

Agenda -Notice of Meeting

Polk City | City Council

September 11, 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 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.*

5. Consent Items

- a. City Council Meeting Minutes for August 28, 2023
- b. Claims listing September 11, 2023
- c. Set pay for Cody Olson, Building Official at an hourly rate of \$37.50 per hour and a vehicle allowance of \$400 per month effective September 25, 2023, with a rate increase of \$1.50 per hour upon successful completion of the ICC Residential electrical certification and an additional \$1.50 per hour upon successful completion of the ICC Commercial electrical certification
- d. City Manager Employment Agreement Addendum
- e. Receive and file Capital Improvement Projects Update
- f. Resolution 2023-106 Ordering Construction of Certain Public Improvements, Fixing Dates for Public Hearing and Taking of Bids for the 2024 Street Repairs Project
- g. Resolution 2023-107 Ordering Construction of Certain Public Improvements, Fixing Dates for Public Hearing and Taking of Bids for the High Trestle Trail to Neal Smith Trail Connector Project – Phase 2
- h. Receive and file the September 5, 2023 Library Board Meeting Minutes
- i. Receive and file the August 2023 Library Director Report
- j. Acknowledge Resolution 2024-02L authorizing the Library Director to proceed with purchasing a Kyocera TASKalfa 2554ci Printer in accordance with the budget
- k. Acknowledge Polk City Community Library Unattended Children Policy
- l. Set pay for Dottie Parsons at \$22.66 per hour for adjustment to Firefighter/Paramedic effective 9/4/2023
- m. Receive and file August 2023 Water Department Report
- n. Receive and file August 2023 Parks & Recreation Department Report
- o. Set pay for Tanner Ramsey, Recreation Specialist at \$14.50 per hour
- p. Amend 5-year Staffing Plan

- q. Resolution 2023-108 approving intergovernmental transfer of public funds agreement with the Iowa Department of Health and Human Services
- r. Twelve-month Class C Beer Permit with Class B Native Wine Permit, and Sunday Sales Privileges for Kwik Star #1089 located at 1090 Parker Boulevard effective October 11, 2023

6. Business Items

- a. Hearing for Matthew Roberts abatement appeal
 - i. Consider motion to affirm (or reverse) the order to abate by the Police Chief on August 22, 2023
- b. First Reading of Ordinance 2023-9400 amending provisions pertaining to Liquor Licenses and Cigarette and Tobacco Permits
- c. First Reading of Ordinance 2023-9500 amending provisions pertaining to Fiscal Management
- d. Snyder & Associates July 2023 Engineering Services invoice in the amount of \$53,215.75

7. Reports & Particulars

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

8. Adjournment

--next meeting date September 25, 2023

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. August 28, 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., August 28, 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
3. **MOTION:** A motion was made by Vogel and seconded by Anderson to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Presentation:** Polk County Supervisor Robert Brownell presented the City with a \$75,000 check for the Community Room Project
5. **Public Comments** | None
6. **Consent Items** |
 - a. City Council Meeting Minutes for August 14, 2023
 - b. City Council Work Session Meeting Minutes for August 14, 2023
 - c. Receive and file P&Z Commission Meeting Minutes August 21, 2023
 - d. Claims listing August 28, 2023
 - e. July 2023 Finance Report
 - f. Resolution 2023-100 Authorizing an Intergovernmental Agreement between Polk County and Polk City for the Participation in the Community Development Block Grant (CBDG) Program for 2024-2026
 - g. Special Event Block Party at 1200 Westside Dr. on October 28, 2023 from 9am until 10/29 8am
 - h. Adopt Integrated Roadside Vegetation Management Plan
 - i. Resolution 2023-101 setting Public Hearing to Amend the FY 24 & 25 Capital Improvement Plan
 - j. Special Event Fall Fest September 30, 2023 with the following road closures from noon to 10pm:
 - i. 2nd Street from Broadway through Van Dorn
 - ii. Van Dorn from 3rd St through 2nd Street
 - iii. Broadway from 3rd St to 1st Street
 - k. Resolution 2023-102 authorizing the execution of an amended water tank and ground space lease with United States Cellular
 - l. Receive and file July 2023 Police Department Report
 - m. Amended Retainer Agreement with PFM Financial
 - n. City Hall/Community Room and Fire Department Project updates

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

Council Member Sarchet pointed out 6.h was spurred from Community Visioning Work, and City Manager Huisman confirmed that the Mayor had signed the plan in 2021 but it needed to be formerly approved by Council. Sarchet said he was concerned about 6.n updates showing City Hall behind 2 months and wanted to know if there was anything more the City could do to keep the contractors accountable and on track and Huisman said the contractor would be responsible for any necessary weather proofing, so they are motivated to get caught up and still meet the May 2024 construction timeline.

MOTION CARRIED UNANIMOUSLY

7. **Business Items**
 - a. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2023-103 approving Lakeside Fellowship Church Site Plan Amendment
MOTION CARRIED UNANIMOUSLY

- b. **MOTION:** A motion was made by Sarchet and seconded by Vogel to approve Resolution 2023-104 approving Big Creek Ridge Preliminary Plat
MOTION CARRIED UNANIMOUSLY
- c. **MOTION:** A motion was made by Walters and seconded by Vogel to approve Resolution 2023-105 awarding Soil Quality Restoration Project bid to Lewis Lawn & Labor at the rate of \$0.11 / square feet
MOTION CARRIED UNANIMOUSLY
- d. **MOTION:** A motion was made by Anderson and seconded by Dvorak to approve the Third Reading of Ordinance 2023-9300 amending Chapter 57 Dangerous and Vicious Animals
MOTION CARRIED UNANIMOUSLY
- e. **MOTION:** A motion was made by Dvorak and seconded by Anderson to approve Snyder & Associates June 2023 Engineering Services invoice in the amount of \$47,505.25
YES: Anderson, Dvorak, Sarchet, Vogel
ABSTAIN: Walters
MOTION CARRIED

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

- Fire Chief Hogrefe announced the Fire Department was awarded the AFG Grant in the amount of \$30,000 to replace expired gear for six (6) firefighters

9. **MOTION:** A motion was made by Anderson and seconded by Walters to go into Closed Session at 6:25 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 that property.

YES: Walters, Dvorak, Sarchet, Vogel, Anderson
MOTION CARRIED UNANIMOUSLY

After closed session ended at 6:45 pm

10. **No action was taken on closed session item.**

11. **Adjournment**

MOTION: A motion was made by Anderson and seconded by Vogel to adjourn at 6:45 pm.
MOTION CARRIED UNANIMOUSLY

Next Meeting Date –September 11, 2023

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk

CLAIMS REPORT		
CITY OF POLK CITY		9/11/2023
72 DEGREES	AC REPAIR	\$ 258.00
Amazon	BANDSTAND BUNTING	\$ 842.14
AMERICAN HOME SERVICES	AC CHECK	\$ 300.00
American Test Center	GROUND LADDER TESTING	\$ 258.00
ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$ 872.57
BAKER & TAYLOR	BOOK CLUB	\$ 1,442.16
BLAKE SMITH	FALL BAGS REFUND	\$ 35.00
BRAVO GREATER DES MOINES	28E QUARTERLY CONTRIBUTION	\$ 912.39
BRENNAN BURKE	CHLOTHING REIMB	\$ 175.00
BUSINESS PUBLICATIONS CORP	MEETING MINUTES AND CLAIMS	\$ 221.99
CHELSEA HUISMAN	ICMA CONFERENCE TRAVEL	\$ 362.41
CITY LAUNDERING	SPORTS COMPLEX FIRST AID	\$ 400.12
CITY OF DES MOINES	WRA HOOKUP	\$ 67,746.00
CODE 4	BADGE & TAGS	\$ 230.75
COPY SYSTEMS INC.	MAINENANCE CONTRACT	\$ 246.31
CRAIG GARRISON	PER DIEM ACADEMY REIMB	\$ 482.38
Crystal Clear Water Co	PURCHASED WATER	\$ 98.41
D & K PRODUCTS	HERBACIDE	\$ 730.75
DNR	CONSTRUCTION PERMITS	\$ 8,382.70
Des Moines Water Works	AUGUST WATER PURCHASE	\$ 82,659.64
DIFFERENT DREAM LIVING	PROGRAM	\$ 125.00
ELECTRONIC ENGINEERING CO.	SHARED ALARM EXPENSE	\$ 70.00
ETECH SOLUTIONS LLC	SEPTEMBER BILLING	\$ 5,642.38
FAIRFIELD BY MARRIOTT	ACADEMY WEEK 1	\$ 1,702.40
FEH DESIGN	NEW CITY HALL	\$ 8,235.99
Ferguson Waterworks	EQUIPMENT REPAIRS	\$ 58.48
GREATAMERICA FINANCIAL	SHARED COPIER LEASE	\$ 589.28
Gurnsey Electric Co	LOCATE FOR TREE PLANTING	\$ 2,128.77
HAWKINS INC	CHLORINE	\$ 1,968.72
I.M.W.C.A.	WORKERS COMP INSURANCE	\$ 8,026.00
IOWA ONE CALL	UNDERGROUND LOCATIONS	\$ 169.50
Iowa Parks & Rec. Association	FY 24 IPRA	\$ 180.00
IOWA SIGNAL INC	NEW TIMERS FOR SCHOOL FLASHERS	\$ 1,857.50
IRON MOUNTAIN	SHREDDING SERVICES	\$ 107.87
JASON THRAEN	MILEAGE REIMB	\$ 54.37
Keck Energy	FUEL	\$ 1,163.95
KLOCKE'S EMERGENCY VEHICLE	HINGE REPLACEMENT	\$ 70.26
LINDA BETSINGER MCCANN	PROGRAM FEE	\$ 125.00
Maria Steckel	REFUND	\$ 25.00
MATTHEW STERN	FINGERPRINTS CHARGED IN ERROR	\$ 20.00
MERCYONE NORTH PHARMACY	RX SUPPLIES	\$ 42.77
MI-FIBER	CITY INTERNET	\$ 9.95
MICROBAC LABORATORIES INC	LAB FEES	\$ 380.50
MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$ 79.63
MIDWEST CRITICAL POWER	GENERATOR REPAIRPD/FD/CH	\$ 404.50
NELSON AUTOMOTIVE	REPAIR PARTS	\$ 2,579.19
NORTH POLK FAMILY MED	MATT STERN	\$ 475.00
ONESOURCE	BACKGROUND CHECK	\$ 43.00
PAYSAN PIPE CLEANING	LOCATE SERVICE LINE	\$ 286.00
PHILIP L ASCHEMAN, PHD	STOVER MMPI TEST	\$ 225.00
POLK COUNTY AUDITOR	BLOOD DRAW	\$ 150.00
RACOM	EDACS ACCESS	\$ 1,057.92
RANGEMASTERS TRAINING CENTER	STOVER UNIFORMS	\$ 2,183.44
ROE CONSULTING LLC	GEMT CONTRACT WORK	\$ 825.00
Safe Building Comp. & Tech	BUILDING INSPECTIONS	\$ 5,084.25
Safety Kleen Systems Inc	PARTS WASHER MAINTENANCE	\$ 283.11
SBS SERVICES GROUP LLC	WEEKLY CITY CLEANING	\$ 1,323.57
Schneider Graphics	22 GRAPHICS	\$ 1,602.04
SERVICEMASTR COMMERCIAL CARPET	HARD FLOORS	\$ 1,939.00
Sprayer Specialities Inc	SPRAYER	\$ 25.45
STEVE KARSJEN	MILEAGE REIMB FOR BROWNELL MTG	\$ 11.38
STOREY KENWORTHY	CHECKS	\$ 337.12
TOTAL QUALITY INC.	LAWNCARE	\$ 13,457.00
Toyne Inc	VISTA DISPLAY	\$ 5,459.04
TRIPLETT OFFICE SOLUTIONS	BADGE STICKERS	\$ 497.95
UPHDM OCCUPATIONAL MEDICINE	DRUG TEST	\$ 532.75
Accounts Payable Total		\$ 238,271.75
GENERAL		59,169.67
ROAD USE		4,865.73
CITY FACILITIES TOTAL		8,235.99
CAPITAL EQUIPMENT/VEHICLE		1,602.04
WATER		86,366.35

SEWER		69,649.27
TOTAL FUNDS		229,889.05
TOTAL FUNDS		\$ 238,271.75

Addendum to City Manager Employment Agreement for City of Polk City, Iowa

Effective September 5, 2022, the following provisions will be updated to the City Manager Employment Agreement, originally approved by the City Council on July 22, 2019, and last amended on September 12, 2022.

Salary:

Employer agrees to pay Employee for her services rendered pursuant hereto an annual base salary of \$146,286 payable in installments at the same time as other management employees of the Employer are paid. Said base salary shall be subject to review and adjustment based on satisfactory performance.

IN WITNESS WHEREOF, the City Council has caused this addendum to the Employment Agreement to be signed and executed on it's behalf by it's Mayor, and duly attested by it's City Clerk, and the Employee has signed and executed this agreement.

Employee:

City of Polk City:

Chelsea Huisman, Employee

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk



Memorandum

To: Honorable Mayor and City Council **Date:** September 11, 2023

From: Travis D. Thornburgh, P.E.

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

RE: Capital Improvements Project Updates

This memo is to provide an update to the City of Polk City Mayor, City Council, and City Staff on the various capital improvement projects currently underway in Polk City. These projects are either in the construction phase, awaiting bidding, or in the design phase.

N. 3rd Street & Vista Lake Avenue Intersection Improvements Project

This project is nearing completion. The contractor completed their work in May 2023, and we are currently waiting for the end of the 180 calendar day warranty period for the roundabout landscaping. The warranty period expires on November 5, 2023, and we anticipate Council acceptance of this project prior to the end of the calendar year.

2023 Street Repairs Project

The street repair work on this project has been completed. The contractor will remobilize this fall to make final sod repairs and we anticipate Council acceptance of this project prior to the end of this calendar year.

2024 Street Repairs Project

This project is on the September 11, 2023 City Council agenda for setting of the bid date and public hearing. The project currently consists of 11 locations in the base bid package, with 7 additive bid alternates that may be added at the council's discretion based on bidding results. We anticipate completion of this project in the Spring of 2024.

N. 3rd Street and E. Northside Drive Intersection Improvements & High Trestle Trail to the Neal Smith Trail Connector Project – Phase 1

Kiwanis Park to East Vista Lake Avenue

This project includes a recreational trail extension and improvements to N. 3rd Street, including drainage improvements, storm sewer improvements, and a roundabout at the E. Northside Drive and N. 3rd Street intersection. This project is currently in the preliminary design phase, with Preliminary Plans set to be submitted to the Iowa DOT on September 19, 2023. The project schedule following submittal of the Preliminary Plans will be controlled by the DOT review process but is currently set to be bid through the DOT bid letting on March 19, 2024.

