

Agenda -Notice of Meeting  
Polk City | City Council  
\*\*\*\*\*

June 14, 2021 | 6:00 pm  
City Hall-Council Chambers | Electronic Meeting  
**Due to Covid-19 Mayor and Council will meet in person with  
Public Meeting participation via phone  
Call in local 515-329-8019 Participant Code 593054**

**Public members can also provide comments directly to [support@polkcityia.gov](mailto: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>**  
\*\*\*\*\*

Jason Morse | Mayor  
Mandy Vogel | Pro Tem  
City Council Members: Jeff Walters | Dave Dvorak | Ron Anderson | Rob Sarchet

**1. Call to Order**

**2. Roll Call**

**3. Approval of Agenda**

**4. Presentation: Stork Award - Officer Matt Aicher**

**Recognition of response team** - Firefighter/EMT Shawn Boots, Firefighter/Paramedic Gary Brooks, Officer Alex Delaney, Firefighter/Paramedic Michael Doyon, Firefighter/Paramedic Joe Mitchell, Fire Captain John Mitchell

**5. Public Hearings:**

- a. Vacation of Drainage Easement in Big Creek Valley Plat 1 Public Hearing
  - i. First Reading of Ordinance 2021-1500 vacating Drainage Easement
    - a. *Optional* – Waive Second and Third Reading
  - ii. Resolution 2021-54 approving Plat of Survey 2021-55 for Lot 33 & 34 Big Creek Valley Plat 1
- b. Amendment to zoning restrictions for a portion of Lot 39 and Outlot Z of Crossroads at the Lakes Plat 2 to allow grocery stores as a permitted use Public Hearing
  - i. First Reading of Ordinance 2021-1600 amending to zoning restrictions for a portion of Lot 39 and Outlot Z of Crossroads at the Lakes Plat 2 to allow grocery stores as a permitted use
    - a. *Optional* – Waive Second and Third Reading
- c. Amendment to the Comprehensive Plan from commercial to low density residential along E. Broadway Public Hearing
  - i. Resolution 2021-55 amending the Comprehensive Plan from commercial to low density residential along E Broadway
- d. Rezoning petition for 117 E Broadway from C-1 to PUD
  - i. First Reading of Ordinance 2021-1700 rezoning 117 E Broadway from C-1 to PUD
    - a. *Optional* – 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 [jgibbons@polkcityia.gov](mailto:jgibbons@polkcityia.gov) with your name and address for the record including the phone number you will be calling in with. The Mayor will recognize you for five minutes of comment during which time your line will be unmuted.*

**7. Consent Items**

- a. City Council Meeting Minutes for May 24, 2021

- b. City Council Work Session Meeting Minutes for May 24, 2021
- c. Receive and file Parks Commission Meeting Minutes for June 7, 2021
- d. Claims listing June 14, 2021
- e. Set pay for new hire Police Officer Jeremy Burdess at a rate of \$27.91 per hour effective July 1, 2021
- f. Set pay for new Parks & Recreation seasonal employee, Sam Toomer, Recreation Assistant II at \$10.00 per hour, effective June 9, 2021
- g. Reappoint Lisa Mart to the Library Board term ending June 30, 2027
- h. Receive and file the May 2021 Parks & Recreation Department Report
- i. Budgeted Public Works purchase of a trash pump in the amount of \$14,710
- j. Budgeted Public Works purchase of a jet trailer in the amount of \$21,720
- k. Twelve-month Class C Liquor License for Waters Edge with Outdoor Services and Sunday Sales effective June 24, 2021
- l. Street Closure of 2<sup>nd</sup> Street between Broadway and Van Dorn from 4p-10:30p on June 25, 2021 for the Police Department Summer Kick-Off Event and Parks & Recreation Department Movie in the Park
- m. Receive and file the May 2021 Water Report
- n. Resolution 2021-56 setting the date for a public hearing on proposal to enter into a General Obligation Corporate Purpose and Refunding Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$3,500,000
- o. Receive and file the May 3, 2021 Library Board Meeting Minutes
- p. Receive and file the May 2021 Library Stats Report
- q. Receive and file the May 2021 Library Director Report
- r. Receive and file the FY20 comparison of libraries in communities with a population of 4,000-5,999
- s. Receive and file the May 2021 Police Department report
- t. Resolution 2021-57 updating PA-27 Economic Development policy
- u. Resolution 2021-58 approving application to State Recreational Trails Grant Program
- v. Award Soil Quality Restoration contract to Lewis Lawn & Labor contingent on contract approval
- w. Special Event application including street closure on Sunset Street for block party August 21, 2021 from 1p to midnight
- x. Amend Resolution 2021-51 *Resolution approving the construction drawings for public improvements for four seasons Polk City Plat 1*

## **8. Business Items**

- a. 2021 Street Repairs Project
  - i. Resolution 2021-59 approving Change Order No. 1 in the amount of \$11,099.74
  - ii. Resolution 2021-60 approving Pay App No. 3 (Subfinal Retainage Held) in the amount of \$3,530.20 and accepting the public improvements

## **9. Reports & Particulars**

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

## **10. Adjournment**

*--next meeting date June 28, 2021*



# Polk City Police Department

## Media Release

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June 10, 2021

Contact: Chief Jeremy Siepker

Tel: 515-984-6565

Email: [jsiepker@polkcityia.gov](mailto:jsiepker@polkcityia.gov)

### **Polk City Police Officer Delivers Baby Girl!**

On June 2<sup>nd</sup>, 2021, Officer Matt Aicher and Officer Alex Delaney were called to assist the Polk City Fire Department for a medical call at the Sandpiper Apartments for a woman experiencing pregnancy issues. Officer Matt Aicher arrived just a few minutes after the call was dispatched and discovered that the delivery of the baby was imminent.

Officer Aicher then assisted the mother with delivery of a healthy baby girl inside the apartment. The Polk City Fire Department arrived soon after to provide care and transportation to the hospital for mom and baby Everlee. Today Officer's Aicher and Delaney were invited back to the apartment to visit baby Everlee. Congratulations to the new parents! Great work PCPD and PCFD!



## **EASEMENT VACATION & PLAT OF SURVEY FOR PARCEL 2021-55**

Date: May 25, 2021

Prepared by: Kathleen Connor

Project: Big Creek Valley Plat 1, Lots 33 and 34  
Plat of Survey & Vacation of Overland Flowage Easement

Project No.: 121.0471.01

### **GENERAL INFORMATION:**

Owner of Lots 33 & 34,  
Big Creek Valley Plat 1:

MJR Developments LLC

### **PROJECT DESCRIPTION:**

MJR Developments has a potential buyer interested in buying Lots 33 and 34 of the above referenced plat for the purpose of combining the lots to build one single-family home. However, in order for that to happen, the existing 16'

Overland Flowage Easement that straddles the property line between these two lots first needs to be vacated. Shive-Hattery, the developer's engineer, provided drainage calculations and a grading plan that provides for the conveyance of runoff to the existing Overland Flowage Easement to the east.

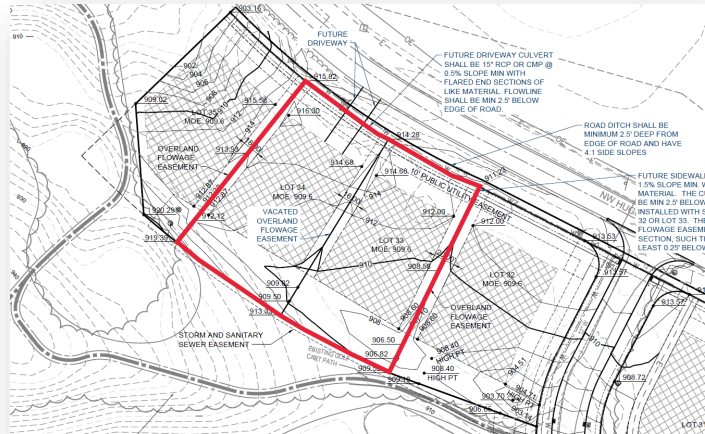
The developer is now asking the City to vacate the unnecessary portion of the Overland Flowage Easement on Lots 33 and 34 and to approve a Plat of Survey to tie these two lots tying Lots 33 and 34 together to facilitate construction of a new home on said lots.

### **PROJECT DESCRIPTION:**

Shive-Hattery has provided the attached Grading Plan detailing work to be completed with the Building Permit including grading of a 2.5 feet deep ditch with 4: 1 side slopes that runs along the south side of NW Hugg Drive in front of these two lots, grading for the sidewalk along NW Hugg Drive including a depressed segment of sidewalk within the overland flowage easement, a 15" culvert to be installed beneath the sidewalk at the overland flowage easement swale, and a 15" culvert to be installed beneath the driveway on Lots 33/34

Shive-Hattery has also provided drainage calculations demonstrating runoff will be conveyed to and handled by the existing drainage swale within the Overland Flowage Easement straddling the property line between Lots 32 and 33.

Shive-Hattery has also provided a Plat of Survey for Parcel 2021-55 and a legal description for the portion of the Overland Flowage Easement to be vacated. The City Attorney will need to determine whether a Record of Lot Tie Agreement is required in addition to the Plat of Survey.





**REVIEW COMMENTS:**

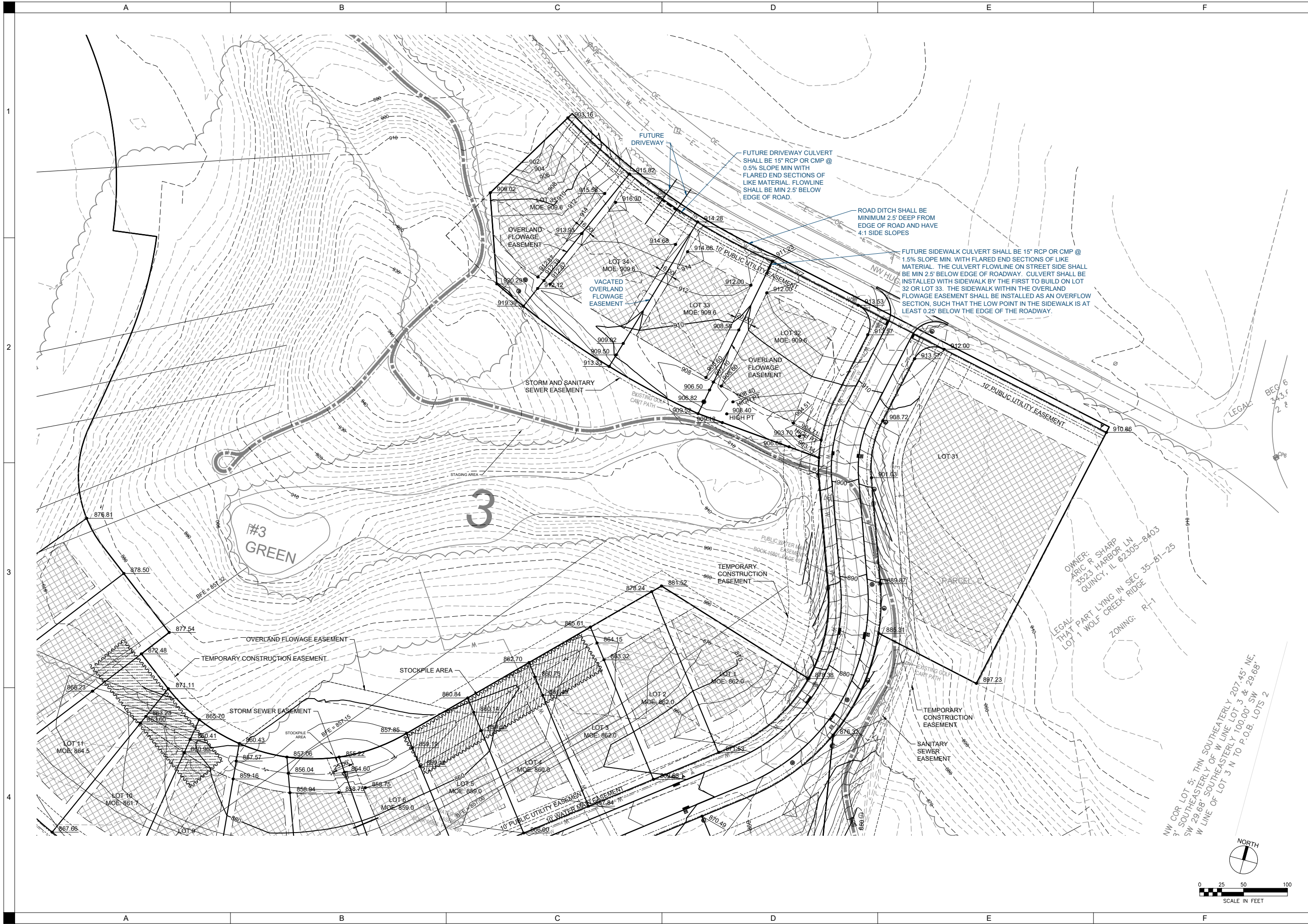
1. The Stormwater Memo for Big Creek Valley Plat 1- Lot Tie for Lots 33/34 will need to be signed by the professional engineer and submitted to the City and Snyder & Associates.

**RECOMMENDATION:**

Based on approval of the City Attorney and the above review comment being addressed, staff recommends Council approval of vacating a portion of the located on Lots 33 and 34 of Big Creek Valley Plat 1 and approval of a Plat of Survey tying Lots 33 and 34 together, subject to the following:

1. The Building Permit for Lots 33 and 34 shall be subject to the Grading Plan attached to this Memo, including but not limited to requirements related to grading of the ditch along NW Hugg Drive, grading for the sidewalk including a depressed section at the Overland Flowage Easement between Lots 32 and 33, installation of a 15" culvert beneath the sidewalk at the property Lot 32/33 line, and installation of a 15" culvert beneath the driveway for Lots 33/34.
2. Provision of signed Record of Lot Tie Agreement if required by the City Attorney.
3. Provision of a recorded copy of all documents to the City Clerk prior to issuance of a Building Permit on Parcel 2021-55 (Lots 33/34 of Big Creek Valley Plat 1).
4. All application and review fees shall be paid in full to the City Clerk.

\\shivehattery.com\projects\CDM\15180\Drawings\Grading\_C204.dwg (UNASSIGNED) P:\Users\j...  
Printed: 05/08/2019 3:35:18 PM



GRADING PLAN

2021-04-29 REVISED FOR LOT TIE OF LOTS 33&34

DRAWN:	CWH
APPROVED:	KAS
ISSUED FOR:	CONSTRUCTION
DATE:	05/08/2019
PROJECT NO.:	4181340
FIELD BOOK:	-
CLIENT NO.:	-

BIG CREEK VALLEY PLAT 1 PUBLIC IMPROVEMENTS

NW HUGG DRIVE | POLK CITY, IOWA

SHIVEHATTERY  
ARCHITECTURE + ENGINEERING

4125 Westown Pkwy, Suite 100 | West Des Moines, Iowa 50266  
515.223.8104 | fax: 515.223.0622 | www.shivehattery.com  
Iowa | Illinois | Indiana

C204



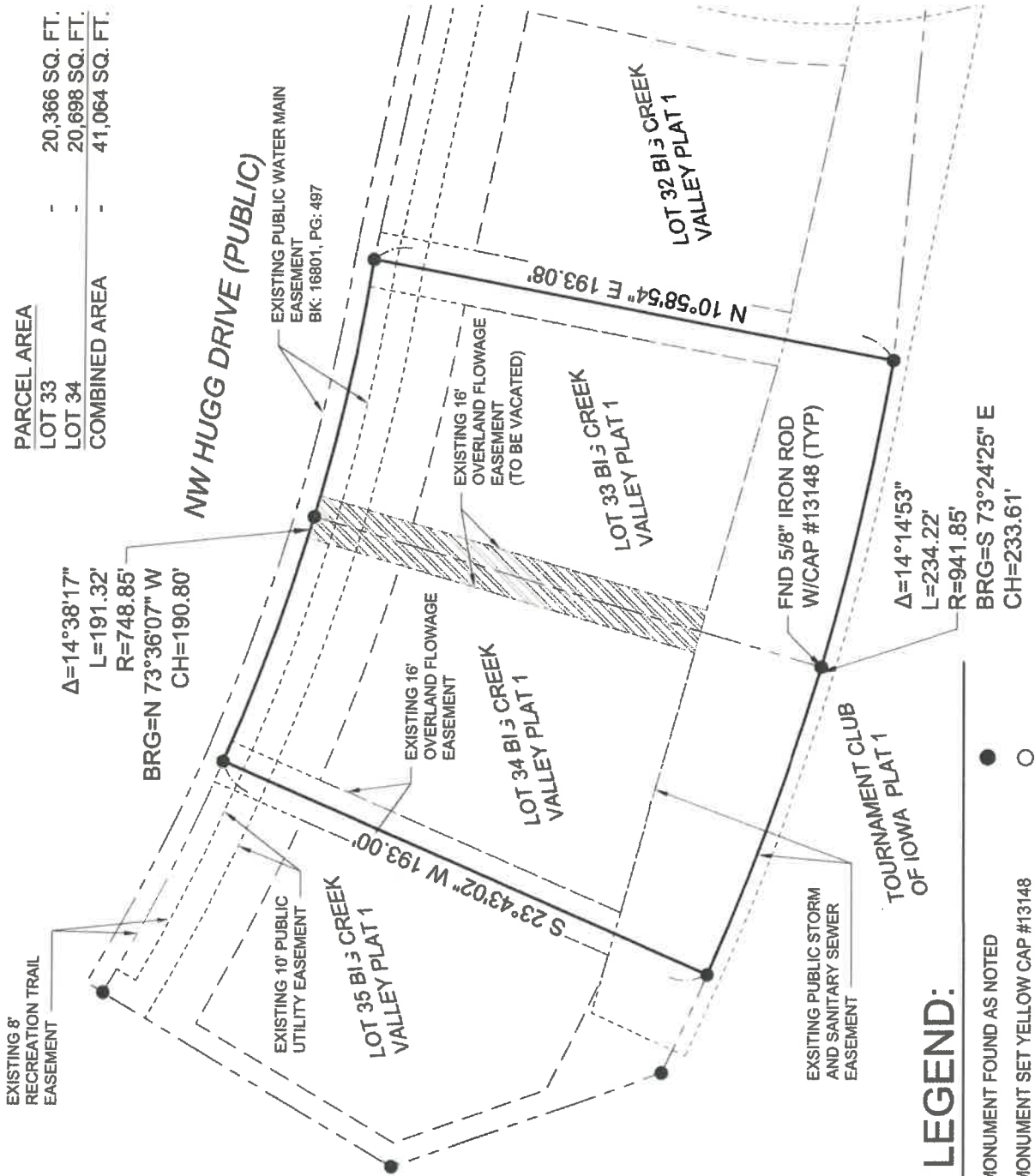
Index Legend	
City:	Polk City
County:	Polk County
Geoparcels ID:	8125-35-227-004 & 8125-35-227-004
Description:	Lots 33-34 Big Creek Valley Plat 1
Proprietor:	ANDREW AND COLBIE HARBERTS
Surveyor:	MURRAY B. BERTING
Company:	SHIVE-HATTERY INC
Return To:	4125 WESTOWN PARKWAY, SUITE 100 WEST DES MOINES, IA 50266, 515-223-8104

## PLAT OF SURVEY - PARCEL 2021-55

LEGAL DESCRIPTION: LOTS 33 AND 34 BIG CREEK VALLEY PLAT 1, AN OFFICIAL PLAT, INCLUDED IN AND FORMING A PART OF THE CITY OF POLK CITY, POLK COUNTY, IA.

THE INTENT OF THIS SURVEY IS TO COMBINE LOTS 33 AND 34 BIG CREEK VALLEY PLAT 1 INTO ONE TAX PARCEL

PARCEL AREA			
LOT 33	-	20,366 SQ. FT.	
LOT 34	-	20,698 SQ. FT.	
COMBINED AREA	-	41,064 SQ. FT.	



### LEGEND:

- MONUMENT FOUND AS NOTED
- MONUMENT SET YELLOW CAP #13148
- SECTION LINE
- LOT LINES
- PARCEL



I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

SIGNATURE: Murray B. Berting DATE: 6.5.21  
NAME: MURRAY B. BERTING  
LICENSE NUMBER: 13148  
MY LICENSE RENEWAL DATE (S): DECEMBER 31, 2022  
PAGES: SHEETS OR DIVISIONS COVERED BY THIS SEAL: PS-01



SCALE IN FEET

## SHIVE-HATTERY

ARCHITECTURE + ENGINEERING  
4125 Westown Pkwy, Suite 100 | West Des Moines, Iowa 50266  
515.223.8104 | fax: 515.223.0622 | [www.shive-hattery.com](http://www.shive-hattery.com)  
Iowa | Illinois | Indiana

### PLAT OF SURVEY

LOTS 33 & 34 BIG CREEK VALLEY PLAT 1  
POLK CITY, POLK COUNTY, IOWA

DATE	2021-04-20	SCALE	1" = 60'
DRAWN	CWH	FIELD BOOK	-
APPROVED	MBB	REVISION	-

PROJECT NO.  
418138-0

SHEET NO.  
PS-01

**ORDINANCE NO. 2021-1500**

**AN ORDINANCE VACATING OVERLAND FLOWAGE  
EASEMENT IN LOTS 33 & 34, BIG CREEK VALLEY PLAT 1**

**WHEREAS**, on the 14 day of June 2021, pursuant to published notice as required by law, the City Council has held a public hearing on a proposal to vacate an overland flowage easement legally described as follows:

THAT PART OF THE OVERLAND FLOWAGE EASEMENT BETWEEN LOTS 33 AND 34 OF BIG CREEK VALLEY PLAT 1, AN OFFICIAL PLAT, INCLUDED IN AND A PART OF THE CITY OF POLK CITY, POLK COUNTY, IOWA, TO BE VACATED, IS DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWESTERLY CORNER OF LOT 33 BIG CREEK VALLEY PLAT 1;  
THENCE ALONG A CURVE CONCAVED NORTHEASTERLY, HAVING A RADIUS OF 748.85 FEET, A DISTANCE OF 8.00 FEET, SAID CURVE HAS A CHORD BEARING OF S.73°51'27"E., WITH A CHORD DISTANCE OF 8.00 FEET;

THENCE S.16°26'55"W., A DISTANCE OF 147.19 FEET;

THENCE N.74°05'57"W., A DISTANCE OF 16.00 FEET;

THENCE N.16°26'55"E., A DISTANCE OF 147.34 FEET, TO THE NORTH LINE OF LOT 34, AND THE BEGINNING OF A CURVE CONCAVED NORTHEASTERLY, HAVING A RADIUS OF 748.85 FEET;

THENCE ALONG SAID CURVE, A DISTANCE OF 8.00 FEET, SAID CURVE HAS A CHORD BEARING OF S.73°14'44"E., WITH A CHORD DISTANCE OF 8.00 FEET, TO THE POINT OF BEGINNING.

CONTAINING 2355.804 SQ.FT MORE OR LESS.

**WHEREAS**, the City Council of the City of Polk City, Iowa, has determined that it is in the best interests of the City to vacate said overland flowage easement.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Polk City, Iowa, as follows:

**Section 1.** The City of Polk City, Iowa, hereby vacates the following described drainage easement:

THAT PART OF THE OVERLAND FLOWAGE EASEMENT BETWEEN LOTS 33 AND 34 OF BIG CREEK VALLEY PLAT 1, AN OFFICIAL PLAT, INCLUDED IN AND A PART OF THE CITY OF POLK CITY, POLK COUNTY, IOWA, TO BE VACATED, IS DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWESTERLY CORNER OF LOT 33 BIG CREEK VALLEY PLAT 1;  
THENCE ALONG A CURVE CONCAVED NORTHEASTERLY, HAVING A RADIUS OF 748.85 FEET, A DISTANCE OF 8.00 FEET, SAID CURVE HAS A CHORD BEARING OF S.73°51'27"E., WITH A CHORD DISTANCE OF 8.00 FEET;

THENCE S.16°26'55"W., A DISTANCE OF 147.19 FEET;

THENCE N.74°05'57"W., A DISTANCE OF 16.00 FEET;

THENCE N.16°26'55"E., A DISTANCE OF 147.34 FEET, TO THE NORTH LINE OF LOT 34, AND THE BEGINNING OF A CURVE CONCAVED NORTHEASTERLY, HAVING A RADIUS OF 748.85 FEET;

THENCE ALONG SAID CURVE, A DISTANCE OF 8.00 FEET, SAID CURVE HAS A CHORD BEARING OF S.73°14'44"E., WITH A CHORD DISTANCE OF 8.00 FEET, TO THE POINT OF BEGINNING.

CONTAINING 2355.804 SQ.FT MORE OR LESS.

**Section 2.** All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**Section 3.** This Ordinance shall be in effect upon its passage, approval and publication as provided by law.

