

Agenda -Notice of Meeting

Polk City | City Council

January 10, 2022 | 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

Ron Anderson | Pro Tem

City Council Members: Jeff Walters | Dave Dvorak | Mandy Vogel | Rob Sarchet

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Swear In Ceremony

Mayor – Steve Karsjen

Council Member – Jeff Walters

Council Member – Mandy Vogel

5. Public Hearings

- a. 3rd & E Vista Lake Avenue Intersection Improvements Project Public Hearing
 - i. Resolution 2022-01 adopting Plans
 - ii. Resolution 2022-02 awarding contract
- b. Redistricting Plan Public Hearing
 - i. First Reading of Ordinance 2022-1000 adopting the Redistricting Plan for Precincts
 - ii. Waive Second and Third Reading

6. 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 5pm on the date of the meeting by email at jcoffin@polkcityia.gov include your name and address for the record, if you are calling in please including the phone number you will be calling in with. The Mayor will recognize you for five minutes of comment.*

7. Consent Items

- a. City Council Meeting Minutes for December 13, 2021
- b. City Council Work Session Meeting Minutes for December 13, 2021
- c. Claims listing January 10, 2022
- d. November 2021 Finance Report
- e. P&Z appointment of Amber Pringnitz, term ending 12/31/2026
- f. Parks appointment of Ashley Delaney, term ending 12/31/2026
- g. Receive and file the November 2021 Police Department report
- h. Receive and file the December 2021 Parks & Recreation Department Report
- i. Recreation Intern Job Description
- j. Pay increase for Parks & Recreation, Recreation Assistant I, Aaron Hughes to an hourly rate of \$15 effective January 10, 2022

- k. Cleaning Contract for City Facilities with Stratus Building Solutions
- l. Tobacco Permit for Sara B&R LLC doing business as Polk City Liquor effective January 2022 through June 30, 2022
- m. Twelve-month Class E Liquor License, Class C Beer Permit, Class B Wine Permit for Sara B&R LLC doing business as Polk City Liquor located at 201 N. 3rd Street with Sunday Sales effective January 2022 through December 31, 2022
- n. Receive and file November and December 2021 Library Mini Stats Report
- o. Receive and file November 2021 Library Board Minutes
- p. Receive and file November and December 2021 Library Director Report
- q. Acknowledge Library Resolution 2022-01L hiring Alexa Minasian as Youth Services Librarian at a starting wage of \$20.75 per hour
- r. Resolution 2022-03 setting a Public Hearing on January 24, 2022 at 6pm on the Vacation of Right-of-Way Easement
- s. Receive and file November 2021 Fire Department Report

8. Business Items

- a. Resolution 2022-04 approving letter of agreement for the new Des Moines International Airport Terminal Project and authorizing City funding contribution in the amount of \$49,610 payable in 4 annual payments beginning in 2023
- b. Resolution 2022-05 approving agreement with Metro Waste Authority to manage recycling, solid waste and yard waste collection services effective July 1, 2022 to June 30, 2029

9. Reports & Particulars

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

10. Adjournment

--next meeting date January 24, 2022



December 28, 2021

Honorable Mayor and City Council
City of Polk City
P.O. Box 426
Polk City, Iowa 50226

RE: REPORT OF BIDS AND RECOMMENDATION OF AWARD OF CONTRACT
NORTH 3RD STREET AND VISTA LAKE AVENUE INTERSECTION IMPROVEMENTS
PROJECT
S &A PROJECT NO.: 121.0455.01

Dear Honorable Mayor and City Council:

The bid letting for the above referenced project was held on Tuesday, December 21, 2021, and produced two bidders. The base bids ranged from a low of \$1,534,961.00 to a high of \$1,786,806.00. The low bid is 0.6% below the engineer's estimate of \$1,543,935 for base project items without contingencies.

The low bidder was Absolute Concrete Construction, Inc. of Slater, Iowa. It is my judgment this is the lowest responsive, responsible bid. As you recall, Absolute Concrete Construction was the contractor on the Davis Street Reconstruction Project and the Colored Concrete Crosswalks at 3rd Street and Broadway.

The project includes two independent and additive bid alternates: Alternate A is for Rectangular Rapid Flashing Beacons (East Pedestrian Crossing) has a bid price of \$19,095.00. Alternate B is for the Median Pavement (Add Stamped Texture and Integral Color) has a total bid price of \$32,250.00. Snyder & Associates recommends accept the bid and award both alternates A and B.

We will be in attendance at the council meeting on January 10, 2022. Please feel free to contact me if you have any questions or need additional information prior to the council meeting.

Sincerely,

SNYDER & ASSOCIATES, INC.

John W. Haldeman, P.E.
Project Manager

Enclosure (Bid Tabulation)

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

TABULATION OF BIDS

North 3rd Street and Vista Lake Avenue Intersection Improvements

City of Polk City

Project No.: 121.0455.01

Bid Date/Time: December 21, 2021 at 10:00 AM

ITEM	DESCRIPTION	UNIT	QUANTITY	ENGINEER'S ESTIMATE		1 ABSOLUTE CONCRETE CONST. INC. SLATER, IA		2 SYNERGY CONTRACTING, LLC DES MOINES, IA	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
9.10	Stormwater Pollution Prevention Plan (SWPPP) Management	LS	1	\$ 3,000.00	\$ 3,000.00	\$ 5,500.00	\$ 5,500.00	\$ 7,700.00	\$ 7,700.00
9.11	Filter Sock, 9" Diameter	LF	1600	\$ 4.00	\$ 6,400.00	\$ 1.75	\$ 2,800.00	\$ 2.00	\$ 3,200.00
9.12	Filter Sock, Removal	LF	1600	\$ 1.00	\$ 1,600.00	\$ 0.25	\$ 400.00	\$ 0.50	\$ 800.00
9.13	Temporary RECP, Type 2c	SY	120	\$ 10.00	\$ 1,200.00	\$ 4.50	\$ 540.00	\$ 7.00	\$ 840.00
9.14	Remove Existing Rip Rap	LS	1	\$ 1,500.00	\$ 1,500.00	\$ 1,450.75	\$ 1,450.75	\$ 4,200.00	\$ 4,200.00
9.15	Rip Rap, Class D Revetment	TON	62	\$ 80.00	\$ 4,960.00	\$ 75.00	\$ 4,650.00	\$ 91.00	\$ 5,642.00
9.16	Stabilized Construction Entrance	SY	445	\$ 12.00	\$ 5,340.00	\$ 11.50	\$ 5,117.50	\$ 39.20	\$ 17,444.00
9.17	Silt Fence or Silt Fence Ditch Check	LF	3200	\$ 3.50	\$ 11,200.00	\$ 1.75	\$ 5,600.00	\$ 2.00	\$ 6,400.00
9.18	Silt Fence or Silt Fence Ditch Check, Removal of Sediment	LF	3200	\$ 2.00	\$ 6,400.00	\$ 0.05	\$ 160.00	\$ 0.25	\$ 800.00
9.19	Silt Fence or Silt Fence Ditch Check, Removal of Device	LF	3200	\$ 1.00	\$ 3,200.00	\$ 0.05	\$ 160.00	\$ 0.25	\$ 800.00
9.20	Inlet Protection Device, Open Throat	EA	6	\$ 200.00	\$ 1,200.00	\$ 150.00	\$ 900.00	\$ 210.00	\$ 1,260.00
9.21	Inlet Protection Device, Maintenance	EA	12	\$ 60.00	\$ 720.00	\$ 50.00	\$ 600.00	\$ 70.00	\$ 840.00
9.22	Chain Link Fence, Black Vinyl Chain Link, 42"	LF	94	\$ 80.00	\$ 7,520.00	\$ 57.00	\$ 5,358.00	\$ 105.00	\$ 9,870.00
MISCELLANEOUS									
11.1	Mobilization	LS	1	\$ 92,000.00	\$ 92,000.00	\$ 100,000.00	\$ 100,000.00	\$ 67,200.00	\$ 67,200.00
11.2	Concrete Washout	LS	1	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 4,900.00	\$ 4,900.00
11.3	Remove Existing Monument Sign (Pcl 2)	LS	1	\$ 2,500.00	\$ 2,500.00	\$ 1,195.00	\$ 1,195.00	\$ 3,500.00	\$ 3,500.00
11.4	Remove Existing Monument Sign (Pcl 4)	LS	1	\$ 4,000.00	\$ 4,000.00	\$ 1,615.00	\$ 1,615.00	\$ 3,500.00	\$ 3,500.00
TOTAL BASE BID:					\$ 1,543,935		\$ 1,534,961.00		\$ 1,786,806.00
ADDITIVE BID ALTERNATIVES									
A	Rectangular Rapid Flashing Beacons (East Pedestrian Crossing)	LS	1	\$ 60,000.00	\$ 60,000.00	\$ 19,095.00	\$ 19,095.00	\$ 35,000.00	\$ 35,000.00
TOTAL ADDITIVE ALTERNATE BID ITEMS A:					\$ 60,000.00		\$ 19,095.00		\$ 35,000.00
B	Median Pavement: Add Stamped Texture and Integral Color	SY	258	\$ 50.00	\$ 12,900.00	\$ 125.00	\$ 32,250.00	\$ 70.00	\$ 18,060.00
TOTAL ADDITIVE ALTERNATE BID ITEMS B:					\$ 12,900.00		\$ 32,250.00		\$ 18,060.00
TOTAL BID:					\$ 1,616,835.00		\$ 1,586,306.00		\$ 1,839,866.00
BID SECURITY:							10%		10%

_____ introduced the following resolution entitled
**“RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND
OPINION OF PROBABLE CONSTRUCTION COST”** and moved that the same be adopted.
_____ seconded the motion to adopt. The roll was called, and the vote was:

AYES: _____

NAYES: _____

Whereupon, the Mayor declared the following Resolution duly adopted:

RESOLUTION NO. 2022-01

**RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF
CONTRACT AND OPINION OF PROBABLE CONSTRUCTION COST.**

WHEREAS on the 22 day of November 2021, plans, specifications, form of contract and opinion of probable cost were filed with the Clerk for the construction of certain public improvements described in general as the North 3rd Street and Vista Lake Avenue Intersection Improvements Project; and

WHEREAS, notice of hearing on plans, specifications, form of contract and estimate of cost for said public improvements was published as required by law:

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

Section 1. That the said plans, specifications, form of contract and opinion of probable cost are hereby approved as the plans, specifications, form of contract and estimate of cost for said public improvements, as described in the preamble of this Resolution.

PASSED AND APPROVED this 10th day of January 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

_____ introduced the following resolution entitled “**RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT**” and moved that the same be adopted. _____ seconded the motion to adopt. The roll was called and the vote was:

AYES: _____

NAYES: _____

Whereupon, the Mayor declared the following Resolution duly adopted:

RESOLUTION NO. 2022-02

RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF POLK CITY, IOWA:

Section 1. That the following bid for the construction of certain public improvements described in general as the North 3rd Street and Vista Lake Avenue Intersection Improvements Project, described in the plans and specifications heretofore adopted by this Council on January 10, 2022 be and are hereby accepted, the same being the lowest responsible bid received for said work, as follows:

Contractor: Absolute Concrete Construction, Inc.
of Slater, Iowa

Amount of bid: \$1,543,935 for base project items without contingencies
\$19,095 Alternate A for Rectangular Rapid Flashing Beacons
\$32,250 Alternate B for Median Pavement: Add Color and Stamped Texture

Portion of project: All Construction Work

Section 2. That the Mayor and Clerk are hereby directed to execute contract with the contractor for the construction of said public improvements, said contract not to be binding on the City until approved by this Council.

PASSED AND APPROVED this 10th day of January 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk



City of Polk City, Iowa

City Council Agenda Communication

Date: January 10, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: Public hearing on a redistricting plan for precincts in Polk City & approval of Ordinance

BACKGROUND: On Monday, the City Council will hold a public hearing for the City's redistricting plan for voting precincts. Precinct districts cannot exceed 3,500 in population, therefore with the new census data we are required to have 2 precincts in Polk City. A proposed plan is available in the City Council packet for review.

The City Council will need to adopt the plan by Ordinance. Our deadline to submit the plan to the State of Iowa is January 15th, therefore we ask that the City Council suspend the rules and waive the 2nd and 3rd readings of the Ordinance so that we may submit our plan prior to the deadline.

ALTERNATIVES: Do not approve the plan

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: It is my recommendation that the Council approve the plan at the January 10th City Council meeting.

ORDINANCE NO. 2022-1000

AN ORDINANCE AMENDING CITY CODE SECTION 6.07(1) AND ADOPTING THE REDISTRICTING PLAN FOR PRECINCTS OF THE CITY OF POLK CITY, IOWA

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

SECTION 1. Pursuant to Chapter 21 of the Code of Iowa, a public hearing has been duly held and the City Council of the City of Polk City, Iowa hereby amends City Code Section 6.07(1) by deleting the current section and adopting the Redistricting Plan as follows:

1. The City shall be divided into precincts as required by Chapter 49 of the Code of Iowa in the following manner:

- a) Precinct Number 1 is that part of the City of Polk City lying within the following described perimeter:

Beginning at the intersection of N. 3rd Street and Walnut Street; thence northwesterly along Walnut Street to N. 5th Street; then southwesterly along S. 5th Street to W. Broadway Street; thence northwesterly along W. Broadway Street to Bennett Street; thence southwesterly along Bennett Street to a 90-degree bend in Bennett Street; thence southeasterly along Bennett Street to Booth Street; thence southwesterly along Booth Street to W. Washington Avenue; thence westerly along W. Washington Avenue to Parker Boulevard; thence northwesterly along Parker Boulevard to W. Washington Avenue; thence westerly along W. Washington Avenue to the corporate limit line; thence southerly along the corporate limit line to W. Bridge Road; thence easterly along W. Bridge Road to the corporate limit line; thence counterclockwise along the corporate limit line to S. 3rd Street (NW Polk City Drive); thence southeasterly along S. 3rd Street (NW Polk City Drive) to the corporate limit line; thence clockwise along the corporate limit line to NW 44th Street; thence northerly along NW 44th Street to E. Southside Drive (NW 110th Street); thence westerly along E. Southside Drive (NW 110th Street) to the corporate limit line; thence counter clockwise along the corporate limit line to NW 110th Place; thence northeasterly along NW 110th Place to the corporate limit line; thence clockwise along the corporate limit line to E. Northside Drive (NW 118th Avenue); thence westerly along E. Northside Drive (NW 118th Avenue) to N 3rd Street; thence southwesterly along N 3rd Street to Walnut Street and the point of beginning.

2020 Census Population – 2,748

- b) Precinct Number 2 is that part of the City of Polk City lying within the following described perimeter:

Beginning at the intersection of N. 3rd Street and Walnut Street; thence northwesterly along Walnut Street to N. 5th Street; then southwesterly along S. 5th Street to W. Broadway Street; thence northwesterly along W. Broadway Street to Bennett Street; thence southwesterly along Bennett Street to a 90-degree bend in Bennett Street; thence southeasterly along

Bennett Street to Booth Street; thence southwesterly along Booth Street to W. Washington Avenue; thence westerly along W. Washington Avenue to Parker Boulevard; thence northwesterly along Parker Boulevard to W. Washington Avenue; thence westerly along W Washington Avenue to the corporate limit line; thence clockwise along the corporate limit line to N. Broadway Street; thence northwesterly along W. Broadway Street to the corporate limit line; thence clockwise along the corporate limit line to NW 9th Street (NW 72nd Street); thence south along NW 9th Street (NW 72nd Street) to NW Hugg Drive; thence southeasterly along NW Hugg Drive to N. 3rd Street (NW Sheldahl Drive); thence southwesterly along N. 3rd Street (NW Sheldahl Drive) to the corporate limit line; thence clockwise along the corporate limit line to Northside Drive (NW 118th Avenue); thence westerly along Northside Drive (NW 118th Avenue) to N. 3rd Street; thence southwesterly along N. 3rd Street to Walnut Street and the point of beginning.

2020 Census Population – 2,795

SECTION 2. Section 6.07 of the Municipal Code of the City of Polk City, Iowa shall be amended by adding the following paragraph:

1a. Election Precinct No. 1 and No. 2 shall be detailed on the map on file in the office of the City Clerk.

SECTION 3. All ordinances or parts thereof in force on the effective date of this ordinance are hereby repealed from and after the effective date of this ordinance, except as hereinafter provided.

SECTION 4. An official copy of the redistricting plan and map shall be kept on file in the office of the City Clerk, and shall be kept available for public inspection.

SECTION 5. This ordinance shall be in full force and effect from and after the publication of this ordinance, as required by law.

Passed by the City Council of the City of Polk City, Iowa, the ____ day of _____, _____.