High Trestle Trail to the Neal Smith Trail Connector Project – Phase 2

N. 3rd Street to the Future Regional Park

This project is on the September 11, 2023 City Council agenda for setting of the bid date and public hearing. The project consists of approximately 0.5 miles of trail paving running along the south side of Big Creek Elementary School. We anticipate tree clearing in the project area to occur prior to the end of March 2024, with trail construction taking place in Spring 2024.

High Trestle Trail to the Neal Smith Trail Connector Project – Phase 4

Polk City Iron Lagoons to Van Dorn Street

The preliminary design for this project has been completed and a project management team meeting has been held with City Staff to review the Preliminary Plans. Snyder & Associates, with assistance from City Staff, are currently coordinating the relocation of private utilities that are in conflict with the proposed trail alignment. These relocations are currently anticipated to be completed in the Summer of 2024. Final design and bidding will occur after utility relocations have taken place.

High Trestle Trail to the Neal Smith Trail Connector Project – Phase 6

Across the lot frontage of 1401 W. Bridge Road

This trail runs from the Lakeside Fellowship Church to Parker Boulevard across the frontage of 1401 W. Bridge Road. The preliminary design for this project has been completed. Based on the preliminary cost opinion, we believe this project may be eligible for competitive quotes in lieu of competitive bidding, which City Staff has indicated they are in favor of. Snyder & Associates intends to finalize the design in the month of September 2023 and anticipates soliciting quotes from Contractors this calendar year. Completion will be weather dependent, and the project should be completed no later than Spring 2024.

High Trestle Trail to the Neal Smith Trail Connector Project – Phase 7

West Property Line of 1090 Parker Boulevard to Neal Smith Trail

Preliminary design is underway for this project that will connect the existing trail at Kwik Star to the Neal Smith Trail. Preliminary plans will be sent to the US Army Corps of Engineers for review once complete. Once USACE has approved the preliminary plans, Snyder & Associates and City Staff will work with the USACE to finalize a revised lease agreement for the parcel located east of the Polk City Sports Complex. Schedule for this project will depend on USACE approvals. Schedule updates will be provided as they become available.

This project also includes a Cultural Resources Study that was prepared by Bear Creek Archeology, Inc. under Project No. 123.0001.01H. USACE approval is required for the ARPA permit prior to their review of the preliminary plans. Snyder & Associates is currently coordinating with USACE to finalize this cultural resources study and the associated permitting.

Whitetail Parkway Corridor Study

Roadway alignments and drainageway analysis has been completed for this future collector street that will run from NW 9th Street (NW 72nd Street) to N. 3rd Street (Sheldahl Drive) and will continue to include a connection to NW 126th Avenue. Snyder & Associates will be scheduling a meeting with City Staff this month to discuss the alternatives. Following this meeting, Snyder & Associates will finalize the study and provide a report to City Council.

2021 I and I Study – Phase I Project

Snyder & Associates has continued flow monitoring and is currently awaiting data during and following intense rainfall events. Snyder & Associates plans to review the data collected during 2023 and will coordinate with City Staff regarding the need to continue data monitoring or finalizing the study report. Schedule updates will be provided as they become available.

Woodhaven Linear Park – Potholing and Design Locates Survey

In October 2022, City Staff requested that Snyder & Associates collect location data for the North Natural Gas facilities that are present in the Woodhaven Linear Park. This survey was completed in October 2022. Also included in this work order was an easement plat for the trail connection of the Woodhaven Trail to the Neal Smith Trail. Snyder & Associates has completed the easement plat and provided the plat to City Staff for review during the week of September 4, 2023.

OPINION OF PROBABLE PROJECT COSTS

2024 POLK CITY STREET REPAIR PROJECT



Polk City, Iowa
123.0771.01

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
EARTHWORK					
2.1	Subgrade Treatment, Geogrid, Rectangular (2)	171	SY	\$ 6.00	\$ 1,026.00
2.2	Special Backfill	48	TONS	\$ 100.00	\$ 4,800.00
STRUCTURES FOR SANITARY AND STORM					
6.1	Intake, SW-501, Top Only	1	EA	\$ 4,000.00	\$ 4,000.00
6.2	Intake, SW-505, Top Only	3	EA	\$ 6,000.00	\$ 18,000.00
6.3	Intake, SW-507, Top Only	1	EA	\$ 7,000.00	\$ 7,000.00
6.4	Intake, SW-501	2	EA	\$ 7,000.00	\$ 14,000.00
6.5	Intake, SW-503	1	EA	\$ 10,000.00	\$ 10,000.00
6.6	Intake, SW-506	1	EA	\$ 12,000.00	\$ 12,000.00
6.7	Intake, SW-507	1	EA	\$ 12,000.00	\$ 12,000.00
6.8	Manhole Adjustment, Minor	2	EA	\$ 2,500.00	\$ 5,000.00
6.9	Remove Intake	5	EA	\$ 2,500.00	\$ 12,500.00
STREETS AND RELATED WORK					
7.1	PCC Full Depth Repair Patch	700	SY	\$ 110.00	\$ 77,000.00
7.2	Crack and Joint Cleaning and Filling, Hot Pour	210	LF	\$ 5.00	\$ 1,050.00
7.3	Removal of Driveway	19	SY	\$ 45.00	\$ 855.00
7.4	Driveway, Paved, PCC, 6"	19	SY	\$ 125.00	\$ 2,375.00
7.5	Subbase Over-excavation (1)	104	TONS	\$ 45.00	\$ 4,680.00
TRAFFIC CONTROL					
8.1	Temporary Traffic Control	1	LS	\$ 11,000.00	\$ 11,000.00
GENERAL PROVISIONS					
11.1	Mobilization	1	LS	\$ 18,000.00	\$ 18,000.00

BID ALTERNATE A					
EARTHWORK					
2.1A	Subgrade Treatment, Geogrid, Rectangular (2)	64	SY	\$ 6.00	\$ 384.00
STREETS AND RELATED WORK					
7.1A	PCC Full Depth Repair Patch	254	SY	\$ 110.00	\$ 27,940.00
7.2A	Crack and Joint Cleaning and Filling, Hot Pour	86	LF	\$ 5.00	\$ 430.00
7.3A	Removal of Driveway	19	SY	\$ 45.00	\$ 855.00
7.4A	Driveway, Paved, PCC, 6"	19	SY	\$ 125.00	\$ 2,375.00
7.5A	Subbase Over-excavation (1)	53	TONS	\$ 45.00	\$ 2,385.00
TRAFFIC CONTROL					
8.1A	Temporary Traffic Control	1	LS	\$ 1,000.00	\$ 1,000.00
GENERAL PROVISIONS					
11.1A	Mobilization	1	LS	\$ 1,000.00	\$ 1,000.00

OPINION OF PROBABLE PROJECT COSTS

2024 POLK CITY STREET REPAIR PROJECT



Polk City, Iowa
123.0771.01

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
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BID ALTERNATE B					
EARTHWORK					
2.1B	Subgrade Treatment, Geogrid, Rectangular (2)	35	SY	\$ 6.00	\$ 210.00
STREETS AND RELATED WORK					
7.1B	PCC Full Depth Repair Patch	136	SY	\$ 110.00	\$ 14,960.00
7.2B	Subbase Over-excavation (1)	28	TONS	\$ 45.00	\$ 1,260.00
TRAFFIC CONTROL					
8.1B	Temporary Traffic Control	1	LS	\$ 1,000.00	\$ 1,000.00
GENERAL PROVISIONS					
11.1B	Mobilization	1	LS	\$ 1,000.00	\$ 1,000.00

BID ALTERNATE C					
EARTHWORK					
2.1C	Subgrade Treatment, Geogrid, Rectangular (2)	46	SY	\$ 6.00	\$ 276.00
2.2C	Special Backfill	10	TONS	\$ 100.00	\$ 1,000.00
STRUCTURES FOR SANITARY AND STORM					
6.1C	Intake, SW-505, Top Only	1	EA	\$ 5,000.00	\$ 5,000.00
6.2C	Intake, SW-506, Top Only	1	EA	\$ 6,000.00	\$ 6,000.00
STREETS AND RELATED WORK					
7.1C	PCC Full Depth Repair Patch	184	SY	\$ 110.00	\$ 20,240.00
7.2C	Subbase Over-excavation (1)	38	TONS	\$ 45.00	\$ 1,710.00
TRAFFIC CONTROL					
8.1C	Temporary Traffic Control	1	LS	\$ 1,000.00	\$ 1,000.00
GENERAL PROVISIONS					
11.1C	Mobilization	1	LS	\$ 1,000.00	\$ 1,000.00

BID ALTERNATE D					
EARTHWORK					
2.1D	Subgrade Treatment, Geogrid, Rectangular (2)	25	SY	\$ 6.00	\$ 150.00
STRUCTURES FOR SANITARY AND STORM					
6.1D	Manhole Adjustment, Minor	1	EA	\$ 2,500.00	\$ 2,500.00
STREETS AND RELATED WORK					
7.1D	PCC Full Depth Repair Patch	99	SY	\$ 110.00	\$ 10,890.00
7.2D	Crack and Joint Cleaning and Filling, Hot Pour	15	LF	\$ 5.00	\$ 75.00
7.3D	Subbase Over-excavation (1)	21	TONS	\$ 45.00	\$ 945.00
TRAFFIC CONTROL					
8.1D	Temporary Traffic Control	1	LS	\$ 1,000.00	\$ 1,000.00
GENERAL PROVISIONS					
11.1D	Mobilization	1	LS	\$ 1,000.00	\$ 1,000.00

OPINION OF PROBABLE PROJECT COSTS

2024 POLK CITY STREET REPAIR PROJECT



Polk City, Iowa
123.0771.01

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
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BID ALTERNATE E					
EARTHWORK					
2.1E	Subgrade Treatment, Geogrid, Rectangular (2)	56	SY	\$ 6.00	\$ 336.00
STREETS AND RELATED WORK					
7.1E	PCC Full Depth Repair Patch	223	SY	\$ 110.00	\$ 24,530.00
7.2E	Subbase Over-excavation (1)	46	TONS	\$ 45.00	\$ 2,070.00
TRAFFIC CONTROL					
8.1E	Temporary Traffic Control	1	LS	\$ 1,000.00	\$ 1,000.00
GENERAL PROVISIONS					
11.1E	Mobilization	1	LS	\$ 1,000.00	\$ 1,000.00

BID ALTERNATE F					
EARTHWORK					
2.1F	Subgrade Treatment, Geogrid, Rectangular (2)	91	SY	\$ 6.00	\$ 546.00
2.2F	Special Backfill	10	TONS	\$ 100.00	\$ 1,000.00
STRUCTURES FOR SANITARY AND STORM					
6.1F	Intake, SW-505, Top Only	2	EA	\$ 5,000.00	\$ 10,000.00
STREETS AND RELATED WORK					
7.1F	PCC Full Depth Repair Patch	363	SY	\$ 110.00	\$ 39,930.00
7.2F	Crack and Joint Cleaning and Filling, Hot Pour	40	LF	\$ 5.00	\$ 200.00
7.3F	Subbase Over-excavation (1)	76	TONS	\$ 45.00	\$ 3,420.00
TRAFFIC CONTROL					
8.1F	Temporary Traffic Control	1	LS	\$ 1,000.00	\$ 1,000.00
GENERAL PROVISIONS					
11.1F	Mobilization	1	LS	\$ 1,000.00	\$ 1,000.00

BID ALTERNATE G					
EARTHWORK					
2.1G	Subgrade Treatment, Geogrid, Rectangular (2)	26	SY	\$ 6.00	\$ 156.00
2.2G	Special Backfill	10	TONS	\$ 100.00	\$ 1,000.00
STRUCTURES FOR SANITARY AND STORM					
6.1G	Intake, SW-505, Top Only	2	EA	\$ 5,000.00	\$ 10,000.00
STREETS AND RELATED WORK					
7.1G	PCC Full Depth Repair Patch	104	SY	\$ 110.00	\$ 11,440.00
7.2G	Crack and Joint Cleaning and Filling, Hot Pour	16	LF	\$ 5.00	\$ 80.00
7.3G	Subbase Over-excavation (1)	22	TONS	\$ 45.00	\$ 990.00
TRAFFIC CONTROL					
8.1G	Temporary Traffic Control	1	LS	\$ 1,000.00	\$ 1,000.00
GENERAL PROVISIONS					
11.1G	Mobilization	1	LS	\$ 1,000.00	\$ 1,000.00

OPINION OF PROBABLE PROJECT COSTS



2024 POLK CITY STREET REPAIR PROJECT

Polk City, Iowa
123.0771.01

Base Bid (5% Contingency):	\$226,100.00
Bid Alternate A (5% Contingency):	\$ 38,200.00
Bid Alternate B (5% Contingency):	\$ 19,400.00
Bid Alternate C (5% Contingency):	\$ 38,000.00
Bid Alternate D (5% Contingency):	\$ 17,400.00
Bid Alternate E (5% Contingency):	\$ 30,400.00
Bid Alternate F (5% Contingency):	\$ 60,000.00
Bid Alternate G (5% Contingency):	\$ 26,900.00
CONSTRUCTION TOTAL:	\$456,400.00

Notes

- (1) Assumes removal of 6" of subgrade and replacement with Class A Roadstone below 25% of patches.
- (2) Assumes unsuitable material below approximately 25% of patching will need to be reinforced with geogrid.

RESOLUTION NO. 2023-106

RESOLUTION ORDERING CONSTRUCTION OF CERTAIN PUBLIC IMPROVEMENTS, FIXING DATES FOR PUBLIC HEARING AND TAKING OF BIDS FOR 2024 STREET REPAIRS PROJECT

WHEREAS, it is deemed advisable and necessary to construct certain public improvements described in general as the 2024 Street Repairs Project. The Project includes the full depth PCC replacement of public streets, PCC driveway approach replacement, PCC crack sealing, and sidewalk repairs at various locations in Polk City, Iowa. The Project consists of approximately 700 SY of PCC Full Depth Repair, modifications to ten storm sewer structures, adjustments to two sanitary sewer manholes, and associated work; and

WHEREAS, the City Council has caused to be prepared plans, specifications, and form of contract, together with an opinion of probable construction cost, which are now on file in the office of the Clerk for public inspection, for the construction of said public improvements, and said plans, specifications and form of contract are deemed suitable for the making of said public improvements; and

WHEREAS, before said plans, specifications, form of contract and estimate of costs may be adopted, and contract for the construction of the public improvements is entered into, it is necessary to hold a public hearing and to advertise for bids:

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa:

Section 1. That it is hereby determined that it is necessary and advisable to construct certain public improvements described in general as the 2024 Street Repairs Project in the manner set forth in the plans and specifications and form of contract, above referred to, the costs thereof to be paid in accordance with the provisions as set forth in the published Notice of Hearing and Letting.

