



CLIVE CITY COUNCIL

AGENDA, REGULAR MEETING

8800 Hickman Road

July 10, 2025 6:00 PM

This meeting will be conducted in-person in the Clive Public Safety Center Training Room and virtually via Zoom platform. To participate virtually use the following link: <https://us06web.zoom.us/j/87964457557> - Call-in number: (312) 626 6799 - Meeting ID: 879 6445 7557

Call to Order/Roll Call/Pledge of Allegiance

Approval of the Agenda

Citizens Presentation

Clive supports the pillars of Character Counts!, endeavoring at all times to promote and model the principles of trustworthiness, respect, responsibility, fairness, caring and citizenship. In conducting our work, we expect that all participants will act in a respectful manner consistent with these principles.

Consent Items

1. City Manager Memo
2. Approve 06/26/2025 City Council Minutes
3. Bill List
4. Approve Retail Alcohol Sales License Renewal Application - Flying Moose - 8980 Hickman Road
5. Approve Retail Alcohol Sales License Renewal Application - Bella Love Event Venue - 8801 University Avenue #29
6. Approve Retail Alcohol Sales License Ownership Update - Courtyard By Marriott - 1520 NW 114th Street
7. Approve Retail Alcohol Sales License Renewal Application - Courtyard By Marriott 1520 NW 114th Street
8. Approve New Retail Alcohol Sales License Application - Down Under Bar & Grill - 8350 Hickman Road
9. Resolution Approving Change Order #2 - Concrete Technologies, Inc. - Alice's Road Phase 1A Reconstruction Project - \$49,480.00
10. Resolution Approving Change Order #3 - Air-Con Electrical, LLC - Greenbelt Landing - \$37,276.85
11. Approve Pay Request #1 - Absolute Group - Forest Ave Water Main Replacement Project - \$124,142.54
12. Approve Pay Request #1 - Iowa Signal, Inc. - Douglas Parkway and Berkshire Parkway Traffic Signalization Project - \$57,728.73

13. Approve Pay Request #3 - Boulder Contracting, LLC - NW 114th Street Bridge Repair Project - \$10,939.25
14. Approve Pay Request #3 - Country Landscapes - Greenbelt Landing Construction Project - \$138,349.06
15. Approve Pay Request #4 - Mid-American Glazing - City Hall-Library Remodel Phase 1 Project - \$43,418.80
16. Approve Pay Request #4 - Concrete Technologies, Inc. - Alice's Road Phase 1A Reconstruction Project - \$228,233.73
17. Approve Pay Request #4 - LA Fulton & Sons - City Hall-Library Remodel Phase 1 Project - \$22,966.25
18. Approve Pay Request #5 - DeVries Electric - City Hall-Library Remodel Phase 1 Project - \$23,663.92
19. Approve Pay Request #6 - Keystone Construction - City Hall-Library Remodel Phase 1 Project - \$196,015.88
20. Approve Pay Request #6 - Dahl Air Conditioning & Heating - City Hall-Library Remodel Phase 1 Project - \$17,214.00
21. Approve Pay Request #6 - Calhoun-Burns & Associates - 2025 Bridge Maintenance Repair Program - \$774.00
22. Approve Pay Request #6 - On Track Construction, LLC - Greenbelt Landing Construction Project - \$81,278.53
23. Approve Pay Request #8 - Air-Con Mechanical Corp. - Greenbelt Landing Construction Project - \$18,746.25
24. Approve Pay Request #9 - Central Iowa Mechanical - Greenbelt Landing Construction Project - \$5,700.00
25. Approve Pay Request #9 - Keystone Construction Services LLC - Greenbelt Landing Construction Project - \$101,665.06
26. Approve Pay Request #9 - Greenbelt Management Study Phase 2 - RES - \$2110.00
27. Approve Pay Request #10 (Final) - Mainline Construction Group - NW 99th Court Reconstruction - \$33,058.56
28. Approve Pay Request #11 - Stantec Consulting Services - Little Walnut Creek Restoration and Trail Construction - \$12,736.50
29. Approve Pay Request #12 - Stantec Consulting Services - Little Walnut Creek Restoration and Trail Construction - \$19,223.50
30. Approve Pay Request #14 - Alliance Construction Group - NW 114th Street Reconstruction - \$28,738.03
31. Approve Pay Request #15 - Alice's Road Reconstruction - Phase 1-Design - Snyder & Associates - \$46,486.00
32. Approve SwAP Project 2024-007 Payment Request - Michael Meier - \$150
33. Approve SwAP Project 2025-002 - Claire or John Krause \$225
34. Approve SwAP Project 2024-008 Payment Request - Parker Day - \$150

35. Resolution Approving Professional Services Agreement with J&M Displays for Clive Festival Fireworks Displays
36. Resolution Approving Professional Services Agreement with Knockerball 118 for Clive Festival Bounce Houses
37. Approve Purchase - NeoGov Onboarding Module - \$5,943.85 Yr 1, \$6,241.04 Yr 2, and \$6,553.09 Yr 3
38. Resolution Setting Public Hearing (8/14/2025 - 6:00 p.m.) - Ordinance Amendment Regarding Variances
39. Resolution Approving Nuisance Abatement - 2184 NW 141st Street - Mowing
40. Resolution Accepting 1st Amendment to Overland Flowage and Private Storm Sewer Easement for Shadow Creek Plat 6, Lot 61 - 18190 Tanglewood Drive
41. Resolution Accepting 1st Amendment to Overland Flowage and Private Storm Sewer Easement for Shadow Creek Plat 7, Lot 32 - 17649 Hammontree Drive
42. Resolution Approving Agreement to Complete Site Improvements for 15451 Hickman Road
43. Receive & File Building Code Appeals Board Meeting Minutes - 03/11/2025
44. Approve Pay Rate - Logan Haring - PW Senior Operations Specialist - Streets - \$32.79/Hr - Effective 7/21/2025
45. Approve Pay Rate - Kyle Daniels - Parks Senior Operations Specialist - Facilities, Fleet Mechanic - \$40.39/Hr - Effective 7/21/2025

Action Items

1. 2nd Consideration of Proposed Ordinance No. 1164 - Zoning Ordinance Amendment Regarding Accessory Dwelling Units
2. Resolution Setting Date of Public Hearing to Consider Plans, Specifications and Taking of Bids - City Hall-Library Remodel Project Phase 2 (8-28-25 at 6:00 PM)

Discussion

1. Revisions to the Clive Post Construction Stormwater Management Manual
2. Crisis Intervention Team Update
3. Clive Communication Review, January 2025 through June 2025

Correspondence

Reports

Adjournment



Memo

TO: Mayor and Council members
FROM: Matt McQuillen, City Manager
DATE: July 10, 2025
RE: City Manager Memo

SYNOPSIS:

Attached please find the City Manager's Memo for the July 10, 2025 meeting of the Clive City Council.

Attachments:

1. General Info Memo 7-10-25

MEMO

To: Mayor Edwards and Clive City Council

From: City Manager Matt McQuillen

Date: July 7, 2025

Re: General Information Memo – July 10, 2025 City Council Meeting

The July 10, 2025, City Council meeting will be in-person in the training room at the Clive Public Safety Center & virtually at: <https://us06web.zoom.us/j/87964457557>

Consent Agenda – A few of items to note on the consent idea. First, staff would like to set a public hearing for your August 14 meeting to consider the first reading of an ordinance amendment regarding variances. This past legislative session a law was passed adjusting the “unnecessary hardship” standard to “practical difficulties” for granting a variance by the Board of Adjustment. Staff is working with the City Attorney to provide updated language for the City Code to comply with this state law change. Second, prior to this year’s Clive Festival staff is ready to finalize contracts associated with the fireworks display and bounce houses for the festival. Finally, staff would recommend the promotion of two Operational Specialists to Senior positions. Following a vacancy, Logan Haring will be promoted to the Public Works Senior Operational Specialist position with the Streets team and following the retirement of Victor Otto in the Parks Division, Kyle Daniels would move from the Public Works team to the Parks Division to become their Senior Operational Specialist for fleet maintenance. Congrats to both Logan and Kyle for these promotions.

2nd Reading: Accessory Dwelling Unit Ordinance – A second reading is scheduled for the July 10 City Council meeting of an ordinance amendment to the City’s Zoning Code to outline regulations regarding Accessory Dwelling Units (ADUs) in Clive. As outlined during the June 26 meeting, the City Council had identified the creation of an ordinance amendment to allow for ADUs in Clive as a strategic planning priority for 2025, during which the State of Iowa approved SF 592 regarding ADUs and pre-empting certain aspects of what could and could not be included for ADU regulations in Iowa. Staff has reviewed SF 592 and have made the necessary changes to ensure the City of Clive follows this new state law through the proposed ordinance amendment. Following Council feedback from the June 26 meeting, staff is working with legal counsel to update the language regarding the square footage qualifications depending on above ground finish of the primary residence. Those updates in the ordinance amendment language are anticipated to be ready for the 3rd and final reading of the ordinance on July 24. Staff would recommend your consideration and approval of the 2nd reading.

Setting PH: City Hall-Library Remodel Phase 2 – Staff and the City’s construction manager, DCI Group, are ready to set a public hearing for the August 28 meeting to consider bids for phase 2 of the City Hall-Library Remodel Project. The City will solicit bids over the next month, with a bid letting scheduled for Tuesday, August 5 at 2:00 PM. Included in the agenda packet are updated design materials and cost estimates for the phase 2 work. During the meeting, staff will provide a brief overview of the phase 2 remodel and estimated timeline for completion. Staff would recommend setting the public hearing for August 28.

Discussion Items – Staff has three discussion items to review with the Council during the July 10th meeting. First, over the past year staff has been working with water resource experts from McClure Engineering to development a full update to the City's Post-Construction Stormwater Management Manual following a minor update made in the summer of 2024. As the Council is aware, during the 2024 Iowa Legislative session SF 455 was approved requiring adjustments to the City's Stormwater Management Manual to remain compliant with state law. During the July 10th meeting, staff and the team from McClure will present the proposed changes to the Manual. Following the discussion and feedback from the Council, a formal adoption of the updated Manual will be presented for Council approval later this summer.

Second, Police Chief Mark Rehberg would like to discuss changes to the City's Crisis Intervention Team (CIT) program and the funding support received from the State of Iowa for the program. Included in the agenda packet is a memo Chief Rehberg has drafted to provide an overview of the transition of the state funding program's oversight from Heart of Iowa to the Iowa Primary Care Association. With this transition comes a shift in the funding going forward with a sliding scale of funding support over the next five years. Both Chief Rehberg and the City Manager would like to see the CIT program within the Clive Police Department continue for at least one more year while funding support from the state is high, to continue to evaluate the viability of this program and the benefits to responding to mental health events in our community with the right resources and the right time. Pending your feedback on the Chief's proposal, staff would bring forward the formal contract with Iowa Primary Care for your consideration at the July 24 meeting.

Finally, the Communications team is ready to provide an update on the City's communications activity and related data over the first six months of 2025. During the July 10th meeting the communications update will be presented.

Tentative Upcoming Agenda Items

July 24

- Public Hearing – 2025 Soil Quality Restoration Project
- Action – 3rd Reading - Accessory Dwelling Unit Ordinance
- Action – Dehner Distillery Site Plan
- Action – Crisis Intervention Team Updated Contract with Iowa Primary Care Association
- Action – Clive Post-Construction Stormwater Management Manual Amendment
- Presentation – Clive Capital Projects Update (Alice's Road, Road Rehab, Greenbelt Landing, etc.)

August 14

- Public Hearing – Ordinance Amendment Regarding Variances





Memo

TO: Mayor and Council members

FROM: Matthew Graham, City Clerk

DATE: July 10, 2025

RE: Approve 06/26/2025 City Council Minutes

SYNOPSIS:

Attachments:

1. cc Minutes 06_26_2025

**CLIVE CITY COUNCIL MEETING MINUTES
REGULAR MEETING
JUNE 26, 2025
CLIVE PUBLIC SAFETY CENTER TRAINING ROOM**

Call to Order/Roll Call/Pledge of Allegiance

Mayor Edwards presided and called the meeting to order at 6:00 p.m. Council Members present were: Ted Weaver, Michael McCoy, Susan Judkins, Eric Klein, Breanne Hocker. Absent: None. Public access was provided in-person at the Clive Public Safety Center, and via Zoom platform. Information on how to access via Zoom was provided on social media, posted with the agenda at City Hall and on the city website, cityofclive.com.

Approval of the Agenda

Eric Klein moved approval, seconded by Ted Weaver. Roll Call: Ayes: Ted Weaver, Michael McCoy, Susan Judkins, Eric Klein, Breanne Hocker. Nays: None. Abstained: None. Motion carried.

Presentation

1. Clive Festival Update. Leisure Services Director Richard Brown provided a presentation to the Council.

Consent Items

Eric Klein moved approval, seconded by Ted Weaver. Roll Call: Ayes: Ted Weaver, Michael McCoy, Susan Judkins, Eric Klein, Breanne Hocker. Nays: None. Abstained: None. Motion carried. 1. City Manager Memo; 2. City Manager Report - May 2025; 3. Assistant City Manager Tech Services Report - May 2025; 4. Administrative Services Report - May 2025; 5. Community Development Report - May 2025; 6. Fire Department Report - May 2025; 7. Leisure Services Report - May 2025; 8. Police Department Report - May 2025

9. Public Works Report - May 2025; 10. Treasurer's Report - May 2025; 11. Approve 06/12/2025 City Council Meeting Minutes; 12. Bill List; 13. **Resolution 2025-186** Authorizing Write-Off of Uncollectible Library Accounts; 14. **Resolution 2025-187** Authorizing and Directing the City Clerk to Write-Off as Uncollectible Certain Parking Citations; 15. **Resolution 2025-188** Authorizing and Directing to Write-Off Uncollectible Utility Accounts; 16. **Resolution 2025-189** Approving Temporary Street Closing - Block Party - 122nd Street; Between NW 123rd Street and Sunset Terrace - Saturday, July 12, 2025 - 10:00 a.m. - 10:00 p.m.; 17. **Resolution 2025-190** Approving Temporary Street Closing - Block Party - NW 155th Ct. - Friday, July 11, 2025 - 5:00 p.m. - 11:00 p.m.; 18. **Resolution 2025-191** Approving Temporary Street Closing - Block Party - NW 101st St. - Thursday, July 3, 2025 - 5:00 p.m. - 10:00 p.m.; 19. **Resolution 2025-192** Approving Temporary Street Closing - Block Party - Northwest Drive from 81st St. to NW 80th Ct. - Saturday, July 5, 2025 - 4:00 p.m. - 11:00 p.m.; 20. **Resolution 2025-193** Approving Temporary Street Closing - Block Party - NW 152nd Ct. - Saturday, July 5, 2025 - 4:00 p.m. - 11:00 p.m.; 21. **Resolution 2025-194** Approving Change Order #1 - Boulder Contracting, LLC - NW 114th Street Bridge Repair Project - \$12,000.00; 22. **Resolution 2025-195** Approving Change Order #1 - Iowa Signal, Inc. - Douglas Parkway and Berkshire Parkway Traffic Signalization Project - \$22,732.90; 23. **Resolution 2025-196** Approving Change Order #2 - Indian Hills Trail & Bridge Project Credit - (-\$12,103.00); 24. **Resolution 2025-197** Approving Change Order # 3 - Indian Hills Trail & Bridge Project Credit - (-\$215.00); 25. Approve Pay Request #4 - Des Moines Asphalt and Paving - Country Club Boulevard HMA Pavement Rehabilitation Project - \$83,484.63; 26. Approve Pay Request #6 - DCI Group - Construction Management Services - City Hall/Library Remodel Phase 1 Project - \$23,956.18; 27. Approve Final Pay Request # 7 - Indian Hills Trail & Bridge Project - Absolute Concrete - \$7,531.55; 28. Approve Purchase - Dell Technologies - Administrative Services and Public Works Staff Computer Replacements - \$44,589.44; 29. **Resolution 2025-198** Awarding Contract - Project 7 Design - \$5,000.00; 30. **Resolution 2025-199** Setting Public Hearing for the 2025 Clive Soil Quality Restoration Cost-Share Program (7-24-25 6:00 PM); 31. Approve SwAP Project 2025-

01 Payment Request - Julie Merefeld - \$950.27; 32. **Resolution 2025-200** Accepting 1st Amendment to Overland Flowage and Private Storm Sewer Easement for Shadow Creek Plat 4, Lot 60 - 3558 NW 177th Street; 33. **Resolution 2025-201** Accepting 1st Amendment to Public Storm Sewer Line Easement for Shadow Creek Plat 4, Lot 60 - 3558 NW 177th Street; 34. **Resolution 2025-202** Approving Amended Job Descriptions For Full-Time Positions; 35. **Resolution 2025-203** Amending Employee Handbook - Effective 07/01/2025; 36. **Resolution 2025-204** Approving City of Clive Employee Committees.

Action Items

1. **Public Hearing - Zoning Ordinance Amendment - Accessory Dwelling Units.** Senior Planner Amanda Grutzmacher presented the matter to the Council and recommended approval. Eric Klein moved to close the public hearing, seconded by Susan Judkins. Roll Call: Ayes: Ted Weaver, Michael McCoy, Susan Judkins, Eric Klein, Breanne Hocker. Nays: None. Abstained: None. Motion carried.
 - a. **First Consideration of Proposed Ordinance No. 1164 - Zoning Ordinance Amendment Regarding Accessory Dwelling Units.** Eric Klein moved approval, seconded by Susan Judkins. Roll Call: Ayes: Ted Weaver, Michael McCoy, Susan Judkins, Eric Klein, Breanne Hocker. Nays: None. Abstained: None. Motion carried.
2. **Approve Renewal - Property and Liability Insurance - ICAP - \$501,796.00.** City Clerk Matthew Graham presented the matter to the Council and recommended approval. Ted Weaver moved approval, seconded by Michael McCoy. Roll Call: Ayes: Ted Weaver, Michael McCoy, Susan Judkins, Eric Klein, Breanne Hocker. Nays: None. Abstained: None. Motion carried.
3. **Second Consideration of Proposed Ordinance 1163 Amending the 2024 Code of Ordinances of the City of Clive, Iowa, by Amending Title 5, Chapter 4B, Section 2 ("Consumer Fireworks") and Title 10, Chapter 8, Section 12 to conform with recent state law changes.** City Manager Matt McQuillen presented the matter to the Council and recommended approval. Michael McCoy moved to suspend the rule requiring three separate readings of an ordinance prior to adoption, seconded by Ted Weaver. Roll Call: Ayes: Ted Weaver, Michael McCoy, Susan Judkins, Eric Klein, Breanne Hocker. Nays: None. Abstained: None. Motion carried. Michael McCoy moved final approval of Ordinance 1163, seconded by Ted Weaver. Roll Call: Ayes: Ted Weaver, Michael McCoy, Susan Judkins, Eric Klein, Breanne Hocker. Nays: None. Abstained: None. Motion carried.
Mayor Edwards declared Ordinance 1163 to be enacted.

Discussion

1. Clive's Future Water Purchase Capacity Needs. Assistant City Manager Pete De Kock presented the matter to the Council and facilitated discussion.

Reports

Assistant City Manager Report was given by Pete De Kock.
Council Member Committee Reports were given.
City Manager Report was given by Matt McQuillen.

The meeting was adjourned at 7:44 p.m.

Matthew D. Graham, City Clerk

John D. Edwards, Mayor



Memo

TO: Mayor and Council members
FROM: Matthew Graham, City Clerk
DATE: July 10, 2025
RE: Bill List

SYNOPSIS:

Attachments:

1. 20250702154939160

Date Paid	Vendor Name	Description	Amount Paid
06/26/2025	ABSOLUTE CONCRETE	INDIAN HILLS TRAIL/BRIDGE PRJCT PAY REQ 7	7,531.55
07/07/2025	ACCO	CHLORINE, ACID	3,155.20
07/07/2025	ACCO	CHLORINE & BICARB	1,099.80
07/07/2025	ACCO	REAGENTS	159.80
07/07/2025	ACCO	FOOTWHEEL - LONG ROLLER FOR DIVINGBOARD	613.92
07/07/2025	ACCO	CHLORINE & ACID	1,778.80
07/07/2025	ACCO	SOD BICARB	374.40
07/07/2025	ACCO	POOL CHEMICALS	2,381.20
07/07/2025	ADT SECURITY SERVICES	QUARTERLY SECURITY CAMPBELL PARK	147.12
06/26/2025	AFLAC	CURRENT PAY WITHHOLDING AFLAC PRE TAX Pay Period: 6/21/2025	91.32
07/07/2025	ALL FORMS & SUPPLIES LTD	PRINTING-NOTORIAL SEAL	94.98
07/07/2025	ALL FORMS & SUPPLIES LTD	PRINTING - BUSINESS CARDS - D. TOWNES	40.00
07/07/2025	AMAZON CAPITAL SERVICES	CAMPBELL CONCESSIONS	48.73
07/07/2025	AMAZON CAPITAL SERVICES	MPS POOL PARTY CRAFT SUPPLIES	28.47
07/07/2025	AMAZON CAPITAL SERVICES	DESCALER	35.92
07/07/2025	AMAZON CAPITAL SERVICES	PC REPLACEMENTS	417.58
07/07/2025	AMAZON CAPITAL SERVICES	CROSSWALK SIGNS - POOL	319.96
07/07/2025	AMAZON CAPITAL SERVICES	SUPPLIES	99.76
07/07/2025	AMAZON CAPITAL SERVICES	REPLACEMENT STRAP HANDLES	97.50
07/07/2025	AMAZON CAPITAL SERVICES	INTAKE REPAIR SUPPLIES	132.50
07/07/2025	AMAZON CAPITAL SERVICES	BUILDING MAINT AND REPAIR	506.94
07/07/2025	AMAZON CAPITAL SERVICES	CAMPBELL CONCESSIONS	31.90
07/07/2025	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	69.99
07/07/2025	AMAZON CAPITAL SERVICES	CREDIT	132.50-
07/07/2025	AMAZON CAPITAL SERVICES	SAFETY SUPPLIES - PARKING LOT	327.64
07/07/2025	AMAZON CAPITAL SERVICES	HANGERS FOR STIHL EQUIPMENT	49.98
07/07/2025	AMAZON CAPITAL SERVICES	CH RENOVATION CAMERA	424.00
07/07/2025	AMAZON CAPITAL SERVICES	WALL MOUNT HOOKS - LAZY RIVER AREA	79.80
07/07/2025	AMAZON CAPITAL SERVICES	SHOP TOOLS	188.36
07/07/2025	AMAZON CAPITAL SERVICES	GATORADE FOR WATER JUGS	208.98
06/26/2025	AMERITAS LIFE INSURANCE GRP- VISION	CURRENT PAY WITHHOLDING VISION INSURANCE Pay Period: 6/21/2025	516.52
07/07/2025	ARNOLD MOTOR SUPPLY	PARTS	183.61
07/07/2025	AT & T MOBILITY	PATROL CELL PHONES	640.50
07/07/2025	ATLANTIC BOTTLING	CAC CONCESSIONS	764.86
07/07/2025	ATLANTIC BOTTLING	CAMPBELL CONCESSIONS	139.88
07/07/2025	ATLANTIC BOTTLING	CAC CONCESSIONS	1,331.79
07/07/2025	BAD FRIENDS DSM LLC	CLIVE FESTIVAL - SAT OPENER	1,200.00
07/07/2025	BAKER & TAYLOR BOOKS	BOOKS- ADULT	152.32
07/07/2025	BAKER & TAYLOR BOOKS	BOOKS ADULT-HARBACH	55.45
07/07/2025	BAKER & TAYLOR BOOKS	BOOKS- ADULT	185.24
07/07/2025	BAKER & TAYLOR BOOKS	BOOKS- ADULT	116.26
07/07/2025	BAKER & TAYLOR BOOKS	BOOKS ADULT-HARBACH	17.10
07/07/2025	BAKER & TAYLOR BOOKS	BOOKS- ADULT	115.11
07/07/2025	BAKER GROUP	LIBRARY AUTO SLIDING DOOR REPAIR	679.50
07/07/2025	BEFORE AND AFTER THE BIRTH LLC	MISC CONTRACT WORK-CHILDREN	210.00
07/07/2025	BOLTON & HAY INC	SLUSHIE MIX	20.42
07/07/2025	BOLTON & HAY INC	SLUSHIE MIX	61.26
07/07/2025	BOLTON & HAY INC	SLUSHIE MIX	40.84
07/07/2025	BOLTON & HAY INC	BUILDING MAINTENANCE AND REPAIRS	130.40
07/07/2025	BRAVO GREATER DES MOINES	2/7 HOTEL MOTEL JUNE 25	20,832.15
07/07/2025	BROCKWAY MECHANICAL & ROOFING	ROOF INSPECTIONS & REPAIRS	236.72
07/07/2025	BROCKWAY MECHANICAL & ROOFING	ROOF INSPECTIONS & REPAIRS	63.80
07/07/2025	BROCKWAY MECHANICAL & ROOFING	ROOF INSPECTIONS & REPAIRS	139.48
07/07/2025	BULLZEYE INC	JANITORIAL SUPPLIES FIRE	291.95
07/07/2025	BUSINESS LETTER, THE	BUSINESS CARDS - RANDEL, BERRY, & TOKUHISA	216.60
07/07/2025	BUSINESS LETTER, THE	BUSINESS CARDS - HOCKER & WIRTH	144.40
07/07/2025	BUSINESS LETTER, THE	BUSINESS CARDS - NELSON	72.20
07/07/2025	BUSINESS LETTER, THE	BUSINESS CARDS - PFAFF	72.20

Date Paid	Vendor Name	Description	Amount Paid
07/07/2025	CALHOUN-BURNS & ASSOCIATES	BIENNIAL BRIDGE INSPECTIONS	1,522.50
07/07/2025	CDW GOVERNMENT INC	BATTERY BACKUP	263.41
07/07/2025	CELLEBRITE, INC	SOFTWARE SUBSCRIPTION	10,150.00
07/07/2025	CENGAGE LEARNING INC / GALE	BOOKS - ADULT	24.69
07/07/2025	CENTRAL IOWA READY MIX	CONCRETE	1,927.00
07/07/2025	CENTRAL IOWA READY MIX	CONCRETE	4,203.75
07/07/2025	CENTRAL STATES MEDICINE PLLC	411 MED CLAIM	835.22
07/07/2025	CENTRAL STATES MEDICINE PLLC	411 MED CLAIM	774.48
07/07/2025	CINTAS CORPORATION #22M	PARKS LAUNDRY & UNIFORM SERVICE	1,222.41
07/07/2025	CINTAS CORPORATION #22M	PARKS LAUNDRY & UNIFORM SERVICE	353.72
07/07/2025	CITY OF DES MOINES	CONTRACT HAULING	376.90
07/07/2025	CITY OF WAUKEE	WAUKEE CUSTOMER - CLIVE WATER	169.92
07/07/2025	CITY OF WAUKEE	WAUKEE CUSTOMER - CLIVE WATER	155.12
07/07/2025	CLAIRE OR JOHN KRAUSE	SWAP REIMBURSEMENT 2025-002	225.00
07/07/2025	CLASSIC EVENTS	FESTIVAL DANCE FLOOR	1,485.00
06/26/2025	CLIVE COMMUNITY SERVICES	CURRENT PAY WITHHOLDING CLIVE COMM SERVICES Pay Period: 6/21/202	37.20
07/07/2025	CLIVE POWER EQUIPMENT	POWER HEAD ATTACHMENT	279.99
06/26/2025	COLLECTION SERVICES CENTER	CURRENT PAY WITHHOLDING CHILD SUPPORT Pay Period: 6/21/2025	1,775.96
07/07/2025	CONSOLIDATED COMMUNICATIONS	PHONE LINES	1,029.50
07/07/2025	CONSOLIDATED ELECTRICAL DISTRI, IN	CONTACTERS FOR SPLASH PAD	48.55
07/07/2025	CONSOLIDATED ELECTRICAL DISTRI, IN	TIMER SWITCH - SPLASH PAD	132.62
07/07/2025	CONTINENTAL RESEARCH CORPORATION	GRAFFITI REMOVER	732.54
07/07/2025	COR ROBOTICS LLC	COR ROBOTICS CAMPS	1,040.00
06/24/2025	CRIME STOPPERS OF CENTRAL IOWA	FY25 ALLOCATION	1,500.00
07/07/2025	CRIME STOPPERS OF CENTRAL IOWA	FY26 ALLOCATION	1,500.00
07/07/2025	CROWN TROPHY	SUMMER SPORTS AWARDS	239.40
07/07/2025	DANIEL PAUSTIAN	CLIVE FESTIVAL - TRAILERED TABLES	900.00
07/07/2025	DANIEL POE	CLIVE FESTIVAL - FRIDAY BALLOON TWISTER	700.00
06/26/2025	DCI GROUP	CH/LIB CONSTRUCTION MGMT SERVICES PAY REQ 6	23,956.18
07/07/2025	DENISE FORNEY	MISC CONTRACT WORK-CHILDREN	150.00
07/07/2025	DES MOINES AREA MPO	MPO ANNUAL DUES	19,005.00
06/26/2025	DES MOINES ASPHALT AND PAVING	COUNTRY CLUB BLVD PAVEMENT REHAB PAY REQ 4	83,484.63
06/26/2025	EBS	MEDICAL WITHHOLDING DENTAL INSURANCE - DELTA (EBS) Pay Period: 6/2	2,139.83
06/26/2025	EBS	MEDICAL WITHHOLDING MED W 750 FAMILY EXEMPT Pay Period: 6/21/2025	7,698.68
06/26/2025	EBS	MEDICAL WITHHOLDING MED W 750 EMPE + 1 EXEMPT Pay Period: 6/21/20	1,854.65
06/26/2025	EBS	MEDICAL WITHHOLDING MED W 750 SINGLE EXEMPT Pay Period: 6/21/2025	844.51
06/26/2025	EBS	MEDICAL WITHHOLDING MED - HDHP FAMILY Pay Period: 6/21/2025	1,276.60
06/26/2025	EBS	MEDICAL WITHHOLDING MED-HDHP EMPL +1 Pay Period: 6/21/2025	342.00
06/26/2025	EBS	MEDICAL WITHHOLDING MED HDHP SINGLE Pay Period: 6/21/2025	529.92
06/26/2025	EFTPS	FWT/FICA/MEDICARE CURRENT PAY FEDERAL WITHHOLDING TAX Pay Peri	51,445.26
06/26/2025	EFTPS	FWT/FICA/MEDICARE CURRENT PAY SOCIAL SECURITY Pay Period: 6/21/20	36,908.51
06/26/2025	EFTPS	FWT/FICA/MEDICARE CURRENT PAY SOCIAL SECURITY Pay Period: 6/21/20	36,908.51
06/26/2025	EFTPS	FWT/FICA/MEDICARE CURRENT PAY MEDICARE Pay Period: 6/21/2025	8,631.88
06/26/2025	EFTPS	FWT/FICA/MEDICARE CURRENT PAY MEDICARE Pay Period: 6/21/2025	8,631.88
07/07/2025	ELECTRIC PUMP	HANGING HEATER FOR PUMPING STATION	2,450.00
07/07/2025	EPIC iO TECHNOLOGIES	PHONE LINES	155.35
07/07/2025	FABIAN RUIZ	PROFESSIONAL FEE - INTERPRETER	70.00
07/07/2025	GAMEON DSM	CLIVE FESTIVAL GAME TRUCK	1,380.00
07/07/2025	GRAYBAR ELECTRIC CO.	PW REMODEL	110.81
07/07/2025	GTR DM CONVENTION & VISITORS B	2/7 HOTEL MOTEL JUNE 25	20,832.15
07/07/2025	HD SUPPLY	JANITORIAL SUPPLIES	235.86
07/07/2025	HD SUPPLY	JANITORIAL SUPPLIES	410.72
07/07/2025	HI TOUCH BUSINESS SERVICES	SHOP SUPPLIES	79.78
07/07/2025	HI TOUCH BUSINESS SERVICES	OFFICE SUPPLIES	43.34
07/07/2025	HI TOUCH BUSINESS SERVICES	OFFICE SUPPLIES	43.34
06/26/2025	ICMA	LOAN REPAYMENT LOAN REPAYMENT Pay Period: 6/21/2025	533.76
06/26/2025	ICMA RETIREMENT CORP.#457	CURRENT PAY WITHHOLDING ICMA CITY OUT DEF COMP - Pay Period: 6/21/	18,195.13
06/26/2025	ICMA RETIREMENT CORP.#457	CURRENT PAY WITHHOLDING ICMA -DEF COMP Pay Period: 6/21/2025	11,863.45

Date Paid	Vendor Name	Description	Amount Paid
06/26/2025	ICMA RETIREMENT CORP.#457	CURRENT PAY WITHHOLDING ICMA ROTH DEF COMP Pay Period: 6/21/2025	10,907.88
07/07/2025	IMAGE SOLUTIONS	LOGOED APPAREL ADMIN	61.00
07/07/2025	IMAGE SOLUTIONS	LOGOED APPAREL REC	193.50
07/07/2025	IMAGE SOLUTIONS	LOGOED APPAREL PD	115.00
07/07/2025	IMAGE SOLUTIONS	LOGOED APPAREL PZ	49.00
07/07/2025	IMAGE SOLUTIONS	LOGOED APPAREL PARKS	14.00
07/07/2025	IMAGE SOLUTIONS	LOGOED APPAREL LIBRARY	104.00
07/07/2025	INFOMAX OFFICE SYSTEMS INC	COPIER MAINT	1,102.39
07/07/2025	INGRAM LIBRARY SERVICES	BOOKS-HARBACH-CHILDREN	18.73
07/07/2025	INGRAM LIBRARY SERVICES	BOOKS-CHILDREN	315.65
07/07/2025	INGRAM LIBRARY SERVICES	BOOKS-YOUNG ADULT	21.81
07/07/2025	INTERSTATE ALL BATTERY CENTER	#759B BATTERY REPLACEMENT	123.10
07/01/2025	IOWA COMMUNITIES ASSURANCE POOL	PROP & LIAB COVERAGE	501,796.00
07/07/2025	IOWA-DES MOINES SUPPLY INC	BUILDING MAINT AND REPAIRS	441.81
07/07/2025	IOWA-DES MOINES SUPPLY INC	SHELTER CLEANING SUPPLIES	181.82
06/27/2025	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS RETIREMENT -FIRE Pay Period:	7,026.02
06/27/2025	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS-REGULAR MEMBERS Pay Perio	20,375.97
06/27/2025	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS-REGULAR MEMBERS Pay Perio	30,580.15
06/27/2025	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS RETIREMENT -FIRE Pay Period:	4,686.51
07/07/2025	JEAN BECKER-WOLD	DAMAGE REIMBURSEMENT	406.59
07/07/2025	JENNIFER STANBROUGH	REFUND DEPOSIT/OVERPAYMENT	100.00
07/07/2025	JENNIFER STANBROUGH	REFUND DEPOSIT/OVERPAYMENT	118.09
07/07/2025	JOHNSTONE SUPPLY	BUILDING MAINT AND REPAIR	386.70
07/07/2025	JONATHAN MAY	CLIVE FESTIVAL - SAT BALLOON TWISTER	1,225.00
06/26/2025	JULIE MERFELD	SWAP PROJECT GRANT 2025-001	950.27
07/07/2025	KING'S THRONE, LLC	CLIVE FESTIVAL RESTROOMS - FINAL PAY	487.50
07/07/2025	LAURA SOLIS	REFUND OVERPAYMENT	19.00
07/07/2025	LITTLE PRINCESS PARTIES	MPS POOL PARTY	660.00
07/07/2025	LOGAN CONTRACTORS SUPPLY	INTAKE REPAIR SUPPLIES	539.30
07/07/2025	LOGAN CONTRACTORS SUPPLY	CONCRETE SUPPLIES	961.89
07/07/2025	LYLE SUMEK ASSOCIATES INC	STRATEGIC PLANNING CONSULT SERVICES - AUGUST 2024 WORKSHOPS	23,475.72
07/07/2025	MADALYN GRASK	REFUND DEPOSIT	62.58
07/07/2025	MAGAZINE SUBSCRIPTION SERVICE AGENCY	MAGAZINE SUBSCRIPTION SERVICE	5,661.55
07/07/2025	MAIL SERVICES	REMINDER NOTICES	44.42
07/07/2025	MAIL SERVICES	POSTAGE	189.17
07/07/2025	MARTIN BROS	CAC CONCESSIONS	1,445.53
07/07/2025	MARTIN BROS	CAC CONCESSIONS	1,542.48
07/07/2025	MARTIN BROS	CAC CONCESSIONS	1,079.09
07/07/2025	MARTIN BROS	CAC CONCESSIONS	1,385.06
07/07/2025	MARTIN BROS	CAMPBELL CONCESSIONS	58.17
07/07/2025	MARTIN MARIETTA MATERIALS	ROCK FOR WATER MAIN BREAK	1,254.28
07/07/2025	MARTIN'S FLAG CO. INC.	REPLACEMENT FLAGS	158.20
07/07/2025	MENARDS	BUILDING MAINT AND REPAIR	3.66
07/07/2025	MENARDS	MICROWAVE	119.99
07/07/2025	MENARDS	PLANT MATERIAL	83.76
07/07/2025	MENARDS	PLANT MATERIAL	342.44
07/07/2025	MENARDS	BUILDING MAINT AND REPAIR	44.34
07/07/2025	MENARDS	LUMBER FOR LINNAN PARK CONSTRUCTION SIGN	122.00
07/07/2025	MENARDS	PAINT	144.28
07/07/2025	MENARDS	TOILET REPAIRS	25.97
07/07/2025	MENARDS	PLANT MATERIAL	333.36
07/07/2025	MENARDS	SHOP TOOLS	13.99
07/07/2025	MENARDS	PROGRAM SUPPLIES	29.97
07/07/2025	MENARDS	FORM LUMBER	131.76
07/07/2025	MENARDS	MISC TRAFFIC SUPPLIES	21.87
07/07/2025	MENARDS	ROOF DRAIN BASKETS	60.98
07/07/2025	MENARDS	WELDED WIRE	64.99
07/07/2025	MENARDS	LIGHTING BALLAST	175.91

Date Paid	Vendor Name	Description	Amount Paid
07/07/2025	MENARDS	RTU CONDENSATE DRAIN LINE REPAIRS	14.30
07/07/2025	MENARDS	RTU CONDENSATE DRAIN LINE REPAIRS	3.85
07/07/2025	MENARDS	RTU CONDENSATE DRAIN LINE REPAIRS	8.43
07/07/2025	MENARDS	RTU CONDENSATE DRAIN LINE REPAIRS	8.43-
07/07/2025	MENARDS	RTU CONDENSATE DRAIN LINE REPAIRS	14.30-
07/07/2025	MENARDS	RTU CONDENSATE DRAIN LINE REPAIRS	3.85-
07/07/2025	MENARDS	RTU CONDENSATE DRAIN LINE REPAIRS	8.01
07/07/2025	MENARDS	RTU CONDENSATE DRAIN LINE REPAIRS	13.60
07/07/2025	MENARDS	RTU CONDENSATE DRAIN LINE REPAIRS	3.67
07/07/2025	MENARDS	RTU CONDENSATE DRAIN LINE REPAIRS	2.51
07/07/2025	MENARDS	RTU CONDENSATE DRAIN LINE REPAIRS	9.35
07/07/2025	MENARDS	RTU CONDENSATE DRAIN LINE REPAIRS	5.51
07/07/2025	MENARDS	RTU CONDENSATE DRAIN LINE REPAIRS	6.65
07/07/2025	MENARDS	RTU CONDENSATE DRAIN LINE REPAIRS	3.04
07/07/2025	MENARDS	RTU CONDENSATE DRAIN LINE REPAIRS	11.29
07/07/2025	MENARDS	INTAKE REPAIR SUPPLIES	504.54
07/07/2025	MENARDS	BUILDING MAINT AND REPAIRS	10.92
07/07/2025	MENARDS	BUILDING MAINT AND REPAIRS	2.46
07/07/2025	MENARDS	MACHETE	67.97
07/07/2025	MENARDS	DETERGENT	35.66
07/07/2025	MENARDS	ELECTRICAL CONDUIT	36.37
07/07/2025	MENARDS	ELECTRICAL CONDUIT	9.85
07/07/2025	METRO WASTE AUTHORITY	CURB IT - JUNE 25	27,736.48
07/07/2025	METRO WASTE AUTHORITY	SOLID WASTE JUNE 25	70,839.94
07/07/2025	MICHAEL MEIER	SWAP 24-007 REIMBURSEMENT	150.00
07/07/2025	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE	490.62
07/07/2025	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE	2,140.85
07/07/2025	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE	1,638.66
07/07/2025	MIDAMERICAN ENERGY DAV	PW BUILDING	1,422.64
07/07/2025	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE	30.53
07/07/2025	MIDAMERICAN ENERGY DAV	TRAFFIC LIGHTS	68.02
07/07/2025	MIDAMERICAN ENERGY DAV	TRAFFIC LIGHTS	51.88
07/07/2025	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE	12.85
07/07/2025	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE	10.33
07/07/2025	MIDAMERICAN ENERGY DAV	TRAFFIC LIGHTS	97.61
07/07/2025	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE PARKS	20.08
07/07/2025	MIDAMERICAN ENERGY DAV	STREET LIGHTS	51.24
07/07/2025	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE PARKS	347.95
07/07/2025	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE PARKS	10.00
07/07/2025	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE PARKS	10.00
07/07/2025	MIDAMERICAN ENERGY DAV	WATER FACILITIES	15.08
07/07/2025	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE	2,256.36
07/07/2025	MIDAMERICAN ENERGY DAV	ELEC/GAS SERVICE	204.61
07/07/2025	MTI DISTRIBUTING INC	IRRIGATION	41.22
07/07/2025	MTI DISTRIBUTING INC	IRRIGATION	41.22
06/26/2025	MUNICIPAL FIRE & POLICE	CURRENT PAY WITHHOLDING MUNICIPAL FIRE & POLICE RETIRE Pay Perio	21,736.59
06/26/2025	MUNICIPAL FIRE & POLICE	CURRENT PAY WITHHOLDING MUNICIPAL FIRE & POLICE RETIRE Pay Perio	9,160.83
07/07/2025	MUNICIPAL SUPPLY INC	LAZY RIVER RECIRC PIPING REPLACE	623.25
07/07/2025	MUNICIPAL SUPPLY INC	LARGE METER REPLACEMENT	3,994.00
07/07/2025	NAPA DISTRIBUTION CENTER	VEHICLE REPAIR	47.82
07/07/2025	NETWORKS	PROFESSIONAL FEES	390.00
07/07/2025	NETWORKS	HOSTED BACKUP	5,119.80
07/07/2025	NETWORKS	SOFTWARE SUBSCRIPTION	7.70
07/07/2025	NETWORKS	HARDWARE MAINT	6,235.20
07/07/2025	NYEMASTER-GOODE	PROSECUTIONS	4,572.50
07/07/2025	NYEMASTER-GOODE	CITY COUNCIL	850.00
07/07/2025	NYEMASTER-GOODE	LEGAL HR	1,250.00
07/07/2025	NYEMASTER-GOODE	LEGAL GENERAL	12,884.50

Date Paid	Vendor Name	Description	Amount Paid
07/07/2025	NYEMASTER-GOODE	LEGAL	50.00
07/07/2025	NYEMASTER-GOODE	LEGAL	690.00
07/07/2025	ONE SOURCE	BACKGROUND CHECKS	260.00
07/07/2025	ONLINE SOLUTIONS LLC	SUBSCRIPTION RENEWAL	33,600.00
07/07/2025	P & P SMALL ENGINES INC	POLE SAW PARTS	74.99
07/07/2025	P J IOWA LC	CAC CONCESSIONS PIZZA	708.84
07/07/2025	P J IOWA LC	CAC CONCESSIONS	527.94
07/07/2025	PARKER DAY	SWAP PROJECT 2024-008	150.00
07/07/2025	PETTY CASH	CLIVE FESTIVAL PETTY CASH	100.00
07/07/2025	PFM	ANNUAL RETAINER	2,000.00
07/07/2025	PFM	ANNUAL RETAINER	5,000.00
07/07/2025	PFM	ANNUAL RETAINER	500.00
07/07/2025	PFM	ANNUAL RETAINER	2,500.00
07/07/2025	PFM	CONTINUED DISCLOSURE	2,000.00
07/07/2025	PLAYAWAY PRODUCTS LLC	YOUTH MEDIA	768.42
07/07/2025	PRODIGY CARE SERVICES	411 RX	13.09
07/07/2025	RAINBOW RAY FACE PAINTING	CLIVE FESTIVAL - FACE PAINTING	850.00
06/26/2025	RELANCE STANDARD LIFE INSURANCE	VOL LIFE INSURANCE Pay Period: 6/21/2025	1,210.45
07/07/2025	RICKEY MALY	FESTIVAL SOUND/LIGHTING	2,500.00
07/07/2025	SECURITY EQUIPMENT INC	BUILDING MAINT AND REPAIRS	257.14
07/07/2025	SECURITY EQUIPMENT INC	MORTISE CYCLINDER DOOR LOCK HARDWARE	5,009.75
07/07/2025	SHI INTERNATIONAL CORP	SOFTWARE SUBSCRIPTION	5,590.00
07/07/2025	SMITH & MOON ENTERPRISES LLC	REFUND OVERPAYMENT	33.99
07/07/2025	SO BRIGHT PRODUCTIONS	FESTIVAL STAGE - FINAL PAY	2,229.50
07/07/2025	SOURIYNO & PHILIP CHEN	REFUND DEPOSIT	24.21
07/07/2025	STEAM STARZ LLC	WIZARDRY CAMP	637.50
07/07/2025	STEAM STARZ LLC	BREAK IT BUILD IT CAMP	1,360.00
07/07/2025	STIVERS FORD	#739 WASHER RESERVOIR CAP	13.03
07/07/2025	STREET COLLECTIVE	BCYCLE - YR 5 OF 5	5,000.00
07/07/2025	STUART VETERINARY CLINIC	GOAT BANDING	172.32
07/07/2025	SUBSURFACE SOLUTIONS	GIS MAPPING	360.00
07/07/2025	SUPERIOR PEST CONTROL	PEST CONTROL	177.54
07/07/2025	SUPERIOR PEST CONTROL	PEST CONTROL	47.85
07/07/2025	SUPERIOR PEST CONTROL	PEST CONTROL	104.61
07/07/2025	SUPERIOR PEST CONTROL	PEST CONTROL	250.00
07/07/2025	SUPERIOR PEST CONTROL	PEST CONTROL	331.00
07/07/2025	TERRACON CONSULTANTS INC	CH-LIB SPECIAL INSPECTION SERVICE PAY REQ 1	1,087.50
07/07/2025	THELMAS LLC	CAC CONCESSIONS	792.00
07/07/2025	THELMAS LLC	CAC CONCESSIONS	844.80
07/07/2025	THELMAS LLC	CAC CONCESSIONS	765.60
07/07/2025	THELMAS LLC	CAMPBELL CONCESSIONS	52.80
07/07/2025	TRAVIS WHITE	REFUND DEPOSIT	36.52
06/26/2025	TREAS - STATE OF IA WH TAX	STATE WITHHOLDING STATE WITHHOLDING TAX Pay Period: 6/21/2025	23,646.00
07/07/2025	TRI CITY ELECTRIC COMPANY OF IOWA	EV CHARGER REPAIRS	127.51
07/07/2025	TRI CITY ELECTRIC COMPANY OF IOWA	EV CHARGER REPAIRS	34.36
07/07/2025	TRI CITY ELECTRIC COMPANY OF IOWA	EV CHARGER REPAIRS	75.13
07/07/2025	TRI-CITY ELECTRIC COMPANY OF IOWA	CAC SINKS AND LAZY RIVER	692.28
07/07/2025	TRITECH SOFTWARE SYSTEMS	ASSET MGMT MAINT	604.75
07/07/2025	UNITED STATES TREASURY	PCORI FEE	437.92
06/26/2025	UNITED WAY	CURRENT PAY WITHHOLDING UNITED WAY Pay Period: 6/21/2025	40.46
07/07/2025	VAN DIEST SUPPLY COMPANY	HERBICIDE CHEMICALS	566.25
07/07/2025	VAN DIEST SUPPLY COMPANY	HERBICIDE CHEMICALS	287.20
07/07/2025	VERIZON	DATA PLANS	1,118.36
07/07/2025	VERIZON	CELL DATA SERVICE	139.41
07/07/2025	VERIZON	CELL DATA SERVICE	46.47
07/07/2025	VERIZON	CELL DATA SERVICE	139.41
07/07/2025	VESTIS	UNIFORMS	99.91
07/07/2025	VESTIS	UNIFORMS	55.77

Date Paid	Vendor Name	Description	Amount Paid
07/07/2025	VESTIS	UNIFORMS	55.77
07/07/2025	VESTIS	UNIFORMS	20.91
07/07/2025	VESTIS	UNIFORMS	99.91
07/07/2025	VESTIS	UNIFORMS	55.77
07/07/2025	VESTIS	UNIFORMS	55.77
07/07/2025	VESTIS	UNIFORMS	20.91
07/07/2025	WESTSIDE AUTO PROS	#739 ENGINE REPAIR	1,835.28
07/07/2025	ZIEGLER INC	GENERATOR FUEL LINE REPLACEMENT	1,002.57
07/07/2025	ZIMCO SUPPLY CO	SEED	105.00
07/07/2025	ZIMCO SUPPLY CO	PESTICIDE	320.00
Grand Totals:			1,330,551.20

Date Paid	Vendor Name	Description	Amount Paid
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The following expenditures have been reviewed and authorized as being justified and properly due and made in accordance to city guidelines.
This listing has been prepared by Finance Department staff and is being submitted to the City Council for approval.

Bill List Claims	\$	1,330,551.20
(6/24/2025 - 7/02/2025)		
Payroll		
(6/27/2025)		418,491.70
Total	\$	1,749,042.90

Of the total payrolls, \$1,931.97 are expense reimbursements.


Elizabeth Hansen, Director of Administrative Services

Date: 7/2/2025

Dated: _____

City Council:

Breanne Hocker	_____
Eric Klein	_____
Ted Weaver	_____
Michael McCoy	_____
Susan Judkins	_____



Memo

TO: Mayor and Council members

FROM: Matthew Graham, City Clerk

DATE: July 10, 2025

RE: Approve Retail Alcohol Sales License Renewal Application - Flying Moose - 8980 Hickman Road

SYNOPSIS:

Staff recommends approval.

Attachments:

1. Flying Moose 08_01_2025



Memo

TO: Mayor and Council members

FROM: Matthew Graham, City Clerk

DATE: July 10, 2025

RE: Approve Retail Alcohol Sales License Renewal Application - Bella Love Event Venue - 8801 University Avenue #29

SYNOPSIS:

Staff recommends approval.

Attachments:

1. Bella Love Event Venue - 06_30_2025



Memo

TO: Mayor and Council members

FROM: Matthew Graham, City Clerk

DATE: July 10, 2025

RE: Approve Retail Alcohol Sales License Ownership Update - Courtyard
By Marriott - 1520 NW 114th Street

SYNOPSIS:

Staff recommends approval.

Attachments:

1. Courtyard By Marriott 09_01_2024 (Ownership Update)



Memo

TO: Mayor and Council members

FROM: Matthew Graham, City Clerk

DATE: July 10, 2025

RE: Approve Retail Alcohol Sales License Renewal Application - Courtyard
By Marriott 1520 NW 114th Street

SYNOPSIS:

Staff recommends approval.

Attachments:

1. Courtyard By Marriott 09_01_2025



Memo

TO: Mayor and Council members

FROM: Matthew Graham, City Clerk

DATE: July 10, 2025

RE: Approve New Retail Alcohol Sales License Application - Down Under Bar & Grill - 8350 Hickman Road

SYNOPSIS:

Staff recommends approval.

Attachments:

1. Down Under Bar & Grill 07_04_2025



Memo

TO: Mayor and Council members

FROM: Jim Hagelie, Engineering Services Administrator

DATE: July 10, 2025

RE: Resolution Approving Change Order #2 - Concrete Technologies, Inc. - Alice's Road Phase 1A Reconstruction Project - \$49,480.00

SYNOPSIS:

Staff is recommending approval of Change Order #2 to Concrete Technologies, Inc. associated with ongoing construction on the above referenced project as follows:

Change Order #2 – \$49,480.00

This Change Order adds a new item for trenchless construction of water main. Approximately 400 feet of 12" water main will be bored into place rather than open cut to minimize tree damage in front of an existing residence on the east side of Alice's Road. The existing bid item for 12" trenched water main has been offset by the corresponding amount of 400 feet to help reduce the total change order amount. The revised contract amount after this change is \$4,403,044.31.

Please feel free to contact me at 223-6231 prior to the meeting if you have any questions or concerns.

Attachments:

1. Resolution
2. Change Order #2

RESOLUTION NO. _____

RESOLUTION APPROVING CHANGE ORDER NO. 2 FOR
CONCRETE TECHNOLOGIES, INC.
ALICE’S ROAD PHASE 1A RECONSTRUCTION PROJECT

WHEREAS, City staff has determined that it is necessary to make the changes set forth in Change Order No. 2 to the contract with Concrete Technologies, Inc. in regard to the Alice’s Road Phase 1A Reconstruction Project (the “Project”); and

WHEREAS, the City Council of the City of Clive, Iowa, is desirous of approving said Change Order No. 2 and authorizing the Mayor to execute same on behalf of the City of Clive, Iowa.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That Change Order No. 2 to the contract with Des Moines Asphalt & Paving, is hereby determined to be in the best interests of the residents of the City of Clive, Iowa, and is hereby accepted and approved by this City Council; and the Mayor is hereby authorized and directed to execute said Change Order No. 2 on behalf of the City of Clive, Iowa.

PASSED AND APPROVED THIS ____ of _____, 2025.

CITY OF CLIVE, IOWA

By: _____
John Edwards, Mayor

ATTEST:

Matthew D. Graham, City Clerk



City of Clive

Change Order Details

Alice's road Improvements, Phase 1A

Description	Alice's Road Reconstruction Between Horizon Dr. to Dellwood Dr.
Prime Contractor	CTI-01 1001 SE 37th St. Grimes, IA 50111
Change Order	2
Status	Pending
Date Created	07/01/2025
Type	Changed Conditions
Summary	Changed from trenched to trenchless watermain
Change Order Description	To save a grove of trees we will bore in a watermain
Awarded Project Amount	\$4,294,120.31
Authorized Project Amount	\$4,353,564.31
Change Order Amount	\$49,480.00
Revised Project Amount	\$4,403,044.31

Increases/Decreases

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
Section: 1 - Description									
0390	25-039	LF	\$62.600	2,497.000	\$156,312.20	-400.000	-\$25,040.00	2,097.000	\$131,272.20
Watermain, Trenched, PVC, 12"									
1 item			Totals		\$156,312.20		-\$25,040.00		\$131,272.20

New Items

Line Number	Item ID	Unit	Quantity	Unit Price	Extension
Section: 1 - Description					
1250	25-0395	LF	400.000	\$186.300	\$74,520.00
Trenchless 12" C900 Certa-lok					
1 item					Total: \$74,520.00

Time Limit Changes

Type	Original Deadline	Current Deadline	Pending Extension	Pending Deadline
Completion Date	10/31/2025	10/31/2025	1.0 Day	11/01/2025
Open to Traffic with all paving and utility work complete				
Reason: change				

Type	Original Deadline	Current Deadline	Pending Extension	Pending Deadline
1 time limit				

Mayor, City of Clive	Date
Project Engineer, Jim Hagelie	Date
Field Engineer, Tony Clemenson	Date
Contractor, Concrete Technologies Inc.	Date



Memo

TO: Mayor and Council members

FROM: Alyssa Welling, Administrative Assistant

DATE: July 10, 2025

RE: Resolution Approving Change Order #3 - Air-Con Electrical, LLC -
Greenbelt Landing - \$37,276.85

SYNOPSIS:

Staff is recommending approval of Change Order #3 in the amount of \$37,276.85 to Air-Con Electrical, LLC for work performed at Greenbelt Landing. This change order covers the relocation of existing utilities in the parking lot.

Change Order #1 - \$11,230.99 (5/22/25)

Change Order #2 - \$21,400.56 (6/12/25)

Attachments:

1. Resolution Approving Change Order #3 - Greenbelt Landing Air-Con
2. AirCon Change Order #3

RESOLUTION NO. _____

RESOLUTION APPROVING CHANGE ORDER NO. 3 FOR AIR-CON MECHANICAL
GREENBELT LANDING CONSTRUCTION PROJECT

WHEREAS, City staff has determined that it is necessary to make the changes set forth in Change Order No. 3 to the contract with Air-Con Mechanical Corp. in regard to the Greenbelt Landing Construction Project (the "Project"); and

WHEREAS, the City Council of the City of Clive, Iowa, is desirous of approving said Change Order No. 3 and authorizing the Mayor to execute the same on behalf of the City of Clive, Iowa;

NOW, THEREFORE, BE IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That Change Order #3 to the Greenbelt Landing contract with Air-Con Mechanical Corp., is hereby determined to be in the best interests of the residents of Clive, Iowa and is hereby accepted and approved by this City Council; and the Mayor is hereby authorized and directed to execute said Change Order #3 on behalf of City of Clive, Iowa.

PASSED AND APPROVED this ____ day of _____, 2025.

By _____
John Edwards, Mayor

ATTEST:

Matthew Graham, City Clerk



AIA[®] Document G731[™] – 2019

Change Order, Construction Manager as Adviser Edition

PROJECT: <i>(name and address)</i> Clive Greenbelt Landing	CONTRACT INFORMATION: Contract For: General Construction Date: 09/12/2024	CHANGE ORDER INFORMATION: Change Order Number: 003 Date: 6/30/2025
OWNER: <i>(name and address)</i> City of Clive 1900 NW 114th St., Clive IA 50325	ARCHITECT: <i>(name and address)</i> Smith Group 233 North Water St., Milwaukee WI 53202	CONSTRUCTION MANAGER: <i>(name and address)</i> DCI Group 220 SE 6th St., Ste 220 Des Moines IA 50309
CONTRACTOR: <i>(name and address)</i> Air-Con Electric, LLC 3121 SE 14th St., Des Moines IA 50320		

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.)

Change Event 25 - Parking Lot Existing Utilities Relocate

The original Contract Sum was	\$ 388,703.00
Net change by previously authorized Change Orders	\$ 32,631.55
The Contract Sum prior to this Change Order was	\$ 421,334.55
The Contract Sum will be increased by this Change Order in the amount of	\$ 37,276.85
The new Contract Sum including this Change Order will be	\$ 458,611.40

The Contract Time will be increased by Zero (0) days.

The Contractor's Work shall be substantially complete on .

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, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.

Smith Group

ARCHITECT *(Firm name)*

SIGNATURE
Bruce Morrow, Architect

PRINTED NAME AND TITLE

DATE:

Air-Con Electric, LLC

CONTRACTOR *(Firm name)*

SIGNATURE
Doug Ketcham, Project Manager

PRINTED NAME AND TITLE

DATE:

DCI Group

CONSTRUCTION MANAGER *(Firm name)*

SIGNATURE
Drew Johnson, Project Manager

PRINTED NAME AND TITLE

DATE:

City of Clive

OWNER *(Firm name)*

SIGNATURE
John Edwards, Mayor

PRINTED NAME AND TITLE

DATE:



Memo

TO: Mayor and Council members

FROM: Jonathan Cygan, Civil Engineer

DATE: July 10, 2025

RE: Approve Pay Request #1 - Absolute Group - Forest Ave Water Main Replacement Project - \$124,142.54

SYNOPSIS:

Staff is recommending approval of a Pay Request to Absolute Group for work performed on the above referenced project.

Pay Estimate #1 - \$124,142.54

A breakdown of the contract status is as follows:

Contract Amount	-	\$388,066.50
Paid to Date	-	<u>\$124,142.54</u>
Contract Remaining	-	\$263,923.96

Please feel free to contact me at 515-223-6231 prior to the meeting if you have any questions or concerns.

Attachments:

1. Pay Request #1



City of Clive

Payment Invoice

Forest Ave Water Main Replacement

Description Replacement of water main

Payment Number 1

Pay Period 06/02/2025 to 06/28/2025

Approval Date 07/10/2025

Prime Contractor Absolute Group
1800 Burr Oak Blvd
Granger, IA 50109

Payment Status Pending

Awarded Project Amount \$388,066.50

Authorized Amount \$388,066.50

Line Number	Item	Unit	Current Paid Quantity	Unit Price	Amount
Section: 1 Description					
0050	25-128	LF	8.000	\$170.500	\$1,364.00
WATER MAIN, TRENCHED, PVC, 6"					
0060	25-129	LF	935.000	\$65.500	\$61,242.50
WATER MAIN, TRENCHED, PVC, 8"					
0070	25-142	LB	627.000	\$14.000	\$8,778.00
FITTING, DUCTILE IRON, MECHANICAL JOINT					
0100	25-132	EA	4.000	\$3,125.000	\$12,500.00
VALVE, DI MJ GATE, RESILIENT WEDGE WITH BOX 8"					
0110	25-045	EACH	2.000	\$9,775.000	\$19,550.00
Alternate Fire Hydrant Assembly					
0160	25-069	SY	171.500	\$16.000	\$2,744.00
Project Total:					\$127,982.00

Line Number	Item	Unit	Current Paid Quantity	Unit Price	Amount
REMOVAL OF SIDEWALK					
0230	25-088	LS	0.500	\$6,275.000	\$3,137.50
TEMPORARY TRAFFIC CONTROL					
0270	25-139	LS	1.000	\$2,300.000	\$2,300.00
PRIMARY SLURRY CONTROL					
0280	25-110	EACH	6.000	\$161.000	\$966.00
Inlet Protection Device, Drop-in, Installation					
0310	25-118	LS	0.500	\$6,050.000	\$3,025.00
Construction Survey					
0320	25-119	LS	0.500	\$23,000.000	\$11,500.00
Mobilization					
0330	25-120	LS	0.250	\$3,500.000	\$875.00
MAINTENANCE OF POSTAL SERVICE					
				Section Total: \$127,982.00	
				Project Total: \$127,982.00	

Summary

Current Approved Work:	\$127,982.00	Approved Work To Date:	\$127,982.00
Current Stockpile Advancement:	\$0.00	Stockpile Advancement To Date:	\$0.00
Current Stockpile Recovery:	\$0.00	Stockpile Recovery To Date:	\$0.00
Current Retainage:	\$3,839.46	Retainage To Date:	\$3,839.46
Current Retainage Released:	\$0.00	Retainage Released To Date:	\$0.00
Current Liquidated Damages:	\$0.00	Liquidated Damages To Date:	\$0.00
Current Adjustment:	\$0.00	Adjustments To Date:	\$0.00
Current Payment:	\$124,142.54	Payments To Date:	\$124,142.54
Previous Payment:	\$0.00	Previous Payments To Date:	\$0.00

Mayor, City of Clive	Date
Project Engineer, Jonathan Cygan	Date
Field Engineer, Kaleb Randel	Date
Contractor, Absolute Group	Date



Memo

TO: Mayor and Council members

FROM: Jim Hagelie, Engineering Services Administrator

DATE: July 10, 2025

RE: Approve Pay Request #1 - Iowa Signal, Inc. - Douglas Parkway and Berkshire Parkway Traffic Signalization Project - \$57,728.73

SYNOPSIS:

Staff is recommending approval of a Pay Request to Iowa Signal, Inc. for work performed on the above referenced project.

