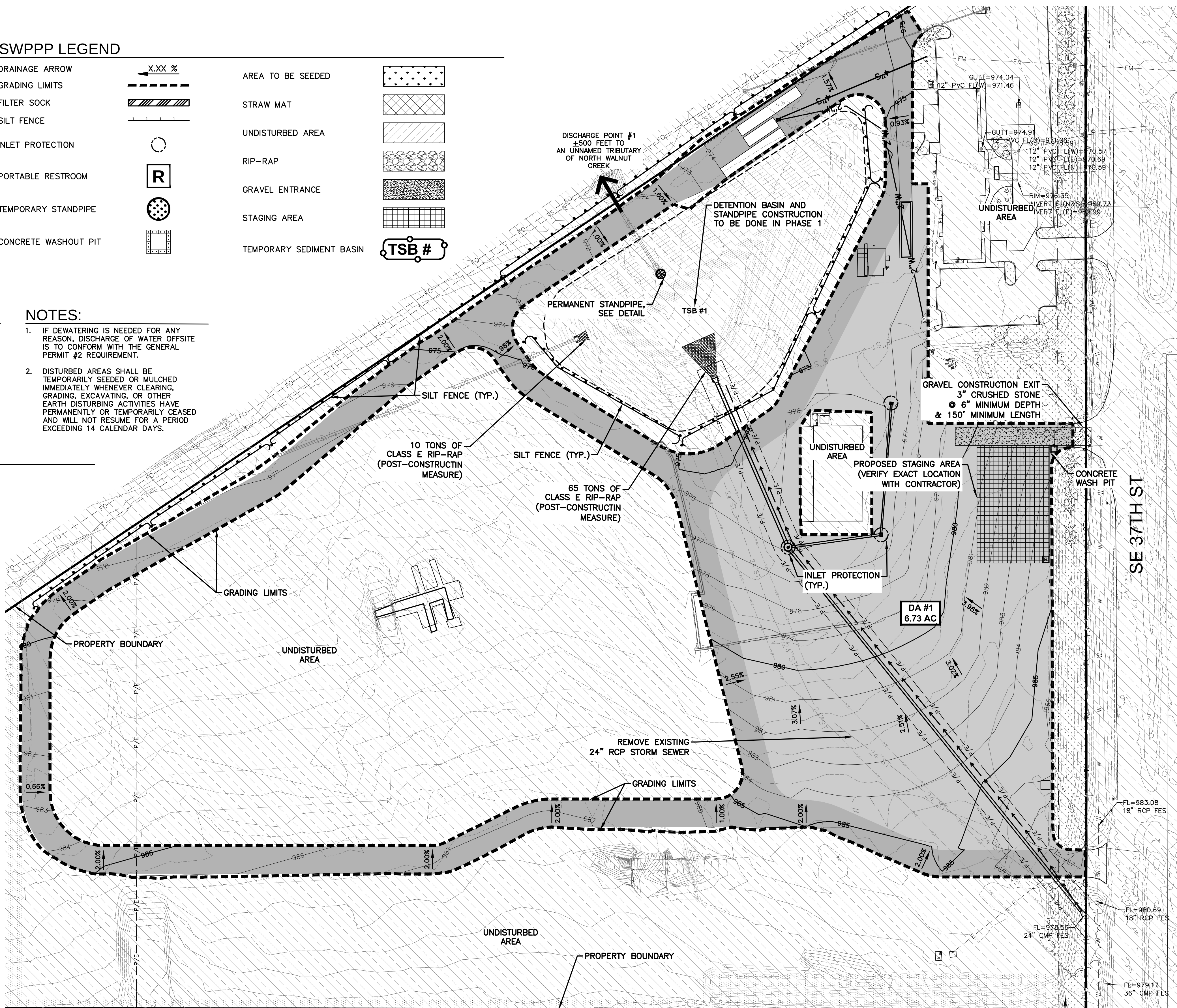
STAGING AREA

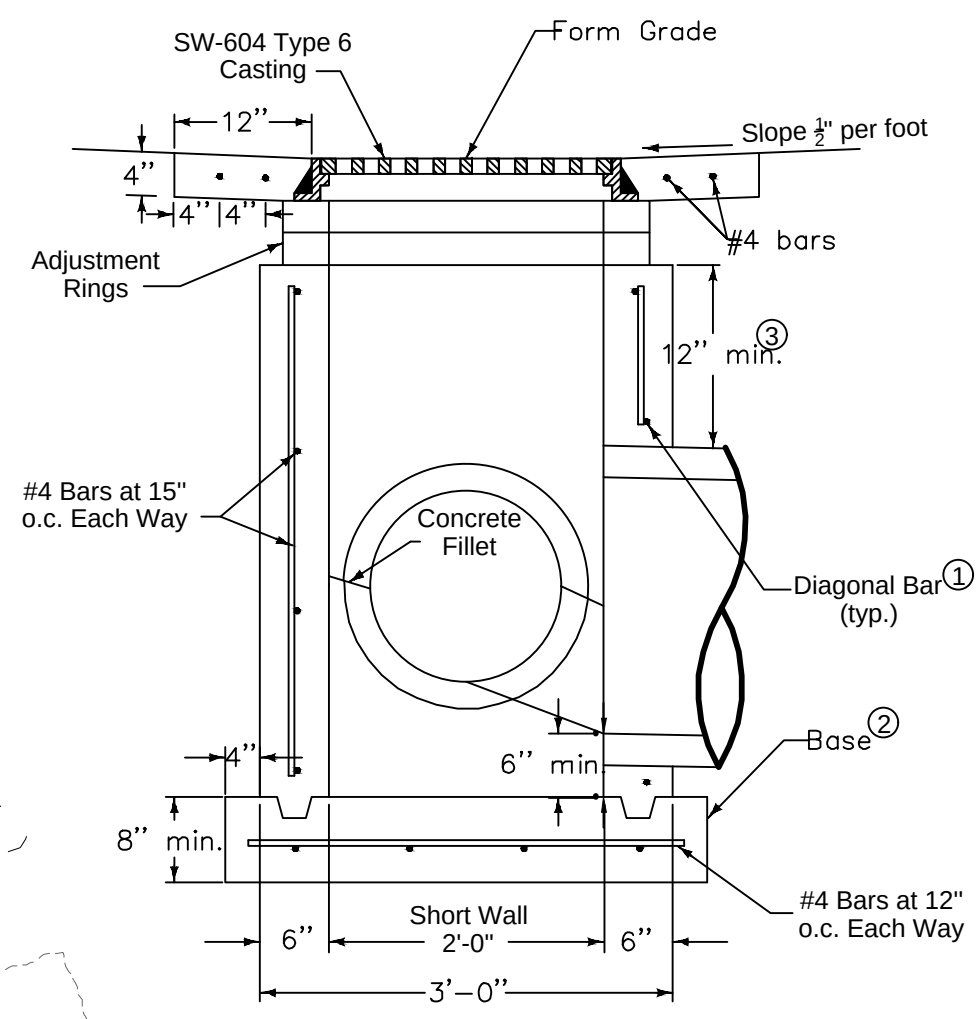
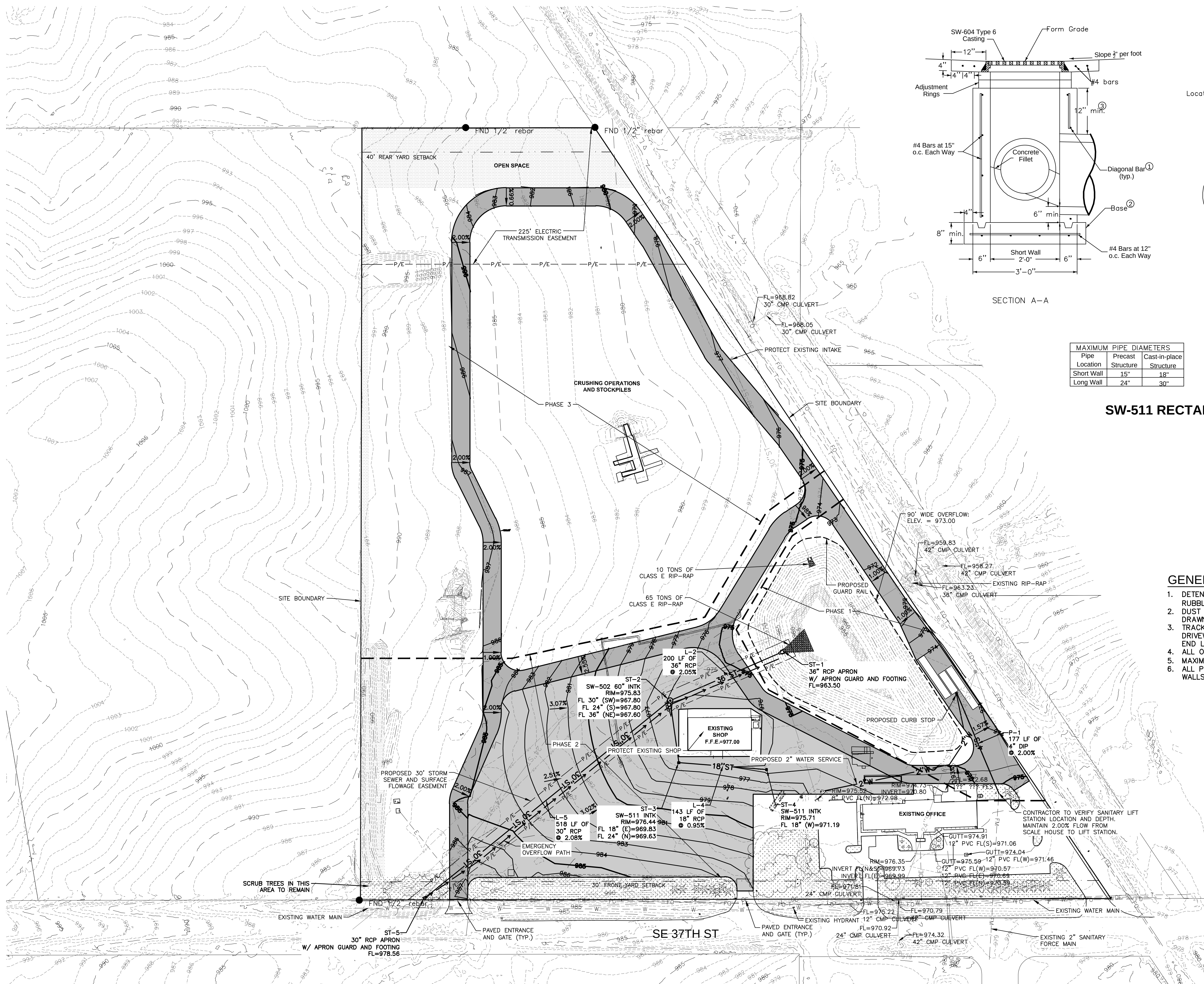
TEMPORARY SEDIMENT BASIN

TSB #

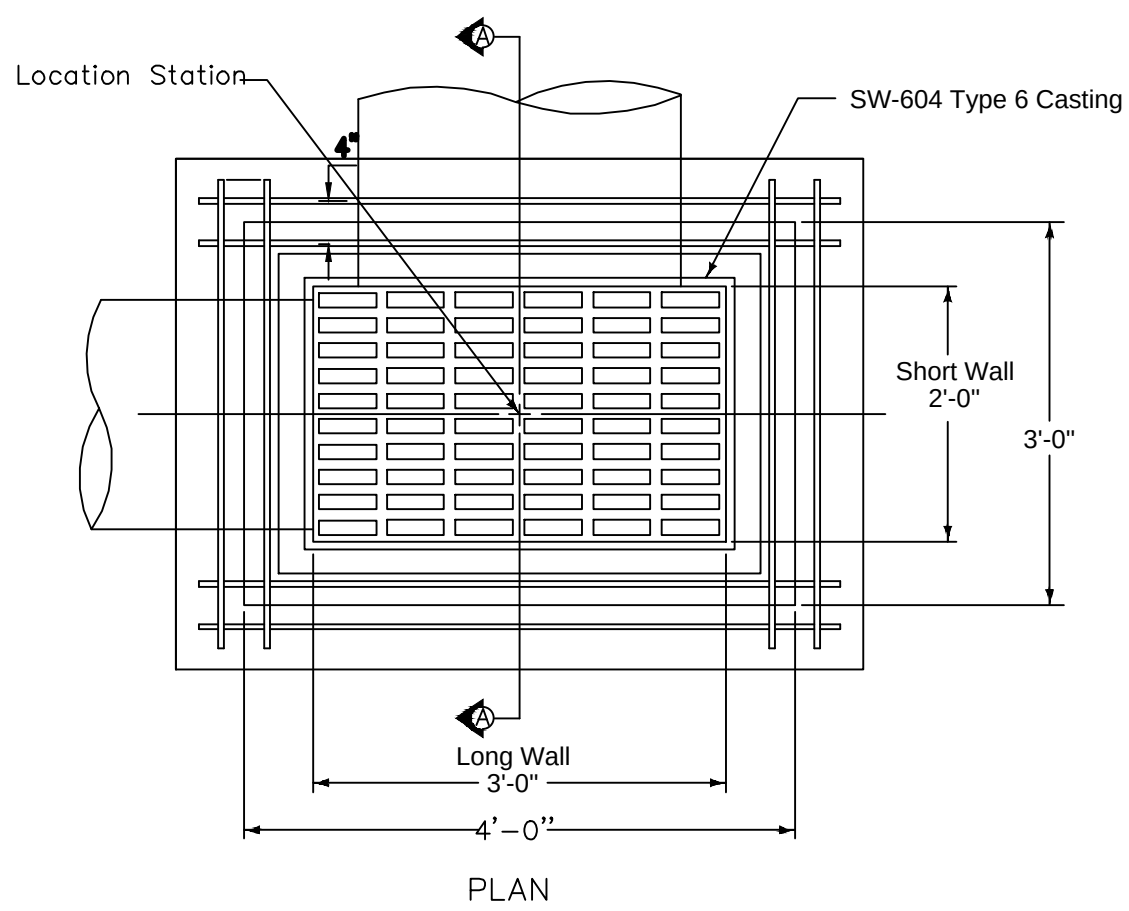
NOTES:

- IF DEWATERING IS NEEDED FOR ANY REASON, DISCHARGE OF WATER OFFSITE IS TO CONFORM WITH THE GENERAL PERMIT #2 REQUIREMENT.
- DISTURBED AREAS SHALL BE TEMPORARILY SEED OR MULCHED IMMEDIATELY WHENEVER CLEARING, GRADING, EXCAVATING, OR OTHER EARTH DISTURBING ACTIVITIES HAVE PERMANENTLY OR TEMPORARILY CEASED AND WILL NOT RESUME FOR A PERIOD EXCEEDING 14 CALENDAR DAYS.





MAXIMUM PIPE DIAMETERS		
Pipe Location	Precast Structure	Cast-in-place Structure
Short Wall	15"	18"
Long Wall	24"	30"

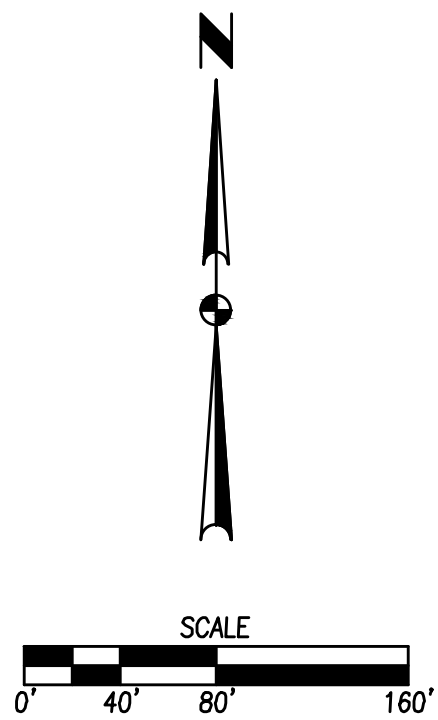


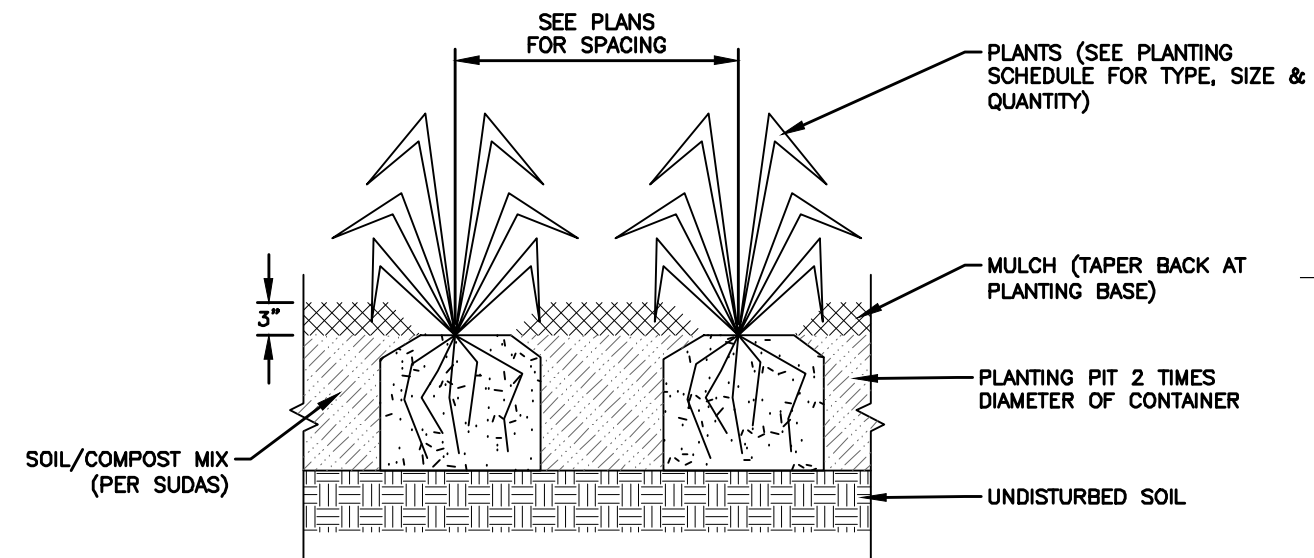
- 1 Install four #4 diagonal bars at all pipe openings.
- 2 Cast-in-place base shown. If base is precast integral with walls, the footprint of the base is not required to extend beyond the outer edge of the walls.
- 3 12 inch minimum wall height above all pipes.

SW-511 RECTANGULAR AREA INTAKE

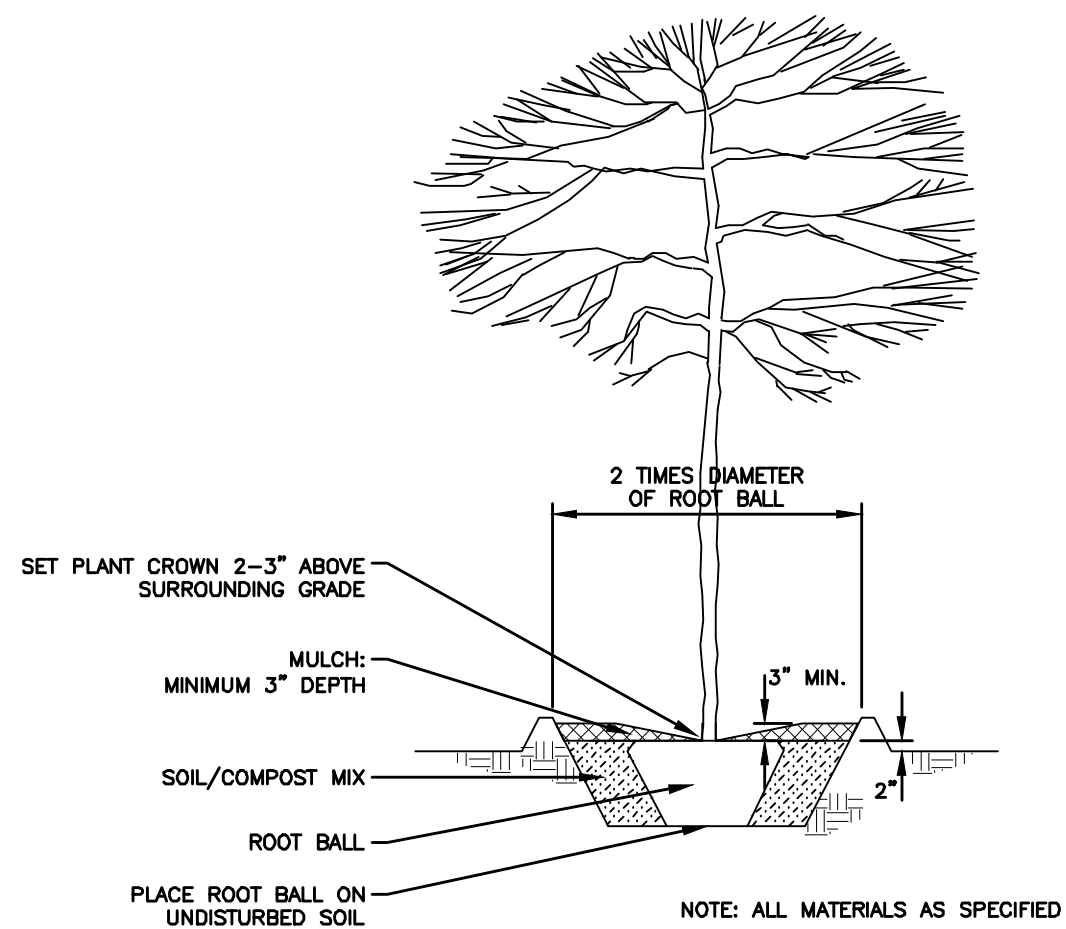
GENERAL NOTES

1. DETENTION BASIN SIDE SLOPES WILL BE STABILIZED WITH CONCRETE RUBBLE / RIP RAP.
2. DUST IS CONTROLLED BY MEANS OF WATER TRUCKS. WATER WILL BE DRAWN FROM THE NEW POND.
3. TRACK OUT IS CONTROLLED BY ROCK APPROACH TO THE PAVED DRIVEWAYS. ANYTHING THAT MAY BE TRACKED OUT IS CLEANED WITH AN END LOADER AND SWEEPER.
4. ALL OFFICE EMPLOYEE PARKING IS TO BE ON THE HARD SURFACE LOT.
5. MAXIMUM HEIGHT OF STOCKPILES SHALL BE 50'.
6. ALL PROPOSED STORM SEWER FLARED ENDS ARE TO HAVE FOOTING WALLS AND APRON GUARDS.

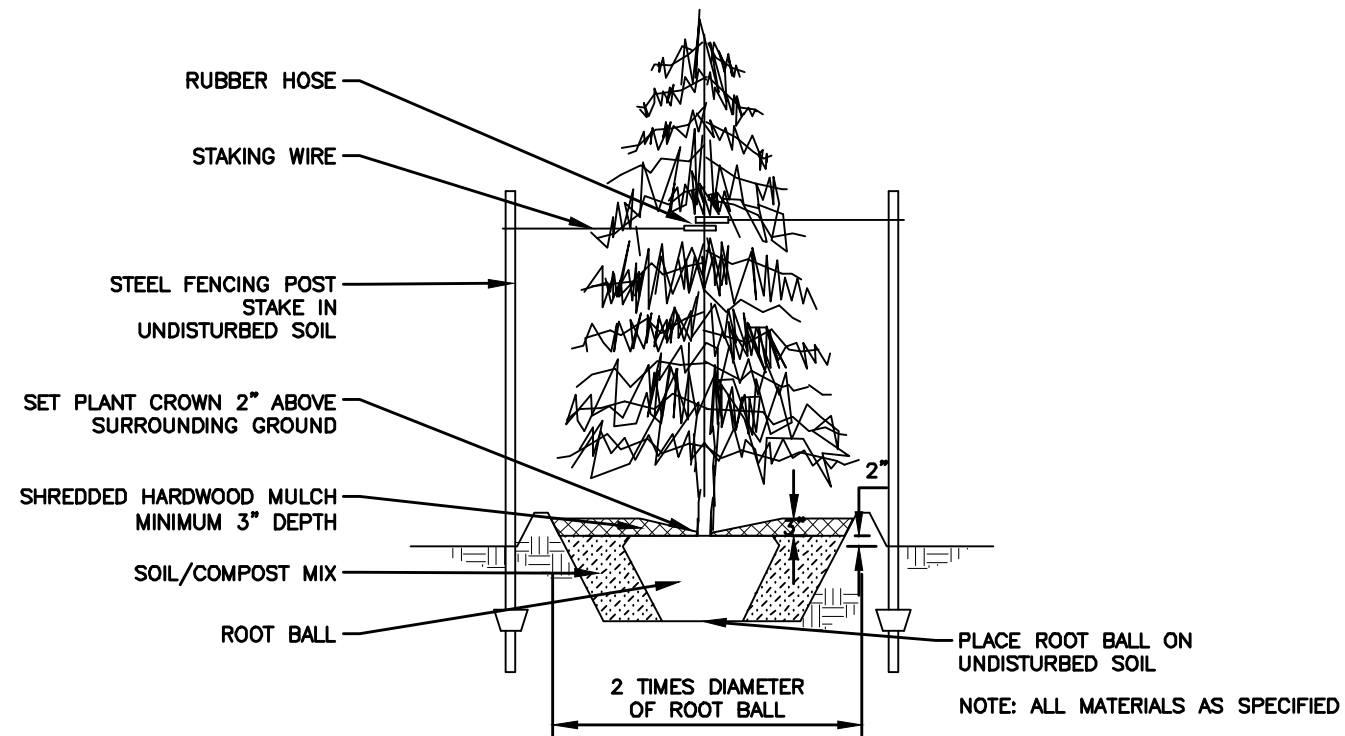




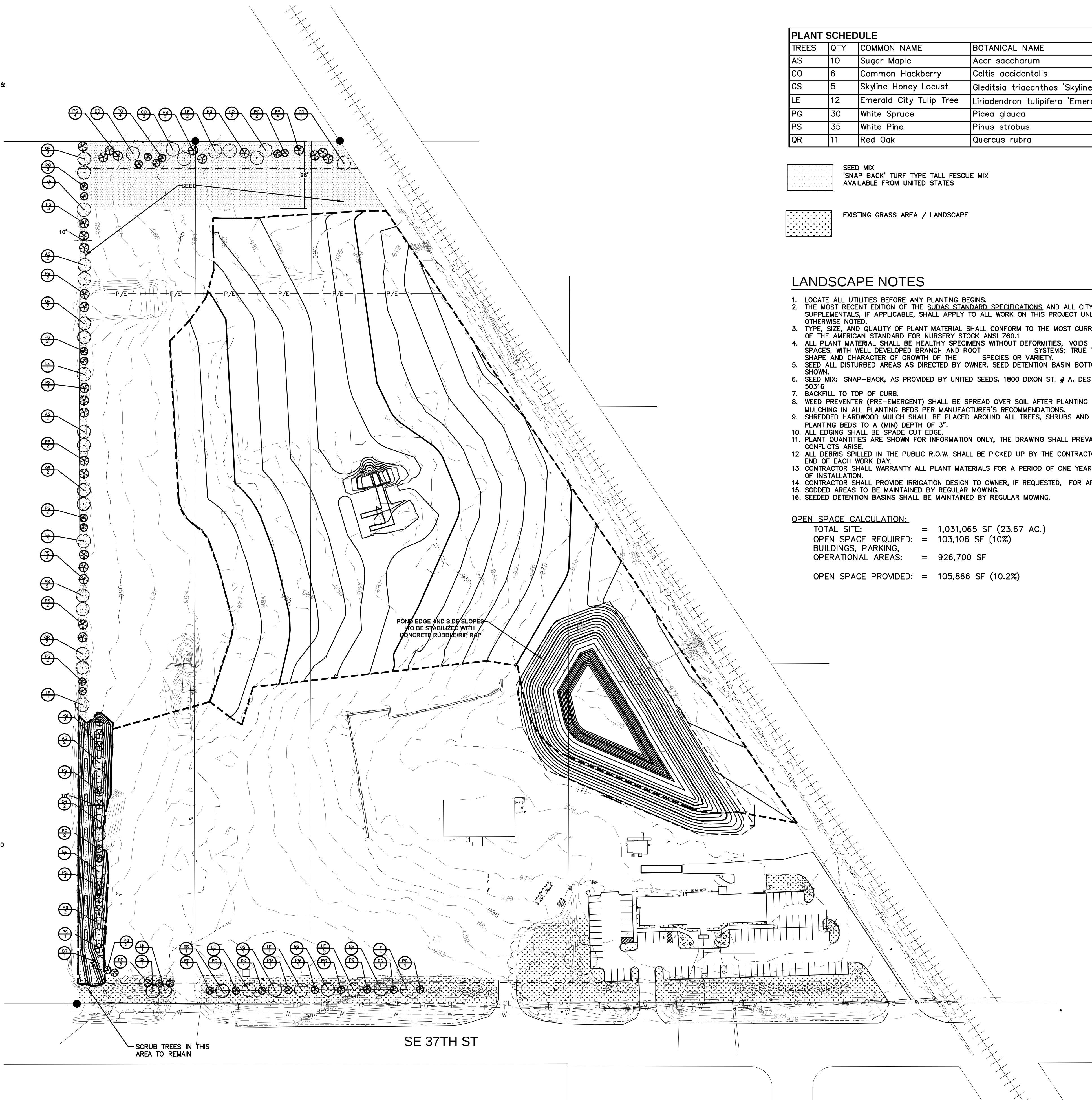
SHRUB PLANTING



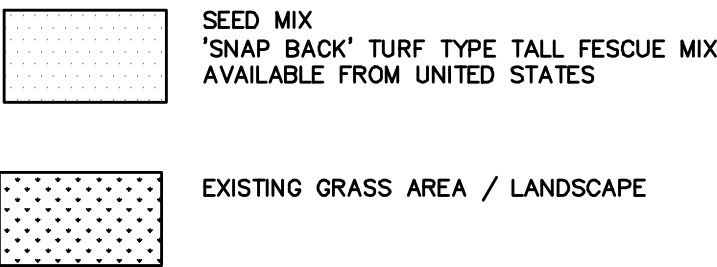
DECIDUOUS TREE PLANTING



CONIFEROUS TREE PLANTING



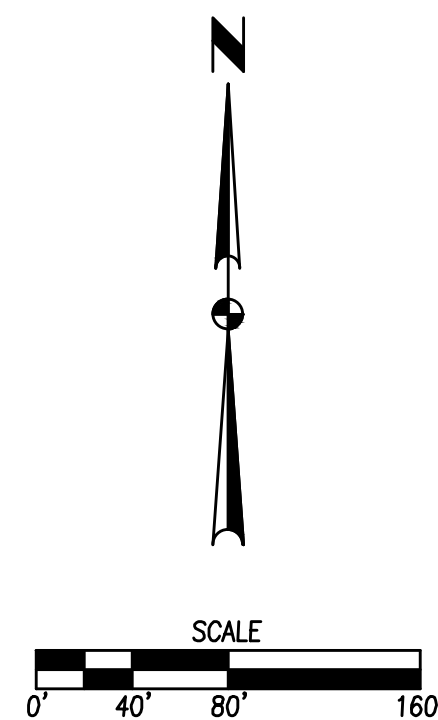
PLANT SCHEDULE				
TREES	QTY	COMMON NAME	BOTANICAL NAME	CONDITION AND SIZE
AS	10	Sugar Maple	Acer saccharum	B&B, 2" CALIPER
CO	6	Common Hackberry	Celtis occidentalis	B&B, 2" CALIPER
GS	5	Skyline Honey Locust	Gleditsia triacanthos 'Skyline'	B&B, 2" CALIPER
LE	12	Emerald City Tulip Tree	Liriodendron tulipifera 'Emerald City' TM	B&B, 2" CALIPER
PG	30	White Spruce	Picea glauca	B&B, 6' HEIGHT
PS	35	White Pine	Pinus strobus	B&B, 6' HEIGHT
QR	11	Red Oak	Quercus rubra	B&B, 2" CALIPER



LANDSCAPE NOTES

1. LOCATE ALL UTILITIES BEFORE ANY PLANTING BEGINS.
2. THE MOST RECENT EDITION OF THE SUDAS STANDARD SPECIFICATIONS AND ALL CITY SUPPLEMENTALS, IF APPLICABLE, SHALL APPLY TO ALL WORK ON THIS PROJECT UNLESS OTHERWISE NOTED.
3. TYPE, SIZE, AND QUALITY OF PLANT MATERIAL SHALL CONFORM TO THE MOST CURRENT EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK ANSI Z60.1
4. ALL PLANT MATERIAL SHALL BE HEALTHY SPECIMENS WITHOUT DEFORMITIES, VOIDS AND OPEN SPACES, WITH WELL DEVELOPED BRANCH AND ROOT SYSTEMS; TRUE TO HEIGHT, SHAPE AND CHARACTER OF GROWTH OF THE SPECIES OR VARIETY.
5. SEED ALL DISTURBED AREAS AS DIRECTED BY OWNER. SEED DETENTION BASIN BOTTOMS AS SHOWN.
6. SEED MIX: SNAP-BACK, AS PROVIDED BY UNITED SEEDS, 1800 DIXON ST. # A, DES MOINES, IA 50316
7. BACKFILL TO TOP OF CURB.
8. WEED PREVENTER (PRE-EMERGENT) SHALL BE SPREAD OVER SOIL AFTER PLANTING AND BEFORE MULCHING IN ALL PLANTING BEDS PER MANUFACTURER'S RECOMMENDATIONS.
9. SHREDDED HARDWOOD MULCH SHALL BE PLACED AROUND ALL TREES, SHRUBS AND IN ALL PLANTING BEDS TO A (MIN) DEPTH OF 3".
10. ALL EDGING SHALL BE SPADE CUT EDGE.
11. PLANT QUANTITIES ARE SHOWN FOR INFORMATION ONLY, THE DRAWING SHALL PREVAIL IF ANY CONFLICTS ARISE.
12. ALL DEBRIS SPILLED IN THE PUBLIC R.O.W. SHALL BE PICKED UP BY THE CONTRACTOR AT THE END OF EACH WORK DAY.
13. CONTRACTOR SHALL WARRANTY ALL PLANT MATERIALS FOR A PERIOD OF ONE YEAR FROM DATE OF INSTALLATION.
14. CONTRACTOR SHALL PROVIDE IRRIGATION DESIGN TO OWNER, IF REQUESTED, FOR APPROVAL.
15. SODDED AREAS TO BE MAINTAINED BY REGULAR MOWING.
16. SEED DETENTION BASINS SHALL BE MAINTAINED BY REGULAR MOWING.

OPEN SPACE CALCULATION:
TOTAL SITE: = 1,031,065 SF (23.67 AC.)
OPEN SPACE REQUIRED: = 103,106 SF (10%)
BUILDINGS, PARKING,
OPERATIONAL AREAS: = 926,700 SF
OPEN SPACE PROVIDED: = 105,866 SF (10.2%)



Planning & Zoning Staff Report



TO: Planning and Zoning Commission
FROM: Alex Pfaltzgraff, Development Services Director
DATE: September 27, 2019
RE: CTI – Site Plan Amendment

GENERAL INFORMATION:

Applicant:

BB Holdings LLC

Requested Action

Site Plan Amendment

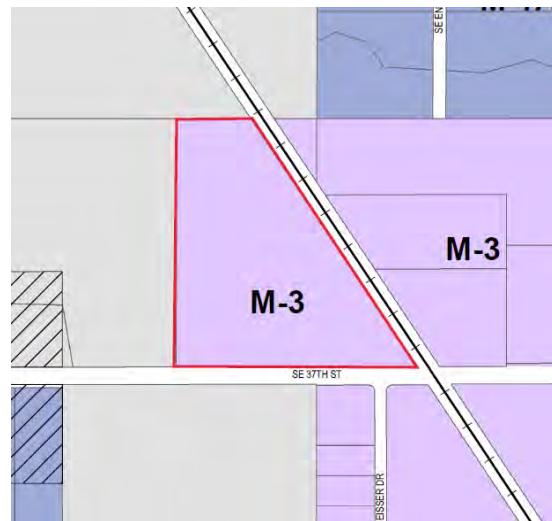
Location

1001 SE 37th Street

SUPPORTING INFORMATION:



Location Map



Zoning Map

LAND USES & ZONING:

Location	Existing Land Use	Land Use Plan Designation	Current Zoning
Subject Site	Industrial	General Industrial	M-3
North	Vacant	Future Park	A-1
South	Vacant/Industrial	Business Park/Gen. Ind.	A-1/M-3
East	Industrial	General Industrial	M-3
West	Vacant	Business Park	A-1

BACKGROUND:

The subject site was originally owned and operated by Grimes Asphalt. The property is now occupied by CTI (Concrete Technologies). Over the previous years, incremental improvements have been made to the site. Most recently, in 2018, a site plan was approved that provided for a new storm water management facility, as well as additional landscaping.

The applicant is not requesting approval of a site plan amendment that would allow for a portion of the site to be paved, allowing the concrete trucks to travel along paved surfaces. This will help reduce the dust generated, and create a cleaner condition for the site.

ANALYSIS:*Building/Elevations:*

Building elevations for the proposed scale house are provided. As the building is more than 300 feet off the street row, no additional architectural standards are required. As such, the building is proposed to be constructed out of metal siding. The proposed structure is intended to be 2 stories, with a garage, break room and restroom on the main floor, with offices on the second.

Site Layout:

The site layout does not principally change with the proposed pavement and scale house. The site will generally operate and circulate as it has in the past, only along a paved surface.

Parking:

No additional parking is required for this site plan amendment. The existing site has adequate parking in order to meet the demands of the business.

Landscaping/Streetscape:

At the time of the 2018 Site Plan, landscaping was required on the site, but it appears that it was never installed. The required landscaping is shown on the site plan, and will be installed with this phase of construction. Staff is unaware why the previously required landscaping was never installed.

Utilities:

New sanitary sewer, and water services to the scale house is shown on the site plan. Additionally, new storm sewer and intakes are shown within the paved areas that will convey storm water to the detention basin. No modifications to the basin are required as it was originally sized for the increase in impervious surface area.

STAFF RECOMMENDATION:

Based upon staff's review of the project, we would recommend approval of the proposed site plan amendment for CTI subject to any remaining staff comments.

CITY OF GRIMES

A handwritten signature in black ink, appearing to read "Alex Pfaltzgraff". The signature is fluid and cursive, with the first name "Alex" written in a larger, more prominent script than the last name "Pfaltzgraff".

Alex Pfaltzgraff
Development Services Director



Development Services

410 SE Main St, Suite 102

Grimes, IA 50111

(515)986-4050

www.grimesiowa.gov

September 11, 2019

Bishop Engineering

Attn: Chuck Bishop

3501 104th Street

Urbandale, IA 50322

RE: Misters Car Wash

Dear Mr. Bishop:

The Development Services Department is in receipt of a proposed Site Plan for the proposed Misters Car Wash. Based on the review of the provided submittal materials, staff have the following comments:

General Comments:

- ~~1. Please update property description with the proposed legal description of the Final Plat.~~
- ~~2. Please add the building address per the Final Plat.~~
- ~~3. Please add the HWY 141 Corridor Overlay under Zoning, and note Zone 1.~~
4. Please indicate the required parking is 2.5 spaces per 1,000 square feet of gross floor area and note that it was determined by the Development Services Director. (14 spaces required). The calculation should be shown with the building square footage.
Please add determined by Development Services Director
- ~~5. Please break down impervious surface by type.~~
- ~~6. Please include the bulk regulations for setbacks of building and parking.~~
- ~~7. Please note that a KNOX box is required and is to be purchased from the KNOX Company. Please note the location near the front door. Final location will be determined and approved during the pre construction meeting.~~
- ~~8. Please add the elevation sheets to the site plan.~~
- ~~9. Please revise the required open space to 20%.~~

10. Please provide a lighting plan for the site and building. Photometrics and cut sheets should be provided. **No site lighting was included in the submittal.**

Sheet C2.1

- ~~11. Staff has concern regarding the width of the driveway throat for north entrance to the facility. Staff would like to see it reduced to 24' 26', allowing for an outbound movement, and an inbound movement. There is sufficient stacking at the POS canopy to allow for such reduced width.~~
- ~~12. Please provide the setback from the POS Canopy foundation and north property line.~~
- ~~13. Staff questions the number of staff, and if the 2 non-vacuum parking spaces are sufficient.~~
- ~~14. Please label the parking stall dimensions.~~
- ~~15. Please label all driveway and parking area dimensions.~~
- ~~16. Please label all sidewalk widths.~~
- ~~17. Staff is not pleased with the dumpster location. Given the circulation pattern, the garbage truck would need to back out on the private drive, which could be cause for conflict. Consider relocating the enclosure so that it easier accessed.~~
- ~~18. Given the complicated circulation pattern, staff questions if only pavement markings are sufficient, or if more detailed signage is necessary.~~
- ~~19. Please provide sidewalk along the SE 11th St ROW.~~
- ~~20. Please coordinate with Knapp on a sidewalk connection along the private driveway from SE 11th St to the private cul-de-sac. Staff would like to see it along one side of the driveway, but does not have a preference to which side. If Knapp would like it along the east side, please show as future.~~
- ~~21. Please provide more detail on the POS cash registers and other features.~~
- ~~22. Please provide a detail for the gate.~~
- ~~23. Please stripe pedestrian paths throughout the site.~~

Sheet C3.1

- ~~24. Staff understand the shallow storm sewer issue, but would ask that a rain guardian or similar be utilized instead of the flume “intake” along the private drive. There should be adequate depth for the installation. Please provide detail when proposed.~~
- ~~25. Please show the cross slope for the pedestrian paths through the driveways.~~
- ~~26. Ramps and truncated domes should be provided along the private driveway cul-de-sac.~~
- ~~27. Please label the slopes of the berm and side slopes in the detention areas.~~
- ~~28. Please define the overflow path.~~
- ~~29. Please note a DOT Permit for grading into the HWY 141 ROW is required.~~
- ~~30. Staff questions if the portion of pavement leading towards to the car wash entrance is intended to drain into the building. During times where the overhead door is shut due to operating hours, how is the drive intended to drain?~~

Sheet C4.1

- 31. Please provide a hydrant layout and coverage plan that is compliance with Section 507.5.1 of the City of Grimes Fire Code. This requires hydrant coverage along an approved route (150-feet) around the building. **An additional hydrant is necessary on site in order to meet the 150-foot route coverage requirement. Please extend a line with hydrant assembly to the island containing the northern vac enclosure.**
- ~~32. Please provide the critical crossing elevations for the water service line just north of the building.~~
- ~~33. Staff would suggest the installation of a slot drain across the drive to mitigate concerns in Comment #25~~
- ~~34. Staff questions how the roof of the canopy drains, and to where on the site.~~
- ~~35. Please provide a detail for the sand/oil separator.~~

Sheet C5.1

- 36. Please note the street tree requirement of 1 per 50 feet of linear street frontage. This shall apply to both HYW 141 and SE 11th ST. **Please note the requirement and calculation on the plan's**

~~37. Please update tree counts based upon 20% open space requirement.~~

~~38. Please indicate the number of provided trees, and that they meet the minimum size and type.~~

Sheet C6.1

~~39. Staff has concerns that it will be difficult to construct the weir wall inside the structure shown on detail 10 and 11, and that it will extremely difficult to perform maintenance (i.e. remove blockages form orifice holes). Suggest installing a structure of at least 48-inch diameter.~~

Sheet C6.2

~~40. Staff has concerns that the detail for the attendance booth does not meet the HWY 141 Zone 1 Architectural standards. As this is a building, it must meet the minimum masonry requirements.~~

~~41. Please revise the dumpster gates to an opaque style. Woven wire mesh is not permitted.~~

Sheet C7.1

~~42. Need location of construction entrance, need location of staging area, need location of PCC washout station.~~

~~43. Assuming this site is installing the access road off SE 11th St, silt fence should be installed on the east side of the access roadway.~~

Architecture

~~44. Please provide a color rendering of the building.~~

~~45. Please provide elevations for all 4 sides.~~

46. Please provide the minimum 5 factors. **Please note the factors.**

47. Please provide material calculations for all 4 sides. Note that a minimum 20% glazing along HWY 141 and SE 11th ST is required. Of the remaining building frontage, 75% is required to be masonry, with the balance 25% allowed as “trim”. Please revise 165A.24 for more details. **The elevations provided do not indicate the masonry counts.**

~~48. Uplighting of the façade along the public ROW is required.~~

~~49. Please provide material samples at the P&Z meeting.~~

SWMP

~~50. Please correct the WQv table and detention table to be units of cubic feet, for the volume columns.~~

~~51. Please provided a soil survey indicating HSG-B.~~

~~52. Please revise the precipitation values in the model. These are not region 5 rainfall data.~~

~~53. Please consider increasing the basin slope of the north pond to 1.5% minimum and eliminating the flume. The flume is not conducive to water quality and tends to be a maintenance issue.~~

~~54. Please upsize the pipes to accommodate 100-year flow, or list the 100-year flooding elevation, and corresponding MPE on the plans/ SWMP.~~

~~55. Please rename Pond 1 and Pond 2, north and south to be consistent with the report.~~

~~56. Please revise the models and details for the outlet structure to match.~~

57. There continues to be a conflict with the hydraflow model and the structure outlet pipe sizes shown on the plans. The plans list a 15-inch pipe where the model shows a 12-inch pipe for the north basin. Its restricted by a 1-inch and 4.25-inch orifice so, not sure it makes much difference but should be properly shown on the model/plans. This issue is reflected similarly on the south pond: the model has 15-inch the plans show 12-inch. (It appears the two were switched by mistake.)

Please provide a letter addressing all comments on this comment letter and/or state what was modified on the site plan to address said comments.

SITE PLAN SUBMITTAL SCHEDULE:

SUBMITTAL DATE: September 17, 2019
(1 PDF of Site plan with Elevation Plan included)

PLANNING & ZONING: October 1, 2019 at 5:30 at the Grimes City Hall

COUNCIL MEETING: October 22, 2019 at 5:30 at the Grimes City Hall

Please feel free to contact me at apfaltzgraff@grimesiowa.gov or at (515) 986-4050 if you have any questions or need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Alex Pfaltzgraff". The signature is fluid and cursive, with the first name "Alex" written in a smaller, more compact script than the last name "Pfaltzgraff".

Alex Pfaltzgraff
Development Services Director



*101 NE Harvey, Grimes, Iowa 50111
515.986.3036 Fax 515.986.3846*

AGENDA MEMO

For Meeting of October 22, 2019

AGENDA HEADING:

Mister Car Wash – Site Plan

SYNOPSIS:

The subject site is currently a vacant platted outlot within the Destination Ridge Plat 2 subdivision. The Final Plat and public utilities were approved earlier this year with the Destination Ridge Plat 6 subdivision.

The site is located within Zone 1 of the HWY 141 Corridor.

The applicant, Mister Car Wash has requested approval to construct an approximately 5,300 square car wash facility on the 1.90-acre site. The facility is self-serve, and will provide for 1 service bay. There are also self-serve vacuums on the north side of the facility.

FISCAL IMPACT:

N/A

PREVIOUS COUNCIL ACTION(S):

Approve Destination Ridge Plat 6 - Preliminary Plat, 6/10/2019

Approve Destination Ridge Plat 6 - Final Plat, 9/10/2019

BOARD/COMMISSION ACTION(S):

Recommendation of Approval – Planning and Zoning Commission, 10/1/2019

STAFF/COMMITTEE RECOMMENDATION:

Staff would recommend approval of the Mister Car Wash Site Plan, subject to any remaining staff comments.

ELEVATION KEYNOTES:

- EIFS EXTERIOR WALL PER WALL TYPES - PAINTED STUCCO FINISH W/ CONTROL JOINTS AS SHOWN.
- THIN BRICK VENEER EXTERIOR WALL PER WALL TYPES. BANDING AS SHOWN. SEE FINISH SCHEDULE.
- EXTERIOR LIGHT FIXTURE / J-BOX LOCATION PER ELECTRICAL PLANS.
- PRE-FINISHED CORRUGATED METAL WALL PANEL W/ CONCELAED FASTENERS PER WALL TYPES. COLOR AS INDICATED PER FINISH SCHEDULE.
- MANUFACTURED STONE VENEER EXTERIOR WALL PER WALL TYPES.
- ALUMINIUM STOREFRONT WINDOW / DOOR SYSTEM. REFERENCE WINDOW / DOOR SCHEDULE FOR ADDITIONAL INFORMATION.
- INSULATED HOLLOW METAL DOOR AND FRAME ASSEMBLY. PAINT COLOR PER ARCHITECT. REFERENCE DOOR SCHEDULE, DETAIL SHEETS FOR MORE INFORMATION.
- BRICK ACCENT / CORNICE BAND.
- POWDER COATED METAL AWNING.
- POWDER COATED METAL TRELLIS.
- PRE-FINISHED STANDING SEAM METAL ROOF PER ROOF PLAN / DETAILS.
- PRE-FINISHED COMMERCIAL GRADE METAL FASCIA AND SOFFIT, TYP.
- PRE-FINISHED ALUMINIUM/POLYCARBONATE SECTIONAL DOOR PER DOOR SCHEDULE.
- BUILDING SIGNAGE LOCATION. COORDINATE ALL REQUIREMENTS.
- FINISH GRADE AS OCCURS.
- EIFS CONTROL JOINT - ALUMINIUM CHANNEL PER STUCCO MFR.
- MASONRY CONTROL JOINT AS SHOWN W/ SEALANT TO MATCH. REF. STRUCTURAL PLANS FOR REQUIREMENTS.
- EXTERIOR LOUVER PER MECHANICAL PLANS. ALIGN WITH MASONRY AS SHOWN. PAINT TO MATCH.
- FROSTED/TINTED FILM AT OFFICE WINDOW, THIS LOCATION ONLY.
- SLOPED BRICK SILL, SEE DETAILS.
- VINYL ROLL UP DOOR ASSEMBLY PER DOOR SCHEDULE.
- ROOF DRAIN DISCHARGE NOZZLE. COORDINATE REQUIREMENTS PER PLUMBING PLANS.

GENERAL ELEVATION NOTES:

- ALL SIGNAGE SHOWN FOR INFORMATIONAL PURPOSES ONLY. ALL ADVERTISING SIGNAGE SUBJECT TO SEPARATE SIGN PERMIT SUBMITTAL AND APPROVAL.
- SEE ELECTRICAL PLANS FOR EXTERIOR LIGHTING LOCATIONS AND REQUIREMENTS. COORDINATE J-BOX LOCATIONS W/ FUTURE OWNER LIGHTING.
- APPLY CLEAR WATERPROOF SEALER TO ALL EXPOSED STONE VENEER AND CMU.

VISUAL DESIGN STANDARDS:

- PER CITY OF GRIMES VISUAL DESIGN STANDARDS - HIGHWAY 141 MIXED USED DEVELOPMENT CORRIDOR, THE FOLLOWING FACTORS APPLY TO THIS PROJECT:
- REVEALS.
 - POP-OUTS.
 - OFFSETS OVER FOUR FEET.
 - COLOR, TEXTURE OR MATERIAL CHANGE, INCLUDING BUT NOT LIMITED TO, BRICK AND STONE.
 - ARCHITECTURAL BANDINGS.
 - AWNINGS.
 - VARIATIONS IN ROOF FORMS.
 - VARIATIONS IN ROOF HEIGHT.



Revisions

BUILDING ELEVATIONS



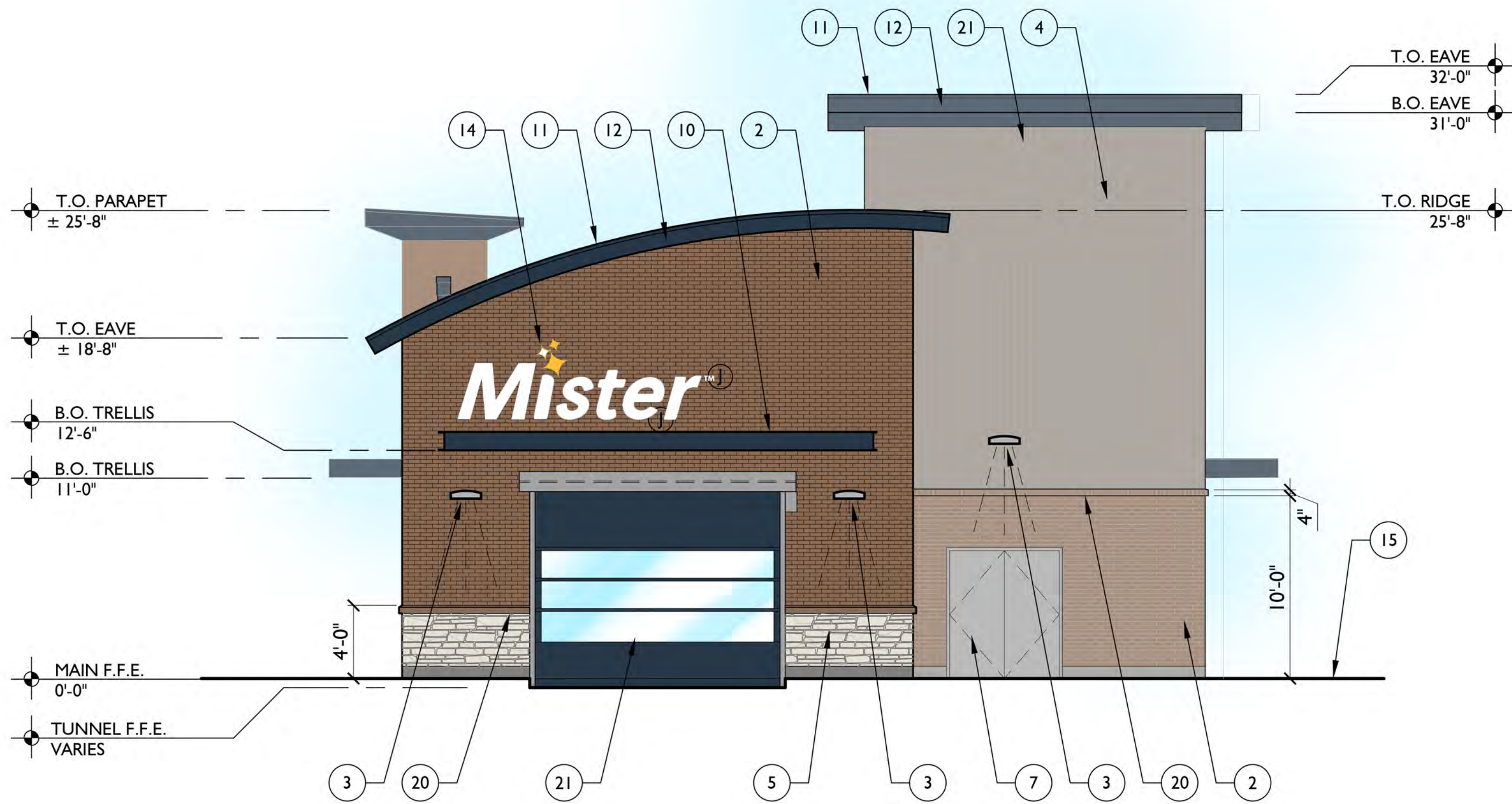
Mister Car Wash
SE 11th St. & Highway 141
Grimes, IA 50111

340 South Convent Ave
Des Moines, IA 50315
515.273.4540 phone
www.a23studios.com

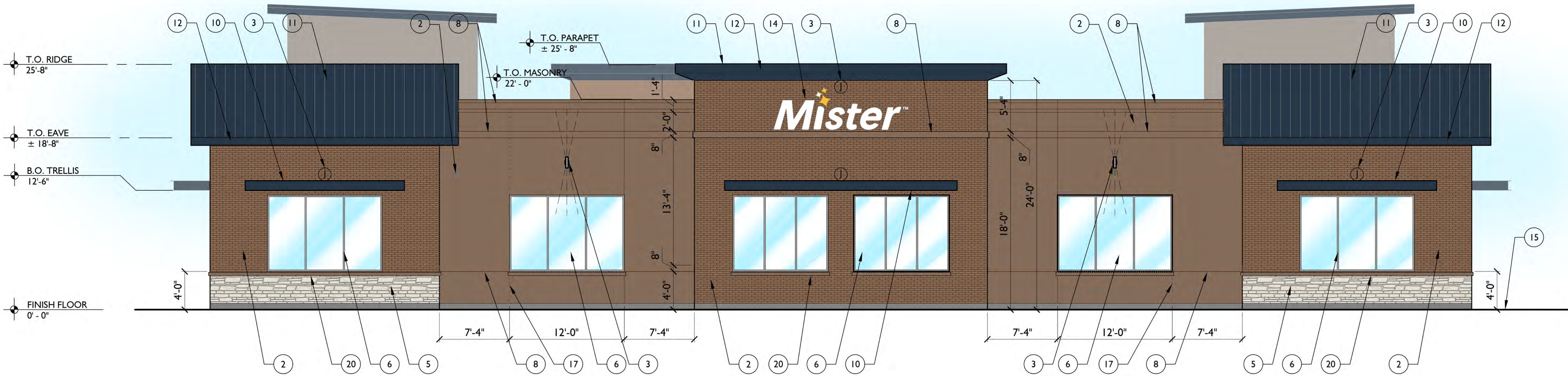
a.23studios

Project 19069
Date 08.12.19
Scale Noted
Sheet

A5.0



1 EAST ELEVATION
3/16" = 1'-0"



2 SOUTH ELEVATION
3/16" = 1'-0"

NOTE:
THESE DOCUMENTS ESTABLISH THE GENERAL
STANDARDS OF QUALITY AND DETAIL FOR
DEVELOPING A NEGOTIATED CONSTRUCTION
CONTRACT.

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 8. VARIATIONS IN ROOF HEIGHT.



Expires 06.30.20
Revisions

BUILDING ELEVATIONS



Mister Car Wash
SE 11th St. & Highway 141
Grimes, IA 50111

340 South Convent Ave
Des Moines, IA 50319
515.273.4540 / 515.273.4541
www.a23studios.com

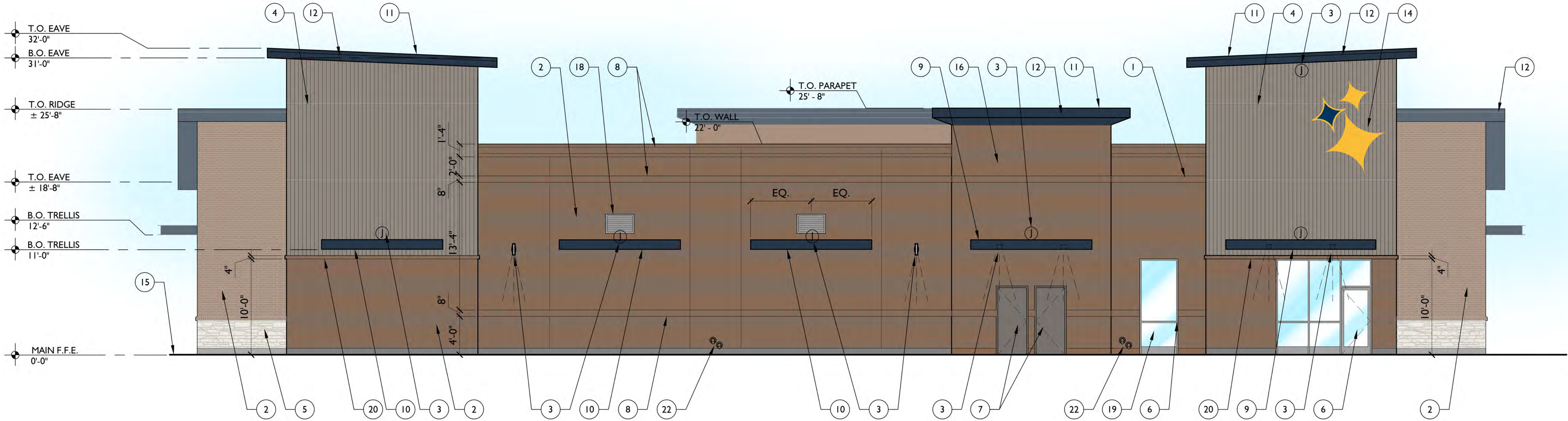
a.23studios

Project 19069
Date 08.12.19
Scale Noted
Sheet

A5.1



3 WEST ELEVATION
3/16" = 1'-0"



4 NORTH ELEVATION
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MISTER CAR WASH

1901 SE 11TH STREET

SHEET INDEX:

- C0.1 COVER SHEET
- C0.2 SITE SURVEY
- C1.1 DEMO PLAN
- C2.1 LAYOUT PLAN
- C3.1 GRADING PLAN
- C4.1 UTILITY PLAN
- C5.1 LANDSCAPE PLAN
- C6.1 DETAILS SHEET
- C7.1 SWPPP
- A5.0 BUILDING ELEVATIONS
- A5.1 BUILDING ELEVATIONS

PROPERTY DESCRIPTION:

PER TITLE COMMITMENT # 301570
LOT 2, DESTINATION RIDGE PLAT 3, AN OFFICIAL PLAT, NOW INCLUDED IN AND FORMING A PART OF THE CITY OF GRIMES, POLK COUNTY, IOWA.

ADDRESS:

1901 SE 11TH ST
GRIMES, IOWA

OWNER / PREPARED FOR:

DAVE HAIL
MISTER CAR WASH
222 E. 5TH STREET
TUCSON, AZ 85705

ZONING:

HWY 141 CORRIDOR OVERLAY
ZONE 1
C-2 (GENERAL RETAIL AND HIGHWAY ORIENTED COMMERCIAL DISTRICT

BUILDING SET BACKS:

HWY 141	100 FT
FRONT YARD	25 FT
SIDE YARD	0 FT

PARKING REQUIREMENTS:

PARKING REQUIRED: 2.5 SPACES/1000 SF GROSS FLOOR AREA
(DETERMINED BY THE DEVELOPMENT SERVICES DIRECTOR)
5,300 SF/1000 SF = 5.3 X 2.5 = 14 SPACES
PARKING PROVIDED = 19 VACUUM STALLS (INCL. 1 HC)

OPEN SPACE REQUIREMENTS:

SITE AREA = 82,789 S.F (1.90 ACRES)
REQUIRED OPEN SPACE = 20%
OPEN SPACE PROVIDED = 51.2%

IMPERVIOUS SURFACE:

EXISTING IMPERVIOUS = 0 S.F
PROPOSED IMPERVIOUS:
BUILDING = 5,300 S.F
PAVING = 33,874 S.F
TOTAL = 39,174 S.F

BENCHMARK:

OFF SITE TBM
ARROW ON HYDRANT LOCATED AT SW CORNER OF S ANKENY
BLVD AND SW 2ND ST; 102' +/- SW OF CP #9000
ELEVATION: 977.83

UTILITY MAPS PROVIDED BY:

- ELECTRIC (MIDAMERICAN/515-252-6632)
- STORM AND SANITARY (CITY OF GRIMES PUBLIC WORKS/515-822-2320)
- FIBER OPTIC (CENTURYLINK/720-578-8090)
- CABLE (MEDIACOM/515-246-2252)
- GAS (MIDAMERICAN/515-252-6632)
- WATER (CITY OF GRIMES/515-822-2320)
- OTHERS (PROVIDER / CONTACT INFO)



UTILITY NOTE:

THE LOCATION OF THE UTILITIES INDICATED ON THE PLANS HAVE BEEN TAKEN FROM THE FIELD SURVEY, EXISTING PUBLIC RECORDS, AND PLANS PROVIDED BY OTHERS. SURFACE UTILITY LOCATIONS HAVE BEEN FIELD LOCATED BY BISHOP ENGINEERING, UNLESS OTHERWISE NOTED. ALL UNDERGROUND UTILITY LOCATIONS ARE APPROXIMATE LOCATIONS ONLY. BISHOP ENGINEERING DOES NOT GUARANTEE THE UNDERGROUND LOCATION OF ANY UTILITIES SHOWN. IT SHALL BE THE DUTY OF THE CONTRACTOR TO DETERMINE THE LOCATION AND DEPTH OF ANY UNDERGROUND UTILITIES SHOWN AND IF ANY ADDITIONAL UTILITIES, OTHER THAN THOSE SHOWN ON THE PLANS, MAY BE PRESENT. A REQUEST WAS MADE TO IOWA ONE CALL FOR UTILITY PROVIDERS TO VERIFY, LOCATE, AND MARK THEIR UTILITIES IN THE FIELD.

GENERAL NOTES:

- ALL WORK SHALL BE DONE IN ACCORDANCE WITH SUDAS STANDARD SPECIFICATIONS AND ANY AND ALL CITY/COUNTY SUPPLEMENTAL SPECIFICATIONS. THE CITY OF GRIMES MUST BE NOTIFIED BY ALL CONTRACTORS 48 HOURS PRIOR TO COMMENCING WORK.
- IN EVENT OF A DISCREPANCY BETWEEN THE QUANTITY ESTIMATES AND THE DETAILED PLANS, THE DETAILED PLANS SHALL GOVERN.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOCATION OF ALL UTILITIES. ANY DAMAGE TO SAID UTILITIES SHALL BE REPAIRED AT THE CONTRACTORS EXPENSE.
- ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CURRENT O.S.H.A. CODES AND STANDARDS. NOTHING INDICATED ON THESE PLANS SHALL RELIEVE THE CONTRACTOR FROM COMPLYING WITH THE APPROPRIATE SAFETY REGULATIONS.
- ALL NECESSARY CONSTRUCTION SIGNS, BARRICADES AND OTHER TRAFFIC CONTROL DEVICES REQUIRED DURING CONSTRUCTION WILL BE FURNISHED BY THE CONTRACTOR. SIGNS, BARRICADES AND OTHER TRAFFIC CONTROL DEVICES MUST BE IN CONFORMANCE WITH THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS."
- BISHOP ENGINEERING SHALL NOT BE LIABLE FOR ANY INJURIES THAT HAPPEN ON SITE. THIS SHALL INCLUDE BUT NOT BE LIMITED TO TRENCH COLLAPSES FROM VARYING SOIL CONDITIONS OR INJURIES CAUSED BY UNDERGROUND UTILITIES INCLUDING UTILITIES THAT ARE NOT SHOWN ON PLAN.
- THE CONTRACTOR IS LIABLE FOR ALL DAMAGES TO PUBLIC OR PRIVATE PROPERTY CAUSED BY THEIR ACTION OR INACTION IN PROVIDING FOR STORM WATER FLOW DURING CONSTRUCTION. DO NOT RESTRICT FLOWS IN EXISTING DRAINAGE CHANNELS, STORM SEWER, OR FACILITIES.
- THE CONTRACTOR SHALL SUBMIT TO THE ENGINEER A SCHEDULE FOR PERFORMANCE OF WORK ITEMS. THIS SCHEDULE SHALL BE PROVIDED BY THE CONTRACTOR AT THE PROJECT PRECONSTRUCTION CONFERENCE. NO WORK SHALL BEGIN UNTIL A SCHEDULE HAS BEEN SUBMITTED AND ACCEPTED. THE CONTRACTOR SHALL THEN PERFORM WORK TO CONFORM TO THE ACCEPTED SCHEDULE.
- LABORATORY TESTS SHALL BE PERFORMED BY THE OWNER UNLESS OTHERWISE NOTED. THE CONTRACTOR SHALL PROVIDE SAMPLES OF MATERIAL REQUIRED FOR LABORATORY TESTS AND TESTING IN ACCORDANCE WITH THE URBAN STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENTS.
- SOIL IMPORT OR EXPORT ON THIS PROJECT SHALL BE CONSIDERED INCIDENTAL AND WILL NOT BE MEASURED OR PAID FOR SEPARATELY.
- THE CONTRACTOR SHALL PROTECT ALL STRUCTURES NOT SHOWN AS REMOVALS ON THE PLANS.
- THE CONTRACTOR SHALL OBTAIN ANY AND ALL NECESSARY PERMITS PRIOR TO ANY CONSTRUCTION. CONTRACTOR SHALL WORK WITH OWNER OR OWNERS REPRESENTATIVE ON ALL REQUIRED STORM WATER DISCHARGE PERMITS FROM THE IOWA DEPARTMENT OF NATURAL RESOURCES AND THE CITY OF GRIMES.
- GRADING AND EROSION CONTROL SHALL BE DONE IN ACCORDANCE WITH THE APPROVED GRADING PLAN, SWPPP, NPDES DOCUMENTS, AND IOWA DEPARTMENT OF NATURAL RESOURCES REQUIREMENTS.
- THE CONTRACTOR SHALL PICK UP ANY DEBRIS SPILLED ONTO THE ADJACENT RIGHT OF WAY OR ABUTTING PROPERTIES AS THE RESULT OF CONSTRUCTION, AT THE END OF EACH WORK DAY.
- THE CONTRACTOR IS RESPONSIBLE FOR THE PROMPT REMOVAL OF ALL MUD THAT HAS BEEN TRACKED OR WASHED UNTO ADJACENT PROPERTY OR RIGHT OF WAY UNTIL SUCH TIME THAT PERMANENT VEGETATION HAS BEEN ESTABLISHED.
- DISPOSE OF ALL EXCESS MATERIALS AND TRASH IN ACCORDANCE WITH FEDERAL, STATE, AND LOCAL REQUIREMENTS. PROVIDE WASTE AREAS OR DISPOSAL SITES FOR EXCESS MATERIALS NOT DESIRABLE FOR INCORPORATION INTO THE PROJECT.
- NO OUTSIDE STORAGE WILL BE ALLOWED AT THIS FACILITY(RV'S BOATS ETC.)