MAYOR

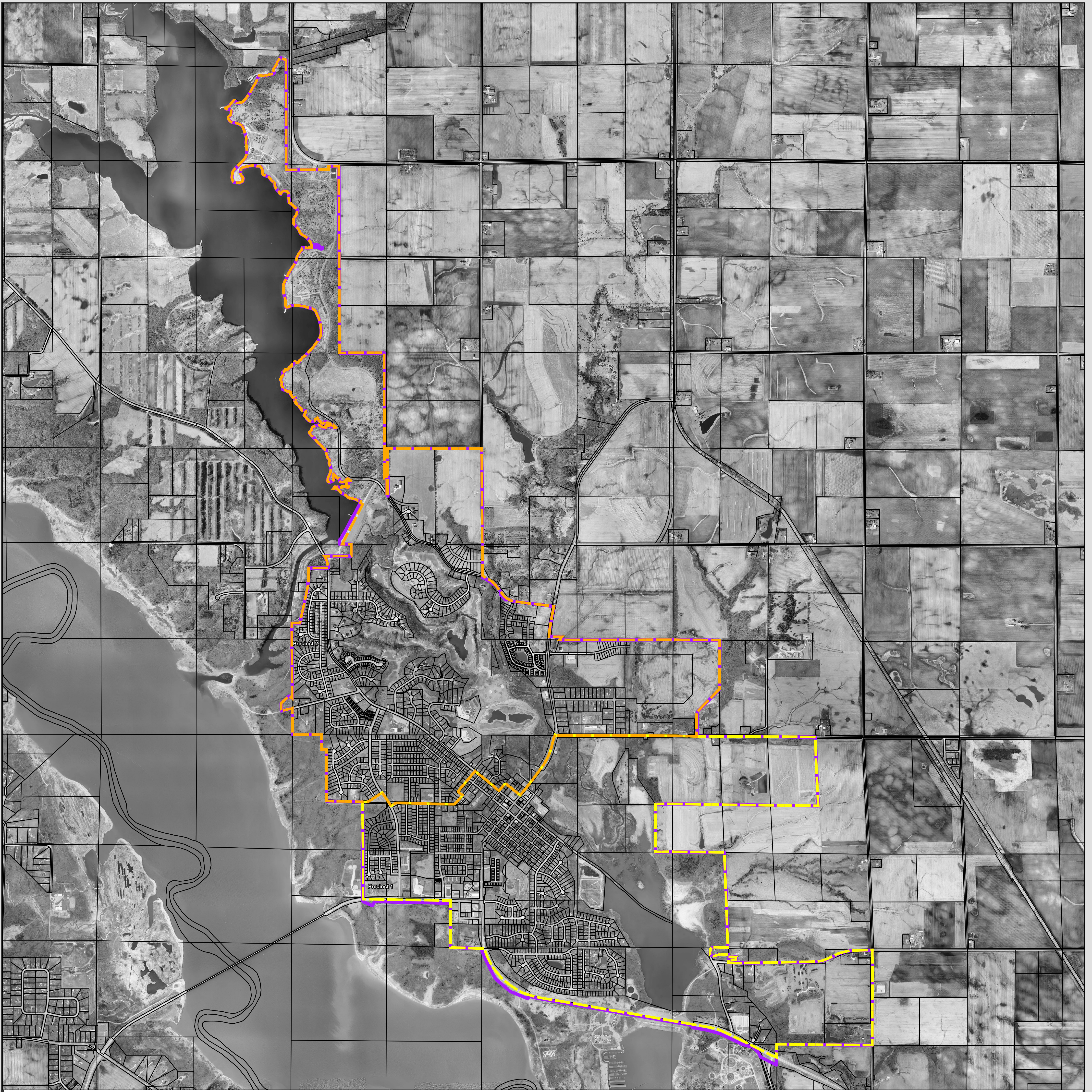
ATTEST: _____
CITY CLERK

First Reading: _____

Second Reading: _____

Third Reading: _____

Published by posting: _____






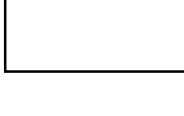
CITY OF POLK CITY

Redistricting Map January 10, 2022

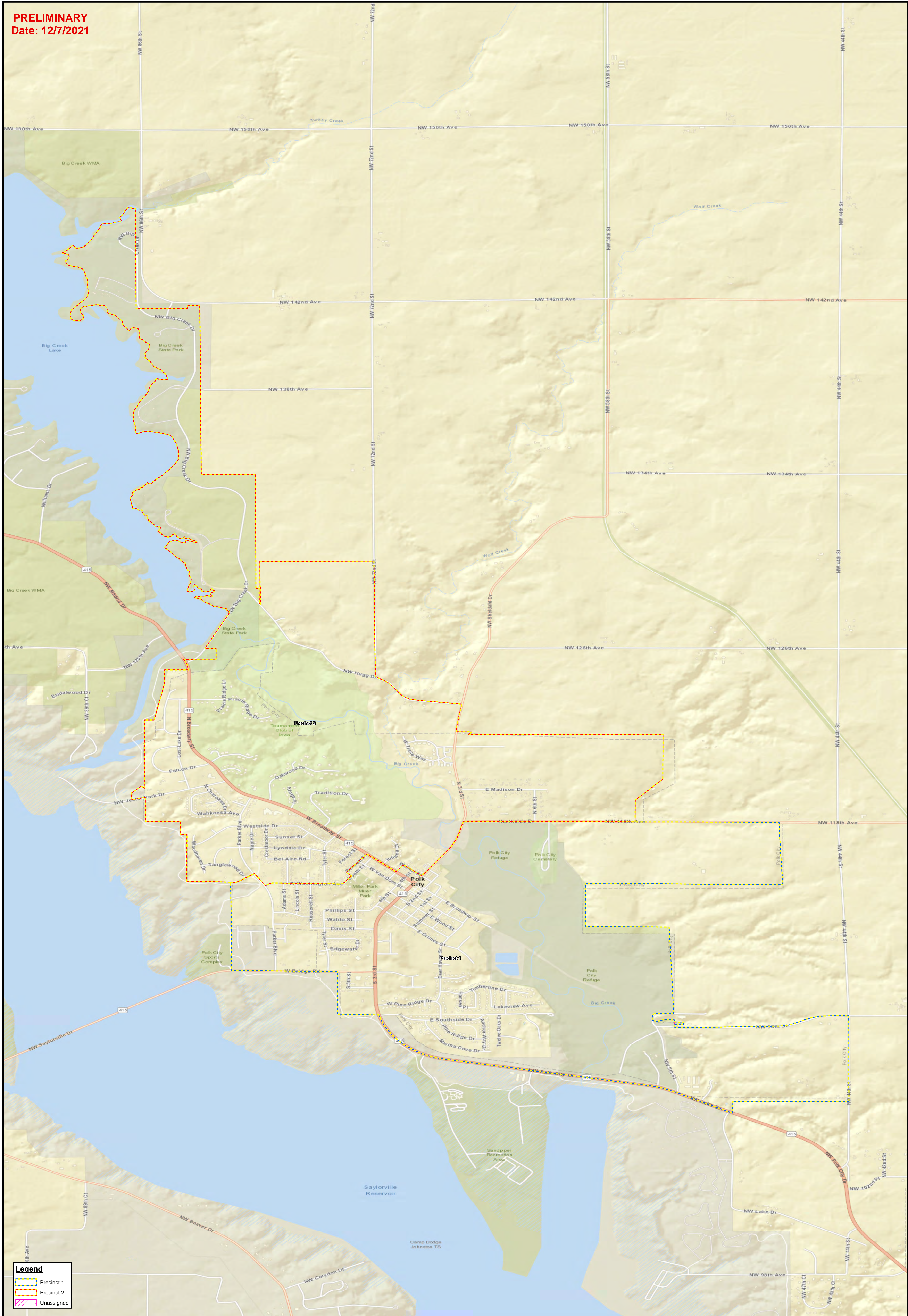


0 0.25 0.5
Miles
1 inch = 0.25 miles

Update Notification Statement: Report updates and omissions to the City of Polk City, PO Box 426, Polk City, Iowa 50226

- Redistricting Precinct**
-  Precinct 1
 -  Precinct 2
 -  **City Corporate Limits**
 -  Polk County Parcels

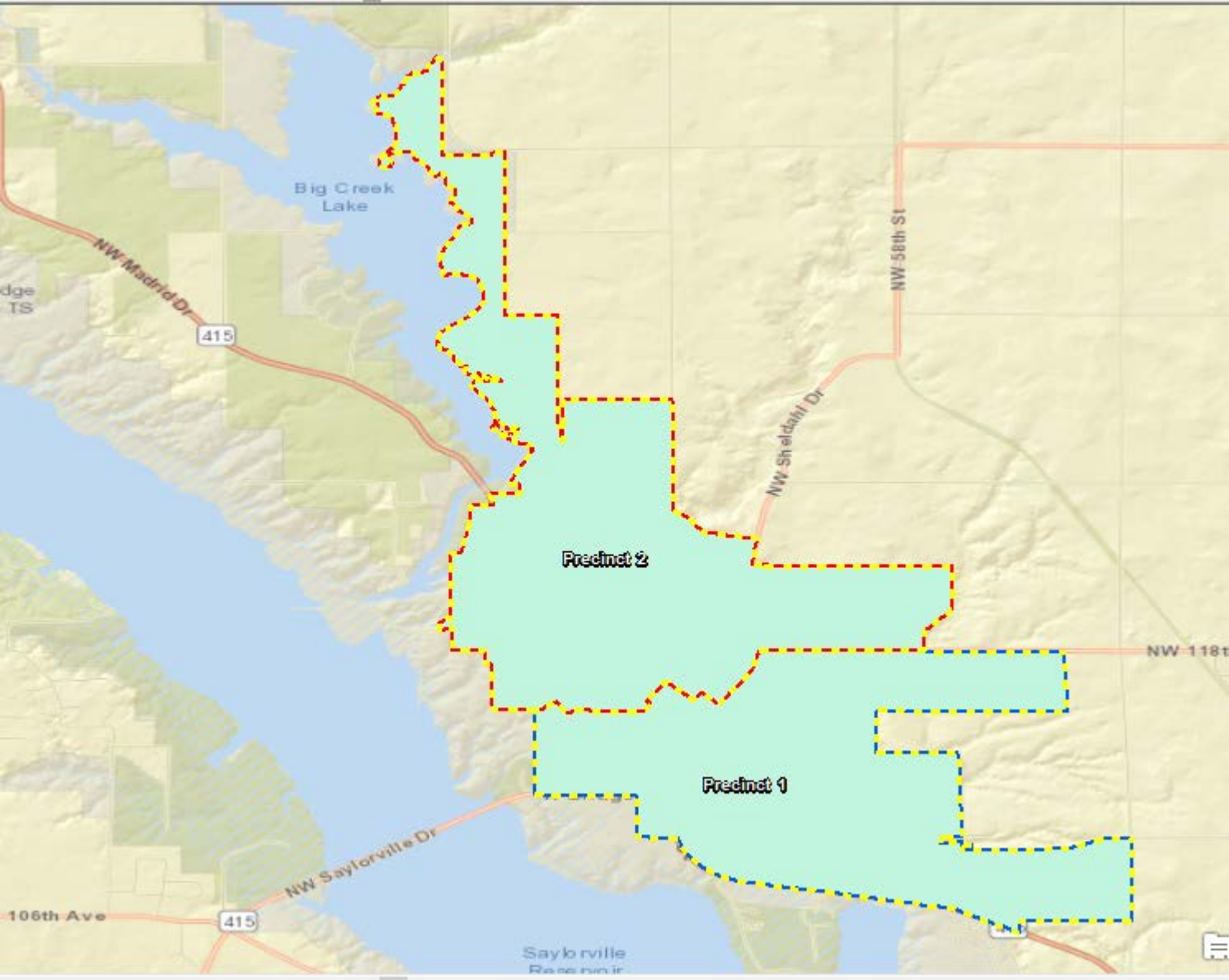
PRELIMINARY
Date: 12/7/2021



Legend

- Precinct 1
- Precinct 2
- Unassigned





Big Creek Lake

NW Madrid Dr

415

NW 58th St

NW Sheldahl Dr

Precinct 2

NW 118th

Precinct 1

NW Saylorville Dr

415

106th Ave

Sayberville Reservoir

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. December 13, 2021
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., December 13, 2021. 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 Morse called the meeting to order at 6:00 p.m.
2. **Roll Call** | Walters, Dvorak, Vogel, Anderson, Sarchet | In attendance
3. **MOTION:** A motion was made by Vogel and seconded by Anderson to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Presentation** | Brigett DeVos, Executive Director, Go Polk City provided a year in review for 2021.
 - a. **MOTION:** A motion was made by Sarchet and seconded by Anderson to approve Go Polk City funding request for 2022 in the amount of \$70,000
MOTION CARRIED UNANIMOUSLY
5. **Public Comments** | None
6. **Consent Items**
 - a. City Council Meeting Minutes for November 22, 2021
 - b. Claims listing December 13, 2021
 - c. Resolution 2021-130 approving PA-47 Mobile Food Vendor Policy
 - d. Resolution 2021-131 setting Public Hearing on a Redistricting Plan for Precincts for Polk City
 - e. Receive and file the FY 20.21 Annual Audit Report
 - f. Receive and file the 2021 Goal Setting Report
 - g. Set 2022 Spring Cleanup Days:
 - i. Appliance & Tire Drop off Thursday April 21 and Friday April 22
 - ii. Curb Pick Up Saturday April 23
 - h. Receive and file November 2021 Water Department Report
 - i. Receive and file November 2021 Parks & Recreation Department Report
 - j. Pay increase for Public Works Maintenance Worker, Toby Ramsey to an hourly rate of \$22.38
 - k. Pay increase for Public Works Permanent Part-time Maintenance Worker, Samantha Scott to an hourly rate of \$14.50
 - l. Set pay for Public Works Seasonal part-time Maintenance Worker, Emma Reineke at \$14.00 per hour
 - m. Resolution 2021-132 appointing WRA Representative Appointments
 - n. Resolution 2021-133 appointing MPO Representative Appointments
 - o. Resolution 2021-134 appointing MMA Representative Appointments
 - p. Resolution 2021-135 appointing E911 Service Board Appointments
 - q. Resolution 2021-136 appointing Polk County Emergency Management Appointments
 - r. Acknowledge Steve Karsjen resignation from the Parks Commission effective December 31, 2021
 - s. Acknowledge Boards and Commission members term ending 12/31/2021 not seeking reappointment:
 - i. Dennis Dietz, Planning and Zoning Commission
 - ii. John Calhoun, Board of Adjustment
 - iii. Bill Sharp, Tree Board
 - iv. Ashley Delaney, Parks Commission* (*interested in the vacant P&Z seat, but if another candidate is selected, she intends to reapply for Parks vacancy)
 - v. Mike Bakken, Board of Adjustment
 - t. Boards and Commission Reappointments, terms ending 12/31/2026:
 - i. Ron Hankins, Planning & Zoning Commission
 - ii. Ken Morse, Tree Board
 - iii. Scott Borwig, Tree Board

- u. Tree Board appointment of Chris LaCoste, term ending 12/31/2026
- v. Resolution 2021-137 Approving Pay App No. 7 (Final – Retainage Release) for the 2019 Street Repairs Project
- w. Resolution 2021-138 giving authorization to apply for Transportation Alternatives Program (TAP)

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

7. Business Items

- a. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve the October 2021 Snyder and Associates Engineering Services invoice in the amount of \$29,059.25
YES: Dvorak, Vogel, Sarchet, Anderson
ABSTAIN: Walters
MOTION CARRIED
- b. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve the Third Reading of Ordinance 2021-2300 Amending Chapter 69 Parking Regulations
MOTION CARRIED UNANIMOUSLY
- c. **MOTION:** A motion was made by Walters and seconded by Vogel to approve the Third Reading of Ordinance 2021-2400 Adopting the “Code of Ordinances of the City of Polk City, Iowa”
MOTION CARRIED UNANIMOUSLY

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

- Mayor Morse called attention to the Council Members rotation and flow for 2022.
- Council Member Anderson presented Mayor Morse with a plaque honoring his 8 years as Mayor and shared how proud and pleased he was to honor Mayor. Council Member Sarchet said Mayor Morse passion and belief in Polk City has been commendable and he appreciates all he has done as Mayor and previously as Fire Chief. Council Member Vogel said she appreciates serving with Mayor Morse and all the roles he has served the community over the years. Council Member Dvorak said Mayor Morse has made him a better Council person and appreciates how much he loves the City and gives all he can as a leader. Council Member Walters said he hopes Morse can appreciate having more free time.
- Mayor Morse took a couple of minutes to thank the residents of Polk City, his wife Cara and his kids for putting up with a lot over the years between the Fire Department and his role as Mayor. He thanked his Dad, Ken “tree guy” for being a huge supporter and said that it is bittersweet for him to finish 30 years with Polk City and after losing his Mom 10 years ago to brain cancer he hopes he made her proud serving the City she loved. He said he is forever grateful and thank you doesn’t seem enough to Council Member Anderson, and he told Ron he values their friendship and wanted him to know the impact he had and appreciates the opportunity he had to serve with him. Mayor addressed Staff past and present and said he is amazed daily at their dedication to this community. He summed up with the famous words of Tom Petty, “Time to move on, time to get going”, and said thank you to all, he feels lucky to have had this opportunity.

- 9. MOTION:** A motion was made by Vogel and seconded by Walters at 6:31 pm to enter into **Closed Session** 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. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed.

MOTION CARRIED UNANIMOUSLY

- 10. (AFTER CLOSED SESSION ENDED AT 7:45 pm)** No action was taken on closed session item

11. Adjournment

MOTION: A motion was made by Anderson and seconded by Walters to adjourn at 7:45 p.m.
MOTION CARRIED UNANIMOUSLY

Next Meeting Date –January 10, 2022

Attest

Jenny Coffin, City Clerk

Steve Karsjen, Mayor

MEETING MINUTES
The City of Polk City
Work Session
5:00 p.m., Monday, December 13, 2021
City Hall – Council Chambers

A Council Work Session was held on December 13, 2021, at 5:00 p.m. in the City Hall Council Chambers in Polk City, Iowa with public participation via phone.

<p><u>Mayor and City Council Members Present:</u></p> <p>Jason Morse Mayor Dave Dvorak City Council Member Mandy Vogel Pro Tem (via phone) Jeff Walters City Council Member Ron Anderson City Council Member Robert Sarchet City Council Member</p>	<p><u>Staff Members Present:</u></p> <p>Chelsea Huisman City Manager Jenny Gibbons City Clerk/Treasurer Mike Schulte Public Works Director Jeremy Siepker Police Chief Jamie Noack Library Director Jim Mitchell Fire Chief Jason Thraen Parks & Rec Director</p>
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Minutes

City Engineer Representative, Laura Lamberty with Snyder Engineering provided an overview of the City’s round-a-bout project at N 3rd and E Vista Lake. The bid letting will be held December 21, 2021 at 10am at City Hall. The City Council will hold the public hearing January 10, 2022, at 6pm and award the contract.

Leslie Irlbeck, Metro Waste Authority Deputy Director provided an update on the projected rates for FY 2022 based on the RFP that was issued in September for solid waste, yard waste, and recycling for 20 cities and Polk County. The new contracts will begin July 1, 2022. Solid Waste rate will be \$10.73 per month and recycling will be \$4.32 per month. Michael McCoy, Executive Director answered Council questions regarding the change. Council discussed consolidated waste and recycling and will act on a Memorandum of Understanding with MWA at the first Council Meeting in 2022.

Adjournment – Meeting adjourned at 5:56 p.m.