**PASSED AND APPROVED** this \_\_\_\_ day of \_\_\_\_\_ 2021.

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Jason Morse, Mayor

ATTEST:

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Jenny Gibbons, City Clerk

<i>First Reading</i> <i>Roll call vote:</i> <i>YES</i> <i>NO</i> <i>Abstain</i>	<i>Second Reading</i> <i>Roll call vote:</i> <i>YES</i> <i>NO</i> <i>Abstain</i>	<i>Third Reading</i> <i>Roll call vote:</i> <i>YES</i> <i>NO</i> <i>Abstain</i>
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Prepared by/Return to: Katheryn J. Thorson, 666 Grand Avenue, Suite 2000, Des Moines, Iowa 50309  
515.242.2400; Previously Recorded Document: Overland Flowage Easement Book 17549, Pager 705-710

## **VACATION OF OVERLAND FLOWAGE EASMENT**

**To Whom It May Concern:**

### **RECITALS**

**WHEREAS**, Andrew and Colbie Harberts, husband and wife are the owners of certain real property described as:

Lots 33 and 34 Big Creek Valley Plat 1, an Official Plat, included in and forming a part of the City of Polk City, Polk County, IA.

(the "Property") and

Whereas, included within the above Property is a 16' Overland Flowage Easement (the "Easement Property")

**WHEREAS**, the Overland Flowage Easement (the "Easement") was for purposes of constructing, reconstructing, repairing, replacing, enlarging, inspecting and maintaining overland flowage including the construction of private subdrains within the Easement Property, for the benefit of the City of Polk City, Iowa, said Easement being recorded in Book 17549, Page 705-710 of the Polk County, Iowa records; and

**WHEREAS**, the City of Polk City is now the benefited party to the Easement Property and by virtue of its interest in the Easement Property, is the benefited party thereto; and

**WHEREAS**, the Property is being combined pursuant to a Lot Tie Agreement and the Easement listed above is no longer necessary and shall be vacated by this instrument.

**THEREFORE**, the City of Polk City, Iowa, by this instrument, hereby releases and terminates the Easement listed above with respect to the Property, which burdens the Property.

**[Signature Page Follows]**

Dated and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**CITY OF POLK CITY, IOWA**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

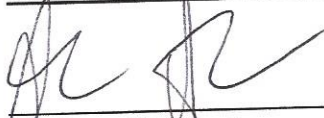
Title: \_\_\_\_\_

STATE OF IOWA     )  
                                  ) SS:  
COUNTY OF \_\_\_\_\_)

On this \_\_\_\_\_ day of \_\_\_\_\_, 2021, before me, the undersigned, a Notary Public in and for said State, personally appeared \_\_\_\_\_, to me personally known, who being by me duly sworn, did say that he/she is the \_\_\_\_\_, of the City of Polk City, Iowa, executing the within and foregoing instrument; that the within and foregoing instrument was signed on behalf of the City of Polk City, Iowa by authority of its City Council; and that \_\_\_\_\_, in such capacity, acknowledged the execution of the foregoing instrument to be the voluntary act and deed of the City of Polk City, Iowa, by it and by him/her voluntarily executed.

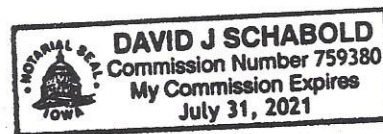
\_\_\_\_\_  
Notary Public in and for the State of Iowa

**CONSENTED TO BY:**



**Andrew Harberts**

STATE OF IOWA     )  
                                  ) SS:  
COUNTY OF Polk )



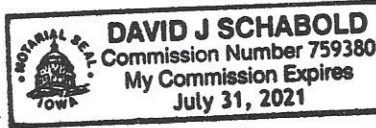
On this 9th day of June, 2021, before me, the undersigned, a Notary Public in and for said State, personally appeared Andrew Harberts, to me known to be the individual named in and who executed the within and foregoing instrument, and acknowledged that he executed the same as his voluntary act and deed.



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

Colbie Harberts  
Colbie Harberts

STATE OF IOWA )  
COUNTY OF Polk ) SS:



On this 9th day of June, 2021, before me, the undersigned, a Notary Public in and for said State, personally appeared Colbie Harberts, to me known to be the individual named in and who executed the within and foregoing instrument, and acknowledged that she executed the same as her voluntary act and deed.

David J Schabold  
Notary Public in and for the State of Iowa

**RESOLUTION NO. 2021-54**

**A RESOLUTION APPROVING A PLAT OF SURVEY FOR PARCEL  
NUMBER 2021-55**

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**WHEREAS**, Shive-Hattery Inc., on behalf of the property owner, has submitted a Plat of Survey for approval for Parcel Numbers 2021-55 in Polk City, Iowa; and

**WHEREAS**, the City Engineer has reviewed said Plat of Survey and recommend approval of same provided Building Permit for Parcel 2021-55 (Lots 33/34 of Big Creek Valley Plat 1) shall be in conformance with the Grading Plan, including but not limited to requirements related to grading of the ditch along NW Hugg Drive, grading for the sidewalk including a depressed section at the Overland Flowage Easement between Lots 32 and 33, installation of a 15" culvert beneath the sidewalk at the property Lot 32/33 line, and installation of a 15" culvert beneath the driveway for Parcel 2021-55, and

**WHEREAS**, the applicant shall be required to record, or cause to be recorded, the Plat of Survey and Lot Tie Agreements all within 60 days of City Council approval of same and provide copies of the recorded documents to the City Clerk.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa, hereby approves the Plat of Survey for Parcel Number 2021-55 subject to the Building Permit being in conformance with the Grading Plan approved by the City Engineer and provided recorded copies of all legal documents are provided to the City Clerk within 60 days of Council approval.

**PASSED AND APPROVED** the 14th day of June 2021.

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Jason Morse, Mayor

ATTEST:

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Jenny Gibbons, City Clerk

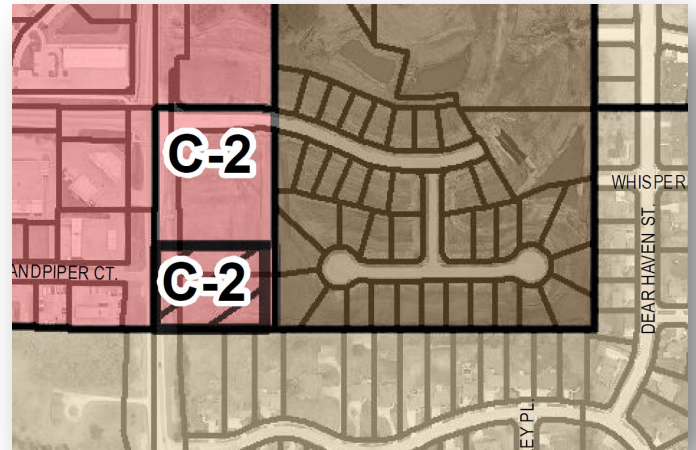
## **AMENDED C-2 ZONING RESTRICTIONS**

Date: May 12, 2021  
Project: Crossroads at the Lakes Plat 2  
Part of Lot 39 and Part of Outlot Z

Prepared by: Kathleen Connor  
Project No.: 121.0436.01

### **GENERAL INFORMATION:**

Property Owners: Kimberley Development Corp.  
and Hy-Vee Inc.  
Area: 1.88 Acres  
Zoning: C-2 (Restricted)  
Requested Use: Grocery Store



### **PROJECT BACKGROUND:**

In 2016 and prior to plat approval, City Council approved the rezoning for Crossroads at the Lakes to PUD zoning for the single-family residential area and the townhomes, including one commercial lot along S. 3<sup>rd</sup> Street northwest of the townhomes. At that time, three commercial parcels along S. 3<sup>rd</sup> Street, near Bridge Road, were zoned to C-2 Commercial. Zoning restrictions were placed on the south 250 feet of this commercial area, next to Pine Ridge Estates, limiting the use of that area to: Business and Professional Offices; Medical Offices and Health Clinics; Studios – Music, Photographic, Dance and Fitness Centers, all less than 6, 000 square feet in size; and Education – Child Care, including Daycare Centers and Pre-Schools.

In 2017, City Council approved a minor rezoning of a 30' wide strip immediately east of the C-2 and C-2(Restricted) zoning district so that Lot 39, Outlot Y and Outlot Z of Plat 2 would entirely be zoned for commercial use prior to final platting. No zoning restrictions were placed on this 30' strip.

On May 29, 2018, City Council approved a Site Plan for Hy-Vee Fast and Fresh on Lot 39 comprising a 7,853 square foot convenience store, with an 1,800 sf area designated for future building expansion. The Phase 1 building included a 1,146 sf Starbucks coffee shop with drive-thru window. The Site Plan included 12 gas-pumping stalls and lockers for grocery pickup under a lighted canopy. The Site Plan improvements have not yet been constructed.

The applicants would now like to develop Lot 39 and Outlot Z together as a grocery store, with no gasoline sales, rather than a convenience store. Prior to approval of a Site Plan for a grocery store use, the C-2(R) Zoning Restrictions would need to be amended to include grocery stores as a permitted use.



**APPLICATION FOR AMENDED ZONING RESTRICTIONS:**

The process for amending the Zoning Restrictions for the existing C-2(R) Zoning District are essentially the same as for a rezoning. The applicants have submitted a Petition to allow a grocery store to be constructed on the subject property. The applicants have obtain consent to the proposed amendment to the existing zoning restrictions that has been signed by the owners of 51.9% of the area within the 250' buffer surrounding the proposed rezoning.

**RECOMMENDED ACTION:**

At their meeting, the Planning & Zoning Commission may make a recommendation to City Council regarding the proposed amendment to the Comprehensive Plan and rezoning, based on one of the following options:

- A. Approve the applicant's request to amend the existing Zoning Restrictions on the subject parcels to include grocery stores as presented.
- B. Deny the applicant's request to amend the existing Zoning Restrictions on the subject parcels to include grocery stores as presented.
- C. Approve the applicant's request to amend the existing Zoning Restrictions on the subject parcels to include grocery stores subject to certain recommendation(s), provided the applicant agrees to said amended recommendation(s).

## PETITION FOR REZONING

TO: Planning and Zoning Commission,  
Mayor, and City Council

We, the undersigned owners of the following described property:

Lot 39 and Outlot Z, Crossroads at the Lake, Plat 2

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Request that said property be rezoned from its present Zoning Classification of C-2(R)  
to Zoning Classification C-2 for the purpose of  
A Hy-Vee Value Fresh Grocery Store

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PROPERTY OWNER:

William Kimberley

Owner's Name (please print)

  
Signature

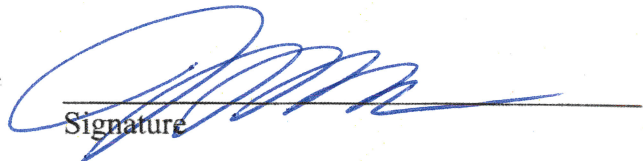
President, Kimberley Development CORP

Title (if owned by Inc., LLC, or similar)

PROPERTY OWNER (when jointly owned):

Jeff Markey

Owner's Name (please print)

  
Signature

Executive Vice President Hy-Vee, Inc.,

The above property owner(s) are herewith providing the following documentation:

- Signatures of owners of at least 50% of the area with a 250' buffer, exclusive of intervening ROW and alleys, surrounding the proposed rezoning (*See Page 2*)
- Table demonstrating sufficient consent of buffer area property owners (*See Page 3*)
- Rezoning Sketch depicting proposed zoning boundary line, all parcels within the buffer area, and ownership of each parcel. (*To be attached*)
- Two stamped and addressed envelopes for each property owner within buffer area which the City Clerk will use for required notice.
- Master Plan if rezoning to PUD or R-4 Mobile Home Parks.

The undersigned owners of property lying outside of said above described tract, but within two hundred and fifty (250) feet of the boundaries thereof, intervening streets and alleys not included in computation of said distance, join in this petition for the purposes of having the above described real estate rezoned from C-2(R) to C-2.

[illegible]

*Note: Attach additional sheets as required to include all signatures.*

## CONSENT TABLE

(Percentage of Buffer Area Owners Consenting to Proposed Rezoning, by Area)

PARCEL	ADDRESS	PROPERTY OWNER	AREA (SF) WITHIN 250' BUFFER	% OF TOTAL BUFFER AREA	CONSENTING % ONLY
1	301 SANDPIPER CT	KARVIR LAND HOLDINGS LLC	33,941.98	7.9%	7.9%
2	1101 S 5TH ST	FAREWAY STORES INC	1,188.83	0.3%	
3	401 SANDPIPER CT	FAREWAY STORES INC	4,705.39	1.1%	
4	300 SANDPIPER CT	K B NELSON LLC	22,458.04	5.2%	5.2%
5	400 SANDPIPER CT	K B NELSON LLC	11,720.05	2.7%	2.7%
6	1100 S 3RD ST	CASEY'S MARKETING COMPANY	22,244.35	5.2%	
7	211 W PINE RIDGE DR	SANDRA NOBLE	32,445.53	7.5%	
9	201 W PINE RIDGE DR	JAY AND KAREN LORENZEN	22,514.06	5.2%	
10	111 W PINE RIDGE DR	CYNTHIA AND MARK SANGER	22,443.03	5.2%	
11	101 W PINE RIDGE DR	BARBARA INMAN	34,311.31	8.0%	
12	115 E PINE RIDGE DR	DENNIS AND SHEILA DIETZ	692.54	0.2%	
16	114 CROSSROADS CT	ORTON HOMES LLC	13,737.74	3.2%	
17	124 E BRIDGE RD	BENCHMARK BUILDERS IOWA LC	4,800.79	1.1%	1.1%
18	102 CROSSROADS CT	KIMBERLEY DEVELOPMENT CORP	20,631.26	4.8%	4.8%
20	154 E BRIDGE RD	KIMBERLEY DEVELOPMENT CORP	23.59	0.0%	
21	135 CROSSROADS CT	KIMBERLEY DEVELOPMENT CORP	2,274.63	0.5%	.5%
22	115 CROSSROADS CT	KIMBERLEY DEVELOPMENT CORP	23,095.90	5.4%	5.4%
23	136 CROSSROADS CT	KIMBERLEY DEVELOPMENT CORP	392.00	0.1%	.1%
24	101 CROSSROADS CT	KIMBERLEY DEVELOPMENT CORP	17,987.48	4.2%	4.2%
25	134 E BRIDGE RD	BENCHMARK BUILDERS IOWA LC	3,649.47	0.8%	.8%
26	102 E BRIDGE RD	HY-VEE INC	75,268.44	17.5%	17.5%
28	144 E BRIDGE RD	BENCHMARK BUILDERS IOWA LC	1,955.44	0.5%	.5%
29	1160 S 3RD ST	DAVID AND SUSAN BODY	52,374.26	12.2%	
27	1170 S 3RD ST	KIMBERLEY DEVELOPMENT CORP	5,115.97	1.2%	1.2%
TOTAL			429,972.08	100.0%	51.9 %





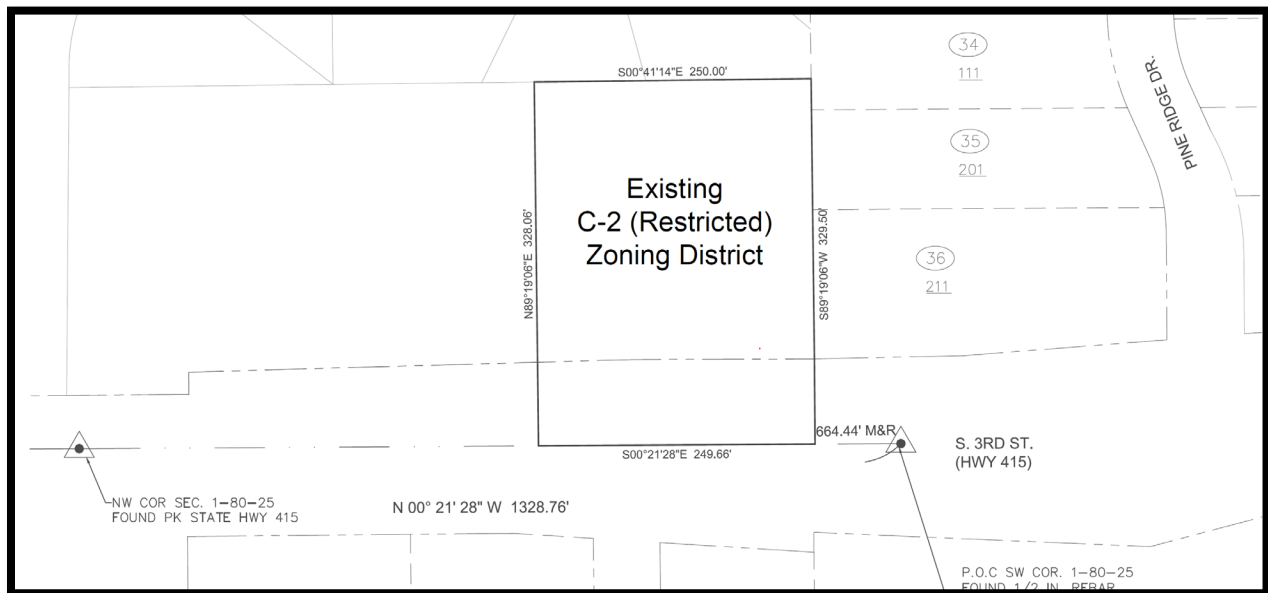


## Existing C-2 (Restricted) Zoning in Crossroads at the Lakes Plat 2

Legal Description for the Restricted Commercial Area including the adjacent Public Road right of way for the area currently zoned to C-2(R):

A parcel of land located in Lot 39 and Outlot Z in Crossroads at the Lakes Plat 2, an official plat in the City of Polk City, Polk County, Iowa, lying East of the centerline of South 3<sup>rd</sup> Street/Iowa Highway No. 415 as presently established, more particularly described as follows:

Commencing at the SW Corner of said Section 1; thence N00°21'28"W, 664.44 ft. with the West line of the SW ¼ of said Section 1 to the South line of Outlot Z of Crossroads at the Lakes Plat 2 extended and being the SW Corner of the North ½ of the SW ¼ of the SW ¼, said Section 1 and POINT OF BEGINNING; Thence continuing N00°21'28"W, 249.66 ft. with the said Roadway Centerline and said Section Line to a point; Thence N89°19'06"E, 328.06 ft. to a point; Thence S00°41'14"E, 250.00 ft. to the North Line of Pine Ridge Estates, an Official Plat; Thence S89°19'06"W, 329.50 ft. with the North Line of Pine Ridge Estates to the POINT OF BEGINNING, containing 1.882 acres.



**ORDINANCE NO. 2021-1600**

**AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY  
OF POLK CITY, IOWA, BY AMENDING THE REZONING  
RESTRICTION FOR 1.882 ACRES TO INCLUDE GROCERY STORES  
AS A PERMITTED USE**

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**WHEREAS**, on the 13th day of June 2016, the City Council rezoned 1.882 acres from R-1 to C-2(R) restricting the use to Business and Professional Offices; Medical Offices and Health Clinics; Studios – Music, Photographic, Dance and Fitness Centers, all less than 6, 000 square feet in size; and Education – Child Care, including Daycare Centers and Pre-Schools; and

**WHEREAS**, on the 17th day of May 2021, the Planning & Zoning Commission recommended that the City Council amend the zoning restrictions to include grocery stores as a permitted use; and

**WHEREAS**, on the 14th day of June 2021 after due notice and hearing as provided by law, the City Council now deems it reasonable and appropriate to amend the zoning restrictions for said property.

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

**Section 1:** That the Municipal Code of the City of Polk City, Iowa, be and is hereby amended by adding grocery stores as a permitted use to the property described above.

**Section 2:** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

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

**PASSED AND APPROVED** this \_\_\_\_ day of \_\_\_\_ 2021.

\_\_\_\_\_  
Jason Morse, Mayor

ATTEST:

\_\_\_\_\_  
Jenny Gibbons, City Clerk

First Reading:

Second Reading:

Third Reading:

Date Adopted:

Date of Publication:

**RESOLUTION NO. 2021-55**

**A RESOLUTION APPROVING AN AMENDMENT TO THE 2016 POLK CITY  
COMPREHENSIVE PLAN IN THE VICINITY OF AND INCLUDING 117 E.  
BROADWAY STREET BY UPDATING THE FUTURE LAND USE MAP**

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**WHEREAS**, the City of Polk City adopted the 2016 Comprehensive Plan (Comp Plan) entitled “Imagine Polk City – A Bridge to the Future” on April 11, 2016 and amended on May 9, 2016 with a second amendment on November 14, 2016, a third amendment on July 8, 2019, a fourth amendment on July 22, 2019 and a fifth amendment on May 11, 2020 and a sixth amendment on September 14, 2020 and a seventh amendment on April 12, 2021; and

**WHEREAS**, First Choice Renovations have submitted a request to amend the Comprehensive Plan for two properties along the northeast side of E. Broadway Street in Polk City, Iowa; including 117 E. Broadway and the abutting parcel on the southeast side of said property; by revising the Future Land Use Plan and land use designation from Commercial use to Low Density Residential use; and

**WHEREAS**, on May 17, 2021, the Planning & Zoning Commission recommended City Council approval of the requested amendment to Polk City’s Comprehensive Plan’s Future Land Use Plan; and

**WHEREAS**, that the City Council of the City of Polk City, Iowa, believes it to be in the best interest of the City to amend the Polk City Comprehensive Plan’s Future Land Use Plan (Map 7.1) by changing the land use designations of the Subject Property from Commercial use to Low Density Residential use.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Polk City, Iowa that the 2016 Comprehensive Plan entitled “Imagine Polk City – A Bridge to the Future” is hereby amended to designate the Subject Property described above as Mixed Use.

**PASSED AND APPROVED** this 14th day of June 2021.

---

Jason Morse, Mayor

ATTEST:

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Jenny Gibbons, City Clerk

EXHIBIT 'A'



## **PETITION FOR REZONING TO P.U.D.**

Date: May 12, 2021

Prepared by: Kathleen Connor

Project: 117 E. Broadway Rezoning & PUD Master Plan

Project No.: 121.0440.01

### **GENERAL INFORMATION:**

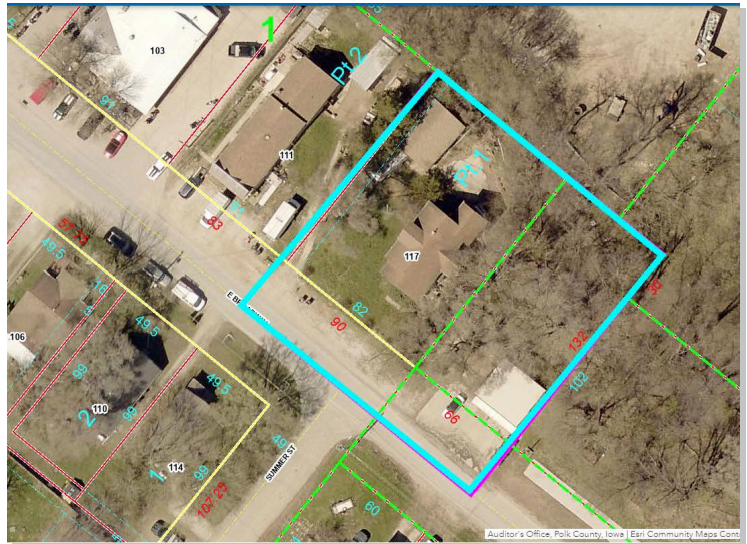
Property Owner: First Choice Renovations  
(Kyle Hout)

Area: 0.59 Acres

Current Zoning: C-1 Central Business

Future Land Use: Low Density Residential  
per Comp Plan

Requested Zoning: P.U.D.



**Current Zoning Map**

### **PROJECT DESCRIPTION:**

The subject property is highlighted in cyan on the above Zoning Map. The two parcels were originally platted as part of Beebe's Addition, including intervening vacated alley. These properties include two principal structures: a tan stucco home built in 1990 and a yellow commercial building built in 1929 that appears to be used for residential purposes. This rezoning will also include the adjacent half right-of-way, as per Polk City's typical practice.

First Choice Renovations is in the process of acquiring these properties with the intent of constructing smaller detached or bi-attached single-family homes in this area that would be in keeping with the neighborhood, including the new homes recently constructed on the south side of the street.

The current C-1 zoning already allows this property to be subdivided for single-family homes and/or two-family homes. Single family detached lots are currently required to be at least 65' wide with 6400 sf of area. This property has sufficient width for 2.4 lots but enough area for 3.2 lots. The developer would like the option of developing three lots that are 52.01' wide and 7,188 sf in area. While these lots would be 13' narrower than currently permitted, they are wider than the two 45' wide interior lots in Stanley Plat 1 directly across the street. The proposed lots would meet current lot area regulations.

The current C-1 zoning also already allows this property to be subdivided for two-family homes. Each dwelling unit currently requires a lot that is at least 42.5' wide with 5000 sf of area. These properties have sufficient width for 3.7 dwelling units but enough area for 4.1 lots. The developer would like the option of developing four lots that are 39.01' wide and 5,392 sf in area that would be restricted to bi-attached homes. These lots would be 3.5' narrower than currently permitted, but would meet current lot area regulations.