Pay Estimate #1 - \$57,728.73

A breakdown of the contract status is as follows:

Contract Amount	-	\$257,906.90
Paid to Date	-	<u>\$ 57,728.73</u>
Contract Remaining	-	\$200,178.17

Please feel free to contact me at 223-6231 prior to the meeting if you have any questions or concerns.

Attachments:

1. Pay Request #1



City of Clive

Payment Invoice

Douglas and Berkshire Parkway Traffic Signals

Description	New Traffic signals
Payment Number	1
Pay Period	06/02/2025 to 06/28/2025
Prime Contractor	Iowa Signal, Inc. 3711 SE Capitol Cir. Grimes, IA 50111
Payment Status	Pending
Awarded Project Amount	\$235,174.00
Authorized Amount	\$257,906.90

Line Number	Item	Unit	Current Paid Quantity	Unit Price	Amount
Section: 1 Description					
0100	25-010	LS	0.300	\$149,075.650	\$44,722.70
Traffic Signal					
0200	25-020	LS	0.500	\$6,850.000	\$3,425.00
Mobilization					
0220	25-100	LS	0.500	\$22,732.900	\$11,366.45
Fiber optic Connection					
					Section Total: \$59,514.15
					Project Total: \$59,514.15

Summary

Current Approved Work:	\$59,514.15
Current Stockpile Advancement:	\$0.00
Current Stockpile Recovery:	\$0.00
Current Retainage:	\$1,785.42
Current Retainage Released:	\$0.00
Current Liquidated Damages:	\$0.00
Current Adjustment:	\$0.00
Current Payment:	\$57,728.73
Previous Payment:	\$0.00

Approved Work To Date:	\$59,514.15
Stockpile Advancement To Date:	\$0.00
Stockpile Recovery To Date:	\$0.00
Retainage To Date:	\$1,785.42
Retainage Released To Date:	\$0.00
Liquidated Damages To Date:	\$0.00
Adjustments To Date:	\$0.00
Payments To Date:	\$57,728.73
Previous Payments To Date:	\$0.00

Mayor, City of Clive	Date
----------------------	------

Project Engineer, Jim Hagelie	Date
-------------------------------	------

Field Engineer, Tony Clemenson	Date
--------------------------------	------

Contractor, Iowa Signal	Date
-------------------------	------



Memo

TO: Mayor and Council members

FROM:

DATE: July 10, 2025

RE: Approve Pay Request #3 - Boulder Contracting, LLC - NW 114th Street Bridge Repair Project - \$10,939.25

SYNOPSIS:

Staff is recommending approval of a Pay Request to Boulder Contracting, LLC for work performed on the above referenced project.

Pay Estimate #3 - \$10,939.25

A breakdown of the contract status is as follows:

Contract Amount	-	\$166,007.66
Paid to Date	-	<u>\$ 64,408.67</u>
Retainage Remaining	-	\$101,598.99

Please feel free to contact me at 223-6231 prior to the meeting if you have any questions or concerns.

Attachments:

1. Pay Request #3



City of Clive

Payment Invoice

NW 114th STREET BRIDGE REPAIR

Description NW 114th St bridge repair.

Payment Number 3

Pay Period 05/31/2025 to 06/27/2025

Approval Date 07/10/2025

Prime Contractor Boulder Contracting, LLC
606 E 1st ST
Grundy Center, IA 50638

Payment Status Pending

Awarded Project Amount \$154,007.66

Authorized Amount \$166,007.66

Line Number	Item	Unit	Current Paid Quantity	Unit Price	Amount
Section: 1 Description					
0050	2426-6772013	EACH	1.900	\$4,850.000	\$9,215.00
REPAIR BEAM ENDS					
0130	25-126	LS	1.000	\$1,600.000	\$1,600.00
Joint gland material					
0140	25-127	LS	1.000	\$700.000	\$700.00
Welding of joint steel					
Section Total:					\$11,515.00
Project Total:					\$11,515.00

Summary

Current Approved Work:	\$11,515.00	Approved Work To Date:	\$67,798.60
Current Stockpile Advancement:	\$0.00	Stockpile Advancement To Date:	\$0.00
Current Stockpile Recovery:	\$0.00	Stockpile Recovery To Date:	\$0.00
Current Retainage:	\$575.75	Retainage To Date:	\$3,389.93
Current Retainage Released:	\$0.00	Retainage Released To Date:	\$0.00
Current Liquidated Damages:	\$0.00	Liquidated Damages To Date:	\$0.00
Current Adjustment:	\$0.00	Adjustments To Date:	\$0.00
Current Payment:	\$10,939.25	Payments To Date:	\$64,408.67
Previous Payment:	\$46,344.42	Previous Payments To Date:	\$53,469.42

Mayor, City of Clive	Date
----------------------	------

Project Engineer, Jim Hagelie	Date
-------------------------------	------

Field Engineer, Nolan Daft	Date
----------------------------	------

Contractor, Boulder Contracting, LLC	Date
--------------------------------------	------



Memo

TO: Mayor and Council members

FROM: Alyssa Welling, Administrative Assistant

DATE: July 10, 2025

RE: Approve Pay Request #3 - Country Landscapes - Greenbelt Landing Construction Project - \$138,349.06

SYNOPSIS:

Staff recommends approval of Pay Request #3 to Country Landscapes for the work completed to date on the Greenbelt Landing Project.

Total contract amount: **\$925,000.00**

Pay Request #6: **\$138,349.06**

Total Requested to Date: **\$152,952.93**

Remaining contract amount: **\$772,047.07**

Attachments:

1. Country Landscapes Pay App 03 - June

TO CONTRACTOR:

DCI Group, Inc.
220 SE 6th Street, Suite 200
Des Moines, Iowa 50309

PROJECT:

Clive - Greenbelt Landing
1900 NW 114th St
Clive, Iowa 50325

APPLICATION NO: 3

INVOICE NO: 3

PERIOD: 06/01/25 - 06/30/25

PROJECT NO: 23046

CONTRACT NO: SC-006 Clive Greenbelt
Landing

CONTRACT DATE: 09/12/2024

CERTIFICATE DATE: 07/01/2025

SUBMITTED DATE:

FROM SUBCONTRACTOR:

Country Landscapes, Inc.
3801 East Lincoln Way
Ames, Iowa 50010

SUBCONTRACT FOR: Country Landscapes - BP #32.1

SUBCONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Subcontract. Continuation Sheet is attached.

1.	Original Contract Sum	\$925,000.00
2.	Net change by change orders	\$0.00
3.	Contract Sum to date (Line 1 ± 2)	\$925,000.00
4.	Total completed and stored to date (Column G on detail sheet)	\$161,003.09
5.	Retainage:	
	a. 5.00% of completed work	\$2,013.03
	b. 5.00% of stored material	\$6,037.13
	Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$8,050.16
6.	Total earned less retainage (Line 4 less Line 5 Total)	\$152,952.93
7.	Less previous certificates for payment (Line 6 from prior certificate)	\$14,603.87
8.	Current payment due:	\$138,349.06
9.	Balance to finish, including retainage (Line 3 less Line 6)	\$772,047.07

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$0.00	\$0.00
Total approved this month:	\$0.00	\$0.00
Totals:	\$0.00	\$0.00
Net change by change orders:	\$0.00	

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

SUBCONTRACTOR: Country Landscapes, Inc.

By: Date:

State of:

County of:

Subscribed and sworn to before
me this day of

Notary Public:

My commission expires:

Drew Johnson

Digitally signed by Drew Johnson
DN: C=US,
E=drewj@dcigroup-us.com,
CN=Drew Johnson
Date: 2025.07.01
08:40:33-05'00'

Jules West

Digitally signed by Jules West
DN:
E=Jules.West@smithgroup.com,
CN=Jules West, OU=Users,
OU=MD, DC=smithgroup, DC=com
Reason: I am approving this document
Date: 2025.07.01 18:13:08-05'00'

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing
Contractor's signed Certification is attached.
Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 3
APPLICATION DATE: 06/25/2025
PERIOD: 06/01/25 - 06/30/25

Contract Lines										
A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	32-329000.000.Subcontract BP #32.1 - Landscaping	Landscaping	\$76,894.22	\$0.00	\$870.51	\$0.00	\$870.51	1.13%	\$76,023.71	\$43.53
2	32-329000.000.Subcontract BP #32.1 - Landscaping	Sodding/Seeding	\$110,837.64	\$0.00	\$10,462.48	\$0.00	\$10,462.48	9.44%	\$100,375.16	\$523.12
3	32-329000.000.Subcontract BP #32.1 - Landscaping	Irrigation	\$67,775.00	\$1,750.00	\$13,555.00	\$0.00	\$15,305.00	22.58%	\$52,470.00	\$765.25
4	32-329000.000.Subcontract BP #32.1 - Landscaping	Aggregate Paving	\$150,159.52	\$0.00	\$0.00	\$97,548.22	\$97,548.22	64.96%	\$52,611.30	\$4,877.41
5	32-329000.000.Subcontract BP #32.1 - Landscaping	Landscaping Stone	\$169,359.98	\$0.00	\$0.00	\$14,100.00	\$14,100.00	8.33%	\$155,259.98	\$705.00
6	32-329000.000.Subcontract BP #32.1 - Landscaping	Stone Block Wall	\$208,101.24	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$208,101.24	\$0.00
7	32-329000.000.Subcontract BP #32.1 - Landscaping	Accent Planting Soils	\$91,872.40	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$91,872.40	\$0.00
8	32-329000.000.Subcontract BP #32.1 - Landscaping	Project Management	\$50,000.00	\$13,622.50	\$0.00	\$9,094.38	\$22,716.88	45.43%	\$27,283.12	\$1,135.85
TOTALS:			\$925,000.00	\$15,372.50	\$24,887.99	\$120,742.60	\$161,003.09	17.41%	\$763,996.91	\$8,050.16

Grand Totals										
A	B		C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK		SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
GRAND TOTALS:			\$925,000.00	\$15,372.50	\$24,887.99	\$120,742.60	\$161,003.09	17.41%	\$763,996.91	\$8,050.16

WAIVER OF LIEN TO DATE

STATE OF Iowa)
) ss:
COUNTY OF POLK)

Project Name: **Greenbelt Landing**

WHEREAS, the undersigned has contracted with City of Clive having furnished material or labor for, or performed labor upon, a building or land for improvement, alteration or repair thereof, situated on or being real estate described as (legal description or street address of premises):
1801 NW 114th St.
Clive, IA 50325

The undersigned, for and in consideration of the sum of **Fourteen Thousand Six Hundred Three Dollars and 87/cents (\$14,603.87)** as a partial payment for its furnishing of labor and material for the above-referenced Project, the receipt of which is hereby acknowledged, does hereby waive, release, and discharge any lien claim or lien right it has or could have under the statutes of the State of Iowa to the extent of the partial payment made in exchange for this partial lien release against the above described premises, for material furnished or labor performed to this date. The undersigned states that this partial lien release is not intended to and does not release any lien claims or rights for work, labor, or materials for which payment has not yet been received by the undersigned.

Dated at **Des Moines, IA**, on the **30th** day of **July, 2025**.

Country Landscapes, Inc.
3801 East Lincoln Way
Ames, IA 50010

By:



Vice President

U.S. Department of Labor
Wage and Hour Division

PAYROLL

For contractor's optional use; see instructions at dol.gov/agencies/whd/forms/wh347



Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

NAME OF CONTRACTOR ☒ OR SUBCONTRACTOR

Country Landscapes, Inc.

ADDRESS
3801 E Lincoln Way
Ames, IA 50010

OMB No. 1235-0008
Expires 09/30/2028

PAYROLL NO.
001

FOR WEEK ENDING

06/07/2025

PROJECT AND LOCATION
1801 NW 114th St.
Clive, IA 50325

PROJECT OR CONTRACT NO.
IA20240081 Greenbelt Landing

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS					(9) NET WAGES PAID FOR WEEK	
			TO, OR ST.										FICA	WITH- HOLDING TAX	Medicare	Iowa Withholdin	OTHER		TOTAL DEDUCTIONS
			S	M	T	W	TH	F	S										
Fernin Montero #1217		Power Eqp Operator - Group B - Zone 1	O									\$481.62	\$85.62	\$13.18	\$20.02	\$43.86	\$5.58	\$168.26	\$1,218.27
Maria Castaneda Mendez #1559		Laborer - Zone 1, 2 & 3 - Group B	O									\$355.32	\$79.25	\$74.97	\$18.53	\$39.80	\$5.58	\$218.13	\$1,065.60
			S	12.00						12.00	29.61	\$1,283.73							
Gustavo Perez Lara #2103		Laborer - Zone 1, 2 & 3 - Group B	O									\$343.28	\$72.28	\$20.00	\$16.90	\$35.53	\$34.97	\$179.68	\$986.11
			S	11.50						11.50	29.85	\$1,165.79							
Emily Johnson #2259		Laborer - Zone 1, 2 & 3 - Group B	O									\$225.75	\$71.34	\$113.87	\$16.68	\$49.18	\$0.00	\$251.07	\$899.51
			S	7.50						7.50	30.10	\$1,150.58							
Jesley Montero-Castaneda #2265		Laborer - Zone 1, 2 & 3 - Group B	O									\$402.27	\$36.53	\$31.51	\$8.54	\$13.62	\$0.00	\$90.20	\$499.07
			S	11.50						11.50	34.98	\$589.27							
Brian Montero #2370		Laborer - Zone 1, 2 & 3 - Group B	O									\$402.27	\$58.05	\$73.15	\$13.58	\$26.81	\$0.00	\$171.59	\$764.68
			S	11.50						11.50	34.98	\$936.27							
Blake Lebeck #2408		Laborer - Zone 1, 2 & 3 - Group B	O									\$226.35	\$67.13	\$90.73	\$15.70	\$0.00	\$0.00	\$173.56	\$909.22
			S	7.50						7.50	30.18	\$1,082.78							
			S																

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "turnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(e)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S3602, 200 Constitution Avenue, N.W., Washington, D.C. 20210

(over)

Date 6/7/25

Rhett Faaborg

President

I, (Name of Signatory Party)

(Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by

Country Landscapes, Inc.

(Contractor or Subcontractor)

on the

Greenbelt Landing

; that during the payroll period commencing on the

(Building or Work)

1st day of June 2025

and ending the

7th day of

June 2025

all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

Country Landscapes, Inc.

from the full

(Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967, 76 Stat. 357, 40 U.S.C. § 3145), and described below:

Fernin Montero #1217 - Health \$5.58

Maria Castaneda Mendez #1559 - Health \$5.58

Gustavo Perez Lara #2103 - Roth IRA \$34.97

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS



in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

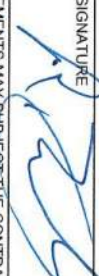
(b) WHERE FRINGE BENEFITS ARE PAID IN CASH



Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION
Power Equipment Operators	Paid directly to WellMark BC/BX \$2.65/hr
Laborers	Paid directly to WellMark BC/BX \$2.65/hr
Power Equipment Operators	Paid directly to Delta Dental \$0.20/hr.
Laborers	Paid directly to Delta Dental \$0.20/hr.
Power Equipment Operators	See attached spreadsheet for Fringes paid in cash
Laborers	See attached spreadsheet for Fringes paid in cash
REMARKS:	

NAME AND TITLE	SIGNATURE
Rhett Faaborg, President	
THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 5729 OF TITLE 31 OF THE UNITED STATES CODE.	



COUNTRY
LANDSCAPES, INC.
Distinctive Landscapes Since 1981

3801 East Lincoln Way
Ames, IA 50010
www.countrylandscapes.com

Employee Name	Paid to Plan	Paid to Sick Plan	Paid to Holiday Plan	Paid to Health Plan	Paid to Dental Plan	Paid in Cash	Emp TTL
Ferrin Montero	1.02	0.73	2.33	2.65	0.20	1.64	8.57
Maria Castaneda Men	0.63	0.45	1.44	2.65	0.20	0.00	5.37
Gustavo Perez Lara	0.57	0.41	1.30	2.65	0.20	0.00	5.13
Emily Johnson	0.52	0.37	1.20	2.65	0.20	0.00	4.94
Jesley Montero-Cast	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Brian Montero	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Blake Lebeck	0.49	0.35	1.11	2.65	0.20	0.00	4.80
	0.00	0.00	0.00	0.00	0.00	0.00	0.00



Memo

TO: Mayor and Council members

FROM: Matt McQuillen, City Manager

DATE: July 10, 2025

RE: Approve Pay Request #4 - Mid-American Glazing - City Hall-Library Remodel Phase 1 Project - \$43,418.80

SYNOPSIS:

Staff is recommending approval of pay request #4 to Mid American Glazing for construction completed on phase 1 of the City Hall & Library Renovation Project. Mid American is responsible for Prime Contract #2 – Aluminum Openings & Glazing. The pay request was reviewed by the City's Construction Manager and Architect prior to this consideration for approval.

Prime Construction Contract #2 – Aluminum Openings & Glazing

Contract Amount	\$ 29,100.00	Contract Approved 1/9/25
Change Order #1	\$ 31,001.00	Approved by City Council 3/13/25
Change Order #2	\$ 527.00	Approved by CM 3/21/25
Change Order #3	\$ 595.00	Approved by CM 6/24/25
Revised Contract Amount	\$ 61,223.00	
Pay Request #1	\$ 1,425.00	Approved 2/14/25
Pay Request #2	\$ 570.00	Approved 3/13/25
Pay Request #3	\$ 5,376.05	Approved 6/12/25
Pay Request #4	\$ 43,418.80	
Balance Remaining	\$ 10,433.15	
5% Retainage Held	\$ 2,673.15	
Total – Pay Request #4	\$ 43,418.80	

Acct # 350-5750-6799

Attachments:

1. MidAm Glazing Pay App 4

TO CONTRACTOR:

DCI Group, Inc.
220 SE 6th Street, Suite 200
Des Moines, Iowa 50309

PROJECT:

Clive City Hall Renovation
1900 NW 114th St
Clive, Iowa 50325

APPLICATION NO: 4

INVOICE NO: 24117

PERIOD: 06/01/25 - 06/30/25

PROJECT NO: 23048

CONTRACT NO: SC-002 Clive City Hall

CONTRACT DATE:

CERTIFICATE DATE: 07/02/2025

SUBMITTED DATE:

FROM SUBCONTRACTOR:

Mid American Glazing
3750 W. River Drive
Davenport, Iowa 52804

SUBCONTRACT FOR: BP #2 Glazing & Aluminum Storefront

SUBCONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Subcontract. Continuation Sheet is attached.

1.	Original Contract Sum		\$29,100.00
2.	Net change by change orders		\$31,528.00
3.	Contract Sum to date (Line 1 ± 2)		\$60,628.00
4.	Total completed and stored to date (Column G on detail sheet)		\$53,463.00
5.	Retainage:		
	a. 5.00% of completed work	\$2,420.20	
	b. 5.00% of stored material	\$252.95	
	Total retainage (Line 5a + 5b or total in column I of detail sheet)		\$2,673.15
6.	Total earned less retainage (Line 4 less Line 5 Total)		\$50,789.85
7.	Less previous certificates for payment (Line 6 from prior certificate)		\$7,371.05
8.	Current payment due:		\$43,418.80
9.	Balance to finish, including retainage (Line 3 less Line 6)		\$9,838.15

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$31,528.00	\$0.00
Total approved this month:	\$0.00	\$0.00
Totals:	\$31,528.00	\$0.00
Net change by change orders:	\$31,528.00	

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

SUBCONTRACTOR: Mid American Glazing

By: _____

State of: _____

County of: _____

Subscribed and sworn to before
me this _____ day of _____

Notary Public: _____

My commission expires: _____

Contract #SC-002 Clive ... : X

Previous Steps

New Workflow Started

6/25/2025 at 1:07 PM CDT

Workflow:

Commitment Invoicing w/Secondary Review

PM Review

6/30/2025 at 2:07 PM CDT

Decision Type

First responder decides

Result

Responders agree

Responded

PM

Drew Johnson: Secondary Review

Secondary Review

7/1/2025 at 8:44 AM CDT

Decision Type

First responder decides

Result

Responders agree

Responded

Designer

Thomas Thatcher: Approve

Approved

7/1/2025 at 8:44 AM CDT

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractor's signed Certification is attached.

Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 4

APPLICATION DATE: 06/25/2025

PERIOD: 06/01/25 - 06/30/25

Contract Lines

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	8-88000.000.Subcontract BP #2 - Glazing	Labor	\$11,400.00	\$1,200.00	\$9,420.00	\$0.00	\$10,620.00	93.16%	\$780.00	\$531.00
2	8-88000.000.Subcontract BP #2 - Glazing	Materials	\$14,300.00	\$0.00	\$5,283.00	\$5,059.00	\$10,342.00	72.32%	\$3,958.00	\$517.10
3	8-88000.000.Subcontract BP #2 - Glazing	Sublet	\$3,400.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	44.12%	\$1,900.00	\$75.00
TOTALS:			\$29,100.00	\$2,700.00	\$14,703.00	\$5,059.00	\$22,462.00	77.19%	\$6,638.00	\$1,123.10

Change Orders

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
4	CCO #001 Mid-American Glazing CO#1								
4.1	PCO #001 Mid-American Glazing CO#1								
4.1.1	8-88000.000.Subcontract BP #2 - Glazing	\$31,001.00	\$0.00	\$31,001.00	\$0.00	\$31,001.00	100.00%	\$0.00	\$1,550.05
5	CCO #002 Mid-American Glazing CO#2								
5.1	PCO #002 CE #010 - RFI #26 FL Doors 255								
5.1.1	8-88000.000.Subcontract BP #2 - Glazing RFI #26	\$527.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$527.00	\$0.00
TOTALS:		\$31,528.00	\$0.00	\$31,001.00	\$0.00	\$31,001.00	98.33%	\$527.00	\$1,550.05

Grand Totals

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
GRAND TOTALS:		\$60,628.00	\$2,700.00	\$45,704.00	\$5,059.00	\$53,463.00	88.18%	\$7,165.00	\$2,673.15

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

Date: 06/30/2025

The undersigned hereby acknowledges receipt of the sum of \$ 43,418.80
from DCI Group or use on Job/Project Clive City Hall & Library Renovation.

CHECK ONLY ONE

- ☒ as partial payment for labor, skill and material furnished
- ☐ as final payment for labor, skill and material furnished or to be furnished (except the sum of \$ _____ for retainage or holdback)
- ☐ as full and final payment for all labor, skill and material furnished or to be furnished

The undersigned hereby releases and waives any and all lien rights for purchases/labor furnished to said project through the following date: 02/28/2025.

Mid-American Glazing Systems
Company

3750 W River Drive
Address

Davenport, IA 52802
City, State, Zip

By: Brian Housh
Signature



Memo

TO: Mayor and Council members

FROM: Jim Hagelie, Engineering Services Administrator

DATE: July 10, 2025

RE: Approve Pay Request #4 - Concrete Technologies, Inc. - Alice's Road
Phase 1A Reconstruction Project - \$228,233.73

SYNOPSIS:

Staff is recommending approval of a Pay Request to Concrete Technologies, Inc. for work performed on the above referenced project.

Pay Estimate #4 - \$228,233.73

A breakdown of the contract status is as follows:

Contract Amount	-	\$4,353,564.31
Paid to Date	-	<u>\$ 796,751.96</u>
Contract Remaining	-	\$3,556,812.35

Please feel free to contact me at 223-6231 prior to the meeting if you have any questions or concerns.

Attachments:

1. Pay Request #4



City of Clive

Payment Invoice

Alice's road Improvements, Phase 1A

Description	Alice's Road Reconstruction Between Horizon Dr. to Dellwood Dr.
Payment Number	4
Pay Period	06/01/2025 to 06/28/2025
Prime Contractor	CTI-01 1001 SE 37th St. Grimes, IA 50111
Payment Status	Pending
Awarded Project Amount	\$4,294,120.31
Authorized Amount	\$4,353,564.31

Line Number	Item	Unit	Current Paid Quantity	Unit Price	Amount
Section: 1 Description					
0020	25-002	CY	571.000	\$8.050	\$4,596.55
Topsoil, ON-SITE					
0040	25-004	CY	13,179.000	\$6.050	\$79,732.95
Excavation, Class 10					
1010	25-101	LF	400.000	\$1.500	\$600.00
Filter sock, 9"					
1050	25-105	TON	139.410	\$80.800	\$11,264.33
Rip-Rap, Class E					
1090	25-109	ACRE	1.000	\$1,825.000	\$1,825.00
Erosion Control Mulching, Hydromulching					
1150	25-115	LF	405.000	\$40.400	\$16,362.00
Joint Utility Trench, Trenched					
Project Total:					\$240,246.03

Line Number	Item	Unit	Current Paid Quantity	Unit Price	Amount
1160	25-116	LF	916.000	\$43.450	\$39,800.20
Joint Utility Trench, Trenchless					
1170	25-117	EACH	25.300	\$1,240.000	\$31,372.00
Handholes, Type IV					
1180	25-118	LS	0.100	\$26,775.000	\$2,677.50
Construction Survey					
1190	25-119	LS	0.500	\$102,300.000	\$51,150.00
Mobilization					
1200	25-120	LS	0.100	\$3,795.000	\$379.50
MAINTENANCE OF POSTAL SERVICE					
1210	25-121	LS	0.100	\$4,860.000	\$486.00
Maintenance of Solid Waste Collection					
				Section Total: \$240,246.03	
				Project Total: \$240,246.03	

Summary

Current Approved Work:	\$240,246.03	Approved Work To Date:	\$838,686.27
Current Stockpile Advancement:	\$0.00	Stockpile Advancement To Date:	\$0.00
Current Stockpile Recovery:	\$0.00	Stockpile Recovery To Date:	\$0.00
Current Retainage:	\$12,012.30	Retainage To Date:	\$41,934.31
Current Retainage Released:	\$0.00	Retainage Released To Date:	\$0.00
Current Liquidated Damages:	\$0.00	Liquidated Damages To Date:	\$0.00
Current Adjustment:	\$0.00	Adjustments To Date:	\$0.00
Current Payment:	\$228,233.73	Payments To Date:	\$796,751.96
Previous Payment:	\$265,693.71	Previous Payments To Date:	\$568,518.23

Mayor, City of Clive	Date
Project Engineer, Jim Hagelie	Date
Field Engineer, Tony Clemenson	Date
Contractor, Concrete Technologies Inc.	Date



Memo

TO: Mayor and Council members

FROM: Matt McQuillen, City Manager

DATE: July 10, 2025

RE: Approve Pay Request #4 - LA Fulton & Sons - City Hall-Library
Remodel Phase 1 Project - \$22,966.25

SYNOPSIS:

Staff is recommending approval of pay request #4 to LA Fulton & Sons for construction completed on phase 1 of the City Hall & Library Renovation Project. LA Fulton is responsible for Prime Contracts #4 – Plumbing. The pay request was reviewed by the City’s Construction Manager and Architect prior to this consideration for approval.

Prime Construction Contract #4 – Plumbing

Contract Amount	\$ 88,800.00	Contract Approved 12/12/24
Change Order #1	\$ 2,675.00	Approved by CM 3/17/25
Revised Contract Amount	\$ 91,475.00	
Pay Request #1	\$ 10,735.00	Approved 2/14/25
Pay Request #2	\$ 41,040.00	Approved 4/10/25
Pay Request #3	\$ 12,160.00	Approved 5/22/25
Pay Request #4	\$ 22,966.25	
Balance Remaining	\$ 4,573.75	
5% Retainage Held	\$ 4,573.75	
Total – Pay Request #4	\$ 22,966.25	

Acct # 350-5750-6799

Attachments:

1. LA Fulton Pay App 4

Page 57 of 338

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractor's signed Certification is attached.

Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 4

APPLICATION DATE: 06/25/2025

PERIOD: 06/01/25 - 06/30/25

Contract Lines

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	22-220000.000.Subcontract BP #4 Plumbing	Project Management	\$5,000.00	\$3,900.00	\$1,100.00	\$0.00	\$5,000.00	100.00%	\$0.00	\$250.00
2	22-220000.000.Subcontract BP #4 Plumbing	Demolition - Labor	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.00%	\$0.00	\$175.00
3	22-220000.000.Subcontract BP #4 Plumbing	Demolition - Materials	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	\$0.00	\$50.00
4	22-220000.000.Subcontract BP #4 Plumbing	Underground Plumbing - Labor	\$6,900.00	\$6,900.00	\$0.00	\$0.00	\$6,900.00	100.00%	\$0.00	\$345.00
5	22-220000.000.Subcontract BP #4 Plumbing	Underground Plumbing - Material	\$5,800.00	\$5,800.00	\$0.00	\$0.00	\$5,800.00	100.00%	\$0.00	\$290.00
6	22-220000.000.Subcontract BP #4 Plumbing	Above Ground Plumbing - Labor	\$18,200.00	\$15,000.00	\$3,200.00	\$0.00	\$18,200.00	100.00%	\$0.00	\$910.00
7	22-220000.000.Subcontract BP #4 Plumbing	Above Ground Plumbing - Material	\$12,100.00	\$11,100.00	\$1,000.00	\$0.00	\$12,100.00	100.00%	\$0.00	\$605.00
8	22-220000.000.Subcontract BP #4 Plumbing	Plumbing Fixtures - Labor	\$6,400.00	\$2,300.00	\$4,100.00	\$0.00	\$6,400.00	100.00%	\$0.00	\$320.00
9	22-220000.000.Subcontract BP #4 Plumbing	Plumbing Fixtures - Material	\$23,300.00	\$9,900.00	\$13,400.00	\$0.00	\$23,300.00	100.00%	\$0.00	\$1,165.00
10	22-220000.000.Subcontract BP #4 Plumbing	Plumbing Insulation	\$6,600.00	\$6,600.00	\$0.00	\$0.00	\$6,600.00	100.00%	\$0.00	\$330.00
TOTALS:			\$88,800.00	\$66,000.00	\$22,800.00	\$0.00	\$88,800.00	100.00%	\$0.00	\$4,440.00

Change Orders

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
11	CCO #001 LA Fulton Change Order #1								
11.1	PCO #001 Fulton PCO #1								
11.1.1	22-220000.000.Subcontract BP #4 Plumbing RFI #11 Pressure Reducing Valve	\$2,675.00	\$1,300.00	\$1,375.00	\$0.00	\$2,675.00	100.00%	\$0.00	\$133.75
TOTALS:		\$2,675.00	\$1,300.00	\$1,375.00	\$0.00	\$2,675.00	100.00%	\$0.00	\$133.75

Grand Totals

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
			GRAND TOTALS:						

WAIVER OF LIEN TO DATE

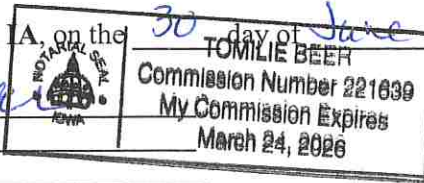
STATE OF Iowa)
) ss:
COUNTY OF Polk)

Project Name Clive City
Hall

WHEREAS, the undersigned has contracted with City of Clive having furnished material or labor for, or performed labor upon, a building or land for improvement, alteration or repair thereof, situated on or being real estate described as (legal description or street address of premises):
Clive City Hall.

The undersigned, for and in consideration of the sum of 12160⁰⁰ Dollars as a partial payment for its furnishing of labor and material for the above-referenced Project, the receipt of which is hereby acknowledged, does hereby waive, release, and discharge any lien claim or lien right it has or could have under the statutes of the State of Iowa to the extent of the partial payment made in exchange for this partial lien release against the above described premises, for material furnished or labor performed to this date. The undersigned states that this partial lien release is not intended to and does not release any lien claims or rights for work, labor, or materials for which payment has not yet been received by the undersigned.

Dated at **Des Moines, IA**, on the 30 day of June, 2025.

Tomilie Beer


By: Bur

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702/CMA

CONSTRUCTION MANAGER-ADVISER EDITION

PAGE ONE OF 2 PAGES

TO OWNER:

City of Clive

Clive, Iowa

PROJECT:

CITY HALL & LIBRARY RENOVATION
Clive, Iowa

APPLICATION NO:

4 Distribution to:

☐ OWNER

PERIOD TO:

6/30/25 ☒ CONSTRUCTION

PROJECT NO:

MANAGER

FROM CONTRACTOR:

L.A. FULTON & SONS, INC.

3401-104TH STREET

DES MOINES, IA 50322

DCI Group

CONTRACT FOR:

VIA CONSTRUCTION MANAGER:
VIA ARCHITECT:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

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 amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By:

Date:

State of Iowa

Subscribed and sworn to before me this 25th day of June 2025

My Commission Expires: 3/24/26

Copy of: Polk TOMLIE BEEB
Commission Number 221639
My Commission Expires
March 24, 2026

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

CONSTRUCTION MANAGER:

By:

Date:

ARCHITECT:

By:

Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$2,675.00	
Total approved this Month		
TOTALS	2675.00	0.00
NET CHANGES by Change Order		2675

- ORIGINAL CONTRACT SUM \$ 88,800.00
- Net change by Change Orders \$ 2,675.00
- CONTRACT SUM TO DATE (Line 1 ± 2) \$ 91,475.00
- TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 91,475.00
- RETAINAGE:
 - 5 % of Completed Work \$ 4,573.75
 - (Column D + E on G703)
 - % of Stored Material \$
 - (Column F on G703)
 - Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 4,573.75
- TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5, Total) \$ 86,901.25
- LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 63,935.00
- CURRENT PAYMENT DUE \$ 22,966.25
- BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 4,573.75

Page 62 of 338



Memo

TO: Mayor and Council members

FROM: Matt McQuillen, City Manager

DATE: July 10, 2025

RE: Approve Pay Request #5 - DeVries Electric - City Hall-Library Remodel
Phase 1 Project - \$23,663.92

SYNOPSIS:

Staff is recommending approval of pay request #5 to DeVries Electric for construction completed on phase 1 of the City Hall & Library Renovation Project. DeVries is responsible for Prime Contracts #5 – Electrical & Low Voltage. The pay request was reviewed by the City's Construction Manager and Architect prior to this consideration for approval.

Prime Construction Contract #5 – Electrical & Low Voltage

Contract Amount	\$ 613,400.00	Contract Approved 12/12/24
Change Order #1	\$ 1,331.77	Approved by City Council 3/13/25
Change Order #2	\$ 3,447.62	Approved by CM 3/4/25
Change Order #3	\$ 5,241.59	Approved by CM 5/7/25
Revised Contract Amount	\$ 623,420.98	
Pay Request #1	\$ 86,239.10	Approved 3/13/25
Pay Request #2	\$ 63,765.90	Approved 4/10/25
Pay Request #3	\$ 183,068.80	Approved 5/22/25
Pay Request #4	\$ 88,331.00	Approved 6/12/25
Pay Request #5	\$ 23,663.92	
Balance Remaining	\$ 178,352.26	
5% Retainage Held	\$ 23,424.67	
Total – Pay Request #5	\$ 23,663.92	

Acct # 350-5750-6799

Attachments:

1. DeVries Pay App 5

TO CONTRACTOR:
DCI Group, Inc.
220 SE 6th Street, Suite 200
Des Moines, Iowa 50309

PROJECT:
Clive City Hall Renovation
1900 NW 114th St
Clive, Iowa 50325

APPLICATION NO: 5
INVOICE NO: 5
PERIOD: 06/01/25 - 06/30/25
PROJECT NO: 23048
CONTRACT NO: SC-005 Clive City Hall
CONTRACT DATE: 12/12/2024
CERTIFICATE DATE: 07/02/2025
SUBMITTED DATE:

FROM SUBCONTRACTOR:
DeVries Electric
One Progressive Dr. P.O. Box 260
Pella, Iowa 50219

SUBCONTRACT FOR: BP #5 Electrical

SUBCONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Subcontract. Continuation Sheet is attached.

1.	Original Contract Sum		\$613,400.00
2.	Net change by change orders		\$10,020.98
3.	Contract Sum to date (Line 1 ± 2)		\$623,420.98
4.	Total completed and stored to date (Column G on detail sheet)		\$468,493.39
5.	Retainage:		
	a. 5.00% of completed work	\$17,424.67	
	b. 5.00% of stored material	\$6,000.00	
	Total retainage (Line 5a + 5b or total in column I of detail sheet)		\$23,424.67
6.	Total earned less retainage (Line 4 less Line 5 Total)		\$445,068.72
7.	Less previous certificates for payment (Line 6 from prior certificate)		\$421,404.80
8.	Current payment due:		\$23,663.92
9.	Balance to finish, including retainage (Line 3 less Line 6)		\$178,352.26

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$10,791.98	\$(771.00)
Total approved this month:	\$0.00	\$0.00
Totals:	\$10,791.98	\$(771.00)
Net change by change orders:	\$10,020.98	

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

SUBCONTRACTOR: DeVries Electric

By: _____

State of: _____

County of: _____

Subscribed and sworn to before
me this _____ day of _____

Notary Public: _____

My commission expires: _____

Contract #SC-005 Clive ...

Previous Steps

New Workflow Started
6/25/2025 at 1:34 PM CDT

Workflow:
Commitment Invoicing w/Secondary Review

PM Review
6/27/2025 at 3:19 PM CDT

Decision Type
First responder decides

Result
Responders agree

Responded
PM
Drew Johnson: Secondary Review

Secondary Review
6/30/2025 at 9:04 AM CDT

Decision Type
First responder decides

Result
Responders agree

Responded
Designer
Thomas Thatcher: Approve

Approved
6/30/2025 at 9:04 AM CDT

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractor's signed Certification is attached.

Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 5

APPLICATION DATE: 06/25/2025

PERIOD: 06/01/25 - 06/30/25

Contract Lines

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	26-260000.000.Subcontract BP #5 Electrical	Rough-in Conduit, Boxes, Fittings - Material	\$92,400.00	\$83,155.00	\$8,700.00	\$0.00	\$91,855.00	99.41%	\$545.00	\$4,592.75
2	26-260000.000.Subcontract BP #5 Electrical	Rough-in Conduit, Boxes, Fittings - Labor	\$38,000.00	\$34,059.00	\$3,000.00	\$0.00	\$37,059.00	97.52%	\$941.00	\$1,852.95
3	26-260000.000.Subcontract BP #5 Electrical	Transformers, Breakers, Panelboards, UPC - Material	\$10,000.00	\$6,022.00	\$3,978.00	\$0.00	\$10,000.00	100.00%	\$0.00	\$500.00
4	26-260000.000.Subcontract BP #5 Electrical	Transformers, Breakers, Panelboards, UPC - Labor	\$2,000.00	\$500.00	\$1,500.00	\$0.00	\$2,000.00	100.00%	\$0.00	\$100.00
5	26-260000.000.Subcontract BP #5 Electrical	Lighting Fixtures, Controls - Material	\$63,000.00	\$46,140.00	\$16,510.00	\$0.00	\$62,650.00	99.44%	\$350.00	\$3,132.50
6	26-260000.000.Subcontract BP #5 Electrical	Lighting Fixtures Controls - Labor	\$6,000.00	\$4,000.00	\$2,000.00	\$0.00	\$6,000.00	100.00%	\$0.00	\$300.00
7	26-260000.000.Subcontract BP #5 Electrical	Access Control, Audio Video, Intrusion - Material	\$200,000.00	\$28,000.00	\$0.00	\$120,000.00	\$148,000.00	74.00%	\$52,000.00	\$7,400.00
8	26-260000.000.Subcontract BP #5 Electrical	Access Control, Audio Video, Intrusion - Labor	\$92,000.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	6.52%	\$86,000.00	\$300.00
9	26-260000.000.Subcontract BP #5 Electrical	Fire Alarm System - Material	\$17,000.00	\$0.00	\$14,861.00	\$0.00	\$14,861.00	87.42%	\$2,139.00	\$743.05
10	26-260000.000.Subcontract BP #5 Electrical	Fire Alarm System - Labor	\$3,000.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	66.67%	\$1,000.00	\$100.00
11	26-260000.000.Subcontract BP #5 Electrical	Conductors - Copper, Feeder, Branch Wiring - Material	\$46,000.00	\$39,735.00	\$5,730.00	\$0.00	\$45,465.00	98.84%	\$535.00	\$2,273.25
12	26-260000.000.Subcontract BP #5 Electrical	Conductors - Copper, Feeder, Branch Wiring - Labor	\$4,000.00	\$2,500.00	\$1,000.00	\$0.00	\$3,500.00	87.50%	\$500.00	\$175.00
13	26-260000.000.Subcontract BP #5 Electrical	Data, Equipment, Cabling - Material	\$22,000.00	\$21,000.00	\$0.00	\$0.00	\$21,000.00	95.45%	\$1,000.00	\$1,050.00
14	26-260000.000.Subcontract BP #5 Electrical	Data, Equipment, Cabling - Labor	\$11,000.00	\$8,540.00	\$0.00	\$0.00	\$8,540.00	77.64%	\$2,460.00	\$427.00
15	26-260000.000.Subcontract BP #5 Electrical	Finish Devices, Switches, Outlets, Floor Boxes - Material	\$5,000.00	\$3,984.00	\$0.00	\$0.00	\$3,984.00	79.68%	\$1,016.00	\$199.20
16	26-260000.000.Subcontract	Finish Devices, Switches, Outlets, Floor Boxes - Labor	\$2,000.00	\$800.00	\$0.00	\$0.00	\$800.00	40.00%	\$1,200.00	\$40.00

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	BP #5 Electrical									
TOTALS:			\$613,400.00	\$284,435.00	\$59,279.00	\$120,000.00	\$463,714.00	75.60%	\$149,686.00	\$23,185.70

Change Orders

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
17	CCO #001 DeVries CO#1								
17.1	PCO #002 CE #003 - New Sliding Entry Do								
17.1.1	26-260000.000.Subcontract BP #5 Electrical	\$1,331.77	\$0.00	\$1,331.77	\$0.00	\$1,331.77	100.00%	\$0.00	\$66.59
18	CCO #002 DeVries CO#2								
18.1	PCO #001 CE #002 - ITC 01 Audio Visual								
18.1.1	26-260000.000.Subcontract BP #5 Electrical	\$734.24	\$0.00	\$734.24	\$0.00	\$734.24	100.00%	\$0.00	\$36.71
18.1.2	26-260000.000.Subcontract BP #5 Electrical	\$2,713.38	\$0.00	\$2,713.38	\$0.00	\$2,713.38	100.00%	\$0.00	\$135.67
19	CCO #003 DeVries CO#3								
19.1	PCO #003 DeVries PCO#3								
19.1.1	26-260000.000.Subcontract BP #5 Electrical ITC 6	\$6,012.59	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,012.59	\$0.00
19.1.2	26-260000.000.Subcontract BP #5 Electrical ITC 07	\$(771.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$(771.00)	\$0.00
TOTALS:		\$10,020.98	\$0.00	\$4,779.39	\$0.00	\$4,779.39	47.69%	\$5,241.59	\$238.97

Grand Totals

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
GRAND TOTALS:		\$623,420.98	\$284,435.00	\$64,058.39	\$120,000.00	\$468,493.39	75.15%	\$154,927.59	\$23,424.67

WAIVER OF LIEN TO DATE

STATE OF Iowa)
) ss:
COUNTY OF Marion)

Project Name: Clive City Hall
and Library

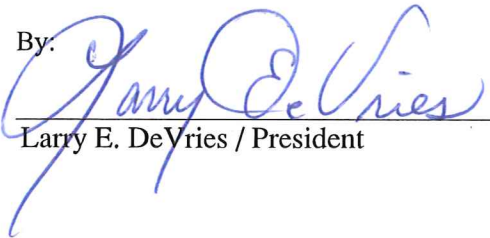
WHEREAS, the undersigned has contracted with City of Clive having furnished material or labor for, or performed labor upon, a building or land for improvement, alteration or repair thereof, situated on or being real estate described as (legal description or street address of premises):
1900 NW 114th Street.

The undersigned, for and in consideration of the sum of 421,404.80 Dollars as a partial payment for its furnishing of labor and material for the above-referenced Project, the receipt of which is hereby acknowledged, does hereby waive, release, and discharge any lien claim or lien right it has or could have under the statutes of the State of Iowa to the extent of the partial payment made in exchange for this partial lien release against the above described premises, for material furnished or labor performed to this date. The undersigned states that this partial lien release is not intended to and does not release any lien claims or rights for work, labor, or materials for which payment has not yet been received by the undersigned.

Dated at Pella, IA, on the 25th day of June, 2025.

DeVries Electric, Inc.
One Progressive Drive
Pella, IA 50219

By:



Larry E. DeVries / President

Document G732™ – 2009

Application and Certificate for Payment, Construction Manager as Adviser Edition

TO OWNER:	DCI GROUP 220 SE 6TH STREET, STE. 200 DES MOINES, IA 50309	PROJECT:	CLIVE CITY HALL & LIBRARY RENOVATION 1900 NW 114TH STREET CLIVE, IA 50325	APPLICATION NO:	5	DISTRIBUTION TO:	
FROM		VIA CONSTRUCTION		PERIOD TO:	6/25/2025	OWNER	☐
CONTRACTOR:	DE VRIES ELECTRIC, INC. P.O. BOX 260 ONE PROGRESSIVE DRIVE PELLA, IA 50219	MANAGER:		CONTRACT DATE:	12/18/2024	CONSTRUCTION MANAGER	☐
				PROJECT NOS:	/ /	ARCHITECT	☐
CONTRACT FOR:	ELECTRICAL	VIA ARCHITECT:	OPN ARCHITECTS			CONTRACTOR	☐
						FIELD	☐
						OTHER	☐

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM.....	\$ 613,400.00
2. NET CHANGES IN THE WORK.....	\$ 10,020.98
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$ 623,420.98
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703)	\$ 468,493.39
5. RETAINAGE:	
a. <u>5</u> % of Completed Work (Column D + E on G703)	\$ 17,424.67
b. <u>5</u> % of Stored Material (Column F on G703)	\$ 6,000.00
Total Retainage (Lines 5a + 5b, or Total in Column I on G703)	\$ 23,424.67
6. TOTAL EARNED LESS RETAINAGE.....	\$ 445,068.72
(Line 4 minus Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	421,404.80
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE.....	\$ 23,663.92
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 minus Line 6)	\$ 178,352.26

SUMMARY OF CHANGES IN THE WORK	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 10,020.98	\$ 0.00
Total approved this month, including Construction Change Directives	\$ 0.00	\$ 0.00
TOTALS	\$ 10,020.98	\$ 0.00
NET CHANGES IN THE WORK	\$ 10,020.98	

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 amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: DE VRIES ELECTRIC, INC.

By: James DeVries

Date: 06-25-25

State of: Iowa

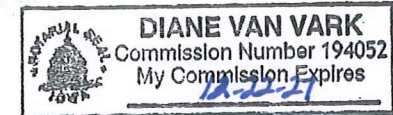
County of: Marion

Subscribed and sworn to before

me this 25th day of June, 2025

Notary Public: Diane Van Vark

My Commission expires: 12-22-27



CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CONSTRUCTION MANAGER:

By: _____ Date: _____

ARCHITECT: (NOTE: If Multiple Prime Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

PAGE 4 OF 5 PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 5

APPLICATION DATE: 6/25/2025

PERIOD TO: 6/25/2025

ARCHITECT'S PROJECT NO.:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE) RATE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD			% (G ÷ C)		
A	ROUGH-IN CONDUIT, BOXES, FITTINGS	92,400.00	83,155.00	8,700.00	0.00	91,855.00	99	545.00	4,592.75
B	LABOR	38,000.00	34,059.00	3,000.00	0.00	37,059.00	98	941.00	1,852.95
C	TRANSFORMER, BREAKERS, PANELBOARDS, UPS	10,000.00	6,022.00	3,978.00	0.00	10,000.00	100	0.00	500.00
D	LABOR	2,000.00	500.00	1,500.00	0.00	2,000.00	100	0.00	100.00
E	LIGHTING FIXTURES, CONTROLS	63,000.00	46,140.00	16,510.00	0.00	62,650.00	99	350.00	3,132.50
F	LABOR	6,000.00	4,000.00	2,000.00	0.00	6,000.00	100	0.00	300.00
G	ACCESS CONTROL, AUDIO VIDEO, INTRUSION	200,000.00	28,000.00	0.00	120,000.00	148,000.00	74	52,000.00	7,400.00
H	LABOR	92,000.00	6,000.00	0.00	0.00	6,000.00	7	86,000.00	300.00
I	FIRE ALARM SYSTEM	17,000.00	0.00	14,861.00	0.00	14,861.00	87	2,139.00	743.05
J	LABOR	3,000.00	0.00	2,000.00	0.00	2,000.00	67	1,000.00	100.00
K	CONDUCTORS-COPPER, FEEDER, BRANCH WIRING	46,000.00	39,735.00	5,730.00	0.00	45,465.00	99	535.00	2,273.25
L	LABOR	4,000.00	2,500.00	1,000.00	0.00	3,500.00	88	500.00	175.00
M	DATA, EQUIPMENT, CABLING	22,000.00	21,000.00	0.00	0.00	21,000.00	95	1,000.00	1,050.00
N	LABOR	11,000.00	8,540.00	0.00	0.00	8,540.00	78	2,460.00	427.00
O	FINISH DEVICES, SWITCHES, OUTLETS, FLOOR BOXES	5,000.00	3,984.00	0.00	0.00	3,984.00	80	1,016.00	199.20
P	LABOR	2,000.00	800.00	0.00	0.00	800.00	40	1,200.00	40.00
1	CHANGE ORDER #1	1,331.77	0.00	1,331.77	0.00	1,331.77	100	0.00	66.59
2	CHANGE ORDER #2	3,447.62	0.00	3,447.62	0.00	3,447.62	100	0.00	172.38



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G703-1992

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CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 5
APPLICATION DATE: 6/25/2025
PERIOD TO: 6/25/2025

ARCHITECT'S PROJECT NO.:

[illegible]

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G703-1992

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Memo

TO: Mayor and Council members

FROM: Matt McQuillen, City Manager

DATE: July 10, 2025

RE: Approve Pay Request #6 - Keystone Construction - City Hall-Library Remodel Phase 1 Project - \$196,015.88

SYNOPSIS:

Staff is recommending approval of pay request #6 to Keystone Construction for construction completed on phase 1 of the City Hall & Library Renovation Project. Keystone is responsible for Prime Contracts #1 – General Construction and #7 – Asbestos Remediation and Demolition. The pay request was reviewed by the City's Construction Manager and Architect prior to this consideration for approval.

Prime Construction Contract #1 – General Construction and #2 – Asbestos Abatement and Demolition

Contract Amount	\$ 958,900.00	Contract Approved 12/12/24
Change Order #1	\$ 1,166.15	Approved by City Council 3/13/25
Change Order #2	\$ 12,026.98	Approved by CM 4/7/25
Change Order #3	\$ 20,417.43	Approved by CM 5/7/25
Change Order #4	\$ 24,775.82	Approved by CM 6/24/25
Revised Contract Amount	\$ 1,017,286.38	
Pay Request #1	\$ 54,395.10	Approved 2/14/25
Pay Request #2	\$ 77,778.16	Approved 3/13/25
Pay Request #3	\$ 142,591.91	Approved 4/10/25
Pay Request #4	\$ 190,342.92	Approved 5/22/25
Pay Request #5	\$ 175,460.43	Approved 6/12/25
Pay Request #6	\$ 196,015.88	
Balance Remaining	\$ 180,701.98	
5% Retainage Held	\$ 44,030.80	
Total – Pay Request #6	\$ 196,015.88	

Acct # 350-5750-6799

Attachments:

1. Keystone Pay App 6

TO CONTRACTOR:
DCI Group, Inc.
220 SE 6th Street, Suite 200
Des Moines, Iowa 50309

PROJECT:
Clive City Hall Renovation
1900 NW 114th St
Clive, Iowa 50325

APPLICATION NO: 6
INVOICE NO: No. 06 - June
PERIOD: 06/01/25 - 06/30/25
PROJECT NO: 23048
CONTRACT NO: SC-001 Clive City Hall
CONTRACT DATE: 12/12/2024
CERTIFICATE DATE: 07/02/2025
SUBMITTED DATE: 06/26/2025

FROM SUBCONTRACTOR:
Keystone Construction Services LLC
3361 178th Ct
Norwalk, Iowa 50211

SUBCONTRACT FOR: BP #1 General & BP #7 Demo/Asbestos

SUBCONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Subcontract. Continuation Sheet is attached.

1.	Original Contract Sum	\$958,900.00
2.	Net change by change orders	\$58,386.38
3.	Contract Sum to date (Line 1 ± 2)	\$1,017,286.38
4.	Total completed and stored to date (Column G on detail sheet)	\$880,615.20
5.	Retainage:	
	a. 5.00% of completed work	\$44,030.80
	b. 0.00% of stored material	\$0.00
	Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$44,030.80
6.	Total earned less retainage (Line 4 less Line 5 Total)	\$836,584.40
7.	Less previous certificates for payment (Line 6 from prior certificate)	\$640,568.52
8.	Current payment due:	\$196,015.88
9.	Balance to finish, including retainage (Line 3 less Line 6)	\$180,701.98

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$33,610.56	\$0.00
Total approved this month:	\$24,775.82	\$0.00
Totals:	\$58,386.38	\$0.00
Net change by change orders:	\$58,386.38	

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

SUBCONTRACTOR: Keystone Construction Services LLC

By: _____

State of:
County of:
Subscribed and sworn to before
me this _____ day of _____
Notary Public:
My commission expires: _____

Contract #SC-001 Clive C... ⋮ ✕

Previous Steps

New Workflow Started

6/26/2025 at 11:49 AM CDT

Workflow:

Commitment Invoicing w/Secondary Review

PM Review

6/30/2025 at 11:42 AM CDT

Decision Type

First responder decides

Result

Responders agree

Responded

PM

>

Drew Johnson:

Secondary Review

Secondary Review

7/1/2025 at 9:23 AM CDT

Decision Type

First responder decides

Result

Responders agree

Responded

Designer

>

Thomas Thatcher: Approve

Approved

7/1/2025 at 9:23 AM CDT

Page 72 of 338

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

APPLICATION NUMBER: 6

Contractor's signed Certification is attached.

APPLICATION DATE: 06/25/2025

Use Column I on Contracts where variable retainage for line items apply.

PERIOD: 06/01/25 - 06/30/25

Contract Lines

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	General Requirements	\$179,307.00	\$125,000.00	\$30,000.00	\$0.00	\$155,000.00	86.44%	\$24,307.00	\$7,750.00
2	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Temp Facilities and Controls	\$4,564.00	\$0.00	\$2,282.00	\$0.00	\$2,282.00	50.00%	\$2,282.00	\$114.10
3	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Demolition	\$52,091.00	\$52,091.00	\$0.00	\$0.00	\$52,091.00	100.00%	\$0.00	\$2,604.55
4	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Asbestos Abatement	\$19,300.00	\$19,300.00	\$0.00	\$0.00	\$19,300.00	100.00%	\$0.00	\$965.00
5	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Cast-In-Place Concrete	\$12,130.00	\$12,130.00	\$0.00	\$0.00	\$12,130.00	100.00%	\$0.00	\$606.50
6	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Concrete Finishing	\$1,500.00	\$0.00	\$750.00	\$0.00	\$750.00	50.00%	\$750.00	\$37.50
7	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Unit Masonry	\$34,800.00	\$34,800.00	\$0.00	\$0.00	\$34,800.00	100.00%	\$0.00	\$1,740.00
8	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Structural Steel Framing	\$20,910.00	\$16,000.00	\$4,910.00	\$0.00	\$20,910.00	100.00%	\$0.00	\$1,045.50
9	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Rough Carpentry	\$13,210.00	\$13,210.00	\$0.00	\$0.00	\$13,210.00	100.00%	\$0.00	\$660.50
10	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Finish Carpentry	\$25,839.00	\$6,459.75	\$6,459.75	\$0.00	\$12,919.50	50.00%	\$12,919.50	\$645.98
11	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Architectural Wood Casework	\$102,928.00	\$45,288.32	\$50,000.00	\$0.00	\$95,288.32	92.58%	\$7,639.68	\$4,764.42
12	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Firestopping	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00	\$0.00
13	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Joint Sealants	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00	\$0.00
14	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Hollow Metal Doors and Frames	\$67,780.00	\$36,704.00	\$6,176.00	\$0.00	\$42,880.00	63.26%	\$24,900.00	\$2,144.00
15	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Access Doors and Panels	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%	\$0.00	\$25.00
16	2-24100.000.Subcontract	Folding Grilles	\$9,580.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,580.00	\$0.00

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	BP #1 & BP#7 - General/Demo									
17	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Gypsum Board Assemblies	\$138,195.00	\$138,195.00	\$0.00	\$0.00	\$138,195.00	100.00%	\$0.00	\$6,909.76
18	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Tiling	\$43,982.00	\$34,016.56	\$9,965.44	\$0.00	\$43,982.00	100.00%	\$0.00	\$2,199.10
19	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Acoustical Ceilings	\$93,250.00	\$82,800.00	\$10,450.00	\$0.00	\$93,250.00	100.00%	\$0.00	\$4,662.50
20	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Resilient Flooring	\$47,620.00	\$0.00	\$47,620.00	\$0.00	\$47,620.00	100.00%	\$0.00	\$2,381.00
21	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Moss Walls	\$15,042.00	\$11,281.50	\$3,760.50	\$0.00	\$15,042.00	100.00%	\$0.00	\$752.11
22	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Painting	\$21,320.00	\$13,396.00	\$6,858.00	\$0.00	\$20,254.00	95.00%	\$1,066.00	\$1,012.70
23	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Signage	\$2,499.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,499.00	\$0.00
24	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Wall and Door Protection	\$1,825.00	\$0.00	\$1,825.00	\$0.00	\$1,825.00	100.00%	\$0.00	\$91.25
25	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Toilet/Bath/Laundry Accessories	\$10,050.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,050.00	\$0.00
26	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Emergency Aid Specialties	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$400.00	\$0.00
27	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Fire Protection Specialties	\$580.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$580.00	\$0.00
28	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Projection Screens	\$8,137.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,137.00	\$0.00
29	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Roller Window Shades	\$6,061.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,061.00	\$0.00
30	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Exterior Improvements	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
31	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Contingency	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
32	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	Touchup Painting Allowance	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
TOTALS:			\$958,900.00	\$640,672.13	\$181,556.69	\$0.00	\$822,228.82	85.75%	\$136,671.18	\$41,111.47

Change Orders

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
33	CCO #001 Keystone Change Order #001								
33.1	PCO #001 Keystone CO#1								
33.1.1	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	\$1,166.15	\$1,166.15	\$0.00	\$0.00	\$1,166.15	100.00%	\$0.00	\$58.31
34	CCO #002 Keystone Change Order #002								
34.1	PCO #002 CE #007 - RFI #8 Structural Su								
34.1.1	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo RFI #8 RTU #1 Support	\$5,474.98	\$5,474.98	\$0.00	\$0.00	\$5,474.98	100.00%	\$0.00	\$273.75
34.1.2	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo	\$6,552.00	\$6,552.00	\$0.00	\$0.00	\$6,552.00	100.00%	\$0.00	\$327.60
35	CCO #003 Keystone Change Order #003								
35.1	PCO #003 Keystone PCO #3								
35.1.1	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo ITC 04	\$15,167.77	\$15,167.77	\$0.00	\$0.00	\$15,167.77	100.00%	\$0.00	\$758.39
35.1.2	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo Miscellaneous framing and lintels	\$1,064.70	\$1,064.70	\$0.00	\$0.00	\$1,064.70	100.00%	\$0.00	\$53.24
35.1.3	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo ITC 05	\$3,917.42	\$3,917.42	\$0.00	\$0.00	\$3,917.42	100.00%	\$0.00	\$195.87
35.1.4	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo RFI #35	\$267.54	\$267.54	\$0.00	\$0.00	\$267.54	100.00%	\$0.00	\$13.38
36	CCO #004 Keystone Change Order #004								
36.1	PCO #004 Keystone PCO #4								
36.1.1	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo Additional Asbestos Abatement	\$13,654.37	\$0.00	\$13,654.37	\$0.00	\$13,654.37	100.00%	\$0.00	\$682.72
36.1.2	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo RFI #31	\$512.37	\$0.00	\$512.37	\$0.00	\$512.37	100.00%	\$0.00	\$25.62
36.1.3	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo Moisture Damage Room 232	\$2,560.48	\$0.00	\$2,560.48	\$0.00	\$2,560.48	100.00%	\$0.00	\$128.02
36.1.4	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo RFI #42	\$7,183.09	\$0.00	\$7,183.09	\$0.00	\$7,183.09	100.00%	\$0.00	\$359.15
36.1.5	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo Access panel install below fire extinguisher cabinet	\$415.61	\$0.00	\$415.61	\$0.00	\$415.61	100.00%	\$0.00	\$20.78
36.1.6	2-24100.000.Subcontract BP #1 & BP#7 - General/Demo RFI #62 Lower Ceiling Grid Conference Room 252	\$449.90	\$0.00	\$449.90	\$0.00	\$449.90	100.00%	\$0.00	\$22.50
TOTALS:		\$58,386.38	\$33,610.56	\$24,775.82	\$0.00	\$58,386.38	100.00%	\$0.00	\$2,919.33

Grand Totals

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
GRAND TOTALS:		\$1,017,286.38	\$674,282.69	\$206,332.51	\$0.00	\$880,615.20	86.57%	\$136,671.18	\$44,030.80



CONDITIONAL LIEN WAIVER AND RELEASE UPON PROGRESS PAYMENT

KNOW ALL MEN BY THESE PRESENTS:

Upon receiving progress payment in the sum of **\$206,332.51** for the job Clive City Hall, receipt of which is hereby acknowledged, hereby waives, releases, satisfies all lien rights, claims or demands of any kind whatsoever, against the City of Clive, its successors and assigns, which the undersigned now has. This release covers a progress payment for labor, services, equipment or materials furnished to the City of Clive through **June 30, 2025**, only and does not cover any retention retained before or after the release date.

The undersigned warrants that he either has already paid or will use the monies he receives from this progress payment to promptly pay in full all of his laborers, subcontractors, materialmen and suppliers for all work, materials, equipment or services provided for or to the above referenced project up to the date of this waiver.

Dated: **June 30, 2025**

Company Name: **Keystone Construction Services, LLC.**

By: **Justin Menke**

Title: **President**

Signature: 



Memo

TO: Mayor and Council members

FROM: Matt McQuillen, City Manager

DATE: July 10, 2025

RE: Approve Pay Request #6 - Dahl Air Conditioning & Heating - City Hall-Library Remodel Phase 1 Project - \$17,214.00

SYNOPSIS:

Staff is recommending approval of pay request #6 to Dahl Air Conditioning & Heating LLC for construction completed on phase 1 of the City Hall & Library Renovation Project. Dahl is responsible for Prime Contracts #3 – Mechanical. The pay request was reviewed by the City's Construction Manager and Architect prior to this consideration for approval.

Prime Construction Contract #3 – Mechanical

Contract Amount	\$ 290,925.00	Contract Approved 12/12/24
Pay Request #1	\$ 39,468.70	Approved 2/14/25
Pay Request #2	\$ 44,692.75	Approved 3/13/25
Pay Request #3	\$ 46,333.40	Approved 4/10/25
Pay Request #4	\$ 111,787.45	Approved 5/22/25
Pay Request #5	\$ 16,882.45	Approved 6/12/25
Pay Request #6	\$ 17,214.00	
Balance Remaining	\$ 14,546.25	
5% Retainage Held	\$ 14,546.25	
Total – Pay Request #6	\$ 17,214.00	

Acct # 350-5750-6799

Attachments:

1. Dahl Pay App 6

TO CONTRACTOR:

DCI Group, Inc.
220 SE 6th Street, Suite 200
Des Moines, Iowa 50309

PROJECT:

Clive City Hall Renovation
1900 NW 114th St
Clive, Iowa 50325

APPLICATION NO: 6

INVOICE NO: 6

PERIOD: 06/01/25 - 06/30/25

PROJECT NO: 23048

CONTRACT NO: SC-003 Clive City Hall

CONTRACT DATE: 12/12/2024

CERTIFICATE DATE: 07/02/2025

SUBMITTED DATE:

FROM SUBCONTRACTOR:

Dahl Heating & Air Conditioning
2000 Ash Street PO Box 560
DeSoto, Iowa 50069

SUBCONTRACT FOR: BP #3 Mechanical

SUBCONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Subcontract. Continuation Sheet is attached.