Steve Karsjen, Mayor

Jenny Coffin, City Clerk

CLAIMS REPORT		
CITY OF POLK CITY	DATED	1/10/2022
VENDOR	REFERENCE	AMOUNT
Aladtec Inc	STAFFING SOFTWARE INCREASE	\$ 303.61
AMAZON BUSINESS	PROGRAM SUPPLIES	\$ 212.43
AMES FORD	15 PASSENGER VAN	\$ 36,924.75
ARDICK EQUIPMENT CO.	SIGNS - BIG CREEK COMMONS	\$ 1,241.30
AT&T MOBILITY	FIRSTNET AT&T-PATROL CARS	\$ 333.73
Automatic Systems Co	PLANT REPAIRS	\$ 1,611.75
BAKER & TAYLOR	LIBRARY BOOKS	\$ 1,167.33
BANLEACO	COPIER LEASE	\$ 67.80
BOMGAARS	CITY SUPPLIES	\$ 44.97
Bound Tree Medical	MEDICAL SUPPLIES	\$ 1,221.33
BUSINESS PUBLICATIONS CORP	PUBLICATIONS	\$ 268.10
CATCH DES MOINES	2021 HOTEL/MOTEL TAX JUL-SEP	\$ 2,129.12
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	\$ 43.74
CENTRAL IOWA TOWING	TOW SERVICE FOR DUMP TRUCK	\$ 511.40
CENTURY LINK	PHONE SERVICE	\$ 7.20
CFI TIRE SERVICE	SKIDLOADER TIRE REPAIRS	\$ 111.50
CITY LAUNDERING	FLOOR MAT SERVICE	\$ 212.84
CITY OF POLK CITY	UB ASSISTANCE PROGRAM	\$ 444.33
COUNTY OF POLK OFFICE OF ELECTIONS	2021 CITY/SCHOOL ELECTION	\$ 652.85
Crystal Clear Water Co	PURCHASED WATER	\$ 44.75
CURTIS REES	TREE MAINTENANCE	\$ 450.00
DANIELS FILTER SERVICE INC.	CITY WIDE FURNACE FILTERS	\$ 1,108.32
Delta Dental	CITY DENTAL INSURANCE	\$ 1,153.06
Des Moines Water Works	PURCHASED WATER	\$ 18,474.31
EMSLRC	CPR CARDS	\$ 34.00
ETECH SOLUTIONS LLC	PRO-IT JANUARY 2022	\$ 6,505.51
Ferguson Waterworks	METER READER DEVICE UPGRADE	\$ 5,500.00
FIRST BANKCARD	CITY CREDIT CARD	\$ 4,558.23
GALL'S INC.	UNIFORM FLAG PATCHES	\$ 28.32
GENERAL FIRE & SAFETY	FIRE EXTINGUISHER SERVICE	\$ 75.00
GNA TRUCKING LLC	TRUCKING SERVICES	\$ 502.74
GREATAMERICA FINANCIAL	SHARED COPIER LEASE	\$ 475.59
Gurnsey Electric Co	WARNING SIREN MAINTENANCE	\$ 3,689.48
GWORKS	METER READER INTERFACE	\$ 3,500.00
HAPPY FACES ENTERTAINMENT LLC	DEPOSIT SRP - JUNE 23, 2022	\$ 100.00
HAWKINS INC	CHLORINE AND FLORIDE	\$ 1,948.54
HOME DEPOT	CITY LIGHT BULBS	\$ 69.80
HOMETREE HOLIDAY LIGHTS	2021 HOLIDAY LIGHTS AGREEMENT	\$ 2,900.00
I.M.W.C.A.	WORKERS COMP INSURANCE	\$ 8,548.00
Interstate Batteries	BATTERIES FOR 2 WARNING SIRENS	\$ 2,039.60
IOWA LIBRARY ASSOCIATION	ANNUAL MEMBERSHIP	\$ 140.00
IOWA ONE CALL	UNDERGROUND LOCATIONS	\$ 169.60
JO-ANN STORES, LLC	CREATIVEBUG DATABASE	\$ 500.00

KANSAS CITY LIFE INS. CO	CITY LIFE/ADDITIONAL INSURANCE	\$ 970.38
KEYSTONE LABORATORIES INC.	WATER TESTING	\$ 75.00
KIMBALL MIDWEST	SAFETY EQUIPMENT	\$ 848.21
MARTIN MARIETTA AGGREGATES	AGGREGATE FOR MAIN BREAKS	\$ 1,049.97
MENARD'S	CITY SUPPLIES	\$ 1,359.54
MERCYONE NORTH PHARMACY	RX SUPPLIES	\$ 17.03
METRO WASTE AUTHORITY	CURB IT RECYCLING - DEC 2021	\$ 7,964.44
MI-FIBER	CITY INTERNET	\$ 59.95
MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$ 4,128.27
MIDLAND POWER CO-OP	STREET LIGHTING	\$ 705.84
MOWBILITY SALES & SERVICE	SMALL ENGINE REPAIR	\$ 142.90
NELSON AUTOMOTIVE	REPAIR PARTS	\$ 193.80
PITNEY BOWES	POSTAGE METER RENTAL	\$ 164.97
POLICE LEGAL SCIENCES	LEGAL UPDATE TRAINING	\$ 960.00
Polk County Emergency Man Agy.	FUNDING EMERGENCY MGMT ADMIN	\$ 2,771.50
PORTABLE PRO, INC.	PORTABLE SERVICE	\$ 450.00
RACOM	EDACS ACCESS	\$ 862.92
RANGEMASTERS TRAINING CENTER	GUN MAGAZINES	\$ 99.70
RENEWABLE ENERGY GROUP	PUBLIC WORKS FUEL	\$ 1,194.90
RUAN, INCORPORATED	T10901-VEHICLE LEASE	\$ 1,588.04
Safe Building Comp. & Tech	BUILDING INSPECTIONS	\$ 10,039.51
SECRETARY OF STATE	NOTARY APPLICATION-ULBRICH	\$ 30.00
STAPLES	CITY SUPPLIES	\$ 251.30
STREET COP TRAINING	PATROL TACTICS - DELANEY	\$ 697.00
STREET CRIMES	STREET CRIMES TRAINING	\$ 450.00
STRYKER SALES CORPORATION	REPLACE LIFE PAK SENSOR	\$ 544.00
TK CONCRETE	2019 STREET REPAIR PROJECTS #7	\$ 7,201.60
TONY HAISMAN	POLICE WITNESS FEES	\$ 18.95
TRUCK EQUIPMENT INC.	SANDER REPAIRS	\$ 495.47
UNITED HEALTHCARE	HEALTH INSURANCE	\$ 30,240.48
VAN-WALL EQUIPMENT	VEHICLE REPAIR PARTS	\$ 335.11
VERIZON WIRELESS	PHONE AND DATA PLAN	\$ 386.69
Accounts Payable Total		\$ 186,322.40
GENERAL		\$ 80,335.71
ROAD USE		\$ 6,905.74
L.M.I		\$ 444.33
CAPITAL EQUIPMENT/VEHICLE		\$ 44,126.35
WATER		\$ 36,231.66
SEWER		\$ 10,314.17
SOLID WASTE/RECYCLING		\$ 7,964.44
TOTAL FUNDS		\$ 186,322.40



POLK CITY - A City For All Seasons -

Monthly Finance Report November 2021

Prepared By:

**Jenny Coffin
City Clerk/Treasurer**

ACCOUNT TITLE	LAST REPORT END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILILTY	ENDING BALANCE
001 GENERAL	3,954,454.77	240,865.47	262,545.23	2,663.29	3,935,438.30
110 ROAD USE	297,938.62	48,651.74	31,026.96	2.64	315,566.04
111 I-JOBS	.00	.00	.00	.00	.00
121 LOCAL OPTION SALES TAX	270,232.52	312,855.72	.00	.00	583,088.24
125 TIF	551,427.18	41,322.60	.00	.00	592,749.78
135 L.M.I	1,068,654.46	23,266.92	14,279.14	.00	1,077,642.24
167 PC COMM. LIB TRUST	13,874.34	.00	.00	.00	13,874.34
177 ASSET FORFEITURE	1,685.81	.00	.00	.00	1,685.81
200 DEBT SERVICE	265,003.96	27,655.61	84,286.52	.00	208,373.05
301 CAPITAL IMPROVEMENTS	2,342,046.29	.00	19,669.50	.00	2,322,376.79
302 CAPITAL WATER PROJECT	614,703.13	1,238.47	.00	.00	615,941.60
303 CAPITAL EQUIPMENT/VEHIC	105,000.00-	.00	.00	.00	105,000.00-
304 FOUR SEASONS PUB IMPROV	.00	.00	.00	.00	.00
600 WATER	1,491,119.35	139,959.89	74,105.09	2.12	1,556,976.27
610 SEWER	1,451,403.53	148,278.63	630,698.51	2.13	968,985.78
670 SOLID WASTE/RECYCLING	18,554.41	24,661.34	24,213.08	.00	19,002.67
740 STORM WATER UTILITY	25,114.19	7,237.95	42,002.00	.00	9,649.86-
920 ESCROW	.00	.00	.00	.00	.00
Report Total	12,261,212.56	1,015,994.34	1,182,826.03	2,670.18	12,097,051.05

BANK CASH REPORT
2021

BANK FUND	BANK NAME	OCTOBER CASH BALANCE	NOVEMBER RECEIPTS	NOVEMBER DISBURSMENTS	NOVEMBER CASH BALANCE	OUTSTANDING TRANSACTIONS	NOV BANK BALANCE
Grinnell State Bank BK#1							
BANK 001	Grinnell State Bank						7,935,568.81
	CHECKING - GENERAL	123,602.54-	255,821.13	278,329.71	146,111.12-	33,172.66	
110	CHECKING - ROAD USE	297,938.62	50,776.88	33,149.46	315,566.04	1,216.49	
111	CHECKING - I-JOBS	0.00	0.00	0.00	0.00		
112	CHECKING - EMPLOYEE BENEFIT	0.00	0.00	0.00	0.00		
121	CHECKING - LOCAL OPTION	270,232.52	312,855.72	0.00	583,088.24		
125	CHECKING - TIF	551,427.18	41,322.60	0.00	592,749.78		
135	CHECKING - L.M.I.	349,611.60	23,266.92	14,279.14	358,599.38	11,051.06	
167	CHECKING - PC COMM. LIB TRUST	13,874.34	0.00	0.00	13,874.34		
177	CHECKING - FORFEITURE	1,685.81	0.00	0.00	1,685.81		
200	CHECKING - DEBT SERVICE	265,003.96	27,655.61	84,286.52	208,373.05		
301	CHECKING - CAPITAL PROJECT	2,342,046.29	25,000.00	44,669.50	2,322,376.79		
302	CHECKING - CAPITAL WATER PROJ	614,703.13	1,238.47	0.00	615,941.60		
303	CHECKING - CAP EQUIP/VEHICLE	105,000.00-	0.00	0.00	105,000.00-		
304	CHECKING	0.00	0.00	0.00	0.00		
600	CHECKING - WATER UTILITY	1,491,118.35	151,816.81	85,959.89	1,556,975.27	5,672.98	
610	CHECKING - SEWER UTILITY	1,451,402.53	153,443.86	635,861.61	968,984.78	595,182.87	
670	CHECKING-SOLID WASTE/RECYCLING	18,554.41	24,780.53	24,332.27	19,002.67		
740	CHECKING	25,114.19	7,287.85	42,051.90	9,649.86-	15,285.52	
920	CHECKING - ESCROW BANK ACCOUNT	0.00	0.00	0.00	0.00		
	PENDING CREDIT-CARD DEPOSITS					3,262.76	
	DEPOSITS					20,301.77	
	WITHDRAWALS					419.12	
Grinnell State Bank TOTALS		7,464,110.39	1,075,266.38	1,242,920.00	7,296,456.77	638,436.17	7,934,892.94

WARNING - BANK TOTALS DO NOT EQUAL THE GENERAL LEDGER ACCOUNT TOTALS DIFFERENCE --> 675.87-

6/2022 Transaction cleared on statement was entered in a future period. 8,449.02
 11/30/2021 Calculated Statement Balance 7,944,017.83

BANK	LUANA SAV. BK MM	BK#2					
BANK 001	LUANA SAV. BK MM	BK#2					3,256,968.92
	Luana Savings Bank - M.M. Acco		2,535,786.69	2,140.37	0.00	2,537,927.06	
135	Luana Money Market Account		719,041.86	0.00	0.00	719,041.86	
LUANA SAV. BK MM TOTALS			3,254,828.55	2,140.37	0.00	3,256,968.92	0.00

BANK	GRINNELL STATE BK- C.D.	BK#3					
BANK 001	GRINNELL STATE BK- C.D.	BK#3					1,084,567.26
	GRINNELL STATE BANK CD		0.00	0.00	0.00	0.00	
	DEPOSITS						1,366.85
	TRANSFER-OUT						1,085,934.11-
GRINNELL STATE BK- C.D. TOTALS			0.00	0.00	0.00	0.00	1,084,567.26

BANK CASH REPORT
2021

BANK FUND	BANK NAME	OCTOBER CASH BALANCE	NOVEMBER RECEIPTS	NOVEMBER DISBURSMENTS	NOVEMBER CASH BALANCE	OUTSTANDING TRANSACTIONS	NOV BANK BALANCE	
	GRINNELL STATE BK-MM BK#4							
BANK 001	GRINNELL STATE BK-MM SUPER MONEY MKT II	1,541,834.62	1,351.74	0.00	1,543,186.36		1,542,510.49	
	GRINNELL STATE BK-MM TOTALS	1,541,834.62	1,351.74	0.00	1,543,186.36	0.00	1,543,186.36	
WARNING - BANK TOTALS DO NOT EQUAL THE GENERAL LEDGER ACCOUNT TOTALS							DIFFERENCE -->	675.87
	LUANA SAVINGS BANK CD BK#6							
BANK 001	LUANA SAVINGS BANK CD LUANA BANK C.D.-1.85%	0.00	0.00	0.00	0.00			
	LUANA SAVINGS BANK CD TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL OF ALL BANKS		12,260,773.56	1,078,758.49	1,242,920.00	12,096,612.05	1,723,003.43	13,819,615.48	

BUDGET REPORT
CALENDAR 11/2021, FISCAL 5/2022

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	3,961,256.00	262,545.23	1,635,899.44	41.30	2,325,356.56
	ROAD USE TOTAL	729,600.00	31,026.96	211,022.02	28.92	518,577.98
	LOCAL OPTION SALES TAX TOTAL	672,299.00	.00	.00	.00	672,299.00
	TIF TOTAL	698,450.00	.00	.00	.00	698,450.00
	L.M.I TOTAL	595,880.00	14,279.14	403,824.70	67.77	192,055.30
	PC COMM. LIB TRUST TOTAL	4,000.00	.00	.00	.00	4,000.00
	DEBT SERVICE TOTAL	1,555,502.00	84,286.52	1,061,247.77	68.23	494,254.23
	CAPITAL IMPROVEMENTS TOTAL	2,369,975.00	19,669.50	224,572.26	9.48	2,145,402.74
	CAPITAL WATER PROJECT TOTAL	500,000.00	.00	43,136.46	8.63	456,863.54
	CAPITAL EQUIPMENT/VEHICLE TOTA	285,241.00	.00	105,000.00	36.81	180,241.00
	WATER TOTAL	1,186,494.00	74,105.09	573,936.43	48.37	612,557.57
	SEWER TOTAL	1,699,087.00	630,698.51	990,904.59	58.32	708,182.41
	SOLID WASTE/RECYCLING TOTAL	283,500.00	24,213.08	132,177.37	46.62	151,322.63
	STORM WATER UTILITY TOTAL	115,000.00	42,002.00	135,598.32	117.91	20,598.32-
	TOTAL EXPENSES BY FUND	===== 14,656,284.00 =====	===== 1,182,826.03 =====	===== 5,517,319.36 =====	===== 37.64 =====	===== 9,138,964.64 =====

BUDGET REPORT
CALENDAR 11/2021, FISCAL 5/2022

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	1,114,956.00	86,228.32	503,177.42	45.13	611,778.58
	CIVIL DEFENSE TOTAL	16,500.00	102.35	549.87	3.33	15,950.13
	FIRE TOTAL	732,419.00	45,589.59	277,021.73	37.82	455,397.27
	BUILDING/HOUSING TOTAL	256,919.00	38,943.12	226,119.73	88.01	30,799.27
	DOG CONTROL TOTAL	4,795.00	.00	3,038.30	63.36	1,756.70
	PUBLIC SAFETY TOTAL	2,125,589.00	170,863.38	1,009,907.05	47.51	1,115,681.95
	ROAD USE TOTAL	692,867.00	36,832.11	255,065.00	36.81	437,802.00
	STREET LIGHTING TOTAL	63,000.00	4,067.80	23,056.93	36.60	39,943.07
	PUBLIC WORKS TOTAL	755,867.00	40,899.91	278,121.93	36.80	477,745.07
	ENV.HEALTH SERVICES TOTAL	4,000.00	.00	2,001.52	50.04	1,998.48
	HEALTH & SOCIAL SERVICES TOTA	4,000.00	.00	2,001.52	50.04	1,998.48
	LIBRARY TOTAL	405,160.00	22,246.09	171,244.30	42.27	233,915.70
	PARKS TOTAL	355,952.00	18,034.75	141,476.74	39.75	214,475.26
	COMMUNITY CENTER TOTAL	20,863.00	1,234.99	8,178.79	39.20	12,684.21
	CULTURE & RECREATION TOTAL	781,975.00	41,515.83	320,899.83	41.04	461,075.17
	TIF/ECON DEV TOTAL	884,232.00	14,279.14	403,824.70	45.67	480,407.30
	COMMUNITY & ECONOMIC DEV TOTA	884,232.00	14,279.14	403,824.70	45.67	480,407.30
	MAYOR COUNCIL TOTAL	104,515.00	11,425.73	46,247.89	44.25	58,267.11
	POLICY ADMINISTRATION TOTAL	198,901.00	20,701.04	110,380.93	55.50	88,520.07
	ELECTIONS TOTAL	1,750.00	53.46	53.46	3.05	1,696.54
	CITY ATTORNEY TOTAL	60,500.00	4,600.00	22,670.00	37.47	37,830.00
	CITY HALL TOTAL	91,850.00	479.91	23,818.49	25.93	68,031.51
	OTHER CITY GOVERNMENT TOTAL	168,800.00	3,992.75	32,820.36	19.44	135,979.64
	GENERAL GOVERNMENT TOTAL	626,316.00	40,293.07	235,991.13	37.68	390,324.87
	DEBT SERVICE TOTAL	1,555,502.00	84,286.52	1,061,247.77	68.23	494,254.23
	DEBT SERVICE TOTAL	1,555,502.00	84,286.52	1,061,247.77	68.23	494,254.23
	FIRE TOTAL	56,000.00	.00	.00	.00	56,000.00
	OTHER PUBLIC WORKS TOTAL	192,241.00	.00	105,000.00	54.62	87,241.00
	PARKS TOTAL	37,000.00	.00	.00	.00	37,000.00
	CAPITAL IMPROVEMENT TOTAL	2,369,975.00	19,669.50	224,572.26	9.48	2,145,402.74

BUDGET REPORT
CALENDAR 11/2021, FISCAL 5/2022

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	WATER UTILITY TOTAL	500,000.00	.00	43,136.46	8.63	456,863.54
	CAPITAL PROJECTS TOTAL	3,155,216.00	19,669.50	372,708.72	11.81	2,782,507.28
	WATER UTILITY TOTAL	1,085,034.00	74,105.09	573,936.43	52.90	511,097.57
	SEWER UTILITY TOTAL	1,635,754.00	630,698.51	990,904.59	60.58	644,849.41
	RECYCLING TOTAL	283,500.00	24,213.08	132,177.37	46.62	151,322.63
	STORM WATER TOTAL	115,000.00	42,002.00	135,598.32	117.91	20,598.32-
	ENTERPRISE FUNDS TOTAL	3,119,288.00	771,018.68	1,832,616.71	58.75	1,286,671.29
	TRANSFER TOTAL	1,648,299.00	.00	.00	.00	1,648,299.00
	TRANSFER OUT TOTAL	1,648,299.00	.00	.00	.00	1,648,299.00
	TOTAL EXPENSES	14,656,284.00	1,182,826.03	5,517,319.36	37.64	9,138,964.64

REVENUE REPORT
CALENDAR 11/2021, FISCAL 5/2022

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	4,094,348.00	240,865.47	1,710,058.27	41.77	2,384,289.73
	ROAD USE TOTAL	729,600.00	48,651.74	287,674.86	39.43	441,925.14
	LOCAL OPTION SALES TAX TOTAL	938,600.00	312,855.72	583,088.24	62.12	355,511.76
	TIF TOTAL	673,450.00	41,322.60	329,661.10	48.95	343,788.90
	L.M.I TOTAL	75,218.00	23,266.92	34,706.99	46.14	40,511.01
	DEBT SERVICE TOTAL	1,615,052.00	27,655.61	1,245,426.30	77.11	369,625.70
	CAPITAL IMPROVEMENTS TOTAL	2,725,272.00	.00	2,331,521.04	85.55	393,750.96
	CAPITAL WATER PROJECT TOTAL	.00	1,238.47	370,891.67	.00	370,891.67-
	CAPITAL EQUIPMENT/VEHICLE TOTA	374,800.00	.00	.00	.00	374,800.00
	WATER TOTAL	1,390,100.00	139,959.89	890,990.63	64.10	499,109.37
	SEWER TOTAL	1,737,000.00	148,278.63	776,213.58	44.69	960,786.42
	SOLID WASTE/RECYCLING TOTAL	283,500.00	24,661.34	121,713.01	42.93	161,786.99
	STORM WATER UTILITY TOTAL	179,000.00	7,237.95	104,644.23	58.46	74,355.77

REVENUE REPORT
CALENDAR 11/2021, FISCAL 5/2022

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	TOTAL REVENUE BY FUND	14,815,940.00	1,015,994.34	8,786,589.92	59.30	6,029,350.08