### **REZONING PETITION:**

On behalf of First Choice Renovations, Kyle Hout has submitted a Petition for Rezoning the subject property from C-1 to P.U.D. The applicant has obtained consent to the proposed rezoning from the owners of 59.5% of the area within the 250' buffer surrounding the proposed rezoning.

The proposed land use of single family residential is not consistent with the Comprehensive Plan's future land use designation of commercial for this parcel. Prior to rezoning this property to P.U.D., its land use designation should be amended to low density residential.



The applicant plans to restrict the lots in this development to single-family or two-family use only.

The purpose for this rezoning is to reduce lot width only to allow for construction of smaller homes in lieu of duplexes. Front and rear yard setbacks will be increased from the minimums currently required. A comparison of the current regulations and proposed PUD bulk regulations are as follows:

Regulator	C-1	C-1	R-1A	R-2	Proposed PUD
Use	SF	Duplex	SF	Bi-Attached	SF or Bi-attached
Min Lot Width	65'	85'	65'	42.5'	52' (Single Fam) or 39' (2 Fam)
Min Lot Area	6,400 sf	10,000 sf	6,400 sf	5,000 sf	6,400 sf (SF) or 5,300 sf (2 Fam)
Min Front Yard	Avg of 250'	Avg of 250'	30'	30'	30'
Min Side Yard	8'	8'	8'	8'	6'
Min Rear Yard:	15'	15'	20'	35'	30'

At this time, the applicant is requesting P&Z's approval and recommendation to City Council in favor of rezoning this property to Planned Unit Development (P.U.D.) based on stipulations discussed below. The Public hearing for this proposed rezoning has not yet been set by City Council.

### **REVIEW COMMENTS:**

Pursuant to our review of Submittal #2 of the proposed PUD Master Plan, we offer the following comments.

1. We understand the driveway serving 111 E. Broadway may encroach into the northwest portion of this development. This issue will be reviewed in more detail on the preliminary plat. However, this is a private issue between two private property owners, but must be considered when siting the home and driveway on Lot 1 to be sure the established setbacks can be met at the time of Building Permit application.
2. This property will need to be platted in order to subdivide the property. At the time of preliminary platting, we will review issues such as proposed driveway locations; 10' wide trail with crosswalk; hydrant coverage and potential need for a fire hydrant; the developer/homebuilder's responsibility to install water services and sanitary sewer services to each lot, including boring under the newly paved streets; French drain pits for sump discharge; and sidewalks.

**RECOMMENDED ACTION:**

At their meeting, the Planning & Zoning Commission may make a recommendation to City Council regarding the proposed amendment to the Comprehensive Plan and rezoning, based on one of the following options:

- A. Approve the applicant's request to amend the Comprehensive Plan to designate their property as low density residential and rezone their property to Planned Unit Development (PUD) as presented, including the following PUD restrictions:
  - a. This property shall be platted in accordance with the Subdivision Regulations prior to issuance of a Building Permit for any new buildings on this property.
  - b. Use of this property shall be restricted to single-family detached or single-family bi-attached residential uses only.
  - c. Minimum lot width shall be 52 feet square feet for single-family homes and 39 feet for each dwelling unit for bi-attached homes.
  - d. Minimum lot size shall be 6,400 square feet for single-family homes and 5,000 square feet for each dwelling unit for bi-attached homes.
  - e. Bi-attached dwellings shall have one shared driveway per two-family structure, each with a maximum width of 30 feet.
  - f. Minimum setbacks for all uses shall be 30' front yard , 6' side yard, and 30' rear yard.
  - g. A 10-feet wide recreational trail shall be constructed along E. Broadway in front of all lots in this subdivision, with a 4-feet wide ADA crosswalk on the southeast side of Summer Street.
- B. Deny the applicant's request to amend the Comprehensive Plan to designate their property as low density residential and rezone their property to Planned Unit Development (PUD) as presented.
- C. Approve the applicant's request to amend the Comprehensive Plan to designate their property as low density residential and/or rezone their property to Planned Unit Development (PUD) but amending one or more of the presented PUD restrictions as recommended by the Commission, provided the applicant agrees to said amended restriction(s).

PETITION FOR REZONING

TO: Planning and Zoning Commission,  
Mayor, and City Council

We, the undersigned owners of the following described property:

\*\*117 E Broadway St & the Old Dairy Yum concrete building that does not have an address. The property currently allows for duplexes so the property could be 2 duplexes which would be 4 doors. Commercial space does not work due to the lack of parking and the steep topography off the east side.

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Request that said property be rezoned from its present Zoning Classification of C-1 Central Business District to Zoning Classification PUD Planned Unit Development for the purpose of The 2 lot will be divided into 3 smaller lots for single family homes or attached townhome whichever is allowed.

*I will take advise to hear what is best. If we can do 4 single family detached or 5 lots with attached townhomes. Cost of building is extremely high and the more lots the more affordable housing.*

PROPERTY OWNER:

PROPERTY OWNER (when jointly owned):

First Choice Renovations Owner Kyle Hunt  
Owner's Name (please print) Owner's Name (please print)

\_\_\_\_\_  
Signature

  
Signature

Owner  
Title (if owned by Inc., LLC, or similar)

The above property owner(s) are herewith providing the following documentation:

- Signatures of owners of at least 50% of the area with a 250' buffer, exclusive of intervening ROW and alleys, surrounding the proposed rezoning (*See Page 2*)
- Table demonstrating sufficient consent of buffer area property owners (*See Page 3*)
- Rezoning Sketch depicting proposed zoning boundary line, all parcels within the buffer area, and ownership of each parcel. (*To be attached*)
- Two stamped and addressed envelopes for each property owner within buffer area which the City Clerk will use for required notice.
- Master Plan if rezoning to PUD or R-4 Mobile Home Parks.

The undersigned owners of property lying outside of said above described tract, but within two hundred and fifty (250) feet of the boundaries thereof, intervening streets and alleys not included in computation of said distance, join in this petition for the purposes of having the above described real estate rezoned from **C-1 Central Business District** to **PUD Planned Unit Development District**.

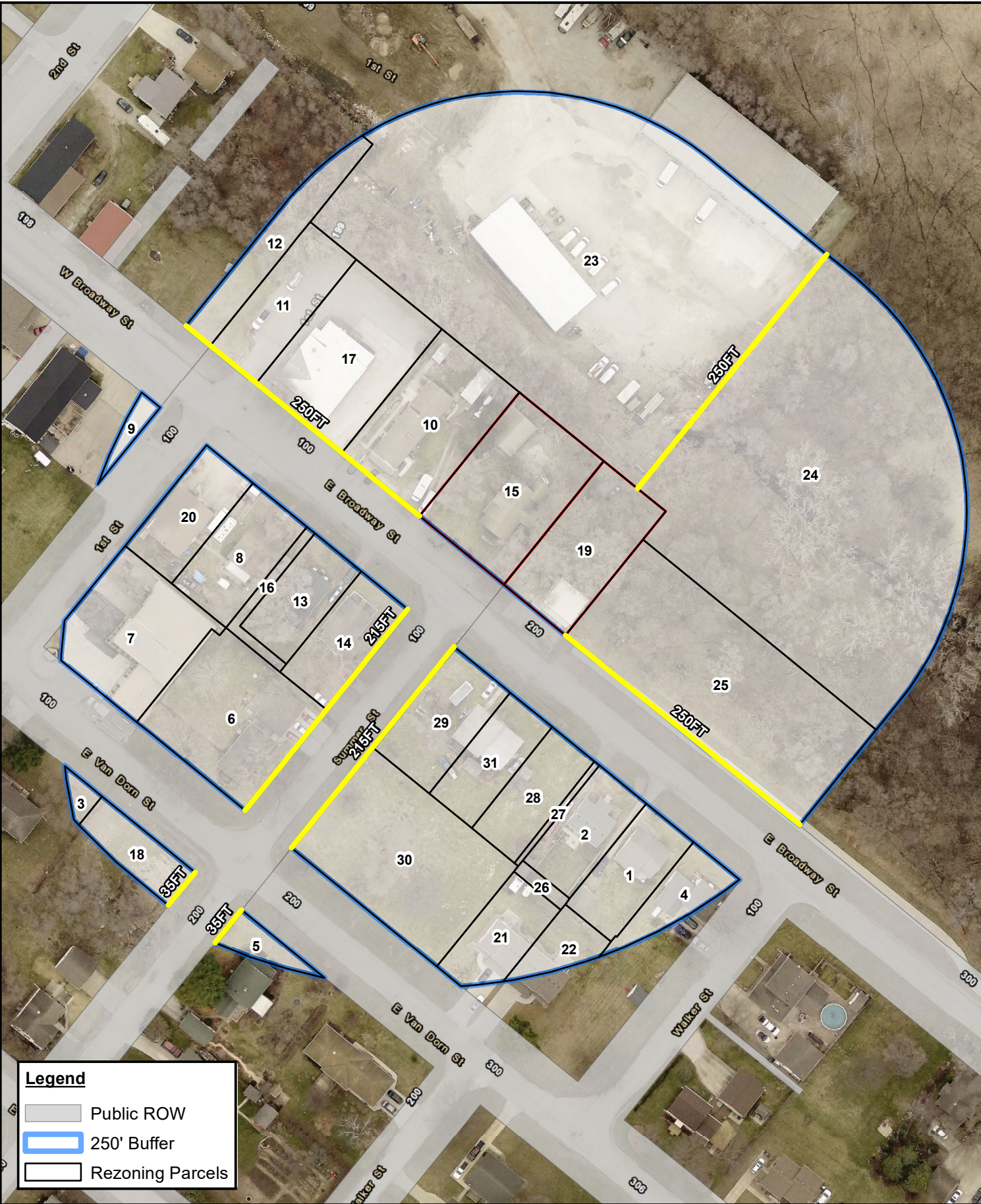
PROPERTY OWNERS WITHIN THE 250' BUFFER CONSENTING TO THE PROPOSED REZONING			
Property Owner Name:	Address:	Parcel Acreage (within buffer)	Signature:
① Amy Garrett	202 E. Van Dorn		Amy Garrett
② RTM Properties	206 N 2nd		M. Lynn
③ BJVJ	103 E Broadway		Wm Vogt
④ Tyler Gustafson	113 E Vandorn		Tyler Gustafson



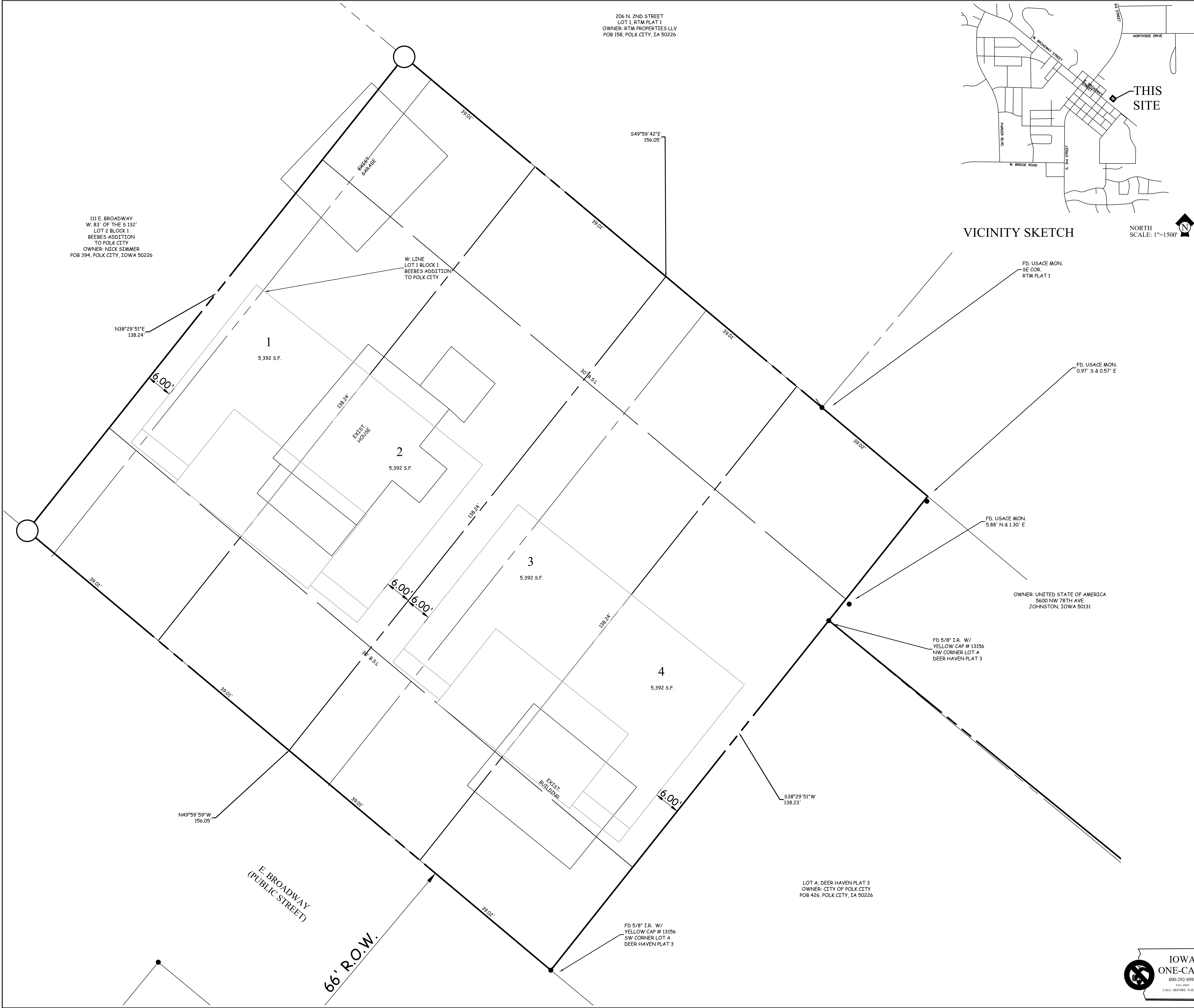
<b>Consent Table</b> (Percentage of Buffer Area Owners Consenting to Proposed Rezoning, by area)					
Parcel No.	Address	Property Owner	Area in 250' Buffer (SF)	% of Total 250' Buffer Area	Consenting % Only
1	218 E BROADWAY ST	MATTHEW HEBERT	5,383.7	2.4%	
2	214 E BROADWAY ST	SKY CONRAD	5,088.9	2.3%	
3	104 E VAN DORN ST	DEL PROPERTIES LLC	707.9	0.3%	
4	222 E BROADWAY ST	BENJAMIN & MICHELLE CASTO-YERTY	3,484.7	1.6%	
5	202 E VAN DORN ST	AMY GARRETT & CHRIS DRUMM	1,717.6	0.8%	
6	113 E VAN DORN ST	TYLER & SARA GUSTASON	12,387.2	5.6%	5.8
7	109 1ST ST	FIRST CHOICE RENOVATIONS LLC	10,501.2	4.7%	5.6
8	106 E BROADWAY ST	KIM SIMMER	6,227.6	2.8%	4.7%
9	114 E BROADWAY ST	POLK CITY AMERICAN LEGION PT 232	923.1	0.4%	
10	111 E BROADWAY ST	NICKY SIMMER	11,001.8	5.0%	
11		BVJV LLC	6,534.2	2.9%	
12		ROECO LLC	5,139.3	2.3%	
13	110 E BROADWAY ST	MARK & AMY JUNGSMANN	4,931.1	2.2%	
14	114 E BROADWAY ST	ROY JACOBSON	5,341.3	2.4%	
15	117 E BROADWAY ST	DERLE & KATHLEEN SIMMER (Contract)			
16		MARK & AMY JUNGSMANN	1,296.4	0.6%	
17	103 E BROADWAY ST	BVJV LLC (Deed) 13887/864	12,057.7	5.4%	
18	202 SUMMER ST	KIRK HESSE	3,395.7	1.5%	
19		DERLE & KATHLEEN SIMMER (Contract)			
20		KIM SIMMER	5,341.9	2.4%	
21	213 E VAN DORN ST	BRANDON & ERICA IHLE	4,792.0	2.2%	
22	217 E VAN DORN ST	BRANDON & ERICA IHLE	2,542.1	1.1%	
23	206 N 2ND ST	RTM PROPERTIES LLC	78,790.1	35.5%	35.5
24		USA			
25		CITY OF POLK CITY			
26		SKY CONRAD (Deed) 17471/343	602.5	0.3%	
27		FIRST CHOICE RENOVATIONS LLC	500.9	0.2%	0.2%
28	210 E BROADWAY ST	JEREMY & MALLORY BENTON	4,870.8	2.2%	
29	202 E BROADWAY ST	FIRST CHOICE RENOVATIONS LLC	6,494.9	2.9%	2.9%
30		AMY GARRETT & CHRIS DRUMM	16,737.5	7.6%	7.6
31	206 E BROADWAY ST	FIRST CHOICE RENOVATIONS LLC	4,871.0	2.2%	2.2%
<b>Totals</b>			221,663.1	100.0%	59.5%

Note: Area within 250' buffer excludes government-owned parcels and the subject parcels that are proposed to be rezoned.









# P.U.D MASTER PLAN

## 117 E. BROADWAY

### Sheet 1 of 1

**OWNER/APPLICANT**  
KYLE HOUT  
FIRST CHOICE RENOVATIONS  
206 E BROADWAY STREET  
POLK CITY, IA 50226  
E-MAIL: KHOUT@FCASITE.COM  
PHONE: 515-201-6280

**ZONING**  
EXISTING: C-1  
PROPOSED: P.U.D.

**BULK REGULATIONS**  
LOTS 1-4  
MIN. LOT AREA - 5,000 S.F.  
MIN. LOT WIDTH - 39 FEET

**SETBACKS**  
FRONT - 30'  
REAR - 30'  
SIDE - 6' MIN.

**UTILITIES**  
WATER: CITY OF POLK CITY WATER SYSTEM  
SANITARY: CITY OF POLK CITY SANITARY SEWER SYSTEM

**DEVELOPMENT SCHEDULE**  
UTILITIES: ---  
FINAL PLATTING: ---

**NOTES**  
1. NO MORE THAN ONE DRIVEWAY SHALL SERVE EACH TWO-FAMILY STRUCTURE, WITH THE SHARED DRIVEWAY SERVING BOTH OF THE DWELLING UNITS WITHIN THE STRUCTURE. SHARED DRIVEWAYS SHALL BE NO MORE THAN 30 FEET WIDE.  
2. PROPERTY SHALL BE PLATTED IN ACCORDANCE WITH THE CITY CODE PRIOR TO ISSUANCE OF ANY BUILDING PERMITS.  
3. A 10' RECREATIONAL TRAIL SHALL BE CONSTRUCTED ALONG THE E. BROADWAY FRONTAGE.

**BENCHMARK**  
THE NORTHWESTERLY CORNER OF BROADWAY AND WALKER, SOUTH QUAD BOLT HEAD ON TOP OF HYDRANT  
ELEVATION @ NAVD 88 DATUM \_\_\_\_\_ 881.24

LEGEND	
EXISTING/PROPOSED	
	PLAT BOUNDARY
	ST 18"
	STORM SEWER & SIZE
	SANITARY SEWER & SIZE
	WATER MAIN & SIZE
	MANHOLE
	STORM INTAKE
	FIRE HYDRANT
	VALVE
	F.E.S.
	EXISTING CONTOURS
	PROPOSED CONTOURS
	SILT FENCE OR APPROVED FILTRATION SOCK

## COOPER CRAWFORD & ASSOCIATES, L.L.C.

CIVIL ENGINEERS

475 S. 50th STREET, SUITE 800, WEST DES MOINES, IOWA 50265  
PHONE: (515) 224-1344 FAX: (515) 224-1345

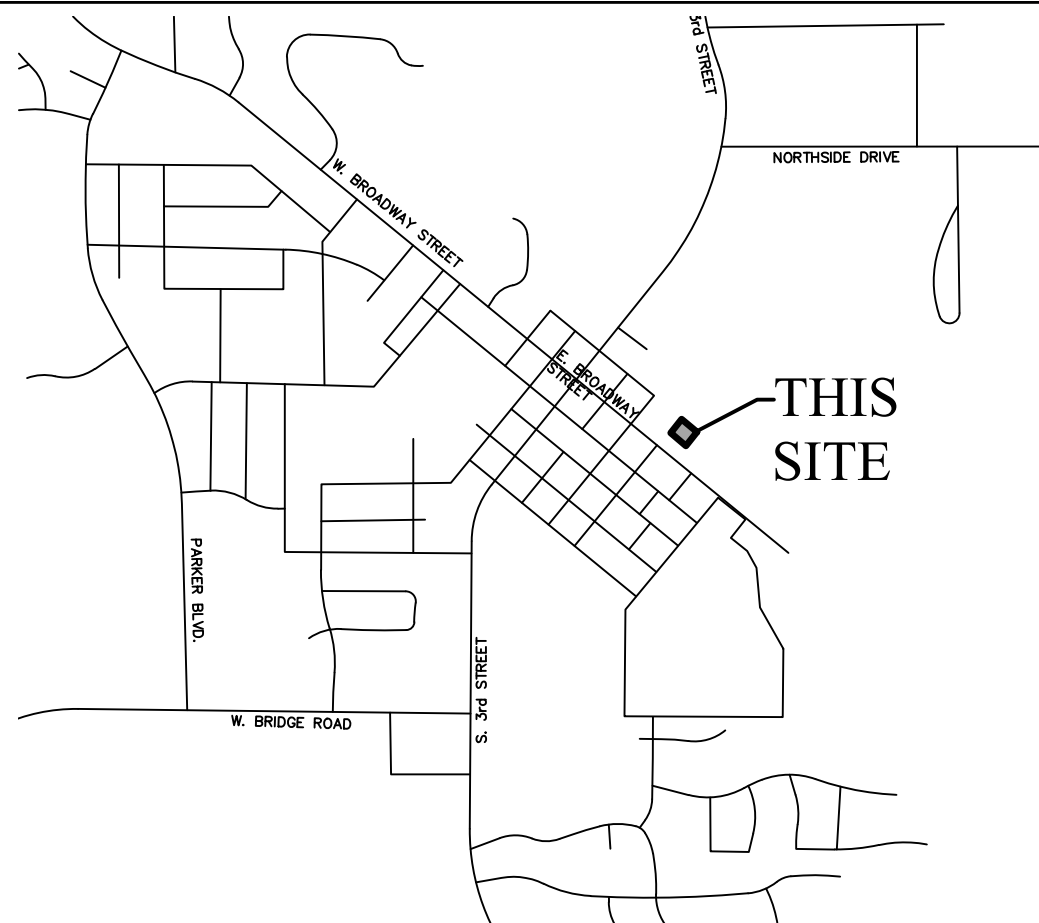
DATE: 4-19-2021  
REVISIONS: 5-12-2021

JOB NUMBER  
**CC 2444**

APPROVED: --- INITIALED: --- AS-BUILT: ---

**4 LOT CONCEPT**  
**117 E. BROADWAY**

**SHEET 1 OF 1**



VICINITY SKETCH

NORTH  
SCALE: 1"=1500'

FD. USACE MON.  
SE COR.  
RTM PLAT 1

FD. USACE MON.  
0.97' S & 0.57' E

FD. USACE MON.  
5.88' N & 1.30' E

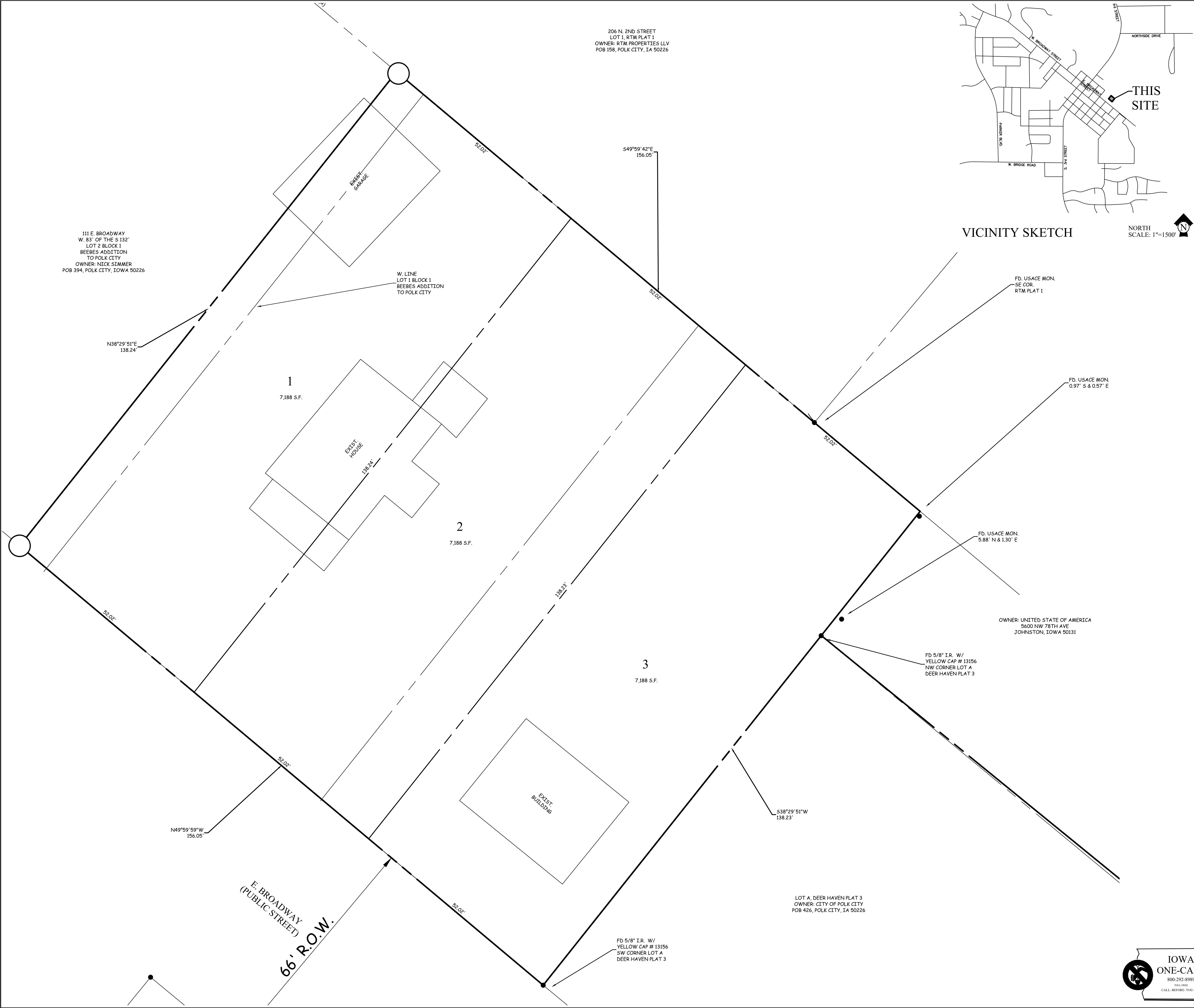
OWNER: UNITED STATE OF AMERICA  
5600 NW 78TH AVE  
JOHNSTON, IOWA 50131

FD 5/8" I.R. W/  
YELLOW CAP # 13156  
NW CORNER LOT A  
DEER HAVEN PLAT 3

LOT A: DEER HAVEN PLAT 3  
OWNER: CITY OF POLK CITY  
POB 426, POLK CITY, IA 50226

FD 5/8" I.R. W/  
YELLOW CAP # 13156  
SW CORNER LOT A  
DEER HAVEN PLAT 3





P.U.D MASTER PLAN  
117 E.  
BROADWAY  
Sheet 1 of 1

OWNER/APPLICANT  
KYLE HOUT  
FIRST CHOICE RENOVATIONS  
206 E BROADWAY STREET  
POLK CITY, IA 50226  
E-MAIL: KHOUT@FCASITE.COM  
PHONE: 515-201-6280

ZONING  
EXISTING: C-1  
PROPOSED: P.U.D. - SINGLE FAMILY DETACHED

BULK REGULATIONS  
LOTS 1-3  
MIN. LOT AREA - 6,400 S.F.  
MIN. LOT WIDTH - 52 FEET  
  
SETBACKS  
FRONT - 30'  
REAR - 30'  
SIDE - 6' MIN.  
  
