

# Grimes City Council Agenda

Grimes City Hall  
101 NE Harvey Street  
Grimes, Iowa 50111  
Phone | 515.986.3036  
[www.grimesiowa.gov](http://www.grimesiowa.gov)

**Mayor** | Scott Mikkelsen  
**City Council** | Eric Johansen, Andy Borcharding,  
David Gisch, Ryan Burger, Laurie DePhillips

## 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.

## **Grimes City Council Meeting November 28, 2023 In Person/Zoom at Grimes Community Center, 410 SE Main Street**

The public is welcome and encouraged to attend and participate in this meeting in person or by internet or phone as follows:

Join Zoom Meeting:

<https://us06web.zoom.us/j/3787305851?pwd=Y2xpSUU2T3lxUUpkSmFtRVlmTjlyUT09&omn=86707726495>

Meeting ID: 378 730 5851

Passcode: 1234

Public Comment: If you would like to address the City Council during the Public Comment portion of the meeting, please contact the City Clerk by 4:30 p.m. on the date of the meeting by email at [rwilliams@grimesiowa.gov](mailto:rwilliams@grimesiowa.gov) with your name and address or by using the RAISE HAND feature by zoom. Participants must be recognized by the presiding officer and must state their full name and address before addressing the City Council. If you are participating via phone, the raise and lower hand feature can be activated by using \*9. After you are recognized, use \*6 to unmute your audio. The Chat and Q&A functions will be turned off during the meeting. The Mayor will recognize you for 3 minutes of comment, and your microphone will be turned on.

Pursuant to §21.4(2) of the Code of Iowa (2019), the City has the right to amend this agenda up until 24 hours before the posted meeting time.

For any additional assistance or questions in attending the meeting, please call 515-986-3036 Ext 1025 from 8 a.m. to 4:30 p.m., or contact the Grimes City Clerk Rochelle Williams by email at:

[rwilliams@grimesiowa.gov](mailto:rwilliams@grimesiowa.gov).

### **Meetings will be recorded**

## **AGENDA ITEMS FOR NOVEMBER 28, 2023, AT 5:30 PM AT GRIMES COMMUNITY CENTER**

1. Call to Order  
Pledge of Allegiance
2. Roll Call
3. Approval of 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. Resolution 11-2323 Approving the Grimes City Council Minutes
  - B. Resolution 11-2423 Claims Report \$2,773,722.41
  - C. Resolution 11-2523 Approving Bills and Quotes over \$10,000
  - D. Resolution 11-2623 Approving Change Orders
    - a. Change Order #6 AMC Mechanical Group decreasing contract \$2,171.21
    - b. Change Order #3 Edge Commercial, LLC GrimesPlex Buildings increasing contract \$14,629.00
    - c. Change Order #5 Redbud LLC Native Vegetation in Storm Water Treatment Facilities decreasing contract \$4,047.00
    - d. Change Order #5 Sternquist Construction, Inc. SE Trail Ridge Road Reconstruction increasing contract \$23,341.03
  - E. Resolution 11-2723 Approving Professional Services Payments
    - a. Dorsey & Whitney LLP - legal \$57,500.00
    - b. Pay Request #15 McClure Engineering Company - Phase 1A Water System Improvements \$16,792.38
    - c. Pay Request #23 Veenstra & Kimm Inc - WRA Connector Phase 2 Engineering Services \$36,098.13
    - d. Pay Request #4 McClure Engineering Company - CIWW Assistance and ASR System Evaluation \$708.75
    - e. Pay Request #13 McClure Engineering Company North Jordan Well Repairs \$1,971.03 (to be paid by insurance as part of claim)
    - f. Bradshaw Fowler Proctor & Fairgrave - legal services for New Grimes Library \$1,500
    - g. Invision Architecture- New Library- \$10,176.37
  - F. Resolution 11-2823 Capital Project Payments
    - a. Pay Request #12 Redbud Landscaping, LLC - Native Vegetation Enhancements in Storm Water Treatment Facilities \$1,843.66
  - G. Resolution 11-2923 Approving Personnel Transaction
  - H. Resolution 11-3023 Approving Agreement Regarding Trail and Sidewalk Construction for 3600 SE Miehe Dr
  - I. Resolution 11-3123 Accepting Warranty Deed for SE 37th St Right-of-Way
  - J. Resolution 11-3223 Approving the Annual TIF Indebtedness Certification
  - K. Resolution 11-3323 Amending Contract for Professional Services with Snyder & Associates, Inc. for the NE Destination Drive & NE Beaverbrooke Boulevard Improvements
5. **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.

1. Oath of Office
2. Hope Timber Preliminary Plat
3. Resolution 11-3423 Approving Notice of Intent to Withdraw from DART

### **ADJOURNMENT**

RESOLUTION 11-2323 APPROVING THE GRIMES CITY COUNCIL MINUTES

Grimes Resolution No. 11-2323

WHEREAS, the City Clerk shall keep minutes of all City Council meetings;

WHEREAS, the minutes according to Iowa Code Section 21.3 are required to show the date, time and place, the members present, and the action taken at each meeting;

WHEREAS, Iowa Code Section 372.13(6) requires that within 15 days following a regular or special meeting the Council, the clerk shall cause the minutes to the proceedings of the Council, including the total expenditure from each city fund, to be published in a newspaper of general circulation in the city.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Grimes, Iowa, recommend approval of the attached (Exhibit A) minutes.

PASSED and APPROVED on November 28, 2023.

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Scott Mikkelsen, Mayor

Attested:

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Rochelle Williams, City Clerk



**CITY COUNCIL MEETING/WORKSHOP**  
**Tuesday, November 14, 2023**

The Grimes City Council Meeting was held in-person and Via Zoom. The meeting was called to order by Mayor Mikkelsen, November 14, 2023, at 5:34 p.m. at the Grimes Community Complex, 410 SE Main Street, Grimes, Iowa. The Pledge of Allegiance was led by Mayor Mikkelsen.

**ROLL CALL**

Present: Mayor Mikkelsen, Council Members - David Gisch, Eric Johansen, Andrew Borcharding, and Laurie DePhillips. Absent: Ryan Burger

**AGENDA ITEMS**

**APPROVAL OF THE AGENDA**

Mayor Mikkelsen asked for approval of the agenda.

Moved by DePhillips, Second by Johansen, to approve the agenda.

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

**CONSENT AGENDA**

A. Resolution 11-0123 Minutes approval from previous meeting B. Resolution 11-0223 Claims Report \$3,231,701.03 C. Resolution 11-0323 Approving Bills and Quotes over \$10,000 D. Resolution 11-0423 Approving State of Iowa Alcohol Licenses E. Filing and Receiving of Reports F. Finance Report for October G. Resolution 11-0523 Fiscal Year 2022-2023 Annual Street Finance Report H. Resolution 11-0623 Approving Professional Services Payments a. Foth Invoice #10 - S James St. and SE 11th St. Imp. \$196,404.04 b. MSA Professional Services Invoice #11 - SE Trail Ridge Rd. Reconstruction \$6,313.40 c. Snyder & Associates Invoice #7 - E Gateway Dr. & E 1st St. Intersection Imp. \$14,117.50 d. Snyder & Associates Invoice #13 - NE Destination Dr. & NE Beaverbrooke Blvd Imp. \$19,275.36 e. Veenstra & Kimm Invoice #59 - WRA Grimes Connector \$32,051.41 f. Allender Butzke Engineers- N. James and Beaverbrooke \$2,035.54 g. Bradshaw & Fowler Law- Library Construction Manager Contract \$900.00 h. The Weitz Company- New Library \$62,670.35 i. The Weitz Company- New Grimes Fire Station-\$30,520.00 j. SVPA Architects- New Grimes Fire Station \$23,021.44 k. Fraser Consulting- Building Division and Fire Department \$17,400.00 l. Resolution 11-0723 Approving Capital Project Payment Requests a. Absolute Concrete PA #1 - S James St. and SE 11th St. Imp. \$29,996.25 b. Edge Commercial PA #4 - GrimesPlex Buildings \$327,179.93 c. Howrey Construction PA #1 - Shawver Park Trail Extension \$124,726.45 d. Howrey Construction PA #4 - Highway 44 Trail Extension \$22,188.20 e. Rognes Corp. PA #13 - WRA Grimes Connector - Contract 3 \$93,682.84 f. Shank Constructors PA #20 - WRA Grimes Connector - Contract 4 \$190,056.93 g. SM Hentges & Sons PA #13 - WRA Grimes Connector - Contract 2 \$189,123.11 h. Sternquist Construction PA #6 - SE Trail Ridge Rd. Reconstruction \$177,124.81 i. Corell Contractors PA- New Grimes Library \$12,236.00 j. Graphite Group PA- New Grimes Library \$152,806.38 k. Forman Ford PA - New Grimes Library \$30,407.59 l. Performance Contracting PA - New Grimes Library \$49,266.07 m. Midwest Auto Fire Sprinkler Co PA - New Grimes Library \$8,265.00 n. Van Maanen Electric PA - New Grimes Library \$86,229.54 o. Nehring Construction PA - New Grimes Library \$110,210.16 J. Resolution 11-0823 Indicating Intent To Participate And Authorizing The Inclusion Of The City Of Grimes In The Final Draft Agreement Establishing Central Iowa Water Works K. Resolution 11-0923 Personnel Transactions L. Resolution 11-1023 to Approve Sanitary Sewer Cleaning and Televising Services Contract M. Resolution 11-1123 Accepting Public Improvements in Rider Logistics Center Plat 1 N. Resolution 11-1223 Approving Grimes Civic Calendar O. Resolution 11-1323 Authorizing Internal Advance for Funding of Urban Renewal Administration and Professional Support Program P. Resolution 11-1423 Approving and

Adopting the 2023/2024 Strategic Plan and Action Agenda Q. Resolution 11-1523 Ordering Construction Of The SE Little Beaver, 4TH, 5TH & 6TH Water Main, and Fixing a Date For Hearing Thereon and Taking of Bids Therefor R. Resolution 11-1623 To Adjust Water and Sewer Charges S. Resolution 11-1723 to Amend Contract for Professional Services with Foth Infrastructure and Environment, LLC for the SE-SW 19th Street Sanitary Sewer Extension T. Resolution 11-1823 Approving Offer to Purchase and Agreement - St Peters Lutheran Church (11th Street Easements and Right Of Way) U. Resolution 11-1923 Approving Change Orders a. Van Maanen CO #6- New Library Increasing Contract \$4,342.42 b. Performance Contracting CO #5-- New Library Increasing Contract \$5,591.74 c. SM Hentges CO #2 WRA Grimes Connector- Contract 2 Increasing Contract \$328,739.20  
Motion by DePhillips Second by Borcharding, to approve the Consent Agenda.  
Roll Call: Ayes: All; Nays: None Motion passes 4 - 0.

## **PUBLIC FORUM -None**

Council Member Ryan Burger arrives at 5:37 p.m.

## **PUBLIC AND COUNCIL AGENDA ITEMS**

### **1. Second Reading of Ordinance Amending the Grimes Official Zoning Map**

Evann Martin, Assistant Planner, addressed the Council regarding the City owned property located west of SE Main Street and north of SE 3rd Street. Martin said the 0.23-acre property is currently zoned C-1 and is identified as Downtown/Governor's District in the Future Land Use Plan. She added the City is proposing to rezone the property to R-4 (PUD). Martin stated the projected activity for this property is consistent with the Future Land Use Plan designation which allows for commercial uses and multi-family residential dwellings. Martin said that during the October Planning & Zoning Commission meeting, additional lighting was requested by the Commission to ensure the alley to the north is adequately lit. Martin said the developer accepted those comments and will add lighting on the north side of the building. She added that the neighboring property owner to the west raised concerns about the proximity of the dumpster enclosure to their property and the developer is proposing to rotate the dumpster, so the enclosure doors are facing east toward the drive aisle, rather than north. Martin said there had also been concern regarding the two southern-most parking stalls that cross the current property line with this site and the property to the south. Martin said the parking stalls will be restriped, so they do not cross the property line. Council Member Gisch asked about potential noise issues at that location but acknowledged the future tenants would likely be aware of that possibility. Council Member Johansen expressed appreciation for the work done to address those concerns and looked forward to the project.

Motion by Johansen Second by Borcharding, to approve the Second Reading of Ordinance 784.

Roll Call: Ayes: All; Nays: None Motion passes 5 - 0

### **Third Reading of Ordinance 784 Amending the Grimes Official Zoning Map, Pursuant to the Code of Ordinance Section 12-3-5 to Provide for the Following Rezoning Request for 212 SE Main Street and Associated Zoning Change and Development Agreement.**

Motion by Johansen, Second by Gisch, to approve the Third Reading of Ordinance 784.

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

### **Final Passage of Ordinance 784 Amending the Grimes Official Zoning Map, Pursuant to the Code of Ordinance Section 12-3-5 to Provide for the Following Rezoning Request for 212 SE Main Street and Associated Zoning Change and Development Agreement.**

Motion by Johansen, Second by Gisch, to approve Final Passage of Ordinance 784.

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

### **Resolution 11-2023 Approving Final Plat of Hope Meadows Plat 1**

Evann Martin, Assistant Planner, addressed the Council stating the applicant is requesting approval of a final plat, to allow for the subdivision of the first phase of the Hope Meadows subdivision. Martin said the property is located at the southwest corner of Highway 44 and County Line Road. Martin advised the 171.25-acre property will be divided into five development lots, with five public street lots and three outlots, which include a detention basin that will be dedicated to the City. Martin said the final plat is consistent with the preliminary plat except for the addition of Lots 1 and 3. Martin added the Planning and Zoning Commission recommended approval at their October 3<sup>rd</sup>, 2023, meeting. Council Member Johansen noted that the property is owned by Reza Kargarzadeh who has been involved with a number of development projects throughout the city.

Motion by Johansen, Second by Borcharding, to approve Resolution 11-2023 for the Final Plat of Hope Meadows Plat 1.

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

### **Grimes Public Safety Center Design Discussion**

Alex Pfaltzgraff, Development Services Director, addressed Council to provide an update on the Public Safety Center project. Pfaltzgraff said the building of a Public Safety Center has been a priority for the city for several years. Pfaltzgraff said over that time, the city had hired a design team consisting of Sidekick Development, the Weitz Company and SVPA Architects, and had a space needs analysis completed. Pfaltzgraff said initially the city looked to establish the new Public Safety Center at Waterworks Park, the location of the current library. Pfaltzgraff explained the design team completed the analysis of the existing library and Waterworks site in May of 2023, and identified several issues that could incur additional expenses. He stated that due diligence was begun to locate a new site. Pfaltzgraff said once the new location was identified, an appraisal was ordered, and a purchase agreement negotiated. Pfaltzgraff said with the projected growth of the city extending to the north and west of the current city center, the response modeling that was performed with the new location along Highway 44 and SW County Line Road showed improved coverage for the growth areas, and less overlap of services. Pfaltzgraff described the various building layout proposals, and explained that of those proposals, an 85-foot, four-bay design would fit the current and future space needs best. He also said it was determined that keeping the training tower to a two-story structure, rather than higher, would provide some cost savings while still effectively meeting the needs of the Department. Pfaltzgraff said as part of this project, it was also determined that greater integration with the Polk County Sheriff's Office would be beneficial to the community. He said this can be accomplished by including dedicated office, meeting, and workspace area for use by officers serving Grimes within this project. Pfaltzgraff said that decision led to the re-branding of the name to the Grimes Public Safety Center. Council Member Gisch asked what the general budget was expected to be for the project. Pfaltzgraff said everything from design to construction was expected to be \$12,000,000 and completed in 2025. Angie Pfannkuch, of Sidekick Development, addressed the Council to say there would be a similar project in a neighboring community coming to bid in the next week. Pfannkuch said results from that bidding will allow for more specific data and numbers to be available. Pfaltzgraff noted that many people were involved with the process to make this project come into being. He said among the many collaborators were the Polk County Sheriff's Office, Chief Clark, Lieutenants and line staff, the IT Department, Rick Roe, who is the former Chief of Clive and Craig Fraser from the City of Ankeny who is serving as consulting Building and Fire Marshall. Mayor Mikkelsen and Council Members expressed appreciation for the information and efforts by city staff as well as the design team and are looking forward to this project.

### **Resolution 11-2123 Authorizing Design Development - Grimes Public Safety Center**

Motion by DePhillips, Second by Gisch, to approve Resolution 11-2023 for the Final Plat of Hope Meadows Plat 1.

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

**Resolution 11-2223 Approving Real Estate Purchase Agreement-Hope Meadows  
Grimes Public Safety Center**

Motion by DePhillips, Second by Gisch, to approve Resolution 11-2023 for the Final Plat of Hope Meadows Plat 1.

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

**2025 - 2029 Capital Improvements Plan Discussion**

Alex Pfaltzgraff, Development Services Director, provided an overview of the Capital Improvement Plan (CIP). Pfaltzgraff said CIP discussions always start with identification of strategic planning goals. He stated investment in infrastructure along with quality of life for the community and continued investment in our parks and trails are part of the CIP draft. Matt Ahrens, City Engineer addressed the Council providing more detail on a draft of a 5-year CIP. City Administrator Anderson advised that these projects would be part of discussions that would be held during the budget presentation. With that in mind, Anderson requested that the Council review the projects outlined so far and provide feedback over the next few weeks.

**ADJOURN**

There being no further business the meeting was adjourned at 6:50 p.m.

Motion by Gisch, Second by Johansen, to adjourn. Roll Call: Ayes: All; Nays: None Motion passes: 5 - 0.

**ATTEST:**

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Rochelle Williams, City Clerk

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Scott Mikkelsen, Mayor

  
**CITY COUNCIL COMMUNICATION**  
**Meeting Date: 11/28/2023**

**AGENDA ITEM:** Claims Report

**BACKGROUND:** The following expenditures have been reviewed and authorized as being justified and properly due and made in accordance with city guidelines.  
This listing has been prepared by the Finance Department Staff and is being submitted to the City Council for Approval.

**BUDGETARY CONSIDERATIONS:**

**STRATEGIC PLANNING:**

Prioritized: \_\_\_\_YES \_\_\_\_NO

\*High-Performing Organization/Exception Professional Services   X  

\*Great Place to Live/Expanded Quality of Life Amenities \_\_\_\_

\*Dynamic Town/Strong Sense of Community \_\_\_\_

\*More Beautiful/Vibrant Community \_\_\_\_

**BOARD/COMMISSION ACTIONS:**

**STAFF RECOMMENDATION:** Approval

**RESPONSIBLE STAFF/CONTACT INFORMATION:**

Marcia Woodke, Finance Director, 515-986-3036, mwoodke@grimesiowa.gov

Prepared by: Olivia DeYoung

Return to: Olivia DeYoung

## RESOLUTION 11-2423 APPROVING AND AUTHORIZING EXPENDITURES

### Grimes Resolution No. 11-2423

WHEREAS, the Finance Department prepares a list of authorized expenditures to be approved by the Grimes City Council;

WHEREAS, the attached (exhibit A) has been reviewed as being justified and properly due and made in accordance to city guidelines.

WHEREAS, the listing has been prepared and reviewed by the Finance Department Staff and is being submitted to the City Council for approval.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Grimes, Iowa, recommend approval of the attached (Exhibit A) expenditures.

PASSED and APPROVED on November 28, 2023.

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Scott Mikkelsen, Mayor

Attested:

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Rochelle Williams, City Clerk

### City of Grimes Claims 11.28.23

|                            |                                           |    |            |
|----------------------------|-------------------------------------------|----|------------|
| A KINGS THRONE LLC         | PORTABLE RESTROOMS-GRIMESPLEX             | \$ | 4,615.40   |
| TERRACON CONSULTANTS, INC  | FIELD AND MATERIALS TESTING-GP            | \$ | 5,403.75   |
| BAKER & TAYLOR             | LIBRARY MATERIALS                         | \$ | 1,041.35   |
| BANKERS TRUST COMPANY      | CONFERENCES/SUPPLIES/TESTING              | \$ | 9,611.84   |
| BOMGAARS                   | PW/PARKS -CLOTHING/SUPPLIES               | \$ | 938.38     |
| KOCH OFFICE GROUP          | DS COPIER- NOVEMBER                       | \$ | 263.32     |
| CDW GOVERNMENT, INC.       | PARKS CONF ROOM TECH                      | \$ | 1,424.73   |
| CAPITAL SANITARY SUPPLY    | LIBRARY - PAPER PRODUCTS                  | \$ | 79.00      |
| CITY OF DES MOINES         | WRA DECEMBER 2023                         | \$ | 156,688.90 |
| COLLECTION SERVICES CENTER | CHILD SUPPORT                             | \$ | 1,378.42   |
| CORE & MAIN                | CHEMICAL REAGENTS AND GLOVES              | \$ | 1,033.98   |
| DES MOINES REGISTER        | PUBLICATIONS                              | \$ | 1,269.06   |
| SCOTT'S AUTO GLASS         | S-401 WINDOW REPLACE - PW                 | \$ | 235.00     |
| FAREWAY STORES, INC.       | SNOW MEETING SUPPLIES                     | \$ | 55.02      |
| FASTENAL                   | PLOW BLADE BOLTS                          | \$ | 110.56     |
| EXCEL MECHANICAL CO        | GVSS FURNACE MAINTENANCE                  | \$ | 623.94     |
| CFI SALES                  | S-501/S-404 TRACKS PW                     | \$ | 7,210.00   |
| GOLDEN RULE PLUMBING       | TIF FY24 1ST 1/2                          | \$ | 18,128.50  |
| GRAND CONSULTING           | LIBRARY - VPN CONNECTION                  | \$ | 131.25     |
| HALLETT MATERIALS          | 1 CLEAN" ROCK                             | \$ | 829.20     |
| DORSEY & WHITNEY LLP       | GENERAL OBLIGATION LOANS-LEGAL            | \$ | 57,500.00  |
| HY-VEE                     | HY-VEE #1 & #2 TIF FY24 - 1ST 1/2 - PLANT | \$ | 298,083.50 |
| RELIANT FIRE APPARATUS     | FD-PUMP ANNUAL SERVICE/REPAIRS            | \$ | 6,426.26   |
| IOWA DEPT OF REVENUE       | OCT 2023 WH/WATER EXCISE/SALES TAX        | \$ | 18,787.65  |
| IOWA DOT                   | PCC LEVEL I CERTIFICATION - ZAMORA        | \$ | 300.00     |
| IOWA PRISON INDUSTRIES     | STOP SIGNS                                | \$ | 390.00     |
| IPERS                      | IPERS- REGULAR                            | \$ | 79,444.71  |
| HEID CHERYL                | 9/14-11/16/23 MILEAGE REIMBURSMT          | \$ | 200.43     |
| KLINE ELECTRIC INC         | INSURANCE DEDUCTIBLE-LIGHT POLE           | \$ | 1,148.48   |
| LEAF                       | COPIER CONTRACT - PARKS                   | \$ | 87.72      |
| WOODKE MARCIA              | 8/16-11/16/23 MILEAGE REIMBURSMT          | \$ | 55.02      |
| LOGAN CONTRACTORS SUPPLY   | CRACK SEAL/SUPPLIES                       | \$ | 7,146.70   |
| LOGOED APPAREL & PROMOTION | SAFETY CLOTHING-TEIG                      | \$ | 76.00      |
| MAIL SERVICES              | UB MONTHLY REMINDERS SERVICE              | \$ | 3,106.97   |
| MARTIN MARIETTA AGGREGATE  | PARKS - FILL SAND                         | \$ | 2,114.46   |
| MEDIACOM                   | PW INTERNET AND TV                        | \$ | 333.85     |
| METRO WASTE AUTHORITY      | YARD WASTE BAGS/STICKERS                  | \$ | 2,527.50   |
| MIDAMERICAN ENERGY         | LIBRARY - ELECTRIC                        | \$ | 343.92     |
| MIDWEST VAC PROFESSIONALS  | CLEANING SCUM PIT/CLARIFIER 1             | \$ | 1,960.00   |
| MISSISSIPPI LIME CO.       | QUICKLIME                                 | \$ | 6,612.96   |
| MUNICIPAL SUPPLY, INC.     | METERS FOR RESALE                         | \$ | 10,746.00  |
| O'REILLY AUTO PARTS        | OIL FILTERS - DS                          | \$ | 23.79      |
| OFFICE DEPOT               | HR/PW OFFICE SUPPLIES                     | \$ | 576.01     |
| PC PRINT CENTER            | LIBRARY PROGRAMMING SUPPLIES              | \$ | 214.40     |
| PITNEY BOWES POSTAGE       | POSTAGE TRANSACTION FEE                   | \$ | 25.88      |

|                           |                                          |               |
|---------------------------|------------------------------------------|---------------|
| POLK COUNTY TREASURER     | AUG/OCT CONTRACT 2023                    | \$ 240,840.16 |
| TNC LLC                   | TIF 1/2 FY24 1ST 1/2                     | \$ 169.50     |
| SHATTUCK'S GREEN ACRES    | SOD - PARKS                              | \$ 138.00     |
| SMITH'S SEWER SERVICE     | JETTING SCUM PIT LINE                    | \$ 348.00     |
| THORPE WATER DEVELOPMENT  | NOVEMBER DISCONNECTS                     | \$ 50.00      |
| UNITED CONTRACTORS, INC   | SPECIAL BACKFILL-CONCRETE                | \$ 64.87      |
| CINTAS FIRST AID & SAFETY | GCC/PW SAFETY CABINETS                   | \$ 322.14     |
| USA BLUE BOOK             | LIFT STATION MARKING POSTS               | \$ 127.47     |
| VERIZON WIRELESS          | PW/DS CELL PHONES & HOT SPOTS            | \$ 591.48     |
| VEENSTRA AND KIMM, INC.   | WRA CONNECTOR PYMT #60                   | \$ 36,098.13  |
| ZIEGLER                   | GCC GENERATOR REPAIR                     | \$ 1,582.67   |
| CENTURY LINK              | 11/10-12/9/23 PHONE SERVICES             | \$ 1,626.24   |
| RJ MARTIN EXCAVATING      | DIRT/DEBRIS - REMOVAL SSC                | \$ 3,075.00   |
| INFOMAX OFFICE SYSTEMS    | LIBRARY - COPIER CONTRACT                | \$ 250.03     |
| EFTPS                     | FED/FICA TAX                             | \$ 60,532.02  |
| MENARDS                   | SUPPLIES FOR RO PLANT/GCC/PW             | \$ 388.25     |
| POMP'S TIRE SERVICE, INC  | 2021 AMBULANCE FRONT TIRES               | \$ 879.36     |
| MCCLURE ENGINEERING       | WATER SYS IMPROV 1A #15/ASR EVAL #4      | \$ 17,501.13  |
| BULK TRANSPORT CO EAST    | DELIVERY OF LIME                         | \$ 2,415.62   |
| COPY SYSTEMS INC          | FD COPIER CONTRACT                       | \$ 42.90      |
| DAIMLER TRUCKS N AMERICA  | TIF FY24 1ST 1/2                         | \$ 247,700.00 |
| R&R REALTY GROUP          | TIF PRAIRIE BUS PK #1/#2/#3 FY24 1ST 1/2 | \$ 277,863.50 |
| INVISION                  | LIBRARY CONSTRUCTION ADMINISTRATION      | \$ 10,176.37  |
| VOYA                      | DEFER COMP PRE                           | \$ 2,926.92   |
| AIG                       | DEFER COMP ROTH                          | \$ 822.50     |
| HORACE MANN               | DEFER COMP ROTH                          | \$ 425.00     |
| MASSMUTUAL                | DEFER COMP PRE                           | \$ 2,093.00   |
| LUMEN CENTURY LINK        | CITY PHONE SERVICES                      | \$ 171.11     |
| BTG IOWA                  | HUBBELL #4 TIF FY24 1ST 1/2              | \$ 56,733.00  |
| ENCODEPLUS, LLC           | CODIFICATION SERVICES                    | \$ 18.00      |
| REDBUD LLC                | NATIVE VEG ENHANCEMT SW/NUISANCE         | \$ 2,007.91   |
| MICROMARKETING LLC        | LIBRARY MATERIALS                        | \$ 38.25      |
| ACME TOOLS                | TOOLS - PW                               | \$ 458.00     |
| SCENTAIR TECHNOLOGIES     | GCC/PW IONIZATION SERVICE                | \$ 596.00     |
| RENEWABLE ENERGY GROUP    | FUEL-PW/FD/PARKS/DS                      | \$ 3,156.89   |
| EBS                       | DECEMBER INSURANCE PREMIUMS              | \$ 76,056.50  |
| SYNERGY FIRE & SAFETY     | HAULING SLUDGE TO WRA                    | \$ 27,608.60  |
| INSIGHT PUBLIC SECTOR     | ADOBE ACROBAT PRO LICENSE ADD            | \$ 449.00     |
| HOPE DEVELOPMENT & REALTY | TIF 1/2 FY24 #1 SUPPLEMT PYMT/REBATE     | \$ 204,509.50 |
| CITY OF GRIMES FLEX       | EMPLOYEE FLEX SPENDING                   | \$ 3,089.84   |
| KASTNER, LLC              | HUBBELL #5 TIF FY24 1ST 1/2              | \$ 42,059.00  |
| CITY OF GRIMES HSA        | HSA DEDUCTION                            | \$ 715.34     |
| AMAZON                    | LIBRARY PROGRAM/DS SUPPLIES              | \$ 440.68     |
| TOP TRACT CORP            | TIF FY24 1ST 1/2                         | \$ 105,189.50 |
| DESTINATION MARKET LLC    | TIF FY24 1ST 1/2                         | \$ 281,526.50 |
| IOWA OUTDOOR PRODUCTS     | ARBOR DAY TREES                          | \$ 1,362.00   |
| MIDWEST TURF SUPPORT LLC  | TURF COMPOST - PARKS                     | \$ 6,237.00   |