**BALANCE SHEET
CALENDAR 11/2021, FISCAL 5/2022**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CHECKING - GENERAL	22,508.58-	146,111.12-
001-000-1725	ACCUM.DEPR. - LIBRARY BLDG	.00	.00
001-000-1745	ACCUM.DEPR. - PWD EQUIPMENT	.00	.00
001-000-1755	ACCUM.DEPR. - POLICE	.00	.00
001-000-1756	ACCUM.DEPR. - FIRE DEPT.	.00	.00
001-000-1805	ACCUM.DEPR. - SIDEWALKS	.00	.00
001-000-1806	ACCUM.DEPR.- PARKER BLVD	.00	.00
110-000-1110	CHECKING - ROAD USE	17,627.42	315,566.04
111-000-1110	CHECKING - I-JOBS	.00	.00
121-000-1110	CHECKING - LOCAL OPTION	312,855.72	583,088.24
125-000-1110	CHECKING - TIF	41,322.60	592,749.78
135-000-1110	CHECKING - L.M.I.	8,987.78	358,599.38
167-000-1110	CHECKING - PC COMM. LIB TRUST	.00	13,874.34
177-000-1110	CHECKING - FORFEITURE	.00	1,685.81
200-000-1110	CHECKING - DEBT SERVICE	56,630.91-	208,373.05
301-000-1110	CHECKING - CAPITAL PROJECT	19,669.50-	2,322,376.79
302-000-1110	CHECKING - CAPITAL WATER PROJ	1,238.47	615,941.60
303-000-1110	CHECKING - CAP EQUIP/VEHICLE	.00	105,000.00-
304-000-1110	CHECKING	.00	.00
600-000-1110	CHECKING - WATER UTILITY	65,856.92	1,556,975.27
600-000-1805	ACCUM. DEPR. - WATER	.00	.00
610-000-1110	CHECKING - SEWER UTILITY	482,417.75-	968,984.78
610-000-1805	ACCUM. DEPR. - SEWER	.00	.00
670-000-1110	CHECKING-SOLID WASTE/RECYCLING	448.26	19,002.67
740-000-1110	CHECKING	34,764.05-	9,649.86-
920-000-1110	CHECKING - ESCROW BANK ACCOUNT	.00	.00
	CHECKING TOTAL	167,653.62-	7,296,456.77
600-000-1111	WAT.SINKING/CKG	.00	.00
610-000-1111	SEWER SINKING FUND	.00	.00
	WATER SINKING TOTAL	.00	.00
600-000-1112	WATER TRUST CHECKING	.00	.00
610-000-1112	SEW.IMPR.CHECKING	.00	.00
	CHECKING TOTAL	.00	.00
600-000-1113	WAT.IMPR/CHECKING	.00	.00
610-000-1113	79 SANITARY SEWER DISTRICT	.00	.00
	CHECKING TOTAL	.00	.00
600-000-1115	Water Holding Account	.00	.00
	TOTAL	.00	.00

BALANCE SHEET
CALENDAR 11/2021, FISCAL 5/2022

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1120	LIBR.PETTY CASH	.00	35.00
600-000-1120	WATER PETTY CASH	.00	.00
	PETTY CASH TOTAL	----- .00	----- 35.00
001-000-1121	GENERAL PETTY CASH	.00	100.00
	PETTY CASH TOTAL	----- .00	----- 100.00
001-000-1122	PETTY CASH-POLICE	.00	300.00
	PETTY CASH-POLICE TOTAL	----- .00	----- 300.00
001-000-1150	GENERAL RESERVE IPAIT A/C	.00	1.00
125-000-1150	TIF RESERVE IPAIT A/C	.00	.00
135-000-1150	LMI - IPAIT Account	.00	1.00
200-000-1150	DEBT/TIF/CHECKING	.00	.00
301-000-1150	TIF SPECIAL REVENUES	.00	.00
600-000-1150	WATER FUND IPAIT A/C	.00	1.00
610-000-1150	SEWER FUND IPAIT A/C	.00	1.00
	CHECKING TOTAL	----- .00	----- 4.00
001-000-1151	GENERAL INVESTMENT	.00	.00
600-000-1151	WATER RESERVE INVESTMENT	.00	.00
610-000-1151	Sewer Fund CD	.00	.00
	SAVINGS TOTAL	----- .00	----- .00
600-000-1152	WATER TRUST INVESTMT.	.00	.00
	WATER TRUST INVESTMENT TOTAL	----- .00	----- .00
001-000-1160	SUPER MONEY MKT II	1,351.74	1,543,186.36
110-000-1160	SAVINGS	.00	.00
125-000-1160	SAVINGS	.00	.00
	SUPER MONEY MKT II TOTAL	----- 1,351.74	----- 1,543,186.36
001-000-1161	GRINNELL STATE BANK CD	.00	.00
610-000-1161	Polk County Bank CD	.00	.00
	GRINNELL STATE BANK CD TOTAL	----- .00	----- .00

BALANCE SHEET
CALENDAR 11/2021, FISCAL 5/2022

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1162	LUANA BANK C.D. -1.85%	.00	.00
	TOTAL	----- .00	----- .00
001-000-1163	Luana Savings Bank - M.M. Acco	2,140.37	2,537,927.06
135-000-1163	Luana Money Market Account	.00	719,041.86
600-000-1163	Luana Money Market Account	.00	.00
610-000-1163	Luana Money Market Account	.00	.00
	LUANA MONEY MARKET TOTAL	----- 2,140.37	----- 3,256,968.92
600-000-1220	ACCOUNTS RECEIVABLE	.00	.00
610-000-1220	ACCOUNTS RECEIVABLE	.00	.00
	TOTAL	----- .00	----- .00
	TOTAL CASH	=====	=====
		164,161.51-	12,097,051.05
		=====	=====



City of Polk City, Iowa

City Council Agenda Communication

Date: January 10, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager
Subject: P&Z appointment of Amber Pringnitz

BACKGROUND: The City currently has an opening on the P&Z Commission, which was vacated by Dennis Dietz not wishing to serve another term. The current make-up of the Commission is 4 males and 2 females, therefore we are looking to appoint a female. It is the Mayor's role to recommend to the Council vacancies on City Boards and Commissions. I have been working with Mayor Karsjen on a fair way to recommend a candidate because we received more than 1 application for this vacancy. Mayor Karsjen, myself and Krista Bowersox interviewed candidates and recommend the appointment of Amber Pringnitz to the Commission.

ALTERNATIVES: Do not approve the recommendation

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: It is our recommendation that the Council approve Amber Pringnitz to the Planning and Zoning Commission.



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

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

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

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

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

APPLICANT INFORMATION

Last Name Pringnitz	First Amber	MI C
Street Address 124 E. Bridge Rd	City/State Polk City, Iowa	Zip 50226
Employer Name Federal Home Loan Bank of Des Moines	Job Title Government Relations Manager	Length of residency in Polk City 6m

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

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

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

Monitor population trends, housing/property values, and land use principles to best advise on growth plans and patters for a vibrant, stable, and desirable community both for current residents and folks looking to relocate. Balancing business, governmental, and residential needs for future planning.

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

Financial Management	X	Land Use Planning
Community Groups	X	Engineering
Conflict Resolution	X	Other:

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

I am currently in grad school studying both finance and business. I ran an organization for 10 years with annual budgets of \$3m-9m where I also hired consultant team through proposals and negotiations. I managed political campaigns and worked with State and Federal officials for more than 20 years. I also volunteered with Chrysalis for two years now organizing their INSPIRED event.

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

I have always felt that the best and most impactful government is one that is closest to the people. That is why I have chosen my career path to this point. Although I am new to Polk City, I grew up in a small SW Iowa town where I learned first hand that "it takes a village" to run the city. As this is now my home community, it is my duty and desire to make it the best community we can be.

Please indicate

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

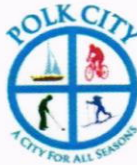
References

Name Megan Feld, 515.657.3081, mfeld@fhlbdm.com, Federal Home Loan Bank of Des Moines
Name Lynn Knudsen, 515.954.6622, lknudsen@chrysalisfdn.org, Chrysalis Foundation
Name Dan Clute, 515.343.6039, repclute@gmail.com, MidWestOne Bank

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

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

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



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

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

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

APPLICANT INFORMATION

Last Name DELANEY	First ASHLEY	MI R
Street Address 909 TWELVE OAKS CT	City/State POLK CITY, IA	Zip 50226
Employer Name HEARTLAND AEA	Job Title CURRICULUM CONSULTANT	Length of residency in Polk City 4yr

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

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

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

I am currently on the Parks Commission and have learned about the importance of zoning and long-term city planning. I have read the 2016 Comprehensive Plan in totality as well as every city code related to zoning.

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

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

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

I have my PhD in Education. Several of my areas of research and foci are related to the financial co-dependence between schools and city government with planning. Further, I was raised in a family heavily vested in both commercial and residential land development.

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

We love Polk City and see the need for commercial and industrial growth without sacrificing the charm and warmth of our small town. I believe this balance is very possible with careful planning and community building.

Please indicate

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

↳cousin-in-law is an officer

References

Name MANDY VOGEL, PC CITY COUNCIL, 515-418-2773
Name KEITH BORMANN, NP SCHOOL BOARD, 515-231-5117
Name BRIDGETT DEVOS, GO POLK CITY, 712-730-5148

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

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

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



Polk City Police Department

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

Polk City, Iowa 50226

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

Service Integrity Respect Quality

To: Honorable Mayor and Council Members

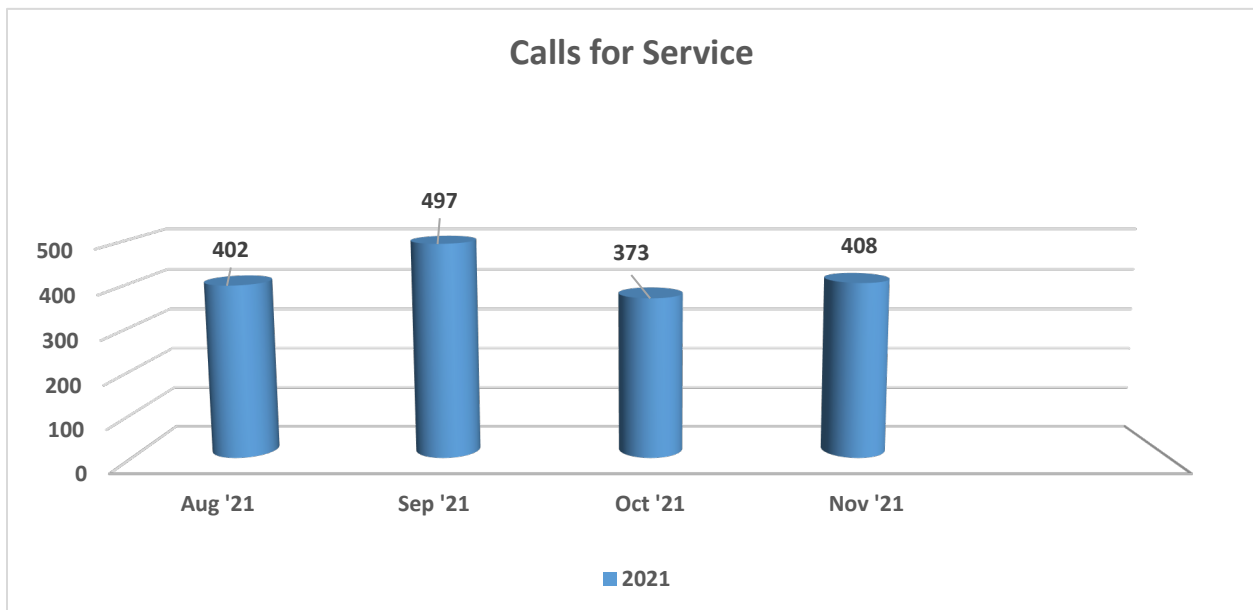
From: Lieutenant Aswegan

Date: December 9th, 2021

Re: November 2021 Monthly Report

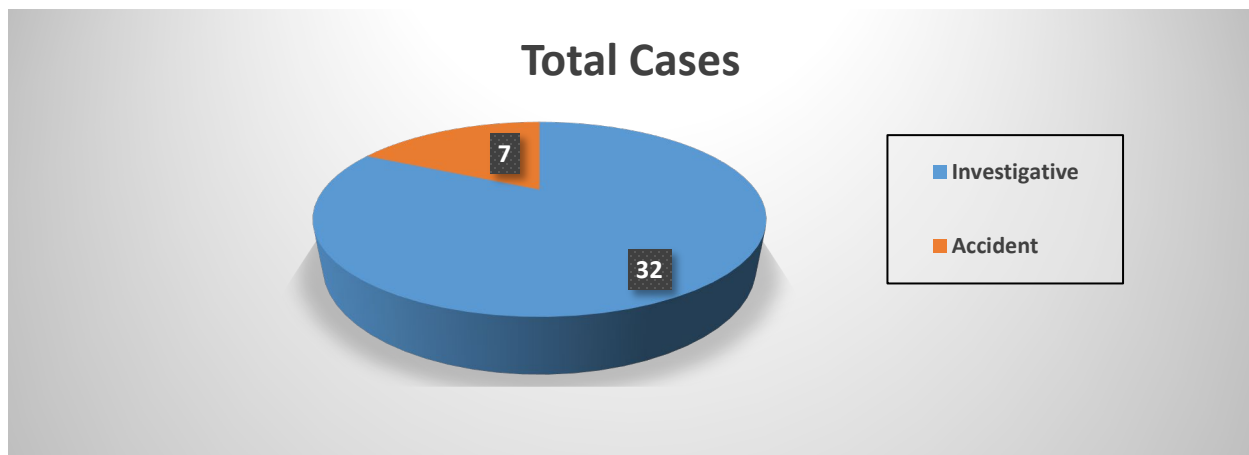
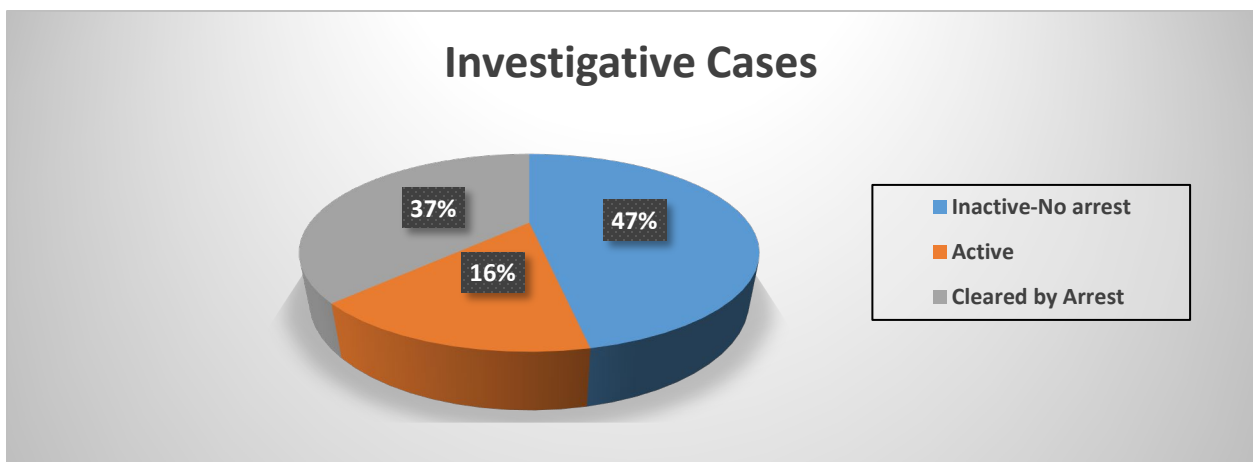
Calls for Service

The total calls for service for the month of November were **408**. This includes response to citizen complaints/reports, assists, self-initiated activities such as traffic stops, building checks, suspicious persons, and case follow up. Among these calls for service Polk City Officers conducted **105** traffic stops.



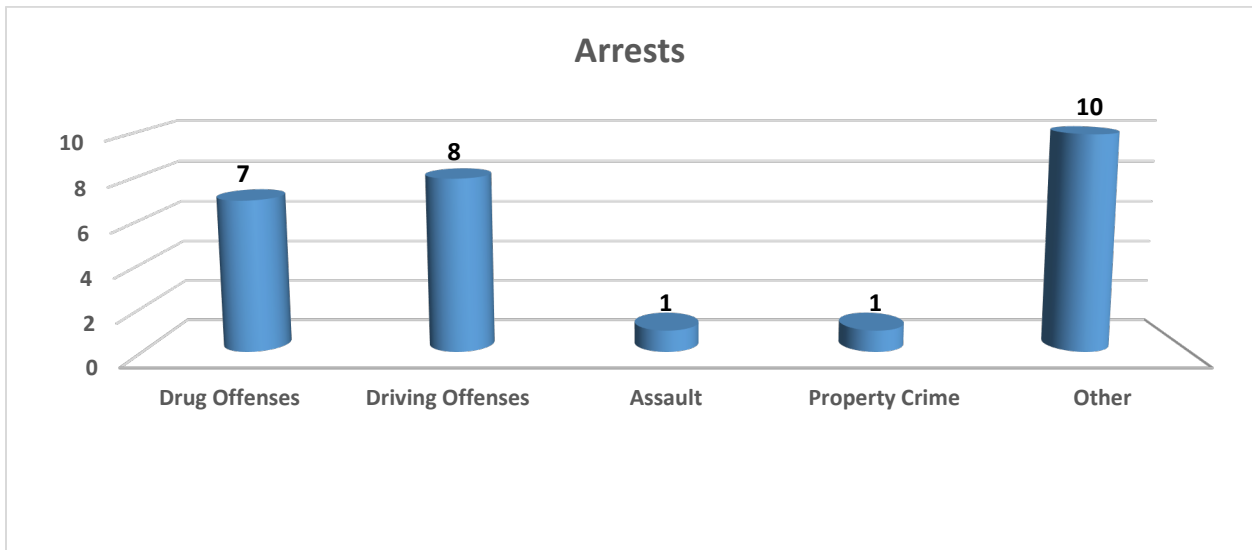
Cases Made

The Police Department had **39** total cases during the month of November. **32** of the cases were investigative incident reports and **7** were for traffic collisions. There are **5** active investigations from this month. There was a **47%** rate of cases cleared by arrest, for investigative cases in November.



Arrests Made

The Police Department made **27** arrests and issued **32** citations and **90** warnings. The arrests consisted of **7** arrests for drug offenses, **8** arrests for driving offenses (including 2 for OWI and 6 for Driving with a Suspended, Revoked, or Barred License), **1** arrest for Assault, **1** arrest for theft, and **10** arrests for miscellaneous offenses which included 3 wanted subjects, 3 arrests for Interference with Official Acts, 1 charge for Selling Tobacco to an Underage Person, 1 arrest for Malicious Prosecution, 1 arrest for Harassment and 1 arrest for Violating a No Contact Order.



Notable Incidents

On November 6th at about 8:45 pm, a Polk City Police Officer stopped a vehicle for a traffic violation. The driver, a 31-year-old man from Des Moines, was found to have a barred driver's license. An investigation also revealed that there was a no contact order prohibiting him from having contact with the female that was in the passenger seat. He was arrested and charged with Driving While Barred and Violation of a No Contact Order.

On November 24th at about 11:20 am, a Polk City Police Officer stopped a vehicle after finding the license plate belonged on a different vehicle. The driver, a 37-year-old man from Des Moines, was found to have a suspended driver's license. An investigation also revealed he was in possession of a methamphetamine smoking pipe and a baggie containing about 1 gram of methamphetamine. The man was charged with Possession of Methamphetamine, Possession of Drug Paraphernalia, Driving While Suspended, No Insurance and Fraudulent Use of Registration.