1.	Original Contract Sum		\$290,925.00
2.	Net change by change orders		\$0.00
3.	Contract Sum to date (Line 1 ± 2)		\$290,925.00
4.	Total completed and stored to date (Column G on detail sheet)		\$290,925.00
5.	Retainage:		
	a. 5.00% of completed work	\$14,546.25	
	b. 0.00% of stored material	\$0.00	
	Total retainage (Line 5a + 5b or total in column I of detail sheet)		\$14,546.25
6.	Total earned less retainage (Line 4 less Line 5 Total)		\$276,378.75
7.	Less previous certificates for payment (Line 6 from prior certificate)		\$259,164.75
8.	Current payment due:		\$17,214.00
9.	Balance to finish, including retainage (Line 3 less Line 6)		\$14,546.25

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$0.00	\$0.00
Total approved this month:	\$0.00	\$0.00
Totals:	\$0.00	\$0.00
Net change by change orders:	\$0.00	

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

SUBCONTRACTOR: Dahl Heating & Air Conditioning

By:

Contract #SC-003 Clive ...

State of:
County of:
Subscribed and sworn to before
me this day of
Notary Public:
My commission expires:

Previous Steps

New Workflow Started
6/19/2025 at 7:16 AM CDT
Workflow:
Commitment Invoicing w/Secondary Review

PM Review
6/30/2025 at 11:34 AM CDT

Decision Type
First responder decides

Result
Responders agree

Responded

PM

> Drew Johnson:
Secondary Review

Secondary Review
7/1/2025 at 8:48 AM CDT

Decision Type
First responder decides

Result
Responders agree

Responded

Designer

> Thomas Thatcher: Approve

Approved
7/1/2025 at 8:48 AM CDT

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractor's signed Certification is attached.

Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 6

APPLICATION DATE: 06/25/2025

PERIOD: 06/01/25 - 06/30/25

Contract Lines

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	23-230000.000.Subcontract Bid Package #3 Mechanical	Mobilization & Submittals	\$25,958.00	\$25,958.00	\$0.00	\$0.00	\$25,958.00	100.00%	\$0.00	\$1,297.90
2	23-230000.000.Subcontract Bid Package #3 Mechanical	Demolition	\$16,774.00	\$16,774.00	\$0.00	\$0.00	\$16,774.00	100.00%	\$0.00	\$838.70
3	23-230000.000.Subcontract Bid Package #3 Mechanical	Ductwork and Accessories - Material	\$28,958.00	\$28,958.00	\$0.00	\$0.00	\$28,958.00	100.00%	\$0.00	\$1,447.90
4	23-230000.000.Subcontract Bid Package #3 Mechanical	Ductwork and Accessories - Labor	\$11,032.00	\$11,032.00	\$0.00	\$0.00	\$11,032.00	100.00%	\$0.00	\$551.60
5	23-230000.000.Subcontract Bid Package #3 Mechanical	Roof Top Units - Material	\$106,529.00	\$106,529.00	\$0.00	\$0.00	\$106,529.00	100.00%	\$0.00	\$5,326.45
6	23-230000.000.Subcontract Bid Package #3 Mechanical	Roof Top Units - Labor	\$2,856.00	\$2,856.00	\$0.00	\$0.00	\$2,856.00	100.00%	\$0.00	\$142.80
7	23-230000.000.Subcontract Bid Package #3 Mechanical	GRD's - Material	\$6,985.00	\$6,985.00	\$0.00	\$0.00	\$6,985.00	100.00%	\$0.00	\$349.25
8	23-230000.000.Subcontract Bid Package #3 Mechanical	GRD's - Labor	\$1,598.00	\$1,598.00	\$0.00	\$0.00	\$1,598.00	100.00%	\$0.00	\$79.90
9	23-230000.000.Subcontract Bid Package #3 Mechanical	Testing, Adjusting, & Balancing	\$8,120.00	\$0.00	\$8,120.00	\$0.00	\$8,120.00	100.00%	\$0.00	\$406.00
10	23-230000.000.Subcontract Bid Package #3 Mechanical	Duct Wrap Insulation	\$2,200.00	\$2,200.00	\$0.00	\$0.00	\$2,200.00	100.00%	\$0.00	\$110.00
11	23-230000.000.Subcontract Bid Package #3 Mechanical	Temperature Control	\$79,915.00	\$69,915.00	\$10,000.00	\$0.00	\$79,915.00	100.00%	\$0.00	\$3,995.75
TOTALS:			\$290,925.00	\$272,805.00	\$18,120.00	\$0.00	\$290,925.00	100.00%	\$0.00	\$14,546.25

Grand Totals

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
GRAND TOTALS:		\$290,925.00	\$272,805.00	\$18,120.00	\$0.00	\$290,925.00	100.00%	\$0.00	\$14,546.25

LIEN WAIVER

1. IDENTIFYING INFORMATION.

Claimant Name: Dahl Air Conditioning & Heating LLC
Customer Name: City of Clive
Job Location: 1900 NW 114th Street Clive, IA
Owner: City of Clive
Through Date: * 05/15/2025 (*for progress payments ONLY)

2. WAIVER TYPE. (CHECK ONE)

A. ☐ - UNCONDITIONAL Waiver for PARTIAL / PROGRESS Payment

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. The claimant has received the following progress payment:

\$

B. ☐ - UNCONDITIONAL Waiver for FULL Payment

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for all labor and service provided, and equipment and material delivered, to the customer on this job. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. The claimant has been paid in full.

C. ☒ - CONDITIONAL Waiver for PARTIAL / PROGRESS Payment

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: City of Clive
Check Amount: \$16,882.45
Check Payable to: Dahl Air Conditioning

D. ☐ - CONDITIONAL Waiver for FULL Payment

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check:
Check Amount: \$
Check Payable to:

3. SCHEDULE OF PAYMENTS.

4. EXCEPTIONS.

This document does not affect any of the following:

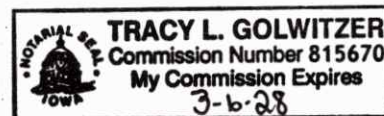
Disputed claims for extras in the amount of: \$

5. SIGNATURE.

Claimant Signature: _____ Date: 06/30/2025
Claimant Title: Owner

6. NOTARIZATION.

State of Iowa
County of Dallas



The foregoing instrument was acknowledged before me, Tracy Golwitzer, this 30th day of June 2025, by the undersigned, Rusty Rohe, who is personally known to me or satisfactorily proven to me to be the person whose name is subscribed to the within instrument.

Tracy L. Golwitzer
Notary Public

My Commission Expires: 3/6/2028



Memo

TO: Mayor and Council members

FROM: Jim Hagelie, Engineering Services Administrator

DATE: July 10, 2025

RE: Approve Pay Request #6 - Calhoun-Burns & Associates - 2025 Bridge Maintenance Repair Program - \$774.00

SYNOPSIS:

Staff is recommending approval of a Pay Request to Calhoun-Burns and Associates, Inc. for design services completed on the above referenced project.

Pay Request #6 - \$774.00

A breakdown of the contract status is as follows:

Contract Amount	-	\$37,825.00
Paid to Date	-	<u>\$35,863.25</u>
Contract Remaining	-	\$ 1,961.75

Please feel free to contact me at 223-6231 prior to the meeting if you have any questions or concerns.

Attachments:

1. Pay Request #6



STATEMENT OF PROFESSIONAL SERVICES

City of Clive
Jim Hagelie, P.E.-Engineering Services Admin
2123 NW 111th Street
Clive, IA 50325-3755

June 20, 2025
Invoice No: 1756 - 6

2025 Bridge Maintenance Program
Contract Date 12/12/2024

Professional Services from May 18, 2025 to June 14, 2025

Phase 03 Limited Bid & Construction Phase Svs
Engineering services for

Fee

Total Fee	6,500.00		
Percent Complete	75.00	Total Earned	4,875.00
		Previous Fee Billing	4,225.00
		Current Fee Billing	650.00
		Total Fee	650.00
		Total this Phase	\$650.00

Phase 04 Admin, Coordination and Submittals

Professional Personnel

	Hours	Rate	Amount
Principal I	.50	248.00	124.00
Totals	.50		124.00
Total Labor			124.00
		Total this Phase	\$124.00
		Total this Invoice	\$774.00



Memo

TO: Mayor and Council members

FROM: Alyssa Welling, Administrative Assistant

DATE: July 10, 2025

RE: Approve Pay Request #6 - On Track Construction, LLC - Greenbelt Landing Construction Project - \$81,278.53

SYNOPSIS:

Staff recommends approval of Pay Request #6 to On Track Construction, LLC for the work completed to date on the Greenbelt Landing Project.

Total contract amount: **\$1,700,000.00**

Change Order: **\$8,056.35**

Total Change Orders to Date: **\$8,056.35**

Contract + Change Orders: **\$1,708,056.35**

Pay Request #4: **\$81,278.53**

Total Requested to Date: **\$725,259.78**

Remaining contract amount: **\$982,796.57**

Attachments:

1. On Track Pay App 06 - June

TO CONTRACTOR:

DCI Group, Inc.
220 SE 6th Street, Suite 200
Des Moines, Iowa 50309

PROJECT:

Clive - Greenbelt Landing
1900 NW 114th St
Clive, Iowa 50325

APPLICATION NO: 6

INVOICE NO: 6

PERIOD: 06/01/25 - 06/30/25

PROJECT NO: 23046

CONTRACT NO: SC-004 Clive Greenbelt
Landing

CONTRACT DATE: 09/12/2024

CERTIFICATE DATE: 07/01/2025

SUBMITTED DATE: 06/24/2025

FROM SUBCONTRACTOR:

On Track Construction, LLC
1435 West F Ave
Nevada, Iowa 50201

SUBCONTRACT FOR: On Track - BP #31

SUBCONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Subcontract. Continuation Sheet is attached.

1.	Original Contract Sum	\$1,700,000.00
2.	Net change by change orders	\$8,056.35
3.	Contract Sum to date (Line 1 ± 2)	\$1,708,056.35
4.	Total completed and stored to date (Column G on detail sheet)	\$763,431.35
5.	Retainage:	
	a. 5.00% of completed work	\$37,033.07
	b. 5.00% of stored material	\$1,138.50
	Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$38,171.57
6.	Total earned less retainage (Line 4 less Line 5 Total)	\$725,259.78
7.	Less previous certificates for payment (Line 6 from prior certificate)	\$643,981.25
8.	Current payment due:	\$81,278.53
9.	Balance to finish, including retainage (Line 3 less Line 6)	\$982,796.57

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$0.00	\$0.00
Total approved this month:	\$8,056.35	\$0.00
Totals:	\$8,056.35	\$0.00
Net change by change orders:	\$8,056.35	

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

SUBCONTRACTOR: On Track Construction, LLC

By: Date:

State of:

County of:

Subscribed and sworn to before
me this day of

Notary Public:

My commission expires:

Jules West

Digitally signed by Jules West
DN:
E=Jules.West@smithgroup.com,
CN=Jules West, OU=Users,
OU=MD, DC=smithgroup,
DC=com
Reason: I am approving this
document
Date: 2025.07.01 18:17:44-05'00'

Drew Johnson

Digitally signed by Drew
Johnson
DN: C=US,
E=drewj@dcigroup-us.com,
CN=Drew Johnson
Date: 2025.07.01
08:46:07-05'00'

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractor's signed Certification is attached.

Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 6

APPLICATION DATE: 06/25/2025

PERIOD: 06/01/25 - 06/30/25

Contract Lines

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Mobilization, Bonds & Insurance	\$110,000.00	\$66,000.00	\$11,000.00	\$0.00	\$77,000.00	70.00%	\$33,000.00	\$3,850.00
2	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Clearing & Grubbing	\$50,000.00	\$5,000.00	\$20,000.00	\$0.00	\$25,000.00	50.00%	\$25,000.00	\$1,250.00
3	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Removals - Paving & Sidewalk	\$76,000.00	\$68,400.00	\$0.00	\$0.00	\$68,400.00	90.00%	\$7,600.00	\$3,420.00
4	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Removals - Landscaping	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,000.00	\$0.00
5	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Removals - Rip Rap	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,000.00	\$0.00
6	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Removals - Storm Sewer	\$10,000.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	15.00%	\$8,500.00	\$75.00
7	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Removals - Sanitary	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	100.00%	\$0.00	\$375.00
8	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Earthwork - Temp Construction Entrances	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00	100.00%	\$0.00	\$400.00
9	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Earthwork - Topsoil Strip & Stockpile	\$38,000.00	\$9,500.00	\$1,900.00	\$0.00	\$11,400.00	30.00%	\$26,600.00	\$570.00
10	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Earthwork - Cut & Fill	\$76,000.00	\$15,200.00	\$3,800.00	\$0.00	\$19,000.00	25.00%	\$57,000.00	\$950.00

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
11	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Earthwork - Export	\$88,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$88,000.00	\$0.00
12	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Earthwork - Bioretention & Pond Shaping	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$55,000.00	\$0.00
13	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Earthwork - 12" Prep for Paving	\$29,000.00	\$23,200.00	\$0.00	\$0.00	\$23,200.00	80.00%	\$5,800.00	\$1,160.00
14	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Earthwork - 6" Subbase for Paving	\$67,000.00	\$33,500.00	\$13,400.00	\$0.00	\$46,900.00	70.00%	\$20,100.00	\$2,345.00
15	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Earthwork - Erosion Stone & Rip Rap	\$168,000.00	\$0.00	\$8,400.00	\$0.00	\$8,400.00	5.00%	\$159,600.00	\$420.00
16	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Earthwork - Vegetated Geogrid w/ Soil	\$85,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$85,000.00	\$0.00
17	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Earthwork - Stabilized Aggregate Paving Base	\$75,500.00	\$64,175.00	\$0.00	\$0.00	\$64,175.00	85.00%	\$11,325.00	\$3,208.75
18	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Earthwork - Topsoil Respread & Finish Grading	\$36,000.00	\$5,400.00	\$0.00	\$0.00	\$5,400.00	15.00%	\$30,600.00	\$270.00
19	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Utilities - Building Water Service	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00%	\$0.00	\$500.00
20	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Utilities - 18" Sanitary Main Reroute	\$228,500.00	\$205,730.00	\$0.00	\$22,770.00	\$228,500.00	100.00%	\$0.00	\$11,425.00
21	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Utilities - Sanitary Building Service	\$8,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,500.00	\$0.00

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
22	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Utilities - Storm Sewer Piping	\$149,000.00	\$74,500.00	\$0.00	\$0.00	\$74,500.00	50.00%	\$74,500.00	\$3,725.00
23	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Utilities - Storm Sewer Structures	\$103,500.00	\$51,750.00	\$0.00	\$0.00	\$51,750.00	50.00%	\$51,750.00	\$2,587.50
24	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Utilities - Subdrain Piping	\$74,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$74,500.00	\$0.00
25	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Utilities - Traffic Control for 114th Utility Crossing	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
26	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Utilities - Pavement Replacement for Utilities	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00
27	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Seeding & EC - Erosion Control/ Silt Fence	\$55,000.00	\$13,750.00	\$11,000.00	\$0.00	\$24,750.00	45.00%	\$30,250.00	\$1,237.50
28	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Seeding & EC - TRM Matting	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00
29	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Seeding & EC - Live Stakes	\$33,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$33,000.00	\$0.00
30	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control	Seeding & EC - Temp Seeding & Hydromulch	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
TOTALS:			\$1,700,000.00	\$655,105.00	\$77,500.00	\$22,770.00	\$755,375.00	44.43%	\$944,625.00	\$37,768.75

Change Orders

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
31	CCO #001 On Track CO #1								
31.1	PCO #001 PCO #1 - On Track								
31.1.1	31-310000.000.Subcontract BP #31 - Earthwork - Demolition/Grading/Utilities/Erosion Control Storm Structure 13 Temp	\$8,056.35	\$0.00	\$8,056.35	\$0.00	\$8,056.35	100.00%	\$0.00	\$402.82
TOTALS:		\$8,056.35	\$0.00	\$8,056.35	\$0.00	\$8,056.35	100.00%	\$0.00	\$402.82

Grand Totals

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
GRAND TOTALS:		\$1,708,056.35	\$655,105.00	\$85,556.35	\$22,770.00	\$763,431.35	44.70%	\$944,625.00	\$38,171.57

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

To: DCI Group
220 SE 6th Street, Suite 200
Des Moines, Iowa 50309

Project: Clive Greenbelt Landing
City of Clive

APPLICATION NO: 6
APPLICATION DATE: 30-Jun-25

PERIOD TO: 30-Jun-25

Contractor PO# 2426CL

CONTRACT DATE: 12-Sep-24

Distribution to:

☐ OWNER

☐ ARCHITECT

☒ CONTRACTOR

☐

☐

FROM CONTRACTOR:
On Track Construction LLC
1435 W F Ave
Nevada, Iowa 50201

CONTRACT FOR: GRADING & UTILITIES

JOB# 2426CL

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM

\$ 1,700,000.00

2. Net change by Change Orders

\$ 8,056.35

3. CONTRACT SUM TO DATE (Line 1 ± 2)

\$ 1,708,056.35

4. TOTAL COMPLETED & STORED TO
DATE (Column G on G703)

\$ 763,431.35

5. RETAINAGE:

a. 5 % of Completed Work

\$ 38,171.57

(Column D + E on G703)

b. % of Stored Material

\$

(Column F on G703)

Total Retainage (Lines 5a + 5b or

Total in Column I of G703)

\$ 38,171.57

6. TOTAL EARNED LESS RETAINAGE
(Line 4 Less Line 5 Total)

\$ 725,259.78

7. LESS PREVIOUS CERTIFICATES FOR
PAYMENT (Line 6 from prior Certificate)

\$ 643,981.25

8. CURRENT PAYMENT DUE

\$ 81,278.53

9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6)

\$ 982,796.57

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month	\$8,056.35	\$0.00
TOTALS	\$8,056.35	\$0.00
NET CHANGES by Change Order	\$8,056.35	

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 amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By:  Date: 6/24/2025

ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ENGINEER:

By: Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

B	C	D	E1	F4	G1	G2	H	I
Work Description	Scheduled Value	From Previous Application	This Period	Presently Stored Materials	Total Completed and Stored To Date	Percent Complete	Balance To Finish	Retainage
BASE CONTRACT								
Mobilization, Bonds & Insurance	\$ 110,000.00	\$66,000.00	\$11,000.00		\$77,000.00	70.00%	\$33,000.00	\$3,850.00
Clearing & Grubbing	\$ 50,000.00	\$5,000.00	\$20,000.00		\$25,000.00	50.00%	\$25,000.00	\$1,250.00
Removals - Paving & Sidewalk	\$ 76,000.00	\$68,400.00			\$68,400.00	90.00%	\$7,600.00	\$3,420.00
Removals - Landscaping	\$ 7,000.00				\$0.00	0.00%	\$7,000.00	\$0.00
Removals - Rip Rap	\$ 2,000.00				\$0.00	0.00%	\$2,000.00	\$0.00
Removals - Storm Sewer	\$ 10,000.00	\$1,500.00			\$1,500.00	15.00%	\$8,500.00	\$75.00
Removals - Sanitary	\$ 7,500.00	\$7,500.00			\$7,500.00	100.00%	\$0.00	\$375.00
Earthwork - Temp Construction Entrances	\$ 8,000.00		\$8,000.00		\$8,000.00	100.00%	\$0.00	\$400.00
Earthwork - Topsoil Strip & Stockpile	\$ 38,000.00	\$9,500.00	\$1,900.00		\$11,400.00	30.00%	\$26,600.00	\$570.00
Earthwork - Cut & Fill	\$ 76,000.00	\$15,200.00	\$3,800.00		\$19,000.00	25.00%	\$57,000.00	\$950.00
Earthwork - Export	\$ 88,000.00				\$0.00	0.00%	\$88,000.00	\$0.00
Earthwork - Bioretention & Pond Shaping	\$ 55,000.00				\$0.00	0.00%	\$55,000.00	\$0.00
Earthwork - Grade for Trails & Paving	\$ 67,000.00	\$33,500.00	\$13,400.00		\$46,900.00	70.00%	\$20,100.00	\$2,345.00
Earthwork - 12" Prep for Paving	\$ 29,000.00	\$23,200.00			\$23,200.00	80.00%	\$5,800.00	\$1,160.00
Earthwork - Erosion Stone & Rip Rap	\$ 168,000.00		\$8,400.00		\$8,400.00	5.00%	\$159,600.00	\$420.00
Earthwork - Vegetated Geogrid w/ Soil	\$ 85,000.00				\$0.00	0.00%	\$85,000.00	\$0.00
Earthwork - Aggregate Paving Base	\$ 75,500.00	\$64,175.00			\$64,175.00	85.00%	\$11,325.00	\$3,208.75
Earthwork - Topsoil Respread & Finish Grading	\$ 36,000.00	\$5,400.00			\$5,400.00	15.00%	\$30,600.00	\$270.00
Utilities - Building Water Service	\$ 10,000.00	\$10,000.00			\$10,000.00	100.00%	\$0.00	\$500.00
Utilities - 18" Sanitary Main Reroute	\$ 228,500.00	\$228,500.00			\$228,500.00	100.00%	\$0.00	\$11,425.00
Utilities - Sanitary Building Service	\$ 8,500.00				\$0.00	0.00%	\$8,500.00	\$0.00
Utilities - Storm Sewer Piping	\$ 149,000.00	\$74,500.00			\$74,500.00	50.00%	\$74,500.00	\$3,725.00
Utilities - Storm Sewer Structures	\$ 103,500.00	\$51,750.00			\$51,750.00	50.00%	\$51,750.00	\$2,587.50
Utilities - Subdrain Piping	\$ 74,500.00				\$0.00	0.00%	\$74,500.00	\$0.00
Utilities - Traffic Control for 114th Utility Crossing	\$ 10,000.00				\$0.00	0.00%	\$10,000.00	\$0.00
Utilities - Pavement Replacement for Utilities	\$ 20,000.00				\$0.00	0.00%	\$20,000.00	\$0.00
Seeding & EC - Erosion Control/ Silt Fence	\$ 55,000.00	\$13,750.00	\$11,000.00		\$24,750.00	45.00%	\$30,250.00	\$1,237.50
Seeding & EC - TRM Matting	\$ 15,000.00				\$0.00	0.00%	\$15,000.00	\$0.00
Seeding & EC - Live Stakes	\$ 33,000.00				\$0.00	0.00%	\$33,000.00	\$0.00
Seeding & EC - Temp Seeding & Hydromulch	\$ 5,000.00				\$0.00	0.00%	\$5,000.00	\$0.00
CHANGE ORDERS								
WO #2 - 4/22/25 - Temp Tie-In Structure	\$ 8,056.35		\$8,056.35		\$8,056.35	100.00%	\$0.00	\$402.82
TOTAL	\$1,708,056.35	\$677,875.00	\$85,556.35	\$0.00	\$763,431.35	44.70%	\$944,625.00	\$38,171.57

WAIVER AND RELEASE OF LIEN UPON PROGRESS PAYMENT

The undersigned lienor, in consideration of the sum of \$73,625.00,
hereby waives and releases its lien and right to claim a lien for labor, service, or materials
furnished through June 30, 2025 on the job of City of Clive to the following
described property:

Greenbelt Landing Project

This waiver and release does not cover any retention or labor, services, or materials
Furnished after the date specified.

Dated on June 30, 2025

On Track Construction, LLC
1435 West F Ave
Nevada, IA 50201

By: Tracy L. Rhoads

Sworn to and subscribed before me this 20th day of June, 20 25,

By Tracy L. Rhoads.

Tracy L. Rhoads

Notary Public

Print name: Tracy L. Rhoads



Date 06/09/2025

I, Robert Williams (Name of Signatory Party) Owner (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by

Williams Contracting 2, LLC on the
(Contractor or Subcontractor)

23-046 Clive Greenbelt Landing; that during the payroll period commencing on the
(Building or Work)

18th day of May, 2025, and ending the 24th day of May, 2025,
all persons employed on said project have been paid the full weekly wages earned, that no rebates have
been or will be made either directly or indirectly to or on behalf of said

Williams Contracting 2, LLC from the full
(Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either directly or indirectly
from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part
3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948,
63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are
correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the
applicable wage rates contained in any wage determination incorporated into the contract, that the classifications
set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship
program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and
Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered
with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

☐ -- in addition to the basic hourly wage rates paid to each laborer or mechanic listed in
the above referenced payroll, payments of fringe benefits as listed in the contract
have been or will be made to appropriate programs for the benefit of such employees,
except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

☒ -- Each laborer or mechanic listed in the above referenced payroll has been paid,
as indicated on the payroll, an amount not less than the sum of the applicable
basic hourly wage rate plus the amount of the required fringe benefits as listed
in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT) EXPLANATION

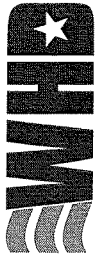
REMARKS:

NAME AND TITLE

Robert Williams, Owner

SIGNATURE

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR
SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 3729 OF
TITLE 31 OF THE UNITED STATES CODE.



U.S. Department of Labor
Wage and Hour Division

PAYROLL

For contractor's optional use; see instructions at [dol.gov/agencies/whd/forms/wh347](https://doh.dol.gov/agencies/whd/forms/wh347)

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

NAME OF CONTRACTOR ☐	OR SUBCONTRACTOR ☒	ADDRESS	OMB No. 1235-0008 Expires 09/30/2026
Williams Contracting 2, LLC		3091 370th St Manning, IA 51455	

[illegible]

While completion of Form WH-347 is optional, it is mandatory for covered contractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 3.5(a), The Copeland Act (29 U.S.C. § 1101) and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W. Washington, D.C. 20210

(over)

Date 06/09/2025

I, Robert Williams Owner (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by

Williams Contracting 2, LLC on the
(Contractor or Subcontractor)

23-046 Clive Greenbelt Landing; that during the payroll period commencing on the
(Building or Work)

25th day of May, 2025, and ending the 31st day of May, 2025,
all persons employed on said project have been paid the full weekly wages earned, that no rebates have
been or will be made either directly or indirectly to or on behalf of said

Williams Contracting 2, LLC from the full
(Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either directly or indirectly
from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part
3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948,
63 Stat. 108, 72 Stat. 967, 76 Stat. 357, 40 U.S.C. § 3145), and described below:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are
correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the
applicable wage rates contained in any wage determination incorporated into the contract; that the classifications
set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship
program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and
Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered
with the Bureau of Apprenticeship and Training, United States Department of Labor.

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(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

☐ — in addition to the basic hourly wage rates paid to each laborer or mechanic listed in
the above referenced payroll, payments of fringe benefits as listed in the contract
have been or will be made to appropriate programs for the benefit of such employees,
except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

☒ — Each laborer or mechanic listed in the above referenced payroll has been paid,
as indicated on the payroll, an amount not less than the sum of the applicable
basic hourly wage rate plus the amount of the required fringe benefits as listed
in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT) EXPLANATION

REMARKS:

NAME AND TITLE

Robert Williams, Owner

SIGNATURE

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR
SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 3729 OF
TITLE 31 OF THE UNITED STATES CODE.



Memo

TO: Mayor and Council members

FROM: Alyssa Welling, Administrative Assistant

DATE: July 10, 2025

RE: Approve Pay Request #8 - Air-Con Mechanical Corp. - Greenbelt Landing Construction Project - \$18,746.25

SYNOPSIS:

Staff recommends approval of Pay Request #8 to Air-Con Mechanical Corp. for the work completed to date on the Greenbelt Landing Project.

Total contract amount: **\$388,703.00**

Total Change Orders to Date: **\$32,631.55**

Contract + Change Orders: **\$421,334.55**

Pay Request #6: **\$18,746.25**

Total Requested to Date: **\$225,758.52**

Remaining contract amount: **\$195,576.03**

Attachments:

1. AirCon Pay App 08 - June

TO CONTRACTOR:

DCI Group, Inc.
220 SE 6th Street, Suite 200
Des Moines, Iowa 50309

PROJECT:

Clive - Greenbelt Landing
1900 NW 114th St
Clive, Iowa 50325

APPLICATION NO: 8

INVOICE NO: 1891
PERIOD: 06/01/25 - 06/30/25

PROJECT NO: 23046

CONTRACT NO: SC-003 Clive Greenbelt
Landing

CONTRACT DATE: 09/12/2024

CERTIFICATE DATE: 07/01/2025

SUBMITTED DATE: 06/20/2025

FROM SUBCONTRACTOR:

Air-Con Mechanical Corp.
3121 SE 14th Street
Des Moines, Iowa 50320

SUBCONTRACT FOR: AirCon Mechanical - BP #26

SUBCONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Subcontract. Continuation Sheet is attached.

1.	Original Contract Sum	\$388,703.00
2.	Net change by change orders	\$32,631.55
3.	Contract Sum to date (Line 1 ± 2)	\$421,334.55
4.	Total completed and stored to date (Column G on detail sheet)	\$237,640.55
5.	Retainage:	
	a. 5.00% of completed work	\$11,882.03
	b. 0.00% of stored material	\$0.00
	Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$11,882.03
6.	Total earned less retainage (Line 4 less Line 5 Total)	\$225,758.52
7.	Less previous certificates for payment (Line 6 from prior certificate)	\$207,012.27
8.	Current payment due:	\$18,746.25
9.	Balance to finish, including retainage (Line 3 less Line 6)	\$195,576.03

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$32,631.55	\$0.00
Total approved this month:	\$0.00	\$0.00
Totals:	\$32,631.55	\$0.00
Net change by change orders:	\$32,631.55	

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

SUBCONTRACTOR: Air-Con Mechanical Corp.

By: Date:

State of:

County of:

Subscribed and sworn to before
me this day of

Notary Public:

My commission expires:

Jules West

Digitally signed by Jules West
DN:
E=Jules.West@smithgroup.com,
CN=Jules West, OU=Users,
OU=MD, DC=smithgroup, DC=com
Reason: I am approving this
document
Date: 2025.07.01 09:21:35-05'00'

Drew Johnson

Digitally signed by Drew
Johnson
DN: C=US,
E=drewj@dcigroup-us.com,
CN=Drew Johnson
Date: 2025.07.01
08:54:20-05'00'

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractor's signed Certification is attached.

Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 8

APPLICATION DATE: 06/25/2025

PERIOD: 06/01/25 - 06/30/25

Contract Lines

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	26-260000.000.Subcontract BP #26 - Electrical	Mobilization	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%	\$0.00	\$125.00
2	26-260000.000.Subcontract BP #26 - Electrical	Gear/Feeders	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$40,000.00	\$0.00
3	26-260000.000.Subcontract BP #26 - Electrical	Lighting	\$112,000.00	\$78,400.00	\$0.00	\$0.00	\$78,400.00	70.00%	\$33,600.00	\$3,920.00
4	26-260000.000.Subcontract BP #26 - Electrical	Lighting Controls	\$9,800.00	\$6,860.00	\$0.00	\$0.00	\$6,860.00	70.00%	\$2,940.00	\$343.00
5	26-260000.000.Subcontract BP #26 - Electrical	Power	\$73,000.00	\$43,800.00	\$0.00	\$0.00	\$43,800.00	60.00%	\$29,200.00	\$2,190.00
6	26-260000.000.Subcontract BP #26 - Electrical	Data	\$20,000.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00	60.00%	\$8,000.00	\$600.00
7	26-260000.000.Subcontract BP #26 - Electrical	Fire Alarm	\$9,500.00	\$5,700.00	\$0.00	\$0.00	\$5,700.00	60.00%	\$3,800.00	\$285.00
8	26-260000.000.Subcontract BP #26 - Electrical	Site Lighting	\$58,703.00	\$17,610.90	\$5,870.30	\$0.00	\$23,481.20	40.00%	\$35,221.80	\$1,174.06
9	26-260000.000.Subcontract BP #26 - Electrical	Underground	\$24,313.00	\$12,156.50	\$4,862.60	\$0.00	\$17,019.10	70.00%	\$7,293.90	\$850.96
10	26-260000.000.Subcontract BP #26 - Electrical	Bonds	\$3,887.00	\$3,887.00	\$0.00	\$0.00	\$3,887.00	100.00%	\$0.00	\$194.35
11	26-260000.000.Subcontract BP #26 - Electrical	Engineering	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
12	26-260000.000.Subcontract BP #26 - Electrical	Concrete Bases	\$30,000.00	\$3,000.00	\$9,000.00	\$0.00	\$12,000.00	40.00%	\$18,000.00	\$600.00
TOTALS:			\$388,703.00	\$185,914.40	\$19,732.90	\$0.00	\$205,647.30	52.91%	\$183,055.70	\$10,282.37

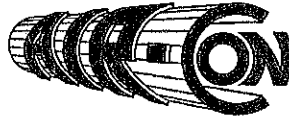
Change Orders

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
13	CCO #001 Air-Con CO#1								

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
13.1	PCO #001 CE #007 - PVC Conduit Replacem								
13.1.1	26-260000.000.Subcontract BP #26 - Electrical PVC Conduit Replacement	\$9,635.25	\$9,635.25	\$0.00	\$0.00	\$9,635.25	100.00%	\$0.00	\$481.76
13.1.2	26-260000.000.Subcontract BP #26 - Electrical RFI #37	\$1,595.74	\$957.44	\$0.00	\$0.00	\$957.44	60.00%	\$638.30	\$47.87
14	CCO #002 Air-Con CO #2								
14.1	PCO #002 Air-Con PCO#2								
14.1.1	26-260000.000.Subcontract BP #26 - Electrical	\$2,110.00	\$2,110.00	\$0.00	\$0.00	\$2,110.00	100.00%	\$0.00	\$105.50
14.1.2	26-260000.000.Subcontract BP #26 - Electrical Air Con Conduit Damage Repairs	\$14,051.39	\$14,051.39	\$0.00	\$0.00	\$14,051.39	100.00%	\$0.00	\$702.57
14.1.3	26-260000.000.Subcontract BP #26 - Electrical Light control panel refeed	\$5,239.17	\$5,239.17	\$0.00	\$0.00	\$5,239.17	100.00%	\$0.00	\$261.96
TOTALS:		\$32,631.55	\$31,993.25	\$0.00	\$0.00	\$31,993.25	98.04%	\$638.30	\$1,599.66

Grand Totals

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
GRAND TOTALS:		\$421,334.55	\$217,907.65	\$19,732.90	\$0.00	\$237,640.55	56.40%	\$183,694.00	\$11,882.03



ELECTRIC, LLC

3121 S.E. 14th Street - Des Moines, IA. - 50320
(515) 243-5500 - FAX (515) 243-0126

PARTIAL LIEN WAIVER

Project: #SC-003 Clive Greenbelt Landing: Air Con Mechanical - BP #26
(N-24-2132)

WHEREAS THE UNDERSIGNED (☒) Contractor (☐) Subcontractor (☐)
Supplier (☐) Architect/Engineer _____ has provided labor, services, materials,
or equipment for the above project under an agreement with:

OWNER: DCI Group
220 SE 6th Street Suite 200
Des Moines, Iowa 50309

The undersigned does hereby waive and release all bond claims, liens, or project owner and
any sureties, for labor, services, material or equipment, as provided by the undersigned, but
only to the extent of payment received, as indicated and as limited below:

(☒) **CONDITIONAL Release:** This waiver and release is contingent upon receipt of
payment and final bank clearance of said remittance in the amount of \$18,746.25 (Invoice 1891
Draw # 8). The remittance identified as payment and endorsed by the undersigned marked
"Paid" or otherwise canceled by the bank against which said remittance was drawn, shall
constitute conclusive proof that said invoice or pay request was paid and that payment thereof
was received by the Undersigned, and thereupon this waiver and release shall become effective
automatically without the requirement of any further act, acknowledgment or receipt on the part
of the Undersigned.

(☐) **UNCONDITIONAL Release:** The undersigned acknowledges receipt of payment in
the amount of \$ _____ for labor, services, materials or equipment as described herein and does
hereby grant this release unconditionally.

<u></u>	Signature
<u>Joe Davis</u>	Print Name
<u>Vice - President</u>	Title
<u>June 19, 2025</u>	Date

CERTIFIED PAYROLL FORM

Air-Con Electric, LLC
3121 SE 14th Street
Des Moines, Iowa 50320
29
3/3/2025

Project and Location: DCI Greenbelt
Project or Contract #: SC-003 Clive Greenbelt Landing
Air-Con Mech Job #: N-24-2132

Payroll Number:
For Week Ending:

NAME, ADDRESS, AND SS# OF EMPLOYEE	# WITH OLDIN G EXEM PTION S	OT OR REG	DAY & DATE							TOTAL HOURS	RATE OF PAY	GROSS AMOUNT EARNED (project)	GROSS AMOUNT EARNED (total)	DEDUCTIONS					NET WAGES PAID FOR WEEK
			5	5	5	5	5	5	6										
			28	29	30	31	1	2	3										
No Hours This Week		OT								0.00		\$ -							\$ -
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0.00

Date: 6/4/2025

I, do hereby state:

(1) That I pay or supervise the payment of the persons employed by **Air-Con Electric, LLC** on the **6/3/2025** project; that during the payroll period from **5/28/2025** to **6/3/2025** all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said Air-Con Mechanical Corporation from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS
☒ in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4c below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH
☐ each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4c below.

(c) EXCEPTIONS
EXCEPTION (CRAFT) EXPLANATION

REMARKS Air-Con Electric, LLC Job# N-24-2132

SIGNATURE
NAME & TITLE

Julie Hoey
Julie Hoey

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

CERTIFIED PAYROLL FORM

Air-Con Electric, LLC
 3121 SE 14th Street
 Des Moines, Iowa 50320
 30
 6/10/2025

Project and Location: DCI Greenbelt
 Project or Contract #: SC-003 Clive Greenbelt Landing
 Air-Con Mech Job #: N-24-2132

Payroll Number:
 For Week Ending:

NAME, ADDRESS, AND SS# OF EMPLOYEE	# WITH OLDIN G EXEM PTION S	OT OR REG	DAY & DATE										TOTAL HOURS	RATE OF PAY	GROSS AMOUNT EARNED (project)	GROSS AMOUNT EARNED (total)	DEDUCTIONS					NET WAGES PAID FOR WEEK
			6	6	6	6	6	6	6	6	6	6					FICA	FWH	SWH	OTHER	TOTAL DEDUCTIO NS	
K. Maldonado xxx-xx-5443 Electrical Journeyman		OT											0.00		\$ -	\$ 1,823.00	\$ 220.50	\$ 139.07	\$ 58.01	\$ 199.98	\$ 617.56	\$ 1,205.44
		REG										8.00	26.00	\$ 45.45	\$ 1,181.70							
D. Davis xxx-xx-9449 Electrical Construction Wireman		OT											0.00		\$ -	\$ 290.88	\$ 16.78	\$ 22.25	\$ 2.28	\$ 32.00	\$ 73.31	\$ 217.57
		REG										8.00	16.00	\$ 18.18	\$ 290.88							
C. Lowe xxx-xx-5968 Electrical Construction Wireman		OT											0.00		\$ -	\$ 727.20	\$ 48.06	\$ 55.62	\$ 18.86	\$ 79.99	\$ 202.53	\$ 524.67
		REG										8.00	16.00	\$ 18.18	\$ 290.88							
		OT											0.00		\$ -						\$ -	\$ -
		REG											0.00		\$ -						\$ -	\$ -
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		OT											0.00		\$ -						\$ -	\$ -
		REG											0.00		\$ -						\$ -	\$ -

58.00

Date: 6/11/2025

I, do hereby state:

(1) That I pay or supervise the payment of the persons employed by **Air-Con Electric, LLC** on the **6/10/2025** project; that during the payroll period from **6/4/2025** to **6/10/2025** all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said Air-Con Mechanical Corporation from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, of if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS
☒ in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4c below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH
☐ each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4c below.

(c) EXCEPTIONS
EXCEPTION (CRAFT) EXPLANATION

REMARKS Air-Con Electric, LLC Job# N-24-2132

SIGNATURE
NAME & TITLE

Julie Hoey

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

CERTIFIED PAYROLL FORM

Project and Location: DCI Greenbelt
Project or Contract #: SC-003 Clive Greenbelt Landing
Air-Con Mech Job #: N-24-2132

56.00

Date: 6/18/2025

I, do hereby state:

(1) That I pay or supervise the payment of the persons employed by **Air-Con Electric, LLC** on the project; that during the payroll period from **6/11/2025** to **6/17/2025** **Clive Greenbelt Landing SC-003** all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said Air-Con Mechanical Corporation from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS
☒ in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4c below.

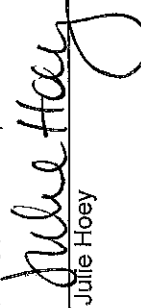
(b) WHERE FRINGE BENEFITS ARE PAID IN CASH
☐ each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4c below.

(c) EXCEPTIONS	EXCEPTION (CRAFT)	EXPLANATION
----------------	-------------------	-------------

REMARKS

Air-Con Electric, LLC Job# N-24-2132

SIGNATURE
NAME & TITLE


Julie Hoey

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

CERTIFIED PAYROLL FORM

Air-Con Electric, LLC
3121 SE 14th Street
Des Moines, Iowa 50320
32
6/24/2025

Project and Location: DCI Greenbelt
Project or Contract #: SC-003 Clive Greenbelt Landing
Air-Con Mech Job #: N-24-2132

Payroll Number:
For Week Ending:

NAME, ADDRESS, AND SS# OF EMPLOYEE	# WITH OLD IN G EXEMPTION S	OT OR REG	DAY & DATE							TOTAL HOURS	RATE OF PAY	GROSS AMOUNT EARNED (project)	GROSS AMOUNT EARNED (total)	DEDUCTIONS					NET WAGES PAID FOR WEEK
			6	6	6	6	6	6	6					FICA	FWH	SWH	OTHER	TOTAL DEDUCTIONS	
K. Maldonado xxx-xx-5443 Electrical Journeyman		23	18	19	20	21	22	23	24	0.00		\$ -	\$ 1,323.00	\$ 220.50	\$ 139.07	\$ 58.01	\$ 199.98	\$ 617.56	\$ 1,205.44
		REG	1.00	1.00	8.00			6.00	5.00	21.00	\$ 45.45	\$ 954.45							
B. Libbey xxx-xx-5992 Electrical Journeyman		OT								0.00		\$ -	\$ 590.85	\$ 56.70	\$ 45.20	\$ 13.68	\$ 64.99	\$ 180.57	\$ 410.28
		REG						3.00	5.00	8.00	\$ 45.45	\$ 363.60							
B. Kirby xxx-xx-1780 Electrical Apprentice		OT								0.00		\$ -	\$ 909.20	\$ 69.90	\$ 69.56	\$ 25.78	\$ 100.01	\$ 265.25	\$ 643.95
		REG			8.00			8.00	5.00	21.00	\$ 22.73	\$ 477.33							
		OT								0.00		\$ -						\$ -	\$ -
		REG								0.00		\$ -						\$ -	\$ -
		OT								0.00		\$ -						\$ -	\$ -
		REG								0.00		\$ -						\$ -	\$ -
		OT								0.00		\$ -						\$ -	\$ -
		REG								0.00		\$ -						\$ -	\$ -
		OT								0.00		\$ -						\$ -	\$ -
		REG								0.00		\$ -						\$ -	\$ -
		OT								0.00		\$ -						\$ -	\$ -
		REG								0.00		\$ -						\$ -	\$ -
		OT								0.00		\$ -						\$ -	\$ -
		REG								0.00		\$ -						\$ -	\$ -

50.00

Date: 6/25/2025

I, do hereby state:

(1) That I pay or supervise the payment of the persons employed by **Air-Con Electric, LLC** on the **Clive Greenbelt Landing SC-003** project; that during the payroll period from **6/18/2025** to **6/24/2025** all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said Air-Con Mechanical Corporation from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person; other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, of if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS
☒ in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4c below.

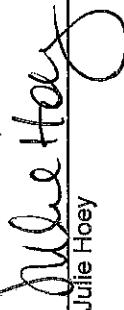
(b) WHERE FRINGE BENEFITS ARE PAID IN CASH
☐ each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4c below.

(c) EXCEPTIONS
EXCEPTION (CRAFT) EXPLANATION

REMARKS

Air-Con Electric, LLC Job# N-24-2132

SIGNATURE
NAME & TITLE


Julie Hoey

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.



Memo

TO: Mayor and Council members

FROM: Alyssa Welling, Administrative Assistant

DATE: July 10, 2025

RE: Approve Pay Request #9 - Central Iowa Mechanical - Greenbelt Landing Construction Project - \$5,700.00

SYNOPSIS:

Staff recommends approval of Pay Request #9 to Central Iowa Mechanical for the work completed to date on the Greenbelt Landing Project.

Original contract amount: **\$259,869.00**

Change Order: **\$2,946.22**

Total Change Orders to Date: **\$5,586.59**

Contract + Change Orders: **\$265,455.59**

Pay Request #4: **\$5,700.00**

Total Requested to Date: **\$208,985.00**

Remaining contract amount: **\$56,470.59**

Attachments:

1. CIM Pay App 09 - June

TO CONTRACTOR:

DCI Group, Inc.
220 SE 6th Street, Suite 200
Des Moines, Iowa 50309

PROJECT:

Clive - Greenbelt Landing
1900 NW 114th St
Clive, Iowa 50325

APPLICATION NO: 9**INVOICE NO:** 9**PERIOD:** 06/01/25 - 06/30/25**PROJECT NO:** 23046**CONTRACT NO:** SC-001 Clive Greenbelt
Landing**CONTRACT DATE:** 09/12/2024**CERTIFICATE DATE:** 07/01/2025**SUBMITTED DATE:****FROM SUBCONTRACTOR:**

Central Iowa Mechanical
1720 Fuller Road
West Des Moines, Iowa 50265

SUBCONTRACT FOR: Central Iowa Mechanical - BP 22**SUBCONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Subcontract. Continuation Sheet is attached.

1.	Original Contract Sum		\$259,869.00
2.	Net change by change orders		\$5,586.59
3.	Contract Sum to date (Line 1 ± 2)		\$265,455.59
4.	Total completed and stored to date (Column G on detail sheet)		\$219,984.23
5.	Retainage:		
	a. 5.00% of completed work	\$10,999.23	
	b. 0.00% of stored material	\$0.00	
	Total retainage (Line 5a + 5b or total in column I of detail sheet)		\$10,999.23
6.	Total earned less retainage (Line 4 less Line 5 Total)		\$208,985.00
7.	Less previous certificates for payment (Line 6 from prior certificate)		\$203,285.00
8.	Current payment due:		\$5,700.00
9.	Balance to finish, including retainage (Line 3 less Line 6)		\$56,470.59

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$2,640.37	\$0.00
Total approved this month:	\$3,654.63	\$(708.41)
Totals:	\$6,295.00	\$(708.41)
Net change by change orders:	\$5,586.59	

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

SUBCONTRACTOR: Central Iowa Mechanical

By: _____ Date: _____

State of:

County of:

Subscribed and sworn to before

me this _____ day of _____

Notary Public:

My commission expires: _____

Drew Johnson

Digitally signed by Drew
Johnson
DN: C=US,
E=drewj@dcigroup-us.com,
CN=Drew Johnson
Date: 2025.07.01
08:37:08-05'00'

Jules West

Digitally signed by Jules West
DN:
E=Jules.West@smithgroup.com,
CN=Jules West, OU=Users,
OU=MD, DC=smithgroup,
DC=com
Reason: I am approving this
document
Date: 2025.07.01 18:08:53-05'00'

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

APPLICATION NUMBER: 9

Contractor's signed Certification is attached.

APPLICATION DATE: 06/25/2025

Use Column I on Contracts where variable retainage for line items apply.

PERIOD: 06/01/25 - 06/30/25

Contract Lines

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	22-220000.000.Subcontract BP #22 Mechanical	Mobilization	\$13,468.00	\$13,468.00	\$0.00	\$0.00	\$13,468.00	100.00%	\$0.00	\$673.40
2	22-220000.000.Subcontract BP #22 Mechanical	Bonds and permits	\$3,798.00	\$3,798.00	\$0.00	\$0.00	\$3,798.00	100.00%	\$0.00	\$189.90
3	22-220000.000.Subcontract BP #22 Mechanical	Demo work	\$26,424.00	\$26,424.00	\$0.00	\$0.00	\$26,424.00	100.00%	\$0.00	\$1,321.21
4	22-220000.000.Subcontract BP #22 Mechanical	Plumbing Rough in	\$32,785.00	\$32,785.00	\$0.00	\$0.00	\$32,785.00	100.00%	\$0.00	\$1,639.25
5	22-220000.000.Subcontract BP #22 Mechanical	HVAC rough in	\$33,954.00	\$33,954.00	\$0.00	\$0.00	\$33,954.00	100.00%	\$0.00	\$1,697.70
6	22-220000.000.Subcontract BP #22 Mechanical	Concrete pads	\$7,790.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	32.09%	\$5,290.00	\$125.00
7	22-220000.000.Subcontract BP #22 Mechanical	HVAC Equipment setting	\$90,915.00	\$87,914.86	\$0.00	\$0.00	\$87,914.86	96.70%	\$3,000.14	\$4,395.75
8	22-220000.000.Subcontract BP #22 Mechanical	Plumbing fixtures	\$11,154.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$11,154.00	\$0.00
9	22-220000.000.Subcontract BP #22 Mechanical	HVAC Trim out	\$2,549.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,549.00	\$0.00
10	22-220000.000.Subcontract BP #22 Mechanical	HVAC Start up	\$3,045.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,045.00	\$0.00
11	22-220000.000.Subcontract BP #22 Mechanical	Temperature controls	\$20,460.00	\$13,000.00	\$3,500.00	\$0.00	\$16,500.00	80.65%	\$3,960.00	\$825.00
12	22-220000.000.Subcontract BP #22 Mechanical	Test and Balance	\$3,940.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,940.00	\$0.00
13	22-220000.000.Subcontract BP #22 Mechanical	Insulation	\$7,300.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,300.00	\$0.00
14	22-220000.000.Subcontract BP #22 Mechanical	De mobilization	\$2,287.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,287.00	\$0.00
TOTALS:			\$259,869.00	\$211,343.86	\$6,000.00	\$0.00	\$217,343.86	83.64%	\$42,525.14	\$10,867.21

Change Orders

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
15	CCO #001 Central Iowa Mechanical CO #1								
15.1	PCO #001 CE #006 - Community Building S								
15.1.1	22-220000.000.Subcontract BP #22 Mechanical	\$2,640.37	\$2,640.37	\$0.00	\$0.00	\$2,640.37	100.00%	\$0.00	\$132.02
16	CCO #002 Central Iowa Mechanical CO #2								
16.1	PCO #002 PCO #2 - CE 04, 08, 11								
16.1.1	22-220000.000.Subcontract BP #22 Mechanical	\$1,062.83	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,062.83	\$0.00
16.1.2	22-220000.000.Subcontract BP #22 Mechanical	\$2,591.80	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,591.80	\$0.00
16.1.3	22-220000.000.Subcontract BP #22 Mechanical Construction Bulletin #5	\$(708.41)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$(708.41)	\$0.00
TOTALS:		\$5,586.59	\$2,640.37	\$0.00	\$0.00	\$2,640.37	47.26%	\$2,946.22	\$132.02

Grand Totals

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
GRAND TOTALS:		\$265,455.59	\$213,984.23	\$6,000.00	\$0.00	\$219,984.23	82.87%	\$45,471.36	\$10,999.23

APPLICATION AND CERTIFICATE FOR PAYMENT

PAGE ONE OF 4 PAGES

TO (OWNER): DCI Group

220 SE 6th Street Suite 200
Des Moines, IA 50309

PROJECT: Clive Greenbelt Landing

1900 NW 114th
Clive, IA 50325

APPLICATION #: 9

APPLICATION DATE: 6/24/25

PERIOD TO: 6/30/25

FROM (CONTRACTOR):

Central Iowa Mechanical
1720 Fuller Road
West Des Moines, IA 50265

ARCHITECT'S PROJECT # *****

CONTRACT FOR:

CONTRACT DATE: 9/12/24

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract.

1	ORIGINAL CONTRACT SUM		\$259,869.00
2	Net change by Change Orders		\$5,586.22
3	CONTRACT SUM TO DATE (line 1 + 2)		\$265,455.22
4	TOTAL COMPLETED & STORED TO DATE		\$219,983.86
	(Column G on G703)		
5	RETAINAGE:		
a.	5% of Completed Work	10,999.19	
	(Column D + E on G703)		
b.	5% of Stored Material	0.00	
	(Column F on G703)		
	Total Retainage (Line 5a + 5b) or	10,999.19	
c.	PERCENTAGE	>> 5%	\$10,999.19
6	TOTAL EARNED LESS RETAINAGE		\$208,984.67
	(Line 4 less Line 5 Total)		
7	LESS PREVIOUS CERTIFICATE FOR		
	PAYMENT (Line 6 From Prior certificate).		\$203,284.67
8	CURRENT PAYMENT DUE		\$5,700.00
9	BALANCE TO FINISH		\$56,470.55
	(Line 3 less Line 6)		

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Total Change Orders approved in in previous months by Owner		\$5,586.22	\$0.00
Total approved this month			
TOTALS		\$5,586.22	\$0.00
NET CHANGES by change order			\$5,586.22

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 amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that correct payment shown herein is now due.

CONTRACTOR: Central Iowa Mechanical

State of: Iowa County of: Polk

Subscribed and sworn to before me this

24 day of JUNE 25

Notary Public:

My Commission expires:

12/30/26

CORY MANSER
Notarial Seal - Iowa
Commission Number 829209
My Commission Expires Dec 30, 2026

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief, the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

\$

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

By:

Date:

CONTINUATION SHEET

Page 2 of 4 Pages

ATTACHMENT TO PAY APPLICATION

APPLICATION NUMBER: 9
 APPLICATION DATE: 6/24/25
 PERIOD TO: 6/30/25
 ARCHITECT'S PROJECT NO: *****

PROJECT:

Clive Greenbelt Landing
 1900 NW 114th
 Clive, IA 50325

APPLICATION AND CERTIFICATE FOR PAYMENT, containing
 CONTRACTOR'S signed Certification is attached,
 In tabulations below, amounts are stated to the nearest dollar.

Item No.	Description of Work	Scheduled Value	Work Completed		Materials Presently Stored (Not In D or E)	Total Completed And Stored To Date (D + E + F)	% (G/C)	Balance To Finish (C - G)	Retainage
			From Previous Application (D + E + F)	This Period					
A	B	C	D	E	F	G		H	I
1	Mobization	\$13,468	\$13,468			\$13,468	100.00%	\$0	\$673
2	bonds and permits	\$3,798	\$3,798			\$3,798	100.00%	\$0	\$190
3	Demo	\$26,424	\$26,424			\$26,424	100.00%	\$0	\$1,321
4	Plumbing Rough in	\$32,785	\$32,785			\$32,785	100.00%	\$0	\$1,639
5	HVAC Rough in	\$33,954	\$33,954			\$33,954	100.00%	\$0	\$1,698
6	Concrete pads	\$7,790	\$0	\$2,500		\$2,500	32.09%	\$5,290	\$125
7	HVAC equipment Setting	\$90,915	\$87,915			\$87,915	96.70%	\$3,000	\$4,396
8	Plumbing fixtures	\$11,154	\$0			\$0	0.00%	\$11,154	\$0
9	HVAc trim out	\$2,549	\$0			\$0	0.00%	\$2,549	\$0
10	HVAC start up	\$3,045	\$0			\$0	0.00%	\$3,045	\$0
11	Insulation sub	\$7,300	\$0			\$0	0.00%	\$7,300	\$0
12	Temperature controls sub	\$20,460	\$13,000	\$3,500		\$16,500	80.65%	\$3,960	\$825
13	Test and balance sub	\$3,940	\$0			\$0	0.00%	\$3,940	\$0
14	Demobilization	\$2,287	\$0			\$0	0.00%	\$2,287	\$0
15									
16	CO #1 Concrete	\$2,640	\$2,640			\$2,640	99.99%	\$0	\$132
17	CO #2	\$2,946	\$0			\$0	0.00%	\$2,946	\$0
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
	SUBTOTAL or TOTAL	\$265,456	\$213,984	\$6,000	\$0	\$219,984	82.87%	\$45,472	\$10,999



CENTRAL IOWA MECHANICAL
1720 FULLER ROAD
WEST DES MOINES, IA 50265
515-243-8126

INVOICE

Invoice #: 2490850-9
Client ID #: 1540
Date: 06/24/2025
Due Date: 08/08/2025

DCI Group
220 SE 6th Street Suite 200
Des Moines IA 50309

Remarks:
Clive Greenbelt Landing
City of Clive
1900 NW 114th
Clive IA 50325

Call Description: AIA #9

Amount Due: \$5,700.00

Completed Date:

Terms:

Client PO #:

Net 30 Days

Description	Amount
AIA #9	
Concrete Pads	2,500.00
Controls - Sub	3,500.00

Notes:

Please visit www.cimech.com
for online payment options.



PAY BILL ONLINE

Non-Taxable Amount:	6,000.00
Taxable Amount:	0.00
Sales Tax:	0.00
Retention:	300.00
Paid:	0.00
Amount Due:	5,700.00

A credit card fee will be assessed.

WAIVER OF LIEN TO DATE

STATE OF Iowa

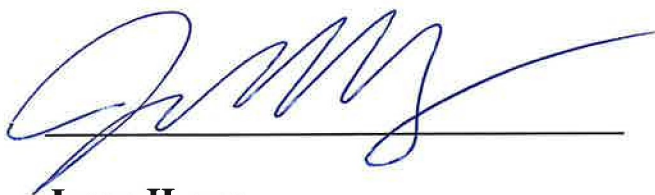
Project Name: **Clive Greenbelt Landing**

COUNTY OF Polk

WHEREAS, the undersigned has contracted with **DCI Group and City of Clive** having furnished material or labor for, or performed labor upon, a building or land for improvement, alteration or repair thereof, situated on or being real estate described as (legal description or street address of premises): **Clive Greenbelt Landing Building: 1900 NW 114th Clive, IA 50325**

The undersigned, for and in consideration of the sum of **\$5,700.00** Dollars as a partial payment for its furnishing of labor and material for the above-referenced Project, the receipt of which is hereby acknowledged, does hereby waive, release, and discharge any lien claim or lien right it has or could have under the statutes of the State of Iowa to the extent of the partial payment made in exchange for this partial lien release against the above described premises, for material furnished or labor performed to this date. The undersigned states that this partial lien release is not intended to and does not release any lien claims or rights for work, labor, or materials for which payment has not yet been received by the undersigned.

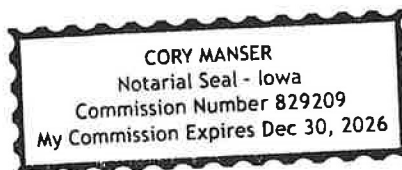
Dated at **Des Moines, IA**, on the 23 day of **June 2025**



Jason Hayes
VP - CFO

Central Iowa Mechanical

Notary:



Department of Labor

Report Period: 05/26/2025 to 06/01/2025
Payroll#: 23

Company: Central Iowa Mechanical
1720 Fuller Road
West Des Moines IA 50265

Project: Clive Greenbelt Landing
City of Clive
1900 NW 114th
Clive IA 50325

Employee Information	No of Dep	Work Classification	M	T	W	T	F	S	S	Total Hours	Rate of Pay	Gross Amount	FICA	Fed Tax	State Tax	SDI	Other	Total Wage	Net Wage	Payroll Check #
			05/26	05/27	05/28	05/29	05/30	05/31	06/01											
Mangra James E [REDACTED] 2621 E 39th Court Des Moines IA 50317		45 Journey	D																	
			O																	
			S	8.00	5.50	7.00	7.00			27.50	45.63	1,254.83								
Total Payroll for Employee:												1,825.20	139.62	201.82	51.78		101.18	494.40	1,330.80	060525
Adams Mason L [REDACTED] 3331 Brook Run Drive Des Moines IA 50317		45 2nd Year	D																	
			O																	
			S	8.00	5.50	8.00	8.00			29.50	25.96	765.82								
Total Payroll for Employee:												1,038.40	79.44	85.40	30.69		68.58	264.11	774.29	060525
Total For All Employees:			D																	
			O																	
			S	16.00	11.00	15.00	15.00			57.00		2,020.65								
Total Payroll for All Employees:												2,863.60	219.06	287.22	82.47		169.76	758.51	2,105.09	

Date 06/24/2025

I, James Keller Vice Pres.
(Name Of Signatory Party) (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by
Central Iowa Mechanical on the
(Contractor or Subcontractor)

Clive Greenbelt Landing; that during the payroll period of 05/26/2025 to 06/01/2025
(Building or Work)

all persons employed on said project have been paid the full weekly wages earned, that
no rebates have been or will be made either directly or indirectly to or on behalf of said

Central Iowa Mechanical from the full
(Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either
directly or indirectly from the full wages earned by any person, other than permissible
deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of
Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat.
357; 40 U.S.C. 276c), and described below:

FICA (Social Security), Medicare, Federal Income Taxes, State Income Taxes,
State Disability (SDI), Court Ordered Wage Attachments, 401K Plans

(2) That any payrolls otherwise under this contract required to be submitted for the
above period are correct and complete; that the wage rates for laborers or mechanics
contained therein are not less than the applicable wage rates contained in any wage
determination incorporated into the contract; that the classifications set forth therein for
each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide
apprenticeship program registered with a state apprenticeship agency recognized by the
Bureau of Apprenticeship and Training, United States Department of Labor, or if no such
recognized agency exists in a state, are registered with the Bureau of Apprenticeship
and Training, United States Department of Labor.

(4) That:

a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

- ☒ In addition to the basic hourly wage rates paid to each laborer or mechanic listed in
the above referenced payroll, payments of fringe benefits as listed in the contract
have been or will be made to the appropriate programs for the benefit of such
employees, except as noted in Section 4(c) below.

b) WHERE FRINGE BENEFITS ARE PAID IN CASH

- ☐ Each laborer or mechanic listed in the above referenced payroll has been paid,
as indicated on the payroll, an amount not less than the sum of the applicable
basic hourly wage rate plus the amount of the required fringe benefits as listed
in the contract, except as noted in Section 4(c) below.

c) EXCEPTIONS

Exception (Craft)	Explanation

Remarks:

Name and Title

Signature

James Keller, V.P.

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY
SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL
PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE
31 OF THE UNITED STATES CODE.