PAVING NOTES:

- THE PAVING/ GRADING CONTRACTOR SHALL BACKFILL THE PAVING SLAB AND FINE GRADE THE RIGHT OF WAY AS SOON AFTER THE PAVING AS POSSIBLE. ALL AREAS SHALL BE SEEDED IN ACCORDANCE WITH CITY OF GRIMES STANDARD SPECIFICATIONS AND THE CURRENT VERSION OF SUDAS.
- SUBGRADE PREPARATION AND PAVEMENTS WILL BE CONSTRUCTED FOLLOWING RECOMMENDATIONS IN THE SOILS REPORT. APPROVED SOILS ENGINEER MUST SIGN OFF ON SUBASE PRIOR TO ANY PAVEMENT BEING PLACED.
- SEE DETAILS FOR ALL PAVEMENT THICKNESS.
- ALL PEDESTRIAN WALKWAYS THAT UNLOAD INTO A VEHICLES TRAVELED PATH MUST HAVE A.D.A. DETECTABLE WARNING PANEL(S) AS PER A.D.A. REGULATIONS. PANEL TYPE & COLOR SHALL BE PER CITY STANDARD.
- ALL WALKS, PARKING LOTS, HANDICAP PARKING, RAMPS, ETC. SHALL COMPLY WITH ALL A.D.A. AND CITY CODES. HANDICAP PARKING SIGNAGE IS REQUIRED FOR ALL HANDICAP STALLS AND SHALL BE CONSIDERED INCIDENTAL. IN EVENT OF A DISCREPANCY BETWEEN THE PLANS AND THE A.D.A./CITY CODES THE A.D.A./CITY CODES SHALL GOVERN. CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING A.D.A. CODES ARE MET.

UTILITY NOTES:

- QUANTITY CALLOUTS ON PIPE LENGTHS ARE APPROXIMATE AND SHOULD BE USED FOR REFERENCE ONLY.
- THE CONTRACTOR SHALL PROVIDE AS-BUILTS OF ALL UTILITIES, INCLUDING DEPTH AND LOCATION OF ALL SERVICES.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION AND ALL COSTS ASSOCIATED WITH AS-BUILT TOPO OF DETENTION POND & DETENTION POND STORM SEWER. CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING BISHOP ENGINEERING (CHUCK BISHOP AT 515-276-0467) TO PERFORM SAID AS-BUILT SURVEY. IF DETENTION PONDS HAVE BEEN GRADED INCORRECTLY, CONTRACTOR SHALL BE RESPONSIBLE FOR ALL SUBSEQUENT AS-BUILT TOPO SURVEYS UNTIL ISSUES HAVE BEEN RECTIFIED.
- THE CONTRACTOR SHALL COORDINATE THE ADJUSTMENT OF ANY AND ALL EXISTING AND PROPOSED UTILITIES TO PROPOSED GRADES. EXISTING UTILITIES SHALL BE RAISED OR LOWERED IN ACCORDANCE WITH THE UTILITY OWNER REQUIREMENTS. ANY NECESSARY ADJUSTMENTS SHALL BE CONSIDERED INCIDENTAL TO CONSTRUCTION.
- ACTIVE EXISTING FIELD TILES ENCOUNTERED DURING CONSTRUCTION SHALL BE REPAIRED, REROUTED, OR CONNECTED TO PUBLIC OR PRIVATE STORM SEWER TO REMAIN IN SERVICE.
- ALL PROPOSED RCP STORM SEWER PIPE JOINTS SHALL BE FABRIC WRAPPED AND THE LAST 3 PIPE SECTIONS ON THE APRON SHALL BE TIED WITH RF-14 TYPE II CONNECTORS. ALL APRONS SHALL HAVE A STANDARD FOOTING AND TRASH GUARD.
- ALL RIP RAP CALLED OUT ON PLANS SHALL BE UNDERLAIN WITH ENGINEERING FABRIC.
- MANDREL AND PRESSURE TESTS SHALL BE REQUIRED FOR ALL PROPOSED SANITARY LINES. TELEVISION OF THE SANITARY SEWER SYSTEM SHALL BE COMPLETED PRIOR TO PAVING UNLESS OTHERWISE APPROVED BY JURISDICTION.
- WATERMAINS SHALL BE C-900. SIZE OF WATERMAIN AS SHOWN ON PLANS.
- THRUST BLOCKS SHALL BE INSTALLED AS REQUIRED AND SHALL BE CONSIDERED INCIDENTAL TO WATERMAIN CONSTRUCTION.
- PROPOSED WATERMAIN SHALL BE PRESSURE TESTED, BACTERIA TESTED AND CHLORINATED. THE FILLING OF THE WATER MAIN SHALL BE DONE BY THE CITY OF GRIMES.
- TRACER WIRE SHALL BE ADDED TO ALL WATER MAIN, AND BROUGHT TO THE SURFACE AT EVERY HYDRANT.
- ALL HYDRANTS WILL IMMEDIATELY BE COVERED WITH A BLACK PLASTIC BAG (OR EQUIVALENT) ONCE THE HYDRANT IS INSTALLED. THE CITY OF GRIMES WILL NOTIFY THE CONTRACTOR WHEN THE BAGS CAN BE REMOVED.
- THE MINIMUM HYDRANT LEAD SHALL BE 3.5 FEET.

CITY OF GRIMES STANDARD NOTES:

- GENERAL NOTES:**
 - ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CURRENT VERSION OF THE URBAN STANDARDS SPECIFICATIONS FOR PUBLIC IMPROVEMENTS ON THE DATE OF APPROVAL AND THE CITY OF GRIMES SUPPLEMENTAL SPECIFICATIONS.
 - A PRECONSTRUCTION MEETING IS REQUIRED PRIOR TO THE START OF CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE TO COORDINATE THIS MEETING. CONTACT BRANDT WILLAMSON WITH FOX ENGINEERING (515.233.0000).
 - ALL PERMITS (IDNR, IDOT, ARMY CORP., ETC.) SHALL BE OBTAINED PRIOR TO THE START OF CONSTRUCTION.
 - THE DEVELOPER AND/OR CONTRACTOR SHALL BE RESPONSIBLE TO PROVIDE THE CITY OF GRIMES WITH RECORD DRAWINGS OF ALL IMPROVEMENTS AS PER CITY STANDARD PROCEDURES.
 - ALL SERVICES SHOULD BE MARKED WITH A PAINTED POST. (WATER-BLUE, STORM-WHITE, SANITARY-GREEN). POSTS SHOULD BE A 6-FOOT POST WITH FOUR-FEET EXPOSED ABOVE GROUND.
 - ALL SERVICE LOCATIONS ARE TO BE STAMPED INTO THE CURB (TOP & FACE) AND INTO THE GUTTER WITH LETTER IRONS AS PER CITY STANDARD PROCEDURES.
- SANITARY SEWER NOTES:**
 - THE CONTRACTOR IS REQUIRED TO PLACE A TEMPORARY PLUG IN THE EXISTING DOWNSTREAM SANITARY SEWER MANHOLE PRIOR TO THE START OF CONSTRUCTION. THE PLUG SHALL BE REMOVED FOLLOWING APPROVAL OF CONSTRUCTION BY THE CITY OF GRIMES.
 - SANITARY GRAVITY PIPE MATERIAL SHALL BE PVC SDR 26 OR TRUSS (8" TO 15").
 - SANITARY GRAVITY SERVICE PIPE MATERIAL SHALL BE PVC SDR 23.5 (4" TO 6').
 - ALL SANITARY SEWER MANHOLES SHALL HAVE STEPS.
 - ALL SANITARY SEWER MANHOLES CASTINGS SHALL BE SEALED WITH INTERIOR CHIMNEY SEALS.
 - ALL MANHOLES SHALL BE COATED WITH BITUMINOUS WATERPROOFING.
 - ALL SANITARY SEWER MANHOLE CASTINGS LOCATED WITHIN PAVEMENT SHALL BE BOXED OUT.
 - TELEVISION OF THE SANITARY SEWER SYSTEM SHALL BE COMPLETED PRIOR TO PAVING. THE SEWER SYSTEM SHALL BE FLUSHED WITH WATER PRIOR TO TELEVISION.
- WATER MAIN NOTES:**
 - ALL FIRE HYDRANTS SHALL BE AMERICAN FLOW CONTROL-WATEROUS PACER WB-67-250, MUELLER SUPER CENTURION 250 (3-WAY A-423), OR CLOW MEDALLION F-2545. ALL HYDRANTS SHALL HAVE THE FOLLOWING: 6" MJ SHOE, 2-1/2" HOSE NOZZLE, 4-1/2" STEAMER NOZZLE, NST THREADS, PENTAGON OPERATING NUT, CHAIN ON CAP, OPEN LEFT, 5-1/2" BURY, AND FACTORY PAINTED RED. THE MINIMUM SPOOL PIPE LENGTH FROM AUXILIARY VALVE TO HYDRANT SHOE SHALL BE 2.0'.
 - ALL HYDRANTS WILL IMMEDIATELY BE COVERED WITH A BLACK PLASTIC BAG (OR EQUIVALENT) ONCE THE HYDRANT IS INSTALLED. THE CITY OF GRIMES WILL NOTIFY THE CONTRACTOR WHEN THE BAGS CAN BE REMOVED.
 - A TRACER WIRE RECEPTACLE SHALL BE INSTALLED AT EACH HYDRANT.
 - ALL VALVES SHALL BE RESILIENT WEDGE GATE VALVES.
 - WATER SERVICE SHALL BE 1-INCH MINIMUM TYPE K COPPER.
 - PROPOSED WATER MAIN SHALL BE PRESSURE TESTED AND CHLORINATED BY THE DEVELOPER. THE FILLING OF THE WATER MAIN SHALL BE DONE BY THE CITY OF GRIMES. THE BACTERIA TEST AND SUBMITTAL OF TEST TO LAB SHALL BE DONE BY THE DEVELOPER AND RESULTS PROVIDED BY FAX TO US WATER AT 515-986-7300. IF THE TEST DOES NOT PASS, THE CONTRACTOR WILL BE REQUIRED TO PAY FOR ALL THE WATER USED TO REPEAT THE TEST.
- STORM SEWER NOTES:**
 - ALL STORM SEWER IN THE ROW SHALL BE RCP, UNLESS OTHERWISE APPROVED BY THE CITY.
 - ALL FLARED END SECTIONS SHALL HAVE FOOTINGS AND APRON GRATES. THE LAST 3 PIPE SECTIONS AND THE FLARED END SECTION ON ALL CULVERTS SHALL BE TIED. ALL STORM SEWER JOINTS SHALL BE WRAPPED WITH ENGINEERING FABRIC.
 - THE CONTRACTOR IS RESPONSIBLE FOR REPAIRING ANY FIELD TILE DAMAGED DURING CONSTRUCTION. THE TILE SHOULD BE DIRECTED TO PUBLIC STORM SEWER IF POSSIBLE. THE CONTRACTOR SHALL RECORD THE ELEVATION AND LOCATION OF ALL TILES.
 - ALL SUMP SERVICE LINES SHALL HAVE TRACER WIRE.
 - TELEVISION OF THE STORM SEWER SYSTEM SHALL BE COMPLETED PRIOR TO PAVING, IN ACCORDANCE WITH SUDAS.

UTILITY CONFLICT NOTES:

- UTILITY CONFLICTS MAY EXIST ACROSS THE SITE WITH NEW UTILITIES, GRADING, PAVING ETC. MOST UTILITY CONFLICTS HAVE BEEN CALLED OUT FOR CONTRACTOR CONVENIENCE.
- CONTRACTOR IS RESPONSIBLE FOR ALL UTILITY CONFLICTS THAT ARE EITHER CALLED OUT ON THE PLANS OR THAT CAN BE SEEN ON THE PLANS BETWEEN AN EXISTING UTILITY AND PROPOSED CONSTRUCTION

WETLAND NOTES:

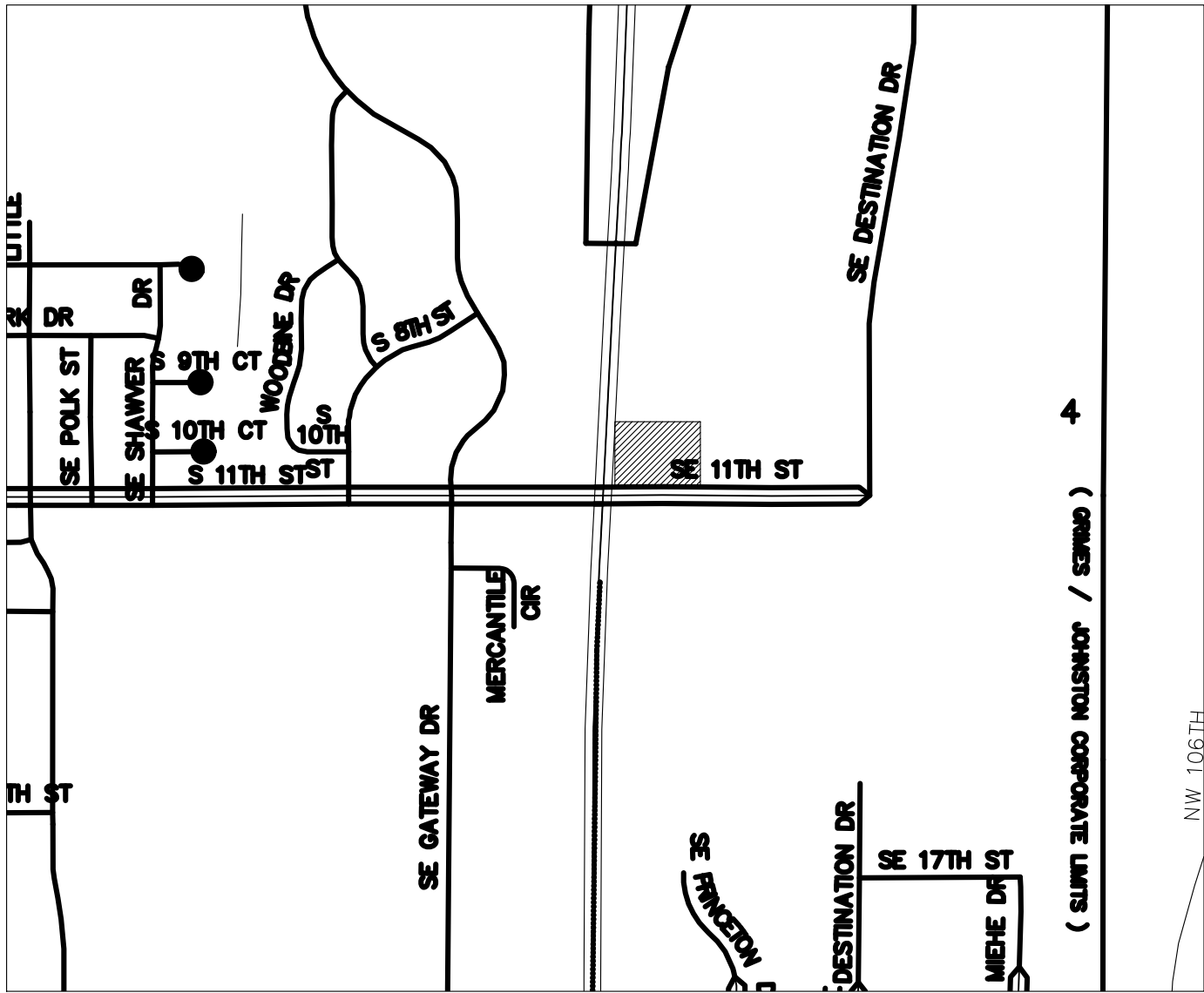
- BISHOP ENGINEERING DOES NOT PERFORM WETLAND STUDIES OR WETLAND MITIGATION. IT IS THE OWNER'S RESPONSIBILITY TO DETERMINE IF ANY WETLANDS ARE LOCATED ON THE PROJECT SITE AND PERFORM ANY NECESSARY MITIGATION PRIOR TO THE COMMENCEMENT OF CONSTRUCTION ACTIVITIES.

SURVEY NOTES:

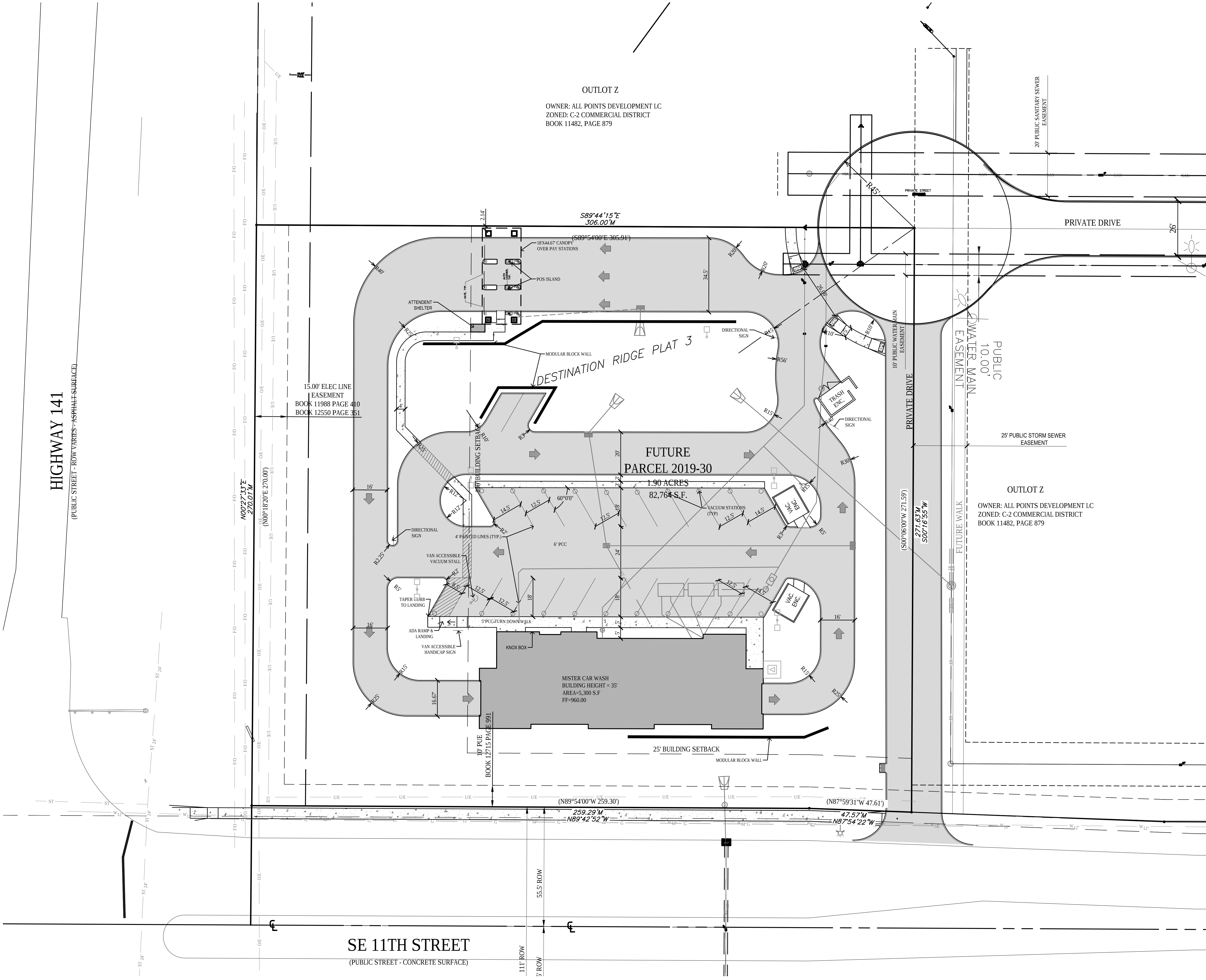
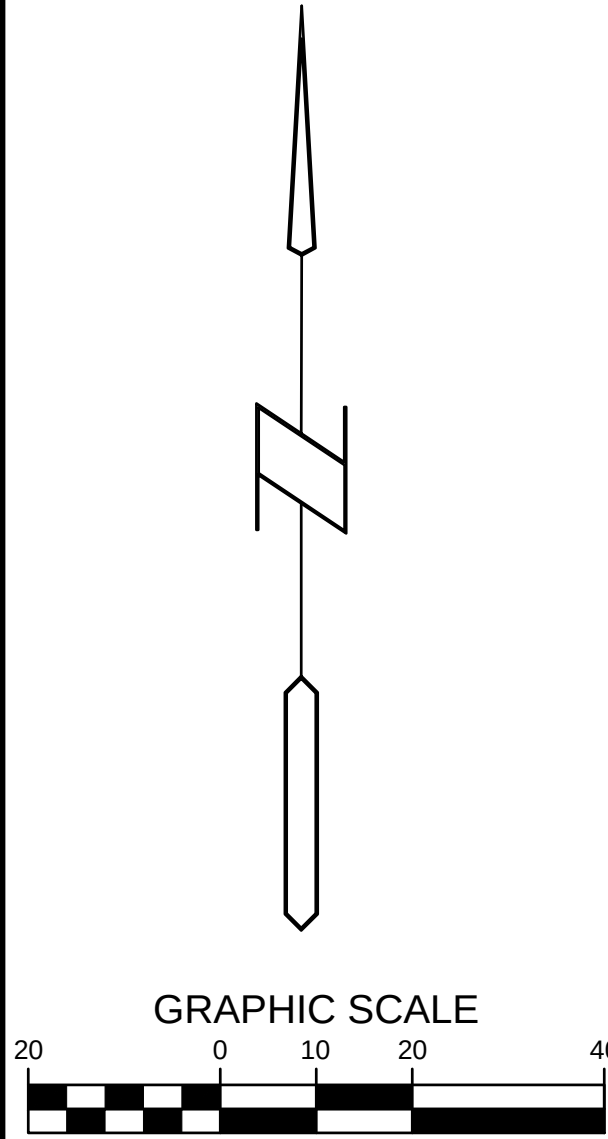
- SURVEY WORK WAS COMPLETED BY LARRY HYLER ON 03-12-2018. SEE SITE SURVEY PROVIDED AS PART OF THIS SET OF PLANS FOR EXISTING SITE CONDITIONS AND BOUNDARY INFORMATION.

CONSTRUCTION SCHEDULE:

ROUGH GRADING	AUGUST 2018
UTILITIES	SEPTEMBER 2018
BUILDING CONSTRUCTION	OCTOBER-DECEMBER 2018
PAVING	JANUARY 2019
FINISH GRADING	FEBRUARY 2019
SODDING	MARCH 2019



GENERAL NOTES:
1. KNOX BOX TO BE PURCHASED FROM THE KNOX COMPANY



MISTER CAR WASH
GRIMES, IOWA

REFERENCE NUMBER:

DRAWN BY:
DS

CHECKED BY:
CB

REVISION DATE:

PROJECT NUMBER:
190146

SHEET NUMBER:
C2.1

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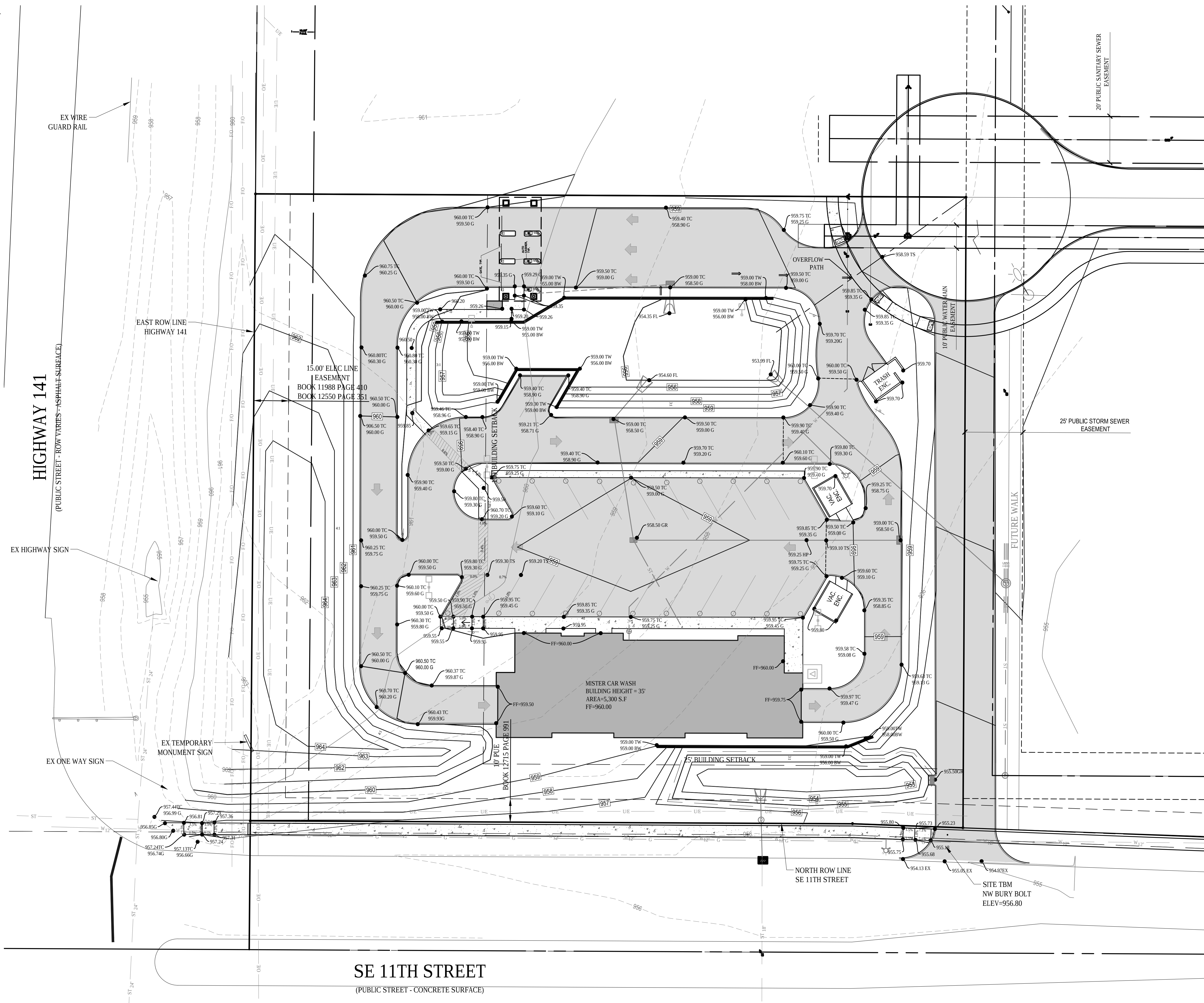
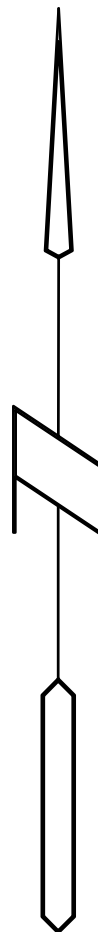
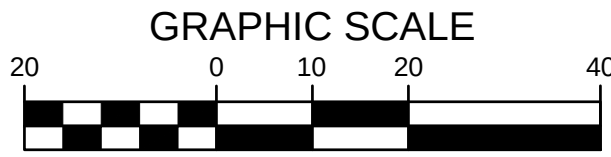
LAYOUT PLAN

- TOPSOIL NOTES:
1. STRIP AND STOCKPILE THE TOP 8" OF SOIL ON ALL DISTURBED AREAS.
 2. RESPREAD TOPSOIL TO A MINIMUM DEPTH OF 8" ON ALL GREEN (NON PAVED) AREAS. IMPORT TOPSOIL AS NECESSARY TO ACHIEVE A MINIMUM DEPTH OF 6".
 3. TOPSOIL SHALL BE FREE OF ALL ROCK AND DEBRIS LARGER THAN 3/4" IN SIZE.
 4. TOPSOIL IS DEFINED AS: FERTILE, FRIABLE LOAM, CAPABLE OF SUSTAINING VIGOROUS PLANT GROWTH, FROM WELL DRAINED SITE FREE FROM FLOODING, NOT IN FROZEN OR MUDDY CONDITIONS; REASONABLE FREE FROM SUBSOIL, CLAY LUMPS, ROOTS, GRASS, WEEDS, STONES LARGER THAN 3/4 INCH IN DIAMETER, AND FOREIGN MATTER; ACIDITY RANGE (PH) OF 5.5 TO 7.5; CONTAINING MINIMUM 4 PERCENT AND MAXIMUM 20 PERCENT ORGANIC MATTER.
 5. CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING ALL TOPSOIL REQUIREMENTS OF NPDES GENERAL PERMIT NO. 2 ARE MET.

GRADING LEGEND:

- EXISTING CONTOUR
PROPOSED CONTOUR
FINISHED GROUND ELEVATION
TOP OF CURB ELEVATION
GUTTER ELEVATION
TOP OF WALL ELEVATION
BOTTOM OF WALL ELEVATION
EDGE OF WALK ELEVATION
TOP OF STAIR ELEVATION
BOTTOM OF STAIR ELEVATION

NOTE: WALL ELEVATIONS SHOWN ON PLAN ARE FINISHED GROUND GRADES AT THE TOP AND BOTTOM OF THE WALL.



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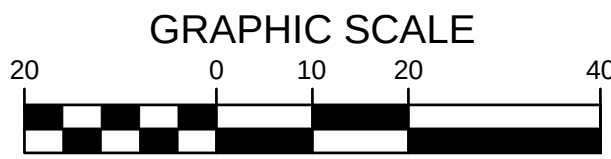
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**MISTER CAR WASH
GRIMES, IOWA**

REFERENCE NUMBER:
DRAWN BY: DS
CHECKED BY: CB
REVISION DATE:
PROJECT NUMBER: 190146
SHEET NUMBER: C3.1

GRADING PLAN

1. ALL PROPOSED UTILITIES SHALL BE PRIVATE, UNLESS NOTED OTHERWISE.
2. ALL WATER LINES SHALL HAVE A MINIMUM OF 5:5 OF COVER UNLESS NOTED OTHERWISE.
3. FIRE HYDRANT ASSEMBLY SHALL INCLUDE THE TEE, BRANCH, VALVE AND HYDRANT.
4. PIPE LENGTHS CALLED OUT ON PLANS INCLUDE FLARED END SECTION, WHERE APPLICABLE.
5. STORM SEWER CALLED OUT AS RCP MUST BE EITHER 12" OR CLASS III RCP.
6. STORM SEWER CALLED OUT AS N-12 MAY BE EITHER N-12 OR CLASS III RCP.
7. FOR RCP PIPE, ASSOCIATED F.E.S. SHALL BE RCP. FOR N-12 PIPE, ASSOCIATED F.E.S. SHALL BE CMP.
8. TRANSFORMER PAD IS SHOWN FOR REFERENCE ONLY AND MAY NOT BE DRAWN TO ACTUAL SIZE.
9. PAD SHALL CONFORM TO ALL UTILITY COMPANY DESIGN STANDARDS AND SPECIFICATIONS.



**MISTER CAR WASH
GRIMES, IOWA**

C4.1

LANDSCAPE NOTES:

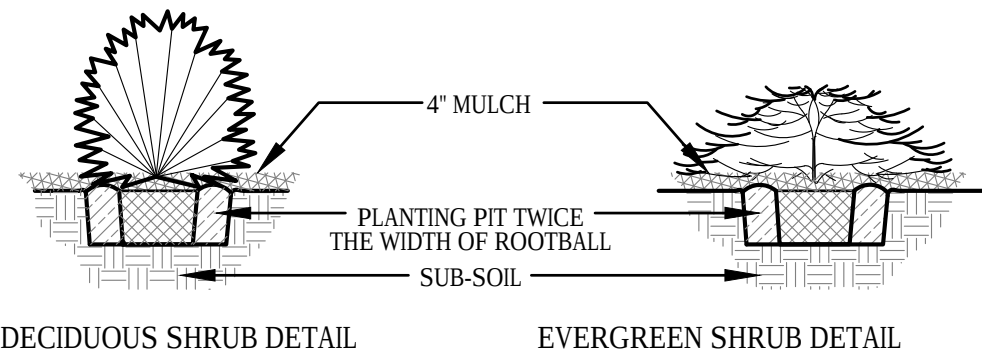
1. ALL SODDING & LANDSCAPE PLANTINGS SHALL BE INSTALLED IN ACCORDANCE WITH THE URBAN STANDARD SPECIFICATIONS, UNLESS SPECIFIED OTHERWISE.
2. SOD ALL DISTURBED AREAS WITHIN THE CONTRACT LIMITS, UNLESS NOTED OTHERWISE. SOD LIMITS SHOWN ON PLAN ARE FOR REFERENCE ONLY. FINAL LIMITS MAY CHANGE BASED ON CONSTRUCTION ACTIVITIES.
3. STAKE SOD ON ALL SLOPES 3:1 OR GREATER.
4. PLANT QUANTITIES ARE FOR CONTRACTORS CONVENIENCE, THE DRAWING SHALL PREVAIL IF A CONFLICT OCCURS.
5. ALL PLANT MATERIAL SHALL CONFORM TO THE LATEST EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK (ANSI Z60.1).
6. CONTRACTOR SHALL GUARANTEE ALL PLANT MATERIAL FOR A PERIOD OF ONE YEAR FROM THE DATE OF ACCEPTANCE.
7. IT IS THE CONTRACTORS RESPONSIBILITY TO REMOVE IDENTIFICATION TAGS AND CORDS ON ALL PLANT MATERIAL PRIOR TO THE COMPLETION OF THE CONTRACT. IDENTIFICATION TAGS MUST BE LEFT ON UNTIL AFTER ACCEPTANCE BY OWNER OR OWNER'S REPRESENTATIVE.
8. CONTRACTOR SHALL PLACE SHREDDED HARDWOOD MULCH AROUND ALL TREES, SHRUBS AND GROUND COVER BEDS TO A DEPTH OF 4 INCHES, UNLESS NOTED.
9. STAKE AND WRAP ALL DECIDUOUS TREES IMMEDIATELY AFTER PLANTING, STAKE ALL TREES ACCORDING TO THE STAKING DETAILS. CONTRACTOR SHALL ADJUST AND MAINTAIN GUYING TENSION THROUGHOUT THE PLANT ESTABLISHMENT PERIOD.
10. THE LANDSCAPING CONTRACTOR SHALL HAVE ALL UTILITIES LOCATED BEFORE STARTING ANY SITE WORK OR PLANTING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES.
11. NO LANDSCAPE MATERIAL SHALL BE SUBSTITUTED WITHOUT THE AUTHORIZATION OF THE LANDSCAPE ARCHITECT.
12. ALL EDGING SHALL BE DURAEDGE 1/8" STEEL EDGING - COLOR GREEN, OR APPROVED EQUAL..
13. CONTRACTOR SHALL BE RESPONSIBLE MAINTAINING APPROPRIATE LEVEL OF WATERING FOR ALL NEW PLANTS FOR A PERIOD OF 30 DAYS.
14. ALL SHRUB AND PERENNIAL PLANTING BEDS SHALL BE MULCHED WITH 4" THICK SHREDDED HARDWOOD MULCH.
15. ALL BEDS TO RECEIVE GRANULAR PRE-EMERGENT WEED CONTROL BEFORE AND AFTER MULCH IS INSTALLED.

LANDSCAPE REQUIREMENTS:

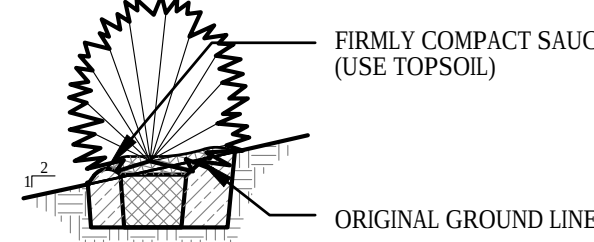
TOTAL SIZE OF LOT 82,764 SF
TOTAL REQUIRED OPEN SPACE (20%) 16,552 SF

PER 165A - HWY 141 MIXED USE DISTRICT
(REQUIRED 1 TREE PER 50 FEET LINEAR STREET FRONTAGE)
FRONTAGE ON HWY 141 270'
TREES REQUIRED ALONG HWY 141 FRONTAGE 6
TOTAL TREES PROVIDED ALONG HWY 141 FRONTAGE 6
FRONTAGE ON HWY 141 307'
TREES REQUIRED ALONG SE 11TH STREET FRONTAGE 7
TOTAL TREES PROVIDED ALONG SE 11TH STREET FRONTAGE 7

TOTAL TREES REQUIRED (2 PER 1,000 SF OPEN SPACE) (33.1) 33.1
TOTAL SHRUBS REQUIRED (1 PER 500 SF OPEN SPACE) (33.1) 33.1
TOTAL TREES PROVIDED 34

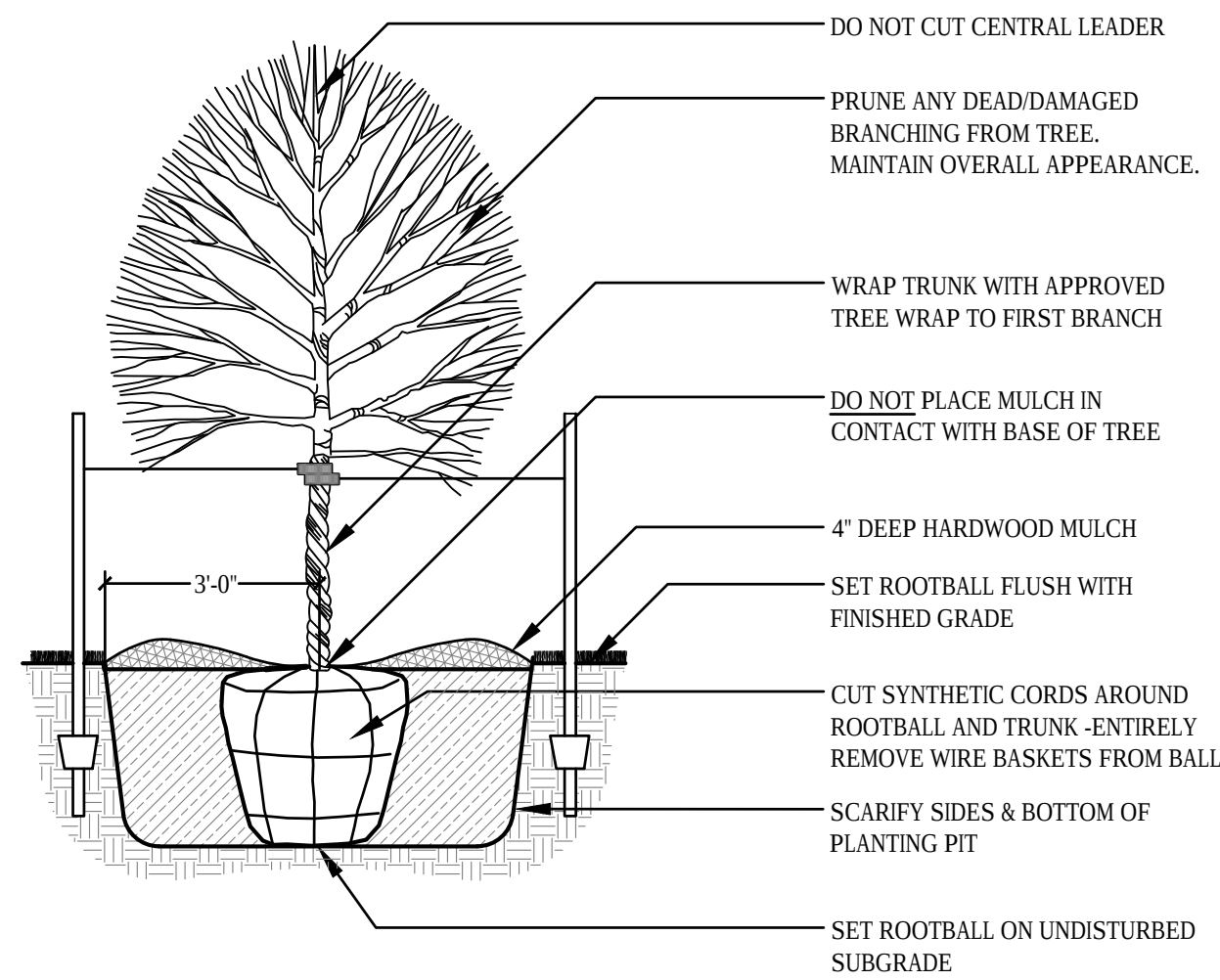


DECIDUOUS SHRUB DETAIL EVERGREEN SHRUB DETAIL

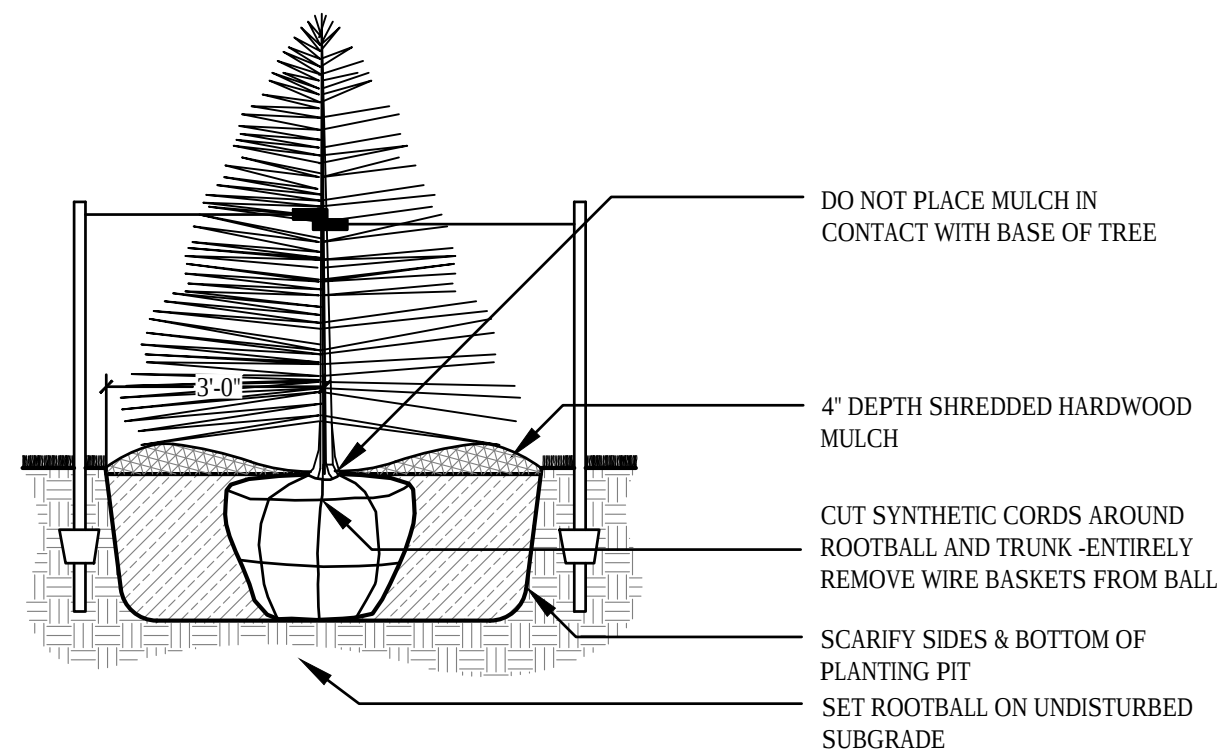


PLANTING ON SLOPES

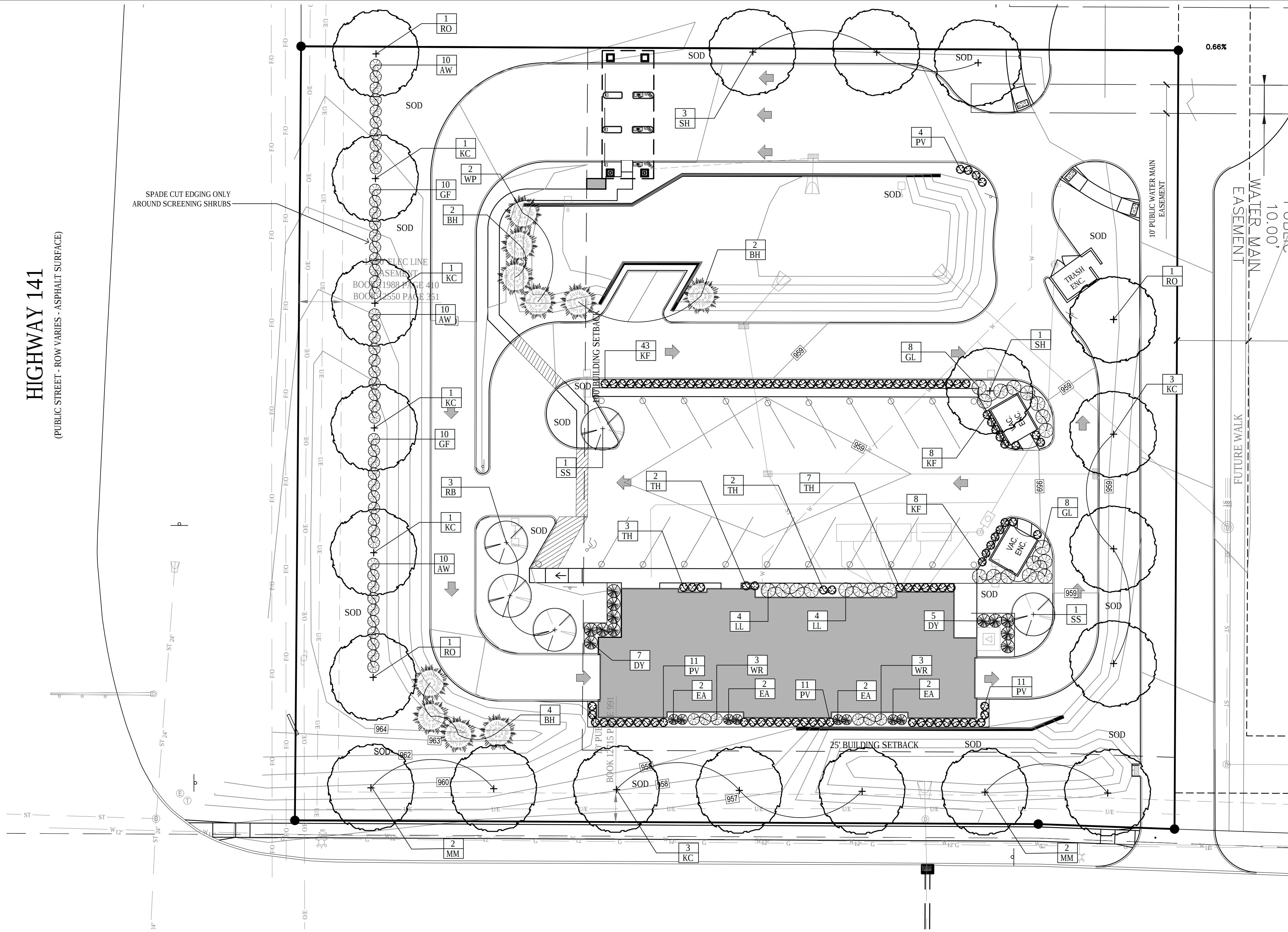
SHRUB PLANTING (TYP)
SCALE: NOT TO SCALE



DECIDUOUS TREE PLANTING (TYP.)
SCALE: NOT TO SCALE



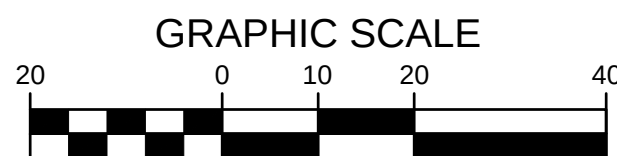
EVERGREEN TREE PLANTING (B&B)
SCALE: NOT TO SCALE



PLANTING SCHEDULE

CODE	QUAN	COMMON NAME	LATIN NAME	SIZE	ROOT	NOTES
MM	4	MARMO MAPLE	ACER X 'MARMO'	2.0" CAL	B&B	MATCHED SPECIMENS
SH	4	SKYLINE HONEYLOCUST	GLEDTISIA TRIACANTHOS INERMIS 'SKYLINE'	2.0" CAL	B&B	MATCHED SPECIMENS
RO	3	RED OAK	QUERCUS RUBRA	2.0" CAL	B&B	MATCHED SPECIMENS
KC	10	KENTUCKY COFFEETREE	GYMNOCLADUS DIOICIS	2.0" CAL	B&B	MATCHED SPECIMENS
BH	8	BLACK HILLS SPRUCE	PICEA GLAUCA DENSATA	6' HGT	B&B	FULL FORM - MATCHED SPECIMENS
WP	2	WHITE PINE	PINUS STROBUS	6' HGT	B&B	FULL FORM - MATCHED SPECIMENS
RB	3	EASTERN REDBUD	CERCIS CANADENSIS	1.5" CAL	B&B	MATCHED SPECIMENS
SS	2	SPRING SNOW CRABAPPLE	MALUS 'SPRING SNOW'	1.5" CAL	B&B	MATCHED SPECIMENS
LL	8	LITTLE LIME HYDRANGEA	HYDRANGEA PANICULATA 'JANE'	#3	CONT	FULL FORM - MATCHED
GF	20	GOLD FLAME SPIREA	SPIRAEA JAPONICA 'GOLD FLAME'	#5	CONT	FULL FORM - MATCHED
AW	30	ANTHONY WATERER SPIREA	SPIRAEA BUMALDA 'ANTHONY WATERER'	#5	CONT	FULL FORM - MATCHED
GL	16	GROW LOW SUMAC	RHUS AROMATICA 'GROW LOW'	#5	CONT	FULL FORM - MATCHED
WR	6	WINE AND ROSES WEIGELA	WEIGELA FLORIDA 'ALEXANDRA'	#5	CONT	FULL FORM - MATCHED
EA	8	EMERALD ARBORVITAE	THUJA OCCIDENTALIS 'SMARAGO'	3' HGT	CONT	FULL FORM - MATCHED
DY	12	DENSIFORMIS YEW	TAXUS X DENSIFORMIS	#5	CONT	FULL FORM - MATCHED
PV	37	SHENANDOAH SWITCHGRASS	PANICUM VIRGATUM 'SHENANDOAH'	#1	CONT	FULLY ROOTED IN CONTAINER
TH	14	TUFTED HARR GRASS	DESCHAMPSIA CAESPITOSA	#1	CONT	FULLY ROOTED IN CONTAINER
KF	59	KARL FOERSTER FEATHER REED GRASS	CALAMAGROSTIS ACUTIFOLIA 'KARL FOERSTER'	#1	CONT	FULLY ROOTED IN CONTAINER

SOD: PROVIDE AND INSTALL SOD FROM LOCAL SUPPLIERS. AREAS TO BE SODDED MUST BE FREE OF ALL CONSTRUCTION DEBRIS AND ANY DIRT CLUMPS OVER 1" IN DIAMETER. THOROUGHLY WATER SOD UPON INSTALLATION. CONTRACTOR TO MAINTAIN WATERING UNTIL SOD IS ESTABLISHED (ROOTS KNITTED INTO SUBSURFACE)