On November 30th at about 1:30 pm a 26-year-old woman came to the police department to claim an impounded motor vehicle. The woman was found to have outstanding warrants for her arrest for Voluntary Absence (leaving an Iowa Department of Corrections work release program without permission) and Probation Violation for an original charge of Possession of a Controlled Substance-3rd Offense. She was additionally found in possession of 2 and a half grams of marijuana. The woman had driven to the police department and was also found to have a suspended driver's license. She was taken into custody on the outstanding warrants and additionally charged with Possession of Marijuana and Driving While Suspended.

Annual Tobacco Compliance Checks

On November 16th the Polk City Police Department conducted annual Tobacco Compliance Checks. These checks are in partnership with the Iowa I-Pledge Program ran by the Iowa Alcoholic Beverages Division.



Two businesses were found to be not in compliance after an employee at each business sold tobacco to a person under 21 years of age. Citations were issued to these employees and follow up checks will be conducted to ensure compliance.

Officer Training

Officer Aicher and Eudoris conducted 16 hours of training in November. Training is a combination of time training at Canine Tactical in Chariton and time spent training locally. In addition to on-going obedience training, Officer Aicher and Eudoris trained in narcotics detection, tracking a person, and searching for lost articles which can include evidence of serious crimes.

Lieutenant Aswegan attended a course on managing police field training programs. The course is designed for those in positions of managing programs to train newly hired police officers. The training was put on by the Field Training Associates and was administered virtually. Law Enforcement professionals from several states attended this training.

In-Service Training

November in-service training was focused on firearms skill enhancement. Officers participated in drills that were designed to enhance marksmanship, weapons presentation and target acquisition under stress, and shoot/no shoot decision making under stress.



Officers were also trained by Officer Burdess, a certified EMT and experienced tactical medic, on controlling bleeding from a traumatic wound. Officers practiced applying tourniquets and field dressings on others and on themselves. There have been numerous documented events in the nation where officers have been shot and were required to apply a tourniquet on themselves to save their own life. The training that was provided completed the requirements in Stop the Bleed training.

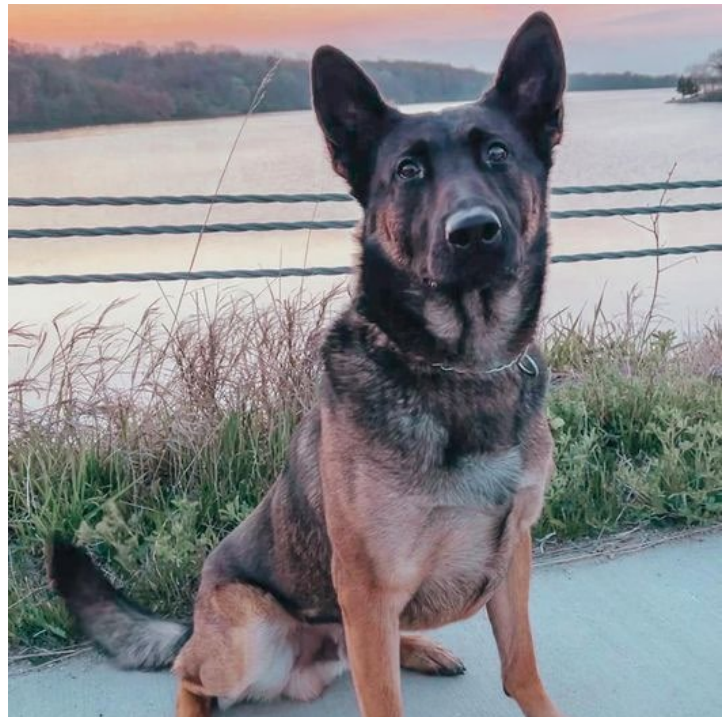
Training Hours: 84

Lamfers	8
Untrauer	7
Aicher	21
Siepker	4
Wilson	6
Aswegan	16
Delaney	8
Burdess	14

Canine Program

Eudoris was deployed one time in November, which was for a narcotics detection.

On November 16th at about 10:45 pm Officer Aicher stopped a vehicle for a traffic violation. Through contact with the 39-year-old man from Polk City, he developed information leading him to believe narcotics may be present in the vehicle. Officer Aicher deployed K9 Eudoris on



the vehicle. Eudoris alerted to the odor of narcotics and a probable cause search was conducted. A pipe used to smoke marijuana was recovered from the vehicle. The man was charged with Possession of Drug Paraphernalia.

Community Outreach


We are lucky to have such a supportive community where our youth feel comfortable visiting the police station and interacting with our officers. Visits are always welcome as they give our officers a break from less-than-desirable portions of our job.

In November we were visited by some local young ladies who were part of Central Iowa's Chapter of Girls on the Run. The program inspires all girls to build confidence and make intentional decisions, while fostering care and compassion for self and others. *Thank you for the visit, ladies, and thank you for making us aware of this program!*



Staffing Change

Officer Burdess has submitted his resignation with our department after accepting a position with another police department closer to home. We are currently in the hiring process to fill the vacancy left by Officer Burdess.



WE ARE HIRING!

Polk City Police Department is looking to fill the position of Police Officer.

Police Officer: Full-Time

Apply Now!

Municipal Code Enforcement

In July 2021 the Police Department took over Municipal Code Enforcement to address most nuisance abatement and municipal infractions.

Violations include junk and junk vehicles, noise control, animal protection and control, solid waste control, dangerous buildings, trees, weeds, and off-street parking.

To report a possible code violation residents can go to the Police Department website and complete the Violation Complaint Form and submit via e-mail.

The Police Department addressed **1** Municipal Code infractions in the month of November.

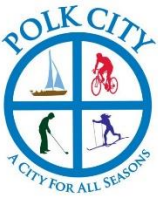


City of Polk City, Iowa City Council Agenda Communication

Date: January 10, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Jason Thraen, Parks & Recreation Director

Subject: **Parks & Recreation Department Updates for December 2021**

1. Staff, along with Go Polk City, hosted “Light Up Polk City” on Friday, December 3rd. This family-friendly holiday event included the traditional lighting of the square, visits with Santa, character appearances, horse drawn “sleigh” rides, vendors and demonstrations, and local organization/business involvement. An estimated 2,700 attended this annual special event.
2. Staff presented to the Kiwanis Club of Polk City on 12-2-2021. Topics covered included upcoming projects, programs, and special events.
3. Trees Forever hosted a free “Grow Your Tree Canopy” workshop at the Polk City Community Center on 12-7-2021. Individuals from central Iowa were in attendance including Polk City Parks & Recreation staff, Polk City Arbor League members, and Polk City Tree Board members.
4. Staff presented to the Kiwanis Club of Polk City Community Project Committee on 12-14-2021. Projects were presented and discussed that would benefit from Kiwanis Club financial assistance.
5. December programming included Start Smart Basketball.
6. Sports Complex baseball/softball fields had 0 reservations in December. 222 total field reservations in 2021.
7. Community Center had 2 private rentals in December. 14 total rentals in 2021.
8. Miller Park Shelter House had 3 private rentals in December. 29 total rentals in 2021.



City of Polk City, Iowa City Council Agenda Communication

Date: January 10, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Jason Thraen, Parks & Recreation Director

Subject: **Approve Seasonal Parks & Recreation Internship Job Description**

BACKGROUND: An in-depth review of current Polk City Parks & Recreation seasonal job descriptions showed an opportunity to modernize the department's seasonal hiring. Positions like a parks and recreation intern provide growth for the department and staff, as well as the candidate selected.

ALTERNATIVES: Do not approve the proposed seasonal internship job description.

FINANCIAL CONSIDERATIONS: The parks & recreation department would use budget line item 001-430-6020 to compensate this position.

RECOMMENDATION: It is my recommendation that city council approve the proposed seasonal parks and recreation internship job description. Job description will be effective immediately.

City of Polk City



Title:	Parks & Recreation Intern
Department:	Parks & Recreation
Status:	Internship
Reports to:	Parks & Recreation Director
Supervises:	N/A
Salary:	\$12.00-\$14.00 Hourly

POSITION FUNCTION:

The City of Polk City is seeking an individual for the 2022 Parks & Recreation Intern position. Polk City is a growing community of nearly 6,000 located northwest of the Des Moines metropolitan area. This internship will be a well-rounded and comprehensive opportunity for those interested in a career in the Parks and Recreation field. The selected candidate will gain experience in the areas of programming, special events, parks maintenance, customer service, and marketing/promotion. Polk City understands all internship requirements are different. We are flexible and will work with you to meet/exceed your college or university's internship requirement.

DUTIES AND RESPONSIBILITIES:

1. Supervises program participants in the following areas: youth programs and activities, adult programs and leagues, senior programs and activities, tournaments, and special events.
 2. Assists Parks & Recreation Director in planning, developing, coordinating, and implementing recreation programs and activities.
 3. Completes facility/event prep and maintenance as needed.
 4. Drives city van to transport program participants as needed.
 5. Assists with park maintenance (turf maintenance, landscaping, beautification).
 6. Attends Park Commission and City Council meetings.
 7. Develop and plan a unique department offering at Four Seasons Festival.
 8. Develop 1-2 new recreation programs for different age groups that are turn-key for future.
 9. Assists as needed in the office developing phone etiquette, filing, record keeping, and assisting customers.
 10. Performs other duties or assumes other responsibilities as apparent or assigned.
-

SKILLS AND ABILITIES:

1. Ability to work efficiently and safely, with or without direct supervision.
2. Display honesty, trustworthiness, dependability, and respectfulness.
3. Exhibit willingness to listen and learn. Ask for clarification as needed.

4. Practice clear, concise, customer focused communication.
 5. Be attentive to the City of Polk City's standards, policies, and procedures.
 6. Be an example of Polk City Parks & Recreation's mission and vision statements.
 7. Use computers and related software applications.
-

QUALIFICATIONS:

1. High school diploma or GED required. BA/BS or in pursuit thereof.
 2. Minimum age 18. Preference given to candidates of junior status or greater.
 3. Experience working with children of all ages.
 4. Valid Iowa driver's license.
 5. Adult and Pediatric First Aid/CPR/AED.
 6. Pre-employment criminal history record check.
-

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

1. Be responsive to visual and verbal alarms and other indications of distress.
2. Able to lift, carry, push, and pull up to 50 pounds.
3. Able to walk and stand for long periods of time on different surfaces.
4. Able to communicate effectively verbally and written with participants, community members, and fellow employees.
5. Requires outdoor work where heat, cold, precipitation, inclement weather, and nature may be encountered.
6. Requires travel within and out of Polk City, which imposes common travel hazards.
7. Standard work hours will vary from 0 to 40 hours per week to meet the needs of the department and may include evening and weekend hours.



City of Polk City, Iowa City Council Agenda Communication

Date: January 10, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Jason Thraen, Parks & Recreation Director

Subject: Pay Increase for Aaron Hughes, Recreation Assistant I

BACKGROUND: Aaron Hughes has worked for Polk City Parks & Recreation since 5-1-2021 as a part time Recreation Assistant I. For the past 8 months, Aaron has proven through his strong work ethic and parks and recreation experience to be a valuable piece to the success of the department. After completing a successful performance evaluation, I am recommending an increase in pay for Aaron.

ALTERNATIVES: Do not approve the proposed increase.

FINANCIAL CONSIDERATIONS: Wage increase to \$15.00 per hour.

RECOMMENDATION: It is my recommendation that city council approve the proposed wage increase of \$15.00 per hour for Aaron Hughes.



City of Polk City, Iowa City Council Agenda Communication

Date: January 10, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager
Subject: Cleaning Contract for City facilities

BACKGROUND: For the Council's consideration on Monday is a new cleaning contract with Stratus. In November we solicited bids for cleaning services for our city buildings. Stratus was one of three bids we received for the service and were the most responsive and the lowest of the three. Provided in the Council packet is the proposal. We have also received the required insurance requirements from the contractor.

All city facilities require a weekly cleaning. In addition to the weekly cleaning from April 1-October 31st because of the high traffic, we have some of our facilities cleaned bi-weekly (Library, Sports Complex facilities, and Miller Park).

ALTERNATIVES: Do not approve the contract

FINANCIAL CONSIDERATIONS: This is a budgeted expense for \$19,405 annually.

RECOMMENDATION: It is my recommendation that the Council approve the contract at the January 10th City Council meeting.

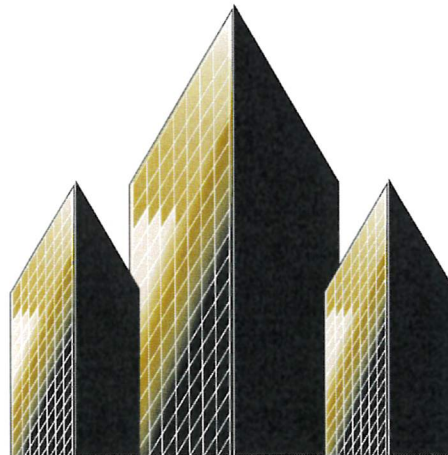


Nuno Ferreira
515.334.4040
nferreira@stratusclean.com
1001 Office Park Rd #2000
West Des Moines, IA 50265

Prepared for:
City of Polk City*



Polk City | IOWA
A City for All Seasons



STRATUS
BUILDING SOLUTIONS



Cleaning for the Environment

Environmental leadership is one of Stratus Building Solutions' strategic business objectives. Responsibly cleaning for our customers' health and the environment is a crucial part of Stratus Building Solutions' Environmental Leadership Program.

- Stratus exclusively uses Green Seal Certified products
- Exclusive use of micro fiber cloths reduces chemical usage by 50%
- Allergen micro filtered vacuums makes your facility virtually allergy free

Stratus is committed to maintaining our environmental leadership in everything we do, from conservation to cleaning and recycling. We believe strongly that good environmental practice makes good business sense.



Stratus Green Clean

STRATUS LABEL CHEMICALS

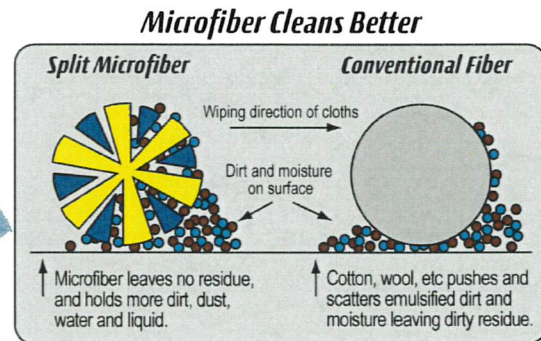


These products are included free of charge!

- ❖ Improve customer satisfaction
- ❖ Improve productivity
- ❖ Meet and exceed state standards for V.O.C. compliance
- ❖ Improve the indoor air quality and quality of the indoor “built environment”
- ❖ Reduce environmental & health risks associated with cleaning products



Microfiber Green Cleaning For Health

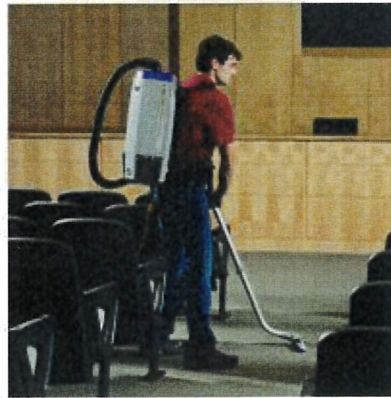


WHAT MAKES MICROFIBER GREEN

- Contributes to better indoor air quality with superior dust and dirt containment
- Source reduction—use less water and chemicals
- Lasts longer than conventional products



Pro-Team Green Cleaning For Health



The combination of Micro filters and Micro-Tex filters removes hair, pollen, dust, molds, and most bacteria particles down to 1 micron at **98.1% efficiency**

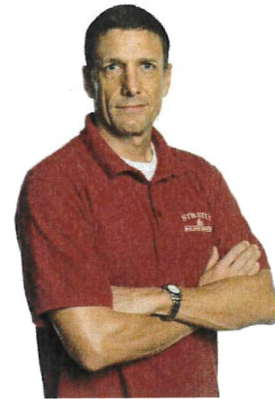


Professionalism and Quality

Is vital to achieve our ambitiously high standards and meticulous attention to detail...

Stratus insists on –

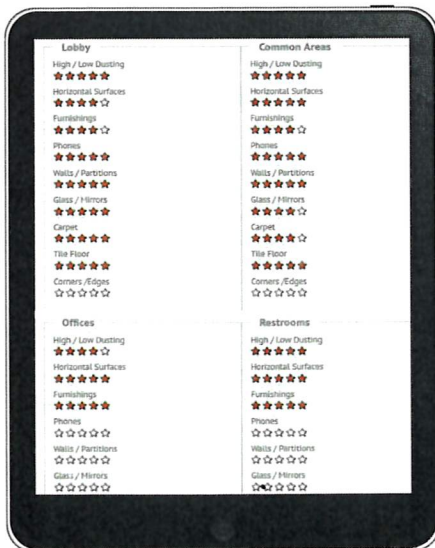
- Professionally trained staff
- Fully supervised work
- Consistent quality audits
- Close teamwork between operatives, regional office and you
- Uniformed staff
- ID badges carried by all staff



Reliability

Is imperative to achieve our 100% customer satisfaction pledge

- Prompt service
- Fully trained and experienced staff
- Ample resources to tackle each job



Lobby	Common Areas
High / Low Dusting ★★★★★	High / Low Dusting ★★★★★
Horizontal Surfaces ★★★★★	Horizontal Surfaces ★★★★★
Furnishings ★★★★★	Furnishings ★★★★★
Phones ★★★★★	Phones ★★★★★
Walls / Partitions ★★★★★	Walls / Partitions ★★★★★
Glass / Mirrors ★★★★★	Glass / Mirrors ★★★★★
Carpet ★★★★★	Carpet ★★★★★
Tile Floor ★★★★★	Tile Floor ★★★★★
Corners / Edges ★★★★★	Corners / Edges ★★★★★
Offices	Restrooms
High / Low Dusting ★★★★★	High / Low Dusting ★★★★★
Horizontal Surfaces ★★★★★	Horizontal Surfaces ★★★★★
Furnishings ★★★★★	Furnishings ★★★★★
Phones ★★★★★	Phones ★★★★★
Walls / Partitions ★★★★★	Walls / Partitions ★★★★★
Glass / Mirrors ★★★★★	Glass / Mirrors ★★★★★



Nuno Ferreira
 515.334.4040
 nferreira@stratusclean.com
 1001 Office Park Rd #2000
 West Des Moines, IA 50265

Our Agreement Current Service

Both Stratus and **City of Polk City*** agree to all terms, conditions, cleaning schedule and pricing as outlined in this agreement. Stratus will provide all the necessary cleaning chemicals and equipment. Client will provide all paper products, hand soap and replacement liners for trash receptacles.

Option 1

1x cleans per week

Monthly Billing: **\$ 1,270***

Option 2

2x cleans per week

Monthly Billing: **\$ 2,105***

Other

Initial Deep Cleaning (Optional)

Onetime fee: **\$500***

****Note/Payment Option:** This pricing includes a 5% discount for payments received by check or ACH. All other forms of payments such as credit cards will be billed at an additional 5% per month. Listed fee doesn't include taxes.