Department of Labor

Report Period: 06/02/2025 to 06/08/2025
Payroll#: 24

Company: Central Iowa Mechanical
1720 Fuller Road
West Des Moines IA 50265

Project: Clive Greenbelt Landing
City of Clive
1900 NW 114th
Clive IA 50325

Employee Information	No of Dep	Work Classification	M	T	W	T	F	S	S	Total Hours	Rate of Pay	Gross Amount	FICA	Fed Tax	State Tax	SDI	Other	Total	Net Wage	Payroll Check #
			06/02	06/03	06/04	06/05	06/06	06/07	06/08											
Nelson Ryan C	2	45 Journey	D																	
██████████ B			O																	
22829 80th Ave			S	2.00	1.00					3.00	46.63	139.89								
New Virginia IA 50210																				
Total Payroll for Employee:												1,865.20	142.68	155.35	51.76		117.10	466.89	1,398.31	061225
Reed Robbi W		45 PreApp <	D																	
██████████ 7			O																	
4115 Pamela Court			S		2.00					2.00	21.64	43.28								
West Des Moines IA 50266																				
Total Payroll for Employee:												865.60	66.21	64.67	24.12		40.75	195.75	669.85	061225
Total For All Employees:			D																	
			O																	
			S	2.00	1.00	2.00				5.00		183.17								
Total Payroll for All Employees:												2,730.80	208.89	220.02	75.88		157.85	662.64	2,068.16	

Date 06/24/2025

I, James Keller Vice Pres.
(Name Of Signatory Party) (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by
Central Iowa Mechanical on the
(Contractor or Subcontractor)

Clive Greenbelt Landing; that during the payroll period of 06/02/2025 to 06/08/2025
(Building or Work)

all persons employed on said project have been paid the full weekly wages earned, that
no rebates have been or will be made either directly or indirectly to or on behalf of said

Central Iowa Mechanical from the full
(Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either
directly or indirectly from the full wages earned by any person, other than permissible
deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of
Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat.
357; 40 U.S.C. 276c), and described below:

FICA (Social Security), Medicare, Federal Income Taxes, State Income Taxes,
State Disability (SDI), Court Ordered Wage Attachments, 401K Plans

(2) That any payrolls otherwise under this contract required to be submitted for the
above period are correct and complete; that the wage rates for laborers or mechanics
contained therein are not less than the applicable wage rates contained in any wage
determination incorporated into the contract; that the classifications set forth therein for
each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide
apprenticeship program registered with a state apprenticeship agency recognized by the
Bureau of Apprenticeship and Training, United States Department of Labor, or if no such
recognized agency exists in a state, are registered with the Bureau of Apprenticeship
and Training, United States Department of Labor.

(4) That:

a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

- ☒ In addition to the basic hourly wage rates paid to each laborer or mechanic listed in
the above referenced payroll, payments of fringe benefits as listed in the contract
have been or will be made to the appropriate programs for the benefit of such
employees, except as noted in Section 4(c) below.

b) WHERE FRINGE BENEFITS ARE PAID IN CASH

- ☐ Each laborer or mechanic listed in the above referenced payroll has been paid,
as indicated on the payroll, an amount not less than the sum of the applicable
basic hourly wage rate plus the amount of the required fringe benefits as listed
in the contract, except as noted in Section 4(c) below.

c) EXCEPTIONS

Exception (Craft)	Explanation

Remarks:

Name and Title

James Keller, V.P.

Signature

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY
SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL
PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE
31 OF THE UNITED STATES CODE.

Department of Labor

Report Period: 06/09/2025 to 06/15/2025
Payroll#: 25

Company: Central Iowa Mechanical
1720 Fuller Road
West Des Moines IA 50265

Project: Clive Greenbelt Landing
City of Clive
1900 NW 114th
Clive IA 50325

Employee Information	No of Dep	Work Classification	M	T	W	T	F	S	S	Total Hours	Rate of Pay	Gross Amount	FICA	Fed Tax	State Tax	SDI	Other	Total	Net Wage	Payroll Check #
			06/09	06/10	06/11	06/12	06/13	06/14	06/15											
Mangra James E	45	Journey	D																	
██████████ 6		O																		
2621 E 39th Court		S		8.00						8.00	45.63	365.04								
Des Moines IA 50317																				
Total Payroll for Employee:												2,098.98	160.57	262.05	62.19		125.06	609.87	1,489.11	061925
Adams Mason L	45	2nd Year	D																	
██████████ 7		O																		
3331 Brook Run Drive		S		8.00						8.00	25.96	207.68								
Des Moines IA 50317																				
Total Payroll for Employee:												1,194.16	91.35	104.10	36.61		85.86	317.92	876.24	061925
Total For All Employees:		D																		
		O																		
		S		16.00						16.00		572.72								
Total Payroll for All Employees:												3,293.14	251.92	366.15	98.80		210.92	927.79	2,365.35	

Date 06/24/2025

I, James Keller Vice Pres.
(Name Of Signatory Party) (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by
Central Iowa Mechanical on the
(Contractor or Subcontractor)

Clive Greenbelt Landing; that during the payroll period of 06/09/2025 to 06/15/2025
(Building or Work)

all persons employed on said project have been paid the full weekly wages earned, that
no rebates have been or will be made either directly or indirectly to or on behalf of said

Central Iowa Mechanical from the full
(Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either
directly or indirectly from the full wages earned by any person, other than permissible
deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of
Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat.
357; 40 U.S.C. 276c), and described below:

FICA (Social Security), Medicare, Federal Income Taxes, State Income Taxes,
State Disability (SDI), Court Ordered Wage Attachments, 401K Plans

(2) That any payrolls otherwise under this contract required to be submitted for the
above period are correct and complete; that the wage rates for laborers or mechanics
contained therein are not less than the applicable wage rates contained in any wage
determination incorporated into the contract; that the classifications set forth therein for
each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide
apprenticeship program registered with a state apprenticeship agency recognized by the
Bureau of Apprenticeship and Training, United States Department of Labor, or if no such
recognized agency exists in a state, are registered with the Bureau of Apprenticeship
and Training, United States Department of Labor.

(4) That:

a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

- ☒ In addition to the basic hourly wage rates paid to each laborer or mechanic listed in
the above referenced payroll, payments of fringe benefits as listed in the contract
have been or will be made to the appropriate programs for the benefit of such
employees, except as noted in Section 4(c) below.

b) WHERE FRINGE BENEFITS ARE PAID IN CASH

- ☐ Each laborer or mechanic listed in the above referenced payroll has been paid,
as indicated on the payroll, an amount not less than the sum of the applicable
basic hourly wage rate plus the amount of the required fringe benefits as listed
in the contract, except as noted in Section 4(c) below.

c) EXCEPTIONS

Exception (Craft)	Explanation

Remarks:

Name and Title

Signature

James Keller, V.P.

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PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE
31 OF THE UNITED STATES CODE.

Department of Labor

Report Period: 06/16/2025 to 06/22/2025
Payroll#: 26

Company: Central Iowa Mechanical
1720 Fuller Road
West Des Moines IA 50265

Project: Clive Greenbelt Landing
City of Clive
1900 NW 114th
Clive IA 50325

Employee Information	No of Dep	Work Classification	M	T	W	T	F	S	S	Total Hours	Rate of Pay	Gross Amount	FICA	Fed Tax	State Tax	SDI	Other	Total	Net Wage	Payroll Check #
			06/16	06/17	06/18	06/19	06/20	06/21	06/22											
Chumbley Michael	2	33 General	D																	
			O																	
4927 Erbe Street			S	6.00						6.00	84.00	504.00								
Norwalk IA 50211																				
Total Payroll for Employee:												3,360.00	257.04	434.86	118.91		101.40	912.21	2,447.79	062625
Total For All Employees:			D																	
			O																	
			S	6.00						6.00		504.00								
Total Payroll for All Employees:												3,360.00	257.04	434.86	118.91		101.40	912.21	2,447.79	

Date 06/24/2025

I, James Keller Vice Pres.
(Name Of Signatory Party) (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by
Central Iowa Mechanical on the
(Contractor or Subcontractor)

Clive Greenbelt Landing; that during the payroll period of 06/16/2025 to 06/22/2025
(Building or Work)

all persons employed on said project have been paid the full weekly wages earned, that
no rebates have been or will be made either directly or indirectly to or on behalf of said

Central Iowa Mechanical from the full
(Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either
directly or indirectly from the full wages earned by any person, other than permissible
deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of
Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat.
357; 40 U.S.C. 276c), and described below:

FICA (Social Security), Medicare, Federal Income Taxes, State Income Taxes,
State Disability (SDI), Court Ordered Wage Attachments, 401K Plans

(2) That any payrolls otherwise under this contract required to be submitted for the
above period are correct and complete; that the wage rates for laborers or mechanics
contained therein are not less than the applicable wage rates contained in any wage
determination incorporated into the contract; that the classifications set forth therein for
each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide
apprenticeship program registered with a state apprenticeship agency recognized by the
Bureau of Apprenticeship and Training, United States Department of Labor, or if no such
recognized agency exists in a state, are registered with the Bureau of Apprenticeship
and Training, United States Department of Labor.

(4) That:
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- ☒ In addition to the basic hourly wage rates paid to each laborer or mechanic listed in
the above referenced payroll, payments of fringe benefits as listed in the contract
have been or will be made to the appropriate programs for the benefit of such
employees, except as noted in Section 4(c) below.

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as indicated on the payroll, an amount not less than the sum of the applicable
basic hourly wage rate plus the amount of the required fringe benefits as listed
in the contract, except as noted in Section 4(c) below.

c) EXCEPTIONS

Exception (Craft)	Explanation

Remarks:

Name and Title

James Keller, V.P.

Signature

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY
SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL
PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE
31 OF THE UNITED STATES CODE.



Memo

TO: Mayor and Council members

FROM: Alyssa Welling, Administrative Assistant

DATE: July 10, 2025

RE: Approve Pay Request #9 - Keystone Construction Services LLC -
Greenbelt Landing Construction Project - \$101,665.06

SYNOPSIS:

Staff recommends approval of Pay Request #9 to Keystone Construction LLC for the work completed to date on the Greenbelt Landing Project.

Original contract amount: **\$2,518,000.00**

Total Change Orders to Date: **\$56,996.73**

Contract + Change Orders: **\$2,574,966.73**

Pay Request #4: **\$101,665.06**

Total Requested to Date: **\$925,523.40**

Remaining contract amount: **\$1,649,443.33**

Attachments:

1. Keystone Pay App 09 - June

TO CONTRACTOR:

DCI Group, Inc.
220 SE 6th Street, Suite 200
Des Moines, Iowa 50309

PROJECT:

Clive - Greenbelt Landing
1900 NW 114th St
Clive, Iowa 50325

APPLICATION NO: 9**INVOICE NO:** #09 - June**PERIOD:** 06/01/25 - 06/30/25**PROJECT NO:** 23046**CONTRACT NO:** SC-002 Clive Greenbelt
Landing**CONTRACT DATE:** 09/26/2024**CERTIFICATE DATE:** 07/01/2025**SUBMITTED DATE:** 06/26/2025**FROM SUBCONTRACTOR:**

Keystone Construction Services LLC
3361 178th Ct
Norwalk, Iowa 50211

SUBCONTRACT FOR: Keystone Construction - BP #6**SUBCONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Subcontract. Continuation Sheet is attached.

1.	Original Contract Sum		\$2,518,000.00
2.	Net change by change orders		\$56,966.73
3.	Contract Sum to date (Line 1 ± 2)		\$2,574,966.73
4.	Total completed and stored to date (Column G on detail sheet)		\$974,235.16
5.	Retainage:		
	a. 5.00% of completed work	\$35,526.18	
	b. 5.00% of stored material	\$13,185.58	
	Total retainage (Line 5a + 5b or total in column I of detail sheet)		\$48,711.76
6.	Total earned less retainage (Line 4 less Line 5 Total)		\$925,523.40
7.	Less previous certificates for payment (Line 6 from prior certificate)		\$823,858.34
8.	Current payment due:		\$101,665.06
9.	Balance to finish, including retainage (Line 3 less Line 6)		\$1,649,443.33

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$24,191.75	\$0.00
Total approved this month:	\$32,774.98	\$0.00
Totals:	\$56,966.73	\$0.00
Net change by change orders:	\$56,966.73	

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

SUBCONTRACTOR: Keystone Construction Services LLC

By: _____ Date: _____

State of:

County of:

Subscribed and sworn to before
me this _____ day of _____

Notary Public:

My commission expires:

Jules West

Digitally signed by Jules West
DN:
E=Jules.West@smithgroup.com,
OU=Jules West, OUS-Users,
OU=MO, DC=smithgroup,
DC=com
Reason: I am approving this
document
Date: 2025.07.01 18:17:02-05'00'

Drew Johnson

Digitally signed by Drew
Johnson
DN: C=US,
E=drewj@dcigroup-us.com,
CN=Drew Johnson
Date: 2025.07.01
09:04:36-05'00'

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

APPLICATION NUMBER: 9

Contractor's signed Certification is attached.

APPLICATION DATE: 06/25/2025

Use Column I on Contracts where variable retainage for line items apply.

PERIOD: 06/01/25 - 06/30/25

Contract Lines

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	6-60500.000.Subcontract BP# 6 General	General Requirements	\$341,983.73	\$109,885.00	\$20,000.00	\$0.00	\$129,885.00	37.98%	\$212,098.73	\$6,494.25
2	6-60500.000.Subcontract BP# 6 General	Temp Facilities and Controls	\$20,000.00	\$3,700.00	\$0.00	\$0.00	\$3,700.00	18.50%	\$16,300.00	\$185.00
3	6-60500.000.Subcontract BP# 6 General	Demolition	\$23,465.00	\$10,100.00	\$0.00	\$0.00	\$10,100.00	43.04%	\$13,365.00	\$505.00
4	6-60500.000.Subcontract BP# 6 General	Cast-in-Place Concrete	\$335,919.83	\$6,000.00	\$57,515.85	\$0.00	\$63,515.85	18.91%	\$272,403.98	\$3,175.79
5	6-60500.000.Subcontract BP# 6 General	Unit Masonry	\$65,987.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$65,987.00	\$0.00
6	6-60500.000.Subcontract BP# 6 General	Cast Stone Masonry	\$19,050.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$19,050.00	\$0.00
7	6-60500.000.Subcontract BP# 6 General	Structural Steel Framing	\$367,700.00	\$2,800.00	\$29,500.00	\$79,400.00	\$111,700.00	30.38%	\$256,000.00	\$5,585.00
8	6-60500.000.Subcontract BP# 6 General	Rough Carpentry	\$10,346.50	\$7,300.00	\$0.00	\$0.00	\$7,300.00	70.56%	\$3,046.50	\$365.00
9	6-60500.000.Subcontract BP# 6 General	Finish Carpentry	\$49,682.19	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$49,682.19	\$0.00
10	6-60500.000.Subcontract BP# 6 General	Wood Decking	\$550,987.04	\$413,240.28	\$0.00	\$137,746.76	\$550,987.04	100.00%	\$0.00	\$27,549.35
11	6-60500.000.Subcontract BP# 6 General	Weather Barriers	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,000.00	\$0.00
12	6-60500.000.Subcontract BP# 6 General	Asphalt Shingles	\$31,170.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$31,170.00	\$0.00
13	6-60500.000.Subcontract BP# 6 General	Metal Wall Panels	\$22,875.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$22,875.00	\$0.00
14	6-60500.000.Subcontract BP# 6 General	Thermoplastic Membrane Roofing	\$17,579.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$17,579.00	\$0.00
15	6-60500.000.Subcontract BP# 6 General	Joint Sealants	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00	\$0.00
16	6-60500.000.Subcontract BP# 6 General	Hollow Metal Doors and Frames	\$32,508.95	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$32,508.95	\$0.00
17	6-60500.000.Subcontract BP# 6 General	Aluminum-Framed Storefronts	\$66,810.00	\$4,450.00	\$0.00	\$9,072.23	\$13,522.23	20.24%	\$53,287.77	\$676.11
18	6-60500.000.Subcontract BP# 6 General	Gypsum Board Assemblies	\$217,630.00	\$25,370.00	\$0.00	\$0.00	\$25,370.00	11.66%	\$192,260.00	\$1,268.50
19	6-60500.000.Subcontract BP# 6 General	Tiling	\$97,740.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$97,740.00	\$0.00
20	6-60500.000.Subcontract BP# 6 General	Resilient Flooring	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$600.00	\$0.00
21	6-60500.000.Subcontract BP# 6 General	Painting	\$40,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$40,500.00	\$0.00
22	6-60500.000.Subcontract	Dimensional Letter Signage	\$3,898.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,898.00	\$0.00

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	BP# 6 General									
23	6-60500.000.Subcontract BP# 6 General	Specialties	\$4,416.19	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,416.19	\$0.00
24	6-60500.000.Subcontract BP# 6 General	Toilet Compartments	\$6,618.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,618.00	\$0.00
25	6-60500.000.Subcontract BP# 6 General	Toilet/Bath/Laundry Access	\$4,950.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,950.00	\$0.00
26	6-60500.000.Subcontract BP# 6 General	Manufactured Fireplaces	\$49,990.00	\$0.00	\$0.00	\$37,492.50	\$37,492.50	75.00%	\$12,497.50	\$1,874.63
27	6-60500.000.Subcontract BP# 6 General	Fire Protection Specialties	\$322.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$322.00	\$0.00
28	6-60500.000.Subcontract BP# 6 General	Closet and Utility Shelving	\$5,454.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,454.00	\$0.00
29	6-60500.000.Subcontract BP# 6 General	Residential Kitchen Appliances	\$4,422.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,422.00	\$0.00
30	6-60500.000.Subcontract BP# 6 General	Projectors	\$10,565.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,565.00	\$0.00
31	6-60500.000.Subcontract BP# 6 General	Window Shades	\$14,488.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$14,488.00	\$0.00
32	6-60500.000.Subcontract BP# 6 General	Residential Casework	\$18,552.57	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$18,552.57	\$0.00
33	6-60500.000.Subcontract BP# 6 General	Decorative Metal Fences - Gates	\$48,710.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$48,710.00	\$0.00
34	6-60500.000.Subcontract BP# 6 General	Site Improvements	\$29,580.00	\$11,002.50	\$0.00	\$0.00	\$11,002.50	37.20%	\$18,577.50	\$550.13
TOTALS:			\$2,518,000.00	\$593,847.78	\$107,015.85	\$263,711.49	\$964,575.12	38.31%	\$1,553,424.88	\$48,228.76

Change Orders

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
35	CCO #001 Keystone Change Order #001								
35.1	PCO #001 Keystone Change Order #01								
35.1.1	6-60500.000.Subcontract BP# 6 General	\$6,313.04	\$6,313.04	\$0.00	\$0.00	\$6,313.04	100.00%	\$0.00	\$315.65
35.1.2	6-60500.000.Subcontract BP# 6 General	\$572.00	\$572.00	\$0.00	\$0.00	\$572.00	100.00%	\$0.00	\$28.60
35.1.3	6-60500.000.Subcontract BP# 6 General Additional Fencing	\$2,775.00	\$2,775.00	\$0.00	\$0.00	\$2,775.00	100.00%	\$0.00	\$138.75
36	CCO #002 Keystone Change Order #002								
36.1	PCO #002 CE #010 - ASI #2 - Window Sill								
36.1.1	6-60500.000.Subcontract BP# 6 General ASI #2 - Window Sills	\$3,435.43	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,435.43	\$0.00
36.1.2	6-60500.000.Subcontract BP# 6 General Additional boardwalk footings	\$11,096.28	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$11,096.28	\$0.00
37	CCO #003 Keystone Change Order #003								

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
37.1	PCO #003 PCO #3 - CE 4, CE8, CE15								
37.1.1	6-60500.000.Subcontract BP# 6 General	\$13,937.20	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$13,937.20	\$0.00
37.1.2	6-60500.000.Subcontract BP# 6 General	\$17,284.80	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$17,284.80	\$0.00
37.1.3	6-60500.000.Subcontract BP# 6 General RFI #39	\$1,552.98	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,552.98	\$0.00
TOTALS:		\$56,966.73	\$9,660.04	\$0.00	\$0.00	\$9,660.04	16.96%	\$47,306.69	\$483.00

Grand Totals

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	APPROVED WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
GRAND TOTALS:		\$2,574,966.73	\$603,507.82	\$107,015.85	\$263,711.49	\$974,235.16	37.83%	\$1,600,731.57	\$48,711.76



CONDITIONAL LIEN WAIVER AND RELEASE UPON PROGRESS PAYMENT

KNOW ALL MEN BY THESE PRESENTS:

Upon receiving progress payment in the sum of **\$107,015.85** for the job City of Clive Greenbelt Landing, receipt of which is hereby acknowledged, hereby waives, releases, satisfies all lien rights, claims or demands of any kind whatsoever, against the City of Clive, its successors and assigns, which the undersigned now has. This release covers a progress payment for labor, services, equipment or materials furnished to the City of Clive through **June 30, 2025**, only and does not cover any retention retained before or after the release date.

The undersigned warrants that he either has already paid or will use the monies he receives from this progress payment to promptly pay in full all of his laborers, subcontractors, materialmen and suppliers for all work, materials, equipment or services provided for or to the above referenced project up to the date of this waiver.

Dated: **June 30, 2025**

Company Name: **Keystone Construction Services, LLC.**

By: **Justin Menke**

Title: **President**

Signature: _____

A handwritten signature in black ink, appearing to read "Justin Menke", is written over a light gray rectangular background. A horizontal line extends to the right from the end of the signature.

Certified Payroll Report

Report Period: 06/01/2025 to 06/01/2025

Payroll#: 12

Company: Keystone Construction Services, LLC.
1650 NW Gettysburg LN
Waukee IA 50263

Project: Greenbelt Landing
1801 NW 114th St
Clive IA 50325

Chk: DD Chk Date: 06/13/2025 From: 05/19/2025 To: 06/01/2025 Fed Allow: 0 State Allow: 0
Med/FICA FedWh State SDI Other
237.15 321.36 81.11 0.00 765.25
Wages Add Ons Deduct Net
3,100.00 130.64 1,404.87 1,825.77
Heritage: Gender: Male
[----- Wages -----] [----- Benefits -----]
Date Trade Type Hours Rate Base Vacation Pension Health Other
05/19/2025 Officer Reg 20.00
This Job: 20.00

Chk: DD Chk Date: 06/13/2025 From: 05/19/2025 To: 06/01/2025 Fed Allow: 0 State Allow: 0
Med/FICA FedWh State SDI Other
323.66 661.23 139.43 0.00 100.00
Wages Add Ons Deduct Net
4,230.77 0.00 1,224.32 3,006.45
Heritage: Gender: Male
[----- Wages -----] [----- Benefits -----]
Date Trade Type Hours Rate Base Vacation Pension Health Other
05/29/2025 Superintendent Reg 1.50
This Job: 1.50

Chk: DD Chk Date: 06/13/2025 From: 05/19/2025 To: 06/01/2025 Fed Allow: 0 State Allow: 0
Med/FICA FedWh State SDI Other
267.86 447.80 115.52 0.00 213.87
Wages Add Ons Deduct Net
3,461.54 253.85 1,045.05 2,670.34
Heritage: Gender: Male
[----- Wages -----] [----- Benefits -----]
Date Trade Type Hours Rate Base Vacation Pension Health Other
05/19/2025 Superintendent Reg 14.00
This Job: 14.00

Certified Payroll Report

Report Period: 06/01/2025 to 06/01/2025

Continued...

Chk: DD Chk Date: 06/13/2025 From: 05/19/2025 To: 06/01/2025 Fed Allow: 0 State Allow: 0
 [REDACTED] Med/FICA FedWh State SDI Other
 Cody L Kynion 205.96 212.39 74.55 0.00 269.00
 1511 Fair View Dr Wages Add Ons Deduct Net
 Dallas Center IA 50063 2,692.31 0.00 761.90 1,930.41
 Phone: 515-777-9314 Heritage: Gender: Male
 [----- Wages -----] [----- Benefits -----]

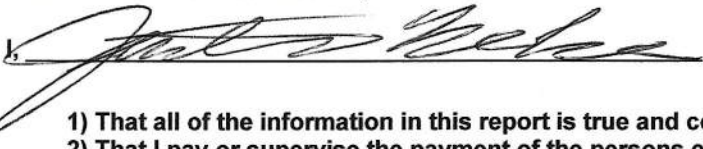
Date	Trade	Type	Hours	Rate	Base	Vacation	Pension	Health	Other
05/19/2025	Superintendent	Reg	11.00						
	This Job:		11.00						

Chk: DD Chk Date: 06/13/2025 From: 05/19/2025 To: 06/01/2025 Fed Allow: 0 State Allow: 0
 [REDACTED] Med/FICA FedWh State SDI Other
 Matthew F Stickels 161.96 167.48 60.32 0.00 68.00
 1900 Cedar St Wages Add Ons Deduct Net
 Norwalk IA 50211 2,117.03 0.00 457.76 1,659.27
 Phone: Heritage: Gender: Male
 [----- Wages -----] [----- Benefits -----]

Date	Trade	Type	Hours	Rate	Base	Vacation	Pension	Health	Other
05/29/2025	Laborer	Reg	1.50	30.1000	45.15				
	This Job:		1.50		45.15				
	This Job:		48.00		45.15				

STATEMENT OF COMPLIANCE
(CERTIFICATION UNDER PENALTY OF PERJURY)

Date 06/11/2025 at Waukegan, IA

 do certify under penalty of perjury:

1) That all of the information in this report is true and correct.
2) That I pay or supervise the payment of the persons employed by Keystone Construction Services, LLC.
on the Greenbelt Landing, that during the payroll of 05/19/2025 to 06/01/2025
all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be
made either directly or indirectly from the full wages earned by any person, other than permissible deductions, as
described below:

FICA (Social Security), Medicare, Federal Income Taxes, State Income Taxes, State Disability (SDI),
Court Ordered Wage Attachments, 401K Plans

3) That any payrolls otherwise under this contract required to be submitted for the above period are correct and
complete; that the wage rate for laborers or mechanics contained therein are not less than the applicable wage rates
contained in any wage determination incorporated into the contract; that the classifications set forth therein for each
laborer or mechanic conform with the work he performed.

4) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program
registered with a state apprenticeship agency.

5) That:

a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced
payroll, payments of fringe benefits as listed in the contract have been or will be made to the appropriate
programs for the benefit of such employees.

b) WHERE FRINGE BENEFITS ARE PAID IN CASH

Each laborer or mechanic listed in the above referenced payroll has been paid as indicated on the
payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount
of the required fringe benefits as listed in the contract, except as noted in section 5(c) below:

c) EXCEPTIONS

EXCEPTION (Trade)	EXPLANATION
Remarks	
Name and Title	Signature

Certified Payroll Report

Report Period: Payroll Total For All Jobs

Payroll#: 12

Company: Keystone Construction Services, LLC.
1650 NW Gettysburg LN
Waukee IA 50263

Project: All Jobs

Payroll Totals for All Reported Checks:

Taxable Wages:	15,986.14
Employee Fica/Medicare:	1,196.59
Federal Income Tax:	1,810.26
State Income Tax:	470.93
Disability Insurance:	
Other Deductions:	1,416.12
Net Pay:	11,092.24

STATEMENT OF COMPLIANCE
(CERTIFICATION UNDER PENALTY OF PERJURY)

Date 06/11/2025 at Waukee, IA

I,  do certify under penalty of perjury:

1) That all of the information in this report is true and correct.
2) That I pay or supervise the payment of the persons employed by Keystone Construction Services, LLC.
on the All Jobs , that during the payroll of 05/19/2025 to 06/01/2025
all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be
made either directly or indirectly from the full wages earned by any person, other than permissible deductions, as
described below:

FICA (Social Security), Medicare, Federal Income Taxes, State Income Taxes, State Disability (SDI),
Court Ordered Wage Attachments, 401K Plans

3) That any payrolls otherwise under this contract required to be submitted for the above period are correct and
complete; that the wage rate for laborers or mechanics contained therein are not less than the applicable wage rates
contained in any wage determination incorporated into the contract; that the classifications set forth therein for each
laborer or mechanic conform with the work he performed.

4) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program
registered with a state apprenticeship agency.

5) That:

a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced
payroll, payments of fringe benefits as listed in the contract have been or will be made to the appropriate
programs for the benefit of such employees.

b) WHERE FRINGE BENEFITS ARE PAID IN CASH

Each laborer or mechanic listed in the above referenced payroll has been paid as indicated on the
payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount
of the required fringe benefits as listed in the contract, except as noted in section 5(c) below:

c) EXCEPTIONS

EXCEPTION (Trade)	EXPLANATION
Remarks	
Name and Title	Signature



Memo

TO: Mayor and Council members

FROM: Jeff Thielen, Parks Manager

DATE: July 10, 2025

RE: Approve Pay Request #9 - Greenbelt Management Study Phase 2 -
RES - \$2110.00

SYNOPSIS:

Staff is recommending approval of pay request #9 to Resource Environmental Solutions for the work completed to date on the Greenbelt Management Study Phase 2 - \$2,110.00.

Contract Breakdown:

Total contract amount - \$54,102.00.

Pay Request # 1: \$13,760.00.

Pay Request # 2: \$1,977.50.

Pay Request # 3: \$2,402.50.

Pay Request # 4: \$1,710.00.

Pay Request # 5: \$2,776.50

Pay Request # 6: \$8,265.00

Pay Request # 7: \$11,088.50

Pay Request # 8: \$1,180.00

Pay Request # 9: \$2,110.00

Paid to Date: \$45,270.00

Contract Remaining: \$8832.00

Attachments:

1. Pay Request # 9 Greenbelt Mgmt Study Phase # 2



RES Great Lakes, LLC, a company of
Resource Environmental Solutions, LLC
6575 West Loop South Suite 300
Bellaire TX 77401 United States
P: (225) 372-6108

Invoice

#IN49850

October 06, 2024

Bill To

City of Clive
1900 NW 114 Street
Clive IA 50325
United States

Amount Due:

\$2,110.00

Project

PRJ107502 Clive Greenbelt Management Phase 2

Project Manager

Benjamin Staehlin (bstaehtlin@res.us)

Billing Period

Sep 2024

PO #**Attn**

Jeff Thielen

Delivery Email

jthielen@cityofclive.com

Comment

Invoices are to be sent via email to Jeff Thielen

Task: Develop Draft and Final NRMP

	Hours	Rate	Amount
Ecologist II			
Staehlin, Benjamin	1.00	90.00	90.00
Total Labor	1.00		90.00
Total this Task			\$90.00

Task: Develop Implementation Scenarios and OPCs

	Hours	Rate	Amount
Ecologist II			
Staehlin, Benjamin	17.25	90.00	1,552.50
Ecologist IV			
Mensing, Douglas	2.75	170.00	467.50
Total Labor	20.00		2,020.00
Total this Task			\$2,020.00

APPROVED FOR PAYMENT

BY [Signature]

DATE 7/2/25

ACCT # 375-5750-6407

ITEM Greenbelt Management Plan

Phase #2 Pay Request #9

Invoice Total

\$2,110.00



IN49850

1 of 2



RES Great Lakes, LLC, a company of
Resource Environmental Solutions, LLC
6575 West Loop South Suite 300
Bellaire TX 77401 United States
P: (225) 372-6108

Invoice

#IN49850

October 06, 2024

Remit Address

All checks should be mailed to:
RES Great Lakes, LLC
6575 West Loop South Suite 300
Bellaire, TX 77401

Questions

Contact — receivables@res.us

- Banking information for ACH payments
- Send all payment remittance advice
- W9
- Past due invoice copies

Contact — bstaehlin@res.us

- COI Requests
- Project related questions or concerns



IN49850



Memo

TO: Mayor and Council members

FROM: Jonathan Cygan, Civil Engineer

DATE: July 10, 2025

RE: Approve Pay Request #10 (Final) - Mainline Construction Group - NW
99th Court Reconstruction - \$33,058.56

SYNOPSIS:

Staff is recommending approval of a Pay Request to Mainline Construction releasing the remaining retainage on the above referenced project.

Pay Estimate #10 (retainage release) - \$33,058.56

A breakdown of the contract status is as follows:

Revised Contract Amount	-	\$1,652,928.22
Paid to Date	-	<u>\$1,652,928.22</u>
Contract Remaining	-	\$0.00

Please feel free to contact me at 515-223-6231 prior to the meeting if you have any questions or concerns.

Attachments:

1. PA #10



City of Clive

Payment Invoice

Nw 99th Court Reconstruction

Description	Total road reconstruction
Payment Number	10
Pay Period	12/31/2024 to 07/01/2025
Approval Date	07/10/2025
Prime Contractor	Mainline Construction PO Box 173 Bondurant, IA 50035
Payment Status	Pending
Awarded Project Amount	\$1,521,703.44
Authorized Amount	\$1,652,928.22

Line Number	Item	Unit	Current Paid Quantity	Unit Price	Amount
					Project Total: \$0.00

Summary

Current Approved Work:	\$0.00	Approved Work To Date:	\$1,652,928.22
Current Stockpile Advancement:	\$0.00	Stockpile Advancement To Date:	\$0.00
Current Stockpile Recovery:	\$0.00	Stockpile Recovery To Date:	\$0.00
Current Retainage:	\$0.00	Retainage To Date:	\$33,058.56
Current Retainage Released:	\$33,058.56	Retainage Released To Date:	\$33,058.56
Current Liquidated Damages:	\$0.00	Liquidated Damages To Date:	\$0.00
Current Adjustment:	\$0.00	Adjustments To Date:	\$0.00
Current Payment:	\$33,058.56	Payments To Date:	\$1,652,928.22
Previous Payment:	\$58,178.44	Previous Payments To Date:	\$1,619,869.66

Mayor, City of Clive	Date
Project Engineer, Jonathan Cygan	Date
Field Engineer, Tony Clemenson	Date
Contractor,	Date



Memo

TO: Mayor and Council members

FROM: Rai Tokuhisa, Water Resource Engineer

DATE: July 10, 2025

RE: Approve Pay Request #11 - Stantec Consulting Services - Little Walnut Creek Restoration and Trail Construction - \$12,736.50

SYNOPSIS:

Staff recommends approval of Pay Request #11 to Stantec Consulting Services for the work performed on Little Walnut Creek Restoration and Trail Construction (Resolution 2023-023, Stantec No. 193806064). Work on this pay request included mitigation banking, trail design, and construction observation.

Pay Request #11 - \$12,736.50

The PSA Status is as follows:

Original Contract Amount	\$ 671,060.00
Amendment #1:	\$ 66,798.00
Amendment #2:	\$ 109,005.00
Amendment #3:	\$ 209,111.00
Total Approved Agreement Amount:	\$ 1,055,974.00

Item - Council Date	Amount
Stantec Phase 2 Pay Request #1 - 3/14/2024	\$ 65,876.00
Stantec Phase 2 Pay Request #2 3/31/023	\$ 41,298.00
Stantec Phase 2 Pay Request #3 4/27/023	\$ 176,423.61
Stantec Phase 2 Pay Request #4 9/14/2023	\$ 133,634.59
Stantec Phase 2 Pay Request #5 12/14/2023	\$ 4,281.98
Stantec Phase 2 Pay Request #6 12/14/2023	\$ 24,238.82
Stantec Phase 2 Pay Request #7 2/1/2024	\$ 30,844.25
Stantec Phase 2 Pay Request #8 2/8/2024	\$ 6,682.25
Stantec Phase 2 Pay Request #9 7/11/2024	\$ 104,064.15
Stantec Phase 2 Pay Request #10 2/27/2025	\$ 199,350.00
Stantec Phase 2 Pay Request # 11 7/10/2025	\$ 12,736.50

Paid to date:	\$ 799,430.15
Amount remaining on agreement:	\$ 256,543.85
Total requested to date:	\$ 799,430.15
Total amount due this pay request:	\$ 12,736.50
Amount remaining on agreement after this pay request:	\$ 243,807.35

Please feel free to contact me at (515) 223-6231 or rtokuhisa@cityofclive.com prior to the meeting if you have any questions or concerns.

Attachments:

1. LWC_Stantec_Ph2_193806064_Invoice # 11_20250418

Invoice Number	2381341
Invoice Date	April 18, 2025
Purchase Order	--
Customer Number	142965
Project Number	193806064

Bill To

City of Clive, IA
Accounts Payable
2123 NW 11th Street
Clive IA 50325
United States

EFT/ACH Remit To (Preferred)

Stantec Consulting Services Inc. (SCSI)
Bank of America
ABA No. : 111000012
Account No: 3752096026
Email Remittance: eft@stantec.com

Alternative Remit To

Stantec Consulting Services
Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States

Project	Clive Little Walnut Creek Restoration and Trail Construction Phase 2		
Project Manager	Schlegel, Kellie Marie	Contract Upset	1,052,680.00
Current Invoice Total (USD)	12,736.50	Contract Billed to Date	881,705.72
		For Period Ending	March 28, 2025

Top Task	200	Project Management
Low Task	200	Project Management

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Chapman, Debra J (Debbie)	2.00	155.00	310.00
Harding, Sarah Ellen	0.50	176.00	88.00
Ricketts, Jonathan (Jon)	0.50	176.00	88.00
Stanley, William L (Will)	9.00	176.00	1,584.00
Schlegel, Kellie Marie	7.25	189.00	1,370.25
Subtotal Professional Services	19.25		3,440.25

Low Task Subtotal	Project Management	3,440.25
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Top Task Subtotal	Project Management	3,440.25
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Top Task	202	Streambank Stabilization East: \$1,681.75
Low Task	202	Streambank Stabilization West: \$258.00

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Uhl III, John N (Nick)	1.50	172.00	258.00
Sendelbach, Michael A	8.75	176.00	1,540.00
Brais, Anthony Oliver	0.75	189.00	141.75
Subtotal Professional Services	11.00		1,939.75

Low Task Subtotal	Streambank Stabilization	1,939.75
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Invoice Number	2381341
Invoice Date	April 18, 2025
Purchase Order	--
Customer Number	142965
Project Number	193806064

Top Task Subtotal	Streambank Stabilization	1,939.75
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Top Task	203	Mitigation Banking			
Low Task	203	Mitigation Banking			
Professional Services					
Category/Employee			Current Hours	Rate	Current Amount
		Bryant, Brianna Olivia	2.25	114.00	256.50
		Harris, Abby Irene	5.00	172.00	860.00
		Stanley, William L (Will)	32.00	176.00	5,632.00
		Subtotal Professional Services	39.25		6,748.50

Low Task Subtotal	Mitigation Banking	6,748.50
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Top Task Subtotal	Mitigation Banking	6,748.50
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Top Task	205	Trail Design East: \$264.00			
Low Task	205	Trail Design West: \$0.00			
Professional Services					
Category/Employee			Current Hours	Rate	Current Amount
		Harding, Sarah Ellen	1.50	176.00	264.00
		Subtotal Professional Services	1.50		264.00

Low Task Subtotal	Trail Design	264.00
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Top Task Subtotal	Trail Design	264.00
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Top Task	207	T7 Construction Observation - SRF WRR22-002			
Low Task	207.001	Project Coordination			
Professional Services					
Category/Employee			Current Hours	Rate	Current Amount
		Uhl III, John N (Nick)	2.00	172.00	344.00
		Subtotal Professional Services	2.00		344.00

Low Task Subtotal	Project Coordination	344.00
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Top Task Subtotal	T7 Construction Observation - SRF WRR22-002	344.00
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Total Fees & Disbursements	12,736.50
INVOICE TOTAL (USD)	12,736.50

Invoice Number	2381341
Invoice Date	April 18, 2025
Purchase Order	--
Customer Number	142965
Project Number	193806064

Net Due in 30 Days or in accordance with terms of the contract

**Stantec will not change our banking information. If you receive a request noting our banking information has changed,
please contact your Stantec Project Manager**



Memo

TO: Mayor and Council members

FROM: Rai Tokuhisa, Water Resource Engineer

DATE: July 10, 2025

RE: Approve Pay Request #12 - Stantec Consulting Services - Little Walnut Creek Restoration and Trail Construction - \$19,223.50

SYNOPSIS:

Staff recommends approval of Pay Request #12 to Stantec Consulting Services for the work performed on the Little Walnut Creek Restoration and Trail Construction project (Resolution 2023-023, Stantec No. 193806064). Work on this pay request included mitigation banking, trail design, and construction observation.

Pay Request #12 - \$19,223.50

The PSA Status is as follows:

Original Contract Amount	\$ 671,060.00
Amendment #1:	\$ 66,798.00
Amendment #2:	\$ 109,005.00
Amendment #3:	\$ 209,111.00
Total Approved Agreement Amount:	\$ 1,055,974.00

Item - Council Date	Amount
Stantec Phase 2 Pay Request #1 - 3/14/2024	\$ 65,876.00
Stantec Phase 2 Pay Request #2 3/31/023	\$ 41,298.00
Stantec Phase 2 Pay Request #3 4/27/023	\$ 176,423.61
Stantec Phase 2 Pay Request #4 9/14/2023	\$ 133,634.59
Stantec Phase 2 Pay Request #5 12/14/2023	\$ 4,281.98
Stantec Phase 2 Pay Request #6 12/14/2023	\$ 24,238.82
Stantec Phase 2 Pay Request #7 2/1/2024	\$ 30,844.25
Stantec Phase 2 Pay Request #8 2/8/2024	\$ 6,682.25
Stantec Phase 2 Pay Request #9 7/11/2024	\$ 104,064.15
Stantec Phase 2 Pay Request #10 2/27/2025	\$ 199,350.00
Stantec Phase 2 Pay Request # 11 7/10/2025	\$ 12,736.50
Stantec Phase 2 Pay Request # 12 7/10/2025	\$ 19,223.50

Paid to date:	\$ 799,430.15
Amount remaining on agreement:	\$ 256,543.85
Total requested to date:	\$ 799,430.15
Total amount due this pay request:	\$ 12,736.50
Amount remaining on agreement after this pay request:	\$ 243,807.35

Please feel free to contact me at (515) 223-6231 or rtokuhisa@cityofclive.com prior to the meeting if you have any questions or concerns.

Attachments:

1. LWC_Stantec_Ph2_193806064_Invoice # 12_20250620

Invoice Number	2414121
Invoice Date	June 20, 2025
Purchase Order	--
Customer Number	142965
Project Number	193806064

Bill To	EFT/ACH Remit To (Preferred)	Alternative Remit To
City of Clive, IA	Stantec Consulting Services Inc. (SCSI)	Stantec Consulting Services
Accounts Payable	Bank of America	Inc. (SCSI)
2123 NW 11th Street	ABA No. : 111000012	13980 Collections Center Drive
Clive IA 50325	Account No: 3752096026	Chicago IL 60693
United States	Email Remittance: eft@stantec.com	United States

Project	Clive Little Walnut Creek Restoration and Trail Construction Phase 2		
Project Manager	Schlegel, Kellie Marie	Contract Upset	1,052,680.00
Current Invoice Total (USD)	19,223.50	Contract Billed to Date	913,410.47
		For Period Ending	May 30, 2025

Top Task 200 Project Management

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Chapman, Debra J (Debbie)	1.50	155.00	232.50
Stanley, William L (Will)	10.00	176.00	1,760.00
Schlegel, Kellie Marie	9.00	189.00	1,701.00
Subtotal Professional Services	20.50		3,693.50

Top Task Subtotal 3,693.50

**Top Task 202 Streambank Stabilization East : \$0.00
Streambank Stabilization West : \$3,740.00**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Ricketts, Jonathan (Jon)	7.00	176.00	1,232.00
Sendelbach, Michael A	14.25	176.00	2,508.00
Subtotal Professional Services	21.25		3,740.00

Top Task Subtotal 3,740.00

Top Task 203 Mitigation Banking

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Harris, Abby Irene	1.00	172.00	172.00
Stanley, William L (Will)	19.00	176.00	3,344.00

Invoice Number	2414121
Invoice Date	June 20, 2025
Purchase Order	--
Customer Number	142965
Project Number	193806064

Subtotal Professional Services	<u>20.00</u>	<u>3,516.00</u>
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Top Task Subtotal	3,516.00
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Top Task	205	Trail Design East : \$0.00
Professional Services		Trail Design West : \$880.00

Category/Employee	Current Hours	Rate	Current Amount
Harding, Sarah Ellen	5.00	176.00	880.00
Subtotal Professional Services	<u>5.00</u>		<u>880.00</u>

Top Task Subtotal	880.00
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Top Task	207	T7 Construction Observation - SRF WRR22-002
Low Task	207.003	1.1 Onsite Construction Observation

	Current Invoice
1 mobilization @ \$7,394.00 each	7,394.00

Top Task Subtotal	7,394.00
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Total Fees & Disbursements	<u>19,223.50</u>
INVOICE TOTAL (USD)	19,223.50

Net Due in 30 Days or in accordance with terms of the contract

Stantec will not change our banking information. If you receive a request noting our banking information has changed, please contact your Stantec Project Manager



Memo

TO: Mayor and Council members

FROM: Jonathan Cygan, Civil Engineer

DATE: July 10, 2025

RE: Approve Pay Request #14 - Alliance Construction Group - NW 114th Street Reconstruction - \$28,738.03

SYNOPSIS:

Staff is recommending approval of a Pay Request to Alliance Construction Group for work performed on the above referenced project.

Pay Estimate #14 - \$28,738.03

A breakdown of the contract status is as follows:

Amended Contract Amount	- \$1,376,633.00
Paid to Date	- <u>\$1,268,400.76</u>
Contract Remaining	- \$108,232.24

Please feel free to contact me at jcygan@cityofclive.com or 515-223-6231 prior to the meeting if you have any questions or concerns.

Attachments:

1. Pay Request #14



City of Clive

Payment Invoice

NW 114TH STREET RECONSTRUCTION

Description	Road reconstruction from 200' west of Nw 111th to walnut creek bridge.
Payment Number	14
Pay Period	06/01/2025 to 06/27/2025
Approval Date	07/10/2025
Prime Contractor	Alliance Construction Group, LLC 9400 Plum Dr. Urbandale, IA 50322
Payment Status	Pending
Awarded Project Amount	\$1,349,523.50
Authorized Amount	\$1,376,633.00

Line Number	Item	Unit	Current Paid Quantity	Unit Price	Amount
Section: 1 Description					
0010	24-001	CY	97.000	\$40.000	\$3,880.00
OFF SITE TOPSOIL, 8"					
0220	24-022	EA	2.000	\$324.500	\$649.00
VALVE BOX ADJUSTMENT, MINOR					
0310	24-031	SY	10.950	\$68.500	\$750.08
PCC PAVEMENT, 8", C-SUD					
0340	24-034	SY	116.000	\$47.000	\$5,452.00
SIDEWALK, PCC, 4"					
0350	24-035	SY	23.000	\$59.000	\$1,357.00
SIDEWALK, PCC, 6"					
0360	24-036	SF	58.000	\$55.000	\$3,190.00
Project Total:					\$30,487.41

Line Number	Item	Unit	Current Paid Quantity	Unit Price	Amount
DETECTABLE WARNINGS					
0370	24-037	SY	86.290	\$77.000	\$6,644.33
DRIVEWAY, PAVED, PCC, 7"					
0400	24-040	STA	14.500	\$150.000	\$2,175.00
PAINTED PAVEMENT MARKINGS, DURABLE					
0410	24-041	EA	4.000	\$220.000	\$880.00
PAINTED SYMBOLS AND LEGENDS, LTAW					
0430	24-043	STA	14.500	\$70.000	\$1,015.00
GROOVES CUT FOR PAVEMENT MARKINGS					
0440	24-044	EA	4.000	\$200.000	\$800.00
GROOVES CUT FOR SYMBOLS AND LEGENDS					
0490	24-049	LF	890.000	\$3.000	\$2,670.00
FILTER SOCK, 12", INSTALLATION					
0530	24-053	AC	0.310	\$2,500.000	\$775.00
EROSION CONTROL MULCHING					
0550	24-055	EA	5.000	\$50.000	\$250.00
INLET PROTECTION DEVICE, MAINTENANCE AND REMOVAL					
				Section Total: \$30,487.41	
				Project Total: \$30,487.41	

Summary

Current Approved Work:	\$30,487.41	Approved Work To Date:	\$1,335,158.70
Current Stockpile Advancement:	\$0.00	Stockpile Advancement To Date:	\$92,483.00
Current Stockpile Recovery:	\$225.00	Stockpile Recovery To Date:	\$92,483.00
Current Retainage:	\$1,524.38	Retainage To Date:	\$66,757.94
Current Retainage Released:	\$0.00	Retainage Released To Date:	\$0.00
Current Liquidated Damages:	\$0.00	Liquidated Damages To Date:	\$0.00
Current Adjustment:	\$0.00	Adjustments To Date:	\$0.00
Current Payment:	\$28,738.03	Payments To Date:	\$1,268,400.76
Previous Payment:	\$323,324.92	Previous Payments To Date:	\$1,239,662.73

Mayor, City of Clive	Date
Project Engineer, Jonathan Cygan	Date
Field Engineer, Nolan Daft	Date
Contractor, Alliance Construction Group	Date



Memo

TO: Mayor and Council members

FROM: Jeff May, Public Works Director

DATE: July 10, 2025

RE: Approve Pay Request #15 - Alice's Road Reconstruction - Phase 1-
Design - Snyder & Associates - \$46,486.00

SYNOPSIS:

Staff recommends approval of Pay Request #15 in the amount of \$46,486.00, to Snyder & Associates, for professional services completed on the design for the Alice's Road Reconstruction - Phase 1 - Design.

Please see attached Council Letter for details.

Please feel free to contact me prior to the meeting at 223-6231 or jmay@cityofclive.com if you have any questions or concerns.

Attachments:

1. 07-10-25 - Pay Request #15 - Alice's Road Reconstruction - Phase 1 - Design - Snyder - \$46,486.00
2. CL - 07-10-25 - Pay Request #15 - Alice's Road Reconstruction Design-Phase 1 - Snyder & Associates - \$46,486.00



INVOICE FOR PROFESSIONAL SERVICES

June 28, 2025

Jeff May
City of Clive
Public Works
2123 NW 111th Street
Clive, IA 50325-3755

Invoice No: 123.1396.01 - 15

Email jmay@cityofclive.com

Project 123.1396.01 Alice's Road Reconstruction- Phase 1

Professional Services through May 31, 2025

Division 1

(50% Waukee / 50% Clive)

Billing Limits	Current	Prior	To-Date
Total Billings	0.00	726,474.28	726,474.28
Limit			726,500.00
Remaining			25.72
Phase Subtotal			0.00

Division 2

(15% Waukee / 85% Clive)

	Hours	Rate	Amount
Sr. Engineer	5.00	216.00	1,080.00
Engineer VIII	45.00	198.00	8,910.00
Engineer II	38.50	128.00	4,928.00
Lead Technician	64.00	150.00	9,600.00
Sr. Technician	26.50	144.00	3,816.00
Technician VII	11.50	124.00	1,426.00
Technician III	.50	82.00	41.00
Total Services	191.00		29,801.00
Total Services			29,801.00

Stantec Consultant Services Inc.			
5/19/2025	Stantec Consultant Services Inc.	Landscape Design	4,264.50
Total Consultants			4,264.50

Billing Limits	Current	Prior	To-Date
Total Billings	34,065.50	222,737.70	256,803.20
Limit			344,100.00
Remaining			87,296.80
Phase Subtotal			\$34,065.50

Division 3

(0% Waukee / 100% Clive)

REMIT TO: SNYDER & ASSOCIATES, INC.
Mailing: PO Box 1159 | Ankeny, IA 50021
Physical: 2727 SW Snyder Blvd. | Ankeny IA 50023

p: 888-964-2020 | f: 515-964-7938
Federal E.I.N. 42-1379015
SNYDER-ASSOCIATES.COM

Project	123.1396.01	Clive-NEAlice'sRd-NEHorizonDrtoMeredithD	Invoice	15
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	Hours	Rate	Amount	
Sr. Engineer	9.00	216.00	1,944.00	
Engineer VIII	9.50	198.00	1,881.00	
Engineer IV	.50	153.00	76.50	
Right-of-Way Agent II	2.00	128.00	256.00	
Engineer II	11.50	128.00	1,472.00	
Technician VII	51.50	124.00	6,386.00	
Technician IV	4.00	91.00	364.00	
Technician III	.50	82.00	41.00	
Total Services	88.50		12,420.50	
Total Services				12,420.50
Billing Limits	Current	Prior	To-Date	
Total Billings	12,420.50	448,259.46	460,679.96	
Limit			866,400.00	
Remaining			405,720.04	
		Phase Subtotal		\$12,420.50

		Amount Due this Invoice	<u>\$46,486.00</u>
Billings to Date	Total	Prior	Current
	1,443,957.44	1,397,471.44	46,486.00

Thank you. We appreciate the opportunity to serve you.

Accounts Receivable Inquiry: ar@snyder-associates.com

Project Manager: Nathan Carhoff

June 26, 2025

Jeff May, P.E.
Public Works Director
City of Clive
2123 NW 111th Street
Clive, IA 50325

RE: INVOICE NO. 15
ALICE'S ROAD RECONSTRUCTION
NE HORIZON DRIVE TO MEREDITH DRIVE
PROJECT #123.1396

Dear Jeff:

The attached invoice covers work on the project through May 2025. Our work for this period focused on design and plan production for landscaping within Phase 1 and advancing preliminary design for Phase 2 through Phase 4. PMT meeting discussions have focused on overall project construction phasing and acquisition strategy for the Underberg property.

Federal aid has been reallocated to Phase 4, a concept statement has been submitted to Iowa DOT. A reevaluation of NEPA will occur which will determine if a PEL study is still necessary. With the reallocation of federal funding, storm water management concepts have been reimagined which changes the nature of that infrastructure. Per discussions, we anticipate submission of a contract amendment for out-of-scope work including assessments, initial PEL study work, water study, additional bid package on Phase 1, additional storm water management design, and final design for Phase 2 through Phase 4.

Please contact me with any questions.

Sincerely,

SNYDER & ASSOCIATES, INC.



Nathan Carhoff, P.E.
Project Manager
Enclosure

Alice's Road Reconstruction - Phase 1
Invoice Summary and City Cost Sharing
Snyder Project #123.1396

	Division 1			Division 2			Division 3			Totals		
	Div. Total	Clive	Waukee	Div. Total	Clive	Waukee	Div. Total	Clive	Waukee	Contract Total	Clive	Waukee
		50%	50%		85%	15%		100%	0%			
Invoice #1	\$18,946.03	\$9,473.02	\$9,473.01	\$16,280.21	\$13,838.18	\$2,442.03	\$22,529.45	\$22,529.45	-	\$57,755.69	\$45,840.65	\$11,915.04
Invoice #2	\$28,684.50	\$14,342.25	\$14,342.25	\$7,782.19	\$6,614.86	\$1,167.33	\$17,857.06	\$17,857.06	-	\$54,323.75	\$38,814.17	\$15,509.58
Invoice #3	\$60,433.92	\$30,216.96	\$30,216.96	\$11,943.26	\$10,151.77	\$1,791.49	\$33,524.00	\$33,524.00	-	\$105,901.18	\$73,892.73	\$32,008.45
Invoice #4	\$69,319.72	\$34,659.86	\$34,659.86	\$25,690.00	\$21,836.50	\$3,853.50	\$41,203.75	\$41,203.75	-	\$136,213.47	\$97,700.11	\$38,513.36
Invoice #5	\$78,192.26	\$39,096.13	\$39,096.13	\$6,513.00	\$5,536.05	\$976.95	\$20,341.50	\$20,341.50	-	\$105,046.76	\$64,973.68	\$40,073.08
Invoice #6	\$62,476.47	\$31,238.24	\$31,238.23	\$5,482.00	\$4,659.70	\$822.30	\$22,602.00	\$22,602.00	-	\$90,560.47	\$58,499.94	\$32,060.53
Invoice #7	\$55,843.61	\$27,921.81	\$27,921.80	\$7,698.00	\$6,543.30	\$1,154.70	\$17,468.75	\$17,468.75	-	\$81,010.36	\$51,933.86	\$29,076.50
Invoice #8	\$67,906.96	\$33,953.48	\$33,953.48	\$7,708.75	\$6,552.44	\$1,156.31	\$14,652.25	\$14,652.25	-	\$90,267.96	\$55,158.17	\$35,109.79
Invoice #9	\$98,381.72	\$49,190.86	\$49,190.86	\$6,818.29	\$5,795.55	\$1,022.74	\$12,899.75	\$12,899.75	-	\$118,099.76	\$67,886.16	\$50,213.60
Invoice #10	\$94,579.84	\$47,289.92	\$47,289.92	\$810.00	\$688.50	\$121.50	\$27,251.85	\$27,251.85	-	\$122,641.69	\$75,230.27	\$47,411.42
Invoice #11	\$81,104.75	\$40,552.38	\$40,552.37	\$2,374.00	\$2,017.90	\$356.10	\$18,560.00	\$18,560.00	-	\$102,038.75	\$61,130.28	\$40,908.47
Invoice #12	\$10,604.50	\$5,302.25	\$5,302.25	\$74,324.00	\$63,175.40	\$11,148.60	\$73,158.50	\$73,158.50	-	\$158,087.00	\$141,636.15	\$16,450.85
Invoice #13	\$0.00	\$0.00	\$0.00	\$47,554.00	\$40,420.90	\$7,133.10	\$107,880.35	\$107,880.35	-	\$155,434.35	\$148,301.25	\$7,133.10
Invoice #14	\$0.00	\$0.00	\$0.00	\$1,760.00	\$1,496.00	\$264.00	\$18,330.25	\$18,330.25	-	\$20,090.25	\$19,826.25	\$264.00
Invoice #15	\$0.00	\$0.00	\$0.00	\$34,065.50	\$28,955.68	\$5,109.82	\$12,420.50	\$12,420.50	-	\$46,486.00	\$41,376.18	\$5,109.82
Total Billed to Date	\$ 726,474.28	\$ 363,237.16	\$ 363,237.12	\$ 256,803.20	\$ 218,282.73	\$ 38,520.47	\$ 460,679.96	\$ 460,679.96	-	\$1,443,957.44	\$ 1,042,199.85	\$ 401,757.59
Total Contract	\$ 726,500.00	\$ 363,250.00	\$ 363,250.00	\$ 344,100.00	\$ 292,485.00	\$ 51,615.00	\$ 866,400.00	\$ 866,400.00	-	\$ 1,937,000.00	\$ 1,522,135.00	\$ 414,865.00

Memo

TO: Mayor Edwards, Clive City Council Members and
Matt McQuillen

FROM: Jeff May, Public Works Director

DATE: July 10, 2025

RE: Approve Pay Request #15 – Alice’s Road Reconstruction -
Phase 1- Design – Snyder & Associates - \$46,486.00



Public Works Department

At the January 11, 2024 City Council meeting, the Council approved a Professional Services Agreement with Snyder & Associates for the design of the Alice’s Road Reconstruction Project – Phase 1. The Alice’s Road Reconstruction Project includes 4 Phases. The phases are identified per the following:

Phase 1 is the reconstruction of Alice’s Road south of Douglas Parkway and is shared with Waukee on a 50/50 split.

Phase 2 is the reconstruction of the Alice’s Road and Douglas Parkway intersection and the completion of Douglas Parkway from Berkshire Parkway (including the intersection of Berkshire Parkway) to the west corporate limit. Waukee is responsible for 25% of the intersection and possibly some of the Douglas Parkway improvements west of Alice’s Road. Clive is responsible for 75% of the intersection, the improvements west of Alice’s Road, that are not Waukee’s responsibility and 100% of the improvements east of Alice’s Road. The division of responsibility for Phase 2 will be determined as the project design progresses.

Phase 3 is the reconstruction of Alice’s Road from Douglas Parkway to Berkshire Parkway and is 100% the responsibility of Clive.

Phase 4 is the reconstruction of Alice’s Road from Berkshire Parkway to Meredith Drive and includes the crossing of Little Walnut Creek. Phase 4 is 100% the responsibility of Clive.

The Professional Services Agreement (PSA) for Phase 1 includes the final design of Phase 1 plus the conceptual design of Phases 2-4. The design and conceptual design of the future phases will include the roadway, intersection configuration of all intersections, storm sewer, water, sanitary sewer, stormwater management, trails and aesthetics for the entire Alice’s Road corridor. In addition, the conceptual design will include the Douglas Parkway corridor from Berkshire Parkway, including the intersection of Berkshire Parkway, to the west corporate limit. The PSA

will also include work related to right-of-way and easement acquisition and assistance with finding and obtaining grants to assist with the cost of the project.

The PSA for Phase 1 is divided into 3 divisions. The first division includes the work from NE Horizon Drive in Waukee to just south of Douglas Parkway. Division 1 is split 50/50 with Wauke. Division 2 includes the work for the Douglas Parkway intersection and completion of Douglas Parkway in Clive. This Division will be split 85% Clive and 15% Waukee for billing purposes but will be reconciled when the work is complete based on the actual percentages attributed to each community. Division 3 is for work related to Phases 3 and 4 and is 100% Clive responsibility.

Staff recommends approval of Pay Request #15 in the amount of \$46,486.00, to Snyder & Associates, for professional services completed on the design for the Alice's Road Reconstruction – Phase 1 – Design.