|                        |                                  |                        |
|------------------------|----------------------------------|------------------------|
| METRONET               | INTERNET FOR FLEXNET SYSTEM      | \$ 237.25              |
| SATELLITE SHELTERS INC | FD - DOUBLEWIDE OFFICE TRAILER   | \$ 61,786.00           |
| RICKE LORI             | WRA PROJECT - DAMAGE REIMBURSMT  | \$ 1,625.60            |
| SMITH PETER VINCENT    | Peddler Permit Refund            | \$ 200.00              |
| RAMSAY GREGORY         | SWAG PROGRAM - SQR REIMBURSEMT   | \$ 1,500.00            |
| DAVISON KERI           | IPTA CONFERENCE MILEAGE REIMBRSM | \$ 53.06               |
| HOPE K FARMS LLC       | TIF FY24 1ST 1/2                 | \$ 44,863.50           |
| ANDERSON FOUR LLC      | TIF FY24 1ST 1/2                 | \$ 61,488.50           |
| PAYROLL CHECKS         | TOTAL PAYROLL CHECKS             | \$ 171,191.81          |
| <b>CLAIMS TOTAL</b>    |                                  | <b>\$ 2,773,722.41</b> |
|                        | GENERAL FUND                     | \$ 594,242.92          |
|                        | LIBRARY FUND                     | \$ 34,244.71           |
|                        | ROAD USE TAX FUND                | \$ 35,556.68           |
|                        | EMPLOYEE BENEFITS FUND           | \$ 58,799.01           |
|                        | TAX INCREMENT FINANCING FUND     | \$ 1,638,249.50        |
|                        | CP - PARKS FUND                  | \$ 24,500.00           |
|                        | CP - GRIMES COMMUNITY COM FUND   | \$ 1,370.79            |
|                        | WRA SANI SEWER PHASE 1 FUND      | \$ 37,723.73           |
|                        | GRIMES LIBRARY BLDG FUND         | \$ 10,229.05           |
|                        | GRIMESPLEX FUND                  | \$ 38,403.75           |
|                        | WATER PRODUCTION PROJECTS FUND   | \$ 16,792.38           |
|                        | SEWER COMPLIANCE PROJECT FUND    | \$ 27,608.60           |
|                        | WATER FUND                       | \$ 51,114.20           |
|                        | SEWER FUND                       | \$ 188,023.38          |
|                        | LANDFILL/GARBAGE FUND            | \$ 2,527.50            |
|                        | STORM WATER FUND                 | \$ 14,336.21           |
|                        |                                  | <b>\$ 2,773,722.41</b> |

| AMAZON CLAIMS 11.28.23 |          |                      |
|------------------------|----------|----------------------|
| Charges                | Amount   | Description          |
|                        |          |                      |
| Library                | \$226.03 | Materials            |
|                        | \$171.01 | Programming supplies |
|                        |          |                      |
| Dev. Services          | \$43.64  | Office supplies      |
|                        |          |                      |
| Total                  | \$440.68 |                      |

|                            |            |                       |                                        |
|----------------------------|------------|-----------------------|----------------------------------------|
| Bankers Trust Credit Cards |            |                       |                                        |
|                            |            |                       |                                        |
| City of Grimes             |            |                       |                                        |
| 7015                       | \$ 17.60   | USPS                  | Certified mail                         |
|                            | \$ 50.00   | Iowa League of Cities | Budget class - Woodke                  |
|                            | \$ 500.00  | GFOA                  | GFOA conference registration - Woodke  |
|                            |            |                       |                                        |
| Parks & Recreation         |            |                       |                                        |
| 7444                       | \$247.80   | Beacon Athletics      | Base plugs                             |
|                            |            |                       |                                        |
| Dev Serv - Alex            |            |                       |                                        |
| 8047                       | \$767.61   | Costco                | Trunk/Treat supplies/Annual membership |
|                            | \$15.03    | USPS                  | Certified mail                         |
|                            | \$79.56    | LEED for Cities       | Training - Pfaltzgraff                 |
|                            | \$99.74    | MICC                  | Conference - Tibbles                   |
|                            |            |                       |                                        |
| Dev Serv - Matt            |            |                       |                                        |
| 4515                       | -\$42.17   | McAlister's           | EEC box lunches - credit               |
|                            | \$220.00   | ISU Institute         | Streets seminar-Jarosh/Ahrens          |
|                            |            |                       |                                        |
| Public Works               |            |                       |                                        |
| 8021                       | \$1,367.56 | Flooring America      | GCC Mother's room flooring             |
|                            | \$592.98   | Smokey D's            | Staff snow meeting food                |
|                            | \$795.00   | IAMU                  | Conference - Feick/Guthrie/Kurtz       |
|                            | -\$242.89  | Home Depot            | GCC Mother's room supply return        |
|                            |            |                       |                                        |
| Library                    |            |                       |                                        |
| 8070                       | \$37.50    | Farmboy Market        | Pumpkins for programming               |
|                            | \$170.23   | Aldi                  | Programming supplies                   |
|                            | \$7.20     | DreamHost             | ILA website hosting                    |
|                            | \$388.61   | Walmart               | Programming supplies                   |
|                            | \$82.83    | Godfathers            | Pizza for programming                  |
|                            | \$150.96   | StorageMart           | Storage                                |
|                            | \$236.56   | Costco                | Staff/Programming supplies             |
|                            | \$496.08   | SurveyMonkey          | Survey software                        |
|                            | \$65.21    | FedEx                 | Package delivery                       |
|                            | -\$7.63    | Apple music           | Credit                                 |
|                            | \$116.63   | Apple music           | Apple music renewal - programming      |
|                            | \$239.00   | Lakeshore learning    | Program kit supplies                   |
|                            |            |                       |                                        |
| Administrator              |            |                       |                                        |
| 1611                       | \$ 50.00   | Iowa League of Cities | Budget workshop - Anderson             |
|                            | \$ 37.27   | Travel Guard          | ICMA Planning travel expense           |
|                            | \$ 573.40  | United Airlines       | ICMA Planning travel expense           |
|                            | \$ 20.00   | OpenAI                | Subscription                           |
|                            | \$ 889.00  | Constant Contact      | Marketing email subscription           |
|                            | \$ 34.48   | Jimmy John's          | Lunch meeting                          |

|           |            |                            |                                |
|-----------|------------|----------------------------|--------------------------------|
|           | \$ 2.75    | DSM Parking                | Meeting parking                |
|           | \$ 38.17   | Allianz - travel insurance | ICMA Planning travel expense   |
|           |            |                            |                                |
| City Hall |            |                            |                                |
| 4531      | \$274.65   | Iowa Land Records          | Recordings                     |
|           | \$355.28   | McAlister's                | City Strategic Planning food   |
|           | \$74.36    | Casey's                    | City Strategic Planning food   |
|           | \$71.44    | Aldi's                     | Office supplies                |
|           | \$33.93    | Borough Bagels             | City Strategic Planning food   |
|           | \$20.97    | Hy-Vee                     | City Strategic Planning food   |
|           | \$68.08    | Asian Cuisine              | Staff Appreciation lunch       |
|           |            |                            |                                |
| Rob Fox   |            |                            |                                |
| 4523      | \$0.71     | Microsoft                  | Monthly charge for DNS service |
|           | \$40.00    | Cognito                    | Team subscription              |
|           | \$576.35   | GoDaddy                    | Domain name purchase           |
|           |            |                            |                                |
| Total     | \$9,611.84 |                            |                                |

APPROVING QUOTES AND BILLS OVER \$10,000 ACCORDING TO THE GRIMES  
PURCHASING AND PROCUREMENT POLICY

Grimes Resolution No. 11-2523

WHEREAS, the City of Grimes has adopted a Purchasing and Procurement Policy

WHEREAS, the Purchasing and Procurement Policy provides that purchases or payments over \$10,000 have City Council approval.

WHEREAS, any items and/or service with a value of between \$1,000 and \$10,000 require up to three (3) quotations unless the item or service obtained or provided cannot be obtained. Products offered under government purchasing consortium do not require (3) quotes.

WHEREAS, the Finance Director will ensure that, for accounting purposes, necessary records are kept and made available for reference.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Grimes, Iowa, that the following items attached as *Exhibit A* be approved for purchase or payment.

PASSED and APPROVED on November 28, 2023.

---

Scott Mikkelsen, Mayor

Attested:

---

Rochelle Williams, City Clerk

**FY24 1/2 year TIF rebate payments**

|                       |    |              |
|-----------------------|----|--------------|
| Hope Development      | \$ | 193,500.00   |
| Daimler Trucks        | \$ | 247,700.00   |
| R & R Realty Group #1 | \$ | 39,224.50    |
| R & R Realty Group #2 | \$ | 98,484.50    |
| R & R Realty Group #3 | \$ | 140,154.50   |
| TNC LLC               | \$ | 169.50       |
| Hy-Vee #1             | \$ | 6,561.00     |
| Hy-Vee #2             | \$ | 291,457.50   |
| BTG Iowa              | \$ | 56,733.00    |
| Anderson Four LLC     | \$ | 61,488.50    |
| Kastner LLC           | \$ | 42,059.00    |
| Golden Rule           | \$ | 18,128.50    |
| Thielke Trust         | \$ | 105,189.50   |
| Destination Market    | \$ | 281,526.50   |
| Hope Development      | \$ | 11,009.50    |
| Hope K Farms          | \$ | 44,863.50    |
|                       | \$ | 1,638,249.50 |



CITY OF DES MOINES, IOWA  
PO Box 1633  
Des Moines, IA 50305-1633

✓ 1-0

# INVOICE

| Invoice Date      | Invoice No. |
|-------------------|-------------|
| 11/02/2023        | 133028      |
| Customer Number   |             |
| 11309             |             |
| Invoice Total Due |             |
| \$156,688.90      |             |
| Payment Terms     |             |
| Due Upon Receipt  |             |

REC'D NOV 09 2023

GRIMES CITY OF  
101 N HARVEY ST  
GRIMES, IA 50111

PAID 610.815.6413

All Returned Checks will be assessed a surcharge of \$20.00

Invoice Date: 11/02/2023

Customer Number: 11309

| Invoice Description |          |              |      |               |          |        |              |
|---------------------|----------|--------------|------|---------------|----------|--------|--------------|
| Line Details        | Quantity | Price        | UOM  | Original Bill | Adjusted | Paid   | Amount Due   |
| REPAIR REPLACEMENT  | 1        | \$16,775.00  | EACH | \$16,775.00   | \$0.00   | \$0.00 | \$16,775.00  |
| DEBT SERVICES       | 1        | \$139,913.90 | EACH | \$139,913.90  | \$0.00   | \$0.00 | \$139,913.90 |

Please put Invoice Number on your check.  
Make Checks Payable to: City of Des Moines

Invoice Total:

\$156,688.90

Please contact Accounts Receivable at (515) 237-1340 with questions.

pd

ORIGINAL  
COPY

Invoice

1-0

600-8106503  
Meters for resale  
Page 1 of 1



# MUNICIPAL SUPPLY, INC.

Municipal, Contractor, and Industrial Supplies

1550 N.E. 51st Avenue Des Moines, Iowa 50313  
PH: (515) 262-1300 FAX: (515) 262-6662  
WATS (800) 747-2025

After Hours: (515)262-1300, Option 5

INVOICE NUMBER: 0891724-IN

INVOICE DATE: 11/15/2023

ORDER NUMBER: 0117554

ORDER DATE: 5/4/2022

SHIP DATE: 11/9/2023

SALESPERSON: KENT KUEHL

CUSTOMER NO: 10-GRIMES

SOLD TO:  
CITY OF GRIMES  
101 NE HARVEY ST  
GRIMES, IA 50111

20235735

SHIP TO:  
CITY OF GRIMES  
101 NE HARVEY ST  
GRIMES, IA 50111

BUYER:

PAID

| CUSTOMER P.O.                                | JOB NAME | SHIP VIA |         |          | TERMS       |           |
|----------------------------------------------|----------|----------|---------|----------|-------------|-----------|
|                                              |          | KENT     |         |          | NET 30 DAYS |           |
| ITEM NO.                                     | UNIT     | ORDERED  | SHIPPED | BACK ORD | PRICE       | AMOUNT    |
| M510MF13W3WMI<br>DUAL PORT WIRED SMART POINT | EACH     | 324.00   | 54.00   | 270.00   | 199.00      | 10,746.00 |

ORDER# 117554

g

PLEASE REMIT TO:  
1550 NE 51ST Avenue  
DES MOINES, IA 50313

A SERVICE CHARGE OF 1 1/2% WITH A MINIMUM OF \$1.00 PER MONTH  
WILL BE CHARGED ON ALL PAST DUE ACCOUNTS.

Net Invoice: 10,746.00  
Freight: 0.00  
Sales Tax: 0.00  
Invoice Total: 10,746.00





**POLK COUNTY**  
**INVOICE**

C-0

Date: 8/2/2023  
Invoice Date: 8/1/2023  
Invoice No: 11321

CITY OF GRIMES  
ATTN: CITY CLERK  
101 N. HARVEY STREET  
GRIMES IA 50111

001.110.6413

**Remit To:**

POLK COUNTY AUDITOR'S OFFICE  
CENTRAL ACCOUNTING DIVISION:RM 315  
ADMINISTRATIVE OFFICE BUILDING  
111 COURT AVENUE  
DES MOINES, IA 50309

Account: 32857

**Contact:** NICOLE MARTINSON  
(515) 286-3818  
Nicole.Martinson@polkcountyiowa.gov

| <u>Item</u> | <u>Due Date</u> | <u>Description</u>      | <u>Amount</u> |
|-------------|-----------------|-------------------------|---------------|
| 001         | 9/1/2023        | GRIMES LE CONTRACT 7/23 | 120,420.08    |

**PAID**

*[Handwritten signature]*

Total Due 120,420.08

Make checks payable to: **POLK COUNTY TREASURER**  
Thank you for your prompt payment.

3:48 pm, Aug 02, 2023

*[Handwritten signature of Curtis Pion]*  
Curtis Pion  
Business Manager, PCSO



**POLK COUNTY**  
**INVOICE**

Date: 11/9/2023  
Invoice Date: 11/11/2023  
Invoice No: 11501

DOI. 110. 6413

CITY OF GRIMES  
ATTN: CITY CLERK  
101 N. HARVEY STREET  
GRIMES IA 50111

**Remit To:**

POLK COUNTY AUDITOR'S OFFICE  
CENTRAL ACCOUNTING DIVISION:RM 315  
ADMINISTRATIVE OFFICE BUILDING  
111 COURT AVENUE  
DES MOINES, IA 50309

Account: 32857

**Contact:** NICOLE MARTINSON  
(515) 286-3818  
Nicole.Martinson@polkcountyiowa.gov

| <u>Item</u> | <u>Due Date</u> | <u>Description</u>       | <u>Amount</u> |
|-------------|-----------------|--------------------------|---------------|
| 001         | 12/9/2023       | GRIMES LE CONTRACT 10/23 | 120,420.08    |

**PAID**

*kes*

**Total Due** 120,420.08

Make checks payable to: **POLK COUNTY TREASURER**

Thank you for your prompt payment.

10:18 am, Nov 13, 2023

  
Curtis Pion  
Business Manager, PCSO

Synergy Fire & Safety  
4338 Hubbell Ave  
Des Moines, IA 50317  
515-381-0102  
ssutton@synergyfire.net

# Invoice 22361

384-8156399



1-0  
20235733

| BILL TO                                                                        | SHIP TO                                                                    | DATE       | PLEASE PAY  | DUE DATE   |
|--------------------------------------------------------------------------------|----------------------------------------------------------------------------|------------|-------------|------------|
| City of Grimes<br>City of Grimes<br>101 NE Harvey Street<br>Grimes, Iowa 50111 | US Water Services Corporation<br>1801 N James Street<br>Grimes, Iowa 50111 | 11/11/2023 | \$13,293.80 | 12/11/2023 |

PAID

| DATE       | ACTIVITY     | DESCRIPTION                              | QTY     | RATE   | AMOUNT   |
|------------|--------------|------------------------------------------|---------|--------|----------|
| 11/06/2023 | NHMC-Non-Haz | Non-Hazard Material Collection-3 Load(s) | 3       | 425.00 | 1,275.00 |
| 11/06/2023 | NHMC-Non-Haz | Pounds Collected                         | 138,780 | 0.01   | 1,387.80 |
| 11/07/2023 | NHMC-Non-Haz | Non-Hazard Material Collection-3 Load(s) | 3       | 425.00 | 1,275.00 |
| 11/07/2023 | NHMC-Non-Haz | Pounds Collected                         | 135,020 | 0.01   | 1,350.20 |
| 11/09/2023 | NHMC-Non-Haz | Non-Hazard Material Collection-3 Load(s) | 3       | 425.00 | 1,275.00 |
| 11/09/2023 | NHMC-Non-Haz | Pounds Collected                         | 136,200 | 0.01   | 1,362.00 |
| 11/10/2023 | NHMC-Non-Haz | Non-Hazard Material Collection-3 Load(s) | 3       | 425.00 | 1,275.00 |
| 11/10/2023 | NHMC-Non-Haz | Pounds Collected                         | 133,200 | 0.01   | 1,332.00 |
| 11/11/2023 | NHMC-Non-Haz | Non-Hazard Material Collection-3 Load(s) | 3       | 475.00 | 1,425.00 |
| 11/11/2023 | NHMC-Non-Haz | Pounds Collected                         | 133,680 | 0.01   | 1,336.80 |

TOTAL DUE \$13,293.80

THANK YOU.

ps

Synergy Fire & Safety  
4338 Hubbell Ave  
Des Moines, IA 50317  
515-381-0102  
ssutton@synergyfire.net

Invoice 22282



20235731

C-0

384-815-6399

| BILL TO                                                                        | SHIP TO                                                                    | DATE       | PLEASE PAY  | DUE DATE   |
|--------------------------------------------------------------------------------|----------------------------------------------------------------------------|------------|-------------|------------|
| City of Grimes<br>City of Grimes<br>101 NE Harvey Street<br>Grimes, Iowa 50111 | US Water Services Corporation<br>1801 N James Street<br>Grimes, Iowa 50111 | 11/04/2023 | \$14,314.80 | 12/04/2023 |

PAID

| DATE       | ACTIVITY     | DESCRIPTION                              | QTY     | RATE   | AMOUNT   |
|------------|--------------|------------------------------------------|---------|--------|----------|
| 10/30/2023 | NHMC-Non-Haz | Non-Hazard Material Collection-4 Load(s) | 4       | 425.00 | 1,700.00 |
| 10/30/2023 | NHMC-Non-Haz | Pounds Collected                         | 180,380 | 0.01   | 1,803.80 |
| 10/31/2023 | NHMC-Non-Haz | Non-Hazard Material Collection-6 Load(s) | 6       | 425.00 | 2,550.00 |
| 10/31/2023 | NHMC-Non-Haz | Pounds Collected                         | 283,080 | 0.01   | 2,830.80 |
| 11/01/2023 | NHMC-Non-Haz | Non-Hazard Material Collection-5 Load(s) | 5       | 425.00 | 2,125.00 |
| 11/01/2023 | NHMC-Non-Haz | Pounds Collected                         | 237,260 | 0.01   | 2,372.60 |
| 11/04/2023 | NHMC-Non-Haz | Non-Hazard Material Collection-1 Load(s) | 1       | 475.00 | 475.00   |
| 11/04/2023 | NHMC-Non-Haz | Pounds Collected                         | 45,760  | 0.01   | 457.60   |

TOTAL DUE \$14,314.80

THANK YOU.

yes

## RESOLUTION 11-2623 APPROVING CHANGE ORDERS

### Grimes Resolution No. 11-2623

WHEREAS, , the City of Grimes has retained the services of professional contractors for City projects;

WHEREAS, the contractor has agreed to provide a scope of work for the City;

WHEREAS, the contractor from time deems it necessary to amendment a construction contract that changes the contractor's scope of work or materials;

WHEREAS, the change order may adjust the amount of time for completion of work or increase or decrease the contract price;

WHEREAS, the City Engineer has reviewed and approved the attached change orders.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Grimes, Iowa, the attached change orders shall be approved as submitted.

PASSED and APPROVED on November 28, 2023.

---

Scott Mikkelsen, Mayor

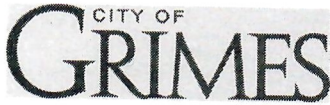
Attested:

---

Rochelle Williams, City Clerk



# CHANGE ORDER FORM



**Project Title:** Grimes Public Library  
**Contractor:** AMC Mechanical Group  
**Address:** 107 Vermeer Road Pella, IA 50219  
**Finance Budget Code:** 350-410-6499 **Finance Project #** 0  
**Vendor Project or Invoice #:** **PO #** 0  
**Original Contract Date:** December 17, 2021 **Vendor #** 0

Change Order Number: 6

Change Order Date: November 14, 2023

Purpose of Change Order:

CE 040: Condensing Unit Disconnect Switches

Details of Change Order:

| ITEM # | DESCRIPTION                                 | UNITS | QUANTITY CHANGE | UNIT PRICE    | EXTENDED PRICE |
|--------|---------------------------------------------|-------|-----------------|---------------|----------------|
| 1      |                                             |       |                 |               |                |
| 2      | CE 040: Condensing Unit Disconnect Switches | LS    | 1.00            | \$ (2,171.21) | \$ (2,171.21)  |
| 3      |                                             |       |                 |               | \$ -           |
| 4      |                                             |       |                 |               | \$ -           |
| 5      |                                             |       |                 |               | \$ -           |
| 6      |                                             |       |                 |               | \$ -           |
| 7      |                                             |       |                 |               | \$ -           |
| 8      |                                             |       |                 |               | \$ -           |
| 9      |                                             |       |                 |               | \$ -           |
| 10     |                                             |       |                 |               | \$ -           |

Change Order Number: 6 makes the following adjustments to the contract: **\$ (2,171.21)**

Contractor Accepted: AMC Mechanical Group

Joan Miller Firm Name  
 Signature Date 11-9-2023

Engineer Approved: \_\_\_\_\_

\_\_\_\_\_ Firm Name  
 Signature Date

Owner Accepted: City of Grimes

\_\_\_\_\_  
 Signature Title  
 \_\_\_\_\_  
 Date

Attest for Owner:

\_\_\_\_\_  
 Signature Title  
 \_\_\_\_\_  
 Date

## Record of Change Orders

| #                               | Date               | Amount                 |
|---------------------------------|--------------------|------------------------|
| <b>Original Contract Amount</b> |                    | <b>\$ 1,021,690.00</b> |
| 1                               | September 14, 2022 | \$ 4,285.00            |
| 2                               | April 17, 2023     | \$ 1,853.13            |
| 3                               | June 19, 2023      | \$ 48.52               |
| 4                               | August 22, 2023    | \$ 8,097.71            |
| 5                               | October 10, 2023   | \$ 5,982.12            |
| 6                               | November 14, 2023  | \$ (2,171.21)          |
| 7                               |                    |                        |
| 8                               |                    |                        |
| 9                               |                    |                        |
| 10                              |                    |                        |
| 11                              |                    |                        |
| 12                              |                    |                        |
| 13                              |                    |                        |
| 14                              |                    |                        |
| 15                              |                    |                        |

**Revised Contract Amount** **\$ 1,039,785.27**

  
**CITY COUNCIL COMMUNICATION**  
**Meeting Date: 11/28/2023**

**AGENDA ITEM:** GrimesPlex Buildings, Change Order #3

**BACKGROUND:** A change order request has been made for the GrimesPlex Buildings project. The purpose and details are as follows:

1. Revised Sanitary Sewer service to connect into pipe stubs for the future buildings.
2. Add electrical components for the future fuel pump.

**BUDGETARY CONSIDERATIONS:** The change order will increase the total cost for the project by \$14,629.00.

**STRATEGIC PLANNING:**

Prioritized: ☒ YES ☐ NO

\*High-Performing Organization/Exception Professional Services ☐

\*Great Place to Live/Expanded Quality of Life Amenities ☒

\*Dynamic Town/Strong Sense of Community ☐

\*More Beautiful/Vibrant Community ☐

**BOARD/COMMISSION ACTIONS:** None

**STAFF RECOMMENDATION:** The staff has reviewed this Change Order and recommends approval by the City Council.

**RESPONSIBLE STAFF/CONTACT INFORMATION:**

Matt Ahrens, City Engineer, 515-986-4050, mahrens@grimesiowa.gov

Prepared by:

Aaron Jarosh, Staff Engineer

Return to:

Matt Ahrens, City Engineer

# AIA® Document G701® – 2017

## Change Order

**PROJECT:** (Name and address)  
GrimesPlex  
Grimes, Iowa

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: June 07, 2023

**CHANGE ORDER INFORMATION:**  
Change Order Number: 003  
Date: November 8, 2023

**OWNER:** (Name and address)  
City of Grimes

410 SE Main Street, Suite 102  
Grimes, IA 50111

**ARCHITECT:** (Name and address)  
Savage-Ver Ploeg & Associates, Inc. dba  
SVPA Architects Inc.  
1466 28th Street, Suite 200  
West Des Moines, IA 50266

**CONTRACTOR:** (Name and address)  
Edge Commercial, LLC  
3155 SE Mische Drive, Suite 2  
Grimes, IA 50111

### THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1. Provide plumbing and electrical revisions as detailed in attached Change Request 04 dated September 11, 2023. Add: \$14,629.00

|                                                                          |    |              |
|--------------------------------------------------------------------------|----|--------------|
| The original Contract Sum was                                            | \$ | 4,538,000.00 |
| The net change by previously authorized Change Orders                    | \$ | 147,509.83   |
| The Contract Sum prior to this Change Order was                          | \$ | 4,685,509.83 |
| The Contract Sum will be increased by this Change Order in the amount of | \$ | 14,629.00    |
| The new Contract Sum including this Change Order will be                 | \$ | 4,700,138.83 |

The Contract Time will be increased by Zero (0) days.  
The new date of Substantial Completion will be

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Savage-Ver Ploeg & Associates, Inc. dba  
SVPA Architects Inc.