MISTER CAR WASH
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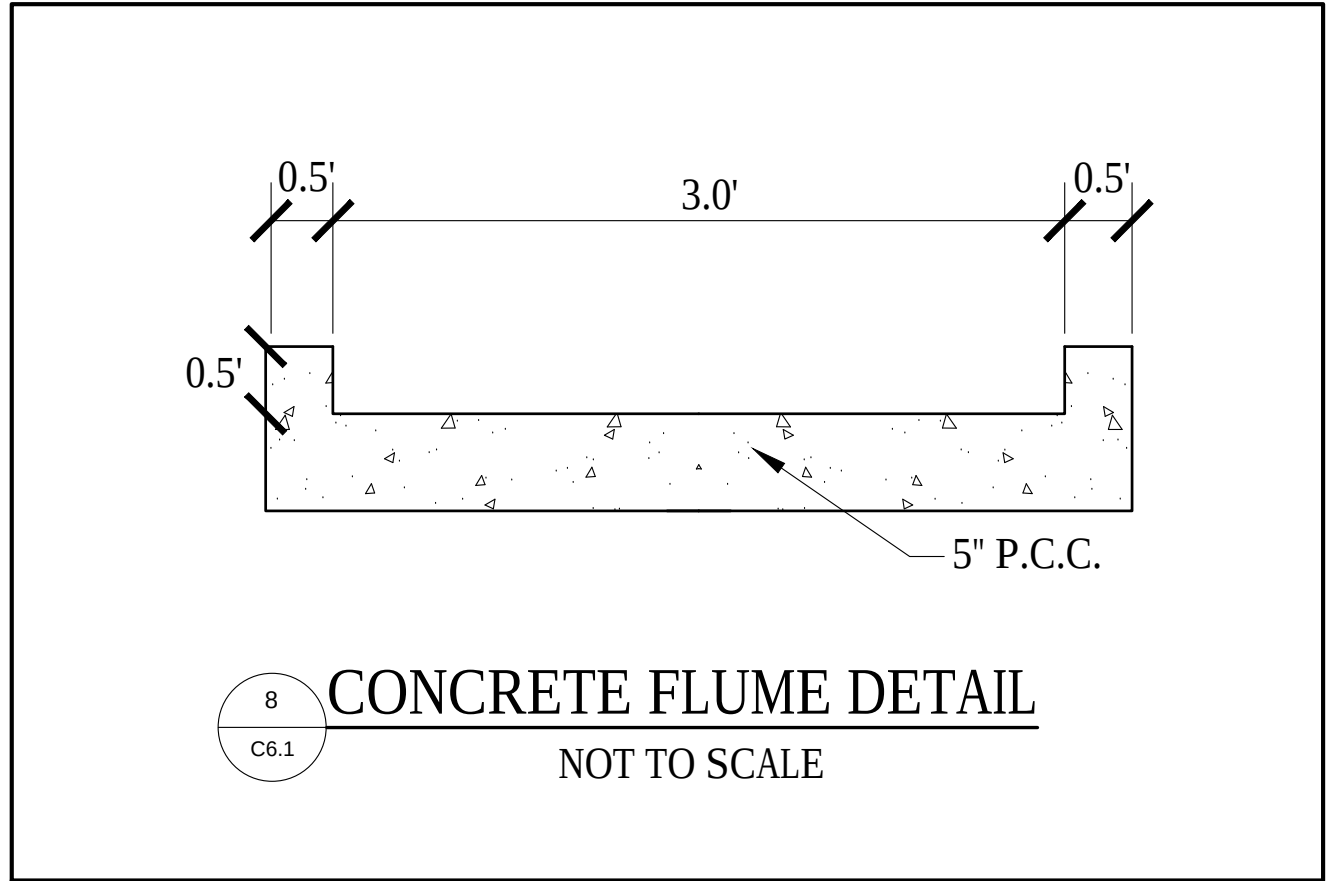
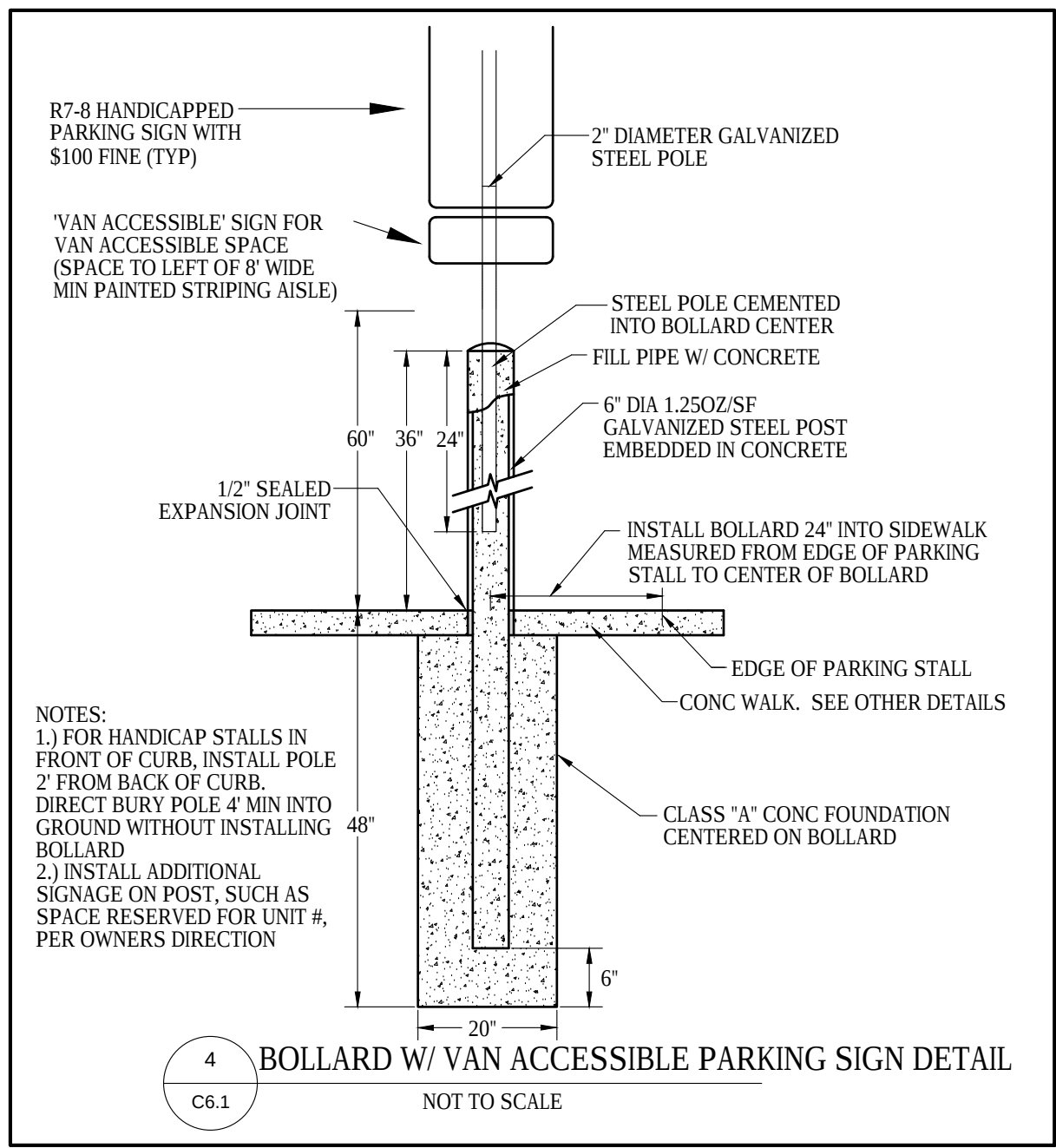
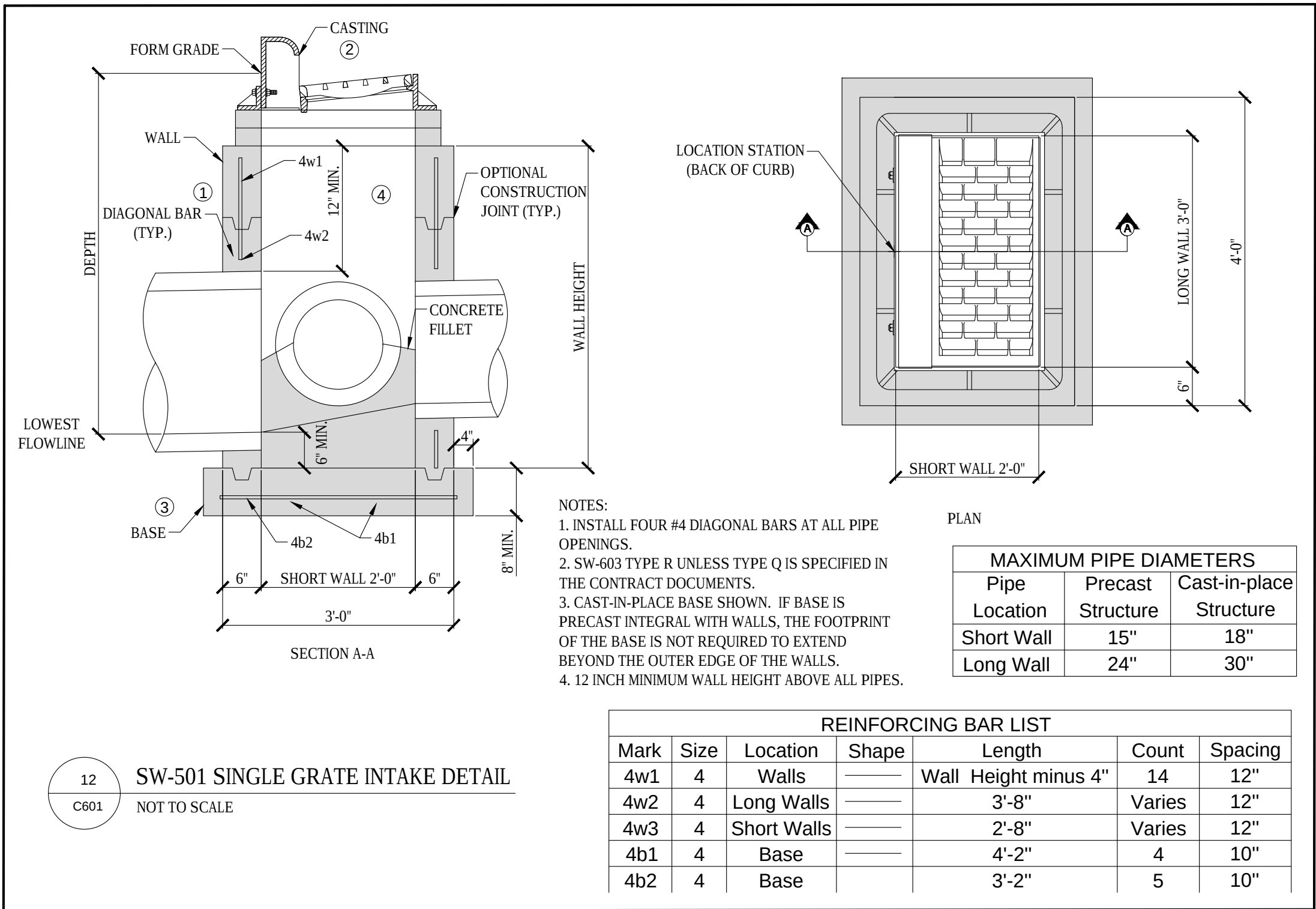
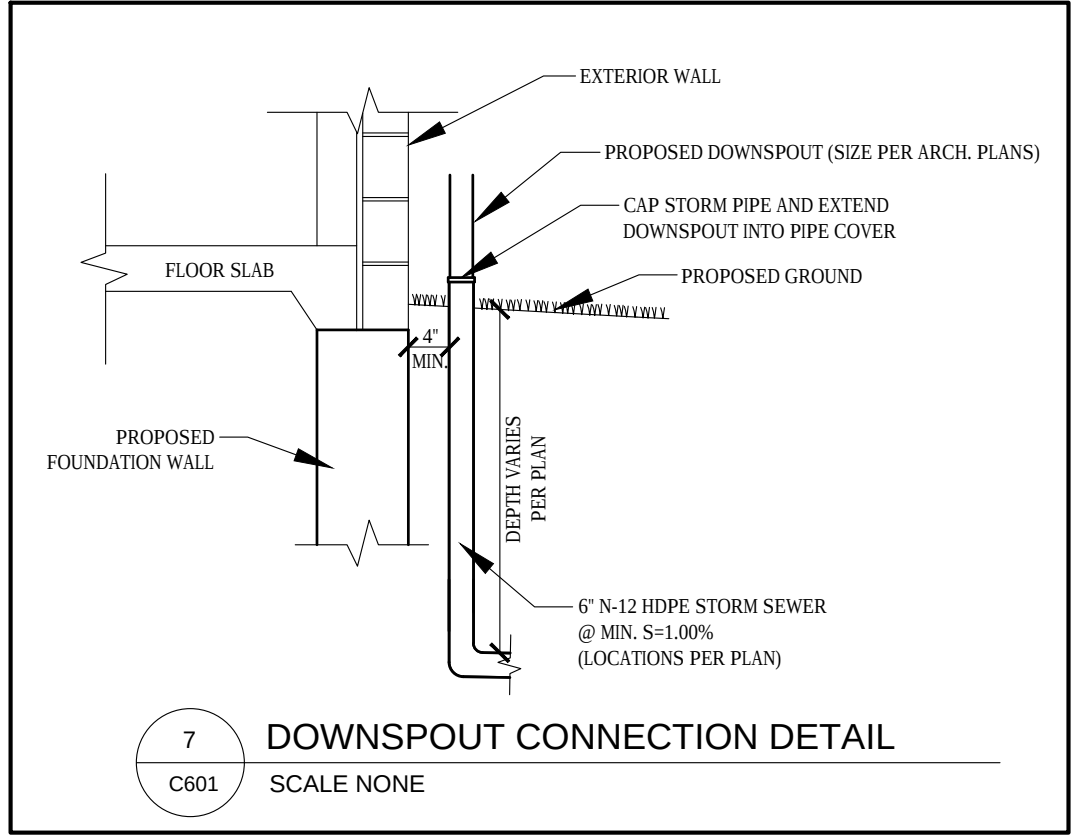
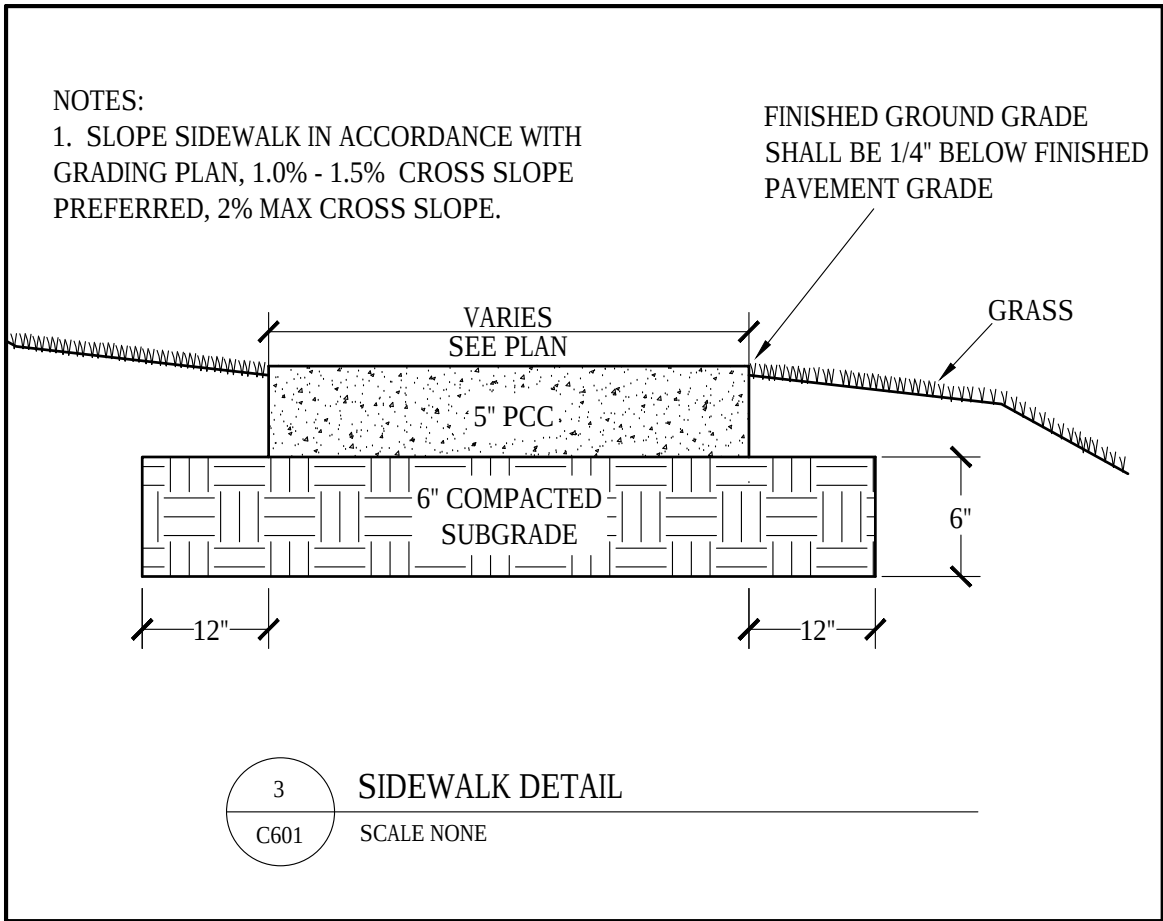
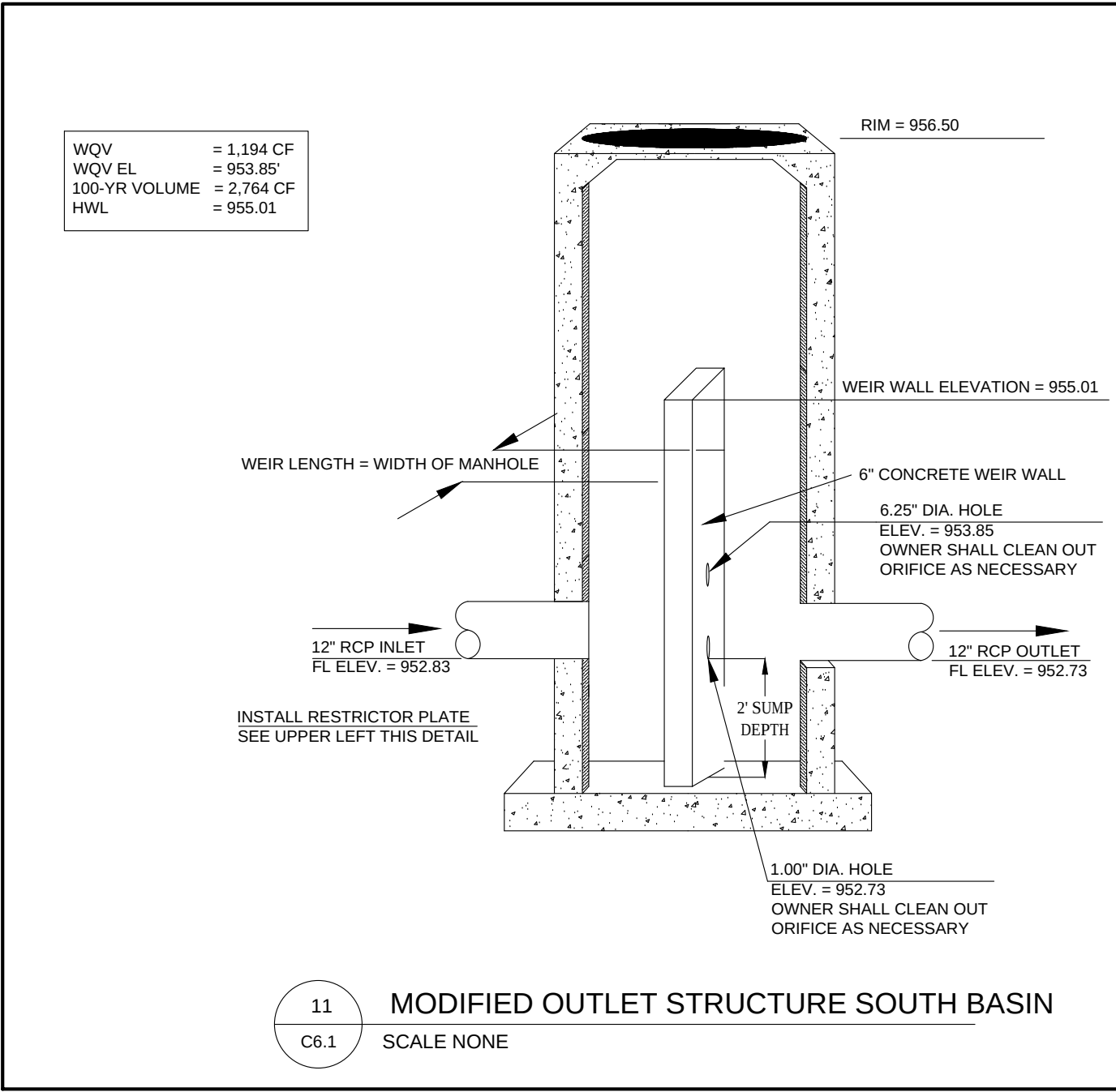
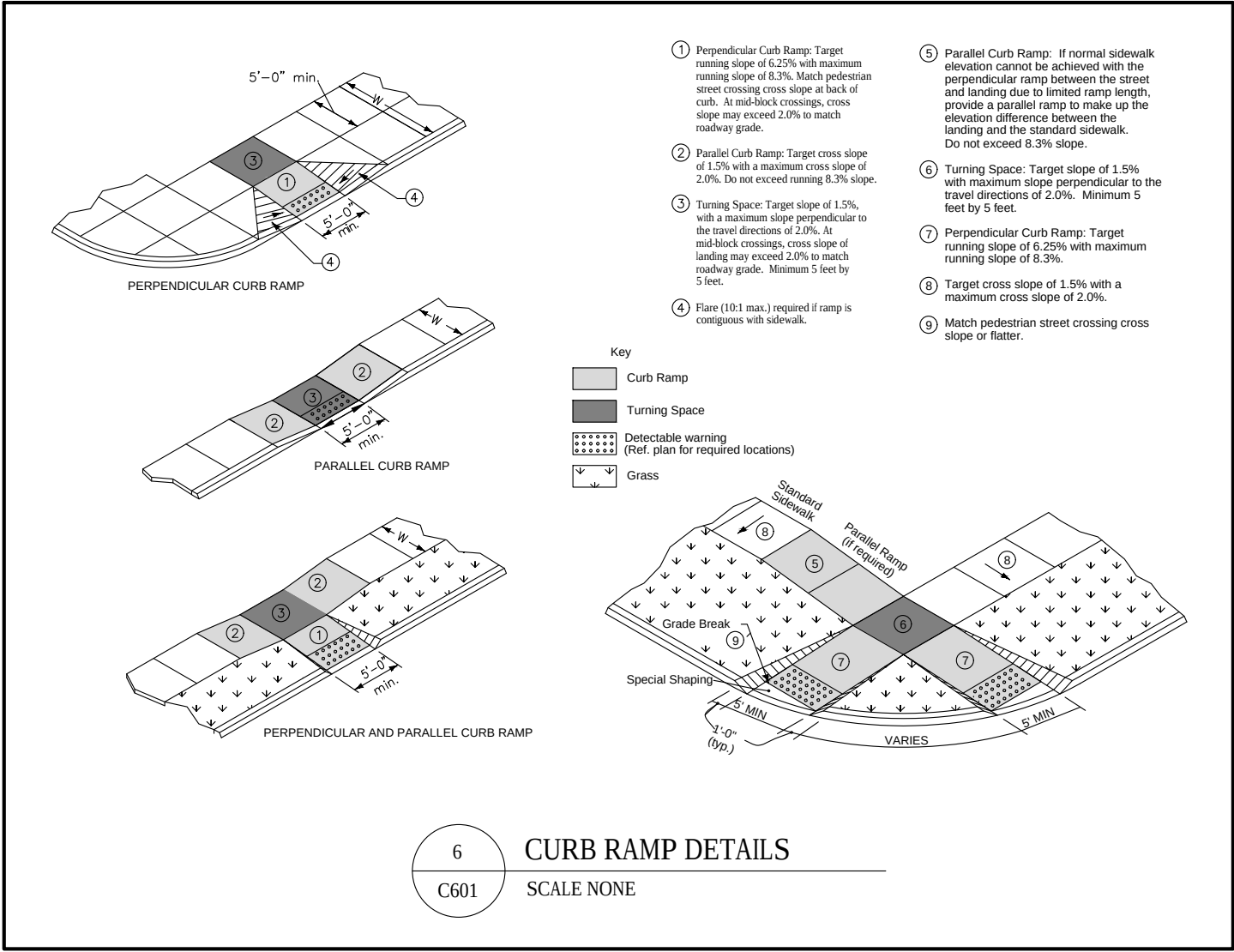
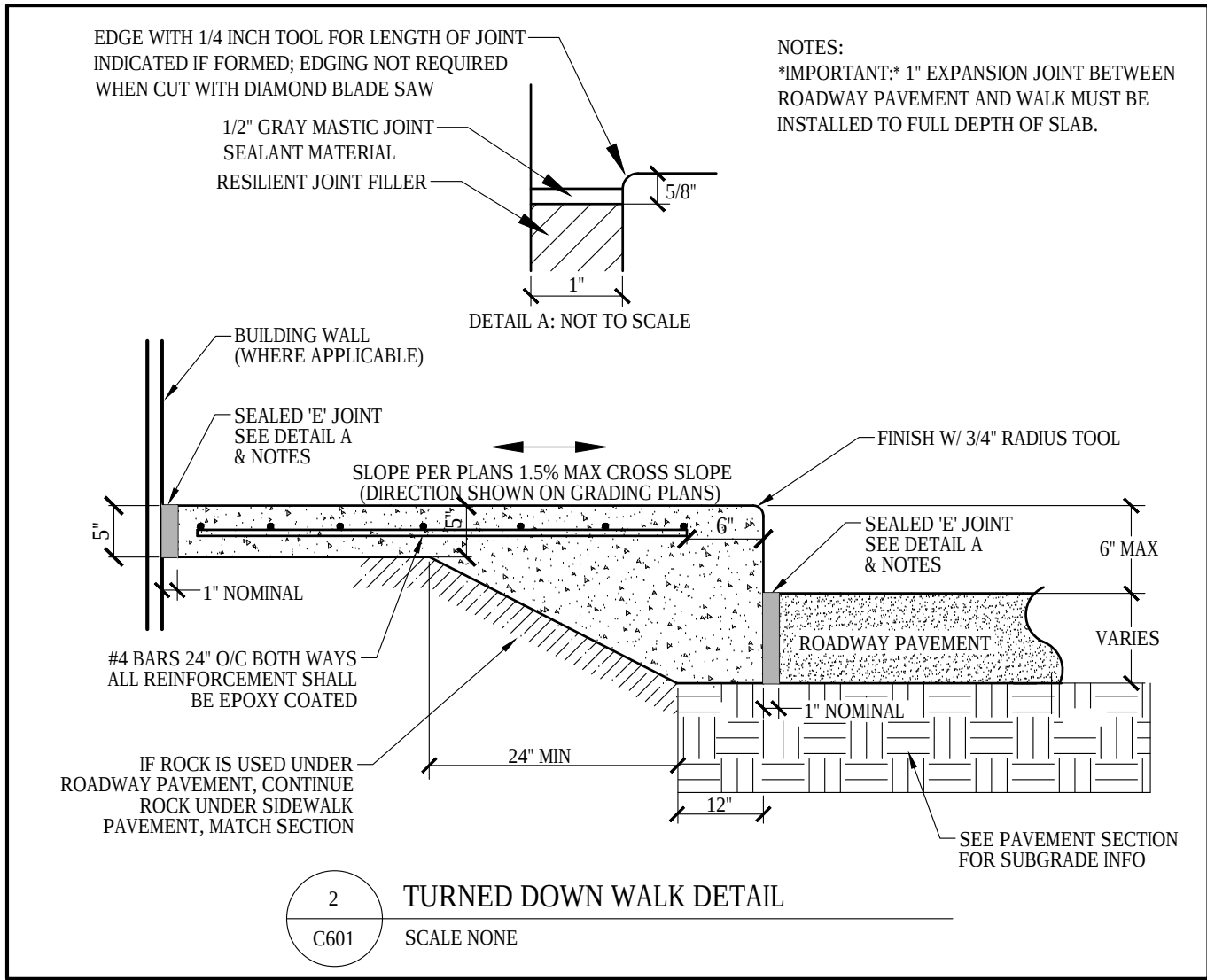
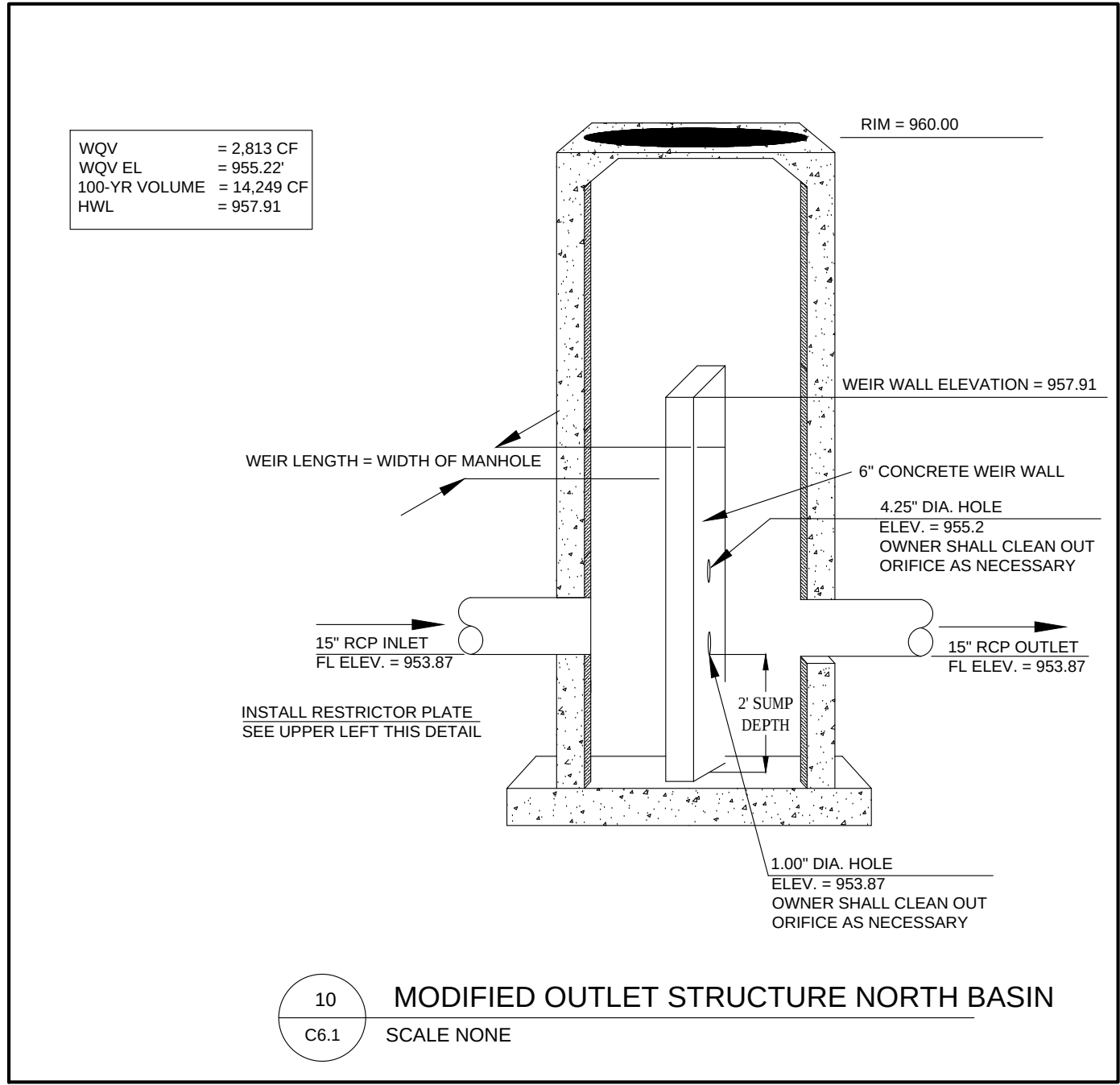
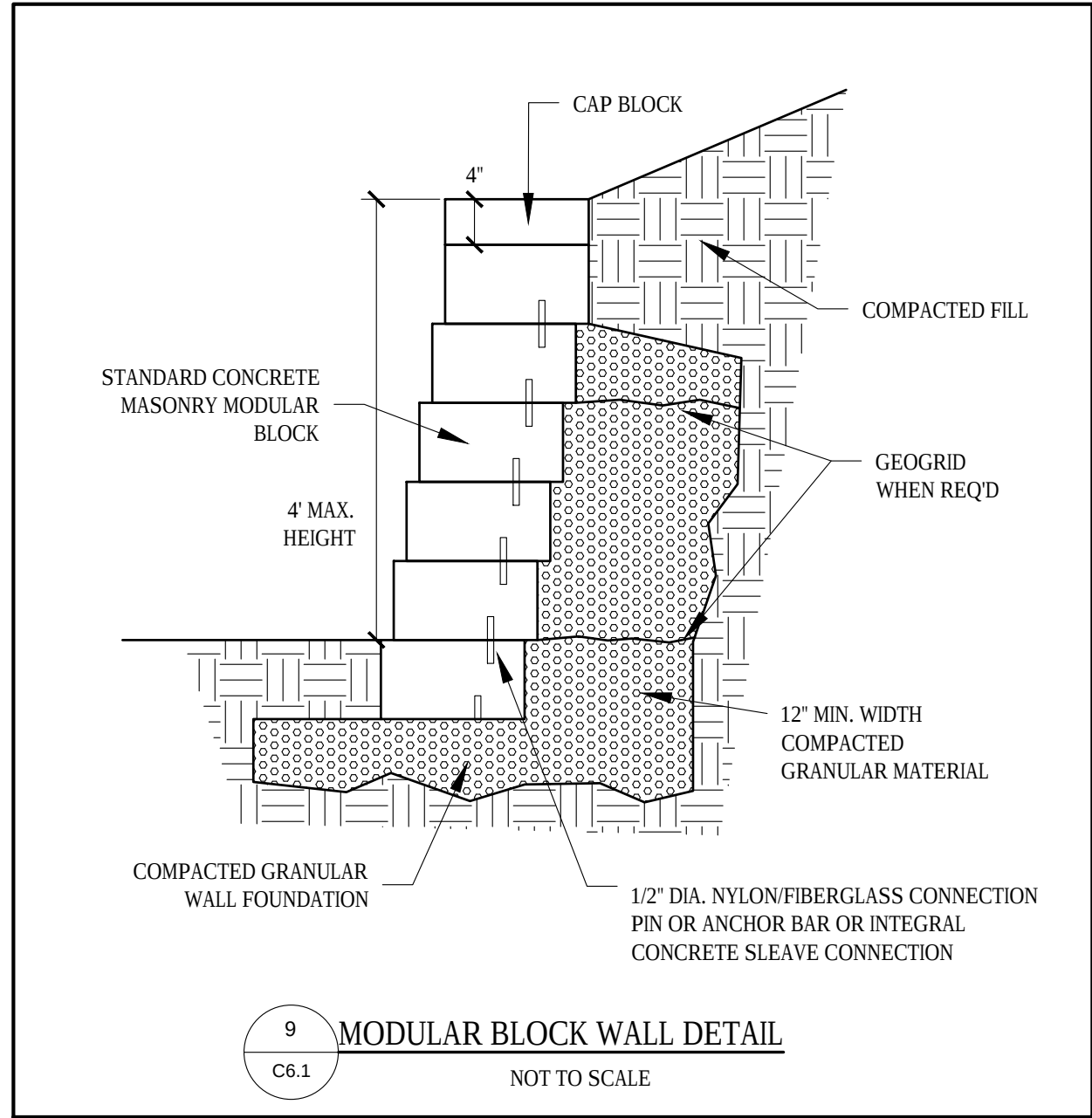
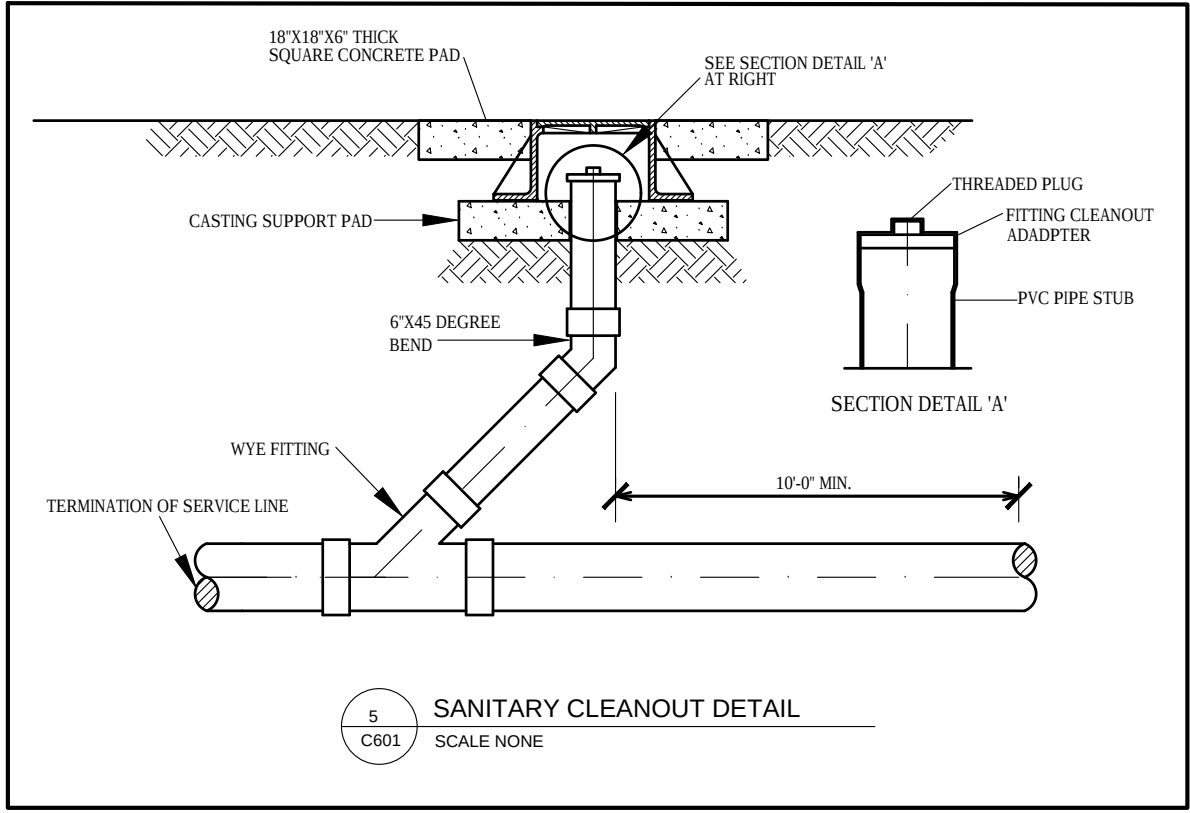
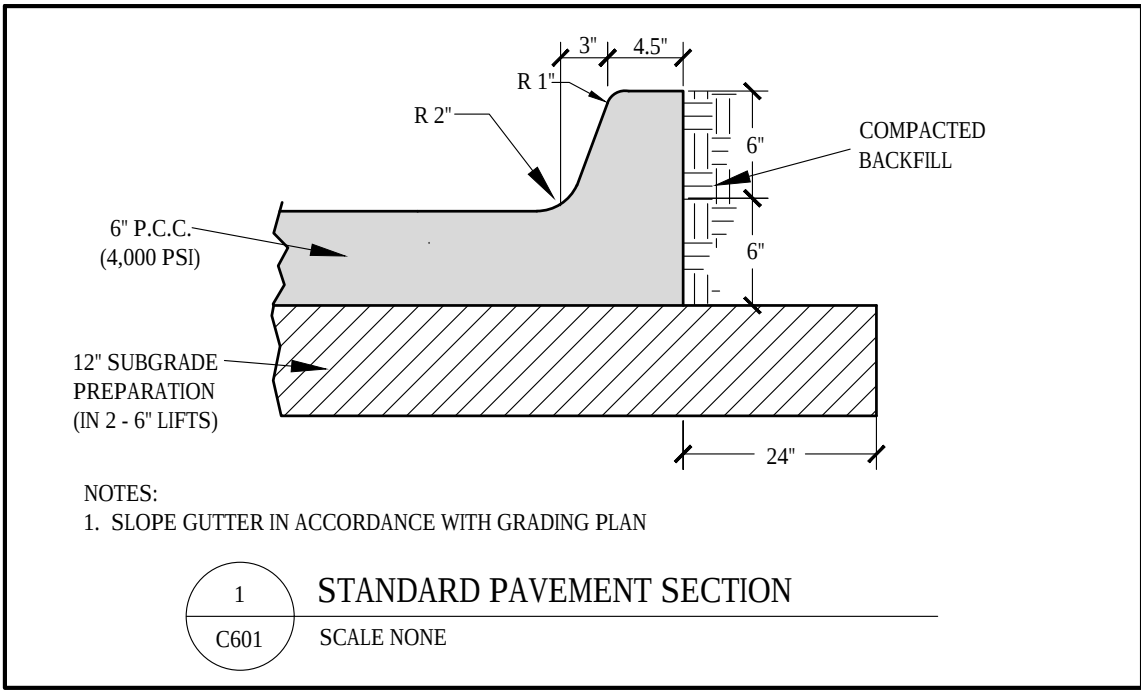
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LANDSCAPE PLAN



MISTER CAR WASH
GRIMES, IOWA

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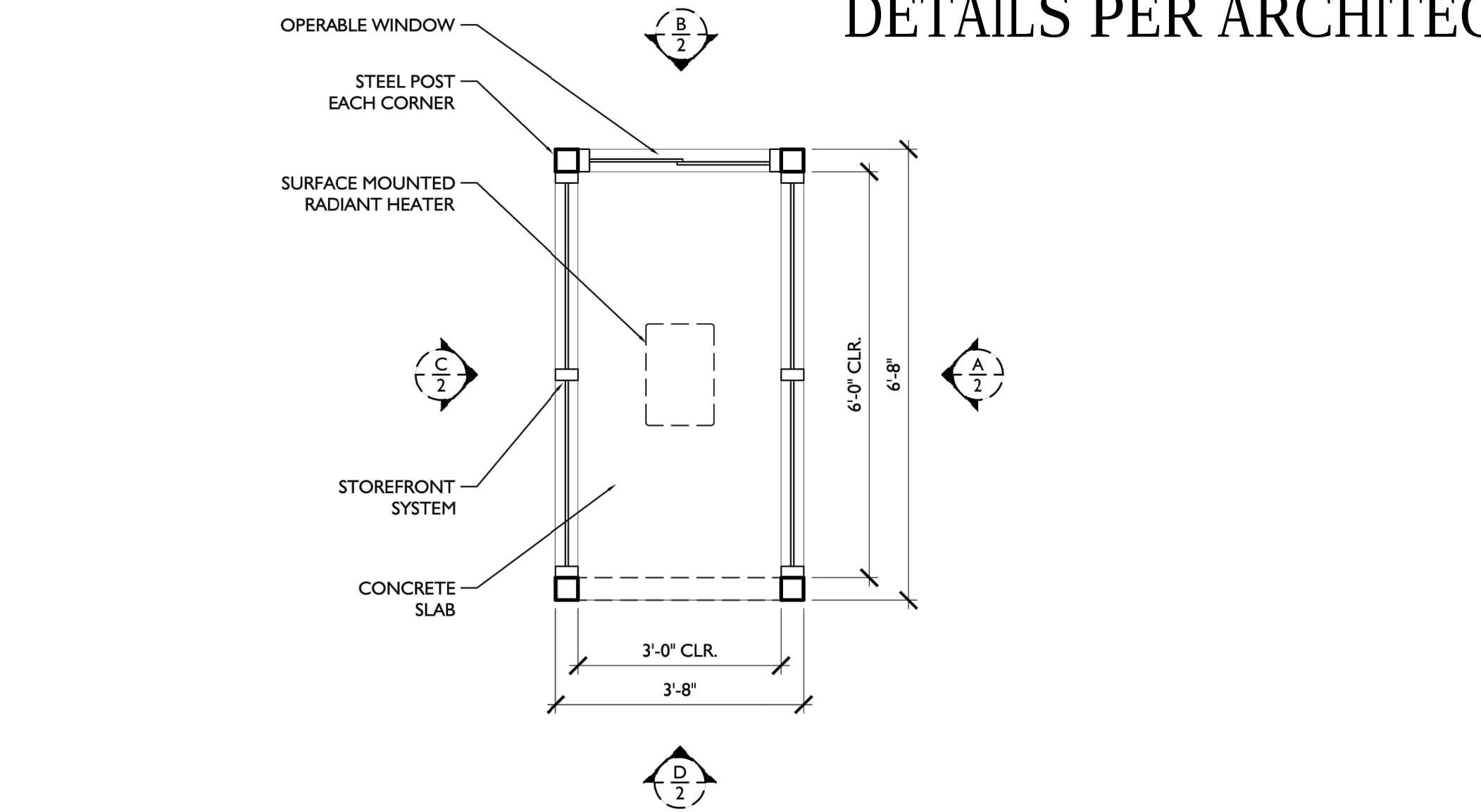
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DETAILS SHEET

DETAILS PER ARCHITECT: A.23 STUDIOS

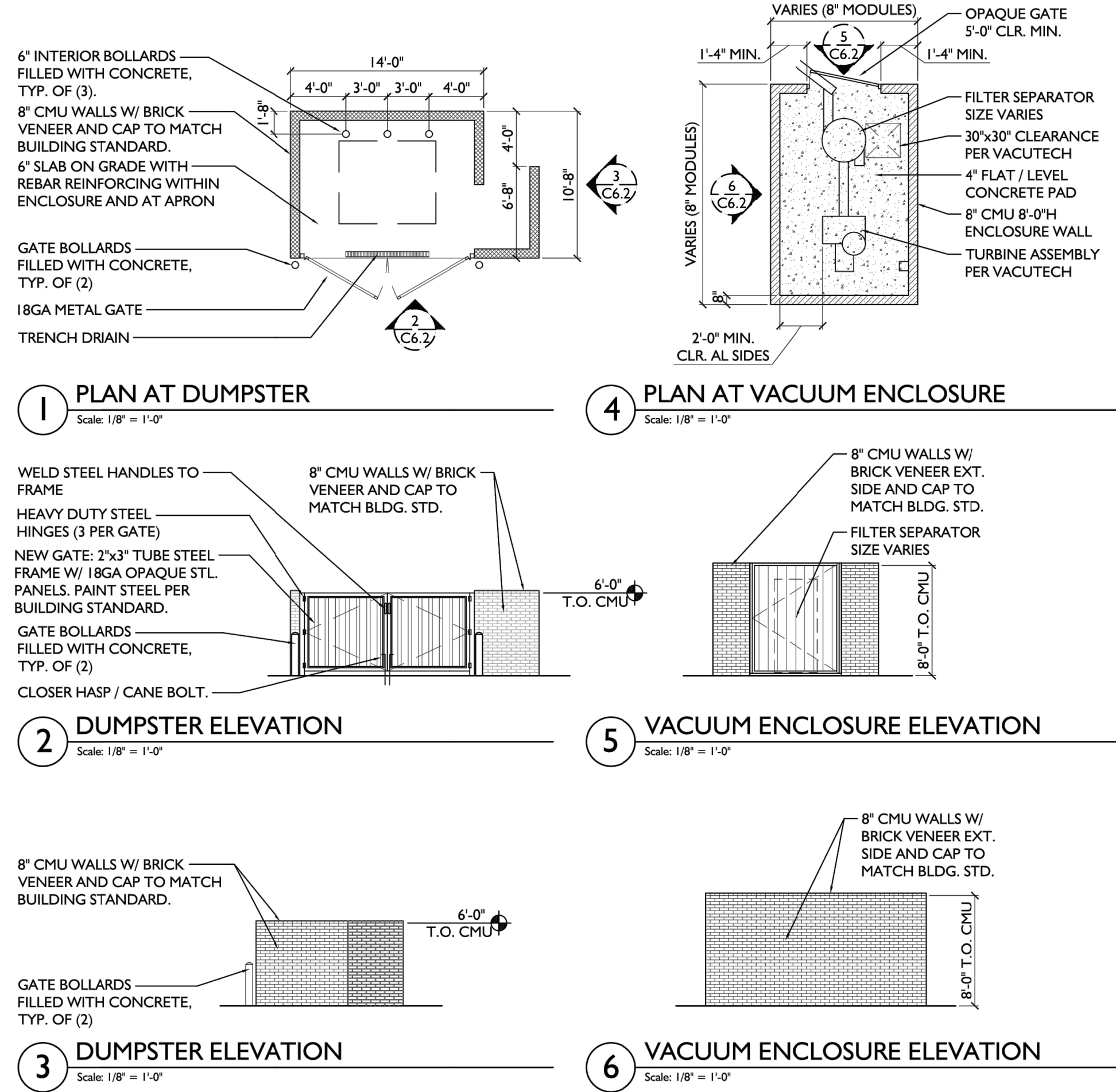


1 ATTENDANT BOOTH PLAN
Scale: 1/2" = 1'-0"

2 ATTENDANT BOOTH ELEVATION
Scale: 1/4" = 1'-0"



DETAILS PER ARCHITECT: A.23 STUDIOS



1 PLAN AT DUMPSTER
Scale: 1/8" = 1'-0"

2 DUMPSTER ELEVATION
Scale: 1/8" = 1'-0"

3 DUMPSTER ELEVATION
Scale: 1/8" = 1'-0"

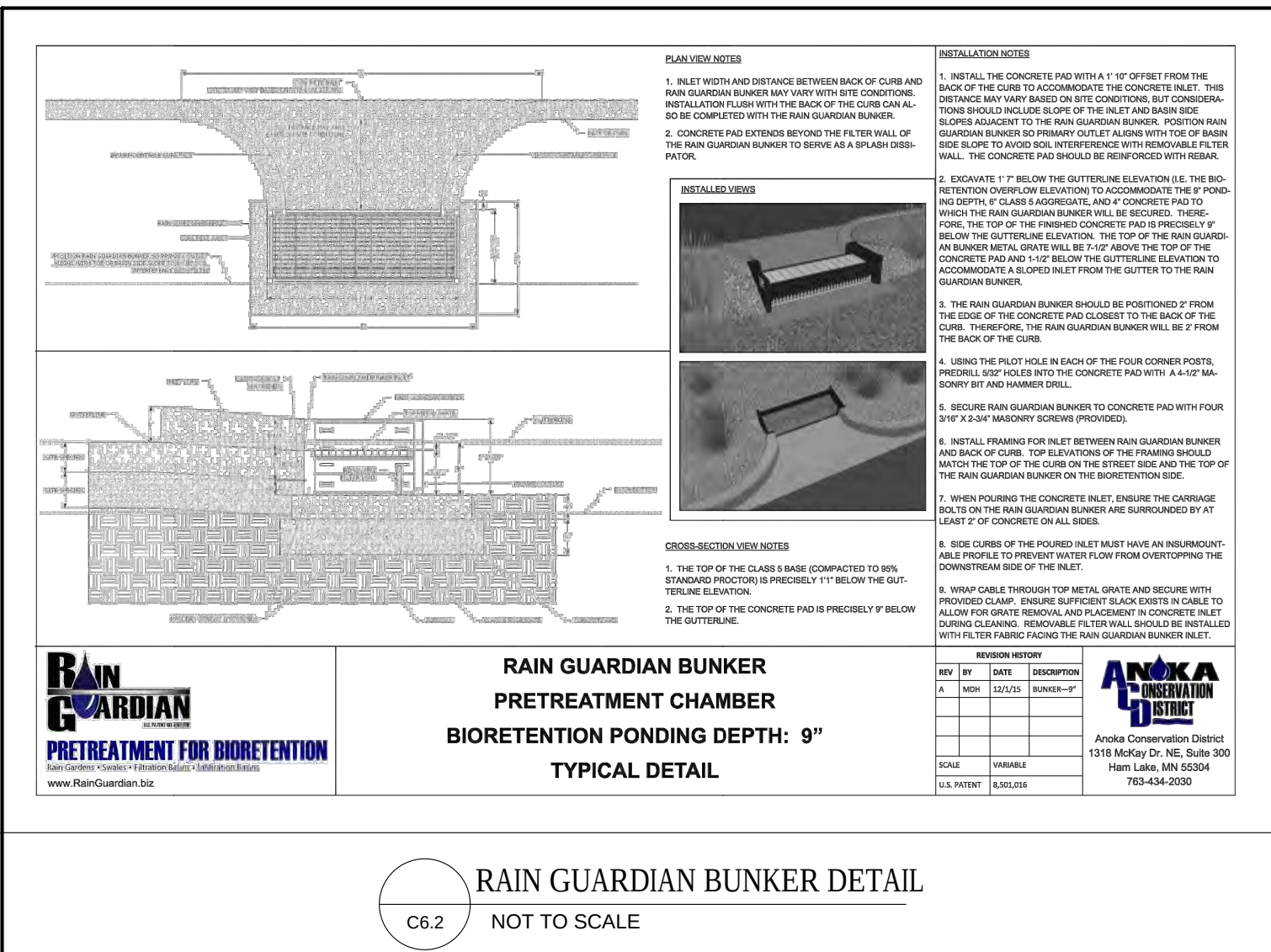
4 PLAN AT VACUUM ENCLOSURE
Scale: 1/8" = 1'-0"

5 VACUUM ENCLOSURE ELEVATION
Scale: 1/8" = 1'-0"

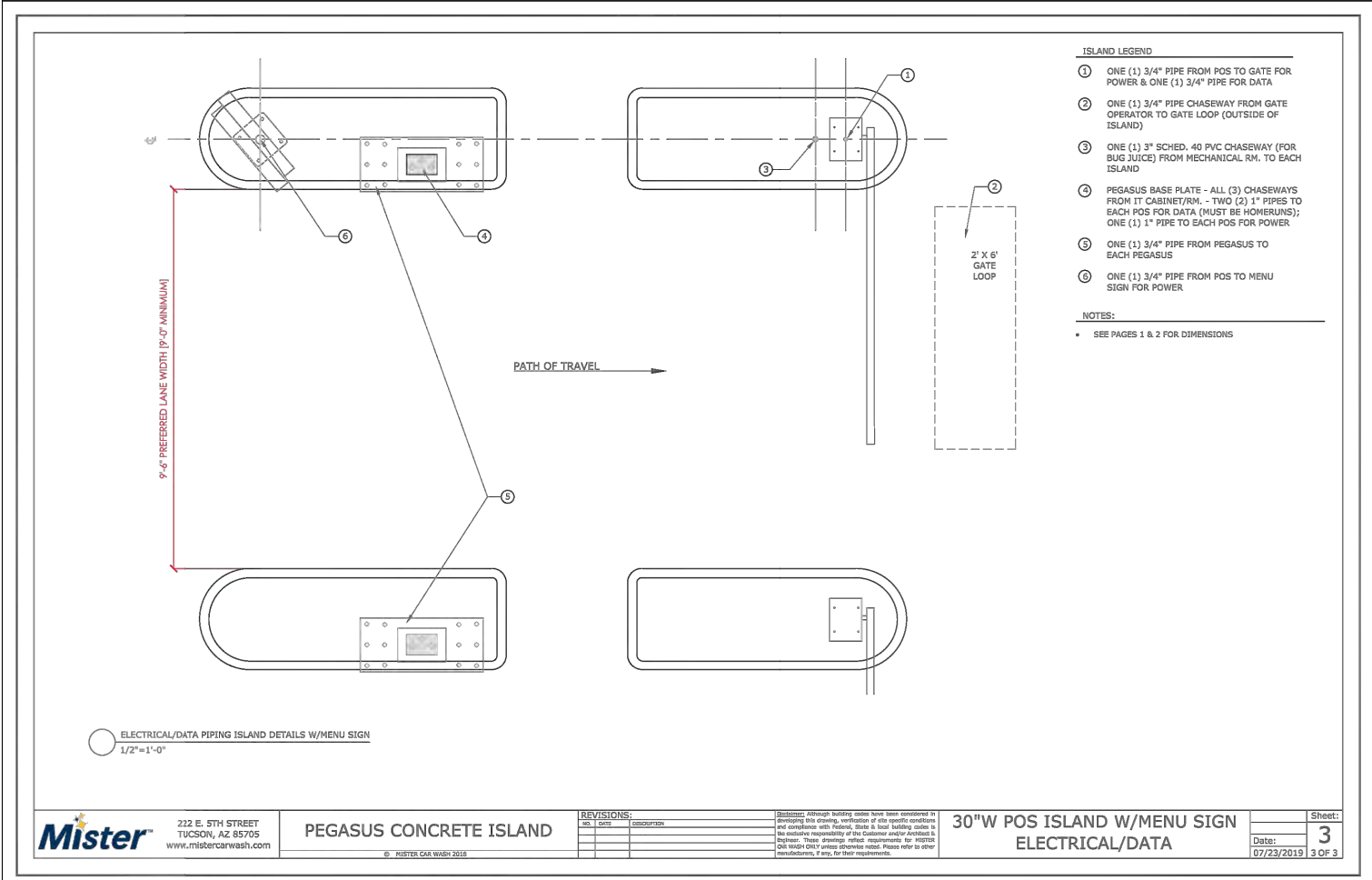
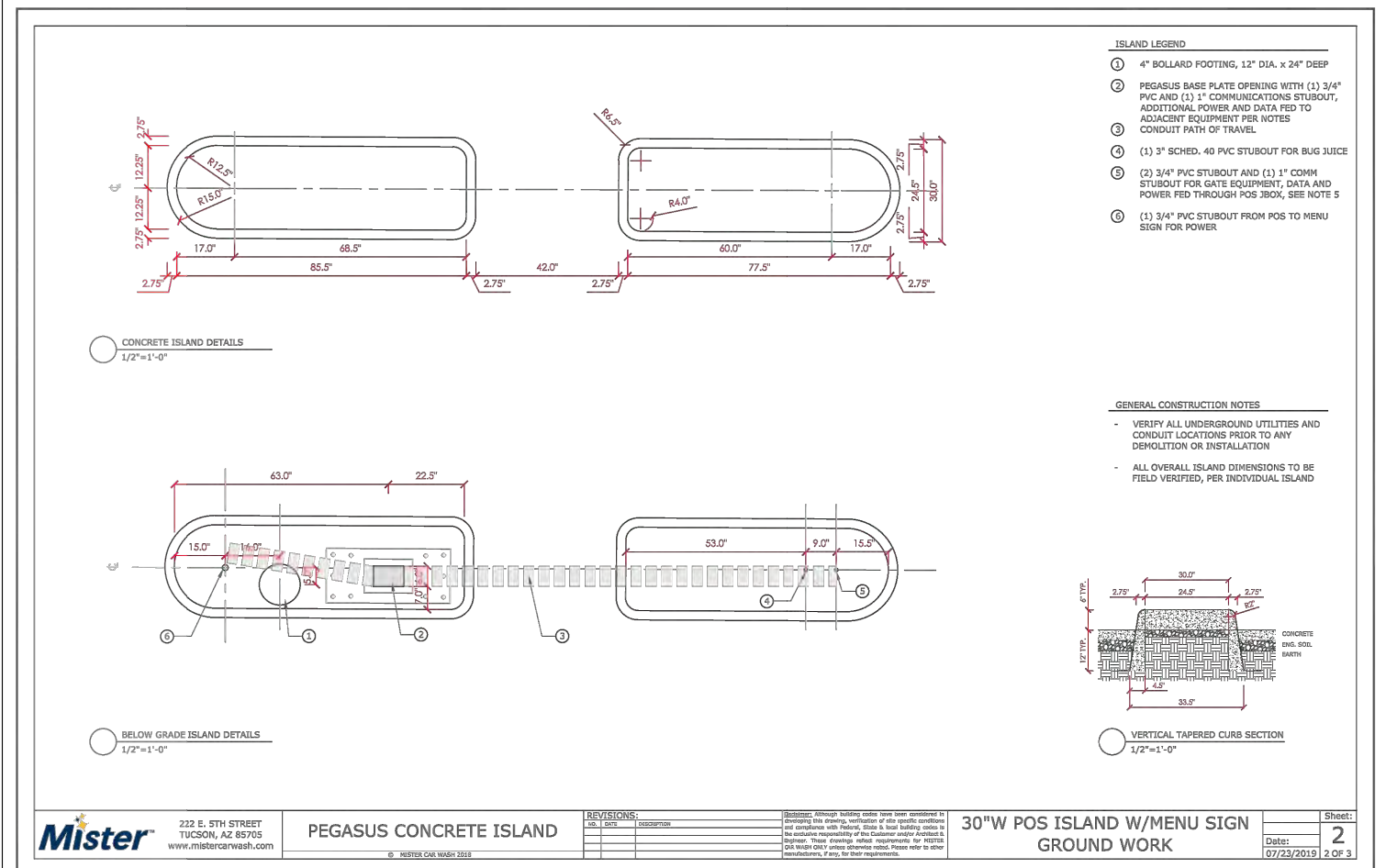
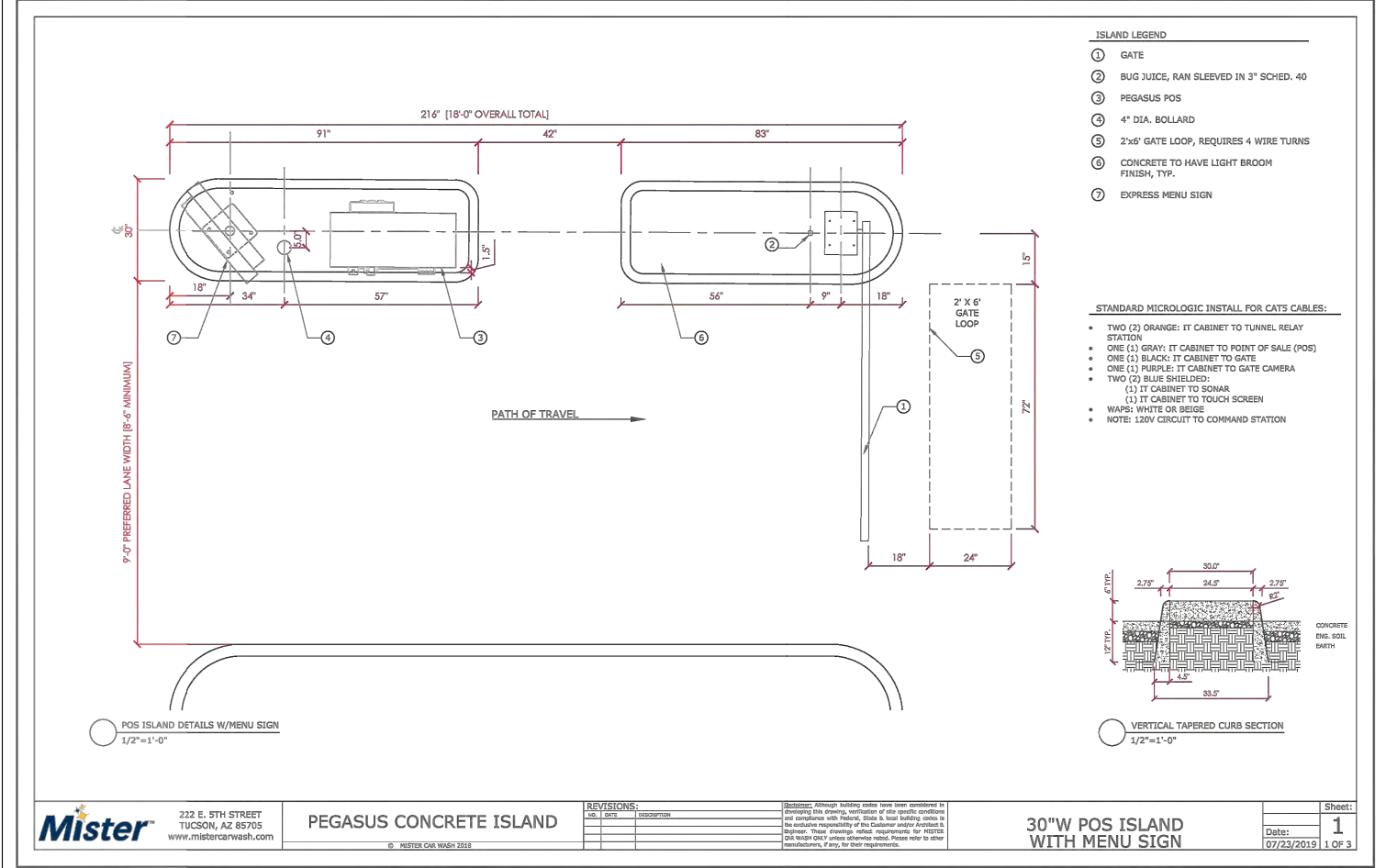
6 VACUUM ENCLOSURE ELEVATION
Scale: 1/8" = 1'-0"

7 POS CANOPY ELEVATION
Scale: 1/8" = 1'-0"

8 POS CANOPY ELEVATIONS
Scale: 1/8" = 1'-0"



RAIN GUARDIAN BUNKER DETAIL
NOT TO SCALE



STORM WATER POLLUTION PREVENTION PLAN

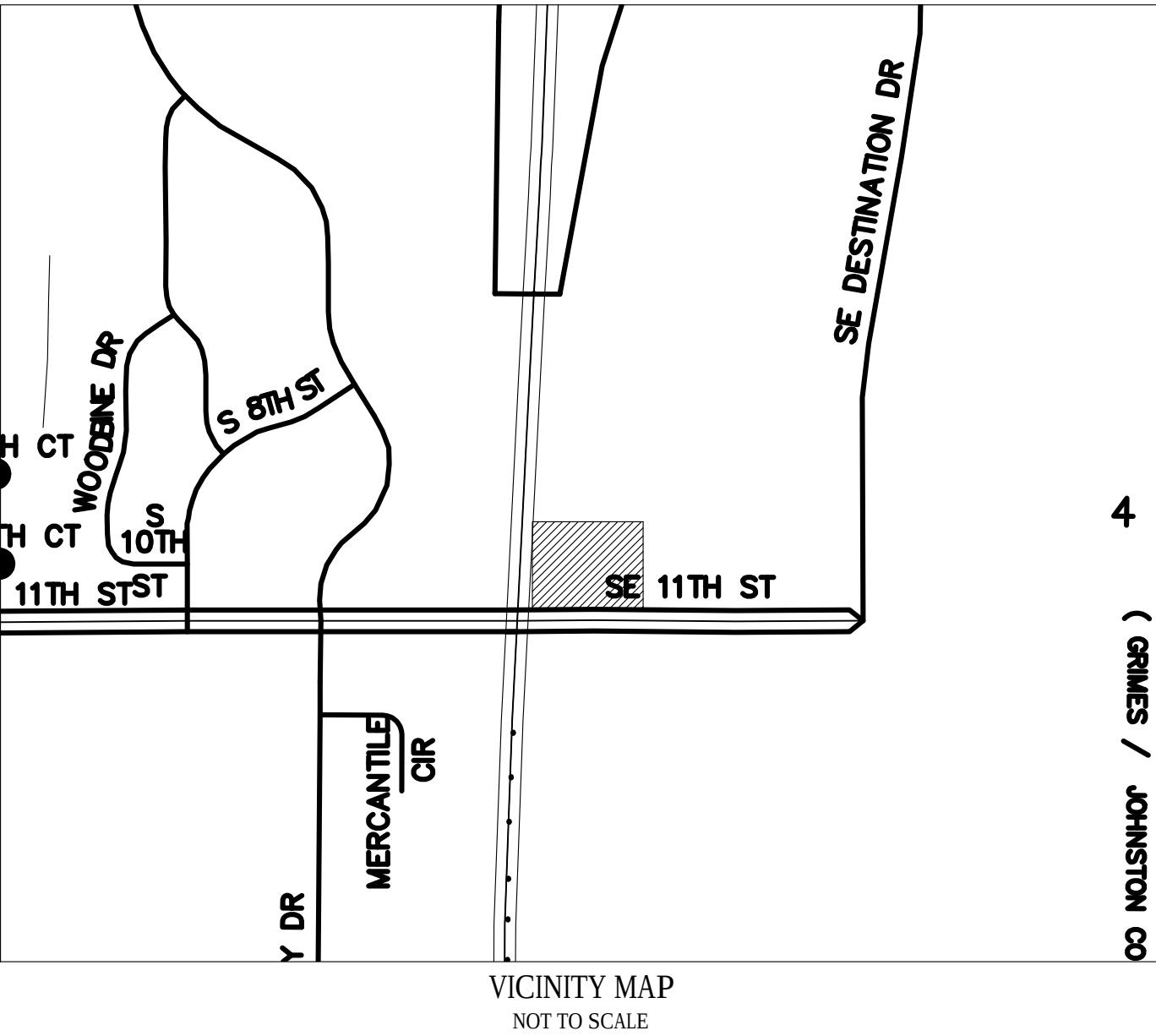
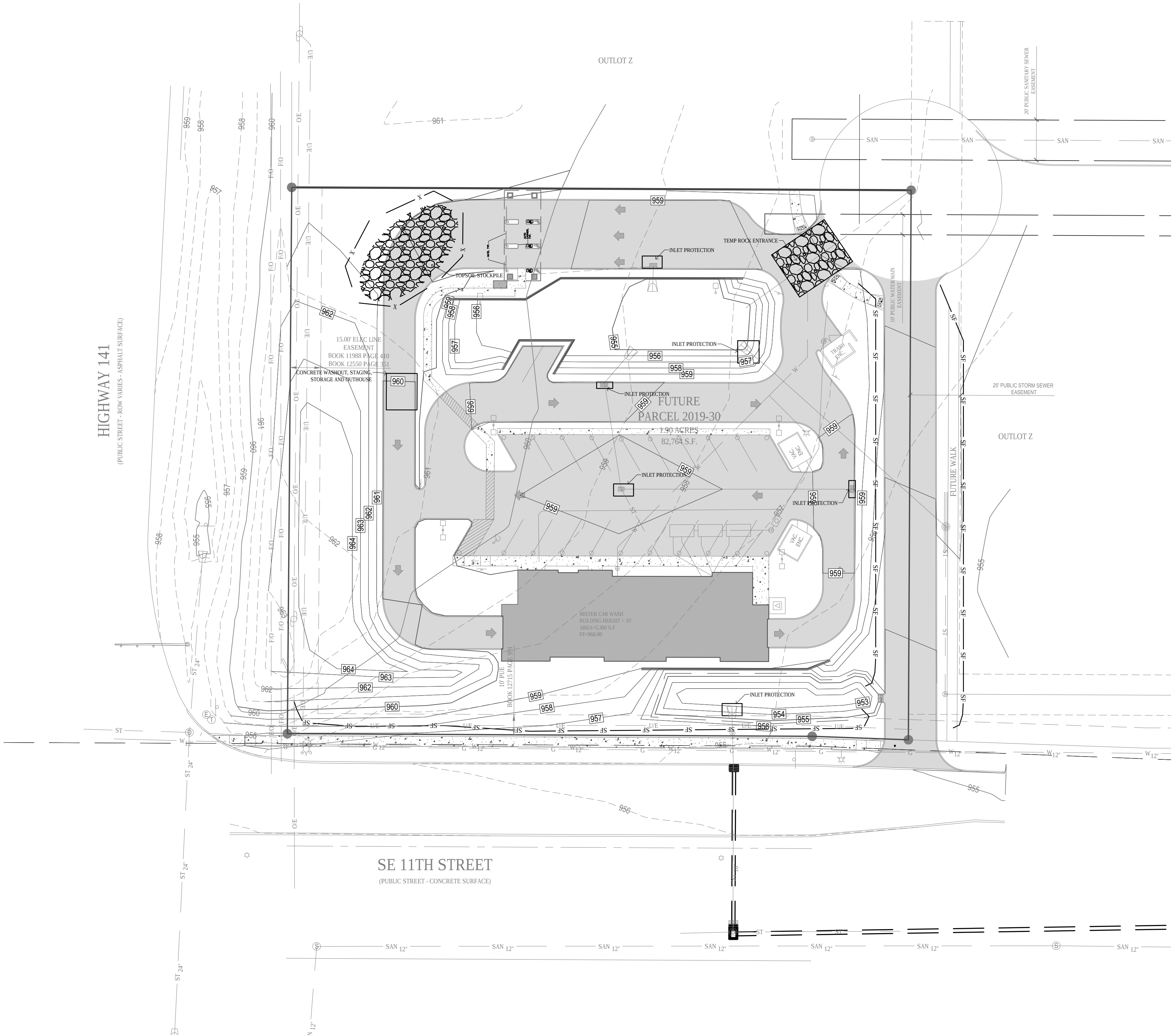
PROPERTY DESCRIPTION:
PER TITLE COMMITMENT # 301570
OUTLOT Z, DESTINATION RIDGE PLAT 3, AN OFFICIAL PLAT, NOW INCLUDED IN AND FORMING A PART OF THE CITY OF GRIMES, POLK COUNTY, IOWA.
(SURVEY IS ONLY A PORTION OF OUTLOT Z AND WILL BE SPLIT OFF AS PARCEL 2019-30 WITH A PLAT OF SURVEY.)

ADDRESS:
SE 11TH ST
GRIMES, IOWA

OWNER / PREPARED FOR:
DAVE HAIL
MISTER CAR WASH
222 E. 5TH STREET
TUCSON, AZ 85705

SITE AREA:

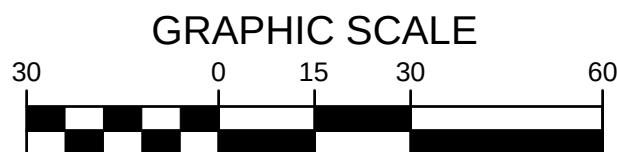
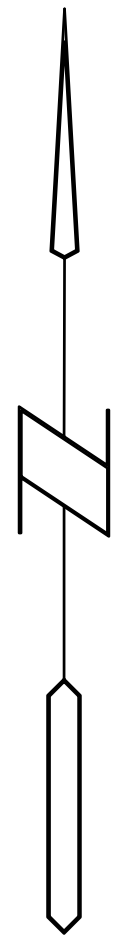
BENCHMARK:
OFF SITE TBM
ARROW ON HYDRANT LOCATED AT SW CORNER OF S ANKENY BLVD AND SW 2ND ST, 102 +/- SW OF CP #9000
ELEVATION: 977.83



- EROSION CONTROL NOTES:**
- SEE SUPPLEMENTAL DETAIL STORM WATER POLLUTION PLAN NARRATIVE FOR ALL EROSION CONTROL MEASURES, ADDITIONAL DETAILS AND NOTE. ADDITIONAL NOTES AND MEASURES IN NARRATIVE SHALL BE CONSIDERED INCIDENTAL AND SHALL BE INCLUDED IN THE ORIGINAL BID.
 - SWPPP PLAN AND NARRATIVE ARE CONSIDERED A LIVING DOCUMENT AND WILL NEED PERIODIC UPDATES AND ADJUSTMENTS AS NECESSARY DEPENDING ON SITE CONDITIONS TO ASSURE COMPLIANCE WITH NPDES GENERAL PERMIT NO. 2. IT IS THE CONTRACTOR'S RESPONSIBILITY TO UPDATE THE SWPPP AND IMPLEMENT ANY AND ALL MEASURES NECESSARY TO COMPLY WITH SAID PERMIT NO. 2.
 - INSTALL PERIMETER SILT FENCE AS SHOWN ON PLANS PRIOR TO CONSTRUCTION.
 - INSTALL INTAKE PROTECTION WITH SILT FENCE IMMEDIATELY AFTER STORM SEWER CONSTRUCTION.
 - INSTALL FINISHED PAVING INLET PROTECTION IMMEDIATELY AFTER PAVING IS COMPLETED AROUND INTAKE.
 - OTHER EROSION CONTROL TYPES MAY NOT BE SUBSTITUTED FOR SILT FENCE.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR SUPPLYING A CONCRETE WASHOUT IN ACCORDANCE WITH NPDES GENERAL PERMIT NO. 2 DURING ALL CONCRETE WORK.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR SUPPLYING TEMPORARY RESTROOM FACILITIES. SANITARY WASTE SHALL BE DISPOSED OF PER ALL FEDERAL, STATE AND LOCAL REGULATIONS.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING ALL TOPSOIL REQUIREMENTS OF NPDES GENERAL PERMIT NO. 2 ARE MET.

- EROSION CONTROL REMOVAL NOTES:**
- AFTER FINAL STABILIZATION HAS OCCURRED, AS DEFINED IN NPDES GENERAL PERMIT NO. 2, CONTRACTOR SHALL BE RESPONSIBLE FOR THE REMOVAL OF ALL TEMPORARY EROSION CONTROL DEVICES INCLUDING, BUT NOT LIMITED TO: SILT FENCE, INLET PROTECTION, AND TEMPORARY STANDPIPES.

- LEGEND:**
- 120--- EXISTING CONTOUR
 - 120--- PROPOSED CONTOUR
 - SF--- SILT FENCE
 - SAN--- SANITARY SEWER
 - ST--- STORM SEWER
 - W--- WATER LINE
 - G--- GAS LINE
 - U/E--- UNDERGROUND ELECTRIC
 - O/E--- OVERHEAD ELECTRIC
 - TELE--- TELEPHONE LINE
 - F/O--- FIBER OPTIC
 - CATV--- CABLE TV
 - ⊙ STORM MANHOLE
 - ⊠ CURB INTAKE
 - SURFACE INTAKE
 - ⊠ FLARED END SECTION
 - ⊠ SANITARY MANHOLE
 - ⊠ CLEANOUT
 - ⊠ FIRE HYDRANT
 - ⊠ SPRINKLER
 - ⊠ IRRIGATION CONTROL VALVE
 - ⊠ WATER MANHOLE
 - ⊠ WELL
 - ⊠ WATER VALVE
 - ⊠ WATER SHUT OFF
 - ⊠ YARD HYDRANT
 - ⊠ ELECTRIC MANHOLE
 - ⊠ ELECTRIC METER
 - ⊠ ELECTRIC RISER
 - ⊠ ELECTRIC VAULT
 - ⊠ POWER POLE
 - ⊠ TRANSFORMER POLE
 - ☆ LIGHT POLE
 - ⊠ ELECTRIC JUNCTION BOX
 - ⊠ ELECTRIC PANEL
 - ⊠ TRANSFORMER
 - ⊠ GROUND LIGHT
 - ⊠ GUY WIRE
 - ⊠ ELECTRIC HANDHOLE
 - ⊠ GAS METER
 - ⊠ GAS VALVE
 - ⊠ AIR CONDITIONING UNIT
 - ⊠ TELEPHONE RISER
 - ⊠ TELEPHONE VAULT
 - ⊠ TELEPHONE MANHOLE
 - ⊠ TRAFFIC SIGNAL MANHOLE
 - ⊠ FIBER OPTIC RISER
 - ⊠ FIBER OPTIC FAULT
 - ⊠ CABLE TV RISER
 - ⊠ SIGN



Bishop Engineering
"Planning Your Successful Development"

3501 104th Street
Des Moines, Iowa 50322-3825
Phone: (515)276-0467 Fax: (515)276-0217

Civil Engineering & Land Surveying Established 1959

**MISTER CAR WASH
GRIMES, IOWA**

SWPPP

REFERENCE NUMBER:
DRAWN BY: DS
CHECKED BY: CB
REVISION DATE:
PROJECT NUMBER: 190146
SHEET NUMBER: C7.1



UTILITY NOTE:
THE LOCATION OF THE UTILITIES INDICATED ON THE PLANS ARE TAKEN FROM EXISTING PUBLIC RECORDS AND ARE APPROXIMATE LOCATIONS. THE EXACT LOCATIONS OF ALL UTILITIES MUST BE ASCERTAINED IN THE FIELD. IT SHALL BE THE DUTY OF THE CONTRACTOR TO DETERMINE WHETHER ANY ADDITIONAL FACILITIES OTHER THAN THOSE SHOWN ON THE PLANS MAY BE PRESENT.

Planning & Zoning Staff Report



TO: Planning and Zoning Commission
FROM: Alex Pfaltzgraff, Development Services Director
DATE: August 29, 2019
RE: Mister Car Wash – Site Plan

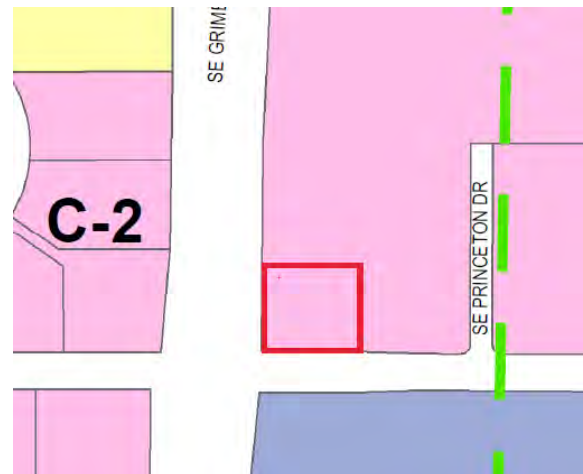
GENERAL INFORMATION:

Applicant:	Mister Car Wash
Requested Action	Site Plan Approval
Location	1901 SE. 11th Street

SUPPORTING INFORMATION:



Location Map



Zoning Map

LAND USES & ZONING:

Location	Existing Land Use	Land Use Plan Designation	Current Zoning
Subject Site	Vacant	Commercial	C-2/Zone 1
North	Vacant	Commercial	C-2/Zone 1
South	Vacant	Commercial	M-1A/Zone 1
East	Commercial - Retail	Commercial	C-2/Zone 1
West	Commercial - Medical	Commercial	C-2/Zone 1

BACKGROUND:

The subject site is currently a vacant platted outlot within the Destination Ridge Plat 2 subdivision. The Final Plat and public utilities were approved earlier this year with the Destination Ridge Plat 6 subdivision.

The site is located within Zone 1 of the HWY 141 Corridor.

The applicant, Mister Car Wash has requested approval to construct an approximately 5,300 square car wash facility on the 1.90-acre site. The facility is self-serve, and will provide for 1 service bay. There are also self-serve vacuums on the north side of the facility.

ANALYSIS:

Building/Elevations:

The applicant is proposing to construct a 5,300 square foot car wash facility on the 1.90-acre site. The building is to be constructed out of materials including brick masonry, metal paneling, and stone. Additionally, uplight is provided to accent the architecture along the public ROW. Glazing, as required by the ordinance is shown along SE 11th ST and HWY 141. As this facility does not require the users to exit their vehicle, there is no entry for the customers shown.

The building is oriented east-west, with the entry to the car wash facing west. As the entrance is oriented towards HWY 141, additional beaming and landscaping is shown along the property line to screen the entry.

A canopy, covering the pay-stations is provided along the north-west side of the facility. The canopy is detached, thus allowing it to encroach into the side yard setback. The encroachment

is minor and does not pose any issue with staff. There is a small staff shelter provide adjacent to the canopy. A detail for the shelter is provided within the site plan.

Site Layout:

The site has access off of a full access point on the private cul-de-sac. Additionally, a right-in right-out off of SE 11th Street is shown. This access point was approved with the Preliminary Plat.

Pedestrian access from the proposed sidewalk along SE 11th is shown. Additional sidewalk is shown along the private cul-de-sac. Additional sidewalk along the building edges is shown.

A dumpster enclosure, constructed out of material similar to the principal building is provided at the NE corner of the site.

Along with many car washes, come a bank of vacuums. These vacuums, 19 in total, are being provide south of the building.

Parking:

It should be noted that the Zoning Ordinance does not provide a minimum number of required parking spaces. Based upon the proposed use and analysis completed by staff, 13 spaces are required.

5300 square feet X 2.5 spaces per 1,000 square feet = 14

The site is shown to provide 2 standard spaces are provided along with an additional 19 spaces at the vacuum bank are provided.

Landscaping/Streetscape:

The property is required to provide 20% open space. As presented, 51.2% open space is shown on the site. Based upon the required open space, a minimum of 34 trees and 34 shrubs are to be planted on site. The proposed site plan indicates that 34 trees and 34 shrubs are to be installed on site. Additional foundation plantings are provided along the building edges where possible.

Utilities:

The site's storm water management responsibility is being managed within detention basin, north of the facility.

A new hydrant will be brought onto the site from the 8" main being constructed within the limits of the private cul-de-sac.. The hydrant will be positioned to provide appropriate hydrant coverage.

Sanitary sewer will be accessed via an existing service connection on the site. Reclamation tanks and a sand/oil separator will be provided for the site.

STAFF RECOMMENDATION:

Based upon staff's review of the project, we would recommend approval of the proposed site plan for Mister Car Wash subject to any remaining staff comments.

CITY OF GRIMES

A handwritten signature in black ink, appearing to read "Alex Pfaltzgraff". The signature is fluid and cursive, with the first name "Alex" written in a smaller, more compact script than the last name "Pfaltzgraff".

Alex Pfaltzgraff
Development Services Director



*101 NE Harvey, Grimes, Iowa 50111
515.986.3036 Fax 515.986.3846*

AGENDA MEMO

For Meeting of October 22, 2019

AGENDA HEADING:

Resolution 10-0919 Setting Public Hearing for Consideration of an Ordinance Amending the Heritage at Grimes Planned Unit Development – Regarding Minimum Square Footages for Lots 1-12, Plat 5

SYNOPSIS:

Bishop Engineering, on behalf of their Client, has requested consideration of an amendment to the Heritage at Grimes Planned Unit Development. The amendment will allow for the reduction in minimum dwelling square footages, specifically for Lots 1-12 in Heritage at Grimes Plat 5.