Pay Request Summary

	<u>Clive</u>	<u>Waukee</u>	<u>Total</u>
Approved Agreement Amount (1/11/24)	\$ 1,522,135.00	\$ 414,865.00	\$ 1,937,000.00

Division 1 Approved Agreement Amount	\$ 363,250.00	\$ 363,250.00	\$ 726,500.00
Pay Request #1 (02/22/24)	\$ 9,473.02	\$ 9,473.01	\$ 18,946.03
Pay Request #2 (03/14/24)	\$ 14,342.25	\$ 14,342.25	\$ 28,684.50
Pay Request #3 (04/11/24)	\$ 30,216.96	\$ 30,216.96	\$ 60,433.92
Pay Request #4 (05/23/24)	\$ 34,659.86	\$ 34,659.86	\$ 69,319.72
Pay Request #5 (06/13/24)	\$ 39,096.13	\$ 39,096.13	\$ 78,192.26
Pay Request #6 (07/25/24)	\$ 31,238.24	\$ 31,238.23	\$ 62,476.47
Pay Request #7 (08/08/24)	\$ 27,921.81	\$ 27,921.80	\$ 55,843.61
Pay Request #8 (09/12/24)	\$ 33,953.48	\$ 33,953.48	\$ 67,906.96
Pay Request #9 (10/10/24)	\$ 49,190.86	\$ 49,190.86	\$ 98,381.72
Pay Request #10 (11/14/24)	\$ 47,289.92	\$ 47,289.92	\$ 94,579.84
Pay Request #11 (12/12/24)	\$ 40,552.38	\$ 40,552.37	\$ 81,104.75
Pay Request #12 (03/27/25)	\$ 5,302.25	\$ 5,302.25	\$ 10,604.50
Pay Request #13 (05/22/25)	\$ 0.00	\$ 0.00	\$ 0.00
Pay Request #14 (06/12/25)	\$ 0.00	\$ 0.00	\$ 0.00
Pay Request #15 (07/10/25)	\$ 0.00	\$ 0.00	\$ 0.00
Amount Requested to Date – Division 1	\$ 363,237.16	\$ 363,237.12	\$ 726,474.28
Amount paid previously – Division 1	\$ 363,237.16	\$ 363,237.12	\$ 726,474.28
Amount due this pay request – Division 1	\$ 0.00	\$ 0.00	\$ 0.00
Amount remaining - Division 1	\$ 12.84	\$ 12.88	\$ 25.72

Division 2 Approved Agreement Amount	\$ 292,485.00	\$ 51,615.00	\$ 344,100.00
Pay Request #1 (02/22/24)	\$ 13,838.18	\$ 2,442.03	\$ 16,280.21
Pay Request #2 (03/14/24)	\$ 6,614.86	\$ 1,167.33	\$ 7,782.19
Pay Request #3 (04/11/24)	\$ 10,151.77	\$ 1,791.49	\$ 11,943.26
Pay Request #4 (05/23/24)	\$ 21,836.50	\$ 3,853.50	\$ 25,690.00
Pay Request #5 (06/13/24)	\$ 5,536.05	\$ 976.95	\$ 6,513.00
Pay Request #6 (07/25/24)	\$ 4,659.70	\$ 822.30	\$ 5,482.00
Pay Request #7 (08/08/24)	\$ 6,543.30	\$ 1,154.70	\$ 7,698.00

Pay Request #8 (09/12/24)	\$ 6,552.44	\$ 1,156.31	\$ 7,708.75
Pay Request #9 (10/10/24)	\$ 5,795.55	\$ 1,022.74	\$ 6,818.29
Pay Request #10 (11/14/24)	\$ 688.50	\$ 121.50	\$ 810.00
Pay Request #11 (12/12/24)	\$ 2,017.90	\$ 356.10	\$ 2,374.00
Pay Request #12 (03/27/25)	\$ 63,175.40	\$ 11,148.60	\$ 74,324.00
Pay Request #13 (05/22/25)	\$ 40,420.90	\$ 7,133.10	\$ 47,554.00
Pay Request #14 (06/12/25)	\$ 1,496.00	\$ 264.00	\$ 1,760.00
Pay Request #15 (07/10/25)	\$ 28,955.68	\$ 5,109.82	\$ 34,065.50
Total Requested to Date – Division 2	\$ 218,282.73	\$ 38,520.47	\$ 256,803.20
Amount paid previously – Division 2	\$ 189,327.05	\$ 33,410.65	\$ 222,737.70
Amount due this pay request – Division 2	\$ 28,955.68	\$ 5,109.82	\$ 34,065.50
Amount remaining - Division 2	\$ 74,202.27	\$ 13,094.53	\$ 87,296.80

Division 3 Approved Agreement Amount	\$ 866,400.00	\$ 0.00	\$ 866,400.00
Pay Request #1 (02/22/24)	\$ 22,529.45	\$ 0.00	\$ 22,529.45
Pay Request #2 (03/14/24)	\$ 17,857.06	\$ 0.00	\$ 17,857.06
Pay Request #3 (04/11/24)	\$ 33,524.00	\$ 0.00	\$ 33,524.00
Pay Request #4 (05/23/24)	\$ 41,203.75	\$ 0.00	\$ 41,203.75
Pay Request #5 (06/13/24)	\$ 20,341.50	\$ 0.00	\$ 20,341.50
Pay Request #6 (07/25/24)	\$ 22,602.00	\$ 0.00	\$ 22,602.00
Pay Request #7 (08/08/24)	\$ 17,468.75	\$ 0.00	\$ 17,468.75
Pay Request #8 (09/12/24)	\$ 14,652.25	\$ 0.00	\$ 14,652.25
Pay Request #9 (10/10/24)	\$ 12,899.75	\$ 0.00	\$ 12,899.75
Pay Request #10 (11/14/24)	\$ 27,251.85	\$ 0.00	\$ 27,251.85
Pay Request #11 (12/12/24)	\$ 18,560.00	\$ 0.00	\$ 18,560.00
Pay Request #12 (03/27/25)	\$ 73,158.50	\$ 0.00	\$ 73,158.50
Pay Request #13 (05/22/25)	\$ 107,880.35	\$ 0.00	\$ 107,880.35
Pay Request #14 (06/12/25)	\$ 18,330.25	\$ 0.00	\$ 18,330.25
Pay Request #15 (07/10/25)	\$ 12,420.50	\$ 0.00	\$ 12,420.50
Total Requested to Date – Division 3	\$ 460,679.96	\$ 0.00	\$ 460,679.96
Amount paid previously – Division 3	\$ 448,259.46	\$ 0.00	\$ 448,259.46
Amount due this pay request – Division 3	\$ 12,420.50	\$ 0.00	\$ 12,420.50
Amount remaining - Division 3	\$ 405,720.04	\$ 0.00	\$ 405,720.04
Total Amount Requested to Date	\$ 1,042,199.85	\$ 401,757.59	\$ 1,443,957.44
Total Amount Paid Previously	\$ 1,000,823.67	\$ 396,647.77	\$ 1,397,471.44
Total Amount due this pay request	\$ 41,376.18	\$ 5,109.82	\$ 46,486.00
Total Amount Remaining on Contract	\$ 479,935.15	\$ 13,107.41	\$ 493,042.56

Please feel free to contact me prior to the meeting at 223-6231 or jmay@cityofclive.com if you have any questions or concerns.



Memo

TO: Mayor and Council members

FROM: Julia McGuire, Administrative Assistant

DATE: July 10, 2025

RE: Approve SwAP Project 2024-007 Payment Request - Michael Meier - \$150

SYNOPSIS:

The City created the StormWater Assistance Program (SwAP) to incentivize stormwater management on private property. Applicants can receive a \$75 reimbursement for a rain barrel with a limit of 6 rain barrels. Staff works with residents on placement and project to ensure barrel capacity is suitable for at least 100 sq. ft. of roof catchment or 1/8 total area (whichever is least).

Residents with projects that help the City reach its stormwater goals according to StormWater Assistance Project guidelines are eligible for partial reimbursement. Michael Meier is eligible for a \$75 reimbursement of each of his two pre-approved rain barrels, for a total of \$150.

Attachments:

1. SwAP Project 2024-007 Check Request
2. SwAP Project 24-007



Memo

TO: Mayor and Council members

FROM: Julia McGuire, Administrative Assistant

DATE: July 10, 2025

RE: Approve SwAP Project 2025-002 - Claire or John Krause \$225

SYNOPSIS:

The City created the StormWater Assistance Program (SwAP) to incentivize stormwater management on private property. Applicants can receive a \$75 reimbursement for a rain barrel with a limit of 6 rain barrels. Staff works with residents on placement and project to ensure barrel capacity is suitable for at least 100 sq. ft. of roof catchment or 1/8 total area (whichever is least).

The Krauses submitted an application last month and are eligible for a \$225 reimbursement for three rain barrels (\$75 x 3).

Attachments:

1. SwAP Project 2025-002 Check Request
2. SwAP Project 2025-002



Memo

TO: Mayor and Council members

FROM: Julia McGuire, Administrative Assistant

DATE: July 10, 2025

RE: Approve SwAP Project 2024-008 Payment Request - Parker Day - \$150

SYNOPSIS:

The City created the StormWater Assistance Program (SwAP) to incentivize stormwater management on private property. Applicants can receive a \$75 reimbursement for a rain barrel with a limit of 6 rain barrels. Staff works with residents on placement and project to ensure barrel capacity is suitable for at least 100 sq. ft. of roof catchment or 1/8 total area (whichever is least).

Parker Day has completed the rain barrel portion of his approved SwAP Project 2024-008 and has requested reimbursement for 2 rain barrels.

Attachments:

1. SwAP 2024-008 Check Request
2. SwAP Project 2024-008



Memo

TO: Mayor and Council members

FROM:

DATE: July 10, 2025

RE: Resolution Approving Professional Services Agreement with J&M Displays for Clive Festival Fireworks Displays

SYNOPSIS:

The Recreation Team recently conducted an RFP process to select a Clive Festival fireworks vendor. RFPs were received from the following:

J&M Displays (Urbandale, IA)
Premier Pyro (Richland, MO)
Flashing Thunder Fireworks (Mitchell, IA)

Each vendor was allotted a \$16,000 fireworks budget to build a show. We did not receive an RFP from Hollywood Pyrotechnics (Minnesota), our previous fireworks vendor for many years. Hollywood Pyro is in the process of closing and is being purchased by J&M Displays.

After evaluating all proposals, references, and track record of displays, the staff recommends approval of an agreement with J&M Displays for the 2025 Clive Festival fireworks displays, with the option to renew for one year thereafter.

Attachments:

1. Resolution Approving Professional Services Agreement with J&M Displays for Clive Festival
2. J&M Displays Agreement

RESOLUTION NO. _____

RESOLUTION APPROVING PROFESSIONAL SERVICES AGREEMENT WITH J&M
DISPLAYS AT CLIVE FESTIVAL

WHEREAS, the City has a need for fireworks display services at Clive Festival; and

WHEREAS, the City desires to obtain professional services to complete and oversee the setup, coordination, and delivery of fireworks display services at Clive Festival;

WHEREAS, J&M Displays is a well-suited and reputable company for the project,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
CLIVE, IOWA:

That the Mayor is hereby authorized and directed to execute the professional services agreement with J&M Displays for fireworks services at Clive Festival.

PASSED AND APPROVED this ____ day of _____, 2025.

By _____
John Edwards, Mayor

ATTEST:

Matthew Graham, City Clerk



FIREWORKS DISPLAY AGREEMENT

THIS AGREEMENT is made and entered into this 13th day of May, 2025, by and between J&M Displays, Inc., an Iowa corporation, having its principal place of business at Yarmouth, Iowa, including its employees, owners, and agents, hereinafter referred to as "Seller", and City of Clive, hereinafter referred to as "Buyer".

Seller shall furnish to Buyer one (1) fireworks display, as per the \$ 16,000.00 program (the "Fireworks Program") submitted to and accepted by the Buyer, and which by reference is made a part hereof as Exhibit A. The display is to take place on the evening of Friday July 18th & Saturday July 19th, 2025 at approximately 10:00 p.m., weather permitting.

IT IS FURTHER UNDERSTOOD AND AGREED BETWEEN THE PARTIES AS FOLLOWS:

I. FIRING OF DISPLAY

- a. Seller agrees to furnish all necessary fireworks display materials and personnel for a professional fireworks display in accordance with the Fireworks Program approved by the Parties. Seller agrees to comply with all local, state, and federal regulations and guidelines pertaining to the storing and displaying of fireworks. Seller, with Buyer's assistance, shall obtain any necessary permits for the fireworks display.
- b. Buyer Agrees to provide:
 - i. Sufficient area for the display, including a minimum spectator set back as determined by Seller;
 - ii. Protection of the display area by roping off or similar facility;
 - iii. Adequate police or security protection to prevent spectators from entering the display area; and
 - iv. Persons to assist in the inspection and cleanup of fireworks debris in the fallout zone of the shoot site at first light in the morning following the display;
- c. The cost and acquisition of any site-specific materials or display restrictions (such as sand or the use of a barge) shall be discussed prior to adoption of this Agreement, and the Party responsible for any such acquisition and cost shall be specifically laid out in the Fireworks Program (Exhibit A).
- d. Buyer understands that its failure to provide an appropriate area for the fireworks display, with requirement minimum setbacks and security, may result in a change to Buyer's display (such as a restriction on the type(s) of products which can be utilized) or a cancellation of the display for safety reasons, at Seller's sole discretion. In such event, if Buyer cannot immediately remedy the setback or security concern prior to the Display time noted above, Buyer remains responsible for the entire purchase price of the display regardless of any limitation or cancellation of the display.

II. PAYMENT. The Buyer shall pay to the Seller (check one of the below options):

- ☐ The sum of \$ _____ as a down payment upon execution of this Agreement. The balance of \$ _____ shall be due and payable within fifteen (15) days after the date of the fireworks display. A service charge of one and one-half percent (1 ½ %) per month shall be added to the unpaid balance if the account is not paid in full with the fifteen (15) days from the date of the display. If this account remains unpaid and is turned over to a collection agency for non-payment, all fees incurred in collecting the balance will be at the Buyer's expense. All returned checks will be assessed a \$30.00 fee.
- ☒ \$ 16,000.00 in full by June 15th, 2025 (70 days prior to the display date). The Buyer will receive 8% prepayment bonus product in this fireworks display.
- ☐ \$ _____ in full by _____ (30 days prior to the display date). The Buyer will receive 5% prepayment bonus product in this fireworks display.

III. LOYALTY PROGRAM

- a. Seller has in place a bonus system for Buyer's who purchase their fireworks displays exclusively from Seller year-to-year. The full terms of Seller's loyalty program have been provided to Buyer with the Program and are available on J&M's website.
- b. Pursuant to Buyer's status in the loyalty program, Buyer will receive an additional ☐ 5% ☐ 10% ☒ 15% (check one) bonus product for this display.

IV. POSTPONEMENT/CANCELLATION

- a. Rain Date: Should inclement weather prevent the firing of the display on the date intended, the Parties agree to a mutually convenient rain date of TBD or another date as agreed to by both Parties. Once display set-up has begun, the determination to cancel the fireworks display because of inclement weather or unsafe weather conditions shall rest within the sole discretion of the Seller, the Authority Having Jurisdiction, and the Seller's lead pyrotechnician.
- b. Except as specifically provided for elsewhere in this Agreement, neither Party will be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes (hereinafter referred to as "Force Majeure"), to the extent beyond the Party's reasonable control: acts of God, accident, riots, public disturbances including but not limited to an active-shooter situation, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, or generalized lack of availability of raw materials or energy.
- c. Disruption of Services due to Covid-19, supply chain disruptions, and public health. Fireworks displays and related events are prone to cancellation due to the ongoing and unforeseeable nature of the Covid-19 pandemic and related health issues, government intervention (such as stay-at-home orders or restrictions on gatherings), and unavailability of supplies and personnel. As such, Seller will work with all customers to ensure a timely and safe display, but due to circumstances outside Seller's and Buyer's control, certain fireworks displays may have to be cancelled or rescheduled with limited notice. Each Party's obligations to perform hereunder will be excused in the case of a Force Majeure Event, which is defined to include (but is not limited to) supply chain disruptions which prevent Seller from obtaining the necessary materials to perform the Display; medical conditions which result in quarantine or similar limitations, or restrictions on travel or congregation in the metropolitan area where the Display is scheduled to be held; and death, serious illness or incapacity of one or more of the display Shoot Team member(s) which renders it impossible, unsafe, or not reasonably practical for the Shoot Team to perform the display.

A governmental or municipal Buyer, who in its discretion and control, acts or adopts a restriction on public gatherings shall not be relieved of its obligations under the Force Majeure provisions of this Agreement. A Buyer who anticipates any such restriction or potential cancellation shall immediately notify and contact Seller to discuss alternative arrangements.

- d. Unless specified above: Displays postponed to an alternate date will be charged and additional 15% of the total contract price for additional expenses incurred in presenting the display on an alternate date; for Displays canceled and not rescheduled within the same calendar year, Seller shall be entitled to 20% of the contract price for out-of-pocket expenses incurred in preparation for the display.

V. INSURANCE and LIMITATIONS OF LIABILITY

- a. Seller agrees to provide, at its expense, general liability insurance coverage in an amount not less than \$10,000,000, and within two (2) weeks prior to the date of the fireworks display, shall submit to Buyer, if requested in writing, a certificate of insurance. All entities listed on the certificate of insurance will be deemed an additional insured. In the event of a claim by Buyer, the applicable deductible shall be paid by the Seller.

The Seller agrees to defend, indemnify, and hold harmless the Buyer and its agents and employees from and against all claims, costs, judgments, damages and expenses, including reasonable attorney's fees that

may or shall arise out of any negligent or wrongful act or omission by the Seller related to the performance of the fireworks for the Buyer. The Buyer agrees to give the Seller prompt notice of any claims or demands and to cooperate with the Seller or its successors in interest or assigns, if any, in the defense of any such claims and/or demands.

- b. Separate from, and in addition to Seller's insurance of the fireworks, Buyer agrees to provide, at its expense, a general liability policy or "special event" insurance coverage, in an amount sufficient to meet or exceed municipality or industry standards and all applicable requirements of local, state, and federal law. For any injury or property claims that may arise during the course of Buyer's event, not arising out of Seller's acts or the performance of the fireworks, Buyer's insurance shall be primary. Buyer agrees to defend, indemnify, and hold harmless the Seller and its agents and employees from and against all such claims, costs, judgments, damages and expenses, including reasonable attorney's fees that may or shall arise out of any negligent or wrongful act or omission by the Buyer or third-parties occurring during the course of Buyer's event.
- c. In no event shall Seller's liability to Buyer arising out of or related to this Agreement, whether arising out of or related to breach of contract, tort (including negligence), or otherwise, exceed the aggregate amount of insurance coverage as described in this section. Notwithstanding any provisions to the contrary, in no event shall either Party be liable to the other, or to any third party, for any loss of use, revenue or profit, or for any consequential, incidental, indirect, exemplary, special, or punitive damages whether arising out of breach of contract, tort (including negligence), or otherwise, regardless of whether such damage was foreseeable and whether or not such party has been advised of the possibility of such damages.

VI. Each Party has read all of the provisions of this Agreement, they understand all of its provisions, and agree to be bound by them. This written contract, and its Exhibits, contains the entire agreement of the Parties and modifies and supersedes all prior agreements or negotiations, all of which are merged into and incorporated into this Agreement. If any provision of this Agreement is held invalid or unenforceable, such invalidity or unenforceability shall not affect the other provisions of this agreement.

VII. Choice of Law, Jurisdiction, and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa without regard to conflict-of-law principles, except as otherwise specifically required for the storing and displaying of fireworks as set forth by State and Federal law. Notwithstanding, the Parties must bring any legal or equitable action or proceeding arising under or related to this Agreement exclusively in the Iowa District Court in and for Des Moines County, Iowa. The Iowa District Court in and for Des Moines County, Iowa shall have exclusive jurisdiction to decide any disputes arising out of or related to this Agreement. Each party knowingly and voluntarily consents to and expressly waives any objection or defense to personal jurisdiction, improper or inconvenient venue, or inconvenient forum in the Iowa District Court in and for Des Moines County, Iowa.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement the day and year first written above.

SELLER

BUYER

BY: Kelm Brueschke

ROLE: Sales Rep/Pyrotechnician

J&M Displays, Inc.

BY: _____

ROLE: _____

ENTITY: _____

Please include the **DISPLAY INFORMATION FORM** with this Agreement so your order is processed accurately.

**Clive Festival
Fireworks Display RFP Response**

**Clive Festival
Fireworks Shows**

**Teaser Show
Friday July 18th, 2025 – 10:00 p.m.**

**Thunder Over Clive
Saturday July 19th, 2025 – 10:00 p.m.**

Prepared By:

Kelm Brueschke
J & M Displays, Inc.
4104 83rd Street
Urbandale, IA 50322

Cell Phone: 515.321.2761
Fax Phone: 515.276.6828
Email: kelmbrueschke@gmail.com

Proposal Details:

Fireworks Company: J&M Displays
18064 170th Avenue, Yarmouth, IA 52660
www.jandmdisplays.com

J&M Displays has been in business since 1980 and conducts shows all over the United States – from Florida to Hawaii. Our main focus is here in the Midwest and most important – the state of Iowa. We hold all licenses necessary from the ATF, DOT and many State and Local jurisdictions to conduct business wherever we shoot fireworks displays. See attached ATF Licenses and Renewal details.

Sales Rep Contact: Kelm Brueschke
Address: 4104 83rd Street, Urbandale, IA 50322
Phone/Email: 515.321.2761 – kelmbrueschke@gmail.com

Kelm has been selling and shooting fireworks since 1991 and has had many customers for more than 20 years. His attention to detail and pride in his work has made him successful in this industry. He is well experienced in many different types of fireworks, pyrotechnics, indoor pyro and special effects shows. He is a Certified Fireworks Operator through the Pyrotechnics Guild International (PGI) as well as a Certified Fireworks Trainer.

Proposals:

In the proposals, you will note that several items are included as “Free Fireworks” for the different incentives offered by our company. They include “Free for Early Pay” of 8% if payment is received 2 months in advance of the show. “Free for Multiple Year Customers” which we will take you to our top level of 15% free for signing with us. And “Free for Customer Satisfaction” which we will extend to first time customers.

Details of Each Show:

Clive Festival – Teaser Show (Friday 7/18/2025 – 4 to 6 Minutes)
Proposing \$4,000 Budget - see attached proposal for details
Includes the following items:
7 - Multi-shot Barrage Cakes -
30 – 2 ½” Shells
42 – 3” Shells
24 – 4” Shells
15 – 5” Shells with 450 shots
2 – 3” 10 Shot Finale Strings
2 – 2 ½” 10 Shot Finale Strings
Price includes 10,000,000 insurance, Professional Shoot Team and all other expenses

Clive Festival – Thunder Over Clive Show (Saturday 7/19/2025 – 13 to 17 Minutes)
Proposing \$12,000 Budget - see attached proposal for details
Includes the following items:
13 - Multi-shot Barrage Cakes with 868 shots
60 – 2 ½” Shells
110 – 3” Shells
80 – 4” Shells
50 – 5” Shells
5 – 3” 10 Shot Finale Strings
5 – 2 ½” 10 Shot Finale Strings
2 – 4” 8 Shot Finale Strings
Price includes 10,000,000 insurance, Professional Shoot Team and all other expenses.

Electronic Firing System:

Both shows will be choreographed, programmed and fired with the Cobra Wireless Firing System.

Insurance:

J&M Displays carries a \$10,000,000 liability coverage policy as well as vehicle insurance, workman's compensation insurance and others. The insurance company is Acrisure Great Lakes Partners from Howell, MI. A certificate with proof of insurance is included in this packet.

Shoot Team:

Lead Shooter: - Kelm Brueschke -PGI Certified, 35 Years Experience
Shooter: Jake Amsden PGI Certified, 15 Years Experience
Shooter: Tony Mosher PGI Certified, 24 Years Experience
Shooter: Adam Davis PGI Certified, 20 Years Experience

References:

Customers

- Sam Bernabe – General Manager Iowa Cubs
 - 515.243.6111
 - samb@iowacubs.com
- Randy Tennison – General Manager – Jordan Creek Town Center
 - 515.224.5000
 - Randy.Tennison@bpretail.com
- Derron Heldt – Director – Prairie Meadows
 - 515.967.1000
 - Derron.Heldt@prairiemedows.com

Des Moines Metro Current Shows

- Iowa Cubs – all Friday Night Fireworks and Holiday Shows
- Jordan Creek Town Center – Summer Show & Christmas Tree Lighting Show
- Prairie Meadows – July 3rd Show
- City of Waukee – July 4th Show
- Des Moines Golf & Country Club – July 4th Show
- Riverview Park – 4th of July Show
- Wakonda Club – July 4th Show
- Hyperion Club – July 4th Show
- City of Windsor Heights – July 4th Show
- City of Urbandale – July 4th Show
- City of Waukee – July 4th Show
- Napa Valley Homeowners Association – July 4th Show
- Des Moines Symphony – July 4th Show
- City of Ankeny – Ankeny Summerfest Show
- City of Norwalk – July 4th Show
- City of West Des Moines – July 4th Show & a couple other shows each year
- Several Other Shows throughout the year

Kelm Brueschke – PGI Certified Shooter Card - Expires 14 June 2027



PGI
PYROTECHNICS GUILD INTERNATIONAL

PGI DISPLAY
OPERATOR COURSE

Kelm Brueschke
Certified Display Operator

Valid through June 14 , 2027

Pyrotechnics Guild International, Inc.

KELM BRUESCHKE



has successfully completed a Display Fireworks Shooters Safety Certification Program. This program requires attendance at lectures and demonstrations, a passing score on a written examination and documented shooting experience.

9/17/99
Date
Ed Vanasek
Ed Vanasek, PGI® Sec.-Treasurer

Performance by the holder of this certificate is beyond the control of the PGI and this organization makes no warranty as to the holder's future performance.

Jake Amsden – PGI Certified Shooter Card - Expires 6 June 2027



PGI
PYROTECHNICS GUILD INTERNATIONAL

PGI DISPLAY
OPERATOR COURSE

Jake T. Amsden
Certified Display Operator

Valid through June 6, 2027

Insurance Certificate - \$10,000,000.00 Coverage



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/31/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Acrisure Great Lakes Partners Insurance Services 223 West Grand River Ave #1 Howell MI 48843	CONTACT NAME:	
	PHONE (A/C, No, Ext): 216-658-7100	FAX (A/C, No): 216-658-7101
INSURED J & M Displays, Inc. 18064 170th Avenue Yarmouth IA 52660	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Everest Denali Insurance Company	
	INSURER B: AXIS Surplus Insurance Company	
	INSURER C: James River Insurance Company	
	INSURER D: Arch Specialty Ins Co	
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 860379934

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☒ PROJECT ☐ LOC OTHER:			P0000004658	1/15/2025	1/15/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS NON-OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY			S18CA00033-251	1/15/2025	1/15/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$			UXP1057616-00	1/15/2025	1/15/2026	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Excess Liability #2			P-001-000063943-07	1/15/2025	1/15/2026	Each Occ/Aggregate Total Limits \$5,000,000 \$10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement or permit.

FIREWORKS DISPLAY DATE: July 18 & July 19, 2025

LOCATION OF EVENT: empty field north of Clive Aquatic Center

ADD'L INSURED: The City of Clive, Iowa, its employees, volunteers, officers, elected officials, partners, subsidiaries, divisions & affiliates, event sponsors & landowners as their interest may appear in relation to this event

CERTIFICATE HOLDER

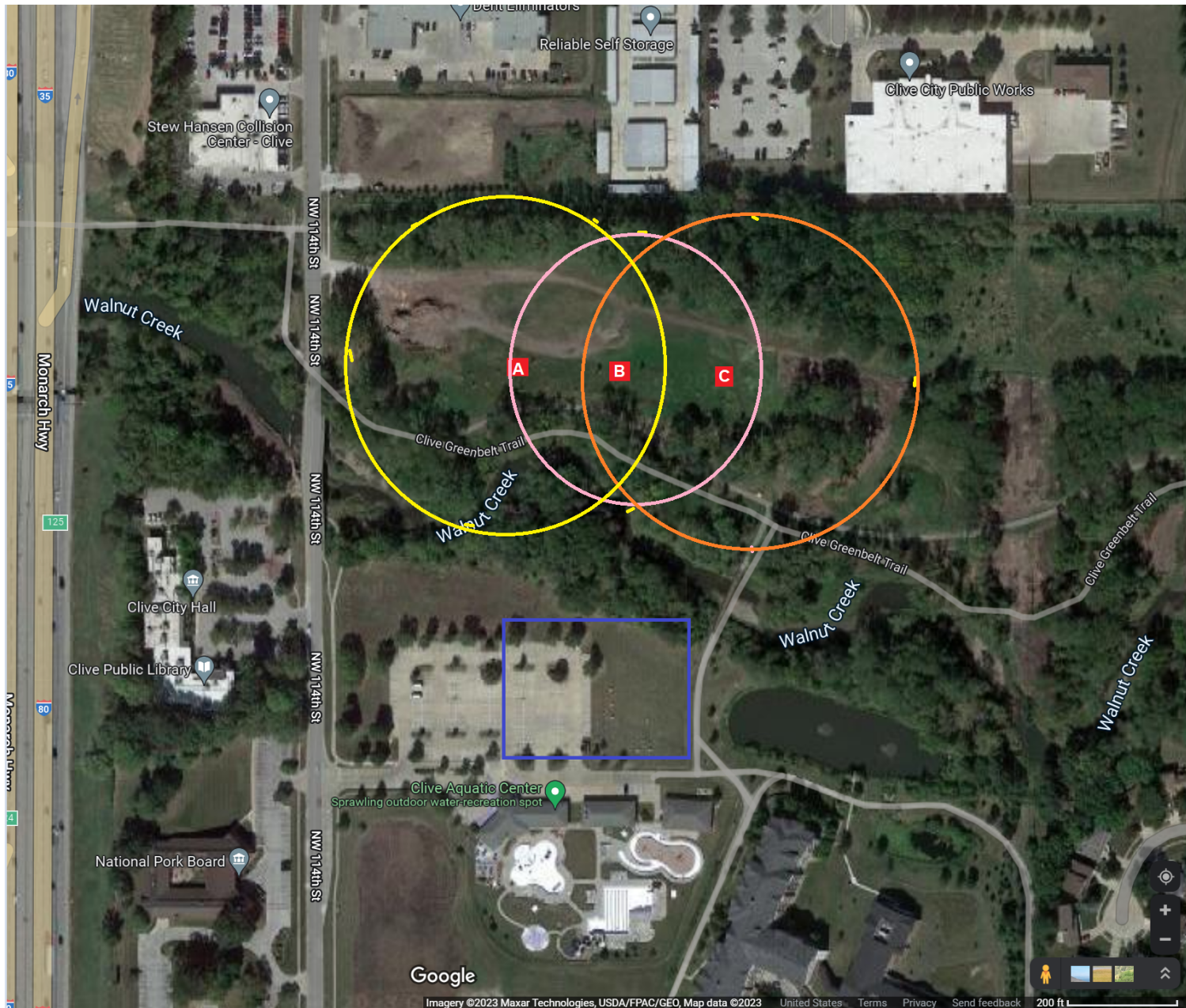
CANCELLATION

City of Clive 1900 NW 114th Street Clive IA 50325 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---

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ACORD 25 (2016/03)

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2023 Clive Festival Fireworks Displays
 7/21/2023 - Teaser Show
 7/22/2023 - Thunder Over Clive

Site Layout Plan

Fireworks Locations

- A** 2 1/2", 3", 4" & 5" Shells
- B** 2 1/2", 3", 4" Shells
2 1/2", 3", 4" Finales
- C** 2 1/2", 3", 4" & 5" Shells

Fallout Safety Zones

- B** 280' in all directions
- C** 350' in all directions
- A** 350' in all directions

Audience

J & M Displays – ATF License
Expires October 1st, 2024
Renewal In Process – See letter below

U.S. Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives

Federal Explosives License/Permit
(18 U.S.C. Chapter 40)

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

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

License/Permit
Number

5-IA-057-50-4K-00054

Chief, Federal Explosives Licensing Center (FELC)

Expiration
Date

October 1, 2024

Name

J & M DISPLAYS INC

Premises Address (Changes? Notify the FELC at least 10 days before the move.)

**18064 170TH AVE
YARMOUTH, IA 52660-9772**

Type of License or Permit

50-MANUFACTURER OF EXPLOSIVES

Purchasing Certification Statement

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

Mailing Address (Changes? Notify the FELC of any changes.)

**J & M DISPLAYS INC
18064 170TH AVE
YARMOUTH, IA 52660-9772**

Licensee/Permittee Responsible Person Signature

Position Title

Printed Name

Date

Previous Edition is Obsolete

J & M DISPLAYS INC:18064 170TH AVE,52660-9772 5-IA-057-50-4K-00054 October 1, 2024 50-MANUFACTURER OF EXPLOSIVES

ATF Form 5400.14/5400.15 Part 1
Revised September 2011

Federal Explosives License (FEL) Customer Service Information

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

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

ATF Homepage: www.atf.gov

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

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

(Continued on reverse side)

Cut Here >>

Federal Explosives License/Permit (FEL) Information Card

License/Permit Name: **J & M DISPLAYS INC**

Business Name:

License/Permit Number: **5-IA-057-50-4K-00054**

License/Permit Type: **50-MANUFACTURER OF EXPLOSIVES**

Expiration: **October 1, 2024**

Please Note: Not Valid for the Sale or Other Disposition of Explosives.



DEPARTMENT OF JUSTICE

Bureau of Alcohol, Tobacco,
Firearms and Explosives

Martinsburg, WV 25405

September 30, 2024

J & M DISPLAYS INC
18064 170TH AVE
YARMOUTH, IA 52660-9772

901090: MH/SJI
5400
File Number: 5-IA-00054

Premises Address: 18064 170TH AVE YARMOUTH, IA 52660-9772

Dear Sir/Madam:

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

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

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

Please direct questions or concerns regarding this letter to Joie Inman at 304-616-4442.

Sincerely,

Chief, Federal Explosives Licensing Center

ATF web address: www.atf.gov



Memo

TO: Mayor and Council members

FROM:

DATE: July 10, 2025

RE: Resolution Approving Professional Services Agreement with
Knockerball 118 for Clive Festival Bounce Houses

SYNOPSIS:

The Recreation Team recently conducted an RFP process to select a Clive Festival bounce houses vendor. RFPs were received from the following:

Knockerball 118 (Polk City, Iowa)
J&P Party Rentals (Ankeny, Iowa)

After the RFP process was complete, Jeff Lucas, Recreation Manager, conducted interviews with each vendor.

The City has a unique vendor agreement. Traditionally, we (City) do not pay the vendor for their services. The vendor has earned their revenue/profit from the selling of admission wristbands on their own accord. The City has done so simply due to the City's capacity to sell wristbands and encourage the vendor(s) to operate on their own. This is a unique arrangement that limits the number of vendors that will submit an RFP.

Knockerball 118 is comfortable with this process and has delivered on this type of agreement in the past.

J&P Party Rentals would not guarantee what equipment we would have on-site. If a show/event came up that would guarantee them up-front funds, they would prioritize that show.

For that reason, and since we've been pleased with Knockerball 118, staff recommend approval of an agreement with Knockerball 118 for the 2025 Clive Festival bounce houses, with the option to renew for one year thereafter.

Attachments:

1. Resolution Approving Professional Services Agreement with Knockerball 118 for Clive Festival
2. Independent Contractor Agreement (Clive Festival Bounce Houses - Knockerball 118) 2025

RESOLUTION NO. _____

RESOLUTION APPROVING PROFESSIONAL SERVICES AGREEMENT WITH
KNOCKERBALL 118 FOR BOUNCE HOUSE SERVICES AT CLIVE FESTIVAL

WHEREAS, the City has a need for bounce house services at Clive Festival; and

WHEREAS, the City desires to obtain professional services to complete and oversee the setup, coordination, and delivery of bounce house services at Clive Festival;

WHEREAS, Knockerball 118 is well-suited for the project and the City has been pleased with past performance at other programs and events;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
CLIVE, IOWA:

That the Mayor is hereby authorized and directed to execute the professional services agreement with Knockerball 118 for bounce house services at Clive Festival.

PASSED AND APPROVED this ____ day of _____, 2025.

By _____
John Edwards, Mayor

ATTEST:

Matthew Graham, City Clerk



AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES

This Agreement for Independent Contractor Services (Agreement) is made and entered into by and between the City of Clive (City) and Knockerball 118 (Contractor) with an address of 435 East Pine Ridge Drive, Polk City, Iowa 50226. City agrees to engage the services of Contractor and the Contractor agrees to perform services upon the terms and conditions of this Agreement.

SERVICES

Contractor and City have agreed to the following:

1. Contractor will recruit, staff, provide, and supervise bounce house equipment on behalf of the City at Clive Festival located at Greenbelt Landing Area, generally located at 1801 NW 114th Street, Clive, Iowa 50325.
2. Contractor will provide necessary staffing and also supervise, train, and orient any volunteers provided by the City.'
3. Dates of Service (weather permitting).
 - a. Friday, July 18, 2025
 - i. 5:30-9:15pm
 - b. Saturday, July 19, 2025
 - i. 5:00-9:15pm
 - c. Note: Fireworks displays will begin at 9:30pm both evenings.
4. Setup for each date/time listed above shall be completed no later than 30 minutes prior to start time.
5. City shall be responsible for creating a fenced area where all bounce houses should operate from within. One point of entry/exit will be created to allow the Contractor appropriate space to sell admission wristbands.
 - a. Wristband Pricing:
 - i. \$15 per evening (dates/times listed above)
6. City agrees to provide sufficient power supply to operate up to eight (8) pieces of equipment with blowers.

COMMUNICATION

Contractor will communicate primarily with Jeff Lucas, Recreation Manager, or Jon Gibbs, Recreation Coordinator, or their designee as the primary contact from City.

TERM & TERMINATION

The term of this Agreement shall commence upon execution of this Agreement and shall terminate upon the completion of the Services by Contractor, which will be approximately July 20, 2025 unless the term is extended by written consent of the parties or is earlier terminated by either party providing thirty (30) days prior written notice of termination to the other party. Upon termination, Contractor will stop its work in an orderly manner as soon as practical. City agrees to pay Contractor for all Services provided through the date of termination.

CONTRACT RENEWAL

The proposed contract length is for one event (Friday, July 18-Saturday, July 19, 2025). A one-year contract renewal will be offered to Contractor provided pricing and terms for any 2026 services are the same as herein, and the service level is satisfactory. The one-year contract renewal must be in written form and agreed to by both Contractor and City.

FEES, CHARGING, BILLING, & PAYMENT

Contractor agrees to provide services at no cost to the City, provided all admission wristband sales are those of the Contractor. City will not share in any proceeds or revenue from admission wristband sales.

INDEPENDENT CONTRACTOR

It is understood that in connection herewith, Contractor shall be acting as an independent contractor and shall act only in the capacity of Contractor and not as employee, officer, or agent of City and will not be deemed for any purpose to be an employee of City. Neither party shall be authorized to commit or bind the other party in any manner. Contractor shall have no power or right to incur liabilities or obligations for, on behalf of, or in the name of the City. City shall not be liable to Contractor for any expenses Contractor incurs unless otherwise agreed to in writing by the City. Contractor is not eligible for, nor entitled to, and shall not participate in any of City's pension, health, or other fringe benefits plans.

1. Contractor will perform a service to the citizens of Clive that would otherwise not be performed.
2. Contractor will have full authority to hire and supervise assistants and to purchase and use his/her own equipment in providing service.
3. Contractor may provide similar services for other Cities or citizens.
4. This relationship will end upon completion of services.

Contractor will be responsible for paying all taxes incurred by the Contractor in connection with the services provided herein. City will not be responsible for unemployment compensation or workers' compensation for the Contractor.

The City will report payments to the Contractor to the IRS as required by law. The Contractor will provide IRS form W-9 (if applicable) to the City when this Agreement is signed. If Contractor is unable to perform services required by this Agreement, Contractor will notify City at the earliest possible time.

INDEMNITY

Each party agrees to indemnify and hold the other party, and each of their officers, directors, employees, agents, contractors, and representatives harmless from and against any and all losses, claims or damages (including reasonable attorney's fees and expenses) arising out of or relating to this Agreement

ASSIGNMENT

This Agreement shall be binding upon each party. Neither party shall sell, assign, or subcontract any right or obligation hereunder without the prior written consent of the other party.

NOTICES

Any notices required or permitted hereunder shall be deemed given if contained in a written instrument delivered at the address set forth below.

SEVERABILITY

If any of the provisions of this Agreement are held to be invalid or unenforceable, the validity, legality and enforceability of the remaining provisions of this Agreement shall not in any way be affected or impaired thereby.

ENTIRE AGREEMENT

This Agreement constitutes the entire agreement with respect to its subject matter. This agreement cannot be amended, modified or supplemented in any respect except by subsequent written agreement entered into by the parties.

GOVERNING LAW

This Agreement has been executed and delivered in the State of Iowa and the interpretation thereof shall be governed by the laws of the State of Iowa.

DISCRIMINATION

The Contractor, in performance of their service for City, shall comply with the City of Clive Anti-Discrimination Policy.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the ____ day of _____, _____.

Mayor of Clive, Iowa**Independent Contractor**

Print: _____

Print: _____

Sign: _____

Sign: _____

Title: _____

1900 NW 114th Street
Clive, Iowa 50325

Address: _____

SSN/FEIN: _____



Memo

TO: Mayor and Council members

FROM: Elizabeth Hansen, Director of Administrative Services

DATE: July 10, 2025

RE: Approve Purchase - NeoGov Onboarding Module - \$5,943.85 Yr 1, \$6,241.04 Yr 2, and \$6,553.09 Yr 3

SYNOPSIS:

After working with the NeoGov Onboarding Module in 2023 and 2024, the Human Resources staff is recommending the purchase of the NeoGov Onboarding software module for another three years. It has been extremely beneficial during the seasonal staff on-boarding process that the electronic means of tracking all the employment documents is necessary for timely on-boarding and payroll processing. For many seasonal employees, working a summer job at the Clive Parks and Recreation Department is their first employment experience, requiring additional employee education and training to complete the mandated employment documentation.

The On-Boarding module has welcomed new employees to a visual online experience with fillable forms, short instruction videos, and training opportunities. At any time, Human Resources or a supervisor can view the progress of the new employee with their onboarding assignments.

The current NeoGov Insight application management system feeds right into On-Boarding for an efficient transition from the individual being an applicant to becoming an employee, saving time and money. Staff is no longer tracking down documents, sending emails and texts, and talking to parents regarding required employment documents. This purchase was part of a process improvement for the 2023 seasonal hires and continues to get better and better. We added several training and paperwork parties to improve the seasonal employment experience.

The human resources staff recommends the purchase of the NeoGov On-Boarding software module with a 3-year agreement. The first-year license is a 10% increase to \$5,943.85. The second-year expenses would be a 5% increase to \$6,241.04, and the third year would be an additional 5% increase to \$6,553.09. Along with enhancing the onboarding experience of new employees, the software will save staff time and money.

In this challenging job market, organizations need to put their best foot forward to create an onboarding experience that new employees will share positively with others. The City is making great efforts throughout the organization to create an image that will attract talent and skill sets to serve our residents and visitors for years to come.

Attachments:

1. NeoGov Onboard - 3 YR Agreement

THIS IS NOT AN INVOICE

Contract Records		Order Details	
Account Number:	A-622096	Order #:	Q-392497
Customer:	Clive, City of (IA)	Valid Until:	9/26/2025
Effective Employee Count:	203		
Sales Rep:	Salesforce Administrator		

Customer Contact		Shipping Contact	
Billing Contact:	Clive, City of (IA) Elizabeth Hansen	Shipping Contact :	Clive, City of (IA) Elizabeth Hansen
Billing Address:	1900 NW 114th St Clive, IA 50325-7077	Shipping Address:	1900 NW 114th St Clive, IA 50325-7077
Billing Contact Email:	ehansen@cityofclive.com	Shipping Contact Email:	ehansen@cityofclive.com
Billing Phone:	(515) 223-6220	Shipping Phone:	(515) 223-6220

Payment Terms		Notes:
Payment Term:	Net 60	
PO Number:		

Subscription Service

September 2025

Item	Type	Start Date	End Date	Qty.	License Type	Total (USD)
Onboard Subscription	Recurring	9/26/2025	9/25/2026	203	Employee Based	\$5,943.85
September 2025 TOTAL:						\$5,943.85

September 2026

Item	Type	Start Date	End Date	Qty.	License Type	Total (USD)
Onboard Subscription	Recurring	9/26/2026	9/25/2027	203	Employee Based	\$6,241.04
September 2026 TOTAL:						\$6,241.04

September 2027

Item	Type	Start Date	End Date	Qty.	License Type	Total (USD)
Onboard Subscription	Recurring	9/26/2027	9/25/2028	203	Employee Based	\$6,553.09
September 2027 TOTAL:						\$6,553.09

				Total:	\$18,737.98
--	--	--	--	---------------	-------------

This price does NOT include any sales tax. Total in USD

Additional Terms and Conditions

License Terms: Enterprise license denotes that Customer has purchased an enterprise wide license up to the employee count specified above. User based license denotes that Customer has purchased the number of licenses set forth in the quantity column. Item count denotes the number of items that Customer has licensed as set forth in the quantity column.

Payment Terms: All invoices issued hereunder are **due upon the invoice due date**. If the Order is for a period longer than one year, the fees for the first period shown shall be invoiced immediately and the fees for future years/periods shall be invoiced annually in advance of each 12 month period shown on the Order, but regardless of the billing cycle, Customer is responsible for the fees for the entire Order. The fees set forth in this Service Order are exclusive of all applicable taxes, levies, or duties imposed by taxing authorities and Customer shall be responsible for payment of any such applicable taxes, levies, or duties. All payment obligations are non-cancellable, and all fees paid are non-refundable. Payment for services ordered hereunder shall be made to Governmentjobs.com, Inc., (D/B/A NEOGOV).

Terms & Conditions: This Order Form creates a legally binding contract on the parties. Unless otherwise agreed in a written agreement between GovernmentJobs.com, Inc. (D/B/A/ NEOGOV), parent company of PowerDMS, Inc., Cuehit, Inc., Ragnasoft LLC (D/B/A/ PlanIT Schedule), and Design PD, LLC (D/B/A Agency360) (collectively, "**NEOGOV**") and Customer, this Order Form and the services to be furnished pursuant to this Order Form are subject to the terms and conditions set forth here: <https://www.neogov.com/service-specifications>. The Effective Date (as defined in the terms and conditions) shall be the Subscription Start Date.

Special Condition:

Your signature below constitutes acceptance of terms herein and contractual commitment to purchase the items listed above.

Accepted and Agreed By: **Clive, City of (IA)**

Signed By NEOGOV:

Signature:

Signature:

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

THE INFORMATION AND PRICING CONTAINED IN THIS ORDER FORM IS STRICTLY CONFIDENTIAL



Memo

TO: Mayor and Council members

FROM: Amanda Grutzmacher, Senior Planner

DATE: July 10, 2025

RE: Resolution Setting Public Hearing (8/14/2025 - 6:00 p.m.) - Ordinance Amendment Regarding Variances

SYNOPSIS:

On April 25, 2025, Governor Reynolds signed into law House File 652, an Act concerning county and city regulation of real property and the powers granted to a board of adjustment. The state legislation requires replacement of "unnecessary hardship" with "practical difficulties" in the standards for granting a variance. Staff has requested an opinion from the city attorney. Training for the Clive Board of Adjustment will be scheduled and the variance application updated consistent with the new state requirements following receipt of the attorney opinion.

Staff recommends approval of the attached resolution setting public hearing for August 14, 2025. Contact Amanda at 515-223-6221 or agrutzmacher@cityofclive.com if you have questions or need additional information prior to the meeting.

Attachments:

1. Resolution Setting Public Hearing ZO BOA Practical Difficulties

RESOLUTION NO. _____

RESOLUTION SETTING DATE OF PUBLIC HEARING TO CONSIDER AMENDING
PROVISIONS OF THE ZONING ORDINANCE OF THE CITY OF CLIVE, IOWA,
REGARDING REGULATIONS ASSOCIATED WITH VARIANCES

WHEREAS, the City Council of the City of Clive, Iowa (the “City”) desires to consider certain amendments to the Zoning Ordinance (“the Zoning Ordinance”) of the City of Clive Code of Ordinances regarding the regulation associated with variances; and

WHEREAS, it is the desire of the City Council that the proposed amendments to the Zoning Ordinance be considered by the Clive Planning and Zoning Commission and that such Commission file its report with the City Council prior to the time established herein for public hearing on said proposed amendments; and

WHEREAS, a public hearing upon the proposed amendments to the Zoning Ordinance should be held and a time and place for hearing thereon should be fixed.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

1. That a public hearing be held by the Clive City Council on the proposed amendments to the Zoning Ordinance, at the Clive City Hall, 1900 N.W. 114th Street, Clive, Iowa, at 6 p.m. on August 14, 2025, at which time the City Council will consider any objections to the proposed amendments and will hear all interested persons.
2. That the Mayor and Clerk be and hereby are authorized and instructed to give Notice of said public hearing, as required by law.
3. That the Planning and Zoning Commission be and is hereby directed to consider said proposed amendments to the Zoning Ordinance and to file its report with the City Council prior to the time of said public hearing.

PASSED AND APPROVED THIS ____ of _____. 2025.

CITY OF CLIVE, IOWA

By: _____
John Edwards, Mayor

ATTEST:

Matthew Graham, City Clerk



Memo

TO: Mayor and Council members

FROM: Matthew Graham, City Clerk

DATE: July 10, 2025

RE: Resolution Approving Nuisance Abatement - 2184 NW 141st Street - Mowing

SYNOPSIS:

Whereas the necessary action has been taken to abate a public nuisance caused by a dense overgrowth of grasses/weeds, at the property referenced in Exhibit A. And whereas the City incurred costs for such actions, now therefore staff recommends approval of this resolution to levy assessment for the costs of the public nuisance abatement.

Attachments:

1. Resolution
2. Assessment Schedule

RESOLUTION LEVYING ASSESSMENTS FOR COSTS OF NUISANCE ABATEMENT
AND PROVIDING FOR PAYMENT THEREOF

WHEREAS, pursuant to its powers and duties as set out in Chapter 364 of the Code of Iowa, the City of Clive, after the property owner's(s') failure upon being given notice and opportunity to cure, has performed required action to abate the public nuisance under Section 5-6-2(1, H and/or I) of the Clive Code of Ordinances and now seeks, as provided in Section 364.12 of the Code of Iowa, to assess the costs of such action against the property(s) set out on the attached schedule for collection in the same manner as a property tax.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

1. That the attached schedule is hereby approved and adopted with the amounts shown thereon assessed and levied against such property for collection in the same manner as a property tax.
2. That said assessment shall be payable in one installment due on July 1, 20____ without interest. Said assessment shall be payable at the office of the Clive City Clerk, in full or in part and without interest within thirty (30) days after the first publication of the Notice to Property Owner of Filing of the Schedule of Assessments.
3. That the City Clerk be and is hereby directed to certify said schedule to the County Treasurer, and to publish notice of said certification once each week for two consecutive weeks in a newspaper printed wholly in the English language, published in Clive, Iowa, and of general circulation in Clive, Iowa, the first publication of said notice to be made within fifteen (15) days from the approval of this resolution by the Clive City Council, and the City Clerk shall send by regular mail to the property owner whose property is subject to assessment a copy of said notice, said mailing to be on or before the date of the second publication of the notice, all as provided and directed by Section 384.60 of the Code of Iowa.

PASSED AND APPROVED this ____ day of _____, 2025.

By: _____
John Edwards, Mayor

ATTEST:

Matthew D. Graham, City Clerk

**City of Clive
Assessment Schedule
Polk County**

[illegible]



Memo

TO: Mayor and Council members

FROM: Kelly Rivera, Administrative Specialist

DATE: July 10, 2025

RE: Resolution Accepting 1st Amendment to Overland Flowage and Private Storm Sewer Easement for Shadow Creek Plat 6, Lot 61 - 18190 Tanglewood Drive

SYNOPSIS:

The owners of 18190 Tanglewood Drive have requested approval to install a fence within the Overland Flowage and Private Storm Sewer Easement on the subject property. Staff has reviewed the request and determined that the fence should not have a negative impact on said easement.

In accordance with the staff requirement, the property owners have executed the attached First Amendment to Overland Flowage and Private Storm Sewer Easement which outlines additional responsibilities associated with the improvement within the easement area. Staff would recommend that Council approve the document so that it can be recorded with the county.

Please feel free to contact me prior to the meeting at krivera@cityofclive.com or at (515) 223-6221 if you have any questions or concerns.

Attachments:

1. Resolution Accepting 1st Amendment to Overland Flowage and Private Storm Sewer Easement for Shadow Creek Plat 6, L

RESOLUTION NO. _____

RESOLUTION ACCEPTING
FIRST AMENDMENT TO OVERLAND FLOWAGE AND
PRIVATE STORM SEWER EASEMENT FOR
LOT 61 IN SHADOW CREEK PLAT 6
18190 TANGLEWOOD DR

WHEREAS, the owners of Lot 61 in Shadow Creek Plat 6 in the City of Clive, Iowa (the “Property”) have submitted to the City of Clive a First Amendment to Overland Flowage and Private Storm Sewer Easement to permit the installation of a fence within the easement area on the Property; and

WHEREAS, City desires to accept the First Amendment to Overland Flowage and Private Storm Sewer Easement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That the First Amendment to Overland Flowage and Private Storm Sewer Easement (“First Amendment”) regarding Lot 61, Shadow Creek Plat 6, is hereby accepted and approved by the City Council of the City of Clive, that the Mayor is hereby authorized to execute such First Amendment on behalf of the City, and the City Clerk to attest to his signature, and that the City Clerk is hereby authorized and directed to file the First Amendment with the Dallas County Recorder.

PASSED AND APPROVED this ____ day of July 2025.

By:

John Edwards, Mayor

ATTEST:

Matthew D. Graham, City Clerk

Preparer Information: Kelly Rivera, 1900 NW 114th ST, Clive, Iowa 50325 Phone (515) 223-6221
Return to: Matthew D. Graham, City Clerk, City of Clive, 1900 NW 114th ST, Clive, Iowa 50325 (515) 223-6220

**FIRST AMENDMENT TO OVERLAND FLOWAGE AND
PRIVATE STORM SEWER EASEMENT**

This First Amendment to Overland Flowage and Private Storm Sewer Easement ("First Amendment") is entered into by and between Jesse Snyder and Amy Snyder ("Property Owners") and the City of Clive, Iowa, a municipal corporation (hereinafter called "City").

WHEREAS, Property Owners own that property legally described as:

Lot 61 of Shadow Creek Plat 6 (18190 Tanglewood DR), an Official Plat, now included in and forming a part of the City of Clive, Dallas County, Iowa ("Property").

WHEREAS, Shadow Creek VI, LLC, an Iowa corporation, a predecessor in title to the Property Owners, granted that certain Overland Flowage and Private Storm Sewer Easement, dated September 21, 2021 recorded on September 29, 2021, in Book 2021, Page 28705, in the real property records of Dallas County, Iowa (the "Easement") to the City, which prohibited the erection of any structure within the easement area.

WHEREAS, the Property Owners desire to install a fence on the Property, which encroaches into the easement area, and the City has agreed to consent to the installation of the fence within the easement area, subject to the conditions set forth in Section 2 of this Amendment.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants herein contained, the parties hereto do hereby agree as follows:

1. **CITY CONSENT TO INSTALLATION OF FENCE.** The Easement prohibits Property Owners from locating any structure under, over, on, through, across or within the Easement Area without obtaining the prior written consent of the City. Property Owners desire to install a fence within the easement area. The City hereby consents to the installation of the fence which is located within the Easement Area, provided that the Property Owners install and maintain the fence such that it does not impede the flow of storm/surface water within the easement area.

2. MAINTENANCE AND LIABILITY. The Property Owners acknowledge and agree that in the event that the City exercises its rights under the Easement, including the rights to construct, reconstruct, repair, replace, enlarge, inspect and maintain the area, the City's duty of restoration for the easement area shall be limited to grading and replacing grass. In no event shall the City be responsible for any reconstruction, replacement, repair or maintenance of the fence or any improvements or structure located within the easement area.

Additionally, the Property Owners acknowledge and agree that the fence's lowest horizontal member shall be a minimum of 4" above grade or shall be open style to allow the conveyance of storm water through the easement. A gate shall be placed within the easement on east side of the property and shall not be blocked with landscaping, etc. The gates shall swing inward and remain unlocked to allow staff access.

3. NO OTHER CHANGE. Except as amended herein, each and every term, condition, warranty and provision of the Easement shall remain in full force and effect, and such are hereby ratified, confirmed and approved by the parties hereto.

4. RUNS WITH THE LAND. This First Amendment shall be deemed to run with the land and shall be binding on the Property Owners and on the Property Owners' heirs, successors and assigns.

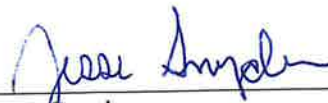
5. APPROVAL BY CITY COUNCIL. This First Amendment shall not be binding until it has received the final approval and acceptance by the City Council by Resolution which approval and acceptance shall be noted on this First Amendment by the City Clerk.

The Property Owner does HEREBY COVENANT with the City that (i) the Property Owners hold said real estate described in this First Amendment by title in fee simple; (ii) that the Property Owners have good and lawful authority to convey the same; and (iii) the Property Owners covenant to WARRANT AND DEFEND the said premises against the claims of all persons whomsoever.

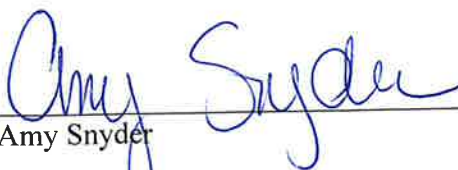
Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

Signed this 25th day of June 2025.

PROPERTY OWNERS



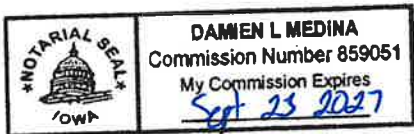
Jesse Snyder



Amy Snyder

STATE OF IOWA)
) SS
COUNTY OF Dallas)

On this 25 day of June 2025, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Jesse Snyder to me known to be the identical person named in and who executed the foregoing instrument and acknowledged that the person executed the instrument as the voluntary act of the person.



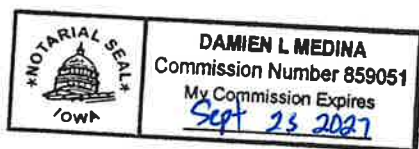


Notary Public in and for the
State of Iowa

My Commission expires Sept 23 2025

STATE OF IOWA)
) SS
COUNTY OF Dallas)

On this 25 day of June 2025 before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Amy Snyder to me known to be the identical person named in and who executed the foregoing instrument and acknowledged that the person executed the instrument as the voluntary act of the person.





Notary Public in and for the
State of Iowa

My Commission expires Sept 23 2027

CITY OF CLIVE

By: _____
John Edwards, Mayor

Attest:

Matthew D. Graham
City Clerk

STATE OF IOWA)
) SS
COUNTY OF POLK)

On this ____ day of July 2025, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared John Edwards and Matthew D. Graham, 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 Clive, 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 10th day of July, 2025, and that John Edwards and Matthew D. Graham 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 _____



Memo

TO: Mayor and Council members

FROM: Kelly Rivera, Administrative Specialist

DATE: July 10, 2025

RE: Resolution Accepting 1st Amendment to Overland Flowage and Private Storm Sewer Easement for Shadow Creek Plat 7, Lot 32 - 17649 Hammontree Drive

SYNOPSIS:

The owners of 17649 Hammontree Drive have requested approval to install a fence within the Overland Flowage and Private Storm Sewer Easement on the subject property. Staff have reviewed the request and determined that the fence should not have a negative impact on said easement.

In accordance with the staff requirement, the property owners have executed the attached First Amendment to Overland Flowage and Private Storm Sewer Easement which outlines additional responsibilities associated with the improvement within the easement area. Staff would recommend that Council approve the document so that it can be recorded with the county.

Please feel free to contact me prior to the meeting at krivera@cityofclive.com or at (515) 223-6221 if you have any questions or concerns.

Attachments:

1. Resolution Accepting 1st Amendment to Overland Flowage and Private Storm Sewer Easement for Shadow Creek Plat 7,

RESOLUTION NO. _____

RESOLUTION ACCEPTING
FIRST AMENDMENT TO OVERLAND FLOWAGE AND
PRIVATE STORM SEWER EASEMENT FOR
LOT 32 IN SHADOW CREEK PLAT 7
17649 HAMMONTREE DR

WHEREAS, the owners of Lot 32 in Shadow Creek Plat 7 in the City of Clive, Iowa (the “Property”) have submitted to the City of Clive a First Amendment to Overland Flowage and Private Storm Sewer Easement to permit the installation of a fence within the easement area on the Property; and

WHEREAS, City desires to accept the First Amendment to Overland Flowage and Private Storm Sewer Easement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That the First Amendment to Overland Flowage and Private Storm Sewer Easement (“First Amendment”) regarding Lot 32, Shadow Creek Plat 7, is hereby accepted and approved by the City Council of the City of Clive, that the Mayor is hereby authorized to execute such First Amendment on behalf of the City, and the City Clerk to attest to his signature, and that the City Clerk is hereby authorized and directed to file the First Amendment with the Dallas County Recorder.

PASSED AND APPROVED this 10th day of July 2025.

By:

John Edwards, Mayor

ATTEST:

Matthew D. Graham, City Clerk

Preparer Information: Kelly Rivera, 1900 NW 114th ST, Clive, Iowa 50325 Phone (515) 223-6221
Return to: Matthew D. Graham, City Clerk, City of Clive, 1900 NW 114th ST, Clive, Iowa 50325 (515) 223-6220

**FIRST AMENDMENT TO OVERLAND FLOWAGE AND
PRIVATE STORM SEWER EASEMENT**

This First Amendment to Overland Flowage and Private Storm Sewer Easement ("First Amendment") is entered into by and between Leah Hoppe and Chase Young ("Property Owners") and the City of Clive, Iowa, a municipal corporation (hereinafter called "City").

WHEREAS, Property Owners own that property legally described as:

Lot 32 of Shadow Creek Plat 7 (17649 Hammontree DR), an Official Plat, now included in and forming a part of the City of Clive, Dallas County, Iowa ("Property").

WHEREAS, Shadow Creek V, LLC, an Iowa corporation, a predecessor in title to the Property Owners, granted that certain Overland Flowage and Private Storm Sewer Easement, dated August 19, 2022 recorded on August 29, 2022, in Book 2022, Page 18898, in the real property records of Dallas County, Iowa (the "Easement") to the City, which prohibited the erection of any structure within the easement area.

WHEREAS, the Property Owners desire to install a fence on the Property, which encroaches into the easement area, and the City has agreed to consent to the installation of the fence within the easement area, subject to the conditions set forth in Section 2 of this Amendment.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants herein contained, the parties hereto do hereby agree as follows:

1. **CITY CONSENT TO INSTALLATION OF FENCE.** The Easement prohibits Property Owners from locating any structure under, over, on, through, across or within the Easement Area without obtaining the prior written consent of the City. Property Owners desire to install a fence within the easement area. The City hereby consents to the installation of the fence which is located within the Easement Area, provided that the Property Owners install and maintain the fence such that it does not impede the flow of storm/surface water within the easement area.

2. MAINTENANCE AND LIABILITY. The Property Owners acknowledge and agree that in the event that the City exercises its rights under the Easement, including the rights to construct, reconstruct, repair, replace, enlarge, inspect and maintain the area, the City's duty of restoration for the easement area shall be limited to grading and replacing grass. In no event shall the City be responsible for any reconstruction, replacement, repair or maintenance of the fence or any improvements or structure located within the easement area.

Additionally, the Property Owners acknowledge and agree that the fence's lowest horizontal member shall be a minimum of 4" above grade or shall be open style to allow the conveyance of storm water through the easement. Gates shall be placed within the easement on northeast and northwest sides of the property and shall not be blocked with landscaping, etc. The gates shall swing inward and remain unlocked to allow staff access.

3. NO OTHER CHANGE. Except as amended herein, each and every term, condition, warranty and provision of the Easement shall remain in full force and effect, and such are hereby ratified, confirmed and approved by the parties hereto.

4. RUNS WITH THE LAND. This First Amendment shall be deemed to run with the land and shall be binding on the Property Owners and on the Property Owners' heirs, successors and assigns.

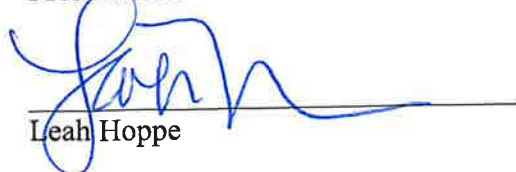
5. APPROVAL BY CITY COUNCIL. This First Amendment shall not be binding until it has received the final approval and acceptance by the City Council by Resolution which approval and acceptance shall be noted on this First Amendment by the City Clerk.

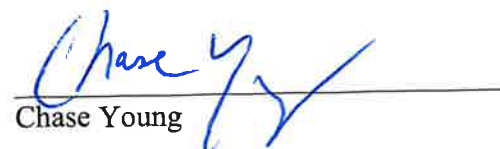
The Property Owner does HEREBY COVENANT with the City that (i) the Property Owners hold said real estate described in this First Amendment by title in fee simple; (ii) that the Property Owners have good and lawful authority to convey the same; and (iii) the Property Owners covenant to WARRANT AND DEFEND the said premises against the claims of all persons whomsoever.

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.

Signed this 25th day of June 2025.

PROPERTY OWNERS


Leah Hoppe


Chase Young

STATE OF IOWA)
) SS
COUNTY OF POLK)

On this 25 day of June 2025, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Leah Hoppe to me known to be the identical person named in and who executed the foregoing instrument and acknowledged that the person executed the instrument as the voluntary act of the person.



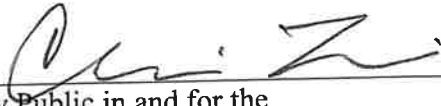


Notary Public in and for the
State of Iowa
My Commission expires 3/6/2028

STATE OF IOWA)
) SS
COUNTY OF POLK)

On this 25 day of June 2025 before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Chase Young to me known to be the identical person named in and who executed the foregoing instrument and acknowledged that the person executed the instrument as the voluntary act of the person.