UTILITIES  
WATER: CITY OF POLK CITY WATER SYSTEM  
SANITARY: CITY OF POLK CITY SANITARY SEWER SYSTEM

DEVELOPMENT SCHEDULE  
UTILITIES: ---  
FINAL PLATTING: ---

NOTES  
1. DRIVEWAYS SERVING SINGLE-FAMILY DETACHED HOMES SHALL BE NO MORE THAN 18 FEET WIDE. IF THE DRIVEWAY SERVING 111 E. BROADWAY IS TO REMAIN, THE DRIVEWAY SERVING LOT 1 SHOULD BE SHARD WITH THE ENCROACHING DRIVEWAY, IN WHICH CASE THE DRIVEWAY MAY BE UP TO 30 FEET WIDE PROVIDED THE SHARED APPROACH IS PAVED.  
2. PROPERTY SHALL BE PLATTED IN ACCORDANCE WITH THE CITY CODE PRIOR TO ISSUANCE OF ANY BUILDING PERMITS.  
3. A 10' RECREATIONAL TRAIL SHALL BE CONSTRUCTED ALONG THE E. BROADWAY FRONTAGE.

BENCHMARK  
THE NORTHWESTERLY CORNER OF BROADWAY AND WALKER, SOUTH QUAD BOLT HEAD ON TOP OF HYDRANT  
ELEVATION @ NAVD 88 DATUM \_\_\_\_\_881.24

LEGEND	
EXISTING/PROPOSED	
	PLAT BOUNDARY
	ST 18"
	SAN 8"
	W 8"
	MANHOLE
	STORM INTAKE
	FIRE HYDRANT
	VALVE
	F.E.S.
	EXISTING CONTOURS
	PROPOSED CONTOURS
	SILT FENCE OR APPROVED FILTRATION SOCK

# COOPER CRAWFORD

& ASSOCIATES, L.L.C.  
CIVIL ENGINEERS

475 S. 50th STREET, SUITE 800, WEST DES MOINES, IOWA 50265  
PHONE: (515) 224-1344 FAX: (515) 224-1345

DATE: 4-19-2021  
REVISIONS: 5-12-2021

SCALE: 1"=10'

APPROVED: --- INITIALS: --- AS-BUILT: ---

3 LOT CONCEPT  
117 E. BROADWAY

JOB NUMBER  
**CC 2444**

SHEET  
1 OF 1

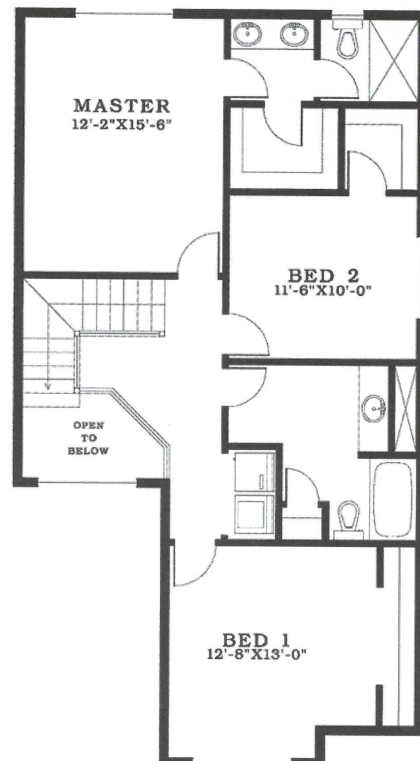
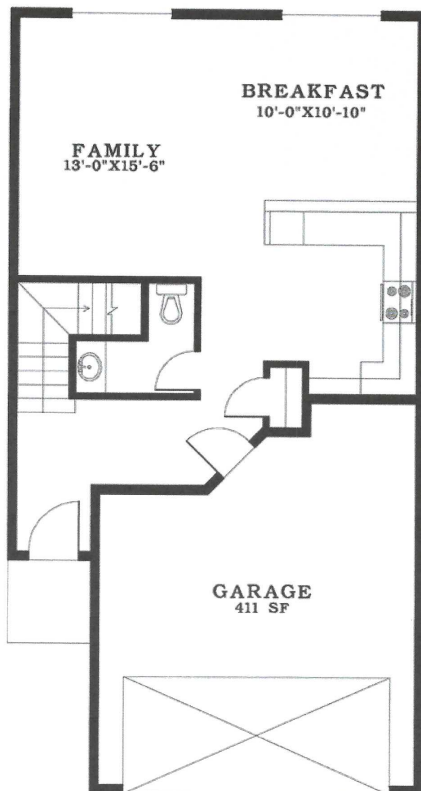


117 E. Broadway - PUD Master Plan  
Conceptual Elevation and Floor Plans

Plan 943-31



1590 sq/ft 3 beds 2.5 baths 25' wide 47' deep



**ORDINANCE NO. 2021-1700**

**AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY REZONING 0.59 ACRES LOCATED IN THE VICINITY AND INCLUDING 117 E BROADWAY FROM ZONING CLASSIFICATION OF CENTRAL BUSINESS DISTRICT (C-1) TO PLANNED UNIT DEVELOPMENT (PUD)**

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**WHEREAS**, on the 17<sup>th</sup> day of May 2021, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the property legally described as:

THE SOUTH 132.00 FEET OF THE EAST 8.00 FEET LOT 2 AND THE SOUTH 132.00 FEET OF LOT 1, ALL IN BLOCK 1, BEEBES ADDITION TO POLK CITY, AN OFFICIAL PLAT, POLK CITY, POLK COUNTY, IOWA

AND

THE WEST 66.00 FEET OF THE SOUTH 132.00 FEET OF LOT 7 OF THE O.P. OF THE NORTHWEST FRACTIONAL 1/4, AND THE NORTH 1/2 OF SOUTHWEST 1/4 OF SECTION 1, TOWNSHIP 80 NORTH RANGE 25 WEST OF THE 5TH P.M., POLK CITY, POLK COUNTY, IOWA

AND

THE NORTHERLY ½ R.O.W. OF EAST BROADWAY, AS ITS PRESENTLY ESTABLISHED, LYING SOUTHWESTERLY OF AND ADJACENT TO THE PREVIOUSLY DESCRIBED PROPERTY.

SAID TRACT OF LAND SUBJECT TO ALL EASEMENTS OF RECORD.

be considered for rezoning 0.59 acres from C-1 Central Business District to Planned Unit Development (PUD).

**WHEREAS**, on the 14<sup>th</sup> day of June 2021, after due notice and hearing as provided by law, the City Council now deems it reasonable and appropriate to rezone said property.

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

**Section 1:** That the Municipal Code of the City of Polk City, Iowa, be and is hereby amended by rezoning the property described above from Central Business District (C-1) to Planned Unit Development (PUD).

**Section 2:** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

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

**PASSED AND APPROVED** this \_\_\_\_\_ of \_\_\_\_\_ 2021.

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Jason Morse, Mayor

ATTEST:

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Jenny Gibbons, City Clerk

First Reading:  
Second Reading:  
Third Reading:  
Date of Publication:

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m., May 24, 2021**  
**City Hall – Council Chambers**

Polk City, City Council held a meeting in the City Hall Council Chambers with public participation via phone at 6:00 p.m., on May 24, 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 | In attendance  
Sarchet | In attendance via phone

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

4. **Public Comments** | None

5. **Consent Items**

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

- a. City Council Meeting Minutes for May 10, 2021
- b. Receive and file P&Z Commission Meeting Minutes for May 17, 2021
- c. Claims listing May 24, 2021
- d. April 2021 Finance Report
- e. PFM Engagement Letter
- f. Acknowledge amending Resolution 2021-43 authorizing application for COVID-19 Relief Recreational Trails program
- g. Resolution 2021-44 re-setting a Public Hearing for June 14, 2021 at 6pm on the Vacation of Drainage Easement in Big Creek Valley Plat 1
- h. Receive and file the April 2021 Police Department Report
- i. Receive and file the April 2021 Fire Department Report
- j. Resolution 2021-45 to apply for Prairie Meadows Grant in the amount of \$85,000
- k. Set pay for new FD employee Theodor (T.J.) Schaffer, part-time Firefighter/EMT, Part-time rate of \$15.11 per hour and rate of \$13.73 per hour for paid-on-call rate
- l. Set pay for FD employee Chrissy Bristle for successfully obtaining the Emergency Medical Technician certificate and Firefighter I certificate, Part-time rate of \$14.21 per hour and rate of \$13.73 per hour and paid-on-call rate
- m. Set pay Parks & Recreation seasonal employee, Jaden Nickles, Recreation Assistant II at \$10.00 per hour starting May 27, 2021, contingent upon successful completion of background check
- n. Update Organizational Chart
- o. Resolution 2021-46 approving agreement on sidewalk expenses for Lot 4 & Outlot Z in Deer Haven Plat 3
- p. Resolution 2021-47 setting Public Hearing for June 14, 2021 at 6pm on an amendment to zoning restrictions for a portion of Lot 39 and Outlot Z of Crossroads at the Lakes Plat 2 to allow grocery stores as a permitted use
- q. Resolution 2021-48 setting a public hearing on June 14, 2021 at 6pm on an amendment to the Comprehensive Plan from commercial to low density residential along E Broadway
- r. Resolution 2021-49 setting a public hearing for June 14, 2021 at 6pm on the rezoning petition for 117 E Broadway from C-1 to PUD
- s. Resolution 2021-50 approving Construction Drawings for Creekview Estates Plat 2
- t. Resolution 2021-51 approving Construction Drawings for Four Seasons Polk City Plat 1
- u. Twelve-month Tobacco Permit for Fareway Stores, Inc. #137 effective July 1, 2021

**MOTION CARRIED UNANIMOUSLY**

6. **Business Items**

a. **MOTION:** A motion was made by Walters and seconded by Vogel to approve Resolution 2021-52 approving Big Creek Commons Preliminary Plat

**YES: Vogel, Anderson, Walters, Dvorak**

**NO: Sarchet**

**MOTION CARRIED**

b. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2021-53 authorizing the Real Estate Purchase Agreement in the amount of \$800,000

**MOTION CARRIED UNANIMOUSLY**



- c. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve Snyder & Associates March 2021 Services invoice in the amount of \$43,370.00  
**YES: Dvorak, Vogel, Anderson, Sarchet**  
**ABSTAIN: Walters**  
**MOTION CARRIED**
- d. **MOTION:** A motion was made by Dvorak and seconded by Anderson to authorize Staff to update the Mask Policy with CDC guideline language  
**MOTION CARRIED UNANIMOUSLY**

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

**Recognition: Ron Anderson – East High School Hall of Fame Inductee**

- Library Director Noack announced summer reading starts next week following the Farmers Market kick off. She encouraged the public to visit Fareway and round up for the Friends of the Library to support Library Programing. She reported the new Library website is online and live.
- Fire Chief Mitchell said a large trailer will be in the back parking lot for department training for search and rescue.

8. **Adjournment**

**MOTION:** A motion was made by Anderson and seconded by Vogel to adjourn at 6:15 p.m.

**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date –June 14, 2021*

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Jason Morse, Mayor

Attest

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Jenny Gibbons, City Clerk



**MEETING MINUTES**  
**The City of Polk City**  
**Work Session**  
**5:000 p.m., Monday, May 24, 2021**  
**City Hall – Council Chambers**

A Council Work Session was held on May 24, 2021 at 5:00 p.m. in the City Hall Council Chambers in Polk City, Iowa with public participation via phone.

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

Confluence presented the Regional Park Master Plan, providing a process overview, concepts review, and current concept. They shared the comments that they heard from the advisory committee and stakeholders. They discussed the site challenges and reviewed some potential concepts for the existing sports complex. They also provided a budget cost opinion and phased construction approach. Council discussed user groups, use of space, ponds, parking, a phased approach, diversity of activity options and asked for comparisons to other communities with similar projects and the estimated operational costs of the future regional park. Confluence said they will have one more meeting with the stakeholders to provide the final concept and then a final report will be issued.

**Adjournment** – Meeting adjourned at 5:52 p.m.

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Jason Morse, Mayor

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Jenny Gibbons, City Clerk

**MEETING MINUTES**  
**The City of Polk City**  
**Parks Commission**  
**6:00 p.m., Monday, June 7, 2021**  
**City Hall**

The Polk City Parks Commission held a meeting at 6:00 p.m., on June 7, 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** /*The meeting was called to order at 6:00 p.m.*
2. **Roll Call** | Bentley, Haaland, Converse, Karsjen, Reed, Delaney, Otis | In attendance.
3. ***MOTION:*** A motion was made by Otis and seconded by Bentley to approve the May 3, 2021 Meeting Minutes.  
***MOTION CARRIED UNANIMOUSLY***
4. **Audience Items** | None
5. Thraen discussed latest concepts and progress on the Regional Park Master Plan. On the latest concept, some parking has been taken away to provide more wiggle room for green space and possible storage. Concept shows a “community center” building that would be programmed for special events, private rentals, fitness classes, and general meeting space. This type of building exists in West Des Moines at Raccoon River Park and is heavily used. Concept also shows a small and large dog park near the community center. This amenity would take advantage of the land’s natural terrain/slope and may help reduce the amount of grading. Delaney voiced support that this latest concept really has maximized the space at this future park. Delaney also shared concern if planned grading needs adjusting, what amenities would be affected? Thraen shared confidence of Confluence that planned grading is very achievable. If changes were to be needed, revisions to the master plan would be appropriate. June council work session will focus on funding and phasing of the regional park. This will very likely be a multi-phase, multi-year project.
6. Thraen provided update on Lost Lakes Phase II. This will be the final phase of this project and is scheduled for the upcoming FY ’22. Thraen is preparing an RFP that will include the safety surfacing and playground equipment portion of phase II. At this time, sidewalk connections are all that is planned. No entry off Broadway or designated parking. There is currently a privacy structure for portable restrooms on-site. Delaney inquired about past decisions to not include modern restrooms. Thraen mentioned there is water connection on-site but is unfamiliar with decisions made during phase I of this project. Dvorak stated the cost of sewage infrastructure led to decision making on restroom type. Delaney mentioned her desire to see some sort of non-tradition play equipment installed such as nature based or a ninja warrior obstacle course. Otis asked Karsjen what Community Visioning had proposed at this park. Karsjen mentioned splashpad and gaga ball. Dvorak asked Thraen how bids will work. Thraen will review proposals and bring recommendation to future parks meeting for input. Bentley provided some history regarding Lost Lakes Park. She mentioned she would like to see something non-generic or different, while complimenting the future regional park. Converse stated the desire to have something to catch the eye of people entering town, whether that be unique equipment or featured art. Haaland suggested a lake theme for the playground as a play on the “Lost Lakes” name. Reed voiced support of keeping age in mind with equipment selected. Lost Lakes neighborhood has many young families. Karsjen inquired about a permanent structure for showing movies as a possibility. Thraen shared that the Parks & Rec department now owns a portable inflatable screen and AV equipment to show movies around town in parks. Thraen provided funding updates on the project and an estimated timeline. Phase II has an estimated cost of \$203k. MidAmerican Energy has donated \$10k to the project, and staff has applied for grants through Wellmark and Prairie Meadows totaling \$100k. Remaining balance will be LOST funds. Bentley asked about other park projects in FY ’22. Dvorak shared only Lost Lakes Phase II in FY ’22. He also shared council’s approach to finishing a project before moving on to another.

7. **MOTION:** A motion was made by Haaland and seconded by Otis to move the July 5, 2021 Parks meeting to July 6, 2021 due to the Independence Day holiday.  
**MOTION CARRIED UNANIMOUSLY**
8. **MOTION:** A motion was made by Converse and seconded by Reed to move the Sept. 6, 2021 Parks meeting to Sept. 7, 2021 due to the Labor Day holiday.  
**MOTION CARRIED UNANIMOUSLY**
9. **Reports & Particulars** | Council Liaison, City Manager, Staff, and Commission
- Council Member Dvorak expressed appreciation to the commission for all their work and input on the regional park master plan. Council was very impressed with concepts shared at May work session. Work is just beginning through. The next steps are deciding how to fund and next steps forward.
  - Commission member Karsjen spoke on behalf of Community Visioning. Group has identified 4 project committees moving forward. Murals, signs, wayfinding, and trailhead have all met or will meet soon. Karsjen also thanked city staff for keeping the parks in great shape during this heat.
  - Parks and Rec Director Thraen gave an update on the creation of the Friends of Polk City Parks 501c3. Nonprofit should be set up by July 1, 2021, and main objectives will be park advocacy through volunteerism and fundraising. Parks & Rec received an additional sponsorship from Polk City Women. Total sponsorships are now 12 in the amount of \$2,250. Polk City PD will host a “summer kickoff party” on the square June 25<sup>th</sup> from 5:30-8:30pm. Parks and rec will follow with a movie in the park at 8:45pm. Movie being shown is “Trolls.” First yoga in the park, a free fitness opportunity, will take place June 26<sup>th</sup> on the square from 8-9am.
10. **MOTION:** A motion was made by Converse and seconded by Otis to adjourn at 6:38 p.m.  
**MOTION CARRIED UNANIMOUSLY**  
*Next Meeting Date –July 6, 2021*

Attest: \_\_\_\_\_  
Jason Thraen, Parks & Recreation Director

CLAIMS REPORT		
CITY OF POLK CITY	DATED	6/14/2021
VENDOR	REFERENCE	AMOUNT
440-PRAXAIR DISTR. INC.	OXYGEN	\$ 468.65
ACCUJET LLC	CULVERT CLEANING	\$ 1,854.78
ADOBE INC.	ADOBE PRO DC	\$ 56.97
ALISSA MANGAE	TENNIS SESSION #4 - REFUND	\$ 98.00
AMANDA KAATS	ADULT YOGA - MAY 2021	\$ 72.00
AMAZON BUSINESS	EVIDENCE CABINETS	\$ 1,580.51
AMERICAN FENCE CO. OF IOWA	EVIDENCE ROOM ENCLOSURE	\$ 3,692.00
AMERICAN HOME SERVICES	AC MAINTENANCE/FILTER	\$ 300.00
AMERIGROUP IOWA, INC	POL REFUND 20-000818:1	\$ 250.00
ANKENY SANITATION	APPLIANCE ROLL OFF-CLEAN UP 2021	\$ 739.20
ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$ 644.32
AUREON TECHNOLOGY	MANAGED SERVICES	\$ 5,055.39
BAKER & TAYLOR	LIBRARY BOOKS	\$ 460.19
BANLEACO	COPIER LEASE + COLOR OVERAGE	\$ 565.07
Barco Products Company	KIWANIS PARK PICNIC TABLES	\$ 2,959.18
BASCOM TRUCK & AUTOMOTIVE	SERVICE FOR R458	\$ 1,912.50
Bound Tree Medical	MEDICAL SUPPLIES	\$ 40.47
BRICK LAW FIRM	ATTORNEY FEES	\$ 5,639.15
BRIDGE POINTE, LLC.	TIF PAYMENT	\$ 26,645.48
BRITTANY KINCART	GYM MEMBERSHIP REIMBRSM T 50%	\$ 154.71
BUSINESS FURNITURE WAREHOUSE	CODE ENFORCEMENT DESK STORAGE	\$ 229.00
CENTURY LINK	PHONE SERVICE	\$ 360.34
CITY LAUNDERING	FLOOR MAT SERVICE	\$ 265.30
City of Ankeny	SERVICE FEE FOR POLK CITY TIER	\$ 200.00
CLARK EQUIPMENT CO. D/B/A	SKIDLOADER/ATTACHMENTS	\$ 9,030.58
CLEANING CONNECTION INC	JUNE JANITORIAL/WINDOW CLEAN	\$ 1,876.48
CONFLUENCE, INC.	REGIONAL PARK MASTER PLAN #2	\$ 11,573.21
COPY SYSTEMS INC.	COPIER	\$ 240.11
CORE AND MAIN	HYDRANT REPAIRS	\$ 262.31
Crystal Clear Water Co	PURCHASED WATER	\$ 110.25
CURTIS REES	TOWN SQUARE TREE REMOVAL	\$ 4,100.00
DANKO EMERGENCY EQUIPMENT	BUNKCOAT TAIL NAME PLATES	\$ 915.41
DELL MARKETING L.P.	DELL TECHNOLOGIES	\$ 6,771.78
DEMCO INC.	LIBRARY SUPPLIES	\$ 886.85
Des Moines Water Works	PURCHASED WATER	\$ 35,441.17
EMSLRC	CITY CPR CLASS	\$ 92.00
ETECH SOLUTIONS LLC	INVESTIGATION COMPUTER/SERVICE	\$ 2,888.38
FAREWAY	COMET CUPBOARD PURCHASES	\$ 2,477.30
FAREWAY STORES	TIF PAYMENT	\$ 15,899.23
Fire Service Training Bureau	INSTRUCTOR I TESTING FEES	\$ 150.00
FIRST BANKCARD	CITY CREDIT CARD - MAY STATEMENT	\$ 4,936.25
FRIHALAGE INVESTMENTS	TIF PAYMENT	\$ 28,065.39
GALL'S INC.	CLASS A UNIFORMS - CHIEF/LT	\$ 1,160.12