The request would reduce the minimum dwelling square footages as follows:

Single Story Construction

Existing: 1,650 square feet

Proposed: 1,450 square feet

Net Reduction: 200 square feet

1.5/2 Story Construction

Existing: 2,100 square feet

Proposed: 1,750 square feet

Net Reduction: 350 square feet

Staff does believe that the request does deserve some level of consideration. With the change in concept for the development area across the street (to the south), a more gradual transition for the minimum dwelling square footages could offer a buffer to the anticipated larger homes to the north of the subject area.

A letter is included from the anticipated buyer of the lots describing the marketability of the lots is included in your packet, as well as a few exhibits that detail the proposed amendment.



*101 NE Harvey, Grimes, Iowa 50111
515.986.3036 Fax 515.986.3846*

FISCAL IMPACT:

The reduction in minimum square footages could negatively impact the taxable value of the area. That being said, the limited area that this proposed amendment impacts are not a concern to staff. Typically homes square footages are constructed 10% higher than minimum, so it is likely that the intent will be upheld.

PREVIOUS COUNCIL ACTION(S):

N/A

BOARD/COMMISSION ACTION(S):

N/A

STAFF/COMMITTEE RECOMMENDATION:

Recommendation to Set Public Hearing for 11/26/2019 @ 5:30 PM.

Date	Project Number
10/4/2019	120101-10



City of Grimes
Attn: Alex Pfaltzgraff
Development Services Director
101 NE Harvey Street
Grimes, IA 50111

RE: Heritage at Grimes: Plat 5 Rezoning Submittal

Bishop Engineering, on behalf of our client, is pleased to submit this application for rezoning of a portion of Heritage at Grimes Plat 5. Specifically, we are asking the City of Grimes to consider and approve rezoning Lots 1 - 12 as shown on the attached Figure 3.1 from the Heritage at Grimes PUD.

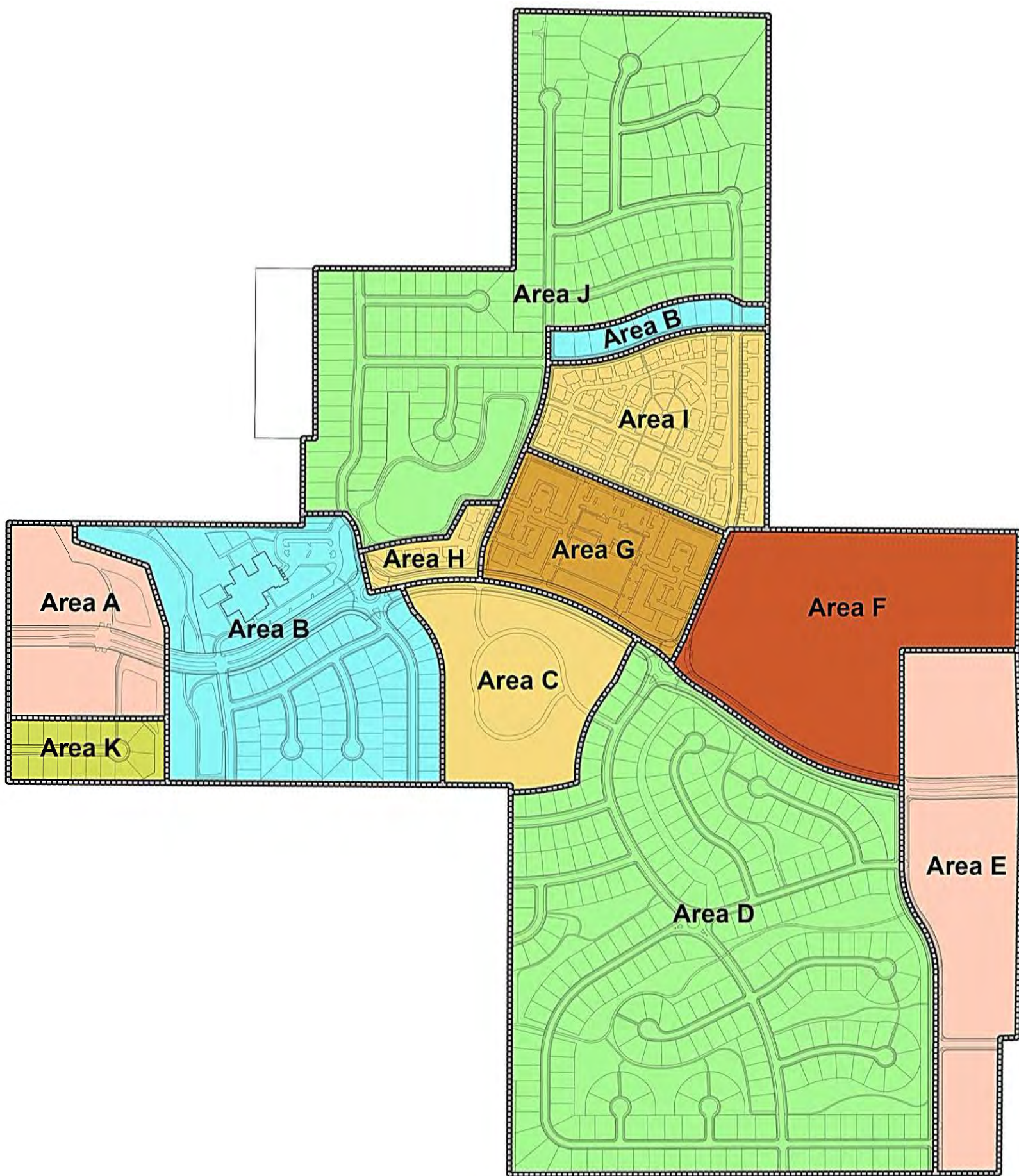
This request, upon approval, would rezone these 12 lots from Single Family Type I to Single Family Type II. Because these lots are already platted and the sizes set, the only effective change this would make would be to allow a slightly smaller footprint for the homes built on these lots. Referencing Page 11 of the Heritage PUD, specifically Paragraph 6A, this change would allow for Ranch Style Homes to be a minimum size of 1,450 SF (down from 1,650 SF) and 1.5 & 2 Story Homes to be a minimum of 1,750 SF (down from 2,100 SF). We have received correspondence from potential home builders who have expressed that these lots, with their required building square footage are not viable on the residential market.

By rezoning these 12 lots, it would allow a buffer between the higher density along the south side of NE 21st Street and the higher value, larger homes in Heritage at Grimes Plat 7 to the north.

Attached with this request is an updated Figure 3.1 from the PUD, the full updated Page 11 of the PUD, and correspondence from Dan Sparks of Destiny Homes relating to the build-out of these lots. If you need additional graphics or information related to this request for rezone, please don't hesitate to contact me.

Thank you,

Michael Gaunt, ASLA
Senior Landscape Architect



The basis for Land Use and Bulk Regulations will generally follow the City of Grimes Zoning Ordinance, Chapter 165 of the City Code. Deviations from the Zoning Ordinance shown in this PUD will govern throughout the Heritage at Grimes Development. Heritage at Grimes is divided into 10 different areas. Listed below and shown in Figure 3-1 are the designations for each of the different areas.

HERITAGE ZONING SCHEMATIC

Area A	Commercial	Area F	Multi Family High Density
Area B	Single Family Type II	Area G	Town Center
Area C	Multi Family Medium Density	Area H	Multi Family Medium Density
Area D	Single Family Type I	Area I	Multi Family Medium Density
Area E	Commercial	Area J	Single Family Type I

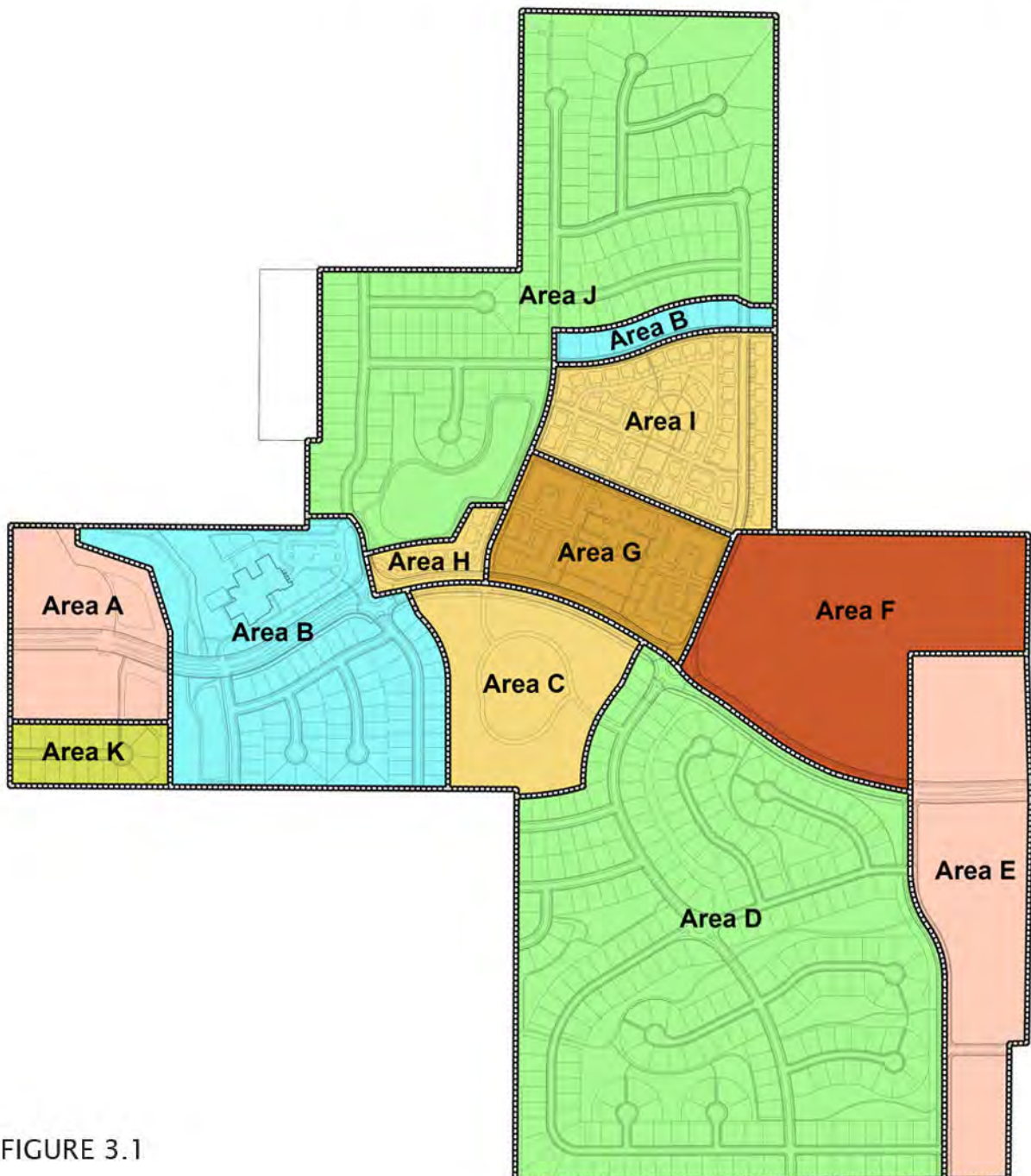


FIGURE 3.1



DESTINY HOMES

www.destinyhomesusa.com

October 2, 2019

Regarding lots 1-12 of Plat 5, Heritage at Grimes, Base on the location of being directly across the street of higher density, lower covenants single family homes the current restrictions of 1650 Sq. Ft. Ranch and 2100 Sq. Ft. 2-Story reduces marketability of building single family homes on these lots.

By lowering the size constraints & matching the PUD requirements of 1450' & 1700' of Plats 3 & 4 I believe we could design and build a product that will fit the market needs while acting as a buffer between the Medium density area to the south and Single Family Type 1 to the north of these lots.



Sincerely,

Dan Sparks
President
Destiny Homes LLC
515-216-1015

Destiny Homes, 750 SE Alice's Rd, Waukee IA 50263

RESOLUTION NO. _____

RESOLUTION SETTING TIME AND PLACE FOR PUBLIC HEARING ON PROPOSED
ORDINANCE AMENDING THE PLANNED UNIT DEVELOPMENT REGARDING
CERTAIN PROPERTY GENERALLY LOCATED NORTH OF NE 21ST STREET AND WEST
OF NE HERITAGE DRIVE

WHEREAS, certain land in the City of Grimes, Iowa, generally located north of NE 21st Street and west of NE Heritage Drive and legally described on Exhibit A, attached hereto, is currently zoned R-4 (Planned Unit Development) (the “Property”); and

WHEREAS, the owner of the Property has requested of the City of Grimes to consider an amendment to the Heritage at Grimes Planned Unit Development, which will allow for reduced minimum square footages on certain lots within Plat 5, and

WHEREAS, the City Council of the City of Grimes desires to consider the amendment of the Heritage at Grimes Planned Unit Development, and

WHEREAS, it is the desire of the City Council that the proposed Ordinance, amending the Heritage at Grimes Planned Unit Development be considered by the Grimes Planning and Zoning Commission and such Commission file its report with the City Council prior to the time established herein for public hearing on the proposed amendment; and

WHEREAS, the proposed Ordinance amending the Heritage at Grimes Planned Unit Development has been prepared and a public hearing upon the proposed amendment should be held and a time and place for hearing thereon should be fixed.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRIMES, IOWA:

1. That a public hearing be held by the Grimes City Council on the proposed Ordinance amending the Heritage at Grimes Planned Unit Development, at the Grimes City Hall, 101 NE Harvey Street, in the City of Grimes, Polk County, Iowa at 5:30 p.m. on the 26th day of November, 2019, at which time the City Council will consider any objections to the proposed amendment and will hear all interested persons.
2. That the Mayor and City Clerk be and are hereby authorized and instructed to give Notice of said public hearing as required by law.
3. That the Plan and Zoning Commission is hereby directed to consider the proposed amendment and to file its report with the City Council prior to the time of the public hearing.

PASSED AND APPROVED this ____ day of _____, 2019.

By: _____
Scott Mikkelsen, Mayor

ATTEST:

Rochelle Williams, City Clerk

Exhibit A

Lots 1-12 of Heritage at Grimes Plat 5

NOTICE OF PUBLIC HEARING ON PUBLIC HEARING ON PROPOSED ORDINANCE
AMENDING THE PLANNED UNIT DEVELOPMENT REGARDING CERTAIN PROPERTY
GENERALLY LOCATED NORTH OF NE 21ST STREET AND WEST OF NE HERITAGE
DRIVE

NOTICE IS HEREBY GIVEN that the City Council of the City of Grimes, Iowa, will meet at the Grimes City Hall, 101 NE Harvey Street, in the City of Grimes, Iowa, at 5:30 p.m. on the 26th day of November, 2019, at which time and place the City Council will hold a public hearing on a proposed Ordinance amending the Heritage at Grimes Planned Unit Development. Such amendment is set forth in the proposed Ordinance entitled as follows:

AN ORDINANCE AMENDING THE PLANNED UNIT DEVELOPMENT REGARDING
CERTAIN PROPERTY GENERALLY LOCATED NORTH OF NE 21ST STREET AND WEST
OF NE HERITAGE DRIVE

For all the particulars of the proposed amendment, see the proposed Ordinance entitled as set forth above now on file at the Grimes City Hall with the City Clerk of the City of Grimes.

All interested persons may appear at the public hearing and at such time and place the Grimes City Council will consider any objections to the proposed Ordinance and give all interested persons an opportunity to be heard. This Notice is given by order of the City Council of the City of Grimes, Iowa.

Exhibit A

Lots 1-12 of Heritage at Grimes Plat 5

H. Economic Development Incentive Requests (not available)

**PROFESSIONAL SERVICES AGREEMENT TO PROVIDE
CONSULTING AND RELATED SERVICES**

THIS AGREEMENT is entered into by and between Retail Strategies, LLC, an Alabama limited liability company (hereinafter referred to as “Consultant”) and The City of Grimes, Iowa (hereinafter referred to as “Client”) on this the _____ day of _____, 2019, (the “Effective Date”) as follows:

WHEREAS, the Client desires to have performed those consultation services identified on Exhibit A attached hereto by Consultant (the “Project”); and,

WHEREAS, Consultant has agreed to provide professional consulting services for the Project to Client as further set forth below.

W-I-T-N-E-S-S-E-T-H:

NOW, THEREFORE, this agreement is made and entered into on the date first above written by and between the Client and Consultant, by which Consultant will provide professional consulting and related services to the Client as hereinafter specified:

3. SCOPE OF SERVICES

Consultant hereby agrees to provide professional services for Client in the form of consulting and related services for the Project as set out in Exhibit A. These professional services are consulting services and not that of a contractor or other provider.

2. TERM

The Term of this Agreement shall commence upon the Effective Date and terminate immediately following the Client’s completion of the Retail Academy Workshop as set forth in Exhibit A or six (6) months after the Effective Date, whichever occurs first.

3. COMPENSATION

As compensation for the consultation services provided herein by Consultant, Client agrees to pay Consultant a total of \$10,000. Consultant will invoice Client immediately upon

execution of the contract. Client must remit payment within fifteen (15) days of receipt of invoice. Compensation shall be fully earned upon completion of the contract. .

4. CLIENT RESPONSIBILITIES

(a) **Information and Access**. In addition to paying Consultant for services according to the preceding paragraph, the Client shall also provide for Consultant: Access to its relevant personnel, facilities, and materials including, but not necessarily limited to, those items specified in Consultant's proposal to Client, and such records, reports, and information as reasonably requested by Consultant, in Client's possession, and not protected by federal or state law.

(b) **Scheduling of Workshop**. The Parties understand and agree that the Retail Academy Workshop will take place in Birmingham, Alabama and the time must be agreed upon by Consultant and Client a minimum of thirty (30) days prior to Workshop taking place.

5. INTELLECTUAL PROPERTY

The Client and Consultant, jointly and separately, acknowledge and agree that the intellectual property of both parties shall remain owned by the respective party. With the exception of Consultant's periodic and final reports generated for performance of this agreement to or for the Client (which shall belong to Client), reports, memorandums, electronic mail, facsimile transmissions and other written and prepared documents shall be owned by the party who authored, generated or who originally possessed the same and nothing in this agreement shall contravene said rights. The Client acknowledges that all intellectual property developed during the course of this agreement by Consultant shall belong exclusively to Consultant. However, the Client may utilize any of the foregoing for and on behalf of its internal operations, but will take steps reasonably necessary with its employees with respect to the use, copying, protection and security of the foregoing. All strategic plans and other materials delivered by Consultant to Client shall belong to Client.

6. APPLICABLE LAWS

Consultant, in its role as a professional service provider of consulting services, shall abide by all laws, rules and regulations applicable to such services.

7. INSURANCE

Consultant shall carry all appropriate and necessary insurance to be in compliance with state and federal laws regarding the insurance coverage of its employees.

8. DEFAULT AND TERMINATION

(a) **Default Termination.** In the event Consultant should violate any of the terms of this Agreement, Client shall provide Consultant with written notice of such default. Consultant shall have a period of thirty (30) days following such notice to cure any alleged deficiencies. Should Consultant fail to cure such default in the time period provided, Client shall be permitted to terminate this Agreement.

(b) **Automatic Termination.** This Agreement shall automatically terminate upon the completion of the Retail Academy Workshop but no later than six (6) months after the Execution Date.

9. NOTICES/PARTIES REPRESENTATIVES

All notices, bills, invoices and reports required by this agreement shall be sufficient if sent by the parties hereto in the United States Mail, postage prepaid thereon to the addresses noted below:

Client: The City of Grimes, Iowa
 101 NE Harvey St.
 Grimes, Iowa 50111
 Email: janderson@grimesiowa.gov
 Phone: 515-986-3036
 Attention: Jake Anderson, City Administrator

Consultant: Retail Strategies, LLC
 2200 Magnolia Ave. South, Suite 100
 Birmingham, AL 35205
 Email: sleara@retailstrategies.com
 Fax: (205) 313-3677
 Attention: Steve Leara

10. INDEPENDENT CONTRACTOR

While Consultant's role will be that of consultant to the Client, Consultant shall be and remain an independent contractor and not act in the role of an agent or legal representative on behalf of the Client. Consultant shall not have the authority to bind or obligate the Client, its officers, agents or employees.

11. MISCELLANEOUS

Third Party Beneficiaries: It is the intent of the parties hereto that there shall be no third party beneficiaries to this agreement.

Final Integration: This agreement, together with any exhibits or amendments hereto, constitutes the entire agreement of the parties, as a complete and final integration thereof with respect to its subject matter. All written or oral understandings and agreements heretofore had between and among the parties are merged into this agreement, which alone fully and completely expresses their understandings. No representation, warranty, or covenant made by any party which is not contained in this agreement or expressly referred to herein have been relied on by any party in entering into this agreement.

Force Majeure: Neither party to this agreement shall hold the other party responsible for damages or delay in performance caused by acts of God, strikes, lockouts or other circumstances beyond the reasonable control of the other or the other party's employees, agents or contractors.

Amendment in Writing: This agreement may not be amended, modified, altered, changed, terminated, or waived in any respect whatsoever, except by a further agreement in writing, properly executed by all of the parties.

Binding Effect: This Agreement shall bind the parties and their respective personal representatives, heirs, next of kin, legatee, distributees, successors, and assigns. If any

provision in this agreement shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

Captions: The captions of this agreement are for convenience and reference only, are not a part of this agreement, and in no way define, describe, extend, or limit the scope or intent of this agreement.

Construction: This agreement shall be construed in its entirety according to its plain meaning and shall not be construed against the party who provided or drafted it.

Governing Law: This Agreement shall be construed under the laws of the State of Alabama.

Prohibition on Assignment and Delegation: No party to this agreement may assign or delegate its interests or obligations hereunder without the written consent of all other parties hereto obtained in advance of any such assignment or delegation. No such assignment or delegation shall in any manner whatsoever relieve any party from its obligations and duties hereunder and such assigning or delegating party shall in all respects remain liable hereunder irrespective of such assignment or delegation.

Waiver: Non-enforcement of any provision of this agreement by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remaining terms and conditions of the agreement.

Agreement Date/Counterparts: The date of this agreement is intended as and for a date for the convenient identification of this agreement and is not intended to indicate that this agreement was necessarily executed and delivered on said date. This instrument may be executed in any number of counterparts, each of which so executed shall be deemed an original, but all such counterparts shall together constitute but one and the same instrument.

Brokerage Rights: Client acknowledges that affiliates of Consultant act in the capacity of a real estate brokerage service business and may earn fees for services including brokerage, development, leasing and management fees in the performance of such affiliates services which may encompass a portion of the Project. In no event will the Client be responsible for any such fees, to the extent they are earned pursuant to this paragraph.

CLIENT:

The City of Grimes, Iowa

By _____

Title _____

Date _____

CONSULTANT:

RETAIL STRATEGIES, LLC

By _____

Title _____

Date _____

EXHIBIT A

This section outlines the Services which Retail Strategies (the “consultant”) will provide to the City of Grimes, Iowa (the “client”).

A. Research

1. Custom demographic research – historical, current, and projected demographics – to include market trade areas by radius, drive times, and custom trade area.
2. Custom Trade Area identified using Mobile Tracking Data.
3. Retail Gap Analysis for trade area (i.e. leakage and surplus).
4. Peer Market Identification.
5. Trade Area Comparison Analysis.
6. Tapestry Lifestyle Segmentation Analysis – psychographic profile of trade
7. Identification of priority retail categories for recruitment.
8. Retail prospect identification of at minimum 10 retail prospects to be targeted for recruitment with discussion of site selection criteria.

B. Real Estate Analysis

1. Retail Real Estate Analysis performed by licensed retail real estate professionals
2. Create Aerial imagery of trade area(s)
3. Identify Target Zones for short- and long-term retail development

C. Marketing Materials

1. Development of Customized Marketing Guide

D. Retail Academy

1. Education on Retail Recruitment Implementation.
2. One (1) Retail Academy Workshop, totaling six (6) hours.

AIA® Document B101™ – 2017

Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the 10 day of September in the year 2019
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

Grimes Public Library
200 N James St
Grimes, IA 50111

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

and the Architect:
(Name, legal status, address and other information)

INVISION Architecture, LTD
303 Watson Powell Jr Way Suite 101
Des Moines, IA 50309

for the following Project:
(Name, location and detailed description)

Grimes Public Library

Architecture and Interior Design of a new 2 story 30,000 sf Library. This includes spaces for collections, youth services, public service desk, staff and building support. Goals for the project includes a Geothermal System with a learning display.

Location is to be at Heritage at Grimes Plat at the SE corner of North St James Street and NW Beaverbrooke Blvd in Grimes, Iowa

Consultants retained under Basic Services include:

- Civil Engineering and Landscape Design
- Structural Engineering
- Mechanical, Electrical and Plumbing Engineering

Supplemental Services included:

- Furniture Selection and Bid Package
- Signage Design
- A/V and Technology Design
- Security Design
- Energy rebate submission assistance
- 3rd party review of the cost of the work referenced under 3.2.6 and 3.3.2
- Record Drawings will be provided, based on Contractor plan markups. Updated documents are to be delivered in electronic form
- Facility Support with the training and review of O&M Manuals with the Owner, Contractor and design team

The Owner and Architect agree as follows.

Init.

TABLE OF ARTICLES

1	INITIAL INFORMATION
2	ARCHITECT'S RESPONSIBILITIES
3	SCOPE OF ARCHITECT'S BASIC SERVICES
4	SUPPLEMENTAL AND ADDITIONAL SERVICES
5	OWNER'S RESPONSIBILITIES
6	COST OF THE WORK
7	COPYRIGHTS AND LICENSES
8	CLAIMS AND DISPUTES
9	TERMINATION OR SUSPENSION
10	MISCELLANEOUS PROVISIONS
11	COMPENSATION
12	SPECIAL TERMS AND CONDITIONS
13	SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")

§ 1.1.1 The Owner's program for the Project:

(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)

The Building Program dated May 24, 2018 for the Grimes Library was 36,836 sf. This program will be used as a reference, but will be revised with the Owner to reflect the reduced building area of 30,000 sf.

§ 1.1.2 The Project's physical characteristics:

(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

(Provide total and, if known, a line item breakdown.)

The Construction Budget is \$7,500,0000

The Owner will also have a Contingency of \$1,121,068 in addition to the above Construction Budget. This can be used at the Owners discretion through design and construction phases

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

- .1 Design phase milestone dates, if any:

Begin Schematic Design by November 5, 2019
Construction Documents issued approximately July 20, 2020

- .2 Construction commencement date:

Approximately September 8, 2020

- .3 Substantial Completion date or dates:

Approximately September 13, 2021

- .4 Other milestone dates:

Anticipated open to the Public November 1, 2021

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:

(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)

Competitive Bid

§ 1.1.6 The Owner's anticipated Sustainable Objective for the Project:

(Identify and describe the Owner's Sustainable Objective for the Project, if any.)

Not applicable

§ 1.1.6.1 If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E204™-2017, Sustainable Projects Exhibit, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E204-2017 is incorporated into this agreement, the Owner and Architect shall incorporate the completed E204-2017 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

§ 1.1.7 The Owner identifies the following representative in accordance with Section 5.3:

(List name, address, and other contact information.)

Cheryl Heid, Director
Grimes Public Library

§ 1.1.8 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:

(List name, address, and other contact information.)

§ 1.1.9 The Owner shall retain the following consultants and contractors:

(List name, legal status, address, and other contact information.)

.1 Geotechnical Engineer:

To be determined

.2 Civil Engineer:

To be determined

.3 Other, if any:

(List any other consultants and contractors retained by the Owner.)

§ 1.1.10 The Architect identifies the following representative in accordance with Section 2.3:
(List name, address, and other contact information.)

Eric Ritland
INVISION Architecture, LTD
303 Watson Powell Jr Way Suite 101
Des Moines, IA 50309

§ 1.1.11 The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:
(List name, legal status, address, and other contact information.)

§ 1.1.11.1 Consultants retained under Basic Services:

.1 Structural Engineer:

To be determined and added by amendment

.2 Mechanical Engineer:

To be determined and added by amendment

.3 Electrical Engineer:

Init.

To be determined and added by amendment

To be determined

§ 1.1.11.2 Consultants retained under Supplemental Services:

§ 1.1.12 Other Initial Information on which the Agreement is based:

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

§ 2.5.1 Commercial General Liability with policy limits of not less than one million (\$ 1,000,000) for each occurrence and one million (\$ 1,000,000) in the aggregate for bodily injury and property damage.

§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than one million (\$ 1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.5.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.5.4 Workers' Compensation at statutory limits.

§ 2.5.5 Employers' Liability with policy limits not less than one million (\$ 1,000,000) each accident, one million (\$ 1,000,000) each employee, and one million (\$ 1,000,000) policy limit.

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than two million (\$ 2,000,000) per claim and four million (\$ 4,000,000) in the aggregate.

§ 2.5.7 **Additional Insured Obligations.** To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.5.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

§ 3.1.5 The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 Schematic Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

§ 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

§ 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 6.3.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.5 Procurement Phase Services

§ 3.5.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining ~~either competitive bids or negotiated proposals~~; (2) confirming responsiveness of ~~bids or proposals~~; bids; (3) determining the successful bid ~~or proposal~~, if any; and, (4) awarding and preparing contracts for construction.

§ 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- .4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 3.5.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

§ 3.5.3 Negotiated Proposals

~~**§ 3.5.3.1** Proposal Documents shall consist of proposal requirements and proposed Contract Documents.~~

~~**§ 3.5.3.2** The Architect shall assist the Owner in obtaining proposals by:~~

- ~~1 — facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;~~
- ~~2 — organizing and participating in selection interviews with prospective contractors;~~
- ~~3 — preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,~~
- ~~4 — participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.~~

~~§ 3.5.3.3 If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.~~

§ 3.6 Construction Phase Services

§ 3.6.1 General

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations

and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.6.3 Certificates for Payment to Contractor

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 3.6.4 Submittals

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 3.6.4.2 The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information.

Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 3.6.5 Changes in the Work

§ 3.6.5.1 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

§ 3.6.6 Project Completion

§ 3.6.6.1 The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services

§ 4.1.1 The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

(Designate the Architect's Supplemental Services and the Owner's Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)

Supplemental Services	Responsibility <i>(Architect, Owner, or not provided)</i>
§ 4.1.1.1 Programming	<u>Refer to Article 1.1.1</u>
§ 4.1.1.2 Multiple preliminary designs	<u>Not provided</u>
§ 4.1.1.3 Measured drawings	<u>Not provided</u>
§ 4.1.1.4 Existing facilities surveys	<u>Not provided</u>
§ 4.1.1.5 Site evaluation and planning	<u>Not provided</u>
§ 4.1.1.6 Building Information Model management responsibilities	<u>Not provided</u>
§ 4.1.1.7 Development of Building Information Models for post construction use	<u>Not provided</u>
§ 4.1.1.8 Civil engineering	<u>Provided, see project description on page 1</u>
§ 4.1.1.9 Landscape design	<u>Provided, see project description on page 1</u>
§ 4.1.1.10 Architectural interior design	<u>Not provided</u>
§ 4.1.1.11 Value analysis	<u>Not provided</u>
§ 4.1.1.12 Detailed cost estimating beyond that required in Section 6.3	<u>Not provided</u>
§ 4.1.1.13 On-site project representation	<u>Not provided</u>
§ 4.1.1.14 Conformed documents for construction	<u>Not provided</u>
§ 4.1.1.15 As-designed record drawings	<u>Not Provided</u>
§ 4.1.1.16 As-constructed record drawings	<u>Provided, see project description on page 1</u>
§ 4.1.1.17 Post-occupancy evaluation	<u>Not provided</u>
§ 4.1.1.18 Facility support services	<u>Not provided</u>
§ 4.1.1.19 Tenant-related services	<u>Not provided</u>
§ 4.1.1.20 Architect's coordination of the Owner's consultants	<u>Not provided</u>
§ 4.1.1.21 Telecommunications/data design	<u>Provided, see project description on page 1</u>
§ 4.1.1.22 Security evaluation and planning	<u>Not provided</u>
§ 4.1.1.23 Commissioning	<u>Not provided</u>
§ 4.1.1.24 Sustainable Project Services pursuant to Section 4.1.3	<u>Not provided</u>
§ 4.1.1.25 Fast-track design services	<u>Not provided</u>
§ 4.1.1.26 Multiple bid packages	<u>Not provided</u>
§ 4.1.1.27 Historic preservation	<u>Not provided</u>
§ 4.1.1.28 Furniture, furnishings	<u>Provided, see project description on page 1</u>
§ 4.1.1.28 Furniture, furnishings, and equipment design	
§ 4.1.1.29 Other services provided by specialty Consultants	<u>Not provided</u>
§ 4.1.1.30 Other Supplemental Services	<u>Not provided</u>

§ 4.1.2 Description of Supplemental Services

§ 4.1.2.1 A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)

See project description on page 1

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§ 4.1.2.2 A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)

§ 4.1.3 If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to this Agreement. The Owner shall compensate the Architect as provided in Section 11.2.

§ 4.2 Architect's Additional Services

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;

- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

§ 4.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Two (2) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Monthly () visits to the site by the Architect during ~~construction~~construction.
 - .1 Monthly visits to the site by the Architects' Consultants when their discipline is active during construction.
 - .2 Written reports will be provided following each visit.
- .3 One (1) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 One (1) inspections for any portion of the Work to determine final completion.

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed within Twenty-four (24) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground

corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

§ 5.7 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to this Agreement.

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.11 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.12 The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.14 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.15 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot

and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1.1, as a Supplemental Service.

1. Systems and components of the estimate are to be separated so these costs can be tracked and updated all the way through.
2. The bid form will be formatted similar to the estimates to track costs after bidding.

§ 6.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services for modifying the Construction Documents shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the

Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201-2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days

from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box.)

☐ Arbitration pursuant to Section 8.3 of this Agreement

☒ Litigation in a court of competent jurisdiction

☐ Other: *(Specify)*

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

§ 8.3 Arbitration

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.4 Consolidation or Joinder

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional

~~person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.~~

~~§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.~~

~~§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.~~

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:

(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)

.1 Termination Fee:

Not applicable

.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:

Not applicable

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

Init.

§ 9.9 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201–2017, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum
(Insert amount)

Lump Sum fee of \$600,230

Reimbursable Expenses to Not Exceed at \$20,000

- .2 Percentage Basis
(Insert percentage value)

() % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 11.6.

- .3 Other
(Describe the method of compensation)

§ 11.2 For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

Included in Stipulated Sum above.

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation.)

Fees will be negotiated based on the type of additional service requested. Fee structure will be determined based on the scope of the work.

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus ten percent (%), 10%, or as follows:

(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)

§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Schematic Design Phase	<u>Twenty</u>	percent (	<u>20</u>	%)
Design Development Phase	<u>Twenty</u>	percent (	<u>20</u>	%)
Construction Documents Phase	<u>Thirty</u>	percent (	<u>30</u>	%)
Procurement Phase	<u>Five</u>	percent (	<u>5</u>	%)
Construction Phase	<u>Twenty-five</u>	percent (	<u>25</u>	%)
<u>Reimbursable Expenses To not Exceed</u>	<u>\$20,000</u>			
Total Basic Compensation	one hundred	percent (	100	%)

Init.

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices. *(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

Exhibit A

Employee or Category

Rate (\$0.00)

§ 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are included in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 ~~Transportation and authorized~~ Authorized out-of-town travel and subsistence;
- .2 ~~Long distance services, dedicated~~ Dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses;
- .11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and,
- .12 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus percent (— %) of the expenses incurred consultants. This is estimated at \$20,000 and included in the Stipulated Sum stated in 11.1.1 above.

§ 11.9 **Architect's Insurance.** If the types and limits of coverage required in Section 2.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.5, and for which the Owner shall reimburse the Architect.)

§ 11.10 Payments to the Architect

§ 11.10.1 Initial Payments

§ 11.10.1.1 An initial payment of Zero (\$ 0.00) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.1.2 If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of zero (\$ 0.00) shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred.

§ 11.10.2 Progress Payments

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

(Insert rate of monthly or annual interest agreed upon.)

1 % per month

§ 11.10.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

(Include other terms and conditions applicable to this Agreement.)

12.1. If construction administration services are not completed by September 30, 2021 as outlined in Article 4.2.5, services will be billed on an hourly basis until project completion.

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B101™-2017, Standard Form Agreement Between Owner and Architect
- .2 AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:

(Insert the date of the E203-2013 incorporated into this agreement.)

- .3 Exhibits:

(Check the appropriate box for any exhibits incorporated into this Agreement.)

☐ AIA Document E204™-2017, Sustainable Projects Exhibit, dated as indicated below:
(Insert the date of the E204-2017 incorporated into this agreement.)

☐ Other Exhibits incorporated into this Agreement:
(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits and scopes of services identified as exhibits in Section 4.1.2.)

Exhibit A – Billing Rates

Exhibit B – Certificate of Insurance for General Liability

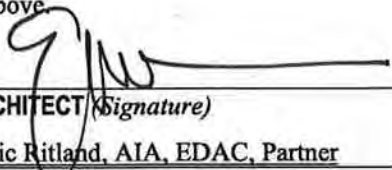
Exhibit C – Certificate of Insurance for Professional Liability

- .4 Other documents:
(List other documents, if any, forming part of the Agreement.)

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

(Printed name and title)



ARCHITECT (Signature)

Eric Ritland, AIA, EDAC, Partner

(Printed name, title, and license number, if required)

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, , hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with this certification at 14:34:52 ET on 10/21/2019 under Order No. 2193223387 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B101™ – 2017, Standard Form of Agreement Between Owner and Architect , as published by the AIA in its software, other than changes shown in the attached final document by underscoring added text and striking over deleted text.

(Signed) 

(Title) PARTNER

(Dated) 21 Oct 2019

SCHEDULE OF HOURLY RATES**HOURLY RATE SCHEDULE 2019-2020**

PARTNER	\$250
PRINCIPAL	\$175
PROJECT MANAGER	\$80-\$160
ARCHITECT	\$80-\$160
INTERN ARCHITECT	\$65 - \$95
STUDENT INTERN	\$55
INTERIOR DESIGNER	\$80 - \$115
MEDICAL PLANNER	\$140 - \$175
STANDARDS AND MODEL CONTENT MANAGER	\$120
SPECIFICATION WRITER	\$135 - \$150
GRAPHIC DESIGNER	\$100
DRAFTSPERSON	\$70 - \$100
ADMINISTRATIVE	\$55 - \$150

Services provided on an hourly basis shall be performed in accordance with the Standard Hourly Rate Schedule in effect at the time of performance. This schedule is updated annually and will be adjusted with normal review practices.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/4/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
PDCM Insurance
P.O. Box 2597
Waterloo IA 50704

CONTACT NAME: Samantha Trost

PHONE (A/C, No, Ext): 319-234-8888

FAX (A/C, No): 319-234-7702

E-MAIL ADDRESS: strost@pdc.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Travelers

40282

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED
InVision Architecture Ltd.
PO Box 1800
Waterloo IA 50704

INVIARC-01

COVERAGES

CERTIFICATE NUMBER: 1828145851

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☒ LOC OTHER:	Y		6809H343561	4/1/2019	4/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS	Y		BA0D032968	4/1/2019	4/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☐ EXCESS LIAB ☐ OCCUR ☐ CLAIMS-MADE ☒ DED ☒ RETENTION \$ 10,000			CUP5N867815	4/1/2019	4/1/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A		UB0K939667	4/1/2019	4/1/2020	☒ PER STATUTE E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Project: MercyOne Oelwein Clinic addition and renovation, Oelwein, IA

The "Design-Builder" (Peters Construction Company) and "Owner" (MercyOne Waterloo Medical Center) shall be additional insureds on the Architect's primary and excess insurance policies for Commercial General Liability and Automobile Liability, if required by written contract. The additional insured coverage shall be primary and non-contributory to any of the "Design-Builder's" and "Owner's" insurance policies. The additional insured coverage shall apply to both ongoing operations and completed operations.

CERTIFICATE HOLDER

MercyOne Waterloo Medical Center
3421 West Ninth St
Waterloo IA 50702

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/04/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Holmes Murphy & Assoc - CR 201 First Street SE, Suite 700 Cedar Rapids, IA 52401 INSURED InVision Architecture, Ltd. PO Box 1800 Waterloo, IA 50704-1800	CONTACT NAME: Paula Dixon PHONE (A/C, No. Ext.): 800-527-9049 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: XL SPECIALTY INS CO INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	FAX (A/C, No.): NAIC # 37885
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COVERAGES**CERTIFICATE NUMBER:** 57129184**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y ☒ N If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability Claims Made			DPR9943121	06/01/19	06/01/20	Per Claim 2,000,000 Aggregate 4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Project: MercyOne Oelwein Clinic addition and renovation, Oelwein, IA

CERTIFICATE HOLDER

Peters Construction Corporation

901 Black Hawk Road

Waterloo, IA 50701

USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Paula Dixon

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ACORD 25 (2016/03)

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57129184

Task Name		Duration	Start	Finish	Q4			Q1			Q2			Q3			Q4			Q1			Q2			Q3			Q4		
					Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	City Process	230d	10/22/19	09/08/20																											
2	Council Authorization to Proceed w/ SD	0	10/22/19	10/22/19																											
3	Library Board SD Review	0	01/23/20	01/23/20																											
4	City Staff SD Review	21d	12/31/19	01/28/20																											
5	Council Approval & Authorization to Proceed w/ DD	0	01/28/20	01/28/20																											
6	Library Board DD Review	0	04/22/20	04/22/20																											
7	City Staff DD Review	14d	03/25/20	04/13/20																											
8	Heritage Design Review Board	10d	04/27/20	05/08/20																											
9	Site Plan Review	42d	04/27/20	06/23/20																											
10	PnZ Review	0	06/02/20	06/02/20																											
11	Council Approval of Site Plan	0	06/23/20	06/23/20																											
12	Library Board CD Review	0	06/22/20	06/22/20																											
13	City Staff CD & Building Permit Review	20d	06/22/20	07/17/20																											
14	Council Public Hearing for Bidding / Notice	0	07/07/20	07/07/20																											
15	Council Accept Bid & Authorize Construction	0	09/08/20	09/08/20																											
16																															
17	Building & Site Design	495d	10/22/19	09/13/21																											
18	Discovery Workshop/Programing/Site Analysis	10d	10/22/19	11/04/19																											
19	Meeting 01_Project Kickoff Meeting	0	10/24/19	10/24/19																											
20	SD	40d	11/05/19	12/30/19																											
21	Meeting 02_Program & Space Planning (SD)	0	11/05/19	11/05/19																											
22	Meeting 03_Site & Building Planning (SD)	0	11/19/19	11/19/19																											
23	Meeting 04_Create a Vision (SD)	0	12/10/19	12/10/19																											
24	SD estimate	16d	12/31/19	01/21/20																											
25	Meeting 06_1st Budget Review Meeting	0	01/21/20	01/21/20																											
26	Meeting 07_Public Presentation	0	02/11/20	02/11/20																											
27	DD	40d	01/29/20	03/24/20																											
28	Meeting 08_Refine & Implement (DD)	0	03/04/20	03/04/20																											
29	DD estimate	16d	03/25/20	04/15/20																											
30	Meeting 10_2nd Budget Review Meeting	0	04/24/20	04/24/20																											
31	CD	70d	04/14/20	07/20/20																											
32	Meeting 11_Last Review (CD)	0	06/09/20	06/09/20																											
33	75% CD Estimate	16d	06/22/20	07/13/20																											
34	QAQC	6d	06/22/20	06/29/20																											
35	Bidding	21d	07/27/20	08/24/20																											
36	Construction	265d	09/08/20	09/13/21																											
37	Move Collection	15d	09/20/21	10/08/21																											
38	Opening	0	11/01/21	11/01/21																											
39																															
40	FF&E	499d	12/03/19	10/29/21																											

EXTRA WORK ORDER NO. 1

2019 CITY OF GRIMES 19TH STREET AND COUNTY LINE ROAD HMA PAVEMENT IMPROVEMENTS

Extra Work Order No. 1 – FIELD TILE EXTENSION

Project No.: 19015 Date: October 15, 2019

Kind of Work: Grading and Paving

Owner: City of Grimes, 101 NE Harvey Street, Grimes, IA 50111

Engineer: LEE Chamberlin Consultant Engineers, 10430 New York Avenue, Urbandale, IA 50322

Contractor: OMG Midwest, dba Des Moines Asphalt and Paving., 2401 SE Tones Dr., Suite 13, Ankeny, IA 50021

Authorization is hereby given to change to the contract documents as follows:

A – Description of change to be made or extra work to be done:

A field tile was found during the excavation process. The end of the field tile is located at station 204+76.8, 31 feet left of centerline. A subdrain will be used to connect to the field tile found during project excavation. The subdrain will be installed along the north side of SE 19th Street near the back slope of the proposed ditch from the field tile to a storm sewer FES located at station 211+ 36, 25 feet left, 659.2 lineal feet of 8" dia. Subdrain will be required with two connections and one 8" dia. CMP outlet with rodent guard.

B – Reason for change or extra work:

Per the contract specifications any field tile found shall be routed to the best possible location within the project. If the field tile were to be plugged the farm field to the north would be extremely wet and portions of the field would become unfarmable. Additionally, the nearest storm sewer to connect the tile to is located at the east end of the project. Out-letting the tile to the proposed ditch would saturate the ditch making the roadway widening construction impossible. The extension of the field tile would also be helpful in draining a low saturated area north of 19th Street east of the railroad right-of-way.

C1 – Settlement of cost for work to be made as follows:

The extra work will be paid as a Lump Sum additional cost to the original contract. The lump sum is developed from several items as listed on the following page.

C2 – Justification for cost(s):

The extra costs claimed are considered essential for timely contract completion. These extra costs are due to unforeseen buried field tiles on the project.

D – Table 1.0 – Affected Items included in the ORIGINAL contract:

Item	Item Description	Plan Quantity	Units	Unit Price	Amount “()” if deduct
1					
2					
				TOTAL	

E – Table 2.0 – Items NOT included in the original contract:

Item	Item Description	Change Quantity	Units	Unit Price	Amount
1	8 inch dia. subdrain, PE	659.2	L.F.	\$	\$
2	8 inch dia. outlet pipe, CMP	1	EA	\$	\$
3	Subdrain Connections	2	EACH	\$	\$
				TOTAL	\$

Original Contract Price:	\$1,343,012.54
<i>Revised Contract Price as of previous Change Orders:</i>	\$0.00
Net change in contract amount as a result of this Change Order:	\$
<i>Revised Contract Price as of this Change Order:</i>	\$

Receipt is acknowledged of this change or extra work and terms of settlement are hereby agreed to

Approved:

Owner - City of Grimes

Name _____ Signed: _____

Title _____ Date _____

Engineer: LEE Chamberlin Consultant Engineers

Name _____ Signed: _____

Title _____ Date _____

Contractor: OMG Midwest, dba...Des Moines Asphalt and Paving

Name _____ Signed: _____

Title _____ Date _____

PAY ESTIMATE

Owner: City of Grimes, Iowa
 Project: 2019 City of Grimes 19TH STREET AND SW COUNTY LINE ROAD HMA PAVEMENT IMPROVEMENTS
 Consultant: LEE Chamberlin Consultant Engineers, 10430 New York Avenue, Suite C, Urbandale, Iowa 50322
 Contractor: OMG Midwest, Inc. d.b.a. Des Moines Asphalt & Paving, 2401 SE Tones Dr., Ste 13, Ankeny, Iowa 5002

DATE: 10/15/2019

** CONTRACT **						Pay Est. No. 1	
No.	Item	UNITS	QTY.	BID UNIT PRICE	CONTRACT PRICE	QTY TO DATE	PAY AMT TO DATE
(1) GENERAL PROVISIONS							
1.1	Mobilization	LS	1	\$ 60,000.00	\$60,000.00	0.5	\$30,000.00
(2) EARTHWORK				SUBTOTAL	\$60,000.00	SUBTOTAL	\$30,000.00
2.1	Topsoil, Strip, Salvage	CY	4400	\$ 10.00	\$44,000.00	440	\$4,400.00
2.2	Excavation Class 10	CY	5300	\$ 6.25	\$33,125.00	1749	\$10,931.25
2.3	Below Grade Excavation (Core-Out)	CY	4520	\$ 2.00	\$9,040.00		\$0.00
2.4	Subgrade Preparation	SY	22600	\$ 3.35	\$75,710.00	3586	\$12,013.10
2.5	Subgrade Treatment	SY	5650	\$ 7.00	\$39,550.00		\$0.00
2.6	Granular Subbase, 6"	TON	5257	\$ 33.00	\$173,481.00	1484.96	\$49,003.68
2.7	Removal of Existing Culvert <= 36" Dia.	LF	434	\$ 17.00	\$7,378.00	434	\$7,378.00
2.8	Shoulder, Class A Roadstone	TON	2105	\$ 29.00	\$61,045.00		\$0.00
				SUBTOTAL	\$443,329.00	SUBTOTAL	\$83,726.03
3.1	Roadway Culvert, 18" Dia. RCP	LF	124.2	\$57.00	\$7,079.40	124.2	\$7,079.40
3.2	Roadway Culvert, 24" Dia. RCP	LF	32.5	\$72.00	\$2,340.00	32.5	\$2,340.00
3.3	Roadway Culvert, 36" Dia. RCP	LF	106.5	\$117.00	\$12,460.50	106.5	\$12,460.50
3.4	Roadway Culvert, 24" Dia. RCAP	LF	30.2	\$111.00	\$3,352.20	30.2	\$3,352.20
3.5	Roadway Culvert, 30" Dia. RCAP	LF	45.8	\$150.00	\$6,870.00	45.8	\$6,870.00
3.6	18" Dia. Pipe Apron, RCP, Type 1	EACH	8	\$796.00	\$6,368.00	8	\$6,368.00
3.7	24" Dia. Pipe Apron, RCP, Type 1	EACH	2	\$940.00	\$1,880.00	2	\$1,880.00
3.8	36" Dia. Pipe Apron, RCP, Type 1	EACH	6	\$1,500.00	\$9,000.00	6	\$9,000.00
3.9	24" Dia. Pipe Apron, RCAP	EACH	2	\$918.00	\$1,836.00	2	\$1,836.00
3.10	30" Dia. Pipe Apron, RCAP	EACH	2	\$1,075.00	\$2,150.00	2	\$2,150.00
3.11	Footling for Apron, RCP, 18" Dia.	EACH	8	\$545.00	\$4,360.00	8	\$4,360.00
3.12	Footling for Apron, RCP, 24" Dia.	EACH	2	\$620.00	\$1,240.00	2	\$1,240.00
3.13	Footling for Apron, RCP, 36" Dia.	EACH	6	\$910.00	\$5,460.00	6	\$5,460.00
3.14	Footling for Apron, RCAP, 24" Dia.	EACH	2	\$598.00	\$1,196.00	2	\$1,196.00
3.15	Footling for Apron, RCAP, 30" Dia.	EACH	2	\$915.00	\$1,830.00	2	\$1,830.00
3.16	Pipe Apron Guard	EACH	20	\$1,450.00	\$29,000.00	20	\$29,000.00
3.17	12" Dia. Entrance Culvert, CMP	LF	248	\$43.50	\$10,788.00	248	\$10,788.00
				SUBTOTAL	\$107,210.10	SUBTOTAL	\$107,210.10
(4) STREETS AND RELATED WORK							
4.1	HMA Base, 5" Thickness	TON	5047.1	\$ 75.50	\$381,056.05	1142.07	\$86,226.29
4.2	HMA Surface, 2" Thickness	TON	1983.7	\$ 76.00	\$150,761.20	393.69	\$29,920.44
4.3	Milling	SY	300	\$ 18.00	\$5,400.00		\$0.00
4.4	HMA Patching, 5" Thickness	TON	110	\$ 135.00	\$14,850.00		\$0.00
4.5	HMA Surface, 2.5" Thickness	TON	566	\$ 81.00	\$45,846.00		\$0.00
4.6	HMA Base Widening, 5" Thickness	TON	344.7	\$ 90.00	\$31,023.00		\$0.00
4.7	Pavement Removal	SY	353.01	\$ 14.00	\$4,942.14		\$0.00
4.8	Removal, Curb & Gutter, 1.5' Wide	LF	287.7	\$ 18.00	\$5,178.60		\$0.00
4.9	8" PCC 1.5' Curb & Gutter, 6" Curb	LF	71.86	\$ 86.50	\$6,215.89		\$0.00
4.10	8" PCC Pavement Widening	SY	282.72	\$ 98.00	\$27,706.56		\$0.00
4.11	Trail, 6" HMA	TON	40	\$ 137.00	\$5,480.00		\$0.00
4.12	Sidewalk Ramp, 6" PCC	SY	20	\$ 245.00	\$4,900.00		\$0.00
				SUBTOTAL	\$683,359.44	SUBTOTAL	\$116,146.73
(5) TRAFFIC CONTROL							
5.1	Traffic Control	LS	1	\$ 10,800.00	\$10,800.00	0.5	\$5,400.00
5.2	Painted Pavement Marking, Waterbourne	STA	316.5	\$ 25.00	\$7,912.50		\$0.00
5.3	Painted Symbols & Legends, Waterbourne	EACH	6	\$ 200.00	\$1,200.00		\$0.00
				SUBTOTAL	\$19,912.50	SUBTOTAL	\$5,400.00
(6) SITE WORK & LANDSCAPING							
6.1	Seeding, Fertilizing and Mulching	LS	1	\$ 25,300.00	\$25,300.00		\$0.00
6.2	Silt Fence/Silt Fence Ditch Check	LF	2601	\$ 1.50	\$3,901.50		\$0.00
				SUBTOTAL	\$29,201.50	SUBTOTAL	\$0.00
					ORIGINAL CONTRACT PRICE: \$1,343,012.54		
					ORIGINAL Contract Work Completed to date: \$342,482.88		

STORED MATERIALS		Invoice No.	Invoice Date	Invoice Amount
No.	Item			
1				\$0.00
2				\$0.00
3				\$0.00
4				\$0.00
5				\$0.00
6				\$0.00
7				\$0.00
8				\$0.00
9				\$0.00
10				\$0.00
11				\$0.00
12				\$0.00
Total Requested Reimbursement for Stored Materials to Date:				\$0.00

No.	APPROVED EXTRA WORK OR CHANGE ORDER	UNITS	QTY	UNIT PRICE	AMOUNT
1					\$0.00
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
Net Change in Contract Amount					\$0.00

ADJUSTED Contract Amount, ORIGINAL + Extra Work: \$1,343,012.54

No.	APPROVED EXTRA WORK COMPLETED TO DATE	UNITS	QTY	UNIT PRICE	AMOUNT
1					\$0.00
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
Total Approved EXTRA Work Completed to date:					\$0.00

Total Payment Requested THIS pay estimate Including Stored Materials and Extra Work: \$342,482.86

Previous Partial Payments:

Est. No.	1	\$0.00
Est. No.	2	\$0.00
Est. No.	3	\$0.00
Est. No.	4	\$0.00
Est. No.	5	\$0.00
Est. No.	6	\$0.00
Est. No.	7	\$0.00
Est. No.	8	\$0.00
Est. No.	9	\$0.00
Est. No.	10	\$0.00
Total sum of previous payments:		\$0.00

Total Due Contractor to Date: \$342,482.86
 LESS 5% Retainage: (\$17,124.14)
 LESS Total Previous Partial Payments: \$0.00

TOTAL DUE CONTRACTOR THIS ESTIMATE: \$325,358.71

The quantities for this partial pay are from the Engineers estimate for work completed as of October 15, 2019

The Engineer recommends a payment be made to the Contractor in the amount of =====>>>>

\$325,358.71

for work done to date conforming to the contract specifications.

Name_____

Name_____

Title_____

Title_____

Date_____

Date_____

Consultant -- LEE Chamberlin Consultant Engineers

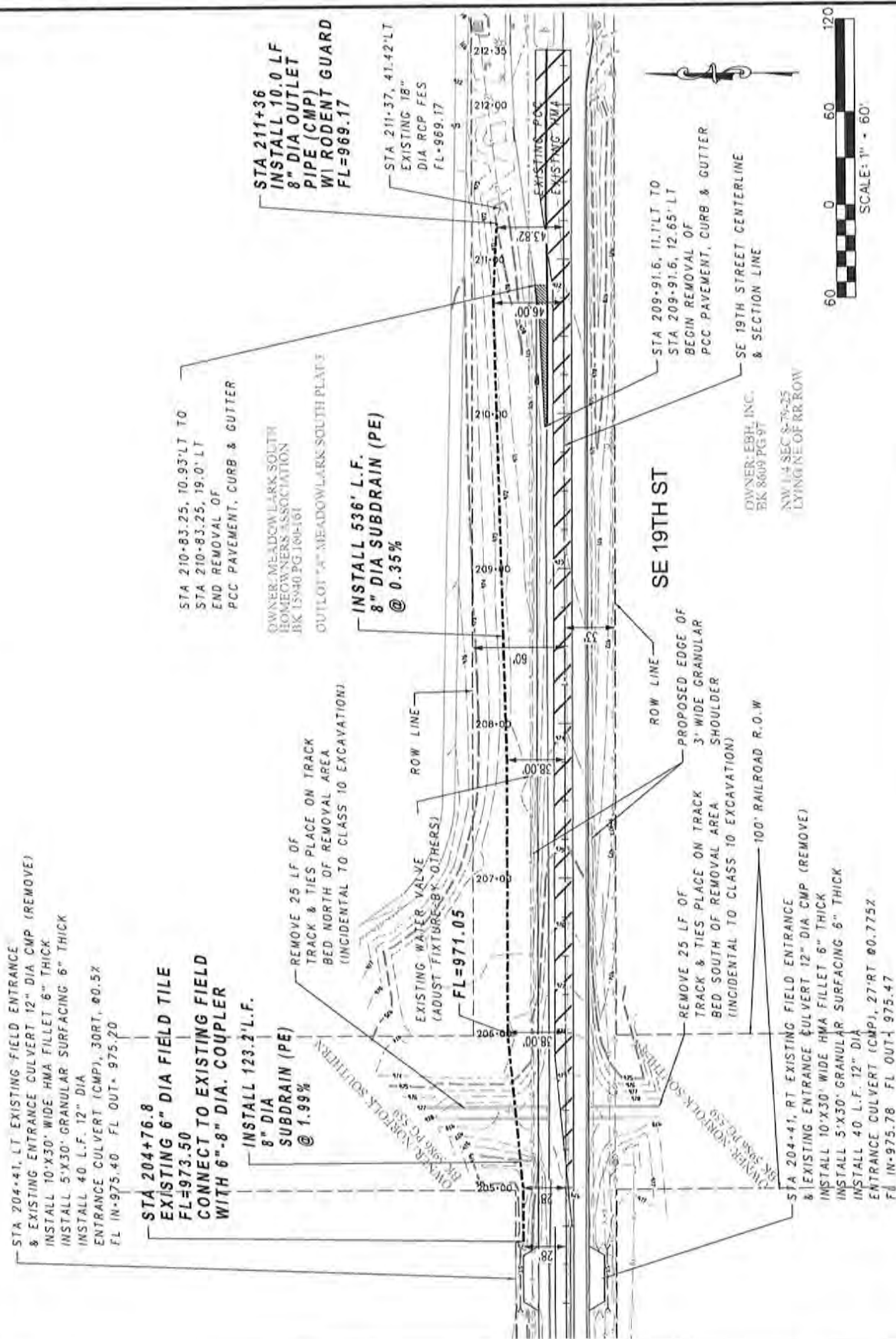
Owner -- City of Grimes, Iowa

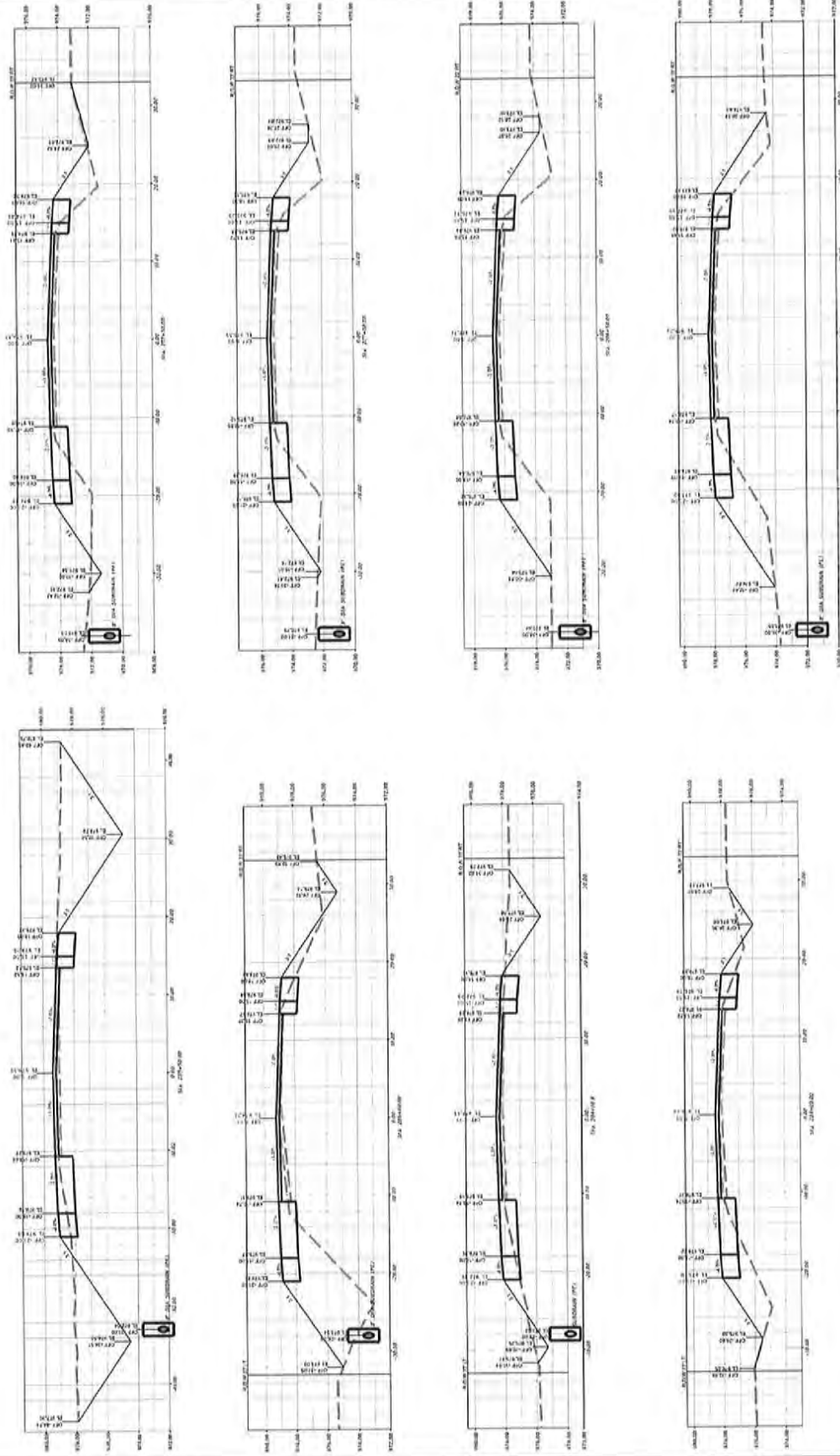
Name_____

Title_____

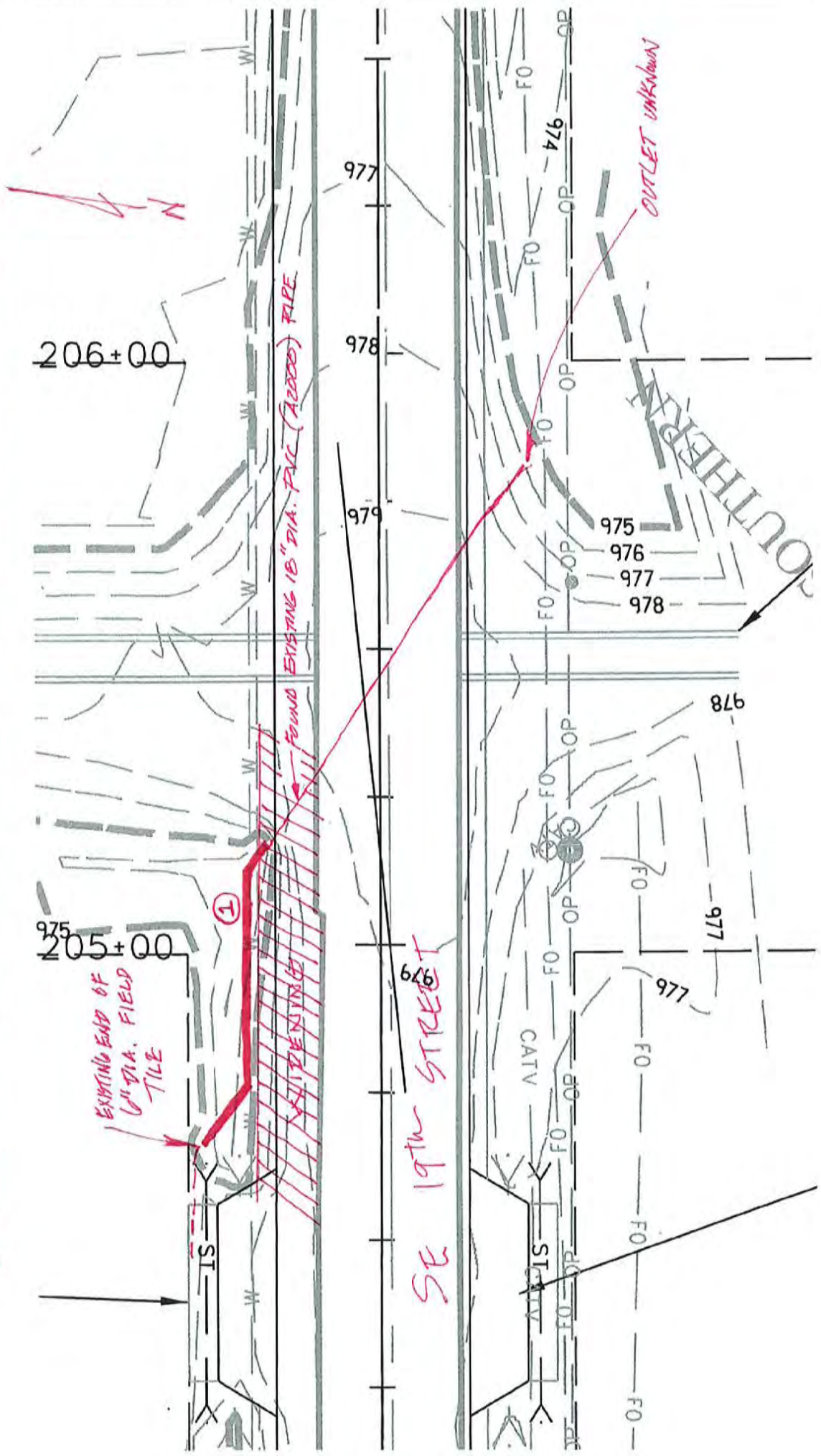
Date_____

Contractor --OMG Midwest, Inc., d.b.a. Des Moines Asphalt & Paving Corporation





① EXTEND FIELD TILE WITH SOLID WALL SCHEDULE 40 PIPE - 80.0' L.I.F. & 2-45° BENDS







*101 NE Hawley, Grimes, Iowa 50111
515.986.3036 Fax 515.986.3846*

AGENDA MEMO

Item No. X
For Meeting of October 22, 2019

AGENDA HEADING: Access Agreement – Casey’s General Stores, Inc. – NE Beaverbrook Blvd.

SYNOPSIS: The City of Grimes was approached by Casey’s requesting a $\frac{3}{4}$ left turn access through the existing median on NE Beaverbrook Blvd. They are requesting this change to provide better access to their store on the south side of the street for people coming off Highway 141. The city staff reviewed the request and stipulated the following conditions:

1. Casey’s would pay for any costs associated with the improvements.
2. They would provide a 4-year maintenance bond for the proposed improvements.
3. They would have to execute an Access Agreement to protect the City of Grimes in the future if traffic problems developed as a result of these proposed improvements. This would allow the City of Grimes to request Casey’s, at their expense, to put the median back to its current condition if traffic issues arise.
4. They would have to get Iowa DOT concurrence on the proposed improvements.

Casey’s has submitted construction drawings for the proposed improvements, staff has reviewed and commented on them and Casey’s has made any requested revisions. The construction of these proposed improvements is scheduled to occur as soon as they get approval from the City of Grimes and completed before the end of this construction season.

FISCAL IMPACT: This Access Agreement and proposed improvements will not financially impact the City of Grimes.

PREVIOUS COUNCIL ACTION(S):

BOARD/COMMISSION ACTION(S):

STAFF/COMMITTEE RECOMMENDATION: The staff has reviewed the Access Agreement and recommends approval by the City Council.