Notary Public in and for the
State of Iowa
My Commission expires 3/6/2028

CITY OF CLIVE

By: _____
John Edwards, Mayor

Attest:

Matthew D. Graham
City Clerk

STATE OF IOWA)
) SS
COUNTY OF POLK)

On this ____ day of July 2025, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared John Edwards and Matthew D. Graham, 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 Clive, 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 10th day of July, 2025, and that John Edwards and Matthew D. Graham 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 _____



Memo

TO: Mayor and Council members

FROM: Kelly Rivera, Administrative Specialist

DATE: July 10, 2025

RE: Resolution Approving Agreement to Complete Site Improvements for
15451 Hickman Road

SYNOPSIS:

An Agreement to Complete Site Improvements (ATC) has been executed by the owner of Silverstar Car Wash (15451 Hickman RD) due to the contractor's inability to complete landscaping and other improvements. The ATC states that the improvements must be complete by 9/12/2025. A permanent Certificate of Occupancy will not be issued until such time as the improvements have been completed. Staff would recommend approval of the attached Resolution Approving Agreement to Complete Site Improvements.

Please feel free to contact me prior to the meeting at krivera@cityofclive.com or at (515) 223-6221 if you have any questions or concerns.

Attachments:

1. Silverstar Agreement to Complete

RESOLUTION NO. _____

RESOLUTION APPROVING AGREEMENT TO COMPLETE SITE IMPROVEMENTS
EMERALD ISLE PLACE
15451 HICKMAN RD

WHEREAS, a building permit has been approved and issued by the Community Development Department for Hegg Construction (“Contractor”) for Silverstar Car Wash, located on Emerald Isle Place; and

WHEREAS, certain site improvements have not yet been completed, and the Contractor has requested that a temporary certificate of occupancy be issued prior to the completion of the site improvements; and

WHEREAS, Contractor has agreed to enter into an agreement to complete the remaining site improvements.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That the Agreement to Complete Site Improvements is hereby accepted and approved by the City Council of the City of Clive, Iowa.

BE IT FURTHER RESOLVED that in no event shall a permanent certificate of occupancy be issued until all site improvements have been completed as set forth in the Agreement to Complete Site Improvements.

PASSED AND APPROVED this 10th day of July 2025

John Edwards, Mayor

ATTEST:

Matthew D. Graham, City Clerk

AGREEMENT TO COMPLETE

THIS AGREEMENT made and entered into this 12th day of June, 2025, by and between Hegg Construction LLC ("Contractor") and the **City of Clive, Iowa**, an Iowa municipal corporation ("Clive").

WHEREAS, Contractor has previously submitted to Clive, for its consideration, and Clive has approved a building permit for a new car wash building at 15451 Hickman Rd., located on Lot 1 of Emerald Isle, an Official Plat, Clive, Dallas County, Iowa (the "Project"); and

WHEREAS, Project has been completed, but site improvements not yet been completed by Contractor to the satisfaction of Clive; and

WHEREAS, Contractor is desirous of completing the Project in accordance with the approved site plan, building permit plans and building codes of the City of Clive, but is desirous of having a temporary certificate of occupancy issued prior to completion of said Project subject to the terms and conditions of this Agreement.

NOW, THEREFORE, for and in consideration of Clive granting a temporary Certificate of Occupancy for the Project and in further consideration of the mutual promises and covenants herein contained, the parties hereto do hereby agree as follows:

1. Contractor shall complete the Project in accordance with the approved plans and specifications on or before 9/12/2025.
2. Contractor agrees to pay to Clive upon receipt by the City therefore, an amount equal to all actual costs incurred by the City for its legal services, engineering services, and services of other persons or entities employed by the City for, and or any way involved in, the review and inspection of said Project compliance with the terms of this agreement.
3. Contractor, in order to secure the full and timely completion of the Project and to secure the payments referred to in paragraph 2 above, hereby delivers unto Clive a cashier's check, certified check or surety bond in the amount of \$8,388.00, which may be drawn upon by Clive in the event of a breach of this agreement by Contractor.
4. Contractor hereby agrees that Clive shall not issue a permanent certificate of occupancy until the Project is completed as set forth in this Agreement. Further, if the Project is not completed as set forth in the Agreement, the temporary certificate of occupancy may be withdrawn.

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

Midwest Fidelity Partners, LLC

By: _____

Name: Dan Nelson

Title: Partner

CITY OF CLIVE, IOWA

By _____

John Edwards, Mayor

ATTEST:

Matthew D. Graham, City Clerk

EXHIBIT A

The following items shall be completed by 9/12/2025:

1. Clean up bio-retention pond and remove standpipe.
2. Install subdrain in bio-retention pond.
3. Install restrictor plates or any other intakes or storm water features per design (if necessary).
4. Provide the city with a final condition as-built survey for the bio-retention pond. Grades and water volume shall be verified on the asbuilt. This asbuilt shall be accompanied by a Engineer Certification Statement indicating the storm water features have been installed in conformance with the approved plans.
5. Install remaining sod/landscaping in pond and any other disturbed areas.



Memo

TO: Mayor and Council members

FROM: Kelly Rivera, Administrative Specialist

DATE: July 10, 2025

RE: Receive & File Building Code Appeals Board Meeting Minutes - 03/11/2025

SYNOPSIS:

The attached minutes were approved at the most recent BCAB meeting. Staff request that the minutes be received and filed. This board only meets when required, thus the significant time lapse for minutes approval.

Should you have any questions, please contact me at (515) 223-6221 or at krivera@cityofclive.com.

Attachments:

1. BCAB Minutes 03_11_2025 Special Meeting

SPECIAL BUILDING CODE APPEALS BOARD MEETING MINUTES March 11, 2025

This meeting was held in the Clive City Council Chambers. Public access was provided in-person at City Hall and via Zoom. Information on how to access via Zoom was provided on the city's website and on the agenda. The recording of the meeting is available on the city's website at:

https://www.cityofclive.com/connect/boards_and_commissions/building_code_appeals_board.php

MUNGER CALLED THE MEETING TO ORDER AT 5:30 P.M.

**PRESENT: DJ ROETTGER, LINCOLN PEARCE, LADONNA GRATIAS, TODD MC GOWAN,
MARCIA MUNGER (via Zoom)**

STAFF: MAYER, RIVERA

Ryan Mayer presented a Certificate of Appreciation to Brett Van Zee, former Chairman of BCAB, for his 6 years of service.

DJ Roettger was introduced as the newest board member.

Election of Officers

MOTION WAS MADE BY MC GOWAN, SECONDED BY GRATIAS to elect Marcia Munger as Chairman and Lincoln Pearce as Vice-Chairman

VOTE: YES – UNANIMOUS

MOTION WAS MADE BY MC GOWAN, SECONDED BY MUNGER to approve the September 19, 2024 minutes

VOTE: YES – UNANIMOUS

Rental Housing Group discussion update

The discussion group consisted of one council member, two BCAB members, two rental property owners and one rental property manager. It was determined that the program is working well and no major changes are needed. They did propose to amend the definition under "Family" by reducing 90-nights in a calendar year to 30-nights. Staff will determine if that number of nights is appropriate.

Interconnected Smoke Detector Policy

Due to the unavailability of solely battery interconnection smoke detectors, a policy is necessary to clarify expectations for landlords and tenants.

MOTION WAS MADE BY MC GOWAN, SECONDED BY GRATIAS to approve the Interconnected Smoke Detector Policy

VOTE: YES – UNANIMOUS

Being no further business before the Board, the meeting was adjourned at 6:32 p.m.



Memo

TO: Mayor and Council members

FROM: Mela Nisic, Human Resources Specialist

DATE: July 10, 2025

RE: Approve Pay Rate - Logan Haring - PW Senior Operations Specialist - Streets - \$32.79/Hr - Effective 7/21/2025

SYNOPSIS:

After an internal recruitment process, the selection committee recommended the promotion of Logan Haring from Operations Specialist in Public Works to a Senior Operations Specialist - Streets position. Logan has been employed by Clive for 2 years as an Operations Specialist. He has leadership skills which he demonstrated in his current role, as well as an eagerness to progress and learn.

Attachments:

1. Offer Letter L. Haring
2. L Haring Resume
3. Sr Operations Specialist, Public Works

Memo

TO: Logan Haring
FROM: Matt McQuillen, City Manager
DATE: June 23, 2025
RE: Employment Offer



Human Resources

It is my pleasure to offer you the opportunity to be the next Public Works Senior Operations Specialist – Streets for the City of Clive. Your leadership qualities, past experience, and experience as an Operations Specialist with Clive will aid in your success in this new position. I look forward to your continued growth as you assume the additional duties as required for this new position.

I anticipate, dependent upon your acceptance, to have my recommendation before the City Council on July 10, 2025. As for all non-union staff, the Clive Employee Handbook is the controlling document for employees. In summary, the following is proposed:

Proposed Start Date:	July 21, 2025
Beginning Salary:	\$32.79/hour
Employment Status:	Non-Exempt
Direct Supervisor:	Jason Stevens

If the above is acceptable please sign in the space provided below and return to the Human Resources department. Jeff and Jason look forward to you becoming part of the Clive Public Works Senior Operations Specialist team.


Logan Haring
Date 6/24/25

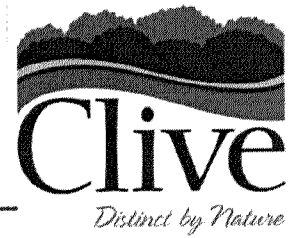

Matt McQuillen
City Manager
Date 6/23/25

POSITION

Public Works Senior Operations Specialist

FLSA CLASSIFICATION

Non-Exempt

COUNCIL APPROVEDDate 6/12/2025**FACILITY AND WORK AREA**

Locations generally within the City of Clive

JOB SUMMARY

Performs manual labor and semi-skilled and skilled work often involving the operation of light-to-heavy-duty construction and maintenance equipment. Each employee is expected to respect others, be customer driven, present a positive attitude, teaming environment, be honest and have integrity, be innovative and creative, communicate effectively, deal courteously with customers and co-workers, and maintaining effective relationships with others.

- Water – Works primarily in water. Does not rotate. May occasionally be used in other areas when needed.
- Streets – Works primarily in streets. Does not rotate. May occasionally be used in other areas when needed.
- Sewers – Works primarily in sewers. Does not rotate. May occasionally be used in other areas when needed.
- Traffic – Works primarily in traffic. Does not rotate. May occasionally be used in other areas when needed.

JOB FUNCTIONS**Examples of Essential Job Functions**

- Drives and operates trucks, tractors, and other motorized equipment with various attachments.
- Performs installation, maintenance, and repair work on various sizes of pipes and conduits.
- Fabricates special equipment for maintenance or construction projects.
- Operates and climbs ladders used in maintenance activities; trims, plants, or removes trees.
- Sets and resets posts and replace or add new signs.
- Calculates or estimates amounts of materials needed for projects.
- Reads and interprets various types of meters and measuring devices.
- Makes mechanical and non-mechanical repairs to equipment.
- Performs construction work using a variety of materials; performs a variety of grounds, facilities, and other general maintenance activities.
- Loads and unloads a variety of materials manually or using lifting equipment.
- Performs snow removal using a variety of equipment.
- Collects and disposes of refuse along right of ways, parks or city owned buildings.
- Performs all duties in a manner consistent with proper safety policies and procedures; reads and interprets blueprints, technical manuals, construction drawings and Safety Data Sheets.
- Maintains records related to equipment and materials usage and other job activities.
- Regular attendance is essential to this position.

- Specific functions for each division may include:

Water

- Performs water sampling collection
- Conducts chlorine testing
- Possess knowledge of SCADA system operations
- Conducts water tower and facility inspections
- Operates Jet Truck

Streets

- Performs pavement repairs in accordance with SUDAS
- Operates rock drill
- Conducts inspections for private driveway replacements

Sewers

- Operates Jet Truck, CCTV Truck, and Street Sweeper
- Conducts manhole, intake and infrastructure inspections
- Constructs Intakes in accordance with SUDAS specifications

Traffic

- Conducts traffic cabinet inspections
- Uses all related software
- Conducts locates
- Makes fiber optic cable terminations

EQUIPMENT

Equipment Essential to the Job

- A variety of motor vehicles and heavy equipment including pick-up trucks, dump trucks, aerial boom trucks, end loaders and backhoes.
- A variety of printed materials including memos, blueprints, instructions, maps, and schedules.
- A variety of measurement and diagnostic tools and equipment including tape measures, scales, levels, and squares.
- A variety of general-purpose maintenance equipment including brooms, shovels, cleaning equipment and chemicals, and extension cords; various welding equipment; hydraulic, air, and water hoses; power and hand tools including grinders, drills, saws, air compressors, pumps, screwdrivers, and wrenches.
- A variety of safety equipment and clothing including dust filters, ear plugs, a first-aid kit, gloves, safety goggles, raincoats, and gas monitors; personal computers and peripheral equipment; some office and audio-visual equipment including telephones, calculators and inspection equipment.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

Required Physical Activities

Required Physical Activities: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, repetitive motions.

Physical Characteristics of the Job

Heavy work, exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly.

Environmental Characteristics

The work is performed primarily outside and includes seasonal exposure to cold, heat, wind, rain, snow, and other weather conditions. The worker is also exposed to awkward or confining workspace, darkness or poor lighting, dirt/dust, fumes/odors, moving machinery, noise, vibration, visual strain, wetness/humidity, working on uneven ground, mechanical hazards, chemical hazards, and traffic hazards. Also, the work may expose the employee to unpleasant social situations, significant work pace pressure and irregular work hours.

EMPLOYMENT STANDARDS

Required Knowledge, Skills and Abilities

- Two years of experience in City of Clive Public Works operations, laboring work including the use of tools and equipment common to general construction, maintenance, and repair work
- Must possess a valid type A Commercial Driver License with airbrake and tanker endorsement.
- Knowledge of the types and uses of common hand tools, materials, and equipment used in general construction, maintenance, and repair work; knowledge of the precautions necessary to work safely with and around mechanized construction and maintenance equipment.
- Skill in the use of tools, machinery, motorized vehicles, and other items common to general construction, maintenance, and repair work; skill in the use of measurement and diagnostic equipment common to general construction, maintenance, and repair work.
- Ability to lead a small crew of workers; ability to perform manual tasks involving physical strength and endurance under variable weather conditions; ability to understand and carry out specific verbal or written instructions; ability operate motorized vehicles and other motorized equipment; ability to calculate or estimate the amounts of materials needed; ability to effectively communicate with others; ability to establish and maintain effective working relationships with citizens or public service organizations, supervisors, co-workers, other city employees, and vendors.
- Ability to present positive attitude to residents, co-workers and contractors.
- Ability to perform all job duties safely and in accordance with applicable rules, guidelines, policies and training.

Education, Training, and Experience:

Education Required: High school diploma or equivalent G.E.D/HiSet

Education Preferred: Commercial applicator's license for State of Iowa

Required Experience: Two years of operating light and medium construction equipment

Required Special Qualifications

- Shall maintain residency within a thirty (30) mile radius of City Hall, 1900 NW 114th Street.
- Shall be generally available for off-hour emergencies, snow duty and/or work assignments.
- Shall possess a valid Class A Commercial Driver License (CDL) with air brakes and any required endorsements and/or restriction removals issued by the State of Iowa, as required by the department, and have a good driving record for the past three years.

Required Certifications

- Water – Grade 3 Water Distribution, Grade 1 Sanitary Sewer Collection, IDOT Work Zone, Backflow
- Streets – Grade 2 Water Distribution, Grade 1 Sanitary Sewer Collection, IDOT Work Zone
- Sewers – Grade 2 Water Distribution, Grade 2 Sanitary Sewer Collections, IDOT Work Zone, PACP
- Traffic – Grade 2 Water Distribution, Grade 1 Sanitary Sewer Collection, IDOT Work Zone, IMSA Tech 2, MMU

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



Memo

TO: Mayor and Council members

FROM: Mela Nisic, Human Resources Specialist

DATE: July 10, 2025

RE: Approve Pay Rate - Kyle Daniels - Parks Senior Operations Specialist - Facilities, Fleet Mechanic - \$40.39/Hr - Effective 7/21/2025

SYNOPSIS:

Following an internal recruitment process, the selection committee has recommended the promotion of Kylie Daniels to the position of Parks Senior Operations Specialist – Facilities, Fleet Mechanic. Kyle brings a wealth of experience, with 28 years of mechanical work, including 21 years of dedicated service to our city, with the past twelve years with the Public Works (PW) Department as an Operations Specialist.

Kyle's background includes hands-on experience working on a farm and as the lead mechanic for the Cedar Falls Parks Department. He has also been instrumental in supporting our current PW team, regularly assisting Jesse with complex repairs.

Kyle holds an associate's degree in Agricultural Power Technology and is known for his willingness to mentor fellow team members, sharing his knowledge and guiding others through mechanical procedures.

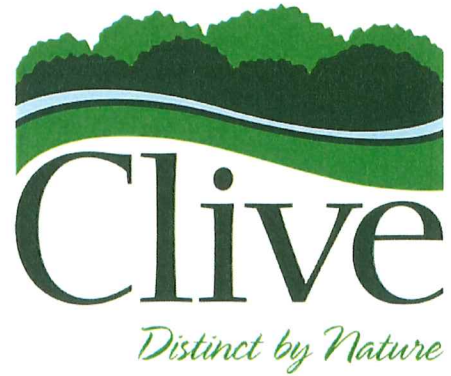
This recommendation reflects not only his technical expertise but also his commitment to the team's growth and the city's operational excellence.

Attachments:

1. K Daniels Offer Letter
2. K Daniels Resume
3. Parks Sr Operations Specialist Facilities, Fleet Mechanic

Memo

SCANNED



TO: Kyle Daniels
FROM: Matt McQuillen, City Manager
DATE: July 1, 2025
RE: Employment Offer

Human Resources

It is my pleasure to offer you the opportunity to be the next Parks Senior Operations Specialist – Facilities, Fleet Mechanic for the City of Clive. Your past experience with the Parks Division and experience as Public Works Operations Specialist performing Mechanic duties with Clive will aid in your success in this new position. I look forward to your continued growth as you assume the additional duties as required for this new position.

I anticipate, dependent upon your acceptance, to have my recommendation before the City Council on July 10, 2025. As for all non-union staff, the Clive Employee Handbook is the controlling document for employees. In summary, the following is proposed:

Proposed Start Date:	July 21, 2025
Beginning Salary:	\$40.39/hour
Employment Status:	Non-Exempt
Direct Supervisor:	Ryan Pfaff

If the above is acceptable please sign in the space provided below and return to the Human Resources department. Richard Brown and Jeff Thielen look forward to you becoming part of the Clive Parks team.

Kyle Daniels 07/02/2025
Kyle Daniels Date

Matt McQuillen 7/1/25
Matt McQuillen Date
City Manager

POSITION

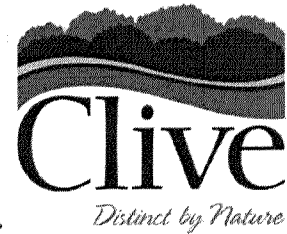
Senior Operations Specialist, Parks Division

FLSA CLASSIFICATION

Non-Exempt

COUNCIL APPROVED

Date 6/12/2025

**FACILITY AND WORK AREA**

Locations generally within the City of Clive

JOB SUMMARY

Performs manual labor and semi-skilled and skilled work often involving the operation of light-to-heavy-duty construction and maintenance equipment. Each employee is expected to; respect others, be customer driven, present a positive attitude, teaming environment, be honest and have integrity, be innovative and creative, communicate effectively, deal courteously with customers and co-workers, and maintaining effective relationships with others.

- Parks – Works primarily in Parks. Does not rotate. May occasionally be used in other areas when needed
- Natural Resources – Works primarily in Natural Resources. Does not rotate. May occasionally be used in other areas when needed.
- Facilities – Works primarily in Facilities. Does not rotate. May occasionally be used in other areas when needed.

JOB FUNCTIONSExamples of Essential Job Functions

- Safely operates a variety of equipment which may include, but is not limited to: pickup trucks, dump trucks, tractors, loaders, backhoes, skid loaders, bucket truck, bobcat track loader, toolcat, mowers, chain saws, weed eaters, woodchipper, asphalt roller, boom truck and other motorized equipment with various attachments as needed.
- Performs installation, maintenance, and repair work on various sizes of pipes and conduits.
- Fabricates and welds special equipment for maintenance or construction projects.
- Operates and climbs ladders used in facilities and building maintenance.
- Provides general grounds maintenance as directed including fertilization and chemical applications.
- Mows, weeds, cuts brush, trim and removes trees, cleans up site by raking and /or hauling to the landfill.
- Sets and resets posts and replace or add new signs.
- Calculates or estimates amounts of materials needed for projects.
- Reads and interprets various types of meters and measuring devices.
- Makes mechanical and non-mechanical repairs to equipment.
- Performs construction work using a variety of materials; performs a variety of grounds, facilities, and other general maintenance activities.
- Asphalt Trail Maintenance, including concrete installation and repairs.
- Loads and unloads a variety of materials manually or using lifting equipment.
- Shelter, facility, park and Restroom custodial duties including litter control, emptying trash receptacles, cleaning, sanitizing restrooms and graffiti removal.
- Prepares ball fields for play as directed.
- Performs snow removal for park and city facilities. Operates snow removal equipment, plows, sanders, snow blowers, and may manually remove snow using a shovel as needed.

- Repairs public buildings, aquatic center features, playground equipment, fences and other park facilities using manual labor and equipment as needed.
- Collects and disposes of refuse along right of ways, parks or city owned buildings.
- Performs all duties in a manner consistent with proper safety policies and procedures; reads and interprets blueprints, technical manuals, construction drawings and Safety Data Sheets.
- Obtains current certifications as required, attends assigned safety training, SDS information and other trainings necessary to perform the work.
- Performs duties as assigned relating to park and trail maintenance and construction and public facility maintenance and construction.
- Performs complete custodial services (including but not limited to: dusting, trash removal, sweeping, vacuuming, floor care (all types), and window cleaning) necessary to ensure the proper interior and exterior care and sanitation maintenance of city facilities.
- Maintains records related to equipment and materials usage and other job activities.
- Basic computer literacy; including software program proficiency, email, spreadsheets, common software, word processing, and internet browsing.
- Regular attendance is essential to this position.
- Specific functions for each division may include:

Parks

- Chemical Applications
- Chainsaw & Woodchipper
- Landscaping & Horticulture
- Turf & Sports Field Maintenance
- Playground Inspection
- Irrigation Maintenance
- Forestry
- Urban Deer Management

Natural Resources

- Greenbelt Management
- Goat Management
- Invasive Species Management
- Pond Maintenance
- Chemical Applications
- Horticulture
- Forestry & Woodland Restoration
- Bio-Retention Cell Maintenance

Facilities

- Aquatic Center Maintenance; Water Sampling & Testing, Backwashing, Vacuuming
- Fleet Maintenance
- Automotive, Heavy Equipment, and Equipment Maintenance and Repairs
- Small Engine Repair
- Fabrication and Welding
- Facility Maintenance and Repair

EQUIPMENT

Equipment Essential to the Job

- A variety of motor vehicles and heavy equipment including pick-up trucks, dump trucks, aerial boom trucks, end loaders and backhoes.
- A variety of printed materials including memos, blueprints, instructions, maps, and schedules.
- A variety of measurement and diagnostic tools and equipment including tape measures, scales, levels, and squares.
- A variety of general-purpose maintenance equipment including brooms, shovels, cleaning equipment and chemicals, and extension cords; various welding equipment; hydraulic, air, and water hoses; power and hand tools including grinders, drills, saws, air compressors, pumps, screwdrivers, and wrenches.
- A variety of safety equipment and clothing including dust filters, ear plugs, a first-aid kit, gloves, safety goggles, raincoats, and gas monitors; personal computers and peripheral equipment; some office and audio-visual equipment including telephones, calculators and inspection equipment.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

Required Physical Activities

Required Physical Activities: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, repetitive motions.

Physical Characteristics of the Job

Heavy work, exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly.

Environmental Characteristics

The work is performed primarily outside and includes seasonal exposure to cold, heat, wind, rain, snow, and other weather conditions. The worker is also exposed to awkward or confining workspace, darkness or poor lighting, dirt/dust, fumes/odors, moving machinery, noise, vibration, visual strain, wetness/humidity, working on uneven ground, mechanical hazards, chemical hazards, and traffic hazards. Also, the work may expose the employee to unpleasant social situations, a significant work pace pressure and irregular work hours.

EMPLOYMENT STANDARDS

Required Knowledge, Skills and Abilities

- Two years of experience in City of Parks Division Operations, laboring work including the use of tools and equipment common to general construction, maintenance, and repair work.
- Must possess a valid class A Commercial Driver License with airbrake endorsement.
- Knowledge of the types and uses of common hand tools, materials, and equipment used in general construction, maintenance, and repair work; knowledge of the precautions necessary to work safely with and around mechanized construction and maintenance equipment.
- Skill in the use of tools, machinery, motorized vehicles, and other items common to general construction, maintenance, and repair work; skill in the use of measurement and diagnostic equipment common to general construction, maintenance, and repair work.
- Ability to assign job tasks and lead a crew of workers when supervisor is off duty; ability to perform manual tasks involving physical strength and endurance under variable weather conditions; ability to understand

and carry out specific verbal or written instructions; ability to code and input division invoices; ability to operate motorized vehicles and other motorized equipment; ability to calculate or estimate the amounts of materials needed; ability to effectively communicate with others; ability to establish and maintain effective working relationships with citizens or public service organizations, supervisors, co-workers, other city employees, and vendors.

- Ability to present positive attitude to residents, co-workers and contractors.
- Ability to perform all job duties safely and in accordance with applicable rules, guidelines, policies and training.
- Annual Leadership and Management Training

Education, Training, and Experience:

Education Required: High school diploma or equivalent G.E.D/HiSet.

Education Preferred: Commercial applicator's license for State of Iowa.

Required Experience: Two years of operating light and medium construction equipment.

Required Special Qualifications

- Shall maintain residency within a thirty (30) mile radius of Parks Maintenance Facility, 1885 NW 123rd, Street.
- Shall be generally available for off-hour emergencies, snow duty and/or work assignments.
- Attend annual training in related field.

Required Certifications

- Parks – Pesticide Applicators License, Ornamental & Turf Pest, Aquatic, & Right-of-Way; (CPSI) Certified-Playground Safety Inspector, Sport, Turf and Landscape Management Training.
- Natural Resources – Pesticide Applicators License, Ornamental & Turf Pest, Forest, Aquatic, & Right-of-Way, Prairie Fire Fighters Training S-130 & S-190, Annual Goat Management Seminar/Webinar.
- Facilities – CPO Certified Pool Operator, Pesticide Applicators License, Annual Equipment, Fleet Service Workshop

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

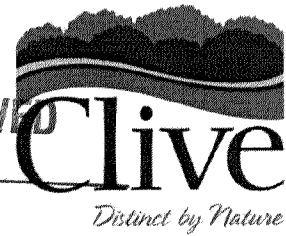
APPENDIX TO: Senior Operations Specialist – Facilities, Fleet Mechanic

DEPARTMENT: Leisure Services - Parks Division

REPORTS TO: Parks Maintenance Supervisor

COUNCIL APPROVED

Date 6/12/2025



Additional Essential Job Functions

- Work under the general supervision of the Parks Supervisor and Parks Manager.
- Annual Fleet Service and Equipment Maintenance Training
- Aquatic Center Maintenance; Water sampling and testing, back washing, vacuuming
- Perform playground inspections and general maintenance as directed.
- Performs complete custodial services (including but not limited to: dusting, trash removal, sweeping, vacuuming, floor care (all types), and window cleaning) necessary to ensure the proper interior and exterior care and sanitation maintenance of city facilities.
- Vehicle and Heavy Equipment Maintenance and Repair Responsibilities
 - *Perform scheduled maintenance and inspections on department vehicles
 - *Routine and scheduled maintenance for equipment
 - *Tire rotations
 - *Inspect, repair as needed and maintain snow removal equipment
 - *Familiarity of and use of welding and cutting equipment – Arc welding, mig welding, plasma cutting, oxy/acetylene cutting
 - *Familiarity of and use of vehicle diagnostic equipment
 - *Knowledge of hydraulic and pneumatic operating systems
 - *Metal fabrication and design skills
 - *Familiarity and relationship with outside vendors for vehicle and equipment parts and repair
 - *Perform minor auto body functions, repair and refinishing
 - *Ability to diagnose potential vehicle and equipment problems
 - *Ability to maintain and repair small engines including two stroke engines – Chain saws, string trimmers, pumps and generators
 - *Ability to use record keeping software for vehicle and equipment maintenance and repair
 - *Provide input to management regarding vehicle and equipment replacement needs
 - *Provide input regarding vehicle and equipment budgetary needs
- Required Certifications
 - *CPO, Certified Pool Operator
 - *Pesticide Applicators License, Ornamental, Turf Pest & Right-of-Way



Memo

TO: Mayor and Council members

FROM: Amanda Grutzmacher, Senior Planner

DATE: July 10, 2025

RE: 2nd Consideration of Proposed Ordinance No. 1164 - Zoning Ordinance Amendment Regarding Accessory Dwelling Units

SYNOPSIS:

Staff has requested input from the city attorney on how best to utilize total above grade square footage as the basis for ADU allowance. Staff has not made any changes to the ordinance for the second consideration while we await a response. Revised language will be brought back with the third consideration.

Public Comment

No comments have been received since the public hearing.

Staff recommendation

The state legislation has an effective date of July 1, 2025. Staff recommends approval of the second consideration of Ordinance 1164 Amending Provisions of the Zoning Ordinance Regarding Regulations Associated with Accessory Dwelling Units.

If you have questions or need additional information prior to the meeting, contact Amanda at agrutzmacher@cityofclive.com or 515-223-6221.

Attachments:

1. Ordinance 1164

ORDINANCE NO. 1164

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF CLIVE,
IOWA, 2024, BY AMENDING PROVISIONS OF THE ZONING ORDINANCE
REGARDING REGULATIONS ASSOCIATED WITH ACCESSORY DWELLING UNITS

Be It Enacted by the City Council of the City of Clive, Iowa:

SECTION 1. INTERNAL REFERENCES. All references to section numbers in this ordinance shall be to sections contained with Title 11 in the Zoning Ordinance, unless otherwise specified.

SECTION 2. AMENDMENT – WORDS AND TERMS DEFINED. In Title 11, Chapter 2-1 (entitled “WORDS AND TERMS DEFINED”) shall be amended as in “Exhibit A” attached hereto.

SECTION 3. AMENDMENT – DWELLING UNIT MINIMUM FLOOR AREA. In title 11, Chapter 11-6-11 (entitled “DWELLING UNIT MINIMUM FLOOR AREA”) shall be amended as follows:

1. Section 11-6-11(1) shall be deleted from Section 11-6-11 Dwelling unit minimum floor area and replaced as follows:
 1. Multiple-family dwellings shall, in addition to the requirements of this section, have a minimum of 600 square feet of livable space in each dwelling unit.

SECTION 4. NEW SECTION – ACCESSORY DWELLING UNITS. In Title 11, Chapter 4, Section 21 (entitled “ACCESSORY DWELLING UNITS”) shall be added as in “Exhibit B” attached hereto.

SECTION 5. REPEALER. All parts of the "CODE OF ORDINANCES OF THE CITY OF CLIVE, IOWA, 2024" in conflict herewith are hereby repealed.

SECTION 6. SEVERABILITY CLAUSE. If any section, provision, sentence, clause, phrase or part of this Ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this Ordinance as a whole or any section, subsection, provision, sentence, clause, phrase or part thereof not adjudged invalid or unconstitutional.

SECTION 7. WHEN EFFECTIVE. This Ordinance shall be in effect from and after its final passage, approval and notice of its passage is given as provided by law.

PASSED AND APPROVED by the City Council on the ____ day of _____, 2025.

Matthew Graham, City Clerk

John Edwards, Mayor

Ordinance No. _____ authenticated this ____ day of _____, 2025.

Matthew Graham, City Clerk

John Edwards, Mayor

Officially published on the ____ day of _____, 2025.

CERTIFIED BY:

Matthew Graham, City Clerk

Exhibit “A”

1. The following shall be added in Section 11-2-1(3) Words beginning with “C.”
 - Z. “Condominium” means one or more rooms occupying all or part of a floor or floors in a building of one or more floors or stories, and notwithstanding whether the rooms are intended for use or used as a residence or office for the operation of any industry or business, or for any other use not prohibited by law, where ownership of the general common elements of the structure, as defined under Chapter 499B of the *Code of Iowa*, is shared by one or more persons, corporations, or other legal entities capable of holding or owning an interest in real property.
 - AA. “Cooking provisions, permanent” means a room or space within a dwelling unit that is used or designed to be used for the preparation and cooking of food. The minimum components include a countertop, a sink with running water, and a stove or stove hookup utilizing gas or 220v electric.
2. Section 11-2-1(4)(P) through Section 11-2-1(4)(X) shall be deleted from Section 11-2-1(4) Words beginning with “D.” and replaced as follows:
 - P. “Direct and free access” means a minimum 36” opening that opens directly to habitable space on both sides. For the purposes of this definition, habitable space shall be as defined in the International Residential Code as adopted by Title 10 Building Regulations of the *Clive City Code*.
 - Q. “Dwelling” means any building that contains one or more dwelling units occupied or designed to be occupied for living purposes. Dwelling excludes boarding houses, lodging houses, hotels, mobile homes, nursing facilities, and assisted living residential facilities. Types of dwellings and/or dwelling units include:
 - (1) “Dwelling, accessory unit” means an additional dwelling unit that is subordinate to the principal dwelling unit on the same lot, does not provide direct and free access to the principal dwelling unit and its amenities, and provides a reasonable expectation of privacy from residents of the principal dwelling. Accessory dwelling units may be a detached building or attached or internal to the principal building. For the purposes of this definition, a dwelling unit is “subordinate” to the principal dwelling when all of the following apply:
 - a. The additional dwelling unit does not have an exterior door oriented toward and readily visible from the front yard;
 - b. The additional dwelling unit does not have a separate address;
 - c. The additional dwelling unit is provided water from the same metered service as the existing principal dwelling.
 - (2) “Dwelling, apartment” means a dwelling unit within a multiple family dwelling. Apartments may be either leased or owned by the occupant.
 - (3) “Dwelling, duplex” means a building containing only two dwelling units located on the same lot, where neither unit is accessory nor subordinate to the other in terms of size, scale, and use. A duplex dwelling shall have a

separate address and a separate water metered service for each dwelling unit.

- (4) “Dwelling, multiple-family” means a building that contains three or more dwelling units located on the same lot, exclusive of permitted Accessory Dwelling Units.
- (5) “Dwelling, single-family” means a building that contains only one principal dwelling unit and occupied exclusively for residence purposes, including naturally or commonly occurring uses specified herein.
- (6) “Dwelling, townhouse” means a single dwelling unit in a townhouse development that extends from foundation to roof and that has a yard or public way on not less than two sides. Townhouse dwelling units may be either attached by one or more common walls or detached.
- (7) “Dwelling unit” means a single unit providing completed independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation. A dwelling unit shall contain no more than two interior rooms or spaces providing permanent cooking provisions.

3. The following shall be added in Section 11-2-1(12) Words beginning with “L.”

- L. “Livable space” means the habitable space within a dwelling unit that has finished walls, floors, and ceilings. Walls and ceilings shall be considered finished only if they are covered by wallboard or similar material; floors shall be considered finished only if they are covered by carpet, tile, linoleum, polished concrete, or similar material. For finished second floor or attic spaces, the livable space includes only the floor area with a ceiling height of 5 feet or greater. For finished basement spaces, the livable space includes only the floor area with a ceiling height of 7 feet or greater. Unfinished basements and attics, unheated porches and breezeways, garages, and maintenance shops shall be excluded from the livable space.

4. The following shall be added in Section 11-2-1(20) Words beginning with “T.”

- M. “Townhouse development” means a subdivision for attached or detached townhouse units wherein the land or lot beneath each dwelling unit may be individually owned by the owner of the dwelling unit and where the development is characterized by common elements, which are specified in or determined under the rules and regulations set forth by recorded covenants.

Exhibit “B”

11-4-21 Accessory Dwelling Units.

- A. Accessory dwelling units shall be permitted as an accessory use on lots with a principal single-family dwelling, duplex dwelling, or townhome dwelling in all residential zoning districts subject to compliance with the regulations within this title and any other applicable law.
- B. Construction of an accessory dwelling unit requires a permit and a fee in an amount determined, from time to time, by Resolution of the Council.
- C. Accessory Dwelling Units shall comply with the following:
 - 1. Quantity. No lot shall contain more than 1 accessory dwelling unit.
 - 2. Dimension Regulations. Accessory dwelling units shall comply with the same dimension requirements as applicable to the principal dwelling in Section 11-6-7 of this title. Notwithstanding the foregoing, detached accessory dwelling units may be constructed in conformance with all of the requirements in this title applicable to an accessory building.
 - 3. Density. Accessory dwelling units shall not be counted in density calculations or limits on total dwelling units.
 - 4. Accessory dwelling unit floor area. The livable space of an accessory dwelling unit shall not exceed 1,000 square feet or 50% of the livable space of the principal dwelling unit, whichever is larger.
 - 5. Dwelling occupant load. The maximum permitted occupant load within an accessory dwelling unit shall be calculated in conformance with Section 11-6-10 of this title.
 - 6. Architectural standards. Accessory dwelling units shall have the same architectural standards as required for the principal dwelling on the same lot.
 - 7. Building regulations. To ensure adequate consideration of life, safety, and general welfare, accessory dwelling units shall meet the following requirements:
 - a. Detached accessory dwelling units shall be constructed in conformance with all provisions of Section 10-1 Building Code applicable to a one-family dwelling.
 - b. Attached accessory dwelling units shall be constructed in conformance with all provisions of Section 10-1 Building Code applicable to a two-family dwelling.
 - 8. Flood Control. Accessory dwelling units shall be subject to the requirements of Chapter 11 Flood Control.



Memo

TO: Mayor and Council members

FROM:

DATE: July 10, 2025

RE: Resolution Setting Date of Public Hearing to Consider Plans, Specifications and Taking of Bids - City Hall-Library Remodel Project Phase 2 (8-28-25 at 6:00 PM)

SYNOPSIS:

Following the anticipated completion of phase 1, design plans and construction drawing development have progressed to the point where staff, the OPN-led Design Team and Construction Manager DCI Group are ready to set the public hearing and begin the bidding process for phase 2 of the City Hall-Library Remodel project.

Included in the agenda packet is an opinion of probable cost (OPC) from the construction manager, along with a floor plan layout of the phase 2 renovations. The overall estimated OPC for the phase 2 construction portion is \$1,753,494 and \$2,245,331.28 all-in when taking contingency, design, CM costs and furniture acquisition into account, which is within the City's anticipated budget for the phase 2 renovations.

During the meeting on July 10th, staff will walk through the designs for the phase 2 renovations. The planned renovations are similar to what was shown to the Council last fall. However, there are a few updates and more details to show on the phase 2 renovations. The full bid documents are available online by clicking [HERE](#).

The City intends to receive bids on five separate prime contracts specializing in general building construction/demolition, aluminum frames and glazing, mechanical/plumbing, fire sprinkler and electrical. Bid date would be Tuesday, August 5th at 2:00 PM in the newly renovated Council Chambers and the goal would be to have the construction contracts for award on the August 28 meeting following the public hearing.

The Phase 2 work is focused on the lower level of the City Hall-Library facility and will necessitate the move of staff over to the Harbach Center and Clive Public Safety Center (CPSC) temporarily while construction is completed over six months starting in September.

Staff is excited to complete these necessary safety and building improvements with the phase 2 work, and we recommend setting the public hearing for the August 28 meeting for accepting bids associated with the phase 2 prime contracts as proposed.

Attachments:

1. Resolution 2025 Setting public hearing City Hall remodel project Phase 2
2. City Hall Lower Level Remodel Layout
3. City Hall Phase 2 Cost Opinion 7-7-25
4. 00 10 01 - Notice of Bid Letting
5. 00 10 05 - Notice of Hearing

RESOLUTION SETTING DATE OF PUBLIC HEARING TO CONSIDER
PLANS, SPECIFICATIONS AND TAKING OF BIDS FOR THE CLIVE CITY
HALL-LIBRARY REMODEL PHASE 2 PROJECT

WHEREAS, the City Council of the City of Clive, Iowa (the "City") has determined that it is necessary and desirable to remodel and make improvements to the City Hall-Library Facility in the City of Clive, Iowa, as described in the proposed plans and specifications and form of contract for such project(the "Project"), which proposed plans, specifications and form of contract and estimate of cost are on file with the City Clerk; and

WHEREAS, it is necessary to fix a time and place of public hearing on the proposed plans, specifications, taking of bids and awarding of bid for the Project and to advertise for sealed bids for the Project;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

1. The detailed plans and specifications, notice of hearing, notice to bidders, form of contract and estimate of cost referred to in the preamble hereof are hereby approved for the purpose of enabling the solicitation of bids.
2. That the amount of the bid security to accompany each bid shall be in an amount which shall conform to the provisions of the notice to bidders approved as part of said specifications.
3. The City Council hereby delegates to the City Clerk the duty of receiving, opening and announcing the results of all bids for the construction or performance of such Project, on the 5th day of August, 2025, at 2:00 p.m., at the Clive City Hall, Clive, Iowa. The 28th day of August, 2025, at 6:00 p.m., at the Council Chambers, City Hall, is hereby fixed as the time and place of hearing on the proposed plans, specifications, taking of bids and awarding bid for the Project received by the City Clerk in connection therewith.
4. The City Clerk shall publish notice to bidders and notice of hearing, the same being in the form hereinabove approved and substantially as attached to this resolution, which publication shall be made in a legal newspaper of general circulation in the City, which publication shall be not less than 4 days not more than 20 days before the date set for hearing and receiving such bids.

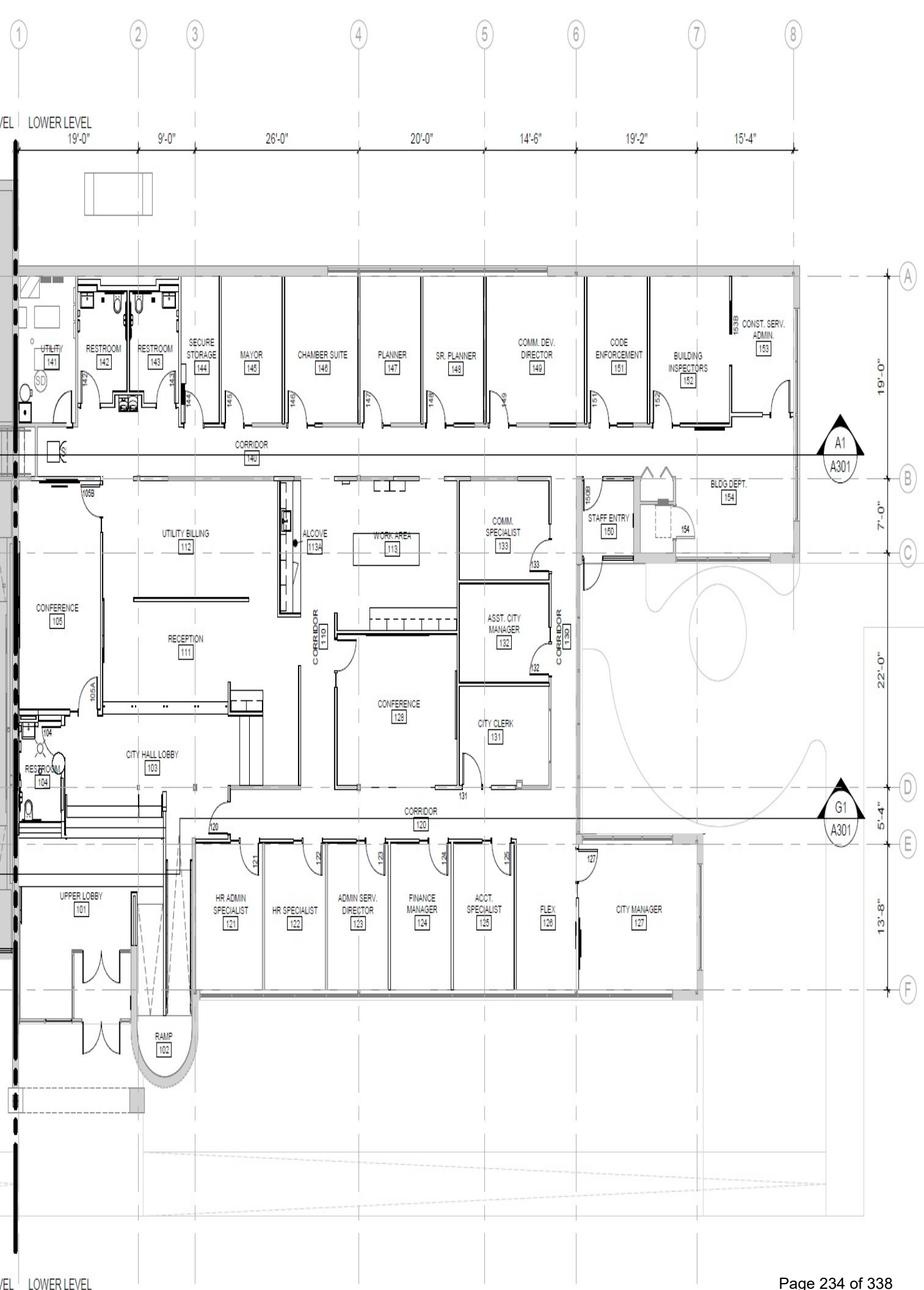
5. All resolutions or parts of resolutions in conflict herewith are hereby repealed, to the extent of such conflict.

PASSED AND APPROVED THIS 10th day of July, 2025

By: _____
John Edwards, Mayor

ATTEST:

By: _____
Matthew Graham, City Clerk



Date: 07/07/2025

Estimate Table

Description	Quantity	Unit	Unit Cost	Total
001 Direct Cost				
0010 General Conditions				
Project Executive - Construction	122.00	HR	150.00	18,300.00
Project Manager - Construction	608.00	HR	110.00	66,880.00
Project Engineer - Construction	608.00	HR	85.00	51,680.00
Superintendent - Construction	608.00	HR	100.00	60,800.00
Project Software	1.00	LS	4,000.00	4,000.00
Safety Start Up	1.00	LS	2,200.00	2,200.00
Cleanup supplies	7.00	MO	500.00	3,500.00
Dumpsters	10.00	EA	550.00	5,500.00
Final Cleaning	7,147.84	SF	0.40	2,859.14
Misc. Tools & Equipment	1.00	LS	1,000.00	1,000.00
Plan Copies	1.00	LS	3,900.00	3,900.00
Truck, Fuel & Insurance	7.00	MO	1,500.00	10,500.00
Drinking Water Job Trailer & Field	7.00	MO	85.00	595.00
Job site office supplies	7.00	MO	200.00	1,400.00
Temporary Toilet	7.00	MO	220.00	1,540.00
General Trades General Conditions	1.00	LS	50,000.00	50,000.00
0010 - General Conditions Total				\$284,654.14
0020 Existing Conditions				
Mechanical Demo	7,147.84	SF	2.00	14,295.68
Asbestos Abatement	1.00	LS	3,500.00	3,500.00
Interior Gutting	7,147.84	SF	5.65	40,385.30
RTU Demo	6.00	EA	3,500.00	21,000.00
0020 - Existing Conditions Total				\$79,180.98
0030 Foundation				
slab removal and replacement allowance	188.00	SF	65.00	12,220.00
Concrete Stairs Allowance	110.00	SF	71.00	7,810.00
0030 - Foundation Total				\$20,030.00

Description	Quantity	Unit	Unit Cost	Total
0035 Structure				
Structural Steel for RTU Allowance	1.00	LS	20,000.00	20,000.00
Steel Replacement for RTU Demo	6.00	EA	2,500.00	15,000.00
0035 - Structure Total				\$35,000.00
0040 Enclosure				
Aluminum Framed Store Front	150.03	SF	118.00	17,703.54
Aluminum Doors & Hardware	10.00	EA	7,500.00	75,000.00
0040 - Enclosure Total				\$92,703.54
0045 Roofing				
Roof Work for RTU Demo	6.00	EA	2,000.00	12,000.00
0045 - Roofing Total				\$12,000.00
0050 Finishes				
Wood Slat Wall	127.19	SF	55.00	6,995.45
4" Rubber Cove Base	2,148.45	LF	3.80	8,164.11
Code Required signs	25.00	EA	96.35	2,408.75
Railing	4.97	LF	250.00	1,242.50
Large Acoustical Ceiling Tile	279.00	SF	21.27	5,934.33
Metal Stud Framing & Drywall	10,059.75	SF	14.90	149,890.28
Acoustical Ceiling Tile	5,794.50	SF	11.27	65,304.02
Gypsum Ceiling	589.14	SF	8.00	4,713.12
Carpet	5,689.84	SF	6.12	34,821.82
Sealed Concrete	209.80	SF	1.25	262.25
Floor Tile	1,064.27	SF	24.19	25,744.69
Entry Carpet	63.43	SF	14.50	919.74
Demo concrete floor	70.00	SF	10.85	759.50
Commercial single door, frame and hardware	25.00	EA	2,450.00	61,250.00
Base cabinets (no counter tops)	63.00	LF	490.00	30,870.00
Upper cabinets	32.00	LF	307.00	9,824.00
Sliding Door	1.00	EA	3,490.00	3,490.00
Moss Feature Wall	1.00	EA	8,500.00	8,500.00
City Reception Desk Glass	170.00	SF	75.00	12,750.00

Description	Quantity	Unit	Unit Cost	Total
Wall Tile	9.00	SF	24.19	217.71
Painting Drywall	19,337.00	SF	2.00	38,674.00
Toilet Accessories	3.00	EA	645.00	1,935.00
Glass Wall by Doors	18.00	EA	1,500.00	27,000.00
Solid Surface Counter Tops	188.13	SF	71.00	13,357.23
Manual Roller Shades	1,505.00	SF	12.00	18,060.00
Window Sills	119.68	LF	65.00	7,779.20
0050 - Finishes Total				\$540,867.69
0130 Fire Protection				
Modify fire sprinkler system	7,148.00	SF	2.59	18,513.32
0130 - Fire Protection Total				\$18,513.32
0145 HVAC				
HVAC	7,148.00	SF	37.08	265,047.84
0145 - HVAC Total				\$265,047.84
0146 Plumbing				
Toilet, wall mounted	3.00	EA	6,105.00	18,315.00
Sink, wall hung	3.00	EA	6,105.00	18,315.00
Sink, counter mounted	1.00	EA	6,105.00	6,105.00
0146 - Plumbing Total				\$42,735.00
0160 Electrical				
Electrical	7,148.00	SF	50.75	362,761.00
0160 - Electrical Total				\$362,761.00
001 - Direct Cost Total				\$1,753,493.50

Indirect cost

Description	Total
Construction Contingency-5%	87,674.67
Bonding	36,823.36
CM Fee - 3%	56,339.75
Design	123,000.00

Description	Total
Third Party Hazardous materials survey, testing, monitoring	13,000.00
Building Permit	0.00
FF & E	175,000.00
Total Estimate	\$2,245,331.28

July 10, 2025

**SECTION 00 10 01
NOTICE OF BID LETTING**

NOTICE IS HEREBY GIVEN: **That sealed bids will be received at the Clive City Hall, 1900 NW 114th Street, Clive, Iowa, until 2:00 p.m. CST on August 5, 2025.** Bids received after this time will not be accepted. Bids will be publicly opened and read aloud at the above noted time. All bidders are welcome to attend. Questions will be due ten (10) days prior to the bid due date. Please submit questions to drewj@dcigroup-us.com by 2:00 p.m. CST on July 25, 2025.

A Pre-Bid Conference will be held on July 22, 2025, at 7:30 AM CST at the Clive City Hall. All interested bidders are highly encouraged to attend.

Bids will be considered by the Clive City Council at its meeting at 6:00 PM on August 28, 2025, at the Clive City Hall. The City Council may award contracts at said meeting, or at such other time and place as shall be announced.

Target Dates: Start of Work – September 2025, Completion of Work – April 2026

Project Description: Clive City Hall Renovation – Phase 2 – Interior remodel of an existing split level 26,890 SF City Hall facility. New reception areas, offices, work rooms and conference rooms will be modified. New finishes, room layout, security measures, and MEPT systems will be included in the scope of this work. All existing space uses, occupancy and egress will be maintained. Drawings and Specifications prepared by OPN Architects dated July 3, 2025.

Project consists of multiple Prime Contractor Packages:

Bid Package #1 – General Construction (Demo, framing, DIV 09, millwork)
Bid Package #2 – Aluminum Frames and Glazing
Bid Package #3 – Mechanical & Plumbing
Bid Package #4 – Electrical and Low Voltage
Bid Package #5 – Fire Sprinkler

Pursuant to Iowa Code Sections: 422.42 (15) & (16), and 422.47 (5), tax exempt certificates and authorization letters will be issued to the successful bidder and subcontractors thereby exempting the successful bidder and subcontractors from having to pay sales tax on this project. Sales tax shall not be added to any bid submitted.

Plans and Specifications governing the installation of the proposed work have been prepared by OPN Architects of Des Moines, IA. Bidding Documents will be available on July 11, 2025. Specifications and Bid Forms for the project are available from Beeline and Blue at 2507 Ingersoll Avenue, Des Moines, IA 50312. Alternatively, Bid Documents can be viewed at beelineandblue.com. Project documents will be loaned to qualified bidders upon receipt of either a Master Builders of Iowa non-cash deposit card, or a check for one-hundred dollars (\$100.00) per set. Deposit checks will be refunded if documents are returned complete and in a reusable condition to Beeline and Blue within fourteen (14) days after the award of the project. Checks are to be made to Beeline and Blue.

Bid security in the amount of 10% of the total bid must accompany each Bid in accordance with the Instruction to Bidders. The successful bidder shall be required to furnish a Performance Bond and a Payment Bond, each in an amount equal to the Bid, guaranteeing faithful performance of the Contract. No bidder may withdraw its bid for a period of thirty [30] business days after the date and hour set for opening of bids.

July 10, 2025

A public hearing will be conducted at the regular Clive City Council meeting, to be held at Clive City Hall on August 28, 2025, at 6:00 PM for a hearing on the proposed plans, specifications, form of contract, and estimated total project cost. This will include bid results and award recommendations.

The award of the contract may be made by the City of Clive to any responsive, responsible bidder or bidders offering suitable supplies, equipment and/or service at the lowest price taking into consideration the schedule, quality of material, or service in the best interest of the City of Clive. The right is reserved to reject any and all bids, or any part thereof, and to waive informalities, and to enter into such contract as shall be deemed in the best interest of the City of Clive.

For further information, contact:

Drew Johnson
DCI Group, Inc.
220 SE 6th Street, Suite 200
Des Moines IA 50309
drewj@dcigroup-us.com
Telephone: 641-425-6419

END OF SECTION 00 10 01

July 10, 2025

**DOCUMENT 00 10 05
NOTICE OF HEARING**

NOTICE IS HEREBY GIVEN that the Clive City Council will meet at the Clive City Hall, 1900 NW 114th Street, Clive, IA 50325 on August 28th, 2025, at 6:00 p.m. for a public hearing on the proposed plans, specifications, form of contract, estimated total cost, bid results, and award recommendations of the following public improvement.

Clive City Hall Renovation- Phase 2 – Interior remodel of an existing split level 26.890 SF City Hall facility. New reception areas, offices, work rooms and conference rooms will be modified. New finishes, room layout, security measures, and MEPT systems will be included in the scope of this work. All existing space uses, occupancy and egress will be maintained. Drawings and Specifications prepared by OPN Architects dated July 3, 2025.

Project consists of multiple Prime Contractor Packages:

Bid Package #1 – General Construction (Demo, framing, DIV 09, millwork)
Bid Package #2 – Aluminum Frames and Glazing
Bid Package #3 – Mechanical & Plumbing
Bid Package #4 – Electrical and Low Voltage
Bid Package #5 – Fire Sprinkler

END OF SECTION 00 10 05



Memo

TO: Mayor and Council members

FROM: Pete De Kock, Assistant City Manager

DATE: July 10, 2025

RE: Revisions to the Clive Post Construction Stormwater Management Manual

SYNOPSIS:

In 2024, the Iowa State Legislature passed SF 455, which amended the rules governing how cities can partner with private developers to build and maintain stormwater infrastructure. Clive made a minor amendment to the Clive Post-Construction Stormwater Management Manual in July 2024 to comply with the new law, with the intention of implementing more comprehensive reforms in the months to follow.

In October 2025, Clive partnered with McClure Engineering to revise the manual. When the contract was awarded, the Council directed staff to develop revisions that comply with the new law and achieve safe stormwater conveyance and water quality outcomes while avoiding the creation of a more burdensome standard for developers.

During this discussion, Aaron Gwinup from the McClure team and staff will outline our proposed manual revisions, including the implementation of more accurate rainfall models, preparation for more intense future storms, and provision of flexibility for private and public developments with limited onsite space to manage stormwater effectively. We believe that combined, these changes will yield positive outcomes and support new development and redevelopment as Clive approaches its build-out.

The core policy questions for the Council are:

- Does the Council approve the use of the new calculation method, which better reflects the types of storms we're seeing in Clive?
- Does the Council approve of including the 25% future conditions modifier to account for larger storms predicted in the coming decades?
- Does the Council approve of a "Fee In Lieu" program for challenging redevelopment areas and land in the floodplain?
- Does the Council believe that this combination of policy changes will yield stormwater management outcomes similar to those achieved before SF455, without placing an additional burden on developers?
- Does the Council approve of broadening the geographic area in which the City can work to meet stormwater requirements for street reconstructions?

A clean and red-lined version of the amended manual is included with this agenda item, although some appendix items are still being updated.

Attachments:

1. Clive Post Construction Stormwater Manual Updates 7.7.25
2. Post Construction Stormwater Manual Clean
3. Post Construction Stormwater Manual Red Line

Clive Post-Construction Stormwater Manual Updates

July 10, 2025

Summary of Updates

- Compliance with SF-455, New Iowa Law as of July 2024
- Modernize Stormwater Calculation Methods
- Streamline and Clarify the Process for Development Designers
- Provide Flexibility for Challenging Sites & Redevelopment Cases
- Encourage Regional Solutions Instead of Single Parcel Practices
- Encourage Public-Private Solutions to Treat Street Runoff

SF-455 Requirements

- Reduced cities' ability to restrict stormwater runoff flow rate
- This would* increase the storm runoff rates from new development
 - 19% average increase for previously undeveloped sites
 - **304% average increase for redevelopment sites**
 - (*if Clive continues using older calculation methods, more later)
- Small storm controls (< 5-yr storm) were not changed under SF-455
- Changed topsoil restoration requirements to “match existing”
 - This is a minor change for most development in Clive

Modernized Calculation Methods - Distribution

- Most Iowa Communities (and SUDAS) use “SCS Type II, 24-Hr” rainfall distribution (the timing of rainfall during a “typical” storm)
 - This method has been used since the 1960s and is outdated
- Larger cities are modernizing to specific regional methods
- KC area “MARC” (9 county group) is adopting “Temporal 6-Hr” distribution
- McClure assessed a variety of alternates - the Temporal 6-Hr is:
 - A good fit for the central Iowa climate and typical Clive development
 - A “Win-Win” for the City and Developers

Modernized Calculation Methods - Depth

- Most Iowa Communities (and SUDAS) use “NOAA Atlas 14” for rainfall depths in “design storms” (5-yr, 100-yr, etc.)
- Rainfall IS increasing in Iowa, all experts agree (data below)
- Typical infrastructure lasts 25 to 50 or more years, so “failure to plan is planning to fail.”
- Increasing the “Atlas 14” depths by 25% is planning for resiliency

The new requirement of using a 1.25 modifier of the NOAA Atlas 14 data is substantiated in local research and the national record.

- US Army Corps Silver Jackets Prediction: ~20% to 45% increase
- US EPA Climate Records (not predictions) for Iowa over the last 50 years:
 - 5% to 10% increase in average annual rainfall
 - 35% increase in the rainfall during the 4 wettest days of the year
 - 20% increase in the water flowing in streams during the highest flood each year
- NOAA Atlas 14 90th Percentile Confidence Interval: ~28% increase
- New Jersey recently implemented a “Future Conditions Change Factor”, which requires an average 35% increase in precipitation for stormwater design

Effects of the Proposed Methods

- Reduces stormwater outflows to about pre-SF-455 rates, on average
 - Better represents actual storms experienced in Iowa
 - Maintains appropriate control of flow rates leaving development sites
 - This is a “Win” for the City and downstream neighbors because it reduces downstream flooding compared to post-SF455 scenarios
- Detention volume required for developments is, on average, about the same as before SF-455
- Prepares for additional rainfall in the future

Clarifications and Flexibility

- Streamline and Clarify the Entire Manual for Designers
- Provide Flexibility
 - Challenging sites like floodplains may be better suited for “Fee-In-Lieu”
 - Dense redevelopment cases may be treated on a case-by-case basis
 - If insufficient area exists for parcel-by-parcel practices
 - Regional (multi-parcel) practices can be considered as long as ownership and maintenance are clearly understood

Clarifications and Flexibility

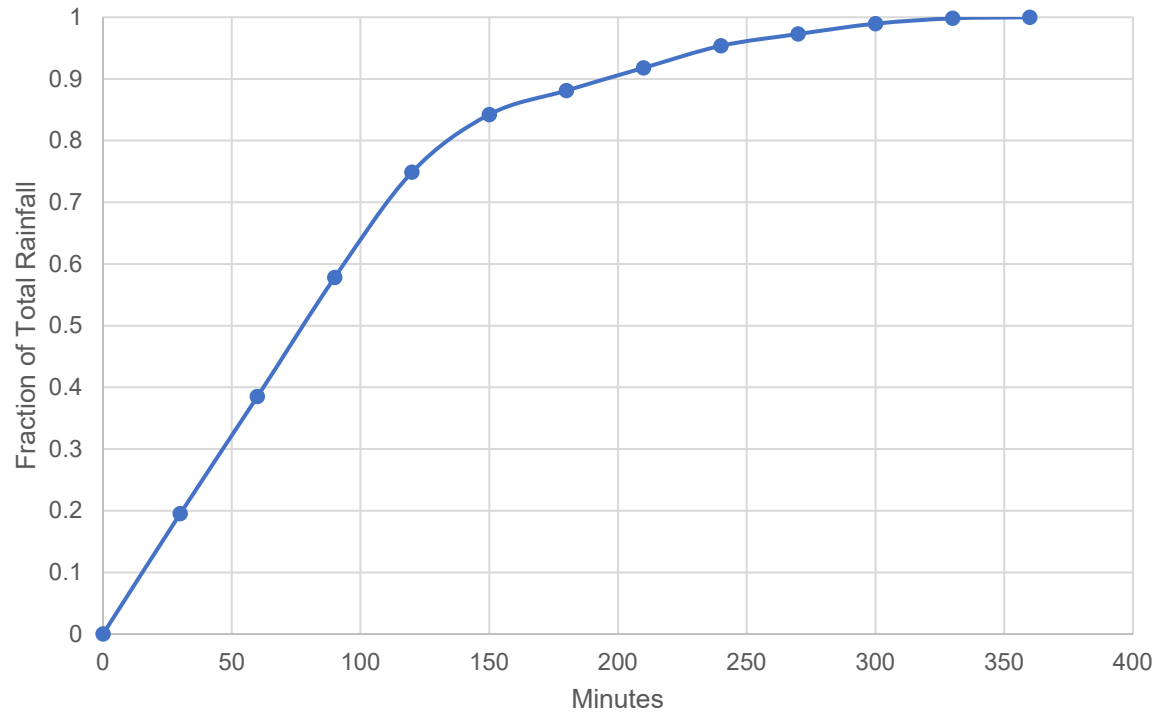
- Encourage Regional Solutions Instead of Single Parcel Practices
 - Where planning and cooperative agreements exist, larger central practices can be more efficient and reduce maintenance
- Encourage Public-Private Solutions to Treat Street Runoff
 - Similarly, regional practices can incorporate street runoff for a comprehensive water quality and quantity benefit

Clarifications and Flexibility

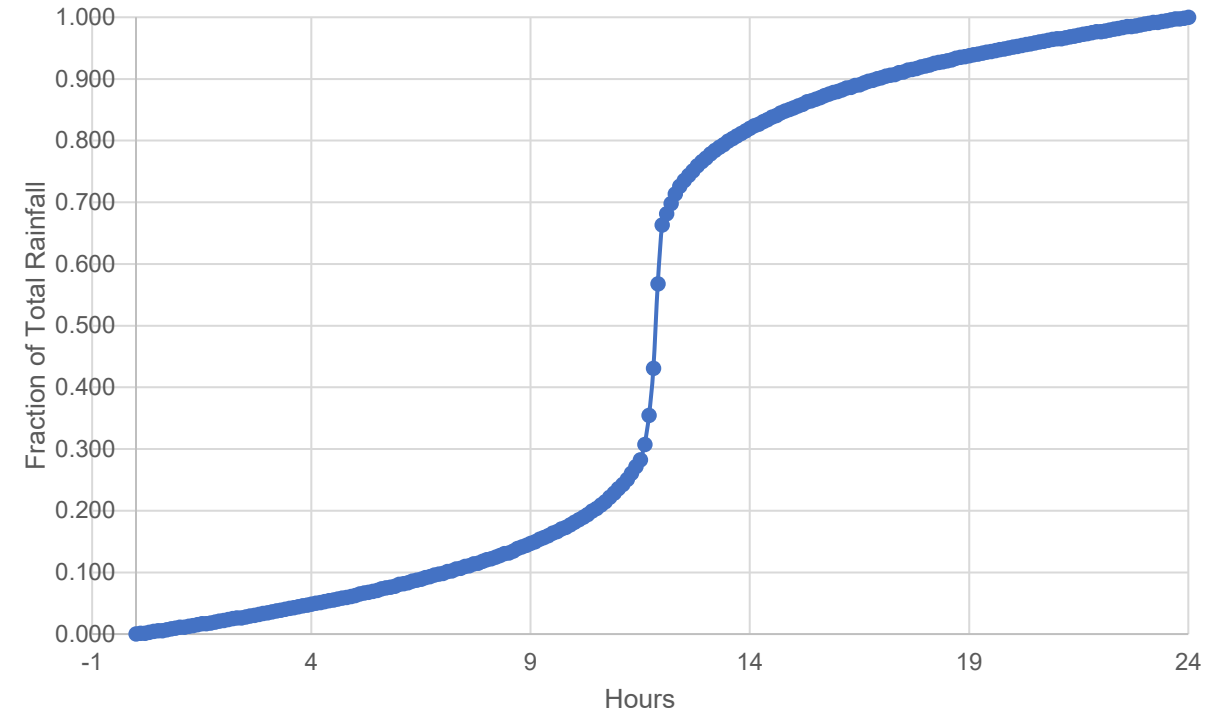
- A provision was added that allows designers to use the previous (“pre-SF455”) methods if preferred, for:
 - Detention basin design
 - Topsoil restoration

Rainfall Distribution Comparison

Temporal 6-Hr Rainfall Distribution



SCS 24-Hr Rainfall Distribution



Policy questions for Council

- Does the Council approve of using the new calculation method that better reflects the types of storms we're seeing in Clive?
- Does the Council approve of including the 25% future conditions modifier to account for larger storms predicted in the coming decades?
- Does the Council approve of a "Fee In Lieu" program for challenging redevelopment areas and land in the floodplain?
- Does the Council believe that this combination of policy changes will yield stormwater management outcomes similar to what was achieved pre-SF455, and without additional burden to developers?
- Does the Council approve of broadening the geographic area in which the City can work to meet stormwater requirements for street reconstructions?