**ARCHITECT** (Firm name)



**SIGNATURE**

Ronald E. Paskach, AIA, Associate |  
Senior Architect

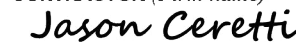
**PRINTED NAME AND TITLE**

November 8 2023

**DATE**

Edge Commercial, LLC

**CONTRACTOR** (Firm name)



**SIGNATURE**

Jason Ceretti, Partner

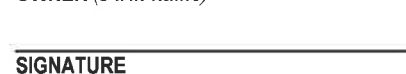
**PRINTED NAME AND TITLE**

11-10-2023

**DATE**

City of Grimes MSA 11-20-23

**OWNER** (Firm name)



**SIGNATURE**

Scott Mikkelsen, Mayor

**PRINTED NAME AND TITLE**

**DATE**





*Change Request*

**To:** SVPA Architects  
1466 28th St.  
Ste. 200  
West Des Moines, IA 50266  
Ph: (515)327-5990 Fax: (515)327-5991

**Number:** 4  
**Date:** 9/11/23  
**Job:** S-14121-23 GrimesPlex Buildings  
**Phone:**

**Description:** CR 04 Plumbing & Electrical Changes per PR #4

We are pleased to offer the following specifications and pricing to make the following changes:

To provide electrical & plumbing changes per PR #4:

Van Maanen Electric: \$2,490.00  
M&P Plumbing: \$11,200.00

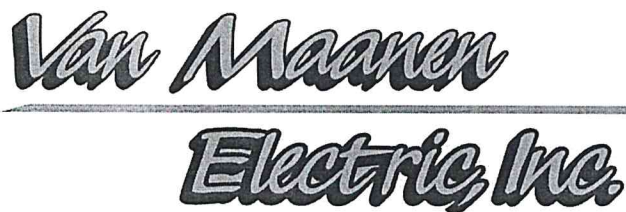
Edge Bond/Insurance (1.85%): \$254.00  
Edge Fee (5%): \$685.00

The total amount to provide this work is ..... \$14,629.00

If you have any questions, please contact me at 515-986-2229.

Submitted by: Branson Ropp  
Edge Commercial, LLC

Approved by: \_\_\_\_\_  
Date: \_\_\_\_\_



## PROPOSAL REQUEST

### Van Maanen Electric Inc.

500 Iowa Speedway Drive  
Newton, Iowa 50208  
Telephone: 641-791-9473

CCN #

Date:

Project Name:

Page Number:

PR04R1

9/11/2023

Grimesplex Buildings

1

### Edge Commercial

Contact: Branson Ropp  
3155 SE Miehle Dr  
Grimes, IA 50111  
E-mail: bropp@edgeco-usa.com

### Work Description

Scope: PR04R1

### Breakdown

| Description                                          | Qty        | Total Mat.    | Total Hrs.   |
|------------------------------------------------------|------------|---------------|--------------|
| 3/4" CONDUIT - RMC - GALV                            | 10         | 23.50         | 0.90         |
| 1" CONDUIT - RMC - GALV                              | 10         | 37.40         | 1.20         |
| 3/4x 4" NIPPLE - RMC - GALV                          | 1          | 2.85          | 0.29         |
| 1" LOCKNUT - STEEL                                   | 2          | 0.46          | 0.93         |
| 3/4" LOCKNUT SEALING - STEEL                         | 4          | 5.08          | 0.17         |
| 3/4" THREADED BUSHING - PLASTIC                      | 2          | 0.19          | 0.06         |
| 1" THREADED BUSHING - PLASTIC                        | 1          | 0.19          | 0.04         |
| 3/4" FEM SEAL FTG - VERT ONLY - MALL                 | 1          | 17.86         | 0.83         |
| 1" FEM SEAL FTG - VERT ONLY - MALL                   | 1          | 23.73         | 0.90         |
| SEALING COMPOUND                                     | 1          | 20.57         | 0.50         |
| MINERAL WOOL SEALING FIBER                           | 1          | 81.08         | 0.50         |
| 3/4" CONDUIT - PVC40                                 | 33         | 25.41         | 1.78         |
| 3/4" ELBOW 90 DEG - PVC40                            | 2          | 1.94          | 0.57         |
| 3/4" COUPLING - PVC                                  | 4          | 0.77          | 0.48         |
| 3/4" ADAPTER FEM - PVC                               | 2          | 0.82          | 0.30         |
| 3/4" MINNIE W/BOLT                                   | 2          | 0.96          | 0.18         |
| 1" MINNIE W/BOLT                                     | 2          | 1.20          | 0.20         |
| #10 THHN BLACK                                       | 160        | 35.20         | 1.36         |
| # 8 THHN BLACK                                       | 12         | 4.92          | 0.13         |
| # 6 THHN BLACK                                       | 24         | 15.12         | 0.32         |
| RED WIRECONN IDEAL 30-452 SIZE 452                   | 3          | 0.59          | 0.27         |
| 5324-0 1G 2"D DC ALUM BOX W/ LUGS & 3x 3/4" HUBS GRY | 1          | 5.33          | 0.53         |
| GROUNDING SCREW                                      | 1          | 0.19          | 0.03         |
| 1/4x 1 3/8 SLEEVE ANCHOR W/ ACORN NUT - 1" MIN DEPTH | 12         | 4.56          | 1.44         |
| EPO COVER                                            | 1          | 19.58         | 0.09         |
| EMERGENCY POWER OFF BUTTON                           | 1          | 250.00        | 0.95         |
| DS-M1-36                                             | 1          | 250.33        | 1.65         |
| TRENCH/BACKFILL (6" X 36" DEEP)                      | 33         | 0.00          | 2.07         |
| <b>Totals</b>                                        | <b>328</b> | <b>829.84</b> | <b>18.66</b> |

### Summary

Material  
LABOR  
O&M

(18.66 Hrs @ \$71.53)  
(@ 15.000 %)

829.84  
1,334.75  
324.69

ORIGINAL

## PROPOSAL REQUEST

### Van Maanen Electric Inc.

500 Iowa Speedway Drive  
Newton, Iowa 50208

CCN #

PR04R1

Date:

9/11/2023

Project Name:

Grimesplex Buildings

Page Number:

2

### Summary (Cont'd)

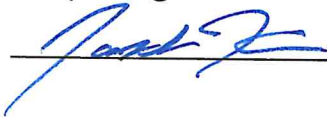
Final Amount

\$2,489.28

### Van Maanen Authorization:

Project Manager: Josh Hetzler  
Phone Number: 641-791-9473  
E-mail: jhetzler@vanmaanenelectric.com

Signature:



Date:

9/11/23

### Edge Commercial Authorization

Name: Branson Ropp

Signature:

Date:

ORIGINAL

M&P Plumbing, LLC  
10200 Dennis Dr, #7  
Urbandale, Iowa 50322

# Change Order Request

| Date     | Change Order # |
|----------|----------------|
| 9/4/2023 | 1186           |

|                                                                 |
|-----------------------------------------------------------------|
| Bill To                                                         |
| Edge Commercial<br>3155 SE Miehe Dr Ste 2<br>Grimes, Iowa 50111 |

| P.O. No. | Terms  | Project    |
|----------|--------|------------|
|          | Net 30 | GrimesPlex |

| Description                                                                                                                                                                                                          | Qty | Rate                    | Amount      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------------------|-------------|
| PR #4<br><br>South Concession Stand<br>#1 Tie sanitary sewer into outside main - install cleanout<br><br>Material - \$1,300<br>Rock - \$300<br>Labor/Machine - \$2200<br><br>Total - \$3,800                         |     | 3,800.00                | 3,800.00    |
| North Concession Stand<br>#2 Ran sanitary sewer to north end of building and stub out five feet.<br><br>Tie onto sanitary and install clean out<br><br>Material - \$2,200<br>Rock - \$300<br>Labor/Machine - \$4,900 |     | 7,400.00                | 7,400.00    |
|                                                                                                                                                                                                                      |     | <b>Subtotal</b>         | \$11,200.00 |
|                                                                                                                                                                                                                      |     | <b>Sales Tax (0.0%)</b> | \$0.00      |
|                                                                                                                                                                                                                      |     | <b>Total</b>            | \$11,200.00 |
|                                                                                                                                                                                                                      |     | <b>Payments/Credits</b> | \$0.00      |
|                                                                                                                                                                                                                      |     | <b>Balance Due</b>      | \$11,200.00 |

|              |
|--------------|
| Phone #      |
| 515-777-1100 |

|                        |
|------------------------|
| E-mail                 |
| MPPlumbingIA@gmail.com |

  
**CITY COUNCIL COMMUNICATION**  
**Meeting Date: 11/28/2023**

**AGENDA ITEM:** Native Vegetation Enhancements in Storm Water Treatment Facilities, Change Order #5.

**BACKGROUND:** A change order request has been made for the Native Vegetation Enhancements in Storm Water Treatment Facilities project. The purpose and details are as follows:

1. Final Change Order removes all maintenance uncompleted or that which Engineer and City staff determined was unneeded.

**BUDGETARY CONSIDERATIONS:** The change order will decrease the total cost for the project by \$4,047.00.

**STRATEGIC PLANNING:**

Prioritized: ☒ YES ☐ NO

\*High-Performing Organization/Exception Professional Services ☒

\*Great Place to Live/Expanded Quality of Life Amenities ☐

\*Dynamic Town/Strong Sense of Community ☐

\*More Beautiful/Vibrant Community ☐

**BOARD/COMMISSION ACTIONS:** None

**STAFF RECOMMENDATION:** The staff has reviewed this Change Order and recommends approval by the City Council.

**RESPONSIBLE STAFF/CONTACT INFORMATION:**

Matt Ahrens, City Engineer, 515-986-4050, mahrens@grimesiowa.gov

Prepared by:

Aaron Jarosh, Staff Engineer

Return to:

Matt Ahrens, City Engineer

# CHANGE ORDER FORM



**Project Title:** Native Vegetation Enhancements in Storm Water Treatment Facilities  
**Contractor:** Redbud Landscaping, LLC  
**Address:** 1208 E 20th Court, Des Moines, IA 50317  
**Finance Budget Code:** 740-865-6499 **Finance Project #** 0  
**Vendor Project or Invoice #:** 0 **PO #** 0  
**Original Contract Date:** August 11, 2020 **Vendor #** 3569

Change Order Number: 5

Change Order Date: November 28, 2023

## Purpose of Change Order:

Final change order removes all maintenance uncompleted or that which the Engineer and City staff determined was unneeded.

## Details of Change Order:

| ITEM # | DESCRIPTION                                                      | UNITS | QUANTITY CHANGE | UNIT PRICE | EXTENDED PRICE |
|--------|------------------------------------------------------------------|-------|-----------------|------------|----------------|
| 15     | CO#2 - May 2022 - Mowing                                         | AC    | (2.00)          | \$ 250.00  | \$ (500.00)    |
| 16     | CO#2 - June 2022 - Herbicide                                     | AC    | (1.20)          | \$ 350.00  | \$ (420.00)    |
| 17     | CO#3 - Systemic Herbicide - July 2022 - Autumn Park, NW 8th - 2x | AC    | (0.70)          | \$ 700.00  | \$ (490.00)    |
| 20     | CO#3 - Mowing - September 2022 - NE Little Beaver Drive Basin    | AC    | (0.80)          | \$ 350.00  | \$ (280.00)    |
| 22     | CO#3 - Mowing - July 2023 - Autumn Pk, NW 8th, NE Little Beaver  | AC    | (2.70)          | \$ 351.00  | \$ (947.70)    |
| 23     | CO#3 - Mowing - Sept 2023 - Autumn Pk, NW 8th, NE Little Beaver  | AC    | (2.70)          | \$ 352.00  | \$ (950.40)    |
| 24     | CO#3 - Spot Herbicide - October 2023 - All areas                 | AC    | (1.30)          | \$ 353.00  | \$ (458.90)    |
|        |                                                                  |       |                 |            | \$ -           |
|        |                                                                  |       |                 |            |                |
|        |                                                                  |       |                 |            |                |

Change Order Number: 5 makes the following adjustments to the contract: \$ (4,047.00)

Contractor Accepted: Redbud Landscaping, LLC  
Firm Name  
Signature: TRAVIS BAKER Date: 10/10/2023

Engineer Approved: Nilles Associates, Inc.  
Firm Name  
Signature: Jake Nilles Date: 11/15/2023

Owner Accepted: City of Grimes MSA 11-16-23

Signature Title  
Date

Attest for Owner:

Signature Title  
Date

## Record of Change Orders

| #                        | Date              | Amount        |
|--------------------------|-------------------|---------------|
| Original Contract Amount |                   | \$ 19,201.50  |
| 1                        | September 8, 2020 | \$ 3,438.00   |
| 2                        | June 8, 2021      | \$ 10,390.00  |
| 3                        | July 28, 2022     | \$ 9,668.50   |
| 4                        | November 8, 2022  | \$ (6,060.00) |
| 5                        | November 28, 2023 | \$ (4,047.00) |
| 6                        |                   |               |
| 7                        |                   |               |
| 8                        |                   |               |
| 9                        |                   |               |
| 10                       |                   |               |
| 11                       |                   |               |
| 12                       |                   |               |
| 13                       |                   |               |
| 14                       |                   |               |
| 15                       |                   |               |

Revised Contract Amount \$ 32,591.00



  
**CITY COUNCIL COMMUNICATION**  
**Meeting Date: 11/28/2023**

**AGENDA ITEM:** SE Trail Ridge Road Reconstruction, Change Order #5.

**BACKGROUND:** A change order request has been made for the SE Trail Ridge Road Reconstruction project. The purpose and details are as follows:

1. Modification to storm structure ST3.06 and storm sewer due to conflicts with the existing water main and sanitary sewer services. Remove and replace sidewalk due to tie-in grading.

**BUDGETARY CONSIDERATIONS:** The change order will increase the total cost for the project by \$23,341.03.

**STRATEGIC PLANNING:**

Prioritized: ☒ YES ☐ NO

\*High-Performing Organization/Exception Professional Services ☒

\*Great Place to Live/Expanded Quality of Life Amenities ☐

\*Dynamic Town/Strong Sense of Community ☐

\*More Beautiful/Vibrant Community ☐

**BOARD/COMMISSION ACTIONS:** None

**STAFF RECOMMENDATION:** The staff has reviewed this Change Order and recommends approval by the City Council.

**RESPONSIBLE STAFF/CONTACT INFORMATION:**

Matt Ahrens, City Engineer, 515-986-4050, mahrens@grimesiowa.gov

Prepared by:

Aaron Jarosh, Staff Engineer

Return to:

Matt Ahrens, City Engineer

# CHANGE ORDER FORM



**Project Title:** SE Trail Ridge Road Reconstruction  
**Contractor:** Sternquist Construction, Inc.  
**Address:** 110 N. 14th Street, Indianola, IA 50125  
**Finance Budget Code:** 376-210-6499 **Finance Project #**  
**Vendor Project or Invoice #:** **PO #**  
**Original Contract Date:** March 14, 2023 **Vendor #** 4488

Change Order Number: 5

Change Order Date: November 28, 2023

Purpose of Change Order:

Modification to storm structure ST3.06 and storm sewer due conflicts with the existing water main and sanitary sewer services. Remove and replace sidewalk due to tie-in grading. This change order will add 6 additional working days.

Details of Change Order:

| ITEM # | DESCRIPTION                                                | UNITS | QUANTITY CHANGE | UNIT PRICE   | EXTENDED PRICE |
|--------|------------------------------------------------------------|-------|-----------------|--------------|----------------|
| CO6    | Modification of Storm Structure Due to Water Main Conflict | LS    | 1.00            | \$ 5,088.60  | \$ 5,088.60    |
| CO7    | Revised Storm Sewer Due to Sanitary Sewer Conflicts        | LS    | 1.00            | \$ 14,209.93 | \$ 14,209.93   |
| CO8    | Remove and Replace Sidewalk                                | LS    | 1.00            | \$ 4,042.50  | \$ 4,042.50    |
|        |                                                            |       |                 |              | \$ -           |
|        |                                                            |       |                 |              | \$ -           |
|        |                                                            |       |                 |              | \$ -           |
|        |                                                            |       |                 |              | \$ -           |
|        |                                                            |       |                 |              | \$ -           |
|        |                                                            |       |                 |              | \$ -           |
|        |                                                            |       |                 |              | \$ -           |

Change Order Number: 5 makes the following adjustments to the contract:

\$ 23,341.03

Contractor Accepted: Sternquist Construction, Inc.

Signature: Date: 11-16-23

Engineer Approved: City of Grimes

Signature: Date: 11-16-23

Owner Accepted: City of Grimes

Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Attest for Owner:

Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

## Record of Change Orders

| #                               | Date              | Amount          |
|---------------------------------|-------------------|-----------------|
| <b>Original Contract Amount</b> |                   | \$ 1,445,265.55 |
| 1                               | April 25, 2023    | \$ 2,420.00     |
| 2                               | May 23, 2023      | \$ 7,688.98     |
| 3                               | June 27, 2023     | \$ 2,651.00     |
| 4                               | October 24, 2023  | \$ 9,473.00     |
| 5                               | November 28, 2023 | \$ 23,341.03    |
| 6                               |                   |                 |
| 7                               |                   |                 |
| 8                               |                   |                 |
| 9                               |                   |                 |
| 10                              |                   |                 |
| 11                              |                   |                 |
| 12                              |                   |                 |
| 13                              |                   |                 |
| 14                              |                   |                 |
| 15                              |                   |                 |

**Revised Contract Amount \$ 1,490,839.56**



  
**CITY COUNCIL COMMUNICATION**  
**Meeting Date: 11/28/2023**

**AGENDA ITEM:** Resolution Approving Professional Services Payments

**BACKGROUND:**

**BUDGETARY CONSIDERATIONS:**

**STRATEGIC PLANNING:**

Prioritized: \_\_\_\_ YES \_\_\_\_ NO

\*High-Performing Organization/Exception Professional Services \_\_\_\_

\*Great Place to Live/Expanded Quality of Life Amenities \_\_\_\_

\*Dynamic Town/Strong Sense of Community \_\_\_\_

\*More Beautiful/Vibrant Community \_\_\_\_

**BOARD/COMMISSION ACTIONS:**

**STAFF RECOMMENDATION:** Approval

**RESPONSIBLE STAFF/CONTACT INFORMATION:**

Rochelle Williams, City Clerk / Director of Administrative Services, [rwilliams@grimesiowa.gov](mailto:rwilliams@grimesiowa.gov)

Prepared by: Rochelle Williams

Return to: Rochelle Williams

## RESOLUTION 11-2723 APPROVING PROFESSIONAL SERVICES PAYMENTS

### Grimes Resolution No. 11-2723

WHEREAS, the City of Grimes has identified the need to retain consultants for professional services;

WHEREAS, the consultants have agreed to provide a scope of work for the City;

WHEREAS, the consultants have completed all or portions of the scope of work and are requesting payment of those services;

WHEREAS, the requests for payments have been reviewed and approved by City staff as due and payable;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Grimes, Iowa, the professional payments as listed, shall be approved as submitted.

PASSED and APPROVED on November 28, 2023.

---

Scott Mikkelsen, Mayor

Attested:

---

Rochelle Williams, City Clerk



DES MOINES OFFICE  
515-283-1000

(Tax Identification No. 41-0223337)

STATEMENT OF ACCOUNT FOR PROFESSIONAL SERVICES

City of Grimes, Iowa  
Attn: Rochell Williams, City Clerk  
101 NE Harvey Street  
Grimes, IA 50111

November 10, 2023  
Invoice Number 3925228

Client-Matter No.: 419952-00091  
General Obligation Urban Renewal Bonds, Series 2023B

**For Legal Services Rendered Through October 31, 2023**

**INVOICE TOTAL**

|                               |                    |
|-------------------------------|--------------------|
| Total For Current Legal Fees  | \$25,000.00        |
| <b>Total Due This Invoice</b> | <b>\$25,000.00</b> |

For your convenience, please remit payment to the address below or we offer the option of remitting payment electronically by wire transfer. If you have any questions regarding this information, please contact the lawyer you are working with on this project or Dorsey's Accounts Receivable Department at 1-800-861-0760. Thank you.

Mailing Instructions:  
Dorsey & Whitney LLP  
P.O. Box 1680  
Minneapolis, MN 55480-1680

Wire Instructions:  
U.S. Bank National Association  
800 Nicollet Mall  
Minneapolis, MN 55402

(This account is only for Wire/ACH payments)  
ABA Routing Number: 091000022  
Account Number: 1047-8339-8282  
Swift Code: USBKUS44IMT

Please make reference to the invoice number

Service charges are based on rates established by Dorsey & Whitney. A schedule of those rates has been provided and is available upon request. Disbursements and service charges, which either have not been received or processed, will appear on a later statement.

**ALL INVOICES ARE DUE 30 DAYS FROM DATE OF INVOICE UNLESS OTHERWISE EXPRESSLY AGREED BY DORSEY & WHITNEY**



DES MOINES OFFICE  
515-283-1000

(Tax Identification No. 41-0223337)

STATEMENT OF ACCOUNT FOR PROFESSIONAL SERVICES

City of Grimes, Iowa  
Attn: Rochell Williams, City Clerk  
101 NE Harvey Street  
Grimes, IA 50111

November 10, 2023  
Invoice Number 3925226

Client-Matter No.: 419952-00093  
General Obligation Corporate Purpose Bonds, Series 2023A

---

**For Legal Services Rendered Through October 31, 2023**

**INVOICE TOTAL**

|                               |                    |
|-------------------------------|--------------------|
| Total For Current Legal Fees  | \$16,500.00        |
| <b>Total Due This Invoice</b> | <b>\$16,500.00</b> |

For your convenience, please remit payment to the address below or we offer the option of remitting payment electronically by wire transfer. If you have any questions regarding this information, please contact the lawyer you are working with on this project or Dorsey's Accounts Receivable Department at 1-800-861-0760. Thank you.

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DES MOINES OFFICE  
515-283-1000

(Tax Identification No. 41-0223337)

STATEMENT OF ACCOUNT FOR PROFESSIONAL SERVICES

City of Grimes, Iowa  
Attn: Rochell Williams, City Clerk  
101 NE Harvey Street  
Grimes, IA 50111

November 10, 2023  
Invoice Number 3925207

Client-Matter No.: 419952-00094  
2023 GO Bonds - Disclosure Counsel

---

**For Legal Services Rendered Through October 31, 2023**

**INVOICE TOTAL**

|                               |                    |
|-------------------------------|--------------------|
| Total For Current Legal Fees  | \$16,000.00        |
| <b>Total Due This Invoice</b> | <b>\$16,000.00</b> |

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Minneapolis, MN 55402

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Please make reference to the invoice number

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**ALL INVOICES ARE DUE 30 DAYS FROM DATE OF INVOICE UNLESS OTHERWISE EXPRESSLY AGREED BY DORSEY & WHITNEY**

# APPLICATION FOR PARTIAL PAYMENT OF CONTRACT



**Project Title:** Phase 1A Water System Improvements  
**Contractor:** McClure Engineering Company  
**Address:** 1360 NW 121st Street, Clive, Iowa 50325  
**Finance Budget Code:** 374-810-6407 **Finance Project #**  
**Vendor Project or Invoice #:** 148794, 148863, 148865, 148867 **PO #**  
**Original Contract Date:** August 23, 2022 **Vendor #** 2830

**Date of Council Meeting:** November 28, 2023 **PAYMENT REQUEST #** 15  
**PAYMENT PERIOD:** From: October 1, 2023 Through: October 28, 2023

## Contract Summary

Original Contract Amount: \$ 1,168,650.00  
Net change by Change Orders:  
Contract Amount to Date: (line 1 ± 2) \$ 1,168,650.00  
  
Total completed and stored to date: \$ 839,157.24  
Retainage: 5 % of Completed Work:  
Total Earned less Retainage: \$ 839,157.24  
Less previous applications for payment: \$ 822,364.86  
SUBTOTAL \$ 16,792.38

OTHER CHARGES (Attach an itemized list) \$ -

**CURRENT PAYMENT DUE** \$ 16,792.38

Balance to finish, including retainage: \$ 329,492.76

Contract Time Remaining (If applicable) - Working Days

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all the amounts have been paid by the Contractor for work for which previous Certificate(s) for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Construction Contractor Approval:

Firm Name

Signature

Date

Engineer / Consultant Approval:

McClure Engineering Co

Firm Name

Signature

November 15, 2023

Date

City of Grimes Staff Approval:

Signature

11-16-23

Date

City of Grimes Council Approval:

Council 11-28-23

Signature

Date

Submit to: Matt Ahrens, P.E. - City Engineer - Engineering Department

E-mail: [mahrens@grimesiowa.gov](mailto:mahrens@grimesiowa.gov) Phone: (515) 986-4050 Fax: (515) 986-4480

# APPLICATION FOR PARTIAL PAYMENT OF CONTRACT

## Previous Applications for Payment

| No. | Date               | Amount        |
|-----|--------------------|---------------|
| 1   | September 27, 2022 | \$ 9,533.25   |
| 2   | October 25, 2022   | \$ 69,899.99  |
| 3   | November 22, 2022  | \$ 79,736.54  |
| 4   | December 27, 2022  | \$ 42,120.02  |
| 5   | January 24, 2023   | \$ 69,644.61  |
| 6   | February 14, 2023  | \$ 79,545.35  |
| 7   | March 23, 2023     | \$ 80,719.55  |
| 8   | April 25, 2023     | \$ 102,195.11 |
| 9   | May 23, 2023       | \$ 45,750.47  |
| 10  | June 27, 2023      | \$ 76,818.83  |
| 11  | July 25, 2023      | \$ 76,239.09  |
| 12  | August 22, 2023    | \$ 31,601.15  |
| 13  | September 26, 2023 | \$ 32,613.69  |
| 14  | October 24, 2023   | \$ 25,947.21  |
| 15  |                    |               |
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## Previous Applications for Payment

| No. | Date | Amount |
|-----|------|--------|
| 36  |      |        |
| 37  |      |        |
| 38  |      |        |
| 39  |      |        |
| 40  |      |        |
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| 69  |      |        |
| 70  |      |        |

TOTAL \$ 822,364.86

## Record of Change Orders

| No. | Date | Amount |
|-----|------|--------|
| 1   |      |        |
| 2   |      |        |
| 3   |      |        |
| 4   |      |        |
| 5   |      |        |
| 6   |      |        |
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| 24  |      |        |
| 25  |      |        |

TOTAL \$ 000000.00

## Contract Time Remaining

|                          |                        |
|--------------------------|------------------------|
| Contract Period:         | <u>Working Days</u>    |
| Original Contract Date:  | <u>August 23, 2022</u> |
| Original Contract Time:  | <u></u>                |
| Added by Change Order:   | <u></u>                |
| Contract Time to Date:   | <u>-</u>               |
| Time Used to Date:       | <u></u>                |
| Contract Time Remaining: | <u>-</u>               |



1360 NW 121st Street  
Clive, IA 50325

Matt Ahrens  
City of Grimes, IA  
101 Northeast Harvey Street  
Grimes, IA 50111

October 31, 2023  
Project No: 0000211186-040  
Invoice No: 148794  
Due Date: November 30, 2023

Project 0000211186-040 Grimes Phase 1A Water System Improvements Ground Storage Reservoir

**Professional Services from October 01, 2023 to October 28, 2023**

Phase 600 Construction Contract Administration

|                    | Hours | Rate   | Amount   |                 |
|--------------------|-------|--------|----------|-----------------|
| Project Manager I  | 24.00 | 185.00 | 4,440.00 |                 |
| Engineer I         | 15.00 | 125.00 | 1,875.00 |                 |
| Engineer II        | 4.50  | 155.00 | 697.50   |                 |
| Totals             | 43.50 |        | 7,012.50 |                 |
| <b>Total Labor</b> |       |        |          | <b>7,012.50</b> |

**Reimbursable Expenses**

|                            |  |  |              |              |
|----------------------------|--|--|--------------|--------------|
| Mileage                    |  |  | 61.48        |              |
| Car Rental                 |  |  | 16.12        |              |
| <b>Total Reimbursables</b> |  |  | <b>77.60</b> | <b>77.60</b> |

Mileage (.655/.50 p/mile)

14.41

**Total this Phase \$7,104.51**

Phase 700 Construction Survey

|                    | Hours | Rate   | Amount |               |
|--------------------|-------|--------|--------|---------------|
| Project Manager I  | .75   | 185.00 | 138.75 |               |
| Crew Chief         | 3.00  | 135.00 | 405.00 |               |
| Crew Member        | 3.00  | 95.00  | 285.00 |               |
| Totals             | 6.75  |        | 828.75 |               |
| <b>Total Labor</b> |       |        |        | <b>828.75</b> |