Prepared By: Alecia A. Meuleners, Whitfield & Eddy, PLC, 699 Walnut Street, Ste. 2000, Des Moines, IA 50309; (515) 288-6041

Return To: City of Grimes, 2019, 101 NE Harvey Street, Grimes, IA 50111

ACCESS AGREEMENT

THIS ACCESS AGREEMENT ("Agreement") made this ____ day of _____, 2019, by and between the City of Grimes, Iowa ("City") with an address of 101 NE Harvey, Grimes, Iowa 50111 and Casey's Marketing Company ("Casey's"), an Iowa corporation with an address of One SE Convenience Blvd, Ankeny, Iowa 50021.

WHEREAS, Casey's is the owner of real property commonly known as 1650 NE Beaverbrooke Blvd, Grimes, Iowa and legally described as Lot 1 in Heritage at Grimes Commercial Plat 2, an Official Plat, now included in and forming a part of the City of Grimes, Polk County, Iowa (the "Casey's Property"), upon which Casey's operates a convenience store with motor vehicle fuel sales.

WHEREAS, The Casey's Property abuts NE Beaverbrooke Blvd which is a public highway owned and maintained by the City.

WHEREAS, Casey's has requested that the City allow Casey's to make certain improvements to NE Beaverbrooke Blvd, including a median break, to allow the public to access the Casey's Property from NE Beaverbrooke Blvd; and the City has agreed subject to the terms and conditions contained in this Agreement.

NOW, THEREFORE, in consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties herein agree as follows:

1. The City consents to the construction by Casey's, at Casey's sole cost and expense, of improvements to NE Beaverbrooke Blvd to create a three quarter access movement at the Casey's Property along NE Beaverbrooke Blvd (the "Casey's Improvements"). The Casey's

Improvements are shown on the drawing entitled "Grimes, Iowa – Beaverbrooke and Gateway Three Quarter Turn Option Layout" attached hereto as Exhibit "A".

2. Casey's shall construct the Casey's Improvements in a good and workmanlike and in compliance with all laws and regulations. Prior to opening of the Casey's Improvements for public use, Casey's shall provide the City with a four year maintenance bond. Upon completion of the Casey's Improvements, Casey's shall restore, at Casey's sole expense, any associated disturbances to the surrounding property in good and workmanlike manner to a condition comparable to its condition before construction.

3. In the event that a professionally licensed independent traffic engineer determines that the Casey's Improvements: (i) regularly cause vehicle stacking that interferes with the normal flow of traffic on NE Beaverbrooke Blvd or NE Grimes Blvd; or (ii) lead to an increase in vehicular accidents such that the engineer deems the turning movements resulting from the Casey's Improvements to be unsafe; Casey's shall, with 90 days of notice from the City, alter the Casey's Improvements to alleviate the noted issues. The parties acknowledge that such alterations may include the removal of the Casey's Improvements and reconstruction of the median in NE Beaverbrooke Blvd at the Casey's Property. Casey's shall be solely responsible for all costs and expenses associated with such alterations and restoration of the surrounding property to a condition comparable to the condition prior to undertaking the alterations.

4. Casey's agrees to indemnify and hold harmless the City, its successors and/or assigns from and against any and all claims or demands for liability, loss, damage, costs, expenses, or attorney's fees of any kind for negligent or intentional actions or omissions of Casey's or its employees, licensees, contractors, agents, or representatives, in connection with any undertaking arising out of or otherwise related to this Agreement.

5. Any notices provided for or permitted by this Agreement shall be made in writing by hand-delivery, first-class mail or recognized overnight delivery service to: City of Grimes, Attn: City Engineer, 101 NE Harvey, Grimes, Iowa 50111 or Casey's Marketing Company, Attn: Legal Department, One SE Convenience Blvd, Ankeny, Iowa 50021.

6. The rights herein granted and the obligations set forth shall be binding upon, and inure to the benefit of, the parties hereto and their assignees and successors-in-interest or subsequent purchasers of the Casey's Property.

7. This Agreement sets forth the entire understanding of the parties and may not be changed except by a written document executed and acknowledged by the City and the then-current owner(s) of the Casey's Property.

8. This Agreement shall not be binding until it has received the final approval and acceptance by the City Council by Resolution which approval and acceptance shall be noted on this Agreement by the City Clerk.

CITY OF GRIMES

CASEY'S MARKETING COMPANY

By: _____
Scott Mikkelsen, Mayor

By: Megan Elfers
Megan Elfers, President

ATTEST:

Rochelle Williams, City Clerk

STATE OF IOWA)
) SS
COUNTY OF polk)

On this 9th day of October, 2019, before me, a Notary Public in and for the State of Iowa, personally appeared Megan Elfers, President, Casey's Marketing Company, to me known to be the persons named in and executing the foregoing instrument, and acknowledged that she executed the same as her voluntary act and deed.



Joy K. Johnson
Notary Public in and for Said State

APPROVAL BY CITY

STATE OF IOWA)
) SS
COUNTY OF POLK)

On this ____ day of _____, 20__, before me the undersigned, a Notary Public in and for the State of Iowa, personally appeared Scott Mikkelsen and Rochelle Williams, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Grimes, Iowa; that the instrument was signed and sealed on behalf of the City by authority of its City Council, as contained in Resolution No. _____ passed by the City Council on the ____ day of _____, 20__, and that Scott Mikkelsen and Rochelle Williams, as such officers, acknowledged the execution of the instrument to be the voluntary act and deed of the City, by it and by them voluntarily executed.

Vision 2034 Grimes

GRIMES VISION 2034

***GRIMES 2034 is a* BEAUTIFUL COMMUNITY
with a
“SMALL TOWN” FEELING –
STRONG SENSE OF COMMUNITY.**

***GRIMES 2034 has* GREAT HOUSING OPPORTUNITIES
and a
GROWING BUSINESS COMMUNITY.**

***GRIMES 2034 is a* FUN COMMUNITY FOR FAMILIES
and has
CONVENIENT MOBILITY OPTIONS FOR ALL.**

YOUR HOMETOWN!

A

**Performance Rating for
2018 – 2019**

Performance Rating for 2018 – 2019

8.3

► **Rational/Reasons:**

- **City Reorganization and New Staff**
- **LOSST Passage: 82% – 18%**
- **WRA: Direction**
- **Financial Advisors: Hired**
- **Plans Developed**
- **City Teamwork: Mayor-City Council and Management**
- **Changes in the City Organization Culture**
- **High Level of City Services**
- **Community Confidence in City Government**
- **Mayor and City Council Trust and Confidence in City Staff**
- **Water/Wastewater Plans**
- **New Fire Station Planning**
- **Mayor and City Council Lowered Tax Levy Rate**
- **City Improved Operating Efficiencies**
- **Stress – Getting to Know New Hires**

► **Rational/Reasons:**

- **Projects Started but Not Completed**
- **Housing Starts Down: 30% – Due to Inventory**
- **HyVee – No Groundbreaking**

B

Performance Report 2018 – 2019

Goals 2024

City of Grimes

**GREAT PLACE TO LIVE THROUGH EXPANDED
QUALITY OF LIFE AMENITIES**

**SMALL TOWN FEELING PRESERVED THROUGH
PLANNED, MANAGED GROWTH**

**HIGH PERFORMING ORGANIZATION
PROVIDING PROFESSIONAL
EXCEPTIONAL SERVICES**

MORE BEAUTIFUL, VIBRANT COMMUNITY

Policy Agenda 2018 – 2019

Targets for Action

City of Grimes

TOP PRIORITY

- ✓ → **Five-Year Financial Plan**
- ★ **Parks and Trail Comprehensive Plan**
- ★ **Library Conceptual Plan**
- ✓ → **Annexation Policy and Action**
- **Class “A” Office Development Strategy**
- ★ **City Organization and Staffing Plan: Development, Overall**

HIGH PRIORITY

- ✓ → **City Economic Development Policy**
- ★ **Trail Connectivity Master Plan**
- ★ **Lions Park Master Plan**
- ★ **Overlay Development Standards**
- ✓ → **Sports/Ball Fields Expansion: Short Term**
- **Public Safety Services: Direction**

★ = Completed/Achieved Milestone

✓ = Significant Progress

→ = Continue to 2019 – 2020

Management Agenda 2018 – 2019

Targets for Action

City of Grimes

TOP PRIORITY

- ★ **Comprehensive Plan: Update**
- ★ **City Engineering Services: Direction**
- ★ **Strategic Plan: Institutionalization**
- ★ → **Wastewater Agreement: Implementation**
- ★ **Financial Advisor: Direction**

HIGH PRIORITY

- ★ **Street Comprehensive Plan: Update**
- √ → **Human Resources Management Policies and Procedures**
- ★ **Employee Compensation Policy and Plan**
- √ → **City Brand and Communications Plan**
- √ → **Employee Performance Evaluation System**

★ = Completed/Achieved Milestone

√ = Significant Progress

→ = Continue to 2019 – 2020

Management in Progress 2018 – 2019

City of Grimes

- ★ 1. Circuit Machine: Internal Signage
- ★ 2. Library New Domain Name: Implementation
- ★ 3. Google Scheduling Software for Fields and Complexes: Implementation
- ★ 4. Volunteer Service Group: Creation
- ★ 5. Scheduling Programming at Schools
- ★ 6. Library School Student ID Number
- ★ 7. AAU Partnership: UAAASA Agreement
- ✓→ 8. Scheduling Software for GCC
- ★ 9. Library Historical Scrapbook: Foundation
- ★ 10. Library Server: Implementation
- ★ 11. Syndetics: Implementation
- ✓→ 12. Game Field for Tackle/Flag Football
- ★ 13. Library eMail
- ✓→ 14. Library State Accreditation: Renewal
- ★→ 15. Library Collection and Materials: Update
- ★→ 16. WRA Grease Interceptor Program: Transition
- ✓→ 17. SWPPS Enforcement: Implementation
- ✓→ 18. Building Code: Update
- ✓→ 19. New Plats to GIS Maps
- ✓→ 20. GIS Data to Map
- ★→ 21. 28e Agreements Consolidations
- ★ 22. Monthly Newsletter: Enhancements
- ★ 23. Drone Program: Implementation
- ★ 24. Fire Equipment Replacement Schedule: Updates
- ✓→ 25. Meter Reading
- ★ 26. New Financial Software: Installation

★ = Completed/Achieved Milestone

✓ = Significant Progress

→ = Continue to 2019 – 2020

- ★ 27. New Server
- ★ 28. Text Alert: Implementation
- √→ 29. Pay Day Payroll Enhancements: Implementation
- ★ 30. Live Fire Training Program: Implementation
- ★ 31. Public Works Job Descriptions
- ★ 32. Mowing: RFP
- ★ 33. Chemicals: RFP
- ★→ 34. Budget Process: Modification
- ★ 35. Labor Negotiations and Contracts: Fire
- ★ 36. Public Works Safety Training and Documentation
- √→ 37. Uniform Employee Handbook: Development
- ★ 38. Parks Route Plan – Mowing, Chemicals
- √→ 39. Public Works Equipment Cross – Training
- √→ 40. Library “All Staff” Training
- √→ 41. Public Works SOP
- ★ 42. Art Wall (with Schools)
- ★ 43. Snow Policy: Revision
- ★ 44. Design Standards: Review
- ★ 45. Sign Ordinance: Review
- ★ 46. Outdoor Storage: Review

★= Completed/Achieved Milestone

√ = Significant Progress

→ = Continue to 2019 – 2020

Major Projects 2018 – 2019

City of Grimes

- ★→ 1. GCC Upgrades
- ★ 2. Library: Garbage Enclosures (\$3,000)
- 3. Beaverbrooke Park
- ★ 4. James Street Project: Completion
- ★ 5. City Hall: Remodel
- ★ 6. Butterfly Gardens
- ★ 7. Rain Garden Pilot Detention/Retention Areas
- √→ 8. 37th Street Project

★ = Completed/Achieved Milestone

√ = Significant Progress

→ = Continue to 2019 – 2020

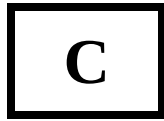
City Successes for 2018 – 2019

Mayor and City Council Perspective

City of Grimes

1. LOSST Election and Community Support: Defined use of dollars, desire for new amenities, dollars stay in community
2. City Reorganization and Staffing: New Hires; Teamwork; Confidence in Staff
3. Commercial Development
 - Menards – Anchor for shopping area, job opportunities, major retailer negotiated facility design, strategic location
 - HyVee – Commitment
4. Master Plans: Discussion and Planning – Supported LOSST
 - Fire – Staffing increases, look at new fire station
 - Parks and Trails – now time to implement
 - Library – building momentum, revised budget
5. Budget and Tax Rate Reduction: 10 cents; funded departmental request
6. Engineering Services: Direction, started transition, major change, hired staff with relationship with developers
7. Road Projects: 37th Street overlays, James Street
8. Compensation: More Competitive Salaries, retention and recruitment, clear job description, performance management system
9. Ordinance Clean Up: Board of Adjustment Sign Ordinance, Outdoor Storage Ordinance
10. Strategic Plan and Institutionalized Process: delivering results for community
11. WRA Direction: Bold decision
12. Master City Facilities: Discussion

13. City Employee Morale: Up – change in leadership
14. Highway 141 Standards Enforced, ability to say “no”, common vision, higher standards
15. Annexation: Initiated strategic discussion



Department Performance 2018 – 2019

DEPARTMENTAL SUCCESSES FY 2019

Grimes, Iowa

August 2019

DEPARTMENT: Development Services

Please list your department's most important achievements that were completed during FY 2019 under "Success." Under "Impacts", please explain what the benefits to the city and to a resident were as a result of each achievement.

Success: Created the Development Services Department and hired 1st Department Director.

Impacts: Establishes a "one stop shop" for all development related needs.

Success: Relocated department to the Grimes Community Complex

Impacts: Allocated more space for department needs and future staff

Success: Upgraded and added department technology (new permit software, and wide format scanner/printer)

Impacts: Allows for better integration with finance, and the ability to scan and replicate documents for all City departments.

Success: Created the Engineering Division, and hired 1st City Engineer

Impacts: Established a higher level of service, and framework for future cost savings.

Success: Developed and adopted a small cell wireless facility policy and design guidelines.

Impacts: Prepares the City for the anticipated growth of small cell technology within the right-of-way

Success: Continued to manage the residential, commercial and industrial growth in the City.

Impacts: Provides for a larger tax base within the City.

Success: Developed framework for in-house building inspection services, and posted job positions.

Impacts: Provides for more oversight and control, while being cost effective.

Success: Updated the Overlay Development Standards

Impacts: Provides for a higher quality standard along our highway corridors.

Success: Updated the Sign Ordinance

Impacts: Increased signage opportunities

Success: Adopted Comprehensive Plan

Impacts: Provided for an updated future land use plan, and prioritized implementation plan.

DEPARTMENTAL SUCCESSES FY 2019

Grimes, Iowa

August 2019

DEPARTMENT: Finance

Please list your department's most important achievements that were completed during FY 2019 under "Success." Under "Impacts", please explain what the benefits to the city and to a resident were as a result of each achievement.

Success: Implemented software conversion

Impacts: Allows the city to have a more comprehensive accounting system and also allows various departments to have access to the system.

Success: Accounts have been set up for each capital project, allowing for accountability and total project cost documentation.

Impacts: Helps to keep projects within their budgets. This will allow for documentation needed by auditors, federal reporting, and helps with fiscal responsibility.

Success: New Purchasing/procurement card Policy adopted

Impacts: Allows for better fiscal accountability. This policy gives staff more flexibility with purchasing, and it added in required policies for FEMA funding.

Success: Worked with all departments for expense coding and created various department budget areas and fixed incorrect coding

Impacts: Allows departments to have more input/ownership into their expenditures and creates more accurate accounting in all departments.

Success: Successful IPERS compliance review

Impacts: No fines/back-due amounts needing to be paid.

Success: TIF/Debt reconciliation

Impacts: Allows the city to have a better understanding of amount of TIF available to still be utilized and allowed the city to do a debt issuance this year that was paid off timely to use up the monies accumulated in the debt funds.

Success: Updated payroll issues and created a more uniform system for reporting

Impacts: Saves time at payroll and allows for a more standardized way of having all departments account for time off, pay changes, and time keeping.

DEPARTMENTAL SUCCESSES FY 2019

Grimes, Iowa

August 2019

DEPARTMENT: Fire Department

Please list your department's most important achievements that were completed during FY 2019 under "Success." Under "Impacts", please explain what the benefits to the city and to a resident were as a result of each achievement.

Success: Purchase and installation of Blue Beam Software for Fire Marshal and Installation of larger computer monitors

Impacts: This software allows the Fire Marshal to review sprinkler and building plans digitally and not only save on paper, but allow for accurate measurements and allows for comments to be sent back electronically reducing turn around and ensuring builders know exactly what they intent of the deficiencies or needed corrections are. Also, this reduces the amount of storage needed for paper plans.

Success: Purchase of two Personal Water Craft for Water Rescue

Impacts: Previously the two watercrafts have been on an annual lease. The vendor was not able to provide the watercraft this year and the City and the Association was able to purchase one of the watercraft and Johnston funded the other. This allows the Fire Department to continue to provide water rescue capabilities throughout the fire district and mutual aid to other jurisdictions.

Success: Receipt of Prairie Meadows Grant and purchase of a Drone

Impacts: The Department received a \$10,000 grant from Prairie Meadows to purchase a drone. The Fire Association purchased an infrared camera costing over \$8,000 so that it can be used at night to locate missing persons. The drone can be used day or night to search for missing persons, locate hot spots at fires, and give the incident commander better situational awareness at various incidents.

Success: Successful grant application to Fire House Subs for \$16,000 to purchase new Automated External Defibrillators (AED's)

Impacts: The grant replaced 6 AED's that were out of date and no longer supported by the manufacturer. This provided updated AED's in all the command cars and in the reserved Fire Engines that are used by callback crews.

Success: Received authorization from the Fire Board to purchase our own oxygen tanks.

Impacts: Owning our own tanks instead of renting them by the month saves the City's thousands of dollars per year.

Success: Several Members obtained national certifications as Chief Fire Officer, Chief Emergency Medical Services Officer, and Fire Officer from the Commission on Professional Credentialing.

Impacts: The Commission on Professional Credentialing is part of the Center for Public Service Excellence. They provide professional credentials to fire officers at various levels. The recognition is not easy to receive and countless hours of work and studying went into receiving the certification. All individual applications and accomplishments are reviewed by a group of peers and voted on by the commission. The work behind the credentials is what makes the members better leaders and officers in the process.

DEPARTMENTAL SUCCESSES FY 2019

Grimes, Iowa

August 2019

DEPARTMENT: Human Resources

Please list your department's most important achievements that were completed during FY 2019 under "Success." Under "Impacts", please explain what the benefits to the city and to a resident were as a result of each achievement.

Success: Employee job classification and marketplace salary survey

Impacts: Raise competitiveness in the marketplace, attract higher quality candidates for city positions, raise standards of services provided to citizens

Success: 2019 Five Year IAFF Labor Contract

Impacts: Turned a difficult negotiation into a benefit for the City by mirroring provisions of partner City of Johnston's labor contract

Success: Implementing standards for hiring

Impacts: Raised standards for job candidates/applicants, minimized risk for the City and citizens (both legal risks and risk of bad hire)

Success: Performance Management System Development

Impacts: Set high standards for employee conduct and increase employee accountability, provide employees regular feedback and guidance, tie employee performance to strategic objectives for citizens

DEPARTMENTAL SUCCESSES FY 2019

Grimes, Iowa

August 2019

DEPARTMENT: Information Technology

Please list your department's most important achievements that were completed during FY 2019 under "Success." Under "Impacts", please explain what the benefits to the city and to a resident were as a result of each achievement.

Success: Updated internal network at City Hall to increase bandwidth to 1Gigabit up from 100Megabit.

Impacts: Allows for more computers and devices to share the network and maintain higher speeds; accommodates continued growth of the City's networks and heightened levels of employee productivity.

Success: Purchased, configured, and installed new email server

Impacts: More people can receive email remotely on more devices, and older versions of Outlook can connect from outside the network.

More Storage: able to increase the maximum size of individual email stores to accommodate increases in use, and larger attachments.

Stability: The new email server is much more stable and uses newer software resulting in less "down time" and increased reliability.

Success: Purchased, configured, and installed additional new server for city software, including future paperless document management and storage.

Impacts: Increased electronic storage of documents and programs; operates existing Data Tech software (used for finance, utilities, payroll, development services); alleviates workload from the other three servers; increases stability; and provides room for future growth.

Success: Added new Development Services department to City's domain, and network. Connected Development Services to City Hall via fiber optic cable.

Impacts: Allows Development Services department to operate from a remote location, but maintains all functionality of networks and services.

Success: Phone System Upgrade

Impacts: Newer phone system, with more features and easier to operate.
More adaptable and customizable.
Allows other departments to share a common phone system with City Hall remotely.
Gives the ability to grow with the City.

Success: WENS – Wireless Emergency Notification System.

Impacts: Allows citizens to receive emergency and informational text messages, voice messages, and email messages from the City.
Snow ordinance notifications can be pushed out in real-time.
Citizens can receive NOAA weather alerts directly to their cell phones increasing public safety.
Gives us the ability to target any geographical area for specific alerts, for example a water main break that might only impact a certain neighborhood, or a gas leak.
Also used to send general reminders for due dates and non-pay disconnect dates for water bills.

Success: New keyless entry system on back door at City Hall

Impacts: Upgraded system to track and monitor who accesses facility through key fob access.

DEPARTMENTAL SUCCESSES FY 2019

Grimes, Iowa

August 2019

DEPARTMENT: Library

Please list your department's most important achievements that were completed during FY 2019 under "Success." Under "Impacts", please explain what the benefits to the city and to a resident were as a result of each achievement.

Success: Partnering with DCG with *Classroom Connect*

Impacts: Opening access to reliable resources to all of our students, regardless of whether or not they have a library card. Fostering a mutually beneficial relationship with the DCG School District.

Success: Implementing Makerspace

Impacts: Through a grant, the library was able to enhance STEAM programming and offerings.

Success: Adventure Pass expansion

Impacts: Expansion of a successful program to include more venue locations and more participating libraries in Iowa.

Success: Over 100,000 visits to the library in FY19 (up from 98K in 2018).

Impacts: Demonstrating community need, desire, and potential for what could be

Success: Expanded online services.

Impacts: Continuing to assist people with a wide range of services including online services available 24/7.

Success: Implemented new server and email system

Impacts: Allowed staff to spend less overall by replacing old structure rather than paying to continue to 'put out fires.' Updated technology which in turn should be more efficient.

Success: The successful passing of LOSST

Impacts: Everyone in the community and every City staff, Councilmember, and Board member

Success: Working together as a team with other city departments to accomplish salary increases, storage problems, building issues.

Impacts: Ultimately impacts the citizens. As we grow more cohesive, communicate better with each other, and assist each other instead of compete, we become more effective and productive ultimately offering better services to our citizens.

Success: 2 years ago, the library's space needs assessment showed that a 60,000 square foot building should be built for this community to meet the current and future needs. The library board and city realize financially this is too much for the city to take on at this time. It is our opinion that we successfully cut this in half without impacting library services for our citizens.

Impacts: Grimes citizens will benefit from savings cost without making a deficit in one of their social infrastructure services.

Success: We received a quote for a 21 million dollar library building. Through investigation, we were able to discover a way to lower the cost to 12 million dollars.

Impacts: Huge impact to all citizens and other City departments as the library would not be requiring a large amount. This allows the Library to be a better partner to the other city departments.

Success: The library staff have compiled a large list of grants to apply for to receive money for a new library building potentially reducing the cost even more.

Impacts: This allows the library to be stewards, use taxpayer money wisely, and be a good partner so that other departments can also benefit more from LOSST funds.

Success: Library Director achieved highest-level tier status from State Library.

Impacts: This impacts the accreditation process allowing the library overall to be accredited at the highest level.

Success: Library staff were able to have a significant impact throughout Iowa from developing and growing Adventure Pass system.

Impacts: Impacts the citizens not only financially, but reflects well upon the City's reputation throughout Iowa and beyond.

DEPARTMENTAL SUCCESSES FY 2020

Grimes, Iowa

August 2019

DEPARTMENT: Parks and Rec

Please list your department's most important achievements that were completed during FY 2019 under "Success." Under "Impacts", please explain what the benefits to the city and to a resident were as a result of each achievement.

Success: Agreements with sporting clubs

Impacts: Park Board and city staff worked with all clubs to sign agreements that increased revenue and outlined rental rates for all sporting clubs

Success: Completed parks master plan with RDG

Impacts: City staff and park board worked to complete a parks and trails master plan that was adopted by council. Next steps include additional detailed design and scheduling construction of smaller parks projects.

Success: Hiring of Lead Grounds Keeper for Sports Complex

Impacts: This technical and very focused position will ensure a higher level of service delivery and playing surfaces that are well manicured for all sporting events.

Success: Completion of Kenny Brooke Park

Impacts: City staff worked to complete all final grading and seeding at Kenny Brooke Park and installed a sand volleyball court. This park was completed ahead of schedule and under budget as a result.

Success: Increased in house mowing acreage and reduced what is being contracted.

Impacts: We were able to approve a budget billing for all contracted mowing and chemicals and reduce the mowing line item expense. As a result, we were able to better maintain our other parks and green spaces.

Success: Parks Training with ISU grounds crew

Impacts: Parks crew attended a field day with the ISU grounds crew to learn about better turf care practices, and one staff member is now licensed applicator. We also have increased turf care training and cultural mowing/application practices across the entire department.

Success: Weed Control/Flower Beds and general horticultural practices completed by Stacey

Impacts: Stacey works at a very high level, concerned that she will have more work that she can handle in very near future.

Success: Parks and Recreation – Additional Staff member

Impacts: The recreational department will be able to increase programing and serve a larger number of residents with increased staffing levels.

Success: Parks Improvements Projects and Funding

Impacts: Council has continued to be very supportive of funding smaller projects in our existing parks system. This allows our parks team to complete some impactful improvements such as: Fence Repairs, Turf Installation in Batting Cages, Bunkers for Ag Lime, Storage Shed at Water Works Park, Irrigation Repairs, Play Ground Repairs

Success: City and Sports Club Partnerships

Impacts: Open communication has resulted in City becoming more invested in the facility needs and being more responsive to the clubs needs.

Success: Major Projects Completed at Cemetery, Library, and North Sports Complex

Impacts: Parks staff completed an in-house renovation of planting beds and signage at the cemetery, completed a patio and landscaping around library, and installed a new trail at the north complex. (Significant cost savings and value for tax payers)

DEPARTMENTAL SUCCESSES FY 2019

Grimes, Iowa

August 2019

DEPARTMENT: Polk County Sheriff's Office

Please list your department's most important achievements that were completed during FY 2019 under "Success." Under "Impacts", please explain what the benefits to the city and to a resident were as a result of each achievement.

Success: Fireworks enforcement

Impacts: The number of citizen complaints are down and citations were written.

Success: Grimes Law Enforcement Facebook page

Impacts: The number of likes on the page has continued to increase over the past year with many citizens commenting or asking questions about the posts. The page keeps the citizens informed of what is happening in their community as well as what we are doing for them.

Success: Community relations

Impacts: Information about the deputies that work specifically in Grimes and other employees of the Sheriff's Office are posted on the Facebook page to help citizens get to know the deputies on a more personal level. Deputies also attend special events and often stop to talk with children in different neighborhoods. All these things encourage the citizens to communicate openly with the deputies and ask questions or express concerns.

Success: Continuous traffic enforcement

Impacts: Having deputy's work in the city around the clock allows for traffic enforcement day and night. Reports show that stops are being made all over town and on the highway.

Success: Business and home checks

Impacts: Deputies regularly check on businesses to make sure they are secure overnight as well as answer alarm calls. Home checks are done at the homeowner's request when they are on vacation.

Success: Answering calls for various crimes and investigate them when necessary
Impacts: Calls are answered in a timely fashion and when necessary the case is given to a detective to investigate further, possibly bringing charges.

Success: Safety of the citizens
Impacts: Our number one priority is the safety of the citizens. This is their city and they should feel safe and comfortable in it. We provide a service that helps them with that.

DEPARTMENTAL SUCCESSES FY 2019

Grimes, Iowa

August 2019

DEPARTMENT: Public Works

Please list your department's most important achievements that were completed during FY 2019 under "Success." Under "Impacts", please explain what the benefits to the city and to a resident were as a result of each achievement.

Success: Implementation of mobile 311 work flow management system

Impacts: Track location and hours of work completed by field staff and increased accountability for production. Easier for other city staff members to request work and ensure it is followed up on.

Success: Streets CIP and long-range planning for aging infrastructure.

Impacts: A total of 3 resurfacing projects have now been completed on aging asphalt roads in town. Reduction of pot holing and complaints in aging neighborhoods.

Success: Design/Construction of some very large remodel projects at City Hall and Dev Services.

Impacts: PW staff provided value by completing a majority of the work in house and hit some very tight deadlines to allow for better workspaces for all staff.

Success: Hiring of some key staff members in Public Works.

Impacts: Fleet mechanic will allow for better management of city owned assets and help to reduce operating expense and efficiency.

Success: Improvements to our fleet of equipment have allowed us to complete more work in house.

Impacts: PW was able to complete more full depth patching in last 12 months than the previous 10 years combined. Crack sealing and other preventative measures where also increased.

Success: Labor relations and improved work culture

Impacts: We have had a high turn over in PW but new staff members have really helped to improve the culture and diversify the skill set.

Success: Pw management team – Tammy, Jeremy, and Dave

Impacts: Improved service delivery as a result of hiring professional staff members that are knowledgeable and focus on customer service.

Success: Reduced salt usage as result of training and proper calibration of equipment and adoption of snow policy by council.

Impacts: Reduced service in residential streets has allowed higher level of service on arterial roads and collectors which account for a majority of the traffic. Result was improved safety even in very difficult snow year.

DEPARTMENTAL SUCCESSES FY 2019

Grimes, Iowa

August 2019

DEPARTMENT: Utility Department, IT, City Clerk

Please list your department's most important achievements that were completed during FY 2019 under "Success." Under "Impacts", please explain what the benefits to the city and to a resident were as a result of each achievement.

Success: Began conversations with Tom Thorpe of Thorpe Water District to take over monthly utility readings. We have always had issues with incomplete readings. We were able to secure the Itron Meter Reading system to read the meters in the Thorpe area. Our goal is to get more accurate readings and to be sure that all meters are in working condition so that we are billing accurately for the City and the customer.

Impacts: To provide much more accurate readings of consumptions. This will also cut down on time by the utility billing clerks with phone calls back and forth with Thorpe on missing readings and have more accurate billings.

Success: Tom Thorpe is aware that water rates are going up and so his bulk water rate will also be increasing upon the Council approval of the new rate.

Impacts: Increase revenues to offset the Capital costs of the water and sewer.

Success: Started using WENS notification systems to send alerts to utility customers who sign up for the alert. This will advise them two days before their bill is due and another alert two days before disconnection. Starting in October we will no longer hang door tags to those customers who have not paid their bills. We average around 80 door tags per month for customers who are delinquent on their utility bills.

Impacts: This service will remind customers when utility bills are due. Hang tags take most of a day for US Water to place on doors. This will automate the system further and allow US Water to be using this time for work on other more pressing issues. The automated system will notify customers who are delinquent earlier in the day so they can address the bill.

Success: We are no longer reconnecting water services to delinquent accounts after 5 pm.

Impacts: We feel it is not safe for residents or US Water to be reconnecting after 5 pm especially in the winter. This will decrease overtime for US Water for connections that were done after 5 pm. Any decreases in cost to US Water come back to the City so it is an all over savings.

Success: Changed software to GWorks

Impacts: Was a difficult transition but is functioning well for us. GWorks has some additional payment options for our customers.

Success: Remodeled utility area to make the area more user friendly. Lowered the desks, added an island for workspace and replaced cupboards for better storage. Most offices in city hall had some type of remodel done along with painting.

Impacts: Better working environment for employees and more professional look.

Success: Hired an accounts payable clerk and utility billing clerk. We moved Jeff to IT full time.

Impacts: Accounts payable clerk provides someone full time to oversee invoices. Having Jeff full time IT gives him time to make sure equipment is running as it should and he has more time to address concerns from staff. This will also give him more time to look to future needs.

Success: Removed a lot of old shrubs in the cemetery and did some new landscaping at the entrance. The historic sign has been repainted. All this work has been done by public works.

Impacts: Great enhancement to the cemetery and appreciated by the public.

Success: Hired an HR Director

Impacts: This was a position that was very much needed with the increase in work force and all the employment law requirements. We needed someone specialized in this area. Erik is a great asset for addressing two bargaining units and the nonunion employees. He is also rewriting a very outdated employee handbook. Erik also provided employee compensation package that was adopted by the Council. He will also be submitting at the request of the Council an evaluation system for future compensation.

Success: After discussions for some time we have looked more closely at a document management and agenda management software.

Impacts: It will provide a much needed paperless filing of all documents in a very searchable format. The agenda management module which will streamline our agenda process and be more professional.

Success: ICAP completed an IT Risk Control Visit.

Impacts: We received recommendations for implementation to help reduce potential liability exposures to the City and our residents.

Success: New phone system that links us to Development Services and will in the next few months link us to the fire department and public works. New system provides a ways for customer to directly pay their utility bills to an automated system.

Impacts: More efficient way to communicate. This new system frees up the utility billing clerks so they are not taking credit card payments over the phone.

Success: City hired an intern for communications that we have been using to update our website, correspondence to give us a professional image. The following is a list of updates that she has done so far.

Website

- Tab Reconfiguration (in progress)
- Page/ textbox format change on each page (in progress)
- Search Engine Optimization (SEO- practices on each page- titles, descriptions, keywords)
- Creation of new pages (in progress)
- Content editing (in progress)
- Research on page layout ideas
- Changing page layouts (in progress)
- Worked with department heads on gathering ideas of what they want from their portion of the website

Google Accounts

- Set up a google account to use Google data applications
- Google Analytics- shows how people are getting on your site (phone, computer, google search, direct link, etc.), what pages are visited most often, etc.
- Google MyBusiness (profile under Grimes City Hall, can upload images for profile, add dates you are closed for holidays, review data of the buttons linking to the Grimes (website, call, directions)

Success: LOSST Newsletter
(Continued) LOSST Infographic

LOSST Website

- Creating/editing design and content
- Google analytics data – monitoring how many visitors are on site
- Talked with Clive and Johnston about their site

Newsletter

City Research

- What do other cities have for communications efforts
- How does City of Grimes compare to others in these efforts
- What tools/resources do other cities use
- What information is on their site and how it is organized
- Met with City of Johnston Communications Specialist

Email templates for agenda and city updates to be sent out

Future promotional materials designed, ready for information to be added

Research on potential Communications position for City of Grimes

Started a template for a future communications plan and strategy

Agenda heading

Helped set up formatted email signatures

Impacts: We have been able to put out some professional publications.

Success: Moving away from one engineering firm on projects. Hiring a city engineer to oversee our projects and make sure we are always doing what is best for the City.

Impacts: Making sure projects are being done in the best interest of the City

DEPARTMENTAL SUCCESSES FY 2019

Grimes, Iowa

August 2019

DEPARTMENT: Water, Waste Water, Collection and Distribution

Please list your department's most important achievements that were completed during FY 2019 under "Success." Under "Impacts", please explain what the benefits to the city and to a resident were as a result of each achievement.

Success: Completion of Design Plans and Specs for the new reverse osmosis treatment plant.

Impacts: Phase one will provide quality water to a population of 30k people phase two up to 45k people

Success: Rehabilitation of Solid Contact Units in Lime Softening plant.

Impacts: Provides reliability in the aging facility. Further upgrades are planned with RO construction.

Success: Spare Jordan Well motor rebuilt and onsite. Lift Station pumps were also rebuilt and on respective sites

Impacts: Redundancy provided during a failure. Lift station pumps help basement prevent back ups.

Success: 4,000 tons of lime residual and 2,000 tons of biosolids hauled and land applied.

Impacts: Provides ability to continue operating at capacity during facility construction.

Success: Both plants operated within permit levels although being operated at capacity for most of the year

Impacts: Limited visits from the DNR. Visits were due to construction or inspections. The city has not had a "notice of violation" during USW tenure.

Success: HVAC and fencing replacement/repair after storm damage

Impacts: HVAC unit keeps environment dry and temp controlled. Fence keeps out people and animals.

Table of Contents

Section 1	Grimes – A Championship Team	1
Section 2	Leadership During Increasingly Turbulent Times	15
Section 3	Grimes – Are You Ready For...	38
	a. Are You Ready for Societal Changes?	39
	b. Are you Ready for Grimes Community Changes?	42
Section 4	Strategic Planning Model for the City of Grimes	46
Section 5	Looking to Grimes's Future	48
Section 6	Plan 2019 – 2025	102
	a. Plan 2019 – 2025 Working Draft	103
	b. Plan 2019 – 2025 Workshop Summary with Votes	124
Section 7	Action Agenda 2019 – 2020	144

SECTION 1

GRIMES – A CHAMPIONSHIP TEAM

Grimes: a True Champion

A TRUE CHAMPION SUSTAINS WINNING OVER TIME.

A WINNER:

- HAVE A PLAN
- BUILDS A TEAM – DEFINED ROLES AND PROCESSES
- FOLLOWS THE STRATEGY AND PLAN
- RELY ON CURRENT LEADERS
- PROVIDES CLEAR, CONSISTENT DIRECTION
- FOCUS ON THE ANNUAL AGENDA
- COMPLETES TASKS AND PROJECTS
- PRODUCES RESULTS THAT ADD VALUE TO THE COMMUNITY
- LISTENS TO THE COMMUNITY
- BUILDS PARTNERSHIPS
- CELEBRATES WINS/SUCCESSSES

A CHAMPION:

- REFINES THE VISION AND GOALS
- REFINES AND ADJUSTS PLANS
- RENEWS THE TEAM
- DEVELOPS/EXPANDS ADDITIONAL PARTNERS
- CONTINUES TO TAKE CALCULATED RISKS
- STRIVES TO UNDERSTANDING THE CHANGING, DYNAMIC ENVIRONMENT
- LEARNS FROM SETBACKS
- USES THEIR BUILT UP “POLITICAL CAPITAL”
- DEVELOPS FUTURE LEADERS
- ENGAGES AND REACHES OUT TO THE COMMUNITY
- MARKETS SUCCESSSES AND VALUE TO THE COMMUNITY
- TAKES ON NEW PROJECTS

PITFALLS FOR WINNERS:

- COMPLACENCY
- ARROGANCE – WE ARE BETTER THAN OTHER CITIES
- TAKING RELATIONSHIPS FOR GRANTED
- FOCUSING ON CURRENT CRISIS
- WRAP UP MENTALITY
- PERSONAL PROMINENCE
- FEELING ON TOP OF THE BIG ISSUES
- STANDING "PAT"
- TELLING THE COMMUNITY – WHAT IS "BEST"
- PLAN BECOMING "DATED"

Effective Teams Model

Effective TEAMS Are:

Goals

“Unifying Purpose and Goals”

- Goals – Outcomes
- Work Programs – Game Plan
- Strategy – Action Steps

Roles

“Individual Contribution”

- Valuing Individuality
- Responsibilities Defined
- Practicing Teamwork

Execute

“Produce Results through Actions”

- Analyze —————→ Decide
- Act —————→ Impact
- Evaluate —————→ Adjust

Attitude

“Willingness to Work Together”

- Respect for Each Other
- Cooperation and Openness
- Celebrating Success: Momentum

Trust

“Commitments Becomes Reality”

- Learning from Setbacks
- Guidelines
- Support Each Other

Winning Teams

LOSER

Conflict Turmoil
No Hope for Future
Internal Fighting
Personal

COMPETITIVE

Okay
Short Term
Compete, but Do Not Win

SUSTAINING

WINNER

Achieve a Goal
Claim Success
A Leader
Game Plan
Guided by Achievement

CHAMPION

Refocus Direction and Goals
Share Successes
Many Leaders
Strategy
Guided by Outcomes

Winners Versus True Champions *Comparison*

Winners	Champions
Keep the Focus	Refine Goals
Share Responsibility as Leaders	Look For and Develop Leaders
Use a Game Plan	Prepare for New Challenges
Build Teams	Develop Teams
Listen to Citizens	Reach Out to Citizens
Have Agendas	Take on a New Project
Celebrate Successes	Market Success

Today many cities can be characterized as “Winners.” Few cities can be characterized as “True Champions.” This true model provides insights distinguishing “Winners” from “Champions” and laying a foundation for championship action. The message to Mayor and Council is to look at: Are we a winning team? What do we need to do to become a champion team? The responsibility is yours as city leaders.

The Champion

Now let's turn to the "True Champion."

The "champion" not only wins for the season, it also wins over time. Champions do not rest on their laurels but accept their victory as a foundation for building a better future. The champion sees a winning season as an opportunity to work harder for our next season in order to sustain excellence over time. "True Champions" have the following seven characteristics.

1. Refine Goals

Champions take the goals from their winning season and refine them for the future. It means evaluating their benchmarks of success and refocusing on new opportunities for the future. For city government, Mayor and Council define more specific goals that have more focus of purpose. The benchmarks are monitored to evaluate the impact of the actions in achieving the defined goals. With an eye on the horizon, opportunities are anticipated. Champions are always looking at ways of refining their goals.

2. Look for and Develop Future Leaders

Champions are always looking for fellow champions in their community. These are individuals who have the potential for effective contribution and leadership within the city. On championship teams the leaders look for future leaders. They identify these individuals and encourage them to participate in the process. They serve as a coach and mentor, expanding their knowledge and developing specific skills of leadership. Champions do not see future leaders as a threat, but partners in expanding the city's resources and accomplishments. Champions are always looking for future champions.

3. Prepared for Next Challenge

Championship teams refine the process and continue to have an eye on the horizon. They avoid worrying that 'what ifs' may happen. They focus on what they have an ability to control or influence. Champions continue to give. They spend less time worrying about their setbacks and more on improving the process for the future. In cities it means that the Mayor and City Council look to their process – how they govern the city; how they relate to the city staff. Champions believe that if the processes are in place, the next challenge can quickly become an opportunity.

4. Develop Teams

Champions continue to learn and to grow. Champions see the importance of taking time for meaningful evaluation. They seek feedback on their performance and listen to others' perspectives. They recognize that championship teams who are not developing, die. When that happens, the team gets in a defensive posture focusing on surviving as a team rather than developing for the future. On championship teams, individuals grow and provide new contributions to the team based upon their own personal growth. A "champion" recognizes that individual growth will enhance team effectiveness for the future and continue pursuit of learning.

In cities, Mayor and City Council look to developing their team and the city team that they lead. Champions avoid stereotyping individuals on their contributions to the team effort.

5. Reach Out to Citizens

Champions recognize the need to continually go back to their roots – what has made them successful. Champions keep going back to the basics. They avoid the sense of arrogance and complacency by reaching out to their fans. For Mayor and Council it means reaching out to the community. They can identify a new group to go visit – a new part of the community to talk to, to look at, to get out of their cars and to walk and to look. Communities are dynamic and championship communities recognize the dynamic nature and respond accordingly. Champions recognize that you may not agree with the other person's perspective, but for them the perspective is real. A champion builds new fans who can be partners in future success. Therefore, if we are going to continue to be champions we must have an ability to address their perceptions. Champions reach out beyond the political supporter and 'safe' group to their emerging communities.

6. Search for a New Project

Champions always need a new project. New projects bring on a sense of opportunity and a sense of excitement. It is an opportunity to recharge the batteries and renew the team spirit. A new project is one that provides a new challenge for the championship team as a whole and the individual members of the team. In cities, it is a challenge for Mayor and City Council to find a visible project that can have a timely impact on the community. On a championship team, everyone supports the new project. A word of caution: the new project should not take away from the completion of the old agenda.

7. Market Successes

Championship teams share their successes with their fans. They recognize that “fans” are partners in the success. Championship cities share their successes with their partners who have helped them to achieve their goals, with the interest groups that support the city government, and the citizens to whom there is a sense of stewardship. Mayor and City Council have been entrusted with significant responsibilities with public resources. The marketing of the success and letting citizens and partners know of the accomplishments will lead stakeholders to feel that they have gotten their money's worth and that the effort of the city was worthwhile. In today's world, the media coverage of government is predominately ‘negative.’ The failure of government, the imperfection of politicians. Even champions lose games, but they do not let them detract from future success. The importance for marketing is paramount to successful championship cities. Marketing is sharing the good news, helping individuals understand the direction and accomplishments, and mobilizing the support for the team. Success builds a momentum for future “championships.”

Champions continually work to be champions. They do not rest on their laurels, but seek ways of enhancing their performance. Champions get better over time.

Pitfalls for Winners

Arrogance – Feeling that We are Better than Others

Attitude of Complacency

Assuming Goals and Focus

Taking Relationships for Granted

On Top of Big Issues

Worrying about the Crisis

Wrap Up Mentality

Personal Prominence

Pitfalls for Winners Sowing the Seeds of Failure

After a team wins the Super Bowl, the World Series, the NBA Championship, there is always the potential to get wrapped up in the “winning season.” The winning season then provides significant challenges for leaders who want to be champions.

The pitfalls for “winners” are:

- **Arrogance – A Feeling that We Are Better than Others**

In applying the concept of arrogance to cities, it means that Mayor and City Council lose their feeling for the true, total community. The focus becomes special interest groups that have shared in the success and who have a comfortable relationship with Council. They are predictable and supportive. Input becomes selective, relying on these few, rather than reaching out to others in the communities. The Council gets a feeling that “we know what is best” and begins to view citizen input through a “tinted lens.” Sometimes they retrench into their political shells. The assumption is the citizens will recognize our winning efforts for the community.

- **Attitude on Complacency**

The feeling “we are fine, we are now here” challenges winners. However, as you take the words “now here,” it can easily become “no where.” In cities, complacency occurs when the Council assumes the winning efforts will continue with minimal effort. Less time is spent on issues; less time is spent on process – how we govern our cities. It is assumed that certain issues will be handled in a quick and timely manner. Council members become impatient and minimize critical feedback. Councils worry more about getting out of the meeting in a quick and deliberate manner, rather than whether the issue has been thoroughly discussed and analyzed.

- **Assuming Goals and Focus**

Winners have goals. Winners accomplish goals. Winners get distracted from their goals. They may see no need for a goal-setting workshop and cancel it. The challenge for Mayor and City Council is to continually review and refine their goals from year to year. This becomes the focus of their energies – focusing on what is more important for the community. As events occur and times change, there is always a need in the city to refine the goals and redirect energies. This keeps the focus on the future rather than becoming consumed with today.

- **Taking Relationships for Granted**

Winners succeed because of the willingness to work together to get and sustain major votes. The working together is based upon the development of positive work relationships over time. It is an understanding and appreciation of individual contributions. It is an understanding of what roles each member plays. It is an understanding of how others will behave and react in different situations. However, as in any relationship, we assume that it will continue with minimal work on our parts. In marriages, this assumption many times leads to divorce. With Mayor and Council, it leads to a break down in the governance process and the election at the polls. Winners become challenged by focusing on petty irritants in the relationship. Teamwork gradually begins to disappear. As a result, over time, winners can find a relationship on a dysfunctional slide, which results in increased interpersonal conflict and tension.

- **On Top of Big Issues**

Winner's success comes from getting on top of big issues. In cities, winning Mayor and City Council have defined future goals and developed an action plan to accomplish those goals. For winners the feeling of success on big issues leads to a feeling of freedom to pursue individual agendas. With Mayor and City Council the big issues have been addressed, so what is on the next agenda? The next agenda becomes filled with individual action items, most of which are not of major significance. As the individual items begin to consume more and more staff time, the city staff can become confused and question the true direction for the city and the individual motivations of Council Members. The city begins to lose its focus with resources being diverted to these individual agendas and issues.

- **Worrying about the Crisis**

After a winning season, winners begin to worry can we repeat. If the tension builds and concerns about winning become predominant, the goal is winning rather than addressing the issues and being successful. We lose the focus on what brought us the success of winning. We wonder what the next issue on the horizon is that will become our crisis, the next major political challenge for us as city leaders. Like with any team, when any individual players become tense the performance deteriorates. Winners find themselves losing the game and losing on issues. You start to look for crises and, in many cases, begin to generate the crisis. For Mayor and Council it is an easy issue that can be handled quickly that becomes a major crisis because of over-analysis and over-concern.

- **Wrap Up Mentality**

Winners become challenged by the mentality that all we need to do is sustain our effort for the next season. For cities, it means all we need to do is to complete our projects and wrap up our reports. The wrap up mentality shortens the horizons from focusing on the future to focusing on today. The focus of the goals becomes lost as we wrap up the issues. Life becomes boring because of no future challenges. We get impatient in our desire to wrap up issues in a timely manner. As a result, little problems can become major impediments to future success.

- **Personal Prominence**

With the success of being a winner, individuals gain prominence. Winners let the prominence, at times, go to their heads and forget the team effort that was needed to produce that winning season. Individuals get a glorified sense of their own importance. For Mayor and Council it is the media focusing on individual contributions and accomplishments, rather than successes of the city. We forget that there is no "I" in "Team." Our focus is on ourselves individually, rather than our city's future. For some Mayor and Council, personal prominence is perceived as being important for future political success. Individuals begin to claim credit for the policy or action and are less likely to share credit with the team.

- **Getting Away from the Game Plan**

Winners feel they have got a successful game plan. The game plan worked for the last season. We need to communicate less and spend less time talking with each other. We need to spend less time with the process because the process is embraced. There is no need to fine-tune our game plan. There is no need to understand each other. I already know where they are coming from. In cities, Mayor and Council take less time in work sessions and in their formal meetings. There is less discussion of individual ideas and perspective on issues. There is less discussion of future horizons. There is growing impatience with drawn out processes and at times with each other. Individuals may self-censor their comments, figuring that others are not interested or think they have heard that once before.

These are the pitfalls that challenge winners and the response to these challenges distinguishes "Winners" from "True Champions."

12 Points of an Effective Mayor and City Council

1. Focus on and Use Vision, Goals and Priority

- Define the city's preferred future
- Establish outcome-based goals
- Think about value to the community
- Use to allocate resources, to develop plans and policies, to invest in the future

2. Make Timely and Courageous Decisions

- Use vision, goals and priorities to use decisions
- Seek and use input from community and city staff
- Evaluate options through committees and work sessions
- Decide on what is "best for the city"

3. Provide Clear Direction and Expectations

- Obtain clear closure
- Define outcomes, measures of success and time frames
- Delegate assignments to Boards and Councils, and to city staff
- Make sure to summarize and test closure to make sure that everyone has the same understanding

4. Negotiate

- Know your own bottom line
- Look for common ground and areas of agreement first
- Use work session and committees to negotiate
- Win with grace, lose with grace

5. Treat Others with Respect

- Be courteous, polite and trustworthy – avoid personal attacks
- Deliver on your commitments
- Act within your defined roles
- Value the contributions of others

6. Have Open Communications

- Communicate using direct, open messages
- Keep everyone informed and avoid surprises or hidden agendas
- Listen and understand before judging
- Use simple and focused messages that people can remember

7. Monitor Performance

- Obtain regular progress updates/status reports
- Meet quarterly to review and refine direction
- Evaluate the outcome and actions, and make modifications
- Take responsibility for the actions and be accountable for the results.

8. Have a Community Presence

- Be accessible to the citizens and community
- Go into the community beyond your political supporters
- Take time to develop effective working relationships with community partners
- Be a positive advocate for the city

9. Act as a Board of Directors

- Know your community – view it as the “market place”
- Focus on providing policy direction
- Delegate clear responsibility to the city Administrator as the C.E.O.
- Avoid micromanaging and the daily operations

10. Think Strategically

- Institutionalize the goal setting process
- Identify key partners who can bring resources to the table
- Define alternative routes and steps to destination – the vision
- Keep the “big” picture in mind

11. Align the City Organization

- Appoint individuals to Boards and Councils who share your passion for the city and the vision for the future
- Define the core values to guide “how the city should operate and be managed”
- Employ the “right” city Administrator for your city
- Hold other accountable for their behaviors, actions and the results

12. Share Success and Celebrate

- Communicate “Our City Success” in terms that the average citizen will understand
- Use celebrations that create a positive memory – value that the city has added to people’s lives
- Recognize others who have contributed to the city’s success
- Remember people want to be associated with “winners”

SECTION 2

LEADERSHIP DURING INCREASINGLY TURBULENT TIMES

GOVERNANCE VS. POLITICS: A SIMPLE VIEW

Governance is serving the community;
Politics is getting elected or re-elected.

Governance is being guided by vision, goals and value to the community;
Politics is being guided by ideology, a cause or philosophical principle.

Governance is shaping the community's future for the long term;
Politics is responding to the moment and current "crisis".

Governance is taking responsibility;
Politics is making promises.

Governance is exercising an ability to influence others;
Politics is the use of power.

Governance is finding pragmatic solutions to problems through collaboration;
Politics is starting with solutions in mind.

Governance is being data driven;
Politics is playing to people's emotions.

Governance is negotiating by trading off to find a workable compromise;
Politics is demanding and advocacy to win.

Governance is educating and mobilizing support;
Politics is rallying supporters and creating zealots.

Governance is creating community benefits and value;
Politics is taking personal credit and receiving personal recognition.

TODAY'S CRISIS: Politics trumping Governance

GOVERNANCE: FRAMEWORK FOR EFFECTIVENESS

GOVERNANCE REALITY

1. You are “The City” – you are now “Them.”
2. Legal frameworks (state law, city charter/codes) define operating parameters for the City’s governance process and the Mayor and City Council.
3. There is No choice of who are your team members – the electorate identify them.
4. Councilmembers may be elected At Large or by Ward/District, and all are responsible for the City.
5. Mayor and City Council is the Employer of the City Manager – the Chief Executive Officer.
6. Mayor and Councilmembers are 24/7 to the community – hard for the community to separate you as an individual and you as a City representative.
7. Every decision that is made by the Mayor and City Council create the community’s future.
8. Mayor and Councilmember behaviors and comments set the tone of governance for the City and define civility in City governance.
9. On controversial issues, the best decisions require collaboration amongst the Mayor and Councilmembers to arrive at a compromise – everyone has a feeling of a “win”.
10. A vote of “4” decides.
11. Mayor and Councilmembers are the leaders of the City government – a community institution.

BOTTOM LINE: Mayor and City Council are the “Board of Directors” for the City – a major corporation.

GOVERNANCE EFFECTIVENESS QUESTIONS

MAYOR AND CITY COUNCIL EFFECTIVENESS

- 1. Do we make policy decisions focusing on WHAT?**
- 2. Do we make decisions based upon what is Best for the Community as a whole?**
- 3. Are the Mayor and City Council policy deliberations based upon open communications, negotiations to resolve difference and collaborative problem solving?**
- 4. Do we make decisions that are guided by our Vision, Goals and Mission?**
- 5. Do we make decisions that balance data driven staff recommendations and input from the community?**
- 6. Do our decisions delegate responsibility and authority to the City Manager?**
- 7. Do our decisions provide clear direction – our desired outcomes and performance expectation?**
- 8. Are our decisions consistently supported by Mayor and City Council action as a governing body and as an individual?**
- 9. Do we take time to evaluate our decisions during implementation and make adjustments based upon data based feedback?**

GOVERNANCE EFFECTIVENESS QUESTIONS

INDIVIDUAL EFFECTIVENESS

- 1. Do I behave in a respectful manner and act with integrity?**
- 2. Do I act in an ethical manner – above question?**
- 3. Do I work with Mayor – City Council – City Manager team as a whole?**
- 4. Do I know and use our Vision, Goals, Mission and Policies to guide my actions?**
- 5. Do I negotiate with others to work through differences, and to find a common ground, compromise or consensus?**
- 6. When I make a decision/cast my vote, do I balance the data presented, recommendations from City staff and what I think is best for our City and Community?**
- 7. Do I represent and support the City Institution – responsibilities, policies and decision?**
- 8. When I listen to a resident/business about a problem or concern, do I avoid making commitments or agreements before checking with the City management or staff?**
- 9. Do I listen with an open mind to understand before drawing a conclusion?**
- 10. Do my actions and comments support the adopted Policies and Decisions?**
- 11. Do I bring forward problems with policies and decision implementation to the City Manager and the Mayor and City Council?**
- 12. Do I avoid directing City staff on an individual basis?**

POLICY LEADERSHIP: AVOIDING THE IMPLEMENTATION GAP

POLICY DEVELOPMENT – Responsibility of Mayor and City Council

- 1. Define the issue(s)**
- 2. Define the desired outcomes for the community**
- 3. Seek and listen to input from the community**
- 4. Review existing City plans, policies and practices**
- 5. Receive a complete, data based report with options [City Manager's responsibility]**
- 6. Deliberate to resolve issues and develop specific policy framework**
- 7. Determine performance expectations**
- 8. Decide policy guided by Vision and outcome-based Goals**
- 9. Provide a clear direction to City Manager**
- 10. Provide the resources for implementation**
- 11. Receive reports on the effectiveness and community outcomes [City Manager responsibility]**
- 12. Support consistently the policy until policy changes**
- 13. Provide feedback to the City Manager: observations, feedback and problems/concerns**
- 14. Decide to modify policy [when the policy is not working – achieving the desired community outcomes]**

POLICY IMPLEMENTATION – Responsibility of City Manager

- 1. Create an energized organizational culture based on best practice, innovation and creativity**
- 2. Link policy implementation to City plans and other policies**
- 3. Define the implementation process, responsibilities and parameters/guidelines**
- 4. Delegate to departments for follow through**
- 5. Encourage interdepartmental collaboration and teamwork**
- 6. Monitor performance and implementation by departments**
- 7. Evaluate community outcomes: policy outcomes vs. actual experiences**
- 8. Provide data based update reports to Mayor – City Council**
- 9. Provide revised policy options/alternatives when needed**
- 10. Celebrate City achievements and recognize performance**

POLICY PITFALLS

- 1. Starting with solutions in mind**
- 2. Over analysis**
- 3. Lack of meaningful options and alternatives**
- 4. Little/excessive community input**
- 5. Vague directions which are open to multiple interpretations**
- 6. Mixed and inconsistent messages from Mayor and City Council during implementation**
- 7. Making individuals “happy” at the expense of community benefits**
- 8. Ineffective negotiations and deliberations**
- 9. Reluctance to have an open discussion of the issue**
- 10. City staff directing the Mayor – City Council**
- 11. Personal agenda/discussion dominate over community benefits and value**
- 12. Continuously modifying policies especially individual exceptions**

COMMUNITY LEADERS AND COMMUNITY STEWARDS... DYING BREEDS

When elected, Community Leader/Community Stewards focus on creating a better community – a legacy of a better life for current and future residents.

The Community Leader...

1. Once elected, move to providing leadership for the community
2. Is respected in the community, other elected officials and City professional staff
3. Respects others – all
4. Respects the laws, legal framework, City policies and City processes
5. Acts for the best interests of the community
6. Has “political” roots in the community – working relationships with power brokers, community organizations and other community institutions
7. Values an ongoing strategic planning process
8. Has a vision for the community’s future
9. Collaborates with Council and City Manager to plan for the future and resolve issues/problems
10. Strive for everyone to have a sense of a “win” – they got something

- 11. Is a positive representative for the City and community**
- 12. Is a strong advocate for the City and community**
- 13. Communicates with all Council Members**
- 14. Steps forward to facilitate the resolution conflicts – among Council, Council and City Manager**
- 15. Facilitate effective Council meetings**
- 16. Defines performance standards and holds other accountable**
- 17. Works with and develops a special relationship with the City Manager**
- 18. Works to align the Mayor and City Council as the governing body with the professional organization**
- 19. Instill confidence in City government with others**
- 20. Is recognized as the leader of the Council**

The Community Stewards...

- 1. Once elected, move in governing for community benefit**
- 2. Recognize the Mayor and Council as a “Board of Directors” and not a Legislature**
- 3. Views the community as the primary “customer”, not each individual**
- 4. Balance personal agendas with community agenda**
- 5. Value the establishment of an on-going strategic planning process**
- 6. Are able to look to the longer term...beyond today**
- 7. Are respectful of their colleagues, residents and City staff**
- 8. Seek guidance from the City Manager**
- 9. Define performance expectations**
- 10. Support and defend City staff**
- 11. Provide feedback and advice in private**
- 12. Seek to engage the entire community**
- 13. Are strong advocates for a few specific issues**
- 14. Have limited presence in the community**
- 15. Defer to others for broader “community leadership”**
- 16. Are uncomfortable dealing with the “Politicians” or “bullies” with personal agendas**
- 17. Define outcomes**
- 18. Seek compromises that best serve the community**

- 19. Solve problems and resolve issue working with and through staff**
- 20. Support the decisions of Mayor and City Council – support the majority action**
- 21. Are “quiet” voice for reason and the community**

POLITICIAN VS. STATESPERSON: BASIC DEFINITIONS

Politician – person who:

- holds public office who is more concerned about winning favor or retaining power than about maintaining principles
- is skilled in political government
- seeks to gain power within an organization in ways to further their personal or political interests
- acts in a manipulative and devious way for personal or political gain
- has no interest in setting common goals
- uses personal power to dominate public development
- makes promises
- thinks about the election
- tells you what you want to hear
- start with solutions in mind
- frequently uses social media to promote self
- promotes the interests of campaign contributors
- attacks others to make self look good
- thinks about self interests in the constituents' service

Statesperson – a person who:

- is experienced in the art of government or government affairs
- exhibits great wisdom and ability in directing the affairs of government or in dealing with important public issues
- is an experienced, respected political leader
- believes in setting goals for the future
- shares their wisdom on public policy issues
- shapes public policy by working with others
- stands by his/her ideas and principles and does everything in his power to do what he believes is right for the people and community
- thinks about the future and next generation
- builds bridges with different points of view
- distinguishes between party politics and community service
- tells what is true even if it is unpopular or unpleasant
- is an advocate for the community
- thinks about the community
- Let's the best interests of the community guide his/her decisions

POLITICS IS A “GOOD FIGHT”: LESSONS FOR STATESMEN

Politics is a “Good Fight” grounded in the following “Rules of Engagement”:

- **Respect your opponent.**
- **Act with honesty and integrity.**
- **Focus on the issues, never make it personal.**
- **Be guided by your core principles and beliefs.**
- **Argue your position and desired outcome on the issue.**
- **Reach out to your opponents.**
- **Look for areas of compromise.**
- **When compromise is not possible, decide and move on.**
- **Recognize that in every “victory” there are seeds of failure.**
- **Be willing to take a difficult position.**
- **Maintain your sense of humor.**
- **Avoid destroying the personal relationship.**
- **Do what you think is right for the community.**
- **Put the community above self.**

WHEN POLITICIANS “FIGHT”: BASIC RULES FOR MANAGERS

1. *Respect others*
2. *Stay neutral and be nice*
3. *Remember: the politician's perspective: “if not with us, you must be with them”*
4. *Be patient, persistent and sincerely believe that you will make a difference*
5. *Be prepared – know and understand each politician – their operating styles and personalities*
6. *Establish a personal rapport with each politician – find a personal area for building working relations*
7. *Define the “core” areas of conflict*
8. *Frame the critical policy questions that need focus and direction*
9. *Provide data based reports with options*
10. *Present your “best” professional recommendations and opinions*
11. *Help statesmen to focus on the “big picture” and the desired outcomes for the community*
12. *Suggest options for consideration – a potential compromise*
13. *Help each politician to understand the other politician's information and point of view*

- 14. Be an advocate for factual information***
- 15. Summarize key points***
- 16. If directions are unclear, restate and test closure with the statesmen***
- 17. Present a positive attitude with the staff – avoid negative or cynical comments***
- 18. Serve the community and others above self***

WHEN POLITICIANS WIN... THE COMMUNITY LOSES

- 1. More politicians get elected**
- 2. City responds to personal agendas**
- 3. Community stewards are lost and confused**
- 4. Minority rule through intimidation and manipulation – loss of majority rule**
- 5. Strategic planning is stopped – no longer guided by Vision, Goals or performance accountability**
- 6. Momentum on major projects is stopped**
- 7. Agendas are reactive**
- 8. Crises become common place**
- 9. Decisions focus on short term**
- 10. City staff attention is on survival and minimizing damage**
- 11. City Managers leave or retire or become Politicians themselves**
- 12. Other professionals leaving**

LEADERSHIP: TURBULENT FORCES IMPACTING CITIES

► COMMUNITY FORCES

C/1 – POLITICAL PARTY INVOLVEMENT IN NON-PARTISAN ELECTIONS

- a. Increasing Pressure/Involvement from Political Parties**
- b. Partisan Funding with Expectations**
- c. Party Leaders Visibly Supporting Candidates**
- d. Formal/Informal Political Group Advising Mayor and Councilmembers**
- e. Increasing Costs for Running for Office – Campaigns**
- f. Making Community Issues Political**
- g. Changing Approach to Tradition Campaigning – Rise of Social Media**

C/2 – ANTI-GOVERNMENT 5%

- a. Personal Attacks and Accusations**
- b. Opposition to Public – Private Partnership**
- c. False Financial Information**
- d. Charges of “Illegal” Actions and Activities**
- e. Call for Transparency**
- f. Pressure for “Resident Engagement”**
- g. Distrust Government, including Elected and Appointed Officials**
- h. Never Will Be “Satisfied”**
- i. Reality: Never Will Support Government**

► **COMMUNITY FORCES**

C/3 – PEOPLE ARE “MEAN”

- a. Abusive Language from Residents**
- b. Personal Attacks and Accusations, including Family Members**
- c. Intimidating Behavior Getting Results**
- d. Violent Actions toward Public Leaders and Employees**
- e. Balancing Workplace Security and Great Customer Service**
- f. Individuals Avoiding Responsibility**
- g. “Nasty” Social Media Personal Attacks**
- h. Use of Reference to Support from Elected Officials**

C/4 – FALSE FACTS AND INTENTIONAL MISINFORMATION

- a. Some People “Lie”**
- b. Making Up “Facts” to Support Point of View**
- c. City’s Reluctance to Respond or Correct**
- d. Misinformation Stands, Spreads and Expansion**
- e. Impacts on Social Media**
- f. Funding for Strategic/Tactical Communications**
- g. Use of “Public Comment” at Council Meetings**
- h. Questioning City Professional**
- i. Denial and Rejection of Science and Data**

C/5 – DECISIONS TO MAKE PEOPLE “HAPPY”

- a. Loss of Data Driven Decision Making**
- b. Residents Start with Methods/Solutions and Not Outcomes**
- c. Rejecting City Staff Expertise and Report**
- d. Resident Happiness Does Not Solve the Problem**
- e. Everyone is an Expert on Municipal Government**
- f. Waivers of City Policies and Processes.**

► **GOVERNMENTAL FORCES**

G/1 – INCREASING COSTS OF GOVERNMENT

- a. Cost of Employee Salaries and Benefits**
- b. Retirement Costs**
- c. Cost of Equipment**
- d. Cost of Supplies and Materials**
- e. Increasing Cost of Borrowing with Higher Interest Rates**
- f. Higher Bids on Contracts**
- g. Funding for Response to Regulatory Mandates and Decrees**
- h. Taking over Responsibility of Other Governments – Highway Maintenance**

G/2 – HOW TO PAY FOR MUNICIPAL SERVICE

- a. Pressures to Reduce Tax Rate – No Tax Environment**
- b. Revenue Restrictions by State Government**
- c. Restriction on Increasing Tax Rates**
- d. Limited Additional Capacity within the City Organization**
- e. Decreasing Outside Funding Sources**
- f. Growing Service Demands**

G/3 – MAJOR COMMUNITY INCIDENT

- a. Increasing Number and Severity of Natural Disaster/Weather Events**
- b. Shooting Events**
- c. Concern for School Safety and Security**
- d. National Media Coverage**
- e. Potential Misinformation**
- f. Individuals Seeing Political Opportunities**
- g. Preparation for, Response to and Lengthy Recovery**
- h. Could Happen Anywhere**

► **GOVERNMENTAL FORCES**

G/4 – FAILING OR DETERIORATING CITY INFRASTRUCTURE

- a. Deferred City Facilities and Infrastructure**
- b. Competition for Contractors**
- c. Private Developments Looking for Cities to Increase Contributions**
- d. Higher Bids on Projects**
- e. Impacts of Tariffs**
- f. Private Contractors at Capacity**

G/5 – DIFFICULTY IN FINDING THE NEXT GENERATION OF PUBLIC EMPLOYEES AND MANAGERS

- a. Upcoming Retirements: Managers and Employees**
- b. Less Interest in and Commitment to Public Service**
- c. Retaining Quality Employees**
- d. Expectations of Millennial Workforce**
- e. Fewer Applications for City Jobs**
- f. Lack of Educational Programs on Civics and Local Government**

G/6 – CITY MISSION CREEP

- a. Residents Turning to the City to Address Community Problems**
- b. Support for Schools – Facilities, Infrastructure and Educational Programs**
- c. Support for Arts, Culture and Educational Programs**
- d. Solving Residents Problems – Make “Happy”**
- e. Support for Community Events and Festivals**
- f. Support for Community Organizations and Institutions**
- g. Responding to Mental Health Issues Plus Demands for Services and Programs**

► **GOVERNMENTAL FORCES**

G/7 – STATE LEGISLATURES

- a. Reducing Revenue Options**
- b. Restricting Powers of Home Rule**
- c. Adding Service Responsibilities**
- d. Adding Regulations**
- e. Directing City Public Policies**
- f. Limited Effectiveness of Lobbying – Local Delegation Voting Against the Interests of Cities**
- g. Governance Restrictions**
- h. Restricted Ability to Regulate**

SECTION 3

GRIMES – ARE YOU READY FOR...