Section 2. That the amount of the bid security to accompany each bid shall be in an amount which shall conform to the provisions of the Notice to Bidders approved as a part of said specifications.

BE IT FURTHER RESOLVED, that the Clerk be and is hereby directed to publish Notice to Bidders once at least four (4) days but no more than twenty (20) days before **October 9, 2023** which is hereby fixed as the date of public hearing, in a legal newspaper, printed wholly in the English language, published at least once weekly and having general circulation in the City. Further, the Notice to Bidders shall be published in the Master Builders of Iowa Construction Update Network and on the City of Polk City website not less than thirteen (13) nor

more than forty-five (45) clear days prior to **October 4, 2023**, which is hereby fixed as the date for receiving bids. Said bids are to be filed prior to 10:00 a.m., on said date.

BE IT FURTHER RESOLVED, that bids shall be received and opened at a public meeting as provided in the Public Notice and results of said bids shall be considered at the meeting of this Council on **October 9, 2023 at 6:00 o'clock p.m.**

BE IT FURTHER RESOLVED, that the Clerk be and is hereby directed to publish Notice of Hearing once in said newspaper, said publication being not less than four (4) clear days nor more than twenty (20) days prior to the date hereinafter fixed as the date of the public hearing on the plans, specifications, form of contract and estimate of costs for said project, said hearing being at 6:00 o'clock p.m. on **October 9, 2023**.

PASSED AND APPROVED this 11 day of September 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

OPINION OF PROBABLE PROJECT COSTS

HIGH TRESTLE TRAIL TO NEAL SMITH TRAIL CONNECTOR PROJECT - PHASE 2



FINAL PLANS
POLK CITY, IOWA
PROJECT NO. 123.0333.01

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
EARTHWORK					
2.1	Clearing and Grubbing	1	LS	\$ 58,000.00	\$ 58,000.00
2.2	Topsoil, On-site	447	CY	\$ 15.00	\$ 6,705.00
2.3	Excavation, Class 10	258	CY	\$ 8.00	\$ 2,064.00
2.4	Excavation, Class 10, Contractor Furnished	234	CY	\$ 12.00	\$ 2,808.00
2.5	Compaction Testing	1	LS	\$ 2,500.00	\$ 2,500.00
STREETS AND RELATED WORK					
7.1	Shared Use Path, PCC, 5"	2350	SY	\$ 65.00	\$ 152,750.00
7.2	Special Subgrade Preparation for Shared Use Path	3276	SY	\$ 3.00	\$ 9,828.00
7.3	Shared Use Path Assurance Testing	1	LS	\$ 5,000.00	\$ 5,000.00
7.4	Subbase Over-excavation	741	TONS	\$ 40.00	\$ 29,640.00
TRAFFIC CONTROL					
8.1	Temporary Traffic Control	1	LS	\$ 2,500.00	\$ 2,500.00
SITE WORK AND LANDSCAPING					
9.1	Hydraulic Seeding, Seeding, Fertilizing, and Mulching, Type 2	0.9	ACRE	\$ 6,000.00	\$ 5,400.00
9.2	SWPPP Preparation	1	LS	\$ 2,500.00	\$ 2,500.00
9.3	SWPPP Management	1	LS	\$ 2,500.00	\$ 2,500.00
9.4	Filter Sock, 9 in.	4000	LF	\$ 3.00	\$ 12,000.00
9.5	Filter Sock, Removal	4000	LF	\$ 1.00	\$ 4,000.00
9.6	Silt Fence or Silt Fence Ditch Check	500	LF	\$ 4.00	\$ 2,000.00
9.7	Silt Fence or Silt Fence Ditch Check, Removal of Device	500	LF	\$ 1.00	\$ 500.00
MISCELLANEOUS					
11.1	Mobilization	1	LS	\$ 25,000.00	\$ 25,000.00
11.2	Concrete Washout	1	LS	\$ 5,000.00	\$ 5,000.00
Subtotal:					\$ 330,695.00
Contingency (5%):					\$ 17,305.00
CONSTRUCTION TOTAL:					\$ 348,000.00
TOTAL PROJECT COST:					\$ 348,000.00

RESOLUTION NO. 2023-107

RESOLUTION ORDERING CONSTRUCTION OF CERTAIN PUBLIC IMPROVEMENTS, FIXING DATES FOR PUBLIC HEARING AND TAKING OF BIDS FOR HIGH TRESTLE TRAIL TO NEAL SMITH TRAIL CONNECTOR PROJECT – PHASE 2

WHEREAS, it is deemed advisable and necessary to construct certain public improvements described in general as the High Trestle Trail to Neal Smith Trail Connector Project – Phase 2. The Project includes the construction of PCC Shared Use Path in Polk City, Iowa. The Project consists of approximately 2,350 SY of PCC Shared Use Path, and associated work; and

WHEREAS, the City Council has caused to be prepared plans, specifications, and form of contract, together with an opinion of probable construction cost, which are now on file in the office of the Clerk for public inspection, for the construction of said public improvements, and said plans, specifications and form of contract are deemed suitable for the making of said public improvements; and

WHEREAS, before said plans, specifications, form of contract and estimate of costs may be adopted, and contract for the construction of the public improvements is entered into, it is necessary to hold a public hearing and to advertise for bids:

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa:

Section 1. That it is hereby determined that it is necessary and advisable to construct certain public improvements described in general as the High Trestle Trail to Neal Smith Trail Connector Project – Phase 2 in the manner set forth in the plans and specifications and form of contract, above referred to, the costs thereof to be paid in accordance with the provisions as set forth in the published Notice of Hearing and Letting.

Section 2. That the amount of the bid security to accompany each bid shall be in an amount which shall conform to the provisions of the Notice to Bidders approved as a part of said specifications.

BE IT FURTHER RESOLVED, that the Clerk be and is hereby directed to publish Notice to Bidders once at least four (4) days but no more than twenty (20) days before **October 9, 2023** which is hereby fixed as the date of public hearing, in a legal newspaper, printed wholly in the English language, published at least once weekly and having general circulation in the City. Further, the Notice to Bidders shall be published in the Master Builders of Iowa Construction Update Network and on the City of Polk City website not less than thirteen (13) nor more than forty-five (45) clear days prior to **October 4, 2023**, which is hereby fixed as the date for receiving bids. Said bids are to be filed prior to 10:00 a.m., on said date.

BE IT FURTHER RESOLVED, that bids shall be received and opened at a public meeting as provided in the Public Notice and results of said bids shall be considered at the meeting of this Council on **October 9, 2023 at 6:00 o'clock p.m.**

BE IT FURTHER RESOLVED, that the Clerk be and is hereby directed to publish Notice of Hearing once in said newspaper, said publication being not less than four (4) clear days nor more than twenty (20) days prior to the date hereinafter fixed as the date of the public hearing on the plans, specifications, form of contract and estimate of costs for said project, said hearing being at 6:00 o'clock p.m. on **October 9, 2023.**

PASSED AND APPROVED this 11 day of September 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

AGENDA FOR POLK CITY LIBRARY BOARD MEETING
Polk City Community Library
1500 W. Broadway, Polk City, IA
Tuesday, September 5th, 2023 at 6:30 pm

- I. Call to order – Lisa called the meeting to order at 6:30pm
 - a. Board Members Present: Lisa Mart, Sara Olson, Rod Bergren, Justin Young
 - b. Board Members Absent: Angie Conley

II. Approval of the agenda Rod made a motion to approve the agenda upon the correction of the date Tuesday, September 5th, Sara seconded it. Motion passed unanimously.

III. Consent Items Sara made a motion to approve the consent items, Rod seconded it. Motion passed unanimously.

1. Approve the August 2023 Board Minutes
2. Approve July 2023 financial statements
 - a. July 2023 History
 - b. July 2023 Budget
 - c. July 2023 Revenue & Expenses

IV. Communication from the Public - None

V. Director's Report

Library Statistics:

- August Circulation and library usage
 - August 2023 circulation of 5,553 was a decrease of 1,134 checkouts compared to July 2023 and a decrease of 153 compared to August 2022.
 - 2,543 individuals visited the library in August. This is a decrease of 516 compared to July 2023. It is an increase of 137 visitors compared to August 2022.
 - 131 individuals attended passive adult library programs in August.
 - Library Patrons saved \$57,756 in August by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads, hotspot loans or Adventure Passes).
 - 32 passport applications were processed
 - 34 Adventure passes were used saving patrons \$1,752.
1. The city has purchased the adjacent property. The fire department is tentatively planning to burn the house and garage on Saturday, Oct. 21. This will likely create parking issues for the library.
 2. Director Noack has received a summons for jury duty beginning Sep 26, 2023.
 3. Library carpets and hard floors have been professionally cleaned.
 4. I spoke with Jason Thraen regarding library/rec facility. We agreed to wait until the city goal setting session in November to see where the council stands. Although the land was purchased next to the library, this doesn't mean it necessarily is already decided any potential library expansions would go there. This meeting will be set to look out at the next 3-5 years.
 5. The Polk County Board of Supervisors approved the 3-year contract with the Polk County Library Association on August 22. PCLA president, [Kim Kietzman](#) was present. The PCLA will meet this Thursday, Sep 7, 2023 to prepare the notice of change in services that will be sent to the Polk County Board of Supervisors. We will also begin work on a unified message to rural library patrons explaining the changes that are expected to go into effect on January 1, 2024. Biblionix, our ILS provider, is already working on the updates needed to our system to implement these changes.
 6. The Polk County Trustee Meeting will be held on Sep 26, 2023 at the Mitchellville Community Room. Lisa, Sara, and Justin have indicated that they can attend.
 7. After discussion with the city administrator, we are looking at scaling back passport appointments. We are considering offering appointments only on Tuesdays and Thursdays and every other Saturday. On the

weeks we do not have Saturday appointments, we would offer Friday appointments. The city makes \$35 per passport and charge \$15 per pictures. There is \$10 in postage to send them out. In a week, the library tries to do no more than 15. This would take things down to 10 or so per week. Saturday appointments are in high demand and there isn't staff to man the front desk and do appointments.

8. The library is experiencing a larger than usual number of unreturned items. Currently 15/29 items more than 3 weeks overdue are from patrons who reside in other communities. 3/8 patrons had "temporary membership", meaning they had restricted privileges until they provided proof of address. I will be looking at making changes to the Temporary Membership part of our Circulation policy. Suggestion was made to limit new patrons to 3 items the first time you check out. There isn't a good way to enforce this due to not being able to track dates of membership sign up.
9. Due to scheduling conflicts, library staff are unable to attend the ILA annual conference or the ARSL annual conference. Director will look at moving training funds to another line item if not used to attend these conferences.
10. There is a public hearing tomorrow, September 6 at noon regarding the Governor's Boards & Commissions Review Committee's recommendation to remove the governing authority of the Iowa Commission on Libraries, making it advisory instead. I have contacted Polk City's legislators opposing this change.
 - a. The State Library of Iowa was included in the SF514 reorganization of state government. The new law, found in Chapter 8 of the Code of Iowa (specifically 8A.203), states that the State Library is now part of the Division of Administrative Services (DAS).
 - b. There are many changes in the new law:
 - i. The Commission no longer hires the State Librarian
 - ii. The Commission no longer has budgetary authority
 - iii. The language of the old law stated "The Commission shall adopt rules under chapter 17A for carrying out the responsibilities of the division." The new language states "The Commission shall adopt rules under chapter 17A for carrying out the responsibilities of the department as it relates to library services duties of the department."
 - c. Historical context:
 - i. From 1986 to 1992, the State Library was placed under the Department of Cultural Affairs and the Commission did not have governing authority.
 1. During this time, the State Library faced massive budget cuts. This money has not returned to previous levels of funding.
 2. There was legislation to eliminate the Regional Library System
 - ii. In 1992, the State Library was placed under the Department of Education and governing authority was returned to the Commission.
 1. Enrich Iowa, Accreditation Standards, Library Certifications and Continuing Education, Interlibrary Loan and more came from this arrangement
11. The Friends of the Library book sale will be held September 16.
12. The Friends of the Library will sponsor train rides at Fall Fest on September 30.

VI. Liaison report - None

VII. Board Education: (began at 6:55) Sara Olson: Friends vs. Foundations - Friends groups tend to be smaller and made up with Foundation is more long term - facility projects - newer concept - foundations tend to provide more trust to donors. Funds can be invested prior to usage. Some foundations have employees if really large. Merged groups between the two are gaining in popularity to help the community understand what the group would do. We need to clarify the roles of both groups and what they do to the community. You need to file a 501(c)3 to your state to get a tax exemption. The most common complaint from citizens is that these groups aren't filed with the state. It was advised not to just simply answer questions, but actually make a case why you deserve it. It is recommended to have the help of an attorney, whether purchased or someone would be willing to volunteer time.

For a friends group- have a member of the board appointed to be a liaison with the group, and have a person from the friends attend board meetings. Yearly meetings should be scheduled to discuss goals. There should also be memorandums of understanding between each group so they know what to understand from each other and it makes it clear long term what each group is committed to as members cycle in and out. This should be reviewed and amended annually. The trustees of the library should try to take leadership roles in friendship groups, but it isn't recommended to become board members of that group too. This can lead to conflicts of interest as one person has too much say over decision making. The director of the library has to be careful not to overstep boundaries of

loaning out spaces and doing too much of the work for the group. A friends group should plan their own events and be self-sustaining. Political candidates cannot be involved with this group. If friends groups won't spend the money, donors or the board can sue the group because their memorandums and goals can be read as a contract legally. An example was given that a current friends group of the library has it written into their contract that they must spend a certain amount of money they have in their account. The American Library Association has a video learning session on September 12th that will be happening. The director mentioned that this learning could be a possibility.

Benefits of a foundation- by raising private dollars, donors may be more likely to give money than they would be to donate to a public group. Can be through endowments, investments, life insurance, and donations. Foundations focus their efforts on the entire library system. You would need to file with the secretary of state, select officers, prepare by-laws, and apply for tax exempt status. Public funds cannot be used to set up and establish a foundation. You could use private funds or donations, such as friends' dollars. The goal is to bring in individuals in the public to help raise funds and get the word out about what it does. Must set up good communication with the library trustees. This can be seen in multiple ways, such as having trustees on the foundation board or keeping them completely separate.