Mileage (.90 p/mile)

36.00

**Total this Phase \$864.75**

Phase 851 Project Administration



|         |                |                                          |         |        |
|---------|----------------|------------------------------------------|---------|--------|
| Project | 0000211186-040 | Grimes Phase 1A Ground Storage Reservoir | Invoice | 148794 |
|---------|----------------|------------------------------------------|---------|--------|

|                                | Hours          | Rate                          | Amount         |                   |
|--------------------------------|----------------|-------------------------------|----------------|-------------------|
| Project Coordinator            | .50            | 135.00                        | 67.50          |                   |
| Totals                         | .50            |                               | 67.50          |                   |
| <b>Total Labor</b>             |                |                               |                | <b>67.50</b>      |
|                                |                | <b>Total this Phase</b>       |                | <b>\$67.50</b>    |
|                                | <b>Current</b> | <b>Prior</b>                  | <b>To-Date</b> |                   |
| Total Billings                 | 8,036.76       | 289,227.02                    | 297,263.78     |                   |
| Contract Limit (not-to-exceed) |                |                               | 613,100.00     |                   |
| Contract Limit Remaining       |                |                               | 315,836.22     |                   |
|                                |                | <b>Total Due this Invoice</b> |                | <b>\$8,036.76</b> |



1360 NW 121st Street  
Clive, IA 50325

Matt Ahrens  
City of Grimes, IA  
101 Northeast Harvey Street  
Grimes, IA 50111

October 31, 2023  
Project No: 0000211186-010  
Invoice No: 148863  
Due Date: November 30, 2023

Project 0000211186-010 Grimes Phase 1A Water System Improvements 19th Street Tower  
Interconnect Water Main

**Professional Services from October 01, 2023 to October 28, 2023**

Phase 600 Construction Contract Administration

|                     | Hours | Rate   | Amount   |                 |
|---------------------|-------|--------|----------|-----------------|
| Project Manager I   | 3.00  | 185.00 | 555.00   |                 |
| Engineer I          | 2.00  | 125.00 | 250.00   |                 |
| Principal           | .50   | 270.00 | 135.00   |                 |
| Project Manager III | 4.25  | 230.00 | 977.50   |                 |
| Project Coordinator | .75   | 135.00 | 101.25   |                 |
| Totals              | 10.50 |        | 2,018.75 |                 |
| <b>Total Labor</b>  |       |        |          | <b>2,018.75</b> |

Mileage (.655/.50 p/mile)

**15.07**

|                                | Current  | Prior                         | To-Date   |                   |
|--------------------------------|----------|-------------------------------|-----------|-------------------|
| Total Billings                 | 2,033.82 | 17,396.10                     | 19,429.92 |                   |
| Contract Limit (not-to-exceed) |          |                               | 90,000.00 |                   |
| Contract Limit Remaining       |          |                               | 70,570.08 |                   |
|                                |          | <b>Total this Phase</b>       |           | <b>\$2,033.82</b> |
|                                |          | <b>Total Due this Invoice</b> |           | <b>\$2,033.82</b> |



1360 NW 121st Street  
Clive, IA 50325

Matt Ahrens  
City of Grimes, IA  
101 Northeast Harvey Street  
Grimes, IA 50111

October 31, 2023  
Project No: 0000211186-020  
Invoice No: 148865  
Due Date: November 30, 2023

Project 0000211186-020 Grimes Phase 1A Water System Improvements NW County Line Road Water Main

**Professional Services from October 01, 2023 to October 28, 2023**

Phase 501 Final Design Phase

|                                | Hours          | Rate                          | Amount         |                 |
|--------------------------------|----------------|-------------------------------|----------------|-----------------|
| Project Manager III            | 3.50           | 230.00                        | 805.00         |                 |
| Project Coordinator            | .25            | 135.00                        | 33.75          |                 |
| Totals                         | 3.75           |                               | 838.75         |                 |
| <b>Total Labor</b>             |                |                               |                | <b>838.75</b>   |
|                                | <b>Current</b> | <b>Prior</b>                  | <b>To-Date</b> |                 |
| Total Billings                 | 838.75         | 46,005.70                     | 46,844.45      |                 |
| Contract Limit (not-to-exceed) |                |                               | 168,350.00     |                 |
| Contract Limit Remaining       |                |                               | 121,505.55     |                 |
|                                |                | <b>Total this Phase</b>       |                | <b>\$838.75</b> |
|                                |                | <b>Total Due this Invoice</b> |                | <b>\$838.75</b> |



1360 NW 121st Street  
Clive, IA 50325

Matt Ahrens  
City of Grimes, IA  
101 Northeast Harvey Street  
Grimes, IA 50111

October 31, 2023  
Project No: 0000211186-030  
Invoice No: 148867  
Due Date: November 30, 2023

Project 0000211186-030 Grimes Phase 1A Water System Improvements N James Street Feeder Main

**Professional Services from October 01, 2023 to October 28, 2023**

Phase 533 SWPPP Coordination

|                     | Hours | Rate   | Amount |               |
|---------------------|-------|--------|--------|---------------|
| Engineer II         | 1.00  | 155.00 | 155.00 |               |
| Project Manager III | .25   | 230.00 | 57.50  |               |
| Totals              | 1.25  |        | 212.50 |               |
| <b>Total Labor</b>  |       |        |        | <b>212.50</b> |

**Reimbursable Expenses**

|                            |  |  |               |               |
|----------------------------|--|--|---------------|---------------|
| Recording Fees             |  |  | 199.00        |               |
| <b>Total Reimbursables</b> |  |  | <b>199.00</b> | <b>199.00</b> |

|                                | Current | Prior    | To-Date  |                 |
|--------------------------------|---------|----------|----------|-----------------|
| Total Billings                 | 411.50  | 1,472.50 | 1,884.00 |                 |
| Contract Limit (not-to-exceed) |         |          | 2,500.00 |                 |
| Contract Limit Remaining       |         |          | 616.00   |                 |
| <b>Total this Phase</b>        |         |          |          | <b>\$411.50</b> |

Phase 600 Construction Contract Administration

|                     | Hours | Rate   | Amount   |                 |
|---------------------|-------|--------|----------|-----------------|
| Project Manager I   | 8.00  | 185.00 | 1,480.00 |                 |
| Engineer I          | 8.50  | 125.00 | 1,062.50 |                 |
| Principal           | 4.00  | 270.00 | 1,080.00 |                 |
| Project Manager III | 7.75  | 230.00 | 1,782.50 |                 |
| Project Coordinator | .25   | 135.00 | 33.75    |                 |
| Totals              | 28.50 |        | 5,438.75 |                 |
| <b>Total Labor</b>  |       |        |          | <b>5,438.75</b> |

Mileage (.655/.50 p/mile) **15.07**

|                                | Current  | Prior  | To-Date   |  |
|--------------------------------|----------|--------|-----------|--|
| Total Billings                 | 5,453.82 | 532.50 | 5,986.32  |  |
| Contract Limit (not-to-exceed) |          |        | 75,000.00 |  |
| Contract Limit Remaining       |          |        | 69,013.68 |  |

|                                |                |                                        |          |          |                        |            |
|--------------------------------|----------------|----------------------------------------|----------|----------|------------------------|------------|
| Project                        | 0000211186-030 | Grimes Phase 1A N James St Feeder Main |          |          | Invoice                | 148867     |
|                                |                |                                        |          |          | Total this Phase       | \$5,453.82 |
| -----                          |                |                                        |          |          |                        |            |
| Phase                          | 602            | Bidding Phase                          |          |          |                        |            |
| Reimbursable Expenses          |                |                                        |          |          |                        |            |
| Car Rental                     |                |                                        |          |          | 17.73                  |            |
| Total Reimbursables            |                |                                        |          |          | 17.73                  | 17.73      |
|                                |                | Current                                | Prior    | To-Date  |                        |            |
| Total Billings                 |                | 17.73                                  | 9,711.28 | 9,729.01 |                        |            |
| Contract Limit (not-to-exceed) |                |                                        |          |          | 10,000.00              |            |
| Contract Limit Remaining       |                |                                        |          |          | 270.99                 |            |
|                                |                |                                        |          |          | Total this Phase       | \$17.73    |
|                                |                |                                        |          |          | Total Due this Invoice | \$5,883.05 |

  
**CITY COUNCIL COMMUNICATION**  
**Meeting Date: 11/28/2023**

**AGENDA ITEM:**

**BACKGROUND:**

**BUDGETARY CONSIDERATIONS:**

**STRATEGIC PLANNING:**

Prioritized: \_\_\_\_ YES \_\_\_\_ NO

\*High-Performing Organization/Exception Professional Services \_\_\_\_

\*Great Place to Live/Expanded Quality of Life Amenities \_\_\_\_

\*Dynamic Town/Strong Sense of Community \_\_\_\_

\*More Beautiful/Vibrant Community \_\_\_\_

**BOARD/COMMISSION ACTIONS:**

**STAFF RECOMMENDATION:**

**RESPONSIBLE STAFF/CONTACT INFORMATION:**

Prepared by:

Return to:

# APPLICATION FOR PARTIAL PAYMENT OF CONTRACT



**Project Title:** WRA Connector  
**Contractor:** Veenstra & Kimm, Inc.  
**Address:** 3000 Westown Parkway, West Des Moines, IA 50266  
**Finance Budget Code:** 328-815-6407 **Finance Project #**  
**Vendor Project or Invoice #:** **PO #**  
**Original Contract Date:** February 26, 2019 **Vendor #** 2157

**Date of Council Meeting:** November 28, 2023 **PAYMENT REQUEST #** 60  
**PAYMENT PERIOD:** From: October 15, 2023 Through: November 11, 2023

## Contract Summary

|                                         |    |              |           |
|-----------------------------------------|----|--------------|-----------|
| Original Contract Amount:               | \$ | 882,000.00   |           |
| Net change by Change Orders:            | \$ | 932,900.00   |           |
| Contract Amount to Date: (line 1 ± 2)   | \$ | 1,814,900.00 |           |
| Total completed and stored to date:     | \$ | 1,718,894.53 |           |
| Retainage: 0 % of Completed Work:       | \$ | -            |           |
| Total Earned less Retainage:            | \$ | 1,718,894.53 |           |
| Less previous applications for payment: | \$ | 1,682,796.40 |           |
| SUBTOTAL                                | \$ |              | 36,098.13 |

OTHER CHARGES (Attach an itemized list) \$ -

**CURRENT PAYMENT DUE** \$ 36,098.13

Balance to finish, including retainage: \$ 96,005.47

Contract Time Remaining (If applicable) - Working Days

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all the amounts have been paid by the Contractor for work for which previous Certificate(s) for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

## Construction Contractor Approval:

Firm Name

Signature

Date

## Engineer / Consultant Approval:

Veenstra & Kimm, Inc.

Firm Name

Signature

Date

## City of Grimes Staff Approval:

Signature

Date

## City of Grimes Council Approval:

Council 11-28-23

Signature

Date

Submit to: Matt Ahrens, P.E. - City Engineer - Engineering Department

E-mail: [mahrens@grimesiowa.gov](mailto:mahrens@grimesiowa.gov) Phone: (515) 986-4050 Fax: (515) 986-4480

# APPLICATION FOR PARTIAL PAYMENT OF CONTRACT

## Previous Applications for Payment

| No. | Date               | Amount       |
|-----|--------------------|--------------|
| 1   | April 9, 2019      | \$ 3,410.10  |
| 2   | May 14, 2019       | \$ 3,784.00  |
| 3   | June 11, 2019      | \$ 3,084.78  |
| 4   | July 9, 2019       | \$ 4,757.29  |
| 5   | August 13, 2019    | \$ 1,845.40  |
| 6   | September 10, 2019 | \$ 228.91    |
| 7   | October 8, 2019    | \$ 877.32    |
| 8   | November 12, 2019  | \$ 4,026.12  |
| 9   | December 9, 2019   | \$ 9,595.24  |
| 10  | January 14, 2020   | \$ 4,855.90  |
| 11  | February 11, 2020  | \$ 2,699.94  |
| 12  | March 10, 2020     | \$ 1,328.45  |
| 13  | April 14, 2020     | \$ 1,506.55  |
| 14  | February 11, 2020  | \$ 24,359.53 |
| 15  | March 10, 2020     | \$ 10,500.50 |
| 16  | April 14, 2020     | \$ 5,165.23  |
| 17  | May 12, 2020       | \$ 11,490.30 |
| 18  | June 9, 2020       | \$ 6,605.10  |
| 19  | July 14, 2020      | \$ 57,078.16 |
| 20  | August 11, 2020    | \$ 36,812.00 |
| 21  | September 22, 2020 | \$ 45,013.14 |
| 22  | October 13, 2020   | \$ 32,958.72 |
| 23  | November 10, 2020  | \$ 28,597.90 |
| 24  | December 22, 2020  | \$ 11,743.35 |
| 25  | January 12, 2021   | \$ 5,444.50  |
| 26  | February 9, 2021   | \$ 27,474.28 |
| 27  | March 9, 2021      | \$ 11,301.96 |
| 28  | April 27, 2021     | \$ 15,104.50 |
| 29  | May 11, 2021       | \$ 9,751.90  |
| 30  | June 8, 2021       | \$ 17,322.10 |
| 31  | July 13, 2021      | \$ 19,548.00 |
| 32  | August 10, 2021    | \$ 5,586.82  |
| 33  | September 14, 2021 | \$ 11,200.40 |
| 34  | October 12, 2021   | \$ 12,977.06 |
| 35  | November 9, 2021   | \$ 27,432.50 |

## Previous Applications for Payment

| No. | Date               | Amount       |
|-----|--------------------|--------------|
| 36  | December 14, 2021  | \$ 10,413.05 |
| 37  | January 11, 2022   | \$ 70,000.00 |
| 38  | February 8, 2022   | \$ 18,414.00 |
| 39  | March 8, 2022      | \$ 13,086.08 |
| 40  | April 12, 2022     | \$ 27,388.60 |
| 41  | May 10, 2022       | \$ 33,571.24 |
| 42  | June 14, 2022      | \$ 39,108.44 |
| 43  | July 12, 2022      | \$ 37,507.11 |
| 44  | August 9, 2022     | \$ 47,079.48 |
| 45  | September 13, 2022 | \$ 82,131.55 |
| 46  | October 11, 2022   | \$ 71,397.76 |
| 47  | November 8, 2022   | \$ 59,227.51 |
| 48  | December 13, 2022  | \$ 63,958.16 |
| 49  | January 10, 2023   | \$ 66,133.54 |
| 50  | February 14, 2023  | \$ 57,401.07 |
| 51  | March 14, 2023     | \$ 62,975.04 |
| 52  | April 11, 2023     | \$ 57,915.63 |
| 53  | May 9, 2023        | \$ 76,259.89 |
| 54  | June 13, 2023      | \$ 78,532.16 |
| 55  | July 11, 2023      | \$ 25,031.74 |
| 56  | August 8, 2023     | \$ 80,667.76 |
| 57  | September 26, 2023 | \$ 63,438.76 |
| 58  | October 10, 2023   | \$ 33,638.47 |
| 59  | November 14, 2023  | \$ 32,051.41 |
| 60  |                    |              |
| 61  |                    |              |
| 62  |                    |              |
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| 67  |                    |              |
| 68  |                    |              |
| 69  |                    |              |
| 70  |                    |              |

**TOTAL**      **\$ 1,682,796.40**

## Record of Change Orders

| No. | Date               | Amount        |
|-----|--------------------|---------------|
| 1   | September 22, 2020 | \$ -          |
| 2   | October 27, 2020   | \$ 66,000.00  |
| 3   | December 14, 2021  | \$ 560,000.00 |
| 4   | July 25, 2023      | \$ 306,900.00 |
| 5   |                    |               |
| 6   |                    |               |
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**TOTAL**      **\$ 932,900.00**

## Contract Time Remaining

|                          |                          |
|--------------------------|--------------------------|
| Contract Period:         | <u>Working Days</u>      |
| Original Contract Date:  | <u>February 26, 2019</u> |
| Original Contract Time:  | <u></u>                  |
| Added by Change Order:   | <u></u>                  |
| Contract Time to Date:   | <u>-</u>                 |
| Time Used to Date:       | <u></u>                  |
| Contract Time Remaining: | <u>-</u>                 |





**VEENSTRA  
& KIMM INC.**  
STATEMENT OF PROFESSIONAL SERVICES

City of Grimes  
Attn: Matt Ahrens  
101 NE Harvey  
Grimes, IA 50111

November 16, 2023  
Project No: 128108  
Invoice No: 23

Project Manager H. Veenstra

Engineering services for WRA Connector - Phase 2 - Construction Engineering Services:  
**Professional Services from October 15, 2023 to November 11, 2023**

**Professional Personnel**

|                          | Hours  | Rate   | Amount    |                  |
|--------------------------|--------|--------|-----------|------------------|
| Clerical II              | 1.50   | 80.00  | 120.00    |                  |
| Engineer I-B             | .50    | 201.00 | 100.50    |                  |
| Engineer III-A           | 1.50   | 160.00 | 240.00    |                  |
| Construction Engineer II | 126.00 | 127.00 | 16,002.00 |                  |
| Surveyor I               | 8.00   | 148.00 | 1,184.00  |                  |
| Technician I             | 27.00  | 110.00 | 2,970.00  |                  |
| Technician III           | 149.00 | 91.00  | 13,559.00 |                  |
| Technician V             | 1.50   | 80.00  | 120.00    |                  |
| Totals                   | 315.00 |        | 34,295.50 |                  |
| <b>Total Labor</b>       |        |        |           | <b>34,295.50</b> |

**Unit Billing**

|                    |  |  |                 |                 |
|--------------------|--|--|-----------------|-----------------|
| Mileage            |  |  | 110.70          |                 |
| Mileage            |  |  | 117.90          |                 |
| Mileage            |  |  | 1,084.03        |                 |
| GPS/Total Station  |  |  | 490.00          |                 |
| <b>Total Units</b> |  |  | <b>1,802.63</b> | <b>1,802.63</b> |

**Billing Limits**

|                | Current   | Prior        | To-Date      |
|----------------|-----------|--------------|--------------|
| Total Billings | 36,098.13 | 1,109,796.40 | 1,145,894.53 |
| Limit          |           |              | 1,206,900.00 |
| Remaining      |           |              | 61,005.47    |

**Total this Invoice \$36,098.13**

**Billings to Date**

|               | Current          | Prior               | Total               |
|---------------|------------------|---------------------|---------------------|
| Labor         | 34,295.50        | 1,045,714.00        | 1,080,009.50        |
| Expense       | 0.00             | 6,771.87            | 6,771.87            |
| Unit          | 1,802.63         | 57,310.53           | 59,113.16           |
| <b>Totals</b> | <b>36,098.13</b> | <b>1,109,796.40</b> | <b>1,145,894.53</b> |

**CITY OF  
GRIMES**  
**CITY COUNCIL COMMUNICATION**  
**Meeting Date: 11/28/2023**

**AGENDA ITEM:**

**BACKGROUND:**

**BUDGETARY CONSIDERATIONS:**

**STRATEGIC PLANNING:**

Prioritized: \_\_\_\_ YES \_\_\_\_ NO

\*High-Performing Organization/Exception Professional Services \_\_\_\_

\*Great Place to Live/Expanded Quality of Life Amenities \_\_\_\_

\*Dynamic Town/Strong Sense of Community \_\_\_\_

\*More Beautiful/Vibrant Community \_\_\_\_

**BOARD/COMMISSION ACTIONS:**

**STAFF RECOMMENDATION:**

**RESPONSIBLE STAFF/CONTACT INFORMATION:**

Prepared by:

Return to:

# APPLICATION FOR PARTIAL PAYMENT OF CONTRACT



**Project Title:** CIWW Assistance and ASR System Evaluation  
**Contractor:** McClure Engineering Company  
**Address:** 1360 NW 121st Street, Clive, Iowa 50325  
**Finance Budget Code:** 600-810-6490 **Finance Project #**  
**Vendor Project or Invoice #:** 2023000795-000 **PO #**  
**Original Contract Date:** June 27, 2023 **Vendor #** 2830

**Date of Council Meeting:** November 28, 2023 **PAYMENT REQUEST #** 4  
**PAYMENT PERIOD:** From: October 1, 2023 Through: October 28, 2023

## Contract Summary

|                                         |    |           |        |
|-----------------------------------------|----|-----------|--------|
| Original Contract Amount:               | \$ | 50,000.00 |        |
| Net change by Change Orders:            | \$ | -         |        |
| Contract Amount to Date: (line 1 ± 2)   | \$ | 50,000.00 |        |
| Total completed and stored to date:     | \$ | 21,672.61 |        |
| Retainage: 5 % of Completed Work:       |    |           |        |
| Total Earned less Retainage:            | \$ | 21,672.61 |        |
| Less previous applications for payment: | \$ | 20,963.86 |        |
| SUBTOTAL                                | \$ |           | 708.75 |

OTHER CHARGES (Attach an itemized list) \$ -

**CURRENT PAYMENT DUE** \$ 708.75

Balance to finish, including retainage: \$ 28,327.39

Contract Time Remaining (If applicable) - Working Days

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all the amounts have been paid by the Contractor for work for which previous Certificate(s) for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**Construction Contractor Approval:** McClure Engineering Company  
Firm Name

Signature Date

**Engineer / Consultant Approval:** McClure Engineering Company  
Firm Name

Signature: *Heather Dallen* Date: November 15, 2023

**City of Grimes Staff Approval:** *Matt Ahrens* Date: 11-16-23  
Signature

**City of Grimes Council Approval:** Council 11-28-23 Date:   
Signature

**Submit to:** Matt Ahrens, P.E. - City Engineer - Engineering Department

**E-mail:** [mahrens@grimesiowa.gov](mailto:mahrens@grimesiowa.gov) **Phone:** (515) 986-4050 **Fax:** (515) 986-4480

# APPLICATION FOR PARTIAL PAYMENT OF CONTRACT

## Previous Applications for Payment

| No. | Date               | Amount       |
|-----|--------------------|--------------|
| 1   | August 22, 2023    | \$ 14,512.00 |
| 2   | September 26, 2023 | \$ 2,739.36  |
| 3   | October 24, 2023   | \$ 3,712.50  |
| 4   |                    |              |
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| 35  |                    |              |

## Previous Applications for Payment

| No. | Date | Amount |
|-----|------|--------|
| 36  |      |        |
| 37  |      |        |
| 38  |      |        |
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| 70  |      |        |

TOTAL \$ 20,963.86

## Record of Change Orders

| No.        | Date | Amount |
|------------|------|--------|
| 1          |      |        |
| 2          |      |        |
| 3          |      |        |
| 4          |      |        |
| 5          |      |        |
| 6          |      |        |
| 11/28/2023 |      |        |
| 8          |      |        |
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| 25         |      |        |

TOTAL \$ -

## Contract Time Remaining

|                          |               |
|--------------------------|---------------|
| Contract Period:         | Working Days  |
| Original Contract Date:  | June 27, 2023 |
| Original Contract Time:  |               |
| Added by Change Order:   |               |
| Contract Time to Date:   | -             |
| Time Used to Date:       |               |
| Contract Time Remaining: | -             |



1360 NW 121st Street  
Clive, IA 50325

Matt Ahrens  
City of Grimes, IA  
101 Northeast Harvey Street  
Grimes, IA 50111

October 31, 2023  
Project No: 2023000795-000  
Invoice No: 148466  
Due Date: November 30, 2023

Project 2023000795-000 City of Grimes - CIWW Assistance

**Professional Services from October 01, 2023 to October 28, 2023**

Phase 1 CIWW Assistance

|                         | Hours | Rate   | Amount          |
|-------------------------|-------|--------|-----------------|
| Principal               | 2.00  | 270.00 | 540.00          |
| Totals                  | 2.00  |        | 540.00          |
| <b>Total Labor</b>      |       |        | <b>540.00</b>   |
| <b>Total this Phase</b> |       |        | <b>\$540.00</b> |

Phase 3 Project Administration

|                         | Hours | Rate   | Amount          |
|-------------------------|-------|--------|-----------------|
| Project Coordinator     | 1.25  | 135.00 | 168.75          |
| Totals                  | 1.25  |        | 168.75          |
| <b>Total Labor</b>      |       |        | <b>168.75</b>   |
| <b>Total this Phase</b> |       |        | <b>\$168.75</b> |

|                                | Current | Prior | To-Date         |
|--------------------------------|---------|-------|-----------------|
| Fees                           | 0.00    | 0.00  | 0.00            |
| Contract Limit (not-to-exceed) |         |       | 50,000.00       |
| Contract Limit Remaining       |         |       | 50,000.00       |
| <b>Total Due this Invoice</b>  |         |       | <b>\$708.75</b> |

  
**CITY COUNCIL COMMUNICATION**  
**Meeting Date: 11/28/2023**

**AGENDA ITEM:**

**BACKGROUND:**

**BUDGETARY CONSIDERATIONS:**

**STRATEGIC PLANNING:**

Prioritized: \_\_\_\_ YES \_\_\_\_ NO

\*High-Performing Organization/Exception Professional Services \_\_\_\_

\*Great Place to Live/Expanded Quality of Life Amenities \_\_\_\_

\*Dynamic Town/Strong Sense of Community \_\_\_\_

\*More Beautiful/Vibrant Community \_\_\_\_

**BOARD/COMMISSION ACTIONS:**

**STAFF RECOMMENDATION:**

**RESPONSIBLE STAFF/CONTACT INFORMATION:**

Prepared by:

Return to:

# APPLICATION FOR PARTIAL PAYMENT OF CONTRACT



**Project Title:** North Jordan Well Repairs  
**Contractor:** McClure Engineering Company  
**Address:** 1360 NW 121st Street, Clive, Iowa 50325  
**Finance Budget Code:** 372-810-6407 **Finance Project #**  
**Vendor Project or Invoice #:** 2022000892-000 **PO #**  
**Original Contract Date:** June 28, 2022 **Vendor #** 2830

**Date of Council Meeting:** November 28, 2023 **PAYMENT REQUEST #** 13  
**PAYMENT PERIOD:** From: October 1, 2023 Through: October 28, 2023

## Contract Summary

|                                         |    |            |             |
|-----------------------------------------|----|------------|-------------|
| Original Contract Amount:               | \$ | 55,000.00  |             |
| Net change by Change Orders:            | \$ | 195,000.00 |             |
| Contract Amount to Date: (line 1 ± 2)   | \$ |            | 250,000.00  |
| Total completed and stored to date:     | \$ | 216,702.44 |             |
| Retainage: 5 % of Completed Work:       |    |            |             |
| Total Earned less Retainage:            | \$ |            | 216,702.44  |
| Less previous applications for payment: | \$ |            | 214,731.41  |
| SUBTOTAL                                |    |            | \$ 1,971.03 |

OTHER CHARGES (Attach an itemized list) \$ -

**CURRENT PAYMENT DUE** \$ 1,971.03

Balance to finish, including retainage: \$ 33,297.56

Contract Time Remaining (If applicable) - Working Days

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all the amounts have been paid by the Contractor for work for which previous Certificate(s) for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Construction Contractor Approval:

Firm Name

Signature

Date

Engineer / Consultant Approval:

McClure Engineering Co

Firm Name

Signature

Date

November 15, 2023

City of Grimes Staff Approval:

Signature

Date

11-16-23

City of Grimes Council Approval:

Council 11-28-23

Signature

Date

Submit to:

Matt Ahrens, P.E. - City Engineer - Engineering Department

E-mail:

[mahrens@grimesiowa.gov](mailto:mahrens@grimesiowa.gov)

Phone:

(515) 986-4050

Fax:

