

Agenda -Notice of Meeting

Polk City | City Council

July 24, 2023 | 6:00 pm

City Hall Council Chambers

Public Meeting participation in person or via phone

Call in # 515-726-3598 Participant Code 535355

Public members can also provide comments* directly to support@polkcityia.gov

**any comments received before the time of the meeting will be made a part of the public hearing*

Broadcast live and playback will be available at <https://www.youtube.com/c/polkcityiagovchannel>

Steve Karsjen | Mayor

Rob Sarchet | Pro Tem

City Council Members: Jeff Walters | Dave Dvorak | Mandy Vogel | Ron Anderson

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Public Hearing:

- a. Public Hearing to review the findings and to make available to the public the contents of an Environmental Information Document (EID) regarding the City's project plan
 - i. Approve the project description, scope and anticipated environmental impacts as detailed in the Iowa State Revolving Fund (SFR) Environmental Information Document (EID)

5. Public Comments: *This is the time and place for comments for any item other than those that are a Public Hearing. If you wish to speak, please contact the City Clerk by 6pm on the date of the meeting by email at jcoffin@polkcityia.gov include your name and address for the record. The Mayor will recognize you for five minutes of comment.*

6. Consent Items

- a. City Council Meeting Minutes for July 10, 2023
- b. City Council Work Session Meeting Minutes for July 10, 2023
- c. Claims listing July 10, 2023
- d. June 2023 Finance Report
- e. Acknowledge correct pay rate for Linda Hall at \$15.25 per hour as Library Clerk
- f. Set pay for Jennifer Sturgeon at \$26.21 per hour for the Assistant Library Director
- g. Appoint Justin Young to the Library Board term ending 6/30/2029
- h. Amended Resolution 2023-73(a) giving authorization to apply for the Iowa State Recreational Trails Program
- i. Receive and File June 2023 Police Department Report
- j. Resolution 2023-93 approving Pay App No. 2 (Final - retainage release) for the W. Bridge Road Water main Loop Project in the amount of \$3,576.55
- k. Resolution 2023-94 approving Pay App No. 2 in the amount of \$43,819.41 for the City Hall/Community Room Project
- l. Receive and file the June 2023 Parks & Recreation Department Report
- m. Receive and file the Polk City Downtown Assessment Report
- n. Police Officer Craig Garrison Training Reimbursement Agreement

- o. Resolution 2023-95 giving authorization to apply for the Resource Enhancement and Protection (REAP) Grant for city parks and open spaces

7. Business Items

- a. First Reading of Ordinance 2023-9300 amending Chapter 57 Dangerous and Vicious Animals
- b. Third Reading of Ordinance 2023-9200 amending Chapter 165.23 Board of Adjustment

8. Reports & Particulars

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

9. Adjournment

--next meeting date August 14, 2023



City of Polk City, Iowa City Council Agenda Communication

Date: July 24, 2023 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: Public Hearing to review the findings and to make available to the public the contents of an Environmental Information Document (EID) regarding the City's project plan & Approval of EID

BACKGROUND: On Monday the City Council will hold a public hearing regarding our application to the State Revolving Fund for the Elevated Storage Tank project. The purpose of the public hearing is to inform the residents of the community of this proposed action, discuss the actual cost and user fees associated with the project, review environmental impacts, and to address citizen's concerns, if any, with the plan. The loan application, the City's project plan and environmental information regarding the construction of the new 1.5-million-gallon elevated storage tank and water main project will be available for the public in the City Council packet.

McClure Engineering will be present Monday night to get an overview of the project and a project update. After the public hearing, the Council will review approval of the Environmental Information Document (EID).

ALTERNATIVES: Do not approve

FINANCIAL CONSIDERATIONS: There are no financial considerations for this public hearing. The financial considerations for the project are estimated to be \$8.2 million.

RECOMMENDATION: It is my recommendation that the Council review and approve the EID. Please review all of the documentation prior to the meeting, and if you have any questions Gary Brons will be present to address them.

PRELIMINARY PROJECT FINANCING AND IMPACT TO RATES

July, 2023

SRF without Loan Forgiveness	Alternative 1 - 1.0 MG Elevated Storage Tank	Alternative 2 - 1.25 MG Elevated Storage Tank	Alternative 3 - 1.5 MG Elevated Storage Tank
Total Project Cost	\$ 6,567,000	\$ 7,791,000	\$ 8,284,000
Reserve Funding	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000
Total Project Cost Less Reserve Funds	\$ 4,867,000	\$ 6,091,000	\$ 6,584,000
Loan Origination Fee (%)	0.5%	0.5%	0.5%
Loan Origination Fee	\$ 24,335	\$ 30,455	\$ 32,920
Total Loan Amount	\$ 4,891,335	\$ 6,121,455	\$ 6,616,920
Loan Term (Years)	20	20	20
Interest Rate (%)	1.75%	1.75%	1.75%
Annual Loan Servicing Fee (%)	0.25%	0.25%	0.25%
Total Interest Rate (%)	2.00%	2.00%	2.00%
Annual Debt Service Payment	\$299,138	\$374,368	\$404,669
Required Debt Service Coverage (%)	10%	10%	10%
Less existing debt	\$ -	\$ -	\$ -
Annual Debt Service Obligation	\$329,000	\$412,000	\$445,000
Additional Annual O&M	\$28,000	\$30,250	\$32,500
Additional Annual Cost	\$357,000	\$442,250	\$477,500
Number of Water Customers	3,099	3,099	3,099
Additional Monthly Cost Per Customer	\$9.60	\$11.89	\$12.84
Current Median Water Bill	\$30.56	\$30.56	\$30.56
Future Water Water (FY 2024)	\$40.16	\$42.45	\$43.40
Monthly Increase	\$9.60	\$11.89	\$12.84
Polk City MHI	\$104,750	\$104,750	\$104,750
Water Bill as % of MHI	0.46%	0.49%	0.50%



SRF Public Notice Example

PUBLIC HEARING NOTICE

The City of Polk City will be holding a Public Hearing to review an application for a State Revolving Fund (SRF) loan and to make available to the public the contents of an environmental information document and the City's project plan. These documents include design and environmental information related to the proposed improvements to the City's water supply system.

The proposed project includes the construction of a new 1.5 MG elevated storage tank and installation of approximately 2,500ft of 16" watermain and 720ft of 8" watermain with an estimated excavation depth/width of 6ft X 5ft. Excavation for the tank foundation, if deep foundations are needed, is estimated to be a depth of 40ft in a circle diameter of 48ft at 5ft wide. An access road to the new storage tank will be constructed.

In addition: this project has associated connected actions such as a platted housing development and new sports complex (baseball diamonds, parking lots etc.) that have been included in the environmental review.

The purpose of this Public Hearing is to inform area residents of the community of Polk City of this proposed action, discuss the actual cost and user fees associated with this project, and to address citizen's concerns, if any, with the plan.

The Public Hearing location and time are as follows:

July 24, 2023 – 6:00 p.m.
Polk City City Hall
112 S 3rd St.
Polk City, Iowa 50226

All interested persons are encouraged to attend this hearing. Written comments on this proposal may also be submitted prior to the hearing. Questions regarding this hearing or the availability of documentation may be directed to the City Clerk's Office at 515-984-6233.

Why You Should Read This: The document below reviews the environmental impact likely from a project. This project is planned to be federally funded through your tax dollars; therefore, you are entitled to take part in its review. If you have concerns about the environmental impact of this project, raise them now. We encourage public input in this decision making process.



IOWA STATE REVOLVING FUND
ENVIRONMENTAL INFORMATION DOCUMENT

PROJECT IDENTIFICATION

Applicant: City of Polk City

County: Polk

State: Iowa

SRF Number: FS-77-23-DWSRF-077

Iowa DNR Project Number: W2023-0108

COMMUNITY DESCRIPTION

Location: The City of Polk City is located in Polk County, Iowa approximately 290 miles southeast of Sioux Falls, South Dakota and 16 miles northwest of Des Moines, Iowa.

Population: The population of Polk City according to the 2020 US Census was 5,543. The design population equivalent for the year 2042 is 10,990.

Current Water Supply: The City's existing water treatment plant (WTP) produces an average of 40% of the City's finished water supply on an annual basis, equating to 0.21 MGD since 2016. The WTP is in good condition, and an evaluation of the treatment system infrastructure was not included as part of this report.

The remaining 60% of the City's finished water supply comes from the Des Moines Water Works (DMWW). This water is supplied by the Saylorville WTP and a booster station that feeds both Ankeny and Polk City through a 16-inch transmission main. The finished water travels through the transmission main to a meter pit with a control valve prior to entering the Polk City system. Increases in finished water supply are anticipated to come from the DMWW as there are no plans to expand the Polk City WTP beyond its current capacity.

Current Water Storage System: The City's current elevated storage tank was constructed in 1976 and has a capacity of 0.3 MG, which is well below the current demand. The City also has high peak demand of 1.320 MG. To meet current and future demands of the City additional storage capacity is required. The existing tank is in relatively good condition and is expected to last to the design year of 2042. To reach the design year, recoating of the tank is needed, which is planned for in the City's CIP.

The existing water tower has a significant amount of telecommunication equipment affixed to the exterior. This equipment provides rental revenue from the telecommunication companies that is used to offset the operation and maintenance costs of the tank. Future improvement of the City's storage infrastructure should plan for telecommunication equipment space to offset costs as well.

PROJECT DESCRIPTION

Purpose: The purpose of this project is to make improvements to the drinking water supply system to enhance their reliability, increase capacity and to meet current and future demands to operate Polk City's drinking water system for the next 40 years.

Proposed Improvements: The proposed project includes the construction of a new 1.5 MG elevated storage tank and installation of approximately 2,500ft of 16" watermain and 720ft of 8" watermain with an estimated excavation depth/width of 6ft X 5ft. Excavation for the tank foundation, if deep foundations are needed, are estimated to be a depth of 40ft in a circle diameter of 48ft at 5ft wide. An access road to the new storage tank will be constructed and the existing 0.3 MG water storage tank is planned to be demolished at completion of the project.

In addition: this project has associated connected actions such as a platted housing development, new sports complex (baseball diamonds, parking lots etc.) and the demolition of the existing 0.3 MG water tower.

CONNECTED ACTIONS & CUMULATIVE IMPACTS

Connected Actions: The proposed improvements are being constructed at this time in order to provide drinking water service to planned developments that will be built at the same time or immediately after the sewers are finished, including the following:

1. **Sports Complex:** Construction of the new sports complex and associated roads & parking lots to provide access to and from the sports complex. The proposed water tower and water main will convey drinking water to the sports complex.
2. **Residential Development:** Construction of a new residential development. The proposed water tower and water main will convey drinking water to the residential development.
3. **Demolition of Existing Water Tower:** With the planned construction of a new 1.5 MG water storage tank the existing water tower will be demoed sometime in the future.

The proposed developments described above may include alterations to existing wetlands and streams, which may require a permit from the U.S. Army Corps of Engineers. Any action permitted by the U.S. Army Corps of Engineers subject to the National Environmental Policy Act will require a review of environmental impacts before issuing a permit.

In addition, the proposed developments may require the construction of new roads or expansion of existing roads. Any road constructed by the Iowa Department of Transportation subject to the National Environmental Policy Act will require a review of environmental impacts before being constructed.

Cumulative Impacts: Impacts to the existing environmental and/or cultural resources within the project area are expected as a result of future development activity. Future development of the project area will occur regardless of the federal funding sources involved or the required permits that are necessary for construction. Mitigation measures to avoid or minimize damage or to protect, restore, and enhance the existing environmental and/or cultural resources will be determined based upon applicable local, state and/or federal requirements.

ALTERNATIVES CONSIDERED

Alternatives Considered: Several alternatives were identified for potential improvements to address the water storage concerns. The alternatives evaluated as part of the Preliminary Engineering Report are as follows:

Alternative 1 – New 1.0 MG Storage Tank: This alternative would consist of the construction of a new 1.0 MG storage tank and the rehabilitation & continued use of the existing 0.3 MG water tower. Advantages of Alternative No. 1 include lower total project cost and utilization of existing infrastructure. Additionally, with two storage tanks the City would have the ability to take a tank offline for maintenance while maintaining some elevated storage capacity in the system. This would help alleviate issues with flow and pressure as the system would not rely solely on finished water supply from the DMWW transmission main and the City's WTP.

Disadvantages of Alternative 1 include additional costs as there would be two storage tanks to operate & maintain. In addition, there would be less storage than the other alternatives which reduces the available finished water during peak day events, placing further strain on the DMWW transmission main. It should be noted that discussions with DMWW identified peak demand timing in Polk City also correspond with peak demand in Ankeny. As portions of Ankeny are supplied finished water off the same booster station as Polk City, the strain on the finished water supply from DMWW would be lessened with additional storage capacity in Polk City.

Alternative 2 – New 1.25 MG Storage Tank: This alternative would consist of the construction a new 1.25 MG elevated storage tank to replace the existing 0.3 MG storage tank. The existing tank would be demolished, eliminating the maintenance cost to recoat the tank that is scheduled in the City's CIP. A 1.25 MG storage tank would meet historical Average Day water demand projections up to the year 2046.

Disadvantages of this alternative include challenges maintaining system flow and pressure during times the storage tank is taken offline. As noted in Alternative No. 1, peak demand in Polk City corresponds with peak demand in Ankeny, further straining the DMWW booster station.

Alternative 3 – New 1.5 MG Storage Tank: This alternative would consist of construction a new 1.5 MG elevated storage tank to replace the existing 0.3 MG storage tank. The existing tank would be demolished, eliminating the maintenance cost to recoat the tank that is scheduled in the City's CIP after construction of the new tank. A 1.5 MG storage tank would meet historical water demand projections up to the year 2052.

Reasons for Selection of Proposed Alternative: Alternative No. 3 – New 1.5 MG Storage Tank was selected as it has the lowest present worth life cycle cost through 2062 and the most effective storage to assist with peak day demand through the design year, lessening the impact on the DMWW booster station during peak demand. With only one tank in service for the longest period, Alternative No. 3 has the lowest present worth operation and maintenance cost.

MEASURES TAKEN TO ASSESS IMPACT

Coordination and Documentation with Other Agencies and Special Interest Groups: The following Federal, state and local agencies were asked to comment on the proposed project to better assess the potential impact to the environment:

- U.S. Army Corps of Engineers
- U.S. Fish and Wildlife Service
- Natural Resources Conservation Service
- State Historical Society of Iowa (State Historical Preservation Office)
- Iowa DNR Conservation and Recreation Division
- Iowa DNR Flood Plain Management Section
- Citizen Band Potawatomi Indian Tribe
- Flandreau Santee Sioux
- Ho-Chunk Nation

Iowa Tribe of Kansas and Nebraska
Iowa Tribe of Oklahoma
Kickapoo Tribe in Kansas
Kickapoo Tribe of Oklahoma
Lower Sioux Indian Community Council
Miami Tribe of Oklahoma
Omaha Tribal Council
Osage Tribal Council
Otoe-Missouria Tribe
Pawnee Nation of Oklahoma
Peoria Tribe of Indians of Oklahoma
Ponca Tribe of Indians of Oklahoma
Ponca Tribe of Nebraska
Prairie Band Potawatomi Nation
Prairie Island Indian Community
Sac & Fox Nation of Mississippi in Iowa
Sac & Fox Nation of Missouri
Sac & Fox Nation of Oklahoma
Santee Sioux Nation
Shakopee Mdewakanton Sioux Community
Sisseton-Wahpeton Oyate
Spirit Lake Tribal Council
Three Affiliated Tribes Mandan, Hidatsa & Arikara Nations
Upper Sioux Tribe
Winnebago Tribal Council
Yankton Sioux Tribal Business and Claims Committee

No adverse comments were received from any agencies or general public. Conditions placed on the applicant by the above agencies in order to assure no significant impact are included in the Summary of Reasons for Concluding No Significant Impact section.

ENVIRONMENTAL IMPACT SUMMARY

Construction: Traffic patterns within the community may be disrupted and above normal noise levels in the vicinity of the construction equipment can be anticipated during construction and should be a temporary problem. Adverse environmental impacts on noise quality will be handled by limited hours of contractor work time during the day. Other adverse environmental effects from construction activities will be minimized by proper construction practices, inspection, prompt cleanup, and other appropriate measures. Areas temporarily disturbed by the construction will be restored. Solid wastes resulting from the construction project will be regularly cleared away with substantial efforts made to minimize inconvenience to area residents.

Care will be taken to maintain dirt to avoid erosion and runoff. The proposed project will disturb one or more acres of soil; therefore, the applicant is required to obtain an NPDES General Permit Number 2 (for storm water discharge associated with construction activities) and abide by its terms. Provided that this permit is obtained and the terms of which are abided by, no significant impact to surface water quality, fish, shellfish, wildlife, or their natural habitats is expected.

Temporary air quality degradation may occur due to dust and fumes from construction equipment. The applicant shall take reasonable precautions to prevent the discharge of visible emissions of fugitive dusts beyond the lot line of the property during the proposed project (567 Iowa Administrative Code IAC 23.3(2)“c”).

Historical/Archaeological: Various Native American tribes with an interest in the area were provided information regarding the project. A Phase I Archeological investigation of the proposed project area was completed in 2010. Results from this investigation will be submitted to the State Historical Preservation Office (SHPO) for review. The project will only proceed as planned if a determination of either “no historic properties affected” or “no adverse affect on historic properties” can be appropriately reached with or without mitigation. However, if project activities uncover any item(s) that might be of archaeological, historical, or architectural interest, or if important new archaeological, historical, or architectural data should be encountered in the project APE, the applicant should make reasonable efforts to avoid further impacts to the property until an assessment can be made by an individual meeting the Secretary of the Interior’s professional qualifications standards (36 CFR Part 61).

Environmental: According to the Iowa DNR Conservation and Recreation Division, the proposed project will not interfere with any State-owned parks, recreational areas or open spaces. The U.S. Army Corps of Engineers will determine if the proposed project will impact wetlands or jurisdictional waters of the United States. The project will not impact any wild and scenic rivers as none exist within the State of Iowa. The U.S. Fish & Wildlife Service Section 7 Technical Assistance website consultation determined, and Iowa DNR Conservation and Recreation Division agree, that the project will not impact protected species or their habitats provided that any tree cutting is conducted between October 1 and March 31 to avoid impacting endangered bats. However, if any State- or Federally-listed threatened or endangered species or communities are found during the planning or construction phases, additional studies and/or mitigation may be required. According to the Iowa DNR Flood Plain Management Section, this project will not impact the 100-year floodplain.

No adverse impacts are expected to result from this project, such as those to surface water quantity, or groundwater quality or quantity.

Land Use and Trends: The project will not displace population nor will it alter the character of existing residential areas. An analysis of the farmland conversion impact was completed. Removing this area from production should not have a significant impact on corn or soybean production in the area, nor should it have a significant impact on the agricultural industry in the area. This project should not impact population trends as the presence or absence of existing water/sewer infrastructure is unlikely to induce significant alterations in the population growth or distribution given the myriad of factors that influence development in this region. Similarly, this project is unlikely to induce significant alterations in the pattern and type of land use.

Irreversible and Irretrievable Commitment of Resources: Fuels, materials, and various forms of energy will be utilized during construction

Nondiscrimination: All programs, projects, and activities undertaken by DNR in the SRF programs are subject to federal anti-discrimination laws, including the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973, and section 13 of the Federal Water Pollution Control Amendments of 1972. These laws prohibit discrimination on the basis of race, color, national origin, sex, disability, or age.

POSITIVE ENVIRONMENTAL EFFECTS TO BE REALIZED FROM THE PROPOSED PROJECT

Positive environmental effects will be improved water quality. The new elevated storage tank will better assist in the delivery of finished water with improved water flows & pressure to the citizens of Polk City and in the prevention of water supply contamination associated with inadequate pressures within the distribution system.

SUMMARY OF REASONS FOR CONCLUDING NO SIGNIFICANT IMPACT

- The project will not significantly affect the pattern and type of land use (industrial, commercial, agricultural, recreational, residential) or growth and distribution of population.
- The project will not conflict with local, regional or State land use plans or policies.
- The U.S. Army Corps of Engineers will determine if the proposed project will impact wetlands or jurisdictional waters of the United States.
- The project will not affect threatened and endangered species or their habitats provided that any tree cutting is conducted between October 1 and March 31 to avoid impacting endangered bats. If any State- or Federally-listed threatened or endangered species or communities are found during the planning or construction phases, additional studies and/or mitigation may be required.
- The project will not displace population, alter the character of existing residential areas, or convert significant farmlands to non-agricultural purposes.
- The project will not affect the 100-year flood plain.
- The project will not have effect on parklands, preserves, other public lands, or areas of recognized scenic or recreational value.
- A Phase I Archeological investigation of the proposed project area was completed in 2010. Results from this investigation will be submitted to the State Historical Preservation Office for review. The project will only proceed as planned if a determination of either “no historic properties affected” or “no adverse affect on historic properties” can be appropriately reached with or without mitigation.
- No historic properties will be adversely affected by the proposed project. However, if project activities uncover any item(s) that might be of archaeological, historical, or architectural interest, or if important new archaeological, historical, or architectural data should be encountered in the project APE, the applicant should make reasonable efforts to avoid further impacts to the property until an assessment can be made by an individual meeting the Secretary of the Interior’s professional qualifications standards (36 CFR Part 61).
- The project will not have a significant adverse effect upon local ambient air quality provided the applicant takes reasonable precautions to prevent the discharge of visible emissions of fugitive dusts beyond the lot line of the property during the proposed project (567 IAC 23.3(2)“c”).
- The project will not have a significant adverse effect upon local ambient noise levels, surface water quantity, groundwater quality or quantity, or water supply.
- No significant impact to surface water quality, fish, shellfish, wildlife, or their natural habitats is expected provided that an NPDES General Permit Number 2 (for storm water discharge associated with construction activities) is obtained and the terms of which are abided by.

The project description, scope, and anticipated environmental impacts detailed above are accurate and complete to the best to my knowledge.

Signature of the Mayor, City of Polk City

Date

Printed Name of the Mayor, City of Polk City

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. July 10, 2023
City Hall – Council Chambers

Polk City, City Council held a meeting in the City Hall Council Chambers with public participation in person and via phone at 6:00 p.m., July 10, 2023. The agenda was posted at the City Hall office as required by law.

These tentative minutes reflect all action taken at the meeting.

1. **Call to Order** | Mayor Karsjen called the meeting to order at 6:00 p.m.

2. **Roll Call** | Walters, Dvorak, Sarchet, Vogel, Anderson | In attendance

Mayor Karsjen amended the agenda item 8.d Snyder amount \$35,411.75

3. **MOTION:** A motion was made by Anderson and seconded by Dvorak to approve the amended agenda
MOTION CARRIED UNANIMOUSLY

4. **Swear In Ceremony**

Craig Garrison was sworn in as a Police Officer by Mayor Karsjen
Nick Sherman was sworn in as Police Sergeant by Mayor Karsjen

5. **Presentation** | Police Chief Siepker read 3 letters of Commendation

Officer Sherman & Officer Blaha Polson
Officer Whipple & Officer Delaney
Officer Delaney

6. **Public Comments** | None

7. **Consent Items** |

- a. City Council Meeting Minutes for June 26, 2023
- b. Claims listing July 10, 2023
- c. Receive and file the June 2023 Police Department Report
- d. Receive and file the June 2023 Water Department Report
- e. FEH Professional Services Proposal for Fire Station Remodel in the amount of \$5,000
- f. FEH Professional Services Proposal for City Hall/Community Center Project in the amount of \$26,635
- g. Resolution 2023-88 approving Change Order No. 1 in the amount of \$12,390.07 for the Fire Department Remodel Project
- h. Resolution 2023-89 approving Pay App No. 5 in the amount of \$61,037.50 for the Fire Department Remodel Project
- i. FY 23/24 Budgeted Police Vehicle Replacements in an amount not to exceed \$170,969.07 for the purchase and upfit of two vehicles
- j. Set pay for Tanner Ramsey at \$13/hr. effective July 10, 2023 for promotion to Recreation Assistant II
- k. Twelve-month Class C Liquor License for Waters Edge with Outdoor Services and Sunday Sales effective June 24, 2023
- l. Special Class C Retail Alcohol License for Go Polk City for the Four Seasons Festival July 14 & 15, 2023
- m. Special Class C Retail Alcohol License for Go Polk City for RAGBRAI July 26, 2023
- n. Special Class C Retail Alcohol License for Wine on Wheels for RAGBRAI July 26, 2023
- o. Special Class C Retail Alcohol License for Fenders Brewing for RAGBRAI July 26, 2023
- p. Special Event application for block party on Sunset Street August 19th from 12noon to 10pm
- q. Acknowledge and accept Standard Operating Guidelines for the Polk City Fire Department Shared Medication Access with Granger
- r. Receive and file June 2023 Fire Department Report
- s. Resolution 2023-90 approving a Medical Director Contract Between the City of Polk City and Joseph Peterson PLC

MOTION: A motion was made by Walters and seconded by Dvorak to approve the consent agenda items
MOTION CARRIED UNANIMOUSLY

8. Business Items

- a. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2023-91 approving Jester Business Group Amended Site Plan with an amendment to the required completion date of Site Plan improvements from October 1, 2023 to October 31, 2023.
MOTION CARRIED UNANIMOUSLY
- b. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve Resolution 2023-92 authorizing and approving a certain Loan Agreement, providing for the issuance of \$3,550,000 General Obligation Corporate Purpose bonds, Series 2023, and providing for the levy of taxes to pay the same.
MOTION CARRIED UNANIMOUSLY
- c. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve the Second Reading of Ordinance 2023-9200 amending Chapter 165.23 Board of Adjustment
MOTION CARRIED UNANIMOUSLY
- d. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve Snyder & Associates May 2023 Engineering servicers invoice in the amount of \$35,411.75
YES: Vogel, Anderson, Dvorak, Sarchet
ABSTAIN: Walters
MOTION CARRIED

9. Reports & Particulars | Mayor, Council, City Manager, Staff, Boards, and/or Commissions

- Council Member Sarchet said he is looking forward to the festival and hoping for good weather.
- Mayor Karsjen encouraged everyone to get out and enjoy the festival.

10. **MOTION:** A motion was made by Walters and seconded by Dvorak to go into Closed Session at 7:21 pm, under Code of Iowa; Chapter 21 Official Meetings open to Public; section 5 Closed Session; sub paragraph 1.c To discuss the strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.
YES: Dvorak, Sarchet, Vogel, Anderson, Walters
MOTION CARRIER UNANIMOUSLY

After closed session ended at 7:28 pm

11. **MOTION:** A motion was made by Sarchet and seconded by Vogel to agree to the settlement as proposed and to be paid in the matter by ICAP related to the accident.
MOTION CARRIER UNANIMOUSLY

12. **MOTION:** A motion was made by Walters and seconded by Anderson to go into Closed Session at 7:30 pm, under Code of Iowa; Chapter 21 Official Meetings open to Public; section 5 Closed Session; sub paragraph 1.j To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for hat property.
YES: Anderson, Walters, Dvorak, Sarchet, Vogel
MOTION CARRIER UNANIMOUSLY

After closed session ended at 7:41 pm

13. No action was taken on closed session item.

14. Adjournment

MOTION: A motion was made by Anderson and seconded by Vogel to adjourn at 7:42 pm.
MOTION CARRIED UNANIMOUSLY

Next Meeting Date –July 24, 2023

Steve Karsjen, Mayor

Attest

MEETING MINUTES
The City of Polk City
Work Session
5:00 p.m., Monday, July 10, 2023
City Hall Council Chambers

A Council Work Session was held on June 12, 2023 at 5:00 p.m. at the City Hall Council Chambers in Polk City, Iowa.