Service Address: City of Polk City*
 112 3rd Street
 Polk City, IA 50226

***Building facilities to be serviced: City Hall, Library, Maintenance Shop, Community Center, Miller Park Shelter House, Sports Complex Restrooms (April through October)**

Client

Stratus

By:

[Redacted Signature]

By: Nuno Ferreira

Title:

[Redacted Title]

Title: Business Developer

Date:

[Redacted Date]

Date: 11/10/2021

Approximate Start Date:

[Redacted Start Date]

This proposal assumes that if it is granted, all parties will work together to maintain a mutually agreeable cleaning solution. We reserve the right to withdraw this proposal if it is not accepted within 30 days

CITY OF POLK CITY

Polk City Cleaning Bid Proposal requirements

Number of Days a week- 2 (9mo odd months)
Cleaning Days Sundays and Wednesday 1x weekly
Emergency Contact - Dennis 2x weekly
Emergency Phone Number (515)559-6767

Service buildings Include

City Hall
Library
Maintenance Shop
Community Center
Miller Park Shelter House
Sports Complex Restrooms (April through October)

Service Areas in each Building Include

General office, lobby and common areas
Break room/Kitchens
Conference room(s)
Restroom(s)
*Clean all light shields and windowsills of bugs and debris

City Hall

Administration Offices and common areas

Collect and remove all trash to designated areas
Collect Recyclables and put in designated areas assigned by Customer
Replace trash liners as necessary
Vacuum all carpeted surfaces/offices
Vacuum all entryway mats
Dust all desks, chairs, partition tops, tables and all other office furniture and equipment
Dust City Council panel area
Clean all phones, light switches, and door handles as needed
Clean all glass entryway doors inside and out
Spot clean interior partition glass
Clean all drinking fountains, polishing metal fixtures
Dust mop all tiled - hard surfaces throughout
Damp mop all tiled - hard surfaces throughout

Break Room/Kitchenette/Mail room

Collect and remove all trash to designated area
Change liners daily
Clean and sanitize all sinks and counters
Spot clean fronts of cabinets and exterior of refrigerator
Clean microwave inside and out
Vacuum floor
Dust flat surfaces

Restroom Service - 3 restrooms

Consumables Supplied by Polk City to be stored at the Maintenance Shop
Restock all restroom supplies such as toilet paper, paper towels, urinal mats, and hand soaps
Collect and remove all trash to designated area
Wipe all trash - sanitary dispensers with a disinfectant cleaner
Clean all commodes and urinals inside and out, polishing all metal fixtures
Clean all sinks and counter tops, polishing all metal fixtures
Clean all mirrors, chrome, glass, and light switches
throughoutDust mop sweep hard surface floors
Damp mop restroom floors using a disinfectant cleaner

Community Center

Common areas

Collect and remove all trash to designated area
Vacuum all mats daily
Sweep/dust mop all VCT flooring
Damp mop VCT flooring

Kitchen

Collect and remove all trash to designated area
Change liners daily
Clean and sanitize all sinks and counters
Spot clean fronts of cabinets and exterior of refrigerator
*Clean microwave inside and out
Sweep and Damp mop VCT flooring

Restrooms

Consumables Supplied by Polk City to be stored at the Maintenance Shop
Restock all restroom supplies such as toilet paper, paper towels, urinal mats, and band soaps
Collect and remove all trash to designated area
Wipe all trash - sanitary dispensers with a disinfectant cleaner
Clean all commodes and urinals throughout, polishing all metal fixtures
Clean all sinks and counter tops, polishing all metal fixtures
Clean all mirrors, chrome, glass and light switches throughout
Check showers and clean as needed
Dust mop / sweep hard surface floors
Damp mop restroom floors using a disinfectant cleaner

Maintenance Shop 301 East Northside Drive

Offices and common areas

Collect and remove all trash to designated areas
Collect Recyclables and put in designated areas assigned by Customer
Replace trash liners as necessary
Vacuum all carpeted surfaces
Vacuum all entryway mats
Dust all desks, chairs, partition tops, tables and all other office furniture and equipment
Clean all phones, light switches, and door handles as needed
Clean all drinking fountains, polishing metal fixtures
Dust mop all tiled - hard surfaces throughout
Damp mop all tiled - hard surfaces throughout

GENERAL CLEANING

Offices, Entrances, Reception Areas, Conference Rooms, Hallways, Common Areas

	FREQUENCY
Dust horizontal surfaces - desk, credenza, counter and file cabinet tops.	Every Clean
Spot clean horizontal surfaces for removal of coffee rings and spillage.	Every Clean
Entrance doors and internal glass partitions cleaned of fingerprints and smudges.	Every Clean
Empty all waste paper receptacles.	Every Clean
Disinfect all telephone receivers and dust phone bases.	1x / Week
Disinfect light switches, light switch plate covers and door handles.	Every Clean
Disinfect flat surfaces.	1x / Week
Walls around doors and light switches cleaned of fingerprints and smudges.	Every Clean
Clean and polish drinking fountains	Every Clean
Replace waste receptacle liners.	As need it
High dusting - air vents, tops of doors, door frames, ceiling corners.	1x /Month
Low dusting - front and sides of desks, legs of chairs, tables and chair bases.	1x /Month
Furniture - vacuum fabric and wipe down other surfaces to remove dust and lint.	1x /Month

RESTROOMS

	FREQUENCY
Clean and disinfect counter tops, wash basins, toilets, toilet seats and urinals.	Every Clean
Clean and disinfect all dispensers, fixtures and mirrors.	Every Clean
Empty trash receptacles.	Every Clean
Empty sanitary napkin receptacle and disinfect (where applicable).	Every Clean
Spot clean partitions and tile walls.	Every Clean
Restock hand soap and paper products.	Every Clean
Disinfect partition handles, door handles and light switches.	Every Clean
Clean and sanitize outsides of dispensers and trash receptacles.	Every Clean
Polish all dispensers, fixtures and mirrors.	Every Clean
Sweep and thoroughly mop floor with germicidal solution.	Every Clean
High dust - tops of partitions, air vents, mirror frames and tops of doors.	1x /Week
Clean and disinfect restroom partitions and walls around toilets and urinals.	1x /Month

FLOOR CARE

Carpet, Ceramic, Resilient Tile (VCT) and Concrete

	FREQUENCY
Vacuum, sweep or dust mop all hard surface floors.	Every Clean
Vacuum all carpeted traffic areas.	Every Clean
Thoroughly mop all hard surface floors.	Every Clean
Detail vacuum carpet edges and corners along walls and partitions.	1x /Week
Dust all baseboards.	1x /Month

BREAK AREAS

Kitchens, Cafeterias, Lunch Rooms, Coffee Areas, Break Room

	FREQUENCY
Counters and tabletops cleaned with approved disinfectant.	Every Clean
Fronts of counters and chairs cleaned.	Every Clean
Sinks cleaned with approved disinfectant.	Every Clean
Outside of refrigerator and microwave wiped down.	Every Clean
Inside of microwave cleaned.	Every Clean
Trash removed	Every Clean
Cleaning kitchen appliances and counters, dishes and other cleaning needs as they arise	Every Clean
Sink thoroughly scoured using liquid cleanser	1x /Week
Table bases and chair legs cleaned.	1x /Month

Terms & Conditions

This Agreement, dated [REDACTED] is made between Stratus Building Solutions ("STRATUS") and **City of Polk City*** ("CLIENT"). Both STRATUS and CLIENT agree that STRATUS will begin service on under the following terms and conditions.

1. CLIENT agrees to contract STRATUS to perform cleaning services according to the attached cleaning schedule. This agreement is for twelve consecutive months without interruption. Contract will commence on the latter of the dates between the one designated on the signature page and the actual date services begin.
2. This business contract agreement is obtained by STRATUS for the business benefit of a STRATUS Franchisee who hereby agrees to comply with the terms and conditions of this agreement. The Franchisee selected to service this CLIENT will be introduced prior to the start date of service.
3. The STRATUS Franchisee has successfully completed the STRATUS training program and carries all required certifications and insurance. The insurance carried by the franchisee names the CLIENT as additionally insured.
4. Six nationally recognized holidays have been taken into consideration during the calculation of this proposal. These include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If work is performed on these days, additional charges may apply.
5. STRATUS will invoice CLIENT on the first day of each month, and CLIENT agrees to pay STRATUS the amount that is due and owed under the terms of this contract by the 10th of the month. Late payments will incur service and finance charges applicable by state and federal law. In the event of default on payment, CLIENT agrees to pay STRATUS' costs for collection and/or attorney fee
6. This agreement may be terminated for non-performance only. Client must give STRATUS written notice, specifying in detail the nature of any defect in performance. STRATUS shall have thirty (30) days to cure specified defects. If the specified defects have not been cured at the end of the thirtieth (30) day, Client shall notify STRATUS in writing of failure to cure, and the agreement shall terminate thirty (30) days from date of said notice.
7. CLIENT agrees to verbally notify STRATUS of any non-performance issues, in detail, prior to written notification.
8. CLIENT agrees that during the term of this agreement and within ninety (90) days after termination of this agreement, CLIENT will not employ directly or indirectly any employees, agent representatives or franchisees of STRATUS.
9. This agreement is for a term of one (1) year, and shall automatically renew on the anniversary date, with the same terms and conditions, unless either party shall give written notice of termination at least sixty (30) days, but no more than ninety (90) days prior to said anniversary date.
10. Subsequent to the first anniversary of the contract, the price of the contract may be increased commensurately with any federal or state mandated minimum wage increase. Your STRATUS franchisee and regional office will notify CLIENT of any increase at least 30 days prior to said increase.

Instructions on the reverse side

For period (MM/DD/YYYY) 01 / 01 / 2022 through June 30, 2022.

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

Business Information:

Trade name/Doing business as: Sara B&R LLC / Polk City Liquor.

Physical location address: 201 N 3rd St. City: Polk City ZIP: 50226.

Mailing address: 1247 Hutton St City: Des Moines State: IA ZIP: 50316.

Business phone number: 515 984-9627.

Legal Ownership Information:

Type of Ownership: Sole Proprietor Partnership Corporation LLC LLP

Name of sole proprietor, partnership, corporation, LLC, or LLP SARA B&R LLC.

Mailing address: 1247 Hutton St City: Des Moines State: IA ZIP: 50316.

Phone number: 214-382-1082 Fax number: _____ Email: mat6747@yahoo.com.

Retail Information:

Types of Sales: Over-the-counter Vending machine

Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes No

Types of Products Sold: (Check all that apply)

Cigarettes Tobacco Alternative Nicotine Products Vapor Products

Type of Establishment: (Select the option that best describes the establishment)

Alternative nicotine/vapor store Bar Convenience store/gas station Drug store
Grocery store Hotel/motel Liquor store Restaurant Tobacco store

Has vending machine that assembles cigarettes Other _____

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Owner(s), Partner(s), or Corporate Official(s)

Name (please print): Madhav Niravula Name (please print): _____

Signature: [Signature] Signature: _____

Date: 12-27-21. Date: _____

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

FOR CITY CLERK/COUNTY AUDITOR ONLY - MUST BE COMPLETE

- Fill in the amount paid for the permit: _____
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: _____
- New Renewal

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375

General Instructions

- Fill in the month, day, and year that this application covers
- All permits expire annually on June 30th
- A new application must be submitted every year
- All items must be completed
- A permit will not be issued until the application is properly completed and approved

Business Information

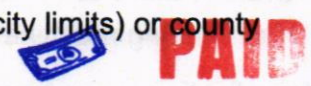
- Fill in the trade name/DBA of the business
- Fill in the physical location address, city, and ZIP
- Fill in the mailing address or PO Box, city, and ZIP
- Fill in the 10-digit telephone number of the business

Legal Ownership Information

- Check the legal ownership type of the business
- Fill in the name(s) of the sole proprietor, partnership, the corporation, the LLC, or the LLP that is the legal owner of the business. This is not the store manager or the corporate president. Do not fill in the name of a person unless the type of ownership is sole proprietor.
- Fill in the 10-digit telephone number, fax number, and email address of the legal owner

Retail Information

- Check the box for the type of sales at the business
- If you make delivery sales of alternative nicotine or vapor products, also complete an Annual Application for Iowa Cigarette Permit, Tobacco Tax License, or Delivery Seller Permit 70-015.
- Check the types of products sold at the business
- Check the box that best describes the type of business establishment
- Print the name of the sole proprietor, the partner(s), or corporate official signing this application.
- Sign and date the application. The application must be signed by the owner, one of the partners, or one of the corporate officers listed above. A preparer's or store manager's signature is not acceptable.
- Return this application and fee to your local jurisdiction: city clerk (within city limits) or county auditor (outside of city limits).



Permit Fees

- The price of a retail permit depends on the location of the business and the month issued

Location	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Outside of city limits	\$50.00	\$37.50	\$25.00	\$12.50
City of less than 15,000	\$75.00	\$56.25	\$37.50 <i>cash</i>	\$18.75
City of 15,000 or more	\$100.00	\$75.00	\$50.00	\$25.00

For City Clerk/County Auditor Only

- Send completed/approved applications within 30 days of issuance to:
 Email: iapledge@iowaabd.com
 Fax: 515-281-7375

Visit the Iowa Department of Revenue at (tax.iowa.gov) to find information regarding minimum price, a list of approved brands, a list of licensed distributors, and answers to frequently asked questions.

To subscribe to receive updates by email, visit the Department's website (tax.iowa.gov) and click on "Subscribe to Updates."



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS	
SARA B&R LLC	Polk City Liquor	(515) 984-9627	
ADDRESS OF PREMISES	CITY	COUNTY	ZIP
201 North 3rd Street	Polk City	Polk	50226
MAILING ADDRESS	CITY	STATE	ZIP
201 North 3rd Street	Polk City	Iowa	50226

Contact Person

NAME	PHONE	EMAIL
Madhav Niraula	(214) 382-1082	matt6747@yahoo.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
	Class E Liquor License	12 Month	Submitted to Local Authority

EFFECTIVE DATE	EXPIRATION DATE	LAST DAY OF BUSINESS
----------------	-----------------	----------------------

SUB-PERMITS

Class E Liquor License, Class C Beer Permit, Class B Wine Permit

PRIVILEGES

Sunday Service



Status of Business

BUSINESS TYPE

Sole Proprietor

Ownership

No Ownership information found

Insurance Company Information

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE
DATE

OUTDOOR SERVICE EXPIRATION
DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE
DATE

TEMP TRANSFER EXPIRATION
DATE

LIBRARY -DECEMBER 2021 STATS SNAPSHOT	December 2019	December 2020 (COVID-19)	December 2021	November 2021
Total Visitors	1,911	0	1,447	1,558
People Checking Out	387	217	327	351
Polk City Cardholders	335	188	284	302
Polk City Checkouts	3,084	1,415	2,457	2900
Open Access Cardholders	27	13	22	22
Open Access Checkouts	258	106	199	211
Rural Cardholders	25	16	21	27
Rural Checkouts	204	173	191	286
Bridges E-book/Audiobook Checkouts	561	669	714	800
Outgoing ILL Books	32	18	24	20
Total Checkouts (incl. Bridges & Outgoing ILL)	4,139	2,381	3,585	4,217
Auto Renewals (began in September 2018)	814	272	498	702
Total Checkouts (adjusted for auto-renewal)	3,325	2,109	3,087	3,515
Incoming ILL Books	28	25	22	23
Reserves Placed	223	1,292	407	365
Materials Added	177	142	104	82
Materials Withdrawn	48	59	3	5
New Cards Issued	15	4	18	18
Computer Users	59	0	25	38
WiFi Users (on site)-Whofi counter started end of 10/19	240	178	352	293
Reference Questions	69	2	25	25
AWE Station Usage	122	0	82	74
AWE Games Played	295	0	257	183
Adult Programs	21	24	32	29
Adult Program Attendance	178	148	209	206
Youth Programs	12	13	14	19
Youth Program Attendance	304	281	233	232
Tutoring	22	0	0	0
No. of Meeting Room Uses by Outside Groups	1	0	4	3
Patron Savings (physical materials only)	\$42,884	\$24,201	\$36,658	\$40,917
Passports	NA	NA	41	34
Blank Park Zoo Adventure Pass (\$44)	2	1	0	0
Science Center of Iowa Adventure Pass (\$44)	NA	NA	4	2
Botanical Gardens Adventure Pass (\$34)	1	0	2	0
Brenton Skating Plaza (\$46.50)	5	NA	NA	NA
Des Moines Children's Museum (\$36)	0	NA	0	0
Reiman Gardens (\$34)	NA	NA	1	0
TOTAL ADVENTURE PASS SAVINGS	\$442.50	\$44	\$278	\$88
Summer Reading Signups (0-11) as of 6/30				
Summer Reading Signups (12-18) as of 6/30				
Adult Reading Participation as of 6/30				
Facebook Page Views (Dec. 6-Jan 2)		158	100	117
Facebook Post Reach (Dec. 6-Jan 2)		1,912	1,626	2,997
New Facebook PageFollowers(Dec. 6-Jan 2)		10	10	13
New Facebook Page Likes (Dec. 6-Jan 2)		9	10	11
Website Views		2,815	1,977	2,132

LIBRARY -NOVEMBER 2021 STATS SNAPSHOT	November 2019	November 2020 (COVID-19)	November 2021	October 2021
Total Visitors	2,293	50	1,558	1,395
People Checking Out	426	208	351	338
Polk City Cardholders	370	179	302	292
Polk City Checkouts	3,376	1,543	2900	2,575
Open Access Cardholders	30	10	22	22
Open Access Checkouts	214	119	211	142
Rural Cardholders	26	19	27	24
Rural Checkouts	261	193	286	296
Bridges E-book/Audiobook Checkouts	497	638	800	779
Outgoing ILL Books	40	18	20	23
Total Checkouts (incl. Bridges & Outgoing ILL)	4,388	2,511	4,217	3,815
Auto Renewals (began in September 2018)	770	320	702	595
Total Checkouts (adjusted for auto-renewal)	3,618	2,191	3,515	3,220
Incoming ILL Books	47	18	23	14
Reserves Placed	234	1,387	365	393
Materials Added	202	70	82	90
Materials Withdrawn	450	46	5	1
New Cards Issued	19	6	18	21
Computer Users	58	1	38	17
WiFi Users (on site)-Whofi counter started end of 10/19	225	176	293	281
Reference Questions	100	0	25	25
AWE Station Usage	110	0	74	80
AWE Games Played	282	0	183	209
Adult Programs	26	27	29	28
Adult Program Attendance	206	682-diy video (549)	206	195
Youth Programs	18	18	19	18
Youth Program Attendance	565	408	232	192
Tutoring	13	0	0	0
No. of Meeting Room Uses by Outside Groups	3	0	3	2
Patron Savings (physical materials only)	\$45,726	\$25,315.00	\$40,917	\$35,108
Passports	NA	NA	34	23
Blank Park Zoo Adventure Pass (\$44)	3	0	0	2
Science Center of Iowa Adventure Pass (\$44)	2	0	2	1
Botanical Gardens Adventure Pass (\$34)	0	0	0	1
Brenton Skating Plaza (\$46.50)	0	0	NA	NA
Des Moines Children's Museum (\$36)	1	0	0	1
Reiman Gardens (\$34)	NA	NA	0	0
TOTAL ADVENTURE PASS SAVINGS	\$256	\$0	\$88	\$202
Summer Reading Signups (0-11) as of 6/30				
Summer Reading Signups (12-18) as of 6/30				
Adult Reading Participation as of 6/30				
Facebook Page Views (Nov 3-30)		196	117	303
Facebook Post Reach (Nov. 3-30)		4,434	2,997	7,525
New Facebook PageFollowers(Nov 3-30)		12	13	9
New Facebook Page Likes (Nov 3-30)		12	11	7
Website Views		2,510	2,132	1,067

POLK CITY LIBRARY BOARD MEETING NOTES
Polk City Community Library Meeting Room
401 Booth St., Polk City, IA
Monday, November 1, 2021 at 6:30 pm

I. Call to order – Rod Bergren called meeting to order at 6:37pm.

II. Approval of the Agenda

MOTION: A motion was made by Angie Conley and seconded by Sara Olson to approve Meeting Agenda.
MOTION PASSED unanimously.