(515) 986-4480

# APPLICATION FOR PARTIAL PAYMENT OF CONTRACT

## Previous Applications for Payment

| No. | Date               | Amount       |
|-----|--------------------|--------------|
| 1   | November 22, 2022  | \$ 74,776.08 |
| 2   | December 27, 2022  | \$ 48,883.76 |
| 3   | January 24, 2023   | \$ 32,874.65 |
| 4   | February 14, 2023  | \$ 26,175.79 |
| 5   | March 28, 2023     | \$ 7,096.45  |
| 6   | April 25, 2023     | \$ 15,662.75 |
| 7   | May 23, 2023       | \$ 641.25    |
| 8   | June 27, 2023      | \$ 371.25    |
| 9   | July 25, 2023      | \$ 708.75    |
| 10  | August 22, 2023    | \$ 5,110.68  |
| 11  | September 26, 2023 | \$ 405.00    |
| 12  | October 24, 2023   | \$ 2,025.00  |
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## Previous Applications for Payment

| No. | Date | Amount |
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TOTAL \$ 214,731.41

## Record of Change Orders

| No.        | Date             | Amount        |
|------------|------------------|---------------|
| 1          | November 8, 2022 | \$ 195,000.00 |
| 2          |                  |               |
| 3          |                  |               |
| 4          |                  |               |
| 5          |                  |               |
| 6          |                  |               |
| 11/28/2023 |                  |               |
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TOTAL \$ 195,000.00

## Contract Time Remaining

|                          |               |
|--------------------------|---------------|
| Contract Period:         | Working Days  |
| Original Contract Date:  | June 28, 2022 |
| Original Contract Time:  |               |
| Added by Change Order:   |               |
| Contract Time to Date:   | -             |
| Time Used to Date:       |               |
| Contract Time Remaining: | -             |





1360 NW 121st Street  
Clive, IA 50325

Matt Ahrens  
City of Grimes, IA  
101 Northeast Harvey Street  
Grimes, IA 50111

October 31, 2023  
Project No: 2022000892-000  
Invoice No: 148468  
Due Date: November 30, 2023

Project 2022000892-000 Grimes North Jordan Well Repairs

**Professional Services from October 01, 2023 to October 28, 2023**

Phase 163 Project Administration

|                     | Hours | Rate   | Amount                  |                 |
|---------------------|-------|--------|-------------------------|-----------------|
| Principal           | .25   | 270.00 | 67.50                   |                 |
| Project Coordinator | 1.25  | 135.00 | 168.75                  |                 |
| Totals              | 1.50  |        | 236.25                  |                 |
| <b>Total Labor</b>  |       |        |                         | <b>236.25</b>   |
|                     |       |        | <b>Total this Phase</b> | <b>\$236.25</b> |

Phase 592 Coordination with Permitting and Insurance Agencies

|                    | Hours | Rate   | Amount                  |                 |
|--------------------|-------|--------|-------------------------|-----------------|
| Principal          | 1.00  | 270.00 | 270.00                  |                 |
| Totals             | 1.00  |        | 270.00                  |                 |
| <b>Total Labor</b> |       |        |                         | <b>270.00</b>   |
|                    |       |        | <b>Total this Phase</b> | <b>\$270.00</b> |

Phase 600 Construction Administration & Observation Services

|                    | Hours | Rate   | Amount |               |
|--------------------|-------|--------|--------|---------------|
| Project Manager I  | 2.00  | 185.00 | 370.00 |               |
| Principal          | 2.00  | 270.00 | 540.00 |               |
| Totals             | 4.00  |        | 910.00 |               |
| <b>Total Labor</b> |       |        |        | <b>910.00</b> |

|                           |  |  |                         |                 |
|---------------------------|--|--|-------------------------|-----------------|
| Mileage (.655/.50 p/mile) |  |  |                         | <b>20.96</b>    |
|                           |  |  | <b>Total this Phase</b> | <b>\$930.96</b> |

Phase 850 Coordination with Suppliers & Contractors

|                   | Hours | Rate   | Amount |  |
|-------------------|-------|--------|--------|--|
| Project Manager I | 2.00  | 185.00 | 370.00 |  |

|           |                    |                                  |         |               |
|-----------|--------------------|----------------------------------|---------|---------------|
| Project   | 2022000892-000     | Grimes North Jordan Well Repairs | Invoice | 148468        |
| Principal |                    | .50                              | 270.00  | 135.00        |
|           | Totals             | 2.50                             |         | 505.00        |
|           | <b>Total Labor</b> |                                  |         | <b>505.00</b> |

Mileage (.655/.50 p/mile)

**28.82**

**Total this Phase**

**\$533.82**

**Total Due this Invoice**

**\$1,971.03**

**Outstanding Invoices**

| Number       | Date     | Balance     |
|--------------|----------|-------------|
| 146109       | 7/5/2023 | -.20        |
| <b>Total</b> |          | <b>-.20</b> |

  
**CITY COUNCIL COMMUNICATION**  
**Meeting Date: 11/28/2023**

**AGENDA ITEM:**

**BACKGROUND:**

**BUDGETARY CONSIDERATIONS:**

**STRATEGIC PLANNING:**

Prioritized: \_\_\_\_ YES \_\_\_\_ NO

\*High-Performing Organization/Exception Professional Services \_\_\_\_

\*Great Place to Live/Expanded Quality of Life Amenities \_\_\_\_

\*Dynamic Town/Strong Sense of Community \_\_\_\_

\*More Beautiful/Vibrant Community \_\_\_\_

**BOARD/COMMISSION ACTIONS:**

**STAFF RECOMMENDATION:**

**RESPONSIBLE STAFF/CONTACT INFORMATION:**

Prepared by:

Return to:

**BRADSHAW FOWLER**  
**PROCTOR & FAIRGRAVE**  
A PROFESSIONAL CORPORATION  
ATTORNEYS AT LAW

November 16, 2023

Invoice Number: 294723

Federal ID: 42-1378302

Matter: 20632.1

City of Grimes  
Jake Anderson  
101 NE Harvey Street  
Grimes, IA 50111

RE: City of Grimes - Library Construction Manager Contract

---

FOR PROFESSIONAL SERVICES RENDERED THROUGH October 31, 2023

|          |     |                                                                                                                                          |      |        |
|----------|-----|------------------------------------------------------------------------------------------------------------------------------------------|------|--------|
| 10/02/23 | SMO | E-mail correspondence with Rochelle Williams re follow up on project status;                                                             | 0.10 | 25.00  |
| 10/02/23 | SMO | E-mail correspondence with Rochelle Williams re strategic planning;                                                                      | 0.10 | 25.00  |
| 10/06/23 | SMO | Preparation for and video conference with Cheryl Heid et al to discuss the Graphite issues;                                              | 0.50 | 125.00 |
| 10/11/23 | SMO | E-mail correspondence with Steve Tyler re plans for further review of the Graphite issues;                                               | 0.10 | 25.00  |
| 10/17/23 | SMO | Reviewed Iowa Code Chapter 266 re thresholds for public bidding requirements; Reviewed PCO #34 and provided feedback to Cheryl Heid;     | 0.30 | 75.00  |
| 10/18/23 | SMO | E-mail correspondence with Steve Tyler re plans for further discussion of the Graphite issues;                                           | 0.10 | 25.00  |
| 10/23/23 | SMO | Preparation for and conference call with Steve Tyler to discuss Graphite related issues and the change order for miscellaneous services; | 0.50 | 125.00 |
| 10/23/23 | SMO | Telephone call from Rochelle Williams to discuss plans for supplemental services by Weitz;                                               | 0.30 | 75.00  |

PLEASE REMIT PAYMENT TO DES MOINES OFFICE:  
801 GRAND AVENUE, SUITE 3700 • DES MOINES, IOWA 50309-8004  
PHONE (515) 243-4191 • FAX (515) 246-5808  
[www.bradshawlaw.com](http://www.bradshawlaw.com)

City of Grimes  
Invoice No. 294723

---

| Summary of Services   |             |      |        |                 |
|-----------------------|-------------|------|--------|-----------------|
| O'Brien, Sean M       | Shareholder | 2.00 | 250.00 | 500.00          |
| Total Services        |             |      |        | <u>\$500.00</u> |
| BALANCE OUTSTANDING   |             |      |        | \$1,000.00      |
| TOTAL DUE THIS MATTER |             |      |        | \$1,500.00      |

C-O

# INVISION

PLANNING | ARCHITECTURE | INTERIORS

PO BOX 1800, WATERLOO, IA 50704-1800

**PAID**

City of Grimes  
101 NE Harvey Street  
Grimes, IA 50111

Invoice number 1035648  
Date 10/31/2023

Project 19073 CITY OF GRIMES PUBLIC  
LIBRARY

email to invoice: heid@grimeslibrary.org; karalee@grimeslibrary.org

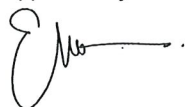
| Description                        | Contract Amount   | Percent Complete | Prior Billed      | Total Billed      | Current Billed   |
|------------------------------------|-------------------|------------------|-------------------|-------------------|------------------|
| <b>Schematic Design</b>            | 120,046.00        | 100.00           | 120,046.00        | 120,046.00        | 0.00             |
| <b>Design Development</b>          | 120,046.00        | 100.00           | 120,046.00        | 120,046.00        | 0.00             |
| <b>Construction Documents</b>      | 180,069.00        | 100.00           | 180,069.00        | 180,069.00        | 0.00             |
| <b>Bidding/Negotiations</b>        | 30,011.50         | 100.00           | 30,011.50         | 30,011.50         | 0.00             |
| <b>Construction Administration</b> | 201,284.19        | 93.00            | 179,142.93        | 187,194.30        | 8,051.37         |
| <b>Donor Signage</b>               | 12,500.00         | 100.00           | 10,375.00         | 12,500.00         | 2,125.00         |
| <b>Total</b>                       | <b>663,956.69</b> | <b>97.88</b>     | <b>639,690.43</b> | <b>649,866.80</b> | <b>10,176.37</b> |

Invoice total **10,176.37**

## Aging Summary

| Invoice Number | Invoice Date | Outstanding      | Current          | Over 30     | Over 60     | Over 90     | Over 120    |
|----------------|--------------|------------------|------------------|-------------|-------------|-------------|-------------|
| 1035648        | 10/31/2023   | 10,176.37        | 10,176.37        |             |             |             |             |
|                | <b>Total</b> | <b>10,176.37</b> | <b>10,176.37</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> |

Approved by:



Eric Ritland  
Partner, AIA, EDAC



When you provide a check as payment, you authorize us either to use information from your check to make one-time electronic fund transfer from your account or to process the payment as a check transaction.

  
**CITY COUNCIL COMMUNICATION**  
**Meeting Date: 11/28/2023**

**AGENDA ITEM:** Capital Project Payments

**BACKGROUND:** The Grimes City Council entered into construction contracts for certain public improvements. Each payment must be approved by Council.

**BUDGETARY CONSIDERATIONS:**

**STRATEGIC PLANNING:**

Prioritized: \_\_\_\_ YES \_\_\_\_ NO

\*High-Performing Organization/Exception Professional Services \_\_\_\_

\*Great Place to Live/Expanded Quality of Life Amenities \_\_\_\_

\*Dynamic Town/Strong Sense of Community \_\_\_\_

\*More Beautiful/Vibrant Community \_\_\_\_

**BOARD/COMMISSION ACTIONS:** N/A

**STAFF RECOMMENDATION:** N/A

**RESPONSIBLE STAFF/CONTACT INFORMATION:**

Rochelle Williams, City Clerk / Director of Administrative Services, [rochelle@grimesiowa.gov](mailto:rochelle@grimesiowa.gov)

Prepared by: Rochelle Williams

Return to: Rochelle Williams

## RESOLUTION 11-2823 APPROVING CAPITAL PROJECT PAYMENT REQUESTS

### Grimes Resolution No. 11-2823

WHEREAS, the Grimes City Council entered into construction contracts for the construction of certain public improvements;

WHEREAS, the contractor for each project shall submit progress payment requests;

WHEREAS, the engineering firm overseeing the project along with the City Engineer review the pay requests and submit them for payment;

WHEREAS, the attached pay requests have been reviewed and have been determined to be due and payable to the contractor

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Grimes, Iowa, recommend payment of the attached pay request.

PASSED and APPROVED on November 28, 2023.

---

Scott Mikkelsen, Mayor

Attested:

---

Rochelle Williams, City Clerk



**CITY OF  
GRIMES**  
**CITY COUNCIL COMMUNICATION**  
**Meeting Date: 11/28/2023**

**AGENDA ITEM:**

**BACKGROUND:**

**BUDGETARY CONSIDERATIONS:**

**STRATEGIC PLANNING:**

Prioritized: \_\_\_\_ YES \_\_\_\_ NO

\*High-Performing Organization/Exception Professional Services \_\_\_\_

\*Great Place to Live/Expanded Quality of Life Amenities \_\_\_\_

\*Dynamic Town/Strong Sense of Community \_\_\_\_

\*More Beautiful/Vibrant Community \_\_\_\_

**BOARD/COMMISSION ACTIONS:**

**STAFF RECOMMENDATION:**

**RESPONSIBLE STAFF/CONTACT INFORMATION:**

Prepared by:

Return to:

# APPLICATION FOR PARTIAL PAYMENT OF CONTRACT



**Project Title:** Native Vegetation Enhancements in Storm Water Treatment Facilities  
**Contractor:** Redbud Landscaping, LLC  
**Address:** 1208 E 20th Court, Des Moines, IA 50317  
**Finance Budget Code:** 740-865-6499 **Finance Project #**  
**Vendor Project or Invoice #:** **PO #**  
**Original Contract Date:** August 11, 2020 **Vendor #** 3569

**Date of Council Meeting:** November 28, 2023 **PAYMENT REQUEST #** 12 (final)  
**PAYMENT PERIOD:** From: July 20, 2023 Through: October 10, 2023

## Contract Summary

|                                         |    |           |           |
|-----------------------------------------|----|-----------|-----------|
| Original Contract Amount:               | \$ | 19,201.50 |           |
| Net change by Change Orders:            | \$ | 13,389.50 |           |
| Contract Amount to Date: (line 1 ± 2)   | \$ |           | 32,591.00 |
| Total completed and stored to date:     | \$ | 32,591.00 |           |
| Retainage: 5 % of Completed Work:       | \$ | 1,629.55  |           |
| Total Earned less Retainage:            | \$ |           | 30,961.45 |
| Less previous applications for payment: | \$ |           | 29,117.79 |
| SUBTOTAL                                | \$ |           | 1,843.66  |
| OTHER CHARGES (Attach an itemized list) | \$ |           | -         |
| CURRENT PAYMENT DUE                     | \$ |           | 1,843.66  |
| Balance to finish, including retainage: | \$ |           | 1,629.55  |

Contract Time Remaining (If applicable) - #

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all the amounts have been paid by the Contractor for work for which previous Certificate(s) for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**Construction Contractor Approval:** Redbud Landscaping, LLC

Firm Name

Signature

TRAVES BAUER

Date

11/10/23

**Engineer / Consultant Approval:**

Nilles Associates, Inc.

Firm Name

Signature

John Nilles

Date

11/15/23

**City of Grimes Staff Approval:**

Signature

Matt Ahrens

Date

11-16-23

**City of Grimes Council Approval:**

Council 11-28-23

Signature

Date

**Submit to:**

Matt Ahrens, P.E. - City Engineer - Engineering Department

**E-mail:**

[mahrens@grimesiowa.gov](mailto:mahrens@grimesiowa.gov)

**Phone:**

(515) 986-4050

**Fax:**

(515) 986-4480

# APPLICATION FOR PARTIAL PAYMENT OF CONTRACT

## CONTRACT PRICE DETAIL

| ITEM NO. | DESCRIPTION<br>(Include Change Order # if Applicable)                   | UNITS | ORIGINAL PROPOSED QUANTITY | QUANTITY CHANGE (BY CHANGE ORDER) | TOTAL QUANTITY | UNIT PRICE  | EXTENDED PRICE | QUANTITY COMPLETE | VALUE OF COMPLETED WORK | REMAINING QUANTITY | PERCENT COMPLETE |
|----------|-------------------------------------------------------------------------|-------|----------------------------|-----------------------------------|----------------|-------------|----------------|-------------------|-------------------------|--------------------|------------------|
| 1        | August 2020 - Mowing                                                    | AC    | 1.70                       |                                   | 1.70           | \$ 370.00   | \$ 629.00      | 1.70              | \$ 629.00               | -                  | 100.00%          |
| 2        | September 2020 - Herbicide                                              | AC    | 3.80                       | 0.20                              | 4.00           | \$ 350.00   | \$ 1,400.00    | 4.00              | \$ 1,400.00             | -                  | 100.00%          |
| 3        | October 2020 - Herbicide                                                | AC    | 1.70                       | 0.20                              | 1.90           | \$ 125.00   | \$ 237.50      | 1.90              | \$ 237.50               | -                  | 100.00%          |
| 4        | November 2020 - Native Seeding                                          | AC    | 1.70                       | 0.10                              | 1.80           | \$ 2,900.00 | \$ 5,220.00    | 1.80              | \$ 5,220.00             | -                  | 100.00%          |
| 5        | November 2020 - BFI Hydromulch                                          | AC    | 1.60                       | (1.60)                            | -              | \$ 3,800.00 | \$ -           |                   | \$ -                    | -                  | 0.00%            |
| 6        | November 2020 - Rolled Erosion Control Product                          | SY    | 400.00                     |                                   | 400.00         | \$ 2.95     | \$ 1,180.00    | 400.00            | \$ 1,180.00             | -                  | 100.00%          |
| 7        | May 2021 - Mowing                                                       | AC    | 1.70                       | 0.10                              | 1.80           | \$ 250.00   | \$ 450.00      | 1.80              | \$ 450.00               | -                  | 100.00%          |
| 8        | June 2021 - Herbicide                                                   | AC    | 3.80                       | 0.20                              | 4.00           | \$ 350.00   | \$ 1,400.00    | 4.00              | \$ 1,400.00             | -                  | 100.00%          |
| 9        | September 2021 - Herbicide                                              | AC    | 3.80                       | 0.20                              | 4.00           | \$ 350.00   | \$ 1,400.00    | 4.00              | \$ 1,400.00             | -                  | 100.00%          |
| 10       | November 2021 - Mowing                                                  | AC    | 1.70                       | (1.70)                            | -              | \$ 250.00   | \$ -           |                   | \$ -                    | -                  | 0.00%            |
| 11       | CO#1 - September 2020 - Mowing                                          | AC    |                            | 1.80                              | 1.80           | \$ 370.00   | \$ 666.00      | 1.80              | \$ 666.00               | -                  | 100.00%          |
| 12       | CO#1 - Conventional Seeding - Type 1 Lawn                               | AC    |                            | 0.20                              | 0.20           | \$ 7,285.00 | \$ 1,457.00    | 0.20              | \$ 1,457.00             | -                  | 100.00%          |
| 13       | CO#1 - Repair Seeding - Mestic Mix                                      | AC    |                            | 0.10                              | 0.10           | \$ 2,900.00 | \$ 290.00      | 0.10              | \$ 290.00               | -                  | 100.00%          |
| 14       | CO#2 - Preparation and Mestic Mix Seeding                               | AC    |                            | 2.00                              | 2.00           | \$ 4,595.00 | \$ 9,190.00    | 2.00              | \$ 9,190.00             | -                  | 100.00%          |
| 15       | CO#2 - May 2022 - Mowing                                                | AC    |                            | -                                 | -              | \$ 250.00   | \$ -           |                   | \$ -                    | -                  | 0.00%            |
| 16       | CO#2 - June 2022 - Herbicide                                            | AC    | 3.80                       | 1.00                              | 4.80           | \$ 350.00   | \$ 1,680.00    | 4.80              | \$ 1,680.00             | -                  | 100.00%          |
| 17       | CO#3 - Systemic Herbicide - July 2022 - Autumn Park, NW 8th - 2x        | AC    |                            | 0.70                              | 0.70           | \$ 700.00   | \$ 490.00      | 0.70              | \$ 490.00               | -                  | 100.00%          |
| 18       | CO#3 - Mowing - July 2022 - NE Little Beaver Drive Basin                | AC    |                            | 0.80                              | 0.80           | \$ 350.00   | \$ 280.00      | 0.80              | \$ 280.00               | -                  | 100.00%          |
| 19       | CO#3 - Spot Herbicide - August 2022 - All areas                         | AC    |                            | 6.00                              | 6.00           | \$ 350.00   | \$ 2,100.00    | 6.00              | \$ 2,100.00             | -                  | 100.00%          |
| 20       | CO#3 - Mowing - September 2022 - NE Little Beaver Drive Basin           | AC    |                            | -                                 | -              | \$ 350.00   | \$ -           |                   | \$ -                    | -                  | 0.00%            |
| 21       | CO#3 - Repair Native Seeding - Sept 2022 - NW Brookside, Gabus          | AC    |                            | 0.50                              | 0.50           | \$ 2,900.00 | \$ 1,450.00    | 0.50              | \$ 1,450.00             | -                  | 100.00%          |
| 22       | CO#3 - Mowing - July 2023 - Autumn Pk, NW 8th, NE Little Beaver         | AC    |                            | 0.80                              | 0.80           | \$ 351.00   | \$ 280.80      | 0.80              | \$ 280.80               | -                  | 100.00%          |
| 23       | CO#3 - Mowing - Sept 2023 - Autumn Pk, NW 8th, NE Little Beaver         | AC    |                            | 0.80                              | 0.80           | \$ 352.00   | \$ 281.60      | 0.80              | \$ 281.60               | -                  | 100.00%          |
| 24       | CO#3 - Spot Herbicide - October 2023 - All areas                        | AC    |                            | 4.70                              | 4.70           | \$ 353.00   | \$ 1,659.10    | 4.70              | \$ 1,659.10             | -                  | 100.00%          |
| 25       | CO#4 - Wattles removal, dispose of materials, and repair native seeding | LS    |                            | 1.00                              | 1.00           | \$ 850.00   | \$ 850.00      | 1.00              | \$ 850.00               | -                  | 100.00%          |

TOTAL CONTRACT AND VALUE OF WORK COMPLETED TO DATE

\$ 32,591.00

\$ 32,591.00

100.00%



# APPLICATION FOR PARTIAL PAYMENT OF CONTRACT

## Previous Applications for Payment

| No. | Date               | Amount       |
|-----|--------------------|--------------|
| 1   | September 8, 2020  | \$ 597.55    |
| 2   | October 27, 2020   | \$ 2,188.33  |
| 3   | February 9, 2021   | \$ 7,739.65  |
| 4   | June 22, 2021      | \$ 427.50    |
| 5   | August 10, 2021    | \$ 1,329.52  |
| 6   | October 12, 2021   | \$ 10,060.98 |
| 7   | August 23, 2022    | \$ 1,596.00  |
| 8   | September 27, 2022 | \$ 731.02    |
| 9   | November 8, 2022   | \$ 1,995.48  |
| 10  | December 13, 2022  | \$ 2,185.00  |
| 11  | August 8, 2023     | \$ 266.76    |
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## Previous Applications for Payment

| No. | Date | Amount |
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| 70  |      |        |

**TOTAL**      \$ 29,117.79

## Record of Change Orders

| No. | Date              | Amount        |
|-----|-------------------|---------------|
| 1   | September 8, 2020 | \$ 3,438.00   |
| 2   | June 8, 2021      | \$ 10,390.00  |
| 3   | June 28, 2022     | \$ 9,668.50   |
| 4   | November 8, 2022  | \$ (6,060.00) |
| 5   | November 28, 2023 | \$ (4,047.00) |
| 6   |                   |               |
| 7   |                   |               |
| 8   |                   |               |
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| 22  |                   |               |
| 23  |                   |               |
| 24  |                   |               |
| 25  |                   |               |

**TOTAL**      \$ 13,389.50

## Contract Time Remaining

Contract Period: \_\_\_\_\_  
Original Contract Date: August 11, 2020  
Original Contract Time: \_\_\_\_\_  
Added by Change Order: \_\_\_\_\_  
Contract Time to Date: \_\_\_\_\_  
Time Used to Date: \_\_\_\_\_  
Contract Time Remaining: \_\_\_\_\_

  
**CITY COUNCIL COMMUNICATION**  
**Meeting Date: 11/28/2023**

**AGENDA ITEM:** Personnel Transaction

**BACKGROUND:** The resolution authorizes names of individuals and their specific rates of pay to fill positions consistent with job descriptions and salary ranges previously approved and adopted by City Council, in the normal course of the HR Department's business.

**BUDGETARY CONSIDERATIONS:** These positions were included in the previously approved budget FY23.

**STRATEGIC PLANNING:**

Prioritized: \_\_\_\_YES \_\_\_\_NO

\*High-Performing Organization/Exception Professional Services   X  

\*Great Place to Live/Expanded Quality of Life Amenities \_\_\_\_

\*Dynamic Town/Strong Sense of Community \_\_\_\_

\*More Beautiful/Vibrant Community \_\_\_\_

**BOARD/COMMISSION ACTIONS:**

**STAFF RECOMMENDATION:** Staff recommends that the City Council approves the resolution.

**RESPONSIBLE STAFF/CONTACT INFORMATION:**

Erik Fisk, Director Human Resources, 515-986-3036, [efisk@grimesiowa.gov](mailto:efisk@grimesiowa.gov)

Prepared by: Tammy Johnson, Human Resources Associate

Return to: Erik Fisk, Human Resources Director

## RESOLUTION 11-2923 APPROVING PERSONNEL TRANSACTIONS

### Grimes Resolution No. 11-2923

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

**Section 1.** Pursuant to job descriptions and pay rates previously authorized by the City Council, the following employees have been hired by the Departments and at the rates identified below:

1. Jose Zamora was hired as Engineering Tech in the Development Services Department at the hourly rate of \$30.63.
2. Marc Capaldo was hired as Wastewater Laborer in the Public Works Department at the hourly rate of \$24.95.
3. Nickolas Cox was hired as Street Tech in the Public Works Department at the hourly rate of \$24.27.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Grimes, Iowa, that the aforementioned personnel transactions recommended by the City Administrator are hereby approved.

PASSED and APPROVED on November 28, 2023.

---

Scott Mikkelsen, Mayor

Attested:

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Rochelle Williams, City Clerk

  
**CITY COUNCIL COMMUNICATION**  
**Meeting Date: 11/28/2023**

**AGENDA ITEM:** Resolution Approving Agreement Regarding Trail and Sidewalk Construction for 3600 SE Miehe Dr

**BACKGROUND:** The site plan for 3600 SE Miehe Drive identifies the required construction of a trail along the north side of SE 37th Street, a sidewalk along the west side of SE Miehe Drive, and a sidewalk connection from the building to the sidewalk. Due to the uncertainty related to the widening of SE 37th Street, Staff has concluded that delaying the construction of the trail and sidewalks to align with future improvements to SE 37th Street is the best option.

That being said, Staff has developed the attached Agreement Regarding Trail and Sidewalk Construction. The agreement identifies that the property owner/developer will construct the trail and sidewalks at their own cost within one year of the completion of the SE 37th Street improvements. At the time SE 37th Street is improved, the city will give notice to the property owner/developer to complete the construction of the trail and sidewalk.

**BUDGETARY CONSIDERATIONS:** N/A

**STRATEGIC PLANNING:**

Prioritized: No

**BOARD/COMMISSION ACTIONS:** N/A

**STAFF RECOMMENDATION:** Staff recommends approval of the Resolution.

**RESPONSIBLE STAFF/CONTACT INFORMATION:**

Evann Martin, Assistant Planner, 515-986-4050, [emartin@grimesiowa.gov](mailto:emartin@grimesiowa.gov)

Prepared by: Evann Martin, Assistant Planner

Return to: Evann Martin, Assistant Planner

RESOLUTION 11-3023 APPROVING AGREEMENT REGARDING TRAIL AND SIDEWALK  
CONSTRUCTION FOR 3600 SE MIEHE DRIVE

Grimes Resolution No. 11-3023

WHEREAS, Property Owner has previously submitted to Grimes, for its consideration, and Grimes has approved a permit for the construction of a commercial building located at 3600 SE Miehe Drive on Lot 9 of Western Plains Business Park Plat 3, Grimes, Iowa, Polk Iowa (the “Project”); and,

WHEREAS, the Project identified the construction of a 10’ trail adjacent to the north side of SE 37th Street (the “Improvements”); and,

WHEREAS, the Project identified the construction of a 5’ sidewalk adjacent to the west side of SE Miehe Drive (the “Improvements”); and,

WHEREAS, the Project identified the construction of a 5’ sidewalk connection from the building to the sidewalk along SE Miehe Drive (the “Improvements”); and,

WHEREAS, due to the uncertain timing of the widening of SE 37<sup>th</sup> Street, the Developer does not wish to install the Improvements at this time; and,

WHEREAS, due to the lack of existing sidewalk network along SE Miehe Drive, the Developer does not wish to install the Improvements at this time; and,

WHEREAS, Grimes agrees that the delayed installation of the Improvements will allow for a more efficient future construction process.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Grimes, Iowa: That the City approves the Agreement Regarding Trail and Sidewalk Construction for 3600 SE Miehe Drive.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized and directed to execute the Agreement and file the Agreement with the Polk County Recorder.