<p><u>Mayor and City Council Members Present:</u></p> <p>Steve Karsjen Mayor Rob Sarchet Pro Tem Jeff Walters City Council Member Dave Dvorak City Council Member Mandy Vogel City Council Member Ron Anderson City Council Member</p>	<p><u>Staff Members Present:</u></p> <p>Chelsea Huisman City Manager Jenny Coffin City Clerk/Treasurer Mike Schulte Public Works Director Jeremy Siepker Police Chief Jason Thraen Parks & Recreation Director</p>
---	---

Minutes

City Manager Huisman reviewed the Downtown Assessment Report.

Motion was made by Dvorak and seconded by Walters to Adjourn at 5:55 p.m.
Motion carried Unanimously.

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk

CLAIMS REPORT		
CITY OF POLK CITY	DATED	7/10/2023
FY 2024		
ACCUJET LLC	CAMERA WORK ON ADAMS	\$ 1,377.39
Amazon	RAGBRAI	\$ 896.76
BAKER & TAYLOR	BOOKS	\$ 493.98
Bound Tree Medical	MEDICAL SUPPLIES	\$ 1,169.62
BRICK LAW FIRM	JUNE SERVICES	\$ 6,240.00
Central Pump & Motor	MARINA COVE FOUNTAIN	\$ 1,225.00
CENTURY LINK	PHONE SERVICE	\$ 285.79
CHELSEA HUISMAN	MILEAGE REIMBURSEMENT	\$ 173.38
City of Ankeny	RUN 23-306 TIER	\$ 200.00
CITY OF DES MOINES	WRA HOOKUP	\$ 41,445.62
CITY OF POLK CITY	UB ASSIST 2501001	\$ 125.00
Controlled Access of the Midwe	REMOTES FOR GATES	\$ 208.65
CORE AND MAIN	WATER PIPE SUPPLIES	\$ 528.68
DEMCO INC.	LIBRARY SUPPLIES	\$ 99.80
FAREWAY	Jun-23	\$ 58.89
GALL'S INC.	CLASS A COAT CHIEF	\$ 136.88
Gurnsey Electric Co	REPAIR FLASHING LIGHT	\$ 620.45
GWORKS	ADDITIONAL USERS	\$ 73.50
HAWKINS INC	CHLORINE	\$ 1,396.07
HICKLIN'S WATERS EDGE	PLATE FOR BOAT - SONAR	\$ 21.99
I-80 CONCRETE	SHADE STRUCTURE	\$ 1,548.75
I.A.M.U.	2023 Q1 TRAINING	\$ 2,621.81
I.C.A.P.	FY2024	\$ 101,452.00
I.I.M.C.	CLERK FULL MEMBERSHIP FY 23/24	\$ 210.00
IMAGE TREND	SOFTWARE RENEWAL	\$ 4,000.08
Iowa Medicaid Enterprise	MEDICAID OVERPAYMENT	\$ 145.62
LINDE GAS & EQUIPMENT INC	OXYGEN	\$ 195.79
LYNN PEAVEY COMPANY	BLOOD AND URINEKITS	\$ 141.82
MARTIN MARIETTA AGGREGATES	ROCK FOR SHOULDER	\$ 1,441.96
METRO WASTE AUTHORITY	MONTHLY CURB IT	\$ 9,229.66
MID-IOWA SOLID WASTE EQUIPMENT	STREET SWEEPER BROOMS	\$ 390.28
MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$ 11,465.16
NELSON AUTOMOTIVE	REPAIR PARTS	\$ 1,655.08
NOLTE SERVICE & REPAIR	ROCK FOR SHOULDER	\$ 3,473.42
OVERDRIVE INC	ANNUAL FEE	\$ 1,989.99
PAYSEN PIPE CLEANING	JETTING SWERES ON TYLER	\$ 350.00
POLK COUNTY AUDITOR	BLOOD DRAW	\$ 300.00
POLK COUNTY TREASURER	ANIMAL CONTROL FEES	\$ 2,804.00
POSTMASTER	ANNUAL POSTAGE	\$ 5,400.00
PREMIER PLUMBING, INC.	BATHROOM SINKS	\$ 357.98
Protex Central Inc	ALARM CONTRACT	\$ 480.00
Qualification Targets	FIREARM TARGETS	\$ 70.12
QUICKSCORES LLC	SOFTBALL SCHED	\$ 49.00
RANGEMASTERS TRAINING CENTER	LT UNIFORM	\$ 768.42
RUAN, INCORPORATED	VEHICLE LEASE	\$ 36,645.12
Sandry Fire Supply L.L.C.	ALTERATIONS	\$ 292.64
STEPHANY NEAL	SMART START SOCCER REFUND	\$ 50.00
STREET COP TRAINING	TRAINING WHIP/KBP	\$ 498.00
THE VERNON COMPANY	RAGBRAI	\$ 2,137.47
TRUCK EQUIPMENT INC.	REPAIR SANDER ON 2015 TRUCK	\$ 1,039.81
UNITY POINT CLINIC-OCCUPATIONA	DOT RANDOMS	\$ 84.00
UPHDM OCCUPATIONAL MEDICINE	DRUG SCREENS	\$ 804.00
VAN-WALL EQUIPMENT	VEHICLE REPAIR PARTS	\$ 9.00
VERIZON WIRELESS	PHONE AND DATA PLAN	\$ 369.05
WELLMARK BLUE CROSS BLUE SHEIL	CITY GROUP HEALTH	\$ 27,428.21
WRIGHT OUTDOOR SOLUTIONS	BAG WORM TREATMENT	\$ 155.00
Accounts Payable Total		\$ 276,830.69
GENERAL		\$ 119,528.61
ROAD USE		\$ 14,580.48
L.M.I		\$ 125.00
CITY FACILITIES TOTAL		\$ 12,152.00
CAPITAL EQUIPMENT/VEHICLE		\$ 36,645.12
WATER		\$ 24,667.23
SEWER		\$ 59,512.31
SOLID WASTE/RECYCLING		\$ 9,229.66
STORM WATER UTILITY		\$ 390.28
TOTAL FUNDS		\$ 276,830.69

6240



POLK CITY - A City For All Seasons -

Monthly Finance Report

June 2023

Prepared By:

Jenny Coffin
City Clerk/Treasurer

ACCOUNT TITLE	LAST REPORT END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILILTY	ENDING BALANCE
001 GENERAL	4,174,859.56	177,441.79	392,957.34	27.35	3,959,371.36
110 ROAD USE	598,306.24	85,572.22	195,714.54	3.96	488,167.88
111 I-JOBS	.00	.00	.00	.00	.00
121 LOCAL OPTION SALES TAX	2,162,770.15	96,325.86	850,000.00	.00	1,409,096.01
125 TIF	686,363.32	1,085.17	434,864.51	.00	252,583.98
135 L.M.I	1,168,219.83	97,676.00	646.91	.00	1,265,248.92
167 PC COMM. LIB TRUST	11,789.34	.00	.00	.00	11,789.34
177 ASSET FORFEITURE	18,716.81	.00	.00	.00	18,716.81
200 DEBT SERVICE	79,277.27-	198,878.00	748,235.00	586,512.50	42,121.77-
301 CITY FACILITIES TOTAL	4,238,107.11	685,500.00	830,838.73	.00	4,092,768.38
302 CAPITAL WATER PROJECT	558,747.60	183,350.00	30,130.00	.00	711,967.60
303 CAPITAL EQUIPMENT/VEHIC	411,474.91-	545,000.00	9,161.28	.00	124,363.81
304 FOUR SEASONS PUB IMPROV	32,992.00	.00	.00	.00	32,992.00
305 NORTHSIDE DRIVE PROJECT	.00	.00	.00	.00	.00
306 TRAIL PROJECTS	.00	.00	.00	.00	.00
307 STREET PROJECTS	.00	.00	.00	.00	.00
600 WATER	1,778,644.54	127,481.78	451,386.13	1,934.53	1,456,674.72
610 SEWER	1,517,531.62	162,572.80	256,518.27	353.99	1,423,940.14
670 SOLID WASTE/RECYCLING	68,804.28	32,709.21	50,551.49	.00	50,962.00
740 STORM WATER UTILITY	184,568.22	8,298.24	9,917.44	800.00	183,749.02
920 ESCROW	.00	.00	.00	.00	.00
Report Total	16,709,668.44	2,401,891.07	4,260,921.64	589,632.33	15,440,270.20

BANK CASH REPORT
2023

BANK FUND	BANK NAME	MAY CASH BALANCE	JUNE RECEIPTS	JUNE DISBURSMENTS	JUNE CASH BALANCE	OUTSTANDING TRANSACTIONS	JUN BANK BALANCE
Grinnell State Bank BK#1							
BANK 001	Grinnell State Bank						10,846,174.08
001	CHECKING - GENERAL	4,339.34	192,889.45	408,586.49	211,357.70-	106,119.28	
110	CHECKING - ROAD USE	598,306.24	87,360.29	197,498.65	488,167.88	49,094.63	
111	CHECKING - I-JOBS	0.00	0.00	0.00	0.00		
112	CHECKING - EMPLOYEE BENEFIT	0.00	0.00	0.00	0.00		
121	CHECKING - LOCAL OPTION	2,162,770.15	96,325.86	850,000.00	1,409,096.01		
125	CHECKING - TIF	686,363.32	1,085.17	434,864.51	252,583.98	40,481.95	
135	CHECKING - L.M.I.	449,176.97	97,676.00	646.91	546,206.06		
167	CHECKING - PC COMM. LIB TRUST	11,789.34	0.00	0.00	11,789.34		
177	CHECKING - FORFEITURE	18,716.81	0.00	0.00	18,716.81		
200	CHECKING - DEBT SERVICE	79,277.27-	198,878.00	161,722.50	42,121.77-		
301	CHECKING - CAPITAL PROJECT	4,238,107.11	685,500.00	830,838.73	4,092,768.38	231,784.37	
302	CHECKING - CAPITAL WATER PROJ	558,747.60	183,350.00	30,130.00	711,967.60		
303	CHECKING - CAP EQUIP/VEHICLE	411,474.91-	545,000.00	9,161.28	124,363.81	9,161.28	
304	CHECKING	32,992.00	0.00	0.00	32,992.00		
305	CHECKING	0.00	0.00	0.00	0.00		
306	CHECKING	0.00	0.00	0.00	0.00		
307	CHECKING	0.00	0.00	0.00	0.00		
600	CHECKING - WATER UTILITY	1,778,643.54	151,946.24	473,916.06	1,456,673.72	12,245.49	
610	CHECKING - SEWER UTILITY	1,517,530.62	166,926.07	260,517.55	1,423,939.14	33,464.30	
670	CHECKING-SOLID WASTE/RECYCLING	68,804.28	60,492.53	78,334.81	50,962.00	50,551.49	
740	CHECKING	184,568.22	8,390.50	9,209.70	183,749.02	8,233.72	
920	CHECKING - ESCROW BANK ACCOUNT	0.00	0.00	0.00	0.00		
	PENDING CREDIT-CARD DEPOSITS					244,333.29	
	DEPOSITS					1,720.93	
	WITHDRAWALS					595.51	
Grinnell State Bank TOTALS		11,820,103.36	2,475,820.11	3,745,427.19	10,550,496.28	295,677.80	10,846,174.08
LUANA SAV. BK MM BK#2							
BANK 001	LUANA SAV. BK MM						79,056.92
001	Luana Savings Bank - M.M. Acco	640,181.55-	196.61	0.00	639,984.94-		
135	Luana Money Market Account	719,041.86	0.00	0.00	719,041.86		
LUANA SAV. BK MM TOTALS		78,860.31	196.61	0.00	79,056.92	0.00	79,056.92
GRINNELL STATE BK- C.D. BK#3							
BANK 001	GRINNELL STATE BK- C.D.						1,550,000.00
001	GRINNELL STATE BANK CD	1,550,000.00	0.00	0.00	1,550,000.00		
GRINNELL STATE BK- C.D. TOTALS		1,550,000.00	0.00	0.00	1,550,000.00	0.00	1,550,000.00
GRINNELL STATE BK-MM BK#4							
BANK 001	GRINNELL STATE BK-MM						10,278.00
001	SUPER MONEY MKT II	10,265.77	12.23	0.00	10,278.00		
GRINNELL STATE BK-MM TOTALS		10,265.77	12.23	0.00	10,278.00	0.00	10,278.00

**BANK CASH REPORT
2023**

BANK NAME FUND GL NAME	MAY CASH BALANCE	JUNE RECEIPTS	JUNE DISBURSMENTS	JUNE CASH BALANCE	OUTSTANDING TRANSACTIONS	JUN BANK BALANCE
LUANA SAVINGS BANK CD BK#6						
BANK LUANA SAVINGS BANK CD BK#6						3,250,000.00
001 LUANA BANK C.D.-1.85%	3,250,000.00	0.00	0.00	3,250,000.00		
LUANA SAVINGS BANK CD TOTALS	3,250,000.00	0.00	0.00	3,250,000.00	0.00	3,250,000.00
=====						
TOTAL OF ALL BANKS	16,709,229.44	2,476,028.95	3,745,427.19	15,439,831.20	295,677.80	15,735,509.00
=====						

BUDGET REPORT
CALENDAR 6/2023, FISCAL 12/2023

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	4,354,434.00	392,957.34	4,009,344.40	92.07	345,089.60
	ROAD USE TOTAL	699,950.00	195,714.54	593,240.24	84.75	106,709.76
	LOCAL OPTION SALES TAX TOTAL	940,000.00	850,000.00	850,000.00	90.43	90,000.00
	TIF TOTAL	622,409.00	434,864.51	633,514.33	101.78	11,105.33-
	L.M.I TOTAL	60,000.00	646.91	36,989.79	61.65	23,010.21
	PC COMM. LIB TRUST TOTAL	2,600.00	.00	2,550.00	98.08	50.00
	DEBT SERVICE TOTAL	932,930.00	748,235.00	924,594.17	99.11	8,335.83
	CITY FACILITIES TOTAL TOTAL	4,092,000.00	830,838.73	3,207,457.10	78.38	884,542.90
	CAPITAL WATER PROJECT TOTAL	150,000.00	30,130.00	185,930.75	123.95	35,930.75-
	CAPITAL EQUIPMENT/VEHICLE TOTA	819,750.00	9,161.28	724,157.88	88.34	95,592.12
	FOUR SEASONS PUB IMPROVEM TOTA	.00	.00	3,000.00	.00	3,000.00-
	WATER TOTAL	1,746,828.00	451,386.13	1,713,938.41	98.12	32,889.59
	SEWER TOTAL	2,238,551.00	256,518.27	1,862,446.27	83.20	376,104.73
	SOLID WASTE/RECYCLING TOTAL	401,000.00	50,551.49	367,415.39	91.62	33,584.61
	STORM WATER UTILITY TOTAL	125,000.00	9,917.44	11,277.43	9.02	113,722.57
	TOTAL EXPENSES BY FUND	=====	=====	=====	=====	=====
		17,185,452.00	4,260,921.64	15,125,856.16	88.02	2,059,595.84
		=====	=====	=====	=====	=====

BUDGET REPORT
CALENDAR 6/2023, FISCAL 12/2023

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	1,142,326.00	108,644.72	1,118,095.81	97.88	24,230.19
	CIVIL DEFENSE TOTAL	31,500.00	116.10	8,752.28	27.79	22,747.72
	FIRE TOTAL	903,450.00	100,288.92	879,156.07	97.31	24,293.93
	BUILDING/HOUSING TOTAL	548,500.00	17,258.02	353,301.51	64.41	195,198.49
	DOG CONTROL TOTAL	5,100.00	.00	4,012.74	78.68	1,087.26
	PUBLIC SAFETY TOTAL	2,630,876.00	226,307.76	2,363,318.41	89.83	267,557.59
	ROAD USE TOTAL	692,318.00	92,318.01	584,074.78	84.37	108,243.22
	STREET LIGHTING TOTAL	60,000.00	8,502.13	55,699.27	92.83	4,300.73
	PUBLIC WORKS TOTAL	752,318.00	100,820.14	639,774.05	85.04	112,543.95
	ENV.HEALTH SERVICES TOTAL	2,000.00	.00	.00	.00	2,000.00
	HEALTH & SOCIAL SERVICES TOTA	2,000.00	.00	.00	.00	2,000.00
	LIBRARY TOTAL	425,360.00	42,849.09	406,346.73	95.53	19,013.27
	PARKS TOTAL	404,645.00	50,235.95	384,531.41	95.03	20,113.59
	COMMUNITY CENTER TOTAL	15,600.00	242.17	5,962.55	38.22	9,637.45
	CULTURE & RECREATION TOTAL	845,605.00	93,327.21	796,840.69	94.23	48,764.31
	TIF/ECON DEV TOTAL	464,009.00	227,835.42	462,828.12	99.75	1,180.88
	COMMUNITY & ECONOMIC DEV TOTA	464,009.00	227,835.42	462,828.12	99.75	1,180.88
	MAYOR COUNCIL TOTAL	97,038.00	13,344.03	101,532.70	104.63	4,494.70-
	POLICY ADMINISTRATION TOTAL	156,247.00	13,879.30	135,613.16	86.79	20,633.84
	CITY ATTORNEY TOTAL	60,500.00	7,440.63	71,660.06	118.45	11,160.06-
	CITY HALL TOTAL	239,600.00	9,754.56	221,284.24	92.36	18,315.76
	OTHER CITY GOVERNMENT TOTAL	157,800.00	8,798.25	160,111.33	101.46	2,311.33-
	GENERAL GOVERNMENT TOTAL	711,185.00	53,216.77	690,201.49	97.05	20,983.51
	DEBT SERVICE TOTAL	932,930.00	748,235.00	924,594.17	99.11	8,335.83
	DEBT SERVICE TOTAL	932,930.00	748,235.00	924,594.17	99.11	8,335.83
	POLICE TOTAL	159,250.00	9,161.28	157,739.71	99.05	1,510.29
	FIRE TOTAL	315,500.00	.00	295,649.89	93.71	19,850.11
	BUILDING/HOUSING TOTAL	.00	.00	3,000.00	.00	3,000.00-
	OTHER PUBLIC WORKS TOTAL	345,000.00	.00	270,768.28	78.48	74,231.72
	CAPITAL IMPROVEMENT TOTAL	4,092,000.00	830,838.73	3,207,457.10	78.38	884,542.90

BUDGET REPORT
CALENDAR 6/2023, FISCAL 12/2023

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	WATER UTILITY TOTAL	150,000.00	30,130.00	185,930.75	123.95	35,930.75-
	CAPITAL PROJECTS TOTAL	5,061,750.00	870,130.01	4,120,545.73	81.41	941,204.27
	WATER UTILITY TOTAL	1,367,950.00	102,508.13	1,365,060.41	99.79	2,889.59
	SEWER UTILITY TOTAL	2,058,551.00	76,518.27	1,682,446.27	81.73	376,104.73
	RECYCLING TOTAL	401,000.00	50,551.49	367,415.39	91.62	33,584.61
	STORM WATER TOTAL	125,000.00	9,917.44	11,277.43	9.02	113,722.57
	ENTERPRISE FUNDS TOTAL	3,952,501.00	239,495.33	3,426,199.50	86.68	526,301.50
	TRANSFER TOTAL	1,832,278.00	1,701,554.00	1,701,554.00	92.87	130,724.00
	TRANSFER OUT TOTAL	1,832,278.00	1,701,554.00	1,701,554.00	92.87	130,724.00
	TOTAL EXPENSES	17,185,452.00	4,260,921.64	15,125,856.16	88.02	2,059,595.84

REVENUE REPORT
CALENDAR 6/2023, FISCAL 12/2023

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	4,242,778.00	177,441.79	4,065,451.20	95.82	177,326.80
	ROAD USE TOTAL	700,000.00	85,572.22	762,779.22	108.97	62,779.22-
	LOCAL OPTION SALES TAX TOTAL	940,000.00	96,325.86	1,135,242.24	120.77	195,242.24-
	TIF TOTAL	576,409.00	1,085.17	582,499.55	101.06	6,090.55-
	L.M.I TOTAL	158,400.00	97,676.00	131,521.94	83.03	26,878.06
	PC COMM. LIB TRUST TOTAL	.00	.00	215.00	.00	215.00-
	ASSET FORFEITURE TOTAL	.00	.00	17,031.00	.00	17,031.00-
	DEBT SERVICE TOTAL	962,930.00	198,878.00	892,661.33	92.70	70,268.67
	CITY FACILITIES TOTAL TOTAL	3,530,000.00	685,500.00	688,697.00	19.51	2,841,303.00
	CAPITAL WATER PROJECT TOTAL	620,000.00	183,350.00	656,822.41	105.94	36,822.41-
	CAPITAL EQUIPMENT/VEHICLE TOTA	605,750.00	545,000.00	668,764.71	110.40	63,014.71-
	FOUR SEASONS PUB IMPROVEM TOTA	.00	.00	17,992.00	.00	17,992.00-
	WATER TOTAL	1,639,100.00	127,481.78	1,615,322.06	98.55	23,777.94

REVENUE REPORT
CALENDAR 6/2023, FISCAL 12/2023

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	SEWER TOTAL	1,909,000.00	162,572.80	1,860,297.97	97.45	48,702.03
	SOLID WASTE/RECYCLING TOTAL	401,000.00	32,709.21	381,368.41	95.10	19,631.59
	STORM WATER UTILITY TOTAL	115,000.00	8,298.24	96,264.42	83.71	18,735.58
	TOTAL REVENUE BY FUND	16,400,367.00	2,401,891.07	13,572,930.46	82.76	2,827,436.54

**BALANCE SHEET
CALENDAR 6/2023, FISCAL 12/2023**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CHECKING - GENERAL	215,697.04-	211,357.70-
001-000-1725	ACCUM.DEPR. - LIBRARY BLDG	.00	.00
001-000-1745	ACCUM.DEPR. - PWD EQUIPMENT	.00	.00
001-000-1755	ACCUM.DEPR. - POLICE	.00	.00
001-000-1756	ACCUM.DEPR. - FIRE DEPT.	.00	.00
001-000-1805	ACCUM.DEPR. - SIDEWALKS	.00	.00
001-000-1806	ACCUM.DEPR.- PARKER BLVD	.00	.00
110-000-1110	CHECKING - ROAD USE	110,138.36-	488,167.88
111-000-1110	CHECKING - I-JOBS	.00	.00
121-000-1110	CHECKING - LOCAL OPTION	753,674.14-	1,409,096.01
125-000-1110	CHECKING - TIF	433,779.34-	252,583.98
135-000-1110	CHECKING - L.M.I.	97,029.09	546,206.06
167-000-1110	CHECKING - PC COMM. LIB TRUST	.00	11,789.34
177-000-1110	CHECKING - FORFEITURE	.00	18,716.81
200-000-1110	CHECKING - DEBT SERVICE	37,155.50	42,121.77-
301-000-1110	CHECKING - CAPITAL PROJECT	145,338.73-	4,092,768.38
302-000-1110	CHECKING - CAPITAL WATER PROJ	153,220.00	711,967.60
303-000-1110	CHECKING - CAP EQUIP/VEHICLE	535,838.72	124,363.81
304-000-1110	CHECKING	.00	32,992.00
305-000-1110	CHECKING	.00	.00
306-000-1110	CHECKING	.00	.00
307-000-1110	CHECKING	.00	.00
600-000-1110	CHECKING - WATER UTILITY	321,969.82-	1,456,673.72
600-000-1805	ACCUM. DEPR. - WATER	.00	.00
610-000-1110	CHECKING - SEWER UTILITY	93,591.48-	1,423,939.14
610-000-1805	ACCUM. DEPR. - SEWER	.00	.00
670-000-1110	CHECKING-SOLID WASTE/RECYCLING	17,842.28-	50,962.00
740-000-1110	CHECKING	819.20-	183,749.02
920-000-1110	CHECKING - ESCROW BANK ACCOUNT	.00	.00
	CHECKING TOTAL	----- 1,269,607.08-	----- 10,550,496.28
600-000-1111	WAT.SINKING/CKG	.00	.00
610-000-1111	SEWER SINKING FUND	.00	.00
	WATER SINKING TOTAL	----- .00	----- .00
600-000-1112	WATER TRUST CHECKING	.00	.00
610-000-1112	SEW.IMPR.CHECKING	.00	.00
	CHECKING TOTAL	----- .00	----- .00
600-000-1113	WAT.IMPR/CHECKING	.00	.00
610-000-1113	79 SANITARY SEWER DISTRICT	.00	.00
	CHECKING TOTAL	----- .00	----- .00

BALANCE SHEET
CALENDAR 6/2023, FISCAL 12/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
600-000-1115	Water Holding Account	.00	.00
	TOTAL	----- .00	----- .00
001-000-1120	LIBR.PETTY CASH	.00	35.00
600-000-1120	WATER PETTY CASH	.00	.00
	PETTY CASH TOTAL	----- .00	----- 35.00
001-000-1121	GENERAL PETTY CASH	.00	100.00
	PETTY CASH TOTAL	----- .00	----- 100.00
001-000-1122	PETTY CASH-POLICE	.00	300.00
	PETTY CASH-POLICE TOTAL	----- .00	----- 300.00
001-000-1150	GENERAL RESERVE IPAIT A/C	.00	1.00
125-000-1150	TIF RESERVE IPAIT A/C	.00	.00
135-000-1150	LMI - IPAIT Account	.00	1.00
200-000-1150	DEBT/TIF/CHECKING	.00	.00
301-000-1150	TIF SPECIAL REVENUES	.00	.00
600-000-1150	WATER FUND IPAIT A/C	.00	1.00
610-000-1150	SEWER FUND IPAIT A/C	.00	1.00
	CHECKING TOTAL	----- .00	----- 4.00
001-000-1151	GENERAL INVESTMENT	.00	.00
600-000-1151	WATER RESERVE INVESTMENT	.00	.00
610-000-1151	Sewer Fund CD	.00	.00
	SAVINGS TOTAL	----- .00	----- .00
600-000-1152	WATER TRUST INVESTMT.	.00	.00
	WATER TRUST INVESTMENT TOTAL	----- .00	----- .00
001-000-1160	SUPER MONEY MKT II	12.23	10,278.00
110-000-1160	SAVINGS	.00	.00
125-000-1160	SAVINGS	.00	.00
	SUPER MONEY MKT II TOTAL	----- 12.23	----- 10,278.00

BALANCE SHEET
CALENDAR 6/2023, FISCAL 12/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1161	GRINNELL STATE BANK CD	.00	1,550,000.00
610-000-1161	Polk County Bank CD	.00	.00
	GRINNELL STATE BANK CD TOTAL	.00	1,550,000.00
001-000-1162	LUANA BANK C.D. -1.85%	.00	3,250,000.00
	TOTAL	.00	3,250,000.00
001-000-1163	Luana Savings Bank - M.M. Acco	196.61	639,984.94-
135-000-1163	Luana Money Market Account	.00	719,041.86
600-000-1163	Luana Money Market Account	.00	.00
610-000-1163	Luana Money Market Account	.00	.00
	LUANA MONEY MARKET TOTAL	196.61	79,056.92
600-000-1220	ACCOUNTS RECEIVABLE	.00	.00
610-000-1220	ACCOUNTS RECEIVABLE	.00	.00
	TOTAL	.00	.00
	TOTAL CASH	1,269,398.24-	15,440,270.20

RESOLUTION 2024-01L

**A RESOLUTION HIRING CANDIDATE FOR ASSISTANT LIBRARY
DIRECTOR FOR THE POLK CITY, IOWA LIBRARY**

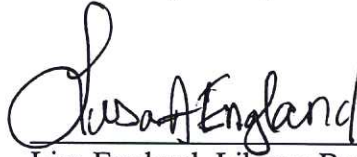
WHEREAS, the Polk City Community Library has an established position for one Assistant Library Director; and

WHEREAS, there is currently one Assistant Library Director position vacant; and

WHEREAS, required advertising and vetting of candidates has been completed;

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of the Polk City Community Library recommends hiring Jennifer Sturgeon with a start date determined upon a successful completion of required background checks at a starting wage of \$26.21 per hour.