<u>Board Members Present:</u>	Rod Bergren, Angie Conley, Sara Olson
<u>Board Members Absent:</u>	Lisa Mart, Corey Hoodjer
<u>Library Director Present:</u>	Jamie Noack
<u>City Council Liaison Present:</u>	None
<u>Guests Present:</u>	None

III. Consent Items

MOTION: A motion was made by Sara Olson and seconded by Angie Conley to approve Consent Items.
MOTION PASSED unanimously.

1. Approve the [October 2021 Board Minutes](#)
2. Approve September 2021 financial statements
 - a. [September 2021 History](#)
 - b. [September 2021 Budget](#)
 - c. [September 2021 Revenue & Expenses](#)

IV. Communication from the Public – None

V. Director's report

Library Director's Report
October 2021

Library Statistics:

- October Circulation and library usage
 - October 2021 circulation decreased by 273 compared to September 2021 and increased by 275 compared to October 2020. Circulation was down 1,352 (approximately 26%) compared to October 2019 (pre-pandemic).
 - 1,395 individuals visited the library in October. This is a decrease of 263 compared to September 2021. It is a decrease of (approximately 52%) compared to October 2019 (pre-pandemic).
 - Library patrons saved \$35,108 in October by borrowing materials from the library versus purchasing them (does not include digital E-book/audiobook downloads or hotspot loans).
 - 23 Passport applications were processed
 - 1 Notary appointments
 - 5 Adventure passes were used saving patrons \$202
 - NOTE: Library was closed for one week for carpet installation.

What's New:

- We have begun the search for a new youth services librarian.
- On October 7, Director Noack gave a presentation on library operations to the Polk City Citizen's Academy. Attendees really enjoyed learning more about the library and how it operated.
- Director Noack will attend Kwik Star's Ribbon Cutting ceremony on November 3 at 1:00. Kwik Star will be making a \$1,000 donation to the library at this time. Board members are welcome to attend.
- Melissa Ulbrich will attend the 2021 Performer's Showcase in Harlan on November 3 in preparation for our 2022 summer reading program.
- The library will host a community book discussion on The Weapons of Math Destruction on November 4 at 6:30 pm.
- The storm water intakes were repaired at the library. The library received another invoice for \$2,579 for the concrete flume.
- The new phone system is in place at the library. We will have staff training on using them November 4.
- 3 new security cameras were installed outside the library (front door, back door, fireplace doors). These will be paid for with a grant received from the State Library of Iowa. We are down to just needing to add 2 more interior cameras (back of library, meeting room) to complete our plan.
- The Friends of the Library are purchasing a Play Table for the library.
- The Library's Giving Tree will benefit the Polk City Nursing and Rehabilitation Center this year. Donations will be collected November 22-December 16.

1. [October 2021 Stats](#)

LIBRARY -OCTOBER 2021 STATS SNAPSHOT	October 2019	October 2020 (COVID-19)	October 2021	September 2021
Total Visitors	2,920	61	1,395	1,658
People Checking Out	465	210	338	358
Polk City Cardholders	405	181	292	314
Polk City Checkouts	3,983	1,587	2,575	2,804
Open Access Cardholders	27	10	22	23
Open Access Checkouts	230	119	142	234
Rural Cardholders	33	19	24	21
Rural Checkouts	265	193	296	262
Bridges E-book/Audiobook Checkouts	661	612	779	764
Outgoing ILL Books	28	29	23	23
Total Checkouts (incl. Bridges & Outgoing ILL)	5,167	2,540	3,815	4,088
Auto Renewals (began in September 2018)	917	258	595	694
Total Checkouts (adjusted for auto-renewal)	4,250	2,282	3,220	3,394
Incoming ILL Books	40	20	14	27
Reserves Placed	274	1,354	393	404

Materials Added	169	104	90	131
Materials Withdrawn	1,039	117	1	396
New Cards Issued	13	9	21	25
Computer Users	71	0	17	12
WiFi Users (on site)-Whofi counter started end of 10/19	70	238	281	227
Reference Questions	30	0	25	1
AWE Station Usage	211	0	80	75
AWE Games Played	391	0	209	198
Adult Programs	33	29	28	35
Adult Program Attendance	297	136	195	218
Youth Programs	21	21	18	13
Youth Program Attendance	581	772	192	236
Tutoring	20	0	0	0
No. of Meeting Room Uses by Outside Groups	4	0	2	1
Patron Savings (physical materials only)	\$54,409	27,271	\$35,108	\$41,775
Passports	NA	NA	23	26
Blank Park Zoo Adventure Pass (\$44)	3	3	2	5
Science Center of Iowa Adventure Pass (\$44)	3	0	1	4
Botanical Gardens Adventure Pass (\$34)	1	1	1	1
Brenton Skating Plaza (\$46.50)	NA	NA	NA	NA
Des Moines Children's Museum (\$36)	1	NA	1	1
Reiman Gardens (\$34)	NA	NA	0	0
TOTAL ADVENTURE PASS SAVINGS	\$385	\$166	\$202	\$466
Summer Reading Signups (0-11) as of 6/30				
Summer Reading Signups (12-18) as of 6/30				
Adult Reading Participation as of 6/30				
Facebook Page Views (Oct. 1-31)		182	303	152
Facebook Post Reach (Oct. 1-31)		2,228	7,525	8,727
New Facebook PageFollowers(Oct 1-31)		12	9	10
New Facebook Page Likes (Oct 1-31)		13	7	9
Website Views		3,111	1,067	1,107

VI. Liaison report - None

VII. Board Education – None

VIII. Agenda Items

1. Approve [payment in the amount of \\$22,310.40 to Thielen Brothers for library carpeting.](#)
MOTION: A motion was made by Sara Olson and seconded by Angie Conley to approve payment in the amount of \$22,310.40 to Thielen Brothers for library carpeting.
MOTION PASSED unanimously.
2. Approve [Resolution 2021-05L](#) authorizing the hire of a Library Page.
MOTION: A motion was made by Lisa Mart and seconded by Sara Olson to approve Resolution 2021-05L authorizing new hire after posting the job for 10 days.
MOTION PASSED unanimously.
3. Approve [Resolution 2021-06L](#) authorizing the hire of an Assistant Director.
MOTION: A motion was made by Lisa Mart and seconded by Sara Olson to approve Resolution 2021-06L authorizing hire of an Assistant Director.
MOTION PASSED unanimously.
4. Review [Reconsideration of Materials Policy](#) – reviewed; no changes
5. Approve option to waive December meeting if there is no new business.
MOTION: A motion was made by Angie Conley and seconded by Lisa Mart to approve waiving December meeting.
MOTION PASSED unanimously.
6. Covid-19 Updates

IX. Adjourn – meeting adjourned at 6:53pm.

MOTION: A motion was made by Angie Conley and seconded by Lisa Mart to approve meeting adjournment.
MOTION PASSED unanimously.

Next Meeting Monday, December 6, 2021

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

Library Director's Report November December 2021

Library Statistics:

- November Circulation and library usage
 - November 2021 circulation increased by 295 compared to October 2021 and increased by 1,324 compared to November 2020. Circulation was only down 103 (approximately 3%) compared to November 2019 (pre-pandemic).
 - 1,558 individuals visited the library in November. This is an increase of 163 compared to October 2021. It is a decrease of 735 (approximately 22%) compared to November 2019 (pre-pandemic).
 - Library patrons saved \$40,917 in November by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
 - 34 Passport applications were processed
 - 2 Adventure passes were used saving patrons \$88.
- December Circulation and library usage
 - December 2021 decreased by 428 compared to November 2021 and increased by 978 compared to December 2020. Circulation was down 238 (approximately 7%) compared to December 2019 (pre-pandemic)
 - 1,447 individuals visited the library in December. This is a decrease of 111 compared to November 2021. It is a decrease of 464 (approximately 23%) compared to December 2019 (pre-pandemic).
 - Library patrons saved \$36,658 in December by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
 - 41 Passport application were processed
 - 7 Adventure Passes were used saving patrons \$278.

What's New:

- The city has contracted with Stratus for cleaning services. The current agreement has city buildings being cleaned once a week, but I have told city hall that we will need twice a week cleaning during the summer. We will see how winter goes, but I am concerned about only getting cleaned once a week with snow and sand being tracked in.
- The After-Mouse Interactive PlayTable arrived on December 27. It was purchased by the Friends of the Library and has been very popular.
- Our holiday Giving Tree was very successful and we were able to donate an overwhelming number of items to the nursing home.
- The Friends of the Library have opted not to purchase Adventure Passes for Brenton Skating Plaza this year. The venue was limiting passes to weeknights only (M-Th) for January and February without reducing the cost from previous years when it was available November-March whenever the facility was open. It was determined that there likely wouldn't be enough usage to warrant the expense of the pass.
- The Friends of the Library are sponsoring a build-your-own-bear workshop program on February 12 at the Methodist Church. They have purchased 100 bear kits. Registration is required and cost is a donation to the Comet Cupboard.
- Department heads and city council members will meet January 14 for a budget workshop.

2022 Library Closings

Saturday, January 1	closed	city holiday
Monday, January 17	closed	staff training
Friday, April 15	closed	city holiday
Saturday, April 16	closed	Holiday weekend
Thursday, May 26	close at 4:30	SRP Kickoff on Square
Monday, May 30	closed	city holiday
Monday, July 4	closed	4th of July
Friday, July 15	close at 12:00	prepare Four Seasons Festival
Saturday, July 16	closed	Four Seasons Festival
Monday, September 5	closed	city holiday
Wednesday, November 23	close at 5:00	Thanksgiving Eve
Thursday, November 24	closed	city holiday
Friday, November 25	closed	city holiday
Saturday, November 26	closed	w/Board approval
TBD	close at 5:00	Square Lighting
TBD	11:45-1:30	City Holiday Luncheon
Friday, December 23	closed	city holiday
Saturday, December 24	closed	city holiday
Monday, December 26	closed	city holiday
Monday, January 2, 2023	closed	New Year on Sunday

RESOLUTION 2022-01L

**A RESOLUTION HIRING CANDIDATES FOR YOUTH SERVICES
LIBRARIAN FOR THE POLK CITY, IOWA LIBRARY**

WHEREAS, the Polk City Community Library has an established positions for one Youth Services Librarian; and

WHEREAS, there is currently one Youth Services Librarian position vacant; and

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


NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of the Polk City Community Library recommends hiring Alexa Minasian with a start date determined upon a successful completion of required background checks at a starting wage of \$20.75 per hour.

PASSED AND APPROVED the 3rd day of January 2022.



Lisa Mart, Library Board President

ATTEST:



Jamie Noack, Library Director



City of Polk City, Iowa

City Council Agenda Communication

Date: January 10, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: Setting Public Hearing for the Vacation of a right-of-way easement on Hugg Dr.

BACKGROUND: On Monday the City Council will need to set a public hearing for vacation of a partial roadway easement located on Hugg Drive, east of lot 8 Whitetail Ridge Plat 1. The public hearing will need to be set for Monday, January 24th at 6pm, and will require 3 readings prior to final approval of the roadway vacation.

ALTERNATIVES: Do not set the public hearing.

FINANCIAL CONSIDERATIONS: None

RECOMMENDATION: It is my recommendation that the Council set the public hearing for Monday, January 24, 2022, at 6pm.

RESOLUTION NO. 2022-03

RESOLUTION SETTING A PUBLIC HEARING ON THE VACATION OF RIGHT-OF-WAY EASEMENT IN THE SE 1/4 OF SECTION 26-81-25 AND THE NE 1/4 OF SECTION 35-81-25, POLK CITY.

WHEREAS, a proposal has been made for the City to vacate the Right-of-Way Easement on the following described real property:

A STRIP OF LAND IN THE SE 1/4 OF SECTION 26-81-25 AND THE NE 1/4 OF SECTION 35-81-25 POLK COUNTY, IOWA NOW IN AND FORMING A PART OF POLK CITY, IOWA MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SAID SECTION 26; THENCE ALONG THE EAST LINE OF SAID SW 1/4 NORTH 00°21'41" WEST, FOR A DISTANCE OF 43.08 FEET; THENCE SOUTH 72°59'34" EAST, FOR A DISTANCE OF 63.00 FEET; THENCE SOUTH 26°29'34" EAST, FOR A DISTANCE OF 183.57 FEET; THENCE SOUTH 50°07'40" WEST, FOR A DISTANCE OF 15.11 FEET TO A CURVE CONCAVE SOUTHWESTERLY WITH A RADIUS OF 620.00 FEET; THENCE ALONG SAID CURVE WITH A CHORD BEARING NORTH 46°44'20" WEST AND A CHORD LENGTH OF 148.26 FEET, FOR A DISTANCE OF 148.61 FEET; THENCE NORTH 26°29'34" WEST, FOR A DISTANCE OF 19.61 FEET; THENCE NORTH 72°59'34" WEST, FOR A DISTANCE OF 14.00 FEET; THENCE NORTH 00°21'41" WEST, FOR A DISTANCE OF 26.07 FEET TO THE POINT-OF-BEGINNING.

CONTAINING 9,918 SQUARE FEET (0.228 ACRES) MORE OR LESS.

WHEREAS, the City Engineer has reviewed and approved said vacation; and

WHEREAS, the Code of Iowa provides that an easement may be vacated only after notice and hearing as provided by law.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa, that a public hearing before this Council on the proposal set forth in the preamble to this Resolution is set for 6:00 p.m., on the 24 day of January 2022. The City Clerk is directed to publish the Notice of said hearing at the time and in the manner required by law.

DATED at Polk City, Iowa, this 10 day of January 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

NOTICE OF PUBLIC HEARING

TO: ALL CITIZENS AND ALL PARTIES IN INTEREST WHO MAY BE ENTITLED TO NOTICE AND OPPORTUNITY TO BE HEARD ON INTENT TO VACATE RIGHT-OF-WAY EASEMENT IN THE SE 1/4 OF SECTION 26-81-25 AND THE NE 1/4 OF SECTION 35-81-25, POLK CITY.

YOU AND EACH OF YOU ARE HEREBY NOTIFIED that the City of Polk City, Iowa will hold a public hearing on the 24 day of January 2022, at 6:00 o'clock p.m. at the City Hall, 112 Third Street, Polk City, Iowa, for purposes of discussing the intent to vacate a Right-of-Way Easement on the following described real property:

A STRIP OF LAND IN THE SE 1/4 OF SECTION 26-81-25 AND THE NE 1/4 OF SECTION 35-81-25 POLK COUNTY, IOWA NOW IN AND FORMING A PART OF POLK CITY, IOWA MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SAID SECTION 26; THENCE ALONG THE EAST LINE OF SAID SW 1/4 NORTH 00°21'41" WEST, FOR A DISTANCE OF 43.08 FEET; THENCE SOUTH 72°59'34" EAST, FOR A DISTANCE OF 63.00 FEET; THENCE SOUTH 26°29'34" EAST, FOR A DISTANCE OF 183.57 FEET; THENCE SOUTH 50°07'40" WEST, FOR A DISTANCE OF 15.11 FEET TO A CURVE CONCAVE SOUTHWESTERLY WITH A RADIUS OF 620.00 FEET; THENCE ALONG SAID CURVE WITH A CHORD BEARING NORTH 46°44'20" WEST AND A CHORD LENGTH OF 148.26 FEET, FOR A DISTANCE OF 148.61 FEET; THENCE NORTH 26°29'34" WEST, FOR A DISTANCE OF 19.61 FEET; THENCE NORTH 72°59'34" WEST, FOR A DISTANCE OF 14.00 FEET; THENCE NORTH 00°21'41" WEST, FOR A DISTANCE OF 26.07 FEET TO THE POINT-OF-BEGINNING.

CONTAINING 9,918 SQUARE FEET (0.228 ACRES) MORE OR LESS.

YOU ARE FURTHER AND SPECIFICALLY NOTIFIED that at the time and place aforesaid all persons will have opportunity to be heard for or against said vacation. Following such hearing, the City Council will take action on said vacation without further notice or opportunity for hearing.

DATED the 10 day of January 2022.

Steve Karsjen, Mayor

Attest:

Jenny Coffin, City Clerk



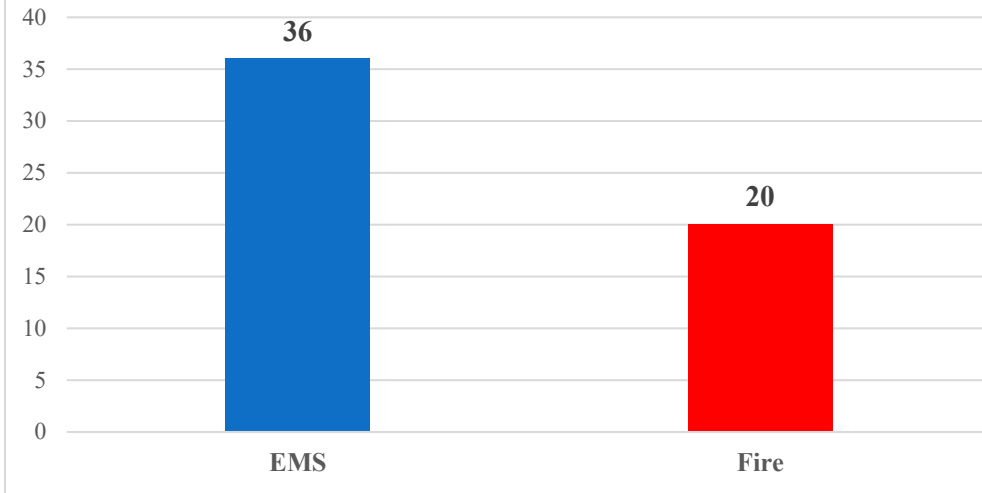
City of Polk City, Iowa City Council Agenda Communication

Date: January 10, 2022
To: Mayor, City Council and City Manager
From: Jim Mitchell – Fire Chief
Subject: November 2021 Monthly Report

BACKGROUND: November 2021 was a fairly average month compared to the past. We had paramedic coverage 26 nights out of 30 with 10 shifts providing paramedic coverage from the full-time Firefighter/Paramedic. We had 1 Saturday nights without coverage and the other 3 Saturday nights had an average of 2 people covering. There were an average of 3 people assigned to every Friday night. We had 7 day shifts with only one person scheduled. This does not include sick leaves or people that called off due to mandatory overtime from their full-time job. Of these 7 days, one was the day before Thanksgiving, Thanksgiving Day, 1 Friday, 1 Saturday, a Monday, a Wednesday and a Friday. We continue to recruit for more part-time positions. I was informed from a neighboring fire department that they received NO applications for part-time firefighter/EMT or paramedic.