Table of Contents

1. Introduction	2
2. Abbreviations	3
3. Definitions	4
4. Application Types	6
5. Post-Construction Stormwater Management Plan Process	9
6. Natural Resources Identification and Protection	10
7. Floodplain Development	12
8. Unified Sizing Criteria and Allowable Conditions	13
9. Runoff Reduction and Allowable Conditions	15
10. Soil Management Plan	18
11. Recharge Capacity of Topsoil	19
12. Rainfall and Runoff Parameterization	21
Rainfall Distribution	21
Time of Concentration (Tc)	21
Rational Method	22
NRCS TR-55 Methodology	23
13. Stormwater Conveyance System Design	24
14. Storm Sewer Outlet Location and Protection	25
15. Overland Flowage Easement Requirements	26
16. Best Management Practices	27
17. Unacceptable Facility Design	29
Appendix A: Natural Resources Checklist	30
Appendix B: PCSWMP Checklist	31
Appendix C: Stormwater Summary Data Sheet	32
Appendix E: Private Stormwater Management Facility Maintenance Agreement and Permanent Easement	33
Appendix F: Stormwater Management Plan Template	35
Appendix G: Topsoil Demonstration Checklist	36

1. Introduction

The City of Clive is subject to the U.S. Environmental Protection Agency's NPDES permit program administered by the Iowa Department of Natural Resources. Cities meeting certain demographic and environmental criteria are required to obtain and maintain an NPDES permit for the discharge of stormwater from a MS4.

The [City of Clive's Iowa NPDES Permit Number 77-20-0-02](#) authorizes existing and new stormwater point source discharges from all areas within the Clive corporate boundary to discharge into waters of the State. Authorization under the permit is subject to the city complying with a Stormwater Pollution Prevention and Management Plan which outlines areas of responsibility for the City to implement the following NPDES Minimum Control Measures.

Public Education and Outreach about the impacts of stormwater discharges and measures residents can implement to reduce pollutants in stormwater runoff.

Public Involvement and Participation by taking an active role in participating in the Walnut Creek Watershed Management Authority and publishing meeting and other public notices.

Illicit Discharge Detection and Elimination to prohibit anything other than stormwater, allowable non-stormwater, and pollutants for which an NPDES permit has been issued from entering the City's storm sewer system.

Construction Site Stormwater Runoff Control to reduce pollutants in stormwater runoff from construction activities.

Post-Construction Stormwater Management to control and minimize stormwater runoff and water quality impacts from new construction and re-construction projects.

Pollution Prevention and Good Housekeeping to prevent or reduce pollutant runoff from municipal operations.

The Clive Post-Construction Stormwater Management Manual is intended to provide a centralized location for background materials and references to the City of Clive's Stormwater Management Program. This document is intended to be periodically updated to reflect changes in policy, programs, and best management practices determined by the City Council to be in the best interest of effectively managing stormwater with the City of Clive.

Clive Post-Construction Stormwater Management Ordinance can be found in [Section 8-4C of the Clive City Code](#).

2. Abbreviations

“BMPs” means Best Management Practices

“cfs” means cubic feet per second

“CN” means Natural Resources Conservation Service curve number

“CPv” means Channel Protection Volume: the 1-year 24-hour precipitation event

“GP#2” means an Iowa Department of Natural Resources General Permit Number 2

“HGL” means hydraulic grade line

“IDNR” means the Iowa Department of Natural Resources

“ISWMM” means Iowa Stormwater Management Manual The current edition at the time of the first document submittal to the City will be the guidance for a specific project

“MCMs” means Minimum Control Measures and refers to the six minimum control measures outlined by the Environmental Protection Agency NPDES program

“MPEs” means Minimum Protection Elevations

“MS4” means Municipal Separate Storm Sewer System

“NPDES” means National Pollution Discharge Elimination System

“NRCS” means Natural Resource Conservation Service

“PCSWMM” means Post-Construction Stormwater Management Manual

“PCSWMP” means Post-Construction Stormwater Management Plan

“Q_p” means Overbank flood protection

“Q_r” means Extreme flood protection

“Rev” means Recharge volume

“RRv” means Runoff Reduction volume

“SMP” means Soil Management Plan

“SOM” means Soil Organic Matter

“SWPPP” means Stormwater Pollution Prevention Plan

“SQR” means Soil Quality Restoration

“SUDAS” means Iowa Statewide Urban Design and Specifications

“T_c” means Time of Concentration

“TR-55” means NRCS Technical Referendum 55

“USC” means Unified Sizing Criteria as defined in ISWMM unless otherwise noted

“WQv” means Water Quality Volume

3. Definitions

1. “Channel Protection volume” means the runoff generated from the 1-year, 24-hour storm and is further defined in [ISWMM](#).
2. “Channel flow” means flow inside a defined channel and flowing under gravity.
3. “Compost” means stable, mature, decomposed organic solid waste originating from plant matter that is the result of the accelerated, aerobic biodegradation and stabilization under controlled conditions. Compost shall meet the following minimum requirements:
 - a. a uniform dark, soil-like appearance,
 - b. 100% of the material passing through a 1-inch sieve ($\frac{3}{8}$ " or $\frac{1}{2}$ " screen preferred),
 - c. pH range between 5.5 and 9,
 - d. minimum organic matter content of 35% dry weight based on the loss on ignition method,
 - e. soluble salt content of less than 4.0 mmhos/cm, and
 - f. capable of growing vegetation.
4. “Developed land” means land that has been altered from its natural state by construction or installation of more than 500 square feet of impervious surface.
5. “Extreme flood protection” means the 5-, 10-, 25-, 50-, and 100-year, 24-hour storm using TR55 methodology.
6. “Forebay” means an area near a concentrated point of discharge to a certain BMP, where stormwater flows can be slowed to an extent where heavier sediments and debris can be captured before they enter the BMP itself.
7. “Groundwater Recharge” means precipitation that infiltrates into the soil such that it is deeper than the vegetative root zone and cannot be evapotranspired.
8. “Impervious surface” means those areas which prevent or impede the infiltration of stormwater into the soil as it enters in natural conditions prior to development. Common impervious surface areas include, but are not limited to, rooftops, sidewalks, driveways, patios, parking lots, storage areas, compacted gravel surfaces, and other surfaces which prevent or impede the natural infiltration of stormwater runoff which existed prior to development.
9. “Imported Topsoil” shall mean topsoil brought to site that meets the following minimum requirements:
 - a. uniform quality free from debris, hard clods, roots, sod, stiff clay, hard pan, stones larger than 1 inch,
 - b. minimum organic matter content of 4% based on the loss on ignition method,
 - c. free of herbicides that prohibit plant growth,
 - d. pH level between 6.0 and 8.0,
 - e. friable with a clay content less than 25% using a particle size diameter of <0.002mm, and

-
- f. worked prior to seeding/sodding such that a penetrometer can be inserted into the upper 6 inches with less force than 200 psi, or have a bulk density of less than 1.49 grams/cubic centimeter.
10. “Low quality on-site soil” means soil material that does not meet the minimum requirements of topsoil.
 11. “Minimizing compaction” means:
 - a. Avoiding equipment traffic as much as possible on areas where grading activities are not necessary. If a compacted path forms, the path of travel shall be lightly tilled, disced, etc. and reseeded following construction activities to restore pre-project soil density and vegetation.
 - a. Areas where grading activities (excavation or fill placed) are necessary – The subsoil shall be tilled, disced, etc. to break up hardpan conditions immediately prior to topsoil placement. Topsoil shall be worked prior to seeding and final stabilization such that the soil has a bulk density of less than 1.49 grams/cubic centimeter. This is most easily determined onsite with a standard, handheld soil penetrometer. The penetrometer reading for the upper 6” of soil shall be less than 200 psi. Areas planned for turf grass should require more than 50 psi, to avoid overly soft conditions.
 12. “Overbank Flood Protection” means the 2-year, 24-hour storm and the 5-year, 24-hour storm using TR-55 methodology.
 13. “Recharge Volume” means is as defined in [ISWMM](#), except the precipitation depth shall equal 0.5”.
 14. “Resurfacing” means any project intended to maintain or restore the existing capacity of an existing impervious surface that does not increase the area of any impervious surfaces onsite. Resurfacing includes, but is not necessarily limited to, asphalt overlay, full and partial depth patching, sidewalk/trail patching, and pavement removal needed to repair underground utilities.
 15. “Runoff Reduction volume” means the runoff generated from the first 1.0” of rainfall.
 16. “Stream meander belt width” means the lateral distance measured perpendicular to the valley between the outside edges of two meanders that occupy opposite sides of the valley.
 17. “Topsoil” means the soil material from the upper layer of the soil profile.
 18. “Undeveloped site” means a parcel, or portion of a parcel that does not meet the definition of developed land.
 19. “Water Quality Volume” generally means the volume of runoff generated by 1.25” of rainfall, and is further defined in [ISWMM](#).

4. Application Types

Stormwater requirements are applicable to all private and public projects, unless otherwise noted. The application categories for the purpose of this policy are as follows:

1. **New Development** means the construction of 5,000 square feet or more impervious surfaces on a previously undeveloped site. New development includes projects on residential projects that fall under International Building Code Residential Group R, commercial, industrial, or municipal sites.

The site shall be designed in accordance with all requirements of the [Unified Sizing Criteria section](#) for the stormwater runoff from *the entire site*.

2. **Redevelopment** means a project on a previously developed site on which more than 25% of the existing impervious surfaces will be removed or modified, or at least 10,000 square feet of new or modified impervious surfaces will be constructed. Redevelopment includes projects on residential projects that fall under International Building Code Residential Group R, commercial, industrial, or municipal sites.

The site shall be designed in accordance with all requirements of the [Unified Sizing Criteria section](#) for the stormwater from *all impervious surfaces*.

3. **Incremental Improvement** means a project that is not classified as Redevelopment on a developed site in which at least 5,000 square feet of new or modified impervious surfaces will be constructed. This threshold is a cumulative amount of new or modified square footage and may be reached over time in increments, as determined from city planimetric data. Incremental improvement includes projects in residential (non-single family), commercial, industrial, or municipal sites that do not constitute a Redevelopment or a Reconstruction project.

The site shall be designed in accordance with all the requirements of the [Runoff Reduction section](#) for stormwater from *the new and modified impervious surfaces*.

4. **Residential Improvement** means any improvement on a residential site (that does *not* fall under International Building Code Residential Group R project) in which at least 5,000 square feet of new or modified impervious surfaces will be constructed.

Residential properties in developments initially platted after November 10, 2016, are exempt from this requirement given the improvements do not increase the curve number used in the development's approved Stormwater Management Plan.

In the case of residential improvement project, the stormwater *from the new or modified impervious surfaces* shall be mitigated by one of the following practices:

- a. 6" deep rain garden equal to 20% of the area of the improvement. The rain garden must capture runoff from the new impervious area or from an equal amount of existing impervious area.
- b. Soil quality restoration of grass areas equal to 3 times the area of the improvement. SQR shall use core aeration to a minimum depth of 4" and application of a ½" to ¾" thick compost blanket as further defined in this manual.

-
- c. Conversion to native landscaping in accordance with [ISWMM](#) equal to the area of the improvement.
 - d. Rain Barrel(s) or other water reuse system that captures a volume equal to 1" times the area of the improvement.
 - e. Compliance with the Runoff Reduction section of this Manual.
 - f. Other BMPs as approved by the Clive Water Resources Engineer.
5. **Street Reconstruction** For the purpose of this policy, a street project shall be considered a street reconstruction (as opposed to a resurfacing project) if the site is being brought into compliance with the current street standards.

The site shall be designed in accordance with all requirements of the [Runoff Reduction section of this document](#) for the stormwater runoff from *the entire site*.

6. **Exceptions, Exemptions, and Clarifications**

- a. When the requirements cannot be met on-site, consideration for the construction of (and/or Fee-in-Lieu payment for) off-site improvements commensurate with the on-site requirement may be approved by the City on a site-by-site basis. Reasoning demonstrating the infeasibility of compliance shall be submitted by the applicant as part of the proposed project. Upon review and concurrence by City staff, the applicant may then submit proposed alternative BMPs. Potential reasoning may include limitations such as:
 - i. Geotechnical concerns
 - ii. Floodplains or limiting topography
 - iii. Spatial constraints
 - iv. Contaminated soils
 - v. Downstream infrastructure limitations
- b. Additional on-site controls may be required if the receiving stormwater conveyance system is not capable of providing safe passage of the additional runoff volume or rate from any site development project. Existing stormwater BMPs may be considered as part of the site's post-construction stormwater management provided the BMP is still functional after the proposed improvements.
- c. **Resurfacing** projects.
- d. A regional approach may be well suited to dense redevelopment areas and sites with multiple small parcels, instead of multiple small practices. Regional (multi-parcel) stormwater practices are encouraged, as long as permanent ownership and long-term maintenance responsibilities are clearly defined. Proponents should present the City with proposed solutions that provide the required minimum controls for all sites in a contributing drainage area, as well as any associated future infill development.

Insert Determining Your Application Type flowchart here

5. Post-Construction Stormwater Management Plan Process

Pre-Application Meeting:

For most new development or redevelopment projects, applicants will schedule a pre-application meeting with City staff. Contact the Community Development Department for scheduling assistance. Stormwater designers should attend the pre-application meeting and should be prepared with the following completed:

1. Natural resources checklist
2. Existing conditions exhibit with potential locations for stormwater BMPs clearly labelled

Submittal, Review, and Revisions:

During the submittal and revision process, consider responsible design principles while developing the site plan, such as:

- Limit disturbance of land to the greatest extent practical. Work with the lay of the land and minimize cut and fill.
- Consider methods to reduce connected impervious areas. Break up impervious areas with open space where possible.
- Consider a treatment train approach where stormwater can be treated, infiltrated, and stored in multiple practices in series, rather than relying on one large practice to meet all the site needs.

Final Submittal stormwater documentation for development review must include:

1. Full site plan set
2. Post Construction Stormwater Management Plan (PCSWMP)
 - a. Natural Resources Checklist
 - b. Post-Construction Stormwater Management Plan Checklist
 - c. Geotechnical Report
 - d. Soil Management Plan
 - e. BMP Maintenance Plan
 - f. BMP Maintenance Agreement
3. Any supporting information or reports requested by staff during the review
4. A summary data sheet for each BMP – refer to Appendix C

6. Natural Resources Identification and Protection

Natural resources must be identified and evaluated with all development activities. These areas must be considered to protect the public health, safety, general welfare, and environment; to minimize public and private losses due to erosion, stream meander, and flooding; to provide for the efficient preservation and maintenance of stream systems; and to maintain water quality through provisions designed to minimize impactful land development.

The stormwater management plan shall include a written and graphic inventory of the natural resources on the development site and the immediate surrounding area as it exists prior to the commencement of the project. At a minimum, the inventory shall include:

1. Written description of the local watershed and its relation to the project site.
2. Site map including:
 - a. Vegetation types.
 - b. Wetlands
 - c. Streams and other persistent waterways
 - d. Riparian buffer zone
 - e. Steep slopes

Vegetation Survey

A vegetation survey is required if any of the following conditions exist on-site:

- a. Forested areas,
- b. Native vegetation areas,
- c. Existing crop trees 3" caliper DBH or larger.

The vegetation survey site map shall identify and label trees with the DBH; species, if known; tree category, if species unknown.

Wetlands Delineation

Wetland delineation methodology shall comply with current US Army Corps of Engineers protocols. A wetlands delineation is required if any of the following conditions exist on-site:

- a. National Wetlands Inventory indicates the presence of wetland areas or streams,
- b. USGS maps include blue lines, dashed-blue lines, wetland, and/or marsh areas,
- c. any persistent waterway, hydric soils, typical wetland vegetation, or natural areas.

Stream Assessment

Stream assessment methodology shall comply with current US Army Corps of Engineers protocols. A stream assessment is required if any of the following conditions exist on-site:

- a. blue or dashed-blue lines on USGS maps,
- b. any persistent waterway.

Riparian Buffers and Bank Protection

Riparian buffers must be preserved in their natural state and should be sized to include the 100-year floodplain, steep banks, and the stream's meander belt width, if applicable. The stream's

meander belt width is generally determined by reviewing past and current meanders. In determining the belt width, a mapping scale of not more than 1" to 5,000' shall be utilized.

The buffer should also include a setback for maintenance access. Conservation easements or land dedication to the City are examples of ways to ensure the riparian buffer is maintained in a natural state.

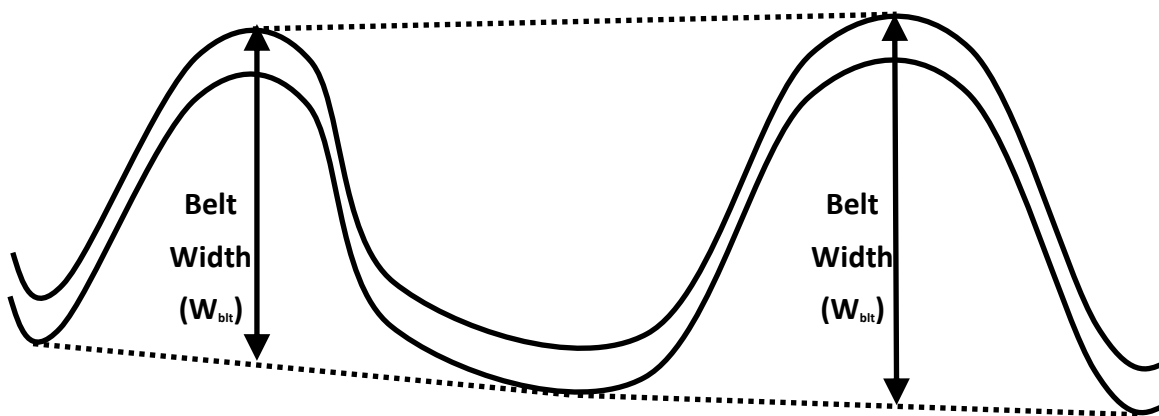


Figure 6.1 Stream belt width meander.

If an adequate riparian buffer cannot be maintained, bank protection may be required in actively eroding areas. Refer to Clive's [Greenbelt Stream Corridor Assessment](#) and Official Stream Buffer Map as a guide. If bank protection is required, the [River Restoration Toolbox](#) shall be used as the design reference with bio-engineered methods being prioritized.

Steep Slopes

Excessive grading should be avoided on all slopes, but steep slopes should be left alone wherever practical. Existing slopes steeper than 4:1 should not be disturbed due to the high potential for soil erosion and slope failures. Steep slopes, especially those adjacent to waterways, should be set aside in conservation easements to preserve their natural state. No stripping, grading, or construction traffic should be allowed outside of areas where new features are proposed as part of an approved development project.

The creation of slopes steeper than 4:1 will not be permitted without additional scour protection considerations. Such slopes are not mowable and must be vegetated accordingly.

7. Floodplain Development

Development and fill in the floodplain can reduce the capacity of the floodplain to store and convey stormwater, potentially increasing velocities and causing increased safety concerns.

Stormwater detention facilities are not allowed within the floodway. Generally, detention facilities are discouraged within the flood fringe and will not be permitted when fill is required to construct the facility. Stormwater detention facilities may be allowed in the flood fringe if the storage is constructed by excavating, and no dam or berm is constructed that effectively removes the facility from the flood fringe. Other facilities, such as infiltration practices, may be included in the floodplain.

Stormwater management facilities located within flood-prone areas may require more frequent or extensive maintenance. For example, if a detention basin is constructed in an area expected to collect sediment or debris, available storage would be reduced over time and removal of excess materials will be required. When evaluating site locations within flood-prone areas, evidence of deposition or debris collection should be noted.

If the Q_r (extreme flood protection) rate control cannot be completely achieved onsite due to elevation constraints, the city may instead allow off-site excavation within riparian areas to increase floodplain connectivity and storage capacity. The excavation quantity shall be commensurate to the 100-year, 24 hour, proposed condition event volume, plus 25% minimum. The work may be done privately or in conjunction with a regional project. This option must be coordinated and approved by City staff.

Any earth-moving activities to construct dams or create excavated areas will need to comply with local, state, and federal floodplain regulations. Changes in surface elevation that result in increased high-water elevations across the floodplain is prohibited.

Clive Flood Control ordinance can be found in [Section 11-11 of the Clive City Code](#). There are additional permit applications and requirements for floodplain development that are not covered in this manual.

8. Unified Sizing Criteria and Allowable Conditions

The intent of the Unified Sizing Criteria is to comprehensively manage stormwater to remove pollutants and improve water quality; prevent downstream bank and channel erosion; reduce downstream overbank flooding; and safely convey and reduce runoff from extreme storm events. Stormwater calculations for all development sites and construction projects should identify post-development conformance with the following requirements. For the purposes of this policy, on-site rainfall calculations shall use the NOAA Atlas 14 precipitation frequency estimates for existing conditions and 125% of the Atlas 14 rainfall total for the proposed conditions.

1. **Recharge volume [Rev]:** The runoff generated from the first 0.5" of rainfall. Infiltrate the Recharge Volume using appropriate practices.
2. **Runoff Reduction volume [RRv]** The runoff generated from the first 1.0" of rainfall. If Runoff Reduction volume can be infiltrated, WQv treatment will be required.
3. **Water Quality Volume [WQv]:** The runoff generated from a 1.25" rainfall event. Capture and treat the Water Quality Volume. Subtraction of the recharge volume is allowed.
4. **Channel Protection Volume [CPv]:** The 1-year, 24-hour, SCS Type II storm using TR-55 methodology. Provide extended detention for the CPv such that the volume is released over 24- to 48-hours. This requirement may be waived if the site generates less than 2 cfs in the post-development condition prior to detention.
5. **Overbank Flood Protection [Qp]:** The 2-year, 24-hour, SCS Type II storm and the 5-year, 24-hour, SCS Type II storm using TR-55 methodology. Provide peak discharge control of the Qp events such that post-development discharge does not exceed either the existing discharge rates or the pre-settlement rates.
6. **Extreme flood protection [Qr]:** the 5-, 10-, 25-, 50-, and 100-year storm using TR55 methodology.

Provide peak discharge control of the Qr events using either method below:

- a. The post development discharge of all events 5-yr through 100-yr does not exceed the peak discharge rate for the runoff from the 5-year, 24-hour, SCS Type II storm using pre-settlement conditions ("meadow in good condition"). This option is the method from the previous version of the Clive Stormwater Management Manual.
- b. The post development discharge of all events 5-yr through 100-yr does not exceed the peak discharge rate for the runoff from the 5-year, existing

condition site (at the time construction commences), using the 6-hour Temporal rainfall distribution (see below), and multiplying the proposed condition rainfall total by 125% to account for increasing future rainfall. This method is compliant with Iowa law SF455 (IAC Section 331.301, Code 2024).

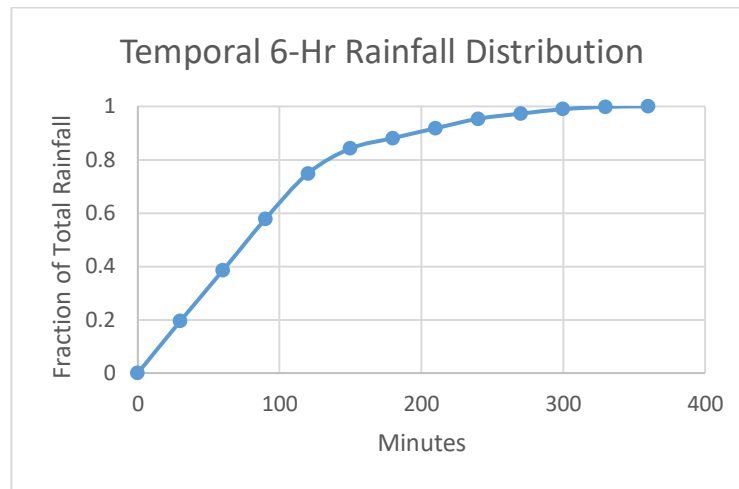
Regardless of the method chosen, redevelopment sites may have additional considerations for detention design. Many sites in Clive were originally designed with “backup detention” (detention within pipes, basins, or on the surface created by restrictions in the most downstream structure, or by limitations in the receiving conveyance infrastructure. The release rate reduction provided by the backup detention effect shall be considered in the assessment of the “existing condition” for sites. The allowable release rate from these sites shall not exceed the rate that would occur in the backup condition based on the current existing infrastructure.

7. **Safe Conveyance:** Provide safe conveyance of all events. Runoff shall be released in a safe and non-erosive manner from the site, whether overland, through an outlet pipe, channel, or emergency spillway. The PCSWMP must demonstrate that there are adequate flow paths via storm sewers, easements, and/or rights-of-way to convey the post-development storm flows to the receiving stream corridor without erosion, flooding, or increased risk to public or private property. Indicate on the site plan all overflow paths for the 100-year and larger events.

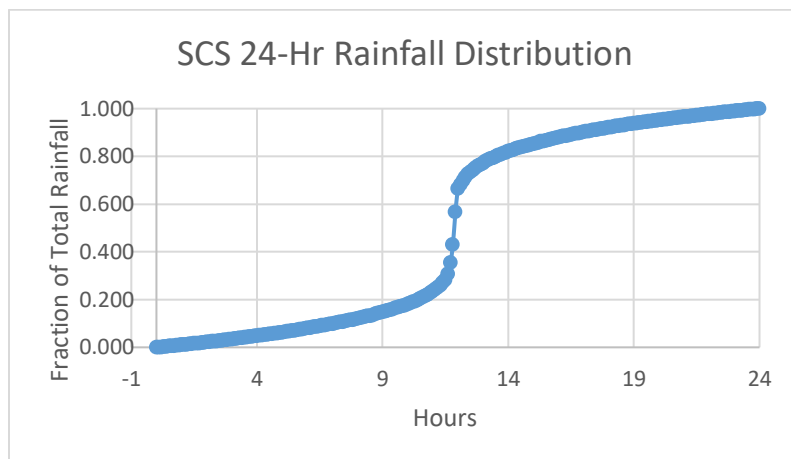
8. **Safe Site Design:** Site designers shall consider all appropriate rainfall distributions, storm intensities, flow paths and site topography, among other factors, when designing sites to avoid potentially dangerous situations. Regardless of the methods required in this manual, sites shall be designed such that the minimum low openings for buildings, any critical infrastructure, and emergency evacuation and transit routes, etc. are sufficiently elevated above potential stormwater ponding elevations. Designers should assess, at minimum, ponding elevations for a variety of rainfall scenarios using 125% of the 100-yr, NOAA Atlas-14 precipitation quantity, in the fully developed condition.

Temporal 6-Hr Rainfall Distribution Definition

TIME (MINUTES)	FRACTION
0	0
30	0.195
60	0.385
90	0.578
120	0.749
150	0.842
180	0.881
210	0.918
240	0.954
270	0.973
300	0.990
330	0.998
360	1



SCS Type II 24-Hr Rainfall Distribution



TIME (HOURS)	FRACTION
0	0.000
1	0.011
2	0.022
3	0.035
4	0.048
5	0.062
6	0.080
7	0.098
8	0.120
9	0.147

10	0.181
11	0.235
12	0.663
13	0.771
14	0.820
15	0.853
16	0.880
17	0.902
18	0.921
19	0.938
20	0.952
21	0.965
22	0.976
23	0.989
24	1.000

9. Runoff Reduction and Allowable Conditions

The purpose of this section is to address existing sites in which complete compliance with the Unified Sizing Criteria section is not physically possible, but incremental improvements are needed to move towards the City's goal of mitigating the adverse impacts that development and impervious surfaces can have on flooding and water quality. One of two criteria must be met:

1. **Runoff Reduction volume [RRv]** The runoff generated from the first 1.0" of rainfall.

Infiltrate the Runoff Reduction volume.

That inch of rainfall must not be allowed to leave the site by surface runoff or pipe conveyance. This requirement can be accomplished with soil quality restoration or other infiltration-based practices. The volume should be calculated by assuming a uniform inch of rainfall.

If the Runoff Reduction volume is harvested in a swimming pool, applicant must demonstrate that pool overflow discharges to open, pervious area (i.e. not discharged to a pipe).

Or

2. **Water Quality Volume [WQv]:** The runoff generated from a 1.25" rainfall event.

Capture and treat the Water Quality Volume. Subtraction of the recharge volume is allowed.

Runoff from uncurbed impervious area (i.e. sidewalks, sports courts) must be infiltrated.

10. Soil Management Plan

A Soil Management Plan (SMP) demonstrating compliance with the GP#2 is a required element of the PCSWMP. Re-establishing the ability of site soils to absorb water is one of the most effective practices in reducing site runoff. The Soil Management Plan shall include the following:

1. A Site map that identifies where:
 - a. soils and vegetation will not be disturbed,
 - b. topsoil will be stripped and stockpiled,
 - c. SQR will be used, if applicable.
2. If applicable, identify method(s) of SQR described in [ISWMM](#) to be used. Provide the following calculations and specifications:
 - a. verify the volume provided using Tables 1 and 2 in the Recharge Capacity of Topsoil section
 - b. determine the depth of tillage involved, if applicable,
 - c. determine and quantify types and amounts of materials for import, if applicable.
3. Identify methods for establishing permanent vegetative cover, e.g. sod, seeding rates.
4. Incorporate SMP into site specific SWPPP during subsequent review (typically with the grading permit during construction) to be implemented from initial disturbance to final stabilization.

It is recommended to use SQR to meet infiltration requirements and re-establish a healthy soil profile. If SQR is not to be used, provide a geotechnical report to substantiate the quality and quantity of on-site available topsoil. The geotechnical analysis or soil survey must be prepared and signed by the IDNR or a geotechnical professional licensed in the state of Iowa. The report shall outline the collection methods utilized, as well as the characteristics of the topsoil. At a minimum, collection of two samples per acre is required unless alternative sampling is agreed upon by the City. Pursuant to Iowa law SF455 topsoil shall be restored onsite following development, to at least the depth and no more compacted than prior to construction. Topsoil does not need to be restored below pavement, buildings, etc., only in pervious areas.

At the option of the developer and with approval by the City - In lieu of geotechnical analysis or soil surveys, topsoil preservation may be satisfied by respreading 4" depth of high quality topsoil or the amendment of 3" of low-quality soil incorporated with a minimum of 1.5" of compost. If compost is used to modify soil, a compost certification report demonstrating compliance with this manual shall be submitted for approval prior to delivery.

See the definitions section for information on high vs low quality topsoil, topsoil compaction, etc. Verification of compliance with topsoil requirements shall be submitted with the as-builts.

11. Recharge Capacity of Topsoil

Preservation of topsoil can be the most cost-effective way to infiltrate water and reduce runoff from a site and is commonly used for meeting infiltration requirements (Rev, WQv).

Table 1 and Table 2 below are provided for ease of calculating the infiltration capacity of topsoil of various characteristics. If the topsoil on site does not match these characteristics the infiltration capacity of the soil can be calculated using the research performed by Berman D. Hudson (1994). This research is available upon request.

The capacity in 1" topsoil column (orange) can be used to calculate the available water storage for any depth of soil by multiplying the depth of the topsoil profile in inches by the capacity in 1" topsoil for the corresponding % SOM row.

The first 1" of water storage is needed to address the volume of rainfall that falls directly on the soil. Available storage exceeding the first inch may be used to mitigate other indirect areas only if that runoff is directed into the soil. The cells in blue identify where the water storage capacity exceeds 1".

Table 1: Water Storage Capacity of Silt Loam Topsoil

% SOM by weight	Bulk Density (gm/cm ³)	Capacity in 1" topsoil	Capacity in 4" topsoil	Capacity in 6" topsoil	Capacity in 8" topsoil
1	1.25	0.13	0.52	0.77	1.03
2	1.25	0.17	0.66	1.00	1.33
3	1.25	0.20	0.81	1.22	1.62
4	1.25	0.24	0.96	1.44	1.92
5	1.25	0.28	1.11	1.66	2.22
6	1.25	0.31	1.26	1.88	2.51
7	1.25	0.35	1.40	2.11	2.81
8	1.25	0.39	1.55	2.33	3.10

Table 2: Water Storage Capacity of Silty Clay Loam Topsoil

% SOM by weight	Bulk Density (gm/cm ³)	Capacity in 1" topsoil	Capacity in 4" topsoil	Capacity in 6" topsoil	Capacity in 8" topsoil
1	1.25	0.09	0.36	0.55	0.73
2	1.25	0.12	0.48	0.71	0.95
3	1.25	0.15	0.59	0.88	1.18
4	1.25	0.18	0.70	1.05	1.40
5	1.25	0.20	0.81	1.22	1.62
6	1.25	0.23	0.92	1.39	1.85
7	1.25	0.26	1.04	1.55	2.07

8	1.25	0.287	1.148	1.722	2.296
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If electing to use topsoil to meet infiltration requirements, include the construction note in the construction plans and specifications where X% organic content is design specific and shall be no less than 4%:

“Topsoil shall meet the following minimum requirements:

- g. uniform quality free from debris, hard clods, roots, sod, stiff clay, hard pan, stones larger than 1 inch,
- h. minimum organic matter content of 4% based on the loss on ignition method,
- i. free of herbicides that prohibit plant growth,
- j. pH level between 6.0 and 8.0,
- k. friable with a clay content less than 25% using a particle size diameter of <0.002mm, and
- l. shall be worked prior to seeding/sodding such that a penetrometer can be inserted into the upper 6 inches with less force than 200 psi, or have a bulk density of less than 1.49 grams/cubic centimeter.

Topsoil verification shall be submitted with the as-builts.”

12. Rainfall and Runoff Parameterization

Rainfall Distribution

Proposed condition rainfall depths shall use the NOAA Atlas 14 precipitation depth for the frequency appropriate to the calculation method, plus 25% additional depth to account for increasing future rainfall.

Time of Concentration (T_c)

Pre-settlement and existing T_c must always be calculated. If the proposed T_c is not calculated, a value of no more than 5 minutes shall be used. Use caution, improper calculation of T_c can dramatically affect calculated peak flow rates. It is recommended that all T_c values be calculated.

The following values and methods are recommended for completing calculations for T_c. Design calculations shall include a detailed explanation and evidence supporting any variation from these recommended methods and/or values. All assumptions and calculations for the method chosen must be provided for review.

- Utilize the NRCS Velocity Method in [SUDAS Section 2B-3](#).
- The 2-year, 24-hour rainfall depth (P₂) to be used is 3.66 inches.
- For each T_c, provide calculations demonstrating the time to travel, T_t, for sheet flow, shallow concentrated flow, and open channel flow.
- For open channel flow, include calculation details on the assumed cross-section of the channel and surface conditions used to determine the “n value”.

Rational Method

The rational method may be used to generate peak flow runoff values for design, provided the conditions of [SUDAS Section 2B-4 Sections B.1 and B.2](#) are met. The rational method may be used in the design of storm sewers, swales, and channels for watersheds when only a peak rate of flow is needed for sizing. The modified rational method will only be allowed for detention storage and routing design for projects smaller than 1 acre with no off-site “pass through.” TR-20 or TR-55 methods are required to be for all other sites.

Rational Method calculations must be provided in the SWMP whenever used.

- Maximum watershed size shall be no greater than **20 acres**.
- Runoff coefficient, C, must be weighted using the appropriate values for soil group land cover type.
- The runoff coefficients from [ISWMM](#) shall be used. The following supplemental runoff coefficients shall be used when applicable:

Runoff Coefficients “C” for Various Storm Events								
Land Cover type	Soil Group A		Soil Group B		Soil Group C		Soil Group D	
	1-10 year	100-year	1-10 year	100-year	1-10 year	100-year	1-10 year	100-year
Open space with 4” topsoil and 6” de-compaction	0.10	0.15	0.30	0.50	0.55	0.65	0.65	0.75
Open Space with 6” topsoil and 8” de-compaction	0.05	0.10	0.20	0.35	0.40	0.55	0.55	0.65
All Impervious	0.95	0.98	0.95	0.98	0.95	0.98	0.95	0.98

NRCS TR-55 Methodology

Projects on sites larger than 1 acre that involve detention basin routing are required to use the NRCS TR-55 Methodology. As the basis for the TR-55 Methodology, use of the TR-20 program is also acceptable. TR-20 includes additional calculation features for stream and basin routing and allows for a larger number of subwatersheds to be analyzed.

Apply the following additional information:

- Use the appropriate rainfall distribution for the calculation at the recurrence interval of interest.
 - a. SCS Type II, 24-Hr
 - b. Temporal 6-Hr
- Use Shape Factor value 484
- Hydrologic Soil Group, HSG
 - a. Provide field measurements to support the existing Hydrologic Soil Group of the onsite soil. Field measurements shall include gradation, soil texture, depth to water table, and saturated hydraulic conductivity as described in [NRCS Hydrologic Soil Groups](#).
- Curve Number
 - a. Values are based on [TR-55](#) for post-development, or existing condition calculations in urbanized areas.
 - b. Water Quality event adjustments to CN are needed to adapt TR-20 and TR-55 to properly model smaller rainfall depths. Refer to [ISWMM](#) Small Storm Hydrology.
 - c. Pre-settlement condition shall be defined as “meadow in good condition” per [ISWMM](#). The meadow curve number shall be based on existing soil types but shall not exceed 71 (HSG C).
- Land Use
 - a. Proposed Open Space shall be considered poor condition unless methods of Soil Quality Restoration have been specified to a depth of 4” minimum and are to be field verified post-construction in the as-built documentation.
 - b. Proposed Open Space shall be considered fair condition unless methods of Soil Quality Restoration have been specified to a depth of 8” and are to be field verified post-construction in the as-built documentation.
 - c. CN for all impervious areas is 98.
 - d. Residential: The City’s planimetric data demonstrates local single-family lots have larger impervious surfaces on average than the guidelines set forth in the NRCS National Engineering Handbook. Due to this, the following minimum impervious percentages shall be used:
 - ¼ acre lot subdivisions - 50%
 - ⅓ acre lot subdivisions – 40%
 - ½ acre lot subdivisions – 30%

13. Stormwater Conveyance System Design

SUDAS standards shall be used for stormwater conveyance design. SUDAS specifications also apply to structures and pipe materials with the exception of private storm sewer systems. The private intakes, structures, and pipes located solely on private property may use materials other than reinforced concrete pipe; however, alternate materials shall have a documented design life expectancy of at least 50 years. All private storm sewer system components shall be specified and installed in accordance with SUDAS and the manufacturer.

The following is a summary of the applicable SUDAS section and the appropriate calculations that should be included as part of the PCSWMP.

Section 2C. Pavement Drainage and Intake Capacity

- Provide calculations regarding intake capacity and spread of flow across the street and/or right-of-way.
- Provide calculations used to determine MPEs near rear yard swales or inlets.

Section 2D. Storm Sewer Design

- Provide calculations demonstrating that the storm sewer network will operate without being under pressure during a 5-year storm event at a minimum. The 10-year storm may be required for major streets.

Section 2E. Culvert Design

- Provide calculations demonstrating that the capacity of any culvert meets the requirements of this section.
- Provide any calculations used to determine MPEs in the immediate area.

Section 2F. Open Channel Flow

- Provide details regarding cross-section, slope, selection of roughness coefficients, etc. as needed to determine depth of flow and velocity within the channel.
- Provide long lasting erosion control such as a turf reinforcement mat for any swales exceeding 5% slope. Any stabilization measures should consider the shear stresses of the channel prior to established vegetation.
- Provide any calculations used to determine MPEs in the immediate area

14. Storm Sewer Outlet Location and Protection

Storm sewer outlets are often under-designed, resulting in structures that are susceptible to damage due to erosion, and additional erosion downstream due to the concentrated flows and increased velocities.

Energy dissipation for storm sewer outlets shall be designed in accordance with [FHWA Hydraulic Engineering Circular No. 14](#). All public storm sewer outlets must be constructed in accordance with [SUDAS detail 4030.221](#).

The following variables must be considered when properly designing storm sewer outlet protection:

1. Outlet pipe slope

The steeper the pipe, the higher the velocities exiting the pipe. The final pipe run should be less than 2% wherever possible. If this is unattainable, special outlet protection may be required beyond revetment, such as a stilling basin or run-down.

2. Ground slope at outlet

The slope immediately following the outlet for a length determined using SUDAS Figure 7E-10.03 shall be flat. The 100-year design storm shall be utilized to determine the design of outlet protection. Storm sewer pipes shall not outlet on steep slopes, even if the immediate slope is flat, as the concentrated flow can cause erosion downstream of the outlet protection.

3. Outlet directly into waterway

If the pipe outlet is directly into a waterway, the invert must be at or below base flow.

Bank protection in accordance with the [River Restoration Toolbox](#) shall be provided upstream and downstream of the outlet to account for bank erosion.



Example of a Riprap Stilling Basin

15. Overland Flowage Easement Requirements

Ephemeral drainage swales, such as those in backyards in residential subdivisions, shall be designed with adequate slope to ensure positive drainage but not too steep as to cause erosion; typically, greater than 2% is desired. If positive drainage cannot be achieved, the swale should either:

- a. Use drain tile. Drain tile shall be a private improvement and not be incorporated into the City's public storm sewer network unless written approval is obtained from the Public Works Department. When a drain tile is used, the swale cannot be utilized to meet recharge requirements outlined in the [Unified Sizing Criteria section](#) unless elevation is controlled from the downstream end of the tile.
- b. Contain a minimum of 12" of compost amended soil. Amended soil can be achieved by incorporating 3" of compost into the subsoils. Adequate soil recharge is required to prevent standing water that could breed mosquitoes and can also be designed to meet the recharge requirement outlined in the [Unified Sizing Criteria section](#).

Easements shall be dedicated such that the width of the easement is not split between property lines. Easement shall be a minimum of 15 feet wide. Preliminary sizing may be further refined using utility depth and adjacent grade information. Final easement dimensions are subject to approval by Public Works.

16. Best Management Practices

1. BMP Locations and Access

Stormwater management facility development providing other amenities, e.g. walking trails, fishing, etc., is strongly encouraged whenever possible for larger storm management. Proper access routes and easements for BMPs shall be established during the plan development and review process.

BMPs that benefit more than one parcel should be located on outparcels or association property such that the maintenance responsibilities can be clearly distributed to all benefitted property owners. BMPs located on more than one parcel must outline the maintenance responsibilities in the maintenance agreement.

2. BMP Maintenance Plan and Agreement

The long-term operations and maintenance of BMPs shall maintain compliance with the Unified Sizing Criteria of this policy. A detailed maintenance plan which outlines inspection and maintenance procedures to ensure the long-term function of site BMPs is required. The maintenance plan must be a standalone document prepared by the design engineer or another qualified professional. **Appendix D** contains a template for a Permanent BMP Maintenance Plan. At a minimum, all BMPs shall require an annual inspection by the property owner as required in [Section 8-4C-7](#) of the Clive City Code.

The Permanent BMP Maintenance Plan shall identify:

- a. the components of the BMP that need to be maintained,
- b. equipment necessary to maintain the components,
- c. specific skills or qualifications necessary to maintain the components,
- d. frequency of inspection,
- e. regular maintenance schedule, and
- f. map showing the BMP location(s)

The need for a recorded maintenance agreement with the property owner or owner's association shall be determined at the time of development review; **Appendix E** contains a template of the Private Stormwater Management Maintenance Agreement and Permanent Easement.

3. Sediment Forebays and Pretreatment Devices

Pretreatment is essential to long-term performance of BMPs; sediment forebays and other pretreatment devices reduce the amount of heavy pollutants entering the BMP that could negatively affect the performance and appearance of the practice. Forebays shall be a required element of every BMP design.

Forebay design shall include:

- a. Sized for a minimum of 10% of the WQv draining to the forebay or device.

-
- b. Consideration of need for a physical barrier such as a berm, spillway, gabion or revetment stone wall. The physical barrier forces water to temporarily pool near the entrance to the BMP, reducing velocities and allowing suspended materials to settle out.
 - c. A minimum 12-foot-wide clear path from adjacent street(s) to provide maintenance access. The maintenance access should be 8:1 or flatter. Where there is only one way in and out, a turnaround should also be provided. In some cases, a hard surface access path may be required. Additional design considerations shall be made to accommodate anticipated maintenance equipment.
 - d. Consideration of a hardened bottom surface to avoid over-excavation during cleanout operations.
 - e. Schedule for sediment cleanout. Small bioretention forebays need to be cleaned several times a year, whereas forebays for wetlands or ponds may only need to be cleaned every 3 to 5 years.

4. Mechanical Devices

Mechanical devices will generally not be permissible as stand-alone water quality treatment, e.g. hydrodynamic separators, oil and water separators. These devices are allowed and encouraged for pretreatment in certain situations, such as gas stations.

5. Underground Systems

Underground systems may be utilized when adequate surface area is not available. Underground systems may be used for detention and water quality if the PCSWMP design engineer is knowledgeable of the system and documentation of third-party testing is provided. Proper sizing of isolator rows and other pretreatment devices, as well as a robust maintenance plan is key when using these types of systems.

17. Unacceptable Facility Design

The following approaches to stormwater management facility design shall not be permitted. Existing facilities on developed sites may remain in place; however, development and construction activities that remove or substantially modify an existing unacceptable facility shall replace such facility with a system that complies with this policy.

1. Passive detention systems

Passive detention systems direct captured runoff through a storm sewer network to the outlet from the site. The outlet utilizes a restriction, such as an orifice plate, which causes water to temporarily surcharge and back up from an intake into a surface depression for storage during large storm events. This design method allows runoff from smaller storm events to leave the site directly, without the opportunity to remove suspended pollutants and debris.

2. Low-flow flumes and directly connected impervious areas

Low-flow flumes and directly connected impervious areas prevent infiltration of stormwater runoff and reduce or eliminate the possibility of providing water quality treatment or small-storm management. Virtually any storm event will direct surface runoff from paved areas to the receiving storm sewer system or stream.

3. Flow path shortcutting

Flow path shortcutting happens when runoff enters a basin or treatment practice at nearly the same point where it outlets from the practice. In this type of system, the opportunity for absorption, infiltration, or treatment of stormwater runoff is severely reduced. It is recommended that stormwater runoff enter a BMP as far from the outlet as possible.

Pipe outlets, flumes, or other points of concentrated stormwater flows should enter the BMP no less than twice the width of the practice from the outlet, e.g. a pipe entering a 30' wide detention basin should be located no closer than 60' to the BMP outlet. In a dry basin, the necessary separation can be achieved by grading a sinuous path at the bottom of the basin to accommodate low flows. In a wetland or retention basin, separation can be achieved with low peninsulas that increase the flow path during small storms. Refer to [ISWMM](#) for more information on pretreatment options.

Appendix A: Natural Resources Checklist

- ☐ Vegetative and forest cover
- ☐ Native Vegetative Areas
- ☐ Environmentally sensitive resources that provide opportunities or constraints for development

Topography and Soils

- ☐ Areas of steep and/or highly erodible soils
- ☐ Soil types and hydrologic soil groups (from Web Soil Survey or geotechnical report)
<http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm>
- ☐ Presence of hydric soils
- ☐ Soil conditions of areas for infiltration-based Best Management Practices (BMPs)

Wetlands

- ☐ National Wetlands Inventory
- ☐ Wetlands Delineation / Determination Reports

Existing Streams and Floodplains

- ☐ Receiving water(s) (with known impairments or water quality issues)
- ☐ Waterways and/or dry channels
- ☐ Intermittent streams
- ☐ Perennial stream
- ☐ FEMA FIRM Panel information
- ☐ Streambank stability of adjacent waterways and streams

Appendix B: PCSWMP Checklist

Post-Construction Stormwater Management Plan Checklist	
Item	Included (Y/N)
1. Cover sheet including project name, location, engineer and developer contact information	
2. Certification statement from Iowa registered PE or LA	
3. Site Characteristics	
a. Natural Resources Checklist	
b. Existing and proposed basin characteristics and flow patterns	
4. Summary of any previous studies, master plans, site constraints	
5. City of Clive Summary Data Sheet	
6 Pre-settlement conditions and runoff analysis summary	
7. Existing Conditions Summary	
8 Proposed conditions and runoff analysis summary	
9. Offsite Conditions and runoff analysis if applicable	
10. Stormwater management design summary	
a. Stormwater conveyance design and paths (storm sewers, swales, etc.)	
b. Outfall and outlet design	
c. Detention/retention basin(s)	
d. BMPs	
11. Discussion of how MPEs were established	
12. Discussions of floodplains, if applicable (location, elevation, etc.)	
13. Discussion of permits anticipated	
14. Computations	
a. Runoff coefficient and/or curve number calculations	
b. Time of concentration calculations	
c. Recharge volume calculations	
d. Water Quality volume calculations	
e. Runoff reduction volume calculations (if applicable)	
f. Channel protection volume calculations	
g. Storm system capacities and flow rates (storm sewer, swales, street intakes, etc.)	
h. Outlet velocities and energy dissipation calculations	
i. Detention volume (stage-area) data and outlet discharge calculations (weir, orifice, etc.)	
j. Downstream capacity calculations if applicable	
15. Connectivity Diagram	
16. Runoff and routing hydrographs	
17. Floodplain modeling if applicable	
18. Existing and Proposed Basin Map with contours and applicable existing and proposed features	
19. BMP Maintenance plan	
a. Discuss operation and maintenance aspects of the design	
b. Show recorded maintenance agreement if required	
20. Construction Drawings	
21. Soil Management Plan	
a. Geotechnical report verifying top soil conditions according to Manual	
b. Areas identified where soils and vegetation will not be disturbed.	
c. Areas of topsoil strip and stockpile	
d. If soil quality restoration (SQR) is proposed, describe methods and location of use	
e. Tillage depth if used	
f. Types and quantities of materials needed for SQR	
g. Methods for establishing vegetation	

Appendix C: Stormwater Summary Data Sheet

Location _____

Subwatershed _____ Area _____

Tributary Stream _____

Provide a separate summary sheet for each watershed.

Storm Event	Existing Onsite Runoff (cfs)	Offsite runoff (cfs)	Post-Development Onsite Runoff (before detention) (cfs)	Allowable release rate (cfs)	Design Release Rate (cfs)	High water elevation (ft.)	Volume detained (cu. ft.)
	A	B	C	=A+B	≤A+B		
1-year							
2-year							
5-year							
10-year							
25-year							
50-year							
100-year							

Appendix D: Permanent BMP Maintenance Plan

Appendix E: Private Stormwater Management Facility Maintenance Agreement and Permanent Easement

Appendix F: Stormwater Management Plan Template

Appendix G: Topsoil Demonstration Checklist

Table of Contents

1. Introduction	2
2. Abbreviations	3
3. Definitions	4
4. Application Types	6
5. Post-Construction Stormwater Management Plan Process	9
6. Natural Resources Identification and Protection	10
7. Floodplain Development	12
8. Unified Sizing Criteria and Allowable Conditions	13
9. Runoff Reduction and Allowable Conditions	15
10. Soil Management Plan	18
11. Recharge Capacity of Topsoil	19
12. Rainfall and Runoff Parameterization	21
Rainfall Distribution	21
Time of Concentration (Tc)	21
Rational Method	22
NRCS TR-55 Methodology	23
13. Stormwater Conveyance System Design	24
14. Storm Sewer Outlet Location and Protection	25
15. Overland Flowage Easement Requirements	26
16. Best Management Practices	27
17. Unacceptable Facility Design	29
Appendix A: Natural Resources Checklist	30
Appendix B: PCSWMP Checklist	31
Appendix C: Stormwater Summary Data Sheet	32
Appendix E: Private Stormwater Management Facility Maintenance Agreement and Permanent Easement	33
Appendix F: Stormwater Management Plan Template	35
Appendix G: Topsoil Demonstration Checklist	36

1. Introduction

The City of Clive is subject to the U.S. Environmental Protection Agency's NPDES permit program administered by the Iowa Department of Natural Resources. Cities meeting certain demographic and environmental criteria are required to obtain and maintain an NPDES permit for the discharge of stormwater from a MS4.

The [City of Clive's Iowa NPDES Permit Number 77-20-0-02](#) authorizes existing and new stormwater point source discharges from all areas within the Clive corporate boundary to discharge into waters of the State. Authorization under the permit is subject to the city complying with a Stormwater Pollution Prevention and Management Plan which outlines areas of responsibility for the City to implement the following NPDES Minimum Control Measures.

Public Education and Outreach about the impacts of stormwater discharges and measures residents can implement to reduce pollutants in stormwater runoff.

Public Involvement and Participation by taking an active role in participating in the Walnut Creek Watershed Management Authority and publishing meeting and other public notices.

Illicit Discharge Detection and Elimination to prohibit anything other than stormwater, allowable non-stormwater, and pollutants for which an NPDES permit has been issued from entering the City's storm sewer system.

Construction Site Stormwater Runoff Control to reduce pollutants in stormwater runoff from construction activities.

Post-Construction Stormwater Management to control and minimize stormwater runoff and water quality impacts from new construction and re-construction projects.

Pollution Prevention and Good Housekeeping to prevent or reduce pollutant runoff from municipal operations.

The Clive Post-Construction Stormwater Management Manual is intended to provide a centralized location for background materials and references to the City of Clive's Stormwater Management Program. This document is intended to be periodically updated to reflect changes in policy, programs, and best management practices determined by the City Council to be in the best interest of effectively managing stormwater with the City of Clive.

Clive Post-Construction Stormwater Management Ordinance can be found in [Section 8-4C of the Clive City Code](#).

2. Abbreviations

“BMPs” means Best Management Practices

“cfs” means cubic feet per second

“CN” means Natural Resources Conservation Service curve number

“CPv” means Channel Protection Volume: the 1-year 24-hour precipitation event

“GP#2” means an Iowa Department of Natural Resources General Permit Number 2

“HGL” means hydraulic grade line

“IDNR” means the Iowa Department of Natural Resources

“ISWMM” means Iowa Stormwater Management Manual The current edition at the time of the first document submittal to the City will be the guidance for a specific project

“MCMs” means Minimum Control Measures and refers to the six minimum control measures outlined by the Environmental Protection Agency NPDES program

“MPEs” means Minimum Protection Elevations

“MS4” means Municipal Separate Storm Sewer System

“NPDES” means National Pollution Discharge Elimination System

“NRCS” means Natural Resource Conservation Service

“PCSWMM” means Post-Construction Stormwater Management Manual

“PCSWMP” means Post-Construction Stormwater Management Plan

“Q_p” means Overbank flood protection

“Q_r” means Extreme flood protection

“Rev” means Recharge volume

“RRv” means Runoff Reduction volume

“SMP” means Soil Management Plan

“SOM” means Soil Organic Matter

“SWPPP” means Stormwater Pollution Prevention Plan

“SQR” means Soil Quality Restoration

“SUDAS” means Iowa Statewide Urban Design and Specifications

“T_c” means Time of Concentration

“TR-55” means NRCS Technical Referendum 55

“USC” means Unified Sizing Criteria as defined in ISWMM unless otherwise noted

“WQv” means Water Quality Volume

3. Definitions

1. "Channel Protection volume" means the runoff generated from the 1-year, 24-hour storm and is further defined in [ISWMM](#).
2. "Channel flow" means flow inside a defined channel and flowing under gravity.
3. "Compost" means stable, mature, decomposed organic solid waste originating from plant matter that is the result of the accelerated, aerobic biodegradation and stabilization under controlled conditions. Compost shall meet the following minimum requirements:
 - a. a uniform dark, soil-like appearance,
 - b. 100% of the material passing through a 1-inch sieve ($\frac{3}{8}$ " or $\frac{1}{2}$ " screen preferred),
 - c. pH range between 5.5 and 9,
 - d. minimum organic matter content of 35% dry weight based on the loss on ignition method,
 - e. soluble salt content of less than 4.0 mmhos/cm, and
 - f. capable of growing vegetation.
4. "Developed land" means land that has been altered from its natural state by construction or installation of more than 500 square feet of impervious surface.
5. "Extreme flood protection" means the 5-, 10-, 25-, 50-, and 100-year, 24-hour storm using TR55 methodology.
6. "Forebay" means an area near a concentrated point of discharge to a certain BMP, where stormwater flows can be slowed to an extent where heavier sediments and debris can be captured before they enter the BMP itself.
7. "Groundwater Recharge" means precipitation that infiltrates into the soil such that it is deeper than the vegetative root zone and cannot be evapotranspired.
8. "Impervious surface" means those areas which prevent or impede the infiltration of stormwater into the soil as it enters in natural conditions prior to development. Common impervious surface areas include, but are not limited to, rooftops, sidewalks, driveways, patios, parking lots, storage areas, compacted gravel surfaces, and other surfaces which prevent or impede the natural infiltration of stormwater runoff which existed prior to development.
9. "Imported Topsoil" shall mean topsoil brought to site that meets the following minimum requirements:
 - a. uniform quality free from debris, hard clods, roots, sod, stiff clay, hard pan, stones larger than 1 inch,
 - b. minimum organic matter content of 4% based on the loss on ignition method,
 - c. free of herbicides that prohibit plant growth,
 - d. pH level between 6.0 and 8.0,
 - e. friable with a clay content less than 25% using a particle size diameter of <0.002mm, and

-
- f. worked prior to seeding/sodding such that a penetrometer can be inserted into the upper 6 inches with less force than 200 psi, or have a bulk density of less than 1.49 grams/cubic centimeter.
 - 10. “Low quality on-site soil” means soil material that does not meet the minimum requirements of topsoil.
 - 11. “Minimizing compaction” means:
 - a. Avoiding equipment traffic as much as possible on areas where grading activities are not necessary. If a compacted path forms, the path of travel shall be lightly tilled, disced, etc. and reseeded following construction activities to restore pre-project soil density and vegetation.
 - a. Areas where grading activities (excavation or fill placed) are necessary – The subsoil shall be tilled, disced, etc. to break up hardpan conditions immediately prior to topsoil placement. Topsoil shall be worked prior to seeding and final stabilization such that the soil has a bulk density of less than 1.49 grams/cubic centimeter. This is most easily determined onsite with a standard, handheld soil penetrometer. The penetrometer reading for the upper 6” of soil shall be less than 200 psi. Areas planned for turf grass should require more than 50 psi, to avoid overly soft conditions.
 - 12. “Overbank Flood Protection” means the 2-year, 24-hour storm and the 5-year, 24-hour storm using TR-55 methodology.
 - 13. “Recharge Volume” means is as defined in [ISWMM](#), except the precipitation depth shall equal 0.5”.
 - 14. “Resurfacing” means any project intended to maintain or restore the existing capacity of an existing impervious surface that does not increase the area of any impervious surfaces onsite. Resurfacing includes, but is not necessarily limited to, asphalt overlay, full and partial depth patching, sidewalk/trail patching, and pavement removal needed to repair underground utilities.
 - 15. “Runoff Reduction volume” means the runoff generated from the first 1.0” of rainfall.
 - 16. “Stream meander belt width” means the lateral distance measured perpendicular to the valley between the outside edges of two meanders that occupy opposite sides of the valley.
 - 17. “Topsoil” means the soil material from the upper layer of the soil profile.
 - 18. “Undeveloped site” means a parcel, or portion of a parcel that does not meet the definition of developed land.
 - 19. “Water Quality Volume” generally means the volume of runoff generated by 1.25” of rainfall, and is further defined in [ISWMM](#).

4. Application Types

Stormwater requirements are applicable to all private and public projects, unless otherwise noted. The application categories for the purpose of this policy are as follows:

1. **New Development** means the construction of 5,000 square feet or more impervious surfaces on a previously undeveloped site. New development includes projects on residential projects that fall under International Building Code Residential Group R, commercial, industrial, or municipal sites.

The site shall be designed in accordance with all requirements of the [Unified Sizing Criteria section](#) for the stormwater runoff from *the entire site*.

2. **Redevelopment** means a project on a previously developed site on which more than 25% of the existing impervious surfaces will be removed or modified, or at least 10,000 square feet of new or modified impervious surfaces will be constructed. Redevelopment includes projects on residential projects that fall under International Building Code Residential Group R, commercial, industrial, or municipal sites.