PASSED AND APPROVED the 3rd day of July 2023.

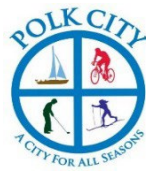


Lisa England, Library Board President

ATTEST:



Jamie Noack, Library Director



**CITY OF POLK CITY
VOLUNTEER BOARDS & COMMISSIONS APPLICATION**

The City of Polk City has a variety of volunteer opportunities on boards and commissions for the following purposes:

- advise the City Council*
- hear and make decisions on appeals and variances*
- assist in the planning of parks, recreational programs, land use and zoning, and operations*
- assist in the promotion of educational, cultural, economic and general welfare of the public*
- assist in the promotion of performing and fine arts programming*
- assist with management of library services*

All board and commission members must be Polk City Residents. Applicants are appointed by the Mayor and confirmed by the City Council. Terms for the boards and commissions vary and are established by the Municipal Code. All meetings of the boards and commissions are open to the public and agendas are prepared and available for public viewing.

For more information, contact the City Clerk's Office by phone at 515-984-6233 or e-mail support@polkcityia.gov.

APPLICANT INFORMATION

Last Name Young	First Justin	MI J
Street Address 814 Edgewater Dr.	City/State Polk City, IA	Zip 50226
Phone Number 515-321-4190	Email justinyoung8@gmail.com	
Employer Name North Polk Schools	Job Title Computer Applications Teacher	Length of residency in Polk City 11 years

Please check the following Board or Commission you are interested in serving:

<input checked="" type="radio"/> Library Board of Trustees	<input type="radio"/> Planning and Zoning Commission
<input type="radio"/> Park Commission	<input type="radio"/> Board of Adjustment
<input type="radio"/> Tree Board	<input type="radio"/> Other (please specify) _____

What knowledge and/or understanding of the Board/Commission do you have?

Talking to people who serve on boards in other communities, they've discussed working on programming for public gatherings that will interest the most people, looking at use of budget for purchasing of materials, and assisting with hiring decisions for the library. I think it is also key that the board hear from the public and help make purchasing decisions based on what will be relevant and interesting to them.

Please check the following areas of knowledge and/or expertise you possess:

Financial Management	Land Use Planning
Community Groups <input checked="" type="checkbox"/>	Engineering
Conflict Resolution <input checked="" type="checkbox"/>	Other:

What education, experiences or activities qualify you for this volunteer position?

I have worked as a reading teacher for the last 13 years at the Johnston Community Schools. I have been engaged with helping students learn to read, exposing them to new books, and working hard to help students find the right materials for them. I have helped lead curriculum groups in ordering books for large numbers of students and have used grants to get materials for our teachers and students to have access to materials. I also am very aware of the sensitive nature that some really good books have and have engaged in open discussion with the public about what books I provided to students and how to opt out of reading materials if students or parents felt uncomfortable.

Why do you wish to serve on the Board or Commission?

I wish to serve on the board because I believe in what libraries stand for and providing learning materials to all people in the community. I want to help the library to continue to invest its resources wisely to provide the most it can for the community while also being sensitive to community wishes. Right now is a stressful time for libraries and schools when it comes to censorship and what materials are appropriate, and I feel like my role over the last decade has helped me learn to have open communication and listen to people to provide good reading opportunities.

Please indicate

	yes	no
Would you be able to attend regularly scheduled meetings?	✓	
Do you sell, contract or furnish supplies, material or labor to the City?		✓
Have you ever been employed by the City?		✓
Do you have any relatives working for the City?		✓

References

Name Kelly McAlister- Johnston Library Board Member 515-771-1548
Name Emily Young- North Polk Schools Instructional Coach 319-239-8778
Name Clint Ibeling- Johnston Schools Literacy Team Leader 515-720-9287

Thank you for your interest in volunteering with the City of Polk City.

If not selected, your application will be retained for one year. This application is a public document and as such can be viewed, reproduced or distributed to the public.

In applying for appointment, you understand the City Council may make inquiries in the community pertinent to your appointment.



City of Polk City, Iowa

City Council Agenda Communication

Date: July 24, 2023 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: Amended Resolution re: Iowa State Recreational Trails grant program

BACKGROUND: The City Council approved a resolution to apply for Iowa State Recreational Trails grant funding on June 12, 2023. Prior to submitting our application, we recognized that the project cost was incorrect. We have also received Prairie Meadows funding in the amount of \$150,000, which I was able to reflect in the application. I am asking the City Council to amend the resolution that was previously approved by amending those 2 numbers-the project costs in the original resolution included the northside drive realignment portion of the project, and I have removed that. The new city amount secured includes the Prairie Meadows award of \$150,000, and I have amended that.

ALTERNATIVES: Do not approve the amended resolution

FINANCIAL CONSIDERATIONS: The financial considerations for this project are \$440,000 in potential grant revenue. The grant application has already been submitted.

RECOMMENDATION: It is my recommendation that the City Council approve the amended resolution.

RESOLUTION NO. 2023-73(a)

**AN AMENDED RESOLUTION GIVING AUTHORIZATION TO APPLY FOR THE
IOWA STATE RECREATIONAL TRAILS PROGRAM**

WHEREAS, the City of Polk City is desirous to apply for funding from the Iowa State Recreational Trails program in the amount of \$440,000; and

WHEREAS, the City of Polk City has plans to construct a 10' multi-use trail connecting the Neal Smith Trail to the High Trestle Trail through Polk City; and

WHEREAS, this project serves as a multi-phase project in conjunction with Polk County Conservation and will be constructed over a multi-year period; and

WHEREAS, the City of Polk City has an estimated cost for this project of \$4,057,500; and

WHEREAS, the City of Polk City has secured \$2,242,500 in bond proceeds and grants for this project; and

WHEREAS, Polk County Conservation has secured the funding required for their phase of the trail construction project estimated at \$1,375,000; and

WHEREAS, the City of Polk City will commit that once the construction project is completed, the city will maintain the multi-use trail for the intended use by the public for a minimum of 20 years; and

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Polk City, Iowa to authorize application to the Iowa State Recreational Trails program for the proposed multi-use trail connection from the Neal Smith Trail to the High Trestle Trail.

PASSED AND APPROVED the 24 day of July 2023.

Steve Karsjen, Mayor

Attest:

Jenny Coffin, City Clerk



Polk City Police Department

309 W Van Dorn St. P.O.Box 381

Polk City, Iowa 50226

Phone: 515-984-6565 Fax 515-984-6819 email: police@polkcityia.gov

Service Integrity Respect Quality

To: Honorable Mayor and Council Members

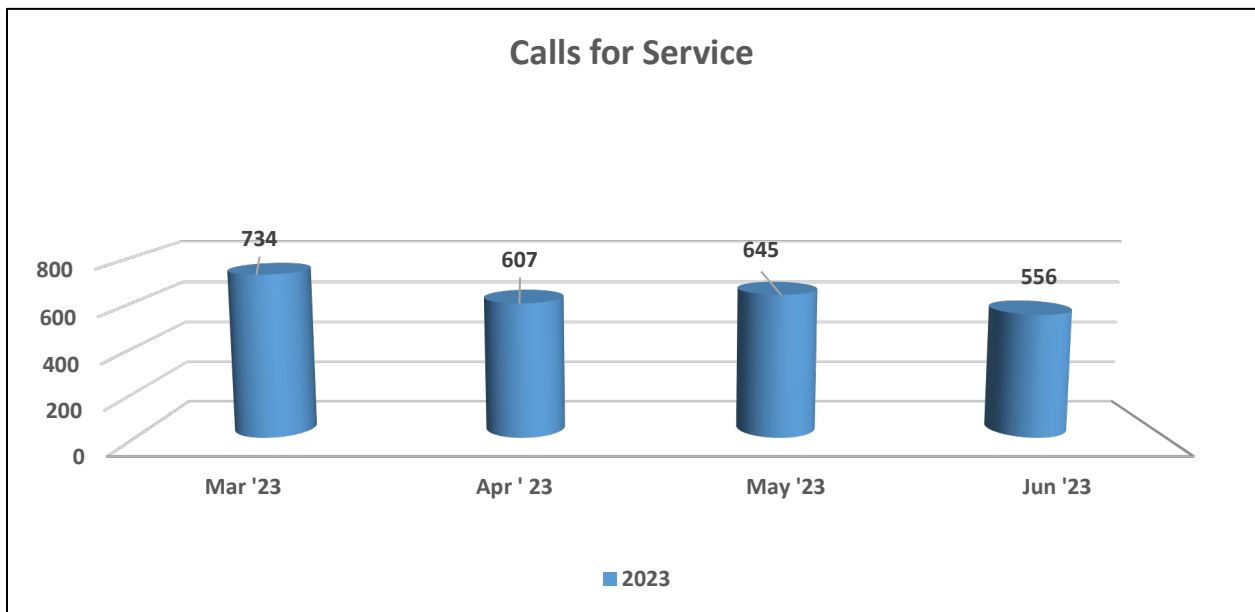
From: Lieutenant Aswegan

Date: July 13th, 2023

Re: June 2023 Monthly Report

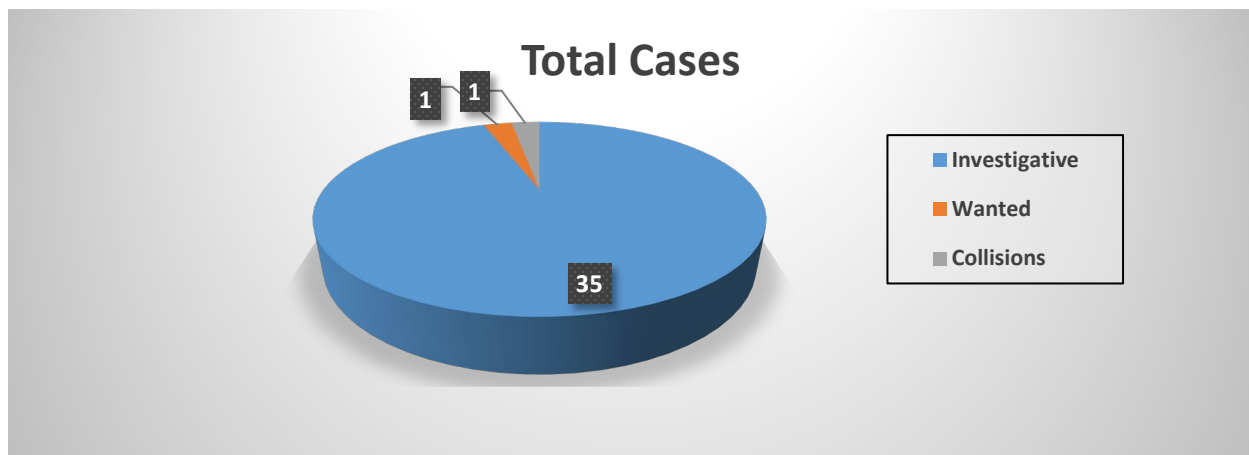
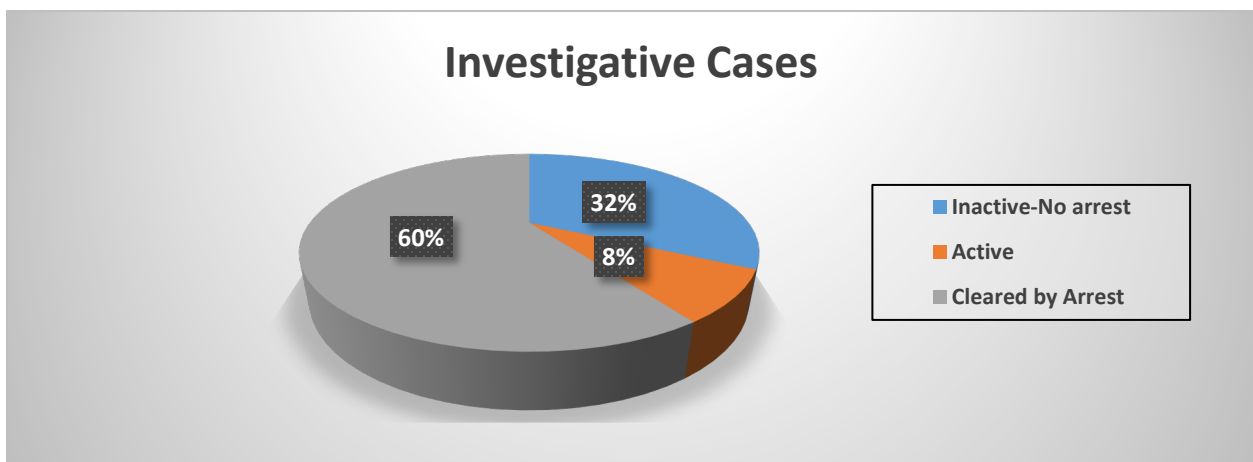
Calls for Service

The total calls for service for the month of June were **556**. This includes response to citizen complaints/reports, assists, self-initiated activities such as traffic stops, building checks, suspicious persons, and case follow up. Among these calls for service Polk City Officers conducted **186** traffic stops.



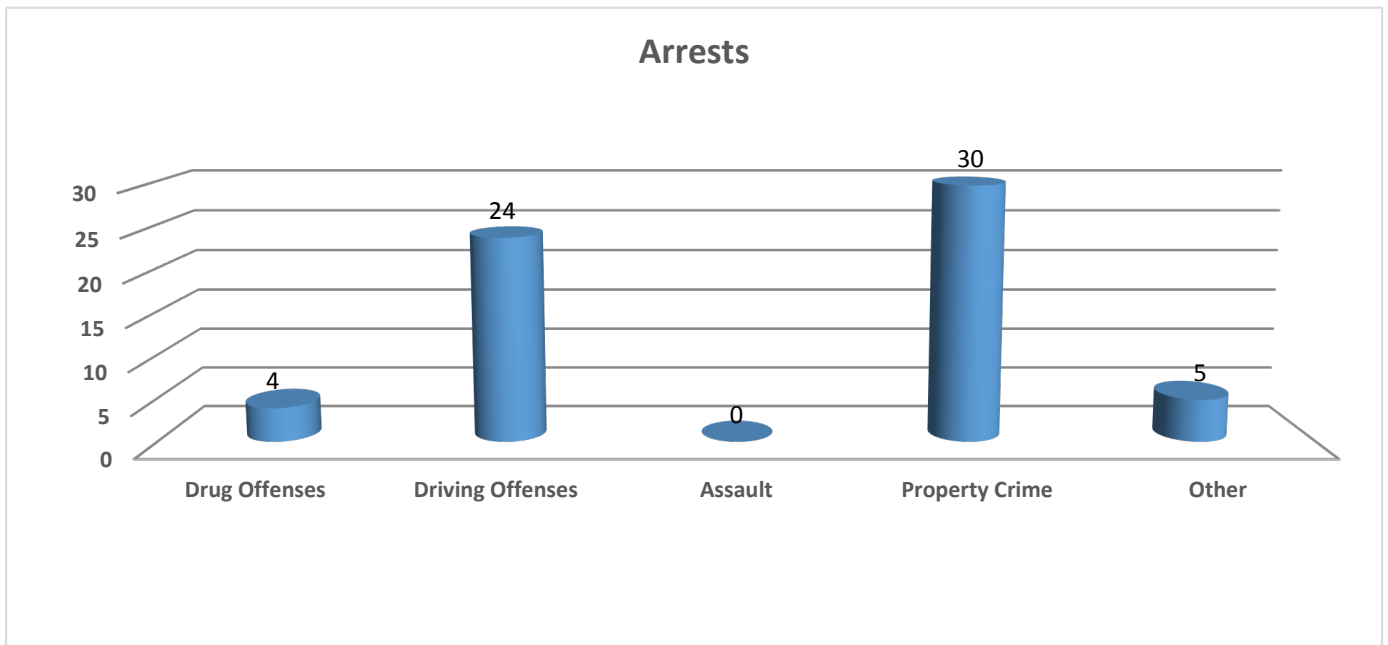
Cases Made

The Police Department had **37** total cases during the month of June. **35** of the cases were investigative incident reports and **1** was for a vehicle collision and **1** for a wanted person. There are **3** active investigations this month. There was a **60%** rate of cases cleared by arrest, for investigative cases in June.



Arrests Made

The Police Department made **63** arrests and issued **71** citations and **156** warnings. The arrests consisted of **24** driving related offenses, **4** drug related offenses, **30** for property crimes, and **5** for miscellaneous offenses which included harassment and interference with official acts and a wanted person.



Notable Incidents

23-0214

On June 16th at about 5:50 pm a Polk City Officer stopped a vehicle for a traffic violation. The driver identified himself by what was later determined to be a fraudulent name. He was determined to be intoxicated and was arrested for OWI. He was booked into the Polk County Jail where his true identity was discovered through a fingerprint database. He was charged with OWI-3rd Offense, Fraudulent Practice, and numerous traffic violations.

23-0225

On June 28th at about 6:10 pm Polk City Officers were dispatched to a reckless driver that had driven their car into the ditch on E. Northside Drive. The officers found the driver of the vehicle standing outside of his car and determined he was intoxicated. He was arrested for OWI. During the arrest, the driver resisted officers. He was transported to the Polk County jail where he was booked in on charges of OWI – 3rd Offense, Interference w/ Official Acts, and traffic charges.

23-0230

On June 30th, a Polk City Police Officer took a report of burglaries and vandalism at 3 houses under construction on Pelican Drive. Through an investigation, the officer developed a suspect. The officer interviewed the suspect and was able to get the suspect to confess to the burglaries and name his accomplices. After a full investigation, the suspects were identified as 2 juveniles and one adult. The suspects were charged with a total of 30 criminal charges including Burglary 3rd Degree, Theft, and Criminal Mischief. The suspects identified in this case were also charged with breaking into the Miller Park building and committing vandalism inside the building.

Officer Training

Officer Garrison started with our department on June 5th. He is currently in our Field Training & Evaluation Program. In June, Officer Garrison trained and qualified on his duty pistol. Officer Garrison has also completed Phase I of the Field Training Program and has now entered Phase II. He is currently assigned to night shift patrol where he is being trained by Sgt. Sherman.



In-Service Training

In-service training was conducted on May 30th and June 6th with patrol officers. Training was focused on rifle marksmanship. Each officer is equipped with a patrol rifle to handle high threat encounters. Officers must train and qualify with their rifles annually. The qualification standards are set by the Iowa Law Enforcement Academy. Our in-house patrol rifle instructors train and qualify each officer on these standards.

Aicher 16

Delaney 2

Blaha-Polson 2

Sherman 1

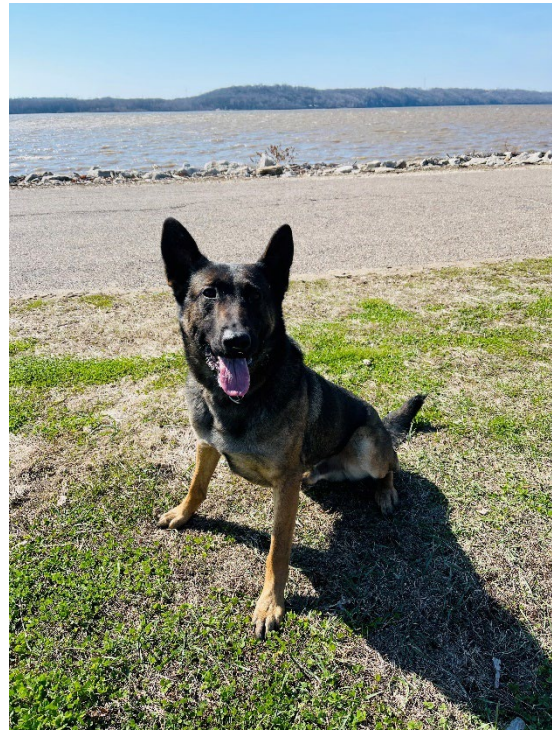
Whipple 1

Garrison 30

Total Training Hours: 52

K9 Program

Polk City PD K9 Team, Officer Aicher and Eudoris, logged 16 hours of training in June. Eight hours of training was done at Canine Tactical where the team worked on tracking, building searches and subject apprehension. The team also trained during various times throughout June on basic obedience, article searches and drug detection.



K-9 Deployments

Eudoris was deployed 3 times in June – one for drug detection, one for a search of a wanted subject and the other for an article search.

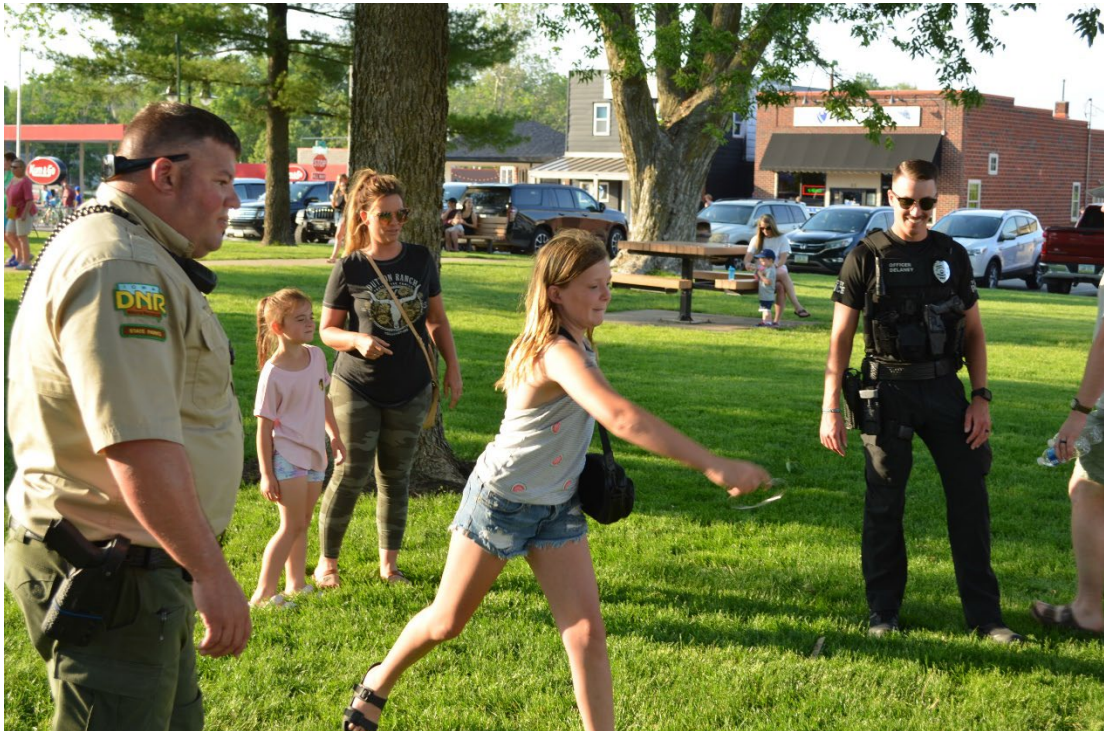
23-0234

Officer Aicher and Eudoris responded to a report of a wanted subject hiding in an outbuilding on a large piece of property. The subject was wanted on an outstanding arrest warrant for OWI and was a known drug abuser.

Community Outreach

On June 4th the Polk City Police Officers Association sponsored the 3rd Annual Summer KickOff Event. A number of local families attended the festivities including games, emergency vehicle displays, tattoos, and food. The highlight of the night was our special guest, Batman, coming to our event and interacting with the children.





RESOLUTION 2023-93

**A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT NO. 2
(FINAL – RETAINAGE RELEASE) FOR THE W. BRIDGE ROAD WATER MAIN
LOOP PROJECT**

WHEREAS, the City of Polk City, City Council, approved Resolution 2022-106 ordering construction for the West Bridge Road Water Main Loop Project on August 22, 2022; and

WHEREAS, the City Council approved Resolution 2022-108 on September 12, 2022 awarding the construction contract to Elder Corporation in the amount of \$79,200; and

WHEREAS, the City Council approved rescinding Resolution 2022-108 on April 24, 2023 and approved the proposal of the Underground Company, LTD in the amount of \$74,771; and

WHEREAS, the Underground Company, LTD and the City Engineer have submitted the Application for Partial Payment No. 1 (Sub final retainage held) giving a detailed estimate of work completed with an application for payment in the amount of \$67,954.45; and

WHEREAS, City Council accepted the project on June 12, 2023; and

WHEREAS, the Underground Company, LTD and the City Engineer have submitted the Application for Partial Payment No. 2 (Final - Retainage Release) giving a detailed estimate of work completed with an application for payment in the amount of \$3,576.55; and

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment No. 2 (Final - Retainage Release) in the amount of \$3,576.55 for the West Bridge Road Water Main Loop Project.

PASSED AND APPROVED the 24 day of July 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

July 24, 2023

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

RE: PARTIAL PAYMENT APPLICATION NO. 2 (FINAL - RETAINAGE RELEASE)
W. BRIDGE ROAD WATER MAIN LOOP PROJECT

Dear Honorable Mayor and City Council:

Please find the attached Partial Payment Application No. 2 (Final - Retainage Release) for the W. Bridge Road Water Main Loop Project. The Contractor has fulfilled all requirements of the contract.

The final Contract amount is \$71,531.00. This final payment application releases the project retainage of \$3,576.55.

We recommend payment of \$3,576.55 to the Contractor, The Under Company, Ltd. and closing of the W. Bridge Road Water Main Loop Project.

Please contact me should you have any questions on this pay application or concerning acceptance of the project. We will be in attendance at the July 24, 2023, City Council meeting to answer any questions regarding this partial payment application and project closeout.

Sincerely,

SNYDER & ASSOCIATES, INC.