A

Are you Ready for Societal Changes?

► Short Term Trends and Reality – Long Term Future for your Community

1. How We Live...

- a. Decline in homeownership
- b. Less value in owning a home – more mobile population
- c. Myth of “Tiny Homes” – development and abandoned, just “too small” to live in
- d. Grandparents moving to live near grandchildren
- e. No desire for home or landscape maintenance
- f. Increasing demand for smaller, high quality homes – less square footage
- g. Declining market from larger, expensive homes
- h. Expanding need for workforce housing
- i. Expanding need for quality affordable housing
- j. Stigma of “MF” and “those people” – neighborhood resistance to multi-family housing
- k. Aging “baby boomers” needing senior housing: independent living, assisted living, memory care and end of life

2. How We Move...

- a. Exploding use of shared ride – Uber, Lyft, and others – they are here
- b. Personal or shared ride, rental electric scooters supplied Bird, Lime, Bolt, Razor, Skip, Spin (Ford Motor Company) – they are here
- c. Electric vehicles – they are here and needing public charging stations
- d. Autonomous vehicles – they are coming
- e. Desire for more walkable communities – walk to parks and shopping
- f. No desire for commute – increase opportunities to work from home
- g. Subscription cars – they are here at some auto dealers
- h. Uncertain direction and funding for public transportation

3. How We Shop...

- a. Death of the Mall – vacant buildings, reuse of space, demolition and new development
- b. Shopping from the “Couch” or anywhere and anytime – convenient and easy delivery and return
- c. Need for distribution buildings strategically located in a region
- d. Daily deliveries in neighborhoods
- e. Deliver by Uber and drones – delivery without a person
- f. Shopping for everything – luxury to daily necessities
- g. Need for small, specialty retail shops
- h. Fast – next day delivery with PRIME

4. How We Eat...

- a. More families and individuals going out to eat – our lives are too busy with activities
- b. Increasing opportunities to do online grocery shopping – pick up or delivery
- c. Daily shopping for fresh produce and meats
- d. Expanding opportunities for farm to table – Farmers’ Markets to restaurants
- e. Houses without kitchens
- f. Increasing demand for “upscale” fast foods – Panera, Chipotle, etc.
- g. Greater demand for prepared foods, especially from Whole Foods and Trader Joe’s
- h. Growing free or reduced school lunches – many times hidden in the community

5. How we Recreate...

- a. Increasing demand for specialty parks – dog/pet parks, skate park, etc.
- b. Playground for all abilities
- c. Greater demand for programs, services and facilities to support a healthy lifestyle and personal wellness
- d. Pools being replaced by splash pads
- e. Emerging sports – pickleball, lacrosse
- f. Rise of “professional” amateur youth sports and competition for athletic spaces – fields and indoor
- g. Desire/demand for “turf” fields over grass
- h. Expanding demand for adult/senior sports
- i. Increasing competition for game and practice fields
- j. Increasing desire for community events and festivals and competition for both indoor and outdoor spaces

6. How We Create An Equitable Community

- a. Growing wealth disparity – property rates increasing in many communities
- b. Difficult issue to define and the role of local governments
- c. Difficulty in identifying the root causes
- d. Increasing visible and practiced racism
- e. Growing community diversity – many different cultures, languages and traditions
- f. Access to and increasing costs of education and vocational training
- g. Changing personal attitudes and stereotypes
- h. Increasing political bifurcation – nationally and within a community
- i. Less funding sources and donation level to community non-profit organizations
- j. Neighbors do not know neighbors
- k. Growing number of residents do not have the income to own/rent a home, to pay for services, to buy food, to have transportation

FUNDAMENTAL QUESTION: DO WE HAVE THE...

- **COURAGE TO HAVE A COMMUNITY DIALOG...**
- **COURAGE TO EMPOWER THE COMMUNITY...**
- **COURAGE TO MAKE DIFFICULT DECISIONS THAT BENEFIT AND ADD VALUE TO THE COMMUNITY...**
- **COURAGE TO MAKE CHANGES...**

B

Are you Ready Community Changes?

1. SOCIAL INFRASTRUCTURE

- Defining mental wellness
- Balancing physical needs and mental needs
- Facility and services affordability for local workforce
- Service inequity among different income groups
- Defining the role of City government
- Working with community partners
- Different cultures with different needs
- Changing mission of Libraries – community information and service desk
- Brain health initiatives in the State of Iowa
- Police and Fire becoming mental health providers

2. DETERIORATING AND NEW INFRASTRUCTURE

- Deteriorating streets
- Climate change and the impact on City infrastructure
- Building new infrastructure to support growth
- Who should pay for new infrastructure
- Catch up on deferred infrastructure maintenance
- Collaborating with others on water and wastewater
- Other cities controlling City infrastructure expansion – Urbandale and Johnston
- Rate of residential growth and the need for infrastructure
- Preventative maintenance planning and funding

3. QUALITY OF LIFE AMENITIES

- Impact on recruiting and retaining workforce
- High community expectations
- LOSST passage and patience with producing results
- Needs for additional parks
- Needs for additional trails and trail connectivity
- Development of public-private partnerships
- Funding for building facilities and parks
- Funding for operations, staffing and maintenance, and possible replacement
- Creating multi-use spaces
- Determining priorities and following the priorities

4. MAJOR FUNDING DECISIONS

- Desire for property tax relief
- City property taxes vs. other taxing entities
- Funding for critical needs
- Defining fee structure and increasing structure yearly
- Determining who should pay for City services
- Serving tax exempt properties
- Single family homeowner subsidizing services to others
- Significant City facility needs – City Hall
- Setting and following priorities
- National and state anti-tax outlook
- Diversifying City revenues

5. PERCEPTION OF GRIMES

- “Small town”
- Defining “small town” and “hometown”
- Rapidly growing
- Grimes – just another suburb
- Defining our brand and actively marketing Grimes
- Defining Grimes’ uniqueness
- Creating the city/community for the future consist with our brand

6. PUBLIC SAFETY

- Cost of public safety services
- City dependent upon others – City of Johnston and Polk County Sheriff
- Defining police services and provider
- Defining fire/EMS services and provider
- Fire calls: 80% medical; 20% fire
- National recession and the increase in public safety service calls
- Growth outside of Polk County
- Any public safety changes – a 3-5 year ramp up time
- Costs and delivery of emergency communications/dispatch
- Link between Fire and Police communications
- Planning for a major community incident, but never prepared
- Potential for expanded Fire partnerships – although legal challenges

7. REGIONAL WATER/WASTEWATER

- Water producing assets
- Defining City goals and benefits
- Regulations by federal and state government
- Significant I & I problems impacting sewers
- Capacity today and future
- New water supply sources
- Working with the City of Urbandale on sewer line for WRA link
- Securing water for Grimes
- Des Moines Water Works vs. Western suburbs

8. MOBILITY

- East-West
- North-South
- Trail connectivity
- Services to you, not you to services
- Impact of shared ride
- Impacts of electric and autonomous vehicles
- Parking requirements modification
- Impacts of road construction
- Climate change and the impacts on road conditions and snow removal
- Building standards for roads
- Increase in road maintenance dollars
- Traffic volume and road capacity
- Working with IDOT

9. DEVELOPMENT AND GROWTH

- Building new homes: \$300,000-\$400,000+
- Home prices and impacts on workforce housing
- Stigma of “multi-family” housing and apartments
- Expanding the range of housing options: small lot homes, townhomes, condos, and apartments
- Developers providing limited housing products in Des Moines region
- Market for affordable/attainable housing – \$175,000-\$225,000 range
- Senior housing needs – independent living, assisted living and memory care
- Future development: market driven or city influenced

10. TECHNOLOGY CHANGES

- City behind in technology – hardware and software
- Cyber security and potential ransom
- Changing technology – hardware and software
- Increasing cost for technology – new and updated
- Annual software fees
- Fiber connections
- Community expectations
- Using technology to reduce the costs of government and service delivery
- Training City staff

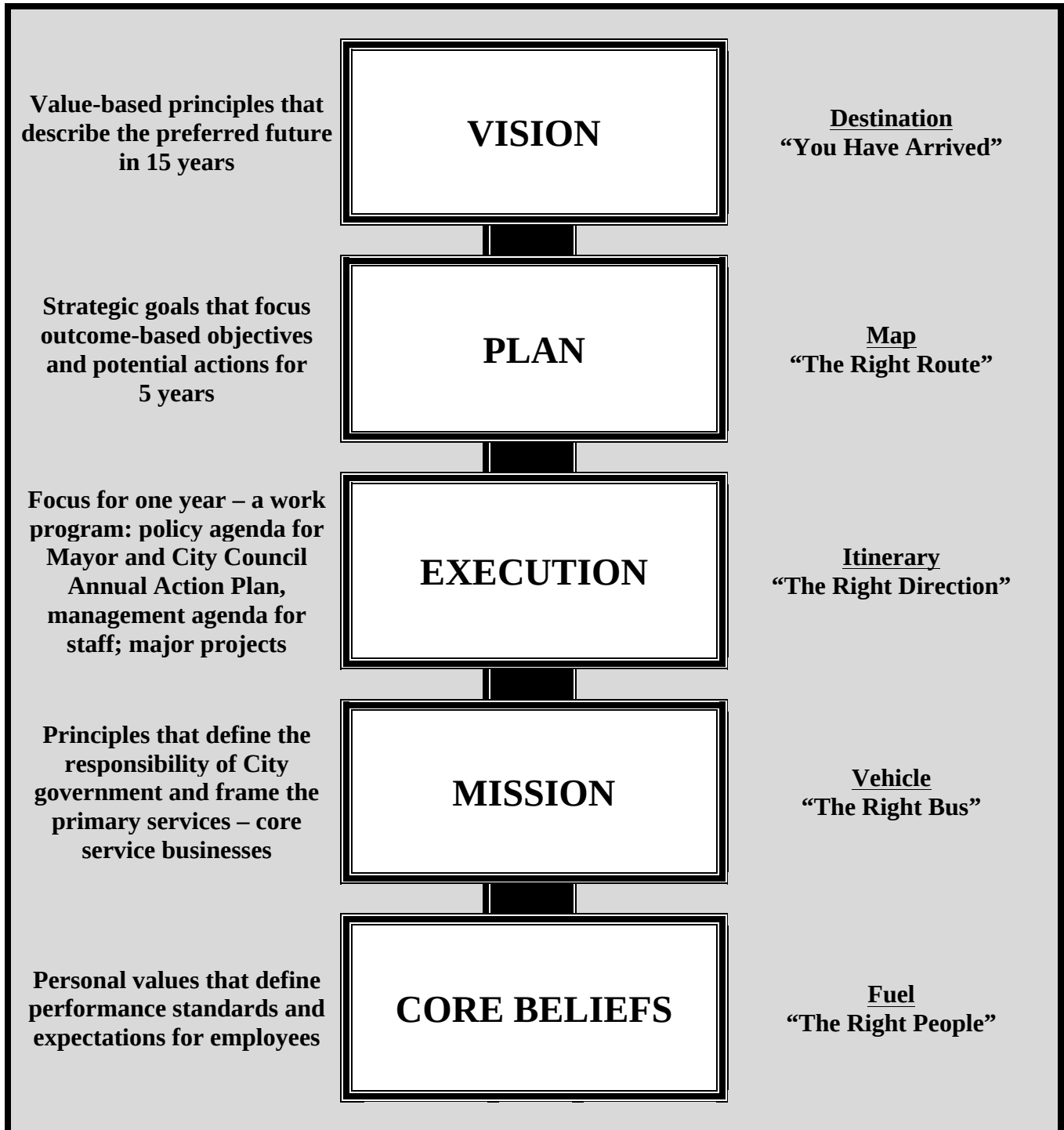
11. RECESSION

- When – 2020 or 2021
- Fragile Iowa economy, especially agriculture
- Impacts of tariffs
- Impact on personal spending and sales tax revenues
- Impact on home prices and sales
- Rate of community growth
- Reluctance to pay taxes, fees and service charges
- Increase service demands for City services – Fire, Library and Police
- Negative mood of residents – personally impacted by the recession
- Consumption up/down depending upon the individual
- Slowing business investment and economic development projects

SECTION 4

STRATEGIC PLANNING MODEL FOR THE CITY OF GRIMES

STRATEGIC PLANNING MODEL



SECTION 5

LOOKING TO GRIMES' FUTURE

City of Grimes

Strengths – Weaknesses

Threats – Opportunities

► Strengths

1. Mayor-City Council Leadership and Teamwork
2. Professional City Management and Employees
3. Community Support for City Government
4. City Quick Response to Community Needs and Service Requests
5. City Government Openness and Transparency
6. Common Vision and Goals
7. Family-focused
8. Opportunities for Growth
9. “Small Town/Hometown” Feeling and Spirit
10. City Government Producing Tangible Results
11. Strategic Planning Process
12. Open-minded and Creative
13. Support for Young Families
14. Park System
15. Communications with the Community

► **Strengths** (*Continued*)

16. Quality Schools and Educational Program
17. Easy Access to Regional Amenities
18. Economic Health of Region
19. Staff Excitement – “Legacy Building”
20. Highway Links
21. Land to Grow
22. Grimes – “A Good Place for Living and Business” Reputation

► **Areas for Improvement**

1. Need for Restaurants
2. Need for Leisure Amenities and Venues
3. Enhancing the Customers' Experiences with City Government
4. Engaging Different People
5. Enhancing Communications with the Community
6. Amenities for Young Families
7. Clarifying Land Uses
8. Expanding Teamwork – Breaking Down “Silos”
9. Low Tax Rate
10. Lack of Commercial Businesses/Commercial Tax Base: 73% Single Family, 20% Commercial, 3% Industrial, 2% Multi-Family
11. Need for “Class A” Office and Business Development
12. Rate of Growth – Keeping Up
13. Feedback for the Community
14. Expanding Parks and Trails
15. Execution
16. Control and Costs of Public Safety
17. Inadequate City Hall and Facilities
18. Micro-managing by City Council
19. Staffing for Services (defined)
20. Time with Mayor-City Council
21. Predictable Outcomes with Development

► **Areas for Improvement**

22. Support for Fire Board – Attendance at Meeting
23. Water/Wastewater Vision and Direction
24. Regional Involvement and Presence (beyond Dollars)
25. Perception: Multi-Family Housing
26. Perception: Middle Class Family Point of View

► **Threats to Grimes' Future**

1. Actions by the State of Iowa Impacting Home Rule, Finances and City Services
2. Competition from Other Communities
3. Unmanaged Community Expectations
4. DART Direction
5. Social Media and Misinformation
6. Lack of Workforce Housing
7. Image of Multi-family Housing
8. Amenity Comparison to Other Cities
9. Pace of Development
10. Economic Recession Severity and Timing
11. Annexations by Other Cities
12. Anti-Tax, Anti-Government Environment and Group
13. IDOT Control of Roads
14. Unionization of City Employees
15. Unwilling of other Agencies to Work with Grimes
16. Elections and Recruiting "Good Candidate"
17. Federal Regulation and Mandate
18. Landowners: Not Interest in Sale

► Opportunities for the Future

1. Collaboration with Neighboring Cities: Johnston and Urbandale
2. LOSST: Follow Through
3. Park Development
4. Library Development and Services
5. Land Purchasing
6. Growth and Future Development – “Blank” Canvas
7. City Hall and Facilities
8. Smart City Development
9. Community Engagement
10. Advocacy for the Interests of Grimes – City and Community
11. Joint Services
12. Amenities for Young Families
13. Focusing on Youth
14. Making BOLD Decisions for a Better Future for Grimes’ Residents
15. Community Branding and Marketing
16. Economic Expansion and Growth
17. Cutting Edge and Innovative Actions
18. Youth Sports
19. Tourism Development
20. Saying “Yes” to Right Projects for Grimes or “No” to Follow the Plans and Service/Project Priorities
21. Grants and Outside Funding Sources

► **Opportunities for the Future**

22. Amenities for All

23. Capital Improvement/Community Investment Process Development

Actions Ideas for 2019 – 2020

Mayor and City Council

City of Grimes

1. LOSST in Polk County: Direction and City Actions
2. Library: Direction and Next Steps
3. SRO High School: Direction
4. Fire Staffing: Direction and Funding
5. Waterworks Park: Direction and Next Steps
6. Lions Park Development: Next Steps
7. Sidewalk Repairs Policy and Program: Direction and Funding
8. Aquatic Center: Direction
9. HyVee Grocery Store: Opening
10. Strategic Communications Plan and Actions: Funding and Development
11. Trail Extensions: Direction and Funding
12. Annexation Strategy and Actions: Direction
13. Police Services/Department: Review, Evaluation and Direction
14. Highway 141 Beautification: Direction and Actions
15. City-Schools Strategy: Key Issues, Direction and City Actions
16. City Re-organization: Next Steps
17. City Space and Facilities Need Study/Plan: Development and Funding

18. City Hall: Evaluation and Direction
19. WRA: Direction and City Actions
20. City Performance Evaluation System: Development
21. Parks Plan Implementation: Direction, Project Priority and Funding
22. Comprehensive Plan: Revision
23. Incentive Policy and Packages: Report with Options and Direction
24. City Financial Advisor: Selection
25. Road Improvement Projects
 - North-South
 - East-West
 - James Street
26. Budget and Property Tax Rate: Direction
27. Land Acquisition: Direction and Funding
28. Splash Pad Development: Direction and Funding
29. Financial Policies: Review and Update
30. Long Range Financial Plan with Five Year Projections
31. 40 acre Park Development: Direction and Funding
32. Capital Improvement Program/Community Investment Plan: Development/Refinement
33. New Fire Station: Direction and Funding
34. Community Complex: Direction
35. Sports Tourism Strategy: Goals/Outcomes, Report with Options and Direction
36. 1st Street: Evaluation Report and Direction
37. 19th Corridor Development: Direction

38. City Services and Staffing Plan: Development and “Trigger” Points
39. Road by New School: Direction
40. Building Standards: Review and Direction
41. Regional Leadership Strategy: Goals, Issues and Direction
42. Building Materials Ordinance: Review and Direction
43. Overlay Districts Ordinance: Review and Direction
44. Outdoor Storage Ordinance: Review and Direction
45. Short Term Rentals Ordinance: Problem Analysis, Regional Approach and Direction
46. DART: Direction
47. City Economic Development Plan and Policies: Development and Direction
48. Grimes Branding and Marketing: Direction Andre Development
49. Social Media Policy: Direction
50. Parks and Trail Project: Review, Priority and Funding
51. Water: Direction
52. Wastewater: Direction
53. Grants Program: Direction

Top “10” Priorities for 2019 – 2020

EXECUTIVE PERSPECTIVE

- 1. Levy Rate Goals/Plan**
- 2. Diversify Revenues**
- 3. Utility Rates**
- 4. Fee Schedule**
- 5. CIP/CEP/Safety Plan**
- 6. Utility and Infrastructure**
- 7. Facilities**
- 8. Parks and Recreation**
- 9. IT**
- 10. Communications**

Looking to Grimes' Future Departmental View

MAJOR CHALLENGES

Grimes, Iowa

August 2019

DEPARTMENT: Utility, IT, City Clerk

From your department's perspective, what are the major challenges facing the city over the next 5 years?

- Space issues at city hall are a big concern. Departments who work together closely have limitations due to being in different facilities. It is also harder to keep the "team" effort going when we aren't all together. We are working on team building at weekly meetings and monthly lunches.
- We are continuing to work through issues with Thorpe Water District. We continue to struggle with getting information on accounts from them. Thorpe has bought many different types of meters over the years. Many of these meters are not the quality that we would purchase. We would like to see this area taken over by the City. We feel this would provide the customer with better services and we feel the billing would be more accurate. This would be a large capital investment for the City. Certain areas we currently serve should be served by Johnston.
- Keeping up with security for IT is going to be a challenge. Purchasing the document storage software of is going to take support from IT to implement and ongoing. Equipment for the video taping of meetings needs to be updated, as equipment is out of date and poor quality.
- Making the City a destination!! Development of parks into destinations.
- The City Code needs to be updated. Once it is updated host the code to a professional site to give a more professional feel.
- Implementation of document storage program and moving forward with agenda management. Continue moving forward with more professional image.
- Implementation of cemetery software for addition #5 at cemetery.
- Working with multiple engineering firms – not a negative just a change

MANAGEMENT IN PROGRESS FY 2020 PROJECTS AND ISSUES

Grimes, Iowa

August 2019

DEPARTMENT: Utility, IT, City Clerk

Please list departmental projects or issues in progress (meaning there is work currently being done on them).

- 1 Continue to work with Thorpe on billing, look at taking over this area from Thorpe.
- 2 Implementation of document management and agenda management software
- 3 Updating of all IT, security, website
- 4 Changes to utility notifications and restoration of services policy.
- 5 Begin working with multiple engineering firms on current projects.
- 6 Remodel of offices is complete but need to replace some windows and repairs to the front of the building at city hall.

INITIATIVES FY 2020: SHORT-TERM ISSUES AND PROJECTS

Grimes, Iowa

August 2019

DEPARTMENT: Utility, IT, City Clerk

Please list issues or projects that you would like for the city to address this FY 2020.

- 1 GWorks on upgrades to software
- 2 Parks additions
- 3 Space issues - look at moving to GCC
- 4 Entrance signs into Grimes. These are long overdue in my opinion
- 5 Figuring out a "look" for the City. What do you want future buildings and landscape to look like? (example: Ankeny prairie style)
- 6 Logo Completed and used citywide.
- 7 Thorpe issues with billing
- 8 What defines us - what makes us a destination and how do we get there
Implementation of agenda management and document management software.
Making sure when plats are coming on board they make good sense for flow of traffic throughout the city.
- 9 Making sure plats and new commercial buildings adhere to a citywide landscaping plan so we have a more unified look
- 10 Connection of trails to the west.

MAJOR CHALLENGES

Grimes, Iowa

August 2019

DEPARTMENT: Development Services

From your department's perspective, what are the major challenges facing the city over the next 5 years?

- Developing a dedicated IT department and comprehensive vision for technology and security
- Developing a multi-year integrated CIP and CEP
- Maintaining a steady residential and commercial growth pattern westward
- Keeping up with the demand on public utilities (water and sanitary)
- Providing for orderly and planned growth
- Managing roadway improvements to keep up with increasing traffic volumes
- Allocating appropriate resources to increase staff capacity
- Planning for the acquisition of future park ground
- Developing a rental property management program
- Navigating through a codification and ordinance modernization process
- Transitioning to in-house engineering services division
- Coordinating future improvements with the school districts
- Developing a multi-year budget process
- Developing and implementing a property maintenance program
- Stepping up the city-wide code enforcement efforts
- Developing and implementing a water conservation policy

- Developing and implementing an ADA sidewalk repair program
- Collecting and organizing the citywide benchmark system.
- Completing a water distribution system analysis
- Completing a sanitary sewer distribution system analysis
- Completing a city-wide storm water system analysis
- Creating a defined bidding system for public improvement projects.
- Expanding City Facilities to meet staffing needs.
- Taking ownership of public utility maintenance and operation

MANAGEMENT IN PROGRESS FY 2020 PROJECTS AND ISSUES

Grimes, Iowa

August 2019

DEPARTMENT: Development Services

Please list departmental projects or issues in progress (meaning there is work currently being done on them).

- 1 Zoning Ordinance Organization
- 2 Board of Adjustment Ordinance re-write
- 3 2019 Building Codes Update
- 4 GIS Division Development
- 5 Johnston Annexation Agreement
- 6 Urbandale Annexation Agreement
- 7 HWY 44 Access Plan with I-DOT
- 8 Annexation Policy Framework/Strategy
- 9 Department Document Retention Policy
- 10 City Wide Document Management solution
- 11 Building Inspection Services Hiring
- 12 WRA Trunk Sewer Alignment Review
- 13 Property Owner Relations.

- 14 Standard Professional Service Agreement Template development
- 15 Property Disposal RFP/RFQ
- 16 Planning and Zoning/Council Process Improvement Workshop
- 17 Status Quo Fee Schedule Development
- 18 Economic Development Strategy

INITIATIVES FY 2020: SHORT-TERM ISSUES AND PROJECTS

Grimes, Iowa

August 2019

DEPARTMENT: Development Services

Please list issues or projects that you would like for the city to address this FY 2020.

- 1 Hire Engineering Technician/Inspector
- 2 Hire Planning Technician/City Planner
- 3 Develop and implement a SUDAS supplemental spec
- 4 Define Development Review Process
- 5 Define CIP review and implementation process
- 6 Standardize PSA and process
- 7 Create a public and private project tracking database
- 8 Develop a private utility coordination system
- 9 Develop a water conservation policy and research alternate temporary connections
- 10 Develop a City-Wide Facility Strategy
- 11 Focus on IT development
- 12 Implement an online codification service
- 13 Review existing fees and update accordingly. Develop an annual update process.

- 14 Develop a westward sanitary sewer analysis/plan.
- 15 Implement a comprehensive Economic Development Strategy
- 16 Implement CIP and CEP
- 17 Phase 2 of Development Services GCC Expansion
- 18 Wallace Farm Development/Preservation

MAJOR CHALLENGES

Grimes, Iowa

August 2019

DEPARTMENT: Finance

From your department's perspective, what are the major challenges facing the city over the next 5 years?

- Comprehensive CIP development/planning, following the plan, and implementing ongoing updates/changes
- Planning for increased utility infrastructure/continue to investigate rates for utilities to cover the needed updates
- Investigate possible multi-year budget
- Develop comprehensive Equipment lists and replacement schedules
- Planning for the possible Fire Department & Library building projects
- Employee retention and succession planning
- Planning the most fiscally responsible way to provide/pay for emergency/safety services-including 28E agreement(s) expiring
- Balancing/developing commercial growth in the City that coincides with resident's wants/needs to help Grimes thrive
- Preparing/planning for possible future growth slowdown
- Keeping residents engaged in our city and offering programs/services that are innovative and affordable
- Managing the departmental growth and employee needs while staying within budgets
- Developing possible new wellness programs and initiatives for the employees & city
- Recodification & ensuring all areas are addressed
- Completing the building needs assessment and planning for City Hall

MANAGEMENT IN PROGRESS FY 2020 PROJECTS AND ISSUES

Grimes, Iowa

August 2019

DEPARTMENT: Finance

Please list departmental projects or issues in progress (meaning there is work currently being done on them).

- 1 Comprehensive CIP - work with Engineer
- 2 Five Year financial plan - will be working with FA
- 3 Document management - choosing the vendor and beginning implementation
- 4 City Hall cross training
- 5 Comprehensive budget process
- 6 Working on ambulance billing/accounting
- 7 Updated utility rate structure - working with Admin and FA
- 8 Organizing project & bond files and ensuring all information is included

INITIATIVES FY 2020: SHORT-TERM ISSUES AND PROJECTS

Grimes, Iowa

August 2019

DEPARTMENT: Finance

Please list issues or projects that you would like for the city to address this FY 2020.

- 1 Initial creation of the capital equipment lists- all departments
- 2 Updated 28E with Johnston on Fire services
- 3 Timekeeping system for payroll- all departments
- 4 City handbook update and adoption to create a uniform policy to help facilitate payroll questions & issues for my department
- 5 Clarification on the issue with the Thorpe water district/finalize the billing issues
- 6 Clarity on future development agreement criteria/requirements/planning

MAJOR CHALLENGES

Grimes, Iowa

August 2019

DEPARTMENT: Fire Department

From your department's perspective, what are the major challenges facing the city over the next 5 years?

- Designing and Building New Fire Station
- Providing adequate water supply for growing city
- Working with Xenia Water to supply growth to North and West of City in Xenia Water District
- Connecting waste water to WRA
- Maintaining adequate staffing to provide essential services to growing city
- Dedicated Full-Time EMS Officer
- Dedicated Full-Time Training Officer
- Additional Personnel in Public Education/Fire Prevention Bureau

MANAGEMENT IN PROGRESS FY 2020 PROJECTS AND ISSUES

Grimes, Iowa

August 2019

DEPARTMENT: Fire Department

Please list departmental projects or issues in progress (meaning there is work currently being done on them).

- 1 Preplanning High Risk Structures
- 2 Working with Hospitals to provide drug vending machines inside hospitals
- 3 Design of new Fire Engine
- 4 Continue building out Water Rescue Response
- 5 Branch out into providing Confined Space, Trench Rescue and other technical rescue trained and qualified personnel to be able to respond to other emergencies

INITIATIVES FY 2020: SHORT-TERM ISSUES AND PROJECTS

Grimes, Iowa

August 2019

DEPARTMENT: Fire Department

Please list issues or projects that you would like for the city to address this FY 2020.

- 1 Pass LOSST
- 2 Update 28 for Fire and EMS Services
- 3 Update Fire Service Contracts with Walnut and Grant Townships
- 4 Update 28E with Polk County Sheriff's Department for Radio Dispatch
- 5 Update Ambulance Service Fees
- 6 Strengthen partnership with DCG School District. Specifically get more information into schools and work with them on Fire Safety Education.

MAJOR CHALLENGES

Grimes, Iowa

August 2019

DEPARTMENT: Grimes Chamber & Economic Development (501(c)6)

From your department's perspective, what are the major challenges facing the city over the next 5 years?

- Time. All of the aforementioned accomplishments could theoretically be scaled up with more time to conduct visits, have meetings, develop clearer policies, educate decision makers, implement new more progressive initiatives, etc.
- Tracking Data Points. In order to better assess where our resources are best spent, better tracking of data points such as time spent on specific projects, return on investment analysis, etc. would be beneficial. This also is a consequence of time restraints. We have chosen to spend more time implementing our priorities than tracking the results. We believe we are being successful, but how successful, is not quantified often enough.
- Annexation and Development of Edge Properties
- Maintaining Relationships with Major Developers like R&R, Hubbell, etc., who are nearly finished developing their existing land holding in Grimes.
- Water & Wastewater Capacity Issues
- Cost of Needed Infrastructure Improvements
- Cost of Quality of Life Amenities
- Lack of Desired Hospitality Services (restaurants, hotels, etc.)
- Shortage of Affordable Housing Options
- Availability of Workforce in General | Shortage of Specific Skilled Workforce
- Lack of Identity as a Community
- Reputation as Community with High Property Taxes (consolidated levy)
- Relationship Between School and City Officials

MANAGEMENT IN PROGRESS FY 2020 PROJECTS AND ISSUES

Grimes, Iowa

August 2019

DEPARTMENT: **Grimes Chamber & Economic Development (501(c)6)**

Please list departmental projects or issues in progress (meaning there is work currently being done on them).

- 1 New GCED Website Development
- 2 Economic Development Policy Development
- 3 TIF Policy Development
- 4 Office Recruitment Strategy Development
- 5 Healthy Hometown Initiative Leadership

INITIATIVES FY 2020: SHORT-TERM ISSUES AND PROJECTS

Grimes, Iowa

August 2019

DEPARTMENT: Grimes Chamber & Economic Development (501(c)6)

Please list issues or projects that you would like for the city to address this FY 2020.

- 1 Decide how they would like to invest in Economic Development going forward.
- 2 Adopt fair, effective, and predictable policy positions regarding economic development strategy implementation.
- 3 Continue to refine the Capital Improvement Plan (CIP)
- 4 More in depth discussions and direction with regard to the Comprehensive Land Use Plan.

MAJOR CHALLENGES

Grimes, Iowa

August 2019

DEPARTMENT: Human Resources

From your department's perspective, what are the major challenges facing the city over the next 5 years?

- Growth of city Staff to move from consultant-based model of public services to City employees providing services
- Attraction/retention of talent
- Maintaining healthy/cooperative work culture
- Lack of adequate city facilities for staff
- Ongoing document production/management (storing/retention, indexing, and quick access to necessary documents that are created and shared with a variety of internal and external users)

MANAGEMENT IN PROGRESS FY 2020 PROJECTS AND ISSUES

Grimes, Iowa

August 2019

DEPARTMENT: Human Resources

Please list departmental projects or issues in progress (meaning there is work currently being done on them).

- 1 Comprehensive Handbook Update
- 2 Benefits survey and evaluation
- 3 Streamline payroll, cell phone reimbursement, vehicle allowance, vehicle usage, etc., policies as they relate to all city employees
- 4 Training and implementation – performance management system

**INITIATIVES FY 2020:
SHORT-TERM ISSUES AND PROJECTS
Grimes, Iowa
August 2019**

DEPARTMENT: Human Resources

Please list issues or projects that you would like for the city to address this FY 2020.

- 1 City Facility plan
- 2 Document Management system/protocols and standardize IT system architecture

MAJOR CHALLENGES

Grimes, Iowa

August 2019

DEPARTMENT: Information Technology

From your department's perspective, what are the major challenges facing the city over the next 5 years?

- Expanding the City's network to accommodate rapid growth, and allowing for remote access so employees can be productive and work from home without compromising security and stability.
- Maintaining a network and mail server that is not at a high-risk level for malware, viruses, and hacking.
- Adopting a schedule for routine upgrades to technology to keep up with a rapidly changing hardware and software.

MANAGEMENT IN PROGRESS FY 2020 PROJECTS AND ISSUES

Grimes, Iowa

August 2019

DEPARTMENT: Information Technology

Please list departmental projects or issues in progress (meaning there is work currently being done on them).

- 1 Installing independent temperature and humidity control in Server Closet.
- 2 Updating anti-virus/anti-malware software on all Servers and all computers in all City departments.
- 3 Implementing a new system for daily backups of all servers and email stores. Including a Networked backup placed in a different location than the City's servers in case of natural disaster, theft, or vandalism.
- 4 Complete an inventory of all technology across all departments in the City. Keep an updated record of value and location of all City-owned technology.
- 5 Update the software used for the City Website; Move the website to a new hosting company to increase stability; Updating the tax graph on website.
- 6 Upgrade and integrate the phone systems at Park and Rec as well as the Fire Station.
- 7 Connect the Fire Station to City Hall via fiber optics to allow them to be on our domain.
- 8 Implement software to allow for paperless document storage.
- 9 Set up laptop computers and have them available for employees to check out to enable them to work remotely if they need to. Also for use when employees are attending training that is off site.

INITIATIVES FY 2020: SHORT-TERM ISSUES AND PROJECTS

Grimes, Iowa

August 2019

DEPARTMENT: Information Technology

Please list issues or projects that you would like for the city to address this FY 2020.

- 1 Replace or upgrade all Computers that are currently running Microsoft Windows 7 to Microsoft Windows 10 Professional.
- 2 Upgrade all computers running Microsoft Office 2010 or older to Microsoft Office 2019 Professional.
- 3 Design and install a new audiovisual system in the council chambers to modernize how we record and present City Council meetings.
- 4 Install flush-mount cable cubby in conference room table to allow many different devices to connect effortlessly to the wall display.

MAJOR CHALLENGES

Grimes, Iowa

August 2019

DEPARTMENT: Polk County Sheriff's Office

From your department's perspective, what are the major challenges facing the city over the next 5 years?

- As the city continues to grow, so must the number of deputies that work there. The Sheriff's Office and city officials will need to work together to make sure the citizens are given the appropriate coverage to ensure the safety and security of the community.

MANAGEMENT IN PROGRESS FY 2020 PROJECTS AND ISSUES

Grimes, Iowa

August 2019

DEPARTMENT: Polk County Sheriff's Office

Please list departmental projects or issues in progress (meaning there is work currently being done on them).

- 1 Working to streamline the process of collecting money for animal control.
- 2 Continuing to work with the Fire Chief and city officials on an office area for deputies in the new fire station.

**INITIATIVES FY 2020:
SHORT-TERM ISSUES AND PROJECTS
Grimes, Iowa
August 2019**

DEPARTMENT: Polk County Sheriff's Office

Please list issues or projects that you would like for the city to address this FY 2020.

- 1 An office area in the new fire station for the deputies working in the city.
- 2 Streamlining the process of collecting animal control fees.

MAJOR CHALLENGES

Grimes, Iowa

August 2019

DEPARTMENT: Library

From your department's perspective, what are the major challenges facing the city over the next 5 years?

- Not being able to meet the needs of the ever-growing City population.
- Not meeting the need for meeting room space.
- Not meeting the programming needs for the community.
- Lack of social infrastructure in Grimes.
- Without social amenities, the overall health of the community will suffer.
- Inability to have a private area for staff to eat and take breaks. Our kitchen (refrigerator, microwave, coffee pot, and sink) is in public view. We do have a single chair sitting inside a small closet if staff feel the need to not be at their desks to eat or make phone calls, etc.
- Apathetic attitude in community.
- Lack of strategic marketing within the community and metro area.
- Ensuring that Council, City Staff, and all Board Members are meeting diverse needs of all citizens and potential citizens of Grimes and not just select groups.

MANAGEMENT IN PROGRESS FY 2020 PROJECTS AND ISSUES

Grimes, Iowa

August 2019

DEPARTMENT: Library

Please list departmental projects or issues in progress (meaning there is work currently being done on them).

- 1 Build a new library facility that allows for current and future growth.
- 2 Develop and continue to evaluate marketing, technology, staffing, and building plans to ensure that the plans are cost effective, allow for flexibility, and meet the growing needs of this community.
- 3 Encourage more active engagement by people in the community of all age groups and varied interests in order to promote diversity and enhancement of community life. This would include and not be limited to cultures, fine arts, natural and technological sciences and the under-served segment of our population.
- 4 Continue to encourage participation of current and new library patrons in the variety of services and resources offered by the library.
- 5 Work to find ways to use the students in our community as a resource for patrons (i.e. technology, makers, and hobbies).
- 6 Investigate and apply for new grants such as Artist in Residence in order for people and ideas to come together.
- 7 Continue a periodic community review of library services and materials in order to assure that the currently and in the future will meet the needs of all people in the community.
- 8 Continue work to establish open discussion with the city leaders in order to always have the pulse of library expectations.
- 9 When feasible, continue partnerships with other libraries/businesses/groups to decrease costs, increase program participation.

- 10 Recruit and retain qualified and competent staff.
- 11 Continue to enhance positive working relationships with city staff, city administration and elected city leadership.
- 12 Continue existing and investigate methods to enhance library services to meet community needs. This includes the ongoing evaluation of community needs.
- 13 Continue to provide meaningful staff education programs and continue to meet or exceed the standard of five hours of continuing education per year per Library Board member.
- 14 Investigate opportunities for grants and other methods to finance a new library facility and be poised to act on these opportunities when a new facility is authorized.
- 15 Continue to work with the City to see where we can find opportunities for valued partnerships and shared resources.

INITIATIVES FY 2020: SHORT-TERM ISSUES AND PROJECTS

Grimes, Iowa

August 2019

DEPARTMENT: Library

Please list issues or projects that you would like for the city to address this FY 2020.

- 1 Replace carpeting inside meeting room.
- 2 Complete Garbage enclosure to get garbage away from the public entrance.
- 3 Update look and content of library marketing materials.
- 4 Have a library board member attend continuing education opportunity.
- 5 Go on a "library" tour with all City Councilmembers.
- 6 Scan in all patron records.
- 7 Electronically store all historical financial, HR, and building documents we are required to keep.
- 8 Rid attic of 90% of stored items. However, this means we will need to purchase new in the future.
- 9 Come up with an internal short-term building plan/solution to gain some more shelf space.
- 10 Utilize the \$10,000 grant for new technology items.
- 11 After LOSST is passed, get City Council to sign a resolution for the library.
- 12 Hire a new full-time circulation/public service leader.
- 13 Put in place a new technology plan.

- 14 Begin development of a new marketing plan.
- 15 Begin base-level construction of a new staffing plan with HR.
- 16 Have all staff attend 2020 ILA for continuing education.
- 17 Successfully complete accreditation process.
- 18 Hire architect firm to design plans for a new library.
- 19 The library should be an expression of its community's vision and creativity; this can only happen if we involve them actively in decision-making and planning. We will hold a community meeting to assist in the development process to ensure community needs will be met within the new building design. We will also ask community members and city staff to be a part of a smaller design team.
- 20 Locate and ascertain the future library location.
- 21 Work with Jake to develop a short survey (5 questions or less) on citizens' overall opinion of the City of Grimes.
- 22 Expand community outreach to public via reaching out to at least one more community group

MAJOR CHALLENGES

Grimes, Iowa

August 2019

DEPARTMENT: Parks and Rec

From your department's perspective, what are the major challenges facing the city over the next 5 years?

- Implementation of completed Parks and Rec master plan and making a timely transition from design to construction
- Continuing to meet needs and expectations of sports clubs with current staffing levels
- Forecasting additional parkland, green space, and detention areas that we are responsible for maintaining.
- Completing critical trail loops that have gaps due to lack of development
- Completing regional trail connections and securing funding for construction
- Creating an identity and brand within our park system that is consistent with our mission statement
- Continued commitment in staff, funding, and equipment necessary to maintain athletic fields

MANAGEMENT IN PROGRESS FY 2020 PROJECTS AND ISSUES

Grimes, Iowa

August 2019

DEPARTMENT: Parks and Rec

Please list departmental projects or issues in progress (meaning there is work currently being done on them).

- 1 Growing programing for the recreational department
- 2 Asset management and replacement schedules for park assets (Benches, Structures, Grills, Play Structures, Etc.)
- 3 CIP Funding for park development
- 4 Turf establishment and care for athletic fields
- 5 Training, certification, and safety programs
- 6 Lions Park Master Plan/Water Works Master Plan
- 7 Work flow management and bench marking of labor production using mobile 311

INITIATIVES FY 2020: SHORT-TERM ISSUES AND PROJECTS

Grimes, Iowa

August 2019

DEPARTMENT: Parks and Rec

Please list issues or projects that you would like for the city to address this FY 2020.

- 1 Signage replacement and updating after re-branding is completed
- 2 Irrigation improvements at south complex, batting cage improvements at south complex
- 3 Purchase of specialized mowing equipment for athletic fields and snow removal equipment designed for trails
- 4 Funding for design/construction of indoor multi-use facility at south complex as outlined in parks plan
- 5 Continued support to increase technical skill and staffing level in parks department
- 6 Resurfacing of existing asphalt trails and adoption of standard construction specs for PCC trails and Asphalt trails
- 7 Establishment of urban forestry program
- 8 Retro fit existing dry detention basins into storm water wet-lands or wet ponds
- 9 Council adoption of Parks CIP

MAJOR CHALLENGES

Grimes, Iowa

August 2019

DEPARTMENT: Public Works

From your department's perspective, what are the major challenges facing the city over the next 5 years?

- Staffing levels to keep up with growth and service delivery
- Aging infrastructure that has been neglected as a result of rapid growth
- Creating a balanced CIP that addresses a wide range of needs vs large expenditures on one or two larger projects.
- Managing data, better communication across departments, and working collectively with staff being housed at various locations.
- Completing and funding city owned facilities for a growing staff on a limited budget
- Funding annual maintenance projects to extend life of infrastructure: Patching, resurfacing, sidewalks (ADA), trails, water mains, storm sewer, traffic signals (Inter-connect with Fiber), intersections and crosswalks
- Funding major capital purchases to keep up with additional lane miles of roads and trails
- Evaluation of construction specs, inspection procedures, and management of large public projects
- Continuing to create a positive work culture where performance and accountability are rewarded
- Maintenance on city owned buildings

MANAGEMENT IN PROGRESS FY 2020 PROJECTS AND ISSUES

Grimes, Iowa

August 2019

DEPARTMENT: Public Works

Please list departmental projects or issues in progress (meaning there is work currently being done on them).

- 1 Work place culture and improvement of staffing levels
- 2 Work flow management and creation of GIS data
- 3 CIP program
- 4 Preventative maintenance for vehicles and equipment
- 5 Training, certification, and safety programs
- 6 Snow policy revisions and updates
- 7 Bldg. maintenance checks – improving but difficult with staffing levels

INITIATIVES FY 2020: SHORT-TERM ISSUES AND PROJECTS

Grimes, Iowa

August 2019

DEPARTMENT: Public Works

Please list issues or projects that you would like for the city to address this FY 2020.

- 1 Safe school route master planning and improvements to intersections
- 2 Parking facilities at North Complex to reduce traffic back up on 27th
- 3 Formal adoption and creation of CIP for all departments
- 4 Inter-connect fiber to traffic signals for monitoring and timing adjustments
- 5 Funding for light duty fleet replacement – 1-ton Truck and 550 dump truck
- 6 Funding of Tandem axel dump truck with Snow Plow and Wing
- 7 PW office reconfiguration
- 8 Creation of IT/Communications positions or departments
- 9 Completed long range facility planning – in process

MAJOR CHALLENGES

Grimes, Iowa

August 2019

DEPARTMENT: Water, Waste Water, Collection and Distribution

From your department's perspective, what are the major challenges facing the city over the next 5 years?

- Timing of RO plant construction and connection to the WRA while trying to continue to operate within State Permit levels at both plants. These are critical!
- Doing small projects to facilities that can help stresses to plants and staff.
- Inflow and Infiltration inspections and repair. These should be coordinated with road and other infrastructure projects
- Identifying continued growth needs.
- Identifying future source water.

MANAGEMENT IN PROGRESS FY 2020 PROJECTS AND ISSUES

Grimes, Iowa

August 2019

DEPARTMENT: Water, Waste Water, Distribution and Collection

Please list departmental projects or issues in progress (meaning there is work currently being done on them).

- 1 New Jordan Well being drilled.
- 2 Installation of 16" raw water main from new plant to new well.
- 3 1.5 million Gallon water tower under construction.
- 4 Continued lime sludge and biosolid hauling.
- 5 Security system installation including key card entrances, cameras and fence/gate upgrades.
- 6 Continue to identify I+I and distribution weaknesses.
- 7 Plant roadwork and property upgrades.

**INITIATIVES FY 2020:
SHORT-TERM ISSUES AND PROJECTS
Grimes, Iowa
August 2019**

DEPARTMENT: Water, Waste Water, Distribution and Collection

Please list issues or projects that you would like for the city to address this FY 2020.

- 1 Make schedules and continue support for projects listed in the 5-year plan.
- 2 Water main repair schedules for N. James St. and N. Jacob.
- 3 Put a water conservation plan in city ordinances. This will be critical over the next two years.

SECTION 6

CITY OF GRIMES PLAN 2019 – 2025

A

**PLAN 2019 – 2025:
[Working Draft]**

City of Grimes Goals 2025

**GREAT PLACE TO LIVE THROUGH EXPANDED
QUALITY OF LIFE AMENITIES**

**HIGH PERFORMING ORGANIZATION
PROVIDING PROFESSIONAL
EXCEPTIONAL SERVICES**

MORE BEAUTIFUL, VIBRANT COMMUNITY

**SMALL TOWN FEELING PRESERVED THROUGH
PLANNED, MANAGED GROWTH**

GOAL 1	GREAT PLACE TO LIVE THROUGH EXPANDED QUALITY OF LIFE AMENITIES
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► **Objectives**

1. Increase the number of “sit-down” restaurants
2. Expand City trail system with connectivity to the regional system
3. Develop a regional community park with diverse amenities/venues
4. Replace and expand the City Library
5. Develop a Splash Pad
6. Increase the acreage of dedicated park land
7. Increase the number of sports/athletic fields

► **Means to Residents**

1. Convenience – no need to leave Grimes to shop or eat
2. Leisure activities for all
3. Easy access to parks with a variety of venues
4. Recreational and leisure choices within Grimes
5. Support for a healthy and active lifestyle
6. More reasons to stay living in Grimes

► **Short Term Challenges and Opportunities**

1. Funding and prioritizing for new recreational facilities, parks and trail development
2. Connecting trails within Grimes and with regional trail system
3. Distinguishing “wants” and “needs”
4. Prioritizing and implementing the Parks and Trail Master Plan
5. Competition for athletic fields – recreational uses, competition and tournaments
6. Neighborhood parks with minimal amenities
7. Planning for City infrastructure
8. Funding for staffing and maintenance of new City facilities
9. Balancing tax relief and funding for amenities especially with increased tax assessments

► **Long Challenges and Opportunities**

1. Residents' expectations for leisure amenities in Grimes following LOSST election
2. Funding for the operations and maintenance of recreational facilities and parks
3. Lack of “sit-down” restaurants in Grimes
4. Aging Library with lack of spaces
5. Working with sports associations and groups
6. Lack of retail stores – must shop outside of Grimes
7. Changing retail patterns with increasing internet sales
8. Limited pool of contractors

► **Policy Actions 2019 – 2020**

- | | |
|---|---------------------|
| 1. Parks and Trails Comprehensive Plan Implementation: Project Priorities and Funding | Mgmt
M/C
2018 |
| 2. Library Plan Implementation: Direction and Funding | Mgmt
M/C
2018 |
| 3. Trail Connectivity Master Plan Implementation: Project Priorities and Funding | Mgmt
M/C
2018 |
| 4. Lions Park: Phase 1 – Design and Land Acquisition | Mgmt
M/C
2018 |
| 5. Splash Pad: Direction and Funding | Mgmt
M/C
OTH |
| 6. Park Land Dedication Policy: Review and Direction | M/C
OTH |
| 7. Wallace Farm Project: Direction | Mgmt
OTH |

► **Management Actions 2019 – 2020**

- | | |
|---|------|
| 1. Standard Construction Specs for PCC Trials and Asphalt Trials Resurfacing: Direction | Mgmt |
|---|------|

► **Management in Progress 2019 – 2020**

- | | |
|---|------|
| 1. Volunteer Service Group | MIP |
| a. Marketing | 2018 |
| b. 501C 3 Creation | |
| 2. AAU Partnership: UAAASA Agreement | MIP |
| 3. Game Field for Tackle/Flag Football | MIP |
| 4. Library State Accreditation: Renewal | MIP |
| 5. Library Collection and Materials: Update | MIP |
| 6. Artists in Residence: Grant Application | |
| 7. Library Services: Community Review | |
| 8. New Ways to Partner with Schools | |
| 9. New Library Funding Opportunities: Grants and Other Methods | |
| 10. Library Senior Programming: Development | |
| 11. Library Staff Job Descriptions and Work Flow: Re-evaluation | |
| 12. Library Marketing Materials: Update | |
| 13. Library Patrons Records: Scanning | |
| 14. Library Attic Stored Items | |
| 15. Library New Technology Items [\$10,000 Grant] | |
| 16. Library Full-time Circulation/Public Service Leaders: Hire | |
| 17. Library New Technology Plan | |
| 18. Library New Staffing Plan: Development | |

► **Major Projects 2019 – 2020**

- | | |
|---|-----|
| 1. Sports/Ball Fields Light Installation | MP |
| a. One North | |
| b. One South | |
| 2. GCC Upgrades | MP |
| a. Awning to Senior Center Entrance (\$5,000) | |
| b. New Roof (\$50,000) | |
| 3. North Sports Complex Improvements Signage | OTH |
| 4. Library Meeting Room Carpet: Replacement | OTH |

► **On the Horizon 2021 – 2025**

1. Water Works Park: Direction
2. GCC Remodel: Direction and Funding
3. North Sports Complex Improvements: Playground and Additional Parking
4. Aquatic Center: Direction
5. City – Schools Strategy: Key Issues, Direction and Actions
6. Sports Club Partnership: Review and Direction
7. Indoor Multi-use Facility at South Complex: Direction and Funding
8. Library App for Catalog: Development OTH
9. Indoor Rec Space/Gym Space (Short Term): Assessment and Direction OTH
10. Senior Facilities, Programs and Services: Needs Assessment and Direction OTH
11. Shawver Park Master Plan: Projects, Phasing and Funding OTH
12. Major Community Park: Scope, Location, Direction and Funding

GOAL 2

HIGH PERFORMING ORGANIZATION PROVIDING PROFESSIONAL EXCEPTIONAL SERVICES

► Objectives

1. Develop a professional City organization culture guided by City Core Values
2. Hire, develop and retain a professional City workforce
3. Refine the capital project and community investment planning and process
4. Deliver City services in a cost effective and efficient manner
5. Upgrade financial systems and planning processes
6. Institutionalize strategic planning process
7. Upgrade City facilities to meeting the needs of a growing community
8. Have a responsible tax levy rate that supports services, facilities and investment in the future

► Means to Residents

1. Service value for taxes and fees
2. Timely response for a call for service – emergency and non-emergency
3. Customer friendly services like you would receive in a small town
4. Opportunities to provide feedback on services and City performance
5. Opportunities to become involved in the City's governance process
6. Reliable delivery of City services

► **Short Term Challenges and Opportunities**

1. Keeping up with a rapidly growing community
2. Aging, undersized City buildings
3. Regularly adjusting City fees and charges to cover the costs of service delivery and the market
4. Developing modern operating systems and processes
5. Implement LOSST with community expectations
6. High tax levy consolidated rate (School)
7. Keeping with information technology
8. Cyber security and potential ransom

► **Long Term Challenges and Opportunities**

1. Engaging and communicating with the community
2. Who should pay for City services and the best method of payment
3. Hiring the “best” employees for the City of Grimes
4. Lack of clear direction and expectations
5. Understanding the evolving needs of residents – current and new
6. Identifying City “best practices” and applying to the City of Grimes
7. Actions by the Iowa State Legislature impacting City finances and services
8. Determining how to be the “best” communicate with the community – residents and businesses
9. Continue professionalizing City government
10. Rising cost of delivering City services
11. Outdated “fee structure”
12. Desire for tax and fee reductions

► **Policy Actions 2019 – 2020**

- | | |
|--|---------------------|
| 1. WRA Agreement: Implementation | Mgmt
M/C
2018 |
| 2. City Facilities Master Plan: Condition Assessment, Space Needs, Development and Direction | Mgmt
M/C
OTH |
| 3. City Services and Staffing Plan: Development and “Trigger” Points | M/C |
| 4. One Year Capital Improvement/Community Investment Plan: Development | Mgmt
M/C
OTH |
| 5. Budget and Tax Rate: Direction | M/C |
| 6. Special Assessments Policy: Direction | Mgmt |
| 7. IT Leadership (Position/Contract): Direction and Funding | Mgmt |

► **Management Actions 2019 – 2020**

- | | |
|--|---------------------|
| 1. Five Year Financial Plan: Development | Mgmt
M/C
2018 |
| 2. City Organization and Staffing Plan: Next Steps | Mgmt
M/C
2018 |
| 3. Fire Station: Location and Land Acquisition | Mgmt
M/C
2018 |
| 4. Human Resources Management Policies and Handbook: Development | Mgmt
2018 |
| 5. City Financial Policies: Direction and Adoption | Mgmt
M/C
2018 |
| 6. Animal Control Contract Amendment (with Polk County Sheriff) | Mgmt |
| 7. Fire/EMS Services 28e Agreement: Update | Mgmt |
| 8. Polk Sheriff for Radio Dispatch 28e Agreement Update | Mgmt |
| 9. Comprehensive Fee Schedule: Review, Development and Direction | Mgmt
OTH |

► Management in Progress 2019 – 2020

1. Strategic Plan: Update	2018
2. Snow Policy: Update	2018
3. Meter Reading	MIP
4. Budget Process Modifications: Next Steps	MIP
5. Library “All Staff” Training	MIP
6. City Performance Evaluation System: Development	
7. Thorpe Billing	
8. Document Management	CC
9. Agenda Management Process	CC
10. Logo: Implementation	CC
11. GIS Division: Development	DS
12. Building Inspection Service: Hire	DS
13. Standard Professional Service Agreement Template: Development	DS
14. City Property Disposal: RFP/RFQ	DS
15. Development Service	DS
• Engineering Technician/Inspector	
• Planning Technician/City Planner	
16. Development Review Process: Definition	DS
17. Public and Private Project Tracking Database	DS
18. Development Service Vehicles: Funding	DS
19. City Hall Cross Training	Fin
20. Ambulance Billing/Accounting	Fin
21. Time Keeping System for Payroll	Fin
22. High Risk Structures: Pre-Planning	Fire
23. Drug Vending Machines Inside Hospital: Direction	Fire
24. Water Rescue Response: Implementation	Fire
25. Fire Specialty Services: Enhancement	Fire
• Confined Space	
• Trench Rescue	
26. Fire Safety Education: Enhancement	Fire
27. Fire Service Contracts: Update	Fire
a. Walnut Township	
b. Grant Township	
28. Benefits Survey and Evaluation: Direction	HR
29. Human Resources Stabilization Process	HR
30. IT Security Protocol	HR

► **Management in Progress 2019 – 2020** *(Continued)*

- | | |
|---|----|
| 31. IT Training | HR |
| 32. Server Closet Temperature and Humidity Control | |
| 33. Anti-Virus/Anti-Malware Software: Update | |
| 34. New Daily Back Up System: Implementation | |
| 35. Information Technology Departmental Inventory: Completion | |
| 36. Phone System: Upgrades | |
| a. Parks and Recreation | |
| b. Public Works | |
| 37. Laptop Computers for Employee Checkout: Setup | |
| 38. Flush-mount Cable Cubby in Conference Room: Installation | |
| 39. Mowing Equipment for Athletic Fields: Purchase | |
| 40. Building Maintenance Checks: Improvements | |
| 41. Tandem Axel Truck with Snow Plow and Wing: Funding | |
| 42. Lime Sludge and Bio Solids Hauling: Continuation | |
| 43. I & I Annual Inspection | |
| 44. Drone Use Expansion | |

► **Major Projects 2019 – 2020**

1. City Hall: Window Repairs/Exterior Painting
2. 16" Raw Water Main – New Plant to New Well
3. Water Tower [1.5 million gallons]: Construction
4. Water Treatment Plant: Construction [including Roadwork and Property Upgrades]

► **On the Horizon 2021 – 2025**

1. Thorpe Water District: Next Steps
2. Strategic Communications Plan: Direction and Actions
3. City Website: Upgrade
4. City Revenue Options: Report and Direction
5. New Fire Engine: Direction and Funding
6. City Hall: Direction
 - a. Short Term
 - b. Long Term
7. Water Conservation Policy and Program: Direction and Actions
8. Social Media Policy: Review and Direction
9. Grants Program: Direction and Actions
10. Utility Rate Structure: Update
11. Civic Campus Plan: Direction and Action
12. City Employee Wellness Program: Development
13. Citizen Engagement Strategy: Report, Direction and Actions
14. Water Main Repairs – N. James Street and N. Jacob
15. 5 Year Capital Improvement/Community Investment Program
16. Equipment Replacement Schedule
17. Keycard Access to GCC

GOAL 3	MORE BEAUTIFUL, VIBRANT COMMUNITY
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► **Objectives**

1. Have attractive, well-maintained streetscapes on major corridors and highways
2. Have attractive gateways and entrances that are distinctive for Grimes
3. Expand trees throughout the community
4. Have well-designed, attractive and well-maintained City buildings, facilities and parks
5. Turn warehouses/historic structures into visual assets for the community
6. Have new buildings and homes that are attractive and using the appropriate building materials and meeting City's architectural standards
7. Expand arts and culture in the community

► **Means to Residents**

1. Protection of property values and neighborhood integrity
2. Creating a "sense of place"
3. "Green" community with trees and landscaping
4. Pride in the Grimes community
5. Distinguishing Grimes from other cities in the Des Moines region
6. City investing in "beauty"

► **Short Term Challenges and Opportunities**

1. Defining the City role and funding level
2. Lack of trees
3. Compliance vs. enforcement of City codes and regulations
4. Partnering with the business community and community organizations
5. Prioritizing and funding for community beauty and attractiveness
6. Developing and maintaining attractive streetscapes
7. Future availability of water
8. Major transportation corridors dissecting the community

► **Long Term Challenges and Opportunities**

1. Working with IDOT
2. Cost of tree planting and maintenance (short term and long term)
3. Irresponsible property owners who are not maintaining or investing in the upgrades of their property and structures
4. Regulating commercial signage
5. Creating a distinctive visual sense of place
6. Personal property rights and city role

► **Management Actions 2019 – 2020**

1. Statue Relocation

► **Management In Progress 2019 – 2020**

1. Tree Plantings (100)
2. Tree Report
3. Tree Boarding: Planting More Expansion

► **On the Horizon 2021 – 2025**

1. Property Maintenance Code: Direction, Service Level – Compliance and Enforcement
2. Warehouse/Historic Structures Attractiveness: Report and Direction
3. City Beautification Policy and Program: Report and Direction
4. Public Art Policy and Program: Report, Direction and Funding
5. Tree and Forestation Policy and Program: Direction
6. Highway 141 Beautification Plan: Report, Direction and Actions

GOAL 4	SMALL TOWN FEELING PRESERVED THROUGH PLANNED, MANAGED GROWTH
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► **Objectives**

1. Maintain and develop City infrastructure to support a growing community
2. Have strong partnerships among the City, the Schools and community organizations
3. Have residents taking pride in and contributing to the Grimes community
4. Have growth paying for growth
5. Develop Class "A" office space
6. Develop a variety of housing options: attainable quality and types

► **Means to Residents**

1. A community for a lifetime – all family generations
2. More reasons to continue to live in Grimes
3. Quality housing choices
4. Grimes with a real, "small town" Downtown
5. Protection of property values
6. Family-friendly community

► **Short Term Challenges and Opportunities**

1. Prioritize and funding for City facilities and infrastructure to support growth
2. Relationship with School District and developing effective, collaborating relationship
3. Expanding north-south and east-west connectivity within Grimes
4. Costs of project with expectations of incentives
5. Managing and supporting growth
6. Attracting the right businesses for Grimes
7. Conflicting interest between the City and developer
8. Creating a sense of “neighborhood”
9. Developing state-of-the-art information technology infrastructure

► **Long Term Challenges and Opportunities**

1. Updating and following City development regulations and standards with few waivers
2. Providing more opportunities to work in Grimes
3. Defining “small town”
4. Balancing residential growth and business growth
5. Having new developments adding value to the community
6. Funding for roads and highways
7. Working with IDOT with lack of City control or influence
8. Future economic recession impacting residential and commercial development
9. Availability of shovel ready site or building
10. Land owners willingness to sell or inflated price expectations

► **Policy Actions 2019 – 2020**

- | | |
|---|--------------------|
| 1. City Economic Development Policy and Incentives: Direction | Mgmt
M/C
OTH |
| 2. Zoning Ordinance: Update | Mgmt
OTH |
| 3. Sports Tourism Strategy: Report, Direction and Actions | M/C |
| 4. Annexation Policy and Strategy: Direction and Actions | Mgmt |
| a. Johnston | M/C |
| b. Urbandale | 2018 |
| 5. City Owned Land: Inventory and Direction | Mgmt
2018 |

► **Management Actions 2019 – 2020**

- | | |
|--|---------------------|
| 1. HyVee Development: Monitoring and Actions | Mgmt
M/C
2018 |
| 2. Outdoor Storage Ordinance: Review and Direction | M/C |
| 3. DART: Direction | M/C |
| 4. Traffic Signal Fiber: Funding | Mgmt |
| 5. Highway 44 Access Plan (with IDOT) Development | Mgmt |
| 6. Online Codification | |

► **Management in Progress 2019 – 2020**

- | | |
|---|-----------|
| 1. SWPPS Enforcement: Implementation | MIP |
| 2. WRA Grease Ordinance: Adoption | MIP |
| 3. Building Code: Update | DS
MIP |
| 4. New Plats to GIS Maps | MIP |
| 5. Board of Adjustment Ordinance: Re-write | DS |
| 6. SUDAS Supplemental Specs: Development | DS |
| 7. Private Utility Coordination System (ROW): Development | DS |

► **Major Projects 2019 – 2020**

1. County Line Road/Improvements OTH
2. Safe Routes to School Master Plan – Phase 2: Crosswalk on James
3. Traffic Signals [5]: Funding and Installation
4. SE Jacob Resurfacing
5. Jacob and Trailridge Drainage
6. NE Gateway Extension
7. SE 11th Extension: Design
8. Beaver Creek Watershed Improvements
9. SE 37th Street: Construction
10. Prairie Creek/Beaver Creek Channel Improvements
11. James Street (NW 7th and NW 8th Pedestrian Flasher)

► **On the Horizon 2021 – 2025**

1. Business Retention and Expansion Program: Direction and Actions
2. Restaurants Attraction Strategy: Direction and Actions
3. Retail Attraction Strategy: Direction and Actions
4. Railroad ROW Acquisition: Direction and Funding
5. School Resource Officers: Report, Direction and Funding
6. Code Enforcement Policy: Service Level, Direction and Funding
7. Comprehensive Plan: Revision
8. Community Complex: Direction
9. New Road by School: Direction and Funding
10. Building Standards: Review and Direction
11. Building Materials Ordinance: Review and Direction
12. Overlay District Ordinance: Review and Direction
13. Short Term Rentals Ordinance: Regional Approach and Direction
14. Grimes Branding and Marketing Campaign: Direction and Actions
15. TIF: Policy: Review and Direction
16. Streambank Stabilization Assessment and Plan: Direction, Funding and Development
17. Westward Sanitary Sewer Analysis/Plan: Development
18. Citywide Landscape Plan: Development
19. Entrance Signs for Grimes: Direction and Funding
20. Sidewalk Policy and Program: Direction and Funding

► **On the Horizon 2020 – 2025** *(Continued)*

21. Business Incubator Space: Report and Direction
22. Rental Registration and Inspection Program: Direction and Funding
23. Transportation Corridor Master Plan: Development
24. 19th Corridor Development

B

PLAN 2019 – 2025
[Working Document: With Votes]

City of Grimes Goals 2025

**GREAT PLACE TO LIVE THROUGH EXPANDED
QUALITY OF LIFE AMENITIES**

**HIGH PERFORMING ORGANIZATION
PROVIDING PROFESSIONAL
EXCEPTIONAL SERVICES**

MORE BEAUTIFUL, VIBRANT COMMUNITY

**SMALL TOWN FEELING PRESERVED THROUGH
PLANNED, MANAGED GROWTH**

City of Grimes Goals 2025 Worksheet

1. GREAT PLACE TO LIVE THROUGH EXPANDED QUALITY OF LIFE AMENITIES
2. HIGH PERFORMING ORGANIZATION PROVIDING PROFESSIONAL EXCEPTIONAL SERVICES
3. MORE BEAUTIFUL, VIBRANT COMMUNITY
4. SMALL TOWN FEELING PRESERVED THROUGH PLANNED, MANAGED GROWTH

IMPORTANCE	
Personal*	Team
2	1
4	2
12	3
15	4

* The Mayor and City Council ranked the four goals from “most important” = 1 to “lesser importance” = 4. The number in this column represents the total score for each goal.