PASSED and APPROVED on November 28, 2023.

---

Scott Mikkelsen, Mayor

Attested:

---

Rochelle Williams, City Clerk



WHEN RECORDED RETURN TO:  
Rochelle Williams  
Grimes City Clerk  
101 NE Harvey Street  
Grimes, Iowa 50111

## **AGREEMENT REGARDING TRAIL AND SIDEWALK CONSTRUCTION FOR 3600 SE MIEHE DRIVE**

This Agreement Regarding Sidewalk Construction (“Agreement”) made and entered into this 28<sup>th</sup> day of November 2023, by and between Platinum Development (“Developer”) and the City of Grimes, Iowa, an Iowa municipal corporation (“Grimes”).

**WHEREAS**, Developer has plans to develop property legally described on Exhibit A, attached hereto and incorporated herein by this reference (the “Property”), which is located within the City of Grimes; and

**WHEREAS**, Property Owner has previously submitted to Grimes, for its consideration, and Grimes has approved a site plan for the construction of a commercial building generally located at 3600 SE Miehe Drive, Grimes, Iowa, Polk Iowa (the “Project”); and

**WHEREAS**, the Project identified the construction of an 10’ trail adjacent to the north side of SE 37<sup>th</sup> Street (the “Improvements”); and

**WHEREAS**, the Project identified the construction of a 5’ sidewalk adjacent to the west side of SE Miehe Drive (the “Improvements”); and

**WHEREAS**, the Project identified the construction of a 5’ sidewalk connection from the building to the sidewalk along SE Miehe Drive (the “Improvements”); and

**WHEREAS**, due to the uncertain timing of the widening of SE 37<sup>th</sup> Street, the Developer does not wish to install the Improvements at this time; and

**WHEREAS**, due to the lack of existing sidewalk network along SE Miehe Drive, the Developer does not wish to install the Improvements at this time; and

**WHEREAS**, Grimes agrees that the delayed installation of the Improvements will allow for a more efficient future construction process.

**NOW, THEREFORE**, for and in consideration of Grimes granting approval for the Project and in further consideration of the mutual promises and covenants herein contained, the parties hereto do hereby agree as follows:

1. The Developer or future property owner agrees to construct the trail and sidewalk at their own cost in accordance to the approved site plan and attached Exhibit A.
2. The construction of the trail shall occur within one (1) year after the City has completed the future SE 37<sup>th</sup> Street improvements. If the property owner does not comply with this provision, the City shall construct the trail and sidewalk and bill the property owner for the cost incurred by the City to construct the improvements.
3. The construction of the sidewalk along SE Miehe Drive and the sidewalk connection shall occur by the Developer or future property owner within 60 days following written notice by the City of Grimes.

4. This Agreement shall be recorded with the Polk County Recorder.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed as of the day and year above-written.

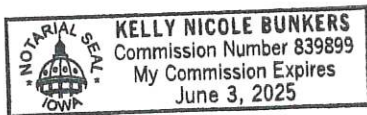
Signed this 1<sup>st</sup> day of November, 2023.

Platinum Development, Developer

By [Signature]  
Name Jay Cowen  
Title VP Construction

STATE OF IOWA )  
COUNTY OF Polk ) SS

On this 1 day of November, 2023 before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Jay Cowen, to me known to be the identical person named in and who executed the foregoing instrument, and acknowledged that these persons executed the instrument as the voluntary acts of the persons.



[Signature: Kelly Bunkers]  
Notary Public in and for the  
State of Iowa

My Commission expires 6-3-2025

CITY OF GRIMES

By: \_\_\_\_\_  
Scott Mikkelsen, Mayor

Attest:

\_\_\_\_\_  
Rochelle Williams  
City Clerk

STATE OF IOWA       )  
                                  ) SS  
COUNTY OF POLK    )

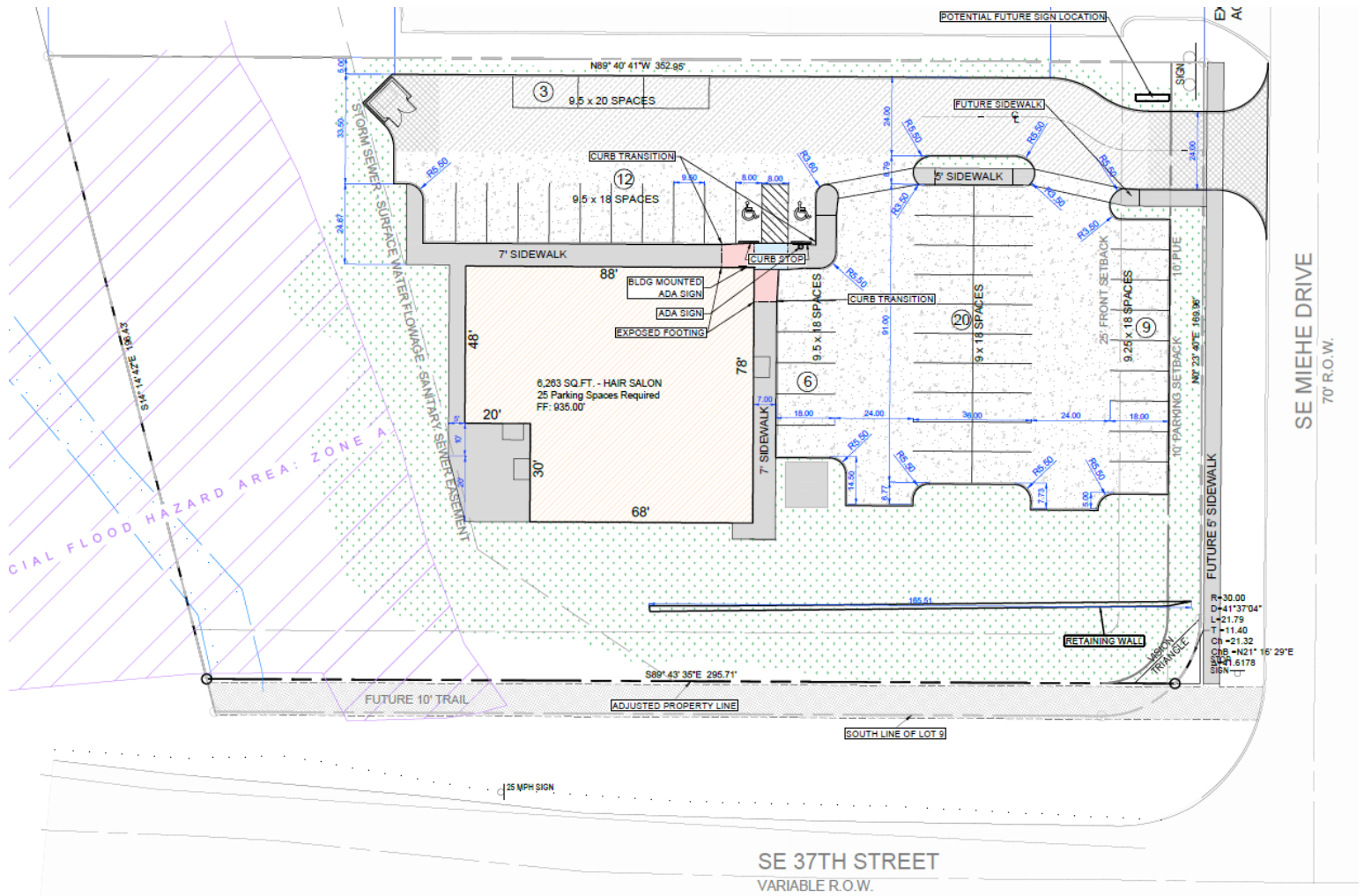
On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Scott Mikkelsen and Rochelle Williams, to me personally known, and, who, being by me duly sworn, did say that they are the Mayor and the City Clerk, respectively, of the City of Grimes, Iowa; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation, by authority of its City Council, as contained in Resolution No. \_\_\_\_\_ adopted by the City Council, under Roll Call of the City Council on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, and that Scott Mikkelsen and Rochelle Williams acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the  
State of Iowa

My Commission expires \_\_\_\_\_

EXHIBIT A

LOT 9 WESTERN PLAINS BUSINESS PARK PLAT NO. 3, AN OFFICIAL PLAT, ALL BEING IN AND FORMING A PART OF THE CITY OF GRIMES, POLK COUNTY IOWA LESS THE SOUTH 10 FEET.



  
**CITY COUNCIL COMMUNICATION**  
**Meeting Date: 11/28/2023**

**AGENDA ITEM:** Resolution Accepting Warranty Deed for SE 37th St Right-of-Way

**BACKGROUND:** A site plan for 3600 SE Miehe Drive was previously approved by the City Council. As part of the site plan approval, 10 feet of right-of-way along SE 37th Street was shown to be dedicated to the City for future planned improvements to SE 37th Street. To dedicate the right-of-way to the City, a plat of survey and warranty deed is required. The plat of survey was previously reviewed and approved by City staff and recorded with Polk County. The property owner of 3600 SE Miehe Drive has now prepared the warranty deed for acceptance by the City to transfer the right-of-way to the City.

The City Attorney has reviewed the Warranty Deed and finds no issues.

**BUDGETARY CONSIDERATIONS:** N/A

**STRATEGIC PLANNING:**

Prioritized: No

**BOARD/COMMISSION ACTIONS:** N/A

**STAFF RECOMMENDATION:** Staff recommends approval of the Resolution.

**RESPONSIBLE STAFF/CONTACT INFORMATION:**

Evann Martin, Assistant Planner, 515-986-4050, [emartin@grimesiowa.gov](mailto:emartin@grimesiowa.gov)

Prepared by: Evann Martin, Assistant Planner

Return to: Evann Martin, Assistant Planner

RESOLUTION 11-3123 ACCEPTING WARRANTY DEED FOR SE 37TH STREET RIGHT-OF-WAY

Grimes Resolution No. 11-3123

WHEREAS, approval of the Western Plains Business Park Plat 3 (“Plat”) has previously been given by the Grimes City Council; and

WHEREAS, approval of a site plan (“Site Plan”) on Lot 9 Western Plains Business Park Plat 3 has previously been given by the Grimes City Council; and

WHEREAS, WHEREAS, said Site Plan identified certain right-of-way (“Right-of-Way”) to be dedicated to the City of Grimes for future improvements to SE 37<sup>th</sup> Street and described as Parcel ‘2022-42’ of the Plat of Survey filed in the Office of the Recorder of Polk County, Iowa on September 6, 2022 in Book 19255, Page 467, being a part of Lot 9 in Western Plains Business Park Plat No. 3, an Official Plat, now included in and forming a part of the City of Grimes, Polk County, Iowa; and

WHEREAS, a plat of survey (“Plat of Survey”) has previously been approved by the City of Grimes and recorded with the Polk County Recorder in Book 19255, Page 467 for said Right-of-Way; and

WHEREAS, a Warranty Deed for the Right-of-Way has been prepared and provided to the City of Grimes for approval.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Grimes, Iowa:

1. That the Warranty Deed for the street Right-of-Way is hereby accepted.

This resolution shall be filed with the Polk County, Iowa Recorder.

PASSED and APPROVED on November 28, 2023.

---

Scott Mikkelsen, Mayor

Attested:

---

Rochelle Williams, City Clerk

## **WARRANTY DEED**

**Preparer Information:**

Lisa R. Wilson  
222 N.W. Sunrise Drive  
Waukee, Iowa 50263  
(515) 369-2502

**Taxpayer Information:**

City of Grimes, Iowa  
City Hall  
101 N.E. Harvey Street  
Grimes, Iowa 50111

**Return Document To:**

Wilson & Egge, P.C.  
222 N.W. Sunrise Drive  
Waukee, Iowa 50263

**Grantor:**

Bleacher Burns Holding, L.L.C.

**Grantee:**

City of Grimes, Iowa

**Legal Description:**

Parcel '2022-42' of the Plat of Survey filed in the Office of the Recorder of Polk County, Iowa on September 6, 2022 in Book 19255, Page 467, being a part of Lot 9 in Western Plains Business Park Plat No. 3, an Official Plat, now included in and forming a part of the City of Grimes, Polk County, Iowa.

**Document or instrument number of previously recorded documents:**

N/A

## WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS: In consideration of the sum of ONE Dollar and other good and valuable consideration, the receipt of which is hereby acknowledged, BLEACHER BUMS HOLDING, L.L.C., an Iowa limited liability company, hereby conveys unto THE CITY OF GRIMES, IOWA, the following described real estate, situated in Polk County, Iowa:

Parcel '2022-42' of the Plat of Survey filed in the Office of the Recorder of Polk County, Iowa on September 6, 2022 in Book 19255, Page 467, being a part of Lot 9 in Western Plains Business Park Plat No. 3, an Official Plat, now included in and forming a part of the City of Grimes, Polk County, Iowa.

SUBJECT TO ALL COVENANTS, RESTRICTIONS AND EASEMENTS OF RECORD.

Exemption 428A.2(6).

Grantor does hereby covenant with grantee, and its successors in interest, that said grantor holds fee title to the real estate; that it has good and lawful authority to sell and convey the same; that said premises are free and clear of all liens and encumbrances whatsoever except as may be above stated; and it covenants to warrant and defend said real estate against the lawful claims of all persons, except as may be above stated.

Each of the undersigned relinquishes all rights of dower, homestead and distributive share in and to such real estate.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

Dated 11/9, 2023.

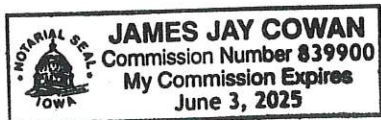
BLEACHER BUMS HOLDING, L.L.C.

By: Christopher Dawson, Manager

STATE OF IOWA )  
COUNTY OF Polk ) SS:  
 )

This record was acknowledged before me on this 9 day of November, 2023, by Christopher Dawson, Manager of Bleacher Bums Holding, L.L.C.

James Jay Cowan  
Notary Public in and for Said State  
My commission expires 6/3/2025





  
**CITY COUNCIL COMMUNICATION**  
**Meeting Date: 11/28/2023**

**AGENDA ITEM:** Annual TIF Indebtedness Certification

**BACKGROUND:** The City is required to provide information to the County Auditors by December 1<sup>st</sup> of each year for the TIF certification. The attached report outlines the TIF rebates and other TIF debts the city has incurred and is certifying for the following year's taxes. The form also provides the County with the total TIF dollars requested by the City for the following tax season.

**BUDGETARY CONSIDERATIONS:** The City is certifying \$4,007,391 for planned TIF rebate payments in Fiscal year 2024-2025. We are certifying the TIF portion of the 2023A GO and the 2023B GO/Urban Renewal debts that were issued in May 2023, and the planned reimbursement for the admin and professional support program of \$599,375. The total TIF tax dollars request for next year will be \$8,940,366.

**STRATEGIC PLANNING:**

Prioritized: X YES ☐ NO

\*High-Performing Organization/Exception Professional Services ☐

\*Great Place to Live/Expanded Quality of Life Amenities X

\*Dynamic Town/Strong Sense of Community ☐

\*More Beautiful/Vibrant Community ☐

**BOARD/COMMISSION ACTIONS:** Council has approved all TIF rebate agreements. The 2023A GO and 2023B GO/Urban Renewal debts that are being certified to the County were approved on May 11, 2023. Council approved the Internal Advance for the admin and professional support program for inclusion in this report at the November 14, 2023 meeting.

**STAFF RECOMMENDATION:** Staff recommends approval.

**RESPONSIBLE STAFF/CONTACT INFORMATION:**

Marcia Woodke, Finance Director, 515-986-3036, mwoodke@grimesiowa.gov

Prepared by: Marcia Woodke

Return to: Marcia Woodke

**CODE OF IOWA SECTION 403.19 TAX INCREMENT FINANCING (TIF) INDEBTEDNESS  
CERTIFICATION TO COUNTY AUDITOR**

**Due To County Auditor By December 1 Prior To The Fiscal Year TIF Increment Tax Is Requested  
Use One Certification Per Urban Renewal TIF Area**

TIF Authority (Name of City or County Operating the TIF): Grimes

County (Where TIF is Located): Polk

Urban Renewal Area Name: Grimes Urban Renewal

Urban Renewal Area Number: 77044 (Use State five-digit Area Number)

I hereby certify to the County Auditor that for the Urban Renewal Area within the City and/or County named above the TIF Authority has outstanding loans, advances, indebtedness, or bonds, none of which have been previously certified, in the collective amount shown below, all of which qualify for repayment from the special fund referred to in paragraph 2 of Section 403.19 of the Code of Iowa.

Urban Renewal Area Indebtedness Not Previously Certified\*: \$ 28,405,475.00

\*There must be attached a **'FORM 1.1'** showing an itemized listing of the dates that individual loans, advances, indebtedness, or bonds were initially approved by the governing body.

The County Auditor shall provide the available TIF increment tax in subsequent fiscal years without further certification until the above-stated amount of indebtedness is paid to the TIF Authority. However, for any fiscal year a TIF Authority may elect to receive less than the available TIF increment tax by certifying the requested amount to the County Auditor on or before the preceding December 1. File **'FORM 2'** with the County Auditor by the preceding December 1 for any fiscal year where all of the TIF increment tax is not requested.

A TIF Authority reducing certified TIF indebtedness by any reason other than application of TIF increment tax received from the County Treasurer shall certify such reduced amounts to the County Auditor no later than December 1 of the year of occurrence. File **'FORM 3'** with the County Auditor when TIF indebtedness has been reduced by any reason other than application of TIF increment tax received from the County Treasurer.

Dated this 28th day of November, 2023

Marcia Woodke  
Signature of Authorized Official      515-986-3036  
Telephone

**TIF INDEBTEDNESS NOT PREVIOUSLY CERTIFIED ELIGIBLE FOR TAX COLLECTIONS NEXT FISCAL YEAR**TIF Authority: Grimes County: PolkUrban Renewal Area Name: Grimes Urban RenewalUrban Renewal Area Number: 77044

(Format: XX/XX/20XX)

| Individual TIF Indebtedness Type/Description:                                | Date Approved*: | Total Amount:        |
|------------------------------------------------------------------------------|-----------------|----------------------|
| 1 Hope K Farms LLC Supplemental payment #4 FY25                              | 10/27/2020      | 387,000.00           |
| 2 Daimler Trucks rebate agreement-subject to appropriation FY25 payment      | 6/13/2017       | 364,891.00           |
| 3 Prairie Bus. Park (R&R) rebate amended #1-annual appropriation FY25        | 5/26/2015       | 528,016.00           |
| 4 Golden Rule rebate agreement- annual appropriation FY25 payment            | 2/25/2020       | 31,858.00            |
| 5 2023B GO Bonds - TIF portion                                               | 5/11/2023       | 21,122,675.00        |
| 6 Urban Renewal Admin & Professional Support Program- annual reimburse       | 11/10/2020      | 599,372.00           |
| 7 TNC LLC rebate agreement-subject to annual appropriation FY25              | 12/1/2016       | 443.00               |
| 8 Prairie Bus. Park (C2P2) rebate agreement #2-annual appropriation FY25     | 5/23/2017       | 144,156.00           |
| 9 Prairie Bus. Park (PMR) rebate agreement #3-annual appropriation FY25      | 5/22/2018       | 230,711.00           |
| 10 Prairie Bus. Park (R&R) #1 add'l amount paid FY23 Appropriation FY25      | 5/26/2015       | 803.00               |
| 11 Hy-Vee #2 Phase 1 & 2 rebate agreement -subject annual appropriation FY25 | 8/28/2018       | 736,261.00           |
| 12 Rock Creek TIF Dev agreement Parkland dedication                          | 7/12/2022       | 140,000.00           |
| 13 Hubbell 2015 #4 BTG Iowa rebate agreement-final appropriation FY25        | 10/22/2019      | 2,825.00             |
| 14 2023A GO Bonds- TIF portion                                               | 5/11/2023       | 2,676,034.00         |
| 15 Thielke Trust/Top Tract-rebate agreement-subject to annual approp FY25    | 12/12/2017      | 295,922.00           |
| 16 Destination Market-rebate agreement-subject to annual appropriation FY25  | 12/12/2017      | 629,077.00           |
| 17 Hope Dev & Realty-rebate agreement-subject to annual appropriation FY25   | 5/12/2020       | 166,169.00           |
| 18 Hope K Farms-rebate agreement-subject to annual appropriation FY25        | 10/27/2020      | 143,809.00           |
| 19 Anderson Four LLC - rebate agreement-subject to annual appropriation FY25 | 4/28/2020       | 202,578.00           |
| 20 Prairie Bus. Park #2(C2P2) rebate add'l amount paid FY23-appropriation    | 5/23/2017       | 1,237.00             |
| 21 Prairie Bus. Park #3 (PMR) rebate add'l amount paid FY23-appropriation    | 5/22/2018       | 1,638.00             |
| 22                                                                           |                 |                      |
| 23                                                                           |                 |                      |
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| 38                                                                           |                 |                      |
| 39                                                                           |                 |                      |
| 40                                                                           |                 |                      |
| <b>Total TIF Indebtedness NOT Previously Certified:</b>                      |                 | <b>28,405,475.00</b> |

\* "Date Approved" is the date that the local governing body initially approved the TIF indebtedness.





**TIF INDEBTEDNESS HAS BEEN REDUCED BY REASON OTHER THAN APPLICATION OF  
TIF INCREMENT TAX RECEIVED FROM THE COUNTY TREASURER  
CERTIFICATION TO COUNTY AUDITOR  
Use One Certification Per Urban Renewal Area**

TIF Authority: Grimes County: Polk

Urban Renewal Area Name: Grimes Urban Renewal

Urban Renewal Area Number: 77044

I hereby certify to the County Auditor that for the Urban Renewal Area within the City and/or County named above, the TIF Authority has reduced previously certified indebtedness, by reason other than application of TIF tax received from the County Treasurer, by the total amount as shown below.

| (Format: XX/XX/20XX)                                             |                            |                   |
|------------------------------------------------------------------|----------------------------|-------------------|
| Individual TIF Indebtedness Type/Description/Details:            | Date Indebtedness Reduced: | Amount Reduced:   |
| 1 Anderson 4- lower rebate payment FY24                          | 12/1/2023                  | 4,535.00          |
| 2 Hy-Vee #2 Phase 1 & 2- lower rebate payment FY24               | 12/1/2023                  | 17,001.00         |
| 3 TNC - lower rebate payment FY24                                | 12/1/2023                  | 235.00            |
| 4 Prairie Business Park 1-lower rebate payment FY24              | 12/1/2023                  | 2,357.00          |
| 5 Prairie Business Park 2 C2P2-lower rebate payment FY24         | 12/1/2023                  | 6,038.00          |
| 6 Prairie Business Park 3- lower rebate payment FY24             | 12/1/2023                  | 8,527.00          |
| 7 Daimler-lower rebate payment FY24                              | 12/1/2023                  | 14,971.00         |
| 8 Golden Rule-lower rebate payment FY24                          | 12/1/2023                  | 2,200.00          |
| 9 Destination Market LLC-lower rebate payment FY24               | 12/1/2023                  | 28,725.00         |
| 10 Thielke/Top Tract Corp-lower rebate payment FY24              | 12/1/2023                  | 17,278.00         |
| 11 Hope Dev & Realty-lower rebate payment FY24                   | 12/1/2023                  | 1,900.00          |
| 12 Hope K Farms-lower rebate payment FY24                        | 12/1/2023                  | 5,029.00          |
| 13                                                               |                            |                   |
| 14                                                               |                            |                   |
| 15                                                               |                            |                   |
| 16                                                               |                            |                   |
| 17                                                               |                            |                   |
| 18                                                               |                            |                   |
| 19                                                               |                            |                   |
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| 21                                                               |                            |                   |
| 22                                                               |                            |                   |
| 23                                                               |                            |                   |
| 24                                                               |                            |                   |
| 25                                                               |                            |                   |
| <b>Total Indebtedness Reduction For This Urban Renewal Area:</b> |                            | <b>108,796.00</b> |

Dated this 28th day of November, 2023

Marcia Woodke  
Signature of Authorized Official

515-986-3036  
Telephone

  
**CITY COUNCIL COMMUNICATION**  
**Meeting Date: 11/28/2023**

**AGENDA ITEM:** NE Destination Drive & NE Beaverbrooke Boulevard Improvements – Snyder & Associates, Inc. Professional Services Agreement Amendment No. 2 for engineering construction services.

**BACKGROUND:** The NE Beaverbrooke Boulevard and IA 141 Intersection Improvements recently bid in September as the 1<sup>st</sup> of two projects covered by this Professional Services Agreement. As this 1<sup>st</sup> project moves to construction, there is a need for additional construction engineering services including construction administration, observation, surveying and record drawings.

The construction schedule is to hold the preconstruction meeting in early spring of 2024 with construction starting shortly after that meeting. Project substantial completion will be within 75 working days with an additional 10 working days for final completion.

**BUDGETARY CONSIDERATIONS:** The total fee proposed for the construction engineering services is an additional \$116,800.00. Following our review, this appears to be a reasonable fee for this work.

**STRATEGIC PLANNING:**

Prioritized: ☒ YES ☐ NO

\*High-Performing Organization/Exception Professional Services ☒

\*Great Place to Live/Expanded Quality of Life Amenities ☐

\*Dynamic Town/Strong Sense of Community ☐

\*More Beautiful/Vibrant Community ☐

**BOARD/COMMISSION ACTIONS:** None

**STAFF RECOMMENDATION:** The staff has reviewed the Professional Services Agreement Amendment No. 2 and recommends approval by the City Council.

**RESPONSIBLE STAFF/CONTACT INFORMATION:**

Matt Ahrens, City Engineer, 515-986-4050, mahrens@grimesiowa.gov

Prepared by:

Matt Ahrens, City Engineer

Return to:

Matt Ahrens, City Engineer

RESOLUTION 11-3323 TO AMEND CONTRACT FOR PROFESSIONAL SERVICES WITH  
SNYDER AND ASSOCIATES, INC. FOR THE NE DESTINATION DRIVE & NE  
BEAVERBROOKE BOULEVARD IMPROVEMENTS.

Grimes Resolution No. 11-3323

WHEREAS, the City of Grimes (Grimes) entered into a Professional Services Agreement (PSA) with Snyder & Associates, Inc. (Snyder) for consulting services for the NE Destination Drive & NE Beaverbrooke Boulevard Improvements on September 27, 2022; and,

WHEREAS, it was determined that there was a need for additional services to be added to the PSA consisting of construction administration, construction observation, construction survey, and record drawings; and

WHEREAS, Snyder has proposed the attached Professional Services Agreement Amendment that has a scope of work to be supplied by Snyder and compensation to be paid by Grimes for their additional consulting services related to the NE Destination Drive & NE Beaverbrooke Boulevard Improvements; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Grimes, Iowa, that the Mayor is authorized to execute the Professional Services Agreement Amendment with Snyder on behalf of the City of Grimes.

PASSED and APPROVED on November 28, 2023.

---

Scott Mikkelsen, Mayor

Attested:

---

Rochelle Williams, City Clerk

## SUPPLEMENTAL AGREEMENT FOR ADDITIONAL SERVICES # 2

To: Snyder & Associates, Inc.  
2727 SW Snyder Blvd.  
Ankeny, IA 50023

Attn: John Haldeman  
Phone: 515-964-2020  
Fax: 515-964-7938

This is authorization for Snyder & Associates, Inc. to proceed with the following described additional services.

|                                                                                   |                                                    |
|-----------------------------------------------------------------------------------|----------------------------------------------------|
| <b>Client:</b> City of Grimes                                                     |                                                    |
| <b>Project Name:</b> NE Destination Drive & NE Beaverbrook Boulevard Improvements |                                                    |
| <b>S&amp;A Project Number:</b> 122.1329.01                                        | <b>Original Agreement Date:</b> September 27, 2022 |

### DESCRIPTION OF ADDITIONAL SERVICES:

See Attachment 1 for Scope of Services for Construction Services for the Phase 1 construction.