Travis D. Thornburgh, P.E

Enclosure

cc: Mike Schulte, City of Polk City
Chelsea Huisman, City of Polk City
Kathleen Connor, Snyder & Associates

APPLICATION FOR PARTIAL PAYMENT NO. 2 (FINAL - RETAINAGE RELEASE)

PROJECT: West Bridge Road Water Main Loop Project

S&A PROJECT NO.: 121.0378.01

OWNER: City of Polk City
CONTRACTOR: The Underground Company, Ltd.
ADDRESS: 12245 Dakota Street
Carlisle, Iowa 50047
DATE: 7/19/2023

PAYMENT PERIOD: 6/1/2023
to FINAL

1. CONTRACT SUMMARY:

Original Contract Amount: \$ 71,531.00
Net Change by Change Order: \$ -
Contract Amount to Date: \$ 71,531.00

CONTRACT PERIOD: TOTAL WORKING DAYS:

Original Contract Date: April 24, 2023
Original Contract Time: 15

2. WORK SUMMARY:

Total Work Performed to Date: \$ 71,531.00
Retainage: 0% \$0.00
Total Earned Less Retainage: \$71,531.00
Less Previous Applications for Payment: \$ 67,954.45
AMOUNT DUE THIS APPLICATION: \$3,576.55

Added by Change Order: 0
Contract Time to Date: 15
Time Used to Date: 10.5
Contract Time Remaining: 4.5

3. CONTRACTOR'S CERTIFICATION:

The undersigned CONTRACTOR certifies that:

- (1) all previous progress payments received from OWNER on account of Work done under the contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with the Work covered by prior Applications for Payment; and
- (2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by the application for Payment are free and clear of all liens, claims, security interests, and encumbrances

The Underground Company, Ltd.
CONTRACTOR

By 

DATE: 7/19/23

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.
ENGINEER

By 

DATE: 7/19/23

5. OWNER'S APPROVAL

City of Polk City
OWNER

By _____

DATE: _____

6. DETAILED ESTIMATE OF WORK COMPLETED:

ITEM NO.	DESCRIPTION	CONTRACT ITEMS				COMPLETED WORK		
		PLAN QTY.	UNIT	UNIT COST	COST TOTAL	QTY. TO DATE	CO #	COST TOTAL
2.1.	Topsoil, On-Site	149	CY	\$ 12.00	\$ 1,788.00	149		\$ 1,788.00
2.2.	Remove, Salvage, and Replace Erosion Control Rock	58	CY	15.00	870.00	58		870.00
3.1.	Trench Compaction Testing	1	LS	500.00	500.00	1		500.00
5.1.	Water Main, Trenched, PVC C900, 12"	252	LF	159.00	40,068.00	252		40,068.00
5.2.	Fitting, 22.5 Degree Bend, 12"	2	EA	1,120.00	2,240.00	2		2,240.00
5.3.	Fitting, 45 Degree Bend, 12"	2	EA	1,120.00	2,240.00	2		2,240.00
5.4.	Valve, Gate, 12"	1	EA	3,775.00	3,775.00	1		3,775.00
5.5.	Fire Hydrant Assembly Removal	1	EA	400.00	400.00	1		400.00
5.6.	Connection to Existing Water Main	1	EA	3,240.00	3,240.00	1		3,240.00
7.1.	Driveway Removal, PCC	26	SY	20.00	520.00	26		520.00
7.2.	Driveway Pavement, PCC	26	SY	165.00	4,290.00	26		4,290.00
8.1.	Temporary Traffic Control	1	LS	1,000.00	1,000.00	1		1,000.00
9.1.	Conventional Seeding and Fertilizing, Permanent Type 1	0.3	ACRE	16,000.00	4,800.00	0.3		4,800.00
11.1.	Mobilization	1	LS	4,000.00	4,000.00	1		4,000.00
11.2.	Remove, Salvage, and Reset Mailbox	1	EA	300.00	300.00	1		300.00
11.3.	Utility Exploration/Potholing	1	LS	1,500.00	1,500.00	1		1,500.00
12.0.					-			-
13.0.					-			-
14.0.					-			-
15.					-			-
16.					-			-
17.					-			-
18.					-			-
19.					-			-
20.					-			-
21.					-			-
22.					-			-
23.					-			-
24.					-			-
25.					-			-
26.					-			-
27.					-			-
					TOTAL ORIGINAL CONTRACT = \$	71,531.00		\$ 71,531.00
CHANGE ORDER SUMMARY:								
					TOTAL CHANGE ORDERS = \$	-		\$ -
					TOTAL CONTRACT			
					& CHANGE ORDERS	\$71,531.00		\$ 71,531.00

RESOLUTION NO 2023-94

**A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT NO. 2
FOR THE CITY HALL/COMMUNITY ROOM PROJECT**

WHEREAS, the City of Polk City, City Council, approved Resolution 2023-22 ordering construction for the City Hall/Community Room Project on February 13, 2023; and

WHEREAS, the City Council approved Resolution 2023-37 on March 27, 2023, awarding the construction contract to Henkel Construction Company; and

WHEREAS, on March 27, 2023, the City Council approved Resolution 2023-38 approving the contract in the amount of \$5,740,000 with alternate #2 bid totaling \$4,500 and alternate # 5 totaling \$8,000 for a total contract of \$5,752,500; and

WHEREAS, on June 26, 2023, the City Council approved Resolution 2023-87 approving Pay Application No. 1 in the amount of \$142,783.33; and

WHEREAS, Henkel Construction Company and the City Architect, FEH Design have submitted the Application for Partial Payment No. 2 giving a detailed estimate of work completed with an application for payment in the amount of \$43,819.41.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment No. 2 for the City Hall/Community Room Project, and the City Clerk/Treasurer is hereby authorized to issue a check to Henkel Construction Company in the amount of \$43,819.41.

PASSED AND APPROVED the 24 day of July 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

TO OWNER/CLIENT:

City of Polk City
200 S 4th St.
Polk City, Iowa 50226

PROJECT:

Polk City New City Hall
200 S 4th St.
Polk City, Iowa 50226

APPLICATION NO: 2

INVOICE NO: 2321A.02

PERIOD: 06/01/23 - 06/30/23

PROJECT NO: 2321A

FROM CONTRACTOR:

Henkel Construction Company
208 East State St
Mason City, Iowa 50401

VIA ARCHITECT/ENGINEER:

Cory Sharp (FEH Design)
604 E. Grand Ave.
Des Moines, Iowa 50309

CONTRACT DATE:

CONTRACT FOR: Polk City New City Hall

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. Original Contract Sum	\$5,752,500.00
2. Net change by change orders	\$0.00
3. Contract Sum to date (Line 1 ± 2)	\$5,752,500.00
4. Total completed and stored to date (Column G on detail sheet)	\$195,787.10
5. Retainage:	
a. 5.00% of completed work	\$8,595.86
b. 5.00% of stored material	\$1,193.50
Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$9,789.36
6. Total earned less retainage (Line 4 less Line 5 Total)	\$185,997.74
7. Less previous certificates for payment (Line 6 from prior certificate)	\$142,178.33
8. Current payment due:	\$43,819.41
9. Balance to finish, including retainage (Line 3 less Line 6)	\$5,566,502.26

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 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 which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

CONTRACTOR: Henkel Construction Company

By: *[Signature]* Date: July 7, 2023
Mason Harms, Controller

State of: Iowa
County of: Cerro Gordo
Subscribed and sworn to before me this 7th day of July 2023
Notary Public: *[Signature]*
My commission expires: 8/31/2024



ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED: \$43,819.41

(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 confirm the amount certified.)

ARCHITECT/ENGINEER:

By: *[Signature]* Date: 43,819.41

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 the rights of the Owner/Client or Contractor under this Contract.

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: 2
 APPLICATION DATE: 6/30/2023
 PERIOD: 06/01/23 - 06/30/23

Contract Lines

ITEM NO.	BUDGET CODE	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)	THIS PERIOD					
1	1.C General Conditions.Misc. Credit	General Conditions	\$135,114.00	\$13,511.40	\$6,755.70	\$0.00	\$20,267.10	15.00%	\$114,846.90	\$1,013.36
2	1.C General Conditions.Misc. Credit	Bond/Insurance	\$58,000.00	\$58,000.00	\$0.00	\$0.00	\$58,000.00	100.00%	\$0.00	\$2,900.00
3	1.C General Conditions.Misc. Credit	Supervision	\$98,000.00	\$4,900.00	\$0.00	\$0.00	\$4,900.00	5.00%	\$93,100.00	\$245.00
4	1.C General Conditions.Misc. Credit	Mobilization	\$15,500.00	\$0.00	\$15,500.00	\$0.00	\$15,500.00	100.00%	\$0.00	\$775.00
5	1.C General Conditions.Misc. Credit	Demobilization	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
6	1.C General Conditions.Misc. Credit	Shop Drawings/Engineering	\$85,000.00	\$12,750.00	\$0.00	\$0.00	\$12,750.00	15.00%	\$72,250.00	\$637.50
7	1.C General Conditions.Misc. Credit	Record Documents	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
8	1.C General Conditions.Misc. Credit	Temp Facilities	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
9	3.C Concrete.Misc. Credit	Footing & Foundations - M	\$95,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$95,000.00	\$0.00
10	3.C Concrete.Misc. Credit	Footings & Foundations - L	\$65,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$65,000.00	\$0.00
11	3.C Concrete.Misc. Credit	Interior Slabs - M	\$85,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$85,000.00	\$0.00
12	3.C Concrete.Misc. Credit	Interior Slabs - L	\$65,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$65,000.00	\$0.00
13	4.C Masonry.Misc. Credit	Masonry - M	\$95,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$95,000.00	\$0.00
14	4.C Masonry.Misc. Credit	Masonry - L	\$65,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$65,000.00	\$0.00
15	5.C Steel.Misc. Credit	Structural Steel - M	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$150,000.00	\$0.00
16	5.C Steel.Misc. Credit	Structural Steel - L	\$115,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$115,000.00	\$0.00
17	5.C Steel.Misc. Credit	Steel Joists & Decking - M	\$185,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$185,000.00	\$0.00
18	5.C Steel.Misc. Credit	Steel Joists & Decking - L	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$55,000.00	\$0.00

ITEM NO.	BUDGET CODE	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)	THIS PERIOD					
19	5.C Steel.Misc. Credit	Metal Stairs - M	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$50,000.00	\$0.00
20	5.C Steel.Misc. Credit	Metal Stairs - L	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00
21	5.C Steel.Misc. Credit	Cold Formed Framing - M	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$55,000.00	\$0.00
22	5.C Steel.Misc. Credit	Cold Formed Framing - L	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$55,000.00	\$0.00
23	6.C Carpentry.Misc. Credit	Rough Carpentry - M	\$19,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$19,000.00	\$0.00
24	6.C Carpentry.Misc. Credit	Rough Carpentry - L	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$25,000.00	\$0.00
25	6.C Carpentry.Misc. Credit	Architectural Wood Casework - M	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$45,000.00	\$0.00
26	6.C Carpentry.Misc. Credit	Architectural Wood Casework - L	\$9,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,500.00	\$0.00
27	7.C Thermal-Moist PR.Misc. Credit	Roofing - M	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$100,000.00	\$0.00
28	7.C Thermal-Moist PR.Misc. Credit	Roofing - L	\$35,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$35,000.00	\$0.00
29	7.C Thermal-Moist PR.Misc. Credit	Sheet Metal and Flashing - M	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,000.00	\$0.00
30	7.C Thermal-Moist PR.Misc. Credit	Sheet Metal and Flashing - L	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$12,000.00	\$0.00
31	7.C Thermal-Moist PR.Misc. Credit	Joint Sealants - M	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
32	7.C Thermal-Moist PR.Misc. Credit	Joint Sealants - L	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,500.00	\$0.00
33	7.C Thermal-Moist PR.Misc. Credit	Weather Barriers - M	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
34	7.C Thermal-Moist PR.Misc. Credit	Weather Barriers - L	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00
35	7.C Thermal-Moist PR.Misc. Credit	Metal Wall Panels - M	\$250,000.00	\$0.00	\$0.00	\$23,870.00	\$23,870.00	9.55%	\$226,130.00	\$1,193.50
36	7.C Thermal-Moist PR.Misc. Credit	Metal Wall Panels - L	\$63,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$63,000.00	\$0.00
37	8.C Doors & Windows.Misc. Credit	HM Doors/Frames - M	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00
38	8.C	HM Doors/Frames - L	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00

A ITEM NO.	B BUDGET CODE	C DESCRIPTION OF WORK	D SCHEDULED VALUE	E 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
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G / C)			
	Doors & Windows.Misc. Credit									
39	8.C Doors & Windows.Misc. Credit	Door Hardware - M	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$50,000.00	\$0.00
40	8.C Doors & Windows.Misc. Credit	Door Hardware - L	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,500.00	\$0.00
41	8.C Doors & Windows.Misc. Credit	Wood Doors - M	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$16,000.00	\$0.00
42	8.C Doors & Windows.Misc. Credit	Wood Doors - L	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,500.00	\$0.00
43	8.C Doors & Windows.Misc. Credit	Colling Counter Doors - M	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,500.00	\$0.00
44	8.C Doors & Windows.Misc. Credit	Colling Counter Doors - L	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,000.00	\$0.00
45	8.C Doors & Windows.Misc. Credit	Storefronts & Entrances - M	\$205,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$205,000.00	\$0.00
46	8.C Doors & Windows.Misc. Credit	Storefronts & Entrances - L	\$90,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$90,000.00	\$0.00
47	9.C Finishes.Misc. Credit	Interior Painting - M	\$9,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,500.00	\$0.00
48	9.C Finishes.Misc. Credit	Interior Painting - L	\$34,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$34,000.00	\$0.00
49	9.C Finishes.Misc. Credit	Wall Coverings - M	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00
50	9.C Finishes.Misc. Credit	Wall Coverings - L	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$16,000.00	\$0.00
51	9.C Finishes.Misc. Credit	High Performance Coatings - M	\$9,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,500.00	\$0.00
52	9.C Finishes.Misc. Credit	High Performance Coatings - L	\$22,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$22,000.00	\$0.00
53	9.C Finishes.Misc. Credit	Metal Framing - M	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$25,000.00	\$0.00
54	9.C Finishes.Misc. Credit	Metal Framing - L	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$50,000.00	\$0.00
55	9.C Finishes.Misc. Credit	Thermal Insulation - M	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,000.00	\$0.00
56	9.C Finishes.Misc. Credit	Thermal Insulation - L	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,000.00	\$0.00
57	9.C Finishes.Misc. Credit	Firestopping - M	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,000.00	\$0.00
58	9.C	Firestopping - L	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,000.00	\$0.00

ITEM NO.	BUDGET CODE	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)	THIS PERIOD					
	Finishes.Misc. Credit									
59	9.C Finishes.Misc. Credit	Gyp Board Assemblies - M	\$95,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$95,000.00	\$0.00
60	9.C Finishes.Misc. Credit	Gyp Board Assemblies - L	\$175,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$175,000.00	\$0.00
61	9.C Finishes.Misc. Credit	Gyp Sheathing - M	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$16,000.00	\$0.00
62	9.C Finishes.Misc. Credit	Gyp Sheathing - L	\$27,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$27,000.00	\$0.00
63	9.C Finishes.Misc. Credit	Acoustical Ceilings - M	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$25,000.00	\$0.00
64	9.C Finishes.Misc. Credit	Acoustical Ceilings - L	\$13,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$13,000.00	\$0.00
65	9.C Finishes.Misc. Credit	Suspended Wood Ceilings - M	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$40,000.00	\$0.00
66	9.C Finishes.Misc. Credit	Suspended Wood Ceilings - L	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,000.00	\$0.00
67	9.C Finishes.Misc. Credit	Ceramic Tile - M	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$55,000.00	\$0.00
68	9.C Finishes.Misc. Credit	Ceramic Tile - L	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$25,000.00	\$0.00
69	9.C Finishes.Misc. Credit	Resilient Flooring - M	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00
70	9.C Finishes.Misc. Credit	Resilient Flooring - L	\$3,800.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,800.00	\$0.00
71	9.C Finishes.Misc. Credit	Tile Carpeting - M	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$25,000.00	\$0.00
72	9.C Finishes.Misc. Credit	Tile Carpeting - L	\$3,700.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,700.00	\$0.00
73	10.C Specialty Items.Misc. Credit	Toilet Accessories - M	\$4,250.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,250.00	\$0.00
74	10.C Specialty Items.Misc. Credit	Toilet Accessories - L	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00	\$0.00
75	10.C Specialty Items.Misc. Credit	Flagpole - M	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,000.00	\$0.00
76	10.C Specialty Items.Misc. Credit	Flagpole - L	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00	\$0.00
77	10.C Specialty Items.Misc. Credit	Folding Panel Partition - M	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$30,000.00	\$0.00
78	10.C Specialty Items.Misc. Credit	Folding Panel Partition - L	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00
79	10.C	Toilet Partitions - M	\$5,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,500.00	\$0.00

A ITEM NO.	B BUDGET CODE	C DESCRIPTION OF WORK	D SCHEDULED VALUE	E 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
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G / C)			
	Specialty Items.Misc. Credit									
80	10.C Specialty Items.Misc. Credit	Toilet Partitions - L	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,500.00	\$0.00
81	10.C Specialty Items.Misc. Credit	Signage - M	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00
82	10.C Specialty Items.Misc. Credit	Signage - L	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
83	12.C Special Equipment.Misc. Credit	Countertops - M	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00
84	12.C Special Equipment.Misc. Credit	Countertops - L	\$17,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$17,000.00	\$0.00
85	12.C Special Equipment.Misc. Credit	Window Shades - M	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
86	12.C Special Equipment.Misc. Credit	Window Shades - L	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,000.00	\$0.00
87	14.C Cranes and Hoists.Misc. Credit	Electric Traction Elevator - M	\$85,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$85,000.00	\$0.00
88	14.C Cranes and Hoists.Misc. Credit	Electric Traction Elevator - L	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$45,000.00	\$0.00
89	15.C Mechanical.Misc. Credit	Fire Sprinkler - M	\$38,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$38,000.00	\$0.00
90	15.C Mechanical.Misc. Credit	Fire Sprinkler - L	\$23,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$23,000.00	\$0.00
91	15.C Mechanical.Misc. Credit	Hangers and Supports - M	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,000.00	\$0.00
92	15.C Mechanical.Misc. Credit	Hangers and Supports - L	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,500.00	\$0.00
93	15.C Mechanical.Misc. Credit	Plumbing ID - M	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$800.00	\$0.00
94	15.C Mechanical.Misc. Credit	Plumbing ID - L	\$1,100.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,100.00	\$0.00
95	15.C Mechanical.Misc. Credit	Insulation - M	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,500.00	\$0.00
96	15.C Mechanical.Misc. Credit	Insulation - L	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,000.00	\$0.00
97	15.C Mechanical.Misc. Credit	Plumbing Piping - M	\$36,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$36,000.00	\$0.00
98	15.C Mechanical.Misc. Credit	Plumbing Piping - L	\$35,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$35,000.00	\$0.00

A	B	C	D	E	F	G		H	I									
						ITEM NO.	BUDGET CODE			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)	THIS PERIOD					
99	15.C Mechanical.Misc. Credit	Gas Piping - M	\$13,800.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$13,800.00	\$0.00								
100	15.C Mechanical.Misc. Credit	Gas Piping - L	\$22,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$22,000.00	\$0.00								
101	15.C Mechanical.Misc. Credit	Plumbing Specialties - M	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,000.00	\$0.00								
102	15.C Mechanical.Misc. Credit	Plumbing Specialties - L	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00								
103	15.C Mechanical.Misc. Credit	Domestic Water Pumps - M	\$5,300.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,300.00	\$0.00								
104	15.C Mechanical.Misc. Credit	Domestic Water Pumps - L	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00								
105	15.C Mechanical.Misc. Credit	Sump Pumps - M	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,500.00	\$0.00								
106	15.C Mechanical.Misc. Credit	Sump Pumps - L	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,000.00	\$0.00								
107	15.C Mechanical.Misc. Credit	Plumbing Equipment - M	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00								
108	15.C Mechanical.Misc. Credit	Plumbing Equipment - L	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,000.00	\$0.00								
109	15.C Mechanical.Misc. Credit	Plumbing Fixtures - M	\$48,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$48,000.00	\$0.00								
110	15.C Mechanical.Misc. Credit	Plumbing Fixtures - L	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00								
111	15.C Mechanical.Misc. Credit	RTU, Cabinet & Duct Heater - M	\$153,400.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$153,400.00	\$0.00								
112	15.C Mechanical.Misc. Credit	RTU, Cabinet & Duct Heater - L	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$28,000.00	\$0.00								
113	15.C Mechanical.Misc. Credit	Terminal Air Box & System Management - M	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$55,000.00	\$0.00								
114	15.C Mechanical.Misc. Credit	Terminal Air Box & System Management - L	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$25,000.00	\$0.00								
115	15.C Mechanical.Misc. Credit	Screen Wall - M	\$44,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$44,000.00	\$0.00								
116	15.C Mechanical.Misc. Credit	Screen Wall - L	\$2,100.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,100.00	\$0.00								
117	15.C Mechanical.Misc. Credit	GRD's FD's - M	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,500.00	\$0.00								
118	15.C Mechanical.Misc. Credit	GRD's & FD's - L	\$19,400.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$19,400.00	\$0.00								
119	15.C Mechanical.Misc. Credit	Mini Split & Exhaust Fan - M	\$7,900.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,900.00	\$0.00								
120	15.C Mechanical.Misc. Credit	Mini Split & Exhaust Fan - L	\$5,200.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,200.00	\$0.00								
121	15.C Mechanical.Misc. Credit	Ductwork - M	\$24,900.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$24,900.00	\$0.00								
122	15.C	Ductwork - L	\$57,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$57,000.00	\$0.00								

ITEM NO.	BUDGET CODE	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)	THIS PERIOD					
	Mechanical.Misc. Credit									
123	15.C Mechanical.Misc. Credit	Hangers - M	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,500.00	\$0.00
124	15.C Mechanical.Misc. Credit	Hangers - L	\$13,600.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$13,600.00	\$0.00
125	15.C Mechanical.Misc. Credit	TAB - L&M	\$9,400.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,400.00	\$0.00
126	16.C Electrical.Misc. Credit	Site-service work - Material	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00
127	16.C Electrical.Misc. Credit	Site-service work - Labor	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	\$0.00
128	16.C Electrical.Misc. Credit	Temporary Power - Labor	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
129	16.C Electrical.Misc. Credit	Temporary Power - Material	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
130	16.C Electrical.Misc. Credit	Underground Raceway - Material	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$25,000.00	\$0.00
131	16.C Electrical.Misc. Credit	Underground Raceway - Labor	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$25,000.00	\$0.00
132	16.C Electrical.Misc. Credit	Raceway - Material	\$62,300.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$62,300.00	\$0.00
133	16.C Electrical.Misc. Credit	Raceway - Labor	\$52,600.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$52,600.00	\$0.00
134	16.C Electrical.Misc. Credit	Generator - Material	\$29,600.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$29,600.00	\$0.00
135	16.C Electrical.Misc. Credit	Generator - Labor	\$18,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$18,000.00	\$0.00
136	16.C Electrical.Misc. Credit	Distribution - Material	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$55,000.00	\$0.00
137	16.C Electrical.Misc. Credit	Distribution - Labor	\$55,700.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$55,700.00	\$0.00
138	16.C Electrical.Misc. Credit	Lighting - Material	\$122,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$122,500.00	\$0.00
139	16.C Electrical.Misc. Credit	Lighting - Labor	\$44,600.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$44,600.00	\$0.00
140	16.C Electrical.Misc. Credit	Fire Alarm - Material	\$20,400.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20,400.00	\$0.00
141	16.C Electrical.Misc. Credit	Fire Alarm - Labor	\$9,300.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,300.00	\$0.00
142	16.C Electrical.Misc. Credit	Device - Material	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
143	16.C Electrical.Misc. Credit	Device - Labor	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
144	16.C Electrical.Misc. Credit	Communications - Material	\$27,900.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$27,900.00	\$0.00
145	16.C Electrical.Misc. Credit	Communications - Labor	\$24,400.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$24,400.00	\$0.00

ITEM NO.	BUDGET CODE	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)	THIS PERIOD					
146	16.C Electrical.Misc. Credit	Audio/Visual - Material	\$109,665.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$109,665.00	\$0.00
147	16.C Electrical.Misc. Credit	Audio/Visual - Labor	\$40,109.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$40,109.00	\$0.00
148	16.C Electrical.Misc. Credit	Security - Material	\$25,603.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$25,603.00	\$0.00
149	16.C Electrical.Misc. Credit	Security - Labor	\$10,459.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,459.00	\$0.00
150	2.C Sitework.Misc. Credit	Site Clearing & Earthwork - L&M	\$110,000.00	\$60,500.00	\$0.00	\$0.00	\$60,500.00	55.00%	\$49,500.00	\$3,025.00
151	2.C Sitework.Misc. Credit	Plantings - M	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00
152	2.C Sitework.Misc. Credit	Concrete Paving - M	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$75,000.00	\$0.00
153	2.C Sitework.Misc. Credit	Concrete Paving - L	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$45,000.00	\$0.00
154	2.C Sitework.Misc. Credit	Plantings - L	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
155	2.C Sitework.Misc. Credit	Seeding & SOD - M	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$6,500.00	\$0.00
156	2.C Sitework.Misc. Credit	Seeding & SOD - L	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,500.00	\$0.00
157	2.C Sitework.Misc. Credit	Mulch - M	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,500.00	\$0.00
158	2.C Sitework.Misc. Credit	Mulch - L	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,500.00	\$0.00
159	2.C Sitework.Misc. Credit	Retaining Wall - M	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$25,000.00	\$0.00
160	2.C Sitework.Misc. Credit	Retaining Wall - L	\$8,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,500.00	\$0.00
161	2.C Sitework.Misc. Credit	Storm Sewer - M	\$175,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$175,000.00	\$0.00
162	2.C Sitework.Misc. Credit	Storm Sewer - L	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$55,000.00	\$0.00
163	2.C Sitework.Misc. Credit	Water Service - M	\$21,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$21,000.00	\$0.00
164	2.C Sitework.Misc. Credit	Water Service - L	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$12,000.00	\$0.00
165	2.C Sitework.Misc. Credit	Sanitary Service - M	\$9,100.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$9,100.00	\$0.00
166	2.C Sitework.Misc. Credit	Sanitary Service - L	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$12,000.00	\$0.00
TOTALS:			\$5,752,500.00	\$149,661.40	\$22,255.70	\$23,870.00	\$195,787.10	3.40%	\$5,556,712.90	\$9,789.36

Grand Totals									
A	B	C	D	E	F	G		H	I
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)	THIS PERIOD					
GRAND TOTALS:		\$5,752,500.00	\$149,661.40	\$22,255.70	\$23,870.00	\$195,787.10	3.40%	\$5,556,712.90	\$9,789.36

Subcontractor **Brockway Mechanical & Roofing**

Period Ending Date: 6/30/2023

Job #: 2321A

<u>SOV Line(s)</u>	<u>Prior Period</u>	<u>Current Period</u>	<u>Added</u>	<u>Removed</u>
35	-	23,870.00	23,870.00	-
-----	-	-	-	-
Total	-	23,870.00	23,870.00	-

Attachments:

- Subcontractor Pay Application
- COI
- Photos

****Jun23: Added \$23,870.00 to line 35**



Invoice No. 2920S-1

Email: hcc.invoice@gmail.com

P. O. Box 1190 Burlington, IA 52601
 Phone: (319) 753-2753, Fax (319) 753-1662

INVOICE

Customer
 Henkel Construction
 Attention: Accounts Payable
 2500 Ford Street
 Ames, IA 50010

Date 6/23/2023
Polk City-New City Hall
 Cust. No. HENCON

Qty	Description	Unit Price	TOTAL
	PROGRESS BILLING NO. 1		
	To invoice you for labor, materials and equipment to provide Siding per plans, specifications, and additional provisions.		
	Price per Contract including Change Orders	\$327,395.00	
	Amount Completed to Date	\$ 23,870.00	
	Less Previous Billings	\$0.00	
	Amount Earned This Billing (before retention)	\$23,870.00	
	Less 10% Retention	\$2,387.00	
1	AMOUNT REQUESTED THIS BILLING	\$21,483.00	\$21,483.00

COME VISIT OUR WEBSITE AT:
www.brockwaymechanical.com

TOTAL \$21,483.00

Office Use Only

TERMS: Net 30 Days

THANK YOU FOR CHOOSING BROCKWAY!