Having a joint facility between the library and parks and recreation in the future could create complications about what type of foundation is being formed and what its purpose is. As an example, when the current library was built, the foundation that was established to build it essentially went defunct and stopped being in use. The director would like to see a foundation like this continue to exist after any future building projects were completed to continually look for ways to better the library and its system. The library currently has a friends group and so does parks and recreation. Neither one currently has a foundation. ALA sign up to get more information about this would cost a few hundred dollars. This stopped at 7:15.

The next Board Education will be based around board members who attend training in Mitchellville reporting out on what was discussed.

VIII. Agenda Items

1. Review Tier Standard Section 1: Library Governance- The board has written bylaws, decides on budgeting for the library, it meets no fewer than 10 times per year, and it reviews key policies at least every three years. All members should get 3-5 hours of training per year. The library receives funding from the city and the state government for rural patrons.
2. Review Unattended Child Policy- current rule is for children 6-7 must be watched for a supervisor 14 years or older. A suggestion was made to allow children being dropped for library programming to be unsupervised.
3. Discuss plans for establishing a library foundation- With the city planning meeting in November, this will be tabled for future meetings. The idea was given to find other nearby libraries that have foundations to see some basic logistics such as how many members they have on boards and how often they meet. This will be checked as the director goes to Polk County meeting. Going to visit the Grimes library construction site and meet with their director.
4. Discuss the possibility of using money from our Trust account to offset the cost of installing a study pod. There is currently about \$11,000 in trust account. The friends group has committed to spending \$5,000-\$6,000. The cost for the pod is about \$35,000 one year ago. Friends group is reaching out to other sources such as Mid-American energy to donate money to offset the cost. Director went to Ames to see their study pod at a cost of around \$50,000. A smaller pod is possible due to funding, but smaller ones aren't handicap accessible due to an inch lip on the edge and is smaller, about the size of a restaurant booth. This money in the past has been used for features such as setting up Libby app and buying STEM backpacks. The money for this grant was originally \$20,000 and still has half of it available for use 5 years late, so the director feels like it has been used sparingly as needed. The timeframe for this is that it has to be spend by May. To access this money, it must be voted on by the board. This is a highly requested item/space consistently.
5. Present [FY23 State Report](#)- Physical items is less than previous year largely due to lacking shelf space and needing to weed titles. Increases were seen on things like children's book and adult circulation. Books on CD saw a drastic decrease by almost 40%. Hotspots also saw a large increase. Patrons increased by 6% and people coming into the building was up 13%. For programming numbers, they re down by large percentages due to lack of a children's librarian until late 2022. The state does not count programs where there is not a library staff person providing instruction as a program where you can count participation. This also does not count programs at Luana Bank Community Bank because children and parents did not come into the building, which impacts numbers where over 750 people attended those types of programs.
6. Approve Resolution 2024-02L authorizing the purchase of a Kyocera TASKalpha 2554ci printer with processor, finisher & stand in the amount of \$4,722.28 or to enter a 60-month [lease agreement](#) with Banleaco for the same machine for \$109.03/month. Justin made a motion to purchase instead of lease. Rod seconded. Discussion commenced. There are two copy/printers available in the library. The one by the

patron computers is leased, the one by the front door is purchased outright. The purchased one was bought used and has been in place for six years. The director has been told if anything breaks, it can't be serviced due to parts not being made anymore. With purchase, the ink shows up and is not purchased separately with either decision. The library consistently goes over for copies. The cost per copy over the allotment given to the library will be half of what it currently is. This would lead to a reduction in quarterly bills overall for copies, which is around \$200 per quarter. That savings would be in place for either renting or purchase. It does come with a warranty. The price shown includes a \$500 charge for a finisher that does the stapling and folding for packets. This will save a lot of time on staff. The only benefit for leasing is not having the expense all at once. The director stated funding the machine is not an issue. Motion passed unanimously.

7. Approve closing the library on Friday, October 6 from 12:00-1:30 for city lunch chili cook off. Sarah motioned to approve and Rod seconded. Motion passes.
8. Approve closing the library on Saturday, December 23, 2023. Rod motioned to approve. Sarah seconded. Saturdays are typically the slowest day of the week. On previous years when this has happened on the calendar, the building has been closed. The last time this was on a Saturday, 11 patrons came. Motion passed.

Director Noack went over the contract. The Polk County Board of Supervisors will ideally review this contract at a meeting in August.

Additional Board Education starting at 7:50pm
Grant Opportunities Through Prairie Meadows
Deadline for grants previous year was February 24th

Prairie Meadows [Community Betterment Grant](#)

\$100-\$99,999

Library fits the criteria of education, must be non-profit status

Have given grants to Norwalk library, Des Moines Library, Johnston Library

Prairie Meadows [Legacy Grant Program](#)

\$100,000-\$1 million

Not available to apply if doing community betterment

Must have secured 50% of funding for project, grant cannot be for more than 25%

Would be good to apply for in middle stages, not initial

Des Moines Library received \$1 million, only library listed as being awarded

[Polk County Community Grants](#)

Several libraries received a few thousand dollar grants- Des Moines, Bondurant

[Iowa Economic Development Authority](#)- administers federal community block grants

Projects must primarily benefit low and moderate income people

Based on population, Polk City could apply for up to \$600,000

[Iowa Public Library Grant Program Through the Carver Trust](#)

Up to \$80,000 available on a grant specifically for building costs

[Ankeny Community Library Friends Page](#)

IX. Adjourn – Sarah made the motion to approve adjournment and Rod seconded. Motion passed unanimously.

Next Meeting October 2nd at 6:30 pm

Mission Statement: The Polk City Community Library provides a place where all can meet, learn, and grow.

Library Director's Report August 2023

Library Statistics:

- August Circulation and library usage
 - August 2023 circulation of 5,553 was a decrease of 1,134 checkouts compared to July 2023 and a decrease of 153 compared to August 2022.
 - 2,543 individuals visited the library in August. This is a decrease of 516 compared to July 2023. It is an increase of 137 visitors compared to August 2022.
 - 131 individuals attended passive adult library programs in August.
 - Library Patrons saved \$57,756 in August by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads, hotspot loans or Adventure Passes).
 - 32 passport applications were processed
 - 34 Adventure passes were used saving patrons \$1,752.

- The city has purchased the adjacent property. The fire department is tentatively planning to burn the house and garage on Saturday, Oct. 21. This will likely create parking issues for the library.
- Director Noack has received a summons for jury duty beginning Sep 26, 2023 .
- Library carpets and hard floors have been professionally cleaned.
- I spoke with Jason Thraen regarding library/rec facility. We agreed to wait until the city goal setting session in November to see where the council stands.
- The Polk County Board of Supervisors approved the 3-year contract with the Polk County Library Association on August 22. PCLA president, Kim Kietzman was present. The PCLA will meet this Thursday, Sep 7, 2023 to prepare the notice of change in services that will be sent to the Polk County Board of Supervisors. We will also begin work on a unified message to rural library patrons explaining the changes that are expected to go into effect on January 1, 2024. Biblionix, our ILS provider, is already working on the updates needed to our system to implement these changes.
- The Polk County Trustee Meeting will be held on Sep 26, 2023 at the Mitchellville Community Room. Lisa and Sara have indicated that they can attend.
- After discussion with the city administrator, we are looking at scaling back passport appointments. We are considering offering appointments only on Tuesdays and Thursdays and every other Saturday. On the weeks we do not have Saturday appointments, we would offer Friday appointments.
- The library is experiencing a larger than usual number of unreturned items. Currently 15/29 items more than 3 weeks overdue are from patrons who reside in other communities. 3/8 patrons had "temporary membership", meaning they had restricted privileges until they provided proof of address. I will be looking at making changes to the Temporary Membership part of our Circulation policy.
- Due to scheduling conflicts, library staff are unable to attend the ILA annual conference or the ARSL annual conference.
- There is a public hearing tomorrow, September 6 at noon regarding the Governor's Boards & Commissions Review Committee's recommendation to remove the governing authority of the Iowa Commission on Libraries, making it advisory instead. I have contacted Polk City's legislators opposing this change.
 - The State Library of Iowa was included in the SF514 reorganization of state government. The new law, found in Chapter 8 of the Code of Iowa (specifically 8A.203), states that the State Library is now part of the Division of Administrative Services (DAS).
 - There are many changes in the new law:
 - i. The Commission no longer hires the State Librarian
 - ii. The Commission no longer has budgetary authority
 - iii. The language of the old law stated "The Commission shall adopt rules under chapter 17A for carrying out the responsibilities of the division." The new language states "The Commission shall

adopt rules under chapter 17A for carrying out the responsibilities of the department as it relates to library services duties of the department.”

o Historical context:

i. From 1986 to 1992, the State Library was placed under the Department of Cultural Affairs and the Commission did not have governing authority.

- During this time, the State Library faced massive budget cuts
- There was legislation to eliminate the Regional Library System

ii. In 1992, the State Library was placed under the Department of Education and governing authority was returned to the Commission.

- Enrich Iowa, Accreditation Standards, Library Certifications and Continuing Education, Interlibrary Loan and more came from this arrangement

- The Friends of the Library book sale will be held September 16.
- The Friends of the Library will sponsor train rides at Fall Fest on September 30.

LIBRARY -AUGUST 2023 STATS SNAPSHOT	August 2022	August 2023	July 2023
Total Visitors	2,406	2,543	3,059
People Checking Out	453	464	513
Polk City Cardholders	402	399	436
Polk City Checkouts	4,156	3,570	4,321
Open Access Cardholders	24	27	32
Open Access Checkouts	308	308	447
Rural Cardholders	27	38	45
Rural Checkouts	298	494	621
Bridges E-book/Audiobook Checkouts	914	1,156	1,264
Outgoing ILL Books	30	25	34
Total Checkouts (incl. Bridges & Outgoing ILL)	5,706	5,553	6,687
Auto Renewals	793	872	894
Total Checkouts (adjusted for auto-renewal)	4,913	4,681	5,793
Incoming ILL Books	30	47	18
Reserves Placed	306	321	308
Materials Added	158	113	53
Materials Withdrawn	112	1,248	11
New Cards Issued	25	24	38
Computer Users	36	30	42
WiFi Users (on site)	399	571	726
AWE Station Usage	183	125	270
AWE Games Played	230	319	562
Adult Programs	18	19	18
Adult Program Attendance	159	131	133
Youth Programs	2	0	20
Youth Program Attendance	11	0	705
Tutoring	3	15	20
No. of Meeting Room Uses by Outside Groups	0	5	2
Patron Savings (physical materials only)	\$59,091	\$57,756	\$71,420
Passports	48	32	25
Blank Park Zoo Adventure Pass (\$60)	16	12	13
Science Center of Iowa Adventure Pass (\$60)	7	9	16
Botanical Gardens Adventure Pass (\$42)	3	4	4
Des Moines Children's Museum (\$36)	2	5	3
Reiman Gardens (\$36)	5	4	5
Iowa Arboretum (\$22)	NA	0	0
TOTAL ADVENTURE PASS SAVINGS	\$1,356	\$1,752	\$2,196
Summer Reading Signups (0-11) as of 6/30			
Summer Reading Signups (12-17) as of 6/30			
Adult Reading Participation as of 6/30			
Social Media Page Views (Aug 1-31)	163	328	782
Social Media Post Reach (Aug 1-31)	2,447	1,716	3,648
New Social Media Followers(Aug 1-31)	not reported	1	3
New Social Media Likes (Aug 1-31)	18	10	13
Website Views	2,492	2,320	not available

RESOLUTION 2024-02L

**A RESOLUTION AUTHORIZING THE LIBRARY DIRECTOR TO
PROCEED WITH PURCHASING A KYOCERA TASKALFA 2554ci
PRINTER IN ACCORDANCE WITH THE BUDGET**

WHEREAS, the Polk City Community Library has an established budget for equipment replacement for library equipment; and

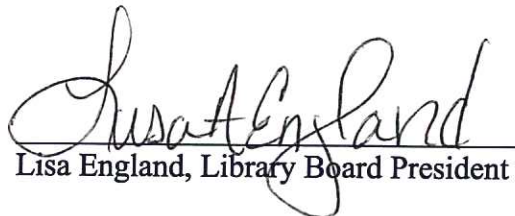
WHEREAS, the Library Director has reviewed a proposal from our current vendor; and

WHEREAS, the purchase is made using AEPA pricing # IFB 021C; and

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of the Polk City Community Library recommends paying Copy Systems, Inc. in the amount not to exceed \$5,000 for the purchase of the following as allocated by the fiscal year 2024 budget:

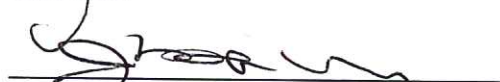
- Kyocera TASKalfa 2554ci Printer
- 320 Dual Scan Document Processor
- Internal Finisher
- Copier Cabinet Stand

PASSED AND APPROVED the 5th day of September 2023.



Lisa England, Library Board President

ATTEST:



Jamie Noack, Library Director

Polk City Community Library

Unattended Children Policy

The Polk City Community Library Board of Trustees takes seriously its responsibility to promote a safe, welcoming, and secure environment for customers of all ages. Creating such an environment requires the participation of all who use the library. Children and their parents are entitled to experience the library without fear or concern for their basic safety.

A parent or accompanying caregiver is responsible for monitoring and controlling a child's behavior while at the library.

REGULATIONS

- Children ages 5 and under: All children 5 and under shall be within view of a parent or caregiver (age 14 or older) at all times while at the library.
- Children ages 6 and 7: All children 6 and 7 shall have a parent or caregiver (age 14 or older) in the building at all times while they are at the library. Exceptions may be granted for library sponsored programming.
- Children ages 8 and older: All children ages 8 and older may stay at the library unaccompanied unless their behavior becomes a problem, in which case a parent will be called.

PROCEDURE

When children are left unattended inside the library, the librarian should try and identify and locate the parents or caregiver. If such a person cannot be contacted within one hour, the police will be called.

If the library is closing and the parents or responsible person has not been located, a staff member will wait with the child.

The parents will be warned that if the situation occurs again they will be charged \$12.50 for every 15 minutes the staff member stays with the child. If the charge is not paid, library privileges will be suspended until the bill is paid in full.

Board Approved: 7/2005

Revised: 9/2011

Reviewed: 1/7/2019

Reviewed: 1/4/2021

Reviewed: 9/5/2023

President





City of Polk City, Iowa

City Council Agenda Communication

Date: September 11, 2023
To: Mayor, City Council, & City Manager
From: Karla Hogrefe - Fire Chief
Subject: Part-Time Pay Rate Approval

BACKGROUND: Dottie Parsons has stepped down from her role of Captain effective 9/3/2023. Dottie has served as the EMS Captain since October 2022 and before that, she served as a Lieutenant for a year. Dottie has a new position in the EMS program at DMACC and no longer has the additional time to commit as a Captain. Dottie will remain on the department as a Part-Time Firefighter/Paramedic.