Construction Administration = \$22,300

Construction Observation = \$75,400

Construction Staking = \$15,000

Record Drawings = \$4,100

☐ Lump Sum in the amount of: \$

☒ Hourly plus expenses per original agreement or attached fee schedule, not to exceed budget: \$116,800.00

☐ Document attached:

The undersigned, on behalf of the Client, understands and agrees that the services described in this Supplemental are additional services, scope of which is not contained within the original scope of services defined in the original agreement. The Additional Services in this Supplemental are subject to the general conditions contained in the original Professional Services Agreement.

City of Grimes (Client)

(Type or Print Name above line)

By:

(Authorized Agent)

(Printed or typed signature)

Date:

SNYDER & ASSOCIATES, INC. (Professional)



By:

(Authorized Agent)

Mark A. Land, P.E. CFM, Vice President

(Printed or typed signature)

Date:

November 17, 2023

Route executed to: John Haldeman

Digitally signed by Mark  
A. Land, P.E., CFM  
Date: 2023.11.17 14:20:27  
-06'00'



**ATTACHMENT 1 – SCOPE OF SERVICES****NE DESTINATION DRIVE & NE BEAVERBROOKE BOULEVARD IMPROVEMENTS****I. SCOPE OF WORK**

Replace Section C as follows:

**C. CONSTRUCTION SERVICES – PHASE 1****1. CONSTRUCTION ADMINISTRATION**

- a. The PROFESSIONAL shall arrange and conduct a preconstruction conference with the CLIENT and Contractor, to review the PROJECT requirements, details of construction, submittal requirements, and work schedule prior to construction.
- b. The PROFESSIONAL shall review shop drawings and other submissions from the Contractor for general compliance with the Contract Documents.
- c. The PROFESSIONAL shall prepare partial payment applications and change orders and make recommendations to the CLIENT for their acceptance. The PROFESSIONAL shall include regular progress reports with the monthly payment applications.
- d. The PROFESSIONAL shall notify the CLIENT of any observed work, which does not conform to the Contract Documents, make recommendations to the CLIENT for the correction of nonconforming work and, at the request of the CLIENT, see that these recommendations are implemented by the Contractor.
- e. The PROFESSIONAL shall conduct bi-weekly construction meetings and prepare meeting minutes for the CLIENT.
- f. The PROFESSIONAL shall attend initial turn-on of the traffic signal installations and assist with timing adjustments, as needed. The PROFESSIONAL shall prepare a punchlist from this meeting and distribute it to the CLIENT and Contractor.
- g. The PROFESSIONAL shall conduct an on-site review of the completed traffic signal and fiber optic installations prior to final acceptance of the PROJECT.
- h. The PROFESSIONAL shall prepare and submit to the CLIENT reimbursement requests to the Iowa DOT for funding when requested by the

CLIENT. It is anticipated one reimbursement requests will be required at the end of the project.

- i. The PROFESSIONAL shall review the PROJECT to determine if it has been completed in substantial conformance with the Contract Documents and recommend acceptance to the CLIENT.
- j. If the Contractor exceeds the estimated working and/or calendar days in completing construction of the PROJECT, or if change orders or PROJECT additions require additional working days, the PROFESSIONAL will be compensated for administration, observation, and staking services based on established hourly rates and fixed expenses outlined in the PROFESSIONAL's Standard Fee Schedule (Exhibit C).
- k. When directed to do so by the CLIENT, the PROFESSIONAL shall prepare updated plan sheets for changes approved by the CLIENT.

## 2. CONSTRUCTION STAKING

The PROFESSIONAL shall be responsible for providing all construction stakes for the PROJECT. The Contract Documents shall contain a provision that the PROFESSIONAL shall provide one set of stakes for each construction operation. Any staking that is destroyed due to construction that has to be replaced, will be at the Contractor's expense. It is anticipated that the PROFESSIONAL shall perform the following items:

- a. PROJECT site horizontal and vertical control point verification and setup (horizontal and vertical control points will be available for the Contractor for machine control).
- b. Existing pavement removal limits (50' intervals and points of deflection)
- c. Storm sewer pipe, structures and structure adjustments (SUDAS station location offsets with flow line and rim/form grade/inlet elevations)
- d. Traffic signal poles, pedestrian poles hand holes and cabinets (Center locations with offsets and elevations)
- e. Turn lane, median and intersection pavement back of curb (Paving hubs staked on 25' intervals in tangents and horizontal curves to top of slab elevations) Sidewalk/trail pavement (Paving hubs staked on 50' intervals. Offsets to a single edge with elevations)

ADA compliance sidewalk (ADA ramp curb drops, top of ramp and landing/turning space locations, single edge and corner offsets with elevations)

### 3. CONSTRUCTION OBSERVATION

The PROFESSIONAL shall provide a Resident Construction Observer to verify compliance with the Contract Documents. Construction observation shall include:

- a. The PROFESSIONAL shall attend the preconstruction conference and subsequent field meetings during construction as necessary.
- b. The PROFESSIONAL shall verify materials provided by the Contractor are in accordance with the Contract Documents. The PROFESSIONAL reserves the right to reject any inappropriate or damaged materials delivered to or observed on the site. The PROFESSIONAL shall verify that inappropriate or damaged materials are not incorporated into PROJECT by observing destruction of materials on-site and/or the Contractor hauling material off-site. The PROFESSIONAL shall notify the CLIENT of inappropriate or damaged materials found at the site.
- c. If the PROFESSIONAL observes, or has reason to believe, the Contractor's construction methods or materials used do not meet the specifications, then the PROFESSIONAL shall immediately notify the CLIENT to determine the appropriate corrective measure(s) to be taken. This may include the CLIENT directing the Contractor to stop work until the appropriate corrective measure(s) is determined.
- d. The PROFESSIONAL shall prepare a weekly report of working days and provide to the CLIENT for review and approval prior to issuing to the Contractor.
- e. The PROFESSIONAL shall measure and keep a record of contract quantities for payment applications and observe and document testing required of the Contractor.
- f. The PROFESSIONAL shall provide daily observation of traffic control operations, methods, layouts, devices, and direct the Contractor to correct any deficiencies.
- g. The PROFESSIONAL shall spot check grading, subgrade preparation, and modified subbase placement, and review with the Contractor any deficiencies in the subgrade and/or subbase prior to paving. The PROFESSIONAL shall observe all moisture and density tests and proofrolls.

- h. The PROFESSIONAL shall provide periodic observation for the storm sewer installation. The PROFESSIONAL shall spot check line and grade. The PROFESSIONAL shall observe all trench compaction testing. The PROFESSIONAL shall observe and document all required testing including video inspection review.
- i. The PROFESSIONAL shall provide periodic observation for subdrain installation. The PROFESSIONAL shall spot check line and grade. Due to Iowa DOT Specifications governing the construction, televising of the subdrain by the Contractor is not required; therefore, the PROFESSIONAL will not complete video inspection review.
- j. The PROFESSIONAL shall be on-site full time during paving operations. Air and slump tests will be required to be completed by an independent testing laboratory provided by the Contractor. Compressive strength cylinder tests will be required to be completed by an independent testing laboratory provided by the PROFESSIONAL. All testing shall be overseen by the PROFESSIONAL.
- k. If directed to do so by the CLIENT, the PROFESSIONAL shall mark locations for and observe the cutting of all thickness cores, to be cut by others. Non-destructive testing may be used instead of cutting cores and will be discussed with the Contractor and Iowa DOT.
- l. The PROFESSIONAL shall periodically observe sawing and sealing of joints.
- m. The PROFESSIONAL shall periodically observe all surface restoration and attend weekly erosion control meetings.
- n. The PROFESSIONAL shall assist CLIENT staff in developing a final punch list and verify completion of items for acceptance.

#### 4. RECORD DRAWINGS

The PROFESSIONAL shall furnish reproducible Record Drawings for the PROJECT according to CLIENT requirements. Such Record Drawings may contain a waiver of liability phrase in regard to unknown changes made by the Contractor without CLIENT/PROFESSIONAL approval. It is anticipated that the PROFESSIONAL shall perform the following items:

- a. Underground utility location data during the active construction phase for the CLIENT'S facilities, including but not limited to: water main fittings (bends, tees, crosses, reducers), storm sewer flow lines, sanitary sewer flow lines, and signal and fiber optic conduits.

- b. Storm, sanitary, and water main above ground structure location data.
- c. Streetlight, traffic signal poles, pedestal and pushbutton poles, controller cabinet, handhole location data, street signs/posts, and street trees.
- d. Fiber optic handhole and conduit location data.
- e. Record Drawing deliverables per the CLIENT's submittal requirements.

  
**CITY COUNCIL COMMUNICATION**  
**Meeting Date: 11/28/2023**

**AGENDA ITEM:** Hope Timber Preliminary Plat

**BACKGROUND:** Hope Timber, LLC is requesting the approval of a preliminary plat located at the NE corner of NW County Line Road and HWY 44. The request is to divide the property into nine lots, consisting of commercial lots along HWY 44, and medium and high-density residential lots to the north. NW 2nd Street and NW 5th Street will extend through the site to connect to NW County Line Road. An additional right-in/right-out access from HWY 44 will be constructed and connect NW Ridgewood Drive to a mini roundabout at NW 5th Street. The developer is responsible for providing approximately 6.4 acres of parkland and has dedicated the greenway to the north of the property to account for this. The developer will install a trail connection within the greenway, which will connect to a trail along NW County Line Road.

Snyder & Associates has reviewed the mini roundabout and determined its sizing and location is appropriate at the intersection of NW 5th Street and NW Ridgewood Drive. IDOT has reviewed the additional right-in/right-out access and has also determined it is at an appropriate location between commercial Lots 2 and 3 to the highway.

**BUDGETARY CONSIDERATIONS:** N/A

**STRATEGIC PLANNING:**

Prioritized: NO

**BOARD/COMMISSION ACTIONS:** Planning and Zoning Commission recommended approval – 8/1/2023

**STAFF RECOMMENDATION:** Staff recommends approval of the Hope Timber Preliminary Plat

**RESPONSIBLE STAFF/CONTACT INFORMATION:**

Molly Mannel, Assistant Planner, 515-986-4050, [mmannel@grimesiowa.gov](mailto:mmannel@grimesiowa.gov)

Prepared by: Molly Mannel, Assistant Planner

Return to: Molly Mannel, Assistant Planner

DATE

August 1, 2023

PROJECT NAME

Hope Timber  
Preliminary Plat

APPLICANT

Hope Timber, LLC

REQUESTED ACTION

Approve preliminary plat to  
subdivide the property for com-  
mercial, medium-density, and  
high-density residential uses.

LOCATION

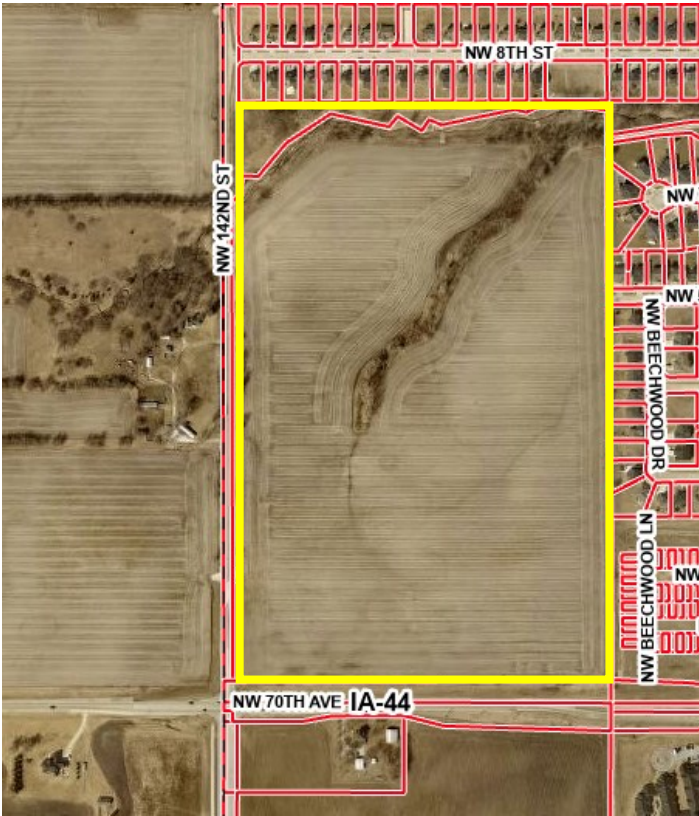
NE corner of HWY 44 and  
County Line Road.

ZONING

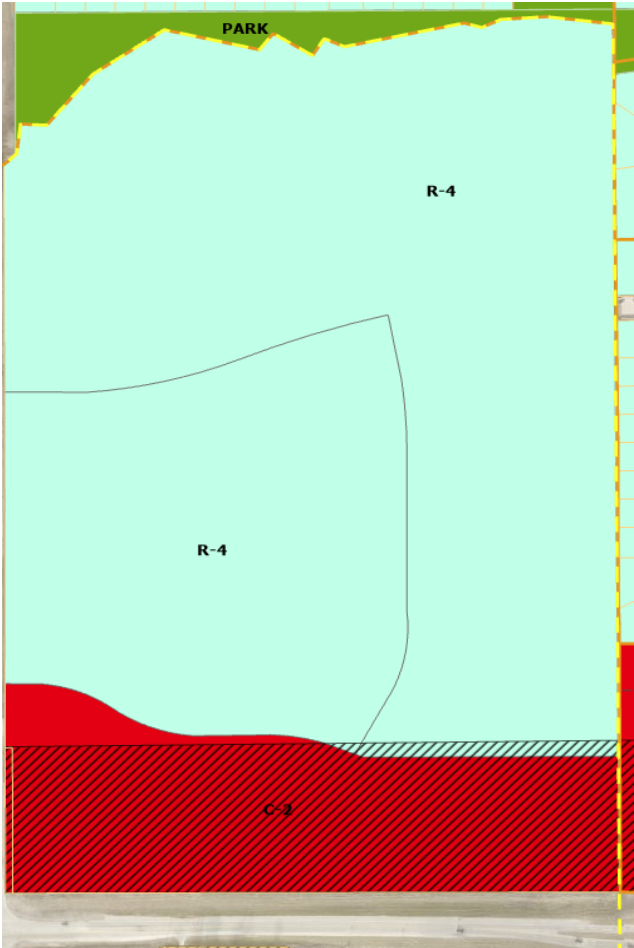
PUD & C-2

PLANNER

Molly Mannel  
mmannel@grimesiowa.gov  
515-986-4050



Location Map



Zoning Map

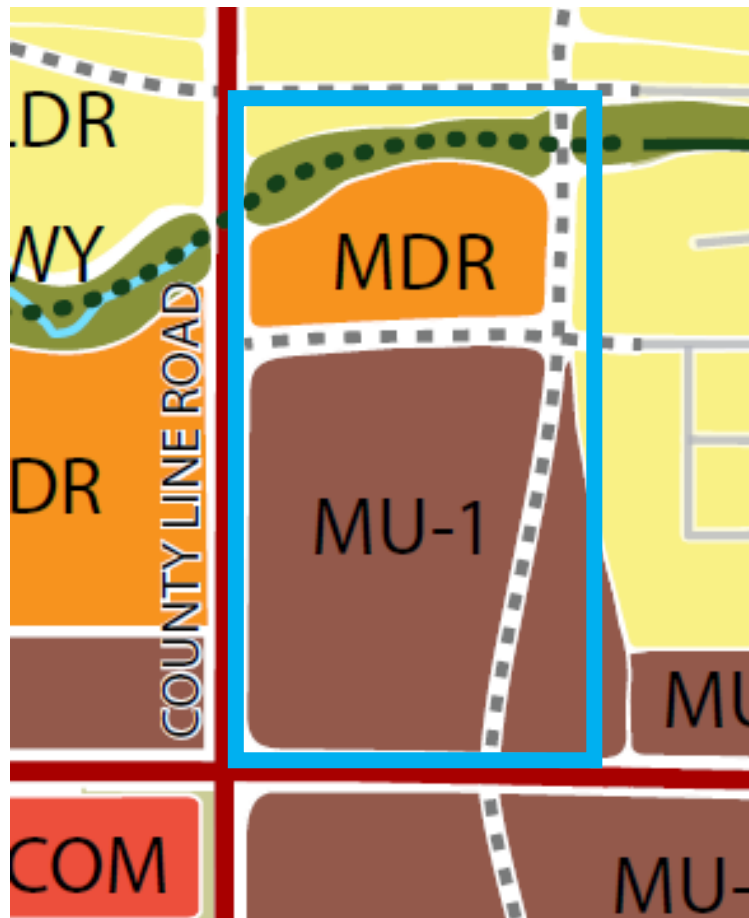
# Relation to Comprehensive & Area Plans

## LAND USES & ZONING

| Location     | Existing Land Use | Land Use Plan Designation                | Current Zoning |
|--------------|-------------------|------------------------------------------|----------------|
| Subject Site | Vacant            | Mixed Use 1, Medium Density Residential, | A-1            |
| North        | Residential       | Low Density Residential                  | R-4            |
| South        | Vacant            | Mixed Use 1, Low Density Residential     | A-1            |
| East         | Residential       | Low Density Residential                  | R-4            |
| West         | Vacant            | Mixed Use 1, Medium Density Residential  | A-1            |

## PARKS

- The project is consistent with the Parks and Trails Master Plan, in preserving the greenway to the north of the site. A 10' trail will be installed within the greenway to promote connectivity and recreation to the surrounding residential. A 30' landscaped buffer will be placed between the greenway and medium density residential to provide a natural transition between the two uses.
- The site is proposed to be a mix of residential and commercial uses, so parkland dedication is required. A total of 6.315 acres is needed for the parkland dedication. The applicant is meeting the dedication requirement.
- The applicant is proposing the northern greenway, and a 10' trail connection that will connect from the greenway and run down that all along the eastern edge of County Line Road, as their parkland dedication.



Future Land Use Map

The site is located at the NE corner of Highway 44 and County Line Road, and is consistent with the Future Land Use Map. Medium density residential will be constructed along the greenway. Mixed-Use 1 zoning designation includes the mix of residential, office, and limited commercial uses. The additional proposed medium density residential, high density residential, and commercial lots along Highway 44, are consistent with this.



# Plat Layout and Landscaping

## STREET ACCESS

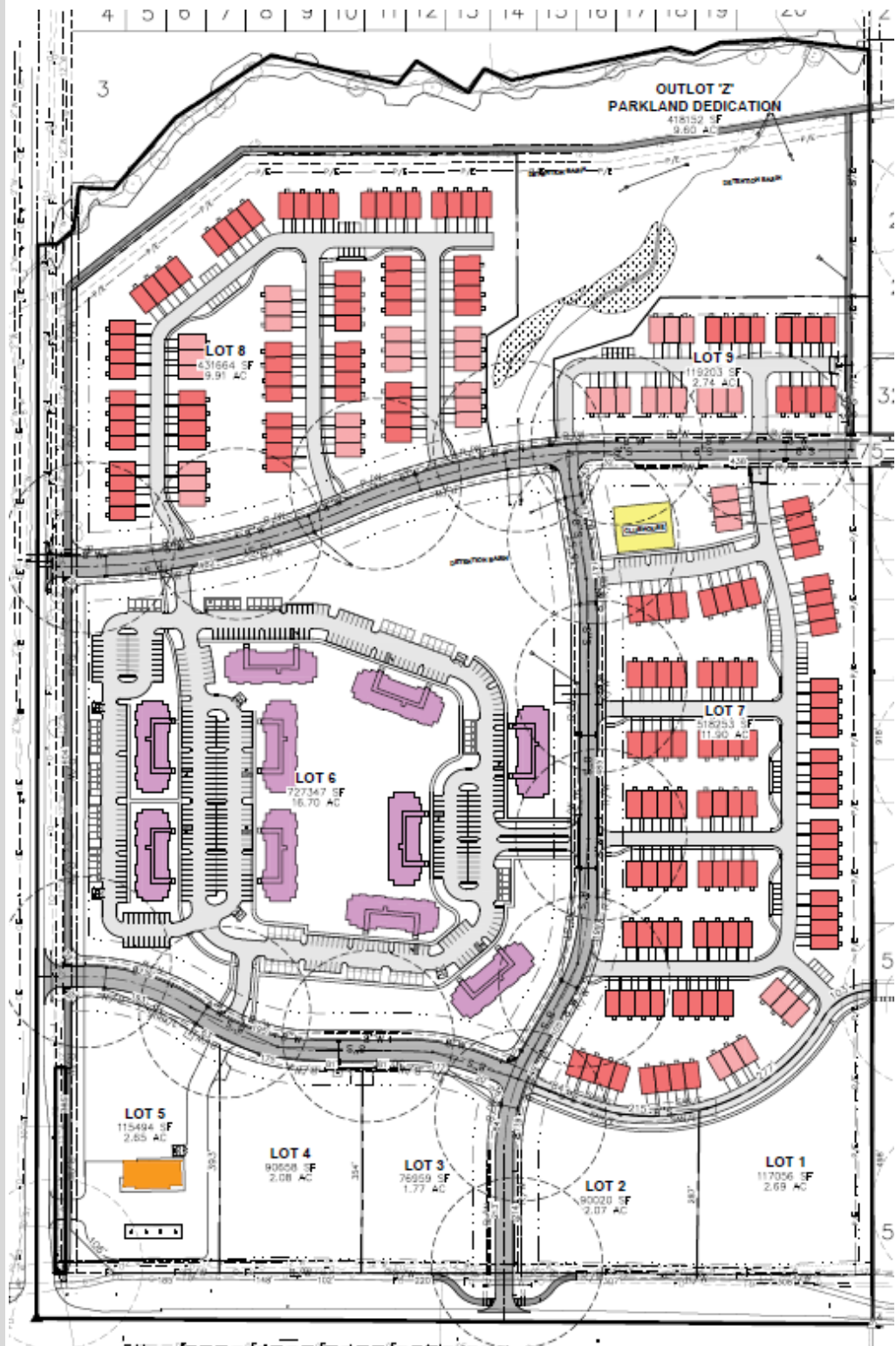
- NW 5th Street and Street A will be extended to County Line Road.
- Additional private streets will be constructed to provide circulation throughout the site.
- Street B will be public, and will provide a connection from NW 5th Street to Street A.
- The applicant has proposed to add an access off Highway 44. .

## PEDESTRIAN ACCESS

- The applicant is proposing to construct a 10' trail connection along County Line Road and the greenway to the north.
- 5' sidewalks will be required to be installed on at least one side of all private streets.
- 5' sidewalks will be required to be installed on both sides of public streets.
- A proposed trail access will be also added from NW 5th Street to the north greenway trail, on the eastern portion of the site. This will allow those that live on the east side of Hope Timber to access the trail without having to walk to NW County Line Rd.

## LANDSCAPING

- A 30' landscaping buffer will be required along the eastern edge of the site.
- An additional 30' landscaping buffer along the greenway to the north will also be planted, with berm and landscaping on top.



# Utilities, Studies, & Legal

## SANITARY

- Sanitary will be constructed along NW 5th Street, Street A, and Street B to serve all lots on site.

## WATER

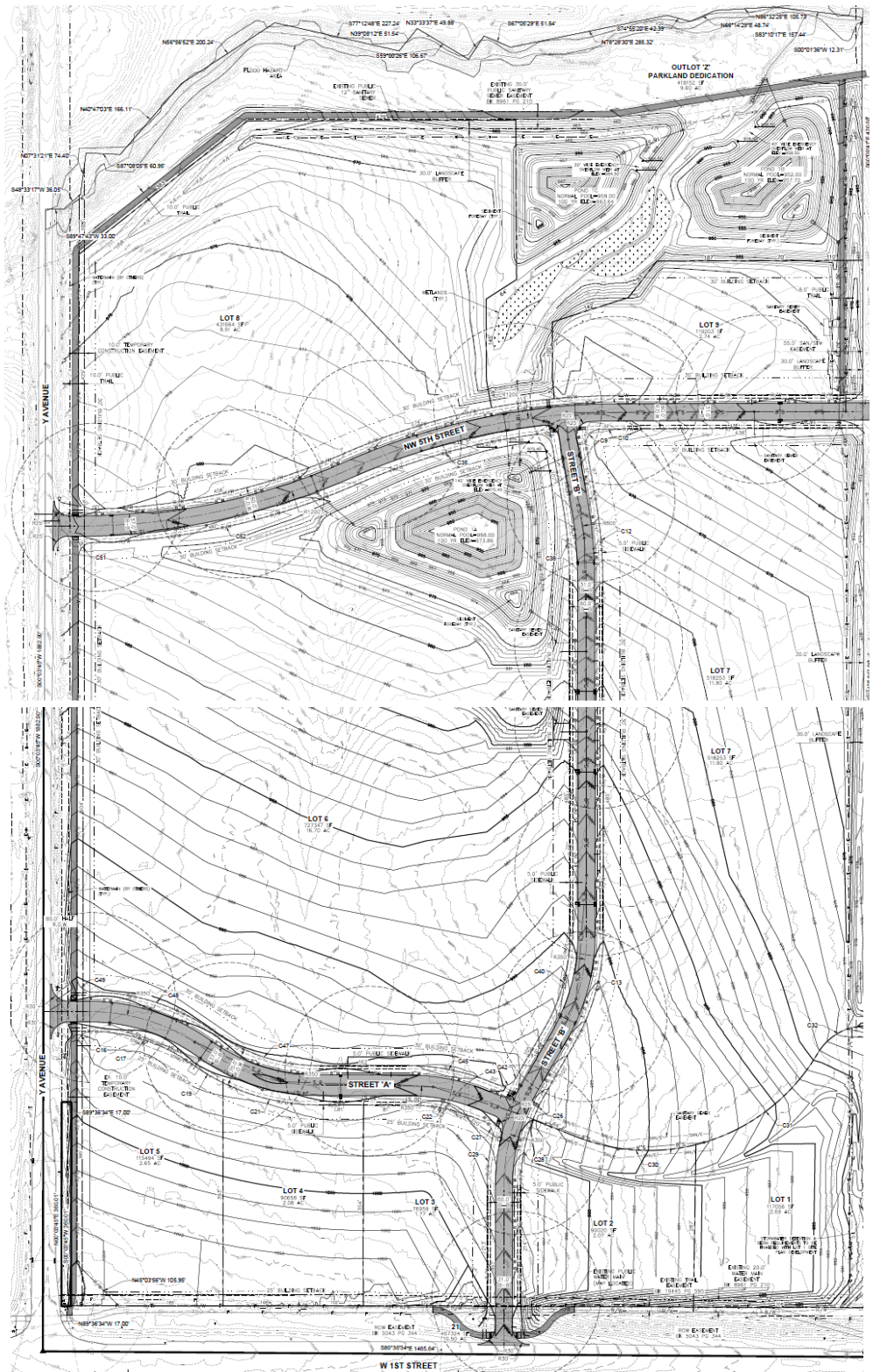
- Water will be constructed with all public streets to serve all lots on site.
- A new water main will be constructed along NW County Line Road by the City.

## STORM WATER

- Stormwater infrastructure and three detention ponds are proposed to be constructed to assist in stormwater flowage. The ponds will be private.
- The applicant has provided a wetland delineation report from Impact 7G regarding the greenway south of the parkland dedication. Mature trees will be kept to maintain a natural buffer and landscape. Some improvements may be needed by the applicant to ensure the wetlands are protected and efficient.

## LEGAL

- The site is subject to a development agreement. The applicant will be required to complete all items stated within the agreement.
- 120' of ROW (60' along Hope Timber) along County Line Road will be dedicated to the city, including a 45-degree chamfer at the intersection of HWY 44 and County Line Road (75' north and 75' east).