The site shall be designed in accordance with all requirements of the [Unified Sizing Criteria section](#) for the stormwater from *all impervious surfaces*.

3. **Incremental Improvement** means a project that is not classified as Redevelopment on a developed site in which at least 5,000 square feet of new or modified impervious surfaces will be constructed. This threshold is a cumulative amount of new or modified square footage and may be reached over time in increments, as determined from city planimetric data. Incremental improvement includes projects in residential (non-single family), commercial, industrial, or municipal sites that do not constitute a Redevelopment or a Reconstruction project.

The site shall be designed in accordance with all the requirements of the [Runoff Reduction section](#) for stormwater from *the new and modified impervious surfaces*.

4. **Residential Improvement** means any improvement on a residential site (that does *not* fall under International Building Code Residential Group R project) **in which at least 5,000 square feet of new or modified impervious surfaces will be constructed.**

Residential properties in developments initially platted after November 10, 2016, are exempt from this requirement given the improvements do not increase the curve number used in the development's approved Stormwater Management Plan.

In the case of residential improvement project, the stormwater *from the new or modified impervious surfaces* shall be mitigated by one of the following practices:

- a. 6" deep rain garden equal to 20% of the area of the improvement. The rain garden must capture runoff from the new impervious area or from an equal amount of existing impervious area.
- b. Soil quality restoration of grass areas equal to 3 times the area of the improvement. SQR shall use core aeration to a minimum depth of 4" and application of a ½" to ¾" thick compost blanket as further defined in this manual.

-
- c. Conversion to native landscaping in accordance with [ISWMM](#) equal to the area of the improvement.
 - d. Rain Barrel(s) or other water reuse system that captures a volume equal to 1" times the area of the improvement.
 - e. Compliance with the Runoff Reduction section of this Manual.
 - f. Other BMPs as approved by the Clive Water Resources Engineer.
5. **Street Reconstruction** For the purpose of this policy, a street project shall be considered a street reconstruction (as opposed to a resurfacing project) if the site is being brought into compliance with the current street standards.

The site shall be designed in accordance with all requirements of the [Runoff Reduction section of this document](#) for the stormwater runoff from *the entire site*.

6. **Exceptions, Exemptions, and Clarifications**

- a. When the requirements cannot be met on-site, consideration for the construction of (and/or Fee-in-Lieu payment for) off-site improvements commensurate with the on-site requirement may be approved by the City on a site-by-site basis. Reasoning demonstrating the infeasibility of compliance shall be submitted by the applicant as part of the proposed project. Upon review and concurrence by City staff, the applicant may then submit proposed alternative BMPs. Potential reasoning may include limitations such as:
 - i. Geotechnical concerns
 - ii. Floodplains or limiting topography
 - iii. Spatial constraints
 - iv. Contaminated soils
 - v. Downstream infrastructure limitations
- b. Additional on-site controls may be required if the receiving stormwater conveyance system is not capable of providing safe passage of the additional runoff volume or rate from any site development project. Existing stormwater BMPs may be considered as part of the site's post-construction stormwater management provided the BMP is still functional after the proposed improvements.
- c. **Resurfacing** projects.
- d. A regional approach may be well suited to dense redevelopment areas and sites with multiple small parcels, instead of multiple small practices. Regional (multi-parcel) stormwater practices are encouraged, as long as permanent ownership and long-term maintenance responsibilities are clearly defined. Proponents should present the City with proposed solutions that provide the required minimum controls for all sites in a contributing drainage area, as well as any associated future infill development.

Insert Determining Your Application Type flowchart here

5. Post-Construction Stormwater Management Plan Process

Pre-Application Meeting:

For most new development or redevelopment projects, applicants will schedule a pre-application meeting with City staff. Contact the Community Development Department for scheduling assistance. Stormwater designers should attend the pre-application meeting and should be prepared with the following completed:

1. Natural resources checklist
2. Existing conditions exhibit with potential locations for stormwater BMPs clearly labelled

Submittal, Review, and Revisions:

During the submittal and revision process, consider responsible design principles while developing the site plan, such as:

- Limit disturbance of land to the greatest extent practical. Work with the lay of the land and minimize cut and fill.
- Consider methods to reduce connected impervious areas. Break up impervious areas with open space where possible.
- Consider a treatment train approach where stormwater can be treated, infiltrated, and stored in multiple practices in series, rather than relying on one large practice to meet all the site needs.

Final Submittal stormwater documentation for development review must include:

1. Full site plan set
2. Post Construction Stormwater Management Plan (PCSWMP)
 - a. Natural Resources Checklist
 - b. Post-Construction Stormwater Management Plan Checklist
 - c. Geotechnical Report
 - d. Soil Management Plan
 - e. BMP Maintenance Plan
 - f. BMP Maintenance Agreement
3. Any supporting information or reports requested by staff during the review
4. A summary data sheet for each BMP – refer to Appendix C

6. Natural Resources Identification and Protection

Natural resources must be identified and evaluated with all development activities. These areas must be considered to protect the public health, safety, general welfare, and environment; to minimize public and private losses due to erosion, stream meander, and flooding; to provide for the efficient preservation and maintenance of stream systems; and to maintain water quality through provisions designed to minimize impactful land development.

The stormwater management plan shall include a written and graphic inventory of the natural resources on the development site and the immediate surrounding area as it exists prior to the commencement of the project. At a minimum, the inventory shall include:

1. Written description of the local watershed and its relation to the project site.
2. Site map including:
 - a. Vegetation types.
 - b. Wetlands
 - c. Streams and other persistent waterways
 - d. Riparian buffer zone
 - e. Steep slopes

Vegetation Survey

A vegetation survey is required if any of the following conditions exist on-site:

- a. Forested areas,
- b. Native vegetation areas,
- c. Existing crop trees 3" caliper DBH or larger.

The vegetation survey site map shall identify and label trees with the DBH; species, if known; tree category, if species unknown.

Wetlands Delineation

Wetland delineation methodology shall comply with current US Army Corps of Engineers protocols. A wetlands delineation is required if any of the following conditions exist on-site:

- a. National Wetlands Inventory indicates the presence of wetland areas or streams,
- b. USGS maps include blue lines, dashed-blue lines, wetland, and/or marsh areas,
- c. any persistent waterway, hydric soils, typical wetland vegetation, or natural areas.

Stream Assessment

Stream assessment methodology shall comply with current US Army Corps of Engineers protocols. A stream assessment is required if any of the following conditions exist on-site:

- a. blue or dashed-blue lines on USGS maps,
- b. any persistent waterway.

Riparian Buffers and Bank Protection

Riparian buffers must be preserved in their natural state and should be sized to include the 100-year floodplain, steep banks, and the stream's meander belt width, if applicable. The stream's

meander belt width is generally determined by reviewing past and current meanders. In determining the belt width, a mapping scale of not more than 1" to 5,000' shall be utilized.

The buffer should also include a setback for maintenance access. Conservation easements or land dedication to the City are examples of ways to ensure the riparian buffer is maintained in a natural state.

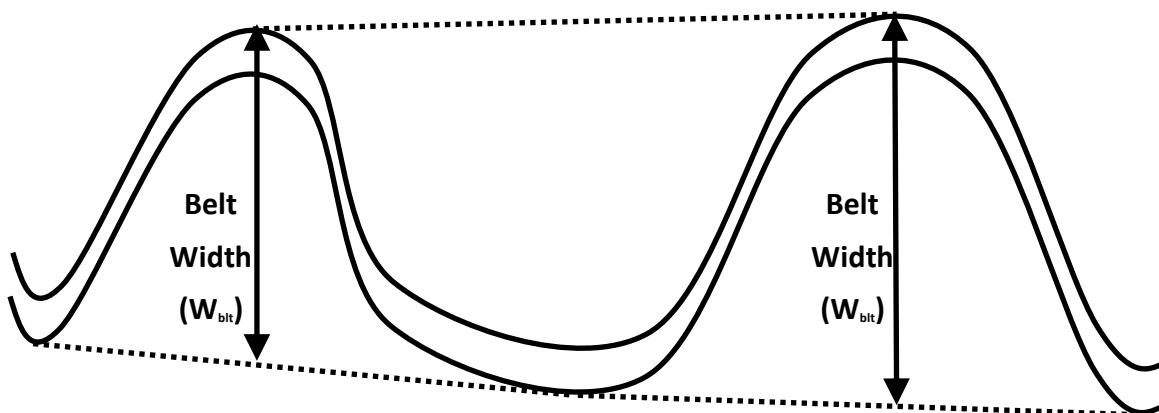


Figure 6.1 Stream belt width meander.

If an adequate riparian buffer cannot be maintained, bank protection may be required in actively eroding areas. Refer to Clive's [Greenbelt Stream Corridor Assessment](#) and Official Stream Buffer Map as a guide. If bank protection is required, the [River Restoration Toolbox](#) shall be used as the design reference with bio-engineered methods being prioritized.

Steep Slopes

Excessive grading should be avoided on all slopes, but steep slopes should be left alone wherever practical. Existing slopes steeper than 4:1 should not be disturbed due to the high potential for soil erosion and slope failures. Steep slopes, especially those adjacent to waterways, should be set aside in conservation easements to preserve their natural state. No stripping, grading, or construction traffic should be allowed outside of areas where new features are proposed as part of an approved development project.

The creation of slopes steeper than 4:1 will not be permitted without additional scour protection considerations. Such slopes are not mowable and must be vegetated accordingly.

7. Floodplain Development

Development and fill in the floodplain can reduce the capacity of the floodplain to store and convey stormwater, potentially increasing velocities and causing increased safety concerns.

Stormwater detention facilities are not allowed within the floodway. Generally, detention facilities are discouraged within the flood fringe and will not be permitted when fill is required to construct the facility. Stormwater detention facilities may be allowed in the flood fringe if the storage is constructed by excavating, and no dam or berm is constructed that effectively removes the facility from the flood fringe. Other facilities, such as infiltration practices, may be included in the floodplain.

Stormwater management facilities located within flood-prone areas may require more frequent or extensive maintenance. For example, if a detention basin is constructed in an area expected to collect sediment or debris, available storage would be reduced over time and removal of excess materials will be required. When evaluating site locations within flood-prone areas, evidence of deposition or debris collection should be noted.

If the Q_r (extreme flood protection) rate control cannot be completely achieved onsite due to elevation constraints, the city may instead allow off-site excavation within riparian areas to increase floodplain connectivity and storage capacity. The excavation quantity shall be commensurate to the 100-year, 24 hour, proposed condition event volume, plus 25% minimum. The work may be done privately or in conjunction with a regional project. This option must be coordinated and approved by City staff.

Any earth-moving activities to construct dams or create excavated areas will need to comply with local, state, and federal floodplain regulations. Changes in surface elevation that result in increased high-water elevations across the floodplain is prohibited.

Clive Flood Control ordinance can be found in [Section 11-11 of the Clive City Code](#). There are additional permit applications and requirements for floodplain development that are not covered in this manual.

8. Unified Sizing Criteria and Allowable Conditions

The intent of the Unified Sizing Criteria is to comprehensively manage stormwater to remove pollutants and improve water quality; prevent downstream bank and channel erosion; reduce downstream overbank flooding; and safely convey and reduce runoff from extreme storm events. Stormwater calculations for all development sites and construction projects should identify post-development conformance with the following requirements. For the purposes of this policy, on-site rainfall calculations shall use the NOAA Atlas 14 precipitation frequency estimates for existing conditions and 125% of the Atlas 14 rainfall total for the proposed conditions.

1. **Recharge volume [Rev]:** The runoff generated from the first 0.5" of rainfall. Infiltrate the Recharge Volume using appropriate practices.
2. **Runoff Reduction volume [RRv]** The runoff generated from the first 1.0" of rainfall. If Runoff Reduction volume can be infiltrated, WQv treatment will be required.
3. **Water Quality Volume [WQv]:** The runoff generated from a 1.25" rainfall event. Capture and treat the Water Quality Volume. Subtraction of the recharge volume is allowed.
4. **Channel Protection Volume [CPv]:** The 1-year, 24-hour, SCS Type II storm using TR-55 methodology. Provide extended detention for the CPv such that the volume is released over 24- to 48-hours. This requirement may be waived if the site generates less than 2 cfs in the post-development condition prior to detention.
5. **Overbank Flood Protection [Qp]:** The 2-year, 24-hour, SCS Type II storm and the 5-year, 24-hour, SCS Type II storm using TR-55 methodology. Provide peak discharge control of the Qp events such that post-development discharge does not exceed either the existing discharge rates or the pre-settlement rates.
6. **Extreme flood protection [Qr]:** the 5-, 10-, 25-, 50-, and 100-year storm using TR55 methodology.

Provide peak discharge control of the Qr events using either method below:

- a. The post development discharge of all events 5-yr through 100-yr does not exceed the peak discharge rate for the runoff from the 5-year, 24-hour, SCS Type II storm using pre-settlement conditions ("meadow in good condition"). This option is the method from the previous version of the Clive Stormwater Management Manual.
- b. The post development discharge of all events 5-yr through 100-yr does not exceed the peak discharge rate for the runoff from the 5-year, existing

condition site (at the time construction commences), using the 6-hour Temporal rainfall distribution (see below), and multiplying the proposed condition rainfall total by 125% to account for increasing future rainfall. This method is compliant with Iowa law SF455 (IAC Section 331.301, Code 2024).

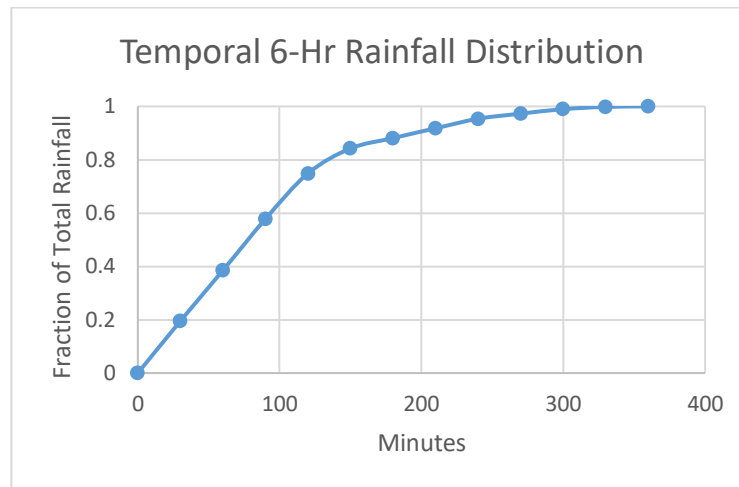
Regardless of the method chosen, redevelopment sites may have additional considerations for detention design. Many sites in Clive were originally designed with “backup detention” (detention within pipes, basins, or on the surface created by restrictions in the most downstream structure, or by limitations in the receiving conveyance infrastructure. The release rate reduction provided by the backup detention effect shall be considered in the assessment of the “existing condition” for sites. The allowable release rate from these sites shall not exceed the rate that would occur in the backup condition based on the current existing infrastructure.

7. **Safe Conveyance:** Provide safe conveyance of all events. Runoff shall be released in a safe and non-erosive manner from the site, whether overland, through an outlet pipe, channel, or emergency spillway. The PCSWMP must demonstrate that there are adequate flow paths via storm sewers, easements, and/or rights-of-way to convey the post-development storm flows to the receiving stream corridor without erosion, flooding, or increased risk to public or private property. Indicate on the site plan all overflow paths for the 100-year and larger events.

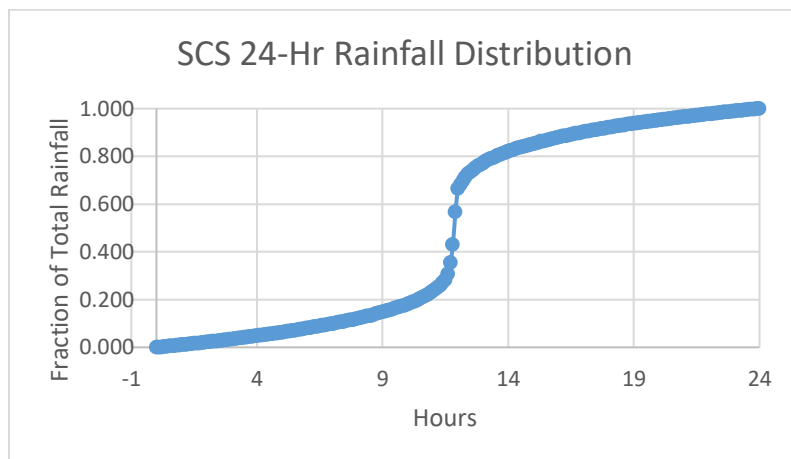
8. **Safe Site Design:** Site designers shall consider all appropriate rainfall distributions, storm intensities, flow paths and site topography, among other factors, when designing sites to avoid potentially dangerous situations. Regardless of the methods required in this manual, sites shall be designed such that the minimum low openings for buildings, any critical infrastructure, and emergency evacuation and transit routes, etc. are sufficiently elevated above potential stormwater ponding elevations. Designers should assess, at minimum, ponding elevations for a variety of rainfall scenarios using 125% of the 100-yr, NOAA Atlas-14 precipitation quantity, in the fully developed condition.

Temporal 6-Hr Rainfall Distribution Definition

TIME (MINUTES)	FRACTION
0	0
30	0.195
60	0.385
90	0.578
120	0.749
150	0.842
180	0.881
210	0.918
240	0.954
270	0.973
300	0.990
330	0.998
360	1



SCS Type II 24-Hr Rainfall Distribution



TIME (HOURS)	FRACTION
0	0.000
1	0.011
2	0.022
3	0.035
4	0.048
5	0.062
6	0.080
7	0.098
8	0.120
9	0.147

10	0.181
11	0.235
12	0.663
13	0.771
14	0.820
15	0.853
16	0.880
17	0.902
18	0.921
19	0.938
20	0.952
21	0.965
22	0.976
23	0.989
24	1.000

9. Runoff Reduction and Allowable Conditions

The purpose of this section is to address existing sites in which complete compliance with the Unified Sizing Criteria section is not physically possible, but incremental improvements are needed to move towards the City's goal of mitigating the adverse impacts that development and impervious surfaces can have on flooding and water quality. One of two criteria must be met:

1. **Runoff Reduction volume [RRv]** The runoff generated from the first 1.0" of rainfall.

Infiltrate the Runoff Reduction volume.

That inch of rainfall must not be allowed to leave the site by surface runoff or pipe conveyance. This requirement can be accomplished with soil quality restoration or other infiltration-based practices. The volume should be calculated by assuming a uniform inch of rainfall.

If the Runoff Reduction volume is harvested in a swimming pool, applicant must demonstrate that pool overflow discharges to open, pervious area (i.e. not discharged to a pipe).

Or

2. **Water Quality Volume [WQv]:** The runoff generated from a 1.25" rainfall event.

Capture and treat the Water Quality Volume. Subtraction of the recharge volume is allowed.

Runoff from uncurbed impervious area (i.e. sidewalks, sports courts) must be infiltrated.

10. Soil Management Plan

A Soil Management Plan (SMP) demonstrating compliance with the GP#2 is a required element of the PCSWMP. Re-establishing the ability of site soils to absorb water is one of the most effective practices in reducing site runoff. The Soil Management Plan shall include the following:

1. A Site map that identifies where:
 - a. soils and vegetation will not be disturbed,
 - b. topsoil will be stripped and stockpiled,
 - c. SQR will be used, if applicable.
2. If applicable, identify method(s) of SQR described in [ISWMM](#) to be used. Provide the following calculations and specifications:
 - a. verify the volume provided using Tables 1 and 2 in the Recharge Capacity of Topsoil section
 - b. determine the depth of tillage involved, if applicable,
 - c. determine and quantify types and amounts of materials for import, if applicable.
3. Identify methods for establishing permanent vegetative cover, e.g. sod, seeding rates.
4. Incorporate SMP into site specific SWPPP during subsequent review (typically with the grading permit during construction) to be implemented from initial disturbance to final stabilization.

It is recommended to use SQR to meet infiltration requirements and re-establish a healthy soil profile.

If SQR is not to be used, provide a geotechnical report to substantiate the quality and quantity of on-site available topsoil. The geotechnical analysis or soil survey must be prepared and signed by the IDNR or a geotechnical professional licensed in the state of Iowa. The report shall outline the collection methods utilized, as well as the characteristics of the topsoil. At a minimum, collection of two samples per acre is required unless alternative sampling is agreed upon by the City. Pursuant to Iowa law SF455 topsoil shall be restored onsite following development, to at least the depth and no more compacted than prior to construction. Topsoil does not need to be restored below pavement, buildings, etc., only in pervious areas.

At the option of the developer and with approval by the City - In lieu of geotechnical analysis or soil surveys, topsoil preservation may be satisfied by respreading 4" depth of high quality topsoil or the amendment of 3" of low-quality soil incorporated with a minimum of 1.5" of compost. If compost is used to modify soil, a compost certification report demonstrating compliance with this manual shall be submitted for approval prior to delivery.

See the definitions section for information on high vs low quality topsoil, topsoil compaction, etc. Verification of compliance with topsoil requirements shall be submitted with the as-builts.

11. Recharge Capacity of Topsoil

Preservation of topsoil can be the most cost-effective way to infiltrate water and reduce runoff from a site and is commonly used for meeting infiltration requirements (Rev, WQv).

Table 1 and Table 2 below are provided for ease of calculating the infiltration capacity of topsoil of various characteristics. If the topsoil on site does not match these characteristics the infiltration capacity of the soil can be calculated using the research performed by Berman D. Hudson (1994). This research is available upon request.

The capacity in 1" topsoil column (orange) can be used to calculate the available water storage for any depth of soil by multiplying the depth of the topsoil profile in inches by the capacity in 1" topsoil for the corresponding % SOM row.

The first 1" of water storage is needed to address the volume of rainfall that falls directly on the soil. Available storage exceeding the first inch may be used to mitigate other indirect areas only if that runoff is directed into the soil. The cells in blue identify where the water storage capacity exceeds 1".

Table 1: Water Storage Capacity of Silt Loam Topsoil

% SOM by weight	Bulk Density (gm/cm ³)	Capacity in 1" topsoil	Capacity in 4" topsoil	Capacity in 6" topsoil	Capacity in 8" topsoil
1	1.25	0.13	0.52	0.77	1.03
2	1.25	0.17	0.66	1.00	1.33
3	1.25	0.20	0.81	1.22	1.62
4	1.25	0.24	0.96	1.44	1.92
5	1.25	0.28	1.11	1.66	2.22
6	1.25	0.31	1.26	1.88	2.51
7	1.25	0.35	1.40	2.11	2.81
8	1.25	0.39	1.55	2.33	3.10

Table 2: Water Storage Capacity of Silty Clay Loam Topsoil

% SOM by weight	Bulk Density (gm/cm ³)	Capacity in 1" topsoil	Capacity in 4" topsoil	Capacity in 6" topsoil	Capacity in 8" topsoil
1	1.25	0.09	0.36	0.55	0.73
2	1.25	0.12	0.48	0.71	0.95
3	1.25	0.15	0.59	0.88	1.18
4	1.25	0.18	0.70	1.05	1.40
5	1.25	0.20	0.81	1.22	1.62
6	1.25	0.23	0.92	1.39	1.85
7	1.25	0.26	1.04	1.55	2.07

8	1.25	0.287	1.148	1.722	2.296
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If electing to use topsoil to meet infiltration requirements, include the construction note in the construction plans and specifications where X% organic content is design specific and shall be no less than 4%:

“Topsoil shall meet the following minimum requirements:

- g. uniform quality free from debris, hard clods, roots, sod, stiff clay, hard pan, stones larger than 1 inch,
- h. minimum organic matter content of 4% based on the loss on ignition method,
- i. free of herbicides that prohibit plant growth,
- j. pH level between 6.0 and 8.0,
- k. friable with a clay content less than 25% using a particle size diameter of <0.002mm, and
- l. shall be worked prior to seeding/sodding such that a penetrometer can be inserted into the upper 6 inches with less force than 200 psi, or have a bulk density of less than 1.49 grams/cubic centimeter.

Topsoil verification shall be submitted with the as-builts.”

12. Rainfall and Runoff Parameterization

Rainfall Distribution

Proposed condition rainfall depths shall use the NOAA Atlas 14 precipitation depth for the frequency appropriate to the calculation method, plus 25% additional depth to account for increasing future rainfall.

Time of Concentration (T_c)

Pre-settlement and existing T_c must always be calculated. If the proposed T_c is not calculated, a value of no more than 5 minutes shall be used. Use caution, improper calculation of T_c can dramatically affect calculated peak flow rates. It is recommended that all T_c values be calculated.

The following values and methods are recommended for completing calculations for T_c. Design calculations shall include a detailed explanation and evidence supporting any variation from these recommended methods and/or values. All assumptions and calculations for the method chosen must be provided for review.

- Utilize the NRCS Velocity Method in [SUDAS Section 2B-3](#).
- The 2-year, 24-hour rainfall depth (P₂) to be used is 3.66 inches.
- For each T_c, provide calculations demonstrating the time to travel, T_t, for sheet flow, shallow concentrated flow, and open channel flow.
- For open channel flow, include calculation details on the assumed cross-section of the channel and surface conditions used to determine the “n value”.

Rational Method

The rational method may be used to generate peak flow runoff values for design, provided the conditions of [SUDAS Section 2B-4 Sections B.1 and B.2](#) are met. The rational method may be used in the design of storm sewers, swales, and channels for watersheds when only a peak rate of flow is needed for sizing. The modified rational method will only be allowed for detention storage and routing design for projects smaller than 1 acre with no off-site “pass through.” TR-20 or TR-55 methods are required to be for all other sites.

Rational Method calculations must be provided in the SWMP whenever used.

- Maximum watershed size shall be no greater than **20 acres**.
- Runoff coefficient, C, must be weighted using the appropriate values for soil group land cover type.
- The runoff coefficients from [ISWMM](#) shall be used. The following supplemental runoff coefficients shall be used when applicable:

Runoff Coefficients “C” for Various Storm Events								
Land Cover type	Soil Group A		Soil Group B		Soil Group C		Soil Group D	
	1-10 year	100-year	1-10 year	100-year	1-10 year	100-year	1-10 year	100-year
Open space with 4” topsoil and 6” de-compaction	0.10	0.15	0.30	0.50	0.55	0.65	0.65	0.75
Open Space with 6” topsoil and 8” de-compaction	0.05	0.10	0.20	0.35	0.40	0.55	0.55	0.65
All Impervious	0.95	0.98	0.95	0.98	0.95	0.98	0.95	0.98

NRCS TR-55 Methodology

Projects on sites larger than 1 acre that involve detention basin routing are required to use the NRCS TR-55 Methodology. As the basis for the TR-55 Methodology, use of the TR-20 program is also acceptable. TR-20 includes additional calculation features for stream and basin routing and allows for a larger number of subwatersheds to be analyzed.

Apply the following additional information:

- Use the appropriate rainfall distribution for the calculation at the recurrence interval of interest.
 - a. SCS Type II, 24-Hr
 - b. Temporal 6-Hr
- Use Shape Factor value 484
- Hydrologic Soil Group, HSG
 - a. Provide field measurements to support the existing Hydrologic Soil Group of the onsite soil. Field measurements shall include gradation, soil texture, depth to water table, and saturated hydraulic conductivity as described in [NRCS Hydrologic Soil Groups](#).
- Curve Number
 - a. Values are based on [TR-55](#) for post-development, or existing condition calculations in urbanized areas.
 - b. Water Quality event adjustments to CN are needed to adapt TR-20 and TR-55 to properly model smaller rainfall depths. Refer to [ISWMM](#) Small Storm Hydrology.
 - c. Pre-settlement condition shall be defined as “meadow in good condition” per [ISWMM](#). The meadow curve number shall be based on existing soil types but shall not exceed 71 (HSG C).
- Land Use
 - a. Proposed Open Space shall be considered poor condition unless methods of Soil Quality Restoration have been specified to a depth of 4” minimum and are to be field verified post-construction in the as-built documentation.
 - b. Proposed Open Space shall be considered fair condition unless methods of Soil Quality Restoration have been specified to a depth of 8” and are to be field verified post-construction in the as-built documentation.
 - c. CN for all impervious areas is 98.
 - d. Residential: The City’s planimetric data demonstrates local single-family lots have larger impervious surfaces on average than the guidelines set forth in the NRCS National Engineering Handbook. Due to this, the following minimum impervious percentages shall be used:
 - ¼ acre lot subdivisions - 50%
 - ⅓ acre lot subdivisions – 40%
 - ½ acre lot subdivisions – 30%

13. Stormwater Conveyance System Design

SUDAS standards shall be used for stormwater conveyance design. SUDAS specifications also apply to structures and pipe materials with the exception of private storm sewer systems. The private intakes, structures, and pipes located solely on private property may use materials other than reinforced concrete pipe; however, alternate materials shall have a documented design life expectancy of at least 50 years. All private storm sewer system components shall be specified and installed in accordance with SUDAS and the manufacturer.

The following is a summary of the applicable SUDAS section and the appropriate calculations that should be included as part of the PCSWMP.

Section 2C. Pavement Drainage and Intake Capacity

- Provide calculations regarding intake capacity and spread of flow across the street and/or right-of-way.
- Provide calculations used to determine MPEs near rear yard swales or inlets.

Section 2D. Storm Sewer Design

- Provide calculations demonstrating that the storm sewer network will operate without being under pressure during a 5-year storm event at a minimum. The 10-year storm may be required for major streets.

Section 2E. Culvert Design

- Provide calculations demonstrating that the capacity of any culvert meets the requirements of this section.
- Provide any calculations used to determine MPEs in the immediate area.

Section 2F. Open Channel Flow

- Provide details regarding cross-section, slope, selection of roughness coefficients, etc. as needed to determine depth of flow and velocity within the channel.
- Provide long lasting erosion control such as a turf reinforcement mat for any swales exceeding 5% slope. Any stabilization measures should consider the shear stresses of the channel prior to established vegetation.
- Provide any calculations used to determine MPEs in the immediate area

14. Storm Sewer Outlet Location and Protection

Storm sewer outlets are often under-designed, resulting in structures that are susceptible to damage due to erosion, and additional erosion downstream due to the concentrated flows and increased velocities.

Energy dissipation for storm sewer outlets shall be designed in accordance with [FHWA Hydraulic Engineering Circular No. 14](#). All public storm sewer outlets must be constructed in accordance with [SUDAS detail 4030.221](#).

The following variables must be considered when properly designing storm sewer outlet protection:

1. Outlet pipe slope

The steeper the pipe, the higher the velocities exiting the pipe. The final pipe run should be less than 2% wherever possible. If this is unattainable, special outlet protection may be required beyond revetment, such as a stilling basin or run-down.

2. Ground slope at outlet

The slope immediately following the outlet for a length determined using SUDAS Figure 7E-10.03 shall be flat. The 100-year design storm shall be utilized to determine the design of outlet protection. Storm sewer pipes shall not outlet on steep slopes, even if the immediate slope is flat, as the concentrated flow can cause erosion downstream of the outlet protection.

3. Outlet directly into waterway

If the pipe outlet is directly into a waterway, the invert must be at or below base flow.

Bank protection in accordance with the [River Restoration Toolbox](#) shall be provided upstream and downstream of the outlet to account for bank erosion.



Example of a Riprap Stilling Basin

15. Overland Flowage Easement Requirements

Ephemeral drainage swales, such as those in backyards in residential subdivisions, shall be designed with adequate slope to ensure positive drainage but not too steep as to cause erosion; typically, greater than 2% is desired. If positive drainage cannot be achieved, the swale should either:

- a. Use drain tile. Drain tile shall be a private improvement and not be incorporated into the City's public storm sewer network unless written approval is obtained from the Public Works Department. When a drain tile is used, the swale cannot be utilized to meet recharge requirements outlined in the [Unified Sizing Criteria section](#) unless elevation is controlled from the downstream end of the tile.
- b. Contain a minimum of 12" of compost amended soil. Amended soil can be achieved by incorporating 3" of compost into the subsoils. Adequate soil recharge is required to prevent standing water that could breed mosquitoes and can also be designed to meet the recharge requirement outlined in the [Unified Sizing Criteria section](#).

Easements shall be dedicated such that the width of the easement is not split between property lines. Easement shall be a minimum of 15 feet wide. Preliminary sizing may be further refined using utility depth and adjacent grade information. Final easement dimensions are subject to approval by Public Works.

16. Best Management Practices

1. BMP Locations and Access

Stormwater management facility development providing other amenities, e.g. walking trails, fishing, etc., is strongly encouraged whenever possible for larger storm management. Proper access routes and easements for BMPs shall be established during the plan development and review process.

BMPs that benefit more than one parcel should be located on outparcels or association property such that the maintenance responsibilities can be clearly distributed to all benefitted property owners. BMPs located on more than one parcel must outline the maintenance responsibilities in the maintenance agreement.

2. BMP Maintenance Plan and Agreement

The long-term operations and maintenance of BMPs shall maintain compliance with the Unified Sizing Criteria of this policy. A detailed maintenance plan which outlines inspection and maintenance procedures to ensure the long-term function of site BMPs is required. The maintenance plan must be a standalone document prepared by the design engineer or another qualified professional. **Appendix D** contains a template for a Permanent BMP Maintenance Plan. At a minimum, all BMPs shall require an annual inspection by the property owner as required in [Section 8-4C-7](#) of the Clive City Code.

The Permanent BMP Maintenance Plan shall identify:

- a. the components of the BMP that need to be maintained,
- b. equipment necessary to maintain the components,
- c. specific skills or qualifications necessary to maintain the components,
- d. frequency of inspection,
- e. regular maintenance schedule, and
- f. map showing the BMP location(s)

The need for a recorded maintenance agreement with the property owner or owner's association shall be determined at the time of development review; **Appendix E** contains a template of the Private Stormwater Management Maintenance Agreement and Permanent Easement.

3. Sediment Forebays and Pretreatment Devices

Pretreatment is essential to long-term performance of BMPs; sediment forebays and other pretreatment devices reduce the amount of heavy pollutants entering the BMP that could negatively affect the performance and appearance of the practice. Forebays shall be a required element of every BMP design.

Forebay design shall include:

- a. Sized for a minimum of 10% of the WQv draining to the forebay or device.

-
- b. Consideration of need for a physical barrier such as a berm, spillway, gabion or revetment stone wall. The physical barrier forces water to temporarily pool near the entrance to the BMP, reducing velocities and allowing suspended materials to settle out.
 - c. A minimum 12-foot-wide clear path from adjacent street(s) to provide maintenance access. The maintenance access should be 8:1 or flatter. Where there is only one way in and out, a turnaround should also be provided. In some cases, a hard surface access path may be required. Additional design considerations shall be made to accommodate anticipated maintenance equipment.
 - d. Consideration of a hardened bottom surface to avoid over-excavation during cleanout operations.
 - e. Schedule for sediment cleanout. Small bioretention forebays need to be cleaned several times a year, whereas forebays for wetlands or ponds may only need to be cleaned every 3 to 5 years.

4. Mechanical Devices

Mechanical devices will generally not be permissible as stand-alone water quality treatment, e.g. hydrodynamic separators, oil and water separators. These devices are allowed and encouraged for pretreatment in certain situations, such as gas stations.

5. Underground Systems

Underground systems may be utilized when adequate surface area is not available. Underground systems may be used for detention and water quality if the PCSWMP design engineer is knowledgeable of the system and documentation of third-party testing is provided. Proper sizing of isolator rows and other pretreatment devices, as well as a robust maintenance plan is key when using these types of systems.

17. Unacceptable Facility Design

The following approaches to stormwater management facility design shall not be permitted. Existing facilities on developed sites may remain in place; however, development and construction activities that remove or substantially modify an existing unacceptable facility shall replace such facility with a system that complies with this policy.

1. Passive detention systems

Passive detention systems direct captured runoff through a storm sewer network to the outlet from the site. The outlet utilizes a restriction, such as an orifice plate, which causes water to temporarily surcharge and back up from an intake into a surface depression for storage during large storm events. This design method allows runoff from smaller storm events to leave the site directly, without the opportunity to remove suspended pollutants and debris.

2. Low-flow flumes and directly connected impervious areas

Low-flow flumes and directly connected impervious areas prevent infiltration of stormwater runoff and reduce or eliminate the possibility of providing water quality treatment or small-storm management. Virtually any storm event will direct surface runoff from paved areas to the receiving storm sewer system or stream.

3. Flow path shortcutting

Flow path shortcutting happens when runoff enters a basin or treatment practice at nearly the same point where it outlets from the practice. In this type of system, the opportunity for absorption, infiltration, or treatment of stormwater runoff is severely reduced. It is recommended that stormwater runoff enter a BMP as far from the outlet as possible.

Pipe outlets, flumes, or other points of concentrated stormwater flows should enter the BMP no less than twice the width of the practice from the outlet, e.g. a pipe entering a 30' wide detention basin should be located no closer than 60' to the BMP outlet. In a dry basin, the necessary separation can be achieved by grading a sinuous path at the bottom of the basin to accommodate low flows. In a wetland or retention basin, separation can be achieved with low peninsulas that increase the flow path during small storms. Refer to [ISWMM](#) for more information on pretreatment options.

Appendix A: Natural Resources Checklist

- ☐ Vegetative and forest cover
- ☐ Native Vegetative Areas
- ☐ Environmentally sensitive resources that provide opportunities or constraints for development

Topography and Soils

- ☐ Areas of steep and/or highly erodible soils
- ☐ Soil types and hydrologic soil groups (from Web Soil Survey or geotechnical report)
<http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm>
- ☐ Presence of hydric soils
- ☐ Soil conditions of areas for infiltration-based Best Management Practices (BMPs)

Wetlands

- ☐ National Wetlands Inventory
- ☐ Wetlands Delineation / Determination Reports

Existing Streams and Floodplains

- ☐ Receiving water(s) (with known impairments or water quality issues)
- ☐ Waterways and/or dry channels
- ☐ Intermittent streams
- ☐ Perennial stream
- ☐ FEMA FIRM Panel information
- ☐ Streambank stability of adjacent waterways and streams

Appendix B: PCSWMP Checklist

Post-Construction Stormwater Management Plan Checklist	
Item	Included (Y/N)
1. Cover sheet including project name, location, engineer and developer contact information	
2. Certification statement from Iowa registered PE or LA	
3. Site Characteristics	
a. Natural Resources Checklist	
b. Existing and proposed basin characteristics and flow patterns	
4. Summary of any previous studies, master plans, site constraints	
5. City of Clive Summary Data Sheet	
6 Pre-settlement conditions and runoff analysis summary	
7. Existing Conditions Summary	
8 Proposed conditions and runoff analysis summary	
9. Offsite Conditions and runoff analysis if applicable	
10. Stormwater management design summary	
a. Stormwater conveyance design and paths (storm sewers, swales, etc.)	
b. Outfall and outlet design	
c. Detention/retention basin(s)	
d. BMPs	
11. Discussion of how MPEs were established	
12. Discussions of floodplains, if applicable (location, elevation, etc.)	
13. Discussion of permits anticipated	
14. Computations	
a. Runoff coefficient and/or curve number calculations	
b. Time of concentration calculations	
c. Recharge volume calculations	
d. Water Quality volume calculations	
e. Runoff reduction volume calculations (if applicable)	
f. Channel protection volume calculations	
g. Storm system capacities and flow rates (storm sewer, swales, street intakes, etc.)	
h. Outlet velocities and energy dissipation calculations	
i. Detention volume (stage-area) data and outlet discharge calculations (weir, orifice, etc.)	
j. Downstream capacity calculations if applicable	
15. Connectivity Diagram	
16. Runoff and routing hydrographs	
17. Floodplain modeling if applicable	
18. Existing and Proposed Basin Map with contours and applicable existing and proposed features	
19. BMP Maintenance plan	
a. Discuss operation and maintenance aspects of the design	
b. Show recorded maintenance agreement if required	
20. Construction Drawings	
21. Soil Management Plan	
a. Geotechnical report verifying top soil conditions according to Manual	
b. Areas identified where soils and vegetation will not be disturbed.	
c. Areas of topsoil strip and stockpile	
d. If soil quality restoration (SQR) is proposed, describe methods and location of use	
e. Tillage depth if used	
f. Types and quantities of materials needed for SQR	
g. Methods for establishing vegetation	

Appendix C: Stormwater Summary Data Sheet

Location _____

Subwatershed _____ Area _____

Tributary Stream _____

Provide a separate summary sheet for each watershed.

Storm Event	Existing Onsite Runoff (cfs)	Offsite runoff (cfs)	Post-Development Onsite Runoff (before detention) (cfs)	Allowable release rate (cfs)	Design Release Rate (cfs)	High water elevation (ft.)	Volume detained (cu. ft.)
	A	B	C	=A+B	≤A+B		
1-year							
2-year							
5-year							
10-year							
25-year							
50-year							
100-year							

Appendix D: Permanent BMP Maintenance Plan

Appendix E: Private Stormwater Management Facility Maintenance Agreement and Permanent Easement

Appendix F: Stormwater Management Plan Template

Appendix G: Topsoil Demonstration Checklist



Memo

TO: Mayor and Council members

FROM: Mark Rehberg, Captain / Operations Commander

DATE: July 10, 2025

RE: Crisis Intervention Team Update

SYNOPSIS:

Police Chief Mark Rehberg would like to discuss changes to the City's Crisis Intervention Team (CIT) program and the funding support received from the State of Iowa for the program. Included in the agenda packet is a memo Chief Rehberg has drafted to provide an overview of the transition of the state funding program's oversight from Heart of Iowa to the Iowa Primary Care Association. For reference, the memo the Chief presented to the Council back in February during budget deliberations is also included in the packet for reference.

With this proposed transition comes a shift in the funding going forward with a sliding scale of funding support over the next five years. Chief Rehberg would like to see this program continue with the available funding as we assess the performance of the program and seek additional funding sources to complement the state funding. Pending your discussion and feedback, staff will bring forward a contract for approval at your next meeting on July 24 to continue the state funding.

Attachments:

1. CIT Update - Chief Memo - July 2025
2. Feb Chief Memo - CIT Update



Memo

TO: Mayor Edwards, Clive Councilmembers, City Manager
FROM: Mark Rehberg, Chief of Police
DATE: July 1, 2025
RE: Continuation of Crisis Intervention Team (CIT)

Mayor and Council,

I wanted to circle back on our conversations from budget planning earlier in the year. At that time, we discussed the issues surrounding funding for the Crisis Intervention Team (CIT) and keeping that program in place. We knew there were going to be changes in the funding model and the agency overseeing disbursement of the state funds supportive of CITs in other local law enforcement agencies.

As you will recall, during the budget workshop, I had outlined the options we were facing to keep this program in place. Those options included funding the program on our own, contracting with another agency to share this service, or being awarded funding from the new Area Service Organization, Iowa Primary Care Association (IPCA). Stepping away from this project was also an option we discussed.

Recently, I did receive a contract from IPCA proposing to provide \$120,000.00 in funding to Clive for year one (FY 2025-26) of this program. As the program progresses, there are incremental step downs in funding of \$30,000.00/ year through FY 2029, requiring the city to fund/find the matching funds to fully support the program. In FY 2030, the City would be required to fully fund the program.

Attempts to negotiate the contract to a shorter term, and reallocate the funds available per year, were unsuccessful.

We are now at a point where we need to decide on this new IPCA contract (pending legal review). To keep this program in place, staff is proposing we move forward with signing this contract and use the available funds for year 1 (FY26), allowing us to accomplish three goals.

1. Continue to provide those CIT services and jail diversion options, while freeing up patrol officers to handle other calls for service.
2. Continue to gather data with a Mental Health Provider we have come to trust during the current program.
3. If the program proves to be viable and effective, give us additional time to look for additional funding sources to help us continue this program into FY 2026-27, and beyond. In the event we are unsuccessful in identifying funding, there is a 180 day opt-

out clause in the proposed contract with IPCA allowing us to withdraw from the program.

There is a small chance in the following years of the program, we may be able to use those funds to contract CIT services with another agency, however, that would require contract negotiations. Again, if the alternative funding is not available, we would at least have the time to enter those talks with IPCA.

Under our current program the officer assigned to CIT is on light duty following surgery. The Mental Health Practitioner (MHP) has been reassigned to Inside-Out Wellness in Woodward, Iowa, until we decide on the future of this program. Once that has been determined, the MHP will be brought back to CPD. As you can see, we have been tracking the number and types of calls this team has been involved with.

Crisis Intervention Team (CIT)				
Response Type	May		YTD	
	2024	2025	2024	2025
Mental Health-related Calls	--	15	65	94
Diversion/Referral	--	7	10	37
Clive Behavioral	--	5	18	24
Ed Thomas Notification	--	0	0	3
Total	--	39	93	158

Calendar year 2024 (Oct. to Dec.) – 31 Calls per Month (CPM)

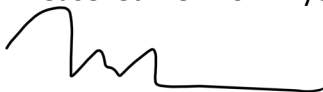
Calendar Year 2025 (Jan. to May) – 31.6 CPM

Additionally, Crisis Intervention has been involved with:

1. Homeless outreach in our parks.
2. Working with children in schools.
3. Acting as a liaison between the department and Clive Behavioral Health.
4. Working in partnership with Clive Community Services.
5. Providing follow-up services to those residents who require additional assistance provided by the City, County and State agencies.

The Clive Police Department is committed to the processes and ideals of Procedural Justice, and this program supports the pillars of criminal justice reform; Voice, Neutrality, Respect and Trustworthiness. Sending the message to the community that the police are here to help and find solutions, not just to take people to jail, is something the department has worked hard to accomplish. We do not want to lose the progress made by the loss of this opportunity.

Please let me know if you have any questions or desire additional information.



Mark Rehberg
Chief of Police



Memo

TO: Mayor Edwards, Clive Council, Matt McQuillen
FROM: Mark Rehberg, Chief of Police
DATE: February 7, 2025
RE: UPDATE ON CRISIS INTERVENTION TEAM

Mayor and Council,

I wanted to update you on the Crisis Intervention Team (CIT) Co-Responder Model that we have been deploying, in one manner or another, for the past 24 months, as well as allowing us to put faces to the names that you may often hear about.

OVERVIEW:

Our goal with the establishment of a Mental Health program was to address the over-policing of certain crimes, to better engage with the community that we serve, and to find new solutions to incarceration of individuals for minor offenses or issues that many felt were more “Quality of life” problems than criminal acts.

We have known for some time that jail was not always the place to take people in crisis. Jails are not equipped to help those with mental health or substance abuse issues, yet our options were limited when searching for a solution outside of the norm. So, when the opportunity to start a Crisis Intervention Team was brought to us in early 2022, we felt that this was a great opportunity to improve the services we provide and expand the options that were available to those in crisis. By partnering with service providers outside of the PD, we were able to add a Mental Health/ Co-Responder team that could spend the time working with the individual, while not affecting the services of all our other residents.

Our goals were simple: To provide those services that would allow us to have an ability to de-escalate situations, provide an opportunity to address jail diversion, find alternative services to help the individual and provide an opportunity to follow-up with the individual.

By mid-2022, we had entered talks with Heart of Iowa Services and Zion Mental Health about the potential to bring a team like this to Clive. After reviewing the program with the council and verifying that funding models were in place to finance this team, you did give approval to move forward and field this team. This resulted in a 29th Sworn position for the police department.

The Crisis Intervention Team, Co-Responder Model started in January of 2023, through a partnership between the Heart of Iowa Region (Heart of Iowa Community Services) and Zion Mental Health. Heart of Iowa is responsible for many of the mental health services provided to residents in Audubon, Dallas, Greene, and Guthrie Counties. Zion Mental Health is in Woodward, Iowa, and they provide specific treatment for in and outpatient mental health

services, counseling, addiction, etc... Through the creation and start of this co-responder model, the City of Clive entered a 28E Agreement with the Region to establish this team. This agreement runs through December 31st, 2026.

To satisfy this agreement, the Clive police department was tasked with providing a trained, experienced police officer to serve as the law enforcement side of the team. The Region agreed to fund the officers' position, including full benefits. In addition, they provided funding for a vehicle dedicated to this team, fully outfitted the car with emergency lighting, a mobile computer, radio and all other interior equipment such as a radar, console, cage, rear partition, etc... Essentially, a brand new, full build, of an unmarked patrol car. Per the agreement, Zion Mental Health was to provide the Mental Health Practitioner (MHP) side of the team, as well as finance the MHP, who would be a Zion employee.

In late 2023 or early 2024, Zion was renamed as Inside-Out Wellness and Advocacy. This was just a name change and the services and conditions of the 28E did not change.

Early in this project, our officer was partnered with an MHP, and they served together for several months. Unfortunately, Clive's MHP was pulled from our team and reassigned to the West Des Moines PD to help them set up the CIT program in that community. Over the course of the next approximately 15 months, we worked with Inside-Out Mental Health to find a co-responder for our team.

We were presented with two opportunities to restaff the MHP, however, we were not able to successfully vet these individuals, nor clear them with a minimal background check, so we deemed them unacceptable candidates. We would find that Inside-Out was having as much difficulty as the Police Department was in terms of finding appropriate staff to hire.

In the meantime, our CIT officer continued to respond to mental health calls for service but was also returned to her position in patrol to cover staffing shortages from personnel vacancies. The result of losing her from the full-time CIT position was that data was not accurately tracked, nor were referrals being made to CIT.

Our current team came together in late September 2024, when a new MHP was found and was acceptable for the Clive team, and they have been moved back into the full-time positions of CIT responders. In addition to being directly involved in many of these calls for service, they provide follow-up services, build trust and rapport with individuals, their families and the community in general. Along with their response, they have been tasked with going through every call for service since the program's inception in 2023. Those data tables are listed below.

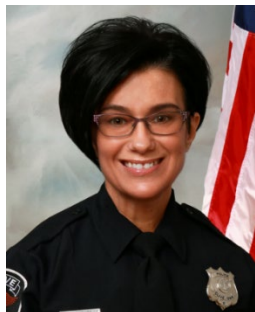
As we continue to look towards the future of this program, we are navigating challenges brought by changes in legislation and a new approach by the State to address mental health services and treatment.

Additional changes have been made to the Area Service Organizations (ASOs) that manage many of these programs across the State. The Region, we are currently a part of will no longer be the funding source for the officer side of the CIT. Regionally, across the State, larger county groupings have been formed and a new Statewide ASO, Iowa Primary Care, has been awarded the contract to manage all of this funding. They are currently reviewing contracts in place and at some point, will decide what programs they would like to continue to fund. We do not

know what this means for the funding of our program, but while we are hopeful, there are no clear answers at the time.

Along with the data tables below, I will outline several options the City can consider as we look for ways to continue this program.

CURRENT TEAM:



Officer Kelly Recchia has been with the department for nearly 7 years. She has held a prior assignment in the patrol division, having worked all three shifts. She also serves as an Officer in-Charge (OIC) in patrol, as a Field Training Officer (FTO), and as a Negotiator on the Suburban Emergency Response Team (SERT). Kelly also acts as an advocate for victims of sexual assault. She was the 2022 recipient of the Elk's Award for Law Enforcement Professional of the Year. Kelly also serves as the Law Enforcement Liaison for Clive Behavioral Health (CBH).



MHP Sarah Cunday is a recent transplant from Arizona where she attended Arizona State University and attained her degree in Forensic Psychology. She moved to Iowa specifically for the opportunity to work at Inside-Out Wellness and since joining the team in September 2024, has proven herself as a valued member of the team and a true asset to the department.

FINANCIALS:

With the adoption of the 28E between the department and the Region, it was agreed that the Region would reimburse all costs for fielding an experienced officer, to include: Salary, benefits, uniforms, vehicle and associated equipment. This position was an increase in manpower, creating a 29th sworn position.

Billing was conducted by the Finance Department on the following schedule to date:

Jan 23 – Jun 23	\$146,609.17	Paid
Jul 23 – Jun 24	\$63,304.71	Not yet paid – billed at 50% due to staff reassignment to patrol during high officer vacancy.
Jul 24 – Jun 25		Billing for FY25 will take place in July 2025
Jul 25 – Jun 26		Billing for FY26 will take place in July 2026
Jul 26 – Dec 26		Billing for half FY27 will take place in Jan 2027

HISTORICAL DATA:

Calls for service verse CIT response.

Calendar Year 2023 – Total Calls for Service (CFS) and time allotted to calls.

During this time, there were 602 calls for service that were, or could have been designated, as CIT calls for service. Many of those calls were responded to by an officer other than the CIT due to either the CIT not being on duty or the inability to respond due to the CIT officer being reassigned to a patrol shift.

Of those 602 CFS, 77 of them were specifically handled by the CIT. Many of them would have been early in the program, as our MHP had been reassigned in early April 2023. The resulting loss of our MHP was that data was not accurately tracked, nor was follow-up time with individuals and families being monitored. For CY23, CIT responded to 1.5 calls/week.

Call Type	Total # Calls	Total Time Spent
Impaired Driver	41	23:17:17
Impaired Person	35	41:05:46
Mental Health	102	91:49:01
PD Overdose	40	30:36:34
PD Psychiatric Patient	33	13:30:02
PD Suicide Attempt *	3	0:53:05
Suicide Threat *	22	25:15:41
Welfare Check	326	179:05:20
Grand Total	602	405:32:46

Clive PD CIT on Scene for Dispatched Crisis Calls 2023		
Call Type	Total # of Call	Time Spent on Cal
Impaired Person	3	2:06:47
Mental Health	17	22:01:49
PD Overdose	6	5:06:43
PD Psychiatric Patient	6	1:48:19
PD Suicide Attempt *	1	0:10:57
Suicide Threat *	12	14:35:49
Welfare Check	32	28:16:05
Grand Total	77	74:06:29

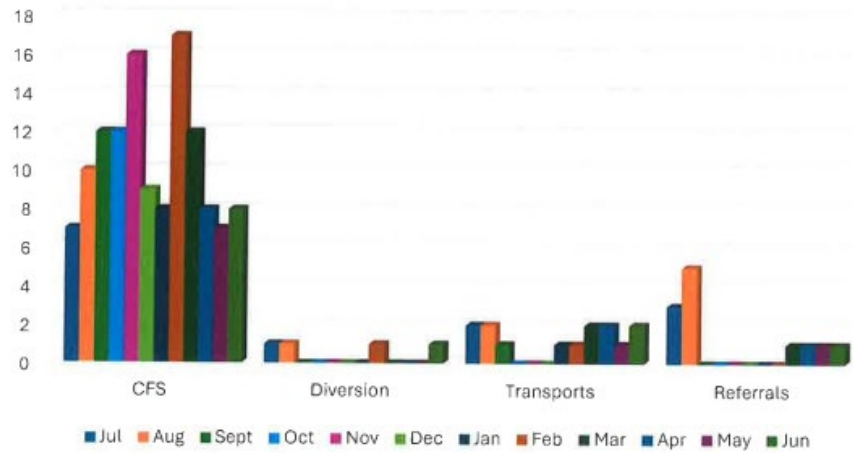
Calendar Year 2024 – Total calls for service and time allotted to calls.

In 2024, we faced a similar issue as the MHP had not yet been replaced. While a similar number of calls were received, our Co-Responder team was not back to full duty until the last week of September 2024. Of the 638 CFS that were logged as potential for CIT response, 65 calls received the CIT responders. 49 of those calls occurred after September 23rd, when our CIT was back to full staff. This equates to 12 calls per week.

Call Type	Total # of Calls	Time Spent on Call
Impaired Driver	47	38:52:10
Impaired Person	32	28:39:17
Mental Health	104	97:47:42
PD Overdose	35	13:53:05
PD Psychiatric Patient	36	20:06:01
PD Suicide Attempt *	7	3:45:22
Suicide Threat *	29	31:32:46
Suicide Threat WEAPON	2	3:36:04
Welfare Check	346	200:03:58
Grand Total	638	438:16:25

Clive PD CIT on Scene for Dispatched Crisis Calls 2024		
Call Type	Total # of Calls	Time Spent on Calls
Impaired Person	4	1:46:16
Mental Health	22	26:07:50
PD Overdose	5	2:18:06
PD Psychiatric Patient	5	8:49:57
PD Suicide Attempt *	2	0:58:50
Suicide Threat *	3	2:50:23
Welfare Check	24	21:17:30
Grand Total	65	64:08:52

Crisis Intervention Co-responder FY24



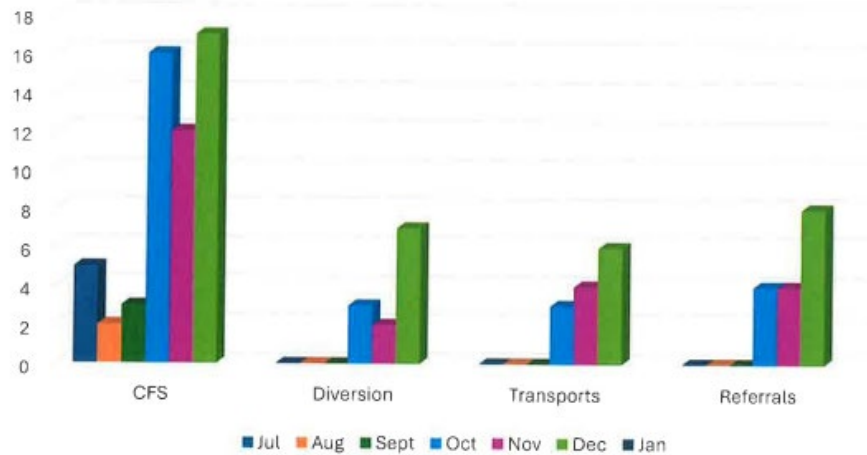
CFS – Calls for service

Diversion – Any call where a criminal offence occurs but suspect is not jailed.

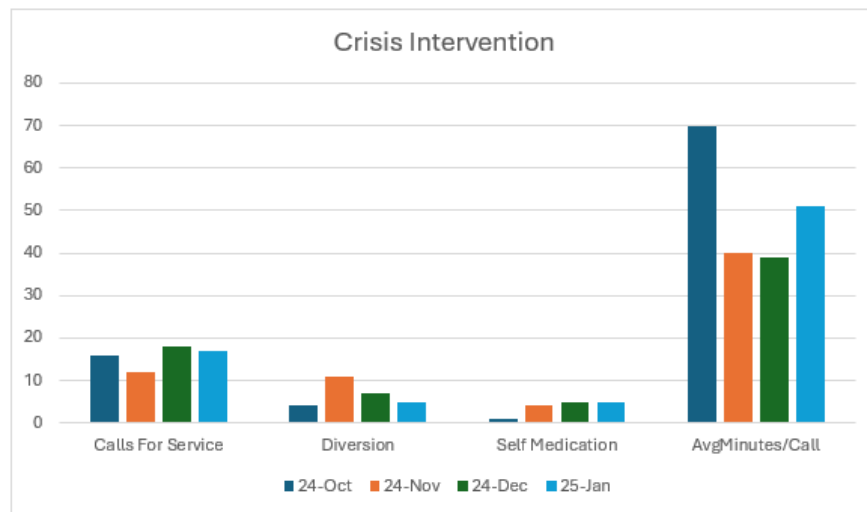
Transport – Any call where the suspect is transported to a hospital, sobering center, turned over to another agency, etc...

Referral – Any call where a person is provided information on treatment or services that could be available to them.

Crisis Intervention Co-responder FY25 (YTD)



Early FY25. Late September we fully staffed out CIT and you can see the number of direct dispatches on CFS increases, as well as Diversion, Transport and Referral rates.



This table provides an idea of the time allotted to these types of calls. As we continue to field a fully staffed team, we will have a better indication of what the data looks like as well as the true amount of time the team spends on the calls they take,

OPTIONS:

#1: We continue status quo for the time being and see how the new ASO compares our program to others. The current feeling is that departments with a program in place will continue to be funded, while they are evaluated through FY26. If this is the case then we will continue to operate as we have been, gathering a full year of data, so that we can properly evaluate what we are doing.

In the event the funding does not come through, we are making cost savings changes to the department to help offset some of the expense associated with the program. As an example, we have recently made some changes in patrol that should result in some savings for overtime and time off accrual. We are keeping vehicles for longer periods to further help with the CEP budget and while we continue to run below full staffing levels, we are in a position where overtime costs for shift backfill should start to decline.

At this time, there does not appear to be any issue with the funding from Inside-Out for the MHP side of the equation, but there have been no promises made outside of the initial agreement, which is outlined in the 28E. While the MHP was to be provided by the Region, they are not employed by Heartland and remain an Inside-Out employee. I have some concerns whether the pay levels on the MHP from Inside-Out are sustainable for the current program, and that is contributing to the barriers of recruitment for these MHP positions.

#2: There may be an opportunity to partner with Windsor Heights, Waukee and Urbandale in a joint Crisis Intervention program that Urbandale would oversee. UPD is looking at taking the entire program in-house and establishing 1 or 2 teams, staffed by an officer and MHPs who are city employees. If we were to take part in this, the City of Clive would pay a prorated share

based on population. Below are UPD Chief Johansen's cost projections to take over the program (Based on two teams).

	Population	Population % of response area	Cost estimate (pay & benefits)
Urbandale	45580	48.81%	\$283,158
Windsor Hgts	5252	5.62%	\$32,609
Clive	18601	19.92%	\$115,584
Waukee	23940	25.64%	\$148,774

#3:

We identify other funding sources to allow us to continue the program by financing the cost of the CIT Officer. As stated, this was a new position approved by the council based on the funding that was secured through 28E agreements. Funding required would be approximately \$135,000.00 for wages and benefits.

If the Councils' desire is to completely take the program in house, creating an internal position for the MHP, that option would add an additional cost of about \$121,000 for wages and benefits. This is an estimate as the position description and a starting wage would need to be established. The estimation is based on City of Urbandale calculations for establishing the same position, plus the current cost of benefits for a new Clive employee.

#4: If the funding is lost and we have no other sources of revenue, then we will be forced to drop from the program and revert to what we did prior to the program being in place, absorbing the CIT officer position back into the patrol division. Once the next vacancy occurs, we will not refill the position and return to an authorized sworn staff of 28 officers.

CONCLUSION:

We have known for a long time that many of our residents and those passing through sometimes have bad days. And while we may see them at their lowest, what they may be doing is often not criminal, but historically, we didn't treat them that way. Often, we create criminals through arrest, just to get them off our streets or out of our neighborhoods.

The Crisis Intervention Team was created to address those specific issues, to get some clarity into the situation, to allow the department to have a follow-up function where mental health is concerned.

Considerable resources were brought forward to start and manage a program such as this, but I look at the costs that we could be incurring by going backwards. While those may not always be monetary, I see what happens in other communities and I don't want to lose the trust and confidence that we have built within the metro. I am very hopeful that our funding will continue, but if it ends, I would like some idea of what your thoughts are regarding the CIT program and what direction you would like to see us move in.

As the adage goes, "If you help one person, then you were successful". We have been able to help, and I know it is difficult to put value on something hard to measure, but every diversion from jail or referral to services is an opportunity to avoid arrest and avoid over policing for minor offences. Every minute we spend following up on cases, talking and finding solutions for individuals and families, results with less chance of violence and injury, and a provides a way to continue building that trust for those we are sworn to serve.

I am very hopeful about what lies ahead, and I welcome any questions or comments you have.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Mark Rehberg', with a stylized, flowing script.

Mark Rehberg
Chief of Police



Memo

TO: Mayor and Council members

FROM: Pete De Kock, Assistant City Manager, Molly Elder,
Communications Specialist

DATE: July 10, 2025

RE: Clive Communication Review, January 2025 through June 2025

SYNOPSIS:

Clive Communications Specialist Molly Elder and Assistant City Manager Pete De Kock will present data on Clive's communications achievements over the first six months of 2026. Data from the end of June is still being incorporated into the report at the time of this agenda publication.

Attachments:

None