ALTERNATIVES: N/A

FINANCIAL CONSIDERATIONS: The following is the adjustment in hourly pay according to the pay scale approved by the Council.

Dottie Parsons, Captain Firefighter/Paramedic of \$24.66 to Firefighter/Paramedic hourly rate of \$22.66.

RECOMMENDATION: Approve pay rate adjustment.

Polk City Water Department

Monthly Report

Month August

Year 2023

Total Water Pumped 25,489,900 Gallons
Monthly Daily Avg 822,254 Gallons

Testing Results

- **SDWA Bacteriological Coliform Analysis Absent University Hygienic Lab.**
Fecal Coliform Analysis- Sample incubated 35c for 48 hrs then examine for gas production. Gas production verifies presence of fecal coliform organisms.
- **Fluoride Analysis 1.03 University Hygienic Lab.**
A fluoride concentration of approx. 1mg/l in drinking water effectively reduces dental caries without harmful effects on health. MCL for fluoride is 4.0 mg/l.
Fluoride at Plant- Monthly Average .76 mg/l Polk City Lab.
Fluoride in System- Monthly Average .72 mg/l Polk City Lab.
- **Chlorine Free At Plant- Monthly Average 1.85 mg/l Polk City Lab.**
Chlorine Total at plant- Monthly Average 2.74 mg/l Polk City Lab.
Chlorine Free in System- Monthly Average .89 mg/l Polk City Lab.
Chlorine Total in System- Monthly Average 1.09 mg/l Polk City Lab.
Chlorine requirement is the quantity of chlorine that must be added to H₂O to achieve complete disinfection of pathogens and protozoa. Chlorine residuals will vary widely depending on organic loading. We also use chlorine to oxidize iron prior to filtration.
- **Iron Raw Water- Monthly Average 6.47 mg/l Polk City Lab.**
Iron Finish Water- Monthly Average .05 mg/l Polk City Lab.
Iron System Water- Monthly Average .05 mg/l Polk City Lab.
Iron occurs in rocks and minerals in the earth's crust. It's the 4th most abundant element respectively. Iron has no effect on human health; its main objection is aesthetics. Concentrations of Iron in finish H₂O should be between 0.03-0.06mg/l.
- **Manganese Raw Water- Monthly Average 0.322 mg/l Polk City Lab.**
Manganese Finish Water- Monthly Average 0.161 mg/l Polk City Lab.
Manganese System Water- Monthly Average 0.057 mg/l Polk City Lab.
Manganese also occurs in rocks and the earth's crust. It is the 7th most abundant element. Manganese is extremely difficult to remove. Concentrations of Manganese in finish H₂O should not exceed 0.05mg/l or black staining of plumbing fixtures may occur. No effect on human health.
- **pH Raw Water Monthly Average 7.7 mg/l Polk City Lab.**
pH Finish Water-Monthly Average 7.6 mg/l Polk City Lab.
pH System Water- Monthly Average 8.2 mg/l Polk City Lab.
pH scale ranges from 0-14 with 7 being considered neutral. Below 7 becomes corrosive to plumbing, above 7 tends to deposit minerals in plumbing. We add caustic soda to maintain proper pH, which should range between 7.5-7.9 in finish water.

Total Tests Performed- Polk City Lab _____

Total Hours to perform tests _____



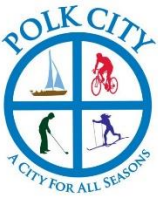
City of Polk City, Iowa

City Council Agenda Communication

Date: September 11, 2023 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Jason Thraen, Parks & Recreation Director

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

1. Registration for fall programming opened for Polk City residents on Monday, August 14th at 8am. Registration for non-residents opened Monday, August 21st at 8am.
2. Staff, along with Go Polk City, began planning for the 3rd annual Fall Fest. This family friendly event will take place September 30th from 3-7pm and coincide with “Fenders Fest,” hosted by Fenders Brewing.
3. August 5th Yoga in the Park had 18 attendees.
4. August 11th Movie in the Park, sponsored by Measure and Polk City Veterinary Hospital, had 57 attendees.
5. August programming included Art in the Park Camps (2), Start Smart Move & Play, Adult Softball League, and Senior Social Hour.
6. Sports Complex baseball/softball fields had 25 reservations in August. 138 total field reservations in 2023.
7. Miller Park Shelter House had 5 private rentals in August. 32 total rentals in 2023.



City of Polk City, Iowa

City Council Agenda Communication

Date: September 11, 2023 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Jason Thraen, Parks & Recreation Director

Subject: **Set Pay for Tanner Ramsey, Recreation Specialist**

BACKGROUND: Tanner Ramsey has been a valuable seasonal employee for Polk City Parks & Recreation in 2022 and 2023. In 2023 he was promoted from Recreation Assistant 1 to Recreation Assistant 2. Tanner's dedication to the department is tremendous and his work ethic is second to none. Tanner has been offered and accepted a Recreation Specialist position. This part-time role will include assisting with programs, site supervision, and park/field maintenance.

ALTERNATIVES: N/A

FINANCIAL CONSIDERATIONS: Set pay to \$14.50 per hour.

RECOMMENDATION: It is my recommendation that city council approve the proposed wage of \$14.50 per hour for Tanner Ramsey.



City of Polk City, Iowa City Council Agenda Communication

Date: September 11, 2023 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager
Subject: Amend the 5-year Staffing Plan

BACKGROUND: On Monday the City Council will review a proposed amendment to the 5-year staffing plan. The proposed amendments are in red.

There are only two changes to the staffing plan. The first change is in the Police Department. We had originally planned to add a 9th full-time employee to the Police Department next fiscal year, FY2025. However, we were able to add that position in the FY2024 budget. That position has already been approved.

The other changes are related to adding employees to the Building Department. There were not any original plans to add building department officials when the city adopted the plan back in 2020. The city has recently hired a Building Official for FY2024 and would more than likely add an Inspector position in FY2025. That adjustment is reflected in the staffing plan. The Building Official position has been filled.

Also, it's important to know that this is just a plan, and the City Council must approve all new positions through an annual budget. The Police Sergeant and Building Official position have been approved by the City Council; however, the Building Inspector position has not been approved. It is important to have a plan in place, however, the plan can change at any time.

ALTERNATIVES: Do not approve the amendment

FINANCIAL CONSIDERATIONS: Financial considerations for the Police Sergeant position that has moved from FY2025 to FY2024 are \$124,400. This includes salary and all employee benefits. Financial considerations for the Building Official and Inspector position annually are estimated at \$271,725, which includes salary and all employee benefits. This could provide cost savings for the city. Although we are taking on new expenses for the building department, we would no longer outsource building inspections, and we estimate this could be a cost savings for the city.

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

5 and 10-Year Staffing Plan	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	FY29-30	Pct Inc
Administration	4.00	4.00	4.00	4.00	4.00	5.00	5.00	5.00	5.00	5.00	25%
Police Officers	7.00	8.00	8.00	9.00	9.00	9.00	10.00	10.00	11.00	11.00	57%
Police Administrative Staff	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	100%
Fire Department	1.00	2.00	3.00	4.00	4.00	5.00	5.00	6.00	6.00	7.00	600%
Library	3.00	3.00	3.00	3.00	3.00	3.00	4.00	4.00	4.00	4.00	33%
Parks and Recreation	1.00	1.00	1.00	1.00	1.00	2.00	2.00	2.00	2.00	2.00	100%
Public Works	7.00	7.00	8.00	8.00	8.00	9.00	9.00	10.00	10.00	11.00	57%
Community Development/Building Dept.	-	-	-	1.00	2.00	2.00	2.00	2.00	2.00	2.00	200%
Human Resources	-	-	-	-	-	-	-	-	-	-	0%
IT	-	-	-	-	-	-	-	-	-	-	0%
Marketing and Communications	-	-	-	-	-	-	-	-	-	-	0%
Total	23.00	25.00	27.00	30.00	32.00	36.00	38.00	40.00	41.00	43.00	87%
Population	5,700	5,848	6,000	6,156	6,316	6,481	6,649	6,822	6,999	7,181	
Employees per 1,000 Residents	4.0	4.3	4.5	4.9	5.1	5.6	5.7	5.9	5.9	6.0	

CITY OF POLK CITY
5 YEAR STAFFING PLAN

DEPARTMENT: Police Department

POSITION: ~~Full Time Police Officer~~ **Police Sergeant**

PROPOSED FISCAL YEAR FOR NEW HIRE: ~~FY24-25 July 1, 2024-June 30, 2025~~ **FY23-24 July 1, 2023-June 30, 2024**

SOURCE OF REVENUE: General Fund

ESTIMATED SALARY & BENEFIT COST: ~~\$101,867~~ **\$124,400**

Justification for Position:

The addition of a 9th full-time officer will assist the department in continuing to provide a service to the Polk City community that they have developed an expectation for. This position would also allow for additional shift relief and coverage in the evenings and at night. There is an opportunity to further reduce overtime costs by adding this staff position, and that would be provided in the future.

~~In FY25 it is estimated that the population of Polk City will be 6,316. This 9th position will put the Police Department staffing at 1.42 per 1,000 population. This position will really help us to continue to narrow the gap for coverage across the Des Moines metro, with an average of 1.52 police officer per 1,000 population.~~

CITY OF POLK CITY
5 YEAR STAFFING PLAN

DEPARTMENT: Building Department

POSITION: Building & Zoning Official

PROPOSED FISCAL YEAR FOR NEW HIRE: FY23-24 July 1, 2023-June 30, 2024

SOURCE OF REVENUE: General Fund

ESTIMATED SALARY & BENEFIT COST: \$143,766

Justification for Position:

The addition of this position is driven by building and development within Polk City. This position will be the first position within the City's Building Department. The city has been outsourcing building inspections, and as the department develops, plan to bring the service in-house under the City of Polk City.

This position will provide technical services and oversight to assure buildings constructed in the City are safe for use and occupation, in compliance with the City building codes and other related laws and ordinances; Conducts inspections to assure that properties are developed and maintained in conformance with the City's zoning and nuisance ordinances and other related codes.

CITY OF POLK CITY
5 YEAR STAFFING PLAN

DEPARTMENT: Building Department

POSITION: Building Inspector

PROPOSED FISCAL YEAR FOR NEW HIRE: FY24-25 July 1, 2024-June 30, 2025

SOURCE OF REVENUE: General Fund

ESTIMATED SALARY & BENEFIT COST: \$127,960

Justification for Position:

The addition of this position is driven by building and development within Polk City. This position will provide assistance to the Building and Zoning Official and work directly with that position to provide technical services and oversight to assure buildings constructed in the City are safe for use and occupation, in compliance with the City building codes and other related laws and ordinances. This position will also conduct inspections to assure that properties are developed and maintained in conformance with the City's zoning and nuisance ordinances and other related codes.



City of Polk City, Iowa

City Council Agenda Communication

Date: September 11, 2023
To: Mayor, City Council and City Manager
From: Karla Hogrefe – Fire Chief
Subject: GEMT Participant Resolution Agreement

BACKGROUND: We hired Roe Consulting LLC to assist with the Ground Emergency Medical Transportation Program last council meeting. GEMT is a program that offers reimbursements from Medicaid for private and public EMS agencies. In order to move forward with the program the attached resolution participation agreement must be approved by Council.

ALTERNATIVES: N/A

FINANCIAL CONSIDERATIONS: N/A

RECOMMENDATION: I recommend that you approve the participation agreement so we can move forward with this program.

RESOLUTION NO. 2023-108

RESOLUTION APPROVING INTERGOVERNMENTAL TRANSFER OF PUBLIC FUNDS AGREEMENT BETWEEN THE IOWA DEPARTMENT OF HEALTH AND HUMAN SERVICES AND CITY OF POLK CITY

WHEREAS, the Ground Emergency Medical Transportation (GEMT) Program is a voluntary program that allows publicly owned or operated emergency ground ambulance transportation providers to receive supplemental payments that cover the difference between a provider's actual costs per GEMT transport and the Medicaid base payment, mileage and other sources of reimbursement; and

WHEREAS, completion of the Intergovernmental Transfer of Public Funds Agreement is required for GEMT participation; and

WHEREAS, Intergovernmental Transfer of Public Funds Agreement covers the period beginning on or after July 1, 2024 and ending June 30, 2025; and

WHEREAS, the City desires to provide for an intergovernmental transfer of funds to the Iowa Department of Health and Human Services in order to provide the non-federal share of the reconciled cost reimbursement amount for the uncompensated Medicaid cost associated with GEMT services;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF POLK CITY, IOWA: That the Resolution Approving Intergovernmental Transfer of Public Funds Agreement between the Iowa Department of Health and Human Services and the City of Polk City is hereby approved, the City Clerk is hereby authorized to execute said Agreement on behalf of the City, and the City Clerk to attest to such signature, if necessary.

PASSED AND APPROVED this 11 day of September 2023.

By: _____
Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

**INTERGOVERNMENTAL TRANSFER OF PUBLIC FUNDS AGREEMENT
BETWEEN
THE IOWA DEPARTMENT OF HEALTH AND HUMAN SERVICES AND**

Ground Emergency Medical Transportation Provider (GEMT Provider)

This Intergovernmental Transfer Agreement (Agreement) is entered into between the Iowa Department of Health and Human Services (HHS) and the ground emergency medical transportation (GEMT) Provider. It provides for an intergovernmental transfer of funds to the HHS from the GEMT Provider in order to provide the non-federal share of the reconciled cost reimbursement amount for the uncompensated Medicaid cost associated with GEMT services.

The GEMT Provider is authorized by House File (HF) 2285 of the 2018 Iowa legislative session to enter into and carry out an Intergovernmental Transfer (IGT) Agreement to transfer funds through IGTs to the HHS for use as the non-federal share of Medicaid expenditures.