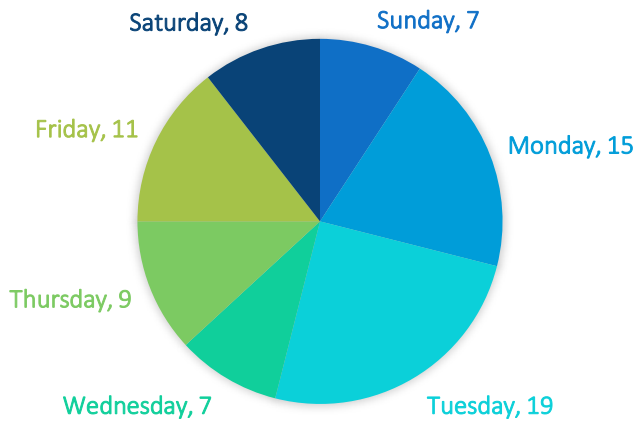
We conducted 3 different training classes during November. The first class was an after action review of 2 incidents; 1. Water Rescue, 2. Residential Fire Assignment. The second class was on pediatric cardiac emergencies. The third class was Continuous Quality Assurance (CQI). Currently the part-time staff performs CQI, which involves reviewing Patient Care Reports (PCR) and assuring that our times responding, on scene and transport are appropriate, our treatment is appropriate with our assessment and is it a well written report. This class trained our paid-on-call staff on how to conduct a CQI audit and then we reviewed 8 PCR's. Our members found that this process was very beneficial to the report writer as well as to them auditing the report. This opportunity allowed members to see how others write reports, good and not so good. This process removes all names, both Patient and EMT's and Paramedics. This was a good class.

TRAINING HOURS NOVEMBER 2021



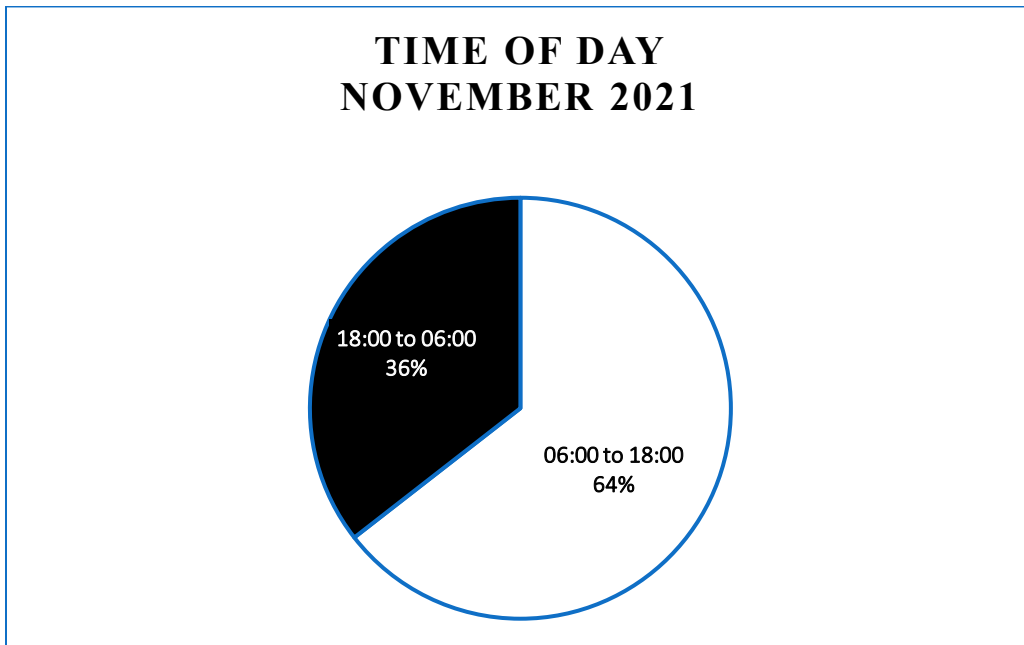
The busiest call volume day, in November, was Tuesday at 19 calls per day:

DAY OF THE WEEK NOVEMBER 2021

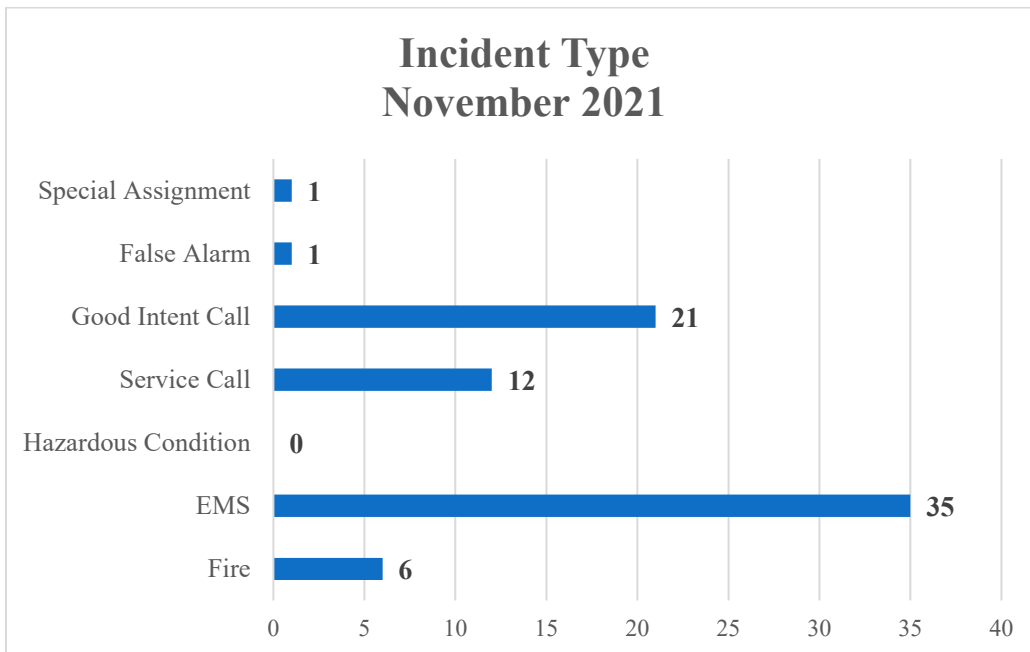


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
7	15	19	7	9	11	8	76

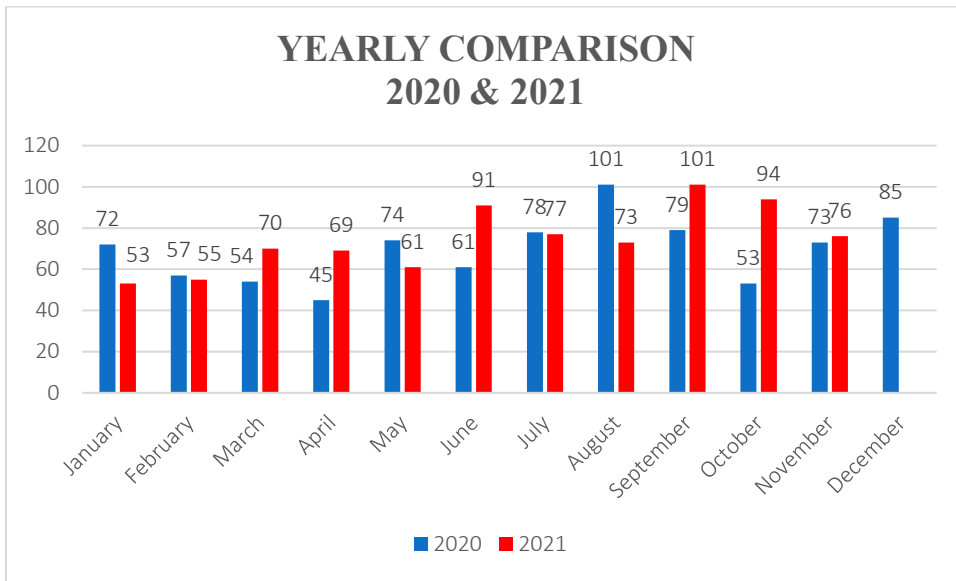
Most of our calls was during the day shift, between 06:00 hours (6:00 AM) and 18:00 hours (6:00 PM):



The “Incident Type” of calls was predominately EMS related with a total of 76 calls for service during the month of November:



As you can see, November 2021 had 3 more calls for service than November 2020.



The month of November 2021 was fairly average compared to last year. Year-to-Date we are 73 more calls in 2021 than 2020 through November.



City of Polk City, Iowa

City Council Agenda Communication

Date: January 10, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: Des Moines International Airport Terminal project request

BACKGROUND: In December the City Council heard a presentation from the Des Moines Airport for a proposed new terminal project, with an estimated cost of \$530,000,000. An estimated timeframe for the construction is 2024-2026. The airport is requesting funding assistance, which is based on population from the metro communities. The full request is available in your packet for review. Polk City's contribution is \$49,610 payable in 4 annual payments beginning in FY2023.

ALTERNATIVES: Do not approve the recommendation

FINANCIAL CONSIDERATIONS: \$49,610

RECOMMENDATION: It is my recommendation that we approve the request for assistance from the DSM International airport. The airport is an amenity that is highly utilized by our residents, and I believe their request from Polk City is reasonable, and something we can contribute and budget over a 4 year period.



New Terminal Project

The New Terminal Project at the Des Moines International Airport began by creating a Terminal Area Concept Plan in 2014. After completing the Federal Aviation Administration’s Environmental Analysis process, the Airport Authority received a Finding of No Significant Impact, signaling the environmental clearance to proceed with the new terminal and associated enabling projects. In 2017 a Program Development Document provided more detailed development plans and cost estimates. To date, the Authority has spent approximately \$64 million of its reserves on enabling projects to reposition tenants and infrastructure on the airport in preparation of the future terminal site. Signature Flight Support and UPS self-funded construction on their facilities for private investment estimated to be \$18 million.

Funding Plan

The funding plan for completing the new terminal relies on a variety of fund sources, to include Authority reserves and bonding capacity, contributions from regional municipal and county government, the Federal Aviation Administration, and State / Federal infrastructure grants.

Costs

Enabling Projects	\$ 85,300,000
Entrance Road Remaining Phases	\$ 29,000,000
Parking Garage Expansion / Rental Car Facilities	\$ 63,200,000
Terminal / Demo Existing Terminal	<u>\$398,000,000</u>
Total	\$575,500,000

Funding Sources

Private Investment on Airport	\$ 18,300,000 (Signature and UPS)
Authority Reserves / Revenues / Bonding	223,200,000
Regional Municipalities / Polk County	34,000,000
State / Federal Infrastructure Grants	<u>300,000,000</u>
Total	\$575,500,000

Timeline

The timeline for terminal construction will adjust to funding availability, but design could begin as soon as 2022 with construction 2024 - 2026. Municipal and County contributions are requested no later than 2026, but contribution timeline is flexible. Should funding from the State / Federal level sufficient to build the terminal not materialize, contributions would be returned.

Requested Regional Support

Requested support for the Terminal Project includes a contribution from regional municipalities and counties detailed below, along with a declination of interest in a regional Authority in return for the contribution. The regional support for this project will further enhance the Authority's ability to secure the funding needed from State / Federal sources.

	Population*	Per Capita	Total	Proposed Payment Schedule			
				2023	2024	2025	2026
Des Moines	214,237	\$50	\$ 10,000,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000
West Des Moines	67,899	\$30	2,036,970	509,243	509,243	509,243	509,243
Ankeny	67,355	\$30	2,020,650	505,163	505,163	505,163	505,163
Urbandale	44,379	\$30	1,331,370	332,843	332,843	332,843	332,843
Waukee	24,089	\$30	722,670	180,668	180,668	180,668	180,668
Johnston	22,582	\$30	677,460	169,365	169,365	169,365	169,365
Altoona	19,221	\$30	576,630	144,158	144,158	144,158	144,158
Clive	17,242	\$30	517,260	129,315	129,315	129,315	129,315
Grimes	14,804	\$30	444,120	111,030	111,030	111,030	111,030
Pleasant Hill	10,019	\$30	300,570	75,143	75,143	75,143	75,143
Bondurant	6,958	\$10	69,580	17,395	17,395	17,395	17,395
Polk City	4,961	\$10	49,610	12,403	12,403	12,403	12,403
Windsor Heights	4,809	\$10	48,090	12,023	12,023	12,023	12,023
Mitchellville	2,258	\$10	22,580	5,645	5,645	5,645	5,645
Elkhart	918	\$10	9,180	2,295	2,295	2,295	2,295
Runnells	504	\$10	5,040	1,260	1,260	1,260	1,260
Alleman	452	\$10	4,520	1,130	1,130	1,130	1,130
Polk County			10,000,000	2,500,000	2,500,000	2,500,000	2,500,000
Dallas County and Cities			2,000,000	500,000	500,000	500,000	500,000
Jasper County and Cities			500,000	125,000	125,000	125,000	125,000
Story County and Cities			2,000,000	500,000	500,000	500,000	500,000
Warren County and Cities			1,000,000	250,000	250,000	250,000	250,000
			<u>\$ 34,336,300</u>				

* 2019 population estimate from Census.gov will be used for the per capita calculation



RESOLUTION NO. 2022-04

**RESOLUTION OF SUPPORT FOR NEW DES MOINES INTERNATIONAL AIRPORT
TERMINAL PROJECT**

WHEREAS, the Des Moines Airport Authority (“the Authority”) has prepared a Terminal Area Concept Plan in support of needed improvements to the Des Moines International Airport (“the Airport”) terminal complex; and

WHEREAS, the existing Airport terminal building was first built in 1948 and, although it has been subject to upgrades and improvements over the years, it has reached the end of its useful economic life; and

WHEREAS, the total estimated cost for the new terminal and all associated design and construction is more than five hundred thirty million dollars (\$530,000,000); and

WHEREAS, to date, the Authority has spent approximately sixty four million (\$64,000,000) of its reserves on enabling projects to reposition tenants and infrastructure on the Airport in preparation of the future terminal site; and

WHEREAS, the timeline for terminal construction is dependent on funding availability, but design could begin as soon as 2022 with construction in years 2024 – 2026; and

WHEREAS, the City desires to support the new Airport terminal project as it will benefit the current and future residents and businesses of the City by providing a vibrant regional airport.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF Polk City, IOWA that:

1. City agrees to contribute \$49,610 in monetary support for the new Airport terminal project.
2. City’s contribution shall be made by 2027 and contingent on the Airport Authority obtaining the remaining funding needed to complete construction.
3. City is not seeking a role in the governance of the Airport Authority in exchange for this contribution.
4. This contribution is subject to the City’s participation on an advisory committee to provide input and recommendations to the Authority during the design and construction of the new Airport terminal project.

Passed and approved this ____ day of _____, 2021.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

LETTER OF AGREEMENT
Between
THE DES MOINES AIRPORT AUTHORITY
And
The City of Polk City Iowa

The Des Moines Airport Authority (hereinafter “the Authority”) and the City of Polk City Iowa (hereinafter “the City”) enter into this Letter of Agreement.

WHEREAS, the Authority has prepared a Terminal Area Concept Plan in support of needed improvements to the Des Moines International Airport (“the Airport”) terminal complex; and

WHEREAS, the existing Airport terminal building was first built in 1948 and, although it has been subject to upgrades and improvements over the years, it has reached the end of its useful economic life; and

WHEREAS, the total estimated cost for the new terminal and all associated design and construction is more than five hundred thirty million dollars (\$530,000,000); and

WHEREAS, to date, the Authority has spent approximately sixty-four million (\$64,000,000) of its reserves on enabling projects to reposition tenants and infrastructure on the Airport in preparation of the future terminal site; and

WHEREAS, the timeline for terminal construction is dependent on funding availability, but design could begin as soon as 2022 with construction in years 2024 – 2026; and

WHEREAS, the City desires to support the new Airport terminal project as it will benefit the current and future residents and businesses of the City by providing a vibrant regional airport.

Based upon the foregoing, the parties agree as follows:

1. City agrees to contribute \$49,610 in monetary support for the new Airport terminal project.
2. City’s contribution shall be made by 2027, contingent on the Airport Authority obtaining the remaining funding needed to complete construction.
3. City is not seeking a role in the governance of the Airport Authority in exchange for this contribution.
4. Authority agrees that it will establish an advisory committee to provide input and recommendations to the Authority during the design and construction of the new Airport terminal project. City shall be entitled to participate in this advisory committee.

For the Authority:

For the City of Polk City:

Mark Feldmann
Chair

Steve Karsjen
Mayor

Date

Date

RESOLUTION NO. 2022-05

A RESOLUTION APPROVING AN AGREEMENT WITH METRO WASTE AUTHORITY TO MANAGE RECYCLING, SOLID WASTE AND YARD WASTE COLLECTION SERVICES

WHEREAS, the City is a member of the Metro Waste Authority (“MWA”), and

WHEREAS, MWA has been working towards a regional approach of collection services, and

WHEREAS, as part of this regionalization effort, MWA has negotiated collection contracts with third party contractors to provide collection services for residential customers within the City’s corporate limits; and

WHEREAS, the City agrees to the selected Contractors and agrees that the Contractors will provide said services for the negotiated term.

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

1. The City hereby approves of the Contractors to perform the Services provided for in MWA’s agreement with the Contractors and authorizes MWA to manage the Services on behalf of the City.
2. The term of MWA’s agreement with the Contractors to provide such Services is from July 1, 2022 to June 30, 2029.

PASSED and approved this 10th day of January 2022, by the City Council of the City of Polk City, Iowa.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk



City of Polk City, Iowa

City Council Agenda Communication

Date: January 10, 2022 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: Metro Waste Authority agreement for managed recycling, solid waste and yard waste collection services

BACKGROUND: In December the City Council heard a presentation from the Metro Waste Authority regarding the new pricing they received from bidding out the solid waste and recycling services. The new monthly rate for residential users will be **\$15.05**-\$10.73 per household for solid waste and \$4.32 per household for recycling services. Polk City's haulers will remain the same, ASI for solid waste and Waste Management for recycling. The new pricing will begin on July 1, 2022.

This new rate does include one annual curb-side pickup event, which typically takes place in the spring.

ALTERNATIVES: Do not approve the recommendation

FINANCIAL CONSIDERATIONS: No financial considerations for the City, the services are paid for by the residents. The monthly cost will be \$15.05.

RECOMMENDATION: It is my recommendation that we approve the memorandum of understanding with the MWA.

**Agreement between
Metro Waste Authority and
City of Polk City, Iowa
To Manage Recycling, Solid Waste and Yard Waste Collection Services**

THIS AGREEMENT is made and entered into this ____ day of January 2022, by and between Metro Waste Authority, an entity organized pursuant to Section 28E of the Iowa Code, (hereinafter referred to as "Authority" or "MWA") and the City of Polk City, Iowa (hereinafter referred to as "City.")

WHEREAS, the City is a member of the Metro Waste Authority ("MWA"), and

WHEREAS, MWA has been working towards a regional approach of recycling, solid waste and yard waste collection services in order to provide long-term benefits and administrative efficiency to its participating members; and

WHEREAS, as part of this regionalization effort, MWA has negotiated collection contracts with third party providers ("Contractors") to provide recycling, solid waste and yard waste services ("Services") for residential customers within the City's corporate limits, and

WHEREAS, the City agrees to the selected Contractors and agrees that the Contractors will provide said Services for the negotiated term.

NOW, THEREFORE, for and in consideration of the mutual covenants given each to the other, the parties hereby acknowledge the following:

1. Contracted Services. As authorized by the City, MWA utilized its relationships and expertise to prepare a request for proposal and negotiate a contract with a third party provider to provide recycling, solid waste and yard waste services for residential customers within the City's corporate limits. The City hereby approves of the Contractors to perform the Services provided for in MWA's agreement with the Contractors, and authorizes MWA to manage the Services on behalf of the City.

2. Term. The term of MWA's agreement with the Contractors to provide such Services is from July 1, 2022 to June 30, 2029 ("Term"). The City agrees that the Contractors selected by MWA shall be the sole and exclusive provider of Services within the City's corporate limits for the duration of the Term, unless MWA's agreement with any respective Contractor is terminated early.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

METRO WASTE AUTHORITY:

By: _____
MICHAEL MCCOY, EXECUTIVE DIRECTOR

CITY:

By _____
_____, MAYOR

Attest _____
_____, CITY CLERK