GOAL 1	GREAT PLACE TO LIVE THROUGH EXPANDED QUALITY OF LIFE AMENITIES
---------------	---

► **Objectives**

1. Increase the number of “sit-down” restaurants
2. Expand City trail system with connectivity to the regional system
3. Develop a regional community park with diverse amenities/venues
4. Replace and expand the City Library
5. Develop a Splash Pad
6. Increase the acreage of dedicated park land
7. Increase the number of sports/athletic fields

► **Means to Residents**

1. Convenience – no need to leave Grimes to shop or eat
2. Leisure activities for all
3. Easy access to parks with a variety of venues
4. Recreational and leisure choices within Grimes
5. Support for a healthy and active lifestyle
6. More reasons to stay living in Grimes

► **Challenges and Opportunities**

	PRIORITY
1. Funding and prioritizing for new recreational facilities, parks and trail development	5
2. Connecting trails within Grimes and with regional trail system	5
3. Distinguishing “wants” and “needs”	4
4. Prioritizing and implementing the Parks and Trail Master Plan	3
5. Competition for athletic fields – recreational uses, competition and tournaments	3
6. Neighborhood parks with minimal amenities	3
7. Planning for City infrastructure	3
8. Funding for staffing and maintenance of new City facilities	3
9. Balancing tax relief and funding for amenities especially with increased tax assessments	3
10. Residents’ expectations for leisure amenities in Grimes following LOSST election	2
11. Funding for the operations and maintenance of recreational facilities and parks	2
12. Lack of “sit-down” restaurants in Grimes	2
13. Aging Library with lack of spaces	1
14. Working with sports associations and groups	1
15. Lack of retail stores – must shop outside of Grimes	1
16. Changing retail patterns with increasing internet sales	1
17. Limited pool of contractors	1
18. Changing recreational and leisure time trends	0
19. Defining the City’s role and funding for community events and festivals	0
20. Acquiring Right-of-way – trail connection	0

► Actions 2019 – 2020

		PRIORITY
1. Parks and Trails Comprehensive Plan Implementation: Project Priorities and Funding	Mgmt M/C 2018	5
2. Library Plan Implementation: Direction and Funding	Mgmt M/C 2018	5
3. Trail Connectivity Master Plan Implementation: Project Priorities and Funding	Mgmt M/C 2018	5
4. Lions Park: Phase 1 – Design and Land Acquisition	Mgmt M/C 2018	5
5. Major Regional Community Park: Scope, Location, Direction and Funding	M/C OTH	4
6. Splash Pad: Direction and Funding	Mgmt M/C OTH	4
7. Park Land Dedication Policy: Review and Direction	M/C OTH	3
8. Wallace Farm Project: Direction	Mgmt OTH	3
9. Standard Construction Specs for PCC Trials and Asphalt Trials Resurfacing: Direction	Mgmt	Mgmt
10. Water Works Park: Direction	Mgmt OTH	1
11. GCC Remodel: Direction and Funding	Mgmt OTH	0
12. North Sports Complex Improvements	Mgmt OTH	0
a. Playground		
b. Additional Parking		
13. Aquatic Center: Direction	M/C	0
14. City – Schools Strategy: Key Issues, Direction and Actions	M/C	0
15. Sports Club Partnership: Review and Direction	Mgmt	0
a. Soccer		
b. Football		
c. Baseball		
d. Softball		
16. Indoor Multi Use Facility at South Complex: Direction and Funding	Mgmt	0

► **Management in Progress 2019 – 2020**

- | | |
|---|------|
| 1. Volunteer Service Group | MIP |
| a. Marketing | 2018 |
| b. 501C 3 Creation | |
| 2. Scheduling Programming at Schools | MIP |
| 3. AAU Partnership: UAAASA Agreement | MIP |
| 4. Game Field for Tackle/Flag Football | MIP |
| 5. Library State Accreditation: Renewal | MIP |
| 6. Library Collection and Materials: Update | MIP |

► **Major Projects 2019 – 2020**

- | | |
|---|-----|
| 1. Sports/Ball Fields Light Installation | MP |
| a. One North | |
| b. One South | |
| 2. GCC Upgrades | MP |
| a. Awning to Senior Center Entrance (\$5,000) | |
| b. New Roof (\$50,000) | |
| 3. North Sports Complex Improvements Signage | OTH |

► **On the Horizon 2021 – 2025**

- | | |
|---|-----|
| 1. Library App for Catalog: Development | OTH |
| 2. Indoor Rec Space/Gym Space (Short Term): Assessment and Direction | OTH |
| 3. Senior Facilities, Programs and Services: Needs Assessment and Direction | OTH |
| 4. Shawver Park Master Plan: Projects, Phasing and Funding | OTH |

GOAL 2	HIGH PERFORMING ORGANIZATION PROVIDING PROFESSIONAL EXCEPTIONAL SERVICES
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► **Objectives**

1. Develop a professional City organization culture guided by City Core Values
2. Hire, develop and retain a professional City workforce
3. Refine the capital project and community investment planning and process
4. Deliver City services in a cost effective and efficient manner
5. Upgrade financial systems and planning processes
6. Institutionalize strategic planning process
7. Upgrade City facilities to meeting the needs of a growing community
8. Have a responsible tax levy rate that supports services, facilities and investment in the future

► **Means to Residents**

1. Service value for taxes and fees
2. Timely response for a call for service – emergency and non-emergency
3. Customer friendly services like you would receive in a small town
4. Opportunities to provide feedback on services and City performance
5. Opportunities to become involved in the City's governance process
6. Reliable delivery of City services

► **Challenges and Opportunities**

	PRIORITY
1. Keeping up with a rapidly growing community	5
2. Aging, undersized City buildings	5
3. Regularly adjusting City fees and charges to cover the costs of service delivery and the market	3
4. Developing modern operating systems and processes	3
5. Implement LOSST with community expectations	3
6. High tax levy consolidated rate (School)	3
7. Keeping with information technology	3
8. Cyber security and potential ransom	3
9. Engaging and communicating with the community	2
10. Who should pay for City services and the best method of payment	2
11. Hiring the “best” employees for the City of Grimes	2
12. Lack of clear direction and expectations	2
13. Understanding the evolving needs of residents – current and new	1
14. Identifying City “best practices” and applying to the City of Grimes	1
15. Actions by the Iowa State Legislature impacting City finances and services	1
16. Determining how to be the “best” communicate with the community – residents and businesses	1
17. Continue professionalizing City government	1
18. Rising cost of delivering City services	1
19. Outdated “fee structure”	1
20. Desire for tax and fee reductions	1

► **Actions 2019 – 2020**

		PRIORITY
1. WRA Agreement: Implementation	Mgmt M/C 2018	6
2. City Facilities Master Plan: Condition Assessment, Space Needs, Development and Direction	Mgmt M/C OTH	6
3. City Service and Staffing Plan: Development and “Trigger” Points	M/C	5
4. Five Year Capital Improvement/Community Investment Plan: Development	Mgmt M/C OTH	4
5. Drinking Water: Direction and Action	Mgmt OTH	4
6. Budget and Tax Rate: Direction	M/C	4
7. Special Assessments Policy: Direction	Mgmt	4
8. IT Leadership (Position/Contract): Direction and Funding	Mgmt	3
9. Five Year Financial Plan: Development	Mgmt M/C 2018	Mgmt
10. City Organization and Staffing Plan: Next Steps	Mgmt M/C 2018	Mgmt
11. Fire Station: Location and Land Acquisition	Mgmt M/C 2018	Mgmt
12. City Engineering Services: Implementation	Mgmt 2018	Mgmt
13. Human Resources Management Policies and Handbook: Development	Mgmt 2018	Mgmt
14. Records Retention Policy and Digital Files	Mgmt 2018	Mgmt
15. City Financial Policies: Direction and Adoption	Mgmt M/C 2018	Mgmt
16. Equipment Replacement Schedule: Direction and Funding	Mgmt OTH	Mgmt

► **Actions 2019 – 2020** *(Continued)*

		PRIORITY
17. Animal Control Contract Amendment (with Polk County Sheriff)	Mgmt	Mgmt
18. Fire/EMS Services 28e Agreement: Update	Mgmt	Mgmt
19. Polk Sheriff for Radio Dispatch 28e Agreement Update	Mgmt	Mgmt
20. Ambulance Service Fees: Update	Mgmt	Mgmt
21. Strategic Communications Plan: Direction and Actions	Mgmt M/C 2018	2
22. Comprehensive Fee Schedule: Review, Development and Direction	Mgmt OTH	2
23. City Website: Upgrade	Mgmt OTH	1
24. Water Conservation Policy and Program: Direction and Actions	Mgmt OTH	1
25. Social Media Policy: Review and Direction	M/C	1
26. Thorpe Water District: Next Steps	Mgmt 2018	0
27. City Revenue Options: Report and Direction	Mgmt OTH	0
28. New Fire Engine: Direction and Funding	Mgmt OTH	0
29. City Hall: Direction	Mgmt	0
a. Short Term	M/C	
b. Long Term	OTH	
30. Regional Leadership Strategy: Goals, Key Issues, Direction and Actions	M/C	0
31. Grants Program: Direction and Actions	M/C	0
32. Utility Rate Structure: Update	Mgmt	0
33. Civic Campus Plan: Direction and Action	Mgmt	0

► **Management in Progress 2019 – 2020**

1. Strategic Plan: Update	2018
2. Snow Policy: Update	2018
3. Meter Reading	MIP
4. Pay Day Payroll System	MIP
5. Budget Process Modifications: Next Steps	MIP
6. Public Works Equipment Cross Training	MIP
7. Library “All Staff” Training	MIP
8. Public Works SOP	MIP
9. City Performance Evaluation System: Development	
10. Thorpe Billing	
11. Document Management	CC
12. Agenda Management Process	CC
13. Logo: Implementation	CC
14. GIS Division: Development	DS
15. Building Inspection Service: Hire	DS
16. Standard Professional Service Agreement Template: Development	DS
17. City Property Disposal: RFP/RFQ	DS
18. Development Service	DS
• Engineering Technician/Inspector	
• Planning Technician/City Planner	
19. Development Review Process: Definition	DS
20. Public and Private Project Tracking Database	DS
21. Development Service Vehicles: Funding	DS
22. City Hall Cross Training	Fin
23. Ambulance Billing/Accounting	Fin
24. Time Keeping System for Payroll	Fin
25. High Risk Structures: Pre-Planning	Fire
26. Drug Vending Machines Inside Hospital: Direction	Fire
27. Water Rescue Response: Implementation	Fire
28. Fire Specialty Services: Enhancement	Fire
• Confined Space	
• Trench Rescue	
29. Fire Safety Education: Enhancement	Fire
30. Fire Service Contracts: Update	Fire
a. Walnut Township	
b. Grant Township	

► **Management in Progress 2019 – 2020** *(Continued)*

- | | |
|---|----|
| 31. Benefits Survey and Evaluation: Direction | HR |
| 32. Human Resources Stabilization Process | HR |
| 33. IT Security Protocol | HR |
| 34. IT Training | HR |

► **Major Projects 2019 – 2020**

1. City Hall: Window Repairs/Exterior Painting

► **On the Horizon 2021 – 2025**

- | | |
|---|-----|
| 1. City Employee Wellness Program: Development | OTH |
| 2. Citizen Engagement Strategy: Report, Direction and Actions | OTH |

GOAL 3	MORE BEAUTIFUL, VIBRANT COMMUNITY
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► **Objectives**

1. Have attractive, well-maintained streetscapes on major corridors and highways
2. Have attractive gateways and entrances that are distinctive for Grimes
3. Expand trees throughout the community
4. Have well-designed, attractive and well-maintained City buildings, facilities and parks
5. Turn warehouses/historic structures into visual assets for the community
6. Have new buildings and homes that are attractive and using the appropriate building materials and meeting City's architectural standards
7. Expand arts and culture in the community

► **Means to Residents**

1. Protection of property values and neighborhood integrity
2. Creating a "sense of place"
3. "Green" community with trees and landscaping
4. Pride in the Grimes community
5. Distinguishing Grimes from other cities in the Des Moines region
6. City investing in "beauty"

► Challenges and Opportunities

1. Defining the City role and funding level
2. Lack of trees
3. Compliance vs. enforcement of City codes and regulations
4. Partnering with the business community and community organizations
5. Prioritizing and funding for community beauty and attractiveness
6. Developing and maintaining attractive streetscapes
7. Future availability of water
8. Major transportation corridors dissecting the community
9. Working with IDOT
10. Cost of tree planting and maintenance (short term and long term)
11. Irresponsible property owners who are not maintaining or investing in the upgrades of their property and structures
12. Regulating commercial signage
13. Creating a distinctive visual sense of place
14. Personal property rights and city role
15. Defining “public art” and the City’s role
16. Defining community standards among residents
17. Difference between plans and reality

PRIORITY

6
6
6
4
4
4
3
3
2
2
1
1
1
1
0
0
0

► Actions 2019 – 2020

1. Tree and Forestation Policy and Program: Direction Mgmt 2018
2. Highway 141 Beautification Plan: Report, Direction and Actions M/C
3. Statue Relocation Mgmt
4. Property Maintenance Code: Direction, Service Level – Enforcement or Compliance Mgmt 2018

PRIORITY

6
6
0
0

► On the Horizon 2021 – 2025

1. Warehouse/Historic Structures Attractiveness: Report and Direction OTH
2. City Beautification Policy and Program: Report and Direction OTH
3. Public Art Policy and Program: Report, Direction and Funding OTH

GOAL 4

SMALL TOWN FEELING PRESERVED THROUGH PLANNED, MANAGED GROWTH

► Objectives

1. Maintain and develop City infrastructure to support a growing community
2. Have strong partnerships among the City, the Schools and community organizations
3. Have residents taking pride in and contributing to the Grimes community
4. Have growth paying for growth
5. Develop Class "A" office space
6. Develop a variety of housing options: attainable quality and types
7. Expand community festivals and events that bring neighbors together
8. Develop Heritage Town Center – a community destination
9. Have residents' making Grimes their new "hometown"
10. Revitalize "Governor's District"
11. Develop a Grimes identity

PRIORITY

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► Means to Residents

1. A community for a lifetime – all family generations
2. More reasons to continue to live in Grimes
3. Quality housing choices
4. Grimes with a real, "small town" Downtown
5. Protection of property values
6. Family-friendly community

► **Challenges and Opportunities**

1. Prioritize and funding for City facilities and infrastructure to support growth
2. Relationship with School District and developing effective, collaborating relationship
3. Expanding north-south and east-west connectivity within Grimes
4. Costs of project with expectations of incentives
5. Managing and supporting growth
6. Attracting the right businesses for Grimes
7. Conflicting interest between the City and developer
8. Creating a sense of “neighborhood”
9. Developing state-of-the-art information technology infrastructure
10. Updating and following City development regulations and standards with few waivers
11. Providing more opportunities to work in Grimes
12. Defining “small town”
13. Balancing residential growth and business growth
14. Having new developments adding value to the community
15. Funding for roads and highways
16. Working with IDOT with lack of City control or influence
17. Future economic recession impacting residential and commercial development
18. Availability of shovel ready site or building
19. Land owners willingness to sell or inflated price expectations
20. Developing/redeveloping Grimes historic downtown into a “true” downtown
21. Rise in petty crimes in Grimes

PRIORITY

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0

► Actions 2019 – 2020

			PRIORITY
1.	City Economic Development Policy and Incentives: Direction	Mgmt	6
		M/C	
		OTH	
2.	19 th Corridor Development: Direction	M/C	5
3.	Transportation Corridor Master Plan: Direction and Development	Mgmt	4
		OTH	
	a. James Street	d. 1 st	
	b. 19 th	e. 37 th	
	c. 11 th	f. 44 th	
4.	Zoning Ordinance: Update	Mgmt	4
		OTH	
5.	Sports Tourism Strategy: Report, Direction and Actions	M/C	4
6.	Annexation Policy and Strategy: Direction and Actions	Mgmt	3
	a. Johnston	M/C	
	b. Urbandale	2018	
7.	Class “A” Office Development Strategy: Direction and Actions	Mgmt	3
		2018	
8.	City Owned Land: Inventory and Direction	Mgmt	3
		2018	
9.	Road Improvement Projects: Direction and Funding	M/C	3
	a. North – South		
	b. East – West		
	c. James Street		
10.	HyVee Development: Monitoring and Actions	Mgmt	Mgmt
		M/C	
		2018	
11.	11 th Street Project: Litigation	Mgmt	Mgmt
		OTH	
12.	Outdoor Storage Ordinance: Review and Direction	M/C	Mgmt
13.	DART: Direction	M/C	Mgmt
14.	Traffic Signal Fiber: Funding	Mgmt	Mgmt
15.	Highway 44 Access Plan (with IDOT) Development	Mgmt	Mgmt
16.	Restaurants Attraction Strategy: Direction and Actions	Mgmt	2
		OTH	
17.	Community Complex: Direction	M/C	2
18.	Overlay District Ordinance: Review and Direction	M/C	2
19.	Business Retention and Expansion Program: Direction and Actions	Mgmt	1
		OTH	
20.	Comprehensive Plan: Revision	M/C	1

► **Actions 2019 – 2020**

			PRIORITY
21. New Road by School: Direction and Funding	M/C		1
22. TIF: Policy: Review and Direction	M/C		1
23. ROW Management and Ordinance: Direction	Mgmt 2018		0
24. Retail Attraction Strategy: Direction and Actions	Mgmt OTH		0
25. Railroad ROW Acquisition: Direction and Funding	Mgmt OTH		
26. School Resource Officers: Report, Direction and Funding	Mgmt OTH		0
27. Governor's District Overlay Policy: Direction	Mgmt OTH		0
28. Code Enforcement Policy: Service Level, Direction and Funding	Mgmt OTH		0
29. Building Standards: Review and Direction	M/C		0
30. Building Materials Ordinance: Review and Direction	M/C		0
31. Short Term Rentals Ordinance: Regional Approach and Direction	M/C		0
32. Grimes Branding and Marketing Campaign: Direction and Actions	M/C		0
33. Streambank Stabilization Assessment and Plan: Direction, Funding and Development	Mgmt		0
34. Westward Sanitary Sewer Analysis/Plan: Development	Mgmt		0
35. Citywide Landscape Plan: Development	Mgmt		0
36. Entrance Signs for Grimes: Direction and Funding	Mgmt		0

► **Management in Progress 2019 – 2020**

- | | |
|---|-----|
| 1. SWPPS Enforcement: Implementation | MIP |
| 2. WRA Grease Ordinance: Adoption | MIP |
| 3. Building Code: Update | DS |
| | MIP |
| 4. New Plats to GIS Maps | MIP |
| 5. GIS Data Maps | MIP |
| 6. 28e Agreements Consolidation | MIP |
| 7. Board of Adjustment Ordinance: Re-write | DS |
| 8. SUDAS Supplemental Specs: Development | DS |
| 9. Private Utility Coordination System (ROW): Development | DS |

► **Major Projects 2019 – 2020**

- | | |
|---|-----|
| 1. County Line Road/1 st Street Widening | OTH |
|---|-----|

► **On the Horizon 2021 – 2025**

- | | |
|--|-----|
| 1. Sidewalk Policy and Program: Direction and Funding | M/C |
| | OTH |
| 2. Business Incubator Space: Report and Direction | OTH |
| 3. Rental Registration and Inspection Program: Direction and Funding | OTH |

SECTION 7

ACTION AGENDA 2019 – 2020

Definitions of Terms

POLICY –

is an issue that needs direction or a policy decision by the Council; or needs a major funding decision by the Council; or an issue that needs Council leadership by the governing body in the community; or with other governmental bodies (city government, other city governments, state government, federal government) – questions of “WHAT: IS THE DIRECTION; IS THE GOAL; IS THE BUDGET OR RESOURCES; IS THE CITY'S POLICY OF REGULATION?”

MANAGEMENT –

a management action which the Council has set the overall direction and provided initial funding (e.g. phased project), may require further Council action on funding; or a major management project particularly multiple years (e.g. upgrade to the information system)- questions of “HOW: DO WE ADDRESS THE ISSUE, MANAGE THE CITY; IMPLEMENT A DECISION OR PROGRAM; CAN WE IMPROVE THE MANAGEMENT OR ORGANIZATIONAL PROCESS?”

MANAGEMENT IN PROGRESS –

a management or organization action which Council has set the direction, needs staff work before going to Council for direction next year or beyond, no choice mandated by an outside governmental agency or institution, management process improvement budgeted or funded by the Council.

MAJOR PROJECT –

a capital project funded in the CIP or by Council action which needs design or to be constructed (e.g. Road project, city facility project, park project, etc.).

ON THE HORIZON –

an issue or project that will not be addressed during the year by management or the Council but should be addressed in the next five years; it could become an action item for this year if another party moves the issue or project forward-it depends on them.

GOAL

ACTIONS

**Policy: M/CC Actions Needed,
Direction, Funding, Policy
Adoption, Message to Others**

**Management May Require Some
M/CC Action/Funding; M/CC Set
Direction, Management Focus**

Management in Progress
Implementation, Internal/
Administrative, Compliance, Study
– Funded

Major Projects
Construction, Physical Project
CIP

ON THE HORIZON

**Not This Year, Others May Pursue This Year, Wait and See, Other
Actions Must Come First.**

Policy Agenda 2019 – 2020

Targets for Action

City of Grimes

TOP PRIORITY

Library Plan: Implementation
Parks and Trails Comprehensive Plan: Implementation
WRA Agreement
Budget and Tax Rate
Splash Pad: Planning
City Economic Development Policy and Incentives
Sports Tourism Strategy

HIGH PRIORITY

Lions Park: Phase 1 Design
Trail Connectivity Master Plan: Implementation
One Year Capital Improvement/Community Investment Plan
City Facilities Master Plan: Development
Zoning Ordinance: Update
Wallace Farm: Direction
Annexation Policy and Strategy

Policy Agenda 2019 – 2020

City of Grimes

► Targets for Action

1. Library Plan: Implementation
2. Parks and Trails Comprehensive Plan: Implementation
3. WRA Agreement
4. Budget and Tax Rate
5. Splash Pad: Planning
6. City Economic Development Policy and Incentives
7. Sports Tourism Strategy
8. Lions Park: Phase 1 Design
9. Trail Connectivity Master Plan: Implementation
10. One Year Capital Improvement/Community Investment Plan
11. City Facilities Master Plan: Development
12. Zoning Ordinance: Update
13. Wallace Farm: Direction
14. Annexation Policy and Strategy
15. IT Leadership: Position and Upgrade
16. City Owned Land Inventory
17. Special Assessments Policy
18. Park Land Dedication Policy
19. City Services and Staffing Plan

PRIORITY	PRIORITY	
	TOP	HIGH
Top	5	-
Top	4	-
Top	4	-
Top	4	-
Top	3	-
Top	3	-
Top	3	-
High	2	5
High	0	5
High	2	4
High	1	4
High	1	4
High	0	4
High	0	3
	1	3
	0	2
	0	1
	0	0
	0	0

Management Agenda 2019 – 2020

Targets for Action

City of Grimes

TOP PRIORITY

Five Year Financial Plan: Development

City Financial Policies: Development

Polk Sheriff for Extension/Radio Dispatch: 28e Agreement

DART: Direction

Statue Relocation

HIGH PRIORITY

HyVee Development: Monitoring

City Organization and Staffing Plan: Implementation

**Human Resources Management Policies and Handbook:
Development**

Fire/EMS Services 28e Agreement

Traffic Signal Fiber: Funding

Fire Station: Land Acquisition

Management Agenda 2019 – 2020

City of Grimes

► Targets for Action

1. Five Year Financial Plan: Development
2. City Financial Policies: Development
3. Polk Sheriff for Extension/Radio Dispatch: 28e Agreement
4. DART: Direction
5. Statue Relocation
6. HyVee Development: Monitoring
7. City Organization and Staffing Plan: Implementation
8. Human Resources Management Policies and Handbook: Development
9. Fire/EMS Services 28e Agreement
10. Traffic Signal Fiber: Funding
11. Fire Station: Land Acquisition
12. Animal Control Contract Amendment
13. Highway 44 Access Plan
14. Water Conservation Policy and Program
15. Standard Construction Specs for PCC Trials and Asphalt Trials Resurfacing
16. Comprehensive Fee Schedule
17. Outdoor Storage Ordinance

PRIORITY	PRIORITY	
	TOP	HIGH
Top	5	-
Top	5	-
Top	5	-
Top	5	-
Top	4	-
High	2	5
High	1	5
High	0	5
High	0	5
High	1	4
High	1	3
	0	1
	0	1
	0	1
	0	0
	0	0
	0	0

Action Outlines 2019 – 2020

City of Grimes

GOAL 1

GREAT PLACE TO LIVE THROUGH EXPANDED QUALITY OF LIFE AMENITIES

ACTION: LIBRARY PLAN: IMPLEMENTATION

PRIORITY

Policy – Top

Key Issues

- Design
- Cost
- Library Components/Amenities
- Producing a Quality Library

Activities/Milestones

1. Develop budget with financial advisor
2. Decision: Budget
3. Select architect
4. Decision: Award
5. Complete architectural design and construction documents
6. Workshop: Report and Direction
7. Issue RFP
8. Decision: Award Construction Contract
9. Library Open

Time

9/19
10/19
11/19
12/19
6/20
9/20
11/20
3/21
9/22

Responsibility: Library

ACTION: PARKS AND TRAILS COMPREHENSIVE PLAN: IMPLEMENTATION

PRIORITY

Policy – Top

Key Issues

- Projects
- Project Priority
- Costs
- Funding
- Producing Results

Activities/Milestones

1. Prepare report with priority
2. Park Board: Review
3. Workshop: Report and Direction
4. Prepare budget proposals
5. Decision: CIP Budget

Time

8/19
8/19
10/19
2/20
3/20

Responsibility: Public Works

ACTION: SPLASH PAD: PLANNING

PRIORITY

Policy – Top

Key Issues

Activities/Milestones

Time

- | | |
|--------------------------------|-------|
| 1. Board: Approval | 9/19 |
| 2. Define scope | 10/19 |
| 3. Decision: Service Agreement | 11/19 |
| 4. Develop design, cost | 7/20 |

Responsibility: Public Works

ACTION: LIONS PARK: PHASE 1 DESIGN

PRIORITY

Policy – High

Key Issues

Activities/Milestones

Time

- | | | |
|-----------|--|-------|
| • Design | 1. Decision: Award Contract for Design | 2/20 |
| • Phasing | 2. Negotiate purchase | 2/20 |
| • Funding | 3. Decision: Purchase Agreement | 4/20 |
| | 4. Complete design | 10/20 |

Responsibility: Public Works

ACTION: TRAIL CONNECTIVITY MASTER PLAN: IMPLEMENTATION

PRIORITY

Policy – High

Key Issues

Activities/Milestones

Time

- | | | |
|--------------------|--|-------|
| • Project Priority | 1. Prepare report with recommendations | 11/19 |
| • Trail Gaps | 2. Workshop: Report and Direction | 1/20 |
| • Regional Trail | 3. Prepare CIP budget proposal | 2/20 |
| Connectivity – MPO | 4. Decision: CIP Budget | 3/20 |
| • Funding | | |
| • Expectations | | |

Responsibility: Public Works

ACTION: WALLACE FARM: DIRECTION

PRIORITY

Policy – High

Key Issues

Activities/Milestones

Time

1. Evaluate design/impact on down stream 11/19
2. Prepare report with options 11/19
3. Workshop: Report and Direction 11/19

Responsibility: Development Services

ACTION: PARK LAND DEDICATION POLICY

PRIORITY

Policy

Key Issues

Activities/Milestones

Time

- | | | |
|-------------------------|--------------------------|-------|
| • Park Land Acquisition | A. Alleys | |
| | 1. Incorporate in | 12/20 |
| | 2. Decision: Direction | 1/21 |
| | B. General | |
| | 1. Complete draft policy | 1/20 |
| | 2. P & Z Board | 3/20 |
| | 3. Decision: Adoption | 4/20 |

Responsibility: Development Services

ACTION: STANDARD CONSTRUCTION SPECS FOR PCC TRIALS AND ASPHALT TRIALS RESURFACING

PRIORITY

Mgmt

Key Issues

Activities/Milestones

Time

1. Complete research 10/19
2. Prepare report 12/19
3. Decision: Policy Direction 1/20

Responsibility: Engineering/Public Works

► **Management in Progress 2019 – 2020**

		TIME
1. Library New Technology Items [\$10,000 Grant]	Lib	10/19
2. Library Services: Community Review	Lib	12/19
3. Library Attic Stored Items	Lib	12/19
4. New Library Funding Opportunities: Grants Application and Other Methods	Lib	1/20
5. Library State Accreditation: Renewal	Lib	2/20
6. Library Patrons Records: Scanning	Lib	2/20
7. Library Full-time Circulation/Public Service Leaders: Hire	Lib	2/20
8. Volunteer Service Group	Lib	6/20
a. Marketing		
b. 501C 3 Creation		
9. AAU Partnership: UAAASA Agreement	P&R	6/20
10. Game Field for Tackle/Flag Football	P&R	6/20
11. Artists in Residence: Grant Application	Lib	6/20
12. New Ways to Partner with Schools	Lib	6/20
13. Library Senior Programming: Development	Lib	6/20
14. Library Staff Job Descriptions and Work Flow: Re-evaluation	Lib	6/20
15. Library Marketing Materials: Update	Lib	6/20
16. Library New Technology Plan	Lib	6/20
17. Library New Staffing Plan: Development	Lib	6/20
18. Library Collection and Materials: Update	Lib	Ongoing

► **Major Projects 2019 – 2020**

		TIME
1. North Sports Complex Improvements Signage	P&R	11/19
2. Library Meeting Room Carpet: Replacement	Lib	2/20
3. Sports/Ball Fields Light:	P&R	
1. Design		2/20
2. Installation		6/20
a. One North		
b. One South		
4. GCC Upgrades	PW	
a. ADA Entrance		5/20
b. Roof Repair: Monitoring		Ongoing

GOAL 2

HIGH PERFORMING ORGANIZATION PROVIDING PROFESSIONAL EXCEPTIONAL SERVICES

ACTION: WRA AGREEMENT

PRIORITY

Policy – Top

Key Issues

- Sewer Line to WRA
- Agreement with City of Urbandale
- EPA Actions
- Hauling Waste

Activities/Milestones

- A. Complete Design
 1. Presentation
 2. Decision: Funding, Rate
 3. Issue RFP
 4. Decision: Award Contract for Construction
- B. Contact WRA
 1. Evaluate truck options
 2. Decision: Direction
- C. Continue discussion with Urbandale
 1. Finalize agreement
 2. Decision: Urbandale
1. Force decision: WRA

Time

3/20

4/20

4/20

5/20

6/20

9/19

10/19

11/19

Ongoing

10/20

12/20

11/19

Responsibility: City Administrator

ACTION: BUDGET AND TAX RATE

PRIORITY

Policy – Top

Key Issues

Activities/Milestones

1. Workshop: Presentation and Direction
2. Decision: Tax Rate

Time

11/19

3/20

Responsibility: Finance

**ACTION: ONE YEAR CAPITAL
IMPROVEMENT/COMMUNITY
INVESTMENT PLAN**

PRIORITY

Policy – High

Key Issues

- Projects
- Priority
- Funding

Activities/Milestones

1. Identify projects and costs
2. Prepare draft plan
3. Present CIP
4. Decision: CIP Budget

Time

11/19
12/19
1/20
3/20

Responsibility: Engineering

**ACTION: CITY FACILITIES MASTER PLAN:
DEVELOPMENT**

PRIORITY

Policy – High

Key Issues

- Space Needs
- Campus
- City Hall
- Costs
- Location
- Public-Private Partnership
- Life Cycle

Activities/Milestones

1. Define scope
2. Select consultant
3. Decision: Award Contract
4. Action Report

Time

10/19
12/19
12/19
8/20

Responsibility: Human Resources/Development Services

ACTION IT LEADERSHIP: POSITION AND UPGRADE

PRIORITY

Policy

Key Issues

- Position
- Contract
- Cost
- Equipment
- Funding

Activities/Milestones

1. Prepare report
2. Presentation
3. Advertise
4. Decision: Budget
5. Hire IT Position

Time

9/19
11/19
12/19
3/20
3/20

Responsibility: Human Resources

ACTION SPECIAL ASSESSMENTS POLICY

PRIORITY

Policy

Key Issues

Activities/Milestones

Time

- | | |
|------------------------------|-------|
| 1. Complete draft policy | 10/19 |
| 2. Complete Legal Review/PFM | 10/19 |
| 3. Decision: Policy Adoption | 11/19 |

Responsibility: Development Services

ACTION: CITY SERVICES AND STAFFING PLAN

PRIORITY

Policy

Key Issues

Activities/Milestones

Time

- | | |
|-----------------------|-------|
| 1. Define scope | 10/19 |
| 2. Develop draft plan | 6/20 |
| 3. Action Report | 8/20 |

Responsibility: Human Resources

ACTION: FIVE YEAR FINANCIAL PLAN: DEVELOPMENT

PRIORITY

Mgmt – Top

Key Issues

Activities/Milestones

Time

- | | |
|----------------------------|-------|
| 1. Finalize Plan | 10/19 |
| 2. Workshop: Presentation | 11/19 |
| 3. Decision: Plan Adoption | 3/20 |

Responsibility: PFM/Finance

ACTION: CITY FINANCIAL POLICIES: DEVELOPMENT		PRIORITY
		<i>Mgmt – Top</i>
<u>Key Issues</u>	<u>Activities/Milestones</u> 1. Review current policies 2. Decision: Policy Adoption 3. Workshop: Presentation 4. Decision: Adoption	<u>Time</u> 1/20 3/20 4/20 5/20
Responsibility: Finance		

ACTION: POLK SHERIFF FOR EXTENSION/RADIO DISPATCH: 28E AGREEMENT		PRIORITY
		<i>Mgmt – Top</i>
<u>Key Issues</u>	<u>Activities/Milestones</u> 1. Provide information 2. Decision: Agreement	<u>Time</u> 9/19 12/19
Responsibility: City Manager		

ACTION: CITY ORGANIZATION AND STAFFING PLAN: IMPLEMENTATION		PRIORITY
		<i>Mgmt – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u> A. Parks and Recreation B. Economic Development	<u>Time</u>
Responsibility:		

ACTION: HUMAN RESOURCES MANAGEMENT		PRIORITY
POLICIES AND HANDBOOK:		<i>Mgmt – High</i>
DEVELOPMENT		
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
	1. Develop draft policy and handbook	9/19
	2. Workshop: Presentation	10/19
	3. Decision: Adoption	12/19
Responsibility: Human Resources		

ACTION: FIRE/EMS SERVICES 28E AGREEMENT		<table><tr><td>PRIORITY</td></tr><tr><td><i>Mgmt – High</i></td></tr></table>	PRIORITY	<i>Mgmt – High</i>
PRIORITY				
<i>Mgmt – High</i>				
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>		
	1. Develop recommendations from Board	10/19		
	2. Decision: Agreement	11/19		
<table><tr><td>Responsibility: Fire/City Administration</td></tr></table>			Responsibility: Fire/City Administration	
Responsibility: Fire/City Administration				

ACTION: FIRE STATION: LAND ACQUISITION			<table><tr><td>PRIORITY</td></tr><tr><td><i>Mgmt – High</i></td></tr></table>	PRIORITY	<i>Mgmt – High</i>
PRIORITY					
<i>Mgmt – High</i>					
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>			
• Options	1. Review location/site detail	11/19			
• Land Costs	2. Prepare report	12/19			
• Funding	3. Presentation: Report	3/20			
• Follow Up on LOSST	4. Decision: Direction	3/20			
	5. Negotiate purchase	6/20			
	6. Decision: Purchase	7/20			
	7. Cole of Property Acquisition	9/20			
<table><tr><td>Responsibility: Fire/Development Services</td></tr></table>			Responsibility: Fire/Development Services		
Responsibility: Fire/Development Services					

ACTION: ANIMAL CONTROL CONTRACT AMENDMENT		PRIORITY
		<i>Mgmt</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
	1. Finalize contract	11/19
	2. Decision: Contract	12/19
	3. Revise ordinance	1/20
	4. Decision: Ordinance Adoption	2/20
Responsibility: City Administrator/City Attorney		

ACTION: WATER CONSERVATION POLICY AND PROGRAM		PRIORITY
		<i>Mgmt</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
	1. Review “best practices”	10/19
	2. Prepare report	12/19
	3. Presentation	1/20
	4. Decision	3/20
	5. Public information	4/20
Responsibility: Human Resources/Water/Wastewater		

ACTION: COMPREHENSIVE FEE SCHEDULE		PRIORITY
		<i>Mgmt</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
	1. Review current fees	10/19
	2. Prepare draft fee structure	11/19
	3. Update fee schedule	2/20
	4. Decision: Fee Schedule	3/20
Responsibility: Development Services		

► Management in Progress 2019 – 2020

		PRIORITY
1. Strategic Plan: Update	CA	9/19
2. Snow Removal Policy: Update (Streets and Sidewalks)	PW	10/19
3. Library “All Staff” Training	Lib	10/19
4. Building Inspection Service: Hire	DS	10/19
5. Benefits Survey and Evaluation: Direction	HR	10/19
6. City Property Disposal: RFP/RFQ	DS	11/19
7. Development Review Process: Definition	DS	11/19
8. City Hall Cross Training	Fin	11/19
9. I & I Annual Inspection (1/3 of City)	W/WW	11/19
10. Development Services	DS	
• Engineering Technician/Inspector		11/19
• Planning Technician/City Planner: Funding		3/20
Hire		7/20
11. Document Management	CC	12/19
12. Agenda Management Process	CC	12/19
13. Logo: Implementation	CC	12/19
14. Server Closet Temperature and Humidity Control	IT	12/19
15. Anti-Virus/Anti-Malware Software: Update	IT	12/19
16. New Daily Back Up System: Implementation	IT	12/19
17. Information Technology Departmental Inventory: Completion	IT	12/19
18. Laptop Computers for Employee Checkout: Setup	IT	12/19
19. Flush-mount Cable Cubby in Conference Room: Installation	IT	12/19
20. Standard Professional Service Agreement Template: Development	DS	1/20
21. Public and Private Project Tracking Database	DS	1/20
22. City Performance Evaluation System: Development		2/20
23. Fire Service Contracts: Update	Fire	
a. Walnut Township: 28e Agreement		2/20
b. Grant Township: 28e Agreement		2/20
24. Budget Process Modifications: Next Steps	CA	3/20
25. Development Service Vehicles: Funding	DS	3/20
26. Time Keeping System for Payroll	Fin	3/20
27. Human Resources Standardization Process	HR	3/20
28. IT Security Protocol	HR	3/20
29. IT Training	HR	3/20
30. Phone System: Upgrades	IT	3/20
a. Parks and Recreation		
b. Public Works		

► Management in Progress 2019 – 2020 *(Continued)*

		PRIORITY
31. Mowing Equipment for Athletic Fields: Purchase, Funding	P&R	3/20
32. Tandem Axel Truck with Snow Plow and Wing: Funding	PW	3/20
33. Thorpe Meter Replacement	W/WW	
• Funding		3/20
• Installation		12/20
34. Ambulance Billing/Accounting	Fin	4/20
35. Drug Vending Machines Inside Hospital: Direction	Fire	6/20
36. Water Rescue Metro Response: Expansion	Fire	6/20
37. Building Maintenance Checks: Improvements	PW	6/20
38. Fire Safety Education: Enhancement	Fire	7/20
39. Fire Specialty Services: Enhancement	Fire	
• Confined Space = Metro Plan		12/20
• Trench Rescue = Metro Plan		12/20
40. Thorpe Billing: Improvement	CC	6/21
41. High Risk Structures: Pre-Planning	Fire	Ongoing
42. Lime Sludge and Bio Solids Hauling: Continuation	W/WW	Ongoing
43. Drone Use: Expansion		Ongoing

► Major Projects 2019 – 2020

		TIME
1. City Hall: Window Repairs/Exterior Painting		
• Funding		3/20
• Installation		12/20
2. 16" Raw Water Main – New Plant to New Well	W/WW	6/20
3. Water Treatment Plant: Construction [including Roadwork and Property Upgrades]	W/WW	10/21
4. Water Tower [1.5 million gallons]: Construction	W/WW	2021

GOAL 3

MORE BEAUTIFUL, VIBRANT COMMUNITY

ACTION: STATUE RELOCATION

PRIORITY

Mgmt – Top

Key Issues

Activities/Milestones

Time

- | | |
|------------------------|-------|
| 1. Identify location | 9/19 |
| 2. Prepare report | 10/19 |
| 3. Presentation | 10/19 |
| 4. Determine direction | 12/19 |

Responsibility: Public Works

► Management In Progress 2019 – 2020

TIME

1. Tree Plantings (100)
2. Tree Report
3. Tree Boarding: Planting More Expansion

10/19
12/19
6/20

GOAL 4

SMALL TOWN FEELING PRESERVED THROUGH PLANNED, MANAGED GROWTH

ACTION: CITY ECONOMIC DEVELOPMENT POLICY AND INCENTIVES

PRIORITY

Policy – Top

Key Issues

Activities/Milestones

Time

- | | |
|---|-------|
| 1. Finalize policy | 9/19 |
| 2. Workshop: Presentation and Direction | 9/19 |
| 3. Revise documents | 10/19 |
| 4. Decision: Direction | 10/19 |

Responsibility: Chamber of Commerce

ACTION: SPORTS TOURISM STRATEGY

PRIORITY

Policy – Top

Key Issues

Activities/Milestones

Time

- | | |
|---------------------------------------|-------|
| 1. Meet with Bettendorf | 9/19 |
| 2. Develop Report: Findings | 12/19 |
| 3. Presentation: Report and Direction | 1/20 |

Responsibility: Public Works

ACTION: ZONING ORDINANCE: UPDATE

PRIORITY

Policy – High

Key Issues

Activities/Milestones

Time

- | | |
|----------------------------|------|
| 1. Complete initial review | 3/20 |
| 2. Complete ordinance | 3/21 |

Responsibility: Development Services

ACTION: ANNEXATION POLICY AND STRATEGY

PRIORITY

Policy – High

Key Issues

Activities/Milestones

Time

- | | |
|-----------------------------------|-------|
| A. Johnston | |
| 1. Finalize draft review | |
| 2. Complete legal | 11/19 |
| 3. Decision: Agreement | 12/19 |
| B. Urbandale | |
| 1. Meet with Mayor – City Manager | 8/19 |
| 2. Evaluate response | TBD |

Responsibility: Development Services

ACTION: CITY OWNED LAND INVENTORY

PRIORITY

Policy

Key Issues

Activities/Milestones

Time

- | | |
|---|-------|
| 1. Identify short term opportunities for sale | 12/19 |
| 2. Presentation: Report and Direction | 12/19 |
| 3. Develop guidelines/process for alleys – simple | 1/20 |
| 4. Decision: Direction | 1/20 |

Responsibility: Development Services

ACTION: DART: DIRECTION

PRIORITY

Mgmt – Top

Key Issues

Activities/Milestones

Time

Responsibility:

ACTION: HYVEE DEVELOPMENT: MONITORING		PRIORITY Mgmt – High
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
	1. Monitor status	
Responsibility: Development Services		

ACTION: TRAFFIC SIGNAL FIBER: FUNDING		PRIORITY Mgmt – High
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
	1. Develop budget proposal	1/20
	2. Decision: CIP	3/20
Responsibility: Public Works		

ACTION: HIGHWAY 44 ACCESS PLAN (with IDOT)		PRIORITY Mgmt
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
	1. Receive comments	11/19
	2. Meet with property owners	3/20
	3. Report: Status	4/20
Responsibility: Development Services		

ACTION: OUTDOOR STORAGE ORDINANCE		
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>PRIORITY</u>
		<u>Mgmt</u>
	1. Monitor implementation	Ongoing
	2. Report	TBD
Responsibility: Development Services		

ACTION: ONLINE CODIFICATION		
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>PRIORITY</u>
		<u>Mgmt</u>
	1. Define scope	12/20
	2. Prepare budget proposal	1/20
	3. Decision: Budget FY '21 Funding	3/20
Responsibility:		

► Management in Progress 2019 – 2020		
		<u>TIME</u>
1. Board of Adjustment Ordinance: Re-write	DS	9/19
2. SWPPS Enforcement: Implementation	DS	12/19
3. New Plats to GIS Maps	PW	3/20
4. Private Utility Coordination System (ROW): Development	DS	4/20
5. WRA Grease Ordinance: Adoption	DS	6/20
6. Building Code: Update	DS	6/20
7. SUDAS Supplemental Specs: Development	DS	6/21

► **Major Projects 2019 – 2020**

		TIME
1. County Line Road: Improvements	DS	11/19
a. 19 th		12/19
b. Water/Sanitary		11/20
c. Road Widening		8/21
d. Brookside to High School		12/19
2. Prairie Creek/Beaver Creek Channel Improvements	PW	
3. Traffic Signals [5]	PW	
• Funding		3/20
• Installation		9/20
4. Safe Routes to School Master Plan – Phase 2: Crosswalk on James	PW	6/20
5. NE Gateway Extension	PW	6/20
6. SE 37 th Street: Construction	PW	7/20
7. Jacob and Trailridge Drainage	PW	9/20
8. James Street (NW 7 th and NW 8 th) Pedestrian Flasher		9/20
9. SE Jacob Resurfacing and Water Main Replacement	PW	2021
10. Beaver Creek Watershed Improvements	PW	

Policy Calendar 2019 – 2020

City of Grimes

MONTH

SEPTEMBER 2019

1. Workshop: City Economic Development Policy and Incentives
2. Decision: Board of Adjustment Ordinance

MONTH

OCTOBER 2019

1. Workshop: Parks and Trails Comprehensive Plan
2. Decision: Library Budget
3. Workshop: Human Resources Management Policy and Handbook
4. Decision: Snow Removal Policy
5. Presentation: Statue Relocation
6. Decision: City Economic Development Policy and Incentives

MONTH

NOVEMBER 2019

1. Decision: Splash Pad Service Agreement
2. Workshop: Wallace Farm Direction
3. Decision: WRA Direction
4. Decision: Special Assessment Policy
5. Presentation: Information Technology Direction
6. Workshop: City Financial Plan, Policies and Tax Rate
7. Decision: Fire/EMS Services 28e Agreement

MONTH

DECEMBER 2019

1. Decision: Award Contract for Library Architect
2. Decision: Award Contract for City Facilities Master Plan
3. Decision: Human Resources Management Policy and Handbook
4. Decision: Animal Control Contract
5. Decision: Polk County Sheriff for Extension and Radio Dispatch 28e Agreement
6. Decision: Annexation Agreement with Johnston
7. Presentation: City Owned Land

MONTH

JANUARY 2020

1. Workshop: Trail Connectivity Master Plan
2. Decision: Standard Construction Spec for PCC Trails and Asphalt Trails Resurfacing
3. Decision: City Owned Land – Direction
4. Presentation: Sports Tourism Strategy

MONTH

FEBRUARY 2020

1. Decision: Award Contract for Lion Park – Phase 1
2. Decision: Animal Control Contract
3. Decision: Fire 28e Agreements – Walnut Township and Grant Township

MONTH

MARCH 2020

1. Decision: Budget FY '21
2. Decision: Capital Improvement/Community Investment Program (One Year)
3. Decision: Tax Rate
4. Decision: Five Year Financial Plan
5. Decision: City Financial Policies
6. Decision: Fire Station Location and Land Acquisition
7. Decision: Fee Schedule
8. Decision: Water Conservation Policy and Program

Budget Decisions

1. Parks and Trails Comprehensive Plan Implementation
2. Trail Connectivity Master Plan Implementation
3. IT Leadership: Direction
4. Development Services: Staffing
5. Development Services: Vehicles
6. Mowing Equipment for Athletic Fields
7. Online Codification
8. Traffic Signal Fiber
9. Traffic Signals (5)

MONTH

APRIL 2020

1. Decision: Park Land Dedication Policy Adoption
2. Report: Highway 44 Access Plan

MONTH

MAY 2020

MONTH

JUNE 2020

1. Decision: WRA Grease Ordinance
2. Decision: Building Code Update

MONTH

JULY 2020

1. Decision: Fire Station Land Purchase

Table of Contents

Strategic Planning for the City of Grimes	1
Grimes Vision 2035	3
Grimes City Government Mission	8
Grimes City Core Values	13
City of Grimes Plan 2019 – 2025	18
City of Grimes Action Agenda 2019 – 2020	36

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STRATEGIC PLANNING FOR THE CITY OF GRIMES

Strategic Planning Model for the City of Grimes

Value-based principles that
describe the preferred
future in 15 years

VISION

Destination
“You Have Arrived”

Strategic goals that focus
outcome-base objectives and
potential actions for 5 years

PLAN

Map
“The Right Route”

Focus for one year – a work
program: policy agenda for
Mayor and City Council,
management agenda for staff;
major projects

EXECUTION

Itinerary
“The Right Direction”

Principles that define the
responsibility of city government
and frame the primary services
– core service businesses

MISSION

Vehicle
“The Right Bus”

Personal values that define
performance standards and
expectations for employees

CORE BELIEFS

Fuel
“The Right People”

GRIMES VISION 2035

Grimes Vision 2035

GRIMES VISION 2035

GRIMES 2035 is a BEAUTIFUL COMMUNITY⁽¹⁾

with a

***“SMALL TOWN” FEELING⁽²⁾ –
STRONG SENSE OF COMMUNITY.***

GRIMES 2035 has GREAT HOUSING OPPORTUNITIES⁽³⁾

and a

GROWING BUSINESS COMMUNITY⁽⁴⁾.

GRIMES 2035 is a FUN COMMUNITY FOR FAMILIES⁽⁵⁾

and has

CONVENIENT MOBILITY OPTIONS FOR ALL.⁽⁶⁾

Grimes Vision 2035

PRINCIPLE 1

BEAUTIFUL COMMUNITY

► Means

1. Design standards that promote beautiful and enduring buildings and commercial areas
2. Well-designed, well-maintained City facilities, buildings, parks and trails
3. Well-maintained, attractive single-family homes complying with City codes and ordinances
4. Community involvement in making Grimes a beautiful community
5. Preserved some natural spaces, including native grasses and water feature(s)
6. Attractive gateways with unique and distinctive entrances
7. Trees and urban forest throughout the community
8. Attractive streetscapes on major highway corridors
9. City “brand” visible throughout the community and known by others

PRINCIPLE 2

“SMALL TOWN” FEELING

► Means

1. Neighbors knowing and helping neighbors
2. Top quality schools and educational programs, working as a partner and contributing to our community
3. “Town Square/Center” serving as the City’s focal point
4. Sense of place
5. Public spaces for community gatherings
6. Sense of community – Pride in Grimes
7. Strong community events that bring the residents together
8. Sense of personal safety – safe anywhere in the community, any time of day and safe schools
9. Strong community organizations and institutions partnering with the City and each other for a better Grimes community

PRINCIPLE 3

GREAT HOUSING OPPORTUNITIES

► Means

1. Choice of great neighborhoods – attractive and well maintained
2. Well maintained neighborhood streets and infrastructure
3. Protection of property values and neighborhood integrity through zoning and development design standards
4. Well built and well maintained housing stock
5. Housing choice for families
6. High percentage of homeownership
7. Ability to move up in housing within Grimes
8. Safe neighborhoods and routes to schools
9. Housing developments designed to create a sense of place – a neighborhood

PRINCIPLE 4

GROWING BUSINESS COMMUNITY

► Means

1. Range of quality restaurants for family dining and celebrations
2. Availability of high quality Class “A” and Class “B” office space
3. Ability of residents to work in Grimes
4. Private large fitness and lifestyle center with amenities, programs and clinics
5. State-of-the-art information technology infrastructure for businesses and homes
6. Quality hotel development with small conference center
7. Niche retail businesses – national and local
8. Financial services and insurance branches in Grimes

PRINCIPLE 5

FUN COMMUNITY FOR FAMILIES

► Means

1. Major regional/community park with a variety of amenities
2. Variety of specialty parks responsive to community needs/desires [Splash Pad, Dog Park, etc.]
3. Safe streets and trails for biking and running
4. Top quality public library serving as a community information center and providing a variety of programs
5. Adequate athletic fields for recreation, competition and tournaments
6. Community/Recreation Center with programming and activity spaces
7. Range of recreational programming for all family generations
8. Family-oriented festivals, events and activities
9. Fishing opportunities for the community
10. Variety of winter facilities, activities and events including ice rink, snow for cross-country skiing, etc.

PRINCIPLE 6

CONVENIENT MOBILITY OPTIONS FOR ALL

► Means

1. Well-designed, well-maintained City streets
2. North-south travel options
3. East-west travel options
4. Easy access to the Des Moines region
5. Well-designed, well-maintained City trails
6. City trail system linked to regional trail system, including the High Trestle Trail and other trails
7. Attractive streetscapes along City streets and State highways
8. Pedestrian-friendly community with safe crosswalks
9. Safe, well-designed sidewalks

GRIMES CITY GOVERNMENT: OUR MISSION

City of Grimes: Our Mission

***The mission of GRIMES CITY GOVERNMENT
is to provide***

**EXCELLENT/EXCEPTIONAL CITY SERVICES AND FACILITIES⁽¹⁾
*in a***

**FINANCIALLY RESPONSIBLE⁽²⁾
*and***

**COMMUNITY-FRIENDLY MANNER⁽³⁾
*through a***

**HIGH PERFORMING CITY TEAM⁽⁴⁾
*that result in adding***

VALUE TO RESIDENTS' LIVES⁽⁵⁾.

Grimes City Government: Mission

PRINCIPLE 1

EXCELLENT/EXCEPTIONAL CITY SERVICES AND FACILITIES

► Means

1. Listening to the community – distinguishing “needs” from “wants”
2. Providing services and addressing issues in a proactive manner
3. Using service benchmarks and data to make decisions on future City services and service levels
4. Defining the City services and service priorities
5. Planning for future City services to accommodate growth
6. Establishing partnerships for City service delivery
7. Developing innovative ways to better serve the community
8. Developing Department service and master plans for today and tomorrow
9. Anticipating future service needs from the community

PRINCIPLE 2

FINANCIALLY RESPONSIBLE

► Means

1. Having responsible tax rate for the long term
2. Delivering City services in a cost effective and efficient manner
3. Using available resources to maximize return to the community
4. Developing and using a capital improvement process and community investment plan
5. Providing adequate resources to support defined City services and service level
6. Diversifying revenue options for City government
7. Leveraging City resources through grants and partnerships
8. Developing financial forecasting models and multi-year financial planning
9. Having competitive compensation based upon merit for City workforce

PRINCIPLE 3

COMMUNITY-FRIENDLY MANNER

► Means

1. Listening to and understanding the individual's needs and issues
2. Looking for ways to to solve problems and address issues/concerns
3. If you must say “no”, taking the time to explain your decisions and actions
4. Having “customer-friendly” City buildings, offices and facilities
5. Acting in and presenting a professional image
6. Seeking and using feedback from the community and the individual
7. Providing a consistent service with a “personal touch”
8. Demonstrating caring and compassion for the individual
9. Providing a timely acknowledging communication and planned, appropriate response to an inquiry or request for service

PRINCIPLE 4

HIGH PERFORMING CITY TEAM

► Means

1. Working as a CITY TEAM – Mayor-City Council and City management-staff
2. Have a professional City organization operating with the highest ethical standards
3. Developing and using a strategic planning process with Vision, Goals and Annual Work Program
4. Defining goals and performance standards/expectations
5. Collaborating among departments to better serve the Grimes community – no “silos”
6. Being responsible and accountable for actions and decisions
7. Having a “top quality” City workforce dedicated to serving the Grimes community
8. Seeking and using feedback to improve performance and processes
9. Thinking creatively and taking innovative actions
10. Knowing “best practices” and their application to Grimes – community and City government

PRINCIPLE 5

VALUE TO RESIDENTS' LIVES

► Means

1. Having effective communications with the community using a variety of methodologies
2. Planning for and managing growth
3. Investing in future City facilities and infrastructure
4. Maintaining a safe community
5. Having residents taking pride in saying: “I live in Grimes”
6. Engaging the community in the City governance and planning process
7. Seeking compliance with City codes, ordinances and regulations
8. Having residents’ feeling that they are receiving value for their taxes and fees
9. Developing and implementing a proactive communications plan, including social media policy and plan

GRIMES CITY GOVERNMENT: CORE VALUES

Grimes City Government: Core Values

“The Grimes Way”

We are *RESPECTFUL!*

We act with *INTEGRITY!*

We take *RESPONSIBILITY!*

We are *HARD WORKING!*

We practice *TEAMWORK!*

We are *PROFESSIONAL!*

Grimes City Government: Core Values

RESPECTFUL!

► Means

1. Being approachable
2. Acting in a friendly manner
3. Attentively listening to others and striving to understand their message
4. Informing and educating the community and individuals
5. Being willing to help others
6. Considering the impacts on others of your actions and behaviors
7. Having a positive outlook and attitude

INTEGRITY!

► Means

1. Acting in an ethical manner
2. Admitting mistakes and setbacks without blaming others
3. Putting community above self
4. Doing the right thing when no one is looking
5. Being honest
6. Following through on your commitments and promises
7. Providing truthful information

RESPONSIBILITY!

► Means

1. Holding self and others accountable for actions and results
2. Defining and understanding expectations and performance standards
3. Representing the City in a positive manner
4. Taking ownership of your task or assignment
5. Being committed to making a difference in the community
6. Owning your decisions, actions and behaviors
7. Respecting the final decision and move forward
8. Taking care of City facilities and equipment as if it is your own
9. Being fiscally responsible

HARD WORKING!

► Means

1. Using City resources in an efficient and effective manner
2. Being flexible to get the job done
3. Looking for ways to continuously improve
4. Completing projects, tasks and assignments on time and within or below budget
5. Planning projects and work activities
6. Solving problems and addressing issues

TEAMWORK!

► Means

1. Working with others to solve problems and to develop plans for the future
2. Respecting the roles of others: Mayor/City Council, Administration and Departments
3. Resolving conflicts through negotiations – collaborating and compromising
4. Defining and knowing roles and responsibilities of team members
5. Keeping others informed in a timely and appropriate manner
6. Looking at the “big pictures” – avoiding personal or departmental agendas
7. Cooperating with others to better serve the Grimes community

PROFESSIONAL!

► Means

1. Knowing the “Best Practices” and applying them to Grimes when appropriate
2. Taking innovative actions to improve the City processes and service delivery
3. Presenting a professional image – workspace, equipment and vehicles
4. Developing, maintaining and expanding your knowledge and skills
5. Providing Grimes’ residents and businesses value for their tax dollars
6. Seeking feedback on performance and looking for ways to improve
7. Providing complete and thorough reports with options and a clear recommendation

CITY OF GRIMES PLAN 2019 – 2025

City of Grimes Goals for 2025

**GREAT PLACE TO LIVE THROUGH EXPANDED QUALITY
OF LIFE AMENITIES**

**HIGH PERFORMING ORGANIZATION PROVIDING
EXCEPTIONAL SERVICES**

MORE BEAUTIFUL, VIBRANT COMMUNITY

**SMALL TOWN FEELING PRESERVED THROUGH PLANNED,
MANAGED GROWTH**

Goal 1

Great Place to live Through Expanded Quality of Life Amenities

OBJECTIVES

1. Increase the number of “sit-down” restaurants
2. Expand City trail system with connectivity to the regional system
3. Develop a regional community park with diverse amenities/venues
4. Replace and expand the City Library
5. Develop a Splash Pad
6. Increase the acreage of dedicated park land
7. Increase the number of sports/athletic fields

MEANS TO RESIDENTS

1. Convenience – no need to leave Grimes to shop or eat
2. Leisure activities for all
3. Easy access to parks with a variety of venues
4. Recreational and leisure choices within Grimes
5. Support for a healthy and active lifestyle
6. More reasons to stay living in Grimes

SHORT TERM CHALLENGES AND OPPORTUNITIES

1. Funding and prioritizing for new recreational facilities, parks and trail development
2. Connecting trails within Grimes and with regional trail system
3. Distinguishing “wants” and “needs”
4. Prioritizing and implementing the Parks and Trail Master Plan
5. Competition for athletic fields – recreational uses, competition and tournaments
6. Neighborhood parks with minimal amenities
7. Planning for City infrastructure
8. Funding for staffing and maintenance of new City facilities
9. Balancing tax relief and funding for amenities especially with increased tax assessments

LONG TERM CHALLENGES AND OPPORTUNITIES

1. Residents’ expectations for leisure amenities in Grimes following LOSST election
2. Funding for the operations and maintenance of recreational facilities and parks
3. Lack of “sit-down” restaurants in Grimes
4. Aging Library with lack of spaces
5. Working with sports associations and groups
6. Lack of retail stores – must shop outside of Grimes
7. Changing retail patterns with increasing internet sales
8. Limited pool of contractors

POLICY ACTIONS 2019 – 2020

- | | |
|--|---------------|
| 1. Library Plan: Implementation | Top Priority |
| 2. Parks and Trails Comprehensive Plan: Implementation | Top Priority |
| 3. Splash Pad: Planning | Top Priority |
| 4. Lions Park: Phase 1 Design | High Priority |
| 5. Trail Connectivity Master Plan: Implementation | High Priority |
| 6. Wallace Farm: Direction | High Priority |
| 7. Park Land Dedication Policy | |

MANAGEMENT ACTIONS 2019 – 2020

1. Standard Construction Specs for PCC Trials and Asphalt Trials Resurfacing

MANAGEMENT IN PROGRESS 2019 – 2020

1. Library New Technology Items [\$10,000 Grant]
2. Library Services: Community Review
3. Library Attic Stored Items
4. New Library Funding Opportunities: Grants Application and Other Methods
5. Library State Accreditation: Renewal
6. Library Patrons Records: Scanning
7. Library Full-time Circulation/Public Service Leaders: Hire
8. Volunteer Service Group
9. AAU Partnership: UAAASA Agreement
10. Game Field for Tackle/Flag Football
11. Artists in Residence: Grant Application
12. New Ways to Partner with Schools
13. Library Senior Programming: Development
14. Library Staff Job Descriptions and Work Flow: Re-evaluation
15. Library Marketing Materials: Update
16. Library New Technology Plan
17. Library New Staffing Plan: Development
18. Library Collection and Materials: Update

MAJOR PROJECTS 2019 – 2020

1. North Sports Complex Improvements Signage
2. Library Meeting Room Carpet: Replacement
3. Sports/Ball Fields Light
4. GCC Upgrades

ON THE HORIZON 2021 – 2025

1. Water Works Park: Direction
2. GCC Remodel: Direction and Funding
3. North Sports Complex Improvements: Playground and Additional Parking
4. Aquatic Center: Direction
5. City – Schools Strategy: Key Issues, Direction and Actions
6. Sports Club Partnership: Review and Direction
7. Indoor Multi-use Facility at South Complex: Direction and Funding
8. Library App for Catalog: Development
9. Indoor Rec Space/Gym Space (Short Term): Assessment and Direction
10. Senior Facilities, Programs and Services: Needs Assessment and Direction
11. Shawver Park Master Plan: Projects, Phasing and Funding
12. Major Community Park: Scope, Location, Direction and Funding

Goal 2

High Performing Organization Providing Professional Exceptional Services

OBJECTIVES

1. Develop a professional City organization culture guided by City Core Values
2. Hire, develop and retain a professional City workforce
3. Refine the capital project and community investment planning and process
4. Deliver City services in a cost effective and efficient manner
5. Upgrade financial systems and planning processes
6. Institutionalize strategic planning process
7. Upgrade City facilities to meeting the needs of a growing community
8. Have a responsible tax levy rate that supports services, facilities and investment in the future

MEANS TO RESIDENTS

1. Service value for taxes and fees
2. Timely response for a call for service – emergency and non-emergency
3. Customer friendly services like you would receive in a small town
4. Opportunities to provide feedback on services and City performance
5. Opportunities to become involved in the City's governance process
6. Reliable delivery of City services

SHORT TERM CHALLENGES AND OPPORTUNITIES

1. Keeping up with a rapidly growing community
2. Aging, undersized City buildings
3. Regularly adjusting City fees and charges to cover the costs of service delivery and the market
4. Developing modern operating systems and processes
5. Implement LOSST with community expectations
6. High tax levy consolidated rate (School)
7. Keeping with information technology
8. Cyber security and potential ransom

LONG TERM CHALLENGES AND OPPORTUNITIES

1. Engaging and communicating with the community
2. Who should pay for City services and the best method of payment
3. Hiring the “best” employees for the City of Grimes
4. Lack of clear direction and expectations
5. Understanding the evolving needs of residents – current and new
6. Identifying City “best practices” and applying to the City of Grimes
7. Actions by the Iowa State Legislature impacting City finances and services
8. Determining how to be the “best” communicate with the community – residents and businesses
9. Continue professionalizing City government
10. Rising cost of delivering City services
11. Outdated “fee structure”
12. Desire for tax and fee reductions

POLICY ACTIONS 2019 – 2020

- | | | |
|---|---|---------------|
| 1. WRA Agreement | <table border="1"><tr><td>Top Priority</td></tr></table> | Top Priority |
| Top Priority | | |
| 2. Budget and Tax Rate | <table border="1"><tr><td>Top Priority</td></tr></table> | Top Priority |
| Top Priority | | |
| 3. One Year Capital Improvement/Community Investment Plan | <table border="1"><tr><td>High Priority</td></tr></table> | High Priority |
| High Priority | | |
| 4. City Facilities Master Plan: Development | <table border="1"><tr><td>High Priority</td></tr></table> | High Priority |
| High Priority | | |
| 5. IT Leadership: Position and Upgrade | | |
| 6. Special Assessments Policy | | |
| 7. City Services and Staffing Plan | | |

MANAGEMENT ACTIONS 2019 – 2020

- | | | |
|--|---|---------------|
| 1. Five Year Financial Plan: Development | <table border="1"><tr><td>Top Priority</td></tr></table> | Top Priority |
| Top Priority | | |
| 2. City Financial Policies: Development | <table border="1"><tr><td>Top Priority</td></tr></table> | Top Priority |
| Top Priority | | |
| 3. Polk Sheriff for Extension/Radio Dispatch: 28e Agreement | <table border="1"><tr><td>Top Priority</td></tr></table> | Top Priority |
| Top Priority | | |
| 4. City Organization and Staffing Plan: Implementation | <table border="1"><tr><td>High Priority</td></tr></table> | High Priority |
| High Priority | | |
| 5. Human Resources Management Policies and Handbook: Development | <table border="1"><tr><td>High Priority</td></tr></table> | High Priority |
| High Priority | | |
| 6. Fire/EMS Services 28e Agreement | <table border="1"><tr><td>High Priority</td></tr></table> | High Priority |
| High Priority | | |
| 7. Fire Station: Land Acquisition | <table border="1"><tr><td>High Priority</td></tr></table> | High Priority |
| High Priority | | |
| 8. Animal Control Contract Amendment | | |
| 9. Water Conservation Policy and Program | | |
| 10. Comprehensive Fee Schedule | | |

MANAGEMENT IN PROGRESS 2019 – 2020

1. Strategic Plan: Update
2. Snow Removal Policy: Update (Streets and Sidewalks)
3. Library “All Staff” Training
4. Building Inspection Service: Hire
5. Benefits Survey and Evaluation: Direction
6. City Property Disposal: RFP/RFQ
7. Development Review Process: Definition
8. City Hall Cross Training
9. I & I Annual Inspection (1/3 of City)
10. Development Service
11. Document Management
12. Agenda Management Process
13. Logo: Implementation
14. Server Closet Temperature and Humidity Control
15. Anti-Virus/Anti-Malware Software: Update
16. New Daily Back Up System: Implementation
17. Information Technology Departmental Inventory: Completion
18. Laptop Computers for Employee Checkout: Setup
19. Flush-mount Cable Cubby in Conference Room: Installation
20. Standard Professional Service Agreement Template: Development
21. Public and Private Project Tracking Database

MANAGEMENT IN PROGRESS 2019 – 2020

22. City Performance Evaluation System: Development
23. Fire Service Contracts: Update
24. Budget Process Modifications: Next Steps
25. Development Service Vehicles: Funding
26. Time Keeping System for Payroll
27. Human Resources Standardization Process
28. IT Security Protocol
29. IT Training
30. Phone System: Upgrades
31. Mowing Equipment for Athletic Fields: Purchase, Funding
32. Tandem Axel Truck with Snow Plow and Wing: Funding
33. Thorpe Meter Replacement
34. Ambulance Billing/Accounting
35. Drug Vending Machines Inside Hospital: Direction
36. Water Rescue Metro Response: Expansion
37. Building Maintenance Checks: Improvements
38. Fire Safety Education: Enhancement
39. Fire Specialty Services: Enhancement
40. Thorpe Billing: Improvement
41. High Risk Structures: Pre-Planning
42. Lime Sludge and Bio Solids Hauling: Continuation
43. Drone Use: Expansion

MAJOR PROJECTS 2019 – 2020

1. City Hall: Window Repairs/Exterior Painting
2. 16” Raw Water Main – New Plant to New Well
3. Water Treatment Plant: Construction [including Roadwork and Property Upgrades]
4. Water Tower [1.5 million gallons]: Construction

ON THE HORIZON 2021 – 2025

1. Thorpe Water District: Next Steps
2. Strategic Communications Plan: Direction and Actions
3. City Website: Upgrade
4. City Revenue Options: Report and Direction
5. New Fire Engine: Direction and Funding
6. City Hall: Direction
7. Water Conservation Policy and Program: Direction and Actions
8. Social Media Policy: Review and Direction
9. Grants Program: Direction and Actions
10. Utility Rate Structure: Update
11. Civic Campus Plan: Direction and Action
12. City Employee Wellness Program: Development
13. Citizen Engagement Strategy: Report, Direction and Actions
14. Water Main Repairs – N. James Street and N. Jacob
15. 5 Year Capital Improvement/Community Investment Program
16. Equipment Replacement Schedule
17. Keycard Access to GCC
18. GIS Division: Development

Goal 3

More Beautiful, Vibrant Community

OBJECTIVES

1. Have attractive, well-maintained streetscapes on major corridors and highways
2. Have attractive gateways and entrances that are distinctive for Grimes
3. Expand trees throughout the community
4. Have well-designed, attractive and well-maintained City buildings, facilities and parks
5. Turn warehouses/historic structures into visual assets for the community
6. Have new buildings and homes that are attractive and using the appropriate building materials and meeting City's architectural standards
7. Expand arts and culture in the community

MEANS TO RESIDENTS

1. Protection of property values and neighborhood integrity
2. Creating a “sense of place”
3. “Green” community with trees and landscaping
4. Pride in the Grimes community
5. Distinguishing Grimes from other cities in the Des Moines region
6. City investing in “beauty”

**SHORT TERM CHALLENGES
AND OPPORTUNITIES**

1. Defining the City role and funding level
2. Lack of trees
3. Compliance vs. enforcement of City codes and regulations
4. Partnering with the business community and community organizations
5. Prioritizing and funding for community beauty and attractiveness
6. Developing and maintaining attractive streetscapes
7. Future availability of water
8. Major transportation corridors dissecting the community