AGREEMENT

1. **GEMT Program Compliance.** Attached hereto as Attachment A is State Plan Amendment IA-19-002 (SPA), which address the GEMT Program. The GEMT Provider shall at all times comply with all requirements of the SPA.
2. **Compliance with Provider Agreement and GEMT Program Eligibility.** The GEMT Provider's Iowa Medicaid Provider Agreement is incorporated herein by reference. The parties stipulate to the inclusion of any future amendments or replacement of any such Provider Agreements by this reference. The GEMT Provider hereby represents, warrants and covenants that is and at all relevant times will be an Eligible GEMT Provider as that term is defined in the SPA. If at any time the GEMT Provider's status changes such that it is no longer an Eligible GEMT Provider, the GEMT Provider shall immediately notify the HHS.
3. **Fund Transfer.** The GEMT Provider agrees to transfer funds to HHS at the times and in the amounts determined in accordance with the following paragraphs of this Agreement. The transfer shall be made prior to the payment by HHS for the uncompensated Medicaid cost associated with GEMT services. The GEMT Provider will transfer funds to HHS equivalent to the non-federal share of the payments to be made upon notification by HHS.
4. **Funds Certification.** The GEMT Provider shall certify that the funds transferred qualify for federal financial participation (FFP) pursuant to 42 CFR part 433 subpart B, and are not derived from impermissible sources such as recycled Medicaid payments, federal money excluded from use as State match, impermissible taxes, and non-bona fide provider-related donations. Impermissible sources do not include revenue received from programs such as Medicare or Medicaid to the extent that the program revenue is not obligated to the State as the source of funding.

payments that exceed the permissible amount allowed pursuant to the SPA, the parties hereby deem the excess funds received by the GEMT Provider to be an “overpayment” subject to return to the HHS within 60 days pursuant to Section 2.5 of the Provider Agreement.

8. **Assignment:** This Agreement is not assignable.
9. **No Third Party Beneficiaries.** There are no third party beneficiaries to this Agreement. This Agreement is intended only to benefit the HHS and the GEMT Provider.
10. **Amendment:** This Agreement may be modified at any time by the written agreement of both parties.
11. **Term & Termination:** This Agreement covers the period beginning on or after July 1, 2024 and ending June 30, 2025. This Agreement may be canceled by either party after giving thirty (30) days prior notice in writing to the other party. All obligations of the parties incurred or existing under this Agreement as of the date of expiration or termination survive the expiration or termination of the Agreement.
12. **Execution:** In consideration of the mutual covenants in this Agreement and for other good and valuable consideration, the receipt, adequacy and legal sufficiency of which are hereby acknowledged, the parties have entered into this Agreement and have caused their duly authorized representatives to execute this Agreement.

GEMT Provider Name

Authorized Representative Signature

Date

Authorized Representative Printed Name

Authorized Representative Title

IOWA DEPARTMENT OF HEALTH AND HUMAN SERVICES

Director

Date

Updated July 26, 2023

Attachment A – Approved State Plan Amendment IA-19-002

State/Territory:

IOWA

Methods and Standards for Establishing Payment Rates for Other Types of Care**Supplemental payment for publicly owned or operated ground emergency medical transportation providers**

This program provides supplemental payments for eligible Ground Emergency Medical Transportation (GEMT) providers that meet specified requirements and provide GEMT services to Iowa Medicaid members.

Supplemental payments provided by this program are available only for the uncompensated and allowable direct and indirect costs incurred by eligible GEMT providers while providing GEMT services to Iowa Medicaid members. The supplemental payment covers the gap between the eligible GEMT provider's total allowable costs for providing GEMT services as reported on the GEMT services cost report and the amount of the base payment, mileage, and all other sources of reimbursement.

The supplemental payment amounts shall be calculated annually on a prospective basis after the conclusion of each state fiscal year (SFY). Payments shall not be paid as individual increases to current reimbursement rates as described in other parts of this state plan for GEMT services.

This supplemental payment applies only to Iowa Medicaid services rendered to Iowa Medicaid members by eligible GEMT providers on or after July 1, 2019.

A. Definitions

1. "Department" means the Iowa Department of Human Services.
2. "Direct Costs" means all costs that can be identified specifically with particular final cost objectives in order to meet all medical transportation mandates.
3. "Shared Direct Costs" are direct costs that can be allocated to two or more departmental functions or cost objectives on the basis of shared benefits.
4. "Indirect Costs" means costs for a common or joint purpose benefitting more than one cost objective that are allocated to each benefiting objective using an agency approved indirect rate or an allocation methodology. Indirect costs rate or allocation methodology must comply with 2 C.F.R. Part 200 and CMS non-institutional reimbursement policy.

State Plan TN #	<u>IA-19-002</u>	Effective	<u>July 1, 2019</u>
Superseded TN #	<u>NEW</u>	Approved	<u>July 12, 2019</u>

State/Territory:

IOWA

Supplemental payment for publicly owned or operated ground emergency medical transportation providers

5. “Eligible GEMT Provider” means a provider who is eligible to receive supplemental reimbursement because it meets all of the following requirements continuously during the claiming period:
 - a. Provides Ground Emergency Medical Transportation services to Iowa Medicaid members.
 - b. It is a provider that is enrolled as an Iowa Medicaid provider for the period being claimed.
 - c. Is owned or operated by an eligible governmental entity, to include the state, a city, county, fire protection district, community services district, health care district, federally recognized Indian tribe or any unit of government as defined in 42 C.F.R. Sec. 433.50.
6. “Dry Run” means a run that does not result in either a transport or a delivery on-site of Medicaid covered services.
7. “GEMT Transport” means GEMT services provided by eligible GEMT providers to individuals and does not, include dry runs as defined in Paragraph, A.6.
8. “GEMT Services” means both the act of transporting an individual from any point of origin to the nearest medical facility capable of meeting the emergency medical needs of the patient, as well as the advanced, limited-advance, and basic life support services provided to an individual by GEMT providers before or during the act of transportation.
 - a. “Advanced Life Support” means special services designed to provide definitive prehospital emergency medical care, including but not limited to, cardiopulmonary resuscitation, cardiac monitoring, cardiac defibrillation, advanced airway management, intravenous therapy, administration with drugs and other medicinal preparations, and other specified techniques and procedures.

State Plan TN #	<u>IA-19-002</u>	Effective	<u>July 1, 2019</u>
Superseded TN #	<u>NEW</u>	Approved	<u>July 12, 2019</u>

State/Territory:

IOWA

Supplemental payment for publicly owned or operated ground emergency medical transportation providers

- b. “Limited-Advanced Life Support” means special services to provide prehospital emergency medical care limited to techniques and procedures that exceed basic life support but are less than advanced life support services.
 - c. “Basic Life Support” means emergency first aid and cardiopulmonary resuscitation procedures to maintain life without invasive techniques.
9. “Service Period” means the period from July 1 through June 30 of each SFY.
10. “Shift” means a standard period of time assigned for a complete cycle of work, as set by each eligible GEMT provider. The number of hours in a shift may vary by GEMT provider, but will be consistent to each GEMT provider.

B. Supplemental Reimbursement Methodology – General Provisions

1. Computation of allowable costs and their allocation methodology must be determined in accordance with Medicaid cost principles at 2 C.F.R. Part 200, which establish principles and standards for determining allowable costs and the methodology for allocating and apportioning those expenses to the Iowa Medicaid program, except as expressly modified below.
2. Iowa Medicaid base payments to the GEMT providers for providing GEMT services are derived from the Ambulance provider fee schedule established for reimbursements payable by the Iowa Medicaid program by procedure code. The base payments for these eligible GEMT providers are fee-for-service (FFS) payments. The primary source of paid claims data and other Iowa Medicaid reimbursements is the Iowa Medicaid Management Information System (IA-MMIS). The number of paid Iowa Medicaid FFS GEMT transports is derived from and supported by the IA-MMIS reports for services during the applicable service period.

State Plan TN #	<u>IA-19-002</u>	Effective	<u>July 1, 2019</u>
Superseded TN #	<u>NEW</u>	Approved	<u>July 12, 2019</u>

State/Territory:

IOWA

Supplemental payment for publicly owned or operated ground emergency medical transportation providers

3. The total uncompensated care costs of each eligible GEMT provider available to be reimbursed under this supplemental payment program will equal the shortfall resulting from the allowable costs determined using the Cost Determination Protocols (Section C.) for each eligible GEMT provider rendering GEMT services to Iowa Medicaid members net of the amounts received and payable from the Iowa Medicaid program and all other sources of reimbursement for GEMT services provided to Iowa Medicaid members. If the eligible GEMT providers do not have any uncompensated care costs, then the provider will not receive supplemental reimbursement under this supplemental payment program.
4. The Iowa Medicaid supplemental payment under this segment are the uncompensated care costs for GEMT services provided by eligible GEMT providers to Iowa Medicaid members as determined by the Prospective Supplemental Payment Amount (Section D.).

C. Cost Determination Protocols

1. An eligible GEMT provider's specific allowable cost per-GEMT transport rate will be calculated based on the provider's audited financial data reported on the GEMT services cost report. The per-GEMT transport cost rate will be the sum of actual allowable direct, shared direct, and indirect costs of providing GEMT services **(excluding cost associated with dry runs as defined in Paragraph A.6 and runs where a Medicaid covered service was delivered but no transport occurred)** divided by the actual number of GEMT transports (including dry runs as defined in Paragraph A.6 **and runs where a Medicaid covered service was delivered but no transport occurred**) provided for the applicable service period.
 - a. Direct costs for providing GEMT services include only the unallocated payroll costs for the shifts in which personnel dedicate 100 percent of their time to providing GEMT services, medical equipment and supplies, and other costs directly related to the delivery of covered services, such as first-line supervision, materials and supplies, professional and contracted services, capital outlay, travel, and training. These costs must be in compliance with Medicaid non-institutional reimbursement policies and are directly attributable to the provision of the GEMT services.

State Plan TN #	<u>IA-19-002</u>	Effective	<u>July 1, 2019</u>
Superseded TN #	<u>NEW</u>	Approved	<u>July 12, 2019</u>

State/Territory:

IOWA

Supplemental payment for publicly owned or operated ground emergency medical transportation providers

- b. Shared direct costs for GEMT services must be allocated for personnel, capital outlay and other costs; such as medical supplies, professional and contracted services, training and travel. The personnel costs will be allocated based on a percentage of total hours logged performing GEMT services activities versus other service activities. The capital and other shared direct costs will be allocated based on the percentage of total call volume.
- c. Indirect costs are determined by applying the cognizant agency specific approved indirect cost rate to its total direct costs (Paragraph C.1.a) or derived from provider's approved cost allocation plan. Eligible GEMT providers that do not have a cognizant agency approved indirect cost rate or approved cost allocation plan, the costs and related basis used to determine the allocated indirect costs must be in compliance with Medicaid cost principles specified at 2 C.F.R. Part 200.
- d. The GEMT provider specific per-GEMT transport cost rate is calculated by dividing the total net GEMT services allowable costs (Paragraph C.1.a, C.1.b, and C.1.c) of the specific provider by the total number of GEMT transports provided by the provider for the applicable service period.

D. Prospective Supplemental Payment Amount

1. The Department will calculate annual prospective supplemental payment amounts for eligible GEMT provider on a per-GEMT transport basis. The per-GEMT transport prospective supplemental payment amount for each provider is based on the provider's completed annual cost report in the format prescribed by the Department for the applicable cost reporting year. The Department will make adjustments to the as-filed cost report based on the results of the most recently retrieved IA-MMIS report.
2. Each eligible GEMT provider must compute the annual cost in accordance with the Cost Determination Protocols (Section C.) and must submit the completed annual as-filed cost report, to the Department five (5) months after the close of the service period.

State Plan TN #	<u>IA-19-002</u>	Effective	<u>July 1, 2019</u>
Superseded TN #	<u>NEW</u>	Approved	<u>July 12, 2019</u>

State/Territory:

IOWA

Supplemental payment for publicly owned or operated ground emergency medical transportation providers

3. The prospective supplemental payment amount is calculated by subtracting from Iowa Medicaid's portion of the total GEMT allowable costs (Paragraph C.1) from the as-filed cost report adjusted by the Department (Paragraph D.1), the total Iowa Medicaid base payments (Paragraph B.2) and other payments, such as Iowa Medicaid co-payments, received by the providers for providing GEMT services to Iowa Medicaid members. The result of this calculation is the uncompensated care costs for GEMT services provided to Iowa Medicaid members.
4. The result in Paragraph D.3 is divided by the Iowa Medicaid GEMT transports (including dry runs as defined in Paragraph A.6) from the as-filed cost report adjusted by the Department to calculate the per-GEMT services prospective supplemental payment amount. This amount will be paid prospectively, in addition to the Iowa Medicaid base payments (Paragraph B.2) on a claim by claim basis.
5. The prospective supplemental payment amount will be updated the following July 1, and every year thereafter, following submission and review of the cost report. Specifically, the prior year's uncompensated care amount per Medicaid transport will be paid as an adjustment to the following year's base rate.

E. Eligible GEMT Provider Reporting Requirements

Eligible GEMT providers shall:

1. Submit the GEMT services cost report no later than five (5) months after the close of the CY, unless a provider has made a written request for an extension and such request is granted by the Department.
2. Provide supporting documentation to serve as evidence supporting information on the submitted cost report and the cost determination as specified by the Department.
3. Keep, maintain, and have readily retrievable, such records as specified by the Department to fully disclose reimbursement amounts to which the eligible government entity is entitled, and any other records required by CMS.

State Plan TN #	<u>IA-19-002</u>	Effective	<u>July 1, 2019</u>
Superseded TN #	<u>NEW</u>	Approved	<u>July 12, 2019</u>

State/Territory:

IOWA

Supplemental payment for publicly owned or operated ground emergency medical transportation providers

- 4. Comply with the allowable cost requirements provided in 2 C.F.R. Part 200, and Medicaid non-institutional reimbursement policy.

F. Department Responsibilities

- 1. The Department will submit to CMS claims for GEMT services that are allowable and in compliance with federal laws and regulations and Medicaid non-institutional reimbursement policy.
- 2. The Department will, on an annual basis, submit any necessary materials to the federal government to provide assurances that claims will include only those expenditures that are allowable under federal law.
- 3. The Department may conduct on-site audits as necessary and will complete the audit within two years of the postmark date of the accepted cost report.

State Plan TN #	<u>IA-19-002</u>	Effective	<u>July 1, 2019</u>
Superseded TN #	<u>NEW</u>	Approved	<u>July 12, 2019</u>

PROVIDER PARTICIPATION AGREEMENT

IOWA DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS) GROUND EMERGENCY MEDICAL TRANSPORTATION (GEMT) UNCOMPENSATED COST PROSPECTIVE PAYMENT PROGRAM

Provider Name:

Provider NPI Number:

Statement of Intent

The purpose of this Agreement is to allow participation in the Ground Emergency Medical Transportation (GEMT) Uncompensated Cost Reimbursement Program by the governmentally owned or operated provider, named above and hereinafter referred to as Provider, subject to the Provider's compliance with the requirements and responsibilities set forth in this Agreement.