## RELATION TO STUDIES

- The site shall follow the guidelines provided within each study. This includes the HWY 44 Corridor Study and water main study along County Line Road.

# Summary & Conclusion

## STAFF RECOMMENDATION

Staff would recommend approval of the Hope Timber preliminary plat, subject to any remaining staff comments.

## SUMMARY OF FINDINGS

- Hope Timber is proposing to subdivide the site located at the NE corner of Highway 44 and County Line Road for commercial, medium-density, and high-density residential uses.
- The proposed uses are consistent with the Future Land Use Map.
- NW 5th Street and Street A will be extended to County Line Road. Additional public and private streets will be added to provide site connectivity.
- The applicant has proposed to add an access off Highway 44.
- Pedestrian access will be added throughout the site via public and private sidewalks. The greenway to the north will be preserved and dedicated for parkland. A 10' trail will be constructed within the greenway, extending all the way down County Line Road.
- A 30' landscaping buffer will be required along the eastern edge of the site. An additional 30' landscaping buffer along the greenway to the north will also be planted, with berm and landscaping on top.
- ROW along County Line Road will be dedicated to the City of Grimes. Any development completed will need to be consistent with the Development Agreement.





**Development Services**

410 SE Main St, Suite 102

Grimes, IA 50111

(515)986-4050

[www.grimesiowa.gov](http://www.grimesiowa.gov)

~~June 21, 2023~~

~~July 18, 2023~~

~~September 28, 2023~~

October 26, 2023

**Hope Timber, LLC**

Attn: Arash Razizadeh

4500 Westown Parkway, Suite #277

West Des Moines, IA 50265

**RE: Hope Timber**

Dear Arash:

The Development Services Department is in receipt of a proposed Preliminary Plat for the Hope Timber. Based on the review of the provided submittal materials, staff have the following comments:

**General Comments**

- ~~1. Please relabel NW 5<sup>th</sup> Avenue to Street.~~
- ~~2. Why is the proposed apartment area split into two lots?~~
- ~~3. Has the applicant had any conversations with Veesta about their eastern piece of property? What are the plans for the NW 5<sup>th</sup> Street connection?~~
- ~~4. Does the applicant propose to dedicate the greenway portion and ponds north of NW 5<sup>th</sup> Street to the City? Please have the HOA sign agreements for pond maintenance.~~
- ~~5. Please relabel NW 2<sup>nd</sup> Lane to Street.~~

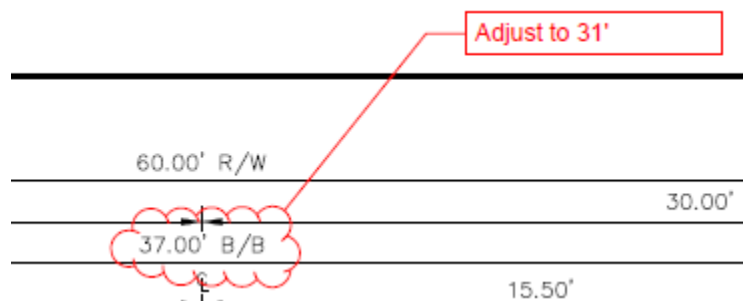
**Sheet 2**

- ~~1. Please list where the 6" Type 1, Case A subdrain is applicable~~
- ~~2. Please change the label of the top~~

### Sheet 3

- ~~1. Please provide sediment forebays and emergency overflow weirs on all ponds.~~
- ~~2. Please curve the trail, instead of sharp angles.~~
- ~~3. Please show all the water main along County Line and NW 5<sup>th</sup> Street.~~
- ~~4. The landscape buffer to the north abutting the greenway shall be 30' instead of 15'. Please relabel.~~
- ~~5. Please provide landscape buffer details for both buffers. We would like to keep as many existing trees as possible. No details were provided.~~
- ~~6. A 3' to 4' berm is required along the East property line. Please label landscape buffer and berm.~~
- ~~7. Please provide a small traffic circle at the corner of NW 5<sup>th</sup> Street and Street B. Staff is requesting for a mountable curb, traffic circle. The island can be landscaped with just grass. We are thinking of a traffic circle similar to the intersection of Westgate Pkwy and Berkshire Pkwy in Clive. Please shift the mini roundabout more east or widen the radii of the NW and SE corners to 35 degrees. The design of the north approach should match that of the south approach (similar radii and splitter island treatment).~~
8. Please adjust the entry radii to 30' - 40'.
9. Please change the entry lines to be 8" lines. Please also have them end where they reach the curb.
10. The yield lines are not necessary and may be removed.
11. The lane use symbol markings are not necessary and may be removed.
12. Please ensure there is 20'-25' between the entry lines and the crosswalks.
13. Staff would suggest considering jointing for the future north approach.
14. The design will need to avoid reverse curves for entry.
- ~~15. Please widen the diameter of the mini roundabout to 80' for school buses.~~
- ~~16. Please provide vehicle fastest path and turning path analysis for the mini roundabout.~~

17. Please move the crosswalk crossing NW 5<sup>th</sup> Street to the east side of the mini roundabout, to match up with the clubhouse and townhomes to the north.
18. Please shift the sanitary sewer and all utilities out of the landscape buffer. **Provide proper separation — 15' from line of sewer to berm.** Change the width of the sanitary storm sewer easement to cover the sanitary and storm. The easement doesn't need to extend all the way through the landscape buffer.
19. Please provide a preliminary stormwater report for the SW detention basin, near the apartments.
20. Adjust label on top section detail to 31'.



21. Change 7" P.C.C Pavement on both section details to **8" W/CD Baskets.**
22. Please move the trail along the eastern edge to follow through the greenbelt instead. This will allow more room for your utilities. Staff would prefer to have the trail through the greenbelt, connecting across from Street B. Provide a ramp from NW 5<sup>th</sup> Street to trail.
23. Is property owner 75, Veesta? Please add owner information to the list on Sheet 5.
24. Please show wetlands withing greenbelt. Have these been addressed with the Army Corps of Engineer's/IDNR?
25. Does the applicant have plans to change the layout again? The sanitary sewer at the NE townhomes, north of 5<sup>th</sup> street, will be specific to that layout.
26. Some areas within the greenbelt may need some improvements. The City is not going to accept the southern tributary and the ponds as parkland dedication.
27. Can the sewer from the north be accessed without impacting the trail? Can Lot 8 have sewer access without tearing up the trail?

~~28. Please provide details about the detention ponds and their outlets.~~

**Sheet 4**

- ~~1. Update trail along HWY 44 to match Highway 44 Trail Project Extension. Plans are attached.~~
- ~~2. Please show HWY 44 trail easement.~~
- ~~3. Have there been discussions with the DOT about the street access?~~
- ~~4. A berm is required along the east property line.~~
- ~~5. A traffic impact study will be needed along Y Ave/County Line Road.~~
- ~~6. Please show the water main along Street B.~~
7. How will water and sanitary be stubbed to commercial lots?
- ~~8. The DOT access road can be 31' since it's RI/RO only.~~
- ~~9. Please change Street A to 37' B/B.~~
- ~~10. Label 5' sidewalk along the western side of DOT access road.~~

**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:**            ~~June 28, 2023~~  
                                     ~~July 25, 2023~~  
                                     ~~October 5, 2023~~  
                                     November 2, 2023

**(1 PDF of Preliminary Plat)**

**PLANNING & ZONING:**        August 1, 2023, at 5:30 at the Grimes City Hall

**COUNCIL MEETING:**         August 22, 2023, at 5:30 at the Grimes City Hall

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

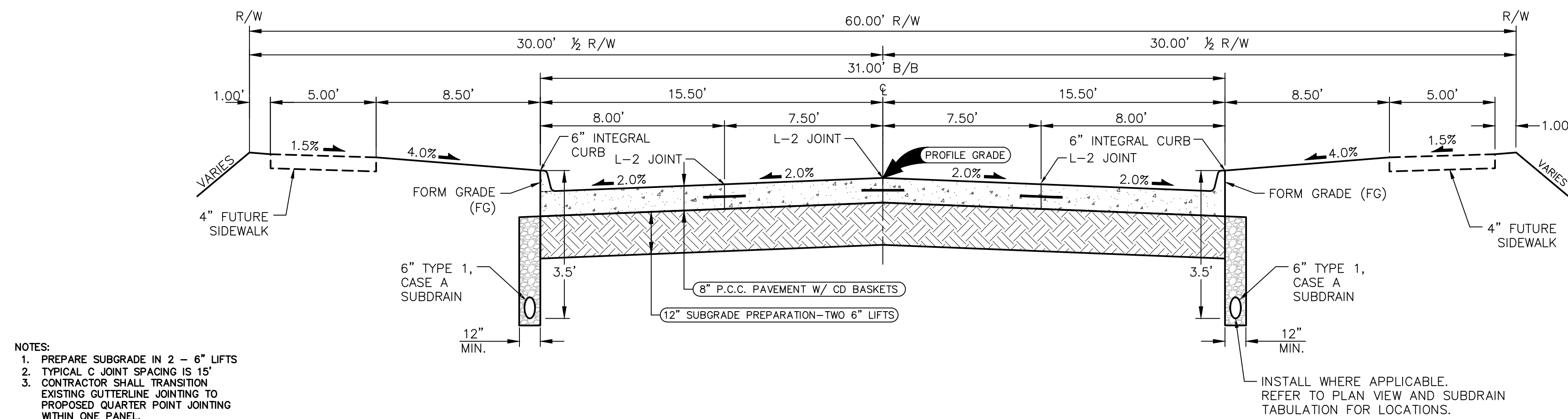
Sincerely,

Molly Mannel  
Assistant Planner

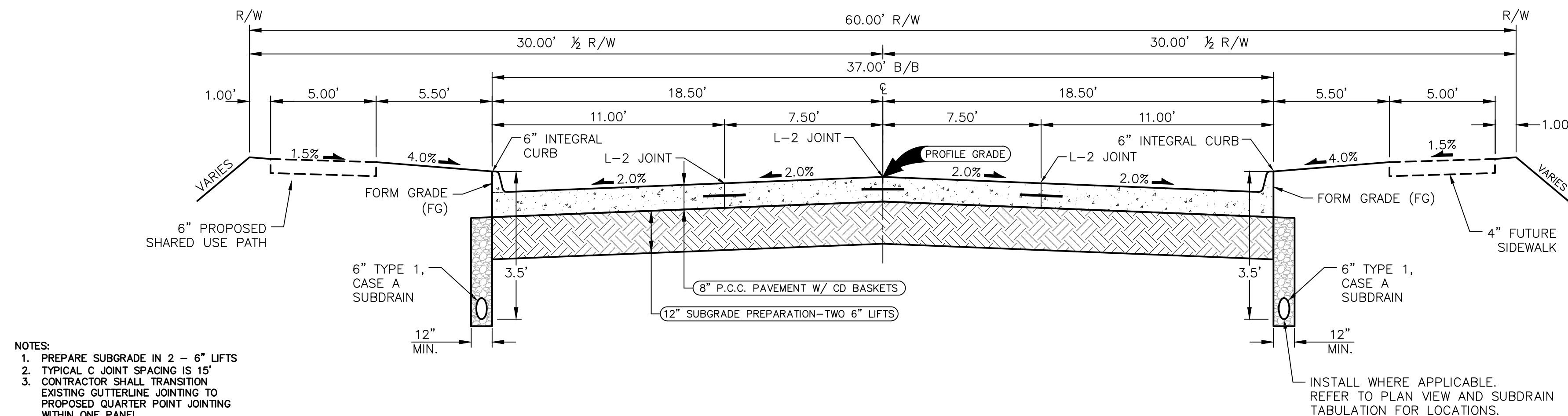




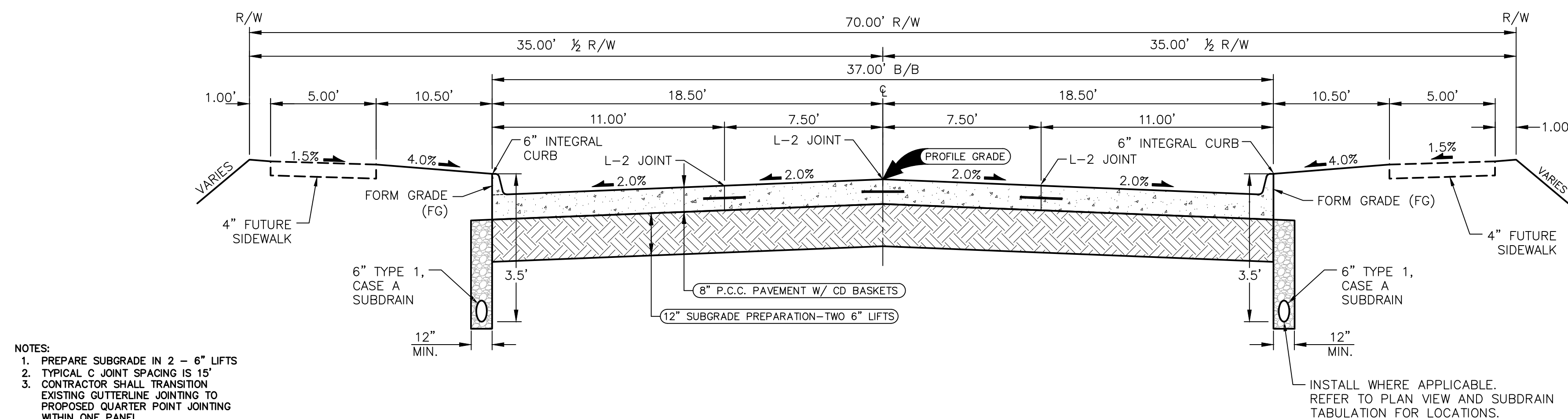




**TYPICAL SECTION - 31' P.C.C. ROADWAY WITH 60' ROW (N.T.S.)**  
NW 5TH STREET - STA 13+61.52 to STA 25+90.52;  
NW RIDGEWOOD DRIVE - STA 53+35.41 to STA 66+18.77



**TYPICAL SECTION - 37' P.C.C. ROADWAY WITH 60' ROW (N.T.S.)**  
NW 5TH STREET - STA 11+70.00 to STA 13+16.52 and NW RIDGEWOOD DRIVE - STA 51+47.73 to STA 53+35.4

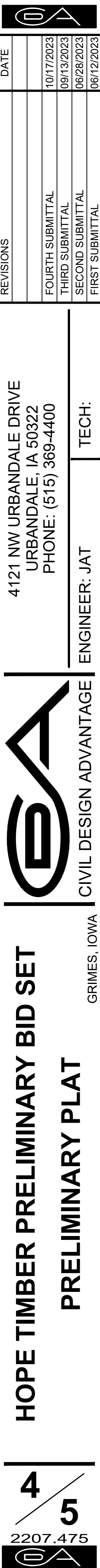


**TYPICAL SECTION - 37' P.C.C. ROADWAY WITH 70' ROW (N.T.S.)**  
NW 2ND LANE





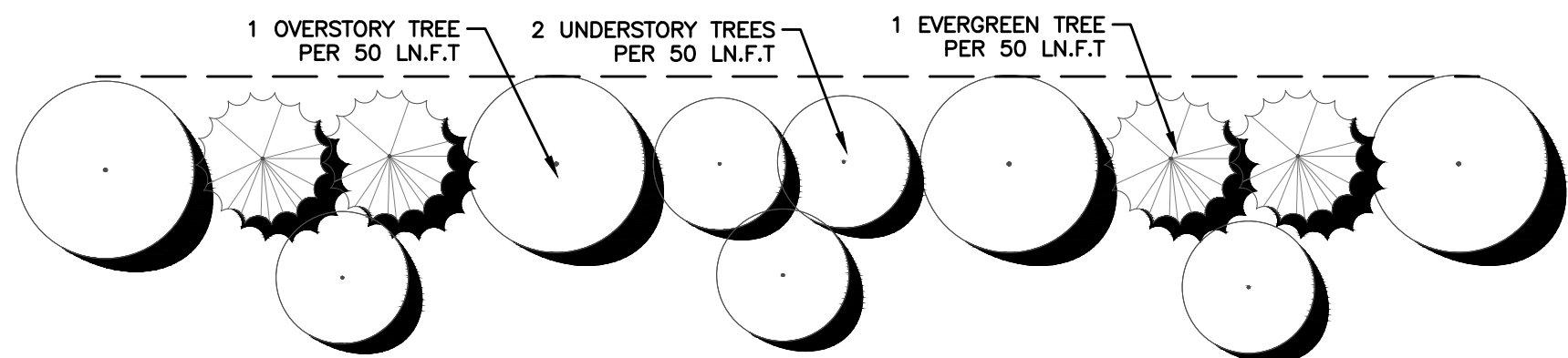






FILE: H:\2022\2207475\DWG\2207475-PRELIMINARY PLAT.DWG  
DATE: 11/9/2023 3:00 PM  
PLOTTER: HP PLOTTER  
PLOTTER: HP PLOTTER

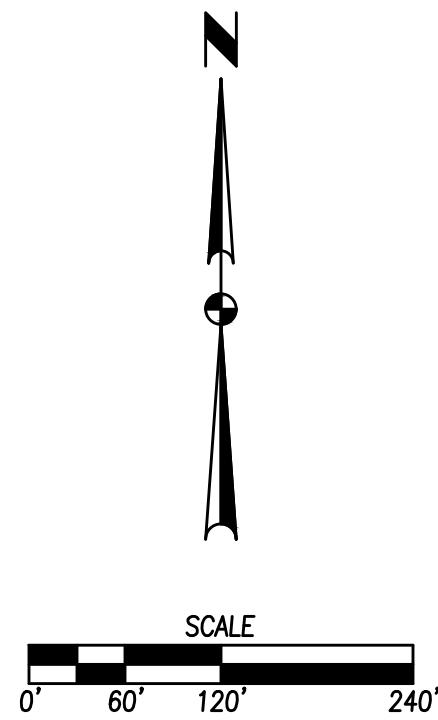
COMMENTS:  
END



30' BUFFER

NOTE:  
FOR REFERENCE ONLY. PLANT SPECIES,  
PLACEMENT/ARRANGEMENT WILL BE  
DETERMINED WITH EACH INDIVIDUAL SITE PLAN.

NOTE: CONCEPTUAL PLAN SHOWN BELOW IS FOR  
ILLUSTRATIVE PURPOSES ONLY AND IS SUBJECT TO  
CHANGE. A SEPARATE SITE PLAN SUBMITTAL AND REVIEW  
PROCESS SHALL BE REQUIRED FOR THE DEVELOPED LOTS.



HOPE TIMBER PRELIMINARY BID SET  
PRELIMINARY PLAT

5  
5  
2207.475

4121 NW URBANDALE DRIVE  
URBANDALE, IA 50322  
PHONE: (515) 369-4400

CIVIL DESIGN ADVANTAGE  
GRIMES, IOWA

ENGINEER: JAT  
TECH:

REVISIONS

| DATE       | REVISIONS        |
|------------|------------------|
| 10/17/2023 | FOURTH SUBMITTAL |
| 09/13/2023 | THIRD SUBMITTAL  |
| 06/28/2023 | SECOND SUBMITTAL |
| 06/12/2023 | FIRST SUBMITTAL  |



  
**CITY COUNCIL COMMUNICATION**  
**Meeting Date: 11/28/2023**

**AGENDA ITEM:** Approving Notice of Intent to Withdraw from DART

**BACKGROUND:** The resolution approves and authorizes the Mayor to sign the notice of withdraw letter addressed to the DART Commission. By 28E agreement, the notice of withdrawal letter must be sent 1 ½ years before the start of a fiscal year (July 1). If the letter is sent by December 31, 2023, the withdrawal would be effective July 1, 2025. The letter is to be sent to the DART Chair, and a copy sent to all the DART members. DART will announce the request to withdraw at the December meeting. Per the 28E, the Commission does need to vote on the withdrawal, but there is no timeline that dictates when that will happen. However, the notice begins once the letter is submitted.

Upon accepting the notice, the Commission may, at its sole discretion, require the withdrawing community to pay an amount determined by the commission to be necessary to fully fund its share of any bonds or credit obligations issued to fund the construction of capital improvements or the acquisition of equipment for the DART system.

**ANALYSIS:** For the past couple of years DART has worked hard to be responsive to the feedback provided by Grimes. This has included freezing the property tax levy in smaller communities including Grimes and implementing a new property tax formula that has decreased the DART levy for Grimes' residents from \$.602/1,000 in FY18 to \$.555/1,000 in FY24. Additionally, they have been good partners to our Parks and Rec Department and the Public Library as it relates to the program offerings by those city departments.

Unfortunately, it is also the case that DART has been negatively impacted by significant reductions in funding from Medicaid, property tax reform, lower fare revenue, and simultaneously has been hit with inflationary pressure on expenses. As such DART has operated with structural deficit since FY20 but has been able to maintain service and tax rates with federal funding connected to COVID. As that funding source phases out, the DART Commission must solve the deficit. The solutions require choices between reductions in service and/or increases in property taxes levied in the member communities. For FY 2024 DART's levy rate in Grimes is \$0.55/\$1000 of taxable value and will raise \$645,919 from Grimes. Depending on what the Commission decides the levy rate in Grimes is likely to increase to \$0.59/\$1000 of taxable value in FY 2025 and is estimated to raise \$705,783 from Grimes.

Express Route 93 provides limited stop fixed-route bus service between Grimes and downtown Des Moines. The service was extended from Johnston into Grimes in 2019 and serves approximately 6 passenger boardings and 6 passenger alightings on a typical weekday along the Grimes segment of the route. 6 riders per day, multiplied by 5 days per week, multiplied by 52 weeks per year equals 1560 commuter round trips per year.

The Grimes On Call, a pre-scheduled door-to-door transit service was expanded in 2021 to

provide access to neighboring communities five days a week. The service attracted customers initially and the Grimes Parks and Recreation department utilized it in 2021 and 2022 to transport youth summer camp participants to the Clive aquatic center. However, there have been no rides requested on that service in 2023.

Paratransit is DART's door-to-door service for qualified individuals with disabilities. Customers can utilize paratransit within a zone and timeframe that roughly mimics the extents of DART's fixed-route bus service. There are seven residents of Grimes who have utilized paratransit over the last year and 468 total trips have been taken to or from Grimes by all paratransit customers. One of the reasons paratransit utilization is lower in Grimes is because Grimes is fortunate to have a group of 70 volunteers donating their time through Grimes Volunteer Support Services to help transport more than 210 Grimes residents to medical appointments, shopping, social events, library visits and more.

Low levels of utilization in Grimes have historically made it difficult to justify membership based on a simple cost/benefit analysis. Grimes' membership in DART helps to support a regional transit system, with more funding from Grimes residents and businesses paid into DART than is received in service or ridership directly in Grimes. If you simply looked at the cost that Grimes is paying relative to the use of DART in Grimes, 3120 one-way commuter trips (1560 round trips) plus 468 paratransit trips equal 3588 trips per year. \$645,919 divided by 3588 equals \$180.02 per trip. The cost per trip only gets more expensive as taxes increase and service decreases. While it is understood that a regional transit system will not provide the same level of service to every community, the cost-benefit analysis doesn't pay off for Grimes. The council should note that leaving DART may make it harder to rejoin regional transit in the future should future councils want.

**BUDGETARY CONSIDERATIONS:** Grimes is responsible for a proportionate share of DART's outstanding debt obligations, estimated to be 2.5%, and for payment of DART operating expenses by a property tax levy. The cost of withdrawal requires that Grimes pay its share of the outstanding DART debt obligations estimated to be \$59,243 and this obligation is not currently included in Grimes budget. Valuations received in January 2024 will determine the finalized amount

DART has two options regarding Grimes share of the DART debt obligation:

1. Require Grimes to pay its share of the debt to DART before withdrawing.
2. Require Grimes to agree to continue its property tax levy until Grimes' share of the debt is repaid.

DART is not obligated to provide services in exchange for these payments, but conversations with DART staff have indicated that they may continue to provide services as late as June 30, 2025, despite the withdrawal.

In exchange for the discontinuation of DART services and expenditures under the 28E agreement, the City Council could choose to consider exploring and funding other options, which may include:

1. Paratransit services that could be contracted with DART or an independent company like

Joy Ride. The DART Commission would need to determine if and how it could contract for service; and Grimes staff would need to determine who is eligible for this service; what trips would be deemed eligible; and how to budget for such expenses. It should be noted that historically when other communities have withdrawn from DART the regional transit system has not provided contracted Paratrasit trips.

2. Increased shuttle services through expansion of funding for GVSS or through a limited city supplied service directed primarily at seniors or low-income workers and families.

**STRATEGIC PLANNING:**

Prioritized: \_\_\_\_ YES \_\_\_\_ NO

\*High-Performing Organization/Exception Professional Services \_\_\_\_

\*Great Place to Live/Expanded Quality of Life Amenities \_\_\_\_

\*Dynamic Town/Strong Sense of Community \_\_\_\_

\*More Beautiful/Vibrant Community \_\_\_\_

**BOARD/COMMISSION ACTIONS:** Not Applicable

**STAFF RECOMMENDATION:** Approval of Resolution

**RESPONSIBLE STAFF/CONTACT INFORMATION:**

Jake Anderson, City Administrator, 515-986-3036, [janderson@grimesiowa.gov](mailto:janderson@grimesiowa.gov)

Prepared by: Jake Anderson

Return to: Jake Anderson



RESOLUTION 11-3423 APPROVING NOTICE OF INTENT TO WITHDRAW FROM DART

Grimes Resolution No. 11-3423

WHEREAS, the City of Grimes (Grimes) is currently a member of the Des Moines Area Regional Transit Authority (DART); and

WHEREAS, Grimes has complied with its obligations under the DART agreement by providing a stream of revenue to support DART; and

WHEREAS, DART service in Grimes is underutilized and benefits a handful of residents at a high cost per ride to the taxpayers; now

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Grimes, Iowa that:

1. Grimes intends to withdraw from DART. The Mayor and City Clerk are authorized to sign the attached letter (Exhibit A) giving notice to the DART Commission and other participating communities pursuant to the DART agreement.

2. That the City Administrator and the City Attorney are authorized to negotiate with DART representatives any terms and conditions necessary to execute the withdrawal subject to further Council approval.

Passed by a vote of \_\_\_\_\_ to \_\_\_\_\_

PASSED and APPROVED on November 28, 2023.

\_\_\_\_\_  
Scott Mikkelsen, Mayor

Attested:

\_\_\_\_\_  
Rochelle Williams, City Clerk

November 28, 2023

Russ Trimble, Board Chair  
Des Moines Area Regional Transit Authority  
620 Cherry Street  
Des Moines, IA 50309

***Re: Grimes Notice of Withdrawal***

Dear Chairperson Trimble:

Pursuant to Article XVI of the Amended and Restated Agreement for the Des Moines Regional Transit Authority, the City of Grimes (Grimes) hereby gives its notice of withdrawal from the Des Moines Area Regional Transit Authority (DART) effective July 2025. Pursuant to Article XVI, Section 2 and 3, Grimes further states:

1. That Grimes requests that DART provide no further transit services to Grimes effective July 1, 2025, and understands that the DART Commission could choose to end service earlier than that date.
2. That Grimes will annually levy or annually pay its share of the outstanding bond or credit obligations under this agreement until Grimes' share of such bond or credit obligations have been fully paid.
3. That until its share of such bond or credit obligations have been fully paid, Grimes will continue to make an annual payment of the base transit levy rate as provided under Article VIII, Section 4(a)(1) of the Amended and Restated Agreement for the Des Moines Regional Transit Authority.
4. That Grimes is entitled to a pro rata share of DART System capital improvements and equipment pursuant to Article XVI, Section 3.

It is our understanding from the agreement that this withdrawal is contingent upon approval by the DART commission, but that the minimum 18-month notice begins when this letter is received.

Grimes further advises DART that it reserves any other legal rights that it has available to it, within the DART agreement or outside of the DART agreement, as it concerns its legal relationship with DART.

Should you have any questions about this letter, please do not hesitate to contact me. Thank you for your consideration.

CITY OF GRIMES

ATTEST:

---

Scott Mikkelsen, Mayor

---

Rochelle Williams, City Clerk

cc. Mayors of all DART member Communities