**LONG TERM CHALLENGES
AND OPPORTUNITIES**

1. Working with IDOT
2. Cost of tree planting and maintenance (short term and long term)
3. Irresponsible property owners who are not maintaining or investing in the upgrades of their property and structures
4. Regulating commercial signage
5. Creating a distinctive visual sense of place
6. Personal property rights and city role

MANAGEMENT ACTIONS 2019 – 2020

1. Statue Relocation

Top Priority

MANAGEMENT IN PROGRESS 2019 – 2020

1. Tree Plantings (100)
2. Tree Report
3. Tree Boarding: Planting More Expansion

ON THE HORIZON 2021 – 2025

1. Property Maintenance Code: Direction, Service Level – Compliance and Enforcement
2. Warehouse/Historic Structures Attractiveness: Report and Direction
3. City Beautification Policy and Program: Report and Direction
4. Public Art Policy and Program: Report, Direction and Funding
5. Tree and Forestation Policy and Program: Direction
6. Highway 141 Beautification Plan: Report, Direction and Actions

Goal 4

Small Town Feeling Preserved through Planned, Managed Growth

OBJECTIVES

1. Maintain and develop City infrastructure to support a growing community
2. Have strong partnerships among the City, the Schools and community organizations
3. Have residents taking pride in and contributing to the Grimes community
4. Have growth paying for growth
5. Develop Class “A” office space
6. Develop a variety of housing options: attainable quality and types

MEANS TO RESIDENTS

1. A community for a lifetime – all family generations
2. More reasons to continue to live in Grimes
3. Quality housing choices
4. Grimes with a real, “small town” Downtown
5. Protection of property values
6. Family-friendly community

SHORT TERM CHALLENGES AND OPPORTUNITIES

1. Prioritize and funding for City facilities and infrastructure to support growth
2. Relationship with School District and developing effective, collaborating relationship
3. Expanding north-south and east-west connectivity within Grimes
4. Costs of project with expectations of incentives
5. Managing and supporting growth
6. Attracting the right businesses for Grimes
7. Conflicting interest between the City and developer
8. Creating a sense of “neighborhood”
9. Developing state-of-the-art information technology infrastructure

LONG TERM CHALLENGES AND OPPORTUNITIES

1. Updating and following City development regulations and standards with few waivers
2. Providing more opportunities to work in Grimes
3. Defining “small town”
4. Balancing residential growth and business growth
5. Having new developments adding value to the community
6. Funding for roads and highways
7. Working with IDOT with lack of City control or influence
8. Future economic recession impacting residential and commercial development
9. Availability of shovel ready site or building
10. Land owners willingness to sell or inflated price expectations

POLICY ACTIONS 2019 – 2020

- | | | |
|--|---|---------------|
| 1. City Economic Development Policy and Incentives | <table border="1"><tr><td>Top Priority</td></tr></table> | Top Priority |
| Top Priority | | |
| 2. Sports Tourism Strategy | <table border="1"><tr><td>Top Priority</td></tr></table> | Top Priority |
| Top Priority | | |
| 3. Zoning Ordinance: Update | <table border="1"><tr><td>High Priority</td></tr></table> | High Priority |
| High Priority | | |
| 4. Annexation Policy and Strategy | <table border="1"><tr><td>High Priority</td></tr></table> | High Priority |
| High Priority | | |
| 5. City Owned Land Inventory | | |

MANAGEMENT ACTIONS 2019 – 2020

- | | | |
|----------------------------------|---|---------------|
| 1. DART: Direction | <table border="1"><tr><td>Top Priority</td></tr></table> | Top Priority |
| Top Priority | | |
| 2. HyVee Development: Monitoring | <table border="1"><tr><td>High Priority</td></tr></table> | High Priority |
| High Priority | | |
| 3. Traffic Signal Fiber: Funding | <table border="1"><tr><td>High Priority</td></tr></table> | High Priority |
| High Priority | | |
| 4. Highway 44 Access Plan | | |
| 5. Outdoor Storage Ordinance | | |
| 6. Online Codification | | |

MANAGEMENT IN PROGRESS 2019 – 2020

1. Board of Adjustment Ordinance: Re-write
2. SWPPS Enforcement: Implementation
3. New Plats to GIS Maps
4. Private Utility Coordination System (ROW): Development
5. WRA Grease Ordinance: Adoption
6. Building Code: Update
7. SUDAS Supplemental Specs: Development

MAJOR PROJECTS 2019 – 2020

1. County Line Road: Improvements
2. Prairie Creek/Beaver Creek Channel Improvements
3. Traffic Signals [5]
4. Safe Routes to School Master Plan – Phase 2: Crosswalk on James
5. NE Gateway Extension
6. SE 37th Street: Construction
7. Jacob and Trailridge Drainage
8. James Street (NW 7th and NW 8th) Pedestrian Flasher
9. SE Jacob Resurfacing and Water Main Replacement
10. Beaver Creek Watershed Improvements

ON THE HORIZON 2021 – 2025

1. Business Retention and Expansion Program: Direction and Actions
2. Restaurants Attraction Strategy: Direction and Actions
3. Retail Attraction Strategy: Direction and Actions
4. Railroad ROW Acquisition: Direction and Funding
5. School Resource Officers: Report, Direction and Funding
6. Code Enforcement Policy: Service Level, Direction and Funding
7. Comprehensive Plan: Revision
8. Community Complex: Direction
9. New Road by School: Direction and Funding
10. Building Standards: Review and Direction
11. Building Materials Ordinance: Review and Direction
12. Overlay District Ordinance: Review and Direction
13. Short Term Rentals Ordinance: Regional Approach and Direction
14. Grimes Branding and Marketing Campaign: Direction and Actions
15. TIF: Policy: Review and Direction
16. Streambank Stabilization Assessment and Plan: Direction, Funding and Development
17. Westward Sanitary Sewer Analysis/Plan: Development
18. Citywide Landscape Plan: Development
19. Entrance Signs for Grimes: Direction and Funding
20. Sidewalk Policy and Program: Direction and Funding
21. Business Incubator Space: Report and Direction
22. Rental Registration and Inspection Program: Direction and Funding
23. Transportation Corridor Master Plan: Development
24. 19th Corridor Development
25. SE 11th Extension: Design

CITY OF GRIMES

ACTION AGENDA 2019 – 2020

City of Grimes

Policy Agenda 2019 – 2020

TOP PRIORITY

Library Plan: Implementation

Parks and Trails Comprehensive Plan: Implementation

WRA Agreement

Budget and Tax Rate

Splash Pad: Planning

City Economic Development Policy and Incentives

Sports Tourism Strategy

HIGH PRIORITY

Lions Park: Phase 1 Design

Trail Connectivity Master Plan: Implementation

One Year Capital Improvement/Community Investment Plan

City Facilities Master Plan: Development

Zoning Ordinance: Update

Wallace Farm: Direction

Annexation Policy and Strategy

City of Grimes

Management Agenda 2019 – 2020

TOP PRIORITY

Five Year Financial Plan: Development

City Financial Policies: Development

Polk Sheriff for Extension/Radio Dispatch: 28e Agreement

DART: Direction

Statue Relocation

HIGH PRIORITY

HyVee Development: Monitoring

City Organization and Staffing Plan: Implementation

Human Resources Management Policies and Handbook: Development

Fire/EMS Services 28e Agreement

Traffic Signal Fiber: Funding

Fire Station: Land Acquisition

City of Grimes

Management in Progress 2019 – 2020

Library New Technology Items [\$10,000 Grant]

Library Services: Community Review

Library Attic Stored Items

New Library Funding Opportunities: Grants Application and Other Methods

Library State Accreditation: Renewal

Library Patrons Records: Scanning

Library Full-time Circulation/Public Service Leaders: Hire

Volunteer Service Group

AAU Partnership: UAAASA Agreement

Game Field for Tackle/Flag Football

Artists in Residence: Grant Application

New Ways to Partner with Schools

Library Senior Programming: Development

Library Staff Job Descriptions and Work Flow: Re-evaluation

Library Marketing Materials: Update

Library New Technology Plan

Library New Staffing Plan: Development

Library Collection and Materials: Update

Strategic Plan: Update
Snow Removal Policy: Update
Library “All Staff” Training
Building Inspection Service: Hire
Benefits Survey and Evaluation: Direction
City Property Disposal: RFP/RFQ
Development Review Process: Definition
City Hall Cross Training
I & I Annual Inspection (1/3 of City)
Development Services
Document Management
Agenda Management Process
Logo: Implementation
Server Closet Temperature and Humidity Control
Anti-Virus/Anti-Malware Software: Update
New Daily Back Up System: Implementation
Information Technology Departmental Inventory: Completion
Laptop Computers for Employee Checkout: Setup
Flush-mount Cable Cubby in Conference Room: Installation
Standard Professional Service Agreement Template: Development
Public and Private Project Tracking Database
City Performance Evaluation System: Development
Fire Service Contracts: Update

Budget Process Modifications: Next Steps
Development Service Vehicles: Funding
Time Keeping System for Payroll
Human Resources Standardization Process
IT Security Protocol
IT Training
Phone System: Upgrades
Mowing Equipment for Athletic Fields: Purchase, Funding
Tandem Axel Truck with Snow Plow and Wing: Funding
Thorpe Meter Replacement
Ambulance Billing/Accounting
Drug Vending Machines Inside Hospital: Direction
Water Rescue Metro Response: Expansion
Building Maintenance Checks: Improvements
Fire Safety Education: Enhancement
Thorpe Billing: Improvement
High Risk Structures: Pre-Planning
Lime Sludge and Bio Solids Hauling: Continuation
Drone Use: Expansion
Tree Plantings (100)
Tree Report
Tree Boarding: Planting More Expansion
Board of Adjustment Ordinance: Re-write

SWPPS Enforcement: Implementation
New Plats to GIS Maps
Private Utility Coordination System (ROW): Development
WRA Grease Ordinance: Adoption
Building Code: Update
SUDAS Supplemental Specs: Development

City of Grimes

Major Projects 2019 – 2020

North Sports Complex Improvements Signage

Library Meeting Room Carpet: Replacement

Sports/Ball Fields Light

GCC Upgrades

City Hall: Window Repairs/Exterior Painting

16” Raw Water Main – New Plant to New Well

Water Treatment Plant: Construction

Water Tower [1.5 million gallons]: Construction

County Line Road: Improvements

Prairie Creek/Beaver Creek Channel Improvements

Traffic Signals [5]

Safe Routes to School Master Plan – Phase 2: Crosswalk on James

NE Gateway Extension

SE 37th Street: Construction

Jacob and Trailridge Drainage

James Street (NW 7th and NW 8th) Pedestrian Flasher

SE Jacob Resurfacing and Water Main Replacement

Beaver Creek Watershed Improvements

Grimes Vision 2035

GRIMES VISION 2035

***GRIMES 2035 is a* BEAUTIFUL COMMUNITY
with a
“SMALL TOWN” FEELING –
STRONG SENSE OF COMMUNITY.**

***GRIMES 2035 has* GREAT HOUSING OPPORTUNITIES
and a
GROWING BUSINESS COMMUNITY.**

***GRIMES 2035 is a* FUN COMMUNITY FOR FAMILIES
and has
CONVENIENT MOBILITY OPTIONS FOR ALL.**

YOUR HOMETOWN!

Policy Agenda 2019 – 2020

Targets for Action

City of Grimes

TOP PRIORITY

Library Plan: Implementation
Parks and Trails Comprehensive Plan: Implementation
WRA Agreement
Budget and Tax Rate
Splash Pad: Planning
City Economic Development Policy and Incentives
Sports Tourism Strategy

HIGH PRIORITY

Lions Park: Phase 1 Design
Trail Connectivity Master Plan: Implementation
One Year Capital Improvement/Community Investment Plan
City Facilities Master Plan: Development
Zoning Ordinance: Update
Wallace Farm: Direction
Annexation Policy and Strategy

Management Agenda 2019 – 2020

Targets for Action

City of Grimes

TOP PRIORITY

Five Year Financial Plan: Development

City Financial Policies: Development

Polk Sheriff for Extension/Radio Dispatch: 28e Agreement

DART: Direction

Statue Relocation

HIGH PRIORITY

HyVee Development: Monitoring

City Organization and Staffing Plan: Implementation

**Human Resources Management Policies and Handbook:
Development**

Fire/EMS Services 28e Agreement

Traffic Signal Fiber: Funding

Fire Station: Land Acquisition

Action Outlines 2019 – 2020

City of Grimes

GOAL 1

GREAT PLACE TO LIVE THROUGH EXPANDED QUALITY OF LIFE AMENITIES

ACTION: LIBRARY PLAN: IMPLEMENTATION

PRIORITY

Policy – Top

Key Issues

- Design
- Cost
- Library Components/Amenities
- Producing a Quality Library

Activities/Milestones

1. Develop budget with financial advisor 9/19
2. Decision: Budget 10/19
3. Select architect 11/19
4. Decision: Award 12/19
5. Complete architectural design and construction documents 6/20
6. Workshop: Report and Direction 9/20
7. Issue RFP 11/20
8. Decision: Award Construction Contract 3/21
9. Library Open 9/22

Responsibility: Library

ACTION: PARKS AND TRAILS COMPREHENSIVE PLAN: IMPLEMENTATION

PRIORITY

Policy – Top

Key Issues

- Projects
- Project Priority
- Costs
- Funding
- Producing Results

Activities/Milestones

1. Prepare report with priority 8/19
2. Park Board: Review 8/19
3. Workshop: Report and Direction 10/19
4. Prepare budget proposals 2/20
5. Decision: CIP Budget 3/20

Responsibility: Public Works

ACTION: SPLASH PAD: PLANNING

PRIORITY

Policy – Top

Key Issues

Activities/Milestones

Time

- | | |
|--------------------------------|-------|
| 1. Board: Approval | 9/19 |
| 2. Define scope | 10/19 |
| 3. Decision: Service Agreement | 11/19 |
| 4. Develop design, cost | 7/20 |

Responsibility: Public Works

ACTION: LIONS PARK: PHASE 1 DESIGN

PRIORITY

Policy – High

Key Issues

Activities/Milestones

Time

- | | | |
|-----------|--|-------|
| • Design | 1. Decision: Award Contract for Design | 2/20 |
| • Phasing | 2. Negotiate purchase | 2/20 |
| • Funding | 3. Decision: Purchase Agreement | 4/20 |
| | 4. Complete design | 10/20 |

Responsibility: Public Works

ACTION: TRAIL CONNECTIVITY MASTER PLAN: IMPLEMENTATION

PRIORITY

Policy – High

Key Issues

Activities/Milestones

Time

- | | | |
|--------------------|--|-------|
| • Project Priority | 1. Prepare report with recommendations | 11/19 |
| • Trail Gaps | 2. Workshop: Report and Direction | 1/20 |
| • Regional Trail | 3. Prepare CIP budget proposal | 2/20 |
| Connectivity – MPO | 4. Decision: CIP Budget | 3/20 |
| • Funding | | |
| • Expectations | | |

Responsibility: Public Works

ACTION: PARK LAND DEDICATION POLICY		PRIORITY
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Policy</u>
Park Land Acquisition	A. Alleys	
	1. Incorporate in	12/20
	2. Decision: Direction	1/21
	B. General	
	1. Complete draft policy	1/20
	2. P & Z Board	3/20
	3. Decision: Adoption	4/20
Responsibility: Development Services		

ACTION: STANDARD CONSTRUCTION SPECS FOR PCC TRIALS AND ASPHALT TRIALS RESURFACING	PRIORITY	
	<i>Mgmt</i>	
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
	1. Complete research	10/19
	2. Prepare report	12/19
	3. Decision: Policy Direction	1/20
Responsibility: Engineering/Public Works		

► Management in Progress 2019 – 2020

		TIME
1. Library New Technology Items [\$10,000 Grant]	Lib	10/19
2. Library Services: Community Review	Lib	12/19
3. Library Attic Stored Items	Lib	12/19
4. New Library Funding Opportunities: Grants Application and Other Methods	Lib	1/20
5. Library State Accreditation: Renewal	Lib	2/20
6. Library Patrons Records: Scanning	Lib	2/20
7. Library Full-time Circulation/Public Service Leaders: Hire	Lib	2/20
8. Volunteer Service Group	Lib	6/20
a. Marketing		
b. 501C 3 Creation		
9. AAU Partnership: UAAASA Agreement	P&R	6/20
10. Game Field for Tackle/Flag Football	P&R	6/20
11. Artists in Residence: Grant Application	Lib	6/20
12. New Ways to Partner with Schools	Lib	6/20
13. Library Senior Programming: Development	Lib	6/20
14. Library Staff Job Descriptions and Work Flow: Re-evaluation	Lib	6/20
15. Library Marketing Materials: Update	Lib	6/20
16. Library New Technology Plan	Lib	6/20
17. Library New Staffing Plan: Development	Lib	6/20
18. Library Collection and Materials: Update	Lib	Ongoing

► Major Projects 2019 – 2020

		TIME
1. North Sports Complex Improvements Signage	P&R	11/19
2. Library Meeting Room Carpet: Replacement	Lib	2/20
3. Sports/Ball Fields Light:	P&R	
1. Design		2/20
2. Installation		6/20
a. One North		
b. One South		
4. GCC Upgrades	PW	
a. ADA Entrance		5/20
b. Roof Repair: Monitoring		Ongoing

GOAL 2

HIGH PERFORMING ORGANIZATION PROVIDING PROFESSIONAL EXCEPTIONAL SERVICES

ACTION: WRA AGREEMENT

PRIORITY

Policy – Top

Key Issues

- Sewer Line to WRA
- Agreement with City of Urbandale
- EPA Actions
- Hauling Waste

Activities/Milestones

- A. Complete Design
 1. Presentation
 2. Decision: Funding, Rate
 3. Issue RFP
 4. Decision: Award Contract for Construction
- B. Contact WRA
 1. Evaluate truck options
 2. Decision: Direction
- C. Continue discussion with Urbandale
 1. Finalize agreement
 2. Decision: Urbandale
1. Force decision: WRA

Time

3/20

4/20

4/20

5/20

6/20

9/19

10/19

11/19

Ongoing

10/20

12/20

11/19

Responsibility: City Administrator

ACTION: BUDGET AND TAX RATE

PRIORITY

Policy – Top

Key Issues

Activities/Milestones

1. Workshop: Presentation and Direction
2. Decision: Tax Rate

Time

11/19

3/20

Responsibility: Finance

**ACTION: ONE YEAR CAPITAL
IMPROVEMENT/COMMUNITY
INVESTMENT PLAN**

PRIORITY

Policy – High

Key Issues

- Projects
- Priority
- Funding

Activities/Milestones

1. Identify projects and costs
2. Prepare draft plan
3. Present CIP
4. Decision: CIP Budget

Time

11/19
12/19
1/20
3/20

Responsibility: Engineering

**ACTION: CITY FACILITIES MASTER PLAN:
DEVELOPMENT**

PRIORITY

Policy – High

Key Issues

- Space Needs
- Campus
- City Hall
- Costs
- Location
- Public-Private Partnership
- Life Cycle

Activities/Milestones

1. Define scope
2. Select consultant
3. Decision: Award Contract
4. Action Report

Time

10/19
12/19
12/19
8/20

Responsibility: Human Resources/Development Services

ACTION IT LEADERSHIP: POSITION AND UPGRADE

PRIORITY

Policy

Key Issues

- Position
- Contract
- Cost
- Equipment
- Funding

Activities/Milestones

1. Prepare report
2. Presentation
3. Advertise
4. Decision: Budget
5. Hire IT Position

Time

9/19
11/19
12/19
3/20
3/20

Responsibility: Human Resources

ACTION SPECIAL ASSESSMENTS POLICY

PRIORITY

Policy

Key Issues

Activities/Milestones

Time

- | | |
|------------------------------|-------|
| 1. Complete draft policy | 10/19 |
| 2. Complete Legal Review/PFM | 10/19 |
| 3. Decision: Policy Adoption | 11/19 |

Responsibility: Development Services

ACTION: CITY SERVICES AND STAFFING PLAN

PRIORITY

Policy

Key Issues

Activities/Milestones

Time

- | | |
|-----------------------|-------|
| 1. Define scope | 10/19 |
| 2. Develop draft plan | 6/20 |
| 3. Action Report | 8/20 |

Responsibility: Human Resources

ACTION: FIVE YEAR FINANCIAL PLAN: DEVELOPMENT

PRIORITY

Mgmt – Top

Key Issues

Activities/Milestones

Time

- | | |
|----------------------------|-------|
| 1. Finalize Plan | 10/19 |
| 2. Workshop: Presentation | 11/19 |
| 3. Decision: Plan Adoption | 3/20 |

Responsibility: PFM/Finance

ACTION: CITY FINANCIAL POLICIES: DEVELOPMENT

PRIORITY

Mgmt – Top

Key Issues

Activities/Milestones

Time

- | | |
|------------------------------|------|
| 1. Review current policies | 1/20 |
| 2. Decision: Policy Adoption | 3/20 |
| 3. Workshop: Presentation | 4/20 |
| 4. Decision: Adoption | 5/20 |

Responsibility: Finance

**ACTION: POLK SHERIFF FOR EXTENSION/RADIO
DISPATCH: 28E AGREEMENT**

PRIORITY

Mgmt – Top

Key Issues

Activities/Milestones

Time

- | | |
|------------------------|-------|
| 1. Provide information | 9/19 |
| 2. Decision: Agreement | 12/19 |

Responsibility: City Manager

**ACTION: CITY ORGANIZATION AND STAFFING PLAN:
IMPLEMENTATION**

PRIORITY

Mgmt – High

Key Issues

Activities/Milestones

Time

A. Parks and Recreation

B. Economic Development

Responsibility:

**ACTION: HUMAN RESOURCES MANAGEMENT
POLICIES AND HANDBOOK:
DEVELOPMENT**

PRIORITY

Mgmt – High

Key Issues

Activities/Milestones

Time

- | | |
|--------------------------------------|-------|
| 1. Develop draft policy and handbook | 9/19 |
| 2. Workshop: Presentation | 10/19 |
| 3. Decision: Adoption | 12/19 |

Responsibility: Human Resources

ACTION: FIRE/EMS SERVICES 28E AGREEMENT

PRIORITY

Mgmt – High

Key Issues

Activities/Milestones

Time

- | | |
|---------------------------------------|-------|
| 1. Develop recommendations from Board | 10/19 |
| 2. Decision: Agreement | 11/19 |

Responsibility: Fire/City Administration

ACTION: FIRE STATION: LAND ACQUISITION

PRIORITY

Mgmt – High

Key Issues

Activities/Milestones

Time

- | | | |
|----------------------|---------------------------------|-------|
| • Options | 1. Review location/site detail | 11/19 |
| • Land Costs | 2. Prepare report | 12/19 |
| • Funding | 3. Presentation: Report | 3/20 |
| • Follow Up on LOSST | 4. Decision: Direction | 3/20 |
| | 5. Negotiate purchase | 6/20 |
| | 6. Decision: Purchase | 7/20 |
| | 7. Cole of Property Acquisition | 9/20 |

Responsibility: Fire/Development Services

ACTION: ANIMAL CONTROL CONTRACT AMENDMENT		
<u>Key Issues</u>	<u>Activities/Milestones</u>	PRIORITY
		Mgmt
	1. Finalize contract	11/19
	2. Decision: Contract	12/19
	3. Revise ordinance	1/20
	4. Decision: Ordinance Adoption	2/20
Responsibility: City Administrator/City Attorney		

ACTION: WATER CONSERVATION POLICY AND PROGRAM		
<u>Key Issues</u>	<u>Activities/Milestones</u>	PRIORITY
		Mgmt
	1. Review “best practices”	10/19
	2. Prepare report	12/19
	3. Presentation	1/20
	4. Decision	3/20
	5. Public information	4/20
Responsibility: Human Resources/Water/Wastewater		

ACTION: COMPREHENSIVE FEE SCHEDULE		
<u>Key Issues</u>	<u>Activities/Milestones</u>	PRIORITY
		Mgmt
	1. Review current fees	10/19
	2. Prepare draft fee structure	11/19
	3. Update fee schedule	2/20
	4. Decision: Fee Schedule	3/20
Responsibility: Development Services		

► Management in Progress 2019 – 2020

		PRIORITY
1. Strategic Plan: Update	CA	9/19
2. Snow Removal Policy: Update (Streets and Sidewalks)	PW	10/19
3. Library “All Staff” Training	Lib	10/19
4. Building Inspection Service: Hire	DS	10/19
5. Benefits Survey and Evaluation: Direction	HR	10/19
6. City Property Disposal: RFP/RFQ	DS	11/19
7. Development Review Process: Definition	DS	11/19
8. City Hall Cross Training	Fin	11/19
9. I & I Annual Inspection (1/3 of City)	W/WW	11/19
10. Development Services	DS	
• Engineering Technician/Inspector		11/19
• Planning Technician/City Planner: Funding		3/20
Hire		7/20
11. Document Management	CC	12/19
12. Agenda Management Process	CC	12/19
13. Logo: Implementation	CC	12/19
14. Server Closet Temperature and Humidity Control	IT	12/19
15. Anti-Virus/Anti-Malware Software: Update	IT	12/19
16. New Daily Back Up System: Implementation	IT	12/19
17. Information Technology Departmental Inventory: Completion	IT	12/19
18. Laptop Computers for Employee Checkout: Setup	IT	12/19
19. Flush-mount Cable Cubby in Conference Room: Installation	IT	12/19
20. Standard Professional Service Agreement Template: Development	DS	1/20
21. Public and Private Project Tracking Database	DS	1/20
22. City Performance Evaluation System: Development		2/20
23. Fire Service Contracts: Update	Fire	
a. Walnut Township: 28e Agreement		2/20
b. Grant Township: 28e Agreement		2/20
24. Budget Process Modifications: Next Steps	CA	3/20
25. Development Service Vehicles: Funding	DS	3/20
26. Time Keeping System for Payroll	Fin	3/20
27. Human Resources Standardization Process	HR	3/20
28. IT Security Protocol	HR	3/20
29. IT Training	HR	3/20
30. Phone System: Upgrades	IT	3/20
a. Parks and Recreation		
b. Public Works		

► **Management in Progress 2019 – 2020** *(Continued)*

		PRIORITY
31. Mowing Equipment for Athletic Fields: Purchase, Funding	P&R	3/20
32. Tandem Axel Truck with Snow Plow and Wing: Funding	PW	3/20
33. Thorpe Meter Replacement	W/WW	
• Funding		3/20
• Installation		12/20
34. Ambulance Billing/Accounting	Fin	4/20
35. Drug Vending Machines Inside Hospital: Direction	Fire	6/20
36. Water Rescue Metro Response: Expansion	Fire	6/20
37. Building Maintenance Checks: Improvements	PW	6/20
38. Fire Safety Education: Enhancement	Fire	7/20
39. Fire Specialty Services: Enhancement	Fire	
• Confined Space = Metro Plan		12/20
• Trench Rescue = Metro Plan		12/20
40. Thorpe Billing: Improvement	CC	6/21
41. High Risk Structures: Pre-Planning	Fire	Ongoing
42. Lime Sludge and Bio Solids Hauling: Continuation	W/WW	Ongoing
43. Drone Use: Expansion		Ongoing

► **Major Projects 2019 – 2020**

		TIME
1. City Hall: Window Repairs/Exterior Painting		
• Funding		3/20
• Installation		12/20
2. 16" Raw Water Main – New Plant to New Well	W/WW	6/20
3. Water Treatment Plant: Construction [including Roadwork and Property Upgrades]	W/WW	10/21
4. Water Tower [1.5 million gallons]: Construction	W/WW	2021

GOAL 3

MORE BEAUTIFUL, VIBRANT COMMUNITY

ACTION: STATUE RELOCATION

PRIORITY

Mgmt – Top

Key Issues

Activities/Milestones

Time

- | | |
|------------------------|-------|
| 1. Identify location | 9/19 |
| 2. Prepare report | 10/19 |
| 3. Presentation | 10/19 |
| 4. Determine direction | 12/19 |

Responsibility: Public Works

► Management In Progress 2019 – 2020

TIME

1. Tree Plantings (100)
2. Tree Report
3. Tree Boarding: Planting More Expansion

10/19
12/19
6/20

GOAL 4

SMALL TOWN FEELING PRESERVED THROUGH PLANNED, MANAGED GROWTH

ACTION: CITY ECONOMIC DEVELOPMENT POLICY AND INCENTIVES

PRIORITY

Policy – Top

Key Issues

Activities/Milestones

Time

- | | |
|---|-------|
| 1. Finalize policy | 9/19 |
| 2. Workshop: Presentation and Direction | 9/19 |
| 3. Revise documents | 10/19 |
| 4. Decision: Direction | 10/19 |

Responsibility: Chamber of Commerce

ACTION: SPORTS TOURISM STRATEGY

PRIORITY

Policy – Top

Key Issues

Activities/Milestones

Time

- | | |
|---------------------------------------|-------|
| 1. Meet with Bettendorf | 9/19 |
| 2. Develop Report: Findings | 12/19 |
| 3. Presentation: Report and Direction | 1/20 |

Responsibility: Public Works

ACTION: ZONING ORDINANCE: UPDATE

PRIORITY

Policy – High

Key Issues

Activities/Milestones

Time

- | | |
|----------------------------|------|
| 1. Complete initial review | 3/20 |
| 2. Complete ordinance | 3/21 |

Responsibility: Development Services

ACTION: ANNEXATION POLICY AND STRATEGY		
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>PRIORITY</u>
		<i>Policy – High</i>
		<u>Time</u>
	A. Johnston	
	1. Finalize draft review	
	2. Complete legal	11/19
	3. Decision: Agreement	12/19
	B. Urbandale	
	1. Meet with Mayor – City Manager	8/19
	2. Evaluate response	TBD
Responsibility: Development Services		

ACTION: CITY OWNED LAND INVENTORY		
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>PRIORITY</u>
		<i>Policy</i>
		<u>Time</u>
	1. Identify short term opportunities for sale	12/19
	2. Presentation: Report and Direction	12/19
	3. Develop guidelines/process for alleys – simple	1/20
	4. Decision: Direction	1/20
Responsibility: Development Services		

ACTION: DART: DIRECTION		
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>PRIORITY</u>
		<i>Mgmt – Top</i>
		<u>Time</u>
Responsibility:		

ACTION: HYVEE DEVELOPMENT: MONITORING

PRIORITY

Mgmt – High

Key Issues

Activities/Milestones

Time

1. Monitor status

Responsibility: Development Services

ACTION: TRAFFIC SIGNAL FIBER: FUNDING

PRIORITY

Mgmt – High

Key Issues

Activities/Milestones

Time

1. Develop budget proposal
2. Decision: CIP

1/20

3/20

Responsibility: Public Works

**ACTION: HIGHWAY 44 ACCESS PLAN
(with IDOT)**

PRIORITY

Mgmt

Key Issues

Activities/Milestones

Time

1. Receive comments
2. Meet with property owners
3. Report: Status

11/19

3/20

4/20

Responsibility: Development Services

ACTION: OUTDOOR STORAGE ORDINANCE		
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>PRIORITY</u>
		<u>Mgmt</u>
	1. Monitor implementation	Ongoing
	2. Report	TBD
Responsibility: Development Services		

ACTION: ONLINE CODIFICATION		
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>PRIORITY</u>
		<u>Mgmt</u>
	1. Define scope	12/20
	2. Prepare budget proposal	1/20
	3. Decision: Budget FY '21 Funding	3/20
Responsibility:		

► Management in Progress 2019 – 2020		
		TIME
1. Board of Adjustment Ordinance: Re-write	DS	9/19
2. SWPPS Enforcement: Implementation	DS	12/19
3. New Plats to GIS Maps	PW	3/20
4. Private Utility Coordination System (ROW): Development	DS	4/20
5. WRA Grease Ordinance: Adoption	DS	6/20
6. Building Code: Update	DS	6/20
7. SUDAS Supplemental Specs: Development	DS	6/21

► **Major Projects 2019 – 2020**

		TIME
1. County Line Road: Improvements	DS	
a. 19 th		11/19
b. Water/Sanitary		12/19
c. Road Widening		11/20
d. Brookside to High School		8/21
2. Prairie Creek/Beaver Creek Channel Improvements	PW	12/19
3. Traffic Signals [5]	PW	
• Funding		3/20
• Installation		9/20
4. Safe Routes to School Master Plan – Phase 2: Crosswalk on James	PW	6/20
5. NE Gateway Extension	PW	6/20
6. SE 37 th Street: Construction	PW	7/20
7. Jacob and Trailridge Drainage	PW	9/20
8. James Street (NW 7 th and NW 8 th) Pedestrian Flasher		9/20
9. SE Jacob Resurfacing and Water Main Replacement	PW	2021
10. Beaver Creek Watershed Improvements	PW	

Policy Calendar 2019 – 2020

City of Grimes

MONTH

SEPTEMBER 2019

1. Workshop: City Economic Development Policy and Incentives
2. Decision: Board of Adjustment Ordinance

MONTH

OCTOBER 2019

1. Workshop: Parks and Trails Comprehensive Plan
2. Decision: Library Budget
3. Workshop: Human Resources Management Policy and Handbook
4. Decision: Snow Removal Policy
5. Presentation: Statue Relocation
6. Decision: City Economic Development Policy and Incentives

MONTH

NOVEMBER 2019

1. Decision: Splash Pad Service Agreement
2. Workshop: Wallace Farm Direction
3. Decision: WRA Direction
4. Decision: Special Assessment Policy
5. Presentation: Information Technology Direction
6. Workshop: City Financial Plan, Policies and Tax Rate
7. Decision: Fire/EMS Services 28e Agreement

MONTH

DECEMBER 2019

1. Decision: Award Contract for Library Architect
2. Decision: Award Contract for City Facilities Master Plan
3. Decision: Human Resources Management Policy and Handbook
4. Decision: Animal Control Contract
5. Decision: Polk County Sheriff for Extension and Radio Dispatch 28e Agreement
6. Decision: Annexation Agreement with Johnston
7. Presentation: City Owned Land

MONTH

JANUARY 2020

1. Workshop: Trail Connectivity Master Plan
2. Decision: Standard Construction Spec for PCC Trails and Asphalt Trails Resurfacing
3. Decision: City Owned Land – Direction
4. Presentation: Sports Tourism Strategy

MONTH

FEBRUARY 2020

1. Decision: Award Contract for Lion Park – Phase 1
2. Decision: Animal Control Contract
3. Decision: Fire 28e Agreements – Walnut Township and Grant Township

MONTH

MARCH 2020

1. Decision: Budget FY '21
2. Decision: Capital Improvement/Community Investment Program (One Year)
3. Decision: Tax Rate
4. Decision: Five Year Financial Plan
5. Decision: City Financial Policies
6. Decision: Fire Station Location and Land Acquisition
7. Decision: Fee Schedule
8. Decision: Water Conservation Policy and Program

Budget Decisions

1. Parks and Trails Comprehensive Plan Implementation
2. Trail Connectivity Master Plan Implementation
3. IT Leadership: Direction
4. Development Services: Staffing
5. Development Services: Vehicles
6. Mowing Equipment for Athletic Fields
7. Online Codification
8. Traffic Signal Fiber
9. Traffic Signals (5)

MONTH

APRIL 2020

1. Decision: Park Land Dedication Policy Adoption
2. Report: Highway 44 Access Plan

MONTH

MAY 2020

MONTH

JUNE 2020

1. Decision: WRA Grease Ordinance
2. Decision: Building Code Update

MONTH

JULY 2020

1. Decision: Fire Station Land Purchase

Table of Contents

EXECUTIVE SUMMARY

Strategic Framework for the City of Grimes	1
Grimes Vision 2035	2
Grimes City Government: Mission	3
Grimes City Government: Core Beliefs	4
City of Grimes: Plan 2019 – 2025	5
City of Grimes: Action Agenda 2019 – 2020	14

STRATEGIC FRAMEWORK

VISION 2035

“Desired Destination for Grimes”

PLAN 2025

“Map to Grimes’s Destination”

EXECUTION

“Route for Next Year”

MISSION

“Responsibilities of Grimes’s City Government”

BELIEFS

“How Grimes’s City Government Should Operate”

Grimes Vision 2035

GRIMES VISION 2035

***GRIMES 2035 is a* BEAUTIFUL COMMUNITY
with a
“SMALL TOWN” FEELING –
STRONG SENSE OF COMMUNITY.**

***GRIMES 2035 has* GREAT HOUSING OPPORTUNITIES
and a
GROWING BUSINESS COMMUNITY.**

***GRIMES 2035 is a* FUN COMMUNITY FOR FAMILIES
and has
CONVENIENT MOBILITY OPTIONS FOR ALL.**

YOUR HOMETOWN!

Grimes City Government: Our Mission

The mission of GRIMES CITY GOVERNMENT
is to provide
**EXCELLENT/EXCEPTIONAL CITY SERVICES AND
FACILITIES**
in a
FINANCIALLY RESPONSIBLE
and
COMMUNITY-FRIENDLY MANNER
through a
HIGH PERFORMING CITY TEAM
that result in adding
VALUE TO RESIDENTS' LIVE.

Grimes City Government: Core Beliefs

“The Grimes Way”

We are *RESPECTFUL!*

We act with *INTEGRITY!*

We take *RESPONSIBILITY!*

We are *HARD WORKING!*

We practice *TEAMWORK!*

We are *PROFESSIONAL!*

City of Grimes Goals 2025

**Great Place to Live Through Expanded Quality
of Life Amenities**



**High Performing Organization Providing
Exceptional Services**



More Beautiful, Vibrant Community



**Small Town Feeling Preserved Through Planned,
Managed Growth**

GOAL 1	GREAT PLACE TO LIVE THROUGH EXPANDED QUALITY OF LIFE AMENITIES
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► **Objectives**

1. Increase the number of “sit-down” restaurants
2. Expand City trail system with connectivity to the regional system
3. Develop a regional community park with diverse amenities/venues
4. Replace and expand the City Library
5. Develop a Splash Pad
6. Increase the acreage of dedicated park land
7. Increase the number of sports/athletic fields

► **Short-Term Challenges and Opportunities**

1. Funding and prioritizing for new recreational facilities, parks and trail development
2. Connecting trails within Grimes and with regional trail system
3. Distinguishing “wants” and “needs”
4. Prioritizing and implementing the Parks and Trail Master Plan
5. Competition for athletic fields – recreational uses, competition and tournaments
6. Neighborhood parks with minimal amenities
7. Planning for City infrastructure
8. Funding for staffing and maintenance of new City facilities
9. Balancing tax relief and funding for amenities especially with increased tax assessments

► Actions 2019 – 2020

Policy Agenda

- | | |
|--|---------------|
| 1. Library Plan: Implementation | Top Priority |
| 2. Parks and Trails Comprehensive Plan: Implementation | Top Priority |
| 3. Splash Pad: Planning | Top Priority |
| 4. Lions Park: Phase 1 Design | High Priority |
| 5. Trail Connectivity Master Plan: Implementation | High Priority |
| 6. Wallace Farm: Direction | High Priority |

Management in Progress

1. Library New Technology Items [\$10,000 Grant]
2. Library Services: Community Review
3. Library Attic Stored Items
4. New Library Funding Opportunities: Grants Application and Other Methods
5. Library State Accreditation: Renewal
6. Library Patrons Records: Scanning
7. Library Full-time Circulation/Public Service Leaders: Hire
8. Volunteer Service Group
9. AAU Partnership: UAAASA Agreement
10. Game Field for Tackle/Flag Football
11. Artists in Residence: Grant Application
12. New Ways to Partner with Schools
13. Library Senior Programming: Development
14. Library Staff Job Descriptions and Work Flow: Re-evaluation
15. Library Marketing Materials: Update
16. Library New Technology Plan
17. Library New Staffing Plan: Development
18. Library Collection and Materials: Update

Major Projects

1. North Sports Complex Improvements Signage
2. Library Meeting Room Carpet: Replacement
3. Sports/Ball Fields Light
4. GCC Upgrades

GOAL 2**HIGH PERFORMING ORGANIZATION PROVIDING EXCEPTIONAL SERVICES****► Objectives**

1. Develop a professional City organization culture guided by City Core Values
2. Hire, develop and retain a professional City workforce
3. Refine the capital project and community investment planning and process
4. Deliver City services in a cost effective and efficient manner
5. Upgrade financial systems and planning processes
6. Institutionalize strategic planning process
7. Upgrade City facilities to meeting the needs of a growing community
8. Have a responsible tax levy rate that supports services, facilities and investment in the future

► Short-Term Challenges and Opportunities

1. Keeping up with a rapidly growing community
2. Aging, undersized City buildings
3. Regularly adjusting City fees and charges to cover the costs of service delivery and the market
4. Developing modern operating systems and processes
5. Implement LOSST with community expectations
6. High tax levy consolidated rate (School)
7. Keeping with information technology
8. Cyber security and potential ransom

► Actions 2019 – 2020

Policy Agenda

- | | |
|---|---------------|
| 1. WRA Agreement | Top Priority |
| 2. Budget and Tax Rate | Top Priority |
| 3. One Year Capital Improvement/Community Investment Plan | High Priority |
| 4. City Facilities Master Plan: Development | High Priority |

Management Agenda

- | | |
|--|---------------|
| 1. Five Year Financial Plan: Development | Top Priority |
| 2. City Financial Policies: Development | Top Priority |
| 3. Polk Sheriff for Extension/Radio Dispatch: 28e Agreement | Top Priority |
| 4. City Organization and Staffing Plan: Implementation | High Priority |
| 5. Human Resources Management Policies and Handbook: Development | High Priority |
| 6. Fire/EMS Services 28e Agreement | High Priority |
| 7. Fire Station: Land Acquisition | High Priority |

Management in Progress

1. Strategic Plan: Update
2. Snow Removal Policy: Update (Streets and Sidewalks)
3. Library “All Staff” Training
4. Building Inspection Service: Hire
5. Benefits Survey and Evaluation: Direction
6. City Property Disposal: RFP/RFQ
7. Development Review Process: Definition
8. City Hall Cross Training
9. I & I Annual Inspection (1/3 of City)
10. Development Service
11. Document Management
12. Agenda Management Process
13. Logo: Implementation
14. Server Closet Temperature and Humidity Control
15. Anti-Virus/Anti-Malware Software: Update
16. New Daily Back Up System: Implementation
17. Information Technology Departmental Inventory: Completion
18. Laptop Computers for Employee Checkout: Setup
19. Flush-mount Cable Cubby in Conference Room: Installation
20. Standard Professional Service Agreement Template: Development
21. Public and Private Project Tracking Database

► **Actions 2019 – 2020 (*Continued*)**

22. City Performance Evaluation System: Development
23. Fire Service Contracts: Update
24. Budget Process Modifications: Next Steps
25. Development Service Vehicles: Funding
26. Time Keeping System for Payroll
27. Human Resources Standardization Process
28. IT Security Protocol
29. IT Training
30. Phone System: Upgrades
31. Mowing Equipment for Athletic Fields: Purchase, Funding
32. Tandem Axel Truck with Snow Plow and Wing: Funding
33. Thorpe Meter Replacement
34. Ambulance Billing/Accounting
35. Drug Vending Machines Inside Hospital: Direction
36. Water Rescue Metro Response: Expansion
37. Building Maintenance Checks: Improvements
38. Fire Safety Education: Enhancement
39. Fire Specialty Services: Enhancement
40. Thorpe Billing: Improvement
41. High Risk Structures: Pre-Planning
42. Lime Sludge and Bio Solids Hauling: Continuation
43. Drone Use: Expansion

<i>Major Projects</i>

1. City Hall: Window Repairs/Exterior Painting
2. 16” Raw Water Main – New Plant to New Well
3. Water Treatment Plant: Construction [including Roadwork and Property Upgrades]
4. Water Tower [1.5 million gallons]: Construction

GOAL 3

MORE BEAUTIFUL, VIBRANT COMMUNITY

► Objectives

1. Have attractive, well-maintained streetscapes on major corridors and highways
2. Have attractive gateways and entrances that are distinctive for Grimes
3. Expand trees throughout the community
4. Have well-designed, attractive and well-maintained City buildings, facilities and parks
5. Turn warehouses/historic structures into visual assets for the community
6. Have new buildings and homes that are attractive and using the appropriate building materials and meeting City's architectural standards
7. Expand arts and culture in the community

► Short-Term Challenges and Opportunities

1. Defining the City role and funding level
2. Lack of trees
3. Compliance vs. enforcement of City codes and regulations
4. Partnering with the business community and community organizations
5. Prioritizing and funding for community beauty and attractiveness
6. Developing and maintaining attractive streetscapes
7. Future availability of water
8. Major transportation corridors dissecting the community

► Actions 2019 – 2020

Policy Agenda

1. Statue Relocation

Top Priority

Management in Progress

1. Tree Plantings (100)
2. Tree Report
3. Tree Boarding: Planting More Expansion

GOAL 4**SMALL TOWN FEELING PRESERVED THROUGH
PLANNED, MANAGED GROWTH****► Objectives**

1. Maintain and develop City infrastructure to support a growing community
2. Have strong partnerships among the City, the Schools and community organizations
3. Have residents taking pride in and contributing to the Grimes community
4. Have growth paying for growth
5. Develop Class “A” office space
6. Develop a variety of housing options: attainable quality and types

► Short-Term Challenges and Opportunities

1. Prioritize and funding for City facilities and infrastructure to support growth
2. Relationship with School District and developing effective, collaborating relationship
3. Expanding north-south and east-west connectivity within Grimes
4. Costs of project with expectations of incentives
5. Managing and supporting growth
6. Attracting the right businesses for Grimes
7. Conflicting interest between the City and developer
8. Creating a sense of “neighborhood”
9. Developing state-of-the-art information technology infrastructure

► Actions 2019 – 2020

Policy Agenda

- | | |
|--|---------------|
| 1. City Economic Development Policy and Incentives | Top Priority |
| 2. Sports Tourism Strategy | Top Priority |
| 3. Zoning Ordinance: Update | High Priority |
| 4. Annexation Policy and Strategy | High Priority |

Management Agenda

- | | |
|----------------------------------|---------------|
| 1. DART: Direction | Top Priority |
| 2. HyVee Development: Monitoring | High Priority |
| 3. Traffic Signal Fiber: Funding | High Priority |

Management in Progress

1. Board of Adjustment Ordinance: Re-write
2. SWPPS Enforcement: Implementation
3. New Plats to GIS Maps
4. Private Utility Coordination System (ROW): Development
5. WRA Grease Ordinance: Adoption
6. Building Code: Update
7. SUDAS Supplemental Specs: Development

Major Projects

1. County Line Road: Improvements
2. Prairie Creek/Beaver Creek Channel Improvements
3. Traffic Signals [5]
4. Safe Routes to School Master Plan – Phase 2: Crosswalk on James
5. NE Gateway Extension
6. SE 37th Street: Construction
7. Jacob and Trailridge Drainage
8. James Street (NW 7th and NW 8th) Pedestrian Flasher
9. SE Jacob Resurfacing and Water Main Replacement
10. Beaver Creek Watershed Improvements

Policy Agenda 2019 – 2020

Targets for Action

City of Grimes

TOP PRIORITY

Library Plan: Implementation

Parks and Trails Comprehensive Plan: Implementation

WRA Agreement

Budget and Tax Rate

Splash Pad: Planning

City Economic Development Policy and Incentives

Sports Tourism Strategy

HIGH PRIORITY

Lions Park: Phase 1 Design

Trail Connectivity Master Plan: Implementation

One Year Capital Improvement/Community Investment Plan

City Facilities Master Plan: Development

Zoning Ordinance: Update

Wallace Farm: Direction

Annexation Policy and Strategy

Management Agenda 2019 – 2020

Targets for Action

City of Grimes

TOP PRIORITY

Five Year Financial Plan: Development

City Financial Policies: Development

Polk Sheriff for Extension/Radio Dispatch: 28e Agreement

DART: Direction

Statue Relocation

HIGH PRIORITY

HyVee Development: Monitoring

City Organization and Staffing Plan: Implementation

**Human Resources Management Policies and Handbook:
Development**

Fire/EMS Services 28e Agreement

Traffic Signal Fiber: Funding

Fire Station: Land Acquisition

Management in Progress 2019 – 2020

City of Grimes

1. Library New Technology Items [\$10,000 Grant]
2. Library Services: Community Review
3. Library Attic Stored Items
4. New Library Funding Opportunities: Grants Application and Other Methods
5. Library State Accreditation: Renewal
6. Library Patrons Records: Scanning
7. Library Full-time Circulation/Public Service Leaders: Hire
8. Volunteer Service Group
9. AAU Partnership: UAAASA Agreement
10. Game Field for Tackle/Flag Football
11. Artists in Residence: Grant Application
12. New Ways to Partner with Schools
13. Library Senior Programming: Development
14. Library Staff Job Descriptions and Work Flow: Re-evaluation
15. Library Marketing Materials: Update
16. Library New Technology Plan
17. Library New Staffing Plan: Development
18. Library Collection and Materials: Update
19. Strategic Plan: Update
20. Snow Removal Policy: Update
21. Library “All Staff” Training
22. Building Inspection Service: Hire
23. Benefits Survey and Evaluation: Direction
24. City Property Disposal: RFP/RFQ
25. Development Review Process: Definition
26. City Hall Cross Training
27. I & I Annual Inspection (1/3 of City)
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31. Logo: Implementation
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43. Development Service Vehicles: Funding
44. Time Keeping System for Payroll
45. Human Resources Standardization Process
46. IT Security Protocol
47. IT Training
48. Phone System: Upgrades
49. Mowing Equipment for Athletic Fields: Purchase, Funding
50. Tandem Axel Truck with Snow Plow and Wing: Funding
51. Thorpe Meter Replacement
52. Ambulance Billing/Accounting
53. Drug Vending Machines Inside Hospital: Direction
54. Water Rescue Metro Response: Expansion
55. Building Maintenance Checks: Improvements
56. Fire Safety Education: Enhancement
57. Thorpe Billing: Improvement
58. High Risk Structures: Pre-Planning
59. Lime Sludge and Bio Solids Hauling: Continuation
60. Drone Use: Expansion
61. Tree Plantings (100)
62. Tree Report
63. Tree Boarding: Planting More Expansion
64. Board of Adjustment Ordinance: Re-write
65. SWPPS Enforcement: Implementation
66. New Plats to GIS Maps
67. Private Utility Coordination System (ROW): Development
68. WRA Grease Ordinance: Adoption
69. Building Code: Update
70. SUDAS Supplemental Specs: Development

City of Grimes Major Projects 2019 – 2020

1. North Sports Complex Improvements Signage
2. Library Meeting Room Carpet: Replacement
3. Sports/Ball Fields Light
4. GCC Upgrades
5. City Hall: Window Repairs/Exterior Painting
6. 16" Raw Water Main – New Plant to New Well
7. Water Treatment Plant: Construction
8. Water Tower [1.5 million gallons]: Construction
9. County Line Road: Improvements
10. Prairie Creek/Beaver Creek Channel Improvements
11. Traffic Signals [5]
12. Safe Routes to School Master Plan – Phase 2: Crosswalk on James
13. NE Gateway Extension
14. SE 37th Street: Construction
15. Jacob and Trailridge Drainage
16. James Street (NW 7th and NW 8th) Pedestrian Flasher
17. SE Jacob Resurfacing and Water Main Replacement
18. Beaver Creek Watershed Improvements



City of Grimes: Strategic Plan

VISION 2035

GRIMES VISION 2035
*GRIMES 2035 is a BEAUTIFUL COMMUNITY
with a*
“SMALL TOWN” FEELING –
STRONG SENSE OF COMMUNITY.

GRIMES 2035 has
GREAT HOUSING OPPORTUNITIES
and a
GROWING BUSINESS COMMUNITY.

GRIMES 2035 is a
FUN COMMUNITY FOR FAMILIES
and has
CONVENIENT MOBILITY OPTIONS
FOR ALL.

YOUR HOMETOWN!

GOALS 2025

Great Place to Live through Expanded Quality of
Life Amenities

High Performing Organization Providing
Exceptional Services

More Beautiful, Vibrant Community

Small Town Feeling Preserved Through Planned,
Managed Growth

POLICY AGENDA 2019 – 2020

Top Priority

Library Plan: Implementation

Parks and Trails Comprehensive Plan:
Implementation

WRA Agreement

Budget and Tax Rate

Splash Pad: Planning

City Economic Development Policy and
Incentives

Sports Tourism Strategy

High Priority

Lions Park: Phase 1 Design

Trail Connectivity Master Plan: Implementation

One Year Capital Improvement/Community
Investment Plan

City Facilities Master Plan: Development

Zoning Ordinance: Update

Wallace Farm: Direction

Annexation Policy and Strategy

MANAGEMENT AGENDA 2019 – 2020

Top Priority

Five Year Financial Plan: Development

City Financial Policies: Development

Polk Sheriff for Extension/Radio Dispatch: 28e
Agreement

DART: Direction

Statue Relocation

High Priority

HyVee Development: Monitoring

City Organization and Staffing Plan: Implementation

Human Resources Management Policies and
Handbook: Development

Fire/EMS Services 28e Agreement

Traffic Signal Fiber: Funding

Fire Station: Land Acquisition

MANAGEMENT IN PROGRESS 2019 – 2020

Library New Technology Items [\$10,000 Grant]	Flush-mount Cable Cubby in Conference Room
Library Services: Community Review	Laptop Computers for Employee Checkout: Setup
Library Attic Stored Items	Standard Professional Service Agreement
New Library Funding Opportunities	Template: Development
Library State Accreditation: Renewal	Public and Private Project Tracking Database
Library Patrons Records: Scanning	City Performance Evaluation System
Library Full-time Circulation/Public Service	Fire Service Contracts: Update
Leaders: Hire	Budget Process Modifications: Next Steps
Volunteer Service Group	Development Service Vehicles: Funding
AAU Partnership: UAAASA Agreement	Time Keeping System for Payroll
Game Field for Tackle/Flag Football	Human Resources Standardization Process
Artists in Residence: Grant Application	IT Security Protocol
New Ways to Partner with Schools	IT Training
Library Senior Programming: Development	Phone System: Upgrades
Library Staff Job Descriptions and Work Flow	Mowing Equipment for Athletic Fields
Library Marketing Materials: Update	Tandem Axel Truck with Snow Plow and Wing
Library New Technology Plan	Thorpe Meter Replacement
Library New Staffing Plan: Development	Ambulance Billing/Accounting
Library Collection and Materials: Update	Drug Vending Machines Inside Hospital
Strategic Plan: Update	Water Rescue Metro Response: Expansion
Snow Removal Policy: Update	Building Maintenance Checks: Improvements
Library “All Staff” Training	Fire Safety Education: Enhancement
Building Inspection Service: Hire	Thorpe Billing: Improvement
Benefits Survey and Evaluation: Direction	High Risk Structures: Pre-Planning
City Property Disposal: RFP/RFQ	Lime Sludge and Bio Solids Hauling: Continuation
Development Review Process: Definition	Drone Use: Expansion
City Hall Cross Training	Tree Plantings (100)
I & I Annual Inspection (1/3 of City)	Tree Report
Development Services	Tree Boarding: Planting More Expansion
Document Management	Board of Adjustment Ordinance: Re-write
Agenda Management Process	SWPPS Enforcement: Implementation
Logo: Implementation	New Plats to GIS Maps
Server Closet Temperature and Humidity Control	Private Utility Coordination System (ROW
Anti-Virus/Anti-Malware Software: Update	WRA Grease Ordinance: Adoption
New Daily Back Up System: Implementation	Building Code: Update
Information Technology Departmental Inventory	SUDAS Supplemental Specs: Development

MAJOR PROJECTS 2019 – 2020

North Sports Complex Improvements Signage	Traffic Signals [5]
Library Meeting Room Carpet: Replacement	Safe Routes to School Master Plan – Phase 2
Sports/Ball Fields Light	NE Gateway Extension
GCC Upgrades	SE 37 th Street: Construction
City Hall: Window Repairs/Exterior Painting	Jacob and Trailridge Drainage
16” Raw Water Main – New Plant to New Well	James Street (NW 7 th and NW 8 th)
Water Treatment Plant: Construction	Pedestrian Flasher
Water Tower [1.5 million gallons]: Construction	SE Jacob Resurfacing and Water
County Line Road: Improvements	Main Replacement
Prairie Creek/Beaver Creek	Beaver Creek Watershed Improvements
Channel Improvements	

Resolution #10-0819 Approving the Strategic Plan for 2019

WHEREAS, the Council met in work session to define goals and priorities for the City of Grimes;

WHEREAS, the plan has been reviewed and is ready to be implemented.

NOW THEREFORE, be it resolved by the City Council of the City of Grimes, Iowa that the 2019 Strategic Plan be approved and instruct staff to move forward with the plan.

PASSED AND APPROVED this 22 day of October 2019R

Mayor Scott Mikkelsen

ATTEST:

Rochelle Williams, City Clerk

Grimes

Monthly Operations
and Maintenance
Report

September 2019

Prepared by:



1801 James Street
Grimes, IA 50111
(515)986-7300

www.uswutilitygroup.com

MONTHLY REPORT
SEPTEMBER 2019
GRIMES WATER & WASTEWATER TREATMENT PLANTS
DISTRIBUTION AND COLLECTION SYSTEMS

Prepared By:





Water and Wastewater Utility Operations, Maintenance, Engineering, Construction

October 11, 2019

Mayor Scott Mikkelsen
City of Grimes
101 NE Harvey St.
Grimes, IA 50111

RE: Monthly Update September 2019

Dear Mayor Scott Mikkelsen:

In accordance with contract requirements, we are pleased to provide the following monthly report for September 2019. Below is a list of the significant events that occurred during the month:

SUBMITTED TO: Mayor Scott Mikkelsen
Jake Anderson, City Administrator
Rochelle Williams, City Clerk
City Council, City of Grimes
Jeff DuPont, U.S. Water Services Corporation

DNR Correspondence:

- Submitted September 2019 Monthly Operating Reports to IDNR.
- Contacted Tom Atkinson of Field Office #5 to report continued chemical discharge from the known industrial source. A meeting with the City's Legal Counsel and the IDNR has been held and action will be taken once all data has been compiled.

Safety Training

- Safety Training in September included "**Safe Driving Online Course.**"

Safety Meeting

- The OSHA safety topic for all USW UTILITY GROUP employees for the month of October will be to participate in "**CPR First/Aid**"
- There will be a safety topic each month as they relate to the work environment.



Water and Wastewater Utility Operations, Maintenance, Engineering, Construction

Grimes Water Treatment Plant Report for September 2019

1. WTP monthly preventative maintenance and inspections were performed the first week of September. Inspections included the completion of thirty-two (32) work orders that are generated monthly from our Computerized Maintenance Management System.
2. Staff repaired water plant Filter #4 Effluent Flow Meter
3. Progressive Structures had issues with the 16" raw water main installation from the new Jordan Well. A Change Order has been submitted and is being reviewed by the Engineer and City.
4. CB&I continued construction of the new 1.5 MG water tower.
5. Reverse Osmosis Skids #1 and #2 performed well during the month of September. Normalized flows were within design parameters. Bag and cartridge filters were changed after well inspection.
6. The ASR was brought online to meet demand while the on-site Jordan well No. 201 was offline.
7. Staff repaired slaker #2 solids contact unit and calibrated system.
8. Jordan Well No. 201 was pulled and inspected.
9. Staff attended progress and pre-construction meeting throughout the month.
10. Mechanical and electrical gear installation continued on the new Jordan Well (Well No. 202).
11. Staff repaired faulty wiring and fuses on upper HVAC unit
12. Lime residual continues to be hauled off-site for ultimate disposal.
13. Exercised generators at WTP, Booster station, ASR Well and North Well Field in accordance with Iowa Administrative Code (IAC).
14. Paint work, site work and cleaning continue.



Water and Wastewater Utility Operations, Maintenance, Engineering, Construction

Grimes Distribution Collection Report for September 2019

1. 97 field service work order were completed for the City.
2. 0 commercial and 13 residential water meters were installed.
3. 3 temporary hydrant flow meters were used.
4. 58 disconnect notices were posted.
5. 14 non-payment disconnects were completed.
6. 19 fire hydrants were inspected and flushed, 28 manholes were inspected and 36 valves were exercised.
7. Monthly water loss was estimated at 150,000 gallons due to flushing and hydrant maintenance.
8. Staff continued hydrant maintenance.



Water and Wastewater Utility Operations, Maintenance, Engineering, Construction

Grimes Wastewater Treatment Plant Report for September 2019

1. The WWTP experienced elevated levels of ammonia discharged during September due to high industrial loadings at the treatment plant. Tom Atkinson from IDNR, along with Andrew Wood visited a contributing industrial user. The elevated effluent ammonia levels were reported to DNR. Meetings with City Staff, IDNR and USW were held to discuss possible legal action.
2. Monthly preventative maintenance and inspections were performed the first week September. Inspections included the completion of thirty-eight (38) monthly work orders that are generated monthly from our Computerized Maintenance Management System.
3. Staff installed Reed Bed No. 4 access panel and prepared for loading of digested solids.
4. Clarifiers #1 and #2 were taken offline and inspected
5. Hydro cleaning and televising continues to source Inflow and Infiltration (I&I)
6. Exercised WWTP, Gateway Lift Station and Southeast Lift Station generators according to Iowa Administrative Code (IAC).
7. Weekly lift station inspections were performed.
8. Painting of pipe and structures also continues.



Water and Wastewater Utility Operations, Maintenance, Engineering, Construction

USW UTILITY GROUP

Staffing for Grimes, IA

Project Manager

- Andrew Wood
 - o IDNR Grade 3 WT, Grade 3 WWT, Grade 3 Distribution

Lead WTP Operator

- Jeff Waters
 - o IDNR Grade 3 WT, Grade 2 WWT, Grade 2 Distribution

Lead WWTP Operator

- Christina Shepherd
 - IDNR Grade 3 WWT, Grade 2 WT

Operator

- Mathew Gilmore
 - o IDNR Grade 4 WT, Grade 2 WWT, Grade 3 Distribution

Operator/Maintenance Tech

- Nick Deardorff
 - o IDNR Grade 2 WT, Grade 2 WWT, Grade 2 Distribution

Maintenance Tech

- Thomas VanHorn
 - o IDNR Grade 2 WT, Grade 2 WWT, Grade 2 Distribution

If you would like to meet to discuss any of the items noted above at your convenience, please do not hesitate to contact me.

Sincerely,

Andrew Wood
Project Manager
USW UTILITY GROUP



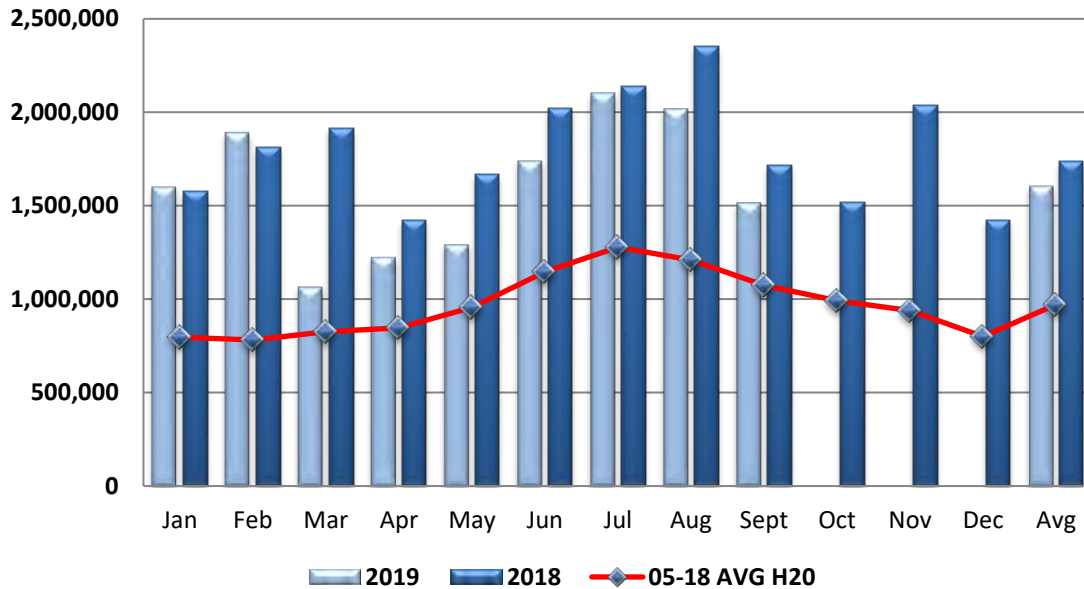
Water and Wastewater Utility Operations, Maintenance, Engineering, Construction

		Sep-19	Aug-19	Sep-18
Water	Units			
Average Daily Pumped	gallons	1,516,333	2,017,871	1,716,676
Maximum Daily Pumped	gallons	2,096,000	2,945,000	2,110,000
Minimum Daily Pumped	gallons	1,069,000	1,506,000	1,337,000
Hardness				
Hardness - Avg Raw	grains	27.05	27.46	25.76
Hardness - Avg Finish	grains	6.78	5.96	4.73
Iron mg/l				
Avg Raw	mg/L	6.97	7.15	7.05
Avg Finish	mg/L	0.10	0.08	0.05
Fluoride mg/l				
Avg Raw Fl.	mg/L	0.27	0.33	0.22
Avg Finish Fl.	mg/L	0.29	0.30	0.21
Wastewater				
BOD	mg/L			
BOD Effluent Avg	mg/L	0.40	2.16	1.08
BOD Effluent Permit Limit	mg/L	25	25	25
TSS				
TSS Effluent Avg	mg/L	1.25	1.58	4.01
TSS Effluent Permit Limit	mg/L	30	30	30
Nitrogen Ammonia				
NH3-N Effluent Avg	mg/L	1.38	1.72	0.00
NH3-N Effluent Permit Limit	mg/L	1.5	1.0	1.5
Effluent Flow				
Average Daily	gallons	1,795,333	1,852,484	2,600,667
Maximum Daily	gallons	2,237,000	2,412,000	3,600,000
Minimum Daily	gallons	1,551,000	1,351,000	1,790,000
Distribution				
Work Orders	#	97	121	79
Locates	#	-	-	-
Meters Installed				
Residential	#	13	27	57
Commercial	#	0	5	1
Temporary Hydrants Meters	#	3	5	7
Disconnect Notices	#	58	51	68
Services Disconnected	#	14	11	14
Hydrants Inspected/Flushed	#	19	28	62
Valves Exercised	#	36	28	31
Manholes Inspected	#	28	15	22

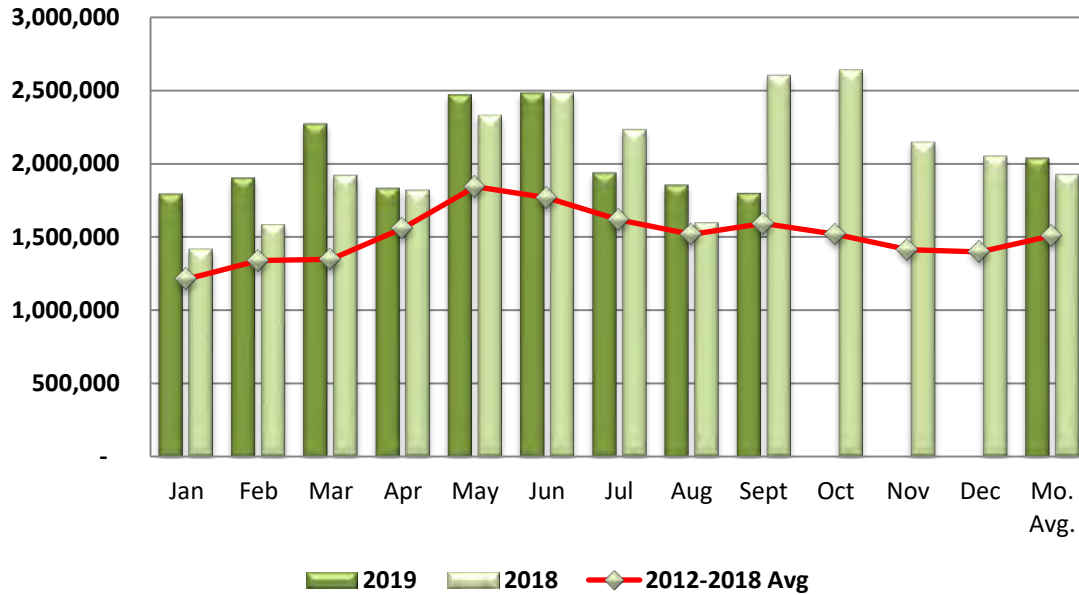


Water and Wastewater Utility Operations, Maintenance, Engineering, Construction

Average Daily Water Pumped - In Gallons



Average Daily Wastewater Pumped - In Gallons





Water and Wastewater Utility Operations, Maintenance, Engineering, Construction