GOODE GREENHOUSE	CITY SQUARE FLOWERS	\$ 94.08
HAWKINS INC	CHLORINE	\$ 1,497.89
HEARTLAND FINISHES	FRONT ENTRY WALL CONSTRUCTION	\$ 8,559.00
I.M.W.C.A.	WORKERS COMP INSURANCE	\$ 19,953.00
IOWA LAW ENFORCEMENT ACADEMY	MMPI TESTING	\$ 50.00
IOWA ONE CALL	UNDERGROUND LOCATIONS	\$ 349.40
Iowa Prison Industries	CITY HALL/LIBRARY- DESKS/CABINETS	\$ 9,428.13
KARL CHEVROLET	NEW RADAR #21	\$ 2,225.00
KELTEK	MSO-BODY CAMS/SERVER	\$ 4,265.80
KEY ELEMENTS CONSULTING	2021 ANKENY ANNUAL WATER CONF	\$ 150.00
KIMBALL MIDWEST	LOCATE MARKING PAINT	\$ 1,045.38
LIFETIME TENNIS	TENNIS EQUIPMENT	\$ 1,000.00
LUANA SAVINGS BANK	TIF PAYMENT	\$ 36,620.46
MARTIN MARIETTA AGGREGATES	OUTFIELD FENCE ROCK	\$ 224.38
MENARDS	MAY SUPPLIES	\$ 546.63
METRO WASTE AUTHORITY	CONTRACT MANAGEMENT - MAY 2021	\$ 15,554.10
MICHAEL DOYON	REPAIR FIRE COAT REIMBURSEMENT	\$ 10.60
MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$ 16.37
Midwest Auto. Fire Sprinkler	FRONT ENTRY SPRINKLER PD REMODEL	\$ 590.00
MIKE SCHULTE	REIMBURSEMENT 2021 CONFERENCE	\$ 150.00
MINITEX	SCANNER/RECEIPT PRINTER/STAND	\$ 1,414.00
MOBILE BEACON	HOTSPOT SERVICE	\$ 1,375.00
MOWBILITY SALES & SERVICE	TILLER/WALK BEHIND SNOW BLOWER	\$ 3,799.99
NELSON AUTOMOTIVE	REPAIR PARTS	\$ 252.91
NICHOLS EQUIPMENT LLC	MINI EXCAVATOR RENTAL	\$ 683.40
OFFICE DEPOT	DESK CHAIR	\$ 557.97
ONESOURCE	BACKGROUND CHECK	\$ 42.00
P & M APPAREL	TENT/TABLE COVERINGS	\$ 3,292.00
Pam Witt	PROGRAM SUPPLIES REIMBURSEMENT	\$ 28.56
PCC AMBULANCE BILLING	APRIL AMBULANCE BILLING FEE	\$ 3,790.49
POLK CITY COMMERICAL CENTER	JUNE 2021 TIF PAYMENT	\$ 7,392.41
Polk City Dental LLC	TIF PAYMENT	\$ 19,509.65
POLK CITY VETERINARY HOSPITAL	K-9 VACCINATIONS - EUDORIS	\$ 176.98
POLK COUNTY TREASURER	BLOOD DRAW OWI	\$ 150.00
PORTABLE PRO, INC.	PORTABLE SERVICE	\$ 555.00
POSTMASTER	ANNUAL PO BOX RENTAL 2021-#426	\$ 132.00
RACOM	EDACS ACCESS	\$ 671.16
RUAN, INCORPORATED	VEHICLE LEASE	\$ 1,588.04
Safe Building Comp. & Tech	BUILDING INSPECTIONS	\$ 20,181.76
Safety Kleen Systems Inc	PARTS WASHER SERVICE	\$ 137.66
SAYLORCREEK SAND	TWELVE OAKS TILE REPAIR	\$ 199.66
SHANNON DALY	ADULT YOGA - MAY 2021	\$ 72.00
Sprayer Specialities Inc	SPRAYER REPAIRS	\$ 80.79
STAPLES	MAY OFFICE SUPPLIES	\$ 130.12
STEW HANSEN	#24 TIRES AND SPARK PLUGS	\$ 2,082.75
STRYKER SALES CORPORATION	NEW COT MATTRESS/STRAPS	\$ 1,179.12
TAPCO	RADAR SPEED LIMIT SIGN	\$ 2,905.00



TARGETSOLUTIONS LEARNING, LLC	VECTOR SOLUTIONS TRAINING	\$ 1,106.00
TESKE VANCE	U14/INTERMEDIATE TENNIS REFUND	\$ 108.00
TOTAL QUALITY INC.	LAWNCARE	\$ 12,606.57
Toyne Inc	HOSE BED COVER	\$ 756.00
THE TRIBUNE	NEWSPAPER - 52 WEEKS	\$ 46.00
TRUCK EQUIPMENT INC.	TRUCK MOUNTED SANDER W/OPTIONS	\$ 10,731.00
TWELVE OAKS, LLC	TIF PAYMENT	\$ 47,150.00
UNITY POINT CLINIC-OCCUPATIONAL	DOT DRUG/ALCOHOL TESTING	\$ 42.00
VERIZON WIRELESS	PHONE AND DATA PLAN	\$ 17.04
Walsh Door & Hardware Co	CARD ACCESS/DOOR REPAIR	\$ 2,541.00
WILLIAM C. KNAPP, L.C.	EARNEST PAYMENT - PROPERTY	\$ 500.00
Accounts Payable Total		\$ 431,434.28
GENERAL		\$ 181,466.22
ROAD USE		\$ 6,711.37
TIF		\$ 181,282.62
CAPITAL IMPROVEMENTS		\$ 2,477.30
WATER		\$ 39,550.23
SEWER		\$ 4,392.44
SOLID WASTE/RECYCLING		\$ 15,554.10
TOTAL FUNDS		\$ 431,434.28



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** June 2, 2021  
**To:** Mayor & City Council  
**From:** Chief Jeremy Siepker  
**Subject:** Set pay for Police Officer candidate Jeremy Burdess

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**BACKGROUND:** In April 2021 the Polk City Police Department began a selection process to fill the upcoming full-time Police Officer opening effective July 1<sup>st</sup> 2021. This process consisted of a panel interview, thorough background investigation, and a Chief's interview. Upon the completion of the process, Jeremy Burdess was selected to fill the full-time officer position effective July 1<sup>st</sup> 2021. Jeremy is an Iowa certified Peace Officer with over 10 years of law enforcement experience.

**ALTERNATIVES:** N/A

**FINANCIAL CONSIDERATIONS:** Mr. Burdess is a certified Peace officer, and his starting annual wage will be on step 02 of the Collective Bargaining Agreement set at \$27.91/hour (\$58,053.22 annually). This is the pay we have in the budget for this position.

**RECOMMENDATION:** It is my recommendation that the council approves Jeremy Burdess's hiring at a pay rate of \$27.91/hour.



## 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](mailto:support@polkcityia.gov).

#### APPLICANT INFORMATION

Last Name <b>Mart</b>	First <b>Lisa</b>	MI <b>A.</b>
Street Address <b>1705 W Ridge Ct</b>	City/State <b>Polk City, IA</b>	Zip <b>50226</b>
Employer Name <b>Iowa League of Cities</b>	Job Title <b>Human Resources and Management ADVISER</b>	Length of residency in Polk City <b>12 yrs</b>

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

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

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

<b>Current board member / President</b>
---

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

Financial Management <b>Some</b>	Land Use Planning
Community Groups <b>✓</b>	Engineering
Conflict Resolution <b>✓</b>	Other: <b>✓ City exp ILUC</b>

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

<b>HR 20 years VFF @ City board Library member / President ILUC EE 15 yrs</b>
---

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

Enjoying position I would like to continue to serve.
---

**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	Jason Morse	515-208-3996
Name	Dan Gubbins	515-975-7998
Name	Mickey Shields	515-244-5316

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

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

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





## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** June 14, 2021 City Council Meeting  
**To:** Mayor Jason Morse & City Council  
**From:** Jason Thraen, Parks & Recreation Director

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

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1. Staff completed CPR/AED and First Aid recertification through the American Heart Association.
2. Complete removal of Silver Maple “tree of concern” in the SW corner of the square.
3. MidAmerican CARES donated \$10k towards Lost Lakes Park phase II.
4. Received USTA Serving Up Tennis grant IAO \$1k for tennis equipment.
5. Staff is working with Go Polk City on offering a fall special event on Saturday, October 2<sup>nd</sup>. This family friendly event will coincide with “Fenders Fest” hosted by Fenders Brewing.
5. May programming included Adult Yoga.
6. Sports Complex baseball/softball fields had 23 reservations in May. 33 total field reservations in 2021.
7. Community Center had 2 private rentals in May. 3 total rentals in 2021.
8. Miller Park Shelter House had 4 private rentals in May. 5 total rentals in 2021.



## City of Polk City, Iowa City Council Agenda Communication

**Date:** 6/01/2021  
**To:** Mayor and Council  
**From:** Mike Schulte

**Subject:** Trash Pump and Jet Trailer Purchase

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**BACKGROUND:** In the current budget, Public Works has allocated funds for the purchase of a replacement 6-inch trash pump for the sewer department at a budgeted cost of \$35,000. The main use for this pump is for sewer backups. This allows us to pump from one manhole to another keeping the sanitary sewer flow in check until a contractor gets there to jet through the blockage. This pump and pipes that connect to it are big and bulky which makes it very hard to setup and teardown. Randy and I discussed better ways to deal with sewer blockages and we came up with the idea of buying a smaller pump and an emergency jet trailer meanwhile staying close to the budgeted amount of \$35,000. The purchase of a jet trailer would allow us to cut the response time by approximately 30 minutes since we would not have to haul and set up hoses. We could simply pull the jet trailer to the downstream manhole and jet the blockage ourselves. That would then allow us to call in our contractor the next day on straight time to rejet the line with a bigger machine and then televise to diagnose the problem.

**ALTERNATIVES:** Purchase the 6-inch trash pump as budgeted.

**FINANCIAL CONSIDERATIONS:** \$36,430

As you can see, we are \$1430 over the budgeted amount but I will make that work inside of my sewer operating budget.

**RECOMMENDATION:** Staff would recommend approval of the purchase as follows:

Purchase the trash pump from Star Equipment LTD in the amount of \$14,710.

Purchase the jet trailer from Contractor Solutions in the amount of \$21,720.



FIELD QUOTATION  
**STAR EQUIPMENT, LTD.**  
CONSTRUCTION EQUIPMENT & SUPPLIES  
SALES SERVICE RENTAL

Skid Loaders, Trailers  
Skid Loaders Attachments  
Rough Terrain Forklifts  
Concrete Trowels and Saws  
Concrete Pumps and Screed  
Generators, Water Pumps  
Air Compressors  
Compactions Equipment  
Material Handling Cranes  
Service Bodies, Lube Trucks  
Construction Supplies

- ☐ 1401 2ND AVENUE • DES MOINES, IA 50314 • (515) 238-2215 • (800) 369-2215 • FAX (515) 283-0295  
☐ 2100 E. LINCOLN WAY • AMES, IA 50010 • (515) 233-9500 • (800) 369-2215 • FAX (515) 233-9505  
☐ 2950 6TH STREET S.W. • CEDAR RAPIDS, IA 52404 • (319) 365-5139 • (800) 728-5139 • FAX (319) 365-6726  
☐ 2625 W. AIRLINE HWY • WATERLOO, IA 50703 • (319) 236-6830 • (800) 791-9249 • FAX (319) 236-6834

Name Randy  
Company Polk City  
Address 112 3rd St  
Polk City Ia 50226

Quote No. 20200121  
Date 1/20/21  
Office # \_\_\_\_\_  
Cell # (515) 208-1273  
Email \_\_\_\_\_

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	New MQ62TKT 6 inch trash pump Kohler tier 4 engine 28 gallon fuel tank	14,410.00	\$ 14,410.00
	pumps up to 3 inch solid lifting bale on a single axle trailer with pintle hitch		0.00
	1190 gallons per min and 111 feet of head 15 hours of run time		0.00
			0.00
	currently in stock		0.00
			0.00
			0.00
1	PDI (install fitting test and set pump)	300.00	300.00

Trade-In Make N/A

Sub Total \$ 14,710.00

Trade-In Model \_\_\_\_\_

Allowance \_\_\_\_\_

Trade-In Serial No. \_\_\_\_\_

Sub Total \$ 14,710.00

Sales Tax Exempt \$ 0.00

F.O.B. Point Des moines Iowa

Sub Total \$ 14,710.00

Terms \_\_\_\_\_

Freight \_\_\_\_\_

Net Total \$ 14,710.00

Estimated Delivery after Receipt of Order \_\_\_\_\_

Subject to Prior Sale and  
Management Approval

Quotation for Acceptance Within \_\_\_\_\_

Date Accepted \_\_\_\_\_

**STAR EQUIPMENT, LTD.**

By \_\_\_\_\_

By \_\_\_\_\_



### QUOTATION

Date: 5/12/2021  
UPDATED

➡ **To:** City of Polk City



**Attn:** Randy Franzen      [rfranzen@polkcityia.gov](mailto:rfranzen@polkcityia.gov)

**CUSTOMER PHONE:****CUSTOMER FAX:**

<i>Request date:</i>	<i>Quote date:</i>	<i>Ship Date:</i>
<i>Requested by:</i>	<i>Quoted by:</i> Dave Hehr	<i>Ordered by:</i>
<i>Terms</i> 30 days	<i>Valid for:</i> 30 days	<i>F.O.B.:</i>

[illegible]

Comments:

**Thank you for this opportunity to quote this equipment!! Please call if you have any questions!!**

**Total Weight:**

<b>Sub Total:</b>	<b>\$ 20,520.00</b>
-------------------	---------------------

**Tax:** Not included

<b>Freight:</b>	<b>\$ 1,200.00</b>
-----------------	--------------------

<b>Total:</b>	<b>21.720.00</b>
---------------	------------------



# JM-2512 Typhoon™

*Big cleaning power in a tough new package.*



The JM-2512 Typhoon trailer jet is ideal for clearing big lines or remote jobs far from a water source. Twelve gallons of water pulsates down the line every minute at a powerful 2500 psi to blast lines clear of grease, sediment, and debris. The 200 gallon holding tank carries enough water to handle remote applications where access to water is limited.

A 690 cc Honda engine with electric start powers the 2500 psi, 12 gpm pump with Vibra-pulse® through a V-belt reducer. Two hose reels — an electric rewind jet hose reel with 400 ft. x 1/2" capacity featuring a variable speed controller, and a supply hose reel carrying 150 ft. x 3/4" hose — are mounted at the rear of the unit next to the pressure gauge and output valve. Engine controls, including an hour meter, are mounted within easy reach in the lockable tool box with slide action doors just below the reels.

The Typhoon is mounted on a heavy duty trailer rated for 3500 lbs. per axle with bearing buddies, and rides on 15" radial tires with modular wheels.

A splash guard at the front protects the pump and engine from road debris. The body is protected by a durable powder-coated epoxy finish for added weather protection.

Standard safety features include electric brakes, safety strobe light, three safety cones with holder, rear fold down stabilizer jacks, and retractable guide arm. An anti-freeze system protects the unit from freeze damage. Complete with spray wand and trigger.



Remote control panel protected inside locked toolbox.



Easily accessible Variable Speed rewind control, along with pressure gauge and output valve mounted between hose reels.



**General**  
**PIPE CLEANERS**  
[www.drainbrain.com](http://www.drainbrain.com)

*The toughest tools down the line.™*





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Des Moines, IA 50313  
515-265-7368 Phone  
515-265-9944 Fax  
[www.cs-shoring.com](http://www.cs-shoring.com)**

## Date: 5/12/2021



**MQ**  
**MULTIQUIP**

[rfranzen@polkcityia.gov](mailto:rfranzen@polkcityia.gov)

**CUSTOMER FAX:**

<i>Request date:</i>	<i>Quote date:</i>	<i>Ship Date:</i>
<i>Requested by:</i>	<i>Quoted by:</i> Dave Hehr	<i>Ordered by:</i>
<i>Terms</i> 30 days	<i>Valid for:</i> 30 days	<i>F.O.B.:</i>

[illegible]

Comments:	Thank you for this opportunity to quote this equipment!! Please call if you have any questions!!	T
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Total Weight:		<i>Sub Total:</i>	\$ 15,318.00
		<i>Tax:</i>	0.00
		<i>Freight:</i>	\$ 1,375.00
		<b><i>Total:</i></b>	<b>16,693.00</b>



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** May 25, 2021  
**To:** Mayor & City Council  
**From:** Chief Jeremy Siepker  
**Subject:** June 25<sup>th</sup> Street Closure

---

**BACKGROUND:** The Polk City Police Department will be hosting our first annual PCPD Summer Kick-off Event on the City Square, Friday June 25<sup>th</sup> from 5:30-8:30 pm. This event will include emergency vehicle displays, family friendly activities, and an opportunity for the Polk City community to come out and meet the officers and staff. Food will also be available for free-will donation to the Polk City Police Officers' Association.

To accommodate the emergency vehicle display and activities I am requesting approval for a temporary street closure in the 100 Block of 2<sup>nd</sup> Street between Broadway and Van Dorn Street.

At the conclusion of our event Polk City Parks Department will be hosting a movie in the park and would need to extend the same street closure until 10:30 pm to accommodate appropriate seating and social distancing for those attending the movie event.

**ALTERNATIVES:** Do not approve the temporary road closure.

**FINANCIAL CONSIDERATIONS:** N/A

**RECOMMENDATION:** It is my recommendation that the council approve the temporary street closure for June 25<sup>th</sup> from 4pm- 10:30pm.

# Polk City Water Department

## Monthly Report

Month May

Year 2021

Total Water Pumped 18273322 Gallons  
Monthly Daily Avg 589462 Gallons

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### Testing Results

- SDWA Bacteriological Coliform Analysis absent University Hygienic Lab.  
Fecal Coliform Analysis- Sample incubated 35c for 48 hrs then examine for gas production.  
Gas production verifies presence of fecal coliform organisms.
- Fluoride Analysis .7 University Hygienic Lab.  
A fluoride concentration of approx. 1mg/l in drinking water effectively reduces dental caries without harmful effects on health. MCL for fluoride is 4.0 mg/l.  
Fluoride at Plant- Monthly Average .73 mg/l Polk City Lab.  
Fluoride in System- Monthly Average .66 mg/l Polk City Lab.
- Chlorine Free At Plant- Monthly Average 1.12 mg/l Polk City Lab.  
Chlorine Total at plant- Monthly Average 3.97 mg/l Polk City Lab.  
Chlorine Free in System- Monthly Average .57 mg/l Polk City Lab.  
Chlorine Total in System- Monthly Average .93 mg/l Polk City Lab.  
Chlorine requirement is the quantity of chlorine that must be added to H<sub>2</sub>O to achieve complete disinfection of pathogens and protozoa. Chlorine residuals will vary widely depending on organic loading. We also use chlorine to oxidize iron prior to filtration.
- Iron Raw Water- Monthly Average 6.41 mg/l Polk City Lab.  
Iron Finish Water- Monthly Average .08 mg/l Polk City Lab.  
Iron System Water- Monthly Average .06 mg/l Polk City Lab.  
Iron occurs in rocks and minerals in the earth's crust. It's the 4<sup>th</sup> most abundant element respectively. Iron has no effect on human health; its main objection is aesthetics.  
Concentrations of Iron in finish H<sub>2</sub>O should be between 0.03-0.06mg/l.
- Manganese Raw Water- Monthly Average .23 mg/l Polk City Lab.  
Manganese Finish Water- Monthly Average .76 mg/l Polk City Lab.  
Manganese System Water- Monthly Average .06 mg/l Polk City Lab.  
Manganese also occurs in rocks and the earth's crust. It is the 7<sup>th</sup> most abundant element. Manganese is extremely difficult to remove. Concentrations of Manganese in finish H<sub>2</sub>O should not exceed 0.05mg/l or black staining of plumbing fixtures may occur. No effect on human health.
- pH Raw Water Monthly Average 7.3 mg/l Polk City Lab.  
pH Finish Water-Monthly Average 7.4 mg/l Polk City Lab.  
pH System Water- Monthly Average 8.4 mg/l Polk City Lab.  
pH scale ranges from 0-14 with 7 being considered neutral. Below 7 becomes corrosive to plumbing, above 7 tends to deposit minerals in plumbing. We add caustic soda to maintain proper pH, which should range between 7.5-7.9 in finish water.

Total Tests Performed- Polk City Lab \_\_\_\_\_

Total Hours to perform tests \_\_\_\_\_





## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** June 14, 2021 City Council Meeting  
**To:** Mayor Jason Morse & City Council  
**From:** Chelsea Huisman, City Manager

**Subject:** Resolution setting public hearing for proposed issuance and refunding General Obligation bonds, not to exceed \$3,500,000

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**BACKGROUND:** On Monday, the City Council will set the public hearing for the issuance and refunding of General Obligation bonds, not to exceed \$3,500,000. The public hearing will be set for June 28, 2021, at 6pm.

Issuance for new projects include intersection improvements at 3<sup>rd</sup> & E. Vista Lake Dr. (Roundabout-estimated project cost of \$1,503,000), New water well project (estimated project cost of \$701,000), and Bridge Road Water main project (estimated project cost of \$58,000). In addition, we are taking the opportunity to refund and refinance our outstanding general obligation bonds from 2014 in the amount of \$1,000,000. This will save the City approximately \$50,000 on interest. Lastly, we will have the normal issuance fees-Bond counsel, financial advisor, and bond rating for this issuance.

A few items of note as we begin these proceedings, we are able to complete all of these projects with no increase to the city's debt service levy. With the exception of the roundabout project, the water projects and 2014 refunding payments will be made with water and sanitary sewer money. For the roundabout project we were also able to structure that accordingly with our cost-sharing between North Polk & Knapp Properties.

**ALTERNATIVES:** Do not set the public hearing

**FINANCIAL CONSIDERATIONS:** There are no financial considerations to set the public hearing.

**RECOMMENDATION:** It is my recommendation that the Council set the public hearing for

MINUTES TO SET DATE FOR HEARING  
ON ENTERING INTO A LOAN  
AGREEMENT

511493-5

Polk City , Iowa

June 14, 2021

The City Council of the City of Polk City , Iowa, met on June 14, 2021, at 6 o'clock p.m., at the City Hall Council Chambers, Polk City, Iowa.

The City Council provided access to the meeting electronically via phone, due to federal and state government recommendations in response to COVID-19 pandemic conditions, which was accessible at the following:

**Call in number 515-329-8019 code 593054**

Electronic access information was included in the posted agenda of this public meeting.

The Mayor presided and the roll was called showing the following members of the City Council present and absent:

Present:

\_\_\_\_\_

Absent: \_\_\_\_\_.

Council Member \_\_\_\_\_ introduced the resolution hereinafter next set out and moved its adoption, seconded by Council Member \_\_\_\_\_; and after due consideration thereof by the City Council, the Mayor put the question upon the adoption of the said resolution and the roll being called, the following named Council Members voted:

Ayes:

\_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the resolution duly adopted as hereinafter set out.

• • • •

At the conclusion of the meeting and upon motion and vote, the City Council adjourned.

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Mayor

Attest:

---

City Clerk

RESOLUTION NO. 2021-56

Resolution setting the date for a public hearing on proposal to enter into a General Obligation Corporate Purpose and Refunding Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$3,500,000

WHEREAS, the City of Polk City (the “City”), in Polk County, State of Iowa, previously issued its \$1,720,000 General Obligation Capital Loan Notes, Series 2014, dated September 9, 2014 (the “2014 Notes”), a portion of which remains outstanding, maturing on June 1 in each of the years and in such amounts as follows:

<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate Per Annum</u>	<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate Per Annum</u>
2022	\$110,000	2.00%	2026	\$120,000	2.55%
2023	\$115,000	2.20%	2027	\$125,000	2.70%
2024	\$115,000	2.30%	2028	\$130,000	2.80%
2025	\$120,000	2.40%	2029	\$135,000	2.90%

; and

WHEREAS, pursuant to the resolution (the “2014 Note Resolution”) authorizing the issuance of the 2014 Notes, the City reserved the right to prepay part or all of the 2014 Notes maturing in each of the years 2022 through 2029 (the “Callable 2014 Notes”), inclusive, prior to and in any order of maturity on June 1, 2021 or on any date thereafter, subject to the provisions of the 2014 Note Resolution; and

WHEREAS, the City now proposes to enter into a loan agreement (the “Loan Agreement”), pursuant to the provisions of Section 384.24A of the Code of Iowa, and to borrow money thereunder in a principal amount not to exceed \$3,500,000 for the purpose of paying the costs, to that extent, of (1) constructing street, storm water drainage, sidewalk, sanitary sewer system and water system improvements; (2) acquiring and installing street signage, lighting and signalization (the “Projects”); and (3) current refunding the outstanding portion of the Callable 2014 Notes, and it is now necessary to fix a date of meeting of the City Council at which it is proposed to take action to enter into the Loan Agreement and to give notice thereof as required by such law; and

NOW, THEREFORE, Be It Resolved by the City Council of the City of Polk City, Iowa, as follows:

Section 1. The City Council shall meet on June 28, 2021, at the City Hall Council Chambers Polk City, Iowa, at 6 o’clock p.m., at which time and place a hearing will be held and proceedings will be instituted and action taken to enter into the Loan Agreement described in the preamble hereof.