Provider Responsibilities

By entering into this Agreement, the Provider agrees to the following:

- A. Provider agrees to comply with each of the following, as periodically amended:
 1. Title XIX of the Social Security Act
 2. Titles 42 and 45 of the Code of Federal Regulations (CFR)
 3. Iowa Medicaid State Plan
 4. State issued policy directives, including the Iowa Medicaid Ambulance Provider Manual
 5. Terms of the Provider's Iowa Medicaid Provider Enrollment Agreement

- B. Provider agrees to ensure all applicable state and federal requirements, as identified in paragraph A, above, are met in rendering services under this Agreement. The Provider understands and agrees that their failure to meet all applicable state and federal requirements in rendering services subject to reconciled cost reimbursement under this Agreement shall be sufficient cause for the state to deny or recoup payment to the Provider as well as terminate this Agreement.

- C. Provider agrees to comply with the following allowable expenses and fiscal documentation requirements:
 1. Submit annually the GEMT Program cost report to Iowa Medicaid
 2. Maintain for review and audit, and supply to the state upon request, auditable documentation of all amounts claimed, and any other records required by the state and CMS, pursuant to this agreement to permit a determination of expenses allowed.
 3. If the allowance of an expense or appropriateness of an expense cannot

be determined by the state because fiscal records or other documentation is not present or is inadequate, according to generally accepted accounting principles or practices, all questionable costs may be disallowed and payment may be withheld by the State.

- D. Provider agrees to submit within the timeframes determined by the State, transfer of the non- federal share of the GEMT uncompensated cost reimbursement according to the Intergovernmental Transfer of Public Funds Agreement prior to the uncompensated cost prospective payments from HHS.
- E. Provider agrees to accept as payment in full the reimbursement received for services subject to reconciled cost reimbursement pursuant to this Agreement. Under no circumstance will the total amount of reimbursement received exceed one hundred percent (100%) of actual care costs. As such, if the Provider does not have any uncompensated care costs, the Provider will not receive a payment under this program.
- F. Provider agrees that when it is determined that they received federal funds in excess of their determined cost per transport, the state shall recover the excess in accordance with state and federal regulations within 30 (thirty) calendar days.

Limitations of State Liability

- A. Notwithstanding any other provision of this Agreement, the HHS shall be held harmless from any federal audit disallowance and interest resulting from payments made by the federal Medicaid program as reimbursement for costs of providing services.
- B. To the extent that a federal audit disallowance and interest results from costs for which the Provider has received reimbursement, the HHS shall recoup from the Provider, upon written notice, amounts equal to the amount of the disallowance and interest in that fiscal year for the disallowed costs. All subsequent costs submitted to the HHS applicable to any previously disallowed cost, may be held in abeyance with no payment made until the federal disallowance issue is resolved.
- C. Notwithstanding paragraphs A and B above, to the extent that a federal audit disallowance and interest results from costs which the Provider has received reimbursement for services provided by a nongovernmental entity under contract with, and on behalf of the Provider, the HHS shall be held harmless by the Provider for one-hundred percent (100%) of the amount of any such federal audit disallowance and interest.

TERMS OF THIS AGREEMENT

The period of this Cooperative Agreement shall begin July 1, 2024. This Agreement may be canceled or amended at any time upon agreement by both parties or by either party after giving thirty (30) days prior notice in writing to the other party provided, however, that reimbursement shall be made for the period when the contract is in full force and effect.

GEMT Provider Signature

Date

GEMT Provider Printed Name

August 31, 2023

Re: 613 Stippich Nuisance Abatement appeal

On March 20th 2023 a notice of violation letter was sent to Matthew Roberts, 613 Stippich regarding a large accumulation of wood logs in the front yard of the property. He was given 30 days to comply with our request to remove the logs before we moved to a formal abatement process under Municipal Code 105.03 *Sanitary Disposal Required* and Municipal Code 105.04 *Health and Fire Hazard*. This is generally done to first offenders on nuisance violations in order to educate and provide them an opportunity to resolve the matter before taking a formal approach to nuisance matters. Mr. Roberts did comply with the request and the logs were removed.

On August 22nd 2023 it was reported to me that a new nuisance existed at this address, upon investigating the matter it appeared that Mr. Roberts had used a wood chipper on some of the logs he had abated and created a wood "mulch" which was spread throughout the entirety of the front yard of the property. In doing this he again violated Municipal Codes 105.03 *Sanitary Disposal Required* and 105.04 *Health and Fire Hazard*.

I issued a Order to Abate Nuisance to Mr. Roberts and gave him 7 days to abate the nuisance and remove the wood chips from his yard and bring the property into compliance with our code. This order was delivered in person to a female who was occupying the house on August 22nd and send via Certified Mail to the homeowner, Mr. Roberts.

Mr. Roberts requested an appeal for the Order to Abate dated August 23rd 2023 and he delivered that request to the City Clerk as required in Municipal Code 50.06.3.

Attached are the original Notice of Violation and Order to Abate Nuisance letters, photos of the violations and the letter requesting a hearing with Council to determine whether or not a nuisance exists.

March 20,2023

Matthew D Roberts
613 Stippich
Polk City, IA 50226

NOTICE

Property Located:
613 Stippich
Polk City, IA 50226

YOU ARE HEREBY NOTIFIED that 613 Stippich is in violation of Chapter 105.03 and 105.04 of the Code of Ordinances of the City of Polk City, Iowa.

105.03 SANITARY DISPOSAL REQUIRED

It is the duty of each owner to provide for the sanitary disposal of all refuse accumulating on the owner's premises before it becomes a nuisance. Any such accumulation remaining on any premises for a period of more than thirty (30) days shall be deemed a nuisance and the City may proceed to abate such nuisances in accordance with the provisions of Chapter 50 or by initiating proper action in district court. (Code of Iowa, Ch. 657)

105.04 HEALTH AND FIRE HAZARD

It is unlawful for any person to permit to accumulate on any premises, improved or vacant, or on any public place, such quantities of solid waste that constitute a health, sanitation or fire hazard.

The City is asking for your cooperation to bring the property in compliance by removing collection of tree cords, cut / spit wood that consumes the majority of your property within 30 Days from the service of this notice. **(SEE ATTACHED PHOTOS)**

The City would appreciate your attention to these matters and ask that you rectify them as soon as possible to avoid further action. If you have any questions or concerns, please contact the Polk City Police Department, 515-984-6565, to discuss further.

Dated this 20th day of March 2023



City of Polk City

August 22, 2023

Matthew D Roberts
613 Stippich
Polk City, IA 50226

ORDER TO ABATE

NOTICE OF ENFORCEMENT OF CHAPTER 105.03, 105.04 & 51.02 OF THE CODE ORDINANCE FOR THE CITY OF POLK CITY, IOWA

Property Located:
613 Stippich
Polk City, IA 50226

YOU ARE HEREBY NOTIFIED that pursuant to the provisions of Chapter 105.03 & 105.04 *Sanitary Disposal Required & Health and Fire Hazard* of the Code of Ordinances for the City of Polk City, Iowa. This is your 2nd violation within the past 6 months and will serve as your final notice. If this nuisance persists the City of Polk City will perform the required action to abate, and the expenses incurred will be assessed to your property in the same manner as general property taxes.

Municipal Code in Violation:

105.03 SANITARY DISPOSAL REQUIRED

It is the duty of each owner to provide for the sanitary disposal of all refuse accumulating on the owner's premises before it becomes a nuisance. Any such accumulation remaining on any premises for a period of more than thirty (30) days shall be deemed a nuisance and the City may proceed to abate such nuisances in accordance with the provisions of Chapter 50 or by initiating proper action in district court. (Code of Iowa, Ch. 657)

105.04 HEALTH AND FIRE HAZARD

It is unlawful for any person to permit to accumulate on any premises, improved or vacant, or on any public place, such quantities of solid waste that constitute a health, sanitation or fire hazard.

Description of Nuisance:

Accumulation of mulch through front and side yard of property and large tree log in the front yard constituting a health, sanitation or fire hazard and the accumulation constitutes a nuisance.

Acts Necessary to Abate:

Remove all accumulated mulch from the front and side yard and remove the large log from the property.

If this condition is not abated no later than 14 days from the date of this notice as directed, the City of Polk City may take whatever action is available to abate this nuisance and assess the associated costs and attorney fees against you and enjoin your violation of the Polk City Code of Ordinances. Please note that the City of Polk City expressly reserves its rights under the Polk City Code of Ordinances, at law and in equity and nothing contained herein should be construed as a limitation of said rights.

Request for Hearing:

Any person ordered to abate a nuisance may have a hearing with the Council as to whether a nuisance exists. A request for a hearing must be made in writing and delivered to the Clerk within **7 Days from the date on this notice**, or it will be conclusively presumed that a nuisance exists and it must be abated as ordered. The hearing will be before the Council at a time and place fixed by the Council. The findings of the Council shall be conclusive and, if a nuisance is found to exist, it shall be ordered abated within a reasonable time under the circumstances.

YOU ARE HEREBY NOTIFIED that pursuant to the provisions of Chapter 51.02 *Junk and Junk Vehicles* of the Code of Ordinances for the City of Polk City, Iowa,

Municipal Code in Violation:

51.02 JUNK AND JUNK VEHICLES PROHIBITED. It is unlawful for any person to store, accumulate, or allow to remain on any private property within the corporate limits of the City any junk or junk vehicle.

Description of Nuisance:

Accumulation of junk in the front of the property includes buckets, wood, bicycle, and other items piled up on the Southwest corner of property.

Acts Necessary to Abate:

Remove all accumulated junk from the property.

See Attachment photos.

If this condition is not abated no later than 14 days from the date of this notice as directed, the City of Polk City may take whatever action is available to abate this nuisance and assess the associated costs and attorney fees against you and enjoin your violation of the Polk City Code of Ordinances. Please note that the City of Polk City expressly reserves its rights under the Polk City Code of Ordinances, at law and in equity and nothing contained herein should be construed as a limitation of said rights.

Request for Hearing:

Any person ordered to abate a nuisance may have a hearing with the Council as to whether a nuisance exists. A request for a hearing must be made in writing and delivered to the Clerk within **7 Days from the date on this notice**, or it will be conclusively presumed that a nuisance exists and it must be abated as ordered. The hearing will be before the Council at a time and place fixed by the Council. The findings of the Council shall be conclusive and, if a nuisance is found to exist, it shall be ordered abated within a reasonable time under the circumstances.

Failure to Abate:

Any person causing or maintaining a nuisance who shall fail or refuse to abate or remove the same within the reasonable time required and specified in the notice to abate is in violation of this Code of Ordinances and are subject to a municipal infraction and/or abatement by the City.

For further information, please examine a copy of the ordinance which is on file in the Clerk's Office at City Hall in Polk City, Iowa, or online at polkcityia.gov.

Questions may be directed to Chief Siepker, Polk City Police Department, 515-984-6565.

Dated this 22nd day of August, 2023

PER ORDER OF THE CITY COUNCIL, CITY OF POLK CITY, IOWA

Attachment (s):





City of Polk City
Clerk

August 23, 2023, PO 381, Polk City, IA 50226

I would like to appeal Order to Abate
(105.03 and 105.04) at 613 Stippich St
Polk City, IA 50226

Please contact at matthew.d.roberts20@gmail.com
or (515) 402-8390 or letter to confirm
City Council meeting time and date

Thank you,

Matthew Roberts

613 Stippich St

Polk City, IA 50226

City of Polk City
Clerk

August 23, 2023, PO 381, Polk City, IA 50226

I would like to appeal Order to Abate
(105.03 and 105.04) at 613 Stippach St
Polk City, IA 50226

Please contact at matthew.d.roberts²⁰@gmail.com
or (515) 402-8390 or letter to conform
City Council meeting time and date

Thank you,

Matthew Roberts
613 Stippach St
Polk City, IA 50226



City of Polk City, Iowa

City Council Agenda Communication

Date: September 11, 2023 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: Liquor Licenses and Wine and Beer Permits Ordinance

BACKGROUND: On Monday the City Council will review a proposed amendment to Chapter 120 Liquor Licenses and Wine and Beer Permits Ordinance. The changes are reflective of new state legislation.

With the new State re-organization bill, that went into effect July 1st, one change reflected in the proposed Ordinance is what State Department handles review and approval of the licenses and permits. Prior to July 1st, the Department of Commerce handled these matters, and now it will be the Iowa Department of Revenue.

The other modifications are related to allowing minors to serve alcohol and the regulations surrounding that change. Minors under the age of 18 can now serve alcohol in the State of Iowa.

ALTERNATIVES: Do not approve the Ordinance

FINANCIAL CONSIDERATIONS: There are no financial considerations for this amendment to the Ordinance.

RECOMMENDATION: It is my recommendation that the Council approve the 1st reading of an Ordinance related to Liquor Licenses and Wine and Beer Permits.

ORDINANCE NO. 2023-9400

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF POLK CITY, IOWA, BY AMENDING PROVISIONS PERTAINING TO LIQUOR LICENSES AND CIGARETTE AND TOBACCO PERMITS

Be It Enacted by the City Council of the City of Polk City, Iowa:

SECTION 1. SECTION MODIFIED. Section 120.04 of the Code of Ordinances of the City of Polk City, Iowa, is repealed and the following adopted in lieu thereof:

120.04 ACTION BY COUNCIL. The Council shall either approve or disapprove the issuance of a retail alcohol license, shall endorse its approval or disapproval on the application, and shall forward the application with the necessary fee and bond, if required, to the Iowa Department of Revenue.

(Code of Iowa, Sec. 123.32[2])

SECTION 2. SECTION MODIFIED. Section 120.05 of the Code of Ordinances of the City of Polk City, Iowa, is repealed and the following adopted in lieu thereof:

120.05 PROHIBITED SALES AND ACTS. A person holding a retail alcohol license and the person's agents or employees shall not do any of the following:

1. Sell, dispense, or give to any intoxicated person, or one simulating intoxication, any alcoholic beverage.

(Code of Iowa, Sec. 123.49[1])

2. Sell or dispense any alcoholic beverage on the premises covered by the license or permit its consumption thereon between the hours of 2:00 a.m. and 6:00 a.m. on any day of the week.

(Code of Iowa, Sec. 123.49[2b])

3. Sell alcoholic beverages to any person on credit, except with a bona fide credit card. This provision does not apply to sales by a club to its members, to sales by a hotel or motel to bona fide registered guests, or to retail sales by the managing entity of a convention center, civic center, or events center.

(Code of Iowa, Sec. 123.49[2c])

4. Employ a person under 18 years of age in the sale or serving of alcoholic beverages for consumption on the premises where sold, except as follows:

A. Definitions. For use in this subsection the following terms are defined as follows:

(1) "Bar" means an establishment where one may purchase alcoholic beverages for consumption on the premises and in which the serving of food is only incidental to the consumption of those beverages.