APPLICATION AND CERTIFICATE FOR PAYMENT

TO: Henkel Construction
2500 Ford Street
Ames, IA 50010

PROJECT: Polk City-New City Hall

APPLICATION NO.: 1
PERIOD TO: 6/30/23
PROJECT NOS.: 2321A.S15
APPLICATION DATE: 6/23/2023 8:24
CONTRACT DATE: 4/26/23

Distribution to:
 OWNER
 ARCHITECT

FROM CONTRACTOR:
BROCKWAY MECHANICAL & ROOFING CO.
PO Box 1190 - Burlington, IA 52601

VIA ARCHITECT:

CONTRACT FOR:

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 \$ 327,395.00
2. Net change by Change Orders \$ 0.00
3. CONTRACT SUM TO DATE (Line 1± 2) \$ 327,395.00
4. TOTAL COMPLETED & STORED TO DATE \$ 23,870.00
(Column G on G703)
5. RETAINAGE:
 - a. 10% of Completed Work \$ _____
(Column D + E on G703)
 - b. _____ of Stored Material \$ 2,387.00
(Column F on G703)

Total Retainage (line 5a + 5b or
Total in Column I of G703) \$ 2,387.00
6. TOTAL EARNED LESS RETAINAGE \$ 21,483.00
(Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
(Line 6 from prior Certificate) \$ _____
8. CURRENT PAYMENT DUE \$ 21,483.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6) \$ 305,912.00

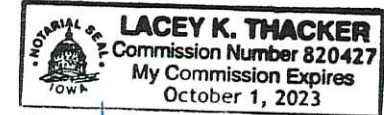
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		\$ -
TOTALS	\$ -	\$ -
NET CHANGES by Change Order	\$	-

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: BROCKWAY MECHANICAL & ROOFING CO.

By: Matthew J. Brockway Date: 6-23-2023
Matthew J. Brockway, Vice President

State of: Iowa
County of: Des Moines



Subscribed and sworn to before me this 23rd day of June, 2023

Notary Public: Lacey K. Thacker
My Commission expires: 10/01/23

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 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.)

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.



BROCMEC-CL

PMERATI

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/23/2023

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 World Insurance Associates - Iowa 214 N Main Street Burlington, IA 52601	CONTACT NAME: Peggy Merati
	PHONE (A/C, No, Ext): (319) 766-8428 FAX (A/C, No): E-MAIL ADDRESS: peggymerati@worldinsurance.com
INSURED Brockway Mechanical & Roofing Co., Inc. PO Box 1190 Burlington, IA 52601	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A: United Fire & Casualty Company 13021
	INSURER B: Midwest Builders' Casualty Mutual Company 13126
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

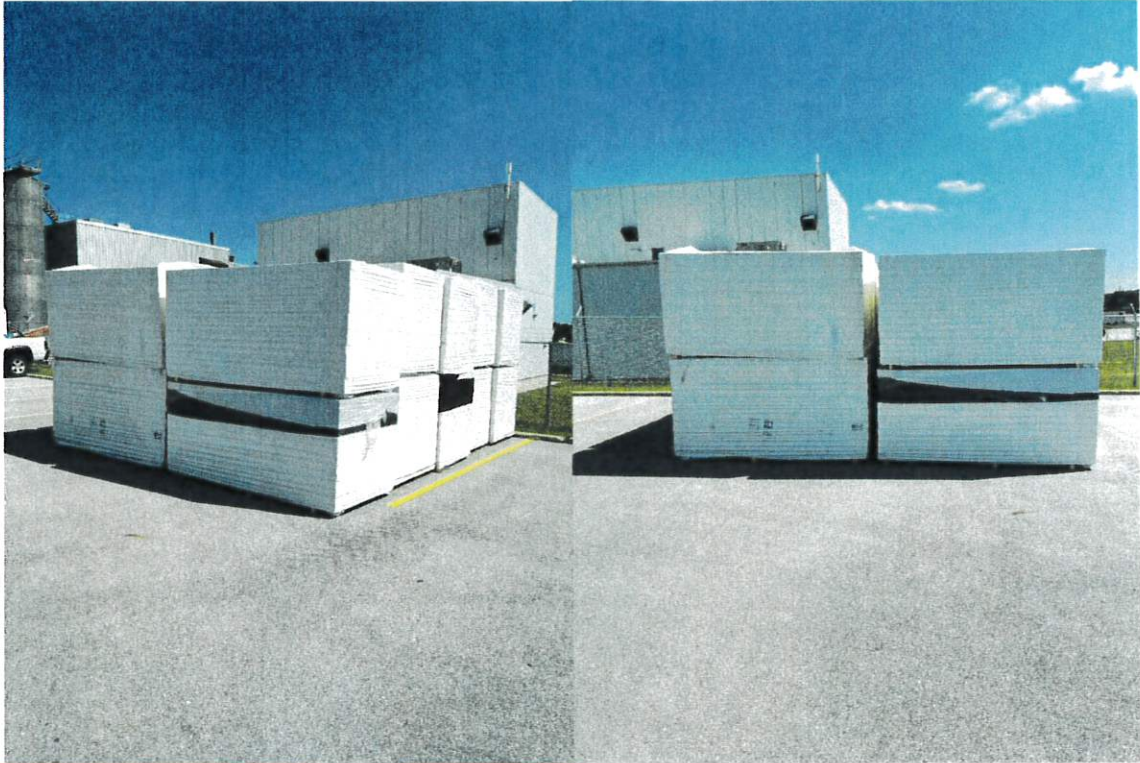
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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.

INBR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			60399200	1/1/2023	1/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			60399200	1/1/2023	1/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			60399200	1/1/2023	1/1/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in IA) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N	WC100-0006693-2023A	1/1/2023	1/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Contractors Equip.			60399200	1/1/2023	1/1/2024	Leased/Rented Equip. 100,000
A	Stored Materials			60399200	1/1/2023	1/1/2024	Temp Storage 1,000,000

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

RE: Polk City - New City Hall
Stored Materials: \$23,870
Stored Location: Brockway Mechanical & Roofing,
4301 NE 14th St.
Des Moines, IA 50313

CERTIFICATE HOLDER Henkel Construction Company 206 E. State Street Mason City, IA 50401	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--





City of Polk City, Iowa

City Council Agenda Communication

Date: July 24, 2023 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Jason Thraen, Parks & Recreation Director

Subject: **Parks & Recreation Department Updates for June 2023**

1. The shelter house at Miller Park was vandalized on June 3, 2023. Damages included a broken window and a broken clock.
2. The shelter house at Miller Park was vandalized on June 29, 2023. Damages included a broken window, broken ceiling fans, a broken outdoor light fixture, and broken shelter décor.
3. Participants from Lakeside Fellowship's Vacation Bible School volunteered June 25-29. Projects included: painting dugouts at the Sports Complex, landscaping at the library, painting the bandstand at the Town Square, and trash pickup in parks and along roadways.
4. June 2nd Movie in the Park, sponsored by Luana Savings Bank and Mi-Fiber, had 71 attendees.
5. June 3rd Yoga in the Park, sponsored by The Cutting Edge Salon, had 17 attendees.
6. June 10th Yoga in the Park, sponsored by The Qube Hotel, had 18 attendees.
7. June 17th Yoga in the Park, sponsored by Gurnsey Electric, LC, had 13 attendees.
8. June 24th Yoga in the Park, sponsored by Ankeny Sanitation, had 12 attendees.
9. June programming included Adult Bags League, Adult Volleyball League, Summer Fun Camps (4), Tennis Lessons (2), Pickleball Lessons, and Senior Social Hour.
10. Sports Complex baseball/softball fields had 37 reservations in June. 106 total field reservations in 2023.
11. Miller Park Shelter House had 4 private rentals in June. 23 total rentals in 2023.

Downtown Assessment Report

POLK CITY

APRIL 4-6, 2023



Conducted by

Iowa Downtown Resource Center



IOWA ECONOMIC DEVELOPMENT AUTHORITY
1963 Bell Avenue, Suite 200 | Des Moines, Iowa 50315
PH: 515.348.6180 | James.Engle@IowaEDA.com

iowaeda.com

iowaeda.com/downtown-resource-center/

The Iowa Economic Development Authority's Assessment Team included five downtown development professionals:

[JEFF GEERTS](#), EcoDistricts AP, NCI CS & CM Special Projects Manager, Iowa Economic Development Authority, Des Moines, Iowa. Working for the Iowa Department of Natural Resources for 15 years and the Iowa Economic



Development Authority for the last 13+ years, Jeff has more than 25 years of grant writing, grant management, and program development experience with an emphasis on environmentally sustainable development. Jeff's expertise is matching up a community's vision with the resources to make the vision a reality. Jeff is actively involved with several nonprofit organizations and currently is a board member of Des Moines Heritage Trust. For 20+ years Jeff has programmed an award-winning international comparative policy course in best practices for community leaders and graduate public administration students in the Drake University College of Business and Public Administration. Along with being an EcoDistricts Accredited Professional and certified in the National Charrette Institute's Charrette System and Charrette Management, Jeff has a Bachelor of Science degree in management science and statistics from St. Ambrose University and master's degree in public administration from Drake University.

[MAIA FIALA JESSEN](#) is the Design Coordinator for the Iowa Downtown Resource Center's Main Street Iowa program. In this role, she provides technical assistance and conceptual design services to Main Street Iowa communities and manages the Challenge Grant program for building



rehabilitation projects. Prior to joining Main Street Iowa, Maia worked with the Oregon State Historic Preservation office, assisting Oregon communities with Main Street design, historic resource survey and inventory, and property listing in the National Register of Historic Places. She has a BFA in Interior Design from Iowa State University, an MS in Historic Preservation from the University of Oregon and is a certified Historic Real Estate Development Finance Professional (HREDFP) through the National Development Council.

[CAROL LILLY](#) is a Downtown Development Specialist with Iowa Downtown Resource Center's Main Street Iowa program. In this role, she provides technical assistance services to Main Street Iowa communities. Lilly is certified as a Historic Real Estate Development Finance Professional from the National Development Council. Prior to



joining Main Street Iowa, Lilly was the Executive Director of Community Main Street in Cedar Falls Iowa. She is a graduate of the University of Northern Iowa and has worked in the fields of property management, retail management, and marketing in Iowa, Nebraska, Arkansas, and Minnesota. Lilly has presented at state, regional and national workshops on topics related to economic development of downtown districts. She has always been an active volunteer, lending time and expertise to several worthy organizations including local Chambers of Commerce, various boards, foundations, tourism groups, church groups and school districts while living in communities across the Midwest.

[DENNIS REYNOLDS](#) delivers award winning master planning, urban design, site design and public art with his unique combination of innovative design; presentation and listening skills; quick hand drawings; and pro-active facilitation of the design process. Prior to creating his own consulting practice, Reynolds Urban Design, he provided senior level design services and leadership at HOK (Kansas City), Sasaki (Boston) and NBBJ (Columbus). He founded and



led the innovative HOK S+V+E “Design Studio,” facilitating cutting edge multi-disciplined design concepts. His major projects include Ho Chi Minh City’s Thu Thiem Peninsula Master Plan, Nanjing Olympic Sports Park (that hosted the 2005 China Games and the 2008 Summer Olympics), The Great American Ballpark for the Cincinnati Reds and the Dubai Autodrome Formula One Racing Community. As Director of Design for a major Midwest real estate development company from 2005 to 2011, Dennis was responsible for groundbreaking projects including the “New Urbanist” Village of Ponderosa and “Shimmer” lakeside terrace. Recent projects include urban design, site design and public art for the emerging downtown Des Moines Bridge District, the North Kansas City Vision Plan, East Village’s City Square, Bondurant’s Swings and Fireflies, Overland Park Medical Center’s “Heritage” public art trail and Edina Grandview Urban Design Concepts. Dennis has a Bachelor of Arts from Wheaton College with concentrations in Fine Arts, Economics and Group Dynamics and a Masters of Landscape Architecture from Kansas State University. He has served on both the Urban Design Review Board for the City of Des Moines and the Iowa Urban Land Institute Board, volunteers for multiple Dog Rescue groups and provides therapy dog visits with Mister Cotton.

[Nick Sorensen](#) is a Downtown Real Estate Specialist with the Iowa Downtown Resource Center. In this role, he



provides technical assistance to communities that focuses on real estate development issues in Iowa downtowns. Prior to joining the Iowa Downtown Resource Center team, Nick was a Peace Officer for 13 years and a Building Official, Zoning Official, Code Enforcement, Special Projects coordinator for 5 years. In his role with many hats, Nick was project manager for a Community Development Block (Downtown Revitalization) Grant that rehabilitated 13 facades, acquiring and rehabilitating 9 storefront buildings on behalf of the city, applying for and receiving Iowa Economic Development Authority Catalyst and Challenge Grants and assisted Region XII Council of Governments with the installation of the first two Homes for Iowa homes. Nick currently is a member of the Iowa Rural Development Council.

The following report summarizes the observations and recommendations resulting from an Iowa Downtown Resource Center Assessment conducted in Polk City, Iowa. The Team’s familiarization process with Polk City began with a review of materials supplied prior to the visit, a pre-visit survey consisting of 229 completed online surveys, a driving tour of the city and a walking tour of the Downtown square. The intensive three-day visit also included interviews with approximately 35 community leaders, individuals and groups representing the public and private sectors. Based upon these activities and the Assessment Team’s extensive working knowledge in downtown economic development, this report summarizes their findings and recommendations for Downtown Polk City.

OVERVIEW

This Downtown Assessment report and recommendations for Polk City are based on the Team’s downtown development experience – totaling nearly 80 years. Their beliefs are grounded by the philosophy that for Downtown to re-establish itself as the social and commercial center of the community – the physical heart and soul of the city – Downtown must become more valuable physically, economically, socially, and politically.

The health of Downtown has a direct impact upon the entire community’s economic well-being. They are inter-related. Downtown revitalization IS economic development. Downtown is a prime location for incubating small business, it is an affordable location for independent businesses and is historically one of the community’s major employers. The commercial center provides a compact environment with multiple stories for commerce, government, and living spaces, thus reducing sprawl and the cost associated with extending city services and infrastructure. The pedestrian friendly environment is convenient and accessible, serving as the center (community space) for not only commercial trade but also a hub for cultural, social, and civic engagement. A building’s condition, the business’ viability, and maximization of the building’s square footage for income generation affect not only the property’s value, but also the value of the neighboring properties and real estate in the entire community. Investments in Downtown allow it to “pay its fair share” in taxes resulting in lessening the tax burdens of its citizens and city government.

Most of our memories are directly associated with a PLACE. We “go back” to places we feel good about. We “go back” to places where we have had positive experiences. We “go back” to places where we have had fun. We “go back” to places we think are important. We are also attracted to places where we think we will have a positive experience. We must strive to keep Downtown a “go to” kind of destination, not an avoidable area we pass by on our way to destinations located on the outskirts of town.

**“Never doubt that a small group of committed
dependable citizens can change the world.
Indeed, it is the only thing that ever has.”
-Margaret Mead**

PURPOSE

The City of Polk City worked with the Iowa Downtown Resource Center, Iowa Economic Development Authority (IEDA), to conduct a Downtown Assessment to raise awareness of the Downtown square and to identify opportunities to strengthen and enhance the Downtown square as Polk City's "front porch." Polk City has already proactively conducted extensive community visioning and planning and has many ongoing capital improvement projects that will build upon the community's strong foundation. Polk City seems well positioned to implement the recommendations in this report, or similar, in a timely, well thought out, and high-quality manner.



This assessment and its recommendations should serve as a call to action and provide the community with current information to formulate strategies necessary to strengthen and enhance the Downtown for future generations. This report cannot and does not provide ALL the answers. Ultimately, Polk City's citizens must decide what is relevant and realistic, prioritize options, and acquire necessary resources as they address Downtown's future.

INTRODUCTION

Polk City, Iowa, a fast-growing Polk County city is part of the Des Moines metropolitan area. While the city bustles with growing residential development, the community's original Downtown square helps maintain the community's small-town feel. Through the community interviews and survey process, it was quite apparent that the residents appreciate the Downtown Square as the community's heart and soul. Despite the small footprint of the square, the square has remained viable largely because of several destination businesses that are very popular. The town square is the last remaining typical Iowa town square in Polk County. The variety of services such as mix of restaurant types, dance studios, brewery, pub, children's art studio, exercise gym, insurance and financial services helps the square maintain a small-town feel. Events like the farmers market, winter festival, and Four Seasons Festival bring crowds of people to the square. The forthcoming Downtown trail connections to the Neal Smith and High Trestle recreation trails is likely to bring additional crowds to Polk City's Downtown square. The addition of these trail connections will provide new opportunities for many Iowans and visitors to Iowa to explore the quaint small town feel of the Downtown square as well as the numerous opportunities that Polk City provides for passively and actively communing with nature.



Members of the Downtown Assessment Team believe the identification of strengths and challenges should be taken constructively and utilized by local leaders to do many good things in the Downtown square. We hope the following observations and recommendations will help identify priorities and provide the motivation to shift from planning to action.

THE SURVEY SAYS...



Prior to the assessment visit, the Iowa Downtown Resource Center administered an online survey to residents of Polk City to get their ideas and opinions about the downtown area. 229 people participated in the survey. A complete summary of survey responses for the pre-assessment surveys completed online is available as an attachment.

PRE-ASSESSMENT VISIT SURVEY trends show... *(answers in order of popularity/responses)*

What is Downtown Polk City's Greatest Strength?

- Location (72) (31.4%)
- Appearance/Cleanliness (63) (27.5%)
- Other (36) (15.7%)
 - The Square, Small Town Feel
- Downtown Businesses (30) (13.1%)
- Promotional Events (24) (10.5%)

What is Downtown Polk City's Greatest Weakness?

- Lack of Downtown Businesses (92)(40.9%)
- Other (64) (28.4%)
 - Lack of Parking, Lack of Businesses, Need More Restaurants, A Little Rundown
- Not Enough to Do (48) (21.3%)
- Downtown Buildings (14) (6.2%)
- Appearance/Cleanliness (7) (3.1%)

What NEW ACTIVITY would make you spend more time Downtown?

- Weekly Events/Monthly Events/Festivals (62)
 - Examples: Live Music and Food Truck Night/Day (most stated by far), Food Festival, Restaurant Week, Local Talent, Sounds on The Square, Car Show, Festivals, 4th of July/Parade, Arts & Craft Fair
- Family Friendly/Better Play Area (49)
 - Park equipment (7), splash pad (7), pool (5), mini golf (3), Pickle Ball (3), Skating Rink (3), Yard Games (3), Movies in Park (2), Community Piano (1)
- More Restaurants (11)
- Shops (10)
- Farmers Market (larger/more) (8)
- Nicer (Upscale) Bar with Great Patio/Outdoor Dining (6)
- Spin Studio/Yoga/Pilates/Exercise (5)

If you were given \$100,000 to invest in Downtown, what would you use the funds for?

- Building Enhancements (26)
- More Businesses/Shopping (25)
- Restaurant (24)
- Landscaping/Lighting/Fountain/Park Square Improvements (24)
- Kids Activities/Playground Improvements (19)
- Parking (17)
- Pool/Splash Pad (14)
- Outdoor Recreation Space (pickle ball, fire pit, seating, and restrooms) (11)

What type of NEW BUSINESS is most needed Downtown?

- Restaurant (128)
 - Chinese (4), Sports Bar (4), Healthy (1), Wine Bar (3), Upscale (2), Diner/café (3), Steakhouse/BBQ (1), Mexican (6), Bakery (6), Meal Prep (1)
- Pharmacy (25)
- Boutique/Gift Shop (13)
- Shopping (12)
- Family Entertainment (pool, bowling, arcade, movie) (7)
- Dollar General or Similar (7)
- Hardware/General Repair (6)

Which public amenities do you think are most needed downtown?

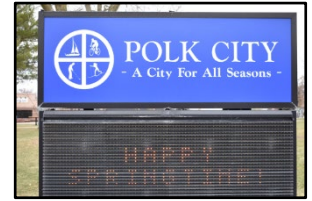
- Parking (117)
- Places for kids (67)
- Street seating (47)
- Other (40)
 - Restrooms, Pedestrian Improvements/Traffic Calming
- Public Art (36)
- Bike Lanes (33)
- Greenspace (30)

What is your age?

- Under 15 (0)
- 15-25 (3)
- 26-35 (35)
- 36-45 (76)
- 46-55 (42)
- 55-65 (38)
- 65+ (28)
- Prefer not to say (6)

POLK CITY STRENGTHS/ASSETS

- Recreational Assets
 - Natural areas
 - Parks
- Housing
- Small Town Feel
- Trail Network
- Proximity to Metro Services



DOWNTOWN SQUARE STRENGTHS/ASSETS

- Park/The Square/Playground
- Destination/Anchor Businesses
- Hub for Community Activities
- Free Public Wi-Fi



ASSESSMENT TEAM'S RECOMMENDATIONS

The Assessment team's recommendations have been grouped into five themes with suggested time frames for specific projects.

- Improve Walkability to Connect the Downtown
- Comprehensive Wayfinding and Environmental Graphics (Signs)
- Community Character, Appearance and Public Art
- Comprehensive Event and Activity Calendar
- Enhance Business Mix Using Data and Incentives

It is important to take one step at a time and understand that the longer-term recommendations are not of much consequence until the shorter-term recommendations are addressed.

The Assessment Team hopes Polk City will assess each recommendation and develop a plan to implement what is RIGHT for the downtown. As the process gains momentum, community leadership will need to determine additional strategies and develop approaches that are more sophisticated.

Our hope was/is to work with leaders to identify the strengths, challenges, and opportunities in a constructive way to help the community improve the vitality of the downtown over time. We appreciate the openness and honesty of residents, and we appreciate that community leaders allowed the Assessment Team to be honest in its findings.

THEME 1: WALKABILITY/CONNECTIONS

While the downtown isn't the only commercial district serving fast-growing Polk City, it is the historic heart of the community and retaining that small-town feel is important to the local resident and business community.

Although many individuals think of the square and its surrounding buildings as the downtown, the footprint of downtown encompasses more than the square. The yellow outline in the image to the right defines the set boundaries of the downtown area. Currently walkable connections throughout the downtown area are lacking.



According to [Walkscore.com](https://www.walkscore.com), using the address of Rising Sun Café on the square as the center point, Polk City has a Walkability score of 43, which means most errands require a car. Bikeability is also measured, and it is noteworthy that Polk City's Bikeable score ranks at 37, which indicates the community is somewhat bikeable. Improvements are planned with the trail connection project, which will likely improve the bikeable score. More should be done to improve pedestrian walkability.

Challenges identified by the community related to walkability in the downtown included:

- Lack of parking
- Lack of sidewalks/condition of sidewalks
- Crosswalk visibility
- Pedestrian safety to and from the square.
- Incomplete trail access for bikes

Visit almost any thriving downtown district and chances are it is a walkable neighborhood. Walkability is, by definition, "The extent to which the built environment is friendly to the presence of people living, shopping, visiting, enjoying or spending time in an area." In a walkable downtown, people can safely navigate from place to place. It is aesthetically pleasing, and guests are drawn to visit on foot. The goal is for visitors to "park once" and walk to multiple destinations during their stay.

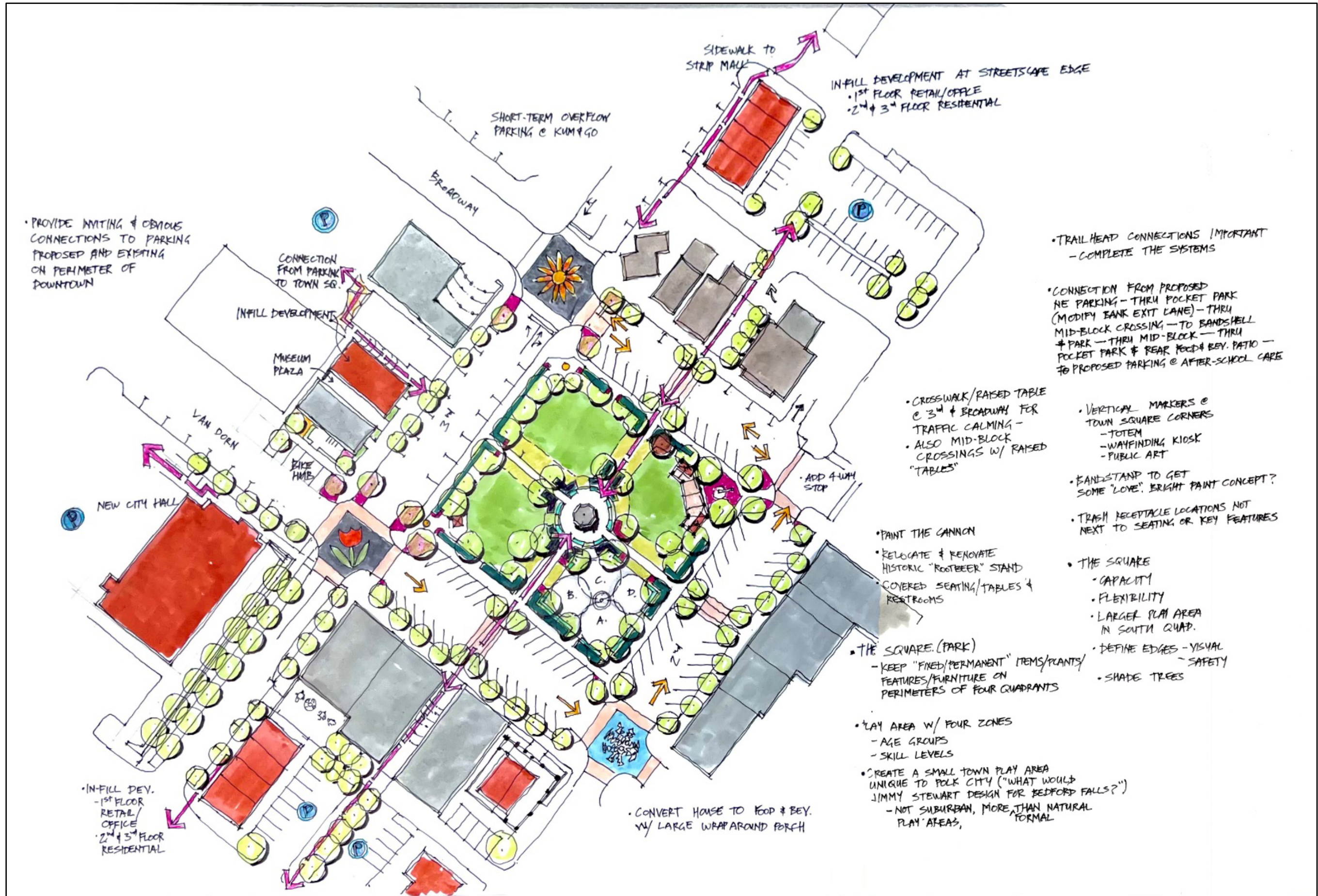
Architecture and Design magazine identifies the following characteristics of a walkable city:

- **Coherence** – clear and organized sidewalk, street, and land use system consistent with the scale and function of the urban context. (sidewalk and street should link points of interest and activity, provide clean lines of sight and include simple, instructive signage)
- **Continuity** – pattern of design and usage that unifies the pedestrian system (complimentary streetscaping along perpendicular and parallel streets)
- **Equilibrium** – a balance of transportation modes that accommodate and encourage pedestrian usage
- **Safety** – pedestrians are protected from automobiles and bicycles. (bump outs, crosswalks, bike lanes, etc.)
- **Comfort** – sidewalks should provide a variety of uses and activities characteristic to an urban environment (benches, bike racks, etc.)

- **Accessibility** – individuals are able to utilize the environment as fully as possible (wheelchair, stroller, audio at crosswalks)
- **Efficiency** – simple and cost effective in design and function (use budget wisely)
- **Attractiveness** – clean, efficient, well-maintained surroundings with adjacent storefronts and activities that provide sidewalk interest.

The drawing on the following page depicts suggestions for improved connections throughout the downtown area, and one can see how these ideas correlate to the characteristics of a walkable community. Notable suggestions as they relate to walkability include:

- a connection from the proposed NE parking lot through a modified bank exit lane to a raised mid-block crossing to access the park band shell
- continue through the park to another mid-block crossing, to/through the planned pocket park
- painted images to reflect the four seasons inside crosswalks around the square (calms traffic and improves safety)
- dedicated areas for additional bike parking
- new sidewalks to connect the square with the strip center to the north and to the planned youth center (referred to as the old church/funeral home) to the south
- infill development and a plaza area next to the museum with improved access to public parking along Broadway (across from Kum & Go)



• PROVIDE MYTING & OBVIOUS CONNECTIONS TO PARKING PROPOSED AND EXISTING ON PERIMETER OF DOWNTOWN

• INFILL DEV.
- 1ST FLOOR RETAIL/OFFICE
- 2ND & 3RD FLOOR RESIDENTIAL

CONNECTION FROM PARKING TO TOWN SQ.

INFILL DEVELOPMENT

MUSEUM PLAZA

VAN DORN

NEW CITY HALL

BIKE HUB

SHORT-TERM OVERFLOW PARKING @ KUM&GO

BROADWAY

SIDEWALK TO STRIP MALL

INFILL DEVELOPMENT AT STREETSCAPE EDGE
• 1ST FLOOR RETAIL/OFFICE
• 2ND & 3RD FLOOR RESIDENTIAL

• TRAIL HEAD CONNECTIONS IMPORTANT
- COMPLETE THE SYSTEMS

• CONNECTION FROM PROPOSED NE PARKING - THRU POCKET PARK (MODIFY BANK EXIT LANE) - THRU MID-BLOCK CROSSING - TO BANDSHELL & PARK - THRU MID-BLOCK - THRU POCKET PARK & REAR FOOD & BEV. PATIO - TO PROPOSED PARKING @ AFTER-SCHOOL CARE

• CROSSWALK/RAISED TABLE @ 3RD & BROADWAY FOR TRAFFIC CALMING - ALSO MID-BLOCK CROSSINGS W/ RAISED "TABLES"

• VERTICAL MARKERS @ TOWN SQUARE CORNERS
- TOTEM
- WAYFINDING KIOSK
- PUBLIC ART

• BANDESTAND TO GET SOME "LOVE", BRIGHT PAINT CONCEPT?
• TRASH RECEPTACLE LOCATIONS NOT NEXT TO SEATING OR KEY FEATURES

• PAINT THE CANNON
• RELOCATE & RENOVATE HISTORIC "ROOTBEER" STAND
• COVERED SEATING/TABLES & RESTROOMS

• THE SQUARE
- CAPACITY
- FLEXIBILITY
- LARGER PLAY AREA IN SOUTH QUAD.
- DEFINE EDGES - VISUAL - SAFETY
- SHADE TREES

• THE SQUARE (PARK)
- KEEP "FIXED/PERMANENT" ITEMS/PLANTS/FEATURES/FURNITURE ON PERIMETERS OF FOUR QUADRANTS

• LAY AREA W/ FOUR ZONES
- AGE GROUPS
- SKILL LEVELS

• CREATE A SMALL TOWN PLAY AREA UNIQUE TO POLK CITY ("WHAT WOULD JIMMY STEWART DESIGN FOR BEDFORD FALLS?")
- NOT SUBURBAN, MORE THAN NATURAL PLAY AREAS, FORMAL

• CONVERT HOUSE TO FOOD & BEV. W/ LARGE WRAPAROUND PORCH



*Example of a Raised Intersection (speed table)
West Union, IA*



*Example of a Mid-Block Crossing
West Union, Iowa*

- The city has plans to address the shortfall of spaces by creating two new public parking lots. Ideally, a downtown creates an environment where people are willing to park once and then walk throughout the district during their visit. When constructed, walkable connections will influence the public's willingness to utilize the new parking lots. Providing aesthetically pleasing connections to existing parking will also be important as the community grows and demand for parking increases. Consider walkability factors when designing the new parking lots.



Current Conditions

- Conduct a walking audit of sidewalks/lack of sidewalks throughout the downtown area to identify and list areas of opportunity. Use [AARP's Walk Audit Toolkit](#) as a guide. Prioritize the list and include the sidewalk improvement plan for desired outcomes in the CIP process.



Current Condition

Example

*Example
Manning, Iowa*

- Streetscape improvements around the square were done previously but lack continuity around the entire square and are beginning to show their age. As a longer-term initiative, keep larger scale streetscape improvements in mind as planned and future project opportunities arise. These improvements will be important as Polk City's downtown evolves, both visually and from a pedestrian safety/usability perspective.



Current Condition



Example with Landscaped Mid-Block Crosswalk

THEME 2: WAYFINDING/SIGNAGE

Overview:

Navigating to and through a historic commercial district is often second nature for those that live nearby, work there, or visit frequently. As shown in the survey and through the interviews conducted it is apparent residents frequent the downtown on a regular basis. However, there is a large amount of traffic flow, approximately 12,000 vehicles, driving through on 3rd Street every day and this is the daily average. Visually appealing wayfinding signage is a good hook to get this traffic to come in and explore the downtown. Once in the downtown, the exterior of the building needs to reflect what is on the interior, not only in building design but specifically business signage. Groundwork has been laid with existing wayfinding signage, Papa's Pizzeria mural, Fenders' and The Creamery business signs.



With the future completion of bike trails throughout the community and connecting to the Neal Smith and High Trestles Trail, there stands to be an even larger economic impact than just vehicular traffic. The economic impact of bicycle trails and tourism on historic downtowns has been demonstrated across the state and country. To prepare for this influx of passersby and to turn them into patrons, appropriate wayfinding and business signage will help you capitalize on this tourism benefit.



Good Signs:

- are easy to read
- are well designed
- are made from high quality materials
- exhibit good craftsmanship
- reflect the business's brand, personality and identity
- complement the building's design and the surrounding environment
- should fit the space on the building without taking away from the building
- should be kept simple
- mount into mortar joints if in masonry
- follow local ordinances (address ordinances if not business friendly)
- reflect current business hours on all buildings

Action Steps:

- Gather a group of downtown stakeholders to drive the district surroundings and entrances from a visitor or newcomer perspective. Look for current signage that identifies the district and note locations, as well as areas that are lacking. Be sure to include all major access points, not just vehicular but future trailways as well.
- Review your Polk City Town Square Design Standards related to signage to ensure they are not only business friendly but pedestrian and vehicular friendly as well.
- Install signage on the bike trails as they are completed identifying the Downtown and its available amenities. You will have a built-in traffic stream/potential customer base there; capture some stops by promoting the district and businesses/amenities that might be of interest to cyclists. The ice cream shop, bars, restaurants come to mind, but be sure to add others as the district evolves. Including distance on the signage (2 blocks south, for example) can help if the downtown is not easily visible from the signage location. If possible, consider installing an advertisement for the downtown at the Raccoon River Valley north and south trailheads for people who may not know what your downtown has to offer.
- Create and install gateway signage to define boundaries and let people know when they have 'arrived'. Even among locals who participated in the Assessment visit and interviews, the actual boundaries of the downtown were vague, and many had their own interpretations of where the district started and stopped.



Gateway Example

- Define district edges and install gateway signage at each one.
- Use a consistent design for all gateways. A simple structure that ties into the district's roots with opportunities for logo signage, internal or external lighting and a map of the downtown businesses.

4.1 Wayfinding

The wayfinding system should be introduced as part of the brand because it plays such an important role in the perception

PRIMARY GATEWAYS

These gateways are the primary intersection points and main entry ways to town. They need to be highly visible and introduce the brand.

BUILDING MARKERS

The markers can be either wall mounted or monument style and denote important landmarks in the downtown district.

TRAILBLAZERS

Trailblazers are the directing signs leading motorists to the main attractions in the area. These should have a maximum of three locations per sign and carry motorists from gateway to parking lot. Colors can be used to distinguish between different districts and can become smaller as the scale and speed of the roadway narrows.

STREET BANNERS

Banners are very popular and help to add color and movement to the lines of travel, acting as a speed calming device. They too can be color coded by district and can promote local events, as well as promoting the brand.

PARKING SIGNAGE

Identifying parking is important in creating a parking system in downtown. Visitors are more likely to walk a block or two to shop if the signage system leads them directly to a public parking lot and tell them how to proceed. The parking markers can be by themselves or as attachments to trailblazer signs.



Signage System Example
Burlington, Iowa

THEME 3: CHARACTER/APPEARANCE/ART

Overview:

Polk City's Downtown square is a fun, local and regional destination for dining, dessert, and festivals. Visitors are drawn to the square for its services; primarily for its variety of dining options, opportunity to play on the playground in the town square and partake of the community events. The square provides some public amenities for visitors such as a few outdoor seating options, the bandstand, drinking fountain, playground, and free public Wi-Fi.

During the Downtown Assessment community survey, respondents identified the appearance of some of the buildings and the public area in and around the square as a weakness. When asked in the survey what amenities are most needed downtown, the amenities identified most were children's play areas, street seating, public art, greenspace, and bike lanes ; all contribute to the look and feel of a place.

While the Downtown does contain destination businesses and a good foundation of public amenities, the Downtown square does present opportunities for enhancements. The Downtown area is somewhat bland, lacking color and sense of warmth and welcome. The amenities provided are in need of routine maintenance and repair and seem piecemealed together and lacking a strategic vision and plan.

Implementing a strong vision and plan for Downtown can improve the overall character and sense of place. Improving the beauty and functionality of the square, will mean more love for the square, which will lead to better maintenance and care and more funding opportunities to support the vision.

As the community of Polk City continues to develop a vibrant vision and plan for Downtown, there are a few key strategies to keep in mind. Think about the memorable places you have visited. What made them memorable? What strategies would inspire visitor interest all the way around the square? Is there something I see (signs, window displays, plantings, etc.) that entices me to keep walking around the square? Are there smells (restaurants, bakery/coffee shop), that make me want to investigate more of the square? Are there sounds (live or recorded music) that help create a sense of vibrancy on the square, which make me want to be part of the action? Are the comfort amenities that today's visitors are seeking provided (food, drink, seating, Wi-Fi, experiences, bike racks, restrooms, etc.)? Keep in mind what the Project for Public Spaces calls "The Power of 10+." The [Power of 10+](#) is the concept that thriving places provide a range of reasons for people to be there such as eating food, listening to music, viewing art, playing games, meeting up with people, exercising, etc.



Action Steps:

- **Cleanup and maintenance.** Get a small group together (from diverse perspectives) and take a walk around the square. What do you see? Quickly organize a group for a spring cleanup. In support of the city’s brand— A City for All Seasons—conduct quarterly seasonal cleanups. Downtown cleanup events are a good way to engage students and community civic groups and establish and build upon partnerships with Downtown businesses. Clean up and celebrate.



- **Bandstand Improvements and Electrical Panel Beautification.** The bandstand is a prominent feature of Downtown’s Square Park. Steps should be taken to make the bandstand an even more prominent landmark. The Downtown Assessment team recommends painting the bandstand with a bright color scheme while painting the ground level lattice a dark color to visually elevate the bandshell while providing a backdrop for flowers. Until the city and the utility are able to bury the electrical services in the park (preferred option), take steps to either lessen the visual impact of the electrical services or improve the visual impact of the electrical services through an artistic treatment. One option may be to treat these services as canvases for art. Another option may be to create artistic “box covers” for temporary use that could then be utilized elsewhere in the community once these services are buried. See the image on the following page.

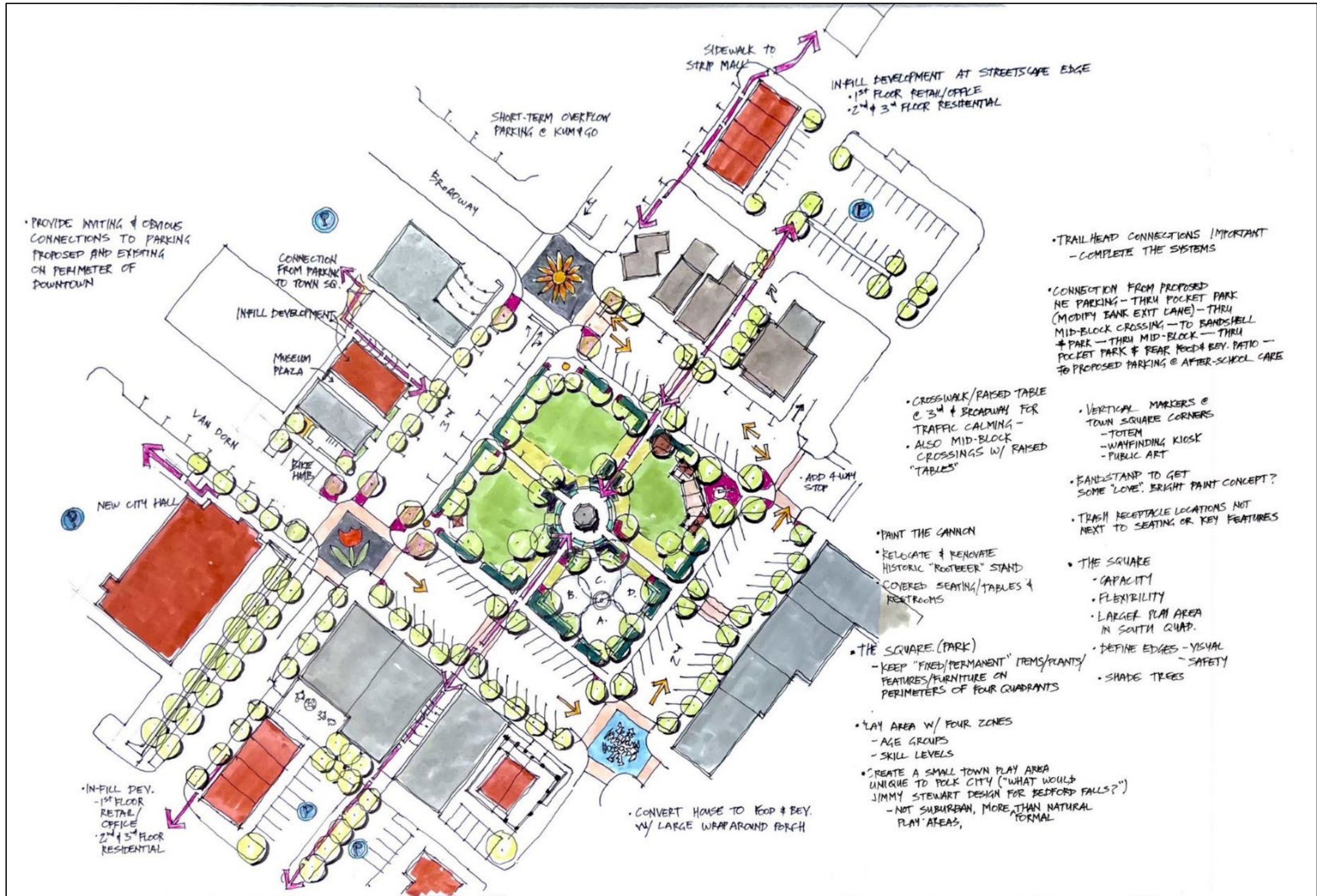




• 4' SEATING SURFACE

- ENHANCE DOUBLE-SIDED BENCHES FACING BOTH BANDSHELL & PARK ACTIVITY
- INTRODUCE SUCCESSION PLANTINGS OF BROAD SHADE TREES (OAK, HACKBERRY, GINKGO...) THAT MAKE PARK COMFORTABLE & ALLOW VIEWS ACROSS SQUARE. KEEP ALL PLANTINGS AT EDGES NEXT TO WALKWAYS & SEATING. KEEP LARGER OPEN LAWNS FOR FLEXIBILITY OF USE.
- CONSIDER A BRIGHT COLOR SCHEME FOR BANDSHELL BASED ON VICTORIAN DESIGN TO MAKE IT MORE OF A PROMINENT FEATURE
- PAINT GROUND LEVEL LATTICE A DARK COLOR TO VISUALLY ELEVATE THE BANDSHELL & PROVIDE A BACKDROP FOR FLOWERS
- COLORS INSPIRED BY THE FOUR SEASONS IN NATURE (SILVER & WHITE INTERIOR)
- GOOP EXISTING DOWNLIGHTING INSIDE
- FLOWERING ROSE HEDGES OR SHADE TOLERANT LOW PLANTINGS TO DEFINE CENTRAL SPACE & AXIAL WALKWAYS
- LOCATE TRASH RECEPTACLES!
 - NOT NEXT TO SEATING
 - WITHIN VIEW OF SEATING
 - PARK PERIMETER BUT NOT VISUALLY PROMINENT

- **Downtown Square Committee.** Establish a Downtown Square Committee to develop a long-term vision and plan for enhancing and maintaining the town square park and the adjacent areas on all sides of the square. The purpose of this committee is to prevent piecemeal approaches to park and downtown improvements, guide downtown maintenance, and to leverage future investments in the park and downtown for greatest impact and functionality. The committee should utilize the drawings and concepts resulting from the Downtown Assessment visit as a resource and starting point. One of the first priorities for the Downtown Square Committee should be to investigate converting the south and east sides of the square to one-way traffic (see Action Step below). The potential for wider sidewalks in front of the businesses (south and east side of the square) could have a dramatic effect on the vision and strategic plan for the square.
- **One-way traffic.** Investigate, and if appropriate, implement one-way traffic approach to the south and east sides of the square to provide approximately six (6) more feet of sidewalk width along the businesses on the south and east and improve pedestrian safety.



• PROVIDE MYTING & OBVIOUS CONNECTIONS TO PARKING PROPOSED AND EXISTING ON PERIMETER OF DOWNTOWN

• IN-FILL DEV.
- 1st FLOOR RETAIL/OFFICE
- 2nd & 3rd FLOOR RESIDENTIAL

SHORT-TERM OVERFLOW PARKING @ KUM&GO

IN-FILL DEVELOPMENT AT STREETSCAPE EDGE
• 1st FLOOR RETAIL/OFFICE
• 2nd & 3rd FLOOR RESIDENTIAL

• TRAIL HEAD CONNECTIONS IMPORTANT
- COMPLETE THE SYSTEMS

• CONNECTION FROM PROPOSED NE PARKING - THRU POCKET PARK (MODIFY BANK EXIT LANE) - THRU MID-BLOCK CROSSING - TO BANDSHELL & PARK - THRU MID-BLOCK - THRU POCKET PARK & REAR FOOD & BEV. PATIO - TO PROPOSED PARKING @ AFTER-SCHOOL CARE

• CROSSWALK/RAISED TABLE @ 3rd & BROADWAY FOR TRAFFIC CALMING - ALSO MID-BLOCK CROSSINGS W/ RAISED "TABLES"

• VERTICAL MARKERS @ TOWN SQUARE CORNERS
- TOTEM
- WAYFINDING KIOSK
- PUBLIC ART

• BANDESTAND TO GET SOME "LOVE", BRIGHT PAINT CONCEPT?
• TRASH RECEPTACLE LOCATIONS NOT NEXT TO SEATING OR KEY FEATURES

• PAINT THE CANNON
• RELOCATE & RENOVATE HISTORIC "ROOTBEER" STAND
• COVERED SEATING/TABLES & RESTROOMS

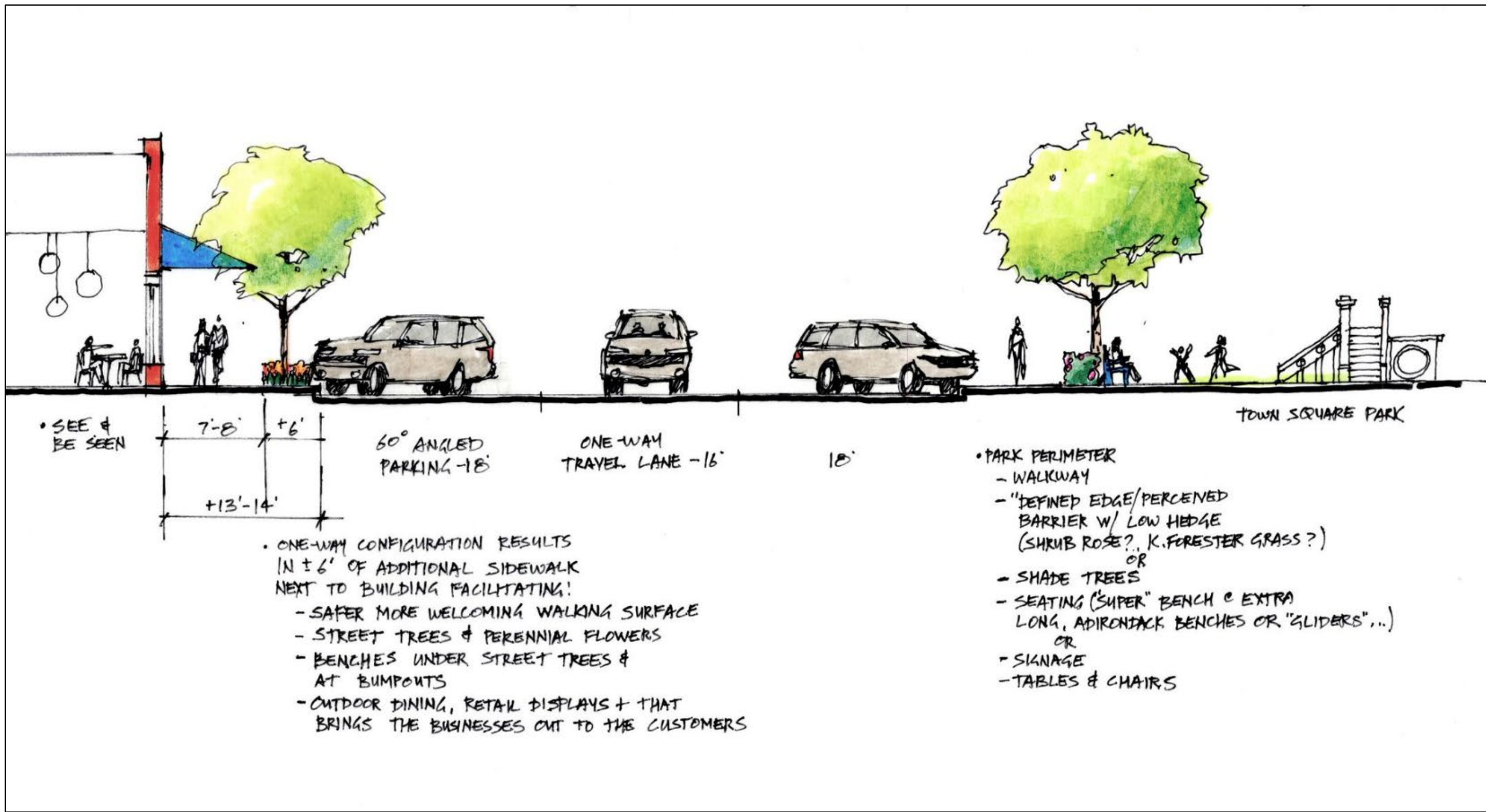
• THE SQUARE
- CAPACITY
- FLEXIBILITY
- LARGER PLAY AREA IN SOUTH QUAD.
- DEFINE EDGES - VISUAL - SAFETY
- SHADE TREES

• THE SQUARE (PARK)
- KEEP "FIXED/PERMANENT" ITEMS/PLANTS/FEATURES/FURNITURE ON PERIMETERS OF FOUR QUADRANTS

• LAY AREA W/ FOUR ZONES
- AGE GROUPS
- SKILL LEVELS

• CREATE A SMALL TOWN PLAY AREA UNIQUE TO POLK CITY ("WHAT WOULD JIMMY STEWART DESIGN FOR BEDFORD FALLS?")
- NOT SUBURBAN, MORE THAN NATURAL PLAY AREAS, FORMAL

• CONVERT HOUSE TO FOOD & BEV. W/ LARGE WRAPAROUND PORCH



- **Add color, warmth, and vibrancy.** A quick way to add color to the downtown would be to add consistent, attractive planters of medium to large size strategically placed all the way around the square. Utilize seasonal plantings and decorations in the planters during all four seasons of the year. Given the current narrow nature of the sidewalks in front of the businesses on the south and east sides of the square, the best place to establish planters initially may be in all the bump-out areas at each of the intersections. A better, easier to maintain, more impactful approach would be to remove some of the bump-out pavement and replace it with perennial plantings and possibly seasonal annual plantings, public art, and seating. See pictures. Add flowering rose hedge or shade tolerant plantings to define the central space and axial walkways of the park while also creating natural buffers between traffic areas and children play areas. It's important to keep these edge plantings short enough to allow visibility into and out of the park for safety and to allow people to see the vibrant activity happening Downtown. All improvements made must be consistent with the vision and strategic plan developed under the leadership of the Downtown Square Committee (recommended above).



- **Add amenities.** Based on the vision and implementation plan that the Downtown Square Park Committee develops in the Action Step above, strategically add high-quality, functional, and design-appropriate amenities to the Downtown area.



Bike rack designed and built by North Fayette Valley High School students for West Union, IA streetscape.

Amenities that the Downtown Assessment Team learned that are lacking based on community survey results, focus groups, and on-site research include outdoor seating, outdoor dining, public restrooms, and bicycle parking. Engaging local artists, students, and philanthropic groups in the design, construction, and installation of the amenities also helps grow community support and care for those amenities.



Metal street banner designed by North Fayette Valley High School art students and crafted by local metalsmith.

THEME 4: EVENTS/ACTIVITIES

Overview:

Known as a “City for All Seasons”, yet only three of the four seasons are celebrated with festivals? The Four Seasons Festival, Fall Festival and Light Up Polk City are locally beloved events that draw large crowds to the Square and downtown area. Consider adding a larger Spring event to round out the calendar. Expanding upon the Earth Day 5K event, now in its second year, is an option to consider.

During the assessment visit, the team learned there are a variety of events in the downtown such as Movies in the Park, Music in the Park, and a farmers market. A desire was expressed to enhance some of the existing activities.

- It was reported that the movie starts too late for many families with young children. Could there be pre-movie activities added such as live music, kids’ art class, face painting, or inflatables before the movie start time? Families with young children can take part in the fun prior to dusk and still make it home for a reasonable bedtime.
- A lack of vendors at the farmers market during the Thursday evening market was mentioned several times. Before making a concerted effort to grow the market, evaluate the current day and time it is being held. Are there nearby competing markets pulling vendors away? Is there another day and time where more vendors could attend?
- During the meeting with area youth, many ideas were generated. Lazer tag, bags tournament for teens/families, kids’ tractor pull, and a hangout place with a TV just reserved for teens to name a few. Could any of these ideas be incorporated into existing events? Consider adding one or two high school students to event planning committees to get their input and volunteer help.

Event planning for new events can seem daunting, but it does not have to be. Small scale ongoing events can benefit local businesses when they are strategically scheduled. Different community groups or businesses can take responsibility for hosting a weekly or monthly event downtown. For example, Fenders could host a weekly group bike ride that starts and ends in the downtown. After the ride, group members can gather for a beer. Host the ride on a night that is typically slow for Fenders and the other bars and restaurants. The same approach could be used with an array of businesses, organizations, and activities (group runs, walking groups, yoga, Zumba, etc.).



Action Steps:

- Consider creating a comprehensive web-based master community calendar (or enhance the Go Polk City calendar). Include all the activities taking place, festivals, concerts, farmers market, fitness classes, music lessons, history walks, community dinners, etc. Review the calendar. Is it balanced throughout the year? Are events and activities offered that match the interests of the demographic and sociographic profile of community members?

- The calendar of events should also be promoted in addition to just on social media and websites. Have event information posted in storefront windows. Utilize sandwich boards to promote events at main intersections like 3rd & Broadway. Include event information in community mailings such as community newsletters. Are there ways to promote the events through the school district or other local organizations? Would Polk City businesses with electronic signs be willing to promote events on the square a few days before an event occurs?
- Host a meeting with local businesses and community organizations interested in sponsoring/hosting smaller ongoing events such as the bike ride or the group run referenced earlier. Determine the best days/times for these types of ongoing events to occur and give it a try.
- Partner with the school district and local arts organizations to bring small events to the square. For example, bring school concerts, plays and small ensembles to the park. Or provide short little “teasers” in the square of upcoming concerts or plays. Display local student art in shop windows.
- Be strategic with each event. Establish events that promote and/or benefit your downtown businesses—Girls Night Out, Shop Hop, Dinner & An Outdoor Movie, etc.

THEME 5: BUSINESS MIX/BUSINESS INCENTIVES

Overview:

Polk City is in a unique position (GROWTH). Having almost doubled in size in ten years is quite impressive, although it can come with growing pains. Careful and thoughtful planning is KEY. With much of the community commuting to the metro area for employment, consideration should not be given to the businesses you WANT but to the businesses you are willing and able to SUPPORT.

Currently the downtown has no vacancies and very few lots available for development. Should vacancies arise, knowing your market is even more important. Downtowns are a place for walking and strolling. Continuous storefronts built to the sidewalk encourage people to walk from building to building, business to business. Downtown is a place to gather, do business and interact with other members of the community. It is a community's social and business hub...the heart of the town. Maintaining a positive image of commerce, community and a social center is paramount to your current and future growth.

Looking ahead to the future can sometimes make you forget about the present. Supporting your existing businesses and downtown shareholders is a large factor in your success. Recruiting the next new business can be exciting, fun, and exhausting. Helping your current businesses thrive will help set the example that Polk City values its businesses. To do this a community should have incentives that promote growth to businesses. These incentives should be based off what you, as a city want. These could be for simple signage, façade, building improvement or expansion of services mini-grants or they could be for large scale improvements to an existing structure wanting to add a rooftop patio or an infill multi-use project. These incentives can be used to leverage state and federal grant dollars. The city currently has an Economic Development Policy incentivizing large scale commercial/industrial development. Consider modifying this to encourage small scale growth that can holistically drive the downtown.

Incentives for existing businesses can help improve vibrancy. Note the outdoor seating, large windows for improved visibility.



Example of what can be done with facade incentive.



Current



Consider signage incentives to add more vibrancy and to clearly identify businesses.

Conduct an informal survey of building/business owners to determine what type of assistance is most needed and create specific parameters for eligible activities (façade improvements, signs/awnings, roofs, tuckpointing, etc). The program should emphasize good design and have guidelines attached. A scaled drawing or rendered photograph of the proposed changes and a written description of proposed work and materials should accompany any application. Require owner investment with a 1:1 match. If existing property owners are not willing to become part of this success, then downtown properties will need to change hands to more progressive ownership. Downtown development will only be successful when the appropriate players are at the table and there is broad-based community support. Adaptive reuse and full utilization of vacant or underperforming properties that adhere to appropriate design guidelines is essential.



- EXTEND SIDEWALK ON 2ND ST. TO AFTER-SCHOOL (CONVERTED CHURCH) W/ STREET TREES

- CONVERT EX. HOUSE TO BOUTIQUE RETAIL, "TEA HOUSE"...
- ELEVATED & PARTIALLY COVERED DECK OVERLOOKING PARK

- EXCITING FACADE & SIGNAGE TO MATCH THE FOOD
- BOLD LIGHTING & OVER SIZED 13' BENCHES PROVIDE "SIZZLE" & ACCOMMODATE WAITING FOR A TABLE

- POCKET PARK W/ THRU WALKWAY ON ONE SIDE & CATENARY LIGHTING, OVERHEAD MESH CANOPY, SEATING/TABLES, BAG TOSS, 4 SEASON NATURE SCENE MURAL, OUTDOOR TV,

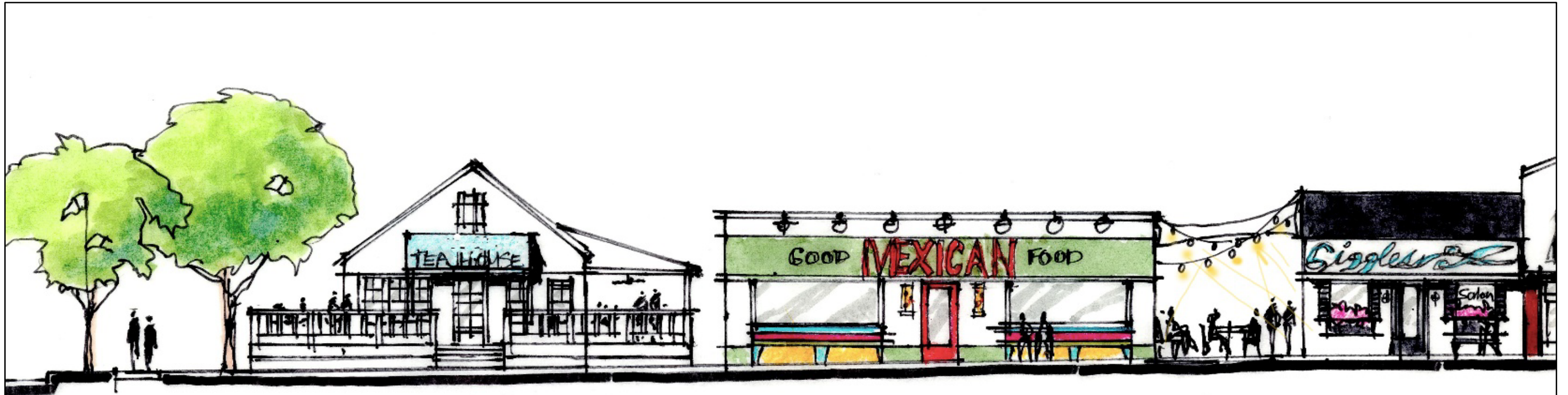
- FABRIC AWNING W/ SIGNAGE TO REDUCE MASS OF LARGE FALSE ROOF
- FLOWER BOXES

- HIGHLIGHT COLUMNS THAT IS LARGE TO DIMINISH VISUAL IMPACT OF LARGE BLANK UPPER FACADE
- BRIGHT DOORWAYS & "NEON" SIGN(S) IN WINDOW (AUDREY HEPBURN GRAPHIC ON DOOR?)

- ROOF DECK W/ MUSIC: VIEWS OF PARK, VISIBLE FROM 3RD STREET, SHADE STRUCTURE & UMBRELLA TABLES, CITY ASSISTANCE. REQUIRED
- LARGER, COLORFUL PIZZA ON SIGN. BRIGHTER/ BOLDER MURAL ON 3RD STREET
- WIDER SIDEWALK (DUE TO ONE-WAY STREET) ALLOWS OUTDOOR DINING, USEABLE SEATING, LARGER PLANTERS...
- FACADE PAINT HIGHLIGHTS SIGN, WINDOWS, "RICHNESS OF FOOD", VERTICAL PROPORTIONS



- 3RD STREET W/ CONTINUOUS SIDEWALKS, STREET TREES, PARALLEL PARKING AS A BUFFER BETWEEN MOVING TRAFFIC & PEDESTRIANS AS WELL AS TRAFFIC CALMING
- STREET TREES DEFINE "DOWNTOWN" W/ HIGH CANOPY



- EXTEND SIDEWALK ON 2ND ST. TO AFTER-SCHOOL (CONVERTED CHURCH) W/ STREET TREES

- CONVERT EX. HOUSE TO BOUTIQUE RETAIL, "TEA HOUSE"...
- ELEVATED & PARTIALLY COVERED DECK OVERLOOKING PARK

- EXCITING FACADE & SIGNAGE TO MATCH THE FOOD
- BOLD LIGHTING & OVER SIZED 13' BENCHES PROVIDE "SIZZLE" & ACCOMMODATE WAITING FOR A TABLE

- FABRIC AWNING W/ SIGNAGE TO REDUCE MASS OF LARGE FALSE ROOF
- FLOWER BOXES

- POCKET PARK W/ THRU WALKWAY ON ONE SIDE & CATENARY LIGHTING, OVERHEAD MESH CANOPY, SEATING/TABLES, BAG TOSS, 4 SEASON NATURE SCENE MURAL, OUTDOOR TV,



NING
TO
S OF
E
ES

- HIGHLIGHT COLUMNS
- LOGO DRIVEN SIGNAGE THAT IS LARGE TO DIMINISH VISUAL IMPACT OF LARGE BLANK UPPER FACADE
- BRIGHT DOORWAYS & "NEON" SIGN(S) IN WINDOW (AUDREY HEPBURN GRAPHIC ON DOOR?)

- ROOF DECK W/ MUSIC: VIEWS OF PARK, VISIBLE FROM 3rd STREET, SHADE STRUCTURE & UMBRELLA TABLES, CITY ASSISTANCE. REQUIRED
- LARGER, COLORFUL PIZZA ON SIGN. BRIGHTER/ BOLDER MURAL ON 3rd STREET
- WIDER SIDEWALK (DUE TO ONE-WAY STREET) ALLOWS OUTDOOR DINING, USEABLE SEATING, LARGER PLANTERS...
- FACADE PAINT HIGHLIGHTS SIGN, WINDOWS, "RICHNESS OF FOOD", VERTICAL PROPORTIONS



- 3rd STREET W/ CONTINUOUS SIDEWALKS, STREET TREES, PARALLEL PARKING AS A BUFFER BETWEEN MOVING TRAFFIC & PEDESTRIANS AS WELL AS TRAFFIC CALMING
- STREET TREES DEFINE "DOWNTOWN" W/ HIGH CANOPY

RETAIL DEMAND OUTLOOK | POLK CITY

10 MINUTE DRIVE TIME

Category	2021 Consumer Spending	2026 Forecasted Demand	Projected Growth
Apparel and Services	\$24,234,592	\$30,309,459	\$6,074,867
Computer	\$1,994,778	\$2,496,495	\$501,717
Entertainment & Recreation	\$36,830,693	\$46,062,817	\$9,232,124
Food at Home	\$59,378,587	\$74,238,113	\$14,859,526
Food Away from Home	\$43,617,276	\$54,565,199	\$10,947,923
Health	\$6,061,720	\$7,573,349	\$1,511,629
Home (mortgage & basics)	\$138,654,271	\$173,589,209	\$34,934,938
Household Furnishings & Equipment	\$16,523,300	\$20,664,416	\$4,141,116
Household Operations	\$22,707,125	\$28,412,806	\$5,707,681
Insurance	\$80,605,227	\$100,774,770	\$20,169,543
Transportation	\$70,770,516	\$88,526,868	\$17,756,352
Travel	\$24,211,724	\$30,294,353	\$6,082,538

Source: [Esri Retail Demand Outlook](#) | 6.23

Downtowns thrive when businesses generate foot traffic from not only within, but next door. A look at potential growth of Polk City in the next five years shows projected growth of close to \$11 million in food away from home, \$9 million in entertainment & recreation and \$6 million in apparel and services. All three of these are good examples of business with the potential for foot traffic and the probability of support.

Knowing the business types you potentially have the ability to support is key, but having incentives in place to get those businesses/developers to your community helps to close the deal.

Housing is foundational to everything we value as a community. When people live in safe, stable, and appropriate housing, the community wins. Investing in an affordable home means more than improving quality of life, it means ECONOMIC DEVELOPMENT. In fact, housing has been labeled the number one economic development issue in Iowa communities. The assessment team

heard that although new single family home permits are being issued frequently, the community has very little in terms of rental units including affordable housing. For example, young teachers that move to town struggle to find an entry level place to live. Consider that nearly every THRIVING downtown has a STRONG residential neighborhood on the upper floors above downtown businesses. Downtown Upper Story Housing options bridge the following: Economic Development and Quality of Life.

Historically, downtown buildings had a business on the first floor and the building owners lived above their businesses. When working toward infill development on the frontage lots of 3rd Street, consider not only first floor commercial but also upper story housing. Upper story housing not only helps property owners cash flow their buildings, but with it comes a whole new market of people that eat in downtown's restaurants, use the services, shop in the stores, walk the sidewalks and bring activity downtown. The character and types of spaces built in your downtown can provide opportunities to create housing much different than those found in a typical unit located somewhere else.

Establish meaningful incentives for downtown real estate development and market those opportunities. Downtown residents spend more when they can walk to their retail destinations. Bakeries, coffee shops, restaurants and bars all benefit from walkable shoppers. The average downtown household spends over \$9,000 a year downtown. Occupied upper story units allow property owners to accept higher risk business tenants on the ground floor. It's always a good idea to require first floor tenants to have regular public hours. Downtown

residential demand dynamics are changes for the better. The newest numbers we've seen show downtown residents as 30% of households being single and 70% childless. Single female is the fastest growing segment of new households.

Although, there is a growing demand in empty nester and new households, 2/3 of all relocating workers prefer to rent vs. buy. The assessment team loves this as an alternative housing inventory selection. Single family detached home ownership is not for everyone. Having quality units of all kinds is important.



VAN DORN ST.

90° OR ANGLED PARKING

BIKE HUB:

- REPAIR/AIR
- WAYFINDING MAP(S)
- MARKER
- BIKE PARKING

• EXISTING OLD CITY HALL/HIST. SCHOOL

- MINI-PARK?
- HISTORY DISPLAYS
- BRING THE MUSEUM TO THE PUBLIC

INFILL DEVELOPMENT:

- 1ST FLOOR RETAIL/OFFICE
- 2ND FLOOR RESIDENTIAL
- MASSING & WINDOW OPENINGS (PROPORTIONS, DIMENSIONS SYMETRY) INSPIRED BY OLD CITY HALL

- MAKE PASSAGE TO REAR PARKING OBVIOUS & FUN:
- SIGNAGE
- MURAL
- "SUPER" BENCH

• EX. MASONIC LODGE



VAN DORN ST.

90° OR ANGLED PARKING

BIKE HUB:

- REPAIR/AIR
- WAYFINDING MAP(S)
- MARKER
- BIKE PARKING

• EXISTING OLD CITY HALL/HIST. SCHOOL

• MINI-PARK?

- HISTORY DISPLAYS
- BRING THE MUSEUM TO THE PUBLIC

INFILL DEVELOPMENT:

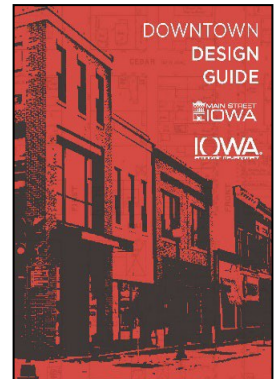
- 1ST FLOOR RETAIL/OFFICE
- 2ND FLOOR RESIDENTIAL
- MASSING & WINDOW OPENINGS (PROPORTIONS, DIMENSIONS SYMBTRY) INSPIRED BY OLD CITY HALL
- CONSTRUCTION TECHNOLOGY & MATERIALS INSPIRED BY NEW CITY HALL

- MAKE PASSAGE TO REAR PARKING OBVIOUS & FUN!
 - SIGNAGE
 - MURAL
 - "SUPER" BENCH

• EX. MASONIC LODGE

ACTION STEPS:

- Consider modifying your local Economic Development Policy to include small scale development “to get what you want” from the existing buildings. Façade mini grants are a great way to partner with property owners on improvements like signage, awnings, windows, lighting, HVAC, roofing, rooftop patio, etc. Consider forgiving building permits or water/sewer taps as a way to recruit development. This is also a great way to leverage state and federal grants.
- Review your Polk City Town Square Design Standards to ensure they are business/development friendly but establish a good look and feel. Back-lit signs and flag signs are good examples of what helps a business but is prohibited by your design standards. Encourage large commercial storefront glass systems to allow the feel of the building being open to the public. Download the Downtown Design Guide developed by the Iowa Downtown Resource Center available at [design recommendations](#). If you agree with portions or all of them, you could adopt them and include them in your local scoring for your Economic Development Policy. The incentives should help “raise the bar” for improving the aesthetic and functional appeal of downtown. Incentivize the kinds of projects you want.
- Explore the state and federal grants we shared in this report and in the attachment. This will allow improvements that might not have been possible without additional money invested.
- As properties are improved make sure to market the new opportunities for downtown development.
- With the amount of new housing subdivisions that have been created using Tax Increment Financing, a substantial amount of Low to Moderate Income set aside has been generated to help support affordable housing. This can be used to help incentivize new buildings with commercial first floors and additional upper story rental housing. Use this as a recruitment tool for infill lot development.
- Fill the Executive Director position at Go Polk City. This position is vital to lead your Community/Economic Development efforts.
- Leverage local incentives to maximize state and federal programs.
 - [CDBG Community Facilities & Services](#)
 - [Community Catalyst Building Remediation Program](#)
 - [Nuisance Property and Abandoned Building Remediation Loan Program](#)
 - [CDBG Housing Rehabilitation Fund](#)
 - [CDBG Upper Story Housing Conversion Program](#)
 - [Workforce Housing Tax Credits](#)
 - [Housing Tax Credit Program - Iowa Finance Authority](#)
 - [Brownfield/Grayfield Tax Credit Program](#)
 - [Historic Tax Credits](#)
 - [State Tax Credit](#)
 - [Federal Tax Credit](#)
 - [Property Tax Exemption](#)
 - <https://iowaculture.gov/history/preservation/tax-incentives/property-tax-exemption>
 - [ADA Federal Tax Credit](#)



- Recognize and celebrate your successes when a project is completed. Consider having a ribbon cutting. Present the owner with a framed “before and after” photo of the project. It can be amazing how soon we all forget how far we’ve come. Even a “certificate of accomplishment” suitable for framing can be a very positive public relations activity that can help change attitudes towards the condition of downtown and help create additional interest and investment in the local community.
- Require commercial first floor and residential upper story development of the 3rd Street frontage lots but have a city-based incentive. This adds needed rental units, places bodies downtown and cash flows the project.
- Take field trips. Visit communities that have had success with infill lot development with upper story housing projects. Good examples can be found in Charles City Marion, and Mason City. Talk to them about their challenges, the designs of the buildings, financing, etc.

CONCLUSION

The art and science of revitalizing and transforming a downtown takes time, patience, and persistence. It takes partnerships and mentors. It takes champions that can communicate the vision, help prioritize, mobilize, and lead. Thankfully, there are many potential champions for Polk City's Downtown Square.

City staff and elected officials, businesses, financial institutions, industry, chamber of commerce, local and county economic development groups, school staff and students, and local service organizations; all could be potential champions for downtown revitalization. All will need to play a role to revitalize Polk City's downtown square to become the regional destination it could be. This Downtown Assessment Team appreciates Polk City's hospitality and desire for new ideas and willingness to accept a constructive critique of downtown. We hope this will be a "working document" to guide Polk City as you move forward with your downtown enhancement efforts. We encourage you to gather the community together soon to review the recommendations in this report and chart a course forward with the most popular ideas from this report. Form implementation teams.

To assist the city and citizens of Polk City in keeping the momentum for downtown improvement going, the Iowa Economic Development Authority is offering the time and assistance of [Jeff Geerts](#) from the Assessment Team. Jeff is available to serve as a liaison from our agency to Polk City to assist in developing and coordinating opportunities for quick implementation of placemaking projects. As your community comes together to identify opportunities to implement downtown improvement projects, Jeff is available to share his expertise, provide technical assistance and return to Polk City to help plan and implement.

- **Review the Report** – Review and share the Downtown Assessment report with all the groups above and more.
 - Provide a verbal report to area groups.
 - Have a pdf of the report available on the city website.
 - Print off copies to share at the library.
 - Bring all partners who participated in the assessment visit together to discuss the report and offer feedback.
 - Share tiny bits of the report on your social media platforms.
- **Prioritize** – Prioritize the actions the community should take. What quick projects could be done in the next month or before the end of the year to show progress throughout the community? Which projects align with work already on your list or included in the city's comprehensive plan? Who is the best group to tackle these projects?
- **Partnerships** – Identify partnership opportunities and gaps where partners are needed. Which group is best suited to tackle the projects you have identified that have the highest priority and need to be addressed first? What support do they need – financial resources, labor, permission?
- **Roles** – Identify the roles of the partners and the champions. WHO is going to do WHAT?
- **Get to work and celebrate your wins!**

Thank you, Polk City!

PRIORITIES:

The Assessment team encourages Polk City to prioritize projects listed in this report, as well as other opportunities you feel are of importance.

Theme#	Immediate Priorities (0-6 months)
1	Walkability audit
2	Downtown stakeholders tour entrances to community and downtown to assess signage
3	Cleanup and maintenance
3	Bandstand improvements and electrical panel beautification
3	Downtown Square Committee
4	Use strategically placed sandwich signs to promote events on the square
4	Contact businesses with electronic signs in Polk City and ask if they would help promote upcoming events on them
4	Host a meeting for businesses and organizations interested in developing a series of on-going small-scale events
5	Take a field trip to communities who have finished multiuse properties
5	Fill the Executive Director roll for Go Polk City
Theme#	One Year Priorities (0-12 months)
1	Create a plan for walkable connections to/from new parking lots
1	Improve walkability to/from existing parking lots
2	Review and modify Polk City Town Square Design Standards to allow for lighted and blade signage
3	One-way traffic investigation and implementation if appropriate
3	Add color, warmth, and vibrancy to the downtown square
4	Use the Market Snapshot as a guide to evaluate the current calendar of events to make sure it is balanced and appeals to community
4	Implement a series of small-scale ongoing events
5	Review Polk City Town Square Design Standards to ensure you are getting the look you are wanting
5	Modify existing Economic Development Policy to include small scale projects, example: potential rooftop patio
5	Require infill projects to include upper story housing
Theme#	Longer Term Projects (0-24 months)
1	Begin implementation of walkable connection plan to/from the new parking lots
1	Create a master streetscape plan, include new, cohesive amenities (benches, bike racks, etc.) in the plan
2	Install wayfinding signage/murals from primary travel routes
2	Install wayfinding signage on the bike trails as they are finished
2	Install arrival signage to the Town Square
3	Add amenities to support vision and plan for downtown square
4	Strategically add events that “ring the register” of existing businesses
4	Enhance the GoPolkCity! Calendar of events by adding more events currently planned in the community. Identify a point person on staff to evaluate what should be included and who also maintains the calendar
5	Look into using Low to Moderate Income Set Aside from your residential Tax Increment Finance districts to incentivize affordable upper story housing in the downtown

Theme#	Down the road.....
1	Use a phased approach to implement the master streetscape plan
4	Create a new community wide calendar of events on an electronic platform
5	Leverage local incentives to access state and federal grants (ongoing)
5	Celebrate and recognize your successes with ribbon cuttings, certificates and ceremonies (ongoing)

CONTACTS:

[Iowa Downtown Resource Center](#), IEDA, Des Moines, Iowa 515-348-6180
[CDBG Downtown Revitalization Program](#).....515.348.6208

National and State Preservation Services and Programs:

National Trust for Historic Preservation www.preservationnation.org
Main Street America (Main Street America Network Membership) <https://www.mainstreet.org>
National Park Service Preservation Briefs <https://www.nps.gov/tps/how-to-preserve/briefs.htm>
State Historic Preservation Office www.iowahistory.org

RESOURCES:

The following attachments are available for download (12 months) [here](#).

- Polk City Downtown Square Survey Summary
- Design Renderings/Drawings
- Characteristics of a Successful Downtown
- IEDA Downtown Design Guide
- Great Promotion Events
- Community Catalyst Program Fact Sheet
- Streetscape: Wayfinding Examples
- Rehab – A Checklist for Rehabilitating Historic Buildings

The Iowa Downtown Resource Center (IDRC) has gathered a wide variety of community resource examples to help further your local revitalization initiatives. Click [here](#) to review examples ranging from promotional activities, fundraising, market analysis, downtown housing, public spaces, etc.



City of Polk City, Iowa City Council Agenda Communication

Date: July 10, 2023
To: Mayor Karsjen & City Council
From: Chief Jeremy Siepker
Subject: Craig Garrison Training Reimbursement Agreement

BACKGROUND: The new full-time officer, Craig Garrison, will be attending the Hawkeye Regional Law Enforcement Academy. During this time the city will be paying his wages, academy fees and meal reimbursements during his attendance. It is common practice for departments to require non-certified hires to sign a Training Reimbursement Agreement for training costs and wages associated with the hiring and certifying a new officer.

ALTERNATIVES: We do not require that he sign a Training Reimbursement Agreement.

FINANCIAL CONSIDERATIONS: The City of Polk City will be investing over \$20,000 in wages and training costs to certify a new officer. A Training Reimbursement Agreement will require that the officer reimburse the City for the training costs should they voluntarily resign from the city, are dismissed during probationary period, or they fail to complete required training. The reimbursement schedule is outlined in section 7 of the Training Reimbursement Agreement that you were provided with.

RECOMMENDATION: It is my recommendation that the Council approves the Training Reimbursement Agreement as drafted for Craig Garrison.

Polk City Police Training Reimbursement Agreement

AGREEMENT

This agreement is entered into by the City of Polk City, Iowa (“City”) and **Craig Garrison**, (“Probationary Candidate”) on the 24 day of July, 2023.

The intent of this agreement is to provide for the training of Probationary Candidate as a Police Officer, and to specify the consideration that Probationary Candidate provide the City in return for the training. It shall not be construed in any way as an employment agreement.

1. **Training.** The City and Probationary Candidate agree that Probationary Candidate will attend the Iowa Law Enforcement Academy (“Academy”) and complete all training in accordance with the Academy’s and City’s training requirements. The training at the Academy is scheduled to begin on **August 14th 2023**. The City shall pay Probationary Candidate’s “Total Training Expenses” as defined in this Agreement, provided that Probationary Candidate shall be required to document by signed and dated attendance sheets all time spent in training sessions or training related activities. Probationary Candidate shall be required to submit any attendance sheets and claim forms to the City within twenty (20) days of any time worked or expenses incurred by Probationary Candidate.
2. **Work Required.** Probationary Candidate may, at City’s option, be required to serve as Police Officer for the City while attending the training program, as well as perform other duties as assigned by the Police Chief or the Chief’s designee. The hours expended by Probationary Candidate in attendance at the training course and service to the Police department shall be subject to the same limitations as outlined in this document.
3. **Probationary Period.** Probationary Candidate shall have a probationary period of twelve (12) months.
4. **Post Training Work.** Probationary Candidate shall serve as a Police Officer of the City after graduation from the Academy and after meeting all criteria to receive proper certifications.
5. **Work Duration Required.** In consideration of the City’s payment of Probationary Candidate “Total Training Expenses” as hereafter defined, Probationary Candidate agrees to be a Police Officer for the City for a period of at least four (4) years from the date when Probationary Candidate graduates from the Academy and has met all criteria needed to receive certifications.
6. **Failure to Complete Training – Reimbursement.** In the event Probationary Candidate does not successfully complete the training program, Probationary Candidate shall be released from the City Police Department, and Probationary Candidate shall reimburse the City the “Total Training Expenses” that the City incurred in accordance with the terms set forth.
7. **Voluntary Resignation – Reimbursement.** In the event Probationary Candidate voluntarily resigns from the City Police Department without having served as a Police Officer for at least forty-eight (48) full months but has otherwise complied with the terms of this agreement, Probationary Candidate shall reimburse the City for the Total Training Expenses incurred per the following schedule:
 - a. The amount of reimbursement shall be determined as follows:
 - i. If a Probationary Candidate resigns less than twelve (12) full months following completion of approved training, Probationary Candidate will owe the City one hundred percent (100%) of the Total Training Expenses;
 - ii. If a Probationary Candidate resigns after twelve (12) full months but fewer than twenty-four (24) full months after completion of approved training, Probationary

Candidate will owe the City seventy-five percent (75%) of the Total Training Expenses;

- iii. If a Probationary Candidate resigns after twenty-four (24) full months but fewer than thirty-six (36) full months after completion of the approved training, Probationary Candidate will owe the City fifty percent (50%) of the Total Training Expenses;
 - iv. If a Probationary Candidate resigns after thirty-six (36) full months but fewer than forty-eight (48) full months after completion of the approved training, Probationary Candidate will owe the City twenty-five percent (25%) of the Total Training Expenses; and
 - v. If a Probationary Candidate resigns after forty-eight (48) full months after completion of the approved training, Probationary Candidate will owe the City zero percent (0%) of the Total Training Expenses.
8. **Dismissal – Reimbursement.** If Probationary Candidate is dismissed during the probationary period; is dismissed before serving as a Police Officer for at least thirty-six (36) full months; or otherwise fails to comply with the terms of this Agreement, Probationary Candidate shall reimburse the City for one hundred percent (100%) of the Total Training Expenses incurred.
 9. **Reduction in Force – Reimbursement.** If Probationary Candidate is dismissed due to a reduction in force by the City, Probationary Candidate shall not be required to reimburse the City for any of the Total Training Expenses.
 10. **Completion of Required Service.** If Probationary Candidate completes forty-eight (48) months of service with the City as a Police Officer after graduation from Academy, Probationary Candidate shall be relieved of all obligations to reimburse the City for training expenses under this Agreement.

Total Training Expenses. An estimate of the costs of the “Total Training Expenses” as of 2023 is eleven thousand four hundred and ninetyfive dollars (\$11,495). However, “Total Training Expenses” will be based on the actual cost incurred by the City—except that Probationary Candidate will not be responsible for reimbursing the City for any wages paid to Probationary Candidate for performing non-training work or other work assigned by the City. Probationary candidate agrees that the following enumerated expenses that are incurred by the City, or that are incurred by Probationary Candidate and reimbursed by the City shall constitute the “Total Training Expenses” subject to Employee reimbursement under this Agreement:

- a. The City’s costs and expenses, including Probationary Candidate’s salary, incurred while Probationary Candidate attends the Academy;
 - b. The City’s costs and expenses for tuition and fees paid to the educational facility utilized for training;
 - c. The City’s expenses of paying or reimbursing Probationary Candidate’s clothing vendor costs and uniform/equipment costs; and/or
 - d. Any other unexpected costs and expenses the City may incur as a result of Probationary Candidate’s training.
11. **Limitation of Reimbursement Obligation.** Probationary Candidate and City agree that this Agreement is subject to applicable provisions of state and federal law.
 12. **Repayment of Expenses.** Unless otherwise agreed upon in writing between the City and Probationary Candidate, any amount due by Probationary Candidate pursuant to this Agreement shall be paid in full within thirty (30) days of voluntary resignation or termination of Probationary Candidate. Failure to make such a payment in full within thirty (30) days, may result in the City taking any legal action as allowed by law against Probationary Candidate.

13. **Death of Probationary Candidate.** If Probationary Candidate is killed or permanently and totally disabled as defined by the Iowa Code—or dies of any cause not related to Probationary Candidate’s work for the City—Probationary Candidate and/or his/her estate shall be relieved of all obligation to reimburse the City under this Agreement.
14. **Amendment or Cancellation.** This agreement may be amended or canceled only upon written agreement of both the City and Probationary Candidate signed by both parties.
15. **Residence.** Probationary Candidate shall notify the City of Probationary Candidate’s place of residence while in the employment of the City and/or until such time as the Total Training Expenses are paid and satisfied in full.
16. **DHS.** If reimbursement is not made in accordance with this Agreement, Probationary Candidate understands that the City may at its option send delinquent account to be recovered through the Iowa Income Offset Program, (State DHS).
17. **Contest.** To contest any adverse employment action, which triggers the reimbursement obligation, or to contest the required reimbursement amount calculated by the City, Probationary Candidate agrees to initiate any such proceedings within thirty (30) days of the City’s demand for reimbursement.
18. **Purpose of Agreement.** This agreement is for the purpose of Probationary Candidate’s bona fide service as a Police Officer and not for the purpose of achieving certification for Probationary Candidate by the way of “sponsorship” through the Academy.
19. **Severability.** In the event that one or more of the provisions of the Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the remaining provisions of the Agreement, and they shall remain in full force and effect.


Executed this 24 day of July, 2023.

City of Polk City, Iowa

Chelsea Huisman, City Manager

Steve Karsjen, Mayor of Polk City

Jeremy Siepker, Police Chief



Craig Garrison, Probationary



City of Polk City, Iowa

City Council Agenda Communication

Date: July 24, 2023 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: Resource Enhancement and Protection (REAP) Grant application

BACKGROUND: On Monday, the City Council will consider a resolution of support for a REAP grant. The grant is due August 15, 2023. REAP annually accepts applications for City Parks and Open spaces grants ranging from \$50,000-\$300,000 depending on a community's population. Polk City fits in the population category of 5,001-10,000 and has a maximum application request of \$100,000. With the application, the City Council must approve a resolution of support for the project.

I would request that we submit an application for the trail project: Connecting the Neal Smith Trail to High Trestle Trail through Polk City. The grants are competitive, and no local match funds are required, but I would recommend a match for our application to score higher. The city has a total estimated cost of \$4,057,500 for this project; of that amount \$2,242,500 has been secured by the city and another \$1,375,000 secured by Polk County Conservation. This leaves a funding balance difference of \$440,000.

ALTERNATIVES: Do not approve the application

FINANCIAL CONSIDERATIONS: The financial considerations for the grant are revenue of up to \$100,000.

RECOMMENDATION: It is my recommendation that the Council approve the resolution to apply for the REAP grant for City Parks and open spaces.

RESOLUTION NO. 2023-95

**A RESOLUTION GIVING AUTHORIZATION TO APPLY FOR THE
RESOURCE ENHANCEMENT AND PROTECTION (REAP) GRANT FOR CITY
PARKS AND OPEN SPACES**

WHEREAS, the City of Polk City is desirous to apply to the Resource Enhancement and Protection fund for grant funding in the amount of \$100,000 for the Connecting the Neal Smith Trail to the High Trestle Trail through Polk City project; and

WHEREAS, REAP annually dedicates 15% of funding to City Parks and Open Spaces through competitive grants; and

WHEREAS, the City of Polk City has identified this project as a priority project, and has secured significant funding for the project; and

WHEREAS, the City's contribution towards the project would be in the amount of \$2,242,500; and

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Polk City, Iowa to authorize application to the Resource Enhancement and Protection Grant for the Connecting the Neal Smith Trail to the High Trestle Trail project.

PASSED AND APPROVED the 24th day of July 2023.

Steve Karsjen, Mayor

Attest:

Jenny Coffin, City Clerk

Connecting the Neal Smith Trail to the High Trestle Trail through Polk City														
	<u>GO 2022</u>		<u>GO 2023</u>	<u>Grant Funding</u>	<u>Total Funds Secured</u>	<u>Funding Potential</u>	<u>Funding Difference</u>							
Phase I (Includes Intersec	\$	903,000.00	\$	279,850.00	\$	623,150.00	\$	903,000.00	\$	-				
Phase 2	\$	329,000.00	\$	183,000.00	\$	71,000.00	\$	75,000.00	\$	329,000.00	\$	-		
Phase 3	\$	320,000.00	\$	170,000.00	\$	150,000.00	\$	320,000.00	\$	-				
Phase 4	\$	317,000.00	\$	317,000.00	\$	317,000.00	\$	-	\$	-				
Phase 5	\$	565,000.00	\$	-	\$	125,000.00	\$	125,000.00	\$	100,000.00	\$	(440,000.00)		
Phase 6	\$	58,500.00	\$	58,500.00	\$	58,500.00	\$	-	\$	-				
Phase 7	\$	190,000.00	\$	190,000.00	\$	190,000.00	\$	-	\$	-				
Polk County Phase	\$	1,375,000.00	\$	-	\$	1,375,000.00	\$	-	\$	-				
Total Trail Project Cost	\$	4,057,500.00	\$	500,000.00	\$	769,350.00	\$	973,150.00	\$	3,617,500.00	\$	100,000.00	\$	(440,000.00)



City of Polk City, Iowa

City Council Agenda Communication

Date: July 13, 2023
To: Mayor Karsjen & City Council
From: Chief Jeremy Siepker
Subject: Update Municipal Code Chapter 57 Dangerous and Vicious Animals

BACKGROUND: The attached is a proposed updated Chapter 57 Dangerous and Vicious Animals code for Council approval. This code expands the definition of a Dangerous Animal to include the ability to declare a dog as a Dangerous Animal, our code currently only includes certain wild animals to be Dangerous Animals. This would add another layer to what a dog could be declared before reaching the level of a Vicious Animal.

The proposed code also provides additional options for pet owners that would want to keep their pet after a Dangerous or Vicious declaration, this includes but is not limited to cage, leashing, and insurance requirements.

Since our last update to this code, I have found that it is difficult to find willing participants for our appeal process. I am proposing that the code be expanded to allow for the patrol officer that would handle the calls for animal complaints or attacks to make the determination if the dog should be declared dangerous or vicious by this code. The original case officer can then begin the enforcement efforts for the owner to remove the dog from the city, euthanize the dog or meet the requirements dictated in this code to keep the dog in the city.

These cases can be reviewed by the Police Chief and if the declaration is appealed it can be appealed to a panel to include the City Manager, an animal professional and an animal control personnel from another agency rather than restrict it to Polk County Animal Control who are not willing to participate in these appeal processes.

ALTERNATIVES: Do not approve the updated Chapter 57 Municipal Code.

FINANCIAL CONSIDERATIONS: There are no financial considerations with these changes.

RECOMMENDATION: It is my recommendation that the Council approves the updated Chapter 57 Municipal Code.

ORDINANCE NO. 2023-9300

**AN ORDINANCE AMENDING
CHAPTER 57, DANGEROUS AND VICIOUS ANIMALS, SECTION 57.04, SEIZURE,
IMPOUNDMENT AND DISPOSITION**

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

Section 1. The current Chapter 57 is hereby deleted and there is hereby enacted the following new Chapter 57 of the City of Polk City Municipal Code.

**CHAPTER 57
DANGEROUS AND VICIOUS ANIMALS**

57.01 Definitions	57.05 Keeping of Vicious Animals Prohibited
57.02 Keeping of Dangerous Animals Per Se Prohibited	57.06 Seizure, Impoundment and Disposition of Dangerous Animals or Vicious Dogs
57.03 Keeping of Dangerous Dogs Regulated	57.07 Insurance
57.04 Keeping of Vicious Dogs Regulated	57.08 Penalty

57.01 DEFINITIONS.

For use in this chapter, the following terms are defined:

1. "Animal" means every wild, tame, or domestic member of the animal kingdom other than the genus and species *Homo sapiens*.
2. "At large" means off the premises of the owner, unless:
 - A. The animal is on a leash, cord, chain, or similar restraint not more than six (6) feet in length and under the control of the person; or
 - B. The animal is within a motor vehicle; or
 - C. The animal is housed within a veterinary hospital, licensed kennel, pet shop or animal shelter.
3. "Dangerous animal per se" means:
 - A. Badgers, wolverines, weasels, mink and other Mustelids (except ferrets);
 - B. Black widow spiders and scorpions;
 - C. Raccoons, opossums and skunks;
 - D. Wolves and coyotes;
 - E. Bears;
 - F. All apes (including chimpanzees), baboons and macaques;
 - G. Monkeys, except the squirrel monkey, female spider monkey and female woolly monkey;
 - H. Elephants;

I. Wild boar;

J. Snakes that are naturally venomous or poisonous;

K. All cats, except domestic cats (Carnivora of the family Felidae including but not limited to lions, cougars, tigers, jaguars, leopards, lynx, bobcats, etc.);

4. "Dog" means and includes members of the Canine species, male or female, whether neutered or not.

5. "Dangerous dog" means any dog shall be categorized as a dangerous dog if it fits into any of the following categories:

A. Any dog which, when unprovoked, bites a person or a domestic pet or animal, whether on public or private property.

B. Any uncontrolled dog that chases or approaches a person without provocation in a manner that threatens the safety of humans or domestic pets or animals.

C. Any dog with a demonstrated propensity, tendency, or disposition to attack, to cause injury to, or to otherwise threaten the safety of humans or domestic pets or animals. This category shall include a security dog that has been trained to attack.

D. Acts in a highly aggressive manner within a fenced yard/enclosure and appears to a reasonable person able to jump over or escape.

6. "Provocation" means that the threat, injury, or damage caused by the dog was sustained by a person who, at the time, was willfully trespassing upon the premises occupied by the owner of the dog, or the person was tormenting, abusing, or assaulting the dog, or was committing or attempting to commit a crime.

7. "Vicious animal" means any animal, including a dog, except for a dangerous animal per se, as listed above, if it fits into any of the following categories:

A. Any dog or animal that according to the records of a health department, police department, or humane society or according to any other records available to the Police Department has directly inflicted any physical injury that resulted in broken bones or lacerations requiring sutures on a human being without provocation on public or private property.

B. Any dog or animal that has killed a domestic pet or animal without provocation while off its owner's property.

C. Any dog or animal while off its owner's property without provocation bites, attacks, or endangers the safety of humans, domestic pets, or animals.

8. Exceptions. A dog shall not be categorized as dangerous or vicious if it bites, attacks, or menaces a person, domestic pet or animal in order to:

A. Defend its owner, caretaker, or another person from an attack by a person or animal.

B. Protect itself, its young or another animal.

C. Defend itself against any person or animal that has tormented, assaulted or abused it.

D. Defends its owner's or caretaker's property against trespassers.

57.02 KEEPING OF DANGEROUS ANIMALS PER SE PROHIBITED.

No person shall keep, shelter, or harbor any dangerous animal per se as a pet, or act as a custodian for such animal, temporarily or otherwise, or keep such animal for any purpose or in any capacity within the City.

57.03 KEEPING OF DANGEROUS DOGS REGULATED.

The owner or caretaker of any dog determined to be dangerous pursuant to the provisions of the City Code shall comply with the following regulations:

1. No person owning, harboring, or having care of a dangerous dog may permit such a dog to go outside of its kennel or pen unless the dog is securely leashed on a leash no longer than 4 feet in length.
2. No person may permit a dangerous dog to be kept on a chain, rope, leash or similar restraining device outside its kennel or pen unless a person competent to govern the animal is in physical control of the restraining device and remains in position to control the dog at all times. The dog may not be leashed to inanimate objects such as trees, posts, and buildings.
3. No dangerous dog may be kept on a porch, patio or in any part of a house or structure on the premises of the owner or caretaker that would allow the dog to exit the building on its own volition, except through a door leading directly to a pen or kennel.
4. No dangerous dog may be kept in a house or structure when the windows are open or when screen windows or doors are the only obstacle preventing the dog from exiting the structure.
5. The owner of a dangerous dog must successfully complete a dog behavior modification course at owner's expense instructed by a licensed or certified dog behavior specialist within 60 days after receiving notification declaring the dog dangerous. The owner shall be required to provide a copy of proof of successful completion of the course to the Police Chief and the proof shall include certification or receipt bearing the name of the instructor and the dates of instruction.
6. The owner of a dangerous dog must microchip the dog at the owner's expense within 60 days after receiving notification declaring the dog dangerous in addition to licensing the pet in accordance with Chapter 56 of this Code in order to assist in locating the dangerous dog should it be found at large.
7. The owner shall allow the dog to be photographed for identification purposes.
8. The dog shall be spayed or neutered at the owner's expense.

57.04 KEEPING OF VICIOUS DOGS REGULATED.

The owner or caretaker of any dog determined to be vicious pursuant to the provisions of the City Code shall comply with the following regulations:

1. No person owning, harboring, or having care of a vicious dog may permit such a dog to go outside of its kennel or pen unless the dog is securely leashed on a leash, no longer than 4 feet in length.
2. No person may permit a vicious dog to be kept on a chain, rope, leash or similar restraining device outside its kennel or pen unless a person competent to govern the animal is in physical control of the restraining device and remains in position to control the dog at all times. The dog may not be leashed to inanimate objects such as trees, posts, and buildings.
3. A vicious dog outside the dog's kennel shall be muzzled in a humane way by a muzzling device sufficient to prevent the dog from biting persons or other animals. A vicious dog shall not be required to be muzzled when either shown in a sanctioned American Kennel Club Show or upon prior written approval by the Police Chief or his designee.
4. All vicious dogs shall be securely confined indoors or in a securely enclosed and locked pen or kennel on the premises of the owner or caretaker, except when leashed and muzzled. When constructed in an open yard, the pen or kennel must be childproof from the outside and dog proof from the inside. A strong metal double fence with adequate space between fences (at least 2 feet) must be provided so that a child cannot reach into the dog enclosure. The pen, kennel or structure

shall have secure sides and a secure top attached to all sides. A structure used to confine a vicious dog shall be locked with a key or combination lock when the dog is within the structure. The structure shall have a secure bottom or floor attached to the sides of the pen or the sides of the pen must be embedded in the ground no less than 2 feet. All structures erected to house vicious dogs shall comply with all zoning and building regulations of the City. All structures shall be adequately lighted and ventilated and kept in a clean and sanitary condition.

5. No vicious dog may be kept on a porch, patio or in any part of a house or structure on the premises of the owner or caretaker that would allow the dog to exit the building on its own volition, except through a door leading directly to a pen or kennel meeting all the requirements of this subsection. No vicious dog may be kept in a house or structure when the windows are open or when screen windows or screen doors are the only obstacle preventing the dog from exiting the structure.

6. The owner or caretaker of a vicious dog shall display, in prominent places on his or her premises near all entrances to the premises, signs in letters of no less than 2 inches high warning that there is a vicious dog on the property. A similar sign is required to be posted on the kennel or pen of the dog.

7. The owner or caretaker of a vicious dog shall immediately notify the police department if the dog is on the loose, is unconfined, has attacked another animal, has attacked a human being, has died, has been sold or has been given away. If the vicious dog has been sold or given away, the owner or caretaker shall also provide the police department with the name, address and telephone number of the new owner of the vicious dog. If the vicious dog is sold or given away to a person residing outside the City, the owner or caretaker shall present evidence to the police department showing that he or she has notified the police department or other law enforcement agency of the dog's new residence.

8. An owner or caretaker of any dog declared vicious found to be in violation of any section of this Code related to vicious dogs shall be ordered in writing to safely remove the dog from the City or destroy the animal within 10 days.

9. The owner of a vicious dog must successfully complete a dog behavior modification course at owner's expense instructed by a licensed or certified dog behavior specialist within 60 days after receiving notification declaring the dog vicious. The owner shall be required to provide a copy of proof of successful completion of the course to the Police Chief and the proof shall include certification or receipt bearing the name of the instructor and the dates of instruction.

10. The owner of a vicious dog must microchip the dog at the owner's expense within 60 days after receiving notification declaring the dog vicious in addition to licensing the pet in accordance with Chapter 56 of this Code in order to assist in locating the vicious dog should it be found at large.

11. The owner of a vicious dog shall be denied a permit for the dog to enter any park designated as a dog park in the City of Polk City.

12. The owner shall allow the dog to be photographed for identification purposes.

13. The dog shall be spayed or neutered at the owner's expense.

57.05 KEEPING OF VICIOUS ANIMALS PROHIBITED.

No person shall keep, shelter, or harbor for any reason within the City a vicious animal except in the following circumstances:

1. Dogs used while in the line of duty by the police department, any other law enforcement agency or unit of the United States Military Service.
2. The keeping of guard dogs; however, guard dogs must always be kept within a structure or fixed enclosure, and any guard dog found at large may be processed as a vicious animal pursuant

to the provisions of Section 57.04. Any premises guarded by a guard dog shall be prominently posted with a sign containing the wording "Guard Dog," "Vicious Dog" or words of similar import, and the owner of such premises shall inform the Police Chief that a guard dog is on duty at said premises.

57.06 SEIZURE, IMPOUNDMENT, AND DISPOSITION OF DANGEROUS ANIMALS OR VICIOUS DOGS.

1. Upon investigation, a Peace Officer may determine whether a dog fits into any of the categories of dangerous dog or vicious dog. The officer shall immediately inform the owner or caretaker in writing, by personal service or by certified mail, of said determination.
2. In the event that a dangerous or vicious animal is found at large and unattended upon public property, park property, public right-of-way, or the property of someone other than its owner, thereby creating a hazard to persons or property, such animal may, in the discretion of the Peace Officer, be destroyed if it cannot be confined or captured. The City shall be under no duty to attempt the confinement or capture of a dangerous or vicious animal found at large, nor shall it have a duty to notify the owner of such animal prior to its destruction.
3. Any animal in violation of 57.04 may be issued an Order of Removal by a Peace Officer. The order to remove a vicious animal or dog issued by a Peace Officer may be appealed to the Police Chief. To appeal such an order, written notice of appeal must be filed with the City Clerk within five (5) business days after receipt of the order contained in the notice to remove the dangerous animal or vicious dog. Failure to file such written notice of appeal shall constitute a waiver of right to appeal the order of the Peace Officer.
4. The notice of appeal shall state the grounds for such appeal and shall be delivered personally or by certified mail to the City Clerk. Upon receiving a notice of appeal, a hearing shall be convened, chaired by the Chief of Police or designee, to receive any testimony or other evidence that is deemed appropriate concerning the Removal Order.
5. When an appeal has been filed, the Peace Officer shall make a reasonable effort to notify any persons who would have had direct involvement in the situation which led to the Order of Removal, including those persons who were injured or who are owners or keepers of any animals which were injured by the animal.
6. The appeal shall be heard by a committee appointed by the Chief of Police consisting of a minimum of three people, including the City Manager, a dog professional, and an animal control officer from another agency or his/her designee. The hearing of such an appeal shall be scheduled within ten (10) days of the receipt of notice of appeal. After such a hearing, the committee may affirm or reverse the order of the Peace Officer. Such determination shall be contained in a written decision and shall be filed with the City Clerk within three (3) days after the hearing or any continued session thereof.
7. Pending the outcome of the hearing, the dog must be securely confined in a humane manner either on the premises of the owner or caretaker pursuant to 57.04 or with a licensed veterinarian.
8. If the committee affirms the action of the Peace Officer, the committee shall order in its written decision that the person owning, sheltering, harboring, or keeping such a dangerous animal or vicious dog remove such animal from the City or destroy it. The decision and order shall immediately be served upon the person against whom rendered in the same manner as the notice of removal. If the original order of the animal control officer is not appealed and is not complied with within three (3) days of its issuance, the animal control officer is authorized to seize and impound such dangerous or vicious animal. An animal so seized shall be impounded for a period of seven (7) days. If at the end of the impoundment period, the person against whom the decision and order of the committee was issued has not petitioned the District Court for a review of said order, the City shall cause the animal to be disposed of by sale or destroy such animal in a humane manner. Failure to comply with an order of the City issued pursuant hereto constitutes a misdemeanor offense.

57.07 INSURANCE.

Every person keeping or maintaining a dangerous or vicious dog as provided in this chapter, or a guard dog as provided in this chapter, shall accompany any application, or display upon request by the Police Chief or designee a certificate of insurance from an insurance company authorized to do business in the State with coverage of at least one hundred fifty thousand dollars (\$150,000.00) combined single limit liability for bodily injury. Such a certificate of insurance shall provide that no cancellation of the insurance will be made unless ten (10) days' written notice is first given to the City Clerk. Failure to provide or display such certificate of insurance shall be determined to be in violation of the vicious dog code as provided in this chapter.

57.08 PENALTY.

Violation of any provision of this chapter by an owner of an animal may be enforced as a municipal infraction within the meaning of Section 364.22 of the Code of Iowa, pursuant to Chapter 3 of this Code of Ordinances. Enforcement pursuant to this section shall be undertaken by the enforcement officer upon the advice and consent of the City Attorney.

Section 2. All Ordinances or parts of any Ordinance in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

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

PASSED AND APPROVED this _____ day of _____ 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

First Reading:
Second Reading:
Third Reading:
Date Adopted:
Date of Publication by posting:



City of Polk City, Iowa

City Council Agenda Communication

Date: July 24, 2023 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager
Subject: Board of Adjustment Ordinance

BACKGROUND: On Monday, the City Council will review an ordinance pertaining to the Board of Adjustments. The Board of Adjustments asked for some changes to be made to their Ordinance, specifically stating that variance requests cannot be made if a structure has already been built. Their concern comes from structures being built, unpermitted, and variance requests are made, and they do not want to feel obligated to approve because the structure has already been built. The Board of Adjustments had a special meeting in June to review the proposed ordinance, and have recommended the ordinance to the City Council.

ALTERNATIVES: Do not approve the 3rd and final reading of the ordinance

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: It is my recommendation that the Council approve the 3rd and final reading of an ordinance pertaining to the Board of Adjustments.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING CHAPTER 165, ZONING REGULATIONS,
OF THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA**

WHEREAS, the City Council of the City of Polk City, Iowa, deems it necessary and proper to amend Chapter 165 of the Code of Ordinances to match current standards and practices.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF POLK CITY, IOWA:

Section 1: That Section 165.23, Board of Adjustments, be and is hereby amended to include the underlined language:

5. Decisions.

...

D. The Board of Adjustment shall be permitted to approve, approve with conditions or deny a request for a variance. Each request for a variance shall be consistent with the following criteria:

...

(5) The necessity for the variance was not created by the property owner, including a certification that the variance is not being requested due to the property owner having installed an improvement in violation of Polk City Code.

Section 3: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4: This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED by the City Council of the City of Polk City, Iowa, this _____ day of _____ 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

Published in the Des Moines Register
On the ___ day of _____, 2023

1st Con _____
2nd Con _____
3rd Con _____