Section 2. The City Clerk is hereby directed to give notice of the proposed action on the Loan Agreement setting forth the amount and purpose thereof, the time when and place where the said meeting will be held by publication at least once, not less than four (4) and not more than twenty (20) days before the date of said meeting, in a legal newspaper which has a general circulation in the City. The notice shall be in substantially the following form:

NOTICE OF PROPOSED ACTION TO INSTITUTE PROCEEDINGS TO  
ENTER INTO A LOAN AGREEMENT AND TO BORROW MONEY  
THEREUNDER IN A PRINCIPAL AMOUNT NOT TO EXCEED \$3,500,000

(GENERAL OBLIGATION)

The City Council of the City of Polk City, Iowa, will meet on June 28, 2021, at the City Hall Council Chambers in Polk City, Iowa, at 6 o'clock p.m., for the purpose of instituting proceedings and taking action on a proposal to enter into a loan agreement (the "Loan Agreement") and to borrow money thereunder in a principal amount not to exceed \$3,500,000 for the purpose of paying the costs, to that extent, of (1) constructing street, storm water drainage, sidewalk, sanitary sewer system and water system improvements; (2) acquiring and installing street signage, lighting and signalization; and (3) current refunding the outstanding portion of the General Obligation Capital Loan Notes, Series 2014, dated September 9, 2014.

The City Council will provide electronic access to the meeting provided via phone, due to federal and state government recommendations in response to COVID-19 pandemic conditions, at the following:

**Call in 515-329-8019 code 593054**

In addition to electronic access, written comments may be filed or made prior to the meeting and will be recorded in the minutes.

The Loan Agreement is proposed to be entered into pursuant to authority contained in Section 384.24A of the Code of Iowa and will constitute a general obligation of the City.

At that time and place, oral or written objections may be filed or made to the proposal to enter into the Loan Agreement. After receiving objections, the City may determine to enter into the Loan Agreement, in which case, the decision will be final unless appealed to the District Court within fifteen (15) days thereafter.

By order of the City Council of the City of Polk City, Iowa.

Jenny Gibbons  
City Clerk

Section 3. Pursuant to Section 1.150-2 of the Income Tax Regulations (the “Regulations”) of the Internal Revenue Service, the City declares (a) that it intends to undertake the Projects which are reasonably estimated to cost approximately \$3,500,000, (b) that other than (i) expenditures to be paid or reimbursed from sources other than the issuance of bonds, notes or other obligations (the “Bonds”), or (ii) expenditures made not earlier than 60 days prior to the date of this Resolution or a previous intent resolution of the City, or (iii) expenditures amounting to the lesser of \$100,000 or 5% of the proceeds of the Bonds, or (iv) expenditures constituting preliminary expenditures as defined in Section 1.150-2(f)(2) of the Regulations, no expenditures for the Projects have heretofore been made by the City and no expenditures will be made by the City until after the date of this Resolution or a prior intent resolution of the City, and (c) that the City reasonably expects to reimburse the expenditures made for costs of the City out of the proceeds of the Bonds. This declaration is a declaration of official intent adopted pursuant to Section 1.150-2 of the Regulations.

Section 4. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved June 14, 2021.

---

Mayor

Attest:

---

City Clerk

## ATTESTATION CERTIFICATE

STATE OF IOWA  
COUNTY OF POLK  
CITY OF POLK CITY

SS:

I, the undersigned, City Clerk of the City of Polk City, do hereby certify that attached hereto is a true and correct copy of the proceedings of the City Council fixing a date for a hearing on the City Council's proposal to take action in connection with a loan agreement, as referred to therein.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
City Clerk



## ORGANIZATION CERTIFICATE

STATE OF IOWA  
COUNTY OF POLK           SS:  
CITY OF POLK CITY

I, the undersigned City Clerk, do hereby certify that the City of Polk City is organized and operating under the provisions of Title IX of the Code of Iowa and not under any special charter and that the City is operating under the Mayor-Council form of government and that there is not pending or threatened any question or litigation whatsoever touching the incorporation of the City, the inclusion of any territory within its limits or the incumbency in office of any of the officials hereinafter named.

And I do further certify that the following named parties are officials of the City as indicated:

\_\_\_\_\_ Jason Morse \_\_\_\_\_, Mayor  
\_\_\_\_\_ Chelsea Huisman \_\_\_\_\_, City Manager  
\_\_\_\_\_ Jenny Gibbons \_\_\_\_\_, City Clerk/Treasurer  
\_\_\_\_\_ Mandy Vogel \_\_\_\_\_, Council Member/Mayor Pro Tem  
\_\_\_\_\_ Jeff Walters \_\_\_\_\_, Council Member  
\_\_\_\_\_ Dave Dvorak \_\_\_\_\_, Council Member  
\_\_\_\_\_ Ron Anderson \_\_\_\_\_, Council Member  
\_\_\_\_\_ Rob Sarchet \_\_\_\_\_, Council Member

WITNESS MY HAND this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
City Clerk

**(PLEASE NOTE: Do not date and return this certificate until you have received the publisher's affidavit and have verified that the notice was published on the date indicated in the affidavit, but please return all other completed pages to us as soon as they are available.)**

**PUBLICATION CERTIFICATE**

STATE OF IOWA  
COUNTY OF POLK           SS:  
CITY OF POLK CITY

I, the undersigned, City Clerk of the City of Polk City, do hereby certify that pursuant to the resolution of the City Council fixing a date of meeting at which it is proposed to take action to enter into a certain loan agreement, the notice, of which the printed slip attached to the publisher's affidavit hereto attached is a true and complete copy, was published on the date and in the newspaper specified in such affidavit, which newspaper has a general circulation in the City.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
City Clerk

**(Attach here the publisher's original affidavit with a clipping of the notice, as published.)**

June 9, 2021

**Via Email**

Chelsea Huisman  
City Manager/City Hall  
Polk City, Iowa

Re: General Obligation Corporate Purpose and Refunding Loan Agreement  
Our File No. 511493-5

Dear Chelsea:

We have prepared and attach proceedings for the June 14th City Council meeting to enable the City Council to fix June 28th as the date for the hearing on the proposal to enter into a General Obligation Corporate Purpose and Refunding Loan Agreement (the "Loan Agreement").

The documents attached include the following items:

1. Minutes of the City Council meeting providing for the adoption of the resolution fixing the time and place for the hearing. The resolution follows the minutes.

The form of notice of hearing is set out in Section 2 of the resolution. Please print an extra copy for delivery to the publisher. Please insert the time and place of the hearing in both the resolution and the notice

2. Attestation Certificate with respect to the validity of the transcript.

3. Organization Certificate.

4. Publication Certificate with respect to publication of the notice, to which must be attached the publisher's affidavit of publication with a clipping of the notice as published.

The notice of hearing on the Loan Agreement must be published at least once, not less than four (4) and not more than twenty (20) days before the June 28th meeting date in a legal newspaper which has a general circulation in Polk City. **The last date on which this notice can be effectively published is June 24, 2021.**

As soon as the notice appears in the newspaper, please have a copy faxed to our office at (515) 283-1060.

Page 2

Please return one fully executed copy of all of the completed pages in these proceedings as soon as possible.

If you have any questions, please contact Amy Bjork, Cheryl Ritter or me.

Best regards,

John P. Danos

Attachments

cc: PFM Financial Advisors LLC  
UMB Bank, n.a.  
Jenny Gibbons

**POLK CITY LIBRARY BOARD MEETING NOTES**  
**Polk City Community Library Meeting Room, 1500 W. Broadway**  
**Monday, May 3, 2021 at 6:30 pm**

I. Call to order –Sara Olson called meeting to order at 6:30 pm.

II. Approval of the Agenda

MOTION: A motion was made by Rod Bergren and seconded by Angie Conley to approve Meeting Agenda.

MOTION PASSED unanimously.

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

III. Consent Items

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

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

IV. Communication from the Public – None

V. Director's report

**Library Director's Report**  
**May 2021**

**Library Statistics:**

- Circulation and library usage.
  - April 2021 circulation increased by 130checkouts compared to March 2021 and by 512 compared to April 2020.
  - Library Patrons saved \$31,664 in April by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
  - 1,005 individuals visited the library in April.
  - 12 puzzles were borrowed from the puzzle exchange
  - 20 passport applications were processed
  - 0 Notary appointments
  - 6 Adventure Passes were used saving patrons \$254.

**What's New:**

- The library opened to the public without appointments on April 5.
- The library raised \$930 on National Library Giving Day. \$1130 was pledged; \$930 collected.
- A joint fundraising letter for the library and parks & recreation department was mailed to local businesses last month. To date the library has received \$1,900 in donations. Sponsors will receive a window clings for their business indicating their support of the library.



- The city received CARES money as part of pandemic relief. The money was distributed to the city departments in the amount of \$23,500 which we have to spend by the end of the fiscal year. We are looking at storage options, staff desks, new staff computers, Ancestry.com, etc.
- The new website has not yet gone live as we are waiting on some editing permissions.
- May is quiet program-wise so that we can finish preparing for summer.
- We are having trouble with our wireless router and are looking for the best option for replacing it and boosting its range within the library.
- We are recruiting our teen summer reading program volunteers
- We will have a summer reading registration kick-off at the May 27 farmer's market.
- We have created a summer reading program promotional video that will be shared with both elementary schools and we are sending them bookmarks with the programs listed to give to students
- The library will be sponsoring a Kids' Craft Table at the Concerts on the Course this summer. Polk City Women are going to help staff the tables.
- The Friends of the Library are going to have several events this summer
  - o Round-up Fundraiser at Fareway May 24-29
  - o free activity at the Police Night Out event on June 25
  - o Papa's Pizzeria/Fender's Fundraiser on July 10
  - o Pop Toss Fundraiser at the Four Seasons Mini-Fest on July 17

#### **Upcoming Programs**

May 5	Wednesday Book Club 7:00
May 6	Plant. Grow. Fly Zoom program with Blank Park Zoo 7:00
May 11	6th & up Book Clubs 4:00
May 13	Adult DIY: Washi Tape jars
May 18	K-2 Book Club 4:00
May 25	3rd-5th Book Club 4:00
May 27	Summer Reading Kickoff at Farmers Market 4-7

#### **April 2021 Stats**

<b>LIBRARY -APRIL 2021 STATS SNAPSHOT</b>	<b>April 2020 (COVID-19)</b>	<b>April 2021 (COVID-19)</b>	<b>March 2021 (COVID-19)</b>
Total Visitors	0	1,005	181
People Checking Out	244	249	232
Polk City Cardholders	215	214	201
Polk City Checkouts	1,618	1,979	1,878
Open Access Cardholders	15	14	12
Open Access Checkouts	196	180	143
Rural Cardholders	14	21	19
Rural Checkouts	91	238	201
Bridges E-book/Audiobook Checkouts	700	696	750
Outgoing ILL Books	4	28	19
Total Checkouts (incl. Bridges & Outgoing ILL)	2,609	3,121	2,991
Auto Renewals (began in September 2018)	NA	303	380

Total Checkouts (adjusted for auto-renewal)	2,609	2,818	2,611
Incoming ILL Books	1	16	23
Reserves Placed	1,948	910	1,245
Materials Added	107	208	447
Materials Withdrawn	8	46	178
New Cards Issued	8	6	16
Computer Users	0	20	3
WiFi Users (on site)-Whofi counter started end of 10/19	181	273	273
Reference Questions	0	1	0
AWE Station Usage	0	0	0
AWE Games Played	0	0	0
Adult Programs	12	22	25
Adult Program Attendance	60	115	167
Youth Programs	4	18	15
Youth Program Attendance	138	274	347
Tutoring	0	0	0
No. of Meeting Room Uses by Outside Groups	0	0	0
Patron Savings (physical materials only)	\$31,802	\$31,664	\$28,980
Blank Park Zoo Adventure Pass (\$44)	0	4	4
Science Center of Iowa Adventure Pass (\$44)	0	1	2
Botanical Gardens Adventure Pass (\$34)	0	1	1
Brenton Skating Plaza (\$46.50)	NA	NA	NA
Des Moines Children's Museum (\$36)	0	NA	NA
TOTAL ADVENTURE PASS SAVINGS	\$0.00	\$254	\$298
Summer Reading Signups (0-11) as of 7/31			
Summer Reading Signups (12-18) as of 7/31			
Adult Reading Participation as of 7/31			
Facebook Page Views (April 5-May 2)	377	103	133
Facebook Post Reach (April 5-May 2)	2,497	3,821	2,298
New Facebook PageFollowers(April 5-May 2)	18	2	14
New Facebook Page Likes (Apr 5-May 2)	17	2	16
Website Views	2,890	2,557	2,589

HyVee will build on ground across from Casey's (not a gas station, but a "mini-mart"); Bridgeview plat 2 continues to be developed; Kwik Star is starting to get ready to build out at the corner of Parker and Bridge Road, City is working on transportation to new Elementary School

VII. Board Education – None

VIII. Agenda Items

1. Review Tier Standards Section 5: Virtual Spaces
2. Review [Inclement Weather Policy-Emergency Policy](#) – reviewed; no changes
3. Approve [Resolution 2021-03L](#) authorizing the disposal of a podium, futon w/cushion, end table and table lamp.  
MOTION: A motion was made by Rod Bergren and seconded by Angie Conley to approve Resolution 2021-03L.  
MOTION PASSED unanimously.
4. Discuss a plan for landscaping improvements behind the library.  
Discussed 8<sup>th</sup> grade students will come to town to do community service; may utilize them to help clean up.
5. Determine next Board Education topic and presenter – Corey will do next month's Board Education

IX. Adjourn – Meeting adjourned at 6:55 pm.

MOTION: A motion was made by Angie Conley and seconded by Rod Bergren to adjourn meeting.  
MOTION PASSED unanimously.

Next Meeting June 7, 2021 at 6:30 PM

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

<b>LIBRARY -MAY 2021 STATS SNAPSHOT</b>	<b>May 2020 (COVID-19)</b>	<b>May 2021</b>	<b>April 2021</b>
Total Visitors	0	1,471	1,005
People Checking Out	231	286	249
Polk City Cardholders	192	250	214
Polk City Checkouts	1,210	2,211	1,979
Open Access Cardholders	19	16	14
Open Access Checkouts	178	258	180
Rural Cardholders	20	20	21
Rural Checkouts	174	219	238
Bridges E-book/Audiobook Checkouts	758	672	696
Outgoing ILL Books	0	24	28
Total Checkouts (incl. Bridges & Outgoing ILL)	2,320	3,384	3,121
Auto Renewals (began in September 2018)	0	355	303
Total Checkouts (adjusted for auto-renewal)	2,320	3,029	2,818
Incoming ILL Books	0	21	16
Reserves Placed	1,561	644	910
Materials Added	32	116	208
Materials Withdrawn	19	137	46
New Cards Issued	7	21	6
Computer Users	0	20	20
WiFi Users (on site)-Whofi counter started end of 10/19	163	371	273
Reference Questions	0	0	1
AWE Station Usage	0	0	0
AWE Games Played	0	0	0
Adult Programs	14	19	22
Adult Program Attendance	92	143	115
Youth Programs	3	4	18
Youth Program Attendance	150	171	274
Tutoring	0	0	0
No. of Meeting Room Uses by Outside Groups	0	0	0
Patron Savings (physical materials only)	\$28,151	\$36,093	\$31,664
Blank Park Zoo Adventure Pass (\$44)	0	4	4
Science Center of Iowa Adventure Pass (\$44)	0	1	1
Botanical Gardens Adventure Pass (\$34)	0	2	1
Brenton Skating Plaza (\$46.50)	0	NA	NA
Des Moines Children's Museum (\$36)	0	0	NA
TOTAL ADVENTURE PASS SAVINGS	\$0.00	\$288	\$254
Summer Reading Signups (0-11) as of 7/31			
Summer Reading Signups (12-18) as of 7/31			
Adult Reading Participation as of 7/31			
Facebook Page Views (May 1-May 28)	272	251	103
Facebook Post Reach (May 1-May 28)	2,843	18,803	3,821
New Facebook PageFollowers(May 1-May 28)	13	14	2
New Facebook Page Likes (May 1-May 28)	10	14	2
Website Views	2,510	new website	2,557

## Library Director's Report

### June 2021

#### Library Statistics:

- Circulation and library usage.
  - May 2021 circulation increased by 263 checkouts compared to April 2021 and by 1,064 compared to May 2020.
  - Library Patrons saved \$36,093 in May by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
  - 1,471 individuals visited the library in May.
  - 23 passport applications were processed
  - 2 Notary appointments
  - 7 Adventure Passes were used saving patrons \$288.

#### What's New:

- CARES money has purchased storage cabinets, an event tent and table coverings for the pop-up library, Ancestry.com, book carts, staff desks and new staff computers, scanners and receipt printers.
- The new website launched on May 19.
- We have 15 volunteers for our summer reading program
- We had close to 200 people sign up for summer reading kick-off at the May 27 farmer's market.
- As of 11:00 today, we had 531 individuals registered for summer reading.
- Our summer reading program for youth includes:
  - Mondays: Food, Culture & Literacy with ISU Extension
  - Tuesdays: Story time
  - Wednesday: STEAM activities
  - Thursday: Performers
- We are taking our Tuesday and Wednesday programs on the road to both Halley's Academy and Tender Years.
- Rich Taylor is stepping down from doing our IT support effective July 1. He will be available for consultation and to help with some things, but will not be doing our routine maintenance.
- Our new VOIP phone system will be installed sometime in July which will result in all of the city departments being on the same system.

#### Upcoming Programs

June 7	Summer Reading Programs begin
June 10	BubbleFest
June 10	How to Live your Healthiest Life
June 11	Outdoor Family Movie Night
June 14	Teen Expressive Painting
June 14	Adult DIY Stepping Stones
June 17	Marika Daniels Circus Performer
June 17	Animal Photography
June 24	Magician Mikayla Oz
June 28	Beginning Genealogy



Classification	Population (4,000-5,999)	City	Physical Circ	Digital Circ	# Kid Prog	Kid Prog Att	#YA Prog	YA Prog Att	#Adult Prog	Adult Prog Att
D		Polk City	40,803	7,500	125	4,134	3	14	271	2,875
D	4,058	Dyersville	108,249	5,735	250	7,848	32	345	467	8,887
D	4,151	Forest City	17,580	5,298	65	768	0	0	0	0
D	4,227	Sergeant Bluff	2,877	3,011	20	179	16	45	0	0
D	4,321	Chariton	30,813	5,160	184	2,203	23	230	27	250
D	4,345	Jefferson	39,494	4,810	325	6,492	7	38	50	658
D	4,448	Camanche	3,446	2,316	57	1,766	6	274	20	83
D	4,461	Hampton	30,507	3,703	115	1,793	17	176	32	550
D	4,506	Mount Vernon	23,682	4,535	84	2,426	39	211	35	538
D	4,690	Humboldt	47,891	7,300	310	5,442	16	80	24	413
D	4,751	Evansdale	6,411	2,198	9	65	9	65	9	65
D	4,840	Spirit Lake	59,290	12,829	90	2,564	15	201	486	486
D	4,929	Osceola	22,736	4,927	79	1,733	5	23	51	1,630
E	5,106	Harlan	49,295	7,702	219	5,693	0	0	198	739
E	5,150	Shenandoah	53,064	5,378	73	1,237	16	518	113	1,061
E	5,179	Manchester	46,265	12,145	67	1,255	2	34	38	1,096
E	5,188	Sheldon	27,086	5,653	157	3,594	0	0	50	303
E	5,190	Winterset	53,461	11,916	138	1,891	20	165	196	3,128
E	5,238	Iowa Falls	36,790	5,633	81	1,636	0	0	82	710
E	5,253	Cherokee	44,831	5,722	226	4,113	0	0	111	1,264
E	5,257	Vinton	20,034	7,024	27	950	0	0	6	62
E	5,269	Glenwood	28,557	5,865	141	3,617	38	432	57	566
E	5,322	De Witt	56,584	11,848	225	4,245	37	703	62	368
E	5,493	Bondurant	35,505	7,336	333	6,498	2	25	113	912
E	5,528	Centerville	42,668	5,534	66	936	6	18	6	24
E	5,533	Anamosa	37,479	5,711	164	2,827	42	334	60	385
E	5,560	Algona	34,550	6,112	153	2,335	62	1,117	66	543
E	5,572	Clarinda	48,961	8,591	246	5,061	7	213	104	2,385
E	5,742	Red Oak	28,261	6,206	30	869	8	66	7	153
E	5,966	Independence	57,938	15,047	150	5,111	34	375	59	979

This is a comparison of FY20 statistics for communities with a population of 4,000-5,999. Most communities of this size are county seats or a larger community for the area. Comparably, Polk City is neither. The areas in red are where Polk City performed as well or better than the other libraries. The area where we did not perform as strongly is in YA (teen) programming. Despite strong efforts, we just don't get participation in this area. This is attributed to the fact that teens in our area are very involved in extra-curricular activities and the school is not located in close proximity to the library.



# 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](mailto:police@polkcityia.gov)

***Service Integrity Respect Quality***

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To: Honorable Mayor and Council Members

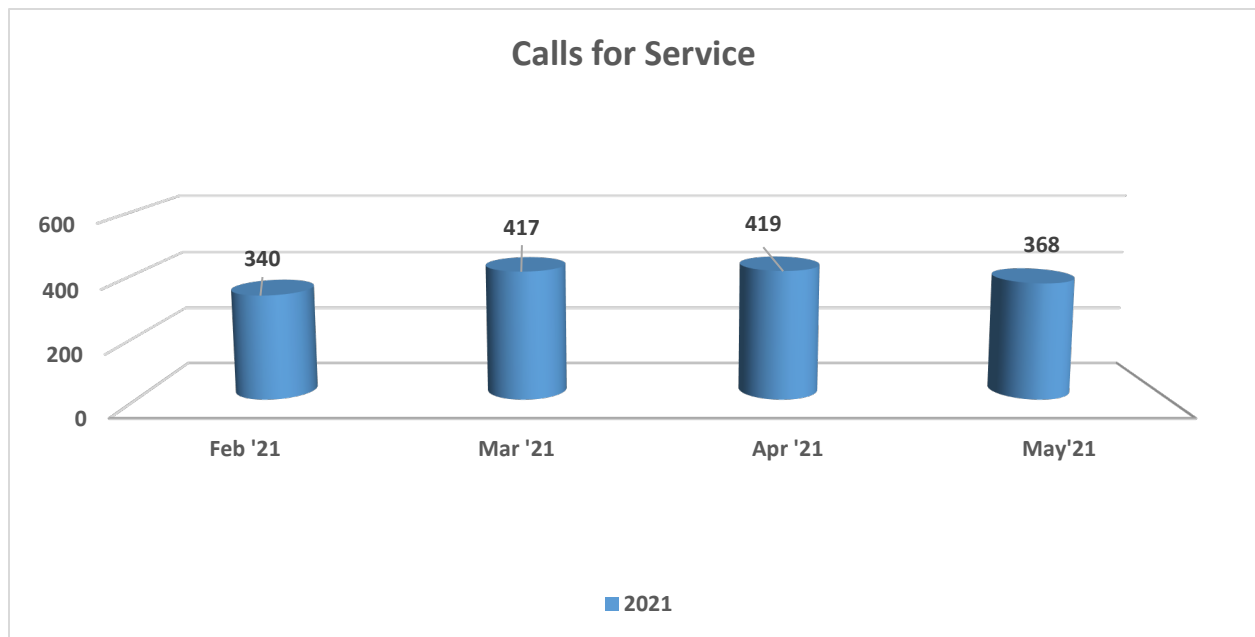
From: Lieutenant Aswegan

Date: June 3rd, 2021

Re: May 2021 Monthly Report

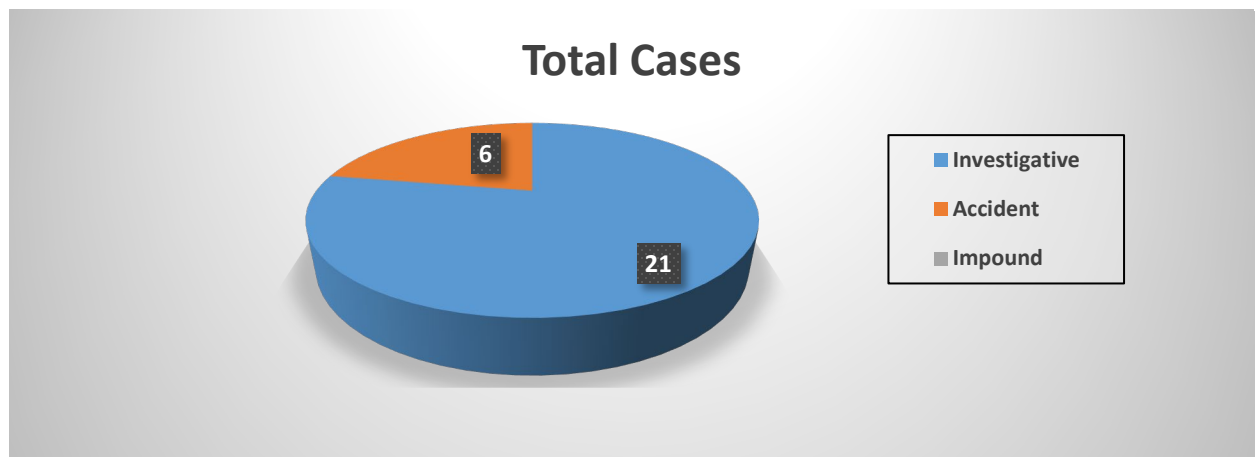
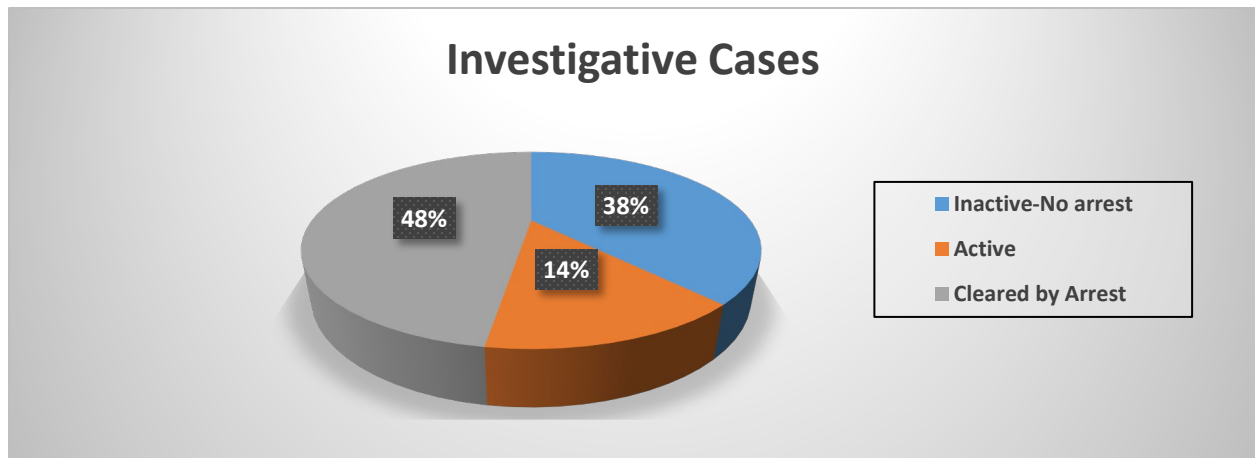
## Calls for Service

The total calls for service for the month of May were **368**. 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 **72** traffic stops.



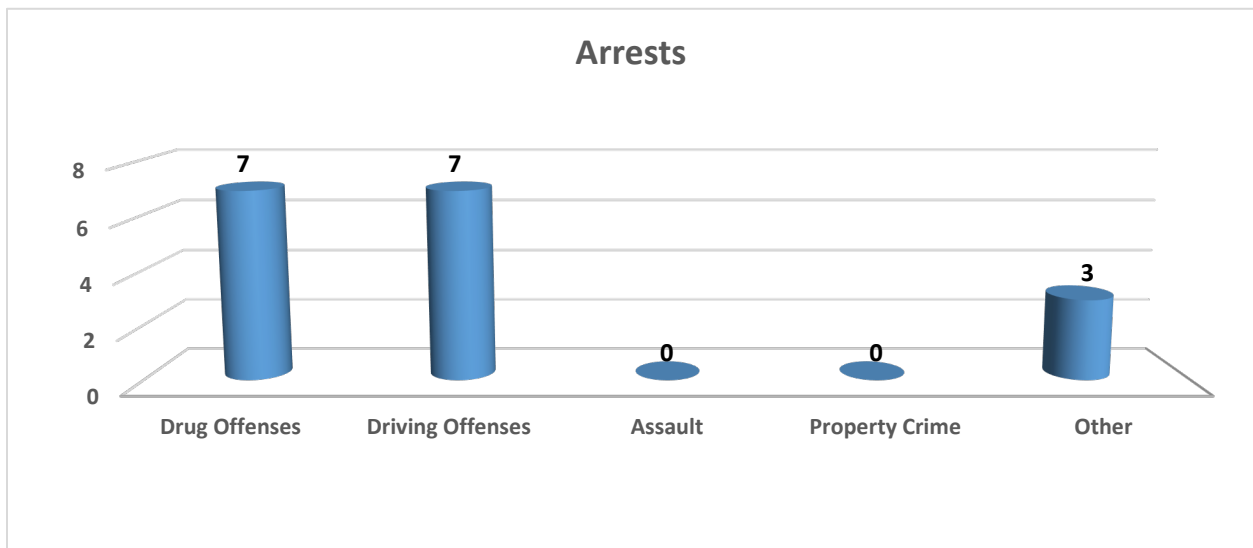
## Cases Made

The Police Department had **27** total cases during the month of May. **21** of the cases were investigative incident reports and **6** were traffic collisions. There are **3** active investigations from this month. There was a **48%** rate of cases cleared by arrest, for investigative cases in May.



## Arrests Made

The Police Department made **17** arrests and issued **30** citations and **105** warnings. The arrests consisted of **7** driving offenses (including 3 impaired driving arrests and 4 arrests for driving with a suspended, revoked, or barred license), **7** drug offenses, **1** arrest for Violation of a No Contact Order, **1** for Public Intoxication and **1** for Illegal Dumping.



## Notable Incidents

On May 4<sup>th</sup> at about 11:30 am Polk City Police Officers responded to assist an Iowa DNR Officer at Big Creek with an occupied suspicious vehicle. An investigation revealed that the occupants were under the influence of narcotics. Officer Aicher and Eudoris were called out to assist. Eudoris was deployed on the vehicle and alerted to the odor of narcotics. Methamphetamine and paraphernalia were found in the vehicle by officers. The driver was charged with Possession of Methamphetamine and Possession of Drug Paraphernalia. A No Contact Order was found to in

effect between the 2 parties, causing the driver to be charged with Violation of No Contact Order.

On May 13<sup>th</sup>, arrest warrants were filed for 2 Des Moines residents as a result of a traffic stop occurring in April. The occupants were arrested at the time for several charges and booked into the Polk County Jail. Narcotics were found in the vehicle and were sent to the lab for testing. The results showed positive for fentanyl and heroin. One subject was still in the Polk County Jail and was served the arrest warrant in the jail. The other subject was arrested in Des Moines on May 31<sup>st</sup> and was found with more heroin on her person. Both subjects are facing a charge of Possession of Controlled Substance in addition to their original charges.

On May 15<sup>th</sup>, Polk City Officers were securing an accident scene at 3<sup>rd</sup> Street and Bridge Street when a vehicle driven by a Grimes resident continued to drive towards the officers while disobeying commands to stop and turn around. The vehicle eventually stopped and upon contact, the officers realized the driver was intoxicated. An investigation revealed the driver to have a BAC of .331. He was arrested and charged with OWI-1<sup>st</sup> Offense.

On May 21<sup>st</sup>, a Polk City Officer stopped a vehicle for traveling 51 MPH in a 35 MPH zone on N. Broadway Street. The driver and a passenger were found to be in possession of marijuana and paraphernalia. They had just smoked marijuana about an hour prior and were under the influence when the officer stopped them. The driver was arrested and charged with OWI-1<sup>st</sup> Offense and Possession of Marijuana. The passenger was charged with Possession of Marijuana.



## **Officer Training**

Officer Wilson completed on-line training courses with the Arkansas University Criminal Justice Institute. The courses were “Foundations of Sexual Assault Investigations for the Rural Officer” and “Sexual Assault Investigations for the Rural Investigator”.

Chief Siepker attended FBI-LEEDA Executive Leadership Institute. This training was a 32-hour class dedicated to executive level law enforcement leaders covering topics of current trends in law enforcement, strategic planning and agency organization. Through attending this course, Chief Siepker completed the trilogy of FBI-LEEDA courses.

## **In-Service Training**

Department in-service training in May was dedicated to officer wellness. Officers attended presentations covering topics of mental health for law enforcement, financial health, and physical health. This is an annual training we include in our training program to ensure our staff is in the best condition to serve the community.

### **Training Hours: 72**

Lamfers	4
Untrauer	4
Aicher	12
Siepker	36
Wilson	27
Aswegan	4
Delaney	4

## **Canine Program**

Officer Aicher and Eudoris were deployed 3 times in May. All deployments were for narcotics detection.



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** June 14, 2021 City Council meeting  
**To:** Mayor Jason Morse & City Council  
**From:** Chelsea Huisman, City Manager  
**Subject:** Economic Development Policy-updated

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**BACKGROUND:** I have made a few changes to the City's Tax Increment Financing incentive Policy for the Council's review and consideration. A redlined copy is available in the packet for review.

Within the Policy I have stated what the City's intentions are for utilizing Tax Increment Financing. This policy is geared to incentivize development that increases the City's commercial, industrial and retail tax base. The Policy states that the City will not incentivize for residential developments, residential structures, multi-residential developments, or multi-residential structures unless the request is above and beyond for the developer. I have also added language that states the City will exhaust all efforts prior to offering TIF for residential development.

I have also deleted out the Finance Committee review aspect, as we no longer have committees. My recommendation is the City Manager will review each request on a case-by-case basis provided there will be an input opportunity for GoPolkCity to be involved. The Council will have final authority to use TIF incentives.

**ALTERNATIVES:** Do not approve the updated policy.

**FINANCIAL CONSIDERATIONS:** None, this is just a policy and does not designate the City to offer incentives but is a guideline.

**RECOMMENDATION:** It is my recommendation that the Council approve the updated policy.

**RESOLUTION NO. 2021-57**

**A RESOLUTION ADOPTING POLICY PA-27  
ECONOMIC DEVELOPMENT POLICY**

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**WHEREAS**, on November 25, 2019, the City Council of the City of Polk City, Iowa, approved Resolution 2019-108 adopting policy PA-27, Economic Development Policy to establish and define guidelines for businesses seeking economic development incentives under Chapters 15A and 403 of the Code of Iowa; and

**WHEREAS**, from time to time the policy is reviewed and recommendations for changes are necessary.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Polk City, Iowa to hereby amend Policy PA-27 effective June 14, 2021.

**PASSED AND APPROVED**, this the 14th day of June 2021.

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Jason Morse, Mayor

ATTEST:

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Jenny Gibbons, City Clerk

**P&A – 27**  
**CITY OF POLK CITY**

**ECONOMIC DEVELOPMENT POLICY**

**Goals, Policies, Criteria and Procedure Goals:**

The City of Polk City, Iowa, has developed the following guide for businesses seeking economic development incentives available under Chapters 15A and 403 of the Code of Iowa. The goals of the Economic Development Policy Statement and the Tax Increment Financing (TIF) Program are to encourage quality economic development and to enhance the City's commercial, industrial, and specialized retail tax base by providing incentives to businesses and developers that want to expand or locate in Polk City. The City of Polk City, Iowa, has developed the following guide for businesses seeking economic development incentives available under Chapters 15A and 403 of the Code of Iowa.

**Policies:**

- TIF is a discretionary program. The recommendation to the City Council to use TIF as an economic development incentive shall be made by the City Manager. Requests should be made through the City's application process and reviewed by the City Manager. Once review is complete, an interview with the City Manager and representative of GoPolkCity may take place. The City Manager will make a recommendation to the City Council, who has the final authority for all agreements. Each project/development will be considered on a case-by-case basis. Tax increment financing is also subject to required legislative process (public notice and public hearing).
- TIF funds may be used for improving City infrastructure when the project is a City led infrastructure project.
- The City will not provide TIF funds for residential developments, residential structures, multi-residential developments, or multi-residential structures. The City may issue TIF funds for residential developers when the City is requesting infrastructure requirements above and beyond that benefit the entire City, and not just the development. The City should exhaust all other efforts prior to utilizing TIF for residential development. A list of development standards can be found in the City's development standards identified in the subdivision ordinance.





- The City may provide TIF funds for specialized retail development for establishments with a minimum anticipated assessed value of at least \$500,000. All projects/developments will be subject to a minimum assessment agreement to ensure the minimum assessed valuation is met.
- TIF project/developments will be funded on a rebate basis, with the owner or developer receiving a refund of a portion of the incremental property taxes according to the specific provisions of the development agreement.
- The City Manager may recommend any TIF incentive allowable under this Policy, State law and the City's Urban Renewal Plan as adopted and amended. If awarded, rebates normally range from one (1) year to a maximum of five (5) years and are dependent on the merits of each project/development. The City Council reserves the right to exceed 5 years when projects: 1) Create 20+ jobs and/or 2) Far exceed the minimum anticipated value and 3) is a business highly prioritized by the City Council.
- The City Manager may consider issues beyond those mentioned in this policy when deemed to be in the public interest, including impacts of natural disaster.
- Retention and/or creation of jobs will be required.

**Criteria: The following factors will be considered in determining whether a project/development may be eligible for TIF funding:**

- The anticipated assessed tax value for commercial and industrial must be a minimum of \$500,000, specialized retail development
- Demonstration by the applicant that the project/development will not occur or will be reduced in scope if TIF funds are not advanced
- Commercial development and rehabilitation
- Commercial development that directly serves the needs of the City's current industrial base
- Industrial development that enhances the community
- Infrastructure project/developments that enhance Industrial or Commercial development



- The project/development is a new business or existing business located in Polk City that is improving property with infrastructure or building expansion.
- The project/development is a business relocating and does not conflict with the anti-piracy provisions of the Iowa law
- The project/development complies with the City of Polk City's Comprehensive Plan, Design Standards, and Zoning Ordinances
- The project/development will not deter from the quality of life in, or the environment of, the community
- The project/development must contribute to the development of a sound economic base that will serve as a foundation for future growth and economic development in the community
- The project/development creates additional tax base and creates or maintains quality employment, i.e. the business agrees to retain and/or create jobs
- 
- The project/development will not cause undue stress or demand on City infrastructure or services and is sensitive to the environment
- The project/development does not create an unfair advantage for the applicant over any existing business in the community
- The project/development meets or exceeds the building standards established by the City and is compatible with surrounding development
- The project/development incorporates low impact design, green infrastructure and/or LEED construction. Examples are porous pavement, native landscape, bioswales, rain gardens and green roofs
- Other considerations determined by the City to be relevant

**Application Procedures:**

- Requests for Tax Increment Financing (TIF) assistance will be made on application forms provided by the City. Application forms are available at City Hall. Completed applications should be returned to the City Manager at City Hall. The City Manager will review applications and forward recommendations to the City Council for their consideration. The City Council will make all final and binding decisions relating to economic development assistance.
- A TIF application should be submitted to the City as early as possible in the planning process. At a minimum, the application must be submitted prior to submittal of a site plan, building plans, as applicable.
- Upon submittal of the application, the City Manager will review the project/development. If the City Manager finds the application acceptable for funding, he/she will then make a proposal to the applicant. If and when the proposal is accepted, staff will be directed to prepare an appropriate development agreement for consideration (working with the City's designated bond counsel) by the applicant and the City Council. The Development Agreement will include rebate language and a minimum assessment section as outlined in this policy.
- If a proposal is made by the City Manager and there is no response from the applicant within six (6) months, the applicant will need to re-apply for TIF assistance for its project/development.
- The City has no legal obligation to provide any incentive until a mutually agreed upon development agreement has been signed by the City and all parties.

**Disclaimer:**

This policy and procedure is only a guideline and does not obligate the City to approve a TIF district or project/development or to pay any costs incurred by any developer prior to final approval of a development agreement, which has been executed by the City after the required legislative process, including notice and a public hearing. The City, in its sole discretion, reserves the right to reject any and/or all applications for tax increment financing if it is in the City's best interest to do so. The City of Polk City may at any time change or end this Economic Development Policy for any reason without notice provided.



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** June 14, 2021 City Council Meeting  
**To:** Mayor Jason Morse & City Council  
**From:** Chelsea Huisman, City Manager  
**Subject:** Iowa State Recreational Trails program

---

**BACKGROUND:** The State of Iowa has been allocated \$1 million for trail projects in Iowa for the Iowa State Recreational Trails grant program. The application is due July 1, 2021, and the program requires a 25% local match.

I would like to draft an application for the N. 3<sup>rd</sup> Street to corporate city limits trail project. This trail will go through the future Regional Park Facility and is one of 3 phases to connect to the High Trestle Trail. This is the same project we applied for the COVID-19 Trails program for, but we won't receive notification if we receive COVID-19 trails funding until this Fall. I would like to proceed with an application for this grant as our chances of receiving funding for this project are good between the two grant programs.

**ALTERNATIVES:** Do not approve the resolution

**FINANCIAL CONSIDERATIONS:** The financial considerations for this project are \$534,000 in potential grant revenue.

**RECOMMENDATION:** It is my recommendation that the Council approve the resolution to apply for the Iowa State Recreational Trails program.

**RESOLUTION NO. 2021-58**

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

---

**WHEREAS**, the City of Polk City is desirous to apply for funding from the Iowa State Recreational Trails program in the amount of \$534,000; and

**WHEREAS**, the City of Polk City has plans to construct a 10' multi-use trail from N. 3<sup>rd</sup> Street, through the Regional Park Facility and ending at corporate city limits in FY22-23; and

**WHEREAS**, this project serves as Phase I of 3 phases to connect the City of Polk City to the High Trestle Trail; and

**WHEREAS**, the City of Polk City has an estimated cost for this project of \$712,000; and

**WHEREAS**, the City of Polk City has secured \$178,000 for FY22-23 towards this trail project utilizing bond proceeds, local option sales tax, and donations; and

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

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Polk City, Iowa to authorize application to the Iowa State Recreational Trails program for the proposed multi-use trail from N. 3<sup>rd</sup> Street to corporate city limits.

**PASSED AND APPROVED** the 14th day of June 2021.

---

Jason Morse, Mayor

Attest:

---

Jenny Gibbons, City Clerk





## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** June 14, 2021 City Council Meeting  
**To:** Mayor Jason Morse & City Council  
**From:** Chelsea Huisman, City Manager  
**Subject:** Polk City Soil Quality Restoration contractor bid award

---

**BACKGROUND:** We have received one bid from a qualified contractor for the SQR project. Lewis Lawn & Labor has submitted a bid to do the project for \$.22 per square foot. The company comes highly recommended, and we are happy to be able to provide competitive pricing to our residents for the project.

**ALTERNATIVES:** Do not approve the bid

**FINANCIAL CONSIDERATIONS:** The financial considerations to award the bid is approximately \$10,000 for the City. The City received a grant award for \$50,000 for this program, and we expect revenue from the homeowners of \$50,000; for a total project cost of \$110,000.

**RECOMMENDATION:** It is my recommendation that the Council award the bid with Lewis Lawn & Labor contingent on a contract being drafted. A contract will be drafted prior to the following Council meeting.



Dear City Clerk and Council Members:

Lewis Lawn & Labor, Inc. has been serving clients in and around Greater Des Moines since 2014. We have significant experience with conservation practices, having worked with the Polk Soil & Water Conservation District and Easter Lake Watershed Project to install soil quality restorations for 6 years. We follow guidelines listed in the Iowa Stormwater Management Manual and have completed training hosted by the Iowa Stormwater Education Partnership and partners of the Rain Campaign.

We pride ourselves on our attention to detail, customer focus, and high degree of quality. We strive to maintain professional and dependable services. Lewis Lawn & Labor, Inc. provides a pre-project checklist to customers upon scheduling the project and does follow-ups at six months and one year.

We would love the opportunity to provide high quality soil restorations to the homeowners of Polk City!

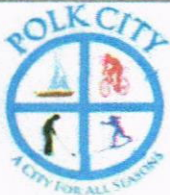
Contact us anytime at:

Email: [lewislawnlabor@gmail.com](mailto:lewislawnlabor@gmail.com)

Phone: 515-996-5296

Website: [www.lewislawnlabor.com](http://www.lewislawnlabor.com)

Justyn Lewis  
Owner & President



## REQUEST FOR PROPOSAL SOIL QUALITY RESTORATION PROJECT

**Proposal Form  
Request for Proposal  
SQR Project  
City of Polk City, Iowa**


**Company Name** Lewis Lawn & Labor Inc.

**Business Owner** Justyn Lewis

**Address** 3907 Twana Drive, Des Moines, IA, 50310

**Phone** 515-720-6906

**Email** lewislawnlabor@gmail.com

**Signature** 

**Title** Owner & Operator

**Date** 6/9/2021

**\*Price per square foot as outlined in the document:**

\$0.22 per square foot

**Please also provide the City with 3 Professional References for successful projects completed. References should include Name of property owner or organization successfully worked with, address and contact information for reference.**





Lewis Lawn &amp; Labor, Inc. &lt;lewislawnlabor@gmail.com&gt;

---

**Lewis Lawn and Labor**

1 message

**Jim Cooper** <jmc2856@msn.com>

Sat, Jun 5, 2021 at 2:34 PM

To: "lewislawnlabor@gmail.com" &lt;lewislawnlabor@gmail.com&gt;

I would highly recommend Lewis Lawn and Labor Inc. for your lawncare needs. Justyn Lewis is the President, CEO, and Founder of the company. He also led the crew that worked on our yard.

We hired Lewis Lawn and Labor to implement our soil restoration program for our lawn. He brought a hard-working crew with him. He is very punctual and showed up ready to work.

He is very good at explaining every step they would take to care for our lawn. The first day he aerated. The next day he came with the crew to put wheelbarrows of mulch over the whole lawn. They spread the mulch out throughout the grass. He then spread Bluegrass seed over the lawn.

I am very pleased with the outcome of his work. Our lawn looks great and much healthier.

He is a very personable and knowledgeable man.

Again, I would highly recommend Justyn and his crew to help you with your lawn.

Mary and Jim Cooper

## STEPHANIE BRENNAN

3127 Cottage Grove Avenue DSM, IA 50311 | stephaniebrennan85@gmail.com

6/8/2021

To Whom It May Concern:

I am pleased to write this recommendation letter for Lewis Lawn and Labor in their pursuit of this major Soil Quality Restoration project. From start to finish our experience with Lewis Lawn and Labor has been nothing but professional and rewarding. Justyn's communication with us as homeowners has been superior to all our experiences working with those in the landscaping trades. His thorough knowledge of our gardening zone, experience working with old properties and knowledge of the grants available through the city of Des Moines for projects made the decision to work with Lewis Lawn and Labor an easy one.

When the original date of our SQR was accompanied by heavy amounts of rain he was quick to reschedule us because he didn't want to risk us having a lower return on our investment despite having to move around other dates in his schedule to fit us in. During the planning process he answered all our questions thoroughly and came to our property several times to make sure we were prepared for his crew.

On the day of our service his crew came on time and began work immediately. They were respectful of our property and made sure to leave it clean and orderly. Justyn himself did a final walk through with us making sure we had no further questions about our after-care instructions and checked in with us a couple days later. The level of customer service we received was above and beyond our normal experiences with similar companies.

Being able to support a black owned business that truly cares about what they do in order to help better the planet makes us very proud, and we couldn't be happier to support Lewis Lawn and Labor. It is also a plus to support a business owned by someone who is so passionate about our city and goes above and beyond the call of duty to build community. We have already referred several friend and neighbors and are excited to continue working with them in the future to continue watching our property flourish. Please don't hesitate to contact me if you need more information and thank you for your time and consideration.

Sincerely,

*Stephanie Brennan*



## Letter of Recommendation

Lewis Landscaping and Labor

June 2, 2021

I recently completed Soil Quality Restoration services for my property on the southside of Des Moines in early May. My soil was compact, dry and only supporting weeds. I connected with Justyn Lewis on the project and he was quick to act and very knowledgeable of the benefits to not only my property, but the overall ecosystem of the neighborhood and the impacts of SQR. Justyn was also able to help connect me to funding resources through the county to support the project.

In my work with Justyn, he and his operations manager Natalie let me know exactly what to expect and how work would be completed. He had a specific timetable to provide for the several days of work and helped me prepare what I would need to do before they arrived. Justyn also helped me stay connected with the county resources to ensure that we would get approval for funding for the project. I really appreciated Justyn and Natalie's quick response time and communication support with the county resources. They helped me feel knowledgeable and supported the whole way through.

Lewis Lawn and Labor operates with a group of teenagers to perform much of the labor. Justyn helped prepare me for this experience and what I could expect from the group. The team did a wonderful job despite it being very warm. They weren't disruptive and they were incredibly polite. I was impressed to see a small group of teens work as hard as they did for an entire day with smiles on their faces. It really demonstrated that Lewis Lawn and Labor is mindful about the team they build and gives them agency to be responsible for their work product, and they really deliver.

Currently, we're past one month of the initial restoration. My lawn is finally growing grass and my soil has improved greatly. The soil has softened and is showing signs of being more nutrient dense. Where weeds only grew, there is now lawn that won't stop growing and our newly planted gardens are doing great. My neighbors have noticed the difference in quality as well and I have happily passed along Lewis Lawn and Labor's services.

Working with Justyn was a wonderful experience. He stayed in communication with me the entire time to ensure I knew what to expect, his team was prompt and courteous, and the services completed were very well executed. Justyn is incredibly knowledgeable in his craft and experience and his desire to provide a great service is evident. I highly recommend Lewis Lawn and Labor and am already planning on how I can implement their other ecosystem friendly projects in the future.

Katie Moses  
5607 SW 3<sup>rd</sup> St.  
Des Moines, IA 50315  
katelintmoses@gmail.com





June 7, 2021

City of Polk City  
112 S 3<sup>rd</sup> Street  
PO Box 426  
Polk City, IA 50226

To Whom it Concerns:

Since 2013, the Polk Soil & Water Conservation District (Polk SWCD) has worked with partners within the Easter Lake Watershed to promote cost-share funding for soil quality restoration projects. Since 2013, more than 100 soil quality restoration projects have been completed within the watershed. For projects to be approved and for watershed residents to receive reimbursement, the following qualifications must be met for soil quality restoration:

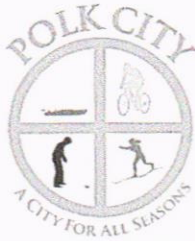
- Soil quality restoration projects must meet standards and specifications as listed in the Iowa Stormwater Management Manual
- Projects must be pre-approved with itemized estimates accurately listing the square footage of the project, quantity of compost, aeration and overseeding (if applicable).
- Once approved and installed, each project must pass inspection to be considered complete and for residents to be eligible for reimbursement. Inspection includes a check for aeration, quality of compost, and appropriate depth of compost layer by the Easter Lake Watershed Coordinator.

Since 2013, Lewis, Lawn & Labor, Inc. has successfully installed 12 residential soil quality restoration projects within the Easter Lake Watershed. Outside the Easter Lake Watershed, Lewis, Lawn & Labor, Inc. has worked with Polk SWCD to utilize REAP funding administered through our office to implement a few additional soil quality restoration projects within Polk County. For these projects, Lewis, Lawn, Labor, Inc. has rented Polk SWCD's deep tine aerator which has been available for use since 2019. Each project Lewis Lawn & Labor has worked with Polk SWCD & the Easter Lake Watershed Project on has been successfully implemented meeting all required specifications.

Sincerely,

Julie Perreault | Easter Lake Watershed Coordinator  
[Julie.perreault@ia.nacdnet.net](mailto:Julie.perreault@ia.nacdnet.net) | 515-964-1883 ext.3





**APPLICATION FORM  
FOR  
Special Events  
City of Polk City, Iowa**

Permit # \_\_\_\_\_

Application Fee\* **\$50**

*\*application fee waived for 501(c)(3) organizations and block party requests*

***Thank you for your interest in the City of Polk City!***

A special event would be classified as a parade, run/walk/bike, fundraiser, farmers market, fair/festival, outdoor concert OR temporary structure including but not limited to tents over 200sf, canopy, stage, inflatables. The City of Polk City must approve your application prior to advertising your event on City's property or public right-of-way for a special event. Application process must begin at least a minimum of 45 days prior to the requested date of the event.

**Please check the following type of event:**

<input type="radio"/> Parade	<input type="radio"/> Farmers market
<input type="radio"/> Run/Walk/Bike	<input type="radio"/> Fair/Festival
<input type="radio"/> Outdoor Concert	<input type="radio"/> Temporary Structure(s)
<input type="radio"/> Fundraiser	<input checked="" type="radio"/> Other (please specify) <u>Block Party</u>

**Contact Information:**

Contact Name & Title: <small>*(contact must be onsite for setup &amp; teardown of event)</small>	<u>Todd Lee</u>
Contact Mailing Address:	<u>1228 Sunset St</u>
Contact Phone number:	<u>515) 782-8364</u>
Contact Email Address:	<u>mtlee@mehsi.com</u>
Sponsor Organization: <small>*(if applicable)</small>	

**Event Information:**

Name of Event:	<u>Block Party.</u>	Requested event location:	<u>Sunset Street</u>
Event Date(s) & Time(s):	<u>8/21/21</u>	Event Setup & Teardown: (dates & times)	<u>8/21 1:00 → midnight</u>
Estimated Attendance:	<u>20</u>	Number of Vehicles:	<u>0</u>
Will Event Fee Be Charged?	<u>Y or N</u>	Event Fee Amount: (if applicable)	<u>0</u>
Product Sales on Site:	<u>Y or N</u>	Amplified sounds: (a noise waiver may be required)	<u>Y or N</u>
Tent and/or canopy:	<u>Y or N</u> Qty. <u>1</u>	Inflatables: (valid State of Iowa permit required)	<u>Y or N</u> Qty. <u>0</u>
Access to water:	<u>Y or N</u>	Access to electricity:	<u>Y or N</u>
Alcoholic Beverages: <small>(must obtain Iowa Beverage Permit with outdoor services &amp; area of alcohol must be fenced off)</small>	<u>Y or N</u>	Portable Toilets: <small>*(1 toilet for every 250 people est.)</small>	<u>Y or N</u> Qty. <u>0</u>
Street Closure:	<u>Y or N</u> Qty. <u>0</u>	On Street Parking Closure:	<u>Y or N</u> Qty. <u>0</u>



Event Description: (describe activities)

Block Party - neighbors cookout and enjoy.

Information about temporary structures: (stage, tables, inflatables, etc.; include location(s) on the site plan illustration)

cook out.

Barricades Required:	Qty. <u>2</u>	Security on site:	Y or N <u>Y</u>
Traffic Control:	Y or N <u>N</u>	Emergency Services:	Y or N <u>Y</u>

**Street or parking closures** require barricades/setup & removal by maintenance staff. Applicant will be billed at a rate of \$115/hour per staff person/equipment. \* fees waived for 501(c)(3) and block party requests

**Security Services** are available if the need is anticipated during the event.

Events serving alcohol will require Law Enforcement Officers to be on-site at each entrance/exit during said event and events interfering with non-participating vehicle traffic will require crowd/traffic control by a Law Enforcement Officer at each location. Applicant will be billed at a rate of \$40/hour per officer.

**Emergency Services** are available if the need is anticipated during the event.

Events requesting first aid stations will require a gator & stand-by staff at each location. Applicant will be billed at a rate of \$50/hour per staff personnel/equipment

Events requesting ambulance on site will require stand-by staff with equipment. Applicant will be billed at a rate of \$75/hour per for ambulance and \$23.22/hour per staff personnel

Events requesting firetruck protection on site will require stand-by staff with equipment. Applicant will be billed at a rate of \$300/hour for 4 personnel/equipment.

Additional Remarks:

Applicant understands and agrees that by submitting this application to the City, applicant certifies the information provided is true and correct, and that false information may be grounds for denial of this application. In addition to the City's approval, applicant is responsible to obtain any additional permits or approvals required by State or Federal regulations applicable to the Special Event. Further, it is understood, that the activities at all times during the event shall comply with all City, State and Federal laws, ordinances and regulations. The City reserves the right to impose special guidelines and restrictions based on the nature of the proposed event and its attendant circumstances.

Signature and Title of Applicant:

Michelle Lee - resident.

Date: 6/7/21

✓ If Provided

	Site Plan Illustration
	Certificate of Insurance with City of Polk City named as certificate holder; general liability in the amount of \$2,000,000 per incident/\$3,000,000 aggregate
	Application fee plus any other applicable fees

OFFICIAL USE ONLY:

Department approvals:

Event Description (describe event)

City of Los Angeles  
Department of Public Works  
Office of the City Engineer  
100 North Main Street, 10th Floor  
Los Angeles, CA 90012  
Phone: (213) 473-8311  
Fax: (213) 473-8312  
Email: [ce@cityofla.org](mailto:ce@cityofla.org)

Information on all temporary construction permits is available on the City's website at [www.cityofla.org](http://www.cityofla.org).

City of Los Angeles  
Department of Public Works  
Office of the City Engineer  
100 North Main Street, 10th Floor  
Los Angeles, CA 90012  
Phone: (213) 473-8311  
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Permit Required

City of Los Angeles  
Department of Public Works  
Office of the City Engineer  
100 North Main Street, 10th Floor  
Los Angeles, CA 90012  
Phone: (213) 473-8311  
Fax: (213) 473-8312  
Email: [ce@cityofla.org](mailto:ce@cityofla.org)

Permit Control

Emergency Services

Yes

Street or parking closure requires advance notice to be given to the City at least 15 days in advance of the event. The City will be notified by the permittee.

Security services are available if the need is anticipated during the event. Event security should be provided by the permittee. The City will provide security for the event if the permittee is unable to provide security. The City will provide security for the event if the permittee is unable to provide security.

Emergency services are available if the need is anticipated during the event. Events requiring that the City provide security will require a permit. A permit will be issued at a rate of \$100 per hour per staff member.

Events requiring that the City provide security will require a permit. A permit will be issued at a rate of \$100 per hour per staff member. Events requiring that the City provide security will require a permit. A permit will be issued at a rate of \$100 per hour per staff member.

Events requiring that the City provide security will require a permit. A permit will be issued at a rate of \$100 per hour per staff member. Events requiring that the City provide security will require a permit. A permit will be issued at a rate of \$100 per hour per staff member.

Additional Information

City of Los Angeles  
Department of Public Works  
Office of the City Engineer  
100 North Main Street, 10th Floor  
Los Angeles, CA 90012  
Phone: (213) 473-8311  
Fax: (213) 473-8312  
Email: [ce@cityofla.org](mailto:ce@cityofla.org)

The City of Los Angeles reserves the right to suspend, modify, or cancel any permit issued by the City of Los Angeles. The City of Los Angeles reserves the right to suspend, modify, or cancel any permit issued by the City of Los Angeles. The City of Los Angeles reserves the right to suspend, modify, or cancel any permit issued by the City of Los Angeles.

Signature and Title of Applicant

City of Los Angeles  
Department of Public Works  
Office of the City Engineer  
100 North Main Street, 10th Floor  
Los Angeles, CA 90012  
Phone: (213) 473-8311  
Fax: (213) 473-8312  
Email: [ce@cityofla.org](mailto:ce@cityofla.org)

Date

City of Los Angeles

City of Los Angeles  
Department of Public Works  
Office of the City Engineer  
100 North Main Street, 10th Floor  
Los Angeles, CA 90012  
Phone: (213) 473-8311  
Fax: (213) 473-8312  
Email: [ce@cityofla.org](mailto:ce@cityofla.org)

City of Los Angeles

Department of Public Works

**RESOLUTION NO. 2021-51 (A)**  
**AMENDED**

**A RESOLUTION APPROVING THE CONSTRUCTION DRAWINGS FOR PUBLIC  
IMPROVEMENTS FOR FOUR SEASONS POLK CITY PLAT 1**

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**WHEREAS**, Shive-Hattery, on behalf of MJR Development, LLC, has submitted the Construction Drawings for Public Improvements associated with Four Seasons Polk City Plat 1, including but not limited to grading, street paving, assessable sidewalk ramps along with associated storm sewers, sanitary sewers, water main and services; and

**WHEREAS**, said Construction Drawings appear to be in general conformance with Polk City's Subdivision Regulations, SUDAS and the approved Preliminary Plat for Four Seasons Polk City Plat 1; and

**WHEREAS**, it shall be the Developer's responsibility to obtain approval for all necessary permits including the Iowa DNR permits for water main and sanitary sewer construction, and the NPDES Storm Water Discharge permit; and

**WHEREAS**, the Developer's Engineer remains solely responsible for their design and ensuring it is fully compliant with all applicable code and permit requirements; and

**WHEREAS**, the Developer's Engineer is also responsible for construction staking and ensuring all locations, grades and slopes are in conformance with said standards and the approved construction drawings; and

**WHEREAS**, the City Engineer has reviewed said Construction Drawings for Public Improvements and recommended their approval of same.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa hereby accepts the recommendations of the City Engineer and hereby approves the Construction Drawings for the Public Improvements associated with Four Seasons Polk City Plat 1.

**PASSED AND APPROVED** the 24<sup>th</sup> day May 2021.

**AMENDED** the 14<sup>th</sup> day of June 2021.

---

Jason Morse, Mayor

ATTEST:

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Jenny Gibbons, City Clerk





June 10, 2021

Honorable Mayor and City Council  
City of Polk City  
112 S. 3<sup>rd</sup> Street  
Polk City, Iowa

RE: RECOMMENDATION OF ACCEPTANCE OF PUBLIC IMPROVEMENTS  
PARTIAL PAYMENT APPLICATION NO. 3 (SUBFINAL RETAINAGE HELD)  
CHANGE ORDER NO. 1  
2021 STREET REPAIRS PROJECT

Dear Honorable Mayor and City Council:

Snyder & Associates has reviewed the project improvements and finds the improvements to be complete and constructed in substantial conformance to the project plans and requirements. The project improvements are recommended to be accepted by the City Council.

Please find attached Change Order No. 1, which decreases the overall contract amount by \$11,099.74, includes final adjustment of contract quantities to reflect measurements made in the field. Snyder & Associates, Inc. recommends approval of Change Order No. 1.

Partial Payment Application No. 3 (Subfinal Retainage Held) and Change Order No. 1 for the 2021 Street Repairs Project. This pay application includes work completed by the Contractor through May 31, 2021. Work completed through this pay application includes all construction items. All punchlist items have been completed. Nineteen (19) of the thirty (30) working days for the project have been charged through this pay application. Final contract value is \$133,425.86.

Further, we recommend payment of \$3,530.20 to the Contractor, Caliber Concrete, LLC for the remainder of completed contract work, while still retaining 5% of the contract value as retainage.

Please contact me should you have any questions on this pay application or change order. We will be in attendance at the June 14, 2021, City Council meeting to answer any questions regarding this partial payment application and change order.

Sincerely,

SNYDER & ASSOCIATES, INC.

Laura C. Lamberty, P.E.

Enclosure

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

# CERTIFICATE OF COMPLETION

## ***2021 STREET REPAIRS PROJECT***

**Polk City, Iowa**

***June 14, 2021***

We hereby declare that we have made an on-site review of the completed construction of the ***2021 Street Repairs Project*** as performed by Caliber Concrete, LLC.

As Engineers for the project it is our opinion that the work performed is in substantial conformance with the plans and specifications, and that the final amount of the Contract is ***\$133,425.86***. I hereby recommend acceptance of the project.

Respectfully submitted,

SNYDER & ASSOCIATES, INC.



***Laura C. Lamberty, P.E.***

***Project Engineer***

***Snyder & Associates, Inc.***

***Iowa License Number P21814***

## CHANGE ORDER NO. 1

OWNER: City of Polk City

PROJECT: 2021 Street Repairs Project  
S&A PROJECT #: 120.0908.01

To: Caliber Concrete, LLC  
Contractor  
PO Box 248, 309 Audubon Street  
Address  
Adair, IA 50002  
City, State, Zip

You are directed to make the following changes in this contract:

**1. Description of change to be made:**

- 2.1. - Reduction of quantity to match field measurements.
- 2.2. - Reduction of quantity to match field measurements.
- 2.3. - Increase of quantity to match field measurements.
- 7.1. - Increase of quantity to match field measurements.
- 7.3. - Reduction of quantity to match field measurements.
- 7.4. - Reduction of quantity to match field measurements.
- 7.5. - Reduction of quantity to match field measurements.
- 7.6. - Reduction of quantity to match field measurements.
- 7.7. - Reduction of quantity to match field measurements.

**2. Reason for Change:**

- 2.1. - Adjusted to match field measurements.
- 2.2. - Adjusted to match field measurements.
- 2.3. - Adjusted to match field measurements.
- 7.1. - Adjusted to match field measurements.
- 7.3. - Adjusted to match field measurements.
- 7.4. - Adjusted to match field measurements.
- 7.5. - Adjusted to match field measurements.
- 7.6. - Adjusted to match field measurements.
- 7.7. - Adjusted to match field measurements.

**3. Settlement for the cost of making the change shall be as follows:**

Item No.	Item Description	Quantity	Unit	Unit Price	Total Price
2.1.	Below Grade Excavation (Core Out)	-108.4	CY	\$110.00	-\$11,924.00
2.2.	Subgrade Treatment, Geogrid, Triangular	-380	SY	\$9.00	-\$3,420.00
2.3.	Special Backfill	11.3	SY	\$50.00	\$565.00
7.1.	Full Depth Patches	39	LF	\$107.18	\$4,180.02
7.3.	Removal of Paved Driveway	-3	SY	\$10.00	-\$30.00
7.4.	Removal of Sidewalk	-1	SY	\$10.00	-\$10.00
7.5.	Driveway, Paved, PCC, 6"	-3	SY	\$47.16	-\$141.48
7.6.	Sidewalk, PCC, 6"	-4	STA	\$67.32	-\$269.28
7.7.	Detectable Warning	-2	EA	\$25.00	-\$50.00
TOTAL					-\$11,099.74

4. This change order will result in a net change in the contract completion time of 0 days and a net change in the cost of the project of -\$11099.74 divided as follows:

	<u>Contract Amount</u>	<u>Contract Completion Date</u>
Approved funds and contract completion date as per (Engineer's Estimate, Contract or last approved C.O.)	<u>\$144,525.60</u>	<u>30</u>
Change due to this C.O. (+ or -)	<u>(\$11,099.74)</u>	<u>0</u>
Totals including this C.O.:	<u>\$133,425.86</u>	<u>30</u>

The change described herein is understood, and the terms of settlement are hereby agreed to:

**Caliber Concrete, LLC**

CONTRACTOR

By 

DATE: 6/8/21

**Snyder & Associates, Inc.**

ENGINEER

By 

DATE: 6/10/2021

**City of Polk City**

OWNER

By \_\_\_\_\_

DATE: \_\_\_\_\_

## APPLICATION FOR PARTIAL PAYMENT NO. 3 (SUBFINAL RETAINAGE HELD)

PROJECT: 2021 Street Repairs Project

S&A PROJECT NO.: 120.0908.01

OWNER: City of Polk City  
CONTRACTOR: Caliber Concrete, LLC  
ADDRESS: PO Box 248, 309 Audubon Street  
Adair, IA 50002  
DATE: 6/7/2021

PAYMENT PERIOD: 5/1/2021  
to 6/1/2021

### 1. CONTRACT SUMMARY:

Original Contract Amount: \$ 144,525.60  
Net Change by Change Order: \$ (11,099.74)  
Contract Amount to Date: \$ 133,425.86

#### CONTRACT PERIOD: TOTAL WORKING DAYS

Original Contract Date: February 8, 2021

Original Contract Time: 30

### 2. WORK SUMMARY:

Total Work Performed to Date: \$ 133,425.86

Added by Change Order: 0

Retainage: 5% \$6,671.29

Contract Time to Date: 30

Total Earned Less Retainage: \$126,754.57

Time Used to Date: 19

Less Previous Applications for Payment: \$ 123,224.37

Contract Time Remaining: 11

AMOUNT DUE THIS APPLICATION: \$3,530.20

### 3. CONTRACTOR'S CERTIFICATION:

The undersigned CONTRACTOR certifies that:

(1) all previous progress payments received from OWNER on account of Work done under the contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with the Work covered by prior Applications for Payment; and

(2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by the application for Payment are free and clear of all liens, claims, security interests, and encumbrances

Caliber Concrete, LLC  
CONTRACTOR

By

DATE: 6/8/21

### 4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.  
ENGINEER

By

DATE: 6/10/2021

### 5. OWNER'S APPROVAL

City of Polk City  
OWNER

By

DATE:



## 6. DETAILED ESTIMATE OF WORK COMPLETED:

ITEM NO.	DESCRIPTION	CONTRACT ITEMS				COMPLETED WORK		
		PLAN QTY.	UNIT	UNIT COST	COST TOTAL	QTY. TO DATE	CO #	COST TOTAL
2.1.	Below Grade Excavation (Core Out)	135	CY	\$ 110.00	\$ 14,850.00	26.6		\$ 2,926.00
2.2.	Subgrade Treatment, Geogrid, Triangular	380	SY	9.00	3,420.00			-
2.3.	Special Backfill	10	TON	50.00	500.00	21.3		1,065.00
6.1.	Remove Intake	3	EA	2,000.00	6,000.00	3		6,000.00
6.2.	Intake, SW-501, Cast In Place	2	EA	4,500.00	9,000.00	2		9,000.00
6.3.	Intake, SW-505, Cast In Place	1	EA	4,500.00	4,500.00	1		4,500.00
6.4.	Intake Adjustment, Minor	3	EA	1,500.00	4,500.00	3		4,500.00
6.5.	Manhole Adjustment, Minor	1	EA	1,500.00	1,500.00	1		1,500.00
7.1.	Full Depth Patches	700	SY	107.18	75,026.00	739		79,206.02
7.2.	Crack and Joint Cleaning and Filling, Hot Pour	280	LF	3.00	840.00	280		840.00
7.3.	Removal of Paved Driveway	30	SY	10.00	300.00	27		270.00
7.4.	Removal of Sidewalk	150	SY	10.00	1,500.00	149		1,490.00
7.5.	Driveway, Paved, PCC, 6"	30	SY	47.16	1,414.80	27		1,273.32
7.6.	Sidewalk, PCC, 6"	140	SY	67.32	9,424.80	136		9,155.52
7.7.	Detectable Warning	90	SF	25.00	2,250.00	88		2,200.00
8.1.	Temporary Traffic Control	1	LS	1,500.00	1,500.00	1.00		1,500.00
11.1.	Mobilization	1	LS	8,000.00	8,000.00	1.00		8,000.00
					-			-
		TOTAL ORIGINAL CONTRACT = \$ 144,525.60				\$ 133,425.86		
CHANGE ORDER SUMMARY:								
2.1.	Below Grade Excavation (Core Out)	-108.4	CY	\$ 110.00	(11,924.00)			
2.2.	Subgrade Treatment, Geogrid, Triangular	-380	SY	9.00	(3,420.00)			
2.3.	Special Backfill	11.3	TON	50.00	565.00			
7.1.	Full Depth Patches	39	SY	107.18	4,180.02			
7.3.	Removal of Paved Driveway	-3	SY	10.00	(30.00)			
7.4.	Removal of Sidewalk	-1	SY	10.00	(10.00)			
7.5.	Driveway, Paved, PCC, 6"	-3	SY	47.16	(141.48)			
7.6.	Sidewalk, PCC, 6"	-4	SY	67.32	(269.28)			
7.7.	Detectable Warning	-2	SF	25.00	(50.00)			
		TOTAL CHANGE ORDERS = \$ (11,099.74)				\$ -		
		TOTAL CONTRACT & CHANGE ORDERS \$133,425.86				\$ 133,425.86		

**RESOLUTION NO. 2021-59**

**A RESOLUTION APPROVING CHANGE ORDER NO. 1 FOR THE 2021 STREET  
REPAIRS PROJECT**

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**WHEREAS,** the City of Polk City, City Council, approved Resolution 2020-143 ordering construction for the 2021 Street Repairs Project on December 14, 2021; and

**WHEREAS,** the City Council approved Resolution 2021-07 on January 25, 2021, awarding the construction contract to Caliber Concrete, LLC of Adair, Iowa; and

**WHEREAS,** on February 8, 2021, the City Council approved Resolution 2021-10 approving the contract in the amount of \$144,525.60; and

**WHEREAS,** Caliber Concrete LLC. and the City Engineer have submitted to the City of Polk City, Change Order No. 1 for in the amount of **-\$11,099.74** bringing the final contract value to \$133,425.86.

**NOW, THEREFORE, BE IT RESOLVED,** the City Council of the City of Polk City, Iowa hereby approves the Change Order No. 1 in the amount of \$11,099.74 for the 2021 Street Repairs Project.

**PASSED AND APPROVED** the 14<sup>th</sup> day of June 2021.

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Jason Morse, Mayor

ATTEST:

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Jenny Gibbons, City Clerk

## **RESOLUTION 2021-60**

### **A RESOLUTION APPROVING THE APPLICATION FOR PARTIAL PAYMENT NO. 3 (Subfinal Retainage Held) FOR THE 2021 STREET REPAIRS PROJECT**

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**WHEREAS**, the City of Polk City, City Council, approved Resolution 2020-143 ordering construction for the 2021 Street Repairs Project on December 14, 2021; and

**WHEREAS**, the City Council approved Resolution 2021-07 on January 25, 2021 awarding the construction contract to Caliber Concrete, LLC of Adair, Iowa; and

**WHEREAS**, on February 8, 2021, the City Council approved Resolution 2021-10 approving the contract in the amount of \$144,525.60; and

**WHEREAS**, on June 11, 2021, the City Council approved Resolution 2021-59 approving Change Order No. 1 in the amount of ~~-\$11,099.74~~ bringing the final contract value to \$133,425.86; and

**WHEREAS**, on April 12, 2021, the City Council approved Resolution 2021-27 approving the Pay App No. 1 in the amount of \$54,310.17; and

**WHEREAS**, on May 10, 2021, the City Council approved Resolution 2021-39 approving the Pay App No. 2 in the amount of \$68,914.20; and

**WHEREAS**, Caliber Concrete LLC., and the City Engineer have submitted the Application for Partial Payment No. 3 (Subfinal Retainage Held) giving a detailed estimate of work completed with an application for payment in the amount of \$3,530.20; and

**WHEREAS**, Snyder & Associates has provided a Certificate of Completion and recommends acceptance of the project.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Polk City, Iowa hereby approves the Application for Partial Payment No. 3 (Subfinal with Retainage Held) for the 2021 Street Repairs Project and the City Clerk/Treasurer is hereby authorized to issue a check to Caliber Concrete LLC. in the amount of \$3,530.20.

**BE IT FURTHER RESOLVED**, the City Council of the City of Polk City, Iowa hereby accepts the 2021 Street Repairs Improvements Project.

**PASSED AND APPROVED** the 14<sup>th</sup> day of June 2021.

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Jason Morse, Mayor

ATTEST:

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Jenny Gibbons, City Clerk