(Code of Iowa, Sec. 142D.2[1])

(2) "Restaurant" means eating establishments, including private and public school cafeterias, which offer food to the public, guests, or employees, including the kitchen and catering facilities in which food is prepared on the premises for serving elsewhere, and including a bar area within a restaurant.

(Code of Iowa, Sec. 142D.2[17])

B. This subsection shall not apply if the employer has, on file, written permission from the parent, guardian, or legal custodian of a person 16 or 17 years of age for the person to sell or serve alcoholic beverages for consumption on the premises where sold. However, a person 16 or 17 years of age shall not work in a bar as defined in Paragraph A.

(1) The employer shall keep a copy of the written permission on file until the person is either 18 years of age or no longer engaged in the sale of or serving alcoholic beverages for consumption on the premises where sold.

(2) If written permission is on file in accordance with Paragraph B, a person 16 or 17 years of age may sell or serve alcoholic beverages in a restaurant as defined above in Paragraph A during the hours in which the restaurant serves food.

C. A person 16 or 17 years of age shall not sell or serve alcoholic beverages under this subsection unless at least two employees 18 years of age or older are physically present in the area where alcoholic beverages are sold or served.

D. If a person employed under this subsection reports an incident of workplace harassment to the employer or if the employer otherwise becomes aware of such an incident, the employer shall report the incident to the employee's parent, guardian, or legal custodian and to the Iowa Civil Rights Commission, which shall determine if any action is necessary or appropriate under Chapter 216 of the *Code of Iowa*.

E. An employer that employs a person under this subsection shall require the person to attend training on prevention and response to sexual harassment upon commencing employment.

F. Prior to a person commencing employment under this subsection, the employer shall notify the employer's dramshop liability insurer, in a form and time period prescribed by the Director, that the employer is employing a person under this subsection.

(Code of Iowa, Sec. 123.49[2f])

5. In the case of a retail wine or beer permittee, knowingly allow the mixing or adding of alcohol or any alcoholic beverage to wine, beer, or any other beverage in or about the permittee's place of business.

(Code of Iowa, Sec. 123.49[2i])

6. Knowingly permit any gambling, except in accordance with Iowa law, or knowingly permit any solicitation for immoral purposes, or immoral or disorderly conduct on the premises covered by the license.

(Code of Iowa, Sec. 123.49[2a])

7. Knowingly permit or engage in any criminal activity on the premises covered by the license.

(Code of Iowa, Sec. 123.49[2j])

8. Keep on premises covered by a retail alcohol license any alcoholic liquor in any container except the original package purchased from the Iowa Department of Revenue and except mixed drinks or cocktails mixed on the premises for immediate consumption. However, mixed drinks or cocktails that are mixed on the premises and are not for immediate consumption may be consumed on the licensed premises, subject to rules adopted by the Iowa Department of Revenue.

(Code of Iowa, Sec. 123.49[2d])

9. Reuse for packaging alcoholic liquor or wine any container or receptacle used originally for packaging alcoholic liquor or wine; or adulterate, by the addition of any substance, the contents or remaining contents of an original package of an alcoholic liquor or wine; or knowingly possess any original package that has been reused or adulterated.

(Code of Iowa, Sec. 123.49[2e])

10. Allow any person other than the licensee or employees of the licensee to use or keep on the licensed premises any alcoholic liquor in any bottle or other container that is designed for the transporting of such beverages, except as allowed by State law.

(Code of Iowa, Sec. 123.49[2g])

11. Sell, give, possess, or otherwise supply a machine that is used to vaporize an alcoholic beverage for the purpose of being consumed in a vaporized form.

(Code of Iowa, Sec. 123.49[2k])

SECTION 3. SECTION MODIFIED. Section 121.05 of the Code of Ordinances of the City of Polk City, Iowa, is repealed and the following adopted in lieu thereof:

121.05 ISSUANCE AND EXPIRATION. Upon proper application and payment of the required fee, a permit shall be issued. Each permit issued shall describe clearly the place of business for which it is issued and shall be nonassignable. All permits expire on June 30 of each year. The Clerk shall submit a duplicate of any application for a permit to the Iowa Department of Revenue within 30 days of issuance of a permit.

SECTION 4. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the Council on the _____ day of _____, _____, and approved this _____ day of _____, _____.

Mayor Steve Karsjen

ATTEST:

City Clerk, Jenny Coffin



City of Polk City, Iowa

City Council Agenda Communication

Date: September 11, 2023 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager
Subject: Fiscal Management Ordinance

BACKGROUND: On Monday the City Council will review a proposed amendment to Chapter 7 Fiscal Management of the City Code of Ordinances. The proposed changes in the Ordinance reflect a new budgeting timeline, as changed with the new state House File 718 legislation.

With the new legislation the 2 fiscal management changes are in regards to an annual statement that must be sent to the County Auditor prior to March 15th each year, which outlines the city's budget information. The County will then send each property owner an annual statement with all the compiled information from all taxing entities. The City Council will then need to hold a special Council meeting and hold a new public hearing related to the budget and the annual statement. The maximum property tax levy hearing is no longer a requirement, as this new annual statement and public hearing replace that. In addition to the changes, the Council will hold a 2nd public hearing for adoption of the budget and the budget submittal to the Department of Management is being extended from March 31st annually to April 30th.

ALTERNATIVES: Do not approve the Ordinance

FINANCIAL CONSIDERATIONS: There are no financial considerations for this amendment to the Ordinance.

RECOMMENDATION: It is my recommendation that the Council approve the 1st reading of an Ordinance related to Fiscal Management.

ORDINANCE NO. 2023-9500

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF POLK CITY, IOWA, BY AMENDING PROVISIONS PERTAINING TO FISCAL MANAGEMENT

Be It Enacted by the City Council of the City of Polk City, Iowa:

SECTION 1. All references to Finance Director shall be deleted and Finance Officer inserted in lieu thereby in the following:

7.02

7.03 section 3

SECTION 2. SECTION MODIFIED. Section 7.05 of the Code of Ordinances of the City of Polk City, Iowa, is repealed and the following adopted in lieu thereof:

7.05 OPERATING BUDGET PREPARATION. The annual operating budget of the City shall be prepared in accordance with the following:

1. Proposal Prepared. The finance officer is responsible for preparation of the annual budget detail, for review by the Mayor and Council and adoption by the Council in accordance with directives of the Mayor and Council.
2. Boards and Commissions. All boards, commissions, and other administrative agencies of the City that are authorized to prepare and administer budgets must submit their budget proposals to the finance officer for inclusion in the proposed City budget at such time and in such form as required by the Council.
3. Submission to Council. The finance officer shall submit the completed budget proposal to the Council each year at such time as directed by the Council.
4. Annual Statement.

(Code of Iowa, Sec. 24.2A[2])

A. On or before March 15 of each year, the City shall file, with the Department of Management, a report containing all necessary information for the Department of Management to compile and calculate amounts required to be included in the statement mailed under Paragraph B.

B. Not later than March 20, the County Auditor, using information compiled and calculated by the Department of Management shall send to each property owner or taxpayer within the County, by regular mail, an individual statement containing all of the required information as provided under Section 24.2(2)(B)(1-9) of the *Code of Iowa*.

C. The Department of Management shall prescribe the form for the report required under Paragraph A, the statements to be mailed under Paragraph B, and the public hearing notice required under Paragraph D.

D. The Council shall set a time and place for a public hearing on the City's proposed property tax amount for the budget year and the City's information included in the statements under Paragraph B. At the hearing, the Council shall receive oral or written testimony from any resident or property owner of the City. This public hearing shall be separate from any other meeting of the Council, including any other meeting or public hearing relating to the City's budget, and other business of the City that is not related to the proposed property tax amounts and the information in the statements shall not

be conducted at the public hearing. After all testimony has been received and considered, the governing body may decrease, but not increase, the proposed property tax amount to be included in the City's budget.

(1) Notice of the public hearing shall be published not less than 10 nor more than 20 days prior to the hearing, in a newspaper published at least once weekly and having general circulation in the City. However, if the City has a population of 200 or less, publication may be made by posting in three public places in the City.

(2) Notice of the hearing shall also be posted and clearly identified on the City's internet site for public viewing beginning on the date of the newspaper publication and shall be maintained on the City's internet site with all such prior year notices and copies of the statements mailed under this section.

(3) Additionally, if the City maintains a social media account on one or more social media applications, the public hearing notice or an electronic link to the public hearing notice shall be posted on each such account on the same day as the publication of the notice.

5. Council Review. The Council shall review the proposed budget and may make any adjustments it deems appropriate in the budget before accepting such proposal for publication, hearing, and final adoption.

6. Notice of Hearing. Following, and not until the requirements, of Subsection 4 of this section, are completed, the Council shall set a time and place for public hearing on the budget to be held before April 30 and shall publish notice of the hearing not less than 10 nor more than 20 days before the hearing. A summary of the proposed budget and a description of the procedure for protesting the City budget under Section 384.19 of the *Code of Iowa*, in the form prescribed by the Director of the Department of Management, shall be included in the notice. Proof of publication of the notice under this subsection must be filed with the County Auditor.

(Code of Iowa, Sec. 384.16[3])

7. Copies of Budget on File. Not less than 20 days before the date that the budget must be certified to the County Auditor and not less than 10 days before the public hearing, the Clerk shall make available a sufficient number of copies of the detailed budget to meet the requests of taxpayers and organizations, and have them available for distribution at the offices of the Mayor and Clerk and at the City library.

(Code of Iowa, Sec. 384.16[2])

8. Adoption and Certification. After the hearing, the Council shall adopt, by resolution, a budget for at least the next fiscal year and the Clerk shall certify the necessary tax levy for the next fiscal year to the County Auditor and the County Board of Supervisors. The tax levy certified may be less than, but not more than, the amount estimated in the proposed budget submitted at the final hearing, unless an additional tax levy is approved at a City election. Two copies each of the detailed budget as adopted and of the tax certificate must be transmitted to the County Auditor.

(Code of Iowa, Sec. 384.16[5])

SECTION 3. SECTION MODIFIED. Section 7.08 of the Code of Ordinances of the City of Polk City, Iowa, is repealed and the following adopted in lieu thereof:

7.08 FINANCIAL REPORTS. The finance officer shall prepare and file the following financial reports:

1. Monthly Reports. There shall be submitted to the Council each month a report showing the activity and status of each fund, program, sub-program, and activity for the preceding month.

2. Annual Report. Not later than December 1 of each year there shall be published an annual report containing a summary for the preceding fiscal year of all collections and receipts, all accounts due the City, and all expenditures, the current public debt of the City, and the legal debt limit of the City for the current fiscal year. The Annual Financial Report shall be prepared on forms and pursuant to instructions prescribed by the Auditor of State. Beginning with the Annual Financial Report published by December 1, 2025, each report shall include a list of bonds, notes, or other obligations issued by the City during the most recently completed fiscal year, and the applicable lists for other fiscal years beginning on or after July 1, 2024, for which obligations remain unpaid, payable from any source, including the amount of the issuance, the project or purpose of the issuance, whether the issuance was approved at election, eligible to be subject to a petition for an election, or was exempt from approval at election as the result of statutory exclusions based on population of the City or amount of the issuance, and identification of issuances from the fiscal year or prior fiscal years related to the same project or purpose.

(Code of Iowa, Sec. 384.22)

SECTION 4. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the Council on the _____ day of _____, _____, and approved this _____ day of _____, _____.

Mayor, Steve Karsjen

ATTEST:

City Clerk, Jenny Coffin



Date August 29, 2023
To: Chelsea Huisman
 City of Polk City
 P.O. Box 426
 Polk City, IA 50226-0426

INVOICE SUMMARY - JULY SERVICES

Services from July 1, 2023 through July 31, 2023

GENERAL ENGINEERING

<u>Meetings</u>	123.0001.01	\$	927.00
<i>Meetings with Council, P&Z, City staff, developers and engineers.</i>			
<u>Development and Building:</u>	123.0001.01	\$	1,545.00
<i>Coordn with developers, engineers, building inspector, and staff regarding various potential and ongoing projects and permits.</i>			
<u>Water Dept:</u>	123.0001.01	\$	-
-			
<u>Sanitary Sewers:</u>	123.0001.01	\$	-
<i>Respond to questions re: sanitary sewer availability, schedule for construction of future trunk sewers, hookup fees, etc.</i>			
<u>Storm Sewers:</u>	123.0001.01	\$	1,081.50
<i>Respond to questions re: drainage issues, Storm Water Management Plans, fence permits, SWMF easements and annual inspections, etc.</i>			
<u>Street Dept.</u>	123.0001.01	\$	1,081.50
<i>Coordinate with staff regarding alley and ROW vacations, and review ROW permit application and layouts for franchise utilities.</i>			
General:	123.0001.01	\$	412.00
<i>Coordination with City staff and City Attorney re: agendas, minutes, resolutions, ordinances, and miscellaneous issues.</i>			
<u>GIS</u>	123.0001.01	\$	-
SUBTOTAL		\$	5,047.00

CAPITAL IMPROVEMENT PROJECTS / WORK ORDERS

2024 Street Repairs Project	123.0771.01	\$	5,175.00
High Trestle Trail to Neal Smith Trail Connector - Phase 1	123.0674.01	\$	12,340.00
High Trestle Trail to Neal Smith Trail Connector - Phase 4	123.0332.01	\$	2,525.00
High Trestle Trail to Neal Smith Trail Connector - Phase 6 & 7	123.0770.01	\$	5,275.00
N. 3rd Street & Vista Lake Avenue Intersection Improvements	121.0455.01	\$	1,049.50
Polk City Supplemental Construction Services	123.0001.01A	\$	313.50
RAGBRAI Bicycle Volume Counts	123.0001.01I	\$	722.75
Whitetail Parkway Corridor Study	123.0675.01	\$	4,150.00
SUBTOTAL		\$	31,550.75

REIMBURSABLE DEVELOPMENT REVIEW PROJECTS

Antler Ridge Plat 1: Development Agr, Const Dwgs	122.0178.01	\$	8,799.00
Antler Ridge Plat 2: Const Dwg	123.0289.01	\$	778.00
Big Creek Ridge Plat 1: Const phase, Final Plat	123.0787.01	\$	939.50
Crossroads at the Lakes Plat 3: Const Dwgs & SWMP	122.0914.01	\$	1,555.50
Gateway Crossings Plat 1: Neighborhood Sketch Plan	123.0836.01	\$	2,422.00
Jester Business Group: Site Plan Amendment	123.0550.01	\$	822.00
Lakefront Orffice Park Lot 1	122.1532.01	\$	1,096.50
On With Life Site Plan	123.0424.01	\$	205.50
SUBTOTAL		\$	16,618.00

TOTAL	\$	53,